

# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED



(A GOVT.OF WEST BENGAL ENTERPRISE)

**EMPLOYEE SERVICES& E. R.-II CELL**  
**8<sup>TH</sup> FLOOR, 'C' BLOCK**  
**VIDYUT BHAWAN : KOLKATA-700091**

## **2<sup>nd</sup> PHASE APPOINTMENT FOR THE POST OF SUB ASSISTANT ENGINEER (CIVIL)**

**REF: NOTIFICATION NO. MPP/2017/03**

Appointment order in favour of enlisted candidates have been issued and sent by Speed Post & Email. Candidates are advised to report on **01.06.2018** at **Vidyut Bhawan, Seminar Hall-I, 7<sup>th</sup> Floor, 'D' Block, Bidhannagar, Kolkata-91** at **10:30 A.M.**

***Candidates are advised to bring the following documents in original and self attested photocopies positively:***

1. **Admit Card of Secondary Level Examination as age proof (Two copies) .**
2. **All Mark sheets and Certificates**
3. **Caste Certificate (if applicable)**
4. **Service Bond and Agreement (Proforma enclosed) in non judicial stamp paper of Rs.100/- each**
5. **Release Order of previous employer (if applicable).**
6. **Family Declaration & Nationality Declaration (Proforma enclosed).**
7. **Police Verification Roll ( in duplicate)- Proforma Enclosed.**
8. **Personal Information for ERP Module (Proforma Enclosed).**
9. **PF Declaration Form (Proforma enclosed).**
10. **Data Collection Format for SAP HR Module (Proforma enclosed).**
11. **Composite Declaration Form-11**

The candidates may download the formats from the website and submit the same at the time of joining positively.

**List & Proforma follows:**

**LIST(2ND PHASE) OF SAE (CIVIL) APPOINTED VIDE O.O. NO. ES&ER-  
II/Appointment/S.A.E (C)/2017-03/38 Dated:18.05.2018**

| SL. NO. | REGN NO. | NAME OF CANDIDATE    |
|---------|----------|----------------------|
| 1       | 17200567 | SUBHAM CHOWDHURY     |
| 2       | 17200370 | ARINDAM TARAHDAR     |
| 3       | 17203600 | RAJDEEP BHATTACHARYA |
| 4       | 17203921 | ARPAN KUMAR ADHIKARI |
| 5       | 17210578 | KYANEDY GAIN         |
| 6       | 17207649 | SUDIP ROY            |

*B.M.C.*  
*18/5/18*



SERVICE BOND

KNOW ALL MEN by these presents that I.....  
..... Son/Daughter of  
.....residing at  
.....shall hereby  
be held and firmly bound unto The West Bengal State Electricity Distribution  
Company Limited having Registered Office at Vidyut Bhavan, Bidhannagar,  
Block-DJ, Kolkata-700 091 in the sum of Rs. 1,00,000/- (Rupees One Lakh only) of  
lawful good money to be paid to the West Bengal State Electricity Distribution  
Company Limited or their successors and assignee for which payment is to be  
truly and faithfully made we bind ourselves and also our respective heirs,  
executors, administrators and representatives.

Signed this.....day of..... 201...



WHEREAS the above named Company had appointed Shri/Smt.....  
the post of..... by a contract of Employment vide Office Order  
No. .... dated.....AND  
WHEREAS, as per said contract dated.....it was stipulated that  
appointee will have to execute a bond to serve the above named Company for  
at least three years after completion of period of probation and on absorption at  
any unit(s) of the Company.

