



ACCOUNTANT GENERAL
AZAD GOVT: OF THE STATE OF JAMMU AND KASHMIR
Amendment form Single Employee Entry (Form PAY02)



1-Date: _____

2-Page No. _____

3-Office of the _____

4-For the month of, _____ /20

5- DDO Code
 (Cost Center) 6-Description

7-Personal No.
 8-Employee Name _____

9-NID Card No.
 10-Grade 11 Salary Status Start Stop

12-General Data Change				17-Change in Payments / Deductions				21-Effective Date	22-Remarks
13-Infotype	14-Field ID	15-New Contents	16-Wage Type	18-Amount					
				19-Rupees		20-Adj			

23 Prepared By _____

24-Audited and Checked By _____

25- Entered and Verified By _____

FORM : PAY02 - 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 single employee only.
- 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
- F** As a general rule where the it is seen:

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The boxes imply that there is a code that go into the field.

Specific Instructions

- | | |
|--|--|
| <ul style="list-style-type: none"> 1 Add the date of submission of this form. 2 Add the page number of this form. 3 Add the office name : e.g. Ministry pf Commerce/ Govt High School No.2 Plate. 4 Add the month to which this adjustment relates, e.g. October 5 Write DDO Code 6 Enter the Description of the DDO Code. 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 Self Explanatory 11 In case salary is to be stopped for this employee select "Stop". Where salary payment of an employee whose pament was stopped is to be revived, slect "Start: 12 These are Non-Monetary changes, e.g. change of Address. 13 Refer to (Infotype List) List # 16 from the Lists of Codes and select the info type e.g. 0009 for change of bank account number. 14 Choose the field that requires adjustment. E.g. 60 for change in Bank account number. 15 Enter the new contents of change. E.g. bank account number PLS 2779-5 16 Refer to List # 15 from the Lists of Codes . | <ul style="list-style-type: none"> 17 These are Monetary changes. E.g. Change of amount in reccurent payments/ deduction (allowances). 19 Add Amount in Rupees and Paisa 20 Add "P" if the adjustment is in the form of "Payment".
Add "D" if the adjustment is in the form of "Debit" Adjustment. 21 Add date from which this change becomes effective. 22 Add any remarks. 23 Name and Signature of person preparing this form. 24 Name and Signature of certifying officer. 25 Name and Signature of person who has entered and verif |
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