

UNIVERSITY OF KERALA

EMPLOYEE (CONTRACT) DATA SHEET

Passport
size
Photo

<u>PERSONAL DETAILS</u>			
Emp ID : <i>(office use only)</i>			
Name * : (in block letters)			
Date of Birth * :			
Sex * :		Age : *	
PAN * : <i>(compulsory)</i>			
Whether previously * employed in university : (yes/no)		If yes, mention the previous employee ID	
Whether pensioner * or not : (yes/no)		If yes, mention the PPO number	
Address (office) : * (with pincode)			
Local Body Name			
Local Body Type	(Panchayat/Municipality/Corporation)		
Address : *	Permanent Address	Residential Address	
Phone no. (Residence)		Phone no. (office)	
Mobile no. *			
<u>CONTRACT DETAILS</u>			
Engagement UO no*		w.e.f date *	
Contract period *		Pay *	
Office *		Designation *	

<u>BANK DETAILS</u>	
(Make sure that the details are accurately entered)	
Bank Name : *	
Bank Branch : *	
Account Number : *	
IFSC : *	

Declaration

I hereby declare that the above information furnished by me are true and correct, to the best of my knowledge and I understand that I shall be fully liable for submission of any false or incorrect information or documents.

Place :

(signature)

Date :

Name:

(seal)

Verified by

Assistant

Section Officer
/Administrative Officer

HOD / Director / Principal
/ other authorised officer

NOTE

1. Make sure that the bank details are correctly and legibly entered.
2. Attach legible **Bank Passbook copy** (with account number, bank name, branch & IFSC)
3. Attach **PAN card copy**
4. Attach the **Engagement UO**.
5. If the contract employee had previously worked in the university, please make sure whether he/she has a previous employee ID or not. If yes, please inform it otherwise it would result in duplication of information in the salary software.
6. Ascertain whether the contract employee is a pensioner or not. If he/she is a pensioner it is necessary to inform the audit section and pension section in order to calculate his/her applicable income tax.