DATA INPUT SHEET FOR EMPLOYEE PAYMENTS

1. Department :
2. DDO Name :
3. DDO Code :
4. Head of Account :

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1. Employee’s Name :
2. Employee’s Designation :
3. Non Plan/Plan :
4. Permanent/Temporary
5. Gazetted /Non Gazetted
6. For Permanent G.O No : Dt:
7. For Temporary G.O No : Dt:

Continued upto

1. Pay Scale Applicable :
2. Pay as on 01.01.2012 :
3. Date of last Increment :
4. Earning Particulars
5. Pay :
6. Special Pay :
7. Personal Pay :
8. P.P(E.P) :
9. D.A Amount :
10. H.R.A Amount :
11. C.C.A :
12. P.H.A :

ALLOWANCE

1. O.C.A :
2. Others Name : Amount : Rs
3. Others Name : Amount : Rs
4. Others Name : Amount : Rs
5. Others Name : Amount : Rs
6. Others Name : Amount : Rs

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Total Rs

16.LOANS AND ADVANCES DRAWN :

1. H.B.A : Amount : Rs Date:
2. H.B.A (Repair) : Amount : Rs Date:
3. Motar Car Advance : Amount : Rs Date:
4. Motar CycleAdvance : Amount : Rs Date:
5. Marriage Advance : Amount : Rs Date:
6. CycleAdvance : Amount : Rs Date:
7. Computer Advance : Amount : Rs Date:
8. L.T.C

A)Home Town : Amount : Rs Date:

B)Any where in A.P : Amount : Rs Date:

1. Medical Reimbursment : Amount : Rs Date:
2. P.T.A : Amount : Rs Date:
3. Pay Advance : Amount : Rs Date:
4. Leave salary Advance : Amount : Rs Date:
5. Festival Advance : Amount : Rs Date:
6. Educational Advance : Amount : Rs Date:
7. Special Festival Adv(APCO) : Amount : Rs Date:
8. G.P.F Advance Temporary/P.F: Amount : Rs Date:
9. Educational Fee Concession: Amount : Rs Date:
10. Surrender Leave : Amount : Rs Date:
11. Others Name : Amount : Rs Date:
12. Others Name : Amount : Rs Date:
13. Others Name : Amount : Rs Date:
14. Others Name : Amount : Rs Date:
15. Others Name : Amount : Rs Date:

Certified that the above particulars are correct. If at a later date any of them are found incorrect I will be personally responsible for the lapse.

 Signature of the Drawing and

 Disbursing Officer