

eSalary Modified process for regular salary bills

- Calculate monthly pay bill process
- Generate Expenditure amount
- Prepare authorisation slip from BEAMS for Salary(Basic) and Allowances bill separately.
- In reports for Inner & Outer enter BEAMS bill no for Salary and Allowances bill separately if both the bill no and bill amount matches then the system will allow to take printout of both inner and outer.
- Then take ECS report.
- While submitting Paybill place Basic Salary Authorisationslip on top which only read at DAT.

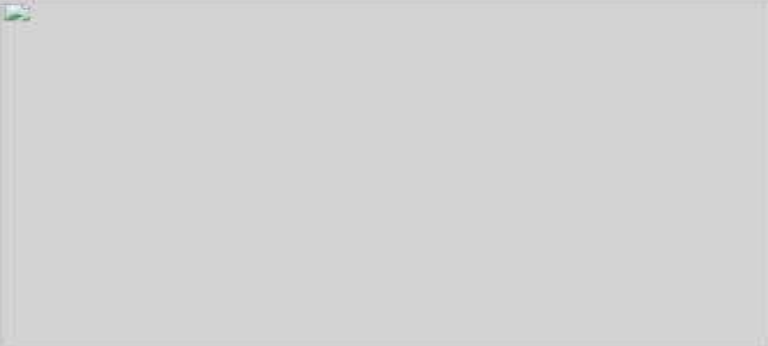
In DEPARTMENT LOGIN enter the Login Detail of user name PayClerk.



PaySoft

GOVERNMENT OF PUDUCHERRY

[Main Menu](#)



Your Account will Be locked after 5 Failure Attempts In Case Account Locked Contact NIC To Release it

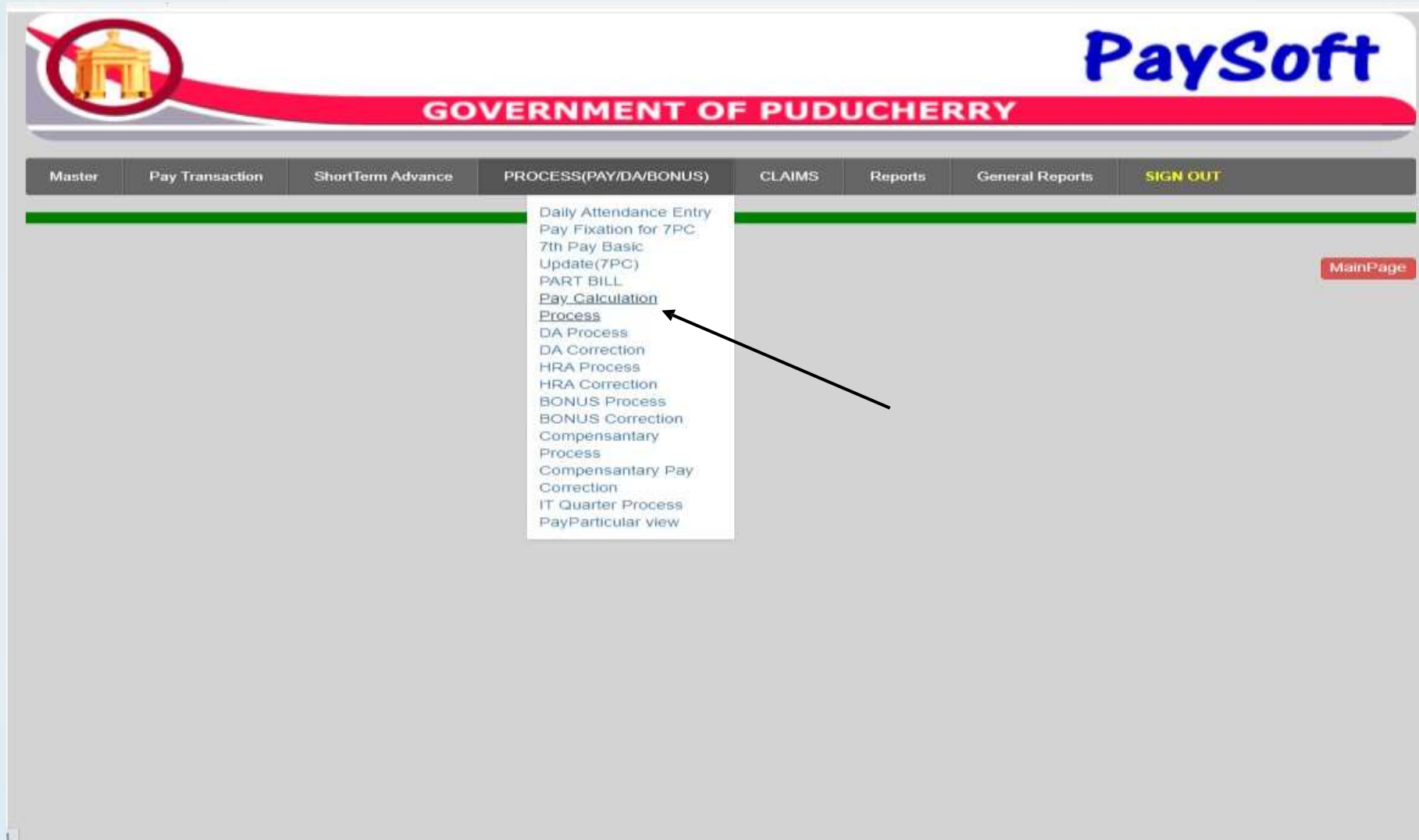
DEPARTMENT LOGIN

DDO CODE	1967
EMPLOYEE CODE	PH0032
USER NAME	PayClerk
PASSWORD	***** 
VERIFICATION CODE	Y X T D 6
ENTER VERIFICATION CODE	YXTD6

