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Business Solutions Outsourcing

**Integrated Financial Management System** 

**Online Bill Processing** 

Government of Punjab, India

User Manual, February-2012

Version 1.2



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| Add                              |                      |                 | Add Change password/Forgot Password,<br>Forest Bill, EMD bill, Conveyance Bill,<br>PDPLA Bill, TA bill for foreign tours, TA bill<br>for Employees(Outer only), Medical bills for<br>retiree |

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# **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             |  |
| СО                   | Controlling officer              |  |
| DDO                  | Drawing and Disbursement Officer |  |
| ТО                   | 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  $\rightarrow$  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.

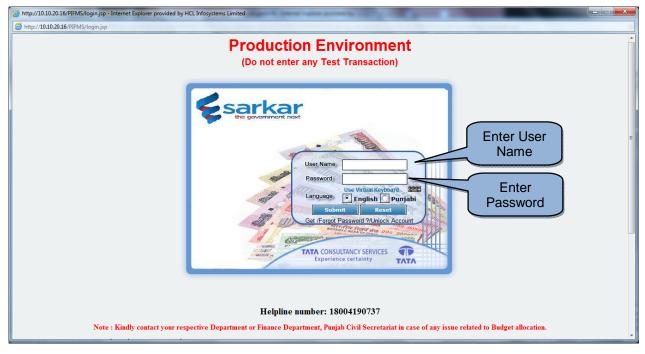


Figure 1: Login screen

### Change password.

| Shttps://ifmstg.punjabgort.gov.in/7002/PIFMS/ifms.htm?viewName=acH-changePassword   |
|---|
| Change Password     Note-Password should meet the following of     It Number of character should be between     (2) Atleast one Upper Case character     (2) Atleast one unmeric character     (3) Atleast one numeric character     (6) The password please contact     (7) While character should be between     (9) In case of loss of password please contact     (7) While character     (1) August of the password please contact     (9) In case of loss of password please contact     (1) Number of the password     (9) In case of loss of password please contact     (1) Number of the password     (1) Number of the password     (1) Number of the password     (1) Number of the password please contacter     (2) Atleast one numeric character     (2) Atleast one numeric character     (2) Atleast one numeric character     (3) In case of loss of password please contacter     (3) In case of loss of password please contacter     (2) Atleast one numeric character     (2) Atleast one numeric character     (3) Atleast one numeric character     (4) Atleast one numeric character     (5) Atleast one numeric character     (5) Atleast one numeric character     (6) Atleast one numeric character     (7) Atleast     (7) Atleast     (7) Atleast     (7) Atl |

Figure 2: Change Password.

To unlock the account click on Forgot password.

| A http://10.10.20.16/PIFMS/login.jsp - Internet Explorer provided by HCL Infosystems Limited  |
|---|
| 8 http://10.10.20.16/PIFMS/login.jsp  |
| Production Environment  |
| (Do not enter any Test Transaction)   |
|   |
|   |
| Sarkar  |
| the government next   |
|   |
| User, Name  |
| Password  |
| Use Virtural Keyboard   |
| Language English Punjabi  |
| Get /Forgot Password ?/Unlock Account   |
| Here to be the top of Dance   |
| Click on LTANCY SERVICES  |
| forgot  |
| password.   |
|   |
| \$004190737   |
| Note : Kindly contact your respective Department or Finance Department, Punjab Civil Secretariat in case of any issue related to Budget allocation. |

Figure 2: Unlock Account-I.

| IFMS - Internet Explorer provided by HCL Infosystems Limited               | and the second se |   |
|--|---|---|
| http://10.10.20.16/PIFMS/hdiits.htm?viewName=acl-forgotPassword&docale=en  | _US   |   |
| Sarkar Governi   | ment of Punjab  |   |
| Please enter your valid user name to set new Password. User Name PB53510 * | Enter user<br>name, birth<br>date and<br>date of<br>joining.  |   |
|  | , Punjab Civil Secretanat 😥 Home 😢 Help 🐇 Settings T Change   | Click here<br>for Logout<br>from System |
| Press F8 to Open Menu. Use UP, DOWN, LEFT, RIGHT Arrow keys to navigate.   | THE RALES STRATETY IN THE BURNING SERVICE   |   |
|  | Utility →   |   |

Enter the username, birth date and date of joining.

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:

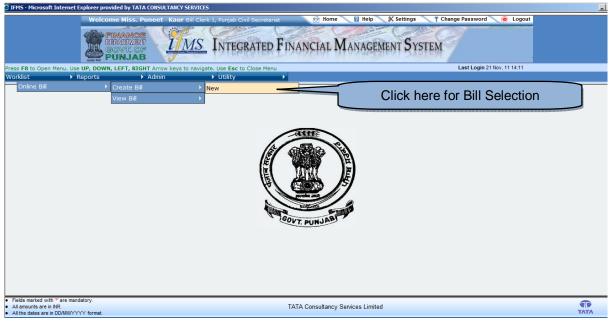


Figure 5: Bill Selection Link

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

| 🗇 IFMS - Windows Internet Explorer   |
|--|
| 😸 https://ifmsstg.punjabgort.gov.in.7002/PIFMS/flms.htm?actionFlag=getBillInit&elementId=110007  |
| Welcome Mr. INDERJIT SINGH BHAMBRA AETC M.W.Ldh, AETC 😥 Home 🛛 Help 🕺 Settings 🍸 Change Password 🔞 Logout  |
| Government of Punjab   |
| Press F8 to Open Menu. Use UP, DOWN, LEFT, RIGHT Arrow keys to navigate. Use Esc to Close Menu   |
| Reports  Vorklist Admin  Utility  Utility  Vorklist > Admin  Vorklist > Online Bill > Create Bill > New  |
|  |
| Chose the type of Bill you   |
| 01       Advance Bill       Git Contingent Bill         03       Arear Bill       need to prepare         04       Conveyance Bill       need to prepare         05       Detailed Contingent Bill       need to prepare         06       Forest Bill       forest Bill         07       Ex-Gratia Bill       forest Bill         08       Forest Bill       forest Bill         09       Fully Vouched Contingent Bill (STR-30)       forest Bill         09       Fully Vouched Contingent Bill (STR 22,A)       forest Bill         10       GFA datanee Withdrawals Bill (STR 42,A)       forest Bill         11       Gratuty Bill (STR 23)       forest Bill         12       Gratuty Bill (STR 23)       forest Bill         13       LTC Advance Bill (STR 23)       forest Bill         14       LTC Advance Bill (STR 23)       forest Bill         15       LTC Advance Bill (STR 23)       forest Bill         14       LTC Withdrawal Bill (STR 23)       forest Bill         15       LTC Advance Bill (STR 23,A)       forest Bill         16       DTC Withdrawal Bill (STR 23,A)       forest Bill         17       Leave Encashment Bill (STR 23,A)       forest Bill         18       Medical B |
| Fields maked with " are mandatory.     All enough are in INP     TATA Consultancy Senders Limited  |
| All amounts are in INR. TATA Consultancy Services Limited     All the dates are in DDI/MUYYYYY format.   |

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):

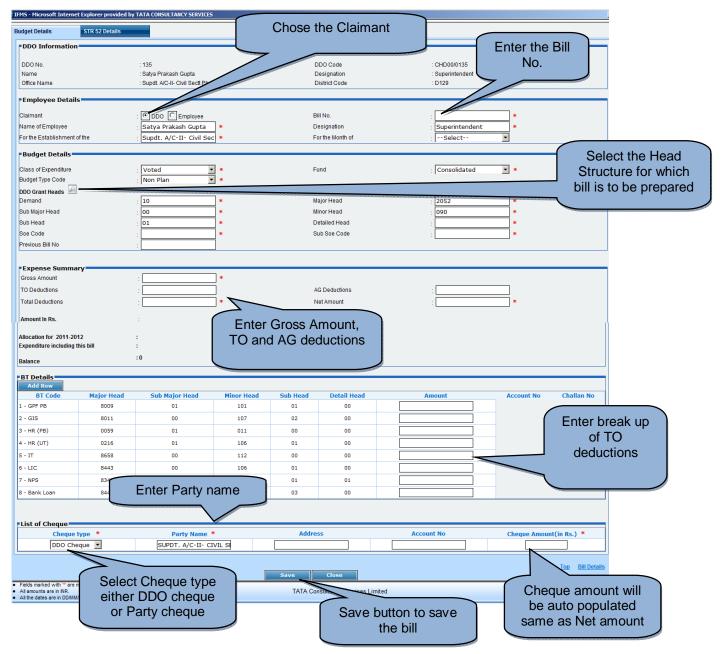


Figure 7: Budget detail screen- Common for all bills

# 2.3 ECS Info

| 5 - Marriage Loan                              | 7610            | 00                   | 800    | 12         | 00     |             |
|--|-----------------|----------------------|--------|------------|--------|-------------|
| 6 - Marriage Loan(I)                           | 8658            | 00                   | 111    | 00         | 00     |             |
| 7 - Computer Advance                           | 7610            | 00                   | 800    | 02         | 00     |             |
| 3 - Computer Advance(I)                        | 8658            | 00                   | 111    | 00         | 00     |             |
| 9 - Festival Advance                           | 7610            | 00                   | 800    | 01         | 00     |             |
| 10 - Festival Advance(I)                       | 8658            | 00                   | 111    | 00         | 00     |             |
| 11 - Wheat Loan                                | 7610            | 00                   | 800    | 11         | 00     |             |
| 12 - Wheat Loan(I)                             | 8658            | 00                   | 111    | 00         | 00     |             |
| 13 - GPF(Group-D)                              | 8009            | 01                   | 101    | 02         | 00     |             |
| 14 - GPF(I)                                    | 8658            | 00                   | 111    | 00         | 00     |             |
| 15 - ROP                                       | 0075            | 00                   | 800    | 60         | 00     |             |
| Click on<br>ECS Info<br>Add Row<br>Party Name* | Bank Name*      | Account Number*      | E-mail | Contact No | PAN No |             |
|  |                 |                      | 1      | 1          |        |             |
|  |                 |                      |        |            |        |             |
|  | Total /         | Amount(in Rs.)       |        |            |        |             |
|  | Total /         | Amount(in Rs.)       |        |            |        |             |
|  | Total /<br>Save | Approve Submit To TO | Close  | '          | Top B  | ill Details |

### Click on ECS Info (electronic clearance system)

Figure 8: ECS info 1

Fill all the mandatory fields (having asterisks).

|                                      |                      | .htm?actionFlag=createBillFrmScratch&cm |              |                        |               |            |                     | 22.5.00    |
|--------------------------------------|----------------------|---|--------------|------------------------|---------------|------------|---------------------|------------|
| 5 - Marriage Loan                    |                      | 7610                                    |              | 00                     | 800           | 12         | 00                  |            |
| 6 - Marriage Loan(I)                 |                      | 8658                                    |              | 00                     | 111           | 00         | 00                  |            |
| 7 - Computer Advance                 |                      | 7610                                    |              | 00                     | 800           | 02         | 00                  |            |
| 8 - Computer Advance(I)              |                      | 8658                                    |              | 00                     | 111           | 00         | 00                  |            |
| 9 - Festival Advance                 |                      | 7610                                    |              | 00                     | 800           | 01         | 00                  |            |
| 10 - Festival Advance(I)             |                      | 8658                                    |              | 00                     | 111           | 00         | 00                  |            |
| 11 - Wheat Loan                      |                      | 7610                                    |              | 00                     | 800           | 11         | 00                  |            |
| 12 - Wheat Loan(I)                   |                      | 8658                                    |              | 00                     | 111           | 00         | 00                  |            |
| 13 - GPF(Group-D)                    |                      | 8009                                    |              | 01                     | 101           | 02         | 00                  |            |
| 14 - GPF(I)                          |                      | 8658                                    |              | 00                     | 111           | 00         | 00                  |            |
| 15 - ROP                             |                      | 0075                                    |              | 00                     | 800           | 60         | 00                  |            |
| ECS Info Party Info ECS Info Add Row |                      |   |              |                        |               |            |                     |            |
| Party Name*                          | Bank's IFSC<br>Code* | Bank Name*                              |              | Account Number* E-mail |               | Contact No | PAN No              |            |
| ABC                                  | sbin0003246          | State Bank Of India:SBI,SEC 7 CH        | HD           | 5963563                | abc@gmail.com | 445698874  | 4456931125          | xyz        |
|                                      |                      | Tot                                     | tal Amount(i | n Rs.)                 |               |            | 1,000               |            |
|                                      |                      |   |              |                        |               |            | <u>Top</u> <u>B</u> | II Details |
|                                      |                      | Save                                    | Appr         | ove Submit To TO       | Close         |            |                     |            |

# Figure 9: ECS Info 2

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

| FMS - Internet Explorer provide | d by HCL Infosystems  | s Limited                                   |               |                         |                             |                        | [                           |                |
|---------------------------------|-----------------------|---|---------------|-------------------------|-----------------------------|------------------------|-----------------------------|----------------|
| https://ifmsstg.punjabgovt.go   | v.in:7002/PIFMS/ifms. | htm?actionFlag=createBillFrmScratch&cmbBill | IType=301&hid | denDDOCode=CHD00/013    | 5&/hiddenCardexCode=&/hidde | nDDONo=135&hdHierarchy | RefId=110003&AdminDDO=10001 | 93~CHD00/(     |
| 6 - Marriage Loan(I)            |                       | 8658  |               | 00                      | 111                         | 00                     | 00                          |                |
| 7 - Computer Advance            |                       | 7610  |               | 00                      | 800                         | 02                     | 00                          |                |
| 8 - Computer Advance(I)         |                       | 8658  |               | 00                      | 111                         | 00                     | 00                          |                |
| 9 - Festival Advance            |                       | 7610  |               | 00                      | 800                         | 01                     | 00                          |                |
| 10 - Festival Advance(I)        |                       | 8658  |               | 00                      | 111                         | 00                     | 00                          |                |
| 11 - Wheat Loan                 |                       | 7610  |               | 00                      | 800                         | 11                     | 00                          |                |
| 12 - Wheat Loan(I)              |                       | 8658  |               | 00                      | 111                         | 00                     | 00                          |                |
| 13 - GPF(Group-D)               |                       | 8009  |               | 01                      | 101                         | 02                     | 00                          |                |
| 14 - GPF(I)                     | Click on              | 8658  |               | 00                      | 111                         | 00                     | 00                          |                |
| 15 - ROP                        | add row               |   | 00            |                         |                             |                        |                             |                |
| ECS Info                        |                       |   |               |                         |                             |                        |                             |                |
| Party Name*                     | Bank's IFSC<br>Code*  | Bank Name*                                  |               | Account Number*         | E-mail                      | Contact No             | PAN No                      |                |
| ABC                             | sbin0003246           | State Bank Of India:SBI,SEC 7 CHD           | 59            | 963563                  | abc@gmail.com               | 445698874              | 4456931125                  | xyz            |
| CDE                             | stbp0000306           | State Bank Of Pataila:SBPT,High Cou         | urt CHD 2     | 2594710                 | cde@yahoo.com               | 555931147              | 4456932145                  | ghi            |
| FGH                             | stbp0000306           | State Bank Of Pataila:SBPT,High Cou         | urt CHD 2     | 225666                  | fgh@gmail.com               | 555569                 | 4448866                     | sde            |
|                                 |                       | Total /                                     | Amount(in R   | s.)                     |                             |                        | 2,50,000                    |                |
|                                 |                       | Save  | Approve       | Submit To TO            | Close                       |                        | <u>Top Bill</u>             | <u>Details</u> |
| Fields marked with " are mand   | atory.                |   |               | TATA Consultancy Servic | ces Limited                 |                        | (                           |                |
| All amounts are in INR.         | ∿ format              |   |               | , ,                     |                             |                        | TA                          | TA I.          |

