



User Manual
for
Centralized Billing /Payroll System
for
AAO End Users
(Assistant Accounts Officers)
Version - 1.0

Developed By:
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National Informatics Centre
Ministry of Electronics and Information
Technology

Amendment log:

Version	Date	Brief description	Section Change
1.0	01/04/2022	For Salary Bill Modules	

Disclaimer

The information contained in this user manual is provided solely for informational and guidance purposes only. Each module user should, conduct his/her own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this document. DJB, Govt. of NCT of Delhi and NIC shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of information contained in this user manual. Users are advised to refer relevant Government Orders, Financial Handbooks, and Budget Manuals etc. before preparing any payment bill through the system. In case any inaccuracies are spotted, users of this manual are requested to inform the Help Desk of Delhi Jal Board.

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1. Introduction

1.1. Purpose of this document

This User Manual contains all essential information for the division AAO users so that they can make full use of the centralized billing/payroll software. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use. For better understanding of the users, graphics has been used wherever possible in this manual

This document is a generic user guide document for using centralized billing/payroll software and has all the details regarding centralized billing/payroll software which is helpful for divisions AAO users. It provides guidance to assist the respective AAO users in fulfilling their day-to-day financial obligations. It is also useful background reading for anyone involved in monitoring of the centralized billing/payroll software. This document expresses all the working of the software in very simple manner, so that whosoever goes through this piece of document finds it interesting and convenient to work with the software.

1.2. Scope

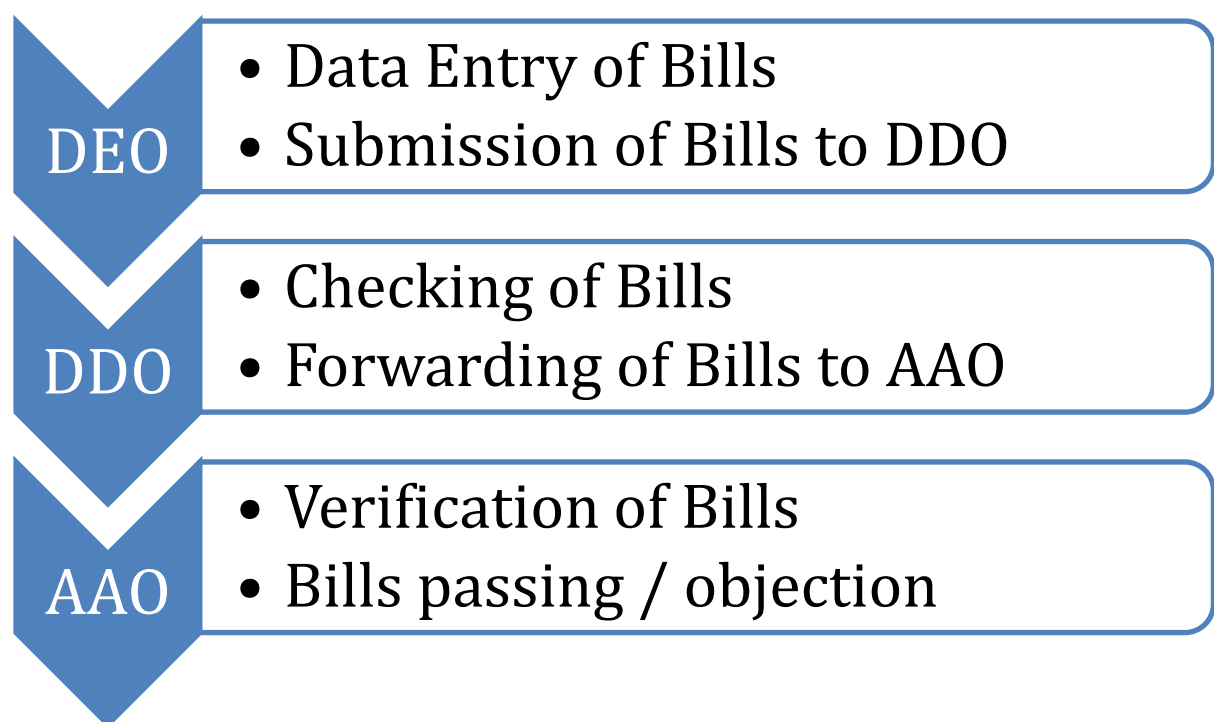
IFMS software caters to the financial requirements of Delhi Jal Board, Govt. of NCT of Delhi. Different users like division dealing hand, drawing and disbursing officers and accounts officers make use of the system as per their needs and obligations. This user manual is intended to be used by Assistant Accounts Officers. Separate user manuals are being prepared for other set of users like division dealing hand, DDOs and AAOs etc.

1.3. Users Types

1. DJB Admin
2. AAO (Assistant Accounts Officer) Users
3. DDO (Drawing and Disbursing Officer) Users
4. Dealing Hand Users

This user manual is intended for user **TYPE 2**.

1.4. Billing System Flow



1.5. Abbreviations

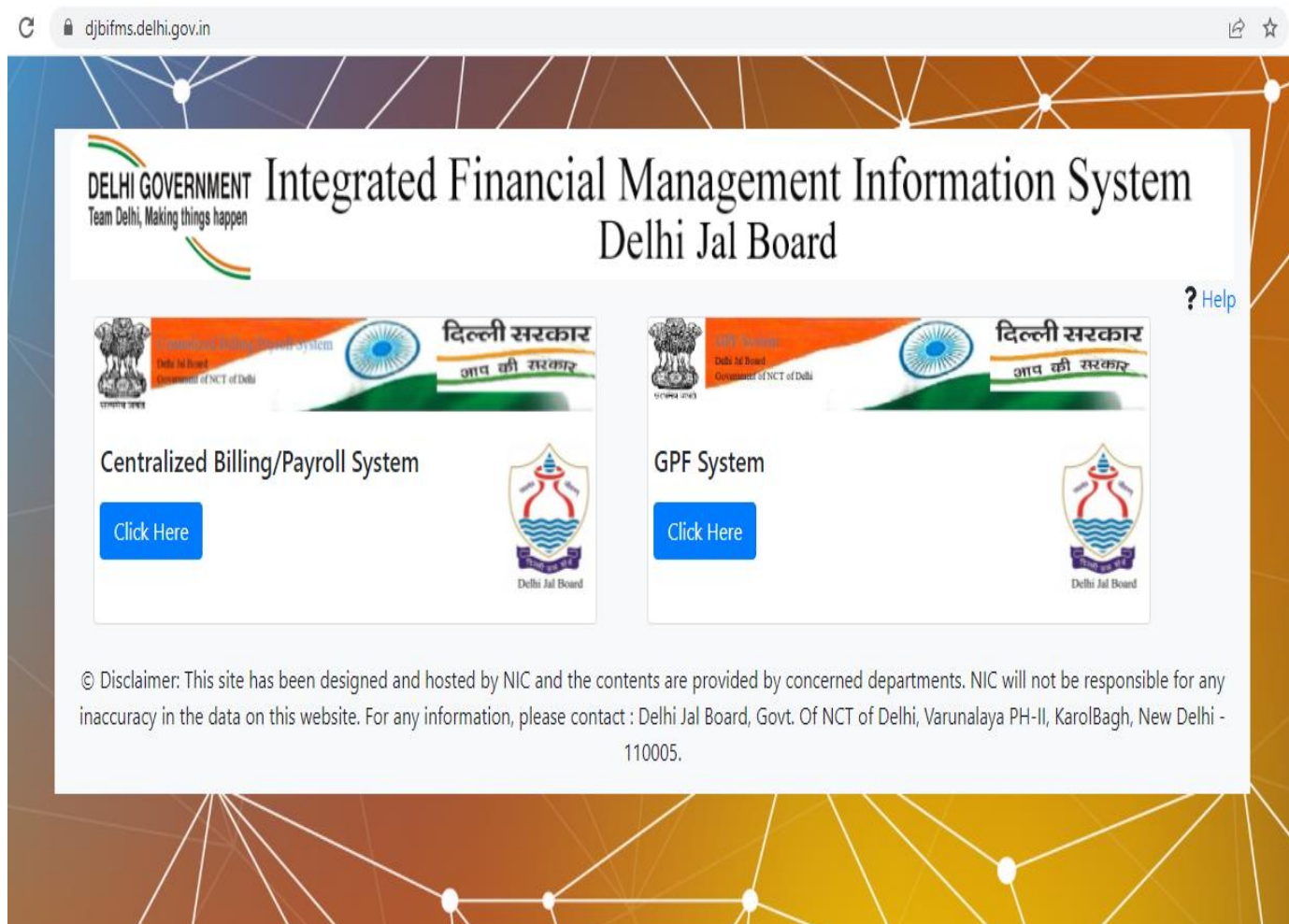
Abbreviation	Description
AC	Abstract Contingency
AO	Accounts Officer
AAO	Assistant Accounts Officer
DA	Dearness Allowance
DC	Detailed Contingency
DDO	Drawing and Disbursing Officer
DEO	Data Entry Operator
DHS	Delhi Health Scheme
DJB	Delhi Jal Board
DOB	Date of Birth
DOJ	Date of Joining
DRF	Death Relief Fund
EL/HPL	Earned Leave/Half Pay Leave
GIS	Group Insurance Scheme
GNCTD	Government of National Capital Territory of Delhi
GOV	Government
GPF	General Provident Fund
GST	Goods and Services Tax
GSTN	Goods and Services Tax Number
HBA	House Building Advance
HOD	Head of the department
HRA	House Rent Allowance
IFMS	Integrated Finance Management Information System
LFee	License Fee
LPC	Last Pay Certificate
LTC	Leave Travel Concession

MCAR	Motor Car
MIS	Management Information System
NPA	Non-Practicing Allowance
NPS	New Pension Scheme
PAN	Permanent Account Number
PRAN	Permanent Retirement Account Number
TA	Travel Allowance
TAN	Tax Deduction and Collection Account Number
UTR	Unique Transaction Reference
VRS	Voluntary Retirement Scheme

2. Description and Steps

2.1. Access Centralized Billing/Payroll System

DJB IFMS application can be accessed from NICNET connectivity by using URL <https://djbifms.delhi.gov.in> . Any latest internet browser (i.e. Chrome, Microsoft Edge, Firefox, etc.) can be used for operating the software. Home page of DJB IFMS system appears as shown below:



To access the Centralized Billing / Payroll system, user needs to press “*Click Here*” button under “**Centralized Billing/Payroll System**” section, after that following screen will appear:



The screenshot shows the login interface for the Centralized Billing/Payroll System. At the top, there is a header with the Delhi Government logo, the system name 'Integrated Financial Management Information System', and the Delhi Jal Board logo. Below the header is a navigation bar with 'Home', 'Payroll', and 'GPF' links. The main content area is divided into two sections. The left section, titled 'Centralized Billing/Payroll System', contains a description of the system and a list of generated documents. The right section, titled 'Authenticate Here', contains a login form with fields for 'User Id', 'Password', and 'Organization' (set to 'Delhi Jal Board'). It also features a CAPTCHA image and a 'Login' button. At the bottom, there is a disclaimer and contact information for the Delhi Jal Board, along with the NIC logo.

Centralized Billing/Payroll System

Centralized Billing/Payroll System is a Comprehensive Computerized Solution for Accounts Offices of DJB, Under Govt. of NCT of Delhi.

It generates Paybills, Inner and Outer Sheet, Variation Statement, Payslips, Loans Breakup Statement, Schedules For HBA(House Building Advance), MCAR(Motor Car Advance), Festival Advances, Other Advances, Licence Fee, DHS, GPF/NPS, Income Tax and Group Insurance, DA Arrear, Salary Arrear, Bonus/Ex-Gratia, LPC Details etc.

Authenticate Here

User Id

Password

Organization



Enter Captcha

Disclaimer : This site has been designed and hosted by NIC and the contents are provided by concerned departments. NIC will not be responsible for any inaccuracy in the data on this website.

For any information, please contact :
Delhi Jal Board, Govt. Of NCT of Delhi, Varunalaya PH-II, KarolBagh, New Delhi - 110005.
Helpline No. : 11-26111111 | Email Id: info@delhijalboard.gov.in

NIC

2.2. Logging-onto the Web Application

To log-in, user needs to enter the Login id, password, captcha and click on the “*Login*” button. The login ID and password will be provided to the users by the DJB Headquarter.

