Honorarium Payment Process for Village Volunteers @GoAP
Overview

Course Objectives

Process Screenshots
- Workflow
- Bill Preparation
Overview & **Course Objective**
❖ As part of Honourable CM’s Navarathnalu Scheme, Government of AP has deployed Village Volunteers in every Panchayat for delivering government services to the door steps of its citizens and to ensure leak proof implementation of government schemes. These village volunteers have been engaged by Gram Panchayats and would be paid a monthly honorarium of Rs. 5,000/- for their services.

❖ From this month onwards, honorarium payments to the Village Volunteers would be processed in CFMS through bills.

❖ The Village Panchayat Secretary would be the official designator for preparing the bills and submitting it to treasury for payment processing. Panchayat Secretary would also be responsible for the workflow configuration.
By the end of this presentation, you would have a clear understanding of the following

❖ Payment Bill Preparation for Village Volunteers
  ▪ Configuring the workflow in CFMS
  ▪ Creation of bill in CFMS

❖ Bill Submission by Panchayat Secretary

❖ Bill Processing (by Treasury Office)

❖ Payment Disbursement
Payroll program is run in the background in CFMS. Bills are generated based on DDO+HOA combination.

Generated Bills are automatically placed in the in-tray of the Panchayat Secretary.

Maker verifies the bill details and excludes any claimant.

Maker submits the bill to Submitter.

Submitter checks the bill and submits to Treasury.

The treasury office Auditor/Verifier/Approver analyse and scrutinise the bill and approve the bill.

Payment details sent to RBI.

Account Payable Document generated for each beneficiary.

Payment details sent to RBI.
Please note that in case of payment process for Village Volunteers, only Panchayat Secretary can configure the workflow.

1. Log into the Panchayat Secretary’s Login for configuring the workflow.
2. Click on the Workflow Configuration Tile under Expenditure Tab

3. Click on ‘+’ add sign for adding maker
4. The relevant HOA and Org Unit details are auto-populated. Click on the more option, highlighted box to see all the HOA selected for that DDO.
5. Deselect all the HOA and search for **2515001980052290293VN** in the search tab.
6. Once you select the correct HOA i.e. **2515001980052290293VN**, please click on the position tab to select Panchayat Secretary as maker.
7. Select the declaration checkbox and save the maker
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8. Maker has been configured

9. Click on the submitter icon and add “+” submitter
10. Click on the position and select the Panchayat Secretary

11. Select the declaration checkbox and save the submitter
Congratulations you have successfully configured Workflow in CFMS !!!
Bill Preparation

1. Click on the BLM Tile

2. Paybill is generated based on the DDO-HOA combo....visible in the In-Tray of Panchayat Secretary
3. On the Summary Tab – Two new Hyperlinks have been enabled a) Cadre Strength b) Salary Register Report
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   a) Cadre Strength  
   b) Salary Register Report

a) Cadre Strength

b) Salary Register Report
Employee Information Accessed through -> Employee Processed

```
<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Department</th>
<th>Designation</th>
<th>Gross Amount</th>
<th>Deduction</th>
<th>Net Amount</th>
<th>Variance</th>
<th>Remarks</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>V V Lakshman Rao</td>
<td>THOTADA</td>
<td>VILLAGE VOLUNTEER</td>
<td>5000.00</td>
<td>0.00</td>
<td>5000.00</td>
<td>-2742.00</td>
<td></td>
<td>Include</td>
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</tbody>
</table>
```

Details
Employee Information Accessed through -> Employee Processed
Congratulations you have successfully generated your first village volunteer’s pay slip and also your training!!!
Thank you.

HCM Team @ CFMS