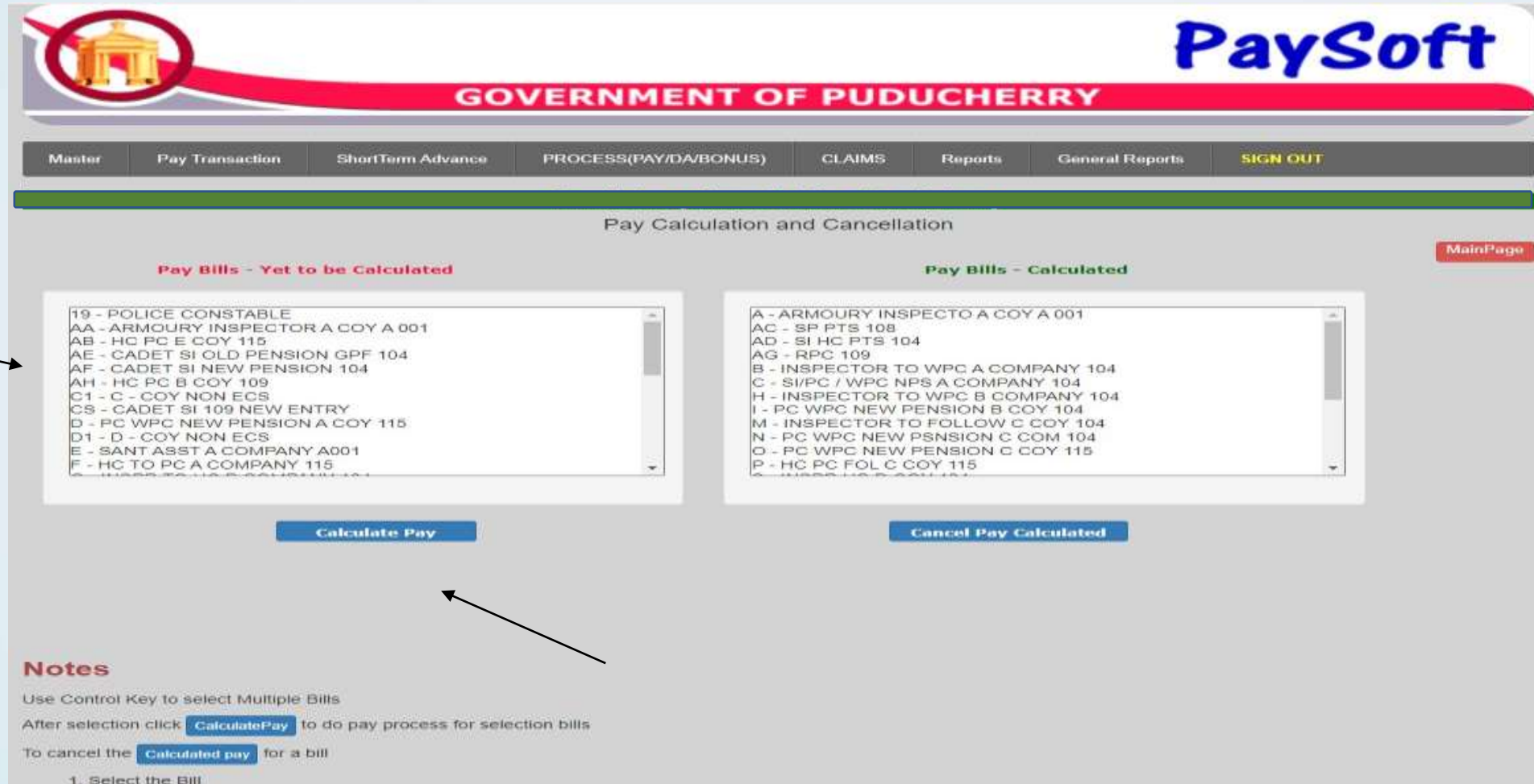
[Login](#)

[Change the Default Passw](#)

Select Regular Salary PROCESS (Pay Calculation Process) menu and click



Select the Bill Groups and click Calculate Pay (Button) to Pay Calculation Process



PaySoft

GOVERNMENT OF PUDUCHERRY

Master Pay Transaction ShortTerm Advance PROCESS(PAY/DA/BONUS) CLAIMS Reports General Reports SIGN OUT

Pay Calculation and Cancellation

Pay Bills - Yet to be Calculated

Pay Bills - Calculated

MainPage

19 - POLICE CONSTABLE
AA - ARMOURY INSPECTOR A COY A 001
AB - HC PC E COY 115
AE - CADET SI OLD PENSION GPF 104
AF - CADET SI NEW PENSION 104
AH - HC PC B COY 109
C1 - C - COY NON ECS
CS - CADET SI 109 NEW ENTRY
D - PC WPC NEW PENSION A COY 115
D1 - D - COY NON ECS
E - SANT ASST A COMPANY A001
F - HC TO PC A COMPANY 115

Calculate Pay

A - ARMOURY INSPECTOR A COY A 001
AC - SP PTS 108
AD - SI HC PTS 104
AG - RPC 109
B - INSPECTOR TO WPC A COMPANY 104
C - SI/PC / WPC NPS A COMPANY 104
H - INSPECTOR TO WPC B COMPANY 104
I - PC WPC NEW PENSION B COY 104
M - INSPECTOR TO FOLLOW C COY 104
N - PC WPC NEW PENSION C COM 104
O - PC WPC NEW PENSION C COY 115
P - HC PC FOL C COY 115

Cancel Pay Calculated

Notes

Use Control Key to select Multiple Bills
After selection click **CalculatePay** to do pay process for selection bills
To cancel the **Calculated pay** for a bill

1. Select the Bill

In REPORTS menu take **EXPNDITURE REPORT** to check the Bill group Salary Total and Allowance Total. After entering Beams bill number DDO's can take **SCHEDULE** Report.

PaySoft

GOVERNMENT OF PUDUCHERRY

Master Pay Transaction ShortTerm Advance PROCESS(PAY/DA/BONUS) CLAIMS Reports General Reports SIGN OUT

PayBill Reports

- EXPENDITURE REPORT
- DatBillwise Emp.NetAmt
- PayBill -PRE REVISED
- PayBill -REVISED(Inner)
- PayBill(Outer)
- FTA Inner
- FTA Outer
- PayBill(BackSheet)
- Pay Bill(Certificate)
- Pay Certificate
- Pay Fixation Report for 7PC

Bonus

- Bonus List
- Bonus Outer
- Gazetted Officer
- Correction
- Bonus ECS Statement
- Bonus Text File

Compensatory

- Comp. Pay List
- Comp. Pay Outer
- Comp. Pay ECS Stmt
- Comp. Pay Text File

HRA

- HRA CheckList billwise
- HRA Outer
- HRA ECS Statement

Schedule

- GPF
- HBA+INT
- MCA+INT
- Computer Advance
- Computer+INT
- Pension Scheme(NEW)
- PART BILL-Schedule**
- PART GPF
- PART HBA+INT
- PART MCA+INT
- PART Computer+INT
- PART Pension Scheme(NEW)
- PART Income Tax
- PART Consolidated Income TAX
- PART CGEIS
- PART UTGEIS
- PART LIC
- PART NIC
- PART Cycle Adv
- PART Int.on Cycle Advance
- PART Festival Adv
- PART License Fee
- PART Postal Life Insu

Other Schedule

- Festival Adv
- Cycle Adv
- Int.on Cycle Advance
- CGEIS
- UTGEIS
- FAN Advance
- Int.on FAN Advance
- Increment Certificate
- Income Tax
- Consolidated Income TAX
- LIC
- License Fee
- Misc. Inside Recov.
- NIC
- Postal Life Insu
- PLI Arrear Report

Other Reports

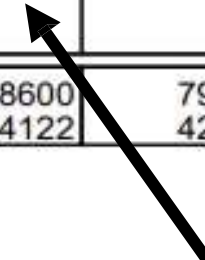
- Professional Tax
- Budget(HeadWise)
- Income Tax
- Income Tax(Quarter)
- Payments
- GPF Reports

DA

- DA Inner
- DA Outer
- DA ECS Statement
- DA Arrear schedule
- PBR Number Change
- DA-Arrear TEXT file

EXPENDITURE REPORT

EXPENDITURE REPORT Directorate of Accounts and Treasuries, Pondicherry.							DDOCODE : 1203
SL.No	Bill Group	Description	Beams Bill No.Sal /Beams Bill No.FTA	Total Gross /FTA_CA	Salary/ Allowance	Deduction /IT	Total Net
1	B2	ASSISTANT OPS 095		3322722	2068600 1254122	799595 423466	2523127



BEAMS

Budget Estimate & Allocation Monitoring System

Facilitates Budget Allocation & Cash flow done from Department level to DDO level Monthly cash flow controlled as per pre-determined targets

After taking EXPENDITURE REPORT login Beams to take Authorisation Slip For Regular

