

**Form(Annexure ES-1)**  
**Paybill and Posts Generation**

(Please fill the form in CAPTIAL letters, use N.A. for Not Applicable)  
(Please fill separate form for each Paybill) (To be filled by DDO)

1. *	DDO TAN No.	<b>AMRG11594C</b>		
2. *	Please give the Scheme of Budget (in Six Tier) from which pay is to be drawn for this Paybill	<b>N-06-51-2054-51-095-99-98-R-V-Headquarter Staff-Establishment Expenses</b>		
3. *	Category of Paybill (Pl. select anyone by placing ✓)			
	i) Gazetted with GPF Account	ii) Non-Gazetted with GPF Account ✓	iii) NPS-Gazetted	
	iv) NPS-Non-Gazetted	v) Other-Gazetted	vi) Other-Non-Gazetted	
4(i). *	Details of Designation No. 1 in this Paybill (All the fields given under are mandatory):-- (Pl. see instruction No. 1)			
	a) Pay Commission	<b>Sixth</b>		
	b) Designation	<b>Assistant Superintendent Treasury</b>		
	c) Pay Scale + Grade Pay	<b>9300-34800+3300GP</b>	d) Group	<b>C</b>
	e) Technical/Non-Technical	<b>Non-Technical</b>	f) Rank Order (Pl. see instruction No. 2)	<b>1</b>
	g) Sanction Order	<b>Spl1</b>	h) Total Number of Posts (Pl. see instruction No. 3)	<b>1</b>
	i) No. of Permanent Posts	<b>1</b>	j) No. of Temporary Posts	<b>0</b>
	k) No. of vacant Posts	<b>0</b>		
4(ii).	Details of Designation No. 2 in this Paybill :--			
	a) Pay Commission	<b>Sixth</b>		
	b) Designation	<b>Assistant</b>		
	c) Pay Scale + Grade Pay	<b>9300-34800+3300GP</b>	d) Group	<b>C</b>
	e) Technical/Non-Technical	<b>Non-Technical</b>	f) Rank Order	<b>2</b>
	g) Sanction Order	<b>Spl2</b>	h) Total Number of Posts	<b>7</b>
	i) No. of Permanent Posts	<b>7</b>	j) No. of Temporary Posts	<b>0</b>
	k) No. of vacant Posts	<b>0</b>		
4(iii).	Details of Designation No. 3 in this Paybill :--			
	a) Pay Commission	<b>Sixth</b>		
	b) Designation	<b>Assistant</b>		
	c) Pay Scale + Grade Pay	<b>9300-34800+3200GP</b>	d) Group	<b>C</b>
	e) Technical/Non-Technical	<b>Non-Technical</b>	f) Rank Order	<b>3</b>
	g) Sanction Order	<b>Spl3</b>	h) Total Number of Posts	<b>14</b>
	i) No. of Permanent Posts	<b>14</b>	j) No. of Temporary Posts	<b>0</b>
	k) No. of vacant Posts	<b>3</b>		
4(iv).	Details of Designation No. 4 in this Paybill :--			
	a) Pay Commission	<b>Sixth</b>		
	b) Designation	<b>Clerk</b>		
	c) Pay Scale + Grade Pay	<b>5200-20200+1900GP</b>	d) Group	<b>C</b>
	e) Technical/Non-Technical	<b>Non-Technical</b>	f) Rank Order	<b>4</b>
	g) Sanction Order	<b>Spl4</b>	h) Total Number of Posts	<b>5</b>
	i) No. of Permanent Posts	<b>5</b>	j) No. of Temporary Posts	<b>0</b>
	k) No. of vacant Posts	<b>3</b>		

**Note: Please use both sides of the paper to print this form**

4(v).	Details of Designation No. 5 in this Paybill :--			
	a) Pay Commission	Sixth		
	b) Designation	Driver		
	c) Pay Scale + Grade Pay	5200-20200+2400GP	d) Group	C
	e) Technical/Non-Technical	Non-Technical	f) Rank Order	5
	g) Sanction Order	Spl5	h) Total Number of Posts	2
	i) No. of Permanent Posts	0	j) No. of Temporary Posts	0
	k) No. of vacant Posts	1		
4(vi).	Details of Designation No. 6 in this Paybill :--			
	a) Pay Commission	Sixth		
	b) Designation	Peon		
	c) Pay Scale + Grade Pay	4400-7440+1650GP	d) Group	D
	e) Technical/Non-Technical	Non-Technical	f) Rank Order	6
	g) Sanction Order	Spl6	h) Total Number of Posts	2
	i) No. of Permanent Posts	1	j) No. of Temporary Posts	1
	k) No. of vacant Posts	1		
4(vii).	Details of Designation No. 7 in this Paybill :--			
	a) Pay Commission	Sixth		
	b) Designation	Peon		
	c) Pay Scale + Grade Pay	4400-7440+1300GP	d) Group	D
	e) Technical/Non-Technical	Non-Technical	f) Rank Order	7
	g) Sanction Order	Spl7	h) Total Number of Posts	6
	i) No. of Permanent Posts	4	j) No. of Temporary Posts	2
	k) No. of vacant Posts	3		

\* Indicates that these fields are mandatory to be filled.

