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पत्रांक-e.gov/CFMS-09/2018.....

862-9

सेवा में,

अपर मुख्य सचिव/प्रधान सचिव/सचिव,
सभी विभाग, बिहार, पटना।
सभी प्रमंडलीय आयुक्त, बिहार।
सभी पुलिस महानिरीक्षक/उप महानिरीक्षक, बिहार।
सभी जिला पदाधिकारी, बिहार।
सभी पुलिस अधीक्षक, बिहार।
सभी कोषागार पदाधिकारी, बिहार।

पटना, दिनांक 24/10/19.....

विषय :- CFMS प्रणाली के अंतर्गत वेतन भुगतान की व्यवस्था Salary 2.0 Version द्वारा करने के संबंध में।

महाशय,

उपर्युक्त विषय के संबंध में कहना है कि दिनांक-01.04.2019 से राज्य सरकार के संपूर्ण वित्तीय कार्यों को पूर्णतः ऑनलाइन करने हेतु CTMIS के स्थान पर CFMS का क्रियान्वयन किया गया है। CFMS प्रणाली के लागू होने के उपरांत सभी राज्य कर्मियों का वेतन भुगतान CFMS के माध्यम से किया जा रहा है। CFMS प्रणाली से वेतन भुगतान के क्रम में कई प्रकार की समस्याएँ दृष्टिगोचर हुई हैं, जिसके निदान के संबंध में वित्त विभाग द्वारा समय-समय पर मार्गदर्शक निदेश निर्गत किये गये हैं। CFMS प्रणाली के माध्यम से वेतन भुगतान से संबंधित समस्याओं की सम्यक् विवेचना के उपरांत इसके निराकरण हेतु वित्त विभागीय निदेश पर CFMS में Salary 2.0 Version लागू किया गया है, इसके माध्यम से सभी राज्य कर्मियों का वेतन भुगतान किया जाना है। CFMS प्रणाली में Salary 2.0 Version में निम्नांकित व्यवस्था को लागू किया गया है :-

1. Employee का वेतन विपत्र किसके स्तर पर लंबित है, उसका Detail Status उसके कार्यालय के Maker एवं Checker के Task List से देखा जा सकता है।
2. Pay Bill बनाते समय Employee का PayBill को Stop करने का Provision Maker के स्तर पर किया जा सकता है।
3. User Interface को Improve किया गया है।
4. Allotment का Deduction, Approver द्वारा PayBill के अंतिम निष्पादन के बाद ही होगा।

वर्तमान में CFMS में वेतन विपत्र से संबंधित दृष्टिगत समस्याओं का निदान कर दिया गया है, इसके बावजूद भी कोई समस्या उत्पन्न होती है तो वित्त विभाग को अवगत कराया जाय। वेतन भुगतान से संबंधित Standard Operating Procedure (SOP) Document संलग्न है। CFMS Portal से भी इसे Download किया जा सकता है।

अनुसंग-यथोक्त।

विश्वासभाजन,

(एस० सिद्धार्थ)
प्रधान सचिव।

ज्ञापांक- e.gov/CFMS-09/2018.....

8629

दिनांक-

24/10/19

प्रतिलिपि- प्रधान सचिव, राज्यपाल सचिवालय, बिहार/सचिव, बिहार विधान सभा/विधान परिषद्/बिहार लोक सेवा आयोग/महानिबंधक, पटना उच्च न्यायालय, पटना को सूचना एवं आवश्यक कार्रवाई हेतु प्रेषित ।

(उदयन मिश्रा)

संयुक्त सचिव ।

ज्ञापांक- e.gov/CFMS-09/2018.....

8629

दिनांक-

24/10/19

प्रतिलिपि- माननीय उप मुख्य (वित्त) मंत्री, बिहार के आप्त सचिव/मुख्य सचिव के आप्त सचिव/विकास आयुक्त के आप्त सचिव, बिहार, पटना को सूचनार्थ प्रेषित ।

बिहार सरकार
कृषि विभाग

(उदयन मिश्रा)

