

**Format OI**  
(Details regarding initialisation of an Office)

1. Dept name,
2. District,
3. Office name
4. Full Address with name of Post office and PIN code,
5. Phone number with STD Code,
6. Name of treasury,
7. HRA/CCA slab (Ref page 4 of Pay Revision Book)
8. District & Taluk,
9. Village
10. Local body
11. DDO code
12. PEN, Name and Date Of Birth of the DDO
13. The date from which the present DDO is the DDO of your office.
14. Head of account (in the format of 0000-00-0-00-0-0)
15. Plan or Non-plan
16. PEN, Name and Date of birth of Establishment / Bill clerks
17. Contact mobile number