

## Following new developments have been incorporated in Sevaarth application on 17<sup>th</sup> May, 2013

---

**1) UID / EID Details:** DDOs are requested to update UID / EID details from Worklist > Payroll > Changes > Change Other Details. Reports are available at Reports > Payroll > UID / EID Details. There are 2 reports – 1) Employees having UID 2) Employees without UID OR having only EID. In 2<sup>nd</sup> report, users are required to fill reasons in the last column which is compulsory. These reports are required to be attached with the pay bills for May, 2013 for DDOs from following districts – Pune, Nandurbar, Wardha, Amravati, Mumbai City and Mumbai Suburban as per GR from Finance Department dated 20<sup>th</sup> April, 2013. If the reports are not attached, such pay bills will not be accepted by Treasuries. DDOs of other districts are requested to start filling the UID / EID details for employees and are requested to complete it by 15<sup>th</sup> June, 2013.

**2) Bank / Branch Details:** In order to expedite the process of clearance of salary payment to employees, it has been decided by GoM to credit salary of employees directly to their bank accounts. DDO are therefore, required to get the bank account details of their employees updated in the Sevaarth application through Worklist > Payroll > Changes > Change Other Details. After updating these details, users are required to print “Prapatra - 1” which is available at Reports > Payroll > Bank / Branch Details > Prapatra - 1. Signatures of all employees and DDO to be taken on this report and need to be sent to respective bank branches for their verification. The signature of Bank Manager and seal of bank is also required to be taken on this report. This exercise should be completed by 10<sup>th</sup> June, 2013. After this date, users will not be able to change

bank details as the accounts will get locked. DDOs are required to take declaration from employee in “Prapatra - 2” which is available in Reports > Payroll > Bank / Branch Details > Prapatra - 2. DDOs are required to print “Prapatra - 3” which is made available at Reports > Payroll > Bank / Branch Details > Prapatra – 3 and send to respective Treasury Offices, without which the pay bills for June, 2013 paid in July, 2013 will not be accepted by the Treasuries.

- 3) GPF Details:** In order to remove discrepancy in GPF details available with AG and GPF details available on Sevaarth application, an utility is made available at Reports > Payroll > GPF Details where users are required to fill details. If information displayed for employees is not correct, click in the check box for that employee and fill the correct information in the next provided column. If GPF series is not available in the drop down, please enter the correct series by typing in the remarks column provided at the end. Birth date is also required to be verified and if found incorrect, a mail needs to be sent to [ad.sevaarth@mahakosh.in](mailto:ad.sevaarth@mahakosh.in), attaching a letter signed by DDO along with scanned copy of the authenticated first page of service book. However, the changes will not be incorporated unless physical copies of the letter and attachments are received by Joint Director (Reforms), Directorate of Account & Treasuries, 5<sup>th</sup> floor, New Administrative Building, Opposite Mantralaya, Madam Cama Road, Mumbai – 400 021 through post or courier. This activity has to be completed by 15<sup>th</sup> June, 2013. **Please note that the changes made by users in GPF accounts will not get updated on Sevaarth application unless verified by AG. GoM will take steps to get the same verified from AG.**

- 4) Acquittance Roll** will not be available for printing henceforth. However, the same will be available for view purpose.

- 5) **Employee Pay Slips** will not be available for printing henceforth. But, the same will be available for view purpose in DDO Asst login. Print facility will be available in employee corner created for employees at Reports > View Pay Slips. The user name will be Sevaarth ID for an employee and the initial default password will be ifms123. However, the system will prompt user to change his password first time before logging in. The password change policy enumerated under 'Notices' section will thereafter apply. However, this facility will be available only between 1<sup>st</sup> of the every month till 10<sup>th</sup> of that month. This is necessary to avoid burden on server during pay bills / pension bills processing period.
- 6) **DCPS R3 slips** will be available only in view mode in DDO logins and the print facility for the same will be available in employee corner as enumerated in the above point. The work is in progress and the utility will be available in due course. Employees will be notified about the same.
- 7) **Change Statement** is made available in the Sevaarth application in the format named "Prapatra - 4". This statement will show changes made in the current month's paybill for employees as compared to the previous month's pay bill. This statement has to be approved by DDO on the system and then only pay bill can be generated in the system. The change statement has to be attached with pay bill, else pay bill will not be accepted by Treasury. Prapatra – 5 which is a summary of the Change Statement is under development and will be made available in due course.

## Steps:

### DDO Assistant:-

1. Go to Generate Change Statement screen in DDO asst. login > Work list > Payroll > Payroll Generation/View > Generate Change Statement
2. Select desired options and click on "Generate"
3. After generating change statement, system will take you on screen in DDO asst. login > Work list > Payroll > Payroll Generation/View > Change Statement / Pay Bill Details
4. Verify the change statement
5. Select the radio button and click "Forward Change Statement to DDO"

### DDO (Approver):-

6. DDO should go to DDO login > Work list > Payroll > Approve / Reject Change Statement and verify the change statement. DDO can either approve / reject it.
7. After approval of change statement by DDO, the pay bill can be generated by assistant from DDO asst. login > Work list > Payroll > Payroll Generation/View > Change Statement / Pay Bill Details. Select the desired row and click on "Generate Pay Bill"
8. If change statement is not approved by DDO, pay bill cannot be generated. DDO asst. is required to delete the change statement and regenerate the same again by following steps from 1 onwards shown above.

**8) BEAMS Integration:** Henceforth users will not be required to login to BEAMS for generation of Authorization Slip. The same is made available in Sevaarth application. After generation of pay bill, there is an option to forward that pay bill to BEAMS. Once it is verified and authorized by BEAMS, the Authorization slip will be generated and will be available in Sevaarth application itself. **Users are requested to do this exercise very carefully.** Because after forwarding the pay bill to BEAMS, if user realizes that there is a mistake in the pay bill, such pay bill will have to be sent to Treasury, get objected and then only Authorization Slip from BEAMS will be undone and fresh slip can be generated. The DDO should note that after activation of this facility, he will not be able to 'undo' the Authorization slip on BEAMS by logging in to that system for any bill generated from Sevaarth.

**Steps:**

1. After pay bill is generated as per step 7 in point no. 7 above, the same is required to be forwarded to BEAMS for generating Authorization slip. Select the pay bill and click on "Forward Pay Bill to BEAMS".
2. After the details are authorized by BEAMS, the Authorization slip will get generated and will be made available at DDO asst. login > Work list > Payroll > Payroll Generation/View > Change Statement / Pay Bill Details.
3. After the pay bill is passed by Treasury, the voucher no. is required to be filled in against each pay bill.

**Important Note:** Forward to BEAMS facility will be made available soon. Kindly follow regular procedure till then.

Following is the flow of pay bill generation process till entry of voucher entry:

