

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

ANNEXURE-I

*Affix a passport size
photograph with formal
dress code 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)*

No:

**PERSONAL DATA SHEET
(FRESH/RENEW)**

1. Name (in block letter):
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. (*Enclosed Certified Copy*).....
10. School/Office:.....
11. District:.....Zone/Office.....Zone Code.....
12. Present Scale of Pay:.....
13. EIN (*Enclose copy of the Personal Profile Uploaded by the DMIS, Finance Deptt.*):.....
14. Date of Birth (*Enclosed HSLCE- certificate*):.....(*in words*).....
15. Identification Mark:.....
16. Height(*In feet*):..... Gender:.....
17. Blood Group:.....

D E C L A R A T I O N

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 the Institution/Office
(Attesting Authority)**

To be filled by the Directorate Office

Service Classification (Groupwise):

Zone/Office:

Primary/Jr/High/Hr. Sec./ School/Office.....

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 HOD/HOI concerned and the other photograph without attestation for scanning) along with the duly filled in data sheet with a sum of **Rs. 200/-** only being cost of additional accessories.
3. **Documents required for Fresh application:**
 - a) A forwarding letter by the Head of the Institution [to be addressed to the Physical Edn. Promotion Officer (Yoga)]
 - a) Matriculation certificate
 - b) Personal profile (Up to date)
 - c) Appointment & Posting Order
 - d) Service Verification (if any)
 - e) Two recent coloured Passport Photos (*With formal Dress code*)
4. **Documents required for Renewal ID card:**
 - b) A forwarding letter by the Head of the Institution [to be addressed to the Physical Edn. Promotion Officer (Yoga)]
 - c) Personal profile (Up to date)
 - d) Two recent coloured Passport Photos (*With formal Dress code*)
 - e) Old Original Invalid ID Card

Note: i) For utilised Employees, place of posting will be considered to his/her original Office/School [as on latest CPIS (formerly known as MGEL)]
ii) Loss of service ID Card should be reported in written immediately to the Additional Director (School/Valley) along with the publication for loss of service ID Card in the Local Newspaper