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**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, Forest Bill, EMD bill, Conveyance Bill, PDPLA Bill, TA bill for foreign tours, TA bill for Employees(Outer only), Medical bills for retiree

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# **Release Notice Reference (for release)**

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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.

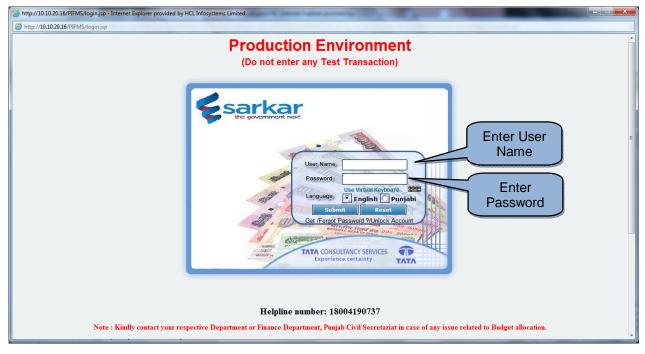


Figure 1: Login screen

### 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 name, birth date and date of joining.	
	, Punjab Civil Secretanat 😥 Home 😢 Help 🐇 Settings T Change	Click here for Logout 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:

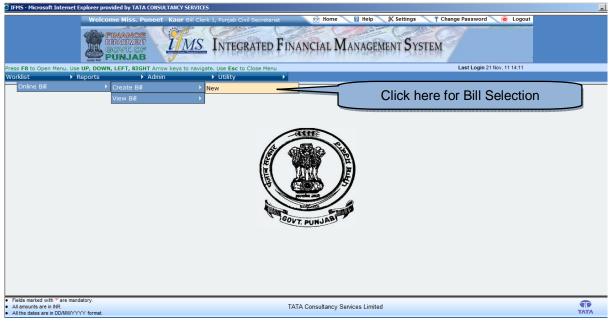


Figure 5: Bill Selection Link

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):

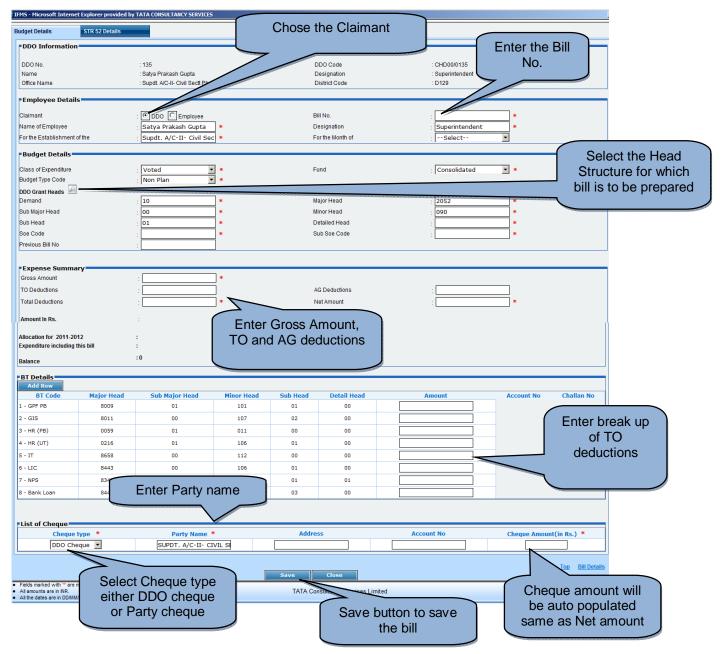


Figure 7: Budget detail screen- Common for all bills

# 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 ECS Info Add Row Party Name*	Bank Name*	Account Number*	E-mail	Contact No	PAN No	
			1	1		
	Total /	Amount(in Rs.)				
	Total /	Amount(in Rs.)				
	Total / 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 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 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 00 00 00 00 00 00 01 00 00 00 00	111 800 111 800 111 800 111 101 101 101	00 02 01 00 11 00 00 00 02 00 60	00 00 00 00 00 00 00 00 00 00		
7610           8658           7610           8658           7610           8658           8658           8658           8658           90075	00 00 00 00 00 00 01 01 00	800 111 800 111 800 111 111 101 111	02 00 01 00 11 00 00 02 02 00	00 00 00 00 00 00 00 00 00		
8658         1           7610         2           7610         2           8658         2           8658         2           8658         2           8659         2           8658         2	00 00 00 00 00 01 00	111 800 111 800 111 111 101 111	00 01 00 11 00 02 02 00	00 00 00 00 00 00 00		
8658         8           7610         8           8658         8           8658         9	00 00 00 01 00	111 800 111 101 111	00 11 00 02 00	00 00 00 00 00		
7610           8658           8009           8658           0075	00 00 01 00	800 111 101 111	11 00 02 00	00 00 00 00		
Bank Name* State Bank Of India:SBI,SEC 7 CHD	00 01 00	111 101 111	00 02 00	00 00 00		
Bank Name* State Bank Of India:SB1,SEC 7 CHD	01 00	101	02	00		
Bank Name* State Bank Of India:SBI,SEC 7 CHD	00	111	00	00		
Bank Name* State Bank Of India;SBI,SEC 7 CHD						
Bank Name* 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 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.

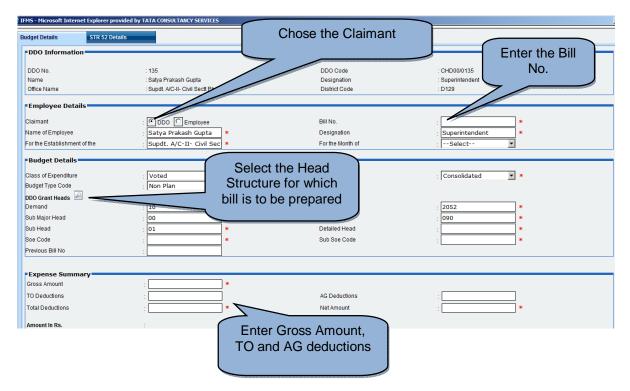
#### Settings for ECS Excel Upload

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

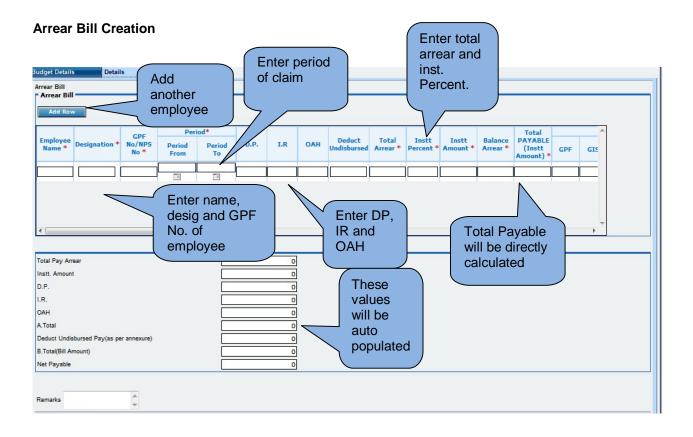


Figure 36: Inner form of Arrear Bill

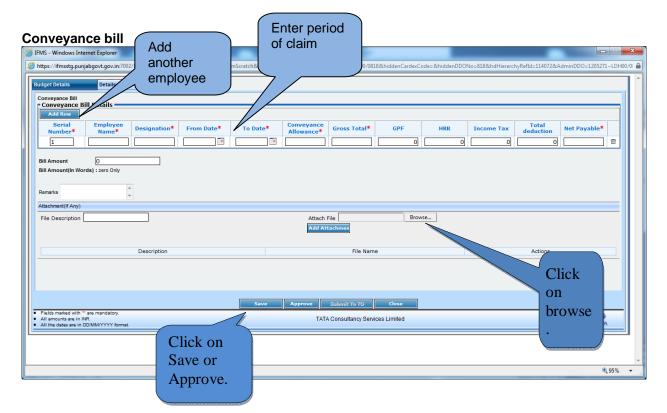


Figure 37: Inner form of Conveyance Bill

# Detailed contigent bill

get Details STR 52 Details			Chose	the Claim	ant			
O Information			011000		ant		Ente	r the Bill
								No.
DO No. Iame	: 135			DO Code		: CHD00/0135		
me ice Name	: Satya Prakash Gupta : Supdt. A/C-II- Civil Sectt Pb 0			esignation istrict Code		: Superintendent : 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		• * • *	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 nount In Rs.	:	Enter	r Gross A			:	*	
nount in Rs.	:		r Gross A	Amount,		:	*	
unt In Rs. ation for 2011-2012	:			Amount,		:	*	
nt In Rs. tion for 2011-2012 diture including this bill	:		r Gross A	Amount,		:	*	
unt In Rs. ation for 2011-2012 nditure including this bill icce	:		r Gross A	Amount,	)	:	*	
unt In Rs. ation for 2011-2012 diture including this bill ce Details	:		r Gross A	Amount,	)		*	
ount In Rs. :ation for 2011-2012 enditure including this bill nce Details	: : : : : : : : : : : : : : : : : : :		r Gross A	Amount,	)	Amount	*	Challan No
ount in Rs. ation for 2011-2012 inditure including this bill nce Details dd Row BT Code Major Head		TO an	r Gross A nd AG de	Amount, ductions	)	Amount	* Account No	Challan No
ation for 2011-2012 nditure including this bill nce Details dd Row BT Code Major Head PFP PB 8009	Sub Major Head	Minor Head	r Gross A nd AG de	Amount, ductions	)	Amount	Account No	Challan No
bunt in Rs. cation for 2011-2012 inditure including this bill nce Details dd Row BT Code Major Head SPF PB 8009 SIS 8011	Sub Major Head 01	Minor Head	n Gross A ad AG de	Amount, ductions	)	Amount	Account No	
Addition for 2011-2012 additure including this bill nce Details BT Code Major Head IPF PB 8009 IIS 8011 R (PB) 0059	Sub Major Head 01 00	Minor Head	r Gross A ad AG de sub Head 01 02	Amount, ductions		Amount	Account No	Ente
ount In Rs. cation for 2011-2012 enditure including this bill ince Details Add fow BT Code Major Head SPF PB 8009 SIS 8011 HR (PB) 0059 HR (UT) 0216	Sub Major Head 01 00 01 01	<b>Minor Head</b> 101 107 011 106	sub Head 01 02 00 01	Amount, 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 01 00 01 01 01 00	<b>Minor Head</b> 101 107 011 106 112	sub Head 01 02 00 01 00	Amount, 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> 101 107 011 106 112 106	Sub Head           01           02           00           01           02           00           01	Amount, 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 01 00 01 01 01 00 00 00 00	<b>Minor Head</b> 101 107 011 106 112 106 117	Sub Head 01 00 01 00 01 01 01 01	Amount, 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> 101 107 011 106 112 106	Sub Head           01           02           00           01           02           00           01	Amount, 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 01 00 01 01 01 00 00 00 00	<b>Minor Head</b> 101 107 011 106 112 106 117	Sub Head 01 00 01 00 01 01 01 01	Amount, 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 01 00 01 01 01 00 00 00 00	<b>Minor Head</b> 101 107 011 106 112 106 117	Sub Head 01 00 01 00 01 01 01 01	Amount, 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 01 00 01 01 01 00 00 00 00	<b>Minor Head</b> 101 107 011 106 112 106 117 106	Sub Head 01 00 01 00 01 01 01 01	Amount, ductions		Amount	Account No	Ente
nount in Rs. cation for 2011-2012 enditure including this bill ance Details Add Row BT Code Major Head GFF PB 8009 GIS 8001 GIS 8001 HR (PB) 0059 HR (UT) 0216 IT 858 LIC 8443 NPS 8342 Bank Loan 8443	Sub Major Head 01 00 01 01 01 00 00 00 00 00 00 00 00	TO an Minor Head 101 107 011 106 112 106 117 106	Sub Head 01 00 01 00 01 01 01 01 01 01 01 03	Amount, ductions				Ente
bunt in Rs. cation for 2011-2012 enditure including this bill nce Details did tow BT Code Major Head BT Code Major Head BT Code Major Head SPF PB 8009 SIS 8	Sub Major Head 01 00 01 01 00 00 00 00 00 00 00 00	TO an Minor Head 101 107 011 106 112 106 117 106	Sub Head 01 00 01 00 01 01 01 01 01 01 01 03	Amount, ductions				Ente de
nt In Rs. tion for 2011-2012 diture including this bill ter etails a Row BT Code Major Head F PB 8009 S 8011 (PB) 0059 (UT) 0216 8658 C 8658 C 8658 S 8342 nk Loan 8443 S 8342 N 8443	Sub Major Head 01 00 01 01 00 00 00 00 00 00 00 00	TO an Minor Head 101 107 011 106 112 106 117 106	Control Contro	Amount, ductions				Ente
tin Rs. on for 2011-2012 iture including this bill setails Stalls ST Code Major Head PB 8009 8001 8009 8001 8009 8001 8009 8001 8009 8009 8009 8001 8009	Sub Major Head 01 00 01 01 00 00 00 00 00 00 00 00	TO an Minor Head 101 107 011 106 112 106 117 106	Sub Head 01 00 00 01 01 01 01 01 01 01 01 01 01	Amount, ductions				Ente de

Figure 38: Inner form of Detailed Contigent Bill.

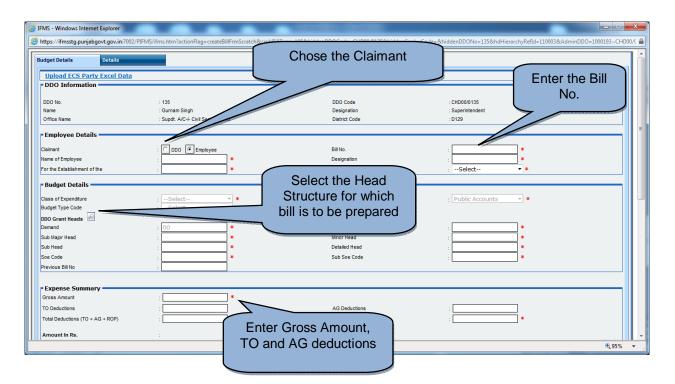
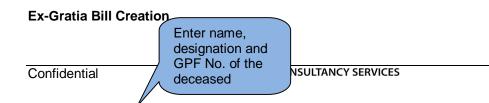


Figure 39: Outer form of EMD Bill-I.

