

**MASTER CREATION FORMAT - 1**

1	UNIT CODE	
2	DEPARTMENT CODE	
3	B-FORM NO	
4	NEIS/EIS NO	
5	EMPLOYEE NAME	
6	DATE OF JOINING (PRESENT UNIT)	
7	DATE OF INCREMENT	
8	C.M.P.F NO	
9	BANK ACCOUNT NO	
10	DESIGNATION CODE/DESIGNATION	
11	BASIC RATE	
12	LAST BASIC RATE	
13	EMP TYPE --- MR/TR/PR	
14	GRADE/CAT/GROUP	
15	H.R.A. CODE	
16	T.S. CODE	
17	U.G. CODE	
18	O.T. CODE	
19	P.F. CODE	
20	BANK CODE/BANK NAME	
21	HANDICAPPED CODE	
22	WASHING ALLOWANCE	
23	SCHOOL BUS	
24	STAFF CLUB	
25	ADDITIONAL INCREMENT	
26	ADDITIONAL PENSION	
27	CL BALANCE AS ON DATE	
28	EL BALANCE AS ON DATE	
29	SL BALANCE AS ON DATE	

Signature of Finance Incharge

Signature of Personnel Incharge