

**EMPLOYEE PROFILE**  
**(PLEASE FILL CAPITAL LETTERS)**

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|--------------------------------------|------------------------|
| 1. EMPLOYEE NAME                     | :-                     |
| 2. DATE OF BIRTH                     | :-                     |
| 3. SEX :-                            | 4. CASTE :-            |
| 5. VOTER ID NUMBER :-                | 6. ADHAAR ID NUMBER :- |
| 7. NAME OF POST                      | :-                     |
| 8. DATE OF JOINING PRESENT COLLEGE   | :-                     |
| 9. DATE OF FIRST JOINING             | :-                     |
| 10. DATE OF SUPERANNUATION           | :-                     |
| 11. EDUCATION QUALIFICATION          | :-                     |
| 12. LAST PAY FIXATION MEMO NO & DATE | :-                     |
| 13. PERCENTAGE OF COMMUTATION        | :-                     |
| 14. <u>OPEN NEW PENSION ACCOUNT</u>  |                        |
| 1. NAME OF THE BANK                  | :-                     |
| 2. BRANCH NAME                       | :-                     |
| 3. BRANCH CODE                       | :-                     |
| 4. BANK MICR CODE                    | :-                     |
| 5. BANK ACCOUNT NO                   | :-                     |
| 6. BANK IFSC CODE                    | :-                     |
| 7. ADDRESS OF THE BANK               | :-                     |
| 8. TREASURY DISTRICT                 | :-                     |
| 9. NAME OF TREASURY                  | :-                     |
| 15. NAME OF FATHER                   | :-                     |
| 16. NAME OF MOTHER                   | :-                     |

17. RELIGION :-
18. MOTHER LANGUAGE :-
19. WHETHER SPOUSE IS EMPLOYED (NO/YES) :-
20. RESIDENTIAL STATUS (OWN HOUSE/RENT) :-
21. PAN CARD NO :-
22. BLOOD GROUP :-
23. HIGHT (IN CM) :-
24. WHETHER DIFFERENTLY ABLE :-
25. NATIONALITY :-
26. IDENTIFICATION MARK (IF ANY) :-
27. PRESENT ADDRESS
- VILL - CITY/TOWN-
- POST OFFICE - PS.-
- STATE- DIST.- PIN-
28. PERMANENT ADDRESS
- VILL - CITY/TOWN-
- POST OFFICE - PS.-
- STATE- DIST.- PIN-
29. MOBILE NO. :-
30. E MAIL ADDRESS :-

SL NO	NAME OF NOMINEE	RELATIONSHIP	SEX	DATE OF BIRTH	SHARE
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PHOTO COPY OF – 1. PAN CARD 2. APPOINTMENT LETTER 3. JOINING REPORT & ALL DOCUMENTS PUT EACH 3 COPIES & PASSPORT SIZE PHOTO 3 COPIES.

EMPLOYEE SIGNATURE

**DOCUMENTS TO BE SUBMITTED TO COLLEGE OFFICE 12 MONTHS BEFORE THE RETIREMENT**

**Photocopies of: (all are in triplicate copy)**

- 1) Appointment Letter
- 2) Joining Report
- 3) PAN Card
- 4) Voter ID Card
- 5) Aadhar Card
- 6) Front page of bank passbook (pension account)
- 7) Evidence of date of birth of employee and nominees
- 8) Educational Qualification Certificate
- 9) Joint pass port size colour photograph – 4 copies (employee and wife)
- 10) Single pass port size colour photograph of employee- 4 copies
- 11) All Pay fixation Memos