

DOCUMENTS TO BE UPLOADED

SN	PART	SUB TILE	DOCUMENT TYPE	Ment for	MB of File	File Type
1	PART-1	Employee Details	Caste Category Certificate	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
2	PART-1	Differently Abled	Medical Certificate	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
3	PART-1	Differently Abled	Copy of Appointment of Guardian	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
4	PART-1	Employee Details	SSC certificate/ SR Extract	ALL	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
5	PART-1	Photo Upload Details	Latest Photo	ALL	<256KB	jpg/jpeg
6	PART-1	Photo Upload Details	Photo at time of appointment (or) As per SR	ALL	<256KB	jpg/jpeg
7	PART-1	Photo Upload Details	Photo 12 months before date of retirement	Eligible only	<256KB	jpg/jpeg
8	PART-1	Photo Upload Details	Photo with spouse 12 months before retirement	Eligible only	<256KB	jpg/jpeg
9	PART-1	Education Details	All Education Qualifications Certificates	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
10	PART-1	Education Details	Local Status Certificate (or) SR Extract	ALL	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
11	PART-1	Account Details	front page of Bank pass book of savings account	ALL	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
12	PART-1	Account Details	PAN CARD	ALL	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
13	PART-1	Account Details	ZPPF SLIP OF 2018-20	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
14	PART-1	Account Details	PRAN DOCUMENT	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
15	PART-1	Account Details	APGLIC Last bond (Any Bond, But Last bond preferred)	ALL	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
16	PART-2	Immutable Certificates	Medical Certificate	ALL	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
17	PART-2	Immutable Certificates	Police Verification Report	ALL	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
18	PART-2	Immutable Certificates	Allegiance to the constitution Filled-up form attested by head of office	ALL	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
19	PART-2	Immutable Certificates	Oath of secrecy Filled-up form attested by head of office	ALL	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
20	PART-2	Properties	Copies of property permission (Acquired/Disposed)	Who Obtained Permission	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
21	PART-3	Probation	Probation Declation Order of SR Entry	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
22	PART-3	Deputation	Orders	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
23	PART-3	Compulsary wait	Orders	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
24	PART-6	LTC	Order by DDO	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
25	PART-7	Sanction Order Details	Sanctioned Order Copy	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
26	PART-7	Sanction Order Details	Formalities fulfilled Certificate	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
27	PART-7	Clearance Certificate	Clearance Certificate	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
28	PART-8	GIS	All GIS Change entries	ALL	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
29	PART-9	GPF Advances	Sanctioned Order	Eligible only	< 1 MB	pdf/jpg/jpeg/gif/png/bmp
30	PART-10	Departmental Tests	SR Entry	Eligible only	Any Size	Any Format
31	PART-10	Trainings	Training Order Copy	Eligible only	Any Size	Any Format
32	PART-11	Incentives/Awards/Rewards/Seva Patakam	Order Copy	Eligible only	Any Size	Any Format

EMPLOYEE DETAILS	
BASIC DETAILS	
NAME	
SURNAME	
GENDER	
HRMS ID	
CFMS ID	
ADHAR NUMBER	
Marital Status	
Category(Caste)	
DOB(DD/MM/YYYY) (as per SSC Certificate)	
Date of Entry into Service (DD/MM/YYYY)	
Age of Retirement	
Date of Superannuation (DD/MM/YYYY)	
Parent Department	
Present Service Rule	
Class/Branch	
Post in Parent Department	
Latest Salary Drawn DDO Code (11-digit number)	
Employee Group	
Employee Sub Group	
Employee Present Status	
Employee Present Working Status	
Religion	
Employee Category	
Leave Entitlement	
PLACE OF BIRTH	
State	ANDHRA PRADESH
District	GUNTUR
Mandal	
Village	
Pincode	
Nationality	INDIAN
LOCAL STATUS	
State	ANDHRA PRADESH
District	GUNTUR
Revenue Division	
Mandal	
Differently Abled	
Differently abled	
If Percentate?	
Other Details	
Identification Marks (As per SSC) / Service Register	
Identification Mark 1	
Identification Mark 2	
Height (in cm)	
Upload Scanned SSC Certificate/SR Extract	
Photo Upload Details	
Latest Photo	FOR ALL EMPLOYEES
Photo at time of appointment (or) As per SR	FOR ALL EMPLOYEES
Photo 12 months before date of retirement	EMPLOYEES WHO ARE GOING TO RETIRE BY ONE YEAR
Photo with spouse 12 months before retirement	EMPLOYEES WHO ARE GOING TO RETIRE BY ONE YEAR

