

# BETAN

(V 3.0)



## User Manual



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## ABOUT THE SYSTEM

*BETAN*, a web enabled Payroll Information System is designed as per the requirement of the Panchayati Raj Department, Govt. of Orissa. The system has integration with PAMIS software; in order to maintain data at a centralized data warehouse in the Server, which can be manipulated by users from Client terminals through the Internet Browser. The system has been developed using Developer 6i/10g as Front End and Oracle 9i/10g as Back End.

The system is used to generate the Acquaintance Roll (Pay Bill) in the said format along with the various detailed Statements and Pay Slip etc., to be used by the Accounts Department for payment of monthly salary of the employees. At the end of every month all the changes / Additions in Employee Basic Information, (such as – Yearly Increment, Promotion, Sanction of New Entitlement or Loan, Withdrawal of Entitlement, Transfer, Retirement, Suspension) are the information entered/updated in the System. The earnings and deductions are reflected in PAMIS software with the appropriate GL Head.

The *Acquaintance Roll* contains the Employee name, Earning columns, Deduction columns, Gross Earning and Net pay of an Employee. Different bills are prepared for different posts sanctioned under different schemes, like for different *Classes* of employee etc. Each bill is accompanied with specific schedules such as *Loan recovery statements, Advances recovery statements, LIC deductions statement, Income Tax statement* etc. Accounts Section after duly checking sends the *Cash Register / Bank Register* to the Section. Head for payment by Cash/through Bank.

Pre-requisites for system installation may be referred to Annexure-I.

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## SYSTEM OBJECTIVE

The *objectives* of the proposed system include:

- ◆ Faster Compilation of data and quick report generation
- ◆ Data integrity & Security
- ◆ Integrity in the reports generated
- ◆ Ease of maintenance of proper records
- ◆ Generation of Pay-slips for individual employees
- ◆ Context sensitive help while using the computerized system
- ◆ User friendly:
  - ✓ The system is running in GUI mode
  - ✓ The System has been designed after a thorough study and analysis of the existing manual system used by PR Department, and the Reports prepared.
  - ✓ The Input Forms and the file structure for different tables have been designed on the basis of requirement and availability of information.
  - ✓ Emphasis given to avoid duplication and redundancy for providing relevant information in a normalized form.
  - ✓ Output Report Designs are tried to keep with the existing format for better user acceptance, with certain necessary changes.

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## LIST OF EVENTS

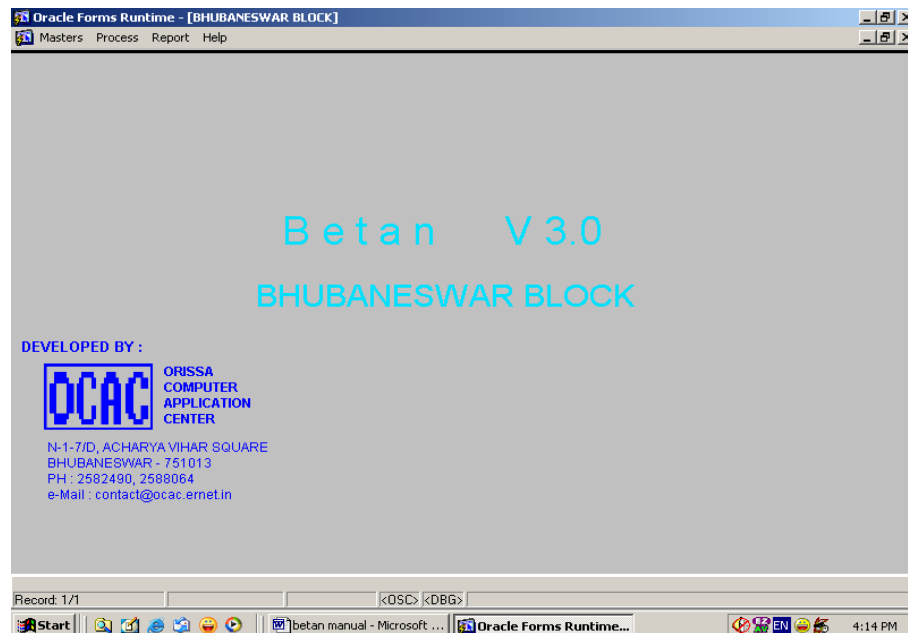
- ◆ At the end of each month you must check *information* of :
  - ✓ Joining of new Employee
  - ✓ Transfer/ Retirement of Employees
  - ✓ Promotion of Employee
  - ✓ Suspension of Employee
  - ✓ Attendance Sheet of each Employee
  - ✓ ( Duty pay Days / No Pay if leave not sanctioned )
  - ✓ Increment in Basic
  - ✓ Sanction/Withdrawal of Entitlements
  - ✓ Change in Allowance Amount
  - ✓ Maturation of LIC Policy/New Policy
  - ✓ Sanction of new Loan
  - ✓ Completion of a Loan Deduction
  
- ◆ *All deduction Schedule* can be prepared and placed for checking and confirmation
- ◆ Monthly *Acquaintance Role & Other Reports* are prepared Class wise for use of Department
- ◆ Cash Register is prepared for payment of employees in cash and Bank Register to be sent to the concerned bank for payments to be made through bank.
- ◆ Pay slip is generated and distributed to Employees.

## HOW TO START

Click on Start – Programs- OCAC- Betan  
Then you will get the following screen



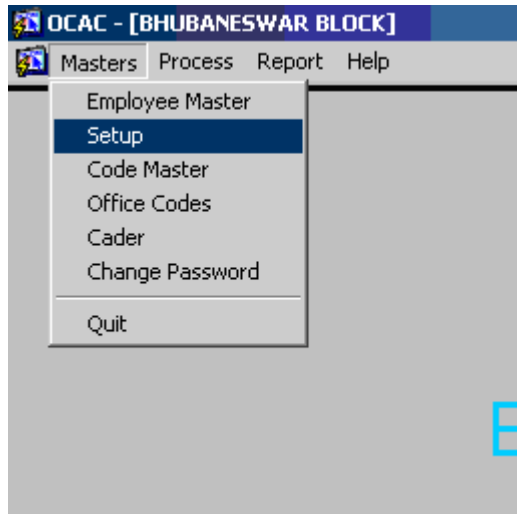
Put the valid user id in the “user id” box and correct password then press OK to log on into the system (For valid usernames and passwords see Annexure-II). If you successfully log into the system, you will a screen having your Block/DRDA name like follow.



