Draft Functional Requirement Specification (FRS) for Disbursement Engine

Employee Information Management and Payroll etc.

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Draft

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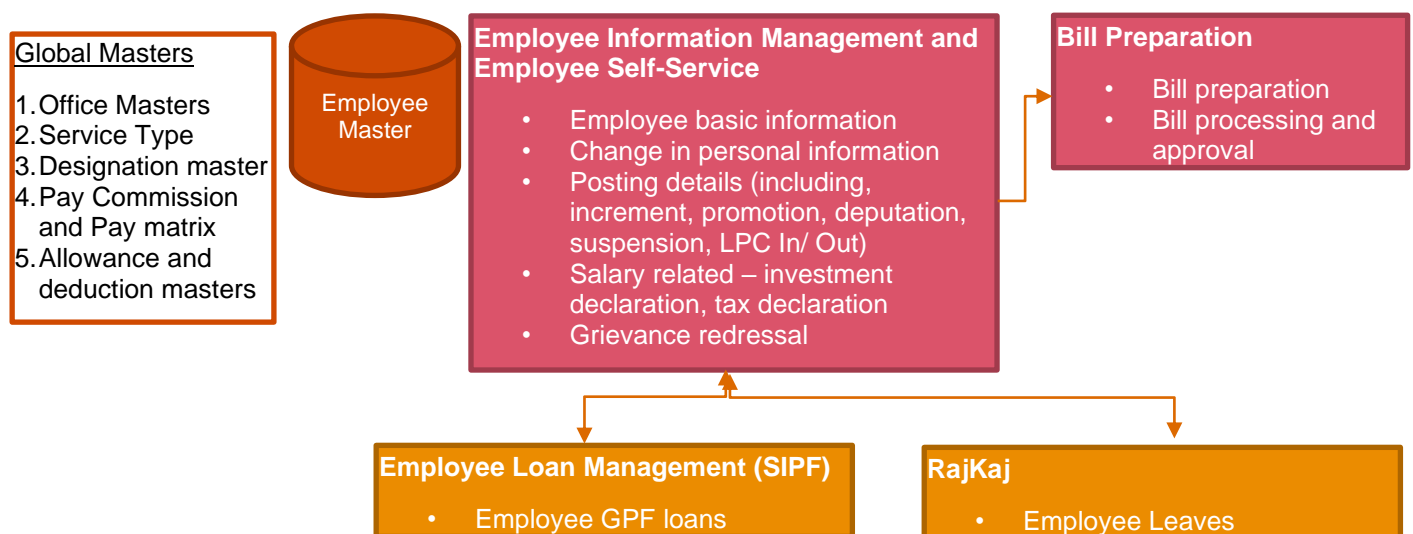
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1. Introduction

1.1. Introduction

This document captures indicative functional requirements specification related to Employee Information Management and Salary Bill related processes and sub-processes under Disbursement Engine. The FRS document will enable finalizing the boundaries of this module and enable preparation of wireframes and SRS for development.

1.2. Functional overview of Employee Information and Salary Bill Processing

1.2.1. Conceptual overview

The diagram below provides a functional overview of this module envisaged and conceptualized under Disbursement Engine Module. Detailed functional requirements etc. are elaborated in the subsequent sections.

Global Masters

1. Office Masters
2. Service Type
3. Designation master
4. Pay Commission and Pay matrix
5. Allowance and deduction masters

Employee Master

Employee Information Management and Employee Self-Service

- Employee basic information
- Change in personal information
- Posting details (including, increment, promotion, deputation, suspension, LPC In/ Out)
- Salary related – investment declaration, tax declaration
- Grievance redressal

Bill Preparation

- Bill preparation
- Bill processing and approval

Employee Loan Management (SIPF)

- Employee GPF loans

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- Employee Leaves

1.2.2. Functional Decomposition List

The table below presents the functional decomposition list for employee information management and salary bill related process.:

Functions	Sub-functions
Manage pay administration requirements / preparing the master data	Service type configuration
	Configuring pay commission master
	Configuring house rent allowance (HRA) master
	Configuring dearness allowance (DA) master
	Configuring pay headmaster

Functions	Sub-functions
	Configuring service to salary head mapping master
	Configuring Other Salary Heads Master for different service category (Hon'ble High Court, Ministers, Work Charged etc.)
	Configuring Pay master for reverse deputation
	Configuring Other Earning and Deduction Master
	Configuring income tax statutory deduction master
Manage pre-pay roll process	Creation of groups
	Assign employee to group
	Review employee pay entitlements
	Pay fixation
	Authorize/recovery from employee salary
	Annual increment process
	Employee suspension
	Employee suspension modify
	Employee Suspension revoke
	Honorarium cum one-month extra pay (13th Month salary)
	LPC Out
	LPC IN
Conduct pay roll process	Regular salary bill
	DA arrear (Manual and Automatic)
	Salary arrear (Manual and Automatic)
	EL Encashment
	EL against LTC
	Special Cases related to Judiciary, Police etc.
Employee Self Service	Employee Self Service-related functionalities
MIS Reports	List of MIS Reports to be finalised

2. Functional Requirement Specification (FRS)

This chapter covers the functional requirement specification for employee information and salary bill related processes and sub-process under the overall disbursement engine module. The FRS covers the following processes under this chapter across different sections:

1. Master data management for employee information management and payroll

2. Employee registration/ creation (including migration of existing employees)

3. Master data configuration for payroll processing

4. Managing employee loans and advances

5. Create salary bills and other bills

6. Employee Self Services

7. Interfaces (Internal/ External)

8. MIS Reports

2.1. Master data management

The functional requirement specifications for master data management is limited to employee information and payroll module only and excludes global masters.

S. No.	Requirements Description
	Master Data Management (General)
1.	The system shall allow creation, modification/updation, deletion and inactivation of masters related to employee information management and payroll related functions. An indicative list of masters for this module are given below: • Employee Classification Related (Service Category, Sub-Service Category/ Cadre, Service Status, Designation etc.) • Pay Commission • Pay Matrix (Pay Scale, Pay Band, Grade Pay etc.) • Dearness Allowance • House Rent Allowance • Other Salary Heads • Pay Entitlements • Earning Head • Deductions Master (Income Tax, TDS, GPF, NPS etc.) • Deduction Head • Loans and Advances

S. No.	Requirements Description
	• Leave Types
	• Suspension and Loss of Pay Related (if any)
	• Other Allowances (including special allowances)
	• Any other master etc. (TBD)
2.	The system shall allow addition of new masters (defined from time to time) which should be configurable and can be parametrized.
3.	The system shall support in creation of masters with configurable fields and should be driven by appropriate business rules, formula, calculation etc. through rule engine.
4.	The system shall support a configurable workflow for approvals/ information movement, etc. based on defined role matrix for approval of masters etc. The system should have provision of digitally signing the records at any stage as configured and requested by the user.
	Employee Classification Related Master

5.	System shall support in configuring and defining employee classification as follows:
	
	• Service Category
	    o Sub-service category
	        ▪ Service status (Regular, Probation-fixed, Probation-pay protected)
	            • Service Designation
	                o Present posting office (Office ID/ DDO ID)
	                    ▪ Present posting district, block etc.

6.	The system shall allow creation/updation/ deletion/inactivation of various service category masters. An indicative list of service category is given below: 1. All India Service 2. Center Government Services 3. Class IV 4. Contractual 5. Elected Member 6. Indian Air Force 7. Judiciary (Hon High Court) 8. Ministerial 9. Nominated 10. Rajasthan Judicial Service 11. Re-Employed 12. Reverse Deputation 13. State Service 14. Subordinate

S. No.	Requirements Description
	15. Work Charged **etc.**
7.	System shall support to capture following attributes of service category: • Service Category code • Service Category Description • Effective Date • Status (Active/ Inactive?) **etc.**
8.	The system shall not allow creation of duplicate service category unless approved by competent authority through an exception approval workflow (if applicable). The system should have provision of digitally signing the records at any stage as configured and requested by the user.
9.	System shall support in creation/updation/ deletion/inactivation of sub-service category for each service category.
10.	System shall support to capture following attributes of sub-service category: • Sub-Service Category code • Sub-Service Category description • Effective Date • Retirement Age • Status (Active/ Inactive?) **etc.**
11.	The system shall not allow creation of duplicate service category unless approved by competent authority through an exception approval workflow (if applicable). The system should have provision of digitally signing the records at any stage as configured and requested by the user.
12.	The system shall auto-calculate and flag the superannuation date of employee based on the retirement age of sub-service category.
13.	System shall support in grouping and de-grouping of service categories depending upon government orders etc. Example - Grouping of State Services, Subordinate, Ministerial, Class IV and Work Charged into Rajasthan Services group etc.
14.	System shall support in defining and updating Service status. Initial Service status is listed below: • Regular • Probation-fixed • Probation-pay protected
15.	System shall allow creation/updation/ deletion/inactivation of employee's designation. For example Clerk, Section Officer, Supervisor, Assistant Secretary, Deputy Secretary, Joint Secretary, Additional Secretary, Special Secretary, Secretary etc.
16.	System shall allow linkage of employee's designation to the service and sub-service category master.
17.	The system shall not allow creation of duplicate designation category unless approved by competent authority through an exception approval workflow (if applicable). The system should have provision of digitally signing the records at any stage as configured and requested by the user.