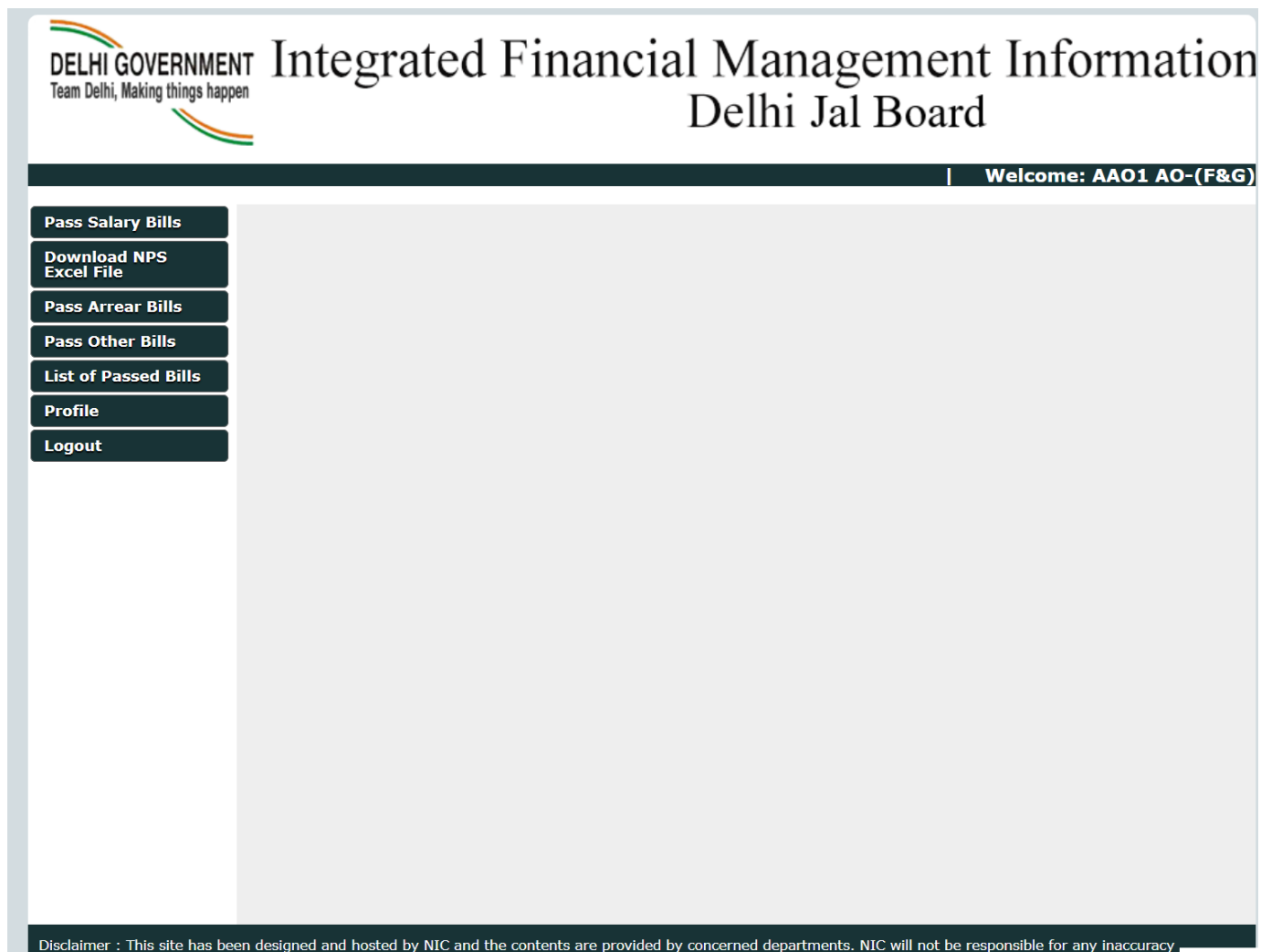


The screenshot shows a web application login interface titled "Authenticate Here". It contains the following fields and elements:

- User Id**: A text input field.
- Password**: A text input field.
- Login Type**: A dropdown menu with "Normal" selected.
- Organization**: A dropdown menu with "Delhi Jal Board" selected.
- Captcha**: A circular refresh icon and a captcha image displaying "YY DNX".
- Enter Captcha**: A text input field for the captcha.
- Login**: A blue button with the text "Login".

2.3. Home Page

After login with division AAO user following home page will be displayed:




The home page screen consists all the menu items on the left slider panel, submenus under each menu can be accessed by clicking on the menu name. On the right top, user id of the logged in user is displayed along with the concern division name.

2.4. Pass Salary Bills

Pass Salary Bills menu consists of two fields in which first one is the information of all DDOs in their divisions and the second is pending bills.

2.4.1. List of DDO



Integrated Financial Management Information System
Delhi Jal Board

Welcome: AA01 AO-(F&G)


Pass Salary Bills
List of DDO
Pending Bills
Download NPS Excel File
Pass Arrear Bills
Pass Other Bills
List of Passed Bills
Profile
Logout

List Of DDO

SrNo	AAO Code	DDO Code	DDO Name	OfficeName	OfficeAddress
1	1	000017	Om Prakash Sharma	EE(C)DR-XIV	SPS Najafgarh, Opposite Metro Depot, New Delhi-43
2	1	000028	Tanveer Ul Hassan	EE(EDP)	6th Floor Varunalaya Phase-II, Delhi Jal Board
3	1	000029	Rekha Devgan	Assistant Commissioner (Dist.)	Room No. 315A, 3rd Floor, Varunalaya Phase-II
4	1	015474	SUNEETA CHUGH	Senior Accounts Office	Room No. 412 Phase-II HQ DJB

In this screen, User can only see the details of DDOs in their division.

2.4.2. Pending Bills



Integrated Financial Management Information System

Delhi Jal Board

Welcome: AA05 EE(PL)W-III

Pass Salary Bills

List of DDO

Pending Bills

Download NPS Excel File

Pass Arrear Bills

Pass Other Bills

List of Passed Bills

Profile

Logout

Details Of DDO And Approved Bills

DDO Name:

SrNo	AAO Code	DDO Code	DDO Name	OfficeName	OfficeAddress	Billcodes Approved By DDO	Pending Bills
1	5	000007	Anil Kumar Gupta	EE(PI)W-III	Jhandewalan Ph-I	1	View

Using this screen, user can select DDO name and able to see the pending bills.

When user clicks on View hyperlink, it shows the information of that approved bills with approved date and some other related information of that bill.

Form To Pass Salary Bills

DDO Code: 000007
OfficeName: EE(PI)W-III
Office Address: Jhandewalan Ph-I
DDO Name & Designation: Anil Kumar Gupta (Executive Engineer)

Payment Period:

7/2021 v

Bill No.:

PB-3

Submit

List of Approved bills

S.No.	Bill Type	Payment Period	Bill Code	Bill No.	Bill Date	Bill Amount	Approval Date	Approved By	
1	SalaryBill	7/2021	7	PB-3	10/3/2022	311488	28/03/2022	Anil Kumar Gupta	View

Ecs Text Can be downloaded after passing the bills under ECS Text File Menu.

In the above screen, user will click on View hyperlink and get the details of that bill which was passed by DDO.

Bill Details

DDO Name: Anil Kumar Gupta
Bill No.: PB-3
Bill Code : 7
Payment Period : 7/2021
Bill Amount : 311488
Bill Approved : Yes
Approved Date: 28/03/2022
Approved By: Anil Kumar Gupta

[View Inner Sheet](#) [Print Outer Sheet](#) [View Sanction Post Details](#) [Print Variation Statement](#) [View ECS Detail](#)
[Print Nill Inner Sheet](#) [Print Nill Outer Sheet](#) [Schedules](#) [Other Schedules](#)

Action Taken: ☐ Pass ☐ Objection

Submit

In above screen, all the bills have been passed by DDO will be listed. Against each bill there will be hyperlink. User can generate, download and print these as per the format:

ViewEnclosures.aspx

1 / 7 | - 100% + |



Bill Code- 1 Period 6/2021 (Bill No: PB-1) DDO Code:-000017

Signature Of DDO

[illegible]

When click on “Print Outer Sheet” hyperlink-

ViewEnclosures.aspx

1 / 4 100%

Outer Sheet

PAYBILL FOR: EE(C)DR-XIV - (ESTABLISHMENT SECTION1)

Bill No: PB-1 BillDate:24/3/2022 Billcode:1 For Period:6/2021 DDO Code:000017

INSTRUCTIONS FOR PREPARATION OF PAY BILL.

Abstract of the claim and other particulars

1.A separate pay bill should be prepared for :

(i) Establishments whose charges are debitable to different heads of account :

(ii) Group of personnel to whom salary is payable individually by cheque, and

(iii) Group 'D' employees But the same bill may include both 0021 permanent and temporary establishment.

2. A red line should be drawn right across the sheet after each IT section of the establishment and under in the to a of vious 0 columns shown red ink.

3. The names of persons holding posts substantively should be 0049 entered in order of seniority (as measured by substantive pay 0 drawn) and below those will be shown the posts left vacant and 0 the person officiating in the vacancies.

4. Officiating pay should be recorded in the section of the bill 0 appropriate to that in which the Government servant officiates 0 and trans it pay should be recorded in the same section as the 0210 which the duty pay of the Government servant after transfer in 0 recorded.

5. Where amounts due to undiscounted pay and allowances have 000 been refunded the names and designation of the incumbents 0216 and also other connected details of the claim should be shown in 370 red ink the respective columns of the pay bill immediately below 40 the entries showing details of the aggregate claim to be drawn. 7610 The net amount required for payment would then worked out. 0 The bill No. and date in which the amount being refunded was 0 earlier drawn should be shown in 'Remarks' column. 0 Refund/relating to previous financial year(s) are to be classified 0 as revenue receipts of the Ministry/Department.

6. Arrears of pay and allowances should not be claimed in the 007101500 regular pay bill. Separate pay bill should be prepared for 0 claiming arrears.

7. The deduction of surcharge should be made at the prescribed 0 rate.

8.(i) The Schedules transport of deduction recoveries should be prepared major head wise. the Schedule of GPF deductions 0 should also give complete details as to the GPF Account No. --- GPF contributions and GPF advance recoveries of interest on loans and advances to Government servants separately for 8011 HBA. MGA advance the purchase of other motor conveyances etc. Similarly the Schedule for loans and advances deduction 0 should show separately the deductions on account of HBA, 0 MGA advances, for the purchase of other motor conveyances other conveyances etc.

8.(ii) In support of the deductions adjustable withother Accounts 0 Offices, the schedules giving complete details of deductions head-wise should be prepared separately for each Account Office concerned.

9. In the remarks column should be recorded all unusual events such as deaths, retirement, suspension permanent transfers and first appointments which find no place in the increment certificates or absences statement.

10. The pay bill should be accompanied by a copy of the LPC

11. The following abbreviations should be used in this all the document submitted with pay bill.

Basic Pay	1180500
NPA	13000
PGA/W	2250
Drt Alw	0
Chir Alw	0
Income Tax	79500 DA
DRF	3000 HRA
CCA	284832
Interest Receipts	Transport Alw
on HBA	0 Deputation Allow.
on Computer	0 P Pay
on MCAR	0 Spay
	Conr Alw
	17160
on MCYL	0 OutDoor Allowance
Other Conveyance	0 Patient Care Allowance
Medical / CGHS	0 Washing Alw.
CGHS	250 C Alw
DJBHS	10000 Hill Area Allowance
	0
Staff Car	0 Sumptuary Tr. Misc Alw
Housing etc	0 Dress Allowance (For
Licence Fee	0 Nursing Staff)
Water	0 Annual Allowance
Govt Loan	0 OTN Alw
HBA	0 Night Alw.
Computer	0 Salary Gratta
Motor Car	0 A. Grant Total
Motor Cycle	1845143
Others	0 B. LESS
	0 Festival Adv.
	0 M. Rec (same M.H.)
	0
State P Fund	C. Gross Total (A-B)
NPS/GPF Cont.	1845143
EPE	(i) Less: Recoveries
CPE	392159
GPF Adv.	7250
LIC(SSS)	904 Net Amount
Benevolent	0
	1452284 (RS.
	Fourteen Lakh
	Fifty Two
	Thousand
	Nine Hundred
	and Eighty
	Four Only)
Pen. Cont.	0
Misc. Recovery	0
One Day for Relief	0
Society	0
Social Security &	0
Welfare	5376
UTGEIS	0
CGEIS	0
GIS	0
Total	392159

Earned Leave E.L.

Leave Salary L.S.

House Rent Allowance H.R.A.

On Foreign Service F.S.

Leave Pay Certificate L.P.C.

Travel Pay T.P.

House Building Advance H.B.A.

Postal Life Insurance P.L.I.

Other Duties O.D.

Half Pay Leave H.P.L.

Conveyance Allowance C.A.

Under Suspension S.P.

Vacant VAC

Subsistence Grant S.G.

Car Advance M.C.A.

Central Govt. Empl. Ins. Scheme C.G.E.I.S.

Central Govt. Empl. Gr. Ins. Scheme C.G.E.G.I.S.

Central Govt. Health Services C.G.H.S.

NOTE: All the above details & calculations should be checked properly by the signing authority/DDO prior to approval/signing the bill. If any discrepancy found, EDP Cell, 6th Floor Delhi, Varunlaya Phase-II, D.J.B. Delhi may be contacted.

FOR USE IN PAY AND ACCOUNTS OFFICE

I. Certified that the classifications of both payments and recoveries have been checked and corrections made, where necessary.

II. Pay Order
Pay Rs. _____ (Rupees _____)
to _____
(DDO by designation / vide details given in the bill) by _____
cheque / Bank draft # _____

Pay and Accounts Officer

Cheque No. & date to be indicated after delivery.
Post-check of vouchers received from Cheque Drawing DDO
Admitted Rs. _____
Objected Rs. _____
(With Brief Reason _____)

Post Check Of Pre-Check Vouchers
DDO AAO DDO AAO.

Certified That:

1. The amount claimed in the bill are actually due to the persons concerned and the conditions attached to the payment of various allowances have been duly complied with in all cases.
2. The claims have been made against sanctioned posts (Details of cases, if any, where claims have been made in anticipations of sanction may be mentioned) and, wherever necessary, sanction of competent authority have been obtained as regard grant of increment, crossing of efficiency bar, fixation of pay, grant of leave etc. and that these events have been properly noted in the related service book.
3. The particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those given in the bill.
4. All emoluments included in bill drawn 1 month / 2 months / 3 months previous to this date with the exception of those details in the bill, have been disbursed to the proper persons and that their acquaintances have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs. 20.
5. All persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the rules and orders.

