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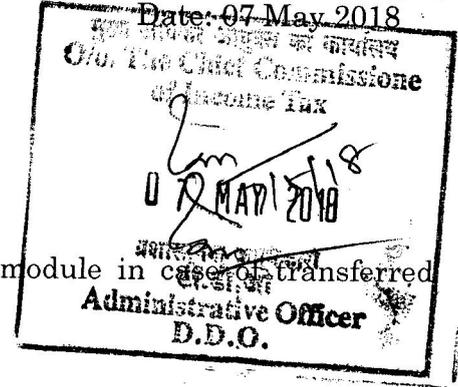
ZONAL ACCOUNTS OFFICE  
OFFICE OF THE PRINCIPAL CHIEF CONTROLLER OF ACCOUNTS  
CENTRAL BOARD OF DIRECT TAXES,  
4<sup>TH</sup> FLOOR, AAYAKAR BHAVAN  
BASHEERBAGH, HYDERABAD-500004

ZAO/PRE-CHECK/18-19/ 143

To

The DDOs/CDDOs/NCDDOs under CDDOs  
CBDT, Hyderabad

Sub: The procedure to be followed in EIS module in case of transferred employees in AGTs – reg.



Sir/Madam,

It is noticed that AGTs are affected in our department and the officials are being relieved to join new offices. The following procedure has to be followed in EIS in case of transferred officials and officials joining on transfer.

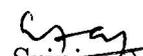
I. In case of transferred employee:

1. Maker has to log in to EIS module and in '*Establishment Menu*' there is a sub-menu *Promotion/Transfer*. Select '*transfer to another office*' and select the name of the officer who has been transferred to new office. Please enter all the relevant details ie., Transfer order details/Transferred to which office and relieving details. While entering the details of transferred to which office, please ensure to enter the correct details of office, PAO Code and DDO Code and save the data.
2. Then checker has to log in and verify the transfer details.
3. Prepare supplementary pay bill for the no. of days the official is present in this office.
4. Then generate LPC and send it to new office.

II. Employee on joining new office on transfer :

1. Maker has to login into EIS module and in '*Establishment*' menu there is a sub menu '*Promotion/Transfer*' select *joining after transfer/repatriation*. There is a search option for employees relieved by other DDOs for joining. You will find all the name of the officials who are transferred to new office. Select their name and enter relieving details/joining details and save the data.
2. Then checker has to login and verify the data.
3. Maker has to prepare supplementary pay bill from the date of joining to the end of the month based on the LPC received from his old office/DDO.

Yours faithfully,

  
(A. Srinivas) S.I.V  
Sr. Accounts Officer  
ZAO, CBDT, Hyderabad

M. upload on an  
website and  
send SMS

  
7/5/18