



MahaIT: User Manual of Payroll Process (MJP)
User Manual Document

For

Payroll Process (MJP)

Maharashtra Jeevan Pradhikaran (MJP)

Version 1.0

Prepared By

Development Team Customized Sevaarth (MahaIT)

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Author Name:	Sachin Pawar (Software Tester)
Verify Name	Mayuri Patil(Business Analyst)
Approval Name:	Javed Kazi (Project Manager) Shivakrushna Yenganti (Project Lead)
Owner of the document:	Maharashtra Information Technology Corporation limited.

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1. Level 2 Login:

Level 2 Login is the division of application that is changed with Allowance and Deduction, Approve of GPF Form, Joining of Employee, Relieving of Employee, Approve/Reject Change Details, Loans and Advance Approval Request, Approve DDO Office, Approve Forward/Reject Change Statement and Consolidate Paybill.

The screenshot shows the Maharashtra Jeevan Pradhikaran Payroll system dashboard. The header includes the logo and the text "Maharashtra Jeevan Pradhikaran Payroll" and "Official website of Government of Maharashtra". The navigation bar contains "Master", "Transaction", "GPF", "NPS", "Pension", "Logout", and "Change Password". The main area displays a grid of transaction options with counts:

Transaction	Count
Approve from Beams	0
Acknowledged by CMP SBI	0
Salary Credited	0
PayBill Forward to BEAMS	0
Generate PayBill	0
Change Statement Approved	0
Total Employee	120
Change Statement Generated	0
Change Statement Forwarded	0

At the bottom, there are summary statistics:

Category	Count
Total Employee	122
Active Employees	120
Total DDOs	1
Total Offices	1

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1.1. Allowance and Deduction:

With the help of Allowance and Deduction privilege, user can map different Allowance and Deduction components to which employees can attach.

Path: Level 2 Login > Master > Allowance and Deduction

The screenshot shows the Maharashtra Jeevan Pradhikaran Payroll system dashboard with the "Allowance and Deduction" menu open. The menu items are:

- Allowance and Deduction
- Approve of GPF Form
- Approve of DCPS Form
- Joining of Employee
- Relieving of Employee
- Approve/Reject Change Details
- Loans And Advance Approval Request
- Approve DDO Office

The main area displays a grid of transaction options with counts:

Transaction	Count
Acknowledged by CMP SBI	2
Salary Credited	2
PayBill Forward to BEAMS	2
Generate PayBill	2
Change Statement Approved	2
Total Employee	2
Change Statement Generated	2
Change Statement Forwarded	2

At the bottom, there are summary statistics:

Category	Count
Total Employee	2
Active Employees	2
Total DDOs	1
Total Offices	1

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Step1: Select Department from dropdown list, Select DDO assistance from dropdown list, Enter Effective Date, select component of Allowance, Deduction, Non Gov Deduction and Loans Advance and Click on save button.

Department Eligibility For Allowance and Deductions

Department Name: MAHARASHTRA JEEVAN PRADHIKARAN
 DDO AST: Please Select
 Effective Date: dd-mm-yyyy

Allowances	Deductions	Non Gov Deduction	Loans And Advances
<input checked="" type="checkbox"/> 5th PC HRA	<input checked="" type="checkbox"/> B.E.G.LS	<input checked="" type="checkbox"/> Akola Parisar Abhyantriki	<input checked="" type="checkbox"/> HBA House
<input checked="" type="checkbox"/> 5th PC TA	<input checked="" type="checkbox"/> B.L.W.F	<input checked="" type="checkbox"/> Allahabad Soci	<input checked="" type="checkbox"/> Othr Veh Adv
<input checked="" type="checkbox"/> 6PC DA	<input checked="" type="checkbox"/> Computer Advance	<input checked="" type="checkbox"/> Allied Soc	
<input checked="" type="checkbox"/> 6th PC HRA	<input checked="" type="checkbox"/> FA	<input checked="" type="checkbox"/> Bank of Barora	
<input checked="" type="checkbox"/> 6th PC TA	<input checked="" type="checkbox"/> GPF Advance	<input checked="" type="checkbox"/> B & C Quarter	
<input checked="" type="checkbox"/> 7PC DA	<input checked="" type="checkbox"/> GPF Arrears	<input checked="" type="checkbox"/> Bhagshree Bank	
<input checked="" type="checkbox"/> Arrears	<input checked="" type="checkbox"/> GPF.DA.Sub	<input checked="" type="checkbox"/> Bhandara District Central Co-operative Bank	
<input checked="" type="checkbox"/> CLA	<input checked="" type="checkbox"/> GPF INST	<input checked="" type="checkbox"/> Bhandara Jilha Parisar Abhyantriki Karmachari Sahakari Pathsanstha	
<input checked="" type="checkbox"/> Deputation Allow	<input checked="" type="checkbox"/> GPF Special Arrears	<input checked="" type="checkbox"/> Maryadit Bhandara	
<input checked="" type="checkbox"/> GPF Loan REC	<input checked="" type="checkbox"/> GPF Subscription	<input checked="" type="checkbox"/> Bhandara Society	
<input checked="" type="checkbox"/> Hill Station Allowances	<input checked="" type="checkbox"/> HBA	<input checked="" type="checkbox"/> Chandrapur Society	
<input checked="" type="checkbox"/> House Rent Allowance (H.R.A)	<input checked="" type="checkbox"/> HBA House Int	<input checked="" type="checkbox"/> Chiplun Soc	
<input checked="" type="checkbox"/> Leave Pay	<input checked="" type="checkbox"/> House Rent Recovery (H R R)	<input checked="" type="checkbox"/> CO-OP Bank	
<input checked="" type="checkbox"/> Naksalied Allowances	<input checked="" type="checkbox"/> Income Tax (I.T)	<input checked="" type="checkbox"/> Court Computation	
<input checked="" type="checkbox"/> Other Allowance	<input checked="" type="checkbox"/> LIC	<input checked="" type="checkbox"/> CREDIT SOC	
<input checked="" type="checkbox"/> Overtime Allowance	<input checked="" type="checkbox"/> NDCPS Subscription	<input checked="" type="checkbox"/> Dhule & Nandurbar Bank	
<input checked="" type="checkbox"/> Special Pay	<input checked="" type="checkbox"/> NPS	<input checked="" type="checkbox"/> Engr. Soc	
<input checked="" type="checkbox"/> Tracer Allowances	<input checked="" type="checkbox"/> Other Recovery	<input checked="" type="checkbox"/> Excess Pay Recovery	
<input checked="" type="checkbox"/> Transport Allowance (T.A)	<input checked="" type="checkbox"/> Pay Fixation Diff	<input checked="" type="checkbox"/> Flag Day	
<input checked="" type="checkbox"/> Tribal Allowance	<input checked="" type="checkbox"/> Profession Tax	<input checked="" type="checkbox"/> G.D.C.C. BANK	
	<input checked="" type="checkbox"/> R.O.P	<input checked="" type="checkbox"/> Gondia Soci	
	<input checked="" type="checkbox"/> Society / Bank Loan	<input checked="" type="checkbox"/> Govt. Bank.	
		<input checked="" type="checkbox"/> Jal-Bhavan Society	

1.2. System Approval:

With the help of System Approval privilege, user can map different System Approval to which employees can attach.

Path: Level 2 login > Transaction

Maharashtra Jeevan Pradhikaran Payroll

Transaction Menu:

- Consolidate PayBill
- View/Delete Consolidated PayBill
- System Approval**
- Forward Approve / Reject Change Statement
- Approval For Annual Increment

Dashboard Summary:

- Salary Credited: 0
- PayBill Forward to BEAMS: 0
- Generate PayBill: 0
- Change Statement Approved: 0
- Total Employee: 2
- Change Statement Generated: 0
- Change Statement Forwarded: 0

Summary Cards:

- Total Employee: 6
- Active Employees: 2
- Total DDOs: 1
- Total Offices: 1

Step1: Click on Approve/Reject Button

Maharashtra Jeevan Pradhikaran Payroll
Official website of Government of Maharashtra

Master Transaction GPF NPS Pension Logout Change Password

Transaction > System Approval

System Approval

Show 10 entries Search:

DDO ID	DDO Code	Level 2 DDO Code	Hierarchy Level	Status	Action
1	Pratik (123456789_AST)	Pratikddo (123456789)	2	Active	Approve Reject

Showing 1 to 1 of 1 entries

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2. Level 1 Login:

Level 1 Login is the division of application that is changed with Organization Information, Office details, Employee configuration, view/Edit/Delete Employee Details, Attach/Detach Employee to Bill group, Allowance and Deduction mapping, Generate Paybill, Reports

Maharashtra Jeevan Pradhikaran Payroll
Official website of Government of Maharashtra

Master Transaction Reports GPF NPS Pension Logout Change Password

Approve from Beams 0

Acknowledged by CMP SBI 0

Salary Credited 0

PayBill Forward to BEAMS 0

Generate PayBill 0

Change Statement Approved 0

Total Employee 2

Change Statement Generated 0

Change Statement Forwarded 0

Total Employee 6

Active Employees 2

Total DDOs 1

Total Offices 1

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2.1. Employee Configuration:

Employee configuration is a standard task carried out whenever a new employee is hired by providing relevant data like UID number, department, designation bank details, DCPS nominee details, GIS Details and other personal details. It can also be used for updating existing employee data. This module has integration with other modules which has employee data.

Path: Level 1 login > Master > Employee Configuration

Step1: Click on Employee Details Tab and enter employee details

Employee Details			
UID No (Either UID No. or EID No. needs to be entered) *	<input type="text" value="5456"/> <input type="text" value="4131"/> <input type="text" value="5465"/>	EID No *	<input type="text"/>
Salutation *	<input type="text" value="Mr"/>	First Name *	<input type="text" value="GANESH"/>
Middle Name *	<input type="text" value="CHARAN"/>	Last Name *	<input type="text" value="JADHAV"/>
Full Name *	<input type="text" value="GANESH CHARAN JADHAV"/>	Full Name In Marathi *	<input type="text" value="GANESH CHARAN JADI"/>
Department Id/Buckle No	<input type="text"/>		
Gender *	<input type="text" value="Male"/>	Religion *	<input type="text" value="HINDU"/>
Married *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Father/Husband Name *	<input type="text" value="CHARAN"/>
Date of Birth *	<input type="text" value="15-06-1980"/>	Service Joining Date *	<input type="text" value="01-01-2006"/>
Current Address *	<input type="text" value="KANTI NAGAR PUNE"/>	Is permanent address and current address same?	<input checked="" type="checkbox"/>
Permanent Address *	<input type="text" value="KANTI NAGAR PUNE"/>	Pin Code *	<input type="text" value="450020"/>
State *	<input type="text" value="MAHARASHTRA"/>	District *	<input type="text" value="PUNE"/>
Physically Handicapped *	<input type="radio"/> Yes <input checked="" type="radio"/> No	Mobile No *	<input type="text" value="8625587891"/>
Email Id *	<input type="text" value="ganesh@gmail.com"/>	PAN No *	<input type="text" value="FSDKJ6457J"/>

Step2: Click on Department Detail tab and enter department details

Department Details			
Department *	MAHARASHTRA JEEVAN PRADHII	Division/Subdivision *	MJP TEST
Sub Corporation/Department/Entity	Please Select		
Change in Parent Department	<input type="checkbox"/>	Reason for Change in Parent Field Department	
Cadre *	GROUP B	Group *	B
Super Annuation Age *	58	Super Annuation (Retiring) Date *	30-06-2038
Pay Commission *	Seventh Pay Commission	Designation *	Accounts Officer
Payscale Level *	S_14	7th Pay Basic *	43500
Pay Scale *		Pay In Pay Band *	
Grade Pay *	0	Basic Pay *	43500
6PC Basic(For HRA Calculation)		Current Post *	Accounts Officer_4
GIS Catagory *	COMMON STAFF	B.E.G.I.S Category	CL2
Current Department		Name Of Post/Designation at First Appointment	
Date of Initial Appointment in Parent Institute	dd-mm-yyyy	Institution Address	
Mobile No.		Institution Email Id	pune21@gmail.com
City Class *	X	Date Of Joining Current Post (in the Current Department)	dd-mm-yyyy
Remark		Individual Approval Order No	
Individual Approval Date	dd-mm-yyyy		

Step3: Click on Bank/DCPS/NPS/GPF details tab and enter Bank/DCPS/NPS/GPF details

Bank/DCPS/NPS/GPF Details			
Bank Details			
Bank Name *	STATE BANK OF INDIA	Branch Name *	Pune Main
Bank Account No. *	32654879464213	IFSC Code *	SBIN0000454
DCPS *	<input type="radio"/> Yes <input checked="" type="radio"/> No	DCPS Account Maintained By *	Please Select
PRAN No *			
PF Details			
Account Maintained By *	MJP	PF Series *	A
PF Account No. *	5643217987	PF Series Description *	A-5643217987



Step4: click on GIS details tab and Enter GIS details

GIS Details			
GIS Applicable *	MJP(GIS) ▼	GIS Group *	B ▼
Membership Date *	01-01-2022 📅		

Step5: Click on DCPS/NPS nominee details tab and enter DCPS/NPS nominee details (If employee is DCPS/NPS then this tab able to enter details)

DCPS/NPS Nominee Details				
Nominee Name	<input type="text"/>	Address	<input type="text"/>	
Date of Birth	dd-mm-yyyy	Relationship	Please Select ▼	
Percentage Share(%)	<input type="text"/>			
<input type="button" value="Add"/>				
Nominee Name	Date Of Birth	%Share	Relationship	Delete Nominee

Step5: Click on photo/signature tab and enter photo/signature

Photo/Signature				
Photo Description *	GANESH/PHOTO	Attach File *	Choose File download.jif	
Signature Description *	GANESH/SIGNATURE	Attach File *	Choose File download.jif	
<input type="button" value="Forward To DDO"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>				

Step6: After enter all details Click on Forward to DDO button

3. Approve of GPF form:

With the help of Approve of GPF form privilege, user can map different Approve of GPF Employee to which employees can attach.

Path: Level 2 login > Master > Approve of GPF form

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Official website of Government of Maharashtra

Master Transaction GPF NPS Pension Logout Change Password

Allowance and Deduction
Approve of GPF Form
 Approve of DCPS Form
 Joining of Employee
 Relieving of Employee
 Approve/Reject Change Details
 Loans And Advance Approval Request
 Approve DDO Office

Acknowledged by CMP SBI (2)
 Salary Credited (2)

PayBill Forward to BEAMS (2)
 Generate PayBill (2)
 Change Statement Approved (2)

Total Employee (2)
 Change Statement Generated (2)
 Change Statement Forwarded (2)

Total Employee: 2
 Active Employees: 2
 Total DDOs: 1
 Total Offices: 1

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Step1: Click on Edit button

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Official website of Government of Maharashtra

Master Transaction GPF NPS Pension Logout Change Password

Master > Approve of GPF Form 1

Employee Details


Show 10 entries Search:

ID	Employee Name	Department Name	Designation Name	Sevaarth Id	Action
130	GANESH CHARAN JADHAV	MAHARASHTRA JEEVAN PRADHIKARAN	ACCOUNTS OFFICER	MJPGCJM8001	

Showing 1 to 1 of 1 entries Previous 1 Next

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Step2: Click on Approve Button


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Master Transaction GPF NPS Pension
Logout Change Password

Employee Configuration

Sevaarth Id Detail

Sevaarth Id *	MJPGCJMS8000
---------------	--------------

Employee Details

USD No. (as per USD No. or FDI No. needs to be entered) * <input type="text" value="5450"/> <input type="text" value="9421"/> <input type="text" value="5465"/>	EID No. * <input type="text"/>	
Sabotage * <input type="text" value="Mr"/>	First Name * <input type="text" value="GANESH"/>	Last Name * <input type="text" value="JADHAV"/>
Middle Name * <input type="text" value="CHARAN"/>	Full Name * <input type="text" value="GANESH CHARAN JADHAV"/>	Full Name In Marathi * <input type="text" value="GANESH CHARAN JAC"/>
Department Id/Backle No. <input type="text"/>		
Gender * <input type="text" value="Male"/>	Religion * <input type="text" value="HINDU"/>	
Married * <input checked="" type="radio"/> Yes <input type="radio"/> No	Father/Husband Name * <input type="text" value="CHARAN"/>	
Date of Birth * <input type="text" value="13-08-1980"/>	Service Joining Date * <input type="text" value="05-01-2006"/>	
Current Address * <input type="text" value="KANIT NAGAR PUNE"/>	Is permanent address and current address same? <input type="checkbox"/>	
Permanent Address * <input type="text" value="KANIT NAGAR PUNE"/>	Pin Code * <input type="text" value="450020"/>	
State * <input type="text" value="MAHARASHTRA"/>	District * <input type="text" value="PUNE"/>	
Physically Handicapped * <input type="radio"/> Yes <input checked="" type="radio"/> No	Mobile No. * <input type="text" value="8925547881"/>	
Email Id * <input type="text" value="ganesh@jprtal.com"/>	PAN No. * <input type="text" value="F512620457"/>	

Department Details

Bank/DCPS/NPS/GPF Details

GIS Details

DCPS/NPS Nominee Details

Photo/Signature

Approve
Reject
Back

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4. Approve of DCPS employee:

With the help of Approve of DCPS form privilege, user can map different Approve of DCPS Employee to which employees can attach.

Path: Level 2 login > Master > Approve of DCPS form

Step1: Click on Edit button



Maharashtra Jeevan Pradhikaran Payroll
Official website of Government of Maharashtra

Master > Approve of dcps Form

Employee Details


Show entries Search:

ID ↑	Employee Name ↑	Department Name ↑	Designation Name ↑	Sevaarth Id ↑	Action ↑
130	GANESH CHARAN JADHAV	MAHARASHTRA JEEVAN PRADHIKARAN	ACCOUNTS OFFICER	MJPGJM8001	

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Step2: Click on Approve button



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Master Transaction GPF NPS Pension
Logout Change Password

Master > Approval of DCPS Form

Approval of DCPS Form

Sevaarth Id Detail

Sevaarth Id *

Employee Details

UID No (Either UID No. or EID No. needs to be entered) *	<input type="text" value="5456"/> <input type="text" value="4181"/> <input type="text" value="5465"/>	EID No *	<input type="text"/>
Salutation *	<input type="text" value="Mr"/>	First Name *	<input type="text" value="GANESH"/>
Middle Name *	<input type="text" value="CHARAN"/>	Last Name *	<input type="text" value="JADHAV"/>
Full Name *	<input type="text" value="GANESH CHARAN JADHAV"/>	Full Name In Marathi *	<input type="text" value="GANESH CHARAN JAD"/>
Gender *	<input type="text" value="Male"/>	Religion *	<input type="text" value="HINDU"/>
Married *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Father/Husband Name *	<input type="text" value="CHARAN"/>
Date of Birth *	<input type="text" value="15-06-1980"/>	Service Joining Date *	<input type="text" value="01-01-2006"/>
Current Address *	<input type="text" value="KANTI NAGAR PUNE"/>	Is permanent address and current address same?	<input type="checkbox"/>
Permanent Address *	<input type="text" value="KANTI NAGAR PUNE"/>	Pin Code *	<input type="text" value="450020"/>
State *	<input type="text" value="MAHARASHTRA"/>	District *	<input type="text" value="PUNE"/>
Physically Handicapped *	<input type="radio"/> Yes <input checked="" type="radio"/> No	Mobile No *	<input type="text" value="8625587891"/>
Email Id *	<input type="text" value="ganesh@gmail.com"/>	PAN No *	<input type="text" value="FSDKJ6457J"/>

Department Details

Bank/DCPS/NPS/GPF Details

GIS Details

DCPS/NPS Nominee Details

Photo/Signature

5. Attach Detach Employee Bulk:

With the help of Attach Detach Employee Bulk privilege, user can map different Employee to Bill Group which employees can attach.

Path: Level 1 Login > Master > Attach Detach Employee Bulk

Step1: Select bill group name from dropdown list, click on Go button and Select checkbox to attach employee, click on Attach button to Attach employee to Bill group and Click on Save button.

The screenshot displays the 'Attach Detach Employee Bulk' interface within the Maharashtra Jeevan Pradhikaran Payroll system. The page header includes the system logo and name, along with navigation links for Master, Transaction, Reports, GPF, NPS, Pension, Logout, and Change Password. The breadcrumb trail shows 'Master > Attach Detach Employee Bulk'.

