DDO USER MANUAL

Finance Data Center
Directorate of Treasuries, Pension and Entitlements
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IFMS
Uttarakhand

Document Control Sheet

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List of Abbreviations

1. AC- Abstract Contingency

2. ACP- Assured Career Progression

3. ACR- Annual Confidential Report

4. BM- Budget Manual

5. CPIN- Common Portal Identification Number

6. CTS- Core Treasury System

7. DA- Dearness Allowance

8. DBT- Direct Beneficiary Transfer

9. DC- Detailed Contingency

10. DCL- Deposit Credit Limit

11. DDO- Drawing and Disbursing Officer

12. DOB- Date of Birth

13. DP- Dearness Pay

14. GIS- Group Insurance Scheme

15. GOV- Government

16. GPF- General Provident Fund

17. GST- Goods and Services Tax

18. GSTN- Goods and Services Tax Number

19. HOD- Head of the department

20. HRA- House Rent Allowance

21. HRMS- Human Resource Management System

22. HRR- House Rent Recovery

23. ICDS- Integrated Child Development Services

24. IFMS- Integrated Finance Management System

25. IPD- Inpatient Department

26. LTA- Life Time Arrear

27. LPC- Last Pay Certificate

28. LTC- Leave Travel Concession

29. MIS- Management Information System

30. NPA- Non Practicing Allowance

31. NPS- New Pension Scheme

32. OPD- Out patient Department

33.PAN- Permanent Account Number

34.PC- Personal Computer

35. PLA- Personal Ledger Account

36. PPO- Pension Pay Order

37. PRAN- Permanent Retirement Account Number

38. PRD- PrantiyaRakshak Dal

39. RBI-Reserve Bank of India

40. TA- Travel Allowance

41. TAN- Tax Deduction and Collection Account Number

42. TTA- Tour Travel Allowance

43.UK- Uttarakhand

44.UTR- Unique Transaction Reference

45. VRS- Voluntary Retirement Scheme

1. Introduction

The DDO User Manual contains all essential information for the users of e-DDO module so that they can make full use of the IFMS software. This manual includes a description of the system functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for system access and use. For better understanding of the users, graphics has been used wherever possible in this manual.

1.1 Purpose of this document

This document is a generic user guide document for using IFMS software and has all the details regarding IFMS software which is helpful for DDO users. It provides guidance to assist the respective DDOs in fulfilling their day to day financial obligations. It is also useful background reading for anyone involved in monitoring of the IFMS Software. This document expresses all the working of the software in very simple manner, so that whosoever goes through this piece of document finds it interesting and convenient to work with the software.

1.2 Scope

IFMS software caters to the financial requirements of all the departments of Uttarakhand. Different users like secretaries, heads of departments, treasuries, drawing and disbursing officers, autonomous organizations and employees make use of the system as per their needs and obligations. This user manual is intended to be used by drawing and disbursing officers and their respective operators and supervisors. Separate user manuals are being prepared for other set of users like employees, treasury officials, HoDs, Secretaries, PLA users etc.

1.3 Organization of DDO User Manual

DDO user manual has been organized to include brief description of DDO and their roles and responsibilities, features of IFMS software, operating instructions, step by step guide for working on different components of the e-DDO module and **Help-desk and Support facility** for the users in case of difficulties.

1.4 Points of Contact

To help the users working on IFMS software, Finance Data Center operates a help line number **08899890000**, which may be used by the users for their queries and issues. Users may contact help-desk officials anytime between 9 AM to 8 PM during weekdays (i.e. Monday to Saturday) and between 10 PM to 6 PM during holidays.

2. Overview of e-DDO module

As per clause 47G of financial handbook volume 5 Part 1, unless the Government in the Finance Department have expressly authorized it in the case of any specified office no payment may be made on a voucher or order signed by a clerk instead of by the head of an office, although in the absence of the latter the clerk may be in the habit of signing letters for him. Therefore, Drawing and disbursing officer (DDO) is any head of office who has been declared so by the Government. The head of an office may authorize any gazetted Government servant serving under him to sign a bill, vouchers, or order for him, communicating the name and the specimen signature of the Government servant to the

Treasury. This will not, however, relieve the head of the office in any way of his responsibility for the accuracy of the bill or for the disposal of the money received in payment. DDO's duty is to draw bills and make payment on behalf of the State government. There are more than 4500 DDOs in the state who are using this module for making all type of Government bills and receiving budgets distributed to them online. Earlier the pay bills were made and paid by the treasuries on behalf of the DDOs. DDOs were only expected to provide the change statements of the month to the respective treasuries. Now, as per the new system, DDOs are not only required to prepare the change statement but also required to enter all the pay related information related to employees like their leaves, deductions etc. in the system. They are also supposed to generate the inner sheet and check it before submitting it to their respective treasuries. Treasuries work on the information provided by the DDOs. This manual will help all the DDO users to enter and process the employee claims, salary, bills and also generate various reports like BM4, BM5, 24G, 26Q etc.

IFMS Software has following main features:

1. Browser Compatible Application

2. Single Login for multiple roles- ADHAAR/Mob No/Emp No

3. Three Tier System (Operator/Supervisor/DDO)

4. Scanning of documents at each stage

5. Online Application for Leave, Loan, Advances

6. Workflow based system

3. Instructions

3.1 General instructions

IFMS is web-based software; hence it can be accessed using web browser. Following are some of the prerequisites to have best experience of working on the IFMS software:

1. Computer System – Desktop/Laptop

2. Operating system – Windows 7/8/10/

3. Browser – Chrome Version 79.0.3945.117 (Official Build) (64-bit)

4. Connectivity – 2 mbps and more

3.2 User id and Password

To work on IFMS software the user needs to have an active user id and password. User id, in IFMS software, is employee code/mobile number/Aadhar number of the employee. User needs to change his/her default password after login. Password gets expired every 3 months; therefore to protect his account in IFMS user is advised to change his/her password regularly. In case the employee forgets his password then he/she may reset it using forgot password link provided on the home page of the IFMS software. To reset the password, user must know his/her employee code and mobile number. In case user has forgotten his/her mobile number or employee code then he/she must contact his DDO to get it. DDOs have been given access

to their employee's data in employee master. The password gets locked after 5 unsuccessful attempts. In such cases user should contact finance data center with application with their signature and corresponding id proof for resetting the password.

3.3 Single Sign On

IFMS provides single sign on facility which means any employee of Government of Uttarakhand may login using his/her employee code and all his/her roles gets reflected on his dashboard. He/ She do not require a new id, in case of change in his/her role.

3.4 Automatic handling of change of role and place

Transfers and promotions are routine in Government organizations, therefore to make the working on IFMS smooth, all the roles of the employees have been mapped with user's user ids. On transfer LPC is issued, once the LPC is accepted in new department, respective DDOs (in case of operator and supervisors)/treasuries (for officers) can assign the roles by mapping roles to their user ids and transferred employee can start working on the IFMS software in no time. Treasury officers need to contact Finance Data Center for making changes in their roles.

3.5 Cyber Security

IFMS is a web-based application hence exposed to Phishing/Vishing and other kind of cyber threats. Therefore, users are advised to use good antivirus software in their PC and never share their password over the email, WhatsApp, sms or over the phone. User is solely responsible for misuse of their user id's and password.

4. Description and Steps

4.1. How to access the IFMS Software

IFMS software can be accessed by using URL https://cts.uk.gov.in/. Any internet browser (i.e. Chrome, Internet Explorer, Firefox, etc.) can be used for operating the software but it works well in Chrome version 79.0.3945.117 (Official Build) (64-bit) or higher. Login page of IFMS appears as shown below:
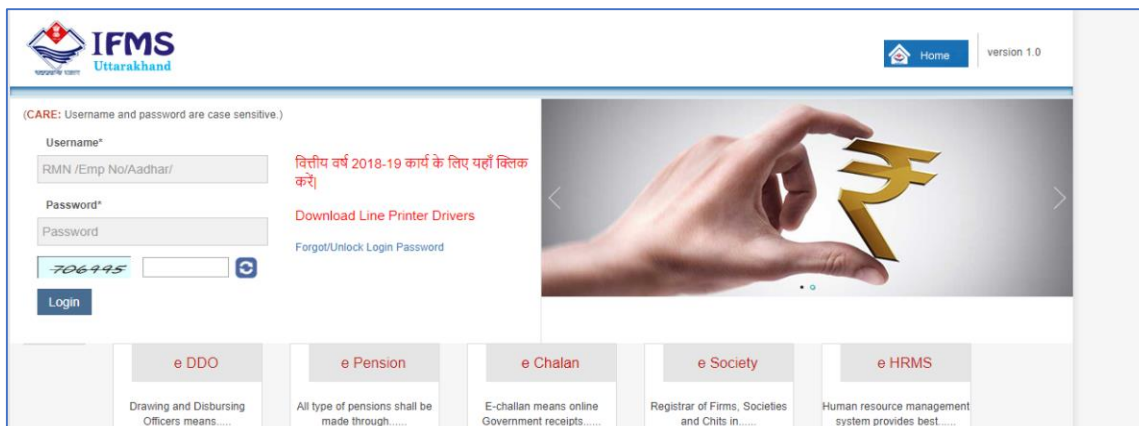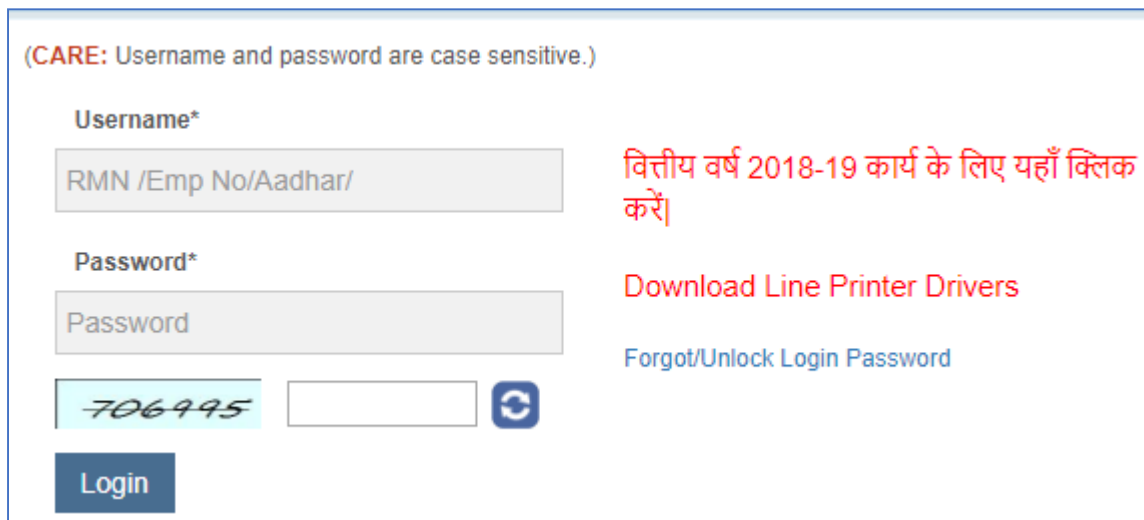
Fig-001

4.2 Logging-onto the Web Application

To log-in, user needs to enter the Login id, password, captcha and click on the "Login" button. The login ID and password will be provided to the users by the Finance Data Centre.

(CARE: Username and password are case sensitive.)

Username*

RMN /Emp No/Aadhar/

Password*

Password

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Download Line Printer Drivers

Forgot/Unlock Login Password

Login

Fig-002

4.3 Access rights (roles)

There are four types of access rights (roles) in IFMS:

1. Employee: This tab is available for all the Uttarakhand state government employees, working under various departments. Employees can claim for entitlements like leave and claim, and can also check their service details and claim reports using this tab.

2.Operator: This tab is available only to the employees whom the DDO of the department assigns the permission of operator. Operator can generate all kinds of bills (i.e. vendor, other party, along with bills related to employees claim, pension paper, budget demand, surrender and also work related to income tax.

3. Supervisor: This tab is available only to the employee whom the DDO of the department assigns the permission of supervisor. Bills passed by operator are only pushed to officer when the supervisor approves it.

4. Officer: Officer can create operator and supervisor through Admin button provided to him/her. Officer has the power to approve and disapprove bills created by operator, only when the officer approves the bill, bill is passed to treasury for payment.

4.4 Components of e-DDO Module

E-DDO module has following 10 components:

1. Payroll: Payroll Management deals with the aspects of employee's personal details, salary, allowances, deductions, gross pay, net pay and generation of pay-slips.

2. HRMS: This module will be used by employees for submission of their all type of leaves application, claims and advances. The head of the department/head of the office will approve and sanction employee's leave, claim and advances online. It also contains service book module which includes all service records and service history of the employee. Through this module Employees may see their service book and records anytime.

3. Bills: Bill module covers the payment related accounting details which includes generation of Bills, various reports, and schedules for payments related handling of Uttarakhand state.

4. Entitlements: This module is used to process the GIS claims of the employee. Various forms to be filled, claim listing, schedules of payments using e-payment are provided in the system.

5.Pension: All type of pensions shall be made through this module online. Preparation of pension papers, calculation of pension, gratuity and commutation shall be generated by head of the office/DDO and submitted to pension sanction authority through this module online.

6. Budget: Budget module helps for planning the estimates of future expenses and revenues based on projected plans and activities of the state.

7. Income Tax: This module deals with income tax returns of the employees. System shall have various forms to be filled by employees.

8. MIS: This module provides us with various kinds of reports that are essential for tracking the status of payments.

9.Approval: All the bills, pension paper or change statements goes through the process of approval from initial level to higher level(i.e. from operator→supervisor→officer)is done by approval module.

4.4.1. Payroll Module

Payroll Management deals with the aspects of employee's personal details, salary, allowances, deductions, gross pay, net pay and generation of pay-slips.

Data portal consist of total 8 sub modules, Employee master, bulk transaction, Loan Data, Absentee, Suspension Data, LPC, supplementary salary and reports.

4.4.1.1 Employee Master
Employee master serves a useful tool to capture personal details of employees which may be used for different purposes in different modules. It consists of 7 different sections. It also serves a useful tool of data capture for salary processing. Fields like GPF deduction amount, NPS deduction, and different type of allowances are captured in this module.

Let us learn how a DDO operator can process the salary of employees working in his office. Following are execution steps involved in salary processing:

> **Execution steps for processing salary:** Click on Payroll →Data→Employee Master →choose yes or no in create new employee→update the information in the form→Save→change statement is generated →Approve change statement at all the3 level ->Submit to Treasury

Below is step by step guide for salary processing by DDO operator:

1.Click on employee master as shown in the figure below:
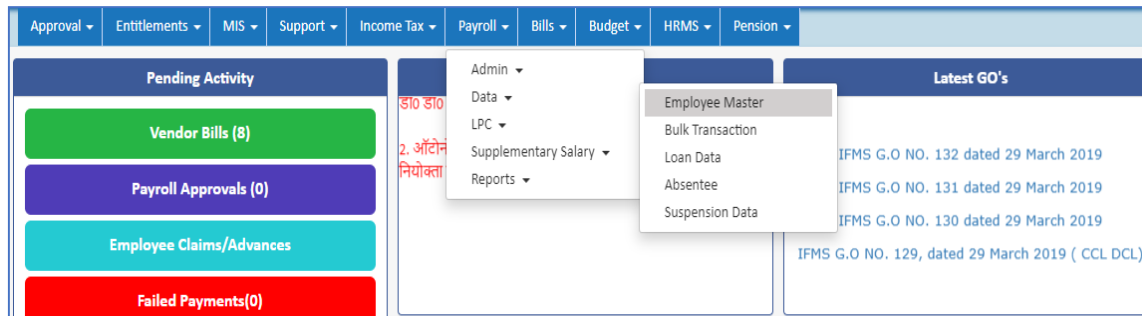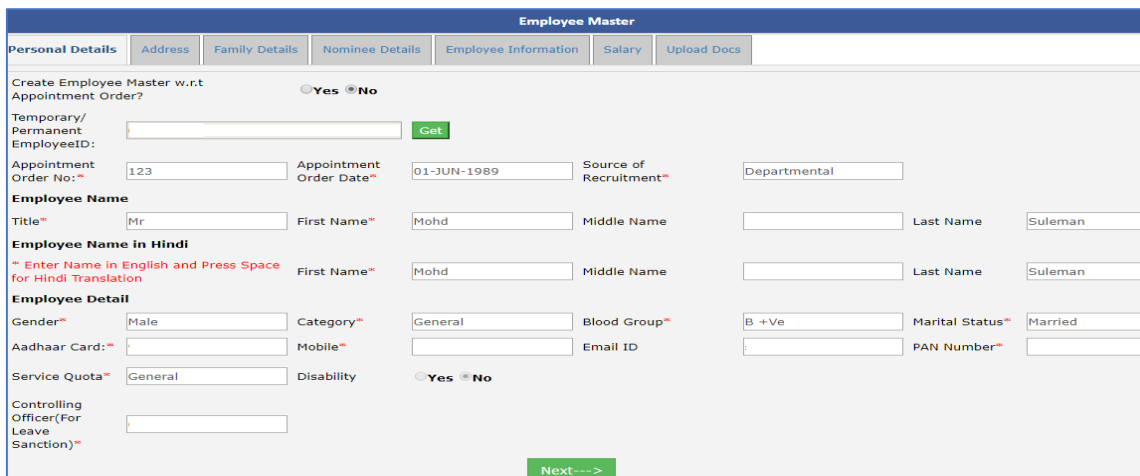
Fig-003

System directs the user to new page as shown in the figure below. User needs to choose create employee master with respect to new employee as 'yes' for new employees and 'no' for existing employee. In case of existing employee user has to enter employee code of the employee and click on get button, detail of the employee will be shown on the screen as shown in following image (Fig-004). All the fields have been made editable so that the operator can make changes in the data as per the requirement.
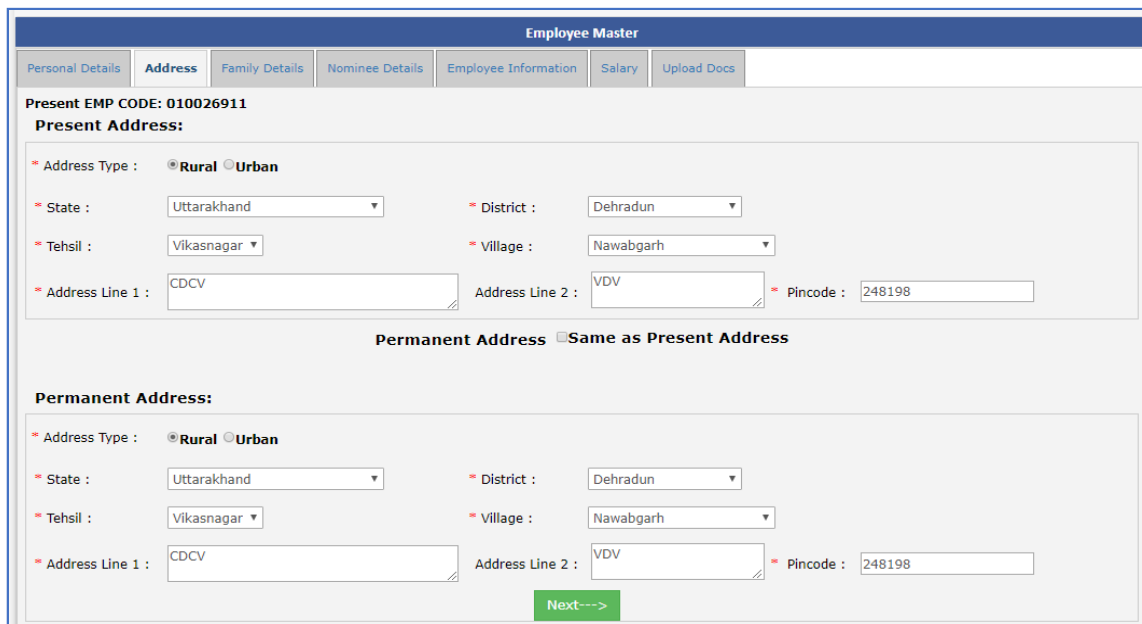
Tab 1.Personal Details: this feature allows user to input data of new employee and also allows us to make amendment of any personal details of employees working in the organization (fields in this screens are appointment order no. ,appointment order date, name of employee (in English and in Hindi) ,gender, category, blood group, marital status, adhar card, mobile no, email-Id, PAN no, service quota, disability, controlling officer)

Fig-004

Tab 2.Address: this feature allows user to input and update the address of the employee both present as well as permanent one.

Fig-005

Tab 3. Family Details: this feature allows user to input or amend the details of family member those who are dependent on the employee (fields in this screen relation with the employee, name, Date of birth, Aadhar card, marital status, PAN no, Mobile no.), we can input detail of more than one family member as well.
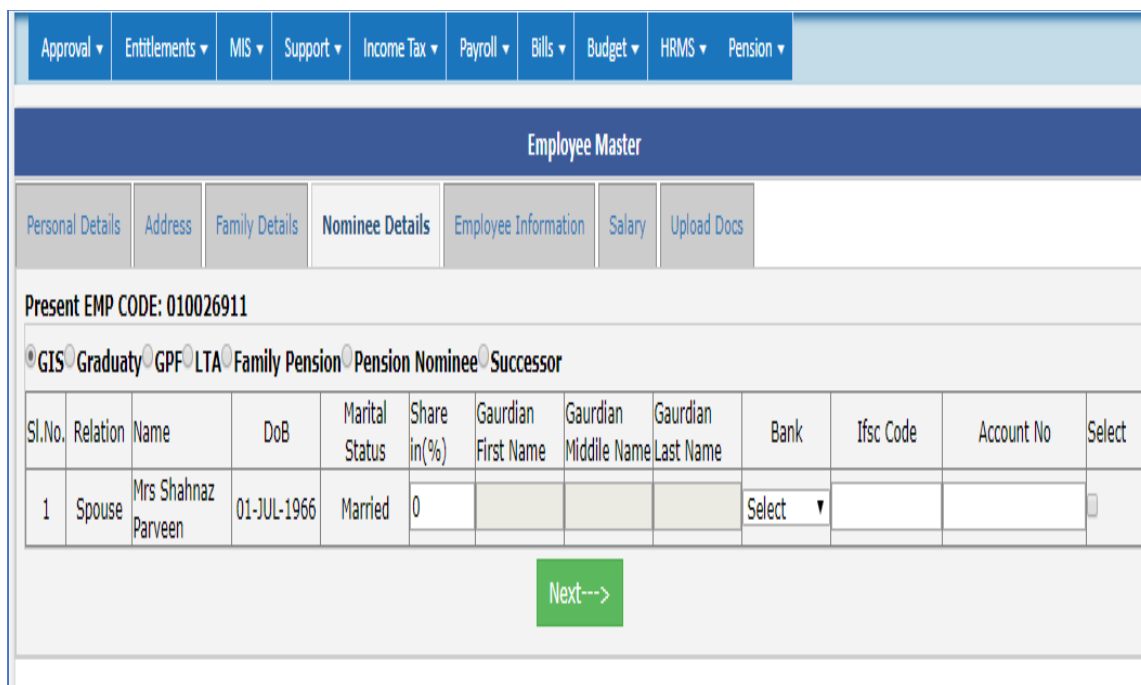
Fig-006

Tab 4. Nominee Details: this feature allows user to grant the percentage of amount that is payable to the family member in case of any casualty with the employee (fields are GIS, Gratuity, GPF, LTA, Family Pension, Pension Nominee, Successor, commutation).

Fig-007

Tab 5. Employee Information: this feature further expands the data of employee working in the organization, features like employee type, employment type, designation, office, district of posting, posting location, grant no, scheme, voted/charged, Date of Birth, Date of Joining, Date of Retirement, Education Qualification, Pran/ Gpf No. , Bank Details (Bank Name, IFSC Code, Account no, Branch Name, Savings/current).
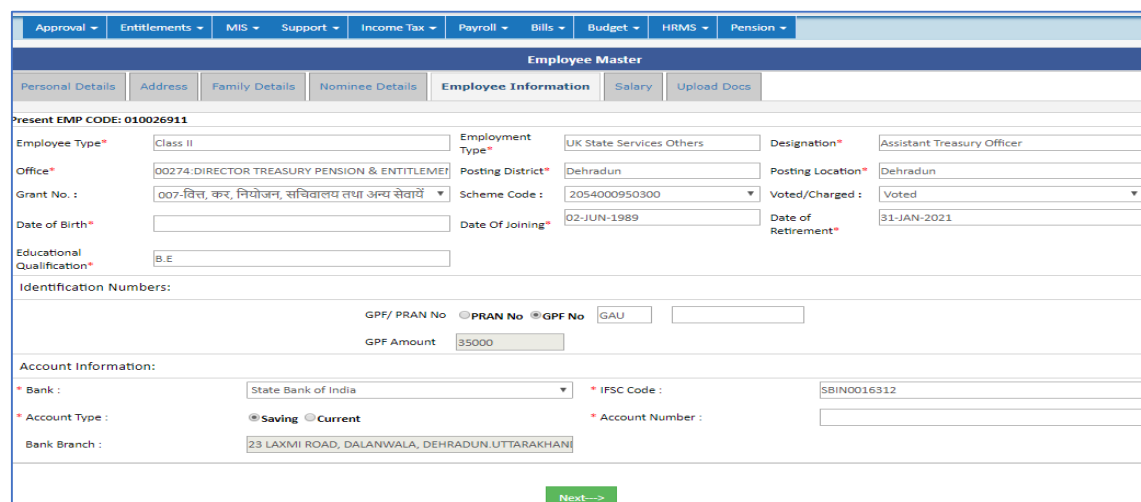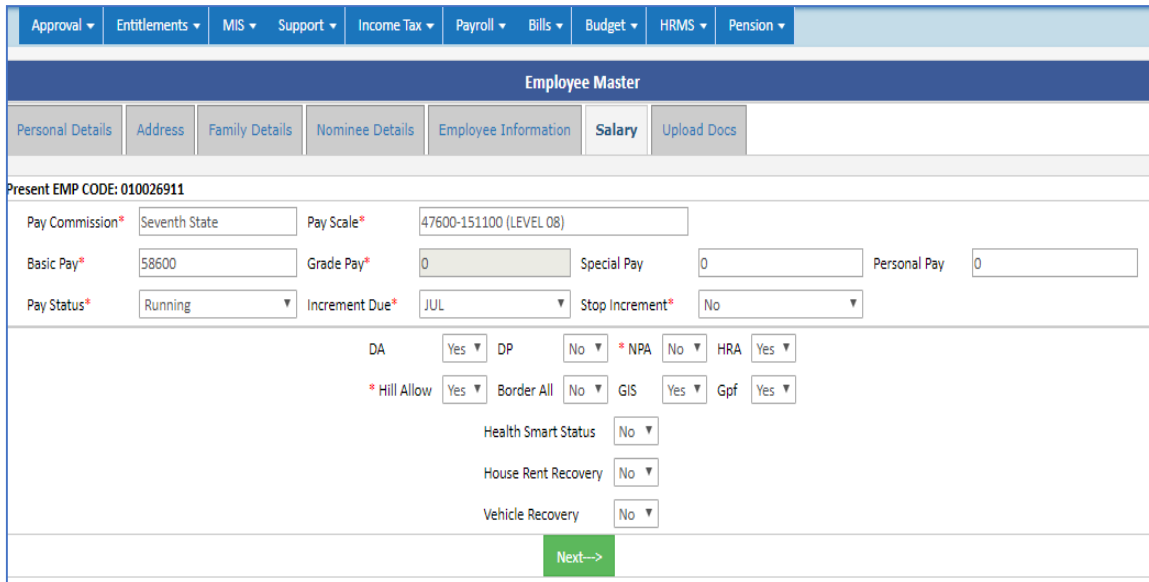
Fig-008

Tab 6. Salary: This is one of the most important feature under payroll as it determines the pay and allowances that is payable to the employee, and operator can input all the details of the new employee at the time of appointment as per the appointment orders and can make any changes as needed.

Different fields of this screen are pay commission, pay scale, basic pay, special pay, pay status, increment due, stop increment, DA, DP, NPA, HRA, Hill Allowance, Border Allowance, GIS, GPF, HRR, Health Smart Status, Vehicle Recovery.
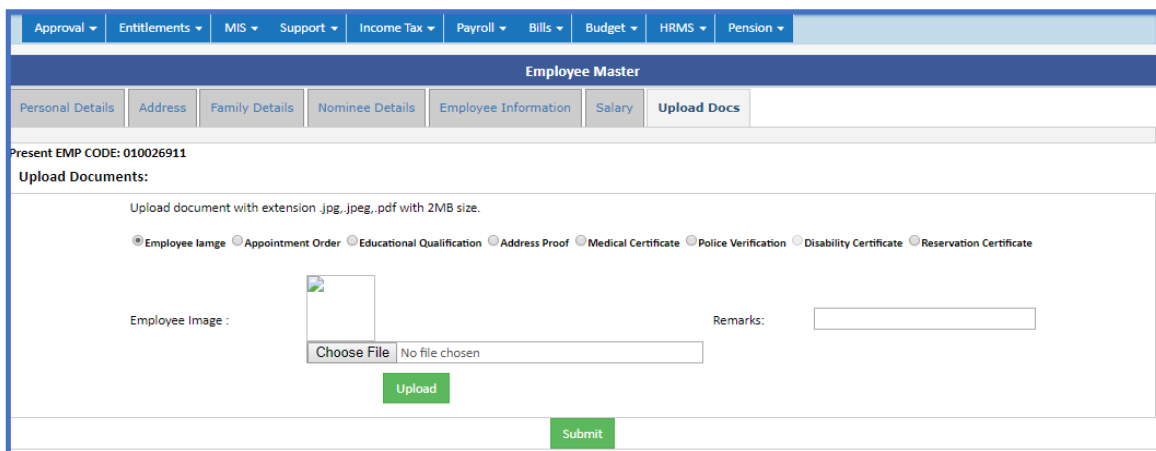
Fig-009

Tab 7. Upload Docs: this feature allows us to upload the scanned documents of the employee in the various fields listed as employee image, appointment order, education qualification, address proof, medical certificate, police verification, disability certificate and reservation certificate.

Fig-010

4.4.1.2. Bulk Transaction

Bulk transaction allows us to make changes regarding deduction or payment in the salary of the month of the individual employees; bulk transaction is categorized into 4 parts temporary payments (i.e. payment for that month), temporary deductions (i.e. deduction for that month), permanent payment, and permanent deductions. Payments include pay arrear, HRA, Hill Allowance, Border Allowance, DA Arrear, handicap allowance, newspaper allowances, transport allowance, washing allowance, vehicle allowance, family planning allowance whereas deduction part includes GPF, HRR, Health Smart, Income Tax, Govt. vehicle recovery, Recovery under RTI, Pay recovery, DA Arrear Recovery. All DDO operator are supposed to do is choose the required field and insert the employee code of the employee whose changes are to be made and add any another employee code for the same field if required and save.

The changes made by operator are reflected in the salary once we process the pay and further we can check in the inner sheet of the month. The changes that were made is presented in the form of change statement in the approval section which is further generated and pushed to the Officer level.

Step 1.Working with bulk transaction: user can access bulk transaction as shown in the image below:
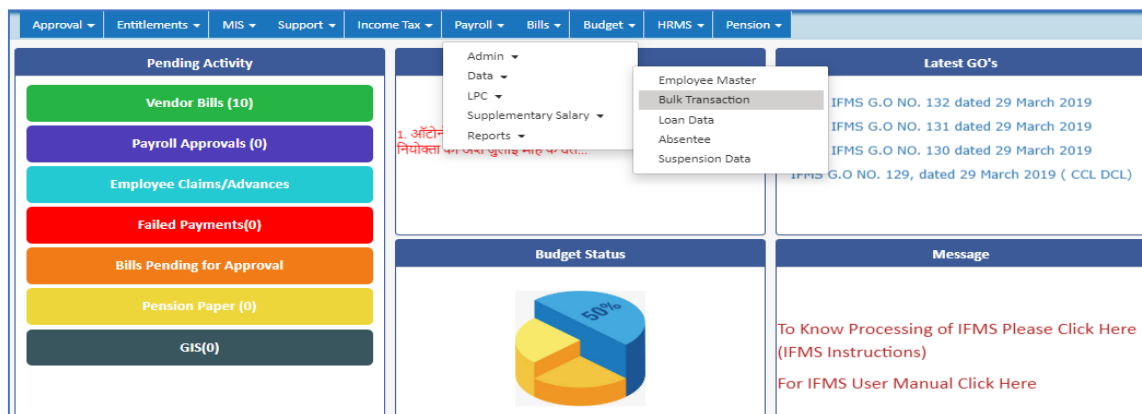
Fig-011

Step 2. User can select the type of payment or recovery as shown in the image below:

Fig-012

Integrated Financial Management System (https://cts.uk.gov.in)
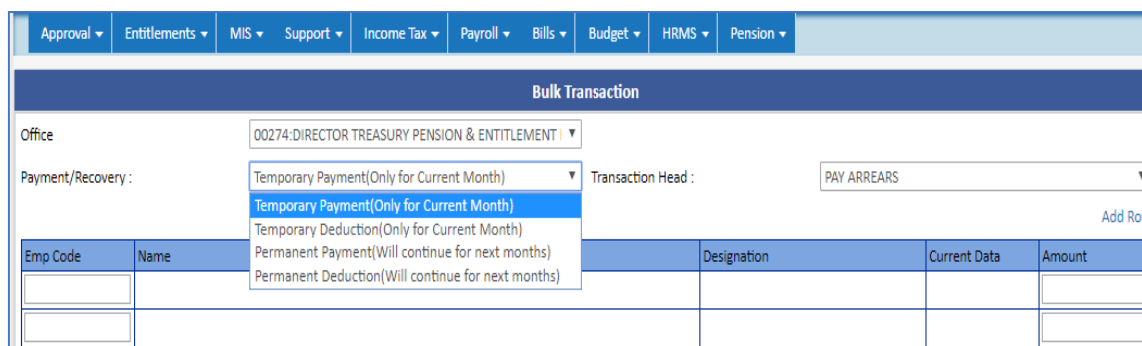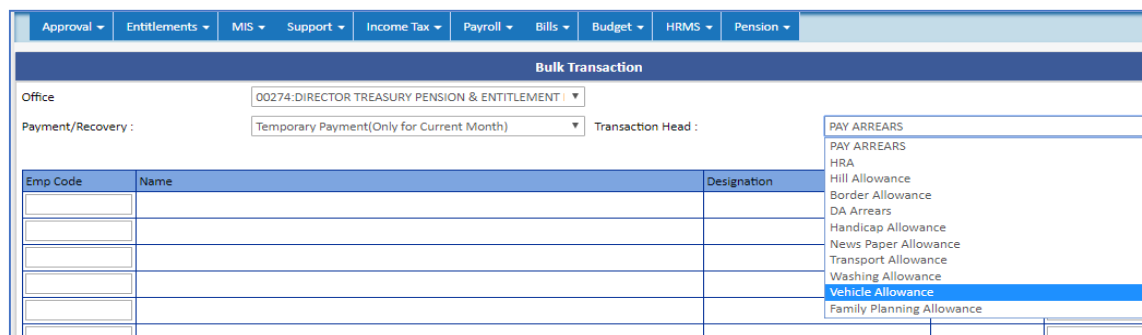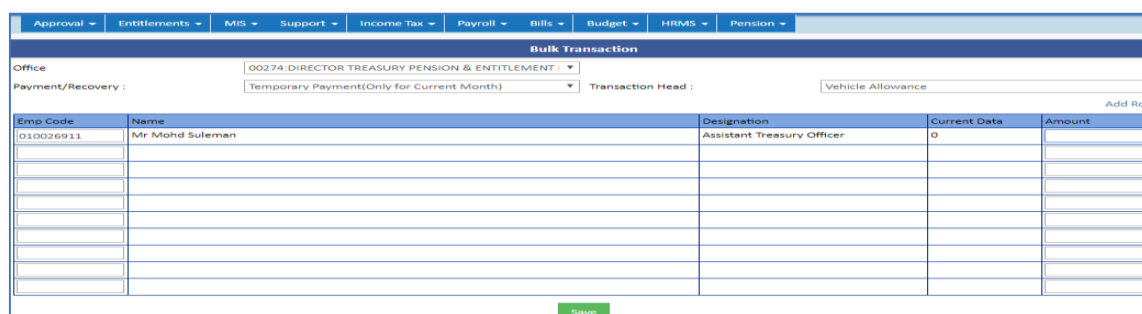
Step 3. User can select the transaction head as shown in the image below:

Fig-013

Step 4. Enter employee code on the row given below. For the entered employee code, name of the employee appears on the screen along with designation. If the deduction or payment was made in the previous month, it is also visible under the column named current data. User needs to enter the amount to be given or to be deducted in the current month under amount column. To enter details for more employees click on add row button. Once all the entries have been made user needs to click on the save button to save all the data entered through this screen.

Fig-014

5. After the data gets successfully saved, a pop up message of success gets generated on the screen as shown below:

4.4.1.3. Loan Details

Loan related details of the employees can be entered through loan data option available under payroll module. This feature shows the breakdown of loan amount to be deducted monthly for approved loans and advances to employees. It deals with the loans regarding GPF advance, House building advance and House building interest etc. Any employee who has already taken loan are shown in this section with the details of their loan amount, loan paid till date, total instalments and paid instalments. Operator can input the details of loan taken by any employee of his establishment by entering in the fields like employee code, employee name, loan type, loan amount, loan paid, total instalments, loan instalments and paid instalments . Let us see what are different steps involved in this.

Step 1: User can access loan data as shown in the image below:
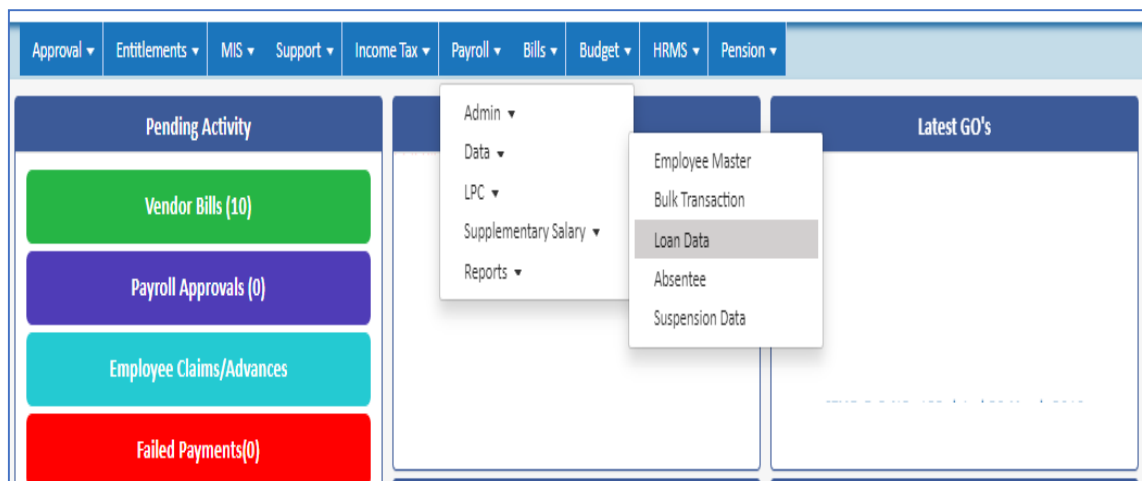
Fig-016
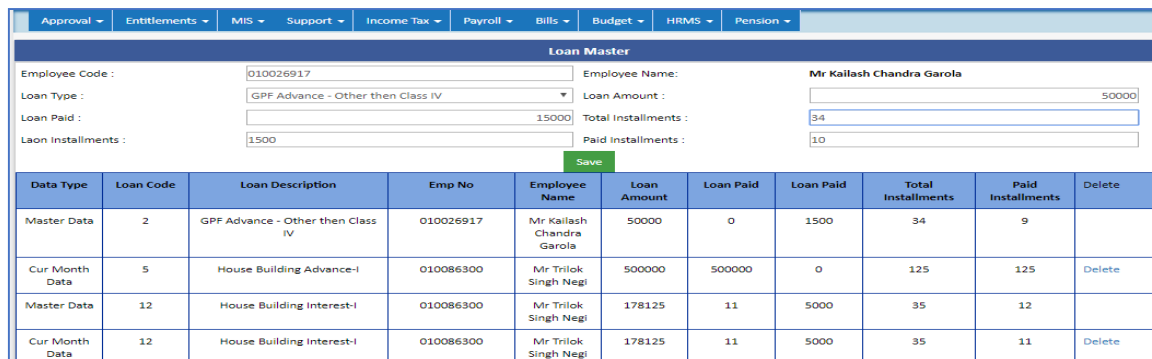
Step 2: User is directed to the page as shown below:

Data Type	Loan Code	Loan Description	Emp No	Employee Name	Loan Amount	Loan Paid	Loan Paid	Total Installments	Paid Installments	Delete
Master Data	2	GPF Advance - Other then Class IV	010026917	Mr Kailash Chandra Garola	50000	0	1500	34	9	
Cur Month Data	5	House Building Advance-I	010086300	Mr Trilok Singh Negi	500000	500000	0	125	125	Delete
Master Data	12	House Building Interest-I	010086300	Mr Trilok Singh Negi	178125	11	5000	35	12	
Cur Month Data	12	House Building Interest-I	010086300	Mr Trilok Singh Negi	178125	11	5000	35	11	Delete
Cur Month Data	5	House Building Advance-I	010086908	Mr Jeevan Singh	100000	0	1500	100	0	Delete

Fig-017
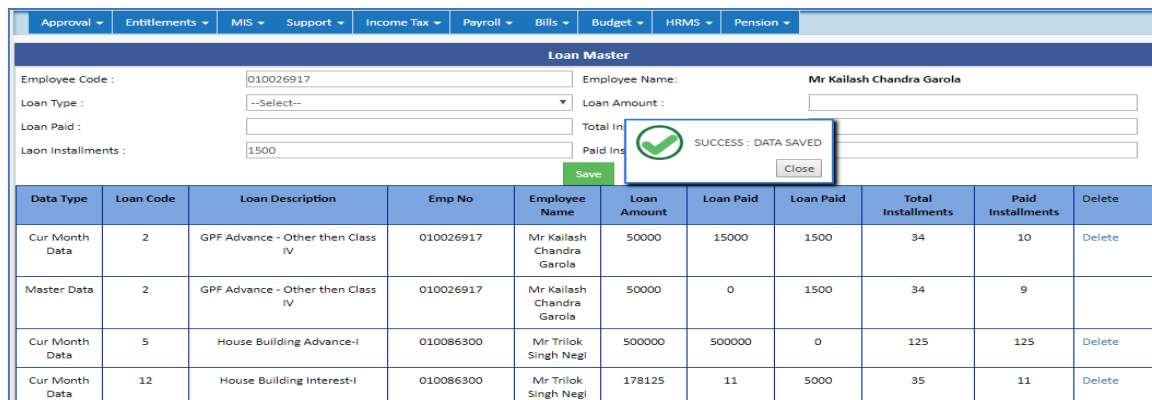
Step 3: User should enter the fields like employee code, choose loan type, and enter loan amount, loan paid, and instalments→click on save button, as shown in the image below:

Approval ▾	Entitlements ▾	MIS ▾	Support ▾	Income Tax ▾	Payroll ▾	Bills ▾	Budget ▾	HRMS ▾	Pension ▾		

Loan Master

Employee Code :	010026917		Employee Name:		Mr Kailash Chandra Garola
Loan Type :	GPF Advance - Other then Class IV ▾		Loan Amount :		50000
Loan Paid :	15000		Total Installments :		34
Laon Installments :	1500		Paid Installments :		10

Save

Data Type	Loan Code	Loan Description	Emp No	Employee Name	Loan Amount	Loan Paid	Loan Paid	Total Installments	Paid Installments	Delete
Master Data	2	GPF Advance - Other then Class IV	010026917	Mr Kailash Chandra Garola	50000	0	1500	34	9	
Cur Month Data	5	House Building Advance-I	010086300	Mr Trilok Singh Negi	500000	500000	0	125	125	Delete
Master Data	12	House Building Interest-I	010086300	Mr Trilok Singh Negi	178125	11	5000	35	12	
Cur Month Data	12	House Building Interest-I	010086300	Mr Trilok Singh Negi	178125	11	5000	35	11	Delete

Fig-018

Step 4: Pop up message of success is generated on the screen on clicking save button as shown below:

Approval ▾	Entitlements ▾	MIS ▾	Support ▾	Income Tax ▾	Payroll ▾	Bills ▾	Budget ▾	HRMS ▾	Pension ▾		

Loan Master

Employee Code :	010026917		Employee Name:		Mr Kailash Chandra Garola
Loan Type :	--Select-- ▾		Loan Amount :		
Loan Paid :			Total In		
Laon Installments :	1500		Paid Ins		

SUCCESS : DATA SAVED   Close

Save

Data Type	Loan Code	Loan Description	Emp No	Employee Name	Loan Amount	Loan Paid	Loan Paid	Total Installments	Paid Installments	Delete
Cur Month Data	2	GPF Advance - Other then Class IV	010026917	Mr Kailash Chandra Garola	50000	15000	1500	34	10	Delete
Master Data	2	GPF Advance - Other then Class IV	010026917	Mr Kailash Chandra Garola	50000	0	1500	34	9	
Cur Month Data	5	House Building Advance-I	010086300	Mr Trilok Singh Negi	500000	500000	0	125	125	Delete
Cur Month Data	12	House Building Interest-I	010086300	Mr Trilok Singh Negi	178125	11	5000	35	11	Delete

Fig-019

Step 5: User can view the detail that was saved earlier, as shown below:

Approval ▾	Entitlements ▾	MIS ▾	Support ▾	Income Tax ▾	Payroll ▾	Bills ▾	Budget ▾	HRMS ▾	Pension ▾	

Loan Master

Employee Code :	010026917	Employee Name:	Mr Kailash Chandra Garola
Loan Type :	--Select-- ▾	Loan Amount :	
Loan Paid :		Total Installments :	
Laon Installments :	1500	Paid Installments :	

Save

Data Type	Loan Code	Loan Description	Emp No	Employee Name	Loan Amount	Loan Paid	Loan Paid	Total Installments	Paid Installments	Delete
Cur Month Data	2	GPF Advance - Other then Class IV	010026917	Mr Kailash Chandra Garola	50000	15000	1500	34	10	Delete
Master Data	2	GPF Advance - Other then Class IV	010026917	Mr Kailash Chandra Garola	50000	0	1500	34	9	
Cur Month Data	5	House Building Advance-I	010086300	Mr Trilok Singh Negi	500000	500000	0	125	125	Delete

Fig-020

4.4.1.4. Leave Details

In this field operator has to input the details of leave that the employee has taken by entering the employee code, leave month, leave types and number of days. To fill up the details, please follow following steps:

Step 1: Click on absentee tab as shown below:

Fig-021

Step 2: User will be directed to the new page as shown in the image below:

Fig-022

Step 3: After entering employee code, name of the employee appears on the screen, select leave month, select leave type, enter number of days and finally click on save button, as shown in the image below:

Fig-023

Step 4: On clicking save button, pop up message of success is generated on the screen as shown below:

Fig-024

4.4.1.5 Suspension Data

If employee gets suspended due to any reason, the salary gets reduced to the tune of order passed by the appointing authority'ssuspension data option of Payroll facilitates the DDO operator to deduct the salary of the suspended employee in one of the following proportions i.e. 1/2 of the salary, 2/3[rd]ofthe salary or 3/4[th]ofthe salary as applicable. Please follow below steps to enter details of suspended employee.

Step 1: User can access the suspension data as shown below:
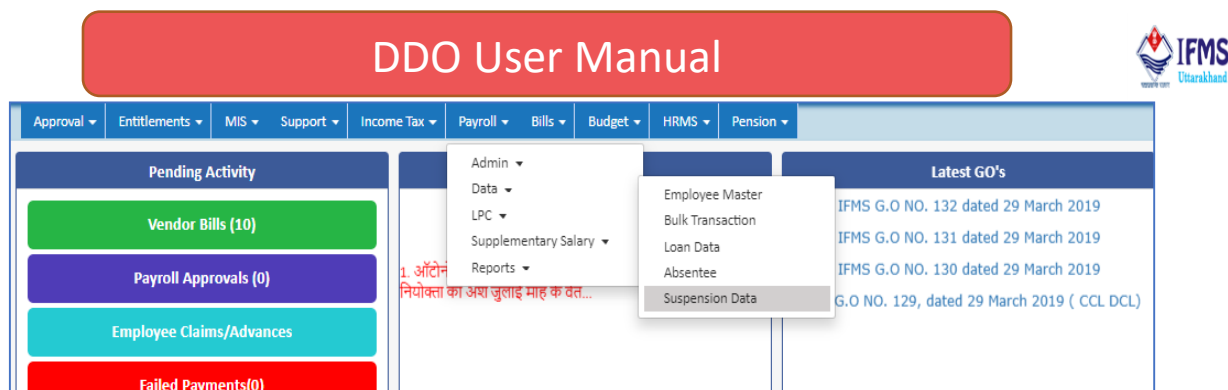
Fig-025

Step 2: User is directed to new page as shown in the image as shown below:

Fig-026

Step 3: Fill in the fields like employee code, select suspension category, enter start date given in the page, as shown in the figure below:

Fig-027

Step 4: Pop up message of successfully updating of the data is generated on the screen as shown in the image below:

Fig-028

4.4.1.6. Create Society

If any employee wants to deduct any amount from his salary other than the standard deductions, the operator can create a society under payroll so that when the salary is processed the said amount gets automatically deducted for that employee.

Steps for creating society are shown in the figures attached below:

Fig-029

Step 1: On clicking create society tab, user will be directed to new page as shown in the image below:

Fig-030

Step 2: Fill in all the required fields like description, bank details, and account name as shown in the image below:

Fig-031

Step 3: click on save button provided on the screen, popup message of success is generated on the screen and a new row adds up with the details of society that was earlier filled, as shown in the image below:

Fig-032

4.4.1.7. Pay process

This option under payroll captures all the data required for generation and processing of salary and displays the inner sheet of the current as well as previous months.

Following are the steps to be followed after entering all the details mentioned above for processing the salary of the employees:

Execution steps: Click on pay process→Print Inner sheet→Approve change statement at all the3 levels→Submit to Treasury

Step 1: User can access to the pay process menu as shown below in the figure below:
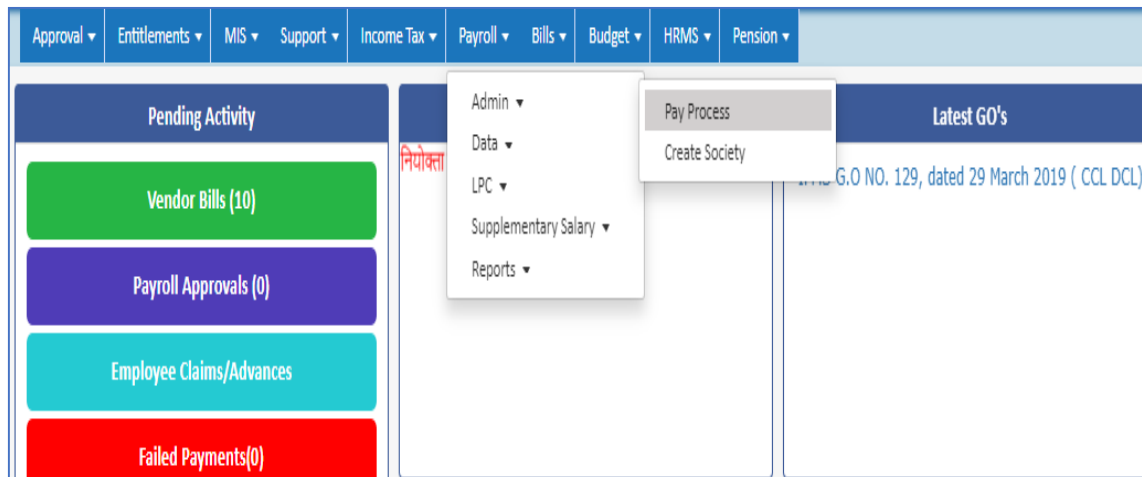
Fig-033

Step 2: User is directed to new page, and is prompted to select month (of which the salary is to be processed), office (that is the department name) and scheme code (from where the budget is to be drawn) as shown in the figure below:

Step 2.1.select month:
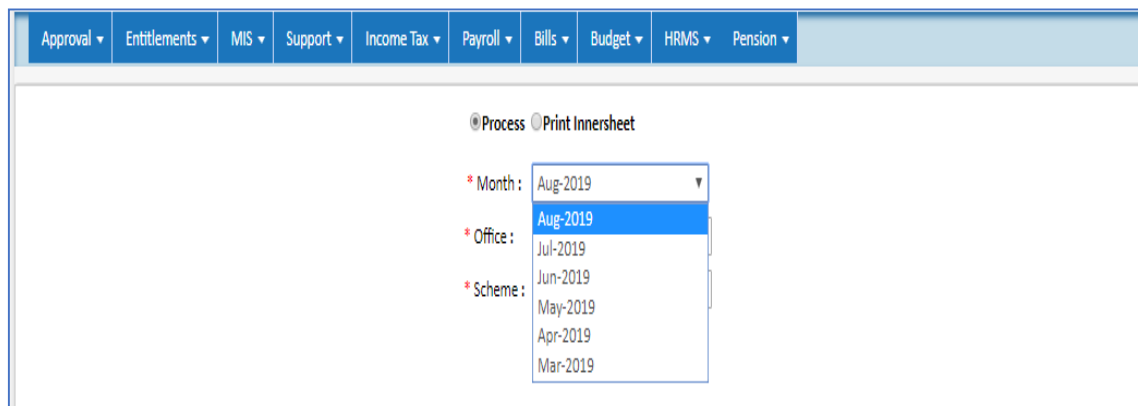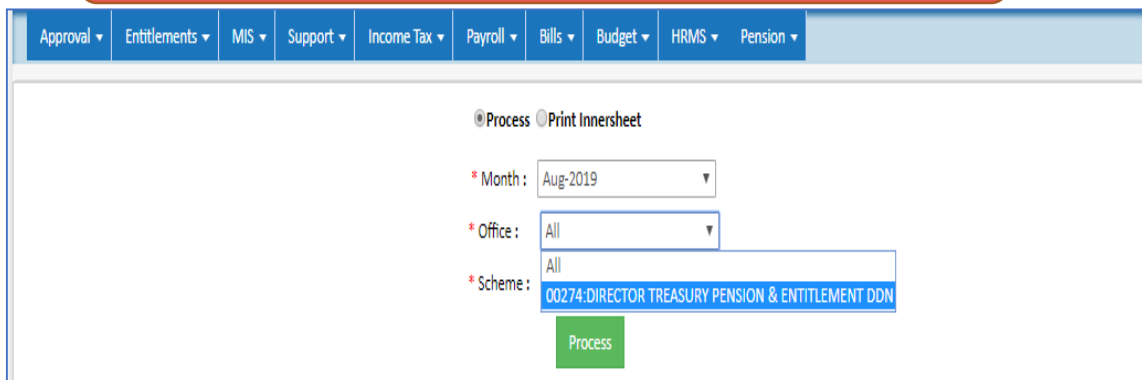
Fig-034

Step 2.2: Select office:
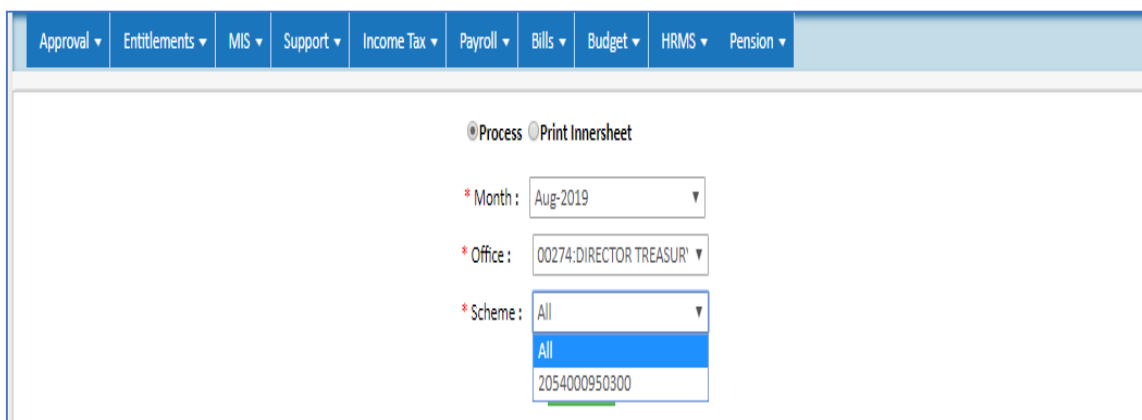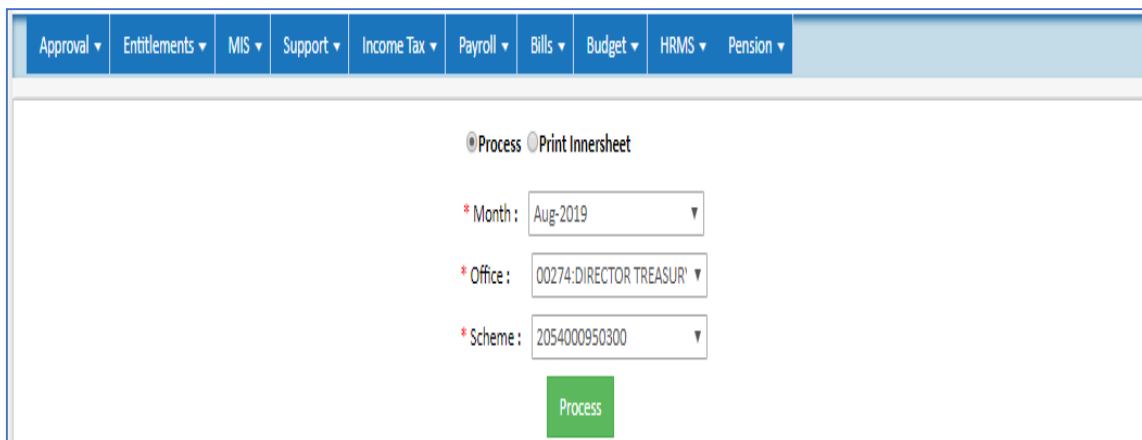
Fig-035

Step 2.3. Select scheme code:
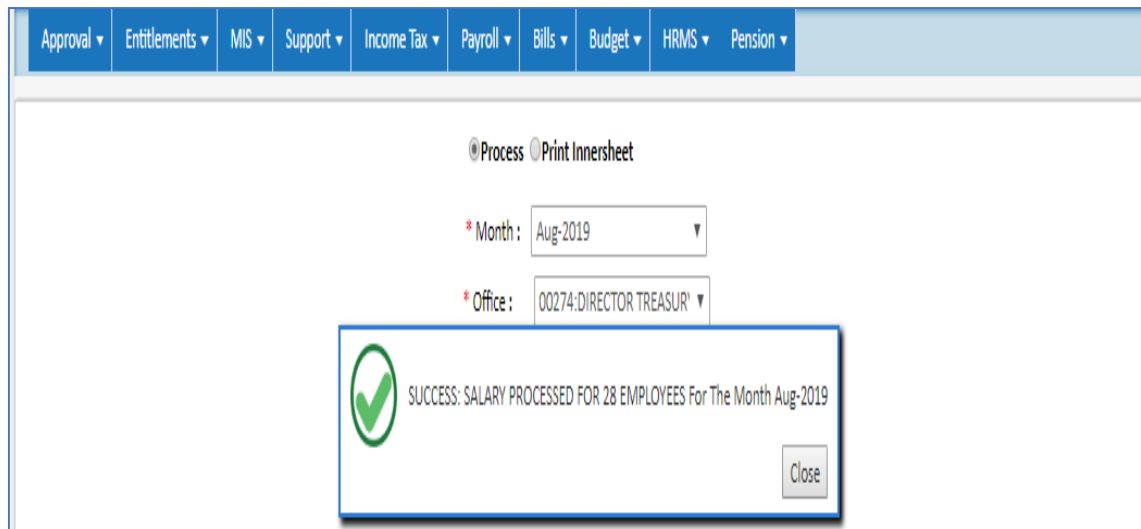
Fig-036

Step 3: Click on process button, shown on the screen as below:

Fig-037

Step 4: Pop up message of successful generation of salary is generated on the screen as shown below:
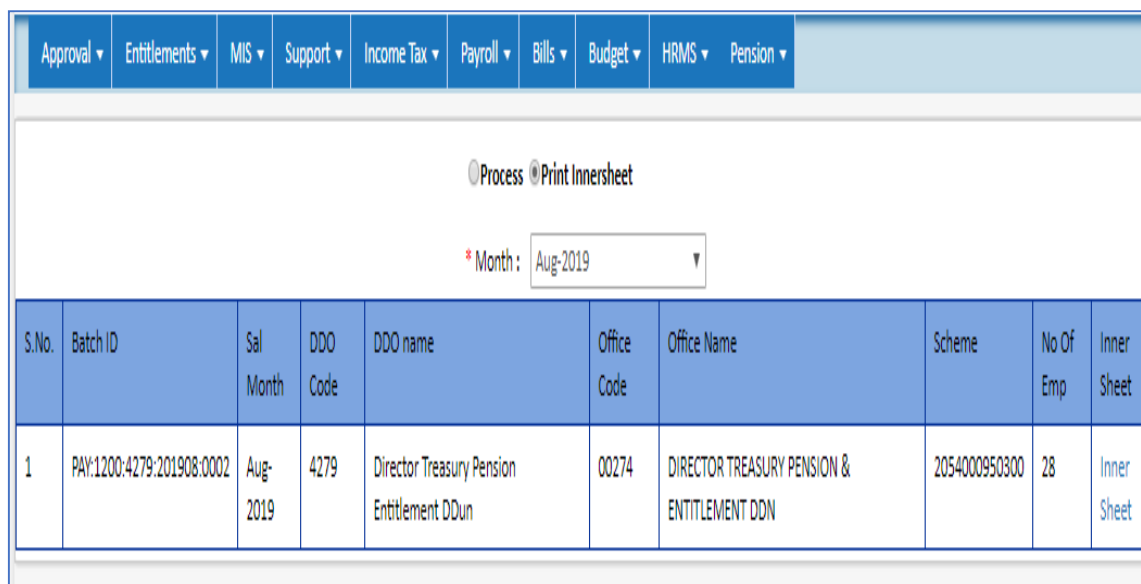
Fig-038

Step 5: Printing of inner sheet: once the salary is successfully generated user can access the inner sheet which contains the descriptive list of employee's salaries,

Step 5.1.Click on print inner sheet menu

Step 5.2.Select month

Step 5.3. Click on inner sheet button that is provided with the batch id

S.No.	Batch ID	Sal Month	DDO Code	DDO name	Office Code	Office Name	Scheme	No Of Emp	Inner Sheet
1	PAY:1200:4279:201908:0002	Aug-2019	4279	Director Treasury Pension Entitlement DDun	00274	DIRECTOR TREASURY PENSION & ENTITLEMENT DDN	2054000950300	28	Inner Sheet

Fig-039

Step 5.4. Pop up message is generated on the screen that allows the user to download the inner sheet. User can access the printed copy of the inner sheet. The inner sheet generated looks like the figure shown below:

```
Treasury :1200 Cyber DDO : 4279 Director Treasury Pension  Entitlement DDun Pay For the Month Of Aug-2019
 Office : 00274 DIRECTOR TREASURY PENSION & ENTITLEMENT DDN Grant : 007 Scheme :2054000950300 Voted/Charged :V Batch:
                                                                 Print Date : 07-01-2020 12:24:47
-------------------------------------------------------------------------------------------------
Emp Code  :                    | Emp Name  : Mr Pankaj  Tewari   |              |   Sl No  :    1   |
Designation: Director          | Scale     : 144200-218200 (LEVEL 14) |    Earning    |    Deduction    |
-------------------------------------------------------------------------------------------------
IFSC Code  : PUNB0396800        | Account No :                   | Basic Pay  :  193800| GPF Oth IV :   30000|
Employee Ty: Class I            | Employment : UK State Services  PCS | DA      :  23256| Income Tax :   40000|
PAN No     :                    | DOB/DOR    :                   | HRA        :  12000| GIS-Saving :     280|
GPF/PRAN   :                    | Mob No     :                   | Hill Allowa:    540| GIS-Insuran:     120|
INCR Date  : JUL                | Attendance : 31                | Family Plan:    890| Govt.Vehcil:    2000|
           :                    |            :                   |            :     |            :        |
           :                    |            :                   | -----------------------------------|
           :                    |            :                   | Total      :  230486|           :   72400|
           :                    |            :                   | Net Salary :     |           :  158086|
-------------------------------------------------------------------------------------------------

-------------------------------------------------------------------------------------------------
Emp Code  :                    | Emp Name  : Mr Arunendra Singh Chauhan |         |   Sl No  :    2   |
Designation: Additional Director | Scale   : 131100-216600 (LEVEL 13 A) |  Earning   |    Deduction    |
-------------------------------------------------------------------------------------------------
IFSC Code  : ICIC0000346        | Account No :                   | Basic Pay  :  161300| GPF Oth IV :   35000|
Employee Ty: Class I            | Employment : UK State Services  Others | DA    :  19356| Income Tax :   35000|
PAN No     :                    | DOB/DOR    :                   | HRA        :  12000| GIS-Saving :     280|
GPF/PRAN   :                    | Mob No     :                   | Hill Allowa:    540| GIS-Insuran:     120|
INCR Date  : JUL                | Attendance : 31                | News Paper :    360| Govt.Vehcil:    2000|
           :                    |            :                   | Family Plan:    760|           :        |
           :                    |            :                   |            :     |            :        |
           :                    |            :                   | -----------------------------------|
           :                    |            :                   | Total      :  194316|           :   72400|
           :                    |            :                   | Net Salary :     |           :  121916|
-------------------------------------------------------------------------------------------------

-------------------------------------------------------------------------------------------------
Emp Code  :                    | Emp Name  : Mr Gajendra Dutt Belwal |         |   Sl No  :    3   |
Designation: Sub Treasury Officer | Scale  : 67700-208700 (LEVEL 11) |   Earning   |    Deduction    |
```

Fig-040

After all the details related to payroll have been entered through the payroll, change statement containing all these changes needs to be approved using the approval model. Change statement approval has been described in approval section. Click here to see how change statement has to be approved?

4.4.1.8. Supplementary Salary

Due to any reason if any employee was not paid his/her regular salary for any particular month then his salary for that month can be processed in the form of supplementary salary. Under this any other form of pay like arrears, extra pay, LTA etc can also be processed using manual salary option. Let us see how manual and supplementary salary can be processed.

1. Manual Salary: This option is used topaythe arrear (including 7th pay commission arrear), ACP, Extra Pay, LTA and Honorarium and salary for any period before March 2019. Important field in this mode of payment are payment head, payment amount, deduction head, deduction amount and grant. Following are execution steps for working on manual salary:

Execution steps: Click on Payroll→supplementary salary→manual salary →fill required field →process→upload document→generate bill →approvals→bills →Approve the bill at all the 3 level→Submit to Treasury

---

Step 1. User can access manual salary as shown below:

Fig-041

Step 2. User is directed to new page as shown below:

Fig-042

User should fill in all the fields and select salary for as shown in Fig-042.

Step 3. Select period from and to, as shown in the image Fig-043:

Fig-043

Step 4. Enter employee code of the employee whom the arrear is to be given, name of the employee appears on the screen with additional add on screen:

Fig-044

Step 5. Select payment and deduction head and enter amount to be give or deduct, as shown in the image below:

Fig-045

Step 6. Select budget from where the amount is to be drawn, as shown in the image below:

Fig-046

Step 7. On clicking save button, message of success is generated on the screen as shown below:

Fig-047

Step 8. Click on upload document menu, select bill id that was created in previous step, browse file to upload regarding the bill, enter remark, as shown in the image below:

Fig-048

Step 9. On clicking upload button, message of successful upload is visible on the screen.
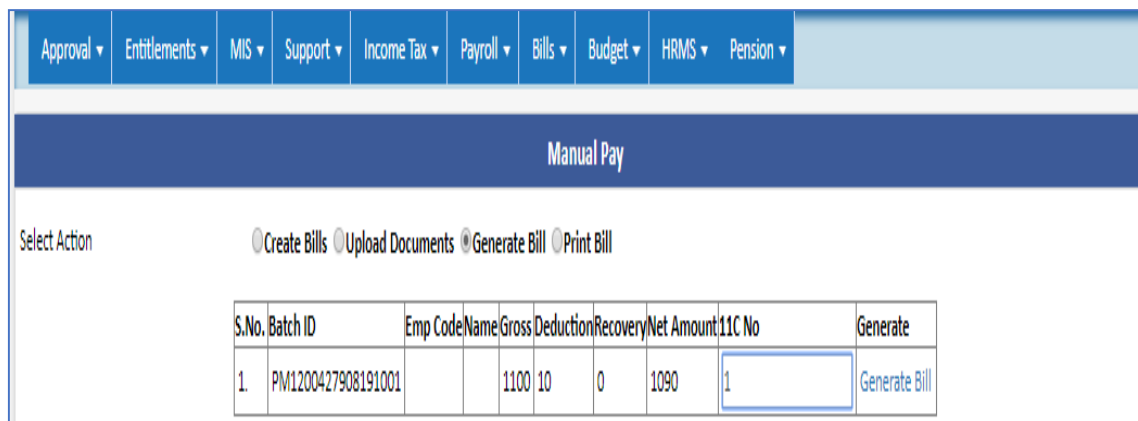
Fig-049

Step 10. click on generate bill menu from the tab, **enter 11c** no as shown below:
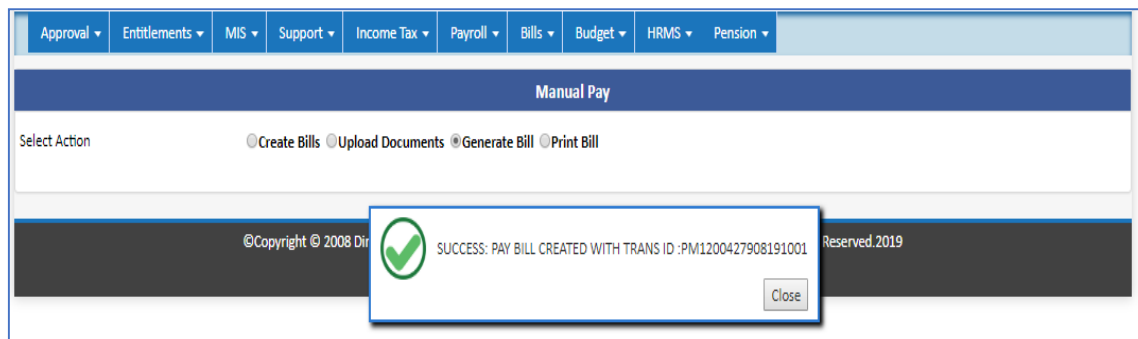
Fig-050

Step 11. Transaction id for the bill is received when the user click on generate bill button, as shown below:
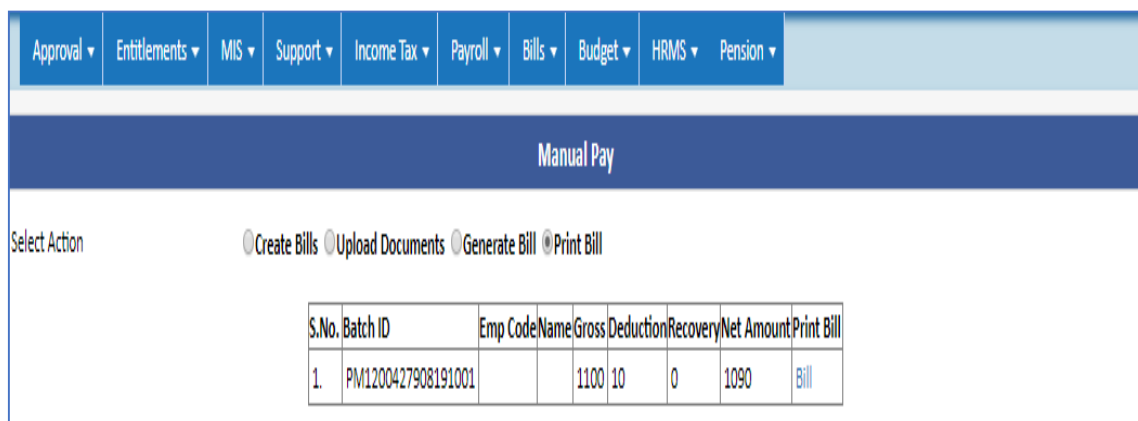
Fig-051

Step 12. Click on print bill menu from the tab, in order to access printed copy of bill:

Fig-052

Step 13. Printed copy of the bill is attached below:

Fig-053

2. Supplementary Salary

Payment of salary of any individual employee after the regular salary is passed is thus made by supplementary salary. Important fields are, month of which the salary is to be given followed by upload document, generate bill and print bill. Following are execution steps for processing supplementary salary:

Execution steps: Click on Payroll→supplementary salary→supp salary →fill required field →process→upload document→generate bill →approvals→bills →Approve the bill at all the 3 level→Submit to Treasury

Step 1.User can access supplementary salary as shown below:

Fig-054

Step 2.Select month and batch id, as soon as user select month list of name of the employees whose supplementary salary is to be processed for that month is visible on the screen as shown below: enter no of pay days in the column provided and select the name of the employee from the list:

Fig-055

Step 3. Data is saved as soon as user clicks on process button, and pop up message is generated on the screen as shown below:

Fig-056

Step 4. To make amendments in the bill created user can click on corrections menu from the tab:
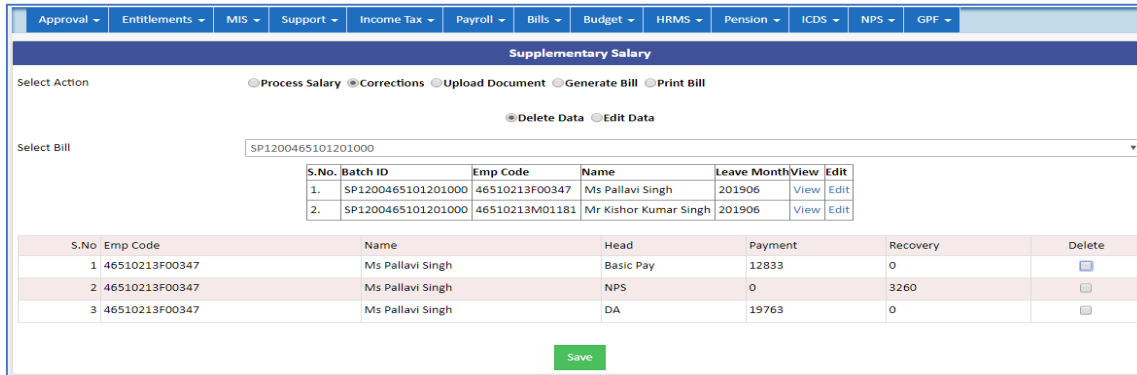
Fig-057

Step 5. Select delete/ edit data as per the requirement:

Step 5.1: Delete data, will delete the entry that wasmade earlier, select the name which needs to be deleted, click on save button to delete:

Fig - 058

Step 5.2: Edit data, helps user to edit the entry that was earlier made, click on edit button provided with the name:
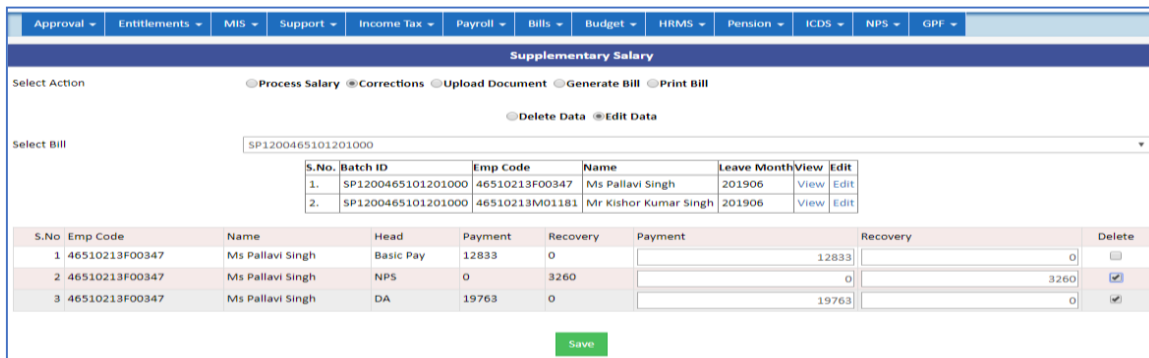
Fig - 059

Few fields gets added on the drop-down window, where user can edit the entry that was made earlier, click on save button in order to update the changes made:

Step 6. Click on generate bill menu from the tab, enter 11C number for the batch id created earlier and click on generate bill button, to view the bill user can click on view button that is provided and user can also click on delete button in order to delete the complete entry of the bill:

Fig - 061

7.On clicking view button, the screen as below comes up:

Fig - 062

4.4.1.9. LPC (Last Pay Certificate)

1. Create LPC

 LPC generation is needed during the transfer process of employee. LPC is issued by the department to the employee at the transfer, death, retirement etc. LPC screen consists of fields like employee code, employee name, purpose of LPC (i.e. transfer, deputation, retirement, death, resignation, voluntary retirement), treasury code, DDO code, order no, order date, charge no, charge date etc. LPC feature is mostlyused in the cases of transfer as the employee needs to rejoin in the other office. Following are execution steps to generate the LPC.

Execution steps for creating LPC: Click on Payroll→LPC→Create LPC →fill the required fields→save →Submit

---

Step 1. User can access create LPC menu as shown in the image below:
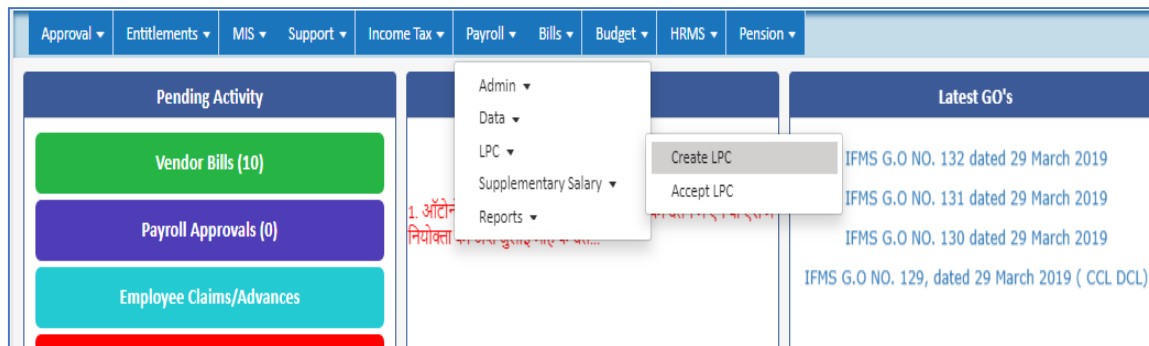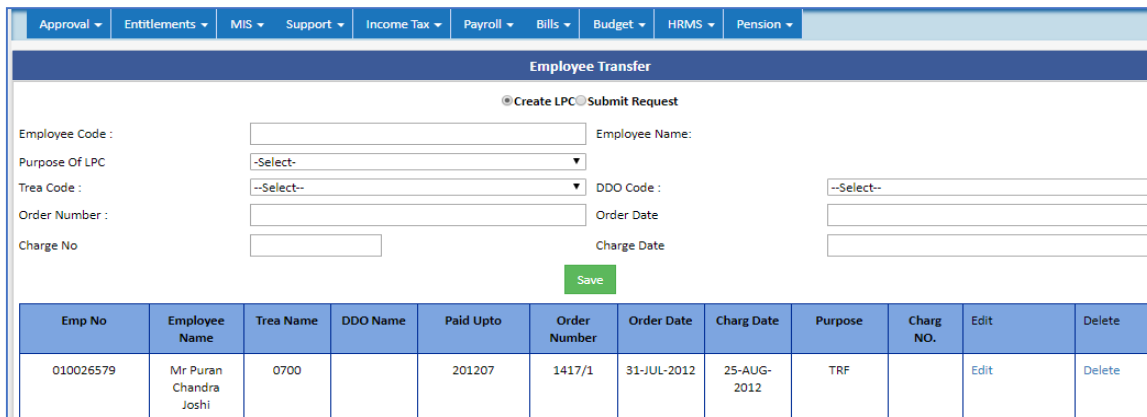
Fig - 062

Step 2. User is directed to new page as shown below:

Fig - 063

Step 3. Fill in the fields like employee code, select purpose of LPC, treasury code, DDO code, enter order no and date, enter charge no and charge date, as shown in the image below:

Fig - 064

Step 4. Success, pop up message is generated on the screen when the user clicks on save button, as shown in the image below:

Fig - 065

Step 5. Click on submit button from the menu, page with the detail of LPC issued is visible on the screen, as can be viewed below:

Emp No	Employee Name	Trea Code	Trea Name	DDO Code	DDO Name	Paid Upto	Order Number	Order Date	Charg Date	Purpose	Print
010026579	Mr Puran Chandra Joshi	0700	0700				201207	1417/1	31-JUL-2012	25-AUG-2012	TRF	Print
010026911	Mr Mohd Suleman	0100	0100	2003	2003		201907	1	01-AUG-2019	01-AUG-2019	Transfer	Print
010026913	Mr Ishwar Singh	9902	9902				201805	1189	31-MAY-2018			Print
010027417	Mr Girdhar Gopal Bhatnagar	0100	0100				201107	727	25-JUL-2011	26-JUL-2011	TR	Print
010089190	Mr Arvind Kumar	1200	1200	4275	4275		201906	1475-1	10-JUL-2019	10-JUL-2019	Transfer	Print
010089997	Mr Ravindra Singh Bist	4200	4200				201207	1415/2012	31-JUL-2012	01-AUG-2012	TRF	Print
010096387	Mr Laxmi Prasad Kothiyal	4200	4200	2133	2133		201906	163	19-JUN-2019	29-JUN-2019	Transfer	Print

Fig - 066

6. To access printed copy of LPC click on print button, printed copy of LPC is attached below:

Fig - 067

Integrated Financial Management System (https://cts.uk.gov.in **)**

2. Accept LPC

LPC issued by another office needs to be accepted as soon as the transferred employee joins his new office. Acceptance of office is done by DDO operator of the place of joining. Following are the execution steps for accepting LPC:

Execution steps for accepting LPC: Click on Payroll→LPC→Accept LPC →fill the required fields→save →Submit

Step 1. User can access accept LPC menu as shown in the image below:
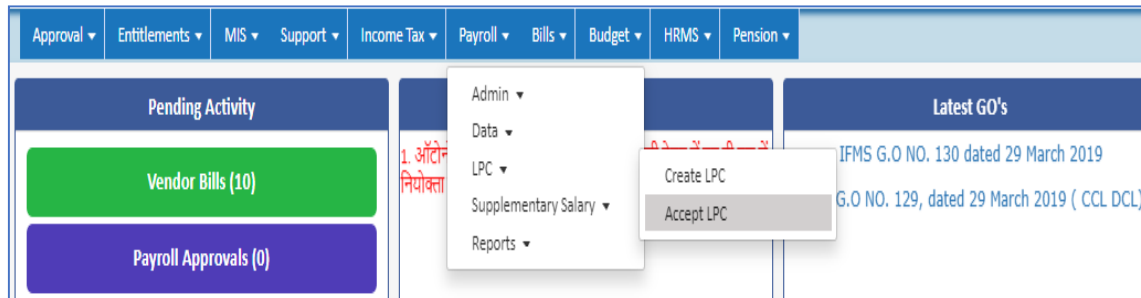
Fig - 068

Step 2.User is directed to new page, fill in the details of the employee whose LPC is to be accepted by the department, as shown in the figure below:

Fig - 069

Step 3. Pop up message of success is generated on the screen as shown in the image below:
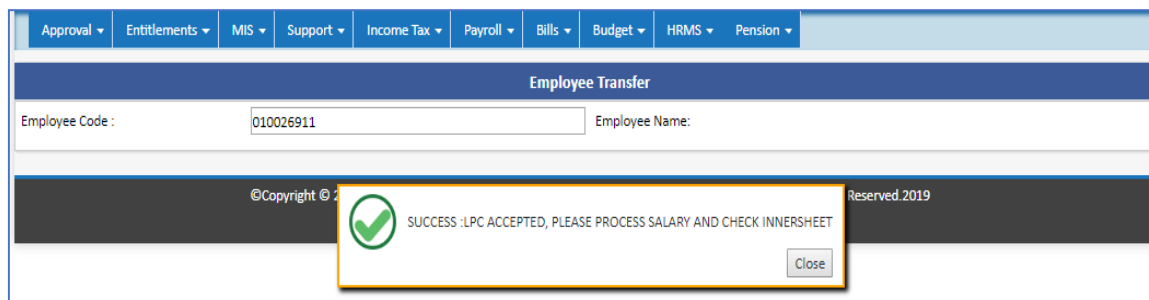
Fig - 070

4.4.1.10. NPS Arrear

Government of India introduced a new defined contribution pension scheme known as NPS replacing the existing system of defined benefit pension scheme in December 2003, the same has been adopted by the State Government of Uttarakhand. NPS is mandatory to all new recruits to the state government joining service on or after 1.10.2005. IFMS software has the provision of entering employee's PRAN in employee master as per the requirement so that necessary deductions can be made from employee's salary while processing it at the end of the month. System also has the provision to deduct the NPS amount of previous leftover months. It also has the functionality to provide the online claim processing as per the requirement.

