

Department of Higher Education
Government of West Bengal
Data Capturing Format for
General Degree College Information in Reporting Portal
Form C1 [Version 3.1]

EMPLOYEE DETAILS

53. HRMS Code*:

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54. Name*:

F	I	R	S	T			M	I	D	D	L	E		L	A	S	T		
55. Date of Birth*:

		/			/				
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56. Highest Educational Qualification*: Below Secondary / Secondary / Higher Secondary / Graduate/
Hons. Graduate / Post Graduate / M. Phil. / Ph.D. (Please highlight)
57. Designation*: Principal/Vice-Principal/OIC/TIC/Asst. Prof. Stage I/Asst. Prof. Stage II/Assistant Prof. Stage III
Associate Prof. / Librarian/Librarian Sr. Scale/Librarian Sr. Grade Scale/ GLI/ GLI Sr. Scale/
GLI Sr. Grade Scale/ Gr. – B/ Gr. – C/ Gr. (Please highlight)
58. Subject*:
59. Gender*: Male / Female / Others
- 60.* Category*: Unreserved/SC/ ST / OBC-A/OBC-B/PH / Ex-Service Man/ Exempted Unreserved/
Exempted SC / Exempted ST / Exempted OBC-A/Exempted OBC-B/Exempted PH
61. Date of Joining in Service*:

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62. Date of Joining in Present College*:

		/			/				
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63. Pay Band*: 37400-67000 / 15600-39100 / 7100-37600 / 4900-16200 / 5400-25200 (Please highlight)
64. Band Pay*:

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65. Academic Grade Pay/Grade Pay*: 10000 / 9000 / 8000 / 7000 / 6000 / 4100 / 3900 / 3600/
3200 / 2900 / 2600/ 2300 / 2100 / 1900 / 1800 / 1700
66. PAN Number:

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67. Mobile Number*:

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68. E-mail Id*:

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69. Date of Superannuation*:

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70. Present Address:

- i. Building Name/Premise Name*:
- ii. Location/Street Name*:
- iii. District*:
- iv. Subdivision*:
- v. Select Block/Municipality/ Municipal Corporation*:
- vi. Select Gram Panchayet/ Ward/Samsad*:
- vii. Police Station*:
- viii. Post Office*:
- ix. PIN*:
- X. City:

Whether Permanent Address is same at Present Address (Yes/No)

71. Permanent Address*:

- i. Building Name/Premise Name*:
- ii. Location/Street Name*:
- iii. District*:
- iv. Subdivision*:
- v. Select Block/Municipality/ Municipal Corporation*:
- vi. Select Gram Panchayet/ Ward/Samsad*:
- vii. Police Station*:
- viii. Post Office*:
- ix. PIN*:
- X. City:

Past Service, prior to joining college service, approved by Higher Education Department for continuity

Name of College*	Designation*	From Date*								To Date*							
		D	D	M	M	Y	Y	Y	Y	D	D	M	M	Y	Y	Y	Y

Note:

1. Keep the cursor on the table and use tab for data entry of each table
2. Use tab to move from one point to other point
3. After filling-in save the same in your name and send