

## West Central Railway : Headquarter

### EMPLOYEE DATA FORM FOR e-SR: HRMS

1. Emp No/PF No as Payslip : \_\_\_\_\_
2. Appointment Date : \_\_\_\_\_
3. PRAN No. : \_\_\_\_\_
4. Lien : \_\_\_\_\_
5. Name as in Aadhaar Card (**PI attach a copy**) : \_\_\_\_\_
6. Gender : \_\_\_\_\_
7. Place of Birth & State : \_\_\_\_\_
8. Date of Birth with Proof : \_\_\_\_\_
9. Father's Name : \_\_\_\_\_
10. Mother's Name : \_\_\_\_\_
11. Spouse Name : \_\_\_\_\_
12. Blood Group (Self) : \_\_\_\_\_
13. Identification Mark -1 : \_\_\_\_\_
14. Identification Mark-2 : \_\_\_\_\_
15. Family Details : If applicable, PI fill as given below. Else strike off

Name	Relation	Handicapped (Yes/NO)	If yes please fill the details				
			Category Vis/Ortho/Hearing	Certificate		Dependency (Yes/No)	Bonafide Certificate Submitted (Yes/No)
				Issued on	Valid up to		

16. Religion : \_\_\_\_\_
17. Caste : \_\_\_\_\_
18. Community : \_\_\_\_\_ (UR/OBC/SC/ST)
19. Height : \_\_\_\_\_ Cms
20. If Married, date of Marriage : \_\_\_\_\_
21. Mother Tongue : \_\_\_\_\_
22. Nationality : If other than Indian pl specify \_\_\_\_\_
23. Personal mobile No : \_\_\_\_\_
24. CUG No : \_\_\_\_\_
25. Personal E-Mail ID (pl create & Specify) : \_\_\_\_\_
26. Official E-Mail ID : \_\_\_\_\_@gov.in

27. Permanent Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Pin \_\_\_\_\_

28. Present Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Pin \_\_\_\_\_

29. Handicap Details (Self) : If applicable, else strike off

Category Visual/Ortho/Hearing	Disability %	Certificate No & Date of Issue	Certificate valid		Issued by
			From	To	

(PI Note: Copy of the certificate to be given)

30. Appointment Mode : \_\_\_\_\_  
 (RRB/RRC/CGA/Sports/Cultural/Scouts & guides/Land losers/PHQ/GDC/Apprentice/Act Apprentice/Casual labour/Ex-service)

31. Lien & Seniority (for deputation staff only) : \_\_\_\_\_

32. Present place of posting (Unit/Station/Place) : \_\_\_\_\_

33. Toke no (Sheds) / Ticket No (shops) : \_\_\_\_\_

34. Present Medical Category : \_\_\_\_\_

Last Med Exam done on \_\_\_\_\_ Cert no \_\_\_\_\_ Issued by \_\_\_\_\_

35. Education Qualification:

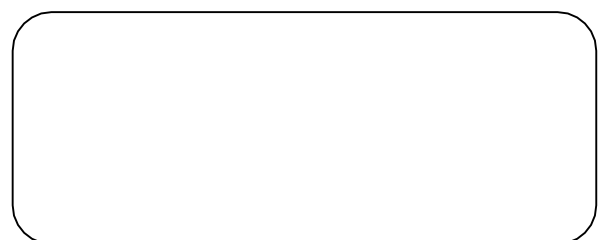
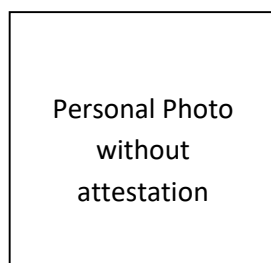
Course	Subject/ Specialization	Course duration	Board/ University	College/Institution Name	Passing year	Grade	%
Matric/SSC/ITI							
Intermediate/ HSC/Diploma							
Graduation							
Post Graduation							

36. Awards Received (PI attach copies of memorandum/certificate)

Year							
Awarded by (Level)							

Place:

Date:



Signature of the employee (inside box)

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**DOCUMENTS TO BE ENCLOSED**  
**(Certificates produced should be visible and clear)**

**Must Attach**

Aadhaar copy

Pan Card copy

Community Certificate produced during appointment

Educational qualification copies

Latest Nomination Form for payment of Gratuity etc

Individual family members photos stapled in cover duly writing their name back side of the photo

Date of birth proof certificates of family members

ID proofs of all family members (preferably Aadhaar)

**If applicable**

(Col-15&29) Handicap certificate of employee & Family member/dependant

(Col-22) Nationality, other than Indians should produce their nationality certificate

(Col-36) Railway Award copies

(Col-34) Medical certificate of the employee, if available

(Col-20) Marriage certificate, adoption certificate if applicable