

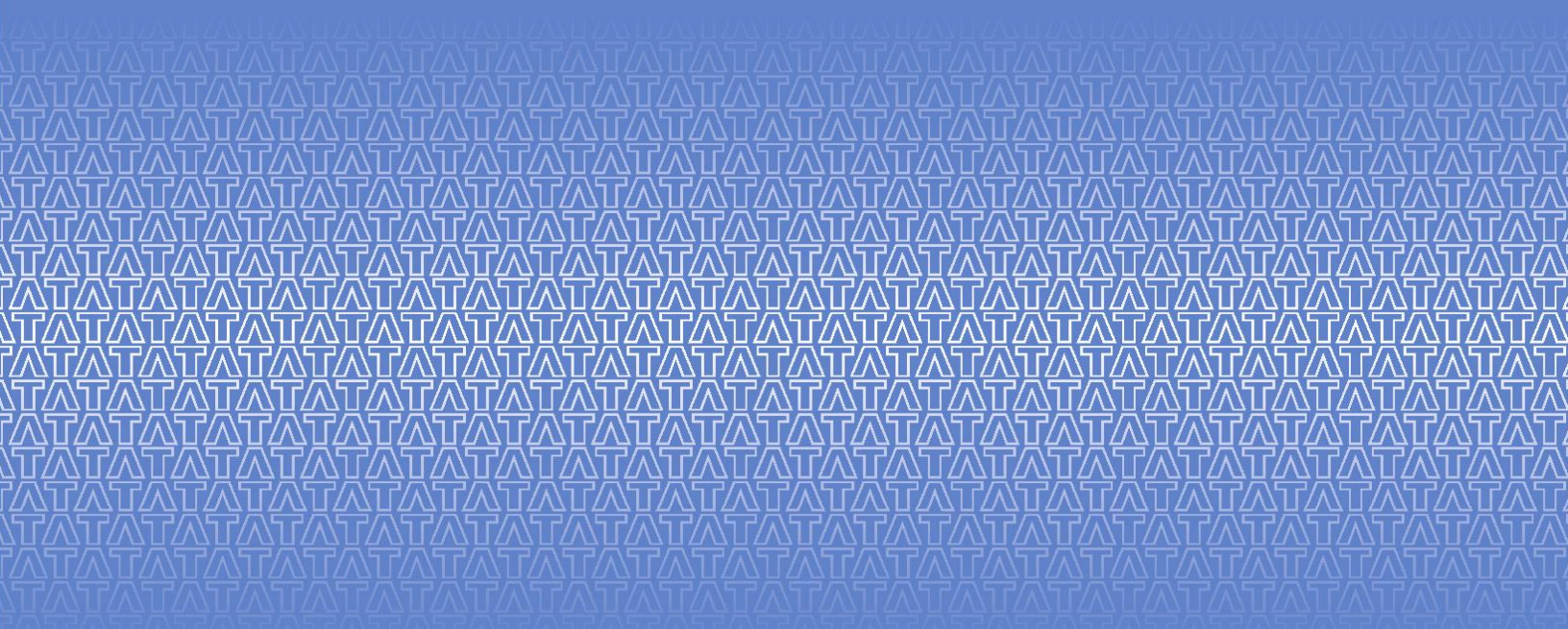
Integrated Financial Management System

Online Bill Processing

Government of Punjab, India

User Manual, February-2012

Version 1.2



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Customer: Government of Punjab

Project: Punjab IFMS Application

Document details

Name	Version no.	Description

Revision details

Action taken (add/del/change)	Previous page no.	New page no.	Revision description
Add		24	Add Pay bill, Pay bill for ministers, Pension bill and revised TA bill
Add			Add Change password/Forgot Password, Forest Bill, EMD bill, Conveyance Bill, PDPLA Bill, TA bill for foreign tours, TA bill for Employees(Outer only), Medical bills for retiree

Change Register serial numbers covered:

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Document Revision List

Release Notice Reference (for release)

Rev. No.	Revision date	Revision description	Page no.	Previous page no.	Action taken	Addenda/ New page	Release notice reference

About this Manual

This manual describes the Online Bill Processing module and its functionality.

Purpose

This manual has been written to help you understand and use the Online Bill Processing module.

Intended Audience

This manual is intended for the Scanning team to use OBP from DDO's Login and Business unit team to use Web applications.

Prerequisites

The following are the prerequisites for performing the tasks presented in this manual:

Functional	User is expected to have the functional knowledge of Online Bill Processing
Technical	User is expected to have basic knowledge about Internet and accessing an application through URL

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Acronyms and Abbreviations

Abbreviation/Acronym	Description
HOD	Head of Department
DoF	Department of Finance
DTO	District Treasury Officer
GOP	Government of Punjab
CO	Controlling officer
DDO	Drawing and Disbursement Officer
TO	Treasury Office

1 Introduction

This chapter presents an overview of the Online Bill Processing, developed in Integrated Financial Management System (IFMS) as part of the common applications.

1.1. About Online Bill Processing

The IFMS Online Bill Processing module will give the opportunity to the DDO to submit the bill online.

1.2. About this User Manual and Users

This guide contains all information needed to familiarize the user with the features and functionality of the Online Bill Processing. To give User a feel of the application's Graphical User Interface (GUI), it includes screenshots wherever relevant. The intended users of this guide are all DDO's, Data entry Clerk and Verifiers of all Districts of Punjab state.

1.3. Conventions used in this User Manual

It is necessary to be familiar with the conventions used in this guide in order to fully and easily Understand the module.

The conventions used in this document are as follows:

- “Window” refers to screens that are big and do not generally contain commands or options.
- “Dialog box” refers to screens that contain sets of command and option buttons.
- The sign → indicates the navigation path from a menu to the subsequent submenu(s).
- The verb “enter” has been used for field values that have to be either typed in or selected from list boxes.
- The verb “type” has been used for field values that have to be typed in.
- Bold type has been used to highlight names of menus, windows, tabs, buttons, options, list boxes, fields, keys and points of emphasis. Notes and Supplemental Information sections have been used to provide related but important information.
- Notes and Supplemental Information sections have been used to provide related but important information.

2 Bill Preparation by Data Entry Clerk

The following are the steps to be followed for Bill Preparation.

1. When the user enters the URL in the browser, a login screen for E-input application appears.
2. Login to the system by entering correct **User Name** and **Password**. And Click on **Submit**.

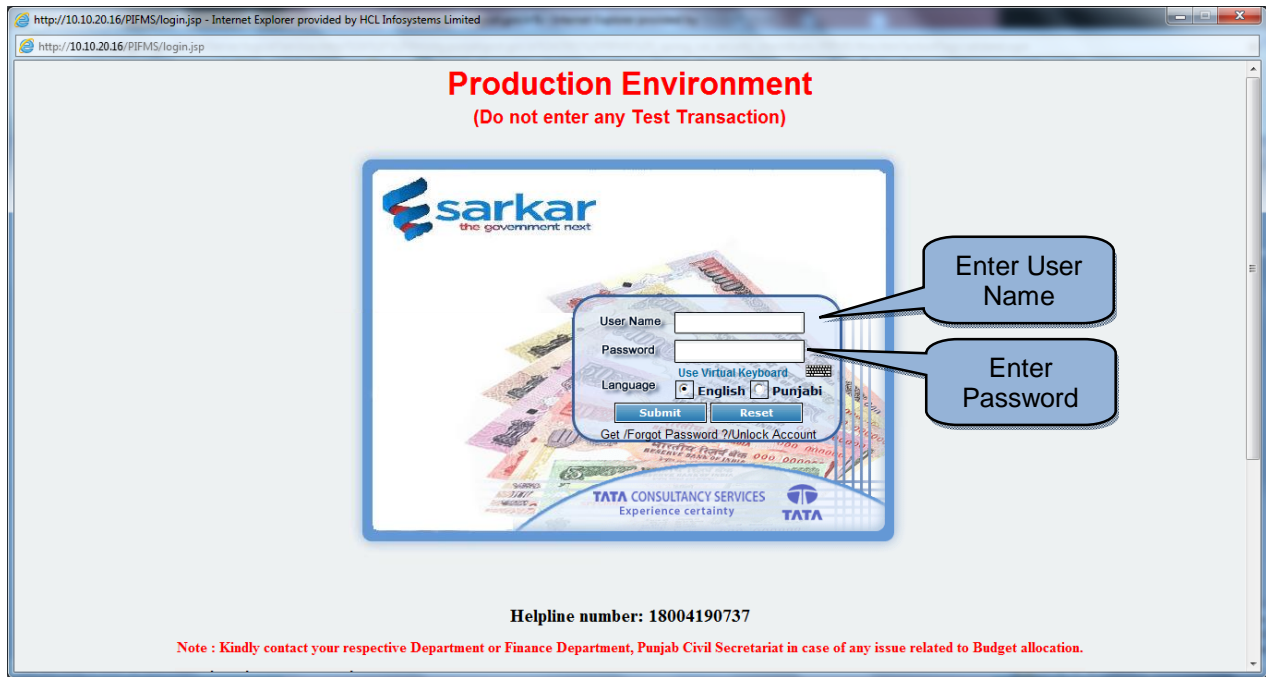


Figure 1: Login screen

Change password.



Figure 2: Change Password.

To unlock the account click on Forgot password.



Figure 2: Unlock Account-I.

Enter the username, birth date and date of joining.

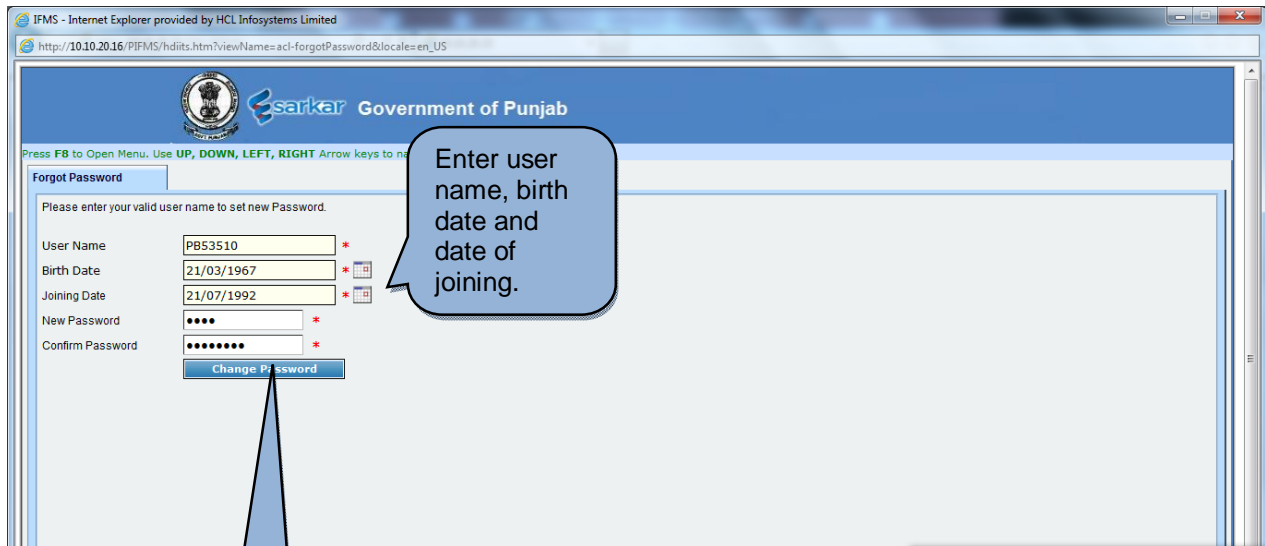


Figure 3: Unlock

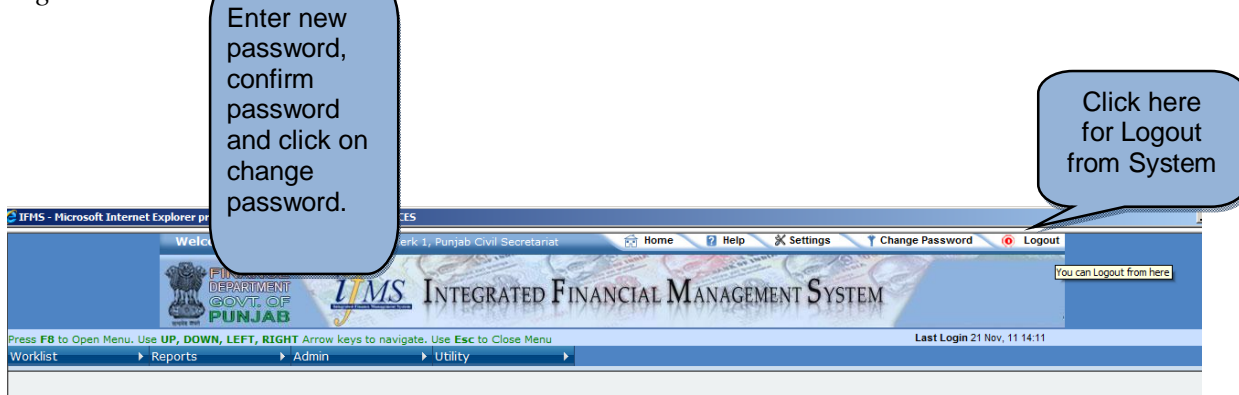


Figure 4: Logout

2.1 Bill Selection

The Data Entry Clerk will receive the claims of the employees or the retirees either physically or through the HRMS application. The Clerk will then select the Bill based on the type of claim received by the claimant.