NOW THESE CONDITIONS of the above written Bond is such that if  
the said employee while in employment whether in the original or in any  
promotion or transferred post under the said Company shall duly faithfully  
devoted to and execute, perform and discharge all the duties of his/ her office  
without causing any injury, loss of damage by reason of any act, default,  
negligence or error in judgement to the employer and shall serve above named  
Company for a period of at least complete three years after probation and all  
times hereafter indemnify and keep indemnified the said Company against all  
loss, damage, costs, charges and expenses by reasons of any act, default,  
misconduct, negligence, error in judgement, breach of duty, embezzlement and  
mismanagement on the part of the said appointee, then and in such event the  
above CONTRACT OF EMPLOYMENT shall stand void and cancelled and be of no  
effects, otherwise the same shall remain in full force.

1. Full Signature of the appointee:
2. Full Signature of Surety and full address:

In presence of

Witness:

Signature:

Name :

Designation :

Full Address :

( With Seal of the Gazetted Officer)



## AGREEMENT

THIS AGREEMENT is made on ..... day of ..... Two Thousand and Eighteen BETWEEN The West Bengal State Electricity Distribution Company Limited having its registered office at VidyutBhavan, Bidhannagar, Block-DJ, Kolkata-91 (hereinafter referred to as 'The Employer') of the FIRST PART AND Shri/Smt..... Son/Daughter of ..... aged about ..... years having permanent address at ..... (herein after referred to as 'the Appointee') of the SECOND PART :

WHEREAS on the basis of an application and the subsequent interview on ..... the Company has decided to appoint Shri/Smt. .... through Order no. .... dated: ..... under WBSEDCL in regular Band Pay & Grade Pay with initial period of probation of Twelve months, which is extendable by assessing spell of six months and on successful completion of probation, absorb him/her in the Company's service on the following terms & conditions :

**NOW THIS AGREEMENT WITNESSES and the parties here to hereby agree as follows:-**

1. The period of probation shall be for a period of 12 months to 18 months unless this agreement is determined and hereafter provided. The place of posting may be at any unit of the Company existing or future or at any part of **State of West Bengal**.
2. That the Employer will pay the Appointee so long as he/she shall remain in the Company, as per prevailing rules in force.
3. That the Appointee will submit himself/herself to the order of the Employer and of the Officer and Authorities underwhom he/she may from time to time be placed by the Employer and will at all times obey the rules lawfully prescribed for the time being by the Employer regarding the duties to be performed by the appointee.
4. That the Appointee will employ himself/herself efficiently and diligently and to the best of his/her ability and devote his/her whole time to the duties of the service and will not engage, directly or indirectly, in any trade, business, occupation or streams of study on his/her own account without getting prior permission from the Employer.
5. The Appointee shall not, at any time, during the continuance of his/her probation or service with the employer as aforesaid or even after the determination thereof, except by the direction of the Employer, divulge or disclose any matters of the Company and/or its business and/or other affairs and/or other secrets regarding processes, records, formulae, specifications, technical and other know-how which in the option of the Company, are deemed to be kept confidential and which may be confined to him/her or become known to him/her as such or otherwise in the course of his/her employment with the Company to any other individual/company/body corporate.
6. That in the interest of organization, the Appointee may be transferred to any job to any of the units, Power Stations of the Employer/or allied concerned of the Employer/any part of the State of West Bengal.
7. That if the Appointee is found at any time guilty of gross misconduct or persistent unpunctuality or neglect of his/her duties, the Employer may determine his/her tenure of service during probation under this Agreement **without notice or with one Month's Pay+GP+DA in lieu thereof.**
8. That if the Appointee leaves the Company during the period of tenure with the Company or does not serve the Company, notice as required under Clause 9 hereinafter, the Appointee shall be liable to **refund an amount of Rupees 1,00,000/- (One Lakh only) being the cost of training and other incidental charges with the Company.**



9. That besides clause 8 herein before the Appointee agree and binds himself/herself to serve the Company at any of the units and at such place as the Company may determine from time to time for a minimum period of four years from the date of his/her appointment, in supersession of any provision for a minimum period of service made in any instrument, agreement or writing previously executed provided, however, nothing herein contained shall prejudice or affect the right of the Company in respect of any money due to the Company under or by virtue of the said agreement. The Appointee also specifically undertakes not to take up employment directly or indirectly in any other Firm/Company engaged in the same or similar product for a period of 4(four) years from the date of his/her joining duties in the Company or 2(two) years from the date of leaving the Company whichever is longer.
  
