

**SIGNED BILLS TO BE SUBMITTED BY PAYROLL ADMINS TO ACCOUNTS  
OFFICER FOR SALARY CHECKING PURPOSE**

This is to inform all payroll administrators that after preparation of salary, the print-out of following mentioned documents, duly signed by the authorized signatory are to be submitted to the Accounts Officer for verification of salary:

1. Voucher Allocation Sheet: - T-Code –ZHR\_ED.
2. Salary Bill:- T-Code - ZHR\_SBILL.
3. Export in Excel:- List->Export->Spreadsheet & Save.
4. Take Printout and Sign.

This is for information and necessary action.

SE (MIS & IT)  
RVPN