

No.I-116/MF.CGA/ITD-SPC/HRModule-PFMS/ 228- 264
Government of India
Ministry of Finance, Department of Expenditure
Controller General of Accounts
IT Division

Shivaji Stadium Annexe, New Delhi,
Dated, 8th July 2016

OFFICE MEMORANDUM

Subject:- Roll out of Employees Information System (EIS) module to the 'own establishment DDOs' of the Delhi based PAOs on board of PFMS wef 1st August 2016

The Employees Information System (EIS) module, an on-line Salary application has been developed under PFMS and is ready for roll out to the DDOs. It has, therefore, been decided to implement the Employees Information System in the DDOs through a decentralized implementation strategy.

2. In this regard, pilot testing and implementation of the system has already been done in 5 selected DDOs with effect from 1st May 2016. Now 115 'own establishment DDOs of PAOs' already on board of PFMS and located in Delhi as detailed in **Annexure 1** to this OM have been selected for **implementation roll out of EIS with effect from 1st August 2016.**

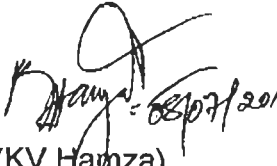
3. The selected DDOs at the first instance will collect the basic information of their employees for whom salary has to be prepared. A document showing the types of data required for feeding in the system is at **Annexure 2**.

The DDOs will do the entries on live website <http://pfms.nic.in>.

4. The necessary initial trainings, therefore, will be imparted to these DDOs followed with user support by PFMS to build up their confidence so as to enable them to further impart the trainings to their other DDOs. The training schedule for the DDOs will be conveyed in due course. A process flow-cum-user guide for entering the basic information on EIS is attached as **Annexure- 3**.

6. The concerned Pr. CCAs/CCAs/CAs with independent charge are requested to please instruct the DDOs & PAOs under their control and listed in the **Annexure-1** to come on board of PFMS-EIS from 1st August 2016 by entering the basic employee data as stipulated in the instructions at **Annexure 3**.

This issues with the approval of Joint CGA(PFMS-ITD)


(KV Hamza)

Senior Accounts Officer (ITD-SPC)

To

1. The concerned Pr. CCAs/CCAs/CAs with independent charge as per list given under.
2. PPS to CGA for information please.
3. PPS to Additional CGA for information please.
4. Sr. TD, NIC-PFMS for further necessary action.
5. Sr. TD, NIC, Pune for further necessary action.

List of Pr.CCAs/CCAs/CAs with independent charge:

1. Pr. CCA, M/o CBDT
2. Pr. CCA, M/o CBEC
3. Pr. CCA, M/o External Affairs
4. Pr. CCA, M/o Home Affairs
5. Pr. CCA, M/o Surface Transport
6. Pr. CCA, M/o Road Transport & Highway
7. Chief Controller of Accounts, Department of Supply, New Delhi
8. CCA, Ministry of Information & Broadcasting, New Delhi
9. Chief Controller of Accounts, Ministry of Labour & Employment, New Delhi
10. Chief Controller of Accounts, Ministry of Human Resource Development (HRD), New Delhi
11. Chief Controller of Accounts, Ministry of Power, New Delhi
12. Chief Controller of Accounts, Ministry of Health and Family welfare, New Delhi
13. Chief Controller of Accounts, Ministry of Chem. & Fert. and Ministry of Petroleum & Natural Gas, New Delhi
14. Chief Controller of Accounts, Ministry of Urban Development, New Delhi
15. Chief Controller of Accounts, Ministry of Commerce, New Delhi
16. Chief Controller of Accounts, Ministry of Finance, New Delhi
17. Chief Financial Controller, Ministry of Civil Aviation, New Delhi
18. Chief Controller of Accounts, Ministry of Steel & Mines, New Delhi
19. Chief Controller(Pension), CPAO, New Delhi
20. Chief Controller of Accounts, Ministry of Law, Justice, Supreme Court of India & M/o Corporate Affairs, New Delhi.
21. Chief Controller of Accounts, Ministry of Industry, New Delhi
22. Chief Controller of Accounts, Ministry of Home Affairs, New Delhi
23. Controller of Accounts, Ministry of Agriculture, New Delhi
24. Controller of Accounts, Ministry of Environment & Forests and Climate Change, New Delhi
25. Controller of Accounts, Ministry of Water Resources & Ministry of Coal, New Delhi
26. Controller of Accounts, Ministry of Planning, Ministry of Statistics & Programme Implementation, New Delhi
27. Controller of Accounts, Ministry of Home Affairs, New Delhi
28. Controller of Accounts, Ministry of Earth Science, New Delhi
29. Controller of Accounts, Ministry of PPG&P, New Delhi
30. Controller of Accounts, Ministry of Science & Technology, New Delhi
31. Controller of Accounts, Ministry of Rural Development, New Delhi
32. Deputy Controller of Accounts, Ministry of New & Renewable Energy Sources, New Delhi

Sl. No.	PrAO PAO Details		DDO Code				
1	001 - AGRICULTURE	000001 - PAO(Sectt)-I (New Delhi)	204193	NCDDO 1	PAO (Secretariat 1), Ministry of Agriculture, Department of Agriculture & Coopn.,	Krishi Bhawan	New Delhi
2		000085 - PAO(DMS), New Delhi (New Delhi)	200705	NCDDO 1	PAO, DMS New Delhi	Room No. 28, Delhi Milk Scheme, Shadipur	New Delhi
3		000162 - PAO (Directorate of Extension), New Delhi (New Delhi)	200706	NCDDO 1	PAO, Directorate of Extension	Room No. 207, F Wing, Shastri Bhawan	New Delhi
4		000743 - PAO(Sectt)-II, New Delhi	200717	NCDDO 1	PAO(Sectt)-II, New Delhi	16-A, Akbar Road Hutments	New Delhi
5	002 - WATER RESOURCES	001793 - PAO(HQ), New Delhi (New Delhi)	201795	NCDDO	P.A.O./M/O WATER RESOURCES, NEW DELHI	C-WING, GROUND FLOOR, SHASTRI BHAWAN, NEW DELHI	New Delhi
6		002450 - PAO(CSMRS), New Delhi	202453	NCDDO 1	PAO, CSMRS, NEW DELHI	HAUZKHAS, OLAF PALME MARG,	New Delhi
7	003 - CONSUMER AFFAIRS AND PUBLIC DISTRIBUTION	003433 - PAO(Food), New Delhi	200739	NCDDO 1	PAO, Deptt. of Food & Public Distribution	1688 KG Marg	New Delhi
8		071504 - PAO(Consumer Affairs), New Delhi	200740	NCDDO 1	PAO, Deptt. of Consumer Affairs	12 A, Jam Nagar House	New Delhi
9	004 - RURAL DEVELOPMENT	001710 - PAO, Land Resources (New Delhi)	201716	NCDDO 1	DDO, Department of Land Resources	NBO Building, Nirman Bhawan	New Delhi
10		001711 - PAO, Drinking Water Supply, New Delhi	201715	NCDDO 1	DDO, Drinking Water Supply	Room No. 603, Block 12, CGO Complex, Lodhi Road	New Delhi
11		004710 - PrAO cum PAO(Sectt.), New Delhi	200356	NCDDO 1	PAO, Special Cell	Ministry of Rural Development, Krishi Bhawan	New Delhi
12	005 - CHEMICAL AND FERTILIZERS	005942 - PrAO-(Fert-I), New Delhi	205947	AAO	AAO, Fertilizers	7th Floor, Janpath Bhawan, New Delhi	New Delhi
13	006 - COMMERCE	006953 - CPAO(Commerce), New Delhi	206955	DDO	P.A.O.(ADMN),PRINCIPAL ACCOUNTS OFFICE,MINISTRY OF COMMERCE,UDYOG BHAVAN,NEW DELHI.TEL.372308.	R.No.529, 5th floor, Udyog Bhawan	New Delhi
14		007032 - CPAO(DGFT), New Delhi	207037	DDO	CONTROLLER (CASH),O/O THE CHIEF CONTROLLER OF IMPORTS & EXPORTS,UDYOG BHAWAN,NEW DELHI.TEL.3011777.	DGFT (HQ), Room No. 490, Udyog Bhawan	New Delhi
15		007468 - CPAO(All Ind.Handicraft Board), New Delhi	206255	NCDDO 1	Central Pay and Accounts Officer, DC (Handicrafts), New Delhi	W.B. VII, R.K. Puram,	New Delhi
16		007815 - PAO(Textile), New Delhi	206334	NCDDO1	PAO, Ministry of Textiles, Udyog Bhawan, New Delhi-110011	PAO, Ministry of Textiles, Udyog Bhawan, New Delhi-110011	New Delhi
17	007 - HIGHER EDUCATION	011751 - PAO (Secondary Education & Higher Education) (NEW DELHI)	200950	NCDDO 1	PAO, Ministry of H.R.D, Deptt. of Higher Education	Ground Floor, Shastri Bhawan	New Delhi
18	008 - SCHOOL EDUCATION AND LITERACY	011700 - PAO (Deptt. of Elementary Education & Literacy) (NEW DELHI)	200951	NCDDO 1	PAO, M/o HRD, Deptt. of School Education & Literacy	Ground Floor, Shastri Bhawan	New Delhi

