#### **Online Salary Preparation Software (e-Payroll)**

**Login Form**: The Login entry form will be displayed by typing the url in Address Bar <u>http://cg.nic.in/ePayroll</u>. Here the User ID is the 7 digit DDOCODE , Payroll type is either Payroll general or CPS in case of general Department , Payroll\_POL\_GEN/ Payroll\_POL\_CPS for Police Department and Payroll\_JUD\_GEN / Payroll\_JUD\_CPS for Judicial Staff.

Two Different level of Authentication is given to each department namely Admin and Operator. Admin has the right to enter the details related to dues and deductions and may modify later but the operator can only take the Print. Month & Year selection indicate for which Month and year Salary is to be prepared.



On entering the correct password, main page will be opened.

Master Entry : This Option contains Section, Designation, DaRateMaster, Heads, Bank and Initialization Master Entry of online e-Payroll.



In order to prepare the salary bill, first one have to complete the master entry like Section detail, Designation details, Head of account, bank details . This are one time entry and later entry will be done on any changes.

**Section Detail Entry** : In the Section Detail Entry form , enter the details like section code which may be Major head operating in the concerned dept. and their name. For Example:-

| 2054 TREASURY & ACC   | OUNTS ADMIN                                      | N  |   |  |                          |
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| Section - Microsoft Internet Explorer p                           | rovided by Wipro Limited                         |  |   |  | _ 8 ×                    |
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| <u>e-Payroll Version(P</u><br>Master Entry <b>)</b> Transaction I | Gover<br>AVROLL GEN) Fina<br>Entry → Reports → Q | <i>e</i> -Payroll<br>nment Departm<br>ncial Year 2009 10 F<br>Query Filter Engin | i <i>ents</i> (C.G.)<br>or <u>July-2009</u> of<br>e Utilities > SetUp | f <u>DDOCode 6604009</u><br>Configurations ▶ <mark>Help LogOu</mark> | t                        |
|   |  | Section Maste  | r   | ]  |                          |
|   | Section ID<br>Section Name                       |  |   |  |                          |
|   | DDOCode<br>Save Delete                           | 6604009<br>Cancel List   | Home  |  |                          |
|   | <u>SECTIONI</u>                                  | <u>D SECTIONNN</u>   | <u>1 DDOCODE</u>  |  |                          |
|   | <u>Select</u> 2235<br><u>Select</u> 2054         | samagik surakch aur<br>Treasury & Accts .  | kalyan 6604009<br>Adm. 6604009  |  |                          |
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**Designation Details Entry** : All the designation present in the department is required to enter for the first time including their pay scale , sanction order no and date.

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|   |                       |                               | Designation S          | SetUp      |                 |                                  |                      |                 |             |  |
|   |                       | DDOCode                       | 6604009                | V          |                 |                                  |                      |                 |             |  |
|   |                       | Designation Name              |                        |            |                 |                                  |                      |                 |             |  |
|   |                       | SectionID                     | Treasury &             | A          |                 |                                  |                      |                 |             |  |
|   |                       | GroupOfPost (Clas             | is Of Post)            |            |                 |                                  |                      |                 |             |  |
|   |                       | No Of Post                    |                        |            |                 |                                  |                      |                 |             |  |
|   |                       | PayScale                      | Select                 |            |                 |                                  |                      |                 |             |  |
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|   |                       | Sanction Order Da             | te 9/4/2009            | <b>(</b> M | M/DD/YYYY)      |                                  |                      |                 |             |  |
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|   | <u>Select</u> 6604009 | 6                             | Deputy Director        | Ι          | 2054            | Treasury &<br>Accts Adm.         | 3                    | 15600-<br>39100 | 709         |  |
|   | <u>Select</u> 6604009 | 9                             | Asst Internal Aud. Off | III        | 2054            | Treasury &<br>Accts Adm.         | 8                    | 9300-34800      | 709         |  |
|   | <u>Select</u> 6604009 | 16                            | ASST.GRADE-II          | Ш          | 2235            | samagik<br>surakch aur<br>kalyan | 2                    | 5200-20200      | 55          |  |
|   | <u>Select</u> 6604009 | 5                             | Joint Director         | Ι          | 2054            | Treasury &<br>Accts Adm.         | 2                    | 15600-<br>39100 | 709         |  |
|   | <u>Select</u> 6604009 | 13                            | Stenographer Grade 1   | III        | 2054            | Treasury &<br>Accts Adm.         | 1                    | 9300-34800      | 709         |  |
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**DaRate Master Entry** : DARate Master entry is to be done every month before transferring data to next month. While transferring data for next month it will automatically calculate the Dearness Allowance based on given darate.

