

Steps by Step Advisor for PaySys:

Access: <https://jkpaysys.gov.in>

← → C <https://jkpaysys.gov.in/login.aspx>

PAYMENT SYSTEM (PaySys)
Government Of Jammu & Kashmir

Welcome to JKPaySys..All DDOs are requested to updated their CPIS Data before preparing Salary Bills:

About JKPaySys

JK Payment System (PayManager) provides the common and integrated platform for DDO's to prepare the all types of bills for Booking of expenditure. It is also the Pay Bill Preparation System which meant for the Employees of the Government of Jammu & Kashmir. The Software not only provides the facilities for Pay bill Preparation but also Preparation of DA, Arrear, Bonus, Arrears and Leave encashment Bills.

Login

Enter Username

Password

CAPYRN

Captcha


 For any queries,
 Please Contact Help Desk no.: 0191 2520582
 Email : support.jkpaysys@jk.gov.in

Notifications

[User Guide\(PPT\)](#)
[User Manual](#)
[PaySys Advisor](#)
[Request form for Payscale Login](#)

Related Links

[JK Finance](#)
[JK CPIS](#)
[JK BEAMS](#)

Site Designed & Developed By **National Informatics Centre**
This site is best viewed in Google Chrome

Important Points to Note (Must Read):

- Before Boarding JkPaysys make ensure that you have filled and verified all CPIS Forms (1 to 7) of all Employees on <https://www.jkcpis.nic.in>. Please make sure you have correctly filled Form 1, 2-A and 2-B.
- Your Username is your Accountants Generals Code (AG Code).
- User has to reset Maker/Checker Passwords using default password provided to them on email.
- Keep the Practice of changing your Password (M/C) atleast after 60 days.
- DDO has two types of roles. One as maker (Bill Preparer) and other as Checker (Bill Approver). Their Username is same but passwords are Different.
- If Bill is generated from DDO Maker and sent to Checker, it will be a **Draft Bill**. Once DDO Checker Verifies and sends Bill to Treasury, 21 Digit Final Bill Number (FBM) is

allotted to Bill which will be reference number for Treasury. DDO must note this number.

- Once Checker approves Bill, Bill is sent electronically to Treasury. Both Checker/Maker can see status of his bill in Dashboard.
- If Checker rejects the bill, Maker can see the Bill Under Menu Rejected Bills along with the reason.
- In case Bill is rejected from Treasury Maker has to First Click on Fetch Payment Details On DashBoard under Quick Links. He has to Click on Update Fetch TV Details/ Fetch Rejected Bills & Fetch Manual Bills links. All these Bills will now appear under Menu-> Bill Processing-> Rejected Bill Option Menu.
- User can use Latest Google Chrome/IE browser.
- Make sure to enable POP Up for this website in Browser settings.
- In case user forgets his Password he can click on Forget Password option given on main page. After supplying his Username and E-Mail registered with Paysys Account, he will get OTP on his Email and can then reset his password.

JK PaySys Dashboard

Quick Link

PAYMENT SYSTEM (PaySys)
Government Of Jammu & Kashmir

Director Finance (Maker) | Dashboard | Masters | Bill Processing | Reports | Schedules | Logout

Dashboard

- Fetch DDO Budget
- Account details
- Fetch Payment details
- Check Bill Status
- Fetch CPIS Data (Bulk)
- Rejected/Objected Bills
- Invalid Account Numbers
- Invalid Temporary Employee Account Numbers
- Invalid Pran Numbers
- (View/Edit) Third Party Detail
- List of Changed AccountNumbers/Branch

Bill Status

- Bills Forwarded to Checker - 7
- Bills Rejected by Checker - 0
- Bills Forwarded For Payment - 1
- Bills Rejected by Payment System - 0
- Bills Paid Successfully - 0

Profile Updation

- Reset Password
- DDO Details

Update Your Budget From Dashboard Opt

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Dashboard

- Fetch DDO Budget
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- Check Bill Status
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- Bills Forwarded to Checker - 7
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- Bills Rejected by Payment System - 0
- Bills Paid Successfully - 0

