



SOP to update Bank details of DOP and GDS through Payroll module for drawing Paybills and Supplementary Bills V1



Standard Operation Procedure:

SOP No	1
Module	PAYROLL SYSTEM
Dated	16-10-2025
SOP Title	Update Bank details of DOP and GDS through Payroll module for drawing Paybills and Supplementary Bills V1

ABBREVIATIONS

Sl. No.	Abbreviation	Description
1	APT	Advanced Postal Technology
2	SOP	Standard Operating Procedure
3	DDO	Drawing & Disbursing officer
4	DOP	Department of Posts
5	GDS	Gramin Dak Sevak
6	POSB	Post Office Savings Bank



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1 Introduction

Provision made to maintain second Bank so as to configure separate Bank for Paybill and Supplementary Payment. Updation of Bank details of DOP and GDS officials are now made available at Payroll Service. While all disbursement paid to same bank account with existing provision, With this new Provision, Supplementary payments can be paid/disbursed to POSB & Paybill to Non-POSB incase if requested by Employees.

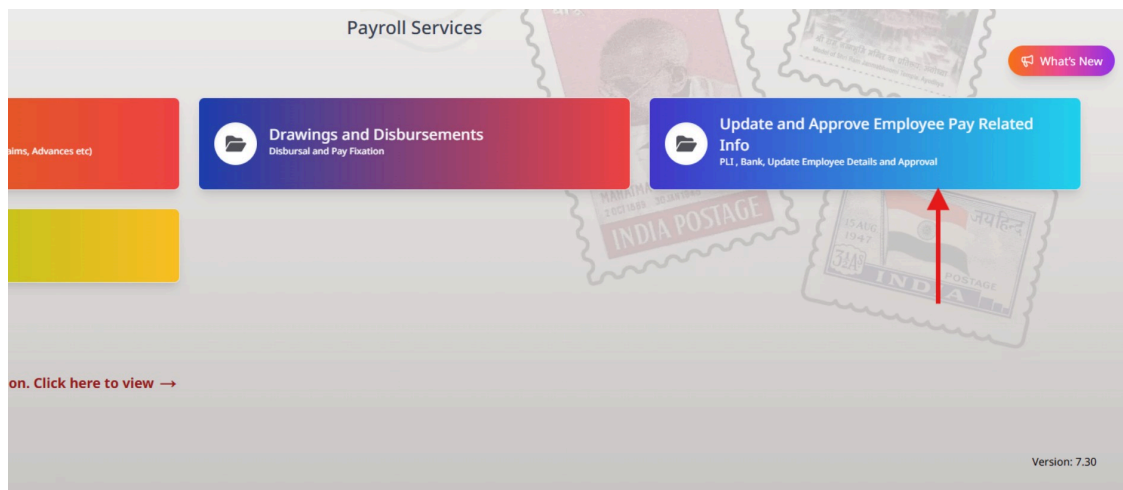
2 Role Required

SI	Role Name	Roles can be given to
1	Payroll Self Service/DDO Operator / Supervisor / Approver	Self/ Operator / Supervisor / DDO

3 Addition of bank account

(a) From Payroll Service for DDO user:

Navigate to Payroll System and click on “Update & Employee Pay Related Info” sub card -> Bank Details.



