

# **USER MANUAL of Online PAYBILL**

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# 1. HOMEPAGE

To access the Online Salary Bill Module, enter the URL **finassam.in** in the address bar as shown below.

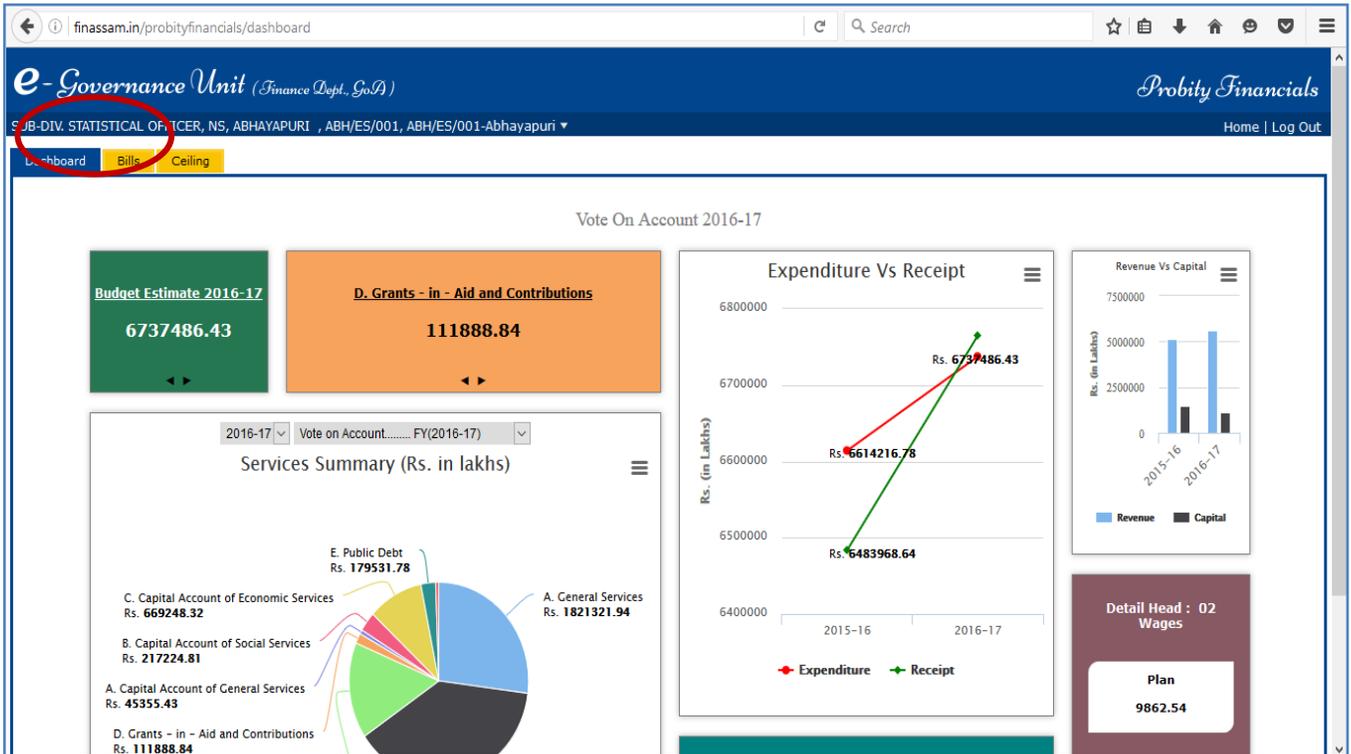
Give the correct **Username** and **Password** of the Drawing and Disbursing Officer (DDO) in the space provided and click on the **Login** button thereafter.

The screenshot shows the homepage of the Online Salary Bill Module. At the top, the URL **www.finassam.in** is circled in the browser's address bar. Below the address bar, the login fields for **Username** and **Password** are circled, along with the **Login** and **Reset** buttons. The page title is **e-Governance Unit (Finance Dept., GoA)**. Below the login section, the text **Vote On Account 2016-17** is displayed. The main content area features several reports:

- Budget Estimate 2015-16:** 6614216.78
- C. Capital Account of Economic Services:** 669248.32
- Expenditure Vs Receipt:** A line chart comparing Expenditure (Rs. 6614216.78 in 2015-16 and Rs. 6737486.43 in 2016-17) and Receipt (Rs. 6483968.64 in 2015-16 and Rs. 6737486.43 in 2016-17).
- Revenue Vs Capital:** A bar chart comparing Revenue and Capital for 2014-15 and 2015-16.
- Services Summary (Rs. in lakhs):** A pie chart showing the distribution of services:
  - A. General Services: Rs. 1821321.94
  - B. Capital Account of Social Services: Rs. 217224.81
  - C. Capital Account of Economic Services: Rs. 669248.32
  - C. Economic Services: Rs. 1062787.43
  - D. Grants - in - Aid and Contributions: Rs. 111888.84
  - E. Public Debt: Rs. 179531.78
  - A. Capital Account of General Services: Rs. 45355.43
- Detail Head : 03 Travel Expenses:** Plan: 907.58, Non-Plan: (blank)
- Grant No. 73 - Urban Development (GDD)**

## 2. BILLS Tab

After logging in with the correct username/password combination, the following page appears. Now click on the **Bills** tab.



