

# Salary Disbursement of District/Block Employees through Panchayat Darpan Portal

Open the “Panchayat Darpan” portal and login using credentials of your District.

## District Account Registration:

1. Open “**बैंकखाताप्रबंधन**” .
2. Open “Add Bank account” in the “Bank account” Menu.
  - a. Add account details and save.
3. Edit Bank account: This option can be used to edit the bank account if any correction is to be made before freezing.
4. Freeze Bank account: Freeze the bank account details for the district account using this option. Please carefully check the details before freezing because after freezing the account cannot be edited.

## Employee registration:

1. Go to “**वेतन प्रबंधन**” under “**नरेगाप्रबंधन**”
  - This will open the dashboard.
  - Open the Report "My Employees" in the Employee Management Tab.
  - A list of registered employees for your district is presented here, identify the Corrections i.e. the persons to be added/removed.
2. To add the missing employees(GRS and JE)
  - Open “**कर्मचारी प्रबंधन**”
  - Click on Register Employee.
  - Fill the details of the Employee and click on “Register Employee” to save the details.
  - To assign a location to employee use option “Map Employees with Office” in the same tab “**कर्मचारी प्रबंधन**”.(This option is under construction).
3. To Update Employee
  - Go to “**वेतन प्रबंधन**”
  - To Edit mobile no. email etc.
    - i. Use option “Update employee profile” in “Employee Management”
  - To Add/Edit bank account details
    - i. Use option “Update Bank Details “ profile in “Employee Management”
    - ii. Freeze Employee accounts using option “Freeze Employee bank account”

### **Note:**

- Only after freezing of the accounts will the employees be available in the Salary Management.
- For the extra employees(to be removed) enter the salary as 0, since the option to remove the employee is not available at present.
- The modules for removal/shifting(transfer) of employees will be provided later.

## Entry of net payable Salary :

1. Salary bill for the selected month and year can be prepared using ‘Prepare Salary Bill’ option in “Salary Management” Tab. Salary details (like Gross salary, Deductions etc.) will be entered for every employee.
2. Previous step will create a draft salary bill which can be edited/ printed.
3. Draft salary bill prepared, needs to be freezed/Locked. This will create the salary proposal for the freezed/Locked salary bill.
4. After verifying the salary proposal, user has to Approve/Reject the proposal before submitting the bill to treasury.
5. Approval: The salary bill will be approved and can be printed and is available for digitally signing.

6. Rejection: The salary bill will again be available for correction/ updation. After making the required correction/updation, user has to repeat the process from step 3.

**FTO generation (not to be done till further instructions):**

The process of FTO generation is same as SBM software developed by NIC

Browser must be IE v10 or above or Mozilla firefox(latest)

1. FTO generation.

- The process of FTO generation is same as SBM software developed by NIC)
- Insert your DSC in the USB port of the computer and install it.
- Java settings for DSC:
  - Open the control panel
  - Go to java(must be version 1.8 or higher)
  - Under security tab choose security as “High” (lowest of the available)
  - In same Security tab click on edit site list to add exceptions for below 2 URLs
    - <http://mpsc.mp.nic.in>
    - <http://mppanchayatdarpan.gov.in>
- Use option “Digitally sign salary bill and e-payment order” in “e-Payment” tab.
  - If a popup of “Application blocked by Java security” is displayed- check your java settings.
  - If a popup of “security warning” is displayed- check the box “I accept the risk...” and click run.
  - Click on “Sign Digitally” button.
  - Select your DSC and click “OK”.
  - Enter the password of your DSC and click “OK”.
  - After signing click on “Save DSC signed file for bank processing” button, which appeared on top after successful signing of FTO. This will save your digitally signed FTO.

2. FTO forwarding to Bank.

- Open the page “Send salary bill and e-payment order to Bank for e-payment” option in the “e-Payment” tab.
- In this page click on the button “लंबित भुगतान प्रस्ताव को बैंक को फॉरवर्ड करें”, to forward the FTO to Bank for payment.

**The FTO is sent to Bank and the payment is done by Bank to the employee accounts**

**Note:**

- For the generated Salary bill the deduction amount will be credited to the district’s account and the Amount to be paid to employee will be credited to the employee’s account.The amount credited to the district’s account shall be deposited by district to the respective agency.
- Presently only the Employee registration and paybill generation is to be done for the salary bill of January 2017 to be paid in Feb 2017 (for testing purpose)