EMPLOYEE INFORMATION SYSTEM

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PUBLIC FINANCIAL MANAGEMENT SYSTEM - PFMS
(formerly CPSMS)

O/o Controller General Of Accounts , Ministry Of Finance

CONTROLLER	PAO	DDO	Employee	EIS-ADMIN

User Name*: _____   **Password*:** _____   [**Sign in**]

Basic Data

For entering DDO Profile, Sanctioned Posts, Employees Basic details, Leaves, Loans, Transfers/ Promotions, Pay Fixation, and Increments

e- PayBill

For Creating Bill Groups , Attaching posts, Applying pay rules to employees, Entry of Non Computational Allowances& Deductions, Generation of Paybills and Non Govt. Recoveries.

e-Service Book

For entering Caste , Category, Physical disability, Educational qualifications, Nominations, Family members , Service history ,GIS Membership dates, Posting History,Trainings, Dept. Exams, , CRs

About EIS

EIS is an integrated package of Personnel Information, Payroll and Service Book developed for use by all Government Departments.

EIS is a major component of IFMS - Integrated Finance Management System Developed for Government of Maharashtra

Main Features

Rule Based Paybill

Open Source Technology

Easily customisable

Supports any RDBMS

Resources

Government Of Maharashtra

Water Resource Department

Related Sites

President of India

Lok Sabha

Rajya Sabha

National Portal of India

ABOUT EIS

- Employees Information System (EIS) is **a Centralized, Integrated (with PFMS) Web based System/ Package for Personnel Information and Payroll**.
- It provides comprehensive structural facilities for Drawing and Disbursing Offices working for different Departments/Ministries of the Government of India.

- EIS is **employee information system deployed centrally for all central government employees**.
- Pay bill, Income tax and GPF modules.
- For claiming income tax exemption or calculating the income tax amount, employee can utilize the Savings form through employee login.

After the voucher is generated for the bill (by the PFMS system), and payment made to the employees, use the 'Post Paid Updation' option, under DDO Checker login to make the post paid updations for the bill. Use the 'Post to PBR' option for posting of paybill data to PBR.

pre-requisite for implementation of EIS are as under:

1. The office DDO is working for the Civil Department/Ministry of the Government of India.
2. Have six digit DDO Code allotted by Controller General of Accounts, Department of Expenditure, Ministry of Finance, Government of India under its accounting organization.
3. The PAO of the DDOs is on-board on PFMS.
4. The DDO is registered for working on PFMS.

It works on the concept of dual user i.e. "DDO Maker" & "DDO Checker" and both registered under the domain of Drawing & Disbursing Officer.

- The DDO Maker work is to input the details and prepare the all types of bills

- DDO Checker work is to verify and submit to PAO for further processing of Bill payment.

There are four different options/situations for preparation of Supplementary Bill

1. Delayed Payment of Current Month
2. Delayed Payment of Past Month
3. Transferred Employee (with further option of Current Month and Past Month)
4. Suspended Employee (with further option of Current Month and Past Month)

Other Bills are available for processing through EIS

1. Bonus
2. Honorarium
3. Leave Encashment on LTC
4. Over Time Allowance
5. Salary Arrears
6. Tuition fee Reimbursement

BILL GROUPS

Bills Groups created by system against a Scheme Code (Account Head) are called Default Bill Groups.

It is required to be created once in a financial year. Yes, it is necessary to create them. If not created, the system will not allow further to create/modify bill group and attached/detach employee from a Bill Group.

System creates three default bill groups for each Scheme Code

1. Bill Group for Pensionable employees (Regular Bill)
2. Bill Group for NPS employees
3. Bill Group for Supplementary Bill

once the Bill Groups are created and all employees are attached to respective bill groups, no further month-wise bill groups should be created. Every month Pay bill generation may be done with same bill group and pay bill cycle may be completed i.e. till "Post to PBR (EIS Bills).

It is necessary to complete the bill cycle as without its completion, the system will not allow to generate the pay bill for the next month.

When an employee details are verified and locked by DDO Checker and employees PFMS Unique ID have been generated by the system
The employee will be available for attachment to a bill group.

