

1.1. Salary Bills

1.1.1. 05162704001 - DDO Request - Google Chrome

Sno	Empcode	Name	Designation	Gross	Deductions	Net
	0300960	Presingu.Venkateswara Rao	Office Superintendent	97326.00	15400.00	81926
	0366905	Mortha.Dhana Lakshmi	Senior Accountant	34013.00	9912.00	24101
	0367973	Kajuluri.Annapurna	Senior Accountant	37045.00	9815.00	27230



Salary Bills includes monthly salary bills of the employees, DA ariars, surrender bills, Automatic Advancement Scheme Bills etc. which are classified under detailed HOA 010 Salary.

1.1.2. 05162704001 - DDO Request - Google Chrome

Sno	Empcode	Name	Designation	Gross	Deductions	Net
	0300960	Presingu.Venkateswara Rao	Office Superintendent	97326.00	15400.00	81926
	0366905	Mortha.Dhana Lakshmi	Senior Accountant	34013.00	9912.00	24101
	0367973	Kajuluri.Annapurna	Senior Accountant	37045.00	9815.00	27230

Salary Bills

Step	Action
(1)	Clicking in the scroll area displays the desired area.

1.1.3. 05162704001 - DDO Request - Google Chrome

ID	Name	Designation	Amount
0366905	Mortha.Dhana Lakshmi	Senior Accountant	34013.00
0367973	Kajuluri.Annapurna	Senior Accountant	37045.00
0369469	Vellanki.Indira Anusha	Senior Accountant	36001.00
0404246	Gopu .Annapurna	Office Superintendent	61079.00
0404251	Oleti .Srinivasa Rao	Senior Accountant	47625.00
0545576	Muddani .Sunitha	Office Superintendent	90209.00
0545581	Yandrapu.Paidi Raju	Attender	56310.00
0556901	Mathangi. Padma	Junior Accountant	29610.00
0559253	Sankranthi.Vinayak	Senior Accountant	33154.00
1903968	Vanaparti .Srinivasu	Joint Director	85824.00
2511915	.T.Vivekananda	Assistant Director	94894.00
2569968	Konala .Sri Hari Prasad	Senior Accountant	37045.00
Totals			740135

Step	Action
(1)	Click submit .

1.1.4. 05162704001 - DDO Request - Google Chrome

BILL SUBMISSION

In Case "ERROR:Duplicate Values Violates" [click here](#)

Form 47

SDH/ Description/	Amount
011 pay	516610.00
012 Allowances	6600.00
013 DA	113647.00

Deduction	Amount
APGLI(L)	33512.00
APGLI(S)	43808.00

Step	Action
(1)	Clicking in the scroll area displays the desired area.

1.1.5. 05162704001 - DDO Request - Google Chrome

05162704001 - DDO Req: X

Not secure | 172.17.79.20/ddoreqtest/index.php

PAY BILLS

- Employee Acceptance
- Employee Update
- Paybill Preparation
- Deductions for Multiple Emps
- DDO Bill Submission
- Earnings for Multiple Emps
- LPC Creation & Transfer of Emp
- DA Arrears
- Employee List
- REPORT OF TBRs New
- Report of TBRs
- Employee Details
- Changing Installments
- Bill Cancellation
- Supplementary PAN
- UPDATION EHS SUBS
- ENTRY BILL WISE
- Emp Account Update
- APBCL Adjustment
- EMP QUARTER AP CM Relief
- FUND
- Employee Health Scheme
- ISS TBR Mapping
- Flv Leaf

RuleNo	RuleDescription	Y	NA
01	Bill is prepared in the prescribed APTC Form No.47.	☐	☐
02	Correct schedules of all deductions viz; GPF,APGLI,GIS,PT,IT etc should be enclosed to the bill (SR 2 (I) TR 16)	☐	☐
03	In r/o AIS officers pay slips issued by PAO to be enclosed when the claim is preferred for the first time or change of pay	☐	☐
04	Certificate for drawl of HRA and other compensatory allowances to be furnished (Note 2 of SR 4 of FR 44)	☐	☐
05	In r/o pay bill for the m/o February certificate regarding the recovery income tax to be enclosed	☐	☐
06	Pay bill in r/o May payable In the m/o of June should contain service verification certificate for the year ending 31st March (art 325 of APFC)	☐	☐
07	LPC to be enclosed in r/o all employees whose salaries are claimed at new station on their transfer	☐	☐
08	Annual increment sanction certificates are enclosed in r/o all employees to whom increment is sanctioned	☐	☐
09	A certified copy of all bank account details of all employees along with the amount to be credited into their account is enclosed?	☐	☐
10	In case of 1st appointment, the orders of recruitment agency is enclosed for verification	☐	☐
11	In case of 1st appointment, the age and health certificates are enclosed	☐	☐

BACK submit 1

Step	Action
(1)	Click submit .

