

## Steps by Step Advisor for PaySys:

Access: <https://jkpaysys.gov.in>

Site Designed & Developed By **National Informatics Centre**  
This site is best viewed in Google Chrome

### Important Points to Note (Must Read):

- Before Boarding JkPaysys make ensure that DDO has filled and verified all CPIS Forms ( 1 to 7) of all Employees on <https://www.jkcpis.nic.in>. Please make sure you have correctly filled Form 1, 2-A and 2-B.
- Your Username is your Accountants Generals Code (AG Code) like AAAAAA1234.
- User has to reset Maker/Checker Passwords using default password provided to them on email.
- Keep the Practice of changing your Password (M/C) atleast once a month.
- DDO has two types of roles. One as maker (Bill Preparer) and other as Checker (Bill Approver). Their Username is same but passwords are Different.
- If Bill is generated from DDO Maker and sent to Checker, it will be a **Draft Bill**. Once DDO Checker Verifies and sends Bill to Treasury, 25 Digit Final Bill Number (FBM) is

allotted to Bill which will be reference number for Treasury. DDO must note this number.

- Once Checker approves Bill, Bill is sent electronically to Treasury. Both Checker/Maker can see status of his bill in Dashboard.
- If Checker rejects the bill, Maker can see the Bill Under Menu Rejected Bills along with the reason.
- In case Bill is rejected from Treasury Maker has to First Click on Fetch Payment Details On DashBoard under Quick Links. He has to Click on Update Fetch TV Details/Fetch Rejected Bills & Fetch Manual Bills links. All these Bills will now appear under Menu-> Bill Processing-> Rejected Bill Option Menu.
- User can use Latest Google Chrome/IE browser.
- Make sure to enable POP Up for this website in Browser settings.
- In case user forgets his Password he can click on Forget Password option given on main page. After supplying his Username and E-Mail registered with Paysys Account, he will get OTP on his Email and can then reset his password.

# JK PaySys Dashboard

## Quick Link

Director Finance (Maker) | Dashboard | Masters | Bill Processing | Reports | Schedules | Logout

### Dashboard

- Fetch DDo Budget
- Account details
- Fetch Payment details
- Check Bill Status
- Fetch CPIS Data (Bulk)
- Rejected/Objected Bills
- Invalid Account Numbers
- Invalid Temporary Employee Account Numbers
- Invalid Pran Numbers
- (View/Edit)Third Party Detail
- List of Changed AccountNumbers/Branch

#### Bill Status

- Bills Forwarded to Checker - 7
- Bills Rejected by Checker - 0
- Bills Forwarded For Payment - 1
- Bills Rejected by Payment System - 0
- Bills Paid Successfully - 0

#### Profile Updation

- Reset Password
- DDO Details

Update Your Budget From Dashboard Opt

Designed And Developed By National Informatics Centre

### Dashboard

- Fetch DDo Budget
- Account details
- Fetch Payment details
- Check Bill Status
- Fetch CPIS Data (Bulk)
- Rejected/Objected Bills
- Invalid Account Numbers
- Invalid Temporary Employee Account Numbers
- Invalid Pran Numbers
- (View/Edit)Third Party Detail
- List of Changed AccountNumbers/Branch

#### Bill Status

- Bills Forwarded to Checker - 7
- Bills Rejected by Checker - 0
- Bills Forwarded For Payment - 1
- Bills Rejected by Payment System - 0
- Bills Paid Successfully - 0

#### Profile Updation

- Reset Password
- DDO Details

**Step By Step Advice for Various Bills:**

1. Salary Bill
2. Wages/Re-Employee Bill
3. WDC Bill
4. Annual Increment
5. Advance Pay/Salary
6. D.A. Arrears
7. Salary Arrears
8. Due Drawn Statement
9. Leave Encashment
10. Medical Reimbursement
11. GPF/SLI/CGEGIS/DLI Bills
12. Nil Bill
13. Contributed Deposit Bill
14. Leave Travel Concession Bill
15. Children Education Allowance Bill
16. Over Time Bill Entry.
17. Works Bill
18. Deposit Bill
19. LPC Generation

## 1) Salary Bill:

Director Finance (Maker) | Dashboard | Masters | Bill Processing | Reports | Schedules | Logout

Select Month: February | Select Year: 2019-2020 | Scheme: 00201101000000000000 | Select Group: NON GAZETTED

Show

Designed And Developed By National Informatics Centre

### Step by Step:

1. First of all make sure that all employee details are entered in CPIS Data. Your DDO Codes on CPIS and JKPaysys must be same.
2. Make ensure to update their Basic details (Form 1) and Form 2(A&B) properly in CPIS and verifying them before porting data. In case if you try to port such employees, you will get error while setting employee data in PaySys.
3. **Use menu Master->Group Master and create all Bill Categories and Map appropriate Budget Authority with Bill Category.** Budget authority Default must be changed with your authority like bcaedu\*\*\* etc. In case you fail to do so, you will not be able to view budget while generating bill. Separate Groups can be created for Temporary Employees.
4. Check your Budget available in different schemes under menu Report -> Budget Control Register. **Use option Fetch Budget Details on Dashboard to sync your budget.**
5. View your DDO Profile. Checker user can make some allowed modification through link Master->DDO Details. In case if he cannot edit his profile, he can drop an email to **support-jkpaysys@jk.gov.in**.
6. Now Open Master->Employee Info menu.
7. For new users, there are two modes to fetch employees.

8. If you know CPIS-ID of employee enter his CPIS number and fetch him, his details will get populated in the form.
9. If you want to Bulk port the employees, Click on option Fetch CPIS Bulk Data. Make sure all employees fetched. **Please don't Attempt to fetch employees again once they are ported in JK Paysys.**
10. Now all employees will be populated on Left side Grid. Search option is given in case you want to search a particular employee.
11. Click on employee name in Left Grid. His details will be populated in the main Form. Select his scheme, Group assigned and other details and update the form.
12. **Again Click on employee name as per step 11. Under Salary details Tab make sure his Branch code, Account number, PAN number, HRA entitlement, City Class, GPF number are correct. Branch Code and Account Number must be Checked carefully and confirmed with employee.**
13. In Class of City Select appropriate class like Metro, B Class, Other etc. M is for Move employees getting Fixed 2500 HRA. Select Govt Accommodation not Available and mention Place of Posting if HRA is to be given.
14. For NPS employees there is provision of entering his GPF number.
15. Select Employee Status as Active. In case employee is Retired/Transferred/Dead/Duplicate DDO can select Option Inactive. He must mention date of Retirement etc.
16. Now Save/Update the record.
17. Now again on Left Grid click on Employee. Once his record is shown, click on Allowances. Select and fill all allowances entitled to him. Note that Rule based allowances are Auto Filled and are not visible in allowance form. They will get displayed in Employee Details form.
18. Allowances are of two type: Regular and Casual. Click on Casual Allowances in case they are to be given to employee. They are not part of Salary Bills, their bill is separately generated using Menu item 14/15 in this document.
19. Now open Deduction Form. You will see two types of Deductions viz Treasury Deduction (Contra Credit) and DDO Deduction (Included in the net amount of bill).
20. Select Appropriate deduction and Save.
21. In case of State life Insurance SLI deduction, enable SLI in Deduction Form and save. Then Click on SLI master and insert various policies and amount.

22. In case recoveries like GPF Refund, Advance Pay, HBA etc click on Recovery Master and insert details. These can be later on modified or edited from Checker Login only.
23. Repeat the process for all employees
24. Afterwards modifications will be done only in case there are changes in Allowances/Deduction of employees.
25. Now when master data of employees are set, click on menu Bill Processing->Salary Bill.
26. Select Month- Financial Year- Scheme and Group and then Click on Show Button. Afterwards Salary Bill of the group will be displayed.
27. **Note that if Employees in group are not appearing in Bill during Bill Processing, it means you have not saved their record with proper scheme.**
28. Generate the Bill only in case you have updated all allowance and deductions of all employees. It is advisable to check Draft Bill before forwarding bill to checker.
29. Thereafter, Click on “Forward Bill to Checker” button, it will generate bill and send it to checker. In case the Button “**Forward Bill to Checker**” is not visible, it means you don’t have Budget in this scheme.
30. In case Checker returns bill to maker, maker can see bill under Menu item BillProcessing->Rejected Bills.
31. Now if there is any NPS employee in this bill, it is mandatory to generate NPS Contra Bill.
32. **For generating NPS Employees Contra Bill, again open menu Bill Processing->Salary Bill. Select Month, year as usual and select Scheme as 08-2071- (NPS Scheme). Afterwards Salary Bill number will come. Generate the bill and send it to checker. In case you don’t have budget, u will not be able to see Send Bill to Checker.**
33. **Note that Any NPS Bill (Arrears also) has to be generated using options as per step 27 above.**
34. In case of any Mistake, User has to first Delete NPS Contra Bill before he deletes corresponding Salary Bill in case it is very necessary.
35. Various reports and schedules are available related to Salary Bills.
36. Now user has to take print of Salary Bill and PayBill FC 19 reports. In case NPS Employees are there in bill, he has to attach NPS FC19 report also.

**37. Important: Create group GSA and map it with authority. Choose Pay-Commission of these employees as GSA. GSA employees' bills can be prepared by moving all GSA employees to Group GSA. Using menu Bill Processing - GSA employee Salary Bill/Arrear Bill creates their bill and print reports of GSA can be Viewed/Printed.**

**38. Important: For Court case/departmental recovery, In add deduction option select "penalty court or department" the deducted amount will be credited in DDO CD account.**

**39. SRO 202 employees: In this case create separate group for these employees and don't click or select NPS since this will force for creation of NPS contra bill. Create their bill then as usual.**

**40. Suspension of Employee:**


- 
- 1) For suspended employee, open menu Suspension in Master menu.
  - 2) Enter Date of Suspension, order no and date, basic % etc.
  - 3) While generating bill, his Pay will be calculated as per Order.
  - 4) For restoration, Click on his record and enter restoration order and date.
  - 5) Generate his arrears.

**Use of Other Menus in Master:**

- a) Use option Group employee mapping to remove or add employee from a group quickly.
  
  - b) Use Option Bulk Allowance/Bulk Deduction to give allowance/deduction to employees of a group in a single go.
  
  - c) Use option Manage Seniority to correct order of appearing of employees in a bill.
-




## 2. Wages/Re-Employee Bill:



# PAYMENT SYSTEM (PaySys)

Government Of Jammu & Kashmir



---

Director Finance (Maker)
Dashboard
Masters
Bill Processing
Reports
Schedules
Logout

### Wages Bill

[Back to Grid](#)

Bill type	Scheme	Detail Head	Employee Type	From Month	From Year	To Month	To Year
All	00-2011-01-000-01	025- WAGES	Contractual	January	2020	January	2020

[Show](#)

### Budget Details

Budget	Expenditure	Balance
0.00	0.00	0.00

Sno	EmpId	Rate	Emolument Type	Period	Amount
1	T000000006-CHANCHAL SINGH	3000	Monthly	1	3000
<b>Total</b>					Rs. <b>3,000.00</b>

Total - **3,000.00**

Supported document (if any)  No ...sen

[Save](#)

Designed And Developed By National Informatics Centre

1. Create Group for Temporary Employees. In Group mapping, map Temporary employees with Groups.
2. Keep Separate Group for Separate Category of employees.
3. Employees other than Regular are Classified as Contractual / DailyWager / Re-Employed / Leave Arrangement / StipendPGStudent.
4. In Menu Master-Temporary Employee click on New Entry.
5. Enter relevant details of employee's upto his account details.
6. Now Select Employee type.
7. Employee type is Re Employed/ Leave-Arrangement/Stipend etc.
8. Select option Consolidate in case of consolidated payment to employee.
9. Select Integrated in case Employee is entitled for DA HRA etc.
10. For temporary employee, create a group and then map it with employees.
11. Select his Pay commission, Level and Pay in Payband along with payment scheme and click on save button.
12. This will add employee in data base.
13. Now open menu Bill Processing and select Wages Bill/ ReEmployment Bill/ GSA Bill as per employee group and generate the bill thereafter send bill to Checker.
14. Checker will Select Scanned Supporting Document (Attendance register) in PDF format (max 500kb) & then Verify and Send Bill to Treasury.
15. Under Report Menu, details of Wages Bill can be printed.
16. In case you want to Disable Employee, Open his details and click on In-Active Button and then save record will proper Retirement/Death Date entry.
17. Generation of Arrears Bills of Re-Employed/GSA employees can be done using menus Reemployed Arrears/GSA Arrears.

### 3. WDC Bill:

The screenshot shows the 'WDC Bill Entry' form in the PaySys application. The header includes the logo and navigation menu. The form is divided into several sections: 'WDC Bill Entry' with fields for Mode of Payment (J&K Bank selected), Accounts Classification, and Object Expenditure; 'Budget Details' table showing Budget, Expenditure, and Balance all at 0.00; 'Payment Details' table with columns for Payment in favor, Search, Name, Account Number, Voucher Amount, Payable Amount, Voucher Number, Voucher Date, withdrawlytype, and Action; a 'Deduction Scheme' section with a table for adding contra entries; and 'Contra Details' showing a Total Contra of 0.00. A 'Supported document' field with a 'Choose File' button and a 'Save' button are also present.

**WDC Bill Entry**

Mode of Payment:  J&K Bank  Others    Accounts Classification: --select--    Object Expenditure: --select--

**Budget Details**

Budget	Expenditure	Balance
0.00	0.00	0.00

**Payment Details**

Payment in favor	Search (optional)	Name	Account Number	Voucher Amount	Payable Amount	Voucher Number	Voucher Date	withdrawlytype	Action
GST	<input type="text"/>	--select--		0	0			--select--	Add Payment

**Deduction Scheme**

Deduction Scheme	Amount
--select--	0

Total Gross- 0.00    Total Net- 0.00    Total Deduction- 0.00

**Contra Details**

Total Contra- 0.00

Supported document (if any)  No ...sen

Designed And Developed By National Informatics Centre

1. In Menu Bill Processing->WDC Bill, Click New Entry.
2. Select Mode of Payment, Scheme, Object Head. Budget Under Appropriate Scheme/Object Head must be available.
3. In "Payment in Favour of" Select suitable option viz Third Party/Employees/DDO.
4. In case if you select Employees all employees will be displayed. Select the employee.
5. In case of Third Party, if Agency is not created, create agency by Selecting -NEW- Enter agency details and save record. Once agency is added you can make payment to agency by selecting it.
6. After adding beneficiary, Enter Voucher amount, Payable Amount, Voucher number/Date.
7. If there is Difference in Voucher amount and payable amount adjust it by making a contra entry by selecting Deduction Scheme and entering difference. Save this record.
8. Select Scanned Supporting Document in PDF format (max 500kb), if Any.

9. Save the form and Bill No will be allotted. Multiple Bills can be entered and saved. Afterwards Send Bill to Checker for Approval.
10. Under Report section, WDC Bill Report can be viewed and printed.
- 11. In case of GST Bill, Select Payment in Favour of as GST.**

#### **4. Annual Increment:**

1. Bill of Annual increment to employee can be generated once a year.
2. Select option Bill Processing->Annual Increment. Select Year, Group and PayCommission. Then click View.
3. On this all employees will come in form. Make appropriate changes and send to Checker.
4. When checker will Verify/Approve Bill, Increment will be Automatically Reflected in Employee data. Report of salary Increment is available in Report Section.

#### **5. Advance Pay/Salary Bill:**

1. In menu Bill Processing->Advance Pay Select Month, Year, Scheme and Group, click show. All employees under this group will appear in form. Check Radio Button below Select Heading.
2. Edit amount of advance pay and then save and send Bill to Checker.
3. Report name Advance pay under Report section is available.

#### **6. D.A. Arrears:**

1. In Menu Bill Processing->DA Arrears, Select Period, Group, payment schemes and employees.
2. DA Arrear for the period will be reflected.
3. If budget is available, Forward Bill to checker option will be enabled. Maker should send the bill to checker after making sure about amount.
4. Checker can send the Bill to treasury for payment.
5. Under Report section, DA Bill Report can be viewed and printed.

## Salary Arrears:

Director Finance (Maker) | Dashboard | Masters | Bill Processing | Reports | Schedules | Logout

**Salary Arrear**

From Year:  From Month:  Current Session  
To Year:  To Month:   
Schemecode

[View](#)

1. In Menu Bill Processing->Salary Arrears, select Year/Month from Year/To and click on Show Salary Arrears.
2. All employees will appear.
3. Select Employee/Employees to whom Arrears have to be released.
4. Click Show Salary Arrears.
5. Click on Empid Hyperlink in case you want to make changes.
6. This link will open all allowances/Deductions. Update them and Generate Bill.
7. Checker can send the Bill to treasury for payment after Verification etc.
8. Print out of Reports like Salary Arrears, Salary Arrears NPS, Salary Arrears/NPS FC19 can be taken out.

## 7. Due Drawn Statement:

Generate Due Drawn     Generate Bill

**Due Drawn**

From Year:     From Month:     Current Session  
 To Year:     To Month:

Select Employee:

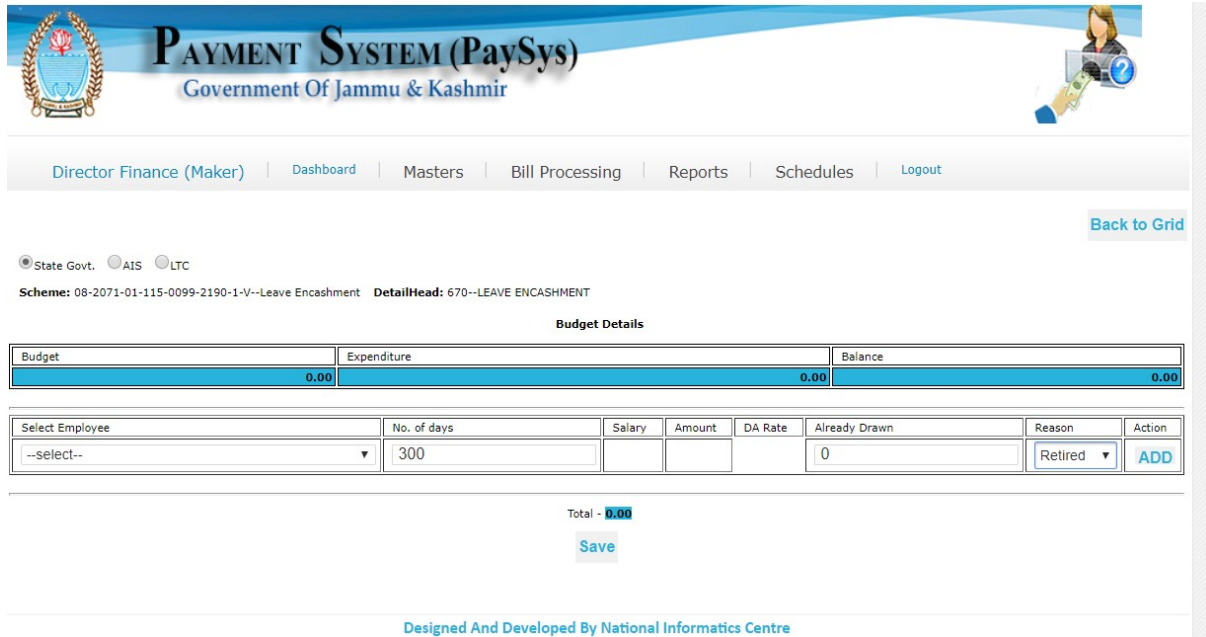
[View](#)