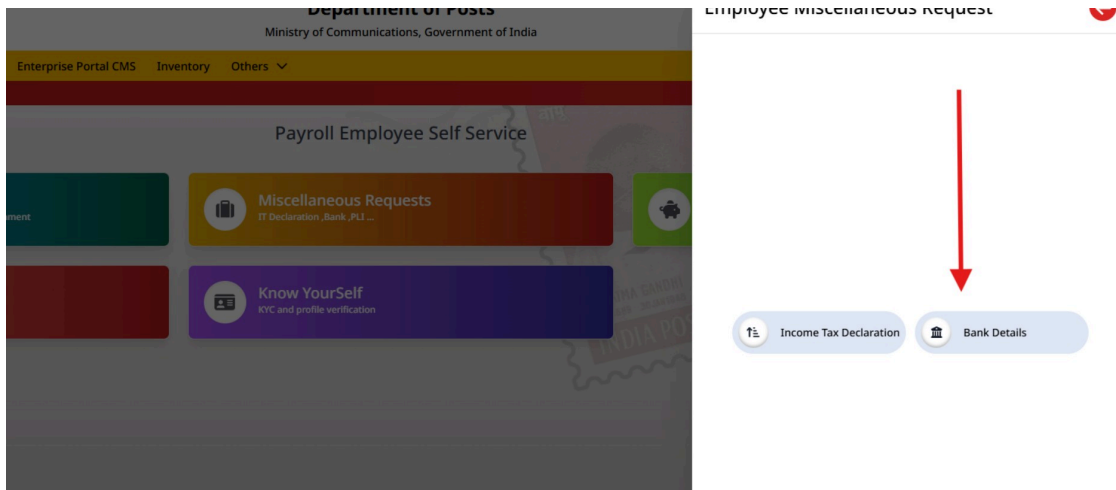


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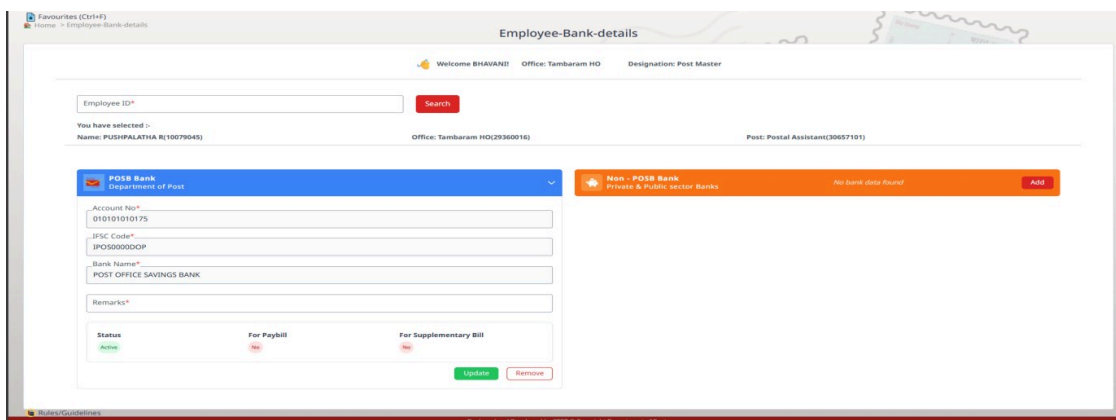


(b) From Employee Self Service

Navigate to EMyEmployee Self service-> Employee Payments System-> Miscellaneous System and click on "Bank Details".



From Payroll Service, Employee ID to be entered to see details which is directly available for display from Employee self service as per logged in user.



Existing bank account number already available shall be displayed. User will get an option to add another bank account number. Click on Add button to add another bank details.

Various Operations Allowed:

Sl. No.	Operations	DDO Approval
1	Add new Bank Account	Yes
2	Make Bank Account Active/Inactive	No*
3	Enable Bank for Paybill/Supplementary Bill Payment	No*



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Sl. No.	Operations	DDO Approval
4	Disable Bank Account	No*

*However DDO Authorisation will be checked.

All the details updated by Employee/DDO users are logged in the system and will be made available from Other Reports.

Modification of Account number or IFSC Code is not allowed instead Employee/DDO users can disable and add new Bank details.

Enter Account Number, IFSC Code. Upon entering IFSC Code, Bank Name, Branch City and Branch Address will be auto populated.



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Select “Bank Type” from the dropdown, enter remarks and click on Choose File to select proof of bank account. Then click on “Click to Upload” button.

Employee-Bank-details

Welcome BHARANI | Office: Tambaram HO | Designation: Post Master

Employee ID*
You have selected: Name: PUSHPALATHA R(10079045) | Office: Tambaram HO(23500016) | Post: Postal Assistant(30651101)

POSB Bank
Department of Post

Account No*
910101010179

IFSC Code*
IPOS0000DOP

Bank Name*
POST OFFICE SAVINGS BANK

Remarks*

Status: Active

For Paybill: No

For Supplementary Bill: No

Update Remove

Notes - POSB Bank
Private & Public sector Banks

Account No*
600202020279

IFSC Code*
BARB0TAMBAR

Bank Name*
BANK OF BARODA

Bank Type*
BARB

Note: Please contact your DDO to select the required bank type.