1.1.6. 05162704001 - DDO Request - Google Chrome

05162704001 - DDO Req: X

Not secure | 172.17.79.20/ddoreqtest/index.php

PAY BILLS

- Employee Acceptance
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- UPDATION EHS SUBS
- ENTRY BILL WISE
- Emp Account Update
- APBCL Adjustment
- EMP QUARTER AP CM Relief
- FUND
- Employee Health Scheme
- ISS TBR Mapping
- Flv Leaf

BILL SUBMISSION

In Case "ERROR:Duplicate Values Violates" [click here](#)

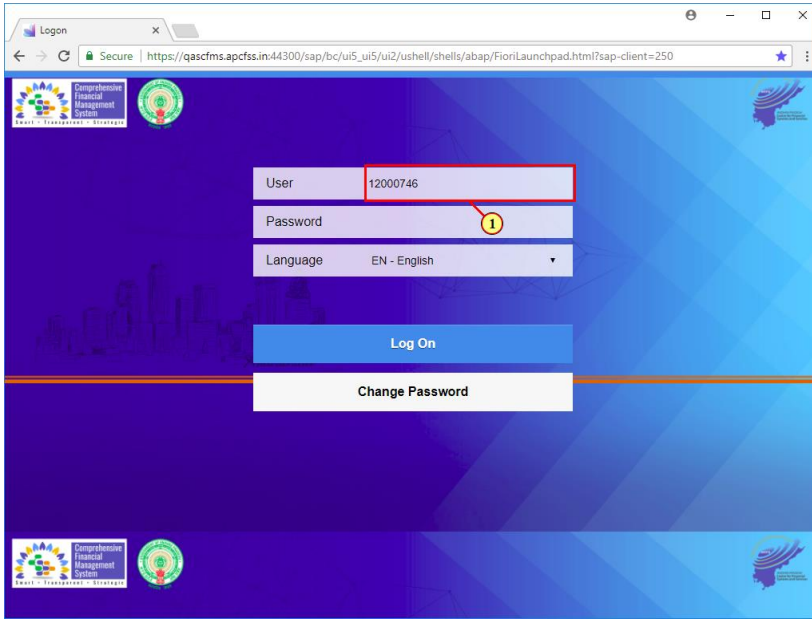
TBR NUMBER GENERATED 2017000124

[The File is saved in Form47-05162704001-2017000124.txt](#)

DDO CODE	05162704001-JD INSURANCE VJA		
Messenger Name	nn		
Form No	047	Form Description	select
Head Of Account	Select		
Gross	740135	Deductions	
		Net Amount	

	Note the TBR Number Generated.
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1.1.7. Login - Google Chrome



Step	Action
(1)	The User field is filled out.

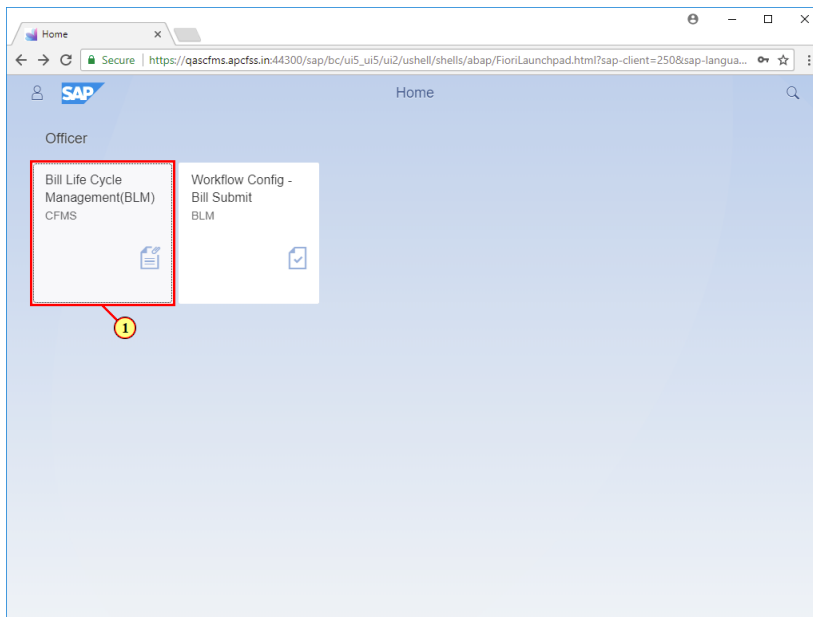
1.1.8. Logon - Google Chrome

Step	Action
(1)	The Password field is filled out.

1.1.9. Logon - Google Chrome

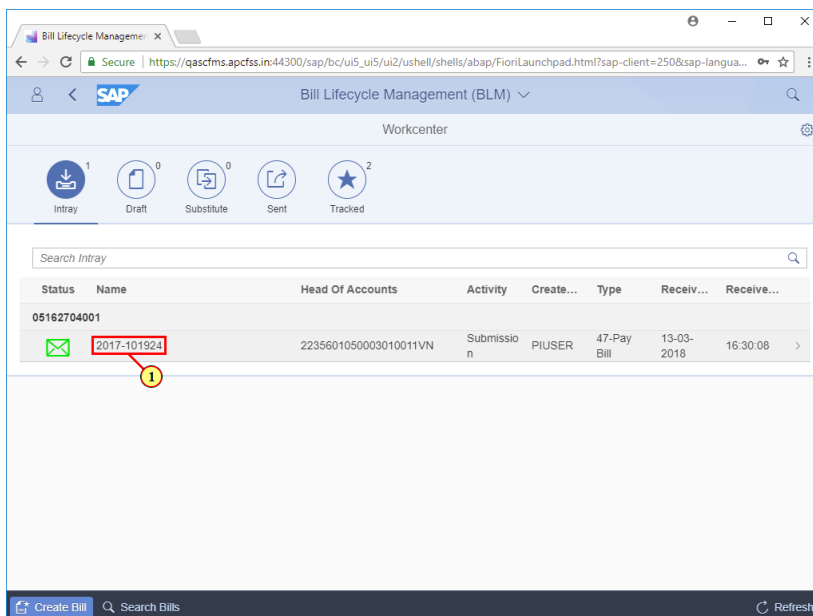
Step	Action
(1)	Click Log On .

