



ACCOUNTANT GENERAL
AZAD GOVT: OF THE STATE OF JAMMU AND KASHMIR
Employee Master File Creation Form



FILLING THE FORM

One form is to be filled in for each employee of Govt, Servant. The form may be filled in by the officer/ government servant himself/herself or by D.D.O of his department on his/her behalf. It must be carefully noted that the data collected through this form will serve as the foundation of the computerized payroll system. Any discrepancy in the data at this stage may cause problems for the government servant concerned. Which may be difficult to rectify latter? It is, therefore, extremely necessary and important that the data supplied on this form is correct, accurate and complete. The government servant concerned will himself/herself be responsible for supplying any incorrect data.

FOLLOWING INSTRUCTIONS MUST BE FOLLOWED WHILE FILLING THIS FORM.

- 1 The form must be filled in only in English and legible handwriting.
- 2 Only ball point must be used for writing on this form.
- 3 Cutting, scoring off and over writing must be completely avoided.
- 4 Nothing should be written outside the given squares.
- 5 Each square should contain only one character or digit.
- 6 Old and new National Identity Card No. will be used in the computer to identify each Govt. Servant. Therefore, while writing this extra care must be excercised to ensure correct recording. Attested photocopy of ID Card should be enclosed with this form.
- 7 All alphabetic information must be written in BLOCK LETTERS and from left-hand side to write-hand side, starting from the extreme left square of the entry. Any square that remains unused towards the right-hand side of the entry must be left blank.

Name

Last Name

A	Y	U	B		K	H	A	N											
---	---	---	---	--	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--

First Name

S	A	R	D	A	R		M	U	H	A	M	M	A	D					
---	---	---	---	---	---	--	---	---	---	---	---	---	---	---	--	--	--	--	--

- 8 Numeric information must be written from write-hand side. Any square that remain unused towards the left-hand side of the entry must be filled with zeros e.g.

Amount

0	0	0	0	7	8	6
---	---	---	---	---	---	---

Date

2	2	/	1	4	/	1	9	8	5
---	---	---	---	---	---	---	---	---	---

01 Office of The _____

02 For the Month of _____ / 20 _____

03 DDO Code (Cost Center)

--	--	--	--	--	--

04 DDO Description

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Person No. (to be assigned by AG office)

--	--	--	--	--	--	--	--

56 Leaves - Infotype 2001

Code				Description	Balance

Code				Description	Balance

Bank Detail - Infotype 0009

57 Bank Branch (Bank Key)

--	--	--	--	--	--	--	--

58 Postal Code

--	--	--	--	--	--	--	--

59 City

--	--	--	--	--	--	--	--	--	--

60 Bank Account No.

--	--	--	--	--	--	--	--	--	--

61 Payment Method

--

GP Fund Subscription - Infotype 0057

62 GPF Wage Type

--	--	--	--

63 GPF Subscription

--	--	--	--	--	--	--	--

GP Fund - Infotype 920264 Interest Applied: Yes NO

65 GPF Balance

--	--	--	--	--	--	--	--

66 GPF Balance Date (DD/MM/YYYY)

		/			/				
--	--	---	--	--	---	--	--	--	--

67 Old GPF Account No.

--	--	--	--	--	--	--	--	--	--

Create Date Specification - Infotype 00041

(DD/YY/MMMM)

68 Date Appointed as Gazetted Officer

		/			/				
--	--	---	--	--	---	--	--	--	--

69 Suspension Date

		/			/				
--	--	---	--	--	---	--	--	--	--

70 Expiry of Adhoc/Contract date

		/			/				
--	--	---	--	--	---	--	--	--	--

Internal Data - Infotypen 0032

71 Previous Personal No./Old NIC No

--	--	--	--	--	--	--	--	--	--

72 National Tax No.

--	--	--	--	--	--	--	--	--	--

73 Leave Without Pay

--	--	--

74 Cash Center :

--	--	--	--	--	--	--	--	--	--

Family Information - Infotype 0021

(75)

S.No.	Relation - 1	Last Name -2	First Name -3	Nominee - 4	Gender -5	DOB- 6
1						
2						
3						
4						

General Instructions

- A This form is to be used at the time of hiring of a new employee.
- B This form can also be used at the time of hiring a GP Fund only employee.
- C Dates are to be included in the following format: For example: To Input 1 January 2002 use 01/01/2002
- D For List of Codes please refer to List of Codes provided to support these Input Forms
- E As a general rule where the following is seen:

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The boxes imply that there is a code that go into the field. The Description will follow on the line provided. For Example:

DDO Code (Cost Center)

M	Z	0	1	2	2	SHEIKH KHALIFA BIN ZAID HOSPITAL, (CMH)
---	---	---	---	---	---	---

CODE

DESCRIPTION

Specific Instructions:

- 1 Add the office name : e.g. DISTRICT SPORTS OFFICE MUZAFFARABAD
- 2 Add the effective month e.g. October.
- 3 Refer to List # 3 from the Lists of Codes .
- 4 Enter the Description of the DDO Code.
- 5 Enter Date when this Information is entered in the computer in DAO/AG Office.
- 6 Refer to List # 1 from the Lists of Codes
- 7 Refer to List # 2 from the Lists of Codes
- 8 Self Explanatory
- 9 Self Explanatory
- 10 Date of Birth
- 11 Self Explanatory
- 12 Refer to List # 3 from the Lists of Codes
- 13 Self Explanatory
- 14 Enter your last name: e.g. Name is Mr. Javed Saleem Arif, Last Name will be : Saleem Arif
- 15 Enter your first name: Using the above example, First Name will be :Javed
- 16 Full Father's or Husband's Name
- 17 Self Explanatory e.g. Kotli
- 18 Self Explanatory. Options can be Single, Married, Widow, Divorced, Unknown
- 19 Self Explanatory e.g. Muzaffarabad.
- 20 If applicable when did an employee get married.
- 21 Refer to List # 4 from the Lists of Codes
- 22 Self Explanatory
- 23 Self Explanatory e.g. Pakistani
- 24 Self Explanatory e.g. Islam
- 25 Write DDO Codes
- 26 Write DDO Codes
- 27 Refer to List # 5 from the Lists of Codes
- 28 Tick the appropriate Contract with a Government.
- 29 Tick the appropriate Code
- 30 Refer to List # 6 from the Lists of Codes or write designation
- 31 Refer to List # 7 from the Lists of Codes
- 32 Write concerned fund section (GPF Section = 001)
- 33 Write payroll/GA Section, e.g. (PR-II = 002)
- 34 In case of Civil Armed Forces write Buckle Number.
- 35 Self Explanatory
- 36 Self Explanatory
- 37 Self Explanatory
- 38 Self Explanatory
- 39 Self Explanatory
- 40 Self Explanatory
- 41 Add Phone Number here
- 42 Self Explanatory (Government Accomodation)
- 43 Self Explanatory
- 44 Self Explanatory
- 45 Self Explanatory
- 46 Self Explanatory
- 47 Self Explanatory
- 48 Self Explanatory

- 49** Add Phone Number here
- 51** Refer to List # 8 from the Lists of Codes
- 53** Self Explanatory
- 55** Wage Type : Refer to List #10 from the Lists of Codes Add Description using the list. And Enter the Amount in Rupees
- 56** Refer to List # 11 from the list enclosed with these instructions.
- 57** Write Bank/Branch name with codes. List No. 14
- 59** Self Explanatory
- 61** Refer to List #12 from the Lists of Codes
- 63** This is an Amount Column as shown in List #13
- 65** This is an Amount Column for GPF Balance, Be verified from GPF Section.
- 66** Date on which this balance exists.
- 67** Old GP Fund Account Number is a 11 digit GP Fund Number.
- 68** Self Explanatory
- 70** Self Explanatory
- 72** Self Explanatory
- 74** Self Explanatory
- 76** Wage Type : Refer to List #15 from the Lists of Codes or Write Description of the Allowance and Enter the Amount
- 77** Wage Type : Refer to List #15 from the Lists of Codes or Write Description of the Allowance and Enter the Amount
- 78** Self Explanatory.
- 50** Self Explanatory (Government Accomodation)
- 52** Refer to List # 9 from the Lists of Codes
- 54** Self Explanatory (Stage of the Grade)
- 58** Self Explanatory
- 60** Enter Employee Bank Account Number here.
- 62** Refer to List #13 from the Lists of Codes.
- 64** Self Explanatory.
- 69** Self Explanatory
- 71** Self Explanatory
- 73** Self Explanatory
- 75** Enter Nominee/Family Info here