

OFFICE OF THE COMMISSIONER OF CUSTOMS
PREVENTIVE PAY BILL SECTION,
NEW CUSTOM HOUSE, MUMBAI 400001.

F.No: S/26-19/2015 PPB

Date: 03.01.2018.

CIRCULAR

Subject: Rolling out of Employee Information System (EIS) Module and Cheque Drawing & Disbursing Officer (CDDO) Module in the field formations of CBEC on PFMS Portal-reg.

With reference to Pr. Chief Controller of Accounts, Central Board of Excise & Customs, New Delhi's O.M. No. Coord/Expdr/Software-roll out/2017-18/240 dated 11.12.2017, all the Preventive officers and Superintendents (P) posted in Zone-1 are requested to fill the proforma enclosed herewith and submit the same to Preventive Pay Bill section latest by 31.01.2018 for updating the records in system for rolling out of Employee Information System (EIS) Module and Cheque in PFMS portal.

Day 03.01.2018
o/c
Chief Accounts Officer,
Preventive Pay Bill Section,
New Custom House
Mumbai-01.

Copy to :

1. All PO's & Supdt. Posted in Zone 1
2. PSO- for information *fill*
3. CHS, NCH, Zone 1 for placing the above circular in notice board *fill*
4. Supdt.(P)/EDI for uploading the above circular

सीमाशुल्क गृह अधिकांक कार्यालय
CUSTOM HOUSE SUPDT. OFFICER

OK

04 JAN 2018

हस्ताक्षर/Signature.....
नाम: सीमाशुल्क, अधिकांक मुंबई-०१
New Custom House, Mumbai-01

PREVENTIVE SERVICE OFFICER

fill - 4/1/18

NEW CUSTOM HOUSE, MUMBAI

REDEEMING CLEANK.(E.D.I.)
प्रावर्तकी लिपिक (ई.डी.आय.)

Q

04 JAN 2018

E.D.I. SECTION : MUMBAI
ई.डी.आय. विभाग, : मुंबई.

DDO Code & Name:

Date:

Form: E(S/B-1)

A		Serial	Particulars	Details			
Personal Details	1	Type (Pensionable/NPS)		Pensionable Employee		NPS	
	2	Name (Shri/Mr/Smt/Ms./Kmr/Dr/Drsmt)					
	3	Gender		Male		Female	
	4	Date Of Birth					
	5	PAN No.		P			
	6	Aadhaar No.					
	7	Date of Entry in Govt. service					
	8	Superannuation Date					
	9	Impressment (cont'd)					
	10	Date of joining above Controller/					
Posting Details	11	Category of Offices					
	12	Date of Joining above Office					
	13	City Class (where employee is working)		(City Class 'X', 'Y', 'Z')			
	14	Current Post in the Office (Designation)					
	15	Group (Attached to post)		(Group 'A', 'B', 'C')			
	16	Date from which working in Current Post					
Pay Details	17	Current Posting Mode					
	18	Pay Commission		7 th Pay Commission			
	19	Pay Level		LEVEL			
	20	Basic Pay					
	21	Pay w.e.f. Date					
PF/NPS Details	22	Next Increment Date					
	23	PF Type		G.P.F.		N.P.S.	
	24	PF - Maintaining (By PF Agency)		PAO -			
	25	PF - Series					
CG/GS/CGHS/Category Details	26	PF - PRAN No.					
	27	CG/GS Applicable?		Central Government			
	28	Current CG/GS Group		(Group 'A', 'B', 'C')			
	29	Membership Date (in this Group)		0	1	0	1
	30	CGHS Deduction Applicable (Y/N)		YES		NO	
	31	CGHS Card No. #					
ID/Contact Details	32	Category		(General, OBC, SC, ST)			
	33	Ex-Serviceman (Y/N)		YES		NO	
	34	Employee Code by employer?					
	35	Mobile No.					
	36	E-Mail					
Bank Details	37	Physically Disabled?		YES		NO	
	38	IFSC Code					
	39	Bank Name					
	40	Bank Branch					
	41	Bank Saving A/c No.					
B. Have taken Govt. Quarter?		YES	NO	C. Have Loan details?		YES	NO
(If YES, please fill Form: E(S/Q-2)				(If YES, please fill Form: E(S/L-2)			

Quarterly Allotment Details

Name: _____ PAN: _____ Date: _____

S.No. A. Quarter Location

1. Advance Account No.

2. Address 1

B. Allotment Details

1. Allotted to: _____ (Self/Spouse/Relative/Others) Date Occupied _____

2. Allotment Letter No. _____ # Date _____

C. Rent details

1. Quarter Owned by _____ (Director/Rate of Estate/Departmental Pool/Other Pool)

2. Schedule _____

3. Rent Type _____ (Type-I/II/III/IV/V/VI/VII/VIII etc.)

4. Rent (Rs.) _____ (Rented Rent Free) License Fee/Rent (Rs.) _____

5. Monthly Rent (Rs.) _____ # Water Charge (Rs.) _____

6. Sewerage Charge (Rs.) _____ # Service Charge (Rs.) _____

Loan Advance already taken by employee

Name: _____ PAN: _____ Date: _____

S.No. A. Disbursement Details

1. In Advance _____

Additional HBA / Car Advance / Computer Advance / GI / Adv. Group ABC / HBA Extension/HBA for construction/House Building Advances / Sector Advance