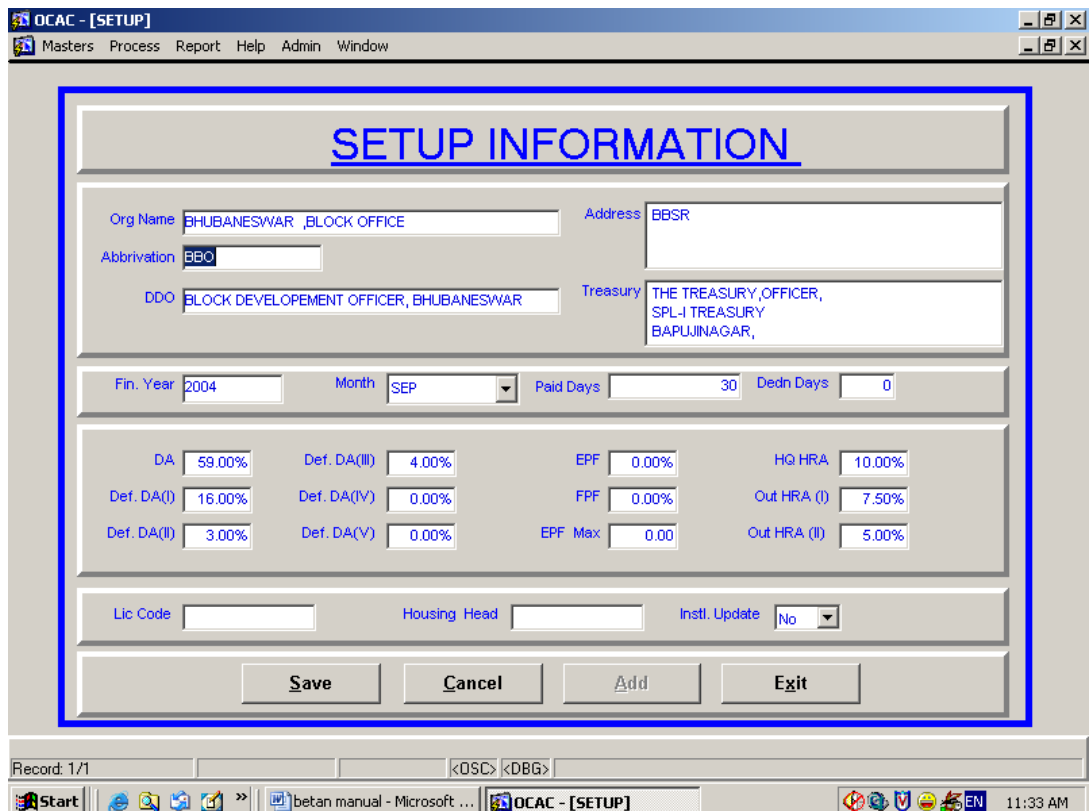
# GENERAL SETUP

## Parameter setup

To start with, Click on Masters – Set up as follows



This is show you the following screen



**SETUP INFORMATION**

Org Name	BHUBANESWAR ,BLOCK OFFICE	Address	BBSR
Abbreviation	BBO		
DDO	BLOCK DEVELOPEMENT OFFICER, BHUBANESWAR	Treasury	THE TREASURY ,OFFICER, SPL-I TREASURY BAPUJINAGAR,
Fin. Year	2004	Month	SEP
Paid Days	30	Dedn Days	0
DA	59.00%	Def. DA(III)	4.00%
Def. DA(I)	16.00%	Def. DA(IV)	0.00%
Def. DA(II)	3.00%	Def. DA(V)	0.00%
EPF	0.00%	HQ HRA	10.00%
FPF	0.00%	Out HRA (I)	7.50%
EPF Max	0.00	Out HRA (II)	5.00%
Lic Code		Housing Head	
Instl. Update	No		

Buttons: Save, Cancel, Add, Exit

Record: 1/1 | <OSC> <DBG>

Taskbar: Start, betan manual - Microsoft..., OCAC - [SETUP], 11:33 AM

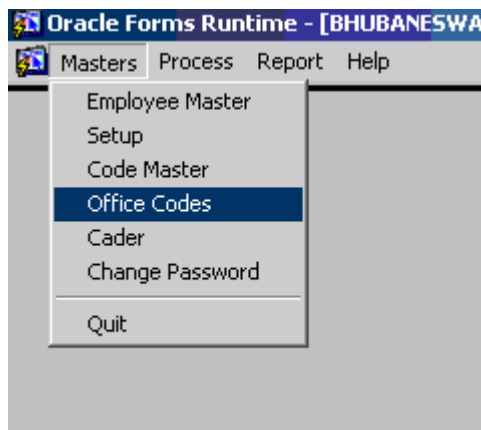
In this screen you will enter the following details

SI	Field Name	Description	Required?
1	Org. Name	Organization Name	Yes
2	Address	Address of your Organization	Yes
3	Abbreviation	Abbreviation of your Organization	Optional
4	DDO	Designation of Drawing and Disbursement officer (DDO)	Yes
5	Treasury	Name and address of treasury where salary will be drawn.	Yes
6	Fin Year	Current Year	Yes
7	Month	Choose the month for salary calculation	Yes
8	Dedn Days	Enter the maximum days for recovery of loans	Optional
9	DA	% of Dearness Allowance	Yes
10	Def DA (I).(V)	% Deferred DA which will added with provident fund.	Optional
11	EPF	% of EPF deduction if the employee having Employee Provident fund.	Optional
12	FPF	% of FPF deduction if the employee having Employee Provident fund.	Optional
13	EPF Max.	Maximum EPF deduction.	Optional
12	HQ HRA	% of HRA if the employee is staying at Class-A city.	Yes
13	Out HRA (1)	% of HRA if the employee is staying at Class-B city.	Yes
14	Out HRA (II)	% of HRA if the employee is staying at Class-C city.	Yes
15	LIC Code	LIC code of Organization	Optional
16	Housing Head	Housing Head	Optional
17	Instl. Update	Update installments of loans	Yes

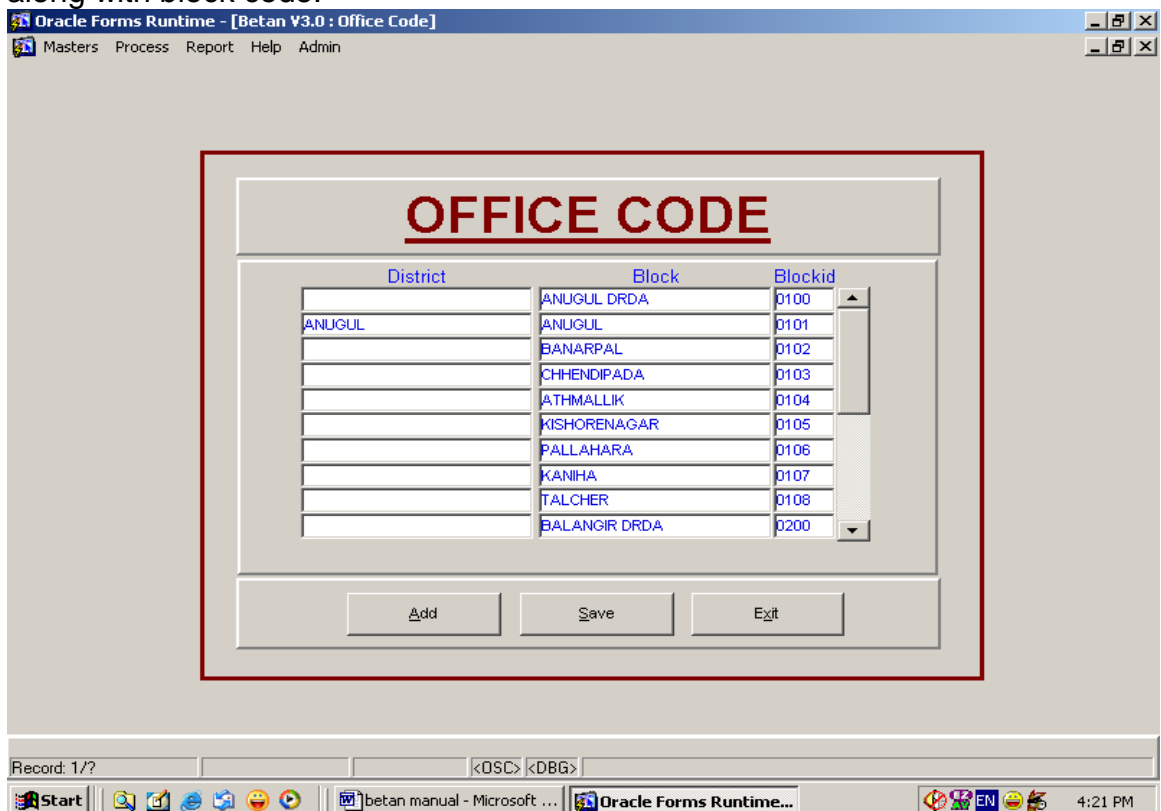


## OFFICE CODE

Click on Master Menu and choose Office code



From the Office Code screen scroll up/down the screen to get your block along with block code.



Click on Exit Button to quit from Office Code Screen.

To search your office code immediately does following:

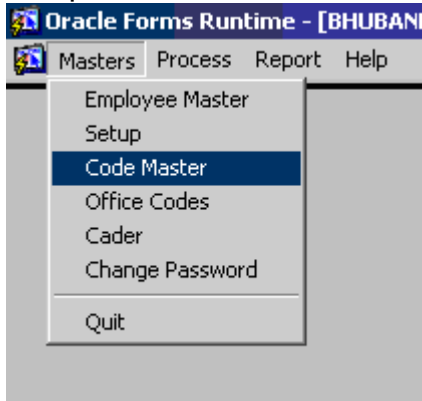
1. Press F7 Key.
2. Put your Block name in upper case along with a % symbol for example, ANGUL%
3. Press F8 key.