10. That subject to satisfactory performance and conduct throughout the period of probation, the Employer may, after the completion of period of probation confirm the Appointee as ..... in the Band Pay of Rs. ....and Grade Pay Rs..... and if selected, it shall remain obligatory and binding on the part of the Appointee to serve in the organization for at least 3(three) years on completion of the period of probation.
  
11. Should the Appointee commit any breach of this agreement or leave the service of the Company for any reason whatsoever or the Company terminates his/her services before the expiry of the said period of **3(three) years** from the date of his/her completion of probation for disobedience, insubordination on misconduct or any kind or any such reason, he/she shall pay to Company the sum of **Rs. 1,00,000/-(One lakh only)** as mentioned in Clause 8 hereof by way of liquidated damages representing expenses incurred by the Company during the period of his/her training. The Appointee shall also execute a service Bond in respect of Clauses 9, 10 & 11 of this agreement.
  
12. That subject to Clause 9,10 & 11 above the tenure of the employment is determinable from either side by giving one month's notice in case of probation and three months' notice in case of permanent employee of the Company or Pay, Grade Pay & D.A. in lieu thereof as per service rules of the Company.
  
13. That in respect of any other matter not provided for in the Agreement, the Appointee shall be governed by convention, Rules, Circulars, Orders, Letters of Appointment & Regulations of the Company in force or may be in force from time to time.

IN WITNESS WHEREOF the parties hereto have signed this Agreement on the day and the year first above written.

|   |
|---|
|   |
| <p><b>( Full signature of witness )</b></p>                 |
| <p>Address:.....</p> <p>.....</p> <p>.....</p> <p>.....</p> |

|  |
|--|
| <p>_____</p> <p><b>( Signature of the Employer )</b></p> |
|--|

|   |
|---|
| <p>_____</p> <p><b>( Signature of the Appointee )</b></p> |
|---|



FORM - I

(To be used where the year, month and date of birth are known)

1. I, Shri / Smt. / Miss. \_\_\_\_\_  
having been selected for appointment in Board Service, do hereby declare that I was  
born at \_\_\_\_\_  
(birth place) on \_\_\_\_\_ (date, month & year)  
I also annex herewith the following documents in original in support of the statement:

2. I do further declare that the year, month and date of birth as recorded herein are  
binding on me and I shall not ask for any modification thereof at any subsequent date.

Place : Kolkata

Date :

\_\_\_\_\_  
( Signature )

3. Order of the Appointing Authority.

FORM - II

(To be - used where only the year and month or only the year of birth are or is known)

1. I, Shri / Smt. / Miss. \_\_\_\_\_ having  
been selected for appointment in Board Service, do hereby declare that I was born at  
\_\_\_\_\_  
( birth place) in \_\_\_\_\_ (year / in \_\_\_\_\_ month) of  
\_\_\_\_\_ (year). I also annex herewith the following documents in original  
in support of the statement.

2. I do also declare that the month and date of birth / date of birth are / is not known to  
me, the reasons where of are briefly stated below:-

3. I do further declare that the year / year and month of birth as declared herein is/are  
binding on me and I shall not ask for any modification thereof at any subsequent date.

Place : Kolkata

Date :

\_\_\_\_\_  
( Signature )

4. Order of the Appointing Authority.

N.B. Portion are applicable in this form shall be scored under the signature of the applicant:

- A school leaving certificate with specific mention of age therein / certificate from the Registrar of birth for those who are not matriculate / Certificate of matriculation / School Final Examination or its equivalent (for those who have passed Matriculation / School Final Examination or its equivalent) will only be acceptable as an adequate document for this purpose.