empid	Month	year	Basic Pay	Grade Pay	DA	HRA	MA	CCA	C A
04000011847	January	2019	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
04000011847	February	2019	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
04000011847	March	2019	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
04000011847	April	2019	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
04000011847	May	2019	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
04000011847	June	2019	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
04000011847	July	2019	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
04000011847	August	2019	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
04000011847	September	2019	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

[Save Due Drawn](#)

1. All pending Arrears will be generated through this module.
2. In Menu Bill Processing->7 PC Due Drawn Statement. Click on Generate Due Drawn.
3. Select Period and Employee who has to be given arrears.
4. Click View and Fill payable arrears to him month wise.
5. Save the form. You can delete the record if you find some issue.
6. Now Click on Bill Generate option.
7. Select Scheme, Employee and Payment Type.
8. Payment Type can be Net/GPF or Both. Select options as per Govt Order.
9. Save the bill and send to checker.
10. Checker can send the Bill to treasury for payment after verification.
11. Under Report section, Report can be viewed and printed.

## 8. Leave Encashment:




The screenshot shows the 'PAYMENT SYSTEM (PaySys)' interface for the Government of Jammu & Kashmir. The navigation menu includes: Director Finance (Maker), Dashboard, Masters, Bill Processing, Reports, Schedules, and Logout. A 'Back to Grid' button is visible in the top right. The form is for 'Leave Encashment' with 'Scheme: 08-2071-01-115-0099-2190-1-V' and 'DetailHead: 670--LEAVE ENCASHMENT'. It features radio buttons for 'State Govt.', 'AIS', and 'LTC'. A 'Budget Details' table shows Budget, Expenditure, and Balance, all with a value of 0.00. Below this is a table for entering employee details:

Select Employee	No. of days	Salary	Amount	DA Rate	Already Drawn	Reason	Action
--select--	300				0	Retired	ADD

A 'Total - 0.00' label and a 'Save' button are located below the table. The footer of the page reads 'Designed And Developed By National Informatics Centre'.


1. In Menu Bill Processing->Leave Encashment, Click New Entry.
2. Make ensure to Fill Retirement/Death date of retired / Dead employee properly.
3. Ensure that in Employee detail he is allotted cadre.
4. Select State Govt/AIS (For All India Service Officers)
5. In case of Retired employee his Date of Retirement must be entered.
6. Enter Retirement date from Employee Information Form by selecting Inactive Option.
7. Select Employee, No of Days, Salary and amount and enter reason and save record.
8. Repeat process if any other employee is there.
9. Save the form and Bill No will be allotted.
10. Send Bill to Checker for further action.
11. Under Report section, Leave Encashment Report can be viewed and printed.

## 9. Medical Reimbursement:



# PAYMENT SYSTEM (PaySys)

Government Of Jammu & Kashmir



---

[Director Finance \(Maker\)](#) | [Dashboard](#) | [Masters](#) | [Bill Processing](#) | [Reports](#) | [Schedules](#) | [Logout](#)

**Total Budget : Rs. 500000 || Balance : Rs. 500000 || Expenditure : Rs. 0**

Select month:

Select Scheme:

Amount Sanctioned:  IPD  OPD

Gross Amount:

Select Year:

Select Employee:

TDS

Net Amount:

[Add](#)

Sno	Scheme	Emp Name	IPD	OPD	Gross_Amt	TDS	Net Amt	Action
1	08205400097009903241V	04000011131--VINODJOSHI	1255	0	1255	0	1255	<a href="#">Delete</a>
Total			1255	0	1255	0	1255	

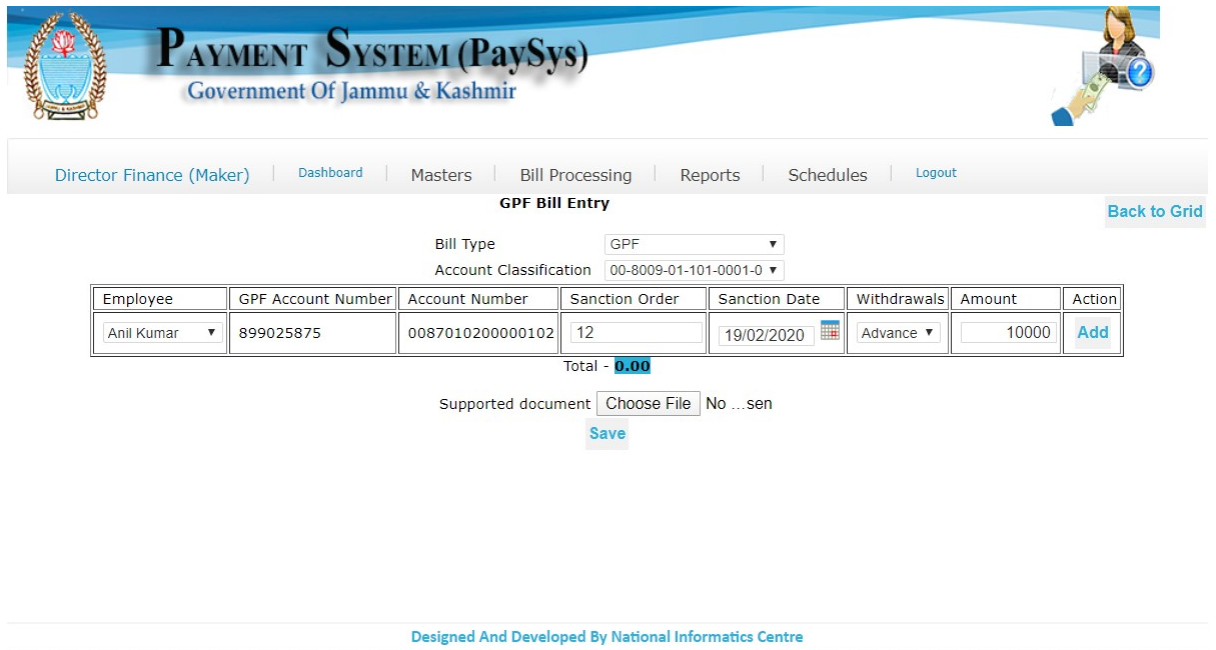
Supported document (if any)  No ...sen

[Save & Generate BILL](#)

---

Designed And Developed By National Informatics Centre

1. In Menu Bill Processing->Medical Reimbursement, Select Month, Year, Scheme and month and select Employee.
2. Fill form and click Add, after that repeat process for next employee.
3. Save the form and Bill No will be allotted. Send Bill to Checker for further action.
4. Under Report section, View Medical Reimbursement Report can be viewed and printed.

