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\* Drawing and Disbursing Officer logs into HRMS (ddoreq).

\* Select **DFRD PAYBILL PREPARATION** from the sub-menu **DFRD PAYBILL** in the left pane.



- \* Bill IDs of March' 2020 are populated in drop-down menu against Select CFMS Bill Id.
- \* Select **Bill ID** and click on **PROCESS**.

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\* Details of the employees in the bill with Deferred amount and Sum of Deductions is shown. These details are as submitted by the DDO in the March' 2020 pay-bill. If the values are found correct, he / she can confirm the bill by clicking on **DEFERRED DATA CONFIRMATION**. However, if the sum of deductions is more than the deferred value, in any case, it shows an error to correct it.

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- H BIOMETRIC			2		VADAMALA	PRASAD BAE	U 19239.00		5259.00	13980				
			3		PATTA RED	DY PRASAD	19239.00		4028.00	15211				
SACHIVALAYAM			4		PASUPULA	SURENDRA	19202.00		4028.00	15174				
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\* The DDO can also exclude an employee, if he / she considers so for any valid reasons. For this, select the radio-button and confirm **OK** in the dialogue box appearing thereon. For any inadvertent reasons, the employee is excluded, it can be corrected by selecting the employee from **Excluded Employee's List**, whereby the excluded employee can be included.







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\* To manage / update the deductions press on the amount shown under **DEDUCTIONS** column.

\* The values in the column **Amount** under **DEDUCTIONS** can be edited, subject to the condition that the sum of deductions should **NOT** exceed the deferred value. The DDO may edit the values keeping the relevant provisions governing the deductions. Then press **UPDATE** against each deduction.



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\* After managing the deductions, the DDO click on **DEFERRED DATA CONFIRMATION**.

\* Here, the DDO may press **Yes, I Certify** confirming that the deductions are effected as per Govt. Instructions.

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\* Then gets pushed to the CFMS through interface and a Bill ID is generated and directly passed for payment. In case of April' 2020, the deferred Salary claims shall be routed through Treasury / PAO, as the deductions are not audited earlier.

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