- 1. Salary (Basic) and**
- 2. Allowances Bill**

Authorisation Slip For Regular monthly Salary Bill (Total Basic Amount)

Regular Bill		12039467110113260152		
12039467110113260152				
Authorisation Slip For Financial Year 2023 - 2024				
To be presented on or before: 10/04/2023				
April 2023				
Authorisation No.		12039467110113260152		
Date		01/04/2023		
Transaction No.		3		
Token No.		102395		
Bill No.		3		
DDO Code		1101001203		
Designation		DDO DIRECTORATE OF ACCOUNTS AND TREASURIES PUDUCHERRY		
TAN No		0		
Treasury/Sub Treasury		1101 - DAT		
Scheme Code		132030020010101V / Direction and Administration		
Object Head		01 / SALARIES		
Bill Type		0113A /Regular monthly Pay Bill		
Gross Amount		Rs.40,935		
Yearly Grant		Rs.1		
Deduction		0		
Total expenditure including this bill		Rs.70,535		
Net Amount		Rs.40,935		
Balance Grant		-,70,534		
Payee's Details				
NAME	IFSC/MICR CODE	BANK NAME	ACCOUNT NUMBER	AMOUNT
Self DDO		-		40935
Total				40935
This is to certify that above requirement is generated as per Delegation of Financial Powers Rules, 1978 & G.O.MS No.47/F3/2014 Dt.9-12-2014 issued by Government of Puducherry and Central Govt(Receipt & Payment) Rules 1983.				
Mr/Mrs _____ is authorised to receive the amount of bill/objected bill and his/her signature as given below.				
Messenger Signature		Signature DDO DIRECTORATE OF ACCOUNTS AND TREASURIES PUDUCHERRY Drawing & Disbursing Officer---		

Authorisation Slip For Regular monthly Allowances Bill

Regular Bill

12039006110113290136



Authorisation Slip For Financial Year 2023 - 2024

To be presented on or before: 10/04/2023

April 2023

Authorisation No.	12039006110113290136			
Date	01/04/2023			
Transaction No.	4			
Token No.	102396			
Bill No.	4			
DDO Code	1101001203			
Designation	DDO DIRECTORATE OF ACCOUNTS AND TREASURIES PUDUCHERRY			
TAN No	0			
Treasury/Sub Treasury	1101 - DAT			
Scheme Code	132030020010101V / Direction and Administration			
Object Head	07 / ALLOWANCES			
Bill Type	0713AD /Regular monthly Allowances Bill			
Gross Amount	Rs.22,923			
Yearly Grant	Rs.1			
Deduction	0			
Total expenditure including this bill	Rs.41,983			
Net Amount	Rs.22,923			
Balance Grant	-,41,982			
Payee's Details				
NAME	IFSC/MICR CODE	BANK NAME	ACCOUNT NUMBER	AMOUNT
Self DDO		-		22923
Total				22923
This is to certify that above requirement is generated as per Delegation of Financial Powers Rules, 1978 & G.O.MS No.47/F3/2014 Dt.9-12-2014 issued by Government of Puducherry and Central Govt(Receipt & Payment) Rules 1983.				
Mr/Mrs _____ is authorised to receive the amount of bill/objected bill and his/her signature as given below.				
Messenger Signature		Signature		
		DDO DIRECTORATE OF ACCOUNTS AND TREASURIES PUDUCHERRY		
		Drawing & Disbursing Officer----		

In REPORTS menu click **PayBill-REVISED (Inner)** then Select a Bill group to enter the Beams (Salary) and Allowance Bill Number to take Salary Inner Report.

PaySoft

GOVERNMENT OF PUDUCHERRY

Master Pay Transaction ShortTerm Advance PROCESS(PAY/DA/BONUS) CLAIMS Reports General Reports **SIGN OUT**

Public Health Division, PWD, Pondicherry.

Reports(Inner and Outer)

Salary Inner Reports

Main Page

Select the Bill Group then enter Beams Bill Number (if not displayed) and then Press 'View and Print' Button
ENTER THE BEAMS BILL NUMBER AVAILAIBLE ON AUTHORIZATION SLIP

Select a Bill Group: A Clea_Lab Att_Peon

Beams Bill Number: 3748

Allowance Bill Number: 3747

Salary Gross Beams: 188700

Salary Gross Esalary: 188700

Allowance Gross Beams: 119514

Allowance Gross Esalary : 119514

NOTE:: KINDLY CHECK WITH THE BILL GROUP,BILL NUMBER AND AMOUNT...

View and Print Print

INNER REPORT

Bill For The Month of March 2023

Pay Bill Inner
Bill No.:6 & 7 / / 2023 - 2024

08/03/2023 Page:1

SL No	Name	Pay + PP + SP	Leave Salary	HRA RFA CCA	Other Allow FTA/C A	DA / ADA	Gross Total Due	Recov. Adjbl in Pay	No Of Inst	Net Gross	IT / T S.C.	Licn. Fee	C.G.E. I	U.T.G .E.G.I. S	L.I.C	N.I.C	G.P.F/NPS		H.B.A	M.C.A/ P.C.A	Cycle Adv/ DLF	M.N.A	Fan Adv/ DHS	Other Deduc	Total Deduc	P.L.I	NET	Account Numbers	Total Allow. (5+(6)+7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	Cont. (18)	Reco. (19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)
Name Of The Post :: ASST. G.O.No. :: G.O. Date :: Pay Scale ::																						No. of Permanent Post=		No. of Temporary Post=					
1	BABOU. I C06029 / PBR No.: 2	46200 0		8316 0 1800 0 684		17556	74556	0 0 0 0 0	0/0 0/0	74556	15000 0	0	0	60	40	0	15000 0 0/0								30100 0 0 0	0 0 0	44456	EDN 11283 18435 /MCA 13811/ NIC 11121/ I.C.	28356
2	BALAMOIROUGANE. V GH0588 / PBR No.: 4	46200 0		8316 0 1800 0 684		17556	74556	0 0 0 0 0	0/0 0/0	74556	8000 0	0	0	60	40	0	15000 0 0/0								23100 0 0 0	0 0 0	51456	DMS 6484 18720 /MCA 16602/ NIC 14200/ I.C.	28356
3	BOMIDI DHARMA RAJU CS1596 / PBR No.: 5	56900 0		0 0 1800 0 684		21622	81006	0 0 0 0 0	0/0 0/0	81006	8000 0	560	0	60	0	0	20000 0 0/0			330 88/ 101					28950 0 0 0	0 0 0	52056	NCC 143 13875 /PCA	24106
4	CHANDRAKALA. P CD0080 / PBR No.: 6	49000 0		8820 0 1800 0 684		18620	78924	0 0 0 0 0	0/0 0/0	78924	15500 0	0	0	60	40	0	20000 0 0/0								35600 0 0 0	0 0 0	43324	EDN 11073 18100 /MCA 17748 /PCA 14522/ NIC 11899/ I.C.	29924
5	DAYABURI. A ED3774 / PBR No.: 8	49000 0		8820 0 1800 0 684		18620	78924	0 0 0 0 0	0/0 0/0	78924	7000 0	0	0	60	40	0	15000 0 0/0								22100 0 0 0	0 0 0	56824	POW 3667 13339/ NIC 9520/LIC	29924
	Page Total	247300		34272 9000 3420		93974	387966			387966	53500	560	0	300	160	0	85000	0		330	0		0		139850		248116		140666

In REPORTS menu click **PayBill-REVISED (Outer)** , 1. Select a Bill group to enter 2. Enter the Beams and Allowance Bill Number to take Salary Outer Report.