ज्ञापांक-3/कृ०-बजट-विविध-23/2016 (खण्ड-क) 3742/कृ०, पटना, दिनांक-11-11-2019

Fax/Mail

प्रतिलिपि :-कृषि निदेशक, बिहार पटना/ निदेशक, उद्यान/भूमि संरक्षण/ पी०पी०एम०/अपर निदेशक (शष्प), कृषि निदेशालय, बिहार, पटना/सभी प्रमंडलीय संयुक्त निदेशक (शष्प)/संयुक्त निदेशक (कृषि अभियंत्रण), बिहार, पटना/ संयुक्त निदेशक (कृषि अभियंत्रण), कर्मशाला, पटना/निदेशक, बीज प्रमाणन एजेंसी/प्रबंध निदेशक, बिहार राज्य बीज निगम/बिहार राज्य कृषि उद्योग विकास निगम/संयुक्त निदेशक (कृषि अभियंत्रण), पोस्ट हार्वेस्ट, बिहार, पटना/ संयुक्त निदेशक (पौ०सं०), बिहार, पटना/संयुक्त कृषि निदेशक-सह-नियंत्रक, माप एवं तौल, बिहार, पटना/संयुक्त निदेशक (रसायन), गुण नियंत्रण/ मिट्टी जाँच प्रयोगशाला, बिहार, पटना/नियंत्रक, बिहार कृषि विश्वविद्यालय, सबौर, भागलपुर/ नियंत्रक, डॉ० राजेन्द्र प्रसाद केन्द्रीय कृषि विश्वविद्यालय, पूसा, समस्तीपुर/ सभी जिला कृषि पदाधिकारी / सभी अनुमंडल कृषि पदाधिकारी/उप निदेशक (शष्प) शिक्षा, बिहार, पटना/ उप निदेशक (शष्प) बीज निरीक्षण बिहार, पटना/उप निदेशक (शष्प) बीज विश्लेषण बिहार, पटना/उप निदेशक (शष्प) तेलहन बिहार, पटना/उप निदेशक (शष्प) सूचना बिहार, पटना/उप निदेशक (शष्प) पाट कृषि निदेशालय बिहार, पटना/उप निदेशक (कम्पोस्ट), बिहार, पटना/सभी उप निदेशक (पौधा संरक्षण)/सभी उप निदेशक (शष्प), प्रक्षेत्र/उप निदेशक (शष्प) टाल दियासा चौड़ विकास, बिहार, पटना/उप कृषि निदेशक- सह- संयुक्त नियंत्रक, माप-तौल, पटना/ मुजफ्फरपुर /भागलपुर/उप निदेशक (कृषि अभियंत्रण), कृषि अभियंत्रण कर्मशाला, पटना/सभी सहायक निदेशक (रसायन), मिट्टी जाँच प्रयोगशाला/सभी सहायक निदेशक (शष्प), बीज विश्लेषण प्रयोगशाला/सभी सहायक निदेशक, (पौधा संरक्षण)/सभी सहायक कृषि निदेशक-सह-उप नियंत्रक, माप तौल/मुख्य लेखा पदाधिकारी, कृषि विभाग/निकासी एवं व्ययन पदाधिकारी, कृषि विभाग/कृषि निदेशालय, बिहार, पटना को वित्त विभाग, बिहार, पटना का पत्रांक:-e.gov/CFMS-09/2018-8629 दिनांक:-24.10.2019 के प्रसंग में सूचनार्थ एवं अनुपालन हेतु प्रेषित ।

विश्वासभाजन

(प्रभु राम)

निदेशक प्रशासन-सह-अपर सचिव
कृषि विभाग, बिहार, पटना ।

ज्ञापांक- 3742

/कृ०, पटना, दिनांक: - 11-11-2019

प्रतिलिपि :- उप निदेशक (शष्प) सूचना/आई-टी० मैनेजर, कृषि विभाग, बिहार, पटना को विभागीय वेबसाईट पर डालने एवं संबंधित पदाधिकारी को ई-मेल भेजने हेतु प्रेषित ।

निदेशक प्रशासन-सह-अपर सचिव
कृषि विभाग, बिहार, पटना ।

Standard Operating Procedure

Salary Generation Process Steps to follow:-

1. Go to "Bill Maker/Checker activity" and Click on "Regular Monthly Salary Bill" menu link. Below Screen will be displayed. Please read the instructions properly as mentioned on the screen.

