



**User Manual Document**  
**For**  
**Separate Salary Bills for GPF & DCPS**  
**Directorate of Accounts and Treasuries (DAT)**  
**Finance Department**  
**Ver.1.0**  
**Prepared By**  
**MahaIT Development Team (DAT)**

<b>Document Name:</b>	User Manual Separate Salary Bills for GPF & DCPS
<b>Version Number:</b>	Ver.1.0
<b>Release Date:</b>	09 <sup>th</sup> February 2021
<b>Author Name:</b>	Mr. Vijay Karande (MDC, Sevaarth) & Mrs. Seema Kalamkar (IT - Business Analyst, Sevaarth)
<b>Approval Name:</b>	Mr. Varun Wadgaonkar (Project Manager, Sevaarth)
<b>Owner of the document:</b>	Directorate of Accounts and Treasuries (DAT), Mantralaya

<b>Document History and Version Control Table</b>			
<b>Version</b>	<b>Action</b>	<b>Approval Authority</b>	<b>Action Date</b>
V 1.0	User Manual Separate Salary Bills for GPF & DCPS	Joint Director IT (DAT) & Project Manager MahaIT	09 <sup>th</sup> Feb, 2021



## **DAT: User Manual for Separate Salary Bill for GPF & DCPS**

---

### **Confidentiality**

This document contains confidential information, which is provided for the sole purpose of permitting the recipient to evaluate the proposal submitted herewith. In consideration of receipt of this document, the recipient agrees to maintain such information in confidence and to not reproduce or otherwise disclose this information to any person outside the group or the evaluation committee directly responsible for evaluation of its contents, except that there is no obligation to maintain the confidentiality of any information which was known to the recipient prior to receipt of such information from Directorate of Accounts and Treasuries (DAT), or becomes publicly known through no fault of recipient, from DAT, or is received without obligation of confidentiality from a third party owing no obligation of confidentiality to DAT.

### **Security**

The information contained herein is proprietary to DAT and may not be used, reproduced or disclosed to others except as specifically permitted in writing by DAT. The recipient of this document, by its retention and use, agrees to protect the same and the information contained therein from loss or theft.



## **DAT: User Manual for Separate Salary Bill for GPF & DCPS**

As per GR dated, December 9<sup>th</sup> 2020, it is suggested to create & process separate salary bills for each type of employees i.e. GPF, DCPS & Other.

**Note: Do not use previous bill groups created for bill group separation of GPF, DCPS & Other type of employees. From today onwards, kindly create new bill groups from Bill Group Maintenance tab for creation of separate bill groups for GPF, DCPS & Other type of employees.**

Pl. refer to the below instructions from published GR

### **शासन परिपत्रक**

- १) सद्यःस्थितीत "सेवार्थ" प्रणालीमध्ये भविष्य निर्वाह निधी योजना, राष्ट्रीय निवृत्तीवेतन योजना तसेच या दोन्हीपैकी कोणतीही योजना अद्यापही लागू नसलेले इतर कर्मचारी यांची वेतन देयके एकत्रितपणे संस्करित करण्याची सुविधा आहे. यापुढे आहरण व संवितरण अधिकारी यांनी वेतन आहरीत करताना खाली नमूद "अ" ते "क" नुसार वेतन देयकांचे स्वतंत्र संच/गट (Bill Group) तयार करावेत. सर्व अधिकारी व कर्मचारी त्यांच्याशी संबंधित देयक संच/गटामध्ये समाविष्ट झाल्याची आहरण व संवितरण अधिकारी यांनी खात्री करावी.
  - अ) भविष्य निर्वाह निधी लागू असलेले अधिकारी व कर्मचारी,
  - ब) राष्ट्रीय निवृत्तीवेतन योजना लागू असलेले अधिकारी व कर्मचारी,
  - क) इतर कर्मचारी ज्यांना उपरोक्त दोन्हीपैकी कोणतीही योजना अद्याप लागू केलेली नाही.
- २) उपरोक्त प्रमाणे स्वतंत्र देयक संच/गट "सेवार्थ" मधील "Bill Group Maintenance" या टॅबमधून तयार करावेत व सदर देयक संच/गट यामध्ये संबंधित सर्व अधिकारी व कर्मचारी यांना जोडण्यात यावे.

शासन परिपत्रक क्रमांक: संकीर्ण-२०२०/प्र.क्र.५६/कोषा प्रशा-४



## DAT: User Manual for Separate Salary Bill for GPF & DCPS

- ३) राष्ट्रीय निवृत्तीवेतन योजना लागू असणाऱ्या कर्मचाऱ्यांचा "प्रान" क्रमांक प्राप्त झाल्यानंतरच त्यांना "NPS देयक संच/गट" यामध्ये समाविष्ट करण्यात यावे. तसेच ज्या कर्मचाऱ्यांना "प्रान" क्रमांक प्राप्त झाले नाहीत अशा कर्मचाऱ्यांच्या बाबतीत आहरण व संवितरण अधिकारी यांनी संबंधित जिल्हा कोषागार कार्यालयाशी संपर्क साधून त्वरीत "प्रान" प्राप्त करून घेण्याची कार्यवाही करावी.
  - ४) राष्ट्रीय निवृत्तीवेतन योजना लागू असलेल्या कर्मचाऱ्यांच्या अकार्यरत (Inactive) "प्रान" क्रमांकांची यादी मे.एन.एस.डी.एल. यांचेकडून जिल्हा कोषागार कार्यालयांना दरमहा पाठविली जाते. आहरण व संवितरण अधिकाऱ्यांनी अकार्यरत "प्रान" क्रमांक असलेल्या कर्मचाऱ्यांची यादी वरचेवर कोषागार कार्यालयांकडून प्राप्त करून ते "कार्यरत" (active) करून घ्यावेत व तदनंतरच अशा वर्गणीदाराचा वेतन देयकाच्या "NPS संच/गट" यामध्ये समावेश करावा.
  - ५) भविष्य निर्वाह निधी योजना, राष्ट्रीय निवृत्तीवेतन योजना व गटविमा योजना लागू नसलेल्या कर्मचाऱ्यांना "स्वतंत्र देयक संच/गट" यामध्ये समाविष्ट करून त्यांचे वेतन देयक "सेवार्थ" प्रणालीतून संस्करित करावेत.
  - ६) आहरण व संवितरण अधिकारी यांनी कोषागारात वेतन देयके सादर करताना सादर वेतन देयक भविष्य निर्वाह निधी योजना / राष्ट्रीय निवृत्तीवेतन योजना / इतर कर्मचाऱ्यांचे आहे हे त्या देयकावर स्पष्टपणे नमूद करावे.
२. उपरोक्तप्रमाणे सर्व आहरण व संवितरण अधिकारी यांनी स्वतंत्र देयक संच/गट करण्याची कार्यवाही डिसेंबर, २०२० ते फेब्रुवारी, २०२१ या दरम्यान पूर्ण करावी. माहे मार्च, २०२१ (देय माहे एप्रिल, २०२१) चे उपरोक्तप्रमाणे स्वतंत्र संच/गट यामध्ये वर्गीकृत न केलेली वेतन देयके अधिदान व लेखा कार्यालय/कोषागार कार्यालयांमध्ये स्विकारण्यात येणार नाहीत, याची नोंद घ्यावी.
३. सदर शासन परिपत्रक हे महाराष्ट्र शासनाच्या [www.maharashtra.gov.in](http://www.maharashtra.gov.in) या संकेतस्थळावर उपलब्ध करण्यात आले असून त्याचा संगणक सांकेतांक क्र. २०२०१२०९१२०५२९४९०५ असा आहे. सदर शासन परिपत्रक डिजीटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने,

Ashok Gulab

Digitally signed by Ashok Gulab Chaudhary  
DN: c=IN, o=Government Of Maharashtra, ou=Finance  
Department, postalCode=400032, st=Maharashtra,  
2.5.4.20=922fcb36e3e3e19a8b418253e74d5703e6259839ca64  
73756271738615727288



## DAT: User Manual for Separate Salary Bill for GPF & DCPS

In order to generate & process separate salary bills, 6 different tabs are provided under Bill Group Maintenance. Pl. refer Fig. 1

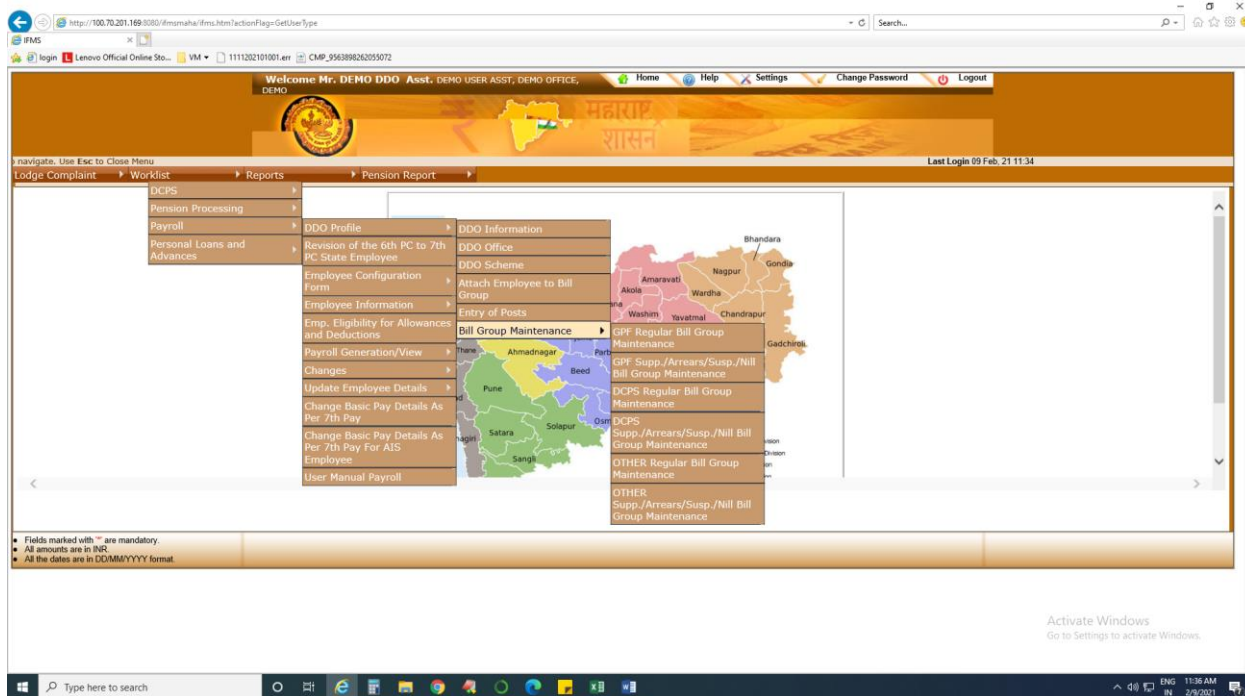


Fig.1

Refer to below matrix for creation of different types of bill groups

Type of Employee	Bill Type	WorkPath
GPF	Regular	Worklist > Payroll > DDO Profile > Bill Group Maintenance > GPF Regular Bill Group Maintenance
GPF	Supp./Arrears/Susp./Nill Bill	Worklist > Payroll > DDO Profile > Bill Group Maintenance > GPF Supp./Arrears/Susp./Nill Bill Group Maintenance
DCPS	Regular	Worklist > Payroll > DDO Profile > Bill Group Maintenance > DCPS Regular Bill Group Maintenance
DCPS	Supp./Arrears/Susp./Nill Bill	Worklist > Payroll > DDO Profile > Bill Group Maintenance > DCPS Supp./Arrears/Susp./Nill Bill Group Maintenance
OTHER	Regular	Worklist > Payroll > DDO Profile > Bill Group Maintenance > OTHER Regular Bill Group Maintenance
OTHER	Supp./Arrears/Susp./Nill Bill	Worklist > Payroll > DDO Profile > Bill Group Maintenance > OTHER Supp./Arrears/Susp./Nill Bill Group Maintenance