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|   | DARate                    |   |   |  |  |               |
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|   | Select                    | 1   | 05/2009   | 16   |  |               |
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**Head of Account Entry** : It is required to enter head of account that will be printed on Pay Bill Covering. If this head is missing for a particular Bill unit then the covering letter for that bill unit will not be displayed.

| PayrollTypeID | payroll_gen |  |
|---------------|-------------|--|
| DDOCode       | 6604009     |  |
| BillUnit      |             |  |
| DemandNO      |             |  |
| MajorHead     |             |  |
| SubMajorHead  |             |  |
| MinorHead     |             |  |
| SegmentCode   |             |  |
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|        | PAYROLL TYPEID | BILLUNIT | <b>DEMANDNO</b> | MAJORHEAD | <b>SUBMAJORHEAD</b> | MINORHEAD | SEGMENTCODE       | SCHI | EMECOI | )ł |
|--------|----------------|----------|-----------------|-----------|---------------------|-----------|-------------------|------|--------|----|
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| Select | 1              | 2        | 06              | 2054      | 00                  | 095       | 0000              | 2274 |        |    |
| Select | 1              | 7        | 06              | 2054      | 00                  | 095       | 0000              | 2274 |        |    |
| Select | 1              | 9        | 06              | 2054      | 00                  | 095       | 0000              | 2274 |        |    |
| Select | 1              | 1        | 06              | 2054      | 00                  | 095       | 0000              | 2274 |        |    |
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**Bank Master Entry** : Bank Master entry is required in order to prepare the bank statement for each Employee. Also the DBF File generation facilities is provided based on bank Code in order to provide the soft copy to Bank .

| Bank Details Entry - Microsoft Interne | et Explorer provided by W    | ipro Limited      |                                      |                                | _ 🗗 X            |
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|  | DDOCode                      | 6604009 💌         |                                      |                                |                  |
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|  | BankName                     |                   |                                      |                                |                  |
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|  | Select 3314                  | S B I<br>Kutchery | Kutchery Branch                      |                                |                  |
|  |                              | Branch            | Kutchery Chowk Kapur                 |                                | T                |
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On completion of Master entry, The Employee data entry is to be done .This is also a one time entry for each Employee and in later stage only editing is required, if necessary. In order to perform Employee entry go to

**Transaction Entry** : This Option Contains Pay, Half Pay, DAArrear, Pay Arrear.



**Pay ->Employee Entry** : Employee Details entered is crossed verified with the master data available at central Server for the Employeecode and GPF/PRAN No.. If details exist then only one can enter the related details else the concerned has to do the master data entry first.

