SUBMISSION OF ARREAR BILL IN HRMS

Arrear Bill is conducted by the Head of Offices of the Departments in terms of Finance Department

Go to HRMS Home page http://hrmsodisha.gov.in

Click on Personal Login link available in HRMS home page.

Login page will be displayed as shown below.

Provide user name, password and visible Security code and then click Login.

On successful login, the employee’s home page is displayed as shown below.

Click on My Office Interface link under User Privilege Box.

>After Click on My Office Interface link, the page will display
> Click on Bill Browser available in Pay Roll box

> Click on New Arrear Bill

Select the required field.

Then click on ok button.
You have to select the bill by clicking the check box given in the left side of the respected bill.

Then click on process

After processing the bill screen is shown as given below

Then click on bill browser again

Select arrear bill from bill type with year and month
Click on Browse Arrear

![Bill Browse page](image)

Click on view

![Bill Details page](image)

After click on view page page is shown as given below.

![Bill Details table](image)