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CIRCULAR

Roadmap for Transition from old Payroll to NEW OCBIS Payroll System

With the operationalization of OCBIS it has now become necessary to migrate all data and subsequently all transactions to the new System. This process has been completed for certain applications and is currently continuing for eGovernance Applications like HRMS, Payroll, etc. Please find below the steps which are to be followed by all Paybill handlers of GSI to make this transition process a success.

A. Verifying and correcting BASIC INFORMATION of ALL EMPLOYEE:

Log in to **OCBIS Portal**> Click on **Home**> Click on **EGOV**> Click on **HRMS**> Click on **Basic Info of Employee**> Click on **Check or Update Basic Info**

Check Designation, Reporting Officer, Site name and update the details if required. **Save and Submit the form.** The details will get updated once it is approved by the chosen Reporting Officer.

For any issue regarding this process execution, please contact the OCBIS HELPDESK (ocbis.helpdesk@gsi.gov.in, IP 10013, 10014) / Mr. Partha Banerjee @ 9051243999

All employees are requested to complete this process by 5th May 2017

B. DA Arrear Process:

This process is currently going on in different offices of GSI. Some Paybill handlers have simply resorted to manual process to generate the bill, some has used the Old Payroll system and some has used the new OCBIS system.

However, since at the end of the Financial Year, this DA Arrear amount has to be taken into account for Calculation of Income Tax and subsequent generation of Form 16 through OCBIS Payroll System, that is why it is **absolutely mandatory to run each and every DA Arrear process in the OCBIS Payroll System by April 30** (for those Pay Bill Handlers who have drawn either manually or through old Portal). This will ensure **completeness of data** and will help in avoiding unnecessary complications in future.

C. Monthly Pay bill Process:

The old Payroll system will cease to function after 31st May 2017.

Two things needs to be assured before discontinuing the old Payroll System:

1. All Pay bill handlers need to be fully conversant with the OCBIS Payroll System
2. Pay Image data for all employees need to be populated in the OCBIS Payroll System

To achieve these goals the following steps need to be followed:

1. All Pay bill Handlers generate pay bill from the old Payroll system for the month of April and May 2017 and generate all corresponding reports and schedules following current practice.
2. Repeat the process in OCBIS Payroll System as a mock exercise and **compare the results**. In case of any discrepancy, contact OCBIS HELPDESK / Mr. Partha Banerjee citing all specific details.

Once this process is executed diligently, the PBRs, employee records and corresponding pay image details will get updated in OCBIS Payroll system, all Pay Bill Handlers will become proficient in OCBIS (necessary training has been provided already) and **NEW OCBIS PAYROLL** will be **ready to function independently from June 1, 2017**.

If any pay / part pay is drawn manually for any employee during April – May 2017, the same data has to be entered in OCBIS Payroll System.

All HOOs and DDOs must ensure that the steps mentioned above are followed in totality.

The eGovernance cells set up for OCBIS Usage must provide necessary support in collaboration with Mission III in this endeavour.

THIS IS ISSUED AS PER THE DIRECTIVE OF DG, GSI



[Dr. R. M. Sundaram]

Deputy Director General

Mission IIIA