

## EMPLOYEE DETAILS

<b>Name of the Employee</b>	<b>Designation</b>
<b>Appointment Order No. &amp; Date</b>	<b>Date of Joining</b>

### PHOTOGRAPH

At the time of appointment  (3.5x4.5cms)  Self Attestation with date	At the time of Licensing or 10 <sup>th</sup> year of Service  (3.5x4.5cms)  Self Attestation with date	At the time of Ordination or 25 <sup>th</sup> year of Service  (3.5x4.5cms)  Self Attestation with date	12 months before Retiring  (3.5x4.5cms)  Self Attestation with date
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### PERSONAL INFORMATION

Date of Birth (Matric Admit Card)		EPF No.	
Blood Group		Qualification (Highest)	
Identification Mark			
Corresponding Address (Postal)			
Home Address (Permanent)			
Language's known (descending order)			
Mobile (Primary)		E-mail	
Alternate Contact		Emergency Contact	
Previous Service (if any)			

### PHYSICAL INFORMATION

<b>Height</b> (without shoes)			<b>Weight</b> (Kilos)		
Left	<b>Eye Sight</b>	Right	Left	<b>Colour Blindness</b>	Right
<b>Chronic Disease</b> (if any)			<b>Allergies</b> (if any)		

## FAMILY INFORMATION

<b>Marital Status</b> (attach certificate)	<b>Spouse Name</b>
<b>Father's Name</b>	<b>Mother's Name</b>
<b>Children Names</b> (attach birth certificates)	<b>Sibling's Name</b> (attach birth certificates)
<b>Family Health History</b> (attach Medical Records)	

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### CHECKLIST FOR OPENING A SERVICE BOOK

*All copies of documents must be self attested.*

1. Appointment Order
2. Joining Report
3. Confirmation Order (ES Approval to open a Service Book)
4. Ministry License Certificate
5. Ordination Certificate
6. Aadhaar Card (EPF)
7. Bank Passbook front page or cancelled cheque (EPF)
8. Service Book Opening Fee is ₹ 100/- only

#### NOTE

1. **Service Number** will be allotted after opening the Service Book which will be used for all future communication with the Office.
2. All employees are bound to open an EPF account with EPFO through WSBK.
3. Only those who possess the Service Book will be regarded as a **Regular Employee of WSBK** and will be enumerated for Transfer, Promotion, Study Leave, Sabbatical Leave, License, Ordination, Gratuity, Awards and other benefits as may be provided from time to time.
4. **Service Book** must be updated regularly (at least once a year) and changes if any should be brought to the notice of the ESO. Necessary changes can be made with the prior approval of the Head of WSBK.

**Employee:** \_\_\_\_\_  
(Sign & date)