

**Dte. of Treasuries & Accounts
Govt. of Nagaland**

E-PAYBILL APPLICATION

DDO USER MANUAL- v 1.2

Prepared by: IT CELL, DTA

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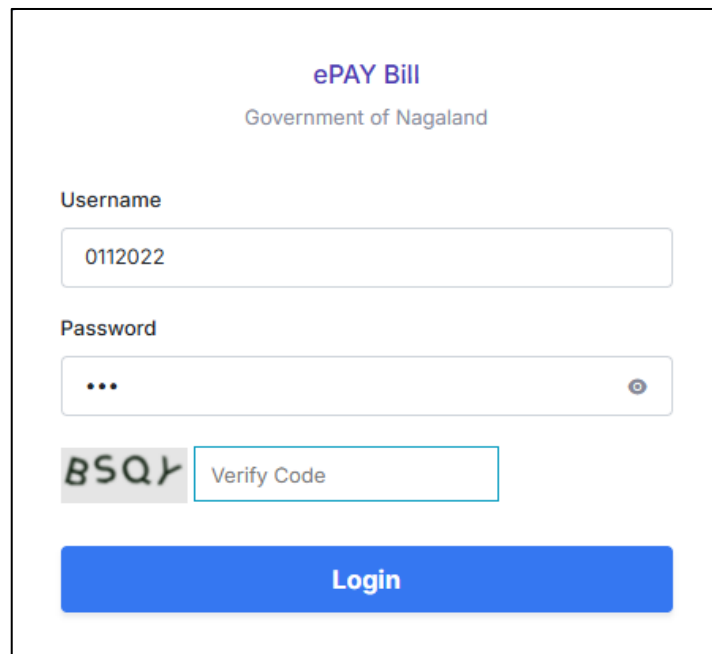
CHAPTER-1: LOG IN

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.




The image shows a login form titled "ePAY Bill" for the "Government of Nagaland". The form contains three input fields: "Username" with the value "0112022", "Password" with masked characters "...", and a "Verify Code" field next to a captcha image showing the characters "BSQY". A blue "Login" button is positioned at the bottom of the form.

ePAY Bill
Government of Nagaland

Username
0112022

Password
... 

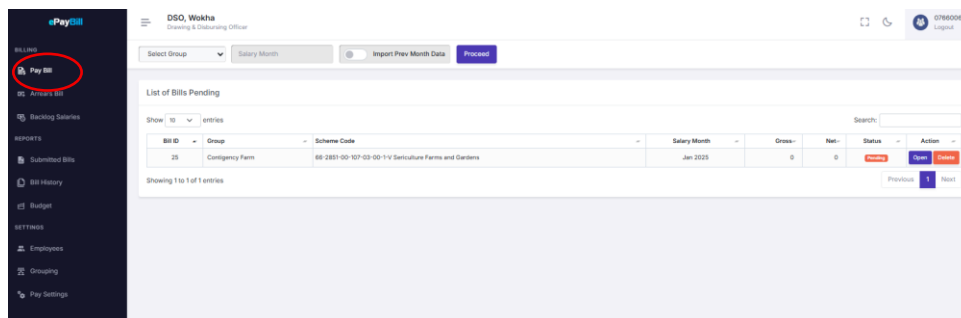
 Verify Code

Login

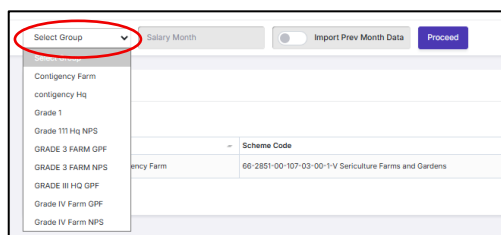
CHAPTER-2: GENERATE PAY BILL

STEP-1: Generate Monthly Pay Bill

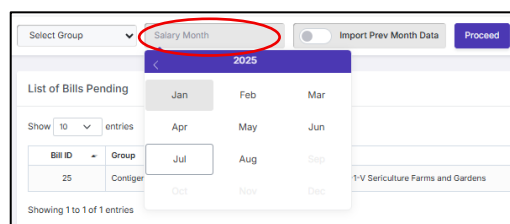
1.1 Go to the **Pay Bill** section in the sidebar.



1.2 Select a **Group** from the dropdown menu.



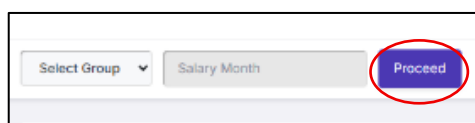
1.3 Select the **Month** for which you want to generate the bill.



1.4 Click on the radio button to import previous month's data.



1.5 Click on the **Proceed** button.

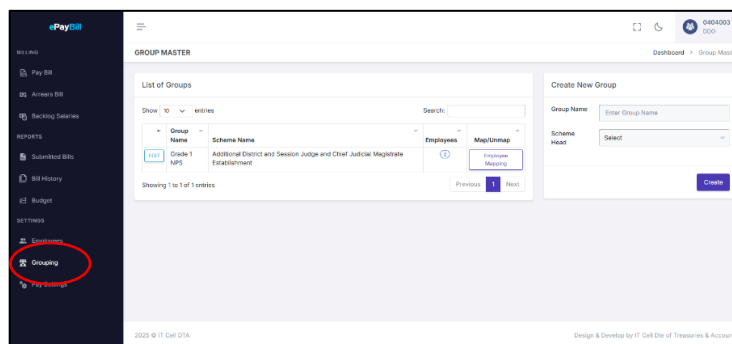


Note:

All data that has been entered the previous month will be reflected on the table if selected.

If no group is listed in the dropdown, follow **STEP-2** to create one. Otherwise, skip to **STEP-3**.

STEP-2: To create a new group, go to **Grouping** Section in the sidebar.

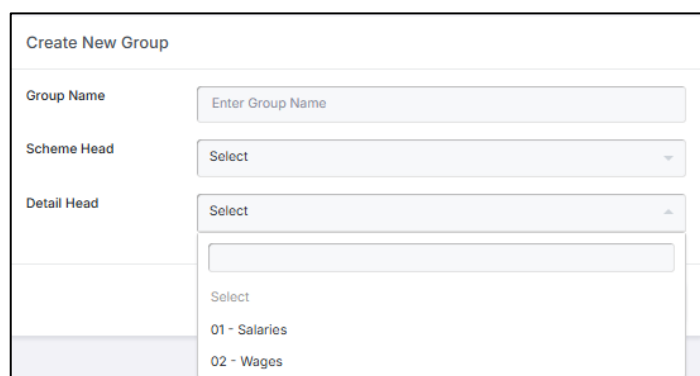


2.1 In the **Group Name** field, enter a name for your group.

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

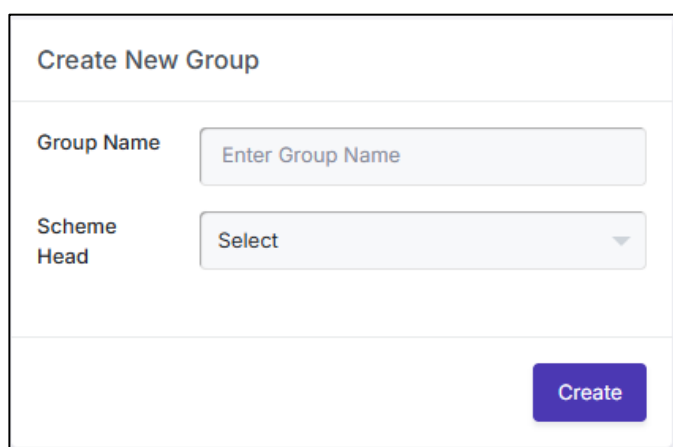
NOTE: The Scheme Head is the same for Salaries & Wages.

2.3 From the **Detail Head** dropdown, select the relevant detail head.



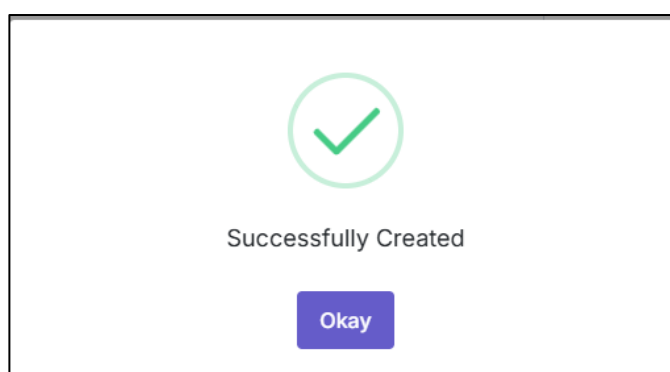
The screenshot shows a web form titled "Create New Group". It contains three input fields: "Group Name" with a text input placeholder "Enter Group Name", "Scheme Head" with a dropdown menu showing "Select", and "Detail Head" with a dropdown menu showing "Select". The "Detail Head" dropdown is open, displaying a list of options: "01 - Salaries" and "02 - Wages".