NPS deduction for leftover months

There have been several cases where the employee's NPS amount has not been deducted by DDO though it should have been deducted when the salary including supplementary salary was processed. Now a new functionality in IFMS software is being introduced through which DDOs can process the NPS contribution of employees for leftover months. This newly added feature may be accessed using NPS ARREAR FORM available under Payroll ---->Data ---> NPS Arrear. DDOs should note that NPS amount of leftover months entered through this form would be processed during the salary processing of the month in which the data has been entered and only five month's arrear can be processed in a month.

Entry in NPS Arrear Form by DDO

For entering the NPS amounts of leftover months please use the NPS Arrear Form as shown below:
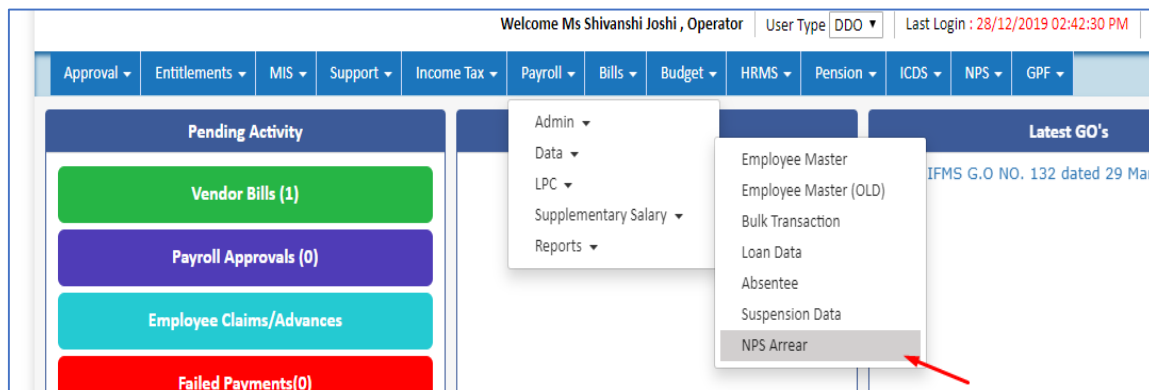
Fig - 071

NPS Arrear Form

NPS Arrear Form has been designed in such a way that the DDO operator needs to only enter the employee code, rest of the fields, except Deduction month, of the form will auto populate. DDO should carefully check all the entries shown on the screen, in case there is any discrepancy between data shown on the screen and the correct data as per employee and DDO, please raise the issue through Support facility available with DDO. It is entirely DDOs responsibility to ensure that all the data entered are correct and correct amount is being entered for NPS arrear processing.

Fig - 072

Step 1. Validate employee code:

Please enter correct employee code of the employee whose NPS arrear has to be processed.

Fig - 073

Step 2. Select month of missing contribution:

Please select the month for which NPS arrear has to be processed. In case the months shown under the drop down menu are incorrect, kindly report to Finance Data Center, Dehradun.

Fig - 074

It will show the Basic, DA, Grade Pay for the month selected with NPS Amount.

Fig - 075

Check AND Save the entries which will get reflected in Inner sheet

		Nps Arrear					
Employee Code :				Employee Name:			
Deduction Month :		▼		Basic Pay:			
Grade Pay :				DA :			
Salary Month :	Jan-2020	▼		NPS Amount :			

Save → CLICK SAVE FOR ENTRY

Emp Code	Emp Name	Sal Month	Arrear Month	Basic	DA	Grade Pay	NPS Amount	Delete
42790313F00086	Ms Shivanshi Joshi	Jan-2020	Mar-2016	625	975	194	179	Delete

Fig - 076

Check the inner sheet

Once all the entries related to NPS arrear payment have been entered and saved through NPS arrear form they will automatically get added to the inner sheet as shown below:

```
IFSC Code : SBIN0016312      | Account No :           | Basic Pay : 24500| NPS    : 179|
Employee Ty: Class III        | Employment : UK State Services Others | DA   : 4165| NPS    : 2867|
PAN No   :                    | DOB/DOR :               | HRA   : 2650| GIS-Saving:   70|
GPF/PRAN : 110007615982       | Mob No   :              | Hill Allowa:  200| GIS-Insuran:  30|
INCR Date : JAN               | Attandence : 31         |    :   |     :   |
         :       |         |         |      |    :   |    :   |
```

Fig - 077

Check the change statement

Check the change statement to see the NPS arrear amount as shown below:

S.No.	Data Type	Summary					
1.	Employee Master	Head	No Of Cases	Head	No Of Cases	Head	No Of Cases
		Designation	1				
		Location	1	Bank	2	IFSC	3
		Account No	2	Incr Month	1	Pay Scale	1
		Basic Pay	1	HRA	1	GPF Amount	2
2.	Loan Transaction	4					
3.	Temporary Transaction	15					
4.	Permanent/Bulk Transaction	4					
5.	Absentee	0					
6.	NPS Arrear	1					
Remarks		434					

Fig - 078

Report of change statement:

		NPS Arrear Transactions			
Sl No	Emp Code	Name	Description	Deduction	Amount
1	42790313F00 086	Ms Shivanshi Joshi	NPS Arrear	Recovery	179

Enclosures:

Fig - 079

4.4.1.11. Reports

1. Pay Schedule

All the individual deductions that are made in a particular month can be viewed by use of this option. Operator only needs to select the required month and deduction category i.e. GPF, GIS, NPS, Income tax.

Step 1.User can access the option as shown below:
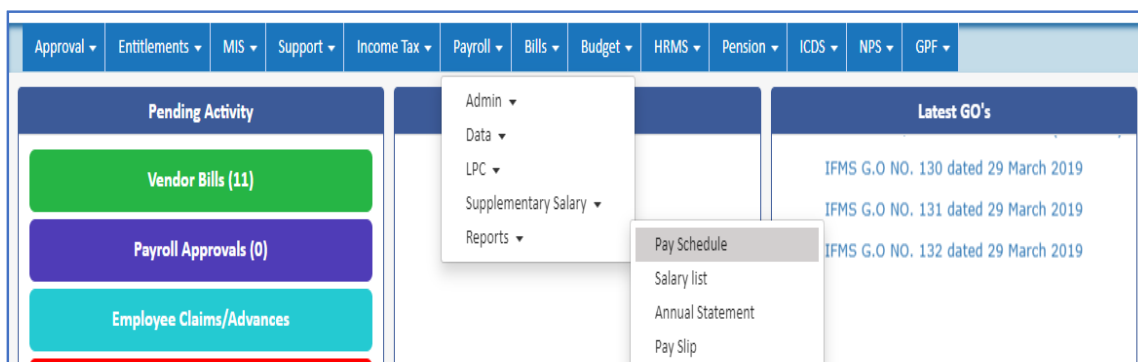
Fig - 080

Step 2.Select month and year, select TRN code as shown in the image below:
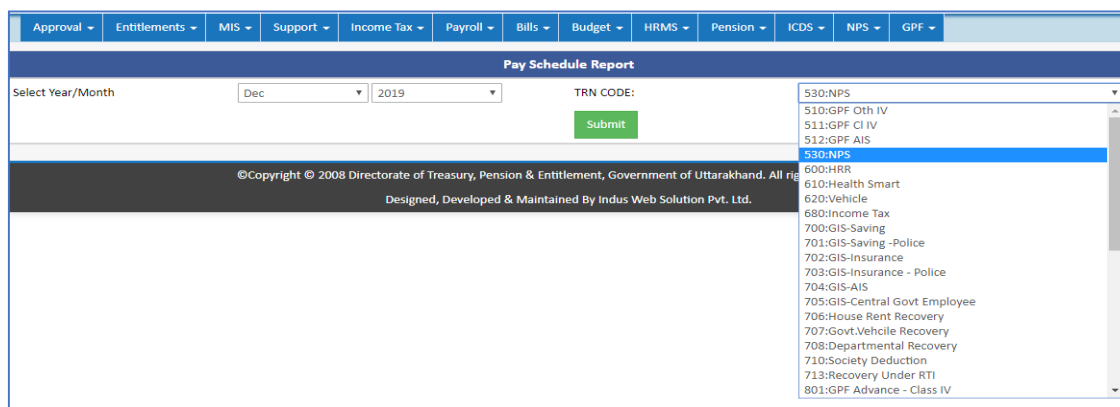
Fig - 081

Step 3.On clicking submit button, list of the pay schedule (List of employees availing the field is generated containing the details like employee code, name, and amount, voucher no and voucher date) is obtained as below:

Pay Schedule Report

Deduction NPS For The Month Dec-2019

Sl. No.	Emp No	Name	Amount	Voucher No	Voucher Date
1	010090517	Ms Swati Anand	4,271		
2	120012095999	Mr Vivek Negi	3,416		
3	23710313M00438	Mr Vinod Singh	3,416		
4	40290313M00436	Mr Nawaj Sharif	3,416		
5	42790313F00086	Ms Shivanshi Joshi	2,785		
6	42790313F00140	Ms Kiran Chauhan	3,732		
7	42790313F00154	Ms Shivani Khanna	2,785		
8	42790313F00216	Ms Bhawana Chaudhary	2,785		
9	42790313F00442	Ms Swati	3,522		
10	42790313F00443	Mrs MEENAKSHI	2,539		
11	42790313M00009	Mr Deepak Kumar	3,136		
12	42790313M00131	Mr Sanjay Kumar	3,732		
13	42790313M00134	Mr Komal Prasad Upreti	3,732		
14	42790313M00136	Mr Surya Prakash Singh	3,732		
15	42790313M00138	Mr Yogendra Kumar	3,732		
16	42790313M00139	Mr Gopal Binwal	3,732		
17	42790313M00233	Mr Vipin Mohan Verma	2,703		
18	47530210M00013	Mr Manoj Kumar Pandey	6,962		
		Total	**64,128**		

Print

Fig - 082

2. Salary List

This report available under payroll section allows user to view the status of salary for a particular month. This report contains details of change statement idand lists out all the individual with their name and employee code. The bill status column tells the user about exact status of transaction id associated with that month's salary. To access and view the report, user needs to follow below steps:

Step 1. User can access the option as shown below:

Fig - 083

Step 2. Select month, and click on show button, detailed list of pay summary report (List of all the employees with all the details of the salary is generated) as below:

Office Code	Scheme	Emp Code	Emp Name	Net Salary	Change Statement ID	Transaction ID	Change Status Status	Bill Status
00274	2054000950300	40290313M00436	Mr Nawaj Sharif	34478	PAY:1200:4279:201912:0009	PB1200427912191000	Approved by Treasury	Voucher Passed with No A20540008
00274	2054000950300	010090527	Mr P C Khare	123329	PAY:1200:4279:201912:0009	PB1200427912191000	Approved by Treasury	Voucher Passed with No A20540008
00274	2054000950300	42790313F00140	Ms Kiran Chauhan	37321	PAY:1200:4279:201912:0009	PB1200427912191000	Approved by Treasury	Voucher Passed with No A20540008
00274	2054000950300	42790313F00154	Ms Shivani Khanna	27811	PAY:1200:4279:201912:0009	PB1200427912191000	Approved by Treasury	Voucher Passed with No A20540008
00274	2054000950300	42790313F00216	Ms Bhawana Chaudhary	27811	PAY:1200:4279:201912:0009	PB1200427912191000	Approved by Treasury	Voucher Passed with No A20540008
00274	2054000950300	42790313F00442	Ms Swati	35425	PAY:1200:4279:201912:0009	PB1200427912191000	Approved by Treasury	Voucher Passed with No A20540008
00274	2054000950300	42790313F00443	Mrs MEENAKSHI	25600	PAY:1200:4279:201912:0009	PB1200427912191000	Approved by Treasury	Voucher Passed with No A20540008

Fig - 084

3. Annual Statement

Provides the operator with the annual statement of any employee working under the DDO. Employee code and financial year are the fields that are provided and operator can enter the desired employee code and year and get the desired output.

Step 1. User can access the option as shown below:

Fig - 085

Step 2. Enter employee code and financial year then click on submit button as shown below:

Fig - 086

3. Annual statement of the employee looks like as shown in below image:

Fig - 087

4. Pay Slip

Provides the operator with the pay slip of any employee working under the DDO. Employee code and month are the fields that are provided and operator can enter the desired employee code and month and get the desired output.

Step 1. User can access the option as shown below:

Fig - 088

Step 2. Enter employee code, select month and year, click on submit button:

Fig - 089

Integrated Financial Management System (https://cts.uk.gov.in)

Step 3. Pay slip of the employee gets generated as shown below:

Fig - 090

5. Pran GST search

There has been demand by DDOs to know the status of PRAN of employees whether it is active or inactive. So, PRAN GST Search report enables the user to know the status of employee's PRAN.

Step 1. Select either PRAN, party code and CPIN, enter the unique number as per the selection made, as shown in the image below:

Fig - 091

Step 2. Status of the PRAN is shown as below:

Fig - 092

6. Employee Claim Report

It comprises of all the details of the claim that has been taken by the employee. It includes details like claim type, treasury code, treasury name, claim no, transaction id, from date, to date, claim amount, pass amount, cheque no, voucher no, voucher date.

User can access claim report as shown in the image below:
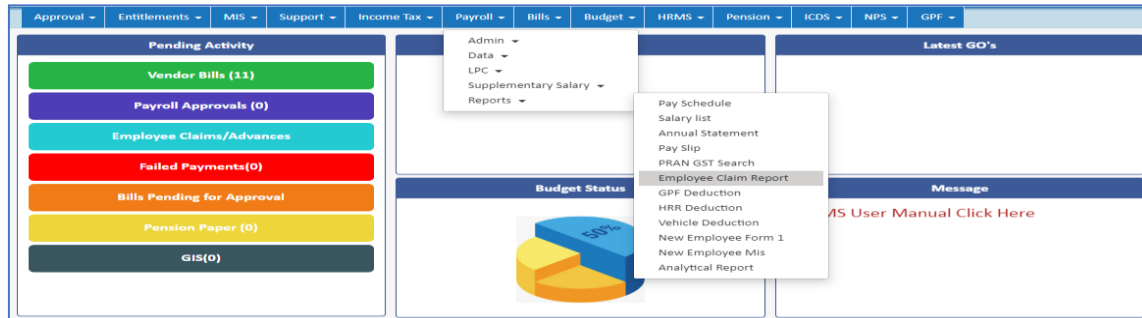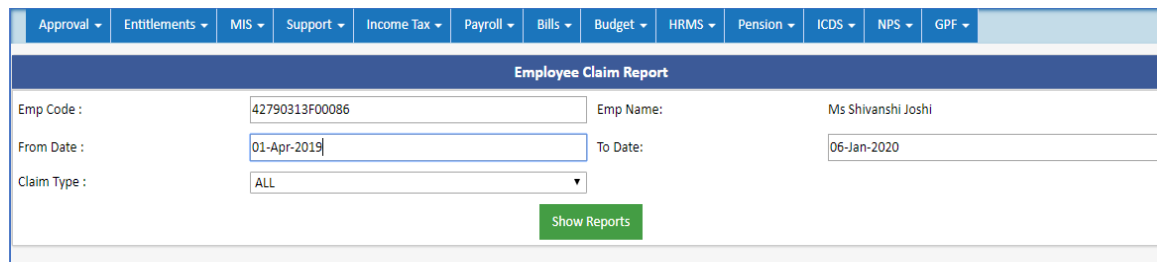
Fig - 093

Enter employee code, date from and to, select claim type, click on show report button, as shown in the image below:
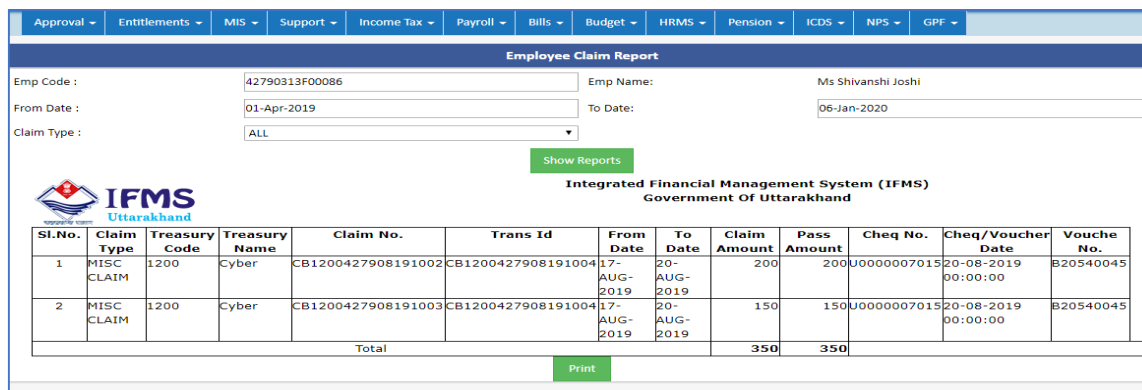
Fig - 094

User can view the report as shown in the image below:

Fig - 095

For reading about how claim has to be processed go back to claims module.

7. GPF Deduction

Provides the user with detailed GPF report of the employee that has been deducted from salary.

Step 1. Enter employee code and select financial year, as shown in the image below: click on submit button
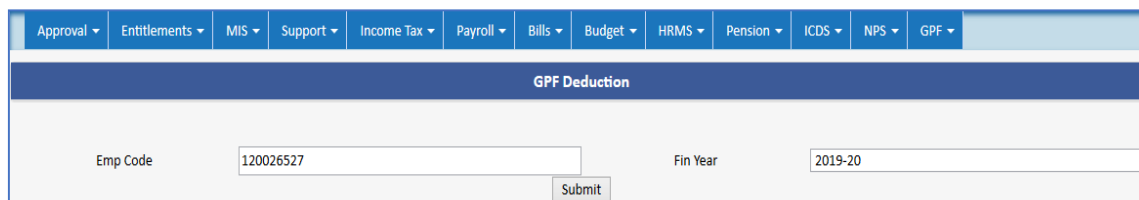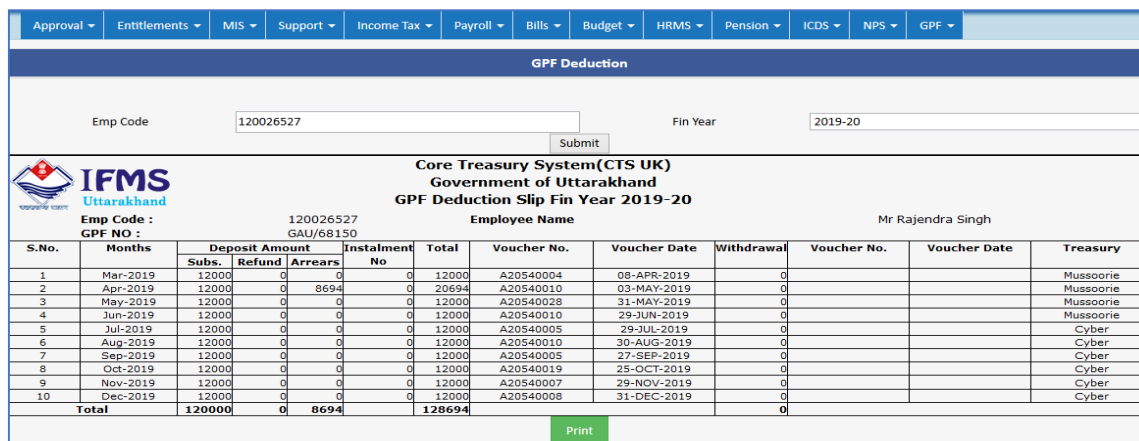
Fig - 096

Step 2. User can view the detailed report of employee's GPF deduction, and can also access printed copy of the report, as shown in the image below:

Fig - 097

8. HRR Deduction

This report provides the e-DDO module users the details of HRR deduction of the employee's of his establishment. Following steps are involved in fetching this report.

Step 1. Enter employee code and select financial year, as shown in the image below: click on submit button
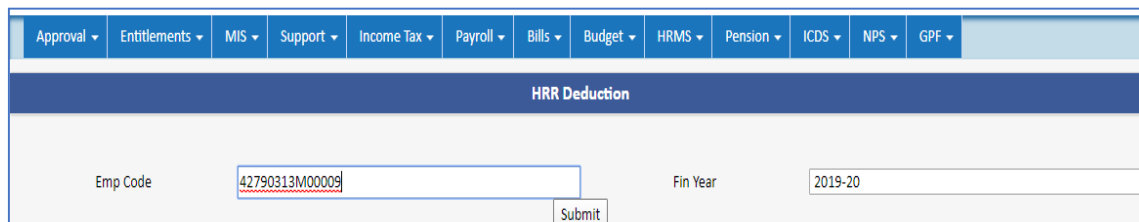
Fig - 098

Step 2.User can view the detailed report of employees HRR deduction, and can also access printed copy of the report, as shown in the image below:

Emp Code	42790313M00009			Fin Year	2019-20	

Core Treasury System(CTS UK)
Government of Uttarakhand
HRR Deduction Fin Year 2019-20

Emp Code : 42790313M00009
Pran NO : 111003532844

Employee Name   Mr Deepak Kumar

S.No.	Months	Amount	Voucher No.	Voucher Date	DDO name	Treasury
1	Jun-2019	240	A20540010	28-JUN-2019	Director Treasury Pension Entitlement DDun	Cyber
2	Jul-2019	240	A20540005	29-JUL-2019	Director Treasury Pension Entitlement DDun	Cyber
3	Aug-2019	240	A20540010	30-AUG-2019	Director Treasury Pension Entitlement DDun	Cyber
4	Sep-2019	240	A20540005	27-SEP-2019	Director Treasury Pension Entitlement DDun	Cyber
5	Oct-2019	240	A20540019	25-OCT-2019	Director Treasury Pension Entitlement DDun	Cyber
6	Nov-2019	240	A20540007	29-NOV-2019	Director Treasury Pension Entitlement DDun	Cyber
7	Dec-2019	240	A20540008	31-DEC-2019	Director Treasury Pension Entitlement DDun	Cyber
Total		1680				

Print

Fig - 099

9. Vehicle Deduction

This report contains the data of all the deductions made against allocation of government vehicle to Government employees. As we know it is a fixed sum of 2000 per month, so report contains all the deductions for each month. Following steps needs to be performed to fetch this report:

Step 1.Enter employee code and select financial year, as shown in the image below: click on submit button.

Approval ▾	Entitlements ▾	MIS ▾	Support ▾	Income Tax ▾	Payroll ▾	Bills ▾	Budget ▾	HRMS ▾	Pension ▾	ICDS ▾	NPS ▾	GPF ▾

Vehicle Deduction

Emp Code	010096055		Fin Year	2019-20

Submit

Fig - 100

Step 2.User can view the detailed report of employees HRR deduction, and can also access printed copy of the report, as shown in the image below:

Emp Code	010096055			Fin Year	2019-20	

Core Treasury System(CTS UK)
Government of Uttarakhand
Vehicle Deduction Fin Year 2019-20

Emp Code : 010096055
Pran NO :

Employee Name   Mr Pankaj Tewari

S.No.	Months	Amount	Voucher No.	Voucher Date	DDO name	Treasury
1	Jun-2019	2000	A20540010	28-JUN-2019	Director Treasury Pension Entitlement DDun	Cyber
2	Jul-2019	2000	A20540005	29-JUL-2019	Director Treasury Pension Entitlement DDun	Cyber
3	Aug-2019	2000	A20540010	30-AUG-2019	Director Treasury Pension Entitlement DDun	Cyber
4	Sep-2019	2000	A20540005	27-SEP-2019	Director Treasury Pension Entitlement DDun	Cyber
5	Oct-2019	2000	A20540019	25-OCT-2019	Director Treasury Pension Entitlement DDun	Cyber
6	Nov-2019	2000	A20540007	29-NOV-2019	Director Treasury Pension Entitlement DDun	Cyber
7	Dec-2019	2000	A20540008	31-DEC-2019	Director Treasury Pension Entitlement DDun	Cyber
Total		14000				

Print

Fig - 101

10. New employee Form 1

This report contains the data of new employee which has been entered by user in the employee master. Following steps needs to be followed to access this report.

Step 1: Enter employee code, as shown in the image below and then click on submit button.

Approval ▾	Entitlements ▾	MIS ▾	Support ▾	Income Tax ▾	Payroll ▾	Bills ▾	Budget ▾	HRMS ▾	Pension ▾	ICDS ▾	NPS ▾	GPF ▾

Emp Code   T01002442012020E0002

Fig - 102

Step 2: User can view the detailed report of new employee's data entry that was made in employee master, and can also access printed copy of the report, as shown in the image below:

Emp Code	T01002442012020E0002				
		Employee Master Report			

I.No.	Employee Name					
1	Mr AMIT KATARIYA	Treasury Name	Dehradun	DDO Name	District Sports OfficerDehradun	Father Name	
		Mother Name		Spouse Name	Mrs Sudha Rani	Employee Gender	M
		Marital Status	Married	Blood Group	O +Ve	Category	SC
		Appoint No.	1261	Appointment date	19-DEC-2019	Appointment Authority	UKSSSC
		Aadhar Card		Pan Card		Mobile No.	
		Email Id	amithockey1@gmail.com	Disablity Flag	N	Disablity Type	
		Disability Percentage	0	Service Quota	General	Service Quota Relation Type	
		Service Quota Emp code		Reporting To Emp No.	90004120	Claim Authority Type	
		Claim Authority Emp no.		Employee Type	Class III	Employment Type	UK State Services Others
		Designation	Assistant Coach	Office Name	DISTT SPORTS OFFICER DDN	Scheme	2204000010300
		Grant NO.	011	Voted Charged	Voted	District Name	Dehradun
		Location Name	Dehradun	Department	Director Sports	DOB	04-SEP-1990
		Date of retirement	30-SEP-2050	Date Of Joining	20-DEC-2019	Extension Order No.	
		Extension Order Date		Date Of Entry		Bank Name	State Bank of India
		Ifsc code	SBIN0012852	Account No.	.	Pran GPF Status	P
		Pran No.		GPF NO.		GPS Series	
		Qualification	B.A	Basic Pay	29200	Grade Pay	0
		Special PAY	0	Personal Pay	0	Pay Commision	Seventh State
		DA Admisb	Y	DP Admissible	N	NPA	Y
		Pay Status	Running	Increment Due	JAN	Increment Flag	N
		HRA	Y	HDA	Y	BOARD ALL	N
		GIS	Y	GPF	N	GPF Amount	0
		Health Smart Status	N	Health Smart Card No.		Health Smart Amount	0
		HRR	N	House Type	A	House Amount	0
		Vehicle Regstration No.	N	Vehicle Type	C	Vehicle No.	
		Vehicle Amount	0	Scale Description	29200-92300 (LEVEL 05)	Creation Date	08-01-2020 16:41:47

Print

Fig - 103

11. New employee MIS

It is a report that contains the detail of new employees.

Step 1: Select date from and to, as shown in the image below.

Approval ▾	Entitlements ▾	MIS ▾	Support ▾	Income Tax ▾	Payroll ▾	Bills ▾	Budget ▾	HRMS ▾	Pension ▾	ICDS ▾	NPS ▾	GPF ▾

From date   01-Jan-2019   To Date   31-Dec-2019

Show Reports

Emp Code

Fig - 104

Step 2: On clicking submit button, list of employees that joined in the period selected above appears on the screen, as shown in the image below.

| Approval ▼ | Entitlements ▼ | MIS ▼ | Support ▼ | Income Tax ▼ | Payroll ▼ | Bills ▼ | Budget ▼ | HRMS ▼ | Pension ▼ | ICDS ▼ | NPS ▼ | GPF ▼ | |

| From date | | 01-Jan-2019 | | | To Date | | | 31-Dec-2019 | | |

Show Reports

Emp Code

Emp Code	Temporary Emp Code	Employee Name	Father Name	Aadhar No.	Mobile	Trea Code	DDO Code	Select
42790210M00009	T12004279112019E0001	Mr kumar vipul	Mr ALAKH NIRANJAN		0	1200	4279	Select
42790313F00444	T12004279092019E0001	Ms Shweta rani	Mr Bharat Singh		0	1200	4279	Select
42790313F00443	T12004279072019E0001	Mrs MEENAKSHI			0	1200	4279	Select

Fig - 105

Step 3: On clicking select button provided with the employee name, employee master report is generated, user can also access printed copy of the report by clicking print button, as shown in the image below:

42790313F00444	T12004279092019E0001	Ms Shweta rani	Mr Bharat Singh	0	1200	4279	Select
42790313F00443	T12004279072019E0001	Mrs MEENAKSHI		0	1200	4279	Select

Employee Master Report

I.No.	Employee Name						
1	Mr kumar vipul	Treasury Name	Cyber	DDO Name	Director Treasury Pension Entitlement DDun	Father Name	Mr ALAKH NIRANJAN
		Mother Name		Spouse Name		Employee Gender	M
		Marital Status	Single	Blood Group	A +Ve	Category	OBC
		Appoint No.	119	Appointment date	04-NOV-2019	Appointment Authority	UKPSC
		Aadhar Card		Pan Card		Mobile No.	t
		Email Id		Disablity Flag	N	Disablity Type	
		Disablity Percentage	0	Service Quota	General	Service Quota Relation Type	
		Service Quota Emp code		Reporting To Emp No.	010096055	Claim Authority Type	
		Claim Authority Emp no.		Employee Type	Class II	Employment Type	UK State Services PCS
		Designation	Treasury Officer	Office Name	DIRECTOR TREASURY PENSION & ENTITLEMENT DDN	Scheme	2054000950300
		Grant NO.	007	Voted Charged	Voted	District Name	Udham Singh Nagar
		Location Name	Rudrapur	Department	Director Treasury Pension and Entitlement	DOB	23-MAY-1988
		Date of retirement	31-MAY-2048	Date Of Joining	08-NOV-2019	Extension Order No.	
		Extension Order Date		Date Of Entry		Bank Name	Kotak Mahindra Bank
		Ifsc code	KKBK0005289	Account No.	t	Pran GPF Status	P
		Pran No.		GPF NO.		GPS Series	
		Qualification	B.E	Basic Pay	56100	Grade Pay	0
		Special PAY	0	Personal Pay	0	Pay Commision	Seventh State
		DA Admisb	Y	DP Admissible	N	NPA	N
		Pay Status	Running	Increment Due	JAN	Increment Flag	N
		HRA	Y	HDA	Y	BOARD ALL	N
		GIS	Y	GPF	N	GPF Amount	0
		Health Smart Status	N	Health Smart Card No.		Health Smart Amount	0
		HRR	N	House Type	A	House Amount	0
		Vehicle Regstration No.	N	Vehicle Type	C	Vehicle No.	
		Vehicle Amount	0	Scale Description	56100-177500 (LEVEL 10)	Creation Date	26-11-2019 12:52:49

Print

Fig - 106

12. Analytical report
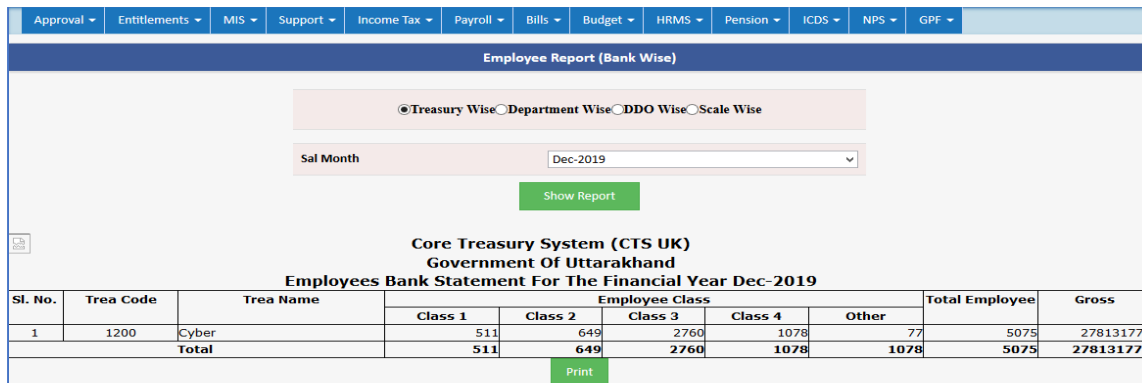
Provides the user with number of employee's taking salary in the opted month class wise report as per treasury, DDO, department and scale.

Step 1:Select anyone of these i.e. treasury wise, DDO wise, department wise and scale wise and the select salary month as shown in the image below:

| Approval ▼ | Entitlements ▼ | MIS ▼ | Support ▼ | Income Tax ▼ | Payroll ▼ | Bills ▼ | Budget ▼ | HRMS ▼ | Pension ▼ | ICDS ▼ | NPS ▼ | GPF ▼ | |

Employee Report (Bank Wise)

◉Treasury Wise ○Department Wise ○DDO Wise ○Scale Wise

| Sal Month | Jan-2020 ⌄ |

Show Report

,

Fig - 107

Step 2: On clicking show reportbutton, reportgets generated as shown in the image below:

Fig - 108

4.4.2 HRMS Module

HRMS stands for human resource management system. As we know human resources play a great role in the success of any organization be it government or private. Therefore, management of human resource becomes very critical for the organization. Realizing this IFMS has designed HRMS as one of its core module. Presently it has only claims/advances and service book features but in future it envisages to include leave management system, ACR management etc as well.

4.4.2.1 Claims Entry

Claim entry deals with the aspects of every possible claim that employees are eligible for and can claim. In entry part only the claims are entered by the DDO operator. Claim entry option is also available with the user as well. He may use this feature by logging on to IFMS portal using his login id. If user doesn't enter the data himself, he may submit a physical copy of the claim to the DDO operator, who may enter the claim in the system on employee's behalf. Claim entry comprises of total 9 screens which are basically the types of claims.

4.4.2.1.1 TA Claim

 Any employee is eligible to take TA claim in case due to any official work that is out of station journeys are made.

a) Select TA claim as shown below in the image:
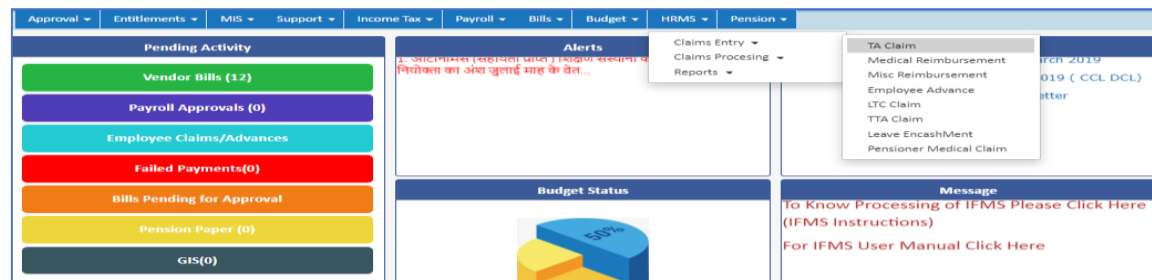
Fig - 109

b) System will direct the user to new page as below:

Fig - 110

c) Fill in the field as shown below:

Fig - 111

d) On clicking save button, a pop up message is generated on the screen with the message of successful bill creation along with the transaction id, as shown in the image below:

Fig - 112

e) Uploading and printing of document is same as that of the manual arrear bill creation.
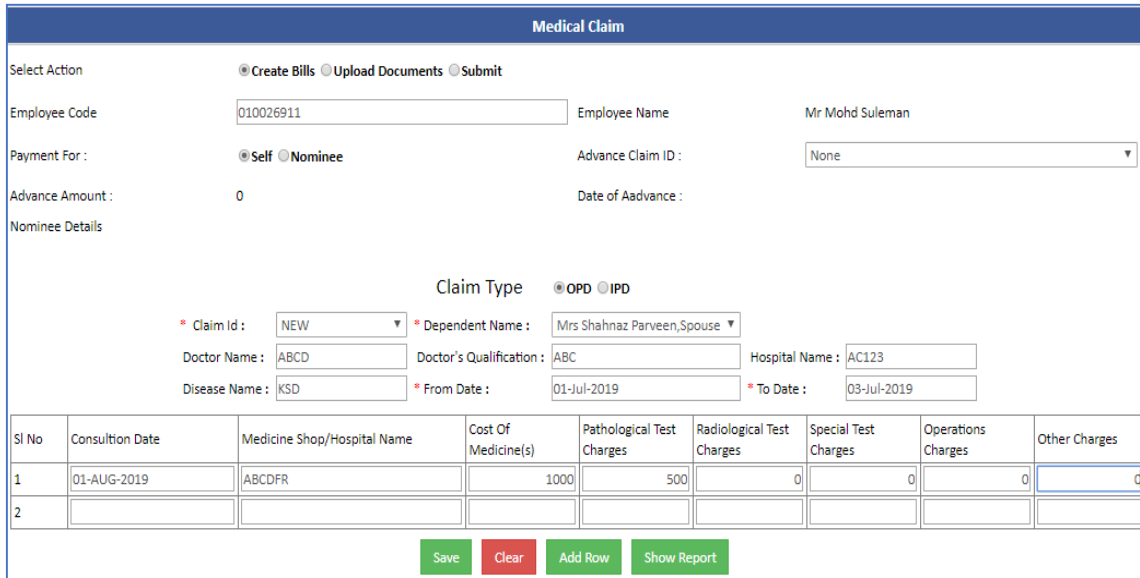
4.4.2.1.2. Medical Reimbursement

Any amount of money which has already been spent in the medical treatment of employee or the dependent can be repaid by the government if the employee claims that amount in the form of medical reimbursement. User (employee or the DDO operator needs to follow below mentioned steps to claim the medical reimbursement:

a) Select claim entry under HRMS, then click on medical reimbursement as shown below:

Fig - 113

b) Fillall the fields shown on the screen as shown below (Fig - 113) :

Fig - 114

User needs to select the advance claim id, in case some advance had already been taken by the employee. Similarly all the radio buttons should also be appropriately ticked as per the case i.e. self or nominee, IPD or OPD.

c) Click on save button to save the entries made earlier, pop up message of success is generated on the screen, as shown in the image below:

Fig - 115

For clubbing of multiple claims, user should click on add row button and fill all the entries as mentioned above.

d) Uploading and printing of document is same as that of the manual arrear bill creation.

4.4.2.1.3. Miscellaneous Reimbursement

Any amount that has already been spent by the employee on behalf of the office (that can be regarding office expenses, telephone expenses, and camp assistant) can be claimed under misc reimbursement.

a) Select misc reimbursement as shown below in the image:
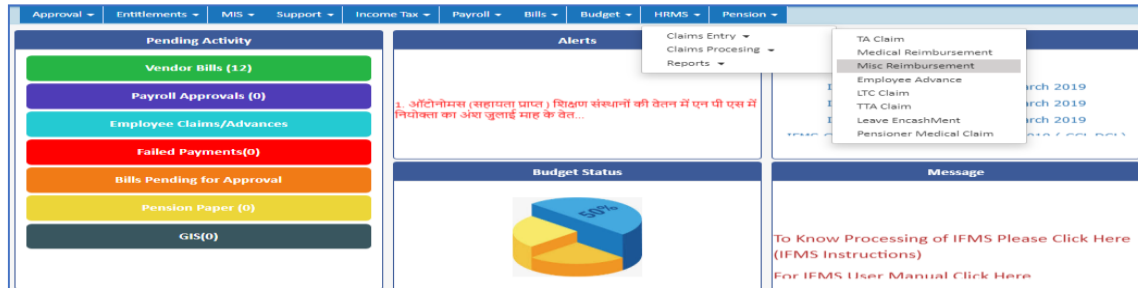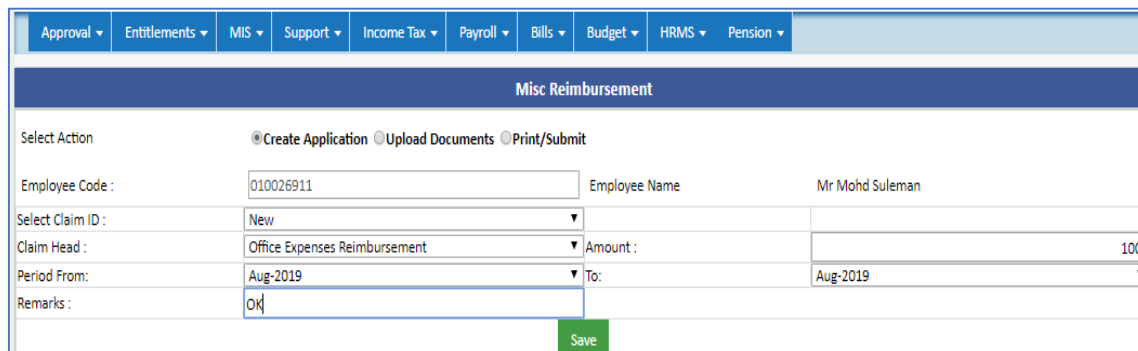
Fig - 116
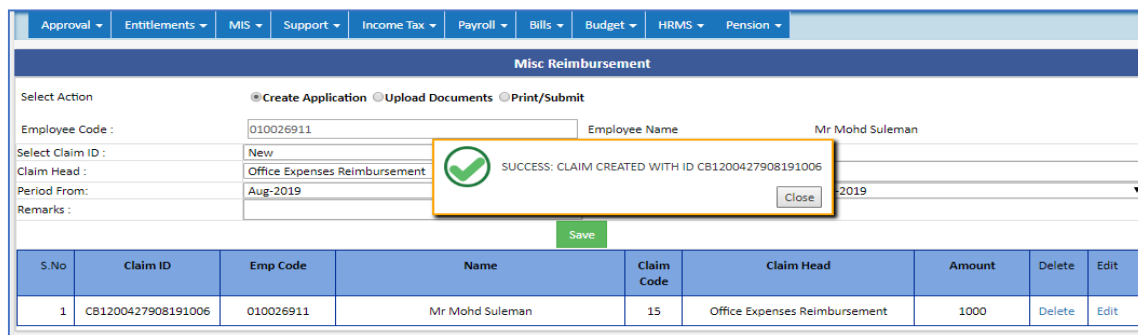
b) Fill in the field as shown below:

Fig - 117

c) Click on save button in order to save the entries made earlier, pop up message of success is generated on the screen, as shown in the image below:

Fig - 118

e) Uploading and printing of document is same as that of the manual arrear bill creation.

4.4.2.1.4. Employee Advances

Covers entire refundable and nonrefundable advance that the employee is entitled to take. Advances like GPF, house building and many more.

a) Select misc employee advance as shown below in the image:

Fig - 119

b) Enter employee code, payment for, loan/ advance head, amount, and instalments, fill in the field as shown below:

Fig - 120

c) Click on save button in order to save the entries made earlier, pop up message of success is generated on the screen, as shown in the image below (Fig - 120):

Fig - 121

d) Uploading and printing of document is same as that of the manual arrear bill creation.

Integrated Financial Management System (https://cts.uk.gov.in)

4.4.2.1.5. LTC Claim

It is granted to Government employees for travelling to various parts of the country and home as well. This is made available every five years after completing the service of Ten years.

a) Select misc employee advance as shown below in the image,

Fig - 122

b) Fill in the field as shown below: enter employee code, block year, and leave from and to, select family members whose claim is to be taken, enter details of journey

Fig - 123

c) Click on save button in order to save the entries made earlier, pop up message of success is generated on the screen, as shown in the image below:
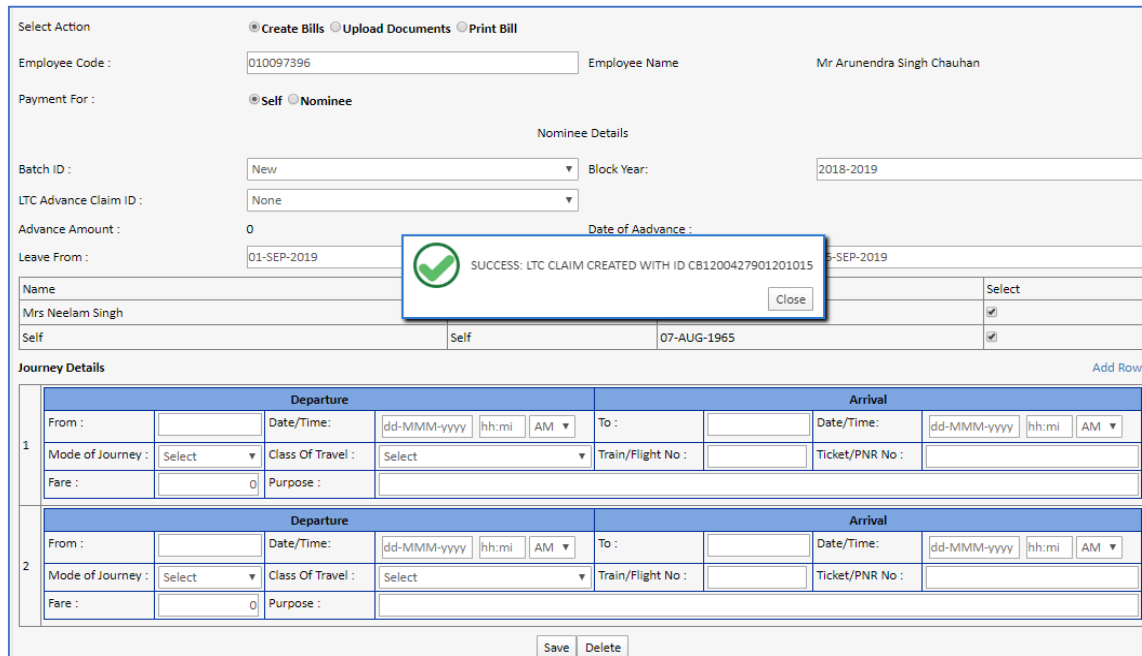
Fig - 124

d) Uploading and printing of document is same as that of the manual arrear bill creation.

4.4.2.1.6. TTA Claim

A government servant, for a journey on transfer from one station to another, if he is transferred in the interest of Government work and not at his own request, is entitled to a lump-sum at the following rates whether the journey is performed by rail or road alone or in combination with one another.

a) Select TTA Claim as shown below in the image,
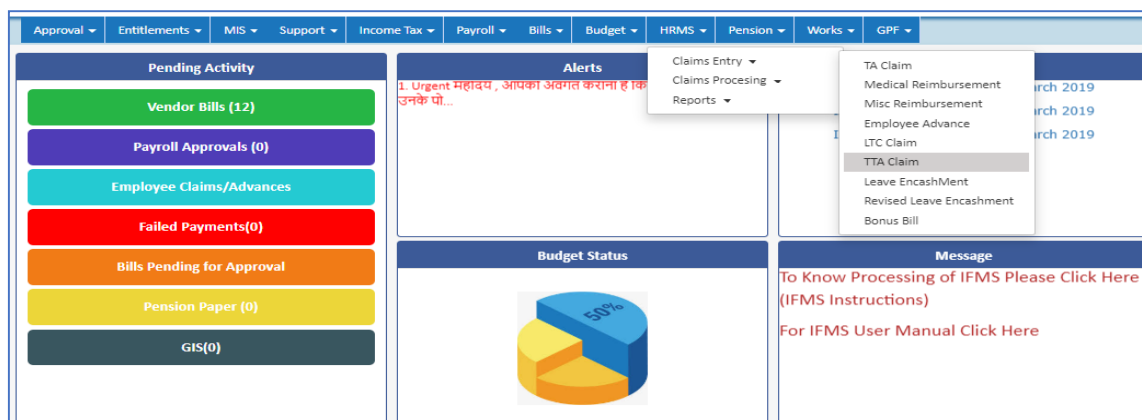
Fig - 125

b) Fill in the field as shown below: enter employee code, user can select Tour advance claim id, enter no of tickets, distance, luggage quantity, rate, luggage amount, distance grant, journey details and conveyance,

Fig - 126

c) Click on save button in order to save the entries made earlier, pop up message of success is generated on the screen, as shown in the image below (Fig. 127):

Fig - 127

d) Uploading and printing of document is same as that of the manual arrear bill creation.

4.4.2.1.7. Leave Encashment

Any employee either getting retired or takes voluntary retirement is allowed to encash the earned leaves available in his/her leave account. He may encash earned leaves only up to the maximum limit of 300 days. The encashment of leave shall be regulated on the basis of the last pay drawn which includes basic pay, dearness allowance, and personal pay. For getting the leaves encashed, user (employee or DDO operator) needs to follow following steps:

a) Select leave encashment as shown below in the image,
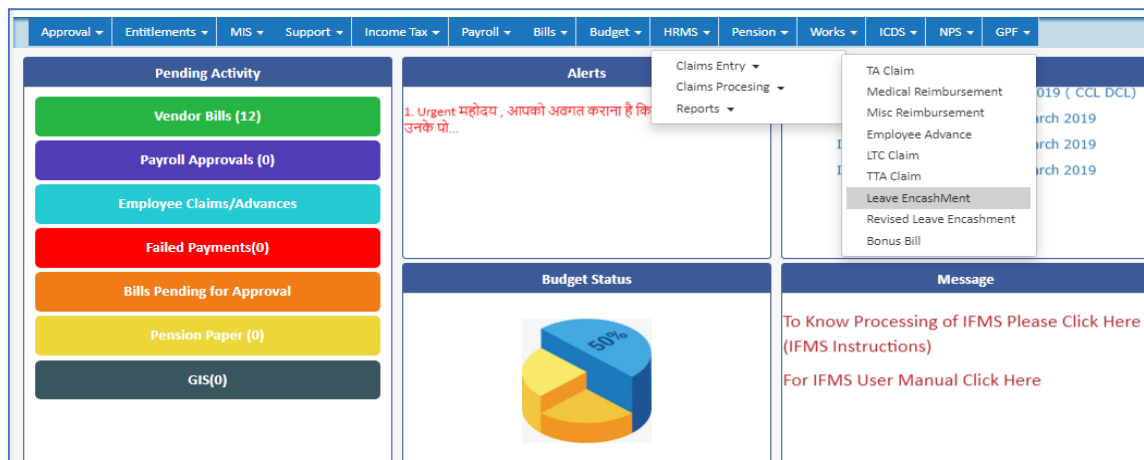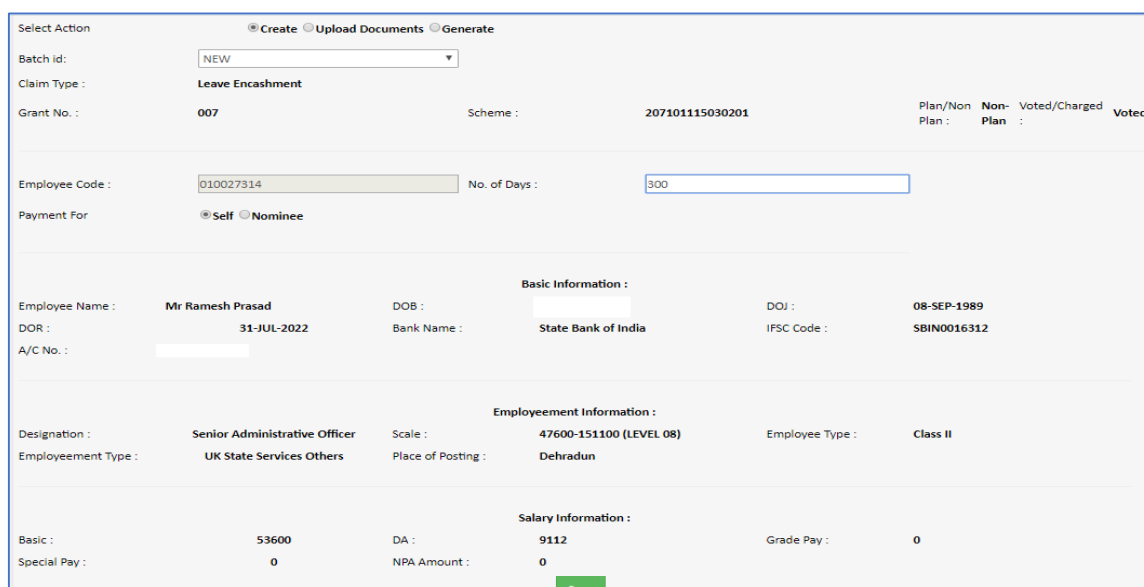
Fig - 128
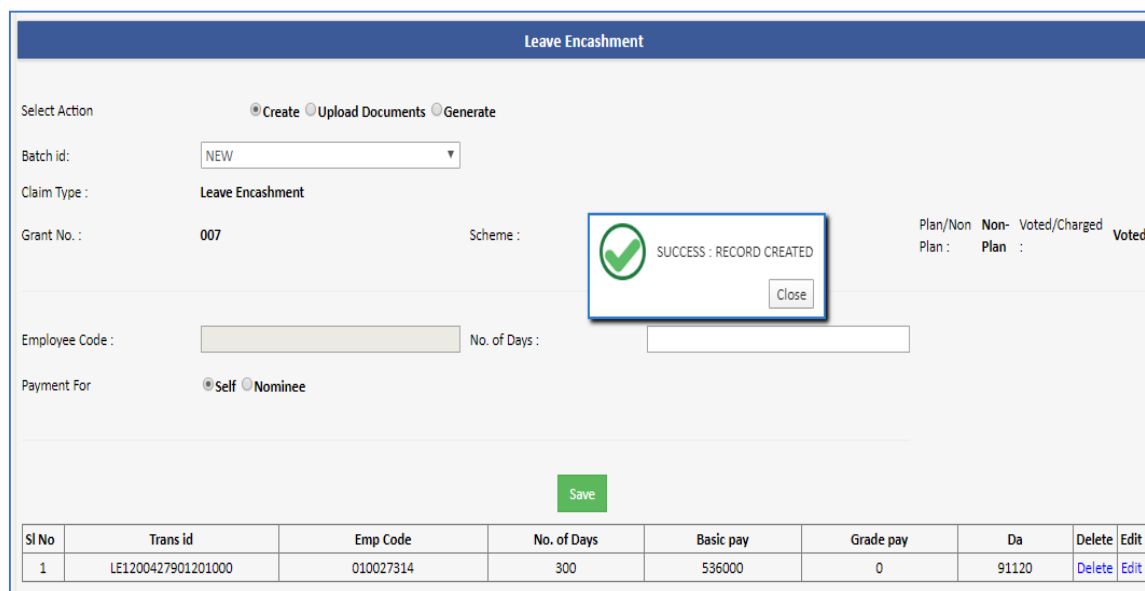
b) Enter employee code, number of days, select payment for self or nominee, employee's basic information, employment information and salary information etc. Fill in all the fields as shown below:

Fig - 129

c) Click on save button in order to save the entries made earlier. All the entries will get saved and a row of saved entry will get created in tabular format mentioningemployee code, basic, DA amount etc. User can amend all these details using edit button.

Fig - 130

d) Uploading and printing of document is same as that of the manual arrear bill creation.

4.4.2.1.8. Revised Leave Encashment

 If any change needs to be made in the leave encashment already done then it can be revised under revised leave Encashment section (like changing the number of days of leave encashment). Let's see how it has to be done?

a) Select revised leave encashment as shown below in the image,

Fig - 131

b) Enter employee code, no of days, select payment for self or nominee, employees basic information, employment information and salary information along with previous and revised amount etc. as shown in the image below:

Fig - 132

c) click on save button in order to save the entries made earlier, a tabular format of basic and DA amount is visible on the screen which user can amend using edit button if found incorrect along with this pop up message of success is generated as shown in the image below (Fig - 133):

Fig - 133

d) Uploading and printing of document is same as that of the manual arrear bill creation.

4.4.2.1.9. Pensioner Medical Claim

Any amount that has already been spent in the medical treatment of Pensioner or the dependent of pensioner can be repaid by claiming in Pensioner medical Claim.

•Processing of Pensioner medical claim is same as that of Medical claim.

4.4.2.2. Claim Processing

Ones all the claim related entries have been made by the user, it needs to be processed by DDO operator. So, claim processing deals with the aspects of checking and passing the claim amount that has already been submitted by the employees or operator on behalf of employees. Further, it needs to be approved by operator, supervisor and DDO. Follow below steps for claim processing:

a) On clicking claim processing tab types of claims that can be processed appears on the drop-down list, as shown in the image below:

Fig - 134

b) Processing of all the claims are same, operator has to pass the amount that was either claimed by the employee himself or the entry that was made by the operator, let us see the processing of medical claim as an example.

To process any medical claim select medical claim from the list of menu that was shown in the previous image (Fig-134), we can see that the claim entry of two different employees has been made:

Medical Claim

Select Action ⦿Process Claim ⚪Generate Bill ⚪Print Bill

Emp Code	Name	Relation	Name	Disease	Amount	Select
010026911	Mr Mohd Suleman	R005	Mrs Shahnaz Parveen	KSD	1500	Select
010086908	Mr Jeevan Singh	R010	Mr Jeevan Singh	ANANDI BISHT	2072	Select

Save

Fig - 135

c) Click on select button for the employee whose medical claim needs to be processed. As we can see in the below image, details of the claim entry gets displayed on the bottom of the page. Now, user can view the bill and make any kind of changes that are appropriate.

Fig - 136

d) To save the changes, click on the save button, pop up message showing success is generated on the screen.

Fig - 137

e) To generate a bill, user first needs to select the transaction, select the budget from where the amount is to be drawn, enter 11C no and then click on the save button, as shown in the image below:

Fig - 138

f) On clicking save button, message of success pops upon the page, as shown below:

Fig - 139

g) Click on select button as shown in the image below:

Fig - 140

h) Bill created gets shown on the bottom of the same page as shown in the image below:

Fig - 141

Employee claim reports can be seen under Payroll -> Reports -> Claim Reports. For getting to know about how to see claim reports please click here.

4.4.2.3 Service Book

As weknow service book is a very important document which records all the events of a government servant in his/her entire government service. It has each and every administrative action concerning the Government servant right from the stage of his recruitment till his retirement to reflect the history of service.

In IFMS employee's service history can be updated by the DDO through HRMS module. To know how the e-Service book has to be made and generated in IFMS, please follow below mentioned steps:

Step 1: User can access to service book as shown in the image below:
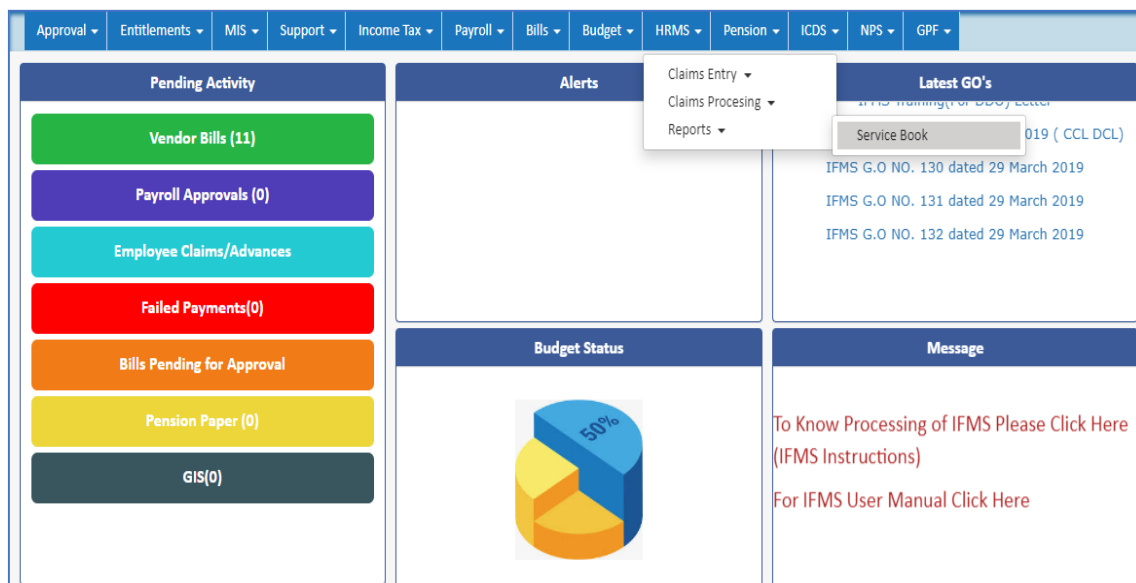
Fig - 142

Step 2: Enter employee code, and click on continue button
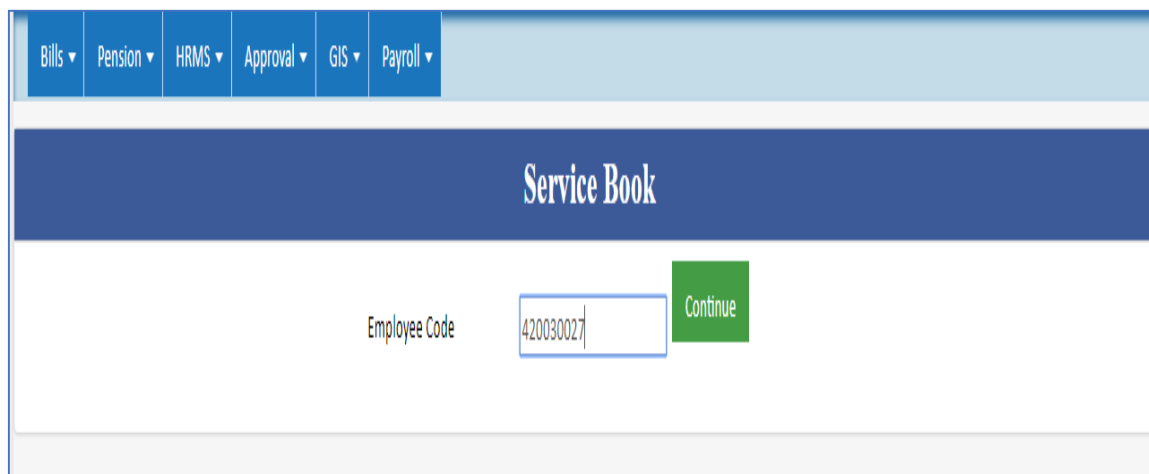
Fig - 143

Tab 1.Personal details: contains the data filled by the user in the employee master field under payroll, personal details of employees like name, fathers name, employee's service information, address details as shown in the image below:

Fig - 144

Tab 2.Family detail: this feature contains the data filled by the user in the employee master field under payroll, details of family member those who are dependent on the employee (fields in this screen relation with the employee, name, Date of birth, Aadhar card, marital status, PAN no, Mobile no.) as shown in the image below:

Fig - 145

Tab 3. Nominee detail: this feature contains the data filled by the user in the employee master field under payroll, details of nominee like nominee name, relation with employee, DOB, as shown in the image below:

Fig - 146
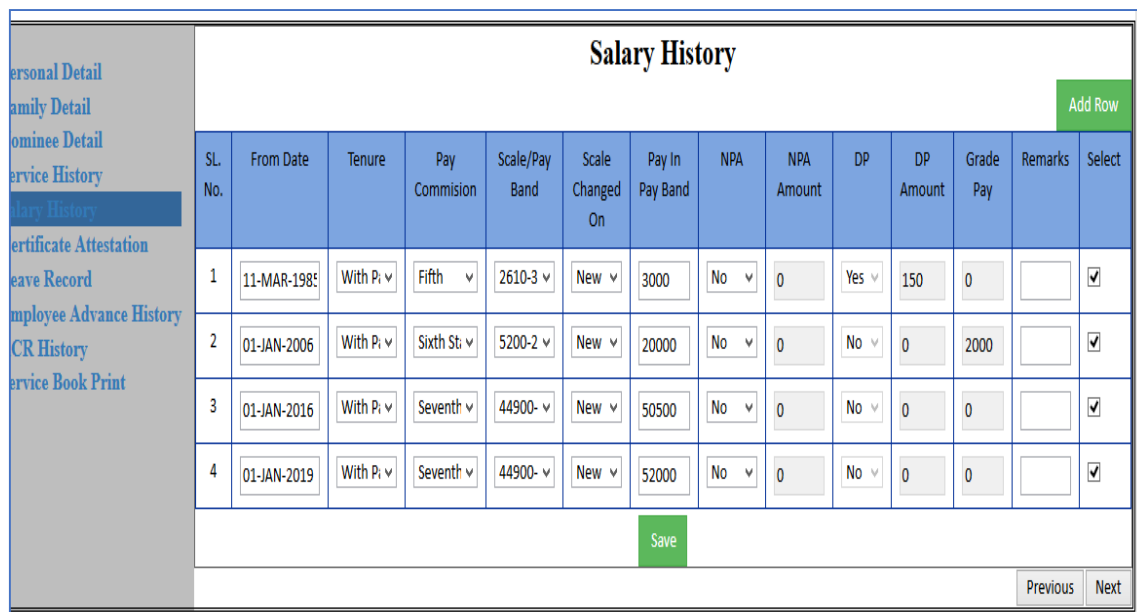
Tab 4. Service history: in this field user has to enter the details of the service served from the beginning of the service till date. All the fields are editable so that user can fill in the fields, and after the entry is made, click on save button, to save all the entries as shown in the image below:

Fig - 147

Tab 5. Salary history: in this field user has to enter the detail of the salary issued to the employee from the beginning of the service till date. Salary details are filled according to the changes in pay scale, which might be due to new pay commission, promotion of the employee, ACP, or due to any other reasons. All the fields are editable so that user can fill in the fields, and after the entry is made, click on save button to save all the entries, as shown in the image below:

Fig - 148

Tab 6. Leave record: This system provides us with the feature of online maintenance of the leaves taken by employees. All the fields are editable so that user can fill in the fields, and after the entry is made, click on save button, as shown in the image below:

Fig - 149
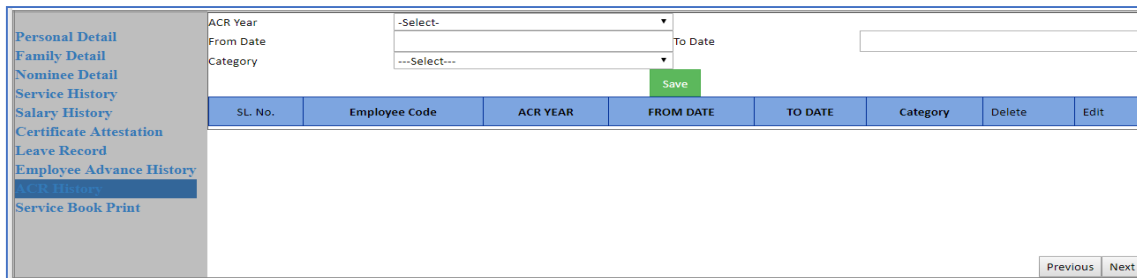
Tab 7. Employee advance history: The system provides us with the feature of online maintenance of loans and advances taken by the employees. All the fields are made editable so that user can fill in the fields, and after the entry is made, click on save button to save all the entries made, as shown in the image below:

Fig - 150

Tab 8. ACR history: This tab provides us with the feature of online maintenance of ACR of employees. Fields in this screen have been made editable so that user can fill in the fields, and after the entry is made, click on save button, as shown in the image below:

Fig - 151

Tab 9. Service book print: This tab provides detail of complete details of the employee's information, as shown in the image below:

Fig - 152

4.4.3. Bills Module

Bills module covers the payment related accounting details which includes generation of Bills, generation of various reports and schedules of payments related to handling of Uttarakhand state. Bills module comprises of two sections i.e. Master and Data entry.

4.4.3.1. Master

Master section further comprises of 2 sub sections i.e. party master and other party master.

4.4.3.1.1 Party master

In this section the operator can add or update the detail of firms to which the payments have to be made. Fields in this section are master for (vendor/ utility) followed by party for (PAN/GSTN/Other party). Following are the execution steps for creation of party master:

Execution steps: Click on bills→ Master→Party Master → Vendor/ utility→ fill all the required fields→Save

Step 1: User can access party master as shown in the image below:
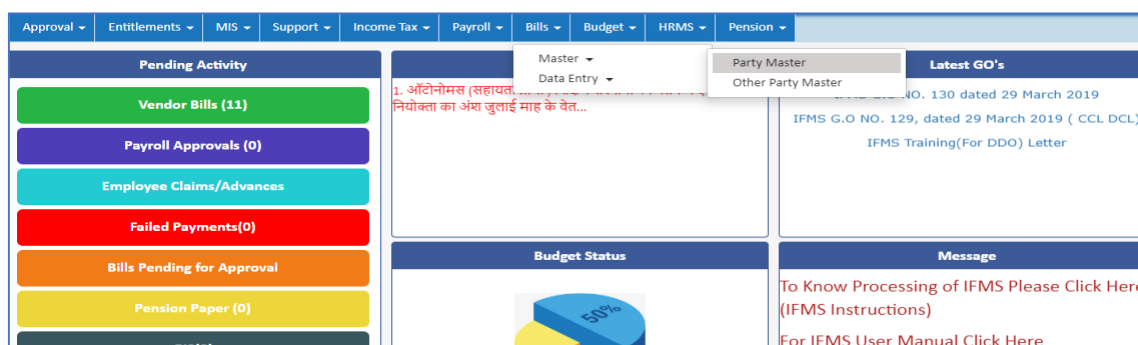
Fig - 153

Step 2: User is directed to the page shown below: user here has to select master for vendor or utility
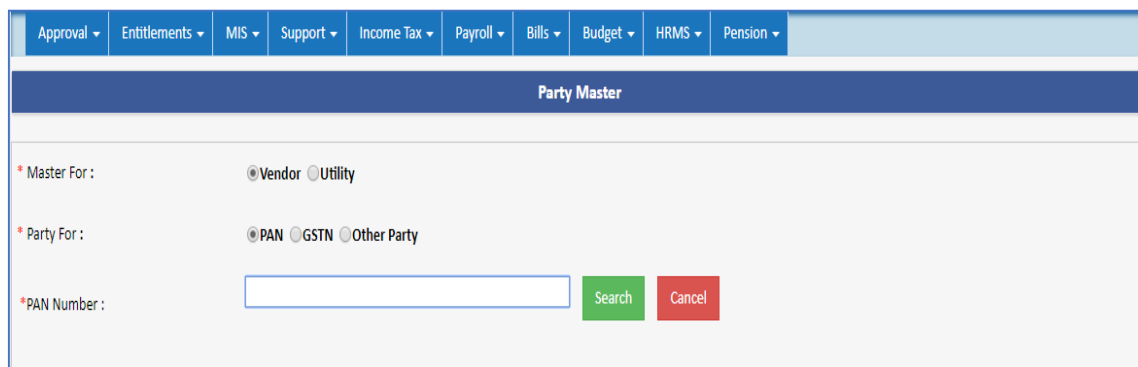
Fig - 154

3. First let's see the steps for Vendor, as shown in the image attached below:

Step 1 select vendor from vendor and utility radio buttons

Step 2 select PAN or GSTN number as suitable

Step 3 enter PAN or GSTN number

Step 4 click on search button
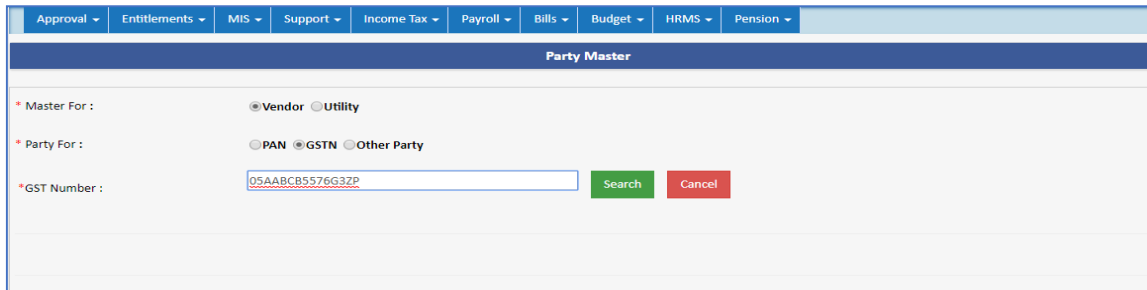
Fig - 155

4. User can add the name of the party, email address, phone number and address, as shown in the image below. After all the entries click on the save button.
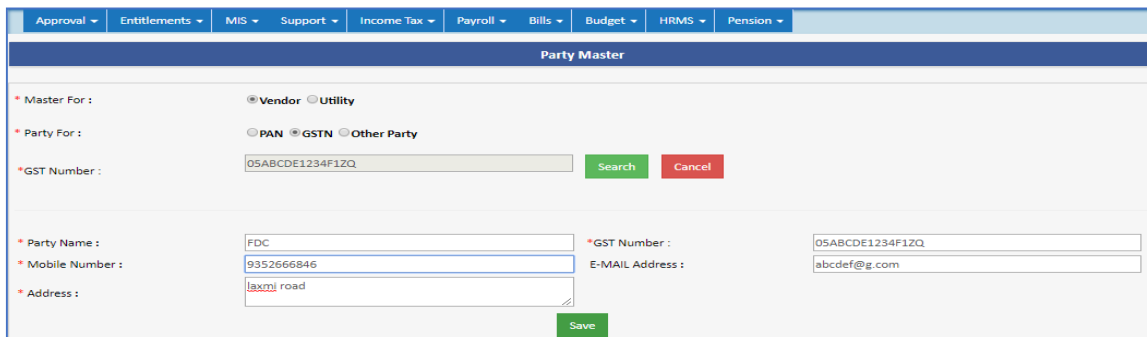
Fig - 156

5. On clicking save button, bank details related fields gets shown on the bottom of the screen as shown in the image below:
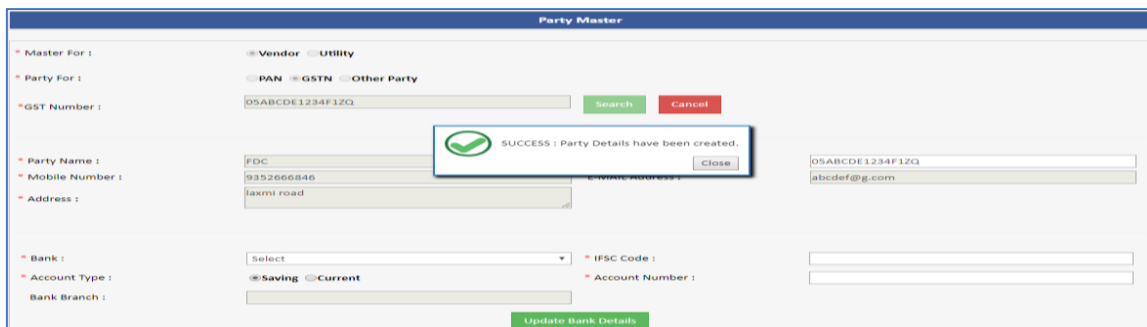
Fig - 157

6. Fill bank details of the firm and click on update bank detail button.
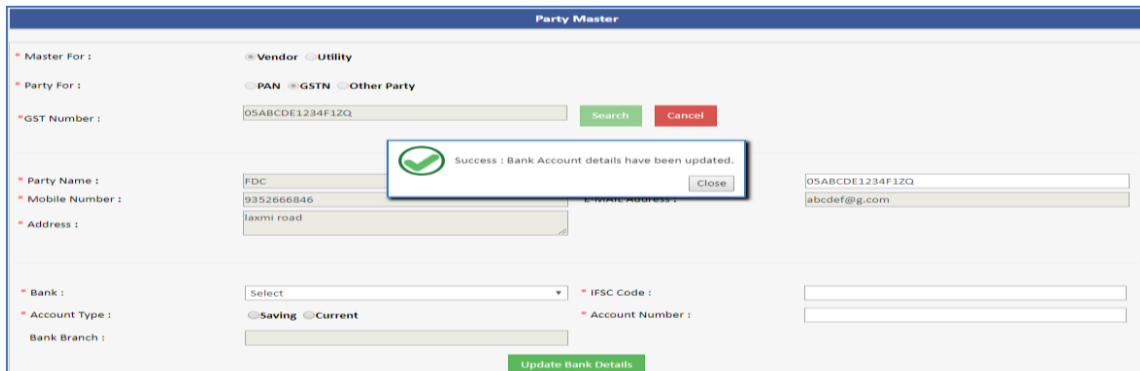
Fig - 158

7. Message of success pops up on the window, regarding successful updating of the bank details, as shown in the image below:
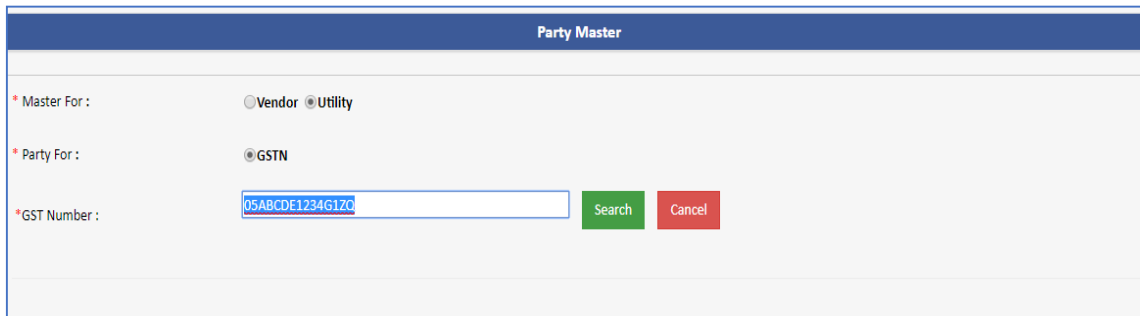
Fig - 159

8. Now let's see the steps for utility, as shown in the image attached below:

Step 1: Select utility out of vendor and utility radio buttons.

Step 2: Enter GSTN number.

Step 4: Click on search button.