## CODE MASTER

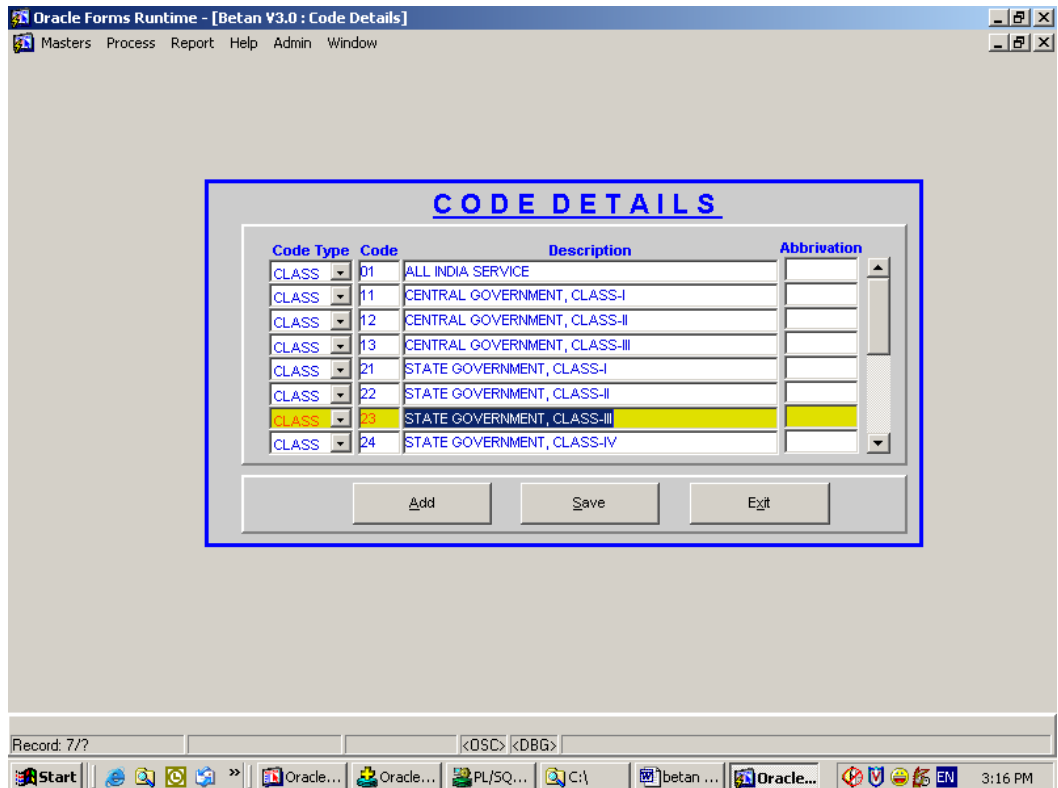
This screen shows you to verify various codes available in BETAN software. The codes are divided into three categories:

1. Loan : Defines different loans
2. Class: Classify employees into different classes.
3. Scheme : Different salary heads
4. Other : Other Codes

To open code details click on Masters – Code Master



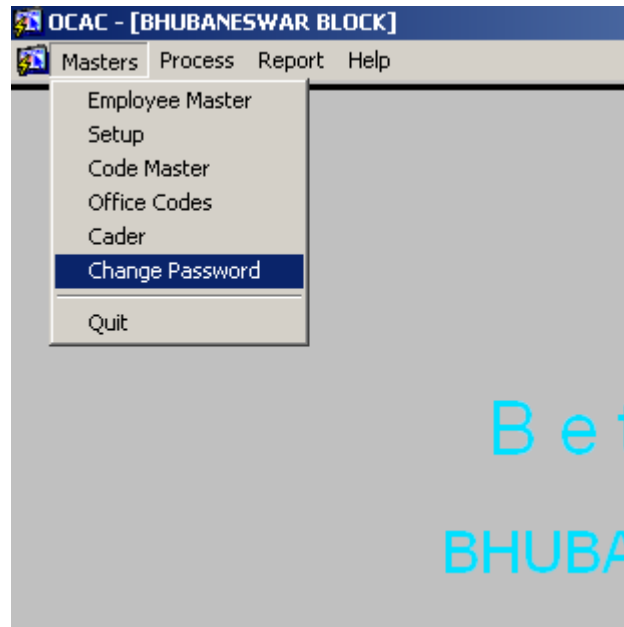
After clicking you will get the screen having all the codes. Scroll Up and Down to check Code and Click add button to create new codes for your office, if your code is not available.



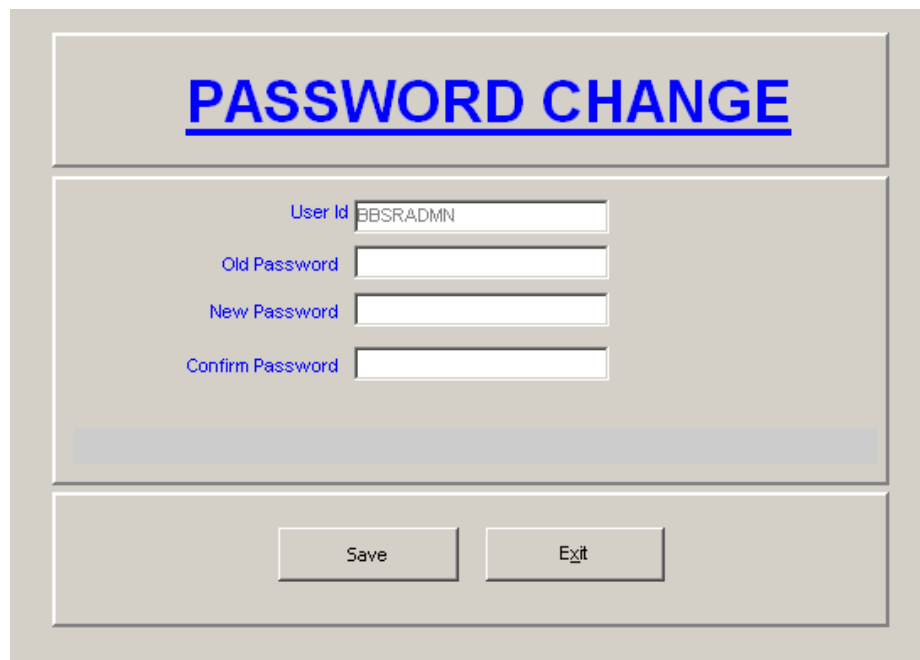
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## CHANGE PASSWORD

1. Choose “change password” from “Master” menu



2. Then you will get a screen like following

A screenshot of a "PASSWORD CHANGE" dialog box. The title "PASSWORD CHANGE" is displayed in large, bold, blue, underlined text at the top. Below the title are four input fields: "User Id" with the value "BBSR.ADMN", "Old Password", "New Password", and "Confirm Password". At the bottom of the dialog box are two buttons: "Save" and "Exit".

3. Now put old password ,then new password and press save button

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## EMPLOYEE DETAILS:

Data is to be built up first for any establishment prior to entering Employee Particulars for the following entities, which are referred to by codes assigned to entries for subsequent information entry and report generation.

The following Master Information are Payroll System. But these can be viewed, added & updated here also. The Master Information maintained here are :

- ✓ **Basic Parameters setup**
- ✓ **Loan Code**
- ✓ **Scheme Code**
- ✓ **Class Code**

Data Entry procedure is same for all these entities, which can be done by selecting the required menu. Any of the items can be selected by highlighting and then clicking it. Most of these entries are one time. Some occasional addition or updation may take place.

- ✓ To add a record click on *Add* button on the *Tool Bar* at the top of the screen
- ✓ To navigate to the next field press *Tab* key or *Enter* key or click the mouse.
- ✓ To save a record being entered click on the *Save* button.
- ✓ *Edit* button may be used to make any change in the existing data
- ✓ To query a record click on *Query* button, put criteria and press *Execute* button.
- ✓ To delete a no more required or erroneous record press *shift+F6*

The Screen of Basic information for employees are divided into two parts i.e. Employees Profile and LOAN/LIC. Profile contains employees identity along with earning and some of the deduction part whereas LOAN/LIC displays all the LIC and loan taken by employee. All these information of employees is to be fed into system which generates Employee.