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.

| 8658         7610           8658         7610           8658         7610           8658         8009           8658         8009           8658         0075   | 00<br>00<br>00<br>00<br>00<br>00<br>00<br>01<br>00<br>00<br>00<br>00 | 111<br>800<br>111<br>800<br>111<br>800<br>111<br>101<br>101<br>101 | 00<br>02<br>01<br>00<br>11<br>00<br>00<br>00<br>02<br>00<br>60 | 00<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00 |              |                                  |
|---|--|--|--|--|--------------|----------------------------------|
| 7610           8658           7610           8658           7610           8658           8658           8658           8658           90075  | 00<br>00<br>00<br>00<br>00<br>00<br>01<br>01<br>00                   | 800<br>111<br>800<br>111<br>800<br>111<br>111<br>101<br>111        | 02<br>00<br>01<br>00<br>11<br>00<br>00<br>02<br>02<br>00       | 00<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00       |              |                                  |
| 8658         1           7610         2           7610         2           8658         2           8658         2           8658         2           8659         2           8658         2 | 00<br>00<br>00<br>00<br>00<br>01<br>00                               | 111<br>800<br>111<br>800<br>111<br>111<br>101<br>111               | 00<br>01<br>00<br>11<br>00<br>02<br>02<br>00                   | 00<br>00<br>00<br>00<br>00<br>00<br>00                   |              |                                  |
| 8658         8           7610         8           8658         8           8658         9 | 00<br>00<br>00<br>01<br>00   | 111<br>800<br>111<br>101<br>111                                    | 00<br>11<br>00<br>02<br>00                                     | 00<br>00<br>00<br>00<br>00                               |              |                                  |
| 7610           8658           8009           8658           0075  | 00<br>00<br>01<br>00   | 800<br>111<br>101<br>111   | 11<br>00<br>02<br>00   | 00<br>00<br>00<br>00                                     |              |                                  |
| Bank Name* State Bank Of India:SBI,SEC 7 CHD  | 00<br>01<br>00   | 111<br>101<br>111  | 00<br>02<br>00   | 00<br>00<br>00   |              |                                  |
| Bank Name* State Bank Of India:SB1,SEC 7 CHD  | 01<br>00   | 101  | 02   | 00   |              |                                  |
| Bank Name* State Bank Of India:SBI,SEC 7 CHD  | 00   | 111  | 00   | 00   |              |                                  |
| Bank Name*<br>State Bank Of India;SBI,SEC 7 CHD   |  |  |  |  |              |                                  |
| Bank Name*<br>State Bank Of India:SBI,SEC 7 CHD   | 00   | 800  | 60   | 00   |              |                                  |
| State Bank Of India:SBI,SEC 7 CHD   |  |  |  |  |              |                                  |
| State Bank Of India:SBI,SEC 7 CHD   |  |  |  |  |              |                                  |
|   | Account Number   | * E-mail   | Contact No   | PAN No   | Address*     | Amount(in Payment<br>Rs.)* Type* |
| State Bank Of Pataila:SBPT,High Cou   | 5963563  | abc@gmail.com  | 445698874  | 4456931125   | xyz          | 1,000 EFT 🛱                      |
|   | urt CHD 22594710   | cde@yahoo.com  | 555931147  | 4456932145   | ghi          | 1,000 NEFT 📾                     |
| State Bank Of Pataila:SBPT,High Cou   | urt CHD 2225666  | fgh@gmail.com  | 555569   | 4448866  | sde          | 2,48,000 RTGS 🗇                  |
| Total /   | Amount(in Rs.)   |  |  | 2,50,000   | 2            |                                  |
| Save  | Approve Submit To T  | ro Close   |  |  | Bill Details |                                  |
|   | TATA Consultancy S   | Services Limited   |  |  |              |                                  |
|   |  |  |  | 1  |              | •                                |

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.

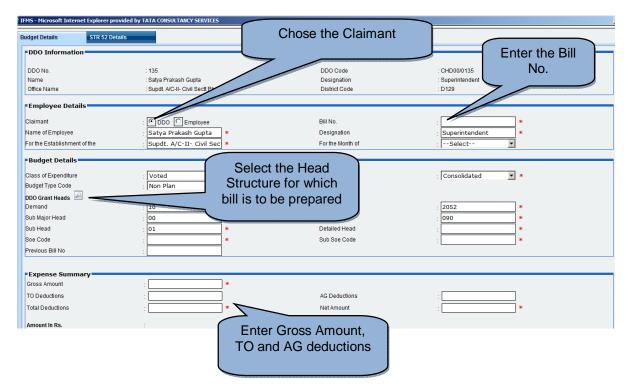
#### Settings for ECS Excel Upload

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

| 🟉 IFMS - Internet Explorer provideo   | I by HCL Infosystem             | s Limited                               |                 |                          |                              |                           |                               | - • 🔀      |  |  |
|---|---------------------------------|---|-----------------|--------------------------|------------------------------|---------------------------|-------------------------------|------------|--|--|
| https://ifmsstg.punjabgovt.gov  | .in:7002/PIFMS/ifms             | .htm?actionFlag=createBillFrmScratch&cm | nbBillType=3018 | khiddenDDOCode=CHD00/013 | 358/hiddenCardexCode=8/hidde | nDDONo=135&hdHierarchyF   | RefId=110003&AdminDDO=1000193 | ~CHD00/( 🔒 |  |  |
| 6 - Marriage Loan(I)  |                                 | 8658                                    |                 | 00                       | 111                          | 00                        | 00                            |            |  |  |
| 7 - Computer Advance  |                                 | 7610                                    |                 | 00                       | 800                          | 02                        | 00                            |            |  |  |
| 8 - Computer Advance(I)   |                                 | 8658                                    |                 | 00                       | 111                          | 00                        | 00                            |            |  |  |
| 9 - Festival Advance  |                                 | 7610                                    |                 | 00                       | 800                          | 01                        | 00                            |            |  |  |
| 10 - Festival Advance(I)  |                                 | 8658                                    |                 | 00                       | 111                          | 00                        | 00                            |            |  |  |
| 11 - Wheat Loan   |                                 | 7610                                    |                 | 00                       | 800                          | 11                        | 00                            |            |  |  |
| 12 - Wheat Loan(I)  |                                 | 8658                                    |                 | 00                       | 111                          | 00                        | 00                            |            |  |  |
| 13 - GPF(Group-D)   |                                 | 8009                                    |                 | 01                       | 101                          | 02                        | 00                            |            |  |  |
| 14 - GPF(I)   |                                 | 8658                                    |                 | 00                       | 111                          | 00                        | 00                            |            |  |  |
| 15 - ROP  | - ROP 0075                      |   |                 |                          | 800                          | 60                        | 00                            |            |  |  |
| ECS Info Party Info     ECS Info     Add Row  |                                 |   |                 |                          |                              |                           |                               | -          |  |  |
| Party Name*   | Bank's IFSC<br>Code*            | Bank Name*                              |                 | Account Number*          | E-mail                       | Contact No                | PAN No                        | ,          |  |  |
| RAVIKANT SHARMA   | ABCD0420040                     | HDFC:HDFC                               |                 | 4781245454512456         | ravikant.sharma@gmail        | 9785412456                | DIFG0005FS                    | Chandig    |  |  |
| ASHISH RAMPAL   | PQRS0400002                     | State Bank Of India:SBI, MAIN BR        | RANCH AMRI      | 245454545454244          | ashish.rampal@gmail.co       | 5424545241                | DIG000DFSA                    | Chandig    |  |  |
|   |                                 | Tot                                     | tal Amount(i    | n Rs.)                   |                              |                           | 10,000                        |            |  |  |
|   | Save Approve Submit To TO Close |   |                 |                          |                              |                           |                               |            |  |  |
| Fields marked with "" are mandat     All amounts are in INR.     All the dates are in DD//MM/YYYY |                                 |   |                 | TATA Consultancy Servi   | ces Limited                  |                           | ТАТ                           |            |  |  |
| •   |                                 |   | m               |                          |                              |                           |                               | ł          |  |  |
|   |                                 |   |                 |                          |                              | 😌 Internet   Protected Mo | ode: On 🛛 🐴 👻                 | 🔍 100% 🔻   |  |  |

# Figure 32: ECS Upload 6

#### Abstract Contingent Bill Creation



| llocation for 2011-2<br>xpenditure including |              | :                |            |          |             |            |              |                         |        |
|--|--------------|------------------|------------|----------|-------------|------------|--------------|-------------------------|--------|
| Balance                                      |              | :0               |            |          |             |            |              |                         |        |
| BT Details                                   |              |                  |            |          |             |            |              |                         |        |
| Add Row                                      |              |                  |            |          |             |            |              |                         |        |
| BT Code                                      | Major Head   | Sub Major Head   | Minor Head | Sub Head | Detail Head | Amount     | Account No   | Challan No              |        |
| L - GPF PB                                   | 8009         | 01               | 101        | 01       | 00          |            |              |                         |        |
| 2 - GIS                                      | 8011         | 00               | 107        | 02       | 00          |            | (            | Enter br                | eak un |
| 3 - HR (PB)                                  | 0059         | 01               | 011        | 00       | 00          |            |              |                         |        |
| 4 - HR (UT)                                  | 0216         | 01               | 106        | 01       | 00          |            |              | of T                    |        |
| 5 - IT                                       | 8658         | 00               | 112        | 00       | 00          |            |              | deduc                   | tions  |
| 6 - LIC                                      | 8443         | 00               | 106        | 01       | 00          |            |              |                         |        |
| 7 - NPS                                      | 8342         | 00               | 117        | 01       | 01          |            |              |                         |        |
| 8 - Bank Loan                                | 8443         | 00               | 106        | 03       | 00          |            |              | <u> </u>                |        |
|  | e type *     | Party Name       |            | Addre    | 55          | Account No | Cheque Amoun | t(in Rs.) *             |        |
| DDO Cł                                       | neque 🔽      | SUPDT. A/C-II- C | IVIL SE    |          |             |            |              |                         |        |
|  |              |                  |            | Save     | Close       |            |              | <u>Top Bill Details</u> |        |
|  | e mandatory. |                  |            |          |             |            |              | 1                       |        |

Figure 33: Outer form of Abstract Contingent Bill

The inner form of Abstract Contingent Bill will be

| Budget Details                | STR 30-A Details | Enter Remarks |             |                        |         |
|-------------------------------|------------------|---------------|-------------|------------------------|---------|
| Abstract Contingent Bil       |                  | (if any)      |             |                        |         |
| Remarks<br>Attachment(If Any) | T                |               | )           |                        |         |
| File Description              |                  | Add Attac     | Attach File | Add                    | e       |
|                               | Description      |               | File Name   | Attachment<br>(if any) | 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**

| Budget Details     Details     Add another employee       Advance Bill     Advance Bill Details     Add Row | Enter GPF No.,<br>name, designation  |
|---|--|
| Employee<br>G.P.F./N.P.S. Employee Name * *<br>No. *  | Sanction Order No. * Sanction Order Date * Basic Pay * Advance Amount * Remarks  |
| Bill Amount Eill Amount(In Words)   | Enter<br>sanction order<br>and date<br>Gross Total<br>Enter<br>Advance<br>amount |
| Attachment(If Any) File Description   | Attach File Browse Add Attachment  |
| Figure 35: Inner form of Advance Bill   | Add<br>Attachment<br>(if any)  |