### 3. EMPLOYEES Details

Click on the **Employees** Tab. The concerned user can see all the employees in that office as shown in figure.

**e-Governance Unit (Finance Dept., GoA)** Probity Financials

SUB-DIV. STATISTICAL OFFICER, NS, ABHAYAPURI , ABH/ES/001, ABH/ES/001-Abhayapuri Home | Log Out

Dashboard Bills Ceiling

**Employees** Posts Bill Forms Pay Bill Transferred Employees

#### EMPLOYEE DETAILS

Employee Name   [Add/Edit Employees]

TOTAL EMPLOYEES : 9 EMPLOYEES (IN BILLS) : 0

#	Employee Name	PAN No.	GPF NO / P PAN	Post	Account No.	Bank & Branch
1	DAYAL CH. RAY	ACAPR9251N	NEW/SAS/11676	FIELD ASSTT	200156291265	STATE BANK OF INDIA
2	JAYANTA KUMAR R. RAVA	BIBPR9147M	NEW/SAS/11674	FIELD ASSTT	200156291266	STATE BANK OF INDIA
3	MANASH JYOTI DAS	AREPD2908F	2130114003001815	LOWER DIVISION ASSISTATNT	200156291267	STATE BANK OF INDIA
4	NARENDRA NATH DAS	APHPD4416C	ASA/SAS/12850	LOWER DIVISION ASSISTATNT	200156291268	STATE BANK OF INDIA
5	NAYAN SARMA	DBUPS8496G	2110114003005915	INSPECTOR OF STATISTICS	200156291269	STATE BANK OF INDIA
6	RABIN CH. RAY	AYUPR9925K	ASA/SAS/07200	INSPECTOR OF STATISTICS	200156291270	STATE BANK OF INDIA
7	ROBIN DAS	AIHPD1001D	2009011400300573	SUB-INSPECTOR OF STSTISTICS	200156291271	STATE BANK OF INDIA
8	SATISH CH. BRAHMA RAJBONGSHI	ACAPR9219G	NEW/SAS/11677	SUB-INSPECTOR OF STSTISTICS	200156291272	STATE BANK OF INDIA
9	TURESWAR RABHA	BKCPR3101G	NEW/AGR/12115	PRIMARY INVESTOGATOR	200156291273	STATE BANK OF INDIA

### 4. Remove EMPLOYEE from the list

If a person/s is not in their office or got transferred, retired etc., that person can be removed from the list by clicking on **[R]** button as shown in the figure below.

The screenshot shows the 'EMPLOYEE DETAILS' interface. At the top, there is a search bar for 'Employee Name' and a search button. Below the search bar, it indicates 'TOTAL EMPLOYEES : 9' and 'EMPLOYEES (IN BILLS) : 0'. A table lists the following employees:

#	Employee Name	PAN No.	GPF NO / PPAN	Post	Account No.	Bank & Branch
1	DAYAL CH. RAY	ACAPR9251N	NEW/SAS/11676	FIELD ASSTT	200156291265	STATE BANK OF INDIA
2	JAYANTA KUMAR R RAVA	BIBPR9147M	NEW/SAS/11674	FIELD ASSTT	200156291266	STATE BANK OF INDIA
3	MANASH JYOTI DAS	AREPD2908F	2130114003001815	LOWER DIVISION ASSISTATNT	200156291267	STATE BANK OF INDIA
4	NARENDRA NATH DAS	APHPD4416C	ASA/SAS/12850	LOWER DIVISION ASSISTATNT	200156291268	STATE BANK OF INDIA
5	NAYAN SARMA	DBUPS8496G	2110114003005915	INSPECTOR OF STATISTICS	200156291269	STATE BANK OF INDIA
6	RABIN CH. RAY	AYUPR9925K	ASA/SAS/07200	INSPECTOR OF STATISTICS	200156291270	STATE BANK OF INDIA
7	ROBIN DAS	APHPD1001D	2009011400300573	SUB-INSPECTOR OF STTISTICS	200156291271	STATE BANK OF INDIA
8	SATISH CH. BRAHMA RAJBONGSHI	ACAPR9219G	NEW/SAS/11677	SUB-INSPECTOR OF STTISTICS	200156291272	STATE BANK OF INDIA
9	TURESWAR RABHA	BKCPR3111G	NEW/AGR/12115	PRIMARY INVESTOGATOR	200156291273	STATE BANK OF INDIA

The 'R' button next to NARENDRA NATH DAS is circled in red. An arrow points from this button to the 'Remove Employee' popup window shown in the next image.

