

19 | **DATE OF LAST PROMOTION :** _____

20 | **PRESENT CADRE :** _____

21 | **PRESENT POST (OFFICERS) :** _____

22 | **BASIC PAY :** _____

23 | **PRESENT POSTING :** _____

24 | **NO. OF REQUEST TRANSFERS AVAILED : 0 / 1 / 2 / 3** _____

25 | **DATE OF PRESENT POSTING :** _____

26 | **PENALTY/PUNISHMENT AWARDED : YES / NO** If Yes, Date of punishment
Minor punishment / major punishment. _____

27 | **SPOUSE WORKING : YES / NO.** If Yes,
1. With our Bank 2. Other Institution 3. Place of posting of Spouse. _____

28 | **MEMBERSHIP OF LABOUR UNION :**
(For Award staff) No Union / AIBEA / INTUC / NOBW / BANK SENA
(For Officers) AIBOA / INTUC / NOBO / No Union _____

29 | **SPORTSMAN IF ANY : YES / NO.** If Yes, Name of Sports _____

Level of participation : School/University/District/State/National/International _____

Awards received if any : State / National _____

30 | **RECRUITED THROUGH :**

1.	Bank's Selection Process (in case of old employees)	<input type="checkbox"/>
2.	Erstwhile services, Now merged in our Bank.	<input type="checkbox"/>
3.	On sports Ground / Cultural activities	<input type="checkbox"/>
4.	BSRB	<input type="checkbox"/>
5.	Employment Exchange	<input type="checkbox"/>
6.	On compassionate ground	<input type="checkbox"/>
7.	Through Zilla Sainik Board	<input type="checkbox"/>
8.	On account of dependent of servicemen killed in action/disturbed area	<input type="checkbox"/>
9.	Others if any	<input type="checkbox"/>

31 | **HOUSING LOAN AVAILED : YES / NO** _____

32 | **VEHICLE LOAN AVAILED : YES / NO** _____

33 | **EXCEPTIONAL ACHIEVEMENTS IF ANY : YES / NO**
Award from Central / State Government / International Organisations _____

34 | **HAVE YOU REFUSED ANY PROMOTION : YES / NO** _____

g)	CS/CHARTERED FINACNIAL ANALYST								
h)	CA/ICWA								
i)	Others (DBM/MBA/MPM/GCD etc)								

04 LANGUAGES KNOWN : (Please tick under the words of Speak, Read, Write)

	<u>SPEAK</u>	<u>READ</u>	<u>WRITE</u>	<u>CODE No</u>	<u>SPEAK</u>	<u>READ</u>	<u>WRITE</u>
a) Mother Tongue							
b) English							
c) Hindi							
d) Marathi							
e) Any other							
f)							

TO BE FILLED IN BY THE STAFF DEPARTMENT

01 | PERSONAL FILE No. : _____

02 | BIODATA FILE No. : _____

03 | SIGNATURE CODE No. _____

04 | NO. OF STAGNATION INCREMENTS GIVEN : 0 / 1 / 2 _____

05 | MONTH OF INCREMENT : _____

06 | INCREMENT REGISTER NO. : _____

07 | INCREMENT REGISTER PAGE NO. : _____

08 | EMPLOYEE STATUS : _____

STAFF INVENTORY PROFORMA - TRAINING

01 | PF A/C. No. **To be filled in by Staff Deptt.**

NO	NAME OF THE COURSE	TRAINING INSTITUTE	MONTH	YEAR	MAIN AREA	SUB AREA
01.						
02.						
03.						
04.						
05.						



TRANSFER HISTORY

01 PF A/C. No.

CHK DGT

NO	CADRE	POSTED AS	PLACE OF POSTING	DATE OF JOINING			TRANSFER STATUS ADMN /REQ/COMP.
				DD	MM	yy	
01.							
02.							
03.							
04.							
05.							

TO BE CODED BY THE STAFF DEPARTMENT ONLY

NO	TRANSFER	CADRE	POST	BRANCH	BR. AREA	DATE	CITY	DEPTT	STATUS
01.									
02.									
03.									
04.									
05.									

PROMOTION HISTORY

01 PF A/C. No.

CHK DGT

	PARTICULARS	DATE OF PROMOTION	CADRE	DATE	MONTH	YEAR
a.	Substaff to Clerk					
b.	Clerk to Scale I					
c.	Scale I to Scale II					
d.	Scale II to Scale III					
e.	Scale III to Scale IV					
f.	Scale IV to Scale V					
g.	Scale V to Scale VI					
h.	Scale VI to Scale VII					

I, _____ declare that the above information is correct to be best of my knowledge.

Place :

Date :

Signature :

Name :

Designation :

Endorsement of the Manager / Departmental Head

... Information stated by the employee is verified from personal file at our end.

Place :

Date :

Signature :

Name :

Designation :