

e-Salary - Manual

Step 1 : Visit URL <http://admser.chd.nic.in/portal>

Step 2 : Go o the link [e-Salary](#)

The e-SEVAARTH site will be opened and the process of entering salary is as follows

Steps : -

1. Login as “DDO Assistant - ” in welcome message to DDO Assistant will be shown at the top of the screen.

a. Click Basic Data -> DDO Profiles

i. Entry of DDO Main Office

1. Add the details of the main office of the DDO.

ii. Entry of DDO Sub Office

1. To be entered in case DDO has additional charge of other office

iii. Entry of DDO Schemes

1. Add the scheme applicable in the format
201203101020001NV where

2012(major)03(submajor)101(minor)02(subhead)00(detailed head)01(soe code)N(plan/NonPlan)V(Voted/ Charged)

b. Sanctioned Posts -> Permanent Post

1. Entry of posts – in the format given

c. Employee -> Initial Data Entry

1. **Regular Employee** – there are five tabs namely “Personal”, “Posting”, “Pay Details”, “GPF Details” and “GIS Details”
Important - If any option in dropdown box is not applicable, please choose the option “Not Applicable”.

Note - If the person is working in lower group and getting salary as per the grade of higher group, then go to Posting Tab->in the Current Cadre in Parent Department column->choose the original grade pay scale and save->then go to Pay Details Tab, in the Pay Scale where more than one pay scale will be shown. Choose the pay scale in which the official is getting current grade pay. Then fill all data inputs mentioned in the specified four tabs, when all the tabs data will be filled it will become blue, which shows that you have filled all the tabs successfully.

d. **Government Accommodation**->Allot Quarter - > Fill inputs - Allotment Letter No, Allotment Date, Allotted To and date Occupied->Select Govt

Quarter Master->Search By Given Inputs ->Press Select and Return Button.

e. Loans and Advances

1. Loans Already Taken : Use this option to enter the details of all the loans and advances (except Festival Advance-FA) already disbursed to the employee.

- a. On selection of this option, the list of employees working under the DDO is displayed in the left pane.
- b. Select the employee whose loan details are to be entered/modified.
- c. The list of loans available for the selected employee is populated in the grid.
- d. If you select the existing loan from the grid, then its details will be displayed for modification (if the loan data is not locked).
- e. If you want to enter the 'New' Loan for the selected employee, click on the 'New' button in the toolbar. The data entry form will be provided for entering the loan details.
- f. The loan details are divided into three sections viz., Sanction Order details, Disbursement details and Recovery Schedule (for Principal and Interest).
- g. If the selected loan is interest bearing then, the Recovery schedule for interest can be entered after the full recovery of principal amount. For non-interest bearing loans, the 'Interest' button will be disabled and one cannot enter the recovery schedule for the 'Interest' component.

2. FA to Group of Employees : In most of the cases, single sanction order is issued for the multiple employees. To avoid the repetition of entries, this option is provided.

- a. If the required sanction order does not exist in the list, click on the button 'New'.
- b. After selection of the existing sanction order, all the details (total amount sanctioned, amount disbursed, voucher number, voucher date, employees attached) will be displayed.
- c. At the end, list of employees to whom FA is not yet disbursed is available to 'Attach' them to the given sanction order. For this, one has to check the box provided against the name of the employee. Then, click on 'Attach' button. This will add the employee name in to the list of attached employees on the right side. This employee name will be disabled in the list on the left.

- d. To detach the employee from the sanctioned order, select the employee from list on the right and click on the button 'Detach'.
 - e. If we select the employee from the list on left , 'Attach' button will be enabled and If we select the employee from the list on Right , 'Detach' button will be enabled.
 - f. The amount disbursed for each employee is same (Rs. 2500/-) for all the employees. As and when, we attach the employee, the total amount disbursed will be increased by Rs. 2500.
- 3. Multiple Installment Recovery :** If the employee wish to recover multiple installments from the current month salary, this option can be used. That means, in addition to the regular installment, he wants to deduct some more installments from the salary for the current month, user can use this option.
- 4. Recovery Through Challan :** If any employee receives additional funds from other sources and wish to repay the outstanding loans, he pays the amount into the treasury through the challan and then, submit the challan to the DDO. After receiving this challan, user has to enter these challan details using this option. After entry by assistant, DDO has to verify the challan entry of that employee. Use the option '**Loan Recovery by Challan**' under '**Verify Loan Transactions**' for this purpose. Then only, the loan details of that employee are updated in the database.
- 5. Revision in recovery schedule:** Once the loan data is locked, user cannot change the details, like recovery schedule. In case, the user wants to change the installment amount, the other details (total no. Of installments, odd installment amount etc.) will also change. i.e. Complete recovery schedule will have to be changed. This option is provided to revise the recovery schedule. After entry by assistant, DDO has to verify the 'Revision in recovery schedule' of that employee. Use the option '**Revision in Recovery Schedule**' under '**Verify Loan Transactions**' for this purpose. Then only, the loan details of that employee are updated in the database. Process of verification is as follows –
- 1. Take Print out of Sanctions from Sanctioned Post-> Checklist sanctioned Post
 - 2. Get the signed copy from the user department and logout from DDO Assistant

Add / Modify Dues and Deduction of Employee-

1. Go to -> Paybills->Non Computational Dues and Deductions-> for Specific Employee
2. Select All Designation from drop down list.
3. Click on Specific Employee name it will
4. Show two buttons Modify Dues and Modify Deductions
5. Add Dues and Deductions of employee and Save it.

Remove Computational Allowances or Deductions

1. Go to -> paybill -> Eligibility for Allowances/Deduction for a Specific Employee
2. Click on Employee name
3. Select from drop down list which allowance or deduction is not applicable for a specific employee.
4. Enter Effective date.
5. Enter Remarks and Save it.

