

**Government of Rajasthan
Finance Department
(General Financial & Accounts Rules)**

No. F.1 (4) FD/GF&AR/2006

Jaipur, dated: 27/2/2012
Circular No: 05/2012

CIRCULAR

Vide circular No. F.1(3) GF&AR/2002 (7/02) dated 28-05-2002, directions were issued for submission of computer printed salary bills by DDOs. Now with an aim to eliminate the duplicity and repetitive nature of work and moving towards fast and error free preparation/processing of salary, arrear, bonus, leave encashment and DA arrear bills, a centralized web based Pay Manager Module has been developed under Integrated Financial Management System (IFMS). This Pay Manager Module is linked with Treasury Module under IFMS wherein every employee would have access to his/her personal information along with pay slip, GA-55-A, Form 16 etc.

In the system, DDOs shall prepare salary bills of their employees on Pay Manager Portal <http://paymanager.raj.nic.in> and shall send these online to Treasury along with the system generated and duly signed Hard Copy of the Bill for passing. Treasury Officer shall authorize the bills online and on Hard Copy, print the cheque or send digitally signed payment instructions to the Banks for crediting employees' bank accounts as per the bills submitted by DDOs and authenticated by Treasury, and shall receive payment scrolls from Banks.

1. Mode of operation-

- Online – This would be fully web based online software and authorized persons would use it by login into paymanager portal.
- One time Master data would be prepared by DDOs in respect of all employees posted in their office and will be submitted online in Pay Manager. DDO will retain the Hard Copy of the Master Data.
- In future, whenever there is any change, whatsoever, in the Master Data supplied earlier, the revised information shall be updated on the system by DDOs.

2. Uploading Legacy Data on Pay Bill Server-

Offline pay bill data as used in present system may be used in the proposed pay bill. All the information required under IFMS pay bill for master data shall be entered by DDOs.

3. Preparation and Submission of Bills-

- i. All salary bills including arrear bills will be prepared on computer in the proforma available at Pay Manager portal. There will be two parts of the bill- Outer Sheet and Inner Sheet.
- ii. DDO will prepare two copies of Outer and Inner Sheet. One copy will be retained as office copy and second duly signed copy will be sent to Treasury along with online submission of the Bill.
- iii. DDO will discharge the Bill before sending it to Treasury.
- iv. DDOs will have all the details of allowances and deductions etc. entered in the system in hard copy and keep it for use of permanent record.

4. Forwarding the bills in to Treasuries and Sub Treasuries-

Authorized bills from the DDOs would be forwarded to respective Treasuries and Sub Treasuries. If the bills are objected from Treasuries, the same will be available to DDO on Pay Manager Portal for removing objection and hard copy of the bill will also be returned to DDO for making necessary corrections.

5. Passing of bills-

Treasury/Sub-treasury will tally hard copy of the Bill with data submitted online before passing the Bill.

6. Authentication of bills and payment-

- i. Treasury or Sub Treasury will authenticate the bills and send electronic data to the banks for payment. Cheques will also be issued in case of any problem in electronic payment or if the accounts of the employees are in the banks not having Core Banking Solution.
- ii. Banks would credit the salary amount in the accounts of the employees and would send e-scrolls along with physical scrolls to Treasuries and Sub Treasuries. Treasury voucher numbers would be generated by the system and authentication of payment will be available on Pay Manager Portal.
- iii. Treasury will provide deduction details to the concerned accounting departments, such as State Insurance, General Provident Fund, New Pension Scheme, Group Insurance, LIC, LTA etc. Such information may be sent to the concerned departments monthly or as frequently as required.
- iv. DDOs will provide annual statement of payments and deductions generated through system to each employee in form GA-55-A as well as in form No. 16 A for Income Tax purposes.

7. Instructions regarding Computer Service Providers (CSPs) will be as per the Circular No. F. 1(3) GF&AR/2002 (7/02) dated 28-05-2002 and instruction regarding the use of Common Service Center (CSC) will be as per Circular No. F.5 (TH-75) DTA/ Try/ 2011/21485-22284 dated 16-12-2011.

8. DDOs can avail the internet services for online submission of Bills as per the Circular No. F.5 (TH-75) DTA/IFMS/CSC/10898-11297 dated 09.02.2012.

9. There will be integration of SIPF (State Insurance & Provident Fund) state portal with Pay Bill Module under IFMS. Detailed guidelines will be circulated in this regard separately.

10. If DDOs are making deductions towards Employees' Cooperative Societies through salary or making any other deductions of this nature, the process for sending these deductions for e-payment through treasuries would be as follows:

- i. The employees' Cooperative Society (including other deductions) will have its bank account in the agency bank which is associated with the Treasury/Sub-treasury as agency bank. Treasury while sending electronic payment file to the bank will also provide facility to make electronic payment to employees' Cooperative Society.
- ii. Deductions on account of employees' Cooperative society will not be a part of salary bills or Treasury's Monthly Accounts, nor will Treasury maintain any

ledger for it. Employee, DDO and employees' Cooperative Society will be responsible for maintaining their records.

- iii. PD Accounts which are operational in Treasuries for employees' Cooperative Societies will be closed and these societies will require withdrawing their balances from PD Account.

11. If DDO receives cheque from Treasuries in spite of e-payment, the process for sending these deductions will remain same as adopted by DDO earlier. Two options for making e-payment of salary would be provided to DDOs. One is Core Banking Solution (CBS) mode and second one is National Electronic Fund Transfer(NEFT)/Real Time Gross Settlement (RTGS) mode.

- i. If the accounts of all the employees and employees's Cooperative Society are in the Agency Bank associated with Treasury/Sub-treasury, DDO will opt for CBS mode.
- ii. In second case where accounts of some employees are in any branch of Agency Bank and other employees have accounts in other banks, DDO will have to submit two salary bills- one for employees having accounts in Agency Banks and second for other employees.

In this process it will be necessary that the account of employees' Cooperative Society will have to be opened in the bank where the accounts of employees are being maintained.


(Akhil Arora)

Finance Secretary (Budget)

Copy forwarded for information and necessary action to:

1. S.A. to Governor/C.M./All Ministers/State Ministers.
2. P.S. to Chief Secretary/Addl.Chief Secretaries.
3. P.S. to Principal Secretaries/Secretaries/Special Secretaries.
4. Secretary, Rajasthan Legislative Assembly, Jaipur.
5. Secretary, Lokayukta Sachivalaya, Jaipur.
6. Secretary, Rajasthan Public Service Commission, Ajmer.
7. Registrar, Rajasthan High Court, Jodhpur/Jaipur.
8. Accountant General (Civil & Acctt.) Rajasthan, Jaipur.
9. Accountant General (Receipt & C&E) Rajasthan, Jaipur.
10. Registrar, Rajasthan Civil Service Appellate Tribunal, Jaipur.
11. All OSD/Deputy Secretaries/ Sections of the Secretariat.
12. All Heads of the Departments/All Collectors/Divisional Commissioner.
13. Director, Treasuries and Accounts, Rajasthan, Jaipur.
14. All Treasury Officers.
15. Administrative Reforms (Codification) Department (with spare copy).
16. Vidhi Rachana Sangthan for Hindi translation.
17. System Analyst, Finance Department. He is requested kindly publish this circular on FD Website.


(Urmila Joshi)

Officer on Special Duty