S. No.	Requirements Description
18.	Once created, the service category should be visible as LOV in Pay commission master, Pay matrix management master etc.
	Pay Commission Master
19.	System shall support in creation/updation/ deletion/inactivation of pay commission master data.
20.	System shall maintain mapping of service category, service category description, sub-service category, sub-service category description, pay commission, applicability to pay scale/ pay band, Effective Date etc.
21.	System shall allow configuration of pay commission of 5th, 6th and 7th CPC. The system should handle mapping of pay commission with pre-existing CPC logic (as per Rajasthan Civil Services (Revised Pay) Rules, 2017). Indicative format is included in Table 1.
22.	System shall support capture the following attributes of CPC: • CPC code • Effective Date • Status (Active/ Inactive?)
23.	The level of designations shall be mapped in accordance with the various levels as specified in the Pay Matrix (as indicated in column 7 of Section 'A', 'B1 and 'C' of Schedule-II of Rajasthan Civil Services (Revised Pay) Rules, 2017).
24.	System shall support configuring Pay scale/Pay band/Pay level of the Pay Commissions applicable to each Service Category. Indicative format is included in Table 2.

25.	Validation of Pay scale/Pay band/Pay level of the Pay Commissions applicable will be carried out based on the following parameters:
	
	• Service Category
	
	    o Sub-service category
	
	        ▪ Service status (Regular, Probation-fixed, Probation-pay protected)
	
	            • Service Designation

26.	System shall allow creation of new entry under pay commission (say 8th pay commission etc.) as applicable including mapping and other related parameters.
	Pay Matrix Master (Pay Scale, Pay Band, Grade Pay etc.)
27.	The system shall ensure pay matrix master is configurable and is driven by rule engine.
28.	The system shall support in creation of a pay master with configurable fields to define: • Departments • Service Category • Designations • Any other determinant of compensation etc.
29.	The system shall allow creation of pay matrix master for different pay commission and may have different parameters such as 7th Pay Commission will have pay scales, 6th Pay Commission will have pay bands, pay grades etc.

S. No.	Requirements Description
30.	The system shall be configurable to enable creation of additional pay matrix master for different pay commission introduced from time to time.
31.	The system shall allow creation of pay scale related master data for 7th PC. The pay scale master may consist of Service Category, Pay Commission, Pay Scale No., Minimum Pay, Maximum Pay etc.
32.	The system shall allow addition of new pay scale master to the existing pay commission if revised by GoR (as applicable)
33.	The system shall allow maintaining a mapping between pay commission master data with the pay scale master.
34.	The system shall allow creation of pay band related master data for 6th PC. The pay band master may consist of Service Category, Pay Commission, Pay Band No., Pay Band Details, Grade Pay, Minimum Pay, Maximum Pay etc.
35.	The system shall allow addition of new pay band master to the existing pay commission if revised by GoR (as applicable)
36.	The system shall allow maintaining a mapping between pay commission master data with the pay band master.
37.	The system shall support in mapping pay grades, pay scales etc. to various parameters in order to calculate Basic Pay.
38.	The system shall support in definition of business rules for the calculation of the following: • DA and other rates • TDS calculation rules • NPS calculation rules (applicable for specific employee categories) • PF calculation rules • Other deductions- including employee loans and advances • Loss of pay (due to leaves/ suspension etc.,) • Allowances (including house rent allowances and other defined allowances of various departments (e.g., Home Department))
	HRA Master
39.	System shall support in HRA master configuration to classify cities, define HRA percentage allotted to employees working in different cities
40.	System shall support define following attributes: • Defines Tier name for cities • Defines Rate Percentage • Defines Effective From Date • Defines Effective To date (Optional in case any guidelines specifically required end date)
41.	System shall support mapping of HRA masters with Service Category type, Pay Commission type etc.
42.	System shall support in capturing the historical HRA rates Amount for calculating the arrears (if applicable).

S. No.	Requirements Description
43.	System shall support to upload relevant government circular and guidelines for MA definition
44.	System shall support addition of new HRA master to the existing master if revised by GoR (as applicable) for different service category, PC etc.
45.	The system shall not allow creation of duplicate HRA master.
	Dearness Allowance (DA) Master
46.	System shall support in DA master configuration and allow capturing details related to DA rates (% of basic) etc.
47.	System shall support to capture following attributes of DA for the corresponding CPC: • Service Category Type • Pay Commission • Old Dearness Allowance (DA) Rate • Current Dearness Allowance (DA) Rate • Effective Date • Order No. • Order Date • Arrears paid through GPF/ Cash?
48.	System shall support in capturing the historical DA rates for calculating the arrears. Indicative format is included in Table 4.
49.	System shall support to upload relevant government circular and guidelines for DA definition
50.	System shall support addition of new DA master to the existing master if revised by GoR (as applicable) for different service category, PC etc.
51.	The system shall not allow creation of duplicate DA master.
	Other Salary Heads Master for different service category (Hon'ble High Court, Ministers, Work Charged etc.)
52.	System shall support to capture following attributes of Salary Head: • Salary Head name • Salary Head code • Included for calculating taxes? (yes/no)-→ If yes, define if added to/ subtracted from taxable income • Type (Payment (allowances)/ deduction?) such as Basic Pay, Daily Allowance, Field Allowance, HRA, etc. • Calculation (fixed/ formula/ slabs) • Amount of payment (allowance) etc. • Frequency (pay cycle for the salary head) • Mapping of Pay Commission to the salary head

S. No.	Requirements Description
	• Mapping of salary head to employee level - Service Category, designation (if applicable), pay level (if applicable) • One time/ recurring? • Effective Date (from and to) • Is arrear payment (yes/ no?) • Status (Active/ Inactive?) System shall support in defining the employee classification level to which the salary head should be applicable.
53.	System shall support to configure the calculation of Salary Head amount (fixed/ formula based/ manual)
54.	System shall support to configure the applicability of the salary head based on following parameters: • Mandatory to all employees/ mapping required to employee groups? • Service category • Office ID/ DDO Code • Considered for accounting/ non-accounting • Mapping to specific budget head (if applicable) • Arrears allowed (yes/ no?) • Is editable (yes/ no?)

	Configuring and mapping of salary head (allowances and deductions) will be based on the following selection hierarchy:
	
	 • Service Category
	    o Sub-service category
	        ▪ Service status (Regular, Probation-fixed, Probation-pay protected)
	           • Service Designation
	               o Present posting office (Office ID)/ DDO Code
	                  ▪ Present posting district

	Pay Entitlements and other allowances
55.	System shall support to define rules/ declarations required for specific allowances/ deductions, such as: • Non-Practicing allowance (NPA) • House rent allowance (HRA) • City Compensatory Allowance (CCA) • HFR
56.	The system shall support authorized user to configure employee entitlements which impact employee pay/ allowances:

S. No.	Requirements Description
	• Government Accommodation
	• Government Vehicle
	• Posting city
	• Other entitlements
57.	System shall support mapping of pay entitlements to corresponding change on salary head/ allowance/ deductions, such as HRA, CCA, HFR, TA, etc
58.	System shall support mapping of pay entitlements to employees
	Pay master for reverse deputation
59.	System shall support defining the salary heads, including applicable allowances and deductions for reverse deputation employees from external organizations.
60.	System shall support to check if the pay master data is already available in the system for the corresponding organization.
	If pay master data is already available, system shall allow to edit the same.
	Earning and Deduction Master
61.	System shall support maintenance of master data regarding Earning Head. The system shall maintain details related to the detail head, sub-detail head, description etc.
62.	System shall support definition and maintenance of different types of deductions applicable to employee's payments such as Income Tax Deduction, GPF deductions, NPS deductions, Principle Deduction, Interest Deduction,
63.	System shall support maintenance of master data regarding Deduction Head. The system shall maintain details related to Book Transfer (BT) Code, BT Description, Deduction Type, Deduction Head of Account, detail head, sub-detail head, schedule details etc.
	Income tax deductions and slabs
64.	System shall support to capture following attributes of deductions under various sections of income tax:
	• Section name
	• Maximum deduction amount
	• Effective From and To dates etc.
65.	System shall support to capture following attributes of income tax slabs:
	• FY for which tax slabs are effective (Effective From and To dates)
	• Annual income range and % Income Tax rate applicable for selected annual income range
	• Cess % on income tax payable (optional/ based on financial year tax guidelines)
	• Status (Active/ Inactive?)
66.	System shall support in configuring a workflow for approval process on the pay master data. The system should have provision of digitally signing the records at any stage as configured and requested by the user.
	Configuring non-accounting deductions

S. No.	Requirements Description
67.	System should be able to configure non-accounting deductions (deductions payed to bank accounts) such as cooperatives or any other third party
68.	System should support to capture the payee details including bank account details where deductions would be paid, for these deductions.

2.2. Employee Migration and Creation etc.

This section captures the functionalities related to migration of existing employees from IFMS, creation of new employees, capturing employee additional details etc.

