

2022

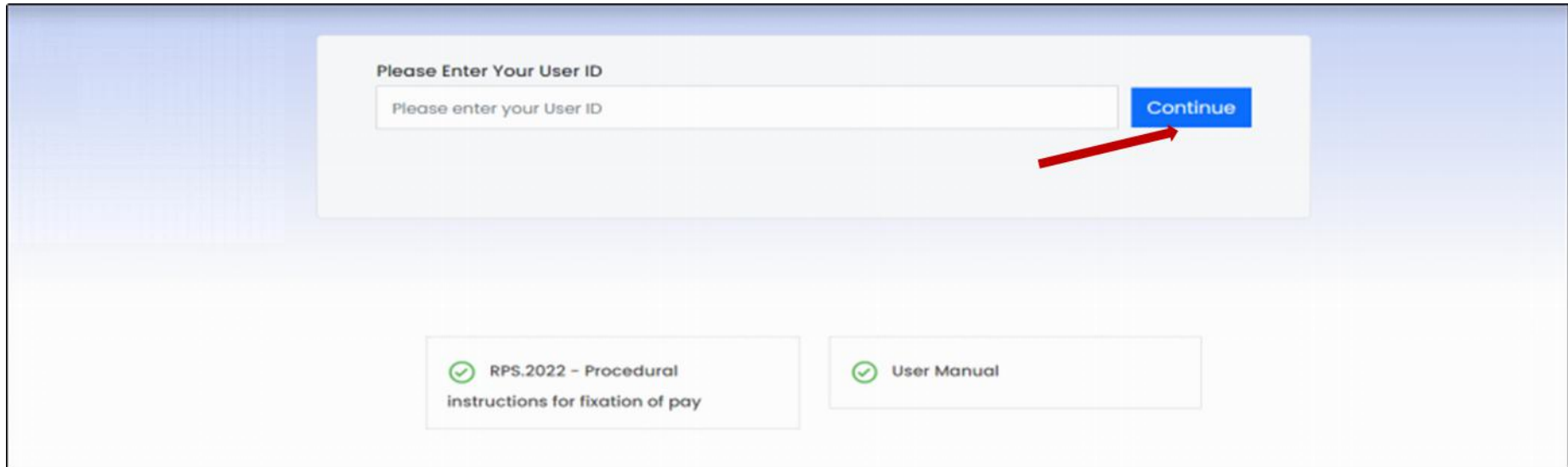


Table of Contents

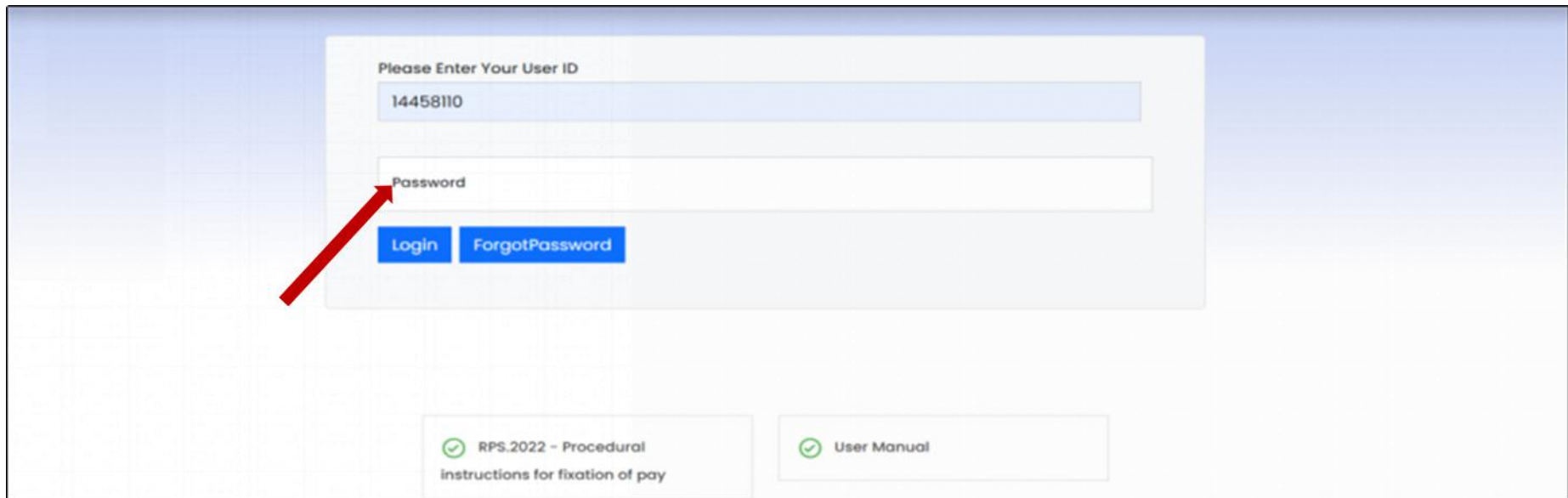
- 1. LOGIN..... 3
- 2. HOME PAGE..... 4
- 3. EMPLOYEE LOANS.....5
- 4. ANNUAL INCREMENT..... 7
- 5. REGULAR PAYROLL 2022..... 8

1. Login

Enter the user ID and click on Continue. Enter Password and click on Login.



This screenshot shows the first step of the login process. A white form box is centered on the page with the heading "Please Enter Your User ID". Below the heading is a text input field containing the placeholder text "Please enter your User ID". To the right of the input field is a blue button labeled "Continue". A red arrow points from the bottom right towards the "Continue" button. Below the main form, there are two smaller white boxes, each with a green checkmark icon. The first box contains the text "RPS.2022 - Procedural instructions for fixation of pay" and the second box contains "User Manual".



This screenshot shows the second step of the login process. The same white form box is present, but the "Please Enter Your User ID" field now contains the text "14458110". Below this field is a "Password" field, which is currently empty. A red arrow points from the bottom left towards the "Password" field. Below the password field are two blue buttons: "Login" and "ForgotPassword". The same two smaller white boxes with green checkmarks and text ("RPS.2022 - Procedural instructions for fixation of pay" and "User Manual") are visible at the bottom of the page.

2. Home Page

After successful login, it redirects to Home page.

DDO's Follow the below steps to submit Basic Pay Change Events Capture Form (DDO'లు మూల వేతనం మార్పు ఈవెంట్ ల క్యాప్చర్ ఫారమ్ ను సమర్పించడానికి క్రింది దశలను అనుసరించండి):

1. Select Basic Pay Change Events Capture Form (మూల వేతనం చెల్లింపు మార్పు ఈవెంట్ ల క్యాప్చర్ ఫారమ్ ను ఎంచుకోండి)
2. **Confirm Basic Pay Changes data**(మూల వేతనం మార్పుల డేటాను నిర్ధారించండి) (After submitting the data, confirm the same with eSign(డేటాను సమర్పించిన తర్వాత, eSignతో దాన్ని నిర్ధారించండి)). The data can be Confirmed for a single/multiple employees at any stage after entering the data(డేటాను నమోదు చేసిన తర్వాత ఏ దశలోనైనా ఒకే/బహుళ ఉద్యోగుల కోసం డేటాను నిర్ధారించవచ్చు).

Basic Pay Change Events

Basic Pay Change Events Capture Form [I→](#)

Basic Pay Change Events Confirmation [I→](#)

Pay Bill Submission

Loans [I→](#)

Regular Pay Bill [I→](#)

Annual Increments Submission [I→](#)

Master Data

Employee Updation [I→](#)

Transfer In [I→](#)

Transfer Out [I→](#)

Fac In [I→](#)

3. Employee Loans

For updating the details about loans advanced to the employees, go to the loans section.



After clicking on it , Select DDO Code and Click on Submit.



In the list of total employees, enter the number of received installments and received amount. Select the loan status and click on Update. Once finished for all employees, click on Proceed to Digital Signature.

Employee Loans

DDO Code:*
27000702001---DIRECTORATE OF TREASURIES AND ACCOUNTS

Submit

Total Employees

Add Loan

Proceed To Digital Signature

List of Loan Details											
S.No	Employee Id	Employee Name	Loan Description	Sanction Amount	Loan Amount	No of Installments	Installment Amount	Received Installments	Received Amount	Loan Status	Update
1	0621003		H B A Principle	500000	500000	100	5000	45	225000	---select---	🔒
2	2544694		APGLI Loan	33000	33000	33	1000	18	18000	---select---	🔒
3	2544711		MOTOR CYCLE ADVANCE PRINCIPLE	50000	50000	50	1000	18	18000	---select---	🔒
4	2544705		APGLI Loan	20000	20000	20	1000	17	17000	---select---	🔒
5	2544701		APGLI Loan	17280	17280	24	720	17	12240	---select---	🔒
6	0500083	REHANA MOHAMMED	H B A Principle	500000	500000	125	4000	65	260000	---select---	🔒

To add the new loan data click on the add loan tab and fill all the required particulars in add new loan category

Employee Loans

DDO Code:*
27000702001---DIRECTORATE OF TREASURIES AND ACCOUNTS

Submit

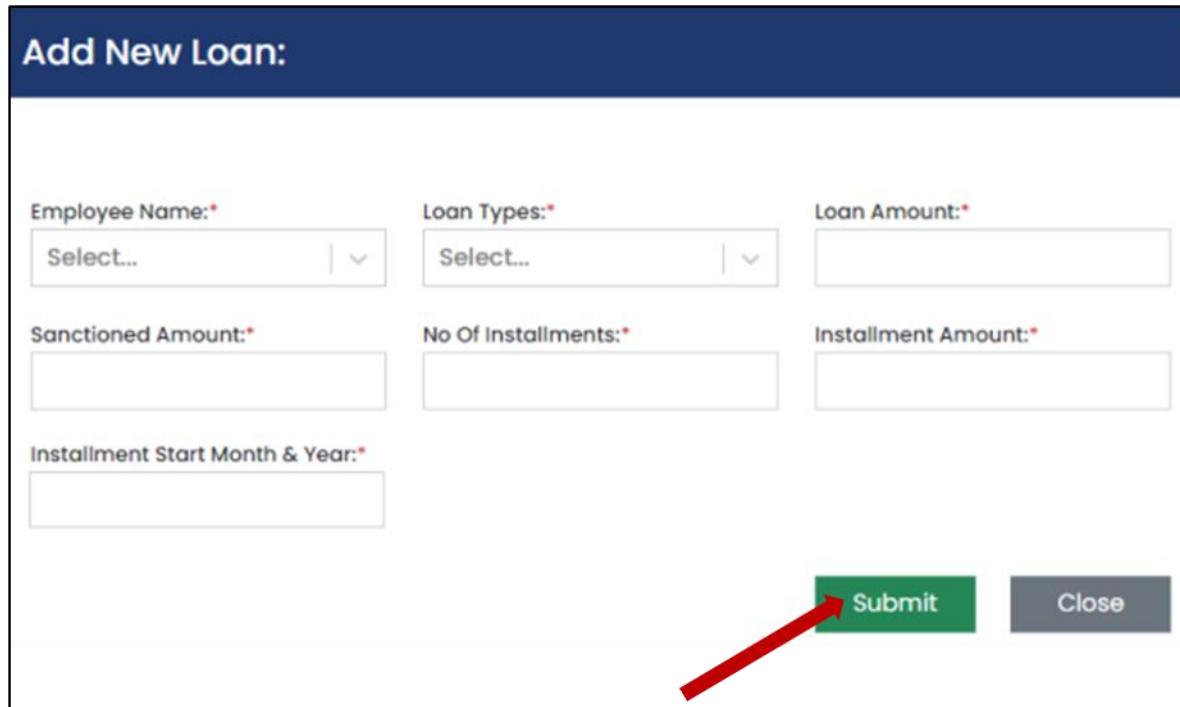
Total Employees

Add Loan

Proceed To Digital Signature

List of Loan Details											
S.No	Employee Id	Employee Name	Loan Description	Sanction Amount	Loan Amount	No of Installments	Installment Amount	Received Installments	Received Amount	Loan Status	Update
1	0621003		H B A Principle	500000	500000	100	5000	45	225000	---select---	🔒
2	2544694		APGLI Loan	33000	33000	33	1000	18	18000	---select---	🔒
3	2544711		MOTOR CYCLE ADVANCE PRINCIPLE	50000	50000	50	1000	18	18000	---select---	🔒
4	2544705		APGLI Loan	20000	20000	20	1000	17	17000	---select---	🔒
5	2544701		APGLI Loan	17280	17280	24	720	17	12240	---select---	🔒
6	0500083	REHANA MOHAMMED	H B A Principle	500000	500000	125	4000	65	260000	---select---	🔒

After entering the details click on submit and then click on Proceed to Digital Signature tab



The screenshot shows a web form titled "Add New Loan:" with a dark blue header. The form contains several input fields: "Employee Name:*" (a dropdown menu with "Select..." and a downward arrow), "Loan Types:*" (a dropdown menu with "Select..." and a downward arrow), "Loan Amount:*" (a text input field), "Sanctioned Amount:*" (a text input field), "No Of Installments:*" (a text input field), "Installment Amount:*" (a text input field), and "Installment Start Month & Year:*" (a text input field). At the bottom right of the form, there are two buttons: a green "Submit" button and a grey "Close" button. A red arrow points from the bottom center towards the "Submit" button.

