


Guidelines for Arrear/ Supplementary Bill

The HRMS module of iFMS is featured with a new feature of Arrear Bill. Using this functionality, Arrear/ Supplementary Bill can be prepared.

Steps for Arrear/ Supplementary Bill preparation:

1. Log in to HRMS module with your **iFMS Id** and **Password**.



The screenshot displays the iFMS Integrated Financial Management System, West Bengal interface. The main menu on the left includes options like 'Task List', 'File Upload', 'Masters', 'Transfer', 'Reports', 'Inbox', 'Salary Element', 'Attendance', 'Loan', 'Payroll', 'Bill Generation', 'Bill Summary', 'Arrear/Sup Bill Generation', 'Employee Termination', 'DDO Head Of Office Mapping', 'Bonus', 'Increment', 'Interim Relief', 'Compensatory pay(13th Month)', 'Annual Billing', and 'Arrear' (highlighted with a red box). The main content area shows 'Employee Details' for 'COSA Own Employee List'. A table lists 5 employees with columns for Employee Name, GPF No., Designation, Date of Birth, Present Address, and Check for Release.

Employee Name	GPF No.	Designation	Date of Birth	Present Address	Check for Release
A-26, SWAPAN KR, HUDAIT	CPR/WB/41408	Constable	01/11/1969		<input type="checkbox"/>
DIPAK SARKAR	WPR/WB/48220	Assistant Sub-inspector Of Police	01/01/1900		<input type="checkbox"/>
SHRI ARUN CHATTERJEE	ADMN/WB/62340	Personal Secretary	01/01/1900		<input type="checkbox"/>
SHRI RANJIT KUMAR SHAUMIK	CAL/WB/31433	Special Officer	01/01/1900		<input type="checkbox"/>
SMT. SWAPNA KUNDU	CAL/WB/31434	Special Officer	01/01/1900		<input type="checkbox"/>

Fig -1

2. Under the main menu, click on **Arrear**.

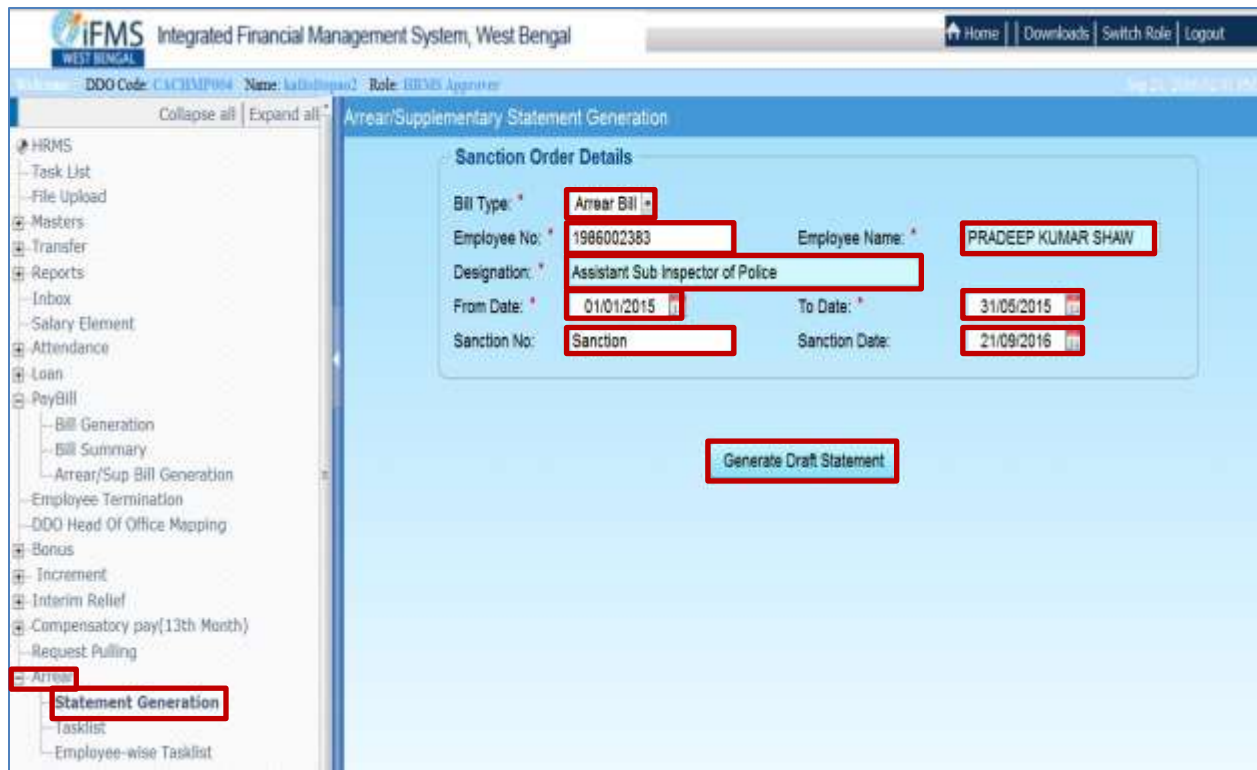


Fig -2

3. Under the arrear menu click on **Statement Generation**. The Arrear/ Supplementary Statement Generation page is displayed.
4. Select the Bill Type from the drop down box. Manually enter the **Employee No.** for whom the Arrear Bill has to be prepared. The **employee Name** and **Designation** of the employee is automatically displayed. Manually select the **From Date** and **To Date** from the **Calendar** menu. Manually enter the **Sanction No.** and **Sanction Date** and click on **Generate Draft Statement** button.

IFMS Integrated Financial Management System, West Bengal
WEST BENGAL

Home Downloads Switch Role Logout

Welcome: DDO Code: CACHMP004 Name: kaishinpaoo? Role: HRMS Approver Sep 23, 2016 12:31:39

Arrear/Supplementary Statement Generation

i Draft statement generated with request id 210920162139938

Sanction Order Details

Bill Type: *	Arrear Bill	Employee No: *	1986002383	Employee Name: *	PRADEEP KUMAR SHAW
Designation: *	Assistant Sub Inspector of Police	From Date: *	01/01/2015	To Date: *	30/04/2016
Sanction No:	Sanction	Sanction Date:	21/09/2016		

Generate Draft Statement

Fig -3

A draft statement is generated and a **Request Id** is displayed at the top.

5. Click on **Tasklist** under **Arrear** menu. Select the **Bill Type** from the drop down menu and click on **Search** button.

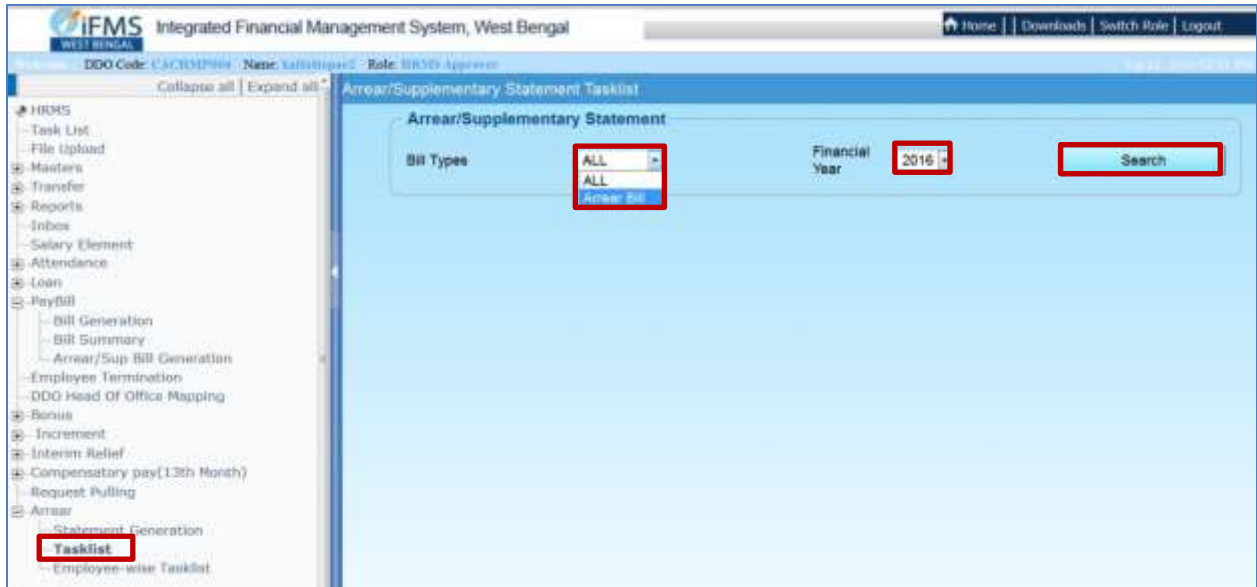


Fig - 4

- The Arrear/ Supplementary Statement of the employee is displayed along with the **Request ID**, **Bill Type**, **Employee No.**, **Employee Name**, **Created On**, **From Date**, **to Date**, **Sanction No.** and **Sanction Date** all non-editable fields and a manual editable field **Arrear Reason**.