19	009 - SOCIAL JUSTICE AND EMPOWERMENT	012435 - PAO (Min. Of SJ & E), New Delhi	200957	NCDDO 1	PAO, SJ & E,	Ministry of Social Justice & Empowerment, Shastri Bhawan	New Delhi
20		005782 - PAO Disability Affairs, New Delhi	205805	NCDDO 1	Pay & Accounts Officer, Department of Disability Affairs, M/o Social Justice & Empowerment, New Delhi	Department of Disability Affairs, M/o Social Justice & Empowerment, New Delhi	New Delhi
21	010 - POWER	013455 - PAO(Sectt.), Ministry of Power, N Delhi	213459	DDO	APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI	NULL	New Delhi
22		013533 - PAO (CEA), New Delhi	213457	DDO	A O, P.R.A O, MINISTRY OF ENERGY, DEPT. OF POWER, SEWA BHAWAN, RKP, DELHI	NULL	New Delhi
23	011 - COAL	014775 - PAO(Coal), New Delhi	214776	CDDO	PAO(SECTT).MIN.OF COAL, TRIKOOT-II, NEW DLHI	Trikot-II, Bhikaji Cama Place	New Delhi
24	012 - TRIBAL AFFAIRS	015200 - PrAO Cum PAO (M/O Tribal Affairs) (NEW DELHI)	205884	NCDDO 1	PAO, Ministry of Tribal Affairs, New Delhi	Ministry of Tribal Affairs, New Delhi	New Delhi
25	013 - EXPENDITURE	015954 - PAO(DE), New Delhi	200702	NCDDO 1	PAO, Department of Expenditure		New Delhi
26		016001 - PAO, O/o CGA, M/O Finance, D/O Exp. (New Delhi)	216002	DDO	AAO, CASH, O/O THE CGA, LOK NAYAK BHAWAN, NEW DELHI	lok nayak bhawan khan market	New Delhi
27			206213	DDO	PFMS, O/o the CGA, M/o Finance, Shivaji Stadium Annexe, New Delhi	Shivaji Stadium	New Delhi
28		016100 - PAO, INGAF, New Delhi	200703	NCDDO 1	PAO, INGAF	Old JNU Campus	New Delhi
29	014 - ECONOMIC AFFAIRS	016977 - PAO(Sectt.), Economic Affairs, Min of Finance, New Delhi	216978	DDO	PAO MIN OF FINANCE (DEA) SECTT NORTH BLOCK NEW DELHI	ROOM NO 260, MIN OF FINANCE (DEA) SECTT NORTH BLOCK NEW DELHI	New Delhi
30		017057 - PAO(ERIS and Banking), New Delhi	217063	DDO	DDO, O/O CUSTODIAN	3rd Floor, Bank of Baroda Bhawan, 16, Parliament Street,	New Delhi
31	016 - REVENUE	019795 - PAO(Revenue), New Delhi	200704	NCDDO 1	PAO, Revenue		New Delhi
32	017 - HEALTH and FAMILY WELFARE	020866 - PAO(Sectt.), Ministry of Health & FW, New Delhi	203681	Sr. AO	Sr. AO, PAO, Secretariat, Ministry of Health & Family Welfare	Nirman Bhawan	New Delhi
33		020946 - PAO(DGHS), New Delhi	220958	DDO	PAO, PAO, DGHS, NEW DELHI	NULL	New Delhi
34		021029 - PAO(CGHS), New Delhi	221033	DDO	PAO, MIN. OF HEALTH & F.W., CGHS, NEW DELHI	NULL	New Delhi
35		021108 - PAO(Safdarjung Hospital), New Delhi	221113	DDO	PAO, SAFDARJUNG HOSPITAL, NEW DELHI	NULL	New Delhi
36		021186 - PAO(NICD), Delhi	204266	NCDDO 1	Sr. Accounts Officer, PAO, NICD	Ministry of Health & Family Welfare, 22 Sham Nath Marg	Delhi
37		021642 - PAO(RML Hospital), New Delhi	221646	DDO	AAO, PAO, DR.RML HOSPITAL, NEW DELHI	NULL	New Delhi
38		021721 - PAO(LHMC & Hospital), New Delhi	221723	DDO	MEDICAL SUPDT., KALAWATI SARAN CHILDERN HOSPITAL, NEW DELHI.	NULL	New Delhi
39	018 - HOME AFFAIRS	001807 - PAO, National Investigation Agency, NIA (New Delhi)	201812	NCDDO 1	Pay & Accounts Office, National Investigation Agency (NIA)	MHA	New Delhi
40		003266 - Pay & Accounts Office, NATGRID (New Delhi)	203268	NCDDO 1	Pay & Accounts Office, NATGRID	Ministry of Home Affairs	New Delhi

41			204984	NCDDO	Under Secretary (IS.1), National Intelligence Grid (NATGRID)	Ministry of Home Affairs, New Delhi	New Delhi
42		004009 - PAO, Delhi Police Headquarter (DPH) (New Delhi)	004009	PAO	PAO, Delhi Police Headquarter (DPH)		New Delhi
43		005430 - Pay & Accounts Office, Land Port Authority of India (LPAI), Ministry of Home Affairs, Khan Market, New Delhi	205429	NCDDO I	Land Port Authority of India, Khan Market, New Delhi	Land Port Authority of India(LPAI), 1st Floor, Lok Nayak Bhawan,Khan Market,	New Delhi
44		022744 - PAO (Sectt.), New Delhi	222744		Sr. AO, PAO, (Sectt.)	MHA, Dalhousie Road	New Delhi
45		022984 - PAO(Census), New Delhi	200833	NCDDO 1	Sr. Accounts Officer, Pay & Accounts Office (Census)	MHA, 1st Floor, AGCW & M Building, I P Estate	New Delhi
46		023093 - PAO(DCPW), New Delhi	200719	NCDDO 1	PAO, DCPW, New Delhi	Ministry of Home Affairs, Block No. 9, CGO Complex, Lodhi Road	New Delhi
47		024650 - PAO (Pension & Misc.) (New Delhi)	200605	NCDDO 1	Pay & Accounts Office (Pension & Misc.),	Ministry of Home Affairs, 2/10 Jam Nagar House	New Delhi
48		025301 - Shashastra Seema Bal, New Delhi	225418	DDO	AO, SSB, HQ, RK PURAM, NEW DELHI	Sashastra Seema Bal, East Block, New Delhi	New Delhi
49	019 - INDUSTRY	025426 - PAO(Industrial Development), New Delhi	200880	Asstt Accounts Officer	Asstt Accounts Officer	Pay & Accounts Office, D/o Industrial Policy & Promotion, Ministry of Industry, R No 555, Udyog Bhavan	New Delhi
50		025591 - PAO(SSI), New Delhi	225592	Accounts Officer (Cash)	Accounts Officer (Cash)	D C, MSME ; 709, 'A' wing Nirman Bhavan	New Delhi
51		026281 - PAO(HI & PE), New Delhi	200883	NCDDO 1	PAO(Public Enterprises)	551- Udyog Bhawan,	New Delhi
52		026704 - PAO (Heavy Industries) New Delhi	200884	NCDDO 1	PAO, Department of Heavy Industry	551 Udyog Bhawan	New Delhi
53	020 - INFORMATION and BROADCASTING	027667 - PAO(Main Sectt.), Ministry of Information & Broadcasting, New Delhi	203261	NCDDO 1	Pay & Accounts Office, Main Secretariat, Ministry of Information & Broadcasting	744, 7th Floor, Shastri Bhawan	New Delhi
54		027973 - PAO(DAVP), New Delhi	201946	NCDDO 1	PAO (DAVP), New Delhi	Curzon Road, Hutments,	New Delhi
55		028062 - PAO(IRLA), New Delhi	228063	I&B DDO	PAY & ACCOUNTS OFFICE (IRLA) AGCR BUILDING,IP ESTATE, NEW DELHI	NULL	New Delhi
56	021 - LABOUR AND EMPLOYMENT	029803 - PAO(Main Sectt.), Ministry of Labour, New Delhi	229804	DDO	MINISTRY OF LABOUR(MAIN SECRETARIAT),SECTION OFFICER(CASH),MINISTRY OF LABOUR,SHRAM SHAKTI BHAVAN, NEW DELHI-110001; TEL NO.388119	Room No. 121,S.S. Bhawan, Rafi Marg,	New Delhi
57		029922 - PAO(DGET), New Delhi	229922	AAO/DDO	ACCOUNT OFFICERS (HQ),NEW DELHI	ROOM NO 518, S.S. BHAWAN	New Delhi
58	021 - LABOUR AND EMPLOYMENT	030050 - PAO(Chief Labour Commissioner), New Delhi	200642	NCDDO	ASSISTANT ACCOUNTS OFFICER, PRAO, LABOUR AND EMPLOYMENT	NULL	New Delhi
59	022 - LAW & JUSTICE	031438 - PAO(Legal Affairs), New Delhi	200699	NCDDO 1	PAO, Legal Affairs	B- Wing, Janpath Bhawan, 4th Floor	New Delhi
60		031545 - PAO(Legislative Department), New Delhi	200698	NCDDO 1	PAO, Legislative Department	ILI Building, Bhagwan Dass Road	New Delhi

61		031626 - PAO(Electoral Office), New Delhi	200700	NCDDO 1	PAO, Electoral Office	3rd Floor, Lok Nayak Bhawan	New Delhi
62	023 - PLANNING STATISTICS AND PROGRAM IMPLEMENTATION	032714 - PAO(Planning), New Delhi	205795	NCDDO I	DDO, O/o PAO, Planning Commission, New delhi	Planning commission, Room No. 456, Yojana Bhawan,	New Delhi
63		032800 - PAO(Statistics), New Delhi	232820	DDO	ACCOUNTS OFFICER(HQ),PRINCIPAL ACCOUNTS OFFICE,PLANNING & STATISTICS, NEW DELHI.	NULL	New Delhi
64		033500 - PAO(PI),New Delhi	249645	DDO	PAO (P.I.) M/O PLANNING.NEW DELHI.	Ministry of Planning Statistics & Prog. Implementation, Sardar Patel Bhawan	New Delhi
65	024 - ROAD TRANSPORT & HIGHWAYS	034050 - PAO(Sectt.), Road Transport, New Delhi	234054	NCDDO 1	PAO, Sectt.	Transport Bhawan	New Delhi
66		034415 - PAO(NH), New Delhi	234531	NCDDO 1	Sr. Accounts Officer	2nd floor, IDA Building, Jamnagar House	New Delhi
67	025 - STEEL	035521 - PAO(Steel), New Delhi	235525	DDO	PAO M/O STEEL	557, Udyog Bhawan	New Delhi
68	026 - MINES	036617 - PAO(Mines), New Delhi	236619	DDO	PAY & ACCOUNTS OFFICER, DEPTT. OF MINES, IIND FLOOR, LOK NAYAK BHAVAN, KHAN MARKET NEW DELHI TELE NO 698012		New Delhi
69	027 - SUPPLY	038363 - PAO(Supply), New Delhi	200821	NCDDO 1	O/o the Chief Controller of Accounts, Deptt. of Commerce (Supply Division)	16 Akbar Road Hutments	New Delhi
70	028 - CULTURE	011120 - PAO(Culture), New Delhi	200711	NCDDO 1	PAO, Culture	Near National Museum, Janpath	New Delhi
71		011210 - PAO(Archeological Survey of India), New Delhi	200952	NCDDO 1	PAO, Archaeological Survey of India	Ministry of Culture, Near National Museum, Janpath	New Delhi
72	029 - CIVIL AVIATION & TOURISM	040866 - PAO(Sectt.), Ministry of Civil Aviation & Tourism, New Delhi (New Delhi)	240880	DDO	AAO (Sectt) PAO(SECTT).M/O CIVIL AVIATION.	Rajiv Gandhi Bhawan, Delhi	New Delhi
73		040951 - PAO (Tourism) New Delhi	240989	DDO	AAO, PAO,CIVIL AVIATION & TOURISM,	C-I Hutments, Dalhousie Road	New Delhi
74		041056 - PAO(DGCA & Safdarjung Airport), New Delhi	241171	DDO	AAO, PAO (SAFDARJUNG AIRPORT),NEW DELHI.	Safdarjung Airport	New Delhi
75	030 - URBAN DEVELOPMENT AND URBAN POVERTY ALLEVIATION	042709 - PAY AND ACCOUNTS OFFICE (PTG.) (New Delhi)	200922	NCDDO 1	AAO, PAO(Printing), New Delhi	Jamnagar House	New Delhi
76		043884 - PAO(Sectt.), Ministry of Urban Development, New Delhi (New Delhi)	200923	NCDDO 1	AAO, (Secretariat), New Delhi	509 - B Wing, Nirman Bhawan	New Delhi
77	032 - INFORMATION TECHNOLOGY	033195 - PAO, NIC, New Delhi. (New Delhi)	233212	NCDDO	DDO, NIC,(Headquarters), DELHI	NIC Hq., A-Block CGO Complex, Lodhi Road, New Delhi	New Delhi
78		047315 - Pr.AO cum PAO (DIT), New Delhi (New Delhi)	247333	CDDO	PAO DEPT OF ELECTRONICS,New Delhi	PAO DEPT OF ELECTRONICS,NEW DELHI	New Delhi
79		006393 - PAO, UIDAI, New Delhi	206401	NCDDO I	DDO, UIDAI Head Quarter, New Delhi	3rd Floor, Tower 2, Jeevan Bharti Building, Connaught Place,	New Delhi
80	033 - PRESIDENT S SECRETARIAT	048406 - PrAO cum PAO (President Sectt.), New Delhi (New delhi)	248415	DDO	UNDER SECRETARY(DDO),PRESIDENT SECRETARIAT.	NULL	New Delhi

