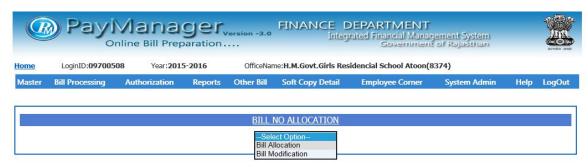
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# **Salary Arrear Bill Process**

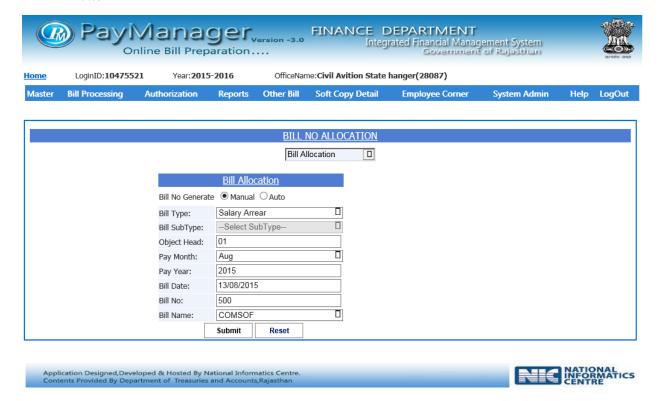
1. After Login in **PayManager** as **DDO**, For Salary Arrear Bill Process, Go in **Bill Processing** Menu and Click on **Bill No. Allocation**.



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



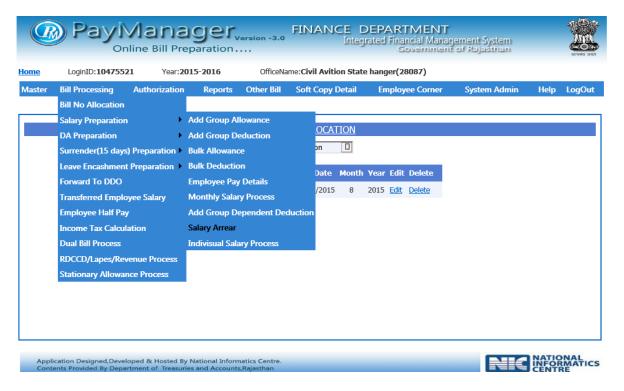
3. Select Bill Type (Salary Arrear), Object head, Pay Month & Year of the Bill, Enter Bill Date and Bill No. and Select Group Name for Specific Budget Head. After then Click on "Submit" Button.



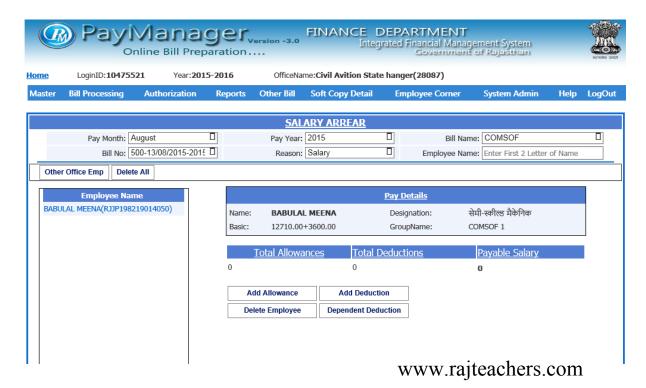
4. To Modify Bill, Choose Bill Modification Option from List, in Bill No. Allocation.



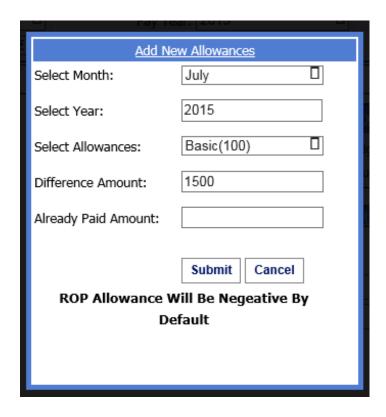
5. Go to Bill Processing -> Salary Preparation -> Salary Arrear



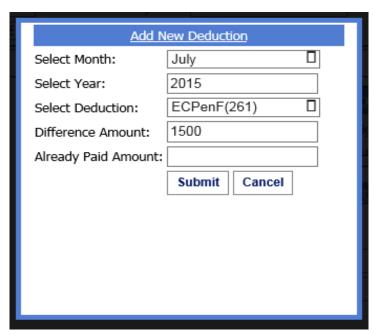
6. Select **Month, Pay Year, Group Name, Bill no.** and **Reason.** Enter **Name** of the Employee. Select Employee from list aside on page. **Allowance, Deduction** and **Dependent deduction** can be add from Here. To **delete** Employee click on "**Delete Employee**" Button.



7. To add allowance, Click on "Add Allowance" button. Select Month, Year and Allowance Name. Enter Amount that is to be given and Already Paid amount (if any otherwise leave blank).



8. To add Deduction, Click on "Add Deduction" button. Select Month, Year and Deduction Name. Enter Amount that is to be Deduct and Already Paid amount (if any otherwise leave blank).



9. To add Dependent Deduction, Click on "Dependent Deduction" button. Select Month, Enter Year, Name, Order No., Amount. Select State, District, Bank, Bank Branch and Bank Account No. Enter Reason.

