

**DATA INFORMATION SHEET FOR INCLUSION/UPDATION IN CIVIL LIST 2012**

<b>Serial No.</b>	<b>Item</b>		<b>Notes</b>
1	Name		
2	Employee code		To be allotted later.
3	Date of Birth		
4	Category		Say SC or ST or OBC or General or Ex.Serviceman
5	Present Desg.		Designation of Current post held
6	SSS Grade		Grade I (Grade Pay Rs.4600) Grade II (Grade Pay Rs.4200)
7	Pay Scale		Pay Band
8	Present Basic		
9	Present Office		
10	Present Location		
11	Appointment Date		Date of appointment in present post
12	SSS entry		DIRECT RECRUIT(DR), Promotee(PR), By transfer(TR)
13	Pre_Post1		Furnish details of previously held post
14	Pre_Place1		Give Place of previous post
15	Pre_Office1		Give Name of the previous office
16	Dates of_Pre post1	From	To
17	Pre_Post2		Furnish details of previously held 2nd post
18	Pre_Place2		Give Place of previous post No. 2
19	Pre_Office2		Give Name of the previous office No. 2
20	Dates of_Pre post2	From	To
21	CR Record	CR Year	Specify the year of CR sent to SSS
22	Transfer_Request	Applied-1, Not Applied-2	
23	Place_Choice1		Specify two places of choice for transfer
24	Place_Choice2		
25	Choice_orgn		Specify Choice of Office
26	Edn_Qua1		Give Highest two Qualifications Acquired
27	Edn_Qua2		
28	Trng_Received		Yes-1, No-2

29	Trng_Type		
30	Trng_period	From	To
31	Trng_Type2		
32	Trng_period2	From	To
33	Community		Muslim-1, Christian-2, Sikh-3 Bhudist-4, Jain-5 Parsee-6 Others-7
34	Asso_Member		Whether belong to any association? Yes-1, No-2
35	Asso_Name		If yes, Give the name of the Association
36	Property_return		Submitted-1, Not Submitted-2
37	Return year		furnish year for which return is submitted
38	Date of Retr.		
39	Date_joining		Furnish date of Joining Government service
40	Qual_Acquired		Give if any qualifications acquired after joining SSS
41	Home town		
42	Mother Tongue		
43	Vigilance Case		If any case is contemplated? Yes-1, No-2
44	Case details		Provide information if 1 against item 43
45	Whether on Deputation		Yes-1, No-2
		if yes,	
46	Ex-cadre Post		Furnish name of the ex cadre post held
47	Office/Orga.		
48	Period	From	To
49	Tel. No.		Furnish contact No. of Mobile/Landline
50	Email Address, if any		
51	Addl.Inf.		Provide particulars on ACP/s received ,Scale etc.
			or any information on achievements etc.
52	Remarks		

**PS: Refer SSS web site for Codes of Different offices and their locations under post position item.**