

Sl. No.	Title	Employee Full Name	Sex	who doesn't have PEN provide Employees	Designation of employee	E-mail Id	Name of Organization unit	Joining Date at Organization Unit (dd/mm/yyyy)	Date of Birth (dd/mm/yyyy)	Employee Status	Working Status	CRU/ Section/ Officer	Marking Abbr./ Post	marking abbr. (should be available in	format (Required only for file
1	2	3	4	5	6	7	8	9	10	12	13	15	16	17	18

1) Mail id should be max. 30 characters. Reflect the same from Email id sheet

2) Name of Organization Unit: field should be in the format of section name followed by department code.

For example:

Organization unit of Chief Electrical Inspector should be written as O/o CEI CEI

Organization unit of Addl Chief Electrical Inspector should be written as O/o ACEI CEI

Organization unit of A1 CEI, A2 CEI, A3 CEI, A4 CEI, JS(A) CEI & SS(A) CEI section should be written as A CEI

Organization unit of B1 CEI, B2 CEI, B3 CEI, B4 CEI, JS(B) CEI & SS(B) CEI section should be written as B CEI

3) Marking Abbr./ Post must be unique for all employees, NO REPEATION ALLOWED and should be in the format of marking abbreviation followed by department code,

For example clerk and senior clerk should be written as A1 CEI, B2 CEI, D1 CEI...

SS and JS should be written as SS(A) CEI, SS(B) CEI, JS(A) CEI...

4) Reporting marking abbreviation field should be the marking abbrvtn specified in Marking Abbr./ Post column.