

COMPREHENSIVE DDO: A REVIEW

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Abstract- Comprehensive Drawing & Disbursing Officer is all-in-one software developed by NIC to aid the DDOs in automation of activities of Cash and Accounts sections of the CGOs. Comp DDO is really big and almost complete software and if honestly implemented, it will help us in making our work smooth. Earlier this software was named as Composite Payroll System (CPS). Accounts Informatics Division is one of the divisions of NIC, is providing software support for the payroll computerization.

Index Terms- Master, Arrear, Salary.

I. INTRODUCTION

The Comprehensive DDO (CDDO) is developed as a generic software package, which will be used, by central govt. offices. There are innumerable Payroll Packages exist at various central government offices. But, this software is designed to meet only the needs of the concerned central government offices. We have got a chance to make a generic package for the Drawing & Disbursing officers and other officials working in the DDO offices in 1 central government offices situated across the country. Apart from covering basic Salary calculations, disbursement of the salary through different modes of payments such as Cash, Cheques, Banks and through Electronic Clearance System (ECS) it ensures other major functions such as DA Arrears, Income Tax, GPF module, Bonus, Honorarium and Over Time Allowance (OTA). COMPREHENSIVE DRAWING & DISBURSING OFFICER is all-in-one software developed by NIC to aid the DDOs in automation of activities of Cash and Accounts sections of the CGOs. Comp DDO is really big and almost complete software and if honestly implemented, it will help us in making our work smooth. Earlier this software was named as Composite Payroll System (CPS). Accounts Informatics Division is one of the divisions of NIC, is providing software support for the payroll computerization.

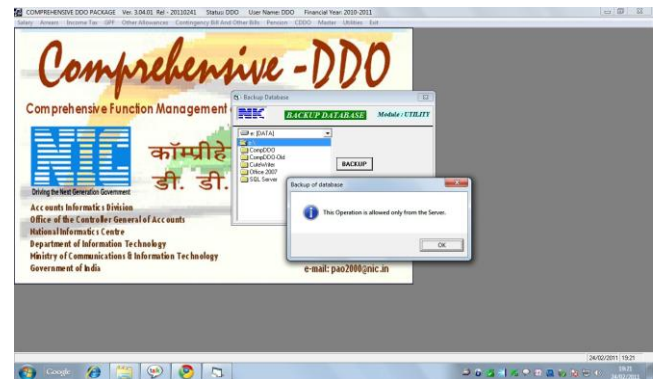


Fig-1 COMM DDO

II. FEATURES OF COMM DDO

- Generic Software that caters to the requirement of all the Central Government Offices. It can also be used in autonomous bodies and organizations.
- Improved operational efficiency of DDO functions due to proper validations, speed, and user-friendly interface and Security features.
- Accessibility for Authorized Users and Predefined access rights to the Users of the forms and reports of the application.
- Generations of various types of bills like salary bills (Regular Pay, Supplementary and Arrear bills), DA Arrear Bills, Honorarium Bills, Over Time Allowance Bills, Bonus Bills, Tuition Reimbursement Bills, Contingency and Other Bills including full payment/Advance / Adjustment Bills, Pay slip and Schedules of all the recoveries, Acquaintance Rolls etc.
- Electronic flow of data pertaining to various types of bills including Cheque details, GPF Schedules, New Pension Schemes Schedules in the form of text files to the PAO Offices for their incorporation in the COMPACT software.

- Electronic Incorporation of GPF Schedules pertaining to various NCCDOs reporting to CDDOs.
- Electronic Incorporation of data pertaining to various Accounting heads to be used by the DDO in the current financial year along with their budget allocations, the Accredited Bank of the PAO etc. generated by the COMPACT Software running at PAO offices.

III. MODULE OF COMM DDO

1. ARREARES

The form is used to capture the Due as well as Drawn details pertaining to emoluments for each of the sub periods involved in the total salary arrears period of the employee. This Form will also be used where no Drawn portion is involved i.e. Salary withheld cases. Before proceeding with this form user should manually chalk out various sub periods in such a way that there is no change in emolument data of the employee in that sub period and the sub periods should be contiguous. A sub period may involve multiple months in which case the "From Date " of sub period should be 1st day of the month and "To Date " should be last day of the month i.e. the sub period should contain complete months.

2. INCOME TAX

In case, the DDO has already made payments through manual bills which are not generated through this application. This form is used to capture the TDS details (Taxable amount, TDS, Surcharge, Education Cess and PA Recovery) of all types of bills in order to reflect them in Form24Q report and Form16 only.

3. OTA (Over Time Allowances)

In Government of India there are certain categories of employees like staff car drivers and other non-gazette staff who are paid over time allowance for working beyond office hours. For getting the over time allowance the employees have to submit log sheets forwarded by their authorities to cash and accounts section. These log sheets contain number of extra hours put in by the employees during the specified period.

4. BONUS

As an additional incentive given to various government employees, every year, Government of India announces

bonus for all employees in Group C and D and all non-gazette employees in Group B without any pay limit. This bonus is equivalent to the emoluments for certain number of days for the previous financial year. The definition of Emoluments includes Basic Pay, Special Pay, Personal Pay, Stagnation Increment, Deputation Duty Allowance, Dearness Allowance, Special Allowance and Training Allowance paid to faculty members of training institutions.

5. TUITION FEE

The Government employees are given the facility to claim for the reimbursement of the tuition fee that they have paid for the education of their children. This reimbursement can be claimed for a maximum of 2 children. The employees are allowed to claim for reimbursement for a maximum of 2 years period together. In the 5th pay commission this claim amount was Rs 40 per child per month which is raised to Rs 1000 per child per month w.e.f 01/09/2008 as per 6th pay commission recommendations.

6. MEDICAL BILLS

The Government employees are given the facility to claim for the reimbursement of Medical Bills. Either Employee may take cashless treatment from irrespective empanelled Hospitals or they can submit their bills for the final settlement. Employee may take Medical Advance for their treatment also. Sanction orders are issued by the administration section against for which bills are generated and sent to PAO/CDDOs for getting their final payment. The employee(s) can be paid by different payment mode, i.e., cash, demand draft, bank, ECS or e-Payment. The DH captures the medical sanction details along with the relevant account head from which the expenditure is to be done.

IV. RESULT

We have completed our Industrial training on Software Customization at Pioneer-e-Solutions (P) Ltd. During the training period I have briefly studied about Software Customization and its behavior. During the training they assigned us a project Comprehensive Drawing Disbursing Officers (COMM DDO) which has been completed and tested successfully. This software is made for government employee for the use to make their Salaries .Generally we observed in the past there is not give so much salaries facilities to the employees like bonus, OTA, Tuition fee etc so we calculated their salary by manually but now government give so much facilities to the employee so

that why National Informatics Centre (NIC) made this Software to ease in salary generation for the employees.

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