

INSTRUCTION

1	All Fields Are Mandatory	
2	Please Don't Change the Prescribed Format in any case	
3	Please Don't Change the name of the Sheet in given format	
4	Please use the Sheet DDO for those employee who are deputed directly under the Department (not in PSU's of the Department) in the District	
5	Please use the Sheet PSU for those employee who are deputed in the PSU in the District	
6	Please Don't merge any column or row in the sheet	
7	Please Fill the All field properly in every row (never use single quote (')/double quote(")/Das sign (-)/same as above/DO etc.) in the case of repetition of any field	
8	Please Follow the instruction as below for all fields given in the format	
	Column 1 (District)	Enter The Name Of District
	Column 2 (Treasury)	Enter the name of the treasury from which the DDO belongs
	Column 3 (DDOCode)	Please Enter The 6 Character DDO Code (i.e. - RUR001,RWD001, etc.)
	Column 4 (DDO Designation)	Please enter the Full Designation of The DDO
	Column 5 (Name of The Employee)	Please Enter The Name of the employee
	Column 6 (Employee's Designation)	Please Enter The Employee's Designation
	Column 7 (Employee's Department)	Please Enter The Correct Name of The Department in the employee is working
	Column 8 (Name of the Office)	Please Enter the name of the office in which the employee is working (i.e.- for a school/college employee the Employee's Department Will be Education Department but the name of the office will be the school/college name in which he/she is working) otherwise Enter the Name of the Department.
	Column 9 (GPF/CPF/PRAN No)	Please Enter the correct from the GPF/CPF/PRAN (any Available among these three No)
	Column 10 (Gender)	Please Enter The Correct Gender(either M or F) of the employee
	Column 11 (Date of Birth)	Please Enter the Date of Birth of the employee in (DD/MMM/YYYY) format
	Column 12 (Cadre)	Please Enter The Cadre of the Employee in Full Form (i.e.-write- Bihar administrative Services for B.A.S., Bihar Engineering Services for B.E.S. etc.)
	Column 13 (Class)	Please Enter The Correct Class of the employee (either from I/II/III only)
	Column 14 (Home District)	Please Enter the Correct District Name of the Home District of the employee (in case of the Employee from other State Write the District name with the State Name like - (Gazipur (Uttar Pradesh), Thane (Maharashtra) etc.)
Note:-	Please follow the same instruction for PSU Format , Except [Column 2 (Name of the PSU)- Please Enter The Name Of the PSU in this Column)	
	if Treasury and DDO Code is Not Available for the PSU Format then Enter (N/A) in Treasury and Enter(000000) in DDOCode Column in PSU Format	