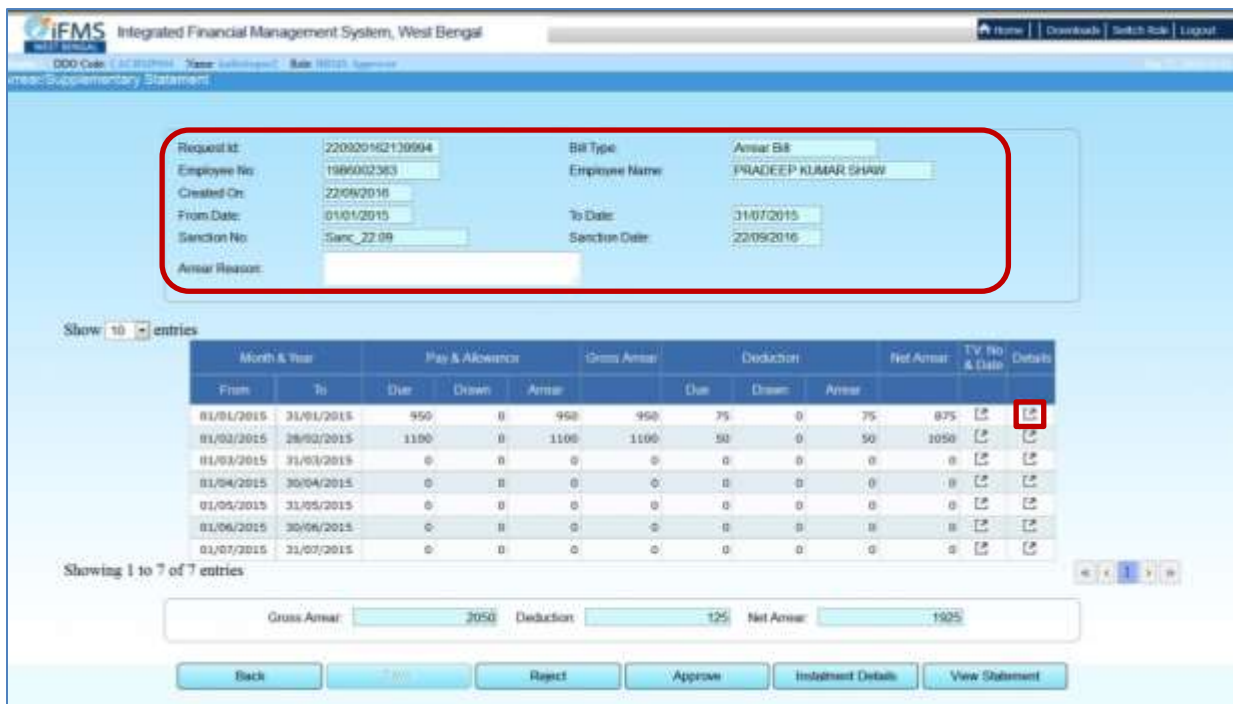

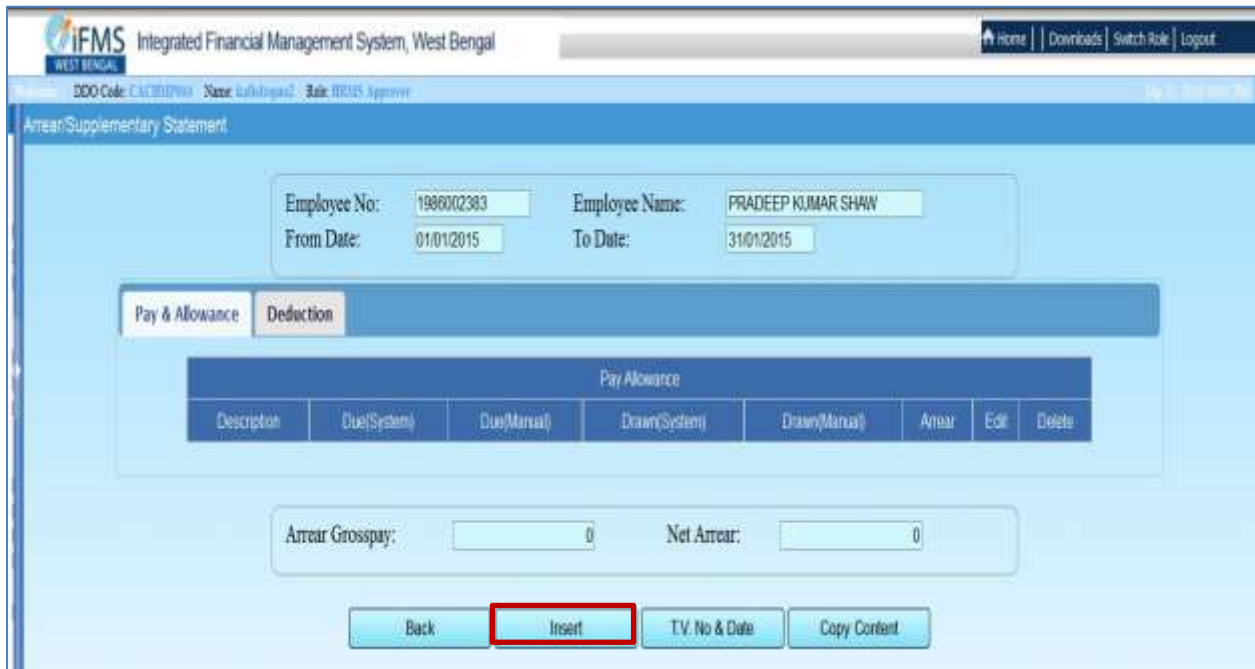


Fig - 5

The details of the paybills which were prepared and fully processed, upto voucher generation through the HRMS module will be automatically displayed, i.e Pay & Allowance and Deductions and for other bills that were not processed through HRMS, the details will have to be entered manually.

7. To Edit/ Update the various Arrear Components of the employee click on **Details**  icon at the end of each row. A new page is displayed as in fig. 6.



Employee No: 1986002383 Employee Name: PRADEEP KUMAR SHAW
From Date: 01/01/2015 To Date: 31/01/2015

Pay & Allowance Deduction

Pay Allowance							
Description	Due(System)	Due(Manual)	Drawn(System)	Drawn(Manual)	Arrear	Edit	Delete

