

ER Sheet Data Entry Form						
<b>Name of Organization : CENTRAL WATER AND POWER RESEARCH STATION, PUNE</b>						
<b>Employee No. : E1169</b>						
<b>Service</b>	CCS	<b>Designation</b>	Stenographer Gr.I	<b>Sub Cadre</b>		
<b>Joining Date : 14.09.1998</b>						
<b>Name Details</b>						
<b>Title</b>	<b>First Name</b>	<b>Middle Name</b>	<b>SurName</b>	<b>Initials</b>		
	Srinivas		Sahu		Srinivas Sahu	
<b>Identity Card No. : 963/10</b>						
<b>Sex</b>	Male /Female	<b>Date Of Birth</b>	12.05.1975	<b>Date of Retirement</b>	31.05.2035	
<b>Community</b>	General	<b>Religion</b>	Hindu			
<b>Father's Name</b>	Suryanarayana Sahu					
<b>Birth Details</b>						
<b>Birth Place</b>	Vijayawada	<b>Birth State/ UT</b>	Andhra Pradesh	<b>Nationality</b>	Indian	
<b>Birth District</b>	Pune	<b>Mother Tongue</b>	Odia			
<b>Domicile</b>	Andhra Pradesh	<b>Physically Handicap Status</b>	No			
<b>Blood Group</b>	O <sup>+</sup> ve	<b>Identification Marks</b>	A mole on the left hand			
<b>Marital Details</b>						
<b>Marital Status</b>	Married/Unmarried	<b>Spouse Name</b>	Suneetha Sahu			
<b>Spouse Nationality</b>	Indian					
<b>Joining Details</b>						
<b>Source of Recruitment</b>	Staff Selection Commission	<b>Joining Date</b>	14.09.1998	<b>Retirement Date</b>	31.05.2035	
<b>Departmental Examination Details (If applicable) : N.A.</b>						
	<b>Level</b>	<b>Year</b>	<b>Rank</b>			
1						
2						
3						

Remarks (if any)				
<b>Languages known</b>				
	Name of Language	<b>Read</b>	<b>Write</b>	<b>Speak</b>
Indian Languages Known	1 English	✓	✓	✓
	2 Hindi	✓	✓	✓
	3 Marathi	✓	--	--
	4 Telugu	✓	✓	✓
	5 Odia	--	--	✓
Foreign Languages Known	1 --	--	--	--

Details of deputation (if applicable): **N.A.**

Name of the Office	Post held at that time in parent office	Name of post (selected for deputation)	Period of deputation	
			Since	From
N.A.				

Details of Foreign Visit: **N.A.**

Sl. No.	Place of Visit	Date of visit	Post held at that time	Whether it is a personal or official visit	Details of visit
N.A.					

Transfer/Posting Detail (if applicable): **N.A.**

Place	Period of posting	
	Since	From
N.A.		

<b>Qualification (Use extra photocopy sheets for multi qualifications, experience, training, awards details)</b>				
Qualification		Discipline		Specialization 1
1) B.Com 2) Typewriting English Higher 2) Shorthand English Lower (80 wpm)		1) Commerce 2) Typing 3) Shorthand		
Year	Division	CGPA/ % Marks	Specialization 2	
1) 1995 2) 1992 2) 1996	1) First 2) Second 3) Second	1) 70% 2) 83% 3) 71%	--	
Institution		University	Place	Country
1) Sarada College 2) State Board of Technical Education & Training 3) State Board of Technical Education & Training		1) Nagarjuna University	1) Vijayawada 2) Vijayawada 3) Vijayawada	1) India 2) India 3) India
<b>Experience</b>				
Type of Posting		Level		
Permanent		Group B		
Designation		Present Position		
Stenographer Gr.I		Stenographer Gr.I		
Ministry		Department		
Ministry of Water Resources, River Development & Ganga Rejuvenation		Coastal Hydraulic Structures		
Office		Place		
Central Water and Power Research Station		Khadakwasla (P.O.), Pune-411 024		
Experience Subject		Period of Posting		
Major		Minor	From	To
Taking dictation and typing on P.C. Typing work of Technical Reports, Estimates, Procurement cases, Tour Reports, Office Notes, Fax, Email, Minutes of meetings, Confidential letters, papers for Lectures / Conference, preparing approvals and circulation sheets of PDCEE and Liveries Purchase Committees, distribution of APAR forms to officers working under Scientist 'E' etc. Typing of Hindi summaries for CWPRS Annual Report. Attending telephone calls, maintaining records and other routine office works.			14.09.1998	Till date
<i>Note:-Refer the Annexure to fill above Major, Minor Subjects and below given training subject (minimum 1 week &amp; above)</i>				
Training : <b>N.A.</b>				
Training Year	Training Name		Training Subject	
Level	Institute Name, Place	Field Visit Country	Field Visit Place (within India)	
Sponsoring Authority	Period of Training		Duration	Result
	From	To	( in Weeks)	Qualified
				Not Qualified

<b>Awards/Publications : N.A.</b>					
Type of Activity:			Academic		Non Academic
Activity Area		Activity Subject			Activity Title
Day	Month	Year	Activity Description/Remarks		Level

Note: (i) Concerned CCS Officer is responsible for the correctness of information sent through ER Sheet proforma.

(ii) Subject to verification by the concerned administrative authorities.

Date : 26.06.2015

Place : PUNE

Information checked and verified – by

Signature of Officer

Section Officer		Ministry/ Department			
E-mail id		Room NO.		Building Name:	
Phone NO.		Wing No.			