

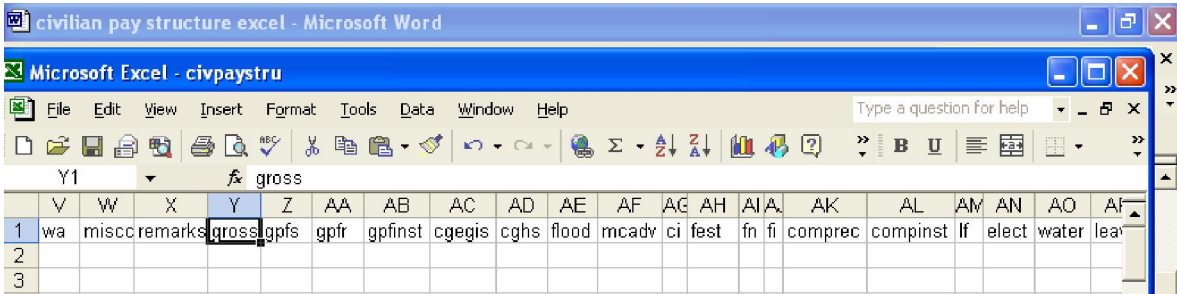
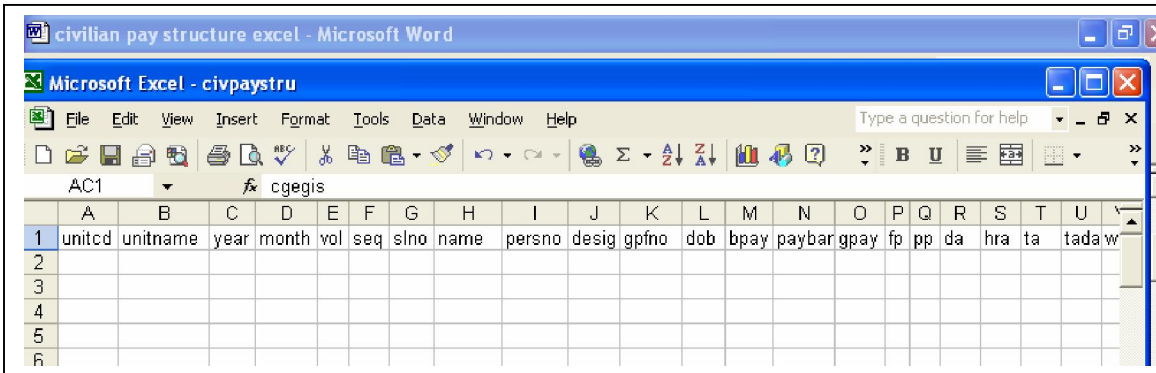
Standard structure for civilian pay bill

Pay bill data should be in Microsoft EXCEL work sheet. The title and content of each column is furnished below. The data to be furnished in the same column-wise order. For example

column A should contain the code of the unit  
 Column B should contain the name of the unit  
 Column C should contain the year of the pay bill  
 in four digit numeric (i.e. 2010)

Like above example all the column from 'A' to 'AT' is to be filled with relevant data of pay bill.

Each individual records should be entered in a row. The column title should be entered in row 1, First individual's record is to be entered in row No 2 and subsequent individual's record should be entered in subsequent rows.



Column	Column Title	Type	Column contents	Sample Data
A	UNITCD	Numeric	Code of the Unit	2708
B	UNITNAME	Character	Name of the Unit	OD Aavadi
C	YEAR	Numeric	Year of the Pay bill	2010

D	MONTH	Numeric	Month of the Pay bill	1
E	VOL	Numeric	Volume	1
F	SEQ	Numeric	Sequential Number	1
G	SLNO	Numeric	Serial Number	1
H	NAME	Character	Name of the Individual	sekar
I	PERSNO	Numeric	Personal Number	6736256
J	DESIG	Character	Designation	CMD
K	GPFNO	Numeric	GPF Number	1169376
L	DOB	Date	Date of Birth	28/02/1952
M	BPAY	Numeric	Basic Pay	15210
N	PAYBAND	Numeric	Pay Band	12410
O	GPAY	Numeric	Grade Pay	2800
P	FP	Numeric	Special pay for family planning	210
Q	PP	Numeric	Personal Pay	0
R	DA	Numeric	Dearness Allowance	4107
S	HRA	Numeric	House Rent Allowance	4563
T	TA	Numeric	Transport Allowance	1600
U	TADA	Numeric	DA on Transport Allowance	432
V	WA	Numeric	Washing Allowance	60
W	MISCCR	Numeric	Misc. Credit (amount)	0
X	REMARKS	Character	Any Remarks	
Y	GROSS	Numeric	Gross Salary	26182
Z	GPFS	Numeric	GPF Subscription	7000
AA	GPFR	Numeric	Refund of GPF Advance	0
AB	GPFINST	Numeric	GPF current Installment Number	0
AC	CGEGIS	Numeric	CGEGIS Amount	30
AD	CGHS	Numeric	CGHS Amount	125
AE	FLOOD	Numeric	Amount of Recovery of Flood Advance	0
AF	MCADV	Numeric	Motor Car Advance	500
AG	CI	Numeric	Motor Card Advance current Installment No.	49
AH	FEST	Numeric	Festival Advance Recovery Amount	300
AI	FN	Character	Festival Name	D
AJ	FI	Numeric	Festival Advance Current Installment Number	5
AK	COMPREC	Numeric	Computer Recovery amount	0
AL	COMPINST	Numeric	Computer Recovery Installment Number	0
AM	LF	Numeric	Licence Fee	0
AN	ELECT	Numeric	Electric Charges	0
AO	WATER	Numeric	Water charges	0
AP	LEAVE	Numeric	Any Leave Salary	0

AQ	MISC	Numeric	Misc. Recovery	2104
AR	REMDEBIT	Character	Remarks for Debit	
AS	TOTAL	Numeric	Total Deductions	10113
AT	NETSAL	Numeric	Net Salary	16069