

USER GUIDELINES FOR FILLING UP EMPLOYEE DATASHEET

Important Points to Note while filling up:

1. Each Employee Data should be submitted in a separate Excel Document, saved with the Employees PAN / Mobile Number as the File Name. i.e. After filling all the necessary details of the particular employee, save that file with his/her **Mobile No.** or **PAN No.** (Must)
2. If your concerned option (Department, Directorate, Treasury etc.) doesn't show up in the drop down list, then please do contact the technical team. Do not fill it up by typing as it will not be acceptable
3. The asterisk sign (*) in the sheet indicates that particular field is mandatory to be filled.
4. If passport Photo is not attached in the excel sheet, you can give the scan a copy of his/her photo and submit the same in a separate folder. The image should be saved with his/her same **Mobile No.** or **PAN No.** (Must) that has been put as the file name of the Excel Document and all the scanned photo copies of the employees must be attached in a specific folder.
5. The photo format should be in (.jpeg, .jpg) format.
6. After collecting the details of all the employees in separate Excel sheets, do submit the same in One Folder for the entire "Directorate/Commissionerate".

USER GUIDE

1. **Pay Drawn Under Head:** In this option, select the drop down list and choose the desired option "Salary" or "Grant in Aid salary (GIA)".

2. **General Details:** (FIIL UP HORIZONTALLY)
 - I. **Department:** Select the concerned department from the drop down list.
 - II. **Directorate/Commissionerate:** Select the concerned Directorate/Commissionerate from the drop down list.
 - III. **DDO Code:** Mention the DDO code by simply typing it & it should be in the format as **AAT/001**(as for example).
 - IV. **DDO Name:** Mention the DDO's Name by simply typing.
 - V. **Treasury:** Select the concerned Treasury from the drop down list.

- VI. **Photograph:** Attach a passport sized photo of size **(3.5 x 4.5 cm)** in the mentioned section. For attaching a photo, click on the **INSERT** Section on the toolbar > Click on the **PICTURE** option on that selected INSERT Section > Browse for your Picture and select it > Click on **INSERT** > Adjust the size and shape of the Photo for the given Photograph Box.

(*Please be sure that the attached photograph mustn't exceed the given area of the Photograph Box)

3. **Personal Details:** (FILL UP HORIZONTALLY)

- I. Enter the “**Full Name**” which includes First Name, Middle Name (if any) and Last Name. Then enter the “**PAN Number**”.
- II. **DOB (eg: dd mm yyyy):** This is the field for your Date of Birth. For that, select from the drop down list for the date, month and year each. It is the Format **dd mm yyyy**. And Select the concerned drop down list options for your “**Gender**”
- III. Enter your “**Mobile No.**” and “**Email Id**”.
- IV. Select the “**Differently Able** (Physically handicapped)” from the drop down list.
- V. Enter “**Father’s Full Name**”
- VI. Enter your “**Permanent address**” and “**Present Address**” details.
- VII. Select your “**Home District**” from the drop down list. If not found, Specify it in the right side box.
- VIII. Enter your permanent “**Home Town/Village**” in this field.
- IX. Select your “**Religion**” from the drop down list. If not found, select **others** and specify it in the right side box.
- X. Select your “**Category**” from the drop down list. If **reserved**, specify it in the right side box by selecting it from the drop down list in that field.
- XI. Select your “**Blood Group**” and “**Qualification**” from the drop down list.

4. **Dependent Family Details:**

- I. Enter the **Name** of the Dependent Persons on you. And also give **Sl. No.**'s
- II. For **DOB (eg: dd mm yyyy):** Mention the Date of Birth of that person in the format of **DD MM YYYY** by selecting it from the drop down list for the date, month and year each.
- III. Select the “**Gender**” of the person from the drop down list.
- IV. Select the “**Relationship**” of the person with you from the options of the drop down list.

5. **Employment Details:** (FILL UP HORIZONTALLY)

- I. Mention the “**Date of initial appointment**” by selecting it from the drop down list for the date, month and year each and it is in the format (**dd mm yyyy**). And fill up the “**Post at the time of initial appointment**”.
- II. Enter “**Present Post**” and select “**Nature of Employment**” from the drop down list.
- III. Enter your “**Bank Name**” and “**Bank Account Number**”.
- IV. Enter the “**IFSC Code**” and “**GPF/ PPAN No**”.

6. **Pay Details:** Enter your pay details in the concerned fields.

7. **Declaration:** This is the field for Date of declaration. For that, select from the drop down list for the date, month and year each. It is the Format (**dd mm yyyy**)
