ne CSIR March Pay bill JV Manual **INDEX** Page No. 2 **Introduction** Salary pay bill submission by Dealing Assistant (Bill) to SO(Bill) 3-10 Approval by Section Officer (Bill) 11- 14 Approval of JV by Diarist (Audit) 15-23 Approval of JV by Dealing Assistant (Audit) 24- 33 Approval of JV by Section Officer (Audit) 34-41 42-49 Approval of JV by Finance and Account Officer (Audit) Approval of Salary bill by Diarist (Audit) 50- 55 Approval of Salary bill by Dealing Assistant (Audit) 56-61 Approval of Salary bill by Section Officer (Audit) 62-68 Approval of Salary bill by Finance and Account Officer (Audit) 69-73 Voucher posting by Cheque Writer 74- 79 Reject JV from SO (Bill) 80-84



Introduction

March Pay bill Journal Voucher (JV) Concept

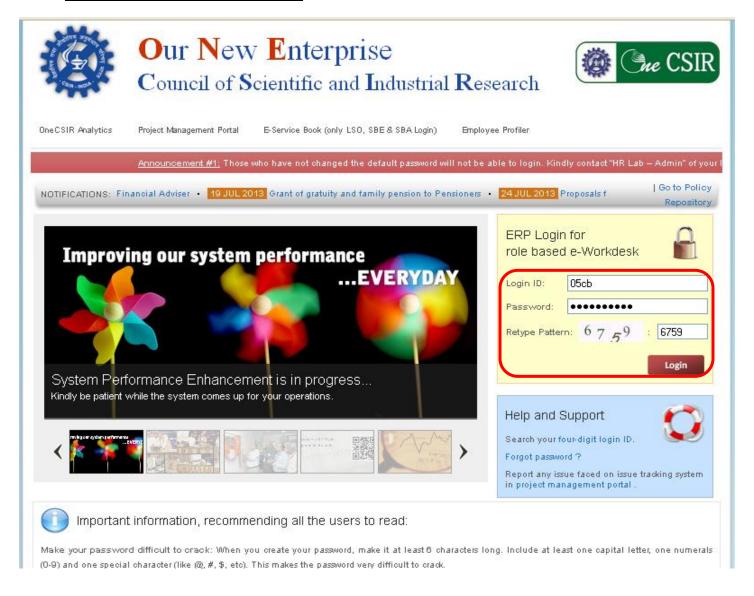
In CSIR Labs, for all the 11 months (April to February) of a year the Salary Pay bill is generated by the Bill section and passed to the Finance section for final payment and salary is transferred in employees' account in the last day of the month in usual manner. But in the month of March, the salary is paid in April month and the finance section creates balance sheet as on 31st March so for the salary of march, the finance section shows this as a outstanding balance in Balance sheet that will be paid on 1st April of the next financial year and deducts only the statory taxes (income tax, education tax etc.)

Although the bill section passes the salary pay bill as usual for the month of March also but the ERP System automatically converts this bill to JV in Finance section. When JV is passed from FAO level, a salary pay bill, that is actual, is in pending list at Diarist (Audit) Level.

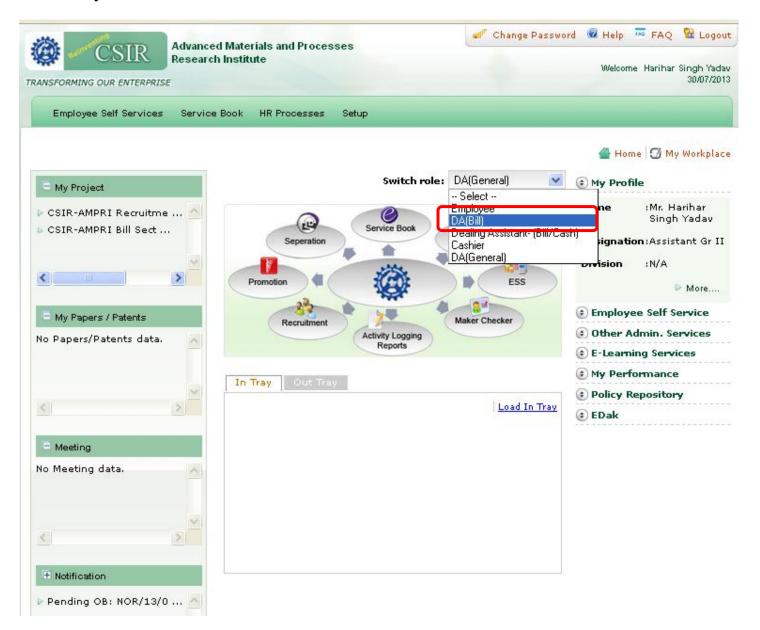
<u>NOTE</u>: In JV, only some taxes are deducted like income tax, education tax etc but not GPF subscription etc. are deducted that is why the amount of JV differs from bill section in Finance section.



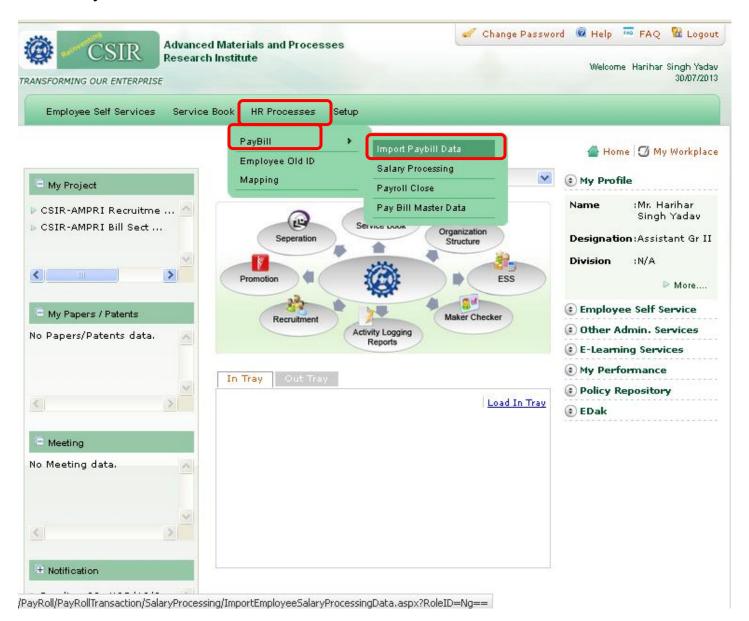
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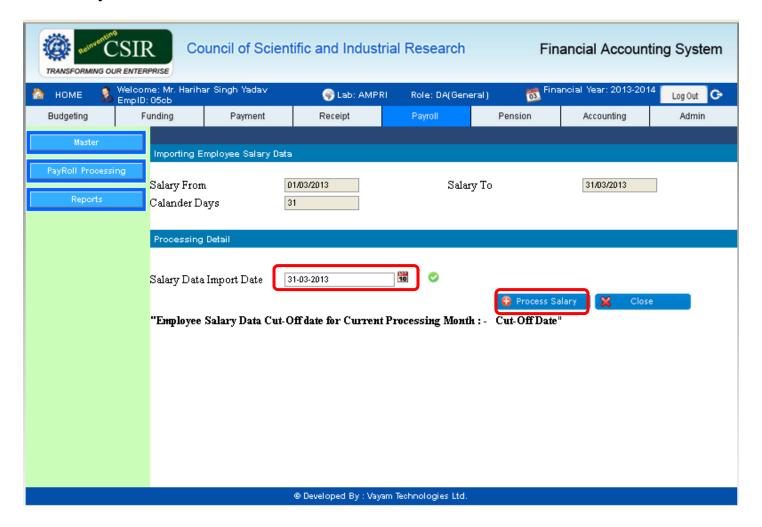




