


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.

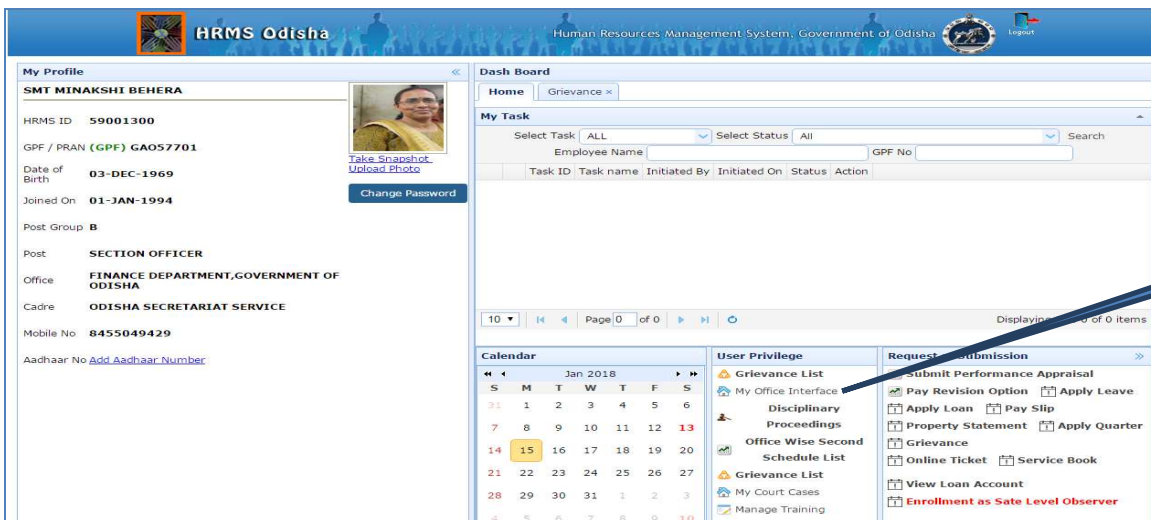


The image shows the HRMS login page for the Government of Odisha. At the top, it says "Human Resources Management System Government of Odisha". Below that, a red text prompt says "For preparing Salary Bill please click here". The main login area is titled "Login to your Account" and contains a "HRMS" logo, a "User Id" field, a "Password" field with a security code "HUq961" and a "Can't read? Click here" link, and a "Security Code" field. There is a "Login" button, a link for "Login using e-Pramaan", and a link for "Forgot your password?". The footer contains the copyright notice: "Copyright © CMGI - All Rights Reserved - General Administration (AR) Department, Government of Odisha".

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.



The image shows the HRMS Odisha employee home page for SMT MINAKSHI BEHERA. The page is divided into several sections: "My Profile" on the left, "Dash Board" at the top right, "My Task" in the center, "Calendar" at the bottom left, "User Privilege" at the bottom center, and "Request Submission" at the bottom right. A blue circle highlights the "My Office Interface" link under the "User Privilege" section. The "My Profile" section includes details like HRMS ID (59001300), GPF/PRAN (GPF) (GA057701), Date of Birth (03-DEC-1969), and Post (SECTION OFFICER). The "Dash Board" section has tabs for "Home" and "Grievance". The "My Task" section has filters for "Select Task" (ALL) and "Select Status" (All), and a search bar. The "Calendar" section shows a calendar for January 2018. The "User Privilege" section lists various links like "Grievance List", "My Office Interface", "Disciplinary Proceedings", "Office Wise Second Schedule List", "Grievance List", "My Court Cases", and "Manage Training". The "Request Submission" section lists various options like "Submit Performance Appraisal", "Pay Revision Option", "Apply Leave", "Apply Loan", "Pay Slip", "Property Statement", "Apply Quarter", "Grievance", "Online Ticket", "Service Book", "View Loan Account", and "Enrollment as Sate Level Observer".

>After **Click on My Office Interface** link, the page will display

>Click on **Bill Browser** available in Pay Roll box

The screenshot shows the HRMS interface. On the left is a 'Privilege Panel' with a list of employees. The main area is the 'Service Panel' for a selected employee. It has three columns: 'REPORTS', 'PAY ROLL', and 'OFFICE ADMINISTRATION'. The 'PAY ROLL' column contains the following options: 'Bill Browser', 'Configure Office Allowance & Deduction', 'Annual Income Tax Report', 'Bill Group List', and 'Section Definition'. A blue circle highlights the 'Bill Browser' option.

>Click on **New Arrear Bill**

The screenshot shows the 'New Arrear Bill' form. At the top, there are dropdown menus for 'Bill Type' (set to 'Pay Bill'), 'Year' (set to 'Select'), and 'Month' (set to 'Selec'), along with a 'Submit' button. Below this is a table with the following columns: 'Bill No', 'Bill Description', 'Bill Type', 'Acquaintance Roll', 'Print Bill', 'Edit', 'Submit To i-OTMS', 'Status', and 'Lock Bill'. At the bottom, there are two buttons: 'New Bill' and 'New Arrear Bill'. A blue circle highlights the 'New Arrear Bill' button.

Select the required field.

Then click on ok button.

