



**ACCOUNTANT GENERAL**  
**AZAD GOVT: OF THE STATE OF JAMMU AND KASHMIR**  
**Amendment form Single Employee Entry (Form PAY03)**



1- DDO Code         
 (Cost Centre) 2-Description

3-Date:

4-Page No.

5-Office of the  6-For the month of,  /20

7,8 and 9 Employees Personal No., Name and ID Card No.										10-Efective Date						17 Stop/Start Salary		Remarks	
10-Infotype										11-Field ID		12-New Contents				13-Wage Type		14-Amount (Payments/Deductions)	
																15-Rupees		16-Adj	

18 Prepared By

19-Audited and Checked By

20- Entered and Verified By

**FORM : PAY03 - INSTRUCTIONS****General Instructions**

- A This form is to be used to enter monthly monetary and non-monetary adjustments.
- B This form is to be used for adjustments in Payroll area only.
- C This form is to be used to enter adjustment for multiple employees within a DDO.
- D Dates are to be included in the following format: DD / MM / YYYY
- E For List of Codes please refer to List of Codes provided to support these Input Forms

**Specific Instructions**

- 1 Write DDO Codes. 2-Enter the Description of the DDO Code.
  - 3 Add the date of submission of this form.
  - 4 Add the page number of this form.
  - 5 Add the office name : e.g. Ministry of Education.
  - 6 Add the month to which this adjustment relates. E.g. October
  - 7 Add Computer Generated Personnel Number. This is an eight digit code in the new SAP system,
  - 8 Add name of the employee.
  - 9 Add National ID Card Number. This is a 11 or 13 Digit code (depending upon issuing authority).
  - 10 Please refer to List no16 and choose the info type.
  - 11 Required Field ID may be selected from Form PAY01. These are Non-Monetary changes. E.g. change of Address.
  - 12 Enter the new contents of change. E.g. 12345678910 as a change in NIC Number.
  - 13 Refer to List # 15 from the Lists of Codes .
  - 14 These are Monetary changes. E.g. Change of amount in an recurrent payments/deductions.
  - 15 Add Amount in Rupees
  - 16 Add "P" if the adjustment is in the form of "Payment". Add "D" if the adjustment is a "Debit" adjustment.
  - 17 In case salary is to be stopped for this employee select "Stop". Where salary payment of an employee whose payment was stopped is to be revived, select "Start".
- 18 Name and Signature of person preparing this form.
  - 19 Name and Signature of certifying officer.
  - 20 Name and Signature of person who has entered and verified this form.