Fig. 2



## **DAT: User Manual for Separate Salary Bill for GPF & DCPS**

---

Please follow below steps for new bill type generation & processing of the same

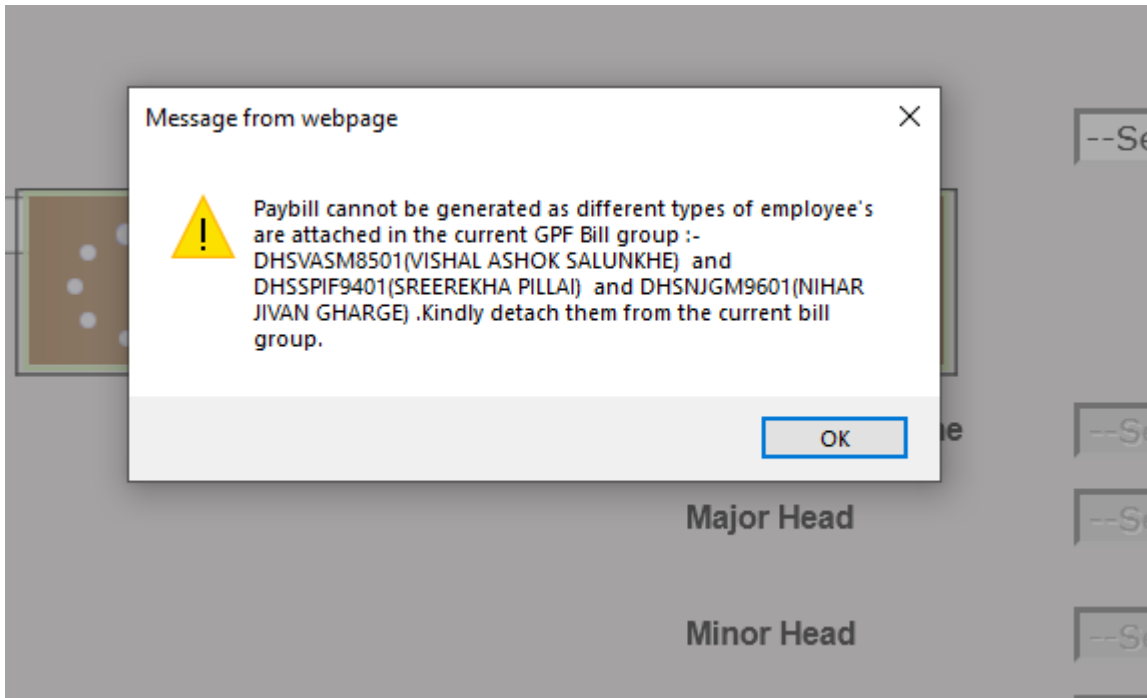
1. Create new bill group from Bill Group Maintenance tab. Pl. refer to above matrix i.e. Fig. 2 for each bill type
2. Post creation of Bill group, attach respective employees to applicable bill group i.e.
  - I. GPF employees to GPF Bill group
  - II. DCPS employees to DCPS Bill group
  - III. Other employees (other than GPF & DCPS) to OTHER Bill group
3. If wrong employees attached to required bill group, then you will get alert for the same. Detach reported employees and try to re-generate bill

Let's check all cases one by one i.e. GPF, DCPS & Other



**DAT: User Manual for Separate Salary Bill for GPF & DCPS**

**A] Alert for GPF Bill Type**



Kindly detach reported employees from GPF bill group and regenerate pay bill. After successful generation of pay bill, pl. check text '[Bill for GPF Employees](#)' on OUTER report.