The screenshot shows the 'Bill Browser' dialog box. It has the following fields: 'Bill Type' (dropdown set to 'Arrear Bill'), 'Process Date' (calendar icon set to '19-Mar-2018'), 'From Year' (dropdown set to '2016'), 'From Month' (dropdown set to 'JANUARY'), 'To Year' (dropdown set to '2017'), and 'To Month' (dropdown set to 'SEPTEMBER'). There is an 'Ok' button below these fields. At the bottom, there is a table with columns 'Select Bill', 'Bill Name', and 'Chart of Account'. A blue circle highlights the '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

The screenshot shows the 'Bill Browser' window with the following filters: Bill Type: Arrear Bill, Process Date: 19-Mar-2018, From Year: 2016, From Month: JANUARY, To Year: 2017, To Month: DECEMBER. Below the filters is a table with columns 'Select Bill', 'Bill Name', and 'Chart of Account'. The table contains five rows of bill types. At the bottom, there are 'Back' and 'Process' buttons. A blue callout circle points to the 'Process' button.

Select Bill	Bill Name	Chart of Account
<input type="checkbox"/>	DIST.ESTT.	23-2401-00-001-0309-01003-11-1-0
<input type="checkbox"/>	GAZ	23-2401-00-001-1159-01003-11-1-0
<input type="checkbox"/>	NON GAZ(NPS)	23-2401-00-001-1159-01003-11-1-0
<input type="checkbox"/>	NON GAZ RANGE	23-2401-00-001-1159-01003-11-1-0
<input type="checkbox"/>	ZZ	23-2401-00-108-0937-01003-11-1-0

After processing the bill screen is shown as given below

The screenshot shows a message box with the text 'Bill is Under Process. Check After 1 hour' and a 'Close' button.

Then click on bill browser again

Select arrear bill from bill type with year and month

The screenshot shows the 'Bill Browser' window with filters: Bill Type: Arrear Bill, Year: 2018, Month: MARCH, and a 'Submit' button. Below the filters is a table with columns: Bill No, Bill Description, Bill Type, Acquaintance Roll, Print Bill, Edit, Submit To i-OTMS, Status, and Lock Bill. At the bottom, there are 'New Bill' and 'New Arrear Bill' buttons. A blue callout circle points to the 'Bill Type' column header.

Bill No	Bill Description	Bill Type	Acquaintance Roll	Print Bill	Edit	Submit To i-OTMS	Status	Lock Bill
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Click on Browse Arrear

Bill Browser

Bill Type: Arrear Bill Year: 2018 Month: MARCH Submit

From Year: 2016 From Month: JANUARY

To Year: 2017 To Month: DECEMBER

Bill No	Bill Description	Bill Type	Acquaintance Roll	Print Bill	Edit	Submit To i-OTMS	Status	Lock Bill
	DIST.ESTT.	ARREAR	Browse Arrear	Print	Edit		Status	Lock Bill
	GAZ	ARREAR	Browse Arrear	Print	Edit		Status	Lock Bill
	NON GAZ(NPS)	ARREAR	Browse Arrear	Print	Edit		Status	Lock Bill
	NON GAZ RANGE	ARREAR	Browse Arrear	Print	Edit		Status	Lock Bill
	ZZ	ARREAR					Under Process	

New Bill New Arrear Bill

Click on view

Bill Browser

Sl No	Employee Name	Designation	Basic	Action
1	SATYA NARAYAN MISHRA			View

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

REVISED ARREAR PAY BILL FROM 1 / 2016 TO 12 / 2017 OF MISCELLANEOUS, DEPARTMENT OF AGRICULTURE AND FARMER'S EMPOWERMENT

Bill No:-

Sl No	Name	Designation	Month	Due			Drawn			Drawn Vide Bill No.	Arrear 100%	Arrear 40%	Arrear 60%	Income Tax	Net Payable		
				Pay	G.P	D.A	Total	Pay	G.P							D.A	Total
1	SATYA NARAYAN MISHRA		NOV - 2016	9030	0	0	9030	7680	0	0	7680	08	1350	540.0	810.0	0.0	540.0
			DEC - 2016	9030	0	0	9030	7680	0	0	7680	76	1350	540.0	810.0	0.0	1080.0
			FEB - 2017	9030	0	0	9030	7680	0	0	7680	96	1350	540.0	810.0	0.0	1620.0
			MAR - 2017	9030	0	0	9030	7680	0	0	7680	03	1350	540.0	810.0	0.0	2160.0

			AUG - 2017	9030	0	0	9030	7680	0	0	7680	42	1350	540.0	810.0	0.0	36270.0	
			AUG - 2017	0	2400	0	2400	0	0	0	0	42	2400	960.0	1440.0	0.0	37230.0	
			AUG - 2017	0	0	13306	13306	0	0	0	0	42	13306	5322.0	7983.0	0.0	42552.0	
			SEP - 2017	9030	0	0	9030	23207	0	0	23207	49	-14177	-5670.0	-8506.0	0.0	36882.0	
			SEP - 2017	0	0	928	928	0	0	0	0	49	928	371.0	556.0	0.0	37253.0	
			SEP - 2017	0	0	0	0	0	0	0	0	49	0	0.0	0.0	0.0	37253.0	
													Grand Total	93137	37253.0	55878.0		