A popup menu comes, Select the Reason for removing the person and enter the Remarks in the space provided and then click on **Remove** Button as shown in the figure.

The 'Remove Employee' popup window displays the following information for NARENDRA NATH DAS:

- Employee Name: NARENDRA NATH DAS
- Current Designation: Inspector Of Statistics
- PAN Number: APHPD4416C
- GPF / PPAN Number: ASA/SAS/12850
- Father's Name: Late Kandarpa Kr. Das
- Gender: Male
- Date Of Birth: 1966-03-03

Below this information, there is a 'Reason' dropdown menu with the following options: -- Please Select --, -- Please Select --, **Transfer**, Suspend, Retired, Diminished, and Others. The 'Remove' button is circled in red.

## 5. Add / Edit EMPLOYEE

If a person/s name is not present in the list or if the details of employee like PAN, GPF/NPS, Bank Account Number etc. need to be corrected, the same can be done by clicking on **[Add/Edit Employees]** button as shown in the figure below.

Popup menu appears, and now click on **Download**. An excel sheet will get download. Save and open the downloaded excel sheet.

The screenshot displays the 'EMPLOYEE DETAILS' page within the 'e-Governance Unit (Finance Dept. GuP)' interface. A modal window titled 'ADD / EDIT EMPLOYEES' is overlaid on the page. The modal contains the following options:

- Download Employee Details
- Download Excel Sheet With All Employee Details (with a circled 'Download' button)
- Upload Employee Details
- Browse... No file selected. (with an 'Upload' button)

The background page shows a table of employees with the following columns: #, Employee Name, PAN, Account No., and Bank & Branch. The 'Add/Edit Employees' button is circled in the top right corner of the page.

#	Employee Name	PAN	Account No.	Bank & Branch
1	DAYAL CH. RAY	ACAPR9	200156291265	STATE BANK OF INDIA
2	JAYANTA KUMAR R. RAVA	BIBPR9	200156291266	STATE BANK OF INDIA
3	MANASH JYOTI DAS	AREPD2	200156291267	STATE BANK OF INDIA
4	NARENDRA NATH DAS	APHPD4	200156291268	STATE BANK OF INDIA
5	NAYAN SARMA	DBUP88	200156291269	STATE BANK OF INDIA
6	RABIN CH. RAY	AYUPR9	200156291270	STATE BANK OF INDIA
7	ROBIN DAS	AIHPD1	200156291271	STATE BANK OF INDIA
8	SATISH CH. BRAHMA RAJBONGSHI	ACAPR91193	200156291272	STATE BANK OF INDIA
9	TURESWAR RABHA	BKCPR31016	200156291273	STATE BANK OF INDIA

The excel sheet contains all the names of the employees of that office. In that Sheet itself, the user can check and update the details of all the employees.

Add New Employees											
Sl.No	First Name	Last Name	PAN No.	GPF NO./PPAN	Post Name	Gender	DOB (dd-mm-yyyy) eg: 10-08-1994	Permanent/Temporary	Bank Account No.	Bank Name	Bank IFSC Code
4	NARENDRA NATH	DAS	APHPD4416C	ASA/SAS/12850	LOWER DIVISION ASSISTATNT	Male	1966-03-03	Permanent	200156291268	State Bank of India	SBIN0002028
5	NAYAN	Sarma	DBUPS8496G	2110114003005915	Inspector Of Statistics	Male	1974-03-01	Permanent	200156291269	State Bank of India	SBIN0008462
6	RABIN CH.	RAY	AYUPR9925K	ASA/SAS/07200	Inspector Of Statistics	Male	1962-02-01	Permanent	200156291270	State Bank of India	SBIN0008462
7	ROBIN	DAS	AIHPD1001D	2009011400300573	SUB-INSPECTOR OF STSTISTICS	Male	1980-11-28	Permanent	200156291271	State Bank of India	SBIN0008462
8	SATISH CH. BRAHMA	Rajbongshi	ACAPR9219G	NEW/SAS/11677	SUB-INSPECTOR OF STSTISTICS	Male	1966-04-03	Permanent	200156291272	State Bank of India	SBIN0008462
9	TURESWAR	RABHA	BKCPR3101G	NEW/AGR/12115	PRIMARY INVESTOGATOR	Male	1964-02-17	Permanent	200156291273	State Bank of India	SBIN0008462
10											
11											

If a person(s) name is not available in the list, the user can add the employee(s) in that sheet itself in the below rows giving the next Sl. No's and the concerned person(s) details as circled in the above figure.

After the Adding and editing employee/s details, save the excel sheet to a particular location.

To make that details available in the software, click on **Browse** and locate the location where the edited excel sheet is saved. Then click on **Upload**.

**ADD / EDIT EMPLOYEES**

Download Employee Details

Download Excel Sheet With All Employee Details [Download]

Upload Employee Details

Browse... No file selected. [Upload]

## 6. POST tab

Click on the **Post** Tab. All the post in that office will be listed down. Click on each of the listed post and the particulars of that post need to be filled up (pay band, Grade Pay, Sanction No. and date, etc).