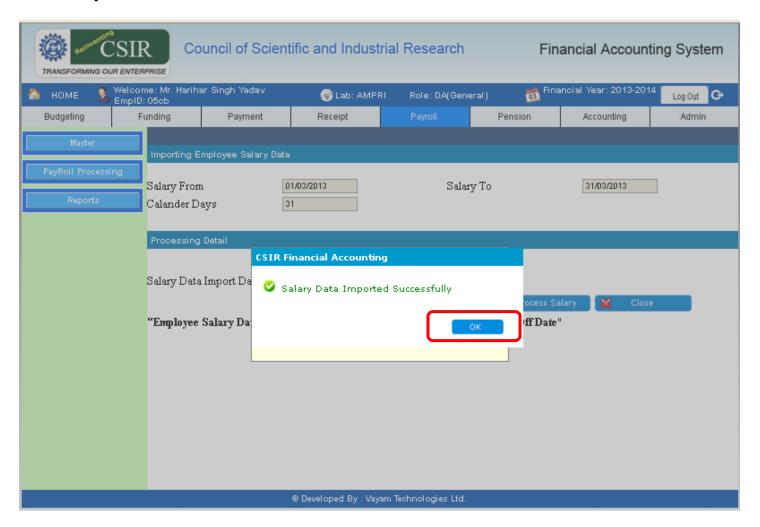




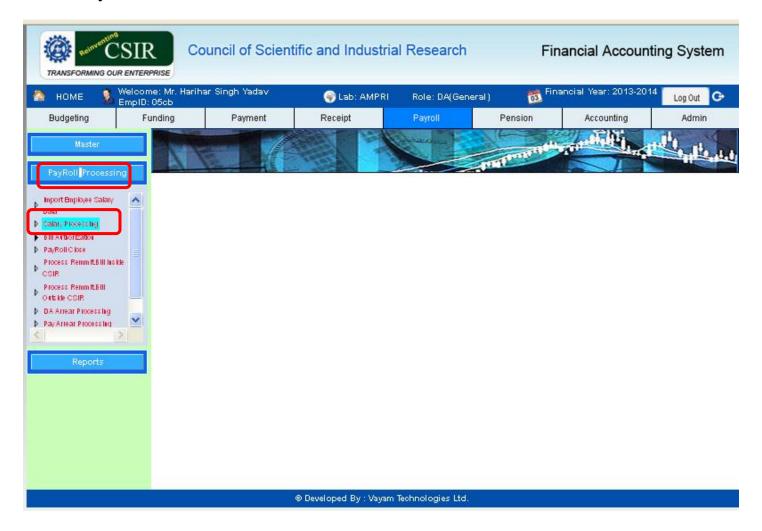


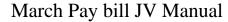




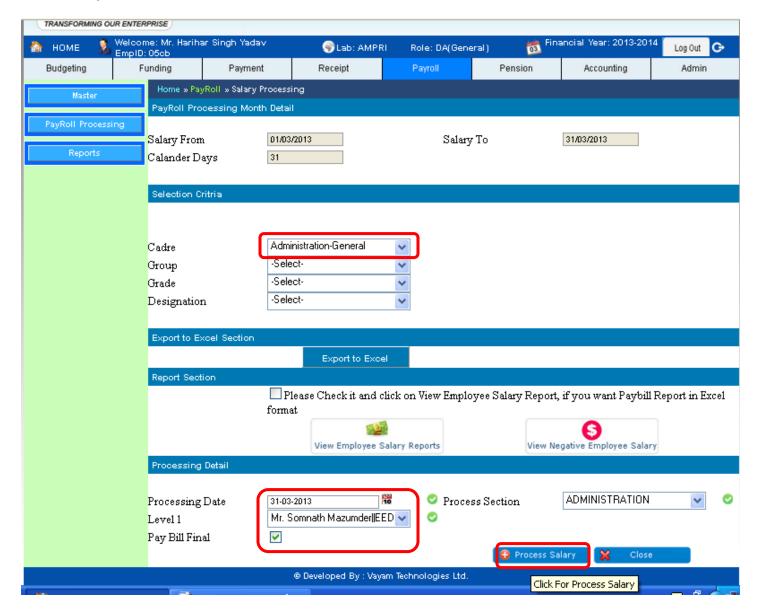


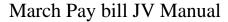




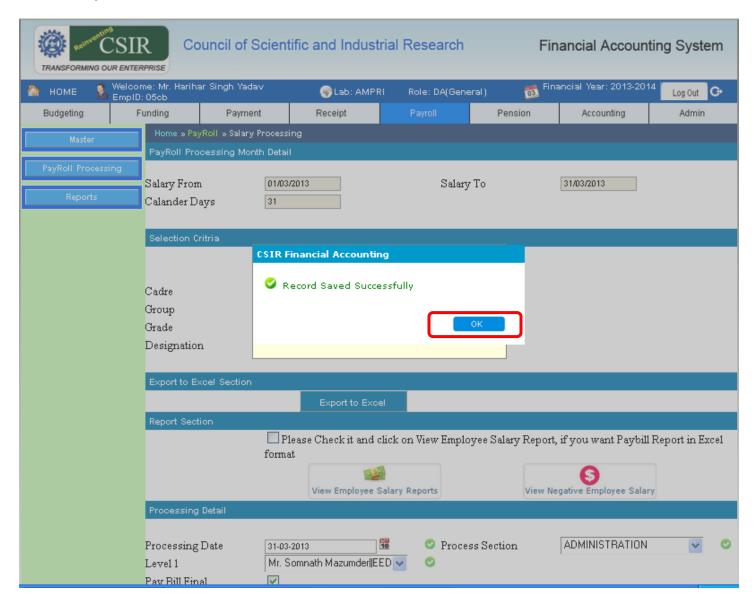








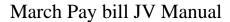




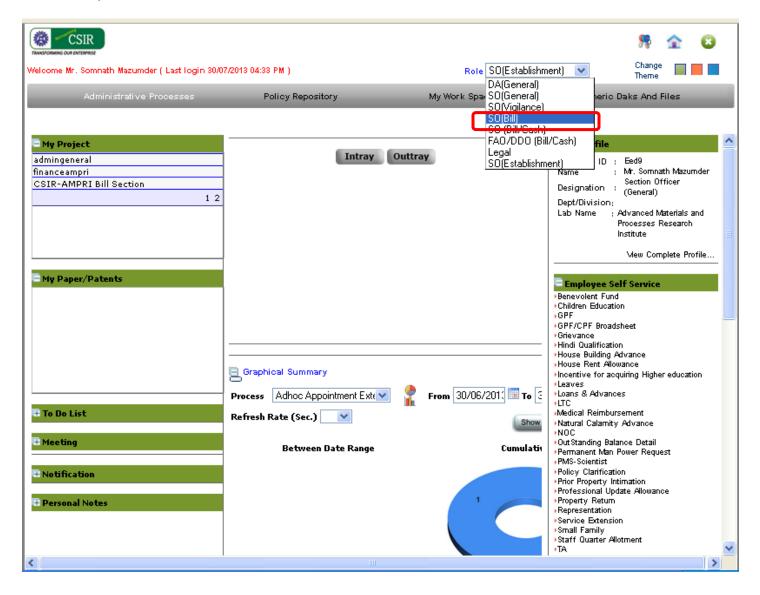


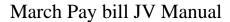
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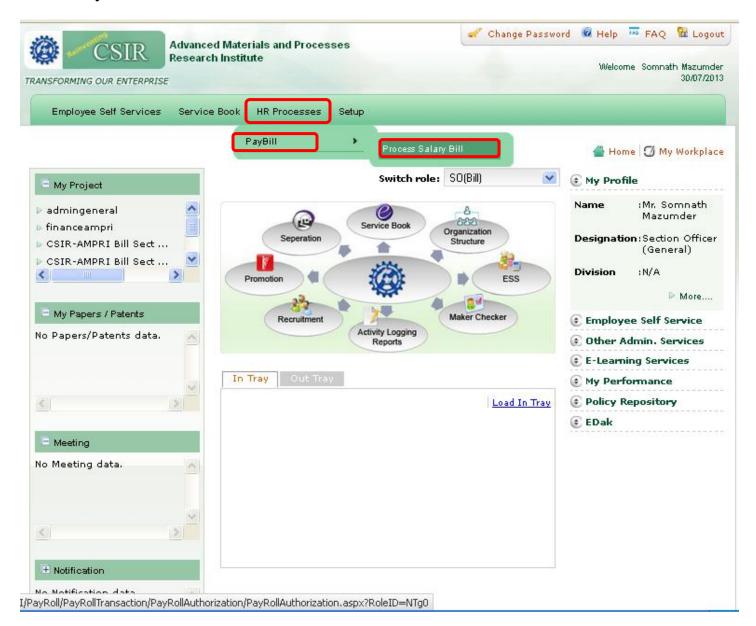




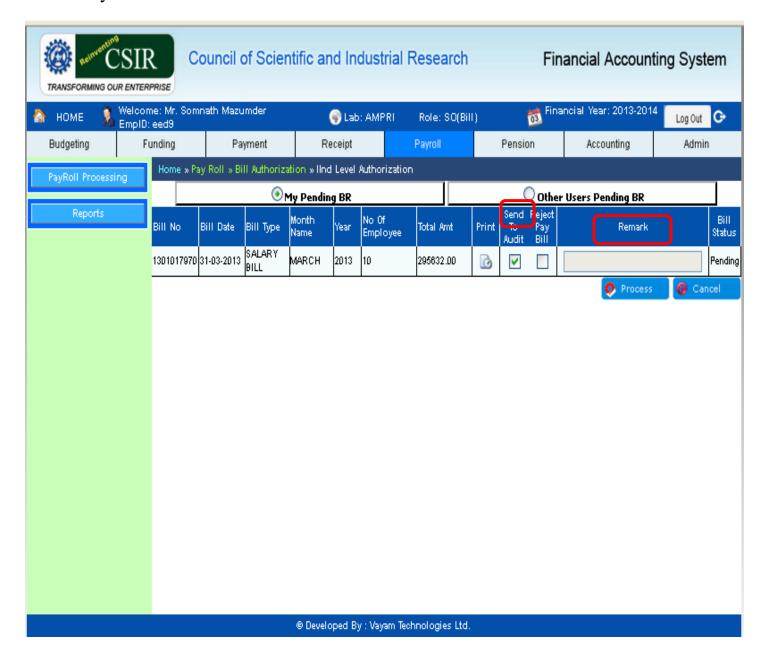










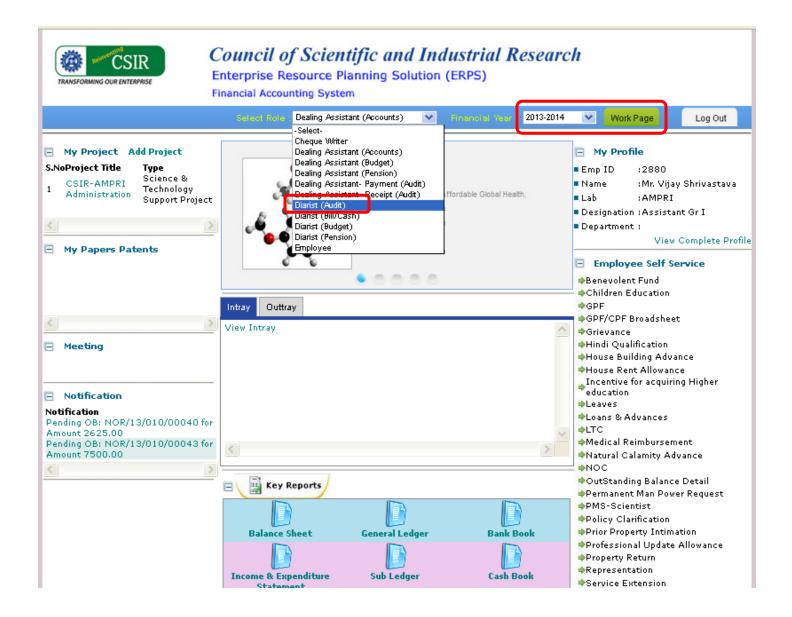




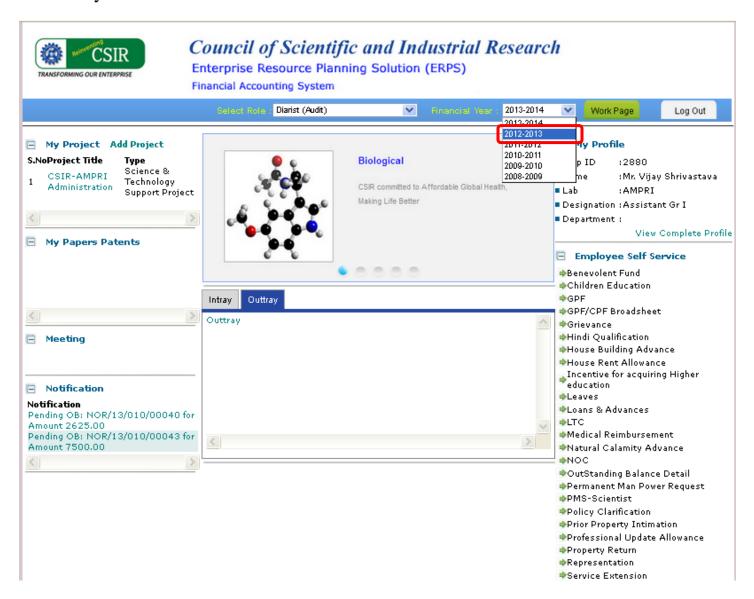
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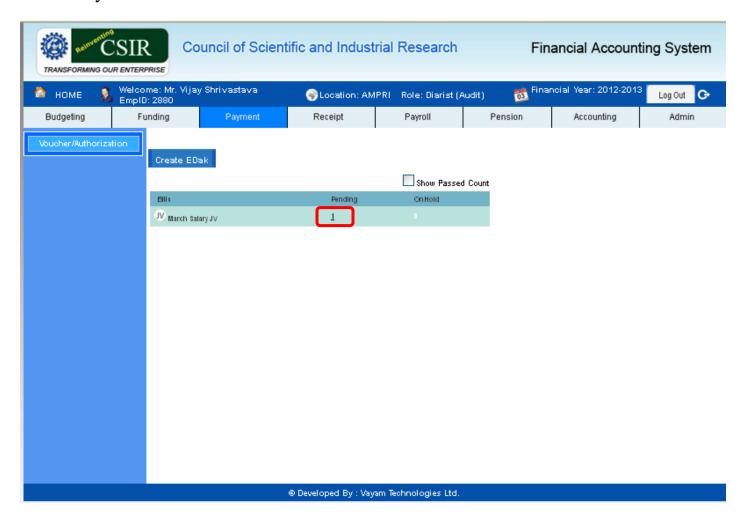




