

बिहार सरकार
शिक्षा विभाग

विशिष्ट शिक्षकों के वेतन संरक्षण (Pay Protection) एवं तदनुसार वेतन भुगतान हेतु मानक संचालन प्रक्रिया (Standard Operating Procedure)

विभागीय अधिसूचना संख्या – 2460 दिनांक – 26/12/2023 के आलोक में विशिष्ट शिक्षकों के वेतन संरक्षण (Pay Protection) हेतु मानक संचालन प्रक्रिया (Standard Operating Procedure) निम्नवत् है:-

1. बिहार विद्यालय विशिष्ट शिक्षक नियमावली, 2023 के नियम 08 के तहत विशिष्ट शिक्षकों को पूर्ण वेतन संरक्षण का प्रावधान है।
2. इस नियमावली के प्रभावी होने पर उनका वेतन फिटमेंट मैट्रिक्स के अनुसार देय होगा, जिसमें राज्य सरकार के प्रचलित दरों के अनुसार अन्य भत्ते यथा महगाई भत्ता, मकान किराया भत्ता, चिकित्सा भत्ता और शहरी परिवहन भत्ता शामिल है।
3. विशिष्ट शिक्षक के लिए फिटमेंट मैट्रिक्स टेबल के अनुसार वर्ग I-V, वर्ग VI-VIII, वर्ग IX-X एवं वर्ग XI-XII के लिए मूल वेतन क्रमशः रुपये 25,000/-, रुपये 28,000/-, रुपये 31,000/- एवं रुपये 32,000/- से प्रारंभ होता है। स्थानीय निकाय के शिक्षक के रूप में जिनका वेतन उक्त मूल वेतन से अधिक होगा, उन्हें वर्गवार निर्धारित मूल वेतन के सापेक्ष फिटमेंट मैट्रिक्स टेबल के अनुरूप निर्धारित किया जायेगा।
4. जिला स्तर पर वर्ग I-V, वर्ग VI-VIII, वर्ग IX-X एवं वर्ग XI-XII के ऐसे विशिष्ट शिक्षक, जिन्हें वेतन संरक्षण का लाभ दिया जाना है, की सूची तैयार की जायेगी।
5. तत्पश्चात् उक्त सूची में संबंधित शिक्षक के नाम के समक्ष 01 जनवरी 2025 अथवा विद्यालय में योगदान की तिथि को स्थानीय निकाय के शिक्षक के रूप में प्राप्त अंतिम मूल वेतन के आधार पर वेतन संरक्षण का लाभ देते हुए विशिष्ट शिक्षक के वर्गवार पे-मैट्रिक्स के अनुसार मूल वेतन का निर्धारण किया जायेगा। सुलभ प्रसंग हेतु वर्गवार विशिष्ट शिक्षक का पे-मैट्रिक्स अनुलग्नक-1 के रूप में संलग्न है।
6. ऐसे विशिष्ट शिक्षक, जिन्हें वेतन संरक्षण का लाभ देय हो, का मूल वेतन (पे-प्रोटेक्शन के साथ) अगले तीन दिनों में जिला शिक्षा पदाधिकारी द्वारा निर्धारित किया जायेगा एवं तत्संबंधी कार्यालय आदेश निर्गत किया जायेगा। तदनुरूप अक्टूबर, 2025 का वेतन का भुगतान जिला में उपलब्ध आवंटन से सुनिश्चित किया जायेगा।
7. जिला में आवंटन उपलब्ध नहीं रहने की स्थिति में आवश्यकतानुसार अतिरिक्त आवंटन की मांग की जा सकती है।
8. जिला शिक्षा पदाधिकारी द्वारा मूल वेतन (पे-प्रोटेक्शन के साथ) निर्धारित करने के उपरांत HRMS पोर्टल पर Payroll Generation Maker के आई० डी० से लॉगिन कर डैशबोर्ड पर Pay Dropdown के तहत New Entitlement के विकल्प को चुना जायेगा।
9. तत्पश्चात् Create Pay Entitlement पेज खुल जायेगा, जिसमें Head of Account (HoA), Service Type का चयन कर Search बटन को क्लिक करेंगे।

(N)