Remarks*

Adding non POSB Bank details

Branch Name
TAMBARAM BRANCH

Branch City
CHENNAI / CHENNAI

Branch Address
TAMBARAM BRANCH / 3 / DURGAJAY REDDY STREET TAMBARAM CHENNAI / 7 600045

Upload Proof of bank account:
Choose File: passbook.pdf

Click to Upload

File uploaded successfully.
Unique Key: Y100010004744228142

Add Cancel

Note: Adding bank account upload document is mandatory (Eg.: Bank Passbook, Cheque leaf). DDO can download the document to cross check while approval.

After clicking on “Click to Upload” button, “File uploaded successfully.” will be visible. Then click on “Add” button.

Account No*
7777777777

IFSC Code*
IPOS0000DOP

Bank Name*
POST OFFICE SAVINGS BANK

Remarks*

Status: Inactive

Draw Paybill: No

Draw Supplementary Bill: No

Update Remove

1 error

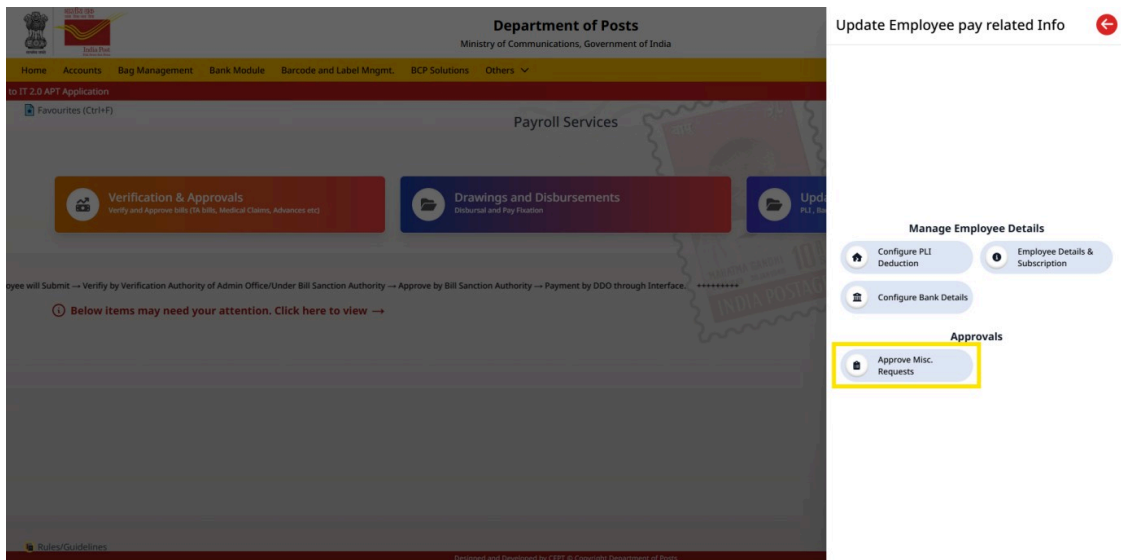
Your Request ID
BNK1004991220251016211402B
has been sent to DDO for approval.



