

No. 100-9/2018-STG-I(Pt.I)  
Government of India  
Ministry of Communications  
Department of Telecommunications  
Sanchar Bhavan, 20 Ashoka Road, New Delhi-1  
(STG-I Section)

Dated the 6 June, 2018

**OFFICE MEMORANDUM**

**Subject : Submission of Employee Details to Pay Bill Section – reg.**

The undersigned is directed to refer to the Pay Bill Section's letter No. Misc./01/2018/PBT dated 31.05.2018 (copy enclosed) on the subject mentioned above and to say that all the ITS Gr. **A+B** officers who are drawing salary from DoT(Hq.) are requested to submit the requisite information in the prescribed proforma directly to Pay Bill Section, DoT (Hq.) at the earliest.

Encl : As above

  
(Ajay Kumar VR)

**Under Secretary to the Govt. of India**

To:

All ITS officers of DoT through website of DoT.

TIME BOUND

No. Misc. 01/2018/PBT  
Government of India  
Ministry of Communications  
Department of Telecommunications  
(Pay Bill Section)  
Sanchar Bhawan, New Delhi

Dated: 27<sup>th</sup> May 2018

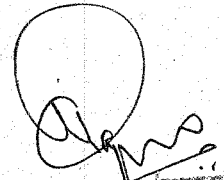
Subject: Regarding Submission of Employee Details to Pay Bill Section

As per the instructions contained in MoF/DoE, CGA OM No. MF-CGA/ITD/ Supports/2017-18/3050 dated 23.03.2018 Salary Package Comprehensive DDO is now migrating to PFMS (EIS) shortly in DoT. So all DoT Establishment/ Admin Sections are requested to kindly provide the requisite information of DoT Employees (Annexure enclosed) to Pay Bill Section at the earliest positively by 15.06.2018 to update the employees detail in PFMS (EIS) System. Kindly provide correct information as once the data / information entered in PFMS (EIS) there is no provision for correcting the same by Pay Bill Section.

Encl: Annexure

To

1. SO (Admn.I)/ SO (Admn.II)/ SO (Admn.III)
2. SO (STG- I)/ SO (STG-II)/ SO (STG-III)/ SO (SNG)
3. ACAO (SEA- I)/ ACAO (SEA-II)/ ACAO (SEA-III)
4. Director (Electrical)
5. SO (WPC)
6. Copy of the same for uploading in e-office, DoT.

  
ADG (A/CS-II)  
(R. S. SINGH)  
Asstt. Director General  
Department of Telecommunications  
Govt. of India

Relates to STG I.  
31.05.18  
31/05/18  
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ANNEXURE			
S. No.	Particulars	Details	
1	Type of Employee	Pensionable Employee	NPS
2	Name of Employee		
3	Gender	Male	Female
4	Date of Birth		
5	Aadhar Number		
6	Date of Entry in Government Service		
7	Date of Entry in Present Office		
8	Date of Superannuation		
9	Employee's Controller (Admin.)		
10	Current Post holding in this office (Designation)		
11	Group (Attached Post)		
12	Date from which working in Present Post		
13	Pay Commision	7th CPC	
14	Pay Level	LEVEL	INDEX
15	Basic Pay		
16	Pay w.e.f Date		
17	Date of Next Increment		
18	Current CGEGIS Group	(Group A, B, C)	
19	Category	Gen/ OBC/ SC / ST	
20	Mobile Number		
21	Email ID		
22	Physically Disabled	YES	NO