The screenshot shows the 'Payroll' screen in the FMS Comprehensive Financial Management System. The header includes the FMS logo and the text 'Comprehensive Financial Management System'. Below the header, there are fields for 'Department Information', 'Office Name', 'Head of Account', 'Year', and 'Month'. A 'Select Groups' button is visible. The main content area contains a list of instructions in Hindi for generating the salary bill. The instructions are as follows:

1. ग्रुप को, महीने और वर्ष का चयन करें। Select Groups करने पर लिंक को।
2. Group में कर्मचारी की संख्या, कर्मचारी योग की संख्या और ऑन रिपोर्ट की जाँच करें। यदि आवश्यक हो तो No. of Employees Eligible द्वारा पारित या लिंक करने कर्मचारी का चयन करें।
3. कर्मचारी पर लिंक करने के लिए Group का चयन करें जिसके लिए वेतन मिल सकता है।
4. यदि आप वर्तमान समूह के लिए चयन करने के लिए सुनिश्चित हैं तो 'Generate Payroll' बटन पर क्लिक करें।
5. यदि आप जो भी कर्मचारी का चयन कर रहे हैं, हर कर्मचारी के लिए जाँच सुनिश्चित करें।
6. यदि आप सुनिश्चित हैं कि सभी कर्मचारी डेटा सही है, तो 'Finalize Payroll' बटन पर क्लिक करें।
7. सुनिश्चित करें कि सभी कर्मचारी डेटा सही है, तो 'Finalize Payroll' बटन पर क्लिक करें।
8. यदि आप 'अनुमोदन' को 'Payroll' अप्रोव करें।

Below the instructions, there is a 'Steps to follow' section with the following steps:

1. Select Head Of Account, Month and Year. Click on select Groups Button.
2. Verify No. of Employees in Group, No. Of Employees Eligible and check Report. If required stop salary of Employee(s) by clicking on No. of Employees Eligible hyperlink.
3. Select groups by clicking on checkboxes for which Pay bill will be generated.
4. If you are sure to Generate Pay bill of selected groups then click on Generate Pay Bill Button.
5. Monthly salary of employees if applicable. Make sure to check for every employee.
6. If you are sure that all employees data are correct then click on Finalize Pay Bill Button or cancel Pay bill.
7. Please check all data regarding allotment, Bill Amount etc.
8. Forward bill to Checker Approver.

The footer of the screen displays 'All Rights Reserved by Finance Department, Govt of Bihar' and 'TATA CONSULTANCY SERVICES'.

Figure 1 : Sample Screen for Generate Salary Bill and Instructions

2. Select the Head of Account, Year and Month and Click on Select Groups button. A Confirmation Box will be shown on screen to confirm that "Instructions as mentioned on the screen is been read properly." Click on "Yes" if you have read the instructions, "No" incase not read. Read the instructions properly and then again click on Select Groups button.

The screenshot shows the 'Payroll' screen in the FMS Comprehensive Financial Management System, similar to Figure 1. However, a confirmation box is displayed over the instructions. The confirmation box contains the text: "Instructions as mentioned on the screen is been read properly." Below this text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted, indicating it is the correct response to proceed. The background of the screen is slightly dimmed due to the confirmation box.

Figure 2 : Sample Screen for Generate Salary Bill and Confirmation for Instructions

3. Check the below Informations as shown in the screen against each group carefully.

- No. of Employees in the group
- No. of Employees eligible for Salary generation in the group
- No. of Employees not eligible for salary generation in the group.
- For details of the employee status in the group, please click on generate report button.

In case if you want to stop salary for any Employee at this stage, Please click on the hyperlink "No. of Employee Eligible" as shown in below screen. A screen will open as shown in figure no. 4.

The screenshot shows the 'Pay Bill' screen in the FMS system. It includes a header with the FMS logo and navigation links. The main area contains a table for group selection. The table has the following columns: Group Code, Group Name, No. of Employees in Group, No. of Employees Eligible, and No. of Employees Not Eligible. Below the table, there is a 'Generate Salary Bill' button. The footer includes the text 'All Rights Reserved by Finance Department, Govt of Bihar' and 'TATA CONSULTANCY SERVICES'.

Figure 3 : Sample Screen for Generate Salary Bill for Group selection and Eligibility Report

4. Click on the check box as shown in below screen to stop salary against any employee. You can also uncheck the box in case wrongly selected and you want to initiate the salary for the particular employee. Click on the back button to go back to last screen.

The screenshot shows the 'Stop Employee's Salary' screen in the FMS system. It includes a header with the FMS logo and navigation links. The main area contains a table with the following columns: Employee ID, Employee Name, and a checkbox for stopping salary. Below the table, there is a 'Back' button. The footer includes the text 'All Rights Reserved by Finance Department, Govt of Bihar' and 'TATA CONSULTANCY SERVICES'.

Figure 4 : Sample Screen for Stop Salary Bill for an Employee

5. Click on the "Initiate Pay Bill" button as shown in figure no. 3, below screen will be shown. Employees whose salary to be generated will be shown in grid as shown in below screen.