OCAC - [Master Entry for Employee]

Masters Process Report Help

### EMPLOYEE INFORMATION

Profile Loan/LIC

**HADIBANDHU HANKUGA**

Employee CD 4 Name HADIBANDHU HANKUGA Designation VLVW

Pay Scale 3200-4900 Scheme CD IRDP Date of Join

Employee Type Regular Date of Sup. Incr Month Apr

School Name Date of Birth Incr Amt. 200

Class Code Post Sl. Sex MALE

Pay Mode CASH PF Type GPF PAN No.

Bank A/C PF No 36879AV(O) Quarter Address

PLI No. PF Code AV(O)

Quarter No HRA Type 7.5

Basic 3,965.00 Conv Allow. 0.00 Proff. Tax 50.00 VLPF Subs 500.00

Spl. Allow. 0.00 Medi Allow. 0.00 Diff Sal 0.00 Water Tax 0.00

Inct. Allow. 0.00 Gtr Dedn 0.00 Income Tax 0.00

Proj Allow. 0.00 Hirch. Dedn 0.00

Record: 4/? <OSC> <DBG>

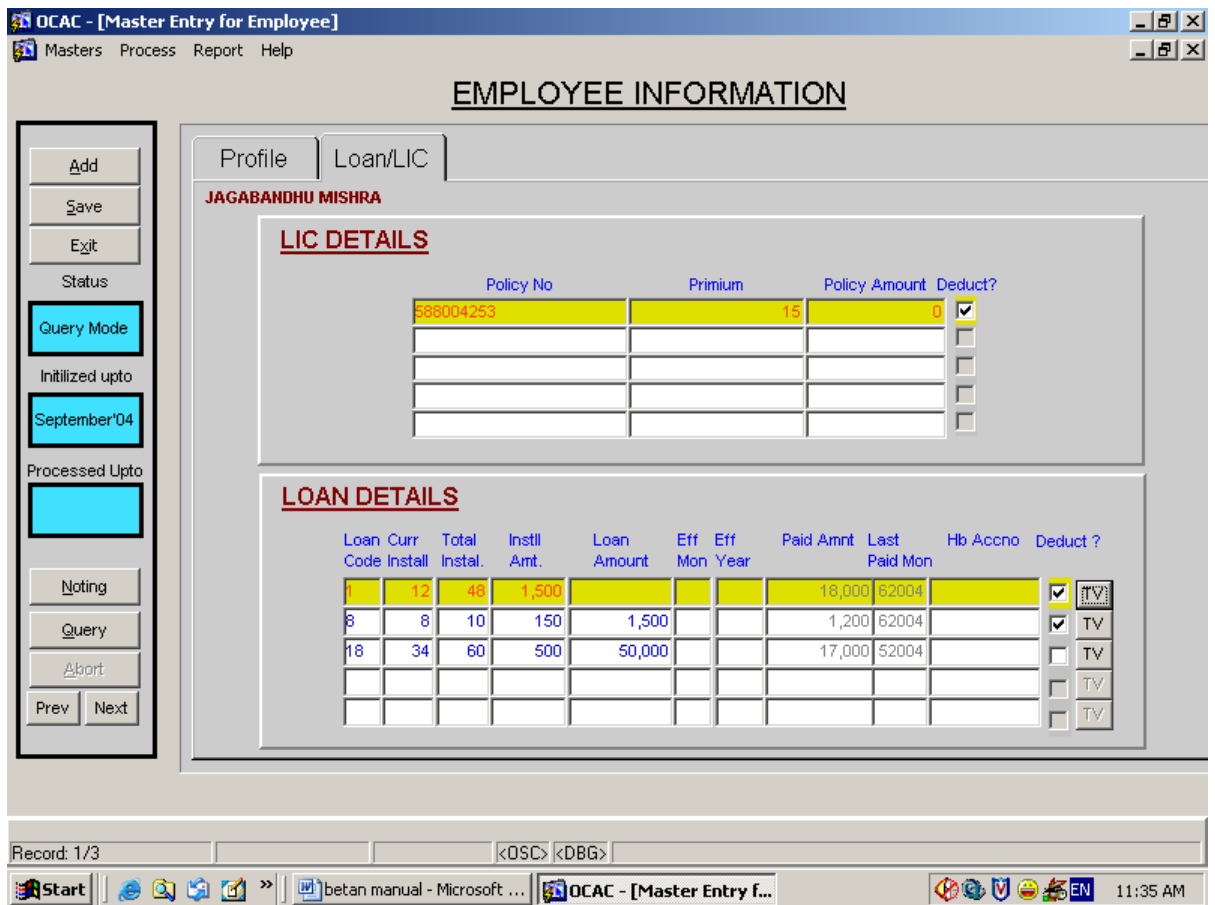
Start | betan manual - Microsoft ... | OCAC - [Master Entry f... | 11:34 AM

The following information may be entered during addition of records in Profile page of employee:

SI	Field Name	Description	Required?
1.	Employee Cd	Employee Code , Generate automatically in Add mode	Yes
2.	Name	Name of Employee	Yes
3.	Designation	Designation of employee	Optional
4.	Pay Scale	Pay scale	Optional
5.	Employee Type	Type of Employee, one of the follow 1. Regular 2. Ad-Hoc 3. Contractual 3. Temporary 4. Daily Wage 5. Suspended	Yes

6.	School Name	School Name , If employee is a teacher	Yes
7.	Class Code	Class of employee	Optional
8.	Scheme Cd	Name of the scheme, where employee is working	Yes
9.	Date of Sup.	Date of superannuation	Yes
10.	Date of Birth	Date of Birth	Yes
11.	Post SI	Post Serial number	Optional
12.	Date of Join	Date of Join	Yes
13.	Incr Month	Increment month	Optional
14.	Incr. Amt	Increment Amount	Optional
15.	Sex	Sex of employee	Yes
16.	Pay Mode	Mode of Payment 1. Cash 2. Bank	Optional
17.	Bank A/C	Bank Account no if pay mode is Bank	Optional
18.	Quarter	Whether staying in quarter or not	Yes
19.	PF type	One of the following PF types 1. GPF, 2.EPF, 3 CPF 4. None	Yes
20.	PF No	PF account number	Yes
21.	PF Code	PF Code	Yes

22.	Pan No	Permanent Account No of Income Tax Department	Optional
23.	Quarter Address	Quarter Address if employee staying in Govt. Quarter	Optional
24.	Basic	Basic Salary or Consolidated amount if employee type is Consolidated	Yes
25.	Spl. Allow	Special Allowance	Optional
26.	Inct. Allow	Incentive Allowance	Optional
27.	Proj, Allow	Project Allowance	Optional
28.	Conv. Allow	Conveyance Allowance	Optional
29.	Medl. Allow	Medical Allowance	Optional
30.	Proff. Tax	Professional Tax	Optional
31.	Qtr. Dedn	Quarter deduction	Optional
32.	Hirch Dedn	Hire charge Deduction	Optional
33.	VLPF Subs	Voluntary PF deduction	Optional
34.	Water Tax	Water Tax	Optional
35.	Income Tax	Income Tax	Optional