The main section is titled 'Attach Detach Employee Bulk' and contains an 'Input Bill Group Details' section. This section features a dropdown menu for 'Bill Description' with 'MJP TEST Bill' selected, and 'GO' and 'Back' buttons.

Below this is the 'Attach/Detach Employee' section, which is divided into two columns. The left column, titled 'Employees (All)', contains a table with one row: GANESH CHARAN JADHAV(Accounts Officer), with a checked checkbox. The right column, titled 'MJP TEST Bill', contains a table with three rows: AJAY KUNDAN RATHOD(Accounts Officer), SHAYAM GHANSHAM KALE(Accounts Officer), and VIJAY MANGILAL DHOLE(Accounts Officer), all with unchecked checkboxes. Between these two columns are 'Attach' and 'Detach' buttons. At the bottom of the section are 'Save' and 'Cancel' buttons.


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6. Allowance Deduction mapping:

With the help of Allowance Deduction mapping privilege, user can map different Employee to Allowance Deduction components which employees can attach.

Path: Level 1 login > Master > Allowance Deduction mapping

Step1: Select checkbox to employee allowance deduction mapping, select checkbox of component to map employee, Enter Effective date and Click on save button.



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Master Transaction Reports GPF NPS Pension
Logout Change Password

Master > Employee Allowance Deduction Mapping

Employee Allowance Deduction Mapping

Show entries
Search:

Select ^{↑↓}	Sevaarth Id ^{↑↓}	Employee Name ^{↑↓}	Designation Name ^{↑↓}	Pay Commission ^{↑↓}	DCPS or GPF ^{↑↓}	Retirement Date ^{↑↓}
<input type="radio"/>	MJPAKRM9001	AJAY KUNDAN RATHOD	Accounts Officer	Seventh Pay Commission	GPF	2048-01-31
<input checked="" type="radio"/>	MJPGCJM8001	GANESH CHARAN JADHAV	Accounts Officer	Seventh Pay Commission	DCPS	2038-06-30
<input type="radio"/>	MJPSGKM8501	SHAYAM GHANSHAM KALE	Accounts Officer	Seventh Pay Commission	DCPS	2043-01-31
<input type="radio"/>	MJPMVMDM8601	VIJAY MANGILAL DHOLE	Accounts Officer	Sixth Pay Commission	GPF	2044-01-31

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Select All

Allowances	Deductions	Non Gov Deduction	Loans And Advances
<input type="checkbox"/> House Rent Allowance (H.R.A) <input type="checkbox"/> 7PC DA <input type="checkbox"/> CLA <input type="checkbox"/> Overtime Allowance <input type="checkbox"/> Hill Station Allowances <input type="checkbox"/> GPF Loan REC <input type="checkbox"/> Special Pay <input type="checkbox"/> Other Allowance <input type="checkbox"/> 6PC DA <input type="checkbox"/> Transport Allowance (T.A) <input type="checkbox"/> 5th PC HRA <input type="checkbox"/> 6th PC HRA <input type="checkbox"/> 6th PC TA <input type="checkbox"/> 5th PC TA <input type="checkbox"/> Arrears	<input type="checkbox"/> Income Tax(I.T) <input type="checkbox"/> Profession Tax <input type="checkbox"/> Other Recovery <input type="checkbox"/> Computer Advance <input type="checkbox"/> F.A <input type="checkbox"/> HBA House Int <input type="checkbox"/> B.E.G.I.S <input type="checkbox"/> GPF Subscription <input type="checkbox"/> NPS_EMPR_DEDUCT <input type="checkbox"/> NPS_EMP_CONTRI <input type="checkbox"/> GPF_GRP_ABC <input type="checkbox"/> GPF_GRP_D <input type="checkbox"/> GPF INST <input type="checkbox"/> Society / Bank Loan <input type="checkbox"/> NDCPS Subscription <input type="checkbox"/> GPF Special Arrears	<input type="checkbox"/> CO-OP Bank <input type="checkbox"/> Service Charge <input type="checkbox"/> CREDIT SOC <input type="checkbox"/> License Fee <input type="checkbox"/> Manahar Bhai Mehata Jalgaon <input type="checkbox"/> Akola Parisar Abhyantriki <input type="checkbox"/> Allied Soc <input type="checkbox"/> Chiplun Soc <input type="checkbox"/> Ulhasnagar Soc <input type="checkbox"/> Engr. Soc <input type="checkbox"/> Public Health Works <input type="checkbox"/> Sindhudurg Oras <input type="checkbox"/> Jalgaon Society <input type="checkbox"/> Jalgaon Handicap Soci. <input type="checkbox"/> Z.P. Karmchari Patsantha <input type="checkbox"/> Vidharbha Gramin Rokan Bank	<input type="checkbox"/> Othr Veh Adv <input type="checkbox"/> HBA House

7. Non Computational Components:

With the help of Non Computational Components privilege user can attach Non computational components like Income tax, DA Arrears, HRR, GPF subscriptions and other components to employee.

Path: Level 1 login > Master > Non Computational components

Step1: Select type of components from dropdown list, click on Checkbox of employee to add components and Click on save button.

8. Personal Loan and Advances:

With the help of Personal Loan and Advances user can map Different Personal Loan and Advance to employee. Like Festival Advance, House Loan, Vehicle Advance and Computer advance.

