

**FORM No.15**  
**SERVICE AND PAYROLL ADMINISTRATIVE REPOSITORY FOR KERALA**  
**(See Rule 13A Part -1, KSRs)**

**Instruction:** This form is required to be duly filled up and submitted by the employees while reporting for duty on fresh appointment. The Officer before whom the employee reports for duty and the appointing authority are required to countersign the duly filled up form submitted by the employee. After getting the form countersigned by the appointing authority, the Subject Assistant will feed the data into Service and Payroll Administrative Repository for Kerala and obtain Permanent Employee Number from the system and write it down in the box provided below for the purpose.

Specimen Signature

--

Specimen Signature

--

*Signature shall not touch the lines*

Affix a recently taken passport size photo
--

**PART A (for Office use)**

Employee Code								
Department							Office	

**PART B: PERSONAL DETAILS**  
**(To be filled by the employee)**

Name (In <b>CAPITAL</b> letters and Initials after the Name)			
Date of Birth		Sex	
Name of father			
Name of mother			
Nationality		State	
Caste		Religion	
Category (General/SC/ST/OBC/OEC)		Whether Physically handicapped (Yes or No)	
Whether ex-servicemen? (Yes or No)		PAN Number	
Voter Identity Card Number		Ration Card Number	
Identification marks of the employee	1.		
	2.		
Height		Marital status (unmarried/married/ divorced)	

Spouse's Name			
Spouse's Religion		Spouse's Caste	
Whether inter religion/caste marriage? (Yes/No)		Whether spouse is employed	
Spouse employed in (Specify organization)			

### PART C: CONTACT DETAILS

Present Address		Permanent Address	
House No. and Name		House No. and Name	
Street Name		Street Name	
Place		Place	
Pin		Pin	
State		State	
District		District	
Taluk		Taluk	
Village		Village	
Phone No.		Phone No.	
Home Town		Home Town	
Mobile No.		E- mail address	

### PART D: RECRUITMENT DETAILS

Source (PSC or other agencies)		Type (General or Special recruitment)	
Method (Direct/By transfer)		Scale of Pay	
Advice Memo No.		Advice Memo date	
Whether District recruitment (Y/N)		If District recruitment, specify the District	
Serial No. in the advice memo		Entry category (State service/ State subordinate service)	
Appointment Order No.		Appointment Order Date	

**PART E: IF ALREADY WORKING IN GOVERNMENT, GIVE DETAILS**

Department		Designation	
Relieving Order No.		Relieving Order date	
Office last worked		Earlier Recruiting Agency	
Earlier Advice Memo No.		Earlier Advice Memo Date.	
Earlier Appointment Order No.		Earlier Appointment Order Date	

**PART F: EDUCATIONAL QUALIFICATIONS**

Course Title	Subject	University/Board	Institution studied	Class/Percentage	Reg No. and Year

**PART G: DECLARATION****Declaration**

The information furnished by me in this joining report is correct to the best of my knowledge and is based on valid documents. I also hereby produce the original documents in respect of all the information given before the reporting officer for verification. I am also aware of the fact that penal action would be taken against me if any of the information provided by me is found fraudulent.

Station:

Name:

Date:

Signature:

**PART G: VERIFICATION (For office use)**

Verified the original documents and found eligible for admission to duty.

**Name and dated signature of the Reporting Officer**

Admitted to duty, Employee details may be furnished into SPARK and PEN obtained.

**Name and dated signature of the Appointing Authority**