BANK OF MAHARASHTRA

HRM DEPTT, C.O., PUNE 5

STAFF INVENTORY PROFORMA

N.B ***1***. ALL BOXES WILL BE FILLED IN BY THE CANDIDATE.

2. PLEASE WRITE ON LINES AND TICK WHEREVER APPLICABLE. IN SOME CASES STRIKE OUT OPTION WHICH IS NOT APPLICABLE.

3. DATES SHOULD BE FILLED IN DD/MM/YY FORMAT.

01 **PF A/C. No. :**

02 **NAME IN CAPITAL LETTERS :**

a. **Surname**

b. **Name**

a. **Father's / Husband's name**

03 **DATE OF BIRTH :**

04 **HOME STATE :**

05 **SEX :** MALE / FEMALE

06 **RELIGION :** HINDU/MOHAMMEDAN/CHRISTIAN/PARSI/SIKH/NEO–BUDDHIST/JAIN ETC.

07 **CASTE :** GENERAL / SC/ST/OBC/NOMADIC

08 **EX-SERVICEMAN :** YES / NO

09 **PHYSICALLY HANDICAPPED :** YES / NO If yes, Blind/Deaf & Dumb/Orth Hand/others

10 **NO. OF DEPENDENTS :**

11 **OTHER HANDICAPPED, IF ANY :** YES / NO

12 **SIGNING AUTHORITY (Officer & Spl. Asstt) :** YES / NO

13 **POWER OF ATTORNEY :** YES / NO

14 **MARITAL STATUS :** (MARRIED/UNMARRIED/WIDOW/DIVORCEE)

15 **DATE OF JOINING :**

16 **JOINING CADRE :** Officer SC III/Officer Sc II/Other SC 1/Substaff/Clerk/Typist/ Telex Op/Steno/Tele Op/Cashier/Asstt Cashier/Clerk Cum Typist/Clerk Cum Godown Keeper /Bill Collector/Driver/Cash Peon/Daftary/Watchman/Peon cum Driver/Armed Guard/Liftman/Cycle Op/Hawaldar etc.

17 **DATE OF PROBATION :**

18 **DATE OF CONFIRMATION :**

19 **DATE OF LAST PROMOTION :**

20 **PRESENT CADRE :**

21 **PRESENT POST (OFFICERS) :**

22 **BASIC PAY :**

23 **PRESENT POSTING :**

24 **NO. OF REQUEST TRANSFERS AVAILED :** 0 / 1 / 2 / 3

25 **DATE OF PRESENT POSTING :**

26 **PENALTY/PUNISHMENT AWARDED :** YES / NO If Yes, Date of punishment
Minor punishment / major punishment.

27 **SPOUSE WORKING :** YES / NO. If Yes,
1. With our Bank ***2.*** Other Institution ***3.*** Place of posting of Spouse.

28 **MEMBERSHIP OF LABOUR UNION :**
(For Award staff) No Union / AIBEA / INTUC / NOBW / BANK SENA
(For Officers) AIBOA / INTUC / NOBO / No Union

29 **SPORTSMAN IF ANY :** YES / NO. If Yes, Name of Sports

Level of participation : School/University/District/State/National/International

Awards received if any : State / National

30 **RECRUITED THROUGH :**

1. Bank's Selection Process (in case of old employees)
2. Erstwhile services, Now merged in our Bank.
3. On sports Ground / Cultural activities
4. BSRB
5. Employment Exchange
6. On compassionate ground
7. Through Zilla Sainik Board
8. On account of dependent of servicemen killed in action/disturbed area
9. Others if any

31 **HOUSING LOAN AVAILED :** YES / NO

32 **VEHICLE LOAN AVAILED :** YES / NO

33 **EXCEPTIONAL ACHIEVEMENTS IF ANY :** YES / NO
Award from Central / State Government / International Organisations

34 **HAVE YOU REFUSED ANY PROMOTION :** YES / NO

35 **PERMANENT ADDRESS :**

36 **PRESENT ADDRESS :**

37 **RESIDENTIAL TELEPHONE No :**

38 **MOBILE No. :**

39 **E-MAIL No. :**

01 **PF A/C. No.**

02 **EDUCATIONAL QUALIFICATIONS :**

		DEGREE	MAIN SUBJECTS	CLASS
a)	Non Matric			
b)	SSC			
c)	HSC			
d)	Graduate			
e)	Post Graduate			
f)	Others			

		FACULTY CODE	DEGREE CODE	SUBJECT		CLASS	% MARKS		MONTH		YEARS	
a)	Non Matric											
b)	SSC											
c)	HSC											
d)	Graduate											
e)	Post Graduate											
f)	Others											

03 **PROFESSIONAL QUALIFICIATIONS :**

		CODE		DAY		MONTH		YEAR	
a)	CAIIB (I)								
b)	CAIIB (II)								
c)	BANKING ORIENTED HINDI (IIB)								
d)	DIPLOMA IN RURAL BANKING (IIB)								
e)	DIPLOMA IN BANK MANAGEMENT (IIB)								
f)	AIB LONDON								

g)	CS/CHARTERED FINACNIAL ANALYST								
h)	CA/ICWA								
i)	Others (DBM/MBA/MPM/GCD etc)								

04 LANGUAGES KNOWN : (Please tick under the words of Speak, Read, Write)

	SPEAK READ WRITE	CODE No	SPEAK	READ	WRITE
a)	Mother Tongue				
b)	English				
c)	Hindi				
d)	Marathi				
e)	Any other				
f)					

TO BE FILLED IN BY THE STAFF DEPARTMENT

01 PERSONAL FILE No. : ☐☐☐☐☐

02 BIODATA FILE No. : ☐☐☐☐☐

03 SIGNATURE CODE No. ☐☐☐☐☐

04 NO. OF STAGNATION INCREMENTS GIVEN : 0 / 1 / 2 ☐

05 MONTH OF INCREMENT : ☐☐

STAFF INVENTORY PROFORMA - TRAINING

01 PF A/C. No. ☐☐☐☐☐ ☐☐ **To be filled in by Staff Deptt.**

NO	NAME OF THE COURSE	TRAINING INSTITUTE	MONTH	YEAR	MAIN AREA	SUB AREA
01.						
02.						
03.						
04.						
05.						

TRANSFER HISTORY

01 PF A/C. No. ☐☐☐☐☐ CHK DGT ☐☐

NO	CADRE	POSTED AS	PLACE OF POSTING	DATE OF JOINING			TRANSFER STATUS ADMN /REQ/COMP.
				DD	MM	yy	
01.							
02.							
03.							
04.							
05.							

TO BE CODED BY THE STAFF DEPARTMENT ONLY

NO	TRANSFER	CADRE	POST	BRANCH	BR. AREA	DATE	CITY	DEPTT	STATUS
01.									
02.									
03.									
04.									
05.									

PROMOTION HISTORY

01 **PF A/C. No.** ☐☐☐☐☐ CHK DGT ☐☐

	PARTICULARS	DATE OF PROMOTION	CADRE			DATE		MONTH		YEAR	
a.	Substaff to Clerk										
b.	Clerk to Scale I										
c.	Scale I to Scale II										
d.	Scale II to Scale III										
e.	Scale III to Scale IV										
f.	Scale IV to Scale V										
g.	Scale V to Scale VI										
h.	Scale VI to Scale VII										

I, _____ declare that the above information is correct to be best of my knowledge.

Place : **Signature :**

Date : **Name :**

Designation : DY. MANAGER

Endorsement of the Manager / Departmental Head
… Information stated by the employee is verified from personal file at our end.

Place : **Signature :**

Date : **Name :**

Designation :