

**Outsourced Employee Details**

**Note : Please read the Guidelines sent by Department before filling the form, in CAPITAL LETTERS in blue/ black ball point pen only. (Please avoid Short Forms and Abbreviations)**

**1.Key Employment Details**

1.1 Surname(ఇంటి పేరు)																					
1.2 Name																					
1.3 Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>																	
1.4 Father / Husband	Father	<input type="checkbox"/>	Husband	<input type="checkbox"/>																	
Father/Husband Name																					
1.5 Date of Birth			/			/															(DD/MM/YYYY)
1.6 Designation / Post																					
1.7 Marital Status	Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	Divorced	<input type="checkbox"/>	Widow	<input type="checkbox"/>	Widower	<input type="checkbox"/>											
1.8 Office in Which Employee is Working:																					
1.9 Aadhar No																					
1.10 EPF No																					
1.11 Remuneration per Month																					
1.12 Commission Payable to the Agency for the Post:	Amount	<input type="checkbox"/>	Percentage (%)	<input type="checkbox"/>																	
1.13 Head of Account																					
1.14 Personal Mobile No.																					
1.15 Personal E-mail																					
1.16 Community:	SC	<input type="checkbox"/>	ST	<input type="checkbox"/>	BC-A	<input type="checkbox"/>	BC-B	<input type="checkbox"/>	BC-C	<input type="checkbox"/>	BC-D	<input type="checkbox"/>	BC-E	<input type="checkbox"/>							
	Minority	<input type="checkbox"/>	Others	<input type="checkbox"/>																	

**2. Agency Details**

2.1 Contract Start Date:			/			/																(DD/MM/YYYY)	
2.2 Contract End Date			/			/																	(DD/MM/YYYY)
2.3 Contract Ref No																							
2.4 Sanction Order Number & Date																							
2.5 Agency Name																							
2.6 PAN																							
2.7 Registration Number Registered with Labour Department:																							
2.8 Service Tax No																							
2.9 Landmark																							
2.10 Street/ Road / Lane																							
2.11 Area/ Locality / Sector																							
2.12 District																							
2.13 Mandal																							
2.14 Village / Town / City																							
2.15 Pin Code																							
2.16 Telephone																		(STD Code-Telephone No : 040-292010)					
2.17 Mobile																							

2.18 E-mail	
2.19 Bank Name	
2.20 District of the Bank Branch	
2.21 Bank Branch Name	
2.22 Bank A/C No	
2.23 IFS Code	

**DECLARATION\***

The above information is true to the best of my knowledge. I agree to share details of self and family with Government of Andhra Pradesh. I am aware that declaration of wrong details will entail disciplinary action against me.

\_\_\_\_\_  
Employee's Signature

Date:

\_\_\_\_\_  
DDO's Signature

Date: