

DIRECTORATE OF TREASURIES AND ACCOUNTS,CHENNAI
NEW HEALTH INSURANCE SCHEME

DETAILS OF ID CARDS NOT RECEIVED-GUIDELINES TO DDOs FOR POSTING IN WEBSITE

(The data to be collected is with respect to the status as on 28.02.2009 ie. the staff strength, vacancy, eligible employees, forms uploaded, cards received, cards not received with respect to the employees on Position as on 28.02.2009 and NOT with respect to any previous dates)

- Opening the website <http://karuvoolam1.tn.gov.in/ddo.asp>
- DDO Login Page Login : Password:
For e.g: Login consists of "three characters of the district name/PAO followed by DDO code"(given Below) ie. For coimbatore "cbeac101", for PAO(south) "psotg401"
Password consists of "DDO code followed by three characters of district name/PAO"
ie. For coimbatore "ac101cbe", for PAO(south) "tg401pso"
- The screen for entering the required details is displayed-"Office/ID card details entry"
- Status of all the details of employees, like district, Administrative department, Head of the department, uploading of forms, handing over of forms, receipt of ID cards, non-receipt of ID cards etc.. – to be posted in the above screen in the respective columns.
- Check all the values, save and then click "confirm"
- Due care should be taken before clicking the "Confirm" button as the data once entered is freezed on confirmation and after that the corrections at the DDO level will not be possible. Thereafter the corrections if any, to be informed to the PAOs/SPAOs/TOs/STOs for taking necessary action.
- Home page for ID card not received details will be displayed along with the reference NO.
- Note down the No.without fail for printing a report .
- Details of uploaded reference Nos will be displayed
- Click to remove the tick mark for the reference Nos. for which ID card not received
- For entry of left out reference Nos. for which ID cards not received details to be entered
- Click Continue button, Type the left out reference NOs. for which ID card were not received
- Click Save Then Next ,After completion of all entries then Exit
- View Report ,Print
- A computer generated print out to be taken and handed over to the respective PAOs/SPAOs/TOs/STOs immediately.
- DDOs are responsible for the details furnished.
- The posting of details should be completed before 09.04.2009.
- For every DDO only one entry to be posted.
- In case of more number of offices for which one DDO is the pay drawing officer ,only one consolidated entry has to be made:
- For example:
- 1.The DEO, DEEO,AEEO are also the Pay Drawing Officers of the staff of aided institutions and in such cases, the details of all the institutions' staff to be added with the department staff and posted as a single entry under the single DDO code.
- 2.Noon Meal staff working in different locations for e.g. Local body institutions but they comes under the control of Social Welfare Department, the pay also drawn by the concerned Govt.Dept and similarly anganwadi workers comes under the control of ICDS. In such cases the details to be posted under the respective department and DDO code and should not be omitted. Also for the Makkal Nala Paniyalargal under the control of Rural Development and Panchayat Raj Department .
- Any clarification required may be obtained from the PAO/SPAO/Treasury r/Sub Treasury
- Three digit code of PAO/SPAO/District

Ariyalu = ARI	Kancheepuram = KPM	Pudukkottai = PDK	Tiruvannamalai= TVM	PAO-South = PSO
Chennai = CHN	Kanyakumari = KKM	Ramanathapuram = RMD	Tiruvavur = TVR	PAO-East = PEA
Coimbatore =CBE	Kaur = KAR	Salem = SLM	Tuticorin = TUT	PAO-Secretariat = PSE
Cuddalore = CUD	Krishnagiri = KGI	Sivaganga = SVG	Tiruchirappalli = TRY	PAO-North = PNO
Dharmapuri = DPI	Madurai = MDU	Thanjavur = TNJ	Tirunelveli = TNV	PAO-High Court = PHC
Dindigul = DGL	Nagapattinam= NGP	The Nilgiris = NLG	Vellore = VEL	Sub-PAO-Corp . = PCO
Erode = ERD	Namakkal = NMK	Theni = THN	Villupuram = VPM	PAO-Madura I = PMD
	Perambalur = PMB	Tiruvalur = TLR	Virudhunagar = VNR	PAO-Mdu-HC-Ben= PHM
				PAO-New Delhi = PND