#	Name Of Post	Number Of Post	
		Permanent	Temporary
1	FIELD ASSTT	2	0
2	INSPECTOR OF STATISTICS	2	0
3	LOWER DIVISION ASSISTANT	2	0
4	PEON	0	0
5	PRIMARY INVESTIGATOR	1	0
6	SUB-INSPECTOR OF STATISTICS	2	0
<b>TOTAL</b>		<b>0</b>	<b>0</b>

**FIELD ASSTT**

PAY BAND: --SELECT PAY BAND--  
 GRADE: --SELECT GRADE--  
 SANCTION NO.:  
 RETENTION NO.:  
 PERMANENT EMPLOYEES (SANCTIONED):  
 TEMPORARY EMPLOYEES (SANCTIONED):  
 HEAD UNDER WHICH SALARIES DRAWN: HOA

**Save**

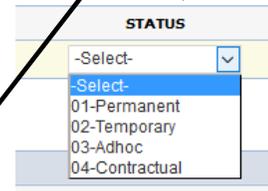
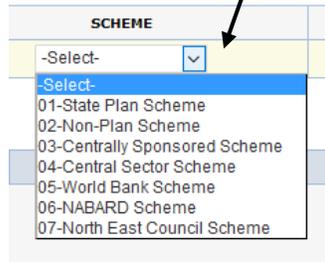
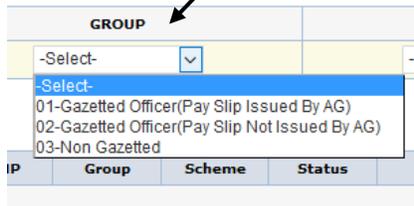
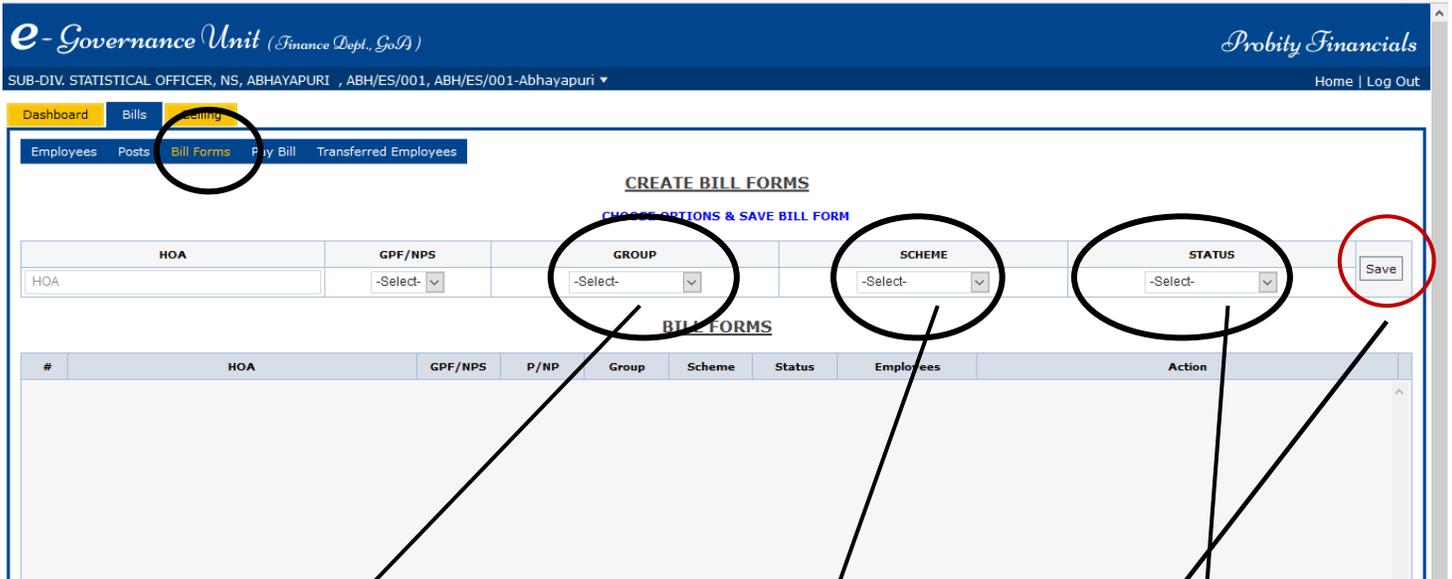
#	Scale Of Pay (As Per ROP)	Technical/ Non-Technical	Grade	Sanction No & Date	Retention No & Date	HOA	Permanent Emp	Temporary Emp	Action
--No Data Found--									

After filling the Details click on **SAVE** button.

