

INSTRUCTIONS FOR FILLING AND UPLOADING OF THE NGO INFOPATH FORM

Most often the changes sent by the field formations don't get affected because of the wrong entries in the data sent by the field formations in the NGO Infopath form. So it is very important that the correct data must be sent by the field formations.

The fresh NGO Infopath form (**NGO_Infopath_Aug_2013**), is attached along with the instructions.

Before you start filling in this NGO infopath form, the **Unit_code**(From the dropdown list) and the Year month (format **YYYYMM**) must be correct.

FORM_1A (Service Particulars)

- The Regimental number must be of **9 digits only** and should be correct and should not contain any alphabets.
- Rank code is of 2 digits. (See code directory for the rank codes attached)
- Rank name must match with the Rank code.
- Date of birth, date of appointment and date of promotion should be in the format **DDMMYYYY** and must be **re-checked**.
- Category, Vacancy code, Unit code, Attach unit code, sub-unit, Medical category, Marital status, community code, religion, state, mothertongue, educational qualification, sex, service, source code and form code can be selected from the drop down menu. (Also see code directory for the codes.)
- The form code is **A for the fresh cases** and **1 is for the old ones**.
- The Name, Rank code, Category, Sub-Unit, Date of birth, Date of appointment, Medical category, Community and Sex are the **mandatory fields**, while entering the **fresh cases (Form code A)**

FORM_2A (Emoulements)

- The Regimental number must be of **9 digits** and should be **correct** and should not contain any alphabets.
- For entering the **fresh case**, the **Form Code** must be **B**.
- For entering the **Old cases**, the **Form Code** must be **2**.
- The Grade pay is required, since some calculations are based on the Grade Pay.
- The Pay band code, grade pay, RHA code can be selected from the drop down menu.
- The basic pay is Band Pay + Grade Pay and must be correct. It must be changed whenever there is change in band pay or grade pay.
- FP is Family planning pay.
- Stag Pay is Stagnation Pay.
- O A amount 1 is Other allowance amount 1.

- Deputation, HRA, CA, Training allowance, Washing allowance, CGHS, House allocation, HRR code, TPT code, Rum-Cigarette allowance, Rum-Cigarette allowance amount, Pension code(Applicable/Not applicable), Pension Pay, Increment, RMA and Insurance code can be selected from the drop down menu.

FORM_3 (Savings)

- The Regimental number must be of **9 digits** and should be **correct** and should not contain any alphabets.
- While entering the **PLI details** PLI code, PLI amount, PLI account number, Last month, Last Year are necessary.
- While entering the **GPF subscription details** GPF code and GPF subscription are necessary.
- While entering **GPF arrears details** Total GPF arrear amount, AG code, total instalment and current instalment are necessary. They must be **carefully calculated and filled**.
- While entering **Welfare loan details** Loan granting unit, the total amount, monthly deduction, total instalments and the current instalment are necessary. They must be **carefully calculated and filled**.
- While entering **Welfare education loan details**, the total amount, monthly deduction amount, total instalments, current instalment, month year of deduction (**MMYYYY**), welfare education loan granting unit are necessary. They must be **carefully calculated and filled**.

FORM_4 (Miscellaneous Recoveries)

- The Regimental number must be of **9 digits** and should be **correct** and should not contain any alphabets.
- Upto only two Miscellaneous recoveries can be given for one regimental number.
- While entering the **Miscellaneous recoveries** the code, total amount, total instalments, monthly deduction, current installment are necessary. They must be **carefully calculated and filled**.
- Pay withheld code, Increment withheld code, Deletion code and Effecting unit can be selected from the dropdown list.
- For any Miscellaneous recovery, Pay withheld code, Increment withheld code, Increment withheld code and deletion code, the **Effecting Unitis must**, otherwise the changes will not be affected.

