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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**.

PayManager Version -3.0  
FINANCE DEPARTMENT  
Integrated Financial Management System  
Government of Rajasthan

Home LoginID:09700508 Year:2015-2016 OfficeName:H.M.Govt.Girls Residential School Atoon(8374)

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

Bill No Allocation  
Salary Preparation  
DA Preparation  
Surrender(15 days) Preparation  
Leave Encashment Preparation  
Forward To DDO  
Transferred Employee Salary  
Employee Half Pay  
Income Tax Calculation  
Dual Bill Process  
RDCCD/Lapes/Revenue Process  
Stationary Allowance Process

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Contents Provided By Department of Treasuries and Accounts, Rajasthan.

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

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BILL NO ALLOCATION


Select Option--  
Bill Allocation  
Bill Modification

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## Bill Type – Salary Arrear Bill

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.

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Home LoginID:10475521 Year:2015-2016 OfficeName:Civil Aviation State hanger(28087)

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

BILL NO ALLOCATION

Bill Allocation ☐

Bill Allocation

Bill No Generate ☒ Manual ☐ Auto

Bill Type: Salary Arrear ☐

Bill SubType: --Select SubType-- ☐

Object Head: 01 ☐

Pay Month: Aug ☐

Pay Year: 2015 ☐


Bill Date: 13/08/2015 ☐

Bill No: 500 ☐


Bill Name: COMSOF ☐

Submit Reset


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

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Home LoginID:10475521 Year:2015-2016 OfficeName:Civil Aviation State hanger(28087)


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

BILL NO ALLOCATION

Bill Modification ☐

Bill Type	Bill No	Bill Name	Bill Date	Month	Year	Edit	Delete
Salary Arrear	500	COMSOF	13/08/2015	8	2015	<a href="#">Edit</a>	<a href="#">Delete</a>

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

The screenshot shows the PayManager Finance Department interface. The top header includes the logo, version 3.0, and the text "FINANCE DEPARTMENT Integrated Financial Management System Government of Rajasthan". Below the header, there is a navigation bar with links: Home, LoginID:10475521, Year:2015-2016, OfficeName:Civil Aviation State hanger(28087), Master, Bill Processing, Authorization, Reports, Other Bill, Soft Copy Detail, Employee Corner, System Admin, Help, and LogOut. The "Bill Processing" menu is expanded, showing options like Bill No Allocation, Salary Preparation, DA Preparation, Surrender(15 days) Preparation, Leave Encashment Preparation, Forward To DDO, Transferred Employee Salary, Employee Half Pay, Income Tax Calculation, Dual Bill Process, RDCCD/Lapes/Revenue Process, and Stationary Allowance Process. The "Salary Preparation" option is further expanded, showing sub-options: Add Group Allowance, Add Group Deduction, Bulk Allowance, Bulk Deduction, Employee Pay Details, Monthly Salary Process, Add Group Dependent Deduction, Salary Arrear, and Individual Salary Process. The "Salary Arrear" option is selected.

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.

The screenshot shows the PayManager Finance Department interface with the "SALARY ARREAR" form. The top header is the same as the previous screenshot. The navigation bar is also the same. The "SALARY ARREAR" form is displayed, showing fields for Pay Month (August), Pay Year (2015), Bill Name (COMSOF), Bill No (500-13/08/2015-2015), Reason (Salary), and Employee Name (Enter First 2 Letter of Name). Below these fields, there are buttons for "Other Office Emp" and "Delete All". On the left side, there is a list of employees, with "BABULAL MEENA(RJJP198219014050)" selected. On the right side, there is a "Pay Details" section showing Name (BABULAL MEENA), Designation (सेमी-स्क्रील्ड मैकेनिक), Basic (12710.00+3600.00), and Group Name (COMSOF 1). Below this, there is a table with columns for Total Allowances, Total Deductions, and Payable Salary, all showing 0. At the bottom, there are buttons for "Add Allowance", "Add Deduction", "Delete Employee", and "Dependent Deduction".

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).

**Add New Allowances**

Select Month:

Select Year:

Select Allowances:

Difference Amount:

Already Paid Amount:

**ROP Allowance Will Be Negative By Default**

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).

**Add New Deduction**

Select Month:

Select Year:

Select Deduction:

Difference Amount:

Already Paid Amount:

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**

The screenshot shows the PayManager Finance Department interface. The header includes the logo, version 3.0, and the text 'FINANCE DEPARTMENT Integrated Financial Management System Government of Rajasthan'. The user is logged in as 'H.M.Govt.Girls Residential School Atoon(8374)' for the year 2015-2016. The 'Bill Processing' menu is open, and the 'Forward To DDO' option is highlighted.