This is certified that the information provided by me is as per Office record.

**Signature of Official**  
Name:  
Designation:

Verified to be correct

**Signature of DDO**  
Post/Designation:  
Department:  
DDO Code:

**Instructions:**

1. In column 4 (i), if there are employees who have got ACP, therefore getting increased Grade Pay than the other employees of same designation, then DDO should enter the details of Designation/Post of these employees (mentioning the Payscale + Grade Pay) separately. The Post with ACP will have the greater Rank Order than the post without ACP. The details of the designation without ACP should be entered separately after this.
2. In column 4 (i) f), Rank Order is the serial number at which this post will be shown in the Paybill.
3. In column 4 (i) h), The total no. of Posts should be equal to the total of (Temporary Posts + Permanent Posts).
4. If there are more than 7 designations in a Paybill, then please get the required number of photocopies of column 4(vii).

Sr. No.: **31****FORM (Annexure ES-2)**# UCP: **OHOLD C**

(Pl. see instruction No.1)

**Information required from EMPLOYEE**

(UCP to be filled up by DDO if UCP already allotted)

(Please fill the form in CAPTIAL letters, using blue ink pen, use N.A. for Not Applicable)

	FIRST	MID	LAST
<b>1</b>	Full Name of the Employee(Sh./Smt/Ms.) * <b>VINOD</b>	<b>KUMAR</b>	<b>DANGI</b>
<b>PART-A EPS PAYEE DETAIL</b>			
<b>2</b>	Pension Fund Contribution (Pl. tick and give details )	GPF Series ---	GPF No ---
		NPS <b>1009053189</b> (Pl. mention PRAN No.)	None
<b>3</b>	PAN Number (Pl. see instruction No.2) <b>AJZPD8773B</b>		
<b>PART-B BANK DETAIL (SALARY A/C)</b> (Pl. provide information if UCP not already allotted)			
<b>4</b>	a) State <b>CHANDIGARH</b>	b) District <b>CHANDIGARH</b>	
	b) Bank Name <b>STATE BANK OF INDIA</b>	*d) Bank Branch Add. <b>SECTOR-17, CHANDIGARH</b>	*
	e) IFSC Code (Pl. see instruction No.3) <b>SBIN0000628</b>	* f) MICR Code (Pl. see instruction No.3) <b>160002020</b>	
	g) Bank A/C No. <b>10847815199</b>		*
<b>PART-C PERSONAL DETAIL</b>			
<b>5</b>	Date of Birth <b>09/06/1074</b>	* (dd/mm/yyyy)	
	FIRST	MID	LAST
<b>6</b>	Father's Name (Sh.) <b>JAG</b>	----	<b>RAM</b>
<b>7</b>	Mother's Name (Smt.) <b>SAMA KAUR</b>		
<b>8</b>	a) Permanent address (H No./Vill./P.O.) <b>V. NAULAZA, P.O. NANGAL NUNIA</b>	* b) City/Tehsil/ Sector/Colony <b>NARNAUL</b>	*
	c) State <b>HARYANA</b>	* d) District <b>MAHERNDRAGARH</b>	*
<b>9</b>	a) Temporary Address (H No./Vill./P.O.) <b>2116, 1ST FLOOR,</b> (Pl. see instruction No.4)	b) City/Tehsil/ Sector/Colony <b>SECTOR-15</b>	
	c) State <b>HARYANA</b>	d) District <b>PANCHKULA</b>	
<b>10</b>	Gender <b>MALE</b>	* 11. Religion <b>HINDU</b>	*
<b>12</b>	Category (Pl. see instruction No.5) <b>GEN</b>	* 13 Academic Qualification <b>MCA</b>	*
<b>14</b>	Other Qualification -----	15 Mobile No. <b>9501205708</b>	
<b>16</b>	Telephone No. Residence	STD Code -----	Phone Number -----
<b>17</b>	E-mail address <b>naulaza@yahoo.com</b>		
<b>18</b>	Marital Status (Pl. tick anyone)	Married <input checked="" type="checkbox"/>	Unmarried
	If Married (Ans. The following)	a) Spouse Name (Sh./Smt.) <b>SUNITA</b>	
	b) No. of Children <b>2</b>	b) Whether spouse is working	Yes/No <b>NO</b>
	d) Nature of Employment of Spouse (Pl. tick anyone)	Hry. Govt.	Any other State Govt. Centre Govt. Public Sector Undertaking Others
	e) Spouse Unique Code in EPS, (If Hry. Govt. Emp.) if already allotted. -----		
<b>PART-D JOB DETAIL</b>			
<b>19</b>	Type of Service(Pl. tick anyone) * (Pl. see instruction No.6)		
	IAS	IPS	IFS HPS HCS Centre Govt. Service State Govt. Service <input checked="" type="checkbox"/>
	a) If IAS/IPS/IFS/ HCS/HPS -----		
	i) Promoted/Direct (Pl. tick anyone)	Promoted	Direct ii) Date of allotment of Cadre -----
	ii) Parent Cadre (Pl. tick anyone)	Haryana	Others If Others (Pl. specify) -----
	If Parent Cadre is other than Haryana, Pl. mention Date of Joining on Deputation -----		
	b) If Centre Govt. Service-- Pl. mention Date of Joining on Deputation -----		
	c) If State Govt. Service :--		