Fig - 160

9. On clicking search button, fields having additional information, enter party name, mobile number and address if field found empty, as shown in the figure below:

Click on save button:

Fig - 161

10. On clicking save button, few fields related to bill type and bank details gets added on the screen, as shown in the image below:

Fig - 162

11. Select bill type and add bank details as shown in the image below:

Fig - 163

12. Click on update bank details button, drop down table with the detail of firm appears as shown in the image below:

Fig - 164

13. Click on add connection button, few fields related connection details gets added on the screen, user has to make entry in the fields and click on add connection button as shown in the image below:
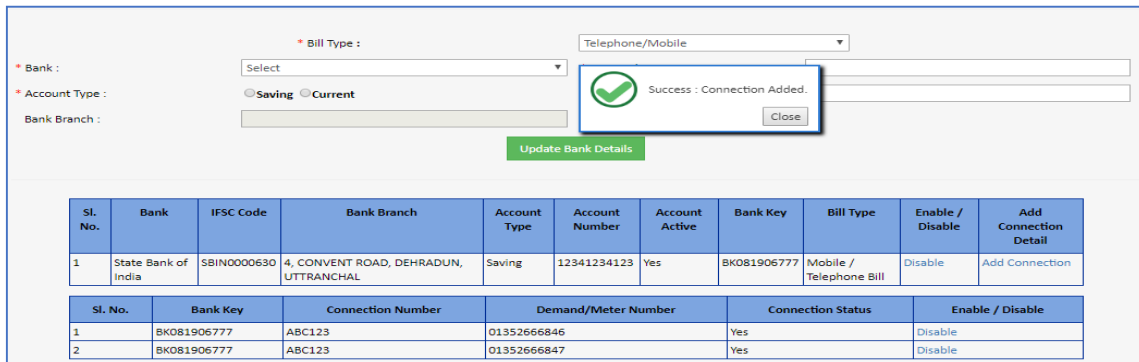
Fig - 165

14. On clicking add connection button, message of successful addition of connection details pops upon on the window and another table related connection details gets added on the screen, as shown in the image below:
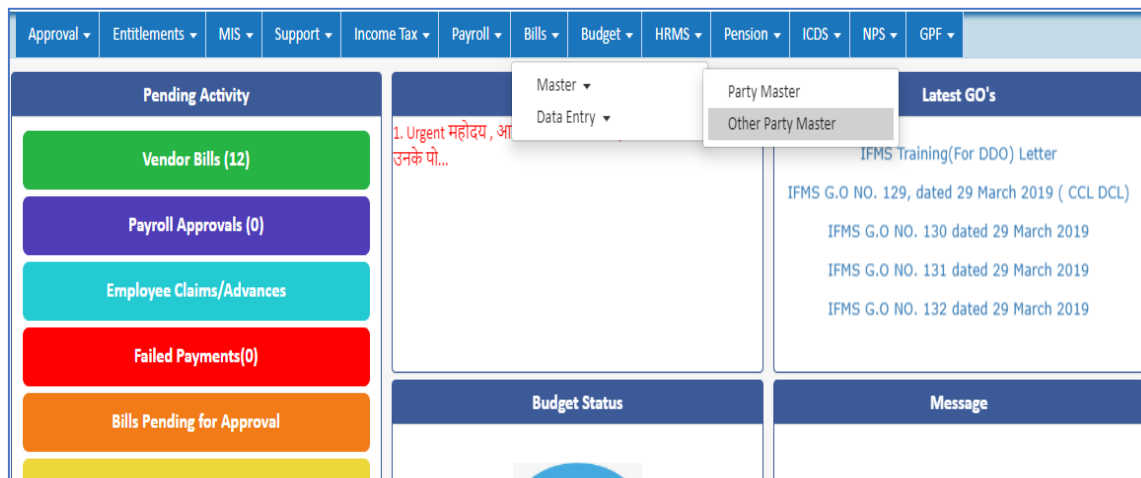
Fig - 166

4.4.3.1.2Other Party master

For making payment to any particular person (say in case of PRD employees) working for the department but is not a regular employee and even the firm that is repeatedly paid can be added to the other party master. Any changes that are to be made or new party is to be added can be done under other party master of bills. Important fields are payment type, Aadhar number, designation, name, father's name, DOB, gender, mobile no, pan no and bank details.
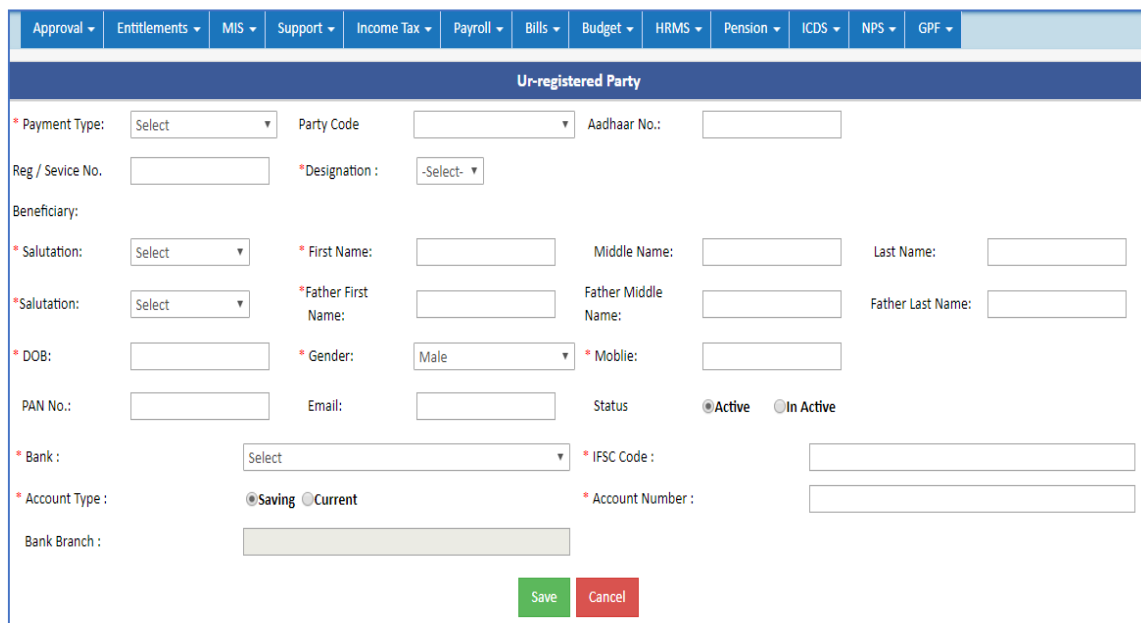
Step 1: User can access the other party master as shown below:

Fig - 167

Step 2: User is directed to the page shown below:

Fig – 168

3. Fill in the fields provided on the page, fields like payment type, party code, adhar no, designation, name, fathers name, DOB, Gender, mobile number, PAN no, email address and bank details, as shown in the image below:

Click on save button in order to save the data and create other party.
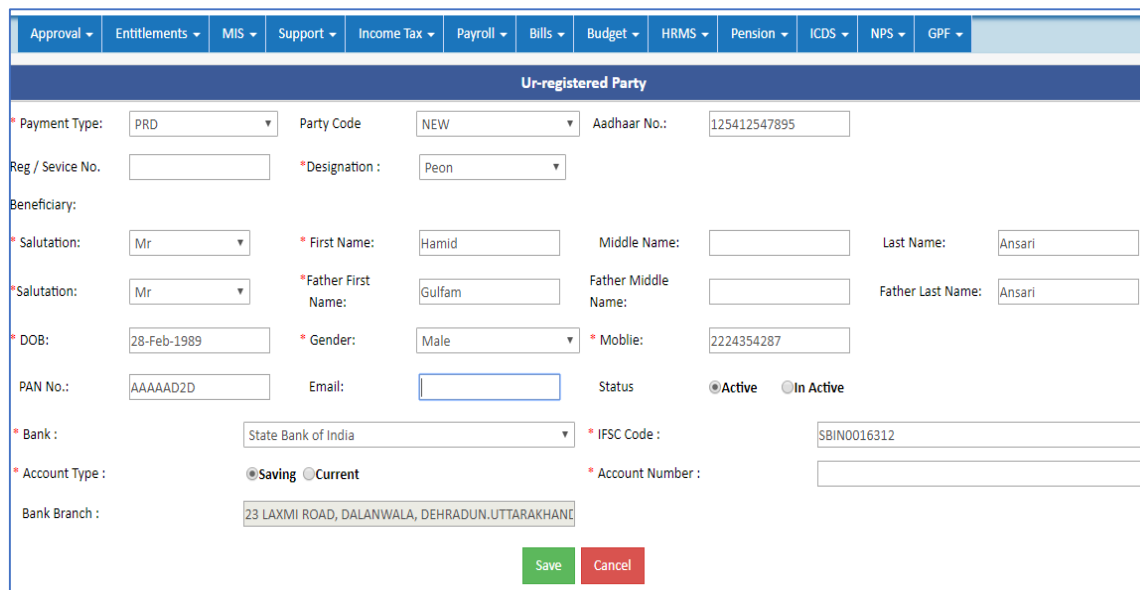
Fig - 169

4.4.3.2. Data Entry

Data Entry section under Bills deals with all kinds of payment related to bill. It consists of total 12 types of payments.

Let's understand few terms used in this section:

•**Payment to party**: on selecting payment to party, the payment is directly made to the account of vendor by entering the GSTN number.

•**Demand Draft**: on selecting demand draft for the payment, a demand draft is issued in the name of DDO of the treasury which can further be transferred to the vendors, in his name or account number.

•**Ac Bill:** Ac bill is used to give advance payment to the employee or vendor.

•**Dc Bill:** Once the advance payment has already been given to the employees it needs to be adjusted in the form of DC bill.

•**Normal:** this is used with all kinds of bills, when any payment to the vendor is to be given.

Making of party master

4.4.3.2.1 Create bill

Click on data entry and then party payment to create a bill as shown in image (Fig - 169).

4.4.3.2.1.1 Party Payment

Deals with making payment to the firm.

1. User can access party payment form as shown in the figure below:

Fig - 170

2. User is directed to the page shown below:
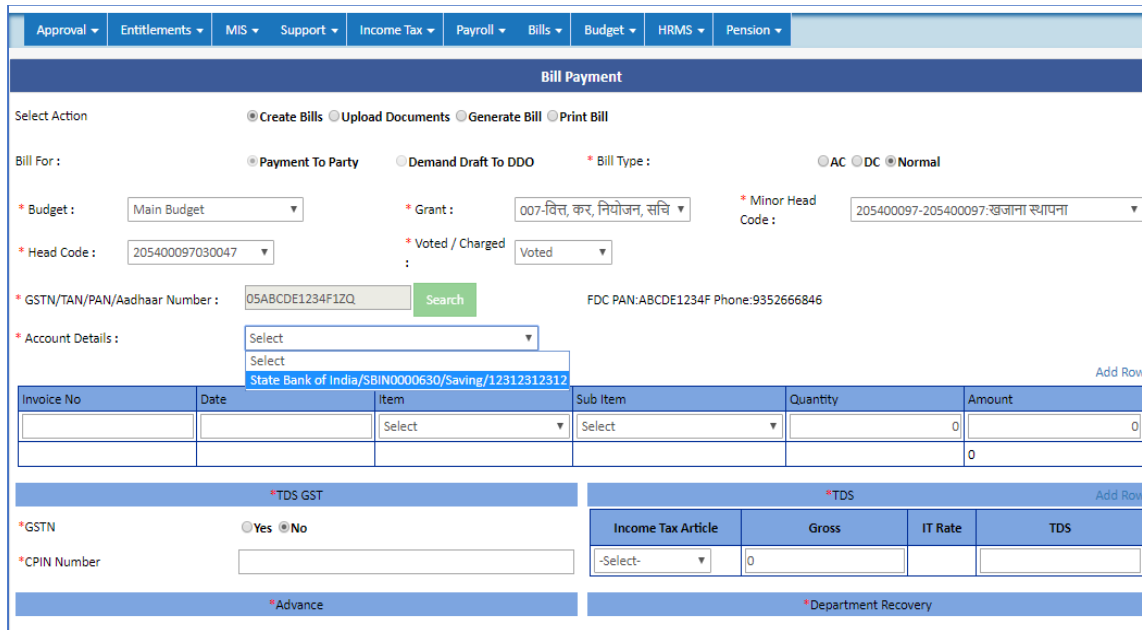
Fig - 171

3. Select budget related fields like, grant, minor head code and head code, as shown in the image below

Fig - 172

4. Few new fields adds up on the screen as shown below: enter GSTN/TAN/PAN/Aadhar number as per the entry made in party master, user is able to select account number that was saved against the GSNT no/ PAN no of the firm, as shown in the image below:
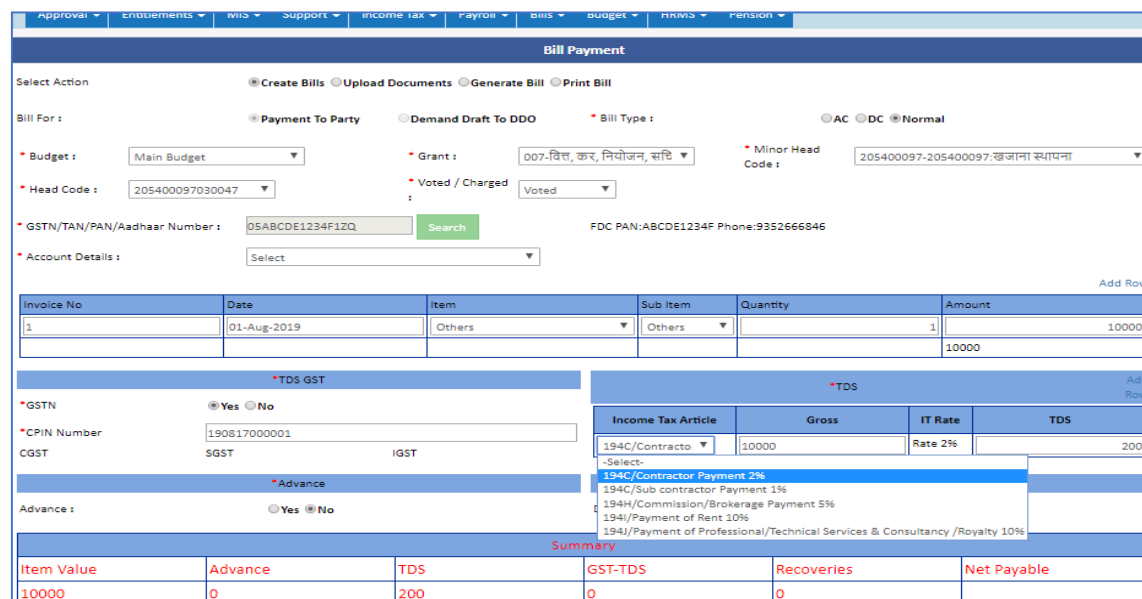
Fig - 173

5. User has to fill in the fields regarding invoice number, date, item, sub item, quantity and amount, for any deductions like income tax and GST separate fields are provide which user can see in the image, thus any deduction to be made, can be done, as shown in the image below:

Fig - 174

6. Click on save button, pop up message appears on the screen regarding transaction id against the bill, as shown in the image below:
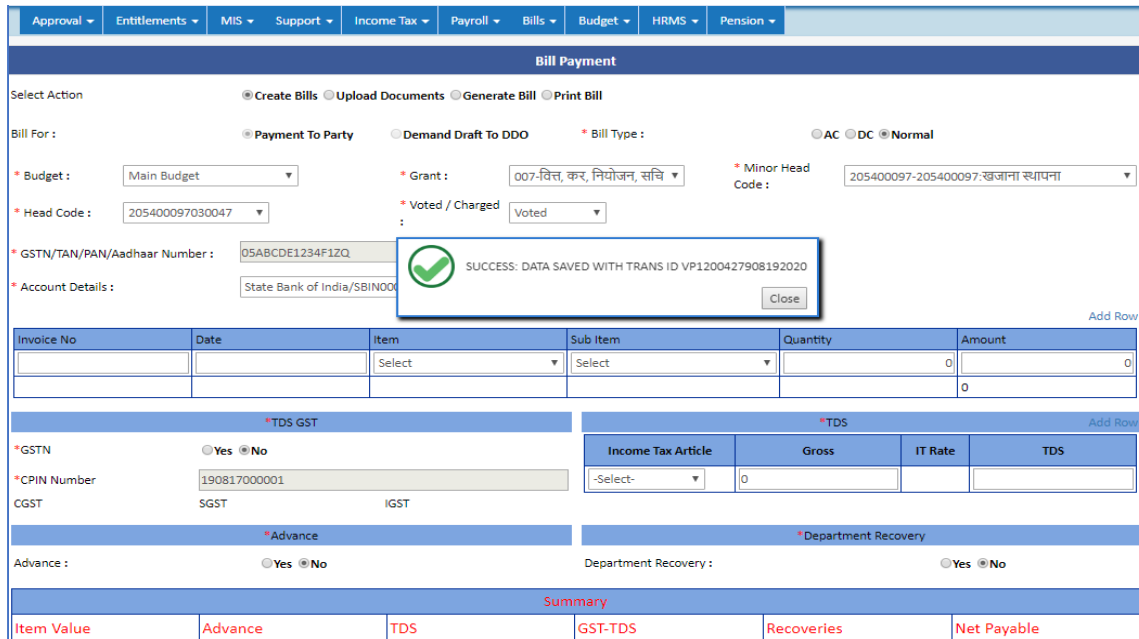
Fig - 175

4.4.3.2.1.2 Other Party Bill

This feature allows us to make payment to the firms or parties that lie under other party.

1. User can access party payment form as shown in the figure below:
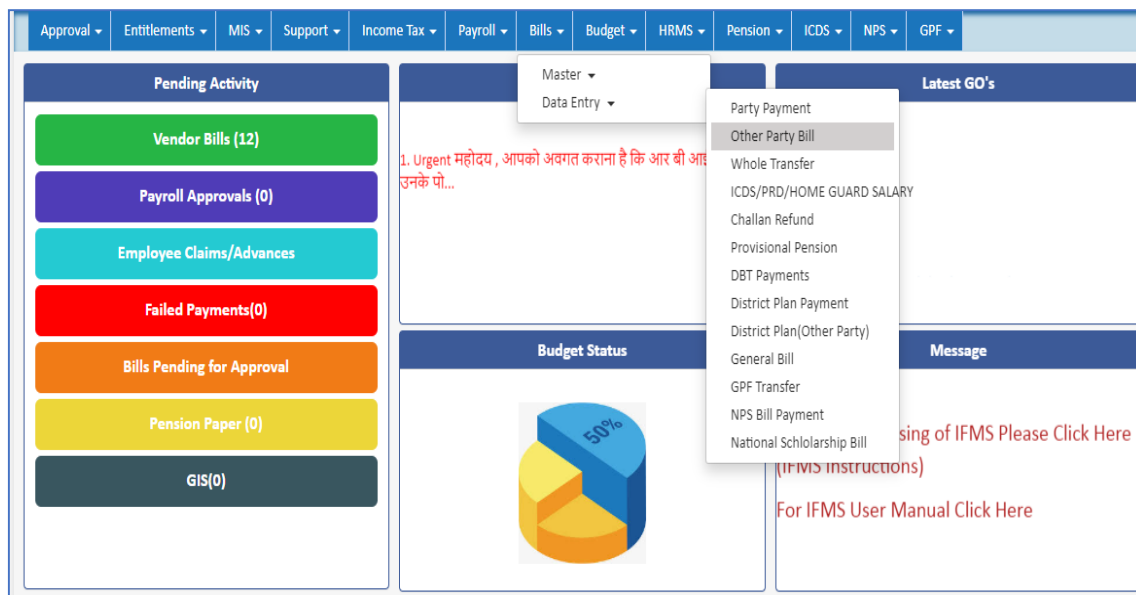
Fig - 176

2. User is directed to the page shown below:
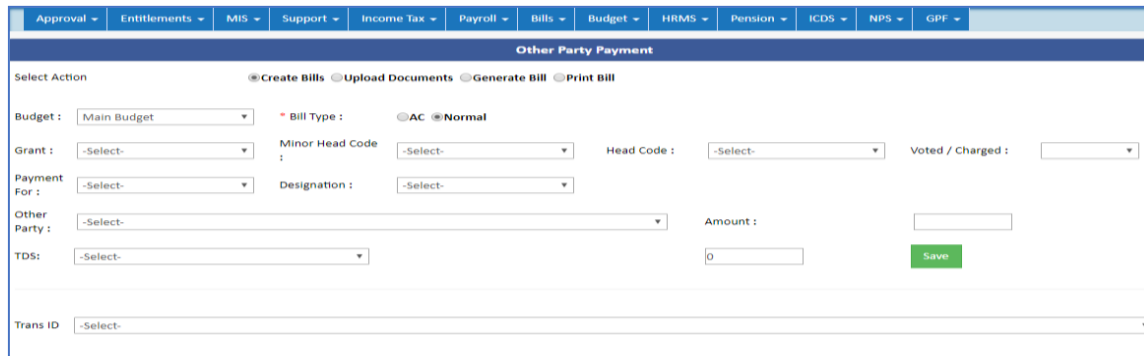
Fig - 177

3. Fill in the fields as shown in the image below: click on save button,
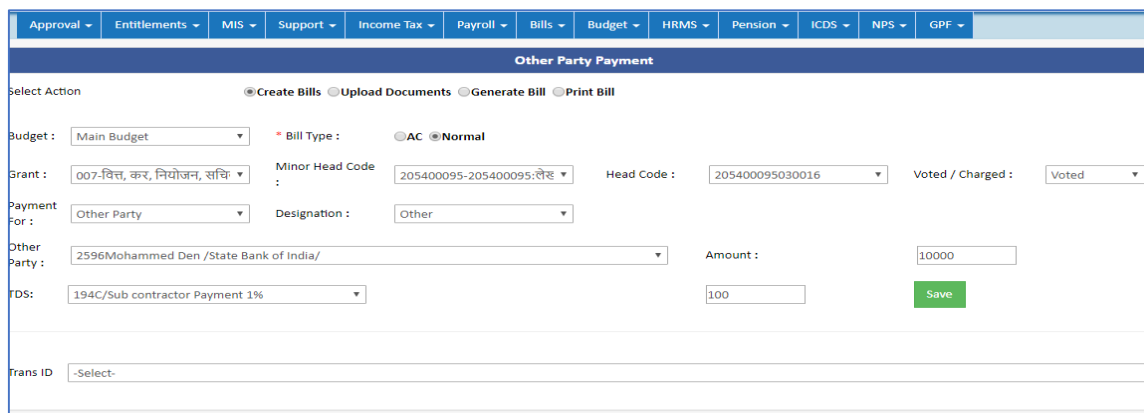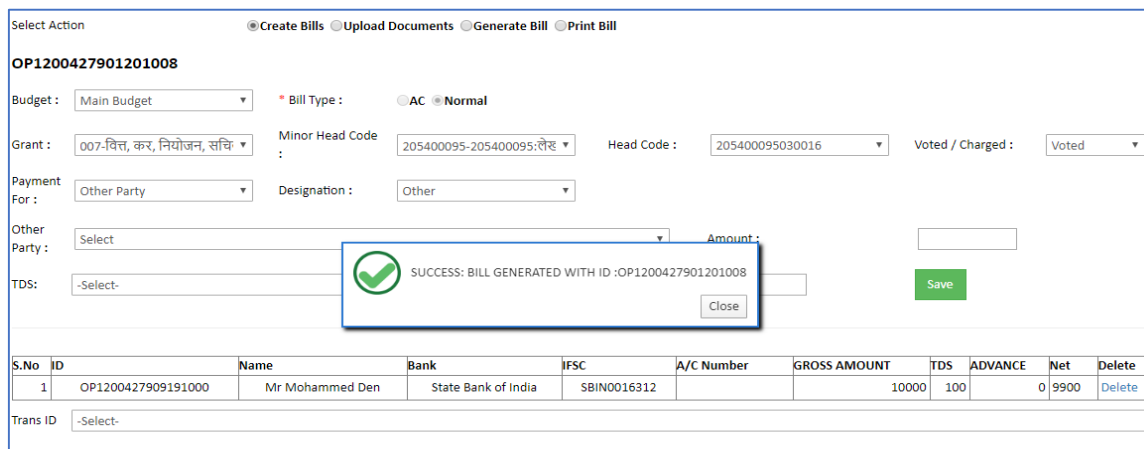
Fig - 178

4. On clicking save button, pop up message appears on the screen regarding transaction id against the bill, as shown in the image below:

Fig - 179

4.4.3.2.1.3 Whole Transfer

This feature allows us to transfer the sum of money from one head to another.

1. User can access whole transfer form as shown in the figure below:

Fig - 180

2. User is directed to the page shown below:

Fig - 181

3. Select Payment for DDO or District Plan, budget related fields like, grant, minor head code and head code, enter order no, order date, amount, deduction if any, as shown in the image below:

Fig - 182

Integrated Financial Management System (https://cts.uk.gov.in)

4. Select transfer to, i.e. DCL, PLA or Other, few fields gets added on the drop down as shown in the image below:
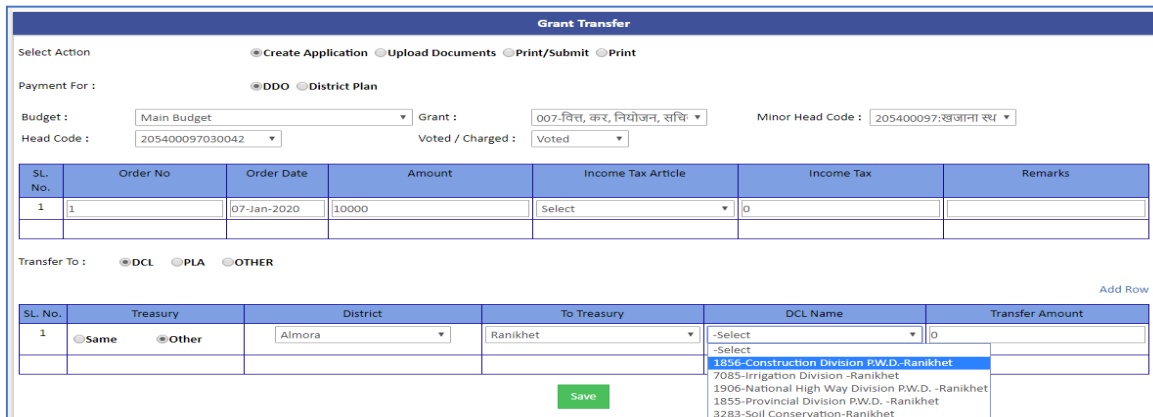
Fig - 183

5. Select treasury, same or other, select district, select to treasury, select DCL name and enter amount as shown in the image below
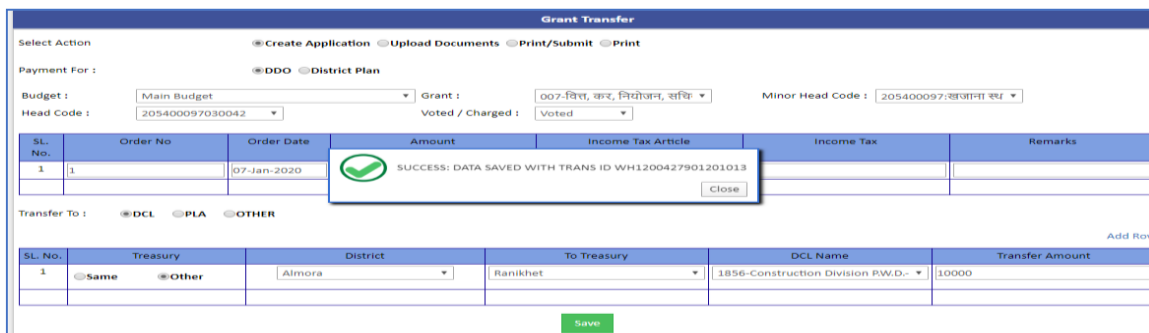
Fig - 184

6. On clicking save button, pop up message appears on the screen regarding transaction id against the bill, as shown in the image below:

Fig - 185

4.4.3.2.1.4 ICDS/PRD/Home guard salary

In this field the salary or any other kind of payment towards the PRD employees are made under this section.

1. User can access ICDS/PRD/ HOME guard salary form as shown in the figure below:
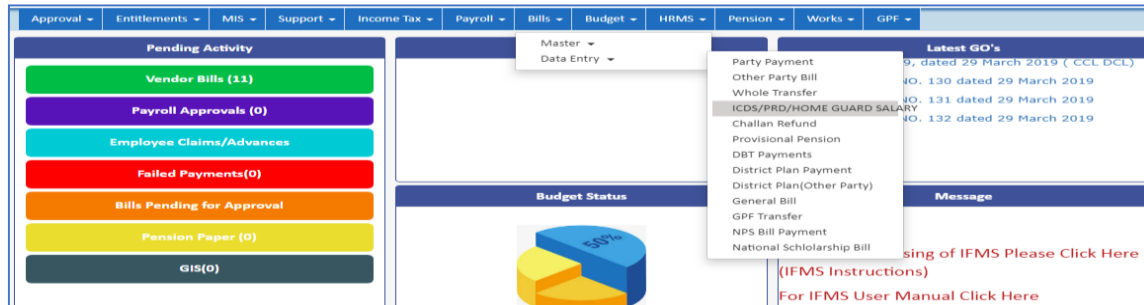
Fig - 186

2. User is directed to the page shown below: select budget, payment for, designation, bill for, salary month
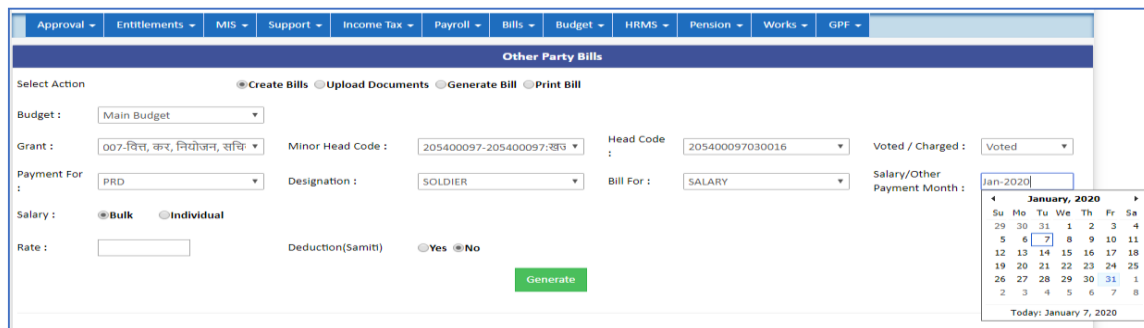
Fig - 187

3. User can select salary for individual or bulk as per the requirement.

Case 1: BULK TRANSACTION

Select bulk in salary, enter rate and click on generate button,
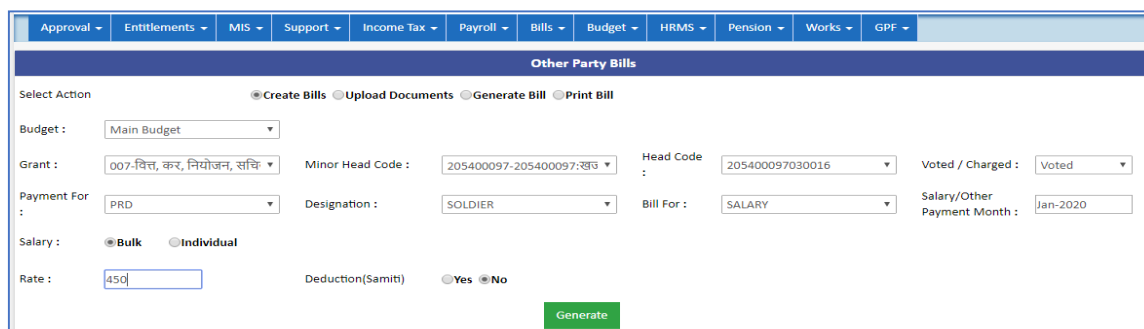
Fig - 188

Drop down the list of employees those who are in the selected designation appears, fields are made editable so that user can make changes accordingly, as shown in the image below:

Fig - 189

Click on save button, transaction id is generated against the bill, as shown in the image below (Fig - 189)

Fig - 190

Case 2: Individual Entry

Select individual salary, enter salary days and rate, select employee name from the list, click on deduction if any, as shown in the image below:

Fig - 191

Click on save button, transaction id is generated against the bill, as shown in the image below.

Fig - 192

 Select transaction id, fields are made editable so that user can make changes one last time if required, click on save button:

Fig - 193

4.4.3.2.1.5 Challan Refund

The amount that has been deposited by the vendor in the form of challan to the department can be refunded in case of lapse or due to any other reason. It can be refunded to the vendor via challan refund. The challan is initially submitted by treasury.

4.4.3.2.1.6 Provisional Pension

Under special cases like when the orders for realizing the pension of employee is being prepared by the department, even before the pension is sanctioned, it can be released as the provisional pension. But the LPC has to be issued before provisional pension can be sanctioned. Also, under provisional pension only 90% of the payment can be released. In

provisional pension, pension rate can be calculated as basic pay divided by 2. Following steps needs to be followed for making papers for provisional pension.

1. User can access provisional pension form as shown in the figure below:

Fig - 194

2. User is directed to the page shown below: select payment type, category, enter employee code, click on search button, as shown in the image,
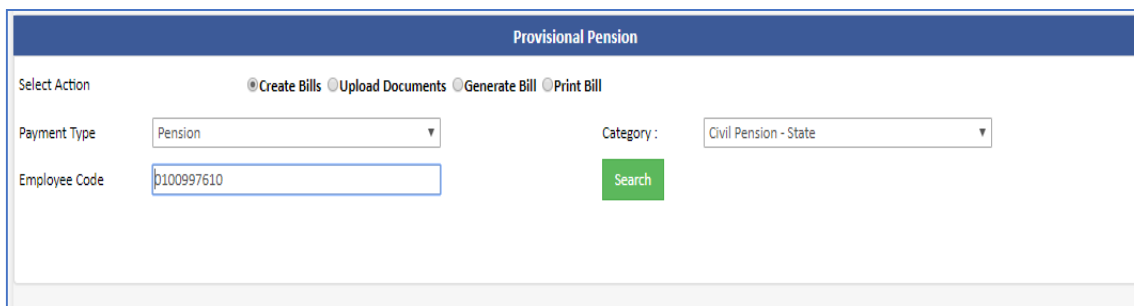

Fig - 195

3. Few fields gets added in the drop down screen, employees information appears on the screen, fields are made editable so that user can amend the information if found incorrect, select payment to that is self or nominee, enter bank account details, select pay commission, enter from date to date, enter pension rate, pension amount, DA amount, total amount and income tax amount, as shown in the image:
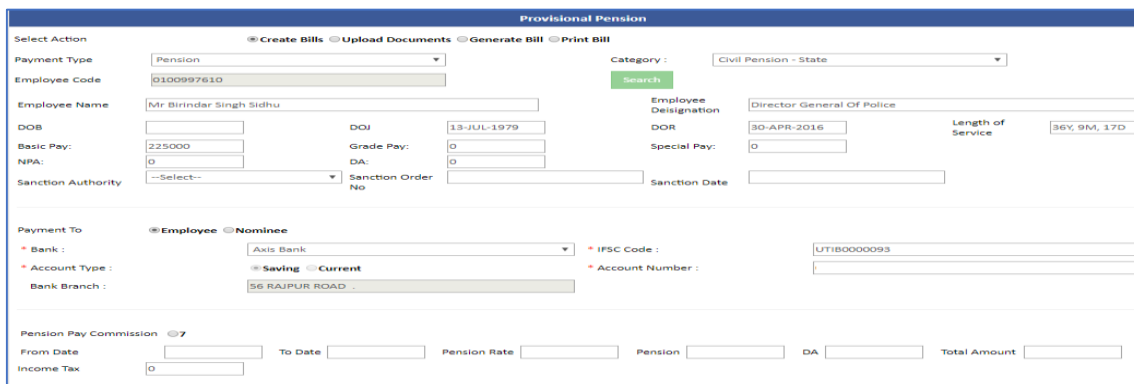

Fig – 196

Fig - 197

4. On clicking save button, transaction id gets generated against the bill, as shown in the image below:

Fig - 198

4.4.3.2.1.7 DBT Payment

DBT stands for Direct Benefit Transfer; it deals with the scholarship payments to students directly in their bank accounts. This payment is given by department of social welfare.

4.4.3.2.1.8 District Plan Payment

District plan payments are related to the payments of works done within a district. District plans are made and approved by a District plan committee in which Member of Parliaments, Members of Legislative Assembly acts as members and District Magistrate of that District acts as ex-officio secretary. Funds for the district plan are kept by the government at the disposal of District Magistrate of that district. Before funds are distributed, a meeting of different departments is called by District magistrate to take their demands. These demands are put before district plan committee which approves it after discussions and deliberations. Once

approved funds are distributed to different departments (their DDOs) who in turn pay the money to the vendors doing the work.

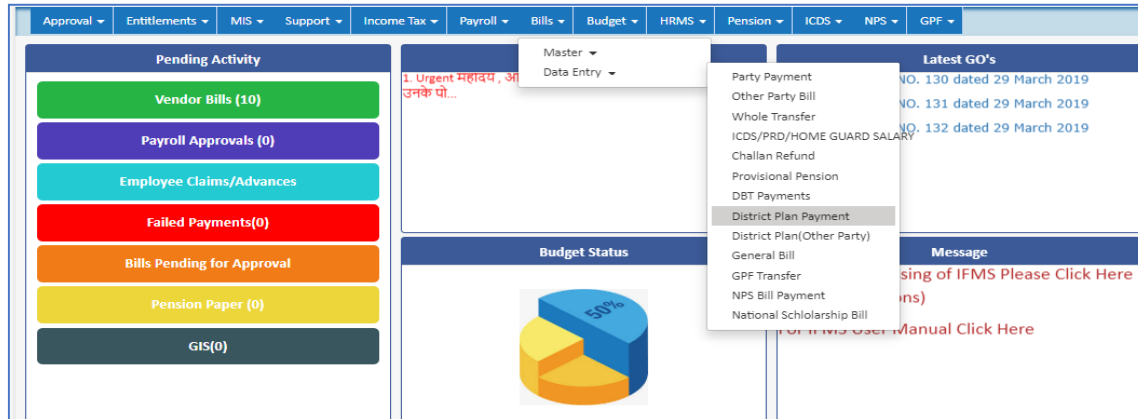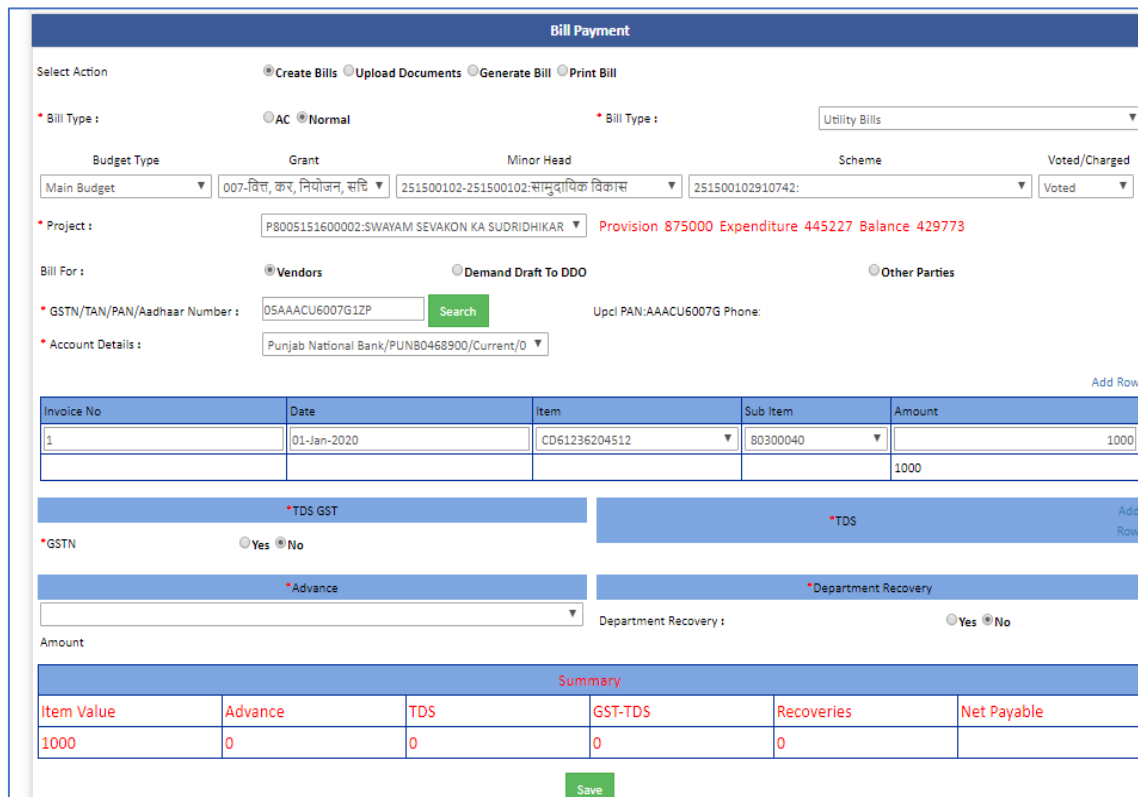1. User can access District Plan Payment form as shown in the figure below:

Fig - 199

2. User is directed to the page shown below: select bill type, budget, project name, bill for, enter GSTN no, select account number, and enter invoice details, amount and deduction if any, as shown in the image,

Fig - 200

3. Click on save button, transaction id is generated against the bill, as shown in the image below:

Fig - 201

4.4.3.2.1.9 District Plan (other party)

1. User can access District Plan (other party) form as shown in the figure below:

Fig - 202

2. User is directed to the page shown below: select bill type, budget, project name, bill for, select payment for, other party, designation enter amount and deduction if any, as shown in the image,

Fig - 203

3. Click on save button, transaction id is generated against the bill, as shown in the image below:

Fig - 204

4.4.3.2.1.10 General Bill

Allows us to access the head code related to advances, NPS and GIS.

1. User can access general bill form as shown in the figure below:

Fig - 205

2. User is directed to the page shown below: select budget, select bill for i.e. GSTN, other party, demand draft, transfer, gratuity payment, select name, enter invoice number, date, item, sub item, quantity, amount and if any deduction, as shown in the figure below:

Fig - 206

3. Click on save button, transaction id is generated against the bill, as shown in the image below

Fig - 207

4.4.3.2.1.11 GPF Transfer

This feature helps us to transfer GPF account when employee gets promoted from 4th class to 3rd class.

1. User can access GPF Transfer form as shown in the figure below:

Fig - 208

2. User has to enter employee code and click on search button, as shown in the image below:

Fig – 209

3. Few fields adds up in the drop down menu, enter gpf no, enter balance and click on save button, as shown in the image below:

Fig - 210

4. Click on save button, transaction id is generated against the bill, as shown in the image below

Fig - 211

4.4.3.2.1.12 NPS Bill Payment

This feature allows us to transfer any NPS account to GPF account under any circumstances, and also to allow us to make payment to the employee in case of death or VRS.