10. इस प्रक्रिया से उस कार्यालय के सभी कर्मचारियों/शिक्षकों की सूची प्रदर्शित हो जायेगी। तत्पश्चात् स्क्रीन के दायी ओर Select Option के तहत जिस भी विशिष्ट शिक्षक के मूल वेतन को Update किया जाना है, का चयन करेंगे। इस विकल्प के तहत एक साथ एक से अधिक शिक्षकों का चयन किया जा सकता है।
11. उक्त के उपरांत स्क्रीन के नीचे भाग में अवस्थित एक हरे रंग के बटन (Create Pay Entitlement) को क्लिक करेंगे, जिसके उपरांत उन सभी विशिष्ट शिक्षकों, जिसका चयन किया गया है, कि सूची प्रदर्शित हो जायेगी।
12. जिस विशिष्ट शिक्षक के Entitlement को Update किया जाना है, उसके नाम को क्लिक करने के उपरांत संबंधित शिक्षक का सैलरी संरचना (Pay Structure) स्क्रीन पर प्रदर्शित होगा, जिसे संशोधित किया जा सकता है।
13. इसके उपरांत मूल वेतन (Basic Pay) के समक्ष दिये गये ड्रापडाउन में नये मूल वेतन (पे-प्रोटेक्शन के साथ) का चयन कर Save बटन को क्लिक करेंगे।
14. तत्पश्चात् ऐसे सभी विशिष्ट शिक्षकों, जिनका मूल वेतन संशोधित किया गया है, को Checker एवं Approver द्वारा अपने-अपने लॉगिन आई० डी० से Approved किया जायेगा।
15. उपर्युक्त प्रक्रिया के उपरांत HRMS पोर्टल के माध्यम से नये मूल वेतन (पे-प्रोटेक्शन के साथ) के आधार पर वेतन निकासी प्रारंभ की जा सकती है। सुलभ प्रसंग हेतु इस प्रक्रिया का HRMS यूजर मैनुअल अनुलग्नक-2 के रूप में संलग्न है।

उपरोक्त प्रक्रियाओं का अनुपालन करते हुए विशिष्ट शिक्षकों के अक्टूबर, 2025 का वेतन का भुगतान सुनिश्चित किया जाय।

ज्ञापांक:- 2999.....

पटना, दिनांक- 14/10/2025

प्रतिलिपि:- सभी क्षेत्रीय शिक्षा उपनिदेशक/सभी जिला शिक्षा पदाधिकारी/सभी जिला कार्यक्रम पदाधिकारी, स्थापना/सभी कोषागार पदाधिकारी/सभी सम्बंधित शिक्षकों को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।

निदेशक माध्यमिक शिक्षा
शिक्षा विभाग, पटना

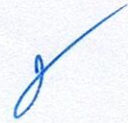
(N)

अनुलग्नक:-1

**विशिष्ट शिक्षक को दिनांक 01.01.2025 या उसके बाद के योगदान करने वाले शिक्षक का वेतन
संरक्षण के उपरान्त पे-मैट्रिक्स के अनुरूप मूल वेतन का निर्धारण।**