FORM OF DECLARATION OF NATIONALITY

A. I do hereby declare that I am a Citizen of the Indian Republic and my present residence is \_\_\_\_\_

Or

B. I do hereby declare that I am a migrant and I have registered my name as Indian Citizen under Section 5(1) (a) of the Citizenship Act, 1955 and the certificate of Registration in Original / attested copy is furnished herewith.

II I also hereby declare that I am / am not a member of the Scheduled Caste / Tribe.

\_\_\_\_\_  
( Signature of Declarant )

N.B. Delete Sub-Para A or B, not applicable under Para-I strike out words, not applicable in Para II.



INFORMATION ON FAMILY BACKGROUND

1. a) Name of father :  
b) Educational Qualification of Father : Non-Matriculate/Matriculate/Graduate/Post Graduate  
c) Occupation of father: (Please ✓ & X whichever are not applicable)  
Service(Central Govt./State Govt.)/PSU/Private Sector/Self Employed/Other(Specify)-----  
d) Monthly income of father from all sources: `-----
2. a) Name of mother :  
b) Educational Qualification of mother : Non-Matriculate/Matriculate/Graduate/Post Graduate  
c) Occupation of mother: (Please ✓ & X whichever are not applicable)  
Service(Central Govt./State Govt.)/PSU/Private Sector/Self Employed/Other(Specify)-----  
d) Monthly income of mother from all sources: `-----
3. Monthly Income of family from all sources  
including agriculture, house rent, interest from deposit, etc.: `-----
4. Are you residing with your parents : Yes / No.
5. Number of unmarried brothers/sisters: -----
6. How many of your unmarried brothers/sisters have independent income: -----
7. Marital status of the appointee: Married/Unmarried  
**If married:**  
a) Educational Qualification of spouse: Non-Matriculate/Matriculate/Graduate/Post Graduate  
b) Occupation of spouse: (Please ✓ & X whichever are not applicable)  
Service(Central Govt./State Govt)/PSU/Private Sector/Self Employed/Other(Specify)-----  
c) Monthly income of spouse from all sources: `-----

\_\_\_\_\_  
(Full name of the appointee)

\_\_\_\_\_  
(Signature of the appointee with date)



# West Bengal State Electricity Distribution Company Limited

## Personal Information to be gathered for new appointees for ERP Module

Name of the appointee (in Block Letter) :

Designation on initial joining in service :

Initial Date of Joining :

Reference of Appointment Order No :  
Date:

Date of Birth of the appointee :

Nationality :

Name of father with date of birth :

Name of mother with date of birth :

### Permanent Address

Building / Flat / Premises No.

Village / Town :

Post Office :

Police Station:

District and State :

Pin:

### Present Address

Building / Flat / Premises No.

Village / Town :

Post Office :

Police Station:

District and State :

Pin:

Sex :

Caste : SC/ST/OBC (A)/OBC (B)/Gen

Religion :

Weight :

Height :

Identification Marks :

Physique:

Physically Handicapped   
Permanent Incapacitated

Low Medical Category

Blood Group :