1.1.10. Home - Google Chrome



Step	Action
(1)	Click Bill Life Cycle Management (BLM) .

1.1.11. Bill Lifecycle Management (BLM) - Google Chrome



Step	Action
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Step	Action
(1)	Click 2017-101924 .

1.1.12. Bill Lifecycle Management (BLM) - Google Chrome

Bill Lifecycle Management (BLM) - Details

2017-101924 Submission

47-Pay Bill

Basic Information Employees Bill Workflow Notes & Documents Attribute History

> Overview

> BillNote/Description

Overview

*DDO Code: 05162704001 JT DIR OFINSURCE VJWD

*District: 05 Krishna

*Treasury Office: 0516 STO - VIJAYAWADA

*Dept Trans ID: 2017000124

Save Submit Return

Step	Action
(1)	Clicking in the scroll area displays the desired area.

1.1.13. Bill Lifecycle Management (BLM) - Google Chrome

Bill Lifecycle Management (BLM) - Details

*Head of Account: 2235601050003010011VN

Org Unit:

Available Budget: INR

*Gross Amount: 740135.000 INR

Total Deduction: 212275.000 INR

*Net Amount: 527860.000 INR

Other Details

*Pay Month: 03

*Service Major Head:

Save Submit Return

Step	Action
(1)	Clicking in the scroll area displays the desired screen area.

1.1.14. Bill Lifecycle Management (BLM) - Google Chrome

2017-101924 Submission

47-Pay Bill

Basic Information Employees Bill Workflow Notes & Documents Attribute History

> Overview

> BillNote/Description

Overview

*DDO Code: 05162704001 JT DIR OF INSURANCE VJWD

*District: 05 Krishna

*Treasury Office: 0516 STO - VIJAYAWADA

*Dept Trans ID: 2017000124

Save Submit Return

Step	Action
(1)	Click Employees Bill .

1.1.15. Bill Lifecycle Management (BLM) - Google Chrome

2017-101924 Submission

47-Pay Bill

Basic Information Employees Bill Workflow Notes & Documents Attribute History

S. No	Employee Code	Old Emp. Code	Name	Designation	Gross Amount	Deductions	Net Amount
1	12000639	00300960	VENKATESWARA RAO	SUPERINTENDENT	97326.00	15400.00	81926.00
2	12000640	00366905	DHANA LAKSHMI	SENIOR ACCOUNTANT	34013.00	9912.00	24101.00
3	12000648	00367973	ANNAPURNA	SENIOR ACCOUNTANT	37045.00	9815.00	27230.00
4	12000651	00369469	INDIRA ANUSHA	SENIOR ACCOUNTANT	36001.00	5587.00	30414.00
5	12000657	00404246	ANNAPURNA	SUPERINTENDENT	61079.00	25159.00	35920.00
6	12000658	00404251	SRINIVASA RAO	SENIOR ACCOUNTANT	47625.00	17331.00	30294.00
7	12000661	00545576	SUNITHA	SUPERINTENDENT	90209.00	36370.00	53839.00
8	12000663	00545581	PAIDI RAJU	OFFICE SUBORDINATE	56310.00	10325.00	45985.00
9	12000665	00556901	PADMA	JUNIOR ACCOUNTANT	29610.00	5858.00	23752.00

Save Submit Return

Salary Bills

Step	Action
(1)	Click 12000639 .

1.1.16. Bill Lifecycle Management (BLM) - Google Chrome

2017-101924

47-Pay Bill

Basic Information

Employee Earning and Deductions

Type	Earnings	Deductions
BASIC PAY	67990.00	
FAMILY PAY	75.00	
DEARNESS ALLOWANCES	14963.00	
HOUSE RENT ALLOWANCE	13598.00	
CITY COMPENSATORY ALLOWANCE	700.00	
INTERIM RELIEF	0.00	

S. No	Employee Code	Type	Earnings	Deductions	Gross Amount	Deductions	Net Amount
1	12000639	INTERIM RELIEF	0.00		97326.00	15400.00	81926.00
2	12000647	EFW SUBSCRIPTION		20.00	34013.00	9912.00	24101.00
3	12000648	GPF SUBSCRIPTION		7000.00	37045.00	9815.00	27230.00
4	12000651	GIS INS FUND		60.00	36001.00	5587.00	30414.00
5	12000657	PROFESSIONAL TAX		200.00	61079.00	25159.00	35920.00
6	12000658	INCOME TAX		8000.00	47625.00	17331.00	30294.00
7	12000661	EHF SUBSCRIPTION		120.00	90209.00	36370.00	53839.00
8	12000663				56310.00	10325.00	45985.00
9	12000665	00556901 PADMA JUNIOR ACCOUNTANT			29610.00	5858.00	23752.00

Net Amount : 81926

Close

Save Submit Return

Step	Action
(1)	Click Close .