Arrear Grosspay: 0 Net Arrear: 0

Back Insert T.V. No & Date Copy Content

Fig - 6

8. Click on **Insert**. A pop up is displayed.

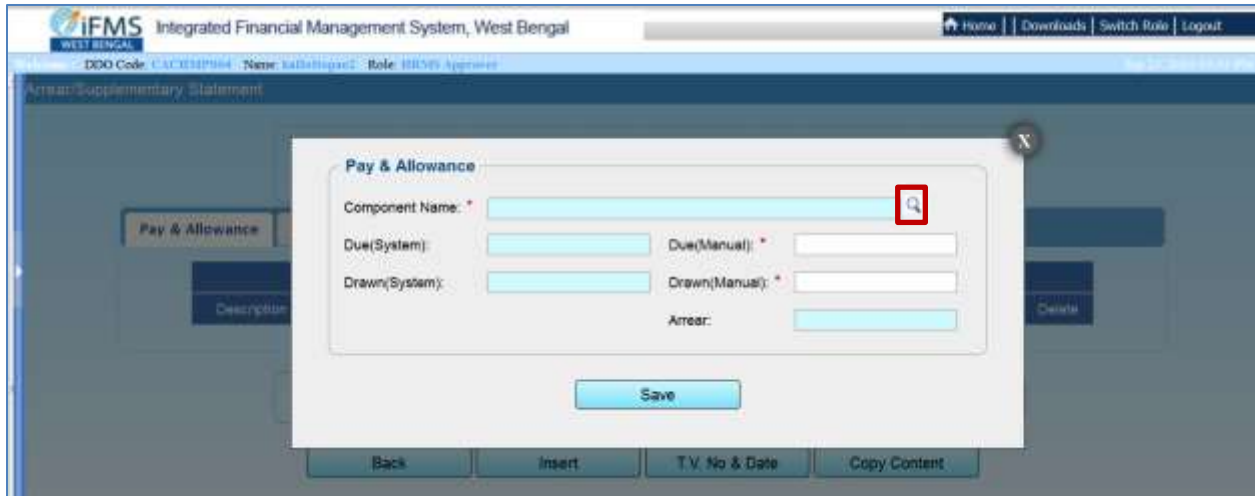


Fig - 7

9. Click on the **Component Name** Lov.

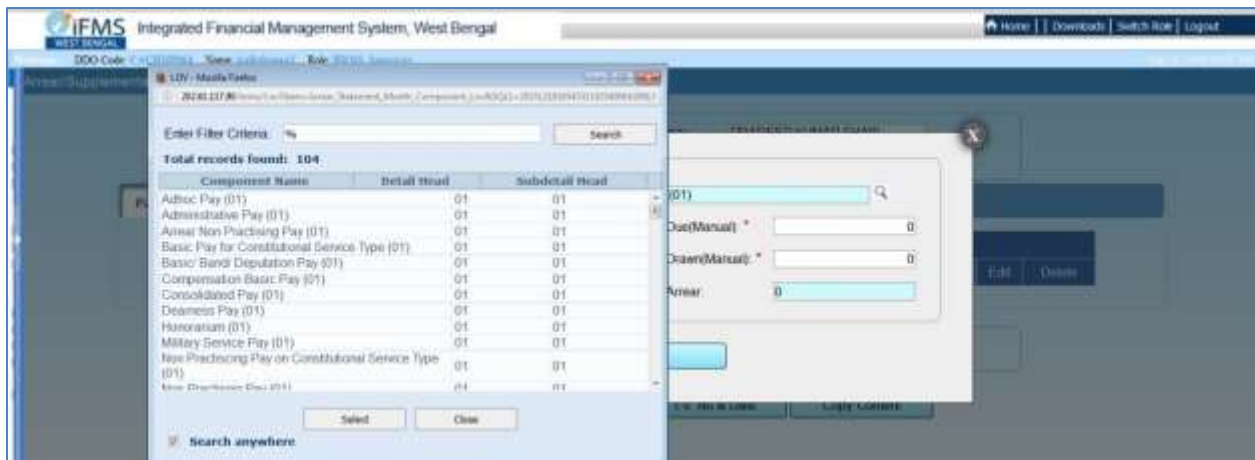


Fig - 8

A pop is displayed.

10. Select the components one by one for which the arrears needs to be provided.

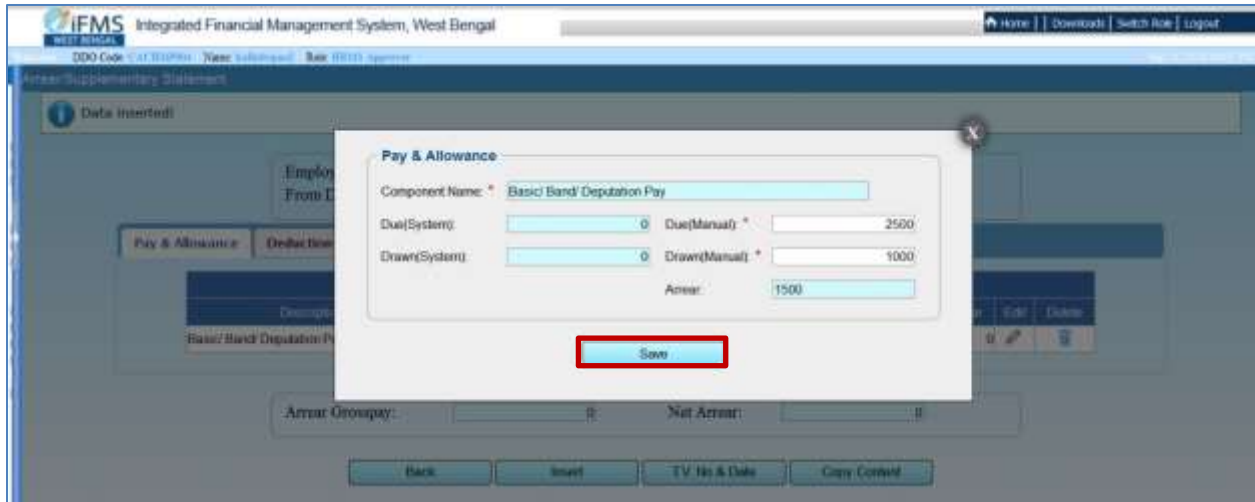


Fig - 9

11. Manually enter the **Amounts Due** and **Amounts Drawn** in the respective fields if any modification is required.
12. Click on **Save**.

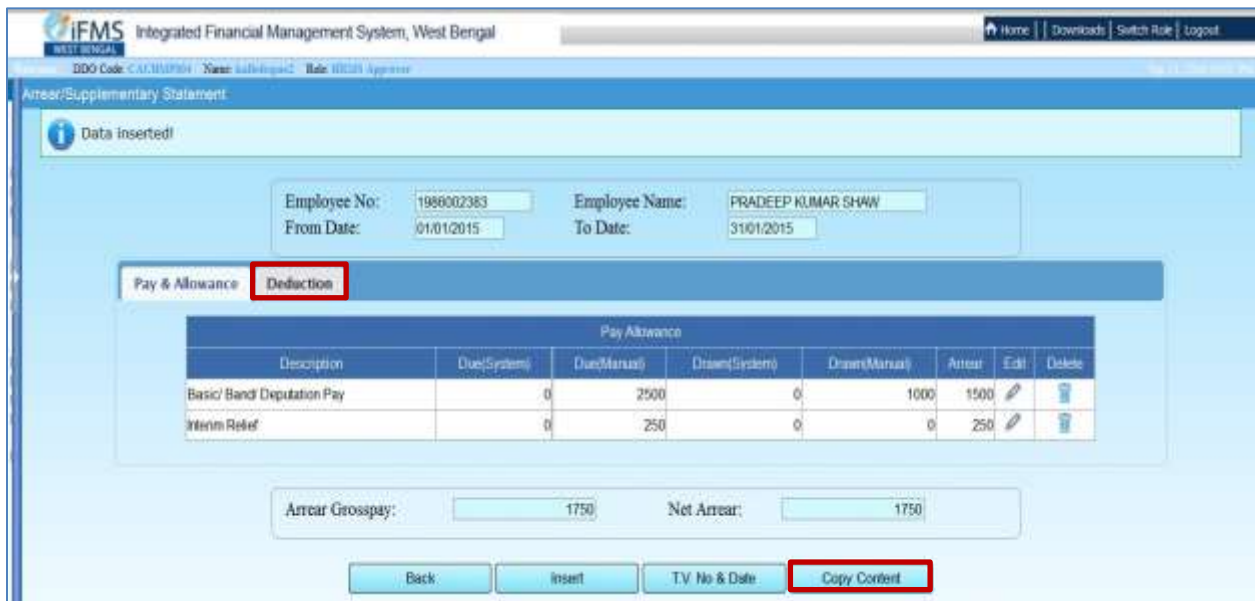


Fig - 10

A success message will be displayed at top.
 Manually select all the components for which Arrear/ Supplementary is to be provided.

13. Click on **Deduction** Tab. Manually enter the **Amounts Due** and **Amounts Drawn** as shown above.

Note: If same data needs to be entered into the system a no of times, instead of entering the same data repeatedly, you can copy the data by clicking on the **Copy Content** Button and paste the data on all the fields

14. Click on Copy Content. A pop up will be displayed.

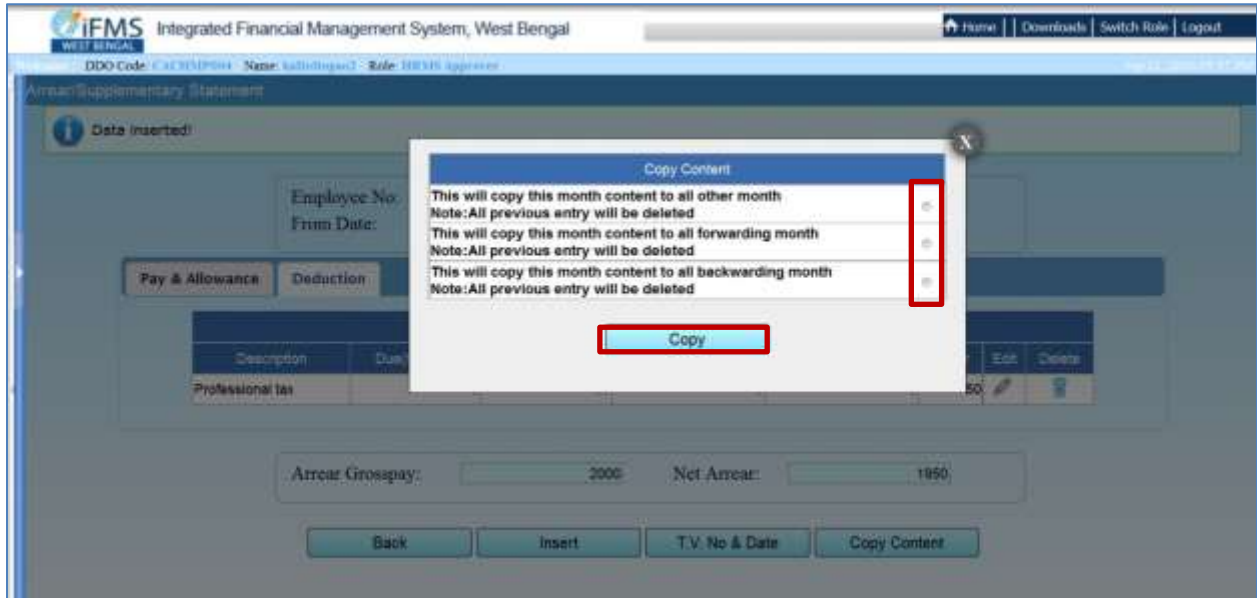


Fig - 11

15. Click on the applicable choice in the bulleted field and click on **Copy** Button.

A success message will be displayed at top.

