

**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.			
2. *	Please give the Scheme of Budget (in Six Tier) from which pay is to be drawn for this Paybill			
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) Designation			
	c) Pay Scale + Grade Pay		d) Group	
	e) Technical/Non-Technical		f) Rank Order (Pl. see instruction No. 2)	
	g) Sanction Order		h) Total Number of Posts (Pl. see instruction No. 3)	
	i) No. of Permanent Posts		j) No. of Temporary Posts	
	k) No. of vacant Posts			
4(ii).	Details of Designation No. 2 in this Paybill :--			
	a) Pay Commission			
	b) Designation			
	c) Pay Scale + Grade Pay		d) Group	
	e) Technical/Non-Technical		f) Rank Order	
	g) Sanction Order		h) Total Number of Posts	
	i) No. of Permanent Posts		j) No. of Temporary Posts	
	k) No. of vacant Posts			
4(iii).	Details of Designation No. 3 in this Paybill :--			
	a) Pay Commission			
	b) Designation			
	c) Pay Scale + Grade Pay		d) Group	
	e) Technical/Non-Technical		f) Rank Order	
	g) Sanction Order		h) Total Number of Posts	
	i) No. of Permanent Posts		j) No. of Temporary Posts	
	k) No. of vacant Posts			
4(iv).	Details of Designation No. 4 in this Paybill :--			
	a) Pay Commission			
	b) Designation			
	c) Pay Scale + Grade Pay		d) Group	
	e) Technical/Non-Technical		f) Rank Order	
	g) Sanction Order		h) Total Number of Posts	
	i) No. of Permanent Posts		j) No. of Temporary Posts	
	k) No. of vacant Posts			

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	k) No. of vacant Posts		
4(v).	Details of Designation No. 5 in this Paybill :--		
	a) Pay Commission		
	b) Designation		
	c) Pay Scale + Grade Pay		d) Group
	e) Technical/Non-Technical		f) Rank Order
	g) Sanction Order		h) Total Number of Posts
	i) No. of Permanent Posts		j) No. of Temporary Posts
	k) No. of vacant Posts		
4(vi).	Details of Designation No. 6 in this Paybill :--		
	a) Pay Commission		
	b) Designation		
	c) Pay Scale + Grade Pay		d) Group
	e) Technical/Non-Technical		f) Rank Order
	g) Sanction Order		h) Total Number of Posts
	i) No. of Permanent Posts		j) No. of Temporary Posts
	k) No. of vacant Posts		
4(vii).	Details of Designation No. 7 in this Paybill :--		
	a) Pay Commission		
	b) Designation		
	c) Pay Scale + Grade Pay		d) Group
	e) Technical/Non-Technical		f) Rank Order
	g) Sanction Order		h) Total Number of Posts
	i) No. of Permanent Posts		j) No. of Temporary Posts
	k) No. of vacant Posts		

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

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

Verified to be correct

**Signature of Official**

**Name:**

**Designation:**

**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).

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

Sr. No.: \_\_\_\_\_

**FORM (Annexure ES-2)**

# UCP: \_\_\_\_\_

(Pl. see instruction No.1)

**Information required from EMPLOYEES**

(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)

**PART-A EPS PAYEE DETAIL**

		FIRST	MID	LAST
<b>1</b>	Full Name of the Employee(Sh./Smt/Ms.)	*		
<b>2</b>	Pension Fund Contribution (Pl. tick and give details )	GPF Series	GPF No	NPS (Pl. mention PRAN No.)
<b>3</b>	PAN Number (Pl. see instruction No.2)			

**PART-B BANK DETAIL (SALARY A/C)**  
(Pl. provide information if UCP not already allotted)

<b>4</b>	a) State	b) District
	b) Bank Name *	d) Bank Branch Add. *
	e) IFSC Code (Pl. see instruction No.3)	* f) MICR Code (Pl. see instruction No.3)
	g) Bank A/C No.	*

**PART-C PERSONAL DETAIL**

<b>5</b>	Date of Birth	* (dd/mm/yyyy)
	FATHER'S NAME (Sh.)	FIRST MID LAST
<b>6</b>	Father's Name (Sh.)	*
<b>7</b>	Mother's Name (Smt.)	
<b>8</b>	a) Permanent address (H No./Vill./P.O.)	* b) City/Tehsil/ Sector/Colony *
	c) State	* d) District *
<b>9</b>	a) Temporary Address (H No./Vill./P.O.) (Pl. see instruction No.4)	b) City/Tehsil/ Sector/Colony
	c) State	d) District
<b>10</b>	Gender *	<b>11. Religion</b> *
<b>12</b>	Category (Pl. see instruction No.5)	* <b>13 Academic Qualification</b> *
<b>14</b>	Other Qualification	<b>15 Mobile No.</b>
<b>16</b>	Telephone No. Residence	STD Code Phone Number
<b>17</b>	E-mail address	
<b>18</b>	Marital Status (Pl. tick anyone)	Married Unmarried
	If Married (Ans. The following)	a) Spouse Name (Sh./Smt.)
	b)No. of Children	b) Whether spouse is working Yes/No
	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.	

