

S No.	Details of Designation- for Creating new IREPS ID in ACCOUNTS /HQ/ECR /HAJIPUR		
1	Personal Details	Full Name (First/Middle/Last)	
2		Employee No. (11 Digits)	
3		Date of Birth (DD/MM/YYYY)	
4		Date of Retirement (DD/MM/YYYY)	
5		nic/gov mail (e-Office login id)	
6		1st Mobile(10 digit)	
7		2nd Mobile if available(10 digit)	
8		Aadhar No.	
9		Gender (MALE/FEMALE)	
10	Post Details	Group (A/B/C)	
11		Category(HAG/SAG/SG/JAG/Sr.Scale/JS/ Sr.Supervisor/Supervisor)	
12		Pay Level	
13		Designation	
14		Post	
15		Section	
16		Department	
17	Address	Room No/Chamber No.	
18		Office Address	
19		CITY	
20		District	
21		State	
22		Postal PIN No	
23		Reporting Officer	
24	Work related details	Tender Calling Authority	
25		Working Area (MMIS/Supply Tender/WorksTender/Leasing Tender)	
26		Detail of Work	
27	If posted against any IREPS User then details of	Name of old user	
28		Employee No. (11 Digits)	
29		Post name of old user	
30		Login id of old user in IREPS	
31		Mob No. of old user	
32	Remarks If any		

Enclosures:-		Yes/No
i	I-Card	
ii	Office Order/Transfer Order/Posting Order	

Signature of the Officer
(with Seal)

Sr.EDPM/ECR/HJP

Note:- Kindly send the request after sign to Sr.EDPM through e-Office only with all enclosures please