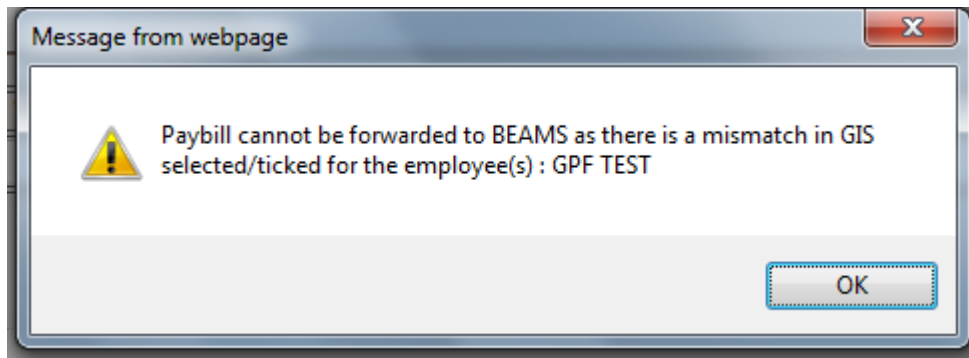


While forwarding pay bills to BEAMS if you get message as “Pay bill cannot be forwarded to BEAMS as there is a mismatch in GIS selected/ticked for the employee(s):”



Then follow the below steps:

- 1) Go to **Work list > Payroll > Changes > Change GIS Details in DDO Asst. login**. The GIS selected in “**Employee eligibility for Allowances and Deductions**” screen for the employees shown in the list of above message has to be same as the GIS Applicable shown in “**Change GIS Details**” screen.
For Example: In Change GIS details screen the GIS selected for the employee is **Central GIS** but in employee eligibility for allowances and deductions screen **GIS (IAS)** is ticked then you will get the above message. In this case you have to select **CGIS** in “**employee eligibility for allowances and deductions**” screen or If you want to change the **GIS applicable** in “**change GIS Details screen**” then you can do it from **Work list > Payroll > Changes > Change GIS Details in DDO Asst. login** or contact MDC (ad.sevaarth@mahakosh.in) to change the GIS Applicable.
- 2) If in “**Change GIS Details**” screen the GIS Applicable is “**N.A**” then also contact MDC to convert it to “**No grade**”.
- 3) In “**Change GIS Details**” screen if GIS Applicable for an employee is shown as “**N.A**” but the group is selected as ‘**A**’, ‘**B**’, ‘**C**’ or ‘**D**’ then also you will not be able to forward the pay bill to BEAMS. In this case Go to **Work list > Payroll > Changes > Change GIS Details in DDO Asst. login** and change the **GIS Applicable** as per the rules of GoM.
- 4) If you don’t want to deduct GIS for an employee for a particular month then either you can generate the pay bill through broken period by putting GIS amount as “**zero**” or contact MDC to change the GIS applicable of that particular employee to “**N.A**”. If you again want to deduct GIS for that employee then again you need to contact MDC to change the GIS Applicable.
- 5) If you get any alert message while forwarding pay bills to BEAMS then please delete the bill and do the changes as stated above and again regenerate the bill.