GOVERNMENT OF PUDUCHERRY

Master

Pay Transaction

ShortTerm Advance

PROCESS(PAY/DA/BONUS)

CLAIMS

Reports

General Reports

SIGN OUT

Directorate of Accounts and Treasuries, Pondicherry.

Reports(Inner and Outer)

Salary Outer Reports

Main Page

Select the Bill Group then enter Beams Bill Number (if not displayed) and then Press 'View and Print' Button
ENTER THE BEAMS BILL NUMBER AVAILAIBLE ON AUTHORIZATION SLIP

Select a Bill Group:

Y1 Assistant

Beams Bill Number:

0

Allowance Bill Number:

0

Salary Gross Beams:

Allowance Gross Beams:

Salary Gross Esalary:

108200

Allowance Gross Esalary :

69004

NOTE:: KINDLY CHECK WITH THE BILL GROUP,BILL NUMBER AND AMOUNT...

View and Print

Print

OUTER REPORT

NAME OF OFFICE:: Directorate of Accounts and Treasuries, Pondicherry.		CENTRAL/STATE Department/Office:: 1203		TokenNo::	Accounts::
Period of - March-2023		Basic Bill No 6 & Allowance Bill No 7		PayBill Date :: 08/03/2023	Sing:: Vrpd::
ABSTRACT OF THE CLAIM AND OTHER PARTICULARS					
A) Deduction/recoveries adjustable in the Books of Director of Accounts and Treasuries		Classification of Expenditure (To be filled in by the Drawing and Disbursing Officer)			
RS.		P.		Major Head 2054-Treasury & Accounts Administration	
0049 INTEREST RECEIPTS : (Col 20 to 23 I-Flag)				Group Head 095- Directorate of Accounts & Treasuries	
(i) Interest on House Building Advance		0		Minor Head (01)Salaries	
(ii) Interest on Motor Conveyance Advance		0		Sub-Head	
(iii) Interest on PCA Allowance		1330			
(iv) Interest on Cycle Advance		0			
(v) Interest on Fan Advance		0			
0216 HOUSING				Detail Head	
Licence Fee (Col.13)		1120		Salaries (Col. 3 to 7 except C - Flag in Col.6)	
0235 SOCIAL SECURITY AND WELFARE				Allowance (Col.6 with C-Flag) (TA +FTA)	
C.G.E.I.S Contribution (Col.14)		0		I. Grand Total (Col.11)	
7610 LOANS TO GOVERNMENT SERVANT ETC.					
LONG TERM ADVANCES (Col.20 & 21 with P-Flag)				(a) Less deduction/recoveries adjustable by Director of Accounts	
(i) House Building Advance		0		Treasuries as per details in margin (Col 12 to 25)	
(ii) Advance for Purchase of Motor Conveyance		0			
(iii) Advance for Purchase of PCA		0		(b) Less deductions/recoveries adjustable by other accounts offices	
SHORT TERM ADVANCES (Col.22 to 25 with P-Flag)					
(i) Advance for Purchase of Other Conveyance		0		8658 Suspense Accounts-Pay & Accounts Office	
(ii) Fan Advance		0		Suspense - Transactions adjustable with:	
(iii) Mosquito Net Advance		0		(i) DEPUTY DIRECTOR P.L.I., CALCUTTA.	
8009 STATE PROVIDENT FUNDS -01-CIVIL(Col 18 & 19)/8342 NPS				(ii) D.A.T	
101 - General Provident Fund / NPS		791850			
8011 INSURANCE&PENSION FUNDS-104 U.T.G.E.G.I.S.(Col.15)				Total	
(i) Insurance Fund		684		1223061	
(ii) Savings Fund		1598		II. Total deduction/recoveries (Col. 26 & 27)	
8550 CIVIL ADVANCES - 104 OTHER ADVANCES				III. NET amount (I minus II) required for payment	
(i) L.I.C. (Col.16)		1505		* ADD Income- Tax	
(ii) N.I.C. (Col.17)		0		2099661	
8011 INSURANCE & PENSION FUNDS -101 PLI + Tax		1510		423466	
				2523127	
(A) -Total (Col.19)		1223061		Col.28	
CERTIFIED THAT HAVE SATISFIED MYSELF THAT :-					
# Include IncomeTax as per PayBill Inner.					
*IT Deducted is Credited Back to DDO for remittance to Income Tax Dept. by Drawing and Disbursing Officer					
(a) The amounts claimed in the bill are actually due to the persons concerned and the conditions attached to the payment of various allowances have been complied with in all cases ;					
(b) the claims have been made against sanctioned posts(details of cases, if any, where claims have been made in anticipation of sanction may be mentioned) and, wherever necessary sanction of competent authority have been obtained as regards grant of increment, crossing Efficiency Bar, fixation of pay, grant of leave, etc., and that these events have been properly noted in the related Service Books.					
(c) the particulars of various deductions/recoveries have been fully noted in the attached schedule and the totals shown in these schedules agree with those given in the bill.					
(d) all the emoluments included in bills drawn 1 month / 2 months / 3 months previous to this date with exception of those detailed in the bill have disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipts stamps duly cancelled for every payment in excess of Rs.20/-					
(e) all persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during month that full details of emoluments drawn for them working upto the total included in this bill have been duly shown in the pay bill register and that emoluments drawn are according to the relevant rules and orders.					
Please pay to ::					
Station ::					
Date::					
				Signature	
				Designation of Drawing Officer: D D O.,	

UTGEIS REPORT

RECOVERY SCHEDULE OF UTGEIS FOR THE MONTH OF March-2023

Directorate of Accounts and Treasuries, Pondicherry.

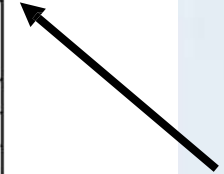
Date : 11/03/2023

Page No:1

DDOCODE : 1203

Bill No : 6&7

SL No	Name	Designation	Amount Deducted	Details of Recovery	Remarks
1	BABOU. I	ASSISTANT	60		
2	BALAMOUGANE.V	ASSISTANT	60		
3	BOMIDI DHARMA RAJU	ASSISTANT	60		
4	CHANDRAKALA P	ASSISTANT	60		
5	DAYABURLA	ASSISTANT	60		
6	DJELATCHOUMY V	ASSISTANT	60		
7	DJIVA.C	ASSISTANT	60		
8	EMAMBOUZAVALLY. R	ASSISTANT	60		
9	FELIX KIRUBANANDANE B	ASSISTANT	60		
10	JAYANTHI.M	ASSISTANT	60		
11	KANCHANA. J	ASSISTANT	60		
12	KAYALVIZHI.P	ASSISTANT	60		
13	KENGADARANE.V.	ASSISTANT	60		
14	C.KRISHNASAMY	ASSISTANT	60		
		Page Total	840		



Linked Insurance Scheme (LIC) REPORT

SCHEDULE FOR MONTHLY PREMIUM OF GROUP SAVINGS LINKED
INSURANCE SCHEME THROUGH LIC FOR THE
MONTH OF March-2023

HOA: 8550 - Civil Advance - 104 Other Advances March-2023
Premium for Savings Linked Insurance Group Insurance Cover (LIC)

