

New Important instructions of Sevaarth for Paybill Generation

1. If the IFSC code of the DDO's bank branch and account no is less than 11 digits, system will show a message while generating change statement that DDO IFSC code is invalid. The DDO has to update the Bank Branch details in the DDO information. **Current path: DDO Assistant login > Worklist>Payroll>DDO Profile>DDO information**→Select Branch from Dropdown again, check and then click on Save.
2. From now onwards, user can not generate an employee's paybill more than once for the same month under the Bill Type as Paybill. If he does that, system will throw a message that the particular employee's paybill has been already generated for that month. If user wants to generate bill for the same employee whose payroll has been generated for the same month, they can proceed by simply selecting the Bill Type in Generate Change Statement as Supplementary type.
3. User can not attach-detach employee in a bill group if the bill is in generated mode. They can only attach-detach the employee after passing this bill by Treasury and after entering correct Voucher details or if they are generated this bill and if not submitted to Treasury and want to detach/attach employee in this particular bill then they can delete this bill and proceed.
4. When the user will approve the paybill, by entering voucher details this voucher details which they are entering will be validated with the details entered in the Treasury Net. If user is entering wrong voucher details, system will throw a message that the Incorrect Voucher number. Or authorization details does not match with treasury.
5. Generate supplementary bill for DCPS 6th PC Installment arrears amount, don't incorporate this in Regular Paybill.