

## **DDO Template Ver 3.0**

# **DDO Template Ver 3.0 Guideline**

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### Distribution

Copy No.	Name	Location
	Wipro Project Team	Project Library
	TN IFHRMS Team	Crystal Tool

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## PART –I

### 1.0 DDO Template – Guidelines

Acronym	Expansion	Example
HOO	Head of the Office	Tahsildar
DDO	Drawing and Disbursing Officer	Tahsildar
HOD	Head of the Department	Commissioner of Revenue Administration
TAN	Tax Deduction Account Number	ABCD12345F
PAO	Pay and Accounts Office	
HRA	House Rent Allowance	
CCA	City Compensatory Allowance	

### 1.1 Office Details

Sl. No	Process details
1	<b>Name of the Office :</b> (e.g. 1) Government Girls Higher Secondary School, Periyakondanpalayam (Not like these - GGHSS or GGHSS, Periyakondanpalayam) (e.g. 2) Taluk Office, Virudunagar
2	<b>Address :</b> The full postal address of the office should be entered in Address line 1 and Address line 2
3	<b>Email ID :</b> Email ID of the office or the officer responsible
4	<b>Type of Office :</b> (e.g. 1) Taluk office comes under taluk level (e.g. 2) In the case of Schools and colleges, appropriate institution to be selected from the drop down.
5	<b>HOO (Designation) :</b> (e.g.) District collector for Collector Office
6	<b>DDO (Designation) :</b> (e.g.) Personal Assistant(General) to collector for Collector Office
7	<b>Sanctioned strength :</b> Total No. of sanctioned Permanent and Temporary Post
8	<b>Name of the Department :</b> (e.g.) All Panchayat union offices comes under RURAL DEVELOPMENT AND PANCHAYAT RAJ Department
9	<b>HOD (Designation) :</b> Director / Commissioner of Rural Development and Panchayat Raj for all Rural Department Offices
10	<b>Budget Requirement Sent to (Designation of the officer with DDO code) :</b> (e.g.) Tahsildar & Revenue Divisional Officer (RDO) send budget requirement to District Collector. Here the District Collector and his office's DDO code shall be entered. (e.g. 2) The Head of Sub-Treasury(ATO) sends budget requirement to Treasury Officer(DT). Here the Treasury Officer and his DDO code Shall be entered.
11	<b>Budget Allocation Received From (Designation of the officer with DDO code) :</b> (e.g.) The District Collector allocates budget to Tahsildar & RDO. Here also the District Collector and his office's DDO code shall be entered. (e.g. 2) The Treasury Officer Allocates budget to The Head of Sub-Treasury Office(ATO). Here also the Treasury Officer and his DDO code Shall be entered.
12	<b>Accounts Reconciliation Officer (Designation of the officer with DDO code) :</b> (e.g.) Each department may have appointed accounts reconciliation officer who has

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	to reconcile the departments monthly accounts with District Treasury/PAO. His designation and DDO code(If available) shall be entered
13	<b>Reporting to (Office Name) :</b> (e.g. 1) The RDO reports to district collector. Here the district collector office shall be entered. (e.g. 2) The Tahsildar reports to RDO. Here the RDO office shall be entered
14	<b>Reporting to Officer (Officer Designation with DDO code) :</b> (e.g. 1)In the above example the District Collector and his DDO code shall be entered. (e.g. 2)In the above example the RDO and his DDO code shall be entered.
15	<b>Multiple Office :</b> One DDO may draw bills for multiple offices. (e.g. 1) The District Education Officer is the DDO who countersigns Aided schools bills. Here each Aided school will be treated as one office. Similarly, AEO, JD - Collegiate education, Vigilance & Anti-Corruption officer Forest division etc., may have multiple offices. (e.g. 2) The Superintendent of Police draw bills for all the police stations within the district. Each Police Station shall be treated as one office for this template purpose. (e.g.3) If a state level officer draws pay at a single PAO / Treasury for the employees serving in various districts, then each district may be treated as one office.
16	<b>HRA State Govt Grade:</b> Meaning of the dropdown items: Grade 1(a) - Chennai City and places around the city not exceeding 32 kms from city limits Grade 1(b) - Cities of Coimbatore and Madurai and places around the city not exceeding 16 kms from city limits Grade 2 - Places in Grade 2 and places around 8 kms from town limits Grade 3 - Places in Grade 3 Unclassified Places - Unclassified Places Note : In case if any office allows approved different HRA rates, then that office shall be treated as multiple office then the different HRA rates shall be filled up in the attached office information. (e.g) The District Library Officer claims HRA for their staff at admissible rate whereas for the Branch Library staff he claims different admissible HRA rate. This District Library Office shall be treated as multiple office and the Branch Library be treated as attached office.
17	<b>HRA Rent Free State Govt Grade:</b> Meaning of the dropdown items: Grade 1(a) - Chennai City and places around the city not exceeding 32 kms from city limits Grade 1(b) - Cities of Coimbatore and Madurai and places around the city not exceeding 16 kms from city limits Grade 2(a) - Headquarters in Kanchipuram, Vellore, Dharmapuri, Salem, Cuddalore, Thanjavur, Thiruchirapalli, Tirunelveli, Nagarcoil, Erode, Othagamandlam, Pudukotai Grade 2(b) - Places other than those mentioned in Grade 2(a) places Grade 3 - Grade 3 places Unclassified Places - Unclassified Places