1. User can access NPS bill payment form as shown in the figure below:

Fig - 212

Integrated Financial Management System (https://cts.uk.gov.in)

2. User has to select bill for and enter employee code further click on search button, as shown in the image below:
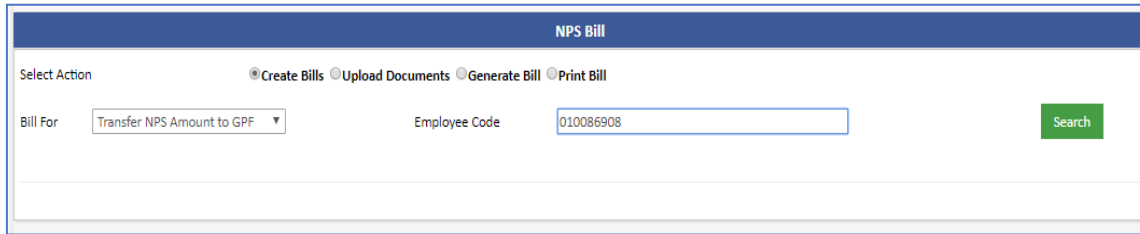

Fig - 213

3. Few fields adds up in the drop down menu, enter sanction authority, order no, date, amount and deduction if any, as shown in the image below:
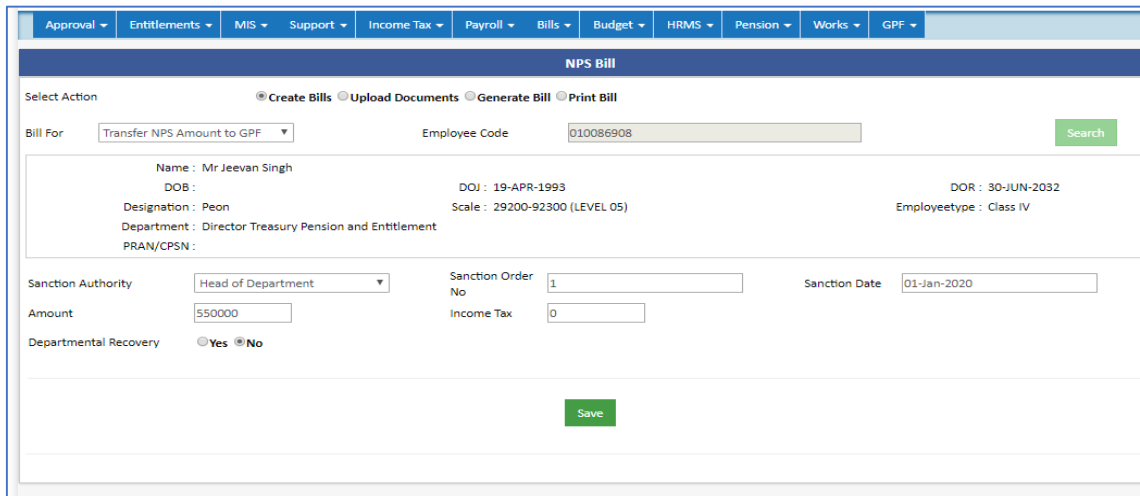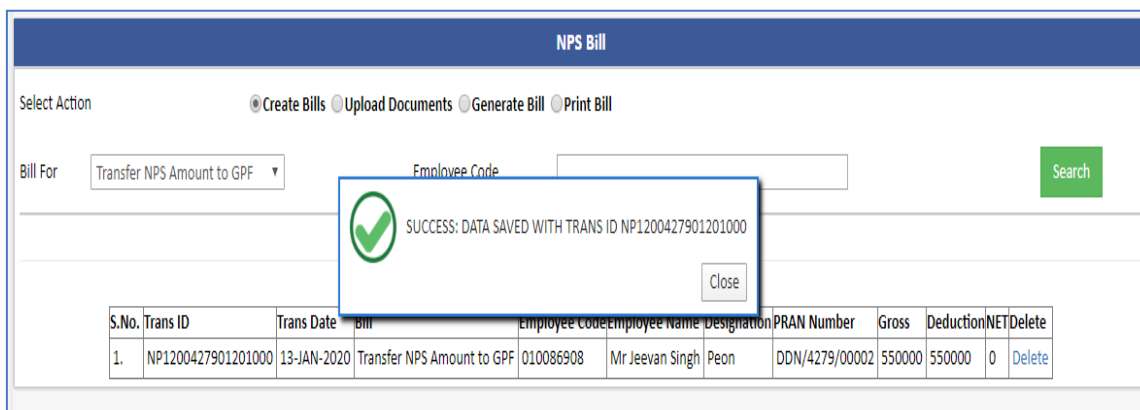

Fig - 214

4. Click on save button, transaction id is generated against the bill, as shown in the image below
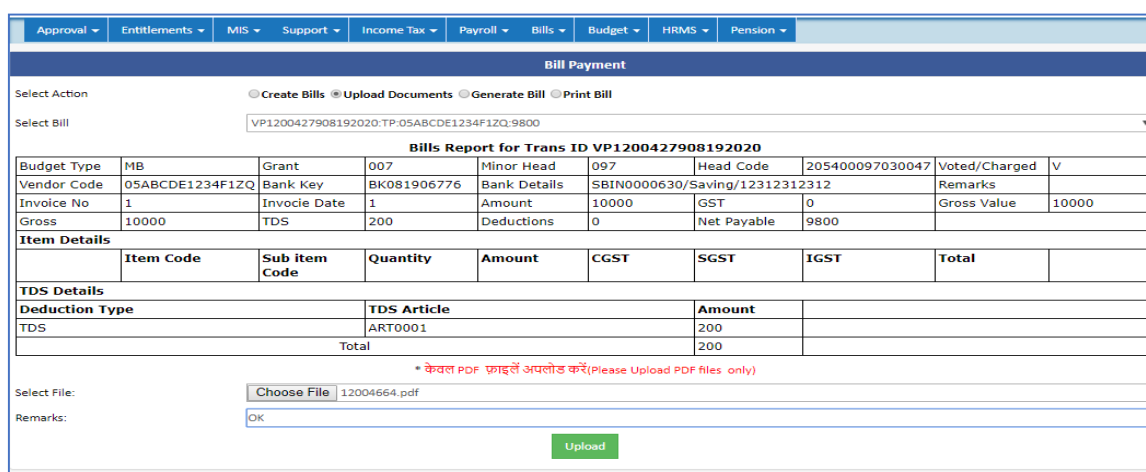

Fig - 215

4.4.3.2.2 Uploading of document

For all the bills after creating bill it is made mandatory to upload document. Follow below steps to upload documents:

1. Click on upload document tab from the menu.

2. New page is available on the screen.

3. Select bill from the drop down menu, few fields related to bill appear on the screen.

4. Select file to upload

5. Enter remark

 As shown in the image below

Fig - 216

6. Click on upload button, pop up message of successful uploading of document is generated on the screen

Fig - 217

4.4.3.2.3 Generating bill

After the document is uploaded it is mandatory to generate the bill, follow below steps to generate the bill:

1. Click on generate bill tab from the menu.

2. New page is available on the screen.

3. Enter 11C number in the column provided in front of the transaction id.

As shown in the image below

Fig - 218

4. Click on generate bill button, pop up message of successful generating of bill is generated on the screen

Fig - 219

4.4.3.2.4 Print bill

After the document is generated user can view the bill,

1. Click on print bill tab from the menu.

2. New page is available on the screen.

3. Click on view button, bill created will be visible on the drop down of the screen, as shown in the image below

Fig - 220

4.4.3.2.5 Approval

Approval process of bills is discussed in the approval module above, kindly refer to approval module. Approve from all the three levels that is operator, supervisor and officer, further the bill is pushed to treasury for generating authority.

4.4.4. Entitlements Module

GIS (Group Insurance scheme) every employee contributes some funds for his insurance out of which 70% goes to saving funds and 30% goes to insurance funds. In case of death a GIS bill is submitted to withdraw insurance amount as well as savings amount and in case of retirements GIS bills are submitted to withdraw savings amount with interest. This module is used to process the GIS claims of the employee. Various forms to be filled, claim listing, schedules of payments using e-payment are provided in the system. Following are execution steps for processing of GIS bills:

Execution steps: Click on entitlements →Click on GIS → Enter employee code →Click on search button →Fill in the form →Click on submit button →upload documents→ generate bill →Print calculation sheet and bill→approve the bill from all the three levels

4.4.4.1 Creating GIS bill

1. User can access GIS form as shown in the figure below:
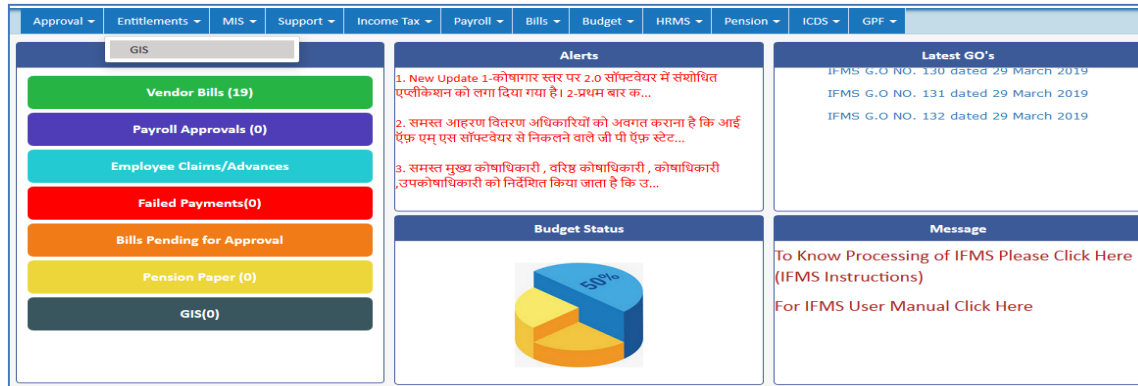
Fig - 221

2. User has is directed to the page shown below:
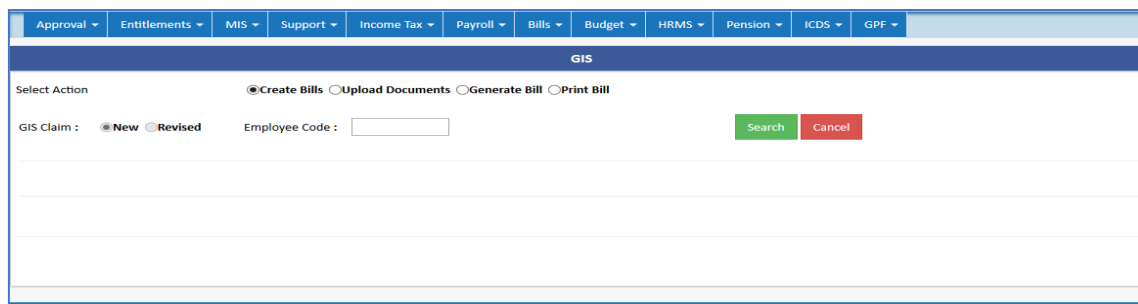
Fig - 222

Select new or revised as per the requirement

3. Enter employee code and click on search button, few fields gets added on the drop down menu as shown in the image below
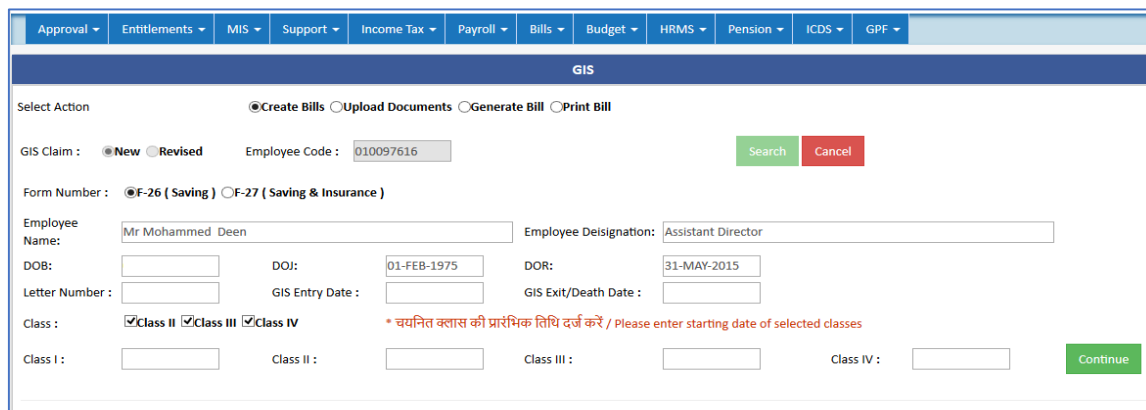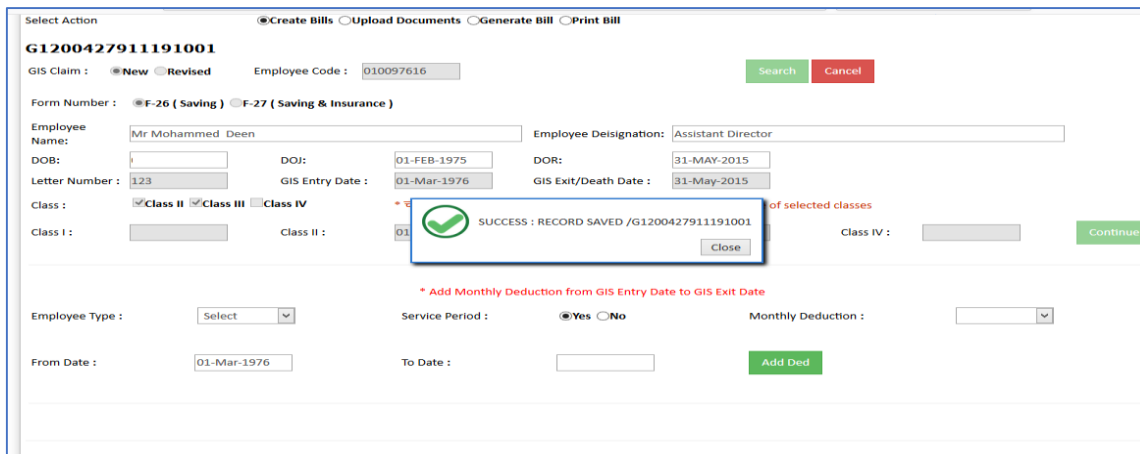
Fig - 223

4. Entry in the Form

1. Select Form number i.e. F-26(savings) in retirement cases, and F-27(saving & insurance) for death cases

2. Fill in the fields like detail of the employee, as shown in the image below

3. Click on continue button

4. Record is saved and a pop up message is generated on the screen, as shown in the image below

Fig - 224

5. On clicking continue button, few fields related to deduction adds up on the screen, as shown below:

6. As per the deductions that were made earlier during processing of salary, user has to enter the record, as shown below

Fig - 225

7. Click on continue button, deduction added is saved and pop up message is generated on the screen,

8. Savings amount in case of retirement and savings amount along with insurance amount in case of death is visible on the screen,

9 Choose payment to, in case of retirement choose employee and in case of death choose nominee,

10. Enter bank detail of the person whom the payment is to be made,

11. Click on add nominee button

From Date :			To Date :	31-May-2015	Add Ded	
S.NO.	Class	Rate	From		To	Delete
1	Class III	20	01-Mar-1976		29-Feb-1980	Delete
2	Class III	20	01-Mar-1980		28-Feb-1990	Delete
3	Class III	30	01-Mar-1990		29-Feb-2000	Delete
4	Class III	60	01-Mar-2000		29-Feb-2004	Delete
5	Class III	60	01-Mar-2004		31-Mar-2004	Delete
6	Class II	60	01-Apr-2004		28-Feb-2009	Delete
7	Class II	200			29-Feb-2012	Delete
8	Class II	200			31-May-2015	Delete

SUCCESS:Monthly Deduction details saved

Close

Continue

Saving :	90926	Insurance :	0	Net GIS Amount :	90926

Payment To   ⦿Employee ◯Nominee

* Bank :   State Bank of India   * IFSC Code :   SBIN0016312

* Account Type :   ⦿Saving ◯Current   * Account Number :

Bank Branch :   23 LAXMI ROAD, DALANWALA, DEHRADUN.UTTARAKHAN

Saving Amount   90926   Insurance Amount   0   Add Nominee

Fig - 226

12. Drop down in the screen table appears with the detail of the payment,

13. Click on submit button provided

6	Class II	60	01-Apr-2004	28-Feb-2009	Delete
7	Class II	200	01-Mar-2009	29-Feb-2012	Delete
8	Class II	200	01-Mar-2012	31-May-2015	Delete

Continue

Saving :	90926	Insurance :	0	Net GIS Amount :	90926

Payment To   ⦿Employee ◯Nominee

* Bank :   Select   * IFSC Code :

* Account Type :   ⦿Saving ◯Current   * Account Number :

Bank Branch :

Saving Amount   Insurance Amount   0

S.NO.	Nominee	Bank	A/C Number	IFSC Code	Share Amount	Insurance Amount	Delete
1	Mr Mohammed Deen/SELF/09-MAY-1955	State Bank of India		SBIN0016312	90926	0	Delete
					90926	0	

Submit

Fig - 227

4.4.4.2 Uploading of document

For all the bills after its creation, it is mandatory to upload document. As discussed in bills module, following steps needs to be followed:

1. Click on upload document tab from the menu.

2. New page is available on the screen.

3. Select bill from the drop down menu, few fields related to bill appear on the screen.

4. Select file to upload

5. Enter remark

6. Click on upload button, pop up message of successful uploading of document is generated on the screen

4.4.4.3 Generating bill

After the document is uploaded it is mandatory to generate the bill, like discussed in bills module

1. Click on generate bill tab from the menu.

2. New page is available on the screen.

3. Enter 11C number in the column provided in front of the transaction id.

4. Click on generate bill button, pop up message of successful generating of bill is generated on the screen

4.4.4.4 Print bill

After the document is generated user can view the bill, like discussed in bills module

1. Click on print bill tab from the menu.

2. New page is available on the screen.

3. Click on view button, calculation sheet button, savings bill button and insurance bill button as per the requirement.

4.4.4.5 Approval

Approval process of bills is discussed in the approval module above, kindly refer to approval module. Approve from all the three levels that is operator, supervisor and officer, further the bill is pushed to treasury for generating authority.

4.4.5. Pension Module

Module handles the distribution of pension to all the pensioners of Uttarakhand. Provision to capture the pensioner details is available. Pension initiation process starts with submission of required documents/forms by the employee or his nominee (in case of employee's death) for availing regular pension. It ends with issuance of Pension Pay Order (PPO).

4.4.5.1 Processing of Pension paper

Follow below mentioned steps to process pension paper of employee after his/her retirement:

Execution steps: Fill in all the details of the employee at employee master→ Fill the m service book under HRMS module→ Generate LPC(in case of death)→Generate Pension Papers →Enter Pension salary details→ Generate Pension report→ approve Pension paper from all the three levels

4.4.5.1.1 Pension Entry

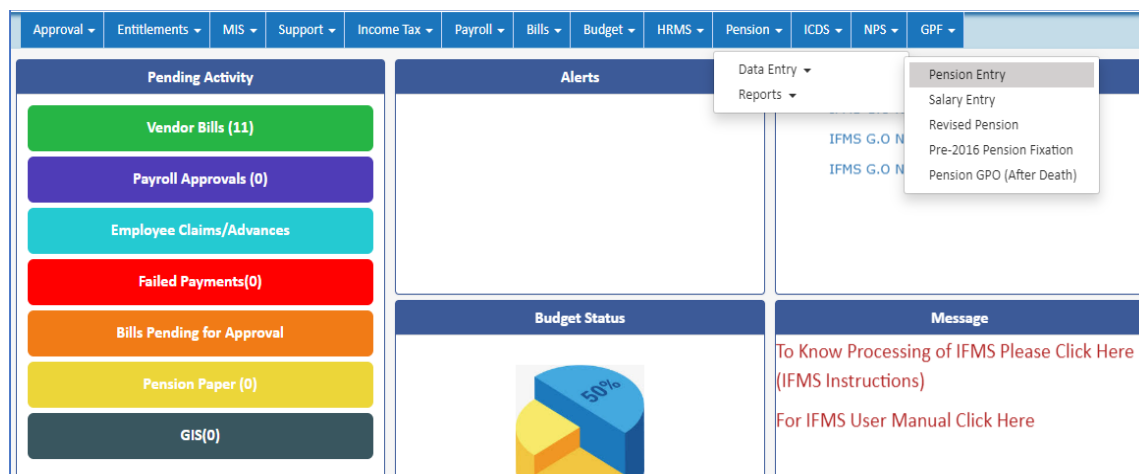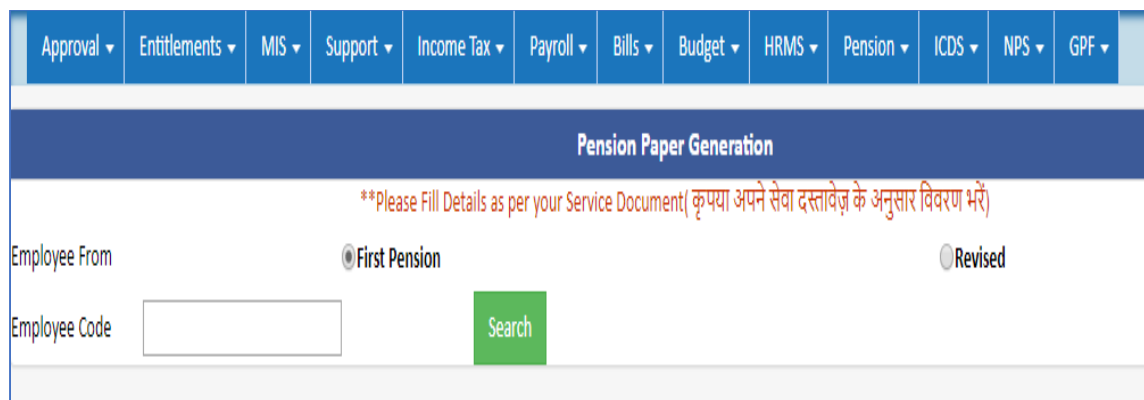1. User can access pension entry form as shown in the figure below:

Fig - 228

2. User is directed to the page, select first and revised pension as per the requirement, as shown in the image below:
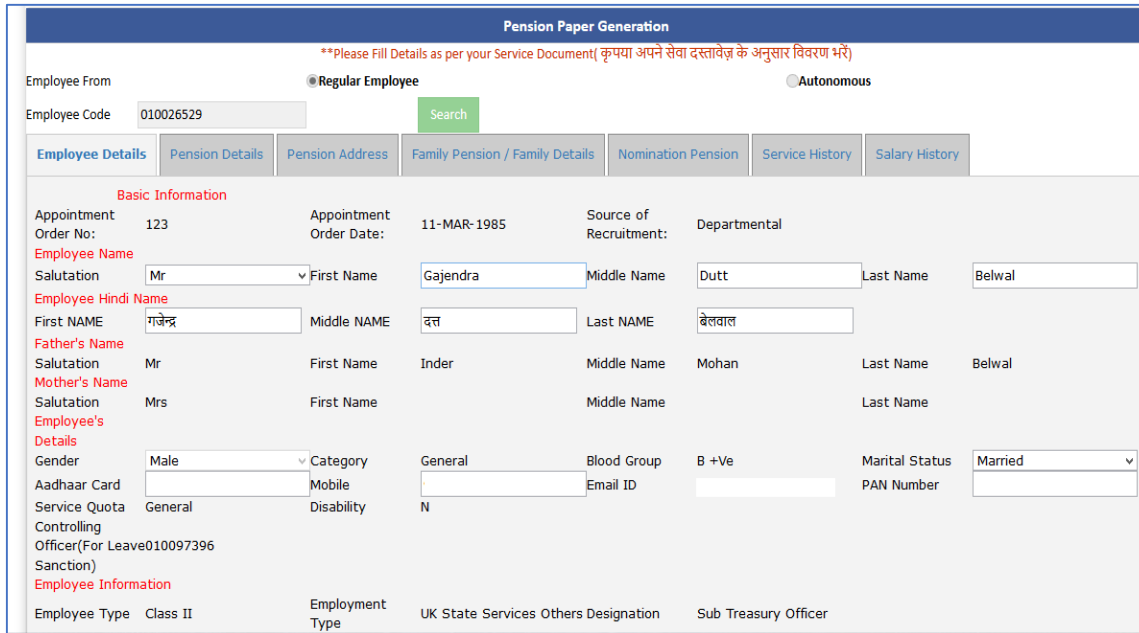

Fig - 229

3. Entry in the page: Follow below mentioned steps:

Step 1.Enter employee code

Step 2.Select first pension or revised pension as per the requirement

Step 3. Click on search button

User is directed to next page, as shown in the image below:

Fig - 230

4. Fields are made editable so that the user can make changes in the information of the employee if found in correct, once the required changes are made click on continue button provided in the page,

On clicking continue button user is directed to the next page called pension details as shown in the figure below:

Fig - 231

---

5. Fill in the fields that are provided in the page named Pension details(select pension for, pension category, actual retirement date, service extension, identification mark and bank details), once the entries are made click on continue button provided in the page,

On clicking continue button user is directed to the next page called Pension details as shown in the figure below:

Fig - 232

6. Fill in the fields that are provided in the page named Pension address, once the entries are made click on continue button provided in the page,

On clicking continue button user is directed to the next page,

Fig - 233

7. Fill in the fields that are provided in the page named Family Pension/ Family details, User can make changes in the details of the family if found in correct, once the entries and changes are made click on save button provided in the page,

Fig - 234

8. On clicking save button few fields regarding address gets added in the drop down of window, user can enter the address and make changes in the address if found filled, as shown in the image attached below: click on continue button,

On clicking continue button user is directed to the next page,

Fig - 235

8. In nomination pension page user can select any family member name that the employee wishes to make the nominee. User can fill and edit left over fields, as shown in the image attached below: click on save button,

Fig - 236
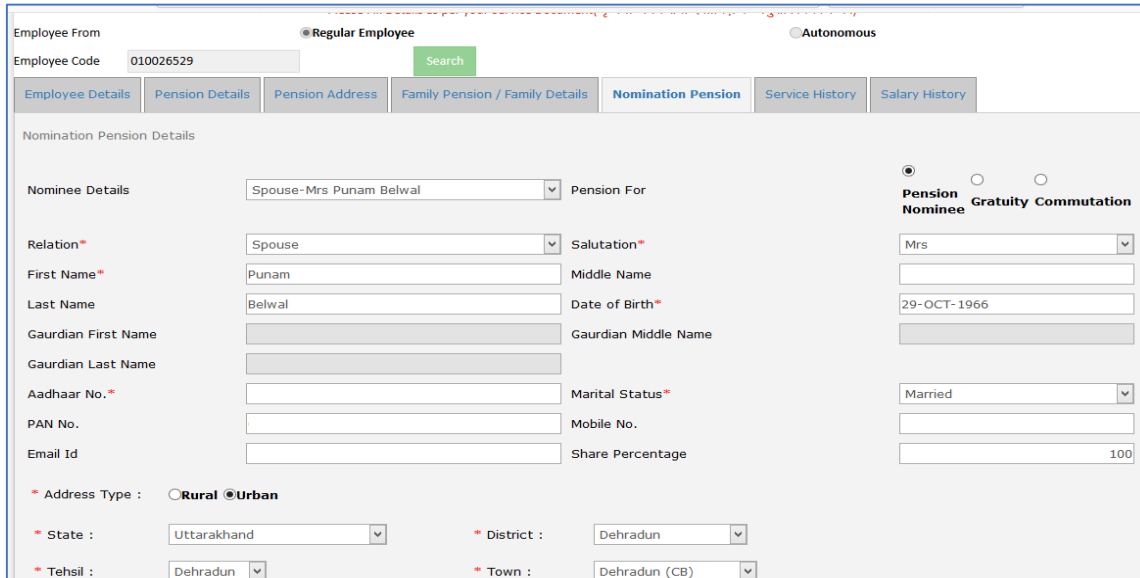
On clicking save button few fields regarding address and account details gets added in the drop down of window, user can update account number and address if found incorrect, as shown in the image attached below:

Click on add row button,
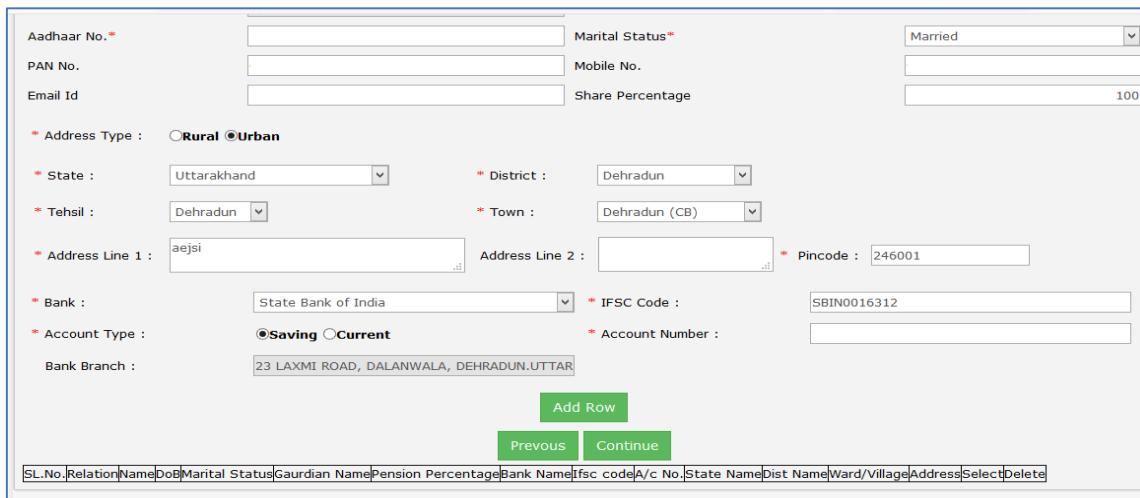
Fig - 237

On clicking add row button detailed list of nominee entered in the above page appears in the tabular form, as shown in the image below:

Select the row in the table,

Click on continue button, user is directed to the next page,

Fig - 238

9. In service history page, details filled in the service book module is displayed, fields are made editable so that the user can make changes if found in correct, by using add row button user can add on the rows in the table shown below. User can fill and edit fields,

Click on continue button, user is directed to the next page

Fig - 239

10. In salary history page, details filled in the service book module is displayed, fields are made editable so that the user can make changes if found in correct, by using add row button user can add on the rows in the table shown below. User can fill and edit fields,

Click on continue button, user is directed to the next page

Fig - 240

Integrated Financial Management System (https://cts.uk.gov.in)

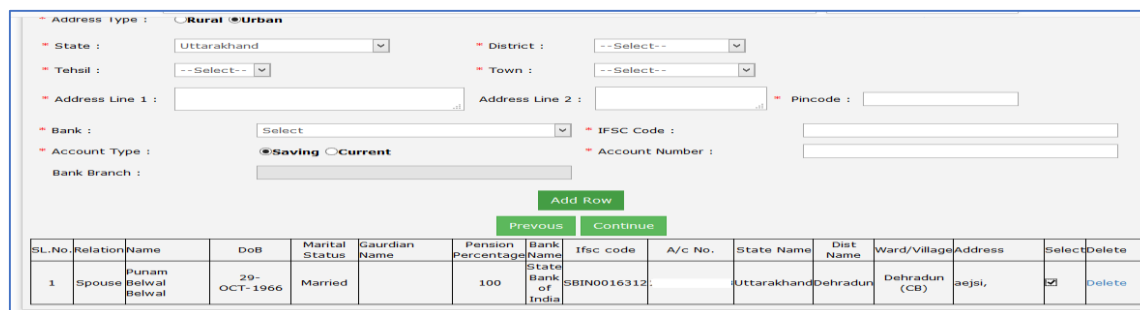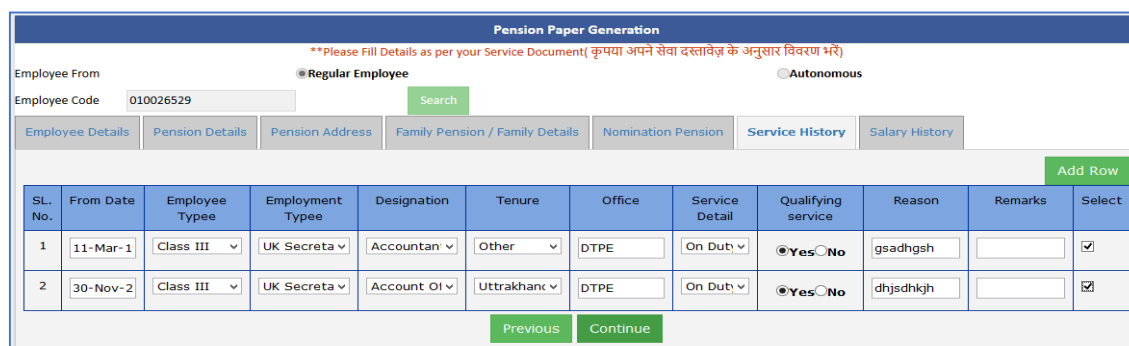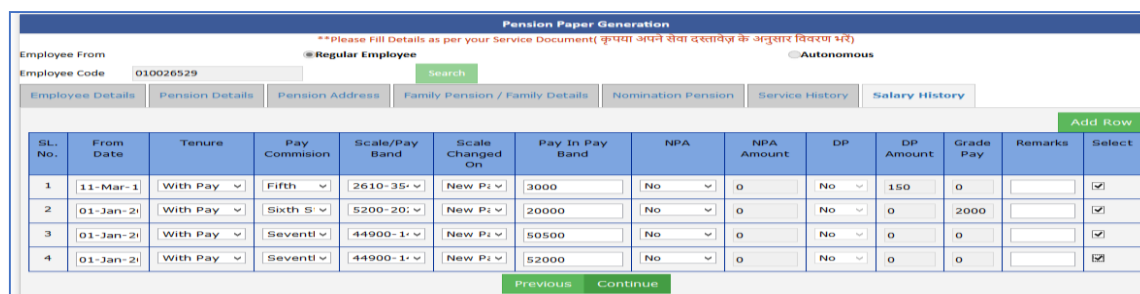### 4.4.5.1.2 Salary Entry

11. User can access salary entry page as shown in the image below:
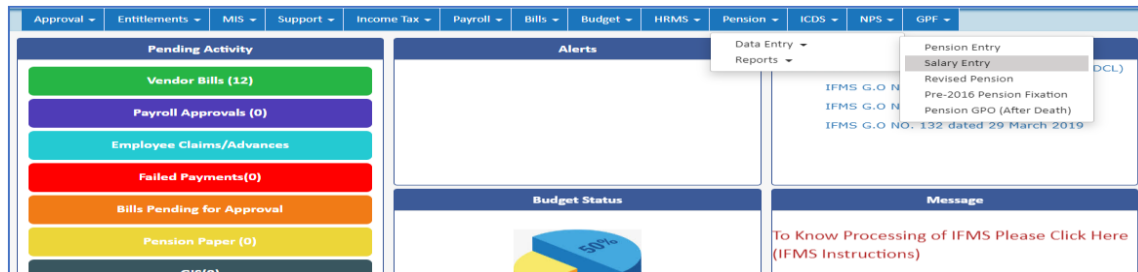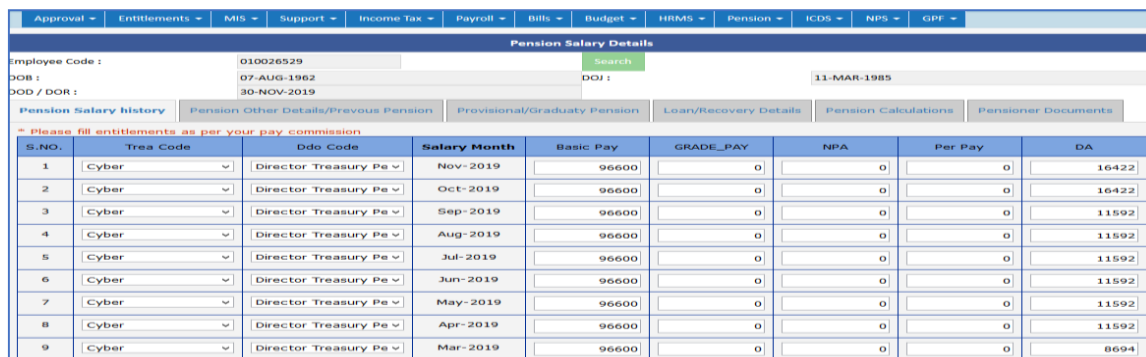
Fig - 241

12. User has to enter employee code, click on search button; user will be able to the screen with the detail of last10 month salary taken, as shown in the image below: again the fields are made editable so that user can make changes according to the requirement.

