Form: EIS/B/1

DDO Code & Name: Date:

|  |  |  |  |
| --- | --- | --- | --- |
| A | S No. | Particulars | Details |
| ***Personal Details*** |  | Type (Pensionable/ NPS) |  | Pensionable Employee |  | NPS |
|  | Name (Shri/Mr/Smt/Ms./Km/Dr/Dr(Smt) |  |  |  |
|  | Gender |  | Male |  | Female |
|  | Date of Birth |  |  |  |  |  |  |  |  |  |
|  | PAN No. |  |  |  |  |  |  |  |  |  |  |  |
|  | Aadhaar No. |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Date of Entry in Govt. service |  |  |  |  |  |  |  |  |  |
|  | Superannuation Date |  |  |  |  |  |  |  |  |  |
|  | Employee’s Controller | **036-CBDT** |
|  | Date of joining above Controller |  |  |  |  |  |  |  |  |  |
| ***Posting Details*** |  | Current Office |  |
|  | Date of Joining above Office |  |  |  |  |  |  |  |  |  |
|  | City Class (where employee is working) |  | (City Class ‘X’, ‘Y’, ‘Z’) |
|  | Current Post in the Office (Designation) |  |
|  | Group (Attached to post) |  | (Group ‘A’, ‘B’, ‘C’) |
|  | Date from which working in Current Post |  |  |  |  |  |  |  |  |  |
|  | Current Posting Mode |  |
| ***Pay Details*** |  | Pay Commission |  |
|  | Pay Level | LEVEL |  |  |  |
|  | Basic Pay |  |  |  |  |  |  |
|  | Pay w.e.f. Date |  |  |  |  |  |  |  |  |  |
|  | Next Increment Date |  |  |  |  |  |  |  |  |  |
| ***PF/NPS Details*** |  | PF Type |  | G.P.F |  | N.P.S |
|  | A/C Maintained By (PF Agency) | PAO - ZAO, CBDT, KOLKATA |
|  | PF Series | CAL/IT/ |
|  | PF/ PRAN No |  |  |  |  |  |  |  |  |  |  |  |  |
| ***CGEGIS/CGHS/ Category Details*** |  | CGEGIS Applicable? |  |
|  | Current CGEGIS Group |  | (Group ‘A’, ‘B’, ‘C’) |
|  | Membership Date (in this Group) |  |  |  |  |  |  |  |  |  |
|  | CGHS Deduction Applicable (Y / N) |  | YES |  | NO |  |
|  | CGHS Card No # |  |  |  |  |  |  |  |  |
|  | Category |  | (General, OBC, SC, ST) |
|  | Ex-Serviceman (Y/N) |  | YES |  | NO |  |
|  ***ID/Contact Details*** |  | Employee code by employer# |  |  |  |  |  |  |  |
|  | Mobile No. |  |  |  |  |  |  |  |  |  |  |  |
|  | E-Mail |  | @ | incometax.gov.in |
|  | Physically Disabled? |  | ~~YES~~ |  | NO |  |
| ***Bank Details*** |  | IFSC Code |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Bank Name |  |
|  | Bank Branch |  |
|  | Bank Saving A/c No. |  |  |  |  |  |  |  |  |  |  |  |  |
|  |
| B. Have taken Govt. Quarter? |  | Yes |  | No | C. Have Loan details? |  | Yes |  | No |
| (if Yes, please fill Form: EIS/Q/2) | (if Yes, please fill Form: EIS/L/3) |

Form: EIS/Q/2

Quarter Allotment Details:

|  |  |  |
| --- | --- | --- |
| Name: | PAN: | Date: |
| S No | 1. Quarter Location
 |
|  | (AAN) Allotee Account No  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Address 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | #Address 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1. Allotment Details
 |
|  | Allotted to |  | (Self/Spouse/Relative/Others) | Date Occupied | D | D | M | M | Y | Y | Y | Y |
|  | Allotment Letter No. |  |  | #Date | D | D | M | M | Y | Y | Y | Y |
|  | 1. Rent Details
 |
|  | Quarter Owned by |  | (Directorate of Estate/Departmental Pool/Other Pool |
|  | Custodian |  |
|  | Quarter Type |  | (Type-I/II/III/IV/V/VI/VII/VIII etc.) |
|  | Rent Status |  | (Rented/Rent Free) | Licence Fee/Rent (Rs) |  |
|  | #Additional Rent-I (Electrical Charges)(Rs) |  |  | #Water Charge (Rs.) |  |
|  | #Garage Rent (Rs) |  |  | #Service Charge (Rs.) |  |

…………………………………………X……………………………………………………………………………… X…………………………………………

Form: EIS/L/3

Loan/Advance already taken by employee: N/A

|  |  |  |
| --- | --- | --- |
| Name: | PAN: | Date: |
| S No | A. Disbursement Details |
|  | Loan/Advance  |  |
|  | (Additional HBA/Car Advance/Computer Advance/GPF Adv Group ABC/HBA FOR Construction/House building Advances/Scooter Advance) |
|  | Sanction Order No. # |  | San. Order Date  | D | D | M | M | Y | Y | Y | Y |
|  | Loan Amount Disbursed (Rs) |  |  |
|  | B. Recovery Schedule for  |
|  |  | Principal | Interest |
|  | Total Loan Taken (Rs.) ORTotal Interest Amount (Rs.) |  |  |
|  | Instalment Amount  |  | No of Instalment including Odd instalment |  |
|  | Odd Instalment Amount |  | Odd Instalment No. |  |
|  | Last Instalment No. paid |  |  |

