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.**

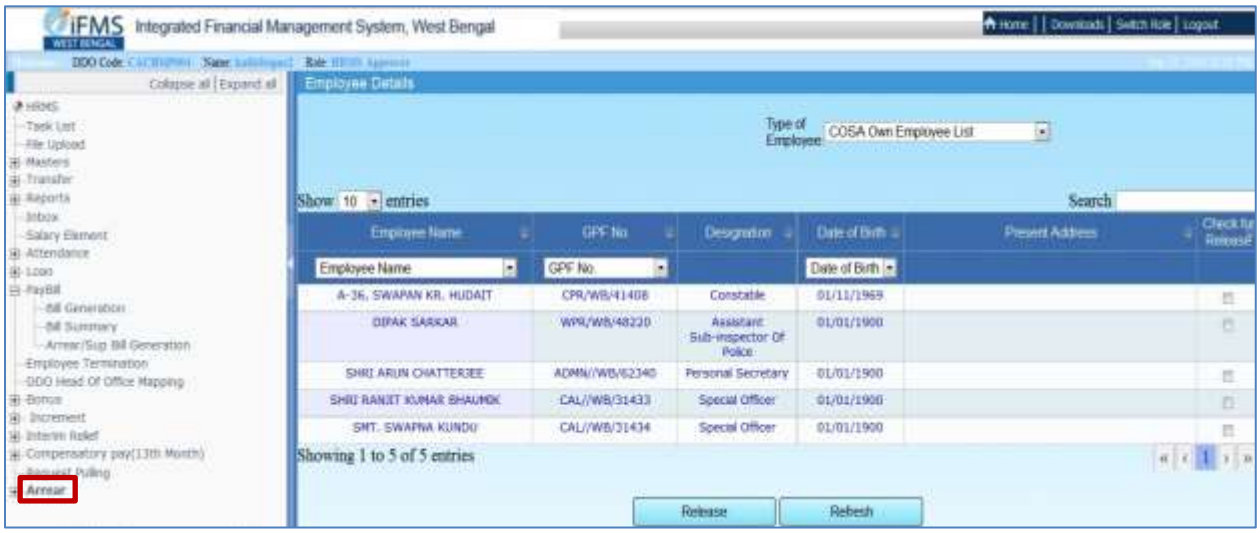


Fig -1

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

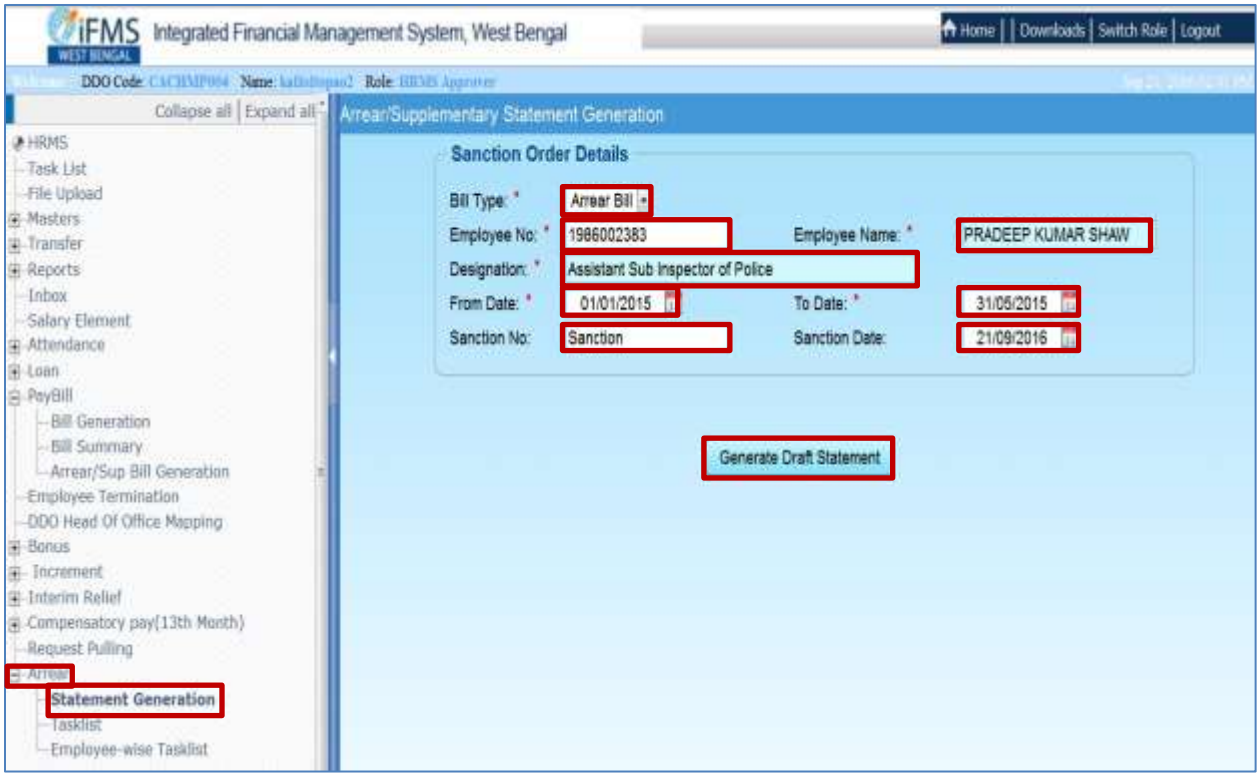


Fig -2

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.

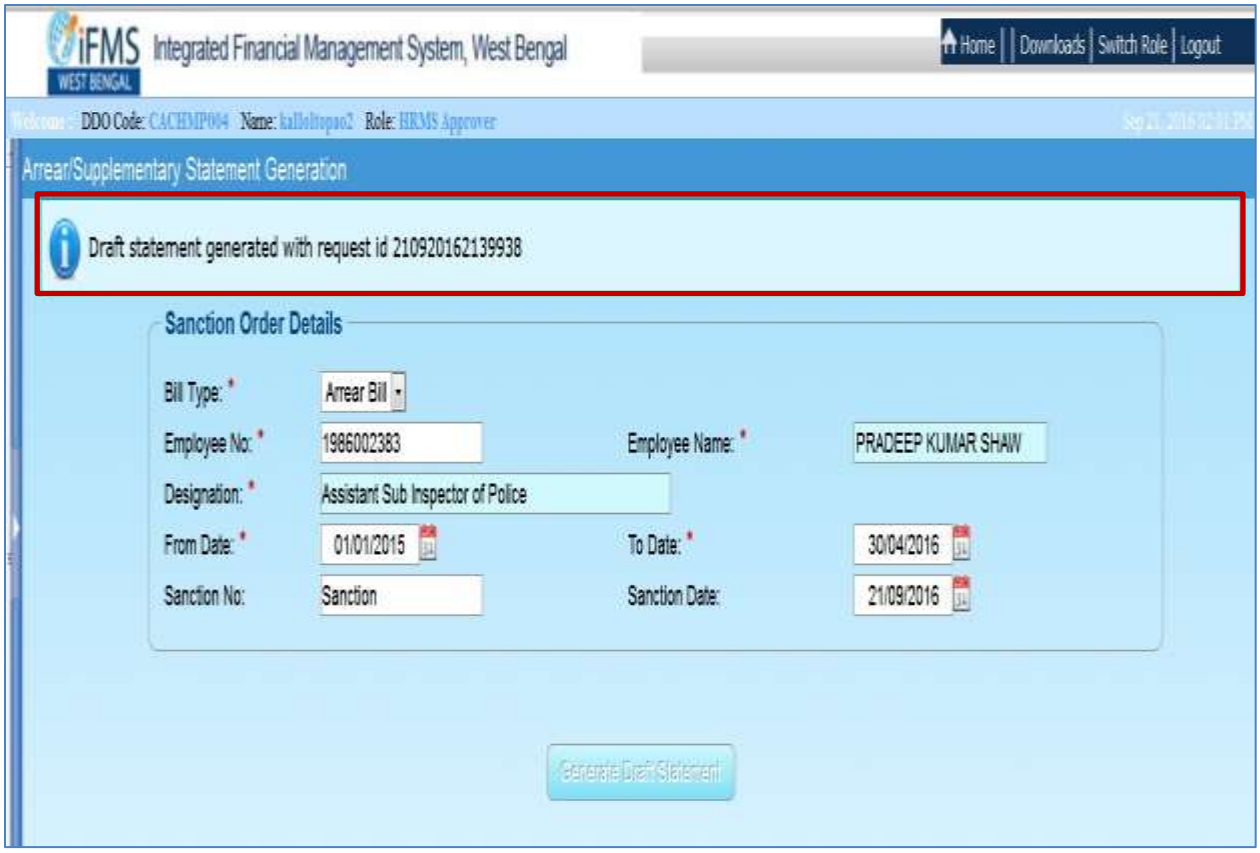


Fig -3

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.

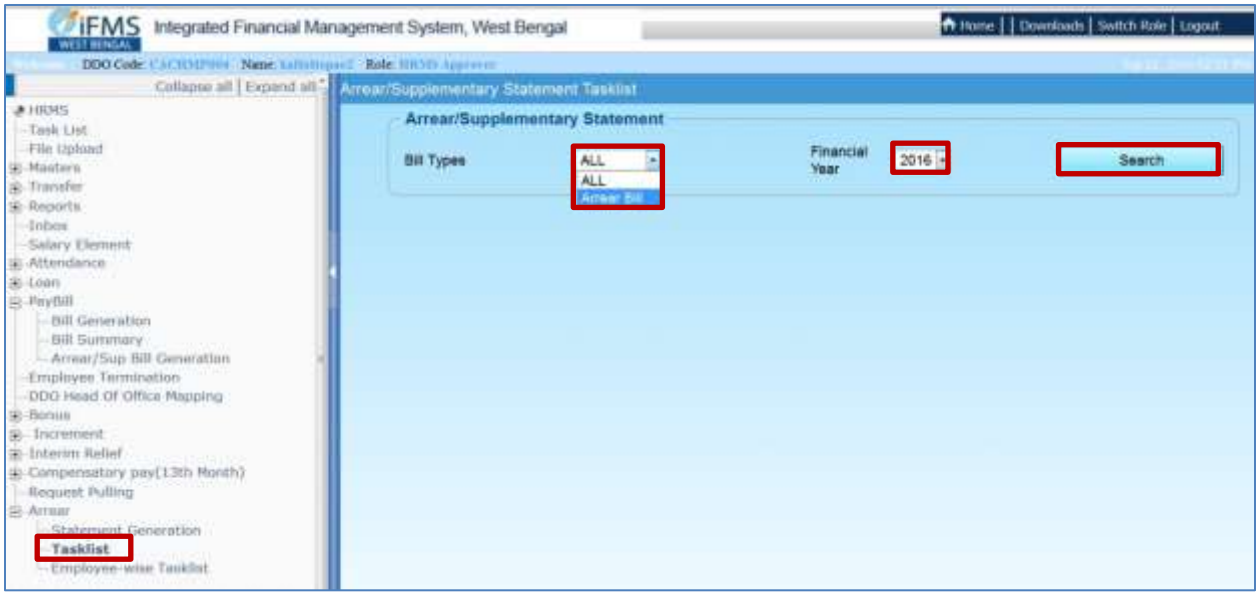


Fig - 4

6. The Arrear/ Supplementary Statement of the employee is displayed along with the R**equest 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.**

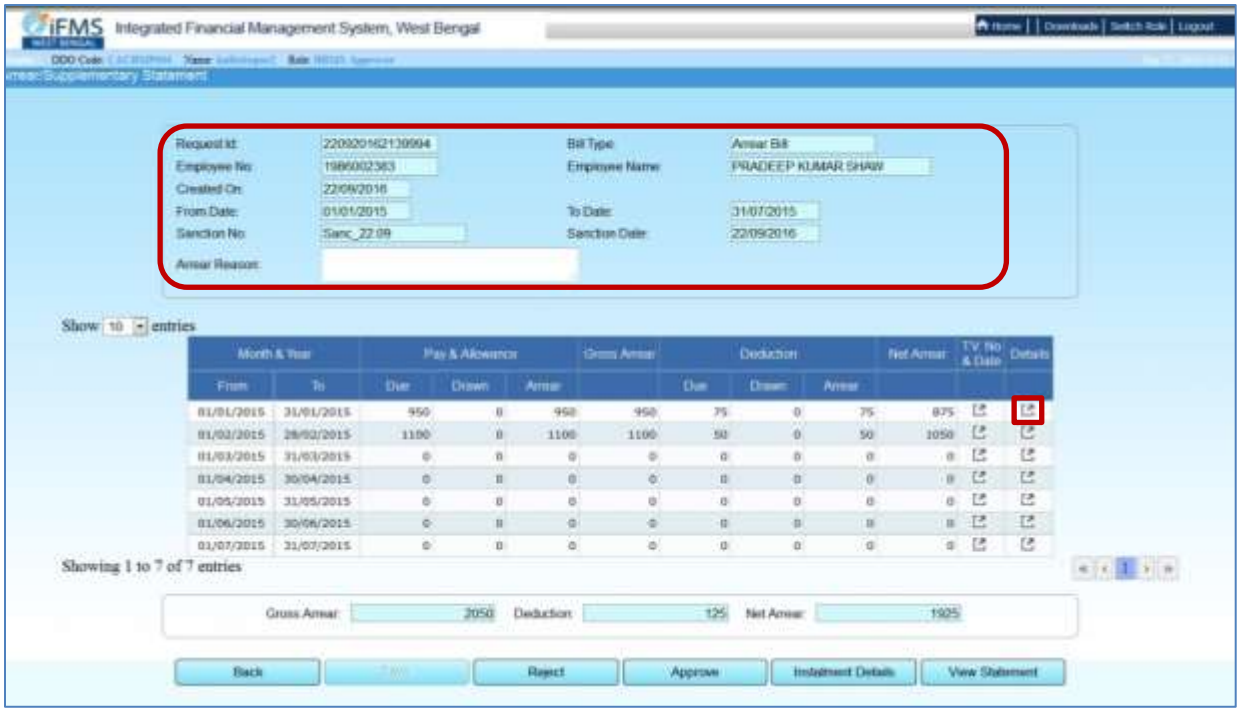


Fig - 5

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.

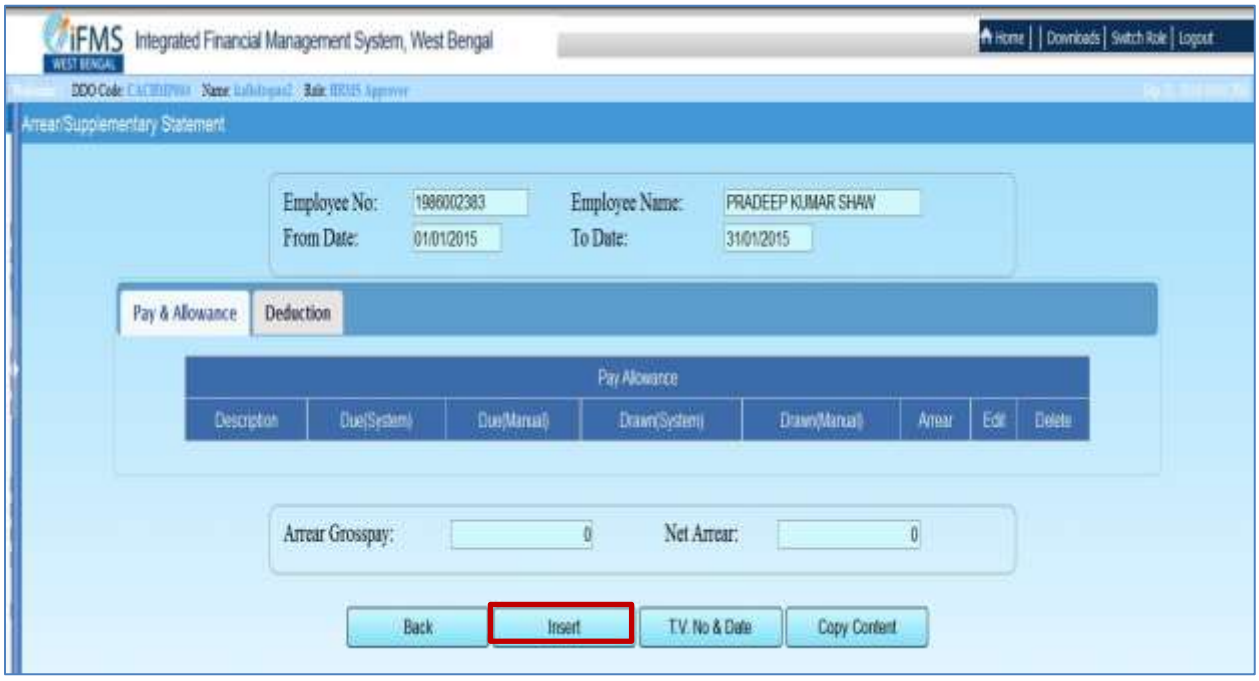


Fig - 6

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

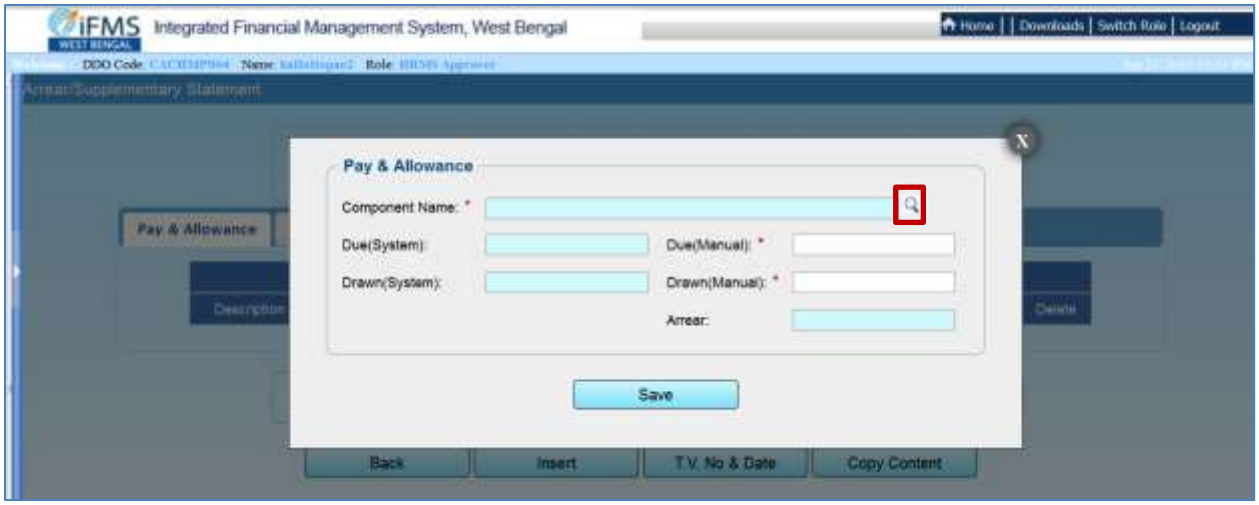


Fig - 7

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

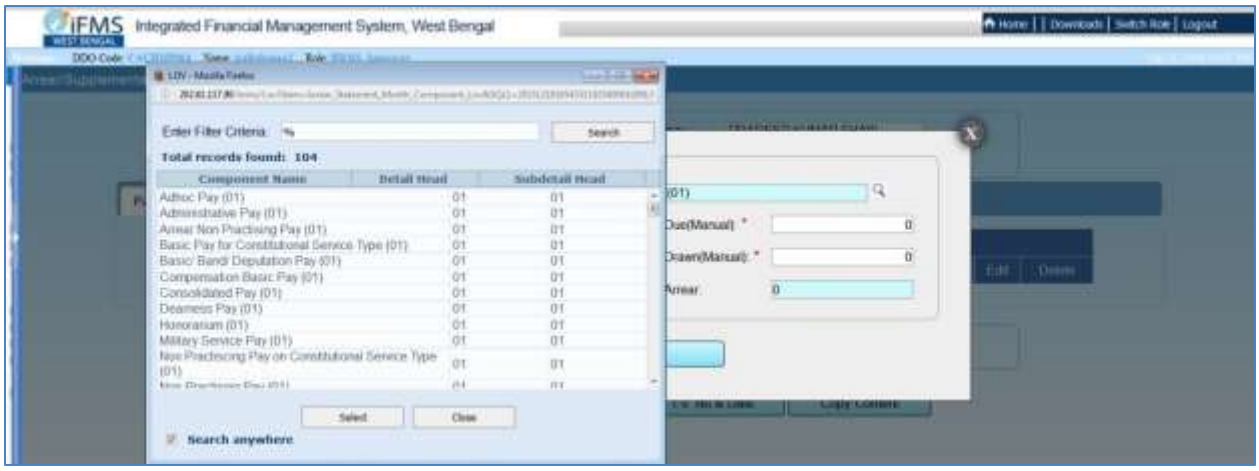


Fig - 8

A pop is displayed.

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

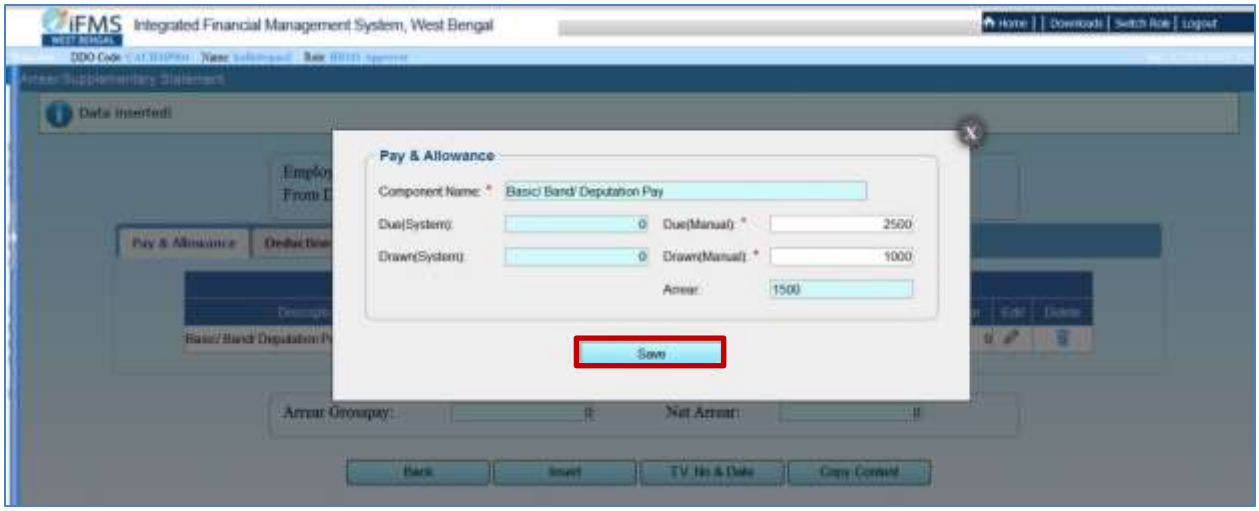


Fig - 9

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

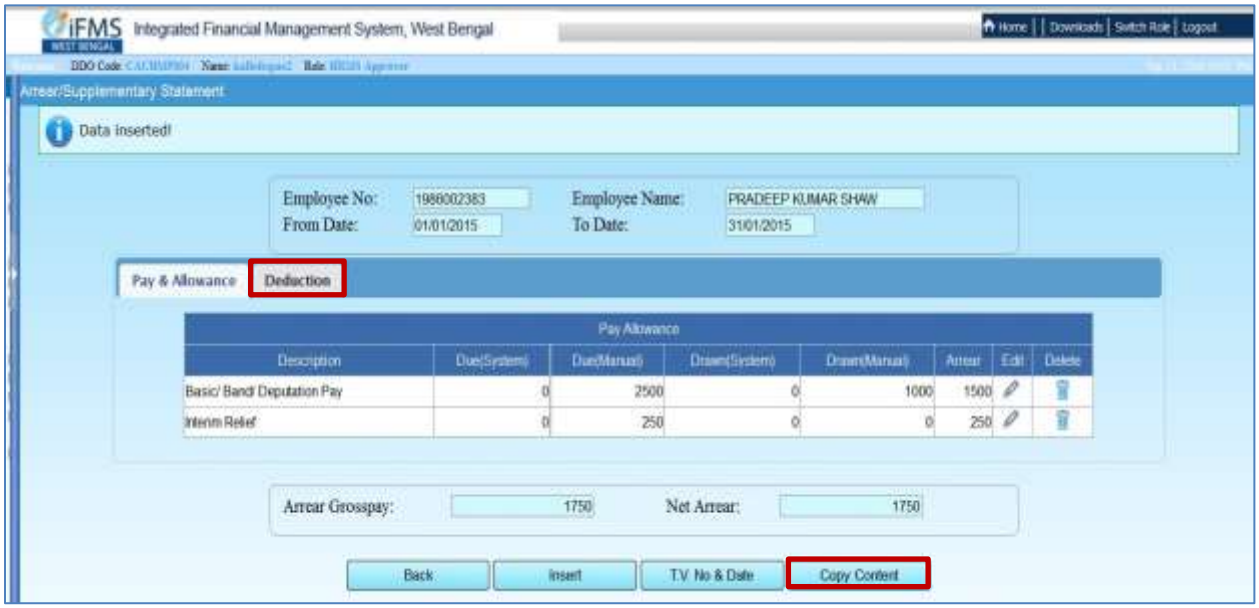


Fig - 10

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.

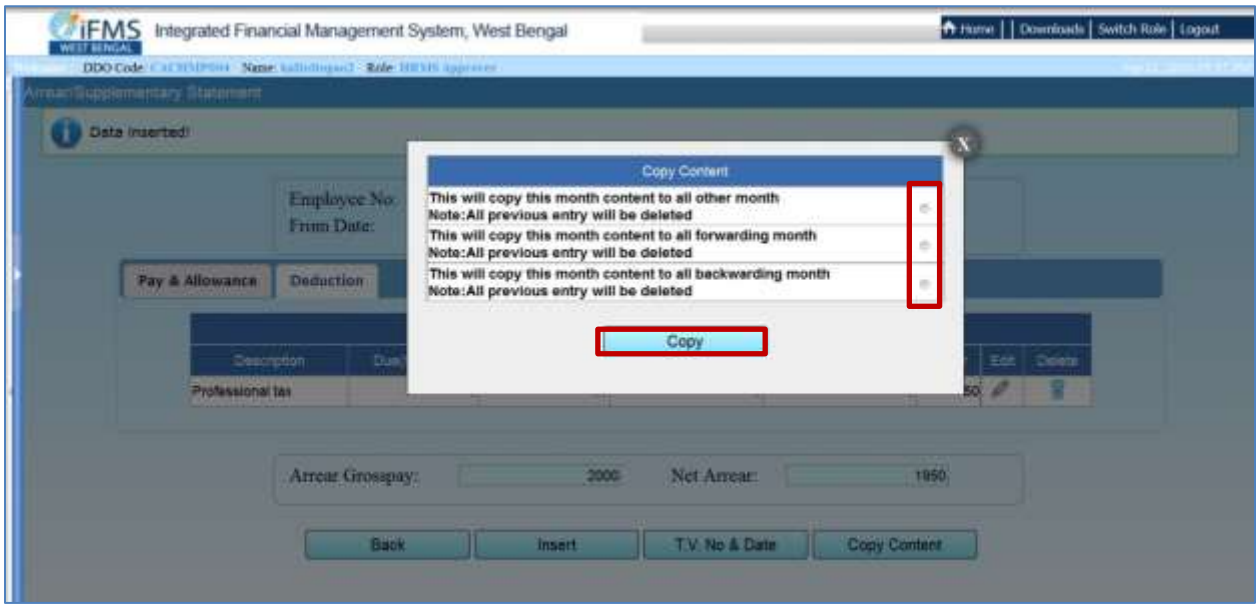


Fig - 11

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

A success message will be displayed at top.

