

Paymanager Help Document

Logging on the Paymanager:

To login in the system type the url location <http://10.149.2.27/paymanager> in the **address bar or browser**. Application is tested on Google Chrome and IE9 browsers.

Note: User must allow Popup on this url ie <http://10.149.2.27/paymanager> .

Before accessing the system the user has to authenticate himself by providing valid user name and password in the system allotted to him and must supply valid Security Validation Code. The login screen and procedure is shown below.

Login Screen



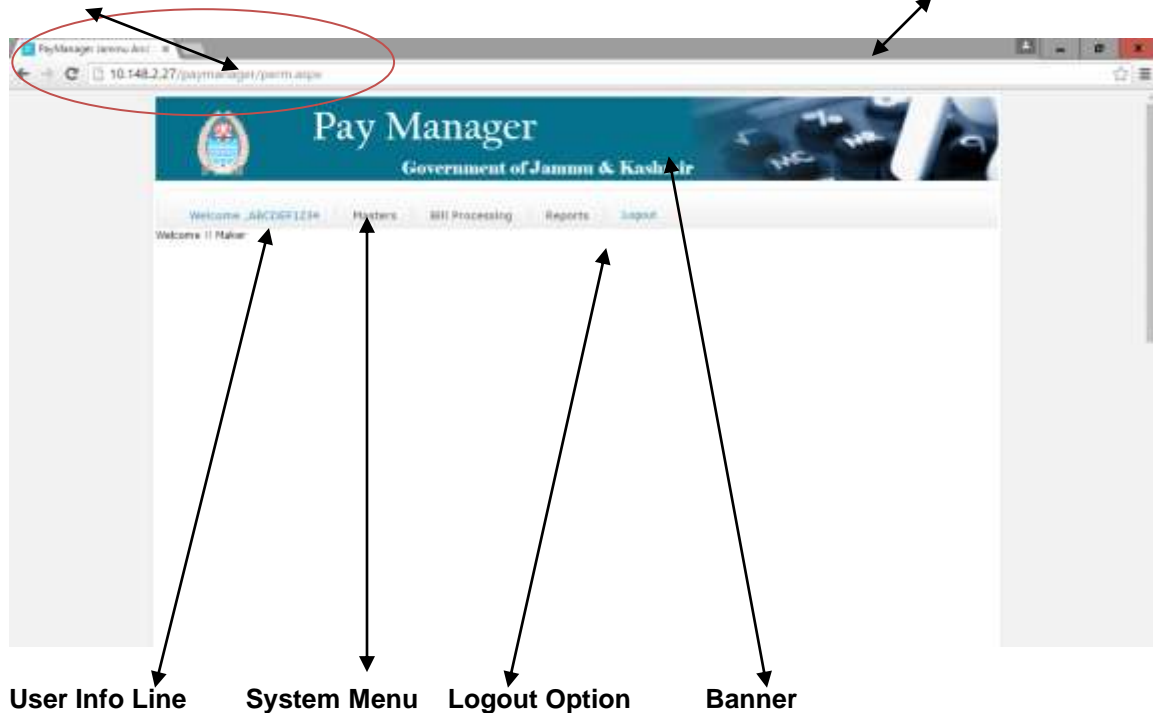
The user can enter his username, password provided by System Administrator and click on login button below.

System Menu

General layout of the system is as follows

Uniform Resource Code-URL

Browser Window



User Info Line: Information like DDO Name, Role (Maker/Checker) is displayed in this line

Banner: This is a common image displayed on each screen in this system.

System Menu: All the menus in the system are always shown on the top side of the Screen below banner

Logout Option : Once the user finishes his work he should logout immediately to free his resources with the central server.

MENU ITEMS

1 Master

- 1.1 Budget Entry
- 1.2 Group Master
- 1.3 Group allocation
- 1.4 DDO Details
- 1.5 Employee Information
- 1.6 Manage Seniority
- 1.7 Employee Suspension
- 1.8 Transfer employee
- 1.9 Transferred employee
- 1.10 Reset password

2 Bill Processing

- 2.1 Bill Register
- 2.2 Previous Month Bill Register
- 2.3 Medical Reim Bill
- 2.4 Salary Arrear
- 2.5 DA Arrear
- 2.6 Annual Increment
- 2.7 Bills rejected by Checker
- 2.8 Advance Pay

3 Reports

- 3.1 Bill Register
- 3.2 Bank Statement
- 3.3 Income Tax Report
- 3.4 Advance Pay
- 3.5 Mediclaim Bill
- 3.6 DA Arrear
- 3.7 Salary Increment
- 3.8 Salary Arrears
- 3.8 Deduction Details
- 3.9 Salary Slip Bill Wise

4 Schedules

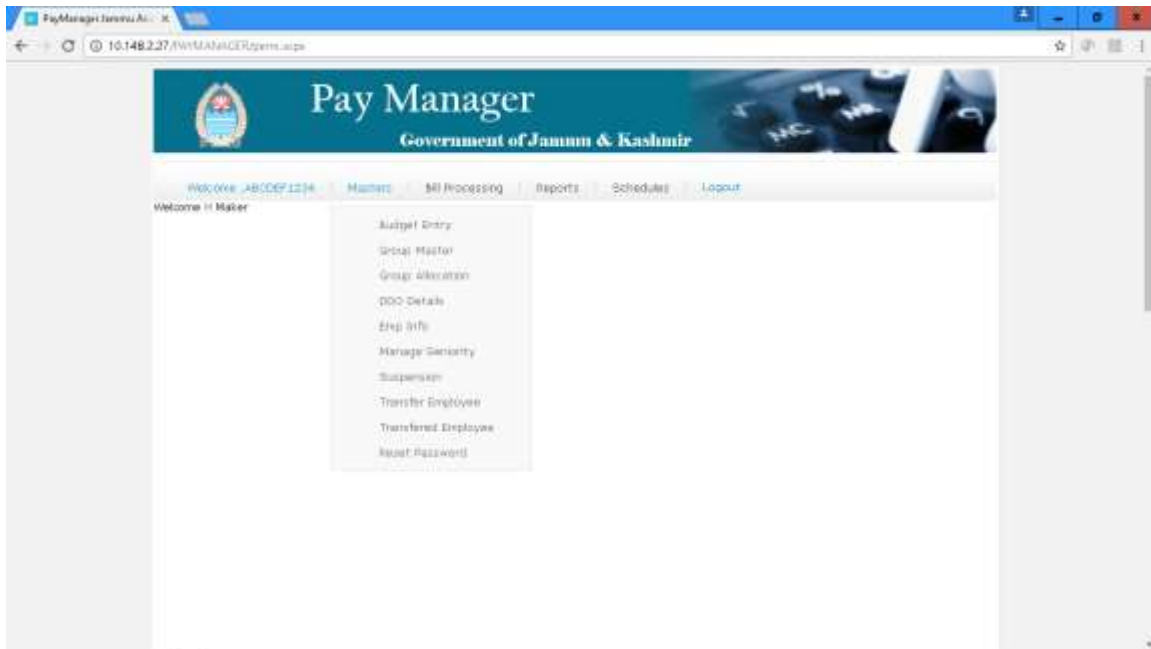
- 4.1 GPF Schedule
- 4.2 NPS Govt Share
- 4.3 NPS Schedule
- 4.4 SLI Schedule
- 4.5 I-Tax Schedule
- 4.6 CPF Schedule
- 4.7 EPF Schedule
- 4.8 Janta Insurance Schedule
- 4.9 Monthly Advance Schedule
- 4.10 HBA Schedule

5 Log Out

Menu Selection Screen

Depending upon his role a user is shown menu. Menu items differ depending upon user role.