**10.GPF/SLI/CGEGIS/DLI Bills:**


The screenshot shows the 'PAYMENT SYSTEM (PaySys)' interface for the Government of Jammu & Kashmir. The user is logged in as 'Director Finance (Maker)'. The main menu includes 'Dashboard', 'Masters', 'Bill Processing', 'Reports', 'Schedules', and 'Logout'. The current page is 'GPF Bill Entry', with a 'Back to Grid' link.

Form fields include:

- Bill Type: GPF
- Account Classification: 00-8009-01-101-0001-0

Employee	GPF Account Number	Account Number	Sanction Order	Sanction Date	Withdrawals	Amount	Action
Anil Kumar	899025875	0087010200000102	12	19/02/2020	Advance	10000	Add
Total -							0.00

Supported document:  No ...sen

Designed And Developed By National Informatics Centre

1. Open link Bill Processing->GPF Bills, Select Bill Type as per case (GPF/SLI/CGEGIS), Account Classification and select Employee. For DLI select DLI Bill Option.
2. Enter Sanction Date, Sanction Date, Type of Withdrawal, Amount and number of installments.
3. In case of multiple employees click on Add Button on right.
4. After record entry of employees is done, click on choose File and upload Sanction order.
5. Save the form and Bill No will be allotted. Send Bill to Checker for further action.
6. Under Report section, View GPF Report can be viewed and printed.
7. Note that GPF/SLI/CGEGIS must be checked in employee deduction.




### **11.Nill Bill:**

1. In Menu Bill Processing->Nill Bill, Click New Entry.
2. Select Scheme, Object Head and Gross and Net amount of Bill.
3. Select Scheme, Amount, Financial concurrence Number/Date, click Add.
4. Save the form and Bill No will be allotted. Send Bill to Checker for further action.
5. Under Report section, Nill Bill Report can be viewed and printed.

### **12.Contributed Deposit Bill:**

1. In Menu Bill Processing->Nill Bill, Click New Entry.
2. Select Scheme, Object Head and Gross amount of Bill.
3. Select Scheme, Amount, Financial concurrence Number/Date, click Add for new record.
4. Save the form and Bill No will be allotted. Send Bill to Checker for further action.
5. Under Report section, Nill Bill Report can be viewed and printed.

**13. Leave Travel Concession Bill:**


Director Finance (Maker) | Dashboard | Masters | Bill Processing | Reports | Schedules | Logout

**Leaving Travelling Concession Bill Entry**

Accounts Classification: 08-2054-00-09 | Object Expenditure: 003 - LEAVE TRAVEL CONCESSION(LTC)

**Budget Details**

Budget	Expenditure	Balance
12120000	10	12119990

**Payment Details**

Sno	Emp Name	sanctionn No	Santion Date	Amount	Advance Amount	Net Amount	Action
1	VIJAY KUMAR DHAR	15	1/1/2019 12:00:00 AM	50000	10	49990	Delete
<b>Total</b>				Rs. 50,000.00	10.00	49,990.00	

Total Gross- 50,000.00

Type:  Advance  Final City:  Home  AnyWhere

Advance Bill Drawn From:  Payscale  Manual

Employee name: VIJAY KUMAR DHAR | Sanction NO: | Amount: | Sanction Date: 01/01/2019 | block year: 2015-2019 | Advance Bill: 849 | Advance Amount: 10 | Action: Add

Supported document (if any) Choose File No ...sen

[Send to checker](#)

Designed And Developed By National Informatics Centre

1. In Menu Bill Processing->Leave Travel Concession, Click New Entry.
2. Select Advance/Final and Type of LTC (Home/All India).
3. Select Advance Bill Drawn from Payscale/manual.
4. Enter Sanction no, Amount, Sanction Date, Block Year/Advance Bill no, Advance Amount.
5. Attach Scanned Bills Etc.
6. Save the form and send to Checker. Bill No will be allotted.
7. Under Report section, LTC Bill can be viewed and printed.
8. Note that LTC must be selected in Casual allowances of employee in Allowance Form.

## 14.Children Education Allowance Bill:


The screenshot shows the 'Child Education Allowance Bill Entry' form in the PaySys application. The interface includes a navigation menu with options like 'Director Finance (Maker)', 'Dashboard', 'Masters', 'Bill Processing', 'Reports', 'Schedules', and 'Logout'. The main form area is divided into several sections:

- Accounts Classification:** A dropdown menu showing '08-2054-00-09' and 'Object Expenditure' with '001 - Salary' selected.
- Budget Details:** A table showing Budget (57,000,000.00), Expenditure (925,522.00), and Balance (56,074,478.00).
- Payment Details:** Fields for Employee name (TILAK RA.), Number of Child (2), and a Save button.
- Table:** A table with columns: Sno, Type, Amount, Already Drawn, and Total Amount. It contains one entry for 'CHILD EDUCATION ALLOWANCE' with an amount of 27000 and a total amount of 54000.
- Payment Details (Bottom):** A checkbox for TDS (unchecked) with a value of 0, an Add button, and summary fields for Total Gross-0, Total Net-0, and Total Deduction-0. There is also a 'Supported document (if any)' section with a 'Choose File' button.

At the bottom of the page, it says 'Designed And Developed By National Informatics Centre'.