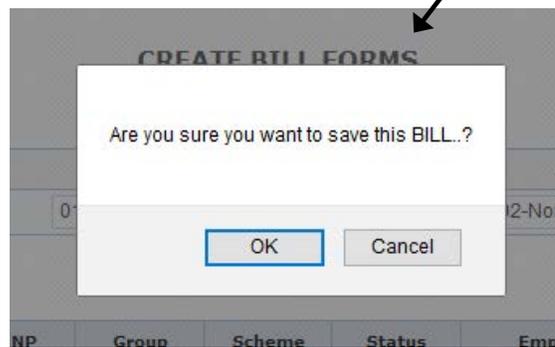
**\*\*For Multiple Sanction No for a particular post, save the details as many times needed using the above steps.**

## 7. BILL FORMS

This tab is used for creating the different pay bills and allotting the concerned employees to the respective Bills. First, search for the Heads of Accounts in the space provided for HoA and select the other combinations (GPF/NPS, GROUP, SCHEME, STATUS) for a particular bill and click on **SAVE** button.



Then click on **OK**.



\*\*For Multiple bills, select the save the combinations as many times needed.

The following page appears after saving multiple bills.

Next is to add respective Employees to the concerned pay bills. For this, click on **[Add/Edit Employees]** on the respective bills.

**CREATE BILL FORMS**  
CHOOSE OPTIONS & SAVE BILL FORM

HOA	GPF/NPS	GROUP	SCHEME	STATUS	Save
HOA	-Select-	-Select-	-Select-	-Select-	

**BILL FORMS**

#	HOA	GPF/NPS	P/NP	Group	Scheme	Status	Employees	Action
1	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	NPS	NP	03	02	01	0	[Add/Edit Employees]
2	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	GPF	NP	03	02	01	0	[Add/Edit Employees]
3	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	GPF	NP	02	02	01	0	[Add/Edit Employees]
4	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	GPF	NP	01	02	01	0	[Add/Edit Employees]

Then select the employees for that particular pay bill in the **checkbox** shown below. After selecting, click on **Add Employees to Slot**.

HOA: 3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V

Group[Code]: Non Gazetted[03]

GPF/NPS: NPS

Plan/Non-Plan: Non-Plan

Non-Plan Scheme[02]

Status[Code]: Permanent[01]

**EMPLOYEES IN SLOT**

#	Employee Name	PAN No.	GPF NO / PPAN	Post	Action
-No Data Found--					

**ADD NEW EMPLOYEES**

Employees (Not in Slot) : 3

<input type="checkbox"/>	#	Employee Name	PAN No.	GPF NO / PPAN	Post
<input type="checkbox"/>	1	MANASH JYOTI DAS	AREPD2908F	2130114003001815	LOWER DIVISION ASSISTATNT
<input type="checkbox"/>	2	NAYAN SARMA	DBUPS8496G	2110114003005915	INSPECTOR OF STATISTICS
<input type="checkbox"/>	3	ROBIN DAS	AIHPD1001D	2009011400300573	SUB-INSPECTOR OF STISTICS

Add Employee(s) to Slot

\*\*For Multiple bills, select the employees in this manner.

## 8. PAY BILL

Click on **Pay Bill** → **[DDO Basic Details]**. Here, the particulars of the Office need to be entered (e.g DDO Name, Designation, Office Name and Address). Fill the details, Click on **Save**.

The screenshot displays the 'e-Governance Unit (Finance Dept., GoA)' interface. At the top, it shows the user's role: 'SUB-DIV. STATISTICAL OFFICER, NS, ABHAYAPURI, ABH/ES/001, ABH/ES/001-Abhayapuri'. The navigation menu includes 'Dashboard', 'Bills', and 'Ceiling'. The main menu has 'Employees', 'Posts', 'Bill Forms', 'Pay Bill', and 'Transferred Employees'. The 'Pay Bill' option is selected, leading to the 'DDO Basic Details' form. The form contains the following fields:

DDO Basic Details			
Name Of Drawing & Disbursing Officer	<input type="text"/>	Designation	<input type="text"/>
Office Name	<input type="text"/>	Office Code	<input type="text"/>
Office Address	<input type="text"/>		
District	<input type="text"/>	Sub Division	<input type="text"/>
Department Name	Planning & Development Department	Dept. Code	14
Treasury / Sub Treasury Name	Abhayapuri	Treasury / Sub Treasury Code	ABH
DDO Code	ABH/ES/001		

A red circle highlights the 'Save' button at the bottom of the form. In the background, a table of employees is visible, and a 'SALARY DETAILS' button with a 'Download' option is present at the bottom.

Select the **month and year** for which the salary is to be prepared as shown below. Then click on **download** button for entering the pay and allowances, deductions and recoveries for the employees present in the Office. Click on **submit** button.

EMPLOYEES : ( 9 / 9) [DDO Basic Details]

#	HOA	GPF/NPS	P/NP	Group	Scheme	Status	No. of Employees	Salary of	Pay Bill
1	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	NPS	NP	03	02	01	3	0	--
2	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	GPF	NP	03	02	01	2	0	--
3	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	GPF	NP	02	02	01	2	0	--
4	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	GPF	NP	01	02	01	2	0	--

SALARY DETAILS  
Download

An excel sheet will get downloaded. Save and open the downloaded excel sheet. The excel sheet contains all the names of the employees of that office. In that Sheet itself, the user can update the details of pay and allowances, deductions and recoveries against each employee(s).

