

User Manual

1. Login by DDO

All the DDOs in Haryana State have been given User IDs in **Budget Allocation and Monitoring System**. The DDOs have to use the same User ID and Password in **eSalary** Software also. First of all a DDO has to double click on the icon given on the desktop of his computer, to open Internet Explorer. In the address bar he has to write the www.hrtreasuries.gov.in, the official website of Treasuries and Accounts Department will appear. On this page look for the link given for **eSalary** software. By clicking on this link DDO will be redirected to the website of **eSalary**. On the **eSalary** website DDO will see the Login page like this -->

Enter User Name * (Case-Sensitive)

Enter Password * (Case-Sensitive)

Select Year *

Enter Code *

(Given in Green Box)

Login

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Best viewed in IE 6+ (800 X 600 resolution)

DDO has to give his **Budget Allocation and Monitoring System's** User ID here in front of 'Enter User Name' and the same Password, which he has been using in **BAMS** in front of 'Enter Password'. After this he has to select the financial year in which he wants to work. And at last he has to enter the five digit random number given in a green box, in the box given in front of 'Enter Code'. He has to click on 'Login' button to log into his account after he has done the above steps.

2. Edit User Profile

On first time when he will login the screen 'Edit User Profile' will appear.

The screenshot shows a web browser window displaying the 'Edit User Profile' page. The browser's address bar shows the URL: `http://localhost:56896/esalary/Departmental/UserP`. The page has a dark header bar with the following elements: 'User Type : Checker/DDO', 'M K Gupta', a 'Main Menu' button, and a 'Logout' button. Below the header, a red banner reads 'EDIT- USER PROFILE'. The main content area is light blue and contains a form with the following fields and values:

Field Label	Value
Name of DDO(Sh./Smt./Dr.):	M K Gupta
Designation of DDO:	Treasury Officer Chandigarh
Email Id: (In case you want email alerts in future)	mkgupta32@yahoo.co.in
Mobile No: (In case you want sms alerts in future)	09417724110
DDO Registration Number(Under NPS)	SGV000179E District Treasury Officer, Haryana Treasury, Chandigarh
DTO Registration Number(Under NPS)	4000021 Treasury Officer, Chandigarh
DDO Tan Number	
Maker Password	
Confirm Maker Password	

At the bottom of the form, there are two buttons: 'Update Profile' and 'Cancel'. A footer bar at the very bottom of the page states: 'Web site Designed & Maintained by National Informatics Center, Haryana'. The Windows taskbar at the bottom shows the system clock as 12:43 PM on 8/4/2011.

On this page he will see his Profile, which has been created in **BAMS**. He can Enter/Update his Profile information, like he can give his current designation or he can change the name and designation and other information as well, if the information displayed here relates to the person who was having the charge of DDO before him. He can give his email Id and Mobile number also. DDO registration No. and his DTO registration No. are being displayed, these are not required to be entered. DDO TAN No. as allotted by Income Tax Deptt. to a DDO is also required to be entered.

The screenshot shows a web browser window with the URL <http://localhost:56896/esalary/Departmental/UserP...>. The page title is "e-Salary :: Edit Profile ::". The user is logged in as "User Type : Checker/DDO" and "M K Gupta". There are buttons for "Main Menu" and "Logout".

The main content area is titled "EDIT-USER PROFILE". It contains the following fields:

- Name of DDO(Sh./Smt./Dr.): M K Gupta
- Designation of DDO: Treasury Officer Chandigarh
- Email Id: (In case you want email alerts in future) mkgupta32@yahoo.co.in
- Mobile No: (In case you want sms alerts in future) 09417724110
- DDO Registration Number(Under NPS) SGV000179E District Treasury Officer, Haryana Treasury, Chandigarh
- DTO Registration Number(Under NPS) 4000021 Treasury Officer, Chandigarh
- DDO Tan Number PTLT11643C
- Maker Password (password must contain atleast one letter, one digit in any order)
- Confirm Maker Password

At the bottom of the form, there are "Update Profile" and "Cancel" buttons. A confirmation dialog box is open, showing the following information:

- TAN No. & Designation: PTLT11643C, TREASUR
- TAN Name: M. K. GUPTA
- Address: SECTOR-17, 30 BAYS BUILDING,

The dialog box has "CONFIRM" and "CANCEL" buttons.

On entering the TAN No. a confirmation dialogue box will appear, in which TAN No. and Name, TAN Name and address will be shown, DDO has to confirm that all the information shown in this box is correct and related to him, for this he has to click on the 'Confirm'. If the information displayed does not relate to him, he has to click on 'Cancel' button. By this the wrong TAN No. entered will be cleared and the DDO has to re-enter the TAN No.

3. Creation of Maker Password

At last he has to enter Maker's Password. Maker is the person who will make all the entries in the software on behalf of DDO and DDO is Checker. Maker can log into the software with the same User Id which is used by DDO to log into the software. Like here the DDO's User ID is "ddotaa2". So the User ID for Maker also will be "ddotaa2". The difference will only be of the Passwords. The DDO will login by his User ID and password allotted to him in **BAMS** whereas the Maker will login by DDO's User ID

and Maker Password, which is to be created by DDO in his 'Edit User Profile' on his first log into the software. At the end of the editing of User Profile DDO will give Maker Password and will re-enter the same password to confirm it. At last he will click on 'Update Profile' button.

http://localhost:56896/esalary/Departmental/UserP... e-Salary :: Edit Profile ::

User Type : Checker/DDO M K Gupta Main Menu Logout

EDIT- USER PROFILE

Name of DDO(Sh./Smt./Dr.): M K Gupta

Designation of DDO: Treasury Officer Chandigarh

Email Id: (In case you want email alerts in future) mkgupta22@yahoo.co.in

Mobile No: (In case you want sms alerts in future) 09417724110

DDO Registration Number(Under NPS) SGV000179E District Treasury Officer, Haryana Treasury, Chandigarh

DTO Registration Number(Under NPS) 4000021 Treasury Officer, Chandigarh

DDO Tan Number PTLT11643C M.K.GUPTA

Maker Password *****

(password must contain atleast one letter, one digit in any order)

Confirm Maker Password *****

Update Profile Cancel

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4. Entry of ES-1 form by DDO

On his first login, after the DDO has updated his profile, he will see the screen 'Category of Bills'.

User Type : Checker/DDO **M K Gupta** **Main Menu** **Logout**

Category of bill

Available Paybill Codes:- --View Available Paybill Code--

Scheme Codes:- --Select--

Purpose of Paybill:- --Select--

Generate Paybill Code **Go to Generate Posts Page**

The Steps to be followed:-

1. You can see Available Paybill Codes(which you have generated) in the first drop down. On first login this drop down is shown empty, as you have not generated any Paybill Code earlier.
2. Select Scheme Code from the drop down list given.
3. Select Purpose of Paybill from the categories given in the drop down, and to specify the category more clearly you can give the designation or group of the employees included in this Paybill.
For example: for clerks, for Group A, for class IV etc.
4. At last you have to click on the button given "Generate Paybill Code". A message for successfully generated Paybill Code will be displayed, click OK.
5. Now the generated Paybill Code is visible in the drop down list Available Paybill Codes.
6. Once you have created sufficient Paybill Codes, you have to go to the Page where the posts existing in your office are to be created. For this there are 2 options available :-
a). You have to click on the button "Go to Generate Posts Page".
b). Go to the Menu User Operations --> Generate Posts.

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In this page DDO has to define all the Paybills that are being generated in his office. For this purpose he has to use filled up form 'Annexure ES-1', (If he has not filled it up so far, then he is advised to download this from the official website of 'Treasuries and Accounts Deptt.' i.e. www.hrtreasuries.gov.in by clicking on the link 'eSalary forms').

First of all DDO is suggested to read all the steps given at the bottom of the page to understand the working of this page. At the top of the page a list is given for 'Available PaybillCodes'. On his first login DDO will see that this list contains nothing, as he has not generated any Paybillcode earlier. As he will create/generate Paybillcodes, the generated Paybillcodes will appear in this list. The second list given on the page is 'Scheme Code', which contains all the schemes in which the DDO has been allotted budget in 'Salary'. He has to select the Scheme code in which the budget of Salary has been allotted to him, from which the salaries of the employees (included in this paybill)are to be paid. This scheme code is as per column no. 2 in

‘Annexure ES-1’. After this the purpose of Paybill is to be selected, as per column no. 3 in ‘Annexure ES-1’.

The screenshot shows a web browser window with the URL <https://localhost:56896/esalary/Departmental/FrmPr...>. The page title is "e-Salary :: Generate Paybill...". The user is logged in as "M K Gupta" with the role "Checker/DDO". There are buttons for "Main Menu" and "Logout".

The main form area has the following fields and options:

- Category of bill:** A dropdown menu with the option "--View Available Paybill Code--".
- Available Paybill Codes:-** A text input field.
- Scheme Code:-** A dropdown menu with the selected value "N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses".
- Purpose of Paybill:-** A dropdown menu with the selected value "--Select--". The dropdown list is open, showing the following options:
 - Select--
 - Gazetted with Gpf Account
 - Non-Gazetted with Gpf Account
 - Other Gazetted
 - Other Non Gazetted
 - NPS-Gazetted
 - NPS-Non-Gazetted

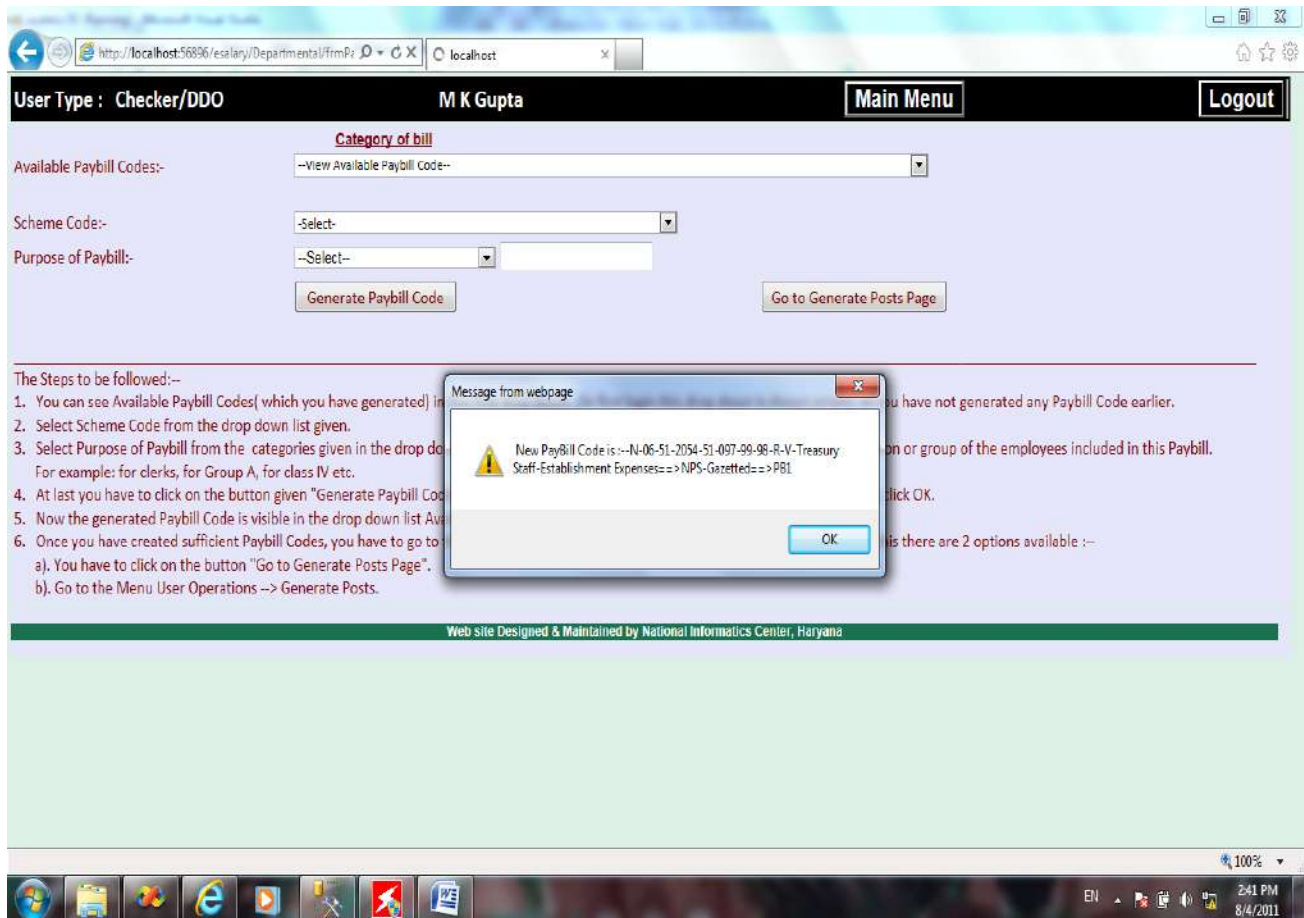
There is a button labeled "Go to Generate Posts Page" to the right of the Purpose of Paybill dropdown.

Below the form, there is a section titled "The Steps to be followed:-" with the following instructions:

1. You can see Available Paybill Codes(which you have generated) in the first drop down. On first login this drop down is shown empty, as you have not generated any Paybill Code earlier.
2. Select Scheme Code from the drop down list given.
3. Select Purpose of Paybill from the categories given in the drop down, and to specify the category more clearly you can give the designation or group of the employees included in this Paybill. For example: for clerks, for Group A, for class IV etc.
4. At last you have to click on the button given "Generate Paybill Code". A message for successfully generated Paybill Code will be displayed, click OK.
5. Now the generated Paybill Code is visible in the drop down list Available Paybill Codes.
6. Once you have created sufficient Paybill Codes, you have to go to the Page where the posts existing in your office are to be created. For this there are 2 options available :-
 - a). You have to click on the button "Go to Generate Posts Page".
 - b). Go to the Menu User Operations --> Generate Posts.

At the bottom of the page, there is a footer that reads "Web site Designed & Maintained by National Informatics Center, Haryana".

There is an empty box given after this dropdown list, in this box he can give any name to the paybill for his reference, e.g. if more than one Paybill is to be prepared for Gazetted Officers with GPF account, then DDO can write GPB-1 with first Paybill, GPB-2 with second Paybill etc. After this he has to click on the button Generate Paybill Code’. The message will appear regarding the new Paybillcode generated, with the complete name of the Paybillcode having the Scheme code + Purpose of Paybill + Name given to that Paybillcode.



After generation, this Paybillcode will appear in the dropdown list named Available Paybillcodes. Like this DDO has to create all the Paybill codes in the software. Once, all the Paybillcodes are created, the next step is to click on the button 'Go to Generate Posts Page'. This button is on the right side of the 'Generate Paybillcode' button. Here detail of each type of post for which salary is to be drawn, is required to be given.

http://localhost:56836/esalary/Departmental/frmPc... e-Salary :: Generate Paybil...

User Type : Checker/DDO **M K Gupta** **Main Menu** **Logout**

Pay Commission: Sixth

Designation: Accounts Officer

Pay Bill code Allotted: Select paybill code

Pay scale of post: Select paybill code

Grade Pay: N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>Gazetted with Gpf Account==>GO==>1
N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>NPS-Non-Gazetted==>NPS==>2
N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>Non-Gazetted with Gpf Account==>TEMP==>3
N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>Non-Gazetted with Gpf Account==>MAIN==>4
N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>NPS-Gazetted==>PB1==>5

Group: -Select-

Technical or Non-Technical: -Select-

Rank Order: (Please enter number here in the sequence you want officers post to appear in the paybill.)

Sanction Order(Vide which Post was created)

Total number of posts (Same Payscale + GP)

Number of permanent Post

Number of temporary post

Number of Vacant Post: 0

Add Post Detail Edit Post Detail Go to maker login for entering employee information

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http://localhost:56836/esalary/Departmental/frmPc... e-Salary :: Generate Paybil...

User Type : Checker/DDO **M K Gupta** **Main Menu** **Logout**

Pay Commission: Sixth

Designation: Accounts Officer

Pay Bill code Allotted: N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>NPS-Gazetted==>PB1==>5

Pay scale of post: 9300-34800+4800GP

Grade Pay: 4800

Group: B

Technical or Non-Technical: Non-Technical

Rank Order: 5 (Please enter number here in the sequence you want officers post to appear in the paybill.)

Sanction Order(Vide which Post was created)

Total number of posts (Same Payscale + GP)

Number of permanent Post

Number of temporary post

Number of Vacant Post

Add Post Detail Edit Post Detail Go to maker login for entering employee information

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The Rank order of a post is the serial no. at which the salary detail of that post will appear in the paybill. If you have selected any Rank order no. from the dropdown list for a post, that no. will not be visible when you will generate the next post, as same rank order can't be allotted to two posts, simultaneously. After Rank order he will give Sanction order no. of that post and then total no. of posts having same Payscale+GP.

The screenshot displays the 'e-Salary :: Generate Paybill...' web application. The user is logged in as 'M K Gupta' with the role of 'Checker/DDO'. The interface contains a form with the following fields and values:

- Pay Commission:** Sixth
- Designation:** Accounts Officer
- Pay Bill code Allotted:** N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>NPS-Gazetted==>PB1==>5
- Pay scale of post:** 9300-34800+4800GP
- Grade Pay:** 4800
- Group:** B
- Technical or Non-Technical:** Non-Technical
- Rank Order:** 5 (Note: Please enter number here in the sequence you want officers post to appear in the paybill.)
- Sanction Order(Vide which Post was created):** spl1211
- Total number of posts (Same Payscale + GP):** 4
- Number of permanent Post:** (empty)
- Number of temporary post:** (empty)
- Number of Vacant Post:** 0

At the bottom of the form, there are three buttons: 'Add Post Detail', 'Edit Post Detail', and 'Go to maker login for entering employee information'. The footer of the page states 'Web site Designed & Maintained by National Informatics Center, Haryana'.

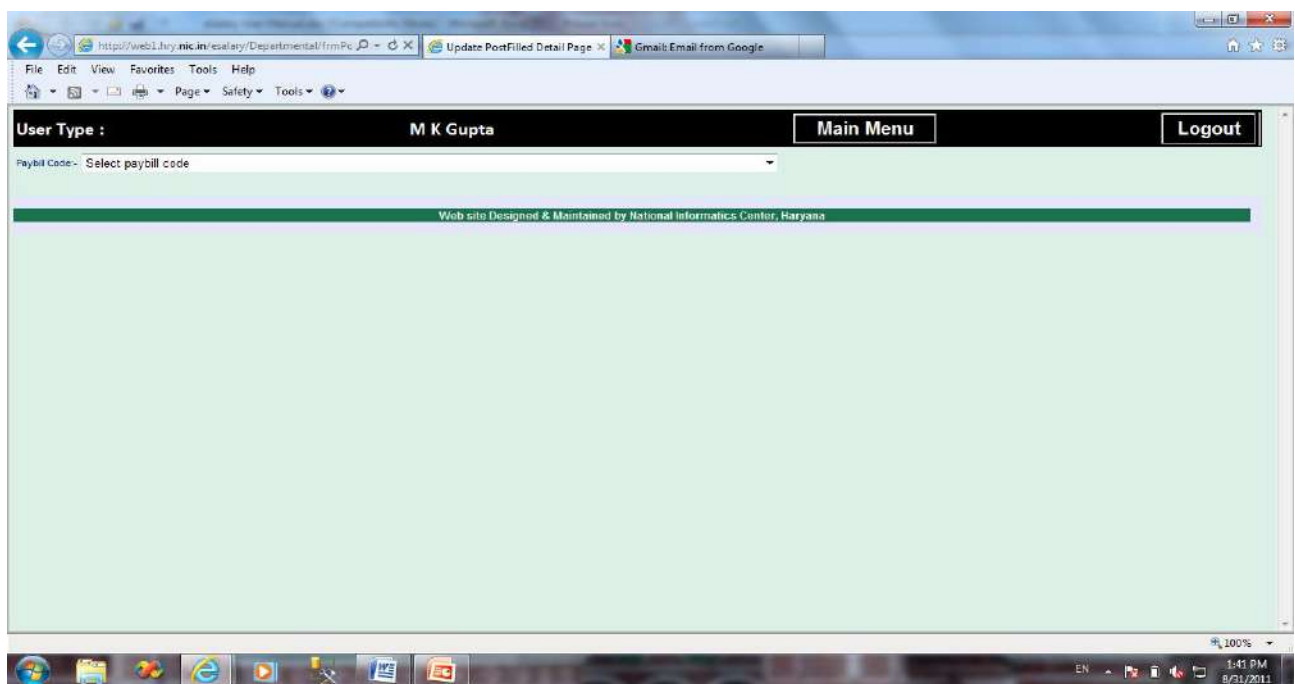
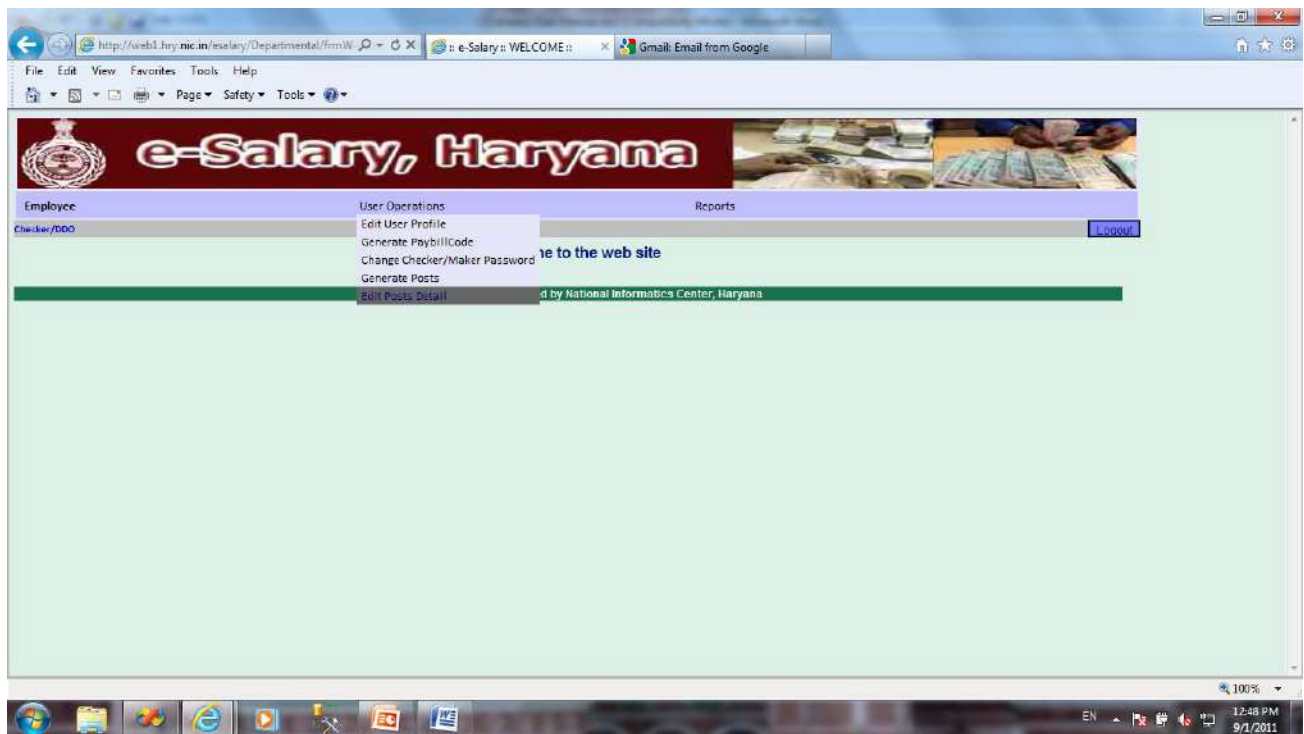
For example--> In case of Accounts Officer, if the total no. of posts is 6, but two posts have higher Grade Pay e.g. 9300-34800+5400GP, then these two posts would be generated separately as in above example. So the total no of posts in case of Accounts Officer (9300-34800+4800GP) will be 4 and in case of Accounts Officer (9300-34800+5400GP) will be 2. Moreover the rankorder of the post having higher GP will be lower than the rank order of the post having lower GP. Like here the post with 4800 GP has rank order 5, so the post with 5400 GP will have the rankorder lower than 5, say 4. So that, in the Paybill the salary detail of the post having (higher) 5400 GP will shown at 4th place and the post having (lower) 4800 GP will be shown at 5th place i.e. after the rank order 4.

In this case DDOs are also advised that if there are cases of posts having ACP, then the posts with ACP will be generated separately (before the posts without ACP). In this case posts with ACP will be given lower rank order and the posts without ACP will be given higher rank order.

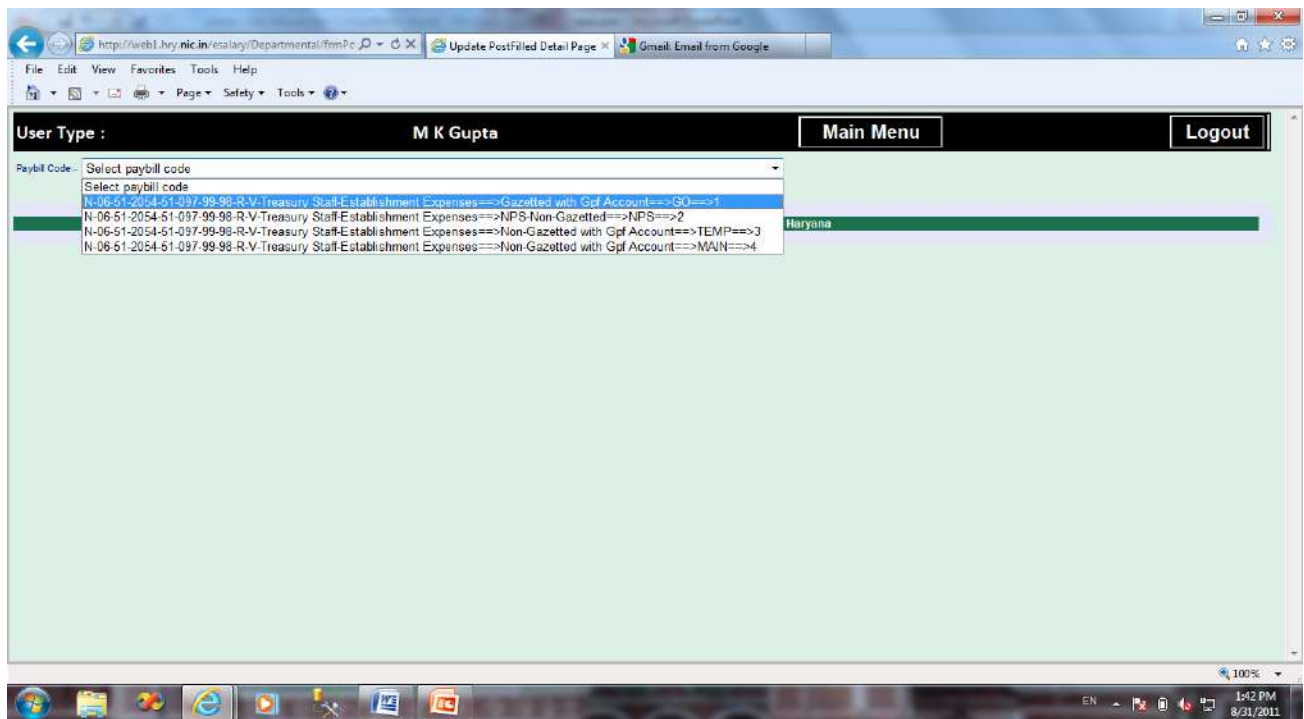
To edit the created posts there is a button given on this page—‘Edit Post Detail’.

The screenshot shows a web browser window displaying the 'Edit Post Detail' form. The browser's address bar shows the URL: <http://web1.hry.nic.in/esalary/Departmental/frmPostDetail.aspx>. The page header includes the user name 'M K Gupta', a 'Main Menu' button, and a 'Logout' button. The form itself is divided into two columns. The left column lists various fields for editing: Pay Commission, Designation, Pay Bill code Allotted, Pay scale of post, Group, Technical or Non-Technical, Rank Order, Sanction Order (Vide which Post was created), Total number of posts (Same Payscale + GP), Number of permanent Post, Number of temporary post, and Number of Vacant Post. The right column contains corresponding input fields, mostly dropdown menus for selection. Below the form, there are three buttons: 'Add Post Detail', 'Edit Post Detail' (which is highlighted with a blue border), and 'Go to maker login for entering employee information'. A footer message states 'Web site Designed & Maintained by National Informatics Center, Haryana'. The Windows taskbar at the bottom shows the date as 8/31/2011 and the time as 1:41 PM.

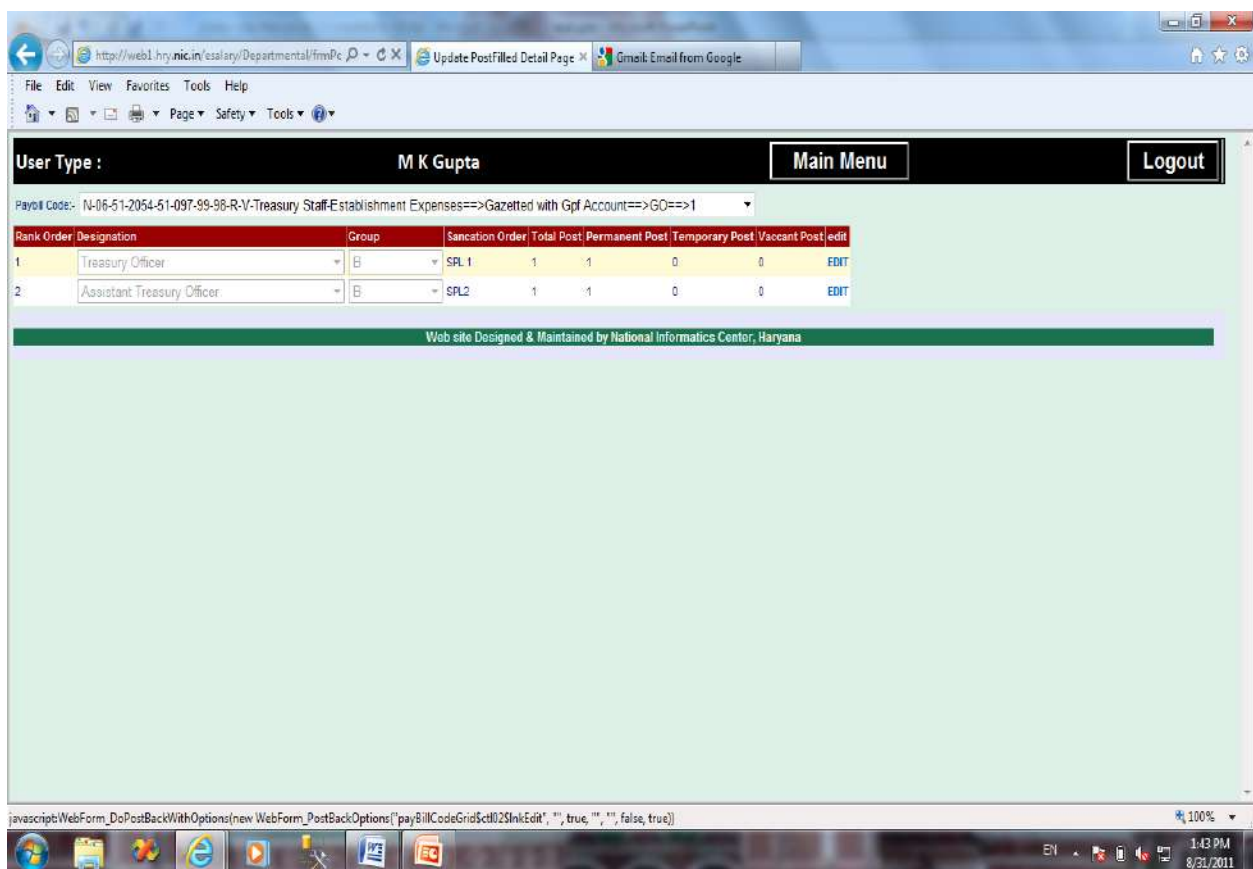
Or you can also go to this page through ‘User Operations’ Menu—



First of all the DDO has to select the name of Paybillcode of the post to be edited.



The list of the employees included in selected Paybillcode will appear.



In front of the detail of each post an 'Edit' link is given. To edit a particular post the Checker will click on the 'Edit' of that post and the detail of that post will be available for editing.

User Type : M K Gupta **Main Menu** **Logout**

Pay Bill Code: N-06-51-2054-51-097-99-98-R-V-Treasury Staff Establishment Expenses==>Gazetted with Gpf Account==>GO==>1

Rank Order	Designation	Group	Sanction Order	Total Post	Permanent Post	Temporary Post	Vacant Post	edit
1	Treasury Officer	B	SPL 1	1	1	0	0	EDIT
2	Assistant Treasury Officer	B	SPL2	1	1	0	0	EDIT

Edit Post Filled Detail

Pay Bill code Allotted: N-06-51-2054-51-097-99-98-R-V-Treasury Staff Establishment Expenses==>Gazetted with Gpf Account==>GO==>1

Pay scale of post: 9300:34800+6400GP

Designation: Treasury Officer

Category: B

Technical or Non-Technical: Non-Technical

Rank Order: 1

Sanction Order: SPL 1

Total number of post: 1

Number of permanent Post: 1

Number of temporary post: 0

Number of Vacant Post: 0

He may change the 'Paybillcode', Payscale, Group, Rank Order etc. of this post.

Update Post Filled Detail Page

User Type : M K Gupta Main Menu Logout

Paybill Code: N-06-51-2054-51-097-99-08-R-V-Treasury Staff Establishment Expenses==>Gazetted with Gpf Account==>GO==>1

Rank Order	Designation	Group	Sanction Order	Total Post	Permanent Post	Temporary Post	Vacant Post	edit
1	Treasury Officer	B	SPL 1	1	1	0	0	EDIT
2	Assistant Treasury Officer	B	SPL 2	1	1	0	0	EDIT

Edit Post Filled Detail

Pay Bill code Allotted: N-06-51-2054-51-097-99-08-R-V-Treasury Staff Establishment Expenses==>Gazetted with Gpf Account==>GO==>1

Select paybill code: N-06-51-2054-51-097-99-08-R-V-Treasury Staff Establishment Expenses==>Gazetted with Gpf Account==>GO==>1

Designation: N-06-51-2054-51-097-99-08-R-V-Treasury Staff Establishment Expenses==>NPS-Non-Gazetted==>NPS==>2

Category: N-06-51-2054-51-097-99-08-R-V-Treasury Staff Establishment Expenses==>Non-Gazetted with Gpf Account==>TEMP==>3

Technical or Non-Technical: N-06-51-2054-51-097-99-08-R-V-Treasury Staff Establishment Expenses==>Non-Gazetted with Gpf Account==>MAIN==>4

Rank Order: 1

Sanction Order: SPL 1

Total number of post: 1

Number of permanent Post: 1

Number of temporary post: 0

Number of Vacant Post: 0

Update Cancel

The rank order may be given in decimals also.

Update Post Filled Detail Page

User Type : M K Gupta Main Menu Logout

Paybill Code: N-06-51-2054-51-097-99-08-R-V-Treasury Staff Establishment Expenses==>Gazetted with Gpf Account==>GO==>1

Rank Order	Designation	Group	Sanction Order	Total Post	Permanent Post	Temporary Post	Vacant Post	edit
1	Treasury Officer	B	SPL 1	1	1	0	0	EDIT
2	Assistant Treasury Officer	B	SPL 2	1	1	0	0	EDIT

Edit Post Filled Detail

Pay Bill code Allotted: N-06-51-2054-51-097-99-08-R-V-Treasury Staff Establishment Expenses==>Gazetted with Gpf Account==>GO==>1

Pay scale of post: 9300-34800+5400GP

Designation: Treasury Officer

Category: B

Technical or Non-Technical: Non-Technical

Rank Order: 1.5

Sanction Order: SPL 1

Total number of post: 1

Number of permanent Post: 1

Number of temporary post: 0

Number of Vacant Post: 0

Update Cancel

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As here the Rank Order of this post was 1, but later on the Checker comes to know that this Rank order was to be allotted to another post. In that case he can edit this post and change the Rank Order from 1 to 1.5. like this the Rank order of that post may be given as 1. Because any Rank Order which has been allotted to any post cannot be allotted to another post.

Like this DDO will generate all the posts given in all the Paybillcodes as per the entries made by him in 'Annexure ES-1'.

After completing this job DDO has to click on the 'LOGOUT' button given in the top right side of the page.

5. Handing over of Annexure ES-2 and Annexure ES-3 to the Maker

In 'Annexure ES-2' the verifying official, who will be dealing clerk/official, will verify the details, from the office records and make corrections with a red pen, wherever required. Any unfilled information will also be filled up by checking from office records or by asking from the employees. This 'Annexure ES-2' will then be signed by the dealing clerk/official as well as by the DDO.

In 'Annexure ES-3', which has been filled by 'Verifying Official', the employee will verify that the information given in the 'Annexure ES-3' is correct, and will make corrections with red ink, wherever required.

DDO will maintain a register in which all ES-2 and ES-3 forms will be entered. The register will contain the following information:--

1	2	3				4				5
Sr.No.	Name of Employee	Date & Signatures For Form ES-2				Date & Signatures For Form ES-3				Name of Person entering data of Form ES-2 & ES-3
		3(a)	3(b)	3(c)	3(d)	4(a)	4(b)	4(c)	4(d)	
		Blank form given	Form received back	Form given for data entry	Form received after data entry	Filled up form given	Form received back	Form given for data entry	Form received after data entry	

A blank proforma for DDO's register can be downloaded from the site www.hrtreasures.gov.in, by clicking on the link given "eSalary Forms". While distributing the blank ES-2 form or filled up ES-3 form, Date and signature of the

employee be taken in column 3(a) and 4(a) of the register respectively. Similarly, while receiving back form ES-2 or ES-3, the official/clerk receiving back the same will receive signature (alongwith date) of the employee returning the form in column no. 3(b) and 4(b) respectively. It should be ensured that Sr.No. is also mentioned on the forms ES-2 and ES-3, before they are distributed.

For purpose of entering data, DDO will hand over these forms to the concerned person (Maker) and take his signature & date in column 3(c) and 4(c). Name of person will be mentioned in column no. 5. Maker password and User ID will be provided to him by DDO.

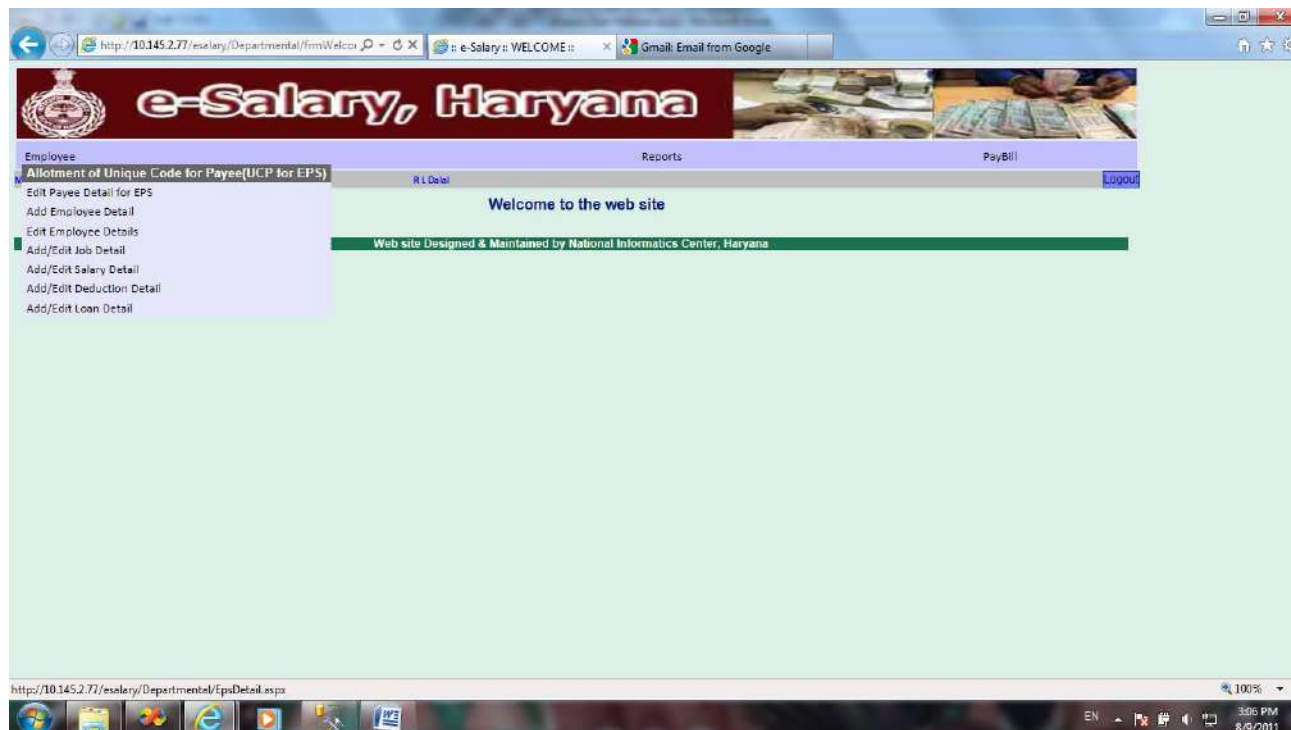
Once the data is entered, the above said person will hand over the form ES-2 and ES-3 alongwith a copy of the print out taken from the **eSalary** system for verification and put his signature & date in column 3(d) and 4(d) of the register.

6. Entry by the Maker regarding ES-2 and ES-3 form

The person entering data or Maker will login the website from DDO's User id and the password assigned by DDO to him, from the same login page. The following screen will appear.



In Maker's login every page will have a label "Maker" on its top left side, under the 'Employee' Menu, whereas in Checker's login "Checker/DDO" will appear in its place. On this page Maker will place the cursor on Employee Menu and all the options of this Menu will be visible.



The first option in this Menu is 'Allotment of Unique Code for Payee(UCP for EPS)'. This option of allotment of UCP is to be used only for those cases where UCP has not already been allotted for EPS by the Treasury. It is also possible that due to some technical reasons this facility is not enabled for the time being. In such cases, DDO should approach Treasury for allotment of UCP. Further, in case the employee is not having any PAN, then only Treasury Office can allot the UCP and so the DDO should contact Treasury Office for the same. In case the facility is enabled then by clicking on this option user will see this screen:--

User Type : Maker R L Dalal Main Menu Logout

Payee Detail For EPS

Full Name of the Payee
 Payee Type:

First: Middle: Last:
 Pan Number:

Bank Account Detail
 IFSC code of Bank Branch:
 State Name: MICR Code of Bank Branch:
 Bank Name: District Name:
 Bank Account Number: Bank Address:
 Enter Code in the Box:

☐ Check If you Want to Give Bank Details on the Basis of State, Bank Name and Bank Branch.

☐ Confirm, If Above Details are Ok and then Press Submit Detail, Otherwise Notedown the Discrepancies and Press Cancel.

Submit Detail Cancel

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In this page user has to fill all the information of a payee, which is required for UCP generation like Name, Payee Type--- Employee, Others, Third Party.

User Type : Maker R L Dalal Main Menu Logout

Payee Detail For EPS

Full Name of the Payee
 Payee Type:

Pension Fund Contribution:

First: Middle: Last:
 Pan Number:

Bank Account Detail
 IFSC code of Bank Branch:
 State Name: MICR Code of Bank Branch:
 Bank Name: District Name:
 Bank Account Number: Bank Address:
 Enter Code in the Box:

☐ Check If you Want to Give Bank Details on the Basis of State, Bank Name and Bank Branch.

☒ Confirm, If Above Details are Ok and then Press Submit Detail, Otherwise Notedown the Discrepancies and Press Cancel.

Submit Detail Cancel

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The option Employee has further 2 options—GPF and NPS.

http://10.145.2.55/ersalary/Departmental/EpsDetails EPS Details Gmail: Email from Google

File Edit View Favorites Tools Help Page Safety Tools

User Type : Maker R L Dalal Main Menu Logout

Payee Detail For EPS

Full Name of the Payee	First ANITA	Middle	Last
Payee Type	Employee	Pan Number	ACQPM5661H
Pension Fund Contribution	-Select -		
	-Select -		
	GPF		
	NPS		

☐ Check if you want to give bank Details on the Basis of State,Bank Name and Bank Branch.

Bank Account Detail

IFSC code of Bank Branch		MICR Code of Bank Branch	
State Name		District Name	
Bank Name		Bank Address	
Bank Account Number			
Enter Code in the Box	86422		

☒ Confirm, If Above Details are Ok and then Press Submit Detail, Otherwise Notedown the Discrepancies and Press Cancel.

Submit Detail Cancel

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100% 1:12 PM 8/29/2011

If the employee has GPF then his GPF series and GPF No. is to be filled.

http://10.145.2.55/ersalary/Departmental/EpsDetails EPS Details Gmail: Email from Google

File Edit View Favorites Tools Help Page Safety Tools

User Type : Maker R L Dalal Main Menu Logout

Payee Detail For EPS

Full Name of the Payee	First ANITA	Middle	Last
Payee Type	Employee	Pan Number	
Pension Fund Contribution	GPF		

On Deputation from Govt. of India or Other State. ☐ Check if Applicable

GPF Series Select Gpf Series No. GPF Number

☐ Check If you Want to Give Bank Details on the Basis of State,Bank Name and Bank Branch.

Bank Account Detail

IFSC code of Bank Branch		MICR Code of Bank Branch	
State Name		District Name	
Bank Name		Bank Address	
Bank Account Number			
Enter Code in the Box	75784		

☒ Confirm, If Above Details are Ok and then Press Submit Detail, Otherwise Notedown the Discrepancies and Press Cancel.

Submit Detail Cancel

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100% 1:13 PM 8/29/2011

Payee Detail For EPS

Full Name of the Payee: First: ANITA, Middle: , Last:

Payee Type: Employee, Pension Fund Contribution: GPF

On Deputation from Govt. of India or Other State: ☐ Check if Applicable

GPF Series: Select Gpf Series No.
 HRAGRI
 HRAGS
 HRGOOP
 HRDEPUTE
 HRREDU
 HRFOR
 HRGA
 HRGE
 HRIND
 HRJAIL
 HRJUST
 HRLR
 HRMED
 HRPB
 HRPOL
 HRTRANS
 HRVETV

Bank Account Detail
 IFSC code of Bank Branch:
 State Name:
 Bank Name:
 Bank Account Number:
 Enter Code in the Box:

GPF Number:
 Give Bank Details on the Basis of State, Bank Name and Bank Branch.
 MICR Code of Bank Branch:
 District Name:
 Bank Address:

Submit Detail Cancel

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On entry of GPF No. the user has to confirm the detail of the GPF No. displayed on the screen.

Payee Detail For EPS

Full Name of the Payee: First: ANITA, Middle: , Last:

Payee Type: Employee, Pension Fund Contribution: GPF

On Deputation from Govt. of India or Other State: ☐ Check if Applicable

GPF Series: HRGA, GPF Number: 22862

Payee Name: ANITA RANI, DDD CODE: CH079

Bank Account Detail
 IFSC code of Bank Branch:
 State Name:
 Bank Name:
 Bank Account Number:
 Enter Code in the Box:

Confirm Cancel

Confirm, if Above Details are Ok and then Press Submit Detail, Otherwise Notedown the Discrepancies and Press Cancel.

Submit Detail Cancel

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By clicking on 'Confirm' button, the GPF detail window will disappear and by clicking on 'Cancel' GPF No. entered will be cleared.

And in case the employee is on deputation in Haryana Govt. then the Maker will click on the checkbox given against the line “On Deputation from Govt. of India or Other State.” →

The screenshot displays a web browser window with the URL <http://10.145.2.55/essalary/Departmental/EpsDetails.aspx>. The page title is "EPS Details". The user is logged in as "Maker" with the name "R L Dalal". The page has a "Main Menu" button and a "Logout" button.

The main section is titled "Payee Detail For EPS". It contains the following fields and options:

- Full Name of the Payee: First (ANITA), Middle, Last
- Payee Type: Employee
- Pension Fund Contribution: GPF
- On Deputation from Govt. of India or Other State: ☒ Check if Applicable
- GPF Series: HRDEPUTE
- GPF Number:
- Bank Account Detail: ☐ Check If you Want to Give Bank Details on the Basis of State, Bank Name and Bank Branch.
- IFSC code of Bank Branch:
- State Name:
- Bank Name:
- Bank Account Number:
- Enter Code in the Box: 07601
- MICR Code of Bank Branch:
- District Name:
- Bank Address:

At the bottom, there is a confirmation message: "Confirm, if Above Details are Ok and then Press Submit Detail, Otherwise Notedown the Discrepancies and Press Cancel." Below this message are "Submit Detail" and "Cancel" buttons.

The footer of the page states: "Web site Designed & Maintained by National Informatics Center, Haryana".

By clicking on this checkbox, the GPF Series will be disabled by showing the value ‘HRDEPUTE’ and the Maker has to enter only GPF Number in the box given for this purpose.

And if the employee selects NPS then the PRAN No. is mandatory to be filled.

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On entering PRAN No. a confirmation dialogue box will appear containing the detail of the PRAN No. entered by the user.

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Like GPF No. confirmation, PRAN confirmation is also required. After this the PAN number is to be filled, which is also mandatory.

The last section of this page is Bank A/c Detail. There is a checkbox given in front of Bank A/c Detail. If the user hasn't the IFSC code of the bank branch, in which the

payee has his account, he has to click on this checkbox. By clicking on this checkbox the IFSC code and MICR code boxes will be disabled and all the lists like State, district, bank name, bank address will be enabled for the selection.

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Otherwise, the user will enter the IFSC code of the bank branch and all the disabled lists will show the information related to that IFSC code.

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As you will press Tab button on your keyboard after entering the IFSC code, all the information of this IFSC code will appear in the lists given below.

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Now user will enter Payee's Bank A/c number and also the code Branch given in green box.

Web site Designed & Maintained by National Informatics Center, Haryana

At the bottom of the page before clicking the 'Submit Detail' button, user has to confirm the detail entered by him, that all the entries made by him are correct. If

there is any discrepancy he should not confirm the detail by clicking on the checkbox, given for this purpose. In this case the Maker may contact at the helpline number 9467630333 or the helpline number/email as mentioned at login screen.

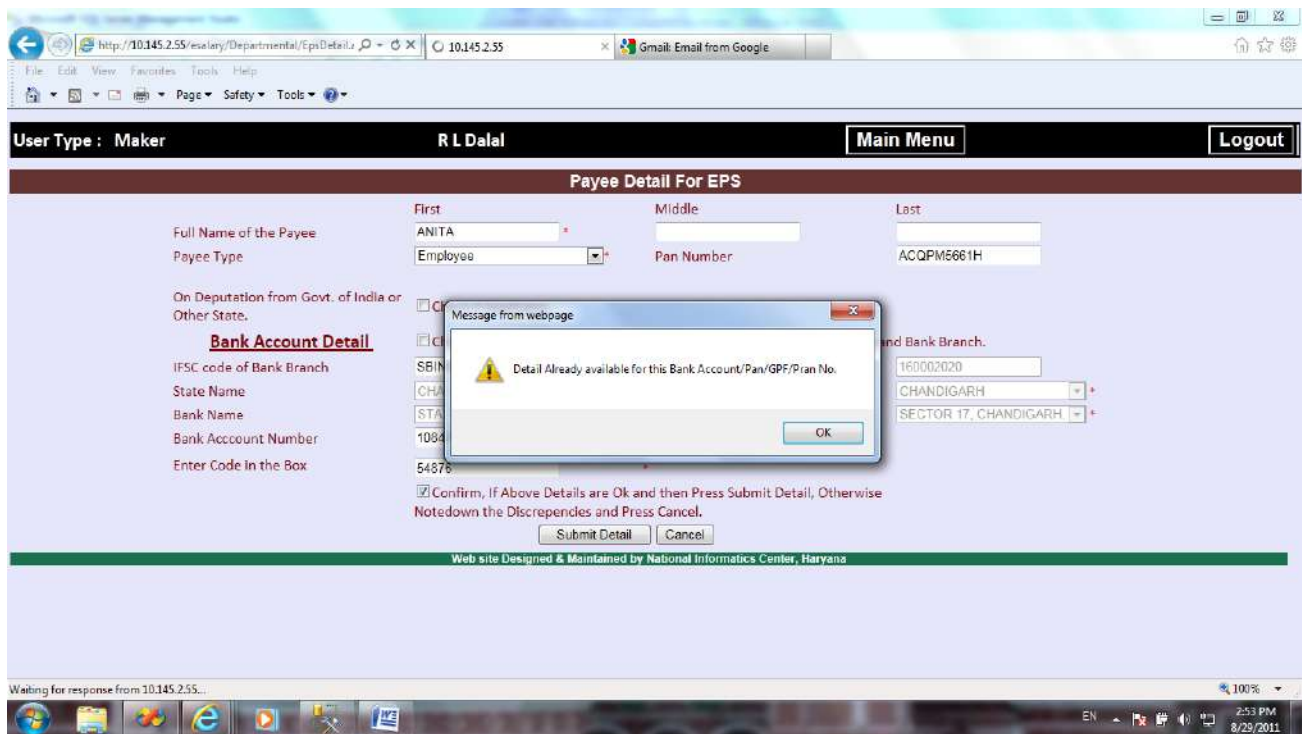
The screenshot shows a web browser window with the URL <http://10.145.2.77/ensalary/Departmental/EpsDetails.aspx>. The page title is 'EPS Details'. The user is logged in as 'User Type : Maker' and 'R L Dalal'. The main menu includes 'Main Menu' and 'Logout'. The form is titled 'Payee Detail For EPS' and contains the following fields:

Field	Value
Full Name of the Payee	First: SARITA, Middle: , Last: SHARMA
Payee Type	Employee
Pension Fund Contribution	GPF
GPF Series	HRGA
GPF Number	24198
Bank Account Details	IFSC code of Bank Branch: SBIN0000628, MICR Code of Bank Branch: 160002020, State Name: CHANDIGARH, District Name: CHANDIGARH, Bank Name: STATE BANK OF INDIA, Bank Address: SECTOR 17, CHANDIGARH, Bank Account Number: 12342134333, Enter Code in the Box: 81832

Below the fields, there is a checkbox labeled 'Confirm, If Above Details are Ok and then Press Submit Detail, Otherwise Notedown the Discrepancies and Press Cancel.' and two buttons: 'Submit Detail' and 'Cancel'.

Otherwise, he will click on this 'confirm' checkbox and then will submit the detail by clicking on 'Submit Button'. The message will appear on the screen regarding the Unique Code allotted to the Payee.

In case the user enters PAN, GPF No., Pran or Bank a/c no. which is related to any other Employee, by mistake, and clicks on the button 'Submit Detail', then a message will appear.



“Detail already available for this Bank A/c number/PAN/GPF No./PRAN”. He has to click on ‘OK’ button and change the value that has been entered by typing mistake. The same message will also be displayed in case the Maker enters the detail of an already registered Payee of Payee Type --‘Employee’ or ‘Others’. The registration of any Payee, already registered against any other DDO is allowed only in case of “Payee Type” —“Third Party”.

http://10.145.2.55/esalary/Departmental/EpsDetail.aspx EPS Details Gmail: Email from Google

File Edit View Favorites Tools Help Page Safety Tools

User Type : Maker R L Dalal Main Menu Logout

Payee Detail For EPS

Full Name of the Payee First Middle Last
 Payee Type Third Party Pan Number

Bank Account Detail ☐ Check If you Want to Give Bank Details on the Basis of State,Bank Name and Bank Branch.

IFSC code of Bank Branch PUNB0009600 MICR Code of Bank Branch
 State Name CHANDIGARH District Name CHANDIGARH
 Bank Name PUNJAB NATIONAL BANK Bank Address SCF 1-2, SECTOR 22 D, CHA
 Bank Account Number 0095008700001088
 Enter Code in the Box 22231 22231

☒ Confirm, If Above Details are Ok and then Press Submit Detail, Otherwise Notedown the Discrepancies and Press Cancel.

Submit Detail Cancel

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For example -- The Third Party Payee 'Selection Furniture' is already registered with another DDO, and if the Maker will try to get this Payee registered with this DDO,

http://10.145.2.55/esalary/Departmental/EpsDetail.aspx 10.145.2.55 Treasury & Accounts Departm...

File Edit View Favorites Tools Help Page Safety Tools

User Type : Maker R L Dalal Main Menu Logout

Payee Detail For EPS

Full Name of the Payee First Middle Last
 Payee Type -Select- Pan Number

Bank Account Detail ☐ Check If you Want to Give Bank Details on the Basis of State,Bank Name and Bank Branch.

IFSC code of Bank Branch
 State Name
 Bank Name
 Bank Account Number
 Enter Code in the Box

☒ Confirm, If Above Details are Ok and then Press Submit Detail, Otherwise Notedown the Discrepancies and Press Cancel.

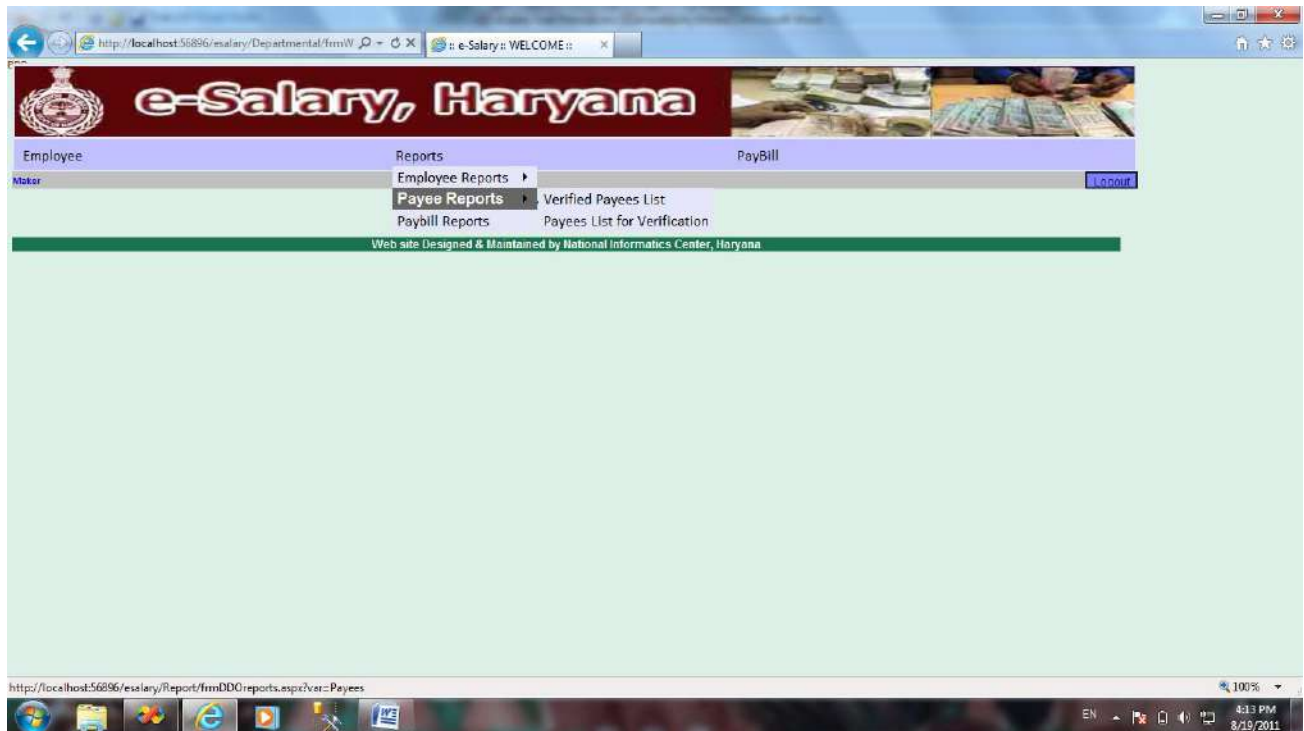
Submit Detail Cancel

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Message from webpage
 Record saved successfully, Unique ID is :- 0M0L5W
 OK

Waiting for response from 10.145.2.55...

The UCP of this Payee will remain the same which was allotted to him by another DDO, and the Payee will be registered with the same UCP, with the new DDO as well. After entering the detail of all Payees, Maker will get the printout of the Report 'Payees' List for Verification'. For this purpose he will select 'Payee Reports' → 'Payees' List for Verification'.



By clicking on the second option in 'Payee Reports', the report 'Payees' list for verification' will be generated.

RptPayslip.aspx (application/pdf Object) - Mozilla Firefox

File Edit View History Bookmarks Tools Help

REPORTS RptPayslip.aspx (application/pdf Object) RptPayslip.aspx (application/pdf Object)

http://web1.hry.nic.in/esalary/Report/RptPayslip.aspx

7 / 7 102% Find

Unverified Payees' List

23/08/2011

DDO Code: 0581 Flying Squad Officer

Sr. No.	Payee Code/Name	Account No.	Bank Name/Branch Name	IFSC/MICR Code	PAN No. GPF/PRAN No.
28	NATIONAL SECURITIES DEPOSITORY LIMITED	004103000035617	IDBI BANK LTD, NARIMAN POINT	IBKL0000004 AMRG11594C	AAACN2082N
30	OM PARKASH DESWAL	11075409753	STATE BANK OF INDIA, ROHTAK	SBIN0000706 AMRG11594C	ACTPG7569G
31	SURENDER SINGH	0361000101222590	PUNJAB NATIONAL BANK, COURT ROAD, NARWANA	PUNB0036100 AMRG11594C	COGTS0476G
32	MOHINDER RAM	2897000100010239	PUNJAB NATIONAL BANK, AMBALA CITY, DURGA NAGAR	PUNB0289700 AMRG11594C	AAKPL2672D
33	RICOH INDIA LTD	10286021247	STATE BANK OF INDIA, SECTOR-22-C CHANDIGARH	SBIN0004703 AMRG11594C	AAACR4151J

Verified the details are as per PART-A and PART-B of form ES-2.

Verified that the details are correct & as per ES-2, except where corrections have been made with red ink.

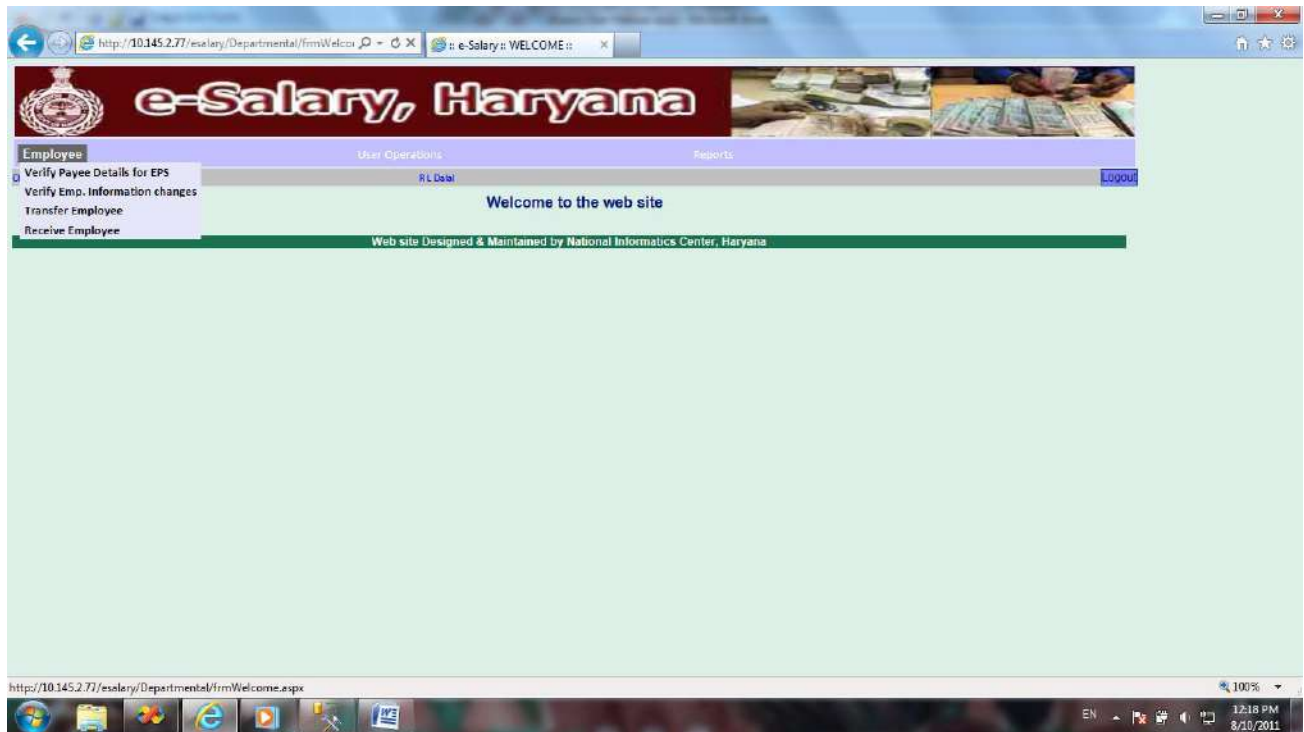
Data of employee verified online and all corrections are certified

Signatures of Employee entering data

Signatures of Verifying Official

Signatures & Stamp of DDO

The Maker will put his signatures at the place given for the 'Signatures of Employee entering data' and hand over the report to Verifying Official. Verifying Official will then check and verify the details of the employee from PART-A and PART-B of form ES-2 and will rectify the mistakes done by the Maker, by red ink, on the List of Unverified Payees. All these Payees are required to be verified by the Checker in his login before entering their Personal Detail. For this purpose Checker will log into the site using his User ID and password.



While he will place the cursor on 'Employee' Menu, all the options will be visible. To verify the Payee Detail for EPS he will click on the first option.

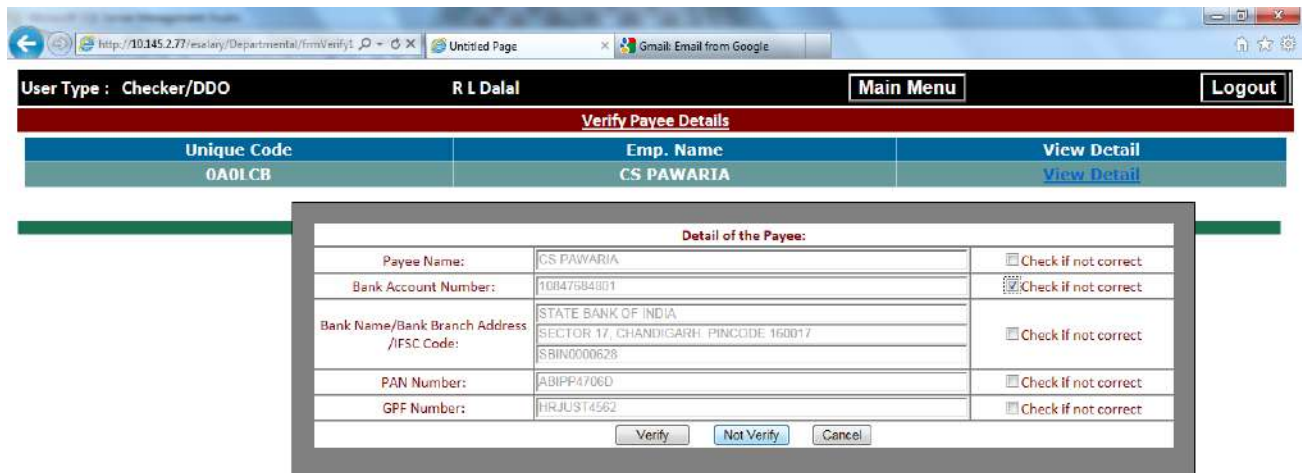


The list of unverified Payees will appear on the screen with a link for 'View Detail' in front of each.



By clicking on the link given he can have a view of Payee Detail.

If all the information is not correct, user has to click on the checkbox given in front of the information found incorrect and then he will click on 'Not Verify' button.



If he doesn't checks any checkbox before clicking on 'Not Verify' button, a message will appear:--

Browser: http://10.145.2.77/esalary/Departmental/frmVerify1... 10.145.2.77 Gmail: Email from Google

User Type : Checker/DDO R L Dalal Main Menu Logout

Verify Payee Details

Unique Code	Emp. Name	View Detail
0A01CB	CS PAWARIA	View Detail

Detail of the Payee:

Payee Name:	CS PAWARIA	<input type="checkbox"/> Check if not correct
Bank Account Number:	10847584001	<input type="checkbox"/> Check if not correct
Bank Name/Bank Branch Address /IFSC Code:	STATE BANK OF INDIA SECTOR 17, CHANDIGARH PINCODE 160017 SBIN0000628	<input type="checkbox"/> Check if not correct
PAN Number:	ABIPP4706D	<input type="checkbox"/> Check if not correct
GPF Number:	HRJJUST4562	<input type="checkbox"/> Check if not correct

Verify Not Verify Cancel

Message from webpage

Please make a tick on information if incorrect!!

OK

Waiting for response from 10.145.2.77...

If the Checker clicks on 'Not Verify' button, the Payee Detail will not be verified. Now the Maker has to login from his Password and he has to select the option 'Edit Payee Detail for EPS' and then Payee's Name from the list of Unverified Payees.

Browser: http://10.145.2.77/esalary/Departmental/frmWelcome... e-Salary: WELCOME: Gmail: Email from Google

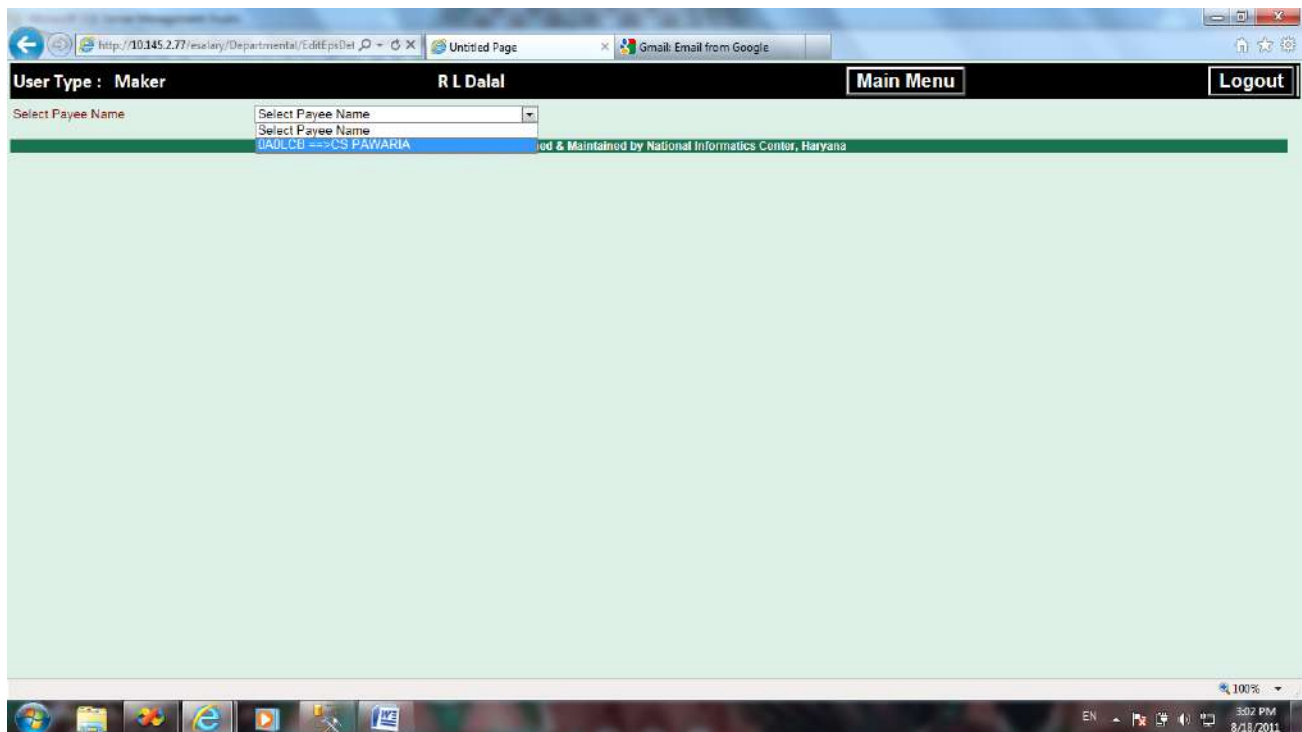
e-Salary, Haryana

Employee Reports PayBill Logout

Welcome to the web site

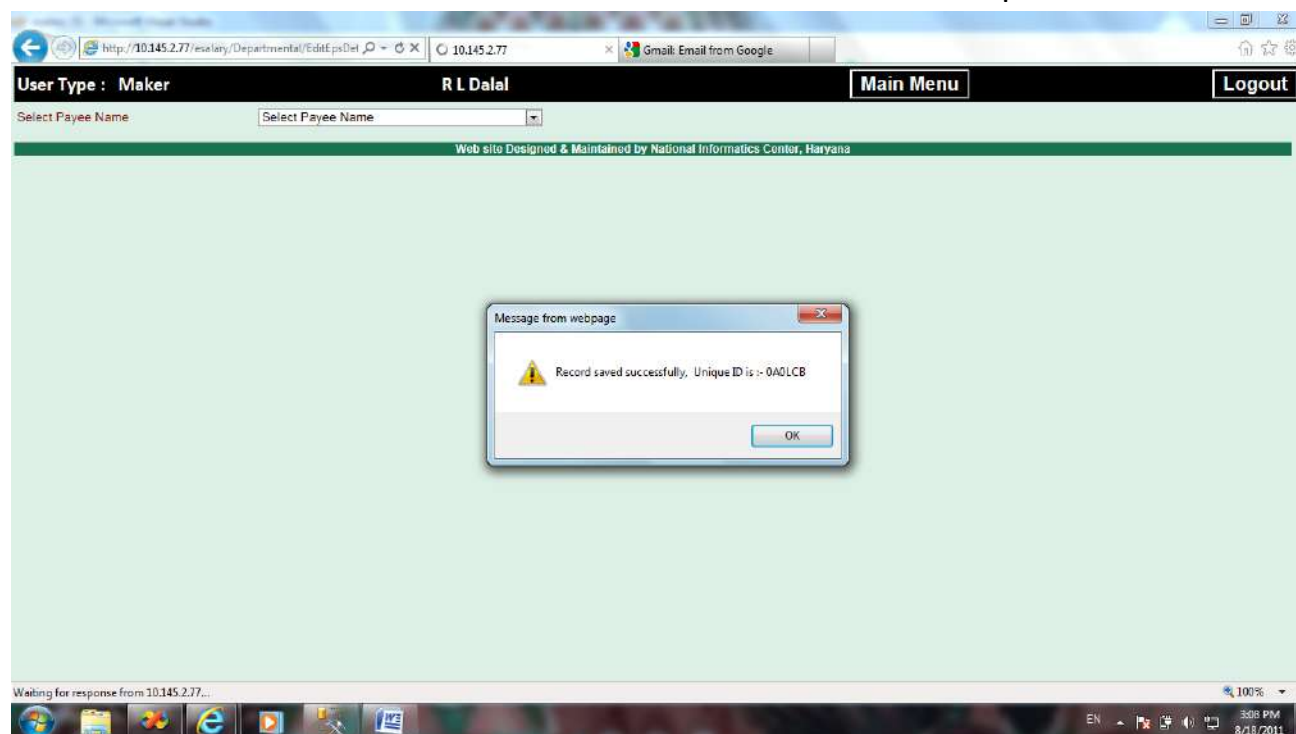
Web site Designed & Maintained by National Informatics Center, Haryana

- Employee
- Reports
- PayBill
- Logout
- 10.145.2.77/esalary/Departmental/EditEpsDetail.aspx
- Add/Edit Payee Detail for EPS
- Add Employee Detail
- Edit Employee Details
- Add/Edit Job Detail
- Add/Edit Salary Detail
- Add/Edit Deduction Detail
- Add/Edit Loan Detail

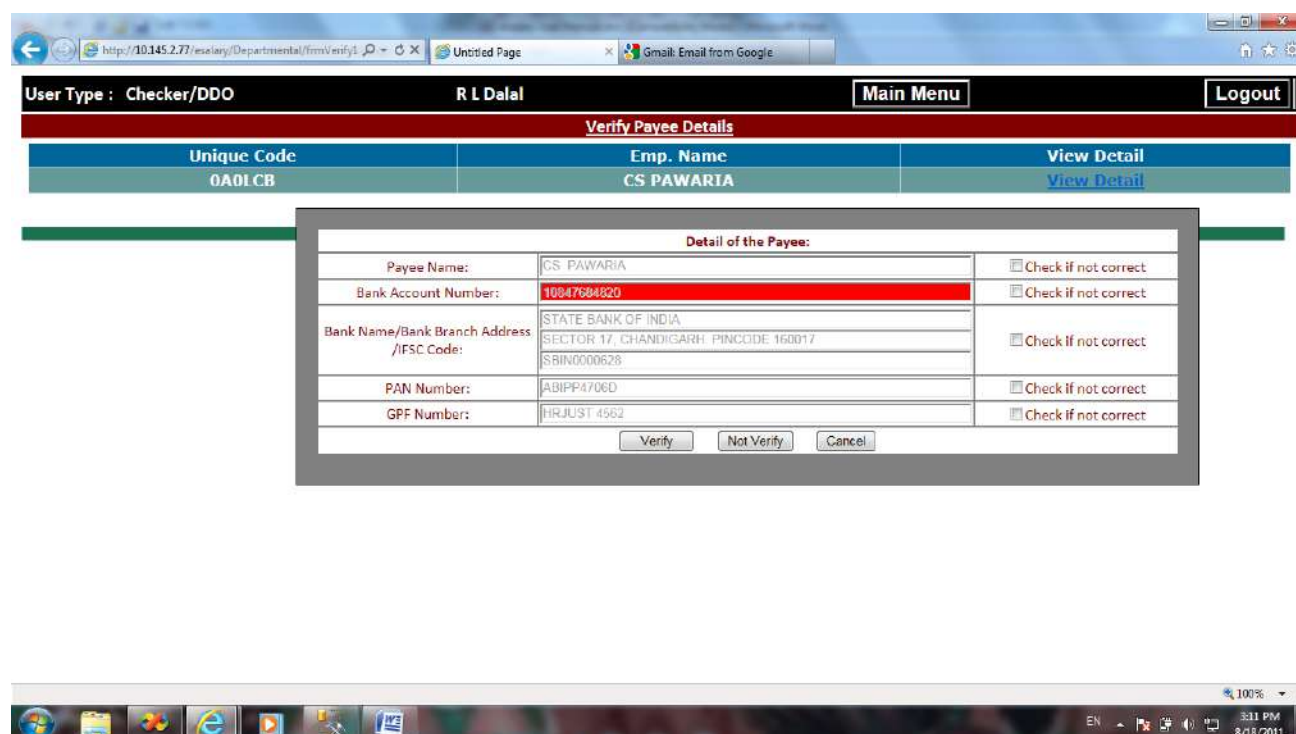


He will select the Payee's name whose detail is to be updated. And the Maker will see a red outline, on the field, in which correction is required.

He will edit the detail and will click on the button 'Update EPS Detail'.

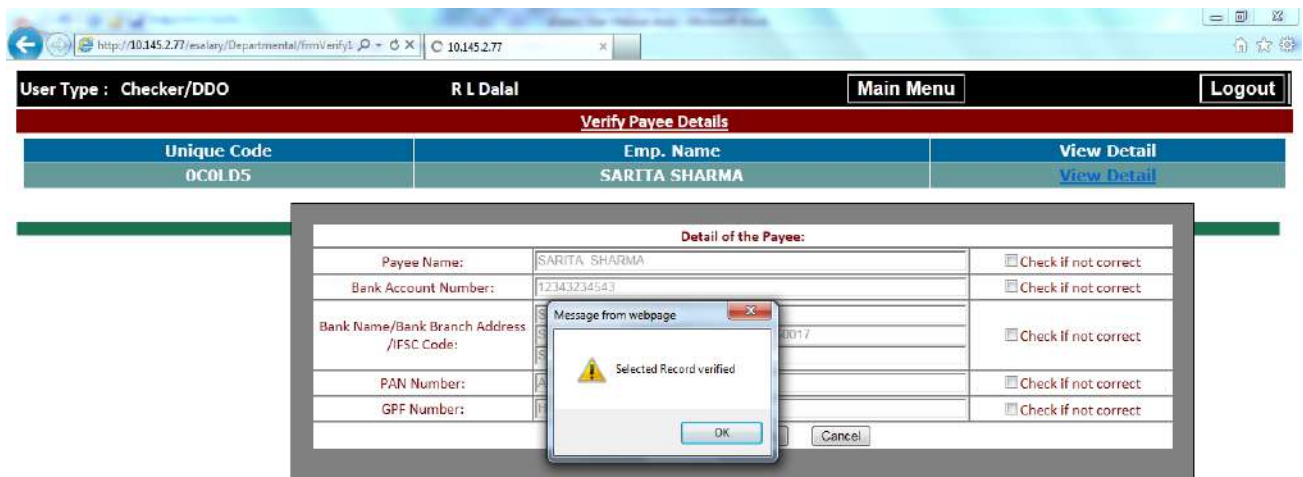


Now in DDO's Login when he will 'View Detail' of the same Payee.



All the fields edited by the Maker will be shown with red background. DDO needs to verify the details after ensuring the correctness of this data.

If complete detail of the Payee is correct then user will click on 'Verify' button.

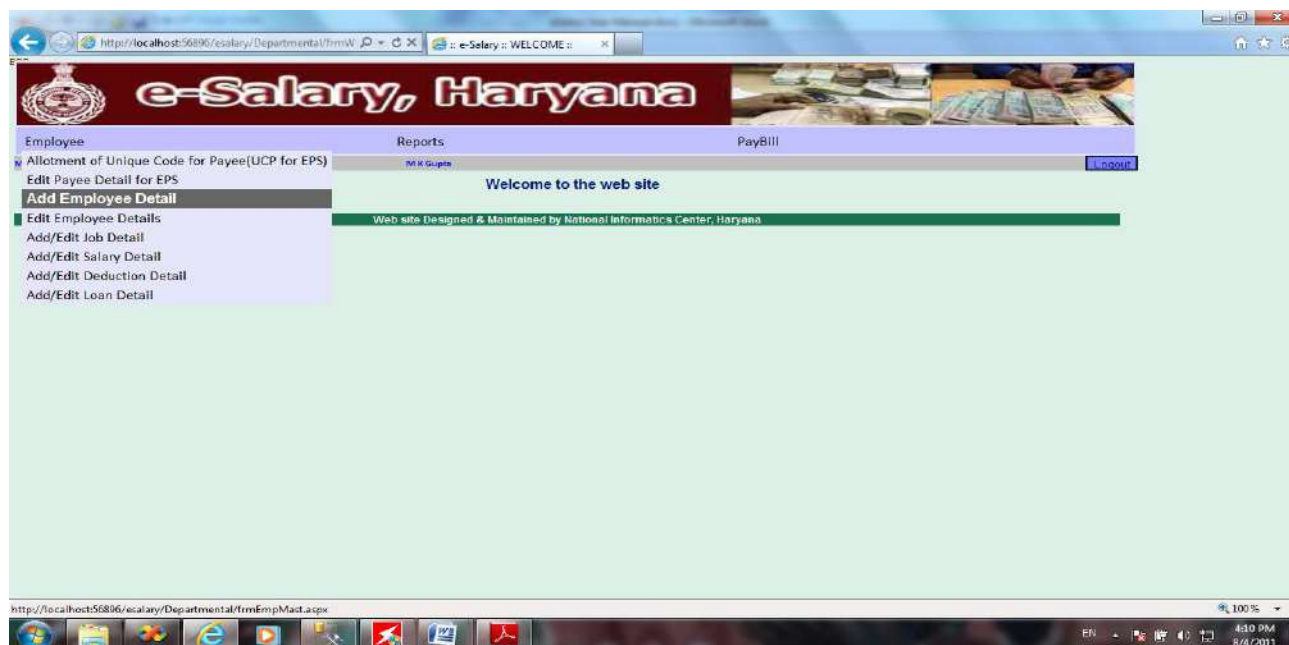


And record will be verified and will disappear from the list of Payees to be verified.



Now this Personal Detail of this verified Payee can be entered. Further this needs to be noted that in case of UCP allotted by Treasury, no such verification needs to be done by DDO as records are already verified. However, if any change is required in data eg.

Bank A/c details or if PAN or GPF A/c detail or PRAN is incorrect, then such modifications will be required to be made and verification has to be done by DDO before any Personal Detail can be entered, only verified Payee's name will be visible in the Payees' List on the 'Add Employee Detail' page.



To add an Employee's detail (which has been given in PART-C of ES-2), Maker will click on the option "Add Employee Detail". The page 'Master Information of Employee' page will appear.

MASTER INFORMATION OF EMPLOYEE

PERSONAL DETAIL

Unique Code allotted to Employee:

Employee Name (Sh./Smt./Ms.):

Date of Birth (dd/mm/yyyy):

Father's Name (Sh.):

Mother's Name (Smt.):

Permanent address (H.No./Village/D.O.):

State:

Temporary Address (H.No./Village/D.O.):

State:

Gender:

Category:

Academic Qualification:

PAN Number (good to ensure accuracy of the same):

Mobile Number (if any):

Marital Status:

City/Tehsil/Sector:

District:

Religion:

Other Qualification:

Telephone Number (Resi.):

E-mail Address:

BANK DETAIL(Salary Account)

State Name:

Bank Name:

District Name:

Bank Branch Add.:

On the top of the page a dropdown list is given to select the UCP(Unique Code of Payee). Here only the Employees whose UCP is enabled will be shown. On selecting the UCP the Employees detail fields will be shown on the page.

The complete information of that UCP will be shown on the page in respective fields as Name, PAN, Bank Detail, GPF/PRAN detail etc. Rest all fields are to be filled by the Maker himself, from the form ES-2, as given by the employee. Wherever, the date is to be provided in the software, Maker has to enter the date in format dd/mm/yyyy, dd stands for date in 2 digits, mm stands for month in 2 digits and yyyy stands for year in 4 digits. All the fields having red star are mandatory to be filled and your entry will not be saved without giving that information. In address(Permanent/Temporary) fields Maker has to enter H.No./Village/P.O./Street and in next box given for City/Tehsil/Sector he will give the name of City, Tehsil or Sector. After this he will select the State and then all the districts of the selected State will be visible in the district dropdownlist. If the Temporary address is same as Permanent address then please click on the checkbox given for 'Same as Permanent'.

http://localhost:50896/esalary/Departmental/firmEr... e-Salary: Employee Master X

User Type : Maker M K Gupta Main Menu Logout

MASTER INFORMATION OF EMPLOYEE

PERSONAL DETAIL

Unique Code allotted to Employee: QJ0L2C → JAGDISH CHAND

Employee Name (Sh./Smt./Ms.): JAGDISH Middle: CHAND Last: CHAND

Date of Birth (dd/mm/yyyy): 23/04/1980

Father's Name (Sh.): KARTAR Middle: CHAND Last: CHAND

Mother's Name (Smt.): ROSHNI

Permanent address (H.No./Vill./R.O.): 1234, VISHNU GALI City/Tehsil/Sector: SECTOR-25 District: Rohtak

State: Haryana

City/Tehsil/Sector: SECTOR-25 District: Rohtak Religion: HINDU

Temporary Address (H.No./Vill./R.O.): 1234, VISHNU GALI City/Tehsil/Sector: SECTOR-25 District: Rohtak Religion: HINDU

Gender: Male Category: SC Academic Qualification: Graduation Other Qualification: PAN Number (2000 to ensure accuracy of the same): AASPC6108K Telephone Number (Res.): Mobile Number (if any): Marital Status: Married E-mail Address: Spouse Nam(Sh./Smt.): GEETA No. of Children: 2

11:38 AM 8/5/2011

On entering the code given in green box at the bottom of the page the personal detail will be saved and the 'Job Detail' page will appear.

http://localhost:50896/esalary/Departmental/firmEr... e-Salary: Employee Master X

State: Haryana District: Rohtak

City/Tehsil/Sector: SECTOR-25 District: Rohtak Religion: HINDU

Gender: Male Category: SC Academic Qualification: Graduation Other Qualification: PAN Number (2000 to ensure accuracy of the same): AASPC6108K Telephone Number (Res.): Mobile Number (if any): Marital Status: Married E-mail Address: Spouse Nam(Sh./Smt.): GEETA No. of Children: 2

Whether he/ she is working: Yes Nature of Employment: -Select-

BANK DETAIL(Salary Account)

State Name: Chandigarh District Name: CHANDIGARH

Bank Name: STATE BANK OF INDIA Bank Branch Add.: SECTOR 17, CHANDIGARH

IFSC Code of Branch: SBIN0006628 MICR Code of Bank Branch: 160002020

Bank Account Number: 10647768599 GPF/PRAN Number: HRGA14431

Photo Upload: Browse...

Enter code in the box: 97431 9 7 4 3 1

Add Personal Detail

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11:39 AM 8/5/2011

User Type : Maker M K Gupta **Main Menu** **Logout**

Unique ID :- 0J0L2C
 Name of Employee JAGDISH CHAND

JOB DETAIL

Select the Type of Service Select service type *

☐ Group Select

Date of First Joining in Govt. Service (dd/mm/yyyy) *
 Date of Superannuation (dd/mm/yyyy)
 Designation at first appointment Select Designation
 Name of the current Designation
 Date of Joining at the current Designation (dd/mm/yyyy) *
 Date of next increment (first day of Month) July
 Gazetted/ Non-Gazetted --Select--
 Service Type Select service type *
 Recruitment Mode Select recruit mode Recruitment Source Select recruit department

Enter code in the box 34546 **Job Detail Update**

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On this page the detail of employee given in PART-D is to be entered. Maker has to select the Type of Service first of all. If the selected option in this list is anyone of 'IAS', 'IPS' or 'IFS':--

User Type : Maker M K Gupta **Main Menu** **Logout**

Unique ID :- 0J0L2C
 Name of Employee JAGDISH CHAND

JOB DETAIL

Select the Type of Service Select service type *

☐ Group Select

Date of First Joining in Govt. Service (dd/mm/yyyy) *
 Date of Superannuation (dd/mm/yyyy)
 Designation at first appointment Select Designation
 Name of the current Designation
 Date of Joining at the current Designation (dd/mm/yyyy) *
 Date of next increment (first day of Month) July
 Gazetted/ Non-Gazetted --Select--
 Service Type Select service type *
 Recruitment Mode Select recruit mode Recruitment Source Select recruit department

Enter code in the box 34144 **Job Detail Update**

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Maker will be asked for Promoted/Direct and Date of allotment. After this the Parent Cadre option—Haryana or Others, if he will click on 'Others' then he will be asked for the name of other cadre and Date of Deputation also.

User Type : Maker **M K Gupta** **Main Menu** **Logout**

Unique ID :- 0J0L2C
Name of Employee JAGDISH CHAND

JOB DETAIL

Select the Type of Service Indian Administrative Service(IAS)

Promoted/Direct:- --Select-- Date of allotment (dd/mm/yyyy)

Parent Cadre ☒ HARYANA ☐ Others
Others (Pl. specify)

Date of Deputation (dd/mm/yyyy)

Group Select (dd/mm/yyyy)

Date of First Joining in Govt. Service (dd/mm/yyyy)

Date of Superannuation (dd/mm/yyyy)

Designation at first appointment Select Designation

Name of the current Designation (dd/mm/yyyy)

Date of Joining at the current Designation (dd/mm/yyyy)

Date of next increment (first day of Month) July

Gazetted/ Non-Gazetted --Select--

Service Type Select service type

Recruitment Mode Select recruit mode Recruitment Source Select recruit department

Enter code in the box 30404

On selection of the option 'Centre Govt. Service' Maker has to enter only Date of Deputation. The next two options in the Type of service are HCS and HPS. On selection of anyone item of these two, Maker will be asked for Promoted/Direct and Date of allotment.

User Type : Maker **M K Gupta** **Main Menu** **Logout**

Unique ID :- 0J0L2C
Name of Employee JAGDISH CHAND

JOB DETAIL

Select the Type of Service Haryana Civil Service(HSC)

Promoted/Direct:- --Select-- Date of allotment (dd/mm/yyyy)

Parent Cadre ☒ HARYANA ☐ Others
Others (Pl. specify)

Date of Deputation (dd/mm/yyyy)

Group Select (dd/mm/yyyy)

Date of First Joining in Govt. Service (dd/mm/yyyy)

Date of Superannuation (dd/mm/yyyy)

Designation at first appointment Select Designation

Name of the current Designation (dd/mm/yyyy)

Date of Joining at the current Designation (dd/mm/yyyy)

Date of next increment (first day of Month) July

Gazetted/ Non-Gazetted --Select--

Service Type Select service type

Recruitment Mode Select recruit mode Recruitment Source Select recruit department

Enter code in the box 72206

Job Detail Update

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And the last option in this list is 'State Govt. Service'. On its selection there will appear another list for 'Nature of Service'.

User Type : Maker M K Gupta Main Menu Logout

Unique ID :- 0J0L2C
Name of Employee JAGDISH CHAND

JOB DETAIL

Select the Type of Service State Govt. Service

Nature of Service
☐ Select
☐ Existing Employee
☐ On Deputation
☒ Fresh Appointment

Group Select

Date of First Joining in Govt. Service (dd/mm/yyyy)

Date of Superannuation (dd/mm/yyyy)

Designation at first appointment Select Designation

Name of the current Designation

Date of Joining at the current Designation (dd/mm/yyyy)

Date of next increment (first day of Month) July

Gazetted/ Non-Gazetted --Select--

Service Type Select service type

Recruitment Mode Select recruit mode Recruitment Source Select recruit department

Enter code in the box 78747

Job Detail Update

Web site Designed & Maintained by National Informatics Center, Haryana

If he selects 'Fresh Appointment' then he will have to give the Appointment Order No., Appointing Authority and Parent Department. The fresh appointment will be the case of only those employees, who will draw their first salary in the current month.

User Type : Maker M K Gupta Main Menu Logout

Unique ID :- 0J0L2C
Name of Employee JAGDISH CHAND

JOB DETAIL

Select the Type of Service State Govt. Service

Nature of Service
☐ Select
☐ Existing Employee
☐ On Deputation
☒ Fresh Appointment

Appointment Order No.

Appointing Authority

Parent Department

Group Select

Date of First Joining in Govt. Service (dd/mm/yyyy)

Date of Superannuation (dd/mm/yyyy)

Designation at first appointment Select Designation

Name of the current Designation

Date of Joining at the current Designation (dd/mm/yyyy)

Date of next increment (first day of Month) July

Gazetted/ Non-Gazetted --Select--

Service Type Select service type

Recruitment Mode Select recruit mode Recruitment Source Select recruit department

Enter code in the box 41708

Job Detail Update

Web site Designed & Maintained by National Informatics Center, Haryana

If he selects the option 'On Deputation' then he will give the Date of Deputation.

The screenshot shows a web browser window with the URL <http://localhost:56896/salary/Departmental/Formdo>. The user is logged in as 'M K Gupta' (User Type: Maker). The employee's Unique ID is '0J0L2C' and Name is 'JAGDISH CHAND'. The 'JOB DETAIL' form is displayed with the following fields and values:

- Select the Type of Service: State Govt. Service
- Nature of Service: On Deputation
- Date of Deputation: (dd/mm/yyyy) *
- Group: Select *
- Date of First Joining in Govt. Service: (dd/mm/yyyy) *
- Date of Superannuation: (dd/mm/yyyy)
- Designation at first appointment: Select Designation *
- Name of the current Designation: *
- Date of Joining at the current Designation: (dd/mm/yyyy) *
- Date of next increment (first day of Month): July *
- Gazetted/ Non-Gazetted: --Select-- *
- Service Type: Select service type *
- Recruitment Mode: Select recruit mode *
- Recruitment Source: Select recruit department *
- Enter code in the box: 87301

At the bottom of the form is a 'Job Detail Update' button. The footer of the page states 'Web site Designed & Maintained by National Informatics Center, Haryana'.

The first option is 'Existing Employee'.

The screenshot shows the same web browser window as the previous one, but the 'Nature of Service' is now set to 'Existing Employee'. The 'JOB DETAIL' form is displayed with the following fields and values:

- Select the Type of Service: State Govt. Service
- Nature of Service: Existing Employee
- Group: Select *
- Date of First Joining in Govt. Service: (dd/mm/yyyy) *
- Date of Superannuation: (dd/mm/yyyy)
- Designation at first appointment: Select Designation *
- Name of the current Designation: *
- Date of Joining at the current Designation: (dd/mm/yyyy) *
- Date of next increment (first day of Month): July *
- Gazetted/ Non-Gazetted: --Select-- *
- Service Type: Select service type *
- Recruitment Mode: Select recruit mode *
- Recruitment Source: Select recruit department *
- Enter code in the box: 07100

At the bottom of the form is a 'Job Detail Update' button. The footer of the page states 'Web site Designed & Maintained by National Informatics Center, Haryana'.

Then group will be selected, and on selection of the group of that employee his date of Retirement will appear automatically. Maker has to verify from ES-2 that this date matches the date of retirement entered by the employee. Then he will enter Date of

joining and Designation at first appointment. The list given for 'Name of current Designation' have all those posts which have been created by the checker in his login, following the form ES-1 and are of the same group which has been selected on this page by the Maker.

User Type : Maker **M K Gupta** **Main Menu** **Logout**

Unique ID :- 0J0L2C
Name of Employee JAGDISH CHAND

JOB DETAIL

Select the Type of Service: State Govt. Service

Nature of Service: Existing Employee

Group: C

Date of First Joining in Govt. Service: 21/08/2000 (dd/mm/yyyy)

Date of Superannuation: 30/4/2038 (dd/mm/yyyy)

Designation at first appointment: Assistant

Name of the current Designation: Assistant

Date of Joining at the current Designation: (dd/mm/yyyy)

Date of next increment (first day of Month): (dd/mm/yyyy)

Gazetted/ Non-Gazetted: Gazetted

Service Type: DATA ENTRY OPERATOR

Recruitment Mode: Select recruit mode

Recruitment Source: Select recruit department

Enter code in the box: 15348

Job Detail Update

Web site Designed & Maintained by National Informatics Center, Haryana

After making all the entries on this page the Maker will enter the code given in green box and click on the button 'Job Detail Update'. The next page 'Salary Detail' will appear.

Edit Salary Detail Page

Pay Commission: Soth

Pay Bill Code: N-06-51-2054-51-097-59-98-R-V-Treasury Staff Establishment Expenses==>Non-Gazetted with Gpf Account==>MAIN==>

Pay scale of current post: Select pay scale

Band Pay: 0

Special Pay: 0

Non Practising Allowance (NPA): 0

Govt. Accomodation allotted or not: NO

Hill Allowance for Morni Hills: 0

Medical Allowance: 0

Handicapped Allowance: 0

Conveyance Allowance (Only for PS/s/Peon): 0

Carpenter Allowance: 0

Kit Maintenance Allowance for Police Dept.: 0

Ration Money Allowance for Police Dept.: 0

Hardship Allowance: 0

Constituency Allowance: 0

Telephone Allowance: 0

Rural Health Allowance: 0

No. of days for which Pay is to be calculated or leave blank for the whole month: 0

Uncheck if you do not want to include in PayBill: ☒ Check if applicable

If Suspended Please Check, Give Percentage and No of Days for which subsistence allowance is to be calculated or leave blank for the whole month: ☐ Check if applicable 0 %age 0 Days

Enter code in the box: 63446

Update

Web site Designed & Maintained by National Informatics Center, Haryana

Here Maker will enter all the information given in PART-E of ES-3. He will select the Pay commission of employee. The Paybillcode of the current designation selected in Job Detail is already appearing here. Also in the list given for the Payscale there is only one entry which is the Payscale of the employee's current designation 'Assistant Superintendent Treasury'.

The Grade Pay will appear automatically, which is un-editable. Boxes are given for various allowances in which amount of that allowance may be entered wherever applicable. The field 'Govt. accommodation allotted or not' is related to HRA and License Fee both. If the answer of this field is 'Yes', then the Maker has to do nothing on this page, because then there will be employee's deduction of License Fee and that will be entered in 'Deduction Detail Page'.

http://localhost:56896/salary/Departmental/firmEc Edit Salary Detail Page Gmail: Email from Google

User Type : Maker M K Gupta Main Menu Logout

Update Salary Detail

Employee Name 0J0L2C ==>JAGDISH CHAND

Pay Commission Soth

Pay Bill Code N-06-51-2054-51-097-99-98-R-V-Treasury Staff Establishment Expenses==>Non-Gazetted with Gpf Account==>MAIN==>4

Pay scale of current post 9300-34800+3300GP

Band Pay 30000

Special Pay 0

Non Practising Allowance (NPA) 0

Govt. Accomodation allotted or not ☐ NO ☒ YES

Hill Allowance for Momi Hills 0

Medical Allowance 0

Handicapped Allowance 0

Conveyance Allowance (Only for PS's/Poon) 0

Carpenter Allowance 0

Kit Maintenance Allowance for Police Dept. 0

Ration Money Allowance for Police Dept. 0

Hardship Allowance 0

Constituency Allowance 0

Telephone Allowance 0

Rural Health Allowance 0

No. of days for which Pay is to be calculated or leave blank for the whole month

Uncheck if you do not want to include in PayBill

If Suspended Please Check ,Give Percentage and No of Days for which subsistence allowance is to be calculated or leave blank for the whole month

Enter code in the box

Check if applicable ☒ Check if applicable 0 %age 0 Days

34472

Update

100% 1:00 PM 8/5/2011

But if he selects 'No', then he will be asked for the HRA class.

http://localhost:56896/salary/Departmental/firmEc Edit Salary Detail Page Gmail: Email from Google

User Type : Maker M K Gupta Main Menu Logout

Update Salary Detail

Employee Name 0G0L0N ==>BRIJ PRABHA

Pay Commission Soth

Pay Bill Code N-06-51-2054-51-097-99-98-R-V-Treasury Staff Establishment Expenses==>Non-Gazetted with Gpf Account==>MAIN==>4

Pay scale of current post 9300-34800+3300GP

Band Pay 19070

Special Pay 0

Non Practising Allowance (NPA) 0

Govt. Accomodation allotted or not ☒ NO ☐ YES

House Rent Allowance: Select-

HRA Additional: Select-

Hill Allowance for Momi Hills X Class

Medical Allowance Y Class

Handicapped Allowance Z Class

Conveyance Allowance (Only for PS's/Poon) 0

Carpenter Allowance 0

Kit Maintenance Allowance for Police Dept. 0

Ration Money Allowance for Police Dept. 0

Hardship Allowance 0

Constituency Allowance 0

Telephone Allowance 0

Rural Health Allowance 0

No. of days for which Pay is to be calculated or leave blank for the whole month

Uncheck if you do not want to include in PayBill

If Suspended Please Check ,Give Percentage and No of Days for which subsistence allowance is to be calculated or leave blank for the whole month

Check if applicable ☒ Check if applicable 0 %age 0 Days

Grade Pay 3300

Personal Pay 0

Deputation Allowance 0

Cashier Allowance 0

HRA Days: 0

Diet Money 0

Washing orland Uniform Allowance 0

Special/Fix/Transport Allowance 0

Supervisor Allowance 0

Risk Allowance 0

Instructional Allowance 0

Police Medal Allowance 0

Office Expenses 0

Sumptuary Allowance 0

Flying Allowance 0

Flying Certificate Allowance 0

100% 1:01 PM 8/5/2011

Maker will select the city class for HRA. If HRA is being paid to the employee for some days and not for the complete month, then there is option to give 'HRA days'. In case, if in any department employees are being paid any additional HRA then this can also be entered here, below HRA class.

User Type : **Maker** M K Gupta **Main Menu** **Logout**

Update Salary Detail

Employee Name: 0G0LCN ==> BRIJ PRABHA
 Pay Commission: Sixth
 Pay Bill Code: N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>Non-Gazetted with Gpf Account==>MAIN==>4
 Pay scale of current post: 9300-34800+3300GP
 Band Pay: 19070
 Special Pay: 0
 Non Practising Allowance (NPA): 0
 Govt. Accomodation allotted or not: ☒ NO ☐ YES
 House Rent Allowance: Y Class: 0
 HRA Additional: 0
 Hill Allowance for Momi Hills: 0
 Medical Allowance: 500
 Handicapped Allowance: 0
 Conveyance Allowance (Only for PS's/Peon): 0
 Carpenter Allowance: 0
 Kit Maintenance Allowance for Police Dept: 0
 Ration Money Allowance for Police Dept: 0
 Hardship Allowance: 0
 Constituency Allowance: 0
 Telephone Allowance: 0
 Rural Health Allowance: 0
 No. of days for which Pay is to be calculated or leave blank for the whole month
 Uncheck if you do not want to include in PayBill
 If Suspended Please Check, Give Percentage and No of Days for which subsistence allowance is to be calculated or leave blank for the whole month
☒ Check if applicable ☐ Check if applicable 0 %age 0 Days

Grade Pay: 3300	Personal Pay: 0
Deputation Allowance: 0	Cashier Allowance: 0
HRA Days: 0	
Diet Money: 0	Washing or/and Uniform Allowance: 0
Special/Fix/Transport Allowance: 0	Supervisor Allowance: 0
Risk Allowance: 0	Instructional Allowance: 0
Police Medal Allowance: 0	Office Expenses: 0
Sumptuary Allowance: 0	Flying Allowance: 0
Flying Certificate Allowance: 0	

If the employee relates to Group D, then the Maker will see another allowance named 'Special Allowance to Safai Karamchari/Peon cum Mali/Chowkidar'.

Pay Commission: Sixth
 Pay Bill Code: N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>NPS-Non-Gazetted==>NPS==>2
 Pay scale of current post: 4440-7440+1300GP
 Band Pay: 6630
 Special Pay: 0
 Non Practising Allowance (NPA): 0
 Govt. Accomodation allotted or not: ☒ NO ☐ YES
 House Rent Allowance: Y Class: 0
 HRA Additional: 0
 Hill Allowance for Momi Hills: 0
 Medical Allowance: 500
 Handicapped Allowance: 0
 Conveyance Allowance (Only for PS's/Peon): 100
 Special Allowance to Safai Karamchari/Peon cum Mali/Chokidar: ☒ None ☒ Safai Karmachari
 Carpenter Allowance: 0
 Kit Maintenance Allowance for Police Dept: 0
 Ration Money Allowance for Police Dept: 0
 Hardship Allowance: 0
 Constituency Allowance: 0
 Telephone Allowance: 0
 Rural Health Allowance: 0
 No. of days for which Pay is to be calculated or leave blank for the whole month
 Uncheck if you do not want to include in PayBill
 If Suspended Please Check, Give Percentage and No of Days for which subsistence allowance is to be calculated or leave blank for the whole month
 Enter code in the box: 10637

Grade Pay: 1300	Personal Pay: 0
Deputation Allowance: 0	Cashier Allowance: 0
HRA Days: 0	
Diet Money: 0	Washing or/and Uniform Allowance: 0
Special/Fix/Transport Allowance: 0	Supervisor Allowance: 0
Risk Allowance: 0	Instructional Allowance: 0
Police Medal Allowance: 0	Office Expenses: 0
Sumptuary Allowance: 0	Flying Allowance: 0
Flying Certificate Allowance: 0	

Amount for Medical allowance is to be given in case of each employee who is being paid fixed medical allowance. At the end of the page, 'No of days' are to be entered if

the employee is to be given the salary for less than one month. If the salary is to be paid for the whole month then this field should be left blank.

In case the Maker enters the days in this field then there will appear two options, a) Check if employee was absent/on leave for remaining days. b) Check for inserting detail of the other Pay Band, if you have.

The screenshot displays the 'Edit Salary Detail Page' for a user named 'Maker' (R. L. Dalal). The page is titled 'Update Salary Detail' and contains the following fields and options:

- Employee Name: QAOLD1 ==> KARAMJEET KAUR
- Pay Commission: Sixth
- Pay Bill Code: N-06-51-2054-51-095-99-98-R-V-Headquarter Staff Establishment Expenses==>Non-Gazetted with Gpf Account==>PB2==>2
- Pay scale of current post: 9300-34800+3300GP
- Band Pay: 0
- Special Pay: 0
- Non Practising Allowance (NPA): 0
- Govt. Accommodation allotted or not: ☐ NO ☒ YES
- Hill Allowance for Momi Hills: 0
- Medical Allowance: 0
- Handicapped Allowance: 0
- Conveyance Allowance (Only for PS's/Peon): 0
- Carpenter Allowance: 0
- Kit Maintenance Allowance for Police Dept.: 0
- Ration Money Allowance for Police Dept.: 0
- Hardship Allowance: 0
- Constituency Allowance: 0
- Telephone Allowance: 0
- Rural Health Allowance: 0
- No. of days for which Pay is to be calculated or leave blank for the whole month: 20
- Personal Pay: 0
- Deputation Allowance: 0
- Cashier Allowance: 0
- Diet Money: 0
- Washing or/and Uniform Allowance: 0
- Special/Fix/Transport Allowance: 0
- Supervisor Allowance: 0
- Risk Allowance: 0
- Instructional Allowance: 0
- Police Medal Allowance: 0
- Office Expenses: 0
- Sumptuary Allowance: 0
- Flying Allowance: 0
- Flying Certificate Allowance: 0

At the bottom, there are checkboxes for:

- Check if Employee was absent or on leave for remaining Days: ☐ Check if Applicable
- Check for Insert new Salary detail, if you have: ☐ Check if applicable
- If Suspended Please Check Give Percentage and No of Days for which subsistence allowance is to be calculated or leave blank for the whole month: ☐ Check if applicable 0 %age 0 Days

If he clicks on the second option it means that the salary of the employee is changed during the month. So, for the remaining days he will have to insert the new salary detail of that employee. For this purpose, while saving this salary detail a different button will appear on the page naming 'Save and Insert New Salary Detail'.

Non Practising Allowance (NPA) 0

Govt. Accommodation allotted or not ☒ NO ☐ YES

House Rent Allowance: Y Class 0

HRA Additional: 0

Hill Allowance for Momi Hills 0

Medical Allowance 500

Handicapped Allowance 0

Conveyance Allowance (Only for PS's/Peon) 100

Special Allowance to Safai Karmachari/Peon cum Mali/Chokidar ☐ None ☐ Safai Karmachari

Carpenter Allowance 0

Kit Maintenance Allowance for Police Dept. 0

Ration Money Allowance for Police Dept. 0

Hardship Allowance 0

Constituency Allowance 0

Telephone Allowance 0

Rural Health Allowance 0

No. of days for which Pay is to be calculated or leave blank for the whole month 20

Check if you are absent/leave in remaining Days ☐ Check if applicable

Check for Insert detail for other Pay Band if you have ☒ Check if applicable

Uncheck if you do not want to include in PayBill ☒ Check if applicable

If Suspended Please Check, Give Percentage and No of Days for which substance allowance is to be calculated or leave blank for the whole month ☐ Check if applicable 0 %age 0 Days

Enter code in the box 78745

Save and Insert Detail for other Pay Band

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By clicking on this button this Salary detail will be saved and a new page for inserting new Salary Detail of the same employee will appear.

User Type : Maker M K Gupta Main Menu Logout

Insert Extra Salary Detail

Employee Name 560LIU ==> AJAY KUMAR

Group Select Designation Sixth

Pay Commission Sixth

Pay Bill Code

Pay scale of current post

Band Pay 0

Special Pay 0

Non Practising Allowance (NPA) 0

Govt. Accommodation allotted or not ☐ NO ☒ YES

House Rent Allowance: -Select-

HRA Additional: 0

Hill Allowance for Momi Hills 0

Medical Allowance 0

Handicapped Allowance 0

Conveyance Allowance (Only for PS's/Peon) 100

Special Allowance to Safai Karmachari/Peon cum Mali/Chokidar ☐ None ☐ Safai Karmachari

Carpenter Allowance 0

Kit Maintenance Allowance for Police Dept. 0

Ration Money Allowance for Police Dept. 0

Hardship Allowance 0

Constituency Allowance 0

Telephone Allowance 0

Rural Health Allowance 0

Uncheck if you do not want to include in PayBill ☒ Check if applicable

If Suspended Please Check, Give Percentage and No of Days for which substance allowance is to be calculated or leave blank for the whole month ☐ Check if applicable 0 %age 0 Days

Grade Pay 0

Personal Pay 0

Deputation Allowance 0

Cashier Allowance 0

HRA Days: 0

Diet Money 0

Washing or/and Uniform Allowance 0

Special/Fix/Transport Allowance 0

Peon Cum Mali/Chokidar 0

Supervisor Allowance 0

Risk Allowance 0

Instructional Allowance 0

Police Medal Allowance 0

Office Expenses 0

Sumptuary Allowance 0

Flying Allowance 0

Flying Certificate Allowance 0

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On this page Maker has to give employee's new (changed) Group and Designation.

http://localhost:56896/salary/Departmental/firmEc Edit Salary Detail Page Gmail: Email from Google

User Type : Maker M K Gupta Main Menu Logout

Insert Extra Salary Detail

Employee Name: 56GLIU ==>AJAY KUMAR

Group: C Designation: Select Designation

Pay Commission: Sixth

Pay Bill Code: Assistant

Pay scale of current post: Assistant Superintendent Treasury CLERK

Band Pay: 0

Special Pay: 0

Non Practising Allowance (NPA): 0

Govt. Accommodation allotted or not: NO YES

House Rent Allowance: -Select-

HRA Additional: 0

Hill Allowance for Morni Hills: 0

Medical Allowance: 0

Handicapped Allowance: 0

Conveyance Allowance (Only for PS's/Peon): 100

Special Allowance to Safai Karmachari/Peon cum Mali/Chokidar: None Safai Karmachari

Carpenter Allowance: 0

Kit Maintenance Allowance for Police Dept: 0

Ration Money Allowance for Police Dept: 0

Hardship Allowance: 0

Constituency Allowance: 0

Telephone Allowance: 0

Rural Health Allowance: 0

Grade Pay: 0

Personal Pay: 0

Deputation Allowance: 0

Cashier Allowance: 0

HRA Days: 0

Diet Money: 0

Washing or/and Uniform Allowance: 0

Special/Fix/Transport Allowance: 0

Peon Cum Mali/Chokidar: 0

Supervisor Allowance: 0

Risk Allowance: 0

Instructional Allowance: 0

Police Medal Allowance: 0

Office Expenses: 0

Sumptuary Allowance: 0

Flying Allowance: 0

Uncheck if you do not want to include in PayBill

If Suspended Please Check, Give Percentage and No of Days for which substance allowance is to be calculated or leave blank for the whole month

Check if applicable 0 %ago Days

100% 2:21 PM 8/5/2011

On selection of the designation the Paycommission, Paybillcode of the that post will appear automatically.

http://localhost:56896/salary/Departmental/firmEc Edit Salary Detail Page Gmail: Email from Google

User Type : Maker M K Gupta Main Menu Logout

Insert Extra Salary Detail

Employee Name: 56GLIU ==>AJAY KUMAR

Group: C Designation: DAFTARI

Pay Commission: Sixth

Pay Bill Code: N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>Non-Gazetted with Gpf Account==>TEMP==>3

Pay scale of current post: Select pay scale

Band Pay: 0

Special Pay: 0

Non Practising Allowance (NPA): 0

Govt. Accommodation allotted or not: NO YES

House Rent Allowance: -Select-

HRA Additional: 0

Hill Allowance for Morni Hills: 0

Medical Allowance: 0

Handicapped Allowance: 0

Conveyance Allowance (Only for PS's/Peon): 100

Special Allowance to Safai Karmachari/Peon cum Mali/Chokidar: None Safai Karmachari

Carpenter Allowance: 0

Kit Maintenance Allowance for Police Dept: 0

Ration Money Allowance for Police Dept: 0

Hardship Allowance: 0

Constituency Allowance: 0

Telephone Allowance: 0

Rural Health Allowance: 0

Grade Pay: 0

Personal Pay: 0

Deputation Allowance: 0

Cashier Allowance: 0

HRA Days: 0

Diet Money: 0

Washing or/and Uniform Allowance: 0

Special/Fix/Transport Allowance: 0

Peon Cum Mali/Chokidar: 0

Supervisor Allowance: 0

Risk Allowance: 0

Instructional Allowance: 0

Police Medal Allowance: 0

Office Expenses: 0

Sumptuary Allowance: 0

Flying Allowance: 0

Uncheck if you do not want to include in PayBill

If Suspended Please Check, Give Percentage and No of Days for which substance allowance is to be calculated or leave blank for the whole month

Check if applicable 0 %ago Days

100% 2:24 PM 8/5/2011

If that post exists in more than one Paybillcode, then all the Paybillcodes containing that post will appear in the list of Paybillcodes and the Maker has to select the relevant Paybillcode of that employee.

User Type : **Maker** M K Gupta **Main Menu** **Logout**

Insert Extra Salary Detail

Employee Name: 5GGLIU ==>AJAY KUMAR

Group: C Designation: DAFTARI

Pay Commission: Sixth

Pay Bill Code: N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>Non-Gazetted with Gpf Account==>TEMP==>3

Pay scale of current post: N-06-51-2054-51-097-99-98-R-V-Headquarter Staff-Establishment Expenses==>Non-Gazetted with Gpf Account==>PB2==>2

Band Pay: 0

Special Pay: 0

Non Practising Allowance (NPA): 0

Govt. Accomodation allotted or not: ☐ NO ☐ YES

House Rent Allowance: -Select-

HRA Additional: 0

Hill Allowance for Morni Hills: 0

Medical Allowance: 0

Handicapped Allowance: 0

Conveyance Allowance (Only for PS's/Peon): 100

Special Allowance to Safai Karmachari/Peon cum Mali/Chokidar: ☐ None ☐ Safai Karmachari

Carpenter Allowance: 0

Kit Maintenance Allowance for Police Dept: 0

Ration Money Allowance for Police Dept: 0

Hardship Allowance: 0

Constituency Allowance: 0

Telephone Allowance: 0

Rural Health Allowance: 0

Uncheck if you do not want to include in PayBill

If Suspended Please Check, Give Percentage and No of Days for which subsistence allowance is to be calculated or leaves blank for this

☐ Check if applicable ☐ Check if applicable 0 % 0 Days

Grade Pay: 0
 Personal Pay: 0
 Deputation Allowance: 0
 Cashier Allowance: 0
 HRA Days: 0
 Diet Money: 0
 Washing or/and Uniform Allowance: 0
 Special/Fox/Transport Allowance: 0
 Supervisor Allowance: 0
 Risk Allowance: 0
 Instructional Allowance: 0
 Police Medal Allowance: 0
 Office Expenses: 0
 Sumptuary Allowance: 0
 Flying Allowance: 0

Now the Maker will select the Payscale for this designation and all remaining entries will be made like he had filled the Salary detail page.

User Type : **Maker** M K Gupta **Main Menu** **Logout**

Insert Extra Salary Detail

Employee Name: 5GGLIU ==>AJAY KUMAR

Group: C Designation: DAFTARI

Pay Commission: Sixth

Pay Bill Code: N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>Non-Gazetted with Gpf Account==>TEMP==>3

Pay scale of current post: Select pay scale

Band Pay: 0

Special Pay: 0

Non Practising Allowance (NPA): 0

Govt. Accomodation allotted or not: ☐ NO ☐ YES

House Rent Allowance: -Select-

HRA Additional: 0

Hill Allowance for Morni Hills: 0

Medical Allowance: 0

Handicapped Allowance: 0

Conveyance Allowance (Only for PS's/Peon): 100

Special Allowance to Safai Karmachari/Peon cum Mali/Chokidar: ☐ None ☐ Safai Karmachari

Carpenter Allowance: 0

Kit Maintenance Allowance for Police Dept: 0

Ration Money Allowance for Police Dept: 0

Hardship Allowance: 0

Constituency Allowance: 0

Telephone Allowance: 0

Rural Health Allowance: 0

Uncheck if you do not want to include in PayBill

If Suspended Please Check, Give Percentage and No of Days for which subsistence allowance is to be calculated or leaves blank for this

☐ Check if applicable ☐ Check if applicable 0 % 0 Days

Select pay scale: 4140-7440+1300GP
 Grade Pay: 0
 Personal Pay: 0
 Deputation Allowance: 0
 Cashier Allowance: 0
 HRA Days: 0
 Diet Money: 0
 Washing or/and Uniform Allowance: 0
 Special/Fox/Transport Allowance: 0
 Supervisor Allowance: 0
 Risk Allowance: 0
 Instructional Allowance: 0
 Police Medal Allowance: 0
 Office Expenses: 0
 Sumptuary Allowance: 0
 Flying Allowance: 0

The last field on the Salary Detail page is about suspended employees. If the employee is suspended the Maker will click on the check box given for this purpose at the bottom of the page.

http://localhost:50896/salary/Departmental/fin/c Edit Salary Detail Page

Non Practising Allowance (NPA)	0	Deputation Allowance	0
Govt. Accommodation allotted or not	<input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	Cashier Allowance	0
House Rent Allowance:	Y Class	HRA Days:	0
HRA Additional:	0	Diet Money	0
Hill Allowance for Momi Hills	0	Washing or/and Uniform Allowance	0
Medical Allowance	500	Special/Fix/Transport Allowance	0
Handicapped Allowance	0	<input type="radio"/> Peon Cum Mali/Chokidar	
Conveyance Allowance (Only for PS's/Peon)	100	Supervisor Allowance	0
Special Allowance to Safai Karmachari/Peon cum Mali/Chokidar	<input type="radio"/> None <input checked="" type="radio"/> Safai Karmachari	Risk Allowance	0
Carpenter Allowance	0	Instructional Allowance	0
Kit Maintenance Allowance for Police Dept.	0	Police Medal Allowance	0
Ration Money Allowance for Police Dept.	0	Office Expenses	0
Hardship Allowance	0	Sumptuary Allowance	0
Constituency Allowance	0	Flying Allowance	0
Telephone Allowance	0	Flying Certificate Allowance	0
Rural Health Allowance	0		
No. of days for which Pay is to be calculated or leave blank for the whole month	20		
Check if you are absent/leave in remaining Days	<input type="checkbox"/> Check if Applicable		
Check for Insert detail for other Pay Band if you have	<input checked="" type="checkbox"/> Check if applicable		
Uncheck if you do not want to include in Pay Bill	<input checked="" type="checkbox"/> Check if applicable		
If Suspended Please Check, Give Percentage and No of Days for which subsistence allowance is to be calculated or leave blank for the whole month	<input checked="" type="checkbox"/> Check if applicable	0 %age	0 Days
Enter code in the box		72238	
<input type="button" value="Update"/>			

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The %age and days fields will be enabled. Maker will now enter the %age of subsistence allowance and if the employee was not suspended for the whole month then the Maker may enter the days for which the employee remained suspended in the current month. At the end the Maker will enter the code given in green box and click on the 'Save' button. The next page 'Deduction Detail' will appear.

http://localhost:50896/salary/Departmental/fin/c e-Salary: Edit Deduction ...

User Type : Maker M K Gupta Main Menu Logout

DEDUCTIONS DETAIL FORM

GPF Subscription	0
Income Tax Deduction	0
GIS Amount	0
LIC No	
LIC Installment amount	0
License Fee (Central)	0
License Fee (State)	0
License Fee (Departmental)	0
Car Usage	0
Professional Tax	0

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In this page Maker will enter all the detail of PART-F of ES-3, GPF subscription, Income Tax deduction, GIS amount, LIC No, LIC installment amount, License Fee etc.

GPF subscription will appear only in case of employees who have GPF No. License Fee options will be visible only in case of employees who have been allotted Govt. Accommodation, so not receiving HRA. In case of employees having PRAN No, NPS Arrear Amount will appear.

Income Tax Deduction 0

GIS Amount 30

LIC No

LIC Installment amount 0

Car Usage 0

Professional Tax 0

NPS Arrear Amount 0

Update Deductions

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If the Maker will enter any amount in NPS Arrear Amount, he will see a window for entering the details of arrear to be paid in this month.

DEDUCTIONS DETAIL FORM

User Type : **Maker** M K Gupta **Main Menu** **Logout**

Income Tax Deduction: 0
 GIS Amount: 30
 LIC No:
 LIC Installment amount: 0
 Car Usage: 0
 Professional Tax: 0
 NPS Arrear Amount: 1200

NPS PAYMENT DETAIL				
S.NO	NPS Amount	Install No	Month	Year(YYYY)
1			Select Mc	

Buttons: Delete, Edit, Update, Add Row

Update Deductions

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On making the entry of first installment of NPS arrear the Maker will click on 'Update' button given in this NPS arrear window.

DEDUCTIONS DETAIL FORM

User Type : **Maker** M K Gupta **Main Menu** **Logout**

Income Tax Deduction: 0
 GIS Amount: 30
 LIC No:
 LIC Installment amount: 0
 Car Usage: 0
 Professional Tax: 0
 NPS Arrear Amount: 1200

NPS PAYMENT DETAIL				
S.NO	NPS Amount	Install No	Month	Year(YYYY)
1	600	23	Apr	2009

Buttons: Delete, Edit, Update, Add Row

Update Deductions

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Now if he wants to enter another installment detail then he will click on the button 'Add Row'. Now he will be able to enter the detail of second installment of NPS arrear to be paid this month.

Microsoft Internet Explorer
http://localhost:50896/salary/Departmental/firmEdit.aspx
e-Salary :: Edit Deduction ...

User Type : Maker M K Gupta Main Menu Logout

DEDUCTIONS DETAIL FORM

Income Tax Deduction

GIS Amount

LIC No

LIC Installment amount

Car Usage

Professional Tax

NPS Arrear Amount

NPS PAYMENT DETAIL					
S NO	NPS Amount	Install No	Month	Year(YYYY)	
1	<input type="text" value="600"/>	<input type="text" value="23"/>	<input type="text" value="Apr"/>	<input type="text" value="2009"/>	<input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Update"/>
2	<input type="text"/>	<input type="text"/>	<input type="text" value="Select Mo"/>	<input type="text"/>	<input type="button" value="Delete"/> <input type="button" value="Edit"/> <input type="button" value="Update"/>

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Like this he can enter the detail of all the installments of NPS arrear to be paid in current month, as required. If the employee is paying multiple installments, only in the current month, Maker must update the NPS Arrear Amount in the next month. After this step the Maker will save this page and the new page for Loans and advances detail will appear.

Microsoft Internet Explorer
http://localhost:50896/salary/Departmental/firmLoanAndAdvanceAdd.aspx
Untitled Page

LOAN AND ADVANCE INFORMATION OF EMPLOYEE

Select the Name of loan / Advance /Interest:

Select the name of loan

Whether the case of fresh Loan

LOAN / ADVANCES FORM

Gross Amount of Loan/ Advance /Interest	<input type="text" value="0"/>
Payment made upto previous month	<input type="text" value="0"/>
Balance as on last date of last month	<input type="text" value="0"/>
Installment amount	<input type="text" value="0"/>
Total no. of Installments allowed	<input type="text" value="0"/>
No. of Installments Paid (Excluding Advance Installments)	<input type="text" value="0"/>
No. of Installments Paid in Advance	<input type="text" value="0"/>
Total No of Installments Paid	<input type="text" value="0"/>
Remaining Installments	<input type="text" value="0"/>
No. of Installment To Be Paid This Month	<input type="text" value="0"/>
Total Amount To be Paid This Month	<input type="text" value="0"/>

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In this page all the information filled on PART-G of ES-3, by the employee will be filled by the Maker. First of all the Maker will select the name of Loan/advance.

The next step is to select Yes or No in answer to 'Whether the case of Fresh Loan'. If the user selects Yes.

A window will appear about the sanction details of the loan.

LOAN AND ADVANCE INFORMATION OF EMPLOYEE

Select the Name of loan / Advance /Interest: G.P.F. ADVANCE

Whether the case of fresh Loan: Yes

LOAN / ADVANCES FORM

Sanction Date	12/12/2010 (dd/mm/yyyy)	Sanction Order No.	spl123
Date of withdrawal	30/12/2010 (dd/mm/yyyy)	Month of first installment paid	December
Gross Amount of Loan/ Advance /Interest	0		
Payment made upto previous month	0		
Balance as on last date of last month	0		
Installment amount	0		
Total no. of Installments allowed	0		
No. of Installments Paid (Excluding Advance Installments)	0		
No. of Installments Paid in Advance	0		
Total No of Installments Paid	0		
Remaining Installments	0		
No. of Installment To Be Paid This Month	0		
Total Amount To be Paid This Month	0		

Save Advance/Interest/Loan Cancel

Here the Maker will give the Sanction Date, Sanction Order No., Withdrawal Date, Month and Year of first Installment paid. In case of fresh loan(if the first installment of the loan is to be paid in current month), only 3 things are to be entered by the Maker Gross amount of loan, Installment amount and the no. of installments to be paid in current month.

LOAN AND ADVANCE INFORMATION OF EMPLOYEE

Select the Name of loan / Advance /Interest: G.P.F. ADVANCE

Whether the case of fresh Loan: Yes

LOAN / ADVANCES FORM

Sanction Date	12/12/2010 (dd/mm/yyyy)	Sanction Order No.	spl123
Date of withdrawal	30/12/2010 (dd/mm/yyyy)	Month of first installment paid	December 2010
Gross Amount of Loan/ Advance /Interest	30000		
Payment made upto previous month	0		
Balance as on last date of last month	30000		
Installment amount	0		
Total no. of Installments allowed	0		
No. of Installments Paid (Excluding Advance Installments)	0		
No. of Installments Paid in Advance	0		
Total No of Installments Paid	0		
Remaining Installments	0		
No. of Installment To Be Paid This Month	0		
Total Amount To be Paid This Month	0		

Save Advance/Interest/Loan Cancel

http://localhost:56896/salary/Departmental/fmhc... Untitled Page

LOAN AND ADVANCE INFORMATION OF EMPLOYEE

Select the Name of loan / Advance /Interest:

Whether the case of fresh Loan: ☒ Yes

LOAN / ADVANCES FORM

Sanction Date	12/12/2010 (dd/mm/yyyy)	Sanction Order No.	spl123
Date of withdrawal	30/12/2010 (dd/mm/yyyy)	Month of first installment paid	December 2010
Gross Amount of Loan/ Advance /Interest	30000		
Payment made upto previous month	0		
Balance as on last date of last month	30000		
Installment amount	500		
Total no. of Installments allowed	60		
No. of Installments Paid (Excluding Advance Installments)	0		
No. of Installments Paid in Advance	0		
Total No of Installments Paid	0		
Remaining Installments	60		
No. of Installment To Be Paid This Month	0		
Total Amount To be Paid This Month	0		

100% 3:55 PM 8/5/2011

The 'No. of installments to be paid this month', is necessary to be mentioned whether it may be the case of a fresh loan or not. Without entering this field the deduction of the installment will not be possible at Paybill generation.

http://localhost:56896/salary/Departmental/fmhc... Untitled Page

LOAN AND ADVANCE INFORMATION OF EMPLOYEE

Select the Name of loan / Advance /Interest:

Whether the case of fresh Loan: ☒ Yes

LOAN / ADVANCES FORM

Sanction Date	12/12/2010 (dd/mm/yyyy)	Sanction Order No.	spl123
Date of withdrawal	30/12/2010 (dd/mm/yyyy)	Month of first installment paid	December 2010
Gross Amount of Loan/ Advance /Interest	30000		
Payment made upto previous month	0		
Balance as on last date of last month	30000		
Installment amount	500		
Total no. of Installments allowed	60		
No. of Installments Paid (Excluding Advance Installments)	0		
No. of Installments Paid in Advance	0		
Total No of Installments Paid	0		
Remaining Installments	60		
No. of Installment To Be Paid This Month	1		
Total Amount To be Paid This Month	500		

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100% 3:58 PM 8/5/2011

The second case will be of the loan which is not fresh.

http://localhost:50896/salary/Departmental/fmnl.c... Untitled Page

Select the Name of loan / Advance /Interest: G.P.F. ADVANCE

Whether the case of fresh Loan: No

LOAN / ADVACES FORM

Sanction Date	12/12/2010 (dd/mm/yyyy)	Sanction Order No.	spl123
Date of withdrawal	30/12/2010 (dd/mm/yyyy)	Month of first installment paid	December 2010
Gross Amount of Loan/ Advance /Interest	30000		
Payment made upto previous month	0		
Balance as on last date of last month	0		
Installment amount	0		
Total no. of Installments allowed	0		
No. of Installments Paid (Excluding Advance Installments)	0		
No. of Installments Paid in Advance	0		
Total No of Installments Paid	0		
Remaining Installments	0		
No. of Installment To Be Paid This Month	0		
Total Amount To be Paid This Month	500		

Save Advance/Interest/Loan Cancel

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EN 4:30 PM 8/5/2011

In the first look this also seems to be same.

http://localhost:50896/salary/Departmental/fmnl.c... Untitled Page

Select the Name of loan / Advance /Interest: G.P.F. ADVANCE

Whether the case of fresh Loan: No

LOAN / ADVACES FORM

Sanction Date	12/12/2010 (dd/mm/yyyy)	Sanction Order No.	spl123
Date of withdrawal	30/12/2010 (dd/mm/yyyy)	Month of first installment paid	December 2010
Gross Amount of Loan/ Advance /Interest	30000		
Payment made upto previous month	0		
Balance as on last date of last month	0		
Installment amount	0		
Total no. of Installments allowed	0		
No. of Installments Paid (Excluding Advance Installments)	0		
No. of Installments Paid in Advance	0		
Total No of Installments Paid	0		
Remaining Installments	0		
No. of Installment To Be Paid This Month	0		
Total Amount To be Paid This Month	500		

Save Advance/Interest/Loan Cancel

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EN 4:30 PM 8/5/2011

But after entering installment amount 'No. of installments Paid(Excluding Advance Installments)' and 'No of installments paid in Advance' fields are also enabled for data entry.

http://localhost:58896/salary/Departmental/fmnl.c... Untitled Page

Select the Name of loan / Advance /Interest: **G.P.F. ADVANCE**

Whether the case of fresh Loan: **No**

LOAN / ADVANCES FORM

Sanction Date	12/12/2010 (dd/mm/yyyy)	Sanction Order No.	spl123
Date of withdrawal	30/12/2010 (dd/mm/yyyy)	Month of first installment paid	December
Gross Amount of Loan/ Advance /Interest	30000		
Payment made upto previous month	0		
Balance as on last date of last month	0		
Installment amount	500		
Total no. of Installments allowed	60		
No. of Installments Paid (Excluding Advance Installments)	0		
No. of Installments Paid in Advance	0		
Total No of Installments Paid	0		
Remaining Installments	60		
No. of Installment To Be Paid This Month	0		
Total Amount To be Paid This Month	500		

Save Advance/Interest/Loan **Cancel**

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EN 4:04 PM 8/5/2011

http://localhost:58896/salary/Departmental/fmnl.c... Untitled Page

Select the Name of loan / Advance /Interest: **G.P.F. ADVANCE**

Whether the case of fresh Loan: **No**

LOAN / ADVANCES FORM

Sanction Date	12/12/2010 (dd/mm/yyyy)	Sanction Order No.	spl123
Date of withdrawal	30/12/2010 (dd/mm/yyyy)	Month of first installment paid	December 2010
Gross Amount of Loan/ Advance /Interest	30000		
Payment made upto previous month	3000		
Balance as on last date of last month	27000		
Installment amount	500		
Total no. of Installments allowed	60		
No. of Installments Paid (Excluding Advance Installments)	6		
No. of Installments Paid in Advance	0		
Total No of Installments Paid	0		
Remaining Installments	54		
No. of Installment To Be Paid This Month	0		
Total Amount To be Paid This Month	0		

Save Advance/Interest/Loan **Cancel**

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EN 4:08 PM 8/5/2011

No. of installments paid (excluding Advance Installments) will be less than or equal to the total no. of months lapsed from the month in which the first installment was paid. If this no. is greater than the total no. of months passed from the month in which the first installment was paid, then it means that the employee has paid Advance Installments also.

Now the Maker will enter the No. of installments to be paid this month.

http://localhost:56896/salary/Departmental/fmhc... Untitled Page

Select the Name of loan / Advance /Interest: G.P.F. ADVANCE

Whether the case of fresh Loan: No

LOAN / ADVANCES FORM

Sanction Date	12/12/2010 (dd/mm/yyyy)	Sanction Order No.	spl123
Date of withdrawal	30/12/2010 (dd/mm/yyyy)	Month of first installment paid	December 2010
Gross Amount of Loan/ Advance /Interest	30000		
Payment made upto previous month	3000		
Balance as on last date of last month	27000		
Installment amount	500		
Total no. of Installments allowed	60		
No. of Installments Paid (Excluding Advance Installments)	6		
No. of Installments Paid in Advance	0		
Total No of Installments Paid	0		
Remaining Installments	54		
No. of Installment To Be Paid This Month	1		
Total Amount To Be Paid This Month	500		

Save Advance/Interest/Loan Cancel

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At the end of this page he will click on the button 'Save Advance/Interest/Loan' and this loan entry will be saved.

http://localhost:56896/salary/Departmental/fmhc... localhost

Select the Name of loan / Advance /Interest: G.P.F. ADVANCE

Whether the case of fresh Loan: No

LOAN / ADVANCES FORM

Sanction Date	12/12/2010 (dd/mm/yyyy)	Sanction Order No.	spl123
Date of withdrawal	30/12/2010 (dd/mm/yyyy)	Month of first installment paid	December 2010
Gross Amount of Loan/ Advance /Interest	30000		
Payment made upto previous month	3000		
Balance as on last date of last month	27000		
Installment amount	500		
Total no. of Installments allowed	60		
No. of Installments Paid (Excluding Advance Installments)	6		
No. of Installments Paid in Advance	0		
Total No of Installments Paid	0		
Remaining Installments	54		
No. of Installment To Be Paid This Month	1		
Total Amount To Be Paid This Month	500		

Save Advance/Interest/Loan Cancel

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Waiting for response from localhost...

Message from webpage

Loans and advance detail inserted

OK

He will click on the 'OK' button on the message box and the page will be refreshed for new loan entry.

LOAN AND ADVANCE INFORMATION OF EMPLOYEE

Select the Name of loan / Advance /Interest:

Whether the case of fresh Loan:

LOAN / ADVANCES FORM

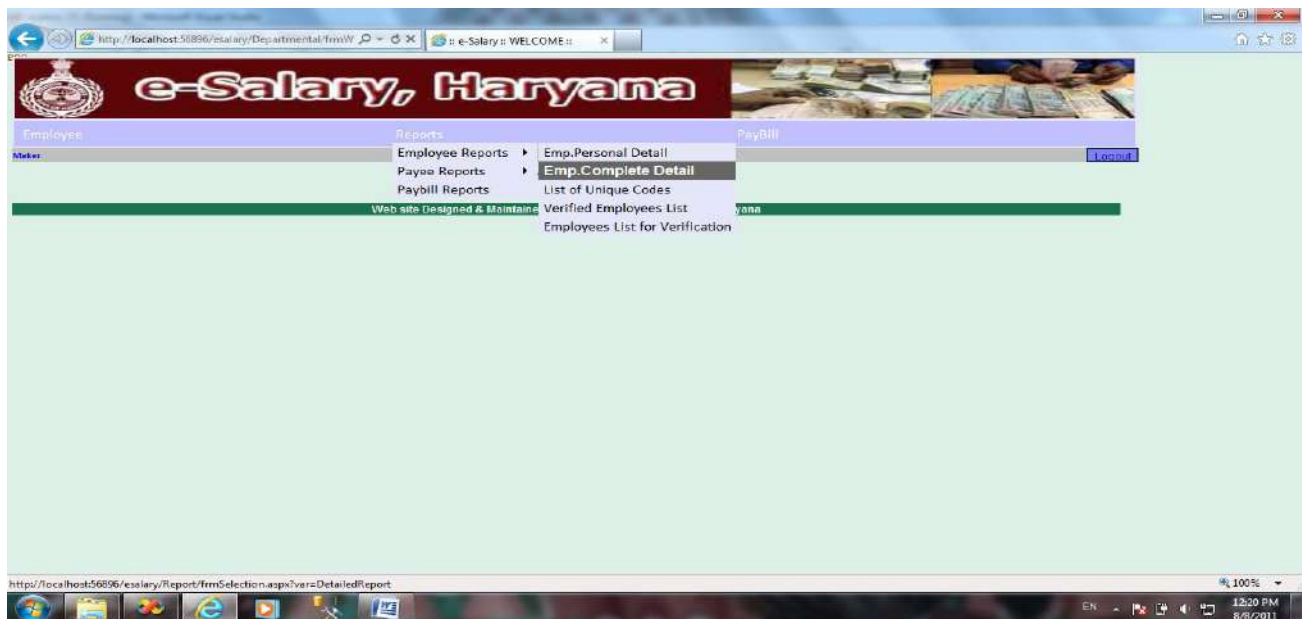
Gross Amount of Loan/ Advance /Interest	<input type="text" value="0"/>
Payment made upto previous month	<input type="text" value="0"/>
Balance as on last date of last month	<input type="text" value="0"/>
Installment amount	<input type="text" value="0"/>
Total no. of Installments allowed	<input type="text" value="0"/>
No. of Installments Paid (Excluding Advance Installments)	<input type="text" value="0"/>
No. of Installments Paid in Advance	<input type="text" value="0"/>
Total No of Installments Paid	<input type="text" value="0"/>
Remaining Installments	<input type="text" value="0"/>
No. of Installment To Be Paid This Month	<input type="text" value="0"/>
Total Amount To be Paid This Month	<input type="text" value="500"/>

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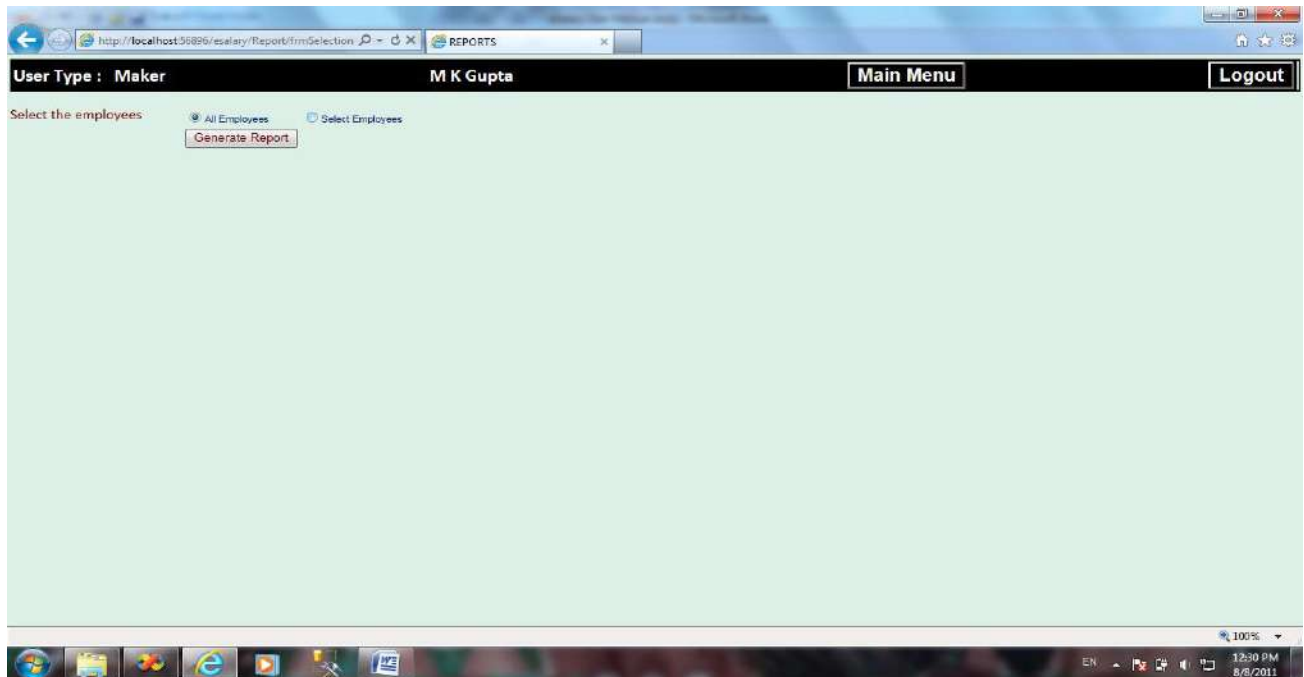
Thus, the Maker can enter all the loan details of an employee.

7. Verification of the data entered by the Maker on the print out taken by the Maker

The Maker will enter all the data of all the Sr.No.s allotted to him and after completing this job he go to the 'Reports' Menu—> 'Employee Reports'—> 'Emp. Complete Detail' and click on 'Emp. Complete Detail'.



Then the selection of Employees will be required. He has to click on the option regarding which he wants to generate the 'Complete Detail Report'. If he will click on 'All Employees' it means that he wants to generate the report for all employees.



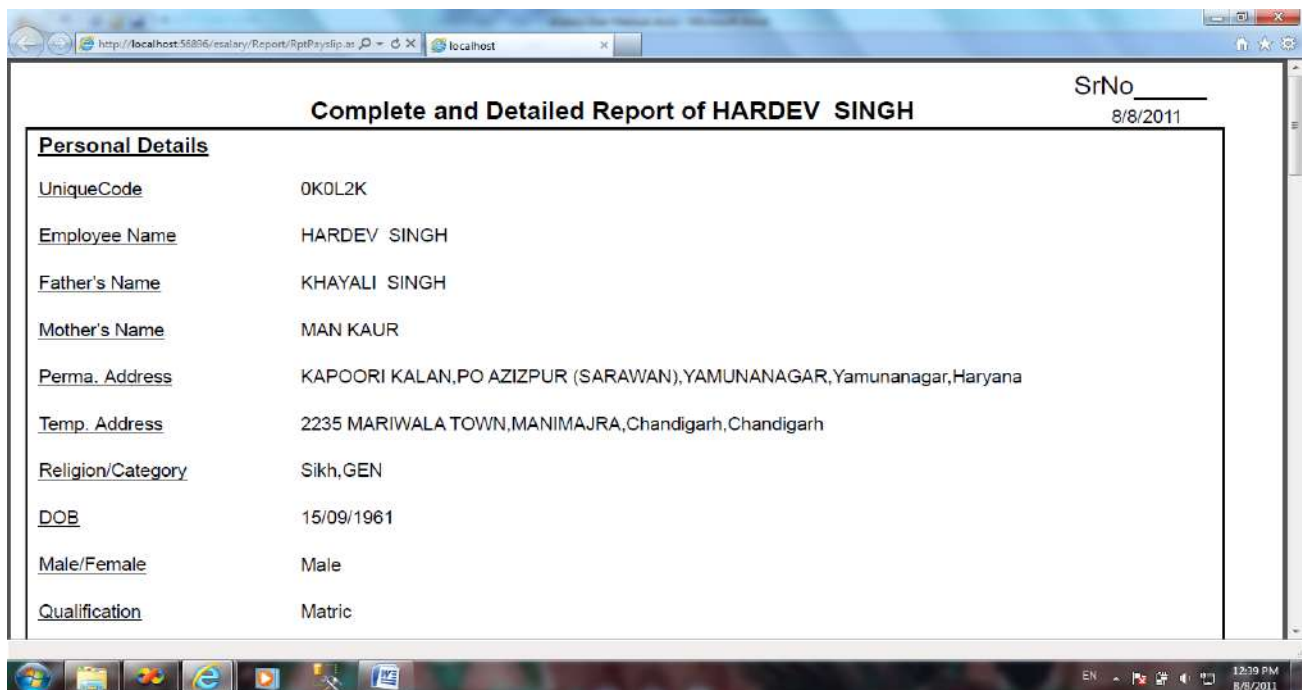
But , if he will click on the option ‘Select Employees’, the list of all the employees of his office(whose data has been entered in the software) will appear on the screen.



He can click on ‘Select All’ option to select all the employee appears on this page or he can select one or more employees by clicking on the checkbox given in front of each employee.



After this he will click on the 'Generate Report' button to generate the report. The report will be generated in a new Popup window. If Popups are blocked on your computer, then you have to choose the option, 'Always allow popups from this site'.



This report will show all the five details of the employees which have been entered by the Maker i.e. Personal Detail, Job Detail, Salary Detail, Deduction Detail and Loans and advances Detail.

Salary Bank Add. SECTOR 17, CHANDIGARH. PINCODE 160017

Salary A/c No 10847767551

PAN CQGPS7484G

GPF No./PRAN No. HRGA46051

Job Details			
Type Of Service	State Govt. Service	Current Designation	CLERK
Date Of Joining	01/04/1993	Group	C
Retirement date	30/09/2021	Gaz./Non-Gaz.	Non-Gazetted
Designation on Joining	CLERK	Date Next Incre.	July
Date of Join. at Current Post	01/04/1993	Service Type	Regular

Spouse Detail	
Spousename	MANJEET KAUR
No Of Children	3
Type of Service	--
Spouse Unique Code	

SrNo _____
8/8/2011

Complete and Detailed Report of HARDEV SINGH

SALARY DETAIL			
Allowances			
Pay Commission	6	Hardship Allow.	0
PayScale	5200-20200+2400GP	Risk Allow	0
Basic Pay	9,830	Diet Money Allow.	0
Special Pay	0	Instructional Allow	0
Personal Pay	0	Handicapped Allow.	0
HRA	Y Class	Constituency Allow.	0
Medical Allow	500	Telephone Allow.	0
Washing Allow	0	OfficeExpenses	0
CCA	0	Sumptuary Allow.	0
Conveyance Allow	0	Hill Allowance	0

Kit Maintenance Allow.	0	Flying Certificate Allowance	0
Police Medal Allow.	0		
Deductions		License Fee(Central)	0
GPF Subscription	4,000	License Fee(Depart)	0
GIS_AMT	30	Income Tax	0
LIC Deduction	0	Car Usage	0
LIC Policy No.	0	Professional Tax	0
License Fee (State)	0	NPSArrearAmt	0

Report of Loans/Advances/Interest

Advance Name	Total Amt	Balance Amt	Install.	Total Inst.	Paid Inst.	Remain. Inst.
WHEAT ADVANCE	8,000	5,600	800	10	3	7
SCOOTER / M.CYCLE ADVANCE	30,000	900	300	100	97	3
HOUSE BUILDING ADVANCE	44,800	32,256	448	100	28	72
HOUSE BUILDING ADVANCE	44,800	32,256	448	100	28	72
HOUSE BUILDING ADVANCE	67,200	48,384	672	100	28	72
HOUSE BUILDING ADVANCE	67,200	48,384	672	100	28	72

License Fee (State)	0	NPSArrearAmt	0
---------------------	---	--------------	---

Report of Loans/Advances/Interest

Advance Name	Total Amt	Balance Amt	Install.	Total Inst.	Paid Inst.	Remain. Inst.
WHEAT ADVANCE	8,000	5,600	800	10	3	7
SCOOTER / M.CYCLE ADVANCE	30,000	900	300	100	97	3
HOUSE BUILDING ADVANCE	44,800	32,256	448	100	28	72
HOUSE BUILDING ADVANCE	44,800	32,256	448	100	28	72
HOUSE BUILDING ADVANCE	67,200	48,384	672	100	28	72
HOUSE BUILDING ADVANCE	67,200	48,384	672	100	28	72

Verified the details are as per form ES-2 & ES-3.

Signatures of Employee entering data

Verified that the details are correct & as per ES-2 & ES-3, except where corrections have been made with red ink.

Signatures of Verifying Official

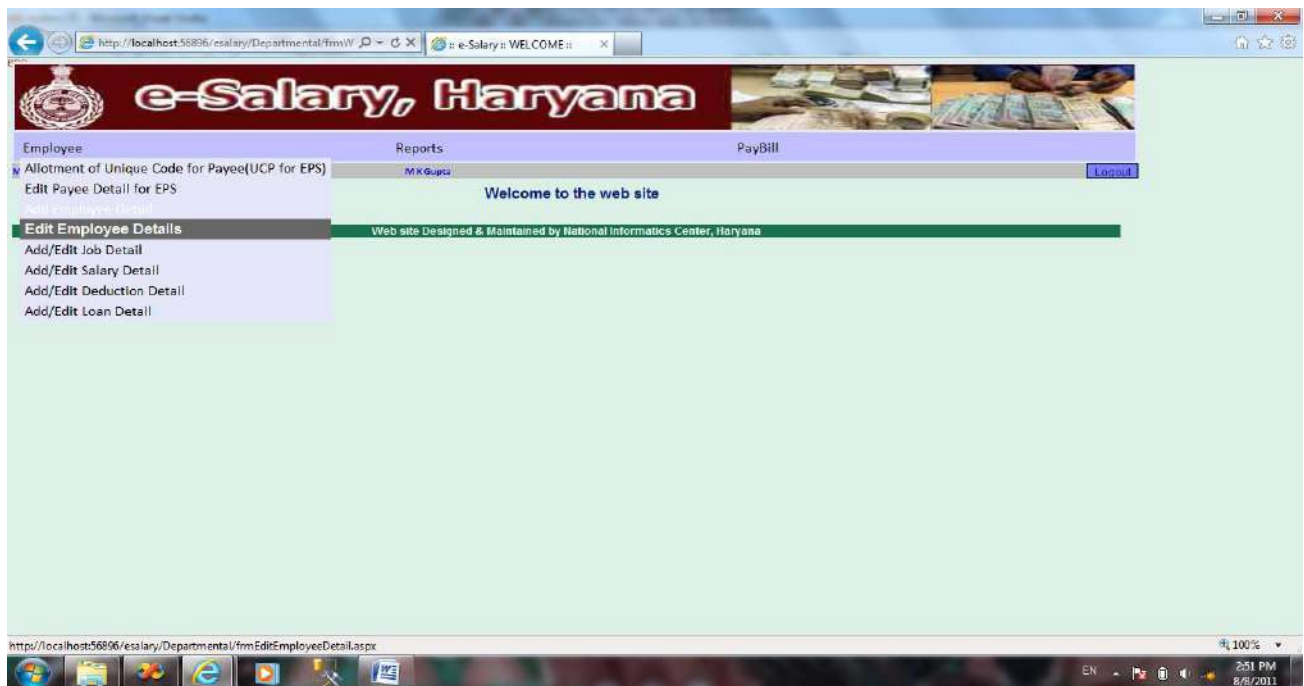
Data of employee verified online and all corrections are certified

Signatures & Stamp of DDO

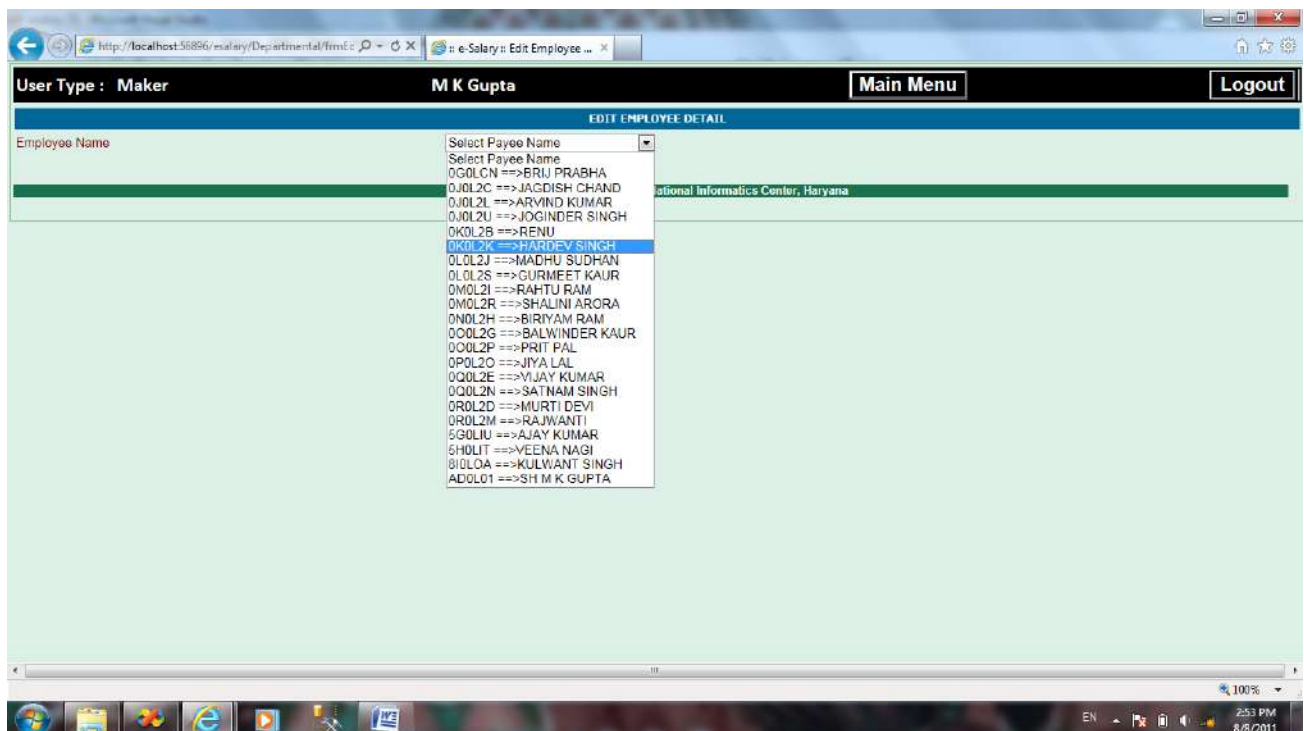
At the top of each employee's report Maker will mention the Sr.No. of the employee and at the end of each employee's report, three stamps are given, the first one is, for the Maker(Employee entering data). The Maker will sign here and will handover these reports to the Verifying Official. The verifying official will match all the reports with the respective ES-2 and ES-3 forms. If mistakes are found he will make corrections with red ink and will sign at the end of each report on the space given for this purpose. All the reports having corrections will again be handed over to the concerned Maker to rectify the mistakes.

8. Corrections to be done by the Maker

Corrections done by the verifying official will then be rectified by the Maker. For this purpose the 'Employee' has all the options to Edit any kind of detail as Personal, Job, Salary, Deductions and Loans and Advances.



On clicking any 'Edit Personal Detail' option this type of screen will appear having a list of Employees and their Unique Codes.



On selection of any name his personal detail page will appear.

http://localhost:56896/esalary/Departmental/firmEdit.aspx e-Salary :: Edit Employee ...

User Type : Maker M K Gupta Main Menu Logout

EDIT EMPLOYEE DETAIL

PERSONAL DETAIL			
Name(Sh./Smt/Ms.)	First HARDEV	Middle	Last SINGH
Date of Birth (dd/mm/yyyy) *	15/09/1961	Middle	Last SINGH
Father's Name (Sh.)	KHAYALI	Middle	Last SINGH
Mother's Name (Smt.)	MAN KAUR	Middle	Last SINGH
Permanent address House No./Flat/Post	KAPOORI KALAN,PO AZIZPUR *	City	YAMUNANAGAR *
State	Haryana *	District	Yamunanagar *
<input type="checkbox"/> Same as permanent		City	MANIMAJRA
Temporary Address House No./Flat/Post	2235 MARIWALA TOWN	District	Chandigarh *
State	Chandigarh *	Religion	Sikh *
Gender	Male *	Other Qualification	
Category	GEN *	Telephone Number (Resi.)	
Academic Qualification	Matric	E-mail Address	
PAN Number (DDO to ensure accuracy of the same)	CQGGS7484G		
Mobile Number (if any)	9467631785		
Marital Status	Married *		
Spouse Name(Sh./Smt.)	MANJEET KAUR	No. of Children	3
Whether he/ she is working	No		

BANK DETAIL(Salary Account)

The full personal detail is editable except the fields related to UCP generation or we can say all the information fields which have been entered in Personal detail are editable.

http://localhost:56896/esalary/Departmental/firmEdit.aspx e-Salary :: Edit Employee ...

Mother's Name (Smt.) MAN KAUR

Permanent address House No./Flat/Post KAPOORI KALAN,PO AZIZPUR *

State Haryana *

☐ Same as permanent

Temporary Address House No./Flat/Post 2235 MARIWALA TOWN

State Chandigarh *

Gender Male *

Category GEN *

Academic Qualification Matric

PAN Number (DDO to ensure accuracy of the same) CQGGS7484G

Mobile Number (if any) 9467631785

Marital Status Married *

Spouse Name(Sh./Smt.) MANJEET KAUR

Whether he/ she is working No

No. of Children 3

BANK DETAIL(Salary Account)

State Name	CHANDIGARH	District Name	CHANDIGARH
Bank Name	STATE BANK OF INDIA	Bank Branch Add.	SECTOR 17, CHANDIGARH
IFSC Code of Branch	SBIN0009628	MICR Code of Bank Branch	160002020
Bank Account Number	10847767551 *	PRAN Number	NA
GPF Number	HRGA46951		

Update Personal Detail

Web site Designed & Maintained by National Informatics Center, Haryana

http://localhost:56896/esalary/Departmental/firmEditEmployeeDetail.aspx

In the bottom of the page 'Update Personal Detail' button is given to save the corrected entries. To quit this page user will click on the button, 'Main Menu' given on the top of the page.

Browser: http://localhost:56896/esalary/Departmental/frmEditEmployeeDetail.aspx

User Type : Maker M K Gupta Main Menu Logout

EDIT EMPLOYEE DETAIL

PERSONAL DETAIL

Name(Sh./Smt/Ms.)	First: HARDEV *	Middle:	Last: SINGH
Date of Birth (dd/mm/yyyy) *	15/09/1961		
Father's Name (Sh.)	First: KHAYALI *	Middle:	Last: SINGH
Mother's Name (Smt.)	MAN KAUR		
Permanent address House No./Flat	KAPOORI KALAN,PO AZIZPUR *	City:	YAMUNANAGAR *
State:	Haryana *	District:	Yamunanagar *
<input type="checkbox"/> Same as permanent			
Temporary Address House No./Flat	2235 MARIWALA TOWN	City:	MANIMAJRA
State:	Chandigarh *	District:	Chandigarh *
Gender:	Male *	Religion:	Sikh *
Category:	OEN *		
Academic Qualification:	Matric *	Other Qualification:	
PAN Number (DDO to ensure accuracy of the same)	CQGP87484G	Telephone Number (Resi.)	
Mobile Number (if any)	9467631785	E-mail Address	
Marital Status:	Married *		
Spouse Nam(Sh./Smt.)	MANJEET KAUR	No. of Children	3
Whether he/ she is working	No *		

BANK DETAIL(Salary Account)

Browser: http://localhost:56896/esalary/Departmental/frmEditEmployeeDetail.aspx

By clicking on this button you will see the 'Home page' of the site.

Browser: http://localhost:56896/esalary/Departmental/frmWELCOME.aspx

e-Salary, Haryana

Employee Reports PayBill

Allotment of Unique Code for Payee(UCP for EPS) M K Gupta Logout

Edit Payee Detail for EPS

Welcome to the web site

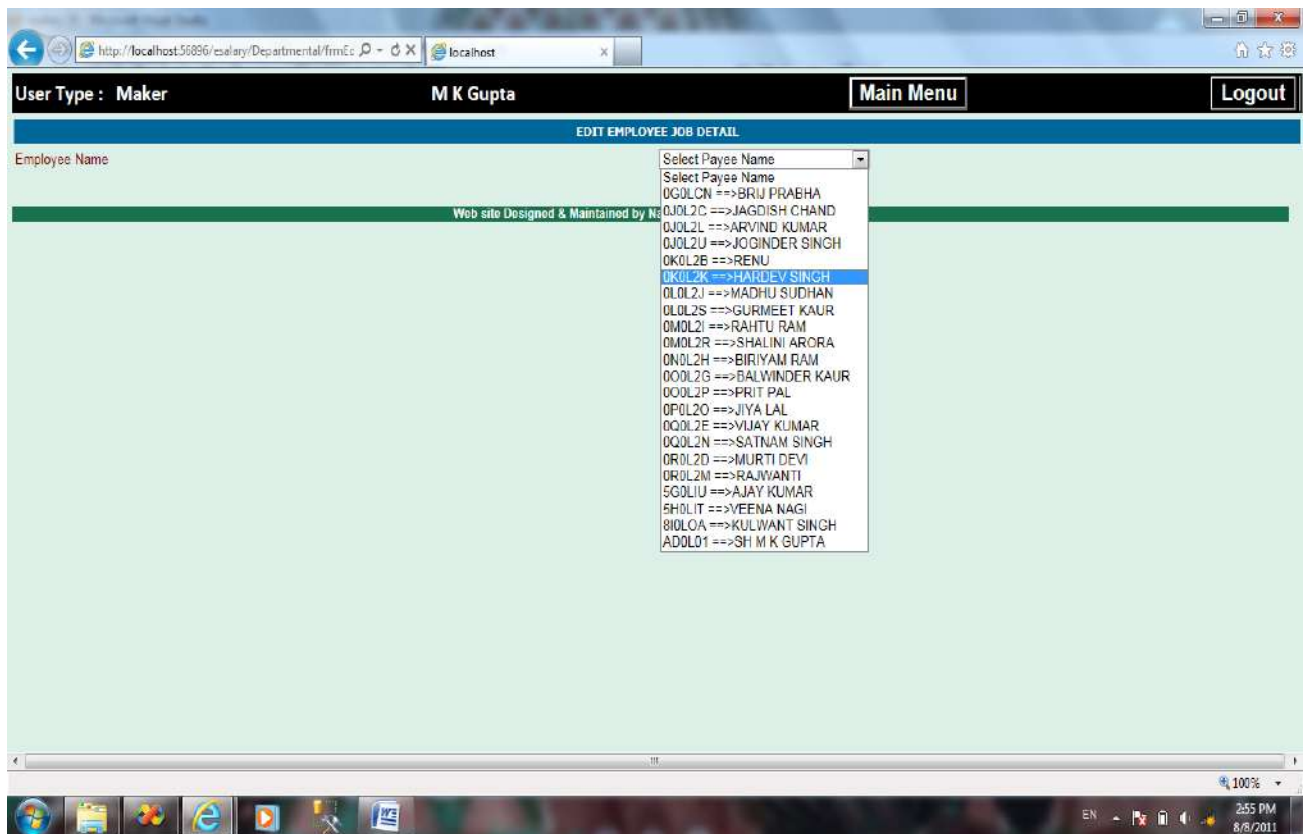
Web site Designed & Maintained by National Informatics Center, Haryana

Employee Menu

- Add/Edit Job Detail
- Add/Edit Salary Detail
- Add/Edit Deduction Detail
- Add/Edit Loan Detail

Browser: http://localhost:56896/esalary/Departmental/frmEditJobDetail.aspx

The second edit option given in 'Employee' menu is Job detail, and just like 'Personal Detail' job detail and all other detail can be modified by options given subsequently in 'Employee Menu'.



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Employee Job Detail

Select the Type of Service: State Govt. Service

Nature of Service: Existing Employee

Group: (group enter in postFilled page) C

Date of First Joining in Govt. Service: 1/4/1993 (dd/mm/yyyy) *

Date of Superannuation: 30/9/2021 (dd/mm/yyyy)

Designation at first appointment: CLERK

Name of the current Designation: CLERK

Date of Joining at the current Post/ Designation: 1/4/1993 (dd/mm/yyyy) *

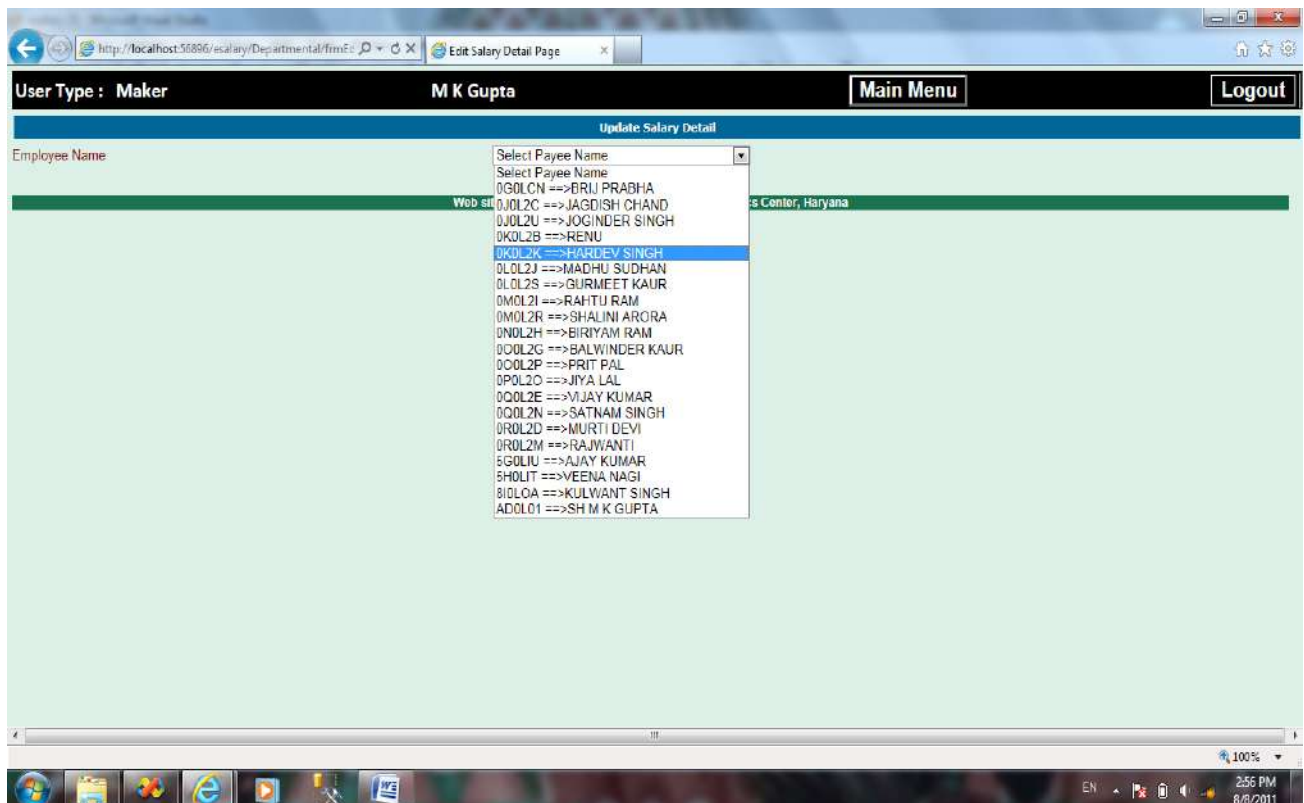
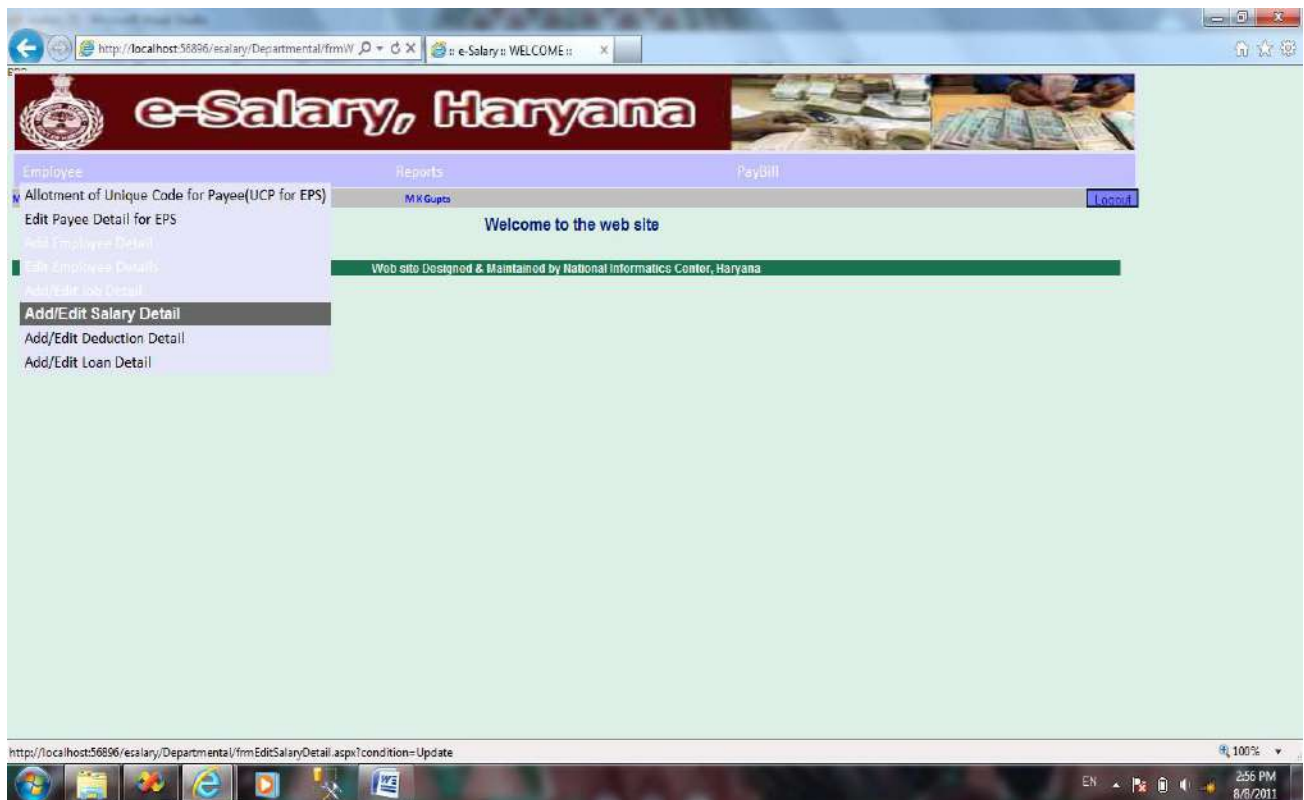
Date of next increment (1st day of Month): July

Gazetted/ Non-Gazetted: Non-Gazetted

Service Type: Regular

Recruitment Mode: Direct Recruitment Source: Direct

Update



Browser: <http://localhost:56896/esalary/Departmental/firmic> Edit Salary Detail Page

User Type : **Maker** M K Gupta **Main Menu** **Logout**

Update Salary Detail

Employee Name: OK012K ==> HARDEV SINGH

Pay Commission: Sixth

Pay Bill Code: N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>Non-Gazetted with Gpf Account==>MAIN==>4

Pay scale of current post: 5200-20200+2400GP

Band Pay: 9470	Grade Pay: 2400
Special Pay: 0	Personal Pay: 0
Non Practising Allowance (NPA): 0	Deputation Allowance: 0
Govt. Accomodation allotted or not: <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES	Cashier Allowance: 0
House Rent Allowance: Y Class	HRA Days: 0
HRA Additional: 0	Diet Money: 0
Hill Allowance for Momi Hills: 0	Washing or/and Uniform Allowance: 0
Medical Allowance: 0	Special/Fix/Transport Allowance: 0
Handicapped Allowance: 0	Supervisor Allowance: 0
Conveyance Allowance (Only for PS's/Peon): 0	Risk Allowance: 0
Carpenter Allowance: 0	Instructional Allowance: 0
Kit Maintenance Allowance for Police Dept.: 0	Police Medal Allowance: 0
Ration Money Allowance for Police Dept.: 0	Office Expenses: 0
Hardship Allowance: 0	Sumptuary Allowance: 0
Constituency Allowance: 0	Flying Allowance: 0
Telephone Allowance: 0	Flying Certificate Allowance: 0
Rural Health Allowance: 0	

No. of days for which Pay is to be calculated or leave blank for the whole month: 20

Check if you are absent/leave in remaining Days: ☐ Check if Applicable

Check for Insert detail for other Pay Band if you have: ☒ Check if applicable

Browser: <http://localhost:56896/esalary/Departmental/firmic> e-Salary: WELCOME

e-Salary, Haryana

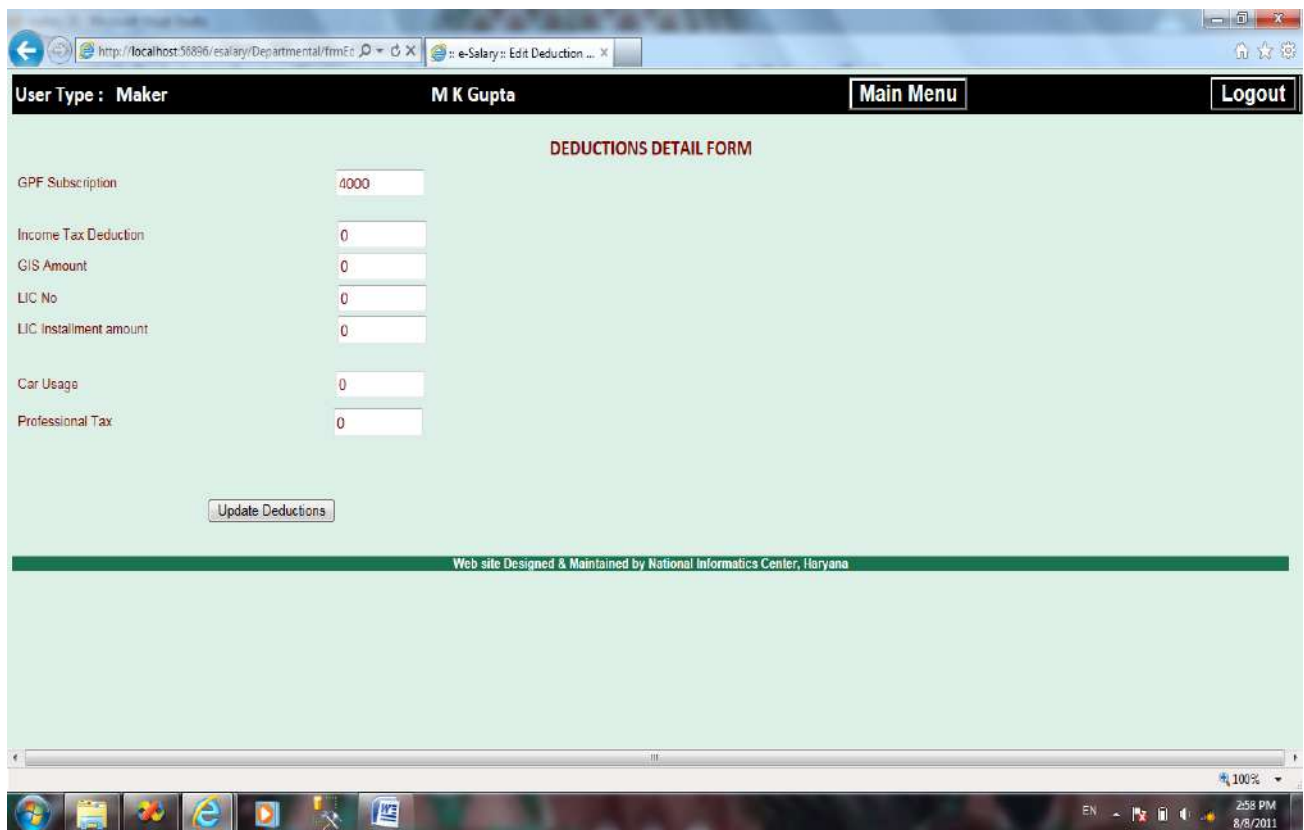
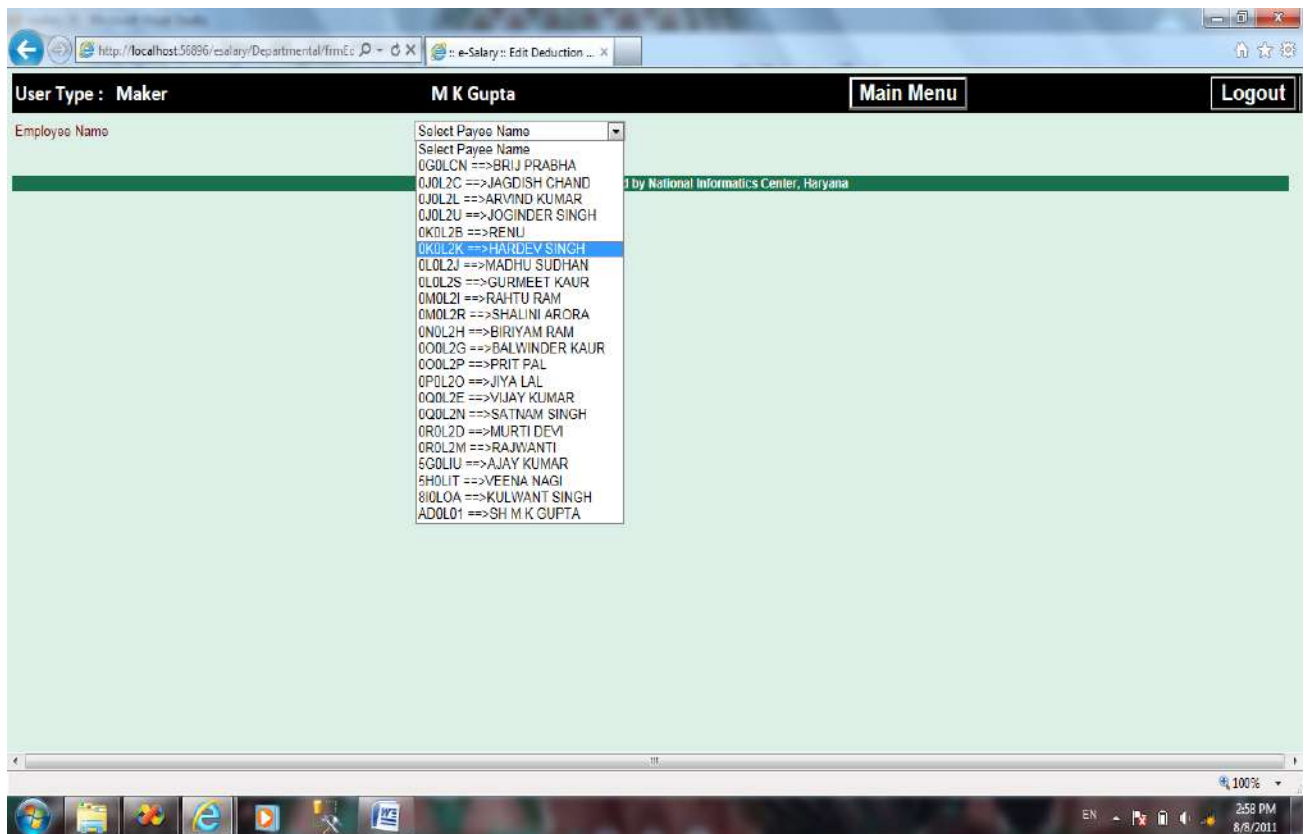
Employee: Allotment of Unique Code for Payee(UCP for EPS) Reports: M K Gupta PayBill: Logout

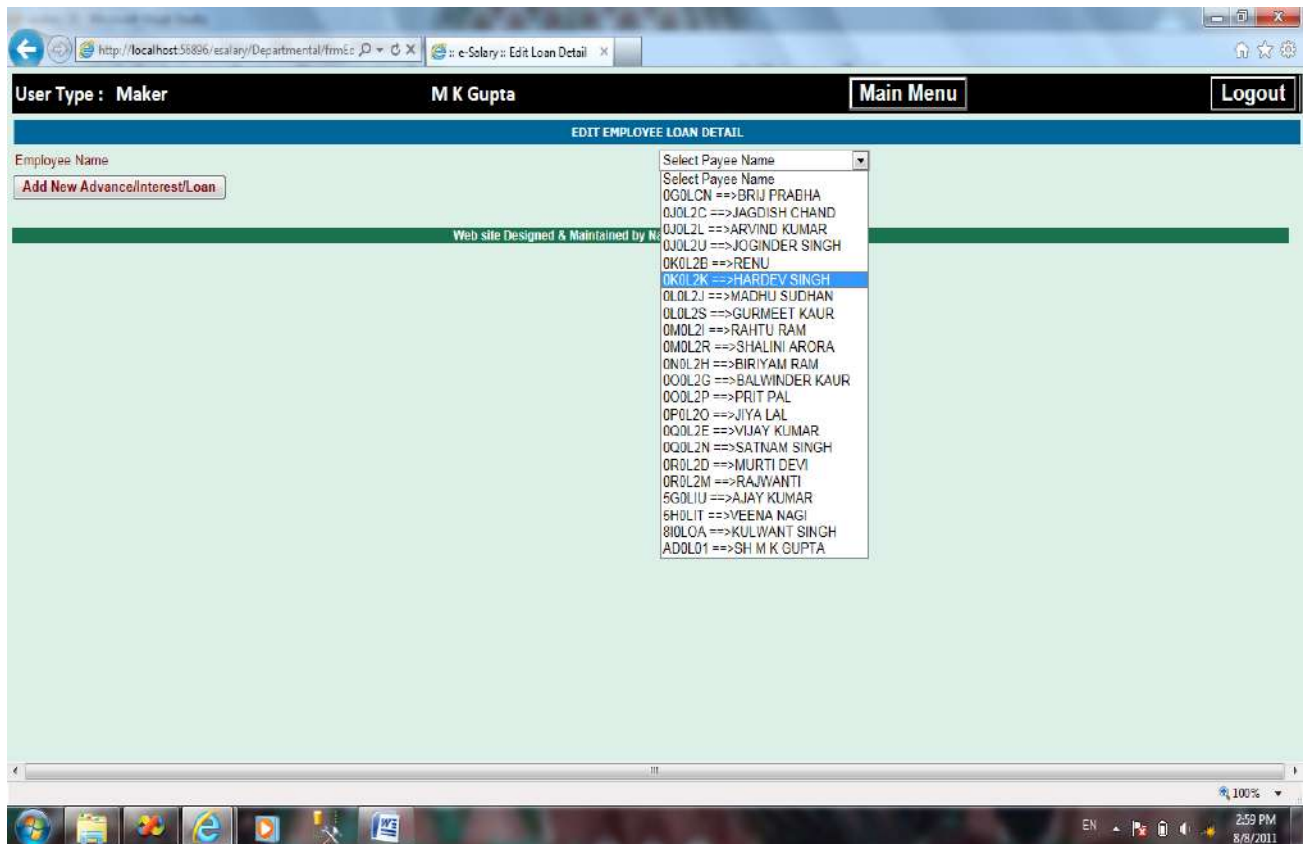
Welcome to the web site

Web site Designed & Maintained by National Informatics Center, Haryana

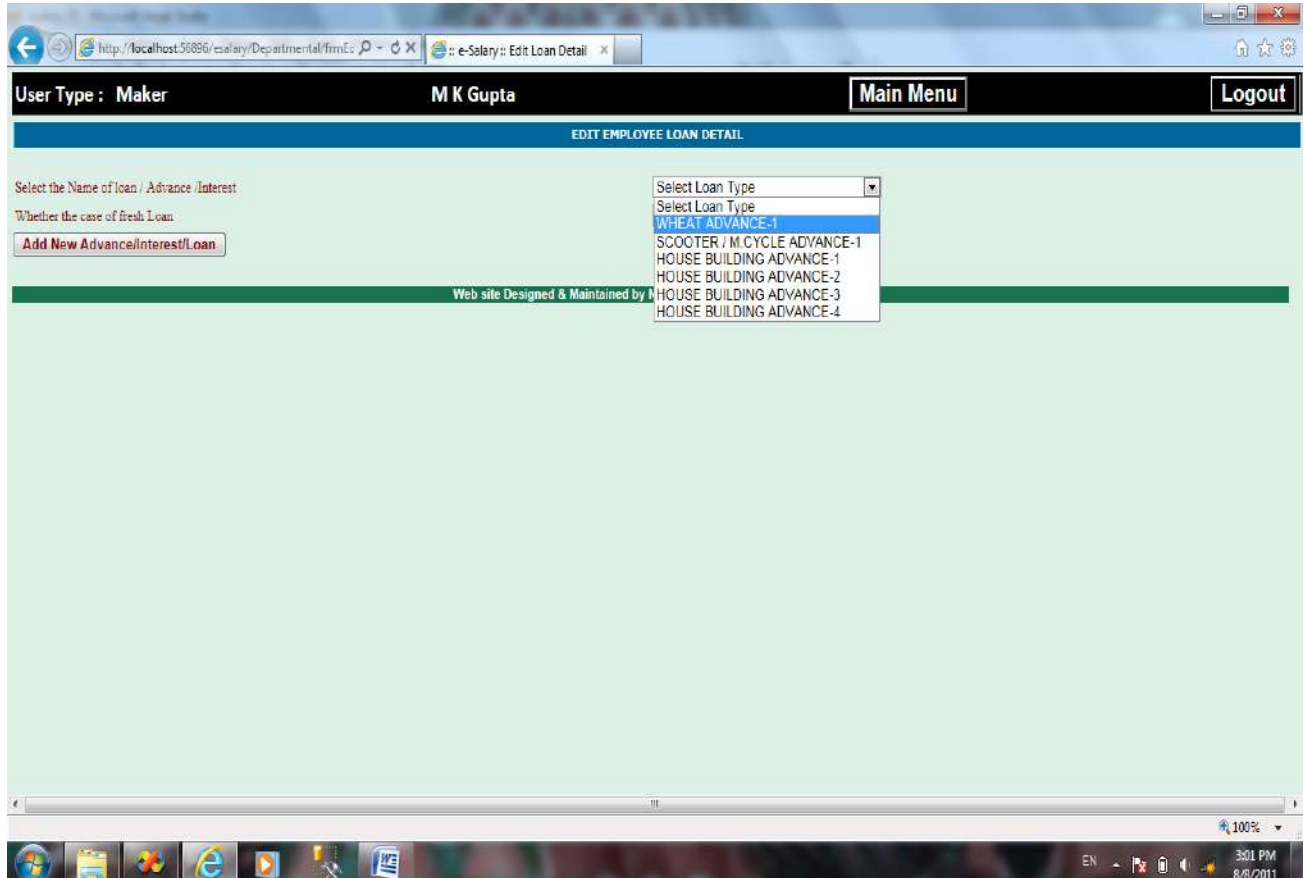
- Edit Employee Details
 - Add/Edit job Detail
 - Add/Edit Salary Detail
 - Add/Edit Deduction Detail**
 - Add/Edit Loan Detail

Browser: <http://localhost:56896/esalary/Departmental/firmicEditDeductionDetail.aspx?condition=Update&smo=1>





Here only those Loans will be visible for editing, which are related to this employee.



Select the Name of loan / Advance / Interest: WHEAT ADVANCE-1

Whether the case of Fresh Loan: N

LOAN/ADVANCES FORM

Sanction Date (dd/mm/yyyy): 11/5/2011 Sanction Order No.: 336

Date of withdrawal (dd/mm/yyyy): 11/5/2011 Month & Year of first installment paid: April 2011

Gross Amount of Loan/ Advance /Interest: 8000

Balance as on last date of last month: 6400

Payment made upto previous month: 1600

Installment amount: 800

Total no. of Installments allowed: 10

No. of Installments Paid (Excluding Advance Installments): 2

No. of Installments Paid in Advance: 0

Total No of Installments Paid: 0

Remaining Installments: 8

No. of Installment To Be Paid This Month: 1

Total Amount To be Paid This Month: 800

Buttons: Add New Advance/Interest/Loan, Update Loan Detail, Delete This Loan

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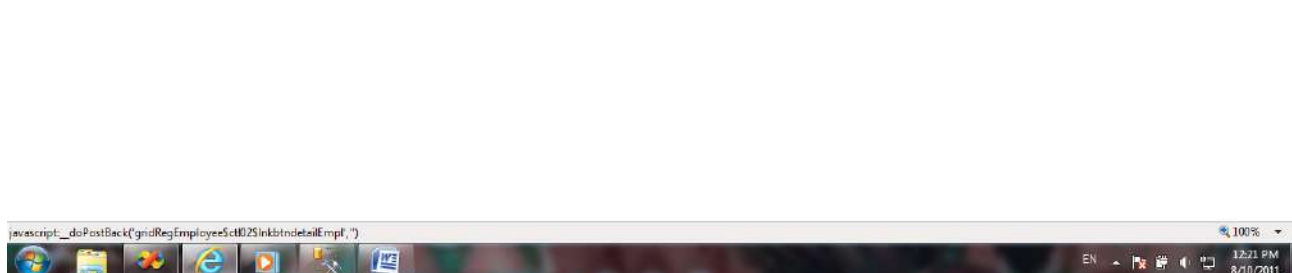
After making all the corrections the Maker will again take the print outs of the 'Emp. Complete Detail' report of the employees, in whose case the corrections have been made. He will sign at the space given for the 'Signatures of employee entering data' and will handover the print outs to the 'Verifying Official', who will then compare all the data of the Reports with forms ES-2 and ES-3 and if found correct, he will sign these reports and handover to the DDO.

9. Verification of data relating to ES-2 and ES-3 by DDO in his own User ID

The DDO will log into his UserID using his Password for verification of the data. The second option in 'Employee' Menu is for verifying Employee Information Changes.



On selecting this option the list of Employees to be verified, will appear with an option 'View Detail', in front of each Employee name.



By clicking on 'View Detail' all the pages related to employee information will appear subsequently for verification.

http://10.145.2.77/esalary/VerifyEmployeeChanges.aspx e-Salary: Edit Employee ...

User Type : Checker/DDO R L Dalal Main Menu Logout

EDIT EMPLOYEE DETAIL

UniqueCode of Employee: 0A0LDA Name of Employee: ANIL KUMAR

PERSONAL DETAIL

Name(Sh./Smt/Ms.)	First: ANIL	Middle:	Last: KUMAR
Date of Birth	20/08/1986	(dd/mm/yyyy) *	
Father's Name (Sh.)	First: RAMPHAL	Middle:	Last:
Mother's Name (Smt.)	RAJO DEVI		
Permanent address House No./Ap/Post	#3608	City:	SECTOR 22-D
State	Chandigarh	District:	Chandigarh
<input type="checkbox"/> Same as permanent			
Temporary Address House No./Ap/Post	#3608	City:	SECTOR 22-D
State	Chandigarh	District:	Chandigarh
Gender	Male	Religion:	HINDU
Category	SC	Other Qualification	1 YEAR D. IN COMP. APPLICATI
Academic Qualification	B.A.	Telephone Number (Resi.)	
PAN Number (DDO to ensure accuracy of the same)		E-mail Address	
Mobile Number (if any)	7814423368		
Marital Status	Unmarried		

100% 12:22 PM 8/10/2011

http://10.145.2.77/esalary/VerifyEmployeeChanges.aspx e-Salary: Edit Employee ...

Permanent address House No./Ap/Post: #3608 City: SECTOR 22-D

State: Chandigarh District: Chandigarh

☐ Same as permanent

Temporary Address House No./Ap/Post: #3608 City: SECTOR 22-D

State: Chandigarh District: Chandigarh

Gender: Male Religion: HINDU

Category: SC Other Qualification: 1 YEAR D. IN COMP. APPLICATI

Academic Qualification: B.A. Telephone Number (Resi.):

PAN Number (DDO to ensure accuracy of the same): E-mail Address:

Mobile Number (if any): 7814423368

Marital Status: Unmarried

BANK DETAIL(Salary Account)

State Name: CHANDIGARH	District Name: CHANDIGARH
Bank Name: STATE BANK OF INDIA	Bank Branch Add: SECTOR 17, CHANDIGARH
IFSC Code of Branch: SBIN0000628	MICR Code of Bank Branch: 160002020
Bank Account Number: 10847747716	PRAN Number: NA
	GPF Number: HIRGA49107

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http://10.145.2.77/esalary/VerifyEmployeeChanges/frmEditEmployeeDetail.aspx 100% 12:22 PM 8/10/2011

The DDO can click on verify button if he finds all the entries correct as per the 'Complete Detail Report' of the employee (duly corrected by Verifying Official with Red Ink), and if he finds any mistake in entry he can click on 'Cancel' button. And also he will mark with green pen on the 'Complete Detail Report', wherever any mismatch is found between the Report print out and the 'Personal Detail Verify Page'.

After Personal detail all other pages will also appear and DDO can verify or cancel all details in the same manner.

http://localhost:56896/esalary/VerifyEmployeeChar... localhost

User Type : Checker/DDO R L Dalal Main Menu Logout

EDIT EMPLOYEE JOB DETAIL

UniqueCode of Employee: 0A0LDA Name of Employee: ANIL KUMAR

Employee Job Detail

Select the Type of Service State Govt. Service

Nature of Service Existing Employee

Group D

Date of First Joining in Govt. Service 12/10/2004 (dd/mm/yyyy)

Date of Superannuation 30/8/2046 (dd/mm/yyyy)

Designation at first appointment Peon

Name of the current Post/ Designation Peon

Date of Joining at the current Post/ Designation 12/10/2004 (dd/mm/yyyy)

Date of next increment (first day of Month) July

Gazetted/ Non-Gazetted Non-Gazetted

Service Type Regular

Recruitment Mode Ex-Gratia Recruitment Source Ex-gratia

Check If Typing Test Passed ☐

VERIFY JOB DETAIL OF EMPLOYEE CANCEL

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http://localhost:56896/esalary/VerifyEmployeeChar... e-Salary : Edit Deduction ...

User Type : Checker/DDO R L Dalal Main Menu Logout

UniqueCode of Employee: 0A0LDA Name of Employee: ANIL KUMAR

VERIFY DEDUCTIONS DETAIL

GPF Subscription 1000

Income Tax Deduction 0

GIS Amount 5

LIC No

LIC Instalment amount 561

Car Usage 0

Professional Tax 0

Verify Cancel

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http://localhost:56896/esalary/VerifyEmployeeChar.aspx Edit Salary Detail Page

User Type : Checker/DDO R L Dalal Main Menu Logout

View Salary Detail

UniqueCode of Employee: 0A0LDA Name of Employee: ANIL KUMAR

Pay Commission Sixth

Pay Bill Code N-06-51-2054-51-095-99-98 R-V-Headquarter Staff Establishment Expenses==>Non-Gazetted with Gpf Account==>PB2==>2

Pay scale of current post 9300 34800+4200GP

Band Pay 0

Special Pay 0

Non Practising Allowance (NPA) 0

Govt. Accommodation allotted or not ☐ NO ☐ YES

Hill Allowance for Morni Hills 0

Medical Allowance 0

Handicapped Allowance 0

Conveyance Allowance (Only for PS's/Peon) 0

Special Allowance to Safai Karmachari/Peon cum Mali/Chokidar ☒ None ☐ Safai Karmachari

Carpenter Allowance 0

Kit Maintenance Allowance for Police Dept. 0

Ration Money Allowance for Police Dept. 0

Hardship Allowance 0

Constituency Allowance 0

Telephone Allowance 0

Rural Health Allowance 0

No. of days for which Pay is to be calculated or leave blank for the whole month

Uncheck if you do not want to include in PayBill

If Suspended Please Check ,Give Percentage and No of Days for which subsistence allowance is to be calculated or leave blank for the whole month

☒ Check if applicable ☐ %age Days

Personal Pay 0

Deputation Allowance 0

Cashier Allowance 0

Diet Money 0

Washing or/and Uniform Allowance 0

Special Fix/TA 0

Supervisor Allowance ☐ Poon Cum Mali/Chokidar 0

Risk Allowance 0

Instructional Allowance 0

Police Medal Allowance 0

Office Expenses 0

Sumptuary Allowance 0

Flying Allowance 0

Flying Certificate Allowance 0

Verify Cancel

http://localhost:56896/esalary/VerifyEmployeeChar.aspx e-Salary: Edit Loan Detail

User Type : Checker/DDO R L Dalal Main Menu Logout

EDIT EMPLOYEE LOAN DETAIL

UniqueCode of Employee: 0A0LDA Name of Employee: ANIL KUMAR

Select the Name of loan / Advance / Interest SCOOTER / M.CYCLE ADVANCE-1

Whether the case of fresh Loan N

LOAN/ADVANCES FORM

Sanction Date (dd/mm/yyyy) Sanction Order No. -

Date of withdrawal 15/4/2006 Month & Year of first instalment paid June 2006

Gross Amount of Loan/ Advance /Interest 45000

Balance as on last date of last month 35100

Payment made upto previous month 9900

Instalment amount 900

Total no. of Instalments allowed 50

No. of Instalments paid 11

Remaining Instalments 39

VERIFY LOAN DETAIL OF EMPLOYEE CANCEL

Web site Designed & Maintained by National Informatics Center, Haryana

http://localhost:56896/esalary/VerifyEmployeeChanges/frmEditLoanDetail.aspx

When he will verify the last detail of the Employee, the message 'Record verified successfully' will appear. By clicking on OK this employee's Name and Unique Code will disappear from the list of Employees for verification. Now the DDO will put his signatures at the space given for this purpose, on the 'Complete Detail Report' of the employee, whose complete record has been verified successfully.

Once data is entered by the Maker and saved, if any subsequent change is made by Maker using Edit Pages, the same is highlighted with a red outline. Like if he changes the 'Date of Birth' from 20/08/1986 to 20/08/1980 and Update the Personal Detail of Employee 'Anil Kumar', the screen will appear as follows:--

User Type : Maker **R L Dalal** **Main Menu** **Logout**

EDIT EMPLOYEE DETAIL

PERSONAL DETAIL

Name(Sh./Smt/Ms.) First: ANIL Middle: Last: KUMAR

Date of Birth (dd/mm/yyyy) *: 20/08/1980

Father's Name (Sh.) First: RAMPHAL Middle: Last:

Mother's Name (Smt.) RAJO DEVI

Permanent address: House No./Apt/Post: #3608 City: SECTOR 22-D

State: Chandigarh District: Chandigarh

☐ Same as permanent

Temporary Address: House No./Apt/Post: #3608 City: SECTOR 22-D

State: Chandigarh District: Chandigarh

Gender: Male Religion: HINDU

Category: SC

Academic Qualification: B.A. Other Qualification: 1 YEAR D. IN COMP. APPLICATI

PAN Number (DDO to ensure accuracy of the same):

Mobile Number (if any): 7814423358 Telephone Number (Resi.):

Marital Status: Unmarried E-mail Address:

BANK DETAIL (Salary Account)

State Name: CHANDIGARH District Name: CHANDIGARH

Bank Name: STATE BANK OF INDIA Bank Branch Add.: SECTOR 17, CHANDIGA

IFSC Code of Branch: SBIN0000000 MICR Code of Bank Branch: 160000000

Now in DDO's Login, if we go the Employee Menu's 'Verify Emp. Information Changes'.

e-Salary, Haryana

Employee **User Operations** **Reports**

Verify Payee Details for EPS

Verify Emp. Information changes

Transfer Payee to Another DDO

Welcome to the web site

Logout

Web site Designed & Maintained by National Informatics Center, Haryana

The page having the list of unverified employees' records will appear.

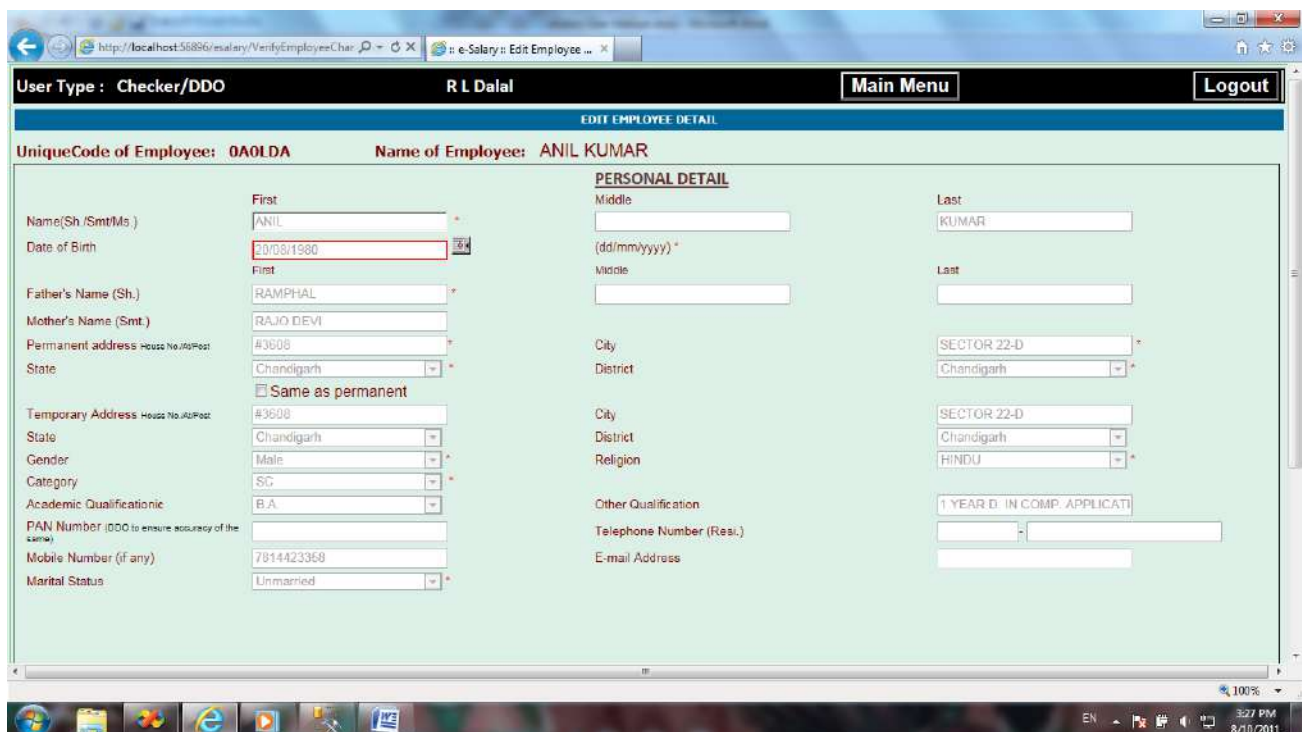


Unique Code	Emp. Name	View Detail
0A0LDA	ANIL KUMAR	View Detail
0H0LD3	ANU	View Detail
0E0LCY	ASHOK KUMAR	View Detail
0F0LCX	BALJEET SINGH	View Detail
0I0LCC	BRAHAM PARKASH	View Detail
0G0LDD	DUMNOO RAM	View Detail
0A0LD1	KARAMJEET KAUR	View Detail
9B0LYX	RAJ KUMAR KAUSHAL	View Detail
0E0LCG	RAMPAL MALHOTRA	View Detail
0H0LDC	VINOD KUMAR	View Detail

Web site Designed & Maintained by National Informatics Center, Haryana



Now if we select 'View Detail' in case of Anil Kumar.



UniqueCode of Employee: 0A0LDA Name of Employee: ANIL KUMAR

PERSONAL DETAIL

Name(Sh./Smt/Ms.) First: ANIL Middle: Last: KUMAR

Date of Birth: 20/08/1980 (dd/mm/yyyy) *

Father's Name (Sh.) First: RAMPAL Last: Mother's Name (Smt.) First: RAJO DEVI Last:

Permanent address: House No./Ap/Post: #3608 City: SECTOR 22-D State: Chandigarh District: Chandigarh

Temporary Address: House No./Ap/Post: #3608 City: SECTOR 22-D State: Chandigarh District: Chandigarh

Gender: Male Religion: HINDU

Academic Qualification: B.A. Other Qualification: 1 YEAR D. IN COMP. APPLICATI

PAN Number (DDO to ensure accuracy of the (canva): Telephone Number (Res.):

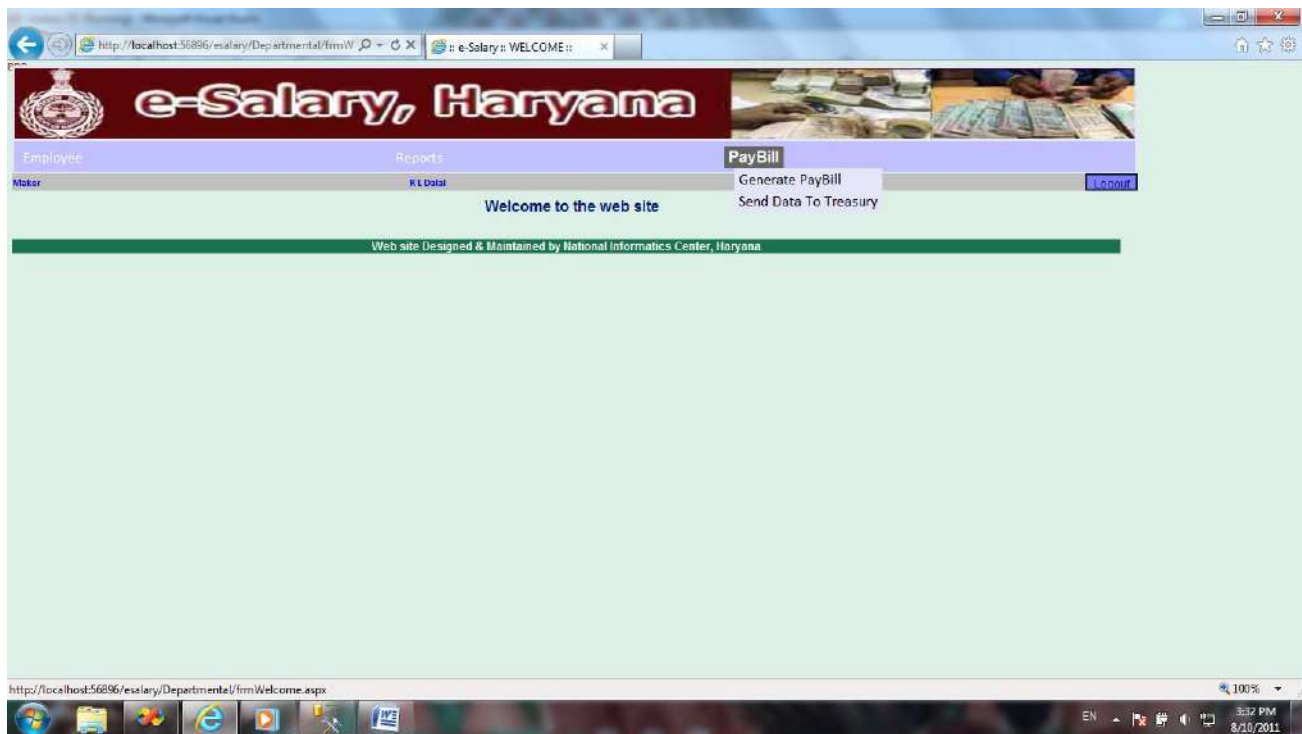
Mobile Number (if any): 7814423358 E-mail Address:

Marital Status: Unmarried

The Date of Birth is having Red Outline. This shows that this field has been changed. This will happen in case of each Detail Page.

10. Generation of Paybill and Sending data to Treasury

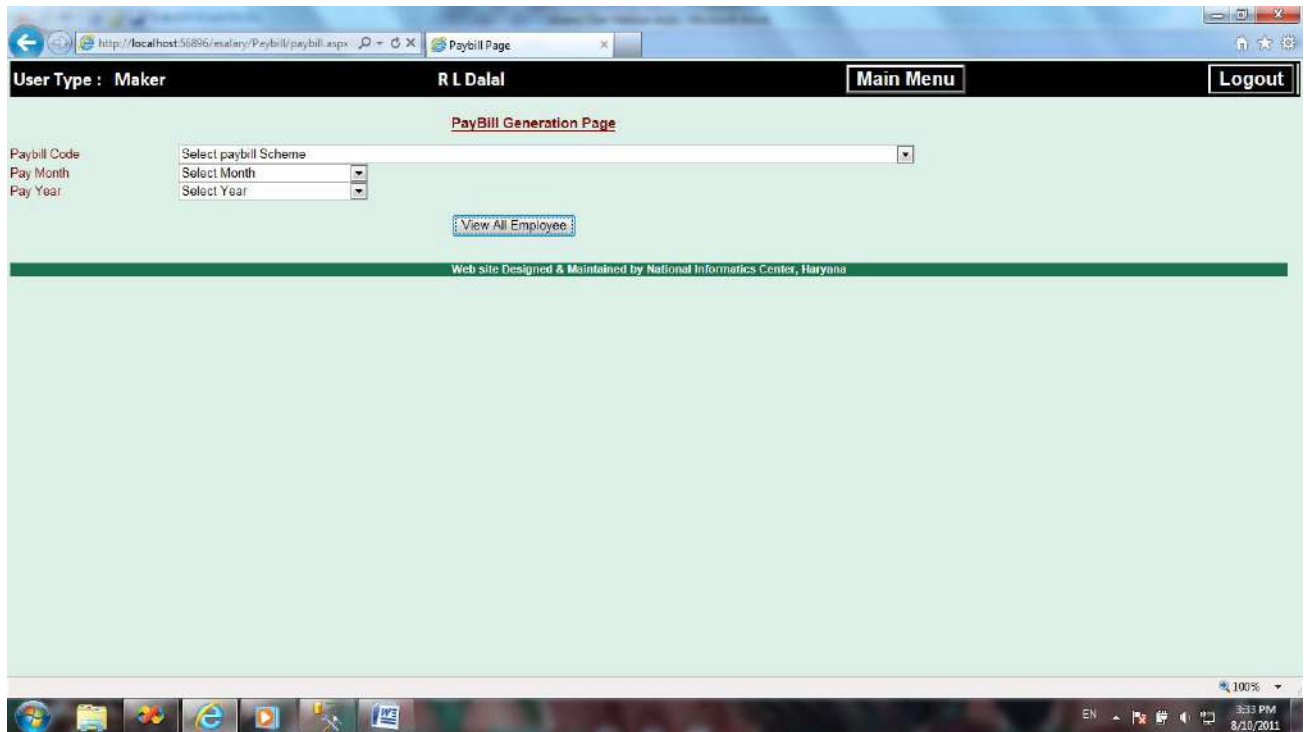
In Maker's login there is Menu 'PAYBILL'. This Menu has 2 options.



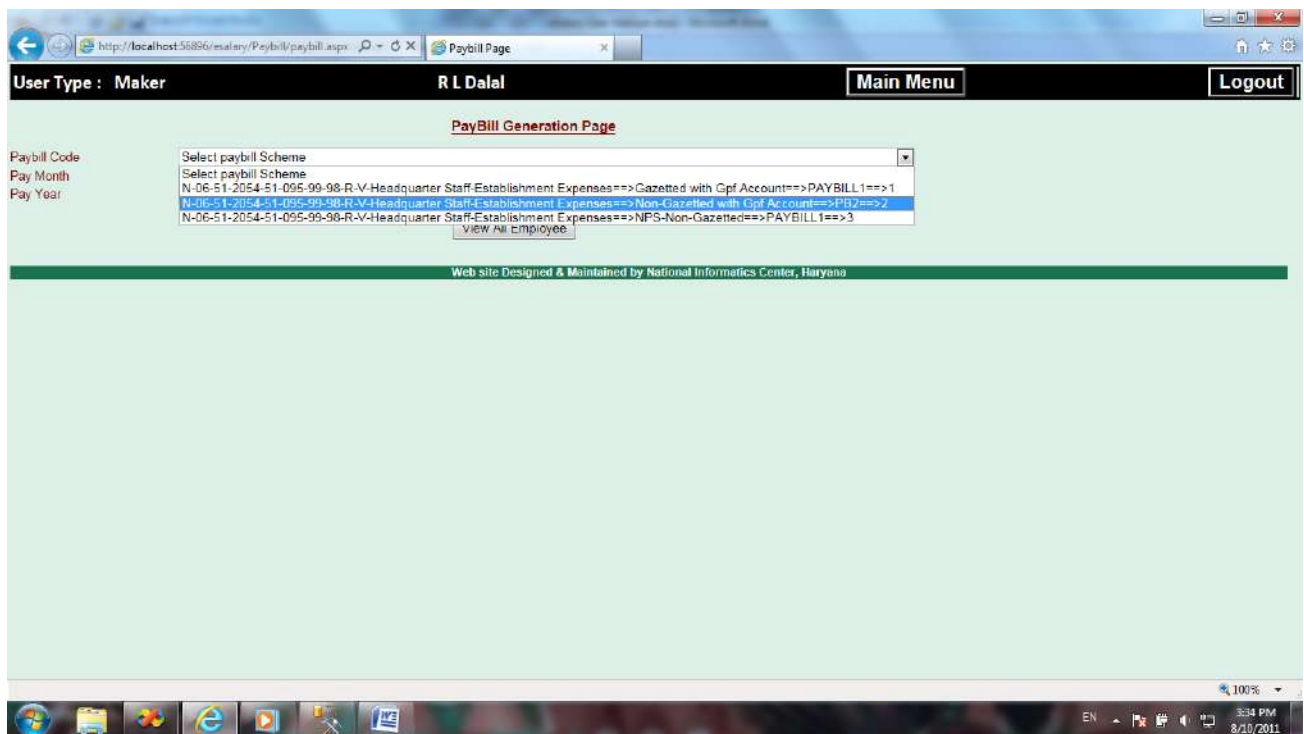
If we select Generate Paybill here:--



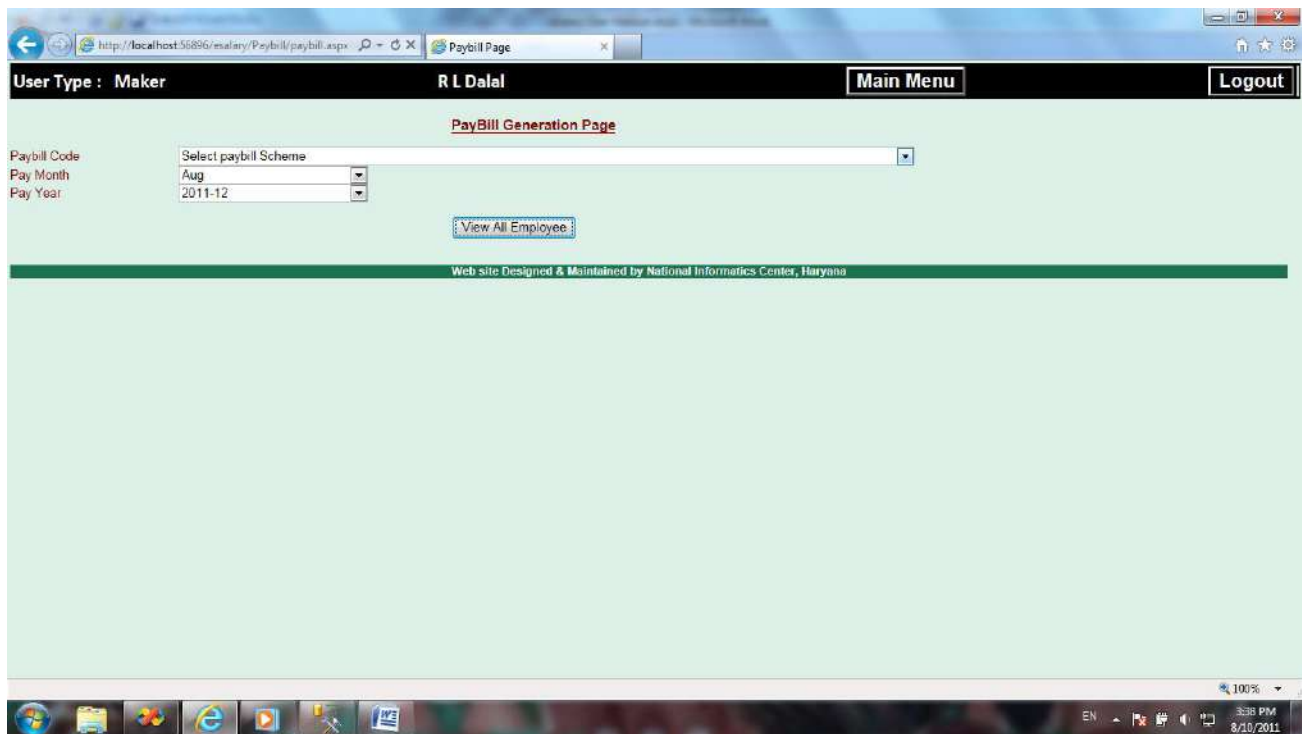
The Paybill Generation Page will appear.



The Maker has to select the Paybillcode of the Paybill he wants to generate.



Then the Maker will select the Year and Month for which this Paybill is to be generated.



At last he will click on the button 'View All Employees' and the list of employees included in this Paybill will appear.



Now the Maker will click on the option 'Select All' given on the top right side of the Employees' list, to select all the employees.

http://localhost:5896/malary/Paybill/paybill.aspx Paybill Page

S.No.	Employee Name	Unique Code	Employee Father Name	Date of Birth	No. of Days	Select All
1	RAJINI SHARMA	DAOLCK	RAVINDER KUMAR SHARMA	20 Dec 1975	31	<input checked="" type="checkbox"/> Include in PayBill
2	SUDESH	DAOLCT	BHIM SAIN MONGIA	13 Jan 1968	31	<input checked="" type="checkbox"/> Include in PayBill
3	KARAMJEET KAUR	DAOLD1	SUCHA SINGH	29 Apr 1970	31	<input checked="" type="checkbox"/> Include in PayBill
4	RAVINDER BAKSHI	DBOLCJ	CHARAN JIT LAL BAKSHI	28 Jun 1960	31	<input checked="" type="checkbox"/> Include in PayBill
5	KANCHAN BALA	DBOLD0	LT KHEM CHAND	15 May 1969	31	<input checked="" type="checkbox"/> Include in PayBill
6	CHAIN SINGH	DBOLD9	MANGTU RAM	30 Dec 1973	31	<input checked="" type="checkbox"/> Include in PayBill
7	MADHU	DCOLCR	SAT NARAIN JAIN	17 Dec 1962	31	<input checked="" type="checkbox"/> Include in PayBill
8	SANDEEP KUMAR	DCOLD8	KARTAR SINGH	14 May 1986	31	<input checked="" type="checkbox"/> Include in PayBill
9	SHABIR AHMED	DDOLCQ	K MAHMOD	27 Dec 1968	31	<input checked="" type="checkbox"/> Include in PayBill
10	SHYAM SUNDER	DDOLD7	JASWANT RAI GUPTA	18 Nov 1962	31	<input checked="" type="checkbox"/> Include in PayBill
11	ASHOK KUMAR	DEOLCY	HARBANS LAL CHHOKRA	30 Jul 1956	31	<input checked="" type="checkbox"/> Include in PayBill
12	SHIV KUMAR	DEOLD6	LT MUNSHI RAM	10 Nov 1968	31	<input checked="" type="checkbox"/> Include in PayBill
13	JAI BHAGWAN	DFOLCO	KHAZAN SINGH	04 Apr 1954	31	<input checked="" type="checkbox"/> Include in PayBill
14	BALJEET SINGH	DFOLCX	LT SH MANGAL SINGH	04 Apr 1968	31	<input checked="" type="checkbox"/> Include in PayBill
15	VIPIN KUMAR	DFOLD5	LT SH SHEEL RATTAN GUPTA	14 Feb 1967	31	<input checked="" type="checkbox"/> Include in PayBill
16	LALTA PARSAD	DGOLCW	LT SH RAGHU NANDAN	01 Jan 1965	31	<input checked="" type="checkbox"/> Include in PayBill
17	MAHIPAL	DGOLD4	SATPAL	09 Aug 1954	31	<input checked="" type="checkbox"/> Include in PayBill
18	PARVEEN KUMAR	DHOLCD	MURALI DHAR GOEL	17 Nov 1968	31	<input checked="" type="checkbox"/> Include in PayBill
19	SUMAN SHARMA	DHOLCM	HANS RAJ SHARMA	14 Apr 1969	31	<input checked="" type="checkbox"/> Include in PayBill
20	ANU	DHOLD3	RAJESH DANIEL	20 Mar 1977	31	<input checked="" type="checkbox"/> Include in PayBill
21	RACHINA YADAV	DIOLCL	PURUSHOTAM YADAV	15 Aug 1974	31	<input checked="" type="checkbox"/> Include in PayBill
22	VEER KARAN	DIOLD2	OM PRAKASH SHARMA	30 May 1955	31	<input checked="" type="checkbox"/> Include in PayBill
23	SURAT SINGH	4FOLLB	CHANDU RAM	18 Oct 1974	31	<input checked="" type="checkbox"/> Include in PayBill
24	KRISHAN KUMAR	4GOLLA	KHUZAN SINGH	08 Apr 1969	31	<input checked="" type="checkbox"/> Include in PayBill

And at last Maker will click on the 'Generate Paybill' button.

http://localhost:5896/malary/Paybill/paybill.aspx localhost

4	RAVINDER BAKSHI	DBOLCJ	CHARAN JIT LAL BAKSHI	28 Jun 1960	31	<input checked="" type="checkbox"/> Include in PayBill
5	KANCHAN BALA	DBOLD0	LT KHEM CHAND	15 May 1969	31	<input checked="" type="checkbox"/> Include in PayBill
6	CHAIN SINGH	DBOLD9	MANGTU RAM	30 Dec 1973	31	<input checked="" type="checkbox"/> Include in PayBill
7	MADHU	DCOLCR	SAT NARAIN JAIN	17 Dec 1962	31	<input checked="" type="checkbox"/> Include in PayBill
8	SANDEEP KUMAR	DCOLD8	KARTAR SINGH	14 May 1986	31	<input checked="" type="checkbox"/> Include in PayBill
9	SHABIR AHMED	DDOLCQ	K MAHMOD	27 Dec 1968	31	<input checked="" type="checkbox"/> Include in PayBill
10	SHYAM SUNDER	DDOLD7	JASWANT RAI GUPTA	18 Nov 1962	31	<input checked="" type="checkbox"/> Include in PayBill
11	ASHOK KUMAR	DEOLCY	HARBANS LAL CHHOKRA	30 Jul 1956	31	<input checked="" type="checkbox"/> Include in PayBill
12	SHIV KUMAR	DEOLD6	LT MUNSHI RAM	10 Nov 1968	31	<input checked="" type="checkbox"/> Include in PayBill
13	JAI BHAGWAN	DFOLCO	KHAZAN SINGH	04 Apr 1954	31	<input checked="" type="checkbox"/> Include in PayBill
14	BALJEET SINGH	DFOLCX	LT SH MANGAL SINGH	04 Apr 1968	31	<input checked="" type="checkbox"/> Include in PayBill
15	VIPIN KUMAR	DFOLD5	LT SH SHEEL RATTAN GUPTA	14 Feb 1967	31	<input checked="" type="checkbox"/> Include in PayBill
16	LALTA PARSAD	DGOLCW	LT SH RAGHU NANDAN	01 Jan 1965	31	<input checked="" type="checkbox"/> Include in PayBill
17	MAHIPAL	DGOLD4	SATPAL	09 Aug 1954	31	<input checked="" type="checkbox"/> Include in PayBill
18	PARVEEN KUMAR	DHOLCD	MURALI DHAR GOEL	17 Nov 1968	31	<input checked="" type="checkbox"/> Include in PayBill
19	SUMAN SHARMA	DHOLCM	HANS RAJ SHARMA	14 Apr 1969	31	<input checked="" type="checkbox"/> Include in PayBill
20	ANU	DHOLD3	RAJESH DANIEL	20 Mar 1977	31	<input checked="" type="checkbox"/> Include in PayBill
21	RACHINA YADAV	DIOLCL	PURUSHOTAM YADAV	15 Aug 1974	31	<input checked="" type="checkbox"/> Include in PayBill
22	VEER KARAN	DIOLD2	OM PRAKASH SHARMA	30 May 1955	31	<input checked="" type="checkbox"/> Include in PayBill
23	SURAT SINGH	4FOLLB	CHANDU RAM	18 Oct 1974	31	<input checked="" type="checkbox"/> Include in PayBill
24	KRISHAN KUMAR	4GOLLA	KHUZAN SINGH	08 Apr 1969	31	<input checked="" type="checkbox"/> Include in PayBill
25	SUSHIL KUMAR	8DOLRL	SH RAM SWARUP	16 Dec 1969	31	<input checked="" type="checkbox"/> Include in PayBill
26	RAJ KUMAR KAUSHAL	8BOLYX	BHANI RAM	08 Oct 1976	31	<input checked="" type="checkbox"/> Include in PayBill
27	SUDHIR KUMAR	9OOLMN	SATYA PARICASH WADHERA	07 Aug 1955	31	<input checked="" type="checkbox"/> Include in PayBill

Generate PayBill

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Waiting for response from localhost...

If some of the Employee's records are pending for verification by DDO. Their Paybill can't be generated, as their records have been edited after the DDO's verification.

http://localhost:56896/malary/Paybill/paybill.aspx local host

User Type : Maker R L Dalal Main Menu Logout

PayBill Generation Page

Paybill Code N-06-51-2054-51-095-99-98-R-V-Headquarter Staff-Establishment Expenses==>Non-Gazetted with Gpf Account==>PB2==>2
 Pay Month Aug
 Pay Year 2011-12

View All Employee

S.No.	Employee Name	Unique Code	Employee Father Name	Date of Birth	No. of Days	Select All
1	RAJINI SHARMA	DAOLCK				Include in PayBill
2	SUDESH	DAOLCT				Include in PayBill
3	KARAMJEET KAUR	DAOLD1				Include in PayBill
4	RAVINDER BAKSHI	DBOLCJ				Include in PayBill
5	KANCHAN BALA	DBOLD0				Include in PayBill
6	CHAIN SINGH	DBOLD9				Include in PayBill
7	MADHU	DCOLCR				Include in PayBill
8	SANDEEP KUMAR	DCOLD8				Include in PayBill
9	SHABIR AHMED	DDOLCQ				Include in PayBill
10	SHYAM SUNDER	DDOLD7	JASWANT RAI GUPTA	18 Nov 1962	31	Include in PayBill
11	ASHOK KUMAR	DEOLCY	HARBANS LAL CHHOKRA	30 Jul 1956	31	Include in PayBill
12	SHIV KUMAR	DEOLD6	LT MUNSHI RAM	10 Nov 1960	31	Include in PayBill
13	JAI BHAGWAN	DFOLCO	KHAZAN SINGH	04 Apr 1954	31	Include in PayBill
14	BALJEET SINGH	DFOLCX	LT SH MANGAL SINGH	04 Apr 1968	31	Include in PayBill
15	VIPIN KUMAR	DFOLD5	LT SH SHEEL RATTAN GUPTA	14 Feb 1967	31	Include in PayBill
16	LALTA PARSAD	DGOLCW	LT SH RAGHU NANDAN	01 Jan 1965	31	Include in PayBill
17	KAMUNAI	DDOLD4	ISATRAI	06 Aug 1954	31	Include in PayBill

Message from webpage
 Please first verify these employee as follow OR uncheck include in paybill for them:
 ASHOK KUMAR
 BALJEET SINGH
 ANU
 RAI KUMAR KAUSHAL

OK

Message will show the names of all the employees, the records of which are pending for verification. The Paybill generation will be successful only in case, when the records of all the employees have been verified by the DDO. Now, if we select another Paybill, having all the employees with verified details.

http://localhost:56896/malary/Paybill/paybill.aspx Paybill Page

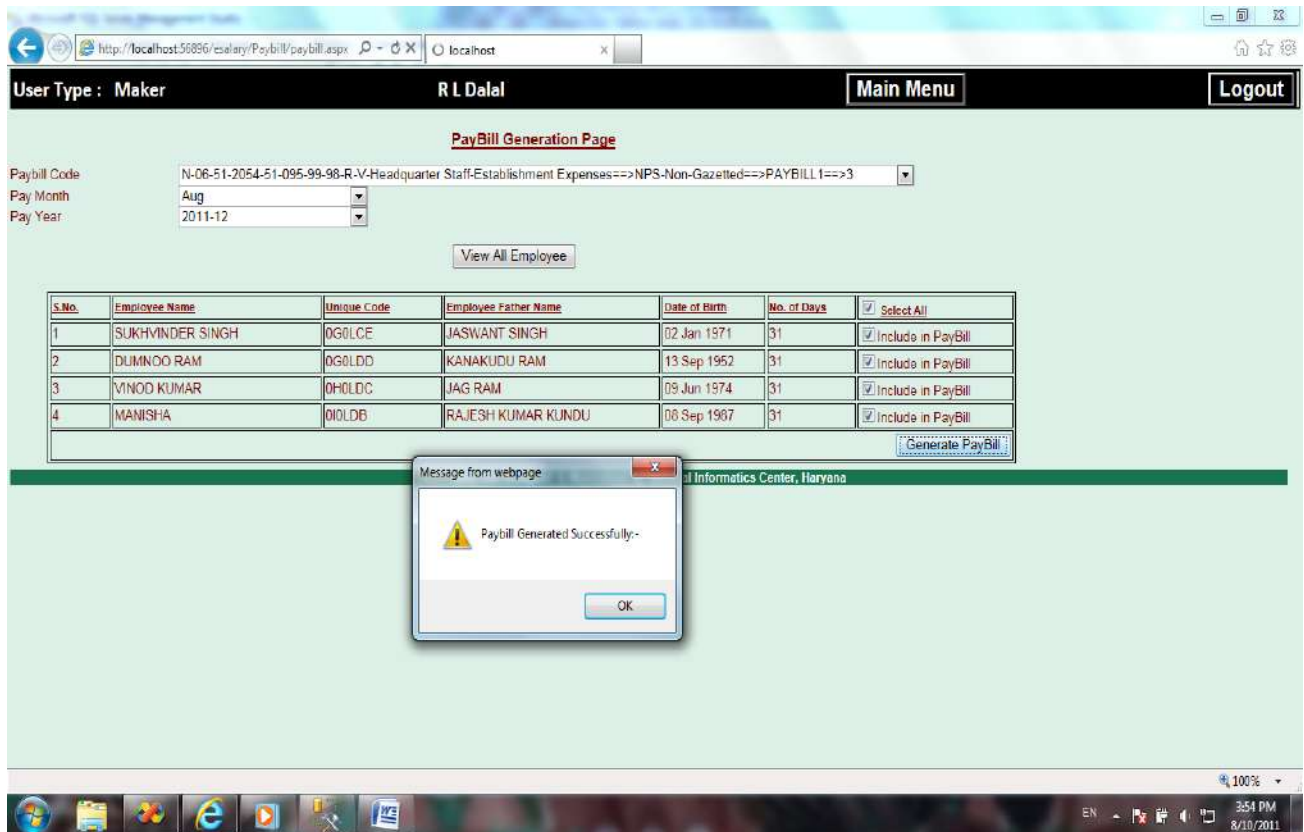
User Type : Maker R L Dalal Main Menu Logout

PayBill Generation Page

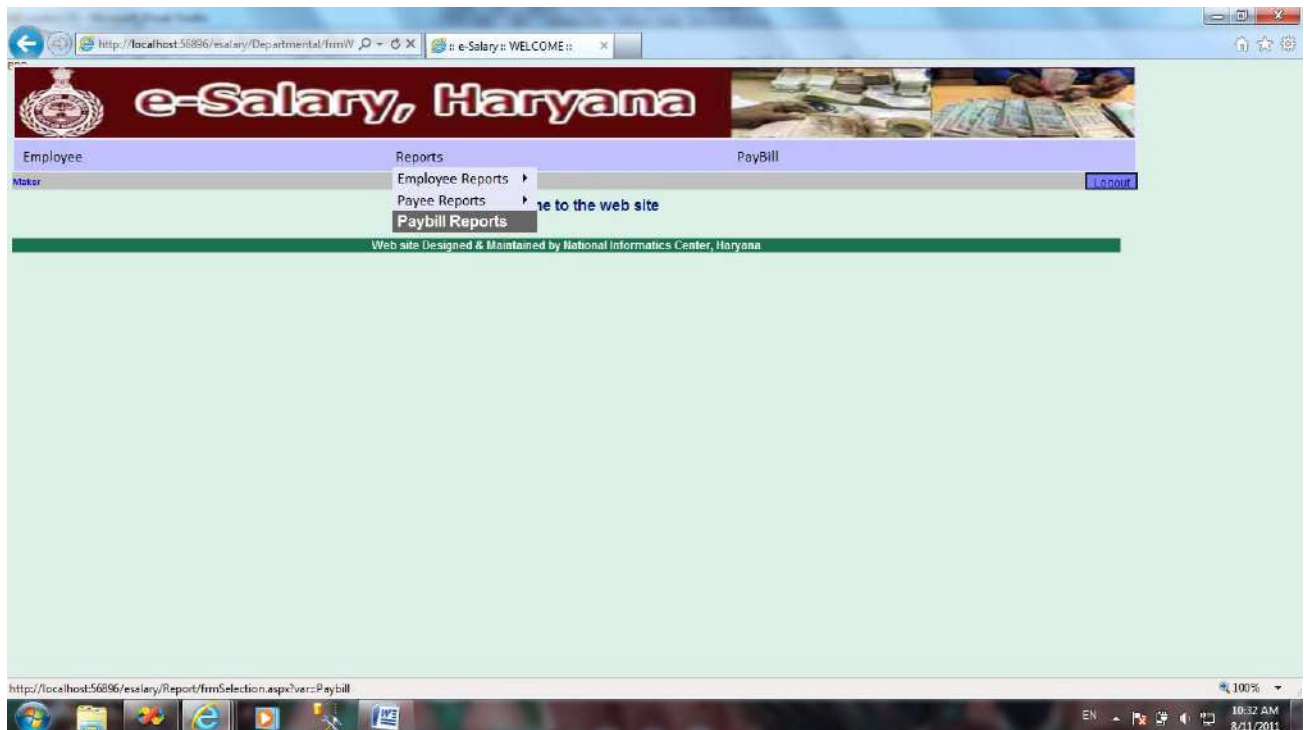
Paybill Code N-06-51-2054-51-095-99-98-R-V-Headquarter Staff-Establishment Expenses==>Non-Gazetted with Gpf Account==>PB2==>2
 Select paybill Scheme
 Pay Month N-06-51-2054-51-095-99-98-R-V-Headquarter Staff-Establishment Expenses==>Gazetted with Gpf Account==>PAYBILL1==>1
 Pay Year N-06-51-2054-51-095-99-98-R-V-Headquarter Staff-Establishment Expenses==>Non-Gazetted with Gpf Account==>PB2==>2
 N-06-51-2054-51-095-99-98-R-V-Headquarter Staff-Establishment Expenses==>NP3-Non-Gazetted==>PAYBILL1==>3

View All Employee

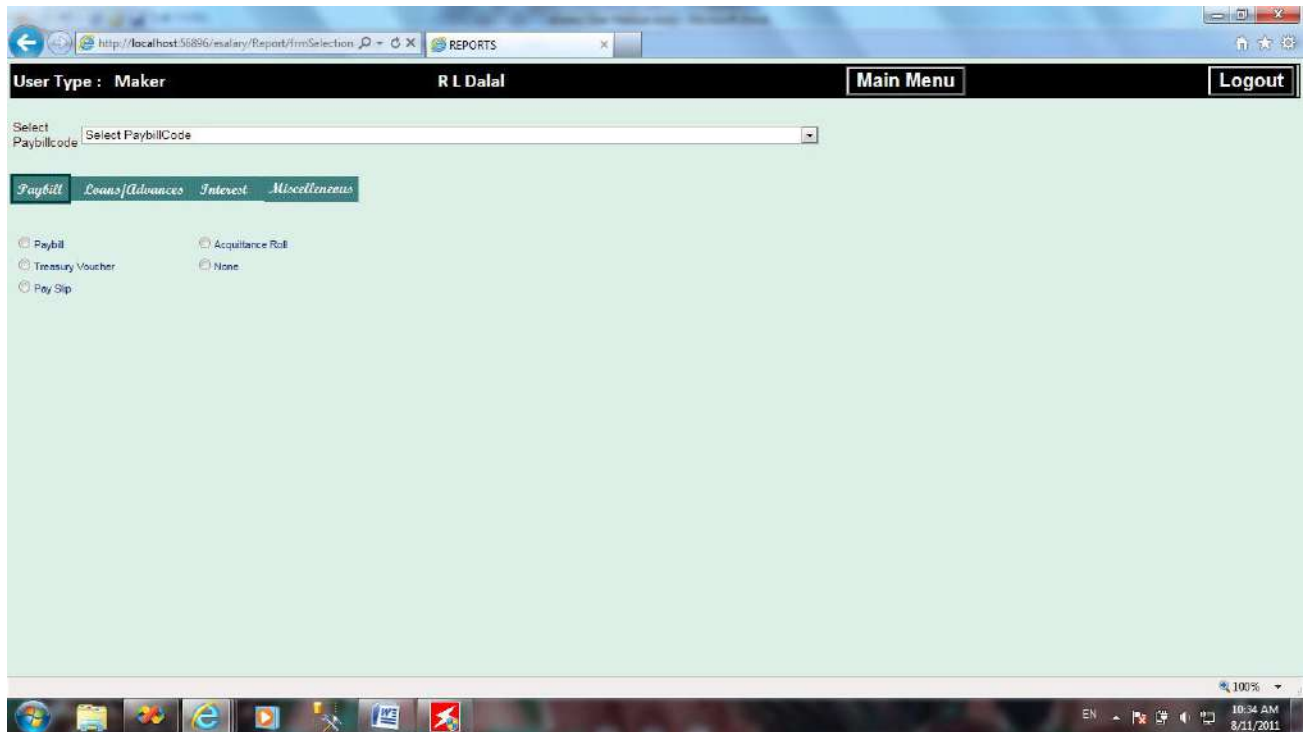
S.No.	Employee Name	Unique Code	Employee Father Name	Date of Birth	No. of Days	Select All
1	RAJINI SHARMA	DAOLCK	RAVINDER KUMAR SHARMA	20 Dec 1975	31	Include in PayBill
2	SUDESH	DAOLCT	BHIM SAIN MONGIA	13 Jan 1958	31	Include in PayBill
3	KARAMJEET KAUR	DAOLD1	SUCHA SINGH	29 Apr 1970	31	Include in PayBill
4	RAVINDER BAKSHI	DBOLCJ	CHARAN JIT LAL BAKSHI	28 Jun 1960	31	Include in PayBill
5	KANCHAN BALA	DBOLD0	LT KHEM CHAND	16 May 1969	31	Include in PayBill
6	CHAIN SINGH	DBOLD9	MANGTU RAM	30 Dec 1973	31	Include in PayBill
7	MADHU	DCOLCR	SAT NARAIN JAIN	17 Dec 1962	31	Include in PayBill
8	SANDEEP KUMAR	DCOLD8	KARTAR SINGH	14 May 1986	31	Include in PayBill
9	SHABIR AHMED	DDOLCQ	K MAHMOD	27 Dec 1968	31	Include in PayBill
10	SHYAM SUNDER	DDOLD7	JASWANT RAI GUPTA	18 Nov 1962	31	Include in PayBill
11	ASHOK KUMAR	DEOLCY	HARBANS LAL CHHOKRA	30 Jul 1956	31	Include in PayBill
12	SHIV KUMAR	DEOLD6	LT MUNSHI RAM	10 Nov 1960	31	Include in PayBill
13	JAI BHAGWAN	DFOLCO	KHAZAN SINGH	04 Apr 1954	31	Include in PayBill
14	BALJEET SINGH	DFOLCX	LT SH MANGAL SINGH	04 Apr 1968	31	Include in PayBill
15	VIPIN KUMAR	DFOLD5	LT SH SHEEL RATTAN GUPTA	14 Feb 1967	31	Include in PayBill
16	LALTA PARSAD	DGOLCW	LT SH RAGHU NANDAN	01 Jan 1965	31	Include in PayBill
17	KAMUNAI	DDOLD4	ISATRAI	06 Aug 1954	31	Include in PayBill



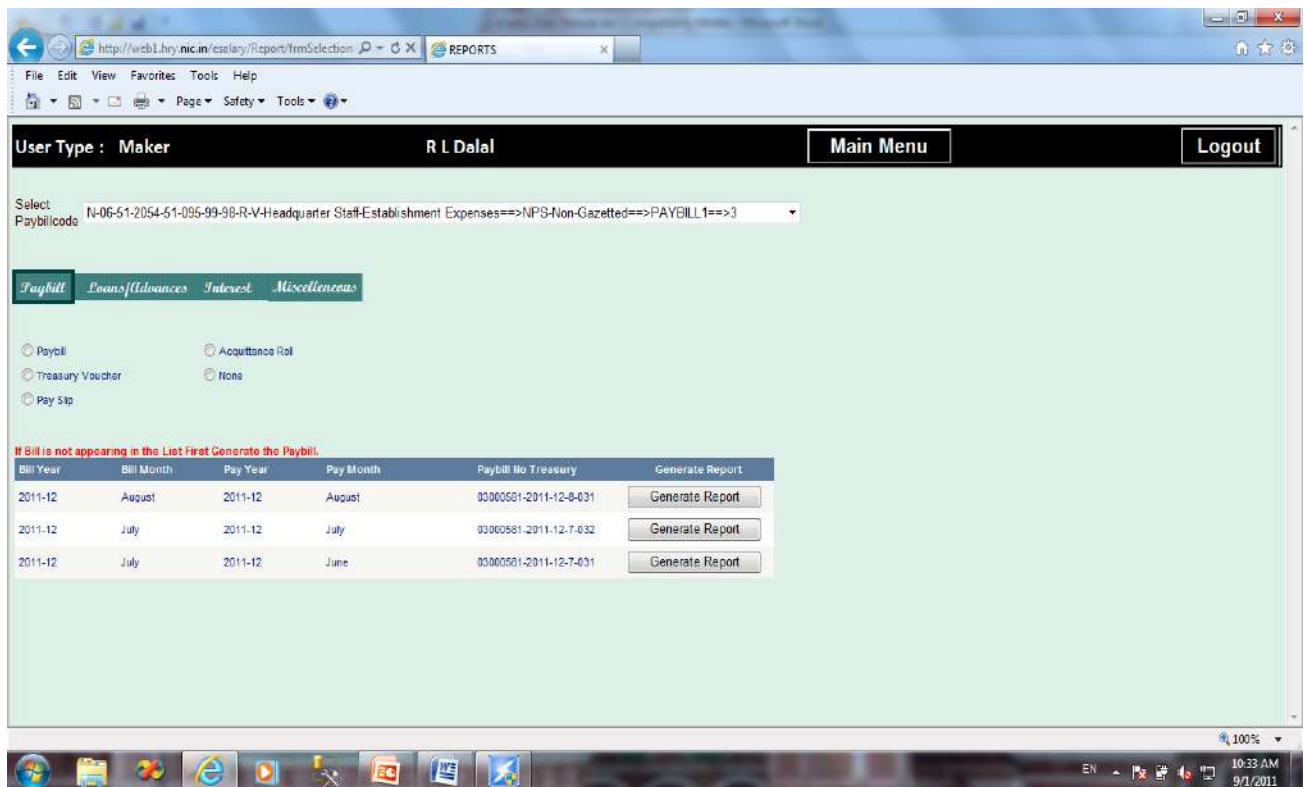
The message 'Paybill Generated Sucessfully' will appear. To take the print outs of this Paybill, he has to go to 'Reports' Menu.



By clicking on Paybill Reports option the Paybill Reports generation page will appear.



The task to do on this page is, to select the Paybillcode, for which the reports are to be generated.



The detail of all the generated paybills of that Paybillcode will be visible on the page.

There is a Menu given on the page between list of Paybillcodes and the details of Paybills generated for this Paybillcode. This Menu has 4 options (Paybill, Loans/Advances, Interest, Miscellaneous). By default on this Menu 'Paybill' is shown as selected. And every report under this option has a radiobutton in front of it. Maker has to click on the radiobutton of the required report to select it.

User Type : Maker R L Dalal Main Menu Logout

Select Paybillcode: N-06-51-2054-51-095-99-98 R-V-Headquarter Staff Establishment Expenses==>NPS-Non-Gazetted==>PAYBILL1==>3

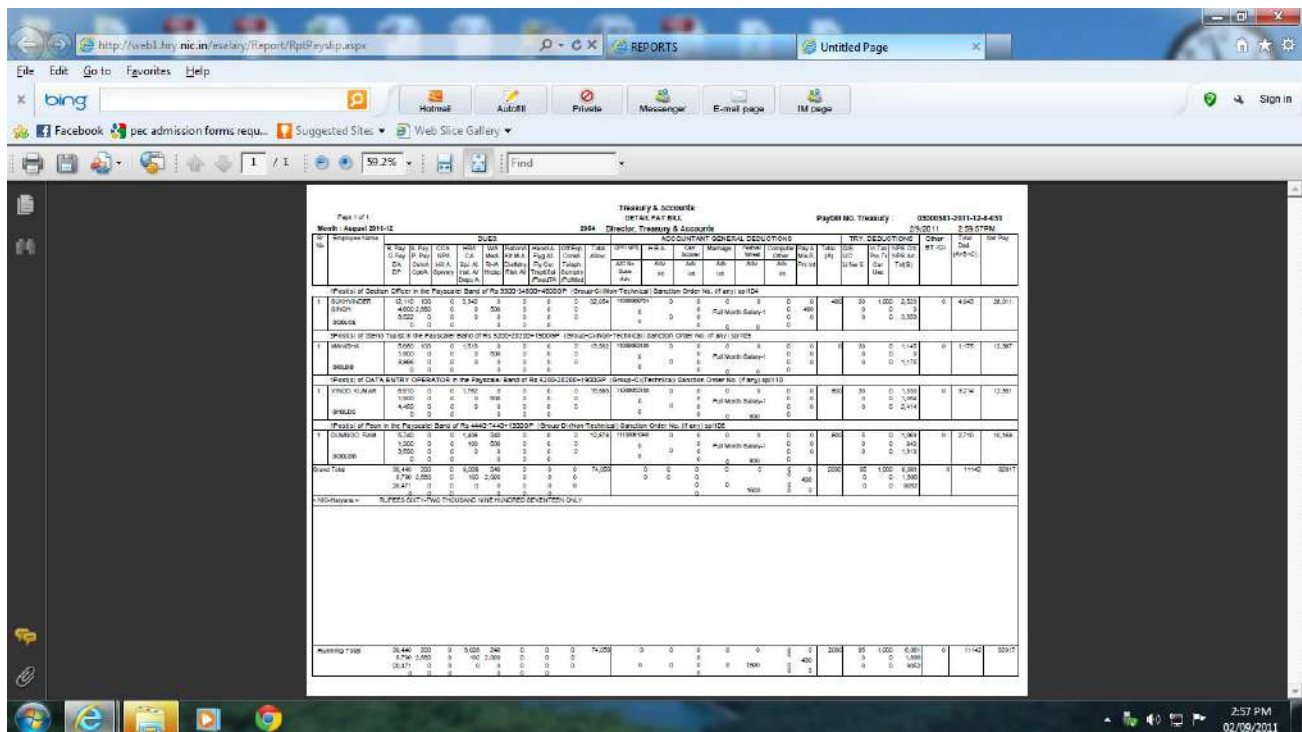
Paybill Loans/Advances Interest Miscellaneous

☒ Paybill ☐ Acquittance Roll
☐ Treasury Voucher ☐ None
☐ Pay Slip

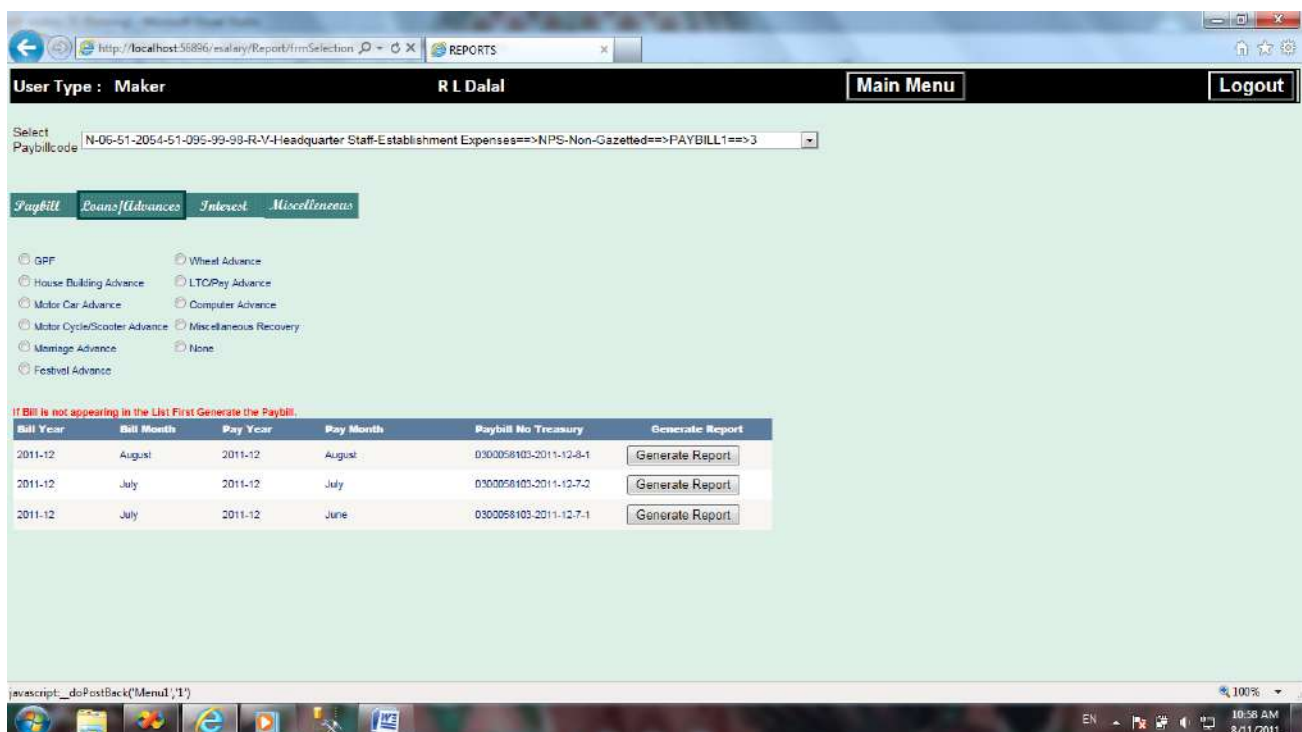
If Bill is not appearing in the List First Generate the Paybill.

Bill Year	Bill Month	Pay Year	Pay Month	Paybill No Treasury	Generate Report
2011-12	August	2011-12	August	03000501-2011-12-6-031	Generate Report
2011-12	July	2011-12	July	03000501-2011-12-7-032	Generate Report
2011-12	July	2011-12	June	03000501-2011-12-7-031	Generate Report

And at last he will click on the 'Generate Report' button of the respective Paybill for which he wants to generate/view the report. The report will open in a new Popup window. For viewing this report you have to 'Turn off Popup blocker' in Internet Explorer.



The report will be visible in Pdf format. And like this he can generate all the reports he want to generate. By clicking on the next tab, the 'Loans/ Advances' Menu will be selected.



The same process will have to be adopted for the generation of the report, in this section, which was followed in the generation of 'Paybill' report. Selection of the

name of the report and then clicking on the 'Generate Paybill' button of the respective Paybill. The next tab given is for 'Interest'.

The screenshot shows the 'Interest' tab selected. The 'Select Paybillcode' dropdown is set to 'N-06-51-2054-51-095-99-99-R-V-Headquarter Staff-Establishment Expenses==>NPS-Non-Gazetted==>PAYBILL1==>3'. Below the tabs, there are radio button options for 'House Building Advance', 'Motor Car Advance', 'Scooter/Motor Cycle Advance', 'Computer Advance', 'Marriage Advance', and 'PENAL Interest'. The 'None' option is selected. A table lists three paybills for the year 2011-12, each with a 'Generate Report' button.

Select Paybillcode: N-06-51-2054-51-095-99-99-R-V-Headquarter Staff-Establishment Expenses==>NPS-Non-Gazetted==>PAYBILL1==>3

Tabs: Paybill | Loans/Advances | **Interest** | Miscellaneous

Options:

- ☐ House Building Advance
- ☐ Motor Car Advance
- ☐ Scooter/Motor Cycle Advance
- ☐ Computer Advance
- ☐ Marriage Advance
- ☐ PENAL Interest
- ☒ None

Table:

Bill Year	Bill Month	Pay Year	Pay Month	Paybill No Treasury	Generate Report
2011-12	August	2011-12	August	0300058103-2011-12-8-1	Generate Report
2011-12	July	2011-12	July	0300058103-2011-12-7-2	Generate Report
2011-12	July	2011-12	June	0300058103-2011-12-7-1	Generate Report

And the last Tab given is 'Miscellaneous'.

The screenshot shows the 'Miscellaneous' tab selected. The 'Select Paybillcode' dropdown is set to 'N-06-51-2054-51-095-99-99-R-V-Headquarter Staff-Establishment Expenses==>NPS-Non-Gazetted==>PAYBILL1==>3'. Below the tabs, there are radio button options for 'GIS', 'LIC', 'NPS', 'Income Tax', 'License Fee (State)', and 'None'. The 'None' option is selected. A table lists three paybills for the year 2011-12, each with a 'Generate Report' button.

Select Paybillcode: N-06-51-2054-51-095-99-99-R-V-Headquarter Staff-Establishment Expenses==>NPS-Non-Gazetted==>PAYBILL1==>3

Tabs: Paybill | Loans/Advances | Interest | **Miscellaneous**

Options:

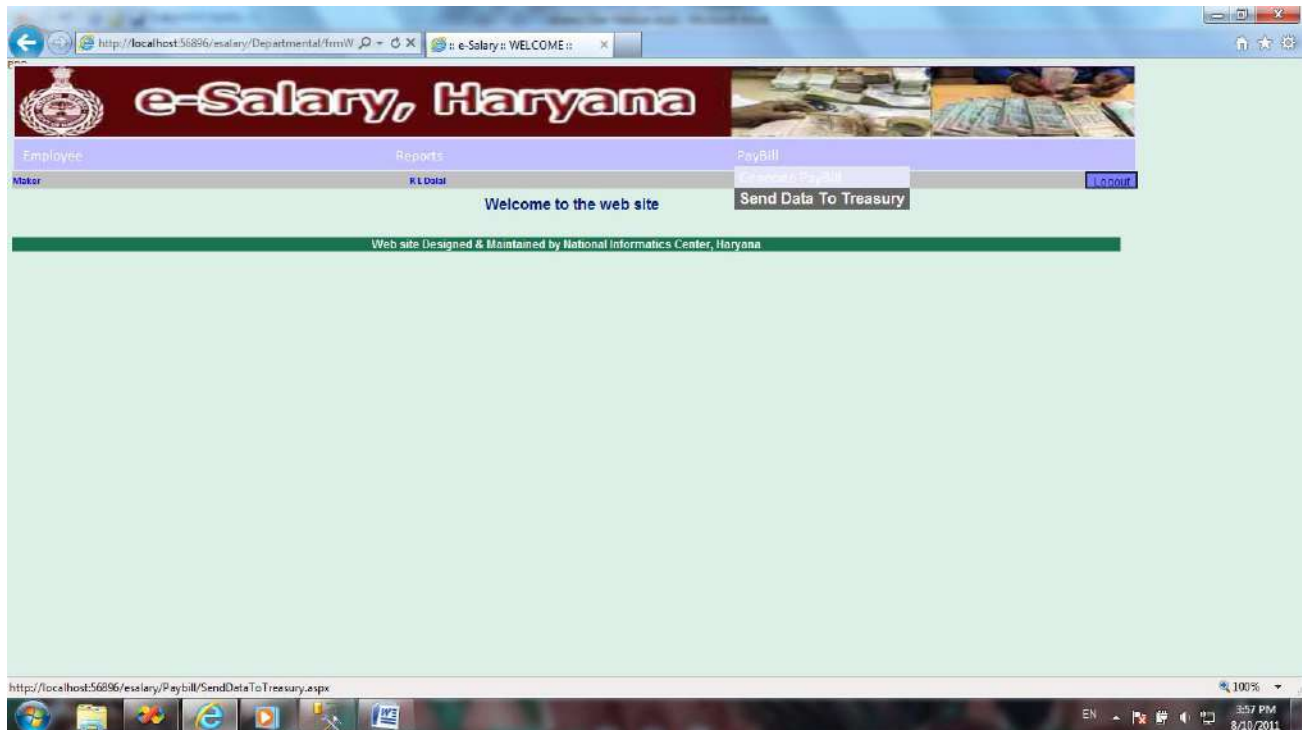
- ☐ GIS
- ☐ LIC
- ☐ NPS
- ☐ Income Tax
- ☐ License Fee (State)
- ☒ None

Table:

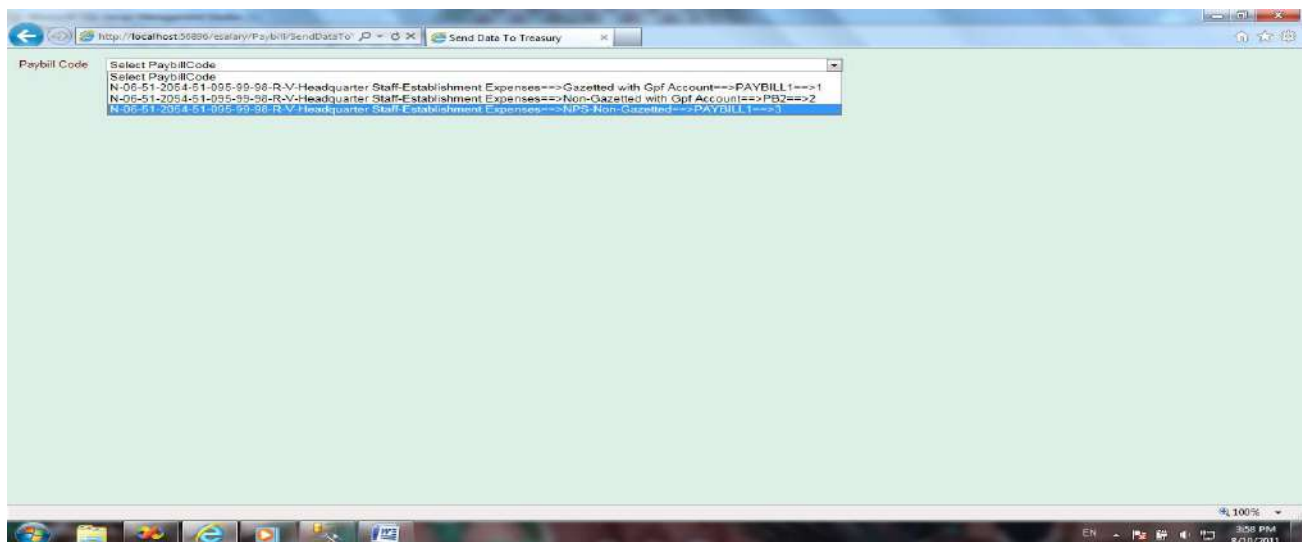
Bill Year	Bill Month	Pay Year	Pay Month	Paybill No Treasury	Generate Report
2011-12	August	2011-12	August	0300058103-2011-12-8-1	Generate Report
2011-12	July	2011-12	July	0300058103-2011-12-7-2	Generate Report
2011-12	July	2011-12	June	0300058103-2011-12-7-1	Generate Report

NPS report is included in this section.

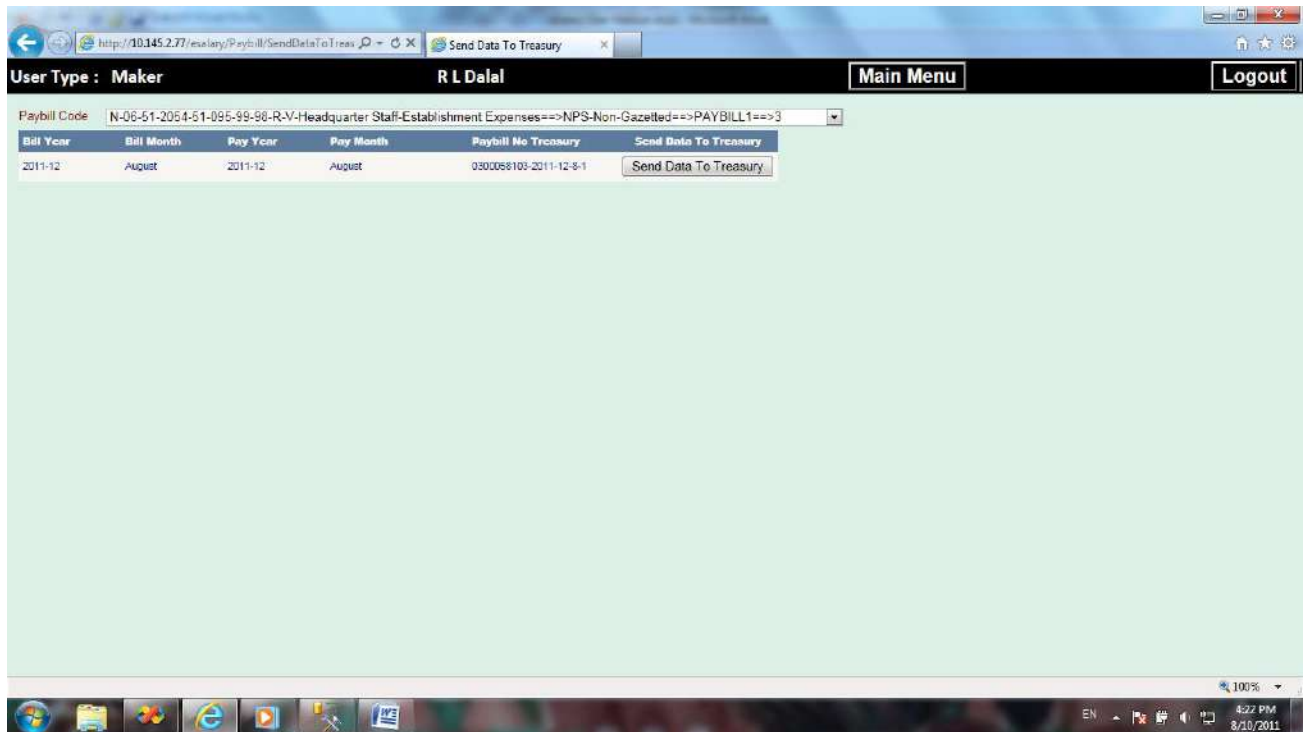
After checking the Paybill Reports, if this paybill is correct and it is got signed by the DDO or in other words we can say that this Paybill not requires any changes further, then only you can 'Send Data to Treasury'. As once you will send the data of a Paybill to treasury, this Paybill will not be allowed to be generated again for the same month. 'Send Data to Treasury' option is given at the 2nd place in 'Paybill' Menu.



Page for this purpose will appear, having the list of all the Paybills.

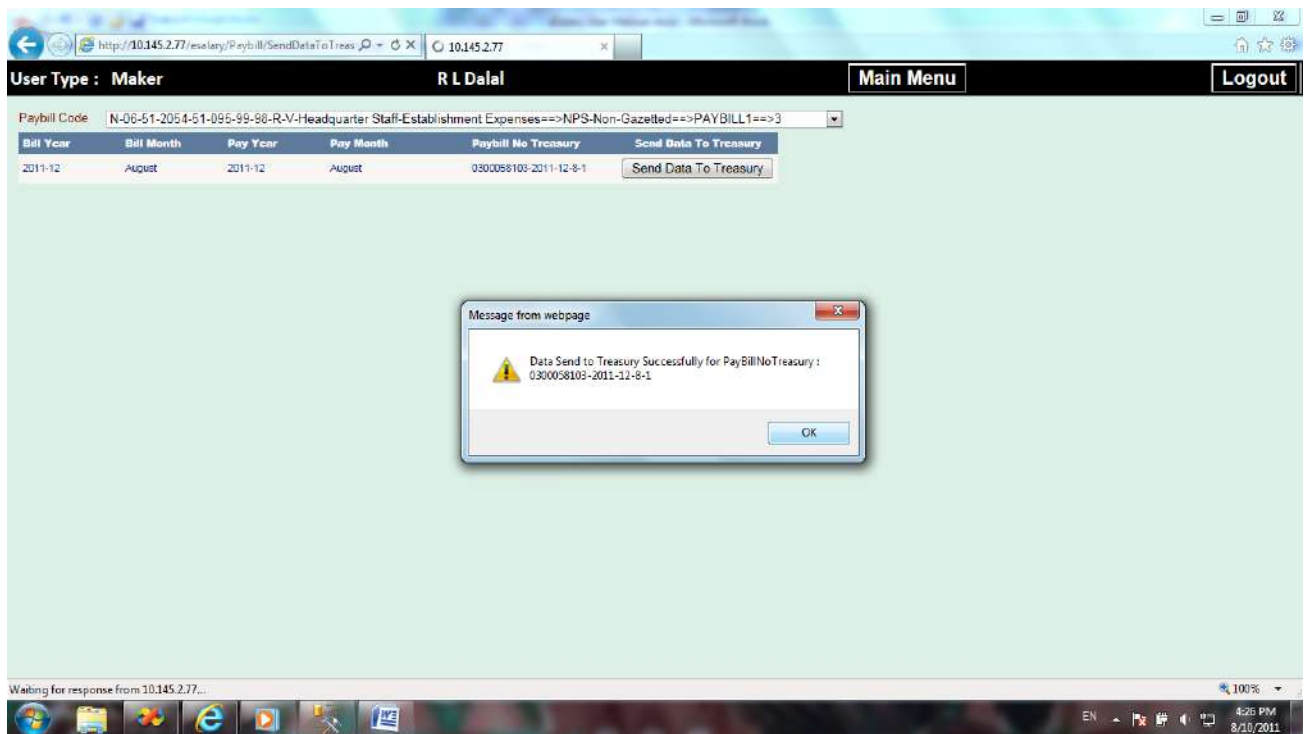


The Maker has to select the Paybillcode, the data of which, is to be transferred to the treasury.

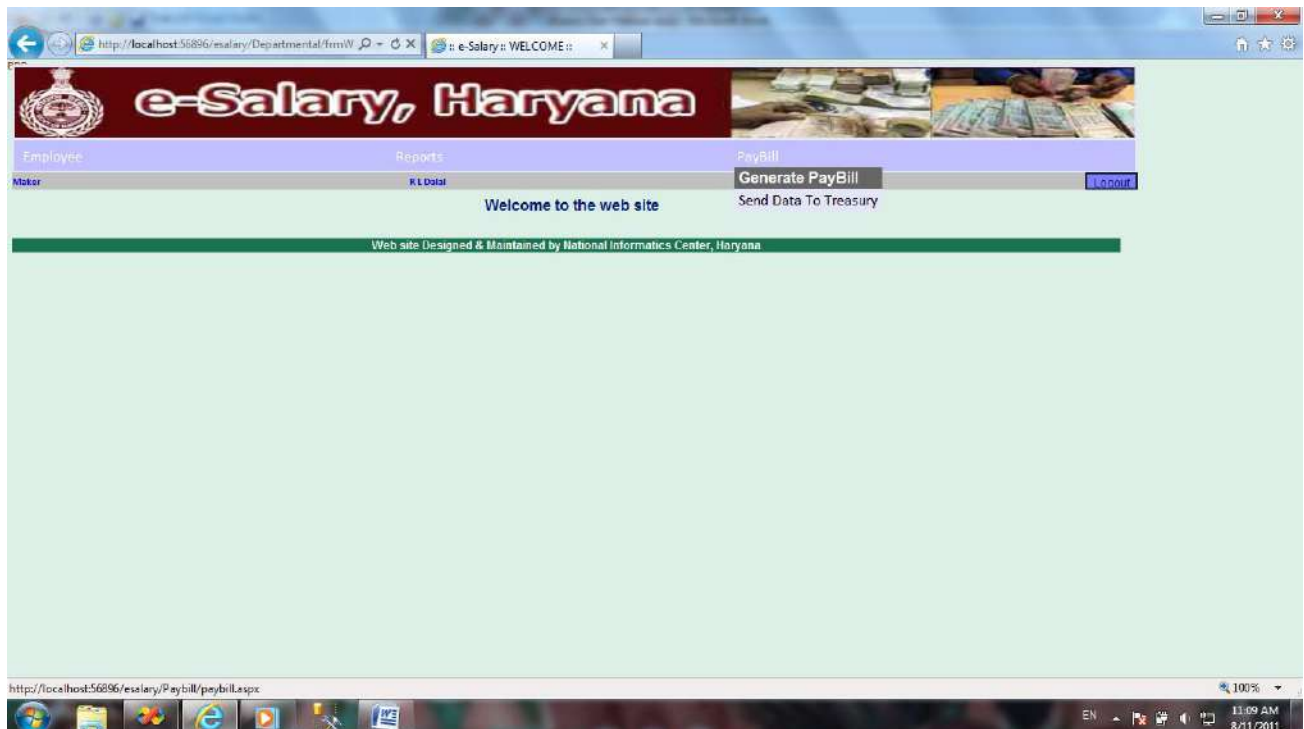


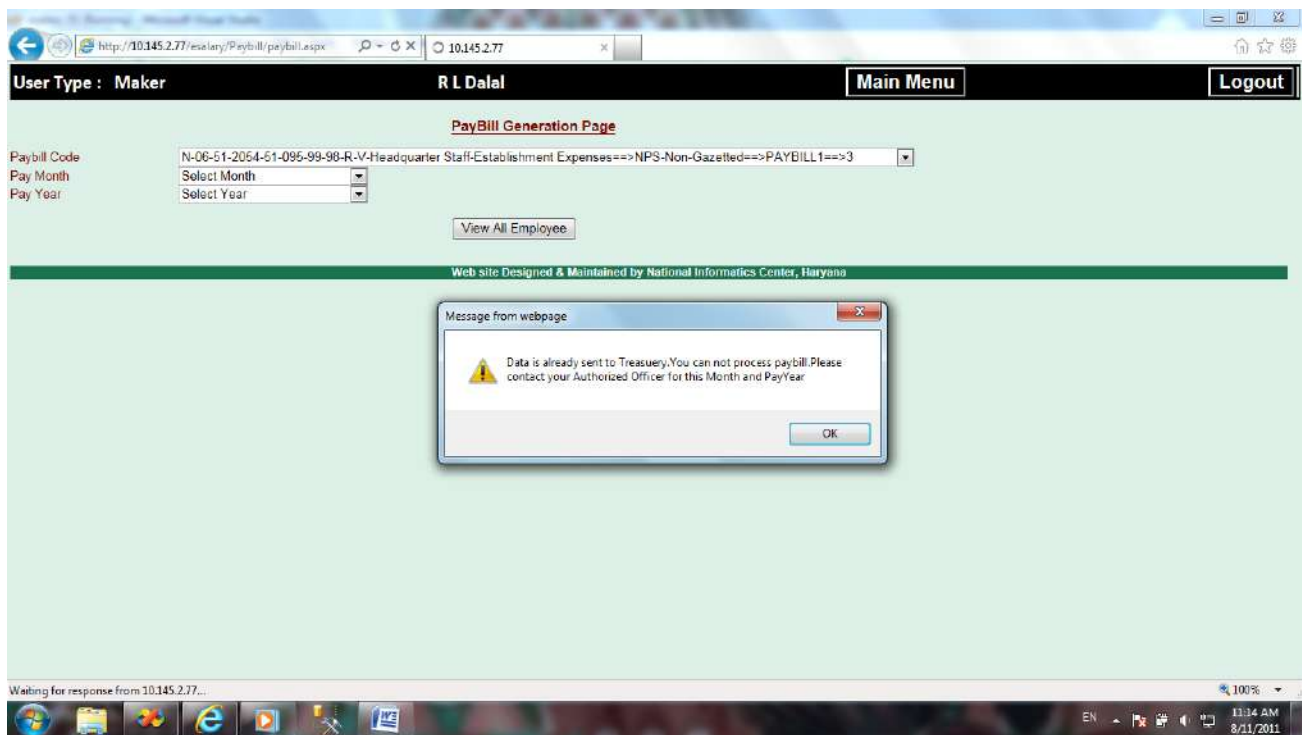
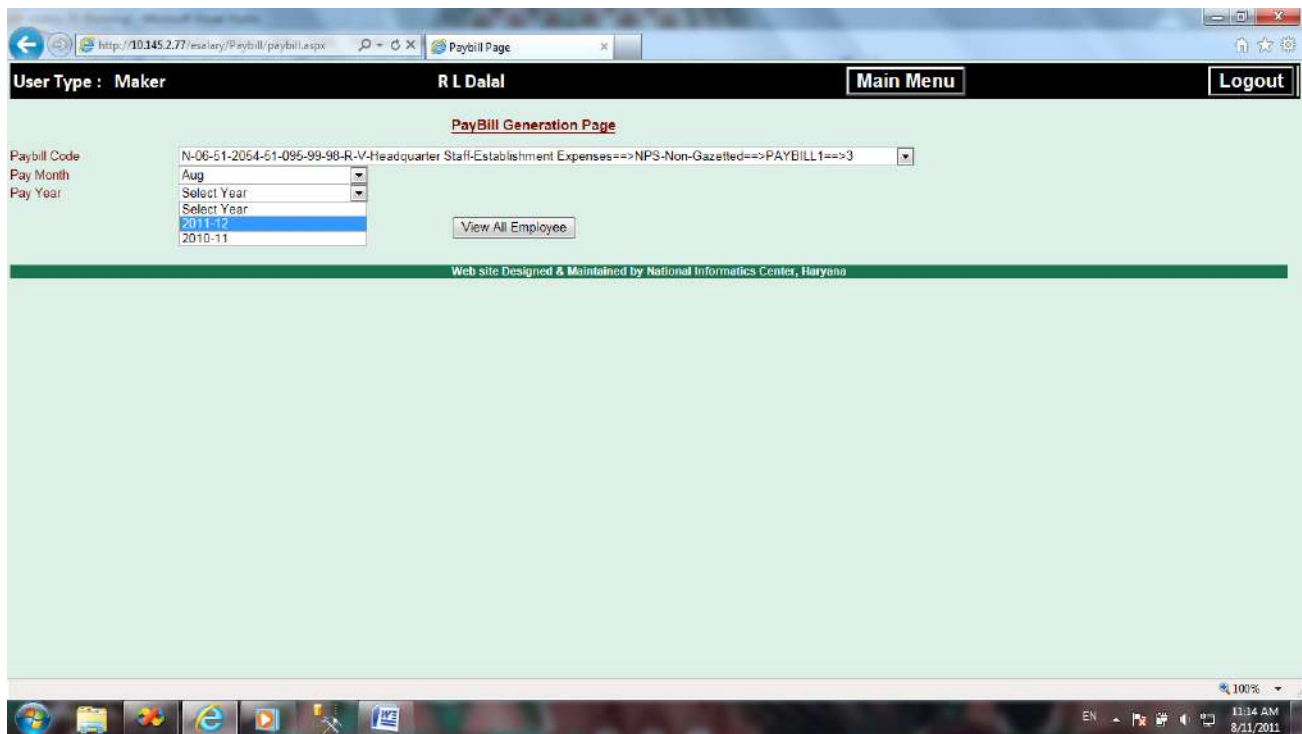
The detail of all the generated (not transferred to Treasury) paybills, regarding this Paybillcode will appear on the page.

This detail shows only the recently generated paybill in case of the selected Paybillcode. Paybill has a button in front of it, naming 'Send Data to Treasury'. Maker has to click on the button of that Paybill, the data of which is to be transferred to the Treasury and the data of that Paybill will be transferred online to the treasury.



The message will appear regarding successful transfer of Data to Treasury with the PaybillNoTreasury of that Paybill. And after this step, if Maker will go to 'Paybill Generation Page' and will try to generate the Paybill for the same 'Pay Month' (August), Pay Year (2011-12) and Paybillcode (NPS-Non-Gazetted):--

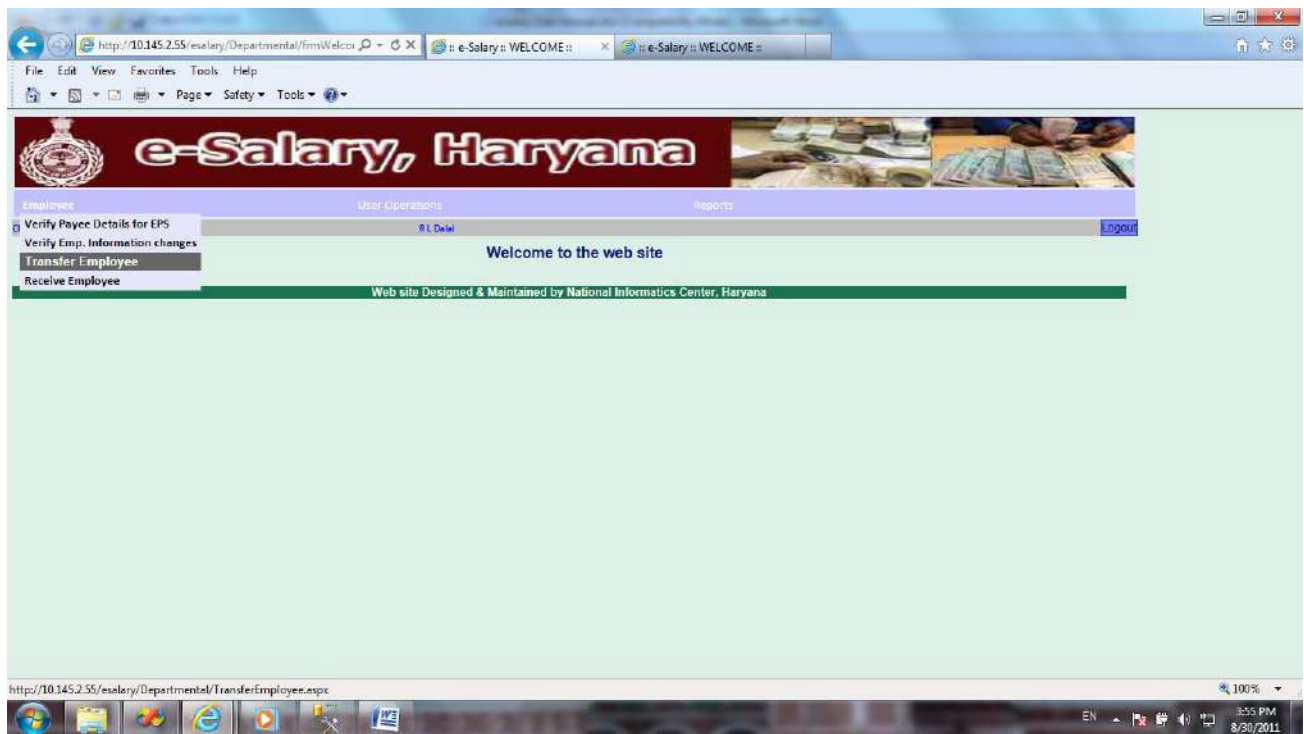




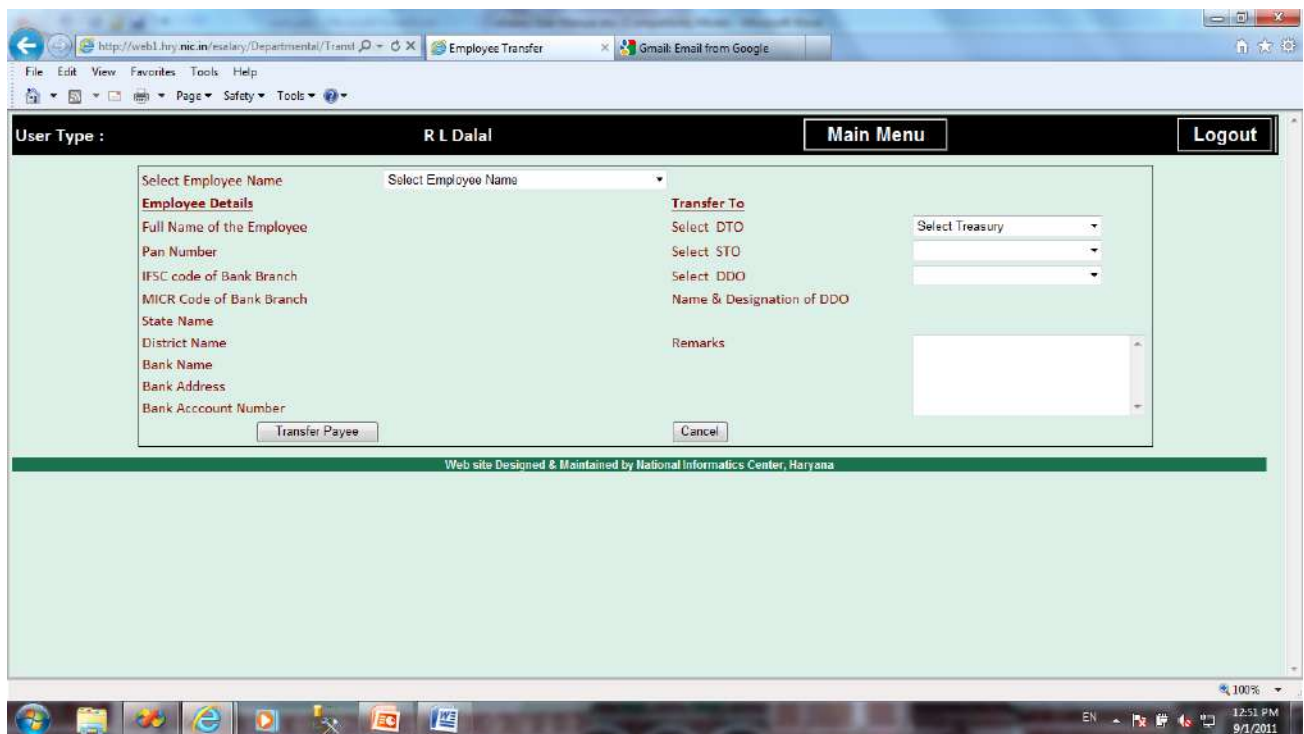
The message shows that the data of this Pay Month and Pay Year for this particular Paybillcode has already been sent to Treasury.

11. Transferring and Receiving an Employee by DDO

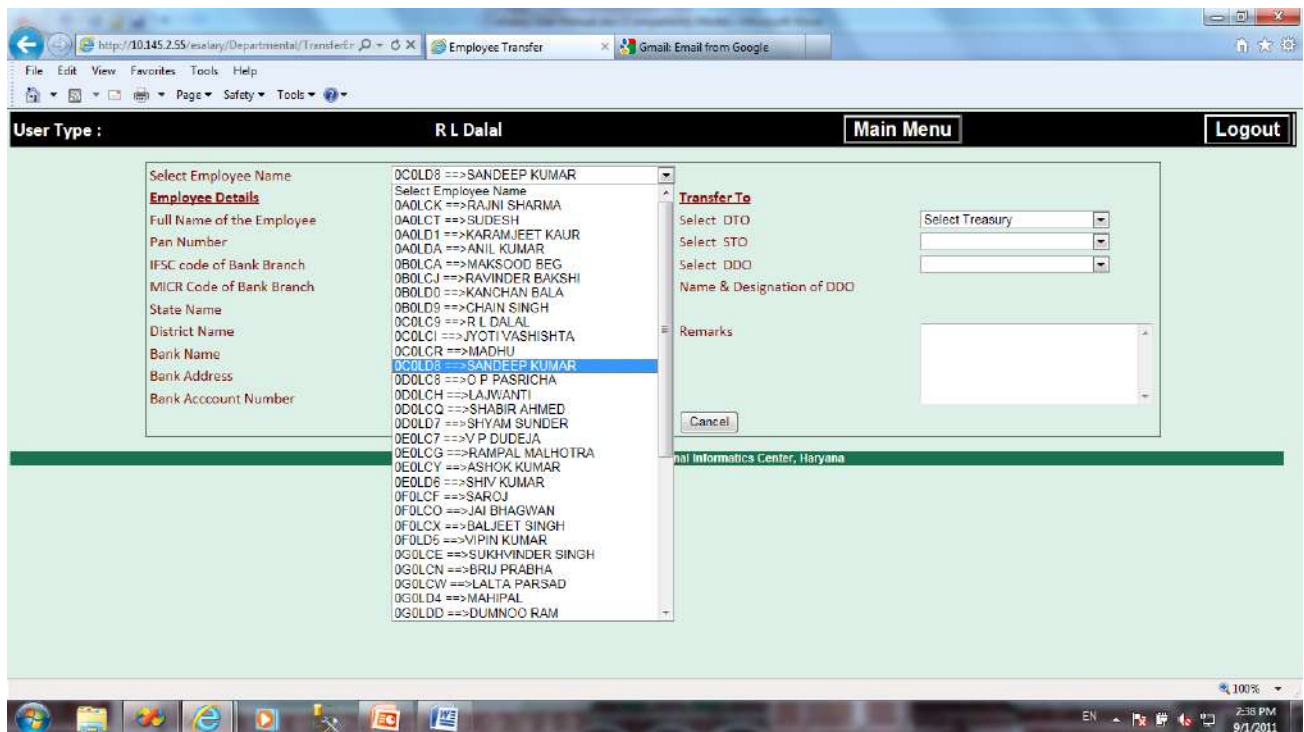
This option is available in DDO's login. In his login, he will click on the third option in 'Employee' Menu – 'Transfer Employee'.



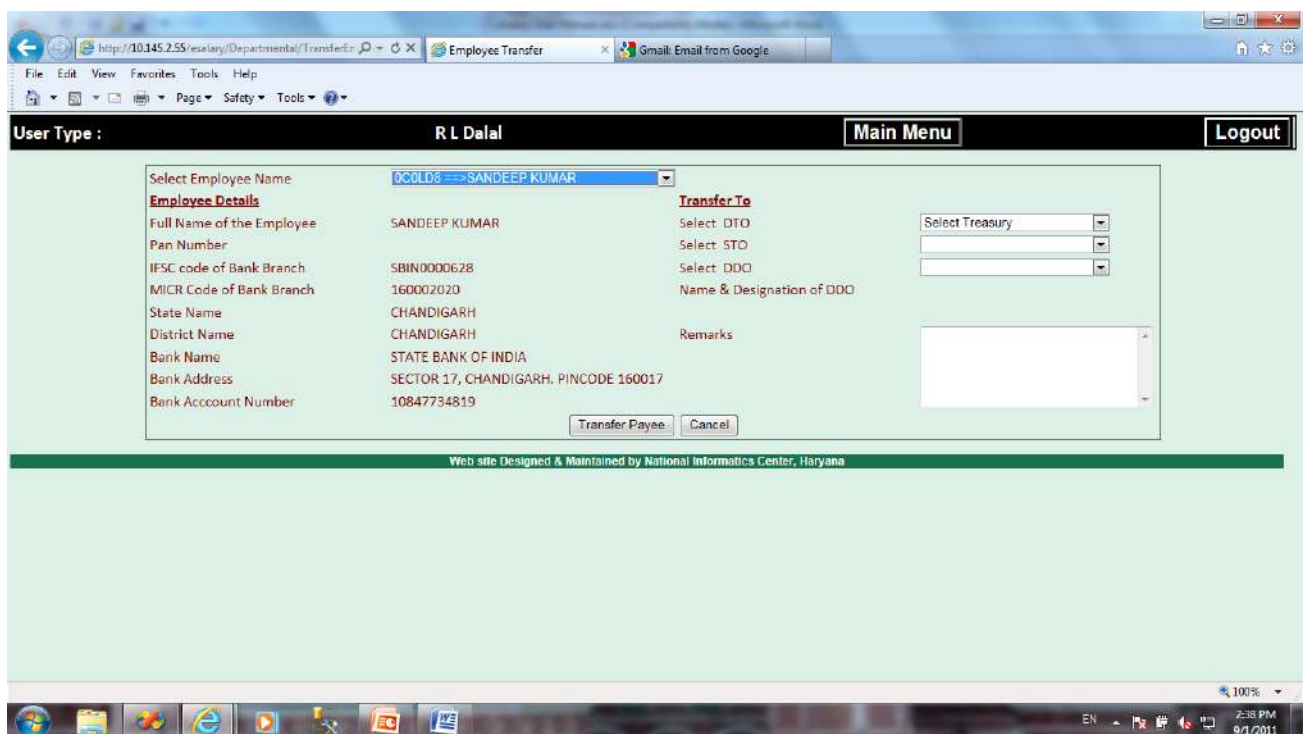
A screen like this will appear for transferring the employee.



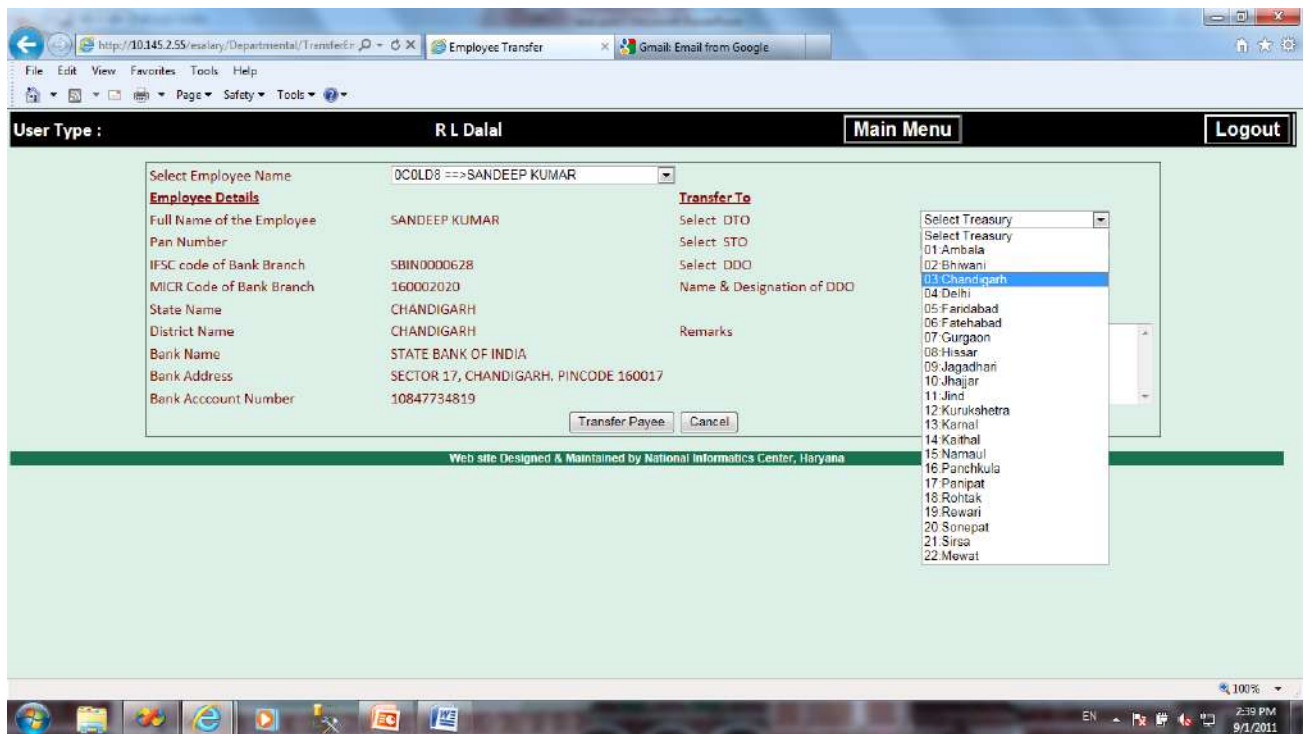
In this the list of employees registered in his office will appear.



On selecting the employee, all detail of that Payee will appear.



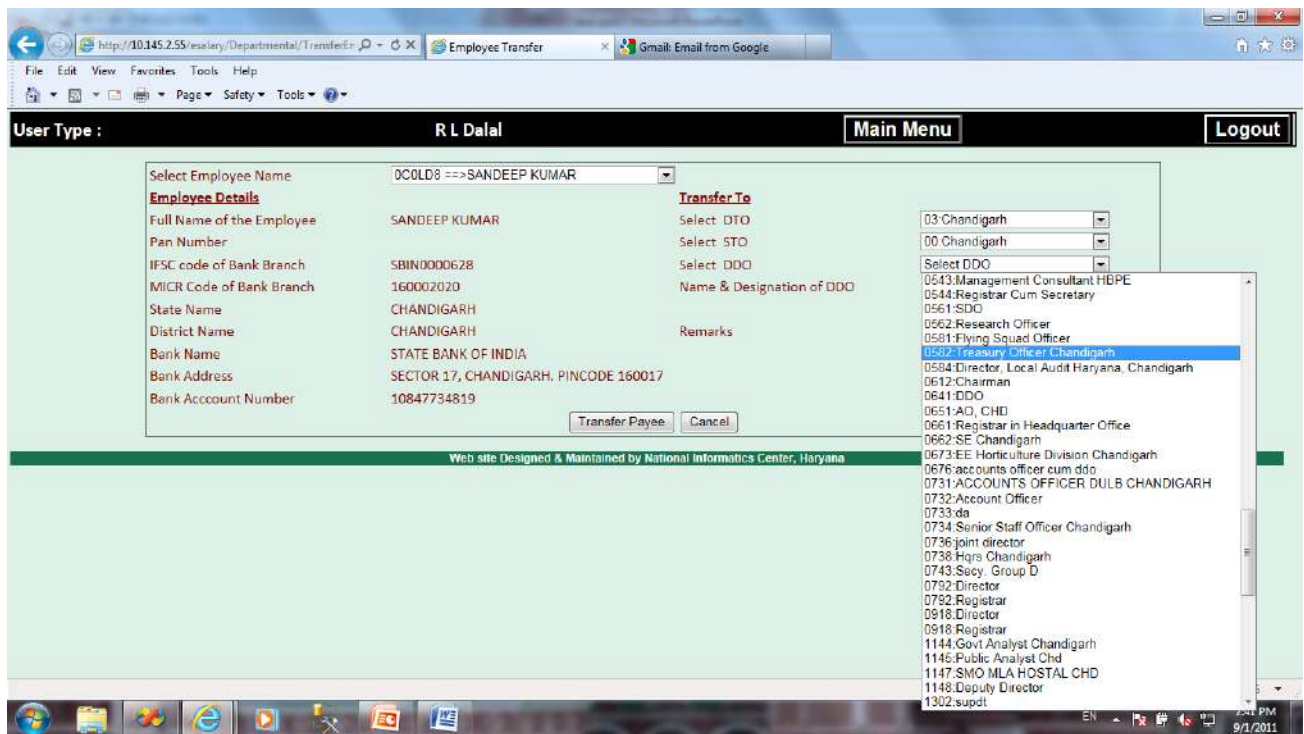
Now the DDO will select the Treasury Code and Treasury to which this Payee is to be transferred.



Sub-Treasury is to be selected under this Treasury.



Under the list of Sub-Treasury the list of DDO No.s and Names is given, from here he will select the particular DDO to which the Payee is to be transferred.



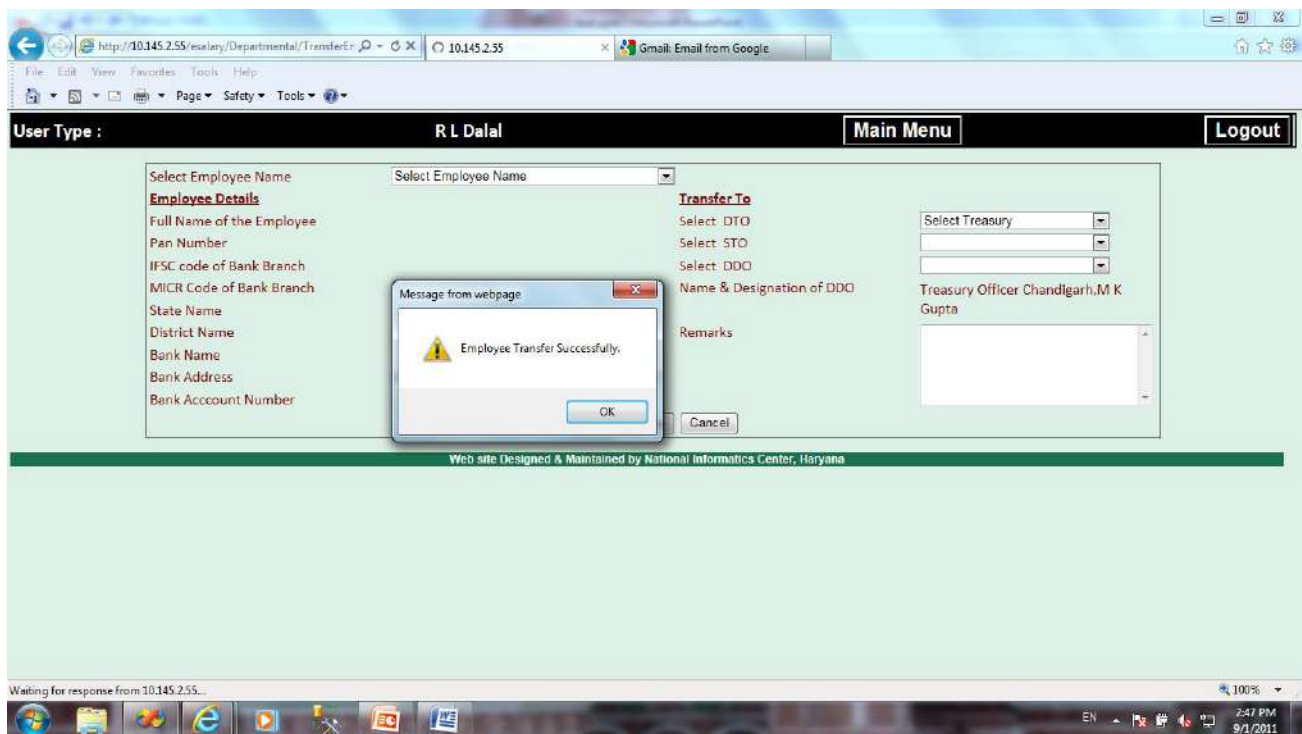
The name of that DDO and his designation will appear.



In the remarks column he may give remarks also.

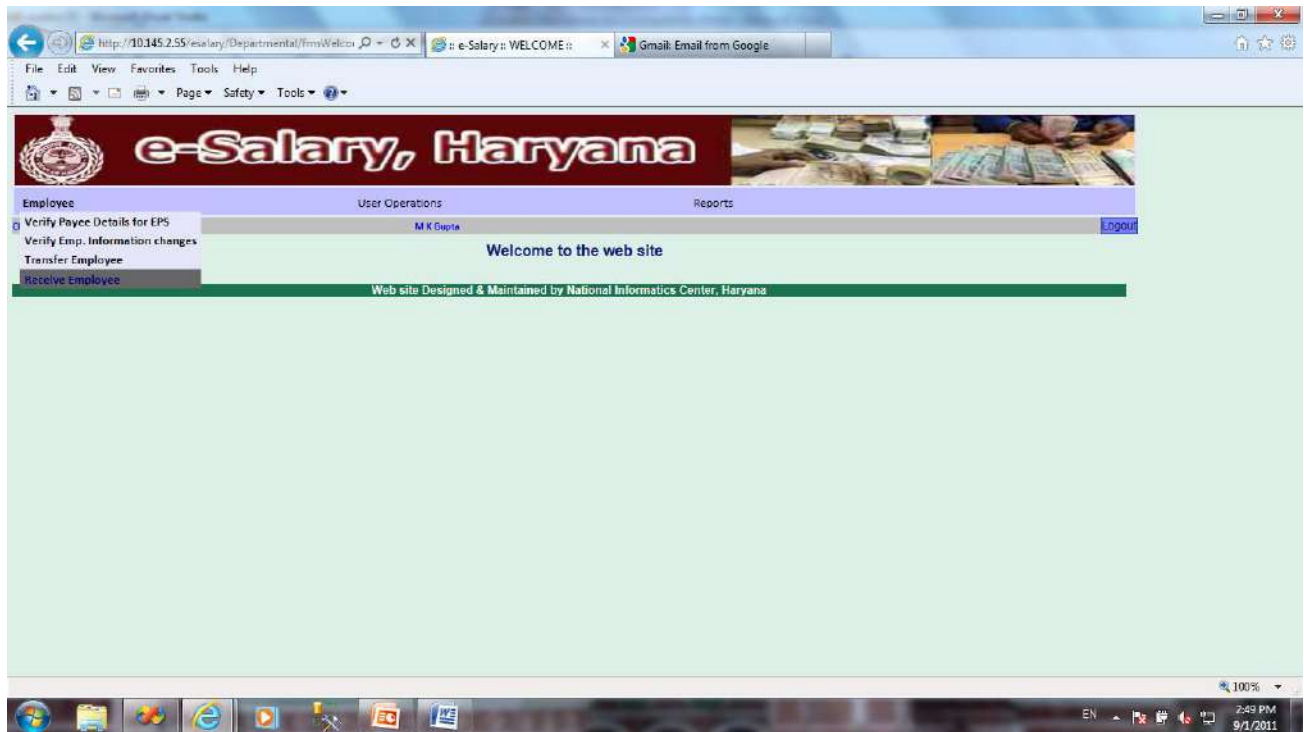


Now the DDO will click on the button 'Transfer Payee'.

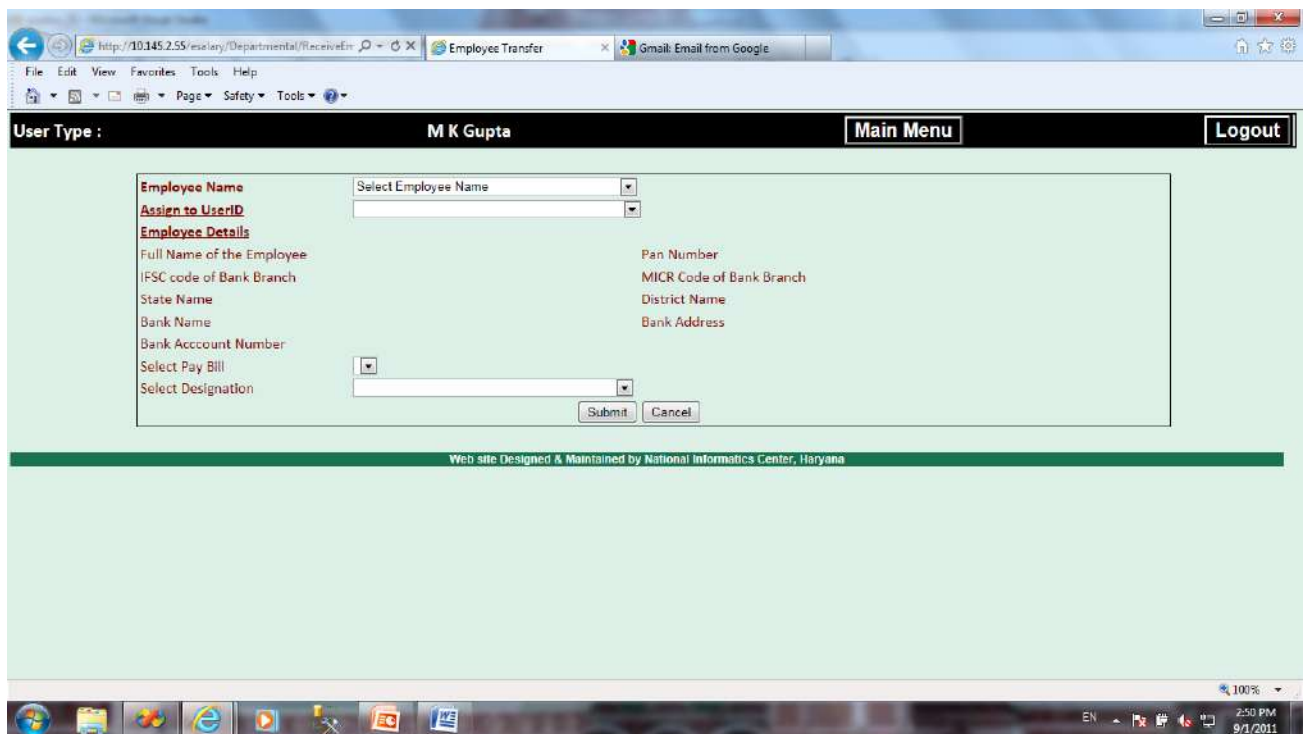


A message regarding the successful transfer will appear.

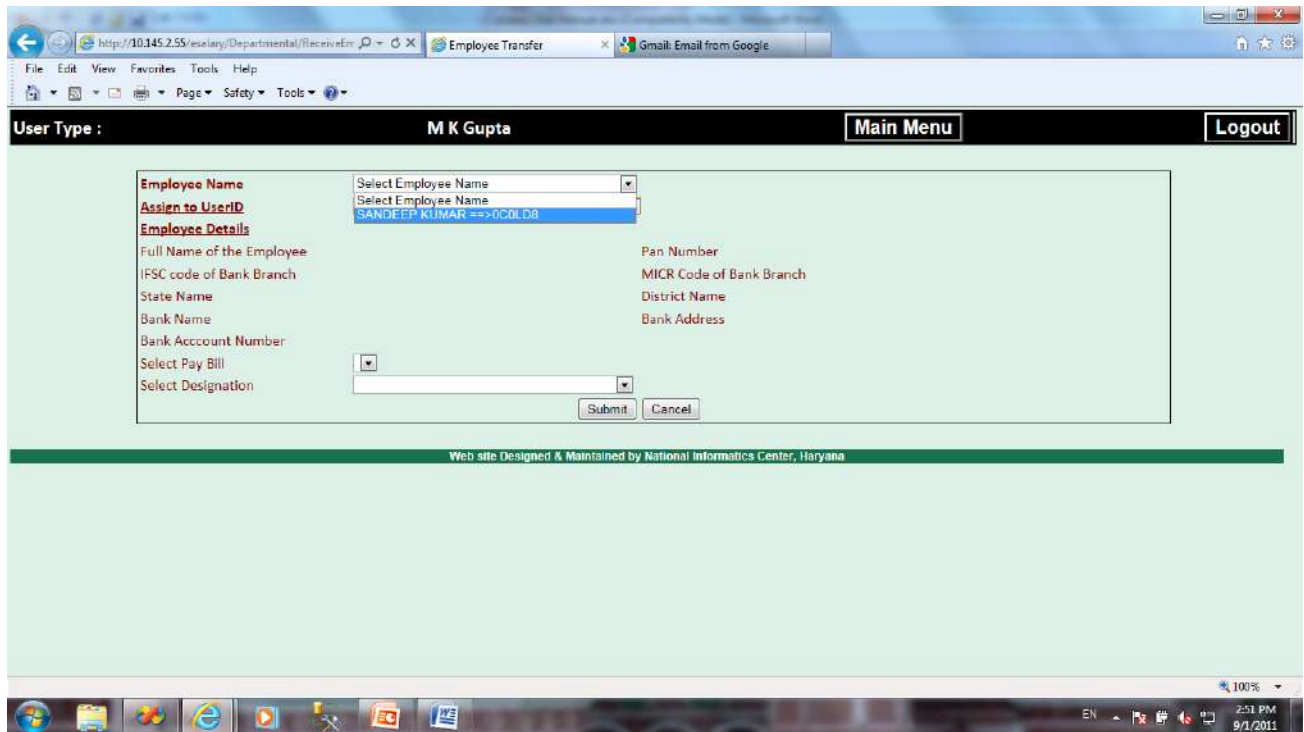
Now the DDO to whom this Payee is transferred will login through his Userid. For this he will select 'Employee' Menu and the option 'Receive Employee'.



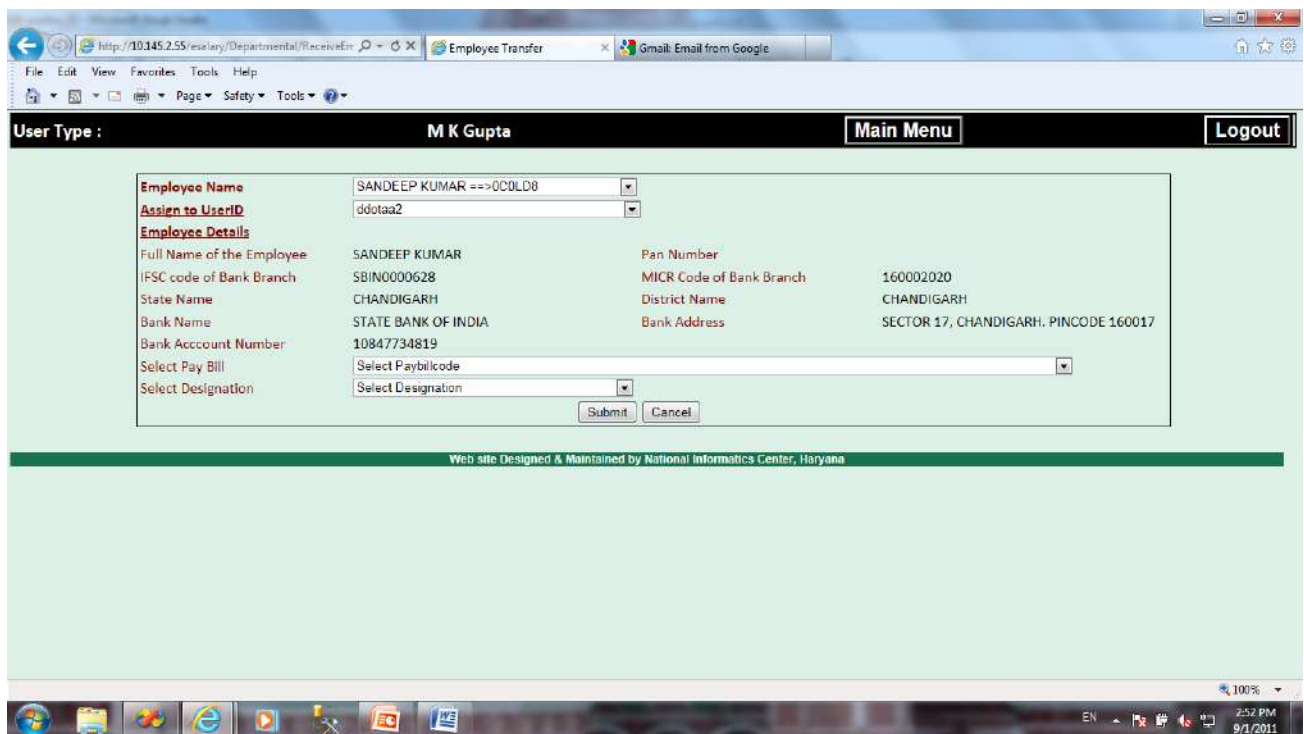
The screen for receiving the employee will appear.



All the employees transferred to this DDO will appear in this list.



On selecting the employee all his detail will be visible to that DDO.



DDO has to select a Paybillcode in which this employee will be included.

User Type : M K Gupta **Main Menu** **Logout**

Employee Name: SANDEEP KUMAR ==>0C0LD8
Assign to UserID: ddotaa2

Employee Details

Full Name of the Employee	SANDEEP KUMAR	Pan Number	
IFSC code of Bank Branch	SBIN0000628	MICR Code of Bank Branch	160002020
State Name	CHANDIGARH	District Name	CHANDIGARH
Bank Name	STATE BANK OF INDIA	Bank Address	SECTOR 17, CHANDIGARH. PINCODE 160017
Bank Account Number	10847734819		

Select Pay Bill:
 Select Paybillcode
 Select Paybillcode
 N-06-51-2054-51-097-99-98-R-V-Treasury Staff Establishment Expenses==>NPS Non-Gazetted==>NPS==>2
 N-06-51-2054-51-097-99-98-R-V-Treasury Staff Establishment Expenses==>Non-Gazetted with Gpf Account==>TEMP==>3
 N-06-51-2054-51-097-99-98-R-V-Treasury Staff Establishment Expenses==>Non-Gazetted with Gpf Account==>MAIN==>4

Select Designation:
 Select Designation
 Select Designation
 Poon

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After this the designation will be selected. The post of the transferred employee must exist in receiving DDO's office, only then he can receive that employee. And then only the list of Paybillcodes will appear here.

User Type : M K Gupta **Main Menu** **Logout**

Employee Name: SANDEEP KUMAR ==>0C0LD8
Assign to UserID: ddotaa2

Employee Details

Full Name of the Employee	SANDEEP KUMAR	Pan Number	
IFSC code of Bank Branch	SBIN0000628	MICR Code of Bank Branch	160002020
State Name	CHANDIGARH	District Name	CHANDIGARH
Bank Name	STATE BANK OF INDIA	Bank Address	SECTOR 17, CHANDIGARH. PINCODE 160017
Bank Account Number	10847734819		

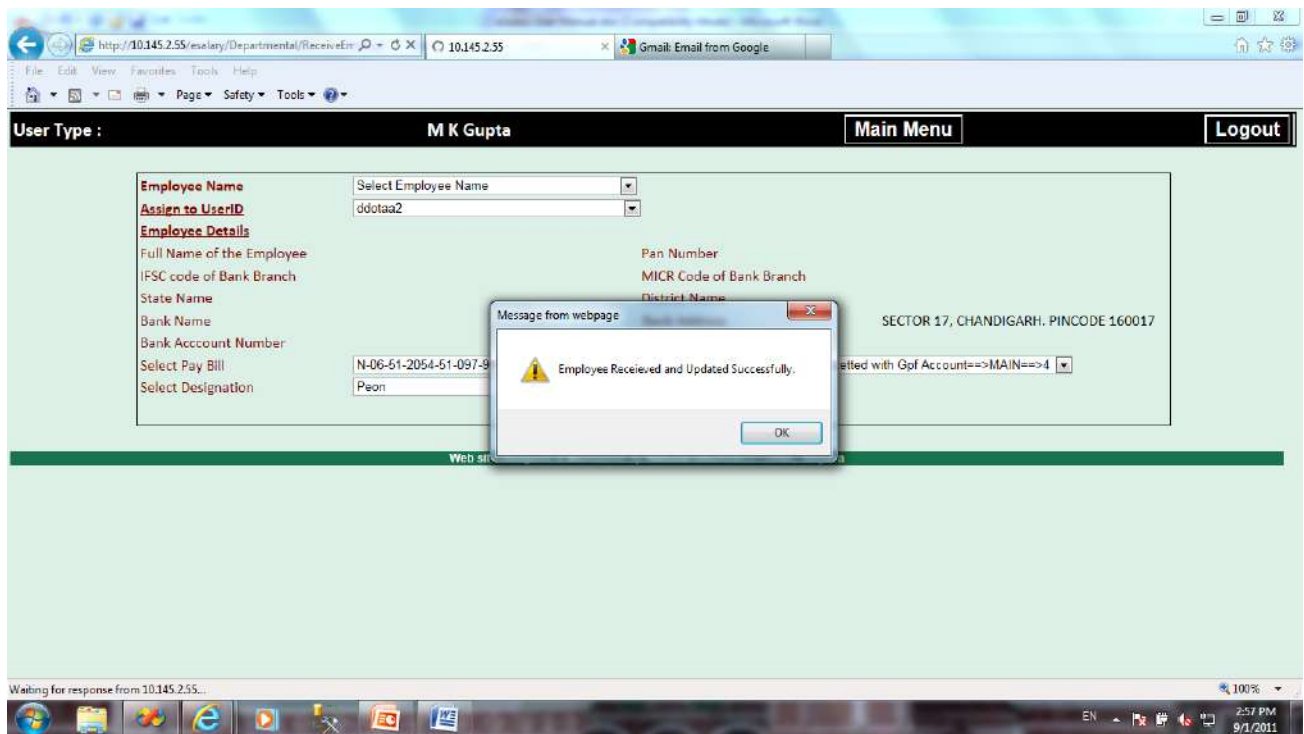
Select Pay Bill:
 N-06-51-2054-51-097-99-98-R-V-Treasury Staff Establishment Expenses==>Non-Gazetted with Gpf Account==>MAIN==>4

Select Designation:
 Select Designation
 Select Designation
 Poon

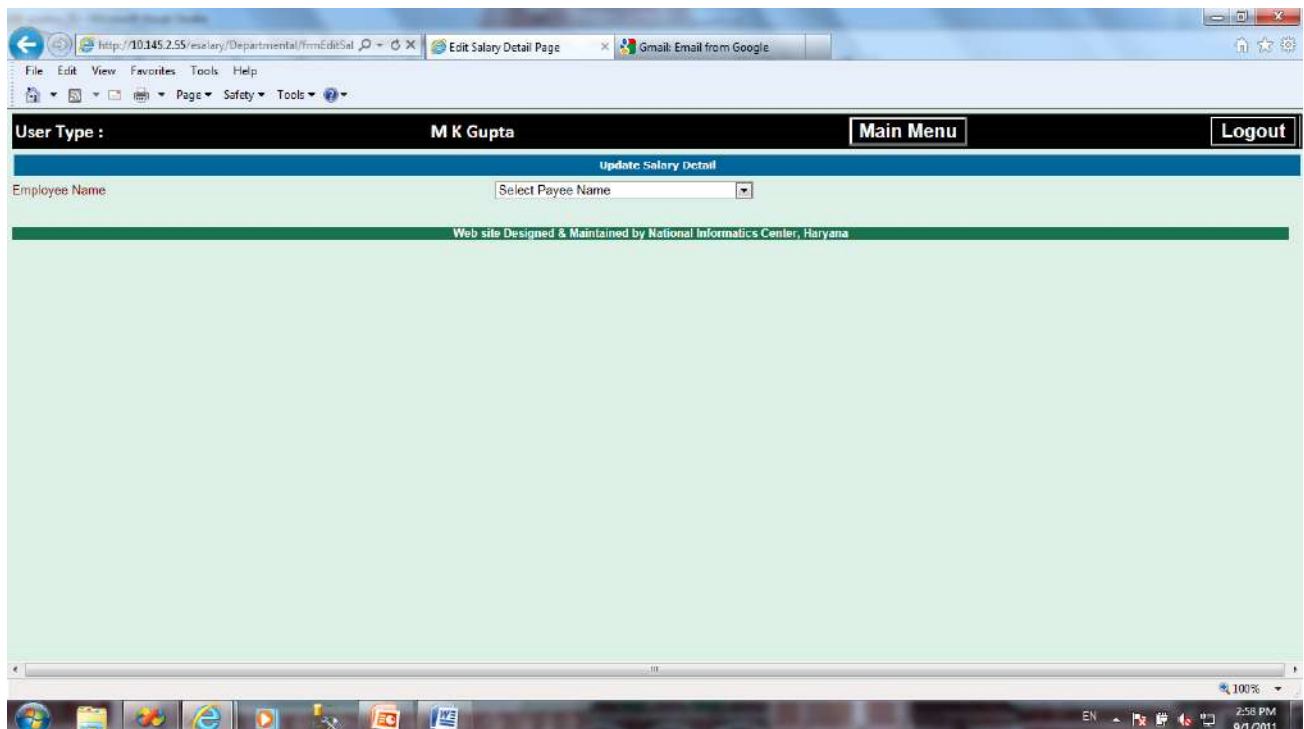
Submit

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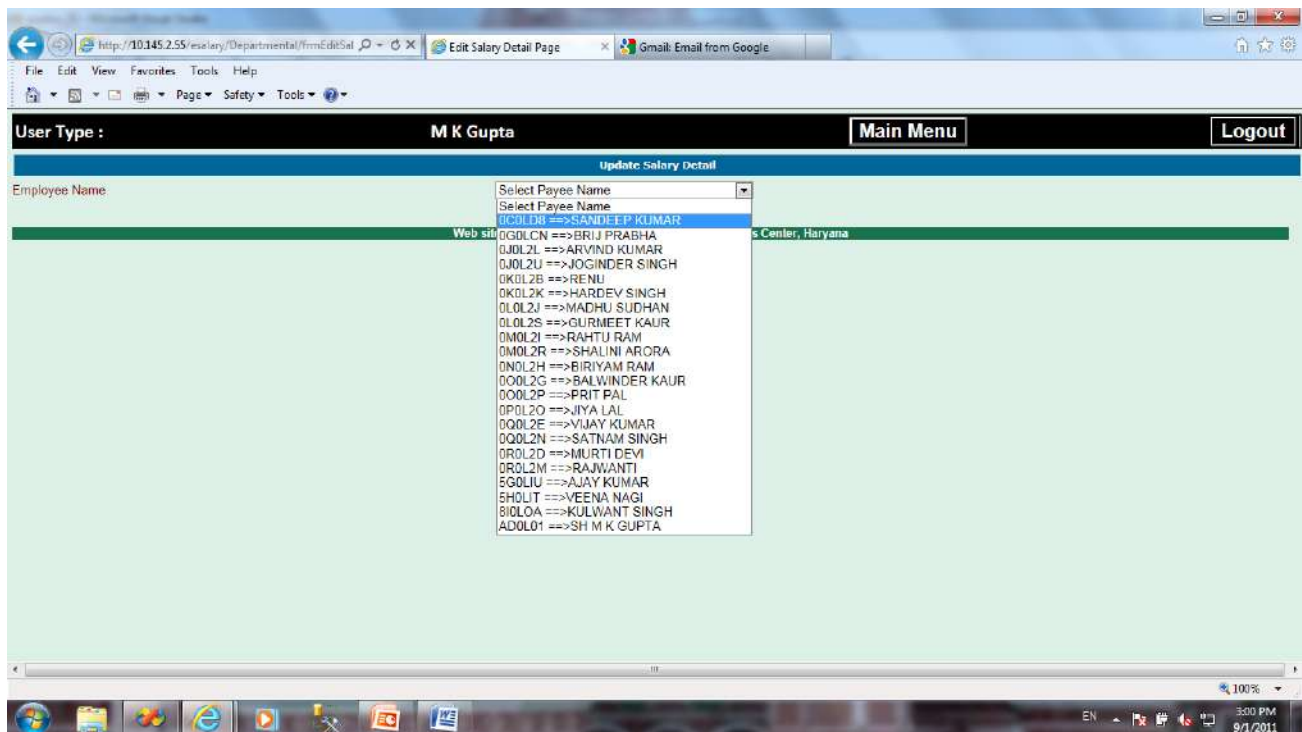
At last the DDO will click on the 'Submit' button to receive the employee.



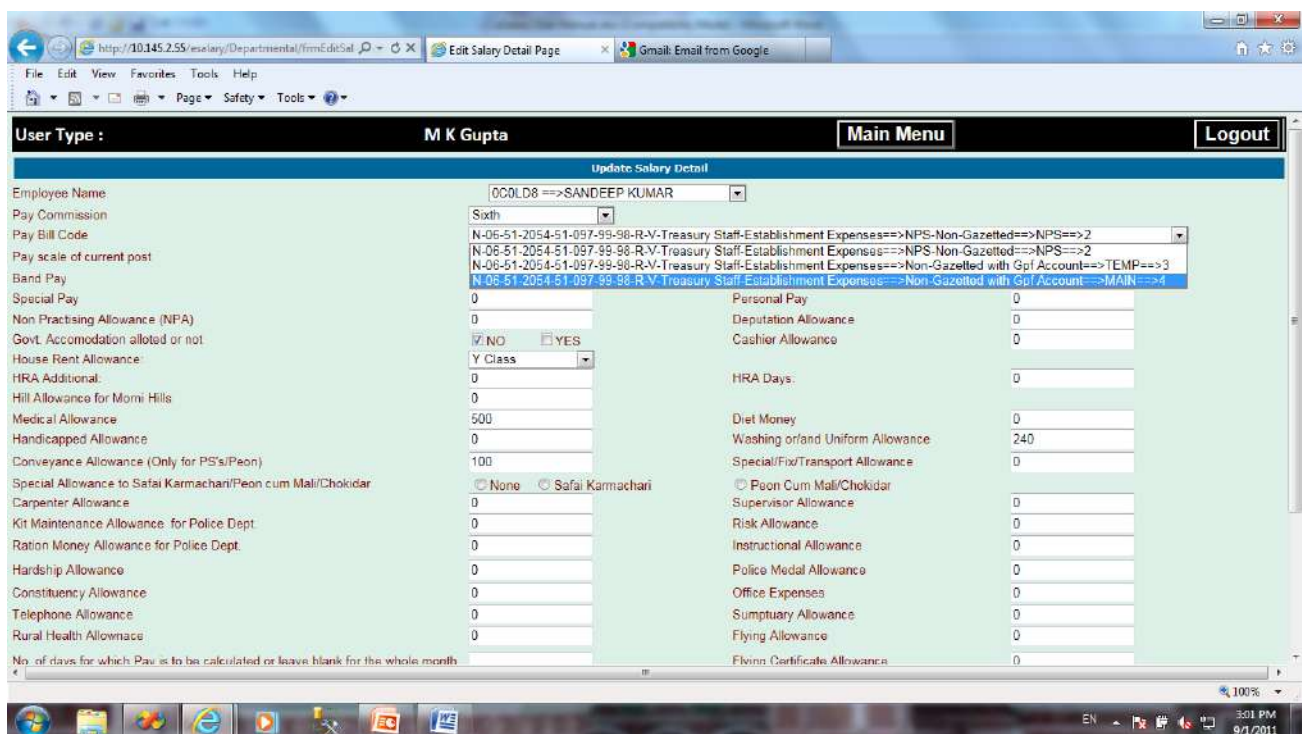
A message will appear regarding successful receiving and as the DDO will click on the 'OK' button the 'Update Salary Detail' page will appear.



Here the received employee will also be shown in the list of existing employees.



He will select the employee and his Salary Detail will appear.



Here also DDO will select his Paybillcode and Payscale.

Browser: http://10.145.2.55/eselary/Departmental/frmEditSal Edit Salary Detail Page Gmail: Email from Google

User Type : M K Gupta Main Menu Logout

Update Salary Detail

Employee Name: 0C0LD8 ==>SANDEEP KUMAR

Pay Commission: Sixth

Pay Bill Code: N-06-51-2054-51-097-99-98-R-V-Treasury Staff-Establishment Expenses==>Non-Gazetted with Gpf Account==>MAIN==>4

Pay scale of current post: Select pay scale

Band Pay: 11400/4400+1300GP

Special Pay: 0

Non Practising Allowance (NPA): 0

Govt. Accommodation allotted or not: ☒ NO ☐ YES

House Rent Allowance: Y Class

HRA Additional: 0

Hill Allowance for Morni Hills: 0

Medical Allowance: 500

Handicapped Allowance: 0

Conveyance Allowance (Only for PS's/Peon): 100

Special Allowance to Safai Karmachari/Peon cum Mali/Chokidar: ☒ None ☐ Safai Karmachari

Carpenter Allowance: 0

Kit Maintenance Allowance for Police Dept: 0

Ration Money Allowance for Police Dept: 0

Hardship Allowance: 0

Constituency Allowance: 0

Telephone Allowance: 0

Rural Health Allowance: 0

No. of days for which Pau is to be calculated or leave blank for the whole month: 0

Grade Pay: 1300

Personal Pay: 0

Deputation Allowance: 0

Cashier Allowance: 0

HRA Days: 0

Diet Money: 0

Washing or/and Uniform Allowance: 240

Special/Fix Transport Allowance: 0

Peon Cum Mali/Chokidar: ☐ Peon Cum Mali/Chokidar

Supervisor Allowance: 0

Risk Allowance: 0

Instructional Allowance: 0

Police Medal Allowance: 0

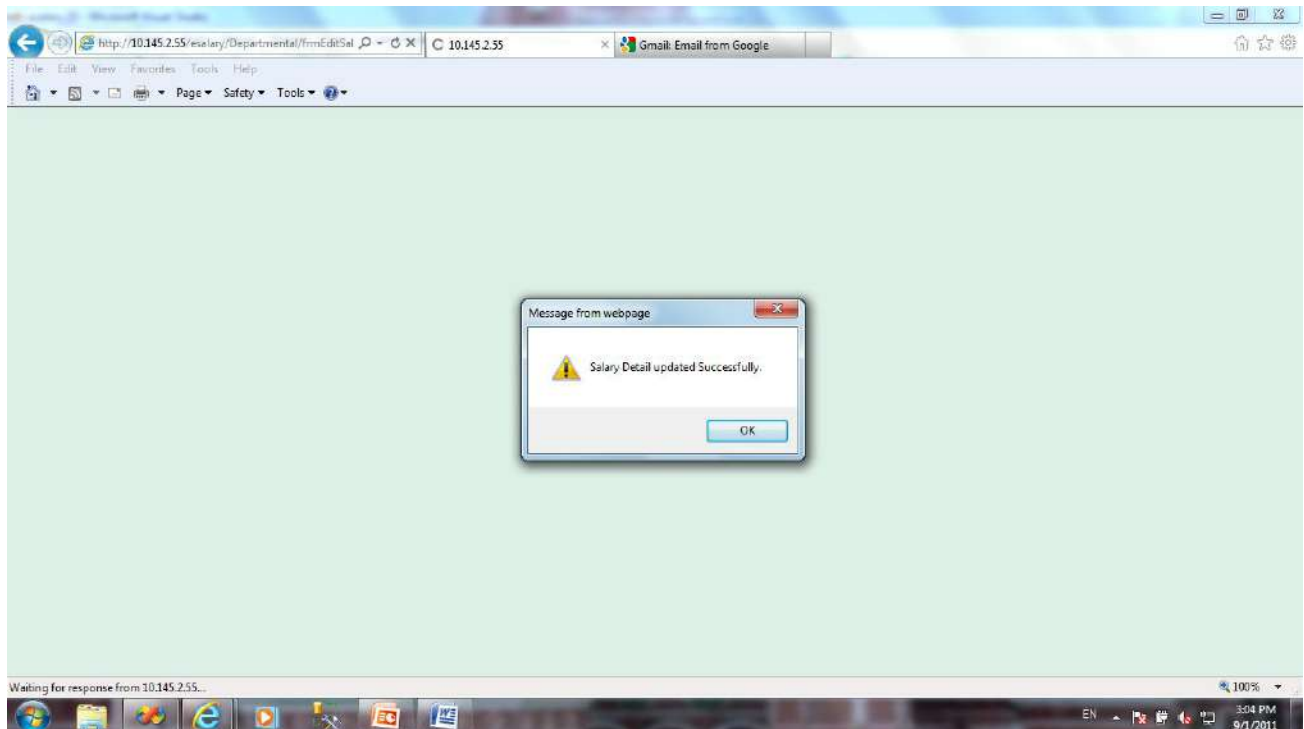
Office Expenses: 0

Sumptuary Allowance: 0

Flying Allowance: 0

Flown Certificate Allowance: 0

And if any other change is also required in Employee's salary, DDO may change. Now he will enter the code and click on the 'Update' button.



Now the task of Receiving the Employee is completed.