Similarly you can enter following details in Loan/LIC page

### To Enter LIC

To enter LIC do the following

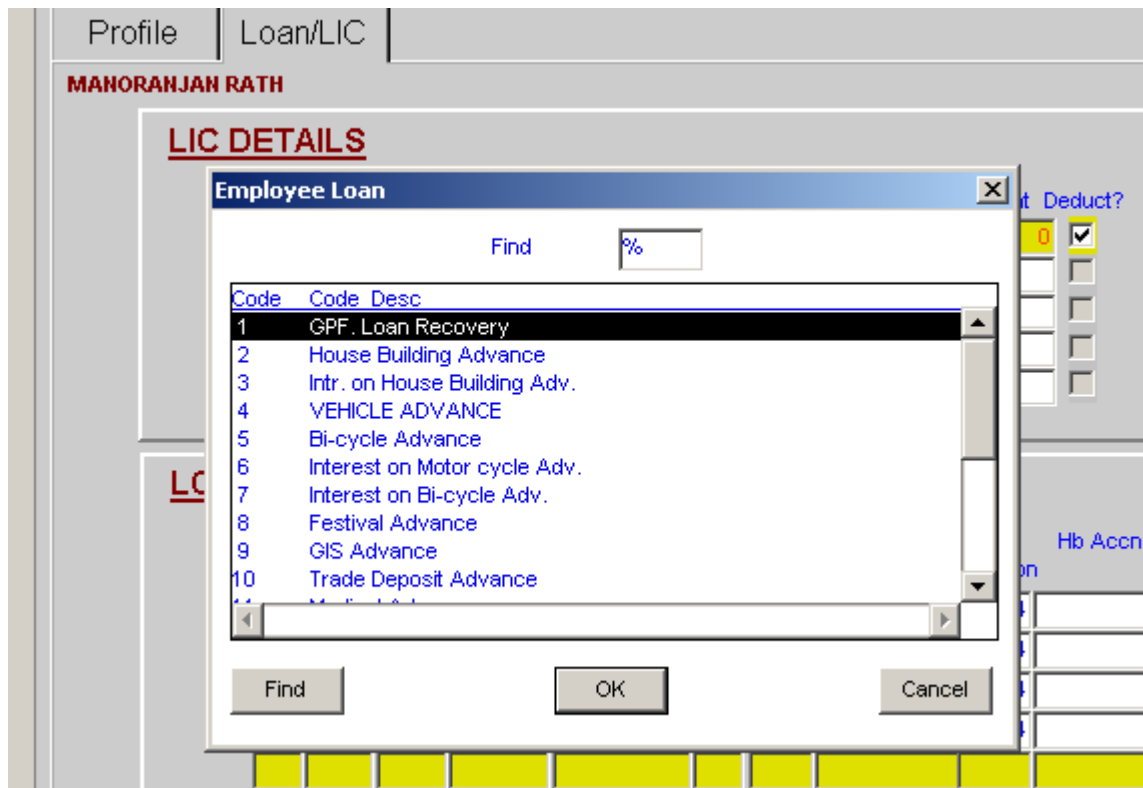
1. Enter the policy no.
2. Enter Monthly premium due
3. if available, place total policy amount at policy amount
4. For monthly deduction click on *Deduct?* Field.
5. To enter a new LIC policy detail press *Down Arrow*.



## Enter Loan

To enter loans availed by employee do following steps

1. Enter the relevant code of Loan. If you don't know the code presses enter on the blank field to get various loans and their codes. Select any one lone and press enter.



2. Enter Current Installment and Total Installment number.
3. Put Loan amount, Effective month, effective Year, Paid amount and HB Account no.
4. To enter TV number and TV date, press *TV* button and put TV number and TV date. At last press *Oth.* Button to get the previous screen.

<u>LOAN DETAILS</u>									
Loan Code	Curr Install	Total Instal.	Instll Amt.	Loan Amount	Eff Mon	Eff Year	Tv No	Tv Date	Deduct ?
1	21	36	1,500						<input checked="" type="checkbox"/> Oth.
8	9	10	150	1,500					<input checked="" type="checkbox"/> Oth.
18	16	50	300	50,000					<input checked="" type="checkbox"/> Oth.
2	28	50	300						<input checked="" type="checkbox"/> Oth.
									<input type="checkbox"/> Oth.

## STEPS FOR PAY PROCESSING

The steps listed below are to be repeated every month :

- ◆ Select **PROCESS ALL** from **PROCESS** Menu and click on **Initialise All** button.

PAY PROCESSING

Mcnth :

YEAR :

The Initialization process does the following

- Set working days of each employee to the default days specified in month.
- Set loan installment flag to Yes.

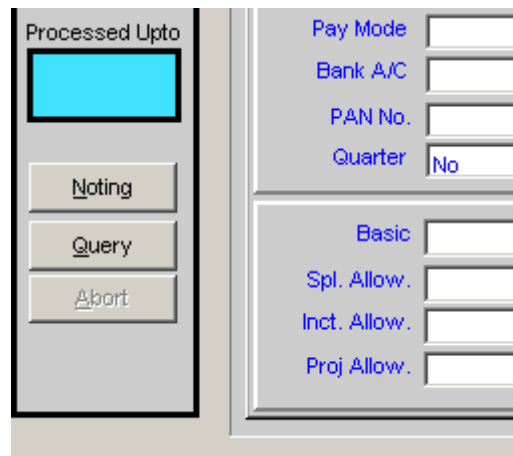
- 
- 
- Set LIC premium to Yes.
  - Set other allowance and other deduction (specified in monthly noting) to 0.

- ◆ Then do the following modifications on employee data.
  - Yearly Increment of Basic pay.
  - Addition of new allowances
  - Addition of new LIC policies of the employee.
  - Addition of new Loans of the employee.

To do some modifications for a specific month. It includes (i) non payment of salary for some days (ii) stop payment of salary for whole month (iii) addition/deduction of temporary allowances. Following fdgf gg f

- ◆ To do some modifications of a employee for a specific month like (i) non payment of salary for some days (ii) stop payment of salary for whole month (iii) addition/deduction of temporary allowances, you may follow these steps

1. Open Employee Master by selecting *Masters – Employee Master*.
2. Click on *Query* button.



The screenshot shows a software interface for an employee master. On the left, there is a vertical panel with a 'Processed Upto' field (highlighted in blue), and three buttons: 'Noting', 'Query' (highlighted in blue), and 'Abort'. On the right, there are several input fields: 'Pay Mode', 'Bank A/C', 'PAN No.', 'Quarter' (with 'No' entered), 'Basic', 'Spl. Allow.', 'Inct. Allow.', and 'Proj Allow.'.

3. Enter *Criteria* for the query

**EMPLOYEE INFORMATION**

Profile    Loan/LIC

Employee CD     Name

Pay Scale     Scheme CD

Employee Type     Date of Sup.

School Name     Date of Birth

Class Code     Post Sl.

Pay Mode     PF Type

Bank A/C     PF No

4. Then Click on *Execute* Button

Processed Upto <input type="text"/>	Pay Mode
<input type="button" value="Noting"/>	Bank A/C
<input type="button" value="Execute"/>	PAN No.
<input type="button" value="Abort"/>	Quarter
	Basic
	Spl. Allow.
	Inct. Allow.
	Proj Allow.

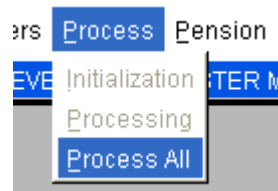
5. Click on *Noting* button.

6. This will show you a screen like following

- a. Non payment of salary for some days change the value in *Pay Days* field.
- b. To give a specific allowance for that month, put value in either *Other Allow(I)* or *Other Allow (II)*.
- c. Similarly for any recovery from salary for that month, put value in either *Other Dedn(I)* or *Other Dedn (II)*.
- d. To stop the payment just click on *Pay Drawn*.

Note : For all above operation don't forget to click on *Save* button.

- ◆ After all modifications on Again click on *Process – Process all*.



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**PAY PROCESSING**

Mcnth :  ▾

YEAR :

Initialise All      Bill Info.

Process All      Generate All Reports

Exit

- a. press *Process* button to process the data for specified month.
- b. Input bill numbers by pressing **Bill info** button
- c. Atlast click on **Generate all Reports** to generate all require reports.