| Ø    | Payroll - Windows Internet Exp                               | lorer                  |                      | er data entry mst.            |                  |                        | <u> </u>               |
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|      | Master Entry   | Transaction Entry      | Reports 🕨 Query 🕨 Fi | ilter Engine Utilities 🕨 SetU | o Configurations | Help LogOut            | <u> </u>               |
|      |  |                        |                      |                               |                  |                        |                        |
|      |  |                        | Employee De          | <u>etails</u>                 | -                |                        |                        |
|      | DDO Code   | 0702001                |                      | Employee Ref. No.             |                  | Find                   |                        |
|      | Employee ID and Type   | Sele                   | ect 🔽                |                               |                  |                        |                        |
|      | Name   | Select 🔽               |                      |                               |                  |                        |                        |
|      | Gender   | Select 🔽               |                      | Gazetted Id                   | Select           | <b>Y</b>               |                        |
|      | РҒ Туре  | Select                 |                      | PPAN No                       |                  |                        |                        |
|      | GPF/DPF/EPF Text   |                        |                      | GPF/DPF/EPF A/C No.           |                  |                        |                        |
|      | PAN No.  |                        |                      | PRAN No.                      |                  |                        |                        |
|      | Section  | Select                 | 7                    | Designation                   |                  |                        | <b>Y</b>               |
|      | Pay Scale  |                        |                      | Group                         |                  |                        |                        |
|      | Basic  |                        |                      | Next Increment Date           | 13/07/2010       | 0                      |                        |
|      | Date of Joining  | 13/07/2010             |                      | Date of Supperanuation        | 13/07/2010       | 0                      |                        |
|      | Pay Bill Register No.  |                        |                      | Bill Unit                     |                  |                        |                        |
|      | Quarter Id   | Select 🔽               |                      | City of Class                 |                  |                        |                        |
|      | From State Service   | Select 🔽               |                      | Stop Salary                   | Select 🔽         |                        |                        |
|      | Status   | Select                 | *                    |                               |                  |                        |                        |
|      | Date of Transfer   | 13/07/2010             |                      | Transferred DDO Code          | Select 💌         |                        |                        |
|      | Order No.  |                        |                      | Location Id                   | Select 🔽         |                        |                        |
|      | Payment Mode   | Select 🔽               | _                    |                               | _                | _                      |                        |
|      | Bank Name  | Select                 | <b>V</b>             | Bank A/C No.                  |                  | _                      |                        |
|      | Grade Pay  | Select 🔽               |                      |                               |                  |                        |                        |
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**Pay ->Dues Details Entry** : All dues details is to be entered here. Automatic Calculation is done based on master data entered at the beginning like

| For Eg. :- DA = | 16% of (Basic + | Grade Pay / [ | Dearness Pay ) |
|-----------------|-----------------|---------------|----------------|
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If DA rate is 16 % for the particular month.

| Dues - Windows In                 | ternet Explorer   |  | _ & ×                                  |
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|                                   | <i>e-Payroll Version</i> (PAYROLL_POL_GEN) Financial Year | ents (C.G.)                                |  |
|                                   | <u>2010_11 For</u>  | <u>April-2010</u> <u>of</u> <u>0702001</u> |  |
| Mas                               | ter Entry Filter Engine Reports Query Filter Engine       | Utilities > SetUp Configurations > Help    | LogOut                                 |
|                                   |   |  |  |
|                                   | Dues Calculation  | <u>s</u>                                   |  |
|                                   | DDOCode 0702001 EmployeeCode                              | Find                                       |  |
|                                   |   |  |  |
|                                   | DDOCode EmployeeIE  | D EmployeeCode                             |  |
|                                   |   |  |  |
|                                   | Name Basic  | No Of Day(Leave Without Pay)               |  |
|                                   |   |  |  |
|                                   | DARate HRARate Total Dues Gro                             | ss Salary                                  |  |
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|                                   | Dearness Pay Grade Pay                                    |  |  |
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|                                   | Allowance Details   |  |  |
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|                                   | Dearness Allowance HouseRentAllowance                     |  |  |
|                                   |   |  |  |
|                                   | TransportAllowance CityCompensatoryAllowance              |  |  |
|                                   | DeputationAllowance TribalAreaAllowance Washing           | gAllowance ProjectAllowance                |  |
|                                   | TrainingAllowance MedalAllowance PausticAa                | harAllowance OtherAllowanceDetails         |  |
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**Pay ->Deduction Entry** : All the required deductions is to be done at this stage. Automatically calculated deductions will be displayed as soon as one feed the employee code and click on find button.

