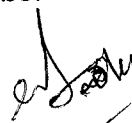


NOTE

Please find attached the proforma to be filled in by each and every officer/staff member in connection with preparation of salaries for the month of November-2017 onwards which needs to be submitted to the Accounts Section **on or before 23.11.2017.**

The filled in proforma should be duly signed by the individual and copies of PAN card and AADHAR card should be enclosed to the proforma. The detailed proforma is available in Custom House website.


20.11.17
DDO / Asst. Commissioner(Accounts)

To
All Officers and staff

PROFORMA

(To be filled in CAPITAL LETTERS)

PERSONAL DETAILS	
Type (Pensionable/NPS)	
Name (FULL)	
Gender	
Date of Birth	
PAN No. (Copy is to be enclosed)	
Aadhaar No. (Copy is to be enclosed)	
Date of Entry in Govt. Service	
Employee's Controller	
Date of joining above Controller	

POSTING DETAILS	
Current Office	
Date of Joining above office	
City Class (where employee is working) X/Y/Z	
Current Post in the Office (Designation)	
Date from which working in Current Post	
Current Posting Mode General/Open Selection/ICT	

PAY DETAILS	
Pay Commission	
Pay Level	
Basic Pay	
Pay w.e.f. Date	
Next Increment Date	

PF/NPS DETAILS	
PF Type	
PF/PRAN A/c No.	

CGEGIS/CGHS CATEGORY DETAILS	
CGEGIS Applicable? (Yes/No)	
Current CGEGIS Group	
Membership Date(in this Group)	
CGHS Deduction Applicable (Yes/No)	
CGHS Card No.	
Category (General/Other)	
Ex-Serviceman(Yes/No)	

ID/CONTACT DETAILS	
Employee Code by employer (Identity card no.)	
Mobile No.	
E-Mail	
Physically Disabled? (Yes/No)	

BANK DETAILS	
IFSC Code	
Bank Name	
Bank Branch	
Bank Saving Account Number	

GOVERNMENT QUARTERS ALLOTMENT	
<u>Quarter Location:</u>	
(AAN) Allottee Account No.	
Address	
<u>Allotment Details:</u>	
Allotted to	
Date occupied	
Allotment Letter No.	
Date of Allotment letter	
<u>Rent Details:</u>	
Quarter owned by	Directorate of Estate
Custodian	Directorate of Estate
Quarter Type and size	
Rent status	Rented
Licence Fee/Rent	
Additions Rent(electricity charges)	
Water charges	
Garage Charges	
Service Charges	

LOANS ALREADY TAKEN	
<u>Disbursement Details</u>	
Loan/Advance(Type)	
Sanction Order No.	
Sanction Order Date	
Loan Amount Disbursed(Rs.)	

GPF Account No. Allotment / General Information

Module : GPF

DDO Code/Name

PF AC No.

Subscriber's

Type:

Name:

Desg.:

F/H Name:

Date Of

Birth: 17/11/2017

Joining Govt.:

17/11/2017

Casual Labourer regularised under 10 September 1993 scheme

Superannuation

17/11/2017

Commencement of Subscription

(Year/Month):

Nomination Letter

Number / Date:

17/11/2017

Basic Emoluments:

File No.:

Ledger No.:

Folio:

PAN No.:

AADHAAR No.:

NOMINEE DETAILS

ID	Name	Relationship	Address	ShrType	Amt/Per	Age Dtls	Invalid Nom

f Accounts
nditure