

Government of Mizoram

EMPLOYEE DATA COLLECTION UNDER IFMIS PROJECT

Note: All asterisk* fields are mandatory to fill

- Attachments:** 1. Xerox copy of employee's Date of Birth (DoB must be same with Service Book)
 2. Xerox copy of employee's Birth Certificate/Aadhar/DL/PAN/Passport/Voter any one
 3. Xerox copy of member's Birth Certificate/Aadhar/DL/PAN/Passport/Voter any one showing Date of Birth

PERSONAL DETAILS

1. Employee's Name*: _____
2. Father's Name*: _____
3. Mother's Name*: _____

DDO CODE: _____

❖ **PRESENT ADDRESS**

- a. House No.*: _____
 - b. Locality*: _____
 - c. City/Town/Village*: _____
 - d. District*: _____
 - e. Police Station*: _____
 - f. Post Office*: _____
 - g. Pin code*: _____
 - h. State*: _____
 - i. Country*: _____
4. Date of Birth*: _____
(DoB proof xerox copy required to attach)
 5. Blood Group*: _____
 6. Gender*: _____
 7. Status of Employee*: _____ Regular

❖ **PERMANENT ADDRESS same as Present Address**

- a. House No.*: _____
 - b. Locality*: _____
 - c. City/Town/Village*: _____
 - d. District*: _____
 - e. Police Station*: _____
 - f. Post Office*: _____
 - g. Pin code*: _____
 - h. State*: _____
 - i. Country*: _____
8. Marital Status*: _____
 9. Religion*: _____
 10. Nationality*: _____
 11. Caste*: _____

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12. Weight (in Kg): _____

13. Height (in cm): _____

14. Personal Identification Mark*: _____

15. Mobile No.*: _____

16. Emergency Contact No.*: _____

17. Email ID: _____

18. ID Proof Name*: Aadhar/DL/PAN/Passport/Voter
(Xerox copy require to attach)

19. ID Proof No.*: _____

20. Is it Remote Location*: Yes / No

21. Have you got 40% or Above Disability*: Yes / No

❖ **EMPLOYEE'S FAMILY DETAILS required for Pension (Form 3)**

- **ID Proof Name: Birth Certificate/Aadhar/DL/PAN/Passport/Voter** any one showing Date of Birth to be attached with this form for each member

Sl. No	Name of the members of the Family*	Relationship with the Officer* (Annex A)	Date of Birth*	Children of (Annex B)	Condition of person* (Annex C)	Occupation	Marital Status*	ID proof Name* (xerox copy attach)	ID proof No*
1									
2									
3									
4									
5									
6									
7									
8									

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PF DETAILS [GPF No. must contain last 4 digits numeric number]

For example: _____(MZ)1234

1. GPF / PPAN / PRAN*: _____

APPOINTMENT DETAILS

❖ ENTRY INTO GOVERNMENT SERVICE

1. Date of Joining*: _____

Forenoon Afternoon

❖ CURRENT POSTING

(Instruction: Audit No. is require only for Group A & B-Gazetted officer)

1. Group*: _____

2. Category*: State Service Central Service

3. Audit No.: _____

4. District*: _____

5. Department*: _____

6. Name of Post*: _____

7. Location*: _____

8. Name of Office*: _____

9. Office Address*: _____

10. Name of Treasury Office (Present Salary drawn)*

PAY FIXATION (Only Present Pay)

6th PAY

7th PAY

❖ SIXTH PAY

1. Pay Band Name*: _____

2. Pay Band*: _____

3. Grade Pay*: _____

4. Pay in Pay Band*: _____

5. Basic Pay*: _____

6. Effective Date of 6th Pay*: _____

❖ SEVENTH PAY

1. Pay Level*: _____

2. Basic Pay*: _____

3. Cell No. of the Pay Matrix*: _____

4. Effective Date of 7th Pay*: _____

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✚ EDUCATION

Sl. No	Latest Qualification* (HSLC/HSSLC/Graduate/Post Graduate)	Name of Qualification*	Year of Passing*	Grade/ Percentage/ CGPA	Name of School/College/University*
1					

✚ BANK DETAILS

(Account Holder Name must be same with Bank Passbook)

Sl. No	Account Holder Name*	Bank Name*	Branch Name*	IFSC Code*	MICR Code*	Account No.*
1						

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ANNEX A

(Employee's Family details required for pension (Form 3))

**Relationship with the Officer as per CCS Pension Rules
51, 52, 53 & sub-rule 10(B)**

- ✓ Brother (below 18 yrs)
- ✓ Children of a pre-deceased son
- ✓ Disabled Brother
- ✓ Disabled Sister
- ✓ Father
- ✓ Husband
- ✓ Illegitimate Son
- ✓ Illegitimate Daughter
- ✓ Mother
- ✓ Married Daughter
- ✓ Stepbrother (below 18 yrs)
- ✓ Unmarried Son(below 25 yrs)
- ✓ Unmarried Stepson(below 25 yrs)
- ✓ Unmarried Adopted Son(below 25 yrs)
- ✓ Unmarried Adopted Daughter
- ✓ Unmarried Daughter
- ✓ Unmarried Stepdaughter
- ✓ Unmarried Sister
- ✓ Unmarried Stepsister
- ✓ Widowed Adopted Daughter
- ✓ Widowed Daughter
- ✓ Widowed Stepdaughter
- ✓ Widowed Sister
- ✓ Wife
- ✓ Wives

Note:

1. If Relationship is **Husband/Wife/Wives, Part B: Children of** shall be Nil

For any Government Servant:

❖ If Relationship with the Officer is

- ✓ Brother (below 18 yrs)
- ✓ Disabled Brother
- ✓ Disabled Sister
- ✓ Father
- ✓ Husband
- ✓ Mother
- ✓ Stepbrother (below 18 yrs)
- ✓ Unmarried Sister
- ✓ Unmarried Stepsister
- ✓ Widowed Sister
- ✓ Wife
- ✓ Wives
- ✓ Illegitimate Son
- ✓ Illegitimate Daughter
- ✓ Unmarried Adopted Son(below 25 yrs)
- ✓ Unmarried Adopted Daughter
- ✓ Widowed Adopted Daughter

Children of shall be Nil

For Male Government Servant:

❖ If Relationship with the Officer is

- ✓ Pre-deceased son's son
- ✓ Pre-deceased son's daughter
- ✓ Married Daughter
- ✓ Unmarried Son(below 25 yrs)
- ✓ Unmarried Stepson(below 25 yrs)
- ✓ Unmarried Daughter
- ✓ Unmarried Stepdaughter
- ✓ Widowed Daughter

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- ✓ Widowed Stepdaughter

Children of shall be 1st Wife/2nd Wife/3rd Wife

For Female Government Servant:

❖ If Relationship with the Officer is

- ✓ Pre-deceased son's son
- ✓ Pre-deceased son's daughter
- ✓ Married Daughter
- ✓ Unmarried Son(below 25 yrs)
- ✓ Unmarried Stepson(below 25 yrs)
- ✓ Unmarried Daughter
- ✓ Unmarried Stepdaughter
- ✓ Widowed Daughter
- ✓ Widowed Stepdaughter

Children of shall be Nil

ANNEX B

For Male Government Servant

(Children of)

- ✓ 1st Wife
- ✓ 2nd Wife
- ✓ 3rd Wife

For Female Government Servant

(Children of)

Shall be Nil

ANNEX C

(Condition of person)

- ✓ Normal
- ✓ Disorder of mind
- ✓ Disability of mind
- ✓ Mentally retarded
- ✓ Physically crippled
- ✓ Physically disabled