The link for bill selection is as shown below:

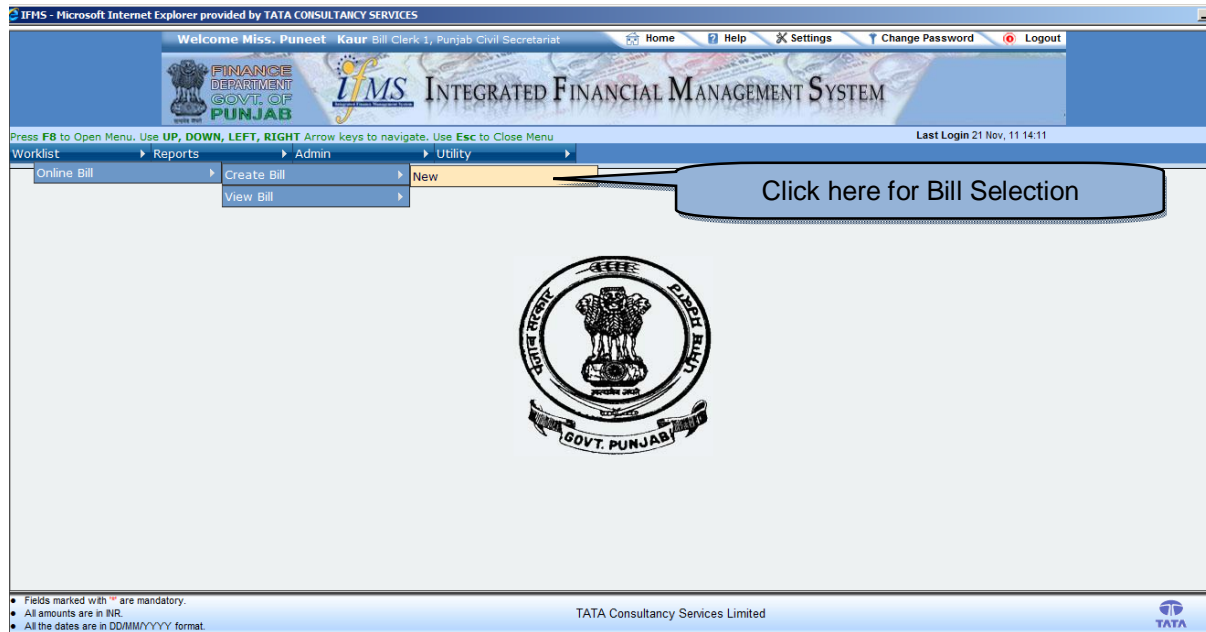


Figure 5: Bill Selection Link

When the user clicks on **New** he is directed to the screen shown below:

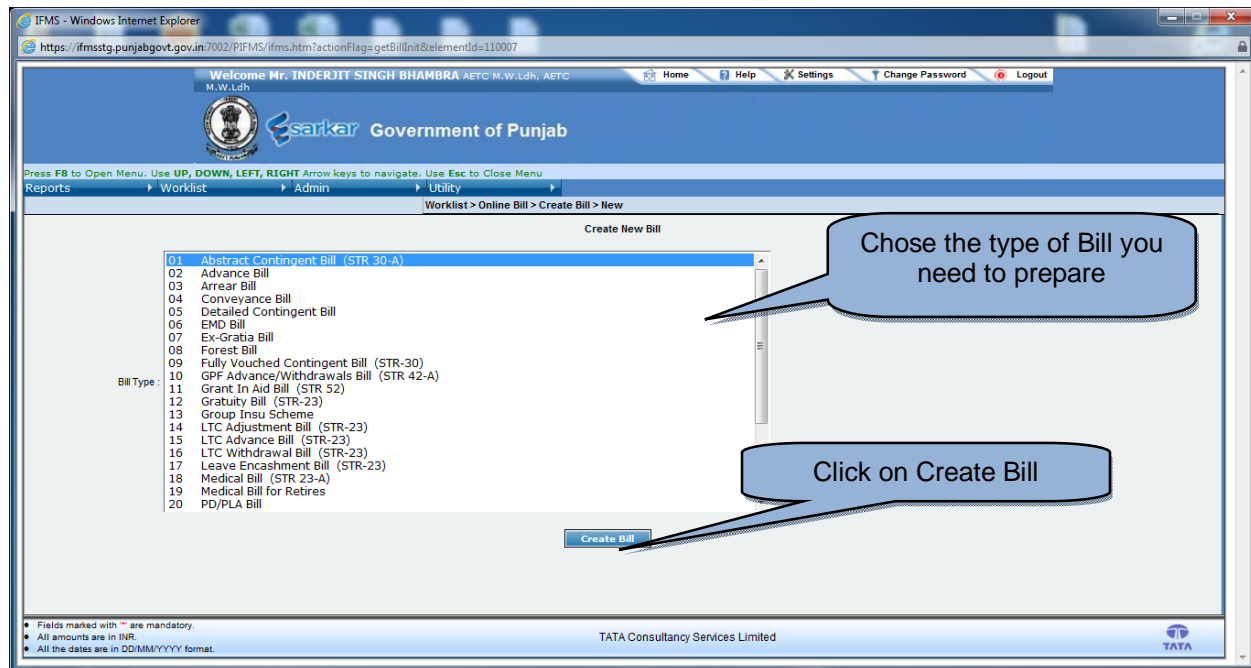


Figure 6: Bill Type Selection

The user selects the type of bill he/she needs to prepare and clicks on **Create Bill**.

2.2 Bill Creation

Each bill will have two sections:

- 1) The first section will be common to all the specified bills.
- 2) The second section will be Bill specific based on the type of Bill that is selected initially.

Budget Detail Screen (Common for all bills):

The screenshot shows the 'Budget Details' screen with the following sections and callouts:

- DDO Information:** Fields for DDO No. (135), Name (Satya Prakash Gupta), Office Name (Supdt. A/C-II- Civil Sect Ph...), DDO Code (CHD00/0135), Designation (Superintendent), and District Code (D129). Callout: "Chose the Claimant".
- Employee Details:** Fields for Claimant (DDO), Name of Employee (Satya Prakash Gupta), For the Establishment of the (Supdt. A/C-II- Civil Sec), Bill No., Designation (Superintendent), and For the Month of (Select). Callout: "Enter the Bill No.".
- Budget Details:** Fields for Class of Expenditure (Voted), Budget Type Code (Non Plan), Fund (Consolidated), and DDO Grant Heads (Demand: 10, Sub Major Head: 00, Sub Head: 01, Soe Code, Previous Bill No.). Callout: "Select the Head Structure for which bill is to be prepared".
- Expense Summary:** Fields for Gross Amount, TO Deductions, Total Deductions, AG Deductions, and Net Amount. Callout: "Enter Gross Amount, TO and AG deductions".
- BT Details:** A table with columns: BT Code, Major Head, Sub Major Head, Minor Head, Sub Head, Detail Head, Amount, Account No, and Challan No. Callout: "Enter break up of TO deductions".
- List of Cheque:** Fields for Cheque type (DDO Cheque), Party Name (SUPDT. A/C-II- CIVIL SE...), Address, Account No, and Cheque Amount (in Rs.). Callout: "Enter Party name".
- Buttons:** "Save" and "Close" buttons. Callouts: "Select Cheque type either DDO cheque or Party cheque", "Save button to save the bill", and "Cheque amount will be auto populated same as Net amount".

Figure 7: Budget detail screen- Common for all bills

2.3 ECS Info

Click on ECS Info (electronic clearance system)

The screenshot shows a web browser window with the following content:

5 - Marriage Loan	7610	00	800	12	00	
6 - Marriage Loan(1)	8658	00	111	00	00	
7 - Computer Advance	7610	00	800	02	00	
8 - Computer Advance(1)	8658	00	111	00	00	
9 - Festival Advance	7610	00	800	01	00	
10 - Festival Advance(1)	8658	00	111	00	00	
11 - Wheat Loan	7610	00	800	11	00	
12 - Wheat Loan(1)	8658	00	111	00	00	
13 - GPF(Group-D)	8009	01	101	02	00	
14 - GPF(1)	8658	00	111	00	00	
15 - ROP	0075	00	800	60	00	

Below the table is the 'ECS Info' section with the following form fields:

- Add Row** button
- Party Name*** (text input)
- Bank Name*** (text input)
- Account Number*** (text input)
- E-mail** (text input)
- Contact No** (text input)
- PAN No** (text input)
- Total Amount(in Rs.)** (text input)

At the bottom of the form are buttons for **Save**, **Approve**, **Submit To TG**, and **Close**. There are also links for **Top** and **Bill Details**.

A callout bubble with the text "Click on ECS Info." points to the "ECS Info" link in the left sidebar.

Footer text: Fields marked with * are mandatory. All amounts are in INR. All the dates are in DDMM/YYYY format. TATA Consultancy Services Limited. TATA logo.

Figure 8: ECS info 1

Fill all the mandatory fields (having asterisks).

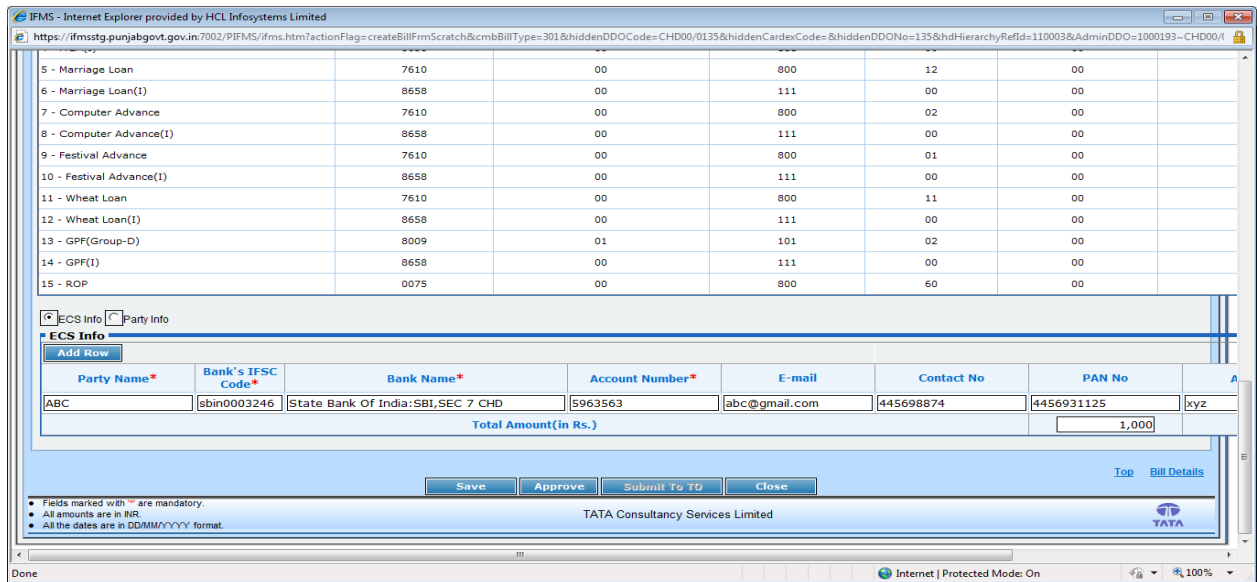


Figure 9: ECS Info 2

Fill in the whole details of ECS by clicking on add row.

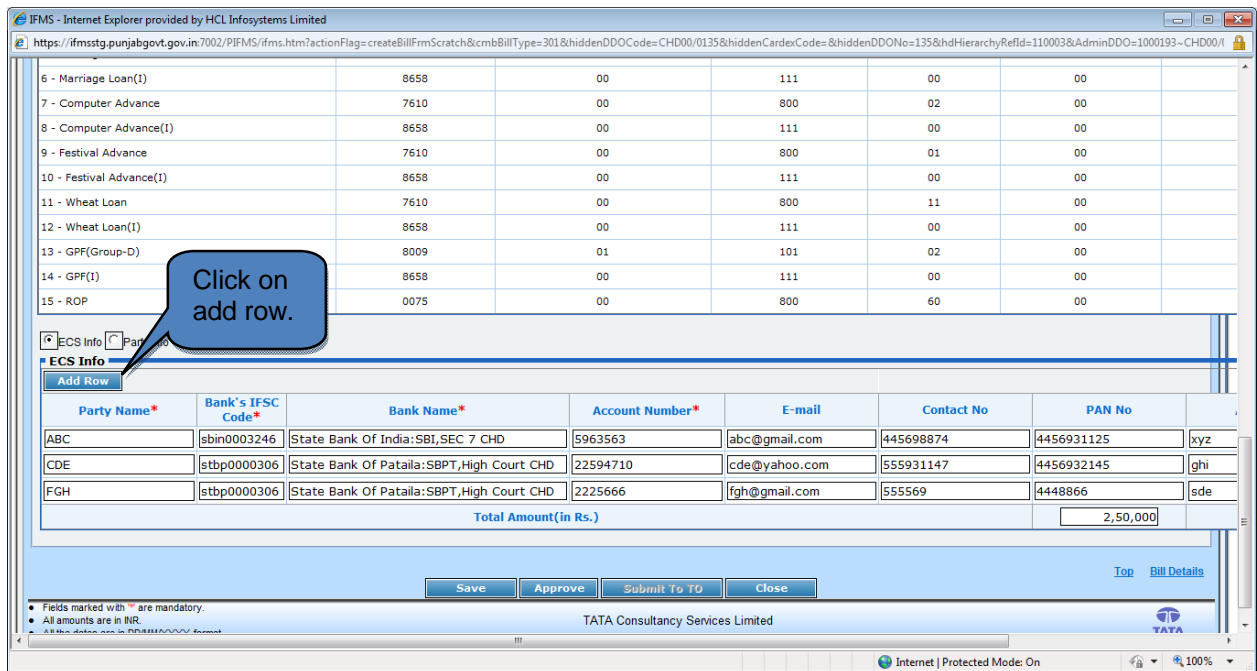


Figure 10: ECS Info 3

Payment type is auto generated field.

- EFT for state bank of India having amount less than 200000
- NEFT for any other bank and RTGS for amount exceeding 200000.

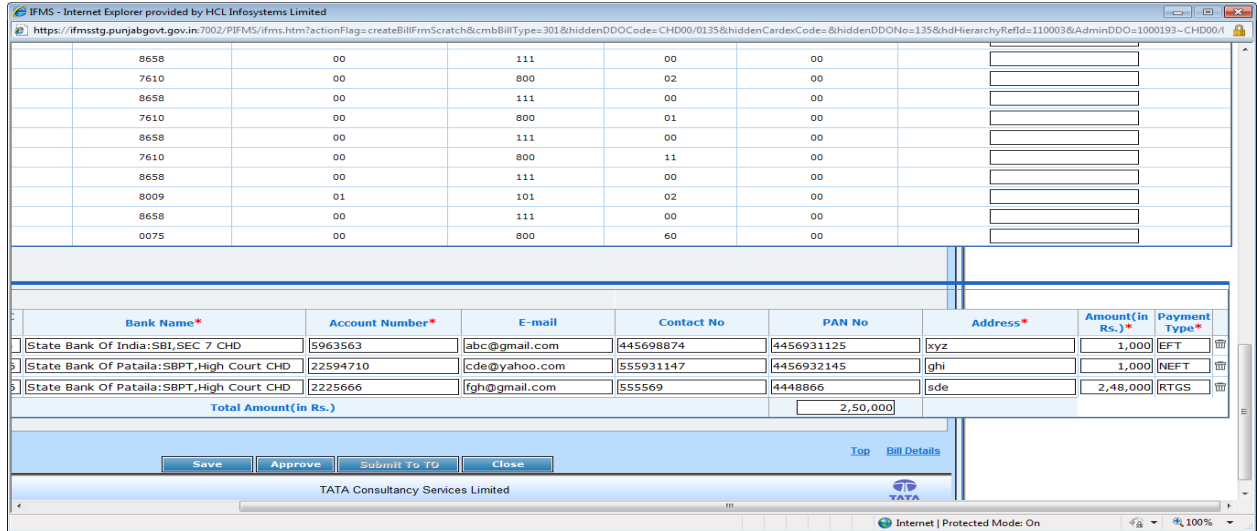


Figure 11: ECS Info 3

2.4 Upload ECS Party Excel Data Internet Setting

Please follow the below setting in internet explore for upload the Beneficiary details in excel file:

For Excel ActiveX object :

Go through the Internet Explorer, Tools and Internet options.

Go to the Security tab, for the relevant zone,

"custom level" - means If Application on Intranet then --> Local intranet like Our Application

"custom level" - means If Application on internet then --> Trusted sites plus Internet

and

check the ActiveX settings.

1 .Setting "Initialize and script ActiveX controls not marked as safe for scripting" to "Prompt" fixed this problem for me

2 ."Prompt" Allowed Activex & Download

3 ."Enable" Include local directory path when uploading files to a server.

Settings for ECS Excel Upload

1. Open Internet Explorer
2. Go to Tools and click on Internet Options

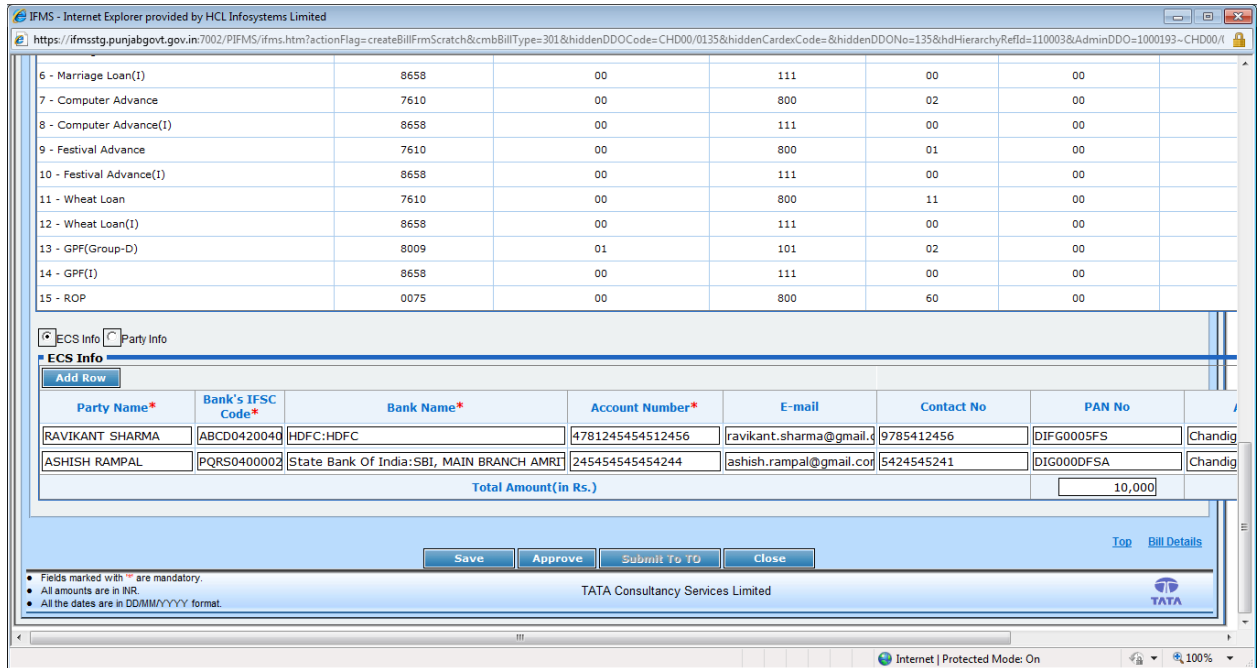
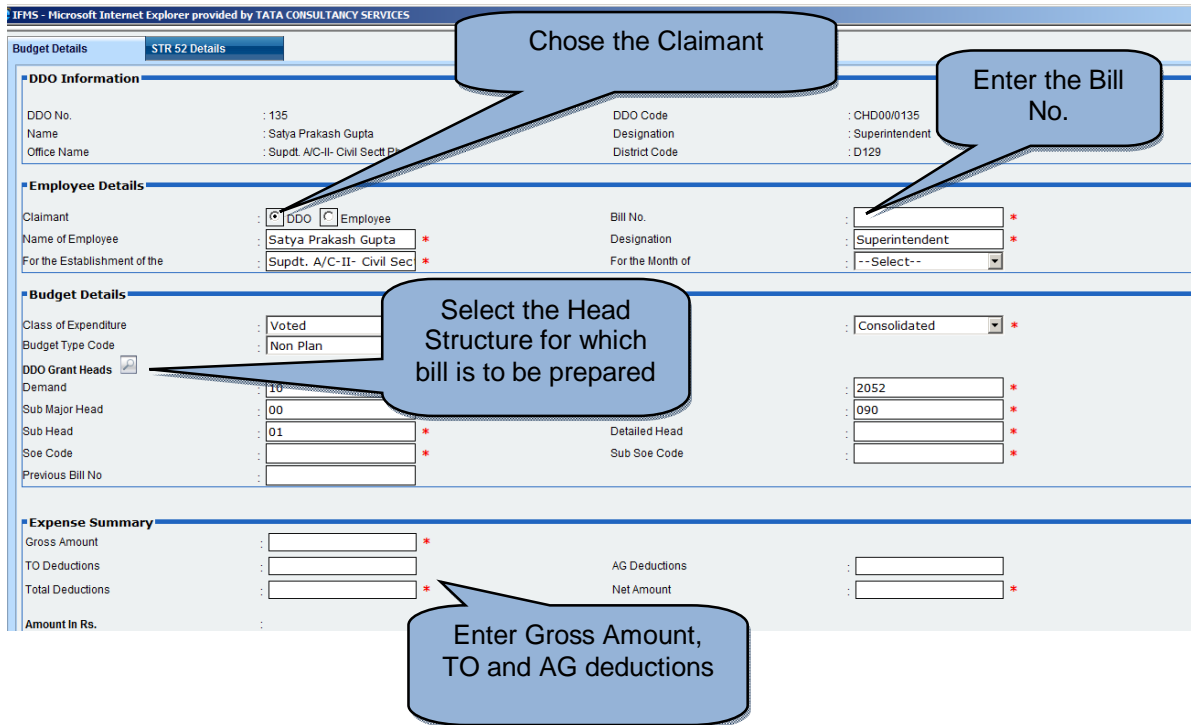


Figure 32: ECS Upload 6

Abstract Contingent Bill Creation



Allocation for 2011-2012 :
 Expenditure including this bill :
 Balance : 0

BT Details

Add Row

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No	Challan No
1 - GPF PB	8009	01	101	01	00	<input type="text"/>		
2 - GIS	8011	00	107	02	00	<input type="text"/>		
3 - HR (PB)	0059	01	011	00	00	<input type="text"/>		
4 - HR (UT)	0216	01	106	01	00	<input type="text"/>		
5 - IT	8658	00	112	00	00	<input type="text"/>		
6 - LIC	8443	00	106	01	00	<input type="text"/>		
7 - NPS	8342	00	117	01	01	<input type="text"/>		
8 - Bank Loan	8443	00	106	03	00	<input type="text"/>		

Enter break up of TO deductions

List of Cheque

Cheque type * Party Name * Address Account No Cheque Amount(in Rs.) *

DDO Cheque SUPDT. A/C-II- CIVIL S

Save Close Top Bill Details

Fields marked with * are mandatory.
 All amounts are in INR.
 All the dates are in DD/MM/YYYY format.

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Figure 33: Outer form of Abstract Contingent Bill

The inner form of Abstract Contingent Bill will be

Budget Details STR 30-A Details

Abstract Contingent Bill

Remarks

Enter Remarks (if any)

Attachment (If Any)

File Description Attach File Browse...

Add Attachment

Add Attachment (if any)

Description	File Name	Actions

Figure 34: Inner form of Abstract Contingent Bill

The Budget detail screen (Outer form of bill) for all the bills will be the same. Only the inner form will be specific to the type of bill selected. So for the remaining bills we will be looking at the inner form.

Advance Bill Creation

The screenshot shows the 'Advance Bill' form with the following components and callouts:

- Buttons:** 'Add Row' (Callout: 'Add another employee'), 'Add Attachment' (Callout: 'Add Attachment (if any)').
- Table:**

Employee G.P.F./N.P.S. No. *	Employee Name *	Designation *	Sanction Order No. *	Sanction Order Date *	Basic Pay *	Advance Amount *	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Summary Fields:**
 - Gross Total
 - Bill Amount
 - Bill Amount(In Words)
 - Remarks (dropdown)
- Attachment Section:**
 - Attachment(If Any)
 - File Description
 - Attach File Browse...

Callouts provide instructions: 'Enter GPF No., name, designation' points to the table headers; 'Enter sanction order and date' points to the Sanction Order No. and Date fields; 'Enter Advance amount' points to the Advance Amount field.

