

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 Pensionetc.
- **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*
- Aadhaar 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.

*** 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