1. In allowances of Employee, select allowance as Children Education Allowance under Casual Allowance.
2. In Menu Bill Processing->Children Education Allowance, Click New Entry.
3. Select Employee Name and Number of Children and save.
4. Enter Amount and Upload supporting documents.
5. Save the Bill and send to Checker. Bill No will be allotted.
6. Under Report section, CEA Bill can be viewed and printed for submission to treasury.
7. Note that Children Education Allowance must be selected in Casual allowances of employee in Allowance Form

## 15. Over Time Bill Entry:



# PAYMENT SYSTEM (PaySys)

Government Of Jammu & Kashmir



---

Director Finance (Maker)
Dashboard
Masters
Bill Processing
Reports
Schedules
Logout

### Over Time Bill

Scheme	Group	Month	Year
08-2054-00-097-0 ▼	649--NON ▼	January ▼	2019-2020 ▼

[Show](#)

### Budget Details

Budget	Expenditure	Balance
<b>57,000,000.00</b>	<b>925,522.00</b>	<b>56,074,478.00</b>

Sno	EmpId	Basicpay	Days	Type	Amount
1	TILAK RAJ - STJPHE00010004	44900	30	Election	14484
<b>Total</b>				<b>Rs.</b>	<b>14,484.00</b>

Employee	Basic Pay	Days	Type	Action
--select-- ▼	<input type="text"/>	<input type="text"/>	Election ▼	<a href="#">Add</a>

Total - **14,484.00**  
[Send to checker](#)

---

Designed And Developed By National Informatics Centre

- 1) Select Scheme, Group and Month.
- 2) Select Employee and no of days he is entitled for payment.
- 3) Select Type of Payment Normal/Election/Budget.
- 4) Prepare Bill and send it to checker.

## Works Bill:

### Open Menu Master-Work Entry.

- 1) Select if it is Budgetary.
- 2) Click on Fetch and Select Scheme.

Beams Work					
Home Assign Work Contractor Master Reports					
Work Define					
<input type="radio"/> Budgetary <input type="radio"/> DepositHead					
Scheme :	<input type="button" value="Fetch"/>	Activity :	No Record Found	Sector :	
Select work :					
WorkDesc :	<input type="text" value="ENTER WORK DESCRIPTION"/>	Type:	<input type="radio"/> New <input type="radio"/> On Going <input type="radio"/> Non Construction		
Site.Address :	<input type="text" value="ENTER SITE ADDRESS"/>	Location :	<input type="radio"/> Rural <input type="radio"/> Urban		
District :	No Record Found	Tehsil :	No Record Found	AssemblyConst :	No Record Found
	No Record Found	Village :	No Record Found		
Date of Initiation :	YYYY-MM-DD	Date of Completion :	YYYY-MM-DD		
ApprovedCost :	0.00	Amount In(Lakhs)			
		Mode	<input type="radio"/> Through Agency <input type="radio"/> Direct Tendered		
	Execution Agency:		No Record Found		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

Work Define					
<input checked="" type="radio"/> Budgetary <input type="radio"/> DepositHead					
Scheme :	<input type="button" value="Fetch"/>	Activity :	No Record Found	Sector :	
Select work :					
Site.Address :	<input type="text" value="ENTER SITE ADDRESS"/>	Location :	<input type="radio"/> Rural <input type="radio"/> Urban		
District :	No Record Found	Tehsil :	No Record Found	AssemblyConst :	No Record Found
	No Record Found	Village :	No Record Found		
Date of Initiation :	YYYY-MM-DD	Date of Completion :	YYYY-MM-DD		
ApprovedCost :	0.00	Amount In(Lakhs)			
		Mode	<input type="radio"/> Through Agency <input type="radio"/> Direct Tendered		
	Execution Agency:		No Record Found		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>					

Select Scheme & then select Workcode. Right hand Side will show all Works.

Work Define

Budgetry  DepositHead

Scheme :  Fetch Activity :  Sector :

Select work :  On going

Site Address :  Location :  Rural  Urban

District :  Tehsil :  AssemblyConst :

Date of Initiation :  Village :

ApprovedCost :  Amount In(Lakhs) Date of Completion :

Mode :  Through Agency  Direct Tendered

Execution Agency :

Save Cancel

Work Allotment

Search Work Code  Search Work Name

Work Code	Work Name	WorkType
EDUCS2020100001	Mid Day Meals	On going

Enter all information like Site Address, Location, District, Block, Village, DOI, DOC, Approved Cost and Agency/Direct Tendered. Now Save the Record. System will then ask you to upload Technical/Financial/Administrative Approval. Upload mandatory documents and Save the Work.

Work Define

Budgetry  DepositHead

Scheme :  Fetch Activity :  Sector :

Select work :  On going

Site Address :  Location :  Rural  Urban

District :  Tehsil :  AssemblyConst :

Date of Initiation :  Village :

ApprovedCost :  Amount In(Lakhs) Date of Completion :

Mode :  Through Agency  Direct Tendered

Execution Agency :

Save Cancel

Work Allotment

Search Work Code  Search Work Name

Work Code	Work Name	WorkType
EDUCS2020100001	Mid Day Meals	On going

Work Define

Budgetry  DepositHead

Scheme :  Fetch Activity :  Sector :

Select work :  On going

Site Address :  Location :  Rural  Urban

District :  Tehsil :  AssemblyConst :

Date of Initiation :  Village :

ApprovedCost :  Amount In(Lakhs) Date of Completion :

Mode :  Through Agency  Direct Tendered

Execution Agency :

Save Cancel

Work Allotment

Search Work Code  Search Work Name

Work Code	Work Name	WorkType
EDUCS2020100001	Mid Day Meals	On going

Number of Work(s) Assign Under Selected Scheme,Activity and Sector

Work Name	Work Type	Location	Site Address	Mode	Approved Cost	Revised Cost	Expenditure Upto 31 March	Technical Document	Administrative Document	Financial Document	Tender Document	Job Document	Cdr Document	ACTION
Mid Day Meals	On going	Rural	TAHAB PULWAMA	Tendered	2.95	0.00	0.00	YES	YES	YES	NO	NO	NO	Edit

After the work entry is done it will appear Bottom of Works Page. Once can edit this record.

