

C I R C U L A R

Sub: Use of Supplementary module w.e.f. 01-04-2012

All the HRMS & payroll users are well aware that various modules under MIS Phase II for HRMS have gone live since long back and payroll users had been instructed from time to time to use the supplementary module for payments other than salary and not to effect any payment out of system. But it is noticed that the instructions issued for use of supplementary module are not followed by most of the Field offices.

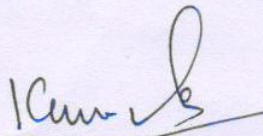
As a result of non-following the instructions, the CPF Section at Corporate Office is finding it very difficult to generate the supplementary CPF Schedules and reconcile the CPF Schedule (Regular & Supplementary together) with S&R forms submitted for the respective months from the Field offices.

Despite constant follow up for use of supplementary modules & Leave modules, most of the offices are effecting supplementary payments out of system. Due to this, following problems are created:

- 1) Supplementary CPF schedules are not generating and not tallying with S&R Forms.
- 2) Regular CPF Schedules and S&R Forms are not tallying.
- 3) Income Tax is not correctly generating.
- 4) Leave A/c is not updating.

It is, therefore, decided that no any type of payment (Except otherwise not generated through system or made provision in system will be generated & made out of system w.e.f. 01-04-2012.

In view of the above, all the officers are hereby intimated that any claims should not be drawn out of system from 01-04-2012. In case any payroll user found violating these instructions or in case any complaint received from CPF Section as to non-tallying of CPF Schedule with S&R Forms, the responsibility should be fixed upon the concerned payroll user and the respective HRD head, which may please be noted. Hence, all the concerned are requested to follow the above instructions scrupulously.


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