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18	<p><b>HRA Central Govt Grade:</b>  Meaning of the dropdown items: X - Chennai  Y - Salem(UA), Tiruppur(UA), Coimbatore(UA), Tiruchirappalli(UA), Madurai(UA)  Z - The remaining cities / towns in various states / UTs which are not covered as "X" or "Y" are classified as "Z" for the purpose of HRA</p>
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### 1.2 Post Details

Sl. No	Process details
1	<b>Post Title :</b> (e.g.) Junior Assistant
2	<b>Section Name :</b> (e.g.) Establishment or A Section
3	<b>Unit Name :</b> (e.g.) A1
4	<b>Category Name :</b> (e.g.) Assistant
5	<b>GO Number and Date :</b> The GO Number and Date shall be entered
6	<b>Head of Account :</b> The pay Head of Account for each post shall be entered.
7	<p><b>Service Type :</b> All India Service - IAS, IPS &amp; IFS  Judicial Service - Judges &amp; Others in Judicial Dept.  State Service - (e.g) Assistant Accounts Officer to Additional Director in Treasury Dept.  Subordinate Service - (e.g) Senior Superintendent / Assistant Treasury Officer or Superintendent / Sub Treasury Officer in Treasury Dept.  Ministerial Service - (e.g 1) Junior Assistant and Accountant in Treasury Dept.  (e.g 2) Superintendent in Social Welfare Dept.  Higher Education Service - PG Assistant &amp; Higher Secondary Headmaster  School Education Service - High School HM, DEO  School Education Subordinate Service - Special Teachers, Secondary Grade, BT Assistant  General Subordinate Service - Record Clerk and Record Assistant  Basic Service - Office Assistant, Watchman etc..  Uniform Service - Police, Fire Service &amp; Forest.  Other Service - If Other service is selected then type the appropriate service.</p>
8	<b>Other Service :</b> If "Other Service" is selected in the "Service Type" Field, please type the service type name in this field

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## PART –II

Dear Sender,

Thanks for your mail; we need your help and support by following below details while mailing to give efficient solution for your queries. Any mail sent to "[tad.helpdesk@wipro.com](mailto:tad.helpdesk@wipro.com)" should have subject line as given below and details should be in asked format.

**Note:** - Mails sent without below "subject Line" and requested "Table Format" (in Excel or Word) will not get update / solution.

### **Mail Subject Line to be followed:-**

*Subject Line:* - **DDO Designation change**

Format to share details – **DDO Designation Change**

TO Code	DDO Code	Name	Old Designation	New Designation

*Subject Line:* - **Employee Mapping / Aided Sub-Code**

Format to share details – **Employee Mapping**

To Code	DDO Code	Name	Designation	SR no (CPS, GPF, TPF / Suffix name)	DOB	DOJ	DOJ in Web Payroll

Format to share details – **Aided Sub-code**

To Code	DDO Code	Name	SR no (CPS, GPF, TPF / Suffix name)	Aided Sub-Code

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Subject Line: - Employee Transfer

Format to share details – Employee Transfer

From Office		TO Office		Name	SR no (CPS, GPF, TPF / Suffix name)
TO Code	DDO Code	TO Code	DDO Code		

Subject Line: - Enable Edit

Format to share details – Enable Edit Option after submit

TO Code	DDO Code

Subject Line: - Loans & Advance (Head of Account) / NSD Type

Format to share details – Loans & Advance

TO Code	DDO Code	Loans & Advance Type	DP Code	DP Description

Format to share details – NSD Type/IFSC Code

TO Code	DDO Code	IFSC (Code)	MICR (If available)

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Subject Line: - Login & Password / Department Code Change