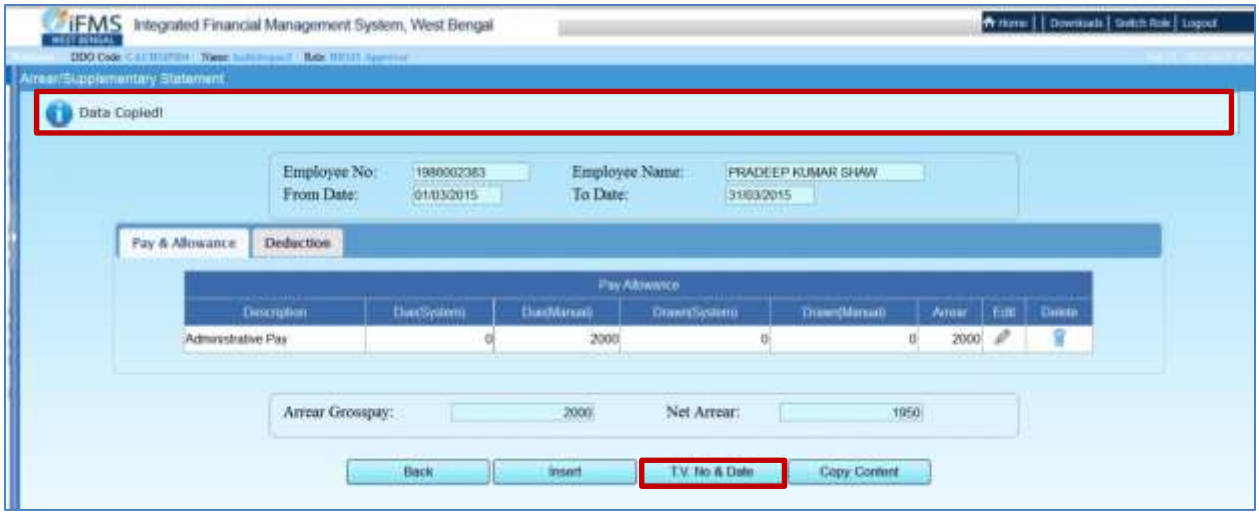


Fig - 12

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.

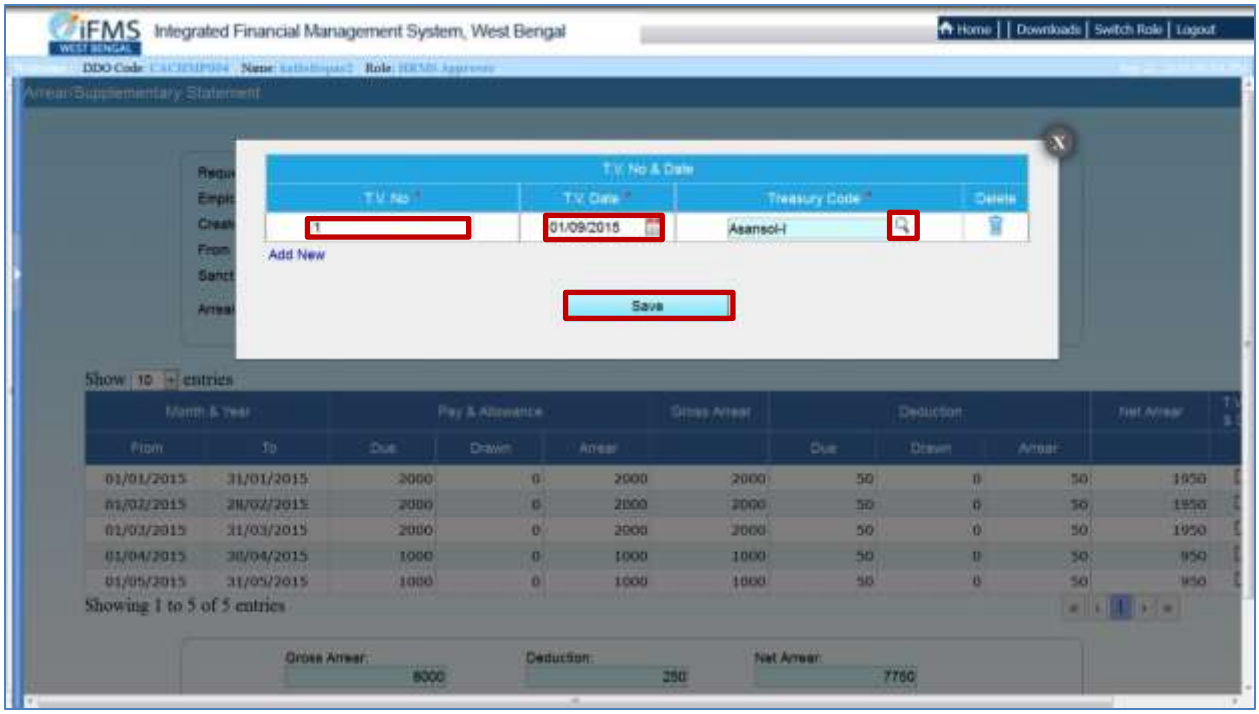


Fig - 13

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.

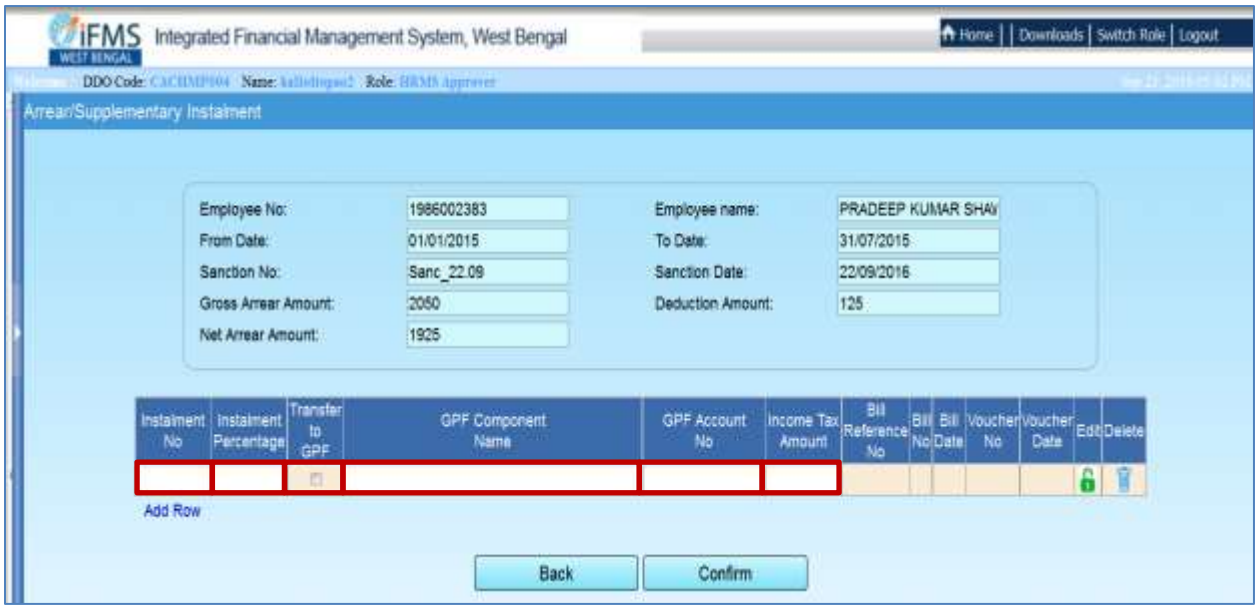


Fig - 14

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.

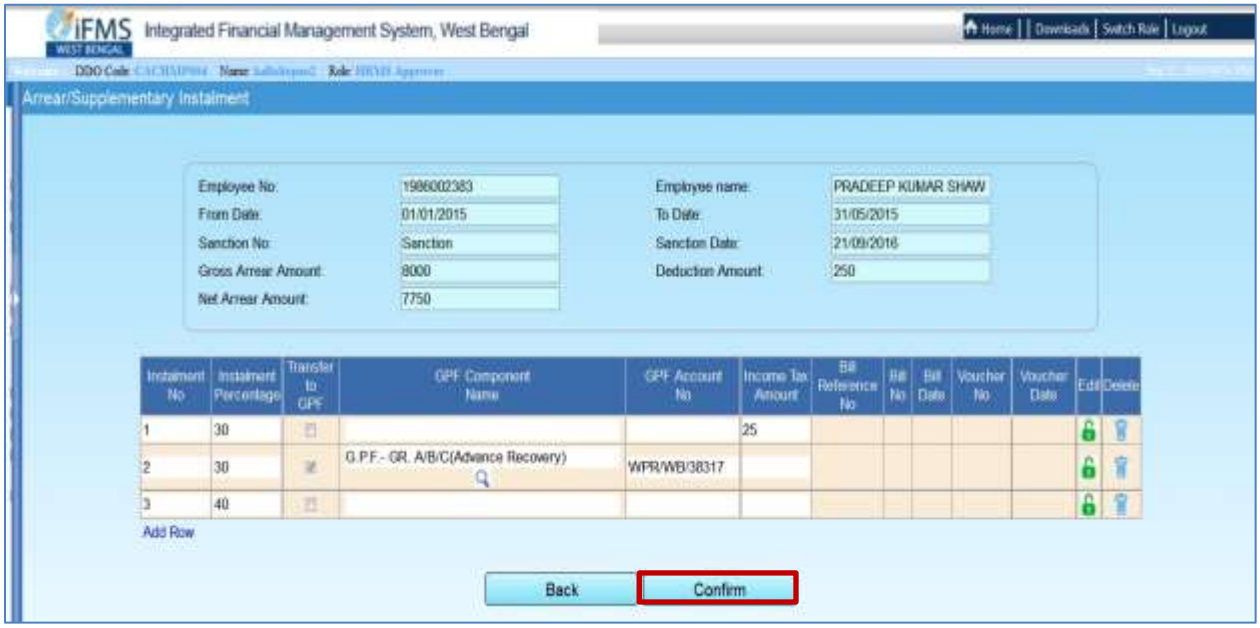


Fig - 15

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

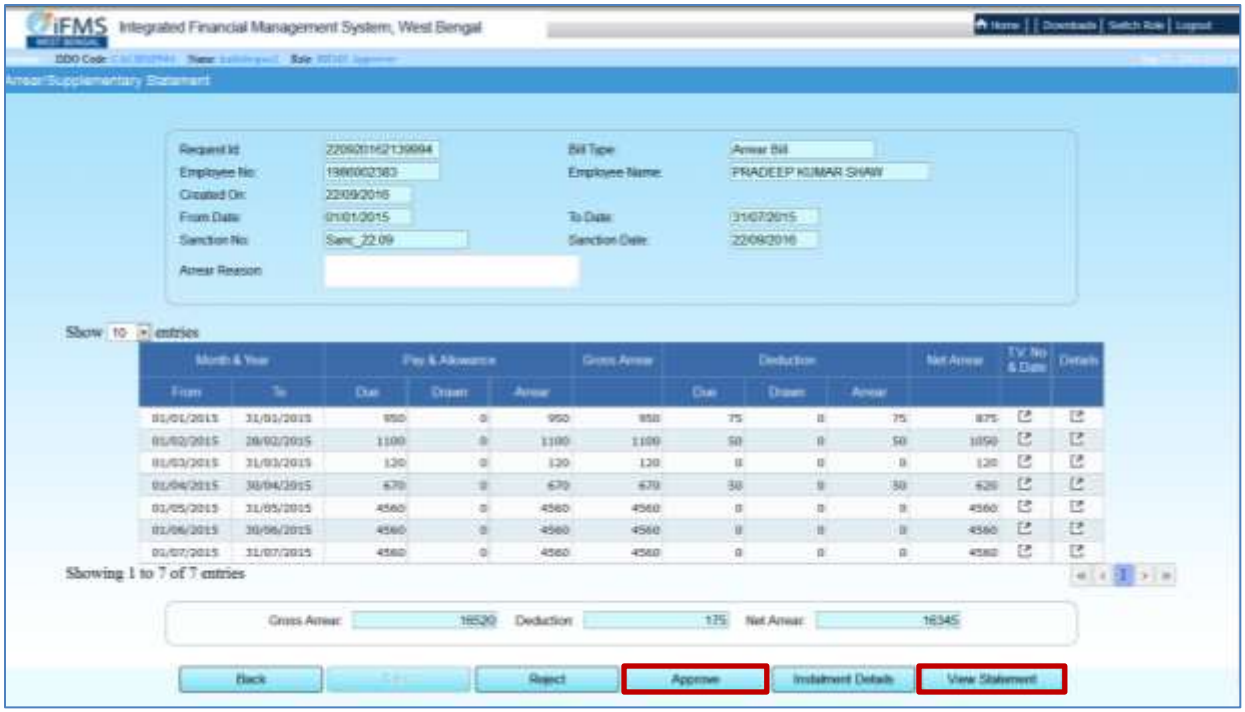
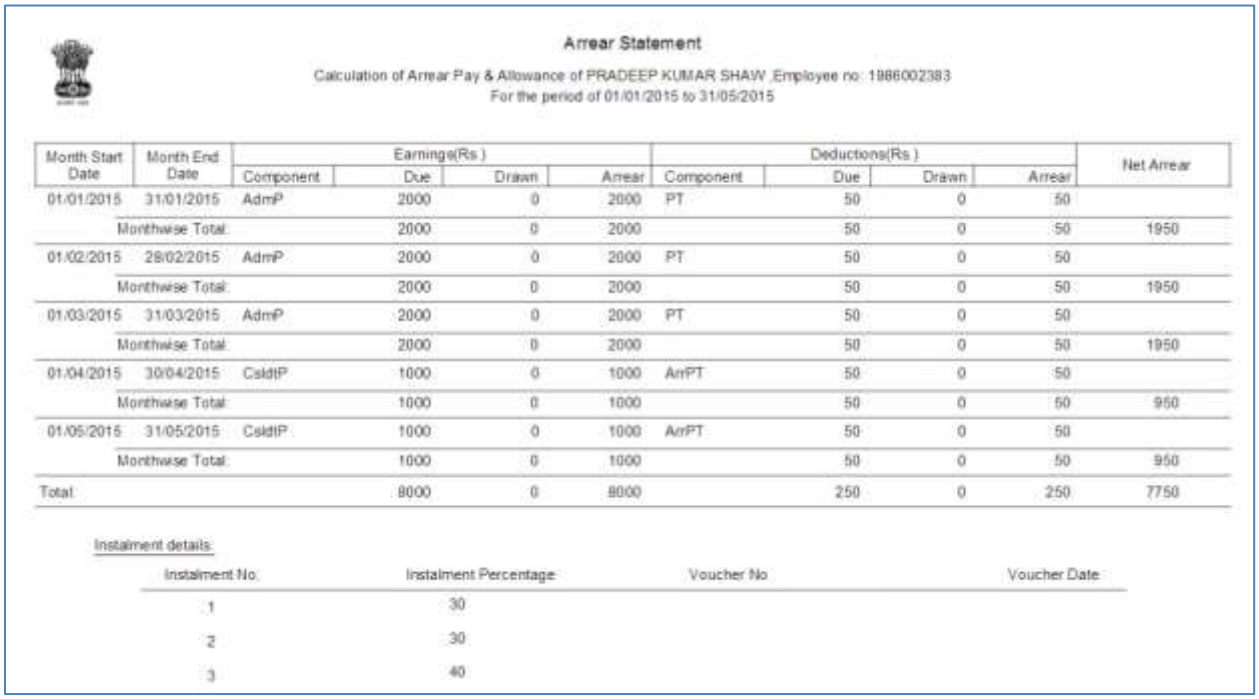


Fig - 16

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	CsldP	1000	0	1000	ArrPT	50	0	50	
	Monthwise Total:		1000	0	1000		50	0	50	950
01/05/2015	31/05/2015	CsldP	1000	0	1000	ArrPT	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.