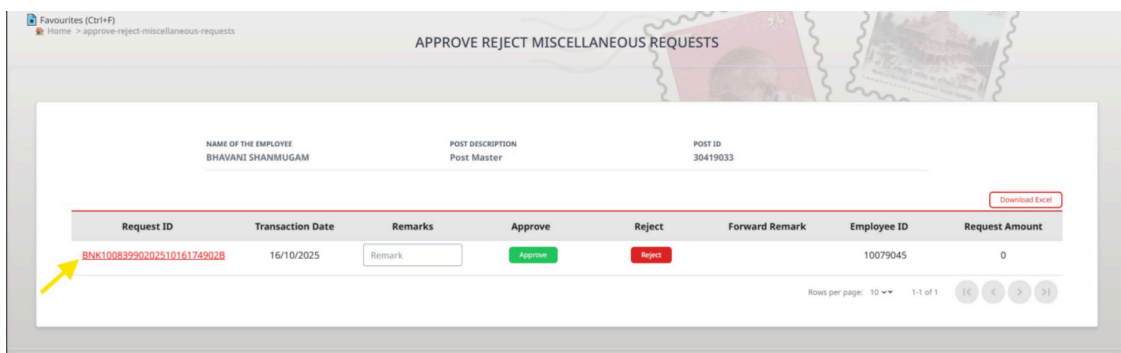
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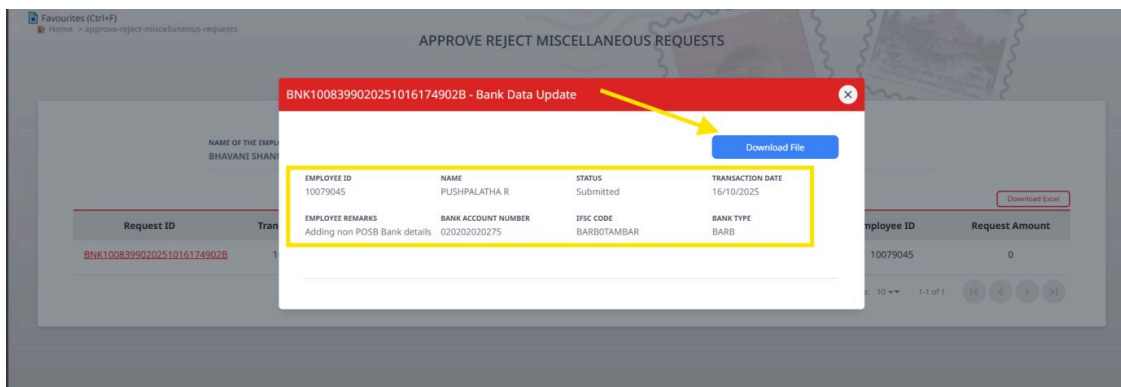
After clicking on “Add” button, a success message will be seen with Request ID.



Navigate to “Approve Misc. Requests” page in Payroll System -> Update Employee Pay Related Info sub card. Click on Approve Misc. Requests in side pane.



The request will be available for Approval / Rejection.