Profile Updation

- Reset Password
- DDO Details

Step By Step Advice for Various Bills:

- 1. Salary Bill**
- 2. Wages/Re-Employee Bill**
- 3. WDC Bill**
- 4. Annual Increment**
- 5. Advance Pay/Salary**
- 6. D.A. Arrears**
- 7. Salary Arrears**
- 8. Due Drawn Statement**
- 9. Leave Encashment**
- 10. Medical Reimbursement**
- 11. GPF/SLI/CGEGIS/DLI Bills**
- 12. Nill Bill**
- 13. Contributed Deposit Bill**
- 14. Leave Travel Concession Bill**
- 15. Children Education Allowance Bill**
- 16. Over Time Bill Entry.**

1) Salary Bill:

The screenshot displays the PaySys web application interface. At the top left is the Government of Jammu & Kashmir logo. The main title is 'PAYMENT SYSTEM (PaySys) Government Of Jammu & Kashmir'. A navigation bar contains links for 'Director Finance (Maker)', 'Dashboard', 'Masters', 'Bill Processing', 'Reports', 'Schedules', and 'Logout'. Below this is a search/filter section with dropdown menus for 'Select Month: February', 'Select Year: 2019-2020', 'Scheme: 002011010000000000', and 'Select Group: NON GAZETTED'. A 'Show' button is positioned below these dropdowns. The footer of the page reads 'Designed And Developed By National Informatics Centre'.

Step by Step:

1. First of all make sure that all employee details are entered in CPIS Data. Your DDO Codes on CPIS and JKPaySys must be same.
2. Make ensure to update their Basic details (Form 1) and Form 2(A&B) properly in CPIS and verifying them before porting data. In case if you try to port such employees, you will get error while setting employee data in PaySys.
3. Use menu Master->Group Master and create all Bill Categories and Map appropriate Budget Authority with Bill Category. Budget authority Default must be changed with your authority like bcaedu*** etc. In case you fail to do so, you will not be able to view budget while generating bill.
4. Check your Budget available in different schemes under menu Report -> Budget Control Register. **Use option Fetch Budget Details on Dashboard to sync your budget.**
5. View your DDO Profile. Checker user can make some allowed modification through link Master->DDO Details. In case if he cannot edit his profile, he can drop an email to **support-jkpaysys@jk.gov.in**.
6. Now Open Master->Employee Info menu.
7. For new users, there are two modes to fetch employees.

8. If you know CPIS-ID of employee enter his CPIS number and fetch him, his details will get populated in the form.
9. If you want to Bulk port the employees, Click on option Fetch CPIS Bulk Data. Make sure all employees fetched. **Please don't Attempt to fetch employees again once they are ported in JK Paysys.**
10. Now all employees will be populated on Left side Grid. Search option is given in case you want to search a particular employee.
11. Click on employee name in Left Grid. His details will be populated in the main Form. Select his scheme, Group assigned and other details and update the form.
12. **Again Click on employee name as per step 11. Under Salary details Tab make sure his Branch code, Account number, PAN number, HRA entitlement, City Class, GPF number are correct. Branch Code and Account Number must be Checked carefully and confirmed with employee.**
13. In Class of City Select appropriate class lick Metro, B Class, Other etc. M is for Move employees getting Fixed 2500 HRA. Select Govt Accommodation not Available and mention Place of Posting if HRA is to be given.
14. For NPS employees there is provision of entering his GPF number.
15. Select Employee Status as Active. In case employee is Retired/Transferred/Dead/Duplicate DDO can select Option Inactive. He must mention date of Retirement etc.
16. Now Save/Update the record.
17. Now again on Left Grid click on Employee. Once his record his shown, click on Allowances. Select and fill all allowances entitled to him. Note that Rule based allowances are Auto Filled and are not visible in allowance form. They will get displayed in Employee Details form.
18. Allowances are of two type: Regular and Casual. Click on Casual Allowances in case they are to be given to employee. They are not part of Salary Bills, their bill is separately generated using Menu item 14/15 in this document.
19. Now open Deduction Form. You will see two types of Deductions viz Treasury Deduction (Contra Credit) and DDO Deduction (Included in the net amount of bill).
20. Select Appropriate deduction and Save.
21. In case of State life Insurance SLI deduction, enable SLI in Deduction Form and save. Then Click on SLI master and insert various policies and amount.

