Form: EIS/B/1

DDO Code & Name: **Date:**

A	SNo	Particulars	Details										
Personal Details	1.	Type (Pensionable/ NPS)	**Pensionable Employee**							**NPS**			
	2.	Name (Shri/Mr/Smt/Ms./Km/Dr/Dr(Smt)	ABHINAV							CHOUDHARY			
	3.	Gender	✓ Male						Female				
	4.	Date Of Birth	1	0	0	6	1	9	9	1			
	5.	PAN No.	A	M	S	P	C	1	5	7	7	G		
	6.	Aadhaar No.	4	3	6	3	5	6	2	6	8	0	3	7
	7.	Date of Entry in Govt. service	1	2	0	9	2	0	2	0			
	8.	Superannuation Date											
	9.	Employee's Controller											
	10.	Date of joining above Controller											
Posting Details	11.	Current Office											
	12.	Date of Joining above Office											
	13.	City Class (where employee is working)	(City Class 'X', 'Y', 'Z')										
	14.	Current Post in the Office (Designation)											
	15.	Group (Attached to post)	(Group 'A, 'B, 'C)										
	16.	Date from which working in Current Post											
	17.	Current Posting Mode											
Pay Details	18.	Pay Commission	7th Pay Commission										
	19.	Pay Level	LEVEL	1	0								
	20.	Basic Pay	56,100/-										
	21.	Pay w.e.f. Date											
	22.	Next Increment Date											
PF / NPS Details	23.	PF Type	G.P.F				✓ N.P.S						
	24.	A/c Maintained By (PF Agency)	PAO -										
	25.	PF Series											
	26.	PF / PRAN No.											
CGEGIS/CGHS/ Category Details	27.	CGEGIS Applicable?	Central Government										
	28.	Current CGEGIS Group	(Group 'A, 'B, 'C')										
	29.	Membership Date (in this Group)	0	1	0	1							
	30.	CGHS Deduction Applicable (Y / N)	YES			NO							
	31.	CGHS Card No #											
	32.	Category	GENERAL		(General, OBC, SC, ST)								
	33.	Ex-Serviceman(Y / N)	YES		✓ NO								
ID/ Contact Details	34.	Employee code by employer#											
	35.	Mobile No.	8	8	6	0	3	4	9	3	9	9	
	36.	E-Mail	abhinav.choudhary03				@	gmail.com					
	37.	Physically Disabled?	YES		✓ NO								
Bank Details	38.	IFSC Code	S	B	I	N	0	0	3	0	0	5	8
	39.	Bank Name	STATE BANK OF INDIA										
	40.	Bank Branch	GAROTH										
	41.	Bank Saving A/c No	6	3	0	4	2	6	7	2	5	4	5

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)		

Quarter Allotment Details

Name:					PAN:						Date:				
SNo.	**A. Quarter Location**														
1.	(AAN) Allotee Account No														
2.	Address 1														
3.	# Address 2														
	B. Allotment Details														
4.	Allotted to		(Self/Spouse/Relative/Others)		**Date Occupied**										
5.	# Allotment Letter No.				# Date										
	C. Rent details														
6.	Quarter Owned by				(Directorate of Estate/Departmental Pool/Other Pool)										
7.	Custodian														
8.	Quarter Type				(Type-I/II/III/IV/V/VI/VII/VIII etc.)										
9.	Rent Status		(Rented/Rent Free)		Licence Fee/Rent (Rs.)										
10.	#Additional Rent-1 (Rs.) *(Electrical Charges)*				# Water Charge (Rs.)										
11.	# Garage Rent (Rs.)				# Service Charge (Rs.)										

-----------------x-----------------------x------------------------

Loan/Advance already taken by employee

Name:				PAN:			Date:		
SNo.	**A. Disbursement Details**								
1.	Loan / Advance								
	(Additional HBA / Car Advance/Computer Advance/GPF Adv Group ABC/ HBA Extension/HBA for Construction/House Building Advances/Scooter Advance)								
2.	Sanction Order No. #					San. Order Date#			
3.	Loan Amount Disbursed (Rs)								
	B. Recovery Schedule for								
4.						**Principal**		**Interest**	
5.	Total Loan Taken (Rs.) / Total Interest Amount (Rs.)		**OR**						
6.	Instalment Amount			No. of Instalment including Odd instalment					
7.	Odd Instalment Amount			Odd Instalment No.					
8.	Last Instalment No. paid								

Signature of the Officer/Official

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 Service 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 changed further.
7. Date of joining / entry in the Government Service (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 – Selectfrom 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"/ "Reversion(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 should 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 year, 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 allotted by DDO internally.
35. & 36.Mobile No. and E-Mail. It is mandatorily required for generation 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 chosen Yes, then 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/Others). 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/L/3 (Loan / Advance Details of Employee)

Note: In case of more than one Loan/Advance please fill Separate form for each type.

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 Details 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.