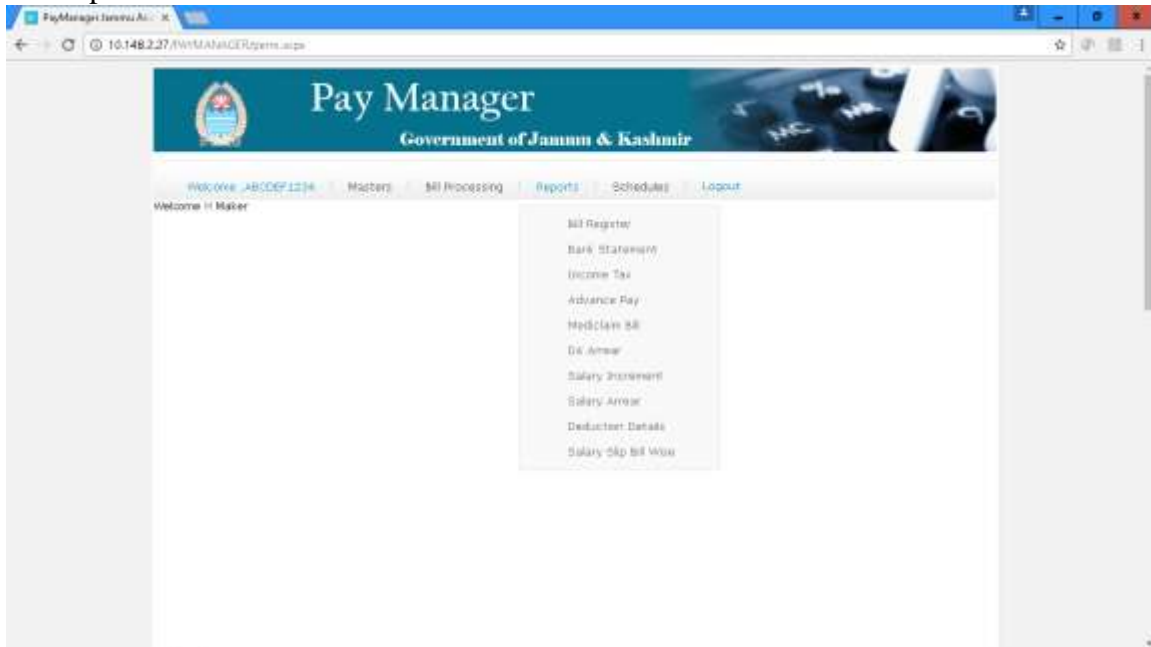
1.0 Master Menu



2.0 Bill Processing Menu



3.0 Report Menu



4.0 Schedule Menu



5.0 Logout

Master Data Entry

System is already taking care of Master Allowances/Deduction rates like DA rate, HRA rate, CCA, Medical, TMA, NPS Subs etc. All this master data is maintained by System Admin. In case of problem user has to

Allowances:

TMA
PP
PAY REC
WA
NPA
RISK ALLOWANCE
BORDER ALLOWANCE/ COMPENSATORY ALLOWANCE
RATION MONEY ALLOWANCE
HARDSHIP ALLOWANCE
KIT MAINTAINANCE ALLOWANCE
SPECIAL PAY
OTHER ALLOW
NPS GOVT CONTRIBUTION
SEMP ALLOWANCE
CPF EMPLOYER SHARE
CCAJUDGES
S ALLOWANCE
MA J
EPF
EPF ADM CHARGES
HILL ALLOW
2 1/2 DAY PAY
POCKET MONEY
SPECIAL DUTY ALLOWANCE
RECORD ALLOWANCE
FIXED TA
CPF ADMIN CHARGES
DA 7 PC
CCA
MA
CONVEYANCE
DA
HRA
C A

Deductions:

Deduction	Scheme	Status	Type	Deduction Type
ADVANCE PAY		Yes	Recovery	D
PAY RECOVERY		Yes	Deduction	T
HBA		Yes	Recovery	D
EPF		Yes	Deduction	D
EPF ADM CHARGES		Yes	Deduction	D
HILL ALLOWANCE		No	Deduction	D
GPF SUB	8009011010001000	Yes	Deduction	T
NPS SUB	834200120000000000	Yes	Deduction	T
INCOME TAX		Yes	Deduction	T
JANTA INSURANCE	823500105000000000	Yes	Deduction	T
SERVICE TAX	00400010200998037	Yes	Deduction	T
GROUP INSURANCE		Yes	Deduction	T
TS		Yes	Deduction	T
SLI	080420540009700990335	Yes	Deduction	T
CATERING CHARGES		Yes	Deduction	T
MED INS		Yes	Deduction	T
WELFARE FUND		Yes	Deduction	T
REGISTRATION FEE	003003000000000000	No	Deduction	T
GPF REF		Yes	Recovery	T
LOAN		Yes	Recovery	T
CPF EMPLOYEE SHARE		Yes	Deduction	D
CPF ADMIN CHARGES		Yes	Deduction	D
SURCHARGE	00400010200998038	Yes	Deduction	T
GROUP MEDICLAIM INSURANCE	823500101000000000	Yes	Deduction	T
CPF EMPLOYER SHARE		Yes	Deduction	D

1.1 Budget Entry:

At First DDO has to enter budget allocation details if any, before he generates pay bill. This is to ensure that there is enough budgets in his account. He has to select scheme, budget type, order no, order date and account. DDO can click on select to correct budget entries in case of any discrepancy.

Budget Entry

ADD BUDGET

Scheme: 08207101117009923271V
 Type: Budget [Fetch Data](#)
 Order No:
 Order Date:
 Amount:
 Detail Head: 001

[Submit](#) [Cancel](#)

	Financial Year	Type	Scheme Code	Order No	Detail Head	Order Date	Amount
Select	2015-2016	B	08207101117009923271V		001	2015-10-15	80000

Click to Update

1.2 Group Master:

Group master is in actual Pay Bill category eg Gaz/NonGaz/NPS. It is DDO specific and DDO can define own bill categories.

Fill Group Information

Group Description:

[Insert](#) [Cancel](#)

Code	Description
Select 1	N-GAZ
Select 2	GAZ
Select 3	NPS

1.3 Group Allocation:

Employees are allotted groups based on Bills. Select Bill and move employees using add(>>), remove(<<) arrow buttons accordingly. Employees under particular Bill/Scheme are to be grouped using this option.

