

Personnel & Administration Division
Head Office, New Delhi

From : Dy. GM(HR & IR) Head Office	To : GM(P&A), Phulpur Advisor(P&A),Paradeep Jt. GM(HR), MKCO Dy. GM(P&A)-Aonla/Kalol/ Kandla
Ref.No. HO/Pers/Estt/88	6 th May, 2011

Sub : Inclusion of Passport details into employee's data bank

It is for kind information that there is a provision in HRMS under Establishment module(Employee Master) in which Passport No. and Passport Expiry date can be incorporated but the same need to be filled up after taking information from individual employee.

In future in case of renewal or on possession of new Passport employee must inform the details to concerned Personnel Department for necessary action.

At the time of new entrants, employee will give details of Passport possess by him in the Personal Profile being filled at the time of joining.

This may be informed to all employees so that data could be completed by 20th May, 2011.


(Suresh Chander Gupta)