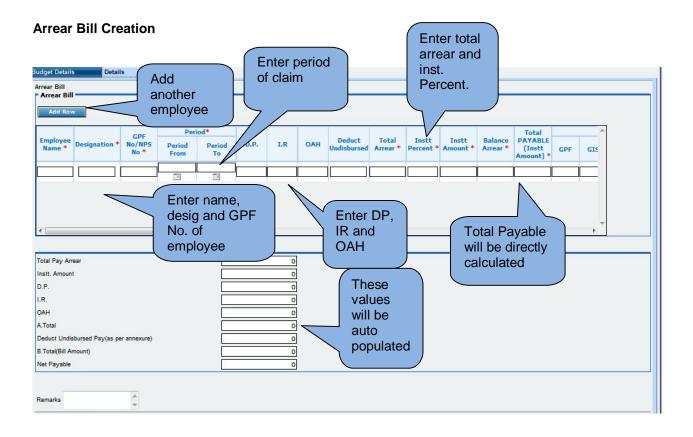


Figure 36: Inner form of Arrear Bill

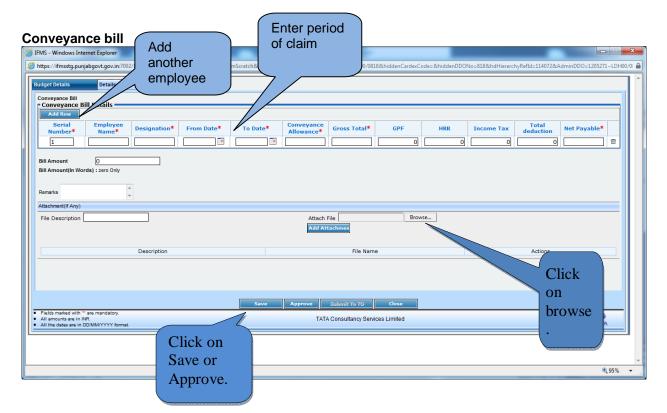


Figure 37: Inner form of Conveyance Bill

# Detailed contigent bill

| get Details STR 52 Details   |   |   | Chose  | the Claim                  | ant |                            |              |            |
|--|---|---|--|----------------------------|-----|----------------------------|--------------|------------|
| O Information  |   |   | 011000   |                            | ant |                            | Ente         | r the Bill |
|  |   |   |  |                            |     |                            |              | No.        |
| DO No.<br>Iame   | : 135   |   |  | DO Code                    |     | : CHD00/0135               |              |            |
| me<br>ice Name   | : Satya Prakash Gupta<br>: Supdt. A/C-II- Civil Sectt Pb 0                                  |   |  | esignation<br>istrict Code |     | : Superintendent<br>: D129 | ~ ~ ~        |            |
| Indite   | . Suput Alchie Civil Sect PD C  |   |  | Istilici Gode              |     | . 0 129                    |              |            |
| ployee Details   |   | and the second se |  |                            |     |                            |              |            |
| imant  | : ODO C Employee  |   | Bi   | ll No.                     |     |                            | *            |            |
| me of Employee   | Satya Prakash Gupta   | *   | De   | esignation                 |     | Superintendent             | *            |            |
| the Establishment of the   | : Supdt. A/C-II- Civil See  | c *   | Fo   | r the Month of             |     | Select                     | •            |            |
| dget Details   |   | (   | Color  |                            |     |                            |              |            |
| ss of Expenditure  | · Voted   | · *   |  | t the Head                 |     | Consolidated               | • *          |            |
| dget Type Code   |   | • *<br>• *  | Structu  | are for which              | ch  | : [Consolidated            | •            |            |
| O Grant Heads  | - preservent  |   | hill is to   | be prepar                  | ed  |                            |              |            |
| mand   | 10  |   | 0111310  | be prepar                  |     | 2052                       | *            |            |
| Major Head   | 00  | *   | _  |                            |     | 090                        | *            |            |
| Head   | 01  | *   | De   | etailed Head               |     | :                          | *            |            |
| Code   | :   | *   | Su   | ib Soe Code                |     | :                          | *            |            |
| ous Bill No  | :   |   |  |                            |     |                            |              |            |
|  |   |   |  |                            |     |                            |              |            |
| pense Summary  | [   | ٦.  |  |                            |     |                            |              |            |
| ss Amount  |   | 1*  |  |                            |     |                            |              |            |
| Deductions   |   |   |  |                            |     |                            |              |            |
|  |   |   |  | G Deductions               |     |                            |              |            |
| al Deductions  | :   |   |  |                            |     | :                          | *            |            |
| tal Deductions<br>nount In Rs.   | :   | Enter   | r Gross A  |                            |     | :                          | *            |            |
| nount in Rs.   | :   |   | r Gross A  | Amount,                    |     | :                          | *            |            |
| unt In Rs.<br>ation for 2011-2012  | :   |   |  | Amount,                    |     | :                          | *            |            |
| nt In Rs.<br>tion for 2011-2012<br>diture including this bill  | :   |   | r Gross A  | Amount,                    |     | :                          | *            |            |
| unt In Rs.<br>ation for 2011-2012<br>nditure including this bill<br>icce   | :   |   | r Gross A  | Amount,                    | )   | :                          | *            |            |
| unt In Rs.<br>ation for 2011-2012<br>diture including this bill<br>ce<br>Details   | :   |   | r Gross A  | Amount,                    | )   |                            | *            |            |
| ount In Rs.<br>:ation for 2011-2012<br>enditure including this bill<br>nce<br>Details  | :<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>: |   | r Gross A  | Amount,                    | )   | Amount                     | *            | Challan No |
| ount in Rs.<br>ation for 2011-2012<br>inditure including this bill<br>nce<br>Details<br>dd Row<br>BT Code Major Head   |   | TO an   | r Gross A<br>nd AG de  | Amount,<br>ductions        | )   | Amount                     | * Account No | Challan No |
| ation for 2011-2012<br>nditure including this bill<br>nce<br>Details<br>dd Row<br>BT Code Major Head<br>PFP PB 8009  | Sub Major Head  | Minor Head  | r Gross A<br>nd AG de  | Amount,<br>ductions        | )   | Amount                     | Account No   | Challan No |
| bunt in Rs.<br>cation for 2011-2012<br>inditure including this bill<br>nce<br>Details<br>dd Row<br>BT Code<br>Major Head<br>SPF PB<br>8009<br>SIS<br>8011  | Sub Major Head<br>01  | Minor Head  | n Gross A<br>ad AG de  | Amount,<br>ductions        | )   | Amount                     | Account No   |            |
| Addition for 2011-2012<br>additure including this bill<br>nce<br>Details<br>BT Code Major Head<br>IPF PB 8009<br>IIS 8011<br>R (PB) 0059   | Sub Major Head<br>01<br>00  | Minor Head  | r Gross A<br>ad AG de<br>sub Head<br>01<br>02  | Amount,<br>ductions        |     | Amount                     | Account No   | Ente       |
| ount In Rs.<br>cation for 2011-2012<br>enditure including this bill<br>ince<br>Details<br>Add fow<br>BT Code Major Head<br>SPF PB 8009<br>SIS 8011<br>HR (PB) 0059<br>HR (UT) 0216   | Sub Major Head<br>01<br>00<br>01<br>01  | <b>Minor Head</b><br>101<br>107<br>011<br>106   | sub Head<br>01<br>02<br>00<br>01   | Amount,<br>ductions        |     | Amount                     | Account No   | Ente       |
| BT Code         Major Head           BT Code         8009           SIS         8011           HR (PB)         0059           HR (UT)         0216           LT         8658   | Sub Major Head<br>01<br>00<br>01<br>01<br>01<br>00  | <b>Minor Head</b><br>101<br>107<br>011<br>106<br>112  | sub Head<br>01<br>02<br>00<br>01<br>00   | Amount,<br>ductions        |     | Amount                     | Account No   | Ente       |
| tere tere tere tere tere tere tere tere  | Sub Major Head 01 00 01 01 01 01 00 00 00 00  | <b>Minor Head</b><br>101<br>107<br>011<br>106<br>112<br>106   | Sub Head           01           02           00           01           02           00           01  | Amount,<br>ductions        |     | Amount                     | Account No   | Ente       |
| Atten In Rs.           atten for 2011-2012           BT Code         Major Head           BT Code         8009           IS         8011           R (PB)         0059           R (UT)         0216           r         8658           ICC         8443           PS         8342   | Sub Major Head<br>01<br>00<br>01<br>01<br>01<br>00<br>00<br>00<br>00                        | <b>Minor Head</b><br>101<br>107<br>011<br>106<br>112<br>106<br>117  | Sub Head<br>01<br>00<br>01<br>00<br>01<br>01<br>01<br>01   | Amount,<br>ductions        |     | Amount                     | Account No   | Ente       |
| BT Code         Major Head           BT Code         8009           SIS         8011           KR (PB)         0059           KI (UT)         0216           T         8658           LIC         8443           KPS         8342  | Sub Major Head 01 00 01 01 01 01 00 00 00 00  | <b>Minor Head</b><br>101<br>107<br>011<br>106<br>112<br>106   | Sub Head           01           02           00           01           02           00           01  | Amount,<br>ductions        |     | Amount                     | Account No   | Ente       |
| BI Code         Major Head           BI Code         8009           SIS         8011           IR (PB)         0059           IR (UT)         0216           T         8658           ICC         8443           IPS         8324  | Sub Major Head<br>01<br>00<br>01<br>01<br>01<br>00<br>00<br>00<br>00                        | <b>Minor Head</b><br>101<br>107<br>011<br>106<br>112<br>106<br>117  | Sub Head<br>01<br>00<br>01<br>00<br>01<br>01<br>01<br>01   | Amount,<br>ductions        |     | Amount                     | Account No   | Ente       |
| BT Code         Major Head           GF PB         8009           GIS         8011           HR (PB)         0059           IT         8658           LLC         8443           NPS         8342  | Sub Major Head<br>01<br>00<br>01<br>01<br>01<br>00<br>00<br>00<br>00                        | <b>Minor Head</b><br>101<br>107<br>011<br>106<br>112<br>106<br>117  | Sub Head<br>01<br>00<br>01<br>00<br>01<br>01<br>01<br>01   | Amount,<br>ductions        |     | Amount                     | Account No   | Ente       |
| Bit Code         Major Head           GPF PB         8009           GIS         8011           HR (VD)         0216           IT         6658           LIC         8443           NPS         8342           Bank Loan         8443   | Sub Major Head<br>01<br>00<br>01<br>01<br>01<br>00<br>00<br>00<br>00                        | <b>Minor Head</b><br>101<br>107<br>011<br>106<br>112<br>106<br>117<br>106   | Sub Head<br>01<br>00<br>01<br>00<br>01<br>01<br>01<br>01   | Amount,<br>ductions        |     | Amount                     | Account No   | Ente       |
| nount in Rs.<br>cation for 2011-2012<br>enditure including this bill<br>ance<br>Details<br>Add Row<br>BT Code Major Head<br>GFF PB 8009<br>GIS 8001<br>GIS 8001<br>HR (PB) 0059<br>HR (UT) 0216<br>IT 858<br>LIC 8443<br>NPS 8342<br>Bank Loan 8443  | Sub Major Head 01 00 01 01 01 00 00 00 00 00 00 00 00                                       | TO an<br>Minor Head<br>101<br>107<br>011<br>106<br>112<br>106<br>117<br>106   | Sub Head<br>01<br>00<br>01<br>00<br>01<br>01<br>01<br>01<br>01<br>01<br>01<br>03   | Amount,<br>ductions        |     |                            |              | Ente       |
| bunt in Rs.<br>cation for 2011-2012<br>enditure including this bill<br>nce<br>Details<br>did tow<br>BT Code Major Head<br>BT Code Major Head<br>BT Code Major Head<br>SPF PB 8009<br>SIS 8   | Sub Major Head<br>01<br>00<br>01<br>01<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00      | TO an<br>Minor Head<br>101<br>107<br>011<br>106<br>112<br>106<br>117<br>106   | Sub Head<br>01<br>00<br>01<br>00<br>01<br>01<br>01<br>01<br>01<br>01<br>01<br>03   | Amount,<br>ductions        |     |                            |              | Ente<br>de |
| nt In Rs.<br>tion for 2011-2012<br>diture including this bill<br>ter<br>etails<br>a Row<br>BT Code Major Head<br>F PB 8009<br>S 8011<br>(PB) 0059<br>(UT) 0216<br>8658<br>C 8658<br>C 8658<br>S 8342<br>nk Loan 8443<br>S 8342<br>N 8443   | Sub Major Head<br>01<br>00<br>01<br>01<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00      | TO an<br>Minor Head<br>101<br>107<br>011<br>106<br>112<br>106<br>117<br>106   | Control Contro | Amount,<br>ductions        |     |                            |              | Ente       |
| tin Rs.<br>on for 2011-2012<br>iture including this bill<br>setails<br>Stalls<br>ST Code Major Head<br>PB 8009<br>8001<br>8009<br>8001<br>8009<br>8001<br>8009<br>8001<br>8009<br>8009<br>8009<br>8001<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009<br>8009 | Sub Major Head<br>01<br>00<br>01<br>01<br>00<br>00<br>00<br>00<br>00<br>00<br>00<br>00      | TO an<br>Minor Head<br>101<br>107<br>011<br>106<br>112<br>106<br>117<br>106   | Sub Head<br>01<br>00<br>00<br>01<br>01<br>01<br>01<br>01<br>01<br>01<br>01<br>01<br>01   | Amount,<br>ductions        |     |                            |              | Ente<br>de |

Figure 38: Inner form of Detailed Contigent Bill.

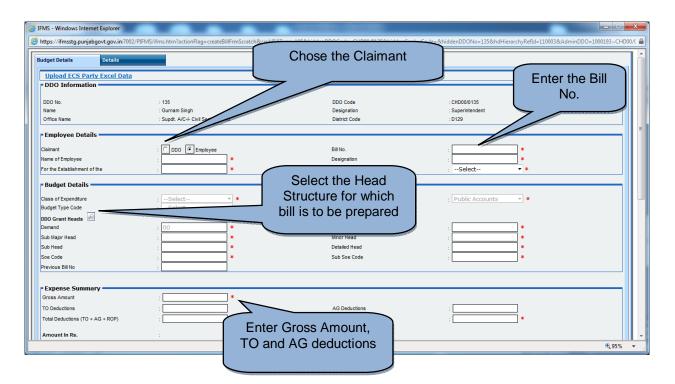
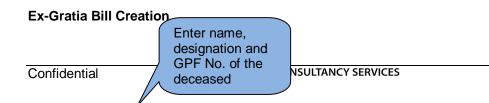


Figure 39: Outer form of EMD Bill-I.

| Total Deductions (TO + A                            | G + ROP) : | *              |            | Net A       | mount                     | :      | *          |                                | วี      |
|---|------------|----------------|------------|-------------|---------------------------|--------|------------|--------------------------------|---------|
| Amount in Rs.                                       |            |                |            |             |                           |        |            |                                |         |
|   |            |                |            |             |                           |        |            |                                |         |
| Allocation for 2012-201<br>Expenditure including    |            |                |            |             |                           |        |            |                                |         |
| Experiature including                               |            | 0              |            |             |                           |        |            |                                |         |
| Balance   |            | U              |            |             |                           |        |            |                                |         |
| EMD Bill Details                                    |            | SELECT         |            | Challa      | in SrNo                   |        | * Sem      | ch                             |         |
| Date of Issue of Voucher                            |            |                | *          |             |                           |        |            | _                              |         |
| PT 0 1 1  |            |                |            |             |                           |        |            |                                |         |
| BT Details<br>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                        |        |            |                                |         |
| 2 - GIS   | 8011       | 00             | 107        | 02          | 00                        |        |            | Enter b                        | rook un |
| 3 - HR (UT)   | 0059       | 01             | 011        | 00          | 00                        |        |            |                                |         |
| 4 - HR (PB)   | 0216       | 01             | 106        | 01          | 00                        |        |            | of                             | ТО      |
| 5 - IT  | 8658       | 00             | 112        | 00          | 00                        |        |            | dedu                           | ctions  |
| 6 - LIC   | 8443       | 00             | 106        | 01          | 00                        |        |            |                                | 0110110 |
| 7 - NPS   | 8342       | 00             | 117        | 01          | 01                        |        |            | _                              |         |
| 8 - Bank Loan                                       | 8443       | 00             | 106        | 03          | 00                        |        |            | 7                              |         |
|   |            |                |            |             |                           |        |            | Top Bill Details               |         |
|   |            |                | Save       | Approve Sub | mit To TO Close           | ]      |            | <u>Top</u> <u>Bill Details</u> |         |
| Fields marked with " are<br>All amounts are in INR. | mandatory. |                |            | TITLOID     | sultancy Services Limited |        |            | 1                              |         |

Figure 40: Outer form of EMD Bill-II.



| Budget Details Details Ex-Gratia Bill Ex-GRATIA BILL                  |                                |                                       |                              |              |                                      |                                   | _ |
|---|--------------------------------|---------------------------------------|------------------------------|--------------|--------------------------------------|-----------------------------------|---|
| Name of the deceased  | Designation of<br>the deceased | GPF No/NPS No                         | Beneficiary Name             | Short Drawal | Sanction Letter Sand<br>No           | ction Letter Total Amount Remarks |   |
| Bill Amount<br>Bill Amount(In Words)<br>Remarks<br>Attachment(If Any) | *                              | · · · · · · · · · · · · · · · · · · · | Enter<br>beneficiary<br>name |              | Enter<br>sanction<br>no. and<br>date | Enter total amount                |   |
| File Description  |                                |                                       | Add Att                      | Attach File  | Bro                                  | jwse                              |   |
|   | Click he save the              |                                       | Sáve                         | File Name    |                                      | Actions                           |   |

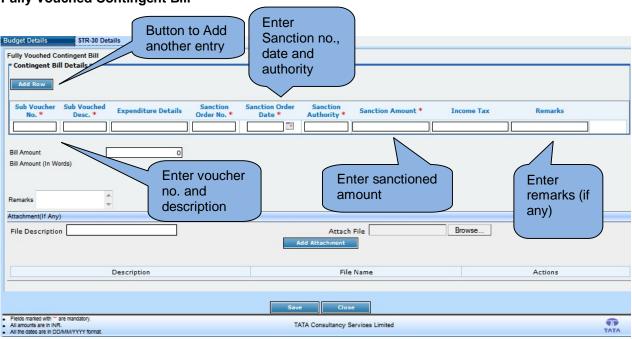
Figure 41: Inner form of Ex-Gratia Bill

| FMS - Internet Explorer p                       | rovided by HCL Infosyst | tems Limited                                 |                   | -                  |                                       | -             |                            |                  |              |                  | ×     |
|---|-------------------------|--|-------------------|--------------------|---------------------------------------|---------------|----------------------------|------------------|--------------|------------------|-------|
|   |                         | ms.htm?actionFlag=createBillFr               | mScratch&cmbBillT |                    |                                       | _             | DONo=135&hdHie             | rarchyRefId=1100 | 038:AdminDDO | =1000193~CHD0    | D/C 🖴 |
| udget Details                                   | Details                 |  |                   | Chose the Claimant |                                       |               |                            |                  |              |                  |       |
|   | 5 J. 10 J.              |  |                   |                    |                                       |               |                            | _                | Enter t      | he Bill          |       |
| Upload ECS Part<br>DDO Information              |                         |  | _                 | ~ .                |                                       |               |                            | _                | No           | า                |       |
|   |                         |  |                   |                    |                                       |               |                            |                  |              |                  |       |
| DDO No.   |                         | : 135  |                   |                    | DO Code                               |               | : CHD00/0135               |                  |              |                  |       |
| Name<br>Office Name                             |                         | : Gurnam Singh<br>: Supdt. A/C-I- Civil Sect |                   |                    | esignation<br>District Code           |               | : Superintendent<br>: D129 |                  |              |                  | _     |
| Employee Detail                                 |                         | . Supar Alori Chill Sect                     |                   |                    |                                       |               |                            |                  |              |                  | -     |
|   | 3                       |  |                   |                    |                                       |               |                            |                  |              |                  |       |
| Claimant  |                         | : DDO  Employee                              | ٦.                |                    | ill No.                               |               | :                          | *                |              |                  |       |
| Name of Employee<br>For the Establishment       | of the                  | :  | *                 |                    | esignation<br>or the Month of         |               | Select                     | *                |              |                  |       |
| Budget Details                                  | brute                   |  |                   |                    |                                       |               | :Select                    | •                |              |                  |       |
| -   |                         |  |                   | Select th          | le Head                               |               |                            |                  |              |                  |       |
| Class of Expenditure                            |                         |  | St St             | tructure           | for which                             |               | : Public Accounts          | *                |              |                  |       |
| Budget Type Code<br>DDO Grant Heads             |                         | : [Select                                    |                   |                    |                                       |               |                            |                  |              |                  |       |
| DDO Grant Heads 👘<br>Demand                     |                         | : 00   |                   | is to be           | prepared                              |               | : 8782                     | *                |              |                  |       |
| Sub Major Head                                  |                         | 00   | *                 |                    |                                       |               | 103                        | *                |              |                  |       |
| Sub Head  |                         | : 02   | *                 | D                  | etailed Head                          |               | :                          | *                |              |                  |       |
| Soe Code  |                         | :  | *                 | Si                 | ub Soe Code                           |               | :                          | *                |              |                  |       |
| Previous Bill No                                |                         | :  |                   |                    |                                       |               |                            |                  |              |                  |       |
|   |                         |  |                   |                    |                                       |               |                            |                  |              |                  |       |
| Expense Summa<br>Gross Amount                   | ary                     |  |                   |                    |                                       |               |                            |                  |              |                  |       |
| TO Deductions                                   |                         |  | $\sim$            |                    |                                       |               |                            |                  |              |                  |       |
| TO Deducions                                    |                         | •  | Enter             | Gross A            | mount                                 |               | •                          |                  |              | <b>a</b> 100%    | -     |
|   |                         |  |                   |                    |                                       |               |                            |                  |              |                  |       |
| FMS - Internet Explorer p                       | rovided by HCL Infosyst | tems Limited                                 | TO and            | d AG deo           | ductions                              | <u> </u>      |                            |                  | _            |                  | ×     |
| https://ifmsstg.punjabgo                        | vt.gov.in:7002/PIFMS/if | ms.htm?actionFlag=createBillF                |                   |                    |                                       | nCardexCode=8 | &hiddenDDONo=135&hdHie     | rarchyRefId=1100 | 03&AdminDDO  | =1000193~CHD0    | D/C 🔒 |
| Total Deductions (TO +                          | AG + ROP)               | :  |                   |                    |                                       |               | 1                          | *                |              |                  | ^     |
| Amount In Rs.                                   |                         |  |                   |                    |                                       |               |                            |                  |              |                  |       |
|   |                         |  |                   |                    |                                       |               |                            |                  |              |                  |       |
| Allocation for 2012-20<br>Expenditure including |                         | 1  |                   |                    |                                       |               |                            |                  |              |                  |       |
|   |                         | :0   |                   |                    |                                       |               |                            |                  |              |                  |       |
| Balance   |                         |  |                   |                    |                                       |               |                            |                  |              |                  |       |
| Add Row   |                         |  |                   |                    |                                       |               |                            |                  |              |                  |       |
| BT Code   | Major Head              | Sub Major Head                               | Minor Head        | Sub Head           | Detail Head                           |               | Amount                     | Account          | No d         | Enter            | bre   |
| 1 - GPF PB                                      | 8009                    | 01   | 101               | 01                 | 00                                    |               |                            |                  |              |                  | of TO |
| 2 - GIS   | 8011                    | 00   | 107               | 02                 | 00                                    |               |                            |                  |              |                  | lucti |
| 3 - HR (UT)                                     | 0059                    | 01   | 011               | 00                 | 00                                    |               |                            | -                |              | uec              | luci  |
| 4 - HR (PB)                                     | 0216                    | 01   | 106               | 01                 | 00                                    |               |                            |                  |              |                  |       |
| 5 - IT  | 8658                    | 00   | 112               | 00                 | 00                                    |               |                            |                  | 1            |                  |       |
| 6 - LIC   | 8443                    | 00   | 106               | 01                 | 00                                    |               |                            |                  |              |                  |       |
| 7 - NPS   | 8342                    | 00   | 117               | 01                 | 01                                    |               |                            |                  |              |                  |       |
| 8 - Bank Loan                                   | 8443                    | 00   | 106               | 03                 | 00                                    |               |                            |                  |              |                  |       |
| L   | I                       | I  |                   |                    | · · · · · · · · · · · · · · · · · · · | L             |                            |                  |              |                  |       |
|   |                         |  |                   |                    |                                       |               |                            |                  |              |                  | E     |
|   |                         |  |                   |                    |                                       |               |                            |                  |              |                  |       |
|   |                         |  |                   |                    |                                       |               |                            |                  | Ten          | Bill Details     |       |
|   |                         |  | Save              | Approve S          | ubmit To TO                           | Close         |                            |                  | 100          | <u>on perans</u> |       |
| Fields marked with ** are                       | mandatory.              |  |                   | TATA Co            | insultancy Services Lin               | nited         |                            |                  |              |                  |       |
| All amounts are in INR.                         |                         |  |                   | IAIA CO            | moundaricy Services Liff              | nteu          |                            |                  |              | ΤΛΤΛ             |       |

#### Forest bill

Figure 42: Outer form of Forest Bill.

100% 🔍



Fully Vouched Contingent Bill

Figure 43: Inner form of Fully Vouched Contingent Bill

**GPF** Advance/Withdrawal Bill

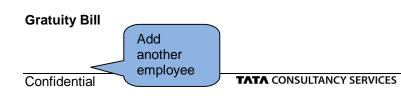
| Budget Details STR 42-A Details Select advance<br>GPF Advance/Withdrawals Bill GPF Advance/Withdrawals Bill<br>GPF Bill Details Or withdrawal<br>Bill For G.P.FSelect | e                                     |   |
|---|---------------------------------------|---|
| G.P.F. A/C Name of Subscriber * Basic Pay * FD No.  | Sanction Order No. * Sanction Order * | er Advances/Withdrawals Remarks/Purpose |
| Bil Amount<br>Bil Amount(In<br>Words) Enter name, GPF<br>No. and Basic<br>pay of employee<br>Attachment(If Any)   | Enter sanction<br>no. and date        | Enter amount                            |
| File Description  | Attach File Brows Add Attachment      | se                                      |
| Description   | File Name                             | Actions                                 |
| Fields marked with "" are mandatory.  | Save                                  |   |

Figure 44: Inner form of GPF Advance/Withdrawal Bill

| IFMS - Microsoft Internet Explorer provided by TATA CONSULT  | Enter Sanction O                              | rder No.                           |                        |         |
|--|---|------------------------------------|------------------------|---------|
| Budget Details STR 52 Details<br>Grant In Aid Bill<br>Grant In Aid Bill Details                            |   |                                    |                        |         |
| Sanction Order No Sanction Order Date  | Sanctioned By Supdt. A/C-II- Civil Sectt Pb)* | Grant In Aid Period * Enter Period | Enter<br>Amount        | Purpose |
| Remarks  | Enter Remarks<br>(if anv)                     | Attach File                        | Add                    | Purpose |
|  | o save  | File Name                          | Attachment<br>(if any) |         |
| Fields marked with " are mandatory.     All amounts are in INR.     All the dates are in DDMM/YYYY format. | TATA  | Consultancy Services Limited       |                        | ТАТА    |

### Grant in Aid Bill

Figure 45: Inner form of Grant in Aid Bill



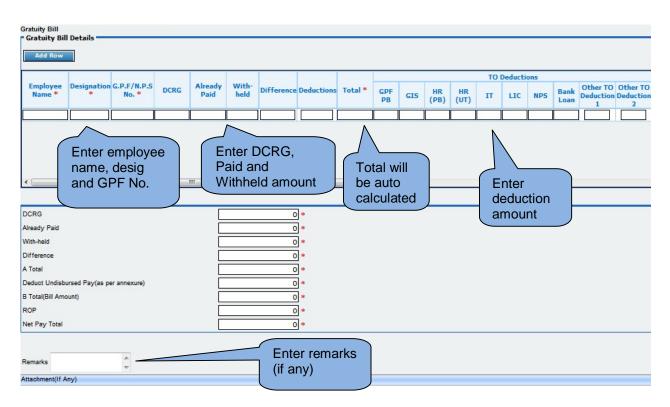


Figure 46: Inner form of Gratuity Bill

### **GIS Bill**

| Bill for Group Insurance Scheme   |               |         |
|---|---------------|---------|
| Name of the Claimant     Designation     GPF No/N       *     *     *       Bill Amount     *     *       Net Amount Required for Payment Rs.(In Words)     Enter name, desig and GPF no. of the employee | * Ent         |         |
| Attachment(If Any) File Description   | Attach File B | rowse   |
| Description   | File Name     | Actions |

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.

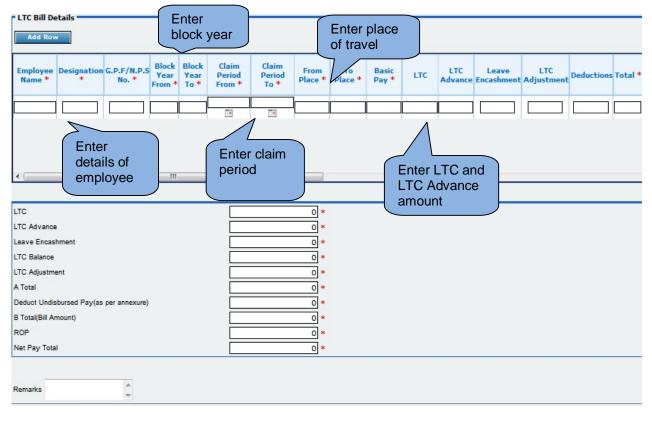


Figure 48: Inner form of LTC Adjustment Bill

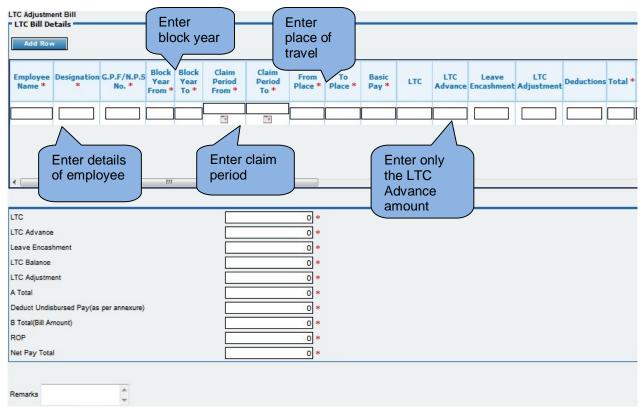


Figure 49: Inner form of LTC Advance Bill

### LTC Withdrawal Bill

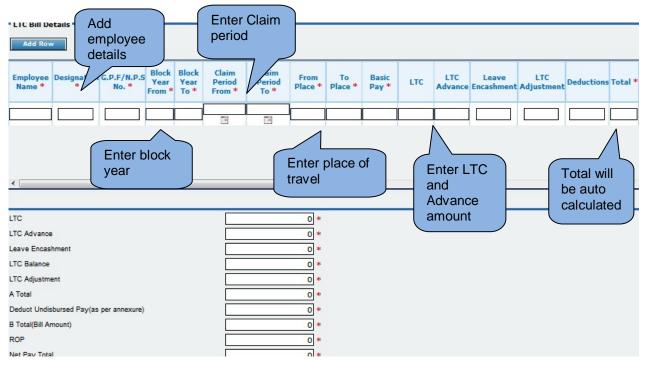


Figure 50: Inner form of LTC Withdrawal Bill .