1.1.17. Bill Lifecycle Management (BLM) - Google Chrome

2017-101924

47-Pay Bill

Basic Information

Employee Bill

S. No	Employee Code	Old Emp. Code	Name	Designation	Gross Amount	Deductions	Net Amount
1	12000639	00300960	VENKATESWARA RAO	SUPERINTENDENT	97326.00	15400.00	81926.00
2	12000647	00366905	DHANA LAKSHMI	SENIOR ACCOUNTANT	34013.00	9912.00	24101.00
3	12000648	00367973	ANNAPURNA	SENIOR ACCOUNTANT	37045.00	9815.00	27230.00
4	12000651	00369469	INDIRA ANUSHA	SENIOR ACCOUNTANT	36001.00	5587.00	30414.00
5	12000657	00404246	ANNAPURNA	SUPERINTENDENT	61079.00	25159.00	35920.00
6	12000658	00404251	SRINIVASA RAO	SENIOR ACCOUNTANT	47625.00	17331.00	30294.00
7	12000661	00545576	SUNITHA	SUPERINTENDENT	90209.00	36370.00	53839.00
8	12000663	00545581	PAIDI RAJU	OFFICE SUBORDINATE	56310.00	10325.00	45985.00
9	12000665	00556901	PADMA	JUNIOR ACCOUNTANT	29610.00	5858.00	23752.00

Save Submit Return

Salary Bills

Step	Action
(1)	Click 12000658 .

1.1.18. Bill Lifecycle Management (BLM) - Google Chrome

2017-101924 Submission

47-Pay Bill

Employee Earning and Deductions

Type	Earnings	Deductions	Gross Amount	Deductions	Net Amount
DEARNESS ALLOWANCES	7311.00		97326.00	15400.00	81926.00
HOUSE RENT ALLOWANCE	6644.00				
CITY COMPENSATORY ALLOWANCE	450.00		34013.00	9912.00	24101.00
INTERIM RELIEF	0.00		37045.00	9815.00	27230.00
BASIC PAY	33220.00		36001.00	5587.00	30414.00
GPF SUBSCRIPTION	7000.00		61079.00	25159.00	35920.00
APGLI SUBSCRIPTION	3000.00		47625.00	17331.00	30294.00
APGLI LOAN	6991.00		90209.00	36370.00	53839.00
GIS INS FUND	30.00		56310.00	10325.00	45985.00
PROFESSIONAL TAX	200.00		29610.00	5858.00	23752.00
EHF SUBSCRIPTION	90.00				
EFW SUBSCRIPTION	20.00				

Net Amount : 30294.00

Close

Save Submit Return

Step	Action
(1)	Click Close .

1.1.19. Bill Lifecycle Management (BLM) - Google Chrome

2017-101924 Submission

47-Pay Bill

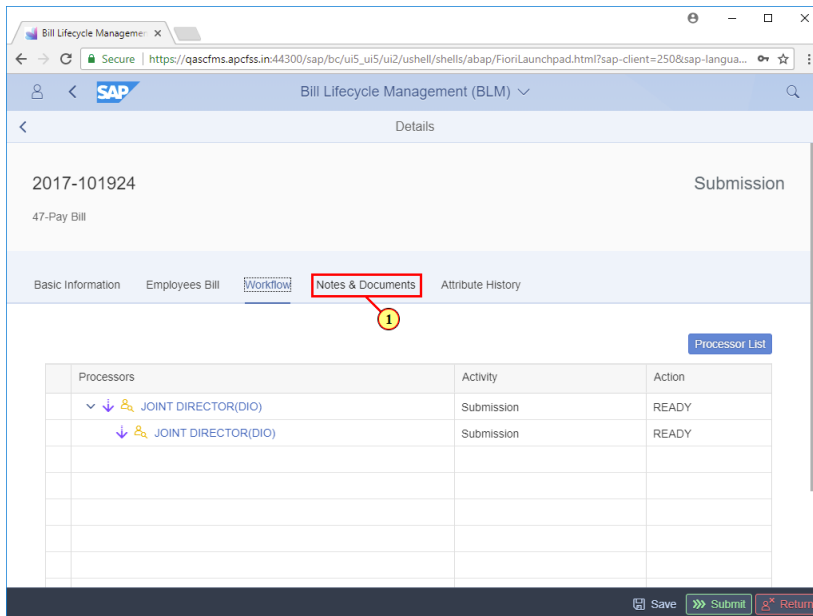
Basic Information Employees Bill Workflow Notes & Documents Attribute History