Address Details	
Permanent Address	
House No.	
Street 1	
Street 2	
State	ANDHRA PRADESH
District	
Mandal	
Village	
Pincode	
Communication Address	
House No.	
Street 1	
Street 2	
State	ANDHRA PRADESH
District	GUNTUR
Mandal	
Village	
Pincode	
HOME TOWN DETAILS (Home town details are allowed to be changed once in service.)	
State	ANDHRA PRADESH
District	GUNTUR
Mandal	
Village	
Pincode	
Nearest Railway Station	
Nearest Airport	
Mobile 1 (Official)	
Mobile 2 (Personal)	
Email 1 (official)	
Email 2 (personal)	
Account Details	
IFSC Code	
Bank Name	
Branch Name	
Account Number	
Upload front page of Bank pass book of savings account	1st Page to be uploaded
PAN Number	
Upload supporting Document	Pan card to be uploaded
Provident Fund Category	
Account Number	
Upload supporting document	
District	
Date of Admission to GPF	
PF Closing Balance as on 31/03/2019	
A.P.G.L.I. Number	
Upload supporting document	Latest APGLI bond to be uploaded

FAMILY DETAILS

	Family Member 1	Family Member 2	Family Member 3	Family Member 4	Family Member 5	Family Member 6
Name						
Surname						
Relationship						
Is Alive? <input type="checkbox"/>						
Date of Birth						
UID/ Aadhar number <input type="checkbox"/>						
Mobile No.						
Date of Marriage						
Type of Employment						
Date of Death						

Education Details

	Qualification 1	Qualification 2	Qualification 3	Qualification 4	Qualification 5	Qualification 6	Qualification 7
Qualification							
Stream/ Branch Name							
Year of passing							
School/College/University							
Country							
State							
District							
Mandal							
Upload Scanned Certificate Copy							

Immutable Certificates

Sl.No.	Subject	Certificate	Certificate Date	Upload Scanned Copy
1	Medical Examination	Employee Medically examined and found fit. Original medical certificate kept in safe custody of authority.		Medical Certificate
2	Character and antecedents	Character and antecedents of employee are verified. Verification report kept in safe custody of authority.		Police Verification Report
3	Allegiance to the constitution	Employee has taken the oath of allegiance/affirmation to the constitution. Form kept in safe custody of authority.		Filled-up form attested by head of office.
4	Oath of secrecy	Employee has read the official secrets act and Andhra Pradesh (CCA) Rules and has taken the oath of secrecy. Form kept in safe custody of authority.		Filled-up form attested by head of office.

Mutable Certificates

Nominations

(i) Gratuity (Total % of share should be 100)

Sl.No.	Name of the Family Member Relationship	Date of Nomination	% of share to be paid for each nominee

(ii) Original or alternative nominees for GPF

Sl.No.	Name of the Family Member Relationship	Date of Nomination	

(iii) Original or alternative nominees for NPS (Total % of share should be 100)

Sl.No.	Name of the Family Member Relationship	Date of Nomination	% of share to be paid for each nominee

(iv) Nominees for APGLI (Total % of share should be 100)

Sl.No.	Name of the Family Member Relationship	Date of Nomination	% of share to be paid for each nominee

Properties

(iv) Details of Immovable Property Possessing at the time of Entry into Government Service and Acquired/Disposed subsequently (to be uploaded periodically).

Immovable Properties

[illegible]

(v) Add the Movable properties Acquired/ Disposed more than one lakh rupees.

Movable Properties

[illegible]

Appointment

SN	Event Date	Event Name	Type of Appointment	Order No.	Order Date (DD/MM/YYYY)	Date of Joining (DD/MM/YYYY)	Nature	Joining Time	Selection By	Department	Service Rule	Class/ Branch	Post Category	Post	PRC Type	PRC Year	Pay Scale	Basic Pay
1		Appointment					Permenint			ESE02-SCHOOL EDUCATION DEPARTMENT	ESE02S02-A.P. SCHOOL EDUCATION SUBORDINATE SERVICE RULES	CLASS-I	SCHOOL ASSISTANT (MATHEMATICS)	SCHOOL ASSISTANT (MATHS)	State	1993	2525-5390- XIV	2525

Probation

[illegible]

Regularization

SN	Event Date	Department Name	Service Rule	Post Name	Date of Regularization	Proceeding Order Number	Proceeding Order Date
1							

AUTOMATIC ADVANCEMENT SCHEME

[illegible]

Step Up																	
SN	Event Date	Type of Pay	From						To						With whom the pay is stepped up:		
			Department	Post	PRC Type	PRC Year	Pay Scale	Basic Pay	Department	Post	PRC Type	PRC Year	Pay Scale	Basic Pay	Employee HRMS ID	Employee Name	Designation
1		Step Up															
Step Down																	
SN	Event Date	Type of Pay	From						To						With whom the pay is stepped up:		
			Department	Post	PRC Type	PRC Year	Pay Scale	Basic Pay	Department	Post	PRC Type	PRC Year	Pay Scale	Basic Pay	Employee HRMS ID	Employee Name	Designation
1		Step Down															
Pay Revision Commission																	
SN	Event Date	Type of Pay	From						To						Date of Option	Date of Next Increment	Date of monetary benefit
			Department	Post	PRC Type	PRC Year	Pay Scale	Basic Pay	Department	Post	PRC Type	PRC Year	Pay Scale	Basic Pay			
1		Pay Revision Commission															
2		Pay Revision Commission															
3		Pay Revision Commission															
4		Pay Revision Commission															
5		Pay Revision Commission															
6		Pay Revision Commission															
7		Pay Revision Commission															
FR-22 a(i)/FR-22 a(iv)/FR-31 (2)/Preponement of Increment																	
SN	Event Date	Type of Pay	Department	Post	PRC Type	PRC Year	Pay Scale	Basic Pay	Effective Date								
1		FR-22 a(i)															
2		FR-22 a(iv)															
3		FR-31 (2)															
4		Preponement of increment															