Driving License : Y

N







INFORMATION ON FAMILY BACKGROUND

1. a) Name of father : \_\_\_\_\_  
b) Educational Qualification of Father : Non-Matriculate/Matriculate/Graduate/Post Graduate  
c) Occupation of father: (Please  $\checkmark$  & X whichever are not applicable)  
Service(Central Govt./State Govt.)/PSU/Private Sector/Self Employed/Other(Specify)-----  
d) Monthly income of father from all sources: `-----
2. a) Name of mother : \_\_\_\_\_  
b) Educational Qualification of mother : Non-Matriculate/Matriculate/Graduate/Post Graduate  
c) Occupation of mother: (Please  $\checkmark$  & X whichever are not applicable)  
Service(Central Govt./State Govt.)/PSU/Private Sector/Self Employed/Other(Specify)-----  
d) Monthly income of mother from all sources: `-----
3. Monthly Income of family from all sources including agriculture, house rent, interest from deposit, etc.: `-----
4. Are you residing with your parents : Yes / No.
5. Number of unmarried brothers/sisters: -----
6. How many of your unmarried brothers/sisters have independent income: -----
7. Marital status of the appointee: Married/Unmarried/Divorcee/Widow/Widower  
If married:
  - a) Date of Marriage : \_\_\_\_\_
  - b) Name of Spouse: \_\_\_\_\_
  - c) Date of birth of spouse : \_\_\_\_\_
  - d) Educational Qualification of spouse: Non-Matriculate/Matriculate/Graduate/Post Graduate
  - d) Occupation of spouse: (Please  $\checkmark$  & X whichever are not applicable)  
Service(Central Govt./State Govt)/PSU/Private Sector/Self Employed/Other(Specify)-----
  - e) Monthly income of spouse from all sources: `-----
  - f) Number of children \_\_\_\_\_  
Name and date of birth of 1<sup>st</sup> child \_\_\_\_\_  
Name and date of birth of 2<sup>nd</sup> Child \_\_\_\_\_

\_\_\_\_\_  
(Full name of the appointee)

\_\_\_\_\_  
(Signature of the appointee with date)





# West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

পশ্চিমবঙ্গ রাজ্য বিদ্যুৎ বন্টন কোম্পানি লিমিটেড  
পশ্চিমবঙ্গ সরকারের একটি উদ্যোগ

Vidyut Bhavan : DJ-Block: Sector-II  
Bidhannagar: Kolkata-700 091.

Passport size  
photograph

## VERIFICATION ROLL

|    |  |         |      |
|----|--|---------|------|
| 1. | Name in full (in block capital) with aliases if any (Please indicate if you have added or dropped, at any stage, any part of your name or surname.   | Surname | Name |
| 2. | The name of the post and the service applied for   |         |      |
| 3. | Present address in full (i.e. village, thana & district or house number, lane/street and road, PIN)  |         |      |
| 4. | a) Home address in full (i.e. village, thana & district or house number, lane/street & road, PIN)<br>b) If originally a resident of Pakistan, Bangladesh, Nepal or any other country, the address in that dominion of migration to Indian Union. | a)      |      |
|    |  | b)      |      |

5. Particulars of places where you have resided for more than one year during the preceding five years :

| From | To | Residential address in full (i.e. village, thana & district or house number, land/street & road, PIN. |
|------|----|---|
|      |    |   |
|      |    |   |
|      |    |   |

6. (a) Father's name in full with aliases, if any (a)  
(b) Present postal address (if dead, give last address) (b)  
(c) Permanent home address (c)  
(d) Profession (d)  
(e) If in service, give designation & official address (e)

7. Nationality of

- (a) Father (a)  
(b) Mother (b)  
(c) Husband / Wife (c)

8. (a) Exact date of birth (a)  
( to be supported by birth registration Certificate/Admit Card of West Bengal Board of Secondary Education/any other recognised Board)

- (b) Present age (b)  
(c) Age of Matriculation/School Final (c)

9. (a) Place of birth, district & state in which it is Situated (a)

(b) District & State to which you belong (b)

10. (a) State your religion

- (b) Are you a member of scheduled caste/ scheduled tribes/ OBC: Answer 'Yes' or 'No' and if the answer is 'Yes' state the name thereof (copy of certificate to be attached)



11. Educational qualifications showing places of education with years of schools & colleges.

| Name of school/College with full address | Date of joining | Date of leaving | Examination passed |
|--|-----------------|-----------------|--------------------|
|  |                 |                 |                    |
|  |                 |                 |                    |
|  |                 |                 |                    |
|  |                 |                 |                    |

12. If you have at any time been employed give details :

| Designation of post held or description of work | Period |    | Full address of the office/firm or Institution & reasons for leaving previous service. |
|---|--------|----|--|
|   | From   | To |  |
|   |        |    |  |
|   |        |    |  |

13. Have you ever been convicted by a Court for any offence or Charge sheeted by the police in connection with any criminal proceeding ? If so, the full particulars of the case should be given.