81	034 - PERSONNEL, P.G. & P.	049429 - PAO(DP & AR), New Delhi	200764	NCDDO1	Pr. Accounts Office, Ministry of PPG & P	3rd Floor, Loknayak Bhawan	New Delhi
82		049521 - PAO(CBI), New Delhi (New Delhi)	249536	DDO	PAO(CBI)/DDO, New Delhi	PAO(CBI), AGCR BUILDING, 1st FLOOR, NEW DEHI	New Delhi
83		049634 - PAO(Cabinet Affairs), New Delhi	206339	NCDDO I	Pay & Accounts Office, Cabinet Affairs, New Delhi	C-I Hutments, Dalhousie Road,	New Delhi
84		049720 - PAO(UPSC), New Delhi (New Delhi)	249721	DDO	Finance & Budget Officer, UPSC	Dholpur House, Annexie Building, Shahjhan Road, New Delhi	New Delhi
85		049801 - PAO(Central Admn. Tribunal), New Delhi	205630	NCDDO	Pay & Accounts Officer, CAT, AGCR Building, ITO, New Delhi	Room No. 114-115, First Floor, AGCR Building, ITO,	New Delhi
86	035 - CBEC	050672 - PAO Hq. (CBEC), New Delhi	250673	ACAO	CHIEF CONTROLLER OF ACCOUNTS CBEC New Delhi.	Sr. Accounts Officer, O/o Pr. CCA, CBEC, A.G.C.R. Bldg. New Delhi-110002	New Delhi
87		051493 - PAO(Collec. of Central Excise),New Delhi (New Delhi)	251513	AO	PAO,CEX	PAO, CEX, Delhi-I	New Delhi
88		053161 - PAO(Dirc.of Inspc. & Audit,C&CE),N.Delhi (New delhi)	253170	AO	Insp.Audit(PAO DIESE)	PAO, DGEICCE, C. Ex. Customs, New Delhi	New Delhi
89		053245 - PAO(Dirc.of Stat. & Intl.,C&CE),N.Delhi (New delhi)	253249	AO	Directorate of Data Management	PAO, Directorate of Data Management, New Delhi	New Delhi
90		054700 - PAO (Commissionerate of Customs) New Dehi	254704	PAO	PAO,CUSTOMS,New Dehi	PAO, Customs NCH New Delhi-37	New Delhi
91		054725 - PAO,CEX & Customs, NOIDA	254732	PAO	PAO CEX-7,CUSTOMS,NOIDA	PAO, C. Ex. Noida	Noida
92	036 - CBDT	057288 - ZAO(CBDT), New Delhi (New Delhi)	201473		ZAO, CBDT, New Delhi	VIKAS BHAWAN	New Delhi
93			201502	DDO	Competent Authority, CBDT, 9th Floor, Lok Nayak Bhawan, New Delhi	Lok Nayak Bhawan, New Delhi	New Delhi
94	037 - SCIENCE AND TECHNOLOGY	058296 - PAO(DST), New Delhi (New Delhi)	258298	DDO	Pr.A.O.,DEPARTMENT OF SCIENCE AND TECHNOLOGY. (H.Q), TECH. BHAWAN. New Delhi - 16	Pr.A.O.,DEPARTMENT OF SCIENCE AND TECHNOLOGY. (H.Q), TECH. BHAWAN. NEW DELHI - 16	New Delhi
95		059161 - PAO(DSIR), New Delhi (New Delhi)	259162	DDO	SO CASH D.S.R.I.,New Delhi	SO CASH D.S.R.I.,NEW DELHI	New Delhi
96		059241 - PAO Bio-technology) (New Delhi)	204194	NCDDO 1	DDO, PAO, Department of Bio Technology	Technology Bhawan, New Mehrauli Road	New Delhi
97	044 - YOUTH AFFAIRS & SPORTS	010648 - PAO(Youth Affairs & Sports), New Delhi (NEW DELHI)	200713	NCDDO 1	PAO, Youth Affairs & Sports	Ground Floor, Shastri Bhawan	New Delhi
98	047 - WOMEN AND CHILD DEVELOPMENT	011450 - PAO(Women & Child Development),New Delhi (NEW DELHI)	200712	NCDDO 1	PAO, Women & Child Development	Room No. 244, A-Wing, Shastri Bhawan	New Delhi
99	077 - NEW AND RENEWABLE ENERGY	072539 - PrAO cum PAO(MNRE), New Delhi (NEW DELHI)	272550	AAO	DDO,PR.AO CUM M/O NON CONV. ENERGY SOURCES NEW DELHI	B-4, 9th floor, Paryavaran Bhawan, CGO COMPLEX, LODI ROAD	NEW DELHI
100	079 - ENVIRONMENT and FORESTS	075126 - PAO(Environment), New Delhi (New Delhi)	275165	NCDDO	DDO, PRAO	10th Floor, Min. of Environment & Forests, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi	New Delhi
101	080 - FOOD PROCESSING INDUSTRIES	075501 - PrAO_Cum_PAO(FPI) Delhi (New Delhi)	204305	NCDDO 1	Pr. Cum Pay and Accounts Office, Ministry of Food Processing Industry	16 A, Akbar Road Hutments	New Delhi

102	081 - EARTH SCIENCES	000110 - PAO, IMD, M/o Earth Science, NEW DELHI (NEW DELHI)	200150	NCDDO1	PAO, IMD	Lodhi Road	New Delhi
103		075211 - PAO (Ocean Development) New Delhi (New delhi)	200270	NCDDO 1	Pr. AO.	Ministry of Earth Sciences, Mausam Bhawan	New Delhi
104	082 - CENTRAL PENSION ACCOUNTING OFFICE	075305 - Sr. AO/Pay & Accounts Officer (New Delhi)	275306	DDO	AO,(ADMIN)O/O CHIEF CONT.(PENS),M/O FINANCE DEPT OF EXPDT.N.DELHI	CPAO, Trikoot - 2, Bhikaji Cama Place	New Delhi
105	083 - CHEMICALS and PETROCHEMICALS	003479 - Pay & Accounts Office, Department of Pharmaceuticals (New Delhi)	003479	PAO	Pay & Accounts Office, Department of Pharmaceuticals	Ministry of Chemicals & Fertilizers, 7th Floor, A-Wing, Janpath Bhawan, Janpath	New Delhi
106		075691 - Pr.A.O-cum-PAO, Chemical & Petrochemicals (New Delhi)	200708	NCDDO 1	AAO, PAO, Chemical & Petrochemicals	Janpath Bhawan	New Delhi
107	088 - SHIPPING	088000 - Pr.A.O.-cum-P.A.O., Shipping, New Delhi	205082	NCDDO 1	PAO(Control), M/o Shipping, New Delhi	IDA Building, Jam Nagar House, Shahjahan Road, New Delhi	New Delhi
108		088100 - PAO (ALHW), New Delhi (New Delhi)	234608	NCDDO	Executive Engineer & Liasing Officer	IDA Building, Jam Nagar House	New Delhi
109		088200 - PAO (Shipping), New Delhi (New Delhi)	234057	NCDDO	Cash Officer, Cash 1	Room No. 418, Transport Bhawan	New Delhi
110		088300 - PAO (LHLS), Noida (Noida)	234214		PAO, LHLS	A-13, Sector 24	NOIDA
111	089 - PANCHAYATI RAJ	089001 - PAO PANCHAYATI RAJ,KRISHI BHAWAN,NEW DELHI (New Delhi)	200002	NCDDO 1	S.O., Cash, Ministry of Panchayati Raj	Sardar Patel Bhawan	New Delhi
112	090 - DISINVESTMENTS	026801 - PAO (Disinvestment) (New Delhi)	204314	NCDDO 1	PAO (Establishment), Department of Disinvestment, New Delhi	Room No. 235 A, North Block	New Delhi
113	091 - OVERSEAS INDIAN AFFAIRS	091001 - PAO-CUM-PR. AO, MIN. OF OVERSEAS INDIAN AFFAIRS, NEW DELHI (New Delhi)	291005	NCDDO 1	Section Officer	Akbar Bhawan, New Delhi	New Delhi
114	092 - MINISTRY OF MINORITY AFFAIRS	092001 - PAO, MINISTRY OF MINORITY AFFAIRS, SHASTRI BAHWAN, NEW DELHI (NEW DELHI)	203363	NCDDO 1	Pay & Accounts Office, Ministry of Minority Affairs, New Delhi	Paryavaran Bhawan	New Delhi
115	093 - PETROLEUM AND NATURAL GAS	005865 - PrAO-Cum-PAO (Petroleum) New Delhi (NEW DELHI)	204910	NCDDO1	PAO, Petroleum and natural Gas, Delhi	Ministry of Petroleum and Natural Gas, Shastri Bhawan	New Delhi
116	098 - Ministry of Development of North Eastern Region	003240 - Pr.AO cum PAO, Ministry of Development of North Eastern Region (New Delhi)	003240	Pr.AO cum PAO	Ministry of Development of North Eastern Region		New Delhi
117	117 - Ministry of Skill Development & Entrepreneurship	005949 - PAO, Ministry of Skill Development & Entrepreneurship, Shiva Ji Stadium Annexe, New Delhi (New Delhi)	205950	NCDDO I	Under Secretary, Ministry of Skill Development & Entrepreneurship, Shiva Ji Stadium Annexe, New Delhi	2nd Floor, Shiva Ji Stadium Annexe, Shahid Bhagat Singh Marg	New Delhi
		Total					

