

# MANUAL FOR PREPARATION OF AUTHORISATION SLIP FOR VARIOUS TYPES OF PAY / WAGES BILLS

**PROCEDURE 1 - PAY BILL FOR REGULAR EMPLOYEES**

**PROCEDURE 2 - PAY BILLS INCLUDING FTA / CA**

**PROCEDURE 3 - Consolidated Pay booked under 01-Salaries**

**PROCEDURE 4 - Wages Bill booked under 02-Wages**

**PROCEDURE 5 - Payment of Professional Service Charges booked under 28-Prof.Serv.**

**PROCEDURE 6 - Monthly Wages Bill to Home Guards booked under 50-Other Charges**

**PROCEDURE 7 - Monthly Salary Bill to Construction Helpers booked under 27-Minor Works / 53 – Major Works**

## PROCEDURE : 1 (PAY BILL FOR REGULAR EMPLOYEES)

Prepare Paybill through Paysoft (Budget booked under 01 – Salaries)

Take authorization slip from BEAMS using the bill type “0113B – Regular Monthly Pay and Allowance Bill” for the Gross amount (Gross amount is reflected in the right side first line of the Pay Bill Outer)

Income Tax deductions **need not** be shown in BEAMS deductions entry.

Put BEAM’s Authorisation Bill No. in “BEAMS Bill Number Entry” of Paysoft, by selecting **Salaries** in the List Box. After making bill number entry, take the report by clicking “Download Report” available in the bottom of the same screen.

## PROCEDURE 2 : (PAY BILLS INCLUDING WITH FTA / CA)

Procedure 1 should be followed for taking Authorisation Slip for 01-Salaries. In this case, Gross Amount should be entered in BEAMS, excluding FTA / CA (it is not printed in Inner / Outer of the Paybill). Then a separate Authorisation slip should be generated in BEAMS against the object head 11-DTE for FTA and Conveyance Allowance Choosing the Bill Type “ 1114F – Fixed Traveling Allowance Bill” and “1114G – Conveyance Allowance paid along with Salary” respectively.

In Case of both FTA and CA exists in a Single Bill, Cumulative Total of FTA and CA should be used for the generating authorization slip with the Bill Type “1114F – Fixed Traveling Allowance Bill”.

Take printout of the Schedule for FTA / CA from Paysoft from Reports → Schedule → FTA Report.

Put the Bill Number found in the Authorisation slip generated for 11-DTE in “BEAMS Bill Number Entry” of Paysoft, by selecting **Domestic Travelling Expenses (DTE/CA)** in the List Box. After making bill number entry, take report by clicking the “Download Report” available in the bottom of the same screen.

This Authorisation Slip (11-DTE) should be attached with Schedule for FTA/CA and Report of Beams Bill No. entry and then it should be submitted to DAT separately during submission of Salary Bill.

**NOTE : It is noticed in some cases (most of the cases of Pay Bills prepared in Schools), Fixed Medical Allowance is entered in FTA / CA boxes of Pay Soft. DDOs should ensure that appropriate entries are made in the FTA field of employee’s data in paysoft for error free submission of Pay Bill.**

### **PROCEDURE 3 (Consolidated Pay booked under 01-Salaries)**

Prepare the monthly pay bill for Consolidated Staff using “DRPClerk” Login in Paysoft. These bills are booked in 01-Salaries in BEAMS. Take Authorisation Slip in BEAMS choosing the Bill Type “ **0113X – Monthly Pay for Consolidated Staff**”.

Put BEAM’s Authorisation Bill No. in “BEAMS Bill Number Entry” of Paysoft, by selecting **Salaries** in the List Box. After making bill number entry, take report by clicking “Download Report” available in the bottom of the same screen.

### **PROCEDURE 4 (Wages Bill booked under 02-Wages)**

Bills related with Wages booked under 02-Wages in BEAMS. Prepare the monthly pay bill for Daily Rated using “DRPClerk” Login in Paysoft. Take Authorisation Slip in BEAMS choosing the Bill Type “ **0229W – Regular Monthly Wages Bill**”.

Put BEAM’s Authorisation Bill No. in “BEAMS Bill Number Entry” of Paysoft, by selecting **Salaries** in the List Box. After making bill number entry, take report by clicking “Download Report” available in the bottom of the same screen.

### **PROCEDURE 5 (Payment of Professional Service Charges booked under 28-Prof.Serv.)**

Bills related with Professional Service Charges booked under 28-Professional Service in BEAMS. Prepare the monthly pay bill for Prof.Service Employees (mostly engaged in Health Department) using “DRPClerk” Login in Paysoft. Take Authorisation Slip in BEAMS choosing the Bill Type “ **2829AX –Monthly Professional Service Charges**”.

Put BEAM’s Authorisation Bill No. in “BEAMS Bill Number Entry” of Paysoft, by selecting **Salaries** in the List Box. After making bill number entry, take report by clicking “Download Report” available in the bottom of the same screen.

**PROCEDURE 6 (Monthly Wages Bill to Home Guards booked under 50-Other Charges)**

Bills related with Monthly Wages Bill to Home Guards serving in Police Department booked under 50-Other Charges in BEAMS. Prepare the monthly pay bill for Home Guards using “DRPClerk” Login in Paysoft. Take Authorisation Slip in BEAMS choosing the Bill Type “0229W –Regular Monthly Wages Bill”.

Put BEAM’s Authorisation Bill No. in “BEAMS Bill Number Entry” of Paysoft, by selecting **Salaries** in the List Box. After making bill number entry, take report by clicking “Download Report” available in the bottom of the same screen.

**PROCEDURE 7 (Monthly Salary Bill to Construction Helpers booked under 27-Minor Works / 53 – Major Works)**

Bills related with Monthly Salary Bill to Construction Helpers serving in Electricity Department booked under 27 – Minor Works / 53 – Major Works in BEAMS. Prepare the monthly pay bill for Construction Helpers in Paysoft Regular Employee’s Login. Take Authorisation Slip in BEAMS choosing the Bill Type “0113B – Regular Monthly Pay and Allowance Bill”. **In this Salary Bill, FTA is booked in 01-Salaries, Hence Gross amount should be given including FTA, no separate authorization for FTA is required.**

Put BEAM’s Authorisation Bill No. in “BEAMS Bill Number Entry” of Paysoft, by selecting **Salaries** in the List Box. After making bill number entry, take report by clicking “Download Report” available in the bottom of the same screen.

**FOR ALL THE ABOVE SAID BILLS, BENEFICIARY SELECTED IN BEAMS SHOULD BE “Self – DDO SELF” FROM THE OPTION “VENDOR” in the BILL ENTRY PAGE.**