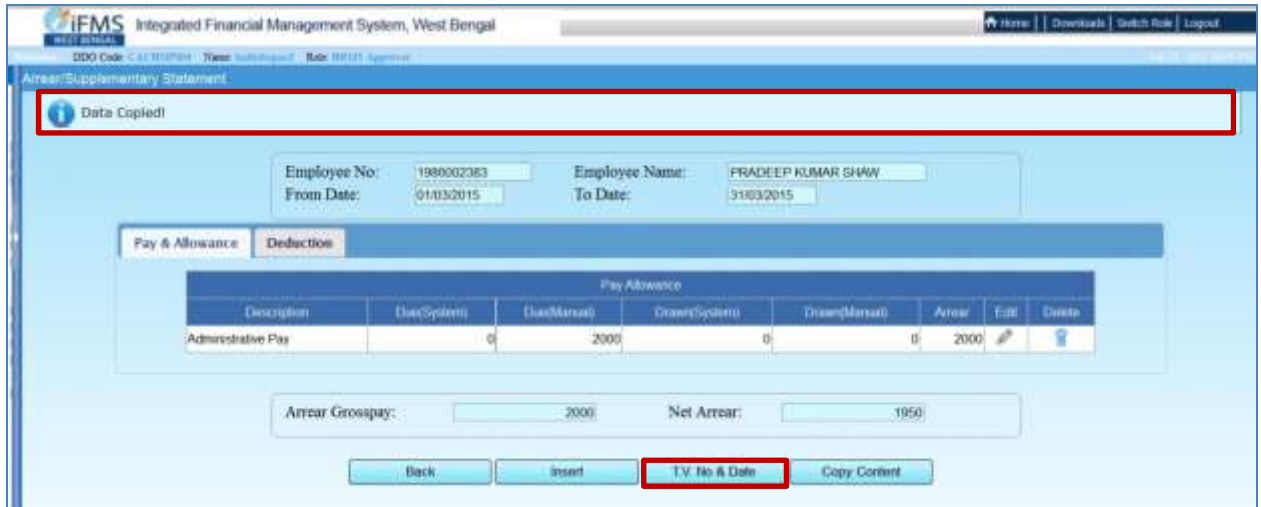


Fig - 12

N.B.:- If you select the first option, then the data copied will be pasted on all the entries and will over write any previously existing data.

If you select the second option then the data copied will be pasted on all the rows below the row from where the data was copied and will over write any previously existing data.

If you select the third option then the data copied will be pasted on all the rows above the row from where the data was copied will over write any previously existing data.

16. Click on **TV No. & Date** button. A pop up is displayed.

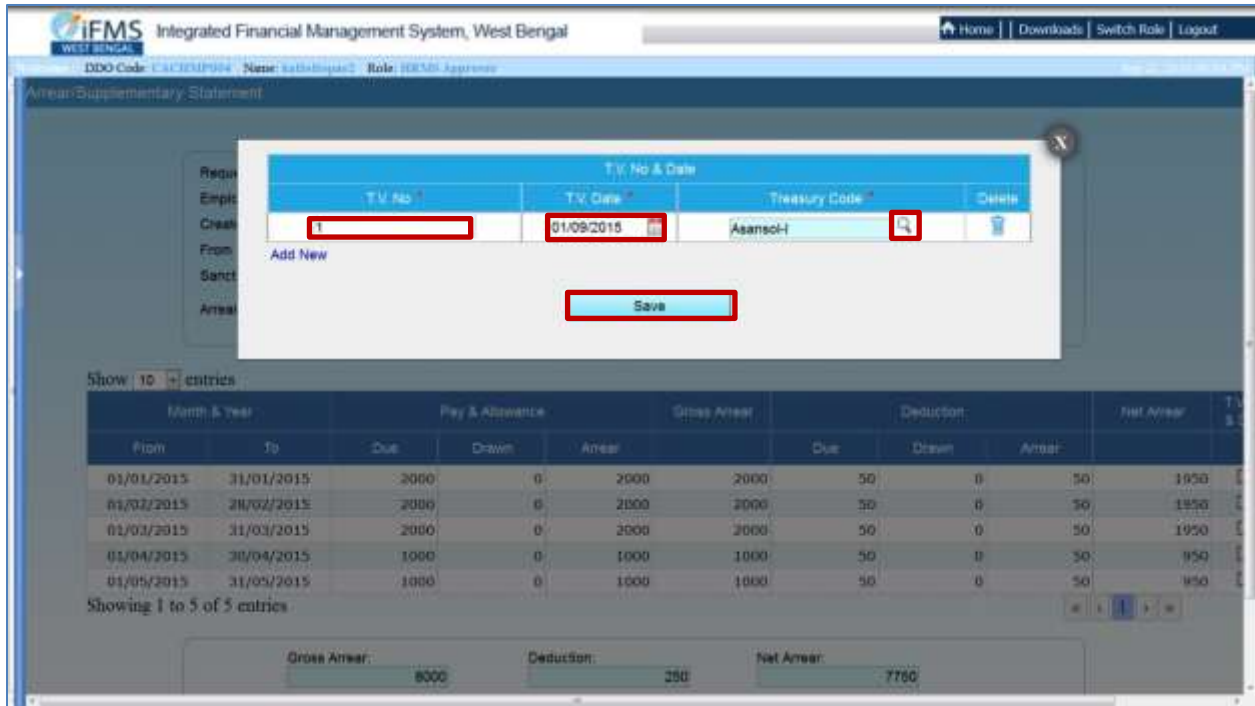


Fig - 13

17. Manually enter the **TV No.**, select the **TV Date** from the calendar field and select the **Treasury** from Lov for all the entries, if already not present.
18. Click on **Save** button.
19. Click on **Installment Details**. A popup will be displayed.

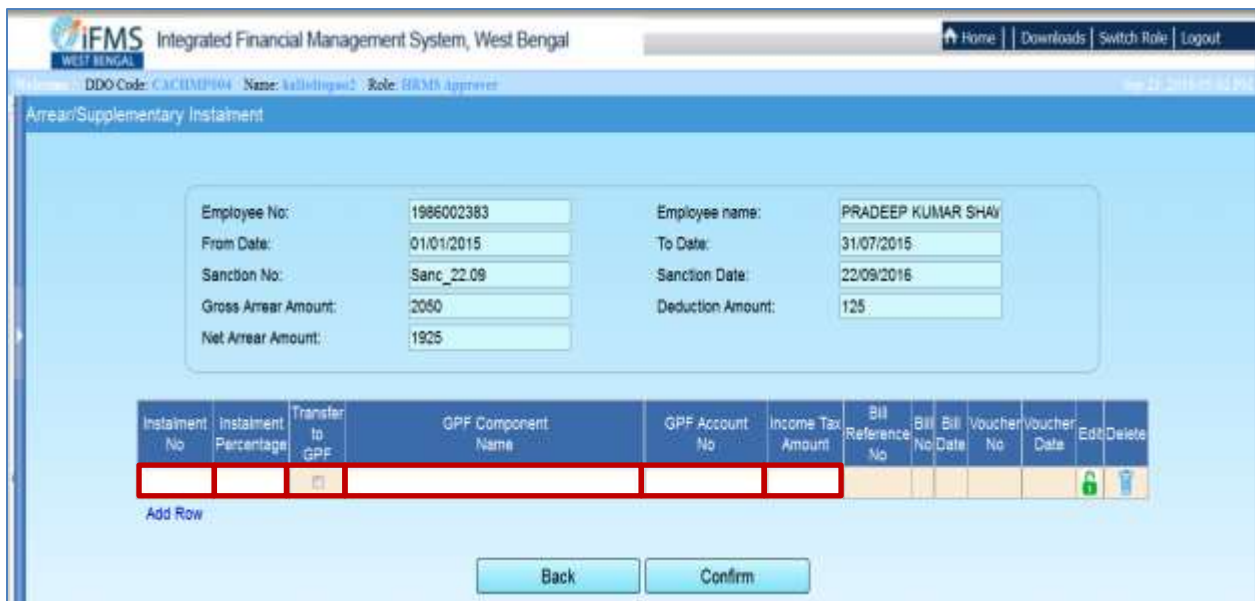


Fig - 14

20. Manually enter the **Installment No.** (i.e. 1 for 1st Installment, 2 for 2nd Installment, 3 for 3rd, Installment).
21. Manually enter the **Installment Percentage** (The total percentage of all the rows must not exceed 100%).
22. Check the **Transfer to GPF** check box, if the Installment needs to be transferred to the GPF A/c of the employee.

