

Guidelines for the Users

Acronym	Expansion	Example
HOO	Head of the Office	Tahsildar
DDO	Drawing and Disbursing Officer	Tahsildar
HOD	Head of the Department	Commissioner of Revenue Administration
TAN	Tax Deduction Account Number	ABCD12345F
PAO	Pay and Accounts Office	
HRA	House Rent Allowance	
CCA	City Compensatory Allowance	

Notes to Fill up office details

Sl. No	Text
1	Name of the Office : (e.g. 1) Government Girls Higher Secondary School, Periyakondanpalayam (Not like these - GGHSS or GGHSS, Periyakondanpalayam) (e.g. 2) Taluk Office, Virudunagar
2	Address : The full postal address of the office should be entered in Address line 1 and Address line 2
3	Email ID : Email ID of the office or the officer responsible
4	Type of Office : (e.g. 1) Taluk office comes under taluk level (e.g. 2) In the case of Schools and colleges, appropriate institution to be selected from the drop down.
5	HOO (Designation) : (e.g.) District collector for Collector Office
6	DDO (Designation) : (e.g.) Personal Assistant(General) to collector for Collector Office
7	Sanctioned strength : Total No. of sanctioned Permanent and Temporary Post
8	Name of the Department : (e.g.) All Panchayat union offices comes under RURAL DEVELOPMENT AND PANCHAYAT RAJ Department
9	HOD (Designation) : Director / Commissioner of Rural Development and Panchayat Raj for all Rural Department Offices
10	Budget Requirement Sent to (Designation of the officer with DDO code) : (e.g.) Tahsildar & Revenue Divisional Officer (RDO) send budget requirement to District Collector. Here the District Collector and his office's DDO code shall be entered. (e.g. 2) The Head of Sub-Treasury(ATO) sends budget requirement to Treasury Officer(DT). Here the Treasury Officer and his DDO code Shall be entered.
11	Budget Allocation Received From (Designation of the officer with DDO code) : (e.g.) The District Collector allocates budget to Tahsildar & RDO. Here also the District Collector and his office's DDO code shall be entered. (e.g. 2) The Treasury Officer Allocates budget to The Head of Sub-Treasury Office(ATO). Here also the Treasury Officer and his DDO code Shall be entered.
12	Accounts Reconciliation Officer (Designation of the officer with DDO code) : (e.g.) Each department may have appointed accounts reconciliation officer who has

	to reconcile the departments monthly accounts with District Treasury/PAO. His designation and DDO code(If available) shall be entered
13	Reporting to (Office Name) : (e.g. 1) The RDO reports to district collector. Here the district collector office shall be entered. (e.g. 2) The Tahsildar reports to RDO. Here the RDO office shall be entered
14	Reporting to Officer (Officer Designation with DDO code) : (e.g. 1)In the above example the District Collector and his DDO code shall be entered. (e.g. 2)In the above example the RDO and his DDO code shall be entered.
15	Multiple Office : One DDO may draw bills for multiple offices. (e.g. 1) The District Education Officer is the DDO who countersigns Aided schools bills. Here each Aided school will be treated as one office. Similarly, AEO, JD - Collegiate education, Vigilance & Anti-Corruption officer Forest division etc., may have multiple offices. (e.g. 2) The Superintendent of Police draw bills for all the police stations within the district. Each Police Station shall be treated as one office for this template purpose. (e.g.3) If a state level officer draws pay at a single PAO / Treasury for the employees serving in various districts, then each district may be treated as one office.
	HRA State Govt Grade: Meaning of the dropdown items: Grade 1(a) - Chennai City and places around the city not exceeding 32 kms from city limits Grade 1(b) - Cities of Coimbatore and Madurai and places around the city not exceeding 16 kms from city limits Grade 2 - Places in Grade 2 and places around 8 kms from town limits Grade 3 - Places in Grade 3 Unclassified Places - Unclassified Places Note : In case if any office allows approved different HRA rates, then that office shall be treated as multiple office then the different HRA rates shall be filled up in the attached office information. (e.g) The District Library Officer claims HRA for their staff at admissible rate whereas for the Branch Library staff he claims different admissible HRA rate. This District Library Office shall be treated as multiple office and the Branch Library be treated as attached office.
	HRA Rent Free State Govt Grade: Meaning of the dropdown items: Grade 1(a) - Chennai City and places around the city not exceeding 32 kms from city limits Grade 1(b) - Cities of Coimbatore and Madurai and places around the city not exceeding 16 kms from city limits Grade 2(a) - Headquarters in Kanchipuram, Vellore, Dharmapuri, Salem, Cuddalore, Thanjavur, Thiruchirapalli, Tirunelveli, Nagarcoil, Erode, Othagamandlam, Pudukotai Grade 2(b) - Places other than those mentioned in Grade 2(a) places Grade 3 - Grade 3 places Unclassified Places - Unclassified Places

	<p>HRA Central Govt Grade: Meaning of the dropdown items: X - Chennai Y - Salem(UA), Tiruppur(UA), Coimbatore(UA), Tiruchirappalli(UA), Madurai(UA) Z - The remaining cities / towns in various states / UTs which are not covered as "X" or "Y" are classified as "Z" for the purpose of HRA</p>
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Notes to Fill up the Post details

Sl. No	Text
1	Post Title : (e.g.) Junior Assistant
2	Section Name : (e.g.) Establishment or A Section
3	Unit Name : (e.g.) A1
4	Category Name : (e.g.) Assistant
5	GO Number and Date : The GO Number and Date shall be entered
6	Head of Account : The pay Head of Account for each post shall be entered.
7	<p>Service Type : All India Service - IAS, IPS & IFS Judicial Service - Judges & Others in Judicial Dept. State Service - (e.g) Assistant Accounts Officer to Additional Director in Treasury Dept. Subordinate Service - (e.g) Senior Superintendent / Assistant Treasury Officer or Superintendent / Sub Treasury Officer in Treasury Dept. Ministerial Service - (e.g 1) Junior Assistant and Accountant in Treasury Dept. (e.g 2) Superintendent in Social Welfare Dept. Higher Education Service - PG Assistant & Higher Secondary Headmaster School Education Service - High School HM, DEO School Education Subordinate Service - Special Teachers, Secondary Grade, BT Assistant General Subordinate Service - Record Clerk and Record Assistant Basic Service - Office Assistant, Watchman etc.. Uniform Service - Police, Fire Service & Forest. Other Service - If Other service is selected then type the appropriate service.</p>
8	Other Service : If "Other Service" is selected in the "Service Type" Field, please type the service type name in this field