

Standard Operating Procedure

Recovery from Employee Salary Process Steps to follow:-

1. Go to “Employee Maintenance Maker/Checker activity” and Click on “Recovery from Employee Salary” menu link. Below Screen will be displayed. Please read the instructions properly as mentioned on the screen.

Home My Profile Worklist Logout 10 Last Login 11 OCT, 19 15:09 | Welcome Shomya Ckr

fms BIHAR Comprehensive Financial Management System

Finance Department Government of Bihar

Welcome: shomya.ckr (CRR, DDO) Office: Home Department Sibal Bhawan Treasury (Bill Preparation including Payroll Checker) Financial Year: 2019-2020 Build: 29254 Glossary User Manual Time Left: 25:03 minutes!

Recovery from Employee Salary

Employee Information

Employee ID: Employee Name: GPF/PRAN: From Date: To Date:

[View Salary Details](#) Recovery for Payee ☐ Recovery for HOA ☐

अनुसरण करने के चरण:

1. एलओवी से कर्मचारी आईडी, तिथि से, तिथि तक, Recovery for Payee या Recovery for HOA का चयन करें। Search Button पर क्लिक करें।
2. ऐड रो(Add Row) हाइपर-लिंक पर क्लिक करें।
3. Payee Id या HOA Id का चयन करें और अंतरण राशि दर्ज करें।
4. Save बटन पर क्लिक करें।
5. कृपया मेजर सूचना की जाँच करें।
6. अगर सब कुछ सही है तो परीक्षक / अनुमोदनकर्ता को अप्रेषित करें।

Steps to follow :

1. Select Employee Id from LOV, From Date, To Date, Recovery for Payee or Recovery for HOA. Click on Search Button.
2. Click on Add Row Hyper-link.
3. Select Payee Id or HOA Id and enter Transfer Amount.
4. Click on Save Button.
5. Please check Major Information.
6. If everything is correct then Forward Request to Checker/Approver.

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Figure 1 : Sample Screen for Recovery from Employee Salary and Instructions

2. Select the Employee Id from LoV. Employee Name and GPF/PRAN will be auto-populated based on selection of Employee Id from LoV. Enter From Date and To Date manually. Select radio button- Recovery for Payee or Recovery for HoA according to requirement. Read the instructions properly and then click on Search button.

Employee Id	Number	Office Code	Employee Name	Type	Flag
10854009	753963852147	PTSHOM045	RAM	Permanent	Y
10854010	784123695874	PTSHOM045	HONEY	Permanent	Y
10854067	123789456012	PTSHOM045	NAVEEN KUMAR	Permanent	Y
10854092	784536896745	PTSHOM045	VXBXC	Permanent	Y
10854093	112299334488	PTSHOM045	XYZ	Permanent	Y
10854096	999999111111	PTSHOM045	XYZ	Permanent	Y

Showing 1 to 6 of 6 entries

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Recovery from Employee Salary

Employee Information

Employee ID: Employee Name: GPF/PRAN: From Date: To Date:

[View Salary Details](#) Recovery for Payee ☐ Recovery for HOA ☐

अनुसरण करने के चरण:

1. एलओवी से कर्मचारी आईडी, तिथि से, तिथि तक, Recovery for Payee या Recovery for HOA का चयन करें। Search Button पर क्लिक करें।
2. ऐड रो(Add Row) हाइपर-लिंक पर क्लिक करें।
3. Payee Id या HOA Id का चयन करें और अंतरण राशि दर्ज करें।
4. Save बटन पर क्लिक करें।
5. कृपया मेजर सूचना की जाँच करें।
6. अगर सब कुछ सही है तो परीक्षक / अनुमोदनकर्ता को अप्रेषित करें।

Steps to follow :

1. Select Employee Id from LOV, From Date, To Date, Recovery for Payee or Recovery for HOA. Click on Search Button.
2. Click on Add Row Hyper-link.
3. Select Payee Id or HOA Id and enter Transfer Amount.
4. Click on Save Button.
5. Please check Major Information.
6. If everything is correct then Forward Request to Checker/Approver.

Figure 2 : Sample Screen for Employee Id Selection from LoV for Recovery

BIHAR
Welcome: shompa.de(OOR_000) Office: Home Department Sishai Bhavan Treasury [Bill Preparation including Paybill Checker] Financial Year: 2019-2020 Build: 23254 Glossary User Manual Time Left: 06:08 minutes!