1. Appropriation for the current year Rs.31900000
2. Expenditure including this bill Rs.26123622
3. Balance Available Rs.5776378

Place : New Delhi / Delhi

Signature of Drawing & Disbursing Officer with Date

PAY BILL CERTIFICATE

Bill No. PB-1 Dated: 24/3/2022 For Rs. 1452984

1. Certified that the staff included in the attached bill is covered by the section noted in the body of the bill.
2. Certified that the claim is not more than one year old.
3. Certified that the amount has not been claimed before.
4. Certified that the Govt. Servant for whom H.R.A has been claimed in the bill have applied for servant for whom HRA has been drawn in the attached bill and I am satisfied the claims but have not so far been provided with any Govt. accommodation.
5. Certified that the certificates prescribed by the Government have been claimed from the Govt. are in accordance with the orders in force.
6. Certified that in the date for All Govt. servant for who CCA and for HA has been drawn in the attached bill the eligibility for the allowance has been verified with reference to paragraph 3 of the Govt. of India Ministry of Finance office memo No. 2(3)E.II (b)64 dated 28-1-65.
7. Certified that the Govt. Servant for whom children Education allowance has been claimed in bill fulfil all the conditions and necessary certificates particulars have already been claimed in kept in record and the children of the incumbents are still studying in the school outside Delhi.
8. Certified that the washing allowance claimed in respect of class IV servants were actual on duty for major part of the month they are entitled for allowance in accordance with the Govt. of India Ministry of Home Affairs order No.F-5(315) part II dt. 12-10-1957.
9. Certified that the Charge were omitted from the noted in the bill and necessary notes of payments have been retained in office copy.
10. Certified that the articles purchased have been received in good condition and entered in the relevant stock/property registers.
11. Certified that the stamped receipt will be sent to the DAC, New Delhi immediately after making the payments.
12. Certified that the electricity for which the charges are being consumed for Govt. purposes.
13. The pay allowance of caller women for bron at gurdians.
14. salary for caller women for the preceding month has been drawn and disbursed to the right person.
15. Certified that the repairs of furniture and typewriter etc. have been carried out satisfactorily and that expenditure has been met out within the consignment allotment.
16. The expenditure was actually incurred on the hiring of conveyance.
17. No TADA has been drawn for the journey for which conveyance has been claimed and that no compensatory leave in lieu thereof has been availed off.
18. Certified that in case of sub-vouchers attached to this bill and those retained in my office relating to the purpose of goods have not been exempted under the General Sales Tax on the goods are correct under provision of that are rules made there under and that in the casual suppliers against regular contract the relevant contract includes a specific provision the Sales Tax is payable by the Govt.
19. Certified that all the bill receipt less than Rs.100/- have been kept in the office for records.
20. Certified that the incumbents of this bill have been applied for Govt. Accommodation but have not been allowed as yet.
21. Certified that the Market rent has been charged from the employees in this bill who have allotted Govt. Accommodation and have their Own house.

NOTE: All the above details & calculations should be checked properly by the signing authority/DDO prior to approval/signing the bill. If any discrepancy found, EDP Cell, 6th Floor Delhi, Varunalya Phase-II, D.J.B. Delhi, may be contacted.

Signature of DDO

When click on “Print variation statement” hyperlink-

Variation Statement
EE(C)DR-XIV (DDO Code:-000017)

- 1.Amount of Present Bill: 2023622
- 2.Bill No. of Present Bill:PB-1 Dated:24/3/2022
- 3.Amount of Previous Bill: 0
- 4.Bill No. of Previous Bill:
- 5.Bill Code: 1
- 6.Variation, if any: 0

Name & Designation	Pay	NPA	HRA	DA	TPT	Chlr. Alw.	Dir	PgAll ow	DP	DPTN	Out Alw.	PP	P.C. Allo w	WA	Spay	Conv. Alw.	HL Alw.	C. Alw.	SA	Dr.A	Ann.All ow	OTH Alw.	Night Alw.	St.Bht a	GP
Details of Variation (Addition of -New Employees)																									
SAVITA SHARMA- Pres(2000523 9)	53600	0	1286 4	9112	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	79788
RAKESH DUA- Pres(2000583 6)	75600	0	1814 4	1285 2	8424	0	0	0	0	0	0	0	0	0	0	3825	0	0	0	0	0	0	0	0	11884 5
ANEES AHMAD- Pres(2000584 2)	80000	0	1920 0	1360	8424	0	0	0	0	0	0	0	0	0	0	3675	0	0	0	0	0	0	0	0	12489 3
JOENDER SINGH- Pres(2000706 7)	82200	0	1492 8	1057 4	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	91914
SURESH CHANDER- Pres(2000933 4)	36100	0	8664	8137	4212	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	300	0	55638
HARI CHAND- Pres(2000957 1)	52000	0	1248 0	8840	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	77532
SUDHIR SEHRAWAT- Pres(2001096 7)	72100	0	1730 4	1225 7	4212	0	0	0	0	0	0	0	0	0	0	3825	0	0	0	0	0	0	0	0	10969 3
BIMLA DEVI- Pres(2001183 0)	29300	0	7032	4981	4212	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	0	45750
VIJENDER	33000	0	7920	5610	8424	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	0	55179

SINGH- Pres(2001306 1)																									
SUMIT KUMAR BHATT- Pres(2001552 0)	29600	0	7104	5032	4212	0	0	0	0	0	0	0	0	0	0	450	0	0	0	0	0	4100	0	0	50498
ASHISH KUMAR- Pres(2001640 9)	31400	0	7536	5338	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	48486
SAZID HUSSAIN- Pres(2001653 5)	28400	0	8816	4828	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1000	0	0	45256
TUSHAR VERMA- Pres(2001715 6)	30400	0	1449 6	1026 8	4212	0	0	0	0	0	0	0	0	0	0	1185	0	0	0	0	0	0	0	0	90561
NIRMALA- Pres(2001765 5)	25200	0	6048	4284	4212	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	0	39969
MANJU SAINI- Pres(2001769 1)	27900	0	6696	4743	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	43551
SUNITA KUMARI- Pres(2001803 4)	22800	0	5472	3876	1580	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	300	34553
SAROJ BALA- Pres(2001818 3)	25500	0	8120	4335	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40167
GEETA DEVI- Pres(2001821 5)	20900	0	5400	3553	1580	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	0	31658
MANESHWA RI- Pres(2001844 5)	20900	0	5400	3553	1580	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	0	31658
Madhu Yadav- Pres(2001895 0)	35000	1300 0	1560 0	1326 0	8424	0	0	2250	0	0	0	0	0	0	0	0	0	0	0	0	2250	0	0	0	11978 4
HEMANT KUMAR- Pres(2001899 9)	22400	0	5400	3808	1580	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	33188
DURGESH JANGRA-	22400	0	5400	3808	1580	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	33188

[illegible]

When click on “*View ECS Details*” hyperlink-

EE(C)DR-XIV

SPS NAJAFGARH, OPPOSITE METRO DEPOT, NEW DELHI-43

Cheque No.

Cheque Date

SNo.	Empcode.	Name	Designation	IFSCCODE	Account No.	Amount
1	20005842	ANEES AHMAD	assistant engineer(civil)	UBIN0904767	520 70	60923
2	20016409	ASHISH KUMAR	Sr. Assistant	UBIN0904767	520 88	44236
3	20011830	BIMLA DEVI	Field Assistant	UBIN0904767	520 18	29670
4	20019001	DURGESH JANGRA	Jr. Assistant	UBIN0904767	520 99	30147
5	20018215	GEETA DEVI	PCAMR	UBIN0904767	520 80	28793
6	20009571	HARI CHAND	Draughtsman III	UBIN0904767	520 59	51256
7	20018999	HEMANT KUMAR	Jr. Assistant	UBIN0904767	520 13	30147
8	20007067	JOGENDER SINGH	Draughtsman II	UBIN0904767	520 20	58938
9	20018950	Madhu Yadav	Doctor	UBIN0921335	520 15	97838
10	20018445	MANESHWARI	Field Assistant	UBIN0904767	520 50	28793
11	20017691	MANJU SAINI	Sr. Assistant	UBIN0904767	520 21	39711
12	20017653	NIRMALA	Field Assistant	UBIN0904767	520 93	36445
13	20019105	RAJ KUMAR JHA	Jr. Assistant	UBIN0904767	520 61	30147
14	20005836	RAKESH DUA	assistant engineer(civil)	UBIN0904767	520 12	102869
15	40017250	RAKESH KUMAR	Chowkidar	UBIN0904767	520 11	40803
16	20019301	SANTOSH	Field Assistant	UBIN0904767	520 87	27529
17	40012018	SANTOSH	Field Assistant	UBIN0904767	520 73	43075
18	20018183	SAROJ BALA	Sr. Assistant	UBIN0904767	520 14	36763
19	20005239	SAVITA SHARMA	ASO	UBIN0904767	520 20	59462
20	20016535	SAZID HUSSAIN	Field Assistant	UBIN0904767	520 43	39680
21	40017165	SHRI KRISHAN	Chowkidar	UBIN0904767	521 9	36171
22	40008030	SHYAM BIHARI SHARMA	assistant engineer(civil)	UBIN0905224	520 82	97319
23	20010967	SUDHIR SEHRAWAT	assistant engineer(civil)	UBIN0905224	520 11	76722
24	40017285	SUKHBIR SINGH	Field Assistant	UBIN0904767	520 92	39171
25	20015520	SUMIT KUMAR BHATT	Dresser	UBIN0904767	520 83	46459
26	20018034	SUNITA KUMARI	Safai Karamchari	UBIN0904767	520 12	31309
27	20009334	SURESH CHANDER	Field Assistant	UBIN0904767	520 70	40062
28	20019457	TARUN KUMAR	Pharmacist	UBIN0904767	520 61	48425
29	20017156	TUSHAR VERMA	junior engineer(civil)	UBIN0904767	520 81	73518
30	20013061	VUENDER SINGH	PCAMR	UBIN0904767	520 55	46603
Total					1452984	

Signature Of AO/Sr AO

Signature Of DDO

When click on “Print Nill Inner Sheet” hyperlink-

Bill Detail For Drawal Of Government's Contribution								
MH: 00000000000101 Pay Detail Of Bill Code- 1 For The Month Of June (Bill No: PB-1)								
SNo.	Name & Designation(Empcode)	Basic	DA	NPA	Total	E.NPS Govt.Contribution 14% of (A+B+C)	F.Adjustable Head of Ac. M.H.007101500	Net Amount
Sanction No.:Approved by Administration								
1	Madhu Yadav,Doctor 20018950) (June 2021)	65000	13260	13000	91260	12776	12776	0
2	TUSHAR VERMA,Junior engineer(civil) 20017156) (June 2021)	60400	10268	0	70668	9894	9894	0
3	ASHISH KUMAR, Sr. Assistant 20016409) (June 2021)	31400	5338	0	36738	5143	5143	0
4	MANJU SAINI, Sr. Assistant 20017891) (June 2021)	27900	4743	0	32643	4570	4570	0
5	SAROJ BALA, Sr. Assistant 20018183) (June 2021)	25500	4335	0	29835	4177	4177	0
6	DURGESH JANGRA, Jr. Assistant 20019001) (June 2021)	22400	3808	0	26208	3669	3669	0
7	HEMANT KUMAR, Jr. Assistant 20018999) (June 2021)	22400	3808	0	26208	3669	3669	0
8	RAJ KUMAR, JHA, Jr. Assistant 20019105) (June 2021)	22400	3808	0	26208	3669	3669	0
9	GEETA DEVI, PCAMR 20018215) (June 2021)	20900	3553	0	24453	3423	3423	0
10	SUMIT KUMAR BHATT, Dresser 20015520) (June 2021)	29600	5032	0	34632	4848	4848	0
Page End Cumulative Total		827900	57953	13000	398853	55838	55838	0
11	SUNITA KUMARI, Safai Karamchani 20018034) (June 2021)	22800	3876	0	26676	3735	3735	0
12	MANESHWARI, Field Assistant 20018445) (June 2021)	20900	3553	0	24453	3423	3423	0
13	NIRMALA, Field Assistant 20017653) (June 2021)	25200	4284	0	29484	4128	4128	0
14	SANTOSH, Field Assistant 20019301) (June 2021)	19700	3349	0	23049	3227	3227	0
15	TARUN KUMAR, Pharmacist 20019457) (June 2021)	31000	5270	0	36270	5078	5078	0
Grand Total		447500	78285	13000	538785	75429	75429	0

Signature Of DDO

NOTE: All the above details & calculations should be checked properly by the signing authority/DDO prior to approval/signing the bill. If any discrepancy found, EDP Cell, 6th Floor Delhi, Varunlaya Phase-II, DJB, Delhi, may be contacted.

When click on “Print Nill Outer Sheet” hyperlink-

Outer Sheet Nill Bill
PAYBILL FOR: EE(C)DR-XIV
Bill No: PB-1 BillDate:24/3/2022 Billcode:1 For Period:6/2021
DDO Code:000017

INSTRUCTIONS FOR PREPARATION OF PAY BILL	Abstract of the claim and other particulars	
	DEBIT	CREDIT
1. A separate pay bill should be prepared for : (i) Establishments whose charges are debitable to different heads of account : (ii) Group of personnel to whom salary is payable individually by cheque, and (iii) Group 'D' employees But the same bill may include both permanent and temporary establishment	2071 Pension & Other Retirement Benefits 01 Civil	M.H: 000000000000101 Basic Pay: 447500
2. A red line should be drawn right across the sheet after each section of the establishment and under the to a of vious columns shown red ink.	117 14% OF (A+B+C) Govt.Contribution for Defined Contribution Scheme	NPA: 13000
3. The names of persons holding posts substantively should be entered in order of seniority (as measured by substantive pay drawn) and below those will be shown the posts left vacant and the person officiating in the vacancies.		DA: 78285
4. Officiating pay should be recorded in the section of the bill appropriate to that in which the Government servant officiates and trans it pay should be recorded in the same section as the which the duty pay of the Government servant after transfer in recorded.		0 Other Deposits: 75429 14% of(A+B+C) Defined Contribution Pension scheme
5. Where amounts due to undisbursed pay and allowances have been refunded,the names and designation of the incumbeents and also other connected details of the claim should be shown in red ink the respective columns of the pay bill immediately below the entries showing details of the aggregate claim to be drawn. The net amount required for payment would then worked out. The bill No. and date in which the amount being refunded was earlier drawn should be shown in 'Remarks' column. Refundings to previous financial year(s) are to be classified as revenue receipts of the Ministry/Department.	Total	75429
6. Arrears of pay and allowances should not be claimed in the regular pay bill. Separate pay bill should be prepared for claiming arrears.	Total	75429
7.The deduction of surcharge should be made at the prescribed rate.		NetAmount 0
8.(i) The Schedules transport of deduction recoveries should be prepared major head wise. The Schedule of GPF deductions should also give complete details as to the GPF Account No, GPF contributions and GPF advance recoveries of interest on loans and advances to Government servants separately for HBA, MGA advance the purchase of other motor conveyances etc. Similarly the Schedule for loans and advances deduction should show separately the deductions on account of HBA, MGA advancees, for the purchase of other motor conveyances other conveyances etc.		
8.(ii) In support of the deductions adjustable withother Accounts Offices,the schedules giving complete details of deductions head-wise should be prepared separately for each Account Office concerned.		
9. In the remarks column should be recorded all unusual events such as deaths,retirement, suspension permanent transfers and first appointments which find no place in the increment certificates or absentes statement.		
10. The pay bill should be accompanied by a copy of the LPC and absentee statement,where necessary.		
11.The following abbreviations should be used in this		

all the document submitted with pay bill.

