



DDO USER MANUAL

**Finance Data Center
Directorate of Treasuries, Pension and
Entitlements
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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:

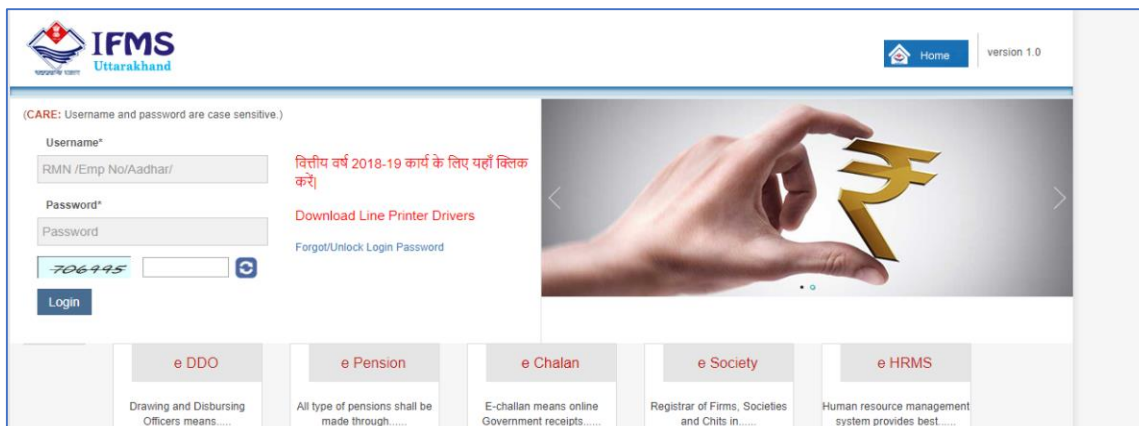
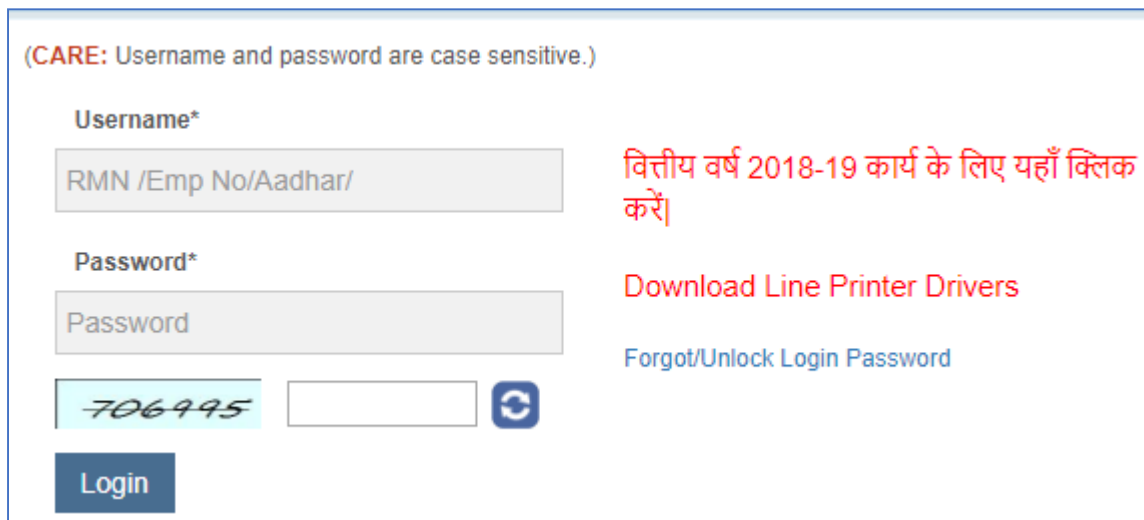


Fig-001

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

706995

Login

वित्तीय वर्ष 2018-19 कार्य के लिए यहाँ क्लिक करें

Download Line Printer Drivers

Forgot/Unlock Login Password

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 the 3 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:

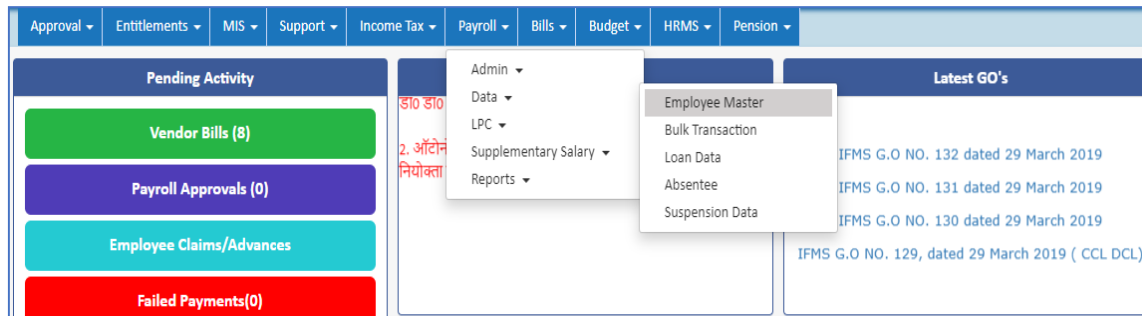
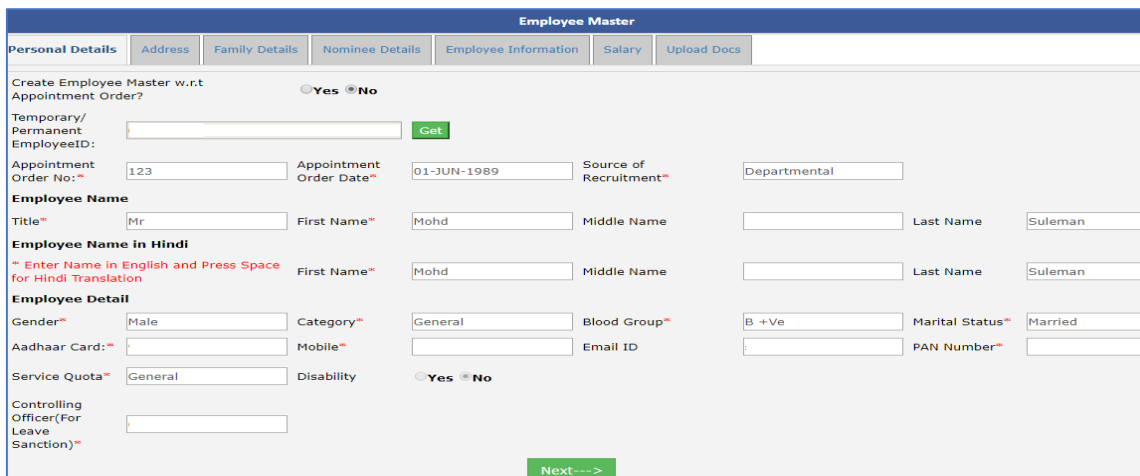


Fig-003

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.

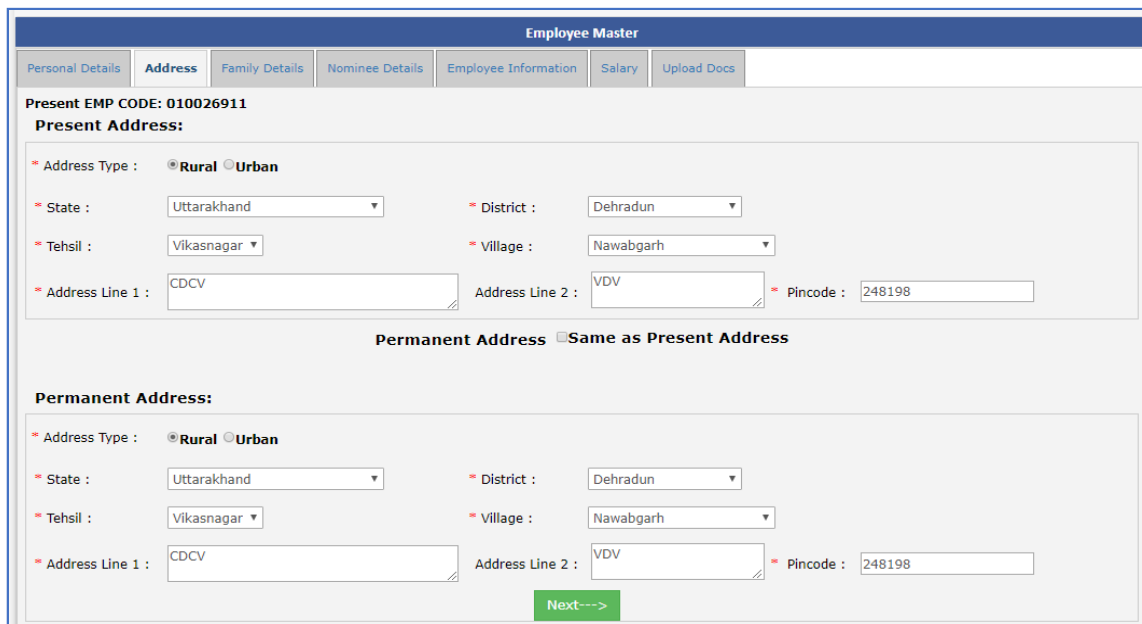
Tab 1. Personal Details: this feature allows user to input data of new employee and also allows us to make amendment of any personal details of employees working in the organization (fields in this screens are appointment order no. , appointment order date, name of employee (in English and in Hindi) ,gender, category, blood group, marital status, adhar card, mobile no, email-Id, PAN no, service quota, disability, controlling officer)



The screenshot shows the 'Employee Master' form with the 'Personal Details' tab selected. The form includes fields for Appointment Order No. (123), Appointment Order Date (01-JUN-1989), Source of Recruitment (Departmental), Employee Name (Mr. Mohd. Suleman), Employee Name in Hindi (Mohd. Suleman), Gender (Male), Category (General), Blood Group (B +Ve), Marital Status (Married), Aadhaar Card, Mobile, Email ID, PAN Number, Service Quota (General), Disability (Yes/No), and Controlling Officer (For Leave Sanction). A 'Get' button is present next to the Appointment Order No. field. A 'Next' button is at the bottom right.

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.



Employee Master

Personal Details | **Address** | Family Details | Nominee Details | Employee Information | Salary | Upload Docs

Present EMP CODE: 010026911

Present Address:

* Address Type : ☒ Rural ☐ Urban

* State : Uttarakhand * District : Dehradun

* Tehsil : Vikasnagar * Village : Nawabgarh

* Address Line 1 : CDCV Address Line 2 : VDV * Pincode : 248198

Permanent Address ☐ Same as Present Address

Permanent Address:

* Address Type : ☒ Rural ☐ Urban

* State : Uttarakhand * District : Dehradun

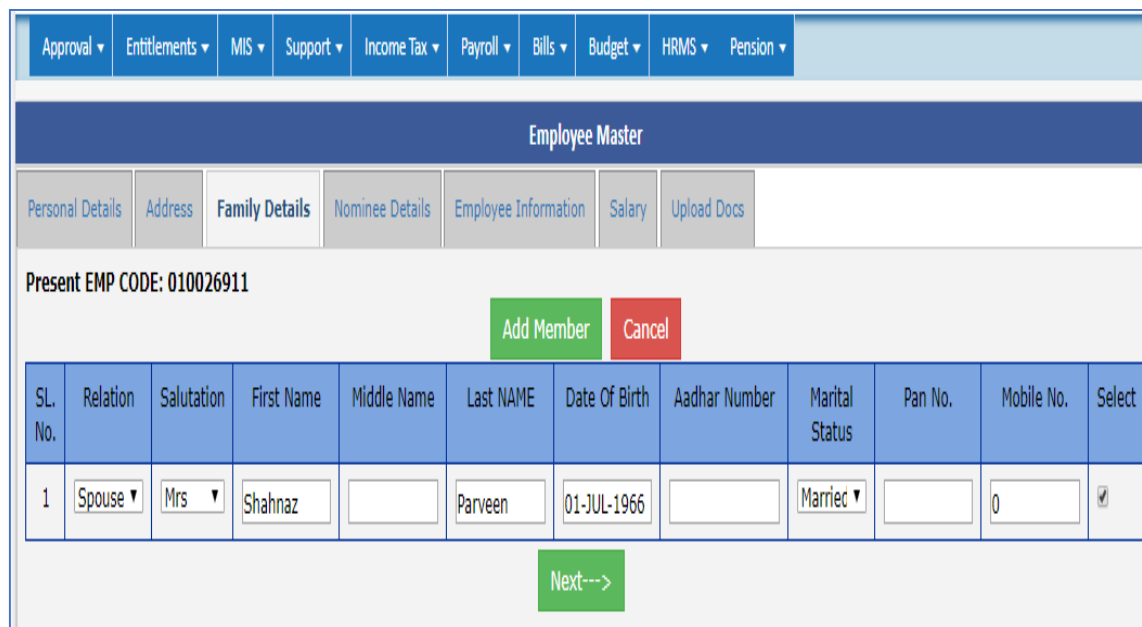
* Tehsil : Vikasnagar * Village : Nawabgarh

* Address Line 1 : CDCV Address Line 2 : VDV * Pincode : 248198

Next-->

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.



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

Employee Master

Personal Details | Address | **Family Details** | Nominee Details | Employee Information | Salary | Upload Docs

Present EMP CODE: 010026911

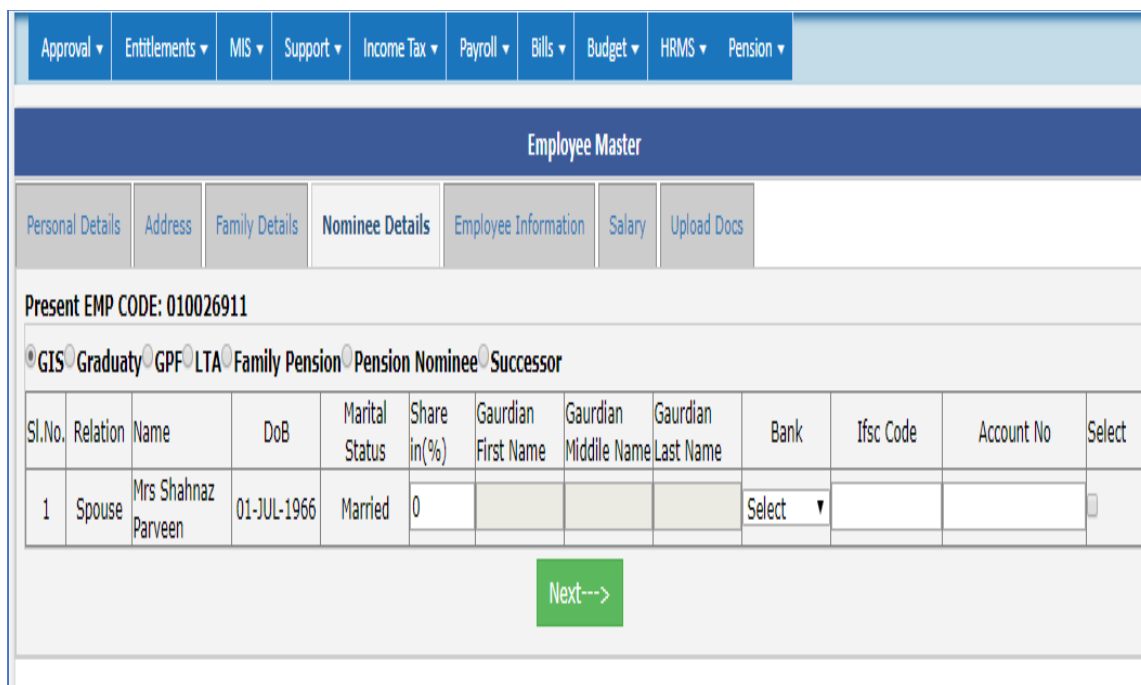
Add Member Cancel

SL. No.	Relation	Salutation	First Name	Middle Name	Last NAME	Date Of Birth	Aadhar Number	Marital Status	Pan No.	Mobile No.	Select
1	Spouse	Mrs	Shahnaz		Parveen	01-JUL-1966		Married		0	<input checked="" type="checkbox"/>

Next-->

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).



Sl.No.	Relation	Name	DoB	Marital Status	Share in(%)	Gaurdian First Name	Gaurdian Middle Name	Gaurdian Last Name	Bank	Ifsc Code	Account No	Select
1	Spouse	Mrs Shahnaz Parveen	01-JUL-1966	Married	0				Select			

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).

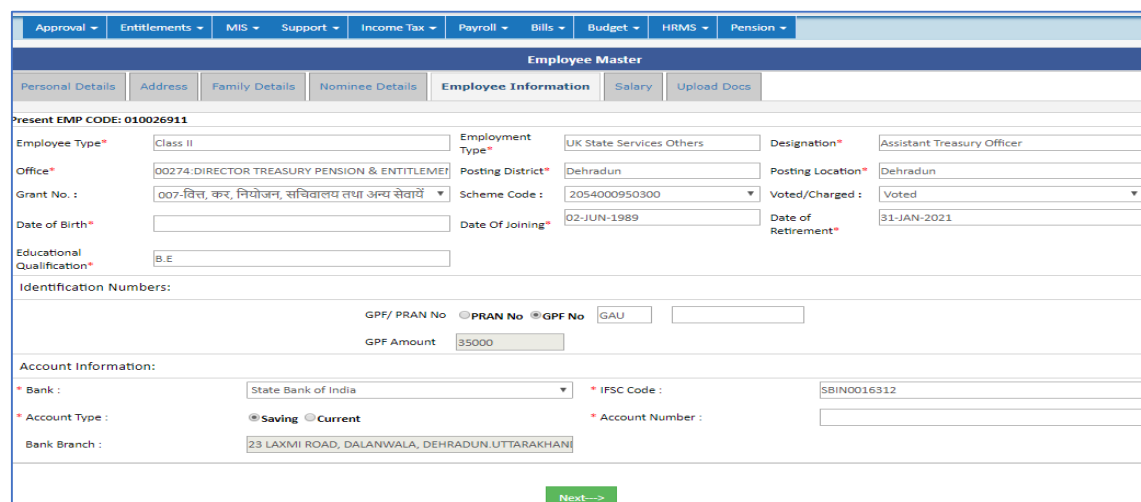
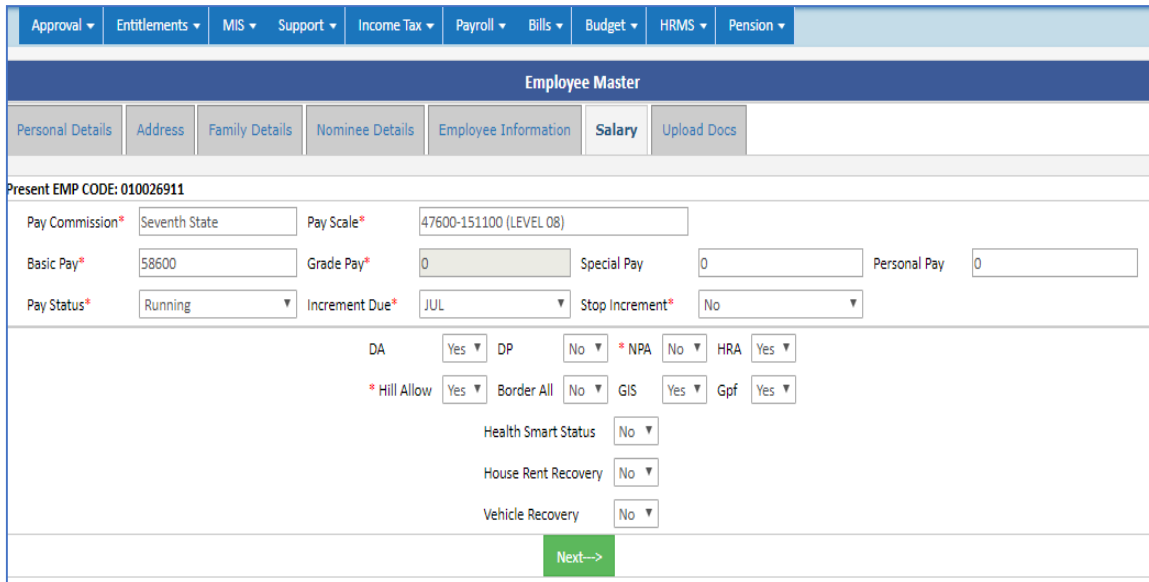


Fig-008

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.



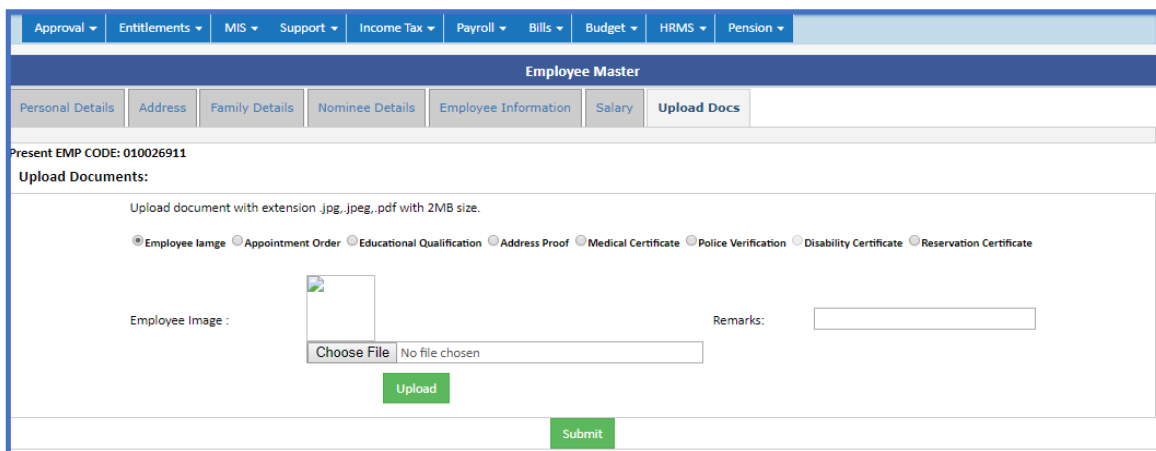
The screenshot shows the 'Salary' tab of the 'Employee Master' form. The form is for 'Present EMP CODE: 010026911'. It contains the following fields:

- Pay Commission*: Seventh State
- Pay Scale*: 47600-151100 (LEVEL 08)
- Basic Pay*: 58600
- Grade Pay*: 0
- Special Pay: 0
- Personal Pay: 0
- Pay Status*: Running
- Increment Due*: JUL
- Stop Increment*: No
- DA: Yes
- DP: No
- * NPA: No
- HRA: Yes
- * Hill Allow: Yes
- Border All: No
- GIS: Yes
- Gpf: Yes
- Health Smart Status: No
- House Rent Recovery: No
- Vehicle Recovery: No

A 'Next-->' button is located at the bottom right of the form.

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.



The screenshot shows the 'Upload Docs' tab of the 'Employee Master' form. The form is for 'Present EMP CODE: 010026911'. It contains the following fields:

- Upload Documents: Upload document with extension .jpg, .jpeg, .pdf with 2MB size.
- Employee Image: ☒ Employee Image, ☐ Appointment Order, ☐ Educational Qualification, ☐ Address Proof, ☐ Medical Certificate, ☐ Police Verification, ☐ Disability Certificate, ☐ Reservation Certificate
- Employee Image: Choose File No file chosen
- Remarks:
- Upload button
- Submit button

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:

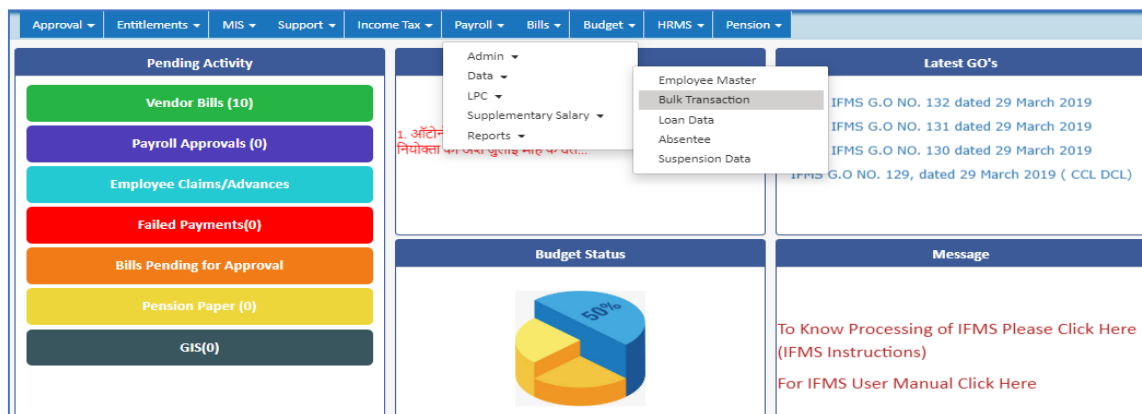


Fig-011

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

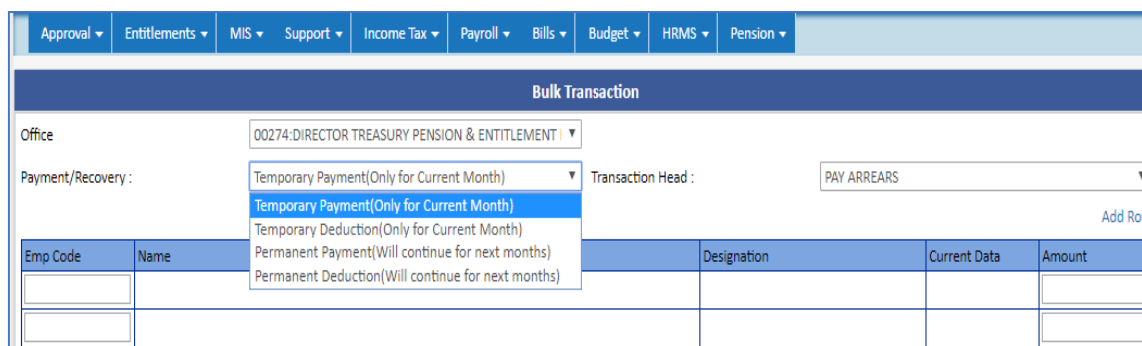
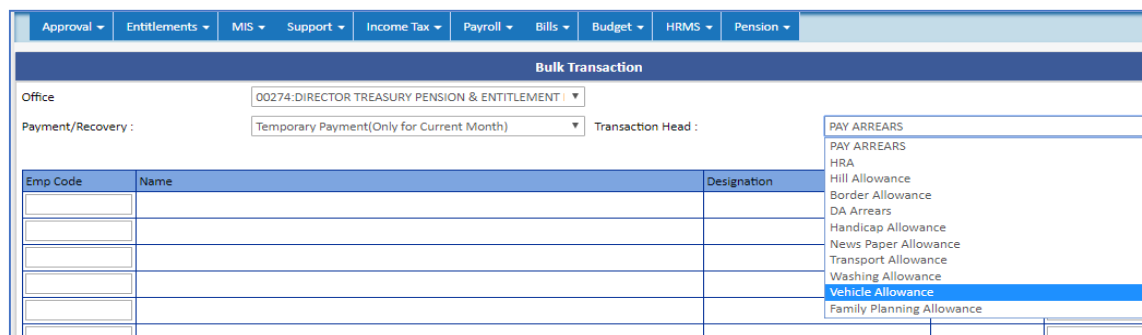


Fig-012

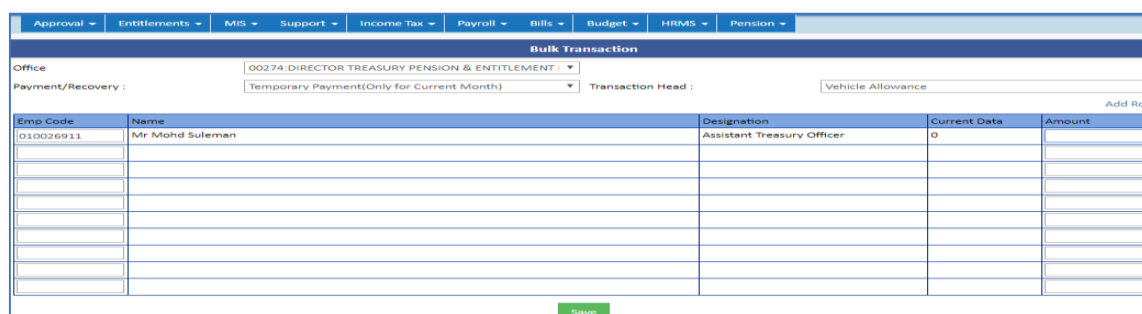
Step 3. User can select the transaction head as shown in the image below:



The screenshot shows the 'Bulk Transaction' form. At the top, there are tabs: Approval, Entitlements, MIS, Support, Income Tax, Payroll, Bills, Budget, HRMS, and Pension. Below these, the 'Office' field is set to '00274:DIRECTOR TREASURY PENSION & ENTITLEMENT'. The 'Payment/Recovery' field is set to 'Temporary Payment(Only for Current Month)'. The 'Transaction Head' dropdown menu is open, showing a list of options: PAY ARREARS, PAY ARREARS, HRA, Hill Allowance, Border Allowance, DA Arrears, Handicap Allowance, News Paper Allowance, Transport Allowance, Washing Allowance, Vehicle Allowance (highlighted), and Family Planning Allowance.

Fig-013

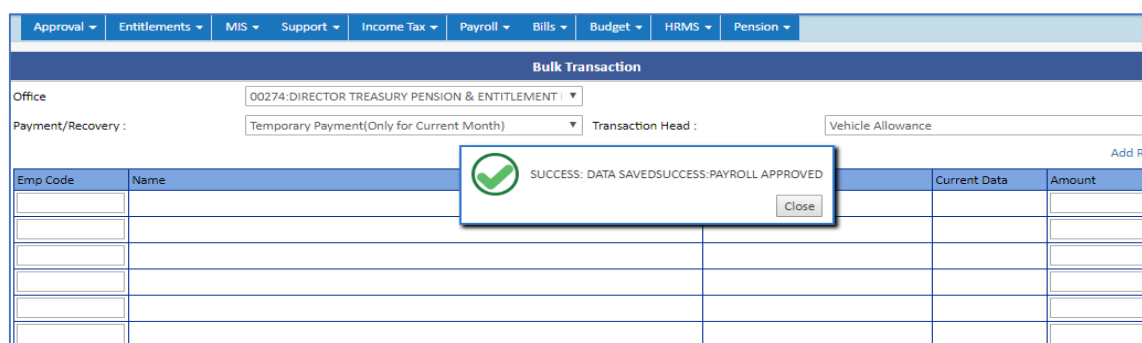
Step 4. Enter employee code on the row given below. For the entered employee code, name of the employee appears on the screen along with designation. If the deduction or payment was made in the previous month, it is also visible under the column named current data. User needs to enter the amount to be 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.



The screenshot shows the 'Bulk Transaction' form with data entered for one employee. The 'Office' field is set to '00274:DIRECTOR TREASURY PENSION & ENTITLEMENT'. The 'Payment/Recovery' field is set to 'Temporary Payment(Only for Current Month)'. The 'Transaction Head' dropdown menu is set to 'Vehicle Allowance'. The table below has columns: Emp Code, Name, Designation, Current Data, and Amount. The first row contains the following data: Emp Code: 010026911, Name: Mr Mohd Suleman, Designation: Assistant Treasury Officer, Current Data: 0, and Amount: (empty). There is an 'Add Row' button at the top right and a 'Save' button at the bottom center.

Fig-014

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



The screenshot shows the 'Bulk Transaction' form with a success message pop-up. The 'Office' field is set to '00274:DIRECTOR TREASURY PENSION & ENTITLEMENT'. The 'Payment/Recovery' field is set to 'Temporary Payment(Only for Current Month)'. The 'Transaction Head' dropdown menu is set to 'Vehicle Allowance'. The table below has columns: Emp Code, Name, Designation, Current Data, and Amount. The first row contains the following data: Emp Code: 010026911, Name: Mr Mohd Suleman, Designation: Assistant Treasury Officer, Current Data: 0, and Amount: (empty). A success message pop-up is displayed in the center of the screen, stating 'SUCCESS: DATA SAVED SUCCESS: PAYROLL APPROVED' with a green checkmark icon and a 'Close' button.

Fig-015

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:

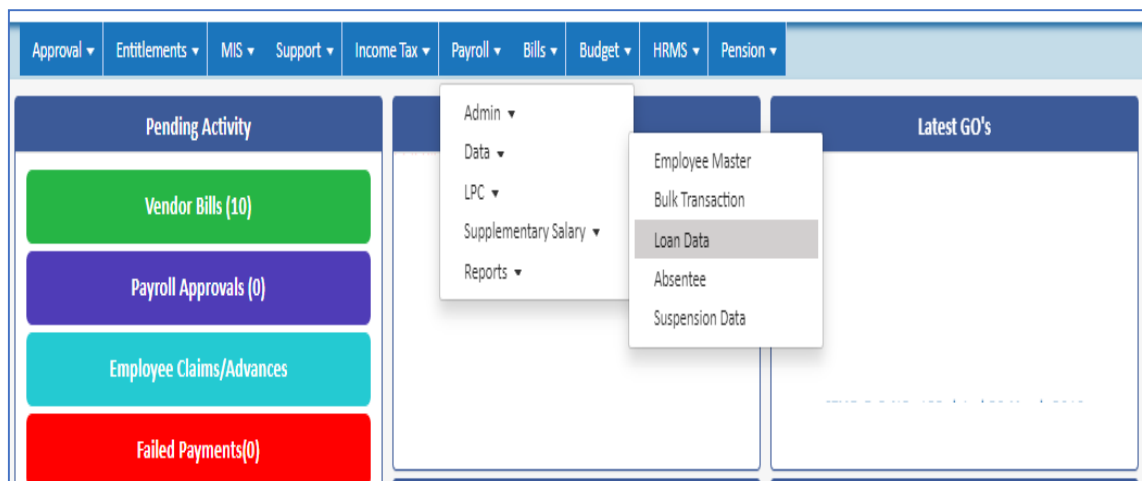


Fig-016

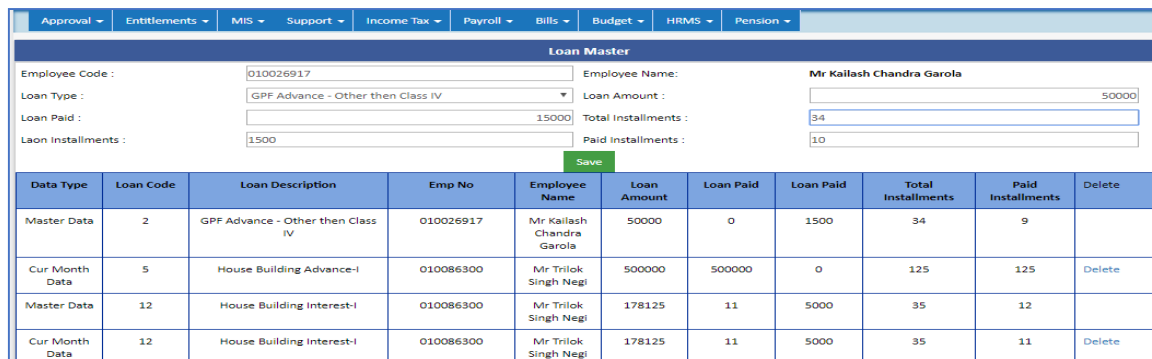
Step 2: User is directed to the page as shown below:

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	
Loan Master										
Employee Code :		<input type="text"/>		Employee Name :		<input type="text"/>				
Loan Type :		--Select--		Loan Amount :		<input type="text"/>				
Loan Paid :		<input type="text"/>		Total Installments :		<input type="text"/>				
Loan Installments :		<input type="text"/>		Paid Installments :		<input type="text"/>				
<input type="button" value="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
Cur Month Data	5	House Building Advance-I	010086908	Mr Jeevan Singh	100000	0	1500	100	0	Delete

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Fig-017

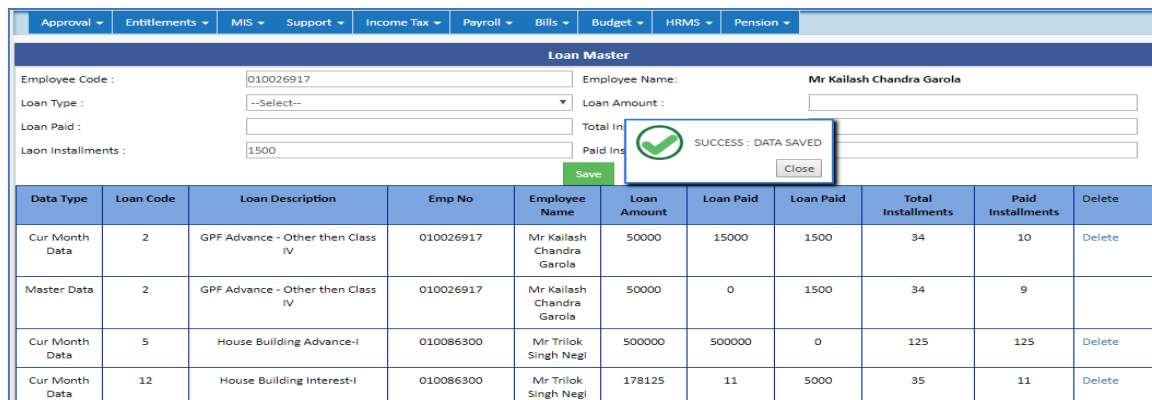
Step 3: User should enter the fields like employee code, choose loan type, and enter loan amount, loan paid, and instalments→Click on save button, as shown in the image below:



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:



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:

DDO User Manual

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 :
 Loan 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:

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

Pending Activity

Vendor Bills (10)

Payroll Approvals (0)

Employee Claims/Advances

Admin ▾

Data ▾

LPC ▾

Supplementary Salary ▾

Reports ▾

Latest GO's

IFMS G.O NO. 130 dated 29 March 2019

G.O NO. 129, dated 29 March 2019 (CCL DCL)

Employee Master
Bulk Transaction
Loan Data
Absentee
Suspension Data

Fig-021

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

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

Pay Absentee

Employee Code : Employee Name:
 Leave Month : Aug-2019 Leave Type : -Select
 Days :
 Save

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:

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension
Pay Absentee									
Employee Code :		010026911			Employee Name:		Mr Mohd Suleman		
Leave Month :		Aug-2019			Leave Type :		Absent/Medical		
Days :		5			<input type="button" value="Save"/>				
Emp. No.	Employee Name	Salary Month	Leave Month	Leave Type	Days	Edit	Delete		
010026911	Mr Mohd Suleman	Jul-2019	Jul-2019	Casual Leave	1	Edit	Delete		

Fig-023

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


Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension
Pay Absentee									
Employee Code :		010026911			Employee Name:		Mr Mohd Suleman		
Leave Month :		Aug-2019			Leave Type :		-Select		
Days :					<input type="button" value="Save"/>				
<div style="border: 1px solid green; padding: 5px; display: inline-block;">  SUCCESS : RECORD CREATED <input type="button" value="Close"/> </div>									
Emp. No.	Employee Name	Salary Month	Leave Month	Leave Type	Days	Edit	Delete		
010026911	Mr Mohd Suleman	Jul-2019	Jul-2019	Casual Leave	1	Edit	Delete		
010026911	Mr Mohd	Aug-2019	Aug-2019	Absent/Medical	5	Edit	Delete		

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's suspension 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, 2/3rd of the salary or 3/4th of the salary as applicable. Please follow below steps to enter details of suspended employee.

