

# HRMS

## (Human Resource Management System)

Employee's Latest  
Passport size photo  
(not more than 3  
months old)

I. BASIC INFORMATION												
1	IPAS Employee ID/PF Number											
2	Employee Name as in SR											
3	Employee Name as in Aadhaar Card											
4	Aadhaar Number (enclose copy)											
5	Employee First Name											
6	Employee Middle Name											
7	Employee last Name											
8	Country of Birth											
9	Birth Place											
10	Date of Birth (DD/MM/YYYY) Proof should be attached	d	d	/	m	m	/	y	y	y	y	
11	Gender	Male / Female										
12	Father's Name											
13	Mother's Name											
14	Spouse Name (Wife/Husband)											
15	PAN Number (Copy should be attached)											
16	Blood Group											
17	Retirement Date (DD/MM/YYYY)	d	d	/	m	m	/	y	y	y	y	

**II. Family Dependent Details (As per Pass / Medical Rules): - (if more than 4 members add additional sheet)**

**01. First Family Member: -**

18. Member Name												Member Latest Passport size photo (not more than 3 months old)								
19. Relationship																				
20. Date of Birth	d	d	m	m	y	y	y	y												
21. Age (as on 01.09.2019)																				
22. Is Handicap? (OH/VH/HH/Others)																				
23. Whether Dependent?																				
24. Aadhaar No.																				

**02. Second Family Member: -**

18. Member Name												Member Latest Passport size photo (not more than 3 months old)								
19. Relationship																				
20. Date of Birth	d	d	m	m	y	y	y	y												
21. Age (as on 01.09.2019)																				
22. Is Handicap? (OH/VH/HH/Others)																				
23. Whether Dependent?																				
24. Aadhaar No.																				

**03. Third Family Member: -**

18. Member Name												Member Latest Passport size photo (not more than 3 months old)								
19. Relationship																				
20. Date of Birth	d	d	m	m	y	y	y	y												
21. Age (as on 01.09.2019)																				
22. Is Handicap? (OH/VH/HH/Others)																				
23. Whether Dependent?																				
24. Aadhaar No.																				

**04. Fourth Family Member: -**

18. Member Name												Member Latest Passport size photo (not more than 3 months old)								
19. Relationship																				
20. Date of Birth	d	d	m	m	y	y	y	y												
21. Age (as on 01.09.2019)																				
22. Is Handicap? (OH/VH/HH/Others)																				
23. Whether Dependent?																				
24. Aadhaar No.																				

**Following Documents to be furnished for each member of family:**

1. Following copy of documents to be furnished for each member of family.
  - (1) Aadhaar Card (2) DOB Proof (3) Relationship Proof (4) Dependent document / FCC Copy,
  - (5) Bonafide Document of Students (6) Handicap Certificate from Govt. Doctor

<b>III. PERSONAL DETAILS</b>						
25	Religion					
26	Community (UR/OBC/SC/ST) (Community Certificate should be attached)					
27	Identification Mark 1					
28	Identification Mark 2					
29	Marital Status (Married/Unmarried/Widowed/Divorced)					
30	Date of Marriage					
31	Mother Tongue					
32	Height in Cms.					
33	Weight in Kgs					
34	Nationality					
35	Character Certificate	A certificate from Supervisor or from any other authority to be attached				
<b>IV. COMMUNICATION INFORMATION</b>						
36	Personal Mobile Number					
37	Alternate Personal Mobile Number					
38	Official Mobile Number (CUG)					
39	Personal Email					
40	Official Email (only GOV.IN)					
<b>V. COMMUNICATION ADDRESS</b>						
41	<b>Present Address</b>					
	S/o, D/o or C/o Name					
	Address Line 1					
	Address Line 2					
	Village name / City name					
	Pincode					

	District	
	City	
	State	
42	<b>Is Present Address same as Permanent Address?</b>	Yes / No
43	<b>Permanent Address</b>	
	Address Line 1	
	Address Line 2	
	Pincode	
	District	
	City	
	State	
<b>VI. EMPLOYEE CURRENT STATUS</b>		
44	Bill Unit	0   6   0   6
45	Appointment Date	d   d   /   m   m   /   y   y   y   y
46	Mode of Appointment (RRB, RRC, CGA, Substitute, Sports, Cultural, etc.,)	
47	Current Zone	Southern Railway
48	Current Unit / Division	
49	Current Station / Place	
50	Current Working Office	
51	Seniority Unit (Division/HQrs/Rly Board)	
52	PH Quota (Yes / No)	
53	Service Status (Regular/Temporary/Substitute/Trainee)	
54	Railway Group (Group A, B or C)	
55	Officer Type (A, B) (Applicable to Gazetted Officers only)	
56	Cadre (For officers only)	
57	NPS Scheme (Yes / No)	



**VI. EDUCATIONAL QUALIFICATION (Copy of each certificate should be attached)**

Sl. No.	Qualification level	Duration	Specialization	Board/ University	Name of School/ Institute	Passing Year <small>(course completion year)</small>	Grade/ % age	At Joining? Yes/No
76	77	78	79	80	81	82	83	84
1.								
2.								
3.								
4.								
5.								
6.								

I hereby declare that all the details furnished above are true and correct to the best of my knowledge and belief. I undertake that if it is found to be false at later date, I am liable to be taken up under relevant Service Rules, by the Administration.

Place :

Date :

**Signature of the Employee**

Forwarded to DPO/SA (HRMS-Admin.)

Date :

\_\_\_\_\_  
**(Signature of Supervisory Official with Seal)**