

Jaipur Development Authority, Jaipur  
**Employee Management Information System (EMIS)**



**Requisition Form to Generate Employee ID – On Regular**

Submit To: System Analyst, JDA

Employee General Information: -							
1.	Employee No.: (Leave Blank in case of New Employee)						
2.	Name of Employee						
3.	Posted As						
4.	Place of Posting (Section)						
5.	Employee Type	JDA Employee/UDH/Deputation GOR/ Deputation Other.					
6.	Date of Joining In JDA						
7.	In Case of Deputation specify the Parent Department Name						
8.	Category	IAS/IPS/Gazetted/Non-Gazetted/Judicial Other (Specify): _					
9.	Date of Joining in Service						
10.	Father's/Husband Name						
11.	Gender	Male/Female					
12.	Category	General/SC/ST/OBC Other (Specify):					
13.	Permanent Address						
14.	Postal Address						
15.	Date of Birth (DD/MM/YYYY)						
16.	Date of Retirement (DD/MM/YYYY)						
17.	Personal e-Mail Address						
18.	GOR e-Mail ID						
19.	GOR SSO ID						
20.	<b>Sitting Location</b>	<b>Building</b>		<b>Floor</b>		<b>Room No.</b>	
21.	Mobile No.						
22.	Phone No. (Office)						
23.	EPBX No.		PA/PS		Section		

**Employees Bank Details: -**

24.	Bank Account Detail to transfer Salary and other remunerations (if Any)	Name of Bank	
		Branch	
		IFSC Code	
		Account No.	

**Employees Account Details: -**

25.	Permanent Account Number (PAN)			
26.	Gratuity Provident Fund (GPF) Number			
27.	State Insurance (SI) Number			
28.	Group Insurance (GI)			
29.	Govt. Unique ID/Raj ERP ID			
30.	Jan Aadhar No.			
31.	RGHS Card No.			
32.	LIC Details for Monthly Deduction from Salary	Policy Number	Premium Amount	
		1.		
		2.		
33.	Income Tax Deduction in the previous department (if deputation employee)	Financial Year .....	Period .....	Amount Deducted (Rs.) .....
34.	Number of Dependents (For Medical Reimbursement)	Name	Relation	Date of Birth

**Signature & Date**

Remarks :