Total Deductions (TO + A	G + ROP) :	*		Net A	mount	:	*		วี
Amount in Rs.									
Allocation for 2012-201 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 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 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 the deceased	GPF No/NPS No	Beneficiary Name	Short Drawal	Sanction Letter Sand No	ction Letter Total Amount Remarks	
Bill Amount Bill Amount(In Words) Remarks Attachment(If Any)	*	· · · · · · · · · · · · · · · · · · ·	Enter beneficiary name		Enter sanction no. and date	Enter total amount	
File Description			Add Att	Attach File	Bro	jwse	
	Click he save the		Sáve	File Name		Actions	

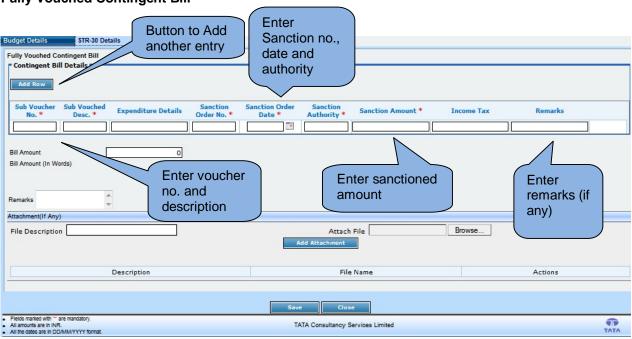
Figure 41: Inner form of Ex-Gratia Bill

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 DDO Information			_	~ .				_	No	า	
DDO No.		: 135			DO Code		: CHD00/0135				
Name Office Name		: Gurnam Singh : Supdt. A/C-I- Civil Sect			esignation District Code		: Superintendent : D129				_
Employee Detail		. Supar Alori Chill Sect									-
	3										
Claimant		: DDO  Employee	٦.		ill No.		:	*			
Name of Employee For the Establishment	of the	:	*		esignation 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 DDO Grant Heads		: [Select									
DDO Grant Heads 👘 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 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 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

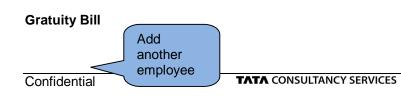
Budget Details STR 42-A Details Select advance GPF Advance/Withdrawals Bill GPF Advance/Withdrawals Bill GPF Bill Details Or withdrawal Bill For G.P.FSelect	e	
G.P.F. A/C Name of Subscriber * Basic Pay * FD No.	Sanction Order No. * Sanction Order *	er Advances/Withdrawals Remarks/Purpose
Bil Amount Bil Amount(In Words) Enter name, GPF No. and Basic pay of employee Attachment(If Any)	Enter sanction 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 Grant In Aid Bill 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 Amount	Purpose
Remarks	Enter Remarks (if anv)	Attach File	Add	Purpose
	o save	File Name	Attachment (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