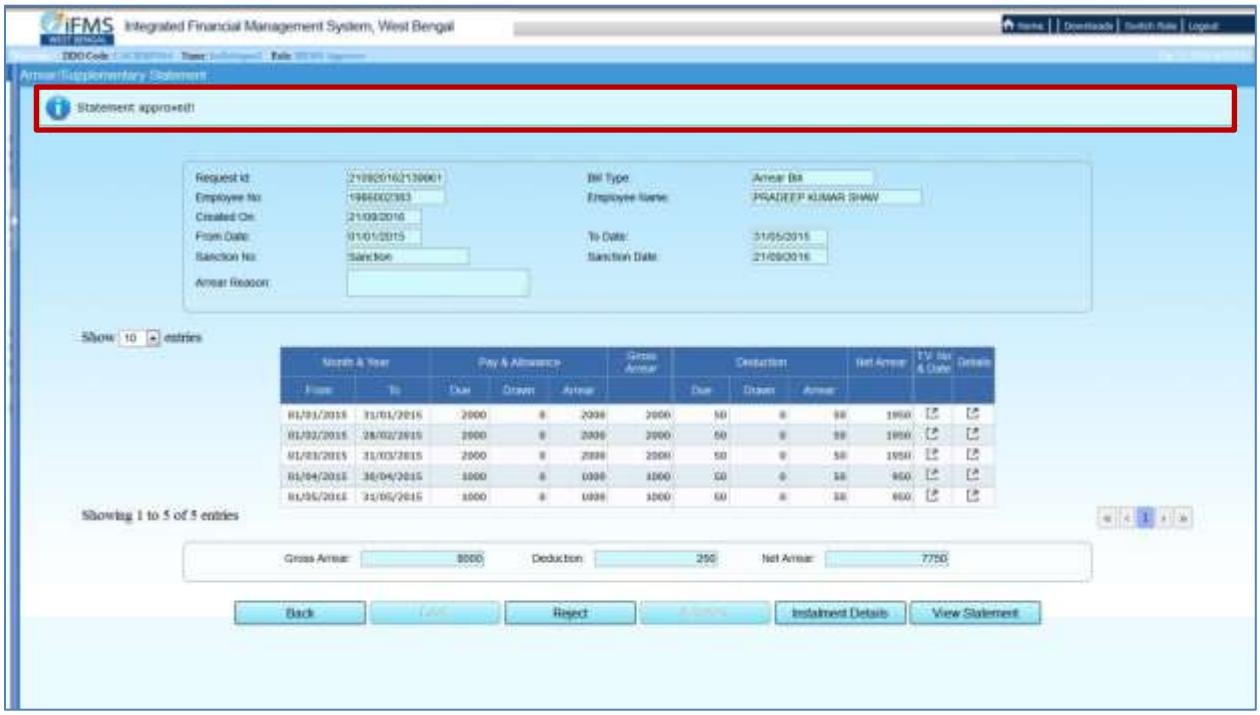


Fig - 18

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**

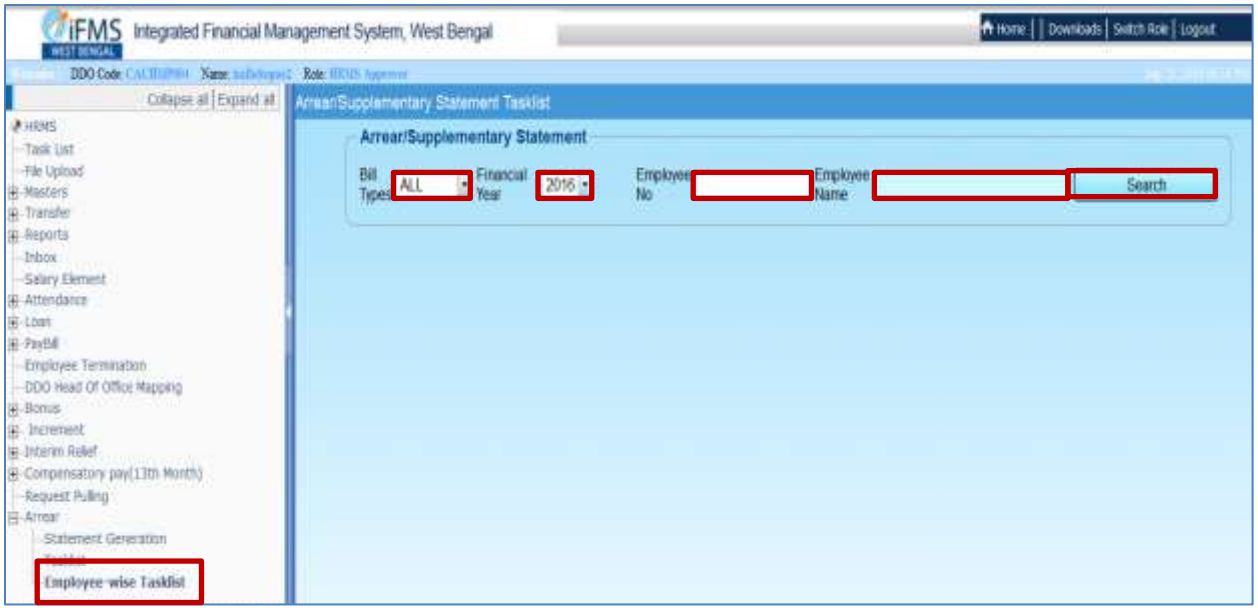


Fig - 19

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.

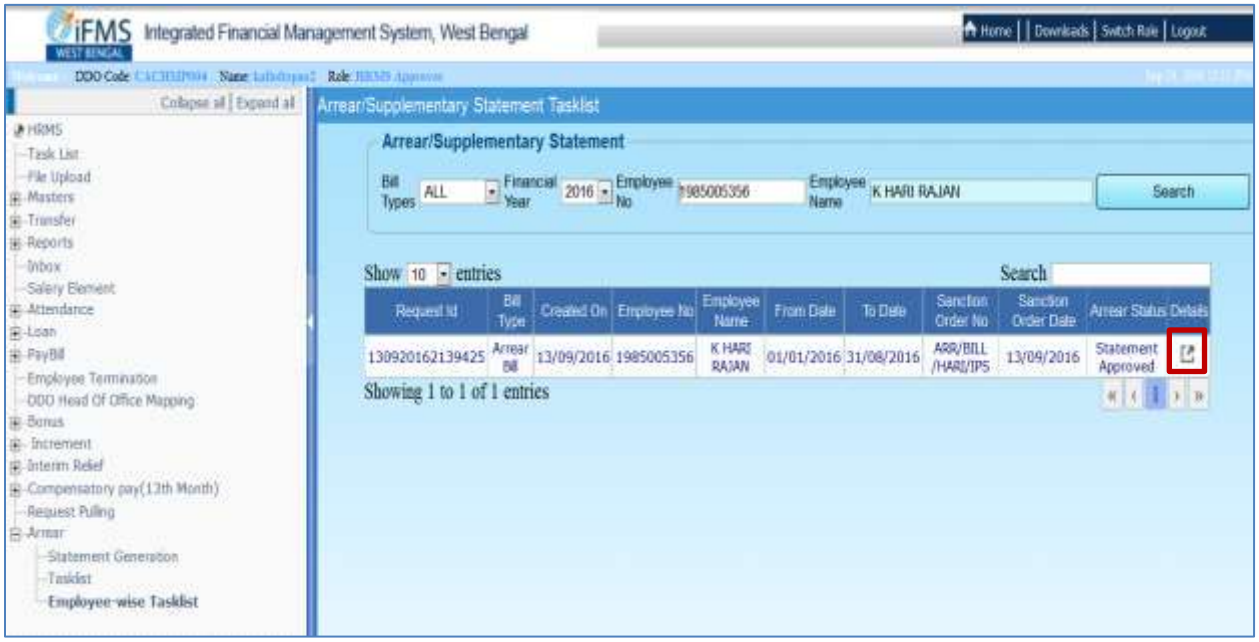


Fig – 20

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

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

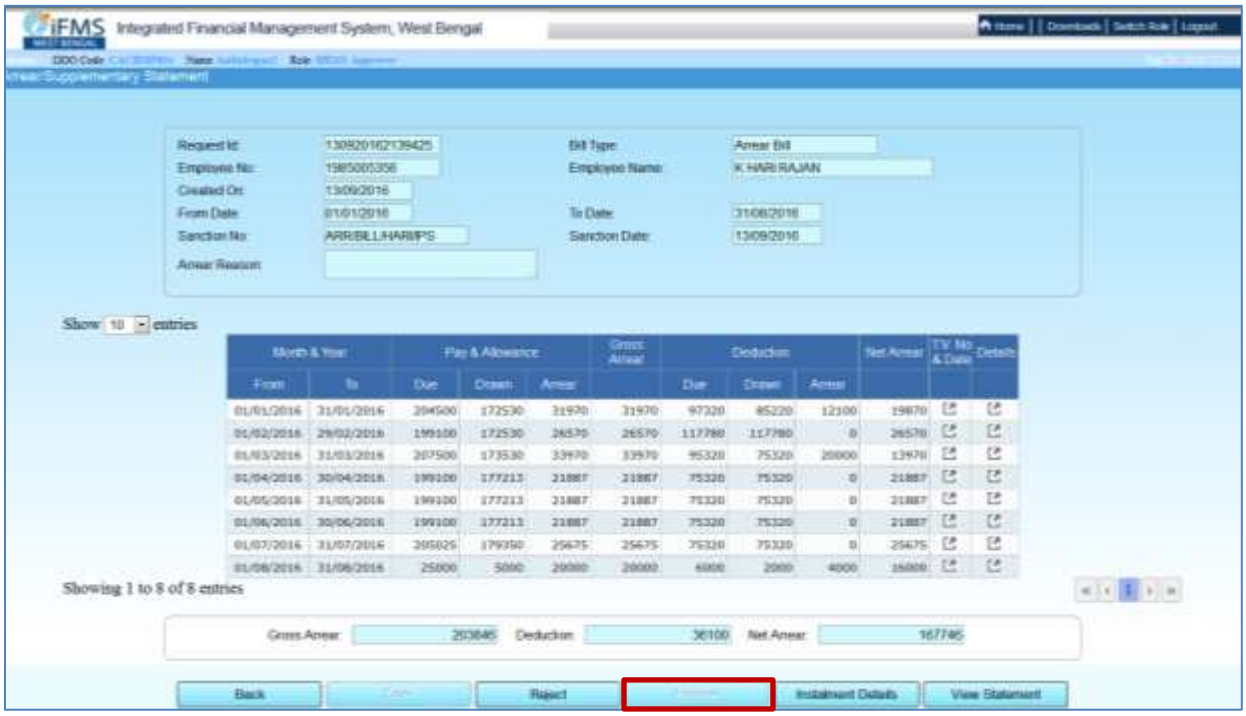


Fig – 21

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.**

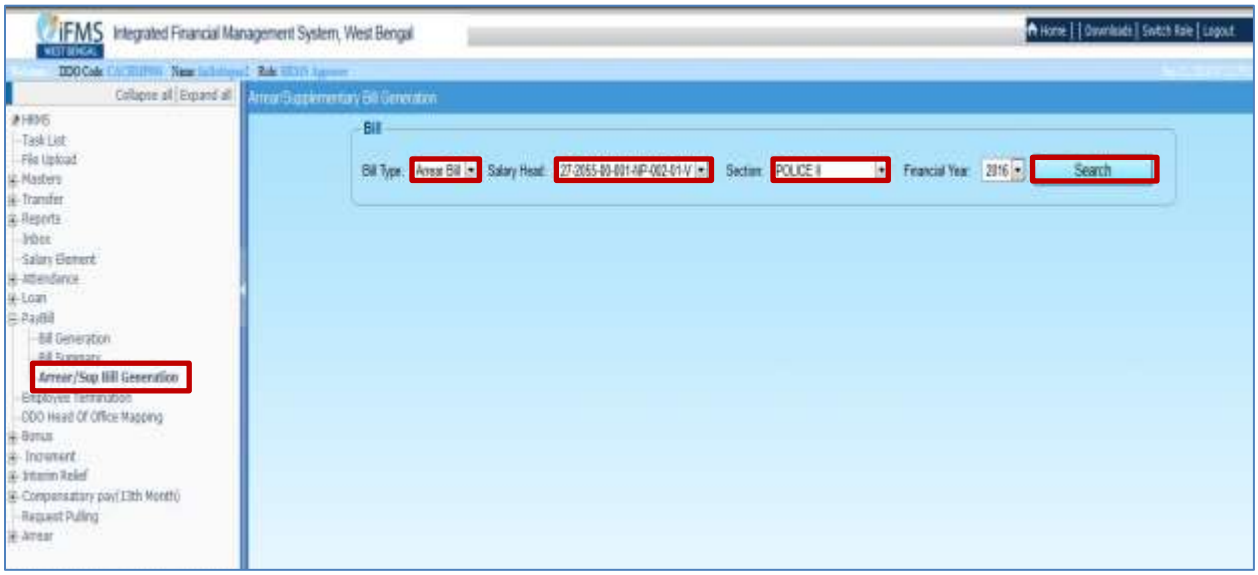


Fig – 22

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.

