



प्रधान मुख्य आयकर आयुक्त, आं. प्र. व तेलंगाना का कार्यालय
Office of the Pr. Chief Commissioner of Income Tax ,
9th Floor, C-Block, I.T. Towers, Masabtank , Hyderabad – 500 004
☎ : 040 – 23425492

F.No. Pr.CCIT/ Guard file/Accts./2020-21

Date : 24-03-2021.

To,
All the Head of Offices/ DDOs,
A.P. & Telangana, Hyderabad

Sir/Madam.

Sub: Forwarding of guidelines for Pay bills Mapping for the
Financial Year 2021-22 in EIS Module - Regarding
Ref: Senior Account Officer, CBDT,ZAO Mail Dated:22-03-2021.
-oOo-

With reference to the above,

The undersigned is directed to forward the copy of Letter/Gmail Dated 22-03-2021 from Senior Accounts Officer, O/o ZAO,CBDT,Hyderabad regarding Guidelines for Pay bills Mapping for the Financial year 2021-22 is forward for preparation of Pay Bills, to adhere and necessary action.

Encl: As Above

Yours faithfully,


(एन.एस.प्रेम कुमार/N.S. PREM KUMAR)
प्रशासनिक अधिकारी (डी डी ओ)
Administrative officer (DDO)
प्रधान मुख्य आयकर आयुक्त, हैदराबाद
O/o.Pr.CCIT, Hyderabad.

3/23/2021

Gmail - Procedure to be followed for processing of March salary bills



प्रधान मुक्त अधिकारी Cc:Hyd1@nic.in, ccithyd1@gmail.com>
 C/o. P. Chief Commissioner of Income Tax
 23 MAR 2021
 प्रशासनिक अधिकारी (डी.डी.ओ)
 Administrative Officer (DDO)

Procedure to be followed for processing of March salary bills

1 message

zaohyd.cbdt <zaohyd.cbdt@nic.in>
 To: ccithyd1 <ccithyd1@gmail.com>

Mon, Mar 22, 2021 at 12:00 PM

Sir/Madam

PI find enclosed attachment with reference to the above mentioned subject. You are requested to instruct all the DDOs under your jurisdiction for necessary compliance in processing of March pay bills in EIS for the financial year 2021-22.

with regards

A Srinivas
 Sr.AO, CBDT, HYDERABAD
 O/o Principal Chief Controller of Accounts, CBDT
 Ministry of Finance
 Government of India
 Phone No. 040-23425587 and 040-23236512 (Fax)



Notice EIS March 2021 Salary.pdf
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 23/3/21

Process Flow for Salary of March 2021

I. Steps to be taken before processing of Pay bills for DDOs and PAOs for the Financial Year 2021-22 in EIS Module

Since new budget is allotted in the new Financial Year and also Head of Account may have been changed, as such it is required to map the old account heads to the new ones. The bill groups created for pay bill generation are mapped to the account heads and further employees are also required to be mapped to the corresponding bill groups. In order to map the existing bill groups to the new schemes for Financial Year 2021-22, please follow the procedure given below: -

Please note that the procedure given below can only be followed after the mapping of account heads for the new Financial Year 2021-22 is done by the PAO through PFMS module.

A) For DDOs already processing their bills through EIS in Financial Year 2020-21 may use the following Steps:-

1. Pay Bill→Bill Group→Mapping of existing bill group to New Scheme: Use the option 'Map Bill groups to New Schemes (Account Heads) for the Financial Year 2021-22'.
 - a. In this option select the existing functional head (2020-21 Financial year)
 - b. All the bill groups created under this head will be displayed in a grid with a check box.
 - c. Select One/Many/All bill groups to be mapped.
 - d. Select the new scheme/functional head corresponding to financial year 2021-22, from the combo box to which the selected bill groups are to be mapped.
 - e. Click on Save.
 - f. All the bill groups selected will be mapped to the new account heads.
 - g. The employees attached to the bill groups will get automatically mapped to the new account heads.
 - h. Repeat the steps to map the remaining bill groups (if any) to a different scheme, if required.
2. The new scheme/functional heads will be updated for all employees automatically. No separate procedure is required.
3. If it is required to create new bill groups under the new heads, it should be done only after step-1, by using the option 'Create/Modify Bill groups'.
4. Process the pay bill as usual by selecting the bill group.

Note: Once saved/mapped Bill group will not be changed for whole Financial Year, so user has to confirm its correctness before saving the bill group details.

B) For New DDOs processing Salary for the first time in EIS (who have not created any bill groups earlier)

1. Use option 'Create default bill groups' to create bill groups for all the schemes. The default bill groups will be created under the schemes for financial year 2021-22.
2. Use option 'Create/modify Bill Groups' to create additional bill groups, if required.
3. Use option 'Map Employees to Bill Groups' to map the employees to the bill groups created.
4. Process the Pay bill.

Please check all the bill groups and attached employees list at least once for verification purpose.

Further steps for DDOs (Recoveries for their employees already in process)

- I. Mandatory change in the Head of Account for all "Recovery of Excess Payment" for both Salary & Others "Recovery of Excess Payment" captured during the financial year 2020-21 (and for which instalment is/are still pending), the Budgetary Account Head is required to be changed to the Deduct Recovery Minor Head - 911 of the concerned head of account. This can be done by DDO Maker only through option "Pay Bill→Advances→Changes→Change in Advance Scheme →Excess Recovery"

If the related Deduct Recovery Head is not available for the FY 2021-22 in the EIS system, PAO Office may be contacted for mapping the same.

In case, the Head of Account for "Recovery of Excess Payment has not been changed to "Deduct Recovery Head", EIS bill will fail and will not be available for passing in PFMS. (Please Read FAQs Part I Q.12)

Process flow of EIS Bills to be followed by Pay & Accounts Office

1. PAO should enter DDO-wise budget allocation in PFMS for salary heads for the financial year 2021-22
2. PAO should map Minor Head 911-Deduct Recovery under Functional Head for DDO's for the Financial Year 2021-22 to enable "Recovery of Excess Payment", if any. Zero Budget should also be filled in the concerned Scheme Code of Deduct Recovery.
3. Please note that the EIS Salary bills for the month of March, 2021 will be available after login in Financial Year 2021-22, for receiving and passing in DH Level/DDO Maker Level.