Personal Details :

Sr. No.	Item	Description
1.	Employee Type Tick any one	Pensionable Employee or Under New Pension Scheme.
2.	Salutation	Shri./ Smt / Dr. / Prof. etc.
3.	First Name Middle Name Last Name (as per the service record)	
4.	Gender	Male or Female
5.	Date of Birth (dd/mm/yyyy format.)	
6.	Date of entry in Govt. Service (dd/mm/yyyy format.)	Date of First entry in Govt. Service.
7.	Date of Joining current Department	

Posting Details

Sr. No.	Item	Description
1.	Current Office (DDO Office Name)	
2.	City Class (where employee is working)	
3.	Current Post in the Office (Designation)	
4.	Date of Joining current Post (in the current Office)	
5.	Current Posting Mode to join in Current Office	

Pay Details

Sr. No.	Item	Description
1.	Pay Commission	
2.	Pay Scale	
3.	Pay in Pay Band	
4.	Grade Pay	
5.	Basic Pay	
6.	Pay w.e.f. Date	
7.	Next Increment Date	
8.	PAN No.	
9.	Whether office vehicle used or not	

Provident Fund or New Pension Account No. Details

Sr. No.	Item	Description
1.	PF Type	GPF Or NPS
2.	A/c Maintained by (PF Agency) (If under GPF)	
3.	PF Series (If under GPF)	
4.	PF Account No. (If under GPF)	
5.	Permanent Retirement A/c No. (PRAN) (for NPS Scheme)	

CGEGIS/CGHS Details

Sr. No.	Item	Description
1.	Current GIS Group (E.g. Group A, B, B Non-Gz., C or D etc.)	
2.	Membership Date (in the above Group)	
3.	CGHS Card Holder	Yes or No
4.	CGHS Card No (if Yes)	
5.	Select Category (General, OBC, Sc ,ST)	
6.	Ex-Service man	Yes or No

Govt. Quarter allotment

Item	Description
Allotment Letter No.	
Allotment Letter Date	
Allotted to	
Date Occupied	
Address	
Allotee Account no (AAN)	
Custodian of quarter	
Quarter Type	
Area (Sq.Mtrs)	
Rent Status	“Rented” or ‘Rent Free’.
License Fee/Rent (Rs.)	
Additional Rent-1 (Rs.)	
Additional Rent-2 (Rs.)	
Garage Rent (Rs.)	
Service Charge (Rs.)	

Bank Account Details:

Sr. No.	Item	Description
1.	Bank Name	
2.	Branch Name	
3.	Bank A/c no.	
4.	MICR Code	
5.	IFSC Code	
6.	Account owner (Own/DDO)	

Id/ Contact Details:

Sr. No.	Item	Description
1.	Adhaar Number (12 Digit UID no)	
2.	Employee Code (if provide by the office/Department)	
3.	Email	
4.	Mobile Number	

Loans and Advances:

Sr. No.	Item	Description
1	Loan / Advance (Type of Loan Like HBA/GPF / Car Advance etc.)	
2	Sanction Order No.	
3	Sanction Order Date	
4	Amt. Sanctioned	
5	Previous Outstanding Amt	
6	New Outstanding Amount	
7	Voucher No (if paid through Voucher)	
8	Voucher Date	
9	Amt. Disbursed through	

	Voucher	
10	Previous Outstanding Amt through Voucher	
11	Total Amount. Disbursed through Voucher	
12	Total Loan Taken	
13	No. of Inst. incl. Odd instalment	
14	Instalment Amount	
15	Odd Instalment No	
16	Odd Instalment Amount	
17	Recovery Start Date	
18	Last Instalment No. paid	
19	Recovery Start Date	
20	Last Instalment No. paid	

Festival Advance:

Sr. No.	Item	Description
1.	Sanction Order No.	Enter Sanction Order No. Issued by the sanctioning authority.
2.	Sanction Order Date	Enter Sanction Order Date.
3.	Amt. Sanctioned	Enter Amount sanctioned by the sanctioning authority (accepts only numbers and upper limit depends on loan type selected).
4.	Voucher No	Enter Voucher Number by which loan amt was disbursed by the treasury.
5.	Voucher Date	Enter Voucher Date
6.	Amt. Disbursed	Enter Amount Disbursed by the treasury(accepts only numbers and upper limit depends on loan type selected)
7.	Total Amount Disbursed	Is equal to amount disbursed multiplied by number of employees attached.
8.	Number of installments	Enter Number of instalments
9.	Installment Amount	Enter Installment Amount (only numbers are accepted)
10.	Recovery Start Date	Enter Recovery Start Date
11.	Last Instalment paid	Enter Last Instalment paid
12.	Outstanding Amount	Calculated automatically
13.	Attach/detach	Attach /Detach employees included in the sanctioned order

Preparing Employee Master in EIS module of PFMS

Creation of DDO Maker / Checker Users:

Registered DDO User login in PFMS with user credential (DDO User) and create users viz DDO Maker and DDO Checker as per procedure given below:

- 1- Login in PFMS with their DDO user credential.
- 2- Click on Users Master
- 3- Select Ministry User Registration
- 4- Create DDO Checker and DDO Maker users.
- 5- Approve the newly created users through the option Manage Users in Users Master

DDO Maker: who makes all entries of employee data such as Govt. Accommodation, Physical Handicap details, Loans and Advances details, Leave related details and details of transfer/posting etc., specific dues and deductions applicable to the specific employee, etc. He also generates pay-bills and forwards it to DDO Checker.

DDO Checker: verifies the details entered by DDO maker and can return the details to DDO maker for making changes if any, verifies the pay-bill and forwards it to PAO for payment. 'Check and Lock' the data of all employees is mandatory before processing of first pay bill in system.

Role of PAO in EIS:

Mapping of the Custodian detail under EIS module and enter the 16 digit receipt account head. Mapped Custodian will be available for DDO user in preparing Employee Master.

PAO user is responsible for allotment of GPF Series to all concern DDOs.

Role of DDO-Maker:

- 1- Preparation of DDO Profile like Detail of Main office and Sub-ordinate Office (if any).
- 2- Preparation of Employee's Master Data
- 3- Add Employee-wise Dues and Deductions
- 4- Check the Data correctness through view Draft salary slip.
- 5- Create Bill Groups as needed and attach/detach the verified employees
- 6- Generate the Pay-bill and forward it to DDO Checker.

Role of DDO-Checker:

- 1- Check the Data correctness through view Draft salary slip and Lock the Employee Basic data if corrected.
- 2- Verifies the task like Transfer/Promotion, Pay Fixation, Govt. Accommodation, Leave Details, GPF Subscription/Advance/ Withdrawal etc.
- 3- Verify and forward the pay-bill to PAO for payment if satisfactory.
- 4- Print the pay-bill and required schedules of Pay-bill.