Recovery from Employee Salary

Employee Information

Employee ID : 10854010 Employee Name : HONEY GPF/PRAN : 784123695874 From Date : 01/01/2019 To Date :

[View Salary Details](#)

Recovery for Payee ☐ Recovery for HOA ☐

Search

अनुसरण करने के चरण:

1. एलओवी से कर्मचारी आईडी, तिथि से, तिथि तक, Recovery for Payee या Recovery for HOA का चयन करें। Search Button पर क्लिक करें।
2. ऐड रोज़(Add Row) हाइपर-लिंक पर क्लिक करें।
3. Payee Id या HOA Id का चयन करें और अंतरण राशि दर्ज करें।
4. Save बटन पर क्लिक करें।
5. कृपया मेजर सूचना की जाँच करें।
6. अगर सब कुछ सही है तो परीक्षक / अनुमोदनकर्ता को अग्रप्रेषित करें।

Steps to follow :

1. Select Employee Id from LOV, From Date, To Date, Recovery for Payee or Recovery for HOA. Click on Search Button.
2. Click on Add Row Hyper-link.
3. Select Payee Id or HOA Id and enter Transfer Amount.
4. Click on Save Button.
5. Please check Major Information.
6. If everything is correct then Forward Request to Checker/Approver.

Figure 3 : Sample Screen for Date Entry for Recovery from Employee salary

BIHAR
Welcome: shompa.de(OOR_000) Office: Home Department Sishai Bhavan Treasury [Bill Preparation including Paybill Checker] Financial Year: 2019-2020 Build: 23254 Glossary User Manual Time Left: 05:24 minutes!

Recovery from Employee Salary

Employee Information

Employee ID : 10854010 Employee Name : HONEY GPF/PRAN : 784123695874 From Date : 01/01/2019 To Date : 31/10/2019

[View Salary Details](#)

Recovery for Payee ☒ Recovery for HOA ☐

Search

अनुसरण करने के चरण:

1. एलओवी से कर्मचारी आईडी, तिथि से, तिथि तक, Recovery for Payee या Recovery for HOA का चयन करें। Search Button पर क्लिक करें।
2. ऐड रोज़(Add Row) हाइपर-लिंक पर क्लिक करें।
3. Payee Id या HOA Id का चयन करें और अंतरण राशि दर्ज करें।
4. Save बटन पर क्लिक करें।
5. कृपया मेजर सूचना की जाँच करें।
6. अगर सब कुछ सही है तो परीक्षक / अनुमोदनकर्ता को अग्रप्रेषित करें।

Steps to follow :

1. Select Employee Id from LOV, From Date, To Date, Recovery for Payee or Recovery for HOA. Click on Search Button.
2. Click on Add Row Hyper-link.
3. Select Payee Id or HOA Id and enter Transfer Amount.
4. Click on Save Button.
5. Please check Major Information.
6. If everything is correct then Forward Request to Checker/Approver.

Figure 4 : Sample Screen for Selected Employee for recovery and Instructions

Employee Information

Employee ID : * 10854210 Employee Name : * HONEY GPI/PRAN : * 784123656874 From Date : * 01/01/2019 To Date : * 31/10/2019

[View Salary Details](#)

Previous Payee Details

Payee Id	Payee Name	IFSC	Bank Account Number	From Date	To Date	Monthly Recovery Amount	Total Recovery	No. Of Months	Recovered Amount
PT110052008	XVZ	SBIN0000001	1122334455	01/02/2019	31/08/2019	2000	18000	9	5000
PT110052008	XVZ	SBIN0000001	1122334455	01/01/2019	30/09/2019	2000	18000	9	14000
PT110052008	XVZ	SBIN0000001	1122334455	01/01/2019	30/09/2019	3000	24000	8	9000
PT110052008	XVZ	SBIN0000001	1122334455	01/02/2019	30/09/2019	3500	24500	7	3500
PT110052008	XVZ	SBIN0000001	1122334455	01/01/2019	31/10/2019	250	2250	9	250

Previous BT Transfer Details

Head Of Account	BT description	From Date	To Date	Monthly Recovery Amount	Total Recovery	No. Of Months	Recovered Amount
122052005000081101	Other BT	01/02/2019	31/10/2019	5300	42400	8	5300

BT Transfer Details

Head Of Account	BT description	Monthly Recovery Amount
		0

[Add New](#)

Major Information

Gross Salary Earning Amount : 63000
 Salary Deduction Amount : 8420
 Net Earning amount : 54580
 Payable amount to Head : 0
 Net Payable amount to Employee : 54580

[Save](#) [Attachment](#)

Figure 7 : Sample Screen for Entry of HoA for Recovery from Employee Salary

4. Two possibilities arises here:-

1- Recovery from Employee salary against Payee -

Select the Payee Id from LoV. Payee Name, IFSC, Bank Account Number are auto-populated on selection of payee Id. Enter monthly transfer Amount.