S. No.	Requirements Description
	Migration of existing employee
1.	The system shall allow updation of migrated employees from legacy system such as IFMS 2.0 (Pay Manager), SIPF etc.
2.	The system should allow search options with multiple criteria for searching and tagging of employee to office.
3.	The system should allow tagging of employees to Office, DDO Code etc.
4.	Based on the migrated data and DDO Code mapping, system should make available migrated employee in the respective office and made available to the designated authorized role for necessary updation.
5.	The system should allow multiple level hierarchy for updation and approval of employee data.
6.	The system should allow for employees to be available in the Office and designated users may allocate/select the employee for necessary updation/ approval.
7.	The system should allow for updation of employee data based on the information collected by the office. The system should have provision to upload necessary supporting documents to support the claims/ changes made in the employee record.
8.	The system should allow for the concerned employee to update his/her record and submit it for necessary verification by Checker and Approver. The system should have provision to upload necessary supporting documents to support the claims/ changes made in the employee record.
9.	For the migrated employee, select data fields will be mandatory as compared to new employee introduction where more data points will be made mandatory before proceeding to the next stage. The system shall support such variation in the forms based on the employee category (new vs. migrated).
10.	The system shall ensure that select data points (such as Employee name, DoB, PAN, Aadhar, Appointment Order, Appointment date, Joining date etc.) are non-editable if migrated from legacy system and the information exists.
11.	If the basic data points migrated are not correct/ doesn't exist in IFMS 2.o etc, then the basic mandatory data fields are editable, can be filled and updated after due authorization, those data points (such as Employee name, DoB, PAN, Aadhar, Appointment Order, Appointment date, Joining date etc.) will become non-editable and can be edited based on due authorization from competent authority and can be done Super Admin. System should allow for such functionality.

S. No.	Requirements Description
12.	The system shall support in generation of a unique Identification number 'Employee ID' for each employee upon successful migration and authorization.
	New Employee Registration/ Creation
13.	The system shall support authorized personnel at a department (DDO) to initiate registration of a new employee.
14.	System should generate the Transaction ID for employee registration.
15.	The system shall support a pre-defined template for detailed capture
16.	The system shall support to capture basic employee information by the DDO in the form as required in Table 5 below.
17.	The system shall support the employee to fill up the remaining employee information in the form as required in Table 5 below.
18.	The system shall then forward the employee case to the HoD/ Defined verifier for approval. On successful approval, the system shall update the employee database with the entry and create a corresponding entry into the payroll database.
19.	In case of errors, the system shall support the verifier to either: • Return it back to the maker with comments • Reject the application • Cancel the application • Put it on Hold
20.	The system shall support in generation of a unique Identification number 'Employee ID' for each employee upon successful registration.
21.	The system shall support in update of employee information by authorized personnel for: • Transfer to a different location/ Division/ Department/ DDO • Change in designation • Suspension/ Sabbatical etc., • Reinstatement • Retirement • Death The system shall support in automatically updating the applicable pay details in the payroll database, on successful authorization of changes.
	Update/ Modify Employee details
22.	The system shall allow updation of all employee related data for new employees and select fields for migrated employee.
23.	There should be interface with external systems to validated PRAN, Aadhar, PAN etc. Refer Interface section for more details.

S. No.	Requirements Description
24.	The system shall allow capturing details related to: (i) Employee is residing in Government Quarter such type of employees will not be applicable for HRA. (ii) Certain deduction will be applicable on such employees as part of rent and will be deducted from salary.
25.	In case an Employee as Beneficiary/Payee exists in the system, then system should have provision to tag the payee and bank account and related details can be pre-fetched and auto populated.
26.	The system shall allow uploading supporting documents for creation/ updation of employee in the database such as PAN, Aadhar, PRAN, EPIC, Driver License, Appointment Order, Joining Order etc.
27.	The system should support multi-level workflows for approval of employee data in the system including digitally signing the records. The system should have provision of digitally signing the records at any stage as configured and requested by the user.
28.	The system should support exception approval workflow (including data flowing to cadre controlling authority/ administrative department etc. for approval) in case non-editable data fields need to be updated or the approved data fields need to be edited. Any such changes in the record should be digitally signed.
29.	In case of retirement, the system shall support in deactivating the employee entry from payroll database and tagging him under the pensioner database.
30.	The system should support an option to interface with the UIDAI database for AADHAR based verification of the employees recorded in the database.
31.	System shall support in generation of alerts for the employee after successful registration via email and SMS, including sending the user id and password for log-in to the employee self-service page.
32.	System shall allow registration of dependents for receiving the benefits in case of death of the employee
33.	System shall support in auto-populating 1st and 2nd ACP dates, retirement dates based on the joining date. Validation to be enforced that actual dates cannot be less that auto-populated dates. For changes in actual dates, it should go through required workflow approval (HoD level) after uploading necessary documents. The system should have provision of digitally signing the records at any stage as configured and requested by the user.
34.	System shall support in maintaining a log of all employee dates impacting employee payments: • Joining Date/Date of first appointment • Date of confirmation/ date of regular appointment • Transfer dates • Deputation dates • Suspension/ reinduction dates • Promotion dates/ ACP dates • Increment dates • Leave dates • Date of pay commission change
35.	The system shall support authorized user to assign the following entitlements to an employee in the system:

S. No.	Requirements Description
	• Government Accommodation
	• Government Vehicle
	• Posting city
	• Other entitlements
	Which impact the employee pay/ allowances
36.	The system shall calculate and maintain summary of earning gross amount deduction amount and net earnings amount. o Gross earning amount (total of earning amount for the employee) o Gross deduction amount (total of deduction amount for the employee) o Net earning amount (Gross earning – Gross deduction)
37.	The system shall maintain various classification and associated business rule for permanent and temporary employees. In Case of employment type "Temporary" the Other Salary Heads Master for different service category section will have only earning HoA field and select fields enabled. Else all other fields will be disabled.
38.	The system shall have checks against various combinations such as PRAN, PAN, Aadhar, Janaadhar, bank Account etc. to ensure duplicate employees are not created.
39.	The system shall have checks against various combinations such as PRAN, PAN, Aadhar, Janaadhar, Bank Account etc. to ensure any duplicate employees migrated from old systems are flagged..
	Employee Information for reverse deputation employees
40.	System shall support in generating a unique employee ID for reverse deputation employees
41.	System shall support in capturing the required information for reverse deputation employees

2.3. Preparing the master data for payroll processing

This section captures the functionalities related to preparatory activities for configuring and updating master data and other preparatory activities for payroll processing.

S. No.	Requirements Description
	Create Employee Groups
1.	The system shall support payroll generation of employees in group as well as individually. **Note:** Payroll generation in groups simplifies the process and make it quicker.
2.	System shall support in creating employee groups with following attributes: • Office Name • Office Code • DDO Name • DDO Code • Employee Group Code (auto populated)

S. No.	Requirements Description
	• Employee Group Name
	• Is active (yes/ no?)
	• Budget head code
	• Earning & Deduction Components
3.	System shall support searching employees to be added to the group based on search criteria
4.	System shall support selecting the employee using checkbox
5.	System shall support in defining 'Payroll Frequency' for the employee group - Single select Dropdown with Monthly, Biweekly, Bimonthly. System should run automatic schedulers on the 25th of every month, so that all the data should be fetched from the Employee Management, Arrears & Recoveries and the same data should be sent to the Payroll module to process the Payroll voucher.
6.	Employee should be mapped to one group only. In case employee needs to be assigned to other group, it should first be de-assigned from the existing group and mapped to the desired group.
7.	The system shall allow to allocate/ unallocated employee to a particular group. This functionality will be primarily used to revise and then reallocate, stop salary for an employee, send for revision etc.
8.	The system should enable the unallocated employee is available in office group under unallocated list for subsequent allocation etc. An employee allocated to one group cannot be allocated to another group
9.	The system shall not allow creation of duplicate groups with same parameters. However, one group will have only one HoA whereas different group can have same HoA as well.
10.	The system should have provision of digitally signing the records, transactions etc. at any stage as configured and requested by the user.
	Pay Fixation and Promotion
11.	Pay matrix of 5th, 6th and 7th CPC should be configured. Mapping should handle preexisting CPC logic as well. (as per Rajasthan Civil Services (Revised Pay) Rules, 2017). Indicative format is included in Table 1.
12.	System shall support configuring Pay scale/Pay band/Pay level of the Pay Commissions applicable to each Service Category. Indicative format is included in Table 2.
13.	System shall support pay fixation applicable in various scenarios, including, first appointment to the Government service, fixation of pay after pay revision, Advance increment, Pay fixation based on Step up of Pay, Assured career progression (ACP) schemes and modified assured career progression (MACP) scheme
14.	System shall support pay fixation on promotions/appointments to the higher posts guided by FD Notification F15(1)FD(Rules)/2017 Dated 30 October 2017 • The fixation of pay in case of promotion from one Level to another in the revised pay structure shall be made by One increment shall be given in the Level from which the employee is promoted and he shall be placed at a Cell equal to the figure so arrived at in the Level of the post to which promoted and if no such Cell is available in the Level to which promoted, he shall be placed at the next higher Cell in that Level. • In such case, pay will fixed at the stage next above the pay drawn in the scale of the lower post.

