SALARY BILL PREPARATION & SUBMISSION

Check List for the DDO to prepare Pay bill

- Staff strength Master in K II should be configured for the entire sanctioned strength establishment wise.

- Staff strength detail is furnished as number of employees against the pay scale applicable to the employee.

- Employees have to be registered as Recipients using Employee-27 Recipient Type in K-II.

- Employees, those who are transferred from other locations should be mapped to the particular DDO as Existing Recipient in K-II.

- If the DDO operates more than one budget line, the staff strength should be captured separately against each budget line.

- Gazetted officers should be identified as Gazetted officers in HRMS by keying in the AG Code found on the pay slip issued to the officer by the Accountant General.

- The unit number in HRMS and establishment number in K II should be same for Gazetted and Non-Gazetted establishment.

- DDO has to check for data correction of employees in HRMS before regenerating the bill.

- If the establishment type is Temporary, then the currency of the establishment should be provided.

SALARY BILL FLOW IN HRMS

1. User logins with his credentials to HRMS website.
2. As soon as logging in to the HRMS User has to check all his department details such as DDO Code, Tan Number etc.
3. User has to select Home → View Employee List for Data Correction.
4. List of Employee Correction Screen will appear, here user can see the employee details for whom corrections has to be made such as Date of Birth, Date of Joining, PAN number etc.
5. If there is no Corrections to be made user will see "No Records Found" in List of Employee Correction Screen.
6. Later User has to follow the path,
7. Payroll → View Draft Paybill
8. Draft Paybill Screen appears, upon which user has to select HOA and Establishment No and click on View Report Option to view the Paybill Report.
9. Now User has to follow the path,
10. Payroll → Send Draft Paybill to K2

11. User Selects Manditotary fields such as Month, Establishment Number and clicks on Get option.
12. Once Employees data in the particular establishment is displayed, user has to select Send Paybill to KII option.
13. To Check the Status Report User has to follow the path,
14. Payroll → KII Paybill Status Report
15. KII Paybill Status Report Screen appears, user can check his Paybill Status in Description Column.

SALARY BILL FLOW IN K-II

❖ STEP 1
Role: SUPERINTENDENT (Verifier)
PATH: Bill Preparation and submission → Process →Bill Verification Worklist
  ➢ Superintendent has to verify the Draft bills present in the Draft Bill Request worklist.
  ➢ Superintendent Verifies Employee Consolidation Sheet and Employee Breakup's with respect to the HRMS data.
  ➢ Now these bills are forwarded to the DDO for approval.
  ➢ Superintendent can return the bill to the HRMS, in case of any discrepancies in the bill.
Note: 1. DSC is required.
      2. Bills created in the external systems are called as Draft bills (ex. HRMS, NPS)

❖ STEP 2
ROLE: DRAWING AND DISBURSEMENT OFFICER (DDO) (Approver)
PATH: Bill Preparation and Submission → Process →Bill Verification Worklist - DDO
  ➢ Once the DDO approves the bill, the system will generate a token number for the same.
  ➢ Then the bills are forwarded to the caseworker for printing.
  ➢ DDO can return the bill to the Superintendent, in case of any discrepancies in the bill.
Note: 1. DSC is required.

❖ STEP 3
ROLE: CASEWORKER
PATH: Bill Preparation and Submission → Process →Bill for Printing Worklist
  ➢ Caseworker enters the manual token number, issued by the respective treasury, to be used for K-II.
  ➢ He then enters the number of pages and takes the printouts of the bills and generates the top sheet.
  ➢ Now the bill is forwarded to the DDO. The physical copy of the bill also has to be sent.
Note: 1. DSC is required.

❖ STEP 4
ROLE: DRAWING AND DISBURSEMENT OFFICER (DDO)

PATH: Bill Preparation and Submission → Process →Bill ready for Submission Worklist

➢ Once the DDO receives the bill, he signs on it and forwards it to the respective Treasury.

Note: 1. DSC is required.