S. No	Employee Code	Old Emp. Code	Name	Designation	Gross Amount	Deductions	Net Amount
1	12000639	00300960	VENKATESWARA RAO	SUPERINTENDENT	97326.00	15400.00	81926.00
2	12000647	00366905	DHANA LAKSHMI	SENIOR ACCOUNTANT	34013.00	9912.00	24101.00
3	12000648	00367973	ANNAPURNA	SENIOR ACCOUNTANT	37045.00	9815.00	27230.00
4	12000651	00369469	INDIRA ANUSHA	SENIOR ACCOUNTANT	36001.00	5587.00	30414.00
5	12000657	00404246	ANNAPURNA	SUPERINTENDENT	61079.00	25159.00	35920.00
6	12000658	00404251	SRINIVASA RAO	SENIOR ACCOUNTANT	47625.00	17331.00	30294.00
7	12000661	00545576	SUNITHA	SUPERINTENDENT	90209.00	36370.00	53839.00
8	12000663	00545581	PAIDI RAJU	OFFICE SUBORDINATE	56310.00	10325.00	45985.00
9	12000665	00556901	PADMA	JUNIOR ACCOUNTANT	29610.00	5858.00	23752.00

Save Submit Return

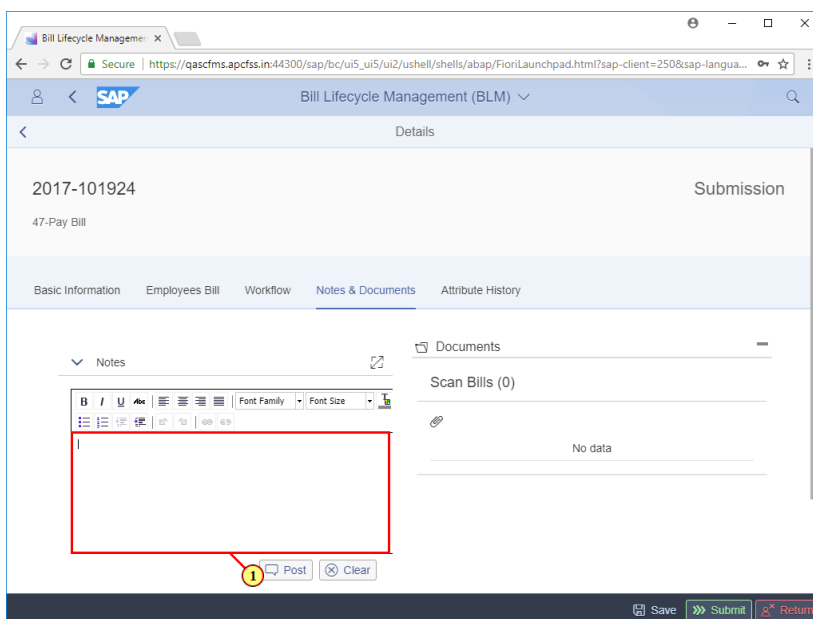
Step	Action
(1)	Click Workflow .

1.1.20. Bill Lifecycle Management (BLM) - Google Chrome



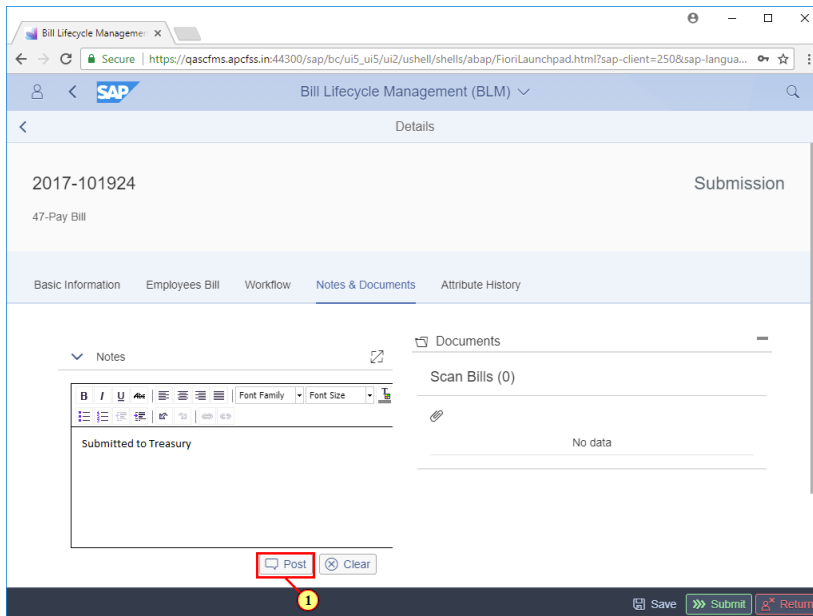
Step	Action
(1)	Click Notes and Documents .

