

501

Scope of Work:--

Payslip Section generates Payslips of the Gazetted Officers of the Govt. Of Bihar. At present there are around 25,000 such officers. In near future some more Categories of officers are likely to be catered by this section.

The various sections and work flow may be under:-

1. **Receipt Cell**-- This section will Receipt letter from employees and will perform checking of the documents provided by the employees regarding their current request. They will online forward the application to the concerned section if all the required documents are provided otherwise intimate this to the employees with suggestion. In their section a unique receipt no. will be generated for future use.
2. **Section** - At first, section makes diary entry of all the letters will be receipted by the section. On basis of receipt no. section will generate a diary no. of all letters and will allot all letters to concerned accountants. Accountants will take necessary actions and forward it to the next level.
3. **Printing Cell** - Printing section will receive the request for payslip and will generate the payslip. After printing, these payslips will be sent to despatch section.
4. **Despatch Cell** - Despatch Section will receive Payslip and all other type of authorities from different sections will despatch the Payslip.
5. **Report**- All type of reports based on database will be technically feasible.

Note:--

- a. **SMS Alert Software**:-- This software should send automated SMS every month to the employees, whose Pay slip is generated and their mobile no. is available in the database. Employees will also verify their payslip by sending a SMS in predefined format.
- b. **Online Verification of Payslip**:-- Employees will also verify the current status of their Payslip.
- c. **Data Entry of Old Data** :-- Entry of all available data should also be done in this module.
- d. **Call Centre/Helpline**:--A Helpline centre will also be established under this Project.

II. Eligibility Condition:-- Firm having experience of successfully completing the same work related Computerisation Project in at least ~~two~~ ^{one} Governmental(State/Centre) set-up will be given priority.