


No. 01-11/2018-PB
Government of India/भारत सरकार
Ministry of Communications /संचार मंत्रालय
Department of Telecommunications/दूरसंचार बिभाग
Sanchar Bhawan, 20, Ashoka Road, New Delhi-1/संचार भवन 20, अशोका रोड, नईदिल्ली-1

Dated 15th July, 2019

CIRCULAR

Subject: Implementation of Employees Information System (EIS)- submission of employee details- regarding.

In continuation of this office circular of even number dated 2nd July, 2019, on the above mentioned subject, the PFMS-EIS proforma in respect of deputation cases and Annexures are enclosed for uploading in the download Forms section of DoT website.



(G Baskaran)
Director (A/Cs.II)
Ph. No. 011-23036185
dirac2-dot@nic.in

To

Director(IT) DoT.

The form shall be filled with due diligence. For any doubts/clarifications please contact Pay Bill /Admin Section.

DDO Code: 205155

Date:

A	SNo	Particulars	Details													
Personal Details	1.	Type (Pensionable/ NPS)	Pensionable Employee						NPS (Joined service on or after 01.01.2004)							
	2.	Name (Shri/Mr/Smt/Ms./Km/Dr/Dr.	First				Middle				Last					
	3.	Gender	Male						Female							
	4.	Date Of Birth	D	D	M	M	Y	Y	Y	Y						
	5.	PAN No. (please enclose copy)														
	6.	Aadhaar No. (please enclose copy)														
	7.	Date of Entry in Govt. service	D	D	M	M	Y	Y	Y	Y						
	8.	Date of Regularization in Govt. Service	D	D	M	M	Y	Y	Y	Y						
	9.	Employee's Controller	TELECOMMUNICATIONS													
	10.	Date of joining above Controller	D	D	M	M	Y	Y	Y	Y						
Posting Details	11.	Current Office														
	12.	Date of Joining above Office	D	D	M	M	Y	Y	Y	Y	Forenoon/Afternoon					
	13.	City Class (where employee is working)	(City Class 'X', 'Y', 'Z')													
	14.	Current Post in the Office (Designation)														
	15.	City Class for TA	(City Class 'X', 'Y', 'Z')													
	16.	Date from which working in Current Post	D	D	M	M	Y	Y	Y	Y						
	17.	Current Posting Mode(If Deputation fill Annexure 'A or AA')														
Pay Details	18.	Pay Commission	7 th Pay Commission													
	19.	Pay Level	LEVEL													
	20.	Basic Pay														
	21.	Pay w.e.f. Date	D	D	M	M	Y	Y	Y	Y						
	22.	Next Increment Date	D	D	M	M	Y	Y	Y	Y						
PF / NPS Details	23.	PF Type	G.P.F						N.P.S (If NPS fill only PRAN No.)							
	24.	A/c Maintained By (PF Agency)	PAO -													
	25.	PF Series														
	26.	PF / PRAN No.														
CGEGIS/CGHS/ Category Details	27.	CGEGIS Applicable?	Central Government													
	28.	Current CGEGIS Group	(Group 'A', 'B', 'C')													
	29.	Membership Date (in this Group)	0	1	0	1	Y	Y	Y	Y						
	30.	CGHS Deduction Applicable (Y / N)	YES				NO									
	31.	CGHS Card No #														
	32.	Category	(General, OBC, SC, ST)													
	33.	Ex-Serviceman(Y / N)	YES				NO									
ID/ Contact Details	34.	Employee code by employer#														
	35.	Mobile No. (Mandatory)														
	36.	E-Mail (Official mail id, Mandatory)							@							
	37.	Physically Disabled?	YES				NO				If Yes fill Annexure 'B'					
	38.	PLI No.														
Bank Details	39.	IFSC Code														
	40.	Bank Name														
	41.	Bank Branch														
	42.															

43.	Bank Saving A/c No (Attach a copy of cancelled cheque/passbook)																		
B. Have taken Govt. Quarter?		YES	NO	C. Have Loan details?		YES	NO												
(If YES, please fill Form: EIS/Q/2)				(If YES, please fill Form: EIS/L/3)															

Form: EIS/Q/2

Quarter Allotment Details

Name:				PAN:				Date:											
S No.	A. Quarter Location		GPRA CITY LOCATION:-																
1.	(AAN) Allotee Account No																		
2.	Address 1																		
3.	# Address 2																		
B. Allotment Details																			
4.	Allotted to		(Self/Spouse/Relative/Others)	Date Occupied	D	D	M	M	Y	Y	Y	Y							
5.	# Allotment Letter No.			# Date	D	D	M	M	Y	Y	Y	Y							
C. Rent details																			
6.	Quarter Owned by			(Directorate of Estate/Departmental Pool/Other Pool)															
7.	Custodian																		
8.	Quarter Type			(Type-I/II/III/IV/V/VI/VII/VIII etc.)															
9.	Rent Status		(Rented/Rent Free)	Licence Fee/Rent (Rs.)															
10.	#Additional Rent-1 (Rs.) (<i>Electrical Charges</i>)			# Water Charge (Rs.)															
11.	# Garage Rent (Rs.)			# Service Charge (Rs.)															