# Leave encashment bill

| S IFMS - Windows Internet Explorer  | ×        |
|---|----------|
| Shttps://fmsstg.punjabgovt.gov.in/002/PIFMS/ifms.htm?actionFlag=createBillFrmScratch&cmbBillType=551&hiddenDDOCode=CHD00/0155&hiddenCardexCode=&hiddenDDONo=135&hidHierarchyRefid=110003&AdminDDO=1000193-CH-   | ID00/( 🔒 |
| Budget Details STR-23 De Add another<br>Leave Encashment Day employee<br>Add Row  |          |
| Enter employee<br>name, desig<br>and GPF No.  | E        |
| Leave Encast         0*           Already Paid         0*           With-heid         0*           Difference         0*           A Total         Difference           Deduct Undsbursed Pay(as per annexure)         0*           B Total Bill Amount)         0*           ROP         0*           Net Pay Total         0* |          |
| Enter remarks<br>(if any)   | -<br>-   |

Figure 51: Inner form of Leave Encashment Bill.

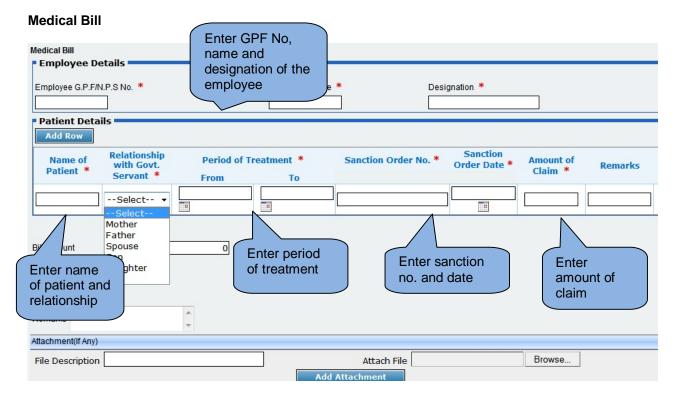
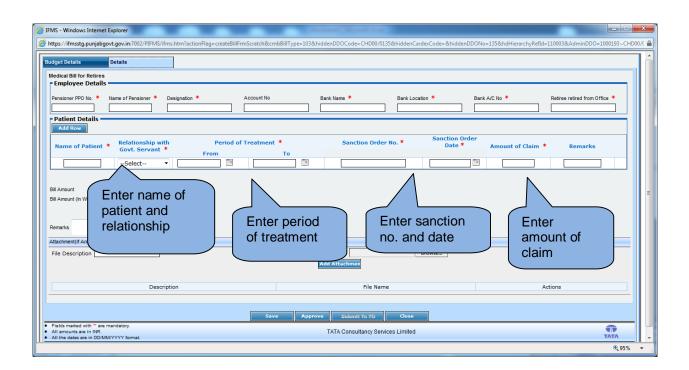


Figure 52: Inner form of Medical Bill



### Medical bill for retirees

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

| udget Details   | STR 52 Details  | TATA CONSULTANCY SERVICES   |   | Chose   | the Claima                    | nt                       |           |                    |                                      |
|---|---|---|---|---|-------------------------------|--------------------------|-----------|--------------------|--------------------------------------|
| DDO Informatio  | n   |   |   | -   |                               |                          |           | En En              | ter the Bill                         |
|   |   |   |   |   |                               |                          |           |                    | No.                                  |
| DDO No.<br>Name   |   | : 135<br>: Satya Prakash Gupta  |   |   | DO Code<br>esignation         | : CHD00/0<br>: Superinte |           |                    | , NO.                                |
| Office Name   |   | : Supdt. A/C-II- Civil Sect   |   |   | istrict Code                  | : D129                   | indent    | ーフィ                |                                      |
|   |   |   |   |   |                               |                          |           |                    |                                      |
| Employee Detai  | lls   |   |   |   |                               |                          |           |                    |                                      |
| Claimant  |   | : DDO C Employee  | -   |   | ill No.                       | :                        | *         |                    |                                      |
| Name of Employee<br>For the Establishment   | 1 - 6 H -   | Satya Prakash Gupta   | _ *<br>   |   | esignation<br>or the Month of |                          | tendent * |                    |                                      |
|   | t of the  | : Supdt. A/C-II- Civil Sec  |   | _   |                               | :Selec                   | st 💌      |                    |                                      |
| Budget Details  |   |   |   | Select  | t the Head                    |                          |           |                    |                                      |
| Class of Expenditure  |   |   | *   | Structu   | re for which                  | : Consoli                | dated 💌 * |                    |                                      |
| Budget Type Code  | J   | : Non Plan  | *   |   |                               |                          |           |                    |                                      |
| DDO Grant Heads 🛛 🖉<br>Demand   |   | 10  |   | DIII IS to  | be prepared                   | : 2052                   |           |                    |                                      |
| Demand<br>Sub Maior Head  |   | 00  |   |   |                               | 090                      | *         |                    |                                      |
| Sub Head  |   | 01  | *   | De  | etailed Head                  |                          | *         |                    |                                      |
| Soe Code  |   |   | *   |   | ub Soe Code                   |                          | *         |                    |                                      |
| Previous Bill No  |   | :   |   |   |                               |                          |           |                    |                                      |
|   |   |   |   |   |                               |                          |           |                    |                                      |
| Expense Summ  | ary   |   | ٦.  |   |                               |                          |           |                    |                                      |
| Gross Amount  |   | :   | _ *<br>¬  |   |                               |                          |           |                    |                                      |
| TO Deductions   |   |   |   | A   | G Deductions                  | 1                        |           |                    |                                      |
| Tatal Darksteine  |   |   | -<br>-  |   |                               |                          |           |                    |                                      |
| Total Deductions  |   | :   | * >   | N   | let Amount                    | :                        | *         |                    |                                      |
| Total Deductions<br>Amount In Rs.   |   | :   |   |   |                               | :                        | *         |                    |                                      |
| Amount in Rs.   | 012   | :   |   | ter Gross   | Amount,                       |                          | *         |                    |                                      |
|   |   | :   |   | ter Gross   |                               |                          | *         |                    |                                      |
| Amount In Rs.<br>Allocation for 2011-2<br>Expenditure including   | ) this bill   | :   |   | ter Gross   | Amount,                       | ]                        | *         |                    |                                      |
| Amount In Rs.<br>Allocation for 2011-2<br>Expenditure including<br>Balance  | ) this bill   | :<br>:<br>:<br>:0   |   | ter Gross   | Amount,                       | )                        | *         |                    |                                      |
| Amount In Rs.<br>Allocation for 2011-20<br>Expenditure including<br>Balance<br>BT Details   | ) this bill   | :<br>:<br>:<br>:<br>:   |   | ter Gross   | Amount,                       | )                        | *         |                    |                                      |
| Amount In Rs.<br>Allocation for 2011-2<br>Expenditure including<br>Balance  | ) this bill   | :<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>:<br>: |   | ter Gross   | Amount,                       | Amount                   | *         | ount No Cha        | llan No                              |
| Amount In Rs.<br>Allocation for 2011-20<br>Expenditure including<br>Balance<br>BT Details<br>Add Row<br>BT Code   | ) this bill   |   | ТО  | ter Gross<br>and AG o   | Amount,<br>deductions         | Amount                   | *         |                    |                                      |
| Amount In Rs.<br>Allocation for 2011-21<br>Expenditure including<br>Balance<br>BT Details<br>Add Row<br>BT Code<br>L - GPF PB   | j this bill<br>Major Head   | Sub Major Head  | Minor Head  | ter Gross<br>and AG o   | Amount,<br>deductions         |                          | Accc      |                    | Enter break u                        |
| Amount In Rs.<br>Allocation for 2011-21<br>Expenditure including<br>Balance<br>BT Details<br>Add Row<br>BT Code<br>L - GPF PB<br>2 - GIS  | <b>; this bill</b><br>Major Head<br>8009  | Sub Major Head  | Minor Head  | ter Gross<br>and AG o<br>Sub Head   | e Amount,<br>deductions       | Amount                   | Acco      |                    | Enter break up<br>of TO              |
| Amount In Rs.<br>Allocation for 2011-2:<br>Expenditure including<br>Salance<br>BT Details<br>Add Row<br>BT Code<br>L - GPF PB<br>2 - GIS<br>3 - HR. (PB)  | this bill<br>Major Head<br>8009<br>8011   | Sub Major Head<br>01<br>00  | <b>Minor Head</b><br>101<br>107   | ter Gross<br>and AG c   | Amount,<br>deductions         | Amount                   | Acco      |                    | Enter break up<br>of TO              |
| Amount In Rs.<br>Allocation for 2011-2:<br>Expenditure including<br>Salance<br>BT Details<br>Add Row<br>BT Code<br>1 - GPF PB<br>2 - GIS<br>3 - HR (PB)<br>4 - HR (UT)  | this bill Major Head 8009 8011 0059   | Sub Major Head<br>01<br>00<br>01  | <b>Minor Head</b><br>101<br>107<br>011                                    | ter Gross<br>and AG of<br>Sub Head<br>01<br>02<br>00                              | Detail Head                   | Amount                   |           |                    | Enter break u                        |
| Amount In Rs.<br>Expenditure including<br>Balance<br>BT Details<br>Add Row<br>BT Code<br>1 - GPF PB<br>2 - GIS<br>3 - HR (PB)<br>4 - HR (UT)<br>5 - IT  | this bill Major Head 8009 8011 0059 0216  | Sub Major Head<br>01<br>00<br>01<br>01  | <b>Minor Head</b><br>101<br>107<br>011<br>106                             | ter Gross<br>and AG of<br>Sub Head<br>01<br>02<br>00<br>01                        | Amount,<br>deductions         | Amount                   |           |                    | Enter break up<br>of TO              |
| Amount In Rs.<br>Expenditure including<br>Balance<br>BT Details<br>Add Row<br>BT Code<br>1 - GPF PB<br>2 - GIS<br>2 - GIS<br>3 - HR (PB)<br>4 - HR (UT)<br>5 - IT<br>5 - LIC  | Ithis bill           Major Head           8009           8011           0059           0216           8658  | Sub Major Head 01 00 01 01 01 01 01 00  | <b>Minor Head</b><br>101<br>107<br>011<br>106<br>112                      | sub Head<br>01<br>02<br>00<br>01<br>01<br>00                                      | Amount,<br>deductions         | Amount                   |           |                    | Enter break up<br>of TO              |
| Amount In Rs.<br>Allocation for 2011-20<br>Expenditure including<br>Balance<br>BT Details<br>BT Code<br>1 - GPF PB<br>2 - GIS<br>3 - HR (PB)<br>4 - HR (UT)<br>5 - IT<br>6 - LIC<br>7 - NPS   | Ithis bill           Major Head           8009           8011           0059           0216           8658           8443   | Sub Major Head<br>01<br>00<br>01<br>01<br>01<br>00<br>00<br>00                              | <b>Minor Head</b><br>101<br>107<br>011<br>106<br>112<br>106               | ter Gross<br>and AG c<br>Sub Head<br>01<br>02<br>00<br>01<br>00<br>01<br>00<br>01 | Amount,<br>deductions         | Amount                   |           |                    | Enter break up<br>of TO              |
| Amount In Rs.<br>Allocation for 2011-20<br>Expenditure including<br>Balance<br>BT Code<br>BT Code<br>1 - GPF PB<br>2 - GIS<br>3 - HR (PB)<br>4 - HR (UT)<br>5 - IT<br>6 - LIC   | this bill           Major Head           8009           8011           0059           0216           8658           8443           8342                               | Sub Major Head<br>01<br>00<br>01<br>01<br>01<br>00<br>00                                    | <b>Minor Head</b> 101 107 011 106 112 106 117                             | ter Gross<br>and AG c<br>Sub Head<br>01<br>02<br>00<br>01<br>00<br>01<br>01<br>01 | Amount,<br>deductions         | Amount                   |           |                    | Enter break up<br>of TO              |
| Amount In Rs.<br>Expenditure including<br>Balance<br>BT Details<br>Add Row<br>BT Code<br>1 - GPF PB<br>2 - GIS<br>3 - HR (PB)<br>4 - HR (UT)<br>5 - IT<br>5 - LIC<br>7 - NPS  | this bill           Major Head           8009           8011           0059           0216           8658           8443           8342                               | Sub Major Head<br>01<br>00<br>01<br>01<br>01<br>00<br>00<br>00                              | <b>Minor Head</b> 101 107 011 106 112 106 117                             | ter Gross<br>and AG c<br>Sub Head<br>01<br>02<br>00<br>01<br>00<br>01<br>01<br>01 | Amount,<br>deductions         | Amount                   |           |                    | Enter break up<br>of TO              |
| Amount In Rs.<br>Allocation for 2011-2:<br>Expenditure including<br>Balance<br>BT Details<br>Add Row<br>BT Code<br>1 - GPF PB<br>2 - GIS<br>2 - GIS<br>3 - HR (PB)<br>4 - HR (UT)<br>5 - IT<br>5 - LIC<br>7 - NPS<br>8 - Bank Loan  | this bill           Major Head           8009           8011           0059           00216           8658           8443           8342           8443               | Sub Major Head 01 00 01 01 01 01 00 00 00 00 00 00 00                                       | <b>Winor Head</b> 101 107 011 106 112 106 117 106                         | ter Gross<br>and AG of<br>01<br>02<br>00<br>01<br>01<br>01<br>01<br>01<br>03      | Amount,<br>deductions         |                          |           |                    | Enter break u<br>of TO<br>deductions |
| Amount In Rs.<br>Allocation for 2011-20<br>Expenditure including<br>Balance<br>BT Details<br>Add Row<br>BT Code<br>1 - GPF PB<br>2 - GIS<br>3 - HR (PB)<br>4 - HR (UT)<br>5 - IT<br>5 - LIC<br>7 - NPS<br>8 - Bank Loan<br>List of Cheque   | this bill           Major Head           8009           8011           0059           0216           8658           8443           8342           8443           8443 | Sub Major Head<br>01<br>00<br>01<br>01<br>00<br>00<br>00<br>00<br>00<br>00<br>00            | <b>Minor Head</b><br>101<br>107<br>011<br>106<br>112<br>106<br>117<br>106 | ter Gross<br>and AG c<br>Sub Head<br>01<br>02<br>00<br>01<br>00<br>01<br>01<br>01 | Amount,<br>deductions         |                          |           |                    | Enter break u<br>of TO<br>deductions |
| Amount In Rs.<br>Allocation for 2011-20<br>Expenditure including<br>Balance<br>BT Details<br>BT Code<br>1 - GPF PB<br>2 - GIS<br>3 - HR (PB)<br>4 - HR (UT)<br>5 - IT<br>6 - LIC<br>7 - NPS<br>8 - Bank Loan<br>List of Cheque  | this bill           Major Head           8009           8011           0059           00216           8658           8443           8342           8443               | Sub Major Head 01 00 01 01 01 01 00 00 00 00 00 00 00                                       | <b>Minor Head</b><br>101<br>107<br>011<br>106<br>112<br>106<br>117<br>106 | ter Gross<br>and AG of<br>01<br>02<br>00<br>01<br>01<br>01<br>01<br>01<br>03      | Amount,<br>deductions         |                          |           |                    | Enter break u<br>of TO<br>deductions |
| Amount In Rs.<br>Nilocation for 2011-24<br>Expenditure including<br>Salance<br>BT Details<br>BT Code<br>BT Code<br>BT Code<br>Code<br>BT Code<br>BT Code<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Salance<br>Sala  | this bill           Major Head           8009           8011           0059           0216           8658           8443           8342           8443           8443 | Sub Major Head<br>01<br>00<br>01<br>01<br>00<br>00<br>00<br>00<br>00<br>00<br>00            | <b>Minor Head</b><br>101<br>107<br>011<br>106<br>112<br>106<br>117<br>106 | ter Gross<br>and AG of<br>01<br>02<br>00<br>01<br>01<br>01<br>01<br>01<br>03      | S Amount,<br>deductions       |                          |           | que Amount (in Rs. | Enter break u<br>of TO<br>deductions |
| Amount In Rs.<br>Illocation for 2011-24<br>xpenditure including<br>allance<br>BT Details<br>Add Row<br>BT Code<br>BT Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code<br>Code | this bill           Major Head           8009           8011           0059           0216           8658           8443           8342           8443           8443 | Sub Major Head<br>01<br>00<br>01<br>01<br>00<br>00<br>00<br>00<br>00<br>00<br>00            | <b>Minor Head</b><br>101<br>107<br>011<br>106<br>112<br>106<br>117<br>106 | ter Gross<br>and AG of<br>01<br>02<br>00<br>01<br>01<br>01<br>01<br>01<br>03      | Amount,<br>deductions         |                          |           | que Amount (in Rs. | Enter break u<br>of TO<br>deductions |

Figure 54: Outer form of PD/PLA Bill.

| Pay Bill   | Enter Basic pay and allow | pay, Grade<br>wances |  |        |   |
|--|---------------------------|----------------------|--|--------|---|
| Pay Bill<br>Pay PB<br>DA<br>IR<br>A Total<br>B Total(Bill Amount)<br>Net Payable |                           |                      | GP<br>DP<br>OAH<br>Deduct Undisbursed Pay(as per annexu<br>Total Deduction | re)    |   |
| Remarks<br>Attachment(If Any)<br>File Description                                | ÷                         |                      | Attach File  | Browse | Total deduction will be<br>auto populated based<br>on Budget detail<br>screen |
|  | Description               |                      | File Name  |        | Actions   |

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

| Enter name<br>and<br>Pay Bill for inister Det              |    |          | Enter<br>allowa             | salary and ances   |                      |         |                                   |                   | Ente<br>AG E |     | BT and          |          |
|--|----|----------|-----------------------------|--|----------------------|---------|-----------------------------------|-------------------|--------------|-----|-----------------|----------|
|  |    | Salary * | Compensatory<br>allowance * | Constituency,Secretarial<br>and Postal facility<br>allowance * | Office               |         | Telephone<br>allowance *          | Gross<br>Total *  | GPF PB       | GIS | HR (PB) HR (UT) | TO Det ^ |
| •  | II |          |                             |  |                      |         |                                   |                   |              |     |                 | •        |
| Gross Total<br>ROP<br>Total Deductions<br>Net Claim Amount |    |          |                             | 0 *<br>0 *<br>0 *  |                      |         | Gross<br>deduc<br>amour<br>popula | tion a<br>nt will | nd Ne        | et  |                 |          |
| Remarks<br>Attachment(If Any)<br>File Description          | •  |          |                             | Ad   | Atta<br>d Attachment | ch File |                                   | Br                | owse         |     |                 |          |

### Pay Bill for minister:

Figure 56: Inner form of Pay Bill for minister

### Payment bill

| Enter employee<br>name to whom paid<br>and particulars.  | ed ctionFlag=createBillFrmScratch&cmbBillType=59&hiddenDDOCode=CHD00/0135&hiddenCardexCode=&hiddenDDONo=135&hdHierarchyRefld=110003&AdminDDOC | =1000193~CHD00/01 ( |
|--|---|---------------------|
| PAYMENT BILL      To whom Paid     *   | Particulars Short Drawal Total Amount Remarks   |                     |
| Bill Amount Eill Amount(in Words)  |   |                     |
| Attachment(If Any)   |   |                     |
| File Description   | Attach File Browse  |                     |
| Description  | File Name Actions   |                     |
|  | Save Approve Submit To TO Close   |                     |
| Fields marked with ** are mandatory.     All amounts are in NR.     All the dates are in DD/MM/YYYYY format. | TATA Consultancy Services Limited   | ТЛТЛ                |
|  |   | € 100% ▼            |

Figure 57: Inner form of Payment Bill.

| Pension Bill:  |                    | r name<br>Ind des  |      |      |           |           | Basic po<br>owance    |                    |           |  | Ent<br>AG     | er TO<br>BT | BT and | d |
|--|--------------------|--------------------|------|------|-----------|-----------|-----------------------|--------------------|-----------|--|---------------|-------------|--------|---|
| Pension Bill Pension Bill Employee Name * Designation *  | GPF No/NPS<br>No * | Basic<br>Pension * | D.P. | L.R. | FMA/OAH   | D.A.      | Deduct<br>Undisbursed | Total<br>Pension * | GPF PB    | GIS                                    | П             | HR (PB)     | HR (UT |   |
| A Total<br>Deduct Undisbursed Pay<br>B Total(Bill Amount)<br>Total Deduction<br>Net Payable<br>Remarks | A .                |                    |      |      | 0 0 0 0 0 | -         |                       |                    | dec<br>am | oss am<br>ductior<br>ount w<br>oulated | and<br>ill be | Net         |        |   |
| Attachment(If Any) File Description  |                    |                    |      |      |           | Add Attac | Attach File           |                    |           | Browse                                 |               |             |        |   |
|  | Description        |                    |      |      |           |           | File Nar              | ne                 |           |  |               | Acti        | ons    |   |

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.

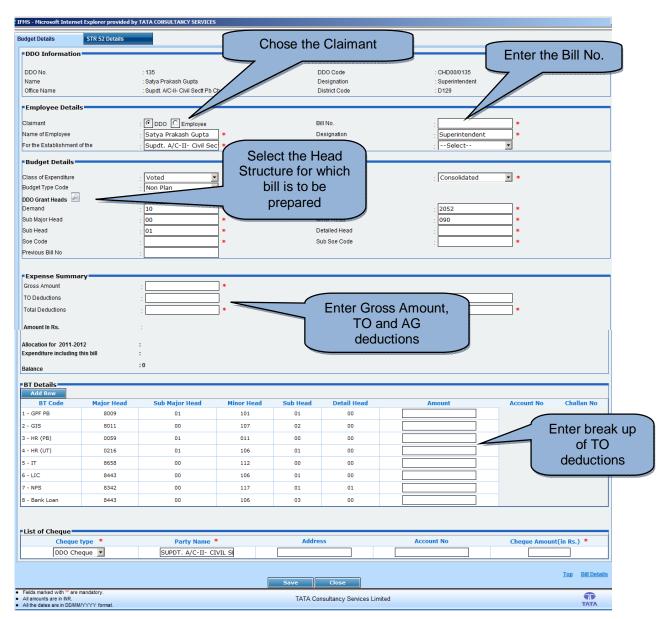


Figure 59: Outer form of Grant in Aid Bill for complete cycle of OBP

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.

| IFMS - Microsoft Internet Explorer provided by TATA CONSULTA  | NCY SERVICES                                |                              |            |          |
|---|---|------------------------------|------------|----------|
| Budget Details STR 52 Details   | Enter Sanction Orde                         | er No.                       |            |          |
| Grant In Aid Bill Grant In Aid Bill Details   |   |                              |            |          |
| Sanction Order M Sanction Order Dat   | e Sanctioned By                             | Grant In Aid Period          | Amount     | Purpose  |
| *   | * Supdt. A/C-II- Civil Sectt Pb *           | *                            |            |          |
| Bill Amount<br>Bill Amount (In Words)   |   |                              |            |          |
|   | <u>ــــــــــــــــــــــــــــــــــــ</u> | Enter                        | Enter      | Enter    |
| Enter Sanction Date   |   | Period                       | Amount     | Purpose  |
| Remarks   | Enter                                       |                              | $\square$  | $\smile$ |
| Attachment(If Any)  |   |                              |            |          |
| File Description  | Remarks                                     | Attach File                  | Browse     |          |
|   | (if any)                                    | ttachment                    |            |          |
|   |   |                              | Add        |          |
| Description   |   | File Name                    | Allachment | tions    |
|   |   |                              | (if any)   |          |
| Click t   | o save                                      | Close                        |            |          |
| 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 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                         | En          | ter name                    |                             |                      |                            |                               |  |                             |
|-------------------------------------|-------------|-----------------------------|-----------------------------|----------------------|----------------------------|-------------------------------|--|-----------------------------|
| Refund Bill Refund Bill Details     | and des     | d<br>signation              |                             |                      |                            |                               |  |                             |
| In Whose Name<br>Credited           | Designation | On what Account<br>Received | Amount<br>Realised<br>(Rs.) | Sanction<br>Order No | Sanction<br>Order Date     | Payment Into<br>Treasury Date | Name of<br>Payee                       | Amount To<br>Be<br>Refunded |
| *                                   |             |                             | *                           |                      |                            | *                             | *                                      | *                           |
| Remarks                             | Bill Amount |                             | ]                           | sai                  | ter<br>nction no<br>d date |                               | Enter p<br>name a<br>refunde<br>amount | ind<br>ed                   |
| Attachment(If Any) File Description |             |                             |                             | Attach File          |                            | Brows                         | e                                      |                             |
|                                     |             |                             | Add Attac                   | hment                |                            |                               |  |                             |

Figure 61: Inner form of Refund Bill

#### **TA Bill for Foreign tours**

| Enter employee<br>name,<br>description and<br>GPF No.  |      |
|--|------|
| Employee Pay Detail Name Provide Pay Detail Name Provide Pay Provide Pay Provide Pay Provide Pay Grade- Prov | Е    |
| Departure Country*     Departure City*     Departure Departure Hour*     Arrival Country*     Arrival City*     Arrival Date*     Hour*     Type of Journey*     Fare Class*   |      |
| Image: Control of Claim         Image: Control   |      |
| Net Amount Total(In Words) :   | <br> |

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

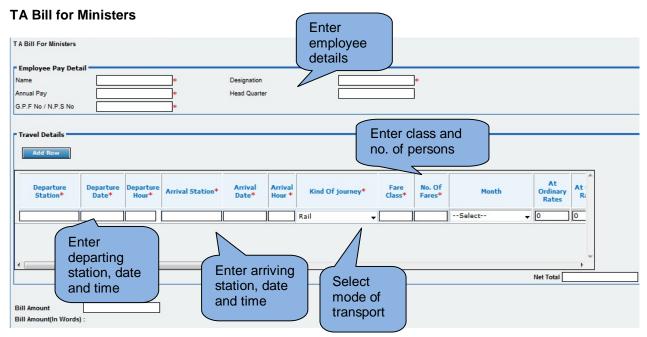


Figure 63: Inner form of TA Bill for Ministers

| TA Bill for Employees(new)  | Enter<br>employee                       |  |                  |             |                  |  |
|---|---|--|------------------|-------------|------------------|--|
| TA Bill For Employees(New)  | details                                 |  |                  |             |                  |  |
| Employee Pay Detail Name     Amardeep Singh * Grade Pay Grade Pay G.P.F.No/N.P.S.No PBTA10021 * | Designation<br>Category<br>Head Quarter | Clerk<br>2<br>Chandigarh                             | *                |             |                  |  |
| Bank Account Type Saving Account  | Bank Account No                         | 869759475498   |                  |             |                  |  |
| Travel Details       Add Row       Departure       Station*       Departure       Hour*         | ation* Arrival Arrival<br>Date* Hour *  | Type of Journey*                                     | Type of Vehicle* | Fare Class* | No. Of<br>Fares* |  |
|   | ٩                                       |  | Select 👻         | Select      | - 0              |  |
| station, date stat  | er arriving<br>tion, date               | Select<br>By Rail<br>By Steamer<br>By Air<br>By Road |                  | Net 1       | Total            |  |
| Bill Amount Bill Amount(In Words) :   |   | elect<br>node of                                     |                  |             |                  |  |
|   | tr                                      | avel   |                  |             |                  |  |

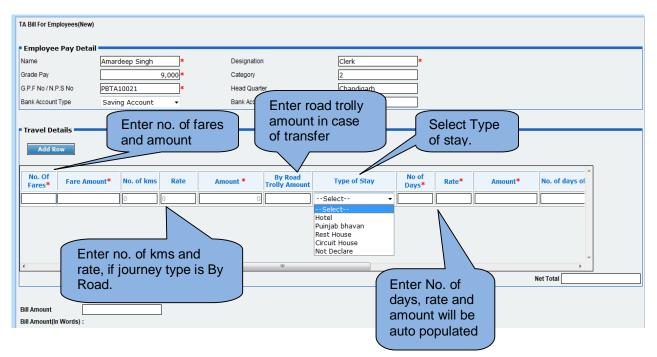
# Figure 64: Inner form of TA Bill for Employees- I

| TA Bill for Employees   | Enter<br>employee                 |  |  |   |                                  |                  |  |
|---|-----------------------------------|--|--|---|----------------------------------|------------------|--|
| TA Bill For Employees(New)  Employee Pay Detail Name Grade Pay G.P.F. No / N.P.S. No PBTA10021 Bank Account Type Saving Accou Travel Details  Add Row | 9,000*                            | Designation<br>Category<br>Head Quarter<br>Bank Account No | Clerk<br>2<br>Chandigarh<br>869759475498 |   | of vehicle in<br>be of journey i | s                |  |
|   | parture<br>lour* Arrival Station* | Arrival Arrival<br>Date* Hour *                            | Type of Journey*<br>By Road -            |   | Fare Class*                      | No. Of<br>Fares* |  |
| Bill Amount Bill Amount(In Words) :   |                                   | lect<br>ode of<br>vel                                      |  | -Select<br>By Bus(AC)<br>By Taxi(AC)<br>By Auto Rikshaw<br>By Own Car<br>By Own Motor Cycle/Scc<br>By Bicycle<br>By Public Taxi<br>By Public Taxi<br>By Public Bus<br>By Other Public Vehicle | Net                              | Total            |  |