Format to share details – **Login Credentials (ID creation)**

TO Code	DDO Code	DDO Designation	DDO name	Contact Number

Format to share details – **Password Reset**

TO Code	DDO Code

Format to share details – **Department Code Change**

TO Code	DDO Code	Department Code Change

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## PART- III

### 3.0 Individual Employee data - Guidelines

#### 3.1 Employee Details Excel Upload

Sl.No	Process details
1	Employee details template contains fields for Employee Pay details and Employee Leave balance details
2	Employee details can be uploaded in bulk using excel.
3	In Employee details Excel upload, user needs to select an office and click on download which will download an excel file with pre fetched employee details such as Employee Name and GPF/CPS number. User should fill employee details in this sheet and use upload option in the same page to upload them.
4	Once the excel is uploaded, system will validate whether the mandatory information is provided or not and shows the error on the screen along with the Employee Name and Employee's GPF/CPS number. User can see Errored records and Uploaded records in two different tabs. User can download error details file and uploaded records file in excel for reference. User needs to provide the missing information and reupload the full excel file.
5	In Employee Pay details, Employee Grade Pay/Matrix level, Salary Effective date, reason for change, Basic pay, next increment date, residence details, Medical allowance details and Employee type are Mandatory.
6	In Employee Leave details, please provide the applicable leave balances for the employee and mention the date till what date the leave balances are calculated and provided.

#### 3.2 NSD Details Template

Sl. No	Process details
1	In NSD details, please select the type of NSD (Non-statutory deduction) from the List of Values and provide the Payee details along with the payment type whether ECS or Cheque and provide the bank details (IFSC Code) if the Payment type is ECS.

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### 3.3 Loans and Advances

Sl. No	Process Details
1	Select the Office name, GPF number of an employee, advance type and provide the loan/advance details.
2	On Screen whatever the fields marked as star are mandatory information such as advance amount, recovery type, principle/interest amount.
3	In First/Last Month Flag field, if the Loan/Advance don't have the equal installment amount, please select the value whichever is applicable to the respective DDO office either First or Last and provide the installment amount for first month or last month where the different amount is adjusted.
4	If the loan/advance amount has equal instalments, please mention either first or last month installment amount.
5	In Account head field, please mention the relevant account head. For example, for marriage advance the user should search as Marriage. So, the relevant account head will be displayed for the selection If there are multiple advances for one employee, all the advance details should be entered one by one.

### 3.4 Employee SR Role Mapping Template

Sl. No	Process Details
1	Please provide the establishment section assistant details who maintains the Service register of employees along with the verifier details (Superintendent) and approver details. That means who does the entry in Service register of employees & who verifies and who finally approves. If there only one Establishment section assistant who maintains all the SR's of that office, then select the office in office name and all Categories in Categories and save.
2	Few offices may have multiple establishment section assistants who maintains various category of Service Registers (may be from different sections/units). In such cases, user needs to provide all those assistant details, verifier details & approver details along with category of SR's they maintain one by one.
3	If an assistant is maintaining the SR's of multiple offices, user needs to provide the information in multiple rows. For example: Assistant from SP office maintains SR's of SP office and some police stations. So, user needs to mention Initiator, Verifier and Approver details with all the Office Names and all the Category Names those many times.

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### 3.5 Employee Role Mapping for Bills

Sl. No	Process Details
1	Please select the office name, bill type & provide the Initiator, Verifier and Approver details for the respective bill type such as all types of bills, Non-Salary bills etc.
2	If any offices is having a user who is responsible for all types of bills, then the bill type needs to be selected as 'All types of bills' and provide the Initiator, Verifier and Approver details.

### 3.6 Final Submit Section

Sl. No	Process Details
1	Final submit section allows the user to download the Excel with the complete details what has been filled in all the templates such as Employee Pay details, Leave balance details, NSD details, Loans and Advances, Employee Service Register Role mapping and Employee role mapping for bills.
2	User can validate all the details in Excel and finally click on review which will give an overall details of employee count and details filled. User needs to click on 'Validate' button to validate whether the details provided are correct or data in any template has been missed for any employee. If any mismatch, system will give a message accordingly. If the data is not missed, system will give successfully validated message. Only when the data is successfully validated, submit button will be enabled.
3	Upon Submission, a disclaimer message will be displayed to the DDO user. He needs to read and accept the data is validated by selecting the checkbox and click on Submit button. To submit the templates, selecting the checkbox is mandatory.
4	Once the templates are submitted, editing cannot be performed unless the data entered found to be corrected. This edit option will be enabled only to make the corrections after the data is validated.

