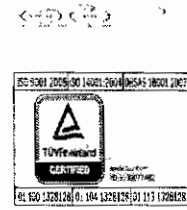




केन्द्रीय भण्डारण निगम
(सरकारी उपक्रम)
Central Warehousing Corporation
(A Government of India Undertaking)



CWC/FD-SG/2016-17/Payroll

Dated 18.04.2017

CIRCULAR

The Corporation has implemented the payroll application for preparation of salary in respect of all the employees. The new Financial Year has started w.e.f. 01.04.2017 and it needs to be ensured that the salary including all statutory liabilities are disbursed during F.Y. 2017-18 through new payroll application only. The following points shall be taken care of in order to ensure smooth working of pay roll application:-

1. Personal and salary details of all employees reflected in payroll application shall be reviewed and incomplete information, if any, shall be provided to software service provider within Ten days from the date of this circular.
2. Monthly salary shall be prepared through payroll application only. The input sheet should be provided to software service provider by 20th day of the month through email. The following process should be adopted for preparation of salary:-
 - a) Input sheet shall be prepared and sent to the software service provider by the dealing assistant. The dealing assistant is also responsible for compilation of all the orders received and enter in input sheet.
 - b) Salary Incharge should check the input sheet and give the approval after checking it properly.
 - c) The software service provider will prepare the salary register and providing following details to the concerned salary section within Two days of receipt of the input sheet:-

- i. Draft salary register and draft pay slip for active employees.
 - ii. Draft salary register and draft pay slip for inactive employees.
 - iii. Variance sheet
- d) Salary section should check the draft salary properly and intimate any discrepancy found in the draft salary register within two days of receiving the draft salary register.
- e) Software service provider correct the discrepancies found and send the final salary register to concerned salary section within one day.
- f) After corrections made by software service provider. Salary section will give final approval to the software service provider for closing the salary within one day of receiving the final salary register.
- g) Software service provider will provide Bank withdrawal voucher and bank remittance file on the same day.
- h) Software service provider will also provide the following by 3rd of the next month:-
 - a. Tax Voucher
 - b. Pension Data and Pension Journal Voucher
 - c. CPF Data and CPF Journal Voucher
 - d. Salary journal Vouchers
 - e. Supplementary Payment Vouchers
 - f. Remittances:-
 - i. CO – Society remittance details
 - ii. RO – Society remittance details
 - iii. Employees Benevolent Trust
 - iv. Family Assistance Scheme
 - v. Any other remittance required by RO/CC
- i) Salary section will check the reports as mentioned in point number “g” & “h” and use as per their requirements.

3. The following supplementary payment shall also be made through payroll application only:-

- a) EL Encashment
- b) LTC Encashment
- c) Overtime Allowance
- d) Honorarium
- e) Pay Advance
- f) Performance Related Pay

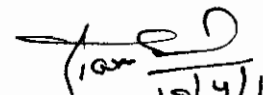
- g) Performance Linked Incentive
- h) Any other payment which affects the taxable income of the employee.

4. The following process shall be adopted for preparation of supplementary payments:-

- a) Salary software automatically will calculate and deduct TDS on supplementary payments.
- b) Salary software will generate the supplementary payments slip which is accessible to the employee also.
- c) Dealing assistant will prepare the bank withdrawal voucher.
- d) Salary Incharge will check the bank withdrawal voucher and send it to cash section for payment.

5. Investment declaration shall be filled by employees through online payroll application for the financial year 2017-18. The following process is adopted for filling the declaration:-

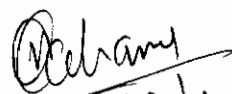
- a) Employee should fill the online declaration on <https://in.mega softsol.com/eHRMS/CWC/Login.aspx?cmp=CWC>.
- b) Declaration must be signed and submitted to Salary incharge within two days of filling the declaration.
- c) Salary incharge should check it properly and approve the same for taking these declarations in to the account for tax calculation.
- d) The employees who are not able to fill such declaration then they should submit the declaration in manual form to salary section. Salary incharge and dealing assistant should fill the declaration in payroll application.


(R R Aggarwal)

General Manager (Fin)

Distribution:

- 1. All RM/CC Heads, CWC
- 2. GM (System), CWC, CO New Delhi with request to upload the above Circular on CWC website.


19/4/17