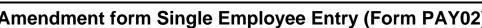


ACCOUNTANT GENERAL AZAD GOVT: OF THE STATE OF JAMMU AND KASHMIR Amendment form Single Employee Entry (Form PAY02)



1-Date:															2-Page N	lo
		3-Office of the														
			4-F	or the m	nonth of	,				/20						
5- DDO Code Cost Center)		6	6-Description	n							-					
'-Personal N	о.	8-Employee Name														
9-NID Card No.							10-G			11	Sala	ary Status	Start	Stop		
				17	'-Change in Payments / Deductions											
13-Infotype	14-Field ID	15-New Conte	ents	16-Wage Type			18-Amount 19-Rupees 20-Adj 21-Effective Date 22-Rem									22-Remarks
									_	<u> </u>						
									<u> </u>							
23 Prep	ared By			24	24-Audited and Checked By										25- Entere	ed and Verified By

FORM: PAY02 - INSTRUCTIONS

General Instructions

A This form is to be used to enter monthly monetary and non-monetary adjustments.
B This form is to be used for adjustments in Payroll area only.
C This form is to be used to enter adjustment for single employee only.
D Dates are to be included in the following format: DD / MM / YYYY
E For List of Codes please refer to List of Codes provided to support these Input Forms
F As a general rule where the it is seen:
The boxes imply that there is a code that go into the field.

Specific Instructions

- 1 Add the date of submission of this form.
- 2 Add the page number of this form.
- 3 Add the office name: e.g. Ministry pf Commerce/ Govt High School No.2 Plate.
- 4 Add the month to which this adjustment relates, e.g. October
- 5 Write DDO Code
- 6 Enter the Description of the DDO Code.
- 7 Add Computer Generated Personnel Number. This is an eight digit code in the new SAP system
- 8 Add name of the employee.
- 9 Add National ID Card Number. This is a 11 or 13 Digit code (depending upon issuing authority).
- 10 Self Explanatory

- 17 These are Monetary changes. E.g. Change of amount in reccurent payments/ deduction (allowances).
- 19 Add Amount in Rupees and Paisa
- 20 Add "P" if the adjustment is in the form of "Payment".
 Add "D" if the adjustment is in the form of "Debit" Adjustment.
- 21 Add date from which this change becomes effective.
- 22 Add any remarks.
- 23 Name and Signature of person preparing this form.
- 24 Name and Signature of certifying officer.
- 25 Name and Signature of person who has entered and verif
- In case salary is to be stopped for this employee select "Stop". Where salary payment of an employee whose pament was stopped is to be revived, slect "Start:
- These are Non-Monetary changes, e.g. change of Address.
- Refer to (Infotype List) List # 16 from the Lists of Codes and select the info type e.g. 0009 for change of bank account number.
- 14 Choose the field that requires adjustment. E.g. 60 for change in Bank account number.
- 15 Enter the new contents of change. E.g. bank account number PLS 2779-5
- Refer to List # 15 from the Lists of Codes .