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

| TA Bill for Employees(continued)   | Enter<br>employee<br>details |                              |  |
|--|------------------------------|------------------------------|--|
| TA Bill For Employees(New)   | details                      |                              |  |
| Employee Pay Detail  |                              |                              |  |
| Name Amardeep Singh *  | Designation                  | Clerk *                      |  |
| Grade Pay 9,000*   | Category                     | 2                            | Select Fare class in case  |
| G.P.F No / N.P.S No PBTA10021 *  | Head Quarter                 | Chandigarh                   | of Type of journey is By   |
| Bank Account Type Saving Account   | Bank Account No              | 869759475498                 | Rail   |
| Travel Details     Add Row     Departure     Station*     Departure     Departure     Hour*     Arrival Station* | Date* Hour *                 | of Journey* Type of Vehicle* | Fare Class*  |
| <  | Select                       | t                            | ✓Select V ✓ Executive Class I Class AC AC Two Tier Sleaper AC Three Tier Sleaper AC Chair Car Second Class Sleaper Economy Class |
|  | mode                         | of                           | Net Total  |
| Bill Amount  | travel                       |                              |  |

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



#### TA Bill for Employees (continued)

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

### TA Bill for Employees(outer only)

| https://ifmsstg.punjabgovt.gov.in:7002/Pl<br>udget Details Details<br>Upload ECS Party Excel Data | IFMS/ifms.htm?actionFlag= createBillFrmScrat              | Chose the Claimant                            | DDONo=135&hdHierarch                       | Enter the Bill |
|---|---|---|--|----------------|
| DDO Information DDO No. Name Office Name  | : 135<br>: Gurnam Singh<br>: Supdt. A/C-L Civil Sectt Pho | D00 Code<br>Designation<br>District Code      | : CHD00/0135<br>: Superintendent<br>: D129 | No.            |
| Employee Details Claimant Name of Employee For the Establishment of the                           | : DDO PEmployee *   | Bill No.<br>Designation                       | :;   | *<br>*<br> *   |
| Budget Details Class of Expenditure Budget Type Code DDO Grant Heads                              | : Voted 🔹 *<br>: Non Plan 🔹 *                             | Structure for which<br>bill is to be prepared | : Consolidated                             | *              |
| lemand<br>Jub Major Head<br>Jub Head<br>Jub Head<br>Jub Code<br>Yrevious Bill No                  | : 10 *<br>: 00 *<br>: 01 *<br>:                           | Mintor Head<br>Detailed Head<br>Sub Soe Code  | 2052<br>090                                | •              |
| Expense Summary<br>rross Amount<br>0 Deductions<br>otal Deductions (T0 + AG + ROP)                |   | AG Deductions<br>Net Amount                   | :  | •              |
| Amount in Rs.   |   | Enter Gross Amount,<br>O and AG deductions    |  | R 95%          |

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

| ross Amount<br>D Deductions<br>otal Deductions (TO + At | :<br>G + ROP) : | · · · · · · · · · · · · · · · · · · · |            |              | eductions       | :      | *          |                  |       |
|---|-----------------|---------------------------------------|------------|--------------|-----------------|--------|------------|------------------|-------|
| mount in Rs.  |                 |                                       |            |              |                 |        |            |                  |       |
| llocation for 2012-201                                  | a .             |                                       |            |              |                 |        |            |                  |       |
| penditure including                                     |                 |                                       |            |              |                 |        |            |                  |       |
| alance  |                 | 0                                     |            |              |                 |        |            |                  |       |
|   |                 |                                       |            |              |                 |        |            |                  |       |
| Add Row   |                 |                                       |            |              |                 |        |            |                  |       |
| BT Code   | Major Head      | Sub Major Head                        | Minor Head | Sub Head     | Detail Head     | Amount | Account No | Ch               |       |
| - GPF PB  | 8009            | 01                                    | 101        | 01           | 00              |        |            | Enter br         | eak u |
| - GIS   | 8011            | 00                                    | 107        | 02           | 00              |        |            | of 7             |       |
| - HR (UT)   | 0059            | 01                                    | 011        | 00           | 00              |        |            |                  |       |
| - HR (PB)   | 0216            | 01                                    | 106        | 01           | 00              |        |            | deduc            | tions |
| - IT  | 8658            | 00                                    | 112        | 00           | 00              |        |            |                  |       |
| - LIC   | 8443            | 00                                    | 106        | 01           | 00              |        |            | <u>م</u>         |       |
| - NPS   | 8342            | 00                                    | 117        | 01           | 01              |        |            |                  |       |
| - Bank Loan   | 8443            | 00                                    | 106        | 03           | 00              |        |            | _                |       |
|   |                 |                                       |            |              |                 |        |            |                  |       |
|   |                 |                                       | Save       | Approve Subi | mit To TO Close |        |            | Top Bill Details |       |

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

# 2.5 Forwarding Saved Bill

| IFMS - Microsoft Internet Explorer provided by TATA CONSUL   | TANCY SERVICES  |  |
|--|---|--|
| Welcome Miss. Puneet   | Kauf Bill Clerk 1, Punjab Civil Secretariat Rome  | All Contraction of the Contracti |
| Press F8 to Open Menu. Use UP, DOWN, LEFT, RIGHT Arrow   | keys to pavinate. Use Esc to Close Manu   | Last Login 22 Nov, 11 11:24  |
| Worklist   Reports  Admin  | Utility   |  |
| Online Bill Create Bill  | Worklist > Online Bill > Create Bill > New  |  |
| View Bill  | Saved te New Bill   |  |
| 01         Abstract Contingent Bil           02         Advance Bill           03         Arrear Bil           04         Ex-Gratia Bill           05         Fully Vouched Conting           06         GPF Advance/Withdraw           07         Grant In Ad Bill           08         Gravity Bill           09         Group Insu Scheme           10         LTC Advance Bill (STR 2-3)           09         Group Insu Scheme           10         LTC Kithdrawal Bill           11         LTC Withdrawal Bill (STR 2-3)           12         Medical Bill (STR 2-3-1)           13         Refund Bill           14         T A Bill For Employees           15         T A Bill For Ministers | Clerk<br>Sent To T.O.<br>vals Bill (STR-307<br>vals Bill (STR-307<br>vals Bill (STR-307<br>rate of the sent to the se | Click to view saved bills  |
|  | Create Bill   |  |
| Fields marked with <sup>ref</sup> are mandatory.     All amounts are in INR.     All the dates are in DD/MM/YYYYY format.  | TATA Consultancy  | / Services Limited   |

Figure 70: Link to Access Saved Bill

The saved bill screen is as shown below.

| st | ▶ Rep                   | ports                   | Admin  Utility<br>Worklist > Or | nline Bill > View I   | Bill > Saved                |                |                                   |                           |
|----|-------------------------|-------------------------|---------------------------------|-----------------------|-----------------------------|----------------|-----------------------------------|---------------------------|
| Se | elect                   |                         |                                 |                       | Saved Bills Details         |                |                                   |                           |
| Bi |                         | J                       |                                 |                       | Search                      | SEL            | ECT V                             | Search                    |
|    | found, display          | ying all 54 Record      | 5.                              |                       |                             |                |                                   |                           |
|    | <u>Bill No.</u><br>4141 | Bill Date<br>05/11/2011 | Bill Type<br>Gratuity Bill      | Major<br>Head<br>2070 | Bill Net Amount<br>17156.00 | DDO No.<br>135 | DDO Name                          | Bill<br>Status<br>Created |
|    | hh                      | 07/11/2011              | Abstract Contingent Bill        | 2052                  | 10.00                       | 135            | Supdt. A/C-II- Civil Sectt Pb Chd | Created                   |
|    | 380                     | 07/11/2011              | Abstract Contingent Bill        | 2052                  | 24448.00                    | 135            | Supdt. A/C-II- Civil Sectt Pb Chd | Created                   |
|    | 381                     | 07/11/2011              | Fully Vouched Contingent Bill   | 2052                  | 9454.00                     | 135            | Supdt. A/C-II- Civil Sectt Pb Chd | Created                   |
|    | 382                     | 07/11/2011              | GPF Advance/Withdrawals Bill    | 2052                  | 47500.00                    | 135            | Supdt. A/C-II- Civil Sectt Pb Chd | Created                   |
|    | 383                     | 07/11/2011              | Grant In Aid Bill               | 2052                  | 17401.00                    | 135            | Supdt. A/C-II- Civil Sectt Pb Chd | Created                   |
|    | 384                     | 07/11/2011              | Group Insu Scheme               | 2052                  | 3264.00                     | 135            | Supdt. A/C-II- Civil Sectt Pb Chd | Created                   |
|    | 385                     | 07/11/2011              | Refund Bill                     | 2052                  | 4948.00                     | 135            | Supdt. A/C-II- Civil Sectt Pb Chd | Created                   |
|    | 386                     | 07/11/2011              | Medical Bill                    | 2052                  | 6945.00                     | 135            | Supdt. A/C-II- Civil Sectt Pb Chd | Created                   |
|    | 387                     | 07/11/2011              | Refund Bill                     | 2052                  | 4945.00                     | 135            | Supdt. A/C-II- Civil Sectt Pb Chd | Created                   |
|    | <u>2131654</u>          | 08/11/2011              | Ex-Gratia Bill                  | 2052                  | 900.00                      | 135            | Supdt. A/C-II- Civil Sectt Pb Chd | Created                   |
|    | AidGrant1               | 22/11/2011              | Grant In Aid Bill               | 2052                  | 500.00                      | 135            | Supdt. A/C-II- Civil Sectt Pb Chd | Created                   |
| _  |                         | ring all 54 Records     |                                 |                       | Click to dele               | te bil         |                                   |                           |

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**.

| IFMS - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES   |
|--|
| Forward To         Select Verifier         Pritam Singh [Sr.Assistant]         Balbir Singh [Sr.Assistant]         Bhupinder Kumar [Sr.Assistant]         Chaman Lal [Sr.Assistant]         Harbans Singh [Sr.Assistant]         Forward         Close |

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:

|       | 1                  | DEPARTMENT          | TMC INTER                         | EDATED ED                | NANCIAL MAN                | CENT    | NT SVOTEN                         |                      |
|-------|--------------------|---------------------|-----------------------------------|--------------------------|----------------------------|---------|-----------------------------------|----------------------|
|       |                    | GOVT. OF            | UNIS INTEG                        | KAIED <b>F</b> II        | NANCIAL IVIAN.             | AGEME   | NI SYSTEM                         |                      |
| F8 to | Open Menu. Use U   | P, DOWN, LEFT, RIGH | T Arrow keys to navigate. Use Esc | to Close Menu            |                            |         | Last Login 10 Nov, 11 16:35       | -                    |
| list  | ► Rep              | oorts 🕨 🕨           | Admin 🕨 Utility                   | •                        |                            |         |                                   |                      |
| _     |                    |                     | Worklist > O                      | nline Bill > View Bill > | Saved<br>ved Bills Details |         |                                   |                      |
|       |                    |                     |                                   | Sa                       | ved Bills Details          |         |                                   |                      |
|       |                    |                     |                                   |                          | Search -                   | SELEC   | T T                               | Search               |
|       |                    |                     |                                   |                          |                            |         |                                   |                      |
| ecoro | ds found, displayi | ng all 5 Records.   |                                   |                          |                            |         |                                   |                      |
|       |                    |                     |                                   |                          |                            |         |                                   |                      |
|       | Bill No.           | Bill Date           | Bill Type                         | Major Head               | Bill Net Amount            | DDO No. | DDO Name                          | <u>Bill</u><br>Statu |
|       | 102                | 13/10/2011          | Fully Vouched Contingent Bill     | 2052                     | 2474.00                    | 135     | Supdt. A/C-II- Civil Sectt Pb Chd | Create               |
|       | 4567               | 14/10/2011          | Refund Bill                       | 3451                     | 5000.00                    | 135     | Supdt. A/C-II- Civil Sectt Pb Chd | Creat                |
|       | 33333              | 19/10/2011          | Abstract Contingent Bill          | 2052                     | 10.00                      | 135     | Supdt. A/C-II- Civil Sectt Pb Chd | Create               |
|       | 457                | 11/11/2011          | Grant In Aid Bill                 | 2052                     | 4850.00                    | 135     | Supdt. A/C-II- Civil Sectt Pb Chd | Create               |
|       | AidGrant1          | 22/11/2011          | Grant In Aid Bill                 | 2052                     | 500.00                     | 135     | Supdt. A/C-II- Civil Sectt Pb Chd | Create               |
|       |                    |                     |                                   | _                        |                            |         |                                   |                      |
|       |                    | Click to vi         | ew saved Bill                     |                          |                            |         |                                   |                      |
|       |                    |                     |                                   |                          |                            |         |                                   |                      |
| cord  | ds found, displayi | ng all 5 Records.   |                                   |                          |                            |         |                                   |                      |
|       |                    |                     |                                   |                          |                            |         |                                   |                      |
|       |                    |                     |                                   |                          |                            |         |                                   |                      |
|       |                    |                     | Forwa                             | ard Discar               | d Return                   | Close   |                                   |                      |
|       |                    |                     | Forwa                             | ard Discar               | d Return                   | Close   |                                   |                      |

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.

| STIPPS - PICROSON INTERNET EXPLORER PROVIDED BY TATA CONSULTAINCY SERVICES        | Remarks by previous Users                |           |
|---|--|-----------|
| Budget Details STR 52 Details   |  |           |
| Grant In Aid Bill   |  |           |
|   | User Name Remarks                        | View Bill |
|   | Puneet Kaur Remarks by data entery clerk | AidGrant1 |
| Grant In Aid Bill Details   | Close Print                              | AldGrant  |
|   |  |           |
| Sanction Order No Sanction Order Date   |  |           |
| 12345 * 22/11/2011 * Su   |  |           |
|   |  |           |
| Bill Amount 500   |  |           |
| Bill Amount (In Words) Five Hundred Only  |  |           |
| Click to view Remarks Remarks Remarks Remarks Attachment(If Any) File Description | ٩  |           |
|   | Add Attachment                           |           |
| Description   | File Name Actions                        |           |
|   |  |           |
|   |  |           |
|   | Save Close                               |           |
| Fields marked with " are mandatory.     All amounts are in INR.                   | TATA Consultancy Services Limited        |           |
| All and this are in NN.     All the dates are in DD/MM/YYYY format.               | ATA Consultancy Services Enniced         | ΤΛΤΛ      |

