

ANNEXURE- V

Employee Data base Template in COSA for Regular DDOs as per recommendations of Thirteenth Finance Commission

Office Details: -

1. DDOCode
2. DDO Designation
3. Name of Office
4. Administrative Department
5. Office Address
6. Police Station
7. District
8. Pin Code
9. Office Phone Number

Employee Details: -

10. Employee Code (PF Account Number)
11. Employee Name
12. Date of Birth
13. PAN
14. Religion
15. Gender
16. Category (GEN / SC / ST/ OBC / PHC / Ex-service men/Others (Pis. Specify))
17. Father's Name
18. Mother's Name
19. Spouse Name
20. Department as mentioned in Bill
21. Establishment / Section / Bill Name
22. Salary Acquittance Section, if any
23. Service Type (GOI / GoWB)
24. Service Status (Permanent / Temporary / Contractual / Re-employment)
25. Group of Post (A/B/C/D)
26. Present Designation
27. Date of Appointment in Present Service
28. Name of Post/Designation at First Appointment
29. Date of Joining in Present Post
30. Date of Joining in Present Office
31. Whether on Deputation (Y/N)
32. Residential Status (Government Housing / Own / Rental / Spouse / Others)
33. If Government Housing, then Housing Scheme Name (Office Building / General Pool/ MIG/UG etc.)
34. If Government Housing, then Housing Type (Licensee / Assessed)
35. Present Residential Address
 - o Address
 - o Police Station
 - o Pin Code
 - o Contact Number
36. Permanent Residential Address
 - o Address
 - o Police Station
 - o Pin Code
37. Salary Receiving Option (RECS/EPS/Cash/Others)
38. Bank Account Details
 - o Bank & Branch Name
 - o IFS Code
 - o MICRCode
 - o BankAccoimt Number
39. Marital Status (Unmarried / Married / Widow(er)/ Divorcee)

40. Spouse Service Status (WB Government/ WB Undertaking/ GOI/ Others/ NA)
41. If Spouse is Government Employee, then Spouse Pay,
HRA 42. GISType(1983 / 1987)

43. G1S Group (A/B/C/D)

44. PF Account Type [GPF / AISPF / CPF)

45. GPF Group (A/B/C/D)

46. Entitlement to Pension (Defined Benefit/NPS/None of the two)

47. Whether present Pay Scale is Personal Scale (Y/N)

48. Whether Village Level Worker (Y/N)

49. ROPA Option (1998 / 2009/ Others, pis, specify)

50. Pay Scale

51. Date of Next Increment

52. Increment Amount in Rs.

53. Medical Allowance Option

54. Employee Salary Earnings Details (in Rs.)

a. Grade Pay

b. Basic / Pay Band Pay

c. Dearness Allowance

d. House Rent Allowance

e. Medical Allowance

f. Non-Practicing Allowance, if any

g. Other Pay / Allowances (Spl./Admn./Qualifying Pay, Dearness Pay, Personal Pay, Non-Practicing Pay, Ad-hoc Pay, Other Pay, Special Allowance, FC/FT Allowance, Hill Compensatory Allowance, Conveyance

Allowance, Other Allowance. Honorarium, Bonus, Deputation Allowance,

Consolidated Pay, Transport Allowance etc.)

55. Employee Salary Deduction Details (in Rs.)

a. GIS Insurance & Savings

b. Professional Tax

c. Income Tax

d. Housing License Fee etc.

e. PF Subscription, PF Arrear, PF Recovery

f. Other Deductions

g. Recovery of different Loans (Principal & Interest)

h. Out-of-Account Deductions