Click on continue button, user is directed to the next page
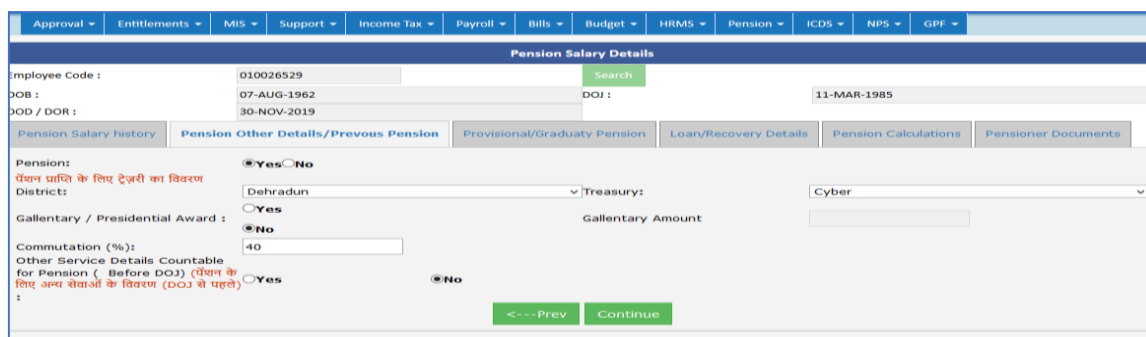
Fig - 242

13. In Pension other details/ Previous Pension page, user has to fill few fields like commutation percentage, district and treasury that are essential for processing the pension, as shown in the image below:

Click on continue button, user is directed to the next page

Fig - 243

Integrated Financial Management System (https://cts.uk.gov.in **)**

14. In Pension/ gratuity Pension page, user has to select provisional pension and provisional gratuity yes or no as per the requirement, as shown in the image below:

Click on save button, user is directed to the next page

Fig - 244

15. In loan/ recovery details page, user has to select if recovery is to be done yes or no as per the requirement, as shown in the image below:

Click on save button, user is directed to the next page
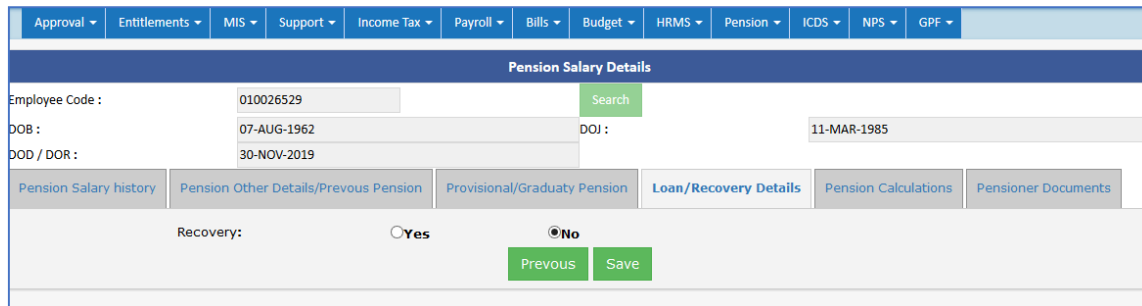
Fig - 245

16. In pension calculation page user has to select gratuity and commutation amount details, as shown in the image below:

Click on save button, user is directed to the next page
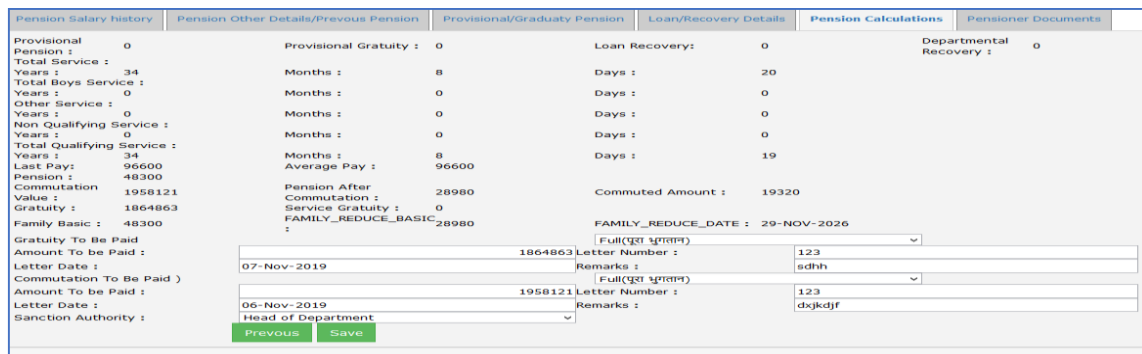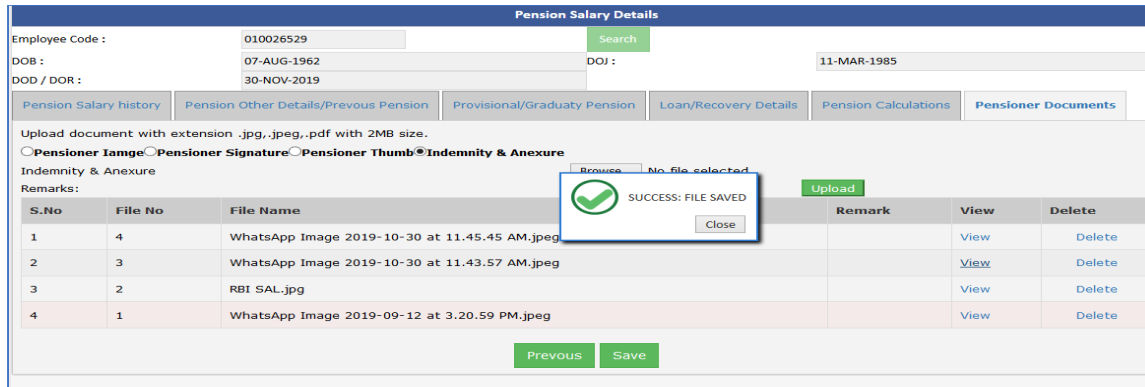
Fig - 246

17. In pensioner document page user has to upload the documents that are essential for generation of pension papers, documents like pensioner image, pensioner signature, pensioner thumb, indemnity & annexure, as shown in the image below:
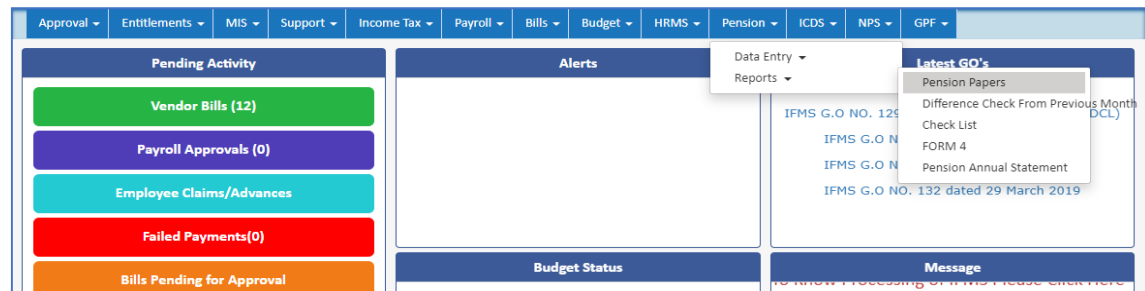
Click on save button, user is directed to the next page

Fig - 247

4.4.5.1.3 Pension paper

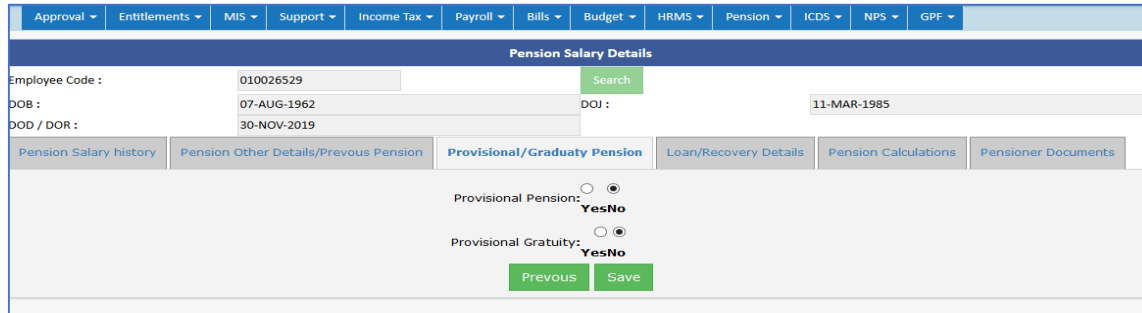18. User can access pension paper page as shown in the image below:
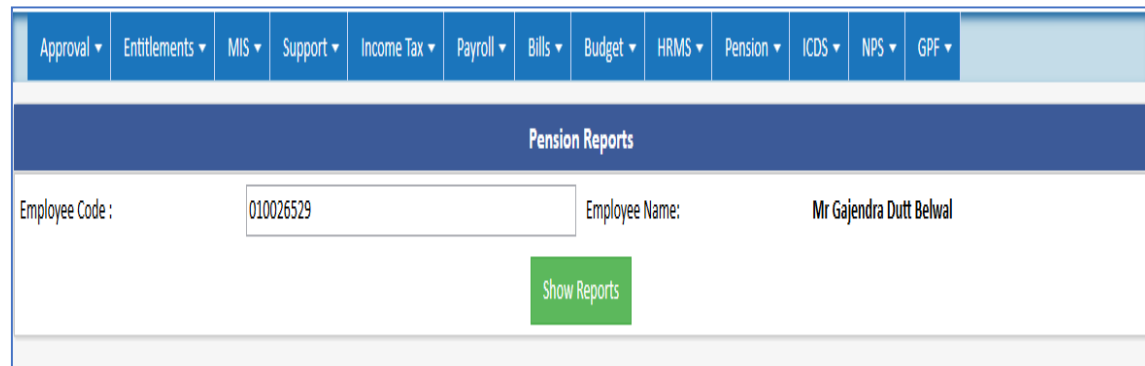
Fig - 248

19. User is directed to the page shown below: enter employee code and click on show report button, further user is able to print the pension paper

Fig - 249

Integrated Financial Management System (https://cts.uk.gov.in)

Back

4.4.5.1.4 Approval of Pension paper

Approval process of pension is discussed in the approval module above, kindly refer to approval module. Approve from all the three levels that is operator, supervisor and officer, further the pension paper is pushed to sanction treasury for generating authority.

4.4.5.2 Processing of Revised Pension Cases

Follow below mentioned steps for processing revised pension:

Execution steps: click on pension→Data entry→ Revised Pension→Fill in the forms→approve Pension paper from all the three levels
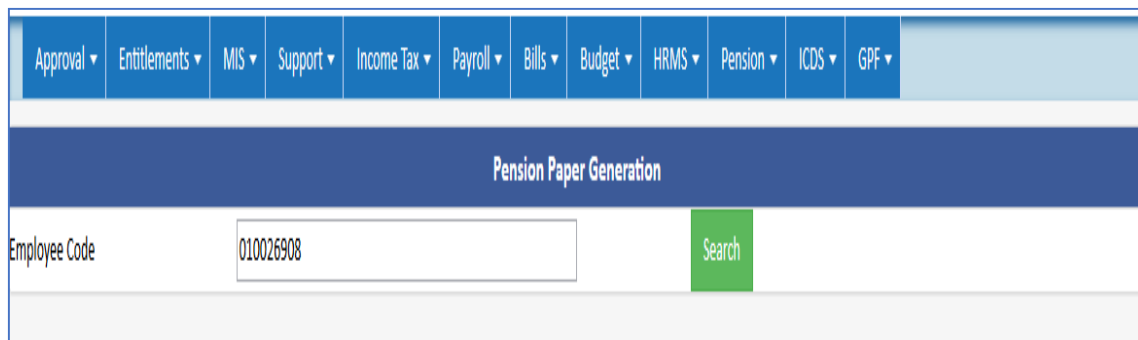
4.4.5.2.1 Revised Pension

1. User can access pension entry form as shown in the figure below:

Fig - 250
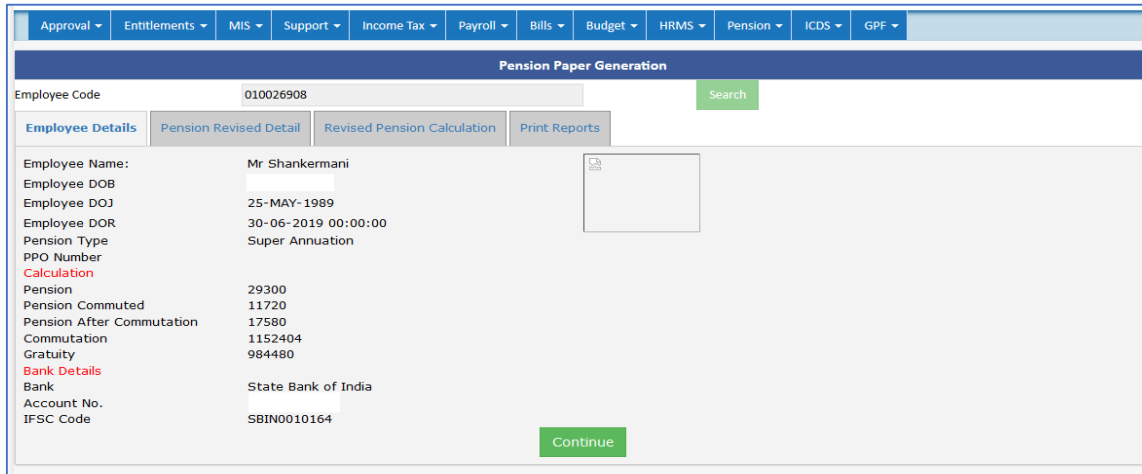
2. User is directed to new page, enter employee code and click on search button, as shown below

Fig - 251

Page 1 Employees detail page, contains the detail of pensioner and pension that the pensioner is drawing, as shown in the image below:

Fig - 252

Page 2 Pension Revised detail page, here user can make changes or we can say revise the case, by updating basic pay, DA, select pay commission, revise for, commutation, gratuity and even can update the treasury from where the pension is drawing, as shown in the image below:

Click on continue button, user is directed to the next page

Fig - 253

Page 3 Revised Pension Calculation page, here user can view the detail of the pension that was drawn earlier and the pension that is updated and will be given, as shown in the image below:

Click on continue button, user is directed to the next page

Fig - 254
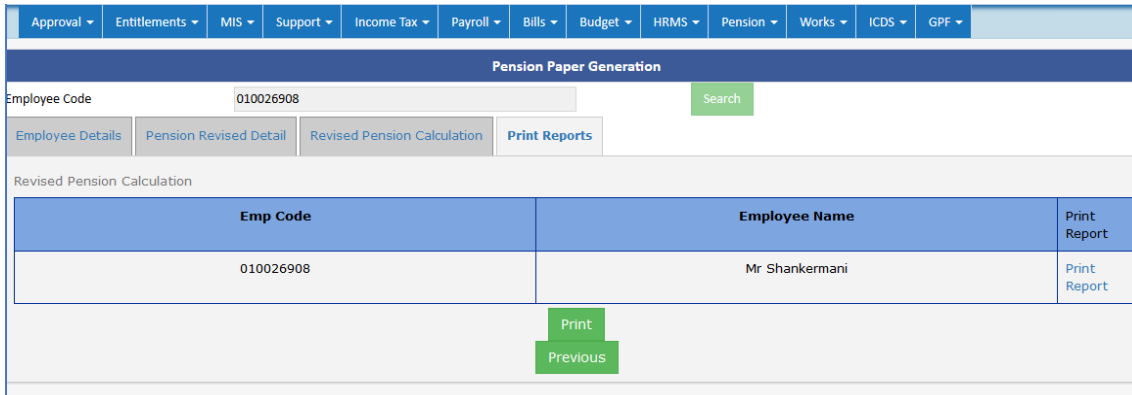
Page 4 Print reports page, here user can print the pension paper generated, by clicking on print button.

Fig - 255

4.4.5.2.2 Approval of Revised Pension paper

Approval process of pension is discussed in the approval module above, kindly refer to approval module. Approve from all the three levels that is operator, supervisor and officer, further the pension paper is pushed to sanction treasury for generating authority.

4.4.6. Budget Module

Budget module helps for planning the estimates of future expenses and revenues based on projected plans and activities of the state. It provides target setting and estimating revenues, and allows from time to time review and take corrective action in terms of revised estimates. GoUK's Budget is one-year comprehensive financial plan that allocates resources based on the

requirement of different departments of the state for the financial year. Budget management shall facilitate monitoring the utilization of budget allotted to various departments.

4.4.6.1 Budget Demand

In order to demand the budget online for next financial year, the user can make use of the demand portal. Enter the grant no, scheme code, budget type, HOD, financial year, demand amount and save the details.

4.4.6.1.1 Placing Demand

1. User can access demand form as shown in the figure below:
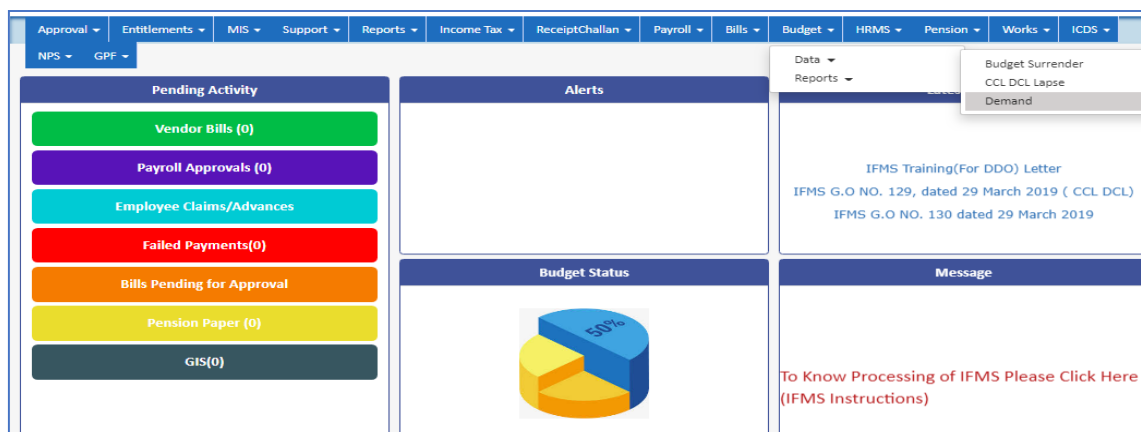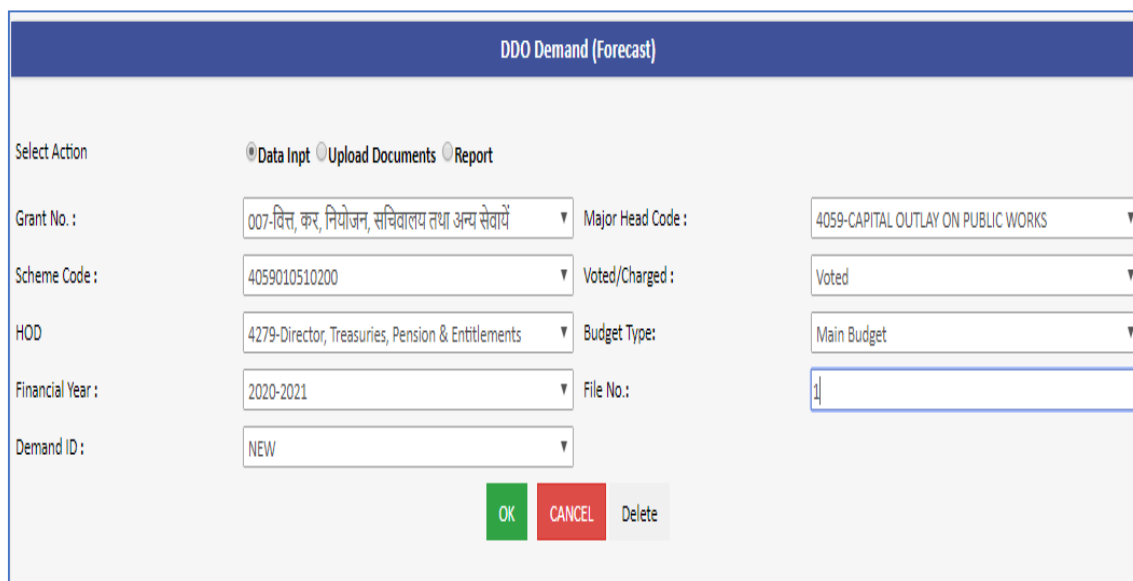
Fig - 256

2. Fill in the fields related to budget demand like grant no, major head code, scheme code, financial year and file no, as shown in the image below:

Fig - 257

---

3. Click on ok button, drop down the list of individual object code appears on the screen enter demand amount and write the purpose for demand, further click on check amount button, the sum total of amount demanded on all the objects code are calculated in the last row, as shown in the image below

Fig - 258

4. User can also add object codes, as shown in the image below

Fig - 259

5. Click on save button, the amount entered for demand is saved and the message of success appears on the screen, as shown in the image below

Fig - 260

4.4.6.1.2 Uploading Document

After the demand id is obtained it is mandatory to upload document, like discussed in bills module. Please follow below mentioned steps:

1. Click on upload document tab from the menu.

2. New page is available on the screen.

3. Select batch id that was created earlier from the drop down menu.

4. Select file to upload

5. Enter remark

6. Click on upload button, pop up message of successful uploading of document is generated on the screen

4.4.6.1.3 Reports

After uploading document, user can also view the demand made as described below:

1. Click on Report tab from the menu.

2. New page is available on the screen.

3. Select batch id that was created earlier.

4. Click on select button.

Fig - 261

5. User can view the demand that was placed earlier in the form of report.

6. User can also click on print button, in order to obtain printed copy of budget demanded.

As shown in the image below:

Fig - 262

4.4.6.1.4 Approval

Approval process of budget is discussed in the approval module above, kindly refer to approval module. Approve budget id from all the three levels that is operator, supervisor and officer, further the budget id is pushed to HOD level.

4.4.6.2 Budget Surrender

In order to surrender the budget to the HOD that was allotted to the DDO, the operator can surrender the budget using the budget surrender portal. This portal comprises of fields like allotment ID, HOD (surrender to), budget type, grant no, major head code, scheme code, financial year, file no.

4.4.6.2.1 Surrendering Budget
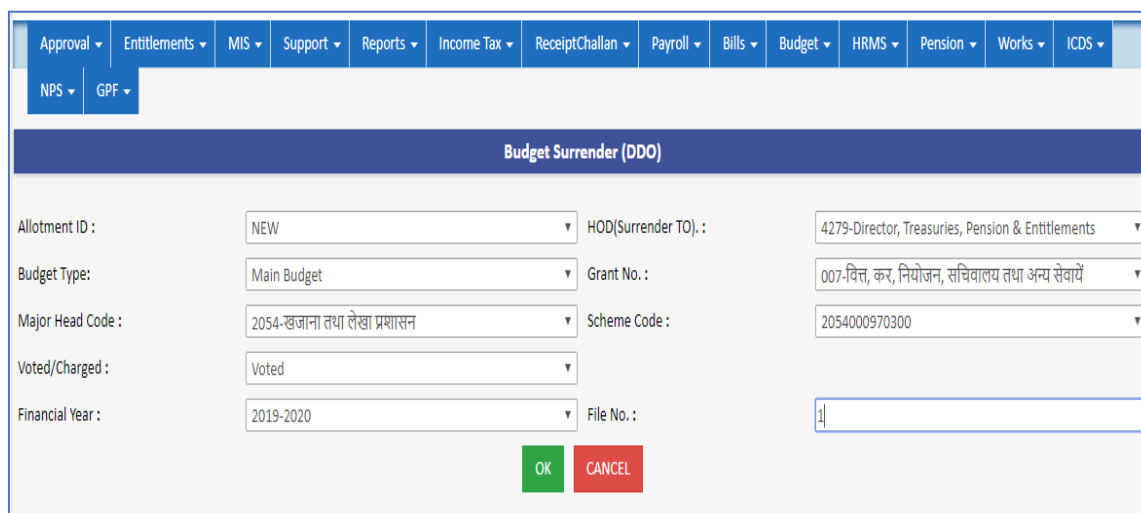
1. User can access surrender form as shown in the figure below:

Fig - 263

2. Fill in the fields related to budget surrender like surrender to, grant no, major head code, scheme code, financial year and file no, as shown in the image below:

3. Click on ok button, drop down the list of individual object code appears on the screen enter surrender amount and write the purpose for demand, further click on check amount button, the sum total of amount demanded on all the objects code are calculated in the last row, as shown in the image below

Fig - 265

4. Click on save button, the amount entered for surrender is saved and the message of success appears on the screen, as shown in the image below

Fig - 266

4.4.6.2.2 Approval

Approval process of budget is discussed in the approval module above, kindly refer to approval module. Approve budget id from all the three levels that is operator, supervisor and officer, further the budget id is pushed to HOD level.

4.4.6.3 Reports

Reports portal provides us the details regarding budget. It consists of total 6 screens, which basically elaborates the report of the budget. Following are execution steps to view budget reports:

Execution steps: Click on budget→ Report→ Select the type of budget→ Fill all the required fields' →Click on show report

1. User can access the reports as shown in the figure below:
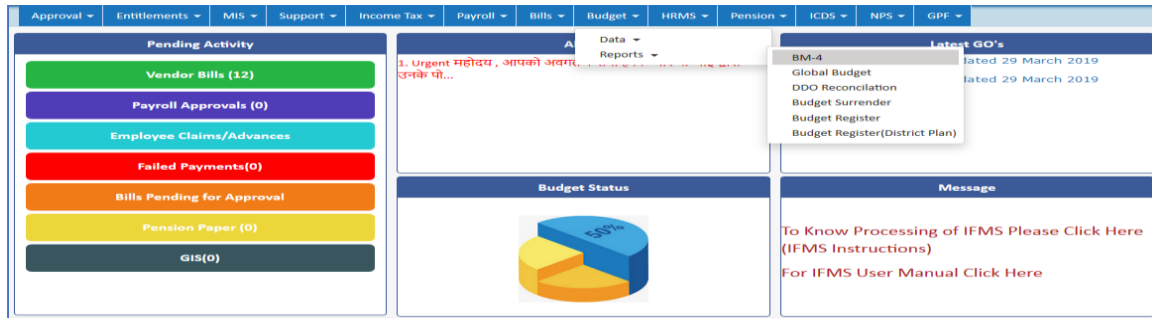
Fig - 267

1 BM-4

BM-4 stands for budget manual form 4. It is a register of allotment and expenditure by disbursing officers. It provides us the date wise details of the voucher passed with the amount followed with the total expenditure, till previous month expenditure, allotted budget, and remaining budget.

1. User has to enter treasury, DDO, grant no, scheme code, month and year, as shown in the image below:

Fig - 268

2. Click on show report button, BM 4 report is obtained on the drop down screen as shown in the image below:

Fig - 269

2.DDO reconciliation(BM-5)

BM-5 stands for budget manual form 5. This form allows DDO to get access to the detailed information of bill date wise, details like the bill no, voucher no, amount, deductions, UTR number, date of voucher generation, head code from which the amount was deducted etc. It is also called reconciliation statement. DDO is expected to verify this form every month to ensure that all the amounts drawn by him from the treasury have correctly been entered.

1. User has to select month and year, as shown in the image below:
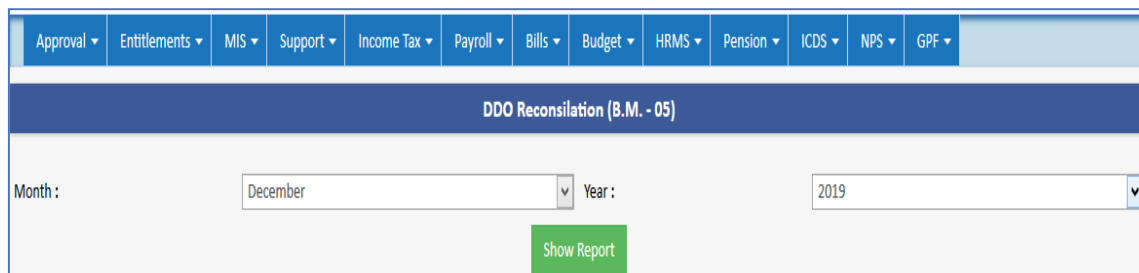
Fig - 270

2. Click on show report button, BM 5 report is obtained on the bottom of the screen as shown in the image below:

Fig - 271

---

3. Budget Surrender

Provides us the details of the budget that has been surrender scheme wise, details like surrender id, scheme code, letter no, letter date and the amount surrendered.

1. User has to select financial year, grant no, major head code, scheme code, budget type, list of budget surrender in the scheme appears on the screen, as shown in the image below:

Fig - 272

4. Budget Register

As per budget manual 2012, a DDO is also expected to maintain a budget control register in the form of B.M. 11. This report provides DDO the details having scheme wise details of the amount that has been allotted, expenditures that took place and the remaining amount, with the voucher details of the expenditure and allotment.

1. User has to enter date from and to, as shown in the image below

Fig - 273

2. On clicking submit button, drop down the screen with budget register appears, as shown in the image below

Fig - 274

4.4.7. Income Tax Module

This module deals with income tax returns of the employees. System shall have various forms to be filled by employees.

> **Execution steps:** Click on income tax→ Select the type of report.

1. User can access the reports as shown in the figure below:

Fig - 275

24Q report provides the quarterly detailed report of amount deducted in income tax by the DDO of the individual employee in the organization, along with the detail of taxable amount, employees PAN no.

1. Click on show report button, shown in the image below:

Fig - 276

2. New window opens up as shown in the image below: select financial year and period, click on get button

Fig - 277

---

3. 24 Q form is obtained as shown in the figure below: user can access the printed copy of report

Fig -278

Fig - 279

26Q report provides the quarterly detailed report of amount deducted as income tax by the DDO of the individual Firm, along with the detail of taxable amount, and PAN number of the firm.

1. Click on show report button, shown in the image below:

<div align="center">

Fig - 280

</div>
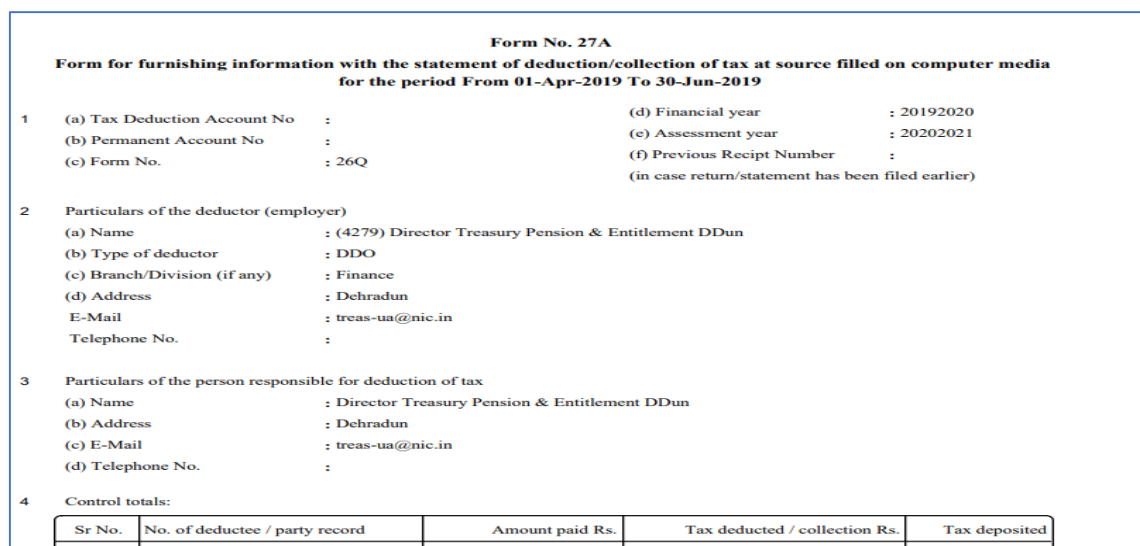
2. New window opens up as shown in the image below: select period and year, click on get button

<div align="center">

Fig - 281

</div>

3. 26 Q form is obtained as shown in the figure below: user can access the printed copy of report

<div align="center">

Fig –282

</div>

Sr No.	Voucher Number	Date of payment	Pan no. of Vendor	Name of Vendor	Taxable amount on which tax deducted.	TDS	Edge
				26Q 1st Quarterly Income Tax Statement 01-Apr-2019 To 30-Jun-2019		**T.D.S. Tan No. - MRTD01117E**	
1	B20540016	25-Apr-2019		M/S GLOBALVISION POW	176396	2990	0
2	B20540017	25-Apr-2019		R K ENTERPRISES	32344	550	0
3	B20540019	26-Apr-2019		M/S GLOBALVISION POW	6537	111	0
4	B20540016	08-May-2019		R K ENTERPRISES	32344	549	0
5	B20540021	14-May-2019		National Informatics Center S	4500563	381404	0
6	B20540047	16-May-2019		National Informatics Center S	124534	1496	0
7	B20540048	16-May-2019		National Informatics Center S	1928445	163428	0
8	B20540060	28-May-2019		M/S UTTARAKHAND ENT	3830	77	0
9	B20540083	31-May-2019		M/S GLOBALVISION POW	15226	262	0
10	B20540010	03-Jun-2019		M/S LIPI DATA SYSTEMS	128979	10931	0
11	B20540012	08-Jun-2019		M/S GLOBALVISION POW	170396	2990	0
12	B20540021	12-Jun-2019		M/S VINNYTECH INFRAS	522282	52228	0
13	B20540022	12-Jun-2019		M/S HIMANSHU AND CON	14750	295	0
14	B20540040	22-Jun-2019		ANKIT RAWAT	18450	185	0
15	B20540042	22-Jun-2019		UTTARANCHAL ELECTRI	3620	36	0

Fig - 283

24Q (Monthly) provides the month wise detailed report of amount deducted in income tax by the DDO of the individual employee in the organization, along with the detail of taxable amount, employees PAN no.

1. Click on show report button, shown in the image below:
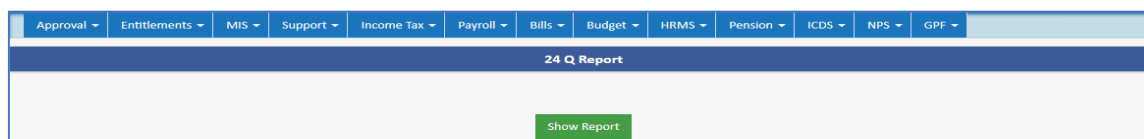
Fig - 284

2. New window opens up as shown in the image below: select period and year, click on get button

Fig - 285

3. 24 Q (monthly) form is obtained as shown in the figure below: user can access the printed copy of report

Form No. 24Q
(See section 192 and rule 31 A)

1. (a) Tax Deduction Account No :
   (b) Permanent Account No :
   (c) Financial year : 2019-2020
   (d) Assessment year : 2020-2021
   (d) Has any statement been filed eariler for this quarter (Yes/No) : No
   (e) If answer yes to (e), then Provisional Receipt No. of original statement :

2. Particulars of the deductor (employer)
   (a) Name : Director Treasury Pension & Entitlement DDun
   (b) Type of deductor : DDO
   (c) Branch/Division (if any) : Finance
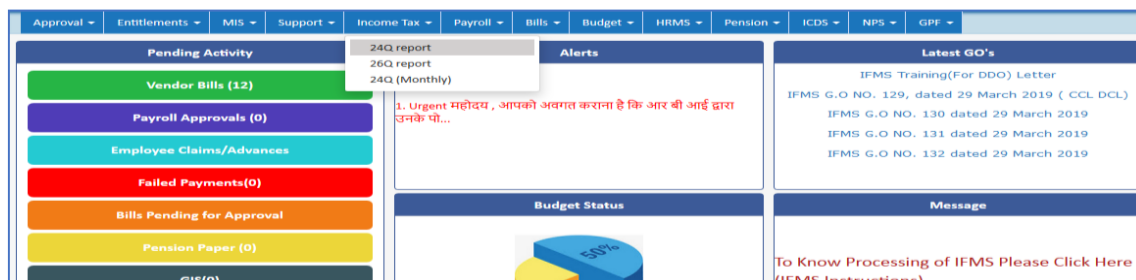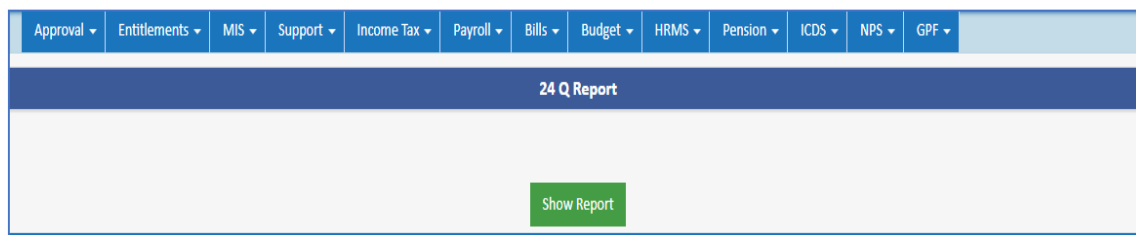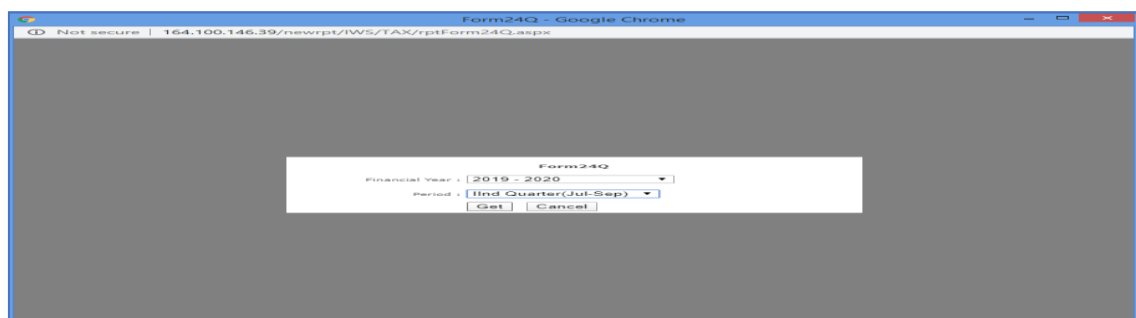   (d) Address : Dehradun
       E-Mail : treas-ua@nic.in
       Telephone No. :

3. Particulars of the person responsible for deduction of tax
   (a) Name : Director Treasury Pension & Entitlement DDun
   (b) Address : Dehradun
       E-Mail : treas-ua@nic.in
       Telephone No. :

4. Details of tax deducted and paid to the credit of Central Government:

Sr	Total tax deposited Rs.	Cheque/DD No.(if any)	BSR Code	Date on which tax deposited	Transfer voucher/Challan serial No	Weather TDS deposited by book entry?

Sr. No	Employee reference no. provided by employer	Pan of the employee	Name of employee	Date of payment credit	Taxable amount on which tax deducted Rs.	TDS	Surch arge	Edu Cess	Total tax deducted Rs.	Total Tax deposited Rs.	Date of Deduction	Date of Deposit
1	010026529	.	Gajendra Dutt Belwal		122132	10000	0	0	10000			
2	010026536		Man Mohan Lal		106151	6000	0	0	6000			
3	010026911	.	Mohd Suleman		76898	5000	0	0	5000			
4	010026917	.	Kailash Chandra Garola		63190	3000	0	0	3000			

Run at 1/13/2020 1:33:22 PM   Page No 1 of 2

Sr. No	Employee reference no.	Pan	Name	Date	Taxable amount	TDS	Surch	Edu Cess	Total tax deducted	Total Tax deposited	Date of Deduction	Date of Deposit
5	010027314	.	Ramesh Prasad		68942	2000	0	0	2000			
6	010086300	.	Trilok Singh Negi		106623	10000	0	0	10000			
7	010090517		Swati Anand		47375	1000	0	0	1000			
8	010090527		P C Khare		180741	40000	0	0	40000			
9	010096055		Pankaj Tewari		240176	40000	0	0	40000			
10	010097396		Arunendra Singh Chauhan		202381	35000	0	0	35000			
11	120026527		Rajendra Singh		122192	15000	0	0	15000			
12	47530210M00013	.	Manoj Kumar Pandey		76905	1000	0	0	1000			
Total					1413706	168000	0	0	168000			

Fig - 286

4.4.8. MIS Module

This module provides the user with various kinds of reports that are necessary to track the payment related details.

