

ANNEXURE-V

**Employee Data base Template in COSA for Regular DDOs as per
Thirteenth Finance Commission**

Employee Details:-

1. Employee Code (PF Account Number):-
2. Present Department:
3. Employee Name:
4. Date of Birth:-...../...../.....
5. Qualifications:-..... Which Stream:-.....
6. PAN:-.....
7. Religion:-.....
8. Gender:-.....
9. Category:-.....
[Gen / SC / ST / OBC / PHC / Ex-service men / Others (Pls. Specify)]
10. Father's Name:-.....
11. Mother's Name:-.....
12. Spouse Name:-.....
13. Department as mentioned in Bill:-
14. Establishment / Section / Bill Name:-
15. Salary acquaintance Section, if any:-
16. Service Type [GOI / GOWB]:- ...**GOWB**..
17. Service Status:-
- [Permanent / Temporary / Contractual / Re-employment]
18. Category of Post:- [Teaching/Officer/Non-teaching staff]
19. Present Designation:-.....
20. Date of joining in Present Post:-.....
21. Name of Post / Date of Joining at First Appointment:-.....
22. Date of Joining in Present Post:-.....
23. Date of Joining in Present Office:-
24. Whether on Deputation :- (Y / N)
25. Residential Status:-.....
[Government Housing / Own / Rental / Spouse / Others]
26. If Government Housing, then Housing Scheme Name:-.....
[University Building / Other Govt. Building]
27. If Government Housing, then Housing Type:-.....
[Hostel type / Full Quarter]

28. Present Residential Address:-

- ❖ Address
- ❖ Police Station Pin Code
- ❖ Contact Number

29. Permanent Residential Address:-

- ❖ Address
- ❖ Police Station Pin Code

30. Salary Receiving Option:- **BANK TRANSFER (RECS)**
[RECS / EPS / Cash / Others]

31. Bank Account Details:-

- ❖ Bank & Branch Name:-
- ❖ IFS Code:- MICR Code:-.....
- ❖ Bank Account Number:-

32. Marital Status:-.....
[Unmarried / Married / Widow(er) / Divorcee]

33. Spouse Service Status:-.....
[WB Government / WB Undertaking / GOI / Others/NA]

34. If Spouse is Government Employee, then Spouse Pay, HRA:-.....

35. GIS Type:-[1983 / 1987].....**1987**...

36. GIS Group:-[A/B/C/D].....

37. PF Account Type:-[GPF / CPF].....

38. GPF Group:-[A/B/C/D]

39. Entitlement to Pension:- [Defined Benefit/NPS/None of the two]

40. Whether Present Pay Scale is Personal Scale:-[Y/N]

41. Whether Village Level Worker:-[Y/N]

42. ROPA Option:-[1998 / 2009 / Others, pls specify]

43. Pay Scale:-.....

44. Date of Next Increment:-.....

45. Increment Amount in Rs.:-.....

46. Medical Allowance Option:-.....

47. Employee Salary Earnings Details (in Rs.):.....

- A) Grade Pay.....
- B) Basic / Pay Band Pay.....
- C) Dearness Allowance.....
- D) House Rent Allowance.....
- E) Medical Allowance.....

- F) Non-Practicing Allowance, if any.....
- G) Cash Allowance.....
- H) Tiffin Allowance.....

I) Misc Allowances.....

[Spl. / Admn./ Qualifying Pay, Dearness Pay, Personal Pay, Non-Practicing Pay, Ad-hoc Pay, Other Pay, Special Allowance, FC/FT Allowance, Hill Compensatory Allowance, Conveyance Allowance, Other Allowance, Honorarium, Bonus, Deputation Allowance, Consolidated Pay, Transport Allowance, Confidential Allowance, HD Allowance, Library Allowance, Arrear pay etc.]

48. Employee Salary Deduction Details (in Rs.):-

- A) PF Subscription
- B) PF Arrear.....
- C) Vol. Sub to PF.....
- D) PF Recovery.....
- E) Professional Tax.....
- F) Income Tax.....
- G) Mediclaim
- H) HBL (C.U)
- I) HBL (Co-op).....
- J) GSLI.....
- K) Co-op (Old).....
- L) Co-op (New).....
- M) Thrift Fund
- N) SSLIP.....
- O) Festival Advance.....
- P) Association Amount.....
- Q) Rent.....
- R) Electric Charges.....
- S) Revenue Charges.....
- T) Car- Pool.....
- U) Car – Shed Rent.....
- V) ESI.....
- W) Medical Aid Fund.....
- X) Recovery of Excess Salary.....
- Y) Other (if any).....

[Those employees who draw their salary through Co-operative (Staff Co-operative or Old Co-operative) are requested to write the name of their respective Co-operative in the space provided for Bank A/c details (Sl. No.31).]