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.

2. BILLS Tab

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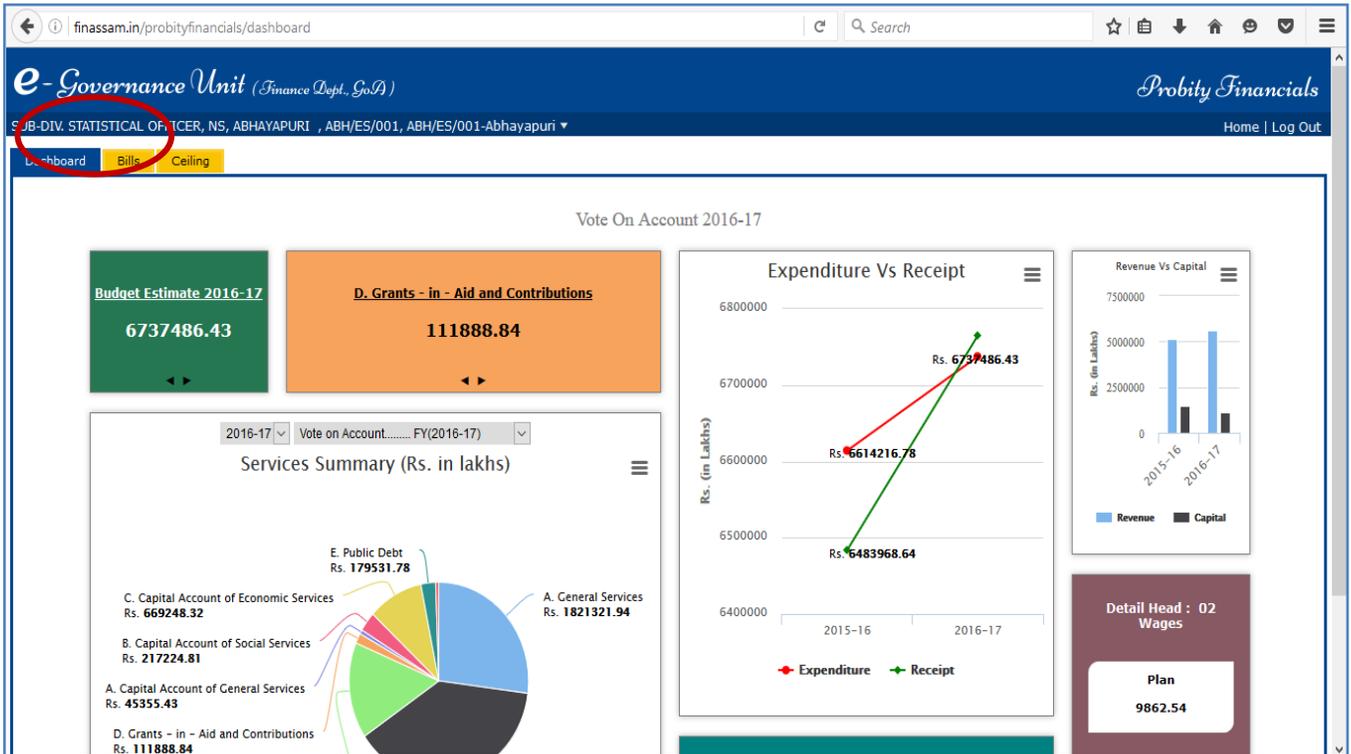
3. EMPLOYEES Details

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

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.

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.

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 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.

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**.

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).

