**GOENKA COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION**

**210, B.B. GANGULLY STREET : KLKATA -700012**

Notice No. 89 Date : 18.5.2020

This is to inform all concerned that, as directed by the Government, the uploading of information must be completed within the extended deadline of 31st May 2020. Since information are auto populated from the IFMS, it is necessary to complete the information earmarked in red as required information from the end of the employees:

**Employee Details**

**BANGLAR UCHCHASHIKSHA**

|  |  |
| --- | --- |
| **Name Of College\*** | GOENKA COLLEGE OF COMMERCE & BUSINESS ADMINISTRATION |
| **HRMS Code\*** |  |
| **Name\*** | REQUIRED  |
| **Date of Birth\*** |  |
| **Highest Education Qualification\*** | REQUIRED  |
| **Whether Any Additional/Extra/Professional Qualification\*** | REQUIRED  |
| **Designation\*** | REQUIRED  |
| **Department\*** |  |
| **Gender\*** |  |
| **Category\*** | REQUIRED  |
| **Whether belongs to PH category\*** | REQUIRED  |
| **Whether Ex-Service Man\*** | REQUIRED  |
| **Whether belongs to Exempted Category\*** | REQUIRED  |
| **Date of Joining in Service\*** |  |
| **Date of Joining in Present College\*** | REQUIRED |
| **Pay Band\*** |  |
| **Band Pay\*** |  |
| **Academic Grade Pay/Grade Pay\*** |  |
| **PAN Number\*** |  |
| **Mobile No.\*** |  |
| **Email ID\*** | REQUIRED |
| **Date of Superannuation\*** |  |

#  Present Address

|  |  |
| --- | --- |
| **Building Name/House No.\*** |  |
| **Location/Street Name\*** |  |
| **Town/Village\*** |  |
| **Post Office\*** |  |
| **Police Station\*** |  |
| **PIN Code\*** |  |
| **District\*** |  |
| **State\*** |  |

 Permanent Address

|  |  |
| --- | --- |
| **Building Name/House No.\*** | REQUIRED  |
| **Location/Street Name\*** | REQUIRED  |
| **Town/Village\*** | REQUIRED  |
| **Post Office\*** | REQUIRED  |
| **Police Station\*** | REQUIRED  |
| **PIN Code\*** | REQUIRED  |
| **District\*** | REQUIRED  |
| **State\*** | REQUIRED  |

NB: All (\*) marked fields are mandatory. Blank fields are to be filled up.

The filled in form must be sent within 25.5.2020 and sent to Prof. Buddhadeb Chanda, Nodal Officer, at : gccba@gmail.com. For any other information Prof. Sushrita Mukherjee or Prof. Surajit Dawn may be contacted.

Your cooperation is highly solicited.

Officer-in-Charge