

Salary Bill Process

1. After Login in **PayManager** as **DDO**, For Salary Bill Process, Go in **Bill Processing** Menu and Click on **Bill No. Allocation**.

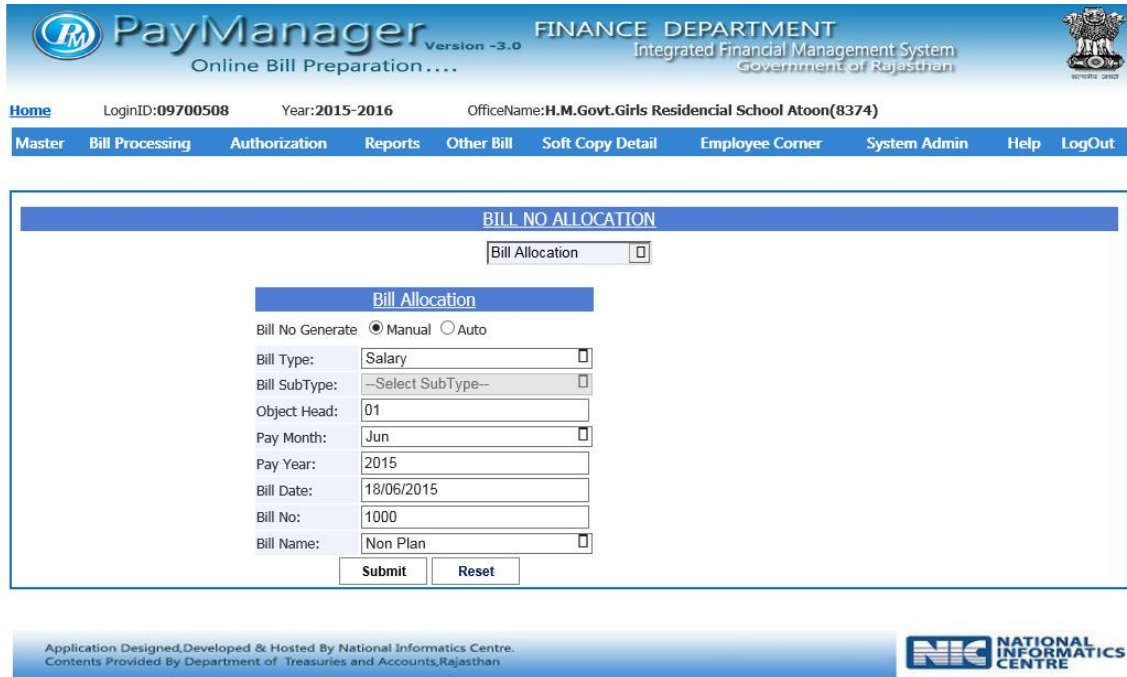
The screenshot shows the PayManager interface. At the top, it says "PayManager Version -3.0" and "FINANCE DEPARTMENT Integrated Financial Management System Government of Rajasthan". Below this, there is a navigation bar with "Home", "LoginID:09700508", "Year:2015-2016", and "OfficeName:H.M.Govt.Girls Residencial School Atoon(8374)". The main menu includes "Master", "Bill Processing", "Authorization", "Reports", "Other Bill", "Soft Copy Detail", "Employee Corner", "System Admin", "Help", and "LogOut". The "Bill Processing" menu is expanded, showing options like "Bill No Allocation", "Salary Preparation", "DA Preparation", "Surrender(15 days) Preparation", "Leave Encashment Preparation", "Forward To DDO", "Transferred Employee Salary", "Employee Half Pay", "Income Tax Calculation", "Dual Bill Process", "RDCCD/Lapes/Revenue Process", and "Stationary Allowance Process". At the bottom, there is a footer with "Application Designed,Developed & Hosted By National Informatics Centre. Contents Provided By Department of Treasuries and Accounts,Rajasthan" and the "NIC NATIONAL INFORMATICS CENTRE" logo.

2. After Click on **Bill No. Allocation**, Choose **Bill Allocation** option from List.

The screenshot shows the PayManager interface with the "Bill No Allocation" dropdown menu open. The dropdown menu has three options: "Select Option", "Bill Allocation", and "Bill Modification". The "Bill Allocation" option is highlighted. The background shows the same navigation bar and footer as the previous screenshot.

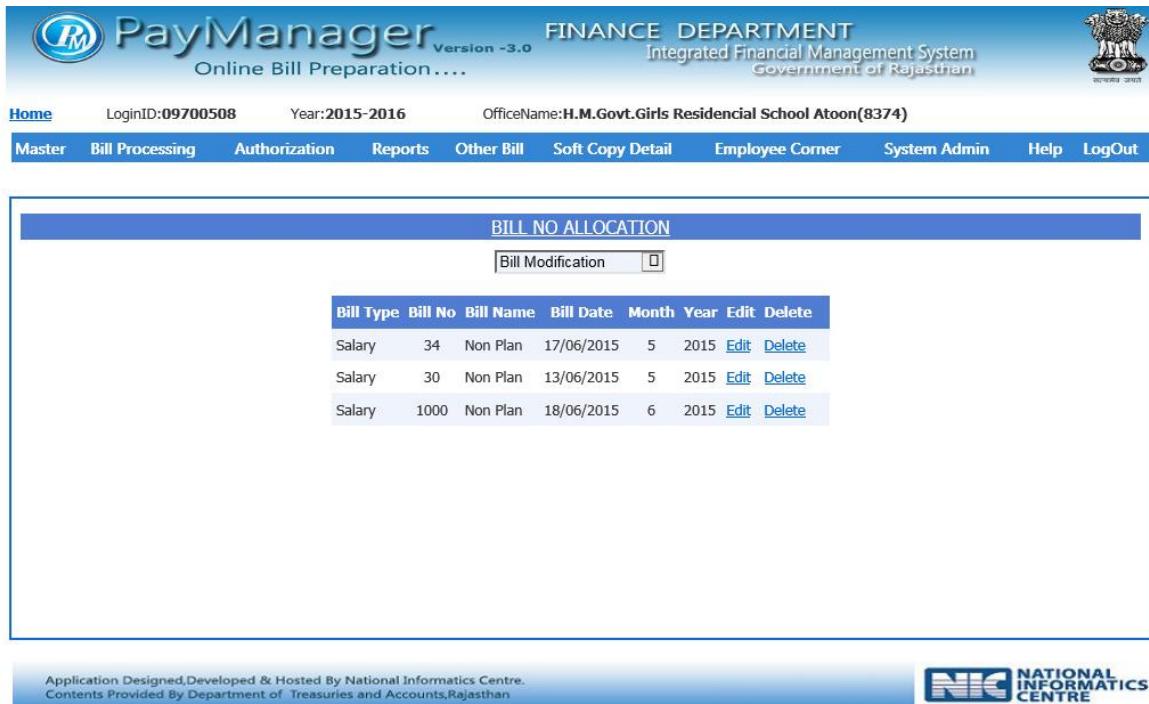
Bill Type - Salary Bill

3. Select **Bill Type** (Salary), **Object head** (01), **Pay Month&Year** of the Bill, **Enter Bill Date** and **Bill No.** and Select **Group Name** for Specific Budget Head. After then Click on “**Submit**” Button.



The screenshot shows the 'BILL NO ALLOCATION' form in the PayManager system. The form includes a header with the PayManager logo, version 3.0, and the Finance Department logo. Below the header is a navigation menu with options like Home, LoginID:09700508, Year:2015-2016, OfficeName:H.M.Govt.Girls Residential School Atoon(8374), Master, Bill Processing, Authorization, Reports, Other Bill, Soft Copy Detail, Employee Corner, System Admin, Help, and LogOut. The main form area has a title bar 'BILL NO ALLOCATION' and a dropdown menu for 'Bill Allocation'. Below this is a 'Bill Allocation' section with radio buttons for 'Manual' (selected) and 'Auto'. The form contains several input fields: Bill Type (Salary), Bill SubType (--Select SubType--), Object Head (01), Pay Month (Jun), Pay Year (2015), Bill Date (18/06/2015), Bill No (1000), and Bill Name (Non Plan). At the bottom of the form are 'Submit' and 'Reset' buttons. The footer contains the text 'Application Designed, Developed & Hosted By National Informatics Centre. Contents Provided By Department of Treasuries and Accounts, Rajasthan' and the NIC National Informatics Centre logo.

4. To Modify Bill, Choose **Bill Modification** Option from List, in **Bill No. Allocation**.



The screenshot shows the 'BILL NO ALLOCATION' table in the PayManager system. The table has a title bar 'BILL NO ALLOCATION' and a dropdown menu for 'Bill Modification'. The table contains three rows of data, each representing a bill entry. The columns are: Bill Type, Bill No, Bill Name, Bill Date, Month, Year, Edit, and Delete. The footer contains the text 'Application Designed, Developed & Hosted By National Informatics Centre. Contents Provided By Department of Treasuries and Accounts, Rajasthan' and the NIC National Informatics Centre logo.

Bill Type	Bill No	Bill Name	Bill Date	Month	Year	Edit	Delete
Salary	34	Non Plan	17/06/2015	5	2015	Edit	Delete
Salary	30	Non Plan	13/06/2015	5	2015	Edit	Delete
Salary	1000	Non Plan	18/06/2015	6	2015	Edit	Delete

5. Go to **Bill Processing ->Salary Preparation ->Add Group Allowance**

The screenshot shows the PayManager interface. At the top, it says 'PayManager Version -3.0' and 'FINANCE DEPARTMENT Integrated Financial Management System Government of Rajasthan'. Below this, there's a navigation bar with 'Home', 'LoginID:09700508', 'Year:2015-2016', and 'OfficeName:H.M.Govt.Girls Residencial School Atoon(8374)'. The main menu includes 'Master', 'Bill Processing', 'Authorization', 'Reports', 'Other Bill', 'Soft Copy Detail', 'Employee Corner', 'System Admin', 'Help', and 'LogOut'. The 'Bill Processing' menu is expanded, showing options like 'Bill No Allocation', 'Salary Preparation', 'DA Preparation', 'Surrender(15 days) Preparation', 'Leave Encashment Preparation', 'Forward To DDO', 'Transferred Employee Salary', 'Employee Half Pay', 'Income Tax Calculation', 'Dual Bill Process', 'RDCCD/Lapes/Revenue Process', and 'Stationary Allowance Process'. The 'Salary Preparation' option is selected, and a sub-menu is open with 'Add Group Allowance' highlighted.

6. To Add **Group Allowance**, Select **Group Name**, **Allowance** from the List and Select **Type**(Formula/Amount or Slab). After Select Click on “**Submit**” Button.

The screenshot shows the 'GROUP ALLOWANCES' form in the PayManager interface. The form has a title bar 'GROUP ALLOWANCES' and a 'Submit' button. The fields are: 'Bill Name' with a dropdown menu showing 'Plan'; 'Allowances' with a dropdown menu showing 'DA(104)'; 'Type' with a dropdown menu showing 'Formula'; 'Formula' with a text input field containing '(Basic+DP+Leave Pay+'; and 'DARate' with a dropdown menu showing 'F6(1)FDRule2015/6/113'.

- Go to **Bill Processing ->Salary Preparation ->Add Group Deduction**
To Add **Group Deduction**, Select **Group name**, **Deduction** from the list and **Deduction Type** (Amount, Formula or Slab). After Select Click on “**Submit**” Button.

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- Go to **Bill Processing ->Salary Preparation ->Add Bulk Allowance**
To Add **Bulk Allowance**, Select **Bill Name**, **Allowance Name** and **Type** of the Allowance (Formula/ Amount or Slab). Select **Employee** from the **Employee List** and click on “**Submit**” Button.

BULK ALLOWANCES

Bill Name	Allowance Name	
Non Plan	CA	Delete
Non Plan	DA	Delete
Non Plan	Spl All	Delete
Non Plan	SPI Pay	Delete

*Checked Employee Already Have CCA Allowance

- Go to **Bill Processing ->Salary Preparation ->Add Bulk Deduction**
To Add **Bulk Deduction**, Select **Bill Name**, **Deduction Name** and **Type** of the Deduction (Formula/ Amount or Slab). Select **Employee** from the **Employee List** and click on “**Submit**” Button.

- Go to **Bill Processing ->Salary Preparation ->Employee Pay Details**
Select **Bill Month**, **Year** and **Group**. **Employee List** will be show below on the page. After Click on **Employee Name**, **Employee Pay Details** will be show.
Here you can **add**, **Edit** or **Delete** Allowance and Deduction by clicking on “**Add Allowance**” and “**Add Deduction**” Button respectively of any Employee.