Showing 10 of 19 entries

INT PAYEE ID	PAYEE ID	PAYEE NAME	ACCOUNT NUMBER	IFSC
2019080215553532131549	P19916949	NEERAJ	35079252843	SBIN0011675
201808311539117784951816	Q10035517	INDIVIDUAL	1234567	SBIN0000001
201903261052458814066207	P19908758	PRADHEEP KUMAR VISHWAL	651634865168845496	SBIN0000124
2019072612223605030643242	P19916930	HONEY	68549002542	SBIN0011675
2019072612334833177383185	P19916931	RAM	95070020287	SBIN0011675
2019072617395796631832684	P19916933	SITA	15629224258	SBIN0011675
201907261752555564004305	P19916932	MOHAN	68589205887	SBIN0011675
201908091855509311845018	P19918397	NEERA SINGH	30587221486	SBIN0011675
201908091855509311845018	P19918398	NAVEEN KUMAR	1597345612	SBIN0003468
201908161213748435882190	P19918410	AJEET KUMAR	32092830884	SBIN0001213

[Select](#) [Close](#)

Payee Details

Payee Id	Payee Name	IFSC	Bank Account Number	Monthly Recovery Amount
10				0

[Add New](#)

Major Information

Gross Salary Earning Amount : 63000
 Salary Deduction Amount : 8420
 Net Earning amount : 54580
 Payable amount to Payee : 0
 Net Payable amount to Employee : 54580

[Save](#) [Attachment](#)

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Figure 8 : Sample Screen for selection of payee for recovery

2- Recovery from Employee salary against HoA -

Enter valid HoA. BT Description will be auto-populated. Enter monthly transfer Amount.

Home My Profile Worklist Logout

Finance Department Government of Bihar

Financial Year: 2019-2020 Build: 20204 Currency: INR Manual Time Left: 00:04 minutes

Recovery from Employee Salary

Employee ID: 10854010 Employee Name: HONEY GP/PRAN: 08412385674 From Date: 01/10/2019 To Date: 01/10/2019

View Salary Details

Page Id	Page Name	ISC	Bank Account Number	From Date	To Date	Monthly Recovery Amount	Total Recovery	No. Of Months	Recovered Amount
PT10052008	KVZ	SBIN0000001	1122334455	01/02/2019	31/08/2019	2500	15000	6	5000
PT10052008	KVZ	SBIN0000001	1122334455	01/01/2019	30/09/2019	2000	18000	9	14000
PT10052008	KVZ	SBIN0000001	1122334455	01/01/2019	30/09/2019	3000	24000	8	9000
PT10052008	KVZ	SBIN0000001	1122334455	01/02/2019	30/09/2019	3500	24500	7	3500
PT10052008	KVZ	SBIN0000001	1122334455	01/01/2019	31/10/2019	250	2250	9	250

Previous BT Transfer Details

Head Of Account	BT description	From Date	To Date	Monthly Recovery Amount	Total Recovery	No. Of Months	Recovered Amount
122052000000001101	Other BT	01/02/2019	31/10/2019	5300	42400	8	5300

BT Transfer Details

Head Of Account	BT description	Monthly Recovery Amount
12		0

Major Information

Gross Salary Earning Amount : 63000
Salary Deduction Amount : 6420
Net Earning amount : 56580
Payable amount to Head : 0
Net Payable amount to Employee : 56580

Save Attachment

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Figure 9 : Sample Screen for HoA entry for recovery

- If user need to cancel the recovery request, Click on the Cancel button, A Cancel Pop up Box will open. Please provide a valid description for at least 20 characters to cancel the request.

Home My Profile Worklist Logout

Finance Department Government of Bihar

Financial Year: 2019-2020 Build: 20204 Currency: INR Manual Time Left: 00:57 minutes

Recovery from Employee Salary

Employee ID: 10854010 Employee Name: HONEY GP/PRAN: 08412385674 From Date: 01/10/2019 To Date: 01/10/2019

View Salary Details

Page Id	Page Name	ISC	Bank Account Number	From Date	To Date	Monthly Recovery Amount	Total Recovery	No. Of Months	Recovered Amount
PT10052008	KVZ	SBIN0000001	1122334455	01/02/2019	31/08/2019	2500	15000	6	5000
PT10052008	KVZ	SBIN0000001	1122334455	01/01/2019	30/09/2019	2000	18000	9	14000
PT10052008	KVZ	SBIN0000001	1122334455	01/01/2019	30/09/2019	3000	24000	8	9000
PT10052008	KVZ	SBIN0000001	1122334455	01/02/2019	30/09/2019	3500	24500	7	3500
PT10052008	KVZ	SBIN0000001	1122334455	01/01/2019	31/10/2019	250	2250	9	250

