

NO: DJB/DIR (F&A)/2015/

135978

DATED: 16.10.2015

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INSTRUCTIONAL ORDER

In the meeting held in the chamber of Member (Finance) on 09.10.2015, it was decided that the Pay-roll data for the month of September, 2015 should be migrated by ICSIL before 12th September, 2015. Due to non-functioning of old Pay-roll, DA arrears are not being prepared on old pay roll. Therefore, it was decided to prepare DA arrear bills manually.

Since, updation of DA is also not possible by the existing programmer in the existing Pay roll, so salary for the month of October should be prepared by all the divisions through the new Pay roll system.

Now, it has been confirmed by the EE (EDP) that training to all staff has been provided and user ID and Password have already been issued to all the divisions. Therefore, all the DDOs/AAOs are directed to follow the following instruction for strict compliance.

1. Since, old Pay roll is not functioning properly and data for the month of September, 2015 has been migrated in new Pay roll so all DDO's/AAOs should check salary bill with already prepared and paid for the month of September 2015 from the data migrated in new Pay roll and prepare the salary bill for the month of October, 2015 in the new Pay roll only and should also be compared with pay bill prepared with old pay Roll System except DA.
2. Though user ID & password have already been issued to all the divisions but in case, somebody is left out, user ID and Password may be obtained by EDP Cell.
3. DA arrears from 1st July, 2015 may be drawn manually.

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20/10/2015

EE EDP

Shr. Kumar
Project

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This is issued with the approval of competent authority.



(Neeraj Semwal)

Addl CEO/Director (F &A)

All DDOs

Copy for information to:-

1. Chief Executive Officer, DJB
2. Member(WS)/Dr/Admn/Finance
3. All CEs/SEs

Copy for information and n.a. please.

1. All Jt. Directors/Dy.Directors/Sr.AOs/AOs/AAOs



Addl CEO/Director (F &A)