S. No.	Requirements Description
	• This functionality will help in fixation of pay due to promotion.
15.	System shall support in selecting the reason for pay fixation: • First appointment • Promotion/ ACP • Step up pay • Penalty • Court order / other order for change in pay

16.	System shall support in reviewing the present pay details. Following current pay attributes shall be available
	
	    • Existing pay commission
	
	    • Enrolled Pay level
	
	    • Basic Pay

17.	System shall support in selecting the revised pay details.
	
	    • Applicable Pay level (pay band for 6th CPC)
	
	    • Applicable basic pay
	
	Earnings and deduction should be automatically calculated based on the change in pay level

18.	System shall support to view the revised pay structure.

19.	System shall support change in master data related to entitlement on account of the following reasons:
	
	    • Employee Type Change
	
	    • Service Category Change
	
	    • Pay Commission Change
	
	    • Level/Grade pay change due to Promotion/Demotion
	
	    • Basic change within the Same level due to Increment
	
	    • PRAN to GPF Change/GPF to PRAN Change
	
	    • HRA and City Change for shorter period in Police
	
	    • Govt. Quarter Occupy/Surrender
	
	    • Govt. Vehicle allotted/un-allotted
	
	All the above scenarios wherever change in master data is required will be handled through this process in system which in turn will reflect in Pay Bill based on W.E.F. concept. System shall support in updation of earning details, deduction details etc. Refer Table 6 for an indicative list of entitlement change based on different action required.

20.	System shall support to select effective date on which the changes will be affect the pay structure. If effective date is selected between the month days, it should impact the net salary based on the net payable/deducted for the applicable working days only

S. No.	Requirements Description
21.	System shall support to select next increment date as per guidelines
22.	System shall support in defining the workflow (maker, checker and verifier) for pay fixation and entitlement change based on the defined role matrix including digital signature facility.
	Pay Calculation
23.	The system shall support in mapping list of employees to each DDO, and for the DDO to populate monthly pay-variables against each employee entry.
24.	The system shall support in mapping basic pay to allowances and deductions for calculation of salaries.
25.	The system shall support in automatically to generate a salary bill by each DDO.
26.	The system shall generate the payroll on entry of monthly pay variables by a DDO, which would be viewable as a report displaying: - Basic Pay - HRA and other allowances - Total Pay - Deductions - Loss of pay etc., - Net Pay
	Employee revision of pay/ Annual Increment Process – Bulk/ Single
27.	System shall allow the user to make the pay selection either Bulk Update or Single Update
28.	For bulk selection, system shall support to make the desired selection from Selection Criteria i.e., Employee Group, Budget Office, Employee Type, Service Category, Designation
29.	For single selection, system shall support to make the desired selection based on Employee ID
30.	System shall support to make the changes to Earning & Deduction Components for the employee/ employee groups.
31.	Following attributes should be available while making the changes: - Employee/ Employee group - Pay Component name - Pay component type - Current value - Proposed change (% change/ formula based/ fixed amount) - Effective date
32.	System shall support in defining the workflow (maker, checker and verifier) for making the change based on the defined role matrix.
	Other functionalities to facilitate Revision of Pay/ Annual Increment Process

S. No.	Requirements Description
33.	The system should maintain a version history of each revision of in the system which can be used for calculation of payroll. Indicative format to include pay history is included in Table 3.
34.	The system should allow the users to specify the period for which each revision of pay version would be applicable.
35.	If a ROP version is made applicable from a retrospective data, then the system should have the facility to calculate the differential pay from the previous ROP parameters using the employee payroll data.
36.	The latest version of the ROP is to be used to calculate the monthly payroll for the various employees.
37.	The system should allow for bill creation (in whole or in installments) for any calculated retrospective pay for each employee.
	Employee Suspension Process
38.	The system shall support managing employee suspension process.
39.	The system shall support integration with eSanctions module to automatically fetch the following information related employee suspension: • Suspension Order No • Suspension effective date • Subsistence allowance rate
40.	The system shall support integration with RajKaj to automatically fetch the employee Loss of Pay details for the current month.
41.	On suspension, employee pay would be updated as follows during the suspension period: • Subsistence allowance paid as per Sustenance allowance rate, basic pay, grade pay, DA rate etc. • HRA, TA and other allowance are not paid
42.	The system shall support in modification of subsistence allowance and associated details as per the government order issued from time to time.
43.	The system shall support initiation of suspension process for inactive employee.
44.	The system shall allow calculation of pay bill for different scenario. For example - if an Employee is suspended in mid of the month or suspension is revoked in mid of the month, when generating Pay Bill for that particular month the System will generate the Pay Bill based of No. of days Subsistence allowance applicable and No. of days the full salary applicable on pro rata basis.
45.	The system shall support workflow for maker, checker and approver for Suspension process
46.	The system shall support integration with RajKaj to update the employee status.
47.	The system shall support integration with eSanctions module to automatically fetch information from sanction related to: • Suspension modification • Suspension revoke
48.	In case of suspension revoke, system shall support capturing following details from the eSanction module:

S. No.	Requirements Description
	• Suspension revoke Order no.
	• Suspension revoke effective date
49.	System shall support reconfiguring Employee Office mapping in the system in case LPC out and LPC In process is carried out in case of reporting office is changed for an employee post suspension.
	LPC In/ Out
50.	The system shall support LPC In/ Out process.
	When an employee is transferred or made to report to some other office an LPC out must be done which has all the details of the employee's relieving, transfer details and salary details.
	When the employee joins a new office, a corresponding LPC In has to be filled against the furbished LPC out.
51.	The system shall support Employee transfer order by authorized user and generate LPC Out ID automatically
52.	The system shall support authorized user to verify last pay details of employee and their pay history
53.	The system shall support integration with eSanctions module to automatically fetch the following information:
	• Transfer Order No
	• Transfer Order Issuing Authority
	• Transfer Order Date
	• Joining Treasury
	• Joining Department
	• Joining Office
	• Joining Designation
	• Joining Location
54.	The system shall support integration with RajKaj to automatically fetch the employee Leave Balance
55.	The system shall support workflow for maker, checker and approver for generation of LPC Out certificate
56.	On LPC Out, the employee will be removed from the employee group of transfer-out department
57.	The system shall support notification to the authorized user from the transfer-in office
58.	The system shall support authorized user from the transfer-in office with the list of LPC In to be displayed in their dashboard
59.	The system shall support authorized user from the transfer-in office of the employee to fetch the employee details based on the LPC Out ID (linked to the employee ID).
60.	The system shall enable capturing 'Release Out Details' and 'Copy To' details for the employee for LPC Out. The system shall capture the last Salary details, the details of Recoveries from the employee and the details of the total Salary paid to the employee in the current financial year . Some of the details to be captured in the System are as follows:

S. No.	Requirements Description
	o **Release out Details**
	▪ Transfer Order No. and date and authority
	▪ Release Order No./Suspension Order No.
	▪ Relieving Authority
	▪ Remaining CL (Casual Leave)
	▪ Remaining RH (Restricted Holidays)
	▪ Joining Designation, Treasury , Office, Department, location etc.
	o **Salary and Bank Details**
	▪ Salary Budget Head
	▪ Salary paid up to
	▪ Earning and Deduction Details
	▪ Loan Recovery Details such as details of loans, installment paid, installment pending, installment amount etc.
	▪ Other recovery details etc. – List of advances including sanctioned amount, recovery till date, installment pending, recovery amount, rate of interest etc.
	▪ Summary of Salary paid in the current financial year including details of basic pay, allowances, gross salary deductions etc.
	▪ Bank Account Details etc.
	o Copy To
	▪ Name of the office and designation to whom a copy of the LPC Form will be sent.
61.	The system shall support authorized user to map the LPC In employee to an employee group
62.	The system shall support authorized user from the transfer-in office to verify the last pay details of the employee and accordingly employee pay will be fixed
63.	The system shall support authorized user from the transfer-in office for allotting the following: • Government Accommodation • Government Vehicle
64.	The system shall support workflow for maker, checker and approver for LPC In/Out.
65.	The system shall support integration with RajKaj to update the employee office details
66.	The system shall ensure the following checks and validations w.r.t. LPC Out-In: • At any instance only one LPC-Out Request can be raised/active for an employee. • If an Employee LPC out request is approved then no Bills in the existing office shall be allowed to be prepared. • LPC Out request shall not be generated for an Employee unless all the Salary Bills has been processed and payment is done to the employee.

S. No.	Requirements Description
	- If Employee is transferred from one office to other in mid of the month Salary of the current month will be processed till relieving date from current office and remaining salary will be processed from joining office. - System shall not allow for LPC Out if already one request is under process in the system. - Email notification shall be sent to the employees with LPC out report, if email id is present in Employee database. - No financial claims of the employee will be entertained at either of the two locations after the LPC Out form has been generated for the employee

2.4. Employee loans

This section provides functionalities related to application, processing recoveries, waiver etc. for employee specific loans.

S. No.	Requirements Description
1.	For the existing employee loans, system should integrate with the LTA application
2.	The system should fetch the recoveries/ EMI payments based on the repayment schedule from LTA. • EMI number • Payroll Month • EMI Amount • EMI Recovered
3.	The system shall support integration with SIPF through employee self-service for: • application of GPF loan by employees through employee self-service and processing of the same • Deductions for GPF loan repayments • GPF loan repayment schedule

2.5. Create salary bills and other bills

This section captures different types of employee related bills such as regular salary bills, salary arrears, DA arrears, EL encashment etc.

S. No.	Requirements Description
	Pay Calculation
4.	The system shall support in mapping list of employees to each DDO, and for the DDO to populate monthly pay-variables against each employee entry.
5.	The system shall support in mapping basic pay to allowances and deductions for calculation of salaries.

6.	Applicable allowances and deductions shall be auto-applied based on following employee classification:
	
	• Service Category
	    o Sub-service category
	        ▪ Service status (Regular, Probation-fixed, Probation-pay protected)
	            • Service Designation
	                o Present posting office (Office ID)
	                    ▪ Present posting district

7.	Allowances & deductions should be applied as applicable for different service categories, sub-service categories, CPC etc.

8.	**Allowances**
	
	1. Dearness Allowance (Auto generated based on pay level in pay matrix)
	
	2. House Rent Allowance (Rates auto generated based on posting city)
	
	Changes made when (system generated form of HRA sanctioned should be linked):
	
	    i. Employee joined after transferred from other head quarter:
	
	        1. New place HRA
	
	        2. Old Place HRA (Maximum 6 month from date of joining at new place)
	
	    ii. Not applicable if government accommodation allotted
	
	3. City Compensatory Allowances (Rates auto generated based on posting city)
	
	4. Non-Practicing Allowance (Government doctor should be declared as non-practicing in the Employee Information System)
	
	5. Fixed Travelling Allowance (if employee availed more than 15 days leave during a month then Fixed Travelling Allowance shall not be allowed to employee)
	
	6. Transport Allowance (Physically Disabled/AIS/Other) - when leave period selected than this allowance shall be deducted automatically
	
	7. Washing Allowance
	
	8. Mess Allowance
	
	9. Hard Duty Allowance

S. No.	Requirements Description
	10. Rural Allowance
	11. Camel Allowance
	12. Special Allowance
	13. All other allowances
	Allowance will be debited from the respective department budget heads paying the salary
9.	**Deductions**
	1. GPF
	2. SI (Once in a year when processing of March month Salary)
	3. RGHS (Auto generated)
	4. Income Tax (based on income tax slabs and investment declarations for tax deductions)
	5. HBA maintenance charges (auto generated if government accommodation allotted)
	6. HFR (auto generated as % of basic pay if government accommodation allotted. If government accommodation is provided directly by department, then option to enter HFR as formula based/ slab/ fixed)
	7. SI/GPF Loan (through integration with SIPF)
	8. LIC
	9. Hazard fund (Once in a year)
	10. Gr. Insurance (Once in a year), linked with SI portal
	11. Long term loan (through integration with LTA for existing employees)
	12. ROP
	13. Adjustment of advance salary (auto deducted as per percentage allowed in the system by DDO and it should be linked with advance salary drawn)
	14. Other deductions
	Accounting deductions will be credited to the respective budget head and non-accounting deductions will be deposited into the bank account tagged for the deduction.
10.	System shall ensure the following business rules and validation rules related to regular salary bill preparation: • Generation of salary bill for a group or select employees within a group. • Allotment and Sanctions (if applicable) exists and is sufficient • Salary bill is generated for only active and eligible employees only (exclusion of suspended employees, inactive, retired, etc.) • Duplicate salary bill for the same period is not generated • Appropriate deductions applicable is applied to before finalizing the salary bill • Provision to initiate salary bill on a pre-defined date or after that • Based on the deductions, employee specific respective ledgers and balances should get updated such as loan balance, advances etc.

S. No.	Requirements Description
	• Suspended employee should get subsistence allowance only
	• Provision to updated automatically calculated earnings and deductions of employee based on employee's request
	• Based on the number of days entered, earning components such as DA, HRA etc. should be auto calculated and updated
	• Gross earning cannot be less than deductions, recovery etc. Salary bill in such case should not be allowed and an exception should be raised
	• System shall generate required schedules for employee salary bills such as IT, GIS, GPF, NPS, Fines, Advances etc.
	Automatic Bill Generation
11.	The system shall support in automatically to generate a salary bill by each DDO for eligible employees only. The system shall also show last month salary bill against various component and the current month salary to identify and flag any discrepancies.
12.	The system shall generate the payroll on entry of monthly pay variables by a DDO, which would be viewable as a report displaying:
	• Basic Pay
	• HRA and other allowances
	• Total Pay
	• Deductions
	• Loss of pay
	• Net Pay
13.	System should support in automatic generation of salary bills through Centralized scheduler at scheduled date and time and at fixed frequency (monthly)
14.	System shall support in stopping or modifying the scheduler to authorized users.
	Manual Bill Generation
15.	System should also support in creating manual salary bills.
	For manual salary bills, system should provide an option to create the bills with following information
	• Budget Office
	• Employee group
	• Total No. of Employees
	• No. of Employees not successfully processed in the scheduler
	• No. of Employees whose payroll creation is pending
	Employee Group & Budget Office should be displayed based on the employee and data should be fetched from the Employee Information Management

S. No.	Requirements Description
16.	System should support to select/ deselect the employees from the list to process the Payroll or not. This option should be provided only to authorized users.
17.	System should display the bill amount in the total net payment and do not process the monthly payroll for the selected financial period. Based on the selection of checkboxes, the system should calculate the Gross Bill amount, Deductions & Net payment amount.
18.	Employee Name & ID should be displayed by fetching the data from the Employee Information Management. Upon clicking the Name, the system should redirect to the Employee Details View screen of the respective employee. System should have a back button to get back to the payroll screen.
19.	For automatic or manual salary bill preparation, system should fetch the number of day's employee has worked in a month considering the data in Employee Information Management for the employees specific to the statuses like Leaves, Retired, Deputed, Suspended etc.
20.	The calculation of pay on change in number of days will be as per formula- "{ (Amount in Earning Component or Deduction Component X (Number of days entered) } / Number of calendar days in the month".
21.	The system should show only those pay components that are tagged to the employee/ employee group.
22.	Gross Earnings, Gross Deductions & Total Net Payment should be auto calculated and displayed.
	Arrears
23.	System should support to add arrears to the salary bill
24.	System shall support to configure the arrear in the salary head configuration; this will include DA arrear or arrear related to any salary head component. The system should include the component when the scheduler is run.
25.	System shall also support creating a separate DA arrear bill (including associated components such as CCA etc.) for making payment to eligible employees for changes in DA rates.
26.	On selection of 'DA arrear bill' for creation of the bill, system shall automatically list down the eligible employee groups and calculate DA arrear based on the processed monthly salary bill.
27.	System shall support including or excluding employees from DA arrear bill by the authorized users, and after the required workflow process.
28.	System shall ensure the following business rules and validation rules related to DA arrear bill preparation: • Allotment and Sanctions exists • Arrear is generated for only active and eligible employees only (exclusion of suspended employees etc.) • Duplicate DA arrears is not generated • Appropriate deductions applicable is applied to • DA arrear will be generated for those months for which regular salary has been generated • Generation of DA arrears for retired employees

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S. No.	Requirements Description
29.	System shall have provision for generation of manual and automatic DA arrears for different period. DA arrears should be automatically generated for period when the DE is made operational whereas DA arrear for pre-DE period will be manual.
30.	System shall also support creating a separate Salary arrear bill for making payment to eligible employees for salary revisions like: • Change in Subsistence allowance • Revocation of suspension • Arrear due to salary revision • Court orders, etc.
31.	System shall ensure the following business rules and validation rules related to salary arrear bill preparation: • Allotment and Sanctions exists • Arrear is generated for only active and eligible employees only (exclusion of suspended employees etc.) • Duplicate salary arrears is not generated • Appropriate deductions applicable is applied to • Salary arrear will be generated for those months for which regular salary has been generated • Generation of salary arrears for retired employees
32.	System shall support capturing following details while creating salary arrear bill: • Select/ search employees for salary arrear • Reason for salary arrear (if reason is suspension, system shall validate the same with employee status from RajKaj) • Period for salary arrear calculation
33.	System shall have provision for generation of manual and automatic salary arrears for different period. Salary arrears should be automatically generated for period when the DE is made operational whereas salary arrear for pre-DE period will be manual.
	Recoveries/ Cancel Recoveries
34.	For the existing employee loans, system should integrate with the LTA application
35.	The system should fetch the recoveries/ EMI payments based on the repayment schedule from LTA. • EMI number • Payroll Month • EMI Amount • EMI Recovered
36.	System shall support other recoveries from employee salary
37.	System shall support to cancel/ stop automatic recoveries by authorized users. The process should go through required approval workflow.

S. No.	Requirements Description
	Other Employee Payments (Leave Surrender, Reimbursements etc.)
38.	System shall support creating bills for leave surrender bill. Available leaves for surrender shall be verified by integration with RajKaj
39.	System shall ensure the following for the preparation and processing of leave surrender bill: • Lapsing of EL beyond a certain limit and cannot be encashed by the employee. • In case the EL encashment is done at the time of retirement, the encashment will be done according to the last pay of the employee. • In case Employee is deceased the same will be paid to nominees or any other payees. • Provision of recovery from employee in case excess payment made through leave surrender process. • Sanctions is mandatorily created and approved and made available before leave surrender bill can be prepared.
40.	System shall support creating bills for reimbursements. Employee will raise request for these payments through employee self-service, through integration with RajKaj. The requests will go through the required workflow for approval before being made available for bill creation.
	Workflow
41.	System should define the workflow for bill processing and approval based on validations, including identifying bills for which automatic approval is provided. The workflow should be configurable based on the type of bill.
42.	Approval workflow as per DFPR rules should be configured into the system Note: The Delegation of Financial Powers and Rules describes the financial limits department-wise for various transactions and are required to be configured into the system. Documentation on the DFPR is available on the website of the Finance Department of the Government of Rajasthan. https://finance.rajasthan.gov.in/docs/rules/gfar/GFR-III.pdf
43.	The system shall support in processing the bill with digital signature after successful validation checks.
44.	The system shall support in automatically forwarding the bill to the next official, based on the defined hierarchy matrix.
45.	In the workflow, system shall automatically forward the approved salary bill to the next authorised user in the workflow. System shall provide necessary notifications through email and through notifications in user dashboard in IFMS 3.0 on receipt of payroll requests for approval/action by respective user. System should support a user in the workflow to return the payroll request to the previous level/officer for further details/processing.
46.	System should ensure that the online bills forwarded to the DDO are received by him and visible to him when he logs into the system.
47.	System should ensure that the bills forwarded to the DDO are listed with the following details:
	• Bill No.
	• Bill Date
	• Pay period
	• Employee Names

S. No.	Requirements Description
	• Bill amount
48.	System should ensure that DDO is facilitated to perform one of the following with respect to an online bill:
	• Approve it via e-signature
	• Return it back to the person who forwarded it, with remarks
	• Cancel the bill, with remarks
49.	System should ensure that after DDO has approved the bill with his e-signature, the same is ready to be forwarded to the PAO / Treasury for further processing
50.	System should ensure that after the DDO has either
	• Returned the bill to the person who forwarded it
	• Cancelled the bill
	the same is notified to the user when the user logs into the system and is available to the user for editing / corrections/ reentry.

2.6. Employee Self Services

This section captures various functionalities which will be made available to the employees as self-service. This is an indicative list of self-service and will evolve depending upon the user requirements.

S. No.	Requirements Description
1.	The system should support an Employee self-services page with the following broad services available:
	• Salary Details
	• Personal Information
	• NPS subscription
	• Investment declarations
2.	The system should permit the employee to upload/modify personal data as mentioned in Table 5 below
3.	The system should allow the users to enter and subsequently update their nominee details, NPS details, personal information, etc.
	Salary Details
4.	The system shall support the employee in viewing the following salary details including for all Gazetted and All India Service Employees:
	• Leave Balance for encashment
	• GPF Contribution
	• PF Contribution
	• NPS Contribution
	• Payslips
5.	The system shall support the employee in printing of payslips in paper, csv, pdf formats.
6.	The system shall support the employee in declaring investments and uploading supporting documents required for income tax deductions.
	NPS Subscription
7.	The system shall support in making available the NPS subscription form for a new NPS eligible employee upon successful registration.
8.	The system shall support in interfacing with the NSDL system for auto- transfer of the form to NSDL on Treasury Officer's approval.
9.	The system shall support in receiving the approval information from NSDL upon successful registration of employee for NPS, and auto-updating employee and payroll database with the PRAN
	Pension Proposal File Initiation
10.	The system should support the following broad services available the pensioner:
	• Pension file submission
	• Life certificate submission

S. No.	Requirements Description
	• Death certificate submission
	• General information and Pension calculator
	• Pensioner's page including notifications, status tracker, pension history, submission of certificates, information update
	• Pension grievance
11.	The system shall facilitate in provision of all relevant information on pensions including:
	• Notifications
	• Laws
	• Regulations and acts
	• FAQs
12.	System shall facilitate in automatic generation of notifications for retiring employee, designated Head of Office/Directorate of Pension a defined time prior to retirement of the employee via email and SMS, for initiation of work to complete assigned responsibilities in creation of Pension Proposal File (Kulak).
13.	System shall support the display the pension proposal file (kulak) into the pensioner login 6 months before the retirement of the pensioner.
14.	The system shall support the display of pension proposal file (Kulak) on a dashboard of the pensioner with the auto populated fields of the kulak details as per the pension type and pension class of the pensioner from the payroll database and employee management database.
15.	System shall facilitate in auto-population of data points required in the Pension Proposal file (Kulak) that can be extracted from Payroll databases & employee database management:
	• Date of joining
	• Date of birth
	• Date of retirement
	• Gender
	• Employee name & Designation
	• Father name/Spouse name
	• Department name
	• Type of reliving (Voluntary/retired/Death of employee etc.)
	• Family details/Dependent details (Name, DOB, Gender, relation, married/unmarried, disable, address, Aadhaar, PAN)
	• Emoluments/Pay commission
	• Years of service
	• Any dues pending recovery/Adjustment from pension gratuity
	• Any objection
	• Non-quality service

S. No.	Requirements Description
	• Service category (State/Centre/Ex-serviceman/Autonomous Bodies/Sub-Ordinate Services)
	• Aadhaar
	• Pan
	• Nomination details, Percentage, relationship, Guardian information for minors
	• Opt for commutation
	• Photo and signature of pensioner and family members
	• PRAN
	• PPAN
16.	The system shall also facilitate in auto population of the pension type of the retiring employee from the payroll database and employee management database.
	• Superannuation (New Pension)
	• Family pension (Death of employee during service)
	• Special pensionary Award/Ex-gratia Pension
	• Provisional pension
	• Provisional pension settlement
	• Revision in Pension
17.	The system shall also facilitate in auto population of the pension class (pension rule) from the payroll database and employee database under the pension type. The pensioner get the pension according to the pension class.
	• Superannuation
	• Invalid
	• Retiring under 172(A) of RS
	• Retiring under 50 of RCS(Pen.) Rules 1998
	• Retiring under 53 of RCS(Pen.) Rules 1998
	• Retd. under 16(1) of AIS DCRB Rules 1958
	• Retd. under 16(2) of AIS DCRB Rules 1958
	• Retd. under 16(3) of AIS DCRB Rules 1958
	• Retd. under 5A of AIS DCRB Rules 1958
	• Retd. under 7 of AIS DCRB Rules 1958
	• Retd. under 5(2) of AIS DCRB Rules 1958
	• Retd. under 13 of AIS DCRB Rules 1958
	• Retd. under Rule 158 of RSR
	• Retd. under Rule 170(A) of RSR

S. No.	Requirements Description
	• Retd. under 42 of RCR(Pen) Rules 1996
	• Service Rule 320
	• Service Rule 323
	• Vol (Provisional Rule 86)
	• Vol (Provisional Rule 90)
	• GOI order no. 38/37/08-P&PW(A) 28.01.2013(Pre 96 rev. for IAS)
	• Compulsury 53(I)-Provisional Rule 90
	• Compulsury 53(I)-Provisional Rule 86
	• Provisional to Final (86/90/99)
	• Service Gratuity (Rule 54(1))
	• Invalid Pension Rule 54(2)
	• Second wife Rule 68(B)
	• Retirement under 244(2)of RS(Pen.)Rules
	• Special Award Pension Rule (109-114)
	• 53 of Raj. JUD Ser. (Amendment Rules 2015) Advocate quota for RHJS
	• RPSC Chairmen/Member order no F8(17)Dt. 15-06-2018
	• Under Rule 62/66(1)/103 Missing Person
	• PRORETA Pension Memorandum no F9(34)/FD(Rules)/1996
	• Technical Retirement (Resignation)RCS Pension Rule 1996
	• Under Rule 43 Compassionate Allowance
18.	The system shall facilitate to pensioner to verify the basic details, family details and upload the witness details (Name, Address, District, State, Mobile no, Aadhaar no.) and witness details we can verify by Aadhaar based OTP functionality.
19.	The system shall also generate reminders at scheduled intervals for the stakeholders in pension file creation, in case of non-completion of designated responsibilities.
20.	If the pensioner wants to modify some basic details in the automated pension kulak then pensioner can modify some basic details in the pension kulak. Only basic details to be modify which does not have any financial implications. Basic details mentioned below:
	• Address
	• Bank details
	• Email id
	• Phone number
	• Family member details (Name, Date of Birth, Gender, relation, Married, Handicap)
	• Witness details

S. No.	Requirements Description
	• Pension arrear Nomination details, Percentage, relationship, Guardian information for minors
	• Gratuity arrear Nomination details, Percentage, relationship, Guardian information for minors
	• Commutation option "Yes" to "No".
	• CPF Scheme option "No" to "Yes".
21.	If the pensioner wants to modify some basic information which have some implications on the financials than pensioner can raise a request for modification in the details and send it to HoO for updating. The system shall support the pensioner to upload the supporting documents based on which pensioner wants to modify the details. Below mentioned
	• Long Term advance details
	• Pay Scale
	• Date of Birth
	• Date of Joining
22.	The system shall facilitate the HoO to receive the request from pensioner for modification into the Kulak.
23.	The system shall facilitate the HoO to review the pensioner request and Approve the request or Reject the request.
24.	The system shall facilitate the auto update the Kulak detail after approval of the HoO on sensitive details.
25.	The system shall facilitate the pensioner to check the updated details and forward the pension Kulak to HoO for further processing.
	Grievance Redressal
26.	The system shall support the registered employee in posting a grievance including payment rejection, overdue payments etc.,
27.	The system shall support in generation of a unique number for grievance tracking. This unique number should be able to tag the Office, individual (official), grievance type etc. while logging the grievance.
28.	The system shall support in tracking the progress of a grievance, include status of addressing the grievance.
29.	The system shall support the user in corresponding with the authorities, with maintenance of a log trail of all correspondence.
30.	The system shall support in definition of responsibility matrix, escalation matrix and SLAs for various categories of complaints depending on their priority, which should be configurable
31.	The system shall support in a view for list of complaints pending by with ageing analysis, including system alerts for authorized person in case issue is unresolved beyond a configurable deadline

2.7. Interfaces (Internal/ External)

This section captures various internal and external interfaces with this module of Disbursement Engine. The internal interface will provide linkages with some of the other module of Disbursement Engine and IFMS 3.0. The external interfaces will provide linkages with external systems independent of DE and IFMS 3.0.

