OFFICE OF THE PRINCIPAL DISTRICT AND SESSIONS JUDGE, PATIALA HOUSE COURT, NEW DELHI DISTRICT

CIRCULAR

SUBJECT: Circular with regard to providing complete and accurate personal details of employees (on the pay roll of New Delhi District) in Integrated Financial Management System (IFMS).

Vide Circular bearing no. F.2(16)/2011/T-1/Pr.AO/1068-1192/21.10.2020 issued by the Controller of Accounts, Principal Accounts Office, GNCT of Delhi, A Block, Vikas Bhawan, IP Estate, New Delhi-110002, the Controller of Accounts informed that the Principal Accounts Office is in the process of releasing Salary through **GEPG (Govt. E-Payment Gateway)** in place of ECS (Electronic Clearance System) in respect of all regular/Contractual employees of GNCT of Delhi. The Controller of Accounts further stated to have observed that various fields of employees' details were incomplete/inaccurate during the test run/review of Integrated Financial Management System (IFMS).

Therefore, the Controller of Accounts has requested to provide complete and accurate Personal Details of all the employees (**as per Annexure A**) to the DDO of the Department for the updation in the IFMS. Further such details of employee should be filled completely, accurately and in similarity with the particulars available in the Service book/ Records of the employee concerned. Moreover if the email i.d. or other details **(As per Annexure A)** of the employee is found inaccurate/not available in IFMS then the salary/salary slip/GPF Statement of all employees in the respective Bill Code (including such employee) may either get delayed or undisbursed from the salary month of November 2020 onwards.

It is therefore impressed upon all the Ld. Judicial Officers and Officials who are on the Pay Roll of New Delhi District, Patiala House Courts Complex to invariably send (through R& I Branch) the duly filled in **Annexure A** proforma alongwith its enclosures **by 7th November, 2020, positively** for un-interrupted disbursement/drawl of salary from November, 2020 onwards.

Rajeev Bansal
27/10/2020

RAJEEV BANSAL
CONTROLLING OFFICER
NEW DELHI DISTRICT
PATIALA HOUSE COURT

15346-15416/Accounts/PB/PHC/2020-2021 Dated 27-10-2020

Copy forwarded for information and necessary action to:-

1) All the Ld. Judicial Officers, NDD, PHC, with the request to bring the above said to the notice of staff posted in their Courts.
2) The P.S to Ld. Principal District and Sessions Judge, New Delhi District, PHC, with the request to bring the above said to the notice of staff in the Personal Office.
3) The AO (J)/Branch Incharges, of all the branches of New Delhi District, PHC, with the request to bring the above said circular to the notice of the staff posted in the Branches.
4) The Incharge, Computer Branch, New Delhi District, PHC with the request to upload the circular on the official website of the office.

DRAWING & DISBURSING OFFICER/PHC/NDD

(LAST DATE OF SUBMISSION - 07.11.2020)

ANNEXURE A

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, NEW DELHI DISTRICT

ECS FORM
(To be filled in Capital Letters Only)

1. NAME OF THE OFFICER/OFFICIAL :_____
2. CATEGORY (GEN/SC/ST/OBC/PH/ EX-SERVICE MAN) :_____
3. DESIGNATION :_____
4. RESIDENTIAL ADDRESS :_____
5. FATHER'S NAME :_____
6. SPOUSE NAME :_____
7. EMPLOYEE CODE (09 DIGIT) :_____
8. DATE OF BIRTH (Dt./M/Yr.) :_____
9. MOBILE NO. :_____
10. 10 DIGIT PAN NO. :_____
    (Please attach self attested copy of PAN Card)
11. AADHAAR CARD NO. :_____
    (Please attach self attested copy of Aadhaar Card)
12. E.MAIL. I.D :_____
13. PARTICULARS OF BANK A/C

    (A) BANK NAME :_____

    ADDRESS OF BANK :_____

    _____

    (B) 09 DIGIT CODE (MICR) No. OF BANK :_____

    (C) SAVING ACCOUNT No. :_____

    (D) IFSC CODE OF BANK :- _____