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

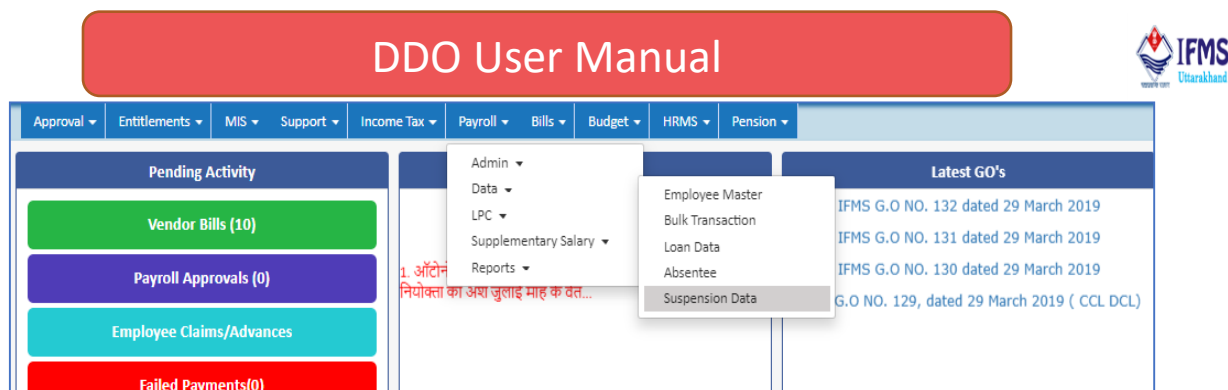


Fig-025

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

The screenshot shows the "Suspension Data" form. It has a header bar with the same navigation menu as Fig-025. The form contains the following fields: Employee Code (text input), Employee Name (text input), Suspension Category (dropdown menu with "1/2 Salary" selected), and Start Date (text input). There is a green "Save" button below the fields. At the bottom, there is a table with columns: Sl No, Emp Code, Name, Suspension Code, Category, From, Upto, Edit, and Delete.

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:

The screenshot shows the "Suspension Data" form with the following filled fields: Employee Code (010026911), Employee Name (Mr Mohd Suleman), Suspension Category (1/2 Salary), and Start Date (25-Aug-2019). A calendar pop-up is visible for the Start Date field, showing the month of August 2019. The calendar has a grid with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (1 to 31). The date 25 is highlighted. There is a green "Save" button below the fields. At the bottom, there is a table with columns: Sl No, Emp Code, Name, Suspension Code, Category, From, Upto, Edit, and Delete. The footer contains copyright information: ©Copyright © 2008 Directorate of Treasury, Pension & Entitlement, Government of Uttarakhand. All rights reserved. Designed, Developed & Maintained By Indus Web Solution Pvt. Ltd.

Fig-027

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

DDO User Manual

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

Suspension Data

Employee Code : 010026911 Employee Name: Mr Mohd Suleman

Suspension Category : 1/2 Salary Start Date :

Save

SUCCESS: DATA SAVED

Sl No	Emp Code	Name	Suspension Code	Ca	Upto	Edit	Delete
1	010026911	Mr Mohd Suleman	1	1/2	1-DEC-2100	Edit	Delete

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:

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

Pending Activity

Vendor Bills (10)

Payroll Approvals (0)

Employee Claims/Advances

Admin ▾
Data ▾
LPC ▾
Supplementary Salary ▾
Reports ▾

Pay Process
Create Society

Latest GO's

IFMS G.O NO. 132 dated 29 March 2019

IFMS G.O NO. 131 dated 29 March 2019

IFMS G.O NO. 130 dated 29 March 2019

IFMS G.O NO. 129, dated 29 March 2019 (CCL DCL)

Fig-029

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

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

Payroll DDO Transactions Heads

TRN Code: Description:

* Bank : Select * IFSC Code :

* Account Type : ☒ Saving ☐ Current * Account Number :

Bank Branch :

Account Name: DED Status: ☒ Yes ☐ No

Save

Sl.No	Trea Code	DDO Code	TRN Code	Description	Bank Name	IFSC Code	Account Type	Account No	Account Name	DED Status	Deactivate
1	1200	4279	2238	Aa	State Bank of India	SBIN000630	Saving	12351235123	AA	Yes	Deactivate

Fig-030

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

DDO User Manual



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

Payroll DDO Transactions Heads

TRN Code: Description:

* Bank : * IFSC Code :

* Account Type : ☒ Saving ☐ Current * Account Number :

Bank Branch :

Account Name: DED Status: ☒ Yes ☐ No

Sl.No	Trea Code	DDO Code	TRN Code	Description	Bank Name	IFSC Code	Account Type	Account No	Account Name	DED Status	Deactivate
1	1200	4279	2238	Aa	State Bank of India	SBIN0000630	Saving	12351235123	AA	Yes	Deactivate

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:

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

Payroll DDO Transactions Heads

TRN Code: Description:

* Bank : * IFSC Code :

* Account Type : ☒ Saving ☐ Current * Account Number :

Bank Branch :

Account Name: DED Status: ☒ Yes ☐ No

SUCCESS: DATA SAVED

Sl.No	Trea Code	DDO Code	TRN Code	Description	Bank Name	IFSC Code	Account Type	Account No	Account Name	DED Status	Deactivate
1	1200	4279	2238	Aa	State Bank of India	SBIN0000630	Saving	12351235123	AA	Yes	Deactivate
2	1200	4279	2366	ABCD	State Bank of India	SBIN0000630	Saving	12345654321	ABCDEF	Yes	Deactivate

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:

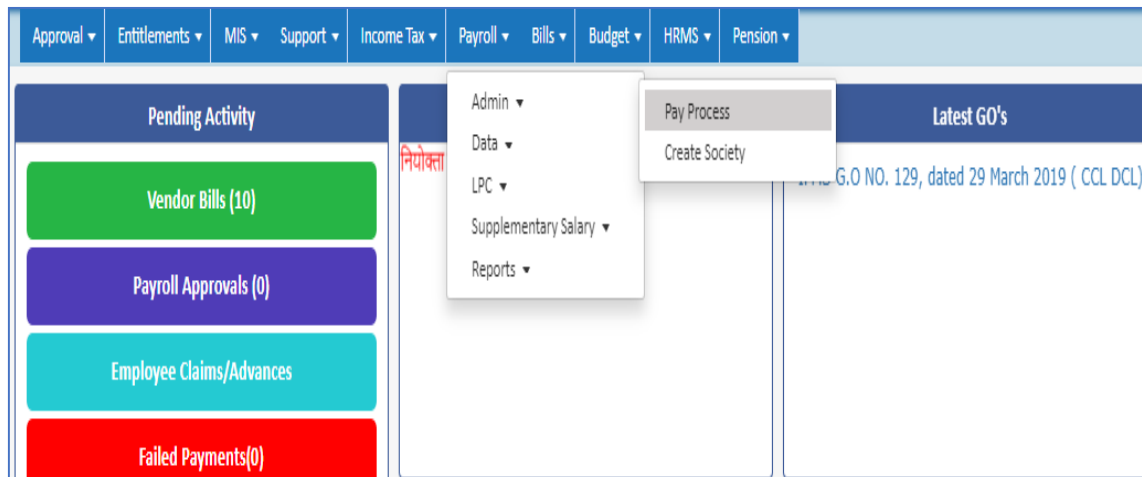


Fig-033

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:

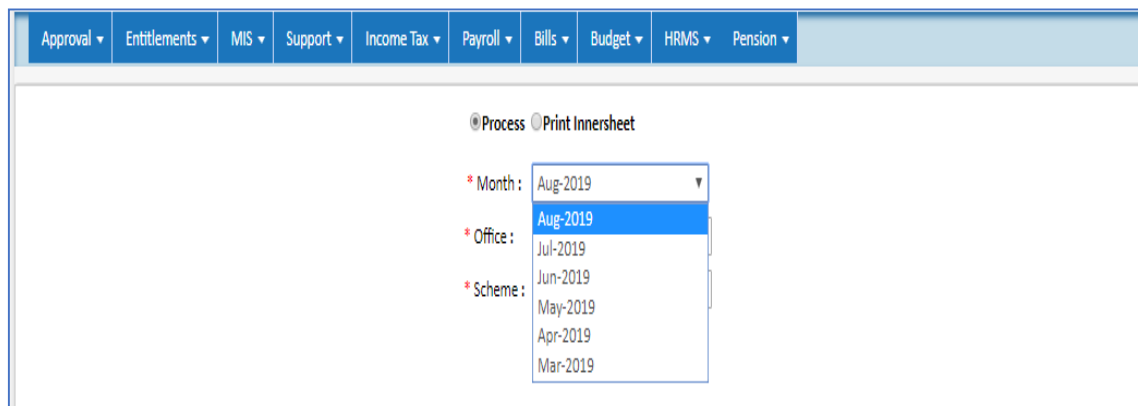
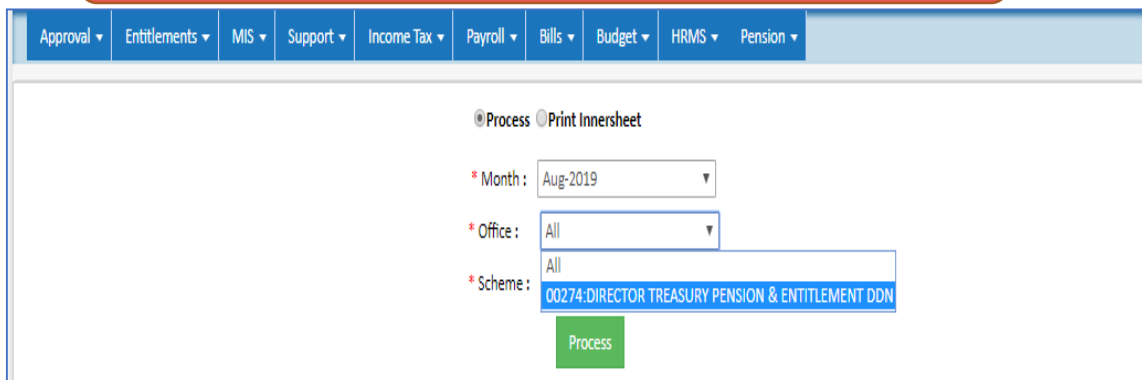


Fig-034

Step 2.2: Select office:

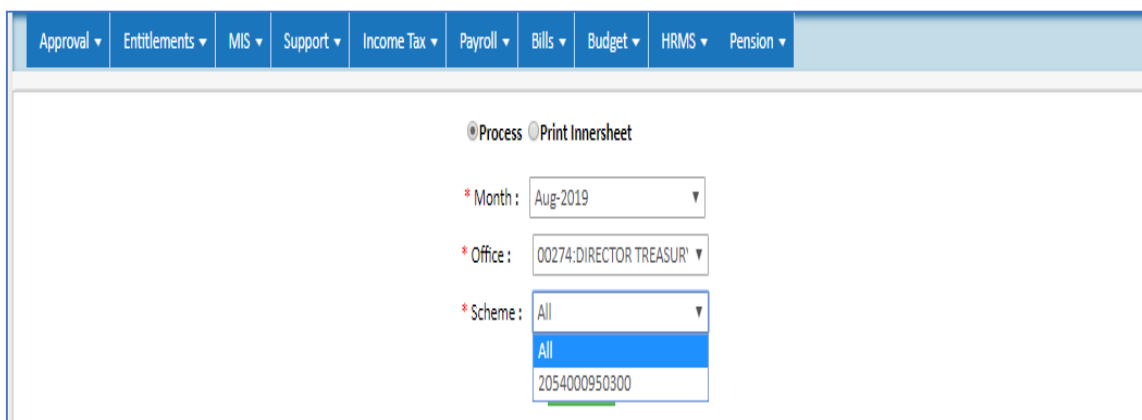
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The screenshot shows the top navigation bar with tabs: Approval, Entitlements, MIS, Support, Income Tax, Payroll, Bills, Budget, HRMS, and Pension. Below the navigation bar, there are two radio buttons: "Process" (selected) and "Print Innersheet". Below these are three dropdown menus: "* Month:" (Aug-2019), "* Office:" (All), and "* Scheme:" (All). A green "Process" button is located at the bottom of the form.

Fig-035

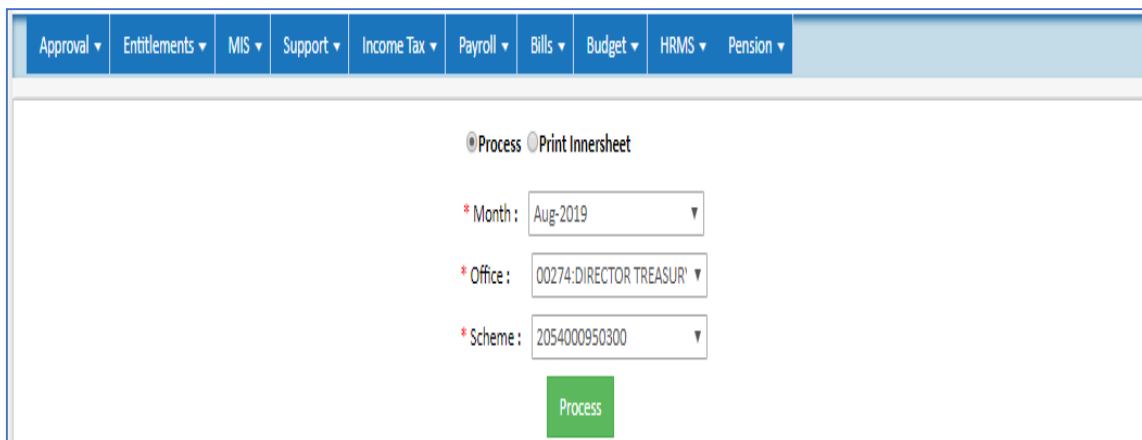
Step 2.3. Select scheme code:



The screenshot shows the same interface as Fig-035, but the "* Scheme:" dropdown menu is open, showing the following options: All, All, and 2054000950300. The "Process" button is still visible at the bottom.

Fig-036

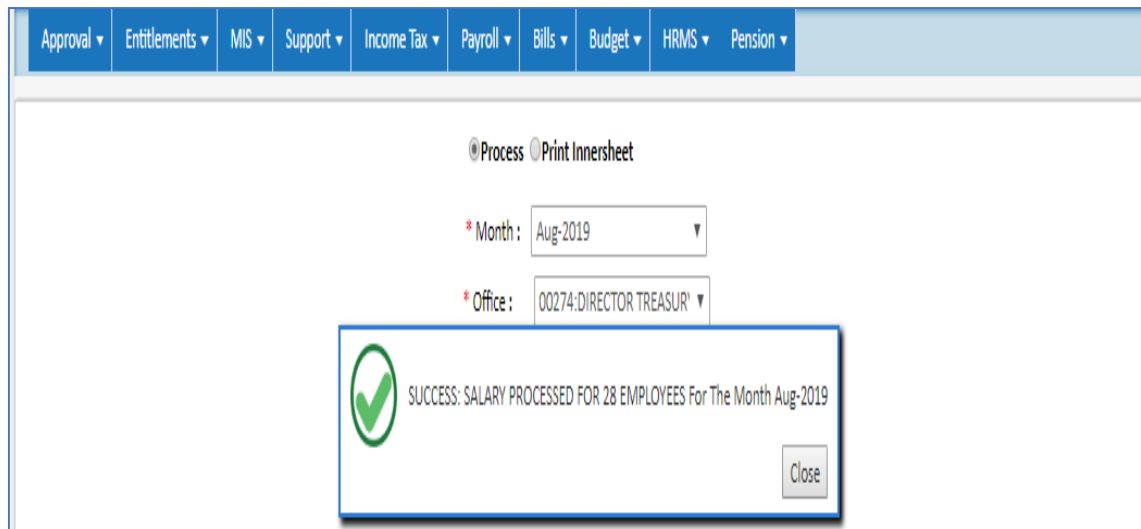
Step 3: Click on process button, shown on the screen as below:



The screenshot shows the same interface as Fig-036, but the "* Scheme:" dropdown menu is now closed, and the selected value is 2054000950300. The green "Process" button is still visible at the bottom.

Fig-037

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



The screenshot shows the IFMS interface with a top navigation bar containing menus: Approval, Entitlements, MIS, Support, Income Tax, Payroll, Bills, Budget, HRMS, and Pension. Below the navigation bar, there are two radio buttons: "Process" (selected) and "Print Innersheet". Below these are two dropdown menus: "* Month:" with "Aug-2019" selected, and "* Office:" with "00274:DIRECTOR TREASURY" selected. A green checkmark icon is displayed next to the text "SUCCESS: SALARY PROCESSED FOR 28 EMPLOYEES For The Month Aug-2019". A "Close" button is located at the bottom right of the message box.

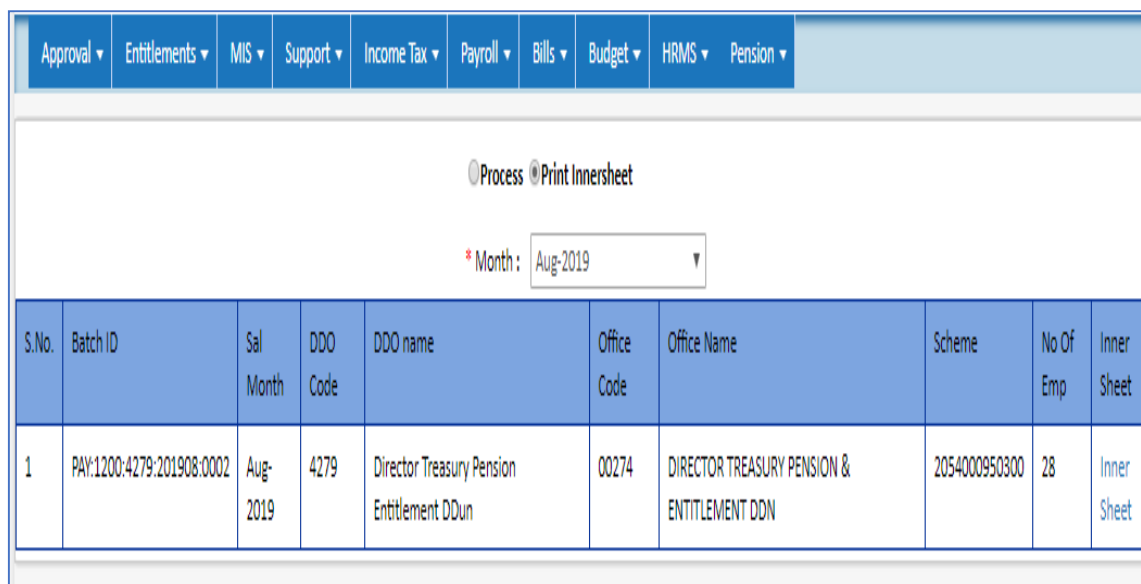
Fig-038

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



The screenshot shows the IFMS interface with the same top navigation bar. Below the navigation bar, there are two radio buttons: "Process" and "Print Innersheet" (selected). Below these is a dropdown menu: "* Month:" with "Aug-2019" selected. Below the dropdown menu is a table with the following data:

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 DDun	2054000950300	28	Inner Sheet

Fig-039

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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	Earning	SI No : 1
Designation: Director	Scale : 144200-218200 (LEVEL 14)	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	Earning	SI No : 2
Designation: Additional Director	Scale : 131100-216600 (LEVEL 13 A)	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	Earning	SI No : 3
Designation: Sub Treasury Officer	Scale : 67700-208700 (LEVEL 11)	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 to pay the 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

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

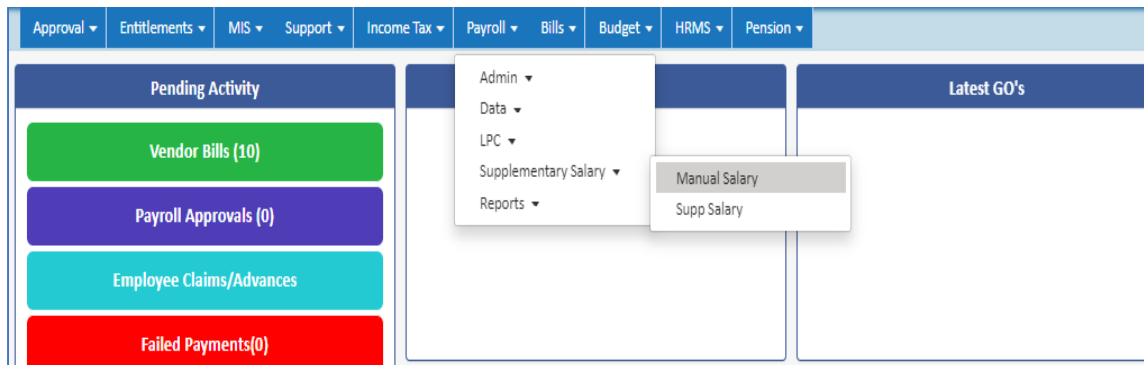


Fig-041

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

The screenshot shows the 'Manual Pay' form. It has a 'Select Action' section with radio buttons for 'Create Bills', 'Upload Documents', 'Generate Bill', and 'Print Bill'. Below this, there are fields for 'Batch ID' (New), 'Salary For' (Arrear), 'Period From' (01-Jul-2019), 'Employee Code', and 'Payment For' (Self). There are also fields for 'SI No' (New), 'To', 'Name', and 'e Details'. A 'Payments' section includes 'Departmental Recovery' and 'Total'. A 'Deductions' section has an 'Add Row' button. At the bottom, there are fields for 'Budget Type' (Main Budget), 'Grant' (-Select-), 'Minor Head' (-Select-), 'Scheme' (-Select-), and 'Voted/Charged' (-Select-). There are 'Save' and 'Cancel' buttons at the bottom right.

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:

The screenshot shows the 'Manual Pay' form with the 'Period From' field set to '01-Jul-2019'. A calendar is open for July 2019, showing dates from 1 to 31. The 'Period To' field is empty. The 'Payment For' section has radio buttons for 'Self' and 'Nominee'. The 'Deductions' section has an 'Add Row' button. The bottom section has fields for 'Budget Type' (Main Budget), 'Grant' (-Select-), 'Minor Head' (-Select-), 'Scheme' (-Select-), and 'Voted/Charged' (-Select-). There are 'Save' and 'Cancel' buttons at the bottom right.

Fig-043

DDO User Manual

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:

The screenshot shows the 'Manual Pay' screen with the following details:

- Select Action:** Create Bills, Upload Documents, Generate Bill, Print Bill
- Batch ID:** New
- Salary For:** Arrear
- Period From:** 01-Jul-2019
- Employee Code:** 010026911
- Name:** Mr Mohd Suleman
- Payment For:** Self, Nominee
- Nominee Details:** Add Row
- Payments:** Add Row
- Deductions:** Add Row

S.No.	Payment Head	Amount
1.	Select	0
2.	Select	0
3.	Select	0
4.	Select	0
5.	Select	0

S.No.	Deduction Head	Amount
1.	Select	0
2.	Select	0
3.	Select	0
4.	Select	0
5.	Select	0

Fig-044

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

The screenshot shows the 'Manual Pay' screen with the following details:

- Select Action:** Create Bills, Upload Documents, Generate Bill, Print Bill
- Batch ID:** New
- Salary For:** Arrear
- Period From:** 01-Jul-2019
- Employee Code:** 010026911
- Name:** Mr Mohd Suleman
- Payment For:** Self, Nominee
- Nominee Details:** Add Row
- Payments:** Add Row
- Deductions:** Add Row

S.No.	Payment Head	Amount
1.	Basic Pay	1000
2.	Grade Pay	100
3.	Select	0
4.	Select	0
5.	Select	0

S.No.	Deduction Head	Amount
1.	Select	0
2.	GPF Oth IV	0
3.	GPF CI IV	0
4.	NPS	0
5.	HRR	0

Departmental Recovery

S.No.	Major Head	Amount
1.	Select	0
2.	Select	0

Total 1100

Net Payable 1100

Budget Type Grant **Minor Head** ABCD(ABCDFF-12345654321)

Fig-045

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

The screenshot shows the 'Manual Pay' screen with the following details:

- Select Action:** Create Bills, Upload Documents, Generate Bill, Print Bill
- Batch ID:** New
- Salary For:** Arrear
- Period From:** 01-Jul-2019
- Employee Code:** 010026911
- Name:** Mr Mohd Suleman
- Payment For:** Self, Nominee
- Nominee Details:** Add Row
- Payments:** Add Row
- Deductions:** Add Row

S.No.	Payment Head	Amount
1.	Basic Pay	1000
2.	Grade Pay	100
3.	Select	0
4.	Select	0
5.	Select	0

S.No.	Deduction Head	Amount
1.	GPF Oth IV	10
2.	Select	0
3.	Select	0
4.	Select	0
5.	Select	0

Departmental Recovery

S.No.	Major Head	Sub Head	Amount
1.	Select	Select	0
2.	Select	Select	0

Total 1100

Net Payable 1100

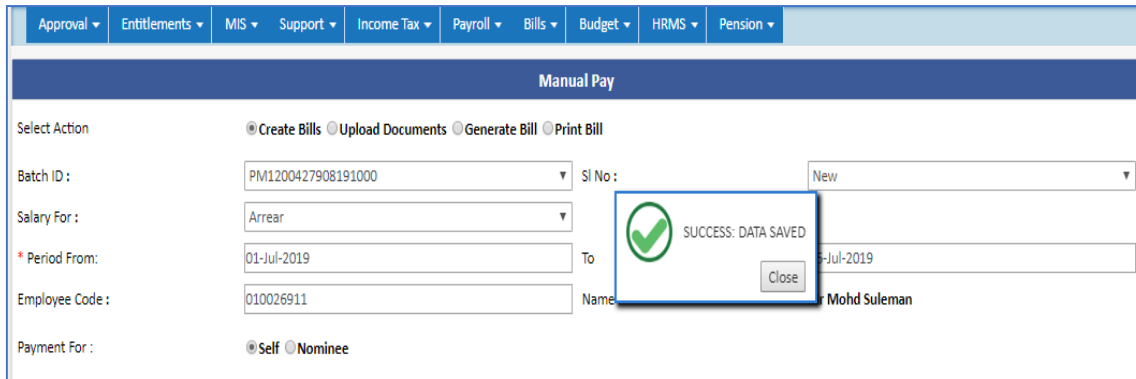
Budget Type Grant **Minor Head** ABCD(ABCDFF-12345654321)

Save **Cancel**

Fig-046

DDO User Manual

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



The screenshot shows the 'Manual Pay' interface. At the top, there is a navigation bar with tabs: Approval, Entitlements, MIS, Support, Income Tax, Payroll, Bills, Budget, HRMS, and Pension. Below this, the 'Manual Pay' section has a sub-header. Under 'Select Action', there are four radio buttons: 'Create Bills' (selected), 'Upload Documents', 'Generate Bill', and 'Print Bill'. The form fields include: 'Batch ID' (PM1200427908191000), 'SI No' (New), 'Salary For' (Arrear), '* Period From' (01-Jul-2019) and 'To' (31-Jul-2019), 'Employee Code' (010026911), 'Name' (Mohd Suleman), and 'Payment For' (Self). A green checkmark icon and a 'Close' button are visible next to the success message.

Fig-047

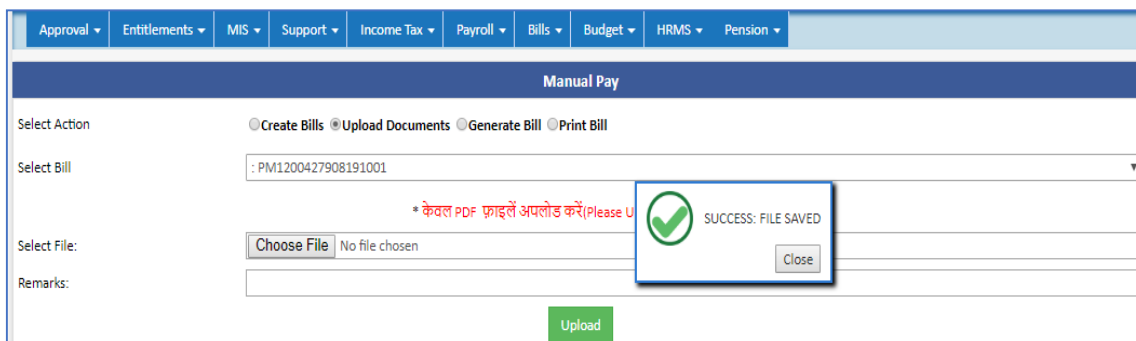
Step 8. Click on upload document menu, select bill id that was created in previous step, browse file to upload regarding the bill, enter remark, as shown in the image below:



The screenshot shows the 'Manual Pay' interface with the 'Upload Documents' radio button selected. The 'Select Bill' dropdown is set to 'PM1200427908191001'. A red message states: '* केवल PDF फ़ाइलें अपलोड करें (Please Upload PDF files only)'. The 'Select File' field shows 'Choose File' and '12004664.pdf'. The 'Remarks' field contains 'OK'. A green 'Upload' button is at the bottom.

Fig-048

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

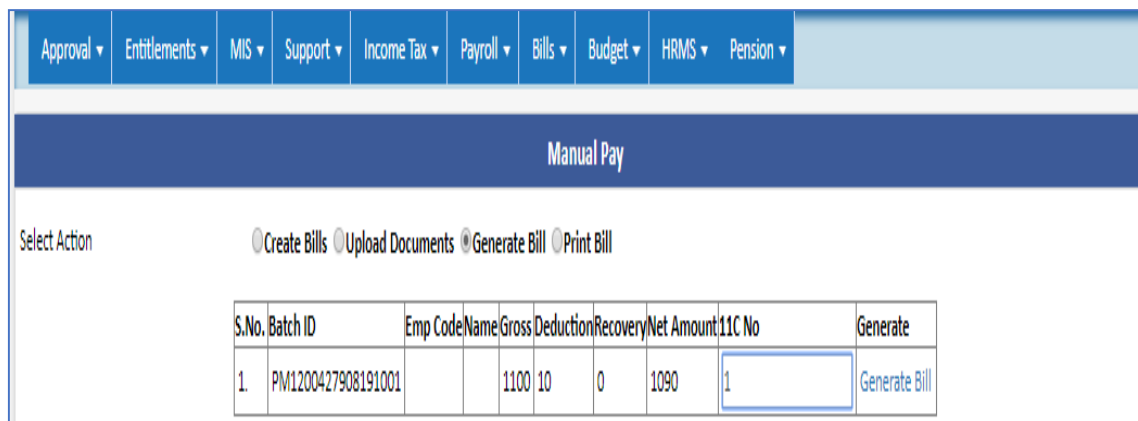


The screenshot shows the 'Manual Pay' interface with the 'Upload Documents' radio button selected. The 'Select Bill' dropdown is set to 'PM1200427908191001'. A red message states: '* केवल PDF फ़ाइलें अपलोड करें (Please Upload PDF files only)'. The 'Select File' field shows 'Choose File' and 'No file chosen'. The 'Remarks' field is empty. A green checkmark icon and a 'Close' button are visible next to the success message.

Fig-049

DDO User Manual

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

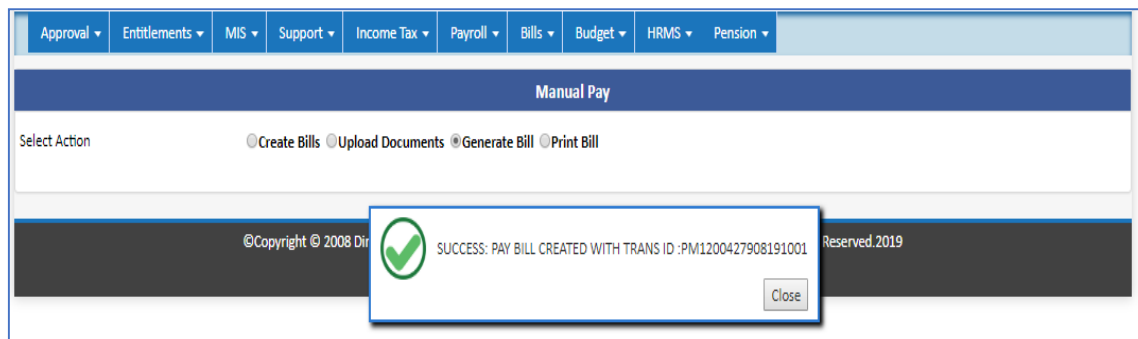


Select Action ☐ Create Bills ☐ Upload Documents ☒ Generate Bill ☐ Print Bill

S.No.	Batch ID	Emp Code	Name	Gross	Deduction	Recovery	Net Amount	11C No	Generate
1.	PM1200427908191001			1100	10	0	1090	1	Generate Bill

Fig-050

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



Select Action ☐ Create Bills ☐ Upload Documents ☒ Generate Bill ☐ Print Bill


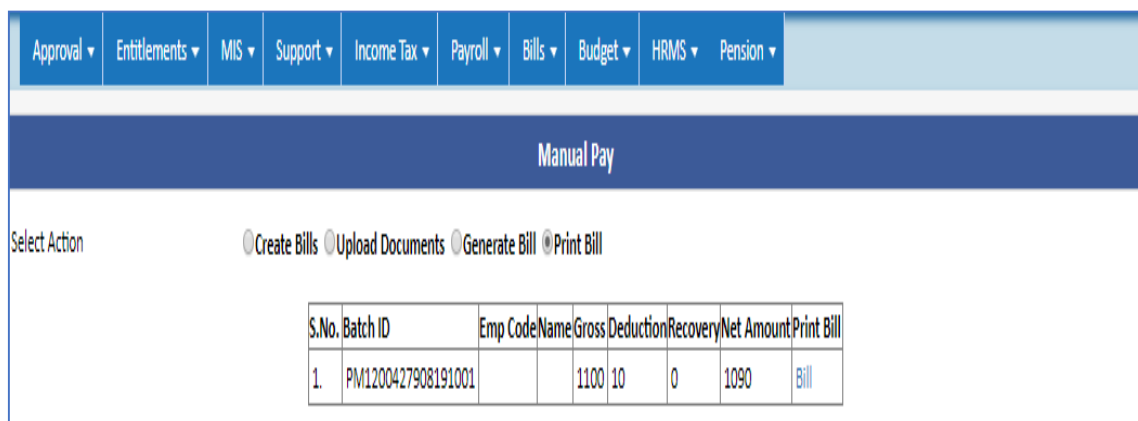
©Copyright © 2008 Dir  SUCCESS: PAY BILL CREATED WITH TRANS ID : PM1200427908191001 Reserved. 2019

Fig-051

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



Select Action ☐ Create Bills ☐ Upload Documents ☐ Generate Bill ☒ Print Bill

S.No.	Batch ID	Emp Code	Name	Gross	Deduction	Recovery	Net Amount	Print Bill
1.	PM1200427908191001			1100	10	0	1090	Bill

Fig-052

DDO User Manual

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

Bill Type :

Transaction ID - PM1200427908191001

वैतन देय प्रपत्र
वित्तीय नियम संग्रह खंड पाँच भाग - १
(देखें अध्याय - छह, प्रस्तर 108, अध्याय - सात, प्रस्तर - 131)

E-Sign

1- जनपद का नाम
2- कोषागार का नाम
3- देयक की अवधि
4- रिपोर्ट कोड
5- कोषागार/उपकोषागार का कोड
6- देयक पंजी की क्रम संख्या
7- वाउचर संख्या (कोषागार द्वारा भरा जाना है)
8- मसदेरा/भारत
9- लेखासीर्षक सम्बन्धी 13 अंकों का कोड (4 मुख्य लेखासीर्षक + 2 उपमुख्य सीर्षक + 3 लघुसीर्षक + 2 उपलघुसीर्षक + 2 व्यौरवार सीर्षक)
10-आहरण वितरण अधिकारी का पदनाम
11- आहरण वितरण अधिकारी का कोड
12- अधिष्ठान का नाम
13- अनुदान संख्या : (007) वित्त, कर, नियोजन, सचिवालय तथा अन्य संस्थाएँ
14- सौर्ष कोड : 1
15- सेक्टर कोड : 2
16- स्वीकृति आदेश (यदि आवश्यक हो, प्रतिलिपि संलग्न करें)

देहरादून
साईबर
SALARY BILL MANUAL
PM1200427908191001

मुख्य लेखासीर्षक -
उप मुख्य लेखा सीर्षक -
लघुसीर्षक -
व्यौरवार सीर्षक -

लेखासीर्षक सम्बन्धी विवरण
(2054) खजाना तथा लेखा प्रशासन
(00)-
(097) खजाना स्थापना
(03) कोषागार अधिष्ठान
(00) कोषागार अधिष्ठान

दिनांक

मसदेरा

निदेशालय कोषागार पैमान एवं इकाइयों देहरादून
निदेशालय कोषागार पैमान एवं इकाइयों देहरादून

बजट की वर्तमान स्थिति			
मानक मद का नाम व कोड	आवृत्ति कुल बजट	इस वित्त को सम्मिलित करते हुए	अवशेष बजट
01-वैतन	561581000	365986918	195594082

भुगतान का विवरण	
मानक मद का कोड एवं नाम	धनराशि
01-वैतन	1,100
66 देयक की सकल धनराशि (अग्रिम समायोजन के बाद)	1,100

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:

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

Pending Activity

- Vendor Bills (29)
- Payroll Approvals (0)
- Employee Claims/Advances
- Failed Payments(0)
- Bills Pending for Approval
- Pension Paper (0)

Admin ▾

- Data ▾
- LPC ▾
- Supplementary Salary ▾
 - Manual Salary
 - Supp Salary
- Reports ▾

Latest GO's

- IFMS Training(For DDO) Letter
- G.O NO. 129, dated 29 March 2019 (CCL DCL)
- IFMS G.O NO. 130 dated 29 March 2019
- IFMS G.O NO. 131 dated 29 March 2019

Budget Status

Message

Fig-054

DDO User Manual

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:

S.No.	Emp Code	Name	Office Code	Scheme	Leave Month	Total Days	Pay Days	Select All
1.	65006518200	Mrs Jyoti Yadav	00383	2052000900300	201906	19		<input type="checkbox"/>
2.	46510213F00347	Ms Pallavi Singh	00487	2052000900300	201906	20	7	<input checked="" type="checkbox"/>
3.	46510213M01181	Mr Kishor Kumar Singh	00487	2052000900300	201906	25	10	<input checked="" type="checkbox"/>
4.	120012095711	Mr Prakash Pant	00646	2013001010300	201906	25		<input type="checkbox"/>

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:

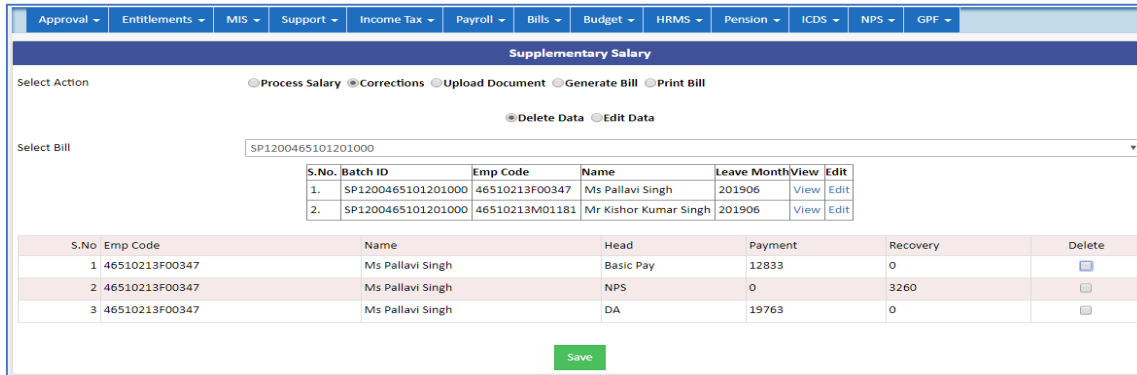
S.No.	Batch ID	Emp Code	Name	Leave Month	View	Edit
1.	SP1200465101201000	46510213F00347	Ms Pallavi Singh	201906	View	Edit
2.	SP1200465101201000	46510213M01181	Mr Kishor Kumar Singh	201906	View	Edit

Fig-057

DDO User Manual

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

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



Select Action: ☐ Process Salary ☒ Corrections ☐ Upload Document ☐ Generate Bill ☐ Print Bill

☐ Delete Data ☐ Edit Data

Select Bill: SP1200465101201000

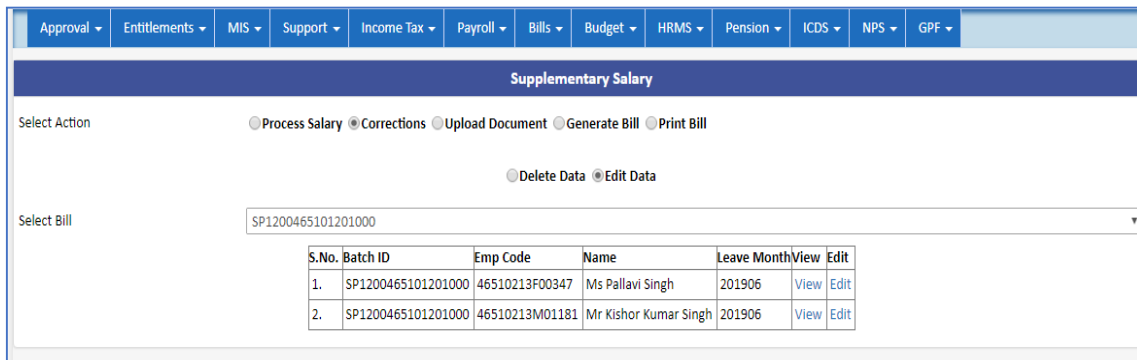
S.No.	Batch ID	Emp Code	Name	Leave Month	View	Edit
1.	SP1200465101201000	46510213F00347	Ms Pallavi Singh	201906	View	Edit
2.	SP1200465101201000	46510213M01181	Mr Kishor Kumar Singh	201906	View	Edit

S.No.	Emp Code	Name	Head	Payment	Recovery	Delete
1	46510213F00347	Ms Pallavi Singh	Basic Pay	12833	0	<input type="checkbox"/>
2	46510213F00347	Ms Pallavi Singh	NPS	0	3260	<input type="checkbox"/>
3	46510213F00347	Ms Pallavi Singh	DA	19763	0	<input type="checkbox"/>

[Save](#)

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:



Select Action: ☐ Process Salary ☒ Corrections ☐ Upload Document ☐ Generate Bill ☐ Print Bill

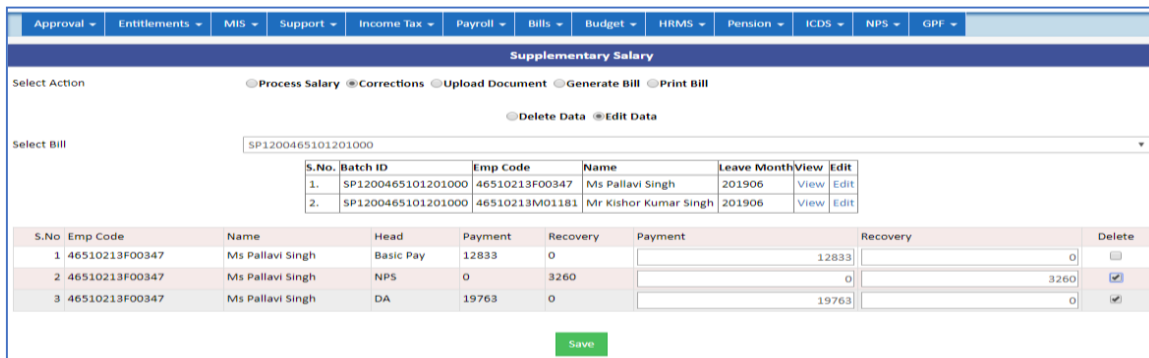
☐ Delete Data ☒ Edit Data

Select Bill: SP1200465101201000

S.No.	Batch ID	Emp Code	Name	Leave Month	View	Edit
1.	SP1200465101201000	46510213F00347	Ms Pallavi Singh	201906	View	Edit
2.	SP1200465101201000	46510213M01181	Mr Kishor Kumar Singh	201906	View	Edit

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:



Select Action: ☐ Process Salary ☒ Corrections ☐ Upload Document ☐ Generate Bill ☐ Print Bill

☐ Delete Data ☒ Edit Data

Select Bill: SP1200465101201000

S.No.	Batch ID	Emp Code	Name	Leave Month	View	Edit
1.	SP1200465101201000	46510213F00347	Ms Pallavi Singh	201906	View	Edit
2.	SP1200465101201000	46510213M01181	Mr Kishor Kumar Singh	201906	View	Edit

S.No.	Emp Code	Name	Head	Payment	Recovery	Payment	Recovery	Delete
1	46510213F00347	Ms Pallavi Singh	Basic Pay	12833	0	12833	0	<input type="checkbox"/>
2	46510213F00347	Ms Pallavi Singh	NPS	0	3260	0	3260	<input checked="" type="checkbox"/>
3	46510213F00347	Ms Pallavi Singh	DA	19763	0	19763	0	<input checked="" type="checkbox"/>

[Save](#)

DDO User Manual



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:

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	ICDS	NPS	GPF	
Supplementary Salary													
Select Action <input type="radio"/> Process Salary <input type="radio"/> Corrections <input type="radio"/> Upload Document <input checked="" type="radio"/> Generate Bill <input type="radio"/> Print Bill													
S.No.	Batch ID	Leave Month	11C No	Generate	View	Delete							
1.	SP1200465110191000	201904		Generate Bill	View	Delete							
2.	SP1200465101201000	201906		Generate Bill	View	Delete							

Fig - 061

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

Directorate of Treasury, Pension & Entitlement				परी संख्या/Slip No : 1
4651:Deputy Secretary Accounts Dehradun				
Supplementary Pay For The Month Jun-2019 7 Days				
कर्मचारी : 46510213F00347	नाम/Name : Ms Pallavi Singh	पदनाम/Designation : Others		
संख्या/Emp.No. : 46510213F00347	Employee Type : Class II	Employment Type : UK State Services Others		
Scale : Fixed (Sixth)	खाला संख्या/A/C : No.	PAN No		
बैंक/Bank : SBIN0003133	Increment Date : JAN	DOB/DOR		
GPF/PRAN :	Grant/Scheme : 007/2052000900300/V	Mobile No		
Office : STATE SECRETARIATE (EX CADER)				
अर्जन/Earnings		कटौती/Deductions		Amount(₹)
DA	Amount(₹)	19763	NPS	3260
Basic Pay	12833			
Total	32596		Net Salary	29336

Directorate of Treasury, Pension & Entitlement				परी संख्या/Slip No : 2
4651:Deputy Secretary Accounts Dehradun				
Supplementary Pay For The Month Jun-2019 10 Days				
कर्मचारी : 46510213M01181	नाम/Name : Mr Kishor Kumar Singh	पदनाम/Designation : Public Relation Officer		
संख्या/Emp.No. : 46510213M01181	Employee Type : Class II	Employment Type : UK State Services Others		
Scale : 56100-177500 (LEVEL 10)	खाला संख्या/A/C : No.	PAN No		
बैंक/Bank : PUNB0445600	Increment Date : JUL	DOB/DOR		
GPF/PRAN :	Grant/Scheme : 007/2052000900300/V	Mobile No		
Office : STATE SECRETARIATE (EX CADER)				
अर्जन/Earnings		कटौती/Deductions		Amount(₹)
HRA	Amount(₹)	2250		
DA	2244			
Hill Allowance	180			
Basic Pay	19700			
Total	23374		Net Salary	23374

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 mostly used 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

DDO User Manual

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

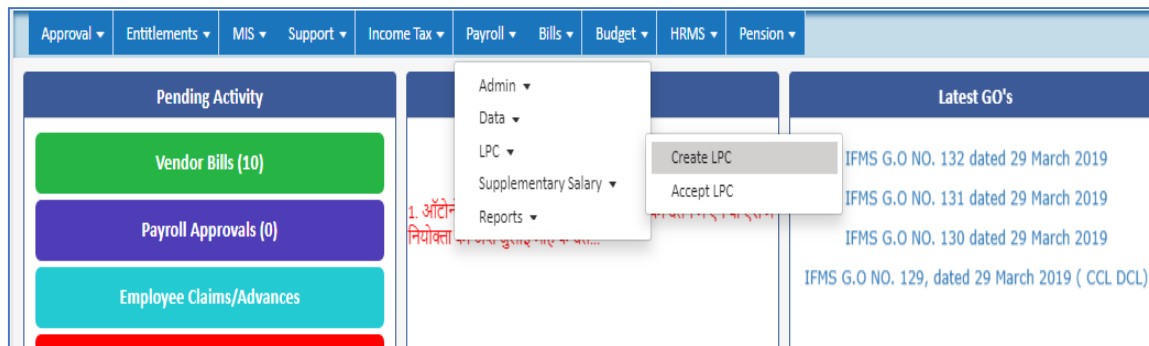
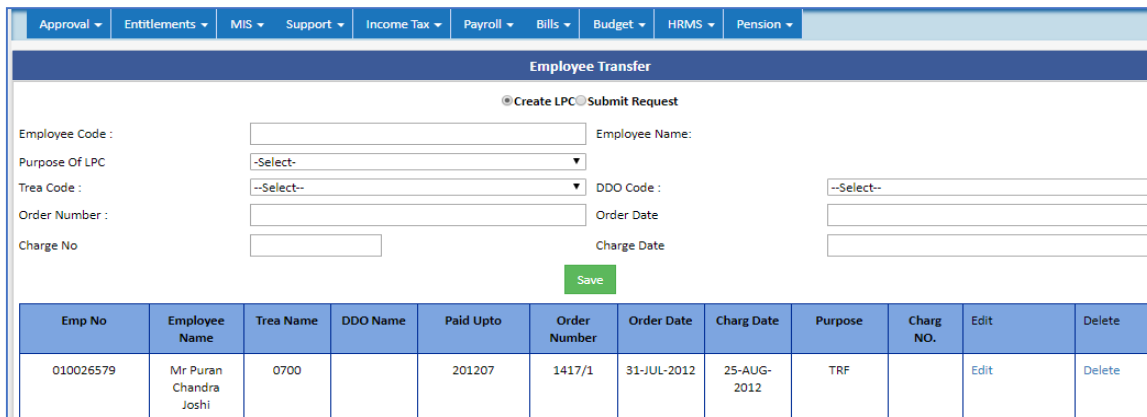


Fig - 062

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

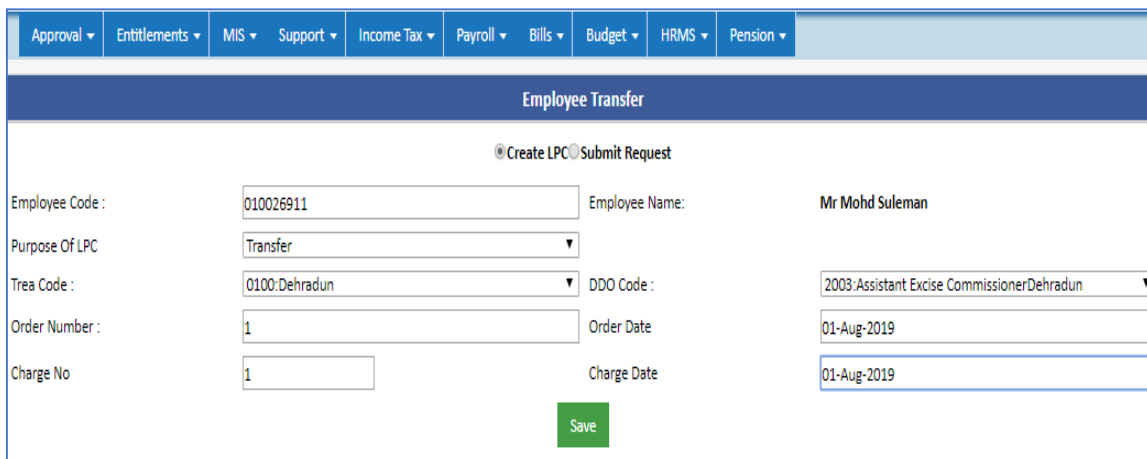


The screenshot shows the 'Employee Transfer' form in the IFMS interface. The form has a header bar with the same navigation menus as the previous screenshot. Below the header, there is a section titled 'Employee Transfer' with a sub-header 'Create LPC / Submit Request'. The form contains several input fields: 'Employee Code', 'Employee Name', 'Purpose Of LPC' (a dropdown menu), 'Trea Code' (a dropdown menu), 'DDO Code' (a dropdown menu), 'Order Number', 'Order Date', 'Charge No', and 'Charge Date'. There is a 'Save' button at the bottom of the form. Below the form, there is a table with columns: Emp No, Employee Name, Trea Name, DDO Name, Paid Upto, Order Number, Order Date, Charge Date, Purpose, Charge NO., Edit, and Delete. The table contains one row of data for Mr. Mohd Suleman.

Emp No	Employee Name	Trea Name	DDO Name	Paid Upto	Order Number	Order Date	Charge Date	Purpose	Charge NO.	Edit	Delete
010026579	Mr Puran Chandra Joshi	0700		201207	1417/1	31-JUL-2012	25-AUG-2012	TRF		Edit	Delete

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:



The screenshot shows the 'Employee Transfer' form in the IFMS interface with the following fields filled out: 'Employee Code' is 010026911, 'Employee Name' is Mr Mohd Suleman, 'Purpose Of LPC' is Transfer, 'Trea Code' is 0100:Dehradun, 'DDO Code' is 2003:Assistant Excise Commissioner Dehradun, 'Order Number' is 1, 'Order Date' is 01-Aug-2019, 'Charge No' is 1, and 'Charge Date' is 01-Aug-2019. The 'Save' button is highlighted.

Fig - 064

DDO User Manual

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

The screenshot shows the 'Employee Transfer' form with a success message popup. The form fields include Employee Code (010026911), Employee Name (Mr Mohd Suleman), Purpose Of LPC (Transfer), Trea Code (--Select--), Order Number, Charge No (1), and Charge Date (01-Aug-2019). A green 'Save' button is at the bottom. A popup message with a green checkmark says: 'SUCCESS: LPC ISSUED, PLEASE PROCESS SALARY AND CHECK INNERSHEET'. A 'Close' button is on the popup.

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:

The screenshot shows a printed copy of the LPC issued. It includes the following details:

प्रकर - (ग)
(कोषागारों से अंतिम वेतन भुगतान प्रमाण-पत्र जारी करने हेतु प्रारूप-पत्र)

Print Date : 26-Aug-2019 12:00:00

एल. पी. सी. नंबर : LPC1200427908121003

1-(क) आहरण विलयन अधिकारी का कोड : 4279

2-(ख) आहरण विलयन अधिकारी का पदनाम : 4279

2-(क) स्थानांतरित कार्मिक का कोड : 010026579

2-(ख) स्थानांतरित कार्मिक का नाम : Mr Puran Chandra Joshi

2-(ग) स्थानांतरित कार्मिक का पदनाम : Reg Sr Fin Off

3-(क) स्थानांतरित कार्मिक के नव मैनाली का स्थान : 0700:0700/

3-(ख) स्थानांतरित कार्मिक का स्थानांतरण आदेश संख्या एवं दिनांक : 1417/1/31-JUL-2012

3-(ग) स्थानांतरित कार्मिक के कार्यभार का दिनांक : 25-AUG-2012

4-(क) स्थानांतरित कार्मिक के कार्यभार का आदेश संख्या एवं दिनांक : /25-AUG-2012

4-(ख) स्थानांतरित कार्मिक को अंतिम रूप से किस माह का वेतन भुगतान किया गया है : Jul-2012

5- स्थानांतरित कार्मिक के अवधेय आकांक्षिक अडकावा : :

6 - स्थानांतरित कार्मिक के अवधेय फ्रान अंतिम का विवरण : Mr Puran Chandra Joshi

7 - अन्य कोई कार्यभारी बसूरी है तो उसका विवरण : :

संसाधन 1. स्थानांतरण आदेश : :

2. कार्यभार आदेश : :

3. कार्यभार छोड़ने का प्रमाण पत्र : :

4. अंतिम आहरण की वेतन पर्ची : :

घोषणा

मैं घोषणा करता हूँ कि उपरोक्त एवं अभिलेख मेरी जानकारी में पूर्णतः सही है ।

Fig - 067

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:

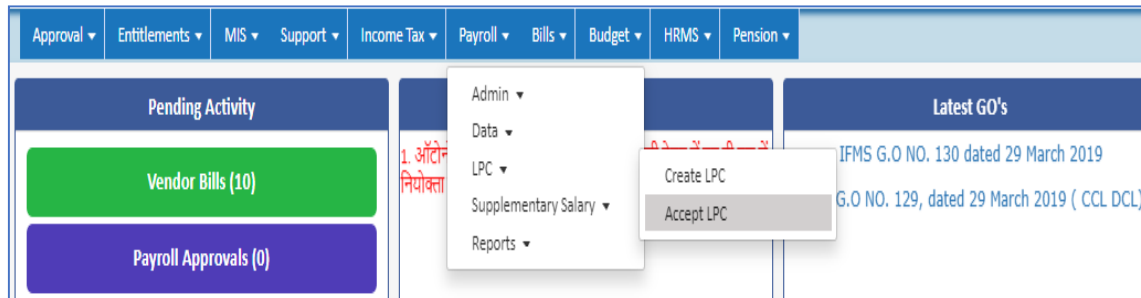


Fig - 068

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:

The screenshot shows the 'Employee Transfer' form. It contains fields for Employee Code (010026911), Employee Name (Mr Mohd Suleman), Office (00274:DIRECTOR TREASURY PENSION & ENTITLEMENT), Posting District (Dehradun), Posting Location (Aamwala), Scheme Code (2054000970300-N-V), Grant No (007), Department (Director Treasury Pension and Entitlement), Order No, and Charge Date. There are 'Accept' and 'cancel' buttons. A calendar for August 2019 is visible on the right. At the bottom, there is a copyright notice: ©Copyright © 2008 Directorate of Treasury, Pension & Entitlement, Government of Uttarakhand. All rights reserved. Designed, Developed & Maintained By Indus Web Solution Pvt. Ltd.

Fig - 069

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

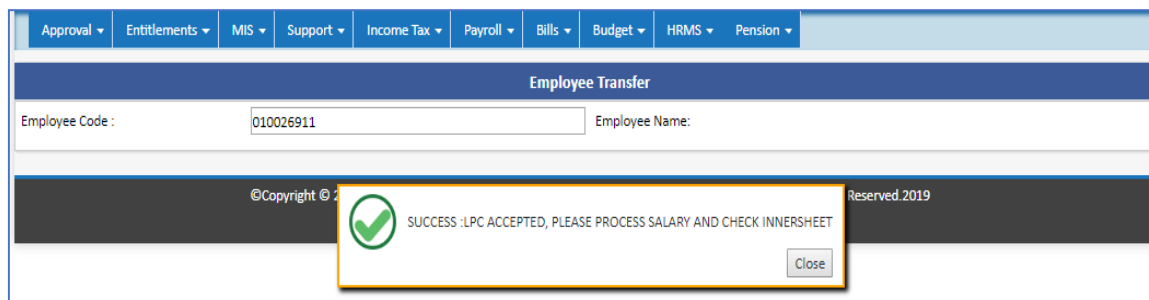


Fig - 070

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:

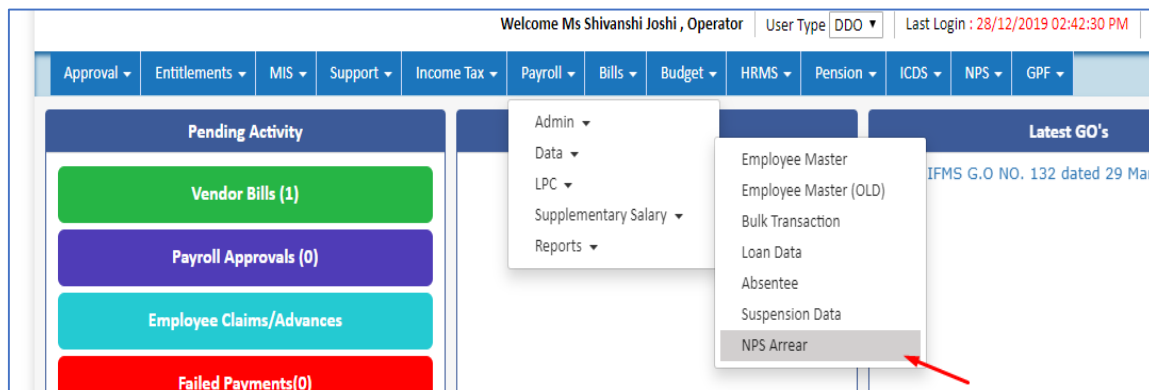


Fig - 071

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.

Nps Arrear								
Employee Code :	<input type="text"/>	Employee Name:	<input type="text"/>					
Deduction Month :	<input type="text"/>	Basic Pay:	<input type="text"/>					
Grade Pay :	<input type="text"/>	DA :	<input type="text"/>					
Salary Month :	<input type="text" value="Jan-2020"/>	NPS Amount :	<input type="text"/>					
<input type="button" value="Save"/>								
Emp Code	Emp Name	Sal Month	Arrear Month	Basic	DA	Grade Pay	NPS Amount	Delete

Fig - 072

Step 1. Validate employee code:

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

Nps Arrear								
Employee Code :	<input type="text" value="42790313F00086"/>	Employee Name:	Ms Shivanshi Joshi/ PRAN No.:110007615982					
Deduction Month :	<input type="text" value="-Select-"/>	Basic Pay:	<input type="text"/>					
Grade Pay :	<input type="text"/>	DA :	<input type="text"/>					
Salary Month :	<input type="text" value="Jan-2020"/>	NPS Amount :	<input type="text"/>					
<input type="button" value="Save"/>								
Emp Code	Emp Name	Sal Month	Arrear Month	Basic	DA	Grade Pay	NPS Amount	Delete

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.

Nps Arrear								
Employee Code :	<input type="text" value="42790313F00086"/>	Employee Name:	Ms Shivanshi Joshi/ PRAN No.:110007615982					
Deduction Month :	<input type="text" value="-Select-"/>	Basic Pay:	<input type="text"/>					
Grade Pay :	<input type="text"/>	DA :	<input type="text"/>					
Salary Month :	<input type="text" value="Jan-2020"/>	NPS Amount :	<input type="text"/>					
<input type="button" value="Save"/>								
Emp Code	Emp Name	Sal Month	Arrear Month	Basic	DA	Grade Pay	NPS Amount	Delete

Fig - 074

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

Nps Arrear								
Employee Code :	<input type="text" value="42790313F00086"/>	Employee Name:	Ms Shivanshi Joshi/ PRAN No.:110007615982					
Deduction Month :	<input type="text" value="Mar-2016"/>	Basic Pay:	<input type="text" value="625"/>					
Grade Pay :	<input type="text" value="194"/>	DA :	<input type="text" value="975"/>					
Salary Month :	<input type="text" value="Jan-2020"/>	NPS Amount :	<input type="text" value="179"/>					
<input type="button" value="Save"/>								
Emp Code	Emp Name	Sal Month	Arrear Month	Basic	DA	Grade Pay	NPS Amount	Delete

Fig - 075

DDO User Manual

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

Nps Arrear								
Employee Code :	<input type="text"/>	Employee Name:	<input type="text"/>					
Deduction Month :	<input type="text"/>	Basic Pay:	<input type="text"/>					
Grade Pay :	<input type="text"/>	DA :	<input type="text"/>					
Salary Month :	<input type="text" value="Jan-2020"/>	NPS Amount :	<input type="text"/>					
<input type="button" value="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	Attendance : 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					
		Head	No Of Cases	Head	No Of Cases	Head	No Of Cases
1.	Employee Master	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:

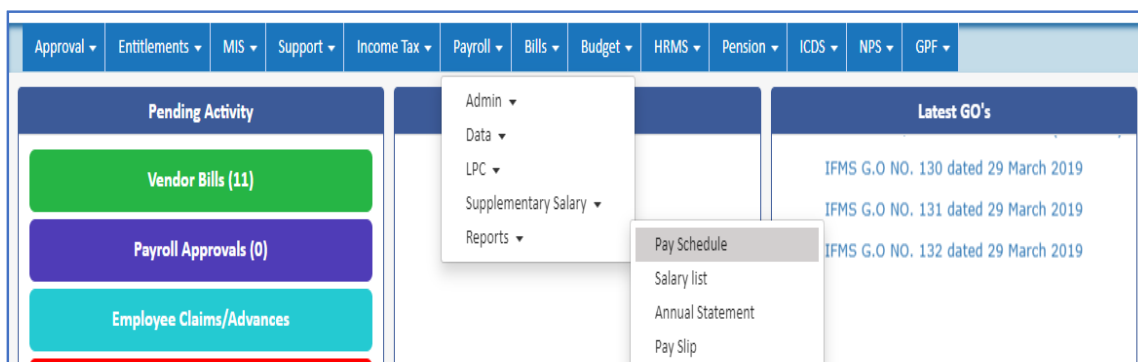


Fig - 080

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

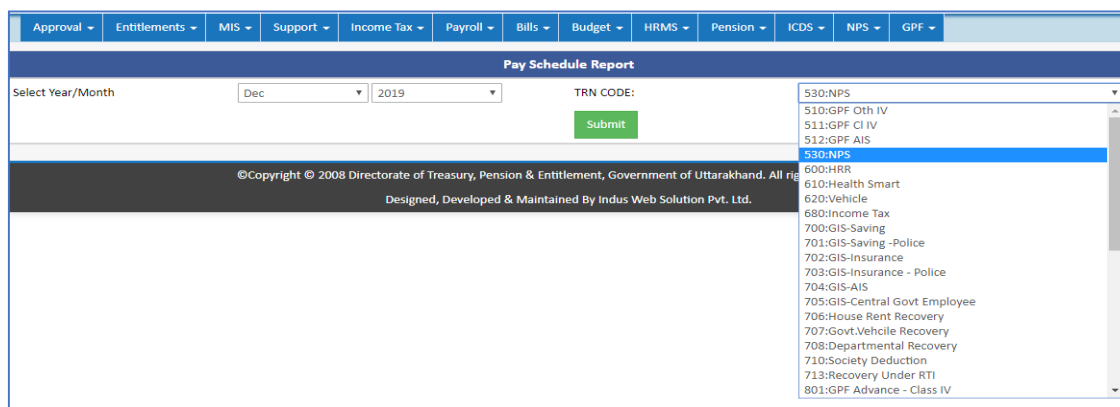



Fig - 081

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:

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

Pay Schedule Report

 **IFMS**
Uttarakhand

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 id and 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:

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	ICDS	NPS	GPF
<div> <div>Pending Activity</div> <div>Vendor Bills (11)</div> <div>Payroll Approvals (0)</div> <div>Employee Claims/Advances</div> </div> <div> <div>Admin</div> <div>Data</div> <div>LPC</div> <div>Supplementary Salary</div> <div>Reports</div> </div> <div> <div>Latest GO's</div> <div>IFMS Training(For DDO) Letter</div> <div>IFMS G.O NO. 129, dated 29 March 2019 (CCL DCL)</div> <div>IFMS G.O NO. 130 dated 29 March 2019</div> <div>IFMS G.O NO. 131 dated 29 March 2019</div> <div>IFMS G.O NO. 132 dated 29 March 2019</div> </div>												

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:

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	ICDS	NPS	GPF
Pay Summary Report												
Month: <div>Dec-2019</div>												
<div>Show</div>												
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:

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	ICDS	NPS	GPF
<div> <div>Pending Activity</div> <div>Vendor Bills (11)</div> <div>Payroll Approvals (0)</div> <div>Employee Claims/Advances</div> </div> <div> <div>Admin</div> <div>Data</div> <div>LPC</div> <div>Supplementary Salary</div> <div>Reports</div> </div> <div> <div>Pay Schedule</div> <div>Salary list</div> <div>Annual Statement</div> <div>Pay Slip</div> </div> <div> <div>Latest GO's</div> <div>IFMS G.O NO. 130 dated 29 March 2019</div> <div>IFMS G.O NO. 131 dated 29 March 2019</div> <div>IFMS G.O NO. 132 dated 29 March 2019</div> </div>												

Fig - 085

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

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	ICDS	NPS	GPF
Salary Annual Statment												
<div> <div>Emp Code</div> <div>42790313F00086</div> <div>Fin Year</div> <div>2019-20</div> <div>Submit</div> </div>												

Fig - 086

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

Salary Annual Statment													
Emp Code	42790313F00086										Fin Year	2019-20	
Submit													
Annual Salary Statement for the Financial Year 2019-20													
Emp.No.	42790313F00086			Name	Ms Shivanshi Joshi			Designation	Junior Assistant				
Scale	21700-69100 (LEVEL 03)			Employee Type	Class III			Employment Type	UK State Services Others				
Bank	State Bank of India			A/C No.				GPF/PRAN	110007615982				
Increment Date	JAN			DOR				Office	DIRECTOR TREASURY PENSION & ENTITLEMENT DDN				
Ifsc Code	SBIN0016312												
Particulars	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Total
DA Rate	12%	12%	12%	12%	17%	17%	17%	17%	17%	17%	0%	0%	
*** PAYMENTS ***													
Basic Pay	23,800	23,800	23,800	23,800	23,800	23,800	23,800	23,800	23,800	23,800	-	-	2,38,000
DA	2,142	2,856	2,856	2,856	2,856	2,856	2,856	4,046	4,046	4,046	-	-	31,416
HRA	2,650	2,650	2,650	2,650	2,650	2,650	2,650	2,650	2,650	2,650	-	-	26,500
Hill Allowance	200	200	200	200	200	200	200	200	200	200	-	-	2,000
DA Arrears	-	2,142	-	-	-	-	-	3,570	-	-	-	-	5,712
Total	28,792	31,648	29,506	29,506	29,506	29,506	29,506	34,266	30,696	30,696	-	-	3,03,628
*** DEDUCTIONS ***													
NPS	2,594	2,880	2,666	2,666	2,666	2,666	2,666	3,142	2,785	2,785	-	-	27,516
GIS-Saving	70	70	70	70	70	70	70	70	70	70	-	-	700
GIS-Insurance	30	30	30	30	30	30	30	30	30	30	-	-	300
Total	2,694	2,980	2,766	2,766	2,766	2,766	2,766	3,242	2,885	2,885	-	-	28,516
Net Payment	26,098	28,668	26,740	26,740	26,740	26,740	26,740	31,024	27,811	27,811	-	-	2,75,112
Voucher No	A20540007	A20540016	A20540018	A20540010	A20540005	A20540010	A20540005	A20540019	A20540007	A20540008			
Date	04-APR-2019	30-APR-2019	31-MAY-2019	28-JUN-2019	29-JUL-2019	30-AUG-2019	27-SEP-2019	25-OCT-2019	29-NOV-2019	31-DEC-2019			
Treasury	Cyber	Cyber	Cyber	Cyber	Cyber	Cyber	Cyber	Cyber	Cyber	Cyber			
Print													

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:

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	ICDS	NPS	GPF
<div> <div>Pending Activity</div> <div>Vendor Bills (11)</div> <div>Payroll Approvals (0)</div> <div>Employee Claims/Advances</div> </div> <div> <div>Admin</div> <div>Data</div> <div>LPC</div> <div>Supplementary Salary</div> <div>Reports</div> </div> <div> <div>Pay Schedule</div> <div>Salary list</div> <div>Annual Statement</div> <div>Pay Slip</div> </div> <div> <div>Latest GO's</div> <div>IFMS G.O NO. 132 dated 29 March 2019</div> </div>												

Fig - 088

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

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	ICDS	NPS	GPF
Pay Slip												
<div> <div>Employee Code :</div> <div>42790313F00086</div> <div>Employee Name</div> <div>Ms Shivanshi Joshi</div> </div> <div> <div>Month/Year :</div> <div>Dec</div> <div>2019</div> </div> <div>Submit</div>												

Fig - 089

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

Pay Slip									
Directorate of Treasury, Pension & Entitlement 1200: Cyber 4279: Director Treasury Pension Entitlement DDun									
माह Dec-2019 की वेतन पर्ची / Pay Slip For The Month Dec-2019									
कर्मचारी संख्या/Emp.No. : 42790313F00086 Scale : 21700-69100 (LEVEL 03) बैंक/Bank : State Bank of India GPF/PRAN : 110007615982 Office : DIRECTOR TREASURY PENSION & ENTITLEMENT DDN Voucher No : A20540008 Ifsc Code : SBIN0016312		नाम/Name : Ms Shivanshi Joshi Employee Type : Class III खाला संख्या/A/C No. : XXXXXXXX496 Increment Date : JAN Grant/Scheme : 007/2054000950300/V Voucher DATE : 31-DEC-19		पदनाम/Designation : Junior Assistant Employment Type : UK State Services Others PAN No : BXXXXXXXJ DOR : 31-MAY-2055 Mobile No : XXXXXXXX507 Da Rate : 17%					
अर्जन/Earnings		कटौती/Deductions		Loan Details					
Amount(₹)		Amount(₹)		Head	Amount	Balance	Instalment Amount	Total Installments	Paid Installments
Basic Pay		23800			23800				
DA		4046			4046				
HRA		2650			2650				
Hill Allowance		200			200				
Total		30696			2885				
				Net Salary		27811			
<div>Print Back</div>									

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:

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	ICDS	NPS	GPF
Pran Gst Search												
Search For				<input checked="" type="radio"/> Pran <input type="radio"/> Party Code <input type="radio"/> CPIN				Pran No./Party Code/CPIN				
								110007615982				

Fig - 091

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

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	ICDS	NPS	GPF
Pran Gst Search												
Search For				<input checked="" type="radio"/> Pran <input type="radio"/> Party Code <input type="radio"/> CPIN				Pran No./Party Code/CPIN				
								110007615982				
Sl.No.	Trea Code	Ddo Code	Emp Code	Emp Name	Prans Status							
1	1200	4279	42790313F00086	Ms Shivanshi Joshi	Active							

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:

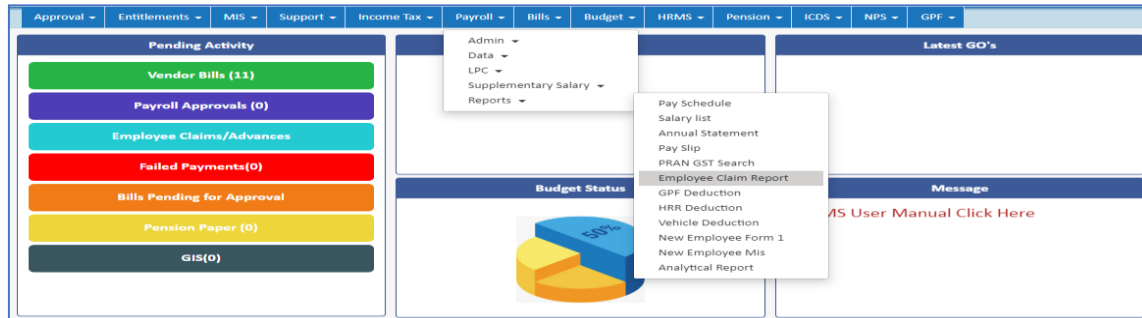
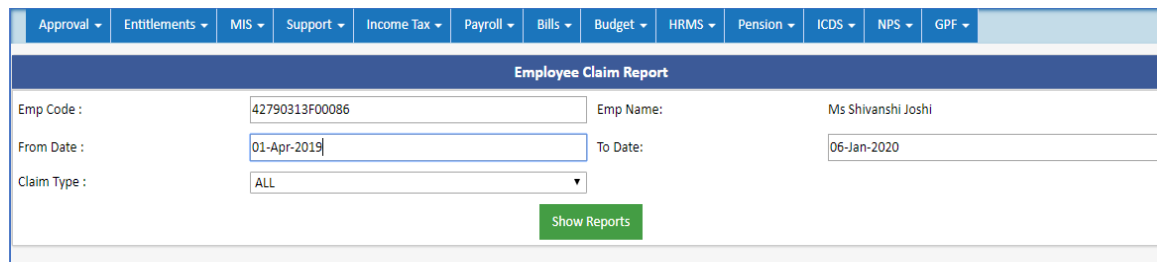


Fig - 093

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



Employee Claim Report

Emp Code : 42790313F00086 Emp Name: Ms Shivanshi Joshi

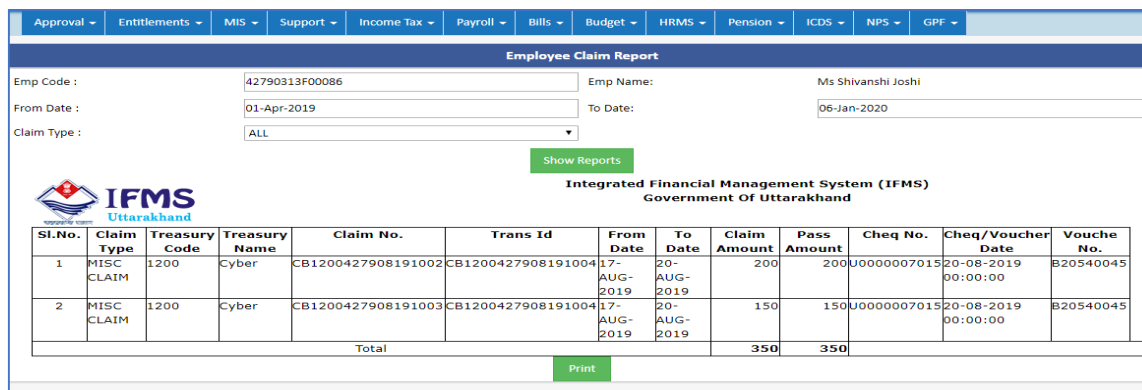
From Date : 01-Apr-2019 To Date: 06-Jan-2020