Change in Pay

[illegible]

Change in Pay

[illegible]

Leaves Availed										
ELs Availed										
SN	Leave Type	Availed Type	Grounds (Leave Taken)	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total no.of days	No.of Days Prefix	No.of days Suffix	Total leaves availed (in days)	Reasons/Remarks
1	EL	Availed								
2	EL	Availed								
3	EL	Availed								
4	EL	Availed								
5	EL	Availed								
6	EL	Availed								
7	EL	Availed								
8	EL	Availed								
9	EL	Availed								
10	EL	Availed								
ELs Surrendered										
SN	Leave Type	Availed Type	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total leaves availed (in days)	Reasons/Remarks				
1	EL	Surrender								
2	EL	Surrender								
3	EL	Surrender								
4	EL	Surrender								
5	EL	Surrender								
6	EL	Surrender								
7	EL	Surrender								
8	EL	Surrender								
9	EL	Surrender								
10	EL	Surrender								
HPL										
SN	Leave Type	Grounds (Leave Taken)	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total no.of days	No.of Days Prefix	No.of days Suffix	Total leaves availed (in days)	Reasons/Remarks	
1	HPL	Medical Grounds								
2	HPL	Medical Grounds								
3	HPL	Medical Grounds								
4	HPL	Medical Grounds								
5	HPL	Medical Grounds								
6	HPL	Medical Grounds								
7	HPL	Medical Grounds								
8	HPL	Medical Grounds								
9	HPL	Medical Grounds								
10	HPL	Medical Grounds								

EOL									
SN	Leave Type	Grounds (Leave Taken)	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total no.of days	No.of Days Prefix	No.of days Suffix	Total leaves availed (in days)	Reasons/Remarks
1	EOL	Medical							
2	EOL	Medical							
3	EOL	Medical							
4	EOL	Medical							
5	EOL	Medical							

Maternity Leave									
SN	Leave Type	Issue No	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total no.of days	No.of Days Prefix	No.of days Suffix	Total leaves availed (in days)	Reasons/Remarks
1	Maternity Leave	1							
2	Maternity Leave	2							

Paternity Leave									
SN	Leave Type	Issue No	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total no.of days	No.of Days Prefix	No.of days Suffix	Total leaves availed (in days)	Reasons/Remarks
1	Paternity Leave	1							
2	Paternity Leave	2							

Study Leave									
SN	Leave Type	Name of the Course Studied	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total no.of days	No.of Days Prefix	No.of days Suffix	Total leaves availed (in days)	Reasons/Remarks
1	Study Leave								
2	Study Leave								

Child Care Leave									
SN	Leave Type	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total no.of days	No.of Days Prefix	No.of days Suffix	Total leaves availed (in days)	Reasons/Remarks	
1	Child Care Leave								
2	Child Care Leave								
3	Child Care Leave								
4	Child Care Leave								
5	Child Care Leave								
6	Child Care Leave								
7	Child Care Leave								
8	Child Care Leave								
9	Child Care Leave								
10	Child Care Leave								

Commutated Leave

SN	Leave Type	Grounds (Leave Taken)	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total no.of days	No.of Days Prefix	No.of days Suffix	Total leaves availed (in days)	Reasons/Remarks
1	Commutated Leave								
2	Commutated Leave								
3	Commutated Leave								
4	Commutated Leave								
5	Commutated Leave								
6	Commutated Leave								
7	Commutated Leave								
8	Commutated Leave								
9	Commutated Leave								
10	Commutated Leave								
11	Commutated Leave								
12	Commutated Leave								
13	Commutated Leave								
14	Commutated Leave								
15	Commutated Leave								
16	Commutated Leave								
17	Commutated Leave								

Leave not due

SN	Leave Type	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total no.of days	No.of Days Prefix	No.of days Suffix	Total leaves availed (in days)	Reasons/Remarks
1	Leave not due							
2	Leave not due							

Special Disability Leave

SN	Leave Type	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total no.of days	No.of Days Prefix	No.of days Suffix	Total leaves availed	Reasons/Remarks
1	Special Disability Leave							
2	Special Disability Leave							

Special Casual Leave

SN	Leave Type	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total no.of days	No.of Days Prefix	No.of days Suffix	Total leaves availed (in days)	Reasons/Remarks
1	Special Casual Leave							
2	Special Casual Leave							
3	Special Casual Leave							
4	Special Casual Leave							
5	Special Casual Leave							

