Steps by Step Advisor for PaySys:

Access: https://jkpaysys.gov.in

Important Points to Note (Must Read):

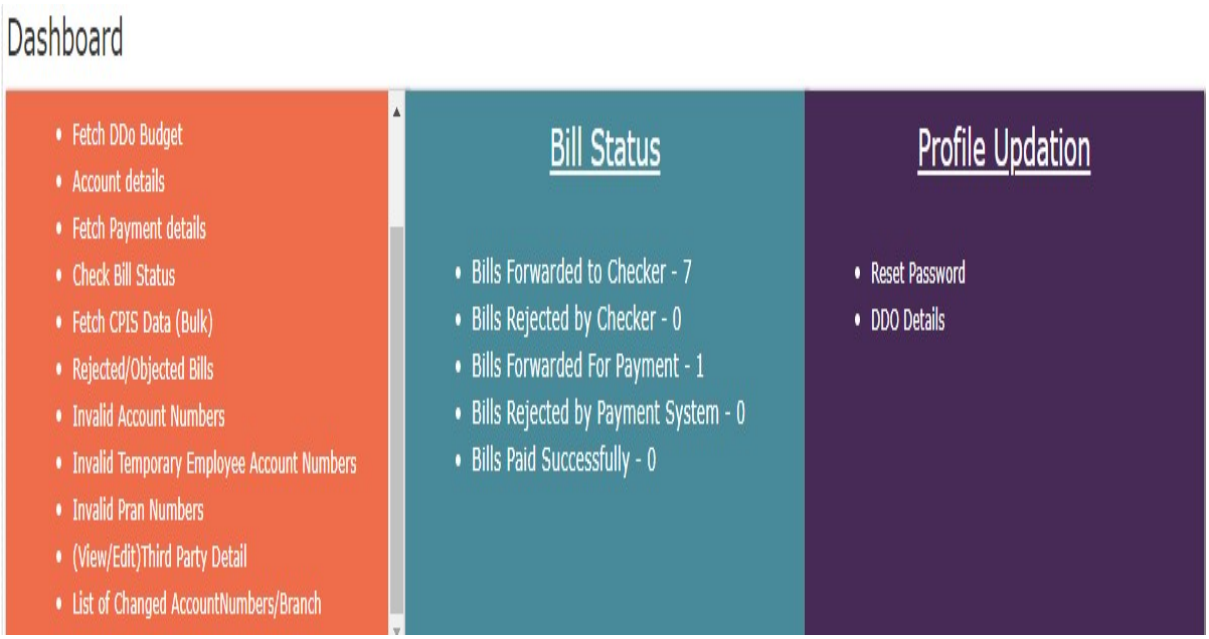
- Before Boarding JkPaysys make ensure that DDO has filled and verified all CPIS Forms (I to 7) of all Employees on https://www.jkcpis.nic.in. Please make sure you have correctly filled Form 1, 2-A and 2-B.
- Your Username is your Accountants Generals Code (AG Code) like AAAAAA1234.
- User has to reset 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

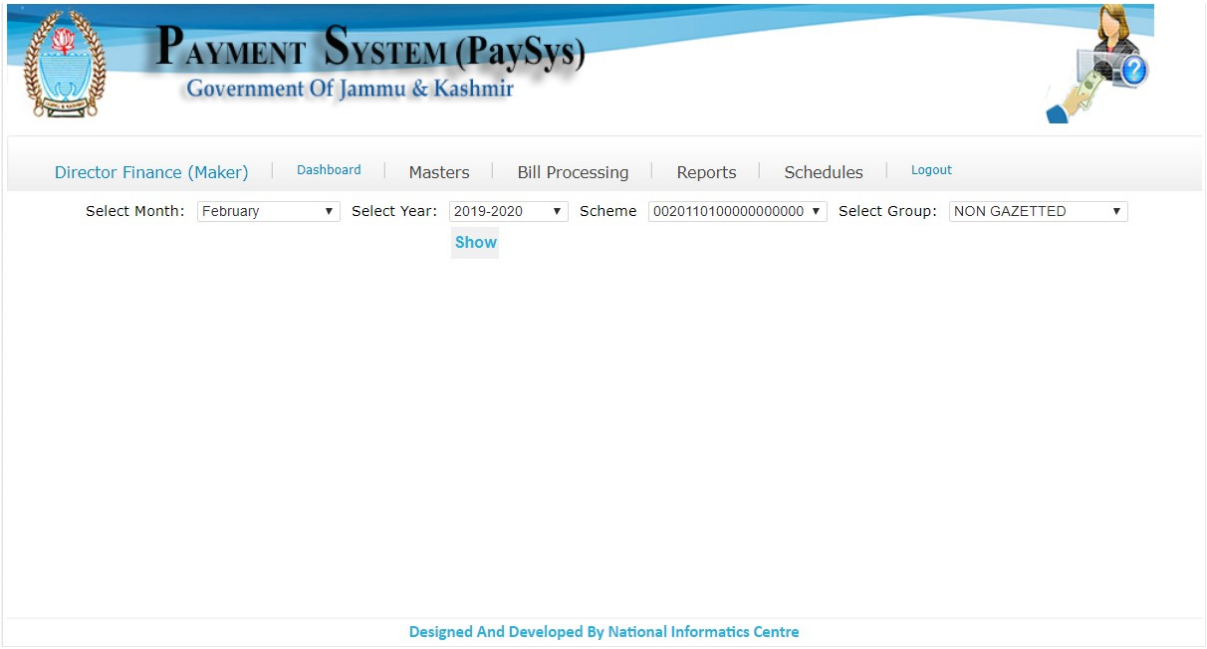
Quick Link



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. Nill 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:



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 his 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.

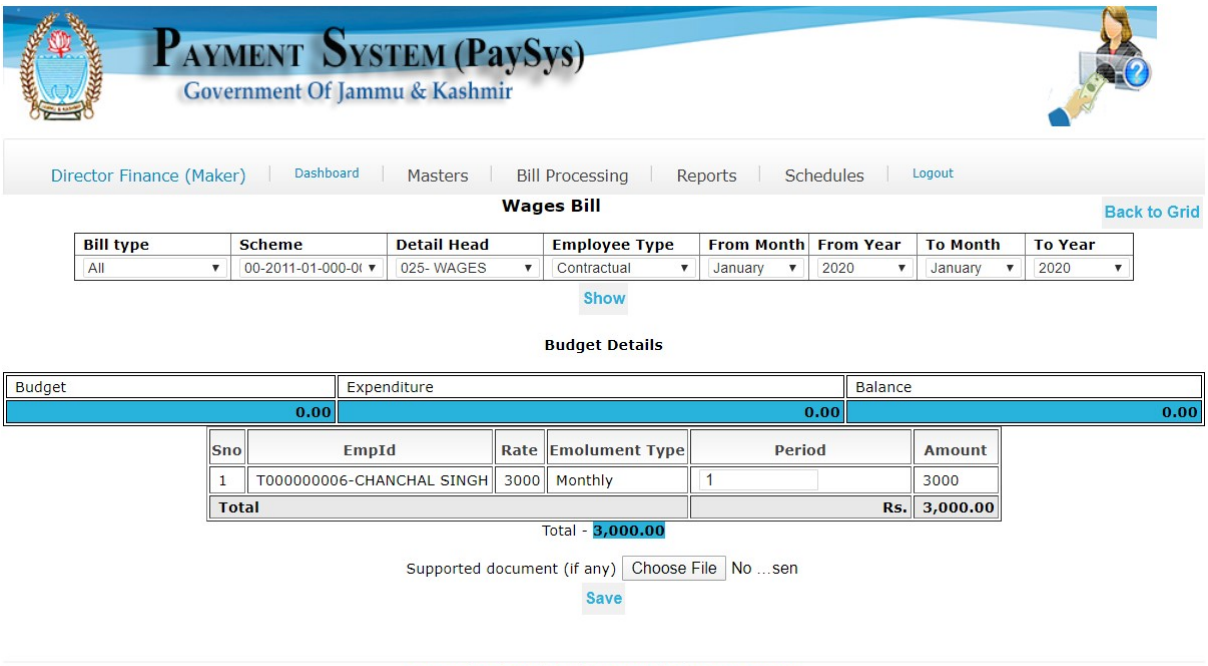
Use of Other Menus in Master:

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.**

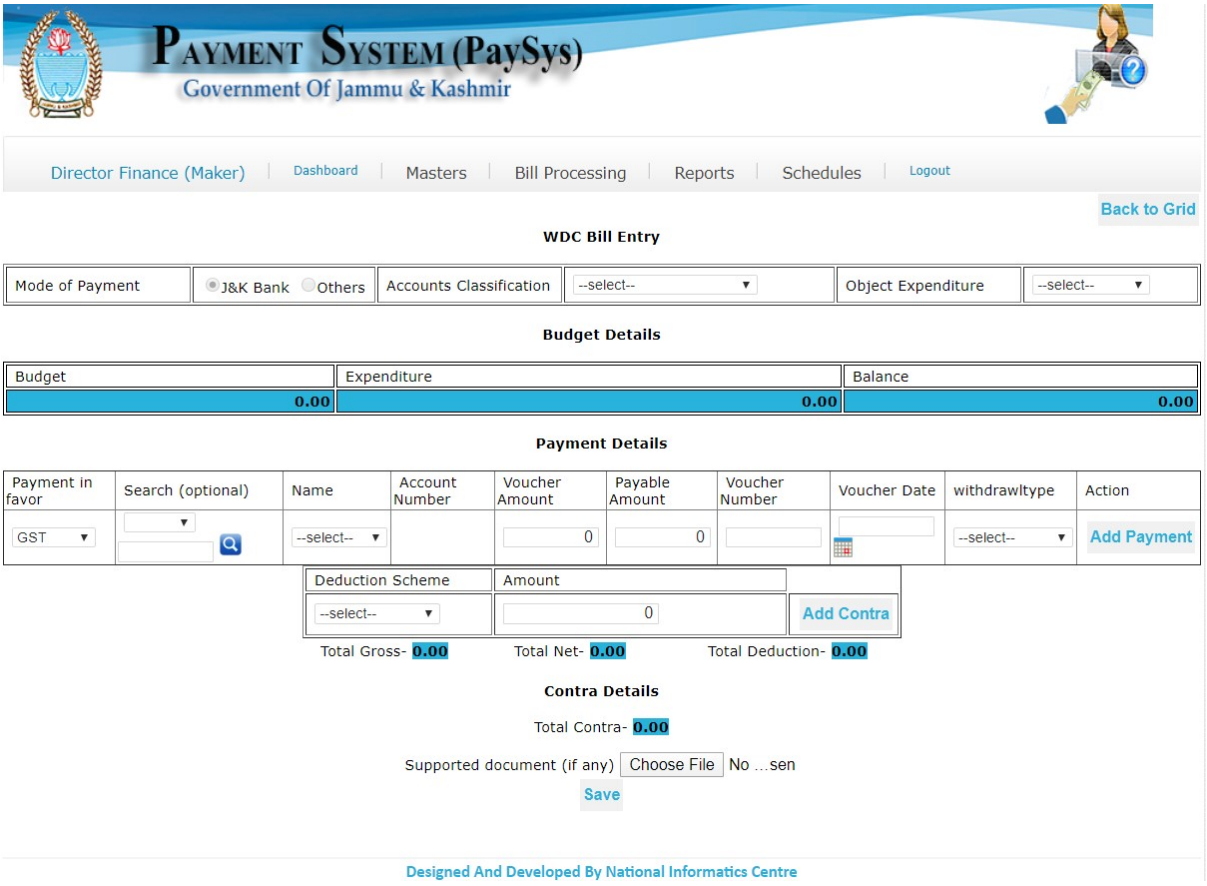
c) **Use option Manage Seniority to correct order of appearing of employees in a bill.**

2. Wages/Re-Employee Bill:



1. **Create Group for Temporary Employes. 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:



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.

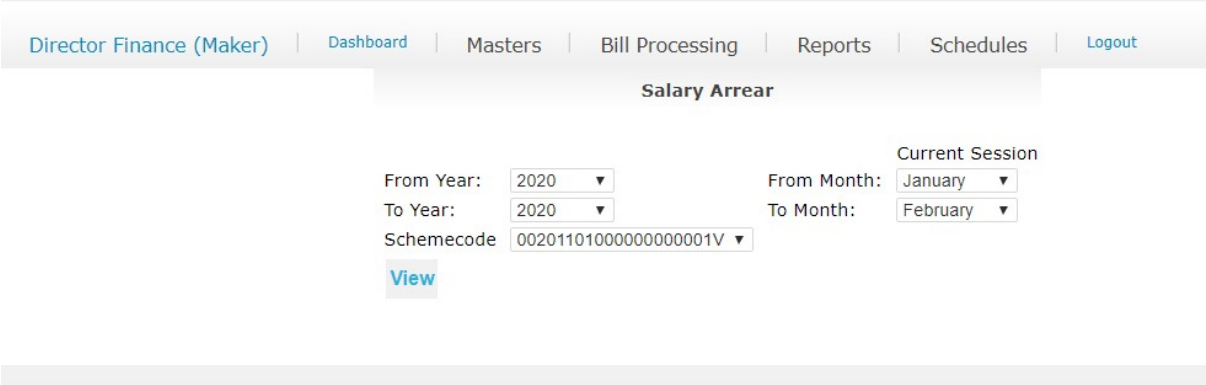
5. Advance Pay/Salary Bill:

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:



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

Current Session

From Year: 2019 From Month: January

To Year: 2019 To Month: September

Select Employee: ACHLA GUPTA-STJPHE00010003

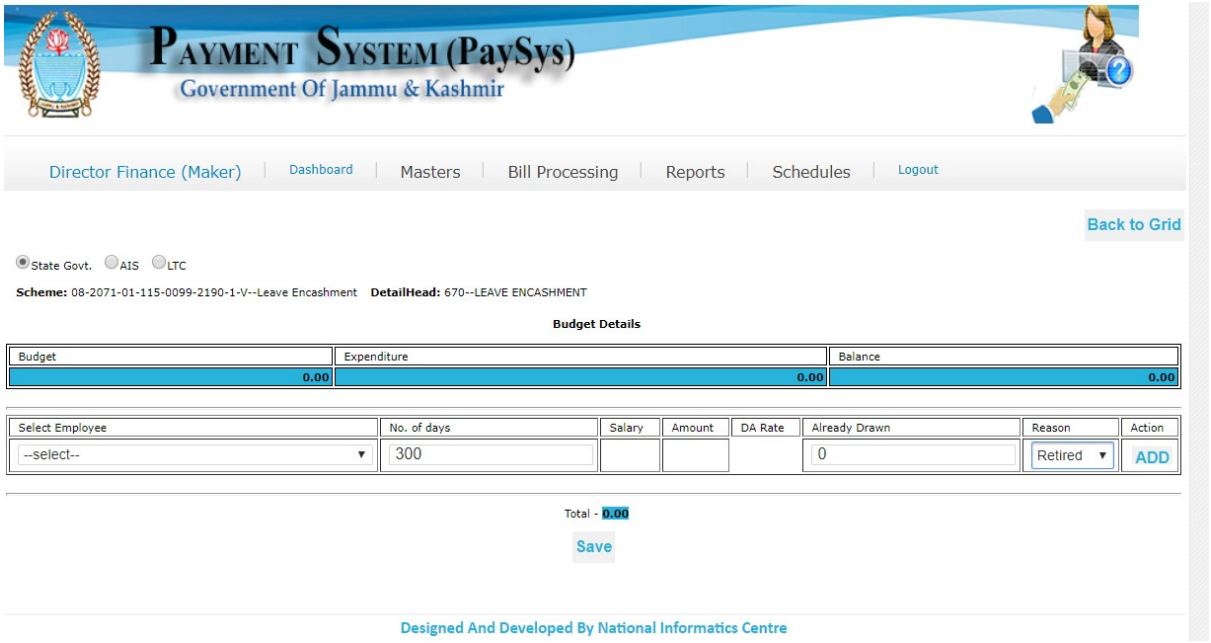
View

empid	Month	year	Basic Pay	Grade Pay	DA	HRA	MA	CCA	C A
04000011847	January	2019	0	0	0	0	0	0	0
04000011847	February	2019	0	0	0	0	0	0	0
04000011847	March	2019	0	0	0	0	0	0	0
04000011847	April	2019	0	0	0	0	0	0	0
04000011847	May	2019	0	0	0	0	0	0	0
04000011847	June	2019	0	0	0	0	0	0	0
04000011847	July	2019	0	0	0	0	0	0	0
04000011847	August	2019	0	0	0	0	0	0	0
04000011847	September	2019	0	0	0	0	0	0	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:

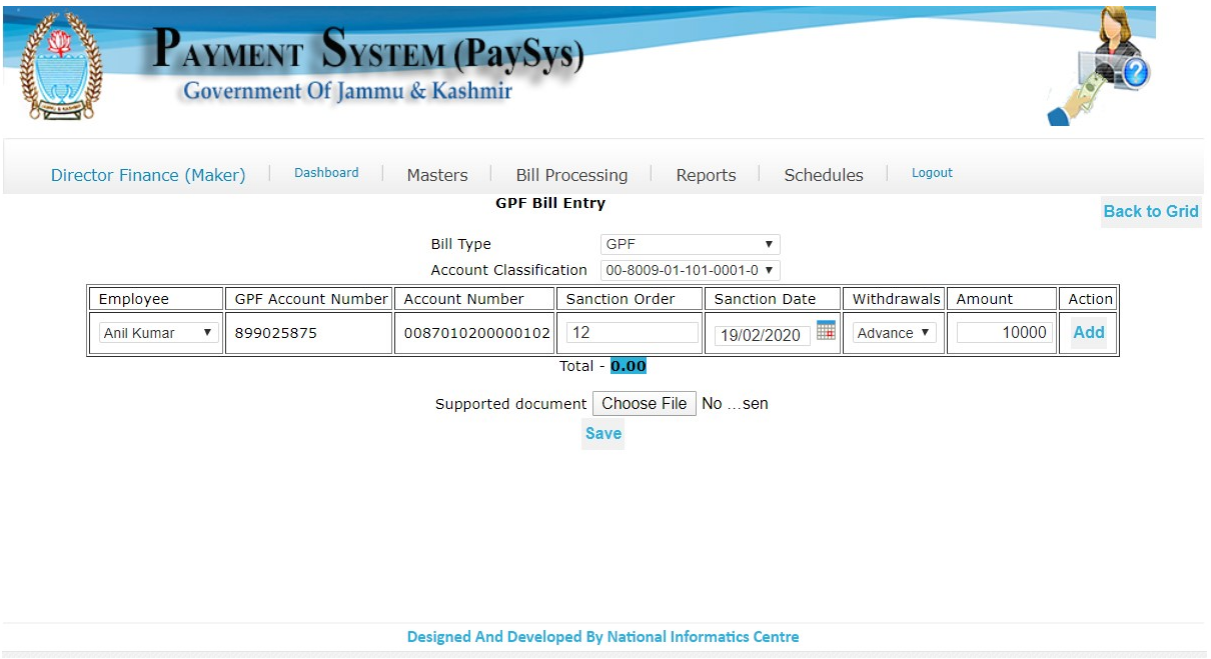


1. In Menu Bill Processing->Leave Encashment, Click New Entry.
2. Make ensure to Fill Retirement/Death date of retired / Dead employee properly.
3. Ensure that in Employee detail he is allotted cadre.
4. Select State Govt/AIS (For All India Service Officers)
5. In case of Retired employee his Date of 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:

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:



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.