S. No.	Requirements Description
	External Interface (More details will be included in due course)
1	**RajKaj**
1.	System should interface with RajKaj application to get the status (Retired, Deputed, Suspended etc.) and deputation office (if applicable) of the employee
2.	System should interface with RajKaj application to get the details related to leaves for salary bill preparation.
	System should interface with RajKaj application with the Employee Self-service function to apply leave, filing Immovable Property Returns (IPR), etc.
2	**LTA**
	System should interface with LTA to fetch the information on pending recoveries/ EMI payments based on the repayment schedule from LTA. • EMI number • Payroll Month • EMI Amount • EMI Recovered
3.	Aadhar ekYC – Aadhar Validation
4.	NPCI – Bank Account Validation
5.	Income Tax System
6.	NPS System
7.	SIPF
8.	NSDL – PAN Verification
9.	eSign
10.	eVault
11.	eSanchaar
	Internal Interface (More details will be included in due course)
12.	System Administration Module – Office Configuration, Workflow Configuration etc.
13.	Master Maintenance Module – Global Masters such as Budget Head etc.
14.	Budget Management Module – Budget, Budget Allotment etc.
15.	Payee Management – Linkage to create a payee against an employee
16.	eSanctions – Financial Sanctions etc.
17.	eGRAS – Any recovery details being book transfer, any payments made by employee etc.

S. No.	Requirements Description
18.	Pensions – Generation of pension papers etc.
19.	Accounting/ GL – Maintenance of various employee specific and HoA specific ledgers and updation of balances etc.

2.8. MIS Reports

The System shall support the authorized personnel based on the user rights in the generation of standard report including, but not limited to the list give below. The list given below is an indicative list and will be populated with additional reports in due course after consultation with the users.

S No.	Report Type	Reports
1.	Salary Report	Pay Inner
2.		Pay Outer
3.		Schedules
4.		Cooperative schedule
5.		Schedule All
6.		Absentee Details
7.		Employee Mismatch Report
8.	DA Report	DA Inner Reports
9.		DA Outer Reports
10.		DA Schedule Reports
11.	Surrender/Leave Encashment Report	Surrender (15days) Inner
12.		Surrender (15days) Outer
13.		Surrender (15days) Schedule
14.	Other Bill Report	Bonus Reports
15.		Employee Other Benefits
16.	Employee Related Reports	GA-55
17.		Pay Register
18.		Income Tax Quarterly Report
19.		Increment Report
20.		Decrement Report
21.		Employee Bank Report
22.		Form 16 Report
23.	Bank Related Reports	Rejected Account Detail DDO Wise
24.		Payment Status
25.		Bank Detail in IFSC Code
26.		Duplicate Bank A/C Detail
27.	DDO Reports	Expenditure Report
28.		Bill Wise Employee
29.		Sub DDO Expenditure
30.		Group wise Reports
31.		Employee GPF Report

S No.	Report Type	Reports
32.		Group wise Report
33.		Employee Stop Pay Detail
34.		NPF Contribution Report
35.	Department Report	Soft Copy Department
36.	Employee Details	Employee Master Detail
37.		Pay Certificate
38.		Pay Slip Bill Wise

3. Key considerations

3.1. Key changes to business processes

Key changes to business processes proposed as part of this FRS are listed below:

1. Creation of a single and verified employee master for various employee functions through Employee Information Management. Verification of employee information will be carried out through external integrations, such as:

   • Employee personal details verification through integration with UIDAI

   • Bank account verification by integration with NPCI service

2. Automated salary bill processing, including arrear bills. Elimination/ reduction of manual data entry for employee bill preparation by automatic fetching of verified data:

   • Employee service category, designation, pay level, office, posting location, etc. from employee information system

   • capturing information related to leaves, employee status, etc. from RajKaj

   • eSanctions for automatic information on suspension, LPC In/ Out, etc

   • automating allowances and deductions appliable

   • automatic deductions for all applicable taxes from salaries based on configurable tax rates

   • DDOs to submit only variable information, automatic calculation and transfer of deductions

   • For other employee bill types, a Single Dynamic Bill Form, fillable online and fields to change as per the bill type and integration with eVault for supporting documents

   • Business intelligence in system to auto-check logical and sufficiency errors during bill submission

3. Employee Self-service facility, including Profile Services, Transactional Services, Information Services, Grievance Redressal

   • viewing salary status, pay slips, submit request for changes in salary components, edit personal details, nominations, etc.

4. Online notification (SMS, E-Mail alert) to employees on transfer (LPC In – LPC Out) etc.

5. Time-bound SLAs and escalation mechanism for bill preparation and processing

6. Integration with DoIT ecosystem applications

   • eVault to support document management system

   • Aadhaar based eSign

- RajKaj for some of the employee self-service functions, such as leave application, IPR filing, etc.

3.2. Assumptions and dependencies

Key assumptions and dependencies related to this FRS document is listed below:

1. This section doesn't cover global masters which will be applicable across IFMS 3.0 and will be covered in Master Data Management FRS for Global Masters. Some of the global masters which will be covered in the proposed FRS are indicated below:

   o General masters will include State, District, Block, Panchayat and Bank, Secret Question Master Screens etc.

   o Global masters related to budget management module will include Department, Demand Number, Department Demand Number Mapping, Major Head, Department Major Head Mapping, Sub Major Head, Minor Head, Subhead, Detail Head, Sub Detail Head, Scheme Master etc.

   o Global masters related to expenditure management and accounting module will include Bill Type, Claim Type, Claim Type-Head of Account Mapping, Expenditure Sanction, Attachment, Claim Type-Attachment, Certificate, Pay Component, Deduction Component, and Deduction Component-HOA Mapping, Work, Contractor, Work-Contractor, Work-Head of Account Mapping Masters, Book Transfer (BT) master, Objection master, Pension Primary Category, Pension Sub Category, Pension Component, Component Rate, Classification, Certificate Type, Correction Memo, Monthly Account Closing Masters etc.

2. Detailed requirement for System Administration (including creation of organizational hierarchy) will be provided under the FRS for System Administration module. The current requirement is limited to this particular module only. Some of the functional requirements to be covered in System Administration module will be user registration, user configuration, user management, office hierarchy creation, workflow configuration, configuration of Delegation of Financial Power, non-functional requirements etc.

3. Complete HRMS functions, including leave applications, Annual Confidential Report (ACR)/Annual Performance Assessment Report (APAR) process, etc. will not be covered as pert of phase 1 of IFMS 3.0

4. Developing payroll database into full-fledged employee database by digitization of service books is not covered.

5. Integration with budget module of IFMS 2.0 will be used for bill processing in phase 1.

6. Pay fixation due to change in pay commission will be covered in second phase.

7. Bill Formats and existing processes of IFMS 2.0 will be considered for processing of bills in IFMS 3.0

8. The list of reports included in the FRS is as per the reports presently available in PayManager for employee payments.

9. Complete pay matrix, pay structure as per pay commissions, applicable allowance and deductions are not included in this FRS. These will have to be captures as per Rajasthan Civil Services (Revised Pay) Rules, 2017.

10. The section on key changes to business processes, lists down the changes/ enhancements to address the challenges based on feedback and analysis of documents from the client, initial demos received on existing modules and feedback received from users. A detailed assessment or testing of the applications have not been undertaken as the access to the application was not available.

11. Detailed requirement for System Administration (including creation of organizational hierarchy) will be provided under the FRS for System Administration module.

Appendix A. - Tables

Table 1: Pay Commission Matrix

7th Pay Commission

Level No. -→	Level 1	Level 2	…	…		
Cell No.			Pay Matrix Amount (in INR)			
1	17700					
2						
3						
4						

6th Pay Commission

Pay Band	Pay Scale	Grade Pay
PB1	5200-20200	1800
…		
…		

Table 2: Mapping of pay levels to employee classification level for validation (minimum and maximum)

Employee Classification				Employee Pay levels as per CPC			
Service Category	Sub-Service Category	Service Status	Service Designation	CPC 7	CPC 6	CPC 5	CPC 4
Service Category 1				Level 2 - Level 13	Pay Band 3 – Pay Band 6	Pay Grade 1 – Pay Grade 3	Pay Scale 2 – Pay Scale 5
	Sub-Service Category 1			Level 2 - Level 10			
		Regular		Level 2 - Level 6			
			Designation 1	Level 3			
			Designation 2	Level 5			
		Probationer-fixed					
			Designation 1				
		Probationer-pay protected					
			Designation 1				
	Sub-Service Category 2						
Service Category 2							
…							

Table 3: Employee Pay History

Employee 1				
	Central Pay Commission	Basic	Basic revised	DA
Mar 21	7th	1000	1100	(auto-populate from CPC and period)
Apr 21				
…				

Table 4: DA Masters

7th Pay Commission			
	Old	New	Arrear payment done through?
Mar 21	31%	34%	GPF/ Cash
Apr 21			
...			

6th Pay Commission			
	Old	New	Arrear payment done through?
Mar 21	31%	34%	GPF/ Cash
Apr 21			
...			