Claim Type : ALL

Show Reports

Fig - 094

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



Employee Claim Report

Emp Code : 42790313F00086 Emp Name: Ms Shivanshi Joshi

From Date : 01-Apr-2019 To Date: 06-Jan-2020

Claim Type : ALL

Show Reports

Integrated Financial Management System (IFMS)
Government Of Uttarakhand

Sl.No.	Claim Type	Treasury Code	Treasury Name	Claim No.	Trans Id	From Date	To Date	Claim Amount	Pass Amount	Cheq No.	Cheq/Voucher Date	Voucher No.
1	MISC CLAIM	1200	Cyber	CB1200427908191002	CB1200427908191004	17-AUG-2019	20-AUG-2019	200	200	U0000007015	20-08-2019 00:00:00	B20540045
2	MISC CLAIM	1200	Cyber	CB1200427908191003	CB1200427908191004	17-AUG-2019	20-AUG-2019	150	150	U0000007015	20-08-2019 00:00:00	B20540045
Total								350	350			

Print

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

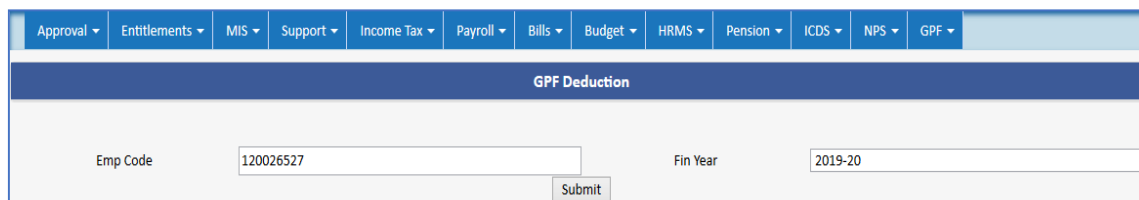
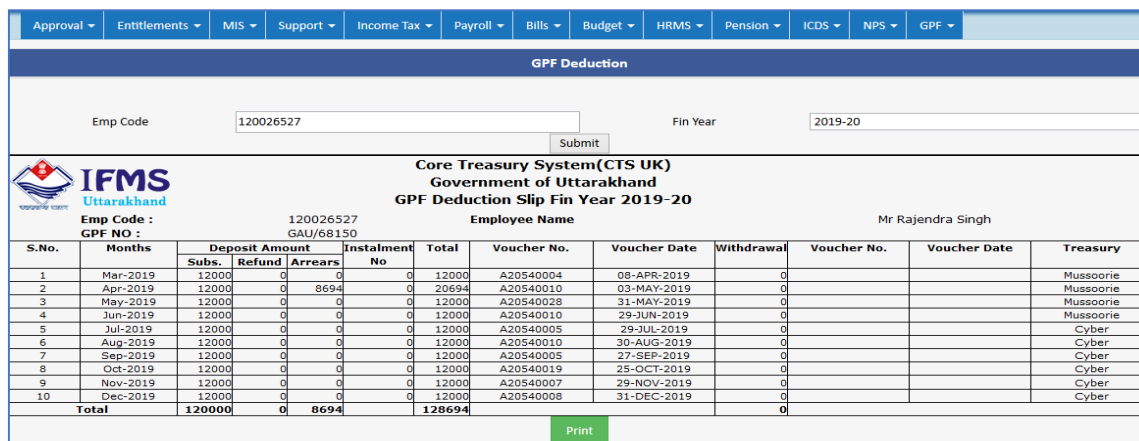


Fig - 096

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:



S.No.	Months	Deposit Amount			Instalment No.	Total	Voucher No.	Voucher Date	Withdrawal	Voucher No.	Voucher Date	Treasury
		Subs.	Refund	Arrears								
1	Mar-2019	12000	0	0	0	12000	A20540004	08-APR-2019	0			Mussoorie
2	Apr-2019	12000	0	8694	0	20694	A20540010	03-MAY-2019	0			Mussoorie
3	May-2019	12000	0	0	0	12000	A20540028	31-MAY-2019	0			Mussoorie
4	Jun-2019	12000	0	0	0	12000	A20540010	29-JUN-2019	0			Mussoorie
5	Jul-2019	12000	0	0	0	12000	A20540005	29-JUL-2019	0			Cyber
6	Aug-2019	12000	0	0	0	12000	A20540010	30-AUG-2019	0			Cyber
7	Sep-2019	12000	0	0	0	12000	A20540005	27-SEP-2019	0			Cyber
8	Oct-2019	12000	0	0	0	12000	A20540019	25-OCT-2019	0			Cyber
9	Nov-2019	12000	0	0	0	12000	A20540007	29-NOV-2019	0			Cyber
10	Dec-2019	12000	0	0	0	12000	A20540008	31-DEC-2019	0			Cyber
Total		120000	0	8694		128694			0			

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

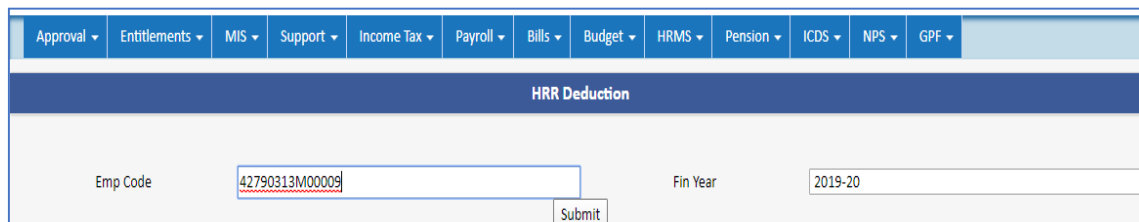


Fig - 098

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

Submit

IFMS Uttarakhand

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

Submit

IFMS Uttarakhand

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

Emp Code : 010096055

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 Officer Dehradun	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	Disability Flag	N	Disability 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 Registration 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

DDO User Manual



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		<input type="button" value="Show Reports"/>					
Emp Code	Temporary Emp Code	Employee Name	Father Name	Aadhar No.	Mobile	Trea Code	DDO Code	Select					
42790210M0009	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	Treasury Name	Cyber	DDO Name	Director Treasury Pension Entitlement DDun	Father Name	Mr ALAKH NIRANJAN
1	Mr kumar vipul	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.	1
		Email Id		Disability Flag	N	Disability Type	
		Disability 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
		Designation	Treasury Officer	Office Name	DIRECTOR TREASURY PENSION & ENTITLEMENT DDN	Scheme	2054000950300
		Grant NO.	007	Voted Charged	Noted	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.	1	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 Admish	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 Registration No.	N	Vehicle Type	C	Vehicle No.	
		Vehicle Amount	0	Scale Description	56100-177500 (LEVEL 10)	Creation Date	26-11-2019 12:52:49

Fig - 106

12. Analytical report

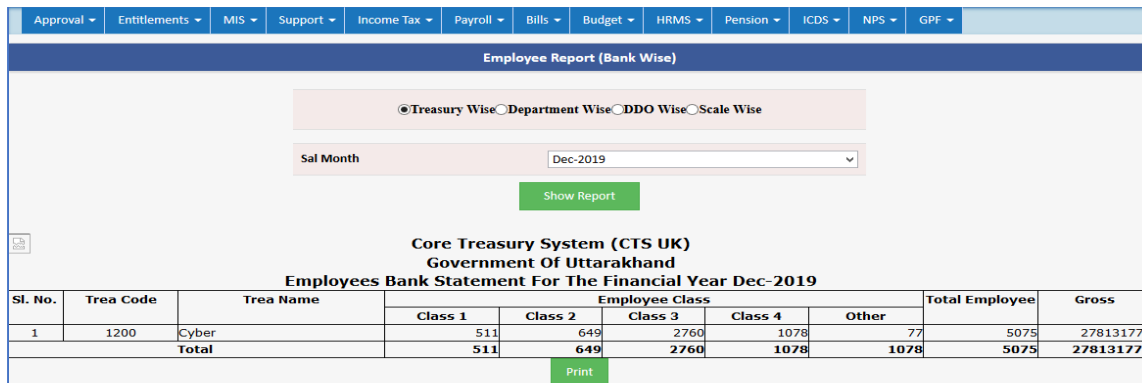
Provides the user with number of employee's taking salary in the opted month class wise report as per treasury, DDO, department and scale.

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)												
<input checked="" type="radio"/> Treasury Wise <input type="radio"/> Department Wise <input type="radio"/> DDO Wise <input type="radio"/> Scale Wise												
Sal Month <input type="text" value="Jan-2020"/> <input type="button" value="Show Report"/>												

Fig - 107

Step 2: On clicking show report button, report gets generated as shown in the image below:



Sl. No.	Trea Code	Trea Name	Employee Class					Total Employee	Gross
			Class 1	Class 2	Class 3	Class 4	Other		
1	1200	Cyber	511	649	2760	1078	77	5075	278131774
Total			511	649	2760	1078	1078	5075	278131774

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:

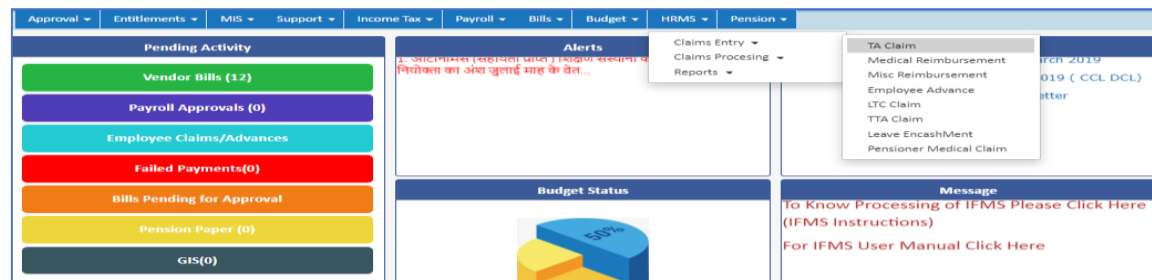


Fig - 109

DDO User Manual

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

Approval Entitlements MIS Support Income Tax Payroll Bills Budget HRMS Pension									
Select Action: <input checked="" type="radio"/> Create Bills <input type="radio"/> Upload Documents <input type="radio"/> Print Bill									
Employee Code :		010026911			Employee Name		Mr Mohd Suleman		
Payment For :		<input checked="" type="radio"/> Self <input type="radio"/> Nominee							
Batch ID :		New			Tour Advance Claim ID :		None		
Advance Amount :		0			Treasury Vr No/Date :				
Destination :		<input checked="" type="radio"/> Within State <input type="radio"/> Outside State							
Nominee Details									
1	Departure				Arrival				
	From :		Date/Time:	dd-MMM-yyyy hh:mi AM	To :		Date/Time:	dd-MMM-yyyy hh:mi AM	
	Mode of Journey :	Select	Class Of Travel :	Select	Train/Flight No :		Ticket/PNR No :		
	Fare :	0	Purpose :						
2	Departure				Arrival				
	From :		Date/Time:	dd-MMM-yyyy hh:mi AM	To :		Date/Time:	dd-MMM-yyyy hh:mi AM	
	Mode of Journey :	Select	Class Of Travel :	Select	Train/Flight No :		Ticket/PNR No :		
	Fare :	0	Purpose :						

Fig - 110

c) Fill in the field as shown below:

Approval Entitlements MIS Support Income Tax Payroll Bills Budget HRMS Pension									
Select Action: <input checked="" type="radio"/> Create Bills <input type="radio"/> Upload Documents <input type="radio"/> Print Bill									
Employee Code :		010026911			Employee Name		Mr Mohd Suleman		
Payment For :		<input checked="" type="radio"/> Self <input type="radio"/> Nominee							
Batch ID :					Tour Advance Claim ID :		None		
Advance Amount :		0			Treasury Vr No/Date :				
Destination :		<input type="radio"/> Within State <input checked="" type="radio"/> Outside State							
Add Rows									
1	Departure				Arrival				
	From :	DEH	Date/Time:	01-JAN-2019 08:00 AM	To :	HAR	Date/Time:	01-JAN-2019 09:00 AM	
	Mode of Journey :	Bus	Class Of Travel :	Ordinary	Train/Flight No :	AS2	Ticket/PNR No :	1	
	Fare :	550	Purpose :	1					
2	Departure				Arrival				
	From :	HAR	Date/Time:	01-JAN-2019 03:00 PM	To :	DEH	Date/Time:	01-JAN-2019 04:00 PM	
	Mode of Journey :	Bus	Class Of Travel :	Ordinary	Train/Flight No :	FE4	Ticket/PNR No :	W	
	Fare :	550	Purpose :	W					
Add Rows									
Hotel Expenses									
Sl.No.	City Type	City Name	Accommodation Type	Hotel Name	From(Date)	To(Date)	Amount		
1	Outside State	H	Hotel	H	01-JAN-2019	01-JAN-2019	0		
Add Rows									
Conveyance									
S.N.	Station	Date	From	To	Mode of Travel	Distance(KMs)	Amount	Purpose	
Add Rows									
Leave Details :									
Sl.No.	From Date	To Date							
Add Rows									
Save Delete									

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.

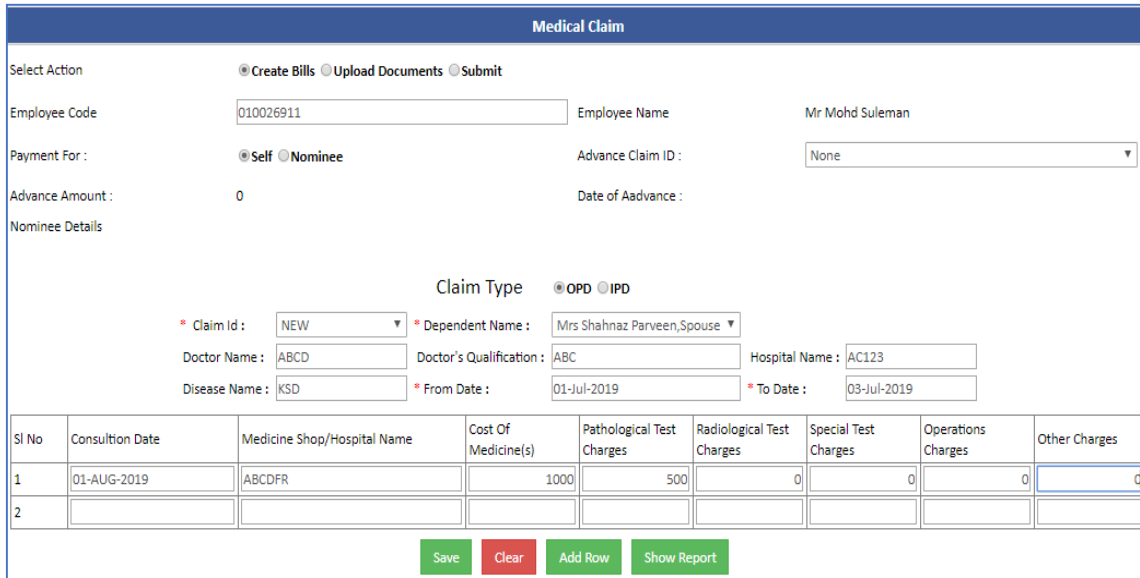
4.4.2.1.2. Medical Reimbursement

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) :



Medical Claim

Select Action: ☒ Create Bills ☐ Upload Documents ☐ Submit

Employee Code: 010026911 Employee Name: Mr Mohd Suleman

Payment For: ☒ Self ☐ Nominee Advance Claim ID: None

Advance Amount: 0 Date of Advance:

Nominee Details

Claim Type: ☒ OPD ☐ IPD

* Claim Id: NEW * Dependent Name: Mrs Shahnaz Parveen,Spouse

Doctor Name: ABCD Doctor's Qualification: ABC Hospital Name: AC123

Disease Name: KSD * From Date: 01-Jul-2019 * To Date: 03-Jul-2019

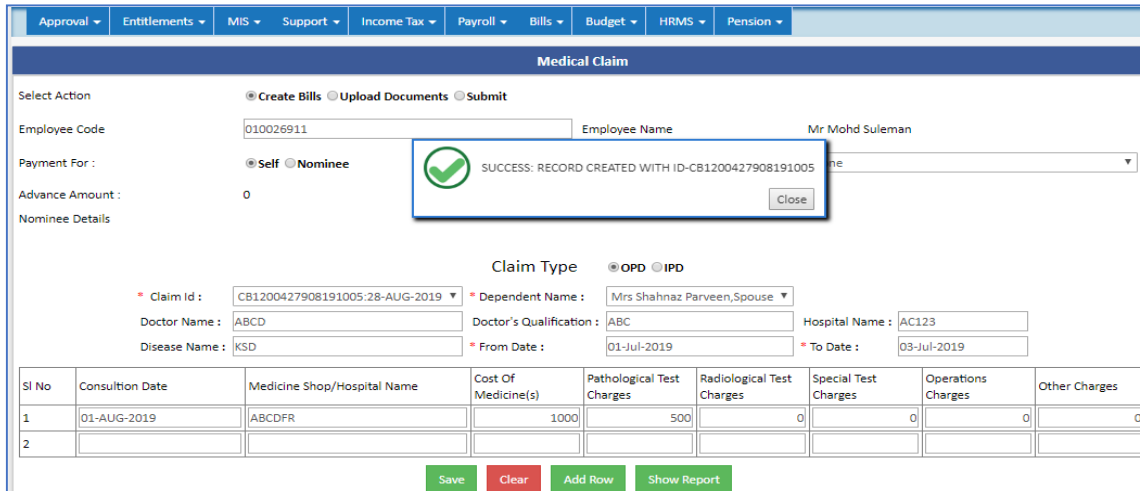
Sl No	Consultation Date	Medicine Shop/Hospital Name	Cost Of Medicine(s)	Pathological Test Charges	Radiological Test Charges	Special Test Charges	Operations Charges	Other Charges
1	01-AUG-2019	ABCDFR	1000	500	0	0	0	
2								

Save Clear Add Row Show Report

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:



Medical Claim

Select Action: ☒ Create Bills ☐ Upload Documents ☐ Submit

Employee Code: 010026911 Employee Name: Mr Mohd Suleman

Payment For: ☒ Self ☐ Nominee

Advance Amount: 0

Nominee Details

Claim Type: ☒ OPD ☐ IPD

* Claim Id: CB1200427908191005-28-AUG-2019 * Dependent Name: Mrs Shahnaz Parveen,Spouse

Doctor Name: ABCD Doctor's Qualification: ABC Hospital Name: AC123

Disease Name: KSD * From Date: 01-Jul-2019 * To Date: 03-Jul-2019

Sl No	Consultation Date	Medicine Shop/Hospital Name	Cost Of Medicine(s)	Pathological Test Charges	Radiological Test Charges	Special Test Charges	Operations Charges	Other Charges
1	01-AUG-2019	ABCDFR	1000	500	0	0	0	0
2								

Save Clear Add Row Show Report

SUCCESS: RECORD CREATED WITH ID-CB1200427908191005

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:

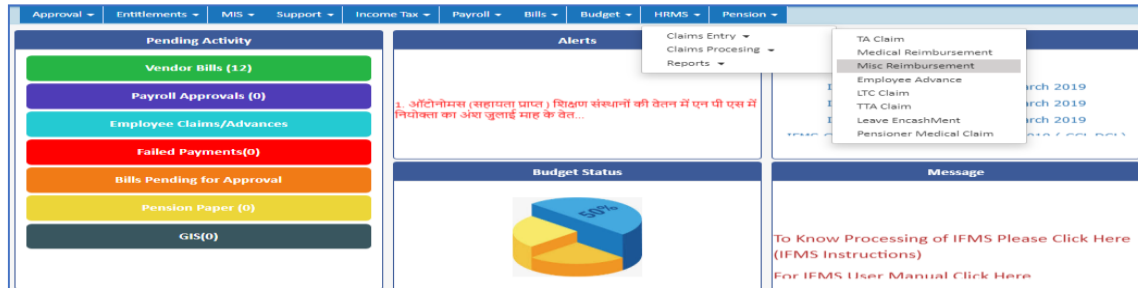
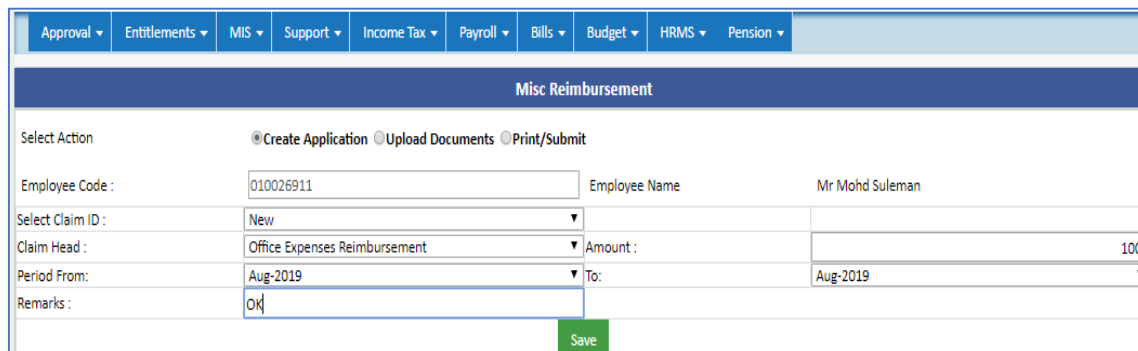


Fig - 116

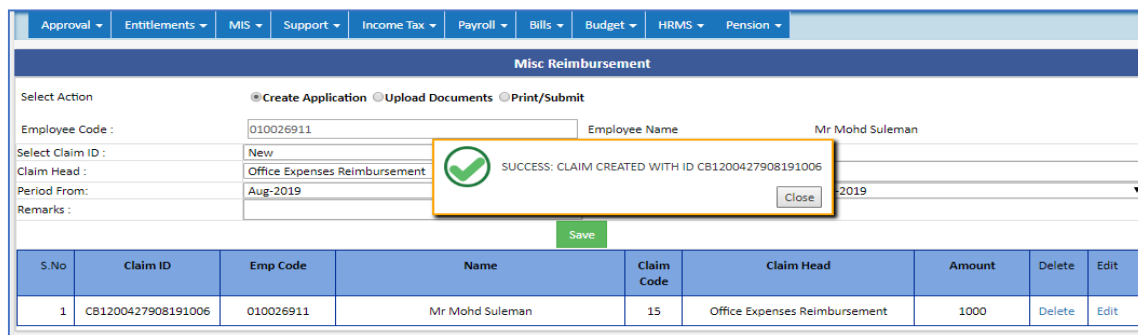
b) Fill in the field as shown below:




Misc Reimbursement			
Select Action	<input checked="" type="radio"/> Create Application <input type="radio"/> Upload Documents <input type="radio"/> Print/Submit		
Employee Code :	010026911	Employee Name	Mr Mohd Suleman
Select Claim ID :	New		
Claim Head :	Office Expenses Reimbursement	Amount :	1000
Period From:	Aug-2019	To:	Aug-2019
Remarks :	OK		
<input type="button" value="Save"/>			

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:



Misc Reimbursement			
Select Action	<input checked="" type="radio"/> Create Application <input type="radio"/> Upload Documents <input type="radio"/> Print/Submit		
Employee Code :	010026911	Employee Name	Mr Mohd Suleman
Select Claim ID :	New		
Claim Head :	Office Expenses Reimbursement	Amount :	1000
Period From:	Aug-2019	To:	Aug-2019
Remarks :	OK		
<input type="button" value="Save"/>			


 SUCCESS: CLAIM CREATED WITH ID CB1200427908191006

S.No	Claim ID	Emp Code	Name	Claim Code	Claim Head	Amount	Delete	Edit
1	CB1200427908191006	010026911	Mr Mohd Suleman	15	Office Expenses Reimbursement	1000	Delete	Edit

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:

Employee Loans/Advances			
Select Action <input checked="" type="radio"/> Create Application <input type="radio"/> Upload Documents <input type="radio"/> Print/Submit			
Employee Code :	010086908	Employee Name	Mr Jeevan Singh
Payment For :	<input checked="" type="radio"/> Self <input type="radio"/> Nominee		
Select Claim ID :	New		
Loan/Advance Head :	GPF Advance(Refundable)	Amount :	100000
Instalments :	20	Instalment	5000
Nominee Details			
<input type="button" value="Save"/>			

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):

Employee Loans/Advances			
Select Action <input checked="" type="radio"/> Create Application <input type="radio"/> Upload Documents <input type="radio"/> Print/Submit			
Employee Code :	010086908	Employee Name	Mr Jeevan Singh
Payment For :	<input checked="" type="radio"/> Self <input type="radio"/> Nominee		
Select Claim ID :	New		
Loan/Advance Head :	GPF Advance(Refundable)	Amount :	
Instalments :	20	Instalment	
Nominee Details			
<input type="button" value="Save"/>			



SUCCESS: ADVANCE APPLICATION CREATED WITH ID AB1200427901201000

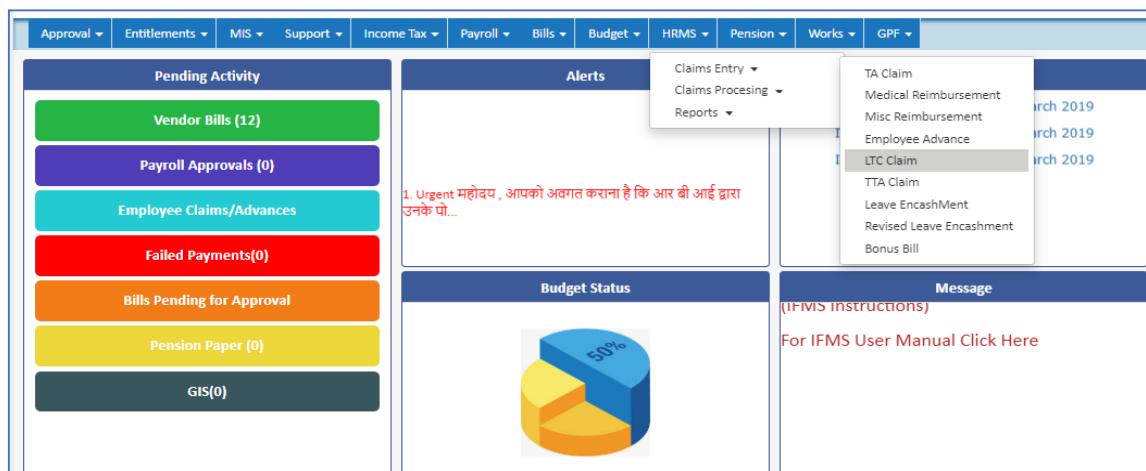
Fig - 121

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

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.

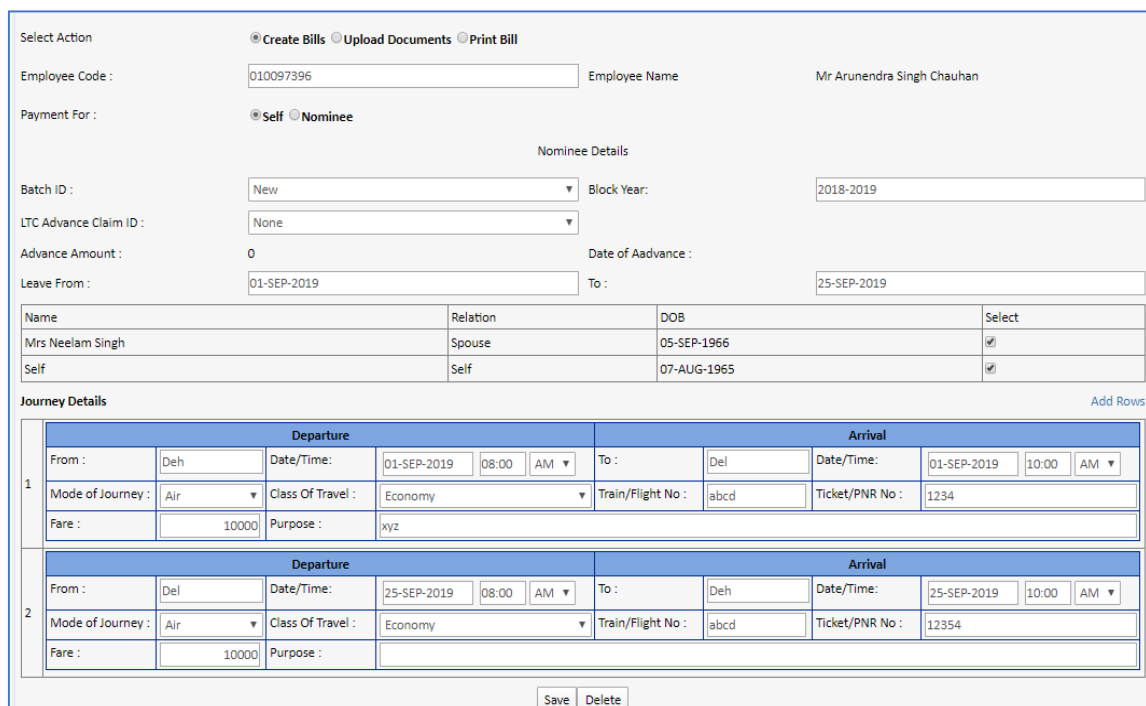
a) Select misc employee advance as shown below in the image,



The screenshot shows the IFMS dashboard with a top navigation bar containing various modules like Approval, Entitlements, MIS, Support, Income Tax, Payroll, Bills, Budget, HRMS, Pension, Works, and GPF. On the left, there's a 'Pending Activity' sidebar with buttons for Vendor Bills (12), Payroll Approvals (0), Employee Claims/Advances, Failed Payments(0), Bills Pending for Approval, Pension Paper (0), and GIS(0). The main area has an 'Alerts' section with a message in Hindi, a 'Budget Status' section with a 50% pie chart, and a 'Message' section with IFMS instructions and a link to the user manual. A dropdown menu is open over the 'Employee Claims/Advances' button, showing options like TA Claim, Medical Reimbursement, Misc Reimbursement, Employee Advance, LTC Claim (highlighted), TTA Claim, Leave Encashment, Revised Leave Encashment, and Bonus Bill.

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



The screenshot shows the 'Create Bills' form for an LTC Claim. It includes fields for Employee Code (010097396), Employee Name (Mr Arunendra Singh Chauhan), Payment For (Self), Batch ID (New), Block Year (2018-2019), LTC Advance Claim ID (None), Advance Amount (0), Date of Advance (25-SEP-2019), and Leave From (01-SEP-2019). Below these are fields for family members: Mrs Neelam Singh (Spouse, 05-SEP-1966) and Self (07-AUG-1965). The 'Journey Details' section has a table with two rows of journey information, including departure and arrival details, mode of journey, class of travel, train/flight number, ticket/PNR number, fare, and purpose.

Departure		Arrival	
From :	Deh	Date/Time:	01-SEP-2019 08:00 AM
To :	Del	Date/Time:	01-SEP-2019 10:00 AM
Mode of Journey :	Air	Class Of Travel :	Economy
Train/Flight No :	abcd	Ticket/PNR No :	1234
Fare :	10000	Purpose :	xyz

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:

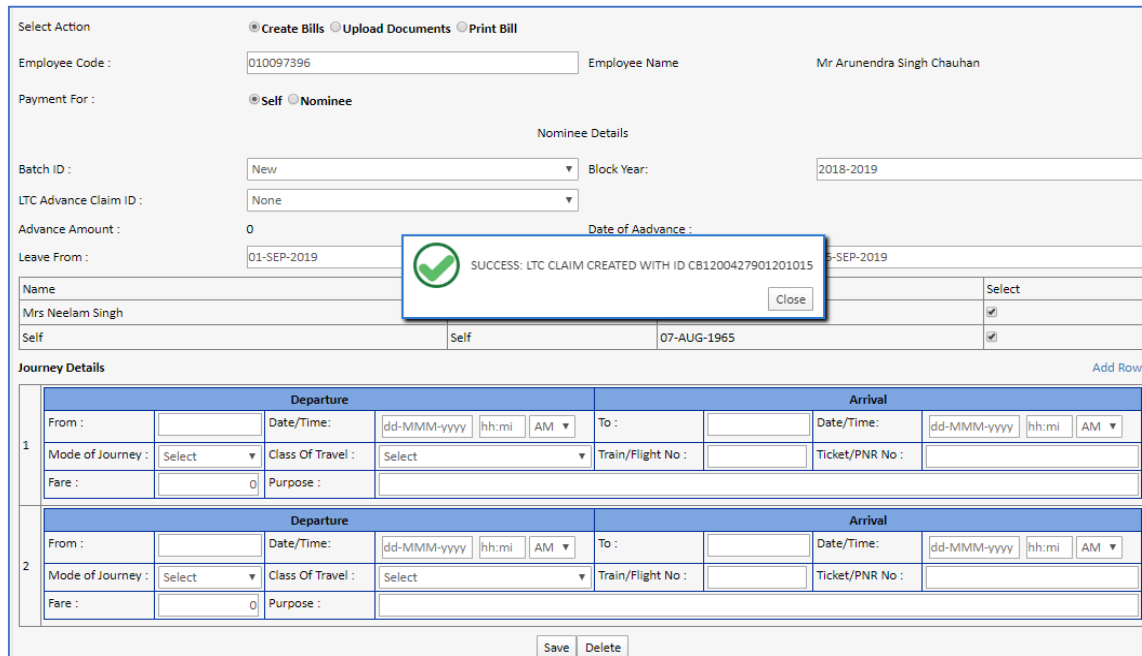


Fig - 124

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,

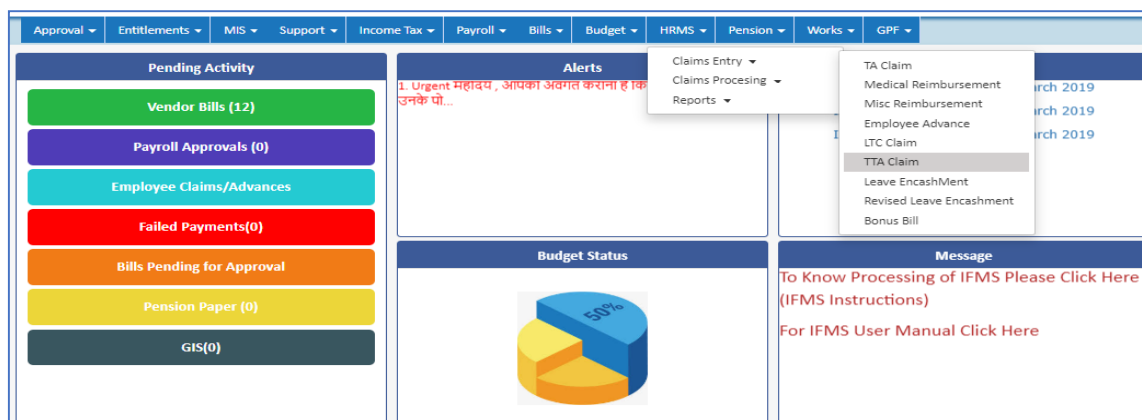


Fig - 125

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,

Select Action: ☒ Create Bills ☐ Upload Documents ☐ Print Bill

Employee Code: 010026911 Employee Name: Mr Mohd Suleman

Payment For: ☒ Self ☐ Nominee

Batch ID: New Tour Advance Claim ID: None

Advance Amount: 0 Date of Advance:

Nominee Details

No Of Tickets	Distance	Luggage Quantity(QtIs)	Rate	Luggage Amount	Disturbance Grant
3	200	50	0.3	3000	9520

Journey Details Add Rows

Departure				Arrival			
From:	Srinagar	Date/Time:	01-DEC-2019 08:00 AM	To:	Dehradun	Date/Time:	01-DEC-2019 01:00 PM
Mode of Journey:	Taxi	Class Of Travel:	Taxi	Train/Flight No:	UK07A1234	Ticket/PNR No:	4
Fare:	4000	Purpose:	TRANSFER				

Conveyance Add Rows

S.N.	Station	Date	From	To	Mode of Travel	Distance(KMs)	Amount	Purpose
1	Srinagar Taxi Stand	01-DEC-2019	Home	Taxi Stand	Auto	12	500	
2						0	0	
3						0	0	
4						0	0	

Save Delete

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):

Select Action: ☒ Create Bills ☐ Upload Documents ☐ Print Bill

Employee Code: 010026911 Employee Name: Mr Mohd Suleman

Payment For: ☒ Self ☐ Nominee

Batch ID: New Tour Advance Claim ID: None

Advance Amount: 0 Date of Advance:

Nominee Details

No Of Tickets	Distance	Luggage Quantity(QtIs)	Rate	Luggage Amount	Disturbance Grant
3				3000	9520

Journey Details Add Rows

Departure				Arrival			
From:		Date/Time:	dd-MMM-yyyy hh:mi AM	To:		Date/Time:	dd-MMM-yyyy hh:mi AM
Mode of Journey:	Select	Class Of Travel:	Select	Train/Flight No:		Ticket/PNR No:	
Fare:	0	Purpose:					

Conveyance Add Rows

S.N.	Station	Date	From	To	Mode of Travel	Distance(KMs)	Amount	Purpose
1						0	0	
2						0	0	
3						0	0	
4						0	0	

Save Delete

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,

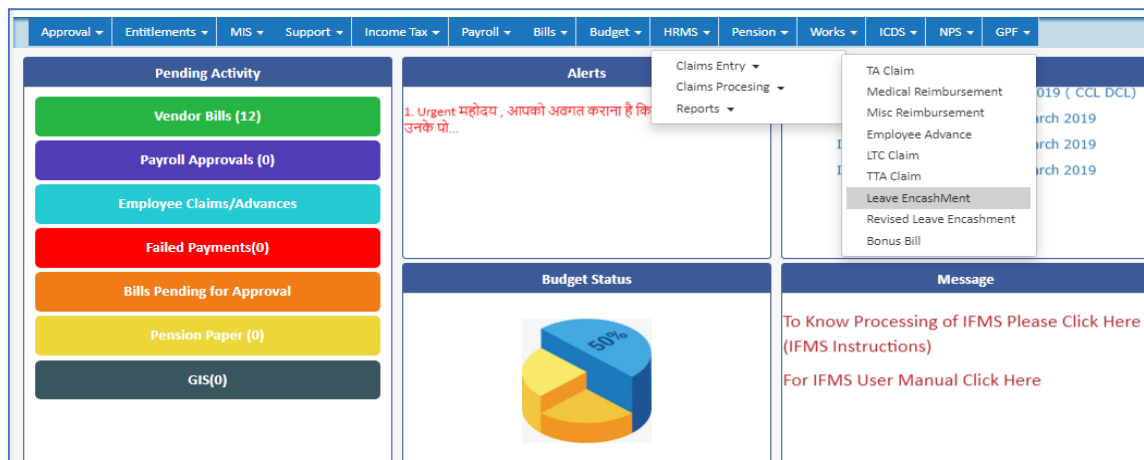
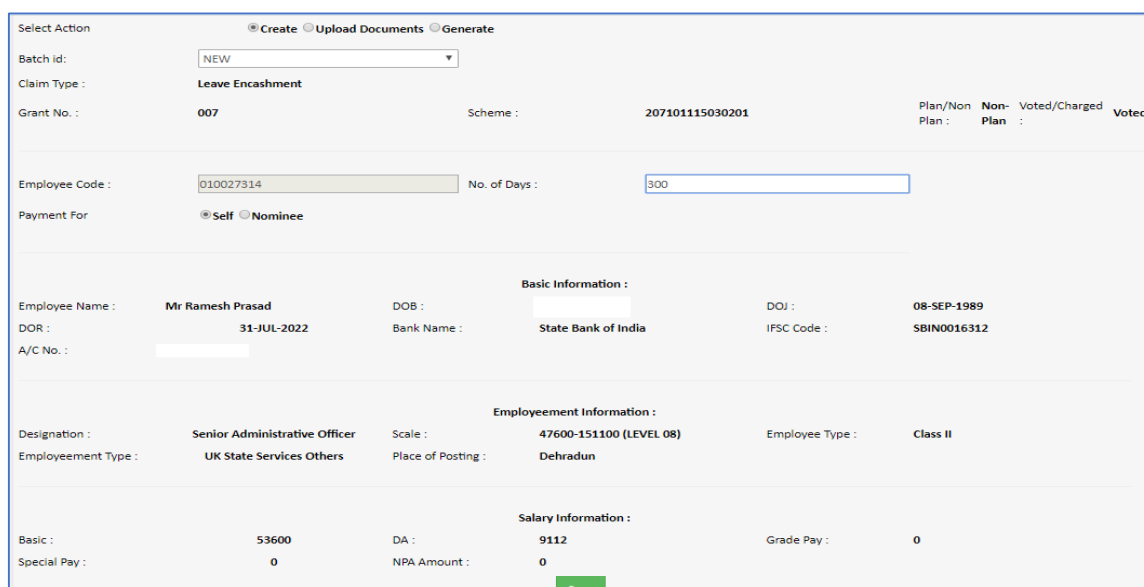


Fig - 128

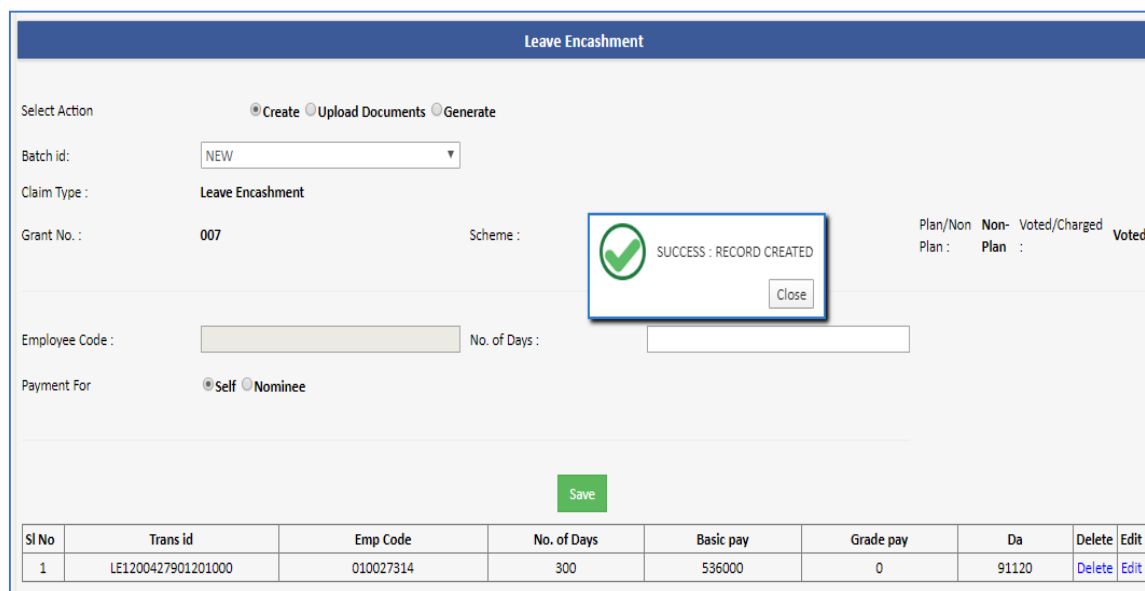
b) Enter employee code, number of days, select payment for self or nominee, employee's basic information, employment information and salary information etc. Fill in all the fields as shown below:



The screenshot shows the 'Leave Encashment' form in the IFMS system. At the top, there's a 'Select Action' section with radio buttons for 'Create', 'Upload Documents', and 'Generate'. Below this, there's a 'Batch Id' dropdown set to 'NEW'. The 'Claim Type' is 'Leave Encashment'. The 'Grant No.' is '007' and the 'Scheme' is '207101115030201'. There are also fields for 'Plan/Non Plan', 'Non-Plan', 'Voted/Charged', and 'Voted'. The 'Employee Code' is '010027314' and the 'No. of Days' is '300'. The 'Payment For' section has radio buttons for 'Self' (selected) and 'Nominee'. Below this, there's a 'Basic Information' section with fields for Employee Name (Mr Ramesh Prasad), DOB (31-JUL-2022), Bank Name (State Bank of India), DOJ (08-SEP-1989), and IFSC Code (SBIN0016312). The 'Employment Information' section includes Designation (Senior Administrative Officer), Scale (47600-151100 (LEVEL 08)), Employee Type (Class II), and Place of Posting (Dehradun). The 'Salary Information' section shows Basic (53600), DA (9112), Grade Pay (0), and Special Pay (0). There's a 'Save' button at the bottom right.