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.

| FMS - MI      | crosoft Internet Expl                  | lorer provided by TAT.                     | A CONSULTANCY SERVICES               |                       |                           |          |                      |                    |                 |                       |
|---------------|--|--|--------------------------------------|-----------------------|---------------------------|----------|----------------------|--------------------|-----------------|-----------------------|
|               |  | Welcome Mr. Pri                            | tam Singh Sr. Assistant 1, Punjab    | Civil Secretariat     | 🔂 Home 🛛 🖓                | Help 🖇   | 🕻 Settings 🥄 📍       | Change<br>Password | 🔘 Logout        |                       |
|               | 4                                      | FINANCE<br>DEPARTMEN<br>GOVT. OL<br>PUNJAL | IMS INTEC                            | FRATED FI             | NANCIAL MAN               | AGEME    | NT SYSTEM            | 7                  |                 |                       |
|               |  |  | HT Arrow keys to navigate. Use Esc t | o Close Menu          |                           |          |                      | Last Login 1       | 0 Nov, 11 16:35 |                       |
| klist         | Rep                                    | oorts )                                    | Admin Vtility                        | line Bill > View Bill | > Saved                   |          |                      |                    |                 |                       |
|               |  |  | Workinger On                         |                       | ved Bills Details         |          |                      |                    |                 |                       |
| Record        | ds found, displayir                    | ng all 5 Records.                          |                                      |                       | Search -                  | SELEC    | ₹                    |                    |                 | Search                |
|               | <u>Bill No.</u>                        | Bill Date                                  | <u>Bill Type</u>                     | <u>Major Head</u>     | Bill Net Amount           | DDO No.  |                      | DDO Na             | me              | <u>Bill</u><br>Statu: |
|               | 102                                    | 13/10/2011                                 | Fully Vouched Contingent Bill        | 2052                  | 2474.00                   | 135      | Supdt. A/C-II- Civil | Sectt Pb Chd       |                 | Create                |
|               | 4567                                   | 14/10/2011                                 | Refund Bill                          | 3451                  | 5000.00                   | 135      | Supdt. A/C-II- Civil | Sectt Pb Chd       |                 | Create                |
|               | 33333                                  | 19/10/2011                                 | Abstract Contingent Bill             | 2052                  | 10.00                     | 135      | Supdt. A/C-II- Civil | Sectt Pb Chd       |                 | Create                |
|               | <u>457</u>                             | 11/11/2011                                 | Grant In Aid Bill                    | 2052                  | 4850.00                   | 135      | Supdt. A/C-II- Civil | Sectt Pb Chd       |                 | Create                |
| _             | AidGrant1                              | 22/11/2011                                 | Grant In Aid Bill                    | 2052                  | 500.00                    | 135      | Supdt. A/C-II- Civil | Sectt Pb Chd       |                 | Create                |
| _             | Selec                                  | ng all 5 Records.                          |                                      | -                     | ick to send E<br>rrection | Bill for |                      |                    |                 |                       |
| tO<br>Ids mar | ck to forw<br>DDO for a                | approval                                   | Forwa                                |                       |                           | Close    |                      |                    |                 | 1                     |
|               | ts are in INR.<br>es are in DD/MM/YYYY | format.                                    |                                      |                       | TATA Consultancy Services | Limited  |                      |                    |                 | TATA                  |

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 chose the DDO and click on **Forward**.

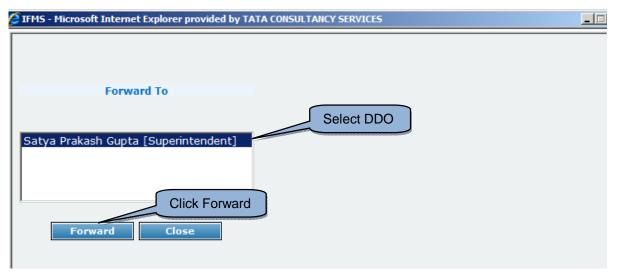


Figure 78: Approver selection

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.

| 🗧 IFMS - Microsoft Int | ernet Explorer provided by TATA CONSULTANCY SERV | /ICES   |                  |                               |                      |
|------------------------|--|---|------------------|-------------------------------|----------------------|
|                        | Welcome Mr. Satya Prakash Gup<br>Secretariat     | ta Supdt A/C- Civil Sectt, Punjab Civ   | Home 🔐 Help 🖇    | K Settings Change<br>Password | Logout               |
|                        | GOVT. OF<br>PUNJAB                               | S INTEGRATED FIN  | IANCIAL MANAGEME | NT SYSTEM                     | Link to              |
| Press F8 to Open Mer   | nu. Use UP, DOWN, LEFT, RIGHT Arrow keys to na   | avigate. Use Esc to Close Menu  |                  | Last Login 16                 | Nov                  |
| Account Balance        | Budget Preparation > Grant                       |   | eports 🕨 Admin   | ► Utility                     | 🚄 Saved Bill 丿       |
|                        |  | Online Bill   | Create Bill      |                               |                      |
|                        |  | Budget  | ▶ View Bill      | > Saved                       |                      |
|                        |  | Budget Receipt Work   | List 🕨           | Sent To T.O. 🔪                |                      |
|                        |  | Intimation  |                  | Rejected By T.O.              |                      |
|                        |  | 1   | ATTE             |                               |                      |
|                        |  |   |                  |                               | $\checkmark$ Link to |
|                        |  |   |                  |                               | view Bills           |
|                        |  | lê l  | E E              |                               |                      |
|                        |  |   | TAVALI E         |                               | sent to              |
|                        |  | 151   | IS IS            |                               |                      |
|                        |  | ()  |                  |                               | ТО                   |
|                        |  | 14  |                  |                               |                      |
|                        |  | Canal De la Canal | S Jan P          |                               |                      |
|                        |  | 60  | T. PUNJAB        |                               |                      |

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.

| nt Ba | lance 🕨 Buo     | dget Preparation   |                               | st<br>Inline Bill > Viev |                     | Admin  | ► Utility ►                       |                       |
|-------|-----------------|--------------------|-------------------------------|--------------------------|---------------------|--------|-----------------------------------|-----------------------|
|       |                 |                    | Working P                     |                          | Saved Bills Details |        |                                   |                       |
|       |                 |                    |                               |                          | Search              | SE     | LECT ¥                            | Search                |
| cord  | s found, displa | ying all 45 Record | 5.                            |                          |                     |        |                                   |                       |
|       | Bill No.        | Bill Date          | <u>Bill Type</u>              | <u>Major</u><br>Head     | Bill Net Amount     | DDO No |                                   | <u>Bill</u><br>Status |
|       | <u>746</u>      | 03/11/2011         | Abstract Contingent Bill      | 2052                     | 1000.00             | 135    | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | <u>749</u>      | 03/11/2011         | Abstract Contingent Bill      | 2052                     | 0.00                | 135    | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | <u>750</u>      | 03/11/2011         | Abstract Contingent Bill      | 2052                     | 19000.00            | 135    | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | <u>751</u>      | 03/11/2011         | Fully Vouched Contingent Bill | 2052                     | 9000.00             | 135    | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | <u>752</u>      | 03/11/2011         | Fully Vouched Contingent Bill | 2052                     | 9000.00             | 135    | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | <u>876978</u>   | 04/11/2011         | Arrear Bill                   | 2052                     | 24.00               |        | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | po/789          | 04/11/2011         | LTC Advance Bill              | 2052                     | 1800.00             |        | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | <u>p/78945</u>  | 04/11/2011         | LTC Withdrawal Bill           | 2052                     | 580.00              |        | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | p/6985          | 07/11/2011         | Ex-Gratia Bill                | 2052                     | 1000.00             |        | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | <u>p/9862</u>   | 07/11/2011         | LTC Withdrawal Bill           | 2052                     | 592.00              |        | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | <u>p/658</u>    | 07/11/2011         | Ex-Gratia Bill                | 2052                     | 2108.00             |        | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | <u>pr/1</u>     | 08/11/2011         | Advance Bill                  | 2052                     | 100.00              |        | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | 554564654       | 10/11/2011         | Grant In Aid Bill             | 2052                     | 900.00              |        | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | 545646          | 10/11/2011         | Grant In Aid Bill             | 2052                     | 5000.00             |        | Supdt. A/C-II- Civil Sectt Pb Chd | Created               |
|       | AidGrant1       | 22/11/2011         | Grant In Aid Bill             | 2052                     | 500.00              | 135    | Supdt. A/C-II- Civil Sectt Pb Chd | Creater               |

Figure 81: Saved Bill Details Screen

The bill as seen by Approver is as below:

| IFMS - Microsoft Internet  | t Explorer provided by | TATA CONSULTANCY SERVICES         |            |            |                           |                  |                           | _      |  |  |  |
|--|------------------------|-----------------------------------|------------|------------|---------------------------|------------------|---------------------------|--------|--|--|--|
| Budget Details   | STR 52 Details         |                                   |            | CI         | ick to Viev               | w Bill (as it    |                           |        |  |  |  |
|  |                        |                                   |            |            |                           | ar physically)   | Vier                      | w Bill |  |  |  |
|  |                        |                                   |            |            |                           |                  | Bill No. : AidG           |        |  |  |  |
| DDO Information  |                        |                                   |            |            | for take printout of bill |                  |                           |        |  |  |  |
| DDO No.  |                        | : 135                             |            |            | DO Code                   | . CHD00/0135     |                           |        |  |  |  |
| Name   |                        | : Satya Prakash Gupta             |            |            | esignation                | : Superintendent |                           |        |  |  |  |
| Office Name  |                        | : Supdt. A/C-II- Civil Sectt Pb C | hd         | D          | istrict Code              | : D129           |                           |        |  |  |  |
| Employee Details   | 5                      |                                   |            |            |                           |                  |                           |        |  |  |  |
| Claimant   |                        | DDO C Employee                    |            |            | ll No.                    | : AidGrant1      | *                         |        |  |  |  |
| Name of Employee : Satya Prakash Gupta *   |                        |                                   |            | esignation | Superintendent            | *                |                           |        |  |  |  |
| For the Establishment of the : Supdt. A/C-II- Civil Sec *                            |                        |                                   |            |            | r the Month of            | : November       | <b>•</b>                  |        |  |  |  |
| Budget Details   |                        |                                   |            |            |                           |                  |                           |        |  |  |  |
| Class of Expenditure   |                        | : Voted                           | *          | Fu         | ind                       | : Consolidated   | *                         |        |  |  |  |
| Budget Type Code DDO Grant Heads   |                        | Non Plan                          | •          |            |                           |                  |                           |        |  |  |  |
| Demand   |                        | · 10                              |            | Ма         | ajor Head                 | . 2052           | *                         |        |  |  |  |
| Sub Major Head   |                        | 00                                | *          |            | nor Head                  | 090              | <b>*</b>                  |        |  |  |  |
| Sub Head   |                        | 01                                | *          | De         | etailed Head              | 00               | *                         |        |  |  |  |
| Soe Code   |                        | 91                                | *          | Su         | ib Soe Code               | 00               | *                         |        |  |  |  |
| Previous Bill No   |                        | :                                 | 1          |            |                           |                  |                           |        |  |  |  |
|  |                        |                                   |            |            |                           |                  |                           |        |  |  |  |
| Expense Summa  | ry                     |                                   | -          |            |                           |                  |                           |        |  |  |  |
| Gross Amount   |                        | : 500                             | *          |            |                           |                  |                           |        |  |  |  |
| TO Deductions  |                        | : 0                               |            | AC         | AG Deductions : 0         |                  |                           |        |  |  |  |
| Total Deductions   |                        | :0                                | *          | N          | et Amount                 | :                | 500 *                     |        |  |  |  |
| Amount In Rs.  |                        | : Five Hundred Only               |            |            |                           |                  |                           |        |  |  |  |
| Allocation for 2011-20   |                        | : 16,00,000                       |            |            |                           |                  |                           |        |  |  |  |
| Expenditure including t  | his bill               | : 6,54,233                        |            |            |                           |                  |                           |        |  |  |  |
| Balance  |                        | : 9,45,767                        |            |            |                           |                  |                           |        |  |  |  |
| BT Details   |                        |                                   |            |            |                           |                  |                           |        |  |  |  |
| Add Row<br>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                        | 0                |                           | í      |  |  |  |
| 2 - GIS  | 8011                   | 00                                | 107        | 02         | 00                        | 0                |                           |        |  |  |  |
| 3 - HR (PB)  | 0059                   | 01                                | 011        | 00         | 00                        | 0                |                           |        |  |  |  |
| 4 - HR (UT)  | 0216                   | 01                                | 106        | 01         | 00                        | 0                |                           |        |  |  |  |
| 5 - IT   | 8658                   | 00                                | 100        | 00         | 00                        | 0                |                           |        |  |  |  |
| 6 - LIC  | 8443                   | 00                                | 106        | 01         | 00                        |                  |                           |        |  |  |  |
| 7 - NPS  |                        |                                   |            |            |                           | 0                |                           |        |  |  |  |
| 8 - Bank Loan  | 8342<br>8443           | 00                                | 117        | 01         | 01                        | 0                |                           |        |  |  |  |
| 0 - Dank Loan  | 6445                   |                                   |            |            | 00                        | <u> </u>         |                           |        |  |  |  |
|  |                        | Click to A                        | Approve I  | Bill       |                           |                  |                           |        |  |  |  |
| List of Cheque   | type *                 | Party Name                        |            | Addres     | 55                        | Account No       | Cheque Amount(in Rs.) *   |        |  |  |  |
| DDO Che  |                        | SUPDT. A/C-II- CI                 |            |            |                           |                  | 500                       |        |  |  |  |
| Click to   | Save Bill              |                                   | Save       | Approve St | ibmit To TO               | Close            | <u>Top</u> <u>Bill De</u> | tails  |  |  |  |
| Fields marked with are n     All amounts are in INR.     All the dates are in DD/MM. | nandatory.             |                                   |            |            | nsultancy Services Lir    | nited            |                           |        |  |  |  |

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.

| Windows Internet | Explorer   | ×                                     |
|------------------|--|---------------------------------------|
| 🚹 Total Ex       | ant = 1600000<br>penditure Including This Bill = 654233<br>1g Grant = 945767.0 |                                       |
|                  | OK   | i i i i i i i i i i i i i i i i i i i |

Figure 83: Submit to TO Alert Showing Grant Details

IFMS- Hicrosoft Internet Explorer provided by TATA CONSULTANCY SERVICE

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

Figure 84: Forward to TO