

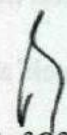
OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
NORTH-WEST DISTRICT, ROHINI COURTS, DELHI

No. _____/Accounts/PB/NW/2020-2021

Dated _____

CIRCULAR

Kind attention of the Judicial Officers and other staff members, who have been drawing their salary from the Pay Roll of this office, is hereby invited towards a Circular No F..PAO-6/PC/2020-21/1488 Dated 02/11/2020 & letter No. F.2(16)/2011/T-1/Pr.AO/1068-1192 dated 21.10.2020 with request to submit the detail as per annexure 'A' by 18/11/2020 to the D.D.O, North West District, Rohini, Delhi for smooth crediting of Pay and allowances.


(Head of Office)
North-West District
Rohini Courts, Delhi


No. 37511-37599/Accounts/PB/NW/2020-2021

Dated 10/11/2020.

Copy forwarded for information and necessary action to:-

- 1 All the Ld. Judicial Officers, N.W., Rohini Courts, with the request to bring the above said to the notice of staff posted in their Courts.
- 2 The AO (J)/Branch Incharges, of all the branches of N.W. District, Rohini, with the request to bring the above said circular to the notice of the staff posted in the Branches.
- 3 The Incharge, Computer Branch, N.W. District, Rohini with the request to upload the circular on the official website of the office.

Encl:- circular of PAO-VI
& letter


(Head of Office)
North-West District
Rohini Courts, Delhi

ANNEXURE A

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE,
NORTH-WEST DISTRICT, ROHINI COURTS, DELHI

PERSONAL DETAILS OF EMPLOYEE

(To be filled in Capital Letters Only)

(LAST DATE OF SUBMISSION - 18.11.2020)

1.	NAME OF THE OFFICER/OFFICIAL	:	_____
2.	FATHER'S NAME:	:	_____
3.	DESIGNATION/EMP.CODE	:	_____
4.	AADHAAR CARD NO.	:	_____
	Please attach self attested copy of PAN Card)		
5.	PAN NO.	:	_____
	(Please attach self attested copy of PAN Card)		
6.	CATEGORY	:	_____
7.	SPOUSE NAME	:	_____
8.	RESIDENTIAL ADDRESS	:	_____
9.	DATE OF BIRTH (Dt./M/Yr.)	:	_____
10.	MOBILE NO.	:	_____
11.	E.MAIL. I.D	:	_____
12.	PARTICULARS OF BANK A/C		
	(A) Name of Bank	:	_____
	(B) Account No.	:	_____
	(C) MICR Code	:	_____
	(D) IFSC Code of Bank	:	_____

Note:- Please attach a self attested copy of cancelled Cheque for verification of the above particulars.

I, hereby declare that the particulars given above are correct and complete as per my Service Book/Record.

Date:-

(Signature of Officer/Official)

No.F.2(16)/2011/T-1/Pr.AO/ 1068-1192
PRINCIPAL ACCOUNTS OFFICE
GOVERNMENT OF NCT OF DELHI
A-BLOCK, VIKAS BHAWAN, I.P.ESTATE, NEW DELHI-110002

Dated: 21/10/2020

CIRCULAR

Sub:- Regarding providing complete and accurate personal details of Employee in Integrated Financial Management System (IFMS)

This office is in the process of release of salary through Government e-Payment Gateway (GePG) in place of Electronic Clearance System (ECS) in respect of all regular / contractual employees of GNCT of Delhi. During the review/test-run of the Integrated Financial Management System (IFMS), it was observed that the various fields of the Employee details was incomplete / inaccurate.

1347 2. It is stressed that all the personal details of employees (employee's date of birth/father's name/spouse name/category/Address/Aadhaar number/IFSC code/Mobile no./e-mail ID etc) in IFMS needs to be filled completely and accurately and in similarity with the particulars available in Service Book/Records. It would not be out of place to mention that presently the monthly salary slip / GPF statement is being routed to the e-mail ID of the employee and in case the e-mail ID is not available/inaccurate in IFMS, the salary slip/GPF statement will not be received by the employee.

3. In view of above, all the Head of Departments are requested to direct their Head of Offices to provide complete and accurate personal details of all the employees to the Drawing & Disbursing Officer for updation in the IFMS. A certificate to this effect may be submitted by the HOO/DDO concerned to the Pay & Accounts Office concerned alongwith the pay-bill of November 2020.

(L.D. Joshi)
Controller of Accounts

- AAO (PC)
AAO (Admn)
To
1. All Head of the Departments of Government of NCT of Delhi.
 2. All Pay & Accounts Officers of Government of NCT of Delhi- to pursue the matter on priority with the DDO's attached.
 3. PPS to the Secretary, (Finance), GNCTD - for the kind information of Secretary(Finance)

PRO VI

OFFICE OF THE PAY & ACCOUNTS OFFICER-VI
GOVT. OF NCT OF DELHI
TIS HAZARI COURT COMPLEX: DELHI - 110054

No. F. PAO-6/PC/2020-21/ 1488

Dated: 02.11.2020

To

The DDOs under payment control of PAO - 6
GNCT of Delhi
Delhi.

DDO N/W Distt.
Rohini Court, Delhi

Sub. Regarding providing complete and accurate personal details of Employees in Integrated Financial Management System (IFMS).

Sir,

Please find enclosed herewith Letter No. F.2(16)/2011-T-1/PrAO/108-1192 dated 21.10.2020 issued by the Controller of Accounts, Principal Accounts Office, GNCT of Delhi, which is self explanatory.

It is, therefore, requested that necessary corrections/entries and other personal details of the employees as mentioned in the above mentioned letter are updated in the IFMS before submitting the Pay-Bills for the month of November 2020. The Pay Bills for the month of November 2020 should also accompany with a certificate to this effect.

Encls. As above

Pay & Accounts Officer No. VI

Copy for information to the PS to Controller of Accounts, Principal Accounts Office, GNCT of Delhi, A - Block, Vikas Bhawan, I P Estate, New Delhi - 110002.

Pay & Accounts Officer No. VI

Pay Bills sent
5.11.20
DDO N/W