

GUIDE LINES FOR FILLING HR DATA TEMPLATES

1. **Employee No. and Person ID** are same, Unique ID allotted by APTRANSCO to the Employee.
2. **Employee Status:** ACTIVE/NON-ACTIVE (Active is in-service and Non-Active is retired)
3. **Address ID:** Permanent, Present and Office.
4. **Address-1:** House No./Plot No./Flat No. and name of the location/building/apartment has to be mentioned.
5. **Address-2:** The complete address in continuation to the address mentioned at Address-1 has to be mentioned.
6. **Address-1 & Address-2** has to be mentioned separately for each Address ID.
8. **Valid From and Valid To:** The date from which Employee is staying in the present address has to be mentioned.
9. **Communication Method :** Phone, Mobile, Fax, Intercom & Email
11. **Communication Address:** The corresponding numbers/Email address has to be mentioned.
12. **Employee Category** : Workman, Non-Workman, Deputation etc.
13. **Date of Joining** : Date of joining in service in APSEB/APTRANSCO
14. **Employment Type** : Approved Probation/Probation/Temporary/Trainee
15. **Category (Caste)** : BC-A,B,C,D, SC & ST
16. **Primary/Secondary** : Primary is the present position (designation).Ex:DE/IT
Secondary is the previous position (designation).
Ex:DE/PS, ADE/400 KV, ADE/TL&SS, AE/TLC, AE/TL&SS etc.
17. **Organization Code & Name** : The Name of the department has to be mentioned.
Ex: TRANSMISSION, POWER SYSTEMS, TL&SS, TLC, MRT etc.
18. **Valid from & Valid to** : The period for which the Employee has worked/working in Primary and Secondary Positions has to be mentioned.
19. **Job Id** : The Present Designation of the Employee has to be mentioned.
Ex: SE, DS, SAO etc.
20. **Job Title** : The description of the Designation has to be mentioned .
Ex:Superintending Engineer, Deputy Secretary,
Senior Accounts Officer etc.
21. **Education Level Name** : The basic education qualification on which the Employee was appointed in initial cadre and higher qualifications the reon has to be mentioned.

Note:

All the mandatory fields information has to be mentioned compulsorily as per Data Templates provided for migrating the data into IFS Applications. The other non-mandatory fields information may also be furnished to the extent available.