Transaction Status	Count
Acknowledged by CMP SBI	116
Salary Credited	116
Generate PayBill	116
Change Statement Approved	116
Change Statement Generated	116
Change Statement Forwarded	116
Total Employee	124
Active Employees	124
Total DDOs	1
Total Offices	1

Path: Level 1 login > Master > Personal Loan and Advances

Step1: enter Sevaarth id, select request type from dropdown list and Click on search button

Step2: After entering related information of loans and advance click on Save button.

The screenshot shows the 'Personal Loan And Advances' form on the Maharashtra Jeevan Pradhikaran Payroll website. The form includes input fields for 'Sevaarth Id' and 'Employee Name', and a dropdown menu for 'Request Type' with the text 'Please Select'. Below these fields are three buttons: 'Search', 'Reset', and 'Cancel'. The website header includes the logo and title 'Maharashtra Jeevan Pradhikaran Payroll' with the subtitle 'Official website of Government of Maharashtra'. The navigation menu contains 'Master', 'Transaction', 'Reports', 'GPF', 'NPS', 'Pension', 'Logout', and 'Change Password'. The footer contains the copyright notice '© This is the official website of MahaIT, India. All Rights Reserved.' and 'Developed & Maintained by: MahaIT'.

9.Loans and Advance Approval request:

With the help of Loans and Advance Approval request user can Approve Different Personal Loan and Advance request of employee.

Path: Level 2 login > Master > Loans and Advance request

Step1: Click on Sevaarth id and click on Approve button

The screenshot shows the 'Loans and Advance Request' table on the Maharashtra Jeevan Pradhikaran Payroll website. The table has five columns: 'Application Date', 'Sevaarth Id', 'Subscriber Name', 'Request Type', and 'Sub Type'. The first row contains the following data: '05/09/2022', 'MIPSDKM47501', 'SANJAY DADARAO KALE', 'Vehicle Advance', and 'With Gears (Motor Cycle)'. A mouse cursor is pointing at the 'Sevaarth Id' cell. The table is displayed with 10 entries per page. The website header and footer are the same as in the previous screenshot.

Application Date	Sevaarth Id	Subscriber Name	Request Type	Sub Type
05/09/2022	MIPSDKM47501	SANJAY DADARAO KALE	Vehicle Advance	With Gears (Motor Cycle)

10. Generate Paybill:

After Attach Employee to Bill group and Allowance Deduction components mapping to Employee. Paybill process is carried out.

Path: Level 1 login > Transaction > Generate Paybill

The screenshot shows the Maharashtra Jeevan Pradhikaran Payroll dashboard. The header includes the logo and title, along with navigation tabs: Master, Transaction, Reports, GPF, NPS, Pension, Logout, and Change Password. The main area displays a grid of transaction options with counts:

- Generate PayBill (0)
- View/Approval/Delete Bill (0)
- Approve from Beams (0)
- PayBill Forward to BEAMS (0)
- Total Employee (4)
- Acknowledged by CMP SBI (0)
- Generate PayBill (0)
- Change Statement Generated (0)
- Salary Credited (0)
- Change Statement Approved (0)
- Change Statement Forwarded (0)

At the bottom, there are summary statistics:

Total Employee	4
Active Employees	4
Total DDOs	1
Total Offices	1

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Step1: Select Year from dropdown list, select month from dropdown list, select bill group from dropdown list, select bill type from dropdown list and Click on Generate button

The screenshot shows the 'Generate PayBill' form. The header includes the logo and title, along with navigation tabs: Master, Transaction, Reports, GPF, NPS, Pension, Logout, and Change Password. The breadcrumb trail is 'Transaction > Generate PayBill'. The form fields are:

- PayBill Year: 2022
- PayBill Month: June
- Bill Group: DISTRICT NAC
- PayBill Type: Regular
- No of Employee in Bill Group: 1

Buttons: Generate, Reset, Cancel

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Step2: Click on Ok button

The screenshot shows the 'Generate PayBill' page of the Maharashtra Jeevan Pradhikaran Payroll system. A confirmation dialog box is displayed in the center, asking 'Are you sure?' with the subtext 'To view paybill generation of change statement!'. There are two buttons: 'Ok' and 'Cancel'. The background page shows a breadcrumb trail 'Transaction > Generate PayBill' and a 'Pay Bill Year' dropdown menu set to 'Please Select'.

11. View/Approve/Delete Bill:

With the help of View/Approve/Delete Bill privilege user can forward Paybill to Level 2 for Approve change statement.

Path: Level 1 Login > Transaction > View/Approve/Delete Bill

Step1: Select Year from dropdown list, select month from dropdown list, select bill group from dropdown list, click on Search button, click on checkbox to select bill, click on Forward change statement button and Click on Ok button

The screenshot shows the 'View/Approve/Delete Bill' page. It features a search form with 'Select Month' (June), 'Select Year' (2022), and 'Bill Number' (Please Select) dropdowns, and a 'Search' button. Below the search form, there is a table with 10 columns: Check Box, Change Statement Bill Details, Pay Bill Details, Bill Description, No of Employee in Bill Group, Gross Amount, Net Amount, RTGS, and Status. The table contains one entry with a selected checkbox and a status of 'Change Statement Generated'. Below the table, there are navigation buttons: 'Forward Change Statement', 'Generate Paybill', 'Forward PayBill To DDO', 'Delete Bill', 'Voucher Entry', 'Reset', and 'Cancel'. The page also includes a footer with copyright information and the developer's name.