## PRINTING REPORTS

1. After Processing Press **Generate All Report** button of Betan Software
2. After a while the system will ask you to **save** a ZIP file.
3. Select **Save to Disk** and press **OK**
4. Minimize all windows and look whether your ZIP file exist on desktop. If the file is not on desktop press **F5** for refresh the desktop  
Note : the filename will be BillShortName MonthYear.ZIP for Example GAGAZ\_112006.ZIP.
5. **Double click** on this ZIP file to open and Click on **Extract**
6. Select **Home** and then **Required Folder**.
7. Select **Extract** and then select **All Files** and Press **OK** Button.
8. Optional Step: Now Close all windows and Delete the ZIP file ( to avoid confusion)
9. **Open Windows Explorer**
10. Now select the Folder where you extracted all files.
11. To print Acquaintance Roll , **Double Click** on **132XXXXXXX.Bat**
12. Similarly to print all Schedules , **Double Click** on **80XXXXXXX.Bat**
13. To Print pay slips put command, **Double Click** on **PaySlipXXXXXX.Bat**

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## Annexure-I

### Hardware Requirement

- Pentium III or above processor
- 400 MB Free space in C:\ Drive
- 52x CD Drive
- 128 MB RAM

### Software Requirement

- Windows NT/2000/XP operating system with latest service pack
- Oracle 8i/9i Database

### Installation Procedure (Only for Client Server Deployment)

1. For Client Setup Insert the “Betan” CD in drive and run setup.
2. After successful client installation, start server side object installation by following procedure.
  - a. Execute sqlplus by selecting Start-Programs-Oracle xxxx-application Development-Sqlplus and connect as “SYSTEM” with correct password and host string.
  - b. At SQL prompt put the following commands one after another
    - i. @C:\OCAC\PRPAY\CREATE.SQL
    - ii. Host C:\OCAC\PRPAY\IMPORTPAY
    - iii. @ C:\OCAC\PRPAY\CMPL.SQL
  - c. Exit from sqlplus by putting the command “Exit”.

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## Annexure-II

### Backup Procedure

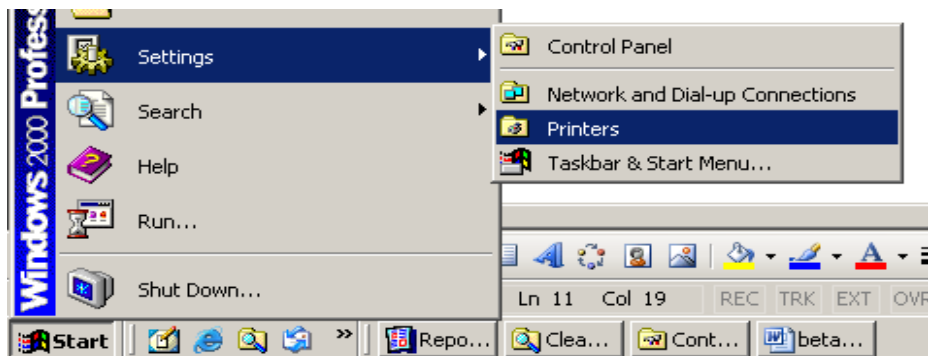
You can take logical backup(export) by putting following method.

1. Go to *Command Prompt*(MS DOS prompt) by Selecting *Start-Programs-Accessories-Command Prompt*.
2. Put following commands at *c:\* prompt.  
Exp `userid=prpay/prpay file=BackupFilename`

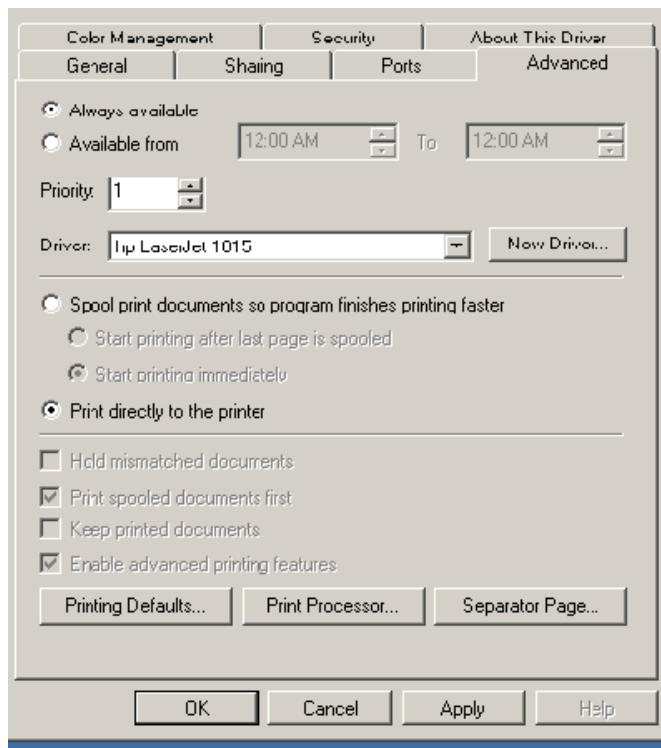
## Annexure-III

### Printer Setting for Character mode Printing

1. Click on *Start-Settings-Printers*



2. Select your Dot Matrix Printer , Right click and choose *properties*.
3. Select *Advanced tab* and select *Print Directly to the Printer*. Press *OK*.





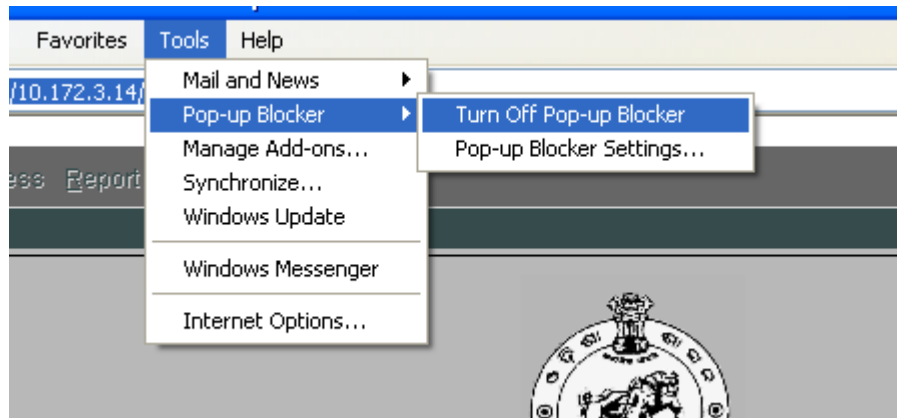
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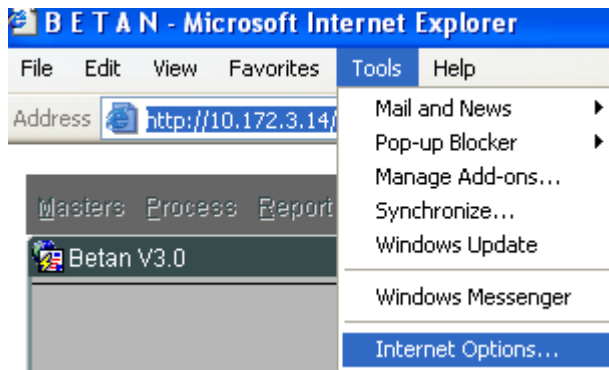
## Annexure-IV

### INTERNET SETTINGS TO RUN 'BETAN' SOFTWARE (FOR WINDOWS)

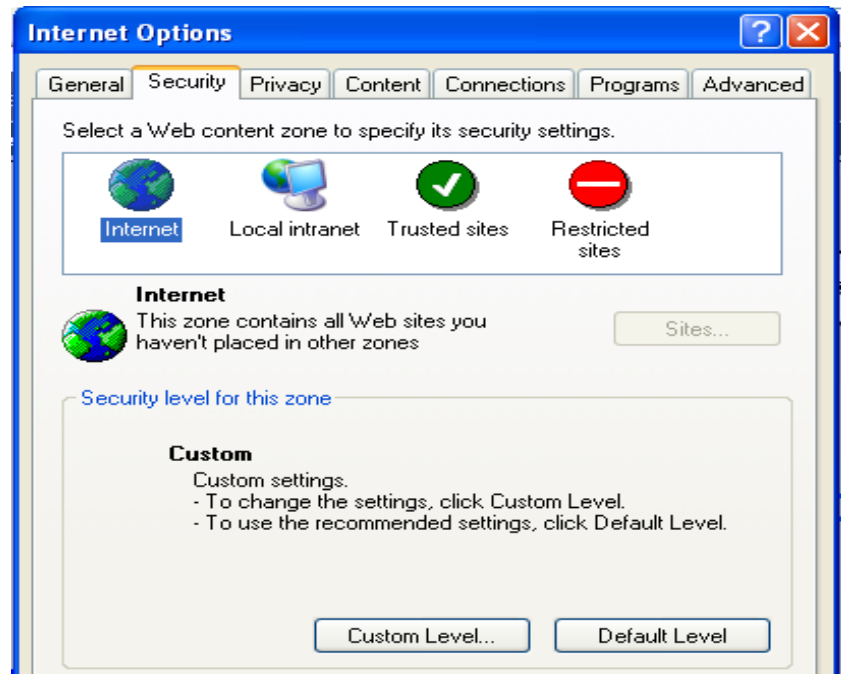
1. Double Click on Internet Explorer icon on desktop to Open the Internet Explorer.
2. Click on **Tools** Menu then select **Pop-up Blocker**, and click on **Turn Off Pop-up Blocker** Blocker.



