

BUD OF EMPLOYEES/OFFICER for the..... Department- ACCOUNTS /HQ/ EAST CENTRAL RAILWAY /HAJIPUR		
S.No.	Title	Details
1	First Name	
2	Middle Name	
3	Last Name	
4	Emp. No. (11 digit)	
5	Service Category (GR.-A, B OR C)	
6	State	
7	Country Code	91
8	Mobile (10 digit)	
9	Gender	
10	Date of Birth (DD/MM/YYYY)	
11	Date of Joining in Railway	
12	Date of Retirement (dd/mm/yyyy)	
13	Mode of Selection in Railway	
14	Email Address (Any mail other than nic email id)	
15	Whether nic/gov mail id is issued (YES/NO)	
16	If gov mail issued then gov. mail Address (NIC email Address)	
17	Department	
18	Name of Primary Unit	
19	Designation	
20	Post of Employee	
21	Section	
22	Parent Organisation Unit	
23	Name of Organization unit (Name of the office/Section employee belongs to) Mention hierarchy wise starting with Top OU	
24	Name of reporting officer (Gaz)	
25	Post of reporting officer (Gaz)	
26	DSC (Available) YES/NO	
27	Remarks	

**Signature of Controlling Officer (Gaz)**

Name

Designation

Seal

Enclosurers:-

- 1) Office Order
- 2) Posting Order
- 3) Joining Report (Charge Taken)

**Sr.EDPM/ECR/HJP**

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