Pay Allowances(DUE)															
Sl.No.	Employee Name	Gpf No/PPAN	Scale of Pay- P.B	Basic Pay		Leave salary	Personal Pay	Technical/Special Pay	Dearness Allowance 125%	Additional Dearness	Interim relief	House Rent 0%	Medical Allowance	Compensatory Allowance	Other Allowance
				Substantive G.P	Substantive Basic Pay Qualifying										
1	RABIN CH. RAY	ASA/SAS/07200			0				0			0	600		
2	SATISH CH. BRAHMA Rajbongshi	NEW/SAS/11677			0				0			0	600		
3	NARENDRA NATH DAS	ASA/SAS/12850			0				0			0	600		
4	TURESWAR RABHA	NEW/AGR/12115			0				0			0	600		
5	DAYAL CH. RAY	NEW/SAS/11676			0				0			0	600		
6	JAYANTA KUMAR R Rava	NEW/SAS/11674			0				0			0	600		
7	MANASH JYOTI DAS	2130114003001815			0				0			0	600		
8	NAYAN Sarma	2110114003005915			0				0			0	600		
9	ROBIN DAS	2009011400300573			0				0			0	600		

Allowances

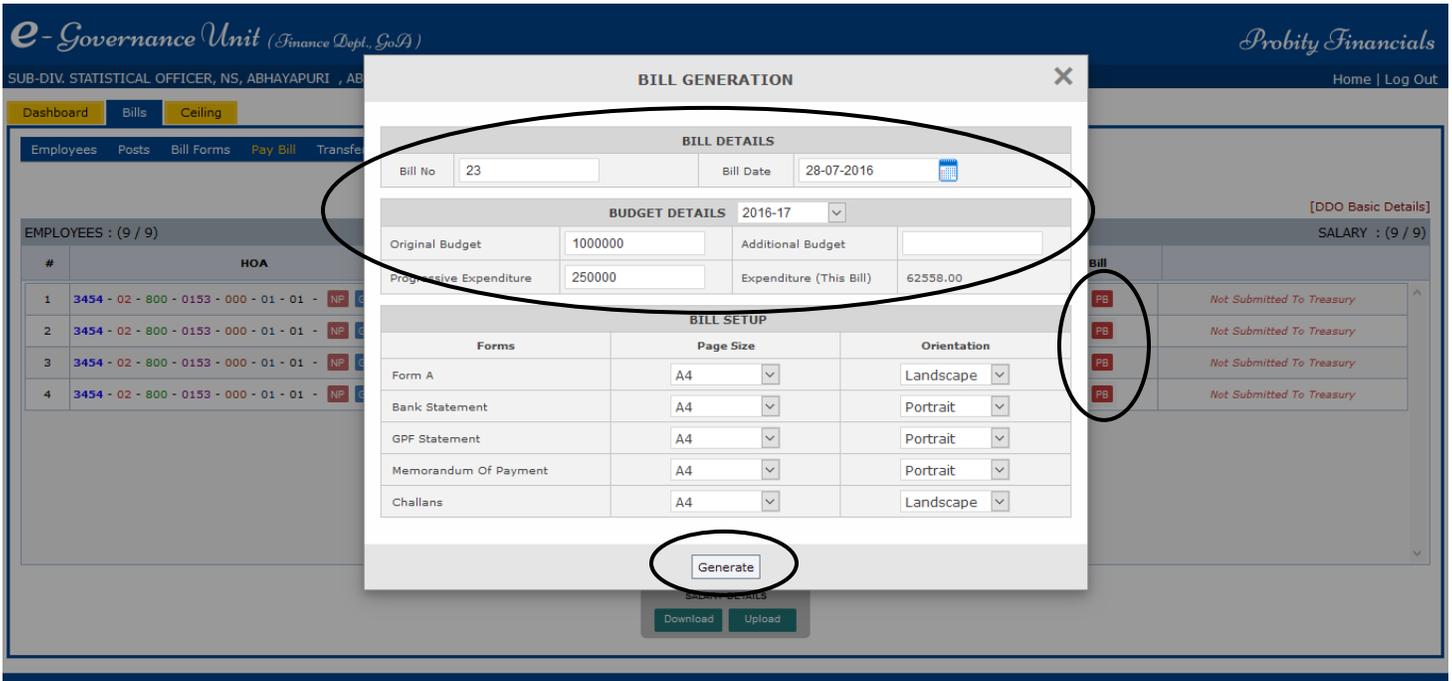
Deductions / Recoveries																		
Sl.No.	Employee Name	Gpf No/PPAN	Items adjustable by Accountant General's Office										Items to be transferred credited by Tre					
			GPF / NPS		AIS		House Building Advance	HBA(HUDCO)	Motor Car Advance	Other Conveyance Advance	Festival Advance	Other	GIS	All India Service (GIS)	License Fees / House Rent	P -Tax	I-Tax	HBA
1	RABIN CH. RAY	ASA/SAS/07200																
2	SATISH CH. BRAHMA Rajbongshi	NEW/SAS/11677																
3	NARENDRA NATH DAS	ASA/SAS/12850																
4	TURESWAR RABHA	NEW/AGR/12115																
5	DAYAL CH. RAY	NEW/SAS/11676																
6	JAYANTA KUMAR R Rava	NEW/SAS/11674																
7	MANASH JYOTI DAS	2130114003001815		0														
8	NAYAN Sarma	2110114003005915		0														
9	ROBIN DAS	2009011400300573		0														