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|                                |                               |                             |   |                 |  |  |
|                                | Deduct                        | ion Details                 |   |                 |  |  |
| DDO Code                       | 0702001                       | Employee Code               | Find                                      |                 |  |  |
| Employee Id                    |                               | Name - , GPF /              | A/c No - , PRAN No -                      |                 |  |  |
| Basic                          |                               |                             |   |                 |  |  |
| Grade Pay                      |                               |                             |   |                 |  |  |
| No. of Days(Leave without Pay) |                               |                             |   |                 |  |  |
| Total Doductions (In Bs.)      | J.                            |                             |   |                 |  |  |
| rotal Deductions (In KS.)      | Deduction                     | es to he Civen              |   |                 |  |  |
|                                |                               |                             |   |                 |  |  |
| GPF Subscription               | FBF                           |                             | GIS                                       |                 |  |  |
| House Rent                     | Quarter Address               |                             | Quarter Type                              |                 |  |  |
| Motor Vehicle Charges          | Motor Vehicle Detail          | 5                           | Professional Tax                          |                 |  |  |
| PLI                            | Income Tax                    |                             | Water Charges                             |                 |  |  |
| Other Deductions 1             | Other Deductions 1            | Details                     |   |                 |  |  |
| CPS Arrear                     | Arrear Month                  | -                           |   |                 |  |  |
| Advanc                         | e Recovery Details (Press Ta  | b Button and Wait for De    | eduction Details)                         |                 |  |  |
| Motor Cycle Recovery           | HB Recovery                   |                             | Computer Recovery                         |                 |  |  |
| Festival Recovery Car Recovery |                               |                             | Cycle Recovery                            |                 |  |  |
| Other 1 Recovery               | Grain Recovery                |                             | Excess Pay Recovery                       |                 |  |  |
| GPF Recovery                   | Pay Recovery                  |                             |   |                 |  |  |
|                                |                               |                             |   |                 |  |  |

**Note :-** A Popup window will be open for every advance recovery given in the above fig. The popup window contains the details of recoveries which are shown in below fig.

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| Microsoft<br>Outlook    | <b>m</b> budget.war         | loginold.aspx              | Google Talk<br>Received Files            | Month Advance(MM/yyyy)       Mar       2010         Instalment       10.00         Current Instalment       1.00 |
| Adobe Reader<br>9       | CG State Govt<br>CINB Paym  | New Microsoft<br>Word Docu | ePayroll.doc                             | Balance     900.00       Advance Detail     -       OK     Cancel  |
| Security<br>Configurati | CPS<br>Information          | nomineene                  | ~WRL0005                                 | Done   |
| <b>j</b><br>bin         | ekarm.xls                   | Payroll5GO                 | ~WRL2954                                 |  |
|                         |                             |                            |  |  |

fill all the recoveries and its details according to requirement and the press ok button. While pressing the OK button the popup windows will disappear and the main will be shown again. After completing all the values press UPDATE button to update the deduction of the particular employee.

**Pay ->Cash Recovery** : This is a departmental Recovery. All the deductions in this category is maintained by DDO itself.

| <i>(</i> ePa   | yroll - Wi        | ndows Inter          | net Explore                     | t l                                  |                                     |   |   |                                |                                    |                        | - B X       |
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**Pay -> Pay Reports** : In order to take print out of Pay report and schedule select the section and corresponding bill unit, enter billno, bill date and select the check box all the required report. On clicking Show it will ask to **open or save** the report . one can check the report for all allowance and deductions details. In order to take print out of this report please save it to your hard disk then take print out.

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Pay -> Pay Report Opt : Same as Pay-Reports

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**Pay -> Bank Statements**: On selecting the required bank, it will display all the bill unit and other details present for that bill. To show or to generate DBF File select any of the bill unit , it will generate the text file or DBF file for all bill unit present in that bank code

| Bank Statement - Microsoft Internet Explorer   | provided by Wipro Limited  |  |  |                        |
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**Pay -> Cash Statement** : In this menu you can get the report of those employees which are getting salaries in cash i.e. whose salaries are not transferred to the bank.