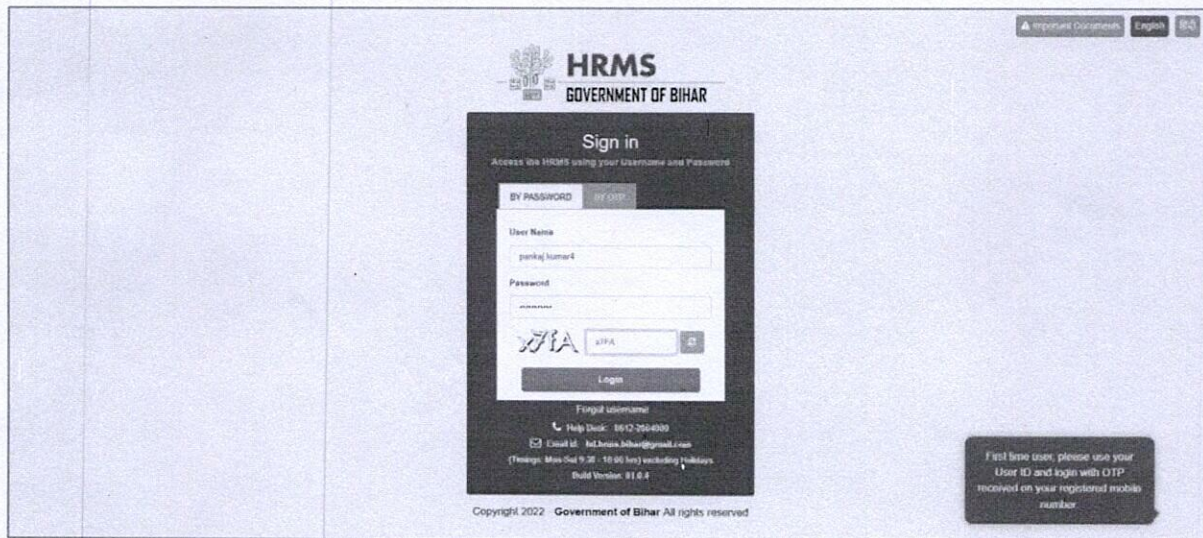
1ली जनवरी 2025 को जिनका स्थानीय निकाय शिक्षकों के रूप में वेतनवृद्धि देय है।				1ली जुलाई 2025 को जिनका स्थानीय निकाय शिक्षकों के रूप में वेतनवृद्धि देय है		
वर्ग I-V				वर्ग I-V		
क्र०	स्थानीय निकाय शिक्षक के रूप में 31 दिसम्बर का मूल वेतन	स्थानीय निकाय शिक्षक के रूप में 01ली जनवरी 2025 को प्राप्त होने वाले वेतनवृद्धि के साथ मूल वेतन	विशिष्ट शिक्षक के रूप में पे-मैट्रिक्स के अनुरूप निर्धारित मूल वेतन	स्थानीय निकाय शिक्षक के रूप में 31 दिसम्बर का मूल वेतन	स्थानीय निकाय शिक्षक के रूप में 01ली जनवरी 2025 को प्राप्त होने वाले वेतनवृद्धि के साथ मूल वेतन	विशिष्ट शिक्षक के रूप में पे-मैट्रिक्स के अनुरूप निर्धारित मूल वेतन
1	2	3	4	5	6	7
1	24190	24920	25000	24190	24190	25000
2	24920	25670	25750	24920	24920	25000
3	25670	26450	26520	25670	25670	25750
4	26450	27250	27320	26450	26450	26520
5	27250	28070	28140	27250	27250	27320
6	28070	28920	28980	28070	28070	28140
7	28920	29790	29850	28920	28920	28980
8	29790	30690	30750	29790	29790	29850
वर्ग VI-VIII				वर्ग VI-VIII		
1	27140	27960	28000	27140	27140	28000
2	27960	28800	28840	27960	27960	28000
3	28800	29670	29700	28800	28800	28840
4	29670	30570	30600	29670	29670	29700
5	30570	31490	31510	30570	30570	30600
6	31490	32440	32460	31490	31490	31510
वर्ग IX-X				वर्ग IX-X		
1	27140	27960	31000	27140	27140	31000
2	27960	28800	31000	27960	27960	31000
3	28800	29670	31000	28800	28800	31000
4	29670	30570	31000	29670	29670	31000
5	30570	31490	31930	30570	30570	31000
6	31490	32440	32890	31490	31490	31930
वर्ग XI-XII				वर्ग XI-XII		
1	28510	29370	32000	28510	28510	32000
2	29370	30260	32000	29370	29370	32000
3	30260	31110	32000	30260	30260	32000
4	31110	32110	32960	31110	31110	32000
5	32110	33080	33950	32110	32110	32960
6	33080	34080	34970	33080	33080	33950

(N)



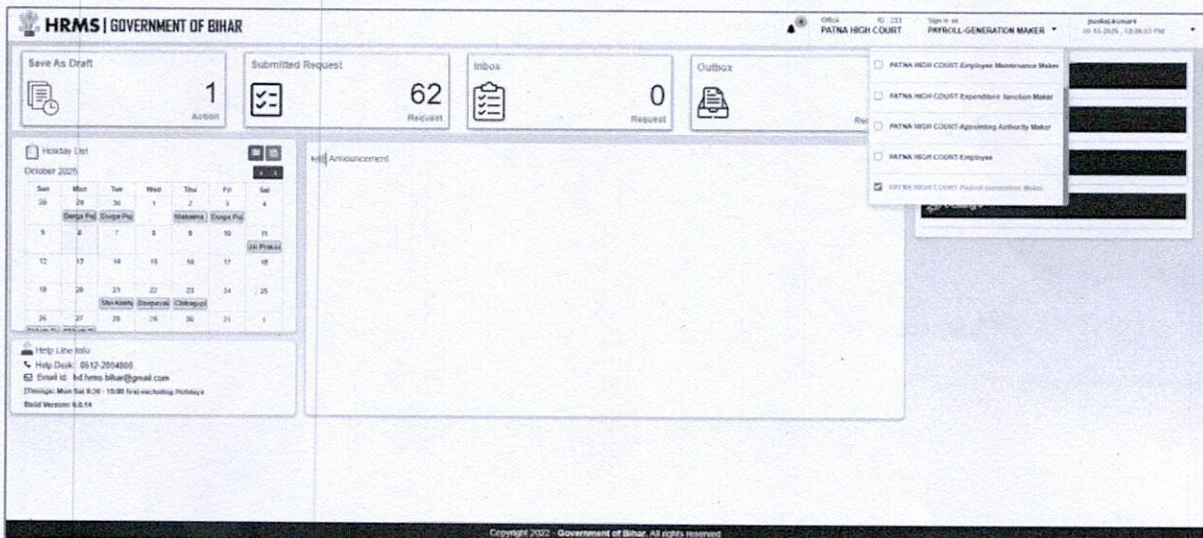
Payroll Generation Maker

1. User will login HRMS using their username and password.



The image shows the HRMS Government of Bihar Sign in page. The page has a light blue background with a central dark grey login box. The login box contains the HRMS logo, the text 'Sign in', and instructions to 'Access the HRMS using your Username and Password'. There are two tabs: 'BY PASSWORD' (selected) and 'BY OTP'. The 'BY PASSWORD' tab has fields for 'User Name' (with the value 'pinkaj.kumar') and 'Password'. Below these fields is a 'Login' button. There is also a 'Forgot Username' link and a 'Help Desk' link with the number '0512-2554000'. A 'First time user, please use your User ID and login with OTP received on your registered mobile number' message is displayed in a dark box on the right. The footer of the page says 'Copyright 2022 Government of Bihar All rights reserved'.

2. Choose Payroll generation Maker role from dropdown.



The image shows the HRMS Government of Bihar Dashboard. The dashboard has a light blue header with the HRMS logo and the text 'GOVERNMENT OF BIHAR'. The main content area is divided into several sections. On the left, there is a 'Save As Draft' section with a '1 Action' button. Next to it is a 'Submitted Request' section with a '62 Request' button. Further right is an 'Inbox' section with a '0 Request' button. On the far left, there is a 'Holiday List' section showing a calendar for October 2022. In the center, there is an 'Announcement' section. On the right, there is a 'Role' dropdown menu with the following options: 'PATNA HIGH COURT Employee Maintenance Maker', 'PATNA HIGH COURT Expenditure Sanction Maker', 'PATNA HIGH COURT Appointing Authority Maker', 'PATNA HIGH COURT Employee', and 'PATNA HIGH COURT Payroll Generation Maker' (which is selected). The footer of the page says 'Copyright 2022 Government of Bihar All rights reserved'.

3. Click on "New Entitlement" link provided under Pay dropdown.

HRMS | GOVERNMENT OF BIHAR

Office: PATNA HIGH COURT | Sign as: PAYROLL-GENERATION MAKER | Logged In As: 00-10-2024, 12:00:01 PM

Save As Draft: 1 Action | Submitted Request: 62 Request | Inbox: 0 Request | Outbox: 1 Request

Holiday List: October 2025

Announcement

Pay:

- Employee Pay Entitlement
- Regular Salary BB
- New Entitlements
- Salary Adjustment
- Pay Fixation
- Service Verification as per Payroll
- Honorary Salary
- DA/Arrears
- Salary Arrears
- Loan Closure

Help Line Info: Help Desk: 0912-204885 | Email id: hrms.bihar@gmail.com | Working Hours: 9:30 - 5:30 (Excluding holidays) | Build Version: 0.0.14

4. User can filter employee by selecting HOA, Service Type, Group name or by employee's Name/Pran/GPF number and then click on search button.