Internet Explorer window showing the 'Bill for GPF Employees' report. The report includes the following details:

Ophthalmic Assistant CI-iii - sanctioned upto - vide GR. No. anika/2012/p.k.168/arogya-5 dated:18/05/2012  
MTR 19 [Rule 259-1-1]  
**Bill for GPF Employees**  
Bill For : Medical Superintendent Rural Hospital,somardi, Dist Satara -A,B,N Gz,C,D-Both Permanent  
Name of Office : Medical Superintendent Rural Hospital,somardi, Dist Satara Month : February Year : 2021 Bill Id : 99200234536 Bill Name : GPF REGULAR VM TESTING FEB 2021

For The Treasury		HEAD OF ACCOUNT		CONSOLIDATED FUND	
Treasury Code/ 2302 JAWALI (ME, SUB TREASURY OFFICE	Administrative Department-	Demand No.	:R-01	Voucher No.	
Sub Treasury	Sector	Sub-Sector	:	Date	
Drawing Officer's 2302002537 Medical Superintendent Rural Hospital,somardi, Dist Satara	Major Head	:2210			
	Sub-Major Head	:01			
	Minor Head	:0110			
	Sub-Minor Head	:01			
	Sub-Head	:01			
	Detail-Head	:01 SALARY	Scheme Code : 22100146	Sub Scheme Code:	
	(Object of Expenditure)				

1	Detailed Head	Sub-Detailed Head	Row	Amount ** Non Plan	Head Of Account Code
	Basic	1	1	67100	
	D.A.	2	2	0	
	Transport Allowance	3	3	400	
	DA Arrears	5	4	0	
	S. P.	9	5	0	
	Other Allowances	16	6	0	
	Washing Allowance	6	7	0	
	Basic Arrear		8	0	
	7PC DA		9	1342	2210014601
	GROSS_ADJUST_NPS	5	10	0	
	7th Pay DCPS/NPS Ar		11	0	
	N. P. A	16	12	0	
	H.R.A	3	13	5368	
	OTHER ALLOWANCE	3	14	0	
	Total Salary		15	74210	
	<-->Advances :-				
	F A		17	0	
	Exc. PayRc		18	9161	
	GrossSalary		19	65049	



## DAT: User Manual for Separate Salary Bill for GPF & DCPS

### B] Alert for DCPS Bill Type

Message from webpage

! Paybill cannot be generated as different types of employee's are attached in the current DCPS Bill group :- DHSSBZM6401(SANJAY BABAN ZENDE) and DHSSPIF9401(SREEREKHA PILLAI) and DHSNJGM9601(NIHAR JIVAN GHARGE) .Kindly detach them from the current bill group.

Don't let this page create more messages

sub Scheme Name --Select--

Major Head --Select-- \*

Minor Head --Select-- \*

Detail Head --Select--

\*





## DAT: User Manual for Separate Salary Bill for GPF & DCPS

Kindly detach reported employees from DCPS bill group and regenerate pay bill. After successful generation of pay bill, pl. check text '**Bill for NPS Employees**' on OUTER report.

Ward Servant - sanctioned upto - vide GR. No. Temppost2011/p.k.90/a-4 dated:28/04/2011

MTR 19  
[Rule 259-1->]

**Bill for NPS Employees**

Bill For : Medical Superintendent Rural Hospital,somardi, Dist Satara -A,B,B N Gz,C,D-Both Permanent  
Name of Office : Medical Superintendent Rural Hospital,somardi, Dist Satara Month : February Year : 2021 Bill Id : 99200234538 Bill Name : DCPS REGULAR VM TESTING FEB 2021

