



भारत सरकार GOVERNMENT OF INDIA
वित्त मंत्रालय MINISTRY OF FINANCE
राजस्व विभाग DEPARTMENT OF REVENUE

सीमाशुल्क आयुक्त का कार्यालय
OFFICE OF THE COMMISSIONER OF CUSTOMS

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तारीख Dated : 21.12.2017

प्रशासनिक परिपत्र ADMINISTRATIVE CIRCULAR No. 09/2017

विषय : सीबीईसी के फील्ड फॉर्मेशनों में पीएफएमएस पोर्टल पर कर्मचारी सूचना प्रणाली (EIS) मॉड्यूल एवं चेक आहरण एवं वितरण अधिकारी (सीडीडीओ) माड्यूल - संबंधित

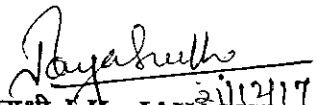
Sub : Employees Information System (EIS) Module & Cheque Drawing & Disbursing Officer (CDDO) Module in the field formation of CBEC on PFMS Portal - Reg.

महानियंत्रक लेखा, व्यय विभाग ने सलाह दी है कि वेतन का भुगतान करने, वेतन बिल तैयार करने, लाइसेंस फीस, सीजीएचएस की वसूली करने और वेतन आदि के वितरण आदि के लिए जनवरी, 2018 से कर्मचारी सूचना प्रणाली (ईआईएस) मॉड्यूल को कार्यान्वित किया जाए।

The Controller General of Accounts, Deptt of Expenditure has advised that the Employee Information System (EIS) Module is to be implemented to make salary payments, preparation of Salary Bills, recoveries on account of Licence fees, CGHS and disbursements of salary etc. wef **January, 2018**.

डीडीओ द्वारा जिन अधिकारियों का वेतन बनाया जाता है उनकी जानकारी ईआईएस मॉड्यूल के मास्टर डाटा बेस में भरी जानी है इसलिए सभी अधिकारी/स्टाफ से अनुरोध है कि वे संलग्न प्रपत्र के अनुसार वैध विवरण दिनांक **28.12.2017** को या इससे पहले प्रस्तुत करें।

The information regarding the employees whose salary is prepared by the DDO shall have to entered in the Master data base in the EIS Module therefore all the Officers/Staff are hereby requested to furnish their valid details as per format attached on or before **28.12.2017**.


(आई.के. जयश्री I.K. JAYASHREE)

मुख्य लेखा अधिकारी CHIEF ACCOUNT OFFICER

सेवा में To

All Officers/Sections

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 – 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”/ “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.

DDO Code & Name:

Date: Form: EIS/

A	SNo	Particulars	Details															
Personal Details	1.	Type (Pensionable/ NPS)	Pensionable Employee												NPS			
	2.	Name (Shri/Mr/Smt/Ms./Kum/Dr/Dr(Smt)																
	3.	Gender	Male												Female			
	4.	Date Of Birth																
	5.	PAN No.					P											
	6.	Aadhaar No.																
	7.	Date of Entry in Govt. service																
	8.	Superannuation Date																
	9.																	
	10.	Date of joining above Controller																
Posting Details	11.																	
	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	7 th Pay Commission															
	19.	Pay Level	LEVEL															
	20.	Basic Pay																
	21.	Pay w.e.f. Date																
	22.	Next Increment Date																
PF / NPS Details	23.	PF Type	G.P.F												N.P.S			
	24.		PAO -															
	25.																	
	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, OBC, SC, ST)															
	33.	Ex-Serviceman(Y / N)	YES				NO											
ID/ Contact Details	34.	Employee code by employer																
	35.	Mobile No.																
	36.	E-Mail													@			
	37.	Physically Disabled?	YES				NO											
Bank Details	38.	IFSC Code																
	39.	Bank Name																
	40.	Bank Branch																
	41.	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)														

Quarter Allotment Details

Name:

PAN:

Date:

SNo. A. Quarter Location

1. (AAN) Allottee 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-I (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