

FORM 1

-General Education Department-
Details regarding initialisation of an Office [LP,UP and HS]

1.	Office Name, Address, P.O., PIN code.	
2.	Treasury Name & Code	
3.	Phone No with STD Code.	
4.	HRA/CCA Class (<i>Ref page 4 of Pay Revision Book</i>):	
5.	District, Taluk, Village and Panchayath of your office.	
6.	Name and PEN of the clerk who need login.	
7.	The Authorisation (Estt. / Bill) to be given to these clerks.?(Yes or No)	
8.	DDO Code	
	PEN of DDO [Drawing and Disbursing Officer] (If DDO or Headmaster do not have PEN you can generate a PEN for him after you get login.)	
9.	A Head of account	
10.	The Date from which the Present DDO is the DDO of your office.	