Group Allocation

The screenshot displays the 'Pay Manager' interface for the Government of Jammu & Kashmir. The user is logged in as 'Welcome _ABCDEF1234'. The current bill is 'NPS PAYBILL, Treasury'. The interface shows two columns: 'Employees Available' and '23 Employees Assigned'. The 'Employees Available' list contains three entries: '04000011125--Besitharat', '04000011450--daba', and '04000011167--EMPLOYDATA'. The '23 Employees Assigned' list contains 23 entries, including '04000011561--dk', '04000010010--dazy kohli', '04000011164--Gh Mohuddnk', '04000011176--GHULAM MOHDPARREY', '04000011178--GHULAM NABIMR', '04000011309--MANVIK', '04000010012--meenakshirajput', '04000011308--NANCYKOHLI', '04000011130--NAZIR HUSSANKHAN', '04000011560--OMNAM', '04000011310--PIYA', '04000011144--QesKumar', '04000011569--m', '04000011117--RAHUL', '04000011240--RATAN', '04000011175--SADFSDASDASDA', '04000011118--sanjay dutta', '04000011131--SureshVerma', and '04000010038--V PKumar'. Two callouts are present: 'Add emp in the Group' with an arrow pointing to the right arrow button between the lists, and 'Remove emp from group' with an arrow pointing to the left arrow button between the lists.

1.4 DDO Details:

DDOs are not permitted to change or update his details, only admin is authorized to do the changes. DDOS are only permitted to enter Sanctioned Posts & also add their signature in jpeg format by clicking on this option. File size should be less than 50kb. He can also update sanctioned posts details.

DDO OFFICE DETAILS

The screenshot shows a web application interface with a navigation bar at the top containing 'Welcome ,CSTFIN0002', 'Masters', 'Bill Processing', 'Reports', and 'Logout'. Below the navigation bar, there are tabs for 'DDO Office Details', 'DDO Scheme', 'SANCTION POST', and 'Upload Sign'. The 'DDO Office Details' tab is active, displaying a form with the following fields and values:

DDO OFFICE DETAILS	
Department	FINANCE DEPARTMENT
Office	Civil Secretariat Treasury Jamm
DISTRICT	CIVIL SECT
Treasury	CIVIL SECT
Bank	J&K Bank
Bank Branch	C S Treasury
DDO DESIGNATION	Treasury Officer
OFFICE NAME	CIVIL SECRETARIATE
Account No.	0110010200000838
TAN	AMRT10656C
STATE	J&K
ADDRESS	civil sectt
Mobile	0000000000
Fax	0
Email	csjkk@nic.in
AgCode	CSTFIN0002

At the bottom of the form, there are two buttons: 'Submit' and 'Cancel'.

System admin will link Salary Schemes for concerned DDO using this tab at time of User creation.

DDO Payment Schemes

DDO Office Details **DDO Scheme** SANCTION POST Upload Sign

Office: Civil Secretariat Treasury Jamm ▼
Select DDO: 0400004
Enter Scheme:

Schemes Available		Schemes Assigned
-----		08-0420-54-000-9700-9903-3-5 ▲
00-2011-01-000-0000-0000-1-V		
00-2011-01-101-0000-0000-1-V		
00-2011-01-102-0000-0000-1-V		
00-2011-01-103-0000-0000-1-V		
00-2011-01-104-0000-0000-1-V		
00-2011-01-105-0000-0000-1-V		
00-2011-02-000-0000-0000-1-V	>>	
00-2011-02-101-0000-0000-1-V	<<	
00-2011-02-101-0099-0000-1-V		
00-2011-02-102-0000-0000-1-V		
00-2011-02-102-0099-0000-1-V		
00-2011-02-103-0000-0000-1-V		
00-2011-02-103-0099-0000-1-V		
00-2011-02-104-0000-0000-1-V		
00-2011-02-800-0000-0000-1-V		
00-2012-01-000-0000-0000-1-V		
00-2012-01-090-0000-0000-1-V		

1.5 Employee Info (Details)

General information required about employee is as:

1. Employee Name
2. Pay in Pay-band (6 PC)
3. Pay-Band
4. Designation
5. Parentage
6. Date of Birth
7. Date Of Joining
8. Blood Gp
9. Category
10. Gaz/Ngaz
11. Sex
12. Married/Non Married
13. Type of Employee (Permanent/Temp/Adhoc)
14. Class of Employee(Class I,II etc)
15. Cadre
16. Mobile no
17. Email
18. PAN
19. Bank Branch Code and Account no
20. Govt Accommodations Available
21. Aadhar no
22. GPF/NPS/CPF/EPF Account number
23. Office Address
24. Place of Posting

Data Entry Screen of employee:

There are two methods to do this:

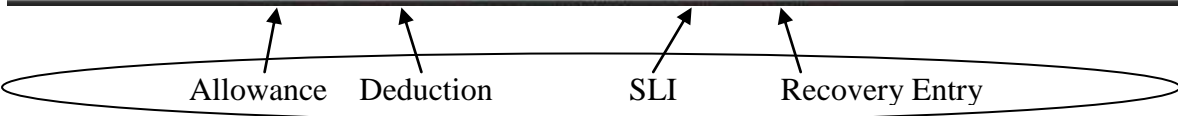
- Click on add employee and fill all necessary information manually and save, it will generate employee code.
- Click on add employee and Enter employees CPIS Emp Code no and click "GO". It will fill Employees basic information in CPIS as per Data Available. This will work only if employees entry has been done in CPIS.

DDO must ensure that employees Basic-Pay, Grade-pay, HRA Status, PAN no, GPF/NPS no, Aadhar no and 16 digit Bank Account number must be entered very carefully. This is one time exercise.

Imp Note: Care should be taken so as Pay attributes are not overwritten unnecessarily though system is maintaining logs.

Employee Information

The screenshot shows the 'Employee Information' data entry screen. It includes a search bar, a list of employees, and several input fields for employee details, salary, and allowances. The 'Salary Details' section includes fields for Pay Commission, PAY IN PAYBAND, Branch Code, Bank Account No, and GPF/NPS/CPF/EPF. The 'Allowances' and 'Deductions' sections contain tables with columns for various categories and amounts. At the bottom, there are buttons for 'Add Allowance', 'Add Deduction', 'Partial Pay', 'Stop Payment', 'SLI Master', and 'Recovery Master'.



Allowance Master:

Select Employee from left grid of employee master form and click on Allowances Button. Allowances like DA, HRA, CA, MA etc are auto-calculated. Radio buttons can be checked or unchecked for selecting/Deselecting Allowance and employee detail can only be saved by clicking Submit Button.

Note that some fields like DA,HRA, MA etc are auto calculated and are disabled and amounts to as per govt order. Use can select or deselect as per allowances granted to person.

Allowance Master

EmpId:04000011147

5	CCA	<input checked="" type="checkbox"/>	
7	MA	<input type="checkbox"/>	
21	CONVENIENCE	<input type="checkbox"/>	<input type="text" value="0.0"/>
33	DA	<input type="checkbox"/>	
40	HRA	<input type="checkbox"/>	
47	CHARGE ALLOWANCES	<input checked="" type="checkbox"/>	<input type="text" value="1500.00"/>
48	TMA	<input type="checkbox"/>	
49	PERSONAL PAY	<input type="checkbox"/>	<input type="text" value="0.0"/>
50	PAY RECOVERY	<input type="checkbox"/>	<input type="text" value="0.0"/>
51	WA	<input type="checkbox"/>	<input type="text" value="0.0"/>

Submit

NOTE: This option will open Allowance Form only on enabling pop-up.