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| **DETAILS FILED BY THE OFFICIALS MAY BE ENTERED IN THE PFMS-EIS SYSTEM ONLY AFTER VERIFICATON BY DDO INSTRUCTION FOR FILLING FORMS (FOR SELECTED POINTS):** |
|
| **FORM: EIS/B/1 (PERSONAL & OTHER BASIC DETAILS OF EMPLOYEE)** |
| 1 | Tick √ before applicable type of employee |
| 2 | Name as per Service Book (First Name, Middle Name & Last Name) |
| 4 | Write Date of Birth as per Vervice Book in the DD/MM/YYYY format. |
| 5 | PAN No. enter valid PAN of the employee |
|  | **Note: Above details are very important for creation of employee Code in the System. As such, correct details should be filled, once filled it cannot be changer further** |
| 7 | Date of joining/entry in the Government Servc (Date of First entry in Govt. Service) |
| 9 | Three digit Controller Code in which EIS is being Implemented. It should be selected from the list populated during data being saved online. |
| 10 | Date of joining in the above Controller where EIS is being implemented. |
| 11 | Name of the DDO as available in PFMS/E-Lekha(Current Office-select from the list |
| 12 | This is date of joining in the above DDO(Current office). This date should be same as joining Controller Code date or after it. |
| 16 | Date from which working in Current Post (Designation) |
| 17 | Current Posting Mode ["As per Transfer Act"/"Compassionate Ground"/"Deployment Of Service"/"Deputation In (From CG/SG/IPS/Other)"/"Deputation Out (To SG/Corpn)"/"General Transfer"/."Join New Services"/"Merger"/"One Step Promotion"/"Open Selection"/"Promotion()with Transfer)"/"Promotion (Without Transfer)"/"Re-appointment"/"Rversion (With Transfer)"/"Reversion (Without Transfer)"/"Transfer (Ex Cadre Posting)"] |
| 21 | This is the date from which pay has been drawn till date |
| 24 | Name of the PAO for GPF Employee. Not applicable in case of NPS. |
| 25 | PF Series as maintained by PAO for GPF Employee. Not applicable in case of NPS |
| 26 | PF No. in case of GPF Employee. PRAN No. (Exact 12 digit) in case of NPS Employee. |
| 27 | Central Govt.(CGEGIS) OR CGEIS (Old Scheme as applicable.  |
| 28 | Group 'A, 'B, 'C" as applicable |
| 29 | Membership Date sho8uld be 1st Jan and (YYYY)applicable year as per point 28 above. For those Employees who have joined Govt. Service on or after 2nd January of current yeae, Membership Date should be left blank. For all such employees, the membership date will be reset by DDO during Jan of next year before salary processing. |
| 34 | This is numeric Employee Code alloted by DDO internally. |
| 35 & 35 | Mobile No. and E-Mail. It is mandatorily required for gneration of USER ID & PASSWORD for Employee LOGIN IN eis Module/System for accessibility of report like. Pay Slip, GPF Status, Income Tax Calculation, Etc. |
| 37 | Physically Disabled. If chose yes, them complete details required to be filled in the option available online Form in EIS at Establishment →employee→Physical Disability Details. |
| **FORM: EIS/Q/2 (QUARTER ALLOTMENT DETAILS OF EMPLOYEE)** |
| 4 | Allotted to : Please choose one out of (Self/spouse/Relative/Other). Only in case of "Self" HRA is not admissible and Licence Fee/Rent will be required to fill. In all other cases only HRA will be not admissible as per rule. |
| 6 & 7 | Quarter Owned by and Custodian (Online filling of Details): There is one default value created in the System "Directorate of Estate". In case of "Departmental Pool" multiple Custodians can be created by the PAO office as applicable in the concerned Department/Ministry. The DDO may approach its PAO office for creation of Departmental Pool Custodians. |
| **FORM : EIS/L3 (LOAN/ADVANCE DETAILS OF EMPLOYEE)** |
| 1 | Select the Loan/Advance Type as per the details given. |
| 3 | Loan Amount Disbursed (Rs.): It is total amount of Loan/Advance taken by the employee. |
| 4 | If the repayment of Principal amount is still due the details of the "Principal" will be given in the columns No. 5 to 8. If the principal amount is fully recovered, the details of "Interest" will be appear in the columns No. 5 to 8. |
| 5 | Auto generated field equal to amount at Sl. No.3. |
| 6 | Instalment amount: This is required to be filled. Other Dtails at point No. 6 to 7 will be calculated by the system. |
| 8 | Last Instalment No. paid: It is the number of instalment up to which repayment has deducted in the Last Paid Salary. |