

EMD-Employee Master Details

S.no	Field no.	Explanation	Employee
1	Title*	Classified title for employee-Mr,Mrs,Shri, Etc.	
2	Employee Full Name *	First ,Middle, Last name	
3	Sex*	Male/Female	
4	Employee Code *		
5	Designation ofemployee*	Post of employee	
6	NIC Email *	NIC email of Employee	
7	Name of organization unit*	Name of lowest Section/Division	
8	Joining Date at Organization Unit*	Joining at Unit/ Section/Division	
9	Date of Birth	DoB(dd/mm/yy)	
10	Joining date of service	Joining date into current Service	
11	Employee Status (Permanent/Temp.)	State whether permanent/temporary	
12	Aadhar no*	Aadhar no of employee	
13	PAN no.	PAN no of employee	
14	Mobile no.*	Mobile no of employee	
15	Office no.*	Office telephone no	
16	Marking Abbr./Post*	Abbreviation will be designation followed by post or name	
17	Signature of Employee*	Employee Sign	
18	Name & Designation of the Controlling Officer*		
19	Signature of Controlling Officer	Controlling OfficerSign	

Note: Item marked with Asterisk(*) are mandatory.