Casual Leave									
SN	Leave Type	Grounds (Leave Taken)	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total no.of days	No.of Days Prefix	No.of days Suffix	Total leaves availed (in days)	Reasons/Remarks
1	Casual Leave								
2	Casual Leave								
3	Casual Leave								
4	Casual Leave								
5	Casual Leave								
6	Casual Leave								
7	Casual Leave								
8	Casual Leave								
9	Casual Leave								
10	Casual Leave								
11	Casual Leave								
12	Casual Leave								
13	Casual Leave								
14	Casual Leave								
15	Casual Leave								
16	Casual Leave								
17	Casual Leave								
18	Casual Leave								
19	Casual Leave								
20	Casual Leave								
21	Casual Leave								
22	Casual Leave								
Other Leave									
SN	Leave Type	Grounds (Leave Taken)	Availed From Date (DD/MM/YYYY)	Availed To Date (DD/MM/YYYY)	Total no.of days	No.of Days Prefix	No.of days Suffix	Total leaves availed (in days)	Reasons/Remarks
1	Other Leave								
2	Other Leave								
3	Other Leave								
4	Other Leave								
5	Other Leave								

	Transfers
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General Transfer	
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[illegible]

Transfer on Promotion	
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20
21	22
23	24
25	26
27	28
29	30
31	32
33	34
35	36
37	38
39	40
41	42
43	44
45	46
47	48
49	50
51	52
53	54
55	56
57	58
59	60
61	62
63	64
65	66
67	68
69	70
71	72
73	74
75	76
77	78
79	80
81	82
83	84
85	86
87	88
89	90
91	92
93	94
95	96
97	98
99	100

[illegible]

Transfer on Reversion	
<p>1. The donor transfers property to a trust for the life of the donee.</p> <p>2. The trust is irrevocable.</p> <p>3. The donee is the sole beneficiary of the trust.</p> <p>4. The donee is the sole trustee of the trust.</p> <p>5. The donee is the sole owner of the property.</p> <p>6. The donee is the sole possessor of the property.</p> <p>7. The donee is the sole holder of the title to the property.</p> <p>8. The donee is the sole holder of the right to dispose of the property.</p> <p>9. The donee is the sole holder of the right to convey the property.</p> <p>10. The donee is the sole holder of the right to lease the property.</p> <p>11. The donee is the sole holder of the right to mortgage the property.</p> <p>12. The donee is the sole holder of the right to encumber the property.</p> <p>13. The donee is the sole holder of the right to alienate the property.</p> <p>14. The donee is the sole holder of the right to transfer the property.</p> <p>15. The donee is the sole holder of the right to assign the property.</p> <p>16. The donee is the sole holder of the right to devest the property.</p> <p>17. The donee is the sole holder of the right to divest the property.</p> <p>18. The donee is the sole holder of the right to disinvest the property.</p> <p>19. The donee is the sole holder of the right to divestment of the property.</p> <p>20. The donee is the sole holder of the right to divestment of the property.</p>	<p>1. The donor transfers property to a trust for the life of the donee.</p> <p>2. The trust is irrevocable.</p> <p>3. The donee is the sole beneficiary of the trust.</p> <p>4. The donee is the sole trustee of the trust.</p> <p>5. The donee is the sole owner of the property.</p> <p>6. The donee is the sole possessor of the property.</p> <p>7. The donee is the sole holder of the title to the property.</p> <p>8. The donee is the sole holder of the right to dispose of the property.</p> <p>9. The donee is the sole holder of the right to convey the property.</p> <p>10. The donee is the sole holder of the right to lease the property.</p> <p>11. The donee is the sole holder of the right to mortgage the property.</p> <p>12. The donee is the sole holder of the right to encumber the property.</p> <p>13. The donee is the sole holder of the right to alienate the property.</p> <p>14. The donee is the sole holder of the right to transfer the property.</p> <p>15. The donee is the sole holder of the right to assign the property.</p> <p>16. The donee is the sole holder of the right to divest the property.</p> <p>17. The donee is the sole holder of the right to divestment of the property.</p> <p>18. The donee is the sole holder of the right to divestment of the property.</p> <p>19. The donee is the sole holder of the right to divestment of the property.</p> <p>20. The donee is the sole holder of the right to divestment of the property.</p>

[illegible]