HRMS | GOVERNMENT OF BIHAR

Office: PATNA HIGH COURT | Sign as: PAYROLL-GENERATION MAKER | Logged In As: 00-10-2024, 12:00:01 PM

Create Pay Entitlement

Employee List for Pay Entitlement

Department: HQA | Office: PATNA HIGH COURT | Service Type: State Govt. Employees/GOVT | Group: E.V GPF 300

Search

Note: (A) By default all employees of the group are included for Pay Entitlement. If you want to exclude employees 'on-leave' and 'Sick'.

Sr No.	Employee ID	GPF/PRAN	Employee Name	Designation	Group	Date of joining	Date of Retirement	Status	In Active
1	10011072	PTDNC-004	BRINDESHWAR THAKUR	Senior Secretary to Honble Judge	E.V GPF 300	01-05-1990	31-12-2022	Approved	☐
2	10009005	PTDNC-077	BASUKI TOHARY	Deputy Registrar	E.V GPF 300	18-11-1964	31-12-2022	Approved	☐

Search Results: 2 Page Size: 10

Create Pay Entitlement | Cancel

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5. Now, Tick the employees name for which entitlement is to be created and click on “Create Pay Entitlement” button.

HRMS | GOVERNMENT OF BIHAR

Office: PATNA HIGH COURT | User: PAYROLL GENERATION MAKER | Logged In: 05-12-2024, 12:00:03 PM

Create Pay Entitlement

Employee List for Pay Entitlement

Department: SCA | Use Department (LAW) | Office: PATNA HIGH COURT | Service Type: State Govt Employee(DVT) | Group: E V GPF 381

In Pay Entitlement: 1 | All |

Note: (A) By default all employees of the group are included for Pay Entitlement, if you want to exclude employee(s) un check and Save.

Sr No.	Employee Id	GPF/RSN	Employee Name	Designation	Group	Date of Joining	Date of Termination	Status	In Action	Select All
1	1001073	PTSHC-854	SONESHIVAR THAKUR	Senior Secretary to Minister Judge	E V GPF 381	01-05-1998	31-12-2022	Approved		☒
2	1000131	PTSHC-877	BASUDEO THAKUR	Deputy Registrar	E V GPF 381	19-01-1994	31-12-2022	Approved		☒

Total Records: 2 | Page Size: 10 | 1 Selected | 1

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6. Click on employee's name to open Salary structure page.

HRMS | GOVERNMENT OF BIHAR

Office: PATNA HIGH COURT | User: PAYROLL GENERATION MAKER | Logged In: 05-12-2024, 12:00:03 PM

Pay Entitlement

Pay Entitlement

Department Name: LAW Department (LAW) | Office: PATNA HIGH COURT | Service Type: State Govt Employee(DVT) | No. of Employee: 2

E V GPF 381

Employee Name: 1001073 / GPF 381022

Sr No.	Employee Name	GPF/RSN	Employee Id	Pay Commission	Pay Level	Effective Date	Basic	Band	BSA	DA	GP	Special Pay	MA	Other	CTA	DP	GTS
1	SONESHIVAR THAKUR	PTSHC-854	1001073	7th PC	Level 7 (44905-142400)	01-05-1998	44,905	2,245			0				890		
2	BASUDEO THAKUR	PTSHC-877	1000131	7th PC	Level 7 (44905-142400)	19-01-1994	44,905	2,245			0				890		

Total Records: 2 | Page Size: 10 | 1 Selected | 1

☐ I have checked All Salary Heads Value of All employees.

Actions:

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7. Here, Maker will update following click on save button.