11. In **Employee Pay Detail**, You can add **Partial Pay** of any Employee by clicking on “**Partial Pay**” Button.

PayPartial							
Name	Father Name	Designation	Date Of Birth				
POOJA PAREEK	RATAN KUMAR PAREEK	Lecturer	28/06/1982				
NICU ID	Salary Month	Salary Year	Start Date	End Date	Pay Days	Paid Status	Action
607899	1	2015	01/01/2015	13/01/2015	13	No	Edit Delete

Pay Partial	
Salary Year	2015 <input type="checkbox"/>
Salary Month	January <input type="checkbox"/>
From Date	01/01/2015
To Date	13/01/2015
Days:	13 <input type="checkbox"/> HalfDay
<input type="checkbox"/> Deduction	
<input type="button" value="Submit"/> <input type="button" value="Exit"/>	

12. In **Employee Pay Detail**, You can add **LIC Detail** of any Employee by clicking on “**Add LIC**” Button.

Name	Father Name	Designation	Date Of Birth
POOJA PAREEK	RATAN KUMAR PAREEK	Lecturer	28/06/1982

Data not found

LIC Register	
Policy No	54896
Amount	23500
Start On	01/04/2015
End On	30/04/2020
<input type="button" value="submit"/> <input type="button" value="Exit"/>	

13. In **Employee Pay Detail**, You can add **Loan Detail** of any Employee by clicking on “**Loan master**” Button.

Loan Details			
Deduction	<input type="text" value="SIL"/>	Loan Account No.	<input type="text" value="56489"/>
Drawn Date	<input type="text" value="01/06/2015"/>	Loan Amount Drawn	<input type="text" value="60000"/>
Loan Amount Deposite	<input type="text" value="0"/>	Interest Amount Calculate	<input type="text" value="0"/>
Interest Amount Deposite	<input type="text" value="0"/>	Total Installment	<input type="text" value="12"/>
Total Installment Deposite	<input type="text" value="0"/>	Premium Amount	<input type="text" value="5000"/>
Interest Amount	<input type="text" value="0"/>	FullInFinal Amount	<input type="text" value="60000"/>
Last Bill Month	<input type="text" value="May"/>	Last Bill Year	<input type="text" value="2015"/>
Bank	<input type="text" value="STATE BANK OF BI"/>	Bank Branch	<input type="text" value="COLLECTORATE, B"/>
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Exit"/>			

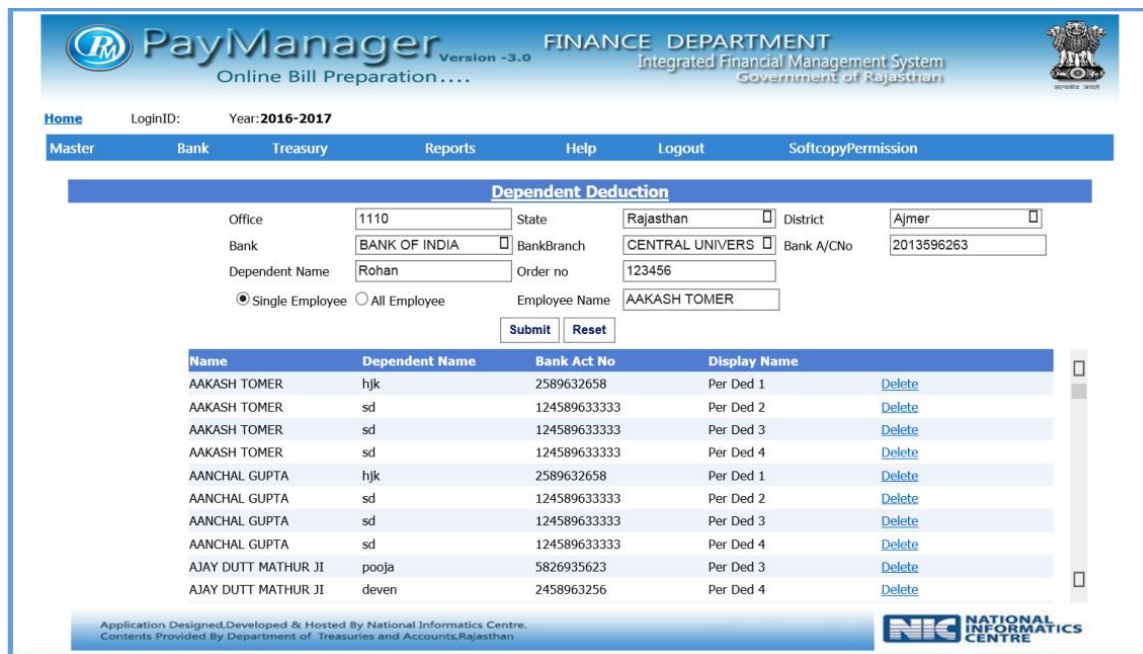
14. In **Employee Pay Detail**, You can add **Dependent Deduction** of any Employee by clicking on **“Dependent Deduction”** Button.

To ADD Dependent in pay manager , DDO will submit data of employee’s dependent in treasury..And treasury will add Dependent in treasury login..

Click on “Add Dependent Deduction”



Enter Office id , State , District , Bank, Branch, Account no , Dependent Name , Order no , and select Employee



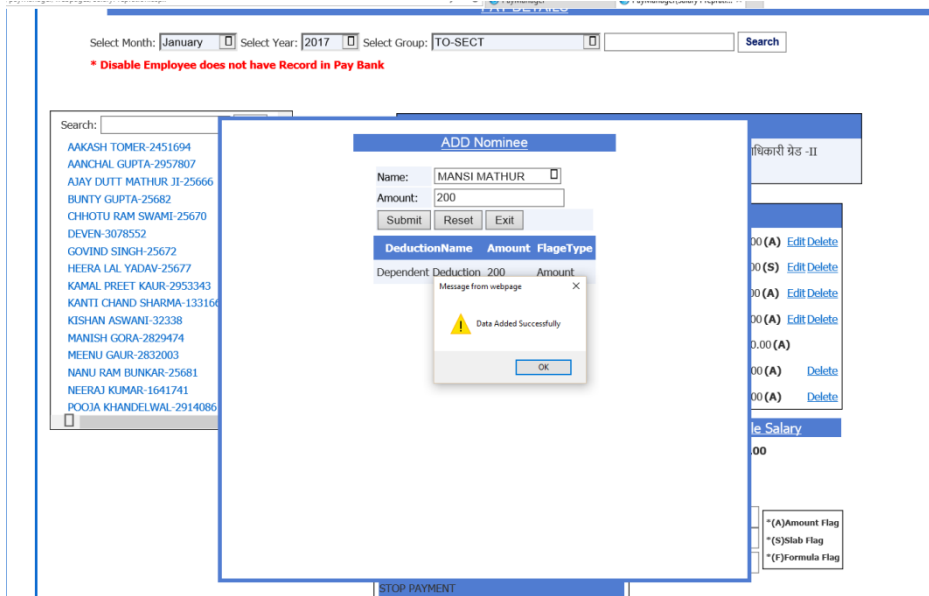
15. After Add Dependent Name by treasury , DDO will add Dependent Deduction in Employee Detail.