Employee No.: 1986002383 Employee name: PRADEEP KUMAR SHAW
 From Date: 01/01/2015 To Date: 31/05/2015
 Sanction No.: Sanction Sanction Date: 21/09/2016
 Gross Arrear Amount: 8000 Deduction Amount: 250
 Net Arrear Amount: 7750

Installment No.	Installment Percentage	Transfer to GPF	GPF Component Name	GPF Account No.	Income Tax Amount	Bill Reference No.	Bill No.	Bill Date	Voucher No.	Voucher Date	Edit	Delete
1	30	<input type="checkbox"/>			25							
2	30	<input checked="" type="checkbox"/>	G.P.F - GR, A/B/C(Advance Recovery)	WPR/WB/38317								
3	40	<input type="checkbox"/>										

Add Row

Back Confirm

Fig - 15

23. After checking all the data click on **Confirm**.

iFMS Integrated Financial Management System, West Bengal

DDO Code: 120102044 Name: Sahibghosh, Role: DD0101, System: [Home](#) | [Downloads](#) | [Switch Role](#) | [Logout](#)

Arrear/Supplementary Statement

Request Id: 220921162139994 Bill Type: Arrear Bill
 Employee No: 1986002383 Employee Name: PRADEEP KUMAR SHAW
 Created On: 22/09/2016
 From Date: 01/01/2015 To Date: 31/07/2015
 Sanction No: Sanc_22.09 Sanction Date: 22/09/2016
 Arrear Reason:

Show 10 entries

Month & Year		Pay & Allowance			Gross Arrear	Deduction			Net Arrear	V. No & Date	Details
From	To	Due	Drawn	Arrear	Due	Drawn	Arrear				
01/01/2015	31/01/2015	950	0	950	950	75	0	75	875		
01/02/2015	28/02/2015	1100	0	1100	1100	50	0	50	1050		
01/03/2015	31/03/2015	130	0	130	130	0	0	0	130		
01/04/2015	30/04/2015	670	0	670	670	50	0	50	620		
01/05/2015	31/05/2015	4560	0	4560	4560	0	0	0	4560		
01/06/2015	30/06/2015	4560	0	4560	4560	0	0	0	4560		
01/07/2015	31/07/2015	4560	0	4560	4560	0	0	0	4560		

Showing 1 to 7 of 7 entries

Gross Arrear: 19500 Deduction: 125 Net Arrear: 19375

[Back](#) [Cancel](#) [Reject](#) [Approve](#) [Instalment Details](#) [View Statement](#)

Fig - 16

24. Click on **View Statement** to view the details.

Arrear Statement
 Calculation of Arrear Pay & Allowance of PRADEEP KUMAR SHAW Employee no: 1986002383
 For the period of 01/01/2015 to 31/05/2015

Month Start Date	Month End Date	Earnings(Rs)			Deductions(Rs)			Net Arrear		
		Component	Due	Drawn	Arrear	Component	Due		Drawn	Arrear
01/01/2015	31/01/2015	AdmP	2000	0	2000	PT	50	0	50	
Monthwise Total:			2000	0	2000		50	0	50	1950
01/02/2015	28/02/2015	AdmP	2000	0	2000	PT	50	0	50	
Monthwise Total:			2000	0	2000		50	0	50	1950
01/03/2015	31/03/2015	AdmP	2000	0	2000	PT	50	0	50	
Monthwise Total:			2000	0	2000		50	0	50	1950
01/04/2015	30/04/2015	CsldIP	1000	0	1000	ArPT	50	0	50	
Monthwise Total:			1000	0	1000		50	0	50	950
01/05/2015	31/05/2015	CsldIP	1000	0	1000	ArPT	50	0	50	
Monthwise Total:			1000	0	1000		50	0	50	950
Total			8000	0	8000		250	0	250	7750

Instalment details:

Instalment No.	Instalment Percentage	Voucher No	Voucher Date
1	30		
2	30		
3	40		

Fig - 17

25. Click on **Approve** button as shown in Fig 16, to approve the whole list.

A success message will be shown on top.

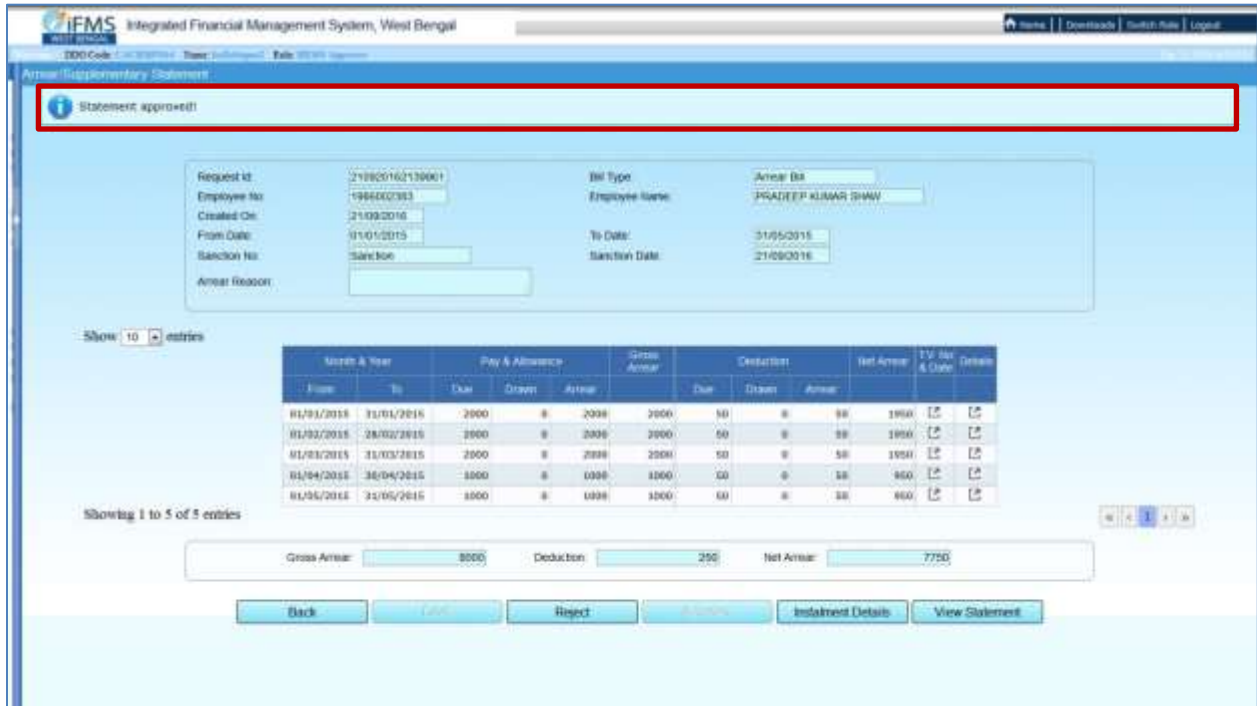


Fig - 18

For Transferred employees:

For employees who have been transferred to some other office, either the arrear statement has to be rejected from the previous DDO or the arrear statement has to be approved to make it available in the new DDO office. Apart from this, all the necessary transfer steps like LPC Out, Release Out, in the previous office and Joining in and LPC In has to be completed in the new DDO office.

26. Under the arrear menu, click on **Employee- Wise Tasklist**

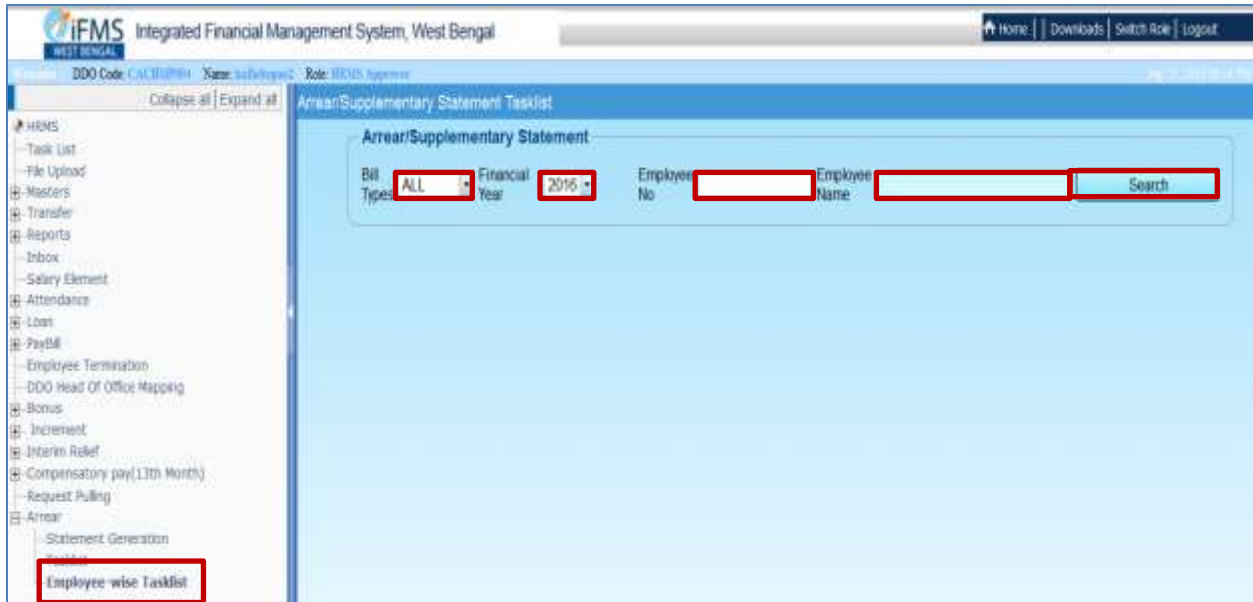


Fig - 19

27. Select the **Bill Types** from the drop down menu, **Financial Year** from the drop down menu, manually enter the **Employee No**, **Employee Name** and click on **Search** Button.