Deduction Master:

Select Employee from left grid of employee master form and click on Deduction Button. Deductions like NPS etc are auto-calculated, rest are manual like GPF subscription, Income Tax, Advance etc. Radio buttons can be checked or unchecked for selecting/Deselecting Deduction and employee detail can be saved by clicking Submit Button.

Deduction Master

EmpId:04000011147		
19	NPS subscription	<input checked="" type="checkbox"/> 2407.00
20	Income Tax	<input type="checkbox"/> 0.0
23	Janta Insurance	<input type="checkbox"/> 0.0
26	TS	<input type="checkbox"/> 0.0
27	SLI	<input type="checkbox"/>
28	Catering Charges	<input type="checkbox"/> 0.0
29	Mediclaime Insurance	<input type="checkbox"/> 0.0
30	Welfare Fund	<input type="checkbox"/> 0.0

[Submit](#)

NOTE: This option will open Allowance Form only on enabling pop-up.

Other Employee Related Data

Partial Pay

Effect of partial Pay will be reflected in the Bill of Corresponding month for drawing salary of employee for particular period.

Partial Pay

Employee Details

Name	FatherName	Designation	Date Of Birth
T N Bhat na		NA	01/01/1950

Partial Pay

Emp Id	Month	Year	Start Date	End Date	Pay	Days Paid	Status	Action
--------	-------	------	------------	----------	-----	-----------	--------	--------

Partial Pay Details

Year	2015-2016 ▼
month	October ▼
From Date	
To Date	
Forenoon/Afternoon	
<input type="checkbox"/> Deduction	
<input type="button" value="Add Partial Pay"/>	<input type="button" value="Close"/>

SLI Details

DDO has to check and enable SLI in deduction form of employee in case of SLI deduction. This enables SLI Button in Employee Detail form. Policy details of employee can be entered on clicking SLI Master Button. There is provision for multiple entries in form.

This is must for ensuring proper generation of SLI Schedules.

EmpId:04000011113

19	NPS subscription	<input checked="" type="checkbox"/>	<input type="text" value="6482.00"/>
20	Income Tax	<input type="checkbox"/>	<input type="text" value="0.0"/>
23	Janta Insurance	<input checked="" type="checkbox"/>	<input type="text" value="500.00"/>
26	TS	<input type="checkbox"/>	<input type="text" value="0.0"/>
27	SLI	<input checked="" type="checkbox"/>	
28	Catering Charges	<input type="checkbox"/>	<input type="text" value="0.0"/>
29	Mediclaime Insurance	<input checked="" type="checkbox"/>	<input type="text" value="100.00"/>
30	Welfare Fund	<input type="checkbox"/>	<input type="text" value="0.0"/>

[Submit](#)

SLI details can be entered by clicking on SLI Master Button in employee form.

SLI Details Register

Lic Register


Name	FatherName	Designation	Date Of Birth
adarsh dutta	sh pawan kumar dutta	NA	10/10/1989

Policy No	Amount	Action
45666	1000.00	Edit
11	11.00	Edit

SLI Register

Policy No.

Amount

Starts ON 

[Add Policy](#) [Close](#)

Recovery Master:

Recoveries like GPF Refund, HBA, Advance-Pay can be entered using this master.

Details of GPF Refund /HBA / Advance Pay taken by employees can be entered using this menu item. They will be automatically reflected in Employee Details Form when Loan Master Form is submitted.

LOAN MASTER

Loan Master						
Employee Details						
Name	FatherName	Date Of Birth				
V P Kumar	Kumaran	1/1/1980				

Loans						
Recovery Type	Amount Drawn	Total Installment	Installment Amount	Drawn Date	Active	Action
GPF REF	216000.00	30	7200.00	07/08/2014	Active	Edit

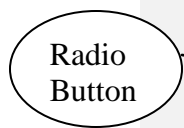
Loan Details						
Type of Recovery	<input type="text" value="GPF REF"/>	Drawn Date	<input type="text"/>			
Amount Drawn	<input type="text"/>	Total Installment	<input type="text"/>			
Installment Amount	<input type="text"/>	Amount Deposited	<input type="text"/>			
Total Installment Deposited	<input type="text"/>	Active	<input checked="" type="radio"/> Active <input type="radio"/> InActive			
Add Loan		Close				

1.6 Manage Seniority:

Employee can be arranged in Pay Bill Register (PBR) Depending upon their seniority. If seniority is updated, employees will be sorted depending upon their seniority number assigned. Employees can be sorted either by Designation / Grade Pay or Seniority number allotted so as to help maker in giving seniority number to employee.

It can be done either in two ways:

- By individually clicking Radio Button on employee's row and after entering seniority number maker should click on update to save record.
- Secondly user can also click on radio button on EMPID Column and can make corrections on all employee data by pressing Save Button in Bottom of Form.



EMPID	Designation	Pay in Payband	Grade Pay	Seniority	Update
0400011361	A. D. S. Press and Publication	2200	400	5	<input type="radio"/>
0400011362	A. D. S. Press and Publication	2200	400	2	<input type="radio"/>
0400011363	A. D. S. Press and Publication	2200	400	24	<input type="radio"/>
0400011364	A. D. S. Press and Publication	2200	400	1	<input type="radio"/>
0400011365	A. E. O.	24149	4200	7	<input type="radio"/>
0400011366	A. E. O.	2200	4200	31	<input type="radio"/>
0400011367	A. E. O.	1200	4200	0000	<input type="radio"/>
0400011368	A. S. J-III	2500	5	22	<input type="radio"/>
0400011369	A. S. (Pg I)	500	4200	10	<input type="radio"/>
0400011370	A. S. (Pg I)	5	4200	26	<input type="radio"/>
0400011371	A. S. (Pg I)	5000	5	9	<input type="radio"/>
0400011372	A. S. (Pg I)	5	4200	20	<input type="radio"/>
0400011373	A. S. (Pg I)	1000	4200	00	<input type="radio"/>
0400011374	A. T. O.	3100	4200	20	<input type="radio"/>
0400011375	Accountant	1300	5	00	<input type="radio"/>
0400011376	Accountant	12420	4200	10	<input type="radio"/>
0400011377	Accounts Assistant	5100	2000	28	<input type="radio"/>
0400011378	Accounts Assistant	7100	2400	21	<input type="radio"/>
0400011379	Accounts Clerk	5100	2000	24	<input type="radio"/>
2200012004	Accounts Officer	12000	4200	01	<input type="radio"/>
0400011380	Additional Treasury Officer	10010	5000	10	<input type="radio"/>
0400011381	Asst. Resident Officer	8700	3800	6	<input type="radio"/>
0400011382	Asst.	10010	4200	20	<input type="radio"/>

1.7 Suspension of Employee

Employee can be placed under suspension by using this option. His salary will be drawn as per order. His name will automatically come in Pay Bill Register once his suspension period is over.