[illegible]

Figure 5 : Sample Screen for Pay Details of Employees

6. Click on the "View" hyperlink button as shown in figure no. 5 against an employee, below screen will be shown.

Following actions may be taken:-

- i. Enter manual Bill No. (if any)
- ii. Modify salary details of any employee (if needed).
- iii. Change no. of Days if Salary needs to disbursed for lesser no. of days (if needed).
- iv. Select Loan Id and no. of EMI to be deducted against any employee (if any).

Click on the back button on the screen to go back to the previous screen as shown in figure no. 5

Employee Salary Details		Office	Financial Year 2013-2014	Date Filed:	City/Town	User Manual
Employee Detail :						
Employee Name :	SANTOSH KUMAR PANDEY	No. Of Days :	31			
Earning Details (a) :						
Earning Components	Last Salary Amount	Current Month Salary				
Basic Pay Band Pay	₹ 12,200	₹ 27,300				
Gross Pay						
Deductions Allowance	₹ 3,244	₹ 3,244				
House Rent Allowance	₹ 1,099	₹ 1,099				
Medical Allowance	₹ 1,442	₹ 1,442				
Other Allowance						
Total Earnings	₹ 1,442	₹ 1,442				
Deduction Heads (b) :						
Deduction Components	Last Month Deduction Amount	Current Month Deduction Amount				
House Rent Deduction Current & Past		₹ 300				
Income Tax - 1 (Self) + Concessional		₹ 0				
CPS concessional employee		₹ 1,110				
Professional Tax		₹ 0				
GST State Govt Employee		₹ 30				
Loan Recovery Details (c) :						
HR id Description	Last Month Recovery Amount	Current Month Recovery Amount	Regular EMIs	CHSIS Loan ID	No. of LMR to be deducted	
Recovery From Employee Salary Details						
Components	Last Recovery Amount	Current Recovery Amount	Status			
Paid on Against Salary Pay			N/A			
Paid on Against Salary			N/A			
Paid on Against Salary			N/A			
Paid on Against Salary			N/A			

Figure 6 : Sample Screen for Pay Details of Employees

7. Click on the "Finalize Pay Bill" button as shown in figure no. 7 in below screen.

fms Comprehensive Financial Management System

Employee ID	Name	Designation	Salary	Deductions	Net Salary
1000001	RAJESH KUMAR	SAFARI CLERK	54,240	0	54,240
1000002	RAJESH KUMAR	SAFARI CLERK	54,240	0	54,240
1000003	RAJESH KUMAR	SAFARI CLERK	54,240	0	54,240
1000004	RAJESH KUMAR	SAFARI CLERK	54,240	0	54,240
1000005	RAJESH KUMAR	SAFARI CLERK	54,240	0	54,240

Please Confirm

Are you sure you want to generate the pay bill for the month of June 2019?

Total Gross Earning: 2,42,406
Total Net Earning: 2,23,634

Next Assignment to: Assigned to: [Name]
Remarks: [Remarks]

Buttons: Finalize Pay Bill, Cancel, Print Report

Figure 7 : Sample Screen for Finalizing the Bill

8. Below confirmation Pop up message box will be shown on the screen. Please read carefully and click on each check box if you comply the same to proceed further. In Case if you do not comply any of the item, Please click on No button and go the previous screen. If you click on the Yes button, Bill will be finalized and screen will be shown as shown in figure no. 9 and 10.

Following actions may be taken:-

- Allotment deductions will take place and the Allotments deducted from each head will be shown on screen.
- System generated Bill reference number, Bill Date, Gross Earning, Deduction, Net Amount of Bill and Status will be shown.
- Applicable Schedules will be shown. User may click on the schedules hyperlink to check the details.

fms Comprehensive Financial Management System

Employee ID	Name	Designation	Salary	Deductions	Net Salary
1000001	RAJESH KUMAR	SAFARI CLERK	54,240	0	54,240
1000002	RAJESH KUMAR	SAFARI CLERK	54,240	0	54,240
1000003	RAJESH KUMAR	SAFARI CLERK	54,240	0	54,240
1000004	RAJESH KUMAR	SAFARI CLERK	54,240	0	54,240
1000005	RAJESH KUMAR	SAFARI CLERK	54,240	0	54,240

Please Confirm

Are you sure you want to generate the pay bill for the month of June 2019?