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## PART – IV

### 4.0 Instructions

#### 4.1 Edit Option Enable Format

Note: For any Corrections/Modification after submitting Individual Employee Data,

kindly send mail from District Treasury mail ID with TO CODE, DDO CODE, DESIGNATION & REASON FOR ENABLING EDIT OPTION addressing to [kumar.ashwin@wipro.com](mailto:kumar.ashwin@wipro.com) and copy to [srinivasa.muthukrishnan1@wipro.com](mailto:srinivasa.muthukrishnan1@wipro.com) , [sudip.jha@wipro.com](mailto:sudip.jha@wipro.com) , [ifhrms.tn@nic.in](mailto:ifhrms.tn@nic.in)

#### 4.2 Project Team Contact Number

##### District IFHRMS Wipro Support Team Contact Details

Chennai Region				
District	Wipro SPOC	Designation	Contact Number	Email ID
Cuddalore	RajeshPrabu	Zonal Lead	+91-7010 611 519	<a href="mailto:tad.cuddalore@wipro.com">tad.cuddalore@wipro.com</a>
Kanchipuram	Sakthivel	District Lead	+91-8220 318 557	<a href="mailto:tad.kanchipuram@wipro.com">tad.kanchipuram@wipro.com</a>
PAO High Court	Maran	District Lead	+91-9791 230 717	<a href="mailto:tad.chennai@wipro.com">tad.chennai@wipro.com</a>
PAO North	Sasi	District Lead	+91-9566 188 989	<a href="mailto:tad.chennai@wipro.com">tad.chennai@wipro.com</a>
PAO Secretariat	Namachivayam	District Lead	+91-9944 330 056	<a href="mailto:tad.chennai@wipro.com">tad.chennai@wipro.com</a>
PAO South	Santhosh	Zonal Lead	+91-9790 788 808	<a href="mailto:tad.paosouth@wipro.com">tad.paosouth@wipro.com</a>
SPA0 -Corporation	Santhosh	Zonal Lead	+91-9790 788 809	<a href="mailto:tad.chennai@wipro.com">tad.chennai@wipro.com</a>
Thiruvallur	Bharathiraja	Zonal Lead	+91-8248 512 435	<a href="mailto:tad.thiruvallur@wipro.com">tad.thiruvallur@wipro.com</a>
Coimbatore Region				
District	Wipro SPOC	Designation	Contact Number	Email ID
Coimbatore	Hari Krishnan	District Lead	+91-7094 968 856	<a href="mailto:tad.coimbatore@wipro.com">tad.coimbatore@wipro.com</a>
Erode	Santhosh Anand	District Lead	+91-9080 784 003	<a href="mailto:tad.erode@wipro.com">tad.erode@wipro.com</a>
Karur	Mahendran	District Lead	+91-9047 369 541	<a href="mailto:tad.karur@wipro.com">tad.karur@wipro.com</a>
Ooty	Yasmin	District Lead	+91-9688 064 371	<a href="mailto:tad.nilgiris@wipro.com">tad.nilgiris@wipro.com</a>
Tirupur	Hazarudheen	District Lead	+91-8838 968 512	<a href="mailto:tad.tiruppur@wipro.com">tad.tiruppur@wipro.com</a>
Tirunelveli Region				
District	Wipro SPOC	Designation	Contact Number	Email ID
Kanyakumari	Magesh Kumar	Zonal Lead	+91-9500 001 115	<a href="mailto:tad.kanyakumari@wipro.com">tad.kanyakumari@wipro.com</a>
Ramanathapuram	Subramani	Zonal Lead	+91-9500 356 397	<a href="mailto:tad.ramnad@wipro.com">tad.ramnad@wipro.com</a>
Tirunelveli	Magesh Kumar	Zonal Lead	+91-9500 001 115	<a href="mailto:tad.tirunelveli1@wipro.com">tad.tirunelveli1@wipro.com</a>
Tuticorin	Subramani	Zonal Lead	+91-9500 356 397	<a href="mailto:tad.tuticorin1@wipro.com">tad.tuticorin1@wipro.com</a>
Virudhunagar	Subramani	Zonal Lead	+91-9500 356 397	<a href="mailto:tad.virudhunagar@wipro.com">tad.virudhunagar@wipro.com</a>

