

SOP/ Payroll Guideline Document for the Salary of Eid-ul-Fitar

This Document is the Standard Operating Procedure for the Disbursement of Eid-ul-Fitar Salary. Please ensure all the steps before completing the salary of April 2023.

Phase – 1 (Compilation Date)

Salary of all employees (including Muslims and other than Muslims) will be compiled before 17th April 2023.

Phase – 2 (Closing)

Payroll Processing (Month Close) will be done on after the completion/compilation of all employee's salaries on 17th April 2023.

Phase – 4 (Salary Disbursement)

Disbursement of Muslims Salary will be done between the 17th April to 22th April 2023 (Not later than 22th April).

Disbursement of Remaining Employees (Other than Muslims) Salary will be done between the 24th April to 30th April 2023.

Payroll JV Creation for the Month of Dec

In routine there are 02 voucher generated in every month (i.e., Staff and Officer). Now in April 2023 there will be 04 Vouchers to be generated in GL System.

Details of the 04 vouchers to be generated are following:

1. Staff Voucher (Muslims only) from 15th to 22nd April .
2. Officer Voucher (Muslims only) from 15th to 22nd April.
3. Staff Voucher (other than Muslims) from 24th to 30th April.
4. Officer Voucher (other than Muslims) from 24th to 30th April.

It is to be clarified that Muslim Salary Vouchers must be generated before 22nd April 2023. Otherwise, there will be a salary compilation problem in the month of April 2023.

Note:

1. Please complete all the steps as mentioned accordingly. If you have any confusion then call directly on 042-99203365, 042-99203342 in office timings for any guideline.
2. The Mistakes are not reversible in system so please follow the steps carefully.