

ZONE – HRMS DEPARTMENT
TEMPORARY ALLOWANCE ENTRY

Changes in Salary for the Month: _____

Branch Name : _____ **Branch**

1. This form should include details of temporary allowance payable only.
2. Branch should not include Temporary Allowance payable for current month.

Sol ID : _____

Sl No	Add/ Delete/ Modify	PF No	Name of the Staff	Allowance Details					Remarks
				Allowance for Month/ Year	Type of Allowance	Allowance Amount	Base Days	Allowance for No of Days	

Branch Round Stamp

Date :

Signature of the Official
With Sign Code

ZONE – HRMS DEPARTMENT
INCREMENTS DETAILS ENTRY

Changes in Salary for the Month: _____

Branch Name : _____ **Branch**

1. This form is to be used for recommending increments to award staff.
2. Increment to Officers included here will be ignored.
3. Recommendations for increments to officers should be forwarded Separately to HR Dept in the format specified for that purpose.

Sol ID : _____

Sl No	Add/ Delete/ Modify	PF No	Name of the Staff	Increment Details					Remarks
				Current Stage	Current Basic Pay	Next Stage	Next Basic Pay	New Increment wef Month	

Branch Round Stamp

Date :

Signature of the Official
With Sign Code

ZONE – HRMS DEPARTMENT
MISCELLANEOUS TRANSACTION ENTRY

Changes in Salary for the Month: _____

Branch Name : _____ **Branch**

1. This form is to be used for changes in LIC Premium, Union, Association.

Subscription/Welfare Society/Thrift Society/Officiation Pay Etc.,

And other matters not categorized in the other three formats.

Sol ID : _____

SI No	Add/ Delete/ Modify	PF No	Name of the Staff	Full Particulars	Remarks

Branch Round Stamp

Date :

Signature of the Official
With Sign Code

ZONE – HRMS DEPARTMENT
LOAN TRANSACTION ENTRY

Changes in Salary for the Month: _____

Branch Name : _____ **Branch**

1. This form should be used for changes in loan deductions/LIC Premium/
Loss of Pay / Union / Association / Welfare Society

Sol ID : _____

Sl No	Add/ Delete/ Modify	PF No	Name of the Staff	Name of Loan	Loan Account No	Amount (Rs.)	Remarks

Branch Round Stamp

Date :

Signature of the Official
With Sign Code



ZONE – HRMS DEPARTMENT
CERTIFICATE OF LEAVE

Certificate for the Month: _____

Branch Name : _____ **Branch**

Sol ID : _____

It is certified that the leave entries of staff of the branch have been entered in HRMS Module and approved for the month mentioned above. The same have been verified with the leave records.

Branch Round Stamp

Date :

Signature of the Official
With Sign Code

बैंक ऑफ़ इंडिया
BANK OF INDIA

BOI



आंतर-कार्यालयीन ज्ञापन **Inter-Office Memorandum**

प्रेषक From

मुख्य प्रबंधक Chief Manager
बैंक ऑफ़ इंडिया Bank of India
_____ शाखा _____ Branch

प्रेषिती To

आंचलिक प्रबंधक The Zonal Manager
आंचलिक कार्यालय Zonal Office
_____ आंचल _____ Zone
ध्यानार्थ Attn: मानव संसाधन प्रबंधित विभाग
HRMS Dept

संदर्भ Ref: No: ADMIN/20.....-...../

दिनांक Date : / /20__

अद्यतन पत्रक प्रस्तुत करने की सम्बन्ध में SUBMISSION OF UPDATING SHEET

हमारा शाखा की स्टाफ के मासिक अद्यतन पत्रक इस आंतर-कार्यालयीन ज्ञापन के द्वारा बेजा जा रहा है ! आपसे अनुरोध है कि कृपया आवश्यक कार्यवाही करें.

Monthly updating sheet in respect of the branch staff is forwarded herewith.
You are kindly requested to do the needful please.

प्रबंधक Br/Sr Br/Chief Manager

संलग्न Encl.:

यथोक्त As Above.