

Dte. Of Treasuries & Accounts

Govt of Nagaland

e-PAYBILL APPLICATION

DDO USER MANUAL -v 1.0

PREPARED BY: IT CELL, DTA

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CHAPTER-1: LOG IN

User name: Enter your username.

Password: Enter your password.

Captcha: Enter the alphabets that as shown on the screen.

Login: Click the **Login** button to proceed.



ePAY Bill
Government of Nagaland

Username
0112022

Password
...

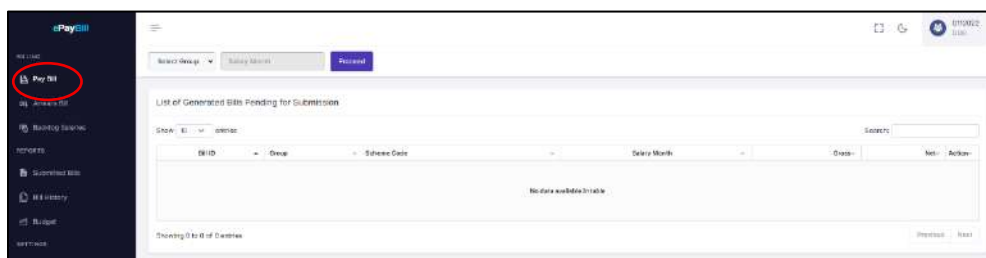
BSQY Verify Code

Login

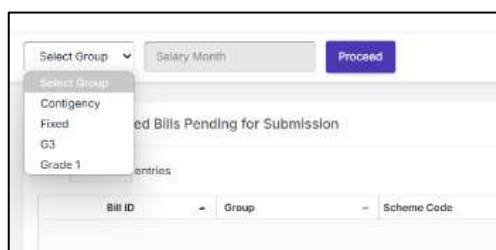
CHAPTER-2: GENERATE PAY BILL

STEP-1: Generate Monthly Pay Bill

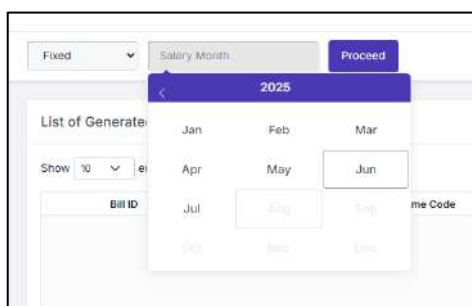
1.1 Go to the "Pay Bill" section in the sidebar.



1.2 Select a Group from the dropdown menu.



1.3 Select the Month for which you want to generate the bill.

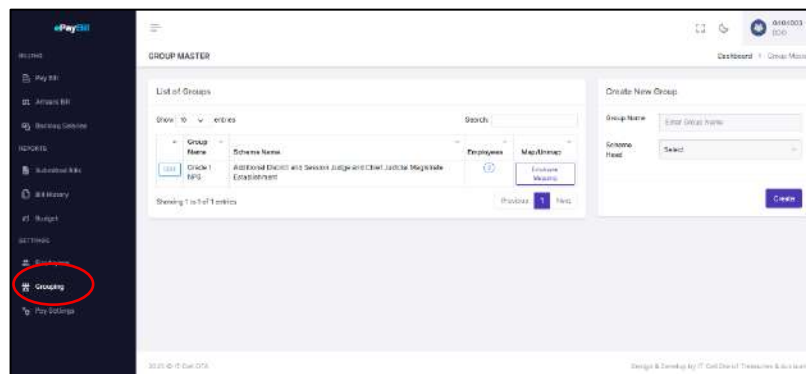


1.4 Click on the **Proceed** button.

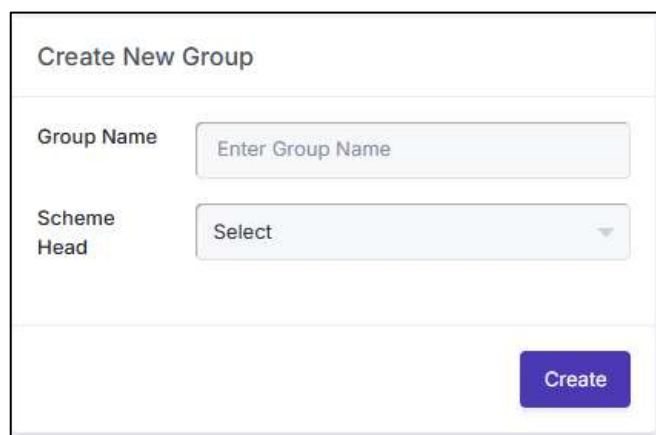


NOTE: If no group is listed in the dropdown, follow the steps below to create one. Otherwise, skip to **STEP-3**.

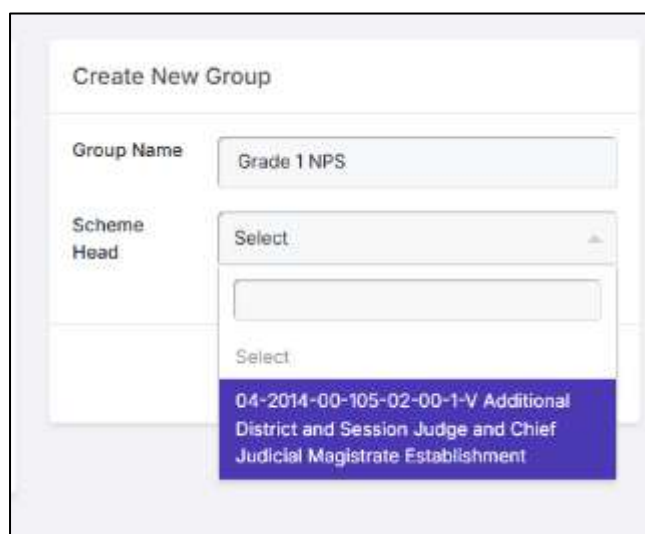
STEP-2: Go to Grouping Section in the sidebar.



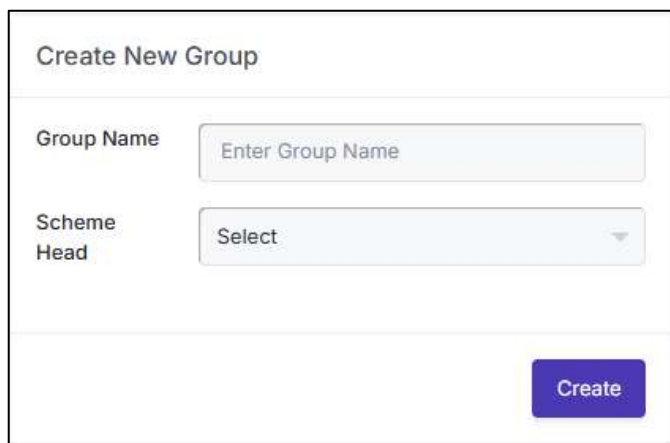
2.1 In the **Group Name** field, enter a name for your group.



2.2 From the **Scheme Head** dropdown, select the relevant scheme head.

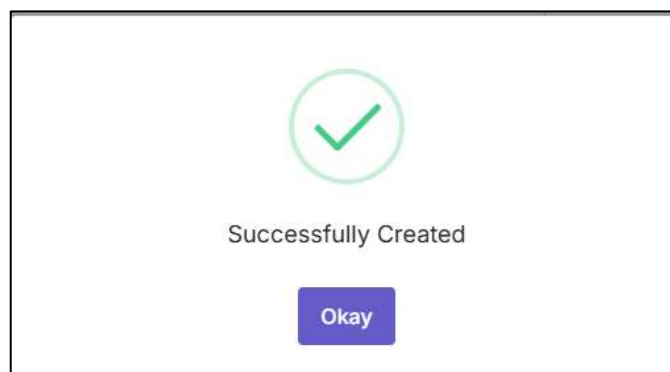


2.3 Click on the **Create Group** button.



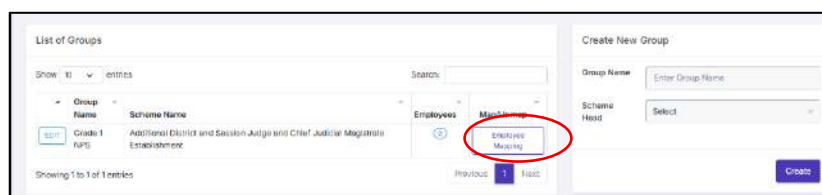
The 'Create New Group' form contains two input fields: 'Group Name' with a placeholder 'Enter Group Name' and 'Scheme Head' with a 'Select' dropdown menu. A blue 'Create' button is located at the bottom right of the form.

SUCCESS MESSAGE:



Map Employees to Group

2.4 After the group is created, click on the **Employee Mapping** button.



2.5 A **popup modal** will appear showing:

- **Left Table:** List of available employees under the selected scheme head.
- **Right Table:** Employees currently mapped to the group.

Map/Unmap Employee From Grade 1 NPS

All Grades All Types All ROPs Search

Unmap Employees			
PIMS Code	Name	Gr	Action
LAW00092	Shri. Vido Sema	A	Map
LAW00171	Smt. Mayazung	C	Map
LAW00316	Shri. MANDYANGSASIE	D	Map
LAW00320	Shri. TSUKJEMBA AO	D	Map
LAW00323	Smt. KOKASANGLA AO	C	Map
LAW00326	Shri. Sawanjungshi	D	Map
LAW00327	Smt. Kheochelu Kheach	C	Map
LAW00328	Smt. Waimongla	C	Map
LAW00329	Smt. Inikokba AO	C	Map

Cancel Save

- 2.6 In the **Left Table**, click on the **Map** button next to each employee you wish to add. The employee will be **shifted to the Right Table**, indicating they are now part of the group.

Map/Unmap Employee From Grade 1 NPS

All Grades All Types All ROPs Search

Unmap Employees			
PIMS Code	Name	Gr	Action
LAW00326	Smt. Waimongla	C	Map
LAW00329	Smt. Inikokba AO	C	Map
LAW00330	Smt. Santlong Ao	C	Map
LAW00331	Smt. Nukamemia	D	Map
LAW00332	Smt. Mokakamba AO	D	Map
LAW00333	Smt. Moachiba AO	C	Map
LAW00591	Smt. Tiawapang Jemir	C	Map
LAW00594	Smt. Hirohito V Chishi	C	Map
LAW00605	Smt. T. Teijen Longkumer	D	Map

Mapped Employees			
Action	PIMS Code	Name	Gr
Unmap	LAW00092	Shri. Vido Sema	A
Unmap	LAW00568	Smt. Julian	A

Cancel Save

- 2.7 If needed, click the **"Unmap"** button in the Right Table to remove an employee from the group.

Map/Unmap Employee From Grade 1 NPS

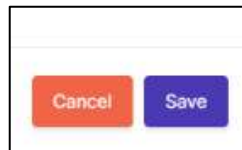
All Grades All Types All ROPs Search

Unmap Employees			
PIMS Code	Name	Gr	Action
LAW00326	Smt. Waimongla	C	Map
LAW00329	Smt. Inikokba AO	C	Map
LAW00330	Smt. Santlong Ao	C	Map
LAW00331	Smt. Nukamemia	D	Map
LAW00332	Smt. Mokakamba AO	D	Map
LAW00333	Smt. Moachiba AO	C	Map
LAW00591	Smt. Tiawapang Jemir	C	Map
LAW00594	Smt. Hirohito V Chishi	C	Map
LAW00605	Smt. T. Teijen Longkumer	D	Map

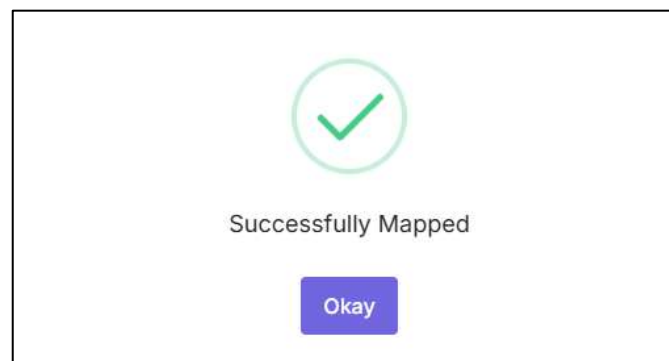
Mapped Employees			
Action	PIMS Code	Name	Gr
Unmap	LAW00092	Shri. Vido Sema	A
Unmap	LAW00568	Smt. Julian	A

Cancel Save

2.8 Once all desired employees are mapped, click "**Save**" to finalize the group or "Cancel" to go back.



SUCCESS MESSAGE:



STEP-3: The list of employees under the Group will be reflected on the table.

 A screenshot of a software interface showing a table of employees. The table has columns for "Select Group", "Salary Month", and "Process". Below these, there's a "Search" field and a "Group: P/Post" dropdown. The main table has columns for "P/MS Code", "Name", "Designation", "Pay", "GP", "BP", "BP", "DA", "HRA", "MA", "ADA", "MDS", "Gross Total", "LPS", "DPS", "DPS", "P/MS", "P/MS", "GPP", "DPS", "DPS". Two rows are visible: "T20-T19Y00002" and "T20-T19Y00004".

3.1 Select all or specific employees that you wish to generate the bill for by clicking on the **checkbox**. Enter required values against the employee e.g. Addl. (Additional Allowance).

 A screenshot of the same software interface as above, but with a red circle highlighting the checkboxes in the "P/MS Code" column. The table structure and data are identical to the previous screenshot.

- To add Additional allowance, click on the + button under Addl. Section.

3.3. A confirmation prompt will appear asking whether you want to proceed with bill generation. Click **Yes, Generate** to continue or **Cancel** to abort the process.

Generate Bill

Are you sure you want to Generate the Bill?

Cancel
Yes, Generate

3.4 The bill is generated and its details can be viewed by clicking on the **View** button. If user wishes to delete the bill, they can click on the **Delete** button.

List of Generated Bills Pending for Submission

Show 10 entries
Search:

Bill ID	Group	Scheme Code	Salary Month	Gross	Net	Action
2	Fixed	12-2054-00-085-01-00-1-V Direction	May 2025	9400	5347	Submit View Delete

Showing 1 to 1 of 1 entries

Previous
1
Next

Bill Details

#	PMS Code	Name	Designation	Pay Components										Deductions						
				Pay	DF	GP	BP	DA	HRA	MA	ADA	ADDL	Gross Total	NPS	GF	GS	PEx	HTax	GFHec	
1	LAW00221	SHI, NATHAN ROHUN, LGA (2018-19)		8330		1900	10210	25720	1321	400		100	37450		13	12	11	15	12	

Close

Fig. Report of Bill details when user click on **View**.

3.5 Upon clicking the **Submit** button, a prompt will appear with the bill details shown, requesting the **DDO Bill Number**. Enter the required number and click **Submit** to proceed or **Cancel** to exit without submitting.

Bill Confirmation

Group : Fixed

Salary Month : May 2025

Gross : 6400

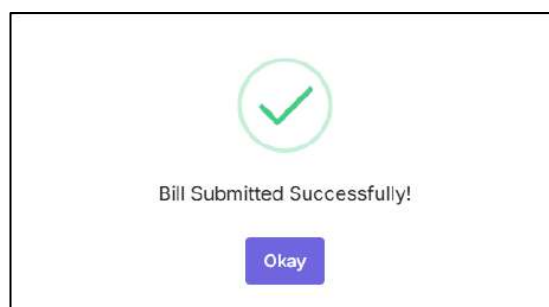
Net : 5347

DDO Bill No

Close

Submit

SUCCESS MESSAGE:



NOTE: Upon submission, the bill details will be automatically pushed to the **TreasuryNet** System.

The DDO is not required to submit the physical Excel sheet, as the system will be automatically updated with the latest input.

ERROR:



Fig. DDO Bill number must be unique.

STEP-4: Go to the Submitted Bills Section in the sidebar. This section consists of all the bills generated.



4.1 Click on the **Download** button to download the bill report.



4.2 Print out the report and submit the signed physical copy to the Treasury.

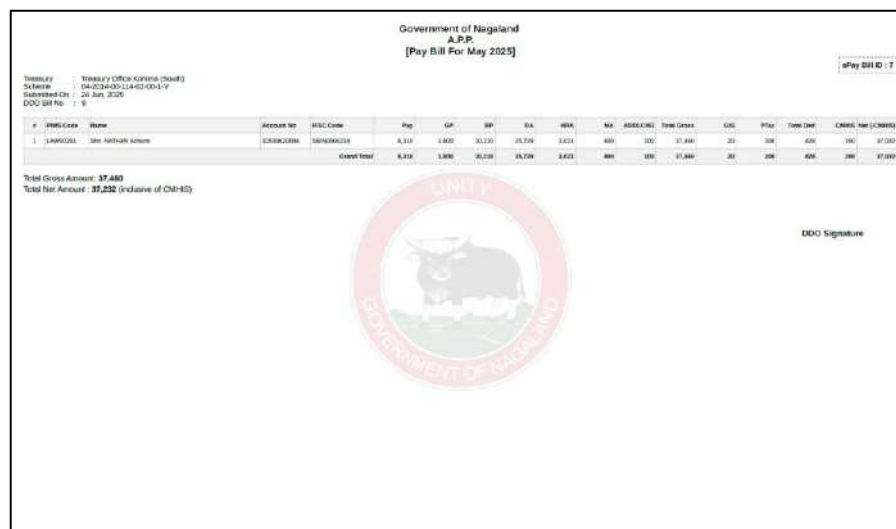


Fig. Generated Bill Report format

NOTE: After the bill has been approved, the status in the application will changed to completed/approved.

CHAPTER-3: ARREAR BILLS

STEP1: Go to the Arrear Bills Section in the sidebar.

The screenshot shows the ePayBill system interface. On the left is a dark sidebar with navigation options: BILLING (Pay Bill, Arrear Bill, Backlog Salaries), REPORTS (Submitted Bills, Bill History, Budget), and SETTINGS (Employees, Grouping, Pay Settings). The main area is titled 'List of Generated Bills Pending for Submission'. It features a 'Select Arrears Type' dropdown, a 'Select Scheme' dropdown, and a 'Proceed' button. Below these is a search bar and a table with columns: Bill ID, Scheme Code, Type, Gross, Deduction, Net, and Action. The table currently displays 'No data available in table' and 'Showing 0 to 0 of 0 entries'. The footer includes '2025 © IT Cell CTA' and 'Design & Develop by IT Cell Dte of Treasuries & Accounts'.

STEP-2: Select Arrear type from the dropdown menu.

A close-up of the 'Select Arrears Type' dropdown menu. The menu is open, showing four options: 'DA - Auto', 'DA - Manual', 'MACP Arrears', and 'Less Drawn Arrears'. The 'Select Arrears Type' text is visible at the top of the dropdown.

A. FOR DA-AUTO

A.1 Select Scheme Head

A screenshot of the 'Select Scheme' dropdown menu. The menu is open, showing a list of schemes. The first visible option is '04-2014-00-105-02-00-1-V Additional District and Session Judge and Chief Judicial Magistrate Establishment'. The text 'Bills Pending for Submission' is visible at the bottom of the dropdown.

A.2 Select **Group**.

Select Group

Select Group

All Groups

Contract

Gazetted Gr 1

Grade1

Grade 1 OPF

Grade 1 NPS

A.3 Select DA Rates from the dropdown menu.

Select DA Rates

Select DA Rates

Effective From : Jan 1, 2025

Effective From : Jul 1, 2024

Effective From : Jan 1, 2024

Effective From : Jul 1, 2023

Effective From : Jan 1, 2023

Effective From : Jul 1, 2022

Effective From : Jan 1, 2022

A.4 Click on “Proceed”.

Proceed

The list of all employees under the Arrear type will be shown.

DA Arrears Effective from Jul 01, 2023

Generate Bill

Search:

<input type="checkbox"/>	PIMS Code	Name	Designation	Admissible Pay				Already Drawn Pay				Mthly ENT	Months
				Adm DA %	Adm BP	Adm DA	Adm Gross	Drawn DA %	Drawn BP	Drawn DA	Drawn Gross		
				1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/>	LAW00092	Shri. Victo Sema	District Judge (Selection Grade)	46%	172960	79562	252522	42%	172960	72643	245603	6919	6
<input type="checkbox"/>	LAW00588	Smti. Julian	Civil Judge (Jr. Div, ACP-II)	46%	111000	51060	162060	42%	111000	46620	157620	4440	6

A.5 Select all or specific employees that you wish to generate the bill for by clicking on the **checkbox**. Enter required values against the employee.

DA Arrears Effective from Jul 01, 2023

Generate Bill

Search:

<input type="checkbox"/>	PIMS Code	Name	Designation	Admissible Pay				Already Drawn Pay				Mthly ENT	Months
				Adm DA %	Adm BP	Adm DA	Adm Gross	Drawn DA %	Drawn BP	Drawn DA	Drawn Gross		
				1	2	3	4	5	6	7	8	9	10
<input checked="" type="checkbox"/>	LAW00092	Shri. Victo Sema	District Judge (Selection Grade)	46%	172960	79562	252522	42%	172960	72643	245603	6919	6
<input type="checkbox"/>	LAW00588	Smti. Julian	Civil Judge (Jr. Div, ACP-II)	46%	111000	51060	162060	42%	111000	46620	157620	4440	6

A.6 Click on Generate Bill button.



A confirmation prompt will appear. Click on **Yes, Generate** button to proceed or **Cancel** button to revert back.

Generate Bill

Are you sure you want to Generate the Bill?

Cancel

Yes, Generate

A.7 The generated bill will be shown along with the option to **View**, **Delete** and **Submit**.

List of Generated Bills Pending for Submission

Show 10 entries

Search:

BILL ID	Scheme Code	Type	Gross	Deduction	Net	Action
1	04-2014-00-105-02-00-1-V Additional District and Session Judge and Chief Judicial Magistrate Establishment	DA	41514	41514	0	<p>Submit View Delete</p>

Showing 1 to 1 of 1 entries

Previous 1 Next

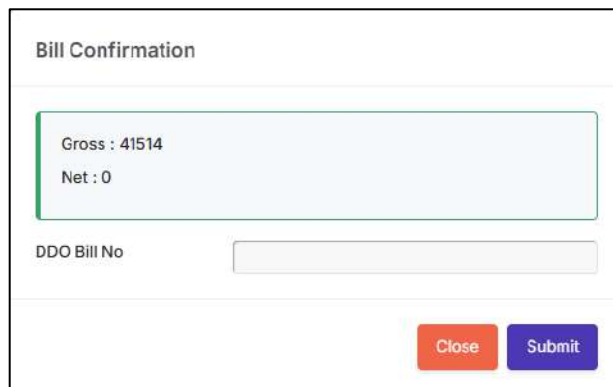
By clicking the **View** button, users can view the details of the generated bill.

Bill Details

#	PIMS Code	Name	Designation	Admissible Pay				Already Drawn Pay				MONTH ENT	Months	Total Gross	NPS	Desk.
				Adm DA %	Adm SP	Adm DA	Adm Gross	Drawn DA %	Drawn SP	Drawn DA	Drawn Gross					
1	LAW00092	Smt. Victo Sema	District Judge (Selection Grade)	46%	172960	79562	252522	42%	172960	72543	245003	6970	6	41514	0	
Total																

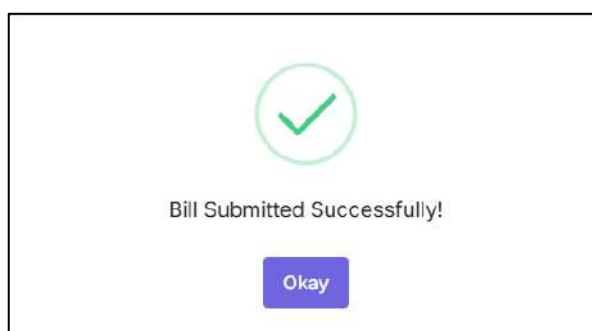
Close

A.8 Upon clicking the **Submit** button, a prompt will appear with the bill details shown, requesting the **DDO Bill Number**. Enter the required number and click "**Submit**" to proceed or "**Cancel**" to exit without submitting.



A dialog box titled "Bill Confirmation". It contains a light blue box with the text "Gross : 41514" and "Net : 0". Below this is a text input field labeled "DDO Bill No". At the bottom right are two buttons: "Close" (orange) and "Submit" (purple).

SUCCESS MESSAGE:



B. FOR DA MANUAL

B.1 Select Scheme Head



A dropdown menu with the placeholder text "Select Scheme". The menu is open, showing a list of options. The first option is "Select Scheme". The second option is "04-2014-00-105-02-00-1-V Additional District and Session Judge and Chief Judicial Magistrate Establishment". Below the dropdown menu is the text "Bills Pending for Submission".

B.2 Click on "Proceed".



B.3 Click on **Add Employee** button.

B.4 Add the employee from the **drop down** menu and click on **Save** to proceed or **Cancel** to go back.

B.5 Fill in all the necessary details against the employee and click on **Generate Bill** button on the top right section of the screen.

B.7 A Confirmation prompt will appear. Enter the **DDO Bill No.** and click on **Submit** to proceed or **Close** to go back.



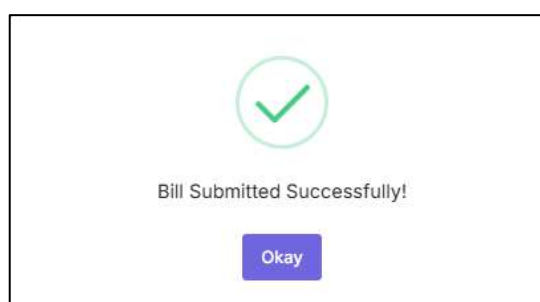
Bill Confirmation

Gross : 0
Net : 0

DDO Bill No

Close **Submit**

SUCCESS MESSAGE:



C. FOR MACP ARREARS

C.1 Select Scheme Head



Select Scheme

Select Scheme

04-2014-00-105-02-00-1-V Additional District and Session Judge and Chief Judicial Magistrate Establishment

Bills Pending for Submission

C.2 Click on **Proceed**.



C.3 Click on **Add Employee** button.



MACP Arrears

Add Employee **Generate Bill**

PMS Code	Name	Designation	Gross Amount	Deductions	Net Amount	Action
No data available in table						

C.4 Add the employee from the **drop down** menu and click on **Save** to proceed or **Cancel** to go back.

C.5 The Employee details will be shown in the table. Click on the **Update** button to add more details against the employee.

MACP Arrears Add Employee Generate Bill

PIMS Code	Name	Designation	Gross Amount	Deductions	Net Amount	Action
LAW00121	Shri. C. Nzanbemo Shitiri	Stenographer Gr-II	0	0	0	Update Delete

C.6 Enter the Arrear details and **Add** more rows if required. Click on the **Save** button.

Calculate Arrears for Shri. C. Nzanbemo Shitiri

Period		Administrative Pay										Dearness Pay										Difference	
From	To	Day	DDP	BP	DA	HRA	MA	ACOL	Total (A to H)	Pay	DDP	BP	DA	HRA	MA	ACOL	Total (I to J)	Total (K to L)	Diff				
01-01-2022	01-01-2022																						

Add
Remove
Refresh
Save
Cancel

SUCCESS MESSAGE:

C.7 Click on the **Generate Bill** Button.

MACP Arrears							Add Employee	Generate Bill
PIMS Code	Name	Designation	Gross Amount	Deductions	Net Amount	Action		
LAW00121	Shri. C. Nzarberne Shitri	Stenographer Gr-III	0	0	0	Update	Delete	

A confirmation prompt will appear. Click on **Yes, Generate** to proceed or **Cancel** to go back.

Generate Bill

Are you sure you want to Generate the Bill?

[Cancel](#)
[Yes, Generate](#)

C.8 Click on the **View** button to view the detail report.

List of Generated Bills Pending for Submission							
Show 10 entries		Search:					
Bill ID	Scheme Code	Type	Gross	Deductions	Net	Action	
5	04-2014-00-114-02-00-1-V Public: Prosecutors and Government Pleaders	MACP	25000	0	25000	Submit	View
Showing 1 to 1 of 1 entries							
						Previous	Next

Bill Details													
PIMS Code	Name	Period		Administrative Pay									
		From	To	Pay	DA	BP	DA	DA	DA	DA	DA	DA	DA
LAW00121	Shri. C. Nzarberne Shitri	2020-04-01	2020-04-30	10000	6000	20000							

Fig. Detail of the bill report

C.9 Click on the **Submit** button to submit the generated bill.

A Bill confirmation prompt will appear. Click on **Submit** to proceed or **Close** to revert back.