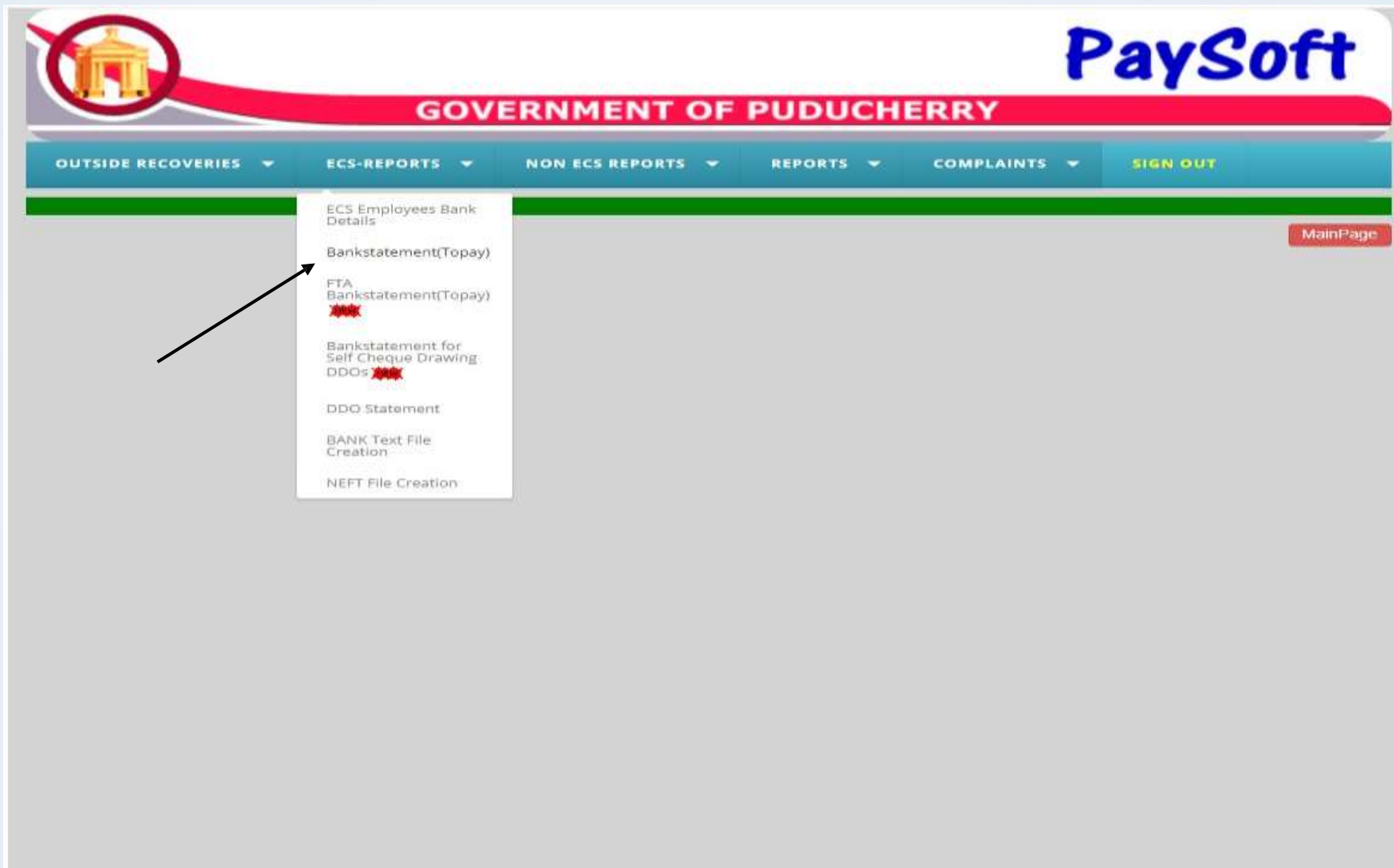
Bill No.:6 & 7 / 2023 - 2024

Name of the Department: Directorate of Accounts and Treasuries, Pondicherry.

DDCODE 1203

SL.No	Account Number	Name of the Subscriber	Designation of the Subscriber	Amount to which Insurance taken	Monthly Premium	GPF NO.
1	12984	LATCHOUMY P	ASSISTANT		40	EMP 54
2	18805	SENDHIL MURUGAN T	ASSISTANT		40	POL 3527
3	11121	BABOU I	ASSISTANT		40	EDN 11283
4	12906	VALLIAMMAL@THILAGAVATHI V	ASSISTANT		40	POW 3768
5	7399	KENGADARANE V.	ASSISTANT		40	POW 3104
6	12806	CODAI S	ASSISTANT		40	COOP 332
7	11899	CHANDRAKALA P	ASSISTANT		40	EDN 11073
8	12932	KALAISELVAN P	ASSISTANT		40	GA 1093
9	18819	SWAMINATHAN N.	ASSISTANT		40	REV 1711
10	11874	Manoharan A	ASSISTANT		40	MISC 374
11	13429	DEVIKALA S	ASSISTANT		40	AGRI 1665
12	877	SUSHIL KUMAR P.K	ASSISTANT		40	EDN 10497
13	5901	SEDURAMANE R	ASSISTANT		40	STAT 206
14	13010	EMAMBOUZAVALLY R	ASSISTANT		40	HW 1329
15	13442	GOVINDARAJAN V	ASSISTANT		40	POW 3869

Cashier Login – ECS Report



The screenshot displays the PaySoft web application interface for the Government of Puducherry. The header features the PaySoft logo and the text "GOVERNMENT OF PUDUCHERRY". Below the header is a navigation bar with the following menu items: OUTSIDE RECOVERIES, ECS-REPORTS, NON ECS REPORTS, REPORTS, COMPLAINTS, and SIGN OUT. The ECS-REPORTS menu is currently expanded, showing a list of options: ECS Employees Bank Details, Bankstatement(Topay), FTA Bankstatement(Topay) (marked with a red 'X'), Bankstatement for Self Cheque Drawing DDOs (marked with a red 'X'), DDO Statement, BANK Text File Creation, and NEFT File Creation. A black arrow points to the "FTA Bankstatement(Topay)" option. In the top right corner of the main content area, there is a red button labeled "MainPage".

ECS REPORT

ECS STATEMENT OF EMPLOYEES FOR THE MONTH OF March-2023

Directorate of Accounts and Treasuries, Pondicherry.

Basic Bill No.:1 & Allowance Bill No.:2 / / 2023 - 2024

Bill Date :: 10/03/2023

DDOCODE :: 1203

Page No :: 1

SL No.	EmployeeName / Designation	User Reference (G.P.F Number)	IT.Tax	Bill Net + Income Tax	Total Amount of Non-Governmental recoveries + IT + Prof Tax + Relief Fund	ECS Net	Bank M.I.C.R Code	Account Number
1	MANGAIYARKARASI.V UPPER DIVISION CLERK	110173191070	0	44545	27435	17110	605002002	XXXXXXX3492
Grant Total			0	44545	27435	17110		

D D O.,

Directorate of Accounts and Treasuries, Pondicherry.