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 mentioning employee code, basic, DA amount etc. User can amend all these details using edit button.



Sl No	Trans id	Emp Code	No. of Days	Basic pay	Grade pay	Da	Delete	Edit
1	LE1200427901201000	010027314	300	536000	0	91120	Delete	Edit

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:

Employee Code :	120026577		No. of Days :	300				
Payment For	<input checked="" type="radio"/> Self <input type="radio"/> Nominee							
Basic Information :								
Employee Name :	Mr Laxmi Narayan Pant		DOB :					
DOR :	29-FEB-2020		Bank Name :	State Bank of India				
A/C No. :			IFSC Code :	SBIN0010164				
Employment Information :								
Designation :	Advisor		Scale :	144200-218200 (LEVEL 14)				
Employment Type :	ReEmployed		Place of Posting :	Dehradun				
Salary Information :								
Basic :	188200		DA :	31994				
Special Pay :	0		NPA Amount :	0				
		Previous	Revised		Final			
Basic Amount	1882000		1882000		0			
Da Amount	225840		319940		94100			
Total Amount	2107840		2201940		94100			
<input type="button" value="Save"/>								
Sl No	Trans ID	Emp Code	No. of Days	Basic pay	Grade pay	Da	Delete	Edit

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):


Leave Encashment									
Select Action <input checked="" type="radio"/> Create <input type="radio"/> Upload Documents <input type="radio"/> Generate									
Leave Encashment For <input checked="" type="radio"/> Regular <input type="radio"/> Manual									
Batch id: NEW									
Claim Type: Leave Encashment									
Grant No.: 007									
<div>  SUCCESS : RECORD CREATED TRANS IDLE1200427901201001 <input type="button" value="Close"/> </div>									
Employee Code : <input type="text"/> No. of Days : <input type="text"/>									
Payment For <input checked="" type="radio"/> Self <input type="radio"/> Nominee									
<input type="button" value="Save"/>									
Sl No	Trans ID	Emp Code	No. of Days	Basic pay	Grade pay	Da	Delete	Edit	
1	LE1200427901201001	120026577	300	0	0	94100	Delete	Edit	

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

Once 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 <input checked="" type="radio"/> Process Claim <input type="radio"/> Generate Bill <input type="radio"/> 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.

Medical Claim									
Select Action <input checked="" type="radio"/> Process Claim <input type="radio"/> Generate Bill <input type="radio"/> 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			

Sl No	Hospital Name	Date	Medicine	Pathology	Radio	Special	Operation	Other Amount
1	ABCD FR	01-AUG-2019	1000 1000	500 500	0 0	0 0	0 0	0 0

Fig - 136

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

Medical Claim									
Select Action <input checked="" type="radio"/> Process Claim <input type="radio"/> Generate Bill <input type="radio"/> Print Bill									
Emp Code	Name	Relation	Name	Disease	Amount	Select			
010086908	Mr Jeevan Singh				2072	Select			

Sl No	Hospital Name	Date	Medicine	Pathology	Radio	Special	Operation	Other Amount



SUCCESS: MEDICAL APPLICATION CB1200427908191005 UPDATED

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:

Medical Claim									
Select Action <input type="radio"/> Process Claim <input checked="" type="radio"/> Generate Bill <input type="radio"/> Print Bill									
Emp Code	Name	Relation	Name	Disease	C Amount	Pass Amount	Select		
010026911	Mr Mohd Suleman	R005	Mrs Shahnaz Parveen	KSD	1500	1500	<input checked="" type="checkbox"/>		

Budget Type	Grant	Minor Head	Scheme	Voted/Charged
Main Budget	007:वित्त, कर, नियोजन, सचि	205400095-205400095:लेखा तथा खजाना निदेशाल	205400095030027:	Voted

11C No

Fig - 138

DDO User Manual

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:

Trans ID	Claim ID	Emp Code	Name	Destination	Tour Date	Amount	Select
CB1200427908191008	CB1200427906191005	010026911	Mr Mohd Suleman	HAR	01-JAN-2019	1500	Select
CB1200427907191017	CB1200427904191000	010097396	Mr Arunendra Singh Chauhan	DELHI	26-MAR-2019	12590	Select
CB1200427907191017	CB1200431607191004	010097396	Mr Arunendra Singh Chauhan	NEW DELHI	10-JUL-2019	12060	Select
CB1200427908191001	CB1200427908191000	010097396	Mr Arunendra Singh Chauhan	Jaipur	21-JUL-2019	20689	Select
CB1200427907191015	CB1200427907191014	120012095999	Mr Vivek Negi	allahabad	10-JUL-2019	3825	Select
CB1200427907191023	CB1200427907191019	23710313M00438	Mr Vinod Singh	Nainital	10-JUL-2019	1708	Select
CB1200427907191025	CB1200427907191021	40290313M00436	Mr Nawaj Sharif	Nainital	19-JUN-2019	1708	Select
CB1200427907191025	CB1200427907191022	40290313M00436	Mr Nawaj Sharif	Nainital	09-JUL-2019	1708	Select

Fig - 140

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

Bill Type :

Transaction ID - CB1200427908191008

वित्तीय नियम संग्रह खंड पाँच भाग - १

E-Sign

1 - जनपद का नाम : देहरादून
2 - कोषागार का नाम : साईबर
3 - देयक की अवधि कब से : कब तक
4 - रिपोर्ट का कोड
5 - कोषागार/उपकोषागार का कोड
6 - देयक पंजी की क्रम संख्या
7 - वाउचर संख्या (कोषागार द्वारा भरा जाना है)
8 - मसौदा/भारित
9 - लेखाशीर्षक सम्बन्धी 13 अंकों का कोड (4 मुख्य लेखाशीर्षक + 2 उपमुख्य शीर्षक + 3 लघुशीर्षक + 2 उपशीर्षक + 2 क्रोरेवार शीर्षक)
10-आहरण वितरण अधिकारी का पदनाम
11- आहरण वितरण अधिकारी का कोड
12- अधिष्ठान का नाम
13- अनुदान संख्या : (007) वित्त, कर, नियोजन, सचिवालय तथा अन्य सेवाएँ

लेखाशीर्षक सम्बन्धी विवरण
(2054) खजाना तथा लेखा प्रशासन
(00)-
(095) लेखा तथा खजाना निदेशालय
(03) कोषागार एवं वित्त सेवाएँ अधिष्ठान
(00) कोषागार एवं वित्त सेवाएँ अधिष्ठान

मुख्य लेखाशीर्षक -
उप मुख्य लेखा शीर्षक -
लघुशीर्षक -
उपशीर्षक -
क्रोरेवार शीर्षक -

दिनांक

निदेशालय कोषागार पैमान एवं हकदारी देहरादून
निदेशालय कोषागार पैमान एवं हकदारी देहरादून

14- सोर्स कोड : 1
15- सेक्टर कोड : 2
16- स्वीकृति आदेश (यदि आवश्यक हो, प्रतिलिपि संलग्न करें)

वज्र की वर्तमान स्थिति

मानक मद का नाम व कोड	आवृत्ति	कुल वज्र	इस बिल को सम्मिलित करते हुए	अवशेष वज्र
04-यात्रा व्यय		200000	62510	137490

भुगतान का विवरण

मानक मद का कोड एवं नाम	धनराशि
04-यात्रा व्यय	1,140
66-देयक की सकल धनराशि (अग्रिम समायोजन के बाद)	1,140

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 we know 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:

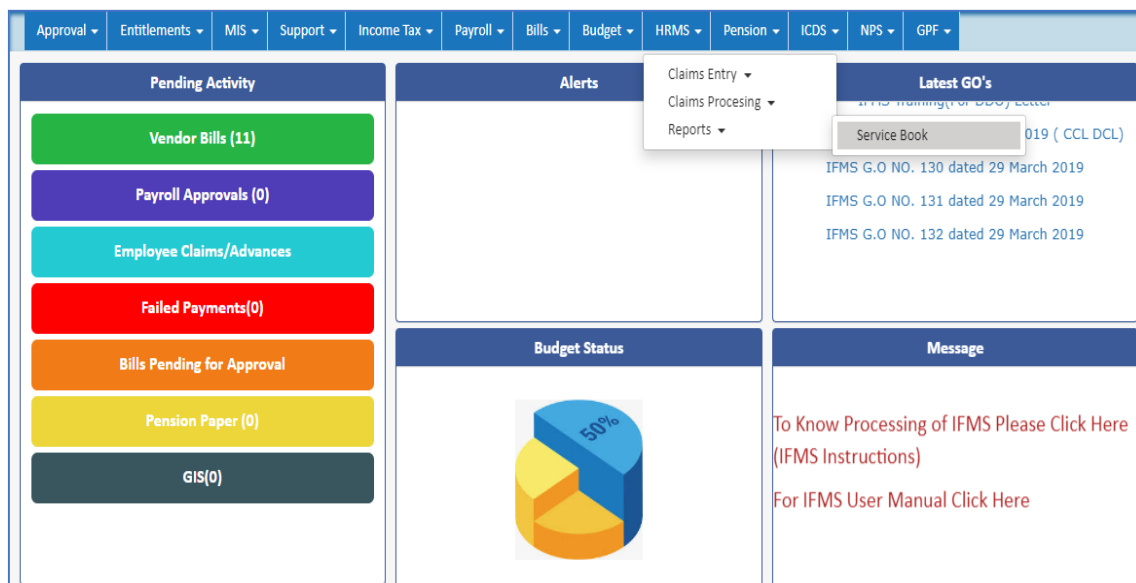


Fig - 142

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

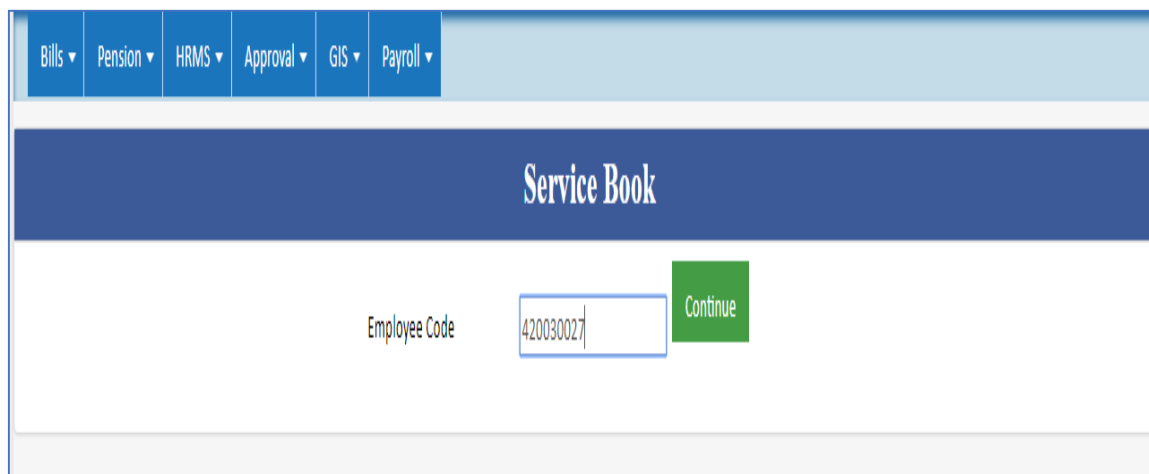


Fig - 143

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:

Service Book																																																																																																																																				
Employee Code		420030027		Continue																																																																																																																																
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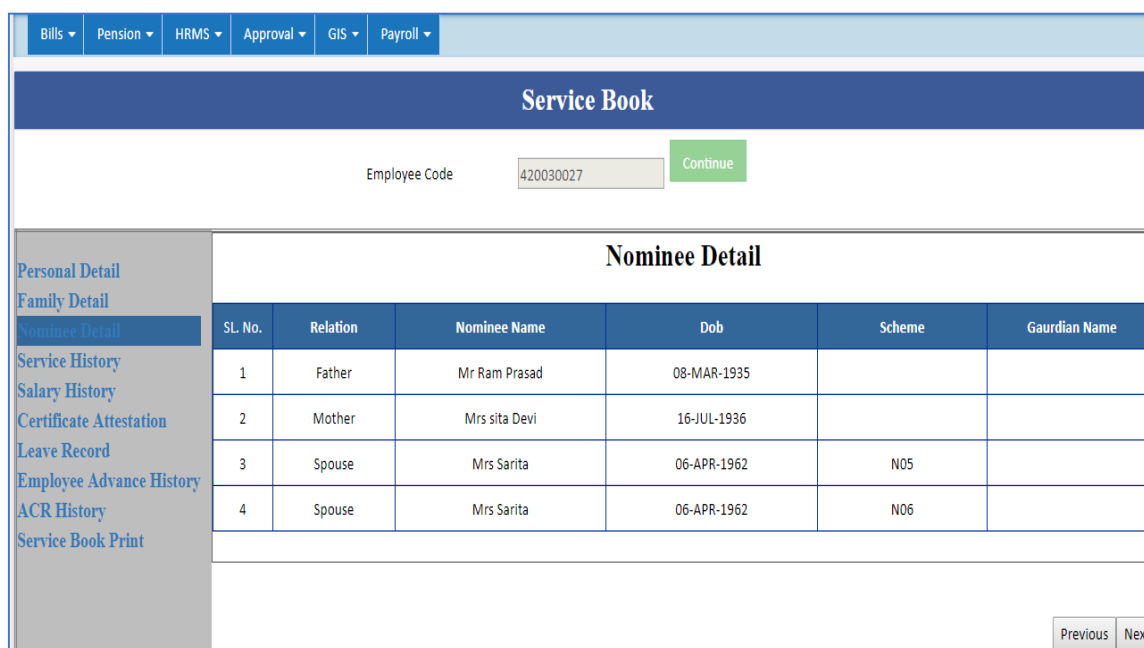
Fig - 144

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:

Service Book																																		
Employee Code		420030027		Continue																														
<div> <div> Personal Detail Family Detail Nominee Detail Service History Salary History Certificate Attestation Leave Record Employee Advance History ACR History Service Book Print </div> <div> <h3>Family Detail</h3> <table border="1"> <thead> <tr> <th>SL. No.</th><th>Relation</th><th>Name</th><th>DOB</th><th>Aadhar No.</th><th>Pan No.</th><th>Mobile No.</th></tr> </thead> <tbody> <tr> <td>1</td><td>Father</td><td>Mr Ram Prasad</td><td>08-MAR-1935</td><td></td><td></td><td></td></tr> <tr> <td>2</td><td>Mother</td><td>Mrs sita Devi</td><td>16-JUL-1936</td><td></td><td></td><td></td></tr> <tr> <td>3</td><td>Spouse</td><td>Mrs Sarita</td><td>06-APR-1962</td><td></td><td></td><td></td></tr> </tbody> </table> </div> </div>							SL. No.	Relation	Name	DOB	Aadhar No.	Pan No.	Mobile No.	1	Father	Mr Ram Prasad	08-MAR-1935				2	Mother	Mrs sita Devi	16-JUL-1936				3	Spouse	Mrs Sarita	06-APR-1962			
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Fig - 145

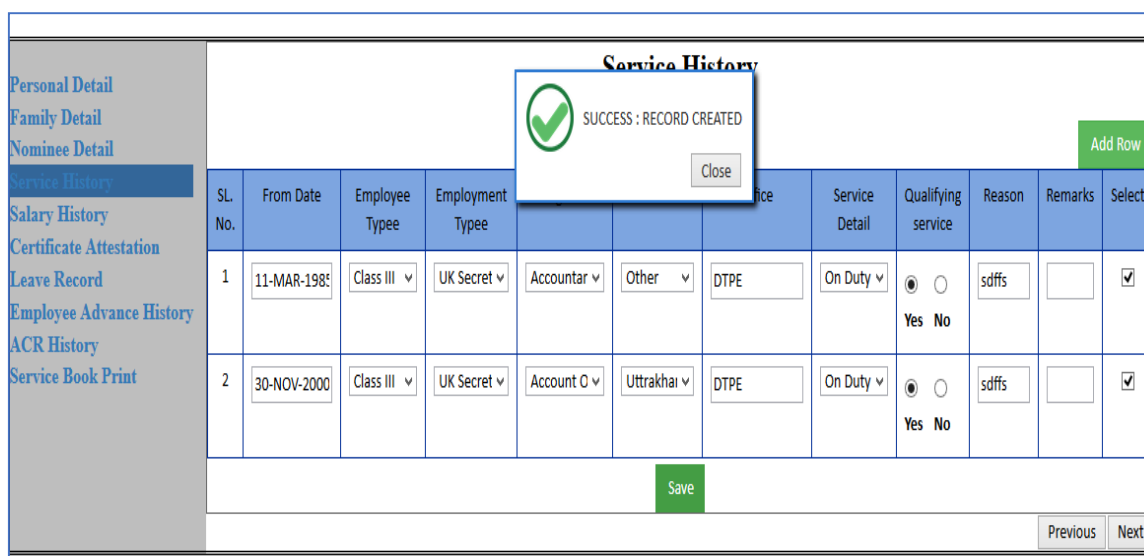
Tab 3. Nominee detail: this feature contains the data filled by the user in the employee master field under payroll, details of nominee like nominee name, relation with employee, DOB, as shown in the image below:



Service Book						
Employee Code		420030027				
Continue						
Nominee Detail						
SL. No.	Relation	Nominee Name	Dob	Scheme	Gaurdian Name	
1	Father	Mr Ram Prasad	08-MAR-1935			
2	Mother	Mrs sita Devi	16-JUL-1936			
3	Spouse	Mrs Sarita	06-APR-1962	N05		
4	Spouse	Mrs Sarita	06-APR-1962	N06		
Previous Next						

Fig - 146

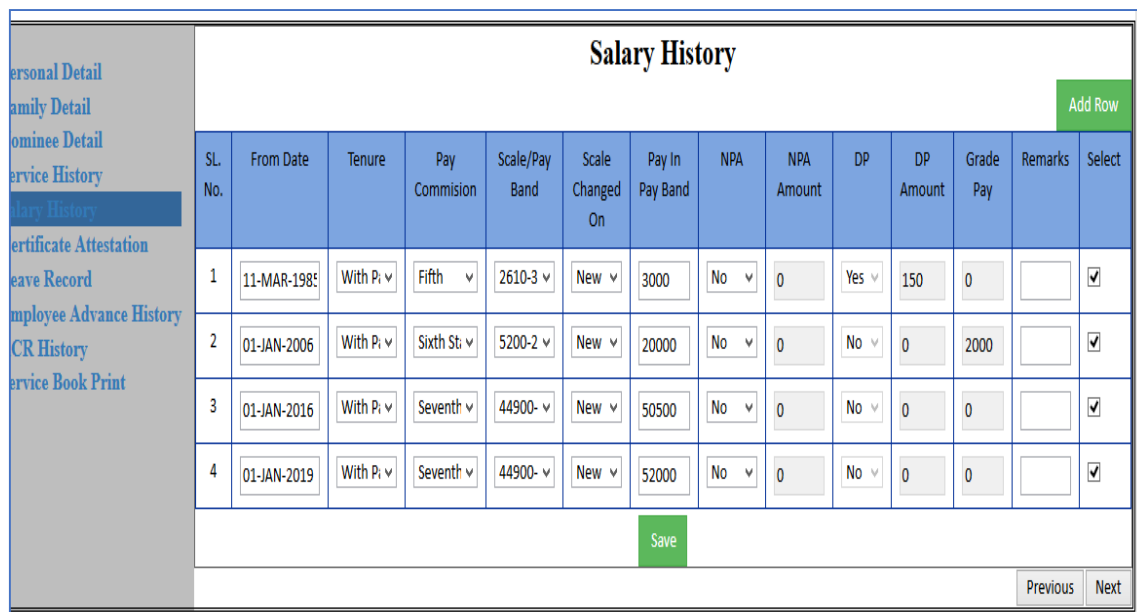
Tab 4. Service history: in this field user has to enter the details of the service served from the beginning of the service till date. All the fields are editable so that user can fill in the fields, and after the entry is made, click on save button, to save all the entries as shown in the image below:



Service History											
SL. No.	From Date	Employee Type	Employment Type	Accountar	Other	DTPE	Service Detail	Qualifying service	Reason	Remarks	Select
1	11-MAR-1980	Class III	UK Secret	Accountar	Other	DTPE	On Duty	Yes No	sdffs		<input checked="" type="checkbox"/>
2	30-NOV-2000	Class III	UK Secret	Account O	Uttarakha	DTPE	On Duty	Yes No	sdffs		<input checked="" type="checkbox"/>
Save											
Previous Next											

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:



SL. No.	From Date	Tenure	Pay Commission	Scale/Pay Band	Scale Changed On	Pay In Pay Band	NPA	NPA Amount	DP	DP Amount	Grade Pay	Remarks	Select
1	11-MAR-1985	With P: v	Fifth v	2610-3 v	New v	3000	No v	0	Yes v	150	0		<input checked="" type="checkbox"/>
2	01-JAN-2006	With P: v	Sixth St: v	5200-2 v	New v	20000	No v	0	No v	0	2000		<input checked="" type="checkbox"/>
3	01-JAN-2016	With P: v	Seventh v	44900- v	New v	50500	No v	0	No v	0	0		<input checked="" type="checkbox"/>
4	01-JAN-2019	With P: v	Seventh v	44900- v	New v	52000	No v	0	No v	0	0		<input checked="" type="checkbox"/>

Fig - 148

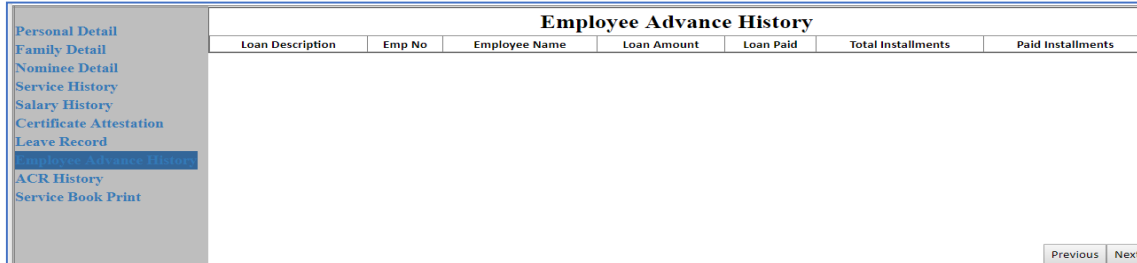
Tab 6. Leave record: This system provides us with the feature of online maintenance of the leaves taken by employees. All the fields are editable so that user can fill in the fields, and after the entry is made, click on save button, as shown in the image below:



Emp. No.	Employee Name	Leave	Days	Date	Edit	Delete
----------	---------------	-------	------	------	------	--------

Fig - 149

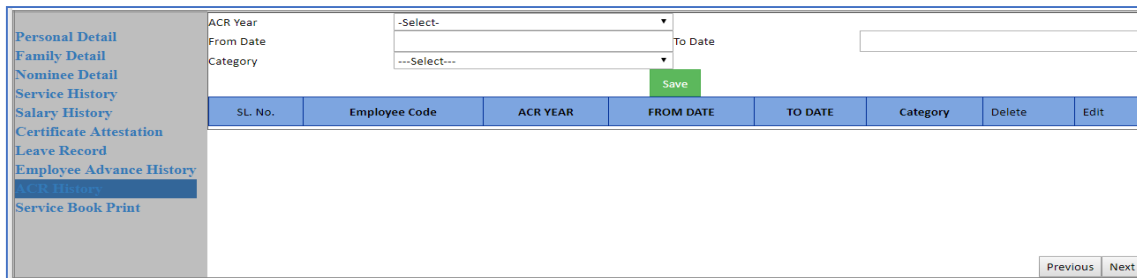
Tab 7. Employee advance history: The system provides us with the feature of online maintenance of loans and advances taken by the employees. All the fields are made editable so that user can fill in the fields, and after the entry is made, click on save button to save all the entries made, as shown in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



The screenshot shows the 'Employee Advance History' form. On the left is a sidebar menu with options: Personal Detail, Family Detail, Nominee Detail, Service History, Salary History, Certificate Attestation, Leave Record, Employee Advance History (highlighted), ACR History, and Service Book Print. The main form area has a table with columns: Loan Description, Emp No, Employee Name, Loan Amount, Loan Paid, Total Installments, and Paid Installments. At the bottom right are 'Previous' and 'Next' buttons.

Fig - 150

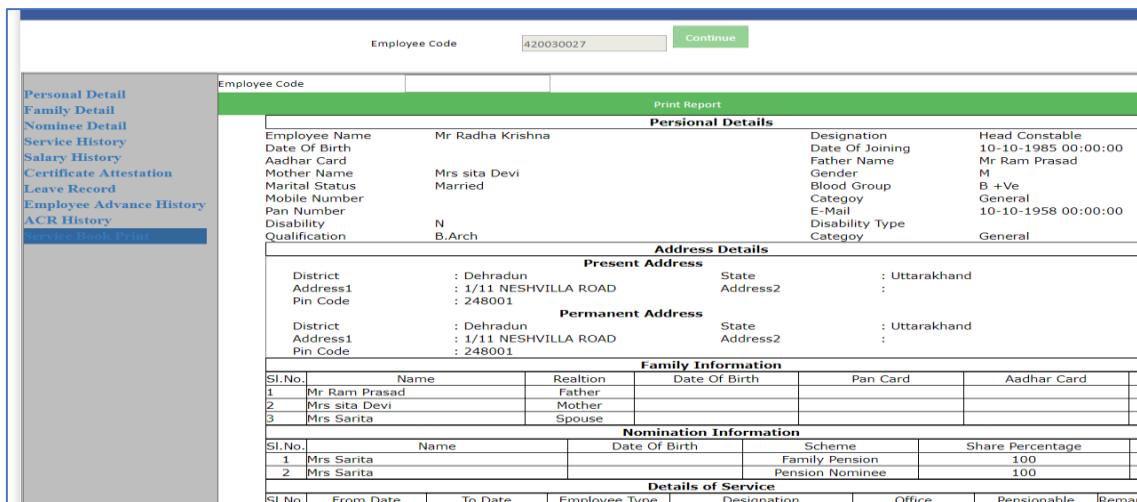
Tab 8. ACR history: This tab provides us with the feature of online maintenance of ACR of employees. Fields in this screen have been made editable so that user can fill in the fields, and after the entry is made, click on save button, as shown in the image below:



The screenshot shows the 'ACR History' form. On the left is the same sidebar menu as in Fig 150. The main form area has input fields for 'ACR Year' (with a dropdown), 'From Date', 'To Date', and 'Category' (with a dropdown). There is a 'Save' button. Below these is a table with columns: SL. No., Employee Code, ACR YEAR, FROM DATE, TO DATE, Category, Delete, and Edit. At the bottom right are 'Previous' and 'Next' buttons.

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:



The screenshot shows the 'Service Book Print' form. At the top, there is an 'Employee Code' field with the value '420030027' and a 'Continue' button. Below this is a 'Print Report' button. The main form area is divided into several sections:

- Personal Details:** Employee Name (Mr Radha Krishna), Date Of Birth, Designation (Head Constable), Date Of Joining (10-10-1985 00:00:00), Father Name (Mr Ram Prasad), Gender (M), Blood Group (B +Ve), Category (General), E-Mail (10-10-1958 00:00:00), Disability Type (General), and Qualification (B.Arch).
- Address Details:**
 - Present Address:** District (Dehradun), Address1 (1/11 NESHVILLA ROAD), Pin Code (248001), State (Uttarakhand), Address2.
 - Permanent Address:** District (Dehradun), Address1 (1/11 NESHVILLA ROAD), Pin Code (248001), State (Uttarakhand), Address2.
- Family Information:** A table with columns: Sl.No., Name, Relation, Date Of Birth, Pan Card, and Aadhar Card. It lists Mr Ram Prasad (Father), Mrs sita Devi (Mother), and Mrs Sarita (Spouse).
- Nomination Information:** A table with columns: Sl.No., Name, Date Of Birth, Scheme, Family Pension, Pension Nominee, and Share Percentage. It lists Mrs Sarita with a share percentage of 100.
- Details of Service:** A table with columns: Sl.No., From Date, To Date, Employee Type, Designation, Office, Pensionable, and Remark.

 On the left is the same sidebar menu as in previous figures, with 'Service Book Print' highlighted. At the bottom right are 'Previous' and 'Next' buttons.

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:

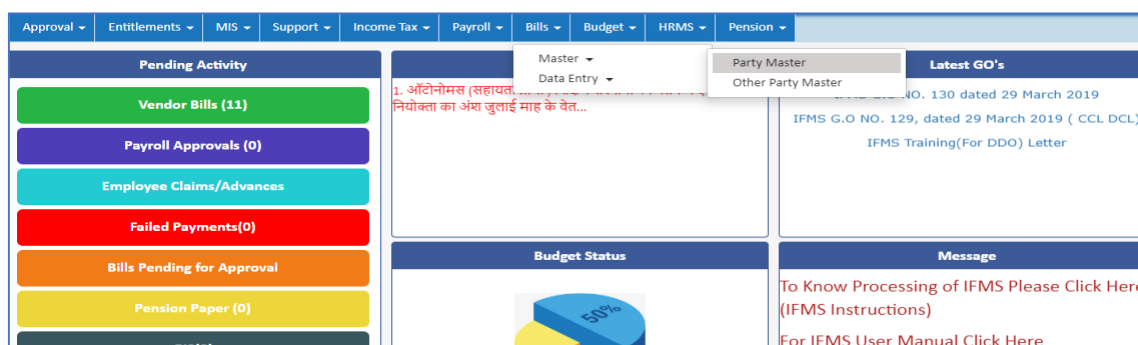


Fig - 153

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

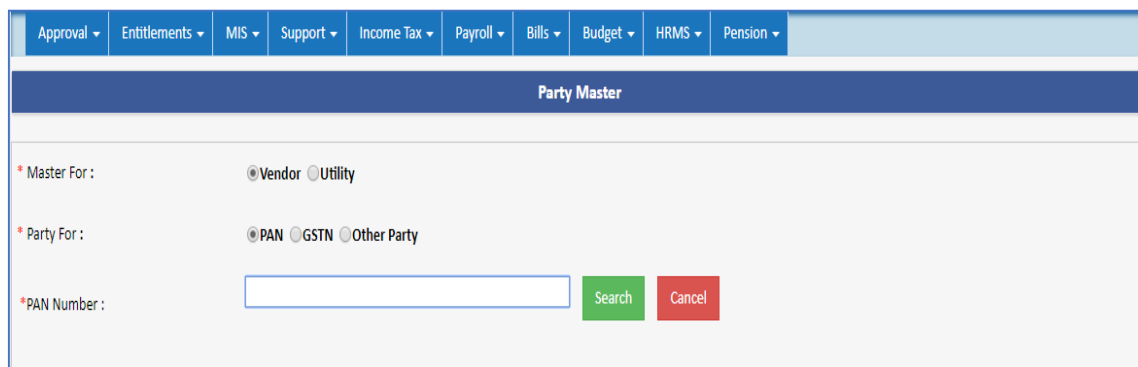


Fig - 154

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

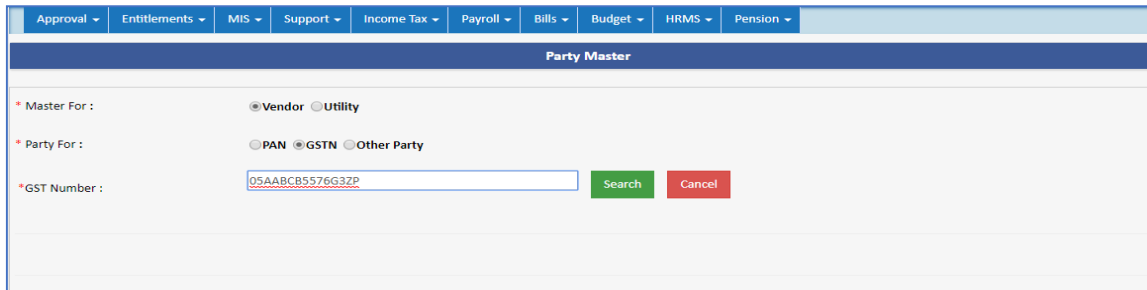


Fig - 155

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.

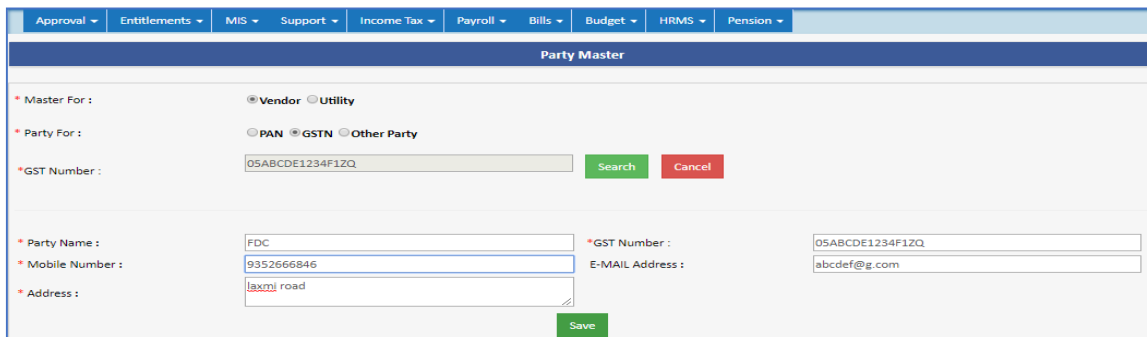


Fig - 156

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

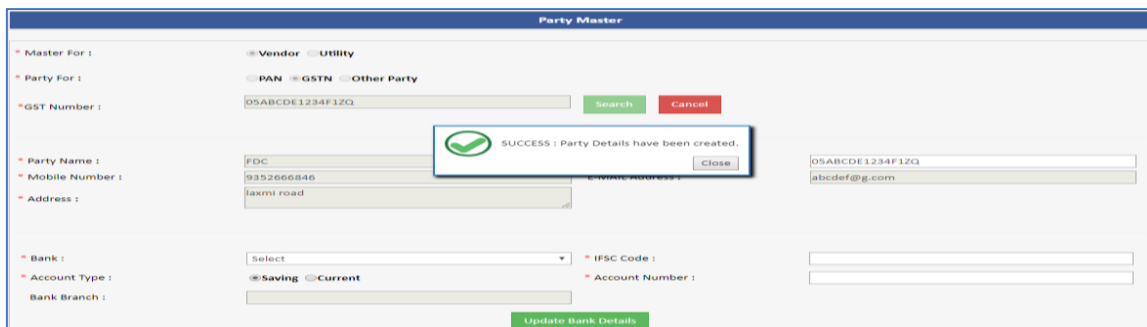



Fig - 157

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



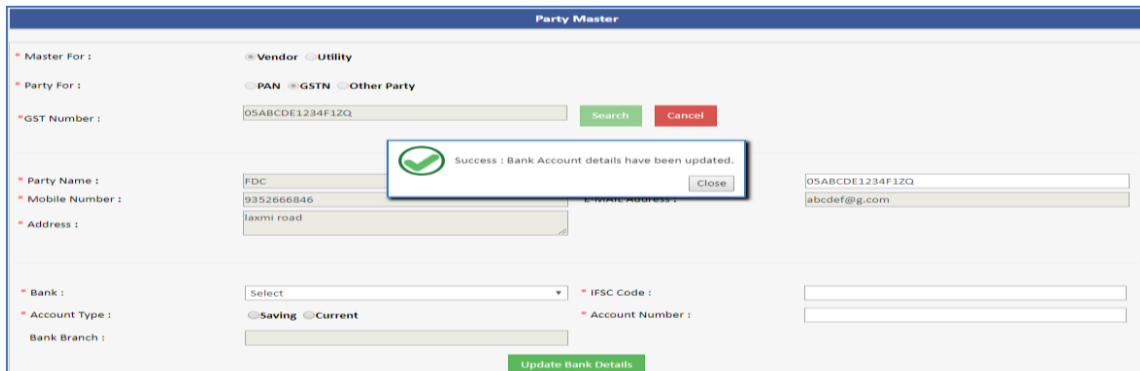
The screenshot shows the 'Party Master' form with the following details filled in:

- Master For:** Vendor (selected), Utility
- Party For:** PAN (selected), GSTN, Other Party
- GST Number:** 05ABCDE1234F12Q
- Party Name:** FDC
- Mobile Number:** 9352666846
- Address:** laxmi road
- Bank:** State Bank of India
- Account Type:** Saving (selected), Current
- Bank Branch:** 4, CONVENT ROAD, DEHRADUN, UTTARANCHAL
- GST Number:** 05ABCDE1234F12Q
- E-MAIL Address:** abcdef@g.com
- IFSC Code:** SBIN0000630
- Account Number:** 12312312312

The 'Update Bank Details' button is highlighted at the bottom.