**Deposit Bill**

**Login as maker and open menu Master->Deposit Work Creation.**

Director Finance (Maker) | Dashboard | Masters | Bill Processing | Reports | Schedules | Logout

**Work Master**

Description	Deposit Test	Location	<input type="radio"/> Rural <input checked="" type="radio"/> Urban	Account Classification	00-8443-00-800-00C
Site Address	MED Jammu	District	JAMMU	Tehsil	JAMMU
		Municipality	Jammu Muni	Mode of Execution	<input checked="" type="radio"/> Departmental <input type="radio"/> Tendered
Date of Initiation	2010-06-15	Date of Completion	2020-07-16	Executing Agency	S K singh
				Estimated Cost(in Rs)	12354444

[Save](#) [Reset](#)

**Save the record.**

masters/workmaster.aspx

jkpaysys.gov.in says  
Data Saved Successfully! and your job code is - GADDW2020100005

[OK](#)

**After getting this message click ok. Thereafter Record will be saved.**

**Now Open menu Masters->BindTRNoWithWork**



Director Finance (Maker) | Dashboard | Masters | Bill Processing | Reports | Schedules | Logout

By Bill  By Challan  By TreasuryTransfer

Workcode Search (optional)	Tvno	Tvdate	MajorHead	Amount	Action
Deposit <input type="text"/> <input type="button" value="Q"/>	<input type="text" value="1"/>	<input type="text" value="2020-09-02"/> <input type="button" value="Calendar"/>	<input type="text" value="2055"/>	<input type="text" value="1000"/>	<a href="#">Show TR</a>



Select suitable option, like:

By Bill

By Challan

By Treasury

Enter Valid inputs and click on Show TR Button. Save the Record

Now open Work Entry and select Deposit.

Beams Work (Welcome ABCDEF1234) Home Assign Work Contractor Master Reports ▾ Back						
Work Allotment						
Search Work Code		Search Work Name				
Work Code	Work Name	ApprovedCost	WorkType	Scheme	Mode	SiteAddress
GADDW2020100000	aklnoor road	1000.00	On going	00844300101000000001V	D	aklnoor
GADDW2020100001	SDAD	10.00	On going	00844300101000000001V	D	DADA
GADDW2020100005	Deposit Test	12354444.00	On going	00844300800000000001V	D	MED Jammu
HOMDW2020100007	WORK NEW	1000.00	On going	00844300103000000001V	D	SSS

Click on Workcode

Beams Work (Welcome ABCDEF1234) Home Assign Work Contractor Master Reports ▾ Back						
Work Allotment						
Search Work Code		Search Work Name				
Work Code	Work Name	ApprovedCost	WorkType	Scheme	Mode	SiteAddress
GADDW2020100000	aklnoor road	1000.00	On going	00844300101000000001V	D	aklnoor
GADDW2020100001	SDAD	10.00	On going	00844300101000000001V	D	DADA
GADDW2020100005	Deposit Test	12354444.00	On going	00844300800000000001V	D	MED Jammu
HOMDW2020100007	WORK NEW	1000.00	On going	00844300103000000001V	D	SSS

Uploaded Document of Selected/Current Work

Work	DocumentType	Doc No.	Doc Date.	Doc Amount.	Agency	Refrence No	PDF
Document:	Technical Sanction ▾						
Order No.	<input type="text"/>	Order Date	<input type="text" value="YYYY-MM-DD"/>	Doc Upload :	<input type="button" value="Choose File"/> No file chosen		<input type="button" value="Upload"/>
					File size should be less than 1MB		

Work Info

Work Name	Work Type	Location	Site Address	Mode	Approved Cost	Technical Document	Administrative Document	Financial Document	Tender Document	Job Document	Cdr Document
WORK NEW	On going	Urban	SSS	Departmental	1000.00	NO	NO	NO	NO	NO	NO

Upload all relevant Documents like Administrative Sanction, Technical Sanction and Financial Sanction and enter valid inputs. Document must be in pdf format and permissible size per document in 1MB.

Now your flow is complete and you can proceed to Prepare Works Bill.



## Contractor Entry

Contractor Entry needs to be completed for Displaying Contractor during Bill Generation.

Click on Contractor Master.

Enter Name, Select Contractor Type, License number, PAN/TAN number, Address, Class of contractor (A/B/C/D etc), GST/TIN and his account details. Save the record after Cross Checking.

<b>Enter Name :</b> <input type="text" value="Enter Name"/>	<b>Contractor Type :</b> <input type="text" value="--Select--"/>	<b>Enter Licence No :</b> <input type="text" value="Enter Licence"/>	<b>Enter Pan No/Tan no :</b> <input type="text" value="Enter Name"/>
<b>Enter Address :</b> <input type="text" value="Enter address"/>			
<b>Select Bank Name:</b> <input type="text" value="Oriental Bank of Commerce"/>	<b>Select Branch Name:</b> <input type="text" value="--Select--"/>	<b>Enter Account No:</b> <input type="text" value="Enter Account No"/>	<b>Confirm Account No:</b> <input type="text" value="Confirm Account No"/>
<b>Class Of Contractor</b> <input type="text" value="A"/>	<b>Enter GST No:</b> <input type="text" value="Enter GST No."/>	<b>Enter Tin No:</b> <input type="text" value="Enter TinNo"/>	

Save

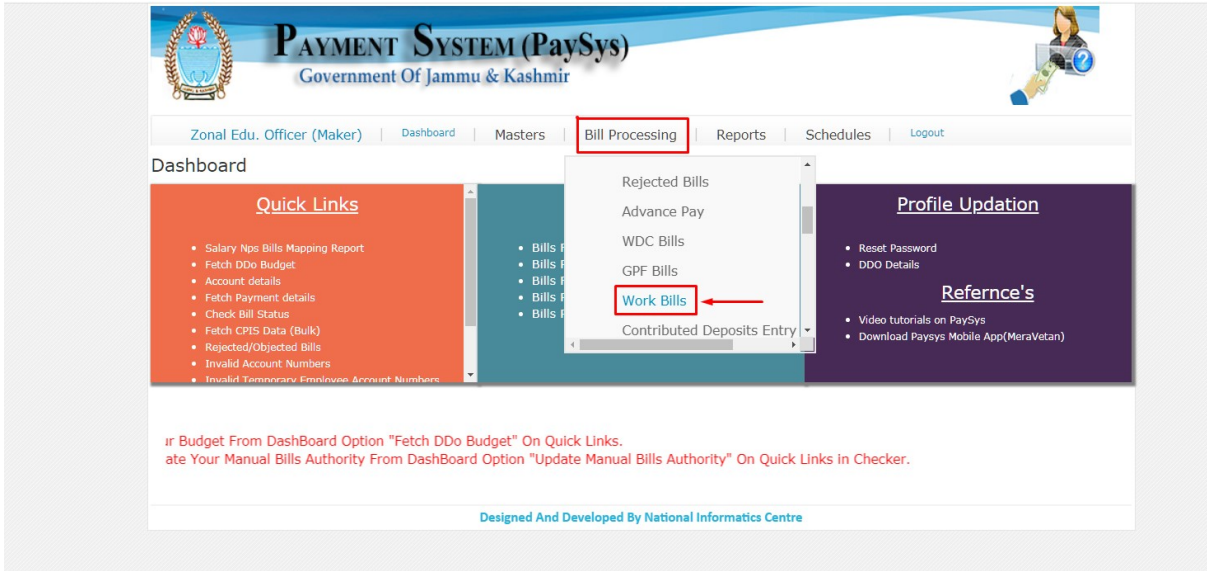
Sno.	Contractor Name	Contractor Address	Contractor Type	Licence No	PanNo/Tanno	Tin Number	Account Number	Gst No	BankName	Bank Branch	Class Of Contractor	EntryDate	Action
1	avikash sharma	dkjasdjasdajhdajsda asdjkasdjhdsdjh	Individual	PWD(R&B)J- DEE-185-20	AQEPB4768J	54445454	111111111111111111	asjdkasdsadklas	J&K Bank	Ahmad Nagar - 0889	B	29/06/2020	<a href="#">Edit</a> <a href="#">Delete</a>
2	Harjesh & Sons	dasdadadsa	Individual	45454545	AQEPB4768K	sdfsdfsfs	1122222222222222	sdfsfsfs	J&K Bank	0629- LONE HARIE	C	30/06/2020	<a href="#">Edit</a> <a href="#">Delete</a>