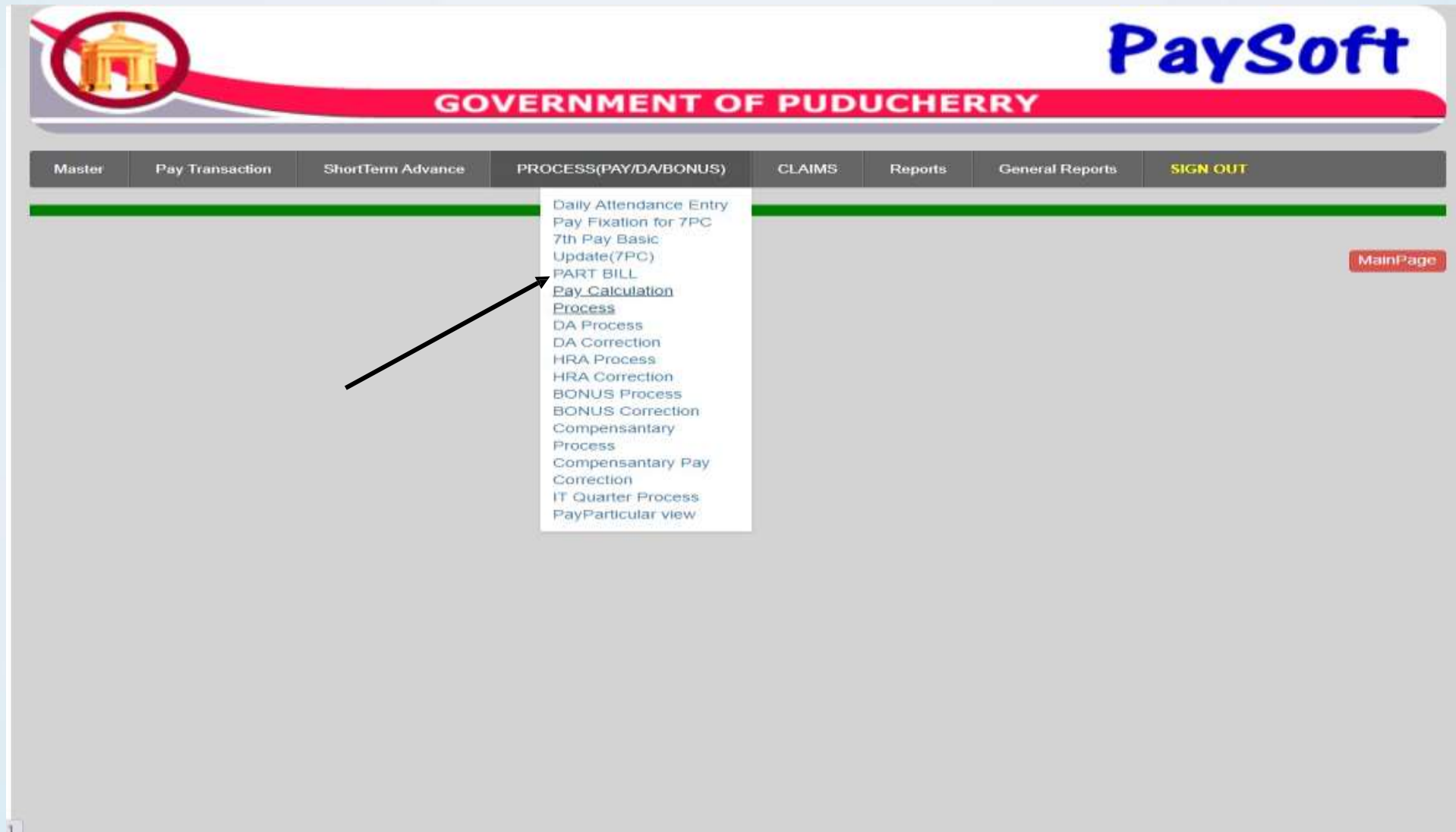


PART BILL USER MANUAL

NOTE:

- You are allowed to calculate for an individual and you can include as many employees in a particular bill.
- The calculated employees will be included in grid.
- After calculation of a particular bill type enter employee code and then click **SHOW ENTERED DETAILS** all the employees in that bill group will get displayed in grid.
- **ESALARY AMOUNT** and **ALLOWANCE AMOUNT** will get displayed separately.
- Book beams authorisation slip for Salary and Allowance amount separately.
- Then enter beams bill number for both salary and allowance if the amount matches with **ESALARY** amounts – Salary and allowance amounts then **INNER, OUTER** and **ECS Reports** enabled to take print.
- Schedules are available under Reports Menu.
- **While submitting Part Paybill place Basic Salary Authorisationslip on top which only read at DAT for Part bill (Salary bill).**

Part Bill provision is under Process Menu. Do Click.



Choose Beams' Financial Year and Bill type.

PaySoft
GOVERNMENT OF PUDUCHERRY

Master Pay Transaction ShortTerm Advance PROCESS(PAY/DA/BONUS) CLAIMS Reports General Reports **SIGN OUT**

PART BILL USER MANUAL
PART BILL **LOG OUT**

NOTE: Choose the below Financial Year according to the beams authorization slip generation

BEAMS' Financial Year: --Select--

DATE: 09/03/2023

ENTER EMPLOYEE CODE: Enter employee code

FROM: dd-mm-yyyy

SELECT BILL TYPE: --Select bill type--
Salary Bill
Other Salary Bill

SELECT EMPLOYEE: --Select Employee--

TO: dd-mm-yyyy

BILL GROUP:

NO. OF DAYS:

CALCULATE **SHOW ENTERED DETAILS** **RESET**

Now Calculate



PaySoft

GOVERNMENT OF PUDUCHERRY

[MasterDetails](#)[PayBillTransaction](#)[Short Term Advances](#)[PROCESS\(PAY/DA/BONUS\)](#)[Reports](#)[General Reports](#)

PART BILL

[LOG OUT](#)

DATE:

25-06-2018

ENTER
EMPLOYEE
CODE:

pw0059

FROM:

13-06-2018

SELECT
BILL
TYPE:

Salary Bill

SELECT
EMPLOYEE:

1001-ARANGANATHAI

TO:

23-06-2018

BILL
GROUP:

B

NO.
OF
DAYS:

11

CALCULATE

SHOW ENTERED DETAILS

RESET



Calculated data will get displayed in Grid. ESALARY AMOUNT and ALLOWANCE AMOUNT displayed in below grid.

LOG OUT

PART BILL

NOTE:Choose the below Financial Year according to the beams authorization slip generation

BEAMS' Financial Year: 2022 2023

DATE: 06/03/2023

SELECT BILL TYPE: Salary Bill

BILL GROUP: AS

ENTER EMPLOYEE CODE: PH0150

SELECT EMPLOYEE: 1967-S. SARA SVADY

FROM: 01-03-2023

TO: 01-03-2023

NO. OF DAYS: 1

CALCULATE

SHOW ENTERED DETAILS

RESET

DISPLAY DETAILS

New Employee code	Name	Pay Date	Days in Month	Days Work	Gross	Deduction	Prof Tax	Misc	Net Pay	MICR	ACC No	
R20190565	S. SARASVADY	202303	31	1	4476	118	0	0	4358	605002002	30280605456	Edit

BEAMS BILL NUMBER: Enter Beams Bill number

ESALARY AMOUNT: 636

BEAMS AMOUNT:

Allowance BILL NUMBER: Enter Allowance Beams Bill nu

Allowance AMOUNT: 3841

Allowance BEAMS AMOUNT:

INNER

ABSTRACT

ECS REPORT

There is a provision to edit the data that is available in grid as “EDIT” in the end. Click that and do edit.

