

**Office of the PCDA(CC) Lucknow Cantt.**

For Officers/Staff upto SAO (Please use BLOCK LETTERS)

1.	Name of the Officer				
2.	Date of Birth				
3	Gender				
4	Marital Status				
5	Date of marriage				
6	Name of Spouse				
7	Father's Name				
8	Mother's Name				
9	Nationality				
10	Religion				
11	Home State				
12	Home Town				
13	Service Book No.				
14	Blood Group				
15	<b>Pension Scheme</b>				
i.	New Pension Scheme				
ii.	Old Pension Scheme				
16	Department A/C No.				
17	GPF/PPAN Account No.				
18	Whether EDP Trained				
19	Present Group				
20	Present Grade				
21	Designation				
22	Recruitment Year				
23	Category UR/SC/ST/ OBC				
	If SC/ST/OBC	Caste	Caste Certificate Number	Caste Certificate date	Issuing Authority
24	Letter number of Character and Antecedent Certificate/ Police Verification Report	Date of Issue			
25	Personal email ID				
26	Official email ID				
27	Phone No. (Res)				
28	Phone No (Off)				
29	Mobile No.				
30	Date of Joining				
31	Permanent Address				

32	Current Address							
33	<b>Family Details</b>							
	Name of the Family Member	Relation of the family member	Date of birth of the family member	Whether Employed	Occupation of the family member	If employed details of the employer	Whether dependant or not	Date of nomination
i.								
ii.								
iii.								
iv.								
34	<b>Nomination Details</b>							
	Nomination	Name of the nominee	Relationship of the Nominee	Percentage	Date of Nomination			
i.	GPF							
ii.	DCRG							
iii.	CGEIS							
iv	Pension							
V	Leave Encashment							
35	<b>Education Details</b>							
	Educational Qualification	Stream	Certificate No.	Certificate Date				
i.								
ii.								
iii.								
36	<b>Former Qualifying Service</b>							
	Period From	Period to	Post held	Organisation name	Office Name	Terminal benefits drawn		
37	<b>Foreign Service</b>							
	Period From	Period to	Post held	Name of Foreign Employer	Leave and Pension Contribution Payable By	Amount of Leave and Pension Contribution Actually Recovered		
38	<b>Medical Details</b>							
	Whether Physically handicapped							
	Height (without shoes) in CMs							
	Personal Identification marks							
	Name of the Hospital (Med Exam)							
	Date of medical certificate							
	Medical history on date of joining							
	Medical history as on date							
39	<b>Miscellaneous</b>							

	Date of appointment to Present Scale	
	Date of Joining to Present Scale	
	Order No of Appointment to Present Scale	
	Date of Increment	
	Confirmation order No	
	Date of Confirmation	
		Signature

कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान) करियप्पा मार्ग, लखनऊ छावनी - 226002  
Office of the Principal Controller of Defence Accounts (Central Command)  
Cariappa Road, Lucknow Cantt.-226002

**Important Circular**

**Sub :** Personnel Information System (PIS)-Module of Mission Excel IT (Lot-6).

As per the instructions of HQrs. Office, the ongoing MEIT Lot-6 in respect of CGDA PIS Module is ready for pilot run and is likely to be deployed for parallel run. This requires entry/ updation of PIS data in respect of all DAD employees on urgent basis.

2. Accordingly, a fresh format of PIS form containing various fields, is enclosed herewith (Annexure-A) and the same is required to be filled by all the officers (except SAOs/AOs) and staff of main office as well as sub-offices. This PIS form can also be downloaded from the web-site of this office viz. [www.pcdacc.gov.in](http://www.pcdacc.gov.in).

3. It shall be the duty of all the officers -in-charge to check completed PIS forms of his every subordinate officer/staff before forwarding the same to OA cell in order to ensure that each and every field in the form has been duly filled by the individuals.

4. As HQrs. Office is pressing hard for completion of PIS work in respect of this organization, the detailed task is to be accomplished on priority basis. Also, it may please be ensured that the duly filled PIS forms be re-submitted by 31.10.2011.

5. This issues with the approval of Jt. Controller.

No.EDP/183/Misc/PIS dated 24.10.2011.

**Copy to:**

1. Office of the CDA, RTC, Lucknow.
2. Office of the IFA (CC), Lucknow.
3. All sub-offices under administrative control of PCDA (CC).
4. All sections of Main Office.

  
(Chandra Prakash)  
Accounts Officer (CA Cell)