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.
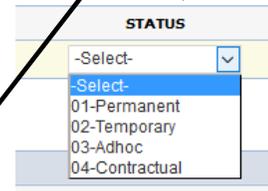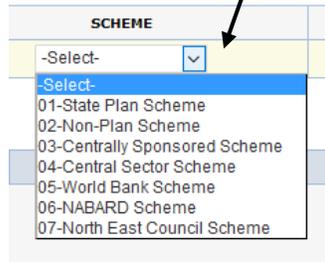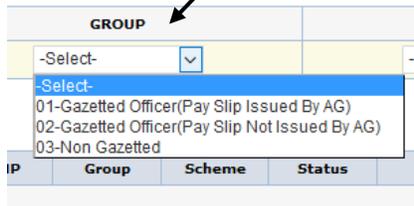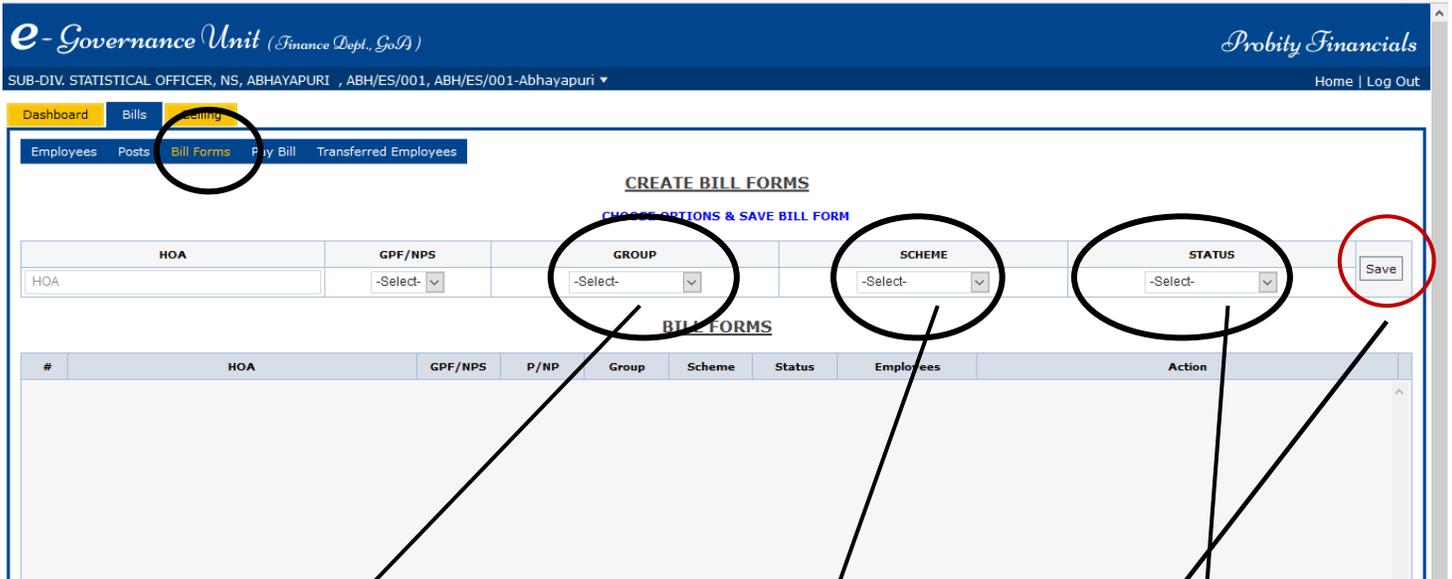
Then click on **OK**.
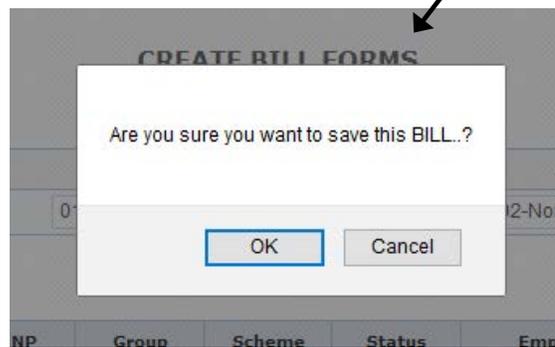
**For Multiple bills, select the save the combinations as many times needed.

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.

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

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.

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).

Allowances sheet — Pay Allowances(DUE)

Sl.No.	Employee Name	Gpf No/PPAN	Scale-of-Pay-P.B	Substantive G.P	Substantive Basic Pay Officiating	Leave salary	Personal Pay	Technical/Special Pay	Dearness Allowance 125%	Additional Dearness	Interim relief	House Rent 0%	Medical Allowance	Compensatory Allowance	Other Allowance
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		

Deductions sheet — Deductions / Recoveries

Sl.No.	Employee Name	Gpf No/PPAN	GPF / NPS Subscription	GPF / NPS Refund	AIS Subscription	AIS Refund	House Building Advance	HBA(HUDCO)	Motor Car Advance	Other Convayance Advance	Festival Advance	Other	GIS	All India Service (GIS)	License Fees / House Rent	P -Tax	I-Tax	HBA	HBA(HUDCO)
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																

