***DRAFT***

**Do’s for Single Page Salary Bill**

1. **Preparation & Submission of salary bill by Drawing & Disbursing Officer to Treasury**

* All salary claims should be prepared only through HRMS.
* Unless otherwise directed by the competent authority, the Treasuries will not accept any salary bill presented outside HRMS.
* Absentee statement will now be prepared by the establishment from 15th of the previous month to 14th of the current month.
* Salary Bill can be prepared in HRMS application from 15thonwards.
* The print copy of the redesigned format of the salary bill can be taken in an A4 size paper.
* The DDO needs to sign once in the bill instead of multiple signatures as practiced earlier.
* The establishment will submit print copy of the salary bill in their Book of Drawal under signature of the DDO. No need to submit print copy of all schedules.
* The recovery schedule will be generated from HRMS, which may contain the TV NO. & Date of original drawal etc. as per Form NO. OTC.46-A and DDO has to attach the same with the single page salary bill.
* DDOs may take print of acquittance roll, all schedules along with salary bill as posted in HRMS and IFMS for the purpose of record keeping.
* DDOs will prepare beneficiary list in HRMS. The database of beneficiary master as maintained in IFMS in respect of salary drawals will be transferred and made available in HRMS to the DDOs for preparation of beneficiary list.
* In case of arrear drawal involving a calculation of due drawn, bills may be presented in the usual manner as before.
* Salary Bill can be forwarded to the Treasury within 5 days before the last working day of the month.
* If last working day of the month happens to be a Bank holiday, the date of submission of salary Bill to Treasury will be preceded by one day.
* Disbursement of salary will be made on the last working day of the month. If holiday, will proceed by one day or more.
* Disbursement of pension and provisional pension will also be on the last working day of the month.

1. **Processing of salary claims in the Treasury:**

* Treasury will verify the data against the physical bill in respect of their availability of allotment details, by-transfer details and necessary other checks.
* Treasuries will access the HRMS system to verify the correctness of the recoveries made from salary bills.
* Treasuries can view download the acquittance roll and schedules.
* HRMS application will also provide individual as well as consolidated schedule in respect of recoveries made towards LIC and Income Tax from each of the individual salary bills.
* Monthly drawal of LIC contribution by the Treasuries will be made on the basis of the reports of recoveries towards LIC available in the HRMS Portal.
* Concerned Income Tax Circles and LIC Circles will be provided access to HRMS to download the relevant Income Tax recoveries and LIC premium schedules in respect of the employees.
* The reports from HRMS on Income Tax recoveries will be used by the Treasuries to cross-verify against the reports available in IFMS for preparation and submission of 24G as per the extant procedure in Income Tax portal.