2.3 Click on the **Create** button.



The screenshot shows the same "Create New Group" form. The "Group Name" field is filled with "Enter Group Name". The "Scheme Head" dropdown is set to "Select". The "Detail Head" dropdown is set to "Select". A blue "Create" button is visible at the bottom right of the form.

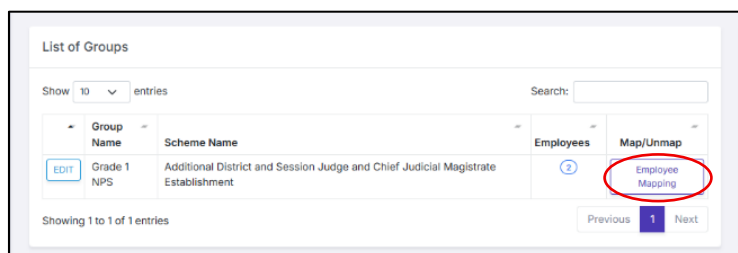
SUCCESS MESSAGE:



The screenshot shows a success message dialog box. It features a green checkmark icon inside a circle. Below the icon, the text "Successfully Created" is displayed. At the bottom of the dialog, there is a blue "Okay" button.

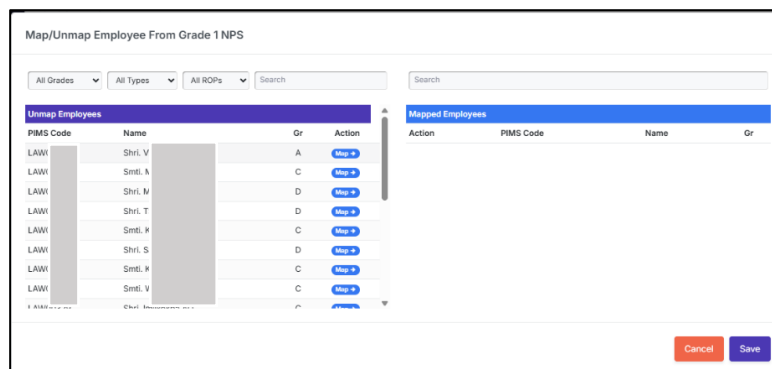
Map Employees to Group

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

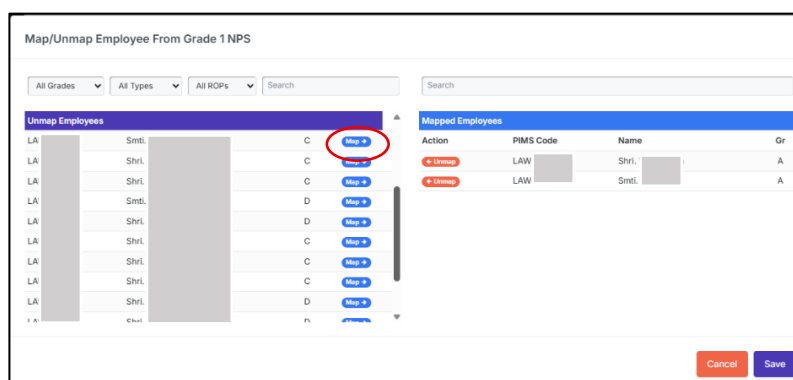


2.5 A **popup modal** will appear showing:

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



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.



2.7 In case the user accidentally maps an employee to a group, they can easily correct it by clicking the **Unmap** button in the right-hand table to remove the employee from the group.

Map/Unmap Employee From Grade 1 NPS

All Grades All Types All ROPs Search Search

Unmap Employees				Mapped Employees			
LAI	Smt. W		C	Map			
LAI	Shri. Im		C	Map			
LAI	Shri. Se		C	Map			
LAI	Smt. Ne		D	Map			
LAI	Shri. Ms		D	Map			
LAI	Shri. Ms		C	Map			
LAI	Shri. Tu		C	Map			
LAI	Shri. Hi		C	Map			
LAI	Shri. T.		D	Map			

Cancel Save

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

Cancel Save

SUCCESS MESSAGE:

Successfully Mapped

Okay

2.9 Once the groups have been created, follow the steps from **STEP-1**.

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

The screenshot shows a software interface for generating salary slips. At the top, there are filters for 'Select Group' and 'Salary Month' (May 2025), along with 'Process' and 'Generate Bill' buttons. Below the filters is a search bar and a table of employees. The table has columns for PMS Code, Name, Designation, and various pay components (Pay, DP, GP, BP, DA, HRA, MA, ADA, ADDL, Gross Total, NPS, GPF, GIS, PFtax, HTax, GPF Rec, Excess). Two employees are listed: 'T2B-T' (Shri. Sc, Driver) and 'T2B-Ts' (Shri. Yoi, Driver). Both have a Gross Total of 6300. Below the table, there is a 'Show Total' button and a summary row showing a total Gross Total of 106750, NPS of 10100, and GPF of 80.

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) or check if the auto-populated data are correct.

This screenshot is similar to the previous one, but it highlights the checkboxes in the 'PMS Code' column for the two employees, 'T2B-T' and 'T2B-Ts'. The checkboxes are currently unchecked. The rest of the interface, including the filters, search bar, and table data, remains the same.

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

This is a close-up view of the 'Addl.' (Additional Allowance) section of the salary slip. It shows a table with columns for 'Addl.' and 'Gross Total'. There are two rows, each with a '+' button in the 'Addl.' column and a value in the 'Gross Total' column (6300 and 6200). The interface is for the month of May 2025.

3.1.1 Select the type of allowance under the dropdown menu and enter the amount.

3.1.2 Click on the + button.

3.1.3 To add more allowances, repeat steps: **3.1.1** and **3.1.2**

3.1.4 Click on the **Save** button after you have added all the allowances.

The **Total Allowance Amount** is shown as well as the **Gross Total Amount** will automatically increase and reflect in its respective row.

ADDL	Gross Total
9	10
220	29655

3.2 Check the checkbox for the employee(s) whose bill you want to generate the bill for and click on **Generate Bill** button.

Excess Rec	Ded Total	CMHIS	Net (10 - 19)
17	18	19	20
<input type="checkbox"/>	853		5447
<input type="checkbox"/>	75		6125

3.3. A confirmation prompt will appear asking whether you want to proceed with the 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

Bill ID	Group	Scheme Code	Salary Month	Gross	Net	Action
2	Fixed	12-2054-00-095-01-00-1-V Direction	May 2025	6400	5347	Submits View Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

Bill Details

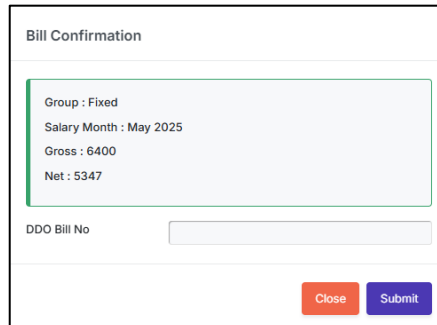
#	PIMS Code	Name	Designation	Pay Components										Deductions					
				Pay	DP	GP	BP	DA	HRA	MA	ADA	ADDL	Gross Total	NPS	GPF	GIS	PTax	HTax	GPF Rec
1	Li	Shri. NA	LD (District)	8310		1900	10210	25729	1021	400		100	37460			20	208		

Close

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

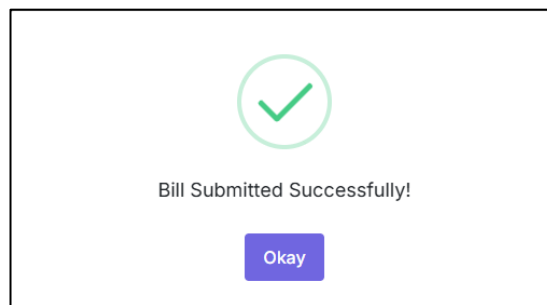
3.5 Upon clicking the **Submit** button, a Confirmation prompt will appear with the bill details shown, requesting the **DDO Bill Number**.

Enter the unique DDO Bill Number and click on the **Submit button** to proceed or **Close** to exit without submitting.



A dialog box titled "Bill Confirmation" with a light blue header. Below the header is a white box containing the following details: "Group : Fixed", "Salary Month : May 2025", "Gross : 6400", and "Net : 5347". Below this box is a text input field labeled "DDO Bill No". At the bottom right are two buttons: "Close" (orange) and "Submit" (blue).