Suspension of Employee

Select Employees

Date of Suspension	<input type="text"/>	Order No	<input type="text"/>
Order Date	<input type="text"/>	Basic Percentage to be given	<input type="text"/>
Whether Restored	<input checked="" type="radio"/> Yes <input type="radio"/> No	Order No of Resoration	<input type="text"/>
Order Date of Restoration	<input type="text"/>	Date of Restoration	<input type="text"/>
Group	NPS		

Select All

04000011144--SestKumar

	Emp ID	Date of Suspension	Order No	Order Date	Basic(%)	Whether Restored	Date of Restoration	Restoration Order No	Date of Order No of Restoration
Select	04000010038	08/12/2015		08/12/2015	10	No	01/01/1900		09/01/2015

[Insert](#)

1.8 Transfer Employee

Employee can be transferred to other DDO using this option. His name will automatically come with DDO where employee is transferred.

Select Group NPS PAYBILL Treasur ▼
Select Employee 04000010010--dazy kc ▼
Select DDO Director Estates ▼
[Transfer Employee](#)

1.9 Transferred/Joining Employee

Concerned DDO will click on this option and will Accept the employee who has joined.

Employees
04000010010--dazy kc

EMPLOYEE GENERAL INFORMATION

Emp Code: GO
Select Group: NPS PAYBILL Treasury ▼
First Name: dazy
Parentage: bharat
Date of Joining: 04/2015
Category: GEN ▼
 Gasetted Non-Gasetted
Cadre: IAS ▼
Designation: Drawing and Disbursing Officer ▼
Mobile: 9419237100
Address: gandhi nagar

Scheme: ▼
Last Name: kothi
Date of Birth: 1/00/1980
Blood Group: A ▼
District: ▼
 Male Female Married Unmarried
Department: Sdbr Treasury Office Jammu ▼
Adhar Number:
Email-id: (dazy)@ddc.com

Salary Details

Pay Commission: ▼
BASIC PAY: 20120
Bank Account No: 123457790000343
GPF/NPS: Abcdgghghg

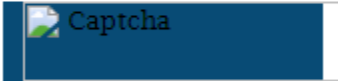
PAY BAND: ▼
PAN: AWDPK1586A
 NPS GPF Govt Accom.: Yes No
Class of City: X ▼

[Accept](#) [Cancel](#)

Allowances		Deductions	
CCA DA	35 34940	SLI	1800.00
		GPF REFUND	7200.00
Total Allowances	65895.00	Total Deductions	9000.00
		Payable Salary	56895.00

1.10 Reset Password

User can change his password using this option as per password policy. Minimum password length is 8. The password shall be a combination of upper and lower case characters (e.g. a-z, A-Z), digits (e.g. 0-9) and special character (@#\$%).

User :	ABCDEF1234(Maker)
Enter Old Password :	<input type="text"/>
Enter New Password :	<input type="text"/> Eg:Putty@11
Enter Retype Password :	<input type="text"/>
Verification Code :	
Enter Verification Code :	<input type="text"/>
<input type="submit" value="Submit"/>	

Password pU#tty11 is just an illustration.

Question: How to Generate Salary for Month?

2.1 Bill Register Generations:

On Updating all salary related entries in employee details, Maker or Bill Preparer should **run this option under Bill Processing-Bill Register** to generate salary bills of corresponding month. Select month, Year, Group and Scheme and click button Show. Budget details will be shown in the form. If there is sufficient budget, Forward Bill button will appear and maker can forward it to Approver for verification and approval.

SNo	EmpName	Designation	currentPayband	BasicPay	GradePay	BackPay	C.B.	
1	DR	A. D. I. Press and Publication	4440-7440	10000	1300	12130.00		00
2	Vishal Gurn	Junior Assistant	0	5500	0	5500.00		
3	MANVI K	A. D. I. Press and Publication	4440-7440	1300	1300	2600.00		
4	Vivek Sharma	A.D.(P)	0	9690	0	9690.00		00
5	Gh Mohamadin k	A.T.O	9300-34800	22000	4600	26600.00		00
6	meenakshi rajput	Exc. Advisor	4440-7440	24580	1300	25880.00	256	20
7	Suresh Verma	Accountant	9300-34800	12490	4220	16710.00		10
8	V P Kumar	Additional Treasury Officer	9300-34800	19030	5200	24230.00		
9	VIKAS VERMA	Data Entry Operator	5200-20200	10790	2800	13590.00	1100	10
10	OM NAM	Artist	4440-7440	10010	1300	11310.00		
11	HAZIR HUSSAIN KHAN	Ordery	4440-7440	7320	1300	8620.00	175	20
12	Rajni	Accounts Assistant	5200-20200	5200	2800	8000.00		10
13	sanjay dutta	Accountant	0	12000	0	12000.00	1500	10
14	Devi Kulnar	A.T.O	4440-7440	5190	1300	6490.00	0	20
15	SADP/SDF ASGARDA	A. E. O.	9300-34800	2500	4000	6500.00		
16	MANVI KISHI	A. D. I. Press and Publication	4440-7440	1300	1300	2600.00		
17	PIVA	A.T.O.	4440-7440	1000	1300	2300.00		
18	GHULAM MOHD SHAFIQ	A.D.(P)	0	5222	0	5222.00		
19	Vivek TEST	A.D. (Pg.)	4440-7440	0	1300	1300.00		
20	rm	A. E. O.	9300-34800	10000	4000	12400.00		

Note: In case sufficient budget is not available, Forward Bill to Checker Button will not be displayed.

1. Bill Register Preparation by Maker

Sufficient Budget Available

Select Month: May | Select Year: 2015-2018 | Select Group: ALL | Scheme: 002010100000000000

Total Budget : Rs. 1000251697010 | Balance : Rs. 1000250013753 | Expenditure : Rs. 1211010

SNo	EmpName	Designation	currentPayband	BasicPay	GradePay	Total	CCA	CHARGE ALLOWANCES	CONVENIENCE	DA	HRA	HA	PERSONAL PAY	TDA	W
1	V P Kumar	Additional Treasury Officer	9300-34800	19030	5200	24230				27360	2500				
2	Gurjyot singh	Junior Assistant	9300-34800	7010	5200	12210	120	800	600	13797	2500	300	2500	1500	00
3	Suresh Verma	A. D. I. Press and Publication	9300-34800	12000	4200	16200	120			18306					
4	VIKAS VERMA	Data Entry Operator	5200-20200	10000	2800	12800	120	1500							
5	adarsh dutta	Additional Treasury Officer	9300-34800	14382	2310	16692									
6	ameez ahmed	Driver	5200-20200	2670	2300	4970				5816	2500	300		1500	
7	Ram	Guard	5200-20200	1900	1900	3800		800	5000	4294				1500	
8	sanjay dutta	Accountant	5200-20200	3740	1900	5640		1500		6373		300		1500	
9	ALAK SINGH	A.A.O.(LRF)	4440-7440	10000	1650	11650	25	1400	2000	13165					
10	Vivek Sharma	A.D.(P)	4440-7440	25600	1300	27900	25			31527		300			
11	HAZIR HUSSAIN KHAN	Ordery	4440-7440	7320	1300	8620	25	175		9741					
12	meenakshi rajput	Drawing and Disbursing Officer	4440-7440	24560	1300	25860	25	256	400	2596	300			1500	
			139212	31360		170572	460	6431	8000	130199	10086	1800	2500	7500	00

Forward Bill to Checker

Once (Forward Bill To Checker) button is presses wait till Bill no is displayed. The bill will get generated. Checker should now login with his credentials. The bills can be passed or returned back by Checker or approver.