Check Box	Change Statement Bill Details	Pay Bill Details	Bill Description	No of Employee in Bill Group	Gross Amount	Net Amount	RTGS	Status
<input checked="" type="checkbox"/>	90	90	PUNE DIV NO 2 BILL.	1	97264	95004	90	Change Statement Generated

12. Forward Approve/Reject change statement:

With the help of Forward Approve/Reject change statement privilege user can Approve/Reject change statement for Paybill generation.

Path: Level 2 Login >Transaction > Forward Approve/Reject change statement

Step1: Select Year from dropdown list, select month from dropdown list, select bill group from dropdown list, click on Search button, and click on checkbox to select bill, click on Approve change statement and Click on Ok button.

Maharashtra Jeevan Pradhikaran Payroll
Official website of Government of Maharashtra

Master Transaction GPF NPS Pension Logout Change Password

Transaction > Forward Approve/ Reject Change Statement

Forward Approve/ Reject Change Statement

Select Month: August | Select Year: 2022 | Bill Number: Please Select

Search Reset Cancel

Show 10 entries | Search:

Check Box	Change Statement Bill Details	Pay Bill Details	Bill Description	No of Employee in Bill Group	Gross Amount	Net Amount	Authorization Number	Status
<input checked="" type="checkbox"/>	91	91	PUNE DIV NO 2 BILL.	1	97264.0	95004.0	---	Change Statement Forwarded

Showing 1 to 1 of 1 entries

Approve Change Statement Reject Change Statement

Previous 1 Next

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13. View/Approve/delete bill:

With the help of View/Approve/Delete Bill privilege user can Generate Paybill for attach month.

Path: Level 1 login >Transaction > View/Approve/delete bill

Step1: Select Year from dropdown list, select month from dropdown list, select bill group from dropdown list and Click on Search button, click on checkbox to select bill required bill, click on Generate Paybill button and Click on Ok button

Maharashtra Jeevan Pradhikaran Payroll
Official website of Government of Maharashtra

Transaction > View/Approve/Delete Bill

View/Approve/Delete Bill

Select Month: June | Select Year: 2022 | Bill Number: Please Select

Search

Show 10 entries | Search:

Check Box	Change Statement Bill Details	Pay Bill Details	Bill Description	No of Employee in Bill Group	Gross Amount	Net Amount	RTGS	Status
<input checked="" type="checkbox"/>	91	91	PUNE DIV NO 2 BILL	1	97264	95004	91	Change Statement Approved

Showing 1 to 1 of 1 entries

Previous 1 Next

Forward Change Statement | Generate Paybill | Forward PayBill To DDO | Delete Bill | Voucher Entry | Reset | Cancel

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Transaction > View/Approve/Delete Bill

View/Approve/Delete Bill

Select Month: June | Select Year: 2022 | Bill Number: Please Select

Search

Show 10 entries | Search:

Check Box	Change Statement Bill Details	Pay Bill Details	Bill Description	No of Employee in Bill Group	Gross Amount	Net Amount	RTGS	Status
<input checked="" type="checkbox"/>	91	91	PUNE DIV NO 2 BILL	1	97264	95004	91	Change Statement Approved

Showing 1 to 1 of 1 entries

Previous 1 Next

Forward Change Statement | Generate Paybill | Forward PayBill To DDO | Delete Bill | Voucher Entry | Reset | Cancel

Are you sure?
PayBill Generate !

Cancel | OK

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Step2: Select Year from dropdown list, select month from dropdown list, select bill group from dropdown list, click on Search button, click on checkbox to select bill and Click on Pay bill details to view Paybill

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Official website of Government of Maharashtra

Transaction > View/Approve/Delete Bill

View/Approve/Delete Bill

Select Month: June | Select Year: 2022 | Bill Number: Please Select

Show: 10 entries | Search:

Check Box	Change Statement Bill Details	Pay Bill Details	Bill Description	No of Employee in Bill Group	Gross Amount	Net Amount	RTGS	Status
<input checked="" type="checkbox"/>	91	91	PUNE DIV NO 2 BILL	1	97264	95004	91	Generate Paybill

Showing 1 to 1 of 1 entries

Buttons: Forward Change Statement, Generate Paybill, Forward PayBill To DDO, Delete Bill, Voucher Entry, Reset, Cancel

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Step3: Click on checkbox to select bill, click on Forward to DDO button and Click on Ok button

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Transaction > View/Approve/Delete Bill

View/Approve/Delete Bill

Select Month: June | Select Year: 2022 | Bill Number: Please Select

Show: 10 entries | Search:

Check Box	Change Statement Bill Details	Pay Bill Details	Bill Description	No of Employee in Bill Group	Gross Amount	Net Amount	RTGS	Status
<input checked="" type="checkbox"/>	91	91	PUNE DIV NO 2 BILL	1	97264	95004	91	Generate Paybill

Showing 1 to 1 of 1 entries

Buttons: Forward Change Statement, Generate Paybill, Forward PayBill To DDO, Delete Bill, Voucher Entry, Reset, Cancel

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14. Consolidate Paybill:

With the help of Consolidate Paybill privilege user can consolidate multiple Paybill.