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:

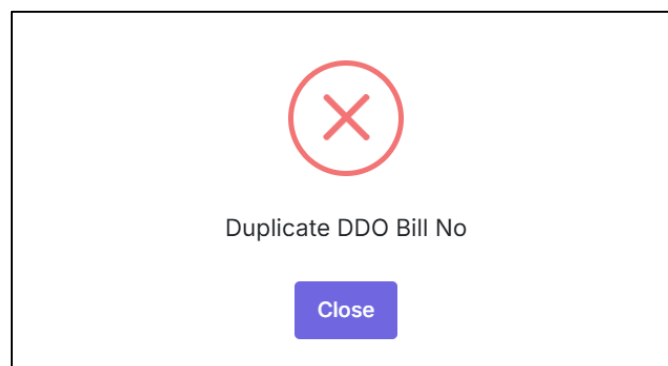
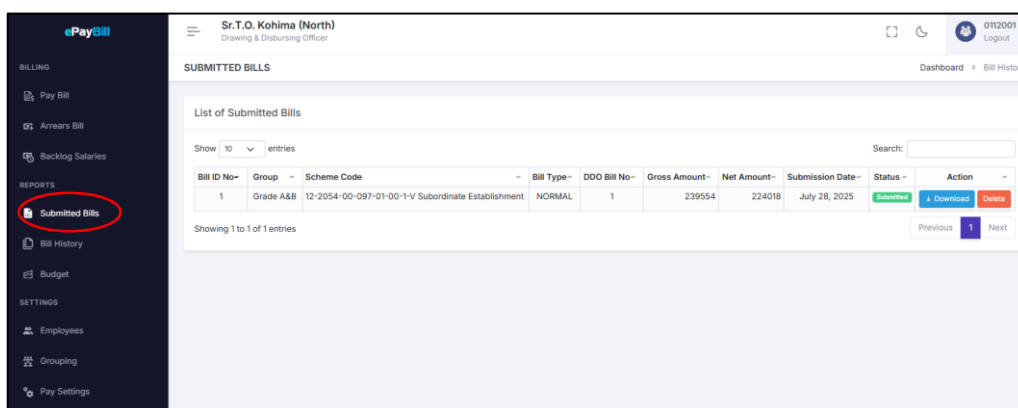
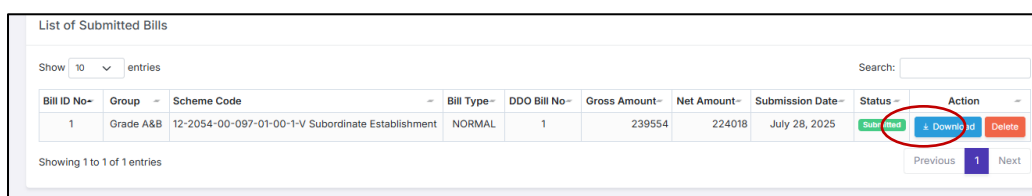


Fig. DDO Bill number must be unique.

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



4.1 Click on the **Download** button to download the bill report and challan (if any). If an error has been made, click the **delete** button and redo the PayBill again.



4.2 Print out the bill report and challans (if any) submit the signed physical copy to the Treasury.

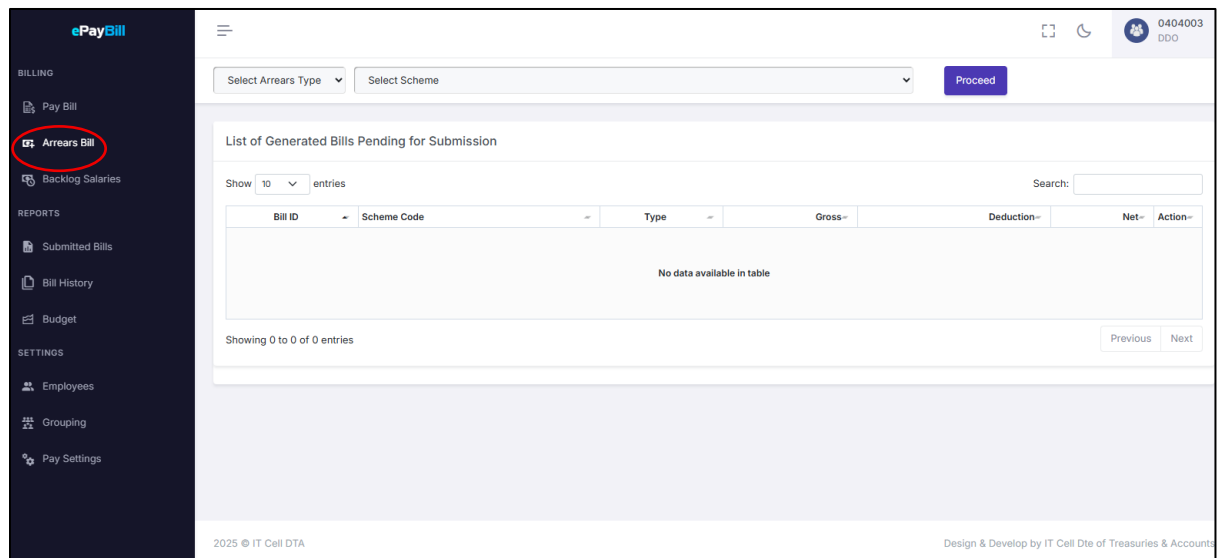
Government of Nagaland Sr.T.O. Kohima (North) [Pay Bill For Jun 2025]															
Treasury : Treasury Office Kohima (North) Group Name : Grade A&B Scheme : 12-2054-00-097-01-00-1-V (Subordinate Establishment) Detail Head : 01 - Salaries DDO Bill No : 1 Bill Date : 28 Jul 2025															ePay Bill ID : 1
#	PRMS Code	Name	Account No	IFSC Code	BP	BA	MSA	MA	CSA	ADC	Total Gross	GPF	GIS	Pfms	Total Due
1	TRV00025	R. Limahere	20530570	SNV0000072	80,200	48,800	6,816	800	200	0	1,26,776	10,000	80	308	1,26,856
2	TRV00082	B. Imahere	20530541	SNV0000214	40,000	33,330	4,848	800	0	200	99,778	5,000	400	308	94,586
Grand Total					1,48,000	90,330	11,664	1,600	100	200	2,26,554	15,000	120	416	2,24,018
Total Gross Amount : 2,39,554 only Total Net Amount : 2,24,018 only															
															DDO Signature

Fig. Generated Bill Report format

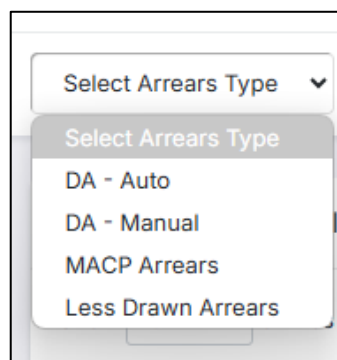
NOTE: After the bill has been approved, the status in the application will be changed to completed/approved.

CHAPTER-3: ARREARS BILLS

STEP1: Go to the **Arrears Bills Section** in the sidebar.

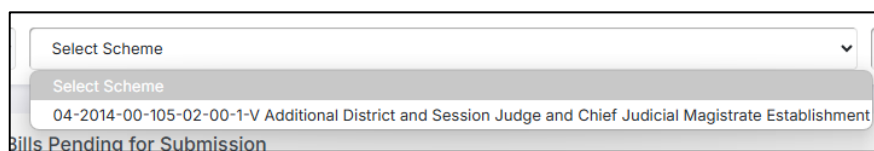


STEP-2: Select **Arrear type** from the dropdown menu.

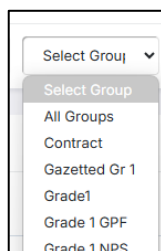


A. FOR DA-AUTO

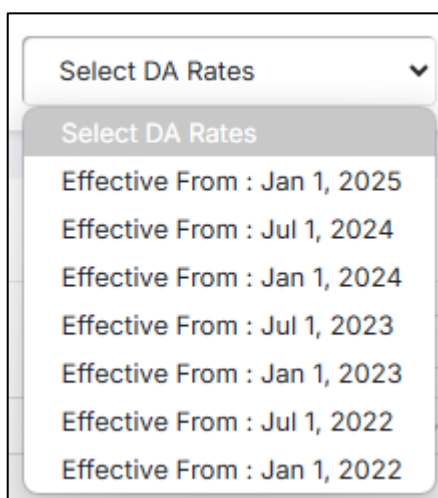
A.1 Select **Scheme Head**.



A.2 Select the **Group**.



A.3 Select **DA Rates** from the dropdown menu.



A.4 Click on **Proceed**.



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

DA Arrears Effective from Jan 01, 2025

Generate Bill

Search:

<input type="checkbox"/>	PIMS Code	Name	Designation	Admissible Pay				Already Drawn Pay				Mthly ENT	Months	Total Gross	Deductions				
				Adm DA %	Adm SP	Adm DA	Adm Gross	Drawn DA %	Drawn SP	Drawn DA	Drawn Gross				NPS	GPF	Deb Total		
				1	2	3	4	5	6	7	8				9	10	11	12	
<input type="checkbox"/>	EL	B	Shri. █████	Head Assistant (District)	55%	56500	31075	87575	53%	56500	29945	86445	1130	4	4520	0	4520	4520	
Grand Total					56500	31075	87575		56500	29945	86445	1130			4520	0	4520	4520	

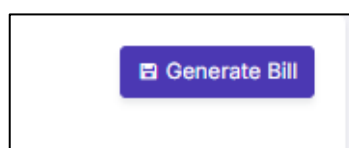
A.5 Select all or specific employees that you wish to generate the bill for by clicking on the **checkbox**.