Now you can generate Bill related to this work. Some reports have been provided in this module.

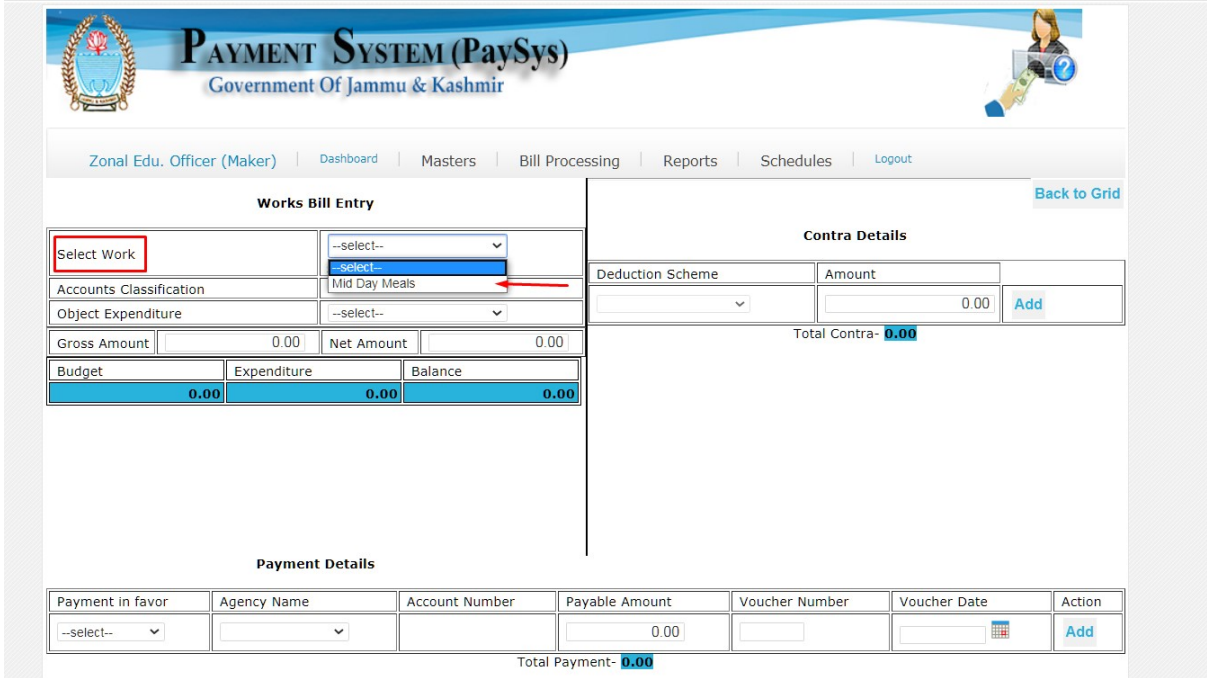
**Generating Works Bill**

Open Paysys and login in Maker.

Now click on option "Bill Processing" and then select Work Bills from the dropdown as shown below:



After selecting Work Bill, you have to select Work as shown in figure below:



Then, select Object Expenditure as 115(Works)

**PAYMENT SYSTEM (PaySys)**  
Government Of Jammu & Kashmir

Zonal Edu. Officer (Maker) | Dashboard | Masters | Bill Processing | Reports | Schedules | Logout

**Works Bill Entry**

Select Work: Mid Day Meals  
 Accounts Classification: 07-4202-01-800-0031-1030-2-V-mid day meal  
 Object Expenditure: 115--WORKS  
 Gross Amount: 0.00  
 Budget: 784,000.00 | Expenditure: 784,000.00

**Payment**

Payment in favor: --select--  
 Agency Name: [Empty]

**Contra Details**

Deduction Scheme	Amount	Action
[Empty]	0.00	Add

Total Contra- 0.00

Now, enter Payment Details as highlighted below and then Add the details. Select Third party and agency in case payment is to be made to Contractor registered in Beams.

Upload files if any. Max Allowed File Size is 500Kb. Save the Bill and then send it to checker.

At checker level, you have to verify the Bill in option Bill Processing> Bill Approval. Then send the Final Bill for payment to treasury.

Zonal Edu. Officer (Maker) | Dashboard | Masters | Bill Processing | Reports | Schedules | Logout

**Works Bill Entry**

Select Work: Mid Day Meals  
 Accounts Classification: 07-4202-01-800-0031-1030-2-V-mid day meal  
 Object Expenditure: 115--WORKS  
 Gross Amount: 0.00 | Net Amount: 0.00  
 Budget: 784,000.00 | Expenditure: 774,000.00 | Balance: 10,000.00

**Payment Details**

Payment in favor	Agency Name	Account Number	Payable Amount	Voucher Number	Voucher Date	Action
Third Party DDO	[Empty]	[Empty]	0.00	[Empty]	[Empty]	Add

Total Payment- 0.00

Supported document (if any) Choose file No f...sen

Save