The following details must be checked before process of regular month

➢ Enter and Verify Leaves sanctioned for the pay month.
➢ Enter and Verify unauthorized absence, if any (including leave pending sanction).
➢ Enter and Verify "Suspension" details, if any.
➢ Enter new loans/advances along with Recovery Schedules.
➢ Enter and Verify the Order for "Multiple Installment Recovery", during the pay month, if any.
➢ Enter "Loan recovery by challan", if any.
➢ Enter and Verify Govt. Quarter Allotted, if any.
➢ Enter and Verify Govt. Quarter Vacated, if any.
➢ Enter and Verify Transfer and Relieving details of employees as per transfer orders.
➢ Enter and Verify "Joining" details of employees, joining your office after transfer with or without promotion from another office.
➢ Enter and Verify details of Promotion/Reversion without transfer (i.e. within the same office), if any.
➢ Enter and Verify "Pay Fixation" of employees on promotion or reversion or any other reason.

Enter above details if the corresponding dates fall in the pay month for which the bill is to be generated.

DEARNESS ALLOWANCE

DA rate will be captured in the system by EIS Admin when DA Arrears O.M. issued by Department of Expenditure, Ministry of Finance, Govt. of India.

DA Arrears Bills can be prepared for Regular Employees as well as Superannuated Employees Select Entry of DA Arrears option using Pay Bill→Arrear→DA Arrears. Click on "New" button to unfreeze the Form "Arrears Details".

In the Arrears Details Form input the details of Pay Month, Bill Group and Period of Arrears and click on "Go" button. The month-wise details of applicable DA Arrear amount will be shown for each employee.

Check the DA Arrears amount month-wise for each employee. If required, correction may be done. Save the form.

After saving the details, if any correction is required, the same can be done using the Edit button.

Now DA Arrears can be processed for above saved data by selecting the second option under Arrears→DA Arrears.

In the Form "Bill for DA Arrears" select the details of Pay Month, Bill Description (Bill Group), Pay Item (DA Arrears) and Period and click on "Process" button.

The Bill of DA Arrears will have generated now and system will show the confirmation message. View the bill details on clicking View Bill option.

The print of Dues Drawn Statement can be taken and attached to the Bill thus generated.

END OF SERVICE

This option is provided for capturing details of employees who have attained the superannuation/retirement/ VRS / Resignation / Death etc.

Note: In case of Technical Resignation, do not use "End of Service" provision. If this provision is used, employees will not be able to join in EIS further any more. In Technical resignation cases, transfer option may be opted.

INCREMENT

The Annual Increment in the month of January and July may be released as under:

First go to the Establishment→Changes→Release of Annual Increment→Regular Annual Increment. Select the Office, Pay Commission and Month and fill the details of Annual Increment Order with Date.

Keep the name of employees as per order and remove the rest of employees who are not covered under this order. Change the "Increment Date" for the employees, if required (for employee who were on leave on first working day in the month of Jan/July). Save the details.

The saved details of Annual Increment Order will now appear in a grid above on the form.

Click on the Annual Increment Order and then click on "Forward to DDO".

Verify the details of Annual Increment Order at DDO Checker level to make the effect.

Maker & Checker (EIS)

- it works on the concept of dual user i.e. "DDO Maker" & "DDO Checker" and both registered under the domain of Drawing & Disbursing Officer. The DDO Maker work is to input the details and prepare the all types of bills and DDO Checker work is to verify and submit to PAO for further processing of Bill payment

- The Employee Information System is works on concept of dual user.
  DDO Maker- All the officials (dealing hand) working for the preparation of Salary Bills can be designated/registered separately as DDO Maker in EIS. All the Data Entry work are required to be done by them.
  DDO Checker- The DDO(Admn) itself may be registered as DDO Checker for working in the EIS. He/she verify and authenticate after scrutiny of all the work done by DDO Maker. The submission of bills to PAO is routed through DDO Checker.
  However, this is in the jurisdiction of concerned DDO to make the users accordingly.