Promotions																																				
Appointment by Transfer																																				
SN	Event Date	Type of Transfer	If it is Appointment by Transfer, then	Order No.	Date of Order Date	FROM AND TO	Department	Service Rule	Post	PRC Type	PRC Year	Pay Scale	Basic Pay	Date of Relief	Relief Time	District	Mandal	Org. Unit	Position	Village	Pincode	Joining Time Availled	If Joining Time Availled then, From Date	To Date	Pay Fixation Type	Pay Fixation Date	Next Increment Date	Posted In Foreign Service on Promotion	If Foreign Service On Promotion is Yes, then LS & PC Exempted?	LS & PC Exempted is No, then Foreign Service Cost Paid or not	Details	From Date	To Date	Amount Remitted	Challan Details	
1		Appointment by Transfer				FROM																									LS Details if No					
						TO																												PC Details if No		
2		Appointment by Transfer				FROM																										LS Details if No				
						TO																												PC Details if No		
3		Appointment by Transfer				FROM																										LS Details if No				
						TO																												PC Details if No		
4		Appointment by Transfer				FROM																										LS Details if No				
						TO																												PC Details if No		
Promotion as such																																				
SN	Event Date	Type of Transfer	If it is Appointment by Transfer, then	Order No.	Date of Order Date	FROM AND TO	Department	Service Rule	Post	PRC Type	PRC Year	Pay Scale	Basic Pay	Date of Relief	Relief Time	District	Mandal	Org. Unit	Position	Village	Pincode	Joining Time Availled	If Joining Time Availled then, From Date	To Date	Pay Fixation Type	Pay Fixation Date	Next Increment Date	Posted In Foreign Service on Promotion	If Foreign Service On Promotion is Yes, then LS & PC Exempted?	LS & PC Exempted is No, then Foreign Service Cost Paid or not	Details	From Date	To Date	Amount Remitted	Challan Details	
1		Promotion as such				FROM																										LS Details if No				
						TO																												PC Details if No		
2		Promotion as such				FROM																										LS Details if No				
						TO																												PC Details if No		
3		Promotion as such				FROM																										LS Details if No				
						TO																												PC Details if No		
Reverion of Promotion (Notional Promotion)																																				
SN	Event Date	Type of Transfer	If it is Appointment by Transfer, then	Order No.	Date of Order Date	FROM AND TO	Department	Service Rule	Post	PRC Type	PRC Year	Pay Scale	Basic Pay	Date of Relief	Relief Time	District	Mandal	Org. Unit	Position	Village	Pincode	Joining Time Availled	If Joining Time Availled then, From Date	To Date	Pay Fixation Type	Pay Fixation Date	Next Increment Date	Posted In Foreign Service on Promotion	If Foreign Service On Promotion is Yes, then LS & PC Exempted?	LS & PC Exempted is No, then Foreign Service Cost Paid or not	Details	From Date	To Date	Amount Remitted	Challan Details	
1		Reverion of Promotion (Notional Promotion)				FROM																										LS Details if No				
						TO																												PC Details if No		

Deputation

	Foreign Service	
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[illegible]

Reversion On Administrative Grounds	
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SN	Event Date	FROM							TO							CHANGE IN PAY				
		Department	Post	State	District	Mandal	Village	Date of relieving (DD/MM/YYYY)	Service Rule	Department	Post	State	District	Mandal	Village	Date of Joining	Service Rule	PRC Type	PRC Year	Pay Scale
1		ESE02-SCHOOL EDUCATION DEPARTMENT							ESE02-SCHOOL EDUCATION DEPARTMENT							ESE02S01-A.P. SCHOOL EDUCATION SERVICE RULES				
2		ESE02-SCHOOL EDUCATION DEPARTMENT							ESE02-SCHOOL EDUCATION DEPARTMENT							ESE02S01-A.P. SCHOOL EDUCATION SERVICE RULES				

Compulsory Wait

[illegible]

Punishments	
1	1. The offender is given a warning.
2	2. The offender is given a fine.
3	3. The offender is given a suspension.
4	4. The offender is given a prison term.
5	5. The offender is given a life sentence.
6	6. The offender is given the death penalty.
7	7. The offender is given a public flogging.
8	8. The offender is given a public whipping.
9	9. The offender is given a public humiliation.
10	10. The offender is given a public execution.

Minor Punishment (Censure)	
1	Warning
2	Verbal Censure
3	Written Censure
4	Public Censure
5	Private Censure
6	Removal from Office
7	Removal from Office
8	Removal from Office
9	Removal from Office
10	Removal from Office
11	Removal from Office
12	Removal from Office
13	Removal from Office
14	Removal from Office
15	Removal from Office
16	Removal from Office
17	Removal from Office
18	Removal from Office
19	Removal from Office
20	Removal from Office
21	Removal from Office
22	Removal from Office
23	Removal from Office
24	Removal from Office
25	Removal from Office
26	Removal from Office
27	Removal from Office
28	Removal from Office
29	Removal from Office
30	Removal from Office
31	Removal from Office
32	Removal from Office
33	Removal from Office
34	Removal from Office
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93	Removal from Office
94	Removal from Office
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97	Removal from Office
98	Removal from Office
99	Removal from Office
100	Removal from Office

SN	Event Date	Type of Punishment	Name of the Minor Punishment	Order No.	Order Date	Appeal/Revision/Review	Result	If Allowed, then
1		Minor Punishment	Censure					
2		Minor Punishment	Censure					

Minor Punishment (Recovery of loss)
<p>1. The offender must be a member of the community.</p> <p>2. The offender must be a member of the community.</p> <p>3. The offender must be a member of the community.</p> <p>4. The offender must be a member of the community.</p> <p>5. The offender must be a member of the community.</p> <p>6. The offender must be a member of the community.</p> <p>7. The offender must be a member of the community.</p> <p>8. The offender must be a member of the community.</p> <p>9. The offender must be a member of the community.</p> <p>10. The offender must be a member of the community.</p>