Home LoginID:09700508 Year:2015-2016 OfficeName:H.M.Govt.Girls Residential School Atoon(8374)

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

Bill No Allocation  
Salary Preparation  
DA Preparation  
Surrender(Fund) Deduction  
Leave Encashment  
Forward To DDO  
Transferred Employee Salary  
Employee Half Pay  
Income Tax Calculation  
Dual Bill Process  
RDCCD/Lapes/Revenue Process  
Stationary Allowance Process

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.

The screenshot shows the PayManager Finance Department interface with the 'DDO FORWARD' form. The user is logged in as 'Civil Aviation State hanger(28087)' for the year 2015-2016. The form includes fields for Select Month, Select Year, Select Bill Type, and Select Bill Name. A 'Forward' button is present below the form. Below the form is a table showing bill details.

Home LoginID:10475521 Year:2015-2016 OfficeName:Civil Aviation State hanger(28087)

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

DDO FORWARD

Select Month: August Select Year: 2015  
Select Bill Type: Salary Arrear Select Bill Name: COMSOF  
Select Bill No: --Select Bill Number--

Forward

Bill No	Bill Date	Budget Head	BFC Type	Head Type	Object Head	Demand No
500	13/08/2015	2070 -00- 114 -06- 01	NonPlan	Voted	01	5

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

The screenshot shows the PayManager Finance Department interface. The header includes the PayManager logo, version 3.0, and the Finance Department name. The user is logged in as H.M.Govt.Girls Residential School Atoon(8374) for the year 2015-2016. The main menu is visible, with the 'Authorization' option selected. A dropdown menu is open under 'Authorization', showing various options including 'Bill Forward To Treasury', 'Transfer Employee', 'Accept Transferred Employees', 'View Bill Status', 'Delete Bills', 'Employee Account Verification', 'Decrement Salary Update', 'Update Bill Detail', 'Bill Revert', 'Delete Pending Bills', and 'Income-Tax Revert'.

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.

The screenshot shows the PayManager Finance Department interface with the 'TREASURY FORWARD' form. The form includes fields for 'Select Month' (August), 'Select Year' (2015), 'Select Bill Type' (Salary Arrear), and 'Select Bill Name' (COMSOF). There is also a 'Select Bill No.' field with a dropdown menu. A 'Forward' button is present. Below the form is a table with columns: Bill No, Bill Date, Budget Details, Net Amount, Gross Amount, Plan, Non Plan, Css, NA, and Submit. The table contains one row with the following data: Bill No: 500, Bill Date: 13/08/2015, Budget Details: 2070-00-114-06-01/01/5/NonPlan/Voted, Net Amount: 1500.00, Gross Amount: 1500.00, Plan: 1500.00, Non Plan: 1500.00, Css: 1500.00, NA: 1500.00, and Submit: Submit.

Bill No	Bill Date	Budget Details	Net Amount	Gross Amount	Plan	Non Plan	Css	NA	Submit
500	13/08/2015	2070-00-114-06-01/01/5/NonPlan/Voted	1500.00	1500.00	1500.00	1500.00	1500.00	1500.00	Submit

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

The screenshot displays the PayManager Finance Department interface. The header includes the PayManager logo, version 3.0, and the text "FINANCE DEPARTMENT Integrated Financial Management System Government of Rajasthan". Below the header, there is a navigation bar with links: Home, LoginID:09700508, Year:2015-2016, OfficeName:H.M.Govt.Girls Residential School Atoon(8374), Master, Bill Processing, Authorization, Reports, Other Bill, Soft Copy Detail, Employee Corner, System Admin, Help, and LogOut. The Reports menu is expanded, showing a list of reports: Salary Report, Other bill report, DA Reports, Surrender Report, DDO Reports, Employee Details, Scholar/Aganbari Reports, Scholar TA/Medical/Loan Reports, Child Education Reports, Anganwadi LIC Reports, Dual Reports, First Pension Reports, SSP Reports, RDCCD/Lapes/Revenue reports, PD Reports, WAM Report, RajPoshan Report, Beneficery reports, and Stationary Allowance Reports. Each report has a right arrow indicating further options. The bottom of the interface features a footer with the text "Application Designed,Developed & Hosted By Nat Contents Provided By Department of Treasuries at" and the NIC National Informatics Centre logo.

