

INSTRUCTIONS FOR DEDUCTION OF CMPRF IN WEB PAYROLL

- 1. FIRST COMPLETE ALL CHANGES AND CORRECTIONS IN MONTHLY PAY BILL FOR THE MONTH OF DEC 2015.**
- 2. ONCE THE CORRECTIONS ARE OVER RUN PAY CALCULATION FOR ARRIVING ACCURATE ONE DAY SALARY.**
- 3. A NEW LINK WITH CMPRF IS GIVEN IN WEB PAYROLL MENU.**
- 4. SELECT CMPRF LINK WHERE BILL WISE EMPLOYEES LIST ALONG WITH ONE DAY SALARY AMOUNT WILL BE SHOWN IN THE BOX FOR SELECTION. (IF THE CONTRIBUTION IS TO BE RAISED THEN EDIT THE AMOUNT IN NSD DEDUCTION IN CURRENT DETAILS.)**
- 5. SELECT THE LIST OF EMPLOYEES FROM WHOM THE WILLINGNESS LETTER IS OBTAINED. FOLLOW FORWARD/ APPROVAL PROCESS.**
BE CREDITED DIRECTLY TO THE CMPRF ACCOUNT THROUGH RECS.
- 8. SEPARATE SCHEDULE CAN BE TAKEN FOR CMPRF DEDUCTION AS IN THE CASE OF NSD AND SEND THE SAME TO THEIR RESPECTIVE DISTRICT OFFICERS/HOD'S.**
- 9. FOR ALSO OFFICERS THE ONE DAY SALARY AMOUNT WILL BE SHOWN IN NSD DEDUCTION UNDER CMPRF, IT CAN BE**

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EDITED (IF REQUIRED) FOR THOSE OFFICERS WHO ARE WILLING TO CONTRIBUTE MORE THAN ONE DAY SALARY.

NOTE: FOR DDO'S WHO HAD APPROVED/PRESENTED THE SALARY BILL FOR THE MONTH OF DEC 2015 EARLIER, MUST REVOKE THEIR APPROVAL STATUS OF BILLS THROUGH PAO/DTO/STO'S.