

GOVERNMENT OF TELANGANA
OFFICE OF THE DIRECTOR OF WORKS ACCOUNTS

Memo No.DWA/TS/Hyd/Admn/Sn-I/EC-1/2016-17/ 369,

Date:01- 02-2017,

Sub:- Finance Department – Human Resources Management – Employees Data sheet information – Online Collection of Employees data through Web-based application – Instructions to furnish the data – Regarding.

- Ref- 1) Govt. Circular Memo No.01/A1/HRM-VI/2017, dated.19-01-2017 of Finance (HRM-VI) Department.
2) Govt. Circular Memo No.02/A1/HRM-VI/2017, dated.19-01-2017 of Finance (HRM-VI) Department.
3) Govt. Circular Memo No.02/A1/HRM-VI/2017-A, dated.31-01-2017 of Finance (HRM-VI) Department.
4) Memo No.DWA/TS/Hyd/Admn/Sn.I/EC.1/2016-17/368, dt:31-01-2017 of Director of Works Accounts, Telangana State, Hyderabad.

In continuation of this office Memo 4th cited, the JDWAs/PAOs/APAOs are requested to inform the DAOs(W) Grade-I and Grade-II under their Jurisdiction to submit the Data Sheets to their respective DDOs and as well as to the respective PAOs/APAOs by 6th February 2017 to complete the uploading process within the stipulated time.


Sd/-
DIRECTOR OF WORKS ACCOUNTS,
T.S., HYDERABAD.

T:

The JDWAs, Karimnagar and Hyderabad.

Copy to all the PAOs/APAOs.

//T.C.F.B.O//


Joint Director of Works Accounts, 1/2/17
O/o. the Director of Works Accounts, 1/2/17
T.S., Hyderabad.


1/2/17

State Government Regular Employee Data Sheet

I. GENERAL DETAILS *				Photo
1. Employee ID		2. Dept Name		
3. STO Code		4. DDO Code		
5. Sector		<input type="checkbox"/> State Govt. <input type="checkbox"/> Central Govt. <input type="checkbox"/> AICTE <input type="checkbox"/> UGC <input type="checkbox"/> Judicial		

II. PERSONAL DETAILS	
6.1 Name **	
6.2 Surname **	
7. Date of Birth (DD/MM/YYYY) **	
8. Gender *	<input type="checkbox"/> Male <input type="checkbox"/> Female
9. Physically Handicapped / Disabled	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes Percentage of disability :
10. Father Name *	Name :
	Surname :
11. Marital Status *	<input type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Widow/er <input type="checkbox"/> Divorced
11.1 Spouse Name	Name :
	Surname :
11.2 Spouse Aadhar	
11.3 Is Spouse Employee	
11.4 If Spouse Employed	<input type="checkbox"/> State Govt. <input type="checkbox"/> Central Govt. <input type="checkbox"/> AICTE <input type="checkbox"/> UGC <input type="checkbox"/> Judicial <input type="checkbox"/> Corporation <input type="checkbox"/> State PSU <input type="checkbox"/> Central PSU <input type="checkbox"/> Private <input type="checkbox"/> Self Employed
11.5 If Spouse in State Govt mention Employee ID	
12. Mobile No *	
13. eMail ID	
14. Aadhar Number *	
15. Nationality *	
16. Religion *	<input type="checkbox"/> Hindu <input type="checkbox"/> Muslim <input type="checkbox"/> Christian <input type="checkbox"/> Others
17. Community *	<input type="checkbox"/> BC-A <input type="checkbox"/> BC-B <input type="checkbox"/> BC-C <input type="checkbox"/> BC-D <input type="checkbox"/> BC-E <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OC
18. Blood Group	<input type="checkbox"/> A- <input type="checkbox"/> A+ <input type="checkbox"/> B- <input type="checkbox"/> B+ <input type="checkbox"/> AB- <input type="checkbox"/> AB+ <input type="checkbox"/> O- <input type="checkbox"/> O+
19.1 Home Town / Village **	
19.2 Home Mnadal *	
19.3 Home District **	
19.4 Home State **	
20. Identification Marks	1.
	2.