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Home LoginID:09700508 Year:2015-2016 OfficeName:H.M.Govt.Girls Residential School Atoon(8374)

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

Salary Report ▶ Pay Inner  
Other bill report ▶ Pay Outer  
DA Reports ▶ Schedules  
Surrender Report ▶ Payinner/Outer(All Bills)  
DDO Reports ▶ Schedule All Deductions  
Employee Details ▶ Police Report  
Scholar/Aganbari Reports ▶ Cooperative Schedule  
Scholar TA/Medical/Loan Reports ▶ Non Accounting Inner  
Child Education Reports ▶ Salary Arrear Inner  
Anganwadi LIC Reports ▶ Salary Arrear Outer  
Dual Reports ▶ Salary Arrear Schedule  
First Pension Reports ▶ Incremental Schedule  
SSP Reports ▶ GPF SI Detail  
RDCCD/Lapes/Revenue reports ▶ Gross Salary Detail  
PD Reports ▶  
WAM Report ▶  
RajPoshan Report ▶  
Beneficery reports ▶  
Stationary Allowance Reports ▶

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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.

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Home LoginID:10475521 Year:2015-2016 OfficeName:Civil Aviation State hanger(28087)

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**SALARY ARREAR INNER REPORT**

Select Year: 2015 Select Month: August  
Select Bill: COMSOF Select BillNo: 500-13/08/2015-2015

**Generate Report**

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SalaryArrearInner28087.pdf - Adobe Acrobat Reader DC

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**Government Of Rajasthan**  
**Salary Arrear Bill**

OfficeName : Civil Aviation State hanger(28087) BillNo & BillDate: 500 & 13/08/2015 Month: 8/2015

Sr.No	Name Designation Bank Account No	GPF NO Belt No	Allowance Details	Deduction Details	Net Amount
1	BABULAL MEENA 61000887155	513712	YYYYMM 2015/13 Addl. DA 1500.00 0.00 Total : 1500.00	Old Amt 0.00	1500.00
Total Allowances		Total Deductions		Total Gross Amount	Total Net Amount
Addl. DA		1500.00		0.00	1500.00
		1500.00		1500.00	1500.00

National Informatic center,Rajasthan State Unit(<http://paymanager.raj.nic>) Group Name:COMSOF Print Date:13-Aug-2015

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Convert to

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Document Language: English (U.S.) Change

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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.



# PayManager


Version -3.0

Online Bill Preparation....

## FINANCE DEPARTMENT

Integrated Financial Management System

Government of Rajasthan



[Home](#)
LoginID:10475521    Year:2015-2016    OfficeName:Civil Aviation State hanger(28087)

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Salary Arrear Outer

Select Year: 
Select Month: 
Select Bill Name: 
Select Bill No.:

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Salaryarrearouter28087.pdf - Adobe Acrobat Reader DC

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Reference No : 7815542

**Government Of Rajasthan**  
**Appendix - ii (outer sheet)**

Detailed pay bill of permanent/temporary establishment of Civil Aviation State hanger(28087)

Bill No: 500 Date: 13/08/2015 DDO Code: 104755 TAN JPRD04104C Object Head: 01

Budget Head: 2070-00-114-06-01/NonPlan/Voted Demand No: 5 NonPlan : 1500.00

To,  
The Treasury Officer, JAIPUR (SECTT.)  
Please Order to pay the claim contained in this bill

Signature of Clerk Signature of Jr. ACC Signature of DDO

Certified that I have Personally Examined and satisfied myself about the genuineness of claim that the pay and allowance of the employee included in this pay bill are strictly in accordance with rules and that the said employee are entitled to such pay and allowance . It is further certified that I have personally ensured observance of all formalities regarding necessary entries

Signature Of DDO with Seal

Allowance Name	Payid	Amount	No:	Treasury Voucher	Date :
Add. DA	105	1500.00		For Treasury Use	
			Pay rs.	1500.00	
			(In Words)	ONE THOUSAND FIVE HUNDRED ONLY	
			(In Cash)	1500.00	
			(In Words)	ONE THOUSAND FIVE HUNDRED ONLY	
			B.T.		
			Total Credit Rs.	1500.00	
			Jr. Acct	Acct.	Treasury Officer
				For Accountant General Office	
Gross Amount :	1500.00	Total Deduction:	Total Credit Rs.	Total Credit Rs.	
		Net Amount:			
		(In Words)			
			Auditor	Supdt.	Gaz officer

SW Courtsey National informatics centre, Rajasthan State Unit (http://paymanager.raj.nic.in) Group Name :COMSOF Print Date :13-08-2015