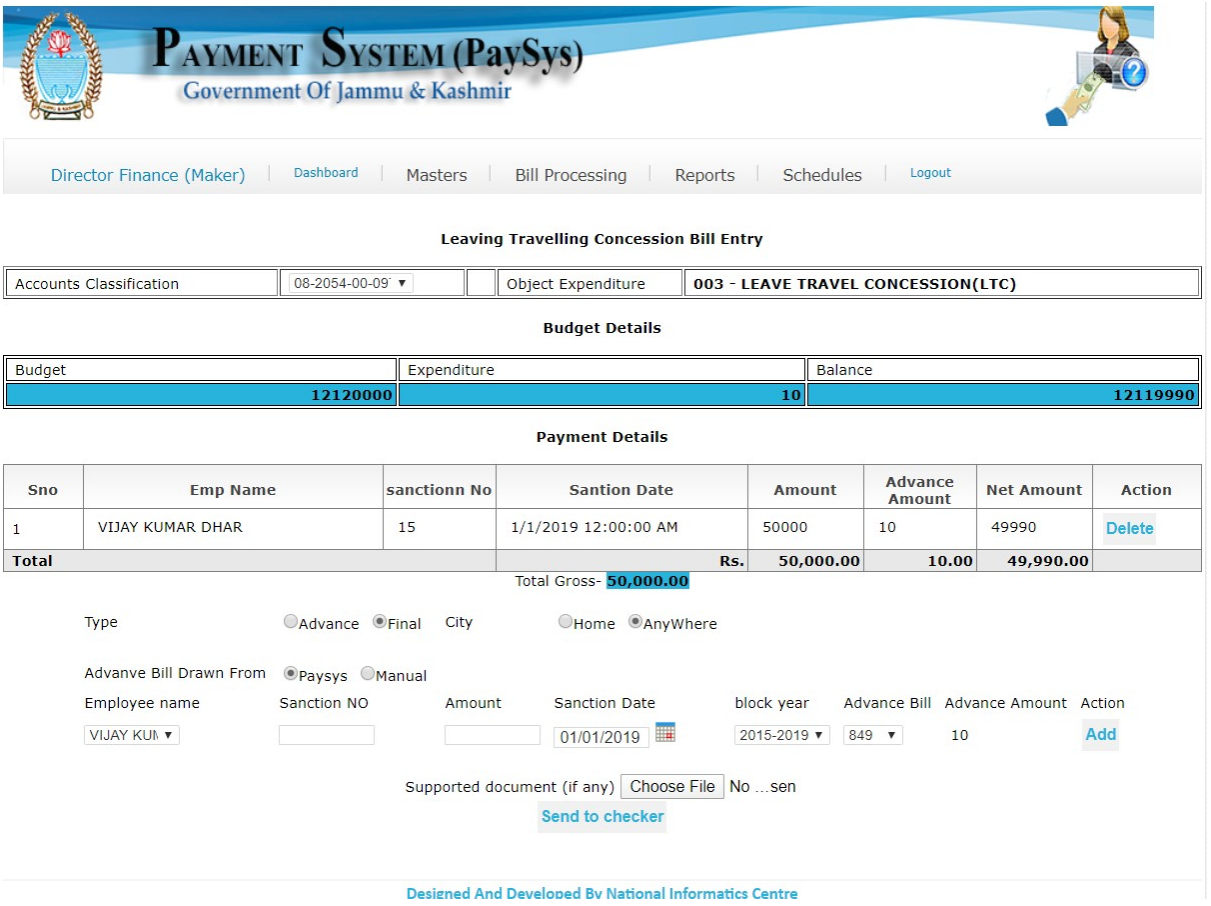
11.Nill Bill:

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:

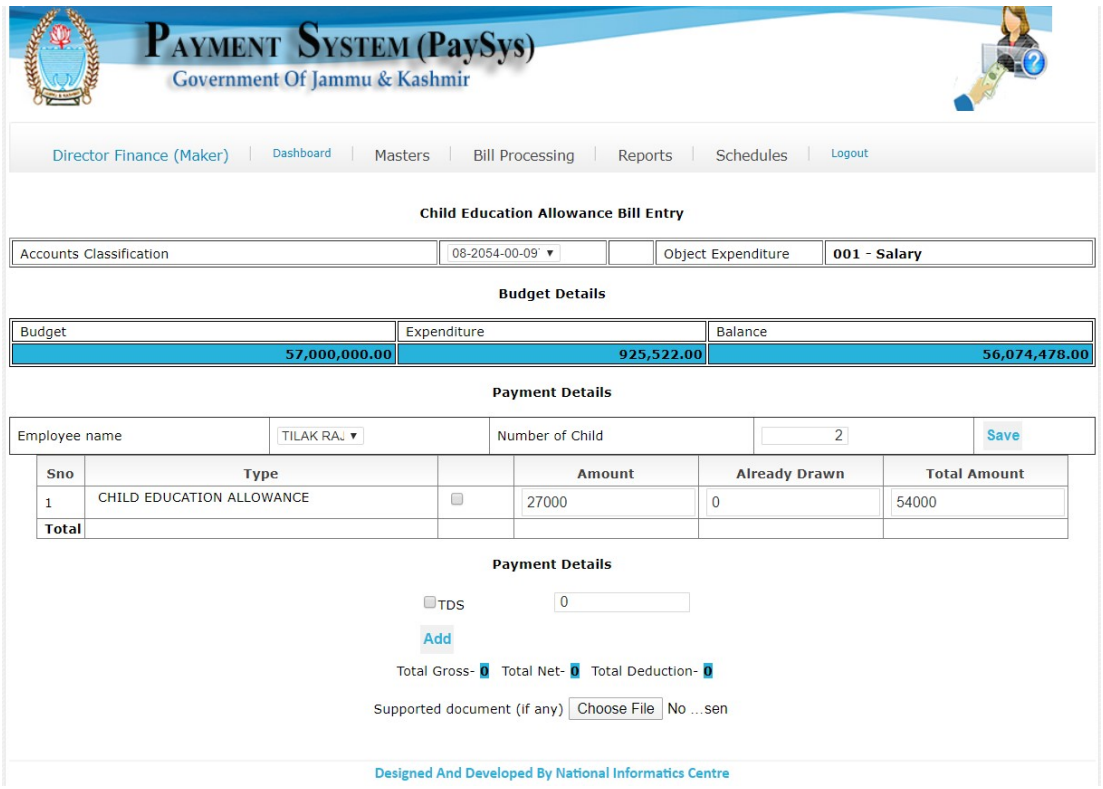
1. In Menu Bill Processing->Nill Bill, Click New Entry.
2. Select Scheme, Object Head and Gross amount of Bill.
3. Select Scheme, Amount, Financial concurrence Number/Date, click Add for new record.
4. Save the form and Bill No will be allotted. Send Bill to Checker for further action.
5. Under Report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

13.Leave Travel Concession Bill:



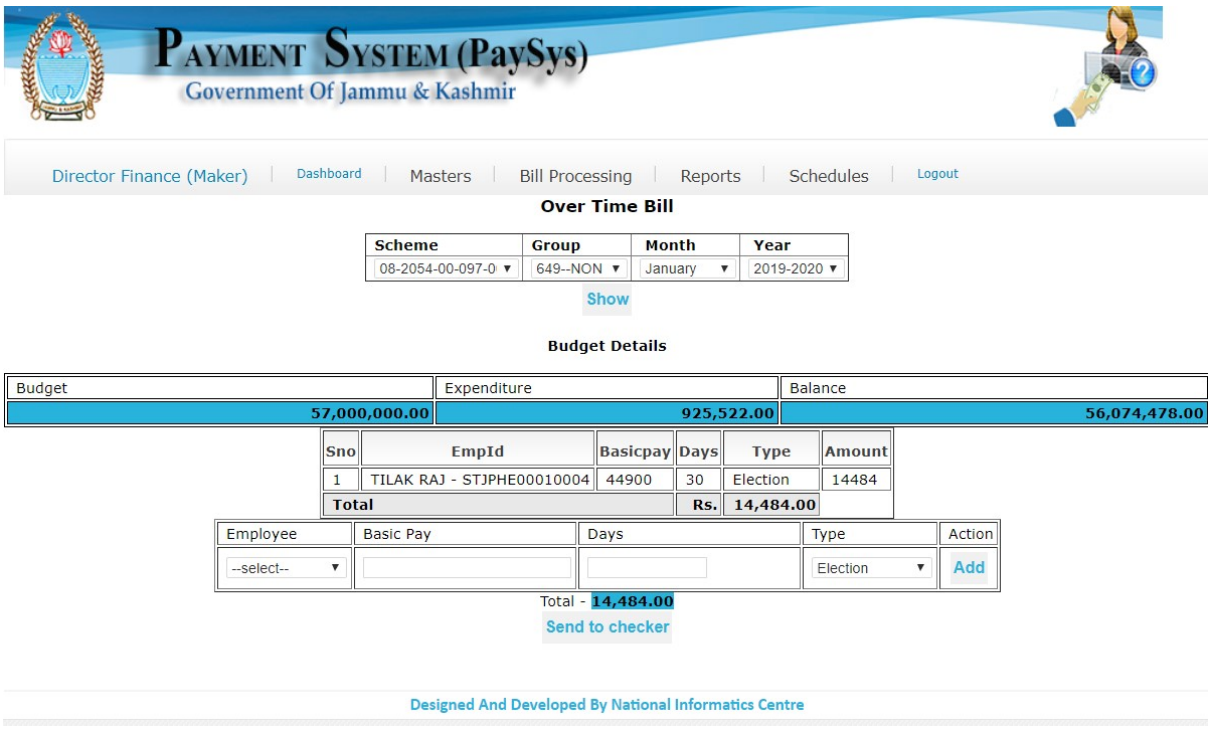
1. In Menu Bill Processing->Leave Travel Concession, Click New Entry.
2. Select Advance/Final and Type of LTC (Home/All India).
3. Select Advance Bill Drawn from Paysys/manual.
4. Enter Sanction no, Amount, Sanction Date, Block Year/Advance Bill no, Advance Amount.
5. Attach Scanned Bills Etc.
6. Save 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:



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:

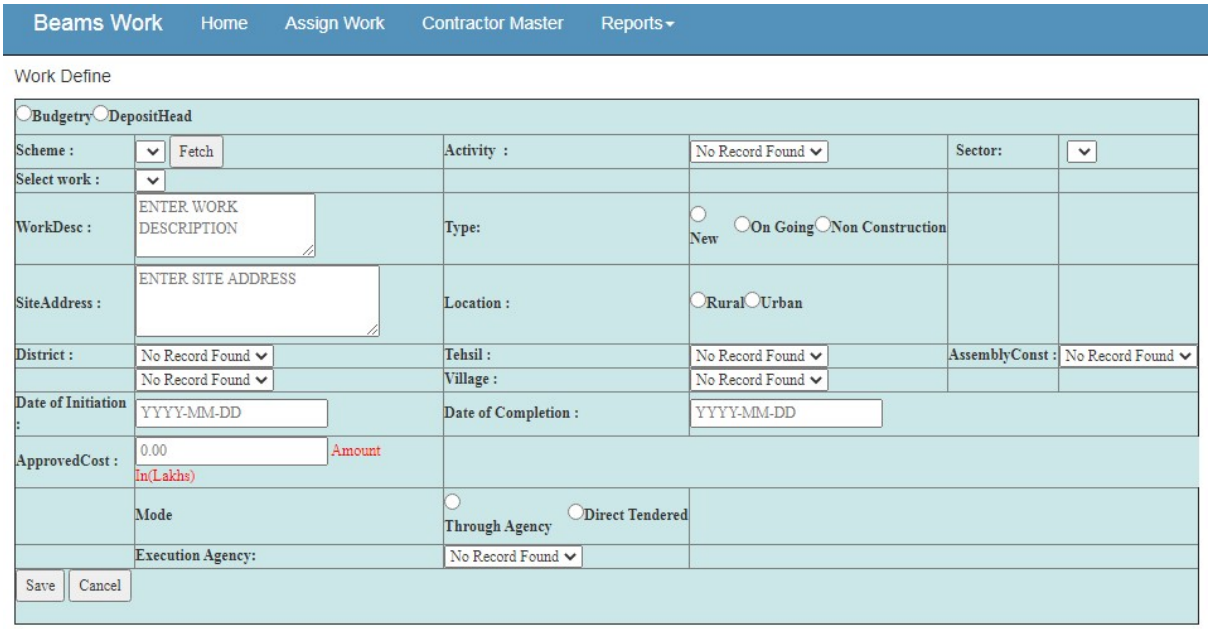


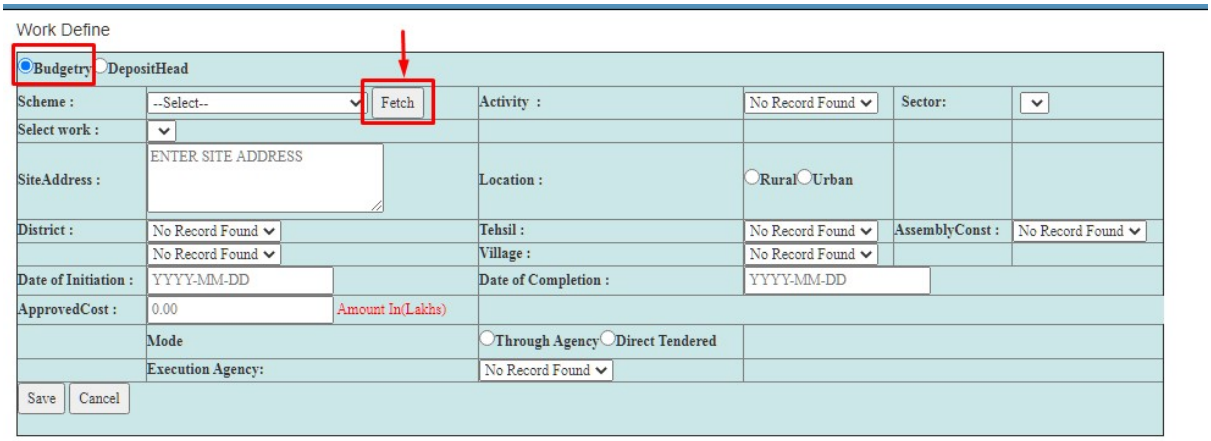
1) **Select Scheme, Group and Month.**
2) **Select Employee and no of days he is entitled for payment.**
3) **Select Type of Payment Normal/Election/Budget.**
4) **Prepare Bill and send it to checker.**

Works Bill:

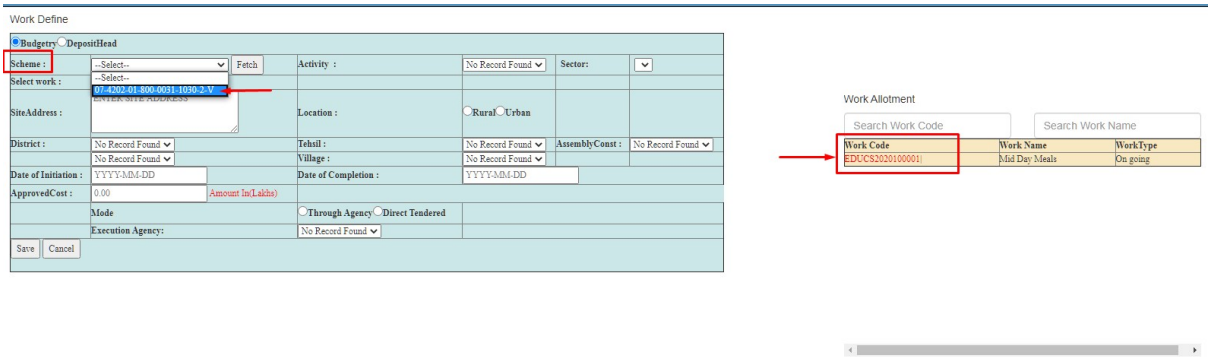
Open Menu Master-Work Entry.

