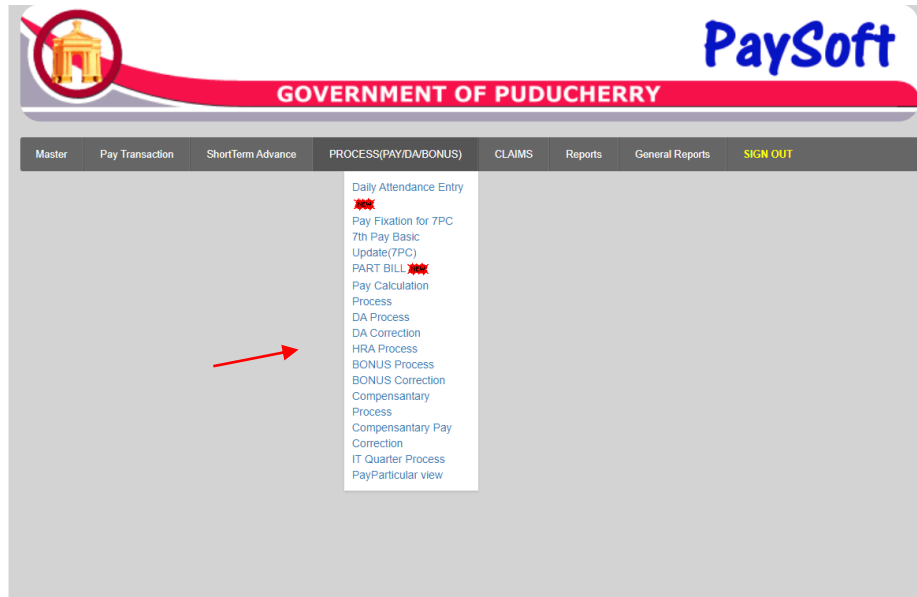
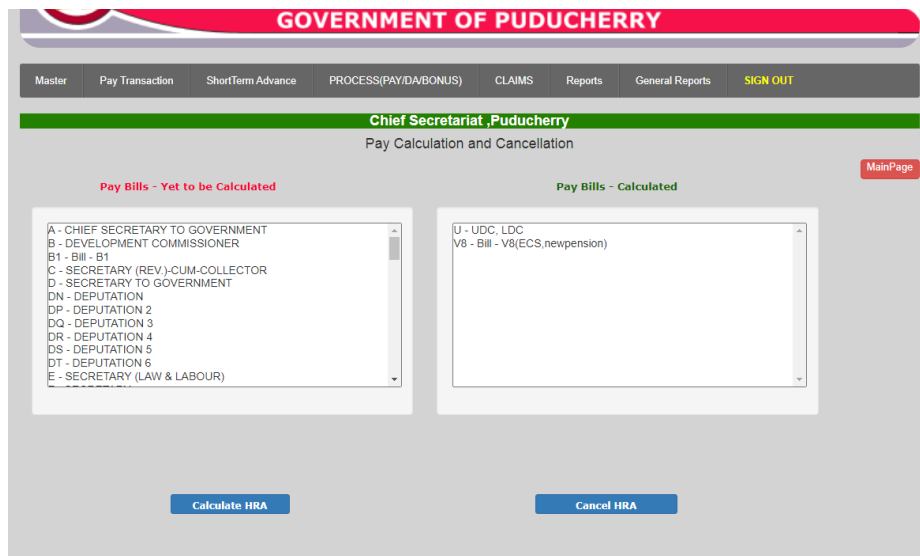