- a) Basic Pay – **New Value from dropdown** (As per Pay protection)
- b) Effective Date

HRMS | GOVERNMENT OF BIHAR

Office: PATNA HIGH COURT | Sign in as: PATROLL GENERATION MAKER

Employee Salary Structure

Employee ID: 10011876 | Office: PATNA HIGH COURT | Designation: Senior Secretary to Magistrate Judge

Service Type: State Govt. Employees (GGVT) | Date of Joining: 01-08-1988 | Date of Retirement: 01-02-2022

Field	Old Value	New Value
Pay Commission	7th PC	7th PC - 2017
Basic Pay	14000	15000
Grade Pay	---	---
City Entitlement	City Entitled for higher rate	City Entitled for higher rate
Medical Stop	Yes	Yes
Effective Date	01-01-2021	01-01-2021

Attachments: Reason, Order Number, Order Date, Remarks, Attachments, Action

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8. A message will appear on the screen with “Pay entitlement updated successfully” as shown in screenshot below.

HRMS | GOVERNMENT OF BIHAR

Office: PATNA HIGH COURT | Sign in as: PATROLL GENERATION MAKER

Employee Salary Structure

Employee ID: 10011876 | Office: PATNA HIGH COURT | Designation: Senior Secretary to Magistrate Judge

Service Type: State Govt. Employees (GGVT) | Date of Joining: 01-08-1988 | Date of Retirement: 01-02-2022

Field	Old Value	New Value
Pay Commission	7th PC	7th PC - 2017
Basic Pay	14000	15000
Grade Pay	---	---
City Entitlement	City Entitled for higher rate	City Entitled for higher rate
Medical Stop	Yes	Yes
Effective Date	01-01-2021	01-01-2021

Attachments: Reason, Order Number, Order Date, Remarks, Attachments, Action

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9. Scroll down and Click on Edit button to update Earning and Deduction and then click on "Update Head Value".

Employee Salary Structure			
Earning		Deduction	
Sr No.	Pay Head Name	Pay Head Old Value	Pay Head New Value
1	Basic Pay	55,289	55,880
2	Band Pay	0	2,080
3	Grade Pay	0	0
4	House Rent Allowance	11,940	12,720
5	Dearness Allowance	20,250	20,800
6	Special Pay	0	0
7	Medical Allowance	1,800	1,800
8	Other Allowance	0	0
9	City Transport allowance	4,390	4,420
10	Dearness Pay	0	0
Total		101,669	102,120
Gross Earning		102,120	
Gross Deduction		13,388	
Net Earning			88,732

Update Head Value

10. A message with "Salary Heads Updated Successfully" appears on the screen.

Employee Salary Structure			
Earning		Deduction	
Sr No.	Pay Head Name	Pay Head Old Value	Pay Head New Value
1	Basic Pay	55,289	55,880
2	Band Pay	0	2,080
3	Grade Pay	0	0
4	House Rent Allowance	11,940	12,720
5	Dearness Allowance	20,250	20,800
6	Special Pay	0	0
7	Medical Allowance	1,800	1,800
8	Other Allowance	0	0
9	City Transport allowance	4,390	4,420
10	Dearness Pay	0	0
Total		101,669	102,120
Gross Earning		102,120	
Gross Deduction		13,388	
Net Earning			88,732

Salary heads updated successfully

Update Head Value

11. Now, Tick the declaration, select your current payroll generation checker, enter remarks and click on submit button.

HRMS | GOVERNMENT OF BIHAR

Office: PATNA HIGH COURT | Sign in as: PAYROLL GENERATION MAKER | Last Modified: 06/10/2023, 12:00:00 PM

Department Name: Law Department (0.001) | Office: PATNA HIGH COURT
Service Type: State Govt. Employees (0007) | No. of Employees: 1

Employee Name (ID): RAJEEV KUMAR

ID No.	Employee Name	GP/PS/DA	Employee ID	Pay Component	Pay Limit	Effective Date	Basic	Band	HSA	DA	Earning	GP	Special Pay	MA	Other	CTA	OP	GDS
1	RAJEEV KUMAR	TH13016854	10818287	7th PG	Level 7 (43865-142405)	21-07-2023	51,885	2,400	10,720	20,400				1,000			4000	

Total Records: 5 (Page No.: 10)

☒ I have checked All Salary Details Value of All employees.