**Note: Please use both sides of the paper to print this form**

	Nature of Service * (Pl. tick anyone) :--	Fresh Appointment (Joined Govt. Service during the month )	On Deputation	Existing Employee <input checked="" type="checkbox"/> (Already drawn salary at least once from State Govt.)
	i) If Fresh appointment:--	a) Appointment Order No	-----	
	b) Appointing Authority	-----	c) Parent Department	-----
	ii) On Deputation -- Date of Joining on Deputation		-----	
20	Group (Please tick anyone)	A	B	C <input checked="" type="checkbox"/> D *
21	Date of First Joining in Govt. Service	15/05/2006 (dd/mm/yyyy) *	22. Date of Superannuation (dd/mm/yyyy)	30/06/2032 *
23	Name of the Post at the time of joining the Govt. Service		DATA ENTRY OPERATOR *	
24	Name of the current Designation		DATA ENTRY OPERATOR *	
25	Date of Joining at the current Designation	15/05/2006 (dd/mm/yyyy) *	26. Date of next increment (1 <sup>st</sup> day of)	JULY (Month)
27	Gazetted/ Non-Gazetted	NON-GAZETTED *		
28	Service Type (Pl. tick anyone) :--			
	Permanent	Probation	Temporary	Regular <input checked="" type="checkbox"/> Others
29	Recruitment Mode (Pl. tick anyone) :--			
	Deputation	Direct <input checked="" type="checkbox"/>	Ex-Gratia	Ad-hoc
			Retrenched	Transfer
				Promotion
30	Recruitment Source (Pl. see instruction No.7)		DEPARTMENTAL RECRUITMENT	

\* Indicates that these fields are mandatory to be filled.

# Information is to be provided by DDO.

Name and Designation of the official entering data :

Signature:

Verified to be correct

I have verified the details of Part A to Part D from Office record and wherever required corrections have been made with Red ink.

This is certified that the information provided by me in Part A to Part D is correct.

Signature & stamp of DDO

Department:

DDO Code:

Signature of Verifying Official

Name:

Designation:

Signature of Employee

Name:

Designation:

**Instructions for filling up the form:--**

- While distributing the forms to employees, DDO should allot a Sr. No. (Employee wise) to each form and he should note down the Sr.Nos of the forms, while handing over these forms for data entry.
- For Column no. 3, DDO should ensure the validity of PAN no., a photocopy of PAN CARD should be taken and kept on record.
- In column no. 4, for verification of IFSC code/MICR Code/Bank A/c No., DDO should get a copy of cancelled cheque of the payee's account or a photocopy of such cheque.
- Write "Same as above" in column 9 a), if the Temporary address is same as Permanent address and in such case the other details in column 9 are not required to be filled.
- In column no. 12 the Category of the employee is to be filled up from these options:-- i) General, ii) OBC, iii) BCA, iv) BCB, v) SC, vi) ST, vii) EXM-GEN, viii) EXM-SC, ix) EXM-BCB, x) OSP-GEN, xi) OSP-BCA, xii) OSP-BCB, xiii) OSP-SC, xiv) PHC-Partially Deaf, xv) PHC-Blind or Low Vision, xvi) PHC-Ortho, xvii) EXM-Disabled, xviii) Children of Freedom Fighter .
- In column 19 the types of service is to be selected by employee, there are three cases in this step:--  
**Case (a)** If the employee selects IAS/IPS/IFS/IRS/HPS/HCS, the employee has to select options given in Case (a), he has to fill all the columns of 20 a). **Case (b)** If the employee selects Centre Govt. Service, the employee has to give Date of Deputation.  
**Case (c)** If the employee selects State Govt. Service, he has to select an option from the Column no. 19 c).  
If he selects **Fresh appointment** (Joined Govt. Service during the month), then he has to give all the details in column 19 c) (i).  
If he selects **On Deputation** he has to give the Date of Joining on Deputation. If the employee selects **Existing Employee**, then there is no need to give any other information. After completing the column 19 all the employees have to fill column 20, whether he has selected any option from Case (a) or not.
- In column 30, the options available for Source of recruitment are:--  
1. UPSC, 2. HPSC, 3. HSSSC, 4. Ex-Gratia, 5. Employment Exchange, 6. Departmental Recruitment, 7. S.A.S. Examination, 8. HSMITC, 9. Government Policy, 10. Direct, 11. Rajya Sainik Board, 12. Director Social Defence and Security, 13. Transfer Basis.