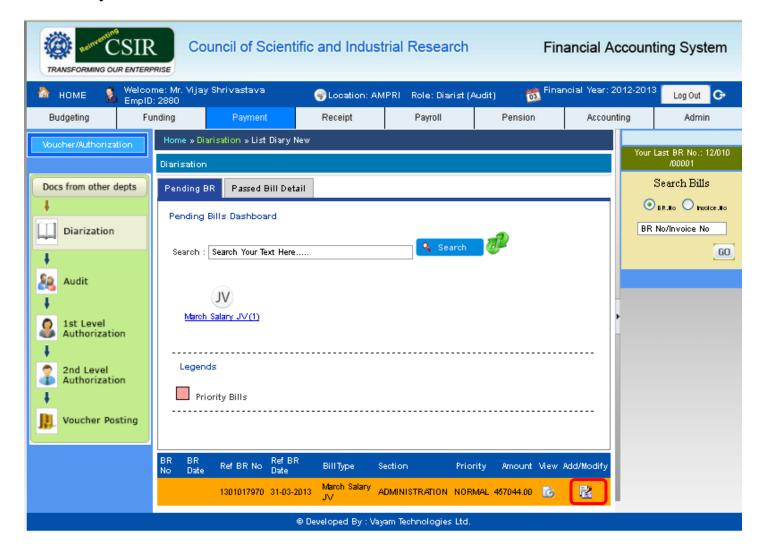




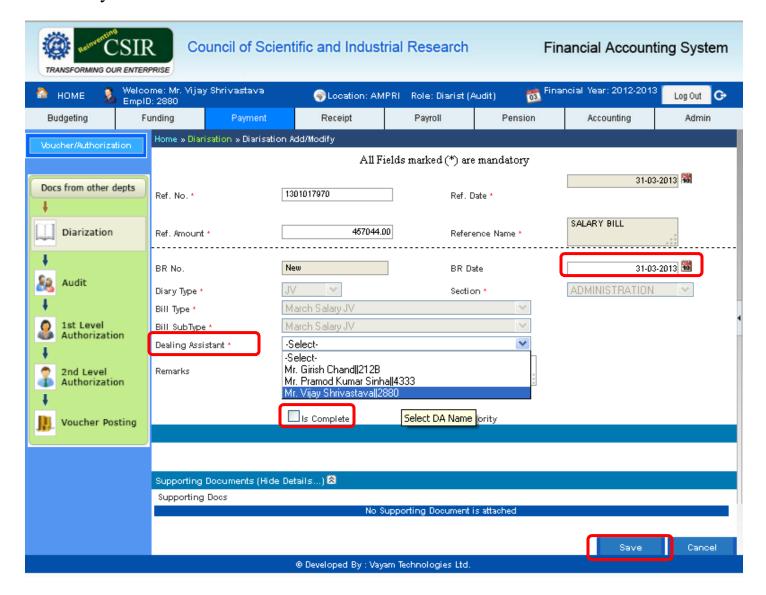


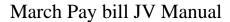




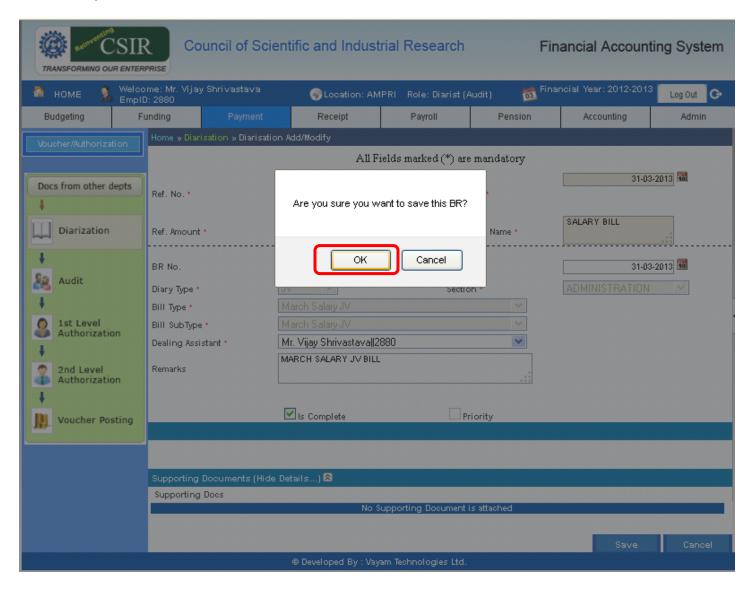


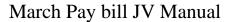




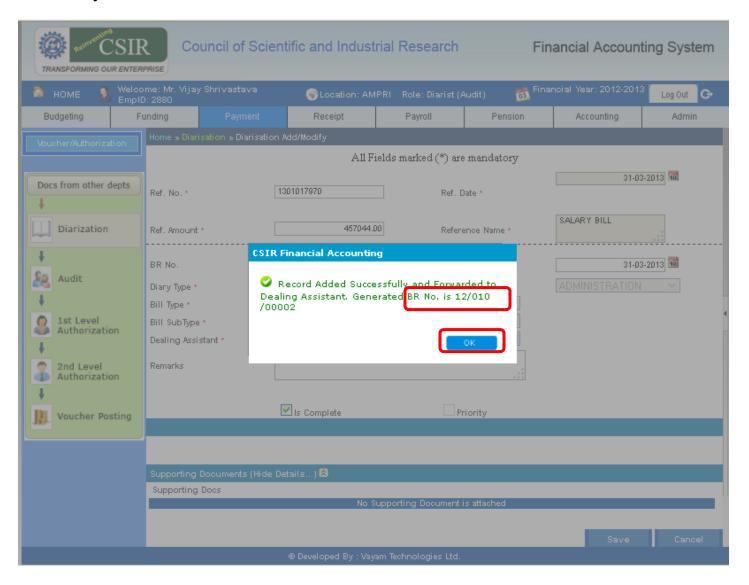


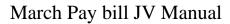




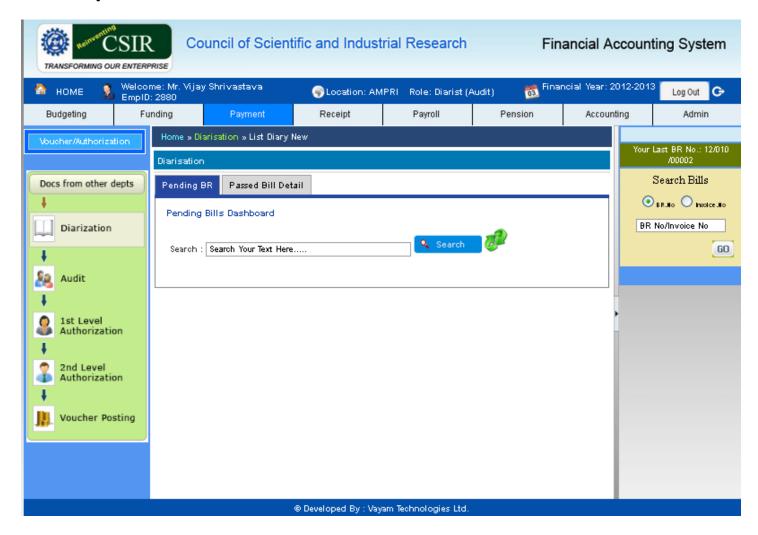






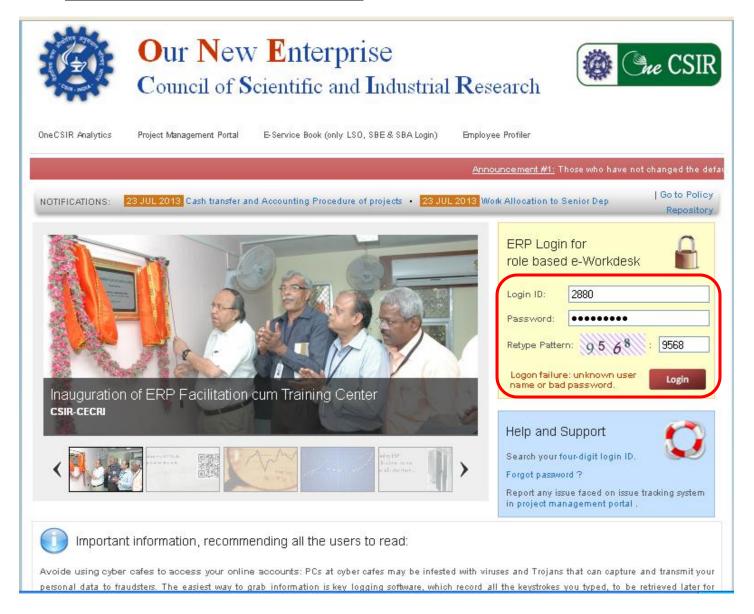




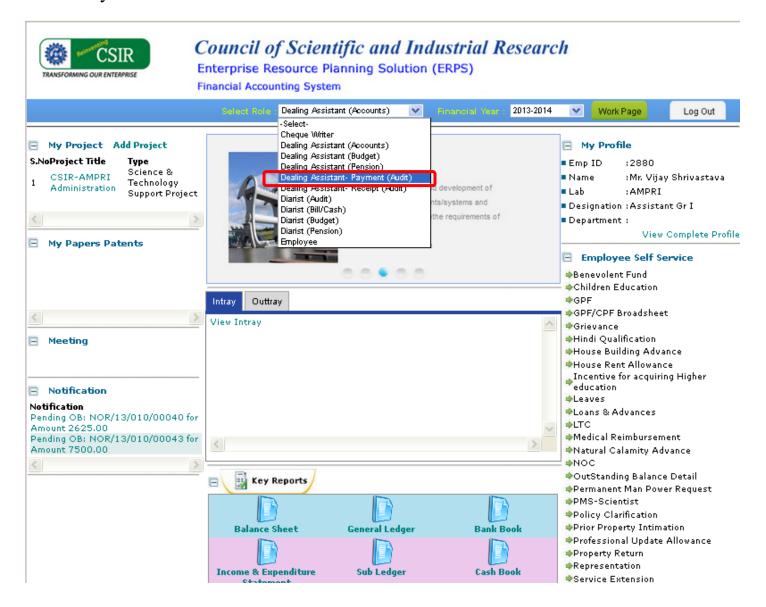




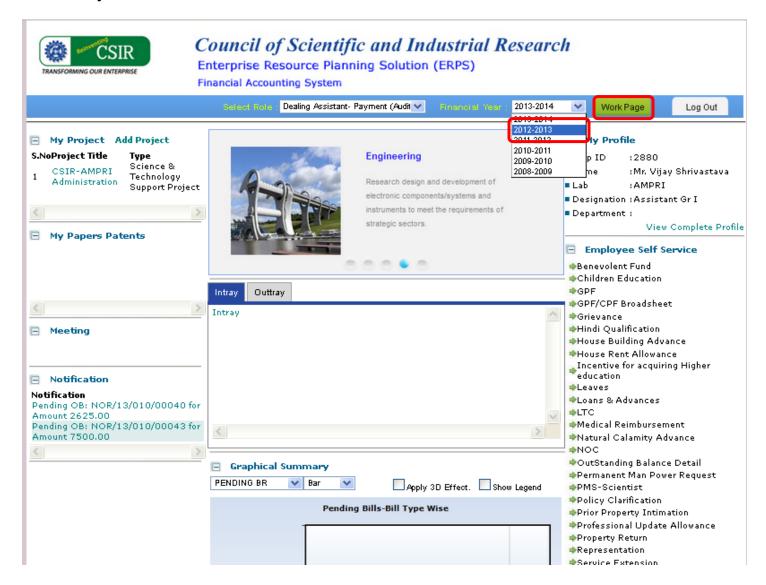
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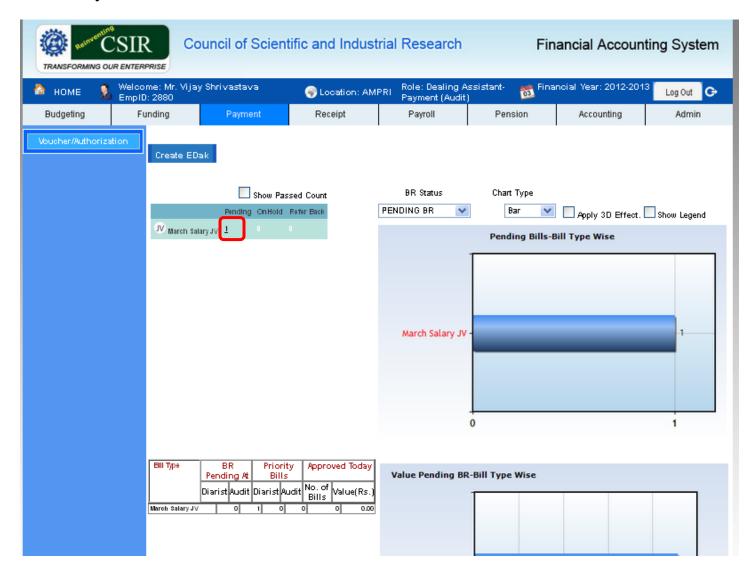




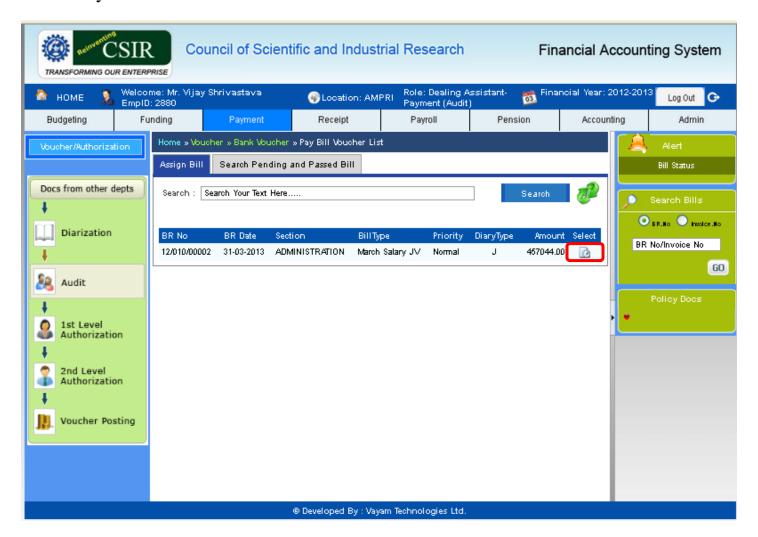




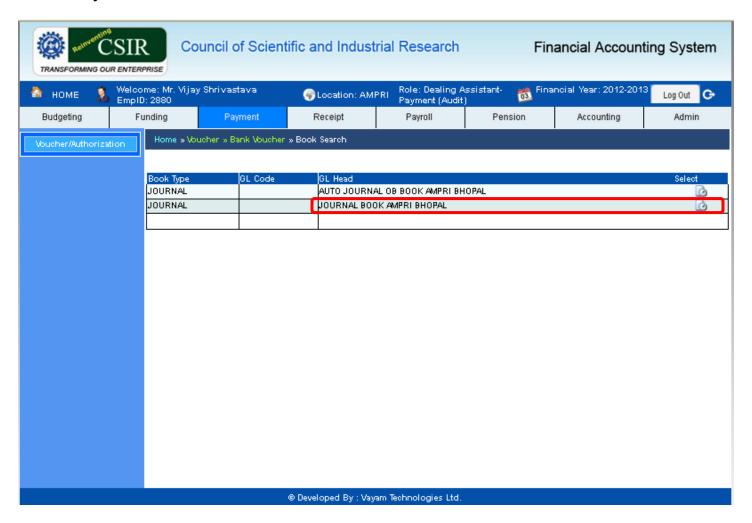






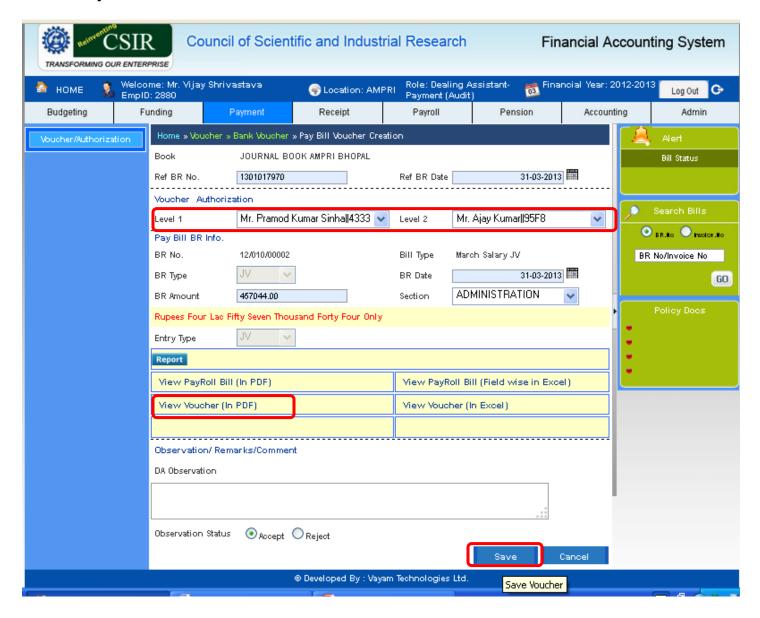






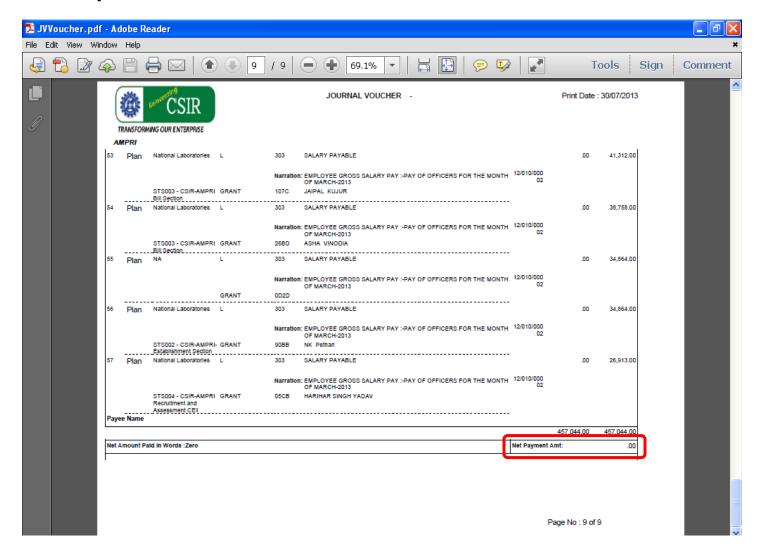


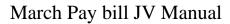




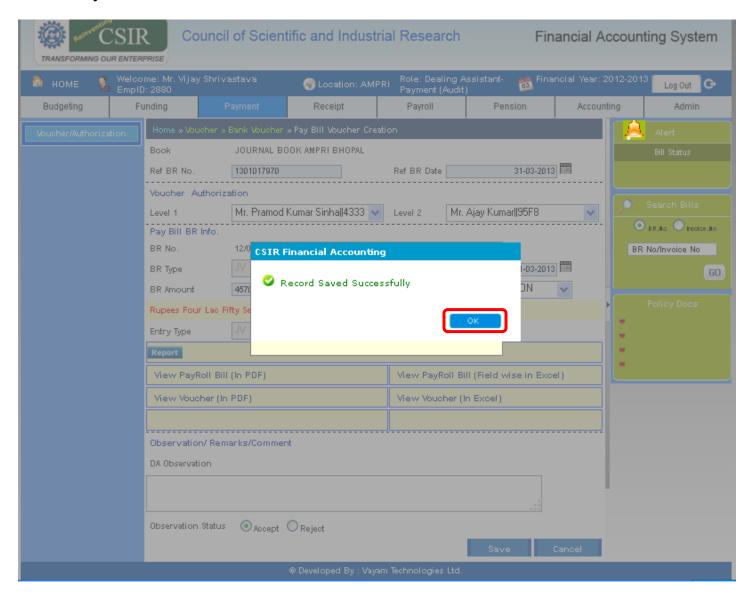


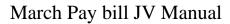




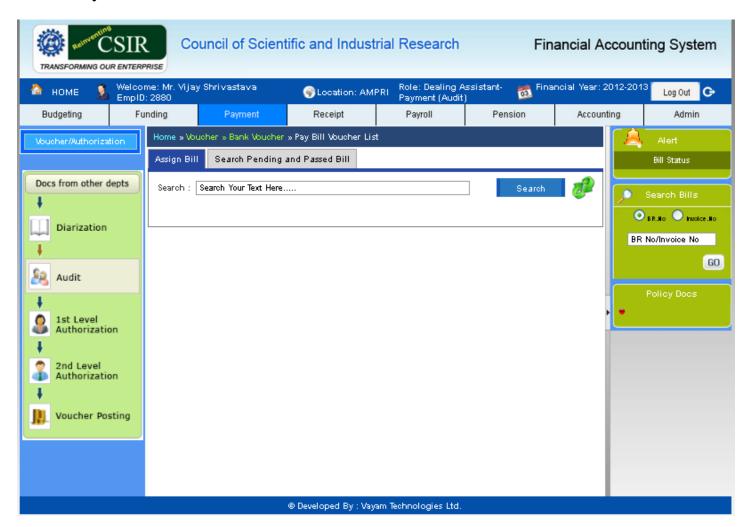






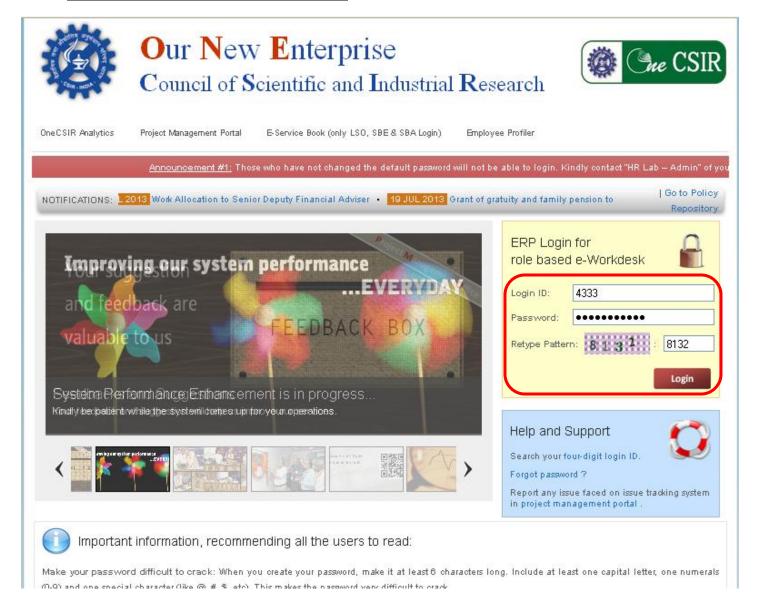








Login as Section Officer (Audit) Role:





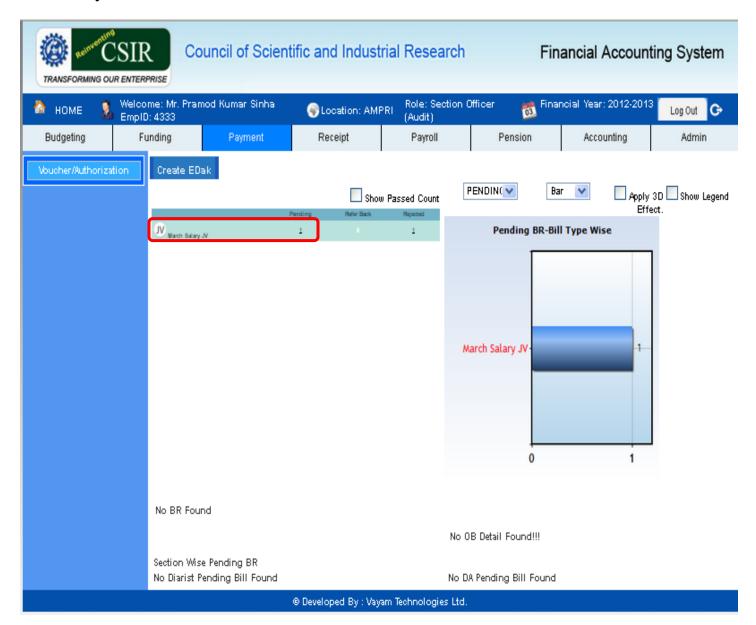




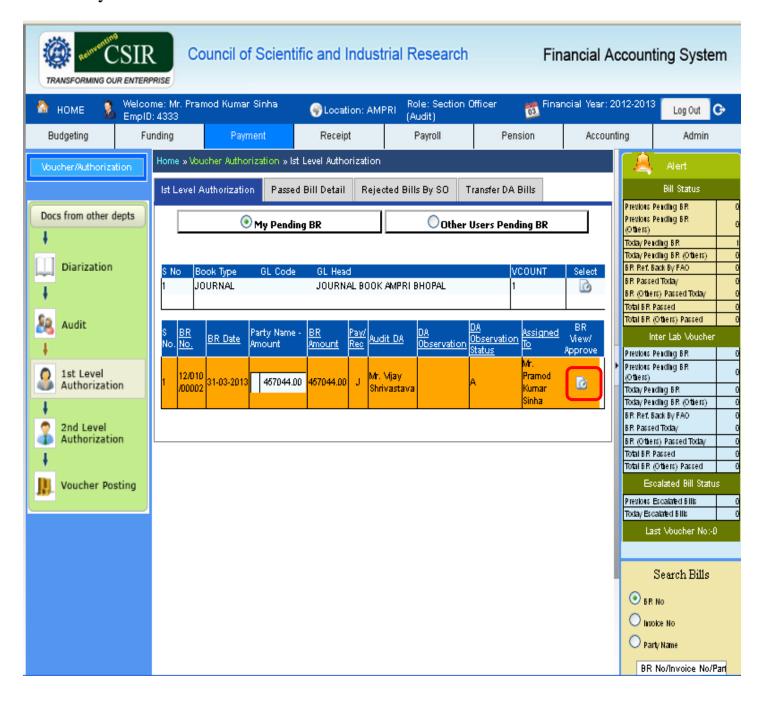


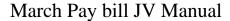




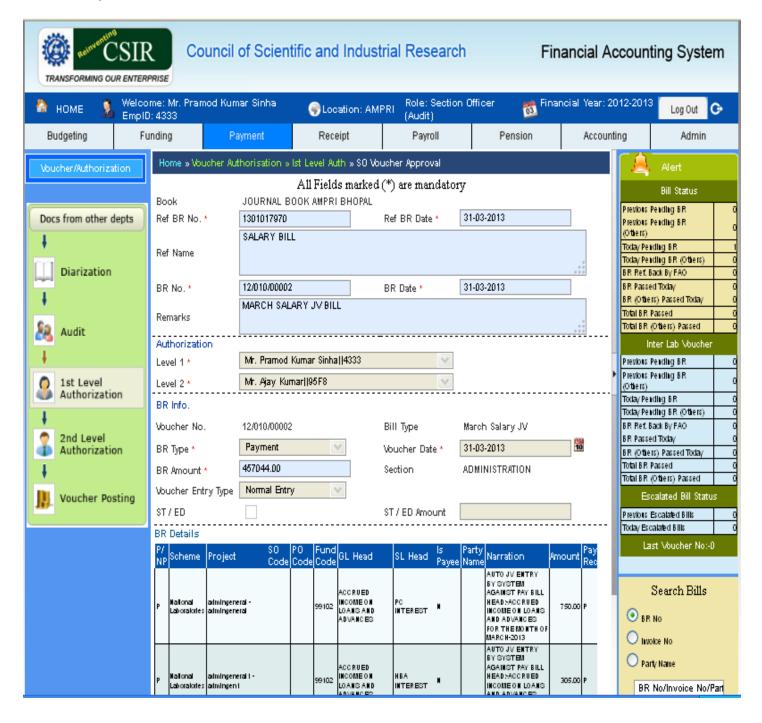






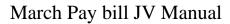




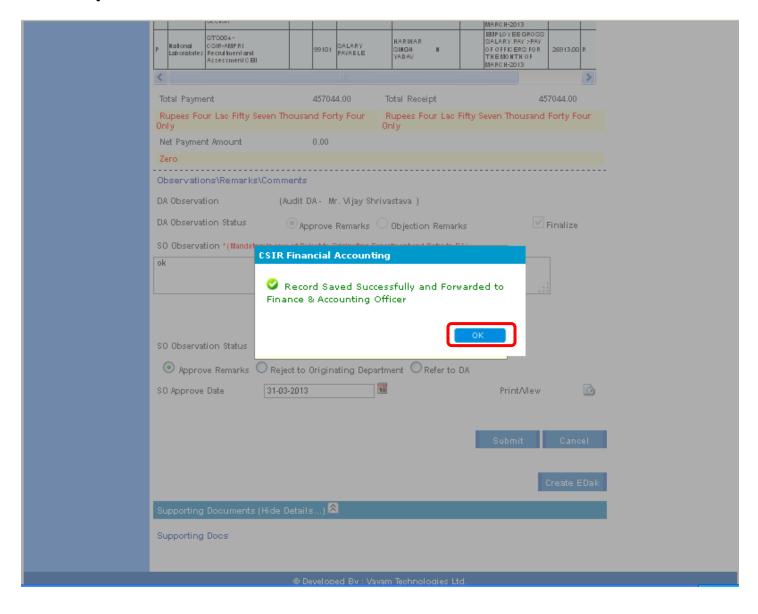




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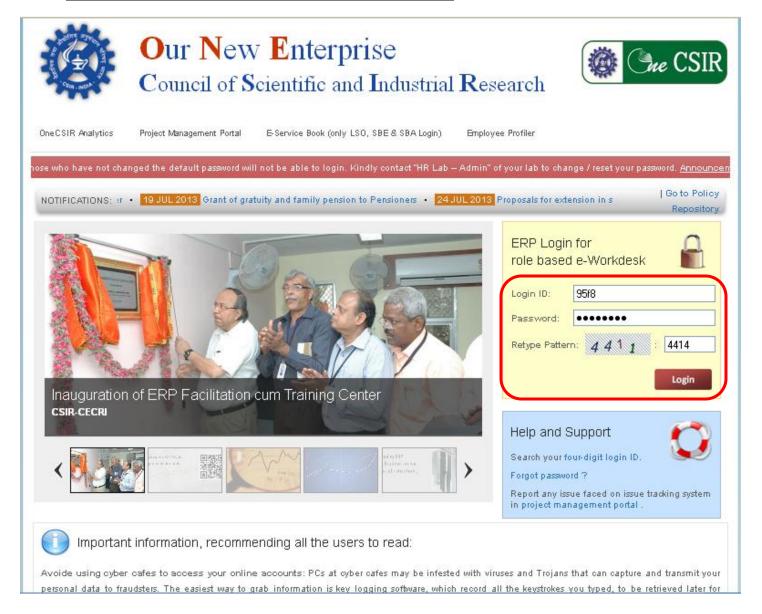