FORM_5 (Advances)

- The Regimental number must be of **9 digits** and should be **correct** and should not contain any alphabets.
- The advance code, Second advance code and the advance balance code can be selected from the dropdown menu

- While entering the **Advance details** the advance code, advance previous amount (if any), second advance code (if any), advance total amount, Advance total installment, Advance current installment, Advance monthly deduction amount, Advance balance code, Advance month year (in the format **MMYYYY**), Advance bill number and the amount, the fields be **carefully calculated and filled**.

FORM_6 (bank Details)

- The Regimental number must be of **9 digits** and should be **correct** and should not contain any alphabets.
- **ECS bank code, ECS branch code(1 or 3), ECS branch address and ECS account number are the compulsory.**
- **ECS bank payment** code 1 means FHQ personnel and ECS bank payment code 0 means Pay in cash.

FORM_SPL (Special Card)

- This form is used for effecting the changes of the entire unit.
- The **combination of the unit and sub-unit code** can be given for effecting the changes.
- The Sub-unit code, CCA / SDA code, HRA code, RMA code, Rum – Cigarette allowance code, Rum – Cigarette allowance amount and the RHA code can be selected from the dropdown menu, if required. (Examples of selection of CCA/SDA and RHA is shown in NGO Infopath form)

Very Important Instructions:

1. **For the fresh cases, Form No. 1 and 2 are compulsory.** And they should be filled with the form code **A** and **B** respectively.
2. While uploading the infopath file through IPP or NIC mail, the name of the infopath file should be in the format **UNIT_CODE_01** for the first file, **UNIT_CODE_02** for the second file and so on. (for example 023_01, 023_02, 023_03 and so on) This is important for knowing the number of files sent by one unit and to avoid any confusion.
3. The infopath forms sent by the units are validated at IT wing on **05th of every month** and the error records are compiled and sent back to the units for correcting them at unit level. After correction of these records by the units, they need to be sent again to IT wing with the consecutive file name **till 09th of every month**. On 10th day, the infopath files sent by the units are validated again at IT wing and pay is processed with those changes. The errors, which could not be rectified are sent back to the unit, which after correction can be accepted as the changes of the next month only.
4. Send the changes through the **NGO Infopath Form only and not by signal.**
5. Though the Schedules/Reports are visible in the IPP after the pay is processed, **download the NGO Schedules/Reports only after the message for downloading the same is received.**

6. Most of the changes do not get affected due to the wrong entries in the infopath form. So all accountant **must check and re-check the infopath form before sending them.**
7. The complete code directory is also sent in the Excel with these instructions for your ready reference.
8. **The change affecting unit** is mentioned in the remarks column in the **Misc recovery schedule**, so as to know the unit giving changes.
9. For releasing the pay of pay withheld cases, the changes be sent through **Form No. 4 only** and should not be sent in Form 1A and 2B.
10. **All reports related to pay available in IPP should be downloaded.**
11. The contact number of the **IT wing, BSF, PushpaBhawan** is **011-29955751**, for solving any queries regarding pay.