Sr. No.: 31

**FORM (Annexure ES-3)**UCP: **OHOLDC**

(Pl. see instruction No.1)

**Information required from DDO regarding Employees**

(Please fill the form in CAPTIAL letters, using blue ink pen, use N.A. for Not Applicable)

**PART-E SALARY DETAIL**

	Full name of the employee			VINOD			KUMAR			DANGI		
1	Pay Commission opted for salary (Pl. tick anyone) (Pl. see instruction No.2) *						Fifth			Sixth <input checked="" type="checkbox"/>		
2	Please give the PAYBILL code, related to employee's salary *						N-06-51-2054-51-095-99-98-R-V-Headquarter Staff-Establishment Expenses- NPS-Non-Gazetted-3					
3	Basic Pay (In Present Pay Scale)*			6910			4 Grade Pay			1900		
5	Special Pay			-----			6 Personal Pay			-----		
7	Non Practicing Allow.			-----			8. Deputation Allowance			-----		
9	Govt. accommodation allotted or not, Pl. tick anyone (Pl. see instruction No.3) *						Yes			No <input checked="" type="checkbox"/>		
	If No--	HRA class of the city	X	Y <input checked="" type="checkbox"/>	Z	HRA Additional, if any			-----	HRA Days (leave blank for full month)		-----
10	Cashier Allow.			-----			11. City Compensatory Allow.			Yes		No <input checked="" type="checkbox"/>
12	Hill Allow. for Morni hills			-----			13. Medical Allowance*			500		
14	Diet Money			-----			15. Handicapped Allow.			-----		
16	Washing or/and Uniform Allow.			-----			17. Conveyance/Cycle Allow.			-----		
18	Special/Fixed TA/Transport Allow			-----			19. Special Allow.		None <input checked="" type="checkbox"/>	Safai Karamchari	Peon cum Mali/Chowkidar	
20	Carpenter Allowance			-----			21. Supervisory Allow.			-----		
22	Kit Maintenance Allow.			-----			23. Risk Allowance			-----		
24	Ration Money Allow.			-----			25. Instructional Allow.			-----		
26	Hardship Allowance			-----			27. Police Medal Allowance			-----		
28	Constituency Allow			-----			29. Office Expenses			-----		
30	Telephone Allowance			-----			31. Sumptuary Allow.			-----		
32	Rural Health Allowance			-----			33. Flying Allowance			-----		
34.	Flying Certificate Allow.		-----		35. No. of days for which pay is to be calculated or leave blank for the whole month (Pl. see instruction No.4)				-----			
	If days entered----				Yes	No	b) Tick here if you have another Pay band for the remaining days (Pl. see instruction No.4)					
36	a) If suspended		Yes	No <input checked="" type="checkbox"/>	b) If answer of 36 a) is Yes, give %age of pay		-----	c) If answer of 36 a) is Yes, No. of days for which suspension allowance is to be given (leave blank for whole month)			-----	
37	Is salary of the employee to be computed for the current month				Yes <input checked="" type="checkbox"/>			No				

**PART-F DEDUCTIONS DETAIL**

38	GPF Subscription	-----		39. Income Tax Deduction			-----		
40	GIS Deduction	30		41. LIC No. (if any)			-----		
42	LIC Installment	-----		43. License Fee (Central)			-----		
44	License Fee (State)	-----		45. License Fee (Departmental)			-----		
46	Car Usage	-----		47. Professional Tax			-----		
48	<b>NPS ARREAR DETAIL (Required To be paid during the month)</b> (Pl. see instruction No.5)								
a)	NPS Arrear Month & Year (mm/yy)	07/08		-----	-----	-----	-----	-----	-----
b)	NPS Arrear Amount	1054		-----	-----	-----	-----	-----	-----
c)	NPS Arrear Install. No.	28		-----	-----	-----	-----	-----	-----