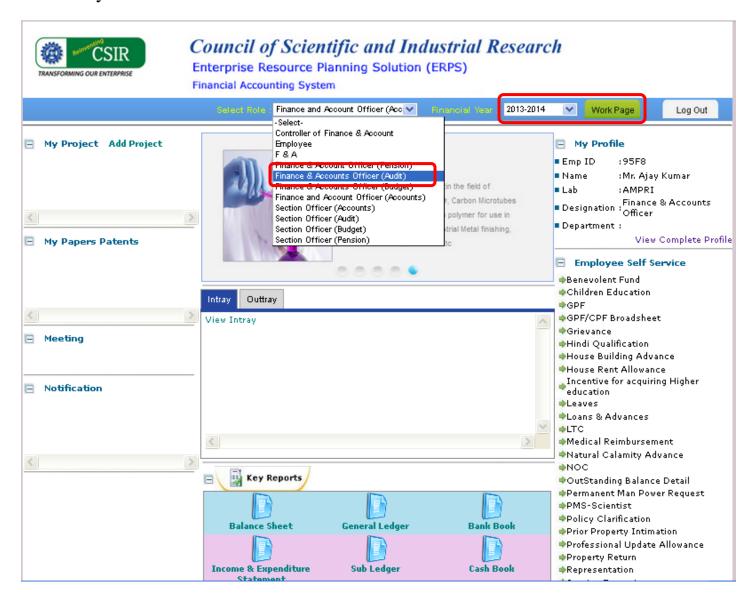




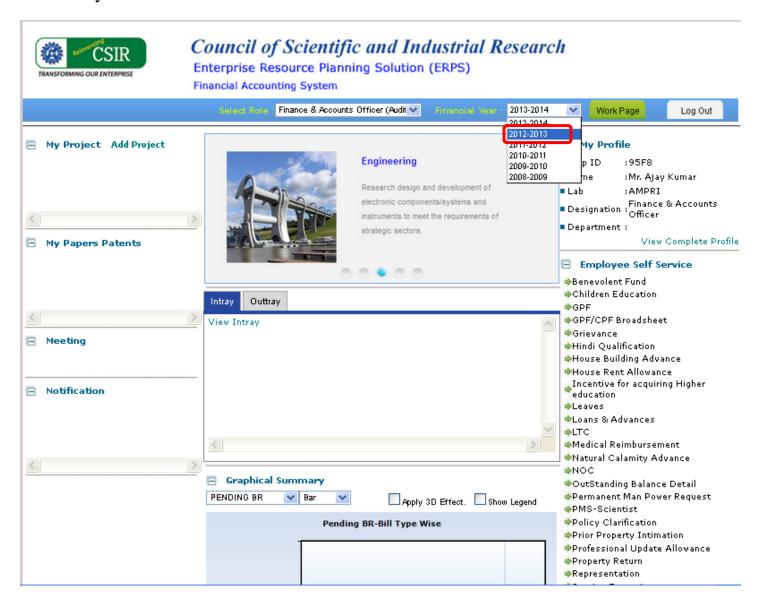
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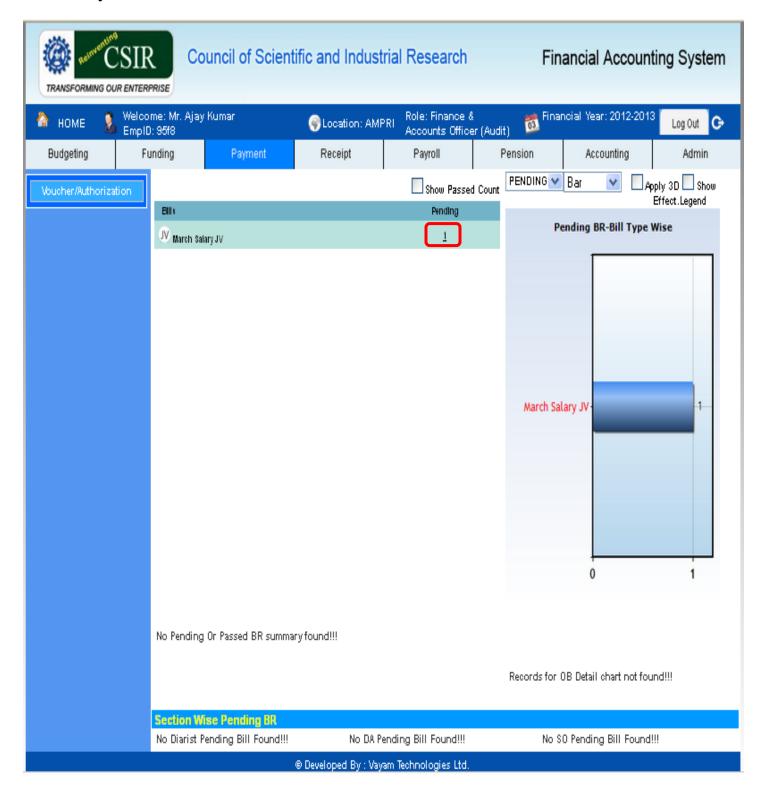




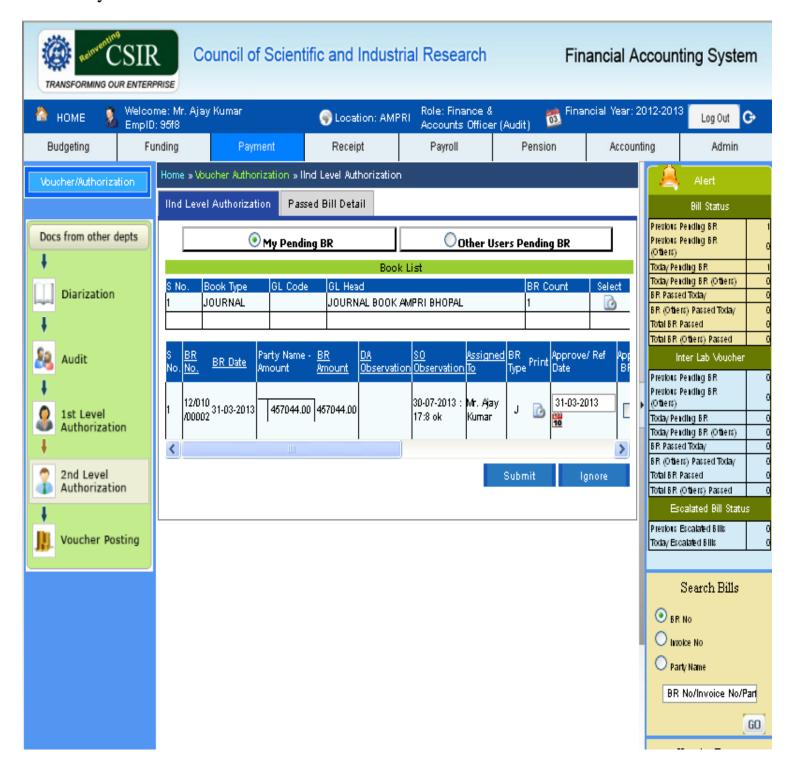


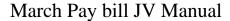




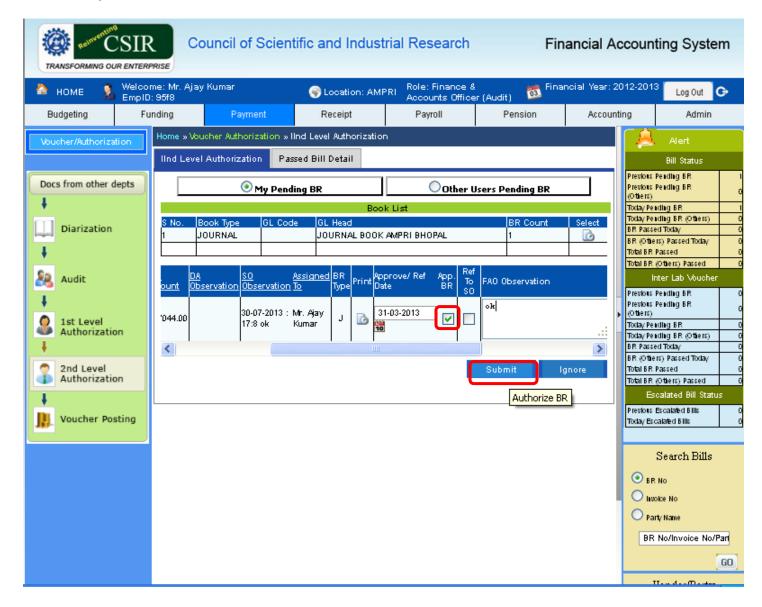


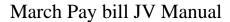




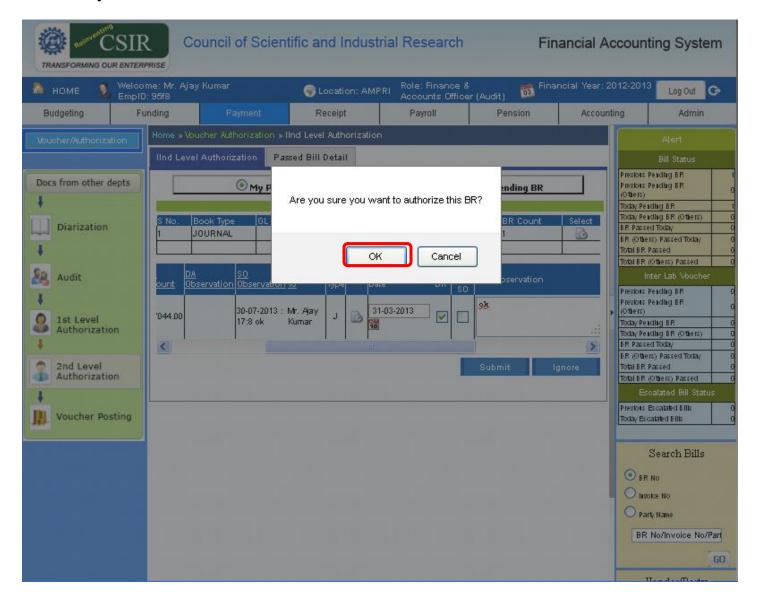




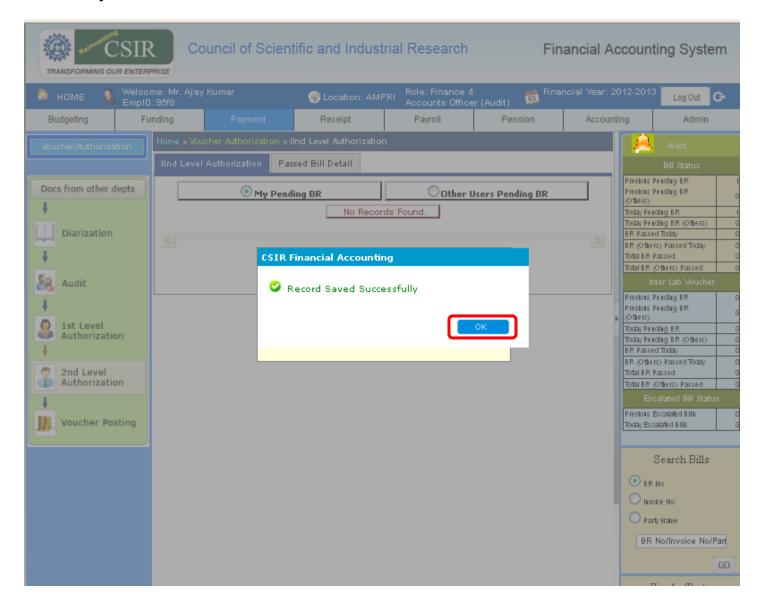










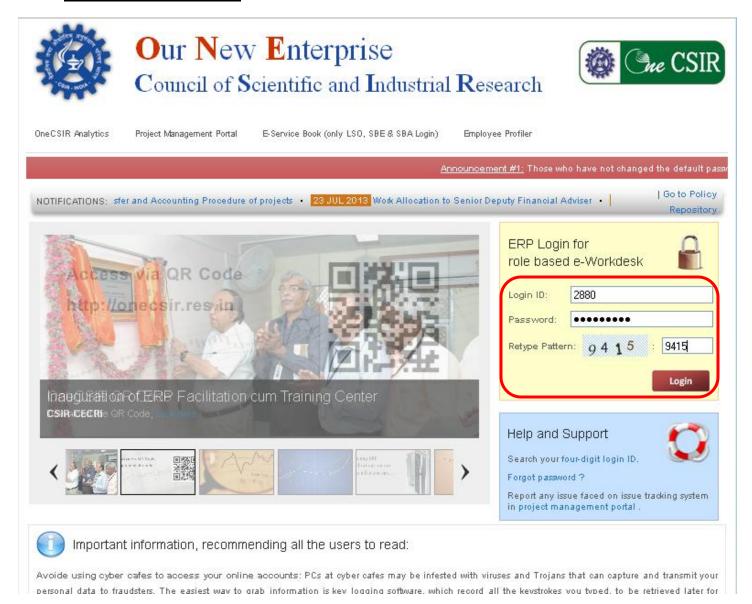


Now the JV was passed from FAO so the actual salary pay bill is in pending list at Diarist(Audit) level. Here onwards you do need to select the last financial year as 2012-13, this will be posted in the current financial year.

Change the BR date as 1-Apr-2013 at Diarist (Audit) level.