Fig - 158

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



The screenshot shows the 'Party Master' form with a success message popup displayed in the center. The message reads: 'Success : Bank Account details have been updated.' with a green checkmark icon and a 'Close' button. The form fields are partially visible behind the popup.

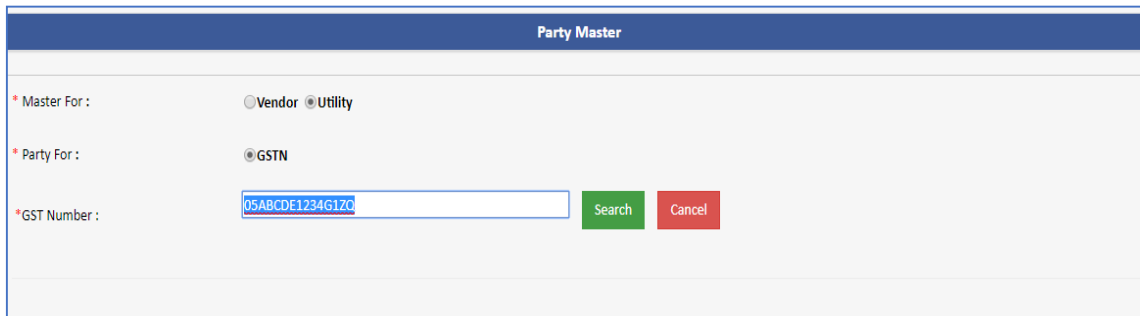
Fig - 159

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.



The screenshot shows the 'Party Master' form with the following details filled in:

- Master For:** Vendor, Utility (selected)
- Party For:** PAN, GSTN (selected), Other Party
- GST Number:** 05ABCDE1234G12Q

The 'Search' button is highlighted at the bottom.

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:

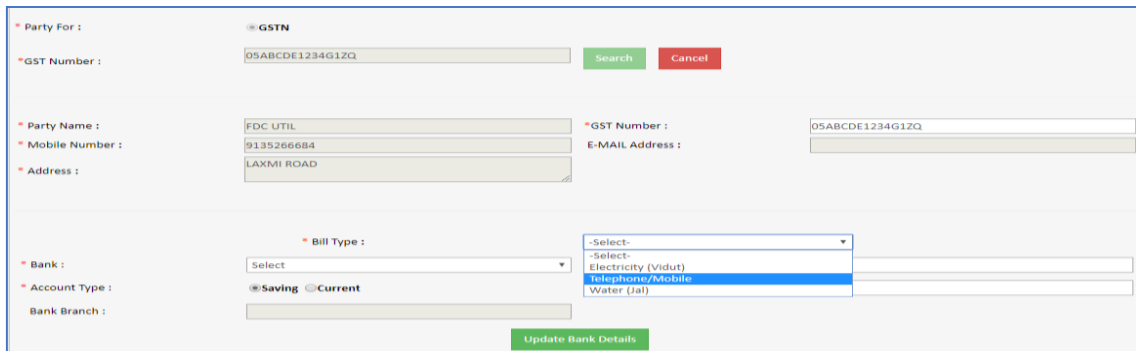
Click on save button:



The screenshot shows the 'Party Master' form. At the top, there are radio buttons for 'Master For' (Vendor, Utility) and 'Party For' (GSTN). Below these, there is a 'GST Number' field with the value '05ABCDE1234G1ZQ' and 'Search' and 'Cancel' buttons. Further down, there are fields for 'Party Name' (FDC UTIL), 'Mobile Number' (9135266684), 'Address' (LAXMI ROAD), 'GST Number' (05ABCDE1234G1ZQ), and 'E-MAIL Address'. A 'Save' button is located at the bottom center.

Fig - 161

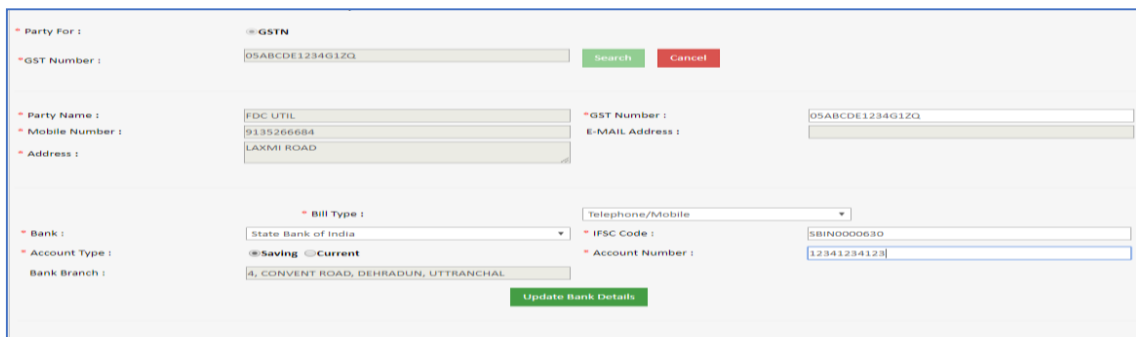
10. On clicking save button, few fields related to bill type and bank details gets added on the screen, as shown in the image below:



The screenshot shows the 'Party Master' form with additional fields. Below the 'Address' field, there is a 'Bill Type' dropdown menu with options: '-Select-', '-Select-', 'Electricity (Vidut)', 'Telephone/Mobile', and 'Water (Jal)'. There is also a 'Bank' dropdown menu with the option 'Select'. Below these, there are fields for 'Account Type' (Saving, Current) and 'Bank Branch'. An 'Update Bank Details' button is at the bottom center.

Fig - 162

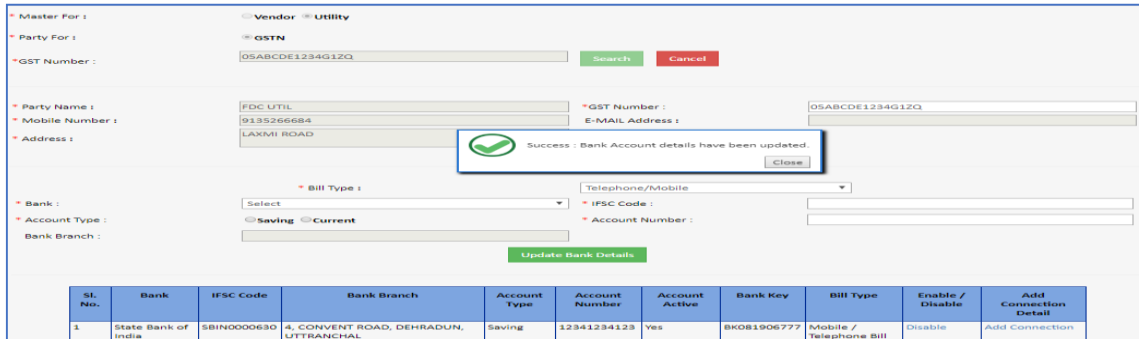
11. Select bill type and add bank details as shown in the image below:



The screenshot shows the 'Party Master' form with the 'Bill Type' dropdown set to 'Telephone/Mobile'. Below this, there are fields for 'Bank' (State Bank of India), 'Account Type' (Saving, Current), 'Bank Branch' (4, CONVENT ROAD, DEHRADUN, UTTARANCHAL), 'IFSC Code' (SBIN0000630), and 'Account Number' (12341234123). An 'Update Bank Details' button is at the bottom center.

Fig - 163

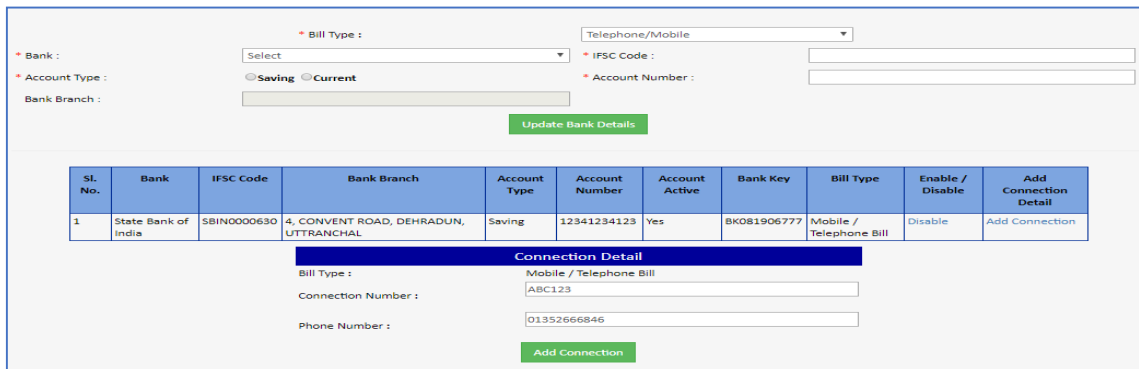
12. Click on update bank details button, drop down table with the detail of firm appears as shown in the image below:



Sl. No.	Bank	IFSC Code	Bank Branch	Account Type	Account Number	Account Active	Bank Key	Bill Type	Enable / Disable	Add Connection Detail
1	State Bank of India	SBIN0000630	4, CONVENT ROAD, DEHRADUN, UTTARANCHAL	Saving	12341234123	Yes	BK081906777	Mobile / Telephone Bill	Disable	Add Connection

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:

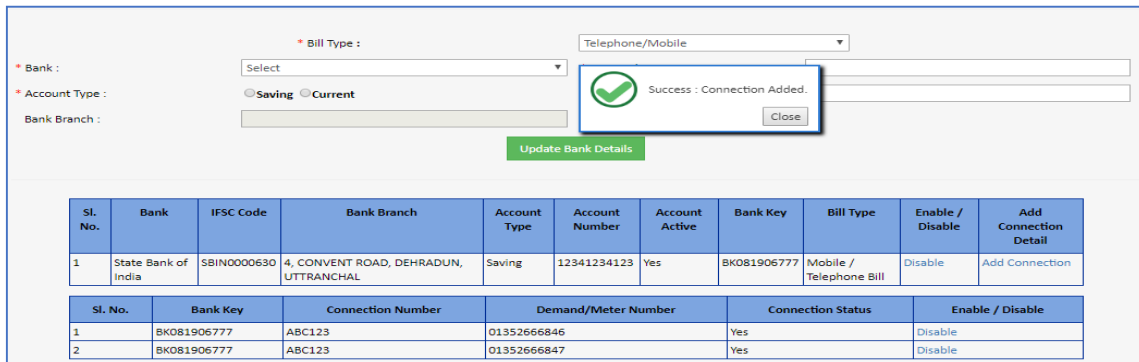


Sl. No.	Bank	IFSC Code	Bank Branch	Account Type	Account Number	Account Active	Bank Key	Bill Type	Enable / Disable	Add Connection Detail
1	State Bank of India	SBIN0000630	4, CONVENT ROAD, DEHRADUN, UTTARANCHAL	Saving	12341234123	Yes	BK081906777	Mobile / Telephone Bill	Disable	Add Connection

Connection Detail
 Bill Type : Mobile / Telephone Bill
 Connection Number : ABC123
 Phone Number : 01352666846

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:



Sl. No.	Bank	IFSC Code	Bank Branch	Account Type	Account Number	Account Active	Bank Key	Bill Type	Enable / Disable	Add Connection Detail
1	State Bank of India	SBIN0000630	4, CONVENT ROAD, DEHRADUN, UTTARANCHAL	Saving	12341234123	Yes	BK081906777	Mobile / Telephone Bill	Disable	Add Connection

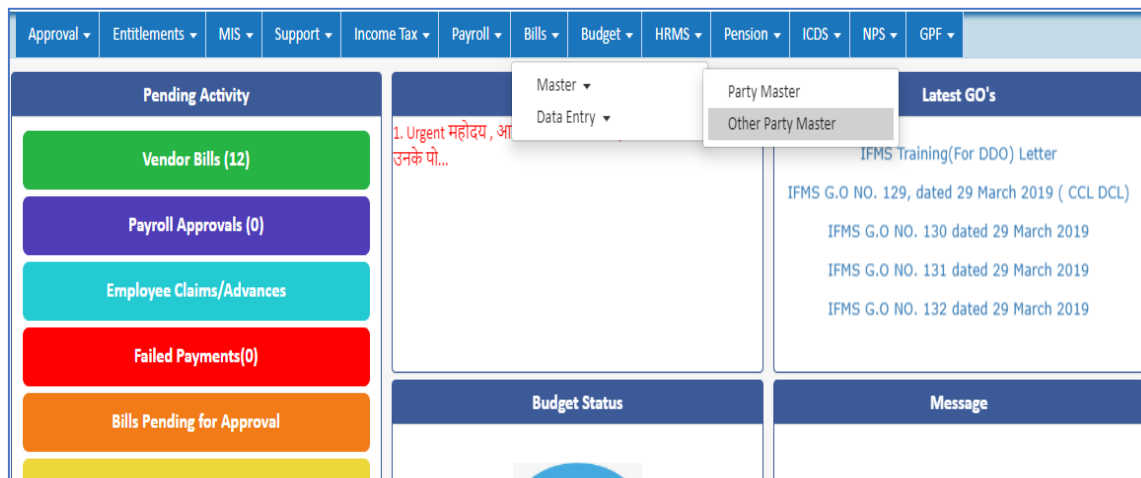
Sl. No.	Bank Key	Connection Number	Demand/Meter Number	Connection Status	Enable / Disable
1	BK081906777	ABC123	01352666846	Yes	Disable
2	BK081906777	ABC123	01352666847	Yes	Disable

Fig - 166

4.4.3.1.2 Other 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.

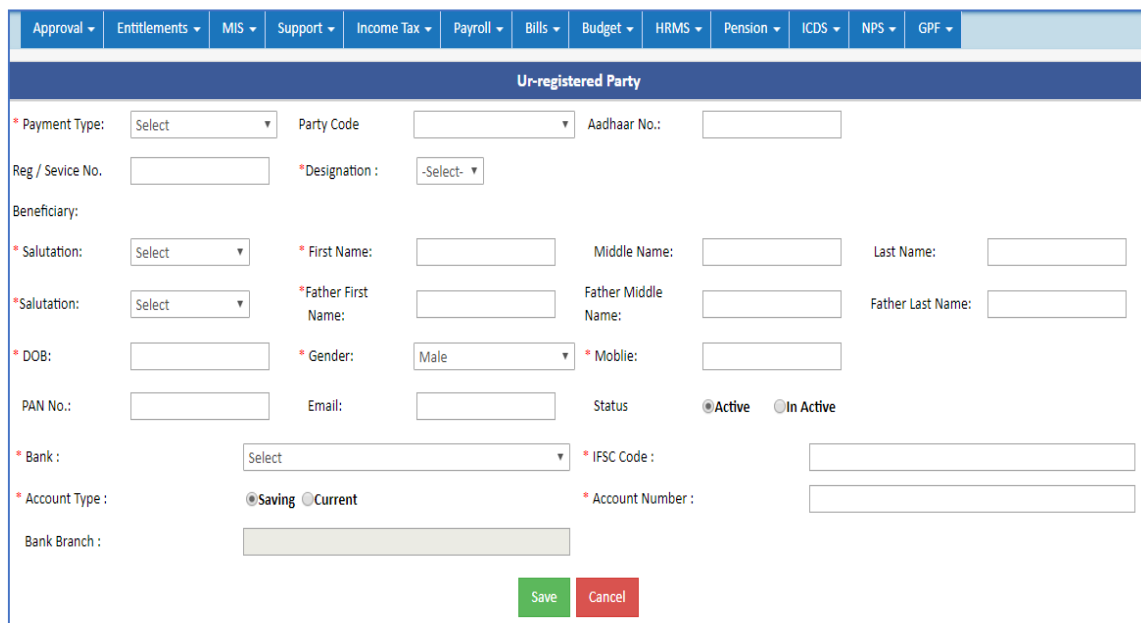
Step 1: User can access the other party master as shown below:



The screenshot shows the IFMS interface with a top navigation bar containing various modules like Approval, Entitlements, MIS, Support, Income Tax, Payroll, Bills, Budget, HRMS, Pension, ICDS, NPS, and GPF. On the left, there is a 'Pending Activity' sidebar with buttons for Vendor Bills (12), Payroll Approvals (0), Employee Claims/Advances, Failed Payments(0), and Bills Pending for Approval. The main area displays a 'Master' dropdown menu with options 'Party Master' and 'Other Party Master'. The 'Latest GO's' section on the right lists IFMS G.O. NO. 129, 130, 131, and 132, all dated 29 March 2019. The 'Budget Status' and 'Message' sections are also visible at the bottom.

Fig - 167

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



The screenshot shows the 'Ur-registered Party' form. It includes fields for Payment Type, Party Code, Aadhaar No., Reg / Service No., Designation, Beneficiary details (Salutation, First Name, Middle Name, Last Name, Father's details, DOB, Gender, Mobile, PAN No., Email, Status), Bank details (Bank, IFSC Code, Account Type, Account Number, Bank Branch), and buttons for Save and Cancel.

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.

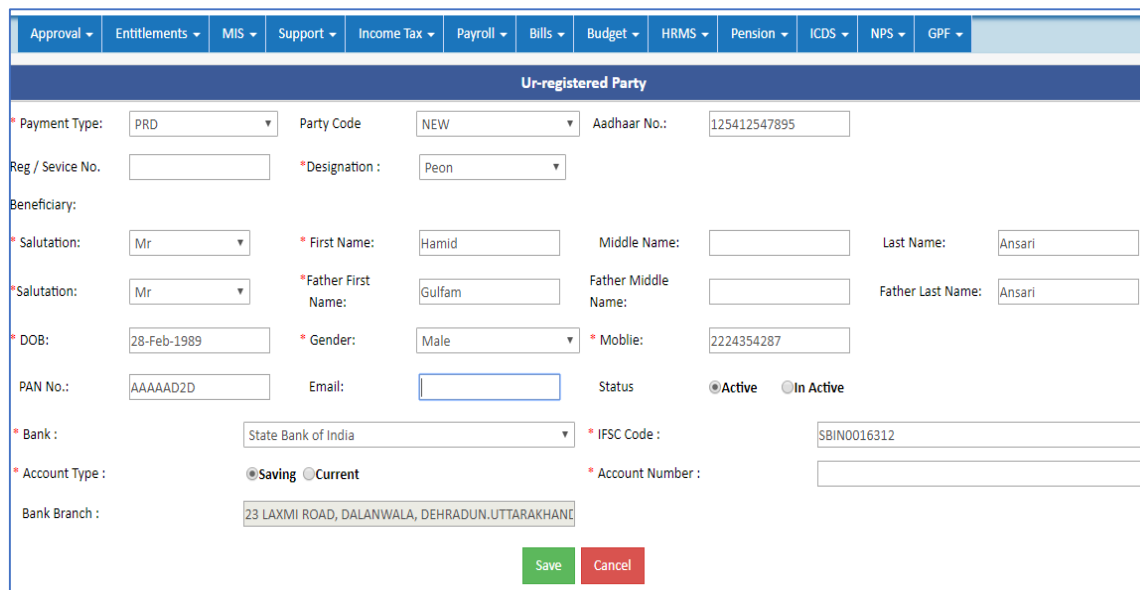


Fig - 169

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:

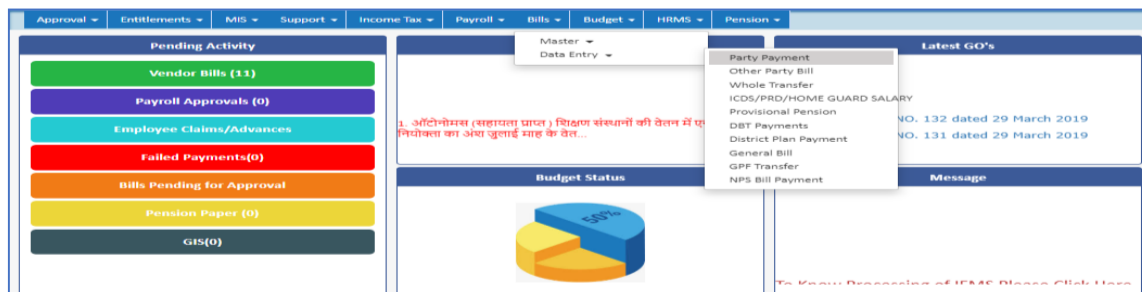


Fig - 170

2. User is directed to the page shown below:

S.No.	Trans ID	Vendor Code	Bank Details	Gross Amount	TDS	Recovery	Net Payable	Edit	Delete
1.	VP1200427904191004	05AAACU7129D12M	PUNB0445600/ Saving/	98924	0	0	100602	Edit	Delete
2.	VP1200427904191005	05AAACU7129D12M	PUNB0445600/ Saving/	98924	0	0	100602	Edit	Delete
3.	VP1200427908192005	05AADFS8010M126	SBIN0000630/ Saving/	141974	0	0	144194	Edit	Delete

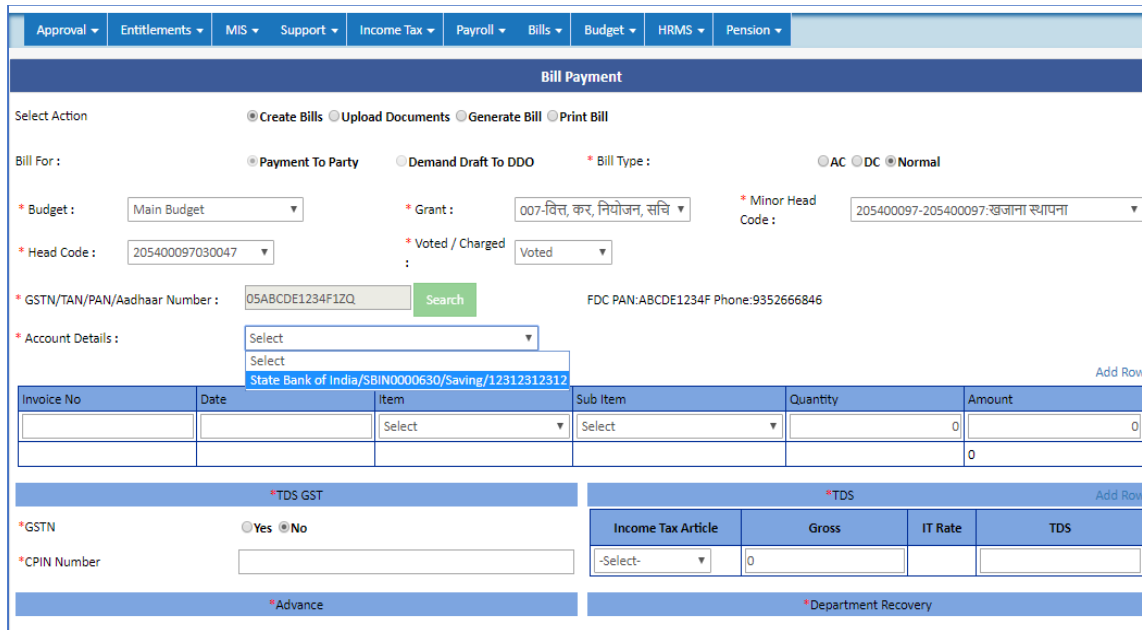
Fig - 171

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

S.No.	Trans ID	Vendor Code	Bank Details	Gross Amount	TDS	Recovery	Net Payable	Edit	Delete
1.	VP1200427904191004	05AAACU7129D12M	PUNB0445600/ Saving/	98924	0	0	100602	Edit	Delete
2.	VP1200427904191005	05AAACU7129D12M	PUNB0445600/ Saving/	98924	0	0	100602	Edit	Delete
3.	VP1200427908192005	05AADFS8010M126	SBIN0000630/ Saving/	141974	0	0	144194	Edit	Delete

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:



Bill Payment

Select Action: ☒ Create Bills ☐ Upload Documents ☐ Generate Bill ☐ Print Bill

Bill For: ☒ Payment To Party ☐ Demand Draft To DDO * Bill Type: ☐ AC ☐ DC ☒ Normal

* Budget: Main Budget * Grant: 007-वित्त, कर, नियोजन, सचि * Minor Head Code: 205400097-205400097-खजाना स्थापना

* Head Code: 205400097030047 * Voted / Charged: Voted

* GSTN/TAN/PAN/Aadhar Number: 05ABCDE1234F12Q Search FDC PAN:ABCDE1234F Phone:9352666846

* Account Details: Select

Invoice No	Date	Item	Sub Item	Quantity	Amount
		Select	Select	0	0

*TDS GST

*GSTN ☒ Yes ☐ No

*CPIN Number

*Advance

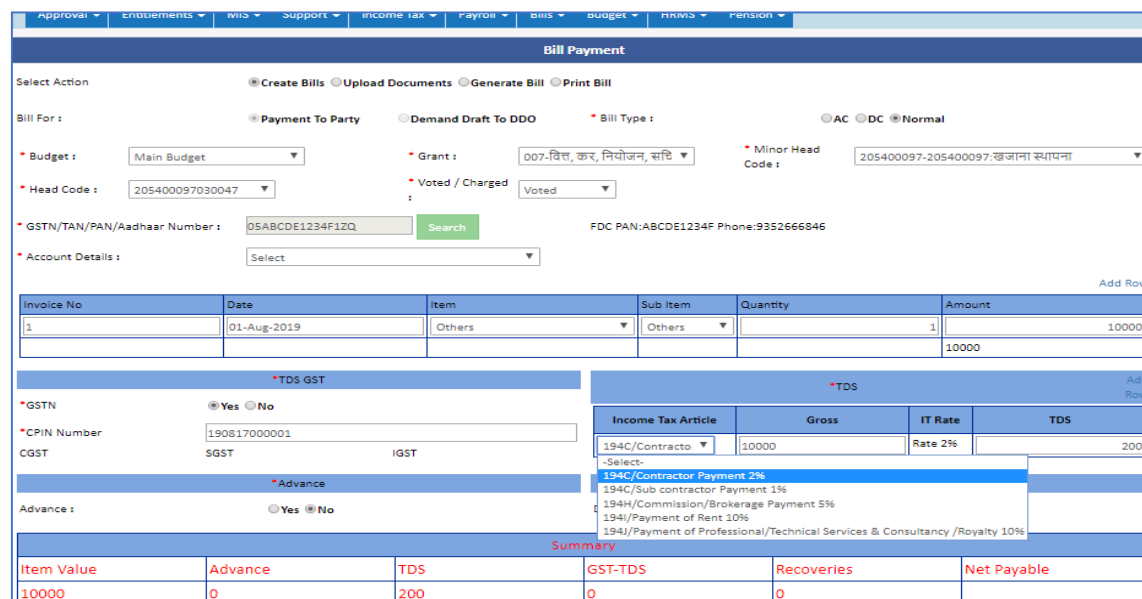
*TDS

Income Tax Article	Gross	IT Rate	TDS
-Select-	0		

*Department Recovery

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:



Bill Payment

Select Action: ☒ Create Bills ☐ Upload Documents ☐ Generate Bill ☐ Print Bill

Bill For: ☒ Payment To Party ☐ Demand Draft To DDO * Bill Type: ☐ AC ☐ DC ☒ Normal

* Budget: Main Budget * Grant: 007-वित्त, कर, नियोजन, सचि * Minor Head Code: 205400097-205400097-खजाना स्थापना

* Head Code: 205400097030047 * Voted / Charged: Voted

* GSTN/TAN/PAN/Aadhar Number: 05ABCDE1234F12Q Search FDC PAN:ABCDE1234F Phone:9352666846

* Account Details: Select

Invoice No	Date	Item	Sub Item	Quantity	Amount
1	01-Aug-2019	Others	Others	1	10000

*TDS GST

*GSTN ☒ Yes ☐ No

*CPIN Number: 190817000001

CGST: SGST: IGST:

*Advance

Advance: ☒ Yes ☐ No

*TDS

Income Tax Article	Gross	IT Rate	TDS
194C/Contractor	10000	Rate 2%	200

194C/Contractor Payment 2%

194C/Sub contractor Payment 1%

194H/Commission/Brokerage Payment 5%

194I/Payment of Rent 10%

194I/Payment of Professional/Technical Services & Consultancy /Royalty 10%

Summary

Item Value	Advance	TDS	GST-TDS	Recoveries	Net Payable
10000	0	200	0	0	

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:

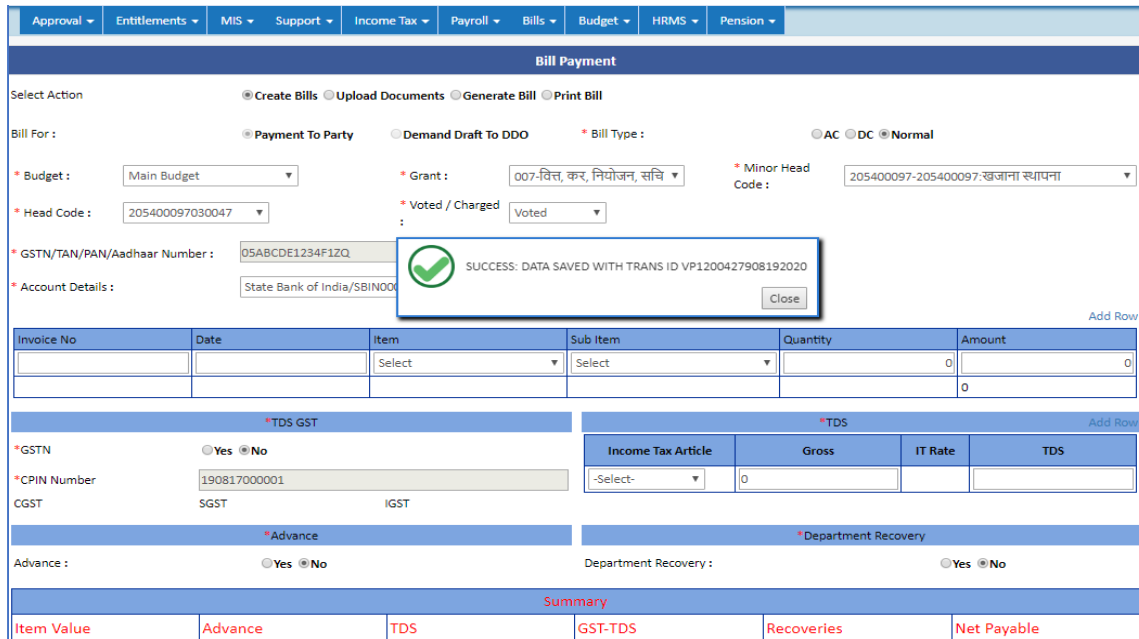


Fig - 175

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:

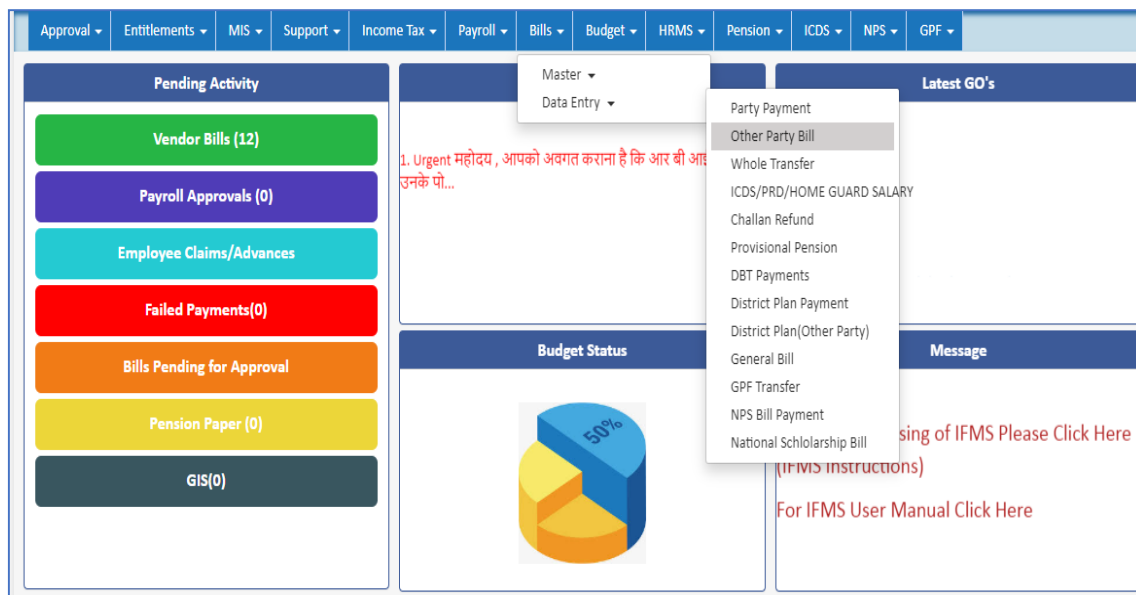


Fig - 176

2. User is directed to the page shown below:

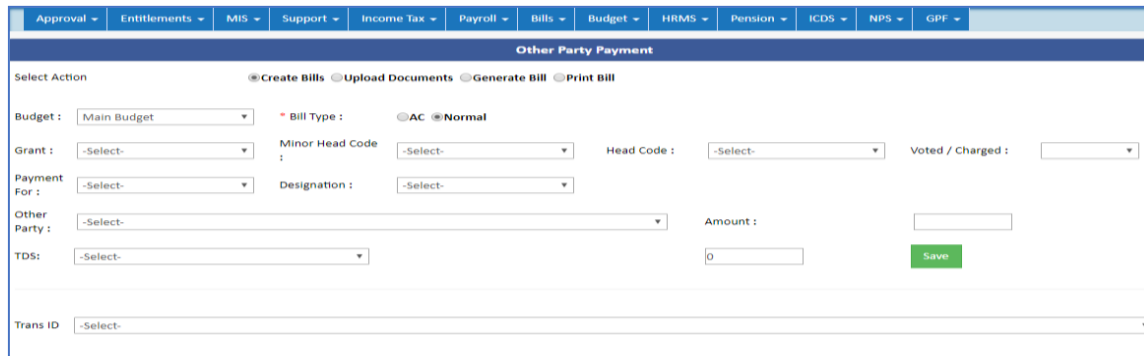


Fig - 177

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

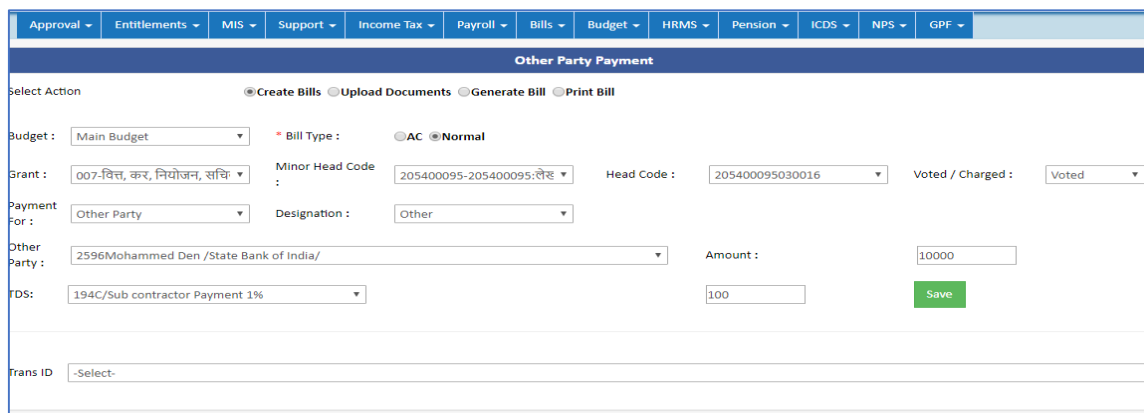
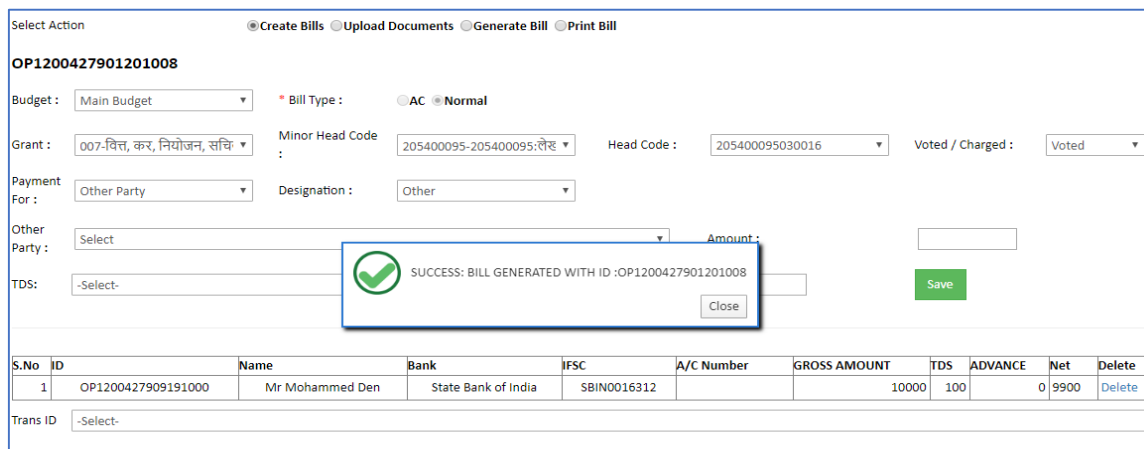


Fig - 178

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



S.No	ID	Name	Bank	IFSC	A/C Number	GROSS AMOUNT	TDS	ADVANCE	Net	Delete
1	OP120042790191000	Mr Mohammed Den	State Bank of India	SBIN0016312		10000	100	0	9900	Delete

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:

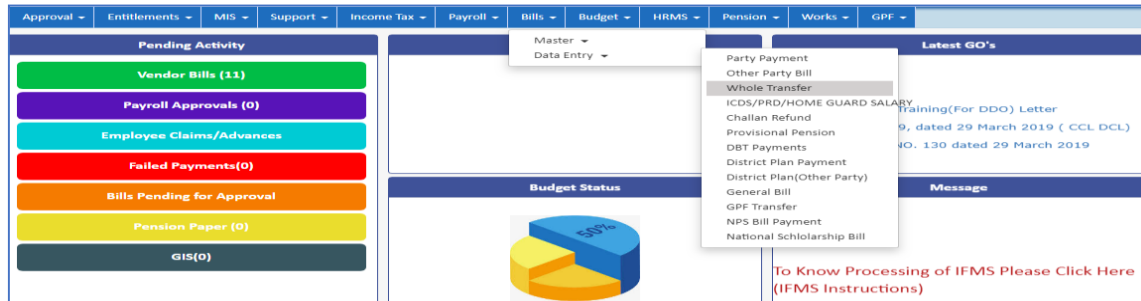
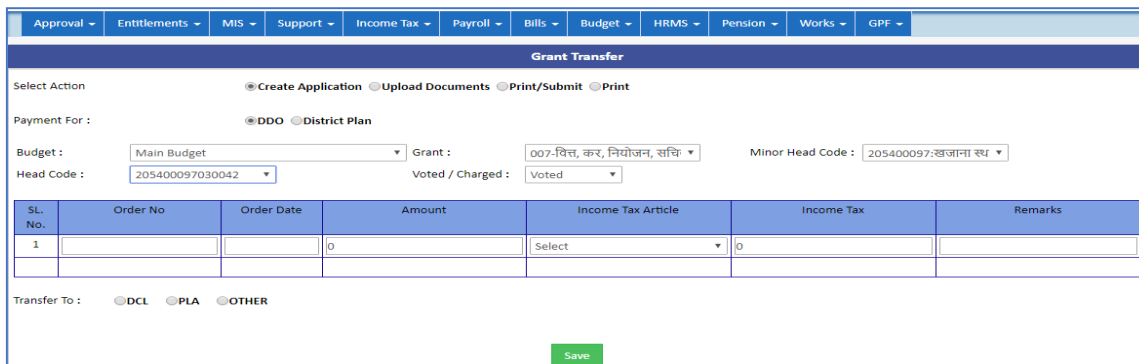


Fig - 180

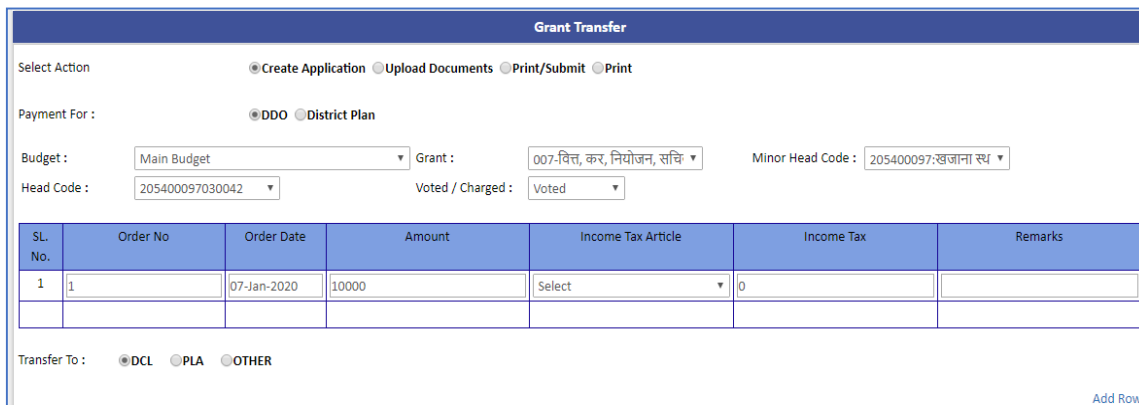
2. User is directed to the page shown below:



The screenshot shows the 'Grant Transfer' form. At the top, there is a navigation bar with the same menu items as in Fig 180. Below the navigation bar, there is a 'Select Action' section with radio buttons for 'Create Application', 'Upload Documents', 'Print/Submit', and 'Print'. The 'Payment For' section has radio buttons for 'DDO' and 'District Plan'. The 'Budget' section has a dropdown menu for 'Main Budget'. The 'Grant' section has a dropdown menu for '007-वित्त, कर, नियोजन, सचि'. The 'Minor Head Code' section has a dropdown menu for '205400097:खजाना स्थ'. The 'Head Code' section has a dropdown menu for '205400097030042'. The 'Voted / Charged' section has a dropdown menu for 'Voted'. Below these sections is a table with columns: SL. No., Order No., Order Date, Amount, Income Tax Article, Income Tax, and Remarks. The table has one row with SL. No. 1, Order No. 1, Order Date 07-Jan-2020, Amount 10000, Income Tax Article Select, Income Tax 0, and Remarks. Below the table is a 'Transfer To' section with radio buttons for 'DCL', 'PLA', and 'OTHER'. A 'Save' button is at the bottom right.

