



कार्यालय रक्षा लेखा प्रधान नियंत्रक (मध्य कमान), करियप्पा मार्ग,
लखनऊ छावनी -226002

Office of the Principal Controller of Defence Accounts (Central
Command) Cariappa Road, Cantt., Lucknow, Pin Code - 226002

Email Id pcdaccaniilko.dad@gov.in

No. AN/III/337/Misc Corr

Dated: 19.09.2022

IMPORTANT CIRCULAR

Subject: Feeding data of Service Book in e-HRMS


Ref: HQrs Office letter no. AN/VIII/19001/E-HRMS dated: 02.09.2022 (Available on CGDA website).

As per direction of the competent authority, the data of Service Books of the officers and staff have to be filled up in e-HRMS on urgent basis.

It is requested to furnish data as per details mentioned in annexure 'A'. Completion of data at first page of annexure is compulsory as the same are mandatory fields to be feed in e-HRMS.

This may please be treated as top priority (positively by 21.09.2022). The annexure 'A' duly completed may be mailed on pcdaccaniilko.dad@gov.in by 21.09.2022.

Encl. Annexure 'A'.


Accounts Officer (AN-III)

To

- (i) The OIC, All Sections of Main office
- (ii) All Sub Offices of Main Office
- (iii) OA Cell, Local with request to upload on website.

E-HRMS

Personal Number	'Service Book No.
GPF/PRAN Type	GPF/PRAN No.
Prefix	First Name
Middle Name	Last Name
Gender	Date of Birth
Height	Identification Mark
Father Name	Mother Name
Marital Status	Spouse Name
Disabled(yes/no)	Type of Disability
Percentage of disability	Blood group
Personal email	Personal mobile Number
Official email	Official mobile Number
Nationality	Social category
Religion	Pan No.
Photograph	Declare Home Town
Date Of Joining	Cadre
Govt. Quarter (yes/no)	Allotted to
Department	Office
Designation	Pay Commission
Pay Level/Pay Band/ Pay level	Grade pay(INR)
Basic pay(INR)	Next increment date
Tier	TPTA Applicable (yes/no)
TPTA Entitlement	
EMPLOYEE CONFIRMATION	
Order Date	Order No.

E-HRMS

Confirmation Date	Order Issuing Office
EMPLOYEE PROMOTION	
Promotion Order No.	Order Date
Order Issuing office	Promotion type
Date of joining on promotion	Date of checking charge on promotion
Relieving date	From designation/post
To Designation/post	Service type
Pay Revision(At time of promotion)	From(pay level/pay band/ pay scale)
From Grade Pay	To (pay level/pay scale/ pay band)
Is Notional Benefit date different than actual benefit(yes/no)	Is the promotion to a different cadre
MACP Type	
EMPLOYEE TRANSFER	
Transfer Type	Order No./Memo No./ Resolution No.
Order issuing Authority/ office	Relieving department Name
Relieving office	Joining Department Name
Joining office	Relieving order No.
Relieving order date	Relieving date
Joining order No.	Joining order date
Joining date	Deputation type
EMPLOYEE SUSPENSION	
Order No.	Order date
Order issuing office	Order description
Suspension with effect from	Reason of suspension
Suspension allowance	

E-HRMS

Remark	
EMPLOYEE LTC DETAILS	
LTC type	Block year
LTC Order No.	LTC Order date
Issuing office	Leave from date
Leave to date	Travel from date
Travel to date	Travel Place
EMPLOYEE FAMILY DETAILS	
Relationship	Name
Gender	Date of Birth
Marital status	Is Disabled
Percentage of Disability	Is Dependent
Is Employed(yes/no)	Income(INR)
Is Nominee(yes/no)	Gratuity Nomination(%)
PF Nomination(%)	
EMPLOYEE DEPARTMENTAL EXAMINATION	
Department Exam Relaxation Allowed(yes/no)	Name of Exam (Departmental/Hindi/ Literacy/Computer Proficiency etc.)
Passing Date	Order NO.
Order date	Order issuing Authority/office
Effective date	Remarks
ADDRESS DETAIL	
Address type (temp./permanent)	
Address	
District	
State	
Pin code	

E-HRMS

EMPLOYEE QUALIFICATION	
Qualification type (before/after joining)	
Degree	
Course type	
Board/university/ institute	
Course duration	
Marks obtained	
GPA	
Grade	
Passing year	
Acquiring type (before/after joining)	
JOINING DETAILS	
Appointment order no.	Appointment order date
Order issuing authority	Appointing authority
Source of appointment	Service type
Joining date	Joining type
Joining department	Joining office
Joining cadre	Joining designation
Pay revision	Pay scale/pay level
Grade pay	Basic pay
EMPLOYEE TRAINING	
Training type	Training name
Institute	Sponsored by
From date	To date
Place(abroad/India)	Certificate no.
Certificate issuing authority	Certificate date
EMPLOYEE SERVICE VERIFICATION	

E-HRMS

From date	To date
Verification office	Verification date
EMPLOYEE PAY FIXATION	
Order No.	Order date
Service type	Pay revision
Pay level/pay band	Grade pay
Basic pay after fixation	Whether RPP was granted(yes/no)
RPP Amount	Pay fixation date
Basis for fixation	Effective from date
Pay fixation opted on next increment date	
PAY VERIFICATION DETAILS	
Diary No.	Dairy entry date
Pay fixation amount	Pay fixation amount in words
Next date of increment	Actual verified by
Place	Verification date
REGULAR IRREGULAR SERVICE PERIOD	
From date	To date
Reason	Whether period is regularise(yes/no)
Order No.	Order date
Order issuing office	
EMPLOYEE INCREMENT	
Increment date	Increment order No.
Increment order date	Order issuing office
Basic pay	
EMPLOYEE SUSPENSION REVOKE	

E-HRMS

Order No	Order date
Order issuing authority	Order suspension revoke description
Suspension revoke with effect from	Joining order no
Joining order date	Joining date
Joining office	
EMPLOYEE DEPARTMENTAL ACTION	
Order No.	Order date
Order issuing authority	Show cause asked
DP initiated (yes/no)	DP order No.
DP order date	Punishment given(yes/no)
Date of punishment given	From date
To date	Description
Criminal proceeding description	Charge sheet submitted(yes/no)
Submitting date	Remark
EMPLOYEE REWARD	
Order No.	Order date
Order issuing authority	Date of reward given
Reward type	Reward detail
Office where posted at the time of reward (HQ location)	Remark
ADD EARN LEAVE/HALF PAY LEAVE DETAILS	
Leave type	From date
To date	Number of days
Leave earned(in days)	Leave credit(in days)
LEAVE TAKEN	
From	To date

E-HRMS

Number of days	Balance of return from leave
EMPLOYEE ADDITIONAL CHARGES	
Order No.	Order date
Order issuing authority	Department name
Service/cadre	Designation
From date	To date
EMPLOYEE OTHER DETAILS	
Order N.o	Order date
Issuing office	Order description
EMPLOYEE LEAVE DETAIL	
Leave type	From date
Forenoon/afternoon	To date
Number of days	Approved by
Approved date	Approver remark

Countersignature