Previous BT Transfer Details

Head Of Account	BT description	From Date	To Date	Monthly Recovery Amount	Total Recovery	No. Of Months	Recovered Amount
122052000000001101	Other BT	01/02/2019	31/10/2019	5300	42400	8	5300

BT Transfer Details

Head Of Account	BT description	Monthly Recovery Amount
12		0

Major Information

Gross Salary Earning Amount : 63000
Salary Deduction Amount : 6420
Net Earning amount : 56580
Payable amount to Head : 0
Net Payable amount to Employee : 56580

Save Attachment Cancel Cancel

Next Assignment to: Assigned to: [Dropdown]

Remarks: [Text Area]

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Figure 10 : Sample Screen for Cancellation of recovery request

Home My Profile Worklist Logout 10 DSC & Biometric App Last Login 11 OCT, 19 17:51 | Welcome Shomya Ckr

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Finance Department Government of Bihar

Office: Home Department School Bhawan Treasury (Bill Preparation including Paybill Checker) Financial Year: 2019-2020 Build: 29254 Glossary User Manual Time Left: 27:12 minutes

Welcome: shomya.ckr(CSR_RDO)

Recovery from Employee cancelled successfully

Recovery from Employee Salary

Employee Information

Employee ID : 10854010 Employee Name : HONEY GPI/PRAN : 184123066074 From Date : 01/10/2019 To Date : 31/10/2019

[View Salary Details](#)

Previous Payee Details

Page Id	Payee Name	BTSC	Bank Account Number	From Date	To Date	Monthly Recovery Amount	Total Recovery	No. Of Months	Recovered Amount
PT10052008	JVZ	SBIN0000001	1122334455	01/02/2019	31/08/2019	2500	15000	6	5000
PT10052008	JVZ	SBIN0000001	1122334455	01/01/2019	30/09/2019	2000	16000	8	14000
PT10052008	JVZ	SBIN0000001	1122334455	01/01/2019	30/09/2019	3000	24000	8	8000
PT10052008	JVZ	SBIN0000001	1122334455	01/02/2019	30/09/2019	3500	24500	7	3500
PT10052008	JVZ	SBIN0000001	1122334455	01/01/2019	31/10/2019	250	2250	9	250

Previous BT Transfer Details

Head Of Account	BT description	From Date	To Date	Monthly Recovery Amount	Total Recovery	No. Of Months	Recovered Amount
1220520000000081101	Other BT	01/02/2019	31/10/2019	5300	42400	8	5300

BT Transfer Details

Head Of Account	BT description	Monthly Recovery Amount
1220520000000081101	Other BT	

[Add Row](#)

Major Information

Gross Salary Earning Amount : 63000
 Salary Deduction Amount : 6420
 Net Earning amount : 56580
 Payable amount to Head : 200
 Net Payable amount to Employee : 56380

Recovery from Employee cancelled successfully

OK

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Figure 11 : Sample Screen for Successful Cancellation of recovery request

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

Home My Profile Worklist Logout 10 DSC & Biometric App Last Login 11 OCT, 19 17:51 | Welcome Shomya Ckr

fms Comprehensive Financial Management System

Finance Department Government of Bihar

Office: Home Department School Bhawan Treasury (Bill Preparation including Paybill Checker) Financial Year: 2019-2020 Build: 29254 Glossary User Manual Time Left: 21:08 minutes

Welcome: shomya.ckr(CSR_RDO)

Head Of Account	BT description	Monthly Recovery Amount
1220520000000081101	Other BT	400
2220520000000021101	Other BT	54014

BT Transfer Details

Head Of Account	BT description	Monthly Recovery Amount
1220520000000081101	Other BT	300
2220520000000021101	Other BT	200

[Add Row](#)

Major Information

Gross Salary Earning Amount : 81149
 Salary Deduction Amount : 8238
 Net Earning amount : 54914
 Payable amount to Head : 500
 Net Payable amount to Employee : 54414

Save Attachment Forward Cancel

Next Assignment to

Assigned to: Shomya Apr[Bill Preparation including Paybill Approver - Drawing and Disbursing Officer Approver (EB)]

Remarks: Please enter remarks for Forward, Send Back, Approve, Cancel and Reject

Remarks History

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Figure 12 : Sample Screen for Successful Forwarding the request to higher level

Note: - Following functionality is been given only in Approver login:

- 1. In case, any Recovery from Employee Salary against Payee or Head of Account is been approved and e-signed and user still wants to cancel such transaction**
- 2. Stop further recovery from Employee Salary for which Recovery is already being done from Salary Bill.**