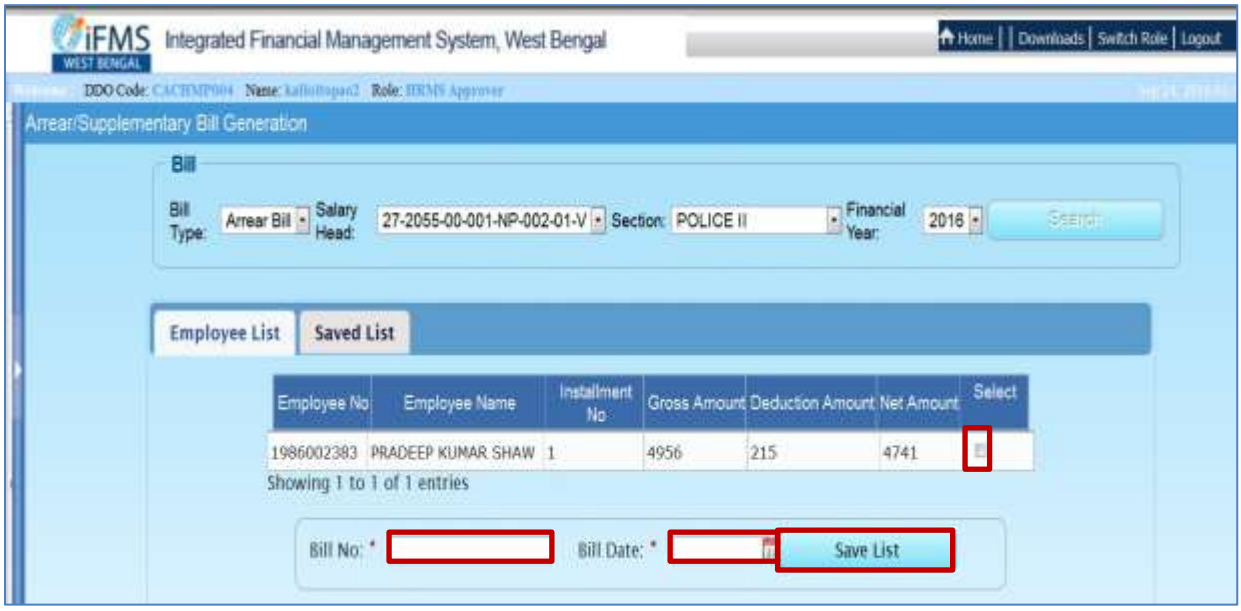


Fig – 23

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**.

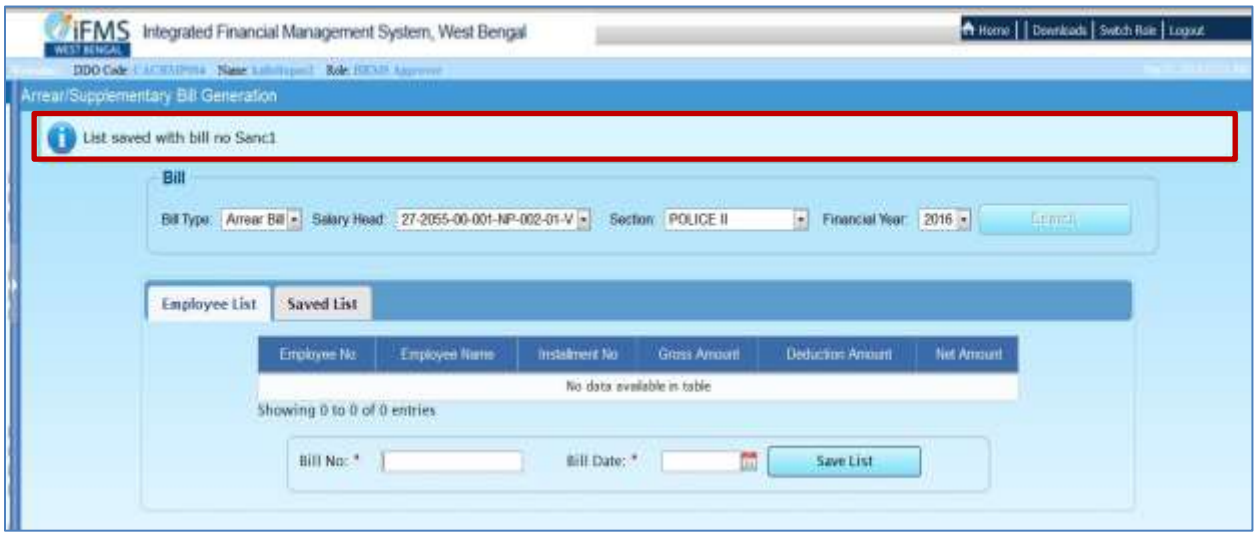


Fig – 24

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.**

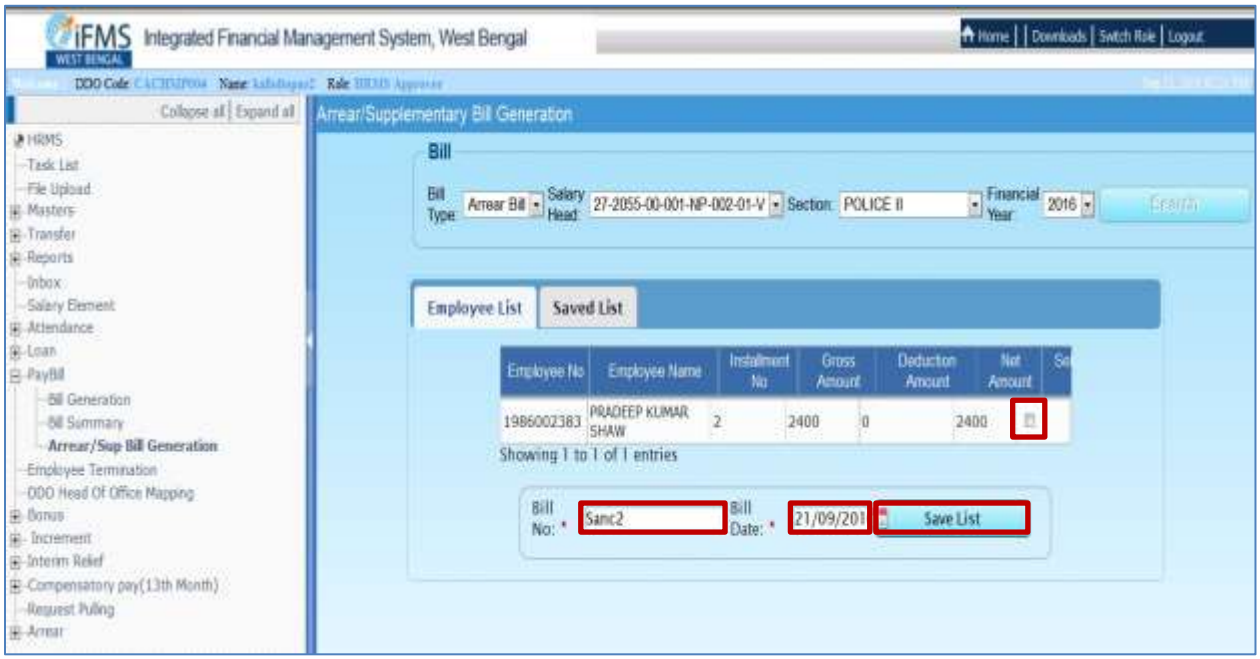


Fig – 25

After completing the steps for all the approved statements,

37. Click on **Saved List.**

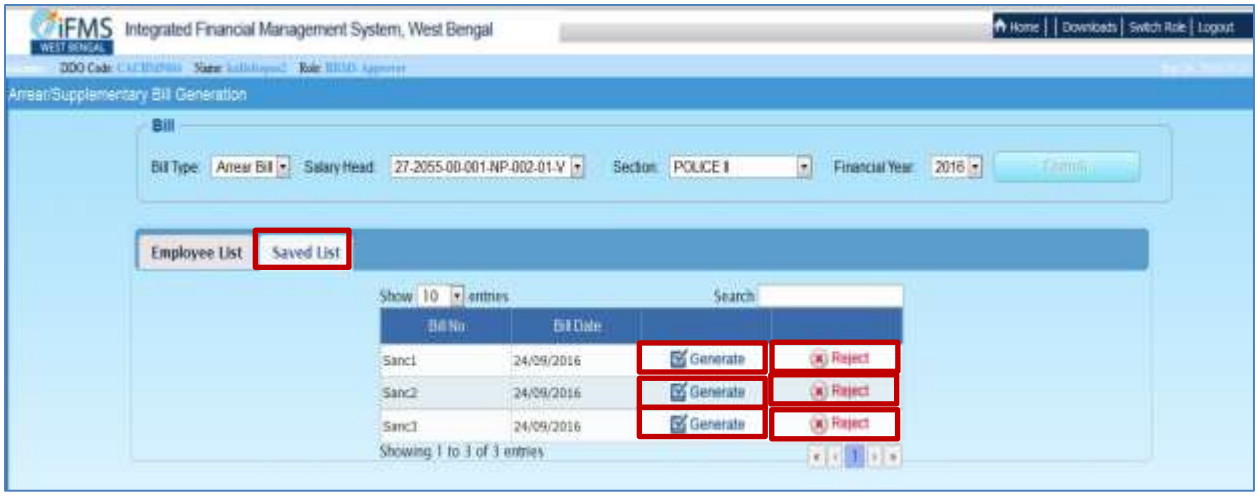


Fig – 26

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.