Code Directory

➤ FTRs/SHQs/Instns CODE

201 FTR RAJ	256 SHQ BHUJ	369 CH TEKANPUR
202 FTR PUNJAB	257 SHQ BEHRAMPUR	371 NTC D TEKANPUR
203 FTR KASHMIR	258 SHQ AIZWAL	372 CH SRINAGAR
204 FTR JAMMU	259 SHQ BAGAF A	373 AIR WING
205 FTR SOUTH BENGAL	260 SHQ DALLI	374 CH AIZWAL
206 FTR TRIPURA	RAJHARA/ ALLAHABAD	375 CH KOLKATA
207 FTR SHILLONG	261 SHQ SILIGURI	376 CH JODHPUR
208 FTR NB	262 SHQ KUPWARA	377 CH HAZARIBAG
209 FTR GUJRAT	263 SHQ I/NAGAR (Ramban)	
211 FTR SILCHAR (M&C)	264 SHQ PANI SAGAR	
212 FTR BGLR(SPL Ops OD)	265 SHQ UDAIPUR	
213 FTR SPL OPS (CG) MALDA	266 SHQ RAIPUR	
214 FTR GUWAHATI	267 SHQ KORAPUT (RANCHI)	
221 SPL DG(w)CHANDIGARH	268 SHQ TRIVANDRUM	
222 SPL DG(e) KOLKATA	269 SHQ FALAKATA	
226 SHQ BARMER	270 SHQ JOWAI	
227 SHQ BIKANER	301 STC JODHPUR	
228 SHQ PALANPUR(Gandhinagar)	302 STC UDHAMPUR	
229 SHQ AMRITSAR	303 STC CC PUR (ASSAM)	
230 SHQ ABOHAR	304 STC NB (SALUGADA)	
231 SHQ SRINAGAR	305 STC PUNJAB	
232 SHQ BARAMULA	306 STC BANGALORE	
233 SHQ BANDIPUR	307 STC CHAKUR	
234 SHQ JAMMU	308 STC TEKANPUR	
235 SHQ RAJOURI	309 STC KASHMIR	

236 SHQ SHILLONG	310 STC HAZARIBAG	
237 SHQ GOKULNAGAR	311 STC INDORE	
238 SHQ SILCHAR	351 ACDY T/PUR	
239 SHQ SRI GANGANAGAR	352 TC & S H/BAG	
240 SHQ TURA	353 CSWT INDORE	
241 SHQ JALPAIGURI	354 CSMT T/PUR	
242 SHQ KOLKATA	355 STS-I N/DELHI	
243 SHQ MALDA	356 CENWOSTO	
244 SHQ FHQ	357 TSU T/PUR	
245 SHQ GURDASPUR	358 ARTY REG	
246 SHQ TELIAMURA	359 SIG REG	
247 SHQ COOCH BEHAR	360 DG FHQ	
248 SHQ FEROZPUR	361 BH JALANDHAR	
249 SHQ GUWAHATY (Dhubri)	362 CH KADAMTALA	
250 SHQ JSMR-1(NORTH)	363 SRO DELHI	
251 SHQ KISHANGANJ	364 STS-II BANGALORE	
252 SHQ KRISHNA NAGAR	365 SIW DELHI	
253 SHQ SUNDERBANI	366 PAD BSF	
254 SHQ JSMR-2(SOUTH)	367 WW MADHOPUR	
255 SHQ RAIGANJ	368 WW BHUJ	

➤ **RANK CODE**

SUB MAJOR	01	LC/BGLR	15	STENO-3	36
INSPR	02	LC/TAILER	16	JR- ACTT	37
INSPR(COMN)	02	MOCHI	16	SUPDT	38
INSPR(G)	02	CARPENTER	16	JAO	39
INSPR(MT)	02	WARD BOY	17	ASSTT	40
SUB INSPR(SI)	03	AYAH	17	STENO-2	41
SI QM	03	KAHAR	17	ASSTT SUPDT	42
SI ADJT	03	MED SWPR	17	FERRO PRINTER(FRO PRT)	43
SI MT	03	COOK	18	AUDITER	44
SI (G)	03	WATER CARRIER	18	HEAD -CLK	45
SI/DE	03	BARBER	18	STAFF CAR DVR(S-CAR-DVR)	46
SI/RO	03	W/M	18	CLASS IV HS	47
SI/PL COMDR	03	SWPR	18	SENIOR ACCTT	48
SI/RM-D(DIPLOMA HOLER)	04	FOLLOWER(OTHER)	18	LDC/KPO	49
SI/MM-D	05	BOAT MAN	18	UDC-DEP	50
SI/RM-D(RM)	06	KAHAR/HS	10	JR-GEST OPR	51
SI/MM-ND (MOTER MAC.)	07	SWPR(MED)HS	10	ASI-PRINTING	52
ASI/RM & ASI/GD	08	COOK/HS	10	DRAFT MAN	53
ASI/TEC	08	W/C(HS)	10	CIVILION DVR	54
ASI/RO	08	BRBR/HS	10	PRG- AST	55
ASI/CIPH-R	08	W/M-HS	10	JR- MECH	56
HC	09	SWPR-HS	10	SR- MECH	57
CHM	09	PEON	19	SISTER INCHARGE(SIS-IC)	58
BQM/H	09	MIDWFE	20	X-RAY AST	59