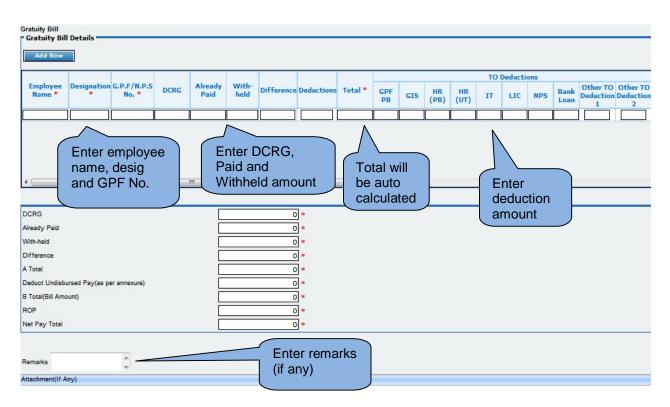


Figure 46: Inner form of Gratuity Bill

### **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.

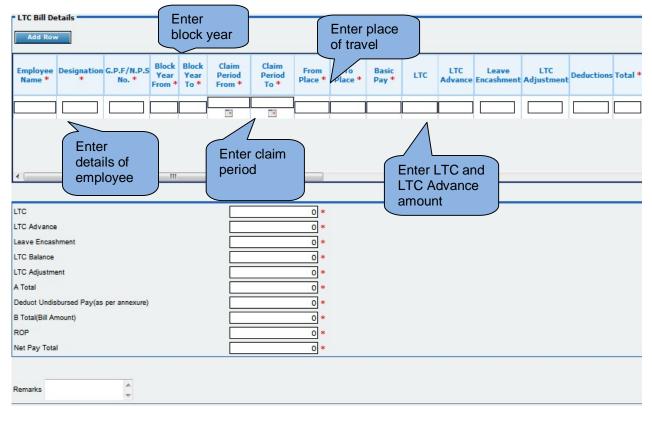


Figure 48: Inner form of LTC Adjustment Bill

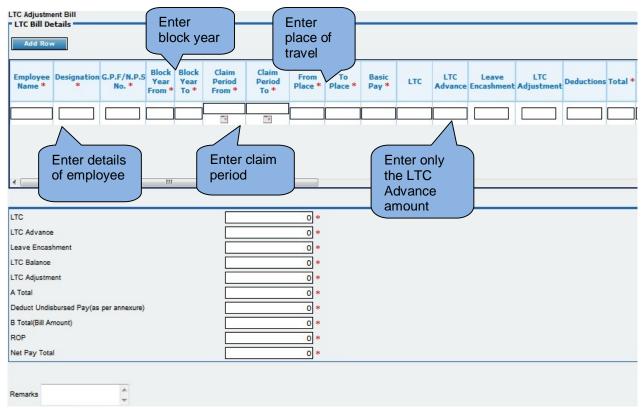


Figure 49: Inner form of LTC Advance Bill

### LTC Withdrawal Bill

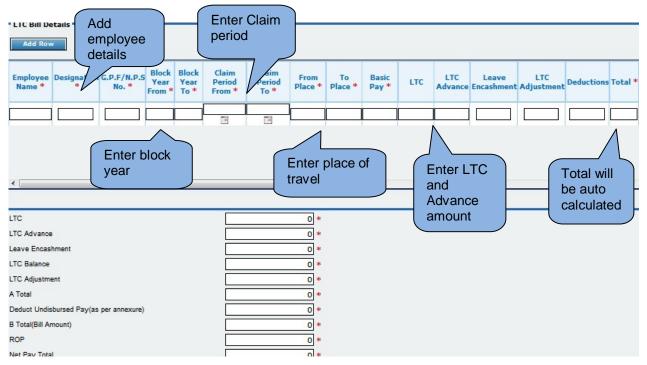


Figure 50: Inner form of LTC Withdrawal Bill .

# 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 Leave Encashment Day employee Add Row	
Enter employee name, desig 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 (if any)	- -

Figure 51: Inner form of Leave Encashment Bill.

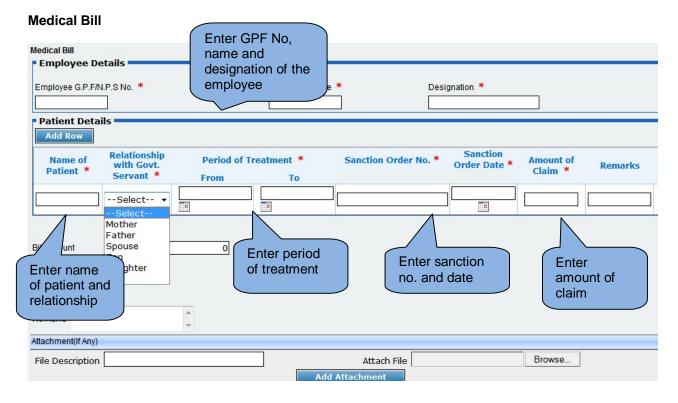
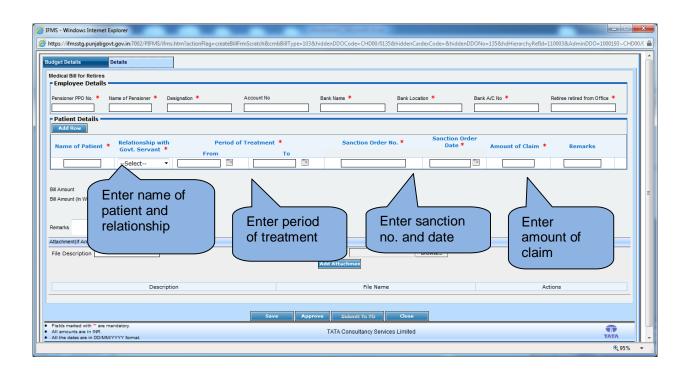


