

FORMAT FOR ADDING NEW OFFICES IN HRIS

Sl. No.	Item	Description
1	Office Name	
2	Reference B.O	
3	ARU Name	
4	Parent Office Name	
5	Region Name	South Central North
6	Circle Office Name	
7	Office Function Start Date	
8	Location Classification	A Class City B Class City C Class City/Town Towns Not in B & C Unclassified Places
9	Office Type	Main Sub-Office ARU
10	Office Head (AE,AEE,EE,AO etc)	
11	Functional Unit	Corporate Finance Generation Transmission Distribution

Sl. No.	Item	Description
12	Functional Type (Section, Sub-Division, Division etc)	
13	Building Name	
14	Area Types	Hill Tract Project Area Isolated Area
15	Address with District Post Office and PIN	
16	LSG Name & Type	
17	Parliamentary Constituency	
18	Assembly Constituency	
19	Name of the Electrical Division under which the office is geographically located	
20	All phone numbers	
21	Email	