Bill Confirmation

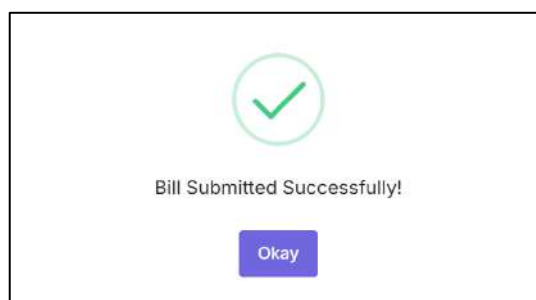
Gross : 25000

Net : 25000

DDO Bill No

[Close](#)
[Submit](#)

SUCCESS MESSAGE:



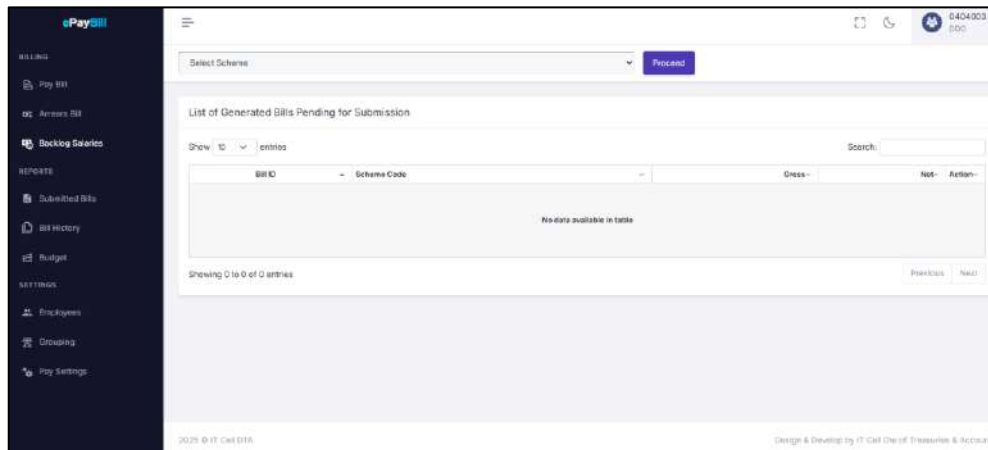
D. FOR LESS DRAWN ARREARS

The procedure for Less Drawn is similar to MACP ARREARS, kindly follow the steps under MACP ARREARS.

NOTE: All bills submitted are present in the Submitted Bills section in the sidebar Users can easily access this section to view and download the corresponding reports as needed.

CHAPTER-4: BACKLOG SALARIES

Click on the **Backlog Salaries** section in the sidebar.



STEP-1: Select Scheme from the drop-down menu.



STEP-2: Click on the Proceed Button.



STEP-3: Click on Add Employees button.



STEP-4: A pop up prompt will appear. User can select the group from the drop down menu or select specific employee from the drop down menu

The screenshot shows the 'Add Employees' form. The 'Select Group' dropdown menu is open, displaying a list of options: 'Select Group', 'Grade III NPS', 'Group I', 'Group I', 'Gr I NPS', and 'Gr III GPF'. The dropdown is positioned below the 'Select Group' label.

Fig.a Add Group

The screenshot shows the 'Add Employees' form. The 'Select Employee' dropdown menu is open, displaying a list of employee names and IDs: 'LAW00003 - Smti. Tuccuno Vamuzo', 'LAW00005 - Smti. Kethokhrulu Nyekha', 'LAW00006 - Shri. Kenelsetuo Khezhi', 'LAW00008 - Smti. Catherine Belho', and 'LAW00009 - Shri. Ruokuovituo Angami'. The dropdown is positioned below the 'Select Employee' label.

Fig.b Add specific employee

STEP-5: Click on the **Add** button to proceed or click on the **Close** button to go back.

The screenshot shows the 'Add Employees' form. The 'Add' button is circled in red, indicating it is the next step to click. The 'Add' button is located at the bottom right of the form, next to the 'Close' button.

STEP-6: The table will show the list of employees added.

+ Add Employees		Scheme Code : 0420140010502001V				Generate Bill	
PMS Code	Name	Designation	Gross Amount	Deductions	Net Amount	Action	
LAW00005	Smti. Kethokhrulu Nyekha	UDA (District)	0	0	0	Update	Delete

STEP-7: Click on the **Update** button if there are any additions or changes to be made.

Go Back

PMS Code : LAW00005 - Smti. Kethokhrulu Nyekha

Save

Month	ROP	Pay Components										Deductions					
		Pay	DP	OP	EP	DA	HRA	MA	ADA	ADOL	Gross Total	NPS	DPF	DOS	PTax	HTax	C
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Pick	Select																

Add

Remove

STEP-8: Select the **month**.

Month

ROP

Pay

DP

OP

1

2

3

2025-05

7th Re

2025

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

STEP-9: Select the **ROP**.

Month

ROP

Pay

DP

1

2

2025-05

7th Re

Select

Fixed Pay

Contingency Workcharge 2015

7th Revision Of Pay

6th Revision Of Pay

5th Revision Of Pay

4th Revision Of Pay

STEP-10: Enter the rest of the values in their own respective fields.

10.1 To **Add** for Addl., Click on the **+** button. It opens a pop up with a **drop down menu** to select the type of allowance and input field under **Amount** to add the value.