Imp: 25 Digit bill number detailed below will be generated once bill is verified and sent to Treasury. Treasury Code(4)+ AG code(10)+ Month(2)+ Year(2)+ Bill-Type(3)+ Bill No(4)

Caution: Please check Draft Bill before you generate Final Bill. You can take printout of the Draft before generating the Bill.

PBR Approval by Approver:

DDO (Approver) approves the bill by checking bill detail in his login and approving the bill by clicking the button.

Bill Register Verification by Checker/Approver

Select Group								
		Year 2015-2016 ▼			Month October ▼			
	Bill Date	Bill Type	Bill No	Gross Amount	Net Salary	verified		
Select	09/10/15	Salary	2	117291	189093	<input type="checkbox"/>	Back to Marker	Send to Treasury

If Bill is rejected by the checker, Maker can then login and then in Bill-Processing he can click on Bills Rejected by Checker option, Afterward he can either delete or Regenerate the bill.

Bills Rejected From Checker								
		Year 2015-2016 ▼			Month March ▼			
	Bill Date	Bill Type	Bill No	Gross Amount	Net Salary			
Select	18/03/16	Salary	1	653625	615687	Delete	Regenerate Bill	
Select	18/03/16	NPS Govt Share	6	6528	0	Delete	Regenerate Bill	

NPS Government Share Bill Generation:

Once salary bill of all NPS Staff are generated, User in maker Role will click Bill Processing and select NPS Govt Share option. He should select scheme 082071 - 01117009923271V. Corresponding Salary bill no will appear. User will then select bill and click forward bill to checker, it will display Bill No Generated message. User has to generate the Bill for all NPS employees in his Establishment. User must also ensure availability of budget in this scheme.

In no case user should not Finalize Bills Before NPS Govt Share Bills are generated. Please note that this process will work only if Salary Bills are already generated unless nothing will be displayed.

iNo	EmpID	EmpName	Designation	PayinPayband	GradePay	BasicPay	DA	Total	EmpShare	Govt_Sh
1	04000011113	adarsh dutta	Additional Treasury Officer	80000	4210	84210			17520	17520
2	2200001004	adarsh dutta	Accounts Officer	12000	1300	13300			2913	2913
				92000	5510	97510	0 0		20433	20433

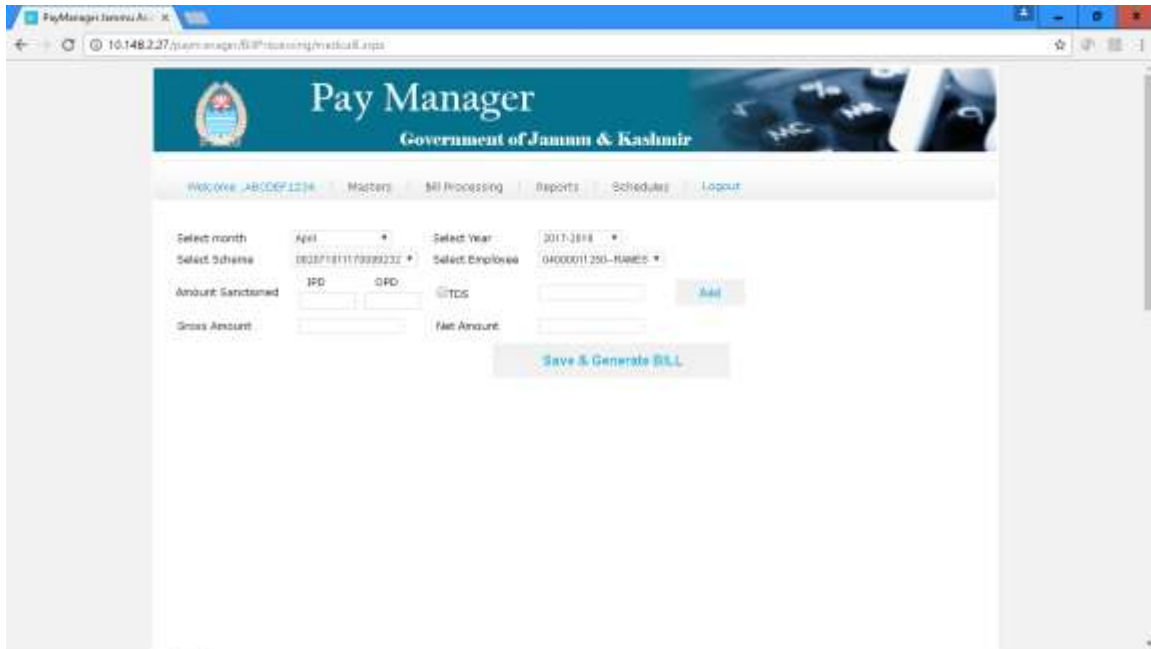
Rest of Approval/Rejection process is same.

2.2 Previous Month Bill Register:

In case salary of previous months has to be generated where there is difference in DA rates etc, this option should be used.

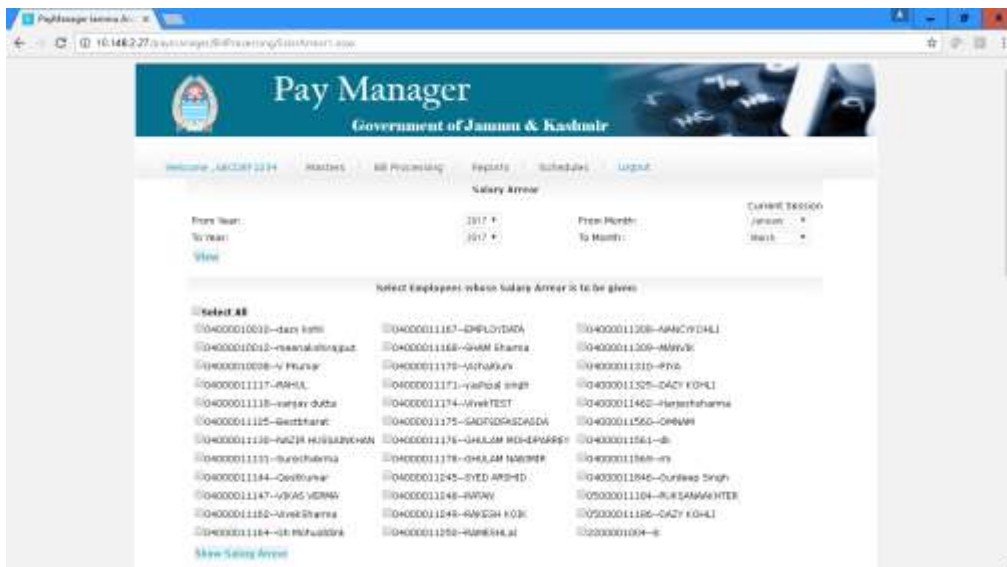
2.3 Medical Reim Bill

This option can be used to generate medical Bill.