DA Arrears Effective from Jul 01, 2023 Generate Bill

Search:

	RMS 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"/>	LAW	2 Shri. V	District Judge (Selection Grade)	46%	172960	79562	252522	42%	172960	72643	245603	6919	6
<input type="checkbox"/>	LAW	3 Smtl.	Civil Judge (Jr. Div, ACP-I)	46%	111000	51060	162060	42%	111000	46620	157620	4440	6

A.6 Click on **Generate Bill** button located at the top right corner of the screen.



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				Mthly ENT	Months	Total Gross	Ded.
				Adm DA %	Adm BP	Adm DA	Adm Gross	Drawn DA %	Drawn BP	Drawn DA	Drawn Gross				
1	LAW	Shri. Y	District Judge (Selection Grade)	48%	172960	79562	252522	42%	172960	72643	245603	6919	6	41514	0
Total															

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.

Bill Confirmation

Gross : 41514

Net : 0

DDO Bill No

Close

Submit

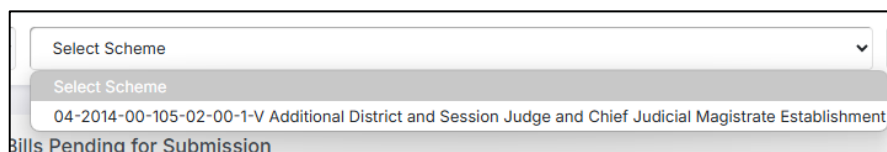
SUCCESS MESSAGE:

Bill Submitted Successfully!

Okay

B. FOR DA MANUAL

B.1 Select Scheme Head.



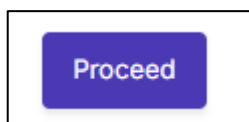
Select Scheme

Select Scheme

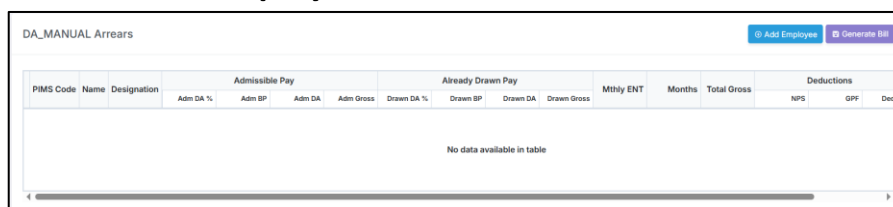
04-2014-00-105-02-00-1-V Additional District and Session Judge and Chief Judicial Magistrate Establishment

Bills Pending for Submission

B.2 Click on Proceed.



B.3 Click on Add Employee button.

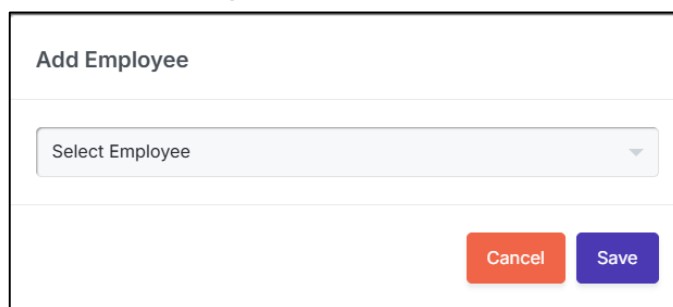


DA_MANUAL Arrears

Add Employee Generate Bill

PIMS Code	Name	Designation	Admissible Pay				Already Drawn Pay				Mthly ENT	Months	Total Gross	Deductions		
			Adm DA %	Adm BP	Adm DA	Adm Gross	Drawn DA %	Drawn BP	Drawn DA	Drawn Gross				NPS	GPF	Ded
No data available in table																

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

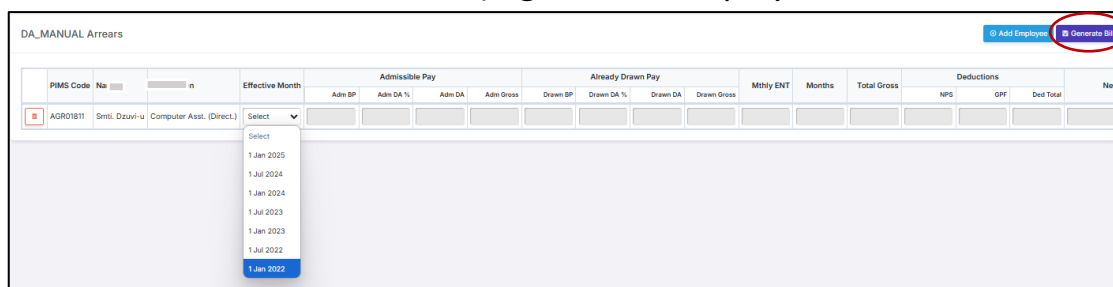


Add Employee

Select Employee

Cancel Save

B.5 Fill in all the necessary details (effective month, Adm BP, Adm DA%, Drawn BP, Drawn DA%, etc.) against the employee.



DA_MANUAL Arrears

Add Employee Generate Bill

PIMS Code	Na	n	Effective Month	Admissible Pay				Already Drawn Pay				Mthly ENT	Months	Total Gross	Deductions			Net
				Adm BP	Adm DA %	Adm DA	Adm Gross	Drawn BP	Drawn DA %	Drawn DA	Drawn Gross				NPS	GPF	Ded Total	
AGR01811	Smt. Dzuvu-u	Computer Asst. (Direct.)	Select															
Select																		
1 Jan 2025																		
1 Jul 2024																		
1 Jan 2024																		
1 Jul 2023																		
1 Jan 2023																		
1 Jul 2022																		
1 Jan 2022																		

B.6 Click on the **Generate Bill** button on the top right section of the screen.

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?

CancelYes, Generate

B.7 Click on the **View** button to view the detail report.

List of Generated Bills Pending for Submission						
Show	10	entries				
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,MANUAL	0	0	0	<button>Submit</button> <button>View</button> <button>Cancel</button>
Showing 1 to 1 of 1 entries						
Previous 1 Next						

B.8 A Confirmation prompt will appear. Enter the **DDO Bill No.** and click on **Submit** to proceed or **Close** to go back.

Bill Confirmation

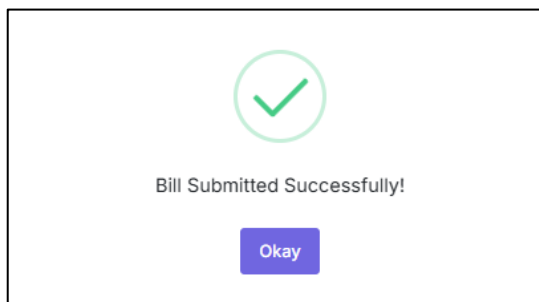
Gross : 0

Net : 0

DDO Bill No

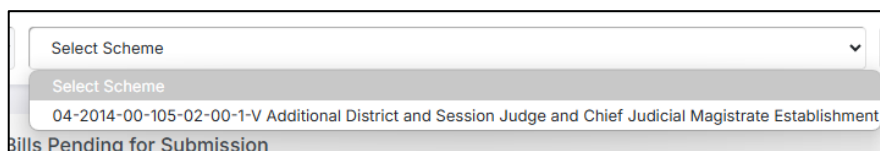
CloseSubmit

SUCCESS MESSAGE:

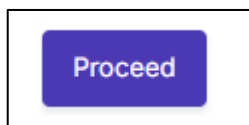


C. FOR MACP ARREARS

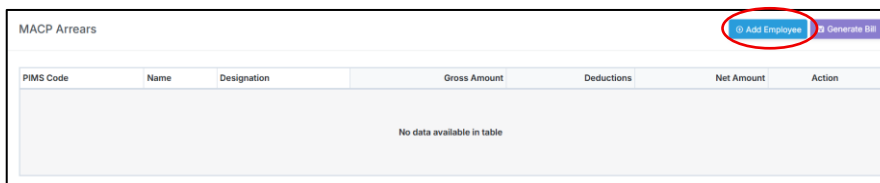
C.1 Select Scheme Head



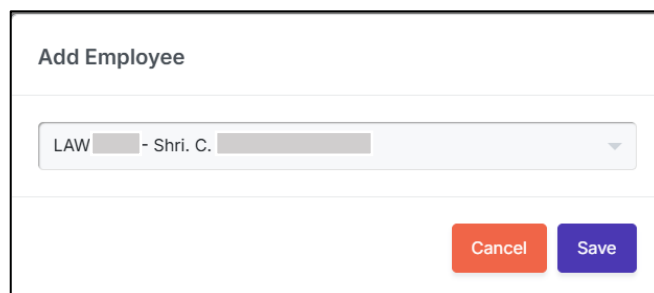
C.2 Click on **Proceed**.