Fig - 181

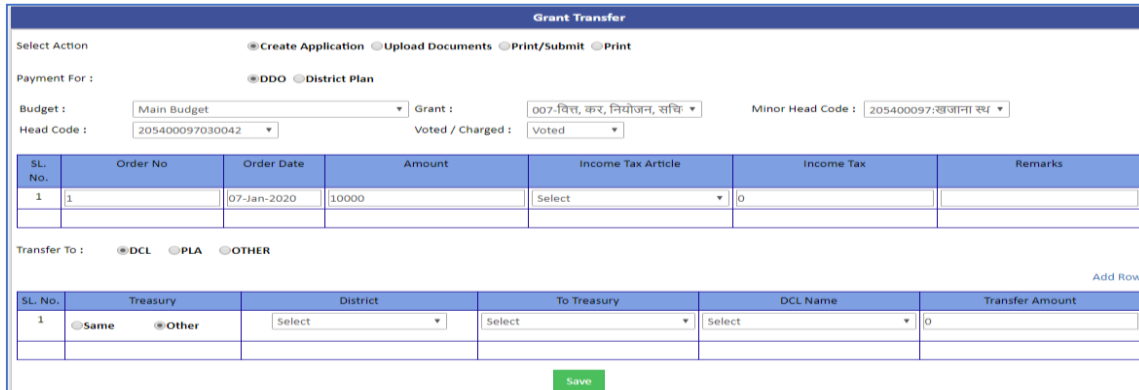
3. Select Payment for DDO or District Plan, budget related fields like, grant, minor head code and head code, enter order no, order date, amount, deduction if any, as shown in the image below:



The screenshot shows the 'Grant Transfer' form with data entered. The 'Payment For' section has 'DDO' selected. The 'Budget' section has 'Main Budget' selected. The 'Grant' section has '007-वित्त, कर, नियोजन, सचि' selected. The 'Minor Head Code' section has '205400097:खजाना स्थ' selected. The 'Head Code' section has '205400097030042' selected. The 'Voted / Charged' section has 'Voted' selected. The table has one row with SL. No. 1, Order No. 1, Order Date 07-Jan-2020, Amount 10000, Income Tax Article Select, Income Tax 0, and Remarks. Below the table is a 'Transfer To' section with radio buttons for 'DCL', 'PLA', and 'OTHER'. An 'Add Row' button is at the bottom right.

Fig - 182

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



Grant Transfer

Select Action: ☒ Create Application ☐ Upload Documents ☐ Print/Submit ☐ Print

Payment For: ☒ DDO ☐ District Plan

Budget: Main Budget Grant: 007-वित्त, कर, नियोजन, सचि Minor Head Code: 205400097:खजाना रख

Head Code: 205400097030042 Voted / Charged: Voted

SL. No.	Order No.	Order Date	Amount	Income Tax Article	Income Tax	Remarks
1	1	07-Jan-2020	10000	Select	0	

Transfer To: ☒ DCL ☐ PLA ☐ OTHER

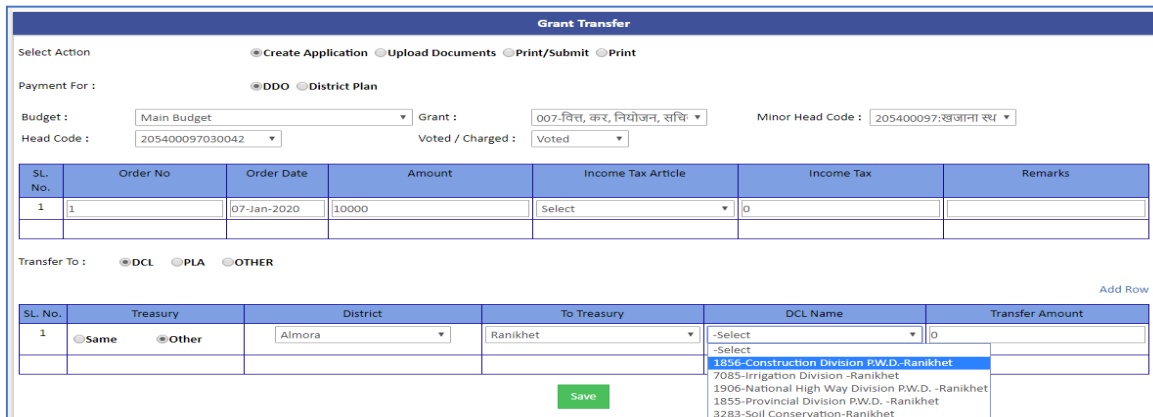
Add Row

SL. No.	Treasury	District	To Treasury	DCL Name	Transfer Amount
1	<input checked="" type="radio"/> Same <input type="radio"/> Other	Select	Select	Select	0

Save

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



Grant Transfer

Select Action: ☒ Create Application ☐ Upload Documents ☐ Print/Submit ☐ Print

Payment For: ☒ DDO ☐ District Plan

Budget: Main Budget Grant: 007-वित्त, कर, नियोजन, सचि Minor Head Code: 205400097:खजाना रख

Head Code: 205400097030042 Voted / Charged: Voted

SL. No.	Order No.	Order Date	Amount	Income Tax Article	Income Tax	Remarks
1	1	07-Jan-2020	10000	Select	0	

Transfer To: ☒ DCL ☐ PLA ☐ OTHER

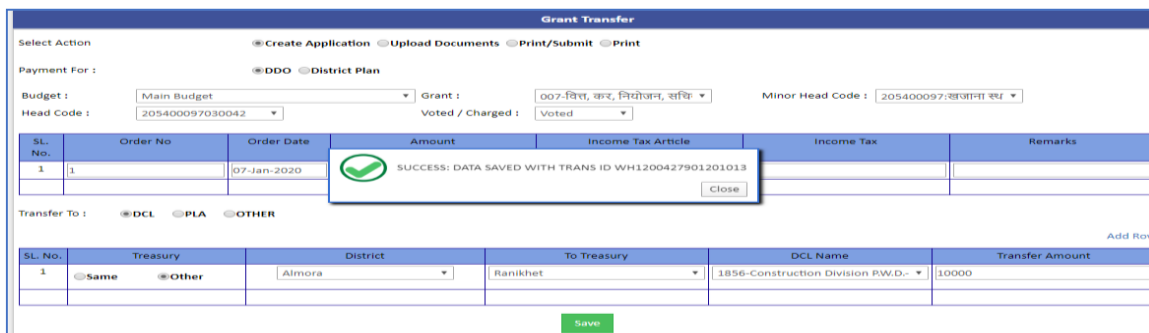
Add Row

SL. No.	Treasury	District	To Treasury	DCL Name	Transfer Amount
1	<input checked="" type="radio"/> Same <input type="radio"/> Other	Almora	Ranikhet	-Select -Select 1856-Construction Division P.W.D.-Ranikhet 7085-Irrigation Division -Ranikhet 1906-National High Way Division P.W.D. -Ranikhet 1855-Provincial Division P.W.D. -Ranikhet 3283-Soil Conservation-Ranikhet	0

Save

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:



Grant Transfer

Select Action: ☒ Create Application ☐ Upload Documents ☐ Print/Submit ☐ Print

Payment For: ☒ DDO ☐ District Plan

Budget: Main Budget Grant: 007-वित्त, कर, नियोजन, सचि Minor Head Code: 205400097:खजाना रख

Head Code: 205400097030042 Voted / Charged: Voted

SL. No.	Order No.	Order Date	Amount	Income Tax Article	Income Tax	Remarks
1	1	07-Jan-2020	10000	Select	0	

Transfer To: ☒ DCL ☐ PLA ☐ OTHER

Add Row

SL. No.	Treasury	District	To Treasury	DCL Name	Transfer Amount
1	<input checked="" type="radio"/> Same <input type="radio"/> Other	Almora	Ranikhet	1856-Construction Division P.W.D.-	10000

Save

SUCCESS: DATA SAVED WITH TRANS ID WH1200427901201013

Close

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:

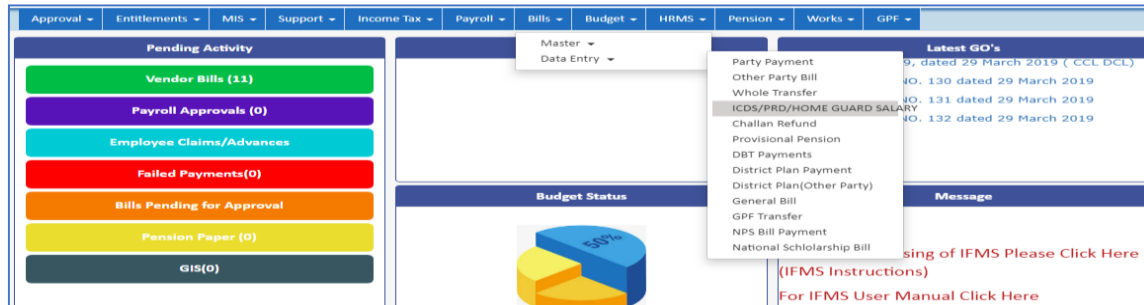


Fig - 186

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

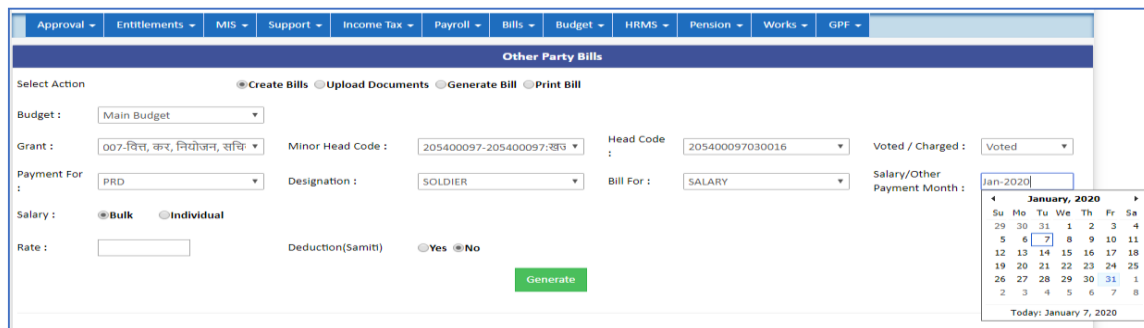


Fig - 187

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,

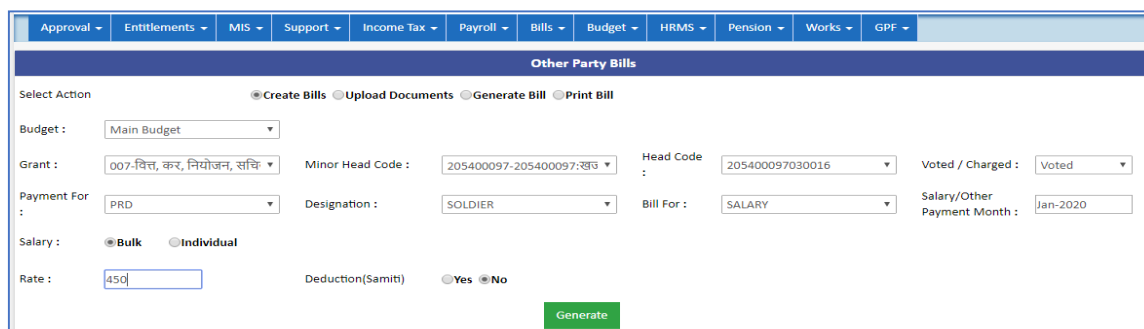


Fig - 188

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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:

Sl.No.	ID	Name	Bank	IFSC	A/C Number	Pay-Month	Days	Amount	TDS	Deduction(Samiti)	Net	Update	Delete
1	OP1200427900002	Mr. Sri Nari Ram	State Bank of India	SBIN0013432		31-JAN-2020	31	13950	0	0	13950	Update	Delete
2	OP1200427900003	Mr. Ravinder Singh Panwar	State Bank of India	SBIN0013432		31-JAN-2020	31	13950	0	0	13950	Update	Delete
3	OP1200427900004	Mr. Amit Kumar	State Bank of India	SBIN0003058		31-JAN-2020	31	13950	0	0	13950	Update	Delete
4	OP1200427900005	Mr. Sanjay Kumar	State Bank of India	SBIN0016312		31-JAN-2020	31	13950	0	0	13950	Update	Delete
5	OP1200427900006	Mr. Krishna Kant	State Bank of India	SBIN0005713		31-JAN-2020	31	13950	0	0	13950	Update	Delete
6	OP1200427900007	Mr. Manoj Payal	State Bank of India	SBIN0060432		31-JAN-2020	31	13950	0	0	13950	Update	Delete
7	OP1200427900009	Mr. Mukesh Rana	State Bank of India	SBIN0016312		31-JAN-2020	31	13950	0	0	13950	Update	Delete
8	OP1200427900010	Mr. Surendra Singh	State Bank of India	SBIN0016312		31-JAN-2020	31	13950	0	0	13950	Update	Delete
9	OP1200427900011	Mr. Vinod Chandra	State Bank of India	SBIN0016312		31-JAN-2020	31	13950	0	0	13950	Update	Delete
10	OP1200427900013	Mr. Ram Kishore Paswan	State Bank of India	SBIN0016312		31-JAN-2020	31	13950	0	0	13950	Update	Delete
11	OP1200427900014	Mr. Satish Dobal	State Bank of India	SBIN0001576		31-JAN-2020	31	13950	0	0	13950	Update	Delete
12	OP1200427900019	Mr. Shiwani	State Bank of India	SBIN0010164		31-JAN-2020	31	13950	0	0	13950	Update	Delete
13	OP1200427900020	Mr. Digamber Singh	State Bank of India	SBIN0016312		31-JAN-2020	31	13950	0	0	13950	Update	Delete

Fig - 189

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

Trans ID	ID	Name	Bank	IFSC	A/C Number	Pay-Month	Days	Amount	TDS	Deduction(Samiti)	Net	Update	Delete
1	OP1200427900002	Mr. Sri Nari Ram	State Bank of India	SBIN0013432		31-JAN-2020	31	13950	0	0	13950	Update	Delete
2	OP1200427900003	Mr. Ravinder Singh Panwar	State Bank of India	SBIN0013432		31-JAN-2020	31	13950	0	0	13950	Update	Delete
3	OP1200427900004	Mr. Amit Kumar	State Bank of India	SBIN0003058		31-JAN-2020	31	13950	0	0	13950	Update	Delete
4	OP1200427900005	Mr. Sanjay Kumar	State Bank of India	SBIN0016312		31-JAN-2020	31	13950	0	0	13950	Update	Delete
5	OP1200427900006	Mr. Krishna Kant	State Bank of India	SBIN0005713		31-JAN-2020	31	13950	0	0	13950	Update	Delete
6	OP1200427900007	Mr. Manoj Payal	State Bank of India	SBIN0060432		31-JAN-2020	31	13950	0	0	13950	Update	Delete
7	OP1200427900009	Mr. Mukesh Rana	State Bank of India	SBIN0016312		31-JAN-2020	31	13950	0	0	13950	Update	Delete
8	OP1200427900010	Mr. Surendra Singh	State Bank of India	SBIN0016312		31-JAN-2020	31	13950	0	0	13950	Update	Delete
9	OP1200427900011	Mr. Vinod Chandra	State Bank of India	SBIN0016312		31-JAN-2020	31	13950	0	0	13950	Update	Delete
10	OP1200427900013	Mr. Ram Kishore Paswan	State Bank of India	SBIN0016312		31-JAN-2020	31	13950	0	0	13950	Update	Delete
11	OP1200427900014	Mr. Satish Dobal	State Bank of India	SBIN0001576		31-JAN-2020	31	13950	0	0	13950	Update	Delete
12	OP1200427900019	Mr. Shiwani	State Bank of India	SBIN0010164		31-JAN-2020	31	13950	0	0	13950	Update	Delete

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:

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	Works	GPF
<div> <div> Select Action </div> <div> <div> Create Bills </div> <div> Upload Docs </div> </div> <div> <div> Budget : Main Budget </div> <div> Grant : 007-वित्त, कर, नियोजन, सचि </div> <div> Payment For : PRD </div> <div> Salary : Bulk Individual </div> <div> Salary Days 31 </div> <div> Amount 450 </div> </div> <div> <div> Minor Head Code : </div> <div> Designation : </div> <div> Employee : </div> </div> <div> <div> 00097030016 </div> <div> Voted / Charged : Voted </div> <div> Salary/Other Payment Month : Jan-2020 </div> </div> <div> <div> Deduction(Samiti) Yes No </div> <div> Save </div> </div> </div>											

Fig - 191

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

Sl.No.	ID	Name	Bank	IFSC	A/C Number	Pay-Month	Days	Amount	TDS	Deduction(Samiti)	Net	Update	Delete
1	OP1200427900013	Mr. Ram Kishore Paswan	State Bank of India	SBIN0016312		31-JAN-2020	31	13500	0	0	13500	Update	Delete

Fig - 192

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

Sl.No.	ID	Name	Bank	IFSC	A/C Number	Pay-Month	Days	Amount	TDS	Deduction(Samiti)	Net	Update	Delete
1	OP1200427900013	Mr. Ram Kishore Paswan	State Bank of India	SBIN0016312		31-JAN-2020	31	13500	0	0	13500	Update	Delete

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,

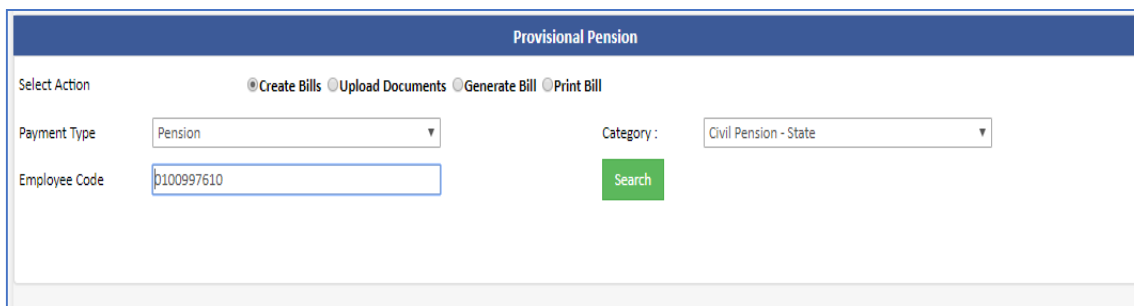


Fig - 195

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:

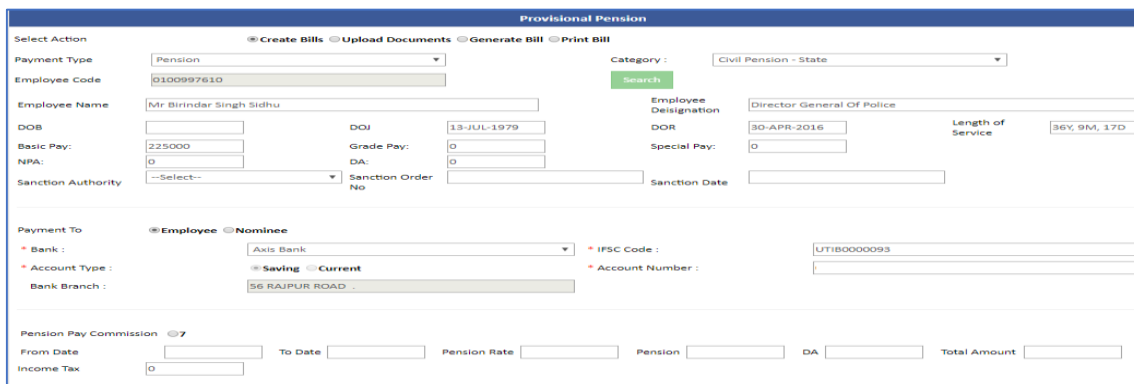


Fig - 196

Pension Pay Commission 7

From Date 01-Jan-2020 To Date 31-Jan-2020 Pension Rate 112000 Pension 112000 DA 19040 Total Amount 131040

Income Tax 0

Departmental Recovery ☐ Yes ☒ No

Save

Fig - 197

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

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

Provisional Pension

Select Action ☒ Create Bills ☐ Upload Documents ☐ Generate Bill ☐ Print Bill

Payment Type --Select-- Category: --Select--

Employee Code

SUCCESS: DATA SAVED WITH TRANS ID PP1200253301200050

S.No.	Trans ID	Payment For	Employee Code	Employee Name	Bank Details	Category	Gross Amount	Income Tax	Recovery	Net Payable	Delete
1.	PP1200253301200050	Provisional Pension	0100997610	Mr Birindar Singh Sidhu	Payment To Employee : Axis Bank / UTIB0000093 /	C01 / Civil Pension - State / 207101101030233	131040	0	0	131040	Delete

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:

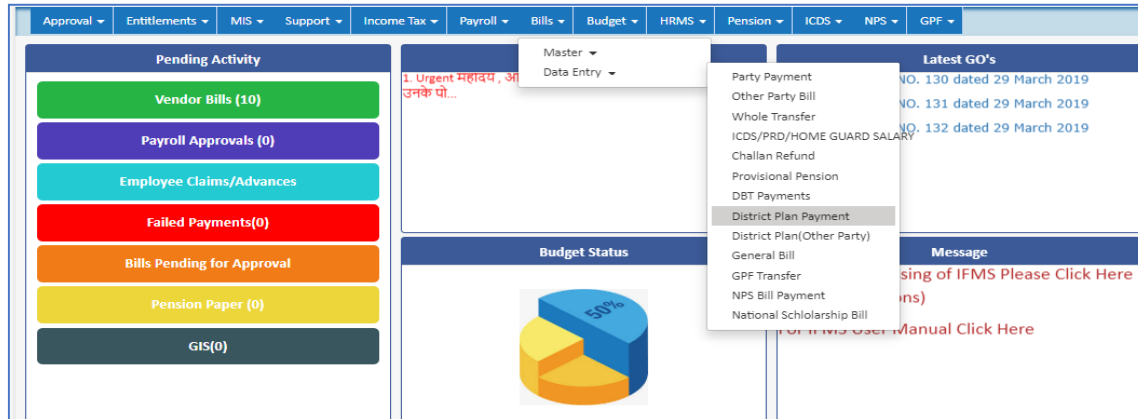
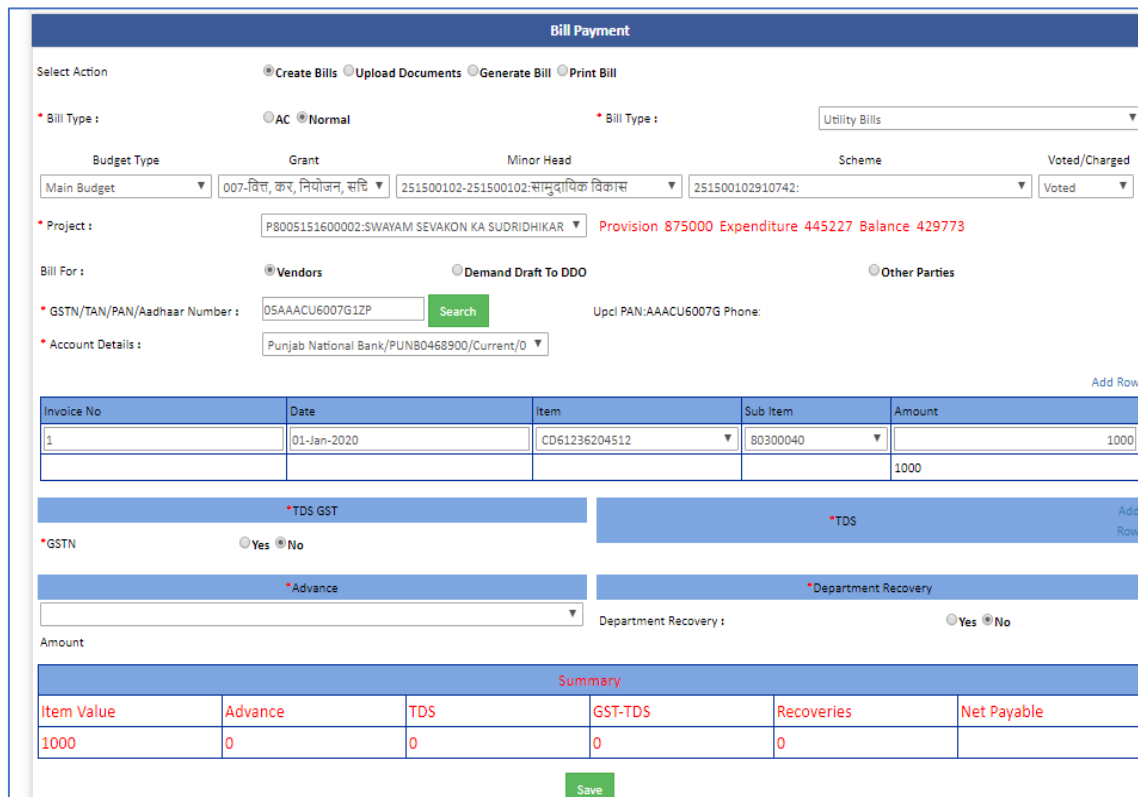


Fig - 199

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,



The screenshot shows the Bill Payment form in the IFMS system. The form is divided into several sections: Select Action (Create Bills, Upload Documents, Generate Bill, Print Bill), Bill Type (AC, Normal), Budget Type (Main Budget), Grant (007-वित्त, कर, नियोजन, सचि), Minor Head (251500102-251500102:सामुदायिक विकास), Scheme (251500102910742:), Voted/Charged (Voted), Project (P8005151600002:SWAYAM SEVAKON KA SUDRIDHIKAR), Provision (875000), Expenditure (445227), Balance (429773), Bill For (Vendors, Demand Draft To DDO, Other Parties), GSTN/TAN/PAN/Aadhaar Number (05AAACU6007G1ZP), Search, Upcl PAN:AAACU6007G Phone:, Account Details (Punjab National Bank/PUNB0468900/Current/0), Add Row, Invoice No, Date (01-Jan-2020), Item (CD61236204512), Sub Item (80300040), Amount (1000), TDS GST, TDS, GSTN (Yes, No), Advance, Department Recovery, Department Recovery (Yes, No), Amount, Summary (Item Value, Advance, TDS, GST-TDS, Recoveries, Net Payable), Save.

Fig - 200

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

The screenshot shows the 'Bill Payment' form with various fields filled out. A success message box is displayed in the center, indicating that the data has been saved with a specific transaction ID. The form includes sections for Bill Type, Budget Type, Grant, Minor Head, Scheme, Voted/Charged, Project, Bill For, GSTN/TAN/PAN/Aadhaar Number, and Account Details. A table at the bottom shows invoice details with columns for Invoice No, Date, Item, Sub Item, and Amount.

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:

The screenshot shows the IFMS dashboard with various navigation tabs at the top. The 'Latest GO's' section is highlighted, showing a list of recent government orders. The 'District Plan (Other Party)' option is visible in the list. A pie chart is also displayed in the center of the dashboard.

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,

The screenshot shows the 'District Plan Other Party Payment' form. It includes fields for Budget, Bill Type, Grant, Minor Head, Head Code, Voted / Charged, Project Name, Payment For, Other Party, Designation, Amount, TDS, and Trans ID. The form is designed for entering details of a payment made to an other party under a district plan.

Fig - 203

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

S.No	ID	Name	Bank	IFSC	A/C Number	GROSS AMOUNT	TDS	ADVANCE	Net	Delete
1	DDO100228901201007	Mr. Abhishek - Rathor	State Bank of India	SBIN0010626		100	0	0	100	Delete

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:

Invoice/Order No	Date	Item	Sub Item	Quantity	Amount
123	09-Jan-2020	Others	Others	1	50000

Fig - 206

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

General Bill

Select Action: ☒ Create Bills ☐ Upload Documents ☐ Generate Bill ☐ Print Bill

* Grant: * Minor Head Code: * Head Code: * Voted / Charged:

* Bill For: ☒ GSTN ☐ Other Party ☐ Demand Draft ☐ Transfer ☐ Gratuity Payment

Table:

S.No.	Trans ID	Trans Date	Bill For	Bank Details	Gross Amount	TDS	Transfer	Net Payable	Delete
1.	GB1200427901201001	10-JAN-2020	Demand Draft		50000	0	0	50000	Delete
2.	GB1200427907191000	12-JUL-2019	Demand Draft		363314	0	0	363314	Delete
3.	GB1200427907191001	12-JUL-2019	Demand Draft	Director Treasury Pension Entitlement DDun	2052880	0	0	2052880	Delete
4.	GB1200427907191002	12-JUL-2019	Demand Draft	Director Treasury Pension Entitlement DDun	2920	0	0	2920	Delete
5.	GB1200427907191004	23-JUL-2019	Demand Draft	Director Treasury Pension Entitlement DDun	1249890	0	0	1249890	Delete
6.	GB1200427907191008	26-JUL-2019	Demand Draft	Director Treasury Pension Entitlement DDun	7392	0	0	7392	Delete
7.	GB1200427907191009	27-JUL-2019	Demand Draft	Director Treasury Pension Entitlement DDun	394700	0	0	394700	Delete

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:

Dashboard Overview:

- Pending Activity:
 - Vendor Bills (12)
 - Payroll Approvals (0)
 - Employee Claims/Advances
 - Failed Payments(0)
 - Bills Pending for Approval
 - Pension Paper (0)
 - GIS(0)
- Budget Status: 50%
- Latest GO's:
 - Training(For DDO) Letter
 - ICDS/PRD/HOME GUARD SALARY dated 29 March 2019 (CCL DCL)
 - GO. 130 dated 29 March 2019
 - GO. 131 dated 29 March 2019
- Message:
 - To Know Processing of IFMS Please Click Here (IFMS Instructions)
 - For IFMS User Manual Click Here

Menu:

- Master
- Data Entry
- Party Payment
- Other Party Bill
- Whole Transfer
- ICDS/PRD/HOME GUARD SALARY dated 29 March 2019 (CCL DCL)
- Challan Refund
- Provisional Pension
- DBT Payments
- District Plan Payment
- District Plan(Other Party)
- General Bill
- GPF Transfer**
- NPS Bill Payment
- National Scholarship Bill

Fig - 208

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

GPF Transfer

Select Action: ☒ Create Bills ☐ Upload Documents ☐ Generate Bill ☐ Print Bill

Employee Code:

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

S.No.	Trans ID	Trans ID	Employee Code	Employee Name	Designation	GPF Number	Amount	Delete
1.	GT1200427901201000	07-JAN-2020	010086908	Mr Jeevan Singh	Peon	DDN/4279/00002	316750	Delete

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

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

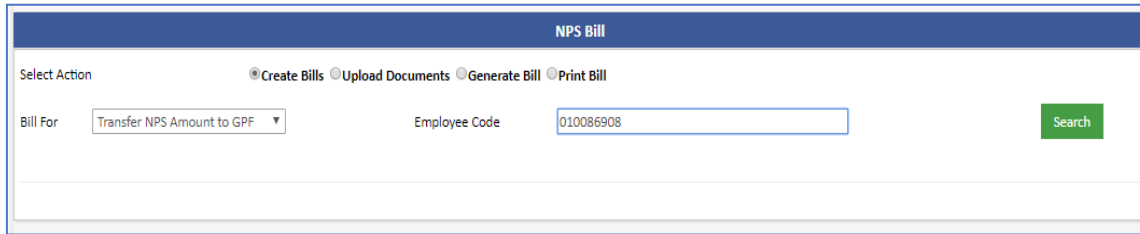


Fig - 213

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:

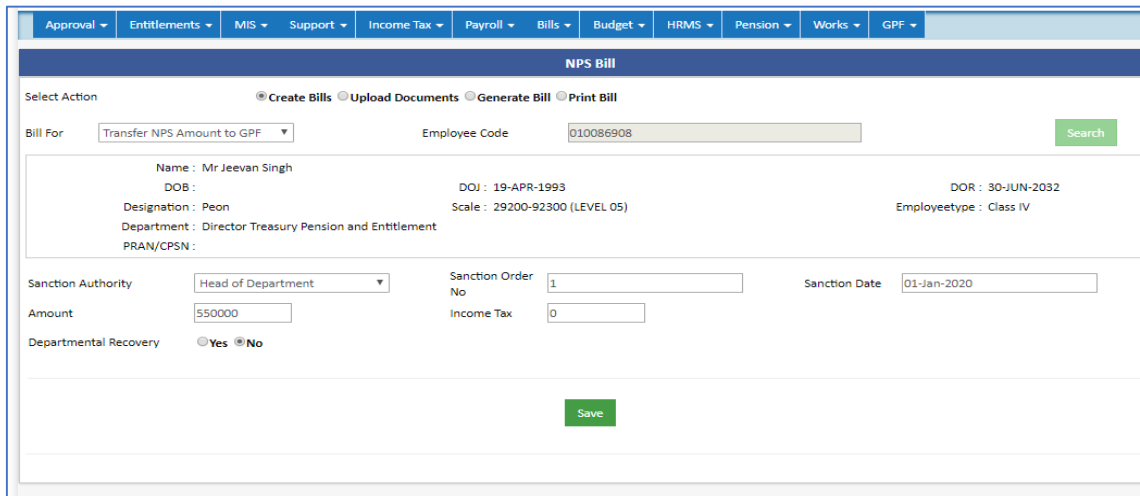
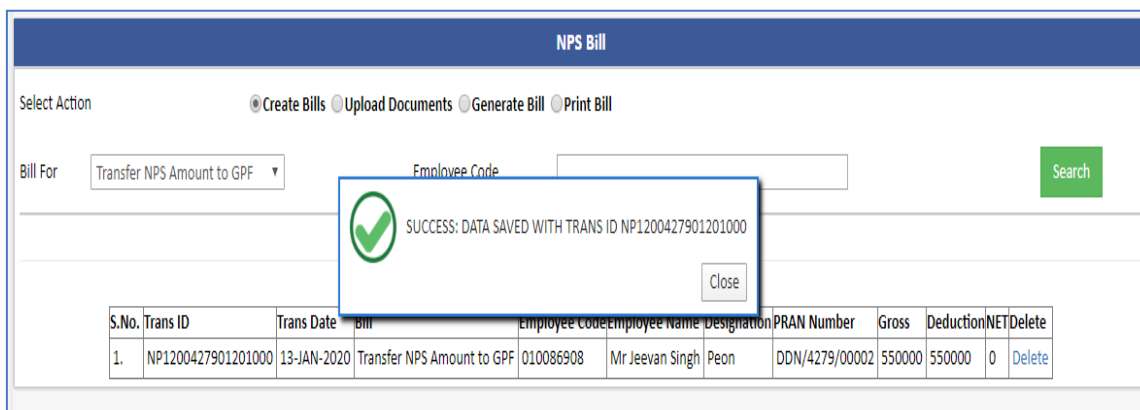