**PART-D JOB DETAIL**

<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
	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 then Haryana, Pl. mention Date of Joining on Deputation						
	b) If Centre Govt. Service-- Pl. mention Date of Joining on Deputation						

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c) If State Govt. Service :--					
Nature of Service * (Pl. tick anyone) :--		Fresh Appointment (Joined Govt. Service during the month )		On Deputation	Existing Employee (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	D *
21	Date of First Joining in Govt. Service	(dd/mm/yyyy)*		22. Date of Superannuation (dd/mm/yyyy)	*
23	Name of the Post at the time of joining the Govt. Service				*
24	Name of the current Designation				*
25	Date of Joining at the current Designation	(dd/mm/yyyy) *		26. Date of next increment (1 <sup>st</sup> day of)	(Month)
27	Gazetted/ Non-Gazetted				*
28 Service Type (Pl. tick anyone) :--					
Permanent		Probation		Temporary	Regular Others
29 Recruitment Mode (Pl. tick anyone) :--					
Deputation		Direct	Ex-Gratia	Ad-hoc	Retrenched Transfer Promotion
30	Recruitment Source (Pl. see instruction No.7)				

\* 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.

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

Sr. No.: \_\_\_\_\_

**FORM (Annexure ES-3)**

UCP: \_\_\_\_\_

(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												
<b>1</b>	Pay Commission opted for salary (Pl. tick anyone) (Pl. see instruction No.2) *								Fifth		Sixth	
<b>2</b>	Please give the PAYBILL code, related to employee's salary *											
<b>3</b>	Basic Pay (In Present Pay Scale)*				<b>4</b> Grade Pay							
<b>5</b>	Special Pay				<b>6</b> Personal Pay							
<b>7</b>	Non Practicing Allow.				<b>8.</b> Deputation Allowance							
<b>9</b>	Govt. accommodation allotted or not, Pl. tick anyone (Pl. see instruction No.3) *				Yes				No			
	If No--	HRA class of the city	X	Y	Z	HRA Additional, if any				HRA Days (leave blank for full month)		
<b>10</b>	Cashier Allow.				<b>11.</b> City Compensatory Allow.				Yes		No	
<b>12</b>	Hill Allow. for Morni hills				<b>13.</b> Medical Allowance*							
<b>14</b>	Diet Money				<b>15.</b> Handicapped Allow.							
<b>16</b>	Washing or/and Uniform Allow.				<b>17.</b> Conveyance/Cycle Allow.							
<b>18</b>	Special/Fixed TA/Transport Allow				<b>19.</b> Special Allow.		None		Safai Karamchari		Peon cum Mali/Chowkidar	
<b>20</b>	Carpenter Allowance				<b>21.</b> Supervisory Allow.							
<b>22</b>	Kit Maintenance Allow.				<b>23.</b> Risk Allowance							
<b>24</b>	Ration Money Allow.				<b>25.</b> Instructional Allow.							
<b>26</b>	Hardship Allowance				<b>27.</b> Police Medal Allowance							
<b>28</b>	Constituency Allow				<b>29.</b> Office Expenses							
<b>30</b>	Telephone Allowance				<b>31.</b> Sumptuary Allow.							
<b>32</b>	Rural Health Allowance				<b>33.</b> Flying Allowance							
<b>34.</b>	Flying Certificate Allow.				<b>35.</b> 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>b)</b> Tick here if you have another Pay band for the remaining days (Pl. see instruction No.4)			
<b>36</b>	<b>a)</b> If suspended		Yes		No		<b>b)</b> If answer of 36 a) is Yes, give %age of pay		<b>c)</b> If answer of 36 a) is Yes, No. of days for which suspension allowance is to be given (leave blank for whole month)			
<b>37</b>	Is salary of the employee to be computed for the current month				Yes				No			
<b>PART-F DEDUCTIONS DETAIL</b>												
<b>38</b>	GPF Subscription				<b>39.</b> Income Tax Deduction							
<b>40</b>	GIS Deduction				<b>41.</b> LIC No. (if any)							
<b>42</b>	LIC Installment				<b>43.</b> License Fee (Central)							
<b>44</b>	License Fee (State)				<b>45.</b> License Fee (Departmental)							
<b>46</b>	Car Usage				<b>47.</b> Professional Tax							
<b>48</b>	<b>NPS ARREAR DETAIL (Required To be paid during the month)</b> (Pl. see instruction No.5)											
<b>a)</b>	NPS Arrear Month & Year (mm/yy)											
<b>b)</b>	NPS Arrear Amount											
<b>c)</b>	NPS Arrear Install. No.											

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49	Book Advances in Other Deductions (Pl. see instruction No.6)	Yes	No	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			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	
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.