Form: EIS/L/3

Loan/Advance already taken by employee

Name:				PAN:				Date:											
SNo.	A. Disbursement Details																		
1.	Loan / Advance																		
	(Additional HBA / Car Advance/Computer Advance/GPF Adv Group ABC/ HBA Extension/HBA for Construction/House Building Advances/Scooter Advance)																		
2.	Sanction Order No. #			San. Order Date#	D	D	M	M	Y	Y	Y	Y							
3.	Loan Amount Disbursed (Rs)																		
B. Recovery Schedule for																			
4.				Principal				Interest											
5.	Total Loan Taken (Rs.)			OR	Total Interest Amount (Rs.)														
6.	Instalment Amount			No. of Instalment including Odd instalment															
7.	Odd Instalment Amount			Odd Instalment No.															
8.	Last Instalment No. paid																		

Form: EIS/L/3

Loan/Advance already taken by employee

Name:		PAN:		Date:							
SNo.	A. Disbursement Details										
1.	Loan / Advance										
	(Additional HBA / Car Advance/Computer Advance/GPF Adv Group ABC/ HBA Extension/HBA for Construction/House Building Advances/Scooter Advance)										
2.	Sanction Order No. #		San. Order Date#	D	D	M	M	Y	Y	Y	Y
3.	Loan Amount Disbursed (Rs)										
	B. Recovery Schedule for										
4.			Principal	Interest							
5.	<u>Total Loan Taken (Rs.)</u>		OR	<u>Total Interest Amount (Rs.)</u>							
6.	Instalment Amount		No. of Instalment including Odd instalment								
7.	Odd Instalment Amount		Odd Instalment No.								
8.	Last Instalment No. paid										

Form: EIS/L/3

Loan/Advance already taken by employee

Name:		PAN:		Date:							
SNo.	A. Disbursement Details										
1.	Loan / Advance										
	(Additional HBA / Car Advance/Computer Advance/GPF Adv Group ABC/ HBA Extension/HBA for Construction/House Building Advances/Scooter Advance)										
2.	Sanction Order No. #		San. Order Date#	D	D	M	M	Y	Y	Y	Y
3.	Loan Amount Disbursed (Rs)										
	B. Recovery Schedule for										
4.			Principal	Interest							
5.	<u>Total Loan Taken (Rs.)</u>		OR	<u>Total Interest Amount (Rs.)</u>							
6.	Instalment Amount		No. of Instalment including Odd instalment								
7.	Odd Instalment Amount		Odd Instalment No.								
8.	Last Instalment No. paid										

Disclaimer: I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any information given in this form proves to be false or incorrect, I shall be held responsible.

Signature of the Officer/Official

Annexure 'A'

Deputation Details (If Deputed to other office)

SNo.		
1.	Deputed To	Central Govt./ State Govt./ Autonomous or Private
2.	Deputation Order No.	
3.	Order Date	
4.	Deputed to Office	
5.	On Designation	
6.	Date of Deputation	
7.	Relieved on Date	Forenoon Afternoon (tick one)
8.	Date of Repatriation	

Annexure 'B'

Disability Details (Please attach Copy of Certificate)

SNo.		
1.	Disability Type	Orthopaedic/ Deaf and Dumb/ Visually Disable(Blind)/ Spastic/ Hearing Impaired
2.	% Disability	
3.	Severe	YES NO
4.	Certificate No.	
5.	Certificate Date	
6.	Issuing Authority	
7.	Administrative Order No.	
8.	Administrative Order Date	
9.	Entitled for Double TA?	YES NO
10.	Remarks	

Annexure-AA

Deputation-In (From CG/SG/IPS/Others) Details

1.	Deputed From	Central Govt./ State Govt./ IAS/ IPS / IFoS / Group A Services/ Autonomous/ Private (Please write below)
2.	Service Type (IAS/IPS/IFoS)	
3.	Order No.	
4.	Order Date	
5.	Deputed From Office (Please mention full name)	
6.	State from which Deputed(Only if IAS/IPS/IFoS)	
7.	Deduct GIS as per above State/Others (General Insurance Scheme)	YES/NO
8.	Designation Before Deputation	
9.	Date of Deputation	
10.	Date of Repatriation	

For Office (Admin) Use Only

The following information provided by the officer/official is verified as per available records:

S.I No. 2,4,7,10,12,22,28,29,32,33,37.

Signature of the verifying authority

Note: Attach the Copy of following documents:

- 1. PAN CARD**
- 2. AADHAR CARD**
- 3. CANCELLED CHEQUE(copy only)**
- 4. PRAN Card (If Applicable)**
- 5. Disability Certificate (If Applicable)**
- 6. Rent Bill(AAN No.)[If in position of Govt. Accommodation(Directorate of Estates)]**