

## MANUAL FOR SEVENTH PAY ARREAR SUBMISSION

1. SELECT <SEVENTH PAY ARREAR ENTRY > FROM <Ebill entry> tab of PEBS Application

The screenshot shows the PUDHUVAI eBILL SYSTEM (PeBS) interface. At the top, it displays the Government of Puducherry logo and the Directorate of Accounts and Treasuries. The main navigation bar includes options like Home, eBeneficiary Master Entry, Asset Master Entry, eBill Entry, eBill Approval, eBill Print, eBill View, eBill Delete, eBill Repeat, and Feedback. The 'e-BILLS MANAGEMENT' section is active, showing a list of e-Bills Modules. A dropdown menu is open under 'eBill Entry', with 'Seventh Pay Arrear Entry' highlighted. Two callout boxes with the text 'Click Here' point to the 'eBill Entry' dropdown and the 'Seventh Pay Arrear Entry' option. On the right side, user information is visible: User Name : Arumugam and Designation : Programmer.

2. ENTER <EMPLOYEE CODE>

The screenshot shows the 'Seventh Pay Arrear' form in the PUDHUVAI eBILL SYSTEM (PeBS) interface. The form has a header with the Government of Puducherry logo and the Directorate of Accounts and Treasuries. The main navigation bar is the same as in the previous screenshot. The 'Seventh Pay Arrear' section is active, showing a form with the following fields: Emp. Code \* (with the value 'TD0007' entered), Name \*, Designation \*, and User Name : Arumugam. A 'Search' button is located below the 'Emp. Code' field. Two callout boxes with the text 'Click Here' point to the 'Emp. Code' field and the 'Search' button. On the right side, user information is visible: User Name : Arumugam and Designation : Programmer.

3. The following screen will be displayed. Necessary entries shall be made in the concerned columns. Then Click <Calculate> and then select <IT%>

Emp No: 16007  
 Name: ARUMUGAM P Designation: PROGRAMMER Designation: Programmer  
 Bill Group: B1 GPF/Pran No.: POW 2451

Search Back

Sl.No.	Yr/Mon	Basic Pay7	DA7	Total Due	Basic Pay	DearNess Pay	DA	Total Drawn	Arrear	NPS	Delete	
1	201601	70000	0	70000	21690	4800	33113	59603	10397	0	✖	
2	201602	70000	0	70000	21690	4800	33113	59603	10397	0	✖	
3	201603	70000	0	70000	21690	4800	33113	59603	10397	0	✖	
4	201604	70000	0	70000	21690	4800	33113	59603	10397	0	✖	
5	201605	70000	0	70000	21690	4800	33113	59603	10397	0	✖	
6	201606	70000	0	70000	21690	4800	33113	59603	10397	0	✖	
7	201607	72100	1442	73542	22490	4800	34113	61403	61403	0	✖	
8	201608	72100	1442	73542	22490	4800	34113	61403	61403	0	✖	
Grand Due				567084	Grand Drawn				480424	86660	0	

IT %: --Select-- 16007 Cess: 0 Calculate

Net Pay: --Select-- 10E 20 30 10E NIL

\* 10E - Editable Option For Income Tax  
 \* NIL - Not Eligible For Income Tax  
 \* Arrear Statement Printing Option Will Be Enabled Soon

4. The following screen will be displayed. Click <Submit> button

Sl.No.	Yr/Mon	Basic Pay7	DA7	Total Due	Basic Pay	DearNess Pay	DA	Total Drawn	
1	201601	70000	0	70000	21690	4800	33113	59603	
2	201602	70000	0	70000	21690	4800	33113	59603	
3	201603	70000	0	70000	21690	4800	33113	59603	
4	201604	70000	0	70000	21690	4800	33113	59603	
5	201605	70000	0	70000	21690	4800	33113	59603	
6	201606	70000	0	70000	21690	4800	33113	59603	
7	201607	72100	1442	73542	22490	4800	34113	61403	
8	201608	72100	1442	73542	22490	4800	34113	61403	
Grand Due				567084	Grand Drawn				480424

IT %: --Select-- 16007 Cess: 0 Calculate

Net Pay: 7065 Submit

\* 10E - Editable Option For Income Tax  
 \* NIL - Not Eligible For Income Tax  
 \* Arrear Statement Printing Option Will Be Enabled Soon  
 \* Add/Delete Option For Part Bill Preparation  
 \* Record Not Exist.Please Send to Mail Id (datprg.pon@nic.in) Details Information are Employee C

to search

5. Select <eBill Print> tab then select <Seventh Pay Arrear Print> from the popup menu

Government of Puducherry  
Directorate of Accounts and Treasuries  
**PUDHUVAI eBILL MANAGEMENT (PeBS)**

Home | eBeneficiary Master Entry | Asset Master Entry | eBill Entry | eBill Approval | eBill Print | eBill View | eBill Delete | eBill Repeat | Feedback

### e-BILLS MANAGEMENT

#### e-Bills Modules

- eBeneficiary Master Entry
- Asset Master Entry
- Contingent eBill Entry
- Contingent eBill Approval
- Contingent eBill Print
- eBeneficiary Master View
- eBill Entry View
- eBill Delete

- Contingent eBill Print
- Other eBill Print
- eDigital Payment Advice Print
- GPF Final Withdrawal FORM 1 Print
- UC Department Pending Details Print
- OBA Bookings and Adjust...
- Download Form 7 / Form 1
- Download Form 18 / Form 1
- Seventh Pay Arrear Print

6. Enter <Employee Code>

Home | eBeneficiary Master Entry | Asset Master Entry | eBill Entry | eBill Approval | eBill Print | eBill View | eBill Delete | eBill Repeat | Feedback

