

## **----- FIELD DESCRIPTION -----**

- **EMP\_AREA\_CODE**

These are the first 3 letters of your user ID

Example: **ABC12345AA678** => EMP\_AREA\_CODE : **ABC**

- **EMP\_REG\_SERIAL\_NO**

These are the next 5 letters of your user ID after emp\_area\_code

Example: **ABC12345AA678** => EMP\_REG\_SERIAL\_NO **12345**

- **EMP\_SUB\_AREA\_CODE**

These are the next 2 letters of your user ID after emp\_reg\_serial\_no

Example: **ABC12345AA678** => EMP\_SUB\_AREA\_CODE : **AA**

- **EMP\_SUB\_SERIAL\_NO**

1) These are the last 3 letters of your user ID

Example: **ABC12345AA`678** => EMP\_SUB\_SERIAL\_NO **678**

2) If you don't have a sub-branch, you are supposed to put 1 space.

Example: **ABC12345AA (space)** => EMP\_SUB\_SERIAL\_NO : **(space)**

- **NAME**

This is the unique username of yours which is a combination of your first and last name.

Do make sure that the field consisting of your name should not consist of any comma(,)

Example: **Ip Name**

- **EOBI\_NO**

This is the unique number allotted to the user.

Example: **1234A456789** => EOBI\_NO : **1234A456789**

- **CNIC**

This is the Computerized National Identity Card number separated by two dashes (-). This is also known as New NIC No.

Example: **11111-1111111-1** => CNIC : **11111-1111111-1**.

- **NIC**

This is the National Identity Card number separated by two dashes (-).

Example: **107-81-422257** => NIC: **107-81-422257**.

- **DOB**

This is your date of birth which includes the date, the month in words, and then the year in numbers. It is also separated by dashes(-).

Example: **01-Jul-22** => DOB : **01-Jul-22**

- **DOJ**

This is your date of joining, which is the first working day of the insured person that includes the date, the month in words, and then the year in numbers. It is also separated by dashes(-).

Example: **01-Jul-22** => DOJ : **01-Jul-22**

- **DOE**

This is your date of exit, which is the last working day of the insured person that includes the date, the month in words, and then the year in numbers. It is also separated by dashes(-).

Example: **01-Jul-22** => DOE : **01-Jul-22**

- **NO\_OF\_DAYS\_WORKED**

This counts as the tenure of the insured person's service span for the current month.

Example: **30/31** => Only If the person has worked for the complete month, otherwise, as per the days he has worked.

- **From\_Date**

Usually this is the first date of the month, but if the person is a new joiner then the date of his joining is the date on which the insured person started working for the current month.

Example: **01-Jul-22**

- ***To\_Date***

Usually this is the last date of the month, but if the person is leaving after half of the month then date of his exit is the date on which the insured person stopped working for the current month.

Example: **15-Jul-22 / 31-Jul-22.**