10.2 Click **+** button to add the allowance entered. Click on **Add** to save the entry or **Close** button to go back.

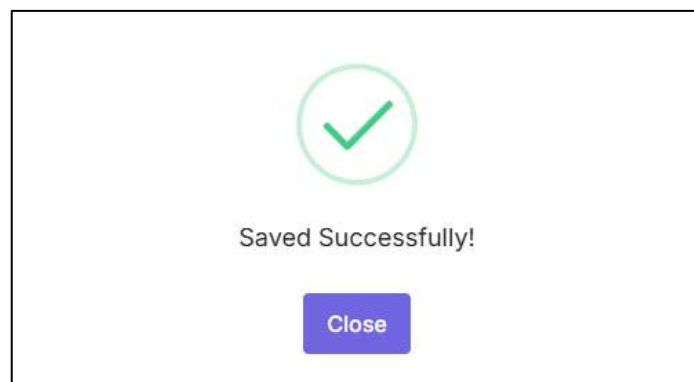
LAW00005 - Smti. Kethokhrulu Nyekha

Allowance	Amount	
Any Other Claim		+
Any Other Claim	100	×
Total:	100	

Close

Add

SUCCESS MESSAGE:



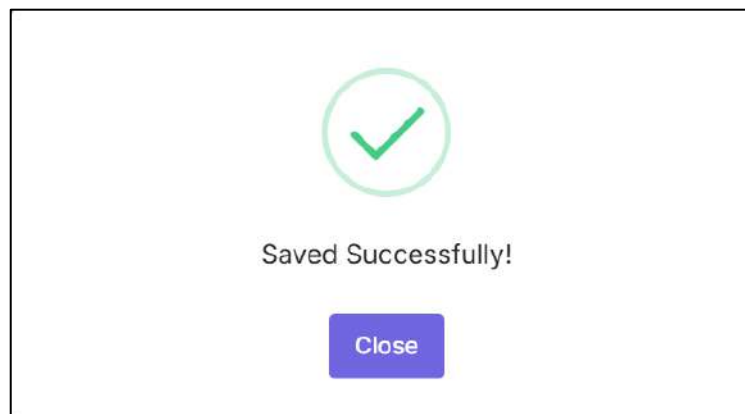
STEP-11: Click on the **Add** button to add more rows or click on the **Remove** button to remove an entire row.

The screenshot shows the PIMS interface for PIMS Code : LAW00005 - Smtl. Kethokhrulu Nyekha. The interface includes a table with columns for Month, ROP, Pay Components (Pay, DP, OP, BP, DA, HRA, MA, ADA, ADOL, Gross Total), and Deductions (NPS, OPF, GIS, PTax, HTax, C). The 'Add' and 'Remove' buttons at the bottom left are circled in red.

STEP-12: Click on the **Save** button.

The screenshot shows the PIMS interface for PIMS Code : LAW00005 - Smtl. Kethokhrulu Nyekha. The 'Save' button at the top right is circled in red.

SUCCESS MESSAGE:



STEP-13: Click on the **Go Back** button and do the same for the rest of the employees.

The screenshot shows the PIMS interface for PIMS Code : LAW00005 - Smtl. Kethokhrulu Nyekha. The 'Go Back' button at the top left is circled in red.

STEP-14: Click on the Generate Bill button. A prompt will appear. Click on **Yes Generate** to proceed or **Cancel** to go back.

Generate Bill

Are you sure you want to Generate the Bill?

Cancel
Yes, Generate

STEP-15: The details of the bill generated will be reflected in the list along with the option to **View, Delete** and **Submit**.

List of Generated Bills Pending for Submission

Show10entries

Search:

Bill ID	Scheme Code	Gross	Net	Action
2	04-2014-00-114-02-00-1-V Public Prosecutors and Government Pleaders	343400	310516	Submit View Delete

Showing 1 to 1 of 1 entries

[Previous](#)[1](#)[Next](#)

Click on the **View** button to view the bill report.

Bill Details

PMS Code	Name	Month	ROP	Pay Components										Gross Total	Deductions				
				Pay	DA	GR	SP	DA	HRA	MA	NDA	ADOL	RPS		GRF	GS	PTax		
				1	2	3	4	5	6	7	8	9	10		11	12	13	14	15
LAW00921	Sri. C. Nazareno Shih	2025-05	2307					25000	6600	1600	800			28000	2700			20	268
LAW00256	Sri. B. HINGBA	2025-05	2307					25000	6600	1600	800		130	28300	2700			20	268
LAW00535	Sri. Kuroaki	2025-05	2307					25000	6600	1600	800		130	28400	26800			20	268

Close

STEP-16: Click on the **Submit** button. A confirmation prompt will appear. Enter the **DDO Bill No.** and click on the **Submit** button to proceed or **Close** to go back.

Bill Confirmation

Gross : 343400

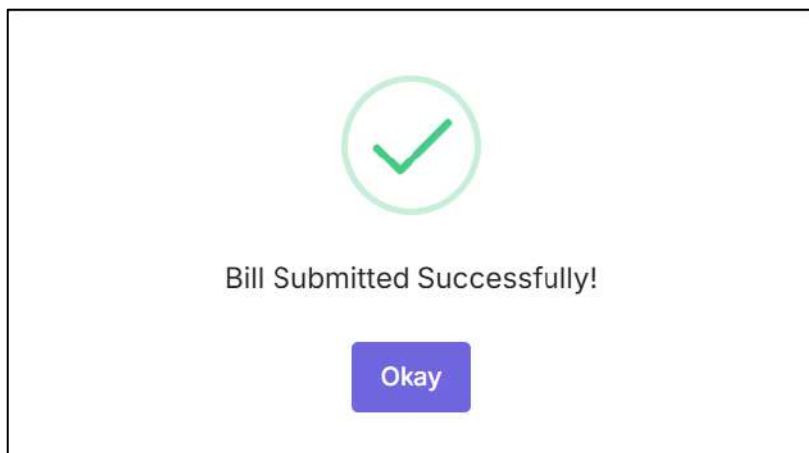
Net : 310516

DDO Bill No

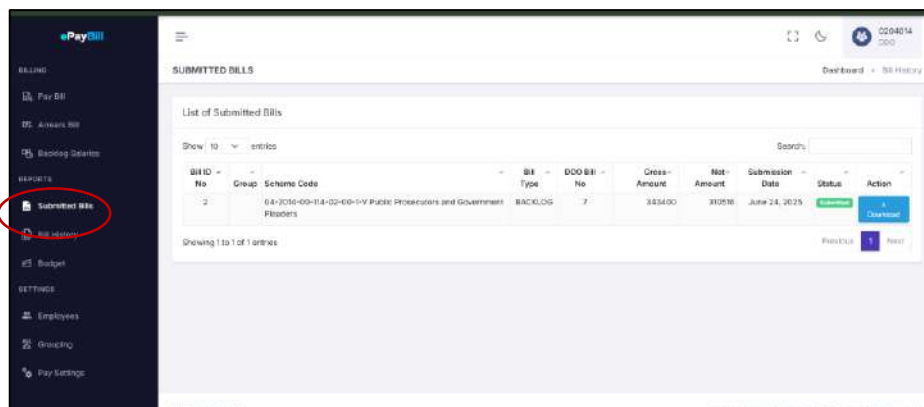
Close

Submit

SUCCESS MESSAGE:



STEP-17: Go to the **Submitted Bills** Section in the sidebar.



STEP-18: Click on the **Download** Button.

Bill ID No	Group	Scheme Code	Bill Type	DDO Bill No	Gross Amount	Net Amount	Submission Date	Status	Action
2		04-2014-00-114-02-00-1-V Public Prosecutors and Government Pleaders	BACKLOG	7	343400	310536	June 24, 2025	Submitted	Download

Showing 1 to 1 of 1 entries

Previous 1 Next

Government of Nagaland A.P.P. [Backlog Salaries]														
Treasury : Treasury Office Kohima (South)		Scheme : 04-2014-00-114-02-00-1-V		Submitted On : 24 Jun 2025		DDO Bill No : 7		ePay Bill ID : 2						
S	PRG Code	Name	Amount No	PRG Code	Set Month	DP	DA	MDA	MA	ACCOLING	ANC	Total Gross	MTS	GOS
1	LAW0001	Sh. G. Kishor (2025)	3040200001	04-2014-00-114-02-00-1-V	May 2025	20,000	0.00%	0.00%	0.00%	0	0	18,200	2,700	0
2	LAW0002	Sh. S. Kishor (2025)	3040200002	04-2014-00-114-02-00-1-V	May 2025	20,000	0.00%	0.00%	0.00%	0	0	18,200	2,700	0
3	LAW0003	Sh. Kishor (2025)	3040200003	04-2014-00-114-02-00-1-V	May 2025	20,000	0.00%	0.00%	0.00%	0	0	18,200	2,700	0
Grand Total						60,000	0.00%	0.00%	0.00%	0	0	54,600	8,100	0
Total Gross Amount: 3,43,400														
Total Net Amount: 3,10,536 (inclusive of OMR)														
DDO Signature														

Page 1 of 1

Fig. a. Downloaded Bill Report Format.

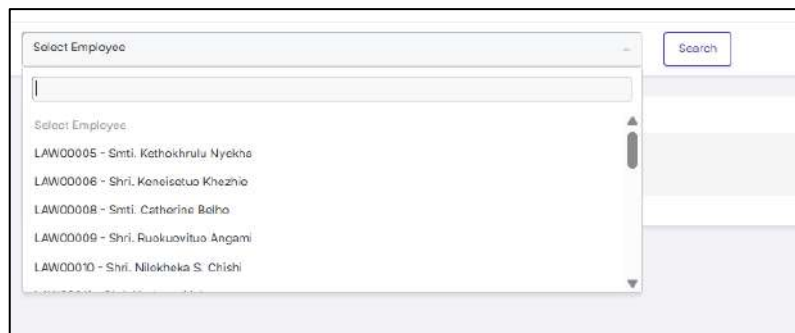
The Report will then be printed and its copy must be sent to the Treasury.

CHAPTER-5 PAY SETTINGS

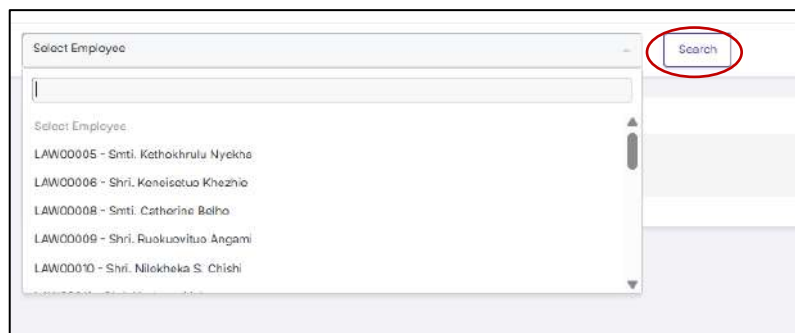
Click on the **Pay Settings** Section in the sidebar



STEP-1: Select the employee from the dropdown menu.



STEP-2: Click on the Search button.



STEP-3: The employee details are automatically retrieved from the PIMS system and displayed within the application. The details retrieved from PIMS are non-editable.

However, fields such as ROP/Fixed, Type, Quarter Aailed, etc., remain editable, allowing users to update them as needed. In case of any changes or updates, users can revisit this section to make the necessary modifications.

The screenshot displays a form with three main sections: **Primary Settings**, **Pay Structure**, and **GPF Monthly Subscription**. The **Primary Settings** section includes fields for PIMS Code, Name, Designation, Grade, ROP/Fixed, Type, Quarter Aailed, Is IAS?, Is GPF Grade 4T, Has Spcl Med AWT, and Scheme Code. The **Pay Structure** section includes fields for Pay, Dearness Pay, Grade Pay, and Basic Pay. The **GPF Monthly Subscription** section includes fields for GPF Amount, Recovery Deductions, and a dropdown for Has GPF Recovery?. Below the form are three buttons: **Previous Employee**, **Save Changes**, and **Next Employee**.

STEP-4: Click on the **Save Changes** button.



SUCCESS MESSAGE:



STEP-5: Proceed with the next employee by clicking on the **Next Employee** button and repeat the steps above.