Creative and Approve

- Registration Form for User creation is available on the PFMS portal i.e. https://pfms.nic.in at Login page "New User Registration Form".
  a) **Creation and Approval of DDO Checker:** The User is required to fill this form and submit to DDO. DDO will create User Online through the option User→User Ministry Registration after login in PFMS. After creation of user id, a link for authentication is sent to email of DDO Checker for verification. After authentication by User, the DDO will then approve the User through the option User→ Ministry User list and send physical registration form with supporting documents to PAO Office for approval as 2nd level authority . After approval by PAO, user id and password details are sent to user's mail id and user can login in sytem after 24 hours.
  b) **Creation and Approval of DDO Maker:** The User is required to fill this form and submit to DDO Checker with supporting documents. DDO Checker will create User Online through the option User→User Ministry Registration after login in PFMS. After creation of user id, a link for authentication is sent to email of DDO Maker for authentication. After authentication by User, the DDO Checker will then approve the User through the option User→ Ministry User list. After approval by DDO Checker, user id and password details are sent to user's mail id and user can login in sytem after 24 hours.

Login ID & PASSWORD FORGOTTEN

- To know the login ID of DDO Maker and DDO Checker: The PFMS User which created the DDO Maker or DDO Checker and only can retrieve the created Login ID. For this he/she has to login in PFMS and have to use the optionUsers→Manage. In the Status type option select Approved and click search. All the users with approved status will be displayed. Note the login ID verifying the details mentioned with it.
b) To retrieve the password: The DDO Maker/Checker is required to Go to link **Forgot Password?** provided on the home page/login page of PFMS (https://pfms.nic.in). Follow the instruction therein. After successful validation of all details you get the option to Reset Password. This provision is applicable to all types of Users of PFMS.

Sanction/PD Maker Creation: e bill

(i)   Login creation to be initiated only after activation of Sanction Checker.

(ii)   Login creation and approval process will remain same as per the existing procedure of Ministry User Registration.

(iii)   Login will be activated after 24 hours of approval granted in PFMS

Sanction/PD Checker Creation:

(i)   Login creation to be initiated only after sanctioning authority/ PD code generation & activation of PAO code for ebill.

(ii)   Login creation and approval process will remain same as per the existing procedure of Ministry User Registration.

(iii)   Login will be activated after 24 hours of IInd level approval granted in PFMS.

Sanction maker and Sanction checker

New User	Creator	Ist Level Approval	IInd Level Approval
Sanction/PD **Maker**	Sanction/PD **Checker**	Sanction/PD **Checker**	-
Sanction/PD **Checker**	**DDO**	**DDO**	**PAO**
Bill Distributor (Anyone in PAO)	**PAO**	**PAO**	**Pr.A.O.**
Claimant (Vendor)	Sanction/PD **Maker**	Sanction/PD **Maker**	Sanction/PD **Checker**
Claimant (Employee)	Will use existing EIS login credentials		
Important: All IDs in PFMS will be activated after 24 hours of IInd level approval granted in PFMS			

PROCESS IN PAY & ACCOUNTS OFFICE (PAO)

12	e-bill distribution to Dealing Hands (DHs) by Bill Distributor.
13	e-bill passing/returning by DHs through FIFO.
14	e-bill Pass/Return Order PDF DSC by DH.
15	e-bill passing/returning by AAOs through FIFO
16	e-bill Pass/Return Order PDF DSC by AAO.
17	e-bill final passing/returning by PAO through FIFO
18	e-bill Pass/Return Order PDF DSC by PAO.
19	Batch preparation of epayment files.
20	Payment file & Batch Order PDF DSC by Signatory-1
21	Payment file & Batch Order PDF DSC by Signatory-2 (if any)
22	Payment file transmission to accredited bank.
23	Epayment scroll receipt from accredited bank.
24	SMS and Email trigger to Claimant.
25	Claim Tracking Report (MIS-08)

PROESS IN SANCTIONING AUTHORITY OFFICE

4	e-claim Reference Number (CRN) generation by Claimant/Sanction Maker
5	e-claim Creation by Claimant/Sanction Maker
6	e-claim PDF Digitally Signing (DSC) by Claimant/Sanction Maker
7	e-claim receiving by Sanction Maker ***** In certain cases (viz TA-Tour, Transfer & LTC) there would be another step involved before eclaim receiving i.e. settlement form creation by Sanction/PD Maker and its approval & DSC by Sanction/PD Checker
8	e-sanction generation by Sanction Maker ***** Please note that in case of RPR-34 (Grants-in-Aid) there won't be any claim and the process will start directly from sanction itself.
9	e-sanction Forwarding by Sanction Maker to Sanction Checker
10	e-sanction PDF DSC by Sanction Checker (Through FIFO)