The screenshot shows the 'PAY DETAILS' interface. At the top, there are filters for 'Select Month: January', 'Select Year: 2017', and 'Select Group: TO-SECT'. A red message states: '* Disable Employee does not have Record in Pay Bank'. On the left, a search list contains names and IDs, with 'AAKASH TOMER-2451694' selected. The main area displays 'Basic Pay Details' for AAKASH TOMER, Designation: लेखाकार, GroupName: TO-SECT, and Basic: 25,390.00+6600.00. Below this are two tables: 'Allowances' and 'Deductions'. The 'Total Allowances' is 70258, 'Total Deductions' is 11485, and 'Payable Salary' is 58773.00. At the bottom, there are buttons for 'Add Allowance', 'Partail Pay', 'Stop Payment', 'Add Deduction', 'Add LIC', 'Loan Master', 'ADD Nominee', 'Dependent Deduction', and 'Suspend'. A legend explains flags: *(A)Amount Flag, *(S)Slab Flag, *(F)Formula Flag.

Select Deduction and Enter Amount and click on Submit button . Deduction will add in Employee's data ..

This screenshot shows the 'Dependent Deduction' form. The search list on the left is the same as in the previous screenshot. The 'Dependent Deduction' form has a dropdown for 'Deduction: --Select--', an 'Amount:' input field, and 'Submit', 'Reset', and 'Exit' buttons. On the right, the employee details for AAKASH TOMER are visible, including Designation: लेखाकार and GroupName: TO-SECT. The 'Payable Salary' is shown as 58773.00. The legend at the bottom right is also present.

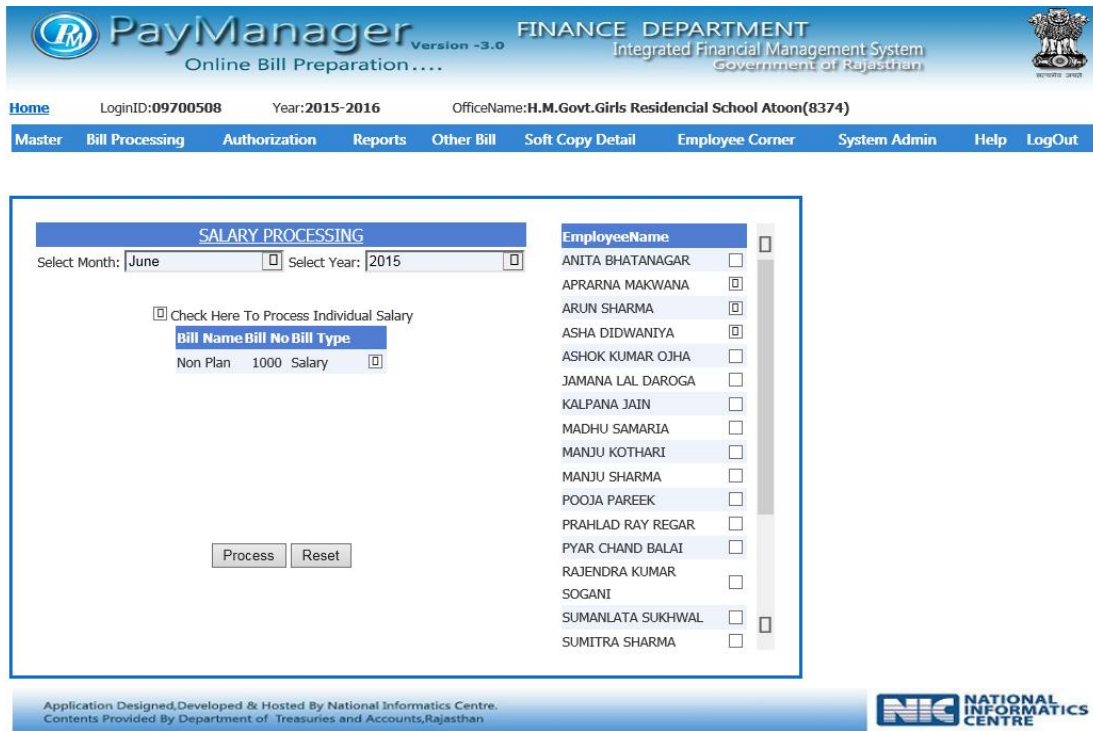
16. To Add nominee in employee salary ,
Click on Nominee and select nominee and enter amount



17. In **Employee Pay Detail**, You can add **Suspend Details** of any Suspended Employee by clicking on **“Suspend”** Button

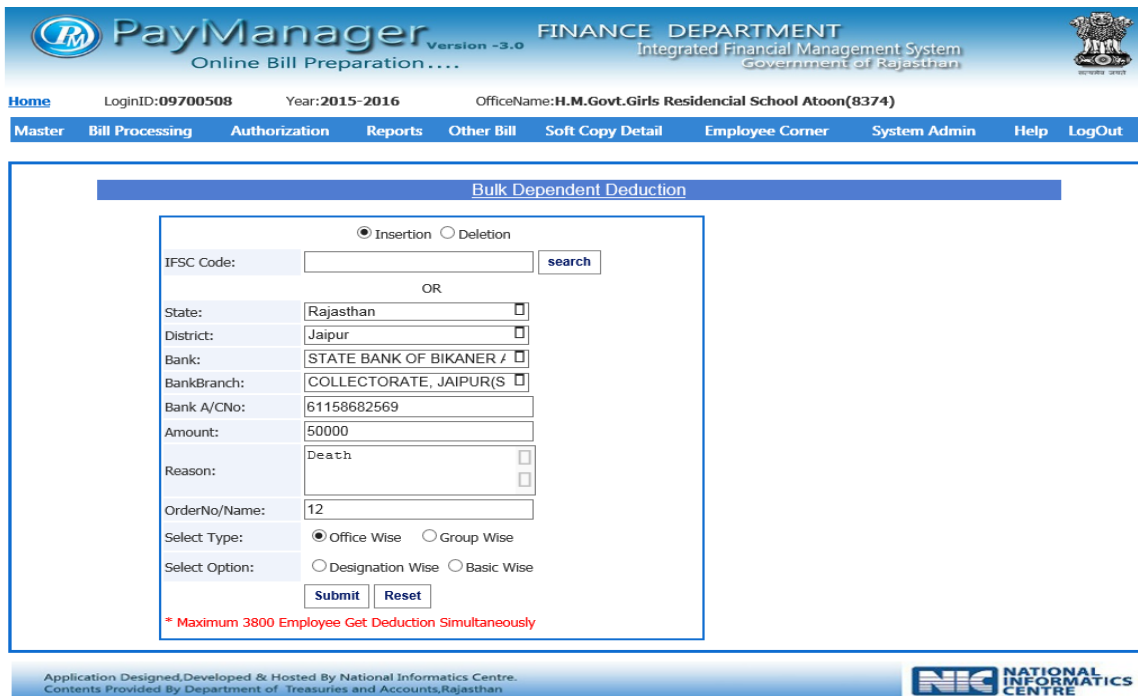
Employee Suspend Details	
Order NO	<input type="text" value="1252"/>
Order Date	<input type="text" value="27/05/2015"/>
From Date	<input type="text" value="01/06/2015"/>
To Date	<input type="text"/>
Salary Percentage	<input type="text" value="50"/>
Remarks	<input type="text" value="Suspend"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

18. Go to **Bill Processing ->Salary Preparation ->Monthly Salary Process**
Select **Month, Year** and **Employee Name** from the **Employee List** and then Click on “**Process**”
Button.



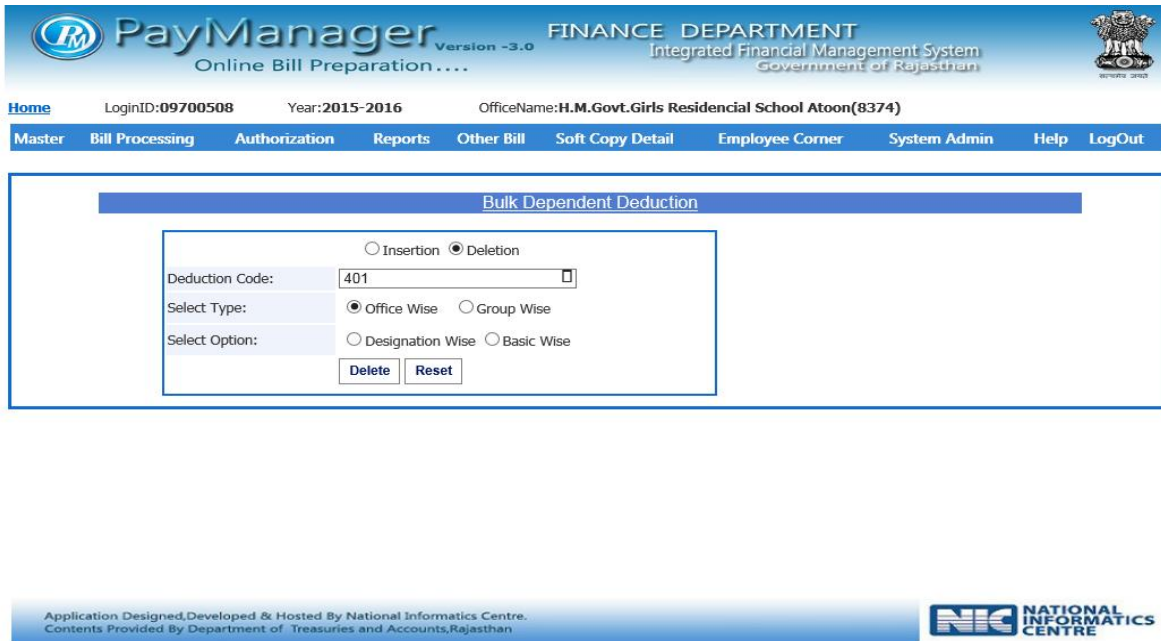
The screenshot shows the PayManager interface for salary processing. At the top, it displays 'PayManager Version -3.0' and 'FINANCE DEPARTMENT Integrated Financial Management System Government of Rajasthan'. The user is logged in as 'H.M.Govt.Girls Residential School Atoon(8374)'. The main section is titled 'SALARY PROCESSING' and includes fields for 'Select Month: June' and 'Select Year: 2015'. There is a checkbox for 'Check Here To Process Individual Salary' and a table for 'Bill Name Bill No Bill Type' with a row for 'Non Plan 1000 Salary'. A list of employee names is shown on the right, each with a checkbox. At the bottom, there are 'Process' and 'Reset' buttons. The footer contains the text 'Application Designed, Developed & Hosted By National Informatics Centre. Contents Provided By Department of Treasuries and Accounts, Rajasthan' and the NIC logo.

19. Go to **Bill Processing -> Salary Preparation -> Bulk Dependent Deduction**
To **insert Dependent Deduction** to whole Group or Multiple Employees of a Group then **Add Details** here.



The screenshot shows the PayManager interface for bulk dependent deduction. At the top, it displays 'PayManager Version -3.0' and 'FINANCE DEPARTMENT Integrated Financial Management System Government of Rajasthan'. The user is logged in as 'H.M.Govt.Girls Residential School Atoon(8374)'. The main section is titled 'Bulk Dependent Deduction' and includes a radio button for 'Insertion' and 'Deletion'. There is a 'search' button next to the 'IFSC Code' field. Below this, there is an 'OR' separator and a form with fields for 'State: Rajasthan', 'District: Jaipur', 'Bank: STATE BANK OF BIKANER /', 'BankBranch: COLLECTORATE, JAIPUR(S)', 'Bank A/CNo: 61158682569', 'Amount: 50000', 'Reason: Death', and 'OrderNo/Name: 12'. There are radio buttons for 'Select Type: Office Wise' and 'Group Wise', and 'Select Option: Designation Wise' and 'Basic Wise'. At the bottom, there are 'Submit' and 'Reset' buttons. A red asterisk note states '* Maximum 3800 Employee Get Deduction Simultaneously'. The footer contains the text 'Application Designed, Developed & Hosted By National Informatics Centre. Contents Provided By Department of Treasuries and Accounts, Rajasthan' and the NIC logo.

20. To **Delete** Dependent Deduction in Bulk, Select **Deletion** option in **Bulk Dependent Deduction**.



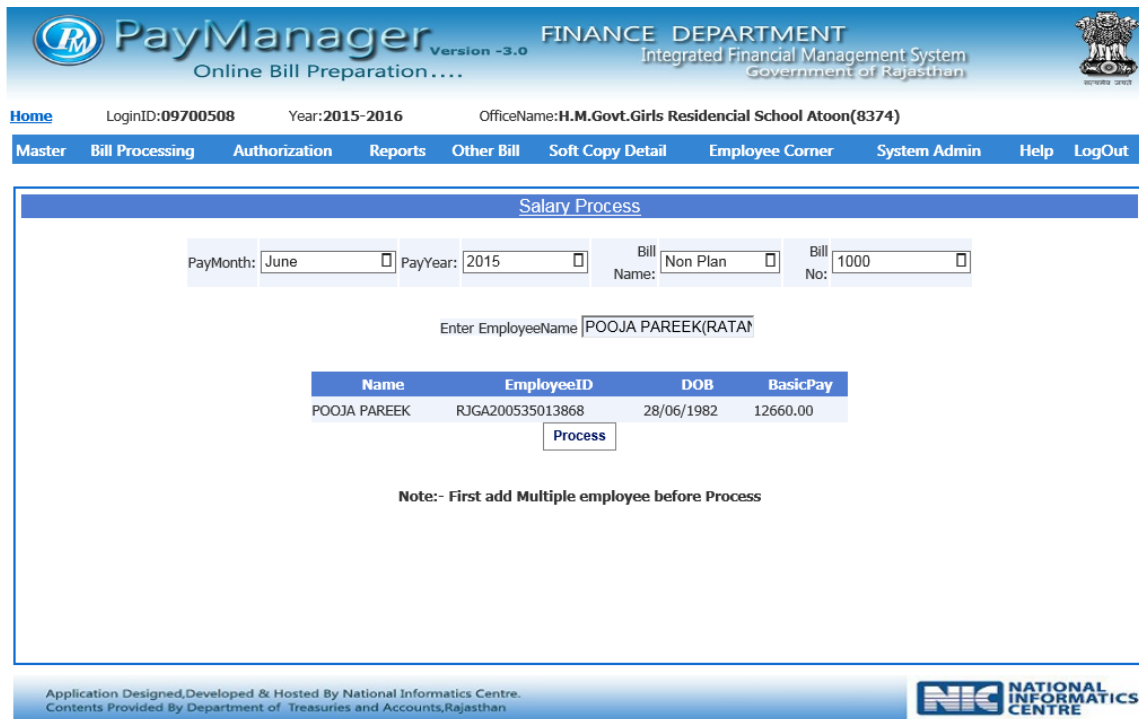
The screenshot shows the 'Bulk Dependent Deduction' form in the PayManager system. The form is titled 'Bulk Dependent Deduction' and contains the following fields and options:

- Insertion Deletion
- Deduction Code:
- Select Type: Office Wise Group Wise
- Select Option: Designation Wise Basic Wise
- Buttons: Delete, Reset

At the bottom of the page, there is a footer with the text: 'Application Designed, Developed & Hosted By National Informatics Centre. Contents Provided By Department of Treasuries and Accounts, Rajasthan' and the logo of the National Informatics Centre.

21. Go to **Bill Processing** -> **Salary Preparation** -> **Individual Salary Process**.

To Process salary of individual **Employee**, Select **Month**, **Year**, **Group** and **Bill No.** Enter **Employee Name** and Click on “**Process**” Button.



The screenshot shows the 'Salary Process' form in the PayManager system. The form is titled 'Salary Process' and contains the following fields and options:

- PayMonth:
- PayYear:
- Bill Name:
- Bill No:
- Enter EmployeeName:
- Table with columns: Name, EmployeeID, DOB, BasicPay
- Table content: POOJA PAREEK, RJGA200535013868, 28/06/1982, 12660.00
- Button: Process
- Note: First add Multiple employee before Process

At the bottom of the page, there is a footer with the text: 'Application Designed, Developed & Hosted By National Informatics Centre. Contents Provided By Department of Treasuries and Accounts, Rajasthan' and the logo of the National Informatics Centre.

Bill Type - Salary Bill

1. After Bill Process, **Forward Bill to DDO**.
To **Forward**, Select **Month**, **Year**, **Bill Type** and **Group**. Bill Details will be show below on the page.

The screenshot shows the 'PayManager' interface for 'FINANCE DEPARTMENT' (Integrated Financial Management System, Government of Rajasthan). The user is logged in as 'nic' for the year '2016-2017' at the 'National Informatics Center'. The navigation menu includes 'Master', 'Bill Processing', 'Authorization', 'Reports', 'Other Bill', 'Employee Corner', 'System Admin', 'Help', and 'Logout'. The main content area is titled 'DDO FORWARD' and contains the following form fields:

- Select Month:
- Select Year:
- Select Bill Type:
- Select Bill Name:
- Select Bill No:

A 'Forward' button is located below the form fields. Below the form is a table with the following data:

Bill No	Bill Date	Budget Head	BFC Type	Head Type	Object Head	Demand No	
2323	17/01/2017	2052-00-090-02-01	NonPlan	Voted	31	3	Upload Certificate

2. If DDO wants to upload any **Certificate** with this Bill , Click on “**Upload Certificate**”. Select **Document Type** and upload document (only **PDF file**).. and click “**Submit**” button

The screenshot shows the 'PayManager' interface for 'FINANCE DEPARTMENT' (Integrated Financial Management System, Government of Rajasthan). The user is logged in as 'nic' for the year '2016-2017' at the 'National Informatics Center'. The navigation menu is the same as in the previous screenshot. The main content area is titled 'Treasury File Upload' and contains the following form fields:

- Select Month:
- Select Year:
- Select Bill Type:
- Select Bill Name:
- Select Bill No:

Below the form fields is a 'Select Document' dropdown menu with the following options:

- Select--
- Sanction of Compendent Auth.
- Voucher Copies more then 3000
- Copy of Work Order/Supply
- Certificate of Monetary and Quantitative limits (If Applicable)
- Sanction of New Items
- Sanction of Vehicle hiring
- Certificate of Purchasing from Market (If Applicable)
- Other Document

There is a 'Browse...' button and a 'Submit' button next to the dropdown menu. Below the dropdown menu, there are two notes:

Note:(*)All Documents to be uploaded in pdf Format Only.
Note:(*) Please Create/Scan a Single Pdf File for each type of document for e.g. (In Case if there are multiple Appointment Letters then Scan All Appointment Letters in Single Pdf File.)

At the bottom of the page, there is a footer with the text: 'Application Designed, Developed & Hosted By National Informatics Centre. Contents Provided By Department of Treasuries and Accounts, Rajasthan.' and the 'NIC NATIONAL INFORMATICS CENTRE' logo.

3. After Upload document , uploaded files will be shown below ..then click on “Next “

This certificate detail will view in Inner Report as below

GA 108 GFAR 228 & 229	Page No: 1 New Form No. GA 84 Rule No. 219						
Government Of Rajasthan							
Contingent (FVC) Bill (Inner Sheet)							
Reference No.: 12155426	Month/Year: January/2017						
Detailed FVC Bill of Bill For Contingent Charges: DOP [Government Secretariat, including-State Plan Machinery, Raj. Planning Board]							
DDO Name: C.A.O. SECTT. JPR.	Office ID : 839						
Bill No : 2323	DDO Code : 839						
Date : 17/01/2017	Object Head : 31						
Demand No : 3	TAN : JPRG02288G						
Budget head : 2052-00-090-02-01/NonPlan/Voted	Plan:0.00 NonPlan:0.00 CSS:0.00 NA:0.00						
S.No.	Employee Name/Third Party Name	Invoice No. Invoice Date	Bill/Invoice Detail	Name of Bank / Name of Branch Bank Account No.	Deduction Amt Budget Head	Gross Amount Net Amount	Remarks
1	YUSUF	323 17/01/2017	1232	0	0.00	500000.00 500000.00	DADADAD
Net Amount : 500000.00		Deduction Amount : 0.00		Gross Amount : 500000.00			
Amount In Words : FIVE LAKH ONLY							
Certificates:							
1. Certified that I have personally examined and satisfied myself about the genuineness of claim that the FVC Bill of the employee (s)/Third Party included in this bill are strictly in accordance with rules and that the said employee (s)/Third Party are entitled to such FVC Bill. It is further certified that I have personally ensured observance of all formalities regarding necessary entries.							
2. All required information including Bank Account Details in this bill has been checked and verified .							
3. I certify that the expenditure included in this bill could not, with due regard to the interest of the public service, be avoided. I certify that to the best of my knowledge and belief the payments entered in this bill have been duly made to the parties entitled to receive them with the exceptions noted below which exceed the balance of the permanent advance , and will be paid on receipt of the money drawn on this bill. Vouchers for all sums above ₹ 3000 in amount are attached to this bill save those noted below, which will be forwarded as soon as the amounts have been paid . I have as far as possible , obtained vouchers for other sums and , am responsible that they have been so defaced or mutilated that they cannot be used again. All work bills are annexed.							
4. Certified that the purchases billed for have been received in good order, that their quantities are correct and their quality good, that the rates paid are not in excess of the accepted and the market rates and that suitable notes of payment have been recorded against the indents and invoices concerned to prevent double payments.							
5. Certified that:							
a. The expenditure on conveyance hire included in this bill was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used, and							
b. The government servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey and is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey .							
6. It is certify that I have carefully examined & verified the master data of the said claim.							
Enclosures(System generated/Scanned):							
1 Certificate of Monetary and Quantitative limits (If Applicable)							
						Sign(With Seal)/e-Sign/Digital Sign of DDO	
Enclosures marked (*) are to be printed in the bill as per selection from dropdown menu according to the requirements defined under relevant rules.							
Disclaimer:All contents related to this bill are provided by Head of Office/DDO and he/she is solely responsible for it. S/W Courtsey NIC, Rajasthan State Unit (http://paymanager.raj.nic.in) Group Name:001_DOP (IAS)				Print Date & Time: 17/01/2017 16:01 PM			

4. To Forward Select **Bill Detail** and Click on **“Forward”** Button.

DDO FORWARD

Select Month: Select Year:

Select Bill Type: Select Bill Name:

Select Bill No:

Bill No	Bill Date	Budget Head	BFC Type	Head Type	Object Head	Demand No	
2323	17/01/2017	2052 -00- 090 -02- 01	NonPlan	Voted	31	3	Upload Certificate

5. Go to **Authorization -> Bill Forward To Treasury**

Authorization

- Bill Forward To Treasury
- Transfer Employee
- Accept Transferred Employees
- View Bill Status
- Delete Bills
- Employee Account Verification
- Decrement Salary Update
- Update Bill Detail
- Bill Revert
- Delete Pending Bills
- Income-Tax Revert

[Bill Type - Salary Bill](#)

6. After Forward Bill to DDO, DDO will **forward bill to Treasury**. To **forward**, Select Month, **Year**, **Bill Type** and **Group**. **Bill Details** will be show below on the page. To Forward Select **Bill Detail** and Click on “**Submit**” Button and then Click on “**Forward**” Button.

TREASURY FORWARD

Select Month:	<input type="text" value="June"/>	Select Year:	<input type="text" value="2015"/>
Select Bill Type:	<input type="text" value="Bonus"/>	Select Bill Name:	<input type="text" value="Non Plan"/>
Select Bill No:		<input type="text" value="1000"/>	
<input type="button" value="Forward"/>			

Bill No	Bill Date	Budget Details	Net Amount	Gross Amount	Plan	Non Plan	Css	NA		
<input checked="" type="checkbox"/>	1000	19/06/2015	2225-01-196-07-00/01/51/NonPlan/Voted	13548.00	13548.00		13548.00			Submit

7. Go to **Reports -> Salary Report**

The screenshot shows the PayManager interface. At the top, it says "PayManager Version -3.0" and "FINANCE DEPARTMENT Integrated Financial Management System Government of Rajasthan". Below that, there's a navigation bar with "Home", "LoginID:09700508", "Year:2015-2016", and "OfficeName:H.M.Govt.Girls Residential School Atoon(8374)". The main menu includes "Master", "Bill Processing", "Authorization", "Reports", "Other Bill", "Soft Copy Detail", "Employee Corner", "System Admin", "Help", and "LogOut". The "Reports" menu is expanded, showing a list of options: "Salary Report" (with a sub-menu for "Pay Inner"), "Other bill report" (with "Pay Outer"), "DA Reports" (with "Schedules"), "Surrender Report" (with "Payinner/Outer(All Bills)"), "DDO Reports" (with "Schedule All Deductions"), "Employee Details" (with "Police Report"), "Scholar/Aganbari Reports" (with "Cooperative Schedule"), "Scholar TA/Medical/Loan Reports" (with "Non Accounting Inner"), "Child Education Reports" (with "Salary Arrear Inner"), "Anganwadi LIC Reports" (with "Salary Arrear Outer"), "Dual Reports" (with "Salary Arrear Schedule"), "First Pension Reports" (with "Incremental Schedule"), "SSP Reports" (with "GPF SI Detail"), "RDCCD/Lapes/Revenue reports" (with "Gross Salary Detail"), "PD Reports", "WAM Report", "RajPoshan Report", "Beneficiary reports", and "Stationary Allowance Reports". At the bottom right, there's a logo for "NIC NATIONAL INFORMATICS CENTRE".

8. Go to **Reports -> Salary Report -> Pay Inner**

To Download Inner Report of Salary Select **Year**, **Month**, **Group Name** and **Bill No.** After then Click on **“Show Report”** Button.

The screenshot shows the "INNER SALARY BILL" form in the PayManager interface. The form has four dropdown menus: "Year" (set to 2015), "Month" (set to June), "Group Name" (set to Non Plan), and "BillNo.:" (set to 1000-18/06/2015). Below these fields is a "Show Report" button. A red message below the button says "Till Bill Not Forwarded to Treasury Only Check List Generated". The interface also shows the same navigation bar as in the previous screenshot.

9. Go to **Reports -> Salary Report -> Pay Outer**

To Download Outer Report of Salary Select **Year, Month, GroupName** and **BillNo.** After then Click on **“Show Report”** Button.

The screenshot shows the PayManager interface for generating an 'OUTER SALARY BILL' report. The header includes the PayManager logo, version 3.0, and the Finance Department logo. The user is logged in as 'LoginID:09700508' for the year '2015-2016' at the office 'H.M.Govt.Girls Residential School Atoon(8374)'. The navigation menu includes 'Master', 'Bill Processing', 'Authorization', 'Reports', 'Other Bill', 'Soft Copy Detail', 'Employee Corner', 'System Admin', 'Help', and 'LogOut'. The 'OUTER SALARY BILL' form has the following fields: Year (2015), Month (June), Group Name (Non Plan), and BillNo. (1000-18/06/2). A 'Show Report' button is present, and a message below it states: 'Till Bill Not Forwarded to Treasury Only Check List Generated'.

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10. Go to **Reports -> Salary Report -> Schedules**

To Download Schedule of Salary Select **Year, Month, GroupName,BillNo., PayID** and then select **SequenceWise** or **NameWise**. After then Click on **“Submit”** Button

The screenshot shows the PayManager interface for generating a 'SCHEDULES REPORT'. The header and navigation menu are identical to the previous screenshot. The 'SCHEDULES REPORT' form includes the following fields: Select Year (2015), Select Month (June), Group Name (Non Plan), Bill No (1000-18/06/2015), and Pay ID (RPMF). There are radio buttons for 'Sequence/Name Wise', 'Sequence Wise', and 'Name Wise'. A 'Submit' button is located at the bottom of the form.

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11. Go to **Reports -> Salary Report -> Schedule All Deductions**

To Download Schedule of All Deductions Combined Report of Employees Select **Year, Month, GroupName** and **BillNo**. After then Click on **“ShowReport”** Button.

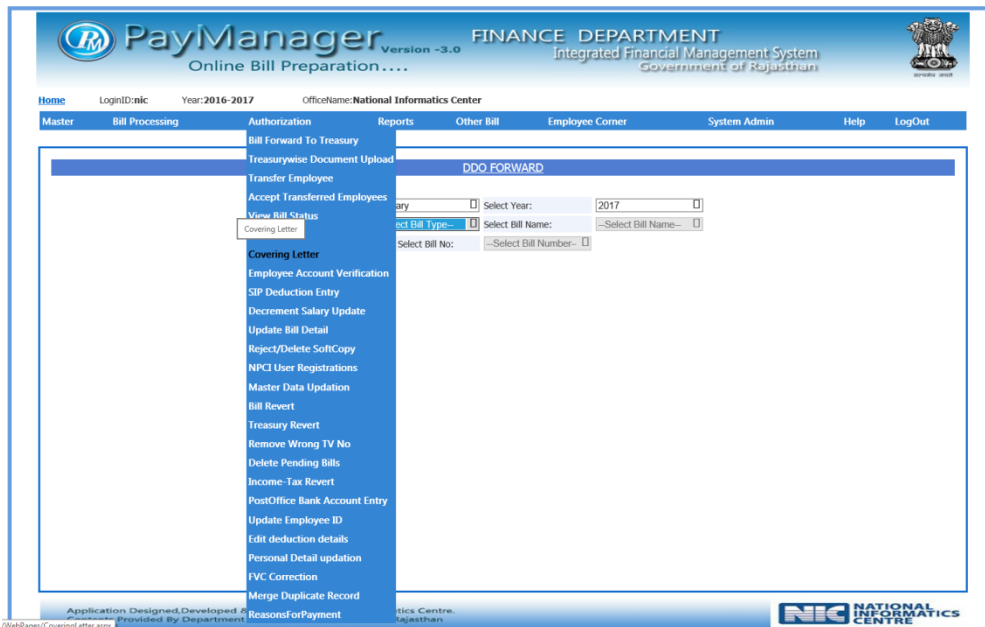
The screenshot displays the PayManager web application interface. At the top, there is a header with the PayManager logo (Version -3.0) and the Finance Department logo (Integrated Financial Management System, Government of Rajasthan). Below the header, there is a navigation bar with links: Home, LoginID:09700508, Year:2015-2016, OfficeName:H.M.Govt.Girls Residencial School Atoon(8374), Master, Bill Processing, Authorization, Reports, Other Bill, Soft Copy Detail, Employee Corner, System Admin, Help, and LogOut. The main content area shows a form titled "ALL SCHEDULES REPORT" with the following fields: Year (2015), Month (June), Group Name (Non Plan), and Bill No (1000-18/06/2015). A "Show Report" button is located below the fields.

Covering letter :

All these reports (inner , Outer , and Schedules) will submit in treasury by DDO in 2 days . If DDO will not submit bill .Token will not generate after 2 days by treasury ...

For this A Covering letter will Submit by DDO in treasury , then treasury can generate Token and process bill

A. For generate Covering letter, Go to **Authorization -> Covering letter**



B. Select month , Year , and click on Show detail ... Select Bill no and Enter “Reason”(why Bill not submit in treasury). Then click on Submit button .. and Download Covering Letter

Bill Type - Salary Bill

Online Bill Preparation.... Version - 3.0 Integrated Financial Management System Government of Rajasthan

Home LoginID:nic Year:2016-2017 OfficeName:National Informatics Center

Master Bill Processing Authorization Reports Other Bill Employee Corner System Admin Help LogOut

COVERING LETTER

Select Month : Select Year :

Bill No.	Bill Date
3434	17/01/2017 Download

Bill No.	Bill Date
☐ 2323	17/01/2017

Reason :

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NIC NATIONAL INFORMATICS CENTRE

C. Covering letter ---

1

कार्यालय का नाम (DOP [Government Secretariat, including State Plan Machinery, Raj. Planning Board])

कोषाधिकारी / उपकोषाधिकारी दिनांक : 17-01-2017
 JAIPUR (SECTT.) / SubTreasury

विषय :- पै - मैनेजर पर कोषालय को आंतरिक कार्यवाही हेतु विलम्ब से प्रस्तुत किये गए ऑनलाइन बिलों की हार्ड कॉपी स्वीकार किये जाने के सम्बन्ध में

संदर्भ / मसौदा

इस कार्यालय का / के निम्नलिखित बिल पै - मैनेजर पर कोषालय (JAIPUR (SECTT.)) को आंतरिक कार्यवाही हेतु ऑनलाइन फरारत किये गए थे , किन्तु निम्नलिखित बिलों के समक्ष अंकित बरगवाश इन बिलों की हार्ड कॉपी कोषालय में समय पर प्रस्तुत नहीं की जा सकी :-

क्र. सं.	बिल का प्रकार	बिल संख्या / दिनांक	रेफरेंस नं.	राशि	फरारत किये जाने की दिनांक	विलम्ब का कारण
1	FVC	2323/ 17/01/2017	12155426	500000.00	17-01-2017	COVERING uPLOAD

अतिथि में ऑनलाइन अर्पणित (फरारत) बिलों की हार्ड कॉपी समय पर कोषालय में प्रस्तुत की जावेगी। कृपया उक्त संश्लित बिलों का टोकन जारी करवाने का क्लम करावे।

महर्षीय

C.A.O. SECTT. JPR. (839) (839)