For speedy understanding of Salary Preparation process steps are enlisted below but for better understanding, download User Manual available under Office Admin and DDO Account in iHRMS Portal.

In the below sections, the process starting from DDO creation, salary preparation, approval and final submission of bill in the treasury is explained.

Office Admin

1. Login in to Office Admin Account
2. Create DDO Account by selecting Treasury Code and 4-digit DDO Code. DDO code is less than 4 digits then prefix zeros before DDO code to make it four digit. For instance, if DDO code is 11 then enter 0011 and if it is 111 then enter DDO code as 0111.
3. Save the DDO Account and lock it.
4. DDO ID will be generated on locking the entry and it will be shown on the screen.
5. Above steps are one-time steps.

How to Attach Additional Offices

1. Use option 'Attach other Offices for Salary purposes'
2. Select the level of office and district and then select the office correctly.

It is advised that correct office may be selected otherwise neither salary would be prepared correctly at your end and at the other end where this office is to be attached actually will face problems in un-attaching it.

DDO Activities

1. Login into Account with login id generated above step 4.

2. Start with Under **Administrator→Select Create Salary Template**

3. Select all allowances and Deductions applicable to your office and Save entries. You may sequence of allowances/deductions. it. This is important as without this template salary preparation would not take place.

   It may be noted, that no lock button would be available, rather any allowance/deduction would be automatically locked once that allowance/deduction is used in the salary preparation.

4. Next Choose **Administrator→Payroll master→Create Account Head** and enter all heads of accounts (demand, major, sub-major, minor & sub-minor heads) under which budget is received & salary is prepared and save. More than one account head can be entered if required.

   Pls. enter the account heads correctly and double check before proceeding further. At this stage or till the time next step i.e. step 5 is not performed.

5. Next choose **Administrator→Payroll master→Create Category Wise Bill**.

   Create As many bill names as required with a name to a bill. The date of bill should be first day of the month for which salary is being prepared. If salary is prepared for March, then enter 1st March. And if salary is prepared from April then, date should be 1st April. Avoid entering April for March salary preparation. Save the bill after entering details asked against bill.

   If any bill category is created wrongly, you may delete it here or until bill-designation mapping is not done. If bill-designation mapping is done, bill created can not be deleted.

6. Choose menu **Administrator→Payroll master→Manage Budget** details and enter account head (created in step 4) wise budget received and lock it. For all head of accounts created, budget entry should be done and locked. Select year and account head correctly. The receive date is the date on which budget is received.

7. Choose menu **Administrator→Payroll master→Bill Designation Mapping** and enter bill wise designation wise pay scale wise all different posts in bill. Enter all the details correctly and save it. Repeat the step for different bills created vide step 5 above.

    Pls. take care to select the Pay Scale for, Pay Commission and post correctly as any wrong entry would not let you to prepare salary of intended employee in the bill if his/her post is not mapped to the bill.

8. Choose menu Administrator→Payroll master→Head Wise Expenditure and enter the expenditure committed so far for all account heads in which budget was received then enter expenditure committed/incurred so far.

    Enter cut off date which is the first day of the month from which salary process started and expenditure cut-off date means any expenditure committed so far before this software is used for salary preparation.

    Note if salary process is started in the Month of March, then expenditure would be zero because financial year starts in March and no expenditure would have taken place. In case salary for March is prepared using IFMS/any other software and now computerization of salary is taking place through this software from April onward, then expenditure amount would be equal to expenditure incurred in the month of March. And if March & April Salary was prepared using IFMS/other software, then total expenditure would be equal to expenditure in salary already incurred for two months, if you start salary process through eSalary process in May and so on.

9. Choose menu **Administrator→Update Sanctioned & Temporary Posts.** Though it is intended that sanctioned strength should be updated correctly in-Service book module but if that has not been done over there, use this option and update details asked. It may be noted that if any updating is done here, it will be equally updated in service book module too.

10. Choose menu **Administrator→Assign Permission to Employee** (Bill Clerk/Assistant). To assign permission to work on eSalary module, select the employee from the list and give different permissions shown on the screen as per requirement.

Bill Clerk Activities

Only those bill clerks/assistants would be able to work on eSalary module to whom permissions are given by the DDO vide step (10) above

1. Select **Payroll→Salary Master→Employee Bank Branch** and enter all banks where the employee salary is deposited. This information would be required during employee registration process.

2. Select **Payroll→Salary Preparation→Employee Registration** and select all employee one by one and enter/update the details. Pls. check the bill category and attach the employee to the proper bill category.

