Employee Personal Details Form

Please fill in your details for HR and payroll records.

Employee

FULL NAME

EMPLOYEE ID

DEPARTMENT

EMAIL

PHONE

Personal details

DATE OF BIRTH

GENDER

BLOOD GROUP

PAN

UAN (IF ANY)

MARITAL STATUS

PERMANENT ADDRESS

Bank

BANK ACCOUNT NUMBER

IFSC

Emergency contact

NAME AND RELATIONSHIP

PHONE

☐ These details are correct and I will update HR if they change.

Signed electronically under the Information Technology Act, 2000.

Employee

SIGNATURE

PRINTED NAME

DATE

HR

SIGNATURE

PRINTED NAME

DATE