Earned Leave E.L.	Half Pay Leave H.P.L.
Leave Salary L.S.	Conveyance Allowance C.A.
House Rent Allowance H.R.A.	Under Suspension S.P.
On Foreign Service F.S.	Vacant VAC
Leave Pay Certificate L.P.C	Subsistence Grant S.G.
Transit Pay T.P.	Car Advance M.C.A.
House Building Advance H.B.A.	Central Govt. Empl. Ins. Scheme C.G.E.I.S.
Postal Life Insurance P.L.I.	Central Govt. Empl. Gr. Ins. Scheme C.G.E.G.I.S.
Other Duties O.D.	Central Govt. Health Services C.G.H.S.

NOTE:All the above details & calculations should be checked properly by the signing authority/DDO prior to approval/signing the bill. If any discrepancy found,EDP Cell,6th Floor Delhi,Varunlaya Phase-II,DJB,Delhi, may be contacted.

FOR USE IN PAY AND ACCOUNTS OFFICE

I. Certified that the classifications of both payments and recoveries have been checked and corrections made, where necessary.

AO/Sr AO AAO

II. Pay Order

Pay Rs. _____ (Rupees _____)

to _____

(DDO by designation / vide details given in the bill) by _____
cheque / Bank draft at _____.

Pay and Accounts Officer

Cheque No. & date to be indicated after delivery.

Post-check of vouchers received from Cheque Drawing DDO

Admitted Rs. _____

Objected Rs. _____

(With Brief Reason _____)

Post Check Of Pre-Check Vouchers

AO/Sr AO AAO AO/Sr AO AAO

Certified That:

1. The amount claimed in the bill are actually due to the persons concerned and the conditions attached to the payment of various allowances have been duly complied with in all cases.
2. The claims have been made against sanctioned posts (Details of cases, if any, where claims have been made in anticipations of sanction may be mentioned) and, wherever necessary, sanction of competent authority have been obtained as regard grant of increment, crossing of efficiency bar, fixation of pay, grant of leave etc. and that these events have been properly noted in the related service book.
3. The particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those given in the bill.
4. All emoluments included in bill drawn 1 month / 2 months / 3 months previous to this date with the exception of those details in the bill, have been disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs.20.
5. All persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the rules and orders.

1. Appropriation for the current year _____
2. Expenditure including this bill _____
3. Balance Available _____

Place : New Delhi / Delhi

Signature of Drawing & Disbursing Officer with Date

PAY BILL CERTIFICATE

Bill No. PB-1 Dated: 24/3/2022 For Rs. 75429

1. Certified that the staff included in the attached bill is covered by the section noted in the body of the bill.
2. Certified that the claim is not more than one year old.
3. Certified that the amount has not been claimed before.
4. Certified that the Govt. Servant for whom H.R.A has been claimed in the bill have applied for servant for whom HRA has been drawn in the attached bill and I am satisfied the claims but have not so far been provided with any Govt. accommodation.
5. Certified that the certificates prescribed by the Government have been claimed from the Govt. are in accordance with the orders in force.
6. Certified that in the date for All Govt. servant for who CCA and for HA has been drawn in the attached bill the eligibility for the allowance has been verified with reference to paragraph 3 of the Govt. of India Ministry of Finance office memo No. 20(E.L.I) (9/64) dated 28-1-65.
7. Certified that the Govt. Servant for whom children Education allowance has been claimed in bill fulfil all the conditions and necessary certificates particulars have already been claimed in kept in record and the children of the incumbents are still studying in the school outside Delhi.
8. Certified that the washing allowance claimed in respect of class IV servants were actual on duty for major part of the month they are entitled for allowance in accordance with the Govt. of India Ministry of Home Affairs order No.F-5(315) part II dt. 12-10-1957.
9. Certified that the Charge were omitted from the noted in the bill and necessary notes of payments have been retained in office copy.
10. Certified that the articles purchased have been received in good condition and entered in the relevant stock/preproperty registers.
11. Certified that the stamped receipt will be sent to the DAC, New Delhi immediately after making the payments.
12. Certified that the electricity for which the charges are being consumed for Govt. purposes.
13. The pay allowance of caller women for bron at gurdians.
14. salary for caller women for the preceding month has been drawn and disbursed to the right person.
15. Certified that the repairs of furniture and typewriter etc. have been carried out satisfactorily and that expenditure has been met out within the consignment allotment.
16. The expenditure was actually incurred on the hiring of conveyance.
17. No TADA has been drawn for the journey for which conveyance has been claimed and that no compensatory leave in lieu thereof has been availed off.
18. Certified that in case of sub-vouchers attached to this bill and those retained in my office relating to the purpose of goods have not been exempted under the General Sales Tax on the goods are correct under provision of that are rules made there under and that in the casual suppliers against regular contract the relevant contract includes a specific provision the Sales Tax is payable by the Govt.
19. Certified that all the bill receipt less than Rs.100/- have been kept in the office for records.
20. Certified that the incumbents of this bill have been applied for Govt. Accommodation but have not been allowed as yet.
21. Certified that the Market rent has been charged from the employees in this bill who have allotted Govt. Accommodation and have their Own house.

NOTE: All the above details & calculations should be checked properly by the signing authority/DDO prior to approval/signing the bill. If any discrepancy found, AAO(Hr), Vikas Bhawan Delhi, may be contacted.

Signature of DDO

When user click on “**Schedules**” hyperlink, it shows the Schedules Print Menu and some other hyperlinks related to that bill which are:

- Schedules for Loan (Mcycl, Mcar, HBA, Computer, Festival, Others)
- Schedules for Interests for Loans (McyclInt, MCarInt, HBAInt, ComputerInt)
- Other Schedules (GPF, Schedule LIC(SSS), DRF Schedule, UTEGIS, Misc Recoveries, Excess Payment of DA for NPA, ITAX, DGHS, NPS Emp, LFee)

DDO Name: Anil Kumar Gupta
Bill No.: PB-3
Bill Code : 7
Payment Period : 7/2021
Bill Amount : 311488
Bill Approved : Yes
Approved Date: 28/03/2022
Approved By: Anil Kumar Gupta

[View Inner Sheet](#) [Print Outer Sheet](#) [View Sanction Post Details](#) [Print Variation Statement](#) [View ECS Detail](#)
[Print Nill Inner Sheet](#) [Print Nill Outer Sheet](#) [Schedules](#) [Other Schedules](#)

Action Taken: ☐ Pass ☐ Objection

Submit

Schedules Print Mneu

Bill Code.
Bill Month
Bill Year

Schedules for Loans

[Mcycl](#)
[MCar](#)
[HBA](#)
[Computer](#)
[Festival](#)
[Others](#)

Schedules for Interests for Loans

[McyclInt](#)
[MCarInt](#)
[HBAInt](#)
[ComputerInt](#)

Other Schedules

[GPF](#)
[Schedule LIC\(SSS\)](#)
[DRF Sschedule](#)
[UTEGIS](#)
[Misc Recoveries](#)
[Excess Payment Of DA For NPA](#)
[ITAX](#)
[DGHS](#)
[NPS Emp](#)
[LFee](#)

User can take action, where two options have been given to the user, **Pass** and **Objection**. User can pass the bill, if all the bill details are correct and if there any objection in the bill, the user can take action by selecting objection button. And then click submit.

Bill Details				
DDO Name:	Anil Kumar Gupta			
Bill No.:	PB-3			
Bill Code :	7			
Payment Period :	7/2021			
Bill Amount :	311488			
Bill Approved :	Yes			
Approved Date:	28/03/2022			
Approved By:	Anil Kumar Gupta			
View Inner Sheet	Print Outer Sheet	View Sanction Post Details	Print Variation Statement	View ECS Detail
Print Nill Inner Sheet	Print Nill Outer Sheet	Schedules	Other Schedules	
Action Taken:	<input checked="" type="radio"/> Pass <input type="radio"/> Objection			
<input type="button" value="Submit"/>				

The screen shows a message ***"Bill Pass Successfully"*** when user select the Action Taken '**Pass**' on that bill.


Bill Pass Successfully !.	
Pass Another Bills of this DDO	Pass Bills For other DDO

The two hyperlinks in the above window are showing that, ***"Pass Another Bills of this DDO"***, which means that user can only view the bills of this particular DDO. When user selects ***"Pass Bills for other DDO"***, which means that user will check and pass the bills other DDO.

2.5. Download NPS Excel File

2.5.1. NPS Contribution File

Using this form user can select Bill Year, Bill Month, Bill Type and DDO Name then click on submit button. User will get details in the form Excel and able to download it.



DELHI GOVERNMENT
Team Delhi, Making things happen

Integrated Financial Management Information System
Delhi Jal Board

Welcome: AAO10 AO-

Pass Salary Bills

Download NPS Excel File

NPS Contribution File

Pass Arrear Bills

Pass Other Bills

List of Passed Bills

Profile

Logout

Form To Download NPS Contribution

Bill Year: 2022
Bill Month: January
Bill Type: Salary Bil
DDO Name: 000011 - Finance HQ

SrNo	Office Name	Bill No	Billcode	Approval Date	
1	000011 - Finance HQ	PB-112	102	2/1/2022 12:50:23 PM	✓
2	000011 - Finance HQ	PB-112	102	2/1/2022 12:50:23 PM	✓
3	000011 - Finance HQ	PB-114	104	2/1/2022 12:50:36 PM	✓
4	000011 - Finance HQ	PB-114	104	2/1/2022 12:50:36 PM	✓
5	000011 - Finance HQ	PB-114	104	2/1/2022 12:50:36 PM	✓
6	000011 - Finance HQ	PB-114	104	2/1/2022 12:50:36 PM	✓
7	000011 - Finance HQ	PB-114	104	2/1/2022 12:50:36 PM	✓
8	000011 - Finance HQ	PB-114	104	2/1/2022 12:50:36 PM	✓
9	000011 - Finance HQ	PB-114	104	2/1/2022 12:50:36 PM	✓
10	000011 - Finance HQ	PB-114	104	2/1/2022 12:50:36 PM	✓
11	000011 - Finance HQ	PB-114	104	2/1/2022 12:50:36 PM	✓

2.6. List of Passed Bills

2.6.1. Salary Bills

When user clicks on '*Salary bills*' menu, following screen appears:



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Integrated Financial Management Information System
Delhi Jal Board

Welcome: AA01 AO-(F&G)

Pass Salary Bills
Download NPS Excel File
Pass Arrear Bills
Pass Other Bills
List of Passed Bills
Profile
Logout

LisList of Bills passed by AAO

DDO Name: d> 000017 - EE(C)DR-XIV
Bill Year: 2021 Bill Month: 6

Submit

SrNo	Bill Code	Bill No.	Bill Date	Payment Period	Bill Amount	
1	1	PB-1	24/03/2022	6/2021	1845143	ViewDetails

The above screen displays all the list of bills which was passed by AAO by selecting the required fields i.e. DDO Name, Bill Year and Bill Month. Click on "View" hyperlink and get the details of Salary Bills.



Integrated Financial Management Information System

Delhi Jal Board

Welcome: AAO1 AO-(F&G)

Pass Salary Bills

Download NPS Excel File

Pass Arrear Bills

Pass Other Bills

List of Passed Bills

Profile

Logout

List of Bills passed by AAO

DDO Name: d> 000017 - EE(C)DR-XIV

Bill Year: 2021 Bill Month: 6

Submit

SrNo	Bill Code	Bill No.	Bill Date	Payment Period	Bill Amount	
1	1	PB-1	24/03/2022	6/2021	1845143	ViewDetails

Bill No. PB-1
Bill Code: 1
Bill Date: 24/6/2021
Payment Period: 6/2021
Bill Amount: 1845143
Approval Date: 24/03/2022
Approved By: Om Prakash Sharma
StaStatus: Approved
AAO Pass Date: 24/03/2022

[View Inner Sheet](#)
[Schedules](#)

[Print Outer Sheet](#)
[Other Schedules](#)

[View ECS Detail](#)

[Print Variation Statement](#)

The above screen shows the bill details of Salary. There are some hyperlinks given where details of that bill will be seen by clicking on the hyperlinks. It shows on new window where user can generate, download and print these as per the format:

When click on "View Inner Sheet" hyperlink-

PAYBILL FOR: EE(C)DR-XIV (ESTABLISHMENT SECTION1)