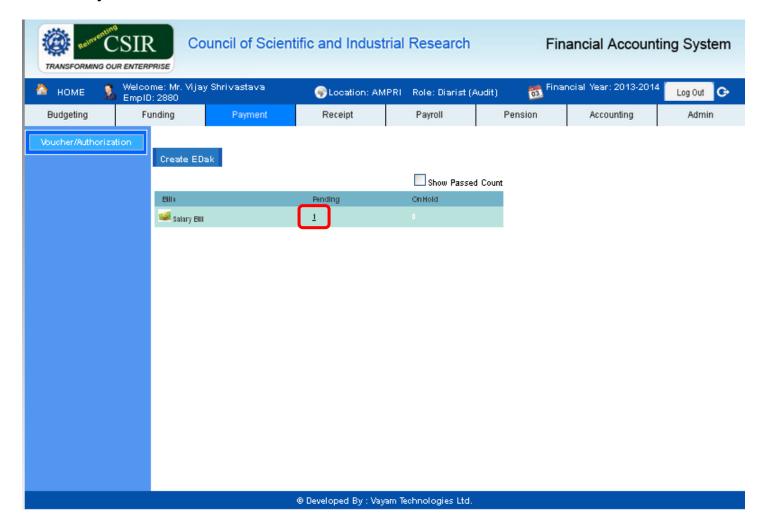
Login as Diarist (Audit)

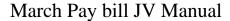




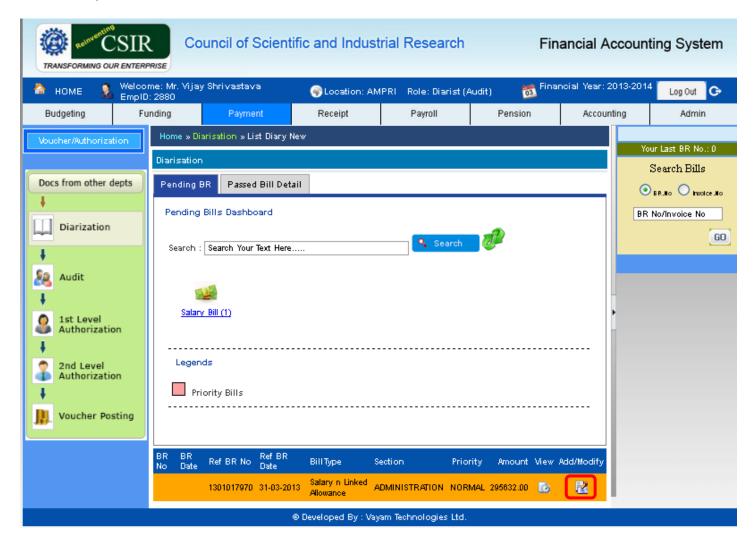


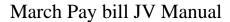




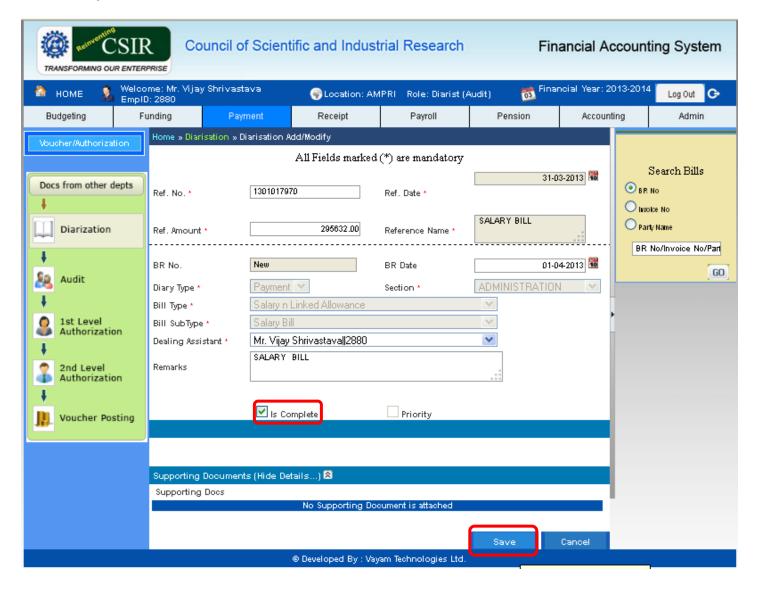


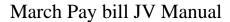




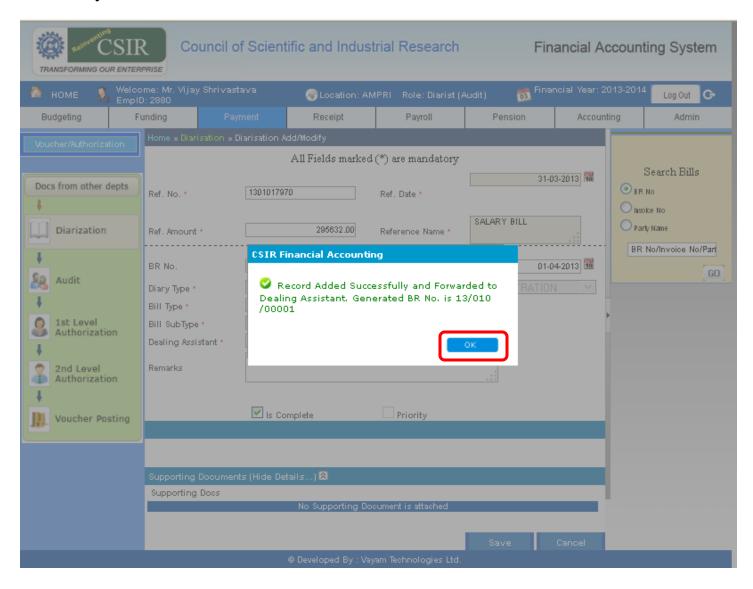






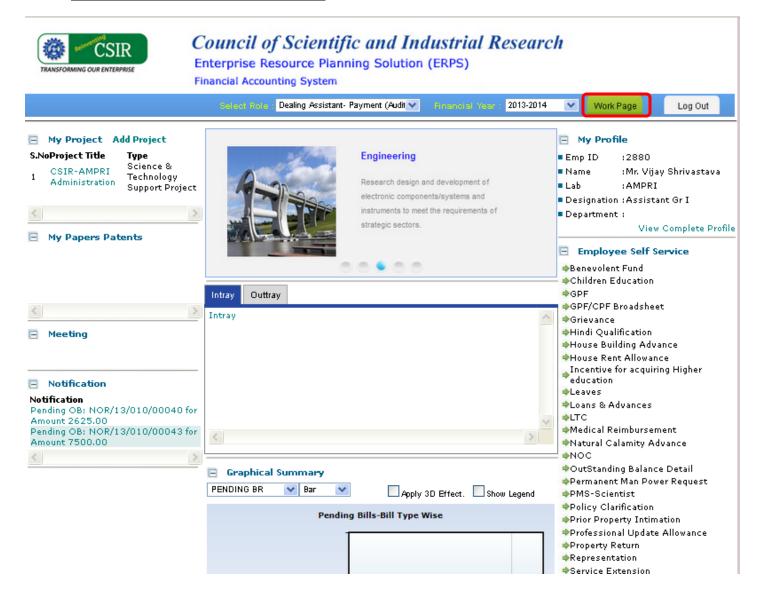




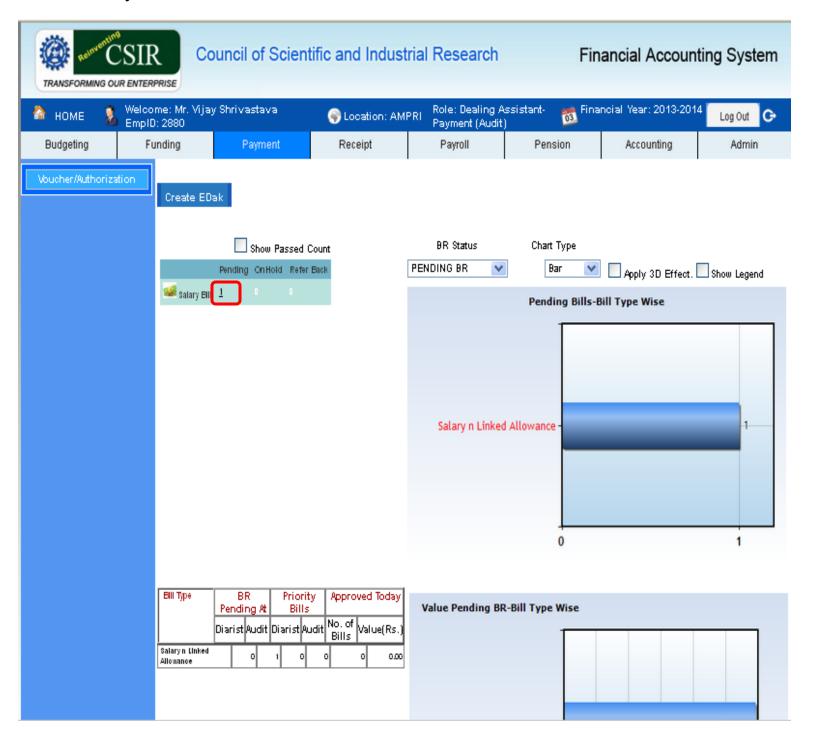




Login as Dealing Assistant (Audit)



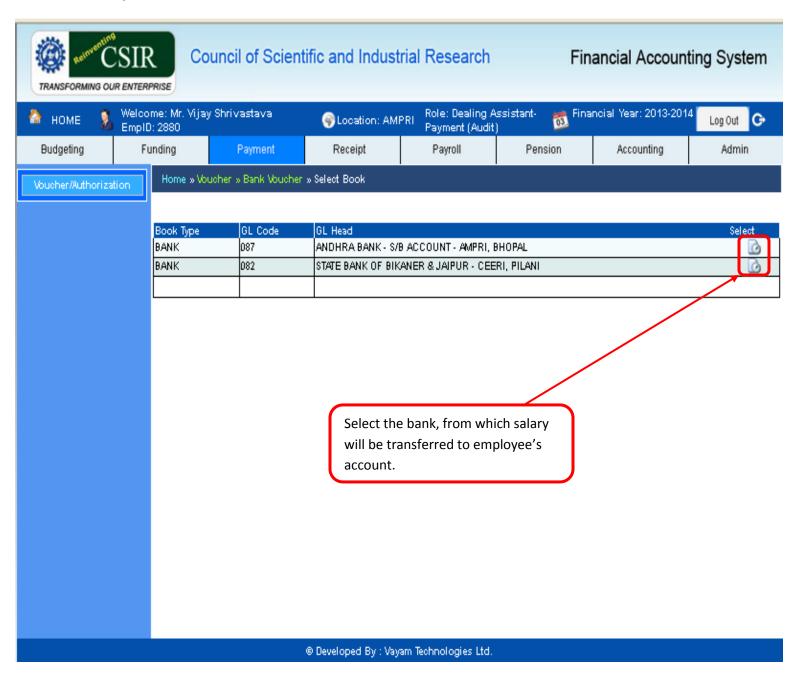




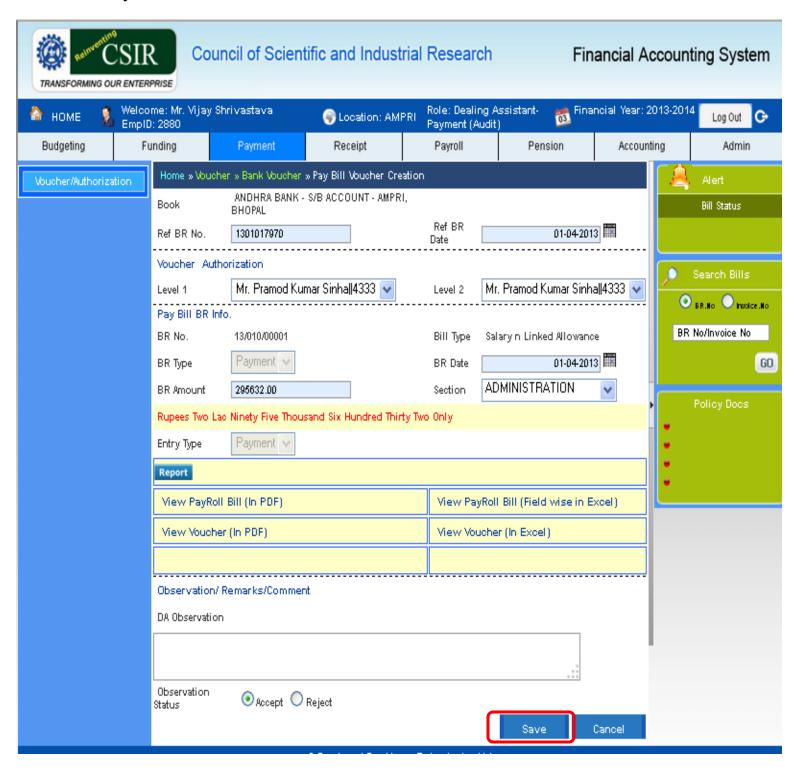


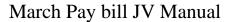




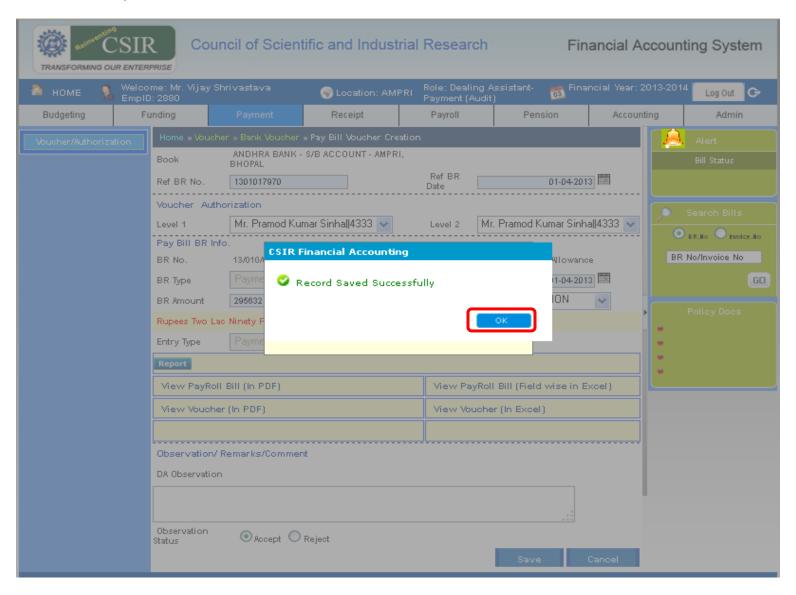






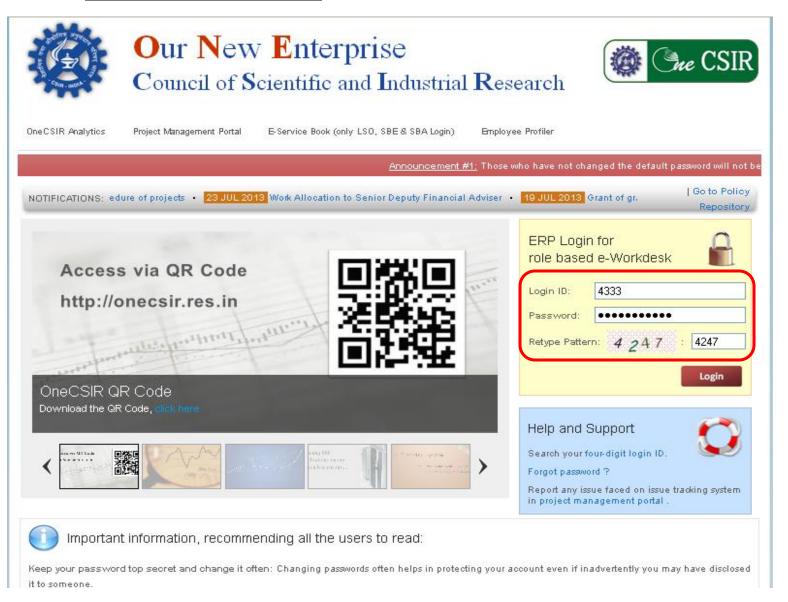




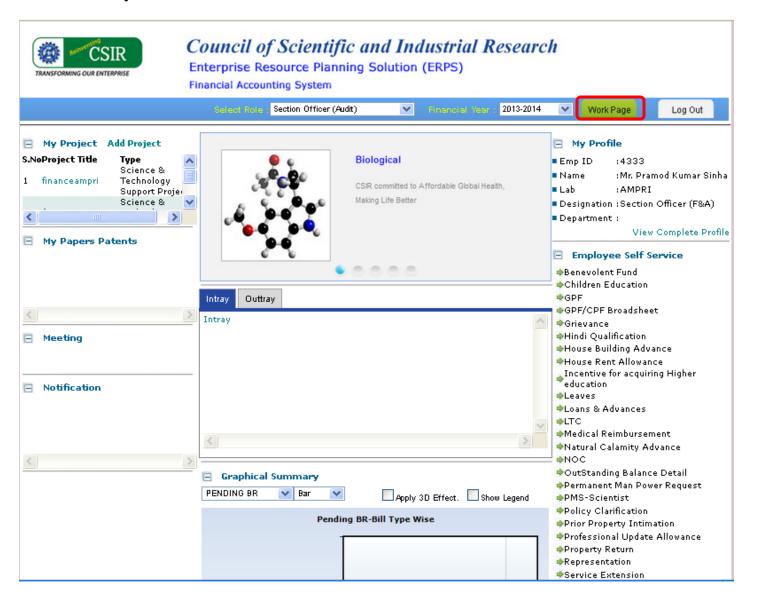




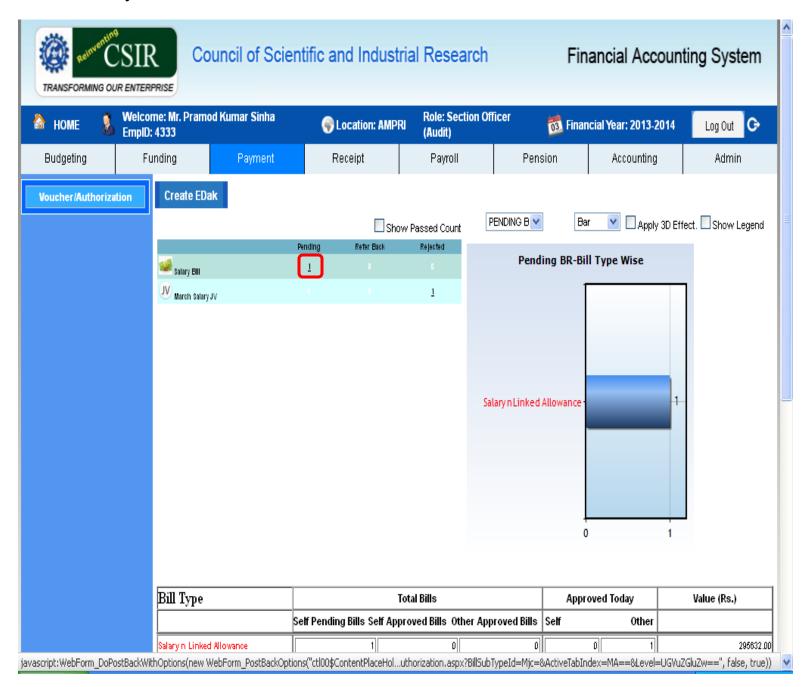
Login as Section Officer (Audit)



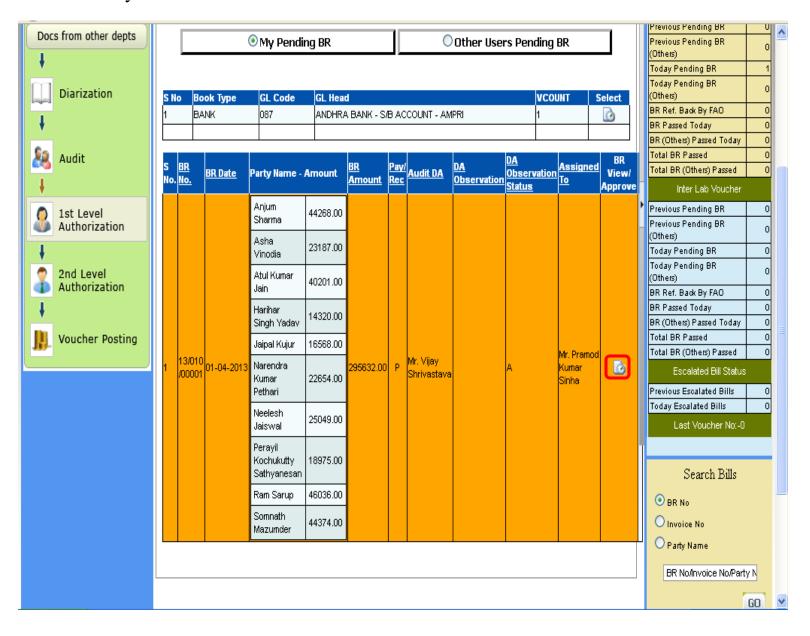




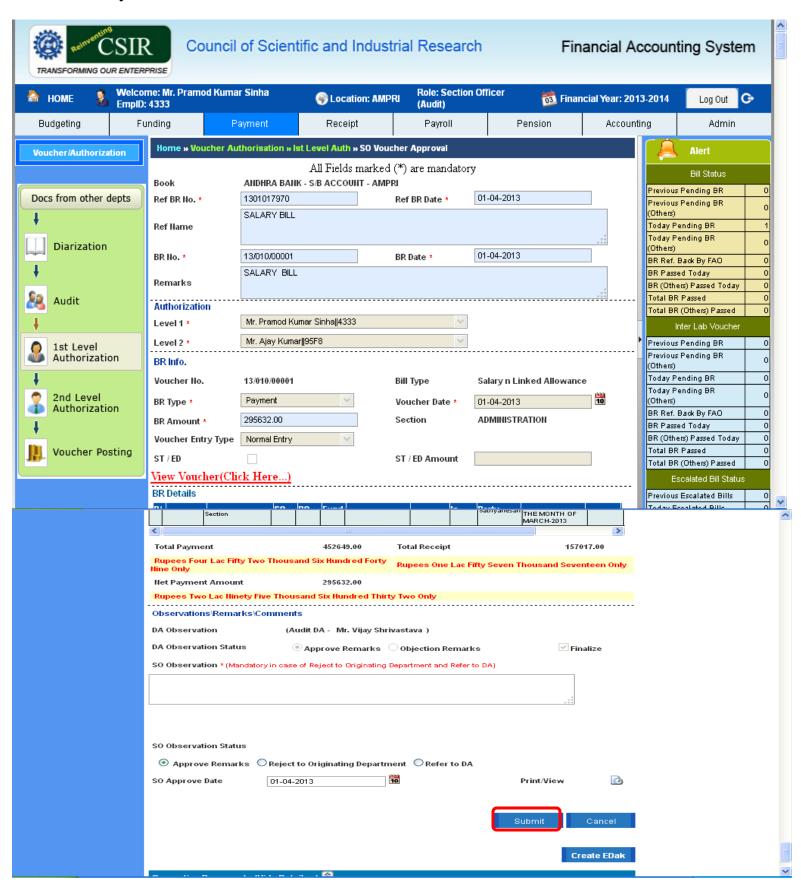


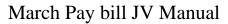




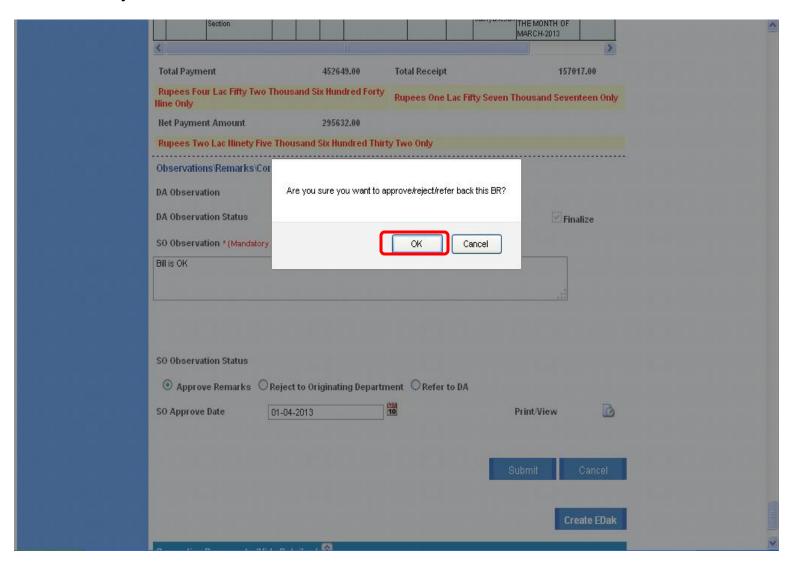


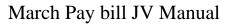




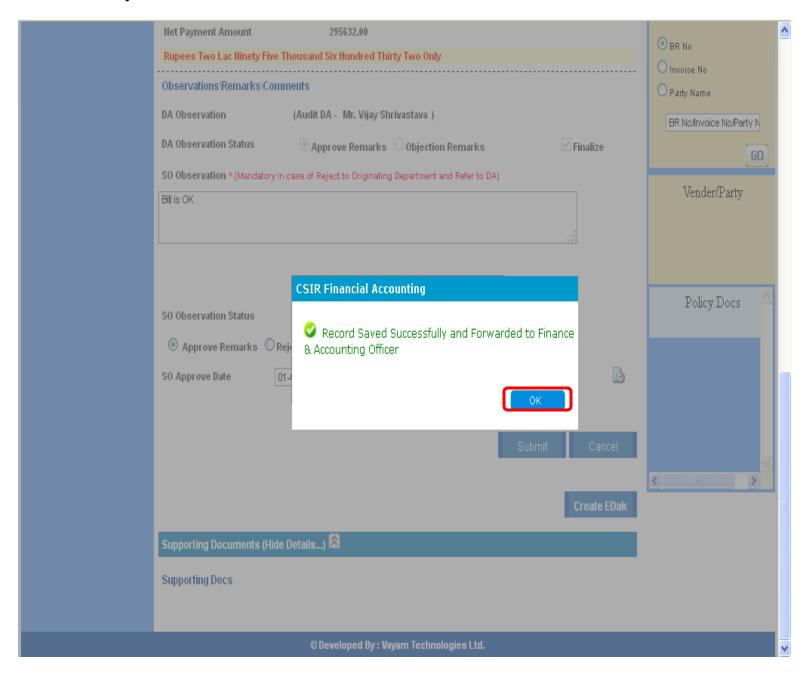














Login as Finance and Account Officer (Audit)



