

# PAY FIX USER MANUAL

After done ACP, Timescale, Promotion you must done pay fixation.

Pay Fixation will be done by DDO.

Go to DDO Transaction → Pay Fixation

## STEP-1

Main Menu x Pay Fixation x +

10.88.235.138/hrms/government/firmACP\_PayFixation.aspx

Human Resource Management System  
Government Of Haryana

Home User Management Leave Admin Module Historical Transactions Future Transactions Order Generation DDO Transaction Gen

Welcome User Id: puhhodc6. You are logged in as a Checker.

Step 1: Type Step 2: Employees List Step 3: Order Details

Pay Fixation (Step 1:Type)

Pay Fixation Type:\* Fresh Type:\* --Select--

10:49 AM 10/23/2018

Pay Fixation Types : There are two Pay Fixation types Fresh and Revised Old Entry.

For new cases of ACP, Timescale, Promotion select Fresh Pay Fixation Type.

For General Pay Revision select Fresh Pay Fixation Type.

For Revised any financial upgradation select Revised Old Entry.

After Select Revised Old entry another dropdown of designation shown. After selection of designation system goes to next step.

## STEP-2



Financial Upgradation Type	Date Of Grant	Existing Payscale	Existing Basic Pay	Payscale After Pay Fixation	Basic Pay After Pay Fixation	Remarks
Annual Increment	01/07/2017	ACP-L-6	42000	--Select--	<input type="text"/> Notional <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
Revision/Modification	01/01/2018	FUN-L-6	43600	--Select--	<input type="text"/> Notional <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
On Promotion	01/01/2018	FUN-L-6	43600	--Select--	<input type="text"/> Notional <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
Annual Increment	01/07/2018	FUN-L-6	44900	--Select--	<input type="text"/> Notional <input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>

Order 2:

Paragraph Font Size Color

**B** *I* U ~~X~~

**Order 2 Template**

The Promotion has been proposed for the following officials with immediate effect.

You must have selected pay scale after pay fixation, after selecting PayScale a basic pay dropdown is shown. You must have selected basic pay from dropdown, Notional. Enter remarks if needed.

After filling all mandatory fields, you must click save button.

Order By:\*

Paragraph Font Size Color

**B** *I* U ~~X~~

Design HTML

CC To:

Paragraph Font Size Color

**B** *I* U ~~X~~

Design HTML

Order By 2 :

Paragraph Font Size Color

**B** *I* U ~~X~~

Design HTML

**Officer Name / Designation**

Deputy Supt. Establishment-I for Chief Secretary to Government Haryana.

**CC Template**

Superintendent Establishment-I for Chief Secretary to Government Haryana.

**Order By 2 Template**

Deputy Supt. Establishment-I for Chief Secretary to Government Haryana.