Total Gross Earning: 2,42,406
Total Net Earning: 2,23,634

Next Assignment to: Assigned to: [Name]
Remarks: [Remarks]

Buttons: Finalize Pay Bill, Cancel, Print Report

Figure 8 : Sample Screen for Confirmation box for Finalizing the Bill

Home My Profile Workbooks Logout

Comprehensive Financial Management System

Office Monthly Salary Worksheet (Bill Generated including Field Details)

Pay Bill: Has been successfully generated for 3 groups with bill reference number: 2019051502083

Department Information

Office Name: Head of Account: Month:

Pay Details

Manual Bill Number: Request Number:

Employee ID	Group	Name	Grade	Current Month	Current Month	Current Month	Current Month	Current Month	No. of Days	Is Suspended	Details	Attendance
10000001	10000001	SHARIF ALHAKIM	10000001	10000001	10000001	10000001	10000001	10000001	31	No	Details	Attendance
10000002	10000002	SHARIF ALHAKIM	10000002	10000002	10000002	10000002	10000002	10000002	31	No	Details	Attendance
10000003	10000003	SHARIF ALHAKIM	10000003	10000003	10000003	10000003	10000003	10000003	31	No	Details	Attendance

Head Details

Head of Account:

Sub Detail Head	Description	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure
10000001	10000001	10000001	10000001	10000001	10000001	10000001	10000001	10000001	10000001	10000001	10000001	10000001

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Figure 9 : Sample Screen of Finalized Bill

Home My Profile Workbooks Logout

Comprehensive Financial Management System

Office Monthly Salary Worksheet (Bill Generated including Field Details)

Head of Account:

Sub Detail Head	Description	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure
10000001	10000001	10000001	10000001	10000001	10000001	10000001	10000001	10000001	10000001	10000001	10000001	10000001

Bill Reference Number: Bill Date: Gross Credit: Gross Deduction: Net Paying:

Applicable Schemes

1. 2. 3. 4.

Generate Report

Print

Cancel

Head Assignment to:

Remarks:

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Figure 10 : Sample Screen of Finalized Bill

9. If user still need to modify the salary of any employee after finalizing the Pay Bill, user need to click on the modify Salary button as shown in below figure. User will be navigated back to the screen as shown in Figure 7. User will modify the salary details against an employee wherever required. User will click on again on Finalize Pay Bill button.

Bill Reference Number	Bill Date	Gross Earning	Gross Deduction	Net Earning	Status
20190820000418	2019-08-20 10:50:02 AM	7,42,818	2,33,280	5,09,538	Bill is not yet finalized

Applicable Schedules

- 1. Schedule of Income Tax Deducted at Source (TDS) for Employees (TDS)
- 2. Schedule of PF & Employees Contribution
- 3. Schedule of GDS State
- 4. Schedule of GDS Central Government Employees
- 5. Schedule for GPF & Reserve State

Buttons: Generate Report, Modify Salary, Pay Bill, Cancel

Next Assignment to: Assigned to: Search

Figure 11 : Sample Screen of Modify Salary

10. If user need to cancel the Bill, Click on the Cancel button, A Cancel Pop up Box will open. Please select the reason for cancellation from drop down and provide valid description for at least 20 characters to cancel the Bill.

fms Comprehensive Financial Management System

Cancel Bill

Reason for Cancellation: [Dropdown Menu]

Description: [Text Area]

Buttons: Yes, Cancel

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Figure 12 : Sample Screen of Canceling the Bill

Home My Profile Dashboard Logout

fms Comprehensive Financial Management System

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Bill Payment Receipt Transfer

Bill Number: 210001000000 Bill Date: Mon, Sep 19 12:11:47 IST 2011 Gross Salary: 2,83,498 Gross Deduction: 26,752 Net Salary: 2,56,746 Status: Initiated by Checker

Applicable Schedules

Schedule for SDA & Regular Staff

Cancel Reason

Select

All Employees are not Present in Bill
 Bill Generated for wrong month
 Bill Generated by mistake
 Forgot to enter SDA
 If an error is found in SDA Gross Salary, Gross Deduction, Net Salary
 Basic Details of Employees is not correct
 Loan Details of Employees is not correct
 Previous Details of Employees is not correct
 Incremental salary is not correct for Employees
 Basic Pay is wrong of Employees
 Need to Apply increment of Employees before generating bill
 Transferred Employees is present in Bill
 Bill Amount is not correct
 Others

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Figure 13 : Sample Screen of Canceling the Bill

11. Select the 'Assigned to' drop down and click on forward button to send the Bill to the higher authority for further processing of the Bill.

Note: - Submit to treasury of Pay Bill can be done only after 25th day of the month by Approver. However, Initialization and salary data finalization of Pay Bill can be done throughout the month at Maker/Checker and Approver level.