4. Annual Increment

To add the current month Annual Increment data of the employee click on the Annual Increment Tile as shown below



After clicking on Annual Increment Tile enter DDO Code , Increment Date and click on continue

The image shows a form titled "Annual Increment" with a light blue header. Below the header, there are two input fields. The first is a dropdown menu labeled "DDO Code:" with a red asterisk, and the text "Select..." is visible. The second is a text input field labeled "Increment Date:" with a red asterisk and the placeholder text "MM/YYYY". Below these fields is a green button labeled "Continue". A red arrow points from the bottom left towards the "Continue" button.

5. Regular Payroll 2022

To add the employee regular payroll Click on the Regular Pay bill tile as shown below



Go through the instructions displayed carefully

Instructions

DDO's Follow the below steps to submit regular paybill (DDOలు సాధారణ జీతం బిల్లును సమర్పించడానికి క్రింది దశలను అనుసరించండి)

1. Step 1: DDO need to submit the loans data one time and "annual increments" pending for January Month to proceed to regular Pay Bill Generation. (DDO సాధారణ జీతం బిల్లు ఉత్పత్తికి కొనసాగడానికి, ఒక సారి రుణాల డేటాను సమర్పించాలి మరియు జనవరి నెలలో పెండింగ్లో ఉన్న "వార్షిక ఇంక్రిమెంట్లను" సమర్పించాలి)
2. Step 2: In regular Pay Bill, the employees other than RPS 2015 will be visible (సాధారణ జీతాల బిల్లులో, RPS 2015 కాకుండా ఇతర ఉద్యోగులు కనిపిస్తారు)
3. STEP 3: Employees belonging to RPS 2015 will be visible after confirmation basic pay changes data with their respective DDO & STO /PAO and salary will be paid as per RPS-2022 (RPS 2015కి చెందిన ఉద్యోగులు వారి సంబంధిత DDO & STO/PAOతో మూల వేతనం చెల్లింపు మార్పుల డేటాను ధృవీకరించిన తర్వాత కనిపిస్తారు మరియు RPS-2022 ప్రకారం జీతం చెల్లించబడుతుంది)

Ok Close

For getting data of employees **other than RPS 2015** update employee data in **employee updation scheme**

For getting data of employees belonging to RPS 2015 Select DDO and HOA, and click on Get Data. It will be redirected to the final list of employees.

Regular Payroll: January-2022

DDO:*

Select...

Please select ddo code

Designation:

Select...

HOA: *

Select...

Employee:

Select...

Get Data

Regular Payroll: January-2022

DDO:*

27000702001 DIRECTORATE OF TREASURIES AND ACCOUNTS

Designation:

Select...

HOA: *

2054000950001010011NVN

Employee:

Select...