Inner Sheet MH: - 00000000000101

Bill Code- 1 Period 6/2021 (Bill No: PB-1) DDO Code:-000017

SNo.	Name & Designation(Empcode)	Level	Basic DA PGAllow Dir.Allow	NPA HRA CCA Chlr.Allow	TPT SPFPA MRcpt/T rAllow	SPA Conv.Allow	P.C.Allo w C.Allow W.Allow	Out Allow HL Allow DPTN	Dr.A Ann.Allo w OTH Allow.	Night Allow St.Bhta	Gross Pay	NPS/GP F Ins DJBHS DRF	L.Fee Water LIC(SS S)	I.Tax NPS old GPF Adv.	Misc-I Misc-II Others	MCYCL MCAR HBA	Comp Fest MCYInt	Soc	CARInt HBAInt Complnt	Ded	NP
Sanction No. :-Approved by Administration																					
1	ANEES AHMAD,assistant engineer(civil) (20005842)	10	80000 13600 0 0	0 19200 0 0	8424 0 0	0 3675 0	0 0 0	0 0 0	0 0 0	0 0 0	124899	50000 226 650 100	0 0 0 0	13000 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	63976	60923
2	ASHISH KUMAR,Sr. Assistant (20016409)	4	31400 5338 0 0	0 7536 0 0	4212 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	48486	3674 226 250 100	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	4250	44236
3	BIMLA DEVI,Field Assistant (20011830)	2	29300 4981 0 0	0 7032 0 0	4212 0 0	0 225 0	0 0 0	0 0 0	0 0 0	0 0 0	45750	8000 226 250 100	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	16080	29670
4	DURGESH JANGRA,Jr. Assistant (20019001)	2	22400 3808 0 0	0 5400 0 0	1580 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	33188	2621 70 250 100	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	3041	30147
5	GEETA DEVI,PCAMR (20018215)	1	20900 3553 0 0	0 5400 0 0	1580 0 0	0 225 0	0 0 0	0 0 0	0 0 0	0 0 0	31658	2445 70 250 100	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	2865	28793
6	HARI CHAND,Draughtsman III (20009571)	6	52000 8840 0 0	0 12480 0 0	4212 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	77532	20000 226 450 100	0 0 0 0	5500 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	26276	51256
7	HEMANT KUMAR,Jr. Assistant (20018999)	2	22400 3808 0 0	0 5400 0 0	1580 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	33188	2621 70 250 100	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	3041	30147
8	JOENDER SINGH,Draughtsman II (20007067)	7	62200 10574 0 0	0 14928 0 0	4212 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	91914	25000 226 650 100	0 0 0 0	7000 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	32976	58938
9	L K VERMA,executive engineer(civil) (20003564)	12	105900 18003 0 0	0 25416 0 0	0 0 0	0 29160 0	0 0 0	0 0 0	0 0 0	0 0 0	178479	10000 226 1000 100	0 0 0 0	25000 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	36326	142153
Page End Cumulative Total			426500 72505 0 0	0 102792 0 0	30012 0 0	0 33285 0	0 0 0	0 0 0	0 0 0	0 0 0	665094	124361 1566 4000 900	0 0 0 0	50500 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	188831	476263

Signature Of DDO

SNo.	Name & Designation(Empcode)	Level	Basic DA PGAllow DIRT	NPA HRA CCA Chir.Alw	TPT SPFPA MRcpt/T rAllow	SPA Conv.Alw	P.C.Allo w C.Alw W.Allow	Out Alw. HL Alw. DPTN	Dr.A Ann.Allo w OTH Alw.	Night Alw. Sf.Bhta	Gross Pay	NPS/GP F Ins DJBHS DRF	L.Fee Water LIC(SS S)	I.Tax Nps.Old GPF Adv.	Misc-I Misc-II Others	MCYCL MCAR HBA	Comp Fest MCYInt	Soc	CARInt HBAInt Complint	Ded	NP
10	Madhu Yadav,Doctor (20018950)	10	65000 13260 2250 0	13000 15600 0 0	8424 0 0	0 0	0 0	0 0	2250 0	0 0	119784	9126 70 650 100	0 0 0	12000 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	21946	97838
11	MANESHWARI,Field Assistant (20018445)	1	20900 3553 0 0	5400 0 0	1580 0 225	0 0	0 0	0 0	0 0	0 0	31658	2445 70 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	2865	28793
12	MANJU SAINI,Sr. Assistant (20017691)	4	27900 4743 0 0	6696 0 0	4212 0 0	0 0	0 0	0 0	0 0	0 0	43551	3264 226 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	3840	39711
13	NIRMALA,Field Assistant (20017653)	2	25200 4284 0 0	6048 0 0	4212 0 225	0 0	0 0	0 0	0 0	0 0	39969	2948 226 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	3524	36445
14	RAJ KUMAR JHA,Jr. Assistant (20019105)	2	22400 3808 0 0	5400 0 0	1580 0 0	0 0	0 0	0 0	0 0	0 0	33188	2621 70 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	3041	30147
15	RAKESH DUA,assistant engineer(civil) (20005836)	9	75600 12852 0 0	18144 0 0	8424 0 3825	0 0	0 0	0 0	0 0	0 0	118845	5000 226 650 100	0 0 0	10000 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	15976	102869
16	RAKESH KUMAR,Chowkidar (40017250)	3	33000 5610 0 0	7920 0 0	4212 0 0	0 0	0 0	0 0	1000 0	0 0	51742	10000 226 250 100	0 0 363	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	10939	40803
17	SANTOSH,Field Assistant (40012018)	3	36100 6137 0 0	8664 0 0	4212 0 225	0 0	0 0	0 0	0 0	600 0	55938	12000 226 250 100	0 0 287	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	12863	43075
18	SANTOSH,Field Assistant (20019301)	1	19700 3349 0 0	5400 0 0	1580 0 225	0 0	0 0	0 0	0 0	0 0	30254	2305 70 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	2725	27529
Page End Cumulative Total			325800 57596 2250 0	13000 79272 0 0	38436 0 38010	0 0	0 0	0 0	2250 1000	600 0	524929	49709 1410 3050 900	0 650	22000 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	77719	447210

Signature Of DDO

SNo.	Name & Designation(Empcode)	Level	Basic DA PGAllow DIRT	NPA HRA CCA Chir.Alw	TPT SPFPA MRcpt/T rAllow	SPA Conv.Alw	P.C.Allo w C.Alw W.Allow	Out Alw. HL Alw. DPTN	Dr.A Ann.Allo w OTH Alw.	Night Alw. Sf.Bhta	Gross Pay	NPS/GP F Ins DJBHS DRF	L.Fee Water LIC(SS S)	I.Tax Nps.Old GPF Adv.	Misc-I Misc-II Others	MCYCL MCAR HBA	Comp Fest MCYInt	Soc	CARInt HBAInt Complint	Ded	NP
19	SAROJ BALA,Sr. Assistant (20018183)	4	25500 4333 0 0	6120 0 0	4212 0 0	0 0	0 0	0 0	0 0	0 0	40167	2984 70 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	3404	36763
20	SAVITA SHARMA,ASO (20005239)	7	53600 9112 0 0	12864 0 0	4212 0 0	0 0	0 0	0 0	0 0	0 0	79788	15000 226 0 100	0 0 0	5000 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	20326	59462
21	SAZID HUSSAIN,Field Assistant (20016535)	2	28400 4828 0 0	6816 0 0	4212 0 0	0 0	0 0	0 0	1000 0	0 0	45256	5000 226 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	5576	39680
22	SHRI KRISHAN,Chowkidar (40017165)	3	33000 5610 0 0	7920 0 0	4212 0 225	0 0	0 0	0 0	0 0	780 0	51747	15000 226 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	15576	36171
23	SHYAM BIHARI SHARMA,assistant engineer(civil) (40008030)	9	75600 12852 0 0	18144 0 0	8424 0 1275	0 0	0 0	0 0	0 0	0 0	116295	12000 226 650 100	0 6000	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	18976	97319
24	SUDHIR SEHRAWAT,assistant engineer(civil) (20010967)	7	72100 12257 0 0	17304 0 0	4212 0 3825	0 0	0 0	0 0	0 0	0 0	109698	20000 226 650 100	0 12000	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	32976	76722
25	SUKHBIR SINGH,Field Assistant (40017285)	3	33000 5610 0 0	7920 0 0	4212 0 225	0 0	0 0	0 0	0 0	780 0	51747	12000 226 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	12576	39171
26	SUMIT KUMAR BHATT,Dresser (20015520)	4	29600 5032 0 0	7104 0 0	4212 0 450	0 0	0 0	0 0	0 0	0 0	50498	3463 226 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	4039	46459
27	SUNITA KUMARI,Safai Karamchari (20018034)	1	22800 3876 0 0	5472 0 0	1580 0 225	0 0	0 0	0 0	0 0	600 0	34553	2668 226 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	3244	31309
Page End Cumulative Total			373600 63512 0 0	89664 0 0	39488 0 44235	0 0	0 0	0 0	5100 0	1560 600	579749	88115 1878 2800 900	0 23000	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	116693	463056

Signature Of DDO

SNo.	Name & Designation(Empcode)	Level	Basic DA PGAllow Dirt	NPA HRA CCA Chlr.Alw	TPT SPFPA MRcpt/TrAllow	SPA Conv.Alw	P.C.Allo w C.Alw W.Allow	Out.Alw. HL Alw. DPTN	Dr.A Ann.Allo w OTH Alw.	Night Alw. Sf.Bhta	Gross Pay	NPS/GP F Ins DJBHS DRF	L.Fee Water LIC(SS S)	I.Tax Nps Old GPF Adv.	Misc-I Misc-II Others	MCYCL MCAR HBA	Comp Fest MCYInt	Soc	CARInt HBAInt Complnt	Ded	NP
28	SURESH CHANDER,Field Assistant (20009334)	3	36100 6137 0 0	8664 0 0	4212 0 0	0 225	0 0 0	0 0 0	0 0 0	300 0	55638	15000 226 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	15576	40062
29	TARUN KUMAR,Pharmacist (20019457)	5	31000 5270 0 0	7440 0 0	4212 0 0	0 450	0 0 0	0 0 0	0 0 4100	0 0	52472	3627 70 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	4047	48425
30	TUSHAR VERMA,junior engineer(civil) (20017156)	7	60400 10268 0 0	14496 0 0	4212 0 0	0 1185	0 0 0	0 0 0	0 0 0	0 0	90561	7067 226 650 100	0 0 0	9000 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	17043	73518
31	VIJENDER SINGH,PCAMR (20013061)	3	33000 5610 0 0	7920 0 0	8424 0 0	0 225	0 0 0	0 0 0	0 0 0	0 0	55179	8000 226 250 100	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	8576	46603
Page End Cumulative Total			160500 27285 0 0	38520 0 0	21060 0 0	0 46320	0 0 0	0 0 0	0 0 4100	300 0	253850	33694 748 1400 400	0 0 0	9000 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	45242	208608
Grand Total			1286400 220898 2250 0	13000 310248 0 0	128996 0 0	0 46320	0 0 0	0 0 0	0 2250 10200	1860 1200	2023622	295879 5602 11250 3100	0 0 904	104500 7250	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	428485	1595137

Grand Total: 2023622 GrossPay: 2023622 Deduction: 428485 GPF: 242000 NPS: 53879 NetPay: 1595137 (Rs. Fifteen Lakh Ninety Five Thousand One Hundred and Thirty Seven Only)

NOTE:All the above details & calculations should be checked properly by the signing authority/DDO prior to approval/signing the bill. If any discrepancy found, EDP Cell,6th Floor Delhi,Varunlaya Phase-II,DJB,Delhi, may be contacted.

Signature Of DDO

Variation Statement
EE(C)DR-XIV (DDO Code:-000017)

- 1.Amount of Present Bill: 2023622
- 2.Bill No. of Present Bill:PB-1 Dated:24/3/2022
- 3.Amount of Previous Bill: 0
- 4.Bill No. of Previous Bill:
- 5.Bill Code: 1
- 6.Variation, if any: 0

Name & Designation	Pay	NPA	HRA	DA	TPT	Chlr Alw.	Dirt	PgAll ow	DP	DPTN	Out Alw.	PP	P.C.Allo w	WA	Spay	Conv. Alw	HL Alw.	C.Alw	SA	Dr.A	Ann.All ow	OTH Alw.	Night Alw.	Sf.Bht a	GP
Details of Variation (Addition of -New Employees)																									
SAVITA SHARMA- Pres(2000523 9)	53600	0	1286 4	9112	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	79788
RAKESH DUA- Pres(2000583 5)	75600	0	1814 4	1285 2	8424	0	0	0	0	0	0	0	0	0	0	3825	0	0	0	0	0	0	0	0	11884 5
ANEES AHMAD- Pres(2000584 2)	80000	0	1920 0	1360 0	8424	0	0	0	0	0	0	0	0	0	0	3675	0	0	0	0	0	0	0	0	12489 9
JOGENDER SINGH- Pres(2000706 7)	82200	0	1492 3	1057 4	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	91914
SURESH CHANDER- Pres(2000933 4)	36100	0	8664	6137	4212	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	300	0	55638
HARI CHAND- Pres(2000957 1)	52000	0	1248 0	8840	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	77532
SUDHIR SEHRAWAT- Pres(2001096 7)	72100	0	1730 4	1225 7	4212	0	0	0	0	0	0	0	0	0	0	3825	0	0	0	0	0	0	0	0	10969 8
BIMLA DEVI- Pres(2001183 0)	29300	0	7032	4981	4212	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	0	45750
VIJENDER	33000	0	7920	5610	8424	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	0	55179

[illegible]