Step by Step Process Flow

Broad Outline of Process Flow	
Step	Process
1	A. Sanctioning Authority/PD Codification B. DDO DSC Enrolment and Approval C. Bill Distributor (in PAO) login Creation and Approval. D. DH & AAO (in PAO) DSC Enrolment and Approval. ***** All the above activities can be started simultaneously by the respective offices/users.
2	A. Sanction/PD Checker & Sanction/PD Maker Creation & Approval (To be created only after selecting the PD Code) B. Sanction/PD Checker & Maker DSC Enrolment and Approval.
3	A. Claimant/Vendor Login Creation & Approval (Optional) B. Claimant/Vendor DSC Enrolment & Approval (Optional) ***** Claims can also be raised in PFMS by the Sanction/PD Maker user

Process Flow of PFMS – Employee Information System

Start
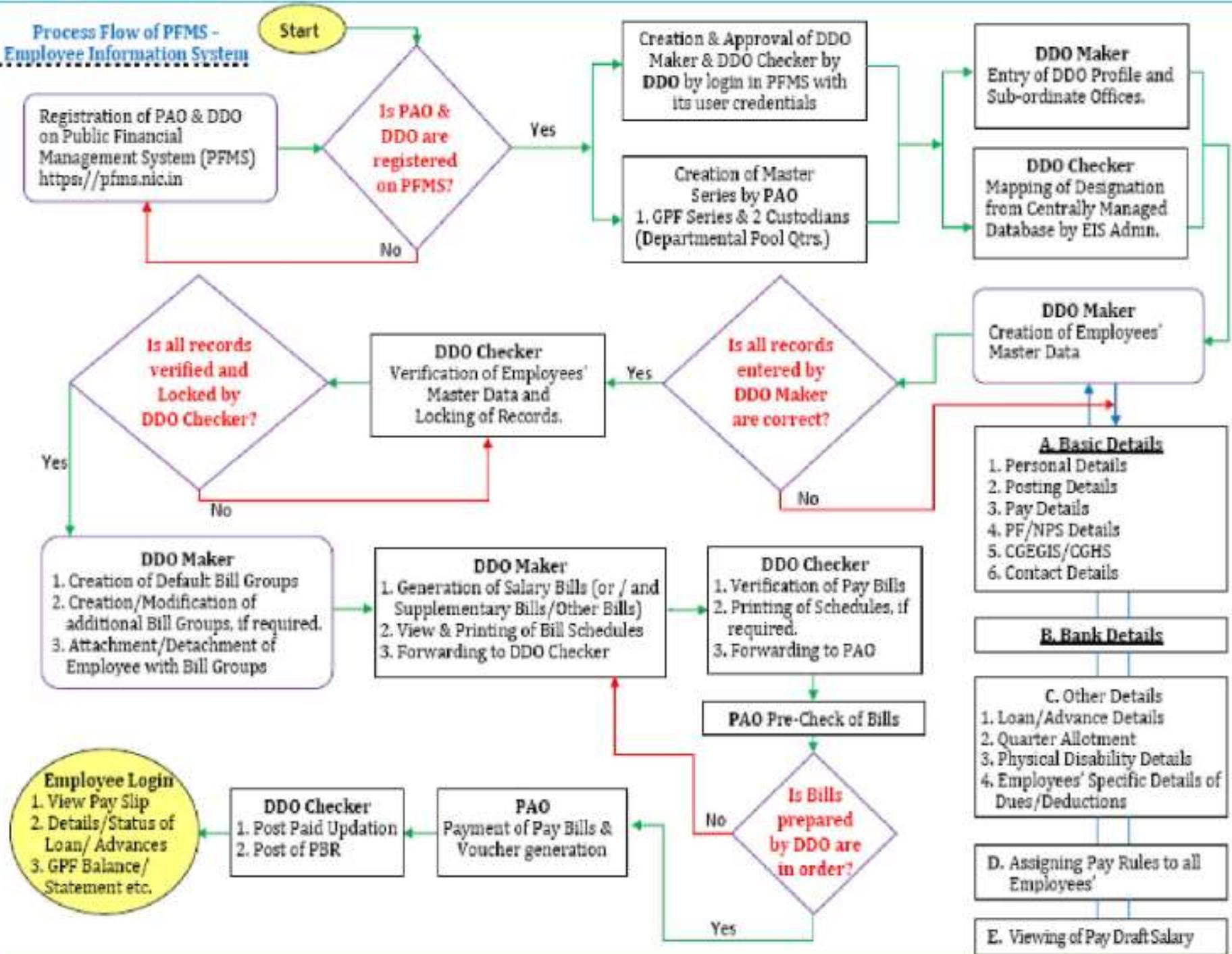
Is PAO & DDO are registered on PFMS? — **No** → Registration of PAO & DDO on Public Financial Management System (PFMS) https://pfms.nic.in