Sharing of missing designation with PFMS:

If any designation is not available at the time of creation of Employees Initial Entry by DDO maker, DDO checker can map the same through the Utility module available at checker level. If a particular designation is also not available at DDO checker level, DDO checker has to inform PFMS-EIS Admin for the addition required in the following format:

Item	Description
Designation	Description of Designation
Group	Like (A/B/B-NGz/C/D)
Age	60 or valid Age for Super Annuation

Note: DDO Checker user can map the newly inserted designation through the form 'Map Designation' available in Utility Module. Mapped designation will then be available to all DDOs under the same controller/PrAO.

Basic Data

1. DDO Profile (This has to be done only once at initial Stage)

This module captures the basic information about DDO i.e. DDO Office and Sub-Office (if any) details and expenditure heads operated for Pay Bill generation. The original Office will already available to DDO and he may insert the data for the sub-ordinates Offices for whom he is working as DDO (if any).

1.1 DDO Offices

1.1.1 Main Office

DDO Office details can be entered as Main Office details.

Sr. No.	Item	Description
1.	Name of the Office	By default Office Name will be displayed in this column which is editable.[<i>Note: Pl. do not use any short forms as the name will be printed on all reports.</i>]
	DDO Type	Selection : DDO type. eg: CDDO, NCDDO to PAO, NCDDO to CDDO etc . CDDO- ChequeDrawing DDO NCDDO-NonChequeDrawing DDO PAO- Pay & Account Office
2.	Address Details	
	State	Selection: from combo box.
	District	Selection: from combo box.
	Taluka	Selection: from combo box.
	Town	Selection: from combo box.
	Village	Enter the village name.

	OfficeCity Class	Select Office city class from combo box.
	Address	Enter full address in the Address field.
	PIN	Enter the PIN code. Pin code is mandatory.
3.	Contact Details	
	Tel. No with STD Code	Enter the telephone No. with STD code. If the details are not available readily this can be left as blank.
	Second Tel. No. / Mobile	Enter the telephone NO. with STD code or Mobile No. If the details are not available readily this can be left as blank.
	Fax	Enter Fax No. (If any). If the details are not available readily this can be left as blank.
	E-mail (for official Communication)	Enter E-Mail id for Official Correspondence. If the details are not available readily this can be left as blank.
4.	Whether Office is located in Hill area ? (Same is applicable for Tribal Area and Naxalite Area)	Click on "Yes" or "No" button as applicable. By default "No" button is enable.

1.1.2 Subordinate Office (same as for Main Office)

The details can be enter if any subordinate-office is available. If more than one subordinate-office is available then this option can be use to enter the details.

Sr. No.	Item	Description
1.	Name of the Office	Enter the Subordinate Office Name. <i>[Note: Pl. do not use any short forms as the name will be printed on all reports.]</i>
2.	Address Details	
	State	Selection: from combo box.
	District	Selection : from combo box.
	Taluka	Selection: from combo box.
	Town	Selection: from combo box.
	Village	Enter the village name.
	OfficeCity Class	Select Office city class from combo box.

	Address	Enter full address in the Address field.
	PIN	Enter the PIN code. Pin code is mandatory.
3.	Contact Details	
	Tel. No with STD Code	Enter the telephone No. with STD code. If the details are not available readily this can be left as blank.
	Second Tel. No. / Mobile	Enter the telephone NO. with STD code or Mobile No. If the details are not available readily this can be left as blank.
	Fax	Enter Fax No. (If any). If the details are not available readily this can be left as blank.
	E-mail (for official Communication)	Enter E-Mail id for Official Correspondence If the details are not available readily this can be left as blank.
4.	Whether Office is located in Hill area ?	Click on "Yes" or "No" button as applicable. By default "No" button will be enabled.

1.2 DDO Expenditure Account Head :

PAO of concern DDO will map the Account Head in PFMS module. EIS module will automatically pick this mapping from PFMS module. Mapping of function head with the DDO is the pre-condition for making the salary.

Bill Group:

For each scheme entered (Account Head), three bill groups (one for regular bill, 2nd one is for regular bill for NPS and other one for supplementary bill) will be automatically created. DDO user can create the multiple Bill group as required.

2. Employee Data

To capture the basic data and other information of all employees required for Pay-bill generation.

The 4 ways to capture Employee master in EIS are as follows:

- 1- Through CompDDO Database
- 2- Offline Data Entry Module
- 3- Through User Interface under EIS Module
- 4- Data Porting through other customized pay-bill Applications (Other Than CompDDO)

2.1 Through CompDDO Database :

If the DDO is using CompDDO package for generating the Paybills, then he won't be required to do Data Entry in EIS. He can upload the required data from CompDDO to EIS. Backup of the Compddo may be sent to neeraj.kumar@nic.in. The owner of the mail will incorporate the employee data in EIS module and inform the concerned DDO through mail.

2.2 Offline Data Entry Module:

Using the credentials of DDO-Maker, login to the PFMS portal; after successful login, click on the link 'Employee Info. System', click on Data Porting Tools→ Offline Data Entry→ Employee Details → Download ODE Application.

- 1) This option allows you to download the Excel application, developed for Offline Data Entry (ODE).
- 2) For using this application, you must have MS-Excel software on the local computer.
- 3) If you are planning to use multiple computers for the data entry of single DDO, you need to download the application for each computer separately.
- 4) If a DDO downloads the application three times, three Excel (.xls) application will be downloaded namely "O<Controller><PAOCODE><DDOCODE>01.xls", "O<Controller><PAOCODE><DDOCODE>02.xls", And " O<Controller><PAOCODE><DDOCODE>03.xls".

Note: Detailed information about process flow has shared under Data Porting Tools→ Offline Data Entry→ Employee Details→ Download ODE Application web page on click on User Manual of ODE .

Upload ODE data in CSV format :(This option is available under Data Porting Tools→ Offline Data Entry→ Employee Details → Upload ODE data in CSV format) Once the offline data entry using above application is completed, the offline data (in CSV format) has to be uploaded from local machine to the central server. The generation of CSV file is done by the ODE application.

Import uploaded data in EIS: (This option is available under Data Porting Tools→ Offline Data Entry→ Employee Details → import uploaded data) After uploading ODE data to central server, it has to be prepared for online processing. For bringing it to the online flow, DDO need to import the uploaded data. This option validates the uploaded data before moving it online process. It also generates the employee codes.

After uploading the data, DDO can verify that the data has been made online successfully. For this, DDO maker can go to the option 'Regular Employee' under Employee→ Employee Initial Entry.

For Pay-bill generation, it is required to make the all desired entries for Pay-bill generation Like Govt. Accommodation/ Leave/ Loan and advances etc. in EIS module, DDO maker can do all entries.

2.3 Through User Interface under EIS module:

Using the credentials of DDO-Maker, login to the PFMS portal; after successful login, click on the link 'Employee Info. System', click on Establishment and Select Employee→ Regular Employee Employee Initial Data entry (For Regular employee)

Add New Employee – By pressing this button New Employee details can be entered.

Show / Edit Employee – By selecting Employee Name from List of existing Employees details can be updated. Screen at left side will be displays the list of Employees data already entered.

The name in blue colour shows that either all or partial details are entered and can be updated.

The name in green colour shows that all details are entered and cannot be updated as details after verification are locked by assistant.

After clicking on Add New Employee the screen will display the 6 tabs as Personal, Posting, Pay Details, GPF Details, CGEGIS/CGHS Details and Id/Contact Details.

By default all the tabs will be in grey colour which indicates the details are not entered. Blue colour indicates that the details are entered but not verified. Red colour indicates that the details are entered but not consistent with other details or not a valid data w.r.t. other tabs details. Green colour indicates that the details are entered and locked (verified) by DDO Assistant.

