

ಅತೀ ಮುಖ್ಯವಾದ ಸೂಚನೆ

ಈ ಸಲದ ಸಿಬ್ಬಂದಿ ಆಯವ್ಯಯದ ತಂತ್ರಾಂಶದ **Main Form**ನಲ್ಲಿ ಡಿಡಿಬಿ ಕೋಡನ್ನು (**DDO Code**) ಭರ್ತಿಮಾಡಲು ಕಾಲನ್ನು ಹೊಸದಾಗಿ ಸೇರ್ಪಡೆಮಾಡಿದೆ. ಇದರಲ್ಲಿ ಆಯಾ ಕಛೇರಿಯ ಡಿಡಿಬಿ ಕೋಡನ್ನು ಸರಿಯಾಗಿ ಪರಿಶೀಲಿಸಿ ಭರ್ತಿಮಾಡುವುದು. **2011-12**ನೇ ಸಾಲಿನ ಸಿಬ್ಬಂದಿ ಆಯವ್ಯಯದಲ್ಲಿ ಕೆಲವೊಂದು ವಿಭಾಗದವರು ವಲಯ ಅರಣ್ಯಾಧಿಕಾರಿಗಳ ಹುದ್ದೆಯನ್ನು ಆಯಾ ವಲಯ ಕಛೇರಿಯಲ್ಲಿ ನಮೂದಿಸದೆ ವಿಭಾಗ ಕಛೇರಿಯಲ್ಲಿ ಒಟ್ಟಾಗಿ ವಿಭಾಗ ಕಛೇರಿಯಲ್ಲಿ ನಮೂದಿಸಿರುತ್ತಾರೆ. ಈ ರೀತಿ ಮಾಡದೆ ಸರಿಯಾಗಿ ನಮೂದಿಸುವುದು.

BRIEF DESCRIPTION

- * While entering a new record all the fields should be clear. It can be cleared by clicking **New Record**.
 - * Number of Post field (in field No. 6) should be entered as follow :
i.e.
(1) If there are 12 RFO's out of that the Employee is 5th RFO, then it should be entered as 5/12.
(2) If there are 7 Driver's out of that the employee is 3rd Driver, then it should be entered as 3/7.
(3) If there is only 1 First division Assistant then it should be entered as 1/1.
 - * While entering the name field, name should entered first & then initials.
Eg. Chandrakiran.K.L, Shivanna.D.S.
 - * Special Pay Should entered for a **YEAR**.
 - * **Peon** should be entered as **Dalayat**.
 - * Employee ID field (field no. 11) should be unique. i.e. no 2 records should have same Employee_ID. To enter Employee_ID, use **ANY ONE** of the following, preferably in the order given below:

(a) GPF/Number
(b) KGID/Number
(c) Division name/Employee name/Date of Birth
(division & Name should be abbreviated each into 3 characters)
i.e mandya as **mdy** Hassan as **hsn**
shivkumar as **shk** Raghavendra as **rgv**.
- Eg: (1) If in Division **KOPPA** Employee Name is Sridhar.H.S and his GPF is AF 12437
In Emp_ID Field = GPF/AF/12437

b) For second Employee

Emp_Name = vacant.

Emp_ID = vac6/ DRW/8

* At any point of time while entering a record, before SAVING, if some mistake is done it can be cleared by clicking **UNDO**.

* If any **saved record** contains mistakes, then select that particular record and click **DELETE** & re-enter the record.

FIELDS DESCRIPTION:

<u>Field No.</u>	<u>Field Name.</u>
1.	Budget Head.
2.	Nature.
3.	Category.
4.	Designation Code. (Selecting designation code, automatically selects Designation field).
5.	Designation.
6.	Number of existing posts of the particular Designation.
7.	Controlling Officer.
8.	Sub-Controlling officer.
9.	Drawing & Disbursing Officer.
10.	Employee Name.
11.	Employee ID.
12.	Pay Scale.
13.	Basic Pay.
14.	Increment Month.
15.	Increment Rate.
16.	Increment Amount.
17.	Total Pay.
18.	Dearness Allowance.
19.	Dearness Pay.
20.	Special Pay.
21.	Head Quarters
22.	House Rent Allowance (HRA).
23.	City Compensatory Allowance.
24.	Hill Allowance.
25.	Medical Allowance.
26.	Washing Allowance.
27.	Total Other Allowance
28.	Date of Birth..
29.	Date of Retirement.

FIELDS TO BE ENTERED:

Field No.	Field Name
1.	Budget Head.
2.	Nature.
3.	Category.
4.	Designation Code.
6.	Number of posts
7.	Controlling Officer.
8.	Sub-Controlling officer.
9.	Drawing & Disbursing Officer.
10.	Employee Name.
11.	Employee ID.
12.	Pay Scale.
13.	Basic Pay.
14.	Increment Month.
15.	Increment Rate.
20.	Special Pay.
21.	Head Quarters.
28.	Date of Birth.

- The Head Quarters names should contain same spellings as mentioned below. All should be in **small letters**, it should not contain capital letters. If any small mistakes in spellings then the program will not consider the head quarter's value.

Eg:

Correct	Wrong
tumkur	Thumkur
davanagere	davangere

If **tumkur** is entered as **thumkur** or **davanagere** is entered as **davangere**, then the program will not considered the head quarter's value.

HEAD QUARTERS VALUES:

bangalore, hubli, dharwad, mysore, bagalkot, belgaum, bellary, bhadravathi, bidar, bijapur, channapatna, **chikmagalur**, chinthamani, chitradurga, dandeli, davanagere, doddaballapur, gadag, betageri, gangawati, gokak, gulbarga, harihar, hassan, hospet, karwar, kolar, kgf, mandya, mangalore, nippani, rabkavi, banahatti, raichur, ramanagaram, ranebennur, shimoga, tumkur, aland, annigeri, arasikere, athani, bailhongal, bangarpet, bantwal, basavakalyan, bhalki, bhatkal, chikkodi, challakere, chamarajanagar, ramasamudram, chikkaballapur, gouribidnur, guledagudda, harapanahalli, haveri, hiriyur, hoskote, humnabad, hunsur, Ilkal, Indi, Jamakhandi, kadur, kampli, kanakapur, kollegal, koppal, krishnarajanagar, kumta, kundapur, Lakshmeshwar, madikeri, mahalingapur, malavalli, manvi, mudalgi, mudhol, mulabagal, nanjangud, naragund, puttur, ramadurg, sagar, sankeshwar, savanur, shahabad, shidlaghatta, shikaripura, siruguppa, shorapur, sindhanur, sira, sirsi, soundatti, tarikere, tiptur, wadi, udupi, yadgir, nandihills, mmhills, krishnaraj, brhills, madikeri.

Hill Allowance is provided for following Head Quarters values.

nandihills, **mmhills**, krishnaraj, **brhills**, madikeri.

NOTE: Do not change any Table structures, Queries, Reports. If any problem occurs completely close the program & restart.

Circle Code

SI.No	CIRCLE	CODE
1	PCCF	1
2	CF Bangalore	2
3	CF Bellary	3
4	CF Gulbarga	4
5	CF Belgaum	5
6	CF Dharwad	6
7	CF Kanara	7
8	CF Shimoga	8
9	CF Chikamagalur	9
10	CF Madikeri	10
11	CF Mangalore	11
12	CF Hassan	12
13	CF Mysore	13
14	CF Chamarajanagar	14
15	FDPT Mysore	15
16	CF Training	16
17	CF Research	17
18	CCF WP	18
19	CCF Vigilance	19
20	PCCF Wild life	20
21	CCF Development	21
22	CCF P & M	22