14. Names of two responsible persons of your locality (1) \_\_\_\_\_  
Or two referees to whom you are known (2) \_\_\_\_\_

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might inquire my fairness for employment under Government. I understand that submission of false information will make me ineligible for employment.

Date: ..... Signature of candidate \_\_\_\_\_  
Place.....

(Certificate to be signed by a Gazetted Officer or Member of Legislature or other authority prescribed by the appointing authority)

Certified that I have known 'Shri/Shrimati' \_\_\_\_\_  
Son/daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_ years  
\_\_\_\_\_ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date..... Signature of the Gazatted Officer/MLA.....  
Place..... Designation or status & address with official seal  
.....  
.....

Following portion to be filled in by WBSEDCL Authority

Memo. No. \_\_\_\_\_ Date: \_\_\_\_\_  
Forwarded \_\_\_\_\_

Signature and designation of the Issuing Officer and  
The name of the office with full address and date.





# West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

পশ্চিমবঙ্গ রাজ্য বিদ্যুৎ বন্টন কোম্পানি লিমিটেড

পশ্চিমবঙ্গ সরকারের একটি উদ্যোগ

Vidyut Bhavan : DJ-Block: Sector-II  
Bidhannagar: Kolkata-700 091.

Passport size  
photograph

## VERIFICATION ROLL

|    |  |         |      |
|----|--|---------|------|
| 1. | Name in full (in block capital) with aliases if any (Please indicate if you have added or dropped, at any stage, any part of your name or surname.   | Surname | Name |
| 2. | The name of the post and the service applied for   |         |      |
| 3. | Present address in full (i.e. village, thana & district or house number, lane/street and road, PIN)  |         |      |
| 4. | a) Home address in full (i.e. village, thana & district or house number, lane/street & road, PIN)<br>b) If originally a resident of Pakistan, Bangladesh, Nepal or any other country, the address in that dominion of migration to Indian Union. | a)      |      |
|    |  | b)      |      |

5. Particulars of places where you have resided for more than one year during the preceding five years :

| From | To | Residential address in full (i.e. village, thana & district or house number, land/street & road, PIN. |
|------|----|---|
|      |    |   |
|      |    |   |
|      |    |   |

6. (a) Father's name in full with aliases, if any (a)  
(b) Present postal address (if dead, give last address) (b)  
(c) Permanent home address (c)  
(d) Profession (d)  
(e) If in service, give designation & official address (e)

7. Nationality of

- (a) Father (a)  
(b) Mother (b)  
(c) Husband / Wife (c)

8. (a) Exact date of birth (a)  
( to be supported by birth registration Certificate/Admit Card of West Bengal Board of Secondary Education/any other recognised Board)

- (b) Present age (b)  
(c) Age of Matriculation/School Final (c)

9. (a) Place of birth, district & state in which it is Situated (a)

(b) District & State to which you belong (b)

10. (a) State your religion

- (b) Are you a member of scheduled caste/ scheduled tribes/ OBC: Answer 'Yes' or 'No' and if the answer is 'Yes' state the name thereof (copy of certificate to be attached)



11. Educational qualifications showing places of education with years of schools & colleges.

| Name of school/College with full address | Date of joining | Date of leaving | Examination passed |
|--|-----------------|-----------------|--------------------|
|  |                 |                 |                    |
|  |                 |                 |                    |
|  |                 |                 |                    |
|  |                 |                 |                    |

12. If you have at any time been employed give details :

| Designation of post held or description of work | Period |    | Full address of the office/firm or Institution & reasons for leaving previous service. |
|---|--------|----|--|
|   | From   | To |  |
|   |        |    |  |
|   |        |    |  |

13. Have you ever been convicted by a Court for any offence or Charge sheeted by the police in connection with any criminal proceeding ? If so, the full particulars of the case should be given.