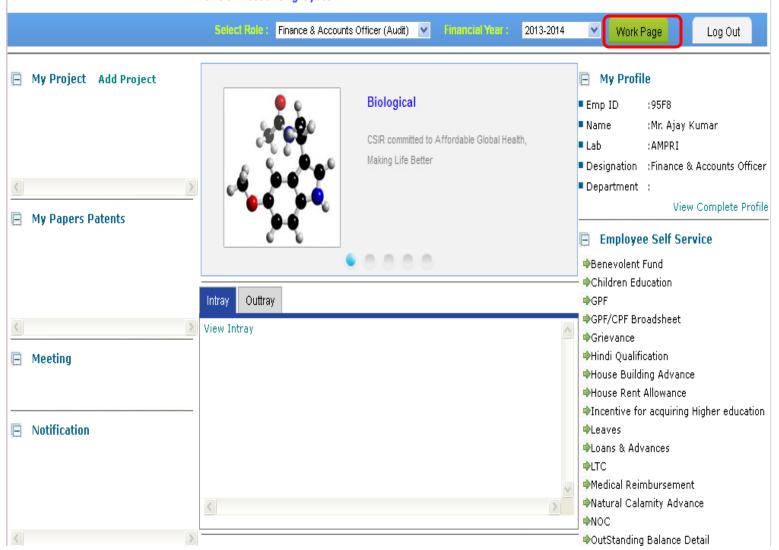




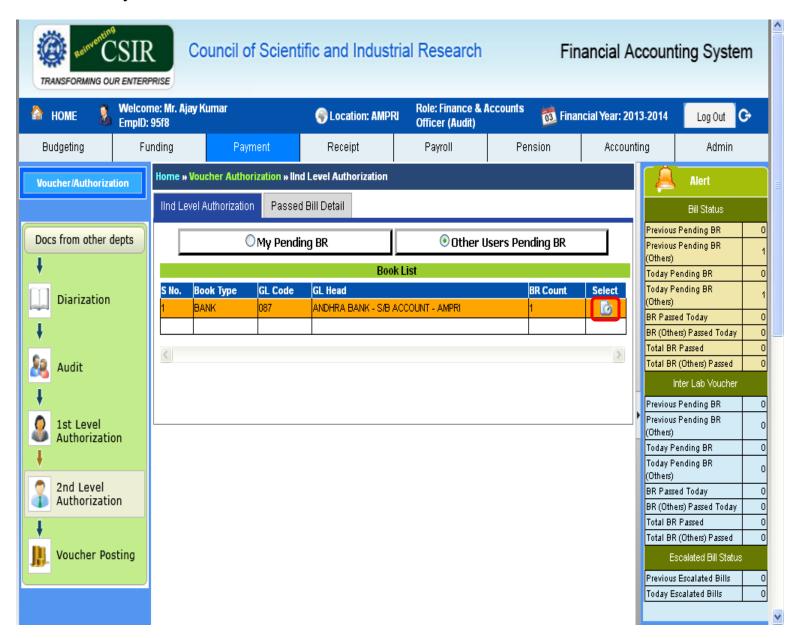
Council of Scientific and Industrial Research

Enterprise Resource Planning Solution (ERPS)

Financial Accounting System



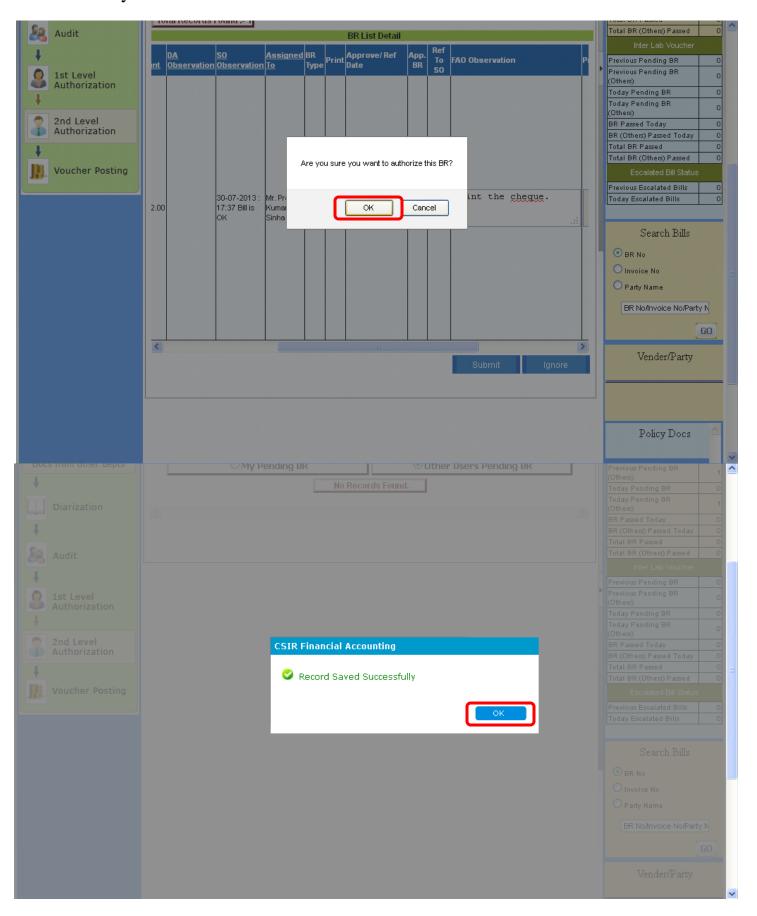










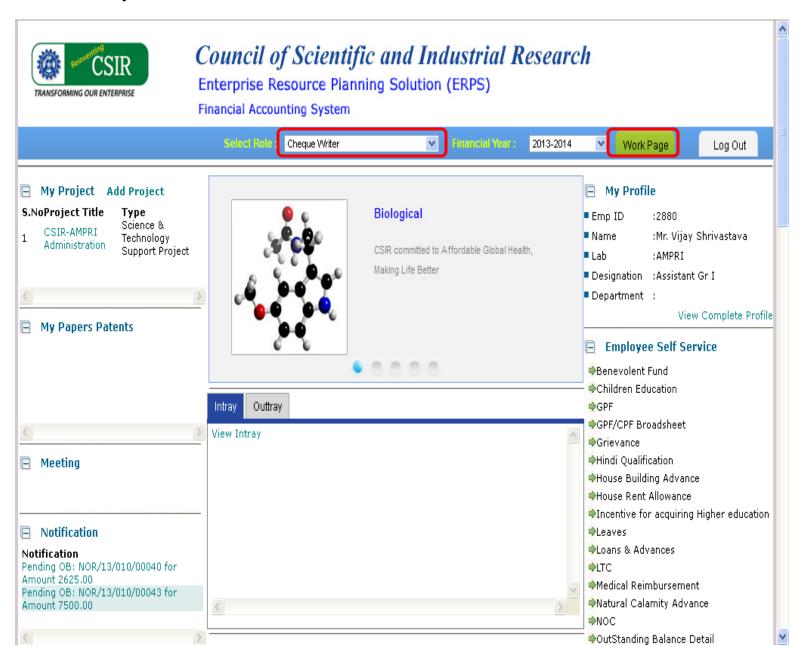




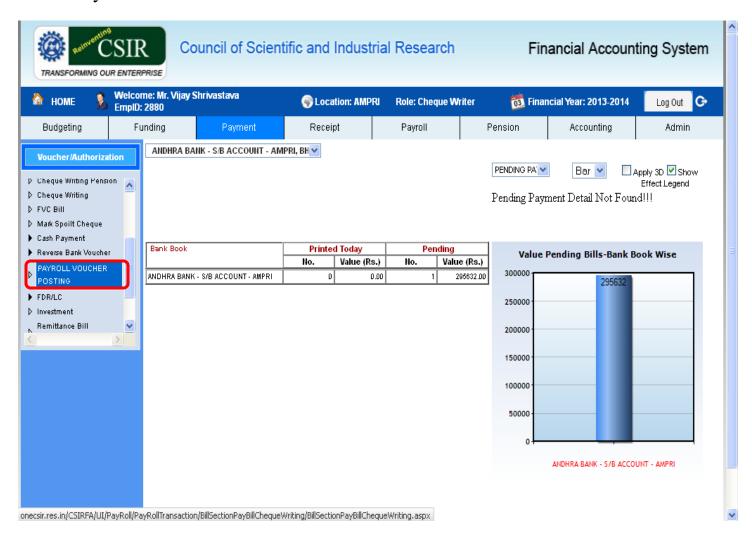
Login as Cheque Writer



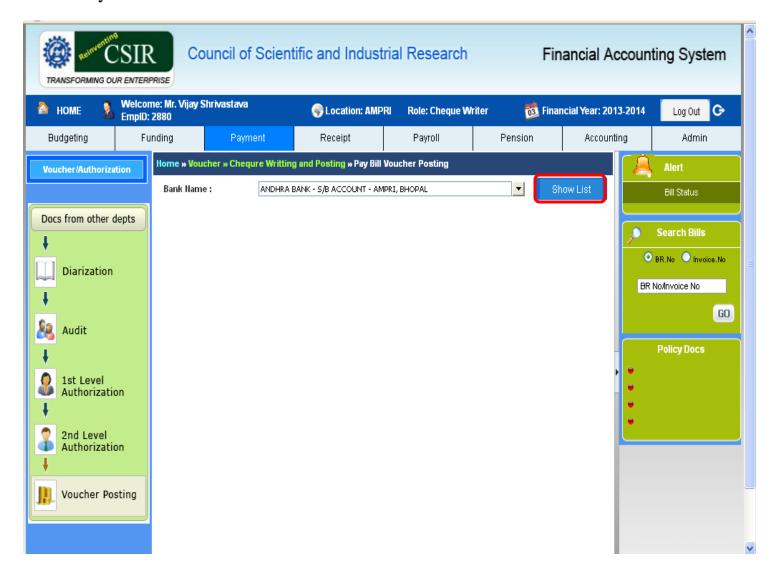


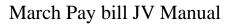




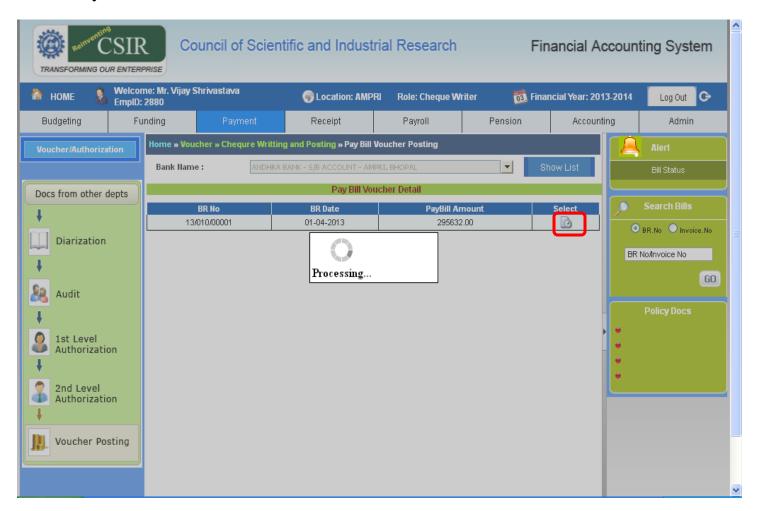




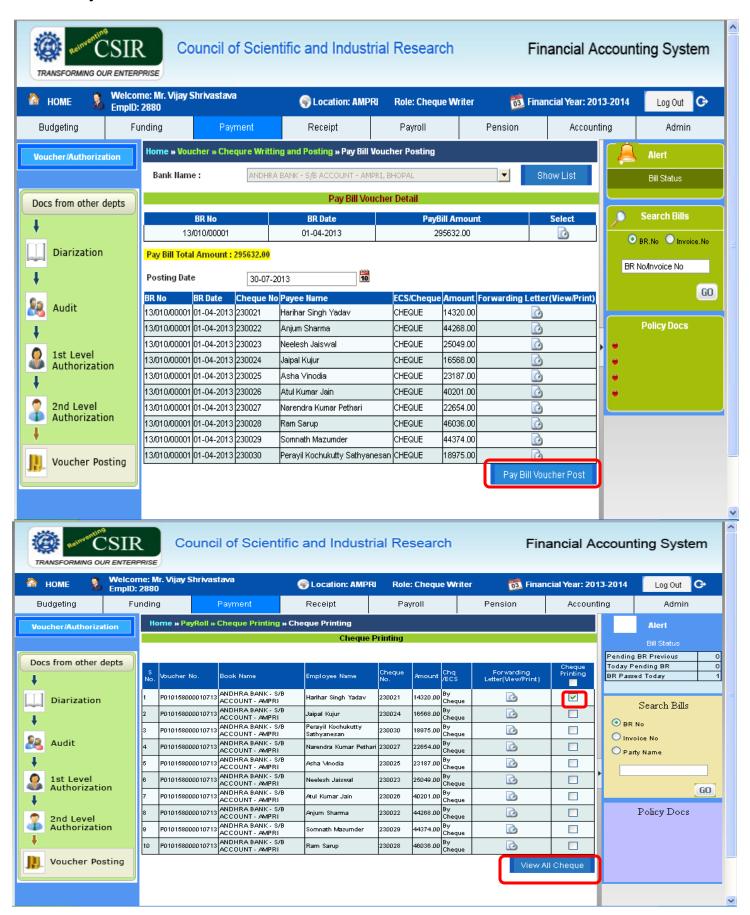














SO (Bill) rejects the JV to DA (Bill)

Login as SO(Bill)





