**Govt Employees Data Submission Format for entering basic details in “ PRANALI”**

1. Employees Code: GPF/CPF/14 Digit code

2. Service Type: (Cadre name) If employee not under any cadre then write un-organised service. 3. Designation:

4. Date of Joining

5. Gender: Male/Female:

6. Phone Number:

7. Email ID:

8. Reservation Category:

9. Community: Bhutia /Lepcha /Bahun / Chettri /gurung, rai,jogi, etc:

10. Religion:

11. COI/SSC Number: Issue no. : (in case of Tax exempted employee)

 COI/SSC Number: Volume no. : (in case of Tax exempted employee)

12. Pan Card: (in case of taxable employee)

13. Bank Name:( Salary account)

14. Bank Branch:( Salary account)

15. Account Number: :( Salary account)

16. Section:

17. Employees Type: Regular/MR/Consolidated/ Co-Terminus / Adhoc/ofoj, etc

18. Employees Status:Supended/working

19. Appointment Order Number:

20. Appointment Order Date:

21. Employees Class: A/B/C/D

22. Government Accommodation: Yes/No

23. Vehicle Attached: Yes / No