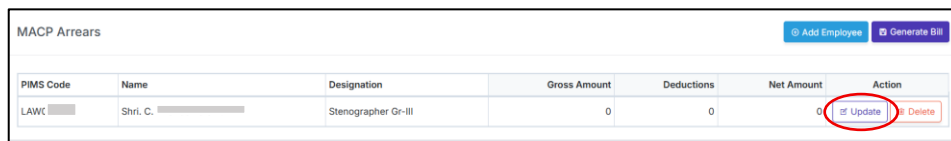
C.3 Click on **Add Employee** button.



C.4 Add the employee from the **dropdown** 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.

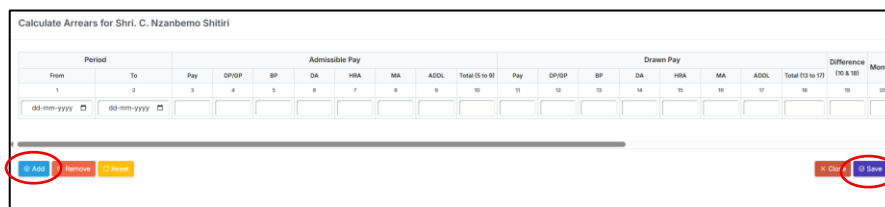


MACP Arrears

Buttons: Add Employee, Generate Bill

PIMS Code	Name	Designation	Gross Amount	Deductions	Net Amount	Action
LAWC	Shri. C.	Stenographer Gr-III	0	0	0	Update Delete

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

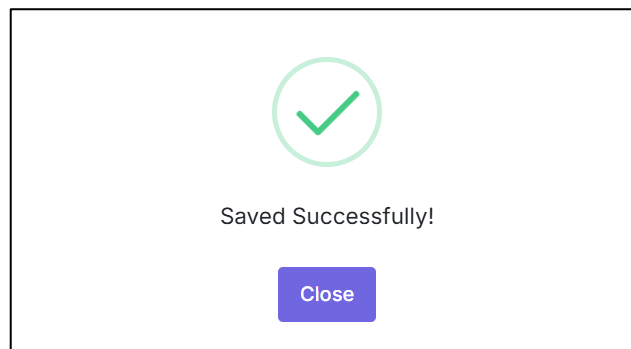


Calculate Arrears for Shri. C. Nzanbemo Shitiri

Period		Admissible Pay								Drawn Pay								Difference		Months
From	To	Pay	DP/SP	BP	DA	HRA	MA	ADOL	Total (5 to 9)	Pay	DP/SP	BP	DA	HRA	MA	ADOL	Total (13 to 17)	(10 & 18)		
dd-mm-yyyy	dd-mm-yyyy																			

Buttons: Add, Remove, Save, Clear

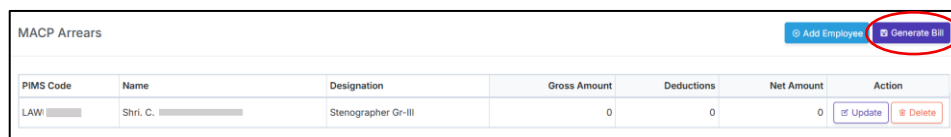
SUCCESS MESSAGE:



Saved Successfully!

Close

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



MACP Arrears

Buttons: Add Employee, Generate Bill

PIMS Code	Name	Designation	Gross Amount	Deductions	Net Amount	Action
LAWC	Shri. C.	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	Deduction	Net	Action
5	04-2014-00-114-02-00-1-V Public Prosecutors and Government Pleaders	MACP	25000	0	25000	Submit View Delete

Showing 1 to 1 of 1 entries

Previous
1
Next

Bill Details

PIMS Code	Name	Period		Pay	DP/GP	BP	Admissible Pay						Total (5 to 13)	Pay	DP/GP	BP	D
		From	To				DA	HRA	MA	ADOL							
LAW	SHV C.1	2023-04-01	2023-04-30	20000	5000	25000							25000				

Close

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

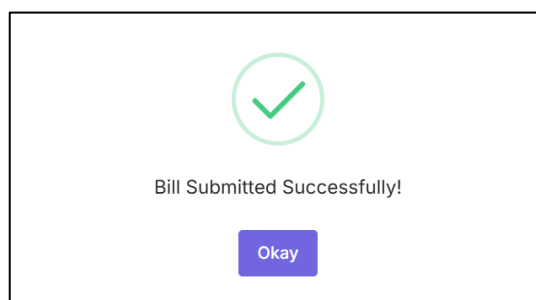
Gross : 25000

Net : 25000

DDO Bill No

Close
Submit

SUCCESS MESSAGE:



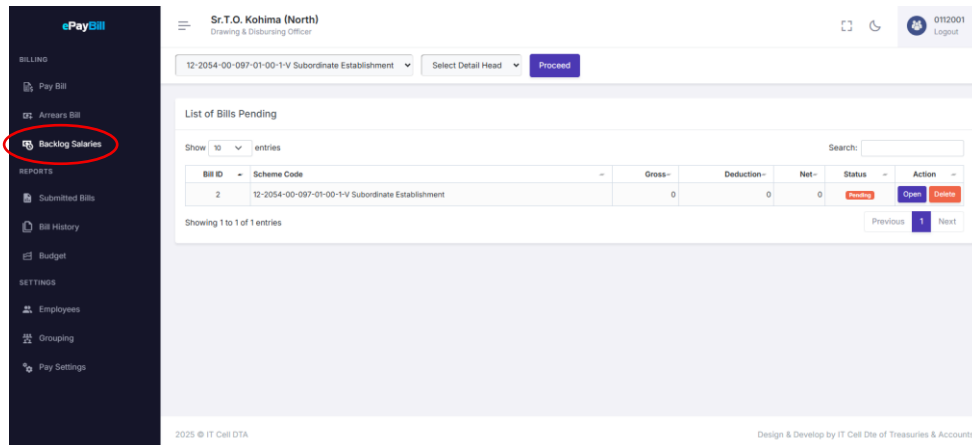
D. FOR LESS DRAWN ARREARS

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

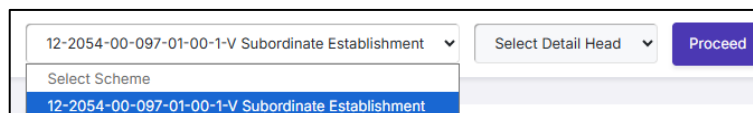
NOTE: All bills submitted are present in the Submitted Bills section in the sidebar. Users can easily access this section to view and download the corresponding reports as needed.

CHAPTER-4: BACKLOG SALARIES

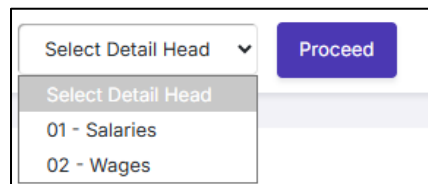
Click on the **Backlog Salaries** section in the sidebar.



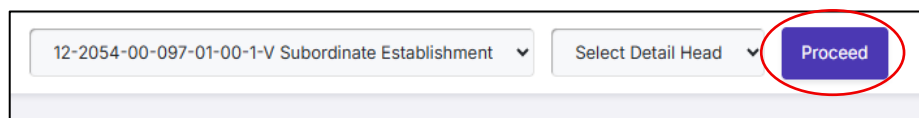
STEP-1: Select **Scheme** from the drop-down menu.



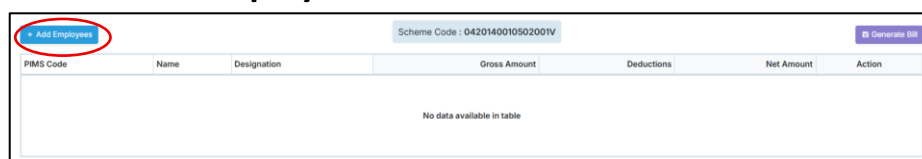
STEP-2: Select the Detail Head from the drop-down menu.



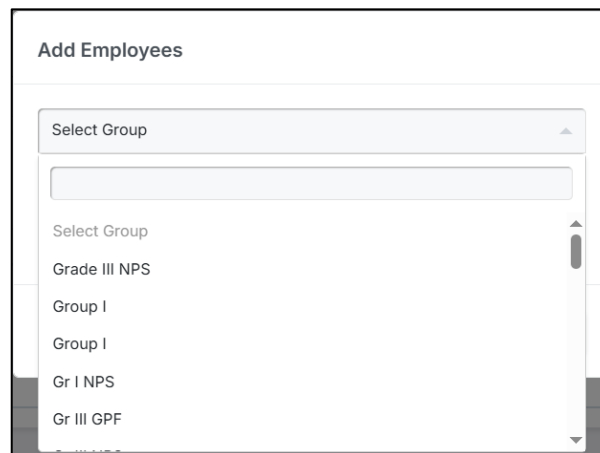
STEP-2: Click on the **Proceed** Button.



