

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 FEROPUR | 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 |

| | | | | | |
|-----------------|----|----------------------|----|-------------------------------------|----|
| CCMH | 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 |

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|-------------------------------------------------------------------------------------------------------------------------------------------------|---|------|-----|-------|------|------|
| 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 | |