

Instruction for Submitting DISE Data

1. Submit the Hard Copies of the data entered in the DISE software as mentioned below.

Employee Check List.

Undertaking.

Print Summary.

Epic Null Report

Epic Mismatch

****All pages must be signed with stamp by Department Head**

2. Handicapped and Long Leave employees of concerned departments should be marked clearly in the software while data entry and their proofs must be submitted along with the Undertaking Certificate

3. Copy of Salary bills, last drawn, of all the employees must be attached in the form of hard copy. Make sure salary data Must match DISE Capsule data

4. Submit the DISE output folder (containing backup folder and lot file) in the CD/DVD only, **no pen drive** or flash drive will be accepted.

5. The full and final complete data and all the hard copies of data will only be accepted in a single file cover, where CD/DVD should be in the cover also tagged with the same file. **Data Submission must be done by Office Head/Official who have entered data. No data submission by class 4 will be accepted**

6. All the hard copies must be stamped and signed by the head of the department.

7. Class IV employees data should not be entered in the software. Information regarding Class IV employees should be submitted in Excel Sheet having following columns :

Sr. No.	Name of Employee	Date of Birth	Designation Office Name	Date of Retirement	Mobile No.	Remarks	Bank Acc No	IFSC Code	Bank Name

Hard and Soft copy of above Class IV employees information must be submitted in same CD/DVD.