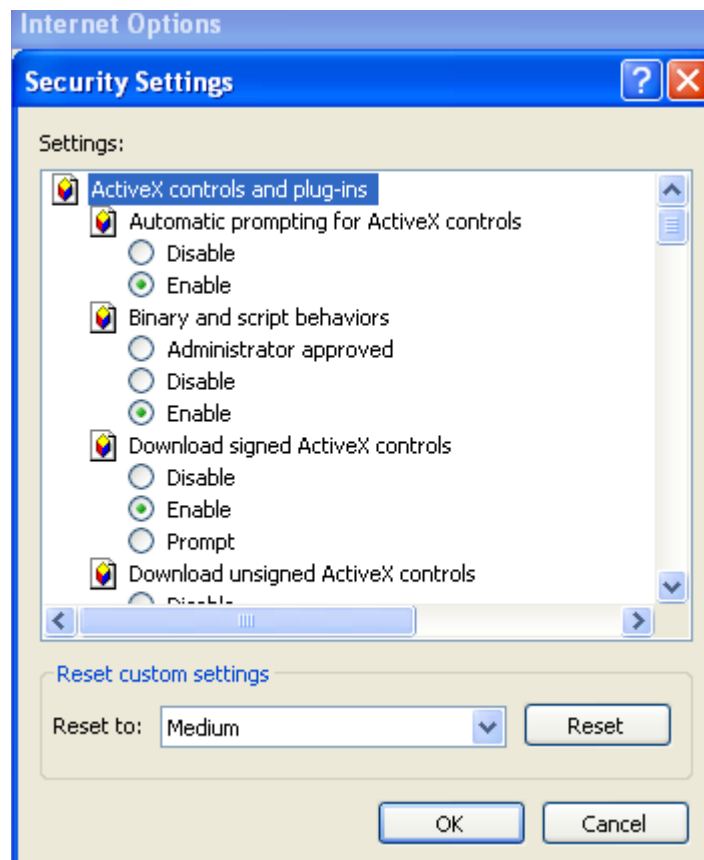
3. Again click on **Tools -> Internet Options**



4. Then Select the **Security** tab and click on the **Custom Level** option.



5. Select the following items in the custom level settings :



- 
- 
- (a) Download signed ActiveX controls – Select / Click on Enable.
  - (b) Download unsigned ActiveX controls – Select / Click on Enable.
  - (c) Automatic prompting for File downloads – Select / Click on Enable.
  - (d) File Download – Select / Click on Enable.
6. Then press 'OK' and click on 'Yes' for confirmation to save the Security Settings. After that press 'OK'.
  7. Put appropriate URL to run Betan on web.

## **Annexure-V**

### **MONTHLY WORK TO BE DONE AT CLIENT END**

1. Start Your Computer.
2. Then Look into computer desktop and select *Internet Explorer*.
3. *Double Click/Press Enter* on Internet Explorer.
4. On *Address Bar* of Internet Explorer put [www.ori.nic.in/betanorissa](http://www.ori.nic.in/betanorissa) and press *Enter Key*.
5. Then you will get *Welcome* Screen and click on *Start Here* to start *BETAN*
6. Then wait for a while till *Betan* is get loaded to your computer.
7. Put your *UserID and Password* of Betan and click on *OK* button.
8. After successful login you will get your *Department Name* on the screen.
9. Then Click on *Masters-Setup*. Change the *Month* press *Save* & then press *Exit*.
10. Click on *Process-Process All*. Then click on *Initialize all* to Initialize the payroll.
11. Then do all necessary noting and save accordingly.
12. After completion of noting again click on *Process-Process All* and press *Process All* to process the payroll.

- 
- 
13. After completion of process click on *Bill Info* to input necessary bill numbers and *Save*.
  14. Then press *Generate All reports* and wait for sometime. All reports will be get download to your computer in *ZIP(Compressed)* format.
  15. Extract these reports to an folder.
  16. Double click on *ACQTxxxxxx.TXT file* and check the correctness of the bill. If you get any error again do necessary modification and process.
  17. Place the 132 column paper in your printer and double click on file *132colxxxx.BAT* to print the pay bill.
  18. Similarly place 80 column paper at printer and double click on *80colxxxx.bat* to print all schedules.

## Annexure-VI

### **BETAN FOR LINUX USERS** **(Frequently Asked Questions)**

#### **Whenever I want to print the system displays “Permission Denied”**

1. Login as **root** user
2. **Right Click** on **Desktop** and Select **Open Terminal**
3. Put following command  
**chmod u+s /usr/bin/cancel.cups**
  
4. Then put **gedit /etc/rc.local**
5. Go to Last Line of the file and press Enter.
6. Then add following command  
**chmod 777 /dev/lp0**
  
7. **Save** the file and **logout**.
8. **Re login** as corresponding user

#### **How to Print Payroll Data?**

1. After Processing Press **Generate All Report** button of Betan Software
2. After a while the system will ask you to **save** a ZIP file.
3. Select **Save to Disk** and press **OK**

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4. Minimize all windows and look whether your ZIP file exist on desktop. If the file is not on desktop press **Ctrl-R** for refresh the desktop  
Note : the filename will be BillShortName MonthYear.ZIP for Example GAGAZ\_112006.ZIP.
  5. **Double click** on this ZIP file to open and Click on **Extract**
  6. Select **Home** and then **Required Folder**.
  7. Select **Extract All Files** and Press **OK** Button.
  8. Optional Step: Now Close all windows and Delete the ZIP file ( to avoid confusion)
  9. **Right Click** on Desktop and select **Open Terminal**
  10. Now put **cd <your directory name>** for example **cd 6015**
  11. To print Acquaintance Roll put  
**bash 132<press Tab>** to complete the whole filename and press **enter key**
  12. Similarly to print all Schedules put  
**bash 80 <press Tab>** to complete the whole filename and press **enter key**
  13. To Print pay slips put command  
**bash PaySlip<press Tab>** to complete the whole filename and press **enter key**
  14. After printing of all these files put **rm \*** to delete all files.

### How to Print Individual Schedule?

1. **Right Click** on Desktop and select **Open Terminal**
2. Now put **cd <your directory name>** for example **cd 6015**
3. Note down the name of the file you want to print and then put following command for a particular schedule printing. For example to print Bank Statement just type  
**lpr Bank\_ENVIR\_6015112006.txt**

Note that ENVIR is changing according to your bill name.

Here Bank : for Bank Statement

ENVIR: the name of the bill

6015 : your login code

11 : month i.e. November

2006 : Year.