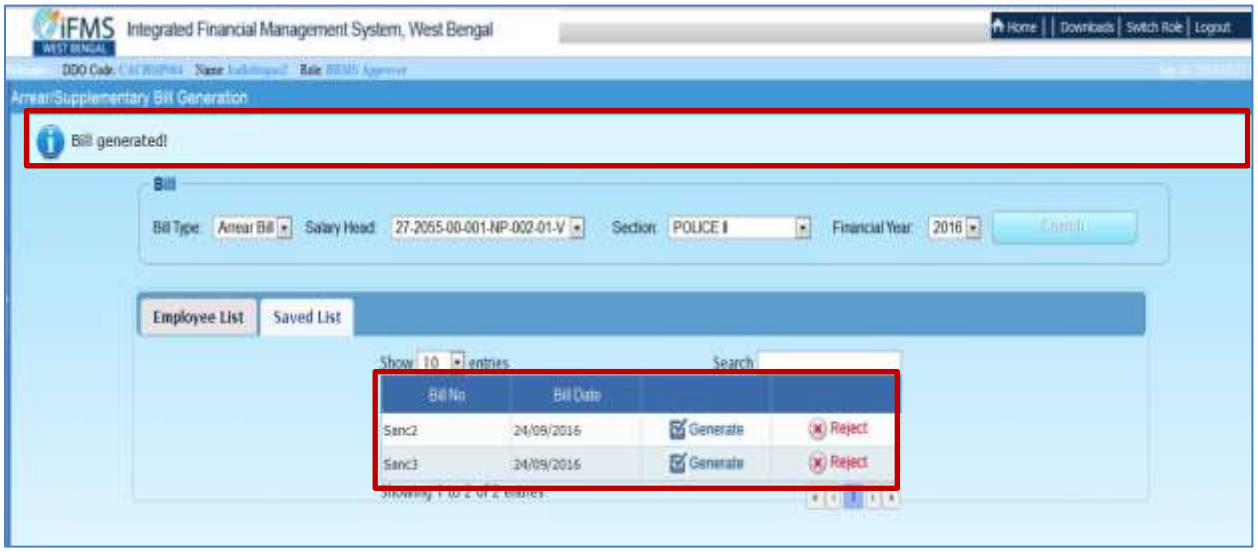


Fig – 27

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

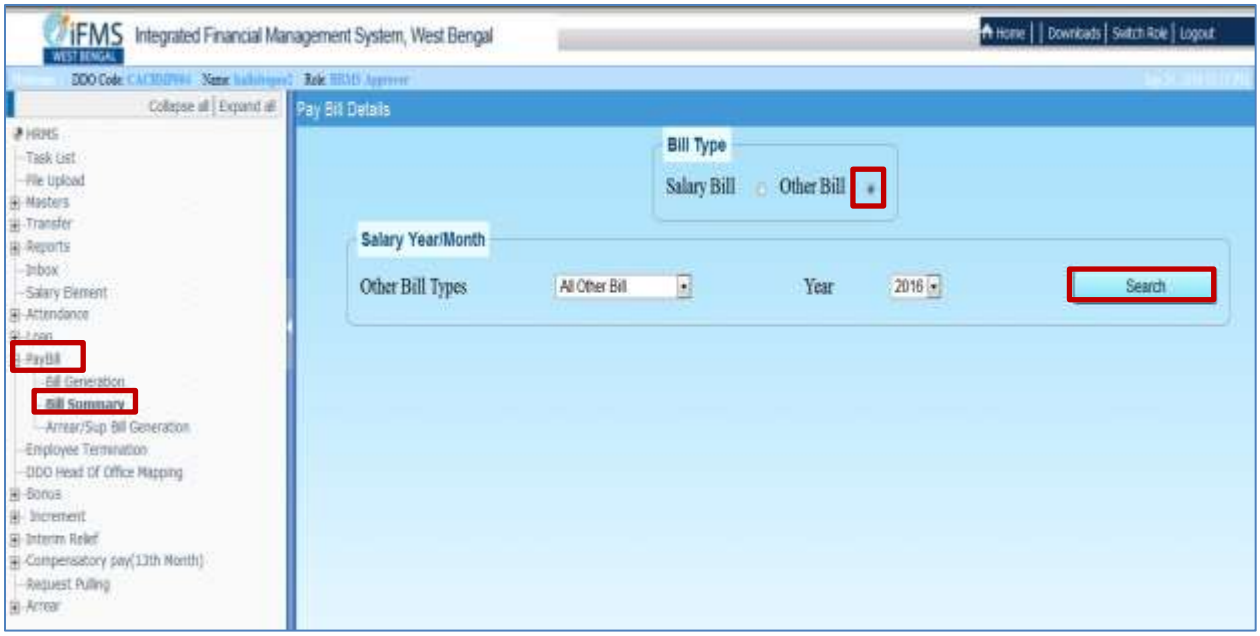


Fig – 28

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

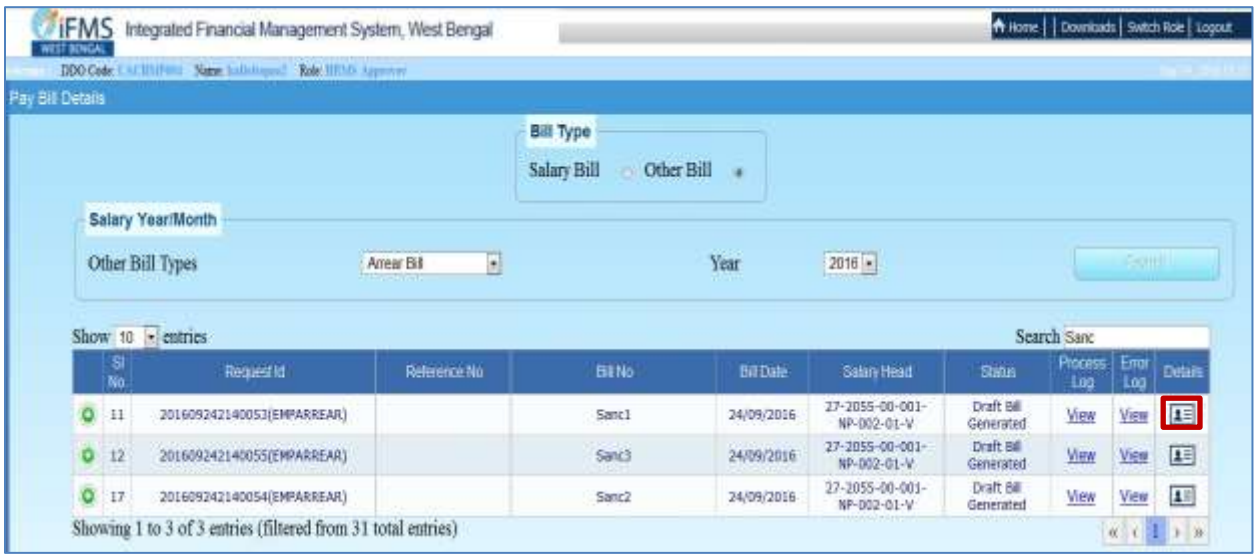


Fig – 29

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

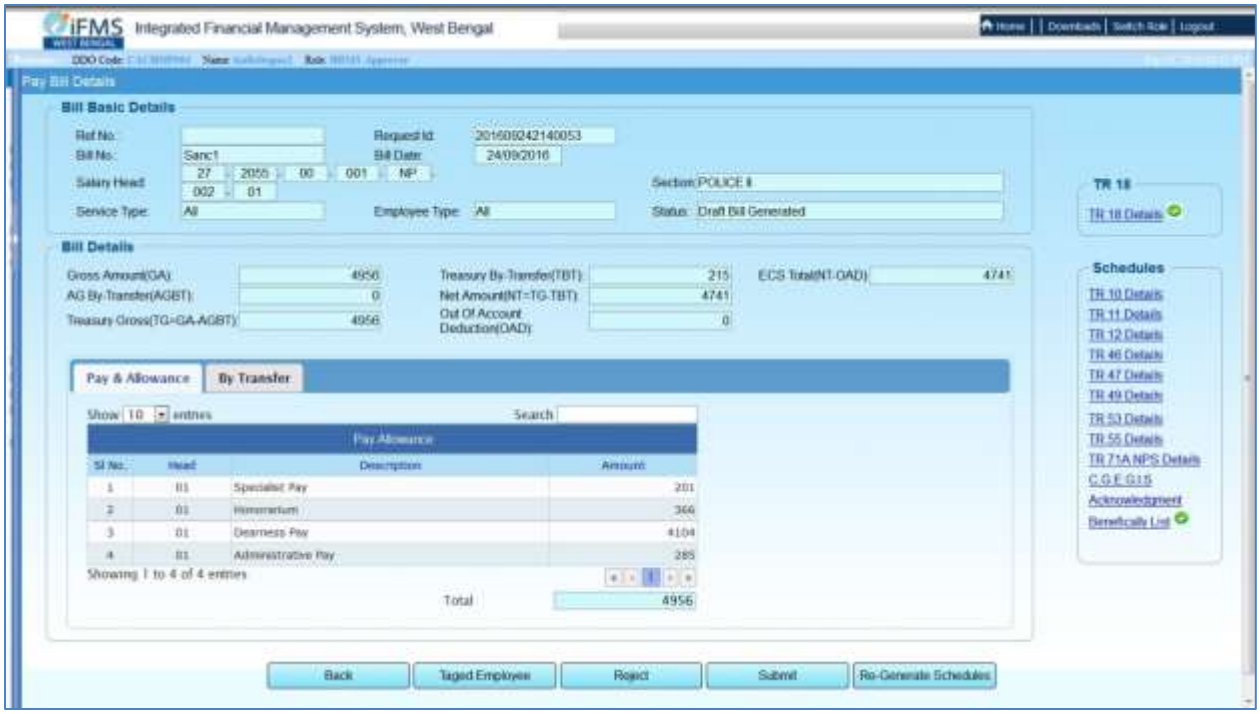


Fig –30

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.