Fig - 214

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



S.No.	Trans ID	Trans Date	Bill	Employee Code	Employee Name	Designation	PRAN Number	Gross	Deduction	NET	Delete
1.	NP1200427901201000	13-JAN-2020	Transfer NPS Amount to GPF	010086908	Mr Jeevan Singh	Peon	DDN/4279/00002	550000	550000	0	Delete

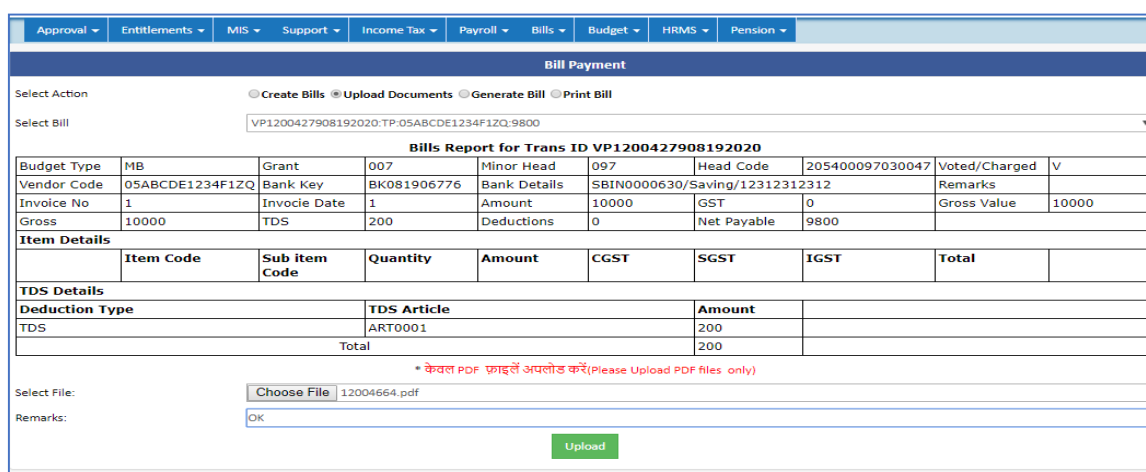
Fig - 215

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



Bill Payment

Select Action: ☐ Create Bills ☒ Upload Documents ☐ Generate Bill ☐ Print Bill

Select Bill: VP1200427908192020:TP:05ABCDE1234F1ZQ:9800

Bills Report for Trans ID VP1200427908192020

Budget Type	MB	Grant	007	Minor Head	097	Head Code	205400097030047	Voted/Charged	V
Vendor Code	05ABCDE1234F1ZQ	Bank Key	BK081906776	Bank Details	SBIN0000630/Saving/12312312312			Remarks	
Invoice No	1	Invoice Date	1	Amount	10000	GST	0	Gross Value	10000
Gross	10000	TDS	200	Deductions	0	Net Payable	9800		

Item Details

Item Code	Sub item Code	Quantity	Amount	CGST	SGST	IGST	Total

TDS Details

Deduction Type	TDS Article	Amount
TDS	ART0001	200
Total		200

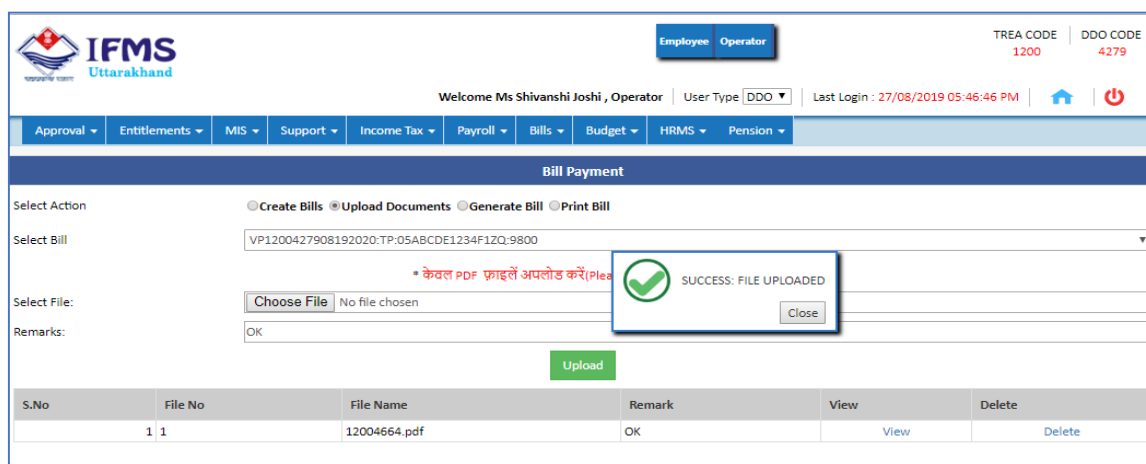
* केवल PDF फ़ाइलें अपलोड करें (Please Upload PDF files only)

Select File: 12004664.pdf

Remarks:

Fig - 216

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



IFMS Uttarakhand

Welcome Ms Shivanshi Joshi, Operator | User Type: DDO | Last Login: 27/08/2019 05:46:46 PM

Bill Payment

Select Action: ☐ Create Bills ☒ Upload Documents ☐ Generate Bill ☐ Print Bill

Select Bill: VP1200427908192020:TP:05ABCDE1234F1ZQ:9800

* केवल PDF फ़ाइलें अपलोड करें (Please Upload PDF files only)

Select File: No file chosen

Remarks:

SUCCESS: FILE UPLOADED

S.No	File No	File Name	Remark	View	Delete
1	1	12004664.pdf	OK	View	Delete

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

Approval ▾ Entitlements ▾ MIS ▾ Support ▾ Income Tax ▾ Payroll ▾ Bills ▾ Budget ▾ HRMS ▾ Pension ▾										
Bill Payment										
Select Action <input type="radio"/> Create Bills <input type="radio"/> Upload Documents <input checked="" type="radio"/> Generate Bill <input type="radio"/> Print Bill										
S.No.	Trans ID	Vendor Code	Bank Details	Gross Amount	TDS	Recovery	Net Payable	11C No	Generate	View
1.	VP1200427904191004	05AAACU7129D12M	PUNB0445600/ Saving/	98924	0	0	100602		Generate Bill	View
2.	VP1200427904191005	05AAACU7129D12M	PUNB0445600/ Saving/	98924	0	0	100602		Generate Bill	View
3.	VP1200427908192005	05AADFS8010M126	SBIN0000630/ Saving/	141974	0	0	144194		Generate Bill	View
4.	VP1200427908192020	05ABCDE1234F12Q	SBIN0000630/ Saving/	10000	200	0	9800	1	Generate Bill	View

Fig - 218

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

Approval ▾ Entitlements ▾ MIS ▾ Support ▾ Income Tax ▾ Payroll ▾ Bills ▾ Budget ▾ HRMS ▾ Pension ▾										
Bill Payment										
Select Action <input type="radio"/> Create Bills <input type="radio"/> Upload Documents <input checked="" type="radio"/> Generate Bill <input type="radio"/> Print Bill										
S.No.	Trans ID	Vendor Code	Bank Details	Gross Amount	TDS	Recovery	Net Payable	11C No	Generate	View
1.	VP1200427904191004	05AAACU7129D12M	PUNB0445600/ Saving/	98924	0	0	100602		Generate Bill	View
2.	VP1200427904191005	05AAACU7129D12M	PUNB0445600/ Saving/	98924	0	0	100602		Generate Bill	View
3.	VP1200427908192005	05AADFS8010M126	SBIN0000630/ Saving/	141974	0	0	144194		Generate Bill	View
4.	VP1200427908192020	05ABCDE1234F12Q	SBIN0000630/ Saving/	10000	200	0	9800	1	Generate Bill	View

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

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension		
Bill Payment											
Select Action <input type="radio"/> Create Bills <input type="radio"/> Upload Documents <input type="radio"/> Generate Bill <input checked="" type="radio"/> Print Bill											
S.No.	Trans ID	Vendor Code	Bank Details	Invoice Number	Invoice Date	Gross Amount	TDS	Recovery	Net Payable	View	Print Bill
1.	VP1200427908192020	05ABCE1234F1ZQ	SBIN0000630/ Saving/ 12312312312	1	01-AUG-2019	10000	200	0	9800	View	Bill

Transaction ID - VP1200427908192020

आकस्मिक देयक प्रपत्र
वित्तीय नियम संग्रह खंड पाँच भाग -१
(देखें अध्याय - आठ, प्रपत्र 178, 180, 182, 183)

E-Sign

लेखाधीन सम्बन्धी विवरण
(2054) खजाना तथा लेखा प्रशासन
(00)-
(097) खजाना स्थापना
(03) कोषागार अधिष्ठान
(00) कोषागार अधिष्ठान

1- जनपद का नाम : देहरादून
2- कोषागार का नाम : साईबर
3- देयक की अवधि काब से : काब तक
4- रिकार्ड कोड : 1 0 3
5- कोषागार/उपकोषागार का कोड : 1 2 0 0
6- देयक पंजी की क्रम संख्या : 1
7- वाउचर संख्या (कोषागार द्वारा भरा जाना है) : 0
8- मलदेव/भारित :
9- लेखाधीन सम्बन्धी 13 अंकों का कोड (4 मुख्य लेखाधीन + 2 उपमुख्य शीर्षक + 3 तृतीय शीर्षक + 2 उपशीर्षक + 2 अतिरिक्त शीर्षक) : 2 0 5 4 0 0 0 9 7 0 3 0 0 4 7
10- आहरण विवरण अधिकारी का पदनाम : निदेशालय कोषागार पैशन एवं हकदारी देहरादून
11- आहरण विवरण अधिकारी का कोड : 4 2 7 9
12- अधिष्ठान का नाम : निदेशालय कोषागार पैशन एवं हकदारी देहरादून
13- अनुदान संख्या : (007) वित्त, कर, नियोजन, सचिवालय तथा अन्य सेवाएं
14- स्रोत कोड : 1
15- सेक्टर कोड : 2
16- स्वीकृति अधिसूचना (यदि आवश्यक हो, प्रतिस्ति सिलन करें)

बजट की वर्तमान स्थिति			
मानक मद का नाम व कोड	आवृत्त कुल बजट	इस बिल को सम्मिलित करते हुए	अवशेष बजट
47-कंप्यूटर अनुकरण / तत्संबंधी स्टेशनरी का क्रय	2000000	1482638	517362

भुगतान का विवरण	
मानक मद का कोड एवं नाम	धनराशि
47-कंप्यूटर अनुकरण / तत्संबंधी स्टेशनरी का क्रय	10,000
66 देयक की सकल धनराशि (अंतिम समायोजन के बाद)	10,000

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:

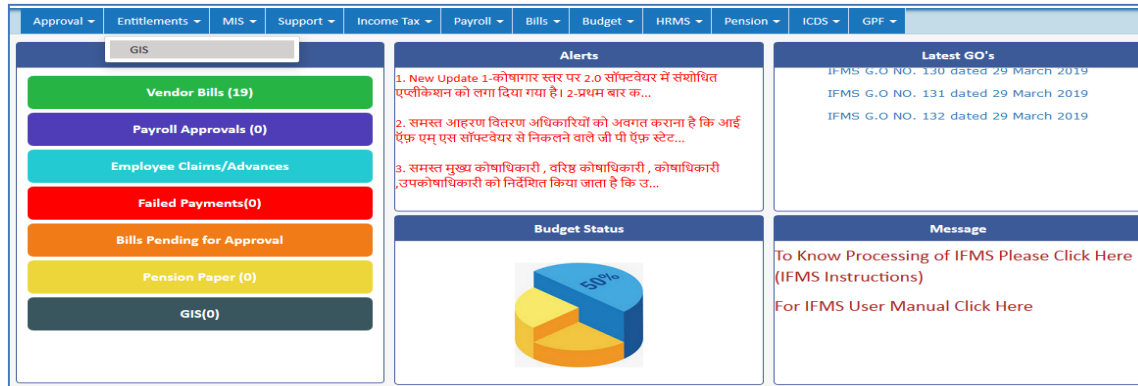


Fig - 221

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

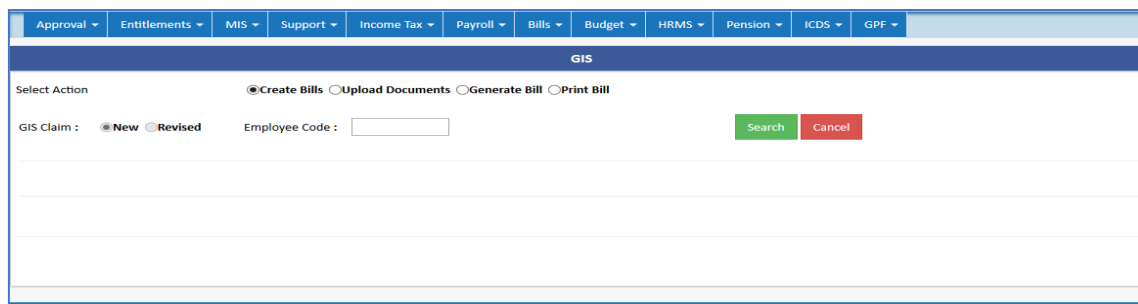


Fig - 222

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

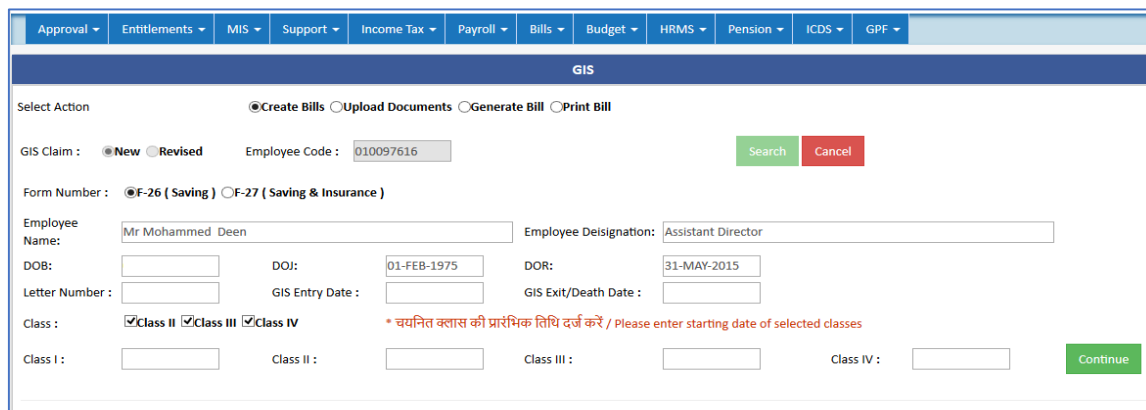
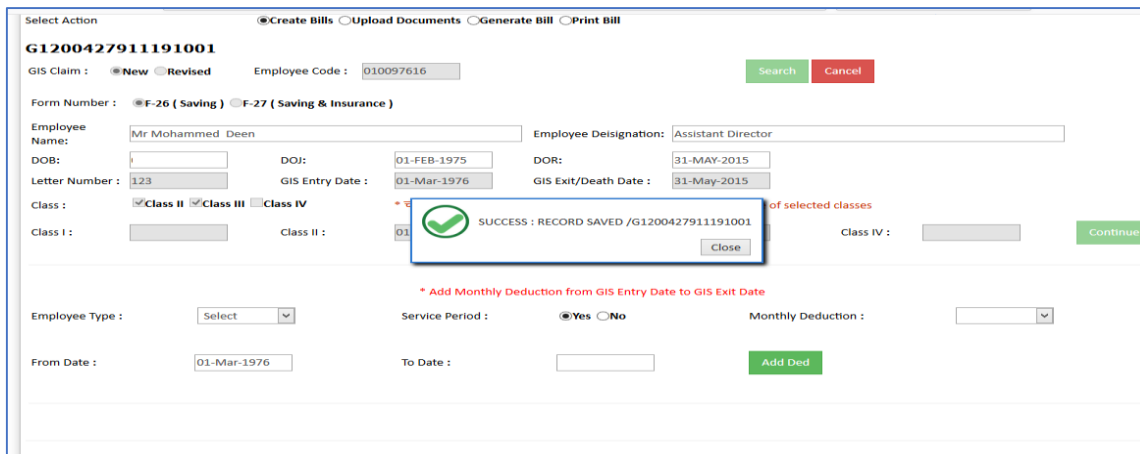


Fig - 223

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



Select Action: ☒ Create Bills ☐ Upload Documents ☐ Generate Bill ☐ Print Bill

G1200427911191001

GIS Claim : ☒ New ☐ Revised Employee Code : 010097616

Form Number : ☒ F-26 (Saving) ☐ F-27 (Saving & Insurance)

Employee Name: Mr Mohammed Deen Employee Designation: Assistant Director

DOB: DOJ: 01-FEB-1975 DOR: 31-MAY-2015

Letter Number : 123 GIS Entry Date : 01-Mar-1976 GIS Exit/Death Date : 31-May-2015

Class : ☒ Class II ☒ Class III ☐ Class IV

Class I : Class II : Class III : Class IV :

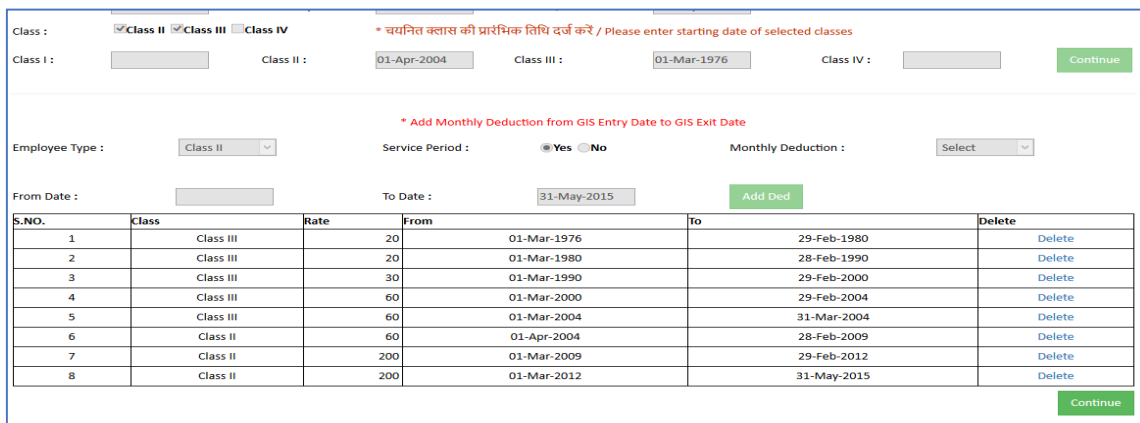
Employee Type : Service Period : ☒ Yes ☐ No Monthly Deduction : From Date : 01-Mar-1976 To Date : Add Ded

* Add Monthly Deduction from GIS Entry Date to GIS Exit Date

SUCCESS : RECORD SAVED / G1200427911191001

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



Class : ☒ Class II ☒ Class III ☐ Class IV

* चयनित क्लास की प्रारंभिक तिथि दर्ज करें / Please enter starting date of selected classes

Class I : Class II : 01-Apr-2004 Class III : 01-Mar-1976 Class IV : Continue

* Add Monthly Deduction from GIS Entry Date to GIS Exit Date

Employee Type : Class II Service Period : ☒ Yes ☐ No Monthly Deduction : Select

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	01-Mar-2009	29-Feb-2012	Delete
8	Class II	200	01-Mar-2012	31-May-2015	Delete

Continue

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 :

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

Saving : Insurance : Net GIS Amount :

Payment To : ☒ Employee ☐ Nominee

* Bank : * IFSC Code :

* Account Type : ☒ Saving ☐ Current * Account Number :

Bank Branch :

Saving Amount : Insurance Amount :

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

Saving : Insurance : Net GIS Amount :

Payment To : ☒ Employee ☐ Nominee

* Bank : * IFSC Code :

* Account Type : ☒ Saving ☐ Current * Account Number :

Bank Branch :

Saving Amount : Insurance Amount :

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	

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:

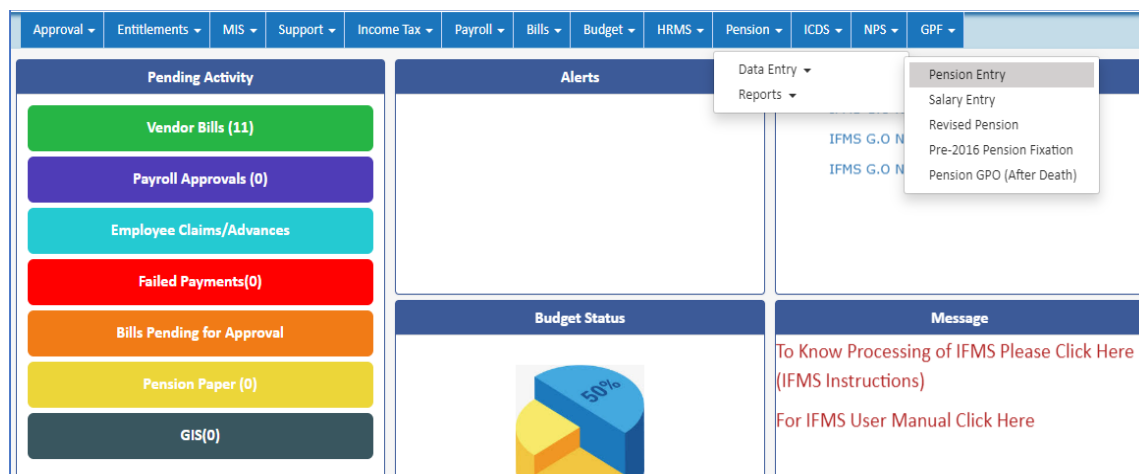
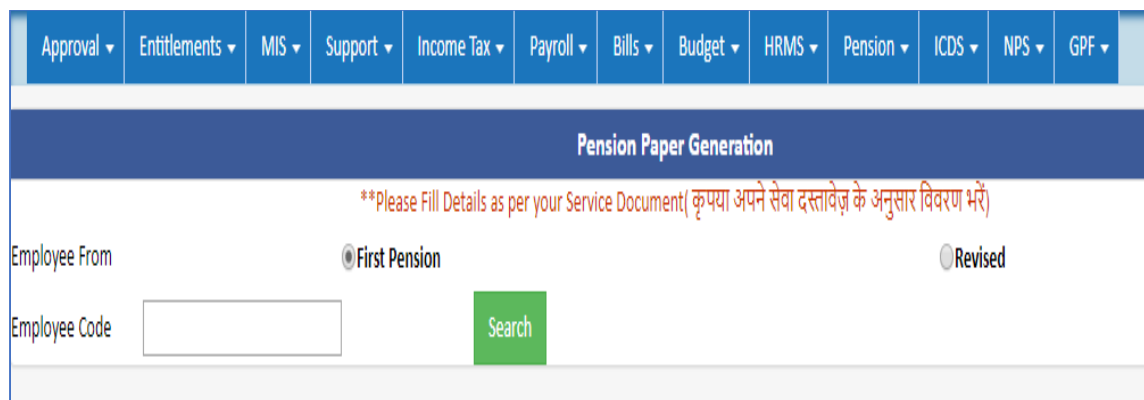


Fig - 228

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



The screenshot shows the 'Pension Paper Generation' form. At the top, there's a navigation bar with the same modules as Fig 228. Below the title, there's a message in Hindi: '**Please Fill Details as per your Service Document(कृपया अपने सेवा दस्तावेज़ के अनुसार विवरण भरें)'. The form has two radio buttons: 'First Pension' (selected) and 'Revised'. Below these, there's a field for 'Employee Code' with a 'Search' button. The 'Employee From' field is also visible.

Fig - 229

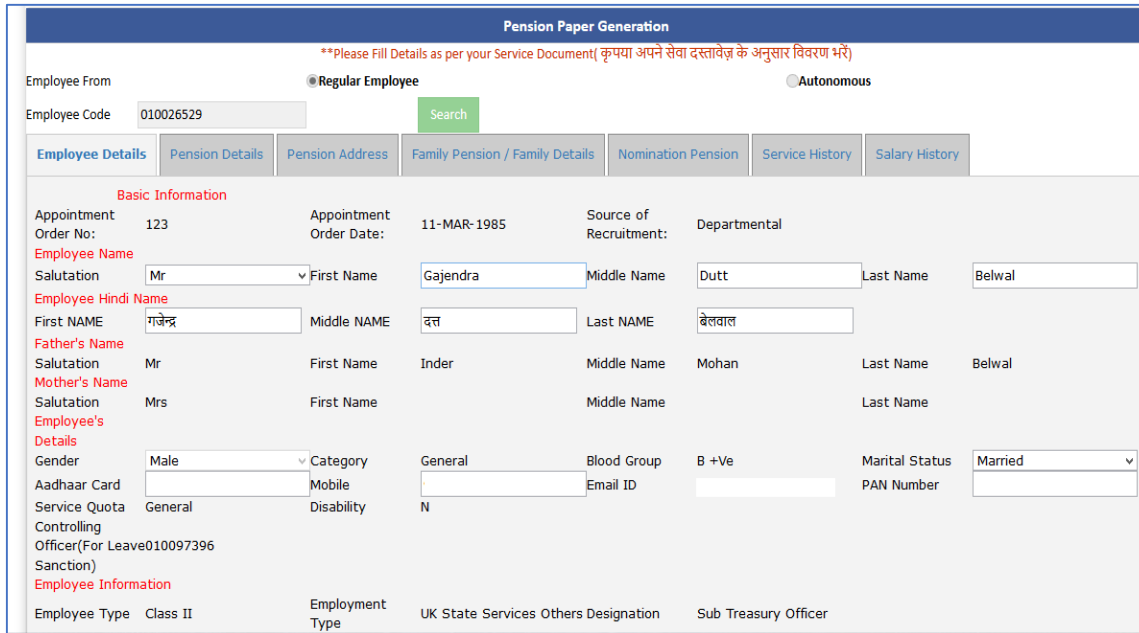
3. Entry in the page: Follow below mentioned steps:

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:



Pension Paper Generation

****Please Fill Details as per your Service Document (कृपया अपने सेवा दस्तावेज़ के अनुसार विवरण भरें)**

Employee From: ☒ Regular Employee ☐ Autonomous

Employee Code: 010026529

Employee Details | Pension Details | Pension Address | Family Pension / Family Details | Nomination Pension | Service History | Salary History

Basic Information

Appointment Order No: 123 Appointment Order Date: 11-MAR-1985 Source of Recruitment: Departmental

Employee Name: Salutation: Mr First Name: Gajendra Middle Name: Dutt Last Name: Belwal

Employee Hindi Name: First NAME: गजेन्द्र Middle NAME: दत्त Last NAME: बेलवाल

Father's Name: Salutation: Mr First Name: Inder Middle Name: Mohan Last Name: Belwal

Mother's Name: Salutation: Mrs First Name: Middle Name: Last Name:

Employee's Details: Gender: Male Category: General Blood Group: B +Ve Marital Status: Married

Aadhaar Card: Mobile: Email ID: PAN Number:

Service Quota: General Disability: N

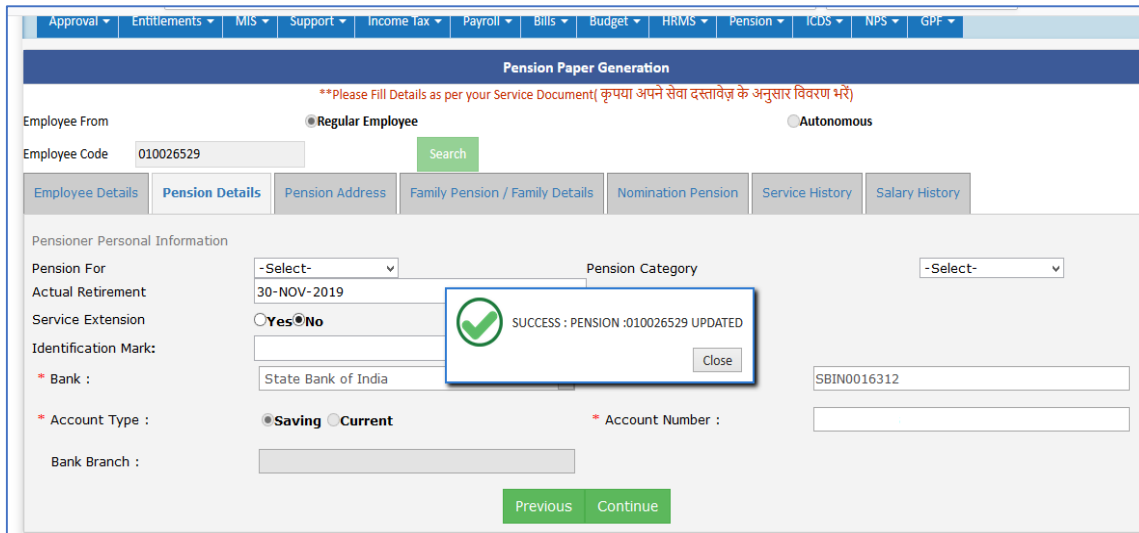
Controlling Officer (For Leave 010097396 Sanction)

Employee Information: Employee Type: Class II Employment Type: UK State Services Others Designation: Sub Treasury Officer

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:



Pension Paper Generation

****Please Fill Details as per your Service Document (कृपया अपने सेवा दस्तावेज़ के अनुसार विवरण भरें)**

Employee From: ☒ Regular Employee ☐ Autonomous

Employee Code: 010026529

Employee Details | **Pension Details** | Pension Address | Family Pension / Family Details | Nomination Pension | Service History | Salary History

Pensioner Personal Information

Pension For: -Select- Pension Category: -Select-

Actual Retirement: 30-NOV-2019

Service Extension: ☐ Yes ☒ No

Identification Mark:

* Bank: State Bank of India SBIN0016312

* Account Type: ☒ Saving ☐ Current * Account Number:

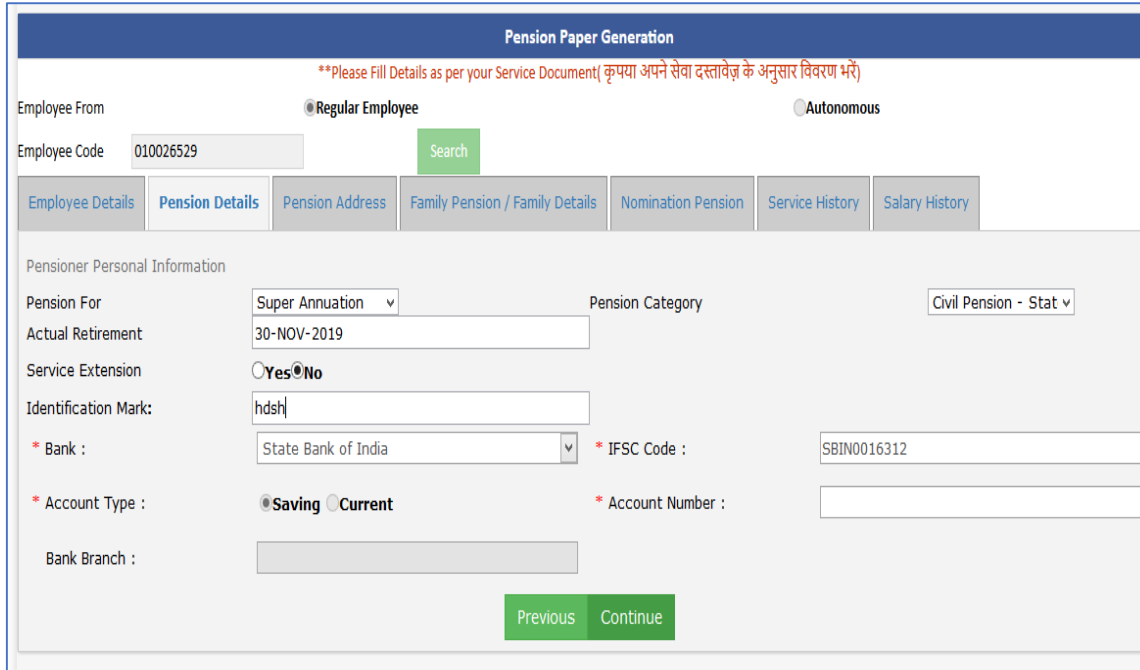
Bank Branch:

SUCCESS : PENSION : 010026529 UPDATED

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:



Pension Paper Generation

****Please Fill Details as per your Service Document(कृपया अपने सेवा दस्तावेज़ के अनुसार विवरण भरें)**

Employee From: ☒ Regular Employee ☐ Autonomous

Employee Code: 010026529

Employee Details | **Pension Details** | Pension Address | Family Pension / Family Details | Nomination Pension | Service History | Salary History

Pensioner Personal Information

Pension For: Super Annuation Pension Category: Civil Pension - Stat

Actual Retirement: 30-NOV-2019

Service Extension: ☐ Yes ☒ No

Identification Mark: hdsh

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

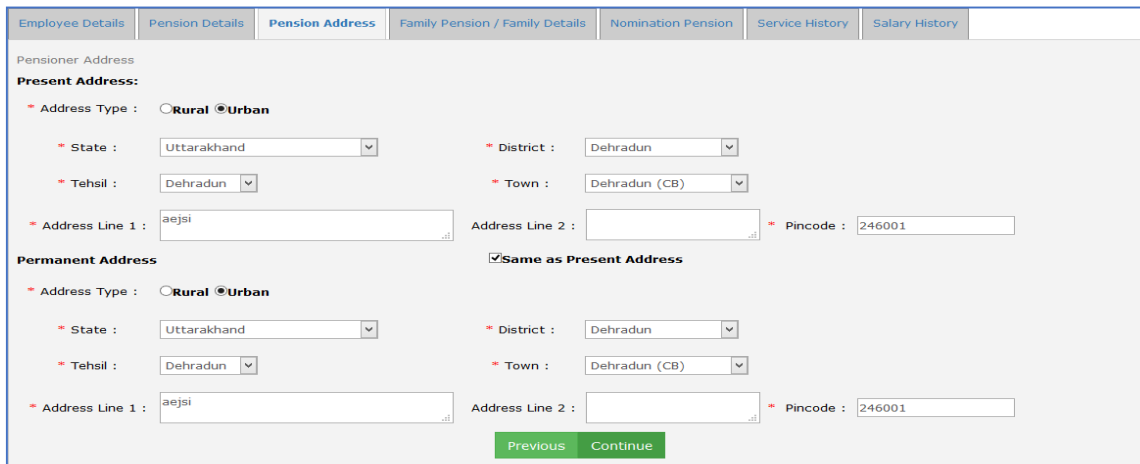
* Account Type: ☒ Saving ☐ Current * Account Number:

Bank Branch:

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,



Employee Details | Pension Details | **Pension Address** | Family Pension / Family Details | Nomination Pension | Service History | Salary History

Pensioner Address

Present Address:

* Address Type: ☐ Rural ☒ Urban

* State: Uttarakhand * District: Dehradun

* Tehsil: Dehradun * Town: Dehradun (CB)

* Address Line 1: aejsi Address Line 2: Pincode: 246001

Permanent Address ☒ Same as Present Address

* Address Type: ☐ Rural ☒ Urban

* State: Uttarakhand * District: Dehradun

* Tehsil: Dehradun * Town: Dehradun (CB)

* Address Line 1: aejsi Address Line 2: Pincode: 246001

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,

* Family Pension / Nominee Details will be deleted if you click None on Detail For(फैमिली पेंशन / नॉमिनी डिटेल्स पर NONE क्लिक करने पर नॉमिनी डिटेल्स हटा दिया जाएगा)

Spouse-Mrs Punam Belwal Pension For ☒ Regular ☐ LTA

Relation* Spouse Salutation* Mrs

First Name* Punam Middle Name

Last Name Belwal Date of Birth*

Aadhaar No.* Marital Status* Married

PAN No. Mobile No.

Email Id Share Percentage 100

* Address Type : ☐ Rural ☒ Urban

* State : Uttarakhand * District : Dehradun

* Tehsil : Dehradun * Town : Dehradun (CB)

* Address Line 1 : aejsi Address Line 2 : Pincode : 246001

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

* Account Type : ☒ Saving ☐ Current * Account Number :

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

Save

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,

Email Id Share Percentage

* Address Type : ☐ Rural ☒ Urban

* State : --Select-- * District : --Select--

* Tehsil : --Select-- * Town : --Select--

* Address Line 1 : Address Line 2 : Pincode :

* Bank : Select * IFSC Code :

* Account Type : ☒ Saving ☐ Current * Account Number :

Bank Branch :

Save

Emp No	Family Member Name	Share Percentage	Mobile No.	Aadhar CaRD	Delete
010026529	Mrs Punam Belwal	100			Delete

Previous Continue

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,

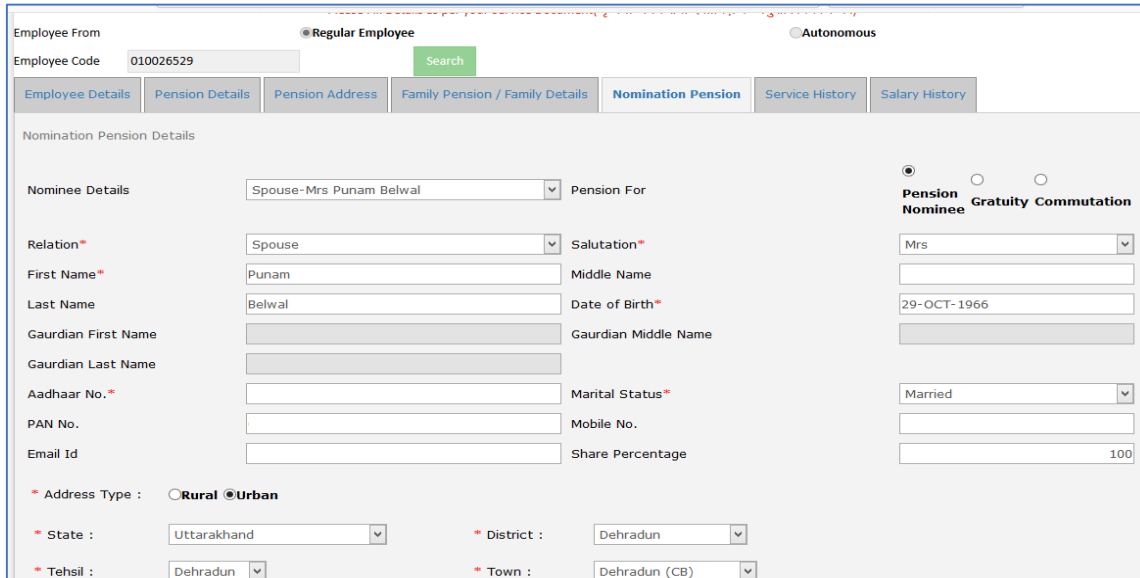


Fig - 236

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,