Path: Level 2 Login > Transaction > Consolidate Paybill

Step1: Select month from dropdown, Select Year from dropdown, select Bill Status from dropdown, click on Search button, select checkbox, click on Consolidate Paybill button and Click on Ok button

The screenshot shows the 'Consolidate PayBill' page. At the top, there is a navigation bar with 'Master', 'Transaction', 'GPF', 'NPS', and 'Pension' options. Below this, there are dropdown menus for 'Select Month' (set to June) and 'Select Year' (set to 2022). A 'Bill Status' dropdown is set to 'Paybill Forwarded'. There are 'Search', 'Reset', and 'Cancel' buttons. Below the search area, there is a table with columns: PayBill Id, Bill Description, Gross Amount, Net Amount, Status, and DDO Code. One entry is shown with PayBill Id 91, Bill Description 'PUNE DIV NO 2 BILL', Gross Amount 97264, Net Amount 95004, and Status 'Paybill Generated'. A 'Consolidated Paybill' button is located below the table. The footer contains copyright information and the text 'Developed & Maintained by MahaIT'.

15. View/Delete consolidate Paybill:

With the help of View/Delete consolidate Paybill privilege user can view Paybill Details and Abstract report, approve consolidate Pay bill.

Path: Level 2 Login > Transaction > View/Delete consolidate Paybill

Step1: Select month from dropdown, select year from dropdown, click on View Details button, click on Abstract report button and Click on Approve bill button

The screenshot shows the 'View/Delete Consolidated PayBill' page. It features a navigation bar similar to the previous page. Below, there are dropdown menus for 'Select Month' (June) and 'Select Year' (2022), along with 'Search' and 'Reset' buttons. A table displays one entry with columns: Select, Consolidated Bill id, Gross Amount, Net Amount, Authorization Number, and Status. The entry has a Consolidated Bill id of 241, Gross Amount of 97264, Net Amount of 95004, and Status of 'Paybill Consolidated'. Below the table, there are buttons for 'Delete', 'View Details', 'Abstract Report', 'Approve Bill', and 'Cancel'. The footer includes copyright information and 'Developed & Maintained by MahaIT'.

16. View/Approve/Delete bill:

With the help of View/Approve/Delete Bill privilege user can enter voucher entry for Generated Paybill for attach month.

Path: Level 1 Login >Transaction > View/Approve/Delete bill

Step1: Select month from dropdown list, select year from dropdown list, select Bill number from dropdown list, and click on checkbox to select bill group and Click on Voucher entry button

Maharashtra Jeevan Pradhikaran Payroll
Official website of Government of Maharashtra

Transaction > View/Approve/Delete Bill

View/Approve/Delete Bill

Select Month: June | Select Year: 2022 | Bill Number: Please Select

Search

Show 10 entries | Search:

Check Box	Change Statement Bill Details	Pay Bill Details	Bill Description	No of Employee in Bill Group	Gross Amount	Net Amount	RTGS	Status
<input checked="" type="checkbox"/>	91	91	PUNE DIV NO 2 BILL	1	97264	95004	91	Paybill Approved

Showing 1 to 1 of 1 entries

Previous 1 Next

Forward Change Statement | Generate Paybill | Forward PayBill To DDO | Delete Bill | Voucher Entry | Reset | Cancel

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Step2: Enter voucher number, enter voucher date, Enter Cheque number, Enter Cheque date, Enter Account number, Enter IFSC code and Click on Save button

Voucher Entry

Voucher Number: | Voucher Date: dd-mm-yyyy

Cheque No: | Cheque Date: dd-mm-yyyy

Account No: | IFSC Code:

Close | Update

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Step3: Click on RTGS number to view RTGS report

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Transaction > View/Approve/Delete Bill

View/Approve/Delete Bill

Select Month: June | Select Year: 2022 | Bill Number: Please Select

Search

Show: 10 entries | Search:

Check Box	Change Statement Bill Details	Pay Bill Details	Bill Description	No of Employee in Bill Group	Gross Amount	Net Amount	RTGS	Status
<input checked="" type="checkbox"/>	91	91	PUNE DIV NO 2 BILL	1	97264	95004	91	Paybill Approved

Showing 1 to 1 of 1 entries

Previous 1 Next

Forward Change Statement | Generate Paybill | Forward PayBill To DDO | Delete Bill | Voucher Entry | Reset | Cancel

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17. All Report:

With the help of all report privileges, users can view reports for generated pay bills. Like outer report, inner report, group abstract report, bank statement report, acquaintance report, seven PC basic report, broken period report, Page Wise Abstract report, Accident Policy report etc.

Path: Level > Reports > All Report

Step1: Select month from dropdown list, select year from dropdown list, Select Bill group name from dropdown list, click on Show reports button.

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Report > All Report

All Report

Select Month: June | Select Year: 2022 | Bill Description: DISTRICT

Show Reports | Reset | Cancel

Main Reports	Interest Loans and Advances	Other Reports
Outer	FA	Income Tax
Inner		Accident Policy
Group Abstract		
Bank Statement		
Acquittance Roll		
Seventh PC Basic		
Revenue Stamp		
Broken Period		
Page Wise Abstract		

Close | All Report

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