### 7th PAY ARREAR - SEVENTH PAY ARREAR

Employee Code\*  **Arrear Statement** User Name : **Arumugam**  
Designation : **Programmer**

#### SEVENTH PAY ARREAR - PRINT

Bill Group\*  **Expenditure List** **7 Pay Arrear Print**  
Bill No: \*  **Pay Bill Outer** **Arrear-Inner**  
**Nps Schedule** **Income Tax** **ECS Statement**

7. Enter <Bill Group>

Home | eBeneficiary Master Entry | Asset Master Entry | eBill Entry | eBill Approval | eBill Print | eBill View | eBill Delete | eBill Repeat | Feedback

### 7th PAY ARREAR - Printing Module

#### SEVENTH PAY ARREAR

Employee Code\* :       **Arrear Statement**      User Name : **Arumugam**  
Designation : **Programmer**

#### SEVENTH PAY ARREAR - PRINT

Bill Group\* :       **Expenditure List**      **7 Pay Arrear Print**  
Bill No:\* :       **Pay Bill Outer**      **Arrear-Inner**  
**Nps Schedule**      **Income Tax**      **ECS Statement**

*Note: A callout bubble points to the 'B3' input field with the text 'Enter Bill Group'.*

8. Select <Other Contingent eBill Entry> from <eBill entry> Tab

Government of Puducherry  
Direct General Accounts and Treasuries  
PUDHUVU BILLING SYSTEM (eBS)

Click Here

Then Click Here

Home | eBeneficiary Master Entry | Asset Master Entry | eBill Entry | eBill Approval | eBill Print | eBill View | eBill Delete | eBill Repeat | Feedback | Change Password | Log Out

#### eBill Entry

Bill Type \* : --Select--      Bill No. :

Demand No. \* :   
Major Head \* :   
Sub-Major Head \* :   
Minor Head \* :   
Sub-Minor Head \* :   
Detailed Head \* :   
Object Head \* :   
GO Number :   
Description \* :

**Contingent eBill Entry**  
**Other Contingent eBill Entry**  
**eBill Description Update**  
**GPF Final Withdrawal FORM 1 Entry**  
**Form 7 / Form 18 Pensioner Master Entry**  
**Seventh Pay Arrear Entry**

User Name : **Arumugam**  
Designation : **Programmer**

Beneficiary Code/Gpf No/PPO No \* :   
Name of Beneficiary \* :   
Bank Account No. \* :       Account Type \* :   
MICR Code \* :       IFSC Code \* :

9. After Clicking <Other Contingent eBill Entry>, the following screen will be displayed. Select <Seventh Pay Arrear>

The screenshot shows the 'eBill Entry' form. At the top, there is a navigation bar with links: Home, eBeneficiary Master Entry, Asset Master Entry, eBill Entry (selected), eBill Approval, eBill Print, and eB. The main title is 'eBill Entry'. Below the title, there are several fields: 'Bill Type \*' with a dropdown menu, 'Bill No. \*' (empty), and 'Bill Date \*' with the value '14/03/'. The dropdown menu for 'Bill Type' is open, showing a list of options: --Select--, Advance Drawal (OBA), Adjustment Bill (OBA), GPF, GPF Death Case, GRANT-IN-AID, GRANT-IN-AID (CSS), GRANT-IN-AID (Fisheris), Immediate Relief Bill, MR Bill, Other Contingent Bills, Scholarship, TA/LTC Advance (OBA), TA/LTC Adjustment (OBA), Travelling Allowance, UTGEIS, PENSION PAYMENT, and SEVENTH PAY ARREAR. A speech bubble with the text 'Click Here' points to the 'SEVENTH PAY ARREAR' option. Below the dropdown, there are several empty text input fields for 'Demand No.', 'Major Head', 'Sub-Major', 'Minor Head', 'Sub-Minor', 'Detailed He', 'Object Hea', 'GO Number', and 'Description'.

10. Enter Beneficiary Code

The screenshot shows a form for entering beneficiary details. A speech bubble with the text 'Enter Bill Group' points to the 'Beneficiary Code/Gpf No/PPO No \*' field, which contains the value 'B3'. Below this field, there are several other fields: 'Name of Beneficiary \*', 'Bank Account No. \*', 'MICR Code \*', 'Total Bill Amount \*', 'Account Type \*', and 'IFSC Code \*'. The form is partially obscured by a large white area on the left side.

11. Approve the Bill, based on the Bill Number.

12. Enter <Bill No.> for Printing Pay Bill Outer, Arrear Inner, NPS Schedule, Income Tax and ECS Statement.

Home | eBeneficiary Master Entry | Asset Master Entry | eBill Entry | eBill Approval | eBill Print | eBill View | eBill Delete | eBill Repeat | Feedback | Change Password

### 7th PAY ARREAR - Printing Module

#### SEVENTH PAY ARREAR

Employee Code\*  **Arrear Statement** User Name : **Arumugam**  
Designation : **Programmer**

#### SEVENTH PAY ARREAR - PRINT

Bill Group\*  **Expenditure List** **7 Pay Arrear Print**  
Bill No.\*  **Pay Bill Outer** **Arrear-Inner**  
**Nps Schedule** **Income Tax** **ECS Statement** **Back**

13. Submit the bill with authorisation slip at DAT, Bill Counter.

Note :

1. Due drawn arrear statement, duly signed shall be submitted in duplicate.
2. Separate Bill shall be prepared for the Retired Employee.
3. DDO has to furnish a Certificate to that "Any excess payment made towards 7<sup>th</sup> CPC arrear, will be deducted in the subsequent month".

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