Figure 52: Inner form of Medical Bill



### 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. Name		: 135 : Satya Prakash Gupta			DO Code esignation	: CHD00/0 : 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 For the Establishment	1 - 6 H -	Satya Prakash Gupta	_ * 		esignation 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 🛛 🖉 Demand		10		DIII IS to	be prepared	: 2052			
Demand 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		:	_ * ¬						
TO Deductions				A	G Deductions	1			
Tatal Darksteine			- -						
Total Deductions		:	* >	N	let Amount	:	*		
Total Deductions Amount In Rs.		:				:	*		
Amount in Rs.	012	:		ter Gross	Amount,		*		
		:		ter Gross			*		
Amount In Rs. Allocation for 2011-2 Expenditure including	) this bill	:		ter Gross	Amount,	]	*		
Amount In Rs. Allocation for 2011-2 Expenditure including Balance	) this bill	: : : :0		ter Gross	Amount,	)	*		
Amount In Rs. Allocation for 2011-20 Expenditure including Balance BT Details	) this bill	: : : : :		ter Gross	Amount,	)	*		
Amount In Rs. Allocation for 2011-2 Expenditure including Balance	) this bill	: : : : : : : : : : : : : : : : : : :		ter Gross	Amount,	Amount	*	ount No Cha	llan No
Amount In Rs. Allocation for 2011-20 Expenditure including Balance BT Details Add Row BT Code	) this bill		ТО	ter Gross and AG o	Amount, deductions	Amount	*		
Amount In Rs. Allocation for 2011-21 Expenditure including Balance BT Details Add Row BT Code L - GPF PB	j this bill Major Head	Sub Major Head	Minor Head	ter Gross and AG o	Amount, deductions		Accc		Enter break u
Amount In Rs. Allocation for 2011-21 Expenditure including Balance BT Details Add Row BT Code L - GPF PB 2 - GIS	<b>; this bill</b> Major Head 8009	Sub Major Head	Minor Head	ter Gross and AG o Sub Head	e Amount, deductions	Amount	Acco		Enter break up of TO
Amount In Rs. Allocation for 2011-2: Expenditure including Salance BT Details Add Row BT Code L - GPF PB 2 - GIS 3 - HR. (PB)	this bill Major Head 8009 8011	Sub Major Head 01 00	<b>Minor Head</b> 101 107	ter Gross and AG c	Amount, deductions	Amount	Acco		Enter break up of TO
Amount In Rs. Allocation for 2011-2: Expenditure including Salance BT Details Add Row BT Code 1 - GPF PB 2 - GIS 3 - HR (PB) 4 - HR (UT)	this bill Major Head 8009 8011 0059	Sub Major Head 01 00 01	<b>Minor Head</b> 101 107 011	ter Gross and AG of Sub Head 01 02 00	Detail Head	Amount			Enter break u
Amount In Rs. Expenditure including Balance BT Details Add Row BT Code 1 - GPF PB 2 - GIS 3 - HR (PB) 4 - HR (UT) 5 - IT	this bill Major Head 8009 8011 0059 0216	Sub Major Head 01 00 01 01	<b>Minor Head</b> 101 107 011 106	ter Gross and AG of Sub Head 01 02 00 01	Amount, deductions	Amount			Enter break up of TO
Amount In Rs. Expenditure including Balance BT Details Add Row BT Code 1 - GPF PB 2 - GIS 2 - GIS 3 - HR (PB) 4 - HR (UT) 5 - IT 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> 101 107 011 106 112	sub Head 01 02 00 01 01 00	Amount, deductions	Amount			Enter break up of TO
Amount In Rs. Allocation for 2011-20 Expenditure including Balance BT Details BT Code 1 - GPF PB 2 - GIS 3 - HR (PB) 4 - HR (UT) 5 - IT 6 - LIC 7 - NPS	Ithis bill           Major Head           8009           8011           0059           0216           8658           8443	Sub Major Head 01 00 01 01 01 00 00 00	<b>Minor Head</b> 101 107 011 106 112 106	ter Gross and AG c Sub Head 01 02 00 01 00 01 00 01	Amount, deductions	Amount			Enter break up of TO
Amount In Rs. Allocation for 2011-20 Expenditure including Balance BT Code BT Code 1 - GPF PB 2 - GIS 3 - HR (PB) 4 - HR (UT) 5 - IT 6 - LIC	this bill           Major Head           8009           8011           0059           0216           8658           8443           8342	Sub Major Head 01 00 01 01 01 00 00	<b>Minor Head</b> 101 107 011 106 112 106 117	ter Gross and AG c Sub Head 01 02 00 01 00 01 01 01	Amount, deductions	Amount			Enter break up of TO
Amount In Rs. Expenditure including Balance BT Details Add Row BT Code 1 - GPF PB 2 - GIS 3 - HR (PB) 4 - HR (UT) 5 - IT 5 - LIC 7 - NPS	this bill           Major Head           8009           8011           0059           0216           8658           8443           8342	Sub Major Head 01 00 01 01 01 00 00 00	<b>Minor Head</b> 101 107 011 106 112 106 117	ter Gross and AG c Sub Head 01 02 00 01 00 01 01 01	Amount, deductions	Amount			Enter break up of TO
Amount In Rs. Allocation for 2011-2: Expenditure including Balance BT Details Add Row BT Code 1 - GPF PB 2 - GIS 2 - GIS 3 - HR (PB) 4 - HR (UT) 5 - IT 5 - LIC 7 - NPS 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 and AG of 01 02 00 01 01 01 01 01 03	Amount, deductions				Enter break u of TO deductions
Amount In Rs. Allocation for 2011-20 Expenditure including Balance BT Details Add Row BT Code 1 - GPF PB 2 - GIS 3 - HR (PB) 4 - HR (UT) 5 - IT 5 - LIC 7 - NPS 8 - Bank Loan List of Cheque	this bill           Major Head           8009           8011           0059           0216           8658           8443           8342           8443           8443	Sub Major Head 01 00 01 01 00 00 00 00 00 00 00	<b>Minor Head</b> 101 107 011 106 112 106 117 106	ter Gross and AG c Sub Head 01 02 00 01 00 01 01 01	Amount, deductions				Enter break u of TO deductions
Amount In Rs. Allocation for 2011-20 Expenditure including Balance BT Details BT Code 1 - GPF PB 2 - GIS 3 - HR (PB) 4 - HR (UT) 5 - IT 6 - LIC 7 - NPS 8 - Bank Loan 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> 101 107 011 106 112 106 117 106	ter Gross and AG of 01 02 00 01 01 01 01 01 03	Amount, deductions				Enter break u of TO deductions
Amount In Rs. Nilocation for 2011-24 Expenditure including Salance BT Details BT Code BT Code BT Code Code BT Code BT Code Salance Sala	this bill           Major Head           8009           8011           0059           0216           8658           8443           8342           8443           8443	Sub Major Head 01 00 01 01 00 00 00 00 00 00 00	<b>Minor Head</b> 101 107 011 106 112 106 117 106	ter Gross and AG of 01 02 00 01 01 01 01 01 03	S Amount, deductions			que Amount (in Rs.	Enter break u of TO deductions
Amount In Rs. Illocation for 2011-24 xpenditure including allance BT Details Add Row BT Code BT Code	this bill           Major Head           8009           8011           0059           0216           8658           8443           8342           8443           8443	Sub Major Head 01 00 01 01 00 00 00 00 00 00 00	<b>Minor Head</b> 101 107 011 106 112 106 117 106	ter Gross and AG of 01 02 00 01 01 01 01 01 03	Amount, deductions			que Amount (in Rs.	Enter break u of TO deductions