HRA-Arrear Manual --PayClerk Users

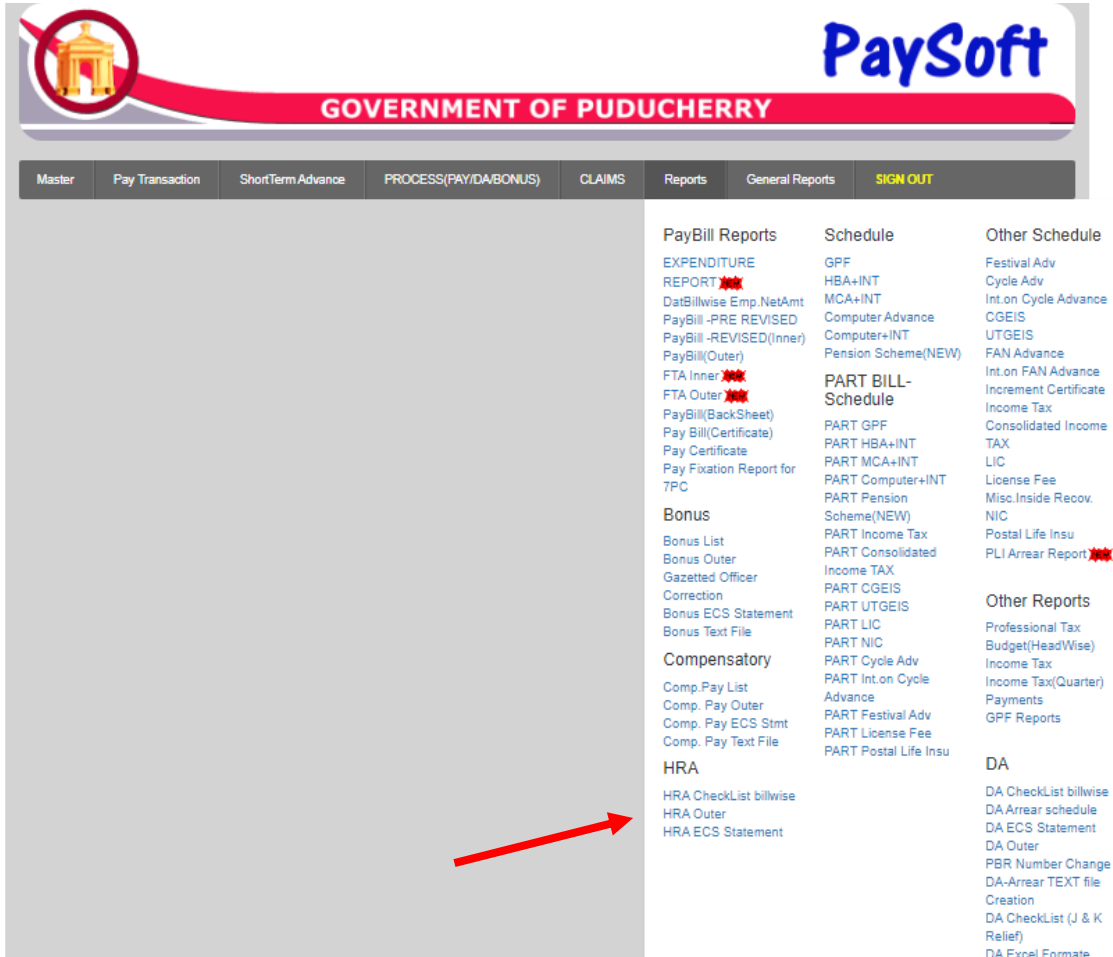
1. Select **HRA Arrear Process** under Process Menu



2. Select the bills to be calculated and Click **Calculate HRA** Button



3. Click **HRA Checklist Billwise** for **Inner Report** Under the Reports Menu --> HRA Arrear
4. Click **HRA Outer** for **Outer Report** Under the Reports Menu --> HRA Arrear
5. Click **HRA ECS Statement** for **ECS Report** Under the Reports Menu --> HRA Arrear



The screenshot shows the PaySoft Government of Puducherry portal. The top navigation bar includes a logo with a temple icon and the text "PaySoft" and "GOVERNMENT OF PUDUCHERRY". Below this is a menu bar with options: Master, Pay Transaction, ShortTerm Advance, PROCESS(PAY/DA/BONUS), CLAIMS, Reports, General Reports, and SIGN OUT. The main content area displays a list of reports under the "Reports" menu. A red arrow points to the "HRA" section, which includes "HRA CheckList billwise", "HRA Outer", and "HRA ECS Statement".