2.4 Salary Arrears

This option can be used to generate salary arrears of employees whose salaries have not been generated due to various reasons. Use has to select period



2.5 Dearness Arrears:

DA Arrears can be calculated based on DA rate and period for a group of employees or employee wise.

DA Arrear Generation

DA Arrear

From Year:

To Year:

Group:

[View](#)

Label:

From Month:

To Month:

Employees	
	Name
04000011113	04000011113--adarshdutta
04000011149	04000011149--AJAYSINGH
04000011115	04000011115--Gurjyot singh
04000011116	04000011116--imtiazhahmad
04000010012	04000010012--meenakshirajput
04000011130	04000011130--NAZIR HUSSAINKHAN
04000011117	04000011117--RAHUL
04000011146	04000011146--Ram
04000011118	04000011118--sanjay dutta
04000011131	04000011131--SureshVerma
04000010038	04000010038--V PKumar
04000011147	04000011147--VIKAS VERMA
04000011114	04000011114--vishalsharma
04000011162	04000011162--VivekSharma

No Record Found

Select Employees whose Arrear is to be given:

[Generate](#)

2.6 Annual Increment:

Annual increment can be generated once for financial year. Increment will be reflected in employee basic only after approval from Approver. Also there is provision for changing increment %age for employees separately.

Maker has to generate and sent it to Approver for verification. Upon verification by Approver new Pay in the Payband (Basic Pay) of all employees will be automatically updated.

Maker Annual Increment Generation

Select Bill:
 Year:
 Group:
[View](#)

Increment:						
Emp Id	Emp Name	Old Basic Pay	Grade Pay	Increment Percentage	New Basic Pay	<input type="checkbox"/>
04000011144	Qest Kumar	5000.00	1300	3.00	5190.00	<input type="checkbox"/> Back to Marker
04000011125	test bharat	4554.00	1900	3.00	4754.00	<input type="checkbox"/> Back to Marker

[Verified](#)

Approver will select bills and will verify the New Basic. It will be reflected in Employees Salary Details upon verification.

Approver Annual Increment Verification

Select Bill:
 Year:
 Group:
[View](#)

Increment:						
Emp Id	Emp Name	Old Basic Pay	Grade Pay	Increment Percentage	New Basic Pay	<input type="checkbox"/>
04000011144	Qest Kumar	5000.00	1300	3.00	5190.00	<input type="checkbox"/> Back to Marker
04000011125	test bharat	4554.00	1900	3.00	4754.00	<input type="checkbox"/> Back to Marker

[Verified](#)

2.7 Bills Rejected from Checker

Bills returned/Not Finalised by checker can be seen by maker using this option. He can get options of either Deleting or Regenerating the Returned/Rejected Bills. It is recommended to Delete Bills and generate again using Bill Register option.



2.8 Advance Pay Bill Generation:

Maker should prepare advance pay bill which has to be finally passed by maker.

Select	Enroll	Proposed	Actual
<input type="checkbox"/>	0400011290-ROSHNI, J	134176	134176
<input type="checkbox"/>	0400011284-CB	100000	100000
<input type="checkbox"/>	0400011170-AshuKumar	123750	123750
<input type="checkbox"/>	0400011309-Pratik	5950	5950
<input type="checkbox"/>	0400011350-Arsh Sharma	218000	218000
<input type="checkbox"/>	0400011010-Gafoor	60674	60674
<input type="checkbox"/>	0400011170-GULAM MUBIN	83700	83700
<input type="checkbox"/>	0400011054-Gh. Muhammad	89800	89800
<input type="checkbox"/>	0400011012-ameerul khawar	80700	80700
<input type="checkbox"/>	0400011531-Sameer	27000	27000
<input type="checkbox"/>	0400011010-V Prakash	14013	14013
<input type="checkbox"/>	0400011460-Harjant Sharma	33750	33750
<input type="checkbox"/>	0400011058-SHAH Sharma	38474	38474
<input type="checkbox"/>	0400011117-PAHUL	100000	100000

3 Reports

Please ensure Adobe Reader Installed in your system for running this option properly.

3.1 Bill Register

Under Reports Click option Bill Register and then Select Month/Year/Report Type (Draft/Final) /Bill no and click Button Show:

Welcome ,ABCDEF1234 | Masters | Bill Processing | Reports | Logout

Select: August | Month: | Select Year: 2016-2017 |

Select Report: Draft Final

Bill No: 110- SINGLE BILL |

Show

Then Click Generate Report

FINANCE DEPARTMENT
 DTO Talab Tilo
 DETAIL PAY BILL for the month of : August 2016

Scheme : 00-2011-01-000-0000-1-V
 Parliament
 Bill No : 110

S No	EmployeeName	PayBasis_Grade_P	Basic Pay	DA	HRA	MA	CCA	TMA	WA	PF	CONVEYANCE	C.A	OTHER ALLO W	EPF	EPF ADM CHARGES	Gross Salary	GPF SUB	GPF REF	SLI	Income Tax	NPS SUB	Janm Insurance	Med Ins	Welfare Fund	TS	Catering Charges	ADVANCE PAY	Service Tax	Total Deduction	NetSalary	
Post(s) of Adml. Resident Commr. in the Pay Scale of Rs. 37400-67000																															
1	RAMESH Lal	37400 8900	46300	57875	9260	300	120			0	5000		10000			128855			100											100	128755
Post(s) of TR. ASSTT. in the Pay Scale of Rs. 0																															
2	Harjesh sharma	15000 0	15000		3000											18000	500		20								2000	2520	15480		
Post(s) of Accounts Assistant in the Pay Scale of Rs. 3200-20200																															
3	SYED ARSHID	7101 2400	9501		1900	300	65	2000								13766	5000												5000	8766	
Post(s) of Accounts Clerk in the Pay Scale of Rs. 5200-20200																															
4	RAKESH KOIK	5200 2800	8000	10000	1600	300	120	2000			2000	500				24520	200		1000			0							1200	23320	
			78801	67875	15760	900	305	4000	0	0	7000	500	10000	0	0	185141	5700	0	1120	0	0	0	0	0	0	0	0	2000	0	8820	176321

T.V.No : Dated : /8/2016
 Gross Amount of Bill : 183141
 Net Amount of Bill : 176321
 BILL PASSED FOR Rs. = 176321
 One Lakh seventy-Six Thousand Three Hundred and Twenty-One Only
 Drawing and Disbursing Officer
 DTO Talab Tilo

A PDF file will be generated and user can take printout or can keep the file.

3.2 Bank Statement

This option will allow user two types of report. First Pdf Report and Second Excel report. Select Month/Year/Report Type and Bill no and click Button Show:

Select Month: Select Year:

Select Report: Draft Final

Bill No:

1 of 1

FINANCE DEPARTMENT
Office of DTO Talab Tillo
Bank Statement

Month : Aug 2016 Bill No : 110

Sno	Name & Designation	Bank Branch Name	A/C No.	Net Pay
1	SYED ARSHID , Accounts Assistant	MOVING SECRETARIAT - 0110	1111111111111111	8768
2	RAKESH KOIK, Accounts Clerk	MOVING SECRETARIAT - 0110	0110321231265465	23320
			Total	32086

Rupees Thirty Two Thousand Eighty Six Only

3.3 Income Tax Report

This option generates employee wise income tax report for financial year.