Deductions

After adding the details of pay and allowances, deductions and recoveries against each employee/s., save the excel sheet to a particular location. To make that details available in the software, click on **Upload** and then **Browse** and locate the location where the edited excel sheet is saved. Then click on **Upload**.

## 9. PAYBILL Generation

For Generating Pay Bills, Click on **[PB]**, then the details (Bill Number, Bill Date, Budget details) for that particular bill need to be filled up as shown below. Now click on **Generate**.



While clicking **Generate** button, the particular bill of that month will be generated along with the Annexure, Challans etc.

Below is the screenshot of the 1<sup>st</sup> page of the bill.

TAN NO : DDO-CODE : ES/001 T.R. Form No. 9

Assam Schedule III (Section -I) Form No.3 Revised vide Order No. P.F. 97/6428 Dt. 7th May, 1965 Revised vide Order No. P.F. 51/764 DL 31st March, 1980 Revised vide Order No. RW-14/98 Dt. 15th June, 2002		<b>ESTABLISHMENT BILL FORM</b> (See T.R. 16 & S.O. 72)		For Treasury Office					
				Token No.	Bill Receipt Date				
				Dated Initial of Token Assnt					
				Treasury Voucher No.					
				Sub Treasury Voucher No.					
Establishment Pay Bill for the month (period) of <b>July - 2016</b>									
For the Establishment Of (Name of Office)		DIRECTOR OF ECONOMIC & STATISTICS	Office Address	JAWAHAR NAGAR,					
Department		Planning & Development Department		Dept. Code	14				
Name of Drawing & Disbursing Officer		R DAS	Designation	DIRECTOR	DDO Code ABH/ES/001				
Treasury/Sub Treasury	Abhayapuri	Treasury/S. Treasury Code	ABH	District	KAMRUP METRO				
				Sub Division	GHY				
Bill No.	23	Bill Date	28-07-2016	Grant/Demand No.	45				
Major Head	3454	Sub-Major	02	Minor	800				
				Sub-Head	0153				
				Sub-Sub	000				
				Detail	01				
				Sub Detail	01				
GENERAL AREA		SIXTH SCHEDULE AREA				Employee Status [01]			
Voted		Charged		ENTRUSTED		NON-ENTRUSTED		Code	Reference
Plan	Non Plan	Plan	Non Plan	Voted	Charged	Voted	Charged	01	Permanent
				Plan	Non Plan	Plan	Non Plan	02	Temporary
								03	Adhoc
								04	Contractual
Group Code [01]		Categorised Scheme [02]							
Code	Reference	Code	Reference	Code	Reference	Code	Reference	Code	Reference
01	Gazetted Officer(Pay Slip issued by AG)	01	State Plan Scheme	02	Non-Plan Scheme	03	Centrally Sponsored Scheme		
02	Gazetted Officer(Pay Slip not issued by AG)	04	Central Sector Scheme	05	World Bank Scheme	06	NABARD Scheme		
03	Non Gazetted	07	North East Council Scheme						

## 10. Edit PAYBILL

After generating Paybill, the below screen will get displayed and the **[PB]** button will appear in green. For any editing in pay and allowances, deductions and recoveries against each employee(s) of that generated pay bill, click on **[x]** symbol as shown. Then click on **ok**.

*e-Governance Unit (Finance Dept., GoA)* *Probity Financials*

SUB-DIV. STATISTICAL OFFICER, NS, ABHAYAPURI , ABH/ES/001, ABH/ES/001-Abhayapuri Home | Log Out

Dashboard Bills Ceiling

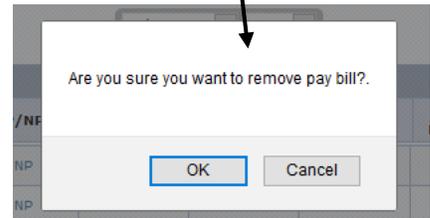
Employees Posts Bill Forms Pay Bill Transferred Employees

July 2016 [DDO Basic Details]

EMPLOYEES : (9 / 9) PAY BILLS SALARY : (9 / 9)

#	HOA	GPF/NPS	P/NP	Group	Scheme	Status	No. of Employees	Salary of	Pay Bill	
1	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	GPF	NP	01	02	01	2	2	S PB [x]	Not Submitted To Treasury
2	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	GPF	NP	02	02	01	2	2	S PB [x]	Not Submitted To Treasury
3	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	GPF	NP	03	02	01	2	2	S PB	Not Submitted To Treasury
4	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	NPS	NP	03	02	01	3	3	S PB	Not Submitted To Treasury

SALARY DETAILS  
Download Upload



Click on **edit** icon in the page.