Figure 35: Inner form of Advance Bill

Arrear Bill Creation

The screenshot shows the 'Arrear Bill' form with several callouts:

- Add another employee:** Points to the 'Add Row' button.
- Enter period of claim:** Points to the 'Period From' and 'Period To' columns in the table.
- Enter total arrear and inst. Percent:** Points to the 'Total Arrear *' and 'Instt Percent *' columns.
- Enter name, desig and GPF No. of employee:** Points to the 'Employee Name *', 'Designation *', and 'GPF No/NPS No *' columns.
- Enter DP, IR and OAH:** Points to the 'D.P.', 'I.R.', and 'OAH' columns.
- Total Payable will be directly calculated:** Points to the 'Total PAYABLE (Instt Amount) *' column.
- These values will be auto populated:** Points to the summary table below the main table.

Employee Name *	Designation *	GPF No/NPS No *	Period*		D.P.	I.R	OAH	Deduct Undisbursed	Total Arrear *	Instt Percent *	Instt Amount *	Balance Arrear *	Total PAYABLE (Instt Amount) *	GPF	GIS
Period From	Period To														

Total Pay Arrear	0
Instt. Amount	0
D.P.	0
I.R.	0
OAH	0
A.Total	0
Deduct Undisbursed Pay(as per annexure)	0
B.Total(Bill Amount)	0
Net Payable	0

Remarks

Figure 36: Inner form of Arrear Bill

Conveyance bill

Budget Details | **Details**

Conveyance Bill

Conveyance Bill Details

[Add Row](#)

Serial Number*	Employee Name*	Designation*	From Date*	To Date*	Conveyance Allowance*	Gross Total*	GPF	HRR	Income Tax	Total deduction	Net Payable*
1							0	0	0	0	

Bill Amount:
 Bill Amount(In Words) : zero Only

Remarks:

Attachment(if Any)

File Description:

Attach File: [Browse...](#)

[Add Attachment](#)

Description	File Name	Actions

[Save](#) [Approve](#) [Submit To TD](#) [Close](#)

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Callouts:

- Add another employee (points to [Add Row](#))
- Enter period of claim (points to From Date and To Date)
- Click on Save or Approve. (points to [Save](#) and [Approve](#))
- Click on browse (points to [Browse...](#))

• Fields marked with * are mandatory.
 • All amounts are in INR.
 • All the dates are in DD/MM/YYYY format.

Figure 37: Inner form of Conveyance Bill

Detailed contingent bill

IFMS - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Budget Details | STR 52 Details

DDO Information

DDO No. : 135 DDO Code : CHD00/0135
 Name : Satya Prakash Gupta Designation : Superintendent
 Office Name : Supdt. A/C-II- Civil Sect Pb Chd District Code : D129

Employee Details

Claimant : DDO Employee Bill No. : *
 Name of Employee : Satya Prakash Gupta * Designation : Superintendent *
 For the Establishment of the : Supdt. A/C-II- Civil Sec * For the Month of : --Select--

Budget Details

Class of Expenditure : Voted * : Consolidated *
 Budget Type Code : Non Plan *
 DDO Grant Heads : *
 Demand : 10 * : 2052 *
 Sub Major Head : 00 * : 090 *
 Sub Head : 01 * Detailed Head : *
 Soe Code : * Sub Soe Code : *

Expense Summary

Gross Amount : * AG Deductions : *
 TO Deductions : * : *
 Total Deductions : * : *

Amount In Rs. :
 Allocation for 2011-2012 :
 Expenditure including this bill :
 Balance : 0

BT Details

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No	Challan No
1 - GPF PB	8009	01	101	01	00	<input type="text"/>		
2 - GIS	8011	00	107	02	00	<input type="text"/>		
3 - HR (PB)	0059	01	011	00	00	<input type="text"/>		
4 - HR (UT)	0216	01	106	01	00	<input type="text"/>		
5 - IT	8658	00	112	00	00	<input type="text"/>		
6 - LIC	8443	00	106	01	00	<input type="text"/>		
7 - NPS	8342	00	117	01	01	<input type="text"/>		
8 - Bank Loan	8443	00	106	03	00	<input type="text"/>		

List of Cheque

Cheque type *	Party Name *	Address	Account No	Cheque Amount(in Rs.) *
<input type="text" value="DDO Cheque"/>	<input type="text" value="SUPDT. A/C-II- CIVIL S"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Top](#) [Bill Details](#)

• Fields marked with * are mandatory.
 • All amounts are in INR.
 • All the dates are in DD/MM/YYYY format.

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Figure 38: Inner form of Detailed Contingent Bill.

Emd bill

Budget Details

DDO Information

DDO No. : 135
 Name : Gurnam Singh
 Office Name : Supdt. A/C-I- Civil S...

DDO Code : CHD00/0135
 Designation : Superintendent
 District Code : D129

Employee Details

Claimant : DDO Employee
 Name of Employee : *
 For the Establishment of the : *
 Bill No. : *
 Designation : *
 : --Select-- *

Budget Details

Class of Expenditure : --Select-- *
 Budget Type Code : Public Accounts *
DDO Grant Heads

Demand : 00 *
 Sub Major Head : *
 Sub Head : *
 Soe Code : *
 Previous Bill No : *
 Minor Head : *
 Detailed Head : *
 Sub Soe Code : *

Expense Summary

Gross Amount : *
 TO Deductions : *
 Total Deductions (TO + AG + ROP) : *
 AG Deductions : *
 : *

Figure 39: Outer form of EMD Bill-I.

Total Deductions (TO + AG + ROP) : *
 Net Amount : *

Amount in Rs. :
 Allocation for 2012-2013 :
 Expenditure including this bill :
 Balance : 0

EMD Bill Details

EMD Account No : --SELECT-- *
 Challan SrNo : *
 Date of Issue of Voucher : *

BT Details

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No	Challan No
1 - GPF PB	8009	01	101	01	00			
2 - GIS	8011	00	107	02	00			
3 - HR (UT)	0059	01	011	00	00			
4 - HR (PB)	0216	01	106	01	00			
5 - IT	8658	00	112	00	00			
6 - LIC	8443	00	106	01	00			
7 - NPS	8342	00	117	01	01			
8 - Bank Loan	8443	00	106	03	00			

Save Approve Submit To TO Close

Fields marked with * are mandatory.
 All amounts are in INR.
 All the dates are in DD/MM/YYYY format.

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Figure 40: Outer form of EMD Bill-II.

Ex-Gratia Bill Creation

Enter name, designation and GPF No. of the deceased

The screenshot shows the 'Ex-Gratia Bill' form within a 'Budget Details' window. The form includes a table for bill details, input fields for 'Bill Amount' and 'Remarks', an 'Attachment' section, and a table for attachments. Callouts point to specific fields: 'Beneficiary Name', 'Sanction Letter No. and Date', 'Total Amount', and the 'Save' button.

Name of the deceased	Designation of the deceased	GPF No./NPS No	Beneficiary Name	Short Drawal	Sanction Letter No	Sanction Letter Date	Total Amount	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bill Amount:
 Bill Amount(In Words):

Remarks:

Attachment(If Any)

File Description: Attach File: Browse...
 Add Attachment

Description	File Name	Actions

Save Close

Figure 41: Inner form of Ex-Gratia Bill

Forest bill

DDO Information

DDO No. : 135
 Name : Gurnam Singh
 Office Name : Supdt. AC-I- Civil Sect P

DDO Code : CHD00/0135
 Designation : Superintendent
 District Code : D129

Employee Details

Claimant : DDO Employee
 Name of Employee : *
 For the Establishment of the : *
 Bill No. : *
 Designation : *
 For the Month of : --Select-- *

Budget Details

Class of Expenditure : --Select-- *
 Budget Type Code : --Select-- *
 DDO Grant Heads : Public Accounts *
 Demand : 00 : 8782 *
 Sub Major Head : 00 : 103 *
 Sub Head : 02 : *
 Soe Code : *
 Previous Bill No : *
 Detailed Head : *
 Sub Soe Code : *

Expense Summary

Gross Amount : *
 TO Deductions : *

BT Details

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No
1 - GPF PB	8009	01	101	01	00		
2 - GIS	8011	00	107	02	00		
3 - HR (UT)	0059	01	011	00	00		
4 - HR (PB)	0216	01	106	01	00		
5 - IT	8658	00	112	00	00		
6 - LIC	8443	00	106	01	00		
7 - NPS	8342	00	117	01	01		
8 - Bank Loan	8443	00	106	03	00		

Buttons: Save, Approve, Submit To TO, Close

Footer: TATA Consultancy Services Limited

Figure 42: Outer form of Forest Bill.

Fully Vouched Contingent Bill

The screenshot shows the 'Fully Vouched Contingent Bill' form. At the top, there are tabs for 'Budget Details' and 'STR-30 Details'. Below this is the 'Fully Vouched Contingent Bill' header and a sub-section 'Contingent Bill Details'. An 'Add Row' button is located at the top left of the table area. A callout points to this button, stating 'Button to Add another entry'. The table has columns: 'Sub Voucher No. *', 'Sub Vouched Desc. *', 'Expenditure Details', 'Sanction Order No. *', 'Sanction Order Date *', 'Sanction Authority *', 'Sanction Amount *', 'Income Tax', and 'Remarks'. A callout points to the 'Sanction Order No.', 'Sanction Order Date', and 'Sanction Authority' fields, stating 'Enter Sanction no., date and authority'. Below the table, there are fields for 'Bill Amount' (with a value of 0), 'Bill Amount (In Words)', and 'Remarks'. A callout points to the 'Sub Voucher No.' and 'Sub Vouched Desc.' fields, stating 'Enter voucher no. and description'. Another callout points to the 'Sanction Amount' field, stating 'Enter sanctioned amount'. A third callout points to the 'Remarks' field, stating 'Enter remarks (if any)'. Below these fields is an 'Attachment (If Any)' section with a 'File Description' field, an 'Attach File' field, and a 'Browse...' button. An 'Add Attachment' button is below this section. At the bottom of the form are 'Save' and 'Close' buttons. A footer contains a legend: 'Fields marked with * are mandatory.', 'All amounts are in INR.', and 'All the dates are in DD/MM/YYYY format.' The TATA logo and 'TATA Consultancy Services Limited' are also present.

Figure 43: Inner form of Fully Vouched Contingent Bill

GPF Advance/Withdrawal Bill

Budget Details | STR 42-A Details

GPF Advance/Withdrawals Bill

GPF Bill Details

Bill For G.P.F. --Select-- *

G.P.F. A/C No. *	Name of Subscriber *	Basic Pay *	FD No.	Sanction Order No. *	Sanction Order Date *	Advances/Withdrawals Rs *	Remarks/Purpose
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bill Amount

Bill Amount(In Words)

Remarks

Attachment(if Any)

File Description

Attach File Browse...

Description	File Name	Actions

* Fields marked with * are mandatory.

Figure 44: Inner form of GPF Advance/Withdrawal Bill

Grant in Aid Bill

Budget Details | STR 52 Details

Grant In Aid Bill

Grant In Aid Bill Details

Sanction Order No. *	Sanction Order Date *	Sanctioned By *	Grant In Aid Period *	Amount *	Purpose
<input type="text"/>	<input type="text"/>	Supdt. A/C-II- Civil Sectt Pb *	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bill Amount

Bill Amount(In Words)

Remarks

Attachment(if Any)

File Description

Attach File Browse...

Description	File Name

* Fields marked with * are mandatory.
• All amounts are in INR.
• All the dates are in DD/MM/YYYY format.

TATA Consultancy Services Limited

Figure 45: Inner form of Grant in Aid Bill

Gratuity Bill

Gratuity Bill
Gratuity Bill Details

Employee Name *	Designation *	G.P.F./N.P.S No. *	DCRG	Already Paid	With-held	Difference	Deductions	Total *	TO Deductions										
									GPF PB	GIS	HR (PB)	HR (UT)	IT	LIC	NPS	Bank Loan	Other TO Deduction 1	Other TO Deduction 2	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter employee name, design and GPF No.

Enter DCRG, Paid and Withheld amount

Total will be auto calculated

Enter deduction amount

DCRG	<input type="text" value="0"/>	*
Already Paid	<input type="text" value="0"/>	*
With-held	<input type="text" value="0"/>	*
Difference	<input type="text" value="0"/>	*
A Total	<input type="text" value="0"/>	*
Deduct Undisbursed Pay(as per annexure)	<input type="text" value="0"/>	*
B Total(Bill Amount)	<input type="text" value="0"/>	*
ROP	<input type="text" value="0"/>	*
Net Pay Total	<input type="text" value="0"/>	*

Remarks

Attachment(If Any)

Enter remarks (if any)

Figure 46: Inner form of Gratuity Bill

GIS Bill

Bill for Group Insurance Scheme

Name of the Claimant	Designation	GPF No./NPS No	Working Since	Short Drawal	Fund Amount	Remarks/Purpose
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bill Amount

Net Amount Required for Payment Rs.(In Words)

Remarks

Attachment(If Any)

File Description

Attach File

Description	File Name	Actions

Enter name, design and GPF no. of the employee

Enter fund amount

Enter purpose

Figure 47: Inner form of GIS Bill

LTC Adjustment Bill

LTC Adjustment Bill is used when LTC Advance is greater than the LTC claimed. Gross amount 0 bill is prepared.

LTC Bill Details

Employee Name *	Designation *	G.P.F/N.P.S No. *	Block Year From *	Block Year To *	Claim Period From *	Claim Period To *	From Place *	To Place *	Basic Pay *	LTC	LTC Advance	Leave Encashment	LTC Adjustment	Deductions	Total *

Enter details of employee

Enter claim period

Enter block year

Enter place of travel

Enter LTC and LTC Advance amount

LTC	<input type="text" value="0"/>	*
LTC Advance	<input type="text" value="0"/>	*
Leave Encashment	<input type="text" value="0"/>	*
LTC Balance	<input type="text" value="0"/>	*
LTC Adjustment	<input type="text" value="0"/>	*
A Total	<input type="text" value="0"/>	*
Deduct Undisbursed Pay(as per annexure)	<input type="text" value="0"/>	*
B Total(Bill Amount)	<input type="text" value="0"/>	*
ROP	<input type="text" value="0"/>	*
Net Pay Total	<input type="text" value="0"/>	*

Remarks

Figure 48: Inner form of LTC Adjustment Bill

LTC Advance Bill

LTC Adjustment Bill
LTC Bill Details

Employee Name *	Designation *	G.P.F./N.P.S No. *	Block Year From *	Block Year To *	Claim Period From *	Claim Period To *	From Place *	To Place *	Basic Pay *	LTC	LTC Advance	Leave Encashment	LTC Adjustment	Deductions	Total *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter details of employee

Enter claim period

Enter block year

Enter place of travel

Enter only the LTC Advance amount

LTC	<input type="text" value="0"/>	*
LTC Advance	<input type="text" value="0"/>	*
Leave Encashment	<input type="text" value="0"/>	*
LTC Balance	<input type="text" value="0"/>	*
LTC Adjustment	<input type="text" value="0"/>	*
A Total	<input type="text" value="0"/>	*
Deduct Undisbursed Pay(as per annexure)	<input type="text" value="0"/>	*
B Total(Bill Amount)	<input type="text" value="0"/>	*
ROP	<input type="text" value="0"/>	*
Net Pay Total	<input type="text" value="0"/>	*

Remarks

Figure 49: Inner form of LTC Advance Bill

LTC Withdrawal Bill

LTC Bill Details

Employee Name *	Designation *	G.P.F./N.P.S No. *	Block Year From *	Block Year To *	Claim Period From *	Claim Period To *	From Place *	To Place *	Basic Pay *	LTC	LTC Advance	Leave Encashment	LTC Adjustment	Deductions	Total *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter block year

Enter place of travel

Enter LTC and Advance amount

Total will be auto calculated

LTC *

LTC Advance *

Leave Encashment *

LTC Balance *

LTC Adjustment *

A Total *

Deduct Undisbursed Pay(as per annexure) *

B Total(Bill Amount) *

ROP *

Net Pay Total *

Figure 50: Inner form of LTC Withdrawal Bill .

Leave encashment bill

IFMS - Windows Internet Explorer

https://ifmsstg.punjabgovt.gov.in/7002/PIFMS/ifms.htm?actionFlag=createBillFrmScratch&cmbBillType=551&hiddenDDOCode=CHD00/0135&hiddenCardexCode=&hiddenDDONo=135&hdHierarchyRefId=110003&AdminDDO=1000193-CHD00/C

Budget Details STR-23 De

Leave Encashment Bill

Leave Encashment De

Add another employee

Employee Name *	Designation *	G.P.F./N.P.S No. *	Leave Encashment	Already Paid	With-held	Difference	Deductions	Total *	Income Tax	HBL	ROP	Total Deduction *	Net Payable
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Enter employee name, design and GPF No.

Leave Encashment *

Already Paid *

With-held *

Difference *

A Total *

Deduct Undisbursed Pay(as per annexure) *

B Total(Bill Amount) *

ROP *

Net Pay Total *

Remarks

Enter remarks (if any)

Figure 51: Inner form of Leave Encashment Bill.

Medical Bill

Medical Bill

Employee Details

Employee G.P.F./N.P.S No. * Designation *

Patient Details

Name of Patient *	Relationship with Govt. Servant *	Period of Treatment *		Sanction Order No. *	Sanction Order Date *	Amount of Claim *	Remarks
		From	To				
<input type="text"/>	--Select-- Mother Father Spouse Daughter	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attachment(If Any)

File Description Attach File

Callouts:

- Enter GPF No, name and designation of the employee
- Enter name of patient and relationship
- Enter period of treatment
- Enter sanction no. and date
- Enter amount of claim

Figure 52: Inner form of Medical Bill

Medical bill for retirees

Medical Bill for Retirees

Employee Details

Pensioner PPO No. * Name of Pensioner * Designation * Account No Bank Name * Bank Location * Bank A/C No * Retiree retired from Office *

Patient Details

Name of Patient *	Relationship with Govt. Servant *	Period of Treatment *		Sanction Order No. *	Sanction Order Date *	Amount of Claim *	Remarks
		From	To				
<input type="text"/>	--Select--	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attachment(If Any)

File Description

Callouts:

- Enter name of patient and relationship
- Enter period of treatment
- Enter sanction no. and date
- Enter amount of claim

TATA Consultancy Services Limited

Figure 53: Inner form of Medical Bill For Retirees
PD/PLA bill

IFMS - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Budget Details STR 52 Details

DDO Information

DDO No. : 135 DDO Code : CHD00/0135
 Name : Satya Prakash Gupta Designation : Superintendent
 Office Name : Supdt. A/C-II- Civil Sect District Code : D129

Employee Details

Claimant : DDO Employee Bill No. : *
 Name of Employee : Satya Prakash Gupta * Designation : Superintendent *
 For the Establishment of the : Supdt. A/C-II- Civil Sect * For the Month of : --Select-- *

Budget Details

Class of Expenditure : Voted * Consolidated : Consolidated *
 Budget Type Code : Non Plan *
 DDO Grant Heads :
 Demand : 10 * 2052 *
 Sub Major Head : 00 * 090 *
 Sub Head : 01 * Detailed Head : *
 Soe Code : * Sub Soe Code : *
 Previous Bill No : *

Expense Summary

Gross Amount : * AG Deductions : *
 TO Deductions : * Net Amount : *
 Total Deductions : *
 Amount In Rs. : *
 Allocation for 2011-2012 : *
 Expenditure including this bill : *
 Balance : 0

BT Details

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No	Challan No
1 - GPF PB	8009	01	101	01	00			
2 - GIS	8011	00	107	02	00			
3 - HR (PB)	0059	01	011	00	00			
4 - HR (UT)	0216	01	106	01	00			
5 - IT	8658	00	112	00	00			
6 - LIC	8443	00	106	01	00			
7 - NPS	8342	00	117	01	01			
8 - Bank Loan	8443	00	106	03	00			

List of Cheque

Cheque type *	Party Name *	Address	Account No	Cheque Amount(in Rs.) *
DDO Cheque	SUPDT. A/C-II- CIVIL S			

Save Close Top Bill Details

• Fields marked with * are mandatory.
 • All amounts are in INR.
 • All the dates are in DD/MM/YYYY format.

TATA Consultancy Services Limited TATA

Figure 54: Outer form of PD/PLA Bill.

Pay Bill

Enter Basic pay, Grade pay and allowances

Total deduction will be auto populated based on Budget detail screen

Figure 55: Inner form of Pay Bill (To enter consolidated amount of all employees)

Pay Bill for minister:

Enter name and

Enter salary and allowances

Enter TO BT and AG BT

Gross amount, Total deduction and Net amount will be auto populated

Figure 56: Inner form of Pay Bill for minister

Payment bill

The screenshot shows a web browser window displaying the 'PAYMENT BILL' form. A blue callout bubble with the text 'Enter employee name to whom paid and particulars.' points to the 'To whom Paid' field. The form includes several input fields and sections:

- Table Headers:** 'To whom Paid', 'Particulars', 'Short Drawal', 'Total Amount', and 'Remarks'. The first three fields have a red asterisk indicating they are mandatory.
- Form Fields:** 'Bill Amount', 'Bill Amount(In Words)', 'Remarks', and 'Attachment(If Any)'.
- Attachment Section:** Includes 'File Description', 'Attach File', 'Browse...', and an 'Add Attachment' button.
- Table:** A table with columns 'Description', 'File Name', and 'Actions'.
- Buttons:** 'Save', 'Approve', 'Submit To TO', and 'Close'.
- Footer:** 'TATA Consultancy Services Limited' and the TATA logo.

Legend:

- Fields marked with * are mandatory.
- All amounts are in INR.
- All the dates are in DDMMYYYY format.

Figure 57: Inner form of Payment Bill.

Pension Bill:

The screenshot shows the 'Pension Bill' form with the following components and callouts:

- Table Header:** Employee Name *, Designation *, GPF No/NPS No *, Basic Pension *, D.P., I.R., FMA/OAH, D.A., Deduct Undisbursed, Total Pension *, GPF PB, GIS, IT, HR (PB), HR (UT).
- Table Row:** A single empty row for data entry.
- Summary Section:**
 - A.Total:
 - Deduct Undisbursed Pay:
 - B.Total(Bill Amount):
 - Total Deduction:
 - Net Payable:
- Remarks:**
- Attachment:**
 - File Description:
 - Attach File:
 -
- Table Footer:**

Description	File Name	Actions

Callouts:

- Enter name, GPF No and designation (points to Employee Name, Designation, GPF No/NPS No)
- Enter Basic pension and allowances (points to Basic Pension, D.P., I.R., FMA/OAH, D.A.)
- Enter TO BT and AG BT (points to GPF PB, GIS, IT, HR (PB), HR (UT))
- Gross amount, Total deduction and Net amount will be auto populated (points to the summary section)

Figure 58: Inner form of Pension Bill

We will take the example of **Grant in Aid** bill to understand the whole cycle of Online Bill Processing.

IFMS - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Budget Details | **STR 52 Details**

DDO Information

DDO No. : 135 | DDO Code : CHD00/0135
 Name : Satya Prakash Gupta | Designation : Superintendent
 Office Name : Supdt. A/C-II- Civil Sect Pb Ch | District Code : D129

Employee Details

Claimant : DDO Employee | Bill No. : *
 Name of Employee : Satya Prakash Gupta * | Designation : Superintendent *
 For the Establishment of the : Supdt. A/C-II- Civil Sec * | --Select--

Budget Details

Class of Expenditure : Voted | Consolidated *
 Budget Type Code : Non Plan
 DDO Grant Heads :
 Demand : 10 | 2052 *
 Sub Major Head : 00 | 090 *
 Sub Head : 01 * | Detailed Head : *
 Soe Code : * | Sub Soe Code : *

Expense Summary

Gross Amount : * | *
 TO Deductions : * | *
 Total Deductions : * | *
 Amount In Rs. :
 Allocation for 2011-2012 :
 Expenditure including this bill :
 Balance : 0

BT Details

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No	Challan No
1 - GPF PB	8009	01	101	01	00			
2 - GIS	8011	00	107	02	00			
3 - HR (PB)	0059	01	011	00	00			
4 - HR (UT)	0216	01	106	01	00			
5 - IT	8658	00	112	00	00			
6 - LIC	8443	00	106	01	00			
7 - NPS	8342	00	117	01	01			
8 - Bank Loan	8443	00	106	03	00			

List of Cheque

Cheque type *	Party Name *	Address	Account No	Cheque Amount(in Rs.) *
DDO Cheque	SUPDT. A/C-II- CIVIL S			

Fields marked with * are mandatory.
 All amounts are in INR.
 All the dates are in DD/MM/YYYY format.

TATA Consultancy Services Limited

Figure 59: Outer form of Grant in Aid Bill for complete cycle of OBP

The Data entry clerk selects whether the bill is for Employee or DDO, enters the **Bill No.** and expenditure head structure. Data Entry Clerk also selects the type of cheque to be prepared and enters the relevant cheque details.

Data Entry Clerk then clicks on **STR 52 Details** for accessing the inner form.

The screenshot shows the 'Grant In Aid Bill Details' form. It includes fields for Sanction Order No., Sanction Order Date, Sanctioned By (pre-filled with 'Supdt. A/C-II- Civil Sectt Pb'), Grant In Aid Period, Amount, and Purpose. Below these are fields for Bill Amount, Remarks, and an Attachment section with an 'Add Attachment' button. At the bottom are 'Save' and 'Close' buttons. Callouts point to various fields with instructions: 'Enter Sanction Order No.' (Sanction Order No.), 'Enter Sanction Date' (Sanction Order Date), 'Enter Period' (Grant In Aid Period), 'Enter Amount' (Amount), 'Enter Purpose' (Purpose), 'Enter Remarks (if any)' (Remarks), 'Add Attachment (if any)' (Add Attachment button), and 'Click to save' (Save button).

Figure 60: Inner form of Grant in Aid Bill for complete cycle of OBP

The Data entry clerk then enters the details of Grant in Aid bill as per the details received by him. He/ She may add attachment and remarks if any. After entering the details the user clicks on **Save** and then on **Close** to return to main menu.

Refund Bill

The screenshot shows the 'Refund Bill Details' form. It features a table with columns: In Whose Name Credited, Designation, On what Account Received, Amount Realised (Rs.), Sanction Order No, Sanction Order Date, Payment Into Treasury Date, Name of Payee, and Amount To Be Refunded. Below the table is a 'Bill Amount' field, a 'Remarks' field, and an 'Attachment' section with an 'Add Attachment' button. Callouts point to 'Designation' with the instruction 'Enter name and designation', 'Sanction Order No' and 'Sanction Order Date' with 'Enter sanction no and date', and 'Name of Payee' and 'Amount To Be Refunded' with 'Enter payee name and refunded amount'.

Figure 61: Inner form of Refund Bill

TA Bill for Foreign tours

The screenshot shows the 'TA Bill for Foreign tours' form. It includes sections for 'Employee Pay Detail' and 'Travel Details'. The 'Employee Pay Detail' section has fields for Name, Grade Pay, G.P.F No / N.P.S No, Designation, Category, and Head Quarter. The 'Travel Details' section features a table with columns: Departure Country, Departure City, Departure Date, Departure Hour, Arrival Country, Arrival City, Arrival Date, Arrival Hour, Type of Journey, Fare Class, and No. of Persons. Below the table are summary fields for 1. Amount of Claim, 2. Amt. Deposited by Claimant, 3. Total Amount (1+2), 4. Advance Amount (-), 5. Net Amount (3-4), and Net Amount Total (In Words). Callouts indicate where to enter employee details and add travel rows.

Figure 62: Inner form of TA bill for Foreign Tours.

TA Bill for Ministers

The screenshot shows the 'TA Bill for Ministers' form. It includes sections for 'Employee Pay Detail' and 'Travel Details'. The 'Employee Pay Detail' section has fields for Name, Annual Pay, G.P.F No / N.P.S No, Designation, and Head Quarter. The 'Travel Details' section features a table with columns: Departure Station, Departure Date, Departure Hour, Arrival Station, Arrival Date, Arrival Hour, Kind Of journey, Fare Class, No. Of Fares, Month, At Ordinary Rates, and At Reduced Rates. Below the table are summary fields for Bill Amount and Bill Amount (In Words). Callouts indicate where to enter employee details, travel class and number of persons, and departure/arrival station, date, and time, as well as the mode of transport.

Figure 63: Inner form of TA Bill for Ministers

TA Bill for Employees(new)

Employee Pay Detail

Name	Amardeep Singh *	Designation	Clerk *
Grade Pay	9,000 *	Category	2
G.P.F No / N.P.S No	PBTA10021 *	Head Quarter	Chandigarh
Bank Account Type	Saving Account	Bank Account No	869759475498

Travel Details

Departure Station*	Departure Date*	Departure Hour*	Arrival Station*	Arrival Date*	Arrival Hour*	Type of Journey*	Type of Vehicle*	Fare Class*	No. Of Fares*
						--Select-- By Rail By Steamer By Air By Road	--Select--	--Select--	0

Callouts: Enter employee details, Enter departing station, date and time, Enter arriving station, date and time, Select mode of travel.

Figure 64: Inner form of TA Bill for Employees- I

TA Bill for Employees

Employee Pay Detail

Name	Amardeep Singh *	Designation	Clerk *
Grade Pay	9,000 *	Category	2
G.P.F No / N.P.S No	PBTA10021 *	Head Quarter	Chandigarh
Bank Account Type	Saving Account	Bank Account No	869759475498

Travel Details

Departure Station*	Departure Date*	Departure Hour*	Arrival Station*	Arrival Date*	Arrival Hour*	Type of Journey*	Type of Vehicle*	Fare Class*	No. Of Fares*
						By Road	--Select-- By Bus(AC) By Taxi(AC) By Auto Rikshaw By Own Car By Own Motor Cycle/Sc By Bicycle By Public Taxi By Public Bus By Other Public Vehicle	--Select--	0

Callouts: Enter employee details, Select type of vehicle in case of Type of journey is By Road, Select mode of travel.

Figure 65: Inner form of TA Bill for Employees- II

TA Bill for Employees(continued)

Enter employee details

Select Fare class in case of Type of journey is By Rail

Select mode of travel

TA Bill For Employees(New)

Employee Pay Detail

Name: Amardeep Singh * Designation: Clerk *

Grade Pay: 9,000 * Category: 2

G.P.F No / N.P.S No: PBTA10021 * Head Quarter: Chandigarh

Bank Account Type: Saving Account Bank Account No: 869759475498

Travel Details

Add Row

Departure Station*	Departure Date*	Departure Hour*	Arrival Station*	Arrival Date*	Arrival Hour*	Type of Journey*	Type of Vehicle*	Fare Class*	No. Of Fares*
						By Rail	--Select--	--Select--	

Executive Class
I Class AC
AC Two Tier Sleeper
AC Three Tier Sleeper
AC Chair Car
Second Class Sleeper
Economy Class

Net Total

Bill Amount

Bill Amount(In Words):

Figure 66: Inner form of TA Bill for Employees- III

TA Bill for Employees (continued)

TA Bill For Employees(New)

Employee Pay Detail

Name: Amardeep Singh * Designation: Clerk *

Grade Pay: 9,000 * Category: 2

G.P.F No / N.P.S No: PBTA10021 * Head Quarter: Chandigarh

Bank Account Type: Saving Account Bank Account No: 869759475498

Travel Details

Add Row

No. Of Fares*	Fare Amount*	No. of kms	Rate	Amount *	By Road Trolley Amount	Type of Stay	No of Days*	Rate*	Amount*	No. of days of
		0				--Select--				

Hotel
Punjab bhavan
Rest House
Circuit House
Not Declare

Net Total

Bill Amount

Bill Amount(In Words):

Enter no. of fares and amount

Enter road trolley amount in case of transfer

Select Type of stay.

Enter no. of kms and rate, if journey type is By Road.

Enter No. of days, rate and amount will be auto populated

Figure 67: Inner form of TA Bill for Employees- IV

TA Bill for Employees(outer only)

Chose the Claimant

Enter the Bill No.

Select the Head Structure for which bill is to be prepared

Enter Gross Amount, TO and AG deductions

Figure 68: Outer form of TA bill for Employees(outer only)-I.

Enter break up of TO deductions

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No
1 - GPF PB	8009	01	101	01	00		
2 - GIS	8011	00	107	02	00		
3 - HR (UT)	0059	01	011	00	00		
4 - HR (PB)	0216	01	106	01	00		
5 - IT	8658	00	112	00	00		
6 - LIC	8443	00	106	01	00		
7 - NPS	8342	00	117	01	01		
8 - Bank Loan	8443	00	106	03	00		

Figure 69: Outer form of TA bill for Employees(outer only)-II.

2.5 Forwarding Saved Bill

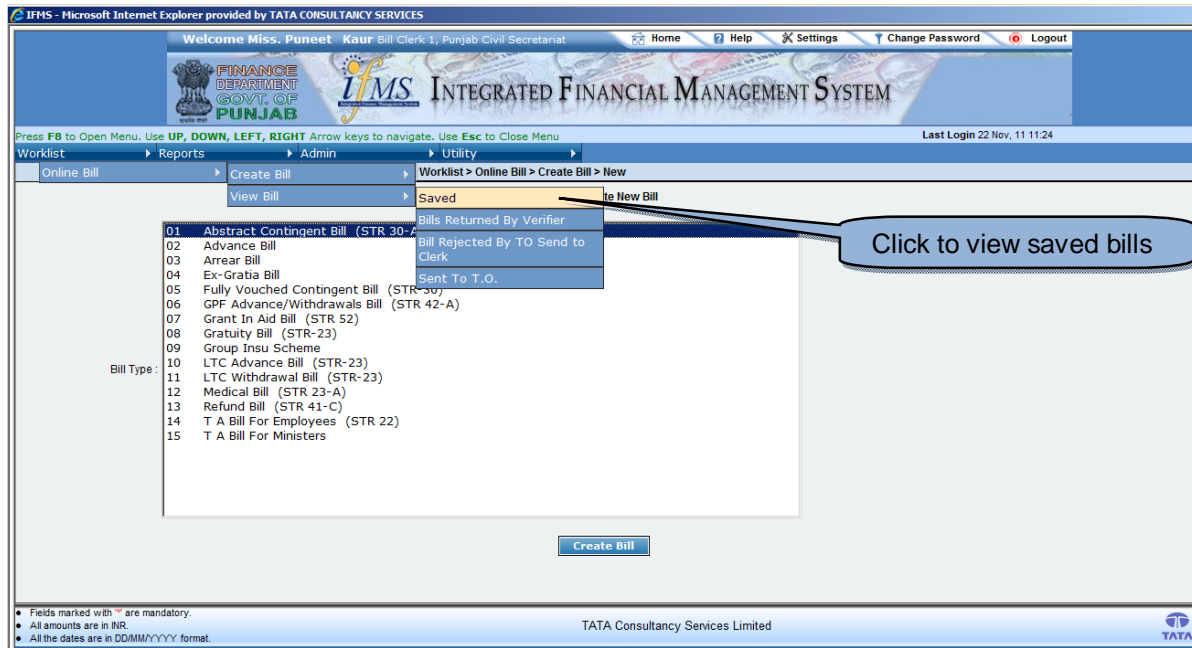


Figure 70: Link to Access Saved Bill

The saved bill screen is as shown below.

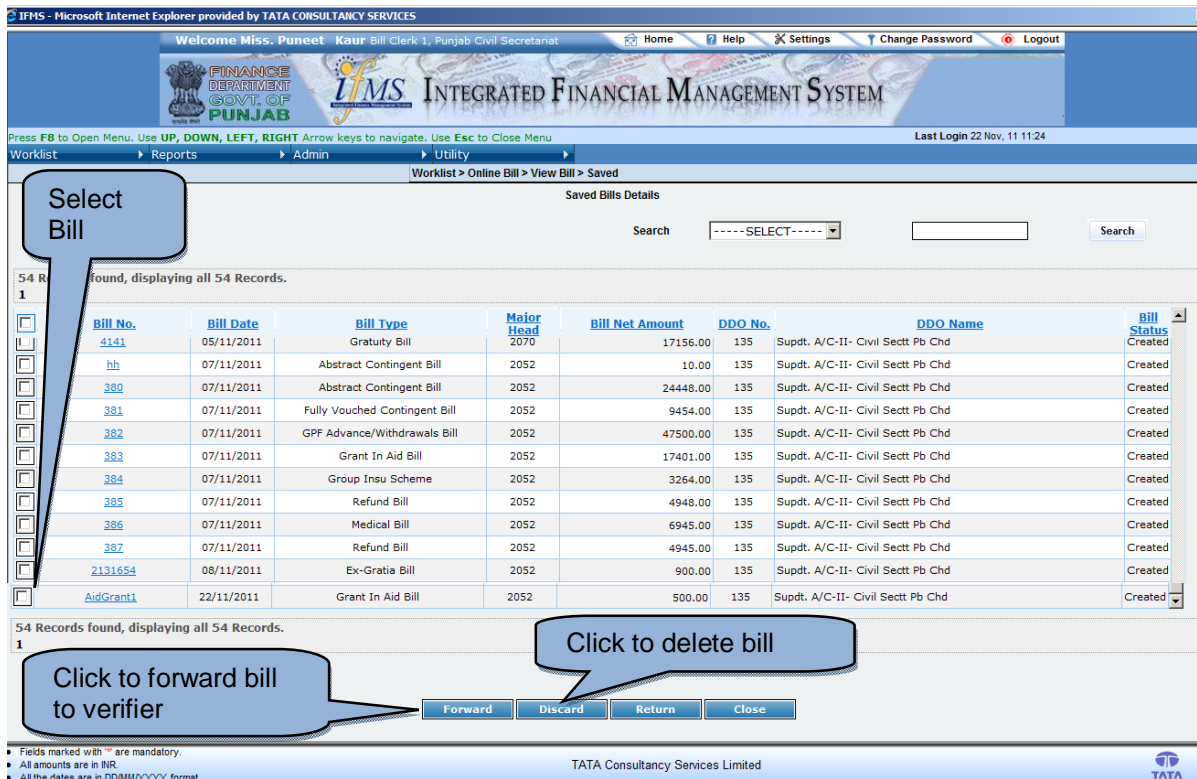


Figure 71: Saved Bill Details Screen

In the saved bill screen the user is provided with check boxes for bill selection along with provision to forward the bill to verifier or to delete it.

In order to forward the bill to verifier the user should select the bill he/she wants to forward by clicking on check box in front of that bill and then click on **Forward**. A popup window will appear, select the dealing assistant from the dropdown and click on **Forward**.

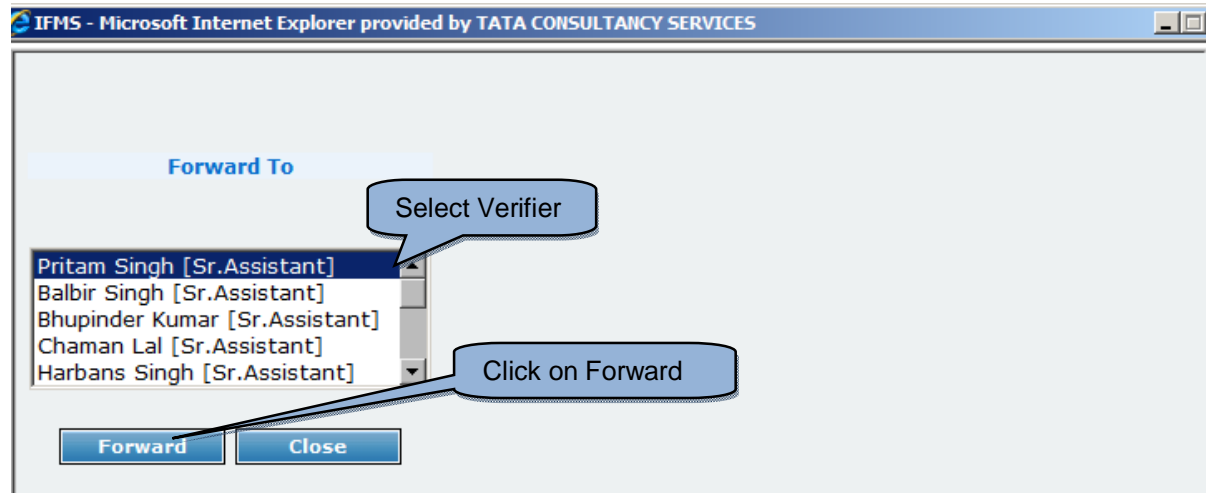


Figure 72: Selection of Verifier

Bill will be forwarded to the **Worklist** of selected verifier. And the following alert will be displayed.



Figure 73: Successful Forward Alert

3 Bill Verification

Bills forwarded by the data entry Clerk will be populated in the **Worklist** of Verifier. The link to access the saved bills is shown below:

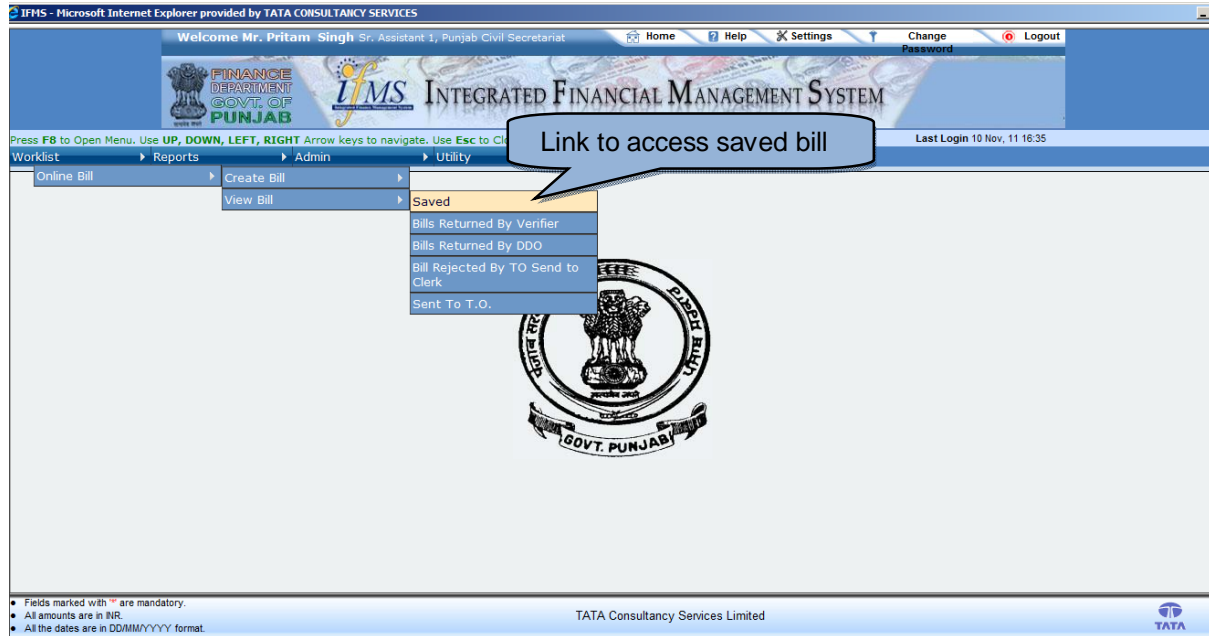


Figure 74: Saved Bill Verification Link

When the user clicks on the above link he is redirected to the screen shown below:

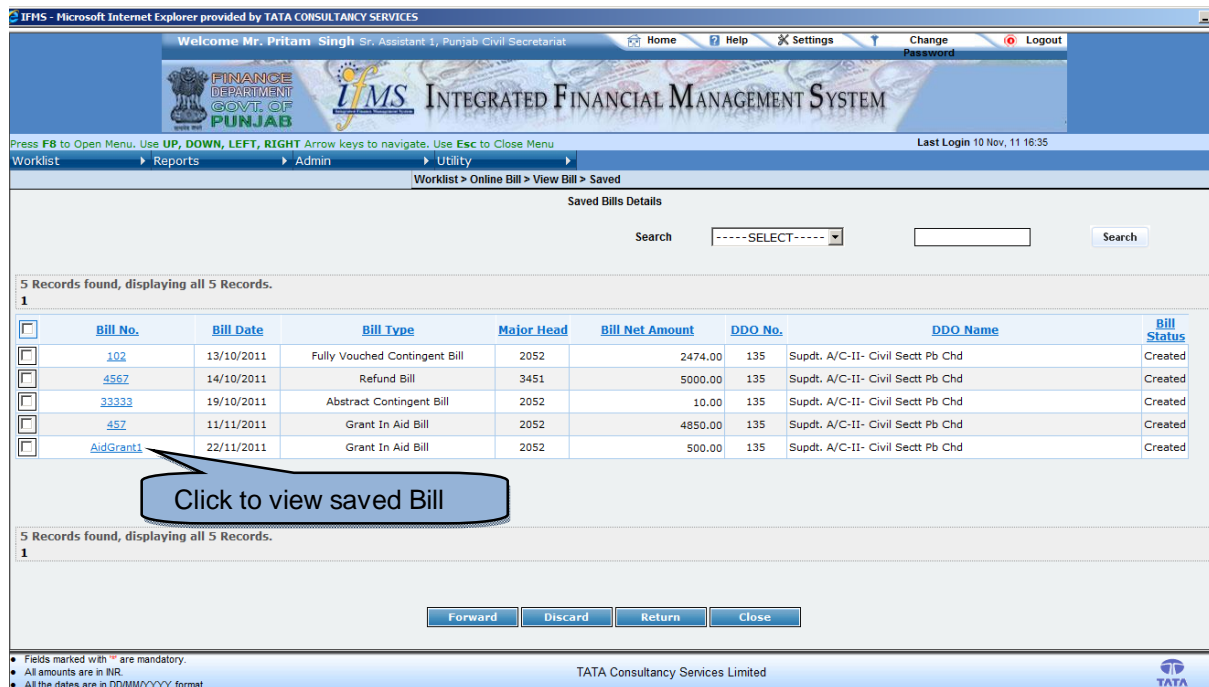


Figure 75: Saved Bill Details Screen (Verifier Login)

If the user wants to view the bill, he can click on the bill no..He/ She may add remarks or see the remarks by previous user as shown below.

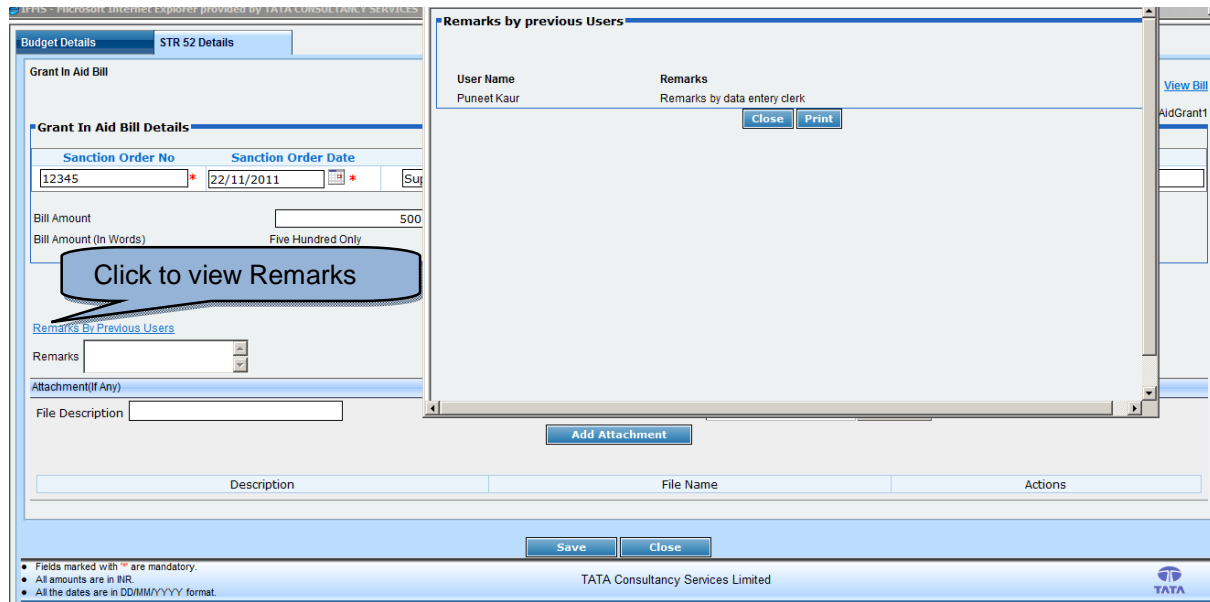


Figure 76: View Bill Details Screen (Verifier Login)

The user may add his/her remarks and click on **Save** to save bill. After saving the user may forward the bill to DDO for approval or may send it back to data entry Clerk for correction.

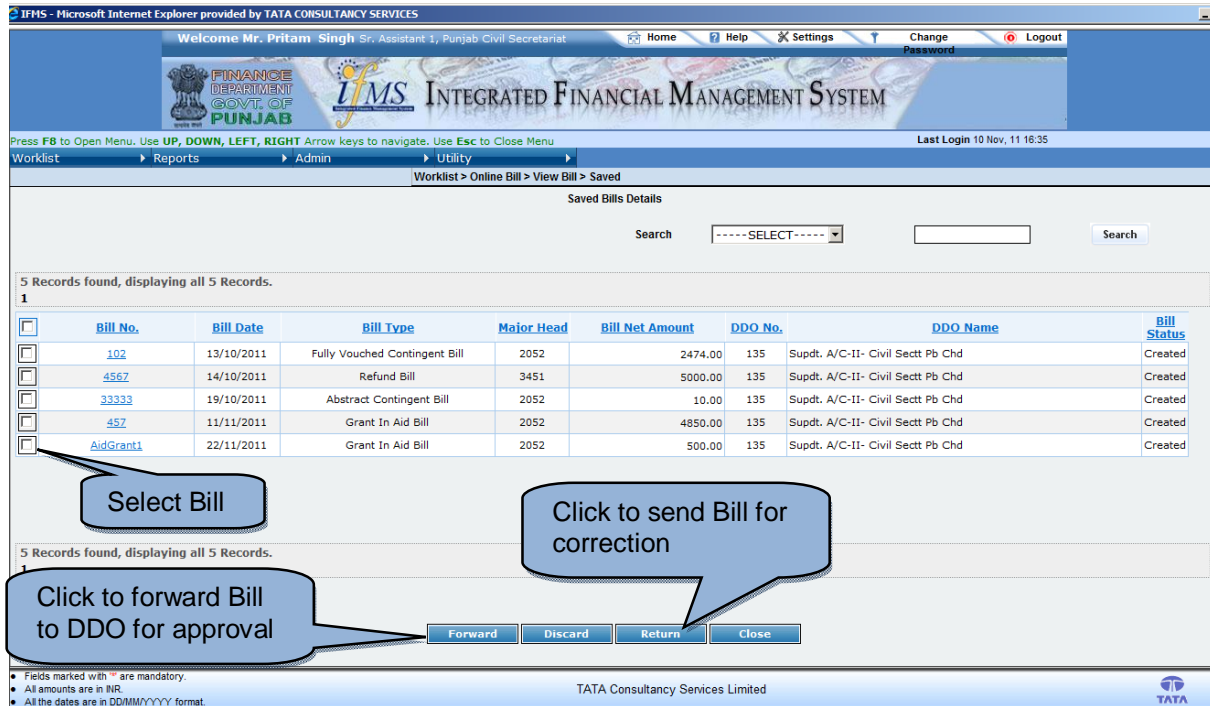


Figure 77: Bill Details Screen (Verifier Login)

If the user clicks on **Forward** then a popup comes for selecting the DDO to whom the bill is to be forwarded for approval. The user should choose the DDO and click on **Forward**.