When click "Print Outer Sheet" hyperlink-

Outer Sheet			
PAYBILL FOR: EE(C)DR-XIV - (ESTABLISHMENT SECTION1)			
Bill No: PB-1 BillDate:24/3/2022 Billcode:1 For Period6/2021 DDO Code:000017			
INSTRUCTIONS FOR PREPARATION OF PAY BILL		Abstract of the claim and other particulars	
1.A separate pay bill should be prepared for :			
(i) Establishments whose charges are debitale to different heads of account. :			
(ii) Group of personnel to whom salary is payable individually by cheque, and			
(iii) Group 'D' employees But the same bill may include both 0021 permanent and temporary establishment.		Deductions adjustable in books of AAO	M.H: 00000000000101
	Taxes on Income	Basic Pay	1180500
		NPA	13000
		PGAlw	2250
		Drt.Alw	0
		Chlr.Alw	0
2. A red line should be drawn right across the sheet after each IT section of the establishment and under in the to a of vious 0 columns shown red ink.	Income Tax	79500 DA	202895
	DRF	3000 HRA	284832
		CCA	0
3.The names of persons holding posts substantively should be 0049 entered in order of seniority (as measured by substantive pay 0 drawn) and below those will be shown the posts left vacant and 0 the person officiating in the vacancies.	Interest Receipts	Transport Alw	128996
	on HBA	0 Deputation Allow.	0
	on Computer	0 PPay	0
	on MCAR	0 Spay	0
		Conv.Alw	17160
4. Officiating pay should be recorded in the section of the bill 0 appropriate to that in which the Government servant officiates 0 and trans it pay should be recolarded in the same section as the 0210 which the duty pay of the Government servant after tranater in 0 recorded.	on MCYL	0 OutDoor Allowance	0
	Other Conveyance	0 Patient Care Allowance	0
	Medical / CGHS	0 Washing Alw.	0
	CGHS	250 C.Alw	0
	DJBHS	10000 Hill Area Allowance	0
5. Where amounts due to undisoursed pay and allowances have 000 been refunded,the names and designation of the incumoents 0216 and also other connected details of the calim should be shown in 370 red ink the respective columns of the pay bill immediately below 40 the entries showing details of the aggregate claim to be drawn.7610 The net amount required for payment would then worked out.0 The bill No. and date in which the amount being refunded was 0 earlier drawn should be shown in 'Remarks' column.0 Refund/retating to previous financial year(s) are to be classified 0 as revenue receipts of the Ministry/Department.	Staff Car	0 Sumptuary/Tr./Misc Alw	0
	Housing etc.	0 Dress Allowance(For	0
	Licence Fee	0 Nursing Staff)	0
	Water	0 Annual Allowance	2250
	Govt.Loan	0 OTH Alw.	10200
	HBA	0 Night Alw.	1860
	Computer	0 Safai Bhatta	1200
	Motor Car	0 A. Grand Total	1845143
	Motor Cycle	0	0
	Others	0 B. LESS	0
		0 Festival Adv.	0
		0 M.Rec(same M.H.)	0
6. Arrears of pay and allowances should not be claimed in the 007101500 regular pay bill. Separate pay bill should be prepared for 0 claiming arrears.	State P.Fund	C. Gross Total (A-B)	1845143
	NPS/GPF Cont.	(i) Less: Recoveries	392159
	EPF	285879	0
	CPF	0	0
	GPF Adv.	7250	0
7.The deduction of surcharge should be made at the prescribed 0 rate.	LIC(SSS)	904	Net Amount
	Benevolent	0	1452984 (RS.
			Fourteen Lakh
			Fifty Two
			Thousand
			Nine Hundred
			and Eighty
			Four Only)
8.(i) The Schedules transport of deduction recoveries should be prepared major head wise. the Schedule of GPF deductions 0 should also give complete details as to the GPF Account No. --- GPF contributions and GPF advance recoveries of interest on --- loans and advances to Government servants separately for 8011 HBA, MGA advance the purchase of other motor conveyances etc. Similarly the Schedule for loans and advances deduction 0 should show separately the deductions on account of HBA, 0 MGA adconcees, for the purchase of other motor conveyances other conveyances etc.	Pen. Cont.	0	
	Misc. Recovery	0	
	One Day for Relief	0	
	Society	0	
	Social Security & Welfare	0	
	UTGEIS	5376	
	CGEIS	0	
	GIS	0	
8.(ii) In support of the deductions adjustable withother Accounts Offices,the schedules giving complete details of deductions head-wise should be prepared separately for each Account Office concerned.	Total	392159	
9.In the remarks column should be recorded all unusual events such as deaths,retirement, suspension permanent transfers and first appointments which find no place in the increment certificates or absentes statement.			
10.The pay bill should be accompanied by a copy of the LPC and absentee statement,where necessary.			
11.The following abbreviations should be used in this all the document submitted with pay bill.			
Earned Leave E.L.	Half Pay Leave H.P.L.		
Leave Salary L.S.	Conveyance Allowance C.A.		
House Rent Allowance H.R.A.	Under Suspension S.P.		
On Foreign Service F.S.	Vacant VAC		
Leave Pay Certificate L.P.C	Subsistance Grant S.G.		
Transit Pay T.P.	Car Advance M.C.A.		
House Building Advance H.B.A.	Central Govt. Empl. Ins. Scheme C.G.E.I.S.		
Postal Life Insurance P.L.I.	Central Govt.Empl.Gr.Ins.Scheme C.G.E.G.I.S		
Other Duties O.D.	Central Govt. Health Services C.G.H.S.		

FOR USE IN PAY AND ACCOUNTS OFFICE

I. Certified that the classifications of both payments and recoveries have been checked and corrections made, where necessary.

DDO

AAO

II. Pay Order

Pay Rs. _____ (Rupees _____)

to _____

(DDO by designation / vide details given in the bill) by _____
cheque / Bank draft at _____.

Pay and Accounts Officer

Cheque No. & date to be indicated after delivery.

Post-check of vouchers received from Cheque Drawing DDO

Admitted Rs. _____

Objected Rs. _____

(With Brief Reason _____)

Post Check Of Pre-Check Vouchers

DDO AAO. DDO AAO.

Certified That:

1. The amount claimed in the bill are actually due to the persons concerned and the conditions attached to the payment of various allowances have been duly complied with in all cases.
2. The claims have been made against sanctioned posts (Details of cases, if any, where claims have been made in anticipations of sanction may be mentioned) and, wherever necessary, sanction of competent authority have been obtained as regard grant of increment, crossing of efficiency bar, fixation of pay, grant of leave etc. and that these events have been properly noted in the related service book.
3. The particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those given in the bill.
4. All emoluments included in bill drawn 1 month / 2 months / 3 months previous to this date with the exception of those details in the bill, have been disbursed to the proper persons and that their acquitances have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs.20.
5. All persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the rules and orders.

1. Appropriation for the current year Rs.31900000

2. Expenditure including this bill Rs.26123622

3. Balance Available Rs.5776378

Place : New Delhi / Delhi

Signature of Drawing & Disbursing Officer with Date

PAY BILL CERTIFICATE

Bill No. PB-1 Dated: 24/3/2022 For Rs. 1452984

1. Certified that the staff included in the attached bill is covered by the section noted in the body of the bill.
2. Certified that the claim is not more than one year old.
3. Certified that the amount has not been claimed before.
4. Certified that the Govt. Servant for whom H.R.A has been claimed in the bill have applied for servant for whom HRA has been drawn in the attached bill and i am satisfied the claims but have not so far been provided with any Govt. accomodation .
5. Certified that the certificates prescribed by the Government have been claimed from the Govt. are in accordance with the orders in force.
6. Certified that in the date for All Govt. servant for who CCA and /or HA has been drawn in the attached bill the eligibility for the allowance has been verified with reference to paragraph 3 of the Govt. of India ,Ministry of Finance office memo No. 2(3)E.I.1 (b)64 dated 28-1-85.
7. Certified that the Govt. Servant for whom children Education allowance has been claimed in bill fulfil all the conditions and necessary certificates particulars have already been claimed in kept in record and the children of the incumnts are still studying in the school outside Delhi.
8. Certified that the washing allowance claimed in respect of class IV servants were actual on duty for major part of the month they are entitled for allowance in accordance with the Govt. of India Ministry of Home Affairs order No.F-5(315) part II dt. 12-10-1957.
9. Certified that the Charge were omitted from the noted in the bill and necessary notes of payments have been retained in office copy .
10. Certified that the articles purchased have been received in good condition and entered in the relevant stock/property registers.
11. Certified that the stamped receipt will be sent to the DAC. New Delhi immediately after making the payments.
12. Certified that the electricity for which the charges are being consumed for Govt. purposes.
13. The pay allowance of caller women for bron at gurdians.
14. salary for caller women for the preceeding month has been drawn and disbused to the right person.
15. Certified that the repairs of furniture and typewriter etc. have been carried out satisfactorily and that expenditure has been met out within the consignment allotment.
16. The expenditure was actually incurred on the hiring of conveyance.
17. No TA/DA has been drawn for the journey for which conveyance has been claimed and that no compensatory leave in lieu thereof has been availed off.
18. Certified that in case of sub-vouchers attached to this bill and those retained in my office relating to the purpose of goods have not been exempted under the General Sales Tax on the goods are correct under provision of that are rules made there under and that in the casual suppliers against regular contract the relevant contract includes a specific provision the Sales Tax is payable by the Govt.
19. Certified that all the bill receipt less than Rs.100/- have been kept in the office for records .
20. Certified that the incumbents of this bill have been applied for Govt. Accommodation but have not been allowed as yet.
21. Certified that the Market rent has been charged from the employees in this bill who have allotted Govt. Accommodation and have their Own house.

NOTE:All the above details & calculations should be checked properly by the signing authority/DDO prior to approval/signing the bill. If any discrepancy found, EDP Cell,6th Floor Delhi,Varunalaya Phase-II,DJB,Delhi, may be contacted.

Signature of DDO

When click "View ECS Details" hyperlink-

Summary of Bank Report of BillCode: - 1 for BillNo: PB-1 for PaymentPeriod: June/2021

EE(C)DR-XIV

SPS NAJAFGARH, OPPOSITE METRO DEPOT, NEW DELHI-43

Cheque No.

Cheque Date

SNo.	Empcode.	Name	Designation	IFSCCODE	Account No.	Amount
1	20005842	ANEES AHMAD	assistant engineer(civil)	UBIN0904767	520470	60923
2	20016409	ASHISH KUMAR	Sr. Assistant	UBIN0904767	520188	44236
3	20011830	BIMLA DEVI	Field Assistant	UBIN0904767	520118	29670
4	20019001	DURGESH JANGRA	Jr. Assistant	UBIN0904767	520199	30147
5	20018215	GEETA DEVI	PCAMR	UBIN0904767	520180	28793
6	20009571	HARI CHAND	Draughtsman III	UBIN0904767	520459	51256
7	20018999	HEMANT KUMAR	Jr. Assistant	UBIN0904767	520113	30147
8	20007067	JOGENDER SINGH	Draughtsman II	UBIN0904767	520420	58938
9	20018950	Madhu Yadav	Doctor	UBIN0921335	520415	97838
10	20018445	MANESHWARI	Field Assistant	UBIN0904767	520150	28793
11	20017691	MANJU SAINI	Sr. Assistant	UBIN0904767	520121	39711
12	20017653	NIRMALA	Field Assistant	UBIN0904767	520193	36445
13	20019105	RAJ KUMAR JHA	Jr. Assistant	UBIN0904767	520461	30147
14	20005836	RAKESH DUA	assistant engineer(civil)	UBIN0904767	520412	102869
15	40017250	RAKESH KUMAR	Chowkidar	UBIN0904767	520411	40803
16	20019301	SANTOSH	Field Assistant	UBIN0904767	520187	27529
17	40012018	SANTOSH	Field Assistant	UBIN0904767	520173	43075
18	20018183	SAROJ BALA	Sr. Assistant	UBIN0904767	520114	36763
19	20005239	SAVITA SHARMA	ASO	UBIN0904767	520120	59462
20	20016535	SAZID HUSSAIN	Field Assistant	UBIN0904767	520143	39680
21	40017165	SHRI KRISHAN	Chowkidar	UBIN0904767	52109	36171
22	40008030	SHYAM BIHARI SHARMA	assistant engineer(civil)	UBIN0905224	520482	97319
23	20010967	SUDHIR SEHRAWAT	assistant engineer(civil)	UBIN0905224	520411	76722
24	40017285	SUKHBIR SINGH	Field Assistant	UBIN0904767	520192	39171
25	20015520	SUMIT KUMAR BHATT	Dresser	UBIN0904767	520183	46459
26	20018034	SUNITA KUMARI	Safai Karamchari	UBIN0904767	520112	31309
27	20009334	SURESH CHANDER	Field Assistant	UBIN0904767	520170	40062
28	20019457	TARUN KUMAR	Pharmacist	UBIN0904767	520161	48425
29	20017156	TUSHAR VERMA	junior engineer(civil)	UBIN0904767	520181	73518
30	20013061	VIJENDER SINGH	PCAMR	UBIN0904767	520155	46603
Total						1452984

Signature Of AO/Sr AO

Signature Of DDO

When click "Print variation" hyperlink-

Variation Statement
EE(C)DR-XIV (DDO Code:-000017)


- 1.Amount of Present Bill: 2023622
- 2.Bill No. of Present Bill:PB-1 Dated:24/3/2022
- 3.Amount of Previous Bill: 0
- 4.Bill No. of Previous Bill:
- 5.Bill Code: 1
- 6.Variation, if any: 0

Name & Designation	Pay	NPA	HRA	DA	TPT	Chlr Alw.	Dir	PgAll ow	DP	DPTN	Out Alw.	PP	P.C.Allo w	WA	Spay	Conv. Alw	HL Alw.	C.Alw	SA	Dr.A	Ann.All ow	OTH Alw.	Night Alw.	Sf.Bht a	GP
Details of Variation (Addition of -New Employees)																									
SAVITA SHARMA- Pres(20005239)	53600	0	12864	9112	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	79788
RAKESH DUA- Pres(20005838)	75600	0	18144	12852	8424	0	0	0	0	0	0	0	0	0	0	3825	0	0	0	0	0	0	0	0	118845
ANEES AHMAD- Pres(20005842)	80000	0	19200	1360	8424	0	0	0	0	0	0	0	0	0	0	3675	0	0	0	0	0	0	0	0	124899
JOENDER SINGH- Pres(20007067)	82200	0	14928	10574	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	91914
SURESH CHANDER- Pres(20009334)	36100	0	8664	6137	4212	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	300	0	55638
HARI CHAND- Pres(20009571)	52000	0	12480	8840	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	77532
SUDHIR SEHRAWAT- Pres(20010967)	72100	0	17304	12257	4212	0	0	0	0	0	0	0	0	0	0	3825	0	0	0	0	0	0	0	0	109698
BIMLA DEVI- Pres(20011830)	29300	0	7032	4981	4212	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	0	45750
VIJENDER	33000	0	7920	5610	8424	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	0	55179