2.3.1 Regular Employee

2.3.1.1 Personal Details :

Sr. No.	Item	Description
1.	Employee Type	Select either Pensionable Employee or Under New Pension Scheme.
2.	Salutation	Select salutation from combo viz. Shri./ Smt / Dr. / Prof. etc.
3.	Name	Enter full name (First Name, Middle Name and Last Name) as per the service record or in the service Book. Last Name and Middle Name can be left blank but First Name is compulsory.
4.	Gender	Click on Male or Female button.
5.	Date of Birth	Enter the date in dd/mm/yyyy format. Age must be greater than 16 and less than 65years.
6.	Date of entry in Govt. Service	Enter the date in dd/mm/yyyy format. Date of First entry in Govt. Service.
7.	Admin Department	Select Employee's Admin department.
8.	Controller of Department	Controller or Name of the Dept. Employee belongs to.
9.	Date of Joining above Controller	First Date of Joining in the above Controller.

Employee Code - 13 character Employee Code will be generated by the system as -

First 4 digits – Employee's Controller Department Code

Next 3 digits – First Letter of First Name + First Letter of Middle Name + First Letter of Last Name (If Middle or Last Name is not entered then '*' will be inserted)

Next 1 digits – Gender ('M' or 'F')

Next 2 digits – Year of Birth

Last 3 digit – Running serial number (start from 001 if first 10 characters are same).

2.3.1.2 Current Posting

Sr.No.	Item	Description
1.	Current Office	Select Office (Name from the combo box) in which Employee is currently working. By default the DDO Office will be displayed in the combo box but User can select either DDO Office or sub-Office under the same DDO.

2.	Date of Joining above Office	date on which Employee has been joined the Office
3.	City Class (where employee is working)	Select the City Class from the combo box. By default the DDO Office city class will be displayed in the combo box but User can select any class as applicable.
4.	Controller	Displays Controller of current office
5.	Current Post in the Office (Designation)	Select Designation / Post from the combo box. All the Designations of DDOs Dept. will be displayed in the combo box. If required Designation is not available, user needs to contact PFMS Team to ensure the data entry of Designation. Concerning PrAO will map the newly inserted designation. The Designation will be available for DDO user only after it has been mapped by PrAO.
6.	Date of Joining current Post	Enter the date of joining the current post. Date must be entered in the format of dd/mm/yyyy.
7.	Current Posting Mode	Select Current Posting Mode from the combo box. E.g. On promotion / Open Selection/Transfer etc.

Note - Once Data is locked the data will not be available for updation.

2.3.1.3 Pay Details

Sr. No.	Item	Description
	Pay Details :	
1.	Pay Commission	Select Pay Commission from the combo box. E.g. Consolidated, 5 th and 6 th Pay commission.
2.	Pay Scale	Select the Pay Scale from the combo box. It will display the Pay scales for the selected Pay Commission and as per cadre of the Employee. For Consolidated Pay, Pay scale is not applicable. If required pay scale is not available, user needs to contact PFMS Team to ensure the data entry of Pay scale for the Employees cadre.
3.	Pay in Pay Band	Enter the Pay in Pay band as per the Pay scale selected. (This is applicable in only for selected Pay Commissions).
4.	Grade Pay	Enter the Grade Pay as per the Pay scale selected. (This is applicable only for selected Pay Commissions).
5.	Basic Pay	Enter the basic pay. Basic Pay must not be less than the Lower limit of the Pay Scale. But Basic Pay may be greater than the Upper Limit of the scale in case of Stagnation Increment. For Consolidated Pay Comm. Enter the value in this field.
6.	Pay w.e.f. Date	Enter the Pay with effect Date in the format dd/mm/yyyy. PL. note that for 6 th Pay Commission (Central) the pay w.e.f date is 1 st July.

		In case of Employee is on leave on Increment date, the date may be postponed till his joining date.
7.	Next Increment Date	Next Increment Date in the format dd/mm/yyyy. PL. note that the next increment date most of the times depends on the pay commission and pay wef date.
	Other Details :	
8.	PAN No.	Enter the Permanent Account No. (PAN). It must be exactly 10 characters.
9.	Whether office vehicle used or not	Whether the employee use office vehicle. Select either Yes or No.

Note - Once Data is locked the data will not be available for updation.

2.3.1.4 Provident Fund or New Pension Account No. Details

Sr.No.	Item	Description
1.	PF Type	Select Provident Fund Type from the combo box. (E.g. Not Applicable, GPF, NPS etc.) For New Pension Scheme / DCPS Employee this is not editable.
2.	A/c Maintained by (PF Agency)	The corresponding PAO details will be displayed. (PAO Code & Description)
3.	PF Series	All the PF series of the corresponding PAO will be displayed. Select the PF series of the employee from the combo box.
4.	PF Account No.	Enter the PF Account No. of an Employee. In case if it is already entered, system will display the message to whom it is already assigned and the employee details as attached to which DDO and his current working office details.
5.	Permanent Retirement A/c No. (PRAN)	Enter the Permanent Retirement A/c No. (This is applicable in only for NPS Employees).

Note - The Permanent Retirement A/c No. (PRAN) will be visible and editable only for New Pension Scheme (NPS) Employee. Once Data is locked the data will not be available for updation.

2.3.1.5 CGEGIS/CGHS Details

Sr. No.	Item	Description
1.	CGEGIS Applicable ?	Select applicability of CGEGIS from the combo box. (E.g. Not Applicable and Central GIS CGEIS etc.) The CGEGIS is applicable to only Central Govt. Employees, IAS, IPS, IFS Employees.
2.	Current CGEGIS Group	Select CGEGIS group from the combo box.

		(E.g. Group A, B, B Non-Gz., C or D etc.)
3.	Membership Date (in the above Group)	Enter the Membership Date in the format dd/mm/yyyy. PL. note that the Membership Date for each group is always 1 st Jan of the subsequent year. If an employee joins the group after 1 st Jan. of the current year then Membership date will be assigned as 1 st Jan of the Next Year.
4.	CGHS Card Holder	Select Yes or No
5.	CGHS Card No	Enter CGHS Card number if card holder status is Yes
6.	Select Category	Select category of the employee from General, OBC, SC and ST
7.	Ex-Service man	Select Yes or No

Note - Once Data is locked the data will not be available for updation.

2.3.1.6 Id/ Contact Details:

Sr. No.	Item	Description
1.	Adhaar Number	Enter 12 Digit UID no. of Employee
2.	Employee Code	Departmental Employee Code if provide by the office/Department
3.	Email	Enter Personal Email ID of employee
4.	Mobile Number	Enter Mobile No. of employee

Note - Once Data is locked the data will not be available for updation.

- All above fields are optional.

2.2.1.7 Bank Account Details:

After Clicking on Employee→ Employee Bank Details, you have to select Office and Designation of the Employee. Now Click on Employee Name from List of Employees and Select the Bank, Branch and enter the Bank Account number of the employee. If IFSC code is available, enter it and press GO button, system will fetch the data itself, user has to enter Saving A/c number of the employee else follow the procedure explained in the table below:

If your Bank / Branch is not in the List, Please contact to PFMS Team along with details of Bank Name, Branch Name ,BSR code and IFSC Code.

Sr. No.	Item	Description
1.	Bank Name & Branch Name	<p>Click on button to Search Bank. User will be displayed with a screen where the user has to Select Bank Name and enter the Location of Branch & press 'Go' button.</p> <p>Banks of entered Branch will be displayed in the grid. User can select the required Bank from the list & press the button 'Select & return'.</p>

		The form will display the Bank Name, Branch Name and MICR Code and IFSC Code of the selected Bank in disabled form.
2.	Bank A/c no.	Enter Bank Account No.
3.	MICR Code	Display Field – Will be automatically displayed
4.	IFSC Code	Display Field – Will be automatically displayed
5.	Account owner (Own/DDO)	Click on the radio button 'Own' if the account is personal account of the Employee. Else Click on the radio button 'DDO's Account' if the Recovery amount is to be deposited in DDO's account.

2.4 Data Porting through other customized pay-bill Applications (Other than Comp-DDO)

Data porting from any customised application, using any database/Excel (other than ComDDO) to CentralEIS is done in following steps,

- i) Prepare the data in the given table structure of EIS
- ii) Generate ' CSV' file for this data
- iii) Upload 'CSV' file to CentralEIS
- iv) Import uploaded data

i) Prepare the data in the given table structure:

Transfer the existing data of employees to EIS format, using the following table structure. The various codes to be used while transferring the data are given in the tables listed in an Annexure.

