Guidelines for filling up data of Employees and Pensioners in the Excel sheet

- **Name**: (Initials after name, only single space permitted in between words, no other separator like full stop or comma, No salutation (Mr/Mrs/Dr etc.) required.

- **Employee/pensioner No/Code**: Shall be unique for each employee/pensioner.

- **Pension Type**: Service Pension/Family Pension/Ex-gratia Pension .......etc.

- **Office**: Unique representation for each unit (Employees-Present Office, Pensioners-Last worked Office).

- **Department/Institution**: Unique representation for each unit (Employees-Parent Department/Institution, Pensioners-Last worked Parent Department/Institution).

- **Designation**: Unique representation for each unit (Employees- Present Designation in Parent Department/Institution, Pensioners-Last Designation in Parent Department/Institution).

- **Date of birth**: dd-mm-yyyy.

- **PAN**: (No space or separator in between).

- **Aadhaar No**: only number limited to 12 digits (no space or separator allowed in between).

- **Name as in Aadhaar**: As printed in Aadhaar card.

- **Date of Retirement**: dd-mm-yyyy.

- **Employee/Pensioner in Receipt of any other pension like family Pension**: Yes/No.

- **Name of Spouse**: Initials after name, only single space permitted in between words, no other separator like full stop or comma, No salutation required.

- **Dependants including spouse**: 
• **Whether employed/pensioner**: If yes provide Employee Code or PEN/Pension Code/Number.

• **Relationship**

• **Aadhar No**

• **Other ID Card Type** (Specify - Passport, Election ID, Birth Certificate (For Children not having any other ID), Ration Card, PAN).

• **ID Card Number**

• **Occupation**; (If not employee/pensioner) Unemployed/Student/Private Employee/others.

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*Dependants:*

**For employees**: Spouse, Father (non-service/non-pensioner) Mother (non-service/non-pensioner), Son (Unemployed unmarried below 25 years), Daughter (Unemployed unmarried below 25 years), Children having more than 60% disability.

**For Pensioners**: Spouse, Children having more than 60% disability.

• **Mobile**: 10 digits

• **Gender**: Male/Female

• **Height**: cm (Digits only)

• **Blood Group**: A+, B+, AB+, O+, A-, B-, AB-, O-, h/h, A2+

• **Districts**: Thiruvananthapuram, Kollam, Pathanamthitta, Kottayam, Alappuzha, Ernakulam, Idukki, Thrissur, Malappuram, Palakkad, Kannur, Kozhikkode, Wayanad, Kasargod