

**DEPARTMENT OF SCHOOL EDUCATION
GOVT. OF WEST BENGAL
Staff Information Form
FOR SECONDARY**

PRIMARY DETAILS

1. Employee Name*:
2. Date of Birth*:
3. Sex*: Male Female
4. Caste*: General/ SC/ ST/ OBC / OBC-A / OBC-B
5. Academic Section*: PRIMARY SECTION(I - IV)/ UPPER PRIMARY SECTION (V - VIII)/
 SECONDARY SECITON (IX - X)/ HS SECTION (XI -XII)
6. Vacancy Status*: Permanent/ Temporary
7. Retirement Date/Termination Date*:
8. Designation*: AT/ CLERK/ GROUP D
9. First Joining Date*:
10. Joining Date(Present Post)*:
11. Approval Qualification*: MATRIC/ Pass Graduate/ HONOS Graduate/ POST Graduate
12. *Subject Name**: AGRICULTURE (H/PG)/ AGRONOMY (H/PG)/
 ANTHROPOLOGY (H/PG)/ ARABIC (H/PG)/
 BENGALI (H/PG)/ BIOLOGICAL SCIENCE (H/PG)/
 CHEMISTRY (H/PG)/ COMMERCE (H/PG)/
 COMPUTER APPLICATION (H/PG)/
 COMPUTER SCIENCE (H/PG)/
 ECONOMIC GEOGRAPHY (H/PG)/
 ECONOMICS (H/PG)/ EDUCATION (H/PG)/
 ENGLISH (H/PG)/ FINE ARTS & CRAFT (H/PG)/
 FISHERY SCIENCE (H/PG)/ GEOGRAPHY (H/PG)/
 GEOLOGY (H/PG)/ GURUMUKHI (H/PG)/
 HINDI (H/PG)/ HISTORY (H/PG)/

- HOME MANAGEMENT & HOME NURSING (H/PG)/
- HOME SCIENCE (H/PG)/ MATHEMATICS (H/PG)/
- MUSIC (H/PG)/ NEPALI (H/PG)/
- NUTRITION(H/PG)/ ORIYA (H/PG)/
- PERSIAN (H/PG)/ PHILOSOPHY (H/PG)/
- PHYSICAL EDUCATION (H/PG)/
- PHYSICS (H/PG)/ POLITICAL SCIENCE (H/PG)/
- PSYCHOLOGY (H/PG)/ SANSKRIT (H/PG)/
- SANTALI (H/PG)/ SOCIOLOGY (H/PG)/
- STATISTICS (H/PG)/ TELEGU (H/PG)/
- URDU (H/PG)/
- VETERINARY & ANIMAL SCIENCE (H/PG)

13. Additional Qualification : M PHIL/ PHD

14. Approval of Appointment Number*:

15. Approval of Appointment Date*: / /

16. Salary Source*: NON-SSA SCHOOL/ NON-SSA MADRASAH/ SSA SCHOOL/
 SSA MADRASAH/ NEW SETUP/ CONTRACTUAL

17. Voter ID*:

18. Employee Group*: Gr-A/ Gr-B/ Gr-C/ Gr-D

19. Pay Band*: PB3

20. Pay Scale*:

21. Grade Pay*:

22. Pay In Payband *:

23. Basic Pay*:

24. Bank Name *:

(Please write the Bank Code mention in Annexure I- Bank-List)