III. EDUCATIONAL QUALIFICATION *			
21. Qualification	Year of Passing	Board / University	State

IV. ADDRESS *	Permanent	Residential
22.1 Door No		
22.2 Street		
22.3 Village/City		
22.4 Mandal		
22.5 District		
22.6 State		

V. FAMILY MEMBERS (Including Spouse)						
SNo	Name	Is Nominee (Yes/No)	If Yes Nomination Date	DOB	Gender	Relationship
23.1	23.2	23.3	23.4	23.5	23.6	23.7
1.						
2.						
3.						
4.						
5.						
6.						

Mobile No	Aadhar Number	Qualification	Occupation	Annual Income	PH / Disabled
23.8	23.9	23.10	23.11	23.12	23.13
1.					
2.					
3.					
4.					
5.					
6.					

VI. EMPLOYMENT DETAILS *					
24. Initial Employment Details:					
Appointing Authority	Proceedings No.	Date	Selecting Authority	Date of Joining into Service **	Designation

25. Regularisation Details:	
Date of Regularisation	Date of Declaration of Probation

26. Present Post Details:			
Post Name	Date of Joining into Service	Cadre	Status
		<input type="checkbox"/> IAS <input type="checkbox"/> Group-I <input type="checkbox"/> Gazetted <input type="checkbox"/> Non-Gazetted <input type="checkbox"/> Last Grade	<input type="checkbox"/> Regular <input type="checkbox"/> Deputation <input type="checkbox"/> Suspension <input type="checkbox"/> Foreign service <input type="checkbox"/> On Leave

VII. ACCOUNT NUMBERS *			
27. GPF / CPS Category	GPF(AG) / GPF(ZP) / PRA / Class IV Number	TSGLI No	PAN
<input type="checkbox"/> AIS <input type="checkbox"/> GPF(AG) <input type="checkbox"/> CPS <input type="checkbox"/> Class IV <input type="checkbox"/> GPF(ZP)			
28. Bank Name	Bank Branch	Bank IFS Code	Bank Account No.

VIII. PAY DETAILS			
29. PRC Year		Scale	
Basic Pay		DA	
HRA		Others	
Next Inc Month		Next Inc Year	
Total Gross:			

IX. LOAN DETAILS							
Deduction Code	Proceeding No	Sanction Date	Sanction Amount	Total Installment Amount	Recovered Amount	Recovery Started MM/YYYY	Installment Amount
30.1	30.2	30.3	30.4	30.5	30.6	30.7	30.8

X. LEAVE DETAILS AS ON 1st January, 2017			
31. EL	HPL	Regular/Vacation/Police	Committed Leaves availed

Employee Declaration

The details furnished above are correct / true to the best of my knowledge and will be held responsible for information found to be false at later date

Place:

Signature

Date:

DDO Declaration

I here by Declare that the information furnished above is verified with reference to the relevent records and found correct

DDO Seal

Signature

Legend:

V. Relationship

Wife Husband Son Daughter Father Mother Widow Sister Widow Daughter

VI. Selecting Authority

APPSC TSPSC Compassinate DSC

IX. Loan Code

2011 - HBA Principle	2012 - HBA Interest	2013 - HBA Penal Interest
2014 - Addl HBA I	2015 - Addl HBA I Interest	2016 - Addl HBA I Penal Interest
2017 - Addl HBA II Principle	2018 - Addl HBA II Interest	2019 - Addl HBA II Penal Interest
2020 - HBA Repairs	2021 - HBA Repairs Interest	2022 - HBA Repairs Penal Interest
2024 - Car Advance Principle	2025 - Car Advance Interest	

Instructions:

1. All the fields marked with * are mandatory and the details should be provided without fail
2. All the fields marked with ** are mandatory and evidence has to be produced if there is a change in the detail. Supporting documents have to be produced for these fields without which modification will not be accepted
3. General Details (except Sector code) & Pay Details are read only and information need not be given. If there is any change in these fields, it may be taken to the notice of Director, Treasuries
4. For loan details, only long term loans for which codes are specified in the form should be submitted
5. All dates should be in DD/MM/YYYY format