1.1.21. Bill Lifecycle Management (BLM) - Google Chrome



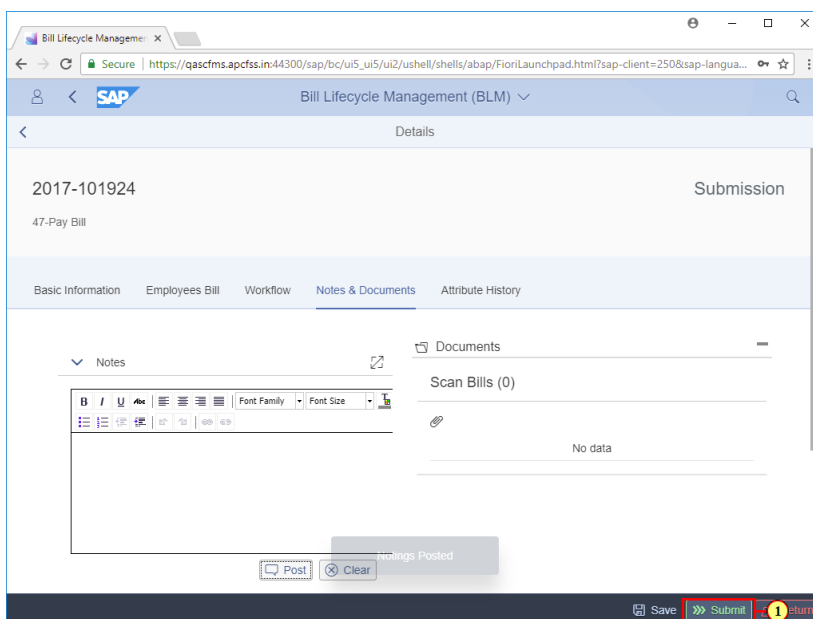
Step	Action
(1)	A text is entered in the Notes text field .

1.1.22. Bill Lifecycle Management (BLM) - Google Chrome



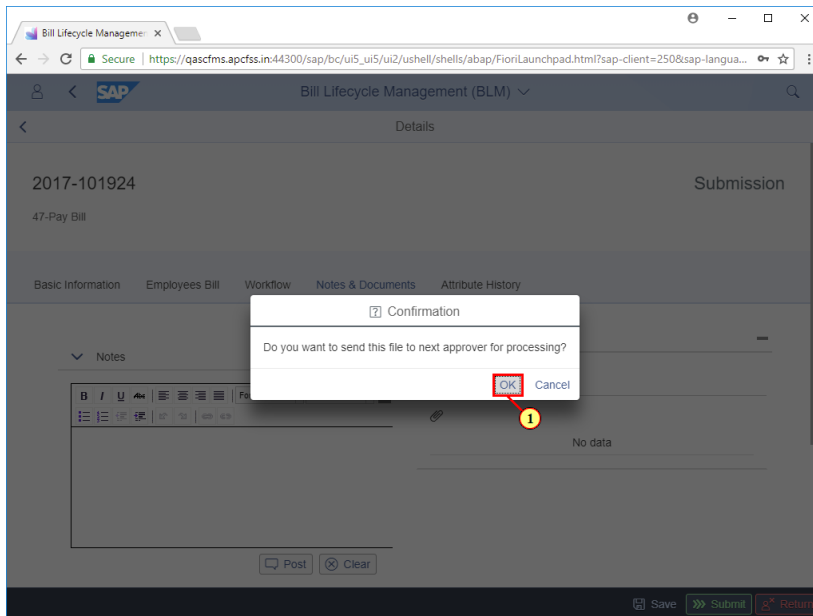
Step	Action
(1)	Click Post .

1.1.23. Bill Lifecycle Management (BLM) - Google Chrome



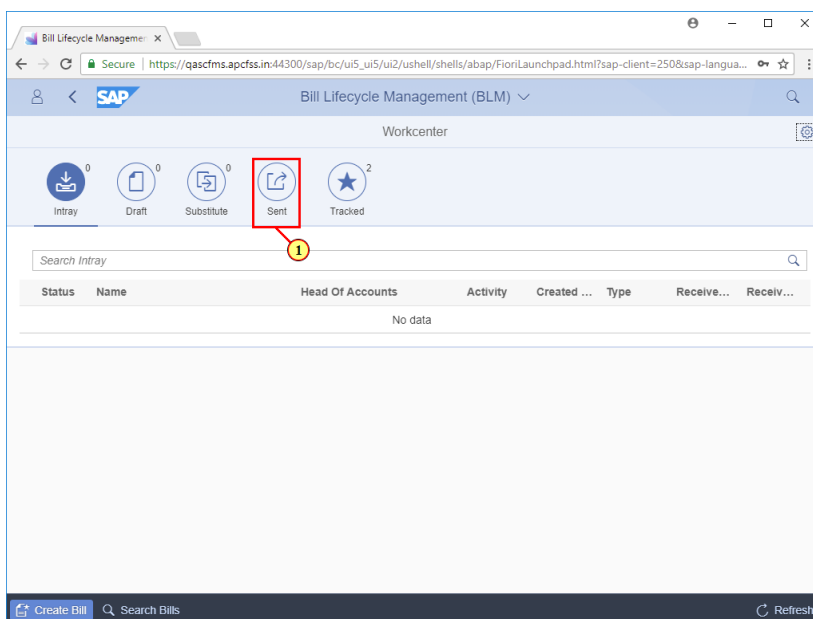
Step	Action
(1)	Click Submit .

