

Page No.	(1)	
Dated:	(2)	

	OFTHE	(3)			Position (De	esignation) (4)
FOR TH	HE MONTH	(5)				
DDO Co (Cost Co		(6)		Description (7)		
OFFICE	Code	(8)		Description (9)		
Person Numbe		(10)		Employee Name (11)		National ID (CNIC) (12)
Grade	(BPS)	Basic (Leve		Salary Status	(15) Star	t Stop
(16)	GENERA	L DATA CHANGES	(18)	(19)	(20)	(21)
Info Type		pe Description	Wage Type	Amount Rupees	Effective Date	Remarks
			1			

Prepared By	Audited/Checked By	Approved By	Entered/Verified By

## **Guidelines to fill single employee changes form:**

- 1) Write page no (e.g. 1/2, 2/2 etc.).
- 2) 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) Position/Designation of employee (e.g. Data Coder, ALM, LS-I).
- 5) When changes will be implemented (e.g. 07/2019).
- 6) DDO-Code/Cost Center (Drawing & Disbursing code of respective offices available at website. e.g. DDO-Code of Fesco Head Office are 50000887).
- 7) Name of DDO/Cost Center (e.g. Fesco Head Office).
- 8) Office code (e.g. "code subdivision/division").
- 9) Description ("Madina Town Subdivision").
- 10) Personnel-Number/ID of employee available at website.
- 11) Employee Name (e.g. Riasat Ali).
- 12) CNIC No (e.g. 33104-1485381-7).
- 13) BPS of employee (e.g. 15).
- 14) Basic stage level of employee (e.g. 13).
- 15) Salary-status (Start/Stop) tick the relevant box.
- 16)Info-type of changes category (e.g. 0008 for Basic Pay, 0014 for Recurring/Allow etc...) available at Website.
- 17) Wage-type description (e.g. Basic Pay).
- 18) Wage-type (e.g. 0001 is the wage-type of Basic Pay).
- 19) Amount for change in Rupees (e.g. new Basic Pay amount are 17220RS).
- 20) Change required from which date (e.g. 01-07-2019).
- 21) Reason for change or any comment (e.g. Transfer, Promotion, and Change In "BasicPay" etc.).