

## EMD- Employee Master Database

**Note:**

**\* All fields are mandatory**

	S.No	Field no.	Explanation	Particulars of Employees			
				Employee 1	Employee2	Employee 3	Employee 4
<b>Fields required for eOffice</b>	1	Title	Classify title for employee- Mr. Mrs, Ms, Shri, Dr. etc. as applicable				
	2	Employee Full Name *	(First name Middle name Surname)				
	3	Sex	Gender (M/F)				
	4	Employee Code *	This is the code given to each employee in the department				
	5	Designation of employee *	or				
	6	NIC Email *	NIC Email of employee. (Apply if does not exist)				
	7	Name of Organization unit*	Name of lowest division/section/department  Name of section/department etc. for example Planning Commission or Administration. Kindly refer the available Organisation Units from Organisation Unit (OU) Master.				
	8	Joining Date at Organisation Unit	13				
	9	Date of Birth	Date of Birth (dd/mm/yy)				
	10	Joining date of service	Date on which the employee has joined service				
	11	Employee Status(permanent/temporary)	State whether Permanent, Temporary				
	12	Working Status	State whether serving, retired, transferred				

	13	Pan No	PAN of employee				
Fields Required for eFile	14	Marking Abbr./POST*	Abbreviation will be Designation followed by Post or Name for example DS (MK) where MK could be Manoj Kumar or DS (Admin) where DS Admin is post. In Case the person is holding more than one post, a new entry has to be made.				
	15	Reporting - marking abbr.(parent post) *	Marking abbreviation of the next reporting officer				
	16	*Payband of Employee					
	17	*Basic Pay of Employee					
	18	*Grade Pay of Employee					
	Fields required for Employee Directory Services	19	Telephone no 1	Office telephone 1			
20		Telephone no 2	Office telephone 2				
21		Mobile	Mobile of employee				
22		Residence phone 1	Residence phone 1				
23		Residence phone 2	Residence phone 2				
24		Fax No	81				

	25	*Date of Retirement/ Completion of contract	Retirement/ Contraction completion date				
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