Figure 54: Outer form of PD/PLA Bill.

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

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

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

### Pay Bill for minister:

Figure 56: Inner form of Pay Bill for minister

### Payment bill

Enter employee name to whom paid 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 Ind des					Basic po owance				Ent AG	er TO BT	BT and	d
Pension Bill Pension Bill Employee Name * Designation *	GPF No/NPS No *	Basic Pension *	D.P.	L.R.	FMA/OAH	D.A.	Deduct Undisbursed	Total Pension *	GPF PB	GIS	П	HR (PB)	HR (UT	
A Total Deduct Undisbursed Pay B Total(Bill Amount) Total Deduction Net Payable Remarks	A .				0 0 0 0 0	-			dec am	oss am ductior ount w oulated	and 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.

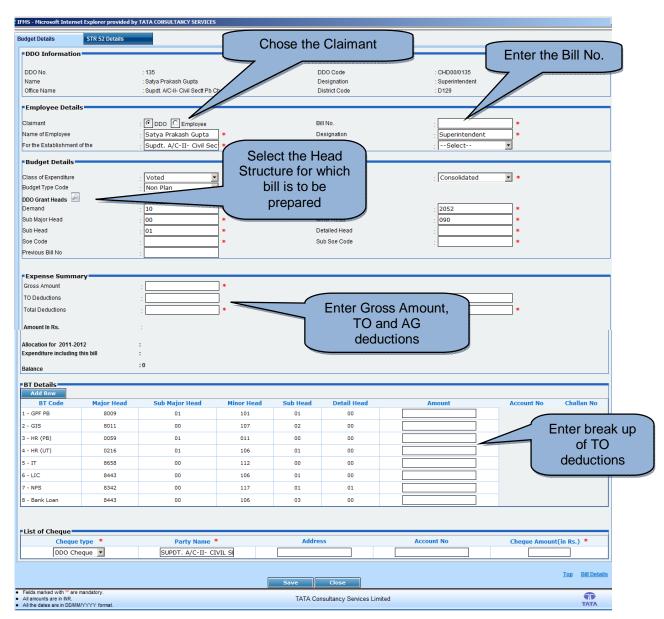


Figure 59: Outer form of Grant in Aid Bill for complete cycle of OBP

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 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 signation						
In Whose Name Credited	Designation	On what Account Received	Amount Realised (Rs.)	Sanction Order No	Sanction Order Date	Payment Into Treasury Date	Name of Payee	Amount To Be Refunded
*			*			*	*	*
Remarks	Bill Amount		]	sai	ter nction no d date		Enter p name a refunde amount	ind 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 name, description and 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) :	 

