

BANK OF MAHARASHTRA

HRM DEPTT, H.O., PUNE 5

STAFF INVENTORY PROFORMA

- **<u>N.B</u> 1**. ALL BOXES WILL BE FILLED IN BY THE STAFF DEPARTMENT ONLY.
 - 2. MEMBERS OF STAFF SHOULD NOT FILL IN THE BOXES.
 - **3.** PLEASE WRITE ON LINES AND TICK WHEREVER APPLICABLE. IN SOME CASES STRIKE OUT OPTION WHICH IS NOT APPLICABLE.
 - 4. DATES SHOULD BE FILLED IN DD/MM/YY FORMAT.

01	EMPID A/C. No. :
02	NAME IN CAPITAL LETTERS :
	a. Surname
	b. Name
	a. Father's / Husband's name
03	
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
11	
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 :

:2:

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 activities4. BSRB/IBPS/DIRECT	
	5. Employment Exchange	
	6. On compassionate ground	
	7. Through Zilla Sainik Board8. 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	PRE		SS :														
						+					++	++				++	
37	RES	DENTIAL TEL	EPHO	NE N	o :												
38	мо	BILE No. :															
39		AIL No. :					Г										
37	E-/V	AIL NO. :					L										
-																	→
01	PF A	A/C. No.															
02			16.			DE	GREE			MAII	N SU	BJEC	TS		CLA	NSS	
	a)	Non Matri															
	b)	SSC															
	c)	HSC															
	d)	Graduate															
	e)	Post Grad	uate														
	f)	Others															
				FAC	CULTY	DE	GREE	SIIR	JECT		ASS	% N	AARKS	MC	ONTH	VE/	N P S
				CO			DE	300		01/	-33	70 M				YEARS	
	a)	Non Matr	ic														
	b) c)	SSC HSC															
	d)	Graduate	;														
	e)	Post															
	f)	Graduate Others	;														
03		FESSIONAL			ΑΤΙΟΝ	с ·					CODI	=	DAY		ONTH		EAR
03	a)	CAIIB (I)	QUAL			э.						-		7410			
	b)	CAIIB (II)													_	_	
	c)	BANKING C	RIENTI	ED HIN	NDI (IIB)										_	
	d)	DIPLOMA	IN RUI	ral B	BANKIN	√G (I	B)								+	-	
	e)	DIPLOMA	IN BAI	NK M	ANAG	Seme	INT (IIB	3)									
	f)	AIB LOND	NC														
		L															

- 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)

	<u>SPEAK</u>	<u>READ</u>	WRITE	CODE No		SPEAK		READ		WRITE
Mother Tongue										
English										
Hindi										
Marathi										
Any other					ĺ					
					ĺ					
	English Hindi Marathi	Mother Tongue English Hindi Marathi	Mother Tongue English Hindi Marathi	English Hindi Marathi	Mother Tongue English Hindi Marathi	Mother Tongue English Hindi Marathi	Mother Tongue	Mother TongueEnglishHindiMarathi	Mother TongueImage: Constraint of the second se	Mother TongueImage: Constraint of the second se

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 :			
06	INCREMENT REGISTER NO. :			
07	INCREMENT REGISTER PAGE NO. :			
08	EMPLOYEE STATUS :			

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.						

: 5 :

TRANSFER HISTORY

01	PF A/	C. No.										
	NO	CADRE	POSTED AS	PLACE OF	DATE OF JOINING			TRANSFER STATUS				
				POSTING	DD	MM	уу	ADMN /REQ/COMP.				
	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

-	PF A/C. No.									
	PARTICULARS	DATE OF PROMOTION	CADRE	D	DATE		NTH	YEAR		
a.	Substaff to Clerk									
b.	Clerk to Scale I									
с.	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 : Date : Signature : Name : Designation :

Endorsement of the Manager / Departmental Head

... Information stated by the employee is verified from personal file at our end.

Place : Date : Signature : Name : Designation :