

## **Instructions for the preparation of details of employees/pensioners and their dependants**

(Refer Circular No.28/18/Fin dated 4/4/2018).

### **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\*
  - 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 digit
- 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

### **Director of Treasuries**

Prepare data (in the excel format attached) of State service pensioners / pensioners of local self Institutions which is available with Pensioner Information Management System (PIMS).

### **Chief Project Manager (SPARK)**

Prepare data (in the excel format attached) of State service employees which is available with SPARK.

### **Director of Panchayaths**

Prepare data (in the excel format attached) of employees including Part-time contingent employees of Grama Panchayaths and District Panchayaths of the State who do not draw salary through SPARK.

### **Director of Urban Affairs**

Prepare data (in the excel format attached) of

- Employees including Part-time contingent employees of Municipal Corporations, Municipalities of the State who do not draw salary through SPARK.
- Pensioners including Part-time contingent pensioners, Ex gratia pensioners, Family pensioners, Ex-gratia family pensioners etc. of Municipal Corporations, Municipalities.

### **Universities in the State**

Prepare data (in the excel format attached) of

- Employees including Part-time contingent employees of the Universities in the State who do not draw salary through SPARK
- Pensioners including Part-time contingent pensioners, Ex gratia pensioners, Family pensioners, Ex gratia family pensioners etc. of Universities in the State.