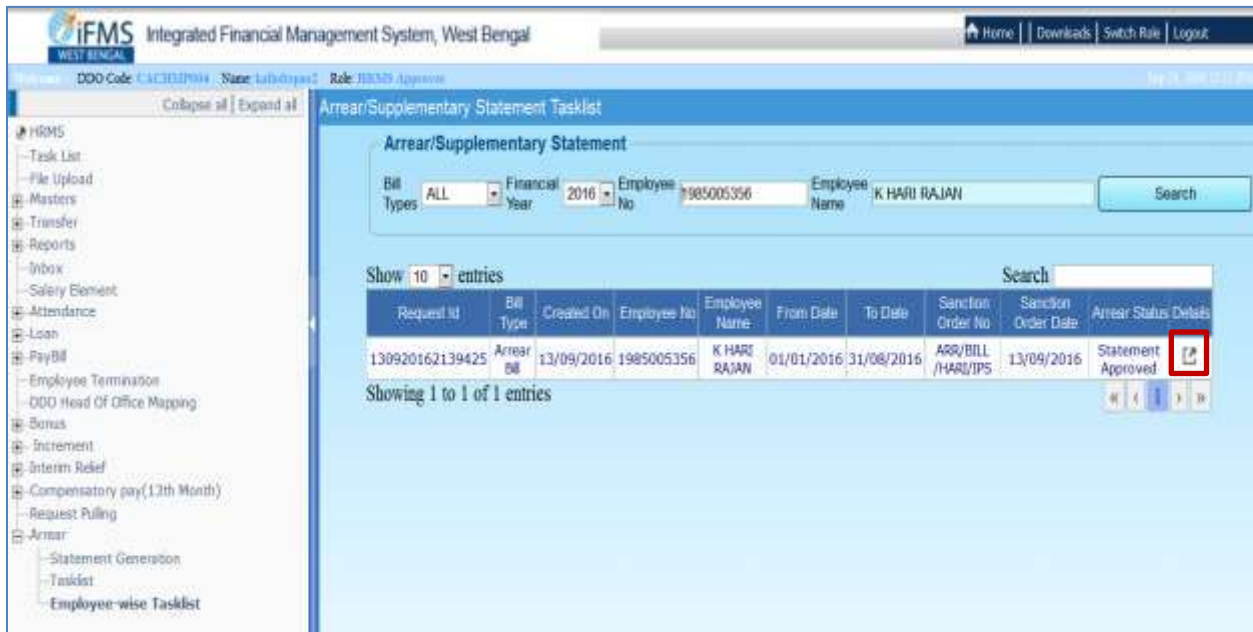

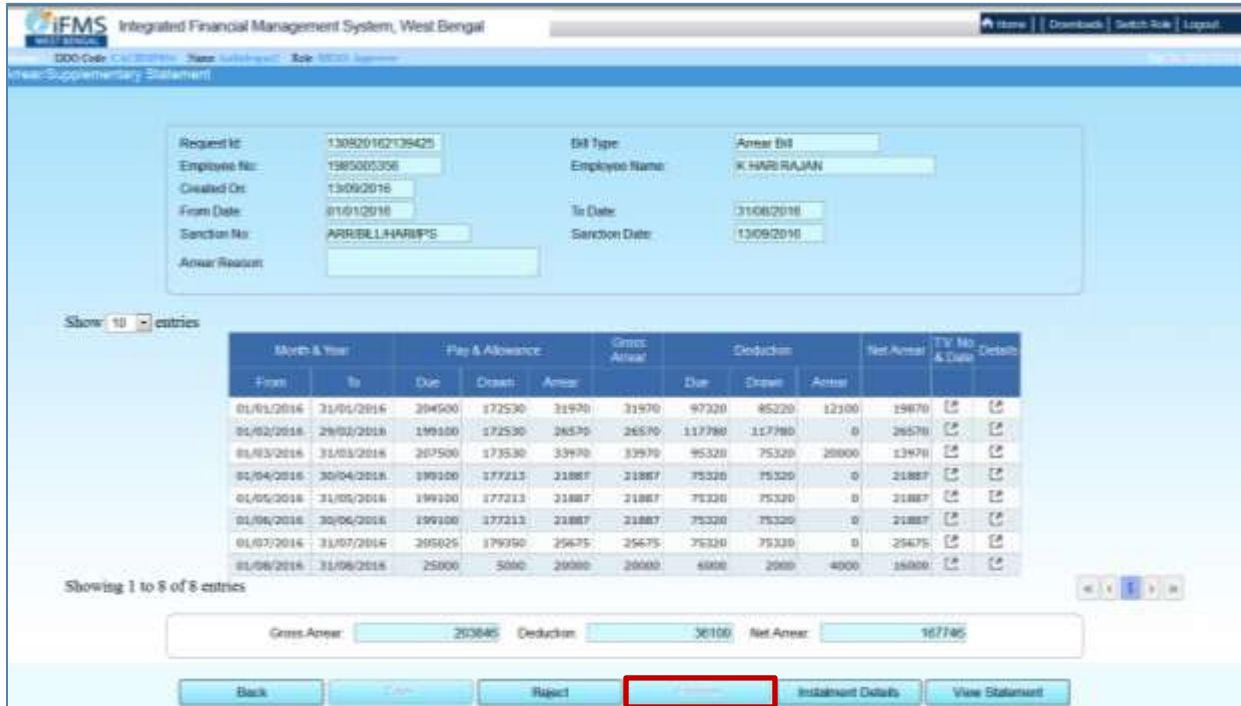


Fig – 20

The already approved arrear statement for the selected employee is displayed.

28. Click on **Details** , to check or update any arrear details of employee.



Request ID: 130920162135425 Bill Type: Arrear Bill
 Employee No: 1985005356 Employee Name: K HARIRAJAN
 Created On: 13/06/2016
 From Date: 01/01/2016 To Date: 31/06/2016
 Sanction No: ARRBLLHARBP5 Sanction Date: 13/09/2016
 Arrear Reason:

Show 10 entries

Month & Year		Pay & Allowance			Gross Arrear	Deduction		Net Arrear	TV No & Date	Details
From	To	Due	Drawn	Arrear	Due	Drawn	Arrear			
01/01/2016	31/01/2016	294500	172530	21970	21970	97320	85220	12300	19870	
01/02/2016	29/02/2016	199100	172530	26570	26570	117780	117780	0	26570	
01/03/2016	31/03/2016	207500	173530	33970	33970	95320	75320	20000	13970	
01/04/2016	30/04/2016	199100	177213	21887	21887	75320	75320	0	21887	
01/05/2016	31/05/2016	199100	177213	21887	21887	75320	75320	0	21887	
01/06/2016	30/06/2016	199100	177213	21887	21887	75320	75320	0	21887	
01/07/2016	31/07/2016	205025	179350	25675	25675	75320	75320	0	25675	
01/08/2016	31/08/2016	25000	5000	20000	20000	4000	2000	4000	16000	