SINGH- Pres(20013061)																									
SUMIT KUMAR BHATT- Pres(20015520)	29600	0	7104	5032	4212	0	0	0	0	0	0	0	0	0	0	450	0	0	0	0	0	4100	0	0	50498
ASHISH KUMAR- Pres(20016409)	31400	0	7536	5338	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	48486
SAZID HUSSAIN- Pres(20016535)	28400	0	6816	4828	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1000	0	0	0	45256
TUSHAR VERMA- Pres(20017156)	80400	0	14496	10268	4212	0	0	0	0	0	0	0	0	0	0	1185	0	0	0	0	0	0	0	0	90561
NIRMALA- Pres(20017653)	25200	0	6048	4284	4212	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	0	39969
MANJU SAINI- Pres(20017691)	27900	0	6696	4743	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	43551
SUNITA KUMARI- Pres(20018034)	22800	0	5472	3876	1580	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	600	34553
SAROJ BALA- Pres(20018183)	25500	0	6120	4335	4212	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40167
GEETA DEVI- Pres(20018215)	20900	0	5400	3553	1580	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	0	31658
MANESHWARI- Pres(20018445)	20900	0	5400	3553	1580	0	0	0	0	0	0	0	0	0	0	225	0	0	0	0	0	0	0	0	31658
Madhu Yadav- Pres(20018950)	85000	13000	15600	13260	8424	0	0	2250	0	0	0	0	0	0	0	0	0	0	0	0	2250	0	0	0	119784
HEMANT KUMAR- Pres(20018999)	22400	0	5400	3808	1580	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	33188
DURGESH JANGRA-	22400	0	5400	3808	1580	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	33188

When click on “**Schedules**” hyperlink, it shows the Schedules Print Menu and some other hyperlinks related to that bill which are:

- Schedules for Loan (Mcycl, Mcar, HBA, Computer, Festival, Others)
- Schedules for Interests for Loans (McyclInt, MCarInt, HBAInt, ComputerInt)
- Other Schedules (GPF, Schedule LIC(SSS), DRF Schedule, UTEGIS, Misc Recoveries, Excess Payment of DA for NPA, ITAX, DGHS, NPS Emp, LFee)



Integrated Financial Management Information System
Delhi Jal Board

Welcome: AA01 AO-(F&G)

Pass Salary Bills
Download NPS Excel File
Pass Arrear Bills
Pass Other Bills
List of Passed Bills
Profile
Logout

LisList of Bills passed by AAO

DDO Name: d> 000017 - EE(C)DR-XIV
Bill Year: 2021 Bill Month: 6

Submit

SrNo	Bill Code	Bill No.	Bill Date	Payment Period	Bill Amount	
1	1	PB-1	24/03/2022	6/2021	1845143	ViewDetails

Bill No.
Bill Code:
Bill Date:
Payment Period:
Bill Amount:
Approval Date:
Approved By:
StaStatus:
AAO Pass Date:

PB-1
1
24/6/2021
6/2021
1845143
24/03/2022
Om Prakash Sharma
Approved
24/03/2022

[View Inner Sheet](#)
[Schedules](#)

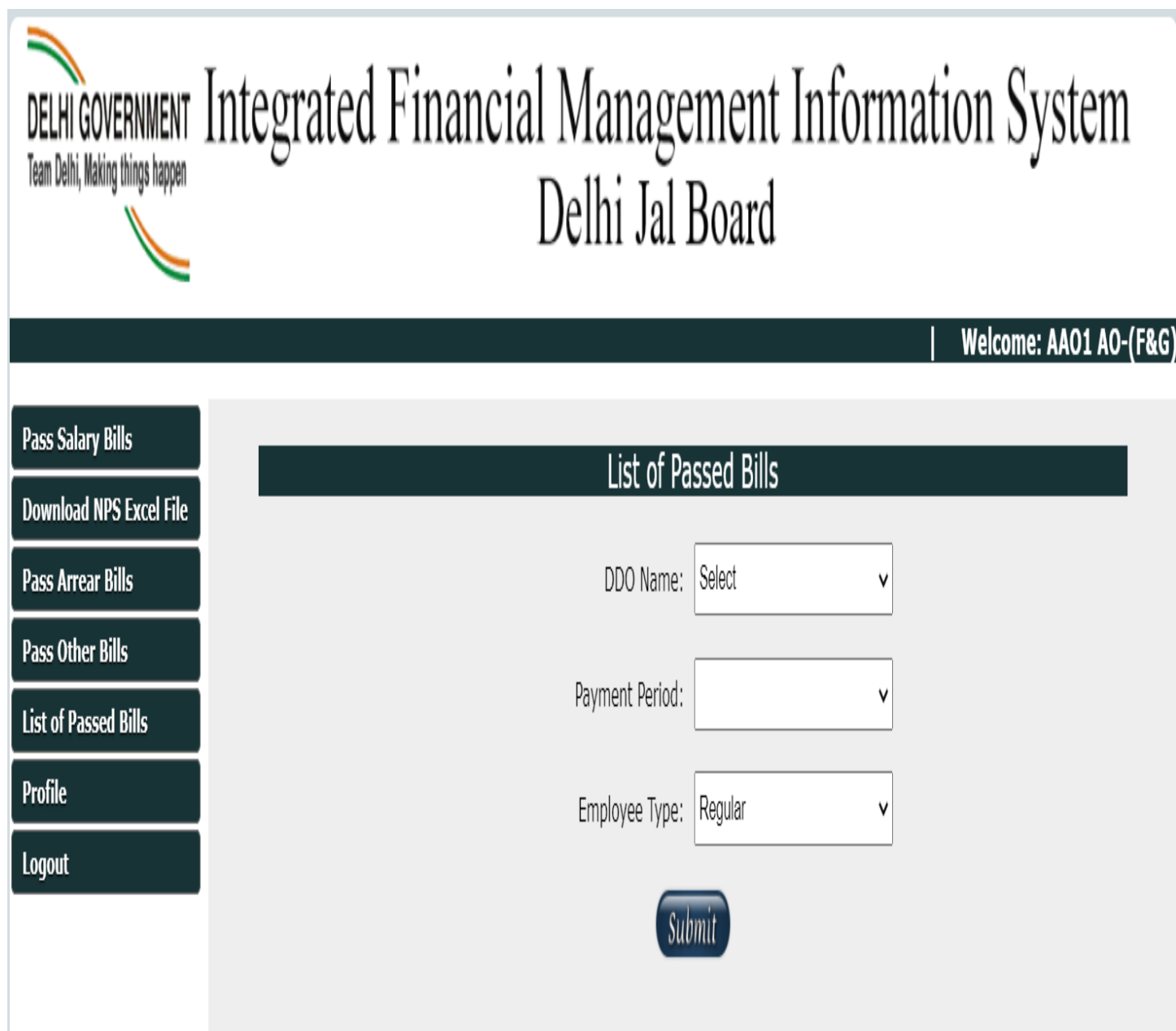
[Print Outer Sheet](#)
[Other Schedules](#)

[View ECS Detail](#)

[Print Variation Statement](#)

2.6.2. Combined Salary Bills and Schedules

When user clicks on '*Combined Salary Bills and Schedules*' menu, following screen appears:



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Integrated Financial Management Information System
Delhi Jal Board

Welcome: AA01 AO-(F&G)

Pass Salary Bills

Download NPS Excel File

Pass Arrear Bills

Pass Other Bills

List of Passed Bills

Profile

Logout

List of Passed Bills

DDO Name: Select ▼

Payment Period: ▼

Employee Type: Regular ▼

Submit

Integrated Financial Management Information System

Delhi Jal Board

Welcome: AA01 AO-(F&

Pass Salary Bills

Download NPS Excel File

Pass Arrear Bills

Pass Other Bills

List of Passed Bills

Profile

Logout

List of Passed Bills

DDO Name: 000028 - EE(EDP) ▼

Payment Period: 6/2021 ▼

Employee Type: Regular ▼

Submit

SrNo	Section	Bill No.	Bill Code	Bill Date	Payment Period	Bill Amount
1	EDP-General	PB-1	111	17/2/2022	6/2021	311500
2	EDP-General	PB-4	112	17/2/2022	6/2021	102873
3	EDP-technical	PB-2	113	17/2/2022	6/2021	250190

[Inner Sheet](#)

[Outer Sheet](#)

[Bank Report](#)

Schedules for Loans

[Mcycl](#)

[MCar](#)

[HBA](#)

[Computer](#)

[Festival](#)

[Others](#)

Schedules for Interests for Loans

[McyclInt](#)

[MCarInt](#)

[HBAInt](#)

[ComputerInt](#)

Other Schedules

[GPF](#)

[ITAX](#)

[NPS](#)

[UTEGIS](#)

[DRF](#)

[LFee](#)

[CGHS/DJBHS](#)

The above screen displays all the passed bills. User can view bill by selecting DDO Name, Payment Period and Employee Type and then click on 'Submit'.

When click on “Inner Sheet” hyperlink-

InnerSheetNAA0.aspx
1 / 4
100%

PAYBILL FOR: EE(EDP) (EDP-GENERAL)

Inner Sheet MH: - 000000000000101
Bill Code- 113 Period 6/2021 (Bill No: PB-2) DDO Code:-000028

SNo.	Name & Designation(Empcode)	Level	Basic DA	NPA HRA CCA	TPT SPFFA MRpp(T r Allow	SPA Conv.Ai w	P.C.Alo w C.Ai w W.Allow	Out Alw. HL Alw. DPTN	Dr.A Ann.Alo w OTH Alw.	Night Alw. SI Bhta	Gross Pay	NPS/GP F Ins DUBHS DRF	L.Fee Water LICISS S	L.Tax NPS old GP Adv.	Misc-I Misc-II Others	MCYCL MCAR HBA	Comp Fest MCYInt	Soc	CARInt HBAInt Complint	Ded	NP
Sanction No. :-strength of permanent staff of the division																					
1	Rajesh Kumar JUNIOR ENGINEER(CIVIL) (20019100)	7	55200 9384 0 0	13248 0 0	4212 0 0	0 2780 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	84824	6458 226 650 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	7434	77390
2	Tanveer Uj Hassan EXECUTIVE ENGINEER(CIVIL) (20004321)	11	96600 16422 0 0	23184 0 0	0 0 0 0	0 29160 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	165366	40000 226 650 0	0 30000 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	70976	94390
Page End Cumulative Total			151800 25806 0 0	36432 0 0	4212 0 0	0 31940 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	250190	46458 452 1300 0	0 30000 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	78410	171780
Grand Total			151800 25806 0 0	36432 0 0	4212 0 0	0 31940 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	250190	46458 452 1300 0	0 30000 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	0 0 0 0	78410	171780

Grand Total: 250190 GrossPay: 250190 Deduction: 78410 GFP: 40000 NPS: 6458 NetPay: 171780 (Rs. One Lakh Seventy One Thousand Seven Hundred and Eighty Only)

NOTE: All the above details & calculations should be checked properly by the signing authority/DDO prior to approval/signing the bill. If any discrepancy found, EDP Cell,DJB,Varunalya Phase-II,5th Floor Delhi, may be contacted.

Signature Of DDO

PAYBILL FOR: EE(EDP) (EDP-GENERAL)

Inner Sheet MH: - 000000000000101
Bill Code- 111 Period 6/2021 (Bill No: PB-1) DDO Code:-000028

SNo.	Name & Designation(Empcode)	Leve	Basic DA PGAllow Dir:Alw	NPA HRA CCA Chr:Alw	TPT SPFFA MRcptIT rAllow	SPA Conw:Alw	P.C.Alo w C:Alw W:Allow	Out Alw. HL Alw. DPTN	Dr A Ann.Alo w OTH Alw.	Night Alw. SI:Bita	Gross Pay	NPS/GP F Ins DUBHS DRF	L.Fee Water LIC/SS S)	L.Tax NPS old GPF Adv.	Misc-I Misc-II Others	MCYCL MCAR HBA	Comp Fest MCYint	Soc	CARint HBAint Complnt	Ded	NP
Sanction No. :-strength of permanent staff of the division																					
1	Neeta Sharma,SR. ASSISTANT (4001111)	5	44100 7497 0 0	0 0 0	8424 0 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0	60021	5160 226 250 0	1360 26 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0	0 0	7122	52899
2	Rakesh Kumar,JR. ASSISTANT (2001103)	3	28400 4828 0 0	0 0 0	8424 1200 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0	42852	11000 226 250 0	0 0 0	7000 0 0	0 0 0	0 0 0	0 0 0	0 0	0 0	18576	24276
Page End Cumulative Total			72500 12325 0 0	0 0 0	16848 1200 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0	102873	16160 452 500 0	1360 26 0	7000 0 0	0 0 0	0 0 0	0 0 0	0 0	0 0	25698	77175
Grand Total			72500 12325 0 0	0 0 0	16848 1200 0	0 0 0	0 0 0	0 0 0	0 0 0	0 0	102873	16160 452 500 0	1360 26 0	7000 0 0	0 0 0	0 0 0	0 0 0	0 0	0 0	25698	77175

Grand Total: 102873 GrossPay: 102873 Deduction: 25698 GPF: 11000 NPS: 5160 NetPay: 77175 (Rs. Seventy Seven Thousand One Hundred and Seventy Five Only)

NOTE:All the above details & calculations should be checked properly by the signing authority/DDO prior to approval/signing the bill. If any discrepancy found, EDP Cell,DJB,Varunaiaya Phase-II,5th Floor Delhi, may be contacted.

Signature Of DDO

----- Combined Total -----

Grand Total: 664563 GrossPay: 664563 Deduction: 208410 GPF: 111000 NPS: 11618 NetPay: 456153 (Rs. Four Lakh Fifty Six Thousand One Hundred and Fifty Three Only)

NOTE:All the above details & calculations should be checked properly by the signing authority/DDO prior to approval/signing the bill. If any discrepancy found, EDP Cell,DJB,Varunaiaya Phase-II,5th Floor Delhi, may be contacted.

Signature Of DDO

This inner sheet format contains employee wise details of all allowances and deductions, page wise cumulative total and also bill wise grand total. Provision to download as PDF and print the sheet is also available on the top right of the page.

In below screen, all the bills whose inner sheet has been generated will be listed. Against each bill there will be hyperlink for 'Outer Sheet', 'Nill Bill Outer Sheet' & 'Nill Inner Sheet'. User can generate, download and print these as per the format:

OuterSheetNAAO.aspx

1 / 4 - 100% +

Outer Sheet

PAYBILL FOR: EE(EDP) - (EDP-GENERAL)

For Period:6/2021 DDO Code:000028

INSTRUCTIONS FOR PREPARATION OF PAY BILL

Abstract of the claim and other particulars

1.A separate pay bill should be prepared for:

(i) Establishments whose charges are debitable to different heads of account.:

(ii) Group of personnel to whom salary is payable individually by cheque, and

(iii) Group 'D' employees But the same bill may include both 0021 permanent and temporary establishment.