25. Branch Name:

26. Branch Code:

27. Account No*:

28. Bank IFSC*:

29. MICR No:

PERSONAL DETAILS

30. Father's Name*:

31. Mothers Name*:

32. Religion*: Hindu/ Christian/ Buddhist/ Jain/ Muslim/ Parsi/ Others.

33. Mother Tongue*: Bengali/ English/ Hindi/ Nepali/ Santali/
 Urdu/ Others

34. Marital status: Married/ Un-Married/ Widow/ Widower/ Divorcee /
 Separate

35. Spouse Name:

36. Whether spouse is employed (put \checkmark mark): Yes No

37. If Yes, details of employment:

38. Spouse pay:

39. Spouse HRA:

40. Spouse Opted for enrollment in health scheme: Yes/ NO

41. Residential Status: Govt. Housing/ Private Rental/ Own House /
 Spouse House/ Relative House

42. Housing Scheme Name (Whether Government Housing):

43. PAN No:

44. Aadhar ID No:

45. Assembly Constituency No:

46. Assembly Constituency Part No:

47. Voter Sl.No in Part :

48. Blood Group: A+ A- B+ B- AB+ AB- O+ O-

49. Height:

50. Whether Differently Able: Yes No

51. State details:

52. Identification Mark:

CONTACT DETAILS

- 1. State:
- 2. House No.
- 3. Street:
- 4. Town/ Village:
- 5. Post Office:
- 6. PIN:
- 7. District:
- 8. Whether permanent address is **equal** to present address Yes No
- 9. State:
- 10. House No.
- 11. Street:
- 12. Town/ Village:
- 13. Post Office:
- 14. PIN:
- 15. District:
- 16. Land Tel. no:
- 17. Mobile no:
- 18. Email id:

PROFESSIONAL DETAILS

- 1. Service Type: GOI / GoWB
- 2. Professional Qualification: BT/ B.Ed/ PGBT/ BPEd/ MPEd/
 Special B.Ed/ Others
- 3. Year of possessing the professional qualification: / /

APPROVAL OF APPOINTMENT

- 4. Post Status: For Permanent post) Additional / Permanent / Up gradation/
 New setup
For Temporary Post) Deputation Vacancy Maternity Leave Vacancy
 Lien Vacancy

5. Appointment Letter Number:
6. Date:
7. MC Resolution No:
8. Date:
9. Memo No/ DI'S PP Memo No(for temporary post):
10. Date(for temporary post):
11. Post Sanctioning Memo(DSE/DME)No(for Additional /Up gradation/New setup):
12. Date(for Additional /Up gradation/New setup)::

DETAILS OF PREVIOUS EMPLOYMENT

13. Status of previous of employment, if any:
14. District:
15. Block:
16. Name of the School:
17. Designation:
18. Approval Qualification at the time of entry:
19. From Date:
20. To Date:
21. Opted Under DCRB Scheme: Yes/ No
22. Option Exercise Under (If Yes): Pension Scheme existing prior to 01.04.1981 CPF with
Gratuity Pension, Family Pension GPF with Gratuity
23. If opted under post 1981 pension: Yes/ No
24. Date of refund of employer's share of CPF to the Govt. Treasury(If Yes):
25. Name of Treasury(If Yes):
26. Amount Refunded(If Yes):
27. Whether any Court Case filed by the employee in connection with his/her service is pending before
the Hon'ble Court: Yes/ No
28. If Yes, Case No:
29. Year:
30. Related with:

Annexure I

List of Bank:

SL. NO.	BANK NAME	BANK CODE
1	ALLAHABAD BANK	24A
2	ANDHRA BANK	24B
3	AXIS BANK	24C
4	BANGIYA GRAMIN VIKASH BANK	24D
5	BANK OF BORODA	24E
6	BANK OF INDIA	24F
7	BANK OF MAHARASTHRA	24G
8	BURDWAN CENTRAL COOPERATIVE BANK	24H
9	CANARA BANK	24I
10	CENTRAL BANK OF INDIA	24J
11	CORPORATION BANK	24K
12	DENA BANK(NEW)	24L
13	DENA BANK(OLD)	24M
14	HDFC	24N
15	IDBI BANK	24O
16	INDIAN BANK(NEW)	24P
17	INDIAN BANK(OLD)	24Q
18	INDIAN OVERSEAS BANK	24R
19	ING VYSYA BANK LTD	24S
20	ORIENTAL BANK OF COMMERCE	24T
21	PASCHIM BANGA GRAMIN BANK (A govt.Enterprise)	24U
22	PUNJAB NATIONAL BANK	24V
23	STATE BANK OF HYDERABAD	24W
24	STATE BANK OF INDIA	24X
25	SYNDICATE BANK	24Y
26	UCO BANK	24Z
27	UNION BANK OF INDIA	24AA
28	UNITED BANK OF INDIA	24AB
29	UTTAR BANGA KHETRIYA GRAMIN BANK	24AC
30	VIJAYA BANK	24AD
31	WEST BENGAL STATE COOPERATIVE BANK	24AE