Showing 1 to 8 of 8 entries

Gross Arrear: 203845 Deduction: 36100 Net Arrear: 167745

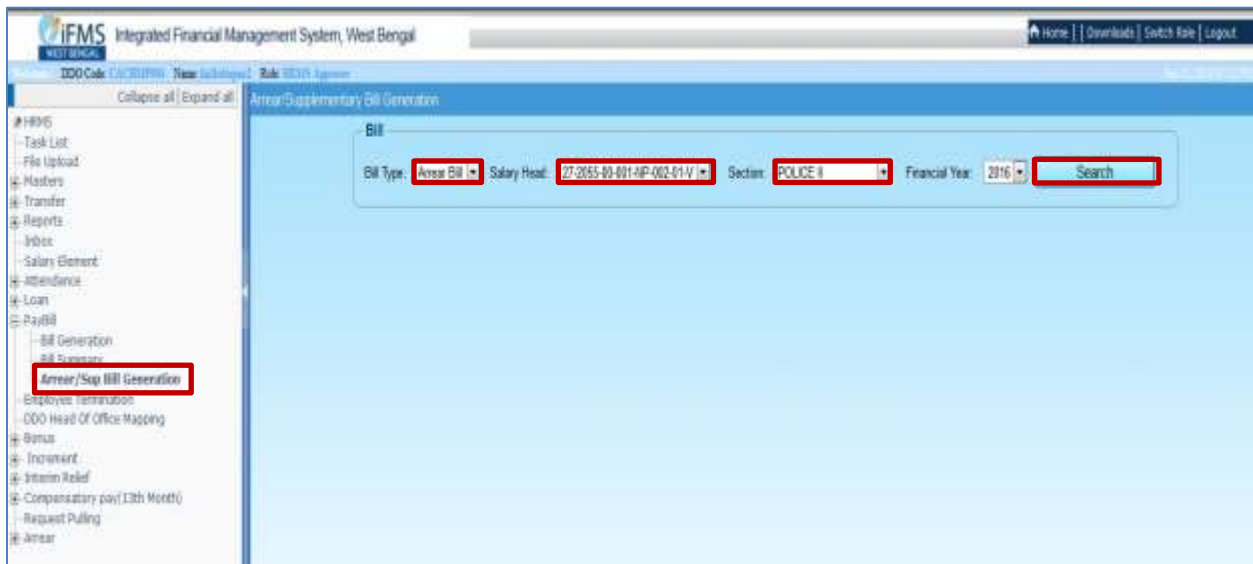
Buttons: Back, Approve (highlighted), Reject, Installment Details, View Statement

Fig – 21

After completing the steps, click on **Approve** button to approve Arrear Statement

Arrear/ Supplementary Bill Generation

29. Under the main menu, click on **Pay Bill** and then on **Arrear/Sup Bill Generation**.



Bill Type: Arrear Bill Salary Head: 27-2655-03-001-4P-002-01-V Section: POLICE II Financial Year: 2016 Search

Arrear/Sup Bill Generation

Fig – 22

30. Select the **Bill Type**, **Salary Head**, **Section**, **Finance Year** from the respective drop down box and click on **Search** button.

The employee under the search criteria, for whom statement is generated and approved, is displayed.

IFMS Integrated Financial Management System, West Bengal

DDO Code: CACTEMP004 Name: kullitbagan2 Role: HRMS Approver

Arrear/Supplementary Bill Generation

Bill

Bill Type: Arrear Bill Salary Head: 27-2055-00-001-NP-002-01-V Section: POLICE II Financial Year: 2016 Search

Employee List Saved List

Employee No	Employee Name	Installment No	Gross Amount	Deduction Amount	Net Amount	Select
1986002383	PRADEEP KUMAR SHAW	1	4956	215	4741	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Bill No: * Bill Date: * Save List

Fig – 23

31. Click on the **Select** check boxes for the rows that will be under the same Bill No.
32. Manually provide the **Bill No.** and select the **Bill Date** from calendar field and click on **Save List**.

IFMS Integrated Financial Management System, West Bengal

DDO Code: CACTEMP004 Name: kullitbagan2 Role: HRMS Approver

Arrear/Supplementary Bill Generation

List saved with bill no Sanc1

Bill

Bill Type: Arrear Bill Salary Head: 27-2055-00-001-NP-002-01-V Section: POLICE II Financial Year: 2016 Search

Employee List Saved List

Employee No	Employee Name	Installment No	Gross Amount	Deduction Amount	Net Amount
No data available in table					

Showing 0 to 0 of 0 entries

Bill No: * Bill Date: * Save List

Fig – 24

A success message is displayed at top along with the Bill No.

This Bill prepared is for Installment No 1, that was provided in the installment details page as shown in Fig- 15

33. Similarly for all the rest installments, again click on **Pay Bill** and then on **Arrear/Sup Bill Generation** (As shown in Fig 22). The employee under the search criteria, for whom statement is generated and approved, is displayed.
34. Select the **Bill Type, Salary Head, Section, Financial Year** from the respective drop down box and click on **Search** button (As shown in Fig 23). The employee under the search criteria, for whom statement is generated and approved, is displayed.
35. Click on the **Select** check boxes for the rows that will be under the same Bill No.
36. Manually provide the **Bill No.** and select the **Bill Date** from calendar field and click on **Save List**.

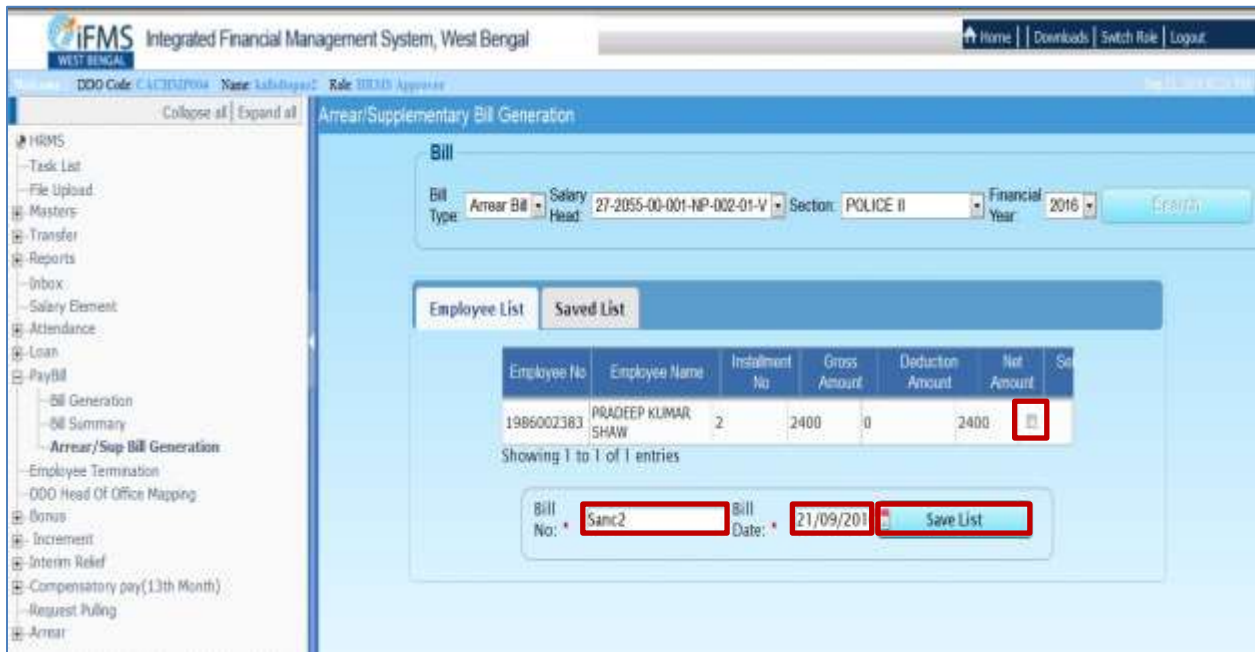


Fig – 25

After completing the steps for all the approved statements,

37. Click on **Saved List**.

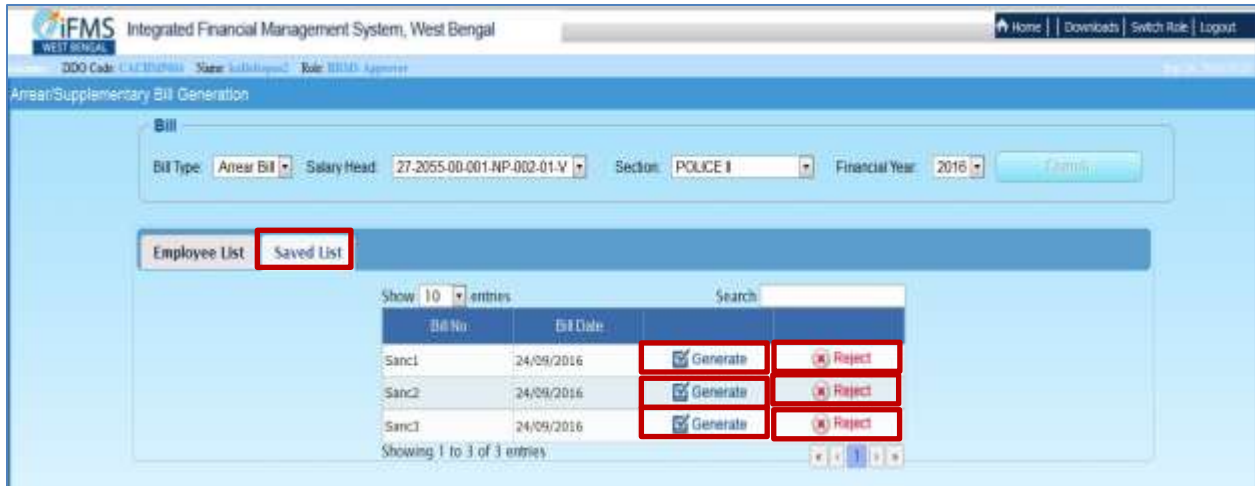


Fig – 26

All the Saved Arrear Bill are displayed.