Get Data

List of Employees

Search

SL.No	Employee Id	Employee Info	Office Info	Earnings	Deduction	Net Pay	Exclude	No.o
1	14359259	LEONARD FERNAN...	DIRECTORATE OF T...	48,516	4,140	44,376	<input type="checkbox"/>	31
2	14007507	BALASUNDARAMU ...	DIRECTORATE OF T...	68,150	4,516	63,634	<input type="checkbox"/>	31
3	14356816	VASUNDHARA DEV...	DIRECTORATE OF T...	88,032	1,702	86,330	<input type="checkbox"/>	31
4	14337865	VENKATA RAO BAL...	DIRECTORATE OF T...	165,770	1,404	164,366	<input type="checkbox"/>	31
5	14773111	HEMANTH KUMAR ...	DIRECTORATE OF T...	45,653	4,251	41,402	<input type="checkbox"/>	31
6	15033714	BHARGAVI BELLAM...	DIRECTORATE OF T...	48,419	1,050	47,369	<input type="checkbox"/>	31
7	14472139	TOPIVALI BAIKATI	DIRECTORATE OF T...	49,805	1,101	48,704	<input type="checkbox"/>	31
8	14393665	PRASAD PRASAD	DIRECTORATE OF T...	84,376	5,302	79,074	<input type="checkbox"/>	31
9	14836985	ASHOK KUMAR RE...	DIRECTORATE OF T...	48,419	4,221	44,198	<input type="checkbox"/>	31
10	14249285	PARVATHI BADIGI	DIRECTORATE OF T...	110,364	2,404	107,960	<input type="checkbox"/>	31
11	14408006	KRISHNA CHILUMU...	DIRECTORATE OF T...	100,798	5,314	95,484	<input type="checkbox"/>	31
12	14476412	MOULAALI BANAV...	DIRECTORATE OF T...	49,805	1,101	48,704	<input type="checkbox"/>	31
13	14757569	RAMYA SPANDAN...	DIRECTORATE OF T...	48,419	4,221	44,198	<input type="checkbox"/>	31
14	14478205	VEERENDRA DANDU	DIRECTORATE OF T...	31,448	1,050	30,398	<input type="checkbox"/>	31
15	14458110	RADHIKA THUPAKU...	DIRECTORATE OF T...	71,606	1,452	70,154	<input type="checkbox"/>	31
16	14351740	GAJA LAKSHMI YA...	DIRECTORATE OF T...	65,733	3,802	61,931	<input type="checkbox"/>	31
17	14457850	MADHAVI INAMPUDI	DIRECTORATE OF T...	125,626	6,404	119,222	<input type="checkbox"/>	31
18	14360177	BHASKAR REDDY P...	DIRECTORATE OF T...	78,911	3,302	75,609	<input type="checkbox"/>	31
19	15033807	MALLIKARJUNA R...	DIRECTORATE OF T...	48,419	1,071	47,348	<input type="checkbox"/>	31
20	14457326	MADHAVI PYDIMU...	DIRECTORATE OF T...	79,659	5,012	74,647	<input type="checkbox"/>	31
21	14359785	RAZZAQ ALI SYED	DIRECTORATE OF T...	33,694	1,050	32,644	<input type="checkbox"/>	31
22	14474735	UPPULURI RAMESH...	DIRECTORATE OF T...	52,704	4,101	48,603	<input type="checkbox"/>	31
23	14477417	SREENIVASULU NAL...	DIRECTORATE OF T...	161,723	2,404	159,319	<input type="checkbox"/>	31
24	14844887	SRINIVASAREDDY ...	DIRECTORATE OF T...	51,877	4,221	47,656	<input type="checkbox"/>	31
25	14408547	RAVEENDRA RENATI	DIRECTORATE OF T...	88,032	1,744	86,288	<input type="checkbox"/>	31
26	14409056	VAMSI DEEPAK GO...	DIRECTORATE OF T...	76,720	5,272	71,448	<input type="checkbox"/>	31
27	14410598	SRAVANATHEJA M...	DIRECTORATE OF T...	70,644	3,302	67,342	<input type="checkbox"/>	31