Following are different kind of reports available under MIS menu:

4.4.8.1.11C Register

1. User can access the reports as shown in the figure below:
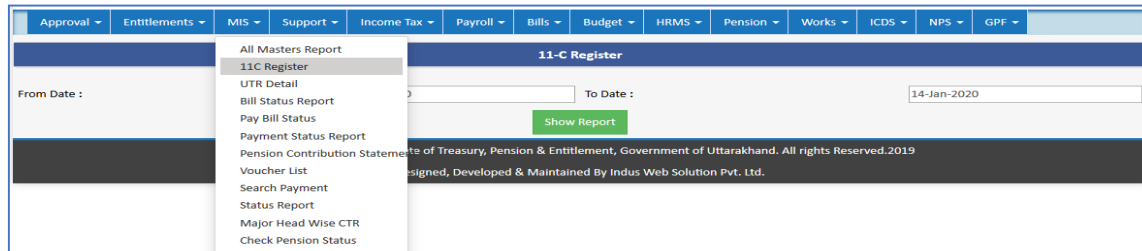
Fig - 287

2. User is directed to the page shown below: enter from date and to date, as shown in the image below:
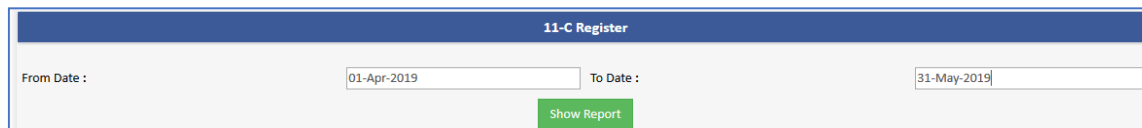
Fig - 288

3. Click on show report button, drop down the screen report is generated that contains the 11C number wise list of bills passed in that particular time period, as shown in the figure below:

Fig - 289

Integrated Financial Management System (https://cts.uk.gov.in)

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4.4.8.2. UTR Details

1. User can access the reports as shown in the figure below:
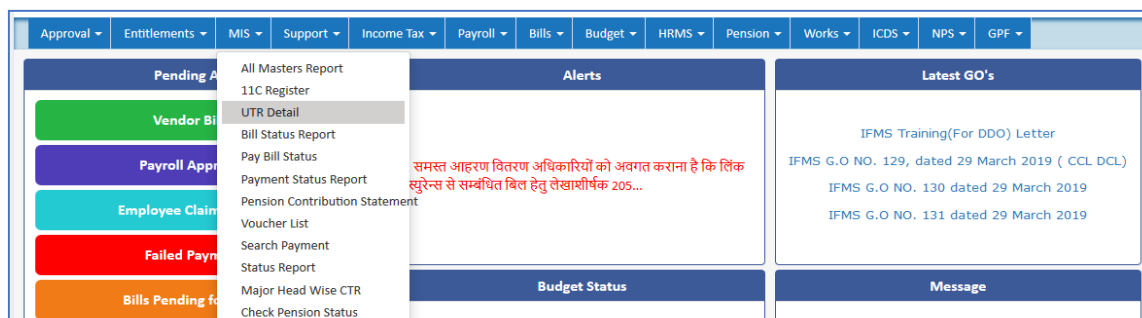
Fig - 290

2. User is directed to the page shown below: enter transaction id whose UTR status is to be checked, as shown in the image below:
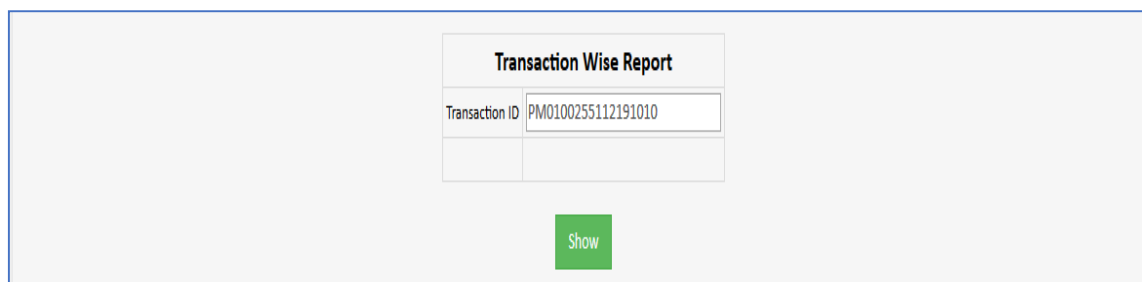
Fig - 291

3. Click on show button, drop down the screen report is generated that provides the user with UTR number along with the detail of party to whom the payment is made, as shown in the figure below:

Sl no	TRANS_ID	BEF_NAME	CERDIT_ACC	AMT	ECHEQUE_UTR
1	PM0100255112191010	Mr Parmila		9553	U000000752247852
2	PM0100255112191010	Ms Teena Rawat		9833	U000000752247854
3	PM0100255112191010	Mr Anirudh Prasad		8353	U000000752247856
4	PM0100255112191010	Mr Krishana Jayada		8713	U000000752247858
5	PM0100255112191010	Mr Asha Devi		9833	U000000752247860
6	PM0100255112191010	Mr Sanjay Mishra		29510	U000000752247862
7	PM0100255112191010	Mr Ravi Prashad		16386	U000000752247864
8	PM0100255112191010	Mr Sandeep Rawat		29284	U000000752247866

Fig - 292

4.4.8.3. Bill status report

1. User can access the reports as shown in the figure below:
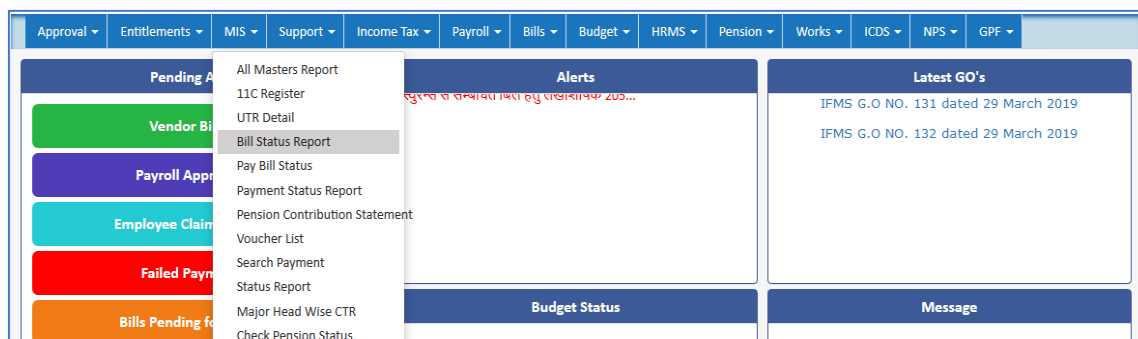
Fig - 293

2. User is directed to the page shown below: select district, treasury, DDO, enter date from and to, select bill type, as shown in the image below:
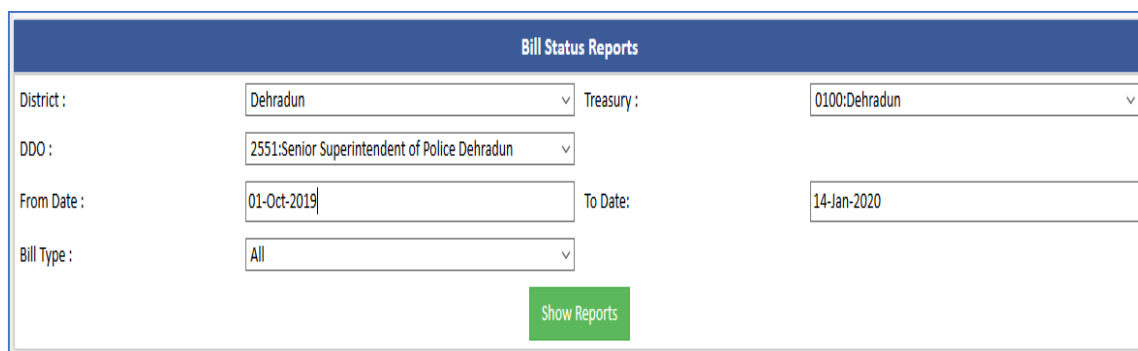
Fig - 294

3. Click on show report button, drop down the screen report is generated that provides the detail of total number of bills and amount passed by the selected treasury for the DDO selected, along with approved and pending bill in each level, as shown in the figure below:

Fig - 295

4.4.8.4. Payment Status Report

1. User can access the reports as shown in the figure below:
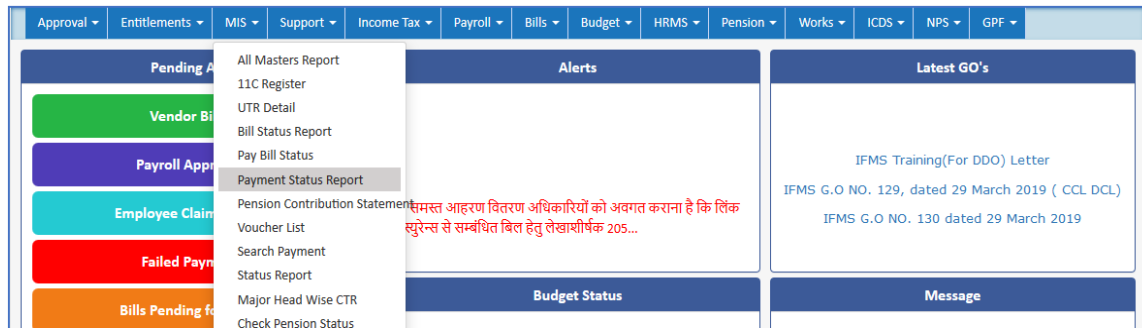
Fig - 296

2. User is directed to the page shown below: select date from and to, as shown in the image below:


Fig - 297

3. Click on show button, drop down the screen report is generated that provides the status of transaction ids of the date selected, status report DDO, treasury and RBI wise, as shown in the figure below:

Fig - 298

4.4.8.5. Pension Contribution Statement

1. User can access the reports as shown in the figure below:

Fig - 299

2. User is directed to the page shown below: enter employee code and select financial year, as shown in the image below:

Fig - 300

3. Click on show button, drop down the screen report is generated that provides the NPS contribution detail of the employee, financial year wise, as shown in the figure below:

Core Treasury System(CTS UK)
Government of Uttarakhand
GPF Deduction Slip Fin Year 2019-20

Emp Code : 42790313M00233 Employee Name Mr Vipin Mohan Verma
Pran NO : 111101820053

S.No.	Months	Empoyee Contribution	Total	Remarks	Voucher Amount	Voucher No.	Voucher Date	Ddo name	Treasury
1	Mar-2019	2442	2442	Regular	2054558	A20540007	04-APR-2019	Director Treasury Pension Entitlement DDun	Cyber
2	Apr-2019	2711	2711	Regular/Da Arrear	2260786	A20540016	30-APR-2019	Director Treasury Pension Entitlement DDun	Cyber
3	May-2019	2509	2509	Regular	2322218	A20540018	31-MAY-2019	Director Treasury Pension Entitlement DDun	Cyber
4	Jun-2019	2509	2509	Regular	2142448	A20540010	28-JUN-2019	Director Treasury Pension Entitlement DDun	Cyber
5	Jul-2019	2587	2587	Regular	1717284	A20540005	29-JUL-2019	Director Treasury Pension Entitlement DDun	Cyber
6	Aug-2019	2587	2587	Regular	1717284	A20540010	30-AUG-2019	Director Treasury Pension Entitlement DDun	Cyber
7	Sep-2019	2587	2587	Regular	1822305	A20540005	27-SEP-2019	Director Treasury Pension Entitlement DDun	Cyber
8	Oct-2019	3050	3050	Regular/Da Arrear	2246411	A20540019	25-OCT-2019	Director Treasury Pension Entitlement DDun	Cyber
9	Nov-2019	2703	2703	Regular	2175090	A20540007	29-NOV-2019	Director Treasury Pension Entitlement DDun	Cyber
10	Dec-2019	2703	2703	Regular	2248246	A20540008	31-DEC-2019	Director Treasury Pension Entitlement DDun	Cyber
	Total	26388	26388		20706630				

Fig -301

4.4.8.6. Voucher List

1. User can access the reports as shown in the figure below:
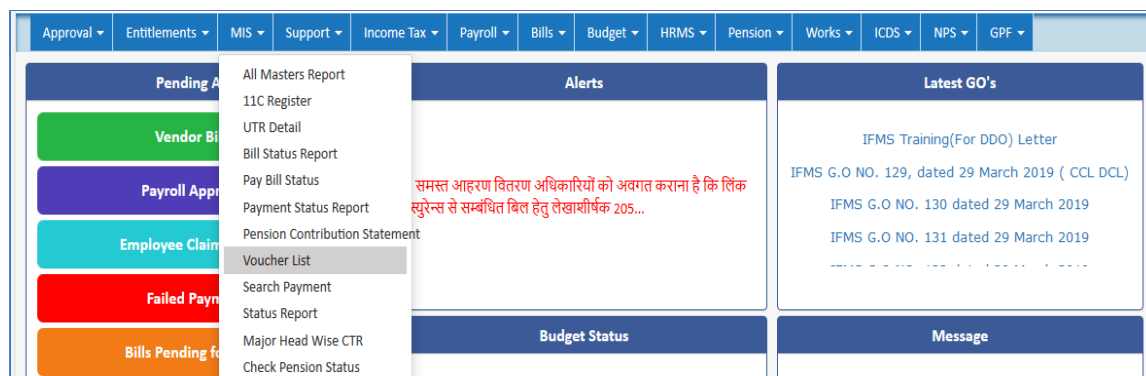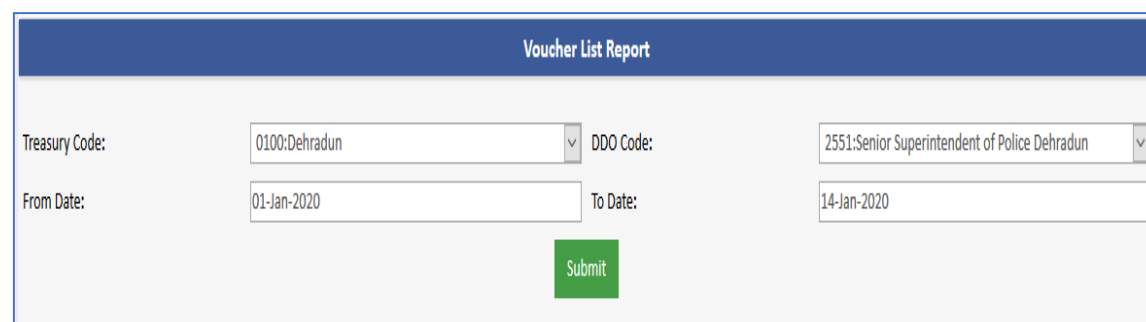
Fig - 302

2. User is directed to the page shown below: select treasury code, DDO code, select date from and to, as shown in the image below:

Fig - 303

3. Click on submit button, drop down the screen report is generated that provides the voucher detail of the bills passed in the period selected, as shown in the figure below:

Sl.No.	Transaction Id	Voucher No	Voucher Date	H CODE	Gross Amount	Deduction	Net Amount	No of Bills	Bills	Enclosure
1	LE0100255112191006	A20710007	02-JAN-2020	207101115030200	749970	0	749970	1	Bills	Enclosure
2	LE0100255112191007	A20710008	02-JAN-2020	207101115030200	479279	0	479279	1	Bills	Enclosure
3	PB0100255101201000	A20550005	04-JAN-2020	205500109030001	40725	0	37056	2	Bills	Enclosure
4	PB0100255101201001	A20550006	04-JAN-2020	205500109030001	39926	0	36288	2	Bills	Enclosure
5	PM0100255112191015	A20550007	07-JAN-2020	205500109030001	9000	0	9000	2	Bills	Enclosure
6	PM0100255112191010	A20550008	07-JAN-2020	205500109030001	151811	2087	8353	1	Bills	Enclosure
7	PM0100255112191010	A20550008	07-JAN-2020	205500109030001	151811	2177	8713	1	Bills	Enclosure
8	PM0100255112191010	A20550008	07-JAN-2020	205500109030001	151811	2387	9553	1	Bills	Enclosure
9	PM0100255112191010	A20550008	07-JAN-2020	205500109030001	151811	2457	19666	2	Bills	Enclosure
10	PM0100255112191010	A20550008	07-JAN-2020	205500109030001	151811	4093	16386	1	Bills	Enclosure
11	PM0100255112191010	A20550008	07-JAN-2020	205500109030001	151811	7316	29284	1	Bills	Enclosure
12	PM0100255112191010	A20550008	07-JAN-2020	205500109030001	151811	7372	29510	1	Bills	Enclosure
13	PM0100255112191009	A20550009	07-JAN-2020	205500109030001	25872	0	25872	1	Bills	Enclosure
14	PM0100255112191008	A20550010	07-JAN-2020	205500109030001	21427	0	21427	1	Bills	Enclosure
15	PM0100255112191004	A20550011	07-JAN-2020	205500109030001	22501	0	22501	5	Bills	Enclosure
16	LE0100255112191009	A20710020	07-JAN-2020	207101115030200	458640	0	458640	1	Bills	Enclosure
17	LE0100255112191010	A20710021	07-JAN-2020	207101115030200	445770	0	445770	1	Bills	Enclosure
18	AB0100255101201000	B20550002	07-JAN-2020	800901101010000	240000	0	240000	1	Bills	Enclosure

Fig - 304

Integrated Financial Management System (https://cts.uk.gov.in)

4.4.8.7. Search Payment

To search any payment to any employee by the DDO, follow below steps:

1. User can access the reports as shown in the figure below:
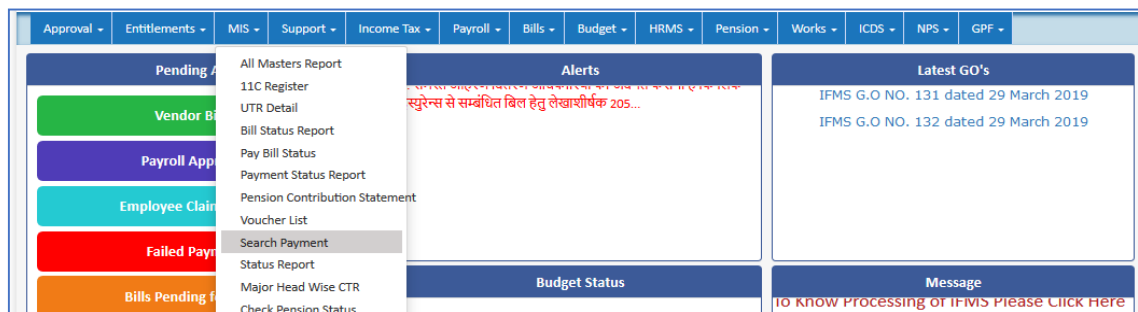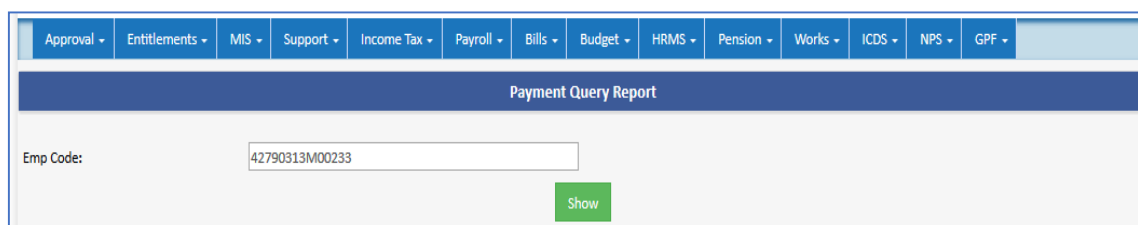
Fig - 305

2. User is directed to the page shown below: enter employee code, as shown in the image below:

Fig - 306

3. Click on submit button, drop down the screen report is generated that provides the list of all the bills passed in favor of that employee, as shown in the figure below:

SlNo	Emp Code	Emp Name	Mobile No	Credit IFSC Code	Credit Account No	Bill Type	Transaction ID	Session ID	Amount	Status
1	42790313M00233	Mr Vipin Mohan Verma	9639144007	BARB0AJABPU		BONUS BILL : BB12004279101910008	BB1200427910191000	RX1200241019592977	6,908	SUCCESS : U000000728930212
2	42790313M00233	Mr Vipin Mohan Verma	9639144007	BARB0AJABPU		MISC CLAIM:CB1200427911191019	CB1200427911191020	RX1200231119642853	100	SUCCESS : U000000738698650
3	42790313M00233	Mr Vipin Mohan Verma	9639144007	BARB0AJABPU		R SALARY BILL JUL 2019	PB1200427907191000	RX1200290719428501	26,035	SUCCESS : U000000694112032
4	42790313M00233	Mr Vipin Mohan Verma	9639144007	BARB0AJABPU		R SALARY BILL AUG 2019	PB1200427908191000	RX1200300819484591	26,035	SUCCESS : U000000704878478
5	42790313M00233	Mr Vipin Mohan Verma	9639144007	BARB0AJABPU		R SALARY BILL SEP 2019	PB1200427909191000	RX1200270919539360	26,035	SUCCESS : U000000717886998
6	42790313M00233	Mr Vipin Mohan Verma	9639144007	BARB0AJABPU		R SALARY BILL OCT 2019	PB1200427910191003	RX1200251019600072	30,192	SUCCESS : U000000729549142
7	42790313M00233	Mr Vipin Mohan Verma	9639144007	BARB0AJABPU		R SALARY BILL NOV 2019	PB1200427911191000	RX1200291119654416	27,074	SUCCESS : U000000740126536
8	42790313M00233	Mr Vipin	9639144007	BARB0AJABPU		R SALARY BILL DEC 2019	PB1200427912191000	RX1200312219716096	27,074	SUCCESS : U000000748536518

Fig - 307

4.4.8.8. Status Report

1. User can access the reports as shown in the figure below:

Fig - 308

2. User is directed to the page shown below: select date from and to and select bill type, as shown in the image below:

Fig - 309

3. Click on submit button, drop down the screen report is generated, as shown in the figure below:

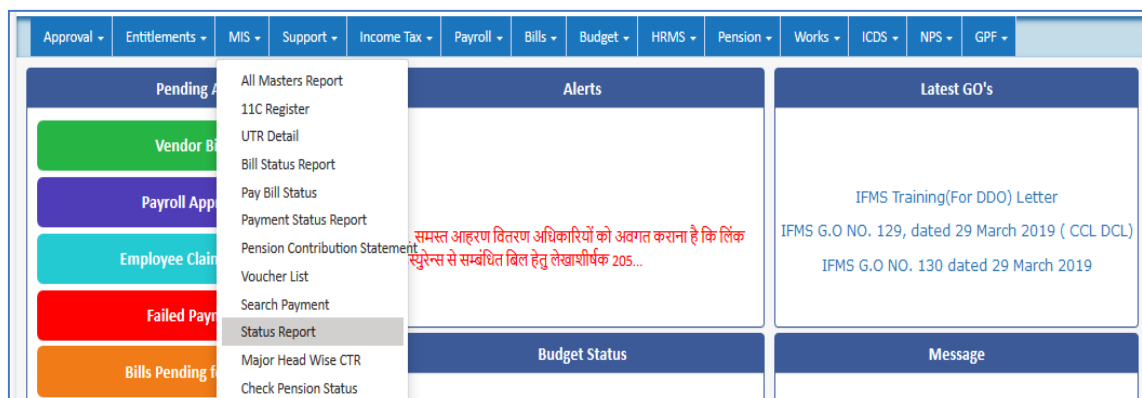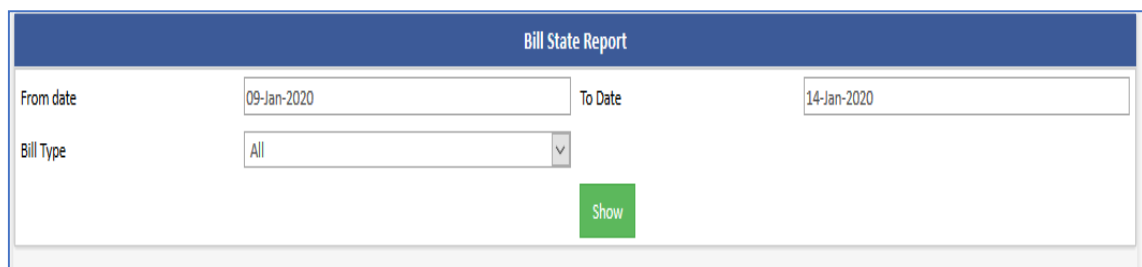|							
Dehradun	Senior Superintendent of Police Dehradun	VP0100255101202055	13263	Bill Generated pending with DDO Operator			View Details
Dehradun	Senior Superintendent of Police Dehradun	VP0100255101202056	204230	Bill Generated pending with DDO Operator			View Details
Dehradun	Senior Superintendent of Police Dehradun	VP0100255101202057	8080	Bill Generated pending with DDO Operator			View Details
Dehradun	Senior Superintendent of Police Dehradun	VP0100255101202058	8662	Bill Generated pending with DDO Operator			View Details
Dehradun	Senior Superintendent of Police Dehradun	VP0100255101202059	52876	Bill Generated pending with DDO Operator			View Details
Dehradun	Senior Superintendent of Police Dehradun	VP0100255101202060	874	Bill Generated pending with DDO Operator			View Details
Dehradun	Senior Superintendent of Police Dehradun	VP0100255101202061	7354	Bill Generated pending with DDO Operator			View Details
Dehradun	Senior Superintendent of Police Dehradun	VP0100255101202062	11803	Bill Generated pending with DDO Operator			View Details
Dehradun	Senior Superintendent of Police Dehradun	SG0100255101201001	1511	Voucher Passed	B80110028		View Details
Dehradun	Senior Superintendent of Police Dehradun	IG0100255101201001	100000	Voucher Passed	B80110029		View Details
Dehradun	Senior Superintendent of Police Dehradun	PM0100255101201006	38245	Voucher Passed	A20550015		View Details
Dehradun	Senior Superintendent of Police Dehradun	PM0100255112191020	9850	Voucher Passed	A20550017		View Details

Fig - 310

4.4.8.9. Check Pension Status

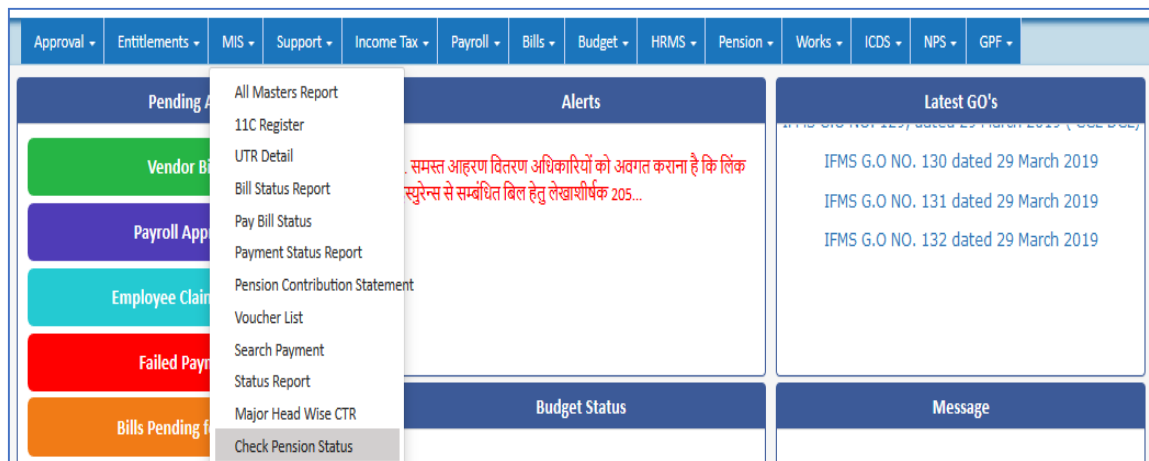1. User can access the reports as shown in the figure below:

Fig - 311

2. User is directed to the page shown below: select status check treasury and status for, drop down the screen report is generated, that provides the detail of employee's pension paper detail as per the selection made above, as shown in the figure below:

Sl.No.	Employee Code	Employee Name	PPO Number	GRD Number	Pension Status	Sanction Treasury	Pension Treasury
1	01001087	Mr Anil Kumar Sharma	UK/13/28022019/24422	C01S92245	GRD GENERATED	Dehradun	Dehradun
2	01001433	Mrs Deveshwari			PPO Generation pending with DDO Operator	Directorate of Treasury, Pension and Entitlement Uttarakhand	Dehradun
3	01001566	Mrs Saroj Devi	UK/13/28022019/24449	C01S92249	GRD GENERATED	Dehradun	Dehradun
4	01001574	Mrs Pratima Devi	UK/13/31082019/27772	C01S94045	GRD GENERATED	Dehradun	Dehradun
5	01001582	Mrs Kusum Na	UK/13/30112018/23471	C01S92276	GRD GENERATED	Dehradun	Rishikesh
6	01002173	Mr Vikram Singh	UK/13/30042019/25311	C01S92784	GRD GENERATED	Dehradun	Dehradun
7	01002439	Mr Jeetmal	UK/13/31102019/29515	C01S94818	GRD GENERATED	Dehradun	Dehradun
8	0100263	Mr Shankar Singh Bisht			PPO Generation pending with DDO Officer	Dehradun	Dehradun
9	01002660	Mrs Shila Devi	UK/13/31052019/27194	C01S93799	GRD GENERATED	Dehradun	Dehradun

Fig - 312

4.4.9. Approval Module

All the bills, pension paper, budget and change statements goes through the process of approval from initial level to higher level (i.e. from operator→supervisor→officer) through approval module.

4.4.9.1: Bills Approval

Step 1: Accessing the approval tab at operator level, approval tab is provided in the menu bar, on clicking approval tab drop down list of menu appears on the screen that provides the user to approve bills, change statement, pre-2016 and budget, as can be seen in the figure below:
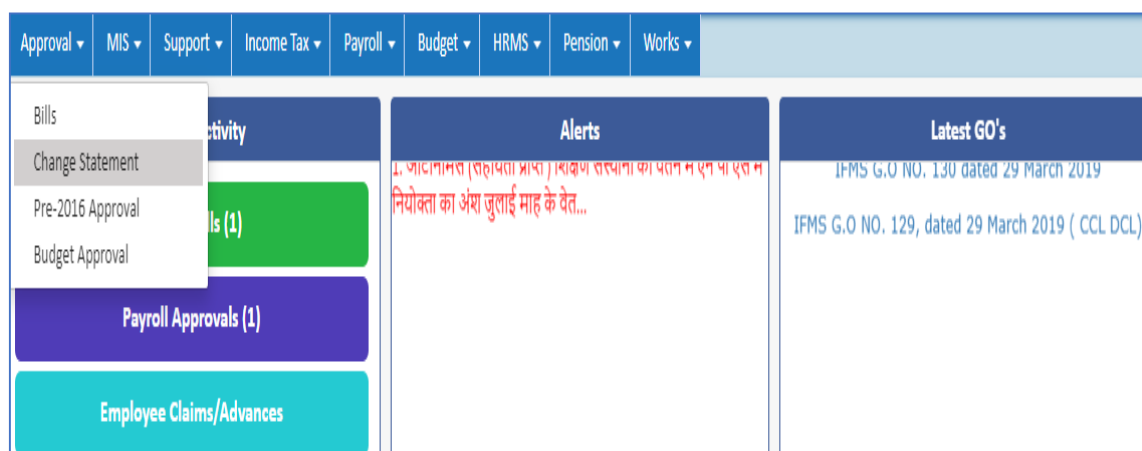

Fig - 313

Step 2: On clicking on Bills menu, user is directed to the page attached below: bill related to pension, utility, vendor payment, claims, supplementary salary; manual salary all are will be visible in this page once the user generates the bill.

S.No.	Case Type	Emp Code	Name	DDO Code	Designation	Paid UpTo	Select
1.	SUPL PAY	23710313M00438	Mr Vinod Singh	4279	Coperative Supervisor	0	Select

Pension Approval

Bills

S.No.	DDO Code	Trans ID	Gross	Deduction	Module	Bill
1.	4279	PM1200427908191001	1100	10	BILLS	Select
2.	4279	VP1200427908192020	10000	200	BILLS	Select

Fig - 314

On clicking select button provided with the transaction id directs the user to additional page as below:

Sl. No.	व्यय सम्बन्धी विवरण	धनराशि रू0	अभ्युक्ति
1	1/01-AUG-2019/FDC I000067 SI000158 TO	10,000	
66- सकल धनराशि अग्रिम समायोजन के बाद		10,000	
77- सम्पूर्ण कटौतियां		200	
99 शुद्ध देय धनराशि 66-77		9,800	

प्रमाणित किया जाता है कि इस देयक में प्रस्तुत किया गया दावा सही एवं नियमानुसार देय है तथा पूर्व में आहरित नहीं किया गया है। संगत नियमों एवं आदेशों की समस्त औपचारिकतायें पूर्ण करने के बाद देयक प्रथमबार प्रस्तुत किया जा रहा है। देयक के अवयवों की प्राप्ति स्वीकार की जाती है।

आहरण वितरण अधिकारी के हस्ताक्षर

नियंत्रक/प्रतिहस्ताक्षरकर्ता अधिकारी के हस्ताक्षर
(केवल काउन्टरसाइन्ड कंटीजेंसी के प्रकरण में ही लागू होगा)
(पदनाम एवं कार्यालय की मुहर)

कोषागार/उपकोषागारों के प्रयोग हेतु

धनराशि रू0 9,800 (Rupees Nine Thousand Eight Hundred Only) भुगतान हेतु पारित किया जाता है।
संक्रमण द्वारा रू0 200
सकल धनराशि रू0 10,000

कोषाधिकारी/उपकोषाधिकारी के हस्ताक्षर

Sl. No.	Beneficiary	Account Type	IFSC CODE	Account No	Gross Amount	Total Deduction	Advance Amount	Net Amount
1	FDC	Saving	SBIN0000630	12312312312	10000	200	0	9800
					10000	200	0	9800

Remarks OK

Approve

Print

Fig - 315

Enter remark and click on approve button, to push to the next level that is supervisor, user can also click on print button in order to access printed copy of bill:

Approval ▾	Entitlements ▾	MIS ▾	Support ▾	Income Tax ▾	Payroll ▾	Bills ▾	Budget ▾	HRMS ▾	Pension ▾

Employees ApprovalApproval-DDO Operator

S.No.	Case Type	Emp Code	Name	DDO Code	Designation	Paid UpTo	Select
1.	SUPL PAY	23710313M00438	Mr Vinod Singh	4279	Coperative Supervisor	0	Select

Pension App

SUCCESS:BILLS APPROVED

Close

Bills

S.No.	DDO Code	Trans ID	Gross	Deduction	Module	Bill
1.	4279	PM1200427908191001	1100	10	BILLS	Select

Fig - 316

Step 3: Accessing the approval tab at supervisor level, approval tab is provided in the menu bar; on clicking approval tab drop down list of menu appears on the screen that provides the user to approve bills, change statement, pre-2016 and budget, as can be seen in the figure below:
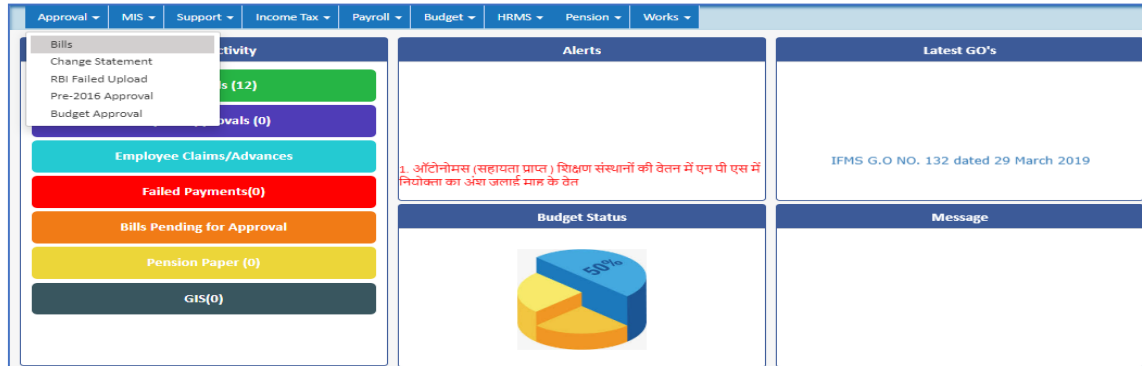

Fig - 317

Click on bills menu, user is directed to the page attached below: all the bill passed by operator are displayed for further approval process, as shown below:

Fig - 318

Enter remark and click on approve or return button as per the requirement, on clicking approve button bill is push to the next level that is treasury, and on clicking return button bill is directed back to the operator, click on print button in order to access printed copy of bill:

Fig - 319

On clicking approve button pop up message is displayed on the screen as shown in the image below:
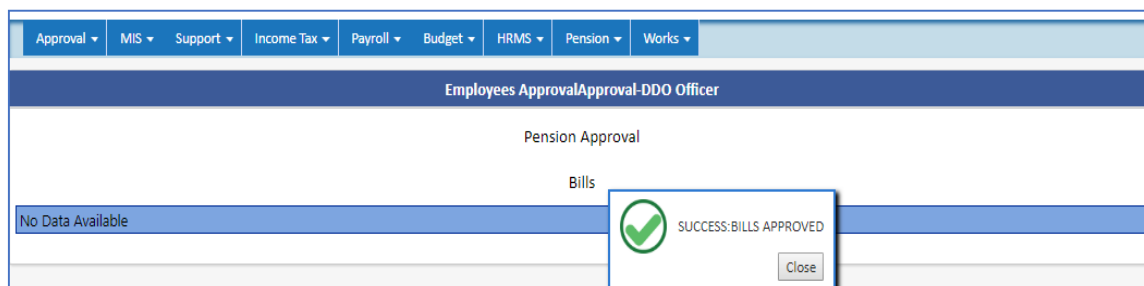
Fig - 320

4.4.9.2 Change statement approval

Once the changes are made before executing salary of the month, the changes made are captured in form of change statement under approval section. For making payment and passing the bill in treasury towards the payment for salary, it is made necessary in the system to pass change statement to treasury. Thus, below are the few steps that describe the entire process of change statement approval:

Click on change statement tab as shown in the figure below:
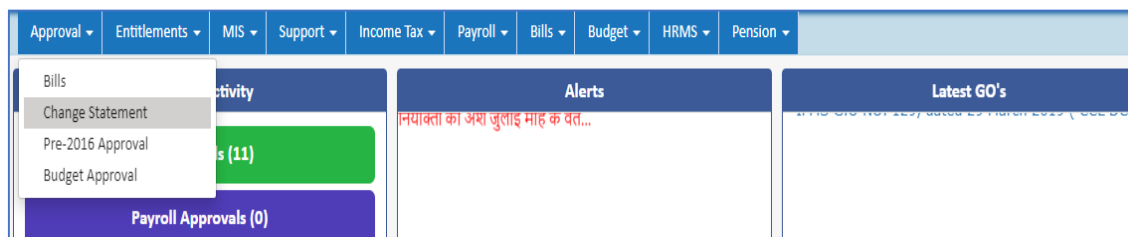
Fig - 321

Select the salary batch id that is the change of the month of which the salary is to be processed as shown below:
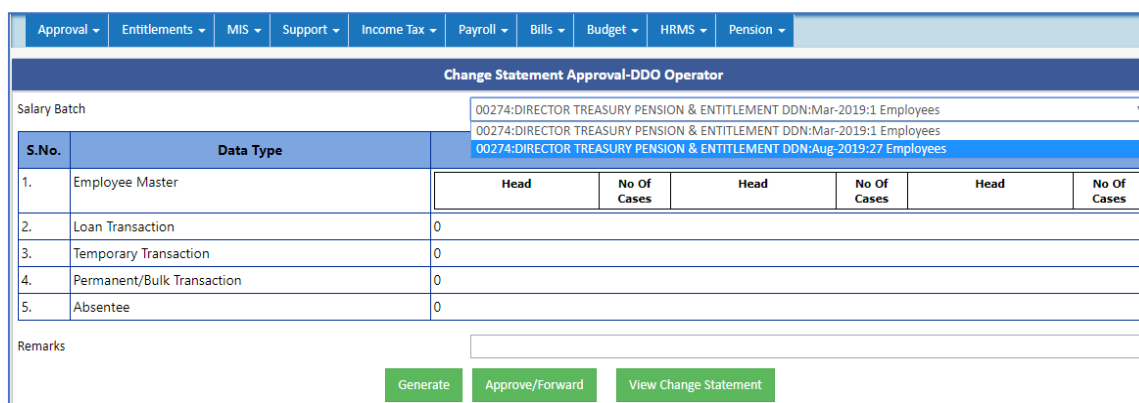
Fig - 322

User is provided with 3 buttons that are required in order to approve the change statement,

Firstly, click on generate button,

Fig - 323

Message of successful generation of change statement is visible on the pop up screen.

Fig - 324

Click on view change statement button, in order to down and access printed copy of change statement that was generated in previous step.

Fig - 325

Write remark and Click on approve/ forward button as shown in the image below. Change statement is pushed to supervisor level for further approval.

Fig - 326

Login by the supervisor level if supervisor and operator are two different people and for cases where the supervisor level authority lays with same operator change the role by clicking on the supervisor tab.

Fig - 327

Click on change statement as discussed in the earlier section and shown in the screen below:

Fig - 328

Write remark and click on approve button to push the change statement to officer level.

Fig - 329

Pop up message of successful approval is generated on the screen as shown in the image below:

Fig - 330

Login by the officer level if all the roles are handled by different people and for cases where the authority lays with same person change the role by clicking on the officer tab.

Fig - 331

Click on change statement tab as shown in the image below:

Fig - 332

Write remark and click on approve or reject button as per the requirement. On clicking approve button the change statement is pushed to treasury level.

Fig - 333

Pop up message of successful approval is generated on the screen as shown in the image below:

Fig –334

4.4.9.3 Budget Approval

Once the budget is demanded or surrenders, it is captured in approval section. Further for passing the request to HOD level, budget id goes through the process approval from all the three levels. Thus, below are the few steps that describe the entire process of budget approval:

User can access budget approval tab as shown below;

Fig – 335

Once the user clicks on the budget approval tab, user is directed to page shown below, it consists of all the budget ids created while the budget is demanded, surrendered or disbursed:

Approval ▾	Entitlements ▾	MIS ▾	Support ▾	Income Tax ▾	Payroll ▾	Bills ▾	Budget ▾	HRMS ▾	Pension ▾	ICDS ▾	GPF ▾		

Budget Approval

Demand Approval

Sl.No.	Batch ID	Letter No.	Letter Date	Select
1.	DEM:1200:4279:1912:0001	DD19120070003	10-DEC-2019	Select

Disbursement Approval

Sl.No.	Allotment ID	Allotment Date	Grant No	Major Head	Scheme Code	Scheme Type	Alloted To	Allotted To	Select

Surrender Approval

Re-Appropriation Approval

Fig – 336

Click on select button provided with the budget id, drop down the page the budget demanded is visible as can be seen in the on the image below, similarly for the budget surrendered on selecting the budget id drop down the list the budget surrendered will be visible:

HOD-Director, Treasuries, Pension & Entitlements (4279)

मांग पत्र संख्या -123   मांग आई डी-DD19120070003

अनुदान संख्या - 007 यात्रा व्यय   मांग पत्र दिनांक-10-DEC-2019

लेखा शीर्षक   2054-खजाना तथा लेखा प्रशासन   00--

095-लेखा तथा खजाना निदेशालय   03-कोषागार एवं वित्त सेवायें अधिष्ठान

00-कोषागार एवं वित्त सेवायें अधिष्ठान

(Voted)

2	0	5	4	0	0	0	9	5	0	3	0	0

मानक मद का नाम	चालू वित्तीय वर्ष का आवंटन	वित्तीय वर्ष का खर्च	आगामी वित्तीय वर्ष की मांग	वृद्धि/कमी(%)	औचित्य
04-यात्रा व्यय	2,00,000	72,664	50,000	-75	
09-चिकित्सा व्यय प्रतिपूर्ति	6,40,000	4,59,886	50,000	-92.19	
51-अनुरक्षण	2,65,000	1,60,846	10,000	-96.23	
कुल योग	11,05,000	6,93,396	1,10,000		

उक्त योजनाओं में डीडीओ द्वारा कुल मांग-**Rs.1,10,000(Rupees One Lac Ten Thousand Only)**

नोट – बजट मांग पत्र वित्तीय वर्ष (2020-2021) अपने विभागाध्यक्ष को प्रेषित करे (कोषागार में न करे)

Batch ID : DEM:1200:4279:1912:0001

Approval Status : Document Uploaded

Remarks [   ]

Approve

Fig – 337

Enter remark and click on approve button for pushing the budget id to next level that is supervisor.

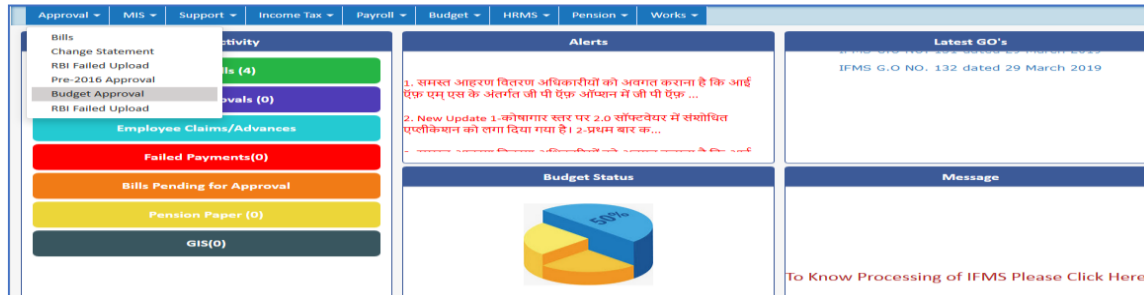On supervisor level user can access budget approval tab as shown below;

Fig – 338

Once the user clicks on the budget approval tab, user is directed to page shown below, it consists of all the budget ids passed or we can say approved by operator:

Fig – 339

Click on select button provided with the budget id, drop down the page the budget demanded or surrendered is visible as can be seen in the on the image below,

Fig – 340

Enter remark and click on approve button for pushing the budget id to next level that is officer.
On officer level user can access budget approval tab as shown below;

Fig – 341

Once the user clicks on the budget approval tab, user is directed to page shown below, it consists of all the budget ids passed or we can say approved by supervisor:

Fig - 342

Click on select button provided with the budget id, drop down the page the budget demanded or surrendered is visible as can be seen in the on the image below,

Fig - 343

Enter remark and click on approve button for pushing the budget id to next level that is HOD, Pop up message of successful approval is generated on the screen as shown in the image below and on clicking return button budget id is send back to the operator level and can be viewed at the upload document page.

Fig – 344