Yes →

Creation & Approval of DDO Maker & DDO Checker by DDO by login in PFMS with its user credentials

Creation of Master Series by PAO
1. GPF Series & 2 Custodians (Departmental Pool Qtrs.)

DDO Maker — Entry of DDO Profile and Sub-ordinate Offices.

DDO Checker — Mapping of Designation from Centrally Managed Database by EIS Admn.

DDO Maker — Creation of Employees' Master Data

Is all records entered by DDO Maker are correct? — **Yes** → **DDO Checker** — Verification of Employees' Master Data and Locking of Records.

No →

Is all records verified and Locked by DDO Checker? — **No** (loop back) / **Yes** →

DDO Maker
1. Creation of Default Bill Groups
2. Creation/Modification of additional Bill Groups, if required.
3. Attachment/Detachment of Employee with Bill Groups

DDO Maker
1. Generation of Salary Bills (or / and Supplementary Bills/Other Bills)
2. View & Printing of Bill Schedules
3. Forwarding to DDO Checker

DDO Checker
1. Verification of Pay Bills
2. Printing of Schedules, if required.
3. Forwarding to PAO

PAO Pre-Check of Bills

Is Bills prepared by DDO are in order? — **No** (loop back) / **Yes** →

PAO — Payment of Pay Bills & Voucher generation

DDO Checker
1. Post Paid Updation
2. Post of PBR

Employee Login
1. View Pay Slip
2. Details/Status of Loan/ Advances
3. GPF Balance/ Statement etc.

A. Basic Details
1. Personal Details
2. Posting Details
3. Pay Details
4. PF/NPS Details
5. CGEGIS/CGHS
6. Contact Details

B. Bank Details

C. Other Details
1. Loan/Advance Details
2. Quarter Allotment
3. Physical Disability Details
4. Employees' Specific Details of Dues/Deductions

D. Assigning Pay Rules to all Employees'

E. Viewing of Pay Draft Salary

EIS Bill Process in NCDDOs of PAO/CDDO (making E-Payment/Digital Signature on PFMS)

Processing of Salary Bill by DDO Maker In EIS	Forwarded to DDO Checker Bill Status : 1 →	**Verification & Forwarded by DDO Checker** In EIS

Forwarded to PAO/CDDO Bill Status : 2,3 →

Passing of Salary Bill by DH of PAO / DDO Maker (CDDO)
 In PFMS

Passing of Salary Bill by AAO of PAO Office/ DDO Checker (CDDO)
 In PFMS

Post to PBR (EIS Bills) by DDO Checker
 In EIS

Post Paid Updation by DDO Checker
 In EIS

After Voucher Generation Bill Status : 4

Digital Signature by PAO/(DDO Admin or DDO Checker) (CDDO)
 In PFMS

Passing of Salary Bill at PAO Level / DDO Admin (CDDO)
 In PFMS

EIS Bill Process in NCDDOs of CDDO (Not making E-Payment/Digital Signature on PFMS)

Processing of Salary Bill by DDO Maker
 In EIS

Forwarded to DDO Checker Bill Status : 1 →

Verification & Forwarded by DDO Checker
 In EIS

Submitted to PAO/CDDO Bill Status : 5 →

Manual Bill Submission to PAO/DDO Admin(CDDO) & Issue of Voucher Details

Post to PBR (EIS Bills) by DDO Checker
 In EIS

Post Paid Updation by DDO Checker
 In EIS

Manual entry of Voucher Details for each EIS Bill at DDO Checker Level
 In EIS

Bill Status : 1. **Bill Processed**   2. **Verified and Locked**   3. **Data successfully uploaded to PFMS**
 4. **Voucher Entry Done**   5. **Bill Locked (CDDO)**

Thank You