For The Treasury	HEAD OF ACCOUNT	CONSOLIDATED FUND
Treasury Code/ 2302 JAWALI (ME, SUB TREASURY OFFICE)	Administrative Department.	Voucher No:
Sub Treasury	Demand No. :R-01	Date:
Drawing Officer's 2302002537 Medical Superintendent Rural Hospital,somardi, Dist Satara	Sector :	
	Sub-Sector :	
	Major Head :2210	
	Sub-Major Head :01	
	Minor Head :0110	
	Sub-Minor Head :01	
	Sub-Head :01	
	Detail-Head :01 SALARY Scheme Code : 22100146 Sub Scheme Code:	
	(Object of Expenditure)	

1	Detailed Head	Sub-Detailed Head	Row	Amount ** Non Plan	Head Of Account Code
	Basic	1	1	22100	
	D.A	2	2	0	
	Transport Allowance	5	3	0	
	DA Arrears	16	4	1105	
	S. P.	9	5	0	
	Other Allowances	16	6	0	
	Washing Allowance	6	7	50	
	Basic Arrear		8	0	2210014601
	7PC DA		9	442	
	GROSS_ADJUST_NPS	5	10	3156	
	7th Pay DCPS/NPS Arr		11	0	
	N. P. A	16	12	0	
	H.R.A	3	13	0	
	OTHER ALLOWANCE	3	14	0	
	Total Salary		15	26853	
	<-->Advances :-				
	F A		17	1250	
	Exc. PayRc		18	0	
	GrossSalary		19	25603	

[Activate Windows](#)  
Go to Settings to activate Windows.



**C] Alert for OTHER Bill type**

Message from webpage

! Paybill cannot be generated as different types of employee's are attached in the current Other Bill group :- DHSVASM8501(VISHAL ASHOK SALUNKHE) and DHSSBZM6401(SANJAY BABAN ZENDE) .Kindly detach them from the current bill group.

OK

Major Head --Select--

Minor Head --Select--

Detail Head --Select--

\*



## DAT: User Manual for Separate Salary Bill for GPF & DCPS

Kindly detach reported employees from OTHER bill group and regenerate pay bill. After successful generation of pay bill, pl. check text '**Bill for OTHER Employees**' on OUTER report.

Medical Officer - sanctioned upto - vide GR. No. Temppost2011/p.k.90/a-4 dated.28/04/2011

MTR 19  
[Rule 259<1>]

### Bill for OTHER Employees

Bill For : Medical Superintendent Rural Hospital,somardi, Dist Satara -A,B,N Gz,C,D-Both Permanent

Name of Office : Medical Superintendent Rural Hospital,somardi, Dist Satara Month : February Year : 2021 Bill Id : 99200234540 Bill Name : OTHER REGULAR VM TESTING FEB 2021

For The Treasury	HEAD OF ACCOUNT	CONSOLIDATED FUND
Treasury Code/ 2302 -JAWALI (ME, SUB TREASURY OFFICE)	Administrative Department-	Voucher No:
Sub Treasury	Demand No. :R-01	Date:
Drawing Officer's 2302002537 Medical Superintendent Rural Hospital,somardi, Dist Satara	Sector :	
	Sub-Sector :	
	Major Head 2210	
	Sub-Major Head 01	
	Minor Head 0110	
	Sub-Minor Head 01	
	Sub-Head 01	
	Detail-Head 01 SALARY Scheme Code : 22100146 Sub Scheme Code:	
	(Object of Expenditure)	

1	Detailed Head	Sub-Detailed Head	Row	Amount ** Non Plan	Head Of Account Code
	Basic	1	1	112200	
	D.A.	2	2	0	
	Transport Allowance	5	3	0	
	DA Arrears	16	4	0	
	S.P	9	5	0	
	Other Allowances	16	6	0	
	Washing Allowance	6	7	0	
	Basic Arrear		8	0	2210014601
	7PC DA		9	0	
	GROSS ADJUST_NPS	5	10	1122	
	7th Pay DCPS/NPS Arr		11	0	
	N.P.A	16	12	0	

Other Reports

Activate Windows  
Go to Settings to activate Windows.