*e-Governance Unit (Finance Dept., GoA)* *Probity Financials*

SUB-DIV. STATISTICAL OFFICER, NS, ABHAYAPURI , ABH/ES/001, ABH/ES/001-Abhayapuri Home | Log Out

Dashboard Bills Ceiling

Employees Posts Bill Forms Pay Bill Transferred Employees

July 2016 [DDO Basic Details]

EMPLOYEES : (9 / 9) PAY BILLS SALARY : (9 / 9)

#	HOA	GPF/NPS	P/NP	Group	Scheme	Status	No. of Employees	Salary of	Pay Bill	
1	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP G V	GPF	NP	01	02	01	2	2	S PB	Not Submitted To Treasury
2	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP BA V	GPF	NP	02	02	01	2	2	S PB	Not Submitted To Treasury
3	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP BA V	GPF	NP	03	02	01	2	2	S PB	Not Submitted To Treasury
4	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP G V	NPS	NP	03	02	01	3	3	S PB	Not Submitted To Treasury

SALARY DETAILS  
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For editing, click on **Allowances** or **Deductions**, wherever changes need to be done. After making changes, click on **Update**.

e-Governance Unit (Finance Dept., Go.A)

Prority Financials

SUB-DIV. STATISTICAL OFFICER, NS, ABHAYAPURI , ABH/ES/001, ABH/ES/001-Abhayapuri ▾ Home | Log Out

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Employees
Posts
Bill Forms
Pay Bill
Transferred Employees

Cover Sheet
Allowances
Deductions

**Pay Bill for the month of July - 2016**

HOA	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	GPF/NPS	GPF	Plan/Non-Plan	Non-Plan
Group[Code]	Gazetted Officer(Pay Slip Is NULL AG)[01]	Scheme[Code]	Permanent[01]	Status[Code]	Non-Plan Scheme[02]

[Add Employees]

PAY AND ALLOWANCES

#	Employee Name	Gpf No./PPAN	Scale Of Pay P.B	Basic Pay		Leave Salary	Personal Pay	Technical / Special Pay	Dearness Allowance 125%	Additional Dearness	Interim Relief	House Rent 0%	Medical Allowance	Compensatory Allowance	Other Allowance
				Substantive G.P	Substantive Basic Pay										
1	RABIN CH. RAY	ASA/SAS/07200	10000	3000	13000				16250			1250	600		50
2	SATISH CH. BRAHMA Rajbongshi	NEW/SAS/11677	10100	3010	13110				16388			1250	600		60

Again the edited bill can be Generated by clicking on **[PB]**, then the details (Bill Number, Bill Date, Budget details) for that particular bill need to fill up as shown below. Then click on **Generate** as shown earlier.

Preparing bills for the subsequent month, login with your concerned user name and password.

Go to **Bills** → **Paybill**, switch to the month for which the bill is to be prepared as shown in figure.

Then click on **[Copy]** as shown then click on **OK**.

**e-Governance Unit (Finance Dept., GoA)** *Probity Financials*

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Dashboard Bills Ceiling

Employees Posts Bill Forms Pay Bill Transferred Employees

August 2016 [DDO Basic Details]

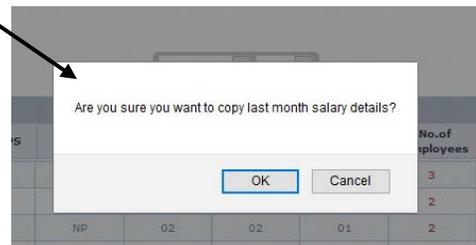
EMPLOYEES : (9 / 9) SALARY : (0 / 9)

#	HOA	GPF/NPS	P/NP	Group	Scheme	Status	No. of Employees	Salary of	Pay Bill
1	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	NPS	NP	03	02	01	3	0	--
2	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	GPF	NP	03	02	01	2	0	--
3	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	GPF	NP	02	02	01	2	0	--
4	3454 - 02 - 800 - 0153 - 000 - 01 - 01 - NP GA V	GPF	NP	01	02	01	2	0	--

COPY DETAILS

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Version 10.5.0 - Dated:16 Jun 2016



Now the last month salary details will get copied to the present month. Thereafter editing of the pay and allowances, deductions and recoveries against each employee(s) can be done in a similar manner followed by Generating of Pay Bills giving the details (Bill Number, Bill Date, Budget details) for that particular bill.

# NOTES