

PAYROLL SYSTEM
AMENDMENT FORM
SINGLE EMPLOYEE ENTRY

FORM: PAY.02

Date: _____

Page. No. _____



OFFICE OF THE _____

FOR THE MONTH OF _____

DDO Code (Cost Centre)

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Description. _____

Personal Number

--	--	--	--	--	--	--	--

Employee Name: _____

National ID Card Number: _____

Grade (Pay Scale Group)

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Salary Status Start Stop

Info Type	GENERAL DATA CHANGE		CHANGE IN PAYMENTS / DEDUCTIONS										Effective Date	Remarks		
	Field ID	NEW CONTENTS	Wage Type	Amount												
				Rupees				Paisa			Adj					

Prepared By _____

Audited/Checked By _____

Entered/Verified By _____
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