2. A red line should be drawn right across the sheet after each IT section of the establishment and under in the to a of vious 0 columns shown red ink.

3.The names of persons holding posts substantively should be 0049 entered in order of seniority (as measured by substantive pay 0 drawn) and below those will be shown the posts left vacant and 0 the person officiating in the vacancies.

4. Officiating pay should be recorded in the section of the bill 0 appropriate to that in which the Government servant officiates 0 and trans it pay should be recorded in the same section as the 0210 which the duty pay of the Government servant after transfer in 0 recorded.

5. Where amounts due to undiscovered pay and allowances have 000 been refunded the names and designation of the incumbents 0216 and also other connected details of the claim should be shown in 370 red ink the respective columns of the pay bill immediately below 40 the entries showing details of the aggregate claim to be drawn.7610 The net amount required for payment would then worked out.0 The bill No. and date in which the amount being refunded was 0 earlier drawn should be shown in 'Remarks' column.0 Refund relating to previous financial year(s) are to be classified 0 as revenue receipts of the Ministry/Department.

6. Arrears of pay and allowances should not be claimed in the 007101500 regular pay bill. Separate pay bill should be prepared for 0 claiming arrears.

7.The deduction of surcharge should be made at the prescribed 0 rate.

8.(i) The Schedules transport of deduction recoveries should be prepared major head wise, the Schedule of GPF deductions 0 should also give complete details as to the GPF Account No. --- GPF contributions and GPF advance recoveries of interest on --- loans and advances to Government servants separately for 8011 HBA, MGA advance the purchase of other motor conveyances etc. Similarly the Schedule for loans and advances deduction 0 should show separately the deductions on account of HBA, 0 MGA advances, for the purchase of other motor conveyances other conveyances etc.

8.(ii) In support of the deductions adjustable with other Accounts Total 207610 Offices, the schedules giving complete details of deductions head-wise should be prepared separately for each Account Office concerned.

9.In the remarks column should be recorded all unusual events such as deaths, retirement, suspension permanent transfers and first appointments which find no place in the increment certificates or absentees statement.

Abstract of the claim and other particulars

M.H: 0000000000101

Taxes on Income

Basic Pay

NPA

PGAlw

DirAlw

Chir Alw

Income Tax

DRF

Interest Receipts

on HBA

on Computer

on MCAR

on MCYL

Other Conveyance

Medical / CGHS

CGHS

DJBHS

Staff Car

Housing etc.

Licence Fee

Water

Govt Loan

HBA

Computer

Motor Car

Motor Cycle

Others

79000 DA

0 HRA

CCA

Transport Alw

0 Deputation Allow.

0 PPAY

0 Spay

Conv Alw

0 OutDoor Allowance

0 Patient Care Allowance

Washing Alw.

0 C Alw

3450 Hill Area Allowance

0 Sumptuary/Tt/Misc Alw

Dress Allowance(For

1360 Nursing Staff)

26 Annual Allowance

OTH Alw.

0 Night Alw.

0 Salai Bhatta

0 A. Grand Total

664563

0 B. LESS

Festival Adv.

M. Rec(same M.H.)

0

C. Gross Total (A-B)

664563

122618 (i) Less: Recoveries

0

0

0

0

0 Net Amount

456753 (Rs.

Four Lakh

Fifty Six

Thousand

Seven

Hundred and

Fifty Three

Only)

Pen. Cont.

Misc. Recovery

One Day for Relief

Society

Social Security &

Welfare

UTGEIS

CGEIS

GIS

1356

0

0

FOR USE IN PAY AND ACCOUNTS OFFICE

I. Certified that the classifications of both payments and recoveries have been checked and corrections made, where necessary.

DDO AAO

II. Pay Order

Pay Rs. _____ (Rupees _____)

to _____

(DDO by designation / vide details given in the bill) by _____
cheque / Bank draft at _____.

Pay and Accounts Officer

Cheque No. & date to be indicated after delivery.

Post-check of vouchers received from Cheque Drawing DDO

Admitted Rs. _____

Objected Rs. _____

(With Brief Reason _____)

Post Check Of Pre-Check Vouchers

DDO AAO DDO AAO

Certified That:

1. The amount claimed in the bill are actually due to the persons concerned and the conditions attached to the payment of various allowances have been duly complied with in all cases.

2. The claims have been made against sanctioned posts (Details of cases, if any, where claims have been made in anticipations of sanction may be mentioned) and, wherever necessary, sanction of competent authority have been obtained in regard grant of increment, crossing of efficiency bar, fixation of pay, grant of leave etc. and that these events have been properly noted in the related service book.

3. The particulars of the various deductions/recoveries have been fully noted in the attached schedules and the totals shown in these schedules agree with those given in the bill.

4. All emoluments included in bill drawn 1 month / 2 months / 3 months previous to this date with the exception of those details in the bill, have been disbursed to the proper persons and that their acquitances have been taken and filed in my office with receipt stamps duly cancelled for every amount in excess of Rs.20.

5. All persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during the month, that full details of the emoluments drawn for them working up to the total included in this bill have been duly shown in the Pay Bill Register and that the emoluments drawn are according to the rules and orders.

1. Appropriation for the current year Rs.100000000

2. Expenditure including this bill Rs.1064563

3. Balance Available Rs.98935437

Place : New Delhi / Delhi

Signature of Drawing & Disbursing Officer with Date

PAY BILL CERTIFICATE

For Rs. -207810

1. Certified that the staff included in the attached bill is covered by the section noted in the body of the bill.

2. Certified that the claim is not more than one year old.

3. Certified that the amount has not been claimed before.

4. Certified that the Govt. Servant for whom H.R.A has been claimed in the bill have applied for servant for whom HRA has been drawn in the attached bill and I am satisfied the claims but have not so far been provided with any Govt. accommodation .

5. Certified that the certificates prescribed by the Government have been claimed from the Govt. are in accordance with the orders in force.

6. Certified that in the date for All Govt. servant for who CCA and for HA has been drawn in the attached bill the eligibility for the allowance has been verified with reference to paragraph 3 of the Govt. of India Ministry of Finance office memo No. 2(3)E.11 (b)64 dated 28-1-65.

7. Certified that the Govt. Servant for whom children Education allowance has been claimed in bill fulfil all the conditions and necessary certificates particulars have already been claimed in kept in record and the children of the incumbents are still studying in the school outside Delhi.

8. Certified that the washing allowance claimed in respect of class IV servants were actual on duty for major part of the month they are entitled for allowance in accordance with the Govt. of India Ministry of Home Affairs order No.F-5(215) part I, dt. 12-10-1957.

9. Certified that the Charge were omitted from the noted in the bill and necessary notes of payments have been retained in office copy .

10. Certified that the articles purchased have been received in good condition and entered in the relevant stock/preperty registers.

11. Certified that the stamped receipt will be sent to the DAC, New Delhi immediately after making the payments.

12. Certified that the electricity for which the charges are being consumed for Govt. purposes.

13. The pay allowance of caller women for iron at gurdians.

14. salary for caller women for the preceeding month has been drawn and disbursed to the right person.

15. Certified that the repairs of furniture and typewriter etc. have been carried out satisfactorily and that expenditure has been met out within the consignment allotment.

16. The expenditure was actually incurred on the hiring of conveyance.

17. No TADA has been drawn for the journey for which conveyance has been claimed and that no compensatory leave in lieu thereof has been availed off.

18. Certified that in case of sub-vouchers attached to this bill and those retained in my office relating to the purpose of goods have not been exempted under the General Sales Tax on the goods are correct under provision of that are rules made there under and that in the casual suppliers against regular contract the relevant contract includes a specific provision the Sales Tax is payable by the Govt.

19. Certified that all the bill receipt less than Rs.100/- have been kept in the office for records .

20. Certified that the incumbents of this bill have been applied for Govt. Accommodation but have not been allowed as yet.

21. Certified that the Market rent has been charged from the employees in this bill who have allotted Govt. Accommodation and have their Own house.

NOTE: All the above details & calculations should be checked properly by the signing authority/DDO prior to approval/signing the bill. If any discrepancy found, EDP Cell, DJB, Varunalya Phase-II, 5th Floor Delhi, may be contacted.

Signature of DDO

Summary of Bank Report for PaymentPeriod: June/2021

EE(EDP)

6TH FLOOR VARUNALAYA PHASE-II, DELHI JAL BOARD

Salary Bank A/C No. 520102010482400

Cheque No.

Cheque Date :

SrNo.	Empcode.	Name	Designation	IFSC Code	Account No.	Amount
1	40001234	Ashok Kumar	ASSISTANT EX. ENGINEER(CIVIL)	UBIN0530794	520102010482400	104426
2	40001111	Neeta Sharma	SR. ASSISTANT	UBIN0530794	520102010482400	52899
3	20019100	Rajesh Kumar	JUNIOR ENGINEER(CIVIL)	UBIN0530794	520102010482400	77390
4	20011103	Rakesh Kumar	JR. ASSISTANT	UBIN0530794	520102010482400	24276
5	20001234	Sunil Kumar Singh	ADDITIONAL CHIEF EXECUTIVE OFFICER	UBIN0530794	520102010482400	102772
6	20004321	Tanveer Ul Hassan	EXECUTIVE ENGINEER(CIVIL)	UBIN0530794	520102010482400	94390
Total NetPay:						456153
Total NetPay:					Rs. Four Lakh Fifty Six Thousand One Hundred and Fifty Three	

Signature of AO/Sr. Ao


Signature of DDO

Print

In above screen, user will click on hyperlink "Bank Report" and get the details in pdf format and there is one more option on right top corner to get the file in excel also.

Other Schedules Like GPF, Income Tax, NPS, UTEGIS, DRF, LFee, CGHS/DJBHS, Misc Recoveries, LIC are give information.

2.6.3. Schedule Cheque Details



Integrated Financial Management Information System

Delhi Jal Board

Welcome: AAO1 AO-(F&G)

Pass Salary Bills

Download NPS Excel File

Pass Arrear Bills

Pass Other Bills

List of Passed Bills

Profile

Logout

List of Passed Bills

DDO Name:

000017 - EE(C)DR-XIV ▼

Payment Period:

6/2021 ▼

Submit

SrNo	Section	Bill No.	Bill Code	Bill Date	Payment Period	Bill Amount
1	Establishment Section1	PB-1	1	24/3/2022	6/2021	1845143

GIS

Cheque No :

Cheque Date :

GPF

Cheque No :

Cheque Date :

DRF

Cheque No :

Cheque Date :

LIC

Cheque No :

Cheque Date :

Submit

In the above screen, Enter DDO Name and Payment Period and then click Submit to get the list of Passed Bills.

2.7. Profile

2.7.1. User Profile

User Profile option is used to update the email and mobile number linked with the login id.



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Team Delhi, Making things happen

Integrated Financial Management Information System

Delhi Jal Board

Welcome: AAO1 AO-(F&G)

Pass Salary Bills

Download NPS Excel File

Pass Arrear Bills

Pass Other Bills

List of Passed Bills

Profile

User Profile

Change Password

Logout

Form to Enter User Details

User Type

AAO

UserID

AAO1

Email ID

raju.gupta@gov.in

Verify

Mobile No

9650896222

Update

2.7.2. Change Password

To change the user login password, user needs to click on '*Change Password*' menu. It will display the following screen:



DELHI GOVERNMENT Integrated Financial Management Information System
Team Delhi, Making things happen
Delhi Jal Board

Welcome: AAO1 AO-(F&G)

Change Password

Old Password:

New Password:

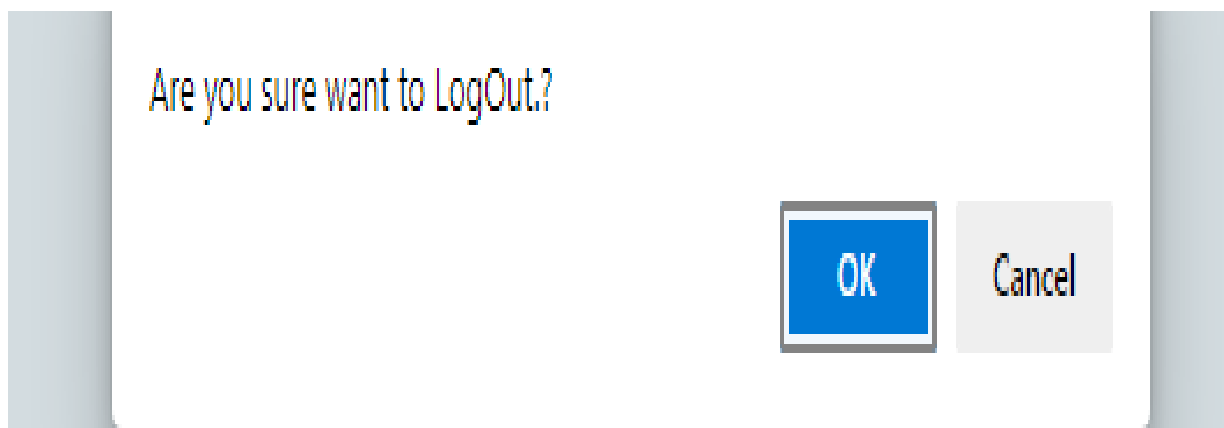
Confirm New Password:

1 : User has to change his/her password after first login.
2 : User has to change his/her password atleast once in 30 days.
3 : Password length should be minimum 8 characters.
4 : Password must contain atleast 1 Alphabet(a-z/A-Z), 1 Number(0-9) and 1 Special Character(!,@,#,\$,%,&,* ,_).

In the above form, user needs to fill current password, new password and needs to type new password again in Confirm new password field and then click on *Change Password* button. Password must be according to the password policy mentioned in the page and also needs to be changed at least once in 30 days.

2.8. Logout

To logout from the application, user needs to click on 'Logout' menu.



On clicking the logout menu, system will ask for the logout confirmation. If user clicks on *Ok*, user will be logged out.

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