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

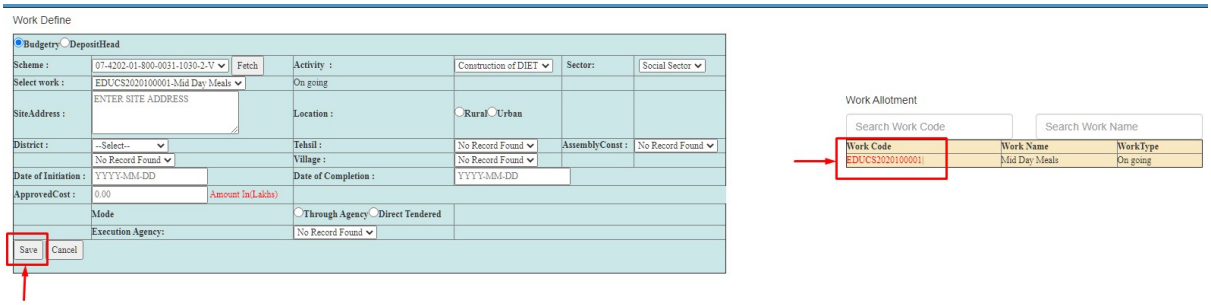


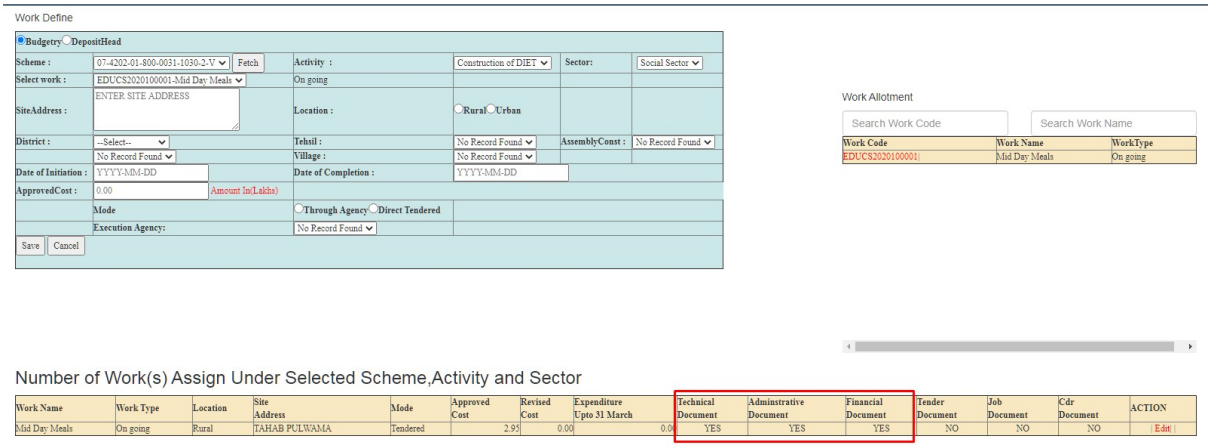


Select Scheme & then select Workcode. Right hand Side will show all Works.



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.

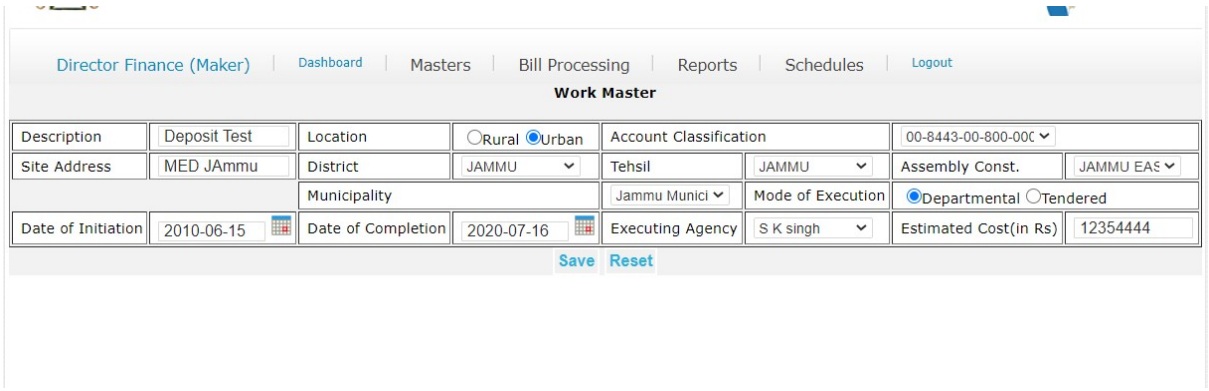




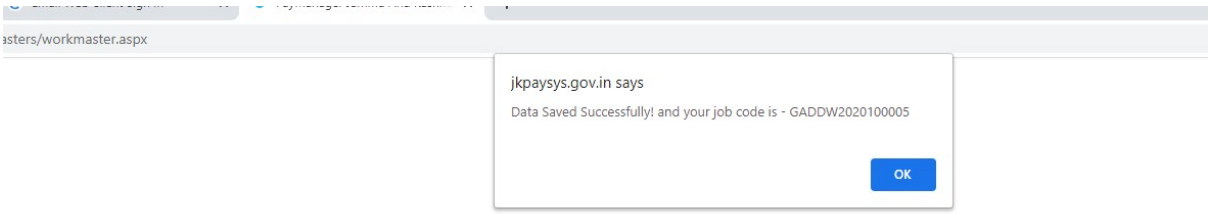
After the work entry is done it will appear Bottom of Works Page. Once can edit this record.

Deposit Bill

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



Save the record.



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

Now Open menu Masters->BindTRNoWithWork

Select suitable option, like:

By Bill

By Challan

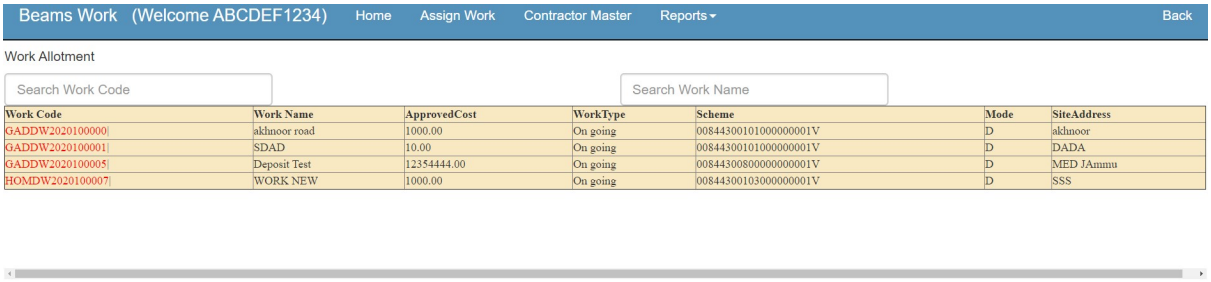
By Treasury

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

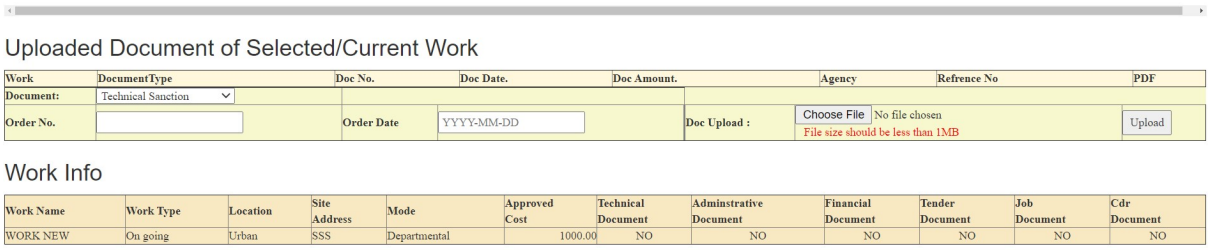
Now open Work Entry and select Deposit.

