

**GOVERNMENT OF MANIPUR
DIRECTORATE OF EDUCATION (S)
(VALLEY SECTION)**

ANNEXURE-I

Affix a passport size photograph duly attested by the concerned Head of the Office in such a way that a part of the signature shall be in the form itself (Unattested photograph will be rejected)

PERSONAL DATA SHEET

No:

1. Name (*in block letters*):.....
2. Father/Husband Name:
3. Home Address:
4. Family Contact No.:.....Personal Mobile No:.....
5. Substantive Post:
6. Date & Order of Appointment to the Substantive Post (*Enclosed Certified Copy*).....
7. Present Designation:
8. Date & Order of Appointment to the Present Post (*Enclosed Certified Copy*).....
9. Service Verification Order No., Dated & Sl. No.: (*Enclose Certified Copy*):.....
10. School/Office:
11. District: Zone/ Block: Zone Code:
12. Present Scale of Pay:
13. EIN: (*Enclose copy of the personnel Profile Uploaded by the DMIS, Finance Deptt.*):
14. Date of Birth (*enclose HSLCE-Certificate*):(in words)
15. Identification Mark:
16. Height (in Feet):Gender:
17. Blood Group :.....

DECLARATION

All the particulars mentioned above are true to the best of my knowledge and belief

Full Signature of the Employee
(Signature to be scanned)

The particulars mentioned above are checked and verified with the records maintained in this School/Office and found correct.

Place/Date:
.....

Signature with seal of the Head of Office/Institution
(Attesting Authority)

To be filled by the Directorate Office

Service Classification (Groupwise):.....

Concerned DDO Code:

Zone Code:

Card Registration No:

Valid Upto:

Dealing Assistant

**Issuing Authority
Addl. Director (S/V)**

**Officer in charge
Physical Edn. Promotion Officer (Yoga)**

Special Instruction:

1. The concerned employee should sign his/her signature strictly within the box provided in the form and slip as the signature is to be scanned and impressed on the identity card.
2. The employee concerned should submit 2(same) recent passport size colour photographs (*one to be affixed in the form itself and to be attested by the HOO/HOI concerned and the other photograph without attestation for scanning*) along with the duly filled in data sheet with a sum of Rs. 100/- only being cost of additional accessories.
3. Document required for fresh/new application:
 - a) A forwarding letter by the Head of Institution (to be addressed to the Addl. Director (S/V))
 - b) Matriculate Certificate
 - b) Personnel Profile (Up to Date)
 - c) Appointment & Posting Order
 - d) Service Verification (if any)
 - e) Two coloured Passport Photo

NOTE: For Utilised Employees, Place of posting will be considered to his/her original Office/School (as or latest CPIS(formerly known as MGEL))