

CIRCULAR

Sub: Use of Supplementary module in paybill

The HRMS & payroll modules alongwith various other module, under MIS Phase II have gone live since a long back. The written and oral instructions had also been issued from time to time during meeting & visits of undersigned to use supplementary module for payments other than salary and not to effect any payment out of system. (Read Circular No.HRD/GM(HR-NTE)/MIS Phase II/82028 dt. 29.3.2012)

But despite of written & oral instructions, it is experienced that the above instructions are not being followed by the field offices. Due to non-following instructions, various problems are facing by the CPF Section while generating the CPF Schedules as follows:

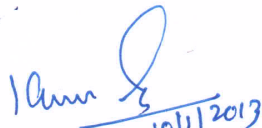
- 1) Regular CPF schedules & S&R forms are not tallying
- 2) Supplementary CPF schedules are not generating.
- 3) Income Tax is not computed correctly.

The repeated complaints regarding above Sr.No. 1&2 are receiving from CPF Section and the same had been forwarded to all field offices from time to time. Now CPF Section is not in a position to reconcile the CPF Schedule and S&R Forms from April,2012 to Sept.2012.

In view of the above, it is directed as follows:

- a) Supplementary payment prepared out of system and in which case, the CPF deduction is mandatory, will not be audited by Audit Section in Field offices and ET Section in Corporate office.
- b) Only those supplementary payments, wherein CPF deduction and Income Tax (TDS) deduction are not involved and no provision is made in system for generation of supplementary payments, will be allowed to process out of system.
- c) Leave module should be operated to its fullest extent in day to day working. The data regarding Leave Encashment provision for the Financial year 2012-2013 & onwards will be taken/generated from system only and will be treated as complete and authentic. If this data found incomplete/incorrect, the action will be initiated against the concerned HR head.

All the dealing assistants and HR Heads & F&A-Audit working in Field and Corporate office are therefore requested to follow the above instructions scrupulously .


[S.M. Kalewad] 10/1/2013
General Manager (HR-NTE) &
Business Process Incharge.