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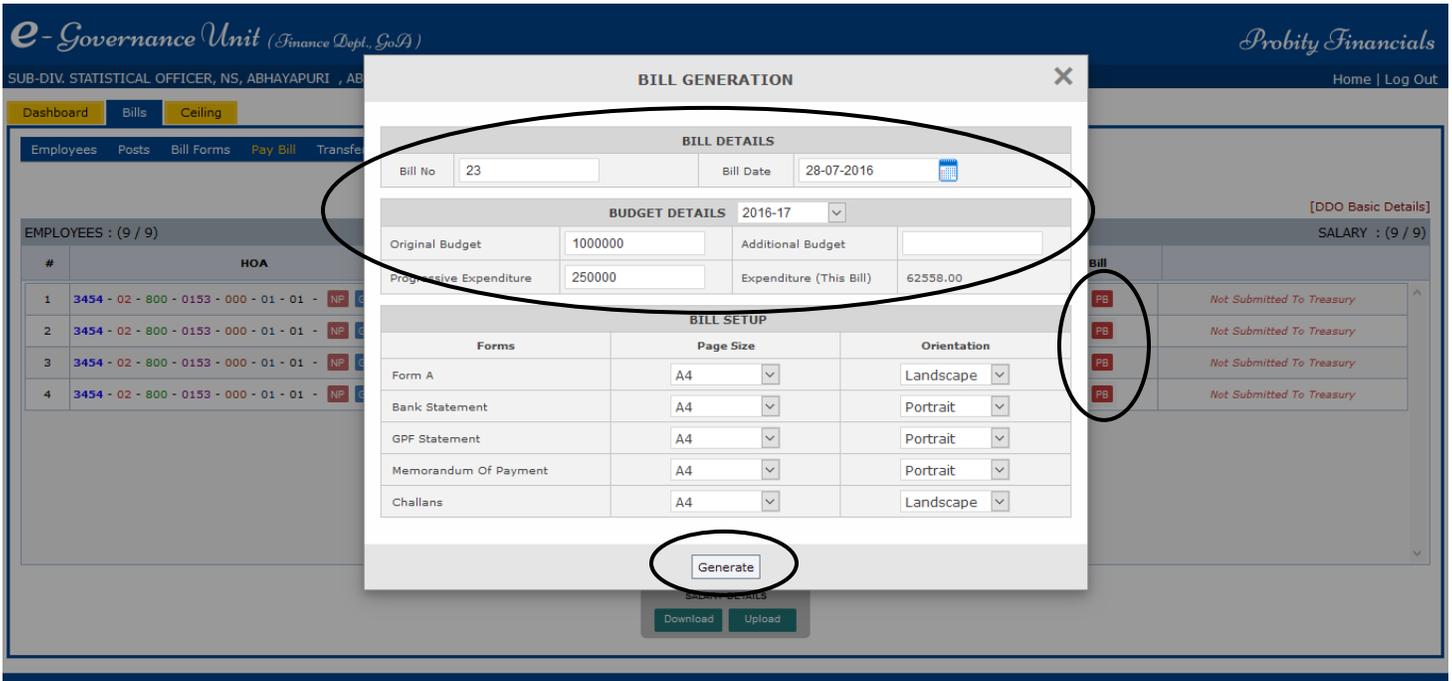
While clicking **Generate** button, the particular bill of that month will be generated along with the Annexure, Challans etc.

Below is the screenshot of the 1st page of the bill.

Home   Tools   paybill_ABHES001_... ×   ⑦ Sign In

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

Assam Schedule III (Section - I) Form No.9		**ESTABLISHMENT BILL FORM** (See T.R. 16 & S.O. 72)		**For Treasury Office**	
Revised vide Order No. P.F. 97/64/28 Dt. 7th May, 1965				Token No.	Bill Receipt Date
Revised vide Order No. P.F. 51/76/4 Dt. 31st March, 1980				Dated Initial of Token Asstt	
Revised vide Order No. RW:14/98 Dt. 15th June, 2002				Treasury Voucher No.	
				Sub Treasury Voucher No.	

Establishment Pay Bill for the month (period) of	July - 2016		

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	Referece
Plan	Non Plan	Plan	Non Plan		Voted		Charged		Voted		Charged		01	Permanent
	NP				Plan	Non Plan	Plan	Non Plan	Plan	Non Plan	Plan	Non Plan	02	Temporary
													03	Adhoc
													04	Contractual

Group Code [01]			**Categorised Scheme [02]**							
Code	Referece		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**.

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

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

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**.

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