STEP-3: Click on **Add Employees** button.

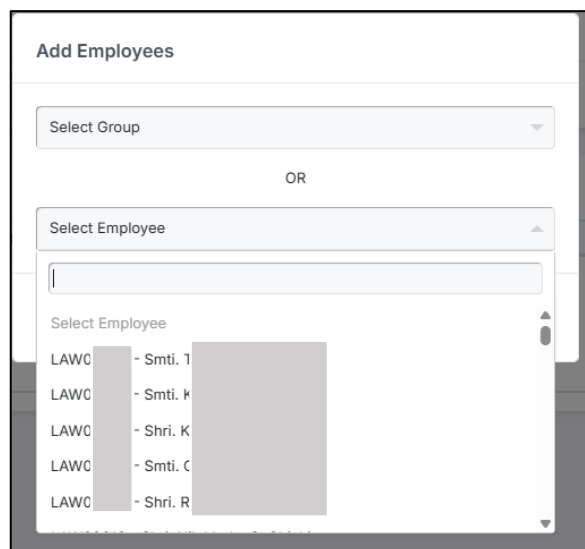


STEP-4: A pop-up prompt will appear. User can select the **group** from the drop-down menu or select **specific employee** from the drop-down menu.



The screenshot shows a web form titled "Add Employees". It features a dropdown menu labeled "Select Group" which is currently open, displaying a list of options: "Select Group", "Grade III NPS", "Group I", "Group I", "Gr I NPS", and "Gr III GPF". The form has a light gray background and a white border.

Fig.a Add Group



The screenshot shows the same "Add Employees" form, but now the "Select Employee" dropdown menu is open. Above the dropdown is a "Select Group" dropdown and the text "OR". The "Select Employee" dropdown shows a list of employees: "LAWC - Smti. T", "LAWC - Smti. K", "LAWC - Shri. K", "LAWC - Smti. C", and "LAWC - Shri. R". The form has a light gray background and a white border.

Fig.b Add specific employee

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

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

+ Add Employees		Scheme Code : 0420140010502001V				Generate Bill	
PIMS Code	Name	Designation	Gross Amount	Deductions	Net Amount	Action	
LAW	Smt. Ke	UDA (District)	0	0	0	if Update Delete	

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

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

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

Month	ROP	Pay	DP
		1	2
25-05	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.

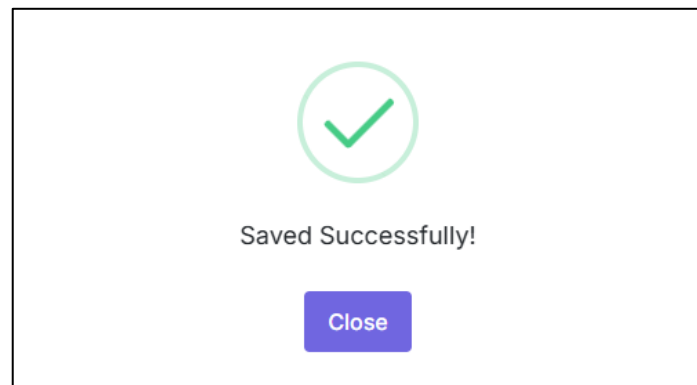
A pop-up modal appears with **drop down menu** to select the type of allowance and input field under **Amount** to add the value.

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

Click on **Add** to save the values added.

Allowance	Amount
Select	
Total:	

SUCCESS MESSAGE:



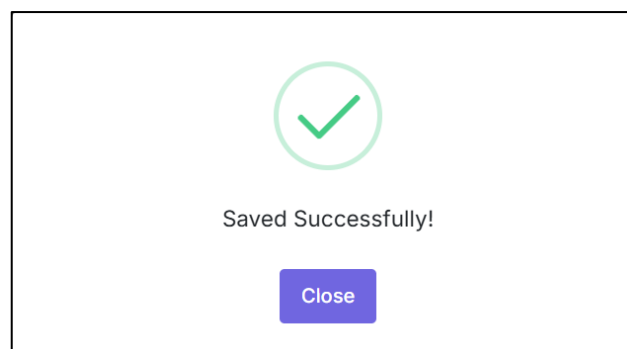
STEP-11: Once the first row's values are filled, click on the **Add** button to add more rows or click on the **Remove** button to remove an entire row.

A screenshot of a web application interface. At the top, there is a header bar with a "Go Back" button on the left, a "PIMS Code : LAW" field, a "Smti." field, and a "Save" button on the right. Below the header is a table with columns for "Month", "ROP", "Pay Components", and "Deductions". The "Pay Components" section includes columns for Pay, DP, GP, BP, DA, HRA, MA, ADA, ADDL, and Gross Total. The "Deductions" section includes columns for NPS, GPF, GIS, PTax, HTax, and G. The first row of the table is highlighted. Below the table, there are two buttons: "Add" (blue) and "Remove" (red), both of which are circled in red. A scroll bar is visible below the table.

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

A screenshot of the same web application interface as in the previous step. The "Save" button in the top right corner is now circled in red. The "Add" and "Remove" buttons at the bottom are no longer circled. The table and other elements remain the same.

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 with a 'Go Back' button circled in red. The interface includes a header with 'PIMS Code : LAW' and 'Smt. P'. Below the header is a table with columns for 'Month', 'ROP', 'Pay Components' (Pay, DP, GP, BP, DA, HRA, MA, ADA, ADDL, Gross Total), and 'Deductions' (NPS, GPF, GIS, PTax, HTax). There are also 'Add' and 'Remove' buttons at the bottom left.

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

The screenshot shows a 'Generate Bill' dialog box with the text 'Are you sure you want to Generate the Bill?'. There are two buttons: 'Cancel' and '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

Show 10 entries 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

PIMS Code	Name	Month	ROP	Pay Components										Deductions					
				Pay	DP	GP	BP	DA	HRA	MA	ADA	ADDL	Gross Total	NPS	GPF	GIS	PTax	H	
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
LAW	Smt. C	2025-05	2017				20000	6800	16000	800				29200	2700		20	208	
LAW	Smt. B	2025-05	2017				20000	6800	16000	800			100	29300	2700		20	208	
LAW	Smt. K	2025-05	2017				200000	68000	160000	800			100	284900	26800		20	208	

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

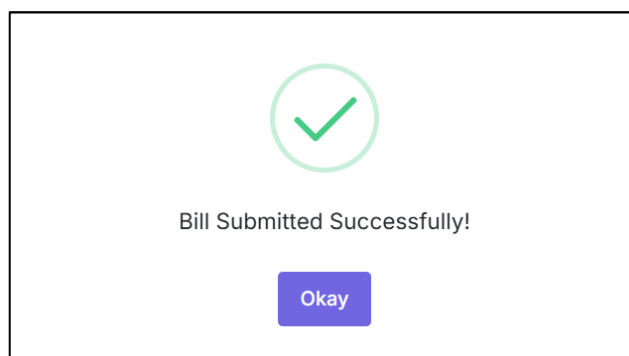
Net : 310516

DDO Bill No

Close

Submit

SUCCESS MESSAGE:



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

ePayBill

BILLING

Pay Bill

Arrears Bill

Backlog Salaries

REPORTS

Submitted Bills

Bill History

Budget

SETTINGS

Employees

Grouping

Pay Settings

SUBMITTED BILLS

Dashboard > Bill History

List of Submitted Bills

Showing 10 entries

Search:

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	310516	June 24, 2025	Submitted	<div>Download</div>

Showing 1 to 1 of 1 entries

Previous 1 Next

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	310516	June 24, 2025	Submitted	Download

Showing 1 to 1 of 1 entries

Previous 1 Next

Government of Nagaland
A.P.P.
[Backlog Salaries]

ePay Bill ID : 2

Treasury : Treasury Office Kohima (South)
Scheme : 04-2014-00-114-02-00-1-V
Submitted On : 24 Jun, 2025
DDO Bill No : 7

#	PMS Code	Name	Account No	IFSC Code	Sal Month	BP	DA	HRA	MA	ADDLCHG	AGC	Total Gross	NPS	GIS	PTax	Total Ded	CMHS Net (CMHS)	
1	LAW	Smt. C	30481150001	SBIN0000214	May 2025	20,000	6,800	1,600	800	0	0	29,200	2,700	20	208	3,328	400	25,872
2	LAW	Smt. B	30508072136	SBIN0000214	May 2025	20,000	6,800	1,600	800	100	0	29,300	2,700	20	208	3,328	400	25,972
3	LAW	Smt. K	32393826369	SBIN0000214	May 2025	2,00,000	66,000	16,000	800	0	100	2,84,900	26,800	20	208	27,428	400	2,57,472
Grand Total						2,40,000	81,600	19,200	2,400	100	100	3,43,400	32,200	60	624	34,064	1,200	3,09,336

Total Gross Amount: **3,43,400**

Total Net Amount: **3,10,516** (inclusive of CMHS)

DDO Signature

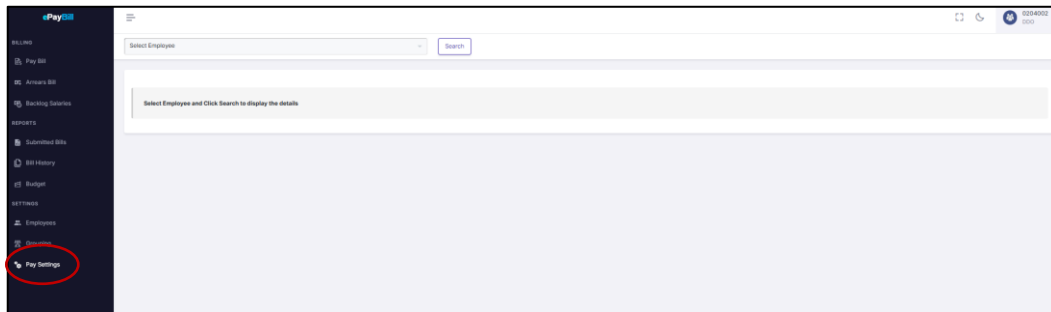
Page 1 of 1

Fig. a. Downloaded Bill Report Format.

