

## **HOW TO GENERATE DCPS 6<sup>th</sup> PAY COMMISSION ARREARS INSTALLMENT IN SEVAARTH SYSTEM.**

**STEPS 1:-** GO TO DDO LOGIN → WORKLIST → PAYROLL → DEPT. ELIGIBILITY ALLOWANCES & DEDUCTION → TICK BASIC ARREARS IN ALLOWANCES → TICK DCPS 6<sup>TH</sup> PAY ARREARS IN DEDUCTION

**STEPS 2:-** GO TO ASSISTANT LOGIN → WORKLIST → PAYROLL → EMP. ELIGIBILITY FOR ALLOWANCES & DEDUCTION → SEARCH EMPLOYEE & TICK BASIC ARREARS IN ALLOWANCES → TICK DCPS 6<sup>TH</sup> PAY ARREARS IN DEDUCTION

**STEPS 3:-** TO CREATE NEW BILL GROUP → WORKLIST → PAYROLL → BILL GROUP MAINTENANCE → CREATE BILL GROUP

**STEPS 4:-** ATTACHED EMPLOYEE TO BILL GROUP = WORKLIST → PAYROLL → ATTACHED EMP TO BILL GROUP

**STEPS 5:-** GO TO BROKEN PERIOD TAB → WORKLIST → PAYROLL → EMPLOYEE INFORMATION → BROKEN PERIOD → SEARCH EMPLOYEE → SELECT PAY YEAR → PAY MONTH → ENTER THE AMOUNT BASIC ARREARS & DCPS 6<sup>TH</sup> PAY ARREARS & ENTER ZERO (0) AMOUNT IN ALL OTHER ALLOWANCES & DEDUCTION → SAVE DETAILS. (DON'T FORGET TO PAUSE LOAN DETAILS.)

**STEPS 6:-** GO TO → WORKLIST → PAYROLL → PAYROLL GENERATION → GENERATE CHANGE STATEMENT → FORWARD TO DDO → APPROVE FROM DDO LOGIN → THEN GO TO PAY BILL GENERATE TAB → SELECT BILL GROUP- →> SELECT MONTH → **SELECT PAY BILL TYPE → NIL AMOUNT BILL.**

**STEPS 7:-** PRINT ALL REPORT → VERIFY REPORT → FORWARD TO BEAMS.

**STEPS 8:-** GO TO DCPS → ARREARS → YEARLY PROCESS OF 6<sup>TH</sup> PC INSTALLMENT AMOUNT DEPOSIT TO DCPS → DCPS VERIFICATION → SELECTS FINANCIAL YEAR → FORWARD TO DDO → THEN GO TO DDO LOGIN → DCPS → ARREARS → YEARLY PROCESS OF 6<sup>TH</sup> PC INSTALLMENT AMOUNT DEPOSIT TO DCPS → DCPS VERIFICATION → SELECTS FINANCIAL YEAR → FORWARD TO T.O. LOGIN

**STEPS 9:-** PRINT SCHEDULE COPY & ALL REPORTS → ATTACH TO BILL → SUBMIT TO TREASURY

For STEPS 7 & 8 Pl refer [Sevaarth Frequently Asked Questions \(Marathi / English\) - Updated on 13/09/2012](#) SR NO 15.