

ENTRY OF EMPLOYEE DETAILS IN TREASURY WEBSITE BY DDO

PERSONAL DETAILS						PRTUGNT
EmpCode	Emp Name	Recruiting Agency	Proceeding Number	Proceed Date	Rule	
Community	Nationality	Blood Group	Local Status(Mandal,Revenue Division,Dist)	Resi. Address	Phy Handi.Ped	
Mobile Number	Email Address		Identification Marks			
QUALIFICATION DETAILS						
EmpCode	Qualification	Year of Passing	University	State		
HOME TOWN ENTRY						
EmpCode	Home Town	Address	City	State	Pincode	
DEPENDENT ENTRY						
EmpCode	Depent Name	Relationship	Gender	Address 1	Address 2	
DOB(dd/mm/yyyy)	Mobile No	Email-Id				
NOMINEE ENTRY						
EmpCode	Nominee Name	Relationship	Gender	Address 1	Address 2	
DOB(dd/mm/yyyy)	DON(dd/mm/yyyy)	Mobile No	Email-Id			
TRAINING DETAILS						
EmpCode	Training Name	Start Date	Ending Date	Tech-Non	Govt-Private	
Cost Provided By	Remarks					
DEPARTMENT TEST						
Employee Code	Departmental Exam	Subject	Year of Passing	Certification		
PROFORMA-1						
EMPLOYEE NAME	PRAN(CPSNO)	PAN(IT NO)	Insurance A/c No.(APGLI)	GPF No/Class IV GPF No	Cell Phone No.	
NAME OF BANK	ii)Account No	iii)IFSC Code	Ration Card No			