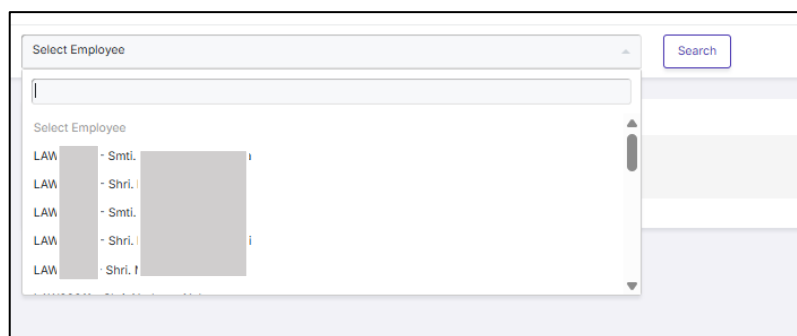
The Report will then be printed and its copy must be sent to the Treasury.

CHAPTER-5 PAY SETTINGS

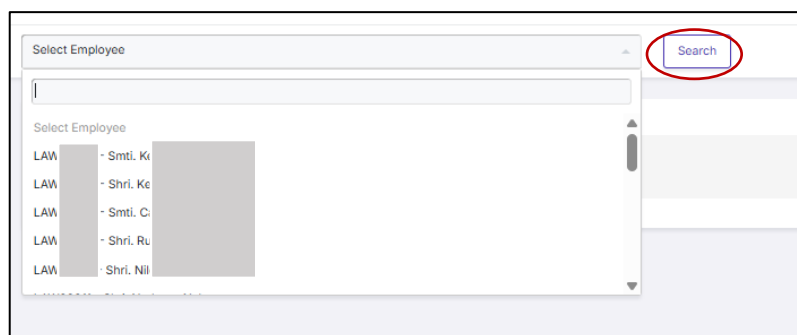
Click on the **Pay Settings** Section in the sidebar



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**.

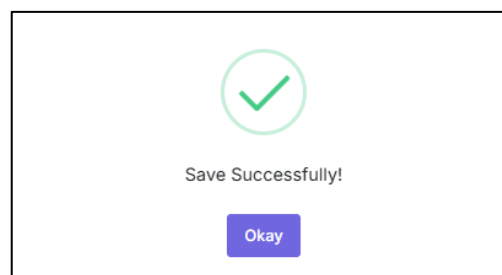
However, fields such as ROP/Fixed, Type, Quarter Aailed, etc., remain editable, allowing users to update them as needed. In case of any changes or updates, users can revisit this section to make the necessary modifications.

The screenshot displays a form with three main sections: **Primary Settings**, **Pay Structure**, and **GPF Monthly Subscription**.
Primary Settings includes fields for PIMS Code (PWI), Name (Shri. RJ), Designation (Peon), Grade (D), GPF/PSAN No (EE/NH-9), Type (GPF), Quarter Aailed? (No), Is IAS? (No), Is GPF Grade 4? (Yes), and Scheme Code (58-3054-01-001-01-00-1-V National Highways Establishment).
Pay Structure includes ROP/Fixed (5th Revision Of Pay), Pay/PB (3620), Dearness Pay (1780), Grade Pay (0), and Basic Pay (3620).
GPF Monthly Subscription includes GPF Amount (1000) and Recovery Deductions (Has GPF Recovery? No, Total No Of Installment 0, No Of Installment Left 0, Monthly Recovery Amt 0).
At the bottom, there are three buttons: **Previous Employee**, **Save Changes**, and **Next Employee**.

STEP-4: Click on the **Save Changes** button present at the bottom of the screen.



SUCCESS MESSAGE:

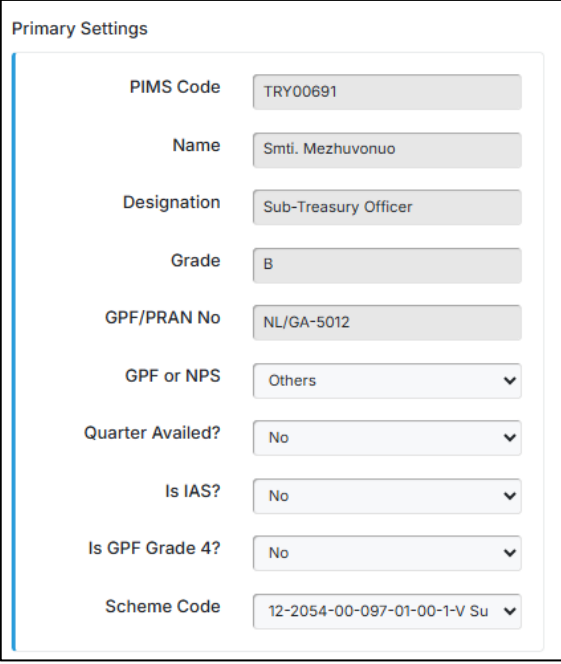


STEP-5: Proceed with the next employee by clicking on the **Next Employee** button and repeat the steps above.

A screenshot of the bottom of the form, showing the **Previous Employee**, **Save Changes**, and **Next Employee** buttons. The **Next Employee** button is circled in red.

OVERVIEW OF ALL FIELDS IN PAY SETTING STRUCTURE

1. PRIMARY SETTINGS



The screenshot displays a 'Primary Settings' form with the following fields and values:

Field	Value
PIMS Code	TRY00691
Name	Smti. Mezhuvonuo
Designation	Sub-Treasury Officer
Grade	B
GPF/PRAN No	NL/GA-5012
GPF or NPS	Others
Quarter Availed?	No
Is IAS?	No
Is GPF Grade 4?	No
Scheme Code	12-2054-00-097-01-00-1-V Su

1.1 PIMS Code: The PIMS Code of the employee is fetched from PIMS and is non-editable.

1.2 Name: The PIMS Code of the employee is fetched from PIMS and is non-editable.

1.3 Designation: The PIMS Code of the employee is fetched from PIMS and is non-editable.

1.4 Grade: The PIMS Code of the employee is fetched from PIMS and is non-editable.

1.5 GPF/PRAN No: The PIMS Code of the employee is fetched from PIMS and is non-editable.

1.6 GPF or NPS: Select from the drop-down menu if the employee has availed the following listed below:

GPF or NPS

Quarter Availed?

Is IAS?

GPF Grade 4?

GPF

NPS

GPF

Others

1.7 Quarter Availed?: If the employee has availed Quarter than select **Yes**. Otherwise, select **No**. If **Yes**, the House Tax section will appear on the righthand side of the screen. Add the **House Tax Amount**.

House Tax

House Tax Amount

1.8 Is IAS?: If the employee is an IAS than select **Yes**. Otherwise, select **No**.

1.9 Is GPF Grade 4 ?: If the Employee is of Grade D and has selected the **GPF** option under Type (1.6), then the **Is GPF Grade 4** will be automatically set as **Yes**. Otherwise, **No**.

Is GPF Grade 4?

No

Yes

Is Spcl Med Allw?

Scheme Code

1.10 Scheme Code: Select the **Scheme Head** under which the Employee is attaining their Salaries/Wages from.

2. PAY STRUCTURE

Pay Structure

ROP/Fixed: 7th Revision Of Pay

Pay/PB: 0

Dearness Pay: 0

Grade Pay: 0

Basic Pay: 58500

2.1 ROP/Fixed: Select the ROP /Fixed Pay/ Contingency Work Charge 2015 from the dropdown menu.

ROP/Fixed: 5th Revision Of Pay

Pay/PB: 5th Revision Of Pay

Dearness Pay: Fixed Pay

Grade Pay: Contingency Workcharge 2015

Basic Pay: 7th Revision Of Pay

6th Revision Of Pay

4th Revision Of Pay

2.2 Pay/PB: Enter the Pay/Pay Bank that the employee is receiving monthly.

2.3 Dearness Pay: The Dearness Pay amount will be automatically reflected and is non-editable according to the ROP.

ROP	Dearness Pay
4 th Revision of Pay	DP is non-editable.
5 th Revision of Pay	DP is auto calculated according to Pay/PB amount.
6 th Revision of Pay	DP is non-editable.
7 th Revision of Pay	DP is non-editable.
Fixed Pay	DP is non-editable.
Contingency Work Charge 2015	DP is non-editable.