Table 5: Employee Registration data

S No.	Field	Existing Employee	New Employee	Validation/ Editing	Remarks
	Personal Detail				
1.	Employee Name	From PayManager (validated with Aadhaar) Additional name from manual service book[1] (in Hindi) to be captured.	Data entry by DDO- validated with Aadhaar	Based on certified copy of employee service book To be regularized based on Aadhaar details	Aadhaar details of all employees to be collected mandatorily Name in Aadhaar to be validated against details in Aadhaar (employee to be provided 6 months to 1 yr to regularize the name) *Implementation of document management system (linked to employee ID) to be explored for storing all employee related documents.*
2.	Date of Birth	From PayManager (validated with manual service book)	Data entry by DDO- validated with supporting document (10th certificate)	Existing employee- Manual service book New Employee- supporting document (10th certificate)	For any data discrepancy related to existing employees, a pop-up to be displayed to regularize the data.
3.	Father's Name	From PayManager (validated with Aadhaar)	Data entry by employee- validated with Aadhaar	Existing employee- Manual service book New Employee- Aadhaar	
4.	Mother's Name				
5.	Spouse Name				
6.	Nationality				
7.	Reservation Category				

[1] Manual service book here refers to the certified copy of the relevant pages of the employee manual service book

S No.	Field	Existing Employee	New Employee	Validation/ Editing	Remarks
8.	Gender	Migrated from PayManager	Data entry by employee- validated with Aadhaar	Existing employee- PayManager New Employee- Aadhaar	
9.	Employee ID	Migrated from PayManager	Generated by IFMS 3.0 on creating a new employee	Existing employee- PayManager New Employee- Autogenerated	
10.	Employee Type				
11.	Service Category				
12.	Sub-Service Category				
13.	Post at appointment	From PayManager (validated with manual service book)	Post selected by DDO from drop-down of sanctioned posts (from budget) under the office	Existing employee- Manual service book New Employee- Manual entry	
14.	Appointment Order & Date				
15.	Joining Date		Entered by DDO (supporting docs- appointment letter)	Existing employee- Manual service book New Employee- Appointment letter	
16.	Current Designation				
17.	Superannuation Date				
18.	Service Completion Date				
19.	Reason for Service Completion				
20.	Blood Group	Migrated from PayManager	Data entry by employee	Existing employee- PayManager	
21.	Date of Marriage				

S No.	Field	Existing Employee	New Employee	Validation/ Editing	Remarks
				New Employee-Manual entry	
	Bank Details				
22.	Bank Name	From PayManager Responsibility of the employee to validate their bank account details Also validated using NPCI/ RBI services	Data entry by employee Responsibility of the employee to validate their bank account details Also validated using NPCI/ RBI services	Editable at employee level Verification using NPCI/ RBI services to validate bank account	On salary payment rejection due to bank account mismatch notification should be displayed to employee
23.	Branch Name				
24.	Branch Address				
25.	Bank Account No.				
26.	IFSC Code				
	Pay Details				
27.	Pay Commission				
28.	Pay Scale				
29.	Band Pay and Grade Pay				
30.	Pay Level & Range	From PayManager Editable by DDO (supporting docs- appointment letter and fixation letter from DDO) Verifiable by HoD	Entered by DDO (supporting docs- appointment letter and fixation letter from DDO) Verified by HOD	Verification using supporting docs- appointment letter and fixation letter from DDO	Verified by pay matrix table for the corresponding post and pay fixation
31.	Basic Pay				
32.	Earning HoA				
33.	DA Rate				
34.	HRA Rate				
35.	Government Quarter Occupied				
36.	Annual Salary Increment Date **(if applicable)**				
	Contact Details				

S No.	Field	Existing Employee	New Employee	Validation/ Editing	Remarks
37.	**Address (Current)**	From PayManager Editable by employee (supporting documents attached) Verified by DDO	Entered by employee (supporting documents attached) Verified by DDO	Verification using supporting docs	
	Plot No.				
	Village				
	Panchayat/ Ward				
	Municipal Area				
	District				
	State				
	Pin Code				
38.	**Address (Permanent)**				
	Plot No.				
	Village				
	Panchayat/ Ward				
	Municipal Area				
	District				
	State				
	Pin Code				
39.	Home Town	From PayManager	Home District- Entered by DDO (supporting docs- appointment letter) Verified by HoD	Verification using supporting docs - appointment letter	Home district field help in posting related decisions
40.	Urban/ Rural	Automatic based on pin code	Automatic based on pin code		
41.	Assembly				
42.	Email	From PayManager	Entered by employee Verified by link sent to employee	Verification by link sent to employee	Should not be mandatory
43.	Mobile No.	From PayManager (validated with Aadhaar)	Data entry by DDO- validated with Aadhaar	Aadhaar-based verification	Mobile number in Aadhaar to be validated against details in Aadhaar (employee to be provided 2 to 3 months to regularize the mobile number)

S No.	Field	Existing Employee	New Employee	Validation/ Editing	Remarks
44.	Telephone	From PayManager	Entered by employee		Should not be mandatory
	Employee No.				
45.	PAN card	From PayManager Verified by DDO (one time verification)	Entered by employee Verified with TIN-NSDL	Verification using TIN-NSDL	
46.	Aadhaar	From PayManager Verified by DDO (one time verification)	Entered by employee Verified with Aadhaar	Verification using Aadhaar	
47.	Aadhar Reference Number				
48.	PRAN	From PayManager Verified by DDO (one time verification)	Entered by employee Verified with NSDL	Verification using NSDL	In case of NPS eligible employees only (AIS)
49.	EPIC No. (voter's id)	From PayManager	Entered by employee		Should not be mandatory
50.	State Insurance Policy No.	From PayManager (one time verification with SIPF)	Auto-fetch from SIPF	Verification using SIPF	Should not be mandatory
51.	General Provident Fund No.				*For discussion – recommendation on doing away with SIPF and GPF No. and replaced with Employee ID*
52.	Janaadhaar No.	Auto-fetch using Aadhaar	Auto-fetch using Aadhaar		
53.	RGHS No.				
	Family Details				
54.	Father (Name, DoB, Is working?)	From PayManager (validated with Aadhaar)	Data entry by employee (including capturing Aadhaar) - Name and DoB		Aadhaar should not be mandatory
55.	Mother (Name, DoB, Is working?)				

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S No.	Field	Existing Employee	New Employee	Validation/ Editing	Remarks
56.	Spouse (Name, DoB, Is working?)		validated with Aadhaar		If, 'Is working?' is yes, checkbox 'In service with GoR?' will be enabled. If this checkbox is selected, mandatory entry of spouse employee id is required.
57.	Child -1 (Name, DoB, Is working?)				Aadhaar should not be mandatory
58.	Child -2 (Name, DoB, Is working?)				
59.	Full Name (Additional members)				
	Relationship				
	Date of Birth				
	Any other parameters (such as handicapped etc.)				
	Scheme Details				
60.	State Insurance (Name of Nominee, Relation, %)	From PayManager	Entered by employee	Validation to check overall nomination of 100%	
61.	NPS (Name of Nominee, Relation, %)				
62.	Group Insurance (Name of Nominee, Relation, %)				
	Office Details				
63.	Office ID				

S No.	Field	Existing Employee	New Employee	Validation/ Editing	Remarks
64.	Office Name				
65.	DDO Code				
66.	DDO Name				

Table 6: Component updation matrix (Indicative)

Component	Service Type Change	Pay Commission Change	Level/Grade Pay change due to Promotion/Demotion	Basic change within the Same level due to Increment	PRAN to GPF Change/GPF to PRAN Change	HRA and City Transport Change for shorter period in	Govt. Quarter Occupy/Surrender
Service Category	Yes	No	No	No	No	No	No
Sub-Service Category	Yes	Yes	Yes	No	No	No	No
Present Designation	Yes	Yes	Yes	No	No	No	No
Appointment Order & date	Yes	Yes	No	No	No	No	No
Joining Date	Yes	Yes	No	No	No	No	No
Superannuation Date	Yes	Yes	No	No	No	No	No
Pay Commission	Yes	Yes	No	No	No	No	No
Pay Band/Scale	Yes	Yes	Yes	No	No	No	No
Grade Amount	Yes	Yes	Yes	No	No	No	No
DA Rate	Yes	Yes	Yes	No	No	No	No
Govt. Quarter Occupied	Yes	Yes	Yes	No	No	No	Yes
HRA Rate	Yes	Yes	Yes	No	No	No	Yes
GPF/PRAN/EPF#	No	No	No	No	Yes	No	No
Basic Pay/Band Pay	Yes	Yes	Yes	Yes	No	No	No
Grade Pay	Yes	Yes	Yes	Yes	No	No	No
Special pay	Yes	Yes	Yes	Yes	No	No	No
HRA	Yes	Yes	Yes	Yes	No	Yes	Yes
DA	Yes	Yes	Yes	Yes	No	No	No
CTA	Yes	Yes	Yes	Yes	No	Yes	No
Other Allowance	Yes	Yes	Yes	Yes	No	Yes	No
GPF	Yes	Yes	Yes	Yes	Yes	No	No
Income Tax	Yes	Yes	Yes	Yes	No	No	No
NPS	Yes	Yes	Yes	Yes	Yes	No	No
GIS	Yes	Yes	Yes	Yes	No	No	No
House Rent	Yes	Yes	Yes	Yes	No	No	Yes
Any other allowance….							