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

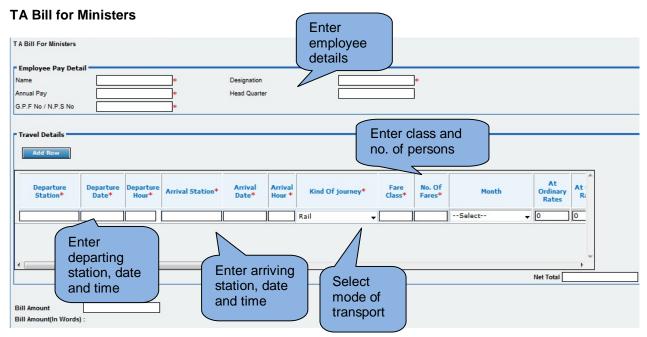


Figure 63: Inner form of TA Bill for Ministers

TA Bill for Employees(new)	Enter 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 Category Head Quarter	Clerk 2 Chandigarh	*			
Bank Account Type Saving Account	Bank Account No	869759475498				
Travel Details       Add Row       Departure       Station*       Departure       Hour*	ation* Arrival Arrival Date* Hour *	Type of Journey*	Type of Vehicle*	Fare Class*	No. Of Fares*	
	٩		Select 👻	Select	- 0	
station, date stat	er arriving tion, date	Select By Rail By Steamer By Air By Road		Net 1	Total	
Bill Amount Bill Amount(In Words) :		elect node of				
	tr	avel				

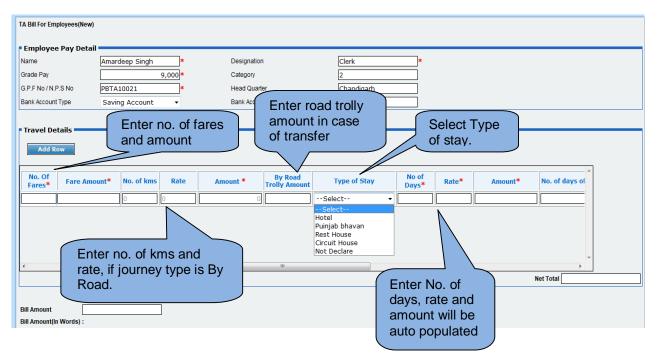
# Figure 64: Inner form of TA Bill for Employees- I

TA Bill for Employees	Enter 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 Category Head Quarter Bank Account No	Clerk 2 Chandigarh 869759475498		of vehicle in be of journey i	s	
	parture lour* Arrival Station*	Arrival Arrival Date* Hour *	Type of Journey* By Road -		Fare Class*	No. Of Fares*	
Bill Amount Bill Amount(In Words) :		lect ode of vel		-Select By Bus(AC) By Taxi(AC) By Auto Rikshaw By Own Car By Own Motor Cycle/Scc By Bicycle By Public Taxi By Public Taxi By Public Bus By Other Public Vehicle	Net	Total	

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

TA Bill for Employees(continued)	Enter employee 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 udget Details Details 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 : Gurnam Singh : Supdt. A/C-L Civil Sectt Pho	D00 Code Designation District Code	: CHD00/0135 : Superintendent : D129	No.
Employee Details Claimant Name of Employee For the Establishment of the	: DDO PEmployee *	Bill No. Designation	:;	* *  *
Budget Details Class of Expenditure Budget Type Code DDO Grant Heads	: Voted 🔹 * : Non Plan 🔹 *	Structure for which bill is to be prepared	: Consolidated	*
lemand Jub Major Head Jub Head Jub Head Jub Code Yrevious Bill No	: 10 * : 00 * : 01 * :	Mintor Head Detailed Head Sub Soe Code	2052 090	•
Expense Summary rross Amount 0 Deductions otal Deductions (T0 + AG + ROP)		AG Deductions Net Amount	:	•
Amount in Rs.		Enter Gross Amount, O and AG deductions		R 95%

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

ross Amount D Deductions otal Deductions (TO + At	: 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 Sent To T.O. vals Bill (STR-307 vals Bill (STR-307 vals Bill (STR-307 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 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> 4141	Bill Date 05/11/2011	Bill Type Gratuity Bill	Major Head 2070	Bill Net Amount 17156.00	DDO No. 135	DDO Name	Bill Status 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 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> 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 Password	🔘 Logout	
	4	FINANCE DEPARTMEN GOVT. OL 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> 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 rrection	Bill for				
tO Ids mar	ck to forw DDO for a	approval	Forwa			Close				1
	ts are in INR. 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**.

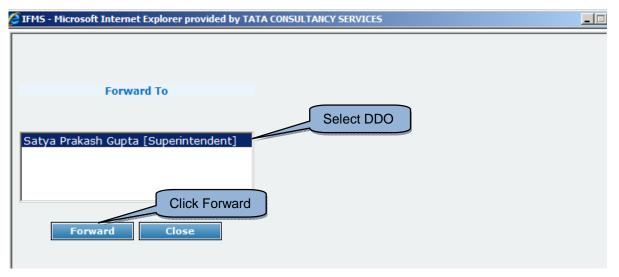


Figure 78: Approver selection

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 Secretariat	ta Supdt A/C- Civil Sectt, Punjab Civ	Home 🔐 Help 🖇	K Settings Change Password	Logout
	GOVT. OF 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 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> Head	Bill Net Amount	DDO No		<u>Bill</u> 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 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 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 penditure Including This Bill = 654233 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