New Employee code	Name	Pay Date	Days in Month	Days Work	Gross	Deduction	Prof Tax	Misc	Net Pay	MICR	ACC No	
R19870152	ARANGANATHAN p	201806	30	11	21851	18577	0	0	3274	605002002	30285735968	Edit



Click Fetch and then do edit. Finally do Click SAVE. Click BACK TO PARTBILL to go to Part Bill Screen.

PART BILL CORRECTION

Employee Code: PW0059	Fetch	Employee Name:	BACK TO PARTBILL
Designation:		Section Name:	

Dues		Deductions	
Basic Pay		Tuition Fees	
Stag Inc		PPFContr/ Arrear	
N. P. A		GPF Contr.	
Personal Pay		GPF Advance	
Dearness Pay / Grade Pay		Festival Advance(*)	
DA		Flood Advance	
HRA		HBA	
RFA		Int. on HBA	
TA		Cycle	
DA on TA		Int. on Cyl.	
CCA		MCA	
Wash Allow		Int. on MCA	
SP Duty Allow		Fan Advance	
Special Pay		Int. on Fan	
Honor		Comp. Adv	
Deput..Allow		Int. on Comp.Adv.	
Gross Earnings		TotDeduction	
(*) Festival Adv. is deducted from DUES		NetPay	
		Save	Delete Cancel

UT/CG EIS	
IT/Sur	
Licence Fee	
LIC Contri	
NIC Contri	
PL1	
PL2	
PL3	
Dedu. Under Salary Head	
Prof Tax	
Out. Recov	
Dedu. Other than Salary Head	
Other Ded1	
Other Ded2	

(To DELETE that employee Details Click DELETE)

Go Beams to take Authorisation Slip For PART BILL Regular Salary and Allowances Bill

DISPLAY DETAILS

New Employee code	Name	Pay Date	Days in Month	Days Work	Gross	Deduction	Prof Tax	Misc	Net Pay	MICR	ACC No	
R20030682	GOVINDARAJAN V	202303	31	2	7366	10799	0	0	-3433	605002002	30186326641	Edit

BEAMS BILL NUMBER:

Enter Beams Bill number

Allowance BEAMS BILL NUMBER:

Enter Allowance Beams Bill number

INNER

ESALARY AMOUNT:

2729

Allowance AMOUNT:

4637

ABSTRACT

BEAMS AMOUNT:

Allowance BEAMS AMOUNT:

ECS REPORT

Authorisation Slip For PART BILL Regular monthly Pay Bill

Regular Bill

12039467110113260152



Authorisation Slip For Financial Year 2023 - 2024

To be presented on or before: 10/04/2023

April 2023

Authorisation No.	12039467110113260152			
Date	01/04/2023			
Transaction No.	3			
Token No.	102395			
Bill No.	3			
DDO Code	1101001203			
Designation	DDO DIRECTORATE OF ACCOUNTS AND TREASURIES PUDUCHERRY			
TAN No	0			
Treasury/Sub Treasury	1101 - DAT			
Scheme Code	132030020010101V / Direction and Administration			
Object Head	01 / SALARIES			
Bill Type	0113A /Regular monthly Pay Bill			
Gross Amount	Rs.40,935			
Yearly Grant	Rs.1			
Deduction	0			
Total expenditure including this bill	Rs.70,535			
Net Amount	Rs.40,935			
Balance Grant	Rs.70,534			
Payee's Details				
NAME	IFSC/MICR CODE	BANK NAME	ACCOUNT NUMBER	AMOUNT
Self DDO		-		40935
Total				40935
This is to certify that above requirement is generated as per Delegation of Financial Powers Rules, 1978 & G.O.MS No.47/F3/2014 Dt.9-12-2014 issued by Government of Puducherry and Central Govt(Receipt & Payment) Rules 1983.				
Mr/Mrs _____ is authorised to receive the amount of bill/objected bill and his/her signature as given below.				
Messenger Signature		Signature DDO DIRECTORATE OF ACCOUNTS AND TREASURIES PUDUCHERRY Drawing & Disbursing Officer---		

Authorisation Slip For PART BILL Regular monthly Allowances Bill

Regular Bill

12039006110113290136



Authorisation Slip For Financial Year 2023 - 2024

To be presented on or before: 10/04/2023

April 2023

Authorisation No.	12039006110113290136			
Date	01/04/2023			
Transaction No.	4			
Token No.	102396			
Bill No.	4			
DDO Code	1101001203			
Designation	DDO DIRECTORATE OF ACCOUNTS AND TREASURIES PUDUCHERRY			
TAN No	0			
Treasury/Sub Treasury	1101 - DAT			
Scheme Code	132030020010101V / Direction and Administration			
Object Head	07 / ALLOWANCES			
Bill Type	0713AD /Regular monthly Allowances Bill			
Gross Amount	Rs.22,923			
Yearly Grant	Rs.1			
Deduction	0			
Total expenditure including this bill	Rs.41,983			
Net Amount	Rs.22,923			
Balance Grant	-,41,982			
Payee's Details				
NAME	IFSC/MICR CODE	BANK NAME	ACCOUNT NUMBER	AMOUNT
Self DDO		-		22923
Total				22923
This is to certify that above requirement is generated as per Delegation of Financial Powers Rules, 1978 & G.O.MS No.47/F3/2014 Dt.9-12-2014 issued by Government of Puducherry and Central Govt(Receipt & Payment) Rules 1983.				
Mr/Mrs _____ is authorised to receive the amount of bill/objected bill and his/her signature as given below.				
Messenger Signature		Signature		
		DDO DIRECTORATE OF ACCOUNTS AND TREASURIES PUDUCHERRY		
		Drawing & Disbursing Officer----		

Enter BEAMS bill no and Allowance BEAMS bill no. Then if both amount matches the reports will be enabled.

Employee code	New Employee code	Name	Pay Date	Days in Month	Days Work	Gross	Deduction	Prof Tax	Misc	Net Pay	MICR	ACC No
2142	R19940369	SHIVKUMAR HC 2010	202302	28	9	29145	22623	0	0	6522	605002002	3078652453

BEAMS BILL NUMBER:	402	ESALARY AMOUNT:	20000	BEAMS AMOUNT:	20000
Allowance BILL NUMBER:	423	Allowance AMOUNT:	9458	Allowance BEAMS AMOUNT:	9458
INNER		ABSTRACT		ECS REPORT	

PART BILL INNER REPORT

Bill For The Month of March 2023

Part Salary Bill Inner

BillNo.:3 & 4 / 2022 - 2023

10/03/2023 Page:1

SL No	Name/ Pay Month	Pay + PP + SP	Leave Salary.	HRA RFA CCA	Other Allowa FTA/C A	DA / ADA	Gross Total Due	Recov. Adjbl in Pay	No Of Inst	Net Gross	IT / T S.C.	Licn. Fee	C.G.E. I	U.T.G E.G.I. S	L.I.C	N.I.C	G.P.F/NPS		H.B.A	M.C.A/P. C.A	Cycle Adv/D LF	M.N.A	Fan Adv/D HS	Other Deduc	Total Deduc	P.L.I	NET	Account Numbers	Total Allow. (5)+(6) +(7)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	Cont. (18)	Reco. (19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)
	Name Of The Post :: ASSISTANT G.O.No. :: G.O.Date :: Pay Scale ::																			No. of Permanent Post= No. of Temporary Post=									
1	GOVINDARAJAN V 202301 ED4387 / PBR No. : 59	40935 0		7368 0 0		15555	63858	0F 0C 0 0	0/0 0/0	63858	8000 0	0	0	30	40	0	15000	0 0/0							23070 0 0 0	0 0 0	40788	POW 3869 15874/ NIC 13442/LIC	22923
	Page Total	40935		7368		15555	63858			63858	8000	0	0	30	40	0	15000	0			0		0		23070		40788		22923
	Bill Total	40935		7368		15555	63858			63858	8000 0	0	0	30	40	0	15000	0			0		0		23070		40788		22923