	Dependent Deduction						
Select Month:	July						
Select Year:	2015						
Name:	Vijay Singh						
OrderNo:	15						
Amount:	8500						
IFSC:	Add						
State:	Rajasthan						
District:	Jaipur 🔲						
Bank:	STATE BANK OF BIKANER AND JAIPUR						
BankBranch:	BHANKROTA, JAIPUR (SBBJ0010804) □						
Bank A/CNo:	6002061008566						
Reason:	Death						
	Submit Reset Cancel						
Note:IFSC Not Mandatory.Use IFSC To Get Details.							

10. Go to Bill Processing -> Forward to DDO



11. To **Forward**, Select **Month**, **Year**, **Bill Type** and **Group**. Bill Details will be show below on the page. To Forward Select **Bill Detail** and Click on "**Forward**" Button.



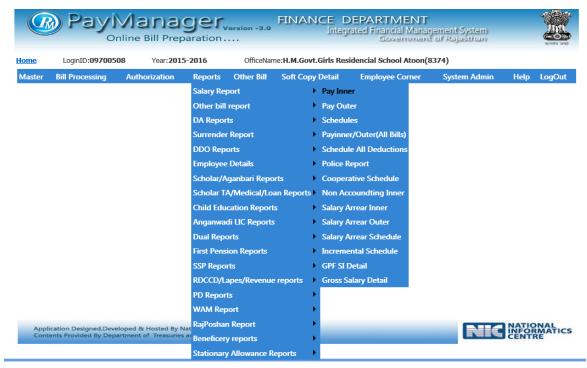
12. Go to Authorization -> Bill Forward To Treasury



13. To **forward**, Select **Month**, **Year**, **Bill Type** and **Group**. **Bill Details** will be show below on the page. Select **Bill Detail** and Click on "**Submit**" Button and then Click on "**Forward**" Button.



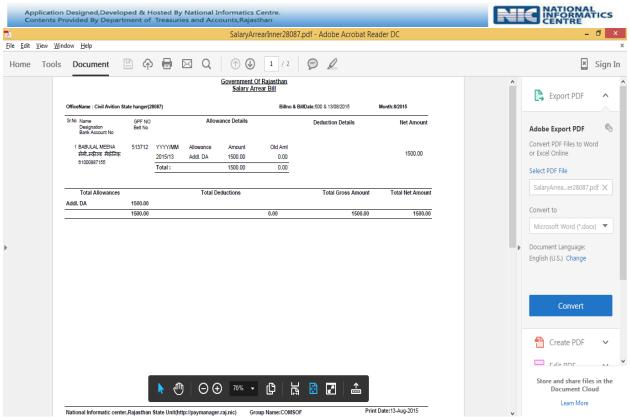
## 14. Go to **Reports** -> **Salary Report**



#### 15. Go to Reports -> Salary Report -> Salary Arrear

To Download Inner Report of Salary Arrear, Select **Year**, **Month**, **Group** Name and **Bill No.** After then Click on "**Generate Report**" Button.

	Payl	Mana			FINANCE D Integ	DEPARTMENT rated Financial Manag Government	ement System of Rajasthan		Jam's	
<u>Home</u>	LoginID: <b>10475521</b> Year: <b>2015-2016</b> OfficeNa				ame:Civil Avition State hanger(28087)					
Master	Bill Processing	Authorization	Reports	Other Bill	Soft Copy Detail	Employee Corner	System Admin	Help	LogOut	
	SALARY ARREAR INNER REPORT									
	Select I		)F		Select Month: Select Billno: Generate Report	August 500-13/08/2015-2015				

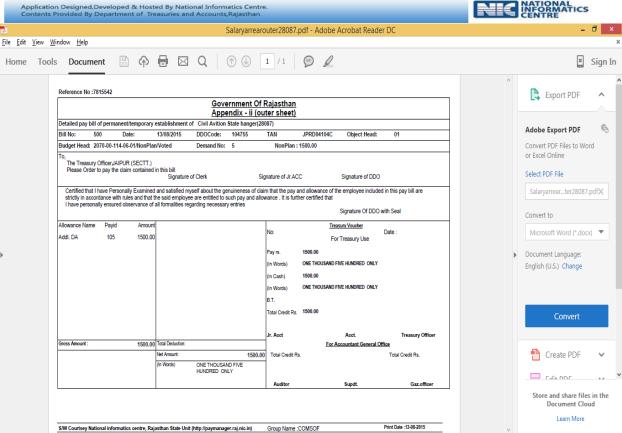


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### 16. Go to Reports -> Salary Report -> Salary Arrear Outer

To Download Outer Report of Salary Arrear, Select **Year**, **Month**, **Group Name** and **Bill No**. After then Click on "**Show Report**" Button.

	Payl	Mana nline Bill Prep			FINANCE DEPARTMENT Integrated Financial Management System Government of Rajastrian				सत्यम्य जयस		
<u>Home</u>	me LoginID: <b>10475521</b> Year: <b>2015-2016</b> Offi				OfficeName: Civil Avition State hanger (28087)						
Master	Bill Processing	Authorization	Reports	Other Bill	Soft Copy Detail	Employee Corner	System Admin	Help	LogOut		
Salary Arrear Outer											
Select Year: 2015 Select Month: August Select Bill Name: COMSOF Select Bill No.: 500-13/08/2015-2015 Show Report											



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