Note: Please use both sides of the paper to print this form

49	Book Advances in Other Deductions (Pl. see instruction No.6)	Yes	No <input checked="" type="checkbox"/>	50 Name of Officer in case of License Fee	-----
51	Name of Officer in case of Loans/Advances -----				
<b>PART-G LOANS/ADVANCES/INTEREST/Misc. Recovery/PAY Advance /Penal Interest</b> (Pl. see instruction No.7)					
52 a)	Name of Ist Loan / Advance /Interest	WHEAT ADVANCE		b) Gross Amount of Loan/ Advance /Interest	8000
c)	Sanction Date (dd/mm/yyyy)	-----	d) Sanction Order No.	-----	e)Date of withdrawal 04/05/2011
f)	Month and Year of first install. paid	JUNE, 2011		g) Installment amount	800
h)	No. of Installments paid (excluding Advance Installments if any)	3		i) No. of Installments paid in advance	0
53 a)	Name of 2nd Loan / Advance /Interest	-----		b) Gross Amount of Loan/ Advance /Interest	-----
c)	Sanction Date (dd/mm/yyyy)	-----	d) Sanction Order No.	-----	e)Date of withdrawal -----
f)	Month and Year of first install. paid	-----		g) Installment amount	-----
h)	No. of Installments paid (excluding Advance Installments if any)	-----		i) No. of Installments paid in advance	-----

\* Indicates that these fields are mandatory to be filled. Name and Designation of the official entering data :

Signature:

Certified that the details provided in Part E to Part G are as per Office record.

This is certified that the information as in Part E to Part G is correct. Wherever required corrections have been made with Red ink.

Verified to be correct

**Signature & stamp of Verifying Official**

**Name:**

**Designation:**

**Instructions for filling up the form:--**

- While giving the forms to the official for Data Entry, DDO should fill Sr. No. (as allotted to employee in Annexure ES-2) in each form and he should note down the Sr.Nos of the forms, while handing over filled up forms for data entry.
- In PART E Salary Detail Column no. 1 Pay Commission is to be specified whether employee has opted for Sixth Pay Commission or he is getting his salary according to Fifth Pay Commission. It is possible e.g. in case any employee has been suspended, when he was getting the salary in Fifth Pay Commission, his pay will be revised according to Sixth Pay Commission when he will be reinstated.
- In column no. 9, Employee has to clarify whether he has been allotted Govt. accommodation or not. If employee selects Yes, he will have to furnish the amount of License Fee, he is paying for that accommodation, in PART F Deduction Detail. And if he selects No, he will have to select the Class of HRA, amount of Additional HRA, if he is getting any (it is optional) and HRA days in case he is not getting HRA for the whole month.
- In column no. 35, the number of days for which salary of employee is to be calculated for this month are to be filled. It may happen in two cases :-- a) He was absent for the remaining days in the month. b) He has been promoted/demoted during the month and for the remaining days he will get a salary having details different from this salary detail.  
If after entering the days he opts for second option, he will be allowed to enter the new salary detail for getting new salary on the basis of rest of the days. And in this case employee has to fill one additional salary detail for the same month, for this he can get a photocopy of PART E (Salary Detail) and PART-F, for filling up the second/new Salary and Deductions Detail.
- NPS Arrear detail will also be filled up in PART-F, in this case employee has to fill only the columns given separately for this purpose. If employee is paying more than 7 installments in current month, then please get the required no. of photocopies of column no. 48.
- If in case of an Employee certain deductions can't be transferred through AG BT or Treasury BT, then column no.49 is to be filled for booking License Fee/Loans/Advances in Other Deductions. If the answer of column no. 49 is Yes, then in column no. 50 & 51, give the Name of the person in whose name RTR/Cheque/Payment is to be made.
- For PART-G, only those Loans/Advances/Interests/Misc. Recov./Pay Adv./Penal Int., are required to be mentioned where payment is still pending eg. If principal has already been paid but interest payment is pending then mention about interest only and details of principal payment are not required to be given. If loan amount is withdrawn in installments eg in case of HBA, then please fill up separate PART-G for each such installment by treating it as a separate loan. In case of fresh loan (loan for which first installment is to be deducted from the current month's salary) employee has to fill column no 52 a) to 52 g) only. In case more than two Loans/Advances/Interests are being paid simultaneously then take a photocopy of PART-G and fill up same separately.