PayBill Reports	Schedule	Other Schedule
EXPENDITURE REPORT ~~XXX~~	GPF	Festival Adv
DatBillwise Emp.NetAmt	HBA+INT	Cycle Adv
PayBill -PRE REVISED	MCA+INT	Int.on Cycle Advance
PayBill -REVISED(inner)	Computer Advance	CGEIS
PayBill(Outer)	Computer+INT	UTGEIS
FTA Inner ~~XXX~~	Pension Scheme(NEW)	FAN Advance
FTA Outer ~~XXX~~	PART BILL-Schedule	Int.on FAN Advance
PayBill(BackSheet)	PART GPF	Increment Certificate
Pay Bill(Certificate)	PART HBA+INT	Income Tax
Pay Certificate	PART MCA+INT	Consolidated Income
Pay Fixation Report for 7PC	PART Computer+INT	TAX
Bonus	PART Pension Scheme(NEW)	LIC
Bonus List	PART Income Tax	License Fee
Bonus Outer	PART Consolidated Income TAX	Misc. Inside Recov.
Gazetted Officer Correction	PART CGEIS	NIC
Bonus ECS Statement	PART UTGEIS	Postal Life Insu
Bonus Text File	PART LIC	PLI Arrear Report ~~XXX~~
Compensatory	PART NIC	Other Reports
Comp. Pay List	PART Cycle Adv	Professional Tax
Comp. Pay Outer	PART Int.on Cycle Advance	Budget(HeadWise)
Comp. Pay ECS Stmt	PART Festival Adv	Income Tax
Comp. Pay Text File	PART License Fee	Income Tax(Quarter)
HRA	PART Postal Life Insu	Payments
HRA CheckList billwise		GPF Reports
HRA Outer		DA
HRA ECS Statement		DA CheckList billwise
		DA Arrear schedule
		DA ECS Statement
		DA Outer
		PBR Number Change
		DA-Arrear TEXT file Creation
		DA CheckList (J & K Relief)
		DA Excel Formate

6. Select the calculated Bill Group under the select Bill Group Drop Down List Box,
Enter the beams bill no as 0 to check the data, If data is correct then Proceed with Beam Bill Number
and click on **View and Print** Button For **Final Inner Report**
7. Select the calculated Bill Group under the select Bill Group Drop Down List Box,
Enter the beams bill no as 0 to check the data, If data is correct then Proceed with Beam Bill Number
and click on **View and Print** Button For **Final Outer Report**

The screenshot shows the 'Reports(Inner and Outer)' page of the PaySoft system. At the top, there is a header with the PaySoft logo and 'GOVERNMENT OF PUDUCHERRY'. Below this is a navigation bar with links: Master, Pay Transaction, ShortTerm Advance, PROCESS(PAY/DA/BONUS), CLAIMS, Reports, General Reports, and SIGN OUT. The main content area has a green bar with 'Chief Secretariat ,Puducherry' and the title 'Reports(Inner and Outer)'. A 'Main Page' link is on the right. The instructions state: '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'. There are two input fields: 'Select a Bill Group:' with a dropdown menu and 'Beams Bill Number:' with a text box. Below these are three more input fields: 'Gross Beams:', 'Gross Esalary:', and 'Gross FTA/CA:'. A note says 'NOTE:: KINDLY CHECK WITH THE BILL GROUP,BILL NUMBER AND AMOUNT...'. At the bottom are two buttons: 'View and Print' and 'Print'.

8. Click on **View and Print** Button For **ECS Report** Directly

The screenshot shows the '(Schedules and Other) Reports Screen' of the PaySoft system. At the top, there is a header with the PaySoft logo and 'GOVERNMENT OF PUDUCHERRY'. Below this is a navigation bar with links: Master, Pay Transaction, ShortTerm Advance, PROCESS(PAY/DA/BONUS), CLAIMS, Reports, General Reports, and SIGN OUT. The main content area has a green bar with 'Chief Secretariat ,Puducherry' and the title '(Schedules and Other) Reports Screen'. There are two input fields: 'Select Only for DA Process ---->' and 'start date' with a dropdown menu. Below these are two more input fields: 'end date' and 'Select' with a dropdown menu. A 'Main Page' link is on the right. The instructions state: 'For Acquittance Only To Include ECS Employees Also ? (Please Tick here)'. Below this is a text box with the text: 'Reports can be viewed through Acrobat Reader only(CurrentVersion-9.0) For Legible printout,use Laser /Inject printer(preferably)'. There are two tips: 'Tips 1:To minimize the Internet usage create and save the reports locally in a Folder then take Printout.' and '2:If the printer is not connected with the system having Internet, follow Tips 1 and copy the saved files to the system where printer is available.'. At the bottom are two buttons: 'View and Print' and 'Print'. A link 'Download Adobe Reader' is also present.

9. Submit the Reports(Inner, Outer & ECS) along with Authorization Slip to DAT for HRA Arrear Process