Select Year:

Select Group:

Select Employee:

1 of 1

Income Tax Statement for the Financial Year
04000020029--SunilKumar : Desig:Cashier

Emoluments	March	April	May	June	July	August	September	October	November	December	January	February
Basic	9330	8960	8980	8980	9330	9330	9330	9330	9330	9330	9330	9330
CCA	65	65			65	65	65	65	65	65	65	65
DA	14663	13542			14663	14663	14663	14663	14663	14663	14663	14663
GPF SUB	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000	2000
GradePay	2400	2400	2400	2400	2400	2400	2400	2400	2400	2400	2400	2400
HRA	2346	2276			2346	2346	2346	2346	2346	2346	2346	2346
Janta Insurance	0			125	0	0	0	0	0	0	0	0
MA	300	300			300	300	300	300	300	300	300	300
Service Tax	0			16	0	0	0	0	0	0	0	0
SLJ	94	94	94	94	94	94	94	94	94	94	94	94

3.4 Advance Pay

All Advance-Pay taken by employees are shown in this report.

3.5 Medical Bill

--

3.6 DA Arrear

3.7 Annual Salary Increment

This report shows Annual increment employee wise.

Select Year: 2016-2017 ▼

[Generate Report](#)

1 of 1 Find | Next

Operator				
SHEIKH SHOWKAT AHMED	Accounts Assistant	17900	3	18440
MUDASIR NABI KHAN	Accounts Assistant	12970	3	13360
GURMIT SINGH	Accounts Assistant	11510	3	11860
ABDUL RASHID KHAN	Head Cashier	20190	3	20800
NASEER AHMED KHAN	Cashier	11920	3	12280
T N BHAT	Orderly	11280	3	11620

3.8 Salary Arrears

--

3.8 Deduction Details

This report shows deduction wise report for a month. User needs to select deduction type and month –year to download this report.

3.9 Salary Slip Bill Wise

4 Schedules

4.1 GPF Schedule

Select Month/Year/Report Type and Bill no and click Button Show:

Click here to Generate PDF

Select Month: August Select Year: 2016-2017
 Select Report: Draft Final
 Bill No: 110- SINGLE BILL
 Generate Report

1 of 1 Find Next

FINANCE DEPARTMENT
 Office of DTD Talab Tillo
 GPF Schedule of the month Aug 2016
 Scheme :00201101000000000001V
 Bill No : 110

Sno	Employee Name Designation	GPF AC No	BasicPay	GPF Subscription	Total Loan	Amount Recovered	Refund	Grand Total	Ins.No
1	RAKESH KOIK Accounts Clerk		8000	200	0	0	0	200	
2	SYED ARSHID Accounts Assistant		9501	5000	0	0	0	5000	
3	Harjesh sharma TR. ASST.		15000	500	0	0	0	500	

4.2 NPS Govt Share

This option prints NPS govt share format as per generated pay bills of NPS employees.

Select Month/Year/Report Type and Bill no and click Button Show:

NPS Employees share Contribution towards Pension fund under Major Head 2671-P&CRB 641-Government Contribution for the period: March 2016

SNo	EmpName	Designation	Paye/Payband	GrossPay	BasicPay	DA	Total	EmpShare	Govt Share	NetPayable
1	VIKAS VERMA	Data Entry Operator	18000	2800	12000	1400	2700	2700	2700	0
2	Abney Lal	Cookman	18250	1300	11500	1300	2400	2400	2400	0
3	Geet Kumar	A.T.O	5000	1300	8300	710	1340	1340	1340	0
				5400	39000	3400	6500	6500	6500	0

4.3 NPS Schedule

Select Month/Year/Report Type and Bill no and click Button Show:

Click here to Generate PDF

Select Month: June Select Year: 2016-2017
Select Report: Draft Final
Bill No: 22- NON GAZ NPS

Generate Report

1 of 1 Find Next PDF

REVENUE DEPARTMENT
Office of Office of THE Deputy Commissioner, Jammu
NPS Schedule for the month of : Jun2016
Bill No : 22

Sno	Employee Name	Designation	NPS AC No	NPS subscription
1	SAKSHI	Patwari	NPS	2282
2	SHAMSHAD AKHTER	Patwari	NPS	2282
			Total	4564

Additional Deputy Commissioner

4.4 SLI Schedule

Select Month/Year/Report Type and Bill no and click Button Show:

Select Month: November Month: Select Year: 2015-2016
Select Report: Draft Final
Bill No: 1A00ABCDE12341115Sal0001

Show

SLI Schedule

Select Month: Select Year:

Select Report: Draft Final

Bill No:

[Generate Report](#)

1 of 1

REVENUE DEPARTMENT

Office of Office of The ~~Deputy Commissioner~~

SLI Schedule for the month of Jun 2016

Bill No : 16

Sno	Employee Name	Designation	SLI Number	Policyamount
1	MANJIT SINGH	Naib-Tehsildar	139195/142992-J	103
2	PREM CHAND	Store Keeper/Sr. Asstt.	J-138258/142132	94
3	VIJAY KOUL	Junior Assistant		869
				1066

4.5 Income Tax Schedule

Select Month/Year/Report Type and Bill no and click Button Show:

Income Tax Schedule

Select Month: Select Year:

Select Report: Draft Final

Bill No:

[Generate Report](#)

1 of 1

REVENUE DEPARTMENT

Office of Office of The ~~Deputy Commissioner~~

IncomeTax Schedule for the month of Jun 2016

Bill No : 16

Sno	Employee Name	Designation	PAN NO	Amount
1	SOM DUTT	Naib-Tehsildar	AWSPB648	1000
2	VISHAWINDER GUPTA	Naib-Tehsildar	WGGSP17	1000
				2000

Additional Deputy Commissioner

4.6-4.7 Generation of Reports like CPF Schedule/EPF schedule are almost same like GPF/NPS.

4.8 Janta Insurance Scheme

This option will generate Janta Insurance Schedule for the month of June.

Select Month: June Select Year: 2016-2017
Select Report Draft Final
Bill No 15- GAZ GPS
Generate Report

1 of 1 Find Next

REVENUE DEPARTMENT
Office of Office of The [REDACTED]
Janta Insurance Schedule of the month Jun 2016-2017
Bill No : 15

Sno	Employee Name	Designation	Janta Insurance	Service Tax	Total
1	[REDACTED]	H. Q. Asstt.	125	16	141
2	[REDACTED]	Additional Deputy Commissioner	125	16	141
3	[REDACTED] KUMAR	A.C.(Revenue)	125	16	141
		Total	375	48	423

5 Logout

User can use this option to logout of system. This will keep his data safe from intruders or . This will also release load on central repository.

In case of any other issue please call Help Desk Number 0191-2520582 or email pmu-jkifms(at)nic.in with Subject Paymanager Related.