14. Names of two responsible persons of your locality (1) \_\_\_\_\_  
Or two referees to whom you are known (2) \_\_\_\_\_

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might inquire my fairness for employment under Government. I understand that submission of false information will make me ineligible for employment.

Date: .....

Signature of candidate \_\_\_\_\_

Place.....

(Certificate to be signed by a Gazetted Officer or Member of Legislature or other authority prescribed by the appointing authority)

Certified that I have known 'Shri/Shrimati' \_\_\_\_\_

Son/daughter of Shri \_\_\_\_\_ for the last \_\_\_\_\_ years

\_\_\_\_\_ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date.....

Signature of the Gazatted Officer/MLA.....

Place.....

Designation or status & address with official seal

.....  
.....

Following portion to be filled in by WBSUEDCL Authority

Memo. No.

Date:

Forwarded

Signature and designation of the Issuing Officer and  
The name of the office with full address and date.





**Composite Declaration Form -II**  
(To be retained by the employer for future reference)  
**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
Employees' Provident Funds Scheme, 1952 (Paragraph 34 & 57) &  
Employees' Pension Scheme, 1995 (Paragraph 24)

(Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and/or EPS, 1995 is applicable)

|    |   |  |                       |                              |                           |                                    |                                    |                                    |
|----|---|--|-----------------------|------------------------------|---------------------------|------------------------------------|------------------------------------|------------------------------------|
| 1  | Name of the member  |  |                       |                              |                           |                                    |                                    |                                    |
| 2  | Father's Name <input type="checkbox"/>  | Spouse's Name <input type="checkbox"/> |                       |                              |                           |                                    |                                    |                                    |
| 3  | Date of Birth: ( DD / MM / YYYY )   |  |                       |                              |                           |                                    |                                    |                                    |
| 4  | Gender: (Male/Female/Transgender)   |  |                       |                              |                           |                                    |                                    |                                    |
| 5  | Marital Status: (Married/Unmarried/Widow/Widower/Divorcee)                                      |  |                       |                              |                           |                                    |                                    |                                    |
| 6  | (a) Email ID:   |  |                       |                              |                           |                                    |                                    |                                    |
|    | (b) Mobile No.:   |  |                       |                              |                           |                                    |                                    |                                    |
| 7  | <b>Present employment details:</b><br>Date of joining in the current establishment (DD/MM/YYYY) |  |                       |                              |                           |                                    |                                    |                                    |
| 8  | <b>KYC Details: (attach self attested copies of following KYCs)</b>                             |  |                       |                              |                           |                                    |                                    |                                    |
|    | a) Bank Account No. .   |  |                       |                              |                           |                                    |                                    |                                    |
|    | b) IFS Code of the branch:  |  |                       |                              |                           |                                    |                                    |                                    |
|    | c) AADHAR Number  |  |                       |                              |                           |                                    |                                    |                                    |
|    | d) Permanent Account Number (PAN), if available   |  |                       |                              |                           |                                    |                                    |                                    |
| 9  | Whether earlier a member of Employees' Provident Fund Scheme, 1952                              |  | Yes / No              |                              |                           |                                    |                                    |                                    |
| 10 | Whether earlier a member of Employees' Pension Scheme, 1995                                     |  | Yes / No              |                              |                           |                                    |                                    |                                    |
| 11 | <b>Previous employment details: [if Yes to 9 AND/OR 10 above] – Un-exempted</b>                 |  |                       |                              |                           |                                    |                                    |                                    |
|    | Establishment Name & Address  | Universal Account Number               | PF Account Number     | Date of joining (DD/MM/YYYY) | Date of exit (DD/MM/YYYY) | Scheme Certificate No. (if issued) | PPO Number (if issued)             | Non Contributory Period (NCP) Days |
|    |   |  |                       |                              |                           |                                    |                                    |                                    |
|    |   |  |                       |                              |                           |                                    |                                    |                                    |
|    |   |  |                       |                              |                           |                                    |                                    |                                    |
|    |   |  |                       |                              |                           |                                    |                                    |                                    |
|    |   |  |                       |                              |                           |                                    |                                    |                                    |
|    |   |  |                       |                              |                           |                                    |                                    |                                    |
| 12 | <b>Previous employment details: [if Yes to 9 AND/OR 10 above] – For Exempted Trusts</b>         |  |                       |                              |                           |                                    |                                    |                                    |
|    | Name & Address of the Trust   | UAN                                    | Member EPS A/c Number | Date of joining (DD/MM/YYYY) | Date of exit (DD/MM/YYYY) | Scheme Certificate No. (if issued) | Non Contributory Period (NCP) Days |                                    |
|    |   |  |                       |                              |                           |                                    |                                    |                                    |
|    |   |  |                       |                              |                           |                                    |                                    |                                    |
|    |   |  |                       |                              |                           |                                    |                                    |                                    |
|    |   |  |                       |                              |                           |                                    |                                    |                                    |
|    |   |  |                       |                              |                           |                                    |                                    |                                    |
|    |   |  |                       |                              |                           |                                    |                                    |                                    |
| 13 | <b>a) International Worker:</b>   |  |                       | Yes / No                     |                           |                                    |                                    |                                    |
|    | b) If yes, state country of origin (India/Name of other country)                                |  |                       |                              |                           |                                    |                                    |                                    |
|    | c) Passport No.   |  |                       |                              |                           |                                    |                                    |                                    |
|    | d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]  |  |                       |                              |                           |                                    |                                    |                                    |