CO/MH	09	FRS-CHK	21	RADGRA	59
HC/SEC COMDR	09	RNG-CHK	21	SG FOLWR(PRF-RDR)	60
HC/DVR	09	GARDNER	22	PROOF READER(PRF-RDR)	61
HC/ARMR	09	CIV BOAT	23	SG PHARMASIST(SG-PHAR)	62
HC/SAN	09	STORE MAN	23	SG STENO	63
HC/MMG	09	CLEANER	23	MENGR	64
HC/BGLR	09	LAB ASTT	24	MINISTERIAL COMBATISED STAFF	
HC/MOHARRER	09	STAFF NURSE	25	DAFTRY(CIVILION)	64
HC/RO	09	QUALIFIED COMDR	26	PA SUB MAJOR(SM-PA)	65
HC/CIPH	09	NRS-ORD	27	SM/OS	66
HC/RM	11	ARTIST	28	PA(INSPR)/SUB-STN	67
HC/TEC	11	ELECTRN	28	HEAD CLK INSPR(SUB-HK)	68
HC/MM	11	LIBRAN	29	ACCTT INSPR(SUB-AT)	69
HC/FTR	12	TRANSLATOR	29	AUDITOR INSPR(SUB-AU)	70
LNK	14	STENO Gd-II(STN 2FD)	29	HINDI TRANSLATOR(SUB TRL)	71
CONST(LC)	15	PEON HS	30	SI-STENO	72
LC/MT	15	FRS CHK(FR-C-HS)	30	SI-CLK	73
LC/81 MM	15	RNG CHK(RN-C-HS)	30	ASI CLK	74
LC/MMG	15	CIV-DVR-HS	46	ASI PRT	74
LC/ARMR	15	PROOF READER	31	CONST DAFTRY	75
LC/SAN	15	TRANSLATOR-JR	32	SI-JM(JUNIOR MECH)	76
LC/CLK	15	UDC	33	ASI/MIN	77
LC/STORE KEEPER	15	UDC CASH	34	HC/MIN	78
LC/SIGNAL	15	ASI/PSR(NG DRSR)	35		
LC/BOAT	15	NQ COMPOUNDER	35		

AREA WISE DETAILS OF SPL COMP. ALLOW GIVEN TO GO'S & NGO'S IN BSF

AREA	CODE	COMP. ALLOW NGOS	SDA	FTR	GRADE PAY < RS. 5400	GRADE PAY RS.5400 & ABOVE
Assam Compensatory Allowance & Meghalaya Compensatory Allowance	F	400	YES	A&M, Silchar	400	500
Shillong Comp Allowance.	G	600	YES	A&M	600	750
Mizoram Com Allowance (MCA) AizwalDistt	H	1500	YES	M&C	1500	1875
MCA LunglehDistt excluding area beyond 25 Kms from Lungleh town	I	2000	YES	M&C	2000	2625
MCA ChintuipuiDistt & area beyond 25 Kms from Lungleh town.	J	2500	YES	M&C	2500	3250
Manipur Special Comp Allowances	K	1500	YES	M&C	1500	1875
Tripura Comp.Allow (other areas)	L	1500	YES	TRA	1500	1875
Tripura Comp Allow (Difficult areas)	M	2000	YES	TRA	2000	2625
UdhampurDistt Tehsil Mahore for areas Geol from Ramban side Areas from Reasi side	N	2000	NO	JAMMU	2000	2625

