



**PAYROLL SYSTEM  
CHANGES FORM  
MULTIPLE EMPLOYEES**

(1)

Page No.

Dated: (2)

OFFICE OF THE <sup>(3)</sup>

FOR THE MONTH <sup>(4)</sup>

DDO Code         Description <sup>(6)</sup>

(Cost Center) <sup>(5)</sup>

OFFICE Code <sup>(7)</sup>       Description <sup>(8)</sup>

Sr. No	Personnel ID. <sup>(9)</sup>	Employee Name <sup>(10)</sup>	Position (Designation) <sup>(11)</sup>	Grade (BPS) <sup>(12)</sup>	Basic Stage (Leve) <sup>(13)</sup>	Salary Start/Stop <sup>(14)</sup>	GENERAL DATA CHANGES		CHANGES IN PAYMENTS/DEDUCTIONS						Effective Date <sup>(19)</sup>	Remarks <sup>(20)</sup>			
							Info Type <sup>(15)</sup>	Wage-Type Description <sup>(16)</sup>	Wage Type <sup>(17)</sup>	Amount <sup>(18)</sup>									
										Rupees									
TOTAL																			

Prepared By \_\_\_\_\_

Audited/Checked By \_\_\_\_\_

Approved By \_\_\_\_\_

Entered/Verified By \_\_\_\_\_

**Guidelines to fill multiple employee changes form:**

- 1) Write page no (e.g. 1/2, 2/2).
- 2) Date of Submitting form to concerned office (e.g. 11-07-19).
- 3) Office of the employee where he/she working right now (e.g. Fesco Computer Center, Faisalabad).
- 4) When changes will be implemented (e.g. 07-2019).
- 5) DDO-Code/Cost Center (Drawing & Disbursing code of respective offices available at website. e.g. DDO-Code of Fesco Head Office are 50000887).
- 6) Name of DDO/Cost Center (e.g. Fesco Head Office).
- 7) Office code (e.g. “code subdivision/division”).
- 8) Description. (“Madina Town Subdivision”).
- 9) Personnel-Number/ID of employee available at website.
- 10) Employee Name (e.g. Riasat Ali).
- 11) Position/Designation of employee (e.g. Data Coder, ALM, LS-I).
- 12) BPS (e.g. 15).
- 13) Basic stage level of employee (e.g. 13).
- 14) Salary-status (Start/Stop) tick the relevant box.
- 15) Info-type of changes category (e.g. 0008 for Basic Pay, 0014 for Recurring/Allow etc...) available at Website.
- 16) Wage-type description (e.g. Basic Pay).
- 17) Wage-type (e.g. 0001 is the wage-type of Basic Pay).
- 18) Amount for change in Rupees (e.g. new Basic Pay amount are 17220RS).
- 19) Change required from which date (e.g. 01-07-2019).
- 20) Reason for change or any comment (e.g. Transfer, Promotion etc.).