### UNDERTAKING

- 1) Certified that the particulars are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/e-KYC purpose for service delivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present P.F. Account as I am an Aadhar verified-employee in my previous PF Account.\*
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date:  
Place:

Signature of Member

### DECLARATION BY PRESENT EMPLOYER

- A. The member Mr/Ms/Mrs ..... has joined on ..... and has been allotted PF No. .... and UAN.....
- B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995:
- **Please Tick the Appropriate Option:**
    - The KYC details of the above member in the UAN database
      - Have not been uploaded
      - Have been uploaded but not approved
      - Have been uploaded and approved with DSC/e-sign.
- C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995:
- **Please Tick the Appropriate Option:-**
    - The KYC details of the above member in the UAN database have been approved with E-sign/Digital Signature Certificate and transfer request has been generated on portal.
    - The previous Account of the member is not Aadhar verified and hence physical transfer form shall be initiated.

Date:

Signature of Employer with Seal of  
Establishment

\*Auto transfer of previous PF account would be possible in respect of Aadhar verified employees only. Other employees are requested to file physical claim (Form-13) for transfer of account from the previous establishment.



Data-collection format for SAP HR-Module

1. Name of the employee :

2. Designation :

3. Employee No. (For office use only):

4. Date of Birth :

5. Mobile No :

6. E-Mail ID :

7. Salary information : As mentioned below

i) Salary Account No. : \_\_\_\_\_

ii) Bank : \_\_\_\_\_

iii) Branch (with Pincode) : \_\_\_\_\_

iv) Branch IFSC code : \_\_\_\_\_

v) PF Account No. : \_\_\_\_\_

vi) PAN No. : \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_



Data-collection format for SAP HR-Module

1. Name of the employee :

2. Designation :

3. Employee No. (For office use only):

4. Date of Birth :

5. Mobile No :

6. E-Mail ID :

7. Salary information : As mentioned below

i) Salary Account No. : \_\_\_\_\_

ii) Bank : \_\_\_\_\_

iii) Branch (with Pincode) : \_\_\_\_\_

iv) Branch IFSC code : \_\_\_\_\_

v) PF Account No. : \_\_\_\_\_

vi) PAN No. : \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_