SN	Event Date	Type of Punishment	Name of the Minor Punishment	Order No.	Order Date	Amount	Appeal/Revision/Review	Result	If Allowed, then
1		Minor Punishment	Recovery of loss						
2		Minor Punishment	Recovery of loss						

Minor Punishment (Suspension as penalty)	
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
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67	67
68	68
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86	86
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90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

SN	Event Date	Type of Punishment	Name of the Minor Punishment	Order No.	Order Date	Suspension Period From Date	Suspension Period To Date	Appeal/Revision/Review	Result	If Allowed, then
1		Minor Punishment	Suspension as penalty							
2		Minor Punishment	Suspension as penalty							

Minor Punishment (Stoppage of increment without cumulative effect)	
---	--

[illegible]

Minor Punishment (Withholding of Promotion)	
---	--

Minor Punishment - Withholding of Promotion							PERIOD		FROM				TO					Appeal/Revision/Review		
SN	Event Date	Type of Punishment	Name of the Minor Punishment	Order No.	Order Date	No. of Increments stopped	Period From Date	Period To Date	PRC Type (From)	PRC Year (From)	Pay Scale (From)	Basic Pay (From)	PRC Type (To)	PRC Year (To)	Pay Scale (To)	Basic Pay (To)	Rate of Increment (To)	Appeal/Revision/Review	Result	If Allowed, then
1	15/12/1971	Minor Punishment	Withholding of Promotion																	
2		Minor Punishment	Withholding of Promotion																	

[illegible]

Major Punishment (Stoppage of increments with cumulative effect)
--

[illegible]

Major Punishment (Reduction of pay with effect on future increments)
--

[illegible]

Major Punishment (Reversion to Lower Rank)
--

[illegible]

Major Punishment (Compulsory Retirement)									
--	--	--	--	--	--	--	--	--	--

[illegible]

Major Punishment (Removal)									
----------------------------	--	--	--	--	--	--	--	--	--

[illegible]

Major Punishment (Dismissal)

[illegible]

Suspensions

SN	Event Date	Type of Punishment	Suspension Date	Suspension Period From Date	Suspension Period To Date	Reason for Suspension	Is it Regularized ?	If Regularized, then	Subsistence Allowance paid 50% (From)	Subsistence Allowance paid 50% (To)	Subsistence Allowance paid 75% (From)	Subsistence Allowance paid 75% (To)	Subsistence Allowance paid 25% (From)	Subsistence Allowance paid 25% (To)
1		Suspensions												
2		Suspensions												

Relief

SN	Event Date	Type of Punishment	Date of Relief	Department	Post	Reason for Relief	PRC Type	PRC Year	Pay Scale	Basic Pay
1		Relief								
2		Relief								

Re-Appointment

SN	Event Date	Type	Order No.	Order Date	Date of Joining	Joining Time	Nature Post	Selection By	Department	Service Rule	Class/ Branch	Post Category	Post	PRC Type	PRC Year	Pay Scale	Basic Pay
1		Re-Appointment															
2		Re-Appointment															

EL Surrender

SN	Event Date	Type	Date of Surrender	Financial Year (YYYY)
1		EL Surrender		
2		EL Surrender		

[illegible][illegible]

LTC-3														
SN	Block Period	Home Town / Any Where	Whether leave availed	From	To	Total Days	Place of Visit	Bill no.	Bill Date	Bill Amount (In Rupees only)	SN	Name of the Family Number	Relations hip	Means of Transport
3														

LTC-4														
SN	Block Period	Home Town / Any Where	Whether leave availed	From	To	Total Days	Place of Visit	Bill no.	Bill Date	Bill Amount (In Rupees only)	SN	Name of the Family Number	Relations hip	Means of Transport
4														

Sanction Order Details (For Advances & Loans taken)			
Sl.No.	Sanctioned Advance Type	Sanctioned Order No.	Sanctioned Order Date

Amount Sanctioned details (For Advances & Loans taken)										
Sl.No.	Sanctioned Advance Type	Sanctioned Order No.	Sanctioned Order Date	Purpose	Principal Amount (Rs)	Interest Amount (Rs)	Interest Rate (In Percentage)	No. of Installments	No. of Installments Principal Fixed	No. of Installments Interest Fixed

Amount Drawn(For Advances & Loans taken)						
Sl.No.	Sanctioned Advance Type	Sanctioned Order No.	Sanctioned Order Date	Voucher No.	Voucher date	Amount (Rs)

Amount Recovered (For Advances & Loans taken)									
Sl.No.	Sanctioned Advance Type	Sanctioned Order No.	Sanctioned Order Date	Principal Amount Recovered (Rs)	Interest Amount Recovered (Rs)	No. of Installments Recovered	Last Installment Recovered Year	Last Installment Recovered Month	Balance (Rs)

Breaks in Recovery (For Advances & Loans taken)						
Sl.No.	Sanctioned Advance Type	Sanctioned Order No.	Sanctioned Order Date	From Date	To Date	Amount (Rs)

Clearance Certificate Details (For Advances & Loans taken)				
Sl.No.	Sanctioned Advance Type	Sanctioned Order No.	Sanctioned Order Date	Upload Clearance Certificate?