Filling Employee Bank Details

1. Bank/Payments Details->Employee Bank Details-> Click Search Button -> Enter Branch of the Bank ->Press Go->The Bank List will be Shown Select the Bank and Click on Select & Return-> Enter Employee Account Number -> Save .

Login as “DDO” (D) to verify

1. Go to Basic Data-> Sanctioned Post-> Verify perm Post (Permanent post)
2. Select Office Name->Select Gr Letter Number-> All the sanctioned posts will be shown and can be verified by checking checkboxes in front of each record->Save.
3. Go to Reference Files->Govt Quarter Master->Fill master data and save it will be shown at the time of Govt Quarter Data entry from DDO Assistant Login.
4. Logout from DDO Login.

Apply Pay Rules and Draft Salary slip of each Employee

1. Go to -> paybill-> Rules for employee->View draft salary slip for any employee
2. Click on employee name -> click on assign pay rules
3. View pay rules attached with each employee.
4. View draft salary slip and refresh the draft salary slip page.
5. View employee profile.

Lock Employee details

Note – Before lock the employee details please ensure all detail of each employee is enter correctly after locking no updation will be allowed.

1. Go to -> paybill -> Check Data Correctness -> Check Data Correctness/Lock Data
2. Click on employee name and click on assign pay rules.
3. Click on View draft salary slip, if data is ok -> click on Data ok and paybill generation.

Pay bill Generation

Note – Please ensure the selected month, also any changes in salary done after paybill generation require regeneration of paybill

Next month pay bill generation will be allowed only after entry of last month pay bill voucher number.

1. Go to Paybill->Bill Groups->Create/Modify Bill Groups-> Select Scheme-> update already given Multiple pay bills can be created under one selected scheme.
2. Include or Remove Post from/to Pay bills Groups->Select Paybill as per the sanctioned posts the designation will be shown as many times , , select it and include by press include button and do it for each paybill.
3. Map Employee with Post-> select paybill -> select Office-> select designation-> click Go.
4. Left side employee name and in right side vacant posts will be shown-> click on one employee-> click on one post -> click on attach button in between -> click on save button, repeat this process till all the employees are mapped with post.
5. Go to -> Pay bills -> pay bills -> Submit request for pay bill generation-> select Pay bill-> submit for processing-> it will show above in the queue-> select the bill-> press process button, the selected bill will be disappeared from the list.
6. Go to -> View and forward pay bill -> select the pay bill from the list -> left lower side pane will display all the reports-> click on report , check it if reports are ok then forward it to by pressing forward to ddo button, repeat the process for other pay bills also.

Login as DDO for pay bill verification

Note – After verification by DDO the paybill will be final and no updation will be allowed.

1. Go to -> pay bill ->Pay bills -> verification of pay bills-> select the pay bill from the list -> left lower side pane will display all the reports-> click on report , check it if

reports are ok then Press verify button else press reject button, the pay bill rejected will again be available in assistant login for re-process.

2. Go to -> pay bill -> pay bills -> Print pay bill and schedule print all the reports.

Voucher Enter after pay bill passed by Treasury

1. Go to -> pay bill -> pay bills -> Approved/rejection and voucher entry-> select the month on right top of the screen->Select the pay bill from list-> enter voucher number-> voucher date-> voucher amount-> Mode of Payment and save it.

2. End of Service

- a. Go to Basic Data->Changes->End of Service – when an employee gets his/her service end, after filling this option the verification from DDO is required.

3. Change in PAN/GPF/PRAN/PPAN/CITY CLASS

- a. Go to Basic Data->Changes->Change in PAN/GPF/City Class option from this option the changes can be done.

4. Change in Name / Marital Status / Date of Birth

- a. Go to Basic Data->Changes-> Change in Name / Marital Status / Date of Birth option from this option the changes can be done.

5. Additional Increment

- a. Go to Basic Data->Changes->Pay Fixation->Additional Increment – when a person gets additional increment in his / her salary – this option can be used for the purpose – Verify from DDO login.

6. Change in Grade Pay

- a. Go to Basic Data->Changes->Pay Fixation->Change in Grade Pay, the new grade pay can be granted from this – this required Verification from DDO login.

7. Promotion / Reversion (Without Transfer)

- a. If person gets promotion and does not get transferred the option Basic Data->Promotion / Transfers-> Promotion / Reversion (Without Transfer) will be used – then verify it from DDO Login then ->Go to ->Basic Data->Changes->Pay Fixation->Promotion / Revision for fixing up the pay then again verify it from DDO login.

8. Transfer to another Office on Promotion / Deputation / any Other reason

- a. If a person gets transferred to any other office on promotion / deputation / any other reason go to Basic Data->Promotion / Transfers-> Transfer to another Office on Promotion / Deputation / any Other reason – then verify it from DDO login

9. Joining after Transfer / Repatriation

- a. The person transferred from point no 8-a, required to join another office, this option Basic Data->Promotion / Transfers-> Joining after Transfer / Repatriation will be used – requires he verification from DDO login.

GPF / GIS Deductions for Other State Employee

1. For deductions of GPF / GIS of the state other than UT Chandigarh follow the procedure mentioned below
 - a. Go to Paybills -> Paybills ->Other State Deductions->GPF/GIS Entry
Select the required from the dropdowns shown and click on GO button.
 - b. In case of GPF enter the gpf amount.
 - c. In case gis click assign gis rule button
 - d. After create the bill go to paybills-> paybill-> deduction processing
 - e. Select the bill and click the process button on the screen.

NOTE – GPF and GIS of other state employee will not be shown in the draft salary module, outer and inner.