Action:
 Send To: RAJEEV KUMAR, JHA (Payroll Generation Checker)
 Remarks: Please check and forward

Buttons: [Submit] [Cancel] [Print]

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12. A message with "Application forwarded successfully" appears on the screen.

HRMS | GOVERNMENT OF BIHAR

Office: PATNA HIGH COURT | Sign in as: PAYROLL GENERATION MAKER | Last Modified: 06/10/2023, 12:00:00 PM

Department Name: Law Department (0.001) | Office: PATNA HIGH COURT
Service Type: State Govt. Employees (0007) | No. of Employees: 1

Employee Name (ID): RAJEEV KUMAR

Total Records: 5 (Page No.: 10)

☒ I have checked All Salary Details Value of All employees.

Action:
 Send To: RAJEEV KUMAR, JHA (Payroll Generation Checker)
 Remarks: Please check and forward

Buttons: [Submit] [Cancel] [Print]

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Payroll Generation Checker

13. Now, Payroll generation checker will login to HRMS using their user credentials and click on inbox.

HRMS | GOVERNMENT OF BIHAR

Office: PATNA HIGH COURT | Sign in as: PAYROLL GENERATION CHECKER | Last Modified: 06/10/2023, 12:00:00 PM

Business Request: 1

Payroll List

ID	Name	Date	Amount	Status
1	RAJEEV KUMAR	21-07-2023	51,885	Pending

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Q

✓

14. Click on the reference number.

HRMS | GOVERNMENT OF BIHAR Office: PATNA HIGH COURT Sign in as: PAYROLL GENERATION CHECKER Logout

Index List

Reference No.	Description/Activity Name	Initiator	Initiated Date	Approved From	Pending Since	Is Objected From Treasury
197100171071000000	Household Employment	PRABHU KUMAR	06-10-2025 01:14:51 PM	PRABHU KUMAR	06-10-2025 01:14:51 PM	No

Total Records: 1 | Page Size: 10

15. Payroll generation checker will verify all the details and select current Payroll generation approver under action tab to forward the request and then click on submit button.

HRMS | GOVERNMENT OF BIHAR Office: PATNA HIGH COURT Sign in as: PAYROLL GENERATION CHECKER Logout

Pay Endorsement

Department Name: LDU Department (LAW) Office: PATNA HIGH COURT

Service Type: 1000 (LAW EMPLOYEES/SGVT) No. of Employees: 1

Employee Name: / TO / OFF PRABHU

Sr. No.	Employee Name	GP/PSAR	Employee Id	Pay Commission	Pay Level	Effective Date	Basic	Dear	HRA	DA	Gratuity	Special Pay	MA	Other	CTA	DP	GSS
1	PRABHU KUMAR	110100070004	10010007	7th PC	Level 7 (44000-142300)	01-07-2023	53,600	2,560	15,720	29,400		1,000			450		

Total Records: 1 | Page Size: 10

☒ I have checked All Salary Heads Value of All employees.

Officer/Users Comments

Sr. No.	Action Taken By	Date and Time	Remarks
1	PRABHU KUMAR (Payroll Generation Maker)	06-10-2025 01:14:51 PM	OK

Actions

Action Taken:

Send To:

Remarks:

16. A message with "Application forwarded successfully" appears on the screen.

Application forwarded successfully

☒ I have checked All Salary Heads Value of All employees.

Officer/Users Comments

Sr. No.	Action Taken By	Date and Time	Remarks
1	PRABHU KUMAR (Payroll Generation Maker)	06-10-2025 01:14:51 PM	OK

Actions

Action Taken:

Send To:

Remarks:

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Payroll Generation Approver

17. Now, Payroll generation Approver will login HRMS using his/her user credentials and click on inbox.

The screenshot shows the HRMS Government of Bihar dashboard. At the top, there is a header with the logo and name 'HRMS | GOVERNMENT OF BIHAR'. On the right, there is a user profile section showing 'Office: PATNA HIGH COURT', 'ID: 231', and 'Sign in as: PAYROLL GENERATION APPROVER'. Below the header, there are several modules: 'Save As Draft' (0 Action), 'Submitted Request' (0 Request), 'Inbox / Unconfirmed' (1 / 0 Request), and 'Outbox' (0 Request). There is also an 'Income Tax' section with links to 'View IT calculation' and 'Income tax report'. On the left, there is a 'Holiday List' for October 2025, showing dates from 28 to 31. Below the holiday list, there is a 'Help Line Info' section with contact details. At the bottom, there is a copyright notice: 'Copyright 2022 - Government of Bihar. All rights reserved.'