28	14244327	SUDHAKAR GUNJA	DIRECTORATE OF T...	32,345	1,200	31,145	<input type="checkbox"/>	31
29	14472163	BAREDDY BAREDDY	DIRECTORATE OF T...	52,704	1,101	51,603	<input type="checkbox"/>	31
30	14407780	KALYANI KOTTAPA...	DIRECTORATE OF T...	90,402	1,702	88,700	<input type="checkbox"/>	31
31	14468891	RAMAKRISHNA TEL...	DIRECTORATE OF T...	49,805	1,251	48,554	<input type="checkbox"/>	31
32	15034157	VENKATA ROSI RE...	DIRECTORATE OF T...	64,974	1,251	63,723	<input type="checkbox"/>	31
33	14991029	NARASIMHUDU KU...	DIRECTORATE OF T...	51,877	1,071	50,806	<input type="checkbox"/>	31
34	14353161	MOHANA RAO NET...	DIRECTORATE OF T...	256,601	529	256,072	<input type="checkbox"/>	31
35	14473355	RAMANAREDDY BI...	DIRECTORATE OF T...	49,805	2,251	47,554	<input type="checkbox"/>	31
36	14363394	SHIVARAM SANKA...	DIRECTORATE OF T...	54,847	1,101	53,746	<input type="checkbox"/>	31
37	14458117	VENKATA RADHA K...	DIRECTORATE OF T...	177,609	404	177,205	<input type="checkbox"/>	31
38	14120759	APPARAO GHANTA	DIRECTORATE OF T...	68,050	9,200	58,850	<input type="checkbox"/>	31
39	14471613	BAGADI RAJENDR...	DIRECTORATE OF T...	52,704	1,101	51,603	<input type="checkbox"/>	31
40	14468280	VENKATA RAMAKRI...	DIRECTORATE OF T...	49,805	3,251	46,554	<input type="checkbox"/>	31
41	14468281	RAVI THEJA GUMM...	DIRECTORATE OF T...	49,805	3,251	46,554	<input type="checkbox"/>	31
42	14381232	VENKATA NAGA K...	DIRECTORATE OF T...	134,598	6,404	128,194	<input type="checkbox"/>	31
43	14496694	V.N.RAJANIKANTH ...	DIRECTORATE OF T...	83,126	2,200	80,926	<input type="checkbox"/>	31
44	14357815	MURALI BABU VAD...	DIRECTORATE OF T...	78,911	6,302	72,609	<input type="checkbox"/>	31
45	14408746	RAJU PENUMAKA	DIRECTORATE OF T...	92,952	1,702	91,250	<input type="checkbox"/>	31
46	14163372	SATYANARAYANA ...	DIRECTORATE OF T...	72,670	6,522	66,148	<input type="checkbox"/>	31
47	14472105	RAYUDU CHANDR...	DIRECTORATE OF T...	49,805	1,101	48,704	<input type="checkbox"/>	31
48	14472106	ANJU CHADALAVA...	DIRECTORATE OF T...	49,805	3,251	46,554	<input type="checkbox"/>	31
49	14406701	VEERENDRA BABU ...	DIRECTORATE OF T...	47,196	1,350	45,846	<input type="checkbox"/>	31
50	14472612	ANURADHA THOK...	DIRECTORATE OF T...	49,805	3,251	46,554	<input type="checkbox"/>	31
51	14410530	SRINIVASA RAO BA...	DIRECTORATE OF T...	66,864	5,972	60,892	<input type="checkbox"/>	31
52	14472613	SUJATHA TANNERU	DIRECTORATE OF T...	49,805	3,251	46,554	<input type="checkbox"/>	31
53	14472614	NARENDRA KUMAR...	DIRECTORATE OF T...	52,704	4,651	48,053	<input type="checkbox"/>	31
54	14472615	MALLIKA CHINTHA...	DIRECTORATE OF T...	52,704	4,251	48,453	<input type="checkbox"/>	31
55	14391589	JANARDHANA BAL...	DIRECTORATE OF T...	76,720	1,452	75,268	<input type="checkbox"/>	31