    Note: There are three categories of employee that is whose posting and current office is same or posting in current office but establishment outside or Establishment in current office but posting outside. Select the category to which employee to be registered belongs and then register him/her.

Despite taking above mentioned process in registration, if employee still does not appear in the list for registration, then check in the service book module whether the employee is not exited i.e. he/she has been shown as retired/resigned etc.

In case posting is current office but establishment of the office is other than posting office and employee is not shown, then establishment of the concerned office/department should be requested to show posting of employee in your office and then that employee would start appearing in the list.

3. Select **Payroll→Salary Master→Loan/Advance Management** and enter the details of loan taken by any employee correctly. Loan Recovery will be reflected in the 'Process Salary form'

4. Select **Payroll→Salary Master→Insurance Policy** and enter all policy details of all employees. You may enter as many insurance policies as held by an employee. Last effective date may be entered to show till when the deduction would be made.

   Note: If policy premium up to date is not known, then enter probable date by which insurance premium is to be paid by the employee. If premium deduction is shown in process salary form when it is not to take place, then come to this step and revise Premium Up to date as desired.

5. Select **Payroll→Salary Master→Vocation/Possession of House** If any government employee is vacating any government house then its detail would be entered here. Similarly, if any employee has taken possession of government house, then same would be entered here.

   Note: This step should be performed before salary preparation process.

6. Select **Payroll→Salary Master→Bulk Wheat/Festival Advance** if there are employees who have taken these advances and enter the details. All group-D employees would be shown automatically and can be selected in one go or individually and the bill number, date, amount etc. fields should be entered.

   Note:

   - if any employee who have taken such advance being category D employee but now got promoted to C category, then their details would be entered using process explained in step (3) above.
   - Say If any employee is wrongly selected or was not selected though was required to be selected then how to correct this entry.
     - If the bill is not processed/verified, then pls. carry out necessary change and again process the salary for that employee.
     - If bill is verified, to remove/add employee under Wheat/Festival advance, DDO will have to un-verify concerned bill in which that employee figures and take out necessary changes as mentioned in above point and then again verify the bill.

7. Select **Payroll→Salary Master→Stop/Revoke Salary** to enter any employee whose salary is to be stopped / revoked. (**Optional** Step as per requirement)

8. Select **Payroll→Salary Master→Set Designation Wise Sequencing**. If in any bill designations are to be printed in a order desired, then select this option and order/sequence designations (**Optional** Step as per requirement)

9. Select **Payroll→Salary Master→Update Employee Wise Allowance/Deductions** At times there is requirement like attaching a allowance/deduction against any particular employee, then option may be selected. Of all allowance/deductions selected in template by DDO, software will show which are such allowances which employee can be wise and will show the list to bill clerk. If such allowance/deduction is selected in the template by the DDO, then nothing will appear. Alternatively, you may select a allowance/deduction (if shown in combo) and then supply the relevant information.

10. Select **Payroll→Salary Preparation→Generate/Update Salary** Select employee and enter the month for which salary is to be prepared and enter/update all the allowances/dedications as applicable and press process salary button and his/her salary details would be saved.

11. Repeat Step 7 for all employees one by one. All employees registered would be displayed during generate salary process only.

12. Select Payroll→Salary Preparation→Generate/Update Salary and after selecting employee, all salary details that is basic, allowances, deductions would be shown. Check and correct if required and press "Process Salary' and complete salary entry for that employee. This step should be repeated for all such employees one by one and complete all entries in a bill and then may take next step as explained below.

13. Select **Payroll→Send Bill for Verification**. Once bill entry is done properly the bill may be send to DDO for verification. Before sending it Pay bill register and other schedules are required to be checked. You may print these and cross-check. Word '**DRAFT'** may be shown in the background of all reports if bill is not approved by DDO. Once bills submitted and are approved by DDO and then all reports when printed would be without **'DRAFT'** word.

Approval/Rejection of Bill by DDO

1. Login as DDO and check all submitted bills pending for approval which may be approved or returned to the bill clerk with reason for correction.

2. If any correction is required, Bill clerk would undertake such correction and re-submit the bill to DDO who in turn would approve it.

3. If the bill is verified but during final printing some error comes to the notice before bill submission to Treasury, then DDO may be asked to Un-verify concerned bill and entries may be corrected and all steps of sending the bill to DDO and verification may be repeated as per the steps mentioned above.

4. **Update Voucher Number** step should be performed when Treasury has accepted bill(s) and enter voucher number/date against all bills processed and submitted to the treasury.