2. Advance Order No. _____ San. Order Date _____

3. Advance Amount Disbursed (Rs.) _____

B. Recovery Schedule for _____

	Principal	Interest
1. Total Loan Taken (Rs.)		
2. Total Interest Amount (Rs.)		
OR		
3. Instalment Amount	No. of Instalments including Odd instalment	
4. Odd Instalment Amount	Odd Instalment No.	
5. Last Instalment No. paid		

Instruction for filling forms (for selected pointer)

Form: EIS/B/1 (Personal & Other Basic Details of Employee)

1. (1) & (2) will be applicable to all Employee
2. Name as per Service Book (First Name, Middle Name & Last Name)
3. Write Date of Birth as per Service Book in the DD/MM/YYYY format
4. PAN No. - Enter valid PAN of the Employee
- Note: Above details are very important for creation of Employee Code in the System. As such, correct details should be filled, once filled it cannot be changed further.
5. Date of joining in the Government Service (First time)
6. Three digit Controller Code in which EIS is being implemented. It should be selected from the list populated during data being saved online.
7. Date of joining in the above Controller where EIS is being implemented.
8. Name of the DDO as available in PFMS-E-linkin (Current Office)
9. This is date of joining in the above DDO (Current Office). This date should be same as joining Controller Code date or after it
10. Date from which working in Current Post (Designation)
11. Reason of Posting Mode ("As per Transfer Act"/"Compassionate Ground"/"Deployment Of Service"/"Promotion In/From (to) Sd/PS Office"/"Deputation Out To Sd/Temporary"/"General Transfer"/"Join New Services"/"Merger"/"One Step Promotion"/"Open Selection"/"Promotion With Transfer"/"Promotion (Without Transfer)"/"Re-appointment"/"Reversion (With Transfer)"/"Reversion (Without Transfer)"/"Transfer Ex-Cadre Posting")
12. This is the date from which pay has been drawn till date.
13. Name of the PAO for GPF Employee. Not applicable in case of NPS
14. PF Series as maintained by PAO for GPF Employee. Not applicable in case of NPS
15. PF No. in case of GPF Employee. PFAN No (Except 12 digit in case of NPS Employee)
16. Central Govt. (CGES) OR CGES (Old Scheme) as applicable
17. Group 'A', 'B', 'C' as applicable
18. Membership Date should be 1st Jan and (YYYY) applicable year as per point 18 above. For those Employees who have joined Govt. Service on or after 2nd January of current year, Membership Date should be left blank for all such employees, the Membership date will be reset by DDO during Jan of next year before salary processing.
19. This is numeric Employee Code allotted by DDO internally
- 20 & 21. Mobile No. and E-Mail. It is mandatorily required for generation of USER ID & PASSWORD for Employee Login in EIS Module/System for accessibility of report like, Pay Slip, GPF Status, Income Tax Calculation, etc.
22. Physically Disabled. If answer Yes, then complete details required to be filled in the option available online Form in EIS at Establishment -> Employee -> Physical Disability Details.

Form: EIS/Q/2 (Quarter Allotment Details of Employee)

1. Allotted to. Please choose one out of (Self/Spouse/Relative/Other). Only in case of "Self" HRA is not normative and License Fee/ Rent will be required to fill. In all other cases only HRA will be not normative as per rule.
2. & 3. Quarter Owned by and Custodian (Online Filing of Details): There is one default value stored in the System "Directorate of Estate". In case of "Departmental Pool" multiple Custodians can be created by the PAO office as applicable to the concerned Department/Ministry. The DDO may approach the PAO office for creation of Departmental Pool Custodian.

Form: EIS/L/3 (Loan - Advance Details of Employee)

Note: In case of more than one Loan/Advance please fill Separate forms for each type.

1. Select the Loan/Advance Type as per the details given.
2. Loan Amount Disturbed (Rs.) It is total amount of Loan/Advance taken by the employee.
3. If a repayment of Principal amount is still due the details of the "Principal" will be given in the columns No. 5 to 8. If the principal amount is fully recovered, the details of "Interest" will be appear in the columns no. 5 to 8.
4. Auto-generated field equal to amount at \$ No.3.
5. Loan mont. Amount. This is required to be filled. Other Details at points no. 6 to 7 will be calculated by the System.
6. Loan Installment No. paid. It is the number of installment up to which repayment has deducted in the Loan Paid Salary.