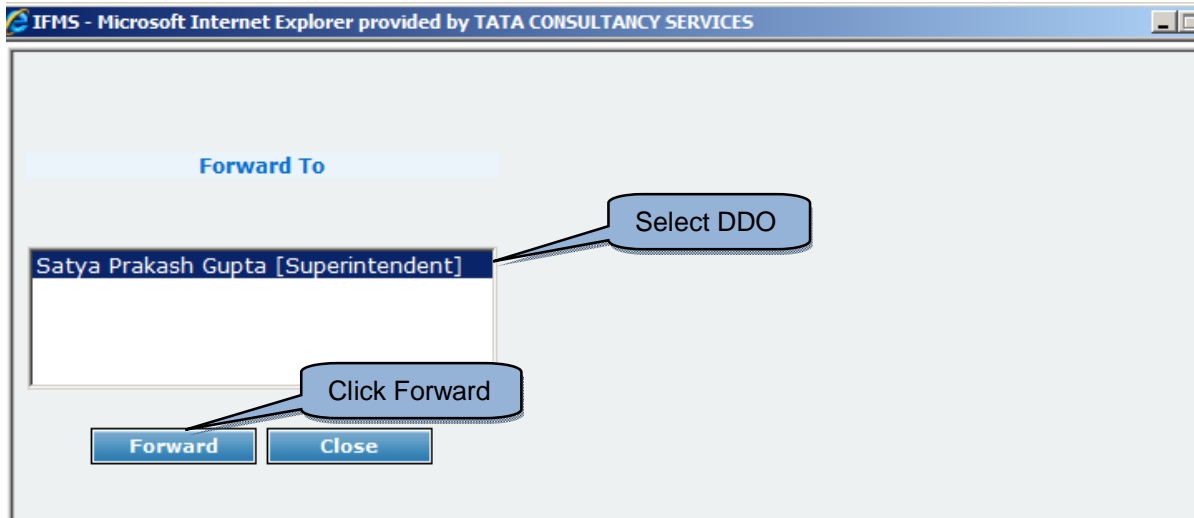


Figure 78: Approver selection

The following success alert comes and bill is sent to the **Worklist** of Approver.

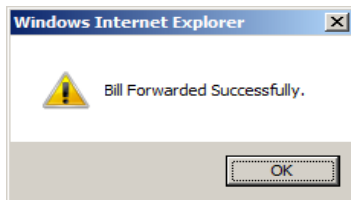


Figure 79: Bill Forwarded Successfully for Approval.

4 Bill Approval By DDO

Once verifier sends a bill for approval it starts populating in the **Worklist** of Approver. The link to access the bill is as shown below in DDO's login.

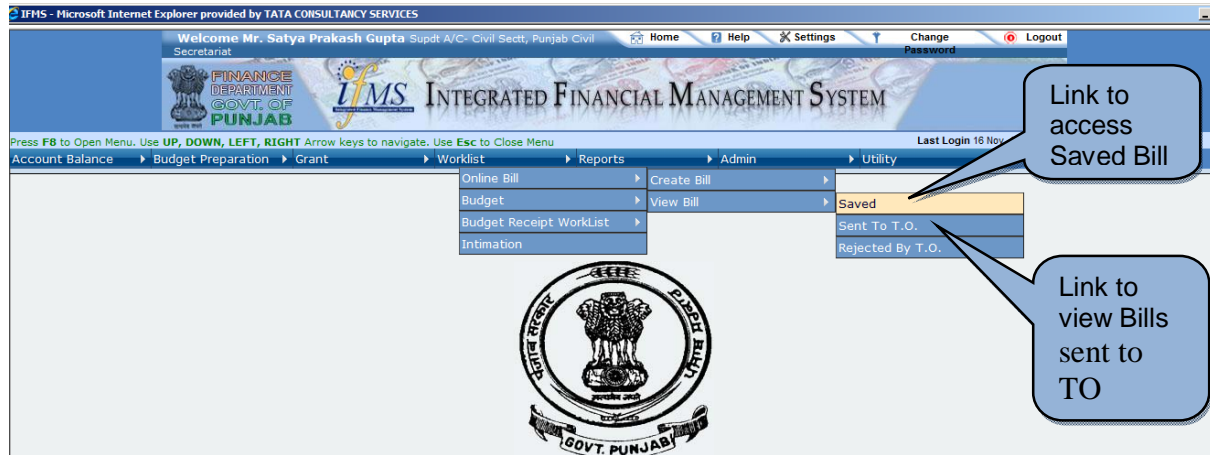


Figure 80: Saved Bill Approval Link

When the user clicks on above link he/she gets redirected to the Saved Bill Details screen. In it he/she can click on the link (Bill No.) to view the bill.

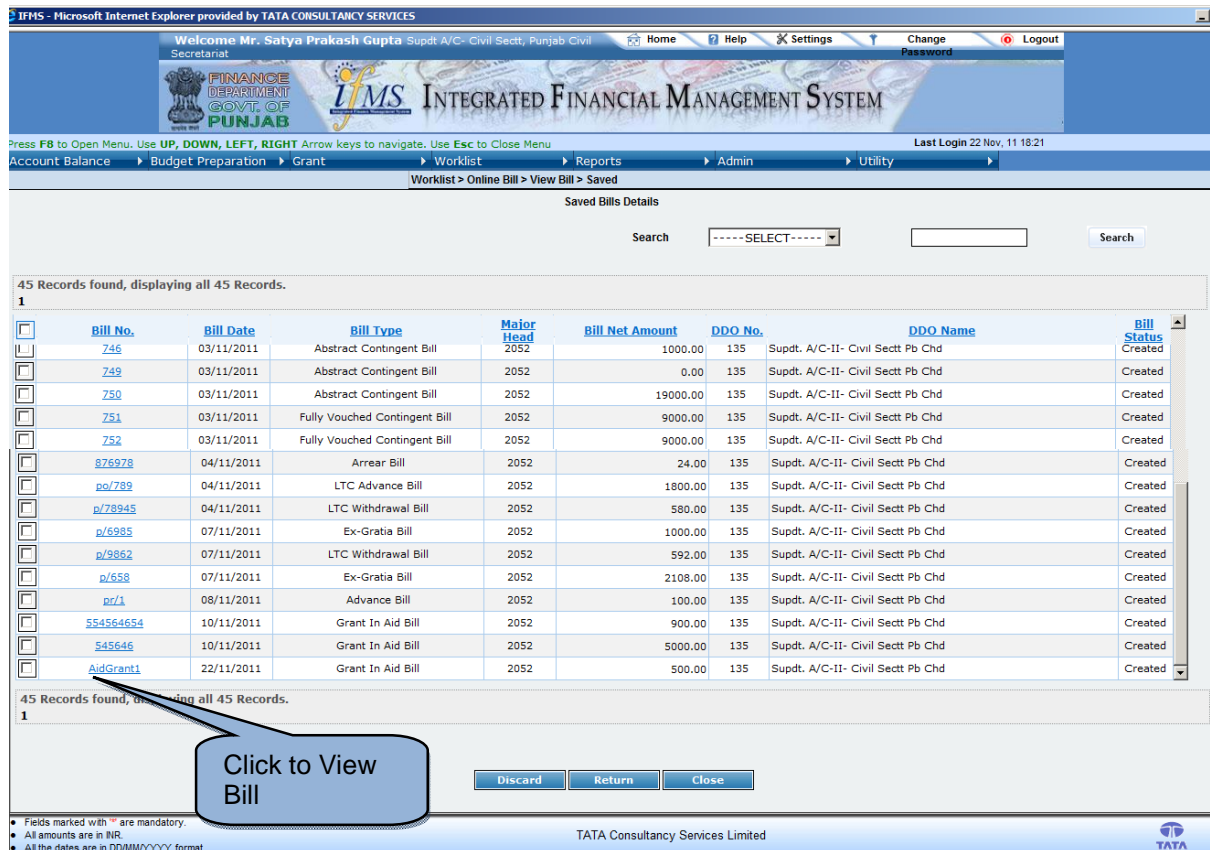


Figure 81: Saved Bill Details Screen

The bill as seen by Approver is as below:

IFMS - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Budget Details | STR 52 Details | [View Bill](#) | Bill No. : AidGrant1

DDO Information

DDO No. : 135 | DDO Code : CHD000135
 Name : Satya Prakash Gupta | Designation : Superintendent
 Office Name : Supdt. A/C-II- Civil Sect Pb Chd | District Code : D129

Employee Details

Claimant : DDO Employee | Bill No. : *
 Name of Employee : * | Designation : *
 For the Establishment of the : * | For the Month of :

Budget Details

Class of Expenditure : * | Fund : *
 Budget Type Code : *
 DDO Grant Heads

Demand : * | Major Head : *
 Sub Major Head : * | Minor Head : *
 Sub Head : * | Detailed Head : *
 Soe Code : * | Sub Soe Code : *
 Previous Bill No. :

Expense Summary

Gross Amount : * | AG Deductions :
 TO Deductions : * | Net Amount : *
 Total Deductions : *

Amount in Rs. : Five Hundred Only

Allocation for 2011-2012 : 16,00,000
 Expenditure including this bill : 6,54,233
 Balance : 9,45,767

BT Details

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No	Challan No
1 - GPF PB	8009	01	101	01	00	<input type="text" value="0"/>		
2 - GIS	8011	00	107	02	00	<input type="text" value="0"/>		
3 - HR (PB)	0059	01	011	00	00	<input type="text" value="0"/>		
4 - HR (UT)	0216	01	106	01	00	<input type="text" value="0"/>		
5 - IT	8658	00	112	00	00	<input type="text" value="0"/>		
6 - LIC	8443	00	106	01	00	<input type="text" value="0"/>		
7 - NPS	8342	00	117	01	01	<input type="text" value="0"/>		
8 - Bank Loan	8443	00	106	03	00	<input type="text" value="0"/>		

List of Cheque

Cheque type : * | Party Name : * | Address :
 Account No : | Cheque Amount (in Rs.) : *

Click to Save Bill | | | | | [Top](#) | [Bill Details](#)

* Fields marked with * are mandatory.
 All amounts are in INR.
 All the dates are in DD/MM/YYYY format.

TATA Consultancy Services Limited

Figure 82: Bill as seen by Approver

When the user clicks on **Approve** the **Submit To TO** button gets enabled. The user can then click on **Submit To TO** if he/she wants to send the bill to Treasury office. When the user clicks on **Submit To TO** the following alert displaying grant details gets displayed.

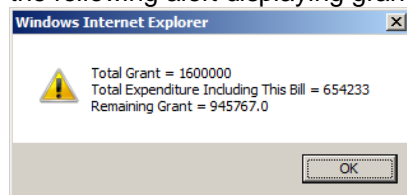


Figure 83: Submit to TO Alert Showing Grant Details

When the user clicks on **OK** in Alert, a popup comes on screen for forwarding the bill to TO.

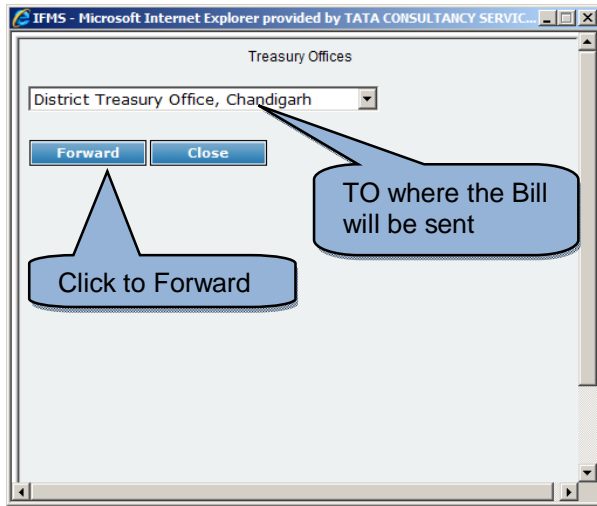


Figure 84: Forward to TO