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	Relieved Employee Details						EMD- Employee Mas	ter Database(Joining	employee details)											/		4	4	/	
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SLNO	Name Of Employee Relieved *	Employee Code Of Relieved Employee	Relieved from the charge of (Post) *	Order No on which the Employee Releived *	Order Date on which the Employee Releived *	EMD exists for the new employee joining the post? (Yes/No)	Title	Employee Full Name *	Sex	Employee Code *	Designation of employee *	Email *	Name of Organization unit <sup>e</sup>	Order Number on which the new section is assigned to the employee		joining date at the new section	Date of Sirth	joining date of service	Employee Status/permanent/tempora Working St. ty)	atus	Marking Abbr./POST*	Reporting - marking abbr.(parent post)	CRU/Section/Officer*	Telephone no 1	Achile
	(First name Middle name Suname)	This is the code give to each employee the department	Marking Abbr./POST* assigned to the employee in the previous post			tame,employeeco de, joining to which post in the place of Marking abbrevtation/post. Otherwise give the complete details filling all mandatory	Classify title for erroloyee- Mr. Mrs. Ms. Shri, Dr. etc. as applicable	(First name Middle name Surname)	Gender (M/T)	This is the code given to each employee in the department	Designation of employee- for example- Deputy Secretary/Joint Sec/Secretary etc.	Email of employee, create if not existing	Name of section/department etc. for section/department etc. for example Planning Commission or Administration. Kindly refer the available Organisation Units from Organisation				Date of Birth (dd/mm/yy)	Date on which the employee has joined service	State whether Permanent, Temporary State whether retired, trans	her serving, naferred	Abbreviation will be Designation followed by Post or Name for nample DS (NO) where MK could be Manoj Kumar or DS (Admin) where DS Admin is post. In Case person is holding more than one cost, a new entry has to be made.	Marking abbreviation of the next reporting officer	Mark "C" if the concerned employee will play role of Central Registry Unit, "S" if the employee will play role of Section Officer, "O" if the employee will play the role of the Officer.	Office telephone 1	Mobile of employee
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