Note: Enter Fresh Details when there is change in Group

Group Insurance Scheme Details						
Sl.No	Date of admission to the GIS Scheme	Group to which admitted	From Date	To Date	Remarks	Upload SR copy
1						
2						
3						
4						

GPF Details

Note: Submit GPF TA/PFW from 01/04/2019 (DD/MM/YYYY)

[illegible]

CPS Details

Note: Fill the information From the being of CPS Deduction

Accumulated Pension wealth as per PRAN Statement as on 31/03/2020=

S.N	Month	Year	Employee Subscription		Government Subscription		Total
			Monthly	Arrears	Monthly	Arrears	
1	September	2004					
2	October	2004					
3	November	2004					
4	December	2004					
5	January	2005					
6	February	2005					
7	March	2005					
8	April	2005					
9	May	2005					
10	June	2005					
11	July	2005					
12	August	2005					
13	September	2005					
14	October	2005					
15	November	2005					
16	December	2005					
17	January	2006					
18	February	2006					
19	March	2006					
20	April	2006					
21	May	2006					
22	June	2006					
23	July	2006					
24	August	2006					
25	September	2006					
26	October	2006					
27	November	2006					
28	December	2006					
29	January	2007					
30	February	2007					
31	March	2007					
32	April	2007					
33	May	2007					
34	June	2007					
35	July	2007					
36	August	2007					
37	September	2007					

S.N	Month	Year	Employee Subscription		Government Subscription		Total
			Monthly	Arrears	Monthly	Arrears	
38	October	2007					
39	November	2007					
40	December	2007					
41	January	2008					
42	February	2008					
43	March	2008					
44	April	2008					
45	May	2008					
46	June	2008					
47	July	2008					
48	August	2008					
49	September	2008					
50	October	2008					
51	November	2008					
52	December	2008					
53	January	2009					
54	February	2009					
55	March	2009					
56	April	2009					
57	May	2009					
58	June	2009					
59	July	2009					
60	August	2009					
61	September	2009					
62	October	2009					
63	November	2009					
64	December	2009					
65	January	2010					
66	February	2010					
67	March	2010					
68	April	2010					
69	May	2010					
70	June	2010					
71	July	2010					
72	August	2010					
73	September	2010					
74	October	2010					
75	November	2010					
76	December	2010					
77	January	2011					

S.N	Month	Year	Employee Subscription		Government Subscription		Total
			Monthly	Arrears	Monthly	Arrears	
78	February	2011					
79	March	2011					
80	April	2011					
81	May	2011					
82	June	2011					
83	July	2011					
84	August	2011					
85	September	2011					
86	October	2011					
87	November	2011					
88	December	2011					
89	January	2012					
90	February	2012					
91	March	2012					
92	April	2012					
93	May	2012					
94	June	2012					
95	July	2012					
96	August	2012					
97	September	2012					
98	October	2012					
99	November	2012					
100	December	2012					
101	January	2013					
102	February	2013					
103	March	2013					
104	April	2013					
105	May	2013					
106	June	2013					
107	July	2013					
108	August	2013					
109	September	2013					
110	October	2013					
111	November	2013					
112	December	2013					
113	January	2014					
114	February	2014					
115	March	2014					
116	April	2014					
117	May	2014					

S.N	Month	Year	Employee Subscription		Government Subscription		Total
			Monthly	Arrears	Monthly	Arrears	
118	June	2014					
119	July	2014					
120	August	2014					
121	September	2014					
122	October	2014					
123	November	2014					
124	December	2014					
125	January	2015					
126	February	2015					
127	March	2015					
128	April	2015					
129	May	2015					
130	June	2015					
131	July	2015					
132	August	2015					
133	September	2015					
134	October	2015					
135	November	2015					
136	December	2015					
137	January	2016					
138	February	2016					
139	March	2016					
140	April	2016					
141	May	2016					
142	June	2016					
143	July	2016					
144	August	2016					
145	September	2016					
146	October	2016					
147	November	2016					
148	December	2016					
149	January	2017					
150	February	2017					
151	March	2017					
152	April	2017					
153	May	2017					
154	June	2017					
155	July	2017					
156	August	2017					
157	September	2017					

S.N	Month	Year	Employee Subscription		Government Subscription		Total
			Monthly	Arrears	Monthly	Arrears	
158	October	2017					
159	November	2017					
160	December	2017					
161	January	2018					
162	February	2018					
163	March	2018					
164	April	2018					
165	May	2018					
166	June	2018					
167	July	2018					
168	August	2018					
169	September	2018					
170	October	2018					
171	November	2018					
172	December	2018					
173	January	2019					
174	February	2019					
175	March	2019					
176	April	2019					
177	May	2019					
178	June	2019					
179	July	2019					
180	August	2019					
181	September	2019					
182	October	2019					
183	November	2019					
184	December	2019					
185	January	2020					
186	February	2020					
187	March	2020					
188	April	2020					
189	May	2020					
190	June	2020					
191	July	2020					
192	August	2020					
193	September	2020					
194	October	2020					
195	November	2020					
196	December	2020					

Verification of Service by DDO

Sl.No.	Date of Verification By DDO	From Date	To Date	Details of Compliance of Observation of audit
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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33				
34				
35				
36				

Verification of Service by DDO

Sl.No.	Date of Verification By DDO	From Date	To Date	Details of Compliance of Observation of audit
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				

Internal Audit by A.G.