Work Code	Work Name	ApprovedCost	WorkType	Scheme	Mode	SiteAddress
GADDW2020100000	akhnoor road	1000.00	On going	00844300101000000001V	D	akhnoor
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



Work Code	Work Name	ApprovedCost	WorkType	Scheme	Mode	SiteAddress
GADDW2020100000	akhnoor road	1000.00	On going	00844300101000000001V	D	akhnoor
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



Work Info

Work Name	Work Type	Location	Site Address	Mode	Approved Cost	Technical Document	Adminstrative 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.

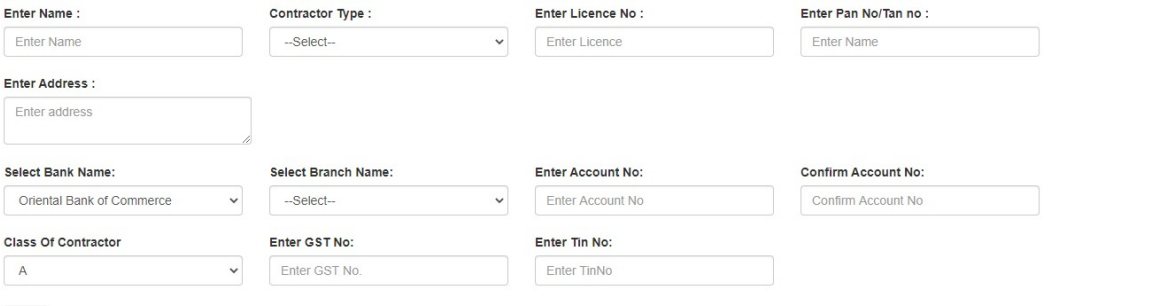
Now your flow is complete and you can proceed to Prepare Works Bill.

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.



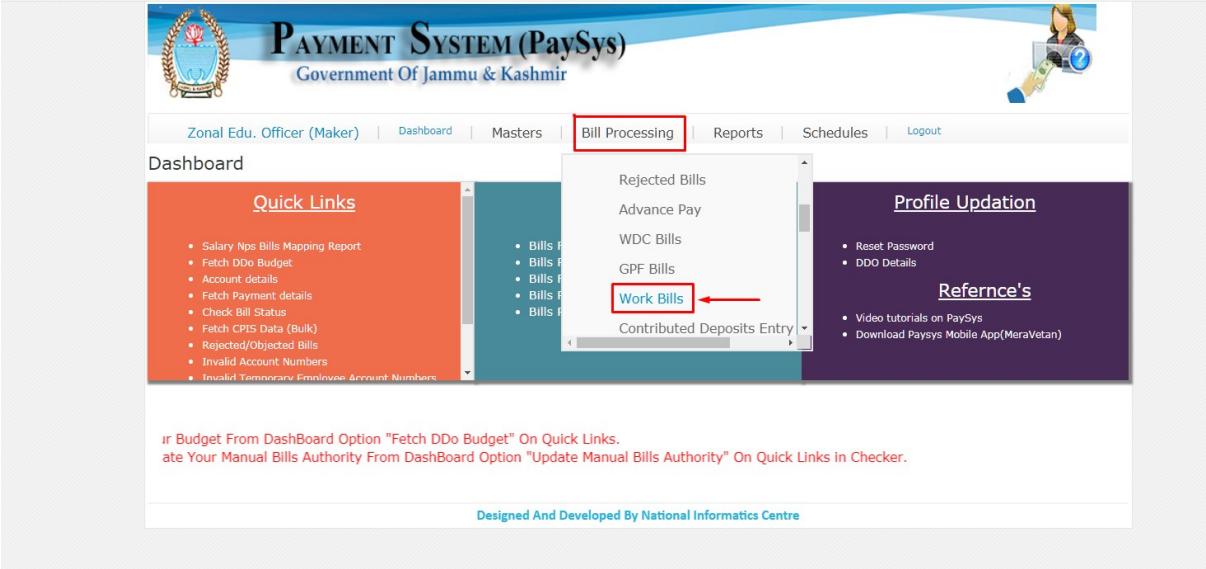
Sno.	Contractor Name	Contractor Address	Contractor Type	Licence No	PanNo/Tanno	Tin Number	Account Number	Gst No	BankName	Bank Branch	Class Of Contractor	EntryDate	Action
1	avikash sharma	dkjasdjasdajhdajsda asdjkasdjhasdjh	Individual	PWD(R&B)J-DEE-185-20	AQEPB4768J	54445454	1111111111111111	asjdkasdsadklas	J&K Bank	Ahmad Nagar - 0889	B	29/06/2020	Edit| Delete
2	Harjesh & Sons	dasdadadsa	Individual	45454545	AQEPB4768K	sfdsdfsfsfs	1122222222222222	sdfsfsfs	J&K Bank	0629-LONE HARIE	C	30/06/2020	Edit| Delete