1.1.24. Bill Lifecycle Management (BLM) - Google Chrome



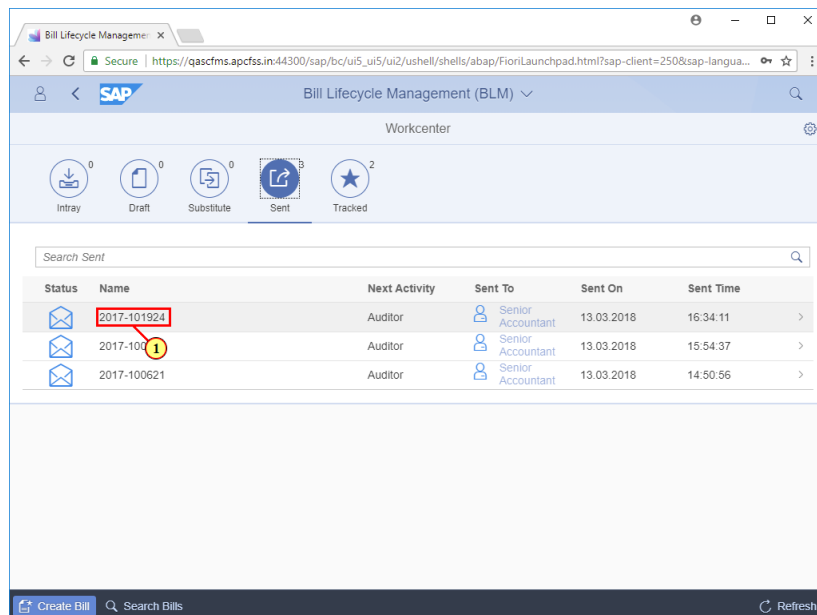
Step	Action
(1)	Click OK .

1.1.25. Bill Lifecycle Management (BLM) - Google Chrome



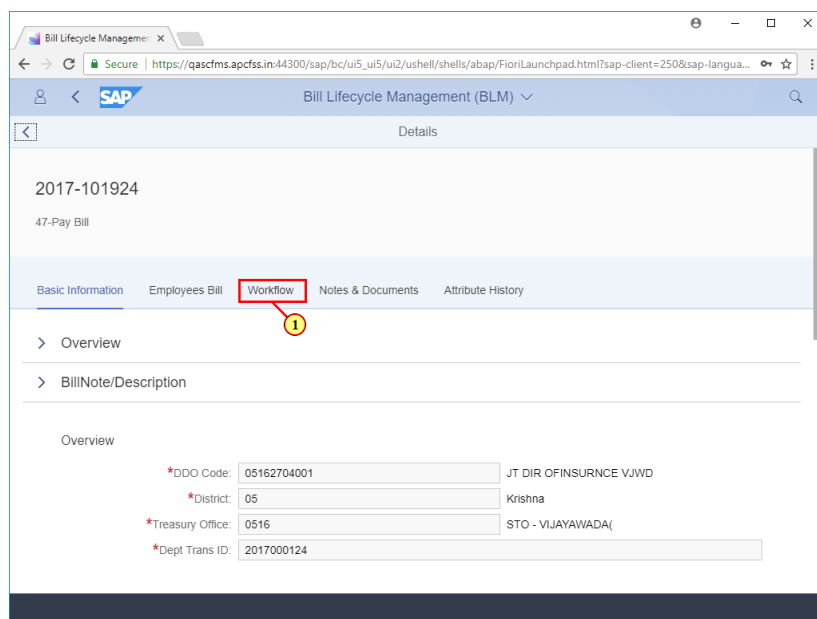
Step	Action
(1)	Click Sent .

1.1.26. Bill Lifecycle Management (BLM) - Google Chrome



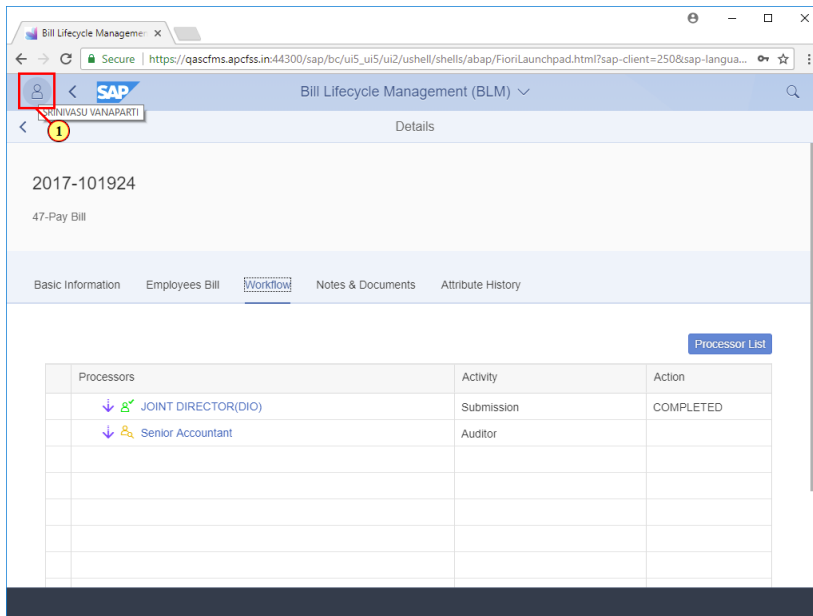
Step	Action
(1)	Click 2017-101924 .