Save & Next

Click on Save & Next. It will be redirected to the Summary page with sections – Employee Attendance, Cadre Strength, Employee Pay Summary, DDO Pay Summary, Payroll Rules, variation report – along with Form 47, Pay Slip, Schedule, and Variation.

Summary											
Back Form-47 PaySlip Schedule Variation Submit											
EMPLOYEE ATTENDANCE		CADRE STRENGTH		EMPLOYEE PAY SUMMARY		DDO PAY SUMMARY		PAYROLL RULES *		VARIATION REPORT	
Note: Payroll Rules are Mandatory.											
S.No	Cfms Id	Hrms Id	Employee Name	Designation	No of Days In Month	No of Days Present	No of Days Marked	No of Days Absent	Action (Mark Excluded Dates)		
1	14472106	2703382	ANJU CHADALAVADA	Senior Accountant	31	31	0	0			
2	14472612	2703530	ANURADHA THOKALA	Senior Accountant	31	31	0	0			
3	14120759	0521682	APPARAO GHANTA	Senior Accountant	31	31	0	0			
4	14836985	1066834	ASHOK KUMAR REDDY POREDDY	Senior Accountant	31	31	0	0			
5	14471613	2703372	BAGADI RAJENDRA PRASAD	Senior Accountant	31	31	0	0			
6	14007507	0115394	BALASUNDARAMU KADIAM	Senior Accountant	31	31	0	0			
7	14472163	2703387	BAREDDY BAREDDY	Senior Accountant	31	31	0	0			
8	15033714	2950279	BHARGAVI BELLAMKONDA	Senior Accountant	31	31	0	0			
9	14360177	2575904	BHASKAR REDDY PULLA		31	31	0	0			
10	14351740	2244166	GAJA LAKSHMI YANDRA	Senior Accountant	31	31	0	0			
11	14773111	0142201	HEMANTH KUMAR JANARDHANA	Senior Accountant	31	31	0	0			
12	14391589	0849005	JANARDHANA BALARAJU		31	31	0	0			
13	14407780	2544672	KALYANI KOTTAPALLI		31	31	0	0			
14	14408006	2549996	KRISHNA CHILUMURI		31	31	0	0			
15	14359259	2544690	LEONARD FERNANDEZ		31	31	0	0			
16	14457850	0707865	MADHAVI INAMPUDI		31	31	0	0			
17	14457326	0400010	MADHAVI PYDIMUKKALA		31	31	0	0			
18	14472615	2703533	MALLIKA CHINTHAMNEEDI	Senior Accountant	31	31	0	0			
19	15033807	2950280	MALLIKARJUNA REDDY KANDULA	Senior Accountant	31	31	0	0			
20	14353161	2246525	MOHANA RAO NETHALA		31	31	0	0			
21	14476412	2914486	MOULAALI BANAVATH	Senior Accountant	31	31	0	0			
22	14357815	2519225	MURALI BABU VADLAMUDI		31	31	0	0			
	1499102			Senior Accountant							

Summary

[Back](#)
[Form-47](#)
[PaySlip](#)
[Schedule](#)
[Variation](#)
[Submit](#)

[EMPLOYEE ATTENDANCE](#)
[CADRE STRENGTH](#)
[EMPLOYEE PAY SUMMARY](#)
[DDO PAY SUMMARY](#)
[PAYROLL RULES *](#)
[VARIATION REPORT](#)

Note: Payroll Rules are Mandatory.

HOA:2054000950001010011NVN

S.No	Post Name	No of Posts	Working
1	NA	42	0
1	Senior Accountant	32	31
Total		74	31

Summary

[Back](#)
[Form-47](#)
[PaySlip](#)
[Schedule](#)
[Variation](#)
[Submit](#)

[EMPLOYEE ATTENDANCE](#)
[CADRE STRENGTH](#)
[EMPLOYEE PAY SUMMARY](#)
[DDO PAY SUMMARY](#)
[PAYROLL RULES *](#)
[VARIATION REPORT](#)

Note: Payroll Rules are Mandatory.

S.No	CfmsId	HrmsId	Employee Name	Designation	Gross	Deduction	Net
1	14472106	2703382	ANJU CHADALAVADA	Senior Accountant	49,805	3,251	46,554
2	14472612	2703530	ANURADHA THOKALA	Senior Accountant	49,805	3,251	46,554
3	14120759	0521682	APPARAO GHANTA	Senior Accountant	68,050	9,200	58,850
4	14836985	1066834	ASHOK KUMAR REDDY POREDDY	Senior Accountant	48,419	4,221	44,198
5	14471613	2703372	BAGADI RAJENDRA PRASAD	Senior Accountant	52,704	1,101	51,603
6	14007507	0115394	BALASUNDARAMU KADIAM	Senior Accountant	68,150	4,516	63,634
7	14472163	2703387	BAREDDY BAREDDY	Senior Accountant	52,704	1,101	51,603
8	15033714	2950279	BHARGAVI BELLAMKONDA	Senior Accountant	48,419	1,050	47,369
9	14360177	2575904	BHASKAR REDDY PULLA		78,911	3,302	75,609
10	14351740	2244166	GAJA LAKSHMI YANDRA	Senior Accountant	65,733	3,802	61,931
11	14773111	0142201	HEMANTH KUMAR JANARDHANA	Senior Accountant	45,653	4,251	41,402
12	14391589	0849005	JANARDHANA BALARAJU		76,720	1,452	75,268
13	14407780	2544672	KALYANI KOTTAPALLI		90,402	1,702	88,700
14	14408006	2549996	KRISHNA CHILUMURI		1,00,798	5,314	95,484
15	14359259	2544690	LEONARD FERNANDEZ		48,516	4,140	44,376
16	14457850	0707865	MADHAVI INAMPUDI		1,25,626	6,404	1,19,222

Summary

[Back](#)
[Form-47](#)
[PaySlip](#)
[Schedule](#)
[Variation](#)
[Submit](#)

[EMPLOYEE ATTENDANCE](#)
[CADRE STRENGTH](#)
[EMPLOYEE PAY SUMMARY](#)
[DDO PAY SUMMARY](#)
[PAYROLL RULES *](#)
[VARIATION REPORT](#)

Note: Payroll Rules are Mandatory.

