

**Government of Jammu and Kashmir  
Employee Personal Information**

**Form-2**

<b>Joining Details</b>			
Date of Appointment		Order No.	
Initial Joining Department		Initial Joining Office	
Date of Joining		Initial Designation	
Pay Band of initial Post *		Initial Grade Pay *	
Initial Basic Pay *		Permanent/Temporary Employee	
Employee initial cadre State/Div./Distt		Gaz./ Non-Gaz./ Class IV	
Present DDO Code*		* optional fields	
<b>Salary Details</b>			
Current Pay Band		PAN No.	
Grade Pay		Basic Pay	
Personal/Special Pay		GPF/ PRAN No.	
Dearness Allowance/ Dearness Pay/COLA <b>YES/NO</b>		Deduction Type <b>GPF/CPF(NPS)</b>	
Non-practicing Allowance(NPA) <b>YES/NO</b>		GIS/SLI Member <b>YES/NO</b>	
Charge Allowance <b>YES/NO</b>		GIS/SLI Number	
City Compensatory Allowance <b>YES/NO</b>		Defined Contributory Pension - 10% Employer's Share for NPS	
Medical Allowance <b>YES/NO</b>		2 ½ days Pay <b>YES/NO</b>	
Temporary Move Allowance <b>YES/NO</b>		Pocket Money <b>YES/NO</b>	
House Rent Allowance <b>YES/NO</b>		Settlement Allowance	
Risk Allowance <b>YES/NO</b>		Fixed T.A.	
Border Allowance/ Compensatory Allowance <b>YES/NO</b>		Record Allowance	
Ration Money Allowance <b>YES/NO</b>		Special Duty Allowance	
Hardship Allowance <b>YES/NO</b>		Any Other Allowance	
Kit Maintenance Allowance <b>YES/NO</b>			
Conveyance Allowance <b>YES/NO</b>		Total Salary(including Allowances)	
Name of Salary Bank Branch		Saving A/c No.	

Entitlement of Pension (Defined benefit/NPS)	
<b>Contribution to NPS(Employer + Employee) :</b>	
<b>Accumulations under NPS</b> (including earnings from investment of Contribution) :	

**Leave Details**

<b>Accumulations of Earned Leave</b>	<b>AS on Date</b>		
	<b>Total number of days EL accumulated</b>		
Period of EL availed (Recently) - <b>From:</b>		<b>To:</b>	
Number of times Maternity Leave availed:			
<b>Accumulations of Half Pay Leave</b>	<b>AS on Date</b>		
	<b>Total number of days accumulated</b>		
Period of HPL availed (Recently) - <b>From:</b>		<b>To:</b>	
Period of Suspension (if any)			

Major Penalty imposed, if any	
Monthly Income of Parents from all sources	

**Signature of employee :**  
Dated

**Signature of DDO :**  
SEAL  
Dated