C=CEA D=Nurse/Night All. F=Fest. Adv. I=Int. N=Flood Adv. O=Others P=Principle R=PCA/Risk Allow. S=Sav. Fund T=Tuition fees U=Uniform All.V=Conv. Allow. W=Wash. Allow.2222

(Rupees Forty Thousand Seven Hundred and Eighty-Eight Only)

D D O.,

Directorate of Accounts and Treasuries, Pondicherry.

PART BILL OUTER REPORT

NAME OF OFFICE:: Directorate of Accounts and Treasuries, Pondicherry.

PART BILL-SALARY

CENTRAL/STATE Department/Office:: 1203

TokenNo::

Accounts::

Basic Bill No: 3 & Allowance Bill No: 4

PayBill Date:: 10/03/2023

Sign::

Vrno::

Period of March-2023

ABSTRACT OF THE CLAIM AND OTHER PARTICULARS

A) Deduction/recoveries adjustable in the Books of Director of Accounts and Treasuries

	RS	P	Classification of Expenditure (To be filled in by the Drawing and Disbursing Officer)	RS	P
0049 INTEREST RECEIPTS : (Col 20 to 23 I-Flag)			Major Head 2054-Treasury & Accounts Administration		
(i) Interest on House Building Advance	0		Group Head 095- Directorate of Accounts & Treasuries		
(ii) Interest on Motor Conveyance Advance	0		Minor Head (01)Salaries		
(iii) Interest on PCA Allowance	0		Sub-Head		
(iv) Interest on Cycle Advance	0				
(v) Interest on Fan Advance	0				
0216 HOUSING			Detail Head		
Licence Fee (Col.13)	0		Salaries (Col. 3 to 7 except C - Flag in Col.6)	40935	
0235 SOCIAL SECURITY AND WELFARE			Allowance (Col.6 with C-Flag) (TA +FTA)	22923	
C.G.E.I.S Contribution (Col.14)	0		I. Grand Total (Col.11)	63858	
7610 LOANS TO GOVERNMENT SERVANT ETC.					
LONG TERM ADVANCES (Col.20 & 21 with P-Flag)			(a) Less deduction/recoveries adjustable by Director of Accounts		
(i) House Building Advance	0		Treasuries as per details in margin (Col 12 to 25)	23070	
(ii) Advance for Purchase of Motor Conveyance	0				
(iii) Advance for Purchase of PCA	0		(b) Less deductions/recoveries adjustable by other accounts offices		
SHORT TERM ADVANCES (Col.22 to 25 with P-Flag)					
(i) Advance for Purchase of Other Conveyance	0		8658 Suspense Accounts-Pay & Accounts Office		
(ii) Fan Advance	0		Suspense - Transactions adjustable with:		
(iii) Mosquito Net Advance	0		(i) DEPUTY DIRECTOR P.L.I., CALCUTTA		
8009 STATE PROVIDENT FUNDS -01-CIVIL(Col 18 & 19)/8342 NPS			(ii) D.A.T		
101 - General Provident Fund / NPS	15000				
8011 INSURANCE&PENSION FUNDS-104 U.T.G.E.G.I.S(Col.15)					
(i) Insurance Fund	9		Total	23070	
(ii) Savings Fund	21		II. Total deduction/recoveries (Col. 26 & 27)		
8550 CIVIL ADVANCES - 104 OTHER ADVANCES			II. NET amount (I minus II) required for payment	40788	
(i) L.I.C. (Col.16)	40		* ADD Income- Tax	8000	
(ii) N.I.C. (Col.17)	0		I) Cheque for self/as per details given in the bill	48788	
8011 INSURANCE & PENSION FUNDS -101 PLI + Tax	0		(ii) Demand Draft in favour of:		
			(Rupees Forty-Eight Thousand Seven Hundred and Eighty-Eight Only) Col.28		
(A) -Total (Col.19)	23070				

CERTIFIED THAT HAVE SATISFIED MYSELF THAT :-

Include IncomeTax as per PayBill Inner.

*IT Deducted is Credited Back to DDO for remittance to Income Tax Dept. by Drawing and Disbursing Officer

(a) The amounts claimed in the bill are actually due to the persons concerned and the conditions attached to the payment of various allowances have been complied with in all cases ;

(b) the claims have been made against sanctioned posts(details of cases, if any, where claims have been made in anticipation of sanction may be mentioned) and, wherever necessary sanction of competent authority have been obtained as regards grant of increment, crossing Efficiency Bar, fixation of pay, grant of leave, etc., and that these events have been properly noted in the related Service Books.

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

(d) all the emoluments included in bills drawn 1 month / 2 months / 3 months previous to this date with exception of those detailed in the bill have disbursed to the proper persons and that their acquittances have been taken and filed in my office with receipts stamps duly cancelled for every payment in excess of Rs.20/-

(e) all persons whose names are omitted from, but whose pay has been drawn in this bill have actually been employed during month that full details of emoluments drawn for them working upto the total included in this bill have been duly shown in the pay bill register and that emoluments drawn are according to the relevant rules and orders.

Please pay to ::

Station ::

Date::

Signature

Designation of Drawing Officer: D D O.,

PART BILL ECS REPORT

PART BILL SALARY ECS STATEMENT OF EMPLOYEES FOR THE MONTH OF March-2023

Directorate of Accounts and Treasuries, Pondicherry.

Bill No.:3 & 4 / 2023 - 2024

Bill Date :: 10/03/2023

DDOCODE :: 1203

Page No :: 1

SL No.	EmployeeName Designation	User Reference (G.P.F Number)	IT.Tax	Bill Net + Income Tax	Total Amount of Non-Governmental recoveries + IT + Prof Tax	ECS Net	Bank M.I.C.R Code	Account Number
1	GOVINDARAJAN V ASSISTANT	POW 3869	8000	48788	8000	40788	605002002	XXXXXXX6641
Grant Total			8000	48788	8000	40788		

D D O.,

Directorate of Accounts and Treasuries, Pondicherry.

PART BILL UTGEIS SCHEDULE

PART BILL RECOVERY SCHEDULE OF UTGEIS FOR THE MONTH OF March-2023

Directorate of Accounts and Treasuries, Pondicherry.

Date : 10/03/2023

DDOCODE : 1203

Page No:1

Bill No : 3&4

SL No	Name (Pay-Date)	Designation	Amount Deducted	Details of Recovery	Remarks
1	GOVINDARAJAN V (202301)	ASSISTANT	30		
		Page Total	30		

Bill Total: 30

(Rupees Thirty Only)

D D O.,

Directorate of Accounts and Treasuries, Pondicherry.