



Department of Finance Government of Punjab

NICPB-Div4-eSalary-2018

eSalary & GPF Management (An Automated System of Salary & GPF Management)

Under

INTEGRATED HUMAN RESOURCE MANAGEMENT SYSTEM (iHRMS)

Software By



**NIC Punjab State Centre
PUNJAB**

eSalary - A Web-based Payroll & GPF Management Software

Under iHRMS project, NIC Punjab has developed an integrated Salary & GPF Management System which is a work-flow, role based web-enabled software to assist all DDOs in Punjab state to prepare the salary online in an automated, efficient & fast manner. All employees of Punjab whether under Departments, Boards, Corporations, PSUs(referred as Departments) who follow similar service book rules as Punjab Service Book rules can use this software to prepare & manage salary and GPF with ease and efficiently.

eSalary Objectives

- To enable faster preparation of Salary thereby reduce the work load of DDOs.
- To provide salary bills related data to treasuries as large chunk of bills in treasury are related to salary thereby reducing the entry of bills in treasuries which saves time at the end of treasury.
- To reduce the expenses on paper, movement of men & vehicles for bill submission and payments and put manpower displaced to some other works in the office.
- To better manage and forecast the expenditure under the Salary head for all departments.
- To help the DDOs to serve the employees in a better way by rationalizing the time saved in the preparation of salary to other employee related activities.
- To prepare and provide various reports/registers/ schedules to AG Office in the better & standardized way.
- To lessen the expenses towards the printing of Pay Slips / Yearly Statements by providing these online on internet beside on mobile app.
- Reduction in work of Establishment Officer towards Increment, Service Verification etc. as these will be automated and entry will be posted in service book by the software.
- Last but not the least, not only credit salary of employee into his/her designated account in the bank thereby doing away many fraudulent types of practices in the distribution of salary.

Software Features

- Integrated with Service Book of Employee
- Role based logins and software operations for a work-flow fitted in the software.
- User friendly, menu driven and multiuser interface.
- Easy to operate and handle with error messages and caution alerts in between.
- Optimized screen design for speedy and easy data entry.
- Extensive data validation checks are built-in the software beside extensive codification for reducing the errors of data entry.
- Tight integration with business rules.
- Three tier security.

Software Deliverables

- Automated Preparation of Salary
- Availability Printed Pay bill Register and Associated Schedules
- Loans/ Advance Management System
- GIS Management System
- Robust GPF Management System as per the system applicable in manual system beside automated Interest Rate Calculation on GPF and Ledger Maintenance
- Options to employees for online GPF/Income Tax Change
- Online availability of Pay slips, Yearly Payments, Anticipated Salary Statement
- Form 16, GPF Statement
- Provision of flexible salary bill categorization, sequencing of employee, stop/revoke salary.

Stakeholders and Functionalities of each Stakeholder

In the eSalary software following functionaries take different jobs as per the roles assigned by the software:

- ✓ State Administrator
- ✓ Department Administrator
- ✓ Office Administrator
- ✓ Drawing and Disbursing Officer
- ✓ Bill Clerks/Other Clerks
- ✓ Account Maintenance Authority(AMA)
- ✓ GPF Clerks

The activities performed by each stakeholder are explained in nutshell below:

Entity	Activities Performed	Applicable At Level
State Administrator	<ul style="list-style-type: none"> ✓ Manage Demand, SoE & HoD Masters ✓ Manage & Create Allowances / Deduction Rate Master ✓ Sequencing of Allowances / Deduction ✓ Enter/Update Income Tax Rate, GPF Interest Rates, DA Arrear Rates from time to time. 	State across all departments
Department Administrator	<ul style="list-style-type: none"> ✓ Addition of New Schemes running in the department with Account Head Details 	Applicable across all offices Within Department

	<ul style="list-style-type: none"> ✓ Identify AMA for the department and create credentials for the AMA. 	
Office Administrator	<ul style="list-style-type: none"> ✓ Create DDO account Salary management of the Office 	Applicable to Office
Drawing & Disbursing Officer(DDO)	<ul style="list-style-type: none"> ✓ Create Salary Template for Allowances/Deductions ✓ Create Account Head ✓ Create Bill ✓ Sanctioned Strength Bill Wise ✓ Assign Permission to Employee For Work ✓ Approvals/Rejections for Loan, Increase/decrease of Income Tax/GPF Subscriptions and hosts of other approvals/rejections. 	Applicable to Office for which DDO is working
Bill Clerk	<ul style="list-style-type: none"> ✓ Update Employee Bank Details ✓ Employee Registration ✓ Loan/Advance Entry ✓ Insurance Details ✓ Bulk Entry of Wheat/Festival Advance ✓ Stop/Revoke Salary ✓ Employee Sequencing in Bill 	All activities within Office under one DDO
AMAs	<ul style="list-style-type: none"> ✓ Create & Categorize GPF Registers ✓ Attach/classify Employees under different registers. ✓ Work Allotment to Users 	For One or more office / departments
GPF Clerk	<ul style="list-style-type: none"> ✓ Opening Balance Entry ✓ Backlog / Offline Entry ✓ Calculate Interest ✓ GPF Reports 	For Office Concerned

Road Ahead

- ≈ To introduce facilities to preparation other types of bills like TA/DA, GPF Advance etc.
- ≈ Making available system of Reimbursements like Medical, TA/DA, Loans etc.
- ≈ Availability of iHRMS mobile application with facility to view Pay slip, Current/Project yearly Salary statement, Change GPF/Income Tax subscription online beside viewing of GPF yearly statement
- ≈ To integrate and share the data related to Salary and GPF to Integrated Finance Management System

For further information, pls. contact:

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