40,52,320
Gross

1,65,238
Deductions

38,87,082
Net

S.No	Earning Code	Earning Description	Earning Amount
1	1001	Basic Pay	28,16,420
2	1003	PP Unabsorbed	130
3	1004	Special Pay	70
4	1006	Dearness Allowances	5,63,849
5	1007	House Rent Allowance	6,71,851
Total			40,52,320

S.No	Deduction Code	Deduction Description	Deduction Amount
1	2001	GPF Subscription	8,268
2	2003	APGLI Subscription	1,40,025
3	2005	GIS Ins Fund	2,160
4	2006	Professional Tax	11,000
5	2036	INCOME TAX	2,000
6	2059	GIS Subs Fund	1,785
Total			1,65,238

Summary

[Back](#)
[Form-47](#)
[PaySlip](#)
[Schedule](#)
[Variation](#)
[Submit](#)

[EMPLOYEE ATTENDANCE](#)
[CADRE STRENGTH](#)
[EMPLOYEE PAY SUMMARY](#)
[DDO PAY SUMMARY](#)
[PAYROLL RULES *](#)
[VARIATION REPORT](#)

Note: Payroll Rules are Mandatory.

Rule No	Rule Description	Action
1	Bill is prepared in the prescribed APTC Form No 47.	<input type="checkbox"/> <input type="checkbox"/>
2	Correct schedules of all reductions viz: GPF, APGLI, GIS, PT, IT etc., should be enclosed to the Bill. (SR 2 (I) TR 16)	<input type="checkbox"/> <input type="checkbox"/>
3	In r/o AIS officers pay slips issued by PAO to be enclosed when the claim is preferred for the first time or change of pay.	<input type="checkbox"/> <input type="checkbox"/>
4	Certificate for drawl of HRA and Other compensatory allowances to be furnished (Note 2 of SR 4 of FR 44)	<input type="checkbox"/> <input type="checkbox"/>

Change the status of Action in the Payroll Rules Section and click on Submit. It will be redirected to the Digital Signature portal.

Summary

Back Form-47 PaySlip Schedule Variation Submit

EMPLOYEE ATTENDANCE CADRE STRENGTH EMPLOYEE PAY SUMMARY DDO PAY SUMMARY **PAYROLL RULES** VARIATION REPORT

Note: Payroll Rules are Mandatory.


Rule No	Rule Description	Action
1	Bill is prepared in the prescribed APTC Form No 47.	<input checked="" type="checkbox"/>
2	Correct schedules of all reductions viz; GPF, APGLI, GIS, PT, IT etc., should be enclosed to the Bill. (SR 2 (I) TR 16)	<input checked="" type="checkbox"/>
3	In r/o AIS officers pay slips issued by PAO to be enclosed when the claim is preferred for the first time or change of pay.	<input checked="" type="checkbox"/>
4	Certificate for drawl of HRA and Other compensatory allowances to be furnished (Note 2 of SR 4 of FR 44)	<input checked="" type="checkbox"/>

Summary

Back Form-47 PaySlip Schedule Variation Submit

EMPLOYEE ATTENDANCE CADRE STRENGTH EMPLOYEE PAY SUMMARY DDO PAY SUMMARY **PAYROLL RULES** VARIATION REPORT

Note: Payroll Rules are Mandatory.



Proceed for Digital Signature

Ok

Rule No	Rule Description	Action
1	Bill is prepared in the prescribed APTC Form	<input checked="" type="checkbox"/>
2	Correct schedules of all reductions viz; GPF	<input checked="" type="checkbox"/>
3	In r/o AIS officers pay slips issued by PAO t	<input checked="" type="checkbox"/>
4	Certificate for drawl of HRA and Other com	<input checked="" type="checkbox"/>

You are currently using C-DAC eSign Service and have been redirected from



Aadhaar Based e-Authentication

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Aadhaar Number Virtual ID



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After clicking on submit the system will generate Pay bill and the information is visible in CFMS