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Vellore Region				
District	Wipro SPOC	Designation	Contact Number	Email ID
Dharmapuri	Thandavarayan	Zonal Lead	+91-9944 777 326	<a href="mailto:tad.dharmapuri1@wipro.com">tad.dharmapuri1@wipro.com</a>
Dharmapuri	Murali	District Lead	+91-8608 709 874	<a href="mailto:tad.dharmapuri1@wipro.com">tad.dharmapuri1@wipro.com</a>
Krishnagiri	Subhashini	District Lead	+91-6381 150 457	<a href="mailto:tad.krishnagiri1@wipro.com">tad.krishnagiri1@wipro.com</a>
Namakkal	Karthi	District Lead	+91-9688 844 868	<a href="mailto:tad.namakkal@wipro.com">tad.namakkal@wipro.com</a>
Salem	Sabarinathan J	District Lead	+91-9952 600 588	<a href="mailto:tad.salem@wipro.com">tad.salem@wipro.com</a>
Tiruvannamalai	Ramadoss	District Lead	+91-9600 830 053	<a href="mailto:tad.tiruvannamalai@wipro.com">tad.tiruvannamalai@wipro.com</a>
Vellore	Naveen	District Lead	+91-7871 764 544	<a href="mailto:tad.vellore1@wipro.com">tad.vellore1@wipro.com</a>

Tiruchirappalli Region				
District	Wipro SPOC	Designation	Contact Number	Email ID
Ariyalur	Rajesh Kumar Bharathi	Zonal Lead	+91-7904 273 346	<a href="mailto:rajesh.kumarbharathi@wipro.com">rajesh.kumarbharathi@wipro.com</a>
	Ammu B	District Lead	+91-7339 334 571	<a href="mailto:tad.ariyalur@wipro.com">tad.ariyalur@wipro.com</a>
Nagapattinam	Aravindhan	Zonal Lead	+91-8610 382 797	<a href="mailto:aravindan.r35@wipro.com">aravindan.r35@wipro.com</a>
	Durga	District Lead	+91-9840 314 438	<a href="mailto:dhurga.subramanian@wipro.com">dhurga.subramanian@wipro.com</a>
Namakkal	Rajasekar	Zonal Lead	+91-8220 867 140	<a href="mailto:rajasekar.vaithi1@wipro.com">rajasekar.vaithi1@wipro.com</a>
	Karthik M	District Lead	+91-9688 844 868	<a href="mailto:karthick.m30@wipro.com">karthick.m30@wipro.com</a>
Perambalur	Rajasekar	Zonal Lead	+91-8220 867 140	<a href="mailto:rajasekar.vaithi1@wipro.com">rajasekar.vaithi1@wipro.com</a>
	Sasi Rekha	District Lead	+91-8220 088 905	<a href="mailto:Tad.perambalur@wipro.com">Tad.perambalur@wipro.com</a>
Thanjavur	Rajesh Kumar Bharathi	Zonal Lead	+91-7904 273 346	<a href="mailto:rajesh.kumarbharathi@wipro.com">rajesh.kumarbharathi@wipro.com</a>
	Santhi V	District Lead	+91-8610 741 522	<a href="mailto:santhi.v91@wipro.com">santhi.v91@wipro.com</a>
Tiruvarur	Rajasekar	Zonal Lead	+91-8220 867 140	<a href="mailto:rajasekar.vaithi1@wipro.com">rajasekar.vaithi1@wipro.com</a>
	Kirubakaran	District Lead	+91-8248 121 714	<a href="mailto:Kirubakaran.n13@wipro.com">Kirubakaran.n13@wipro.com</a>
Trichy	Rajasekar	Zonal Lead	+91-8220 867 140	<a href="mailto:rajasekar.vaithi1@wipro.com">rajasekar.vaithi1@wipro.com</a>
	Nithya	District Lead	+91-8525 888 630	<a href="mailto:nithya.p84@wipro.com">nithya.p84@wipro.com</a>
Madurai Region				
District	Wipro SPOC	Designation	Contact Number	Email ID
Dindigul	Senthil	Zonal Lead	+91-8682 810 990	<a href="mailto:tad.dindigul1@wipro.com">tad.dindigul1@wipro.com</a>
	Gowtham	District Lead	+91-8883 144 639	<a href="mailto:tad.dindigul1@wipro.com">tad.dindigul1@wipro.com</a>
Madurai	Senthil	Zonal Lead	+91-8682 810 990	<a href="mailto:tad.madurai2@wipro.com">tad.madurai2@wipro.com</a>
Pudukkottai	Tamil	District Lead	+91-9159 316 143	<a href="mailto:tad.pudukkottai@wipro.com">tad.pudukkottai@wipro.com</a>
Sivaganga	Boominathan	District Lead	+91-8675 954 112	<a href="mailto:boominathan.veluchamy@wipro.com">boominathan.veluchamy@wipro.com</a>
Theni	Senthil	Zonal Lead	+91-8682 810 990	<a href="mailto:tad.theni1@wipro.com">tad.theni1@wipro.com</a>

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### Central helpdesk for Password Reset/Technical support

Contact Number	Mail ID
+9144 3068 6632	<a href="mailto:tad.helpdesk@wipro.com">tad.helpdesk@wipro.com</a>
+9144 3069 7640	