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**Pay -> Pay Slip** :- Here you can see , print the Pay – slip for individual employees . You have to select the Section-Id and bill unit and the Pay-slip of all the employees in the given bill-unit will be displayed.

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# Pay -> Aquittance Report : This is the aquittance roll bill unit wise .

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## **DaArrear Report** : This page gives you the DA Arrears report.





# **Period Wise Salary** : This page gives you the Period wise salary details.

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## **Periodic pay Column Amount** :- This page gives you the Period wise salary details.

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| mployees [          | <u>Detail Report</u>           | : This page gi    | ves y | ou the      | details  | of all the employed | es under that dd   | 0.          |
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#### Utilities :



**Data for next Month** : This utility is given to transfer data entered in one month to another with feeding the whole data again .This utility transfer the data to subsequent month , their one can make the correction if required for the next month.

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**Setup Configurations** : This Option contains <u>Setup</u>, <u>Initialization</u>, <u>Payroll</u> <u>Setup</u> and <u>User Manager</u>. If u want to configure your online ePayroll setup like change password etc. you can use <u>setup configurations</u>.



# **<u>User Manager</u>**: This Option provides you to change your online e-Payroll Login password.

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| 🛐 Pop-up blocked. To see this pop-up or additional options click here              | Temporarily Allow Don-unc           |
|  | Always Allow Pop-ups from This Site |
| <b>2</b> -Payroll  | Settings                            |
| Government Departments (C.G.)  | Information Bar Help                |
|  | DDOCode                             |
| e-Payroll Version(PAYROLL GEN) Financial Year 2010 11 For April-2                  | <u>010 of 6604009</u>               |
| Master Entry > Transaction Entry > Reports > Query > Filter Engine Utilities > Set | Up Configurations Help LogOut       |
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## If **<u>Pop-up is blocked</u>** .Then **<u>Temporally Allow Pop-up</u>** for this site.



# Go to the **Tools** of Internet explorer.

| 🖉 Front Page - Windows I        | nternet Explorer  |                             |             |
|---------------------------------|---|-----------------------------|-------------|
| COV No http://cg.               | nic.in/ePayroll/Frontpage.aspx  | 🔽 😽 🗙 DAEMON Search         | <b>P</b> -  |
| File Edit View Favorites        | Tools Help  |                             | Links »     |
|                                 | Delete Browsing History   |                             | »           |
| Kaster Er                       | Delete Browsing History<br>Pop-up Blocker  Phishing Filter  Manage Add-ons  Subscribe to this Feed<br>Feed Discovery  Windows Update  Windows Messenger  Sun Java Console  Internet Options  Dir<br>Designed and Deve | Wore                        |             |
| Enables vou to change settings. |   | National Informatics Centre | € 100% ▼ ;; |

#### Click on the **Internet Option**.



Then go to Security option.



## Click on Internet. Then Click on Custom level.

| Security Set          | tings - Internet Zone  | X      |
|-----------------------|--|--------|
| Settings              |  |        |
| S C                   | cript ActiveX controls marked safe for scripting*<br>) Disable<br>) Enable |        |
| Dowr<br>A             | Iloads<br>utomatic prompting for file downloads<br>Disable<br>Enable       |        |
| ₩ F<br>()<br>()<br>() | ile download<br>Disable<br>Enable<br>ont download<br>Disable<br>Enable     |        |
| Fnah                  | Prompt<br>le NET Framework setup   | ×      |
| *Takes eff            | ect after you restart Internet Explorer                                    |        |
| Reset custo           | m settings   |        |
| Reset to:             | Medium-high (default)  | Reset  |
|                       | ОК   | Cancel |

**<u>Enable</u>** the <u>Automatic prompting for file downloads.</u> After that Your Reports downloading will be start.