

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

*Affix a passport size
Photograph duly
attested by the
Concerned Head of the
Office in such a way
that part of the
Signature shall be on
the Photograph and
another part on the
form itself*

No. _____

PERSONAL DATA SHEET

1. Name *(in block letters)*.....
2. Fathers Name /Husband's Name:
3. Address:
4. Family Contact No.:..... Personel Contact No.:
5. Substantive Post:.....
6. Date & Order of Appointment to the Substantive Post *(Enclose Certified Copy)*.....
7. Present Designation:.....
8. Date & Order of Appointment to the present Designation *(Enclose Certified Copy)*
9. School/Office:
10. District:..... Zone/Block Zone Code.....
11. Present Scale of Pay:.....
12. EIN: *(Enclose copy of the Personal Profile uploaded by the DMIS, Finance Deptt)*.....
13. Date of Birth:..... *(in word)*.....
14. Personal Identification mark:.....
15. Height *(in Meters)*..... Gender:.....
16. Blood Group *(enclosed Lab. Report)*:.....

DECLARATION

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

Full signature of the employee.

VERIFICATION

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

Place/Date
.....

Seal & Signature of the Head of Office/Institution
(Attesting Authority)

No. _____

IDENTIFICATION SLIP

*Affix a
passport size
Photograph
(unattested)*

- Name :
(in block letters)
- Address :
- Father's name/Husband's Name:
- Designation : Blood Group :
- EIN: Date of Birth/...../..... DDO Code No.
- School/Office : Zone Code No.
- Identification Mark Family Contact No.
- Personel Contact No.:.....
- Specimen signature of the employee to be shown in the I-Card

To be filled by the Office:

1. Service Classification (*Groupwise*):
2. Concerned DDO Code:.....
3. Zone Code (*see code given below*):.....
4. Card Regn No:.....
5. Valid upto:.....

Dealing Assistant

Officer in charge

Issuing Authority
(Addl. Director/Hills)

Seal

Special instruction:

1. The concerned employee should sign his/her signature strictly within the boxes 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 (two) 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 purpose*) along with the duly filled in data sheet with a sum of Rs.50/- (*Rupees fifty*) only being cost of additional accessories (***Optional***)
3. The Code No: of the concerned zones are given below for ready reference:

Sl No	District	Name of the Zone/Block	Code No.
1	CHANDEL	Chandel ZEO	02(A)
		Moreh Block	02(B)
2	CHURACHANDPUR	Churchandpur ZEO	03(A)
		Henglep Block	03(B)
3	SENAPATI	Kangpokpi ZEO	06(A)
		Saikul Block	06(B)
		Saitu Gamphazol Block	06(C)
		Senapati ZEO	06(D)
4	TAMENGLONG	Tamei Block	07(A)
		Tamenglong ZEO	07(B)
5	UKHRUL	Ukhrul ZEO	09

To be filled by the Office:

1. Service Classification (*Groupwise*):
2. Card Regn No:.....
3. Valid upto:.....

Officer in charge