

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*	M/F	
4	Employee Code *		
5	Designation of employee*	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*		
9	Date of Birth	Dob(dd/mm/yy)	
10	Joining date of 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	Signature of Controlling Officer	Controlling Officer Sign	

(SO-IT)