

## Capturing of Employee Profile Data

### Check List of Data Entry

(Note : This Check List shall be submitted along with the completed format used for collecting profile details)

A) Employee Profile Details		Pl. Tick
1	Basic Data Entered	<input type="checkbox"/> Yes
2	Softcopy of NIC Uploaded	<input type="checkbox"/> Yes
3	Softcopy of Birth Certificate Uploaded	<input type="checkbox"/> Yes
4	Softcopy of Marriage Certificate Uploaded	<input type="checkbox"/> Yes
5	Scanned copy of Photograph Uploaded	<input type="checkbox"/> Yes
6	Official Profile Data Entered	<input type="checkbox"/> Yes
7	Scanned copy of Signature Uploaded	<input type="checkbox"/> Yes
8	Educational Qualifications Data Entered	<input type="checkbox"/> Yes
9	Softcopy of Ordinary Level Certificate(s) Uploaded	<input type="checkbox"/> Yes
10	Softcopy of Advanced Level Certificate(s) Uploaded	<input type="checkbox"/> Yes
11	Softcopy of Certificate of Certificate Courses Uploaded	<input type="checkbox"/> Yes
12	Softcopy of Diploma Certificates Uploaded	<input type="checkbox"/> Yes
13	Softcopy of Degree Certificates Uploaded	<input type="checkbox"/> Yes
14	Softcopy of Masters Certificates Uploaded	<input type="checkbox"/> Yes
15	Professional Qualifications Data Entered	<input type="checkbox"/> Yes
16	Softcopy of Membership Certificates Uploaded	<input type="checkbox"/> Yes
17	Experience Record Data Entered	<input type="checkbox"/> Yes
18	Softcopy of Experience Letters	<input type="checkbox"/> Yes
19	Skills Data Entered	<input type="checkbox"/> Yes
20	Special Achievements Data Entered	<input type="checkbox"/> Yes
21	Special Contributions Data Entered	<input type="checkbox"/> Yes

B) Past Records (Historical Details)		Pl. Tick
1	Transfer History Data Entered	<input type="checkbox"/> Yes
2	Promotion History Data Entered	<input type="checkbox"/> Yes
3	Disciplinary Action Data Entered	<input type="checkbox"/> Yes
4	Special Leave Records Data Entered	<input type="checkbox"/> Yes
5	Suspensions Data Entered	<input type="checkbox"/> Yes
6	Increment Records Data Entered	<input type="checkbox"/> Yes

Data Entered to the System by : .....

Signature : .....

Designation : .....

Date : .....