

ER Sheet Data Entry Form

Basic Data

Officer ID No. Details

Service	CSS	Cadre	Brahmaputra Board	Sub Cadre	Stenographer	Id No.	will be alerted by CSDivision,LNB
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Select List Year (Allot Year) 1985

Name Details

Title **First Name** **Middle Name** **Sur Name**

Mr. ANIL KUMAR SINHA Initials

CSL No./
SCSL No: (if known)

Sex Male Female Date of Birth 27.11.1956 Date of Retirement 26.11.2016

Community Manipuri Religion Hindu

Father's Name Late Chandra Kanta Sinha

Birth Details

Birth Place Tinokhal Birth State/UT Assam Nationality Indian
 Birth District Karimganj Mother Tongue Manipuri, Assamese
 Domicile Assam Physically Handicap Status N.A.
 Blood Group "O" (+)ve Identification Marks Cut mark on the right hand knee

Marital Details

Marital Status Married Spouse Name Mrs. Gita Sinha
 Spouse Nationality Indian

Joining Details

Source of Recruitment Open competitive exam. Joining Date 02.08.1985 Retirement Details 26.11.2016

Departmental Examination Details

	Level	Year	Rank
1	Stenographic Gr. II Trade Test	1996	Passed
2			
3			

Remarks (if any)		Cleared			
Language Known					
		Language	Read	Write	Speak
Indian Languages Known	1	Manipuri	Known	Known	Known
	2	Assamese	Known	Known	Known
	3	Hindi	Known	Known	Known
	4	Bengali	Known	Known	Known
	5				
Foreign Lang. Known	1	English	Known	Known	Known
	2				
	3				
Address Details					
Permanent Address		P.O. & Vill. – Tinokhal, P.S. - Patharkandi, Dist.- Karimganj		City	Patharkandi, Dist.: Karimganj.
		State/UT	Assam	Pin Code	788724
Present Contact Address		Rajib Gandhi Path, Uday Nagar, Bye Lane – 1, House No. – 6, Kainadhara, Khanapara, Guwahati		City	Guwahati, Dist.: Kamrup (M)
		State/UT	Assam	Pin Code	781022
		Phone (Off)	-	Fax.	-
		Phone(Res)	-	Mob No	9954149121
		E-Mail (Mandatory)	aksinhangc@gmail.com		

Qualification (Use extra photocopy sheets for multi qualifications, experience, training, awards details)

Qualification		Discipline		Specialization 1
H.S.L.C.		-		
Year	Division		CGPA	Specialization 2
1973	2 nd . Division			Stenography
Institution		University	Place	Country
Bipin Pal Bidya Niketan, Karimganj		Board of Secondary Education, Assam	Guwahati	India

Experience

Type of Posting		Level		
Stenographic trade		Stenographer Gr. III in 1985.		
Designation		Present Position		
Stenographer Grade-II in 1988		Stenographer Grade – I (Regular)		
Ministry		Department		
MOWR, RD & GR		BRAHMAPUTRA BOARD		
Office		Place		
NORTH GUWAHATI CIRCLE		RUDRESWAR, GUWAHATI, ASSAM		
Experience Subject		Period of Posting		
Major		Minor	From	To
			June, 2013	Till Date

Note:-Refer the Annexure to fill above Major, Minor Subjects and below given training subject

Training

Training Year	Training Name	Training Subject
2001	Desktop Management Skill	Computer
2005	Effective PS's/PA's/and Office staff	Office administration
2006	Computer Appreciation (Full time)	Computer
2011	Hindi Stenography Exam	Hindi teaching scheme

Level	Institute Name, Place	Field Visit Country	Field Visit Place (within India)
Sponsoring Authority	Period of Training	Duration	Result
	From	To	(in Weeks)
1. Brahmaputra Board	27.03.2001	27.03.2001	1 (one) day
2. Brahmaputra Board	21.04.2005	23.04.2005	4 (four) days
3. Brahmaputra Board).	31.07.2006	04.08.2006	5 (five) days
4. Demi Official Language, MoHA, Govt. of India	25.08.2011	25.08.2012	1 (one) year
			● <input checked="" type="checkbox"/> Qualified/ Not Qualified
			○ Successfully completed.
			○ Successfully completed.
			○ Successfully completed.
			○ Passed

Awards/Publications

Type of Activity :	<input type="radio"/> Academic	<input type="radio"/> Non Academic
Activity Area	Activity Subject	Activity Title
Day	Month	Year
Activity Description/Remarks		Level

Note: (i) Concerned CSS officer is responsible for the correctness of information sent through ER Sheet proforma.

(ii) Subject to verification by the concerned administrative authorities.

Date : 16/11/2015

Place: GUWAHATI

Information checked and verified – by

Signature of Officer

Section Officer	Ministry/Department
E-mail Id	Room No.
Phone No.	Wing No.
	Building Name :