

Guidelines to fill single employee changes form:

- 1) Write page no (e.g. 1/2, 2/2 etc.).
- 2) Submitting form to concerned office (e.g. 11-07-19).
- 3) Office of the employee where he/she working right now (e.g.Fesco Computer Center, Faisalabad).
- 4) Position/Designation of employee (e.g. Data Coder, ALM, LS-I).
- 5) When changes will be implemented (e.g. 07/2019).
- 6) DDO-Code/Cost Center (Drawing & Disbursing code of respective offices available at website. e.g. DDO-Code of Fesco Head Office are 50000887).
- 7) Name of DDO/Cost Center (e.g. Fesco Head Office).
- 8) Office code (e.g. “code subdivision/division”).
- 9) Description (“Madina Town Subdivision”).
- 10)Personnel-Number/ID of employee available at website.
- 11)Employee Name (e.g. Riasat Ali).
- 12)CNIC No (e.g. 33104-1485381-7).
- 13)BPS of employee (e.g. 15).
- 14)Basic stage level of employee (e.g. 13).
- 15)Salary-status (Start/Stop) tick the relevant box.
- 16)Info-type of changes category (e.g. 0008 for Basic Pay, 0014 for Recurring/Allow etc...) available at Website.
- 17)Wage-type description (e.g. Basic Pay).
- 18)Wage-type (e.g. 0001 is the wage-type of Basic Pay).
- 19)Amount for change in Rupees (e.g. new Basic Pay amount are 17220RS).
- 20)Change required from which date (e.g. 01-07-2019).
- 21)Reason for change or any comment (e.g. Transfer, Promotion, and Change In “BasicPay” etc.).