Similarly to print Acquaintance roll put following command

**lpr ACQT\_ENVIR\_6015112006 txt**

Here is list of individual schedules (the file name changes according to your department):

lpr LIC\_ENVIR\_6015112006.txt

- LIC Schedule

lpr GPF\_ENVIR\_6015112006.txt

- GPF Schedule

lpr ProfTax\_ENVIR\_6015112006.txt

- Professional Tax Schedule

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lpr IncTax_ENVIR_6015112006.txt	- Income Tax Schedule
lpr QTR_ENVIR_6015112006.txt	- House Rent/Quarter Dedn
Schedule	
lpr HCHG_ENVIR_6015112006.txt	- Hire Charge Deduction
Schedule	
lpr HBloan_ENVIR_6015112006.txt	- General H B loan Schedule
lpr INT_HBloan_ENVIR_6015112006.txt	- Interest on HB loan
Schedule	
lpr SplHBLoan_ENVIR_6015112006.txt	- Special HB loan Schedule
lpr Int_SHBloan_ENVIR_6015112006.txt	- Interest on Spl. HB loan
Schedule	
lpr MCLoan_ENVIR_6015112006.txt	- Motor Cycle Loan Schedule
lpr INT_MCLoan_ENVIR_6015112006.txt	- Inter on Motor Cycle Loan
Schedule	
lpr MopedLoan_int_ENVIR_6015112006.txt	- Moped Loan Schedule
lpr BiCycle_ENVIR_6015112006.txt	- BiCycle Loan Schedule
lpr Int_BiCycle_ENVIR_6015112006.txt	- Interest on Bi Cycle Loan
Schedule	
lpr TAADVANCE_ENVIR_6015112006.txt	- TA Advance Schedule
lpr PAYADVANCE_ENVIR_6015112006.txt	- Pay Advance Schedule
lpr CarLoan_ENVIR_6015112006.txt	- Car Loan Schedule
lpr INT_CARLoan_ENVIR_6015112006.txt	- Interest on Car Advance
Schedule	
lpr VehicleSummery_ENVIR_6015112006.txt	- Vechile Summary Report
lpr FestAdv_ENVIR_6015112006.txt	- Festival Advance Schedule
lpr GIS_ENVIR_6015112006.txt	-GIS of State Cadre Schedule
lpr GIS_SUBS_ENVIR_6015112006.txt	-GIS of Cental Cadre
Schedule	
lpr Medical_ENVIR_6015112006.txt	- Medical Advance Schedule
lpr Bank_ENVIR_6015112006.txt	- Bank Schedule

### **What I will do if my Printer stops while printing schedule**

1. First look the **printouts** and find out which schedules are *already completed*.
2. Go to required folder and **put gedit 80<press tab to complete filename>** to open the file.
3. **Remove the lines** those schedules are already completed.
4. **Save** the file.
5. Now find out which schedule is partially printed.
6. open that file by **gedit <filename>**.
7. **Delete** all the pages which are already printed.
8. **Save and exit**.
9. Now Restart printing by  
**bash 80 <press Tab>** to complete the whole filename and press **enter** key

### **What I will do if your Printer stops while printing Acquaintance Roll**

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1. First find out upto which page the printing is *already completed*.
  2. Go to required directory and open by **gedit ACQT<press tab to complete filename>**
  3. **Delete** the pages which are already printed.
  4. **Save** and **exit** from file.
  5. **Restart** the printing by  
**bash 132<press Tab>** to complete the whole filename and press **enter key**

### How to Cancel Print Job?

1. **Switch off** the printer
2. **Right Click** on Desktop and select **Open Terminal and** put command **Cancel -a**

## Annexure-VII

### BETAN FOR WINDOW USERS (Frequently Asked Questions)

#### How to Print Payroll Data?

14. After Processing Press **Generate All Report** button of Betan Software
15. After a while the system will ask you to **save** a ZIP file.
16. Select **Save to Disk** and press **OK**
17. Minimize all windows and look whether your ZIP file exist on desktop. If the file is not on desktop press **F5** for refresh the desktop  
Note : the filename will be BillShortName MonthYear.ZIP for Example GAGAZ\_112006.ZIP.
18. **Double click** on this ZIP file to open and Click on **Extract**
19. Select **Home** and then **Required Folder**.
20. Select **Extract** and then select **All Files** and Press **OK** Button.
21. Optional Step: Now Close all windows and Delete the ZIP file ( to avoid confusion)
22. **Open Windows Explorer**
23. Now select the Folder where you extracted all files.
24. To print Acquaintance Roll , **Double Click** on **132XXXXXXX.Bat**
25. Similarly to print all Schedules , **Double Click** on **80XXXXXXX.Bat**
26. To Print pay slips put command, Double Click on **PaySlipXXXXXX.Bat**

#### How to Print Individual Schedule?

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1. **Open Windows explorer** and **select the folder where** you have extracted the files
  2. Note down the name of the file you want to print and then put following command for a particular schedule printing. For example to print Bank Statement just type  
**TYPE Bank\_ENVIR\_6015112006.txt >PRN**

Note that ENVIR is changing according to your bill name.

Here Bank : for Bank Statement

ENVIR: the name of the bill

6015 : your login code

11 : month i.e. November

2007 : Year.

Similarly to print Acquaintance roll put following command

**TYPE ACQT\_ENVIR\_6015112006 txt > PRN**

Here is list of individual schedules (the file name changes according to your department):

Type LIC\_ENVIR\_6015112006.txt > prn - LIC Schedule

type GPF\_ENVIR\_6015112006.txt > prn - GPF Schedule

type ProfTax\_ENVIR\_6015112006.txt > prn- Professional Tax Schedule

type IncTax\_ENVIR\_6015112006.txt > prn - Income Tax Schedule

type QTR\_ENVIR\_6015112006.txt > prn - House Rent/Quarter Dedn  
Schedule

type HCHG\_ENVIR\_6015112006.txt > prn - Hire Charge Deduction  
Schedule

type HBloan\_ENVIR\_6015112006.txt > prn - General H B loan Schedule

type INT\_HBloan\_ENVIR\_6015112006.txt > prn- Interest on HB loan  
Schedule

type SplHBLoan\_ENVIR\_6015112006.txt > prn- Special HB loan Schedule

type Int\_SHBloan\_ENVIR\_6015112006.txt > prn- Interest on Spl. HB loan  
Schedule

type MCLoan\_ENVIR\_6015112006.txt > prn- Motor Cycle Loan Schedule

type INT\_MCLoan\_ENVIR\_6015112006.txt > prn- Inter on Motor Cycle Loan  
Schedule

type MopedLoan\_int\_ENVIR\_6015112006.txt > prn- Moped Loan Schedule

type BiCycle\_ENVIR\_6015112006.txt > prn - BiCycle Loan Schedule

type Int\_BiCycle\_ENVIR\_6015112006.txt > prn- Interest on Bi Cycle Loan  
Schedule

type TAADVANCE\_ENVIR\_6015112006.txt > prn - TA Advance  
Schedule

type PAYADVANCE\_ENVIR\_6015112006.txt > prn- Pay Advance Schedule

type CarLoan\_ENVIR\_6015112006.txt > prn - Car Loan Schedule

type INT\_CARLoan\_ENVIR\_6015112006.txt > prn- Interest on Car Advance  
Schedule

type VehicleSummery\_ENVIR\_6015112006.txt > prn- Vechile Summary  
Report

type FestAdv\_ENVIR\_6015112006.txt > prn- Festival Advance Schedule



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type GIS\_ENVIR\_6015112006.txt > prn -GIS of State Cadre Schedule  
type GIS\_SUBS\_ENVIR\_6015112006.txt > prn - GIS of Cental Cadre  
Schedule  
type Medical\_ENVIR\_6015112006.txt > prn- Medical Advance Schedule  
type Bank\_ENVIR\_6015112006.txt > prn- Bank Schedule

### **What I will do if my Printer stops while printing schedule**

1. First look the **printouts** and find out which schedules are *already completed*.
2. Go to required folder, **right Click on 80XXXXX.BAT** and **select Edit** to edit the file.
3. **Remove the lines** those schedules are already completed.
4. **Save** the file.
5. Now find out which schedule is partially printed.
6. open that file by **Double click on filename**.
7. **Delete** all the pages which are already printed.
8. **Save and exit**.
9. Now Restart printing by **Double Click** on 80XXXXXX.BAT

### **What I will do if your Printer stops while printing Acquaintance Roll**

1. First find out upto which page the printing is *already completed*.
2. Go to required directory and double click on **ACQTXXXXXX.TXT** to open the file
3. **Delete** the pages which are already printed.
4. **Save** and **exit** from file.
5. **Restart** the printing by **Double Click** on 132XXXXXX.BAT

### **How to Cancel Print Job?**

1. **Switch off** the printer
2. Select **Start-Settings-Printer and fax** .  
**Select the Print Job** and