2.4 Grade Pay: The Grade Pay amount will be automatically reflected and is non-editable according to the ROP.

ROP	Grade Pay
4 th Revision of Pay	GP is non-editable.
5 th Revision of Pay	GP is non-editable.
6 th Revision of Pay	Pay/PB+GP=BP
7 th Revision of Pay	GP is non-editable.
Fixed Pay	GP is non-editable.
Contingency Work Charge 2015	Pay/PB+ Grade Pay= BP

2.5 Basic Pay: The Basic Pay is

ROP	Basic Pay
4 th Revision of Pay	BP is editable.
5 th Revision of Pay	Pay/PB+ DP (auto-calculated) =BP (auto-calculated and non-editable.)
6 th Revision of Pay	Pay/PB + Grade Pay=BP (auto-calculated and non-editable.)
7 th Revision of Pay	BP is editable.
Fixed Pay	BP is editable.
Contingency Work Charge 2015	Pay/PB+ Grade Pay= BP

3. BANK DETAILS

Bank Details

Account No

111111111111

IFSC Code

SBIN0001234

Account Type


SAVING

3.1 Account Number: The employee's account number is shown here and is editable.

3.2 IFSC Code: The employee's account IFSC code is shown here and is editable.

3.3 Account Type: The employee's account type is shown here and is editable.

4. GPF MONTHLY SUBSCRIPTION

A screenshot of a web form titled "GPF Monthly Subscription". Inside the form, there is a label "GPF Amount" followed by a text input field.

4.1 GPF Amount: If the user selects the **GPF** option under **the GPF or NPS** selection, this field becomes visible. Enter the corresponding GPF amount in the displayed field. Set the value as 0 (zero) if the employee no longer avails for GPF.

5. HOUSE TAX

A screenshot of a web form titled "House Tax". Inside the form, there is a label "House Tax Amount" followed by a text input field.

5.1 House Tax Amount: If user selects **Quarter Availed?** As **Yes**, then this section will appear. Enter the House Tax Amount in this field.

6. RECOVERY DEDUCTIONS

Recovery Deductions

Has GPF Recovery?

No

Total No Of Installment

0

No Of Installment Left

0

Monthly Recovery Amt

0

6.1 Has GPF Recovery?: Select **Yes** under the dropdown menu if user requires any GPF Recovery. The other three fields will become editable. Otherwise, Select **No**.

6.2 Total No. of Instalment: Enter the total no of instalment in this field.

6.3 No. of Instalment left: Enter the total no of instalment in this field

6.4 Monthly Recovery Amt: Enter the total no of instalment in this field

CHAPTER- 6 EMPLOYEES SECTION

Click on the Employees Section under Settings in the sidebar.

The list of employees under the DDO will be shown here.

Sl	PIMS Code	Employee Name	Designation	Grade	Account No	IFSC Code	Status	Action
1	NPS	Shri. I	Commandant	Grade I	None	SBIN0008308	Active	Update
2	NPS	Shri. I	Deputy Commandant	Grade I	None	SBIN0007543	Active	Update
3	NPS	Shri. I	Assistant Commandant	Grade I	None		Active	Update
4	NPS	Shri. I	Assistant Commandant	Grade I	None	SBIN0008308	Active	Update
5	NPS	Shri. I	Superintendent of Police(S.P)	Grade I	None	SBIN0000072	Active	Update
6	NPS	Shri. I	Asst.SP	Grade I	None	SBIN0006485	Active	Update
7	NPS	Shri. I	Assistant Commandant	Grade I	None	SBIN0000072	Active	Update
8	NPS	Shri. I	Deputy Commandant	Grade I	None	SBIN0006486	Active	Update
9	NPS	Shri. I	Assistant Commandant	Grade I	None	SBIN0008088	Active	Update
10	NPS	Shri. I	Dy SP	Grade I	None	SBIN0010671	Active	Update

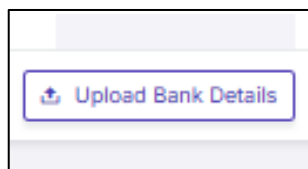
Click on the **update** button in order to have the employee's updated information in the system.

Sl	PIMS Code	Employee Name	Designation	Grade	Account No	IFSC Code	Status	Action
1	NPS	Shri. I	Commandant	Grade I	None	SBIN0008308	Active	Update

Update Bank Details:

In order to update employee's whose bank details have changed, **FOLLOW THE STEPS GIVEN BELOW.**

Step-1: Click on the Upload Bank details on the top right of the screen.



STEP-2: A prompt will pop up on the screen.

Update Employee Account Details

Required Excel CSV format with 3 columns :

[PIMS Code | Account No | IFSC Code]

Download Sample

Choose File

No file chosen

Close

Upload

STEP-3: Click on the Download Sample to download the excel format which consist of three columns namely PIMS Code, Account No and IFSC Code.

	A	B	C
1	PIMS Code	Account No	IFSC Code
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			

Enter an employee or multiple employees updated bank details with their Bank details.

STEP-4: Save the excel file in .csv format

File name: bank_account_upload_format

Save as type: CSV (Comma delimited)

STEP-5: Click on the Choose File button and upload the file that you've edited. Click on Upload.

Update Employee Account Details

Required Excel CSV format with 3 columns :
[PIMS Code | Account No | IFSC Code]
[Download Sample](#)

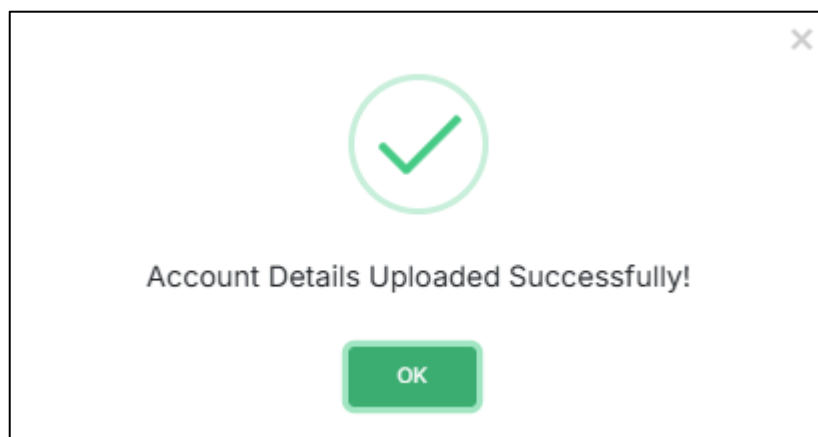
Choose File

bank_account_upload_format .csv

Close

Upload

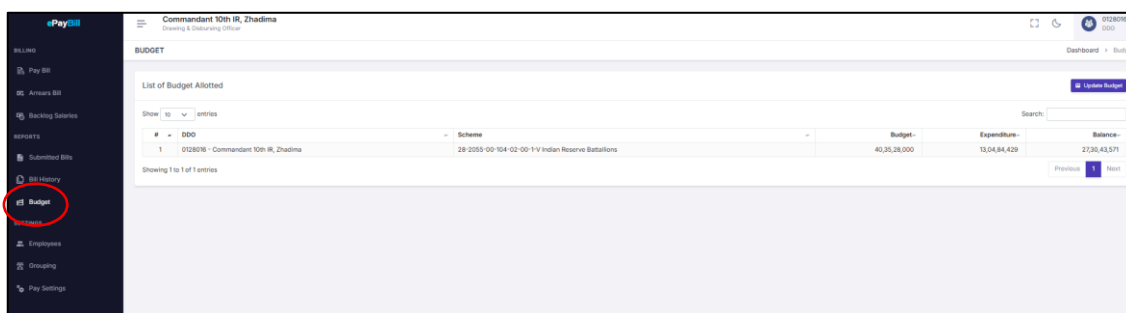
SUCCESS MESSAGE:



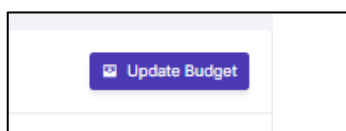
STEP-6: The changes will be reflected against the employee.

CHAPTER-7 BUDGET SECTION

Click on the **Budget** section on the sidebar. The list of Budget Allotted will be shown here.



STEP-1: Click on the **Update Budget** button on the top right of the screen.



STEP-2: The Budget is directly fetched from the TreasuryNet System. So, simply click on the **Fetch Budget** button to attain the latest budget.