Sr. No.	Field Name	Field Type	Description	Table To Be Used
1	PAO_CD	Char(6)	PAO Code used in PFMS	
2	DDO_CD	Char(6)	DDO Code used in PFMS	
3	TEMP_EMP_CD	Char(13)	Employee Code- (Serial No. within DDO)	
4	EMP_TYPE	Char(2)	Employee Type	Table -1
Personal Details				
5	EMP_TITLE	Numeric (2)	Salutation Code	Table -2
6	EMP_FNAME	Char(30)	First Name	
7	EMP_MNAME	Char(30)	Middle Name (Optional)	
8	EMP_LNAME	Char(30)	Last Name (Optional)	
9	EMP_SEX	Char(1)	Gender	Table -3
10	EMP_BIRTH_DT	Date	Date of Birth	
11	EMP_ENTRY_DT	Date	Date of Entry in Govt. Service	
12	FIELD_DEPT_CD	Char(4)	Controller Code as in PFMS	
13	EMP_JOIN_DT	Date	Date of Joining in above Controller	
Posting Details				
14	PAY_CITY_CLASSES	Char(1)	City Class Code	Table -4
15	EMP_CURDESIG_DT	Date	Date of Joining in Current Designation/Post	
16	EMP_CURPOST_MODE	Numeric(3)	Posting Mode Code	Table -5

Pay Details				
17	PAY_COMM	Numeric(2)	Pay Commission Code	Table 6
18	PSC_SCALE_CD	Numeric(4)	Pay Scale Code	Table -7
19	PAY_IN_PB	Numeric(5)	Pay in Pay Band	
20	GRADE_PAY	Numeric(5)	Grade Pay	
21	PAY_BASIC	Numeric(6)	Pay in Pay band + Grade Pay	
22	PAY_WEF_DT	Date	Basic Pay WEF Date	
23	PAY_INCR_DT	Date	Next Increment Date	
24	EMP_PAN_NO	Char(10)	Pan No	
GPF/NPS Details				
25	EMP_PF_TYPE	Char(2)	Pf Type	Table -8
26	PF_NO	Numeric(8)	GPF Account No. in case of GPF Employees	
27	PPA_NO	char(16)	PRAN No. in case of NPS	
CGEIS/CGHS/Category Details				
28	PAY_GIS_APPLICABLE	Numeric(1)	GIS Applicable Code	Table -9
29	PAY_GIS_GRP_CD	Numeric(1)	GIS Group Code	Table -10
30	GIS_DT	Date	GIS Membership Date	
31	CGHS_FLAG	Char(1)	Whether CGHS Beneficiary (Y/N)	
32	CGHS_NO	Char(15)	If CGHS beneficiary, then CGHS Card No	
33	EMP_CATEGORY_CD	Numeric(2)	e.g. SC/ST/OBC/General	Table -11
34	APT_EX_SERVICE	Char(1)	Whether Ex- Serviceman (Y/N)	
ID/Contact Details				
35	EMP_ADHAAR	Char(12)	Aadhar Card No	
36	EMP_ECODE	Char(12)	Employee Code given by the Department	
37	EMP_PHONE_NO	Char(10)	Mobile No	
38	EMAIL_PART1	Char(25)	Divide Email-ID into two parts, separated by @. E.g. If pfms.eis@gov.in is an e-mail. Then 'pfms.eis' is Part_1 and 'gov.in' is Part_2. Do not save @ symbol.	
39	EMAIL_PART2	Char(25)		
GPF Monthly Subscription				
40	GPF_SUB_AMT	Numeric(5)	Monthly GPF Subscription	

ii) Generate '.CSV' : After preparing data in the above format , generate the CSV file for this data. This CSV file need to be uploaded to CentralEIS for importing it to the online tables on central server.

iii) Upload '.CSV' file to CentralEIS : After generation, upload the CSV file to CentralEIS server for the preparation of online data. The steps for uploading CSV file are as below:

a.) Go to the PFMS web site (at URI <http://pfms.nic.in>). The home page of the PFMS will appear as below.



b) Using the credentials of DDO-Maker, login to the PFMS portal. After successful login, click on the link 'Go e-Sevaarth' which will take you the main menu of **CentraleIS**, as shown below,

c) Select the option 'Upload data in CSV format'
 Select the 'CSV' file generated in offline data entry application. After selecting the file, click on the button 'Upload Data'. Now, the data has been uploaded to central database from CSV file.



Select this option to prepare online data using uploaded CSV data. After selecting this, the following screen will appear.

iv) **Import uploaded data** : After uploading, DDO Maker can prepare the online data using the uploaded data. For this the option 'Import uploaded data' is provided.



Now, click on the button 'Import and Generate Employee Code' to import CSV data to prepare online data.

After importing the data, DDO can verify that, the data has been prepared for online processing successfully. For this, DDO Maker can go to the option 'Regular Employee' under **Employee** → **Employee Initial Entry**

Codes to be used

Table -1 Employee Type

Employee Type Code	Employee Type Description
DC	DCPS/NPS
DB	GPF Employees/ Regular Employee

Table -2 Salutation Code

Salutation Code	Salutation Name
1	Dr. (Miss.)
2	Dr. (Mrs)
3	Miss.
4	Mrs.
5	Ms
6	Smt.
7	Dr.
8	Mr.
9	Prof.
10	Shri.

Table -3 Gender

Gender Code	Gender Description
M	Male
F	Female

Table -4 City Class Code

City Class Code	City Class Type
X	Class X
Y	Class Y
Z	Class Z

Table -5 Posting Mode Code

Posting Mode Code	Posting Mode Description
601	Open Selection
602	Compassionate Ground
603	Merger
701	Promotion
702	Reversion
703	General Transfer
706	Join New Services From Another Dept.
707	Transfer (Ex Cadre Posting)
709	Reverse Deputation
710	Deputation
801	Contract-On Sanctioned Post
802	Contract-Ad-hoc
803	Contract-Officiating

Table -6 Pay Commission Code

Pay Commission Code	Pay Commission Description
10	Consolidated Pay
11	5th Pay Commission
12	6th Pay Commission (Central Govt.)

Table 7 Pay Scale Code

Pay Scale Code	Pay Scale Description
1201	120-130-Grade Pay(120)
1202	9300-34800-Grade Pay(4200)
1203	9300-34800-Grade Pay(4600)
1205	9300-34800-Grade Pay(5400)
1206	15600-39100-Grade Pay(5400)
1207	15600-39100-Grade Pay(6600)
1208	15600-39100-Grade Pay(7600)
1209	37400-67000-Grade Pay(8700)
1210	37400-67000-Grade Pay(8900)
1211	37400-67000-Grade Pay(10000)
1214	9300-34800-Grade Pay(6600)
1215	9300-34800-Grade Pay(4400)
1216	75500-80000-Grade Pay(0)
1217	67000-79000-Grade Pay(0)
1218	12000-50000-Grade Pay(5000)
1220	9300-34800-Grade Pay(4800)
1221	5200-20200-Grade Pay(1800)
1222	5200-20200-Grade Pay(1900)
1223	5200-20200-Grade Pay(2000)
1224	5200-20200-Grade Pay(2400)
1225	5200-20200-Grade Pay(2800)

Table -8 Pf Type

Pf Type Code	PF Type Description
D	DCPS/ NPS
G	GPF

Table - 9 GIS Applicable Code

GIS Applicable Code	GIS Description
0	Not Applicable
6	Central Govt. (Cgegis)

Table -10 GIS Group Code

GIS Group Code	GIS Group Code
1	A
2	B
4	C
5	D

Table -11 Cast Category Code

Code Value	Description
1	S C
2	S T
8	O B C
9	GENERAL