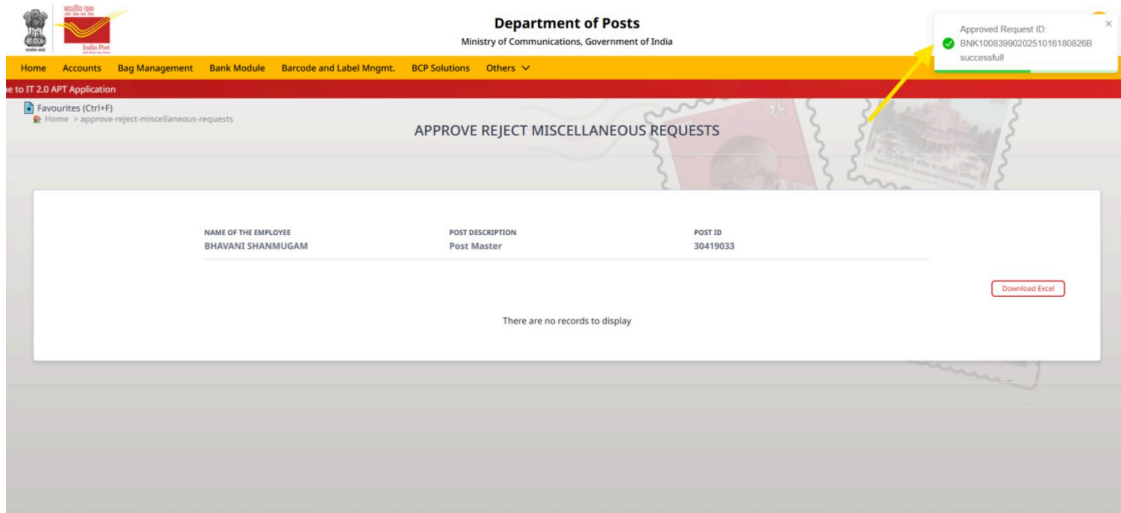




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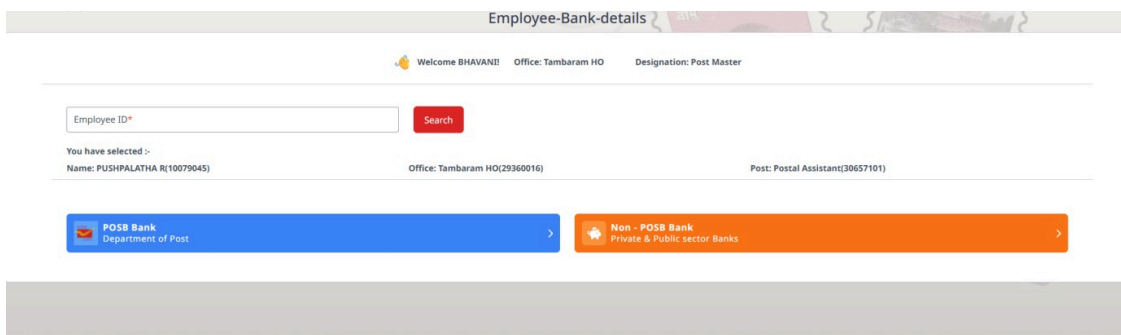


DDO can click on the hyperlink to view submitted details. DDO can also click on “Download File” to view proof of bank account document uploaded.



Click on “Reject” button to reject. Click on “Approve” button to approve. Upon clicking on “Approve” button, a success message will be visible.

4 Process to make one bank account for salaries and other for supplementary bills



After navigating to Payroll System and click on “Update Employee Pay Related Info” sub card “Configure Bank Details” page, enter the employee ID and click on “Search” button. POSB / non-POSB bank details will be visible. Click on > to expand and view the details.



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Employee-Bank-details

Welcome BHAVANI! Office: Tambaram HQ Designation: Post Master

Employee ID* Search

You have selected >
Name: PUSHPALATHA R(10079045) Office: Tambaram HQ(29360016) Post: Postal Assistant(30657101)

POSB Bank
Department of Post

Account No*
010101010175

IFSC Code*
IPOS000DDOP

Bank Name*
POST OFFICE SAVINGS BANK

Remarks*
POSB for supplementary bills

Status ☒ Active ☐ Inactive

For Paybill ☐ No ☒ Yes

For Supplementary Bill ☐ No ☒ Yes

Update Remove

Enter "Remarks" and click on "Update" button.

Employee ID* Search

You have selected >
Name: PUSHPALATHA R(10079045) Office: Tambaram HQ(29360016) Post: Postal Assistant(30657101)

POSB Bank
Department of Post

Account No*
010101010175

IFSC Code*
IPOS000DDOP

Bank Name*
POST OFFICE SAVINGS BANK

Remarks*
POSB for supplementary bills

Status ☒ Inactive ☐ Active

For Paybill ☐ No ☒ Yes

For Supplementary Bill ☐ No ☒ Yes

Cancel

Confirm Change
Do you really want to change Status from Inactive to Active?
Yes No

Click on Toggle button under status to change bank account status from Active to Inactive or Inactive to Active. Click on "Yes" to confirm change.



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Bank account can be switched between Paybill and Supplementary Bills. After clicking on Yes success message will appear.

Note:

- 1.Addition of bank account can be initiated from Employee Self Service or through Accounts branch. After addition, it needs to be approved from Approve Misc. Transactions page.
- 2.Only 1 POSB bank and 1 non-POSB bank allowed. (Ex.: An official has POSB bank account before this feature. He will be allowed to add only a non-POSB bank account. Similarly if an official has non-POSB bank account, he will be allowed to add only a POSB bank account.)
- 4.Modification is not allowed (IFSC Code, Account Number, Bank Type). Any changes required needs current Bank details to be disabled(ESS/DDO) with new Bank data to be added.
- 5.Only modifications allowed are bank account active <-> inactive; switch between paybill and supplementary bills. These actions do not require any approval.
- 6.Duplicate Account number and IFSC not allowed.

END