1.1.27. Bill Lifecycle Management (BLM) - Google Chrome



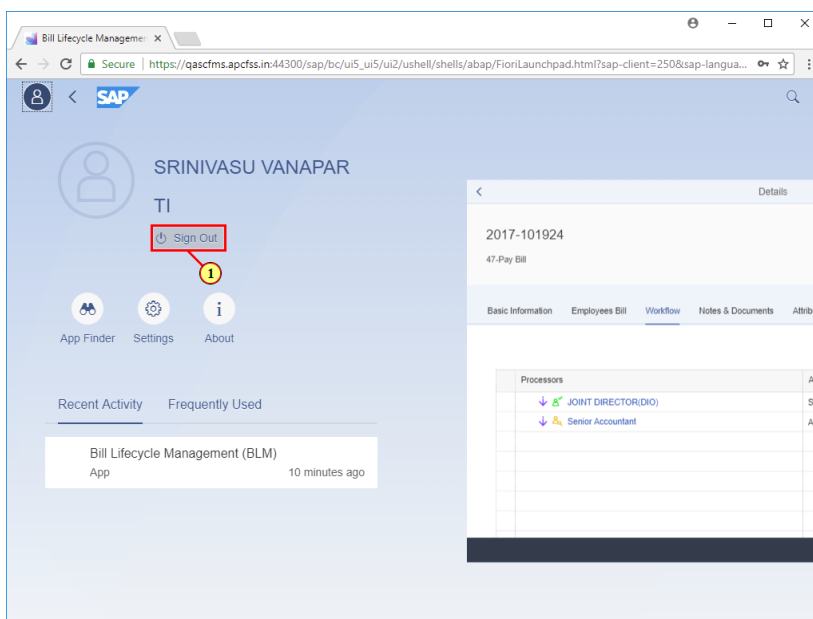
Step	Action
(1)	Click Workflow .

1.1.28. Bill Lifecycle Management (BLM) - Google Chrome



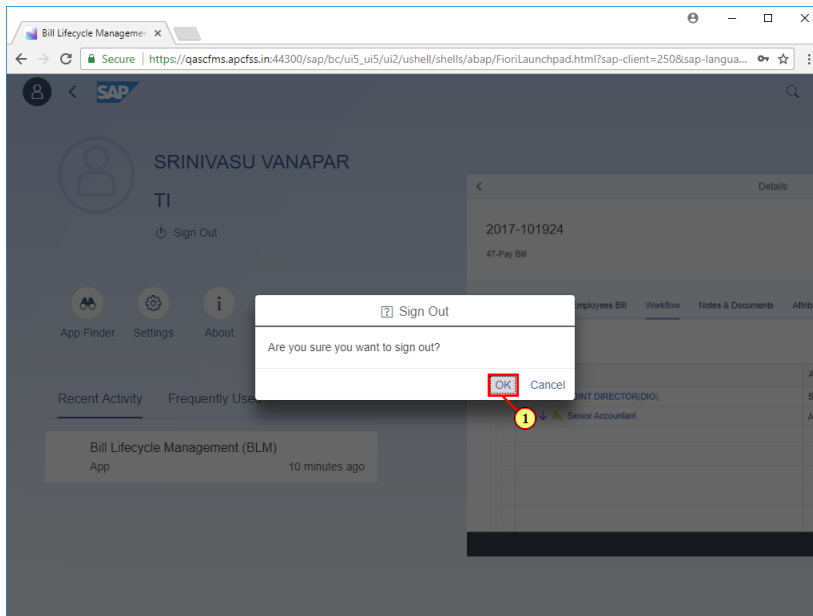
Step	Action
(1)	Click User .

1.1.29. Bill Lifecycle Management (BLM) - Google Chrome



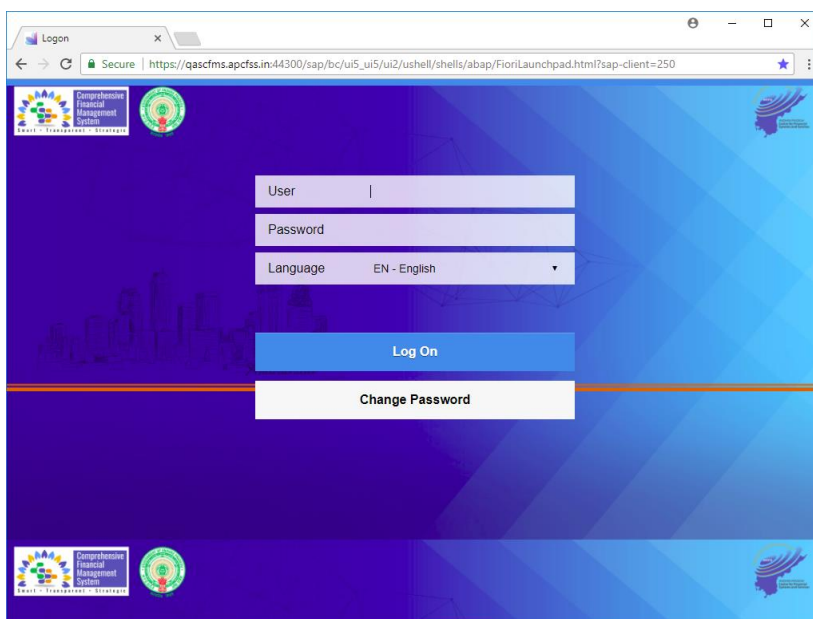
Step	Action
(1)	Click Sign Out .

1.1.30. Bill Lifecycle Management (BLM) - Google Chrome



Step	Action
(1)	Click OK .

1.1.31. Logon - Google Chrome





You have now successfully completed salary bill.