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

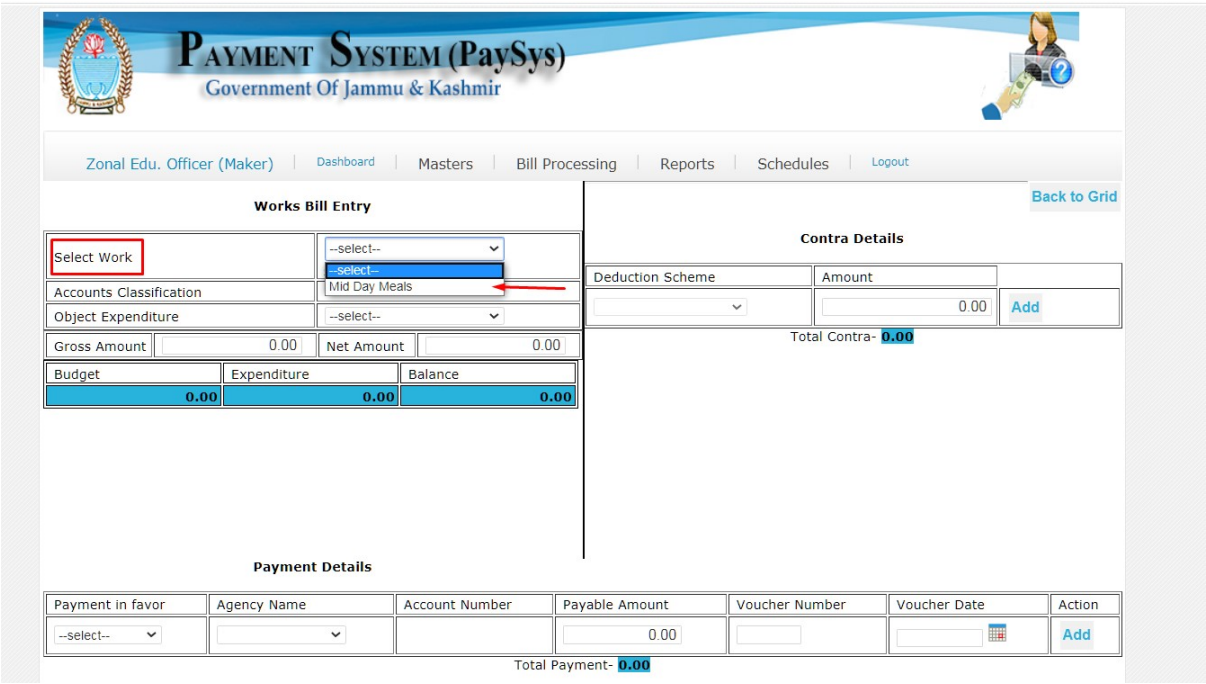
Generating Works Bill

Open Paysys and login in Maker.

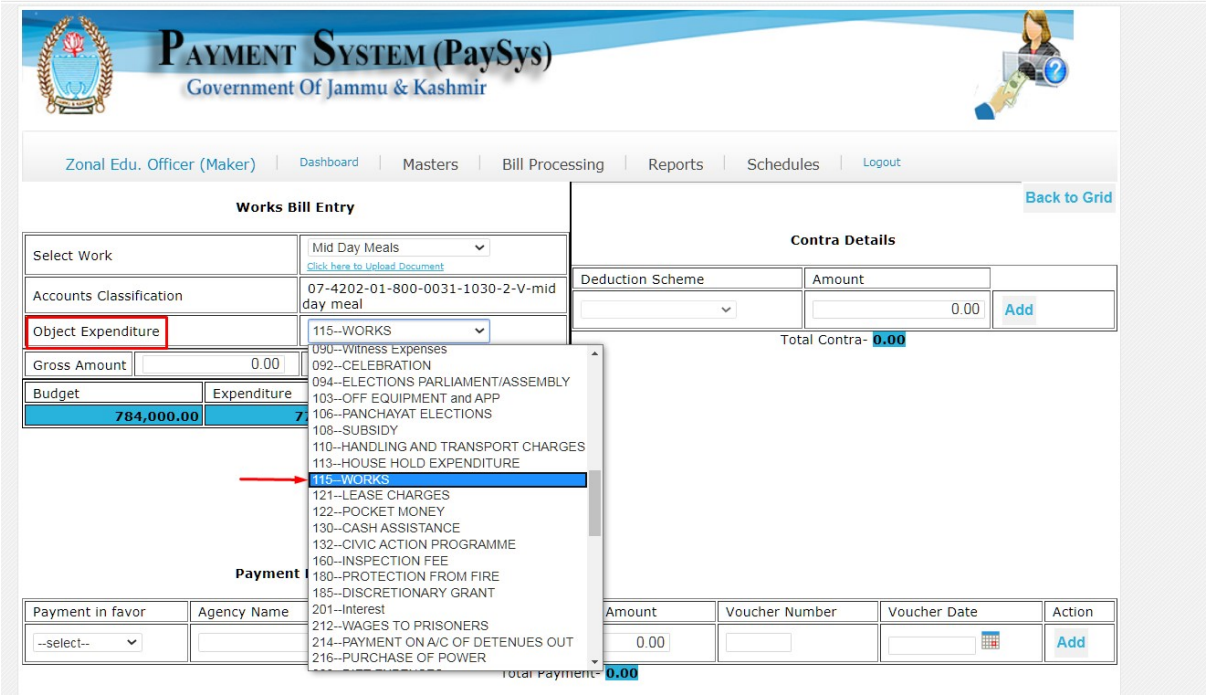
Now click on option “Bill Processing” and then select Work Bills from the dropdown as shown below:



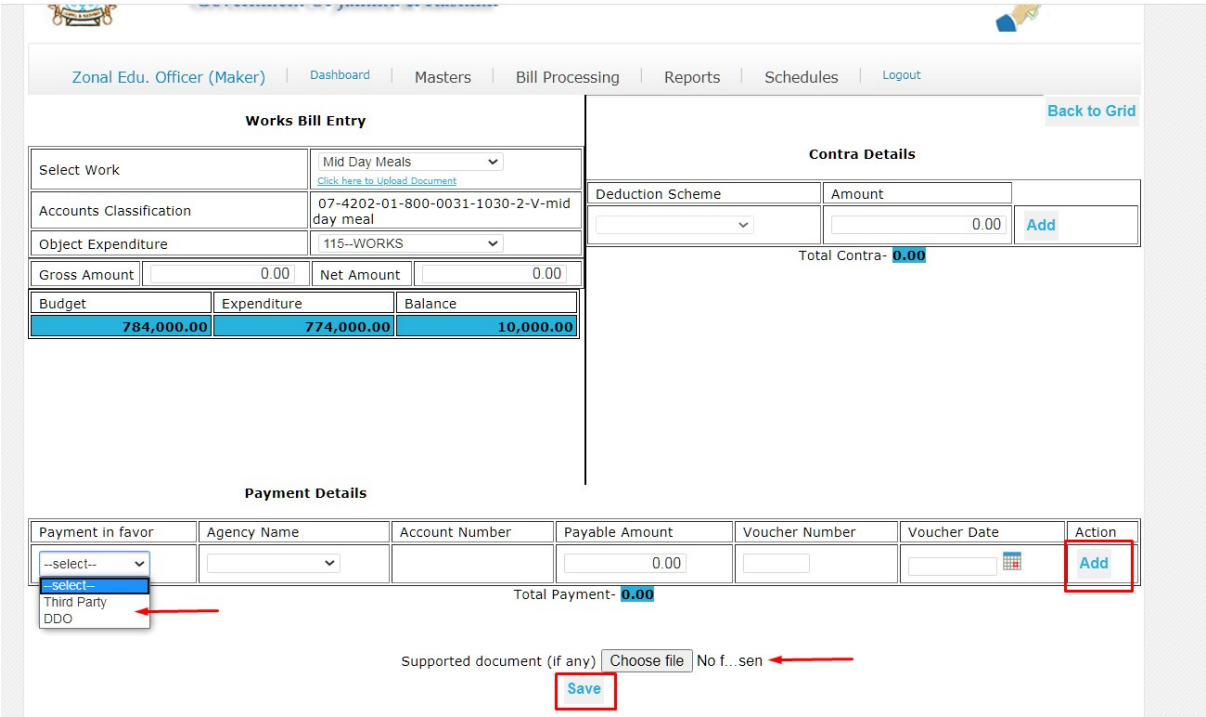
After selecting Work Bill, you have to select Work as shown in figure below:



Then, select Object Expenditure as 115(Works)



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.