38. Click on **Generate** for all the entries to process bills or Click on **Reject** to cancel the Bills.
A success message is displayed and the **Bill No** is removed from the list.

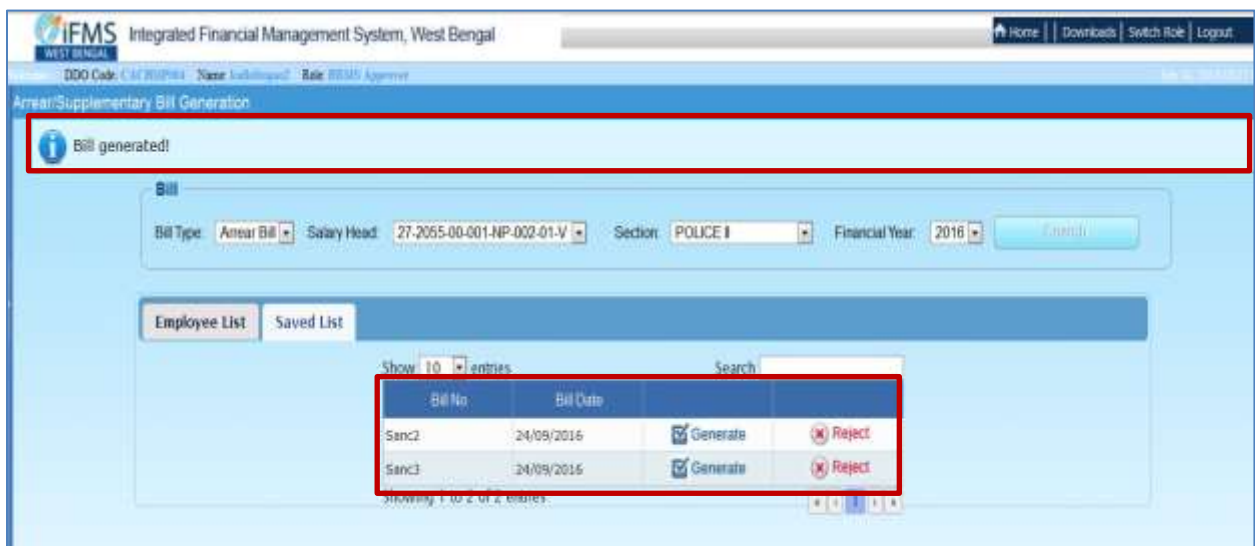


Fig – 27

39. Under the Paybill menu, Click on **Bill Summary** and then select **Other Bill**

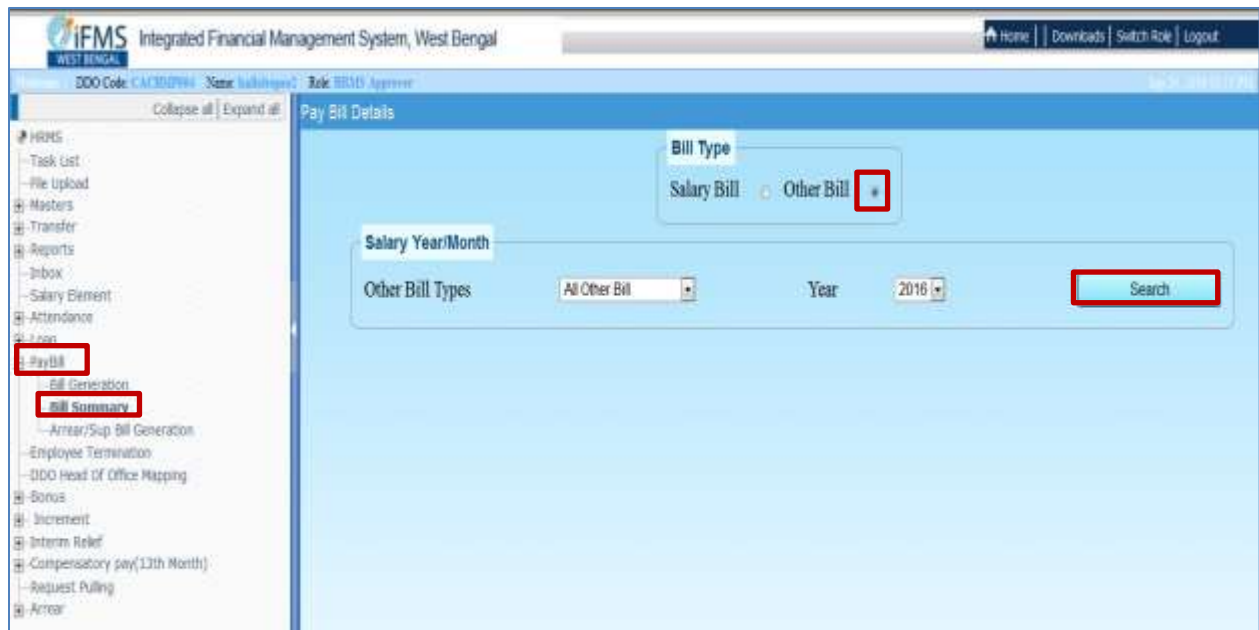


Fig – 28

40. All the Arrear/ Supplementary Bill generated are displayed.



Fig – 29

41. Click on **Details**, to view the details of the bill.

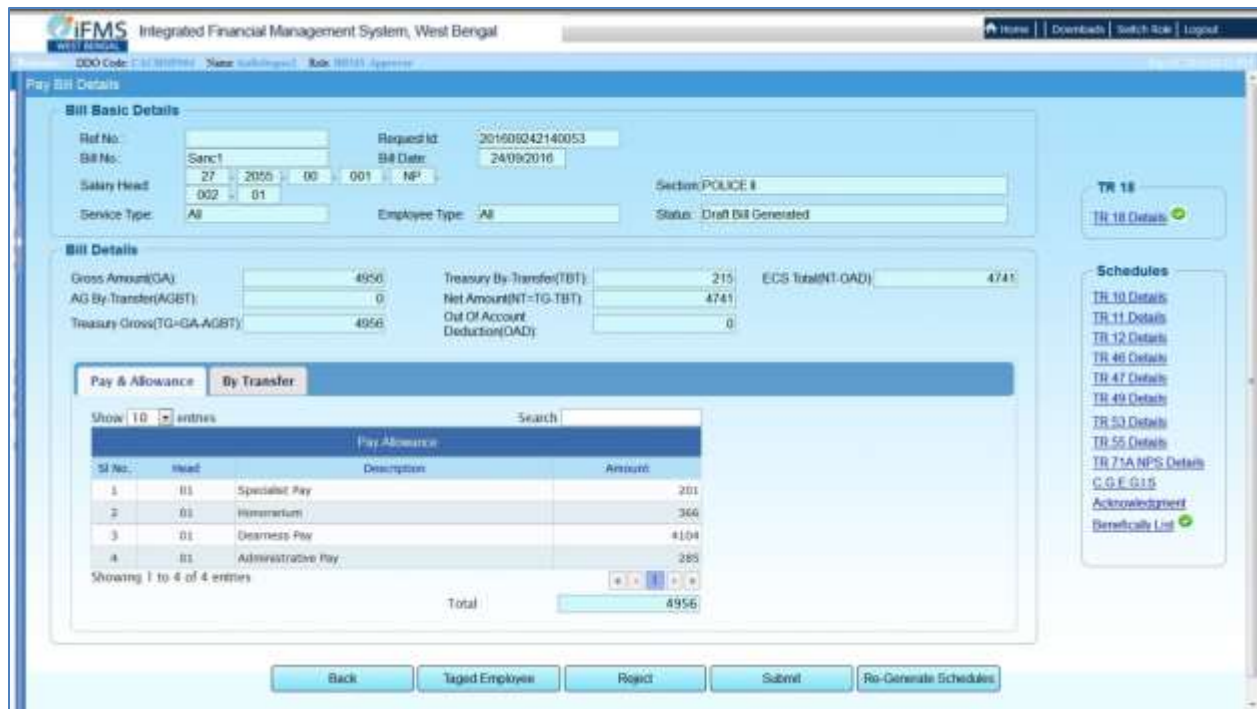


Fig –30

42. Click on **Tagged Employee** to view the details of the employees tagged with this bill or you can Reject the bill altogether by clicking the **Reject** Button or you can Submit the Bill, by clicking the **Submit** button.

N.B.- While submitting the bill to the Treasury, DSC must be inserted in the system.

If the work is done in the operators login, then the same has to be forwarded to the Approver's Login, in order to be processed by the Approver.