LehDistt :Places in the district other than Zanskar,Noyama and Nobra	N	2500	NO		2500	3250
BARAMULLA DISTRICT MATCHILL	N	2000	NO	SGR	2000	2625
KATHUA DISTT A) MaibatBani b) Lohi c) Malhar d) Machodi	P	2500	NO	JAMMU	2500	3250
UDHAMPUR DISTT : a) DaduBasantgarh b)LandarBhagangllaq c)Thakrakote d)Nagote e)Mahore	P	2500	NO		2500	3250
DODA DISTRICT a) Illaqos of Paddar in Kishtwar Tehsil b) NiabatNowgam in Kishtwar Tehsil	P	2500	NO		2500	3250
BARAMULLA DISTRICT :a) Entire GurezNiabat Division b) Tangdhar Sub Division c) Karan Illaqas	P	2500	NO		2500	3250
POONCH AND RAJAURI DISTT Area in Poonch and RajouriDisttexcluding the towns of Poonch&Rajouri&Sunderbani& other urbanareas in the two districts	Q	1500	NO		1500	1875
Nagaland Spl.Copm. Allowance	S	2000	YES	M&C	2000	2625

< RHA CODE & AMOUNT After hike in allowance 25% >							
RHA CODE	RHA AMOUNT	RANK TYPE	RHA CODE	RHA AMOUNT	RANK TYPE	RHA	FTRs
A1	2875	CONS	K4	3750	CONS	0	Close
A1	3450	HC	K4	4500	HC	A1	ANO
A1	5200	SO	K4	6750	SO	G1	Gujarat
B1	4725	CONS	K5	2500	CONS	G2	
B1	5775	HC	K5	3000	HC	G3	
B1	8475	SO	K5	4500	SO	J1	Jammu
G1	2875	CONS	K6	675	CONS	J2	
G1	3450	HC	K6	925	HC	J3	
G1	5200	SO	K6	1200	SO	J4	
G2	1675	CONS	K7	2875	CONS	J5	Kashmir
G2	2075	HC	K7	3450	HC	K1	
G2	2700	SO	K7	5200	SO	K2	
G3	1000	CONS	K8	7800	CONS	K3	

G3	1150	HC	K8	9350	HC	K4	
G3	1500	SO	K8	14025	SO	K5	
J1	4725	CONS	M1	2875	CONS	K6	
J1	5775	HC	M1	3450	HC	K7	
J1	8475	SO	M1	5200	SO	K8	
J2	4425	CONS	N1	2875	CONS	M1	M & C
J2	5425	HC	N1	3450	HC	N1	Nagaland
J2	7950	SO	N1	5200	SO	R1	
J3	3750	CONS	R1	3875	CONS	R2	Rajasthan
J3	4500	HC	R1	4600	HC	R3	
J3	6750	SO	R1	6700	SO	S1	Shillong
J4	2875	CONS	R2	2875	CONS	S2	
J4	3450	HC	R2	3450	HC	T1	Tripura
J4	5200	SO	R2	5200	SO		
J5	2500	CONS	R3	1000	CONS		
J5	3000	HC	R3	1150	HC		
J5	4500	SO	R3	1500	SO		
K1	4725	CONS	S1	4725	CONS		
K1	5775	HC	S1	5775	HC		
K1	8475	SO	S1	8475	SO		
K2	4425	CONS	S2	2875	CONS		
K2	5425	HC	S2	3450	HC		
K2	7950	SO	S2	5200	SO		
K3	4050	CONS	T1	1000	CONS		
K3	4850	HC	T1	1150	HC		
K3	7275	SO	T1	1500	SO		

➤ **WASHING ALLOW CODE**

FOR GD PERS (Rs. 60.00)	P	FOR NURS (Rs. 300.00)	N	FOR MEDICAL PERS-Rs.120.00	M
		For SI and Above (KMA)	H		
Now 75.00		Now Rs. 375.00		Now Rs. 150.00	