18. Click on the reference number.

The screenshot shows the HRMS Government of Bihar inbox. At the top, there is a header with the logo and name 'HRMS | GOVERNMENT OF BIHAR'. On the right, there is a user profile section showing 'Office: PATNA HIGH COURT', 'ID: 231', and 'Sign in as: PAYROLL GENERATION APPROVER'. Below the header, there is an 'Inbox' section with a 'Select List' button. A table of requests is displayed with the following columns: 'Reference No.', 'Description/Activity Name', 'Initiator', 'Initiated Date', 'Requested From', 'Pending Since', and 'Is Obsolete From Treasury'. The table contains one row of data with the following values: 'Reference No.: E217841737/22080808', 'Description/Activity Name: Hourly/Shift Settlement', 'Initiator: HR/PAY PUNBUT', 'Initiated Date: 16-10-2023 01:14:53 PM', 'Requested From: HR/PAY PUNBUT', 'Pending Since: 16-10-2023 01:22:27 PM', and 'Is Obsolete From Treasury: No'. At the bottom, there is a 'Total Records: 10 Page 1/1' section.

19. After verifying all the details, Payroll generation approver will select "Approve and e-sign" from send to dropdown and click on submit button.

(P)

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HRMS | GOVERNMENT OF BIHAR

Office: PRIMA HIGH COURT | ID: 233 | Sign In As: PATRICK L. GENERATION APPROVER | Profile: 06-10-2023 / 12:46:53 PM

Pay Entitlement

Department Name: Law Department (LAW) | Office: PRIMA HIGH COURT

Service Type: State Court Employees (SCET) | No. of Employees: 1

Employee Name: 101-1-00000000

Sl. No.	Employee Name	GPF/PSAN	Employee ID	Pay Commission	Pay Level	Effective Date	Basic	DA	HRA	Gr	Special Pay	MA	Other	CTA	GP	GRS
1	RAJESH K. SHARMA	101-1-00000000	101-1-00000000	7th PC	Level 7 (4400-14100)	01-07-2023	63,000	5,400	10,700	20,400		1,800		APD		

3 of 3 Results | Page Size: 10

Officer/Approver Comments

Sl. No.	Action Taken By	Date and Time	Remarks
1	RAJESH K. SHARMA (Payroll Generation Master)	06-10-2023 01:14:53 PM	OK
2	RAJESH K. SHARMA (Payroll Generation Checker)	06-10-2023 01:22:27 PM	Please approve

Actions

Action Taken: Approved and E-Signed

Remarks: Done

Buttons: [Submit] [Cancel]

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20. A popup will appear on the screen to enter OTP.

OTP Verification

OTP has been Sent To Your Mobile Number For Verification

Enter OTP: **Verify** **Resend OTP**

Buttons: [Close]

Officer/Approver Comments

Sl. No.	Action Taken By	Date and Time	Remarks
1	RAJESH K. SHARMA (Payroll Generation Master)	06-10-2023 01:14:53 PM	OK
2	RAJESH K. SHARMA (Payroll Generation Checker)	06-10-2023 01:22:27 PM	Please approve

Actions

Action Taken: Approved and E-Signed

Remarks: Done

Buttons: [Submit] [Cancel]

21. After entering OTP, click on verify button. A message with "Application approved successfully" appears on the screen.

Application approved successfully

Buttons: [OK]

Officer/Approver Comments

Sl. No.	Action Taken By	Date and Time	Remarks
1	RAJESH K. SHARMA (Payroll Generation Master)	06-10-2023 01:14:53 PM	OK
2	RAJESH K. SHARMA (Payroll Generation Checker)	06-10-2023 01:22:27 PM	Please approve

Actions

Action Taken: Approved and E-Signed

Remarks: Done

Buttons: [Submit] [Cancel]

2

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