Sl.No.	Date of Verification By A.G.	From Year (YYYY)	To Date (YYYY)	Comments Of Internal Audit	Details of compliance of observation of audit
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Departmental Tests

Sl.No.	Name of the Test	Name of the Exam	Hall Ticket Number	Exam Date	Date of Passing	Upload order copy
1						
2						
3						
4						

Training Details

Sl.No.	Name of the Training	Name of the Training Institute	Country	State	District	From Date	To Date	Remarks if any
1			India					
2								
3								
4								
5								
6								
7								
8								
9								
10								

Incentives/Awards/Rewards/Seva Patakam if any

Sl.No.	Sanctioned Date	Type of Incentive/Awards/Seva Patakam	(Amount in Rupees)	from Date	To Date	Details about the Incentive/Awards
1						
2						
3						
4						

Leave Ledger

Leave Type: EL

S.N	Leave Type	From Date	To Date	Period (in days)	Leaves Credited (in days)	Total EL Earned (in days)	Leaves Availed	Balance of Leave at credit (in days)
1	EL							
2	EL							
3	EL							
4	EL							
5	EL							
6	EL							
7	EL							
8	EL							
9	EL							
10	EL							
11	EL							
12	EL							
13	EL							
14	EL							
15	EL							
16	EL							
17	EL							
18	EL							
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27	EL							
28	EL							
29	EL							
30	EL							
31	EL							
32	EL							
33	EL							
34	EL							
35	EL							
36	EL							
37	EL							

Leave Type: HPL										
S.N	Leave Type	From Date	To Date	Period (in days)	Leaves Credited (in days)	Leave taken on Private Affairs	Leave taken on Medical Groundss	Leave not Due	Total HPLs Taken (In Days)	Balance Leaves (In Days)
1	HPL									
2	HPL									
3	HPL									
4	HPL									
5	HPL									
6	HPL									
7	HPL									
8	HPL									
9	HPL									
10	HPL									
11	HPL									
12	HPL									
13	HPL									
14	HPL									
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24	HPL									
25	HPL									
26	HPL									
27	HPL									
28	HPL									
29	HPL									
30	HPL									
31	HPL									
32	HPL									
33	HPL									
34	HPL									
35	HPL									
36	HPL									

Leave Type: Child Care Leave							
S.N	Leave Type	From Date	To Date	Period (in days)	Prefixd Days	Suffixed Days	Leave Aailed
1	CCL						
2	CCL						
3	CCL						
4	CCL						
5	CCL						
6	CCL						
7	CCL						
8	CCL						
9	CCL						
10	CCL						

OATH OF ALLEGIANCE

"I, _____ do swear/solemnly

affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by

law established, that I will uphold the sovereignty and integrity of India and that I will carry out

the duties of my office loyally, honestly, and with impartiality".

Signature : _____

Name : _____

Designation : _____

Date : _____

OATH OF SECRECY

"I, _____ solemnly affirm and

declare that I will faithfully and honestly fulfill the duties that devolve upon me by reason of my
employment and that I will not, without due authority, disclose or make known any matter that
comes to my knowledge by reason of such employment".

Signature : _____

Name : _____

Designation : _____

Date : _____

Application Form for the Appointment of Guardian to a Person with Disability

From

To

Sir/Madam

Sri/Smt/Kumari

S/O/D/O is a person with disability. He/She requires protection for him/her and also for his/her property through a guardian. We hereby request you that Sri./Smt. can be appointed as guardian of the above said person for his/her protection and also for the protection of his/her property.

We furnish hereunder further details and request early decision:

1. Particulars of the person to be provided guardian.

Name :
Age :
Nature of Disability :
Address with phone No. :
.....

2. Particulars of a person proposed to be appointed as guardian

Name :
Age :
Address with phone No. :
.....
Relationship with ward, if any :
.....

Witness

Signature

Address

1st Witness
	
2nd Witness
	

CONSENT OF THE PERSONS PROPOSED TO BE APPOINTED AS GUARDIAN

I hereby agree to be the guardian of the person and the property of
Sri/Smt/Kumari. and shall discharge my
obligation with due delegacy.

Signature : _____
Name : _____
Address : _____
: _____
: _____

Consent of the Guardian, if any, to the Aforesaid Proposal (if applicable)

I hereby agree the above proposal to take responsibility as guardian of
Sri/Smt/Kumari.
S/O/D/O..... for
protecting him/her and for the protection of his/her property.

Signature : _____
Name : _____
Address : _____
: _____
: _____

Yours's faithfully

(.....)

Authorized Signature Name

Designation Office Stamp