

**DEPARTMENT OF SCHOOL EDUCATION  
GOVT. OF WEST BENGAL  
Staff Information System**

\*Name of Circle:

**SCHOOL DETAILS**

- \*1. Name of School:
- \*2. U-DISE  1  9
- \*3. School Category Govt  Govt Aided  Govt Spon  DA getting  Local body

**PERSONAL DETAILS**

- \*4. Name:  First  Middle  Last
- \*5. Date of  /  /  D D M M Y Y Y Y
- \*6. Gender: [put √ mark] Male  Female
- \*7. Father's  First  Middle  Last
- \*8. If Married Status: [Put √ mark] Yes  No  (If Yes, then please fill Spouse details)
- a. Spouse Name:  First  Middle  Last
- b. Whether spouse is employed: [put √ mark] Yes  No   
If Yes, details of employment: [put √ mark on appropriate box]  
Govt.  Govt. Undertaking  Govt. Aided  Govt. Sponsored  Private
- c. Spouse's pay and HRA :
9. Religion: [put √ mark on appropriate box]  
Hindu  Christian  Buddhist  Jain  Muslim  Parsi  Others
10. Caste: [put √ mark] General  SC  ST  OBC-A  OBC-B
- \*11. Whether Differently Abled: [put √ mark] Yes  No   
If Yes, details of employment: [put √ mark on appropriate box / boxes]  
HI  VI  MR  PH
12. Mother Tongue: [put √ mark on appropriate box]  
Bengali  English  Hindi  Nepali  Santali  Urdu  Others
13. Height:  Ft   Inch:
14. Blood Group: [put √ mark on appropriate box]  
A+  A-  B+  B-  AB+  AB-  O-  O+

16. Aadhaar / NPR ID:

\*15. PAN:

\*17. Voter ID

18. Identification Mark:

**CONTACT DETAILS**

\*19. Present Address:

House No.  Street

Town/Village

Post Office:

District:  PIN

\*20. Whether permanent address is same to that of present address? (Put √ mark): Yes  No

Permanent Address:

House No.  Street

Town/Village

Post Office:

District:  PIN

21. Land Tel. no:  (With STD Code) |

22. Mobile no: |

23. Email id: |

**PROFESSIONAL DETAILS**

D D M M Y Y Y Y

\*24. Date of Joining (at  /  /

D D M M Y Y Y Y

\*25. Date of joining the present post:  /  /

\*27. Designation: (put √ mark on appropriate box): HT  TIC  AT

\*28. Educational Qualification: (put √ mark on appropriate box):

Below MP  MP  HS  Pass Graduate  Hons. Graduate  Post Graduate

\*29. Professional JBT  PTTI  DEd  DEIEd  BT  B.Ed  PGBT  BP Ed  MEd

\*30. Whether Under Suspension: Yes  No

D D M M Y Y Y Y

If Yes: a) Date of effect  /  /

b) Last basic pay

**\*31. History of transfer, if any:**

1) Name of the School:

District Name:  Circle:

Period of Service: From  /  /  To  /  /

2) Name of the School:

District Name:  Circle:

Period of Service: From  /  /  To  /  /

3) Name of the School:

District Name:  Circle:

Period of Service: From  /  /  To  /  /

D D M M Y Y Y Y

\*32. Date of Obtaining professional qualification:  /  /

\*33. Whether the professional qualification is duly recognized by National Council for Teacher Education? (Put √ mark): Yes  No

**\*34. Whether covered under** West Bengal recognized non-government educational institutions employees (death cum retirement benefit), scheme, 1981: (Put √ mark): Yes  No

\*35. Option Exercised under: (Put √ mark)

Pension Scheme existing prior to 01.04.1981

CPF with Gratuity

Pension, Family Pension with Gratuity

\*36. If opted under Post 1981 Pension -Scheme

Name of Treasury: |

Date of refund of employer's share of CPF to the Govt. Treasury:  /  /

Amount Refunded:

Name of Bank:  Deposit Date  /  /

37. Whether any Court Case filed by the employee in connection with his/her service is pending before the Hon'ble Court: (Put √ mark): Yes  No

If Yes, Case No:   
Y Y Y Y

Year:  Related with:

**SALARY DETAILS**

\*38A. Pay Band No (as per ROPA-

\*38B. Pay in Pay Band :

\*39. Grade Pay :

\*40. Dearness Allowance :

\*41. HRA :

\*42. CPF (Govt share), if any :

**DEDUCTIONS:**

43. Professional Tax : \_\_\_\_\_

44. Income Tax, if any: \_\_\_\_\_

45. PF subscription : \_\_\_\_\_

46. CPF subscription (own share) : \_\_\_\_\_

47. PF Loan recovery :

a. Total Loan in Rs. \_\_\_\_\_

b. Total installment no. \_\_\_\_\_

c. Cumulative recovery in Rs. \_\_\_\_\_

d. Cumulative installment no. \_\_\_\_\_

e. Current installment amount in Rs. \_\_\_\_\_

**BANK A/C DETAILS:**

\*48. Savings Bank

\*49. Savings Bank Branch Name (with Code):

\*50. Savings Bank Account No (Salary Account No):

\*51. Bank IFSC code:

\_\_\_\_\_  
HT/TIC's Signature with date

\_\_\_\_\_  
Staff's Signature with date

**Instruction Sheet for filling up of form**  
**To be filled up by school staffs**

- (a) All the fields to be filled up in English only in Block Letters.
- (b) Please fill up all the fields. (\*) marked fields are mandatory.
- (c) Please put one Character/ Letter/ Number in one box.
- (d) Please put correct **U-DISE** school code (11 digits) at field no "2".
- (e) Tick (√) mark should be put in the appropriate box from among the various options.
- (f) For Sl. No. 6 & 7, if father or spouse is dead, 'LT' to be prefixed before name.
- (g) **Items at 43 to 47 may be filled up but need to be updated every month for the purpose preparing salary requisition.**