22. In case recoveries like GPF Refund, Advance Pay, HBA etc click on Recovery Master and insert details. These can be later on modified or edited from Checker Login only.
 23. Repeat the process for all employees
 24. Afterwards modifications will be done only in case there are changes in Allowances/Deduction of employees.
 25. Now when master data of employees are set, click on menu Bill Processing->Salary Bill.
 26. Select Month- Financial Year- Scheme and Group and then Click on Show Button. Afterwards Salary Bill of the group will be displayed.
 27. **Note that if Employees in group are not appearing in Bill during Bill Processing, it means you have not saved their record with proper scheme.**
 28. Generate the Bill only in case you have updated all allowance and deductions of all employees. It is advisable to check Draft Bill before forwarding bill to checker.
 29. Thereafter, Click on “Forward Bill to Checker” button, it will generate bill and send it to checker. In case the Button “**Forward Bill to Checker**” is not visible, it means you don’t have Budget in this scheme.
 30. In case Checker returns bill to maker, maker can see bill under Menu item BillProcessing->Rejected Bills.
 31. Now if there is any NPS employee in this bill, it is mandatory to generate NPS Contra Bill.
 32. **For generating NPS Employees Contra Bill, again open menu Bill Processing->Salary Bill. Select Month, year as usual and select Scheme as 08-2071- (NPS Scheme). Afterwards Salary Bill number will come. Generate the bill and send it to checker. In case you don’t have budget, u will not be able to see Send Bill to Checker.**
 33. **Note that Any NPS Bill (Arrears also) has to be generated using options as per step 27 above.**
 34. In case of any Mistake, User has to first Delete NPS Contra Bill before he deletes corresponding Salary Bill in case it is very necessary.
 35. Various reports and schedules are available related to Salary Bills.
 36. Now user has to take print of Salary Bill and PayBill FC 19 reports. In case NPS Employees are there in bill, he has to attach NPS FC19 report also.
-

37. Important: **GSA employees' bills can be prepared in same pattern under Bill Processing-GSA employee Salary Bill/Arrear Bill and reports of GSA can be Viewed/Printed. Choose Pay-Commission of these employees as GSA.**

38. Important: In case of Court case/Nominee Account etc, Select Employees Bank Branch as SBII for crediting salary to DDO account.

Suspension of Employee:

- 1) For suspended employee, open menu Suspension in Master menu.
- 2) Enter Date of Suspension, order no and date, basic % etc.
- 3) While generating bill, his Pay will be calculated as per Order.
- 4) For restoration, Click on his record and enter restoration order and date.
- 5) Generate his arrears.

Use of Other Menus in Master:

- a) Use option Group employee mapping to remove or add employee from a group quickly.
 - b) Use Option Bulk Allowance/Bulk Deduction to give allowance/deduction to employees of a group in a single go.
 - c) Use option Manage Seniority to correct order of appearing of employees in a bill.
-

2. Wages/Re-Employee Bill:

Director Finance (Maker) | Dashboard | Masters | Bill Processing | Reports | Schedules | Logout

Wages Bill [Back to Grid](#)

Bill type	Scheme	Detail Head	Employee Type	From Month	From Year	To Month	To Year
All	00-2011-01-000-00	025- WAGES	Contractual	January	2020	January	2020

[Show](#)

Budget Details

Budget	Expenditure	Balance
0.00	0.00	0.00

Sno	EmpId	Rate	Emolument Type	Period	Amount
1	T000000006-CHANCHAL SINGH	3000	Monthly	1	3000
Total					Rs. 3,000.00

Total - **3,000.00**

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[Save](#)

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1. Employees other than Regular are Classified as Contractual / DailyWager / Re-Employed / Leave Arrangement / StipendPGStudent.
2. In Menu Master-Temporary Employee click on New Entry.
3. Enter relevant details of employees upto his account details.
4. Now Select Employee type.
5. Employee type is Re Employed/ Leave-Arrangement/Stipend etc.
6. Select option Consolidate in case of consolidated payment to employee.
7. Select Integrated in case Employee is entitled for DA HRA etc.
8. Select his Pay commission, Level and Pay in Payband along with payment scheme and click on save button.
9. This will add employee in data base.
10. Now open menu Bill Processing and select Wages Bill/ ReEmployment Bill/ GSA Bill as per employee group and generate the bill thereafter send bill to Checker.
11. Checker will Select Scanned Supporting Document (Attendance register) in PDF format (max 500kb) & then Verify and Send Bill to Treasury.
12. Under Report Menu, details of Wages Bill can be printed.
13. In case you want to Disable Employee, Open his details and click on In-Active Button and then save record will proper Retirement/Death Date entry.
14. Generation of Arrears Bills of Re-Employed/GSA employees can be done using menus Reemployed Arrears/GSA Arrears.

3. WDC Bill:

Director Finance (Maker) | Dashboard | Masters | Bill Processing | Reports | Schedules | Logout

WDC Bill Entry [Back to Grid](#)

Mode of Payment: J&K Bank Others Accounts Classification: --select-- Object Expenditure: --select--

Budget Details

Budget	Expenditure	Balance
0.00	0.00	0.00

Payment Details

Payment in favor	Search (optional)	Name	Account Number	Voucher Amount	Payable Amount	Voucher Number	Voucher Date	withdrawtype	Action
GST	<input type="text"/>	--select--		0	0			--select--	Add Payment

Deduction Scheme: --select-- Amount: 0 [Add Contra](#)

Total Gross- 0.00 Total Net- 0.00 Total Deduction- 0.00

Contra Details

Total Contra- 0.00

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1. In Menu Bill Processing->WDC Bill, Click New Entry.
2. Select Mode of Payment, Scheme, Object Head. Budget Under Appropriate Scheme/Object Head must be available.
3. In "Payment in Favour of" Select suitable option viz Third Party/Employees/DDO.
4. In case if you select Employees all employees will be displayed. Select the employee.
5. In case of Third Party, if Agency is not created, create agency by Selecting -NEW- Enter agency details and save record. Once agency is added you can make payment to agency by selecting it.
6. After adding beneficiary, Enter Voucher amount, Payable Amount, Voucher number/Date.
7. If there is Difference in Voucher amount and payable amount adjust it by making a contra entry by selecting Deduction Scheme and entering difference. Save this record.
8. Select Scanned Supporting Document in PDF format (max 500kb), if Any.

9. Save the form and Bill No will be allotted. Multiple Bills can be entered and saved. Afterwards Send Bill to Checker for Approval.
10. Under Report section, WDC Bill Report can be viewed and printed.
- 11. In case of GST Bill, Select Payment in Favour of as GST.**

4. Annual Increment:

1. Bill of Annual increment to employee can be generated once a year.
2. Select option Bill Processing->Annual Increment. Select Year, Group and PayCommission. Then click View.
3. On this all employees will come in form. Make appropriate changes and send to Checker.
4. When checker will Verify/Approve Bill, Increment will be Automatically Reflected in Employee data. Report of Annual Increment is available in Report Section.

5. Advance Pay/Salary Bill:

1. In menu Bill Processing->Advance Pay Select Month, Year, Scheme and Group, click show. All employees under this group will appear in form. Check Radio Button below Select Heading.
2. Edit amount of advance pay and then save and send Bill to Checker.
3. Report name Advance pay under Report section is available.

6. D.A. Arrears:

1. In Menu Bill Processing->DA Arrears, Select Period, Group, payment schemes and employees.
2. DA Arrear for the period will be reflected.
3. If budget is available, Forward Bill to checker option will be enabled. Maker should send the bill to checker after making sure about amount.
4. Checker can send the Bill to treasury for payment.
5. Under Report section, DA Bill Report can be viewed and printed.

7. Salary Arrears:

The screenshot shows the 'Salary Arrear' report interface. At the top, there is a navigation bar with the following items: Director Finance (Maker), Dashboard, Masters, Bill Processing, Reports, Schedules, and Logout. Below the navigation bar, the title 'Salary Arrear' is centered. The main area contains several input fields: 'From Year:' with a dropdown menu set to '2020', 'To Year:' with a dropdown menu set to '2020', 'From Month:' with a dropdown menu set to 'January', and 'To Month:' with a dropdown menu set to 'February'. There is also a 'Scheme Code' field with a dropdown menu set to '0020110100000000001V'. A 'View' button is located below the 'Scheme Code' field. In the top right corner, there is a 'Current Session' label.

1. In Menu Bill Processing->Salary Arrears, select Year/Month from Year/To and click on Show Salary Arrears.
2. All employees will appear.
3. Select Employee/Employees to whom Arrears have to be released.
4. Click Show Salary Arrears.
5. Click on Empid Hyperlink in case you want to make changes.
6. This link will open all allowances/Deductions. Update them and Generate Bill.
7. Checker can send the Bill to treasury for payment after Verification etc.
8. Print out of Reports like Salary Arrears, Salary Arrears NPS, Salary Arrears/NPS FC19 can be taken out.

8. Due Drawn Statement:

Generate Due Drawn Generate Bill

Due Drawn

From Year: From Month: Current Session
 To Year: To Month:

Select Employee:

[View](#)

empid	Month	year	Basic Pay	Grade Pay	DA	HRA	MA	CCA	C A
04000011847	January	2019	0	0	0	0	0	0	0
04000011847	February	2019	0	0	0	0	0	0	0
04000011847	March	2019	0	0	0	0	0	0	0
04000011847	April	2019	0	0	0	0	0	0	0
04000011847	May	2019	0	0	0	0	0	0	0
04000011847	June	2019	0	0	0	0	0	0	0
04000011847	July	2019	0	0	0	0	0	0	0
04000011847	August	2019	0	0	0	0	0	0	0
04000011847	September	2019	0	0	0	0	0	0	0

[Save Due Drawn](#)

1. All pending Arrears will be generated through this module.
2. In Menu Bill Processing->7 PC Due Drawn Statement. Click on Generate Due Drawn.
3. Select Period and Employee who has to be given arrears.
4. Click View and Fill payable arrears to him month wise.
5. Save the form. You can delete the record if you find some issue.
6. Now Click on Bill Generate option.
7. Select Scheme, Employee and Payment Type.
8. Payment Type can be Net/GPF or Both. Select options as per Govt Order.
9. Save the bill and send to checker.
10. Checker can send the Bill to treasury for payment after verification.
11. Under Report section, Report can be viewed and printed.

9. Leave Encashment:

The screenshot displays the 'PAYMENT SYSTEM (PaySys)' interface for the Government of Jammu & Kashmir. The navigation menu includes 'Director Finance (Maker)', 'Dashboard', 'Masters', 'Bill Processing', 'Reports', 'Schedules', and 'Logout'. A 'Back to Grid' button is visible in the top right. The user is logged in as 'State Govt.' with radio buttons for 'AIS' and 'LTC'. The current page is titled 'Scheme: 08-2071-01-115-0099-2190-1-V--Leave Encashment' and 'DetailHead: 670--LEAVE ENCASHMENT'. A 'Budget Details' table shows Budget, Expenditure, and Balance, all with values of 0.00. Below this is a form with fields for 'Select Employee' (a dropdown menu), 'No. of days' (300), 'Salary', 'Amount', 'DA Rate', 'Already Drawn' (0), 'Reason' (Retired), and 'Action' (ADD). A 'Save' button is located below the form. At the bottom, it states 'Total - 0.00' and 'Designed And Developed By National Informatics Centre'.

1. In Menu Bill Processing->Leave Encashment, Click New Entry.
2. Make ensure to Fill Retirement/Death date of retired / Dead employee properly.
3. Ensure that in Employee detail he is allotted cadre.
4. Select State Govt/AIS (For All India Service Officers)
5. In case of Retired employee his Date of Retirement must be entered.
6. Enter Retirement date from Employee Information Form by selecting Inactive Option.
7. Select Employee, No of Days, Salary and amount and enter reason and save record.
8. Repeat process if any other employee is there.
9. Save the form and Bill No will be allotted.
10. Send Bill to Checker for further action.
11. Under Report section, Leave Encashment Report can be viewed and printed.

10. Medical Reimbursement:



Director Finance (Maker) | Dashboard | Masters | Bill Processing | Reports | Schedules | Logout

Total Budget : Rs. 500000 || Balance : Rs. 500000 || Expenditure : Rs. 0

Select month: February | Select Year: 2019-2020
 Select Scheme: 0820540009700990324 | Select Employee: 04000011131--VINODJ
 Amount Sanctioned: IPD [] OPD [] | TDS [] [Add]
 Gross Amount [] | Net Amount []

Sno	Scheme	Emp Name	IPD	OPD	Gross_Amt	TDS	Net Amt	Action
1	08205400097009903241V	04000011131--VINODJOSHI	1255	0	1255	0	1255	Delete
Total			1255	0	1255	0	1255	

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[Save & Generate BILL](#)

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1. In Menu Bill Processing->Medical Reimbursement, Select Month, Year, Scheme and month and select Employee.
2. Fill form and click Add, after that repeat process for next employee.
3. Save the form and Bill No will be allotted. Send Bill to Checker for further action.
4. Under Report section, View Medical Reimbursement Report can be viewed and printed.

11.GPF/SLI/CGEGIS/DLI Bills:

The screenshot shows the 'PAYMENT SYSTEM (PaySys)' interface for the Government of Jammu & Kashmir. The navigation menu includes: Director Finance (Maker), Dashboard, Masters, Bill Processing, Reports, Schedules, and Logout. The current page is 'GPF Bill Entry', with a 'Back to Grid' link on the right.

Form fields include:

- Bill Type: GPF
- Account Classification: 00-8009-01-101-0001-0

Employee	GPF Account Number	Account Number	Sanction Order	Sanction Date	Withdrawals	Amount	Action	
Anil Kumar	899025875	0087010200000102	12	19/02/2020	Advance	10000	Add	
Total							0.00	

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Save

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1. Open link Bill Processing->GPF Bills, Select Bill Type as per case (GPF/SLI/CGEGIS), Account Classification and select Employee. For DLI select DLI Bill Option.
2. Enter Sanction Date, Sanction Date, Type of Withdrawal, Amount and number of installments.
3. In case of multiple employees click on Add Button on right.
4. After record entry of employees is done, click on choose File and upload Sanction order.
5. Save the form and Bill No will be allotted. Send Bill to Checker for further action.
6. Under Report section, View GPF Report can be viewed and printed.
7. Note that GPF/SLI/CGEGIS must be checked in employee deduction.

12.Nill Bill:

1. In Menu Bill Processing->Nill Bill, Click New Entry.
2. Select Scheme, Object Head and Gross and Net amount of Bill.
3. Select Scheme, Amount, Financial concurrence Number/Date, click Add.
4. Save the form and Bill No will be allotted. Send Bill to Checker for further action.
5. Under Report section, Nill Bill Report can be viewed and printed.

13.Contributed Deposit Bill:

1. In Menu Bill Processing->Nill Bill, Click New Entry.
2. Select Scheme, Object Head and Gross amount of Bill.
3. Select Scheme, Amount, Financial concurrence Number/Date, click Add for new record.
4. Save the form and Bill No will be allotted. Send Bill to Checker for further action.
5. Under Report section, Nill Bill Report can be viewed and printed.

14. Leave Travel Concession Bill:

The screenshot shows the 'Leaving Travelling Concession Bill Entry' form in the PaySys application. The header includes the Government of Jammu & Kashmir logo and the text 'PAYMENT SYSTEM (PaySys) Government Of Jammu & Kashmir'. The navigation menu includes 'Director Finance (Maker)', 'Dashboard', 'Masters', 'Bill Processing', 'Reports', 'Schedules', and 'Logout'.

Leaving Travelling Concession Bill Entry

Accounts Classification: 08-2054-00-09 | Object Expenditure: 003 - LEAVE TRAVEL CONCESSION(LTC)

Budget Details

Budget	Expenditure	Balance
12120000	10	12119990

Payment Details

Sno	Emp Name	sanctionn No	Sanction Date	Amount	Advance Amount	Net Amount	Action
1	VIJAY KUMAR DHAR	15	1/1/2019 12:00:00 AM	50000	10	49990	Delete
Total				Rs. 50,000.00	10.00	49,990.00	

Total Gross: 50,000.00

Type: Advance Final City: Home AnyWhere

Advance Bill Drawn From: Payscale Manual

Employee name	Sanction NO	Amount	Sanction Date	block year	Advance Bill	Advance Amount	Action
VIJAY KUMAR			01/01/2019	2015-2019	849	10	Add

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1. In Menu Bill Processing->Leave Travel Concession, Click New Entry.
2. Select Advance/Final and Type of LTC (Home/All India).
3. Select Advance Bill Drawn from Payscale/manual.
4. Enter Sanction no, Amount, Sanction Date, Block Year/Advance Bill no, Advance Amount.
5. Attach Scanned Bills Etc.
6. Save the form and send to Checker. Bill No will be allotted.
7. Under Report section, LTC Bill can be viewed and printed.
8. Note that LTC must be selected in Casual allowances of employee in Allowance Form.

15.Children Education Allowance Bill:

The screenshot shows the 'Child Education Allowance Bill Entry' form in the PaySys application. The interface includes a navigation menu, a header with the government logo, and several data entry sections.

Accounts Classification: 08-2054-00-09, Object Expenditure: 001 - Salary

Budget Details:

Budget	Expenditure	Balance
57,000,000.00	925,522.00	56,074,478.00

Payment Details:

Employee name: TILAK RA., Number of Child: 2

Sno	Type	Amount	Already Drawn	Total Amount
1	CHILD EDUCATION ALLOWANCE	27000	0	54000
Total				

Payment Details:

TDS: 0

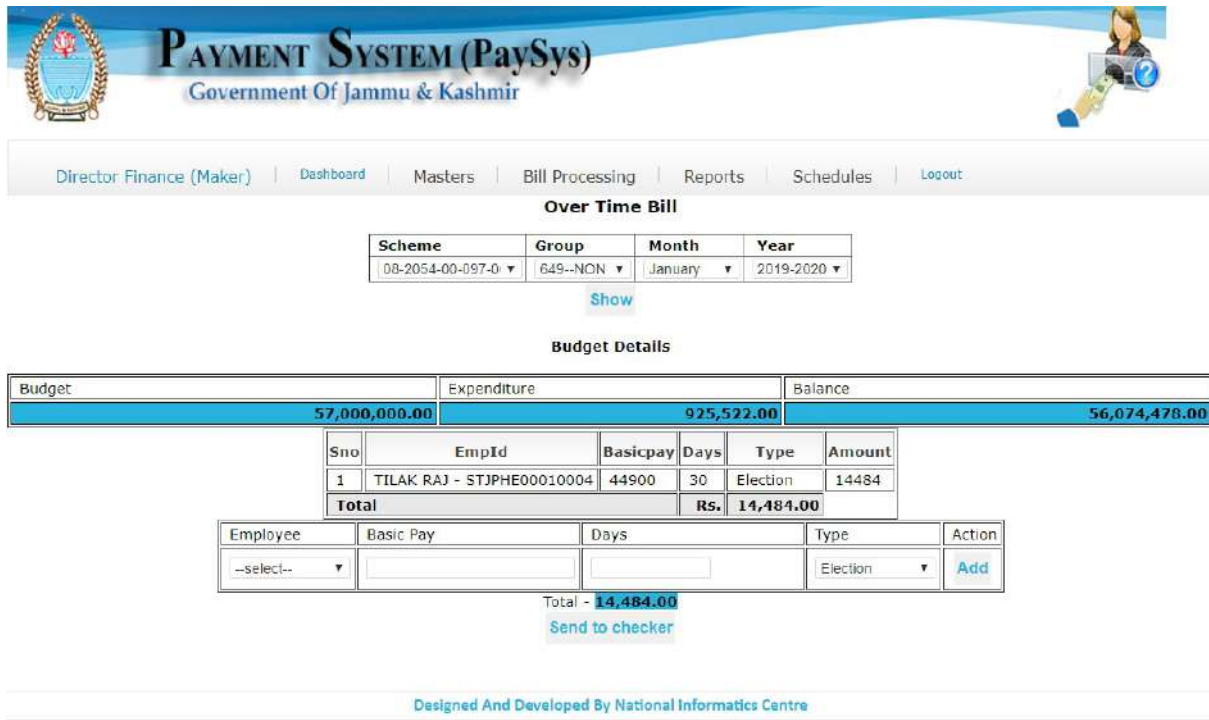
Total Gross: Total Net: Total Deduction:

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1. In allowances of Employee, select allowance as Children Education Allowance under Casual Allowance.
2. In Menu Bill Processing->Children Education Allowance, Click New Entry.
3. Select Employee Name and Number of Children and save.
4. Enter Amount and Upload supporting documents.
5. Save the Bill and send to Checker. Bill No will be allotted.
6. Under Report section, CEA Bill can be viewed and printed for submission to treasury.
7. Note that Children Education Allowance must be selected in Casual allowances of employee in Allowance Form

16. Over Time Bill Entry:



PAYMENT SYSTEM (PaySys)
Government Of Jammu & Kashmir

Director Finance (Maker) | Dashboard | Masters | Bill Processing | Reports | Schedules | Logout

Over Time Bill

Scheme	Group	Month	Year
08-2054-00-097-0 ▼	649--NON ▼	January ▼	2019-2020 ▼

[Show](#)

Budget Details

Budget	Expenditure	Balance
57,000,000.00	925,522.00	56,074,478.00

Sno	EmpId	Basicpay	Days	Type	Amount
1	TILAK RAJ - STJPHE00010004	44900	30	Election	14484
Total				RS.	14,484.00

Employee	Basic Pay	Days	Type	Action
--select-- ▼	<input type="text"/>	<input type="text"/>	Election ▼	Add

Total - **14,484.00**
[Send to checker](#)

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- 1) Select Scheme, Group and Month.
- 2) Select Employee and no of days he is entitled for payment.
- 3) Select Type of Payment Normal/Election/Budget.
- 4) Prepare Bill and send it to checker.

Important Tips:

- 1) In case wrong treasury is mapped with your login, you can correct it by logging in from checker and in Master menu open DDO Detail form. Select Correct Treasury and click on Update Treasury.**
- 2) In case you are unable to see objectionable bills or TV nos of paid bills login as make. Then, In Dashboard open Fetch Payment Bills link, then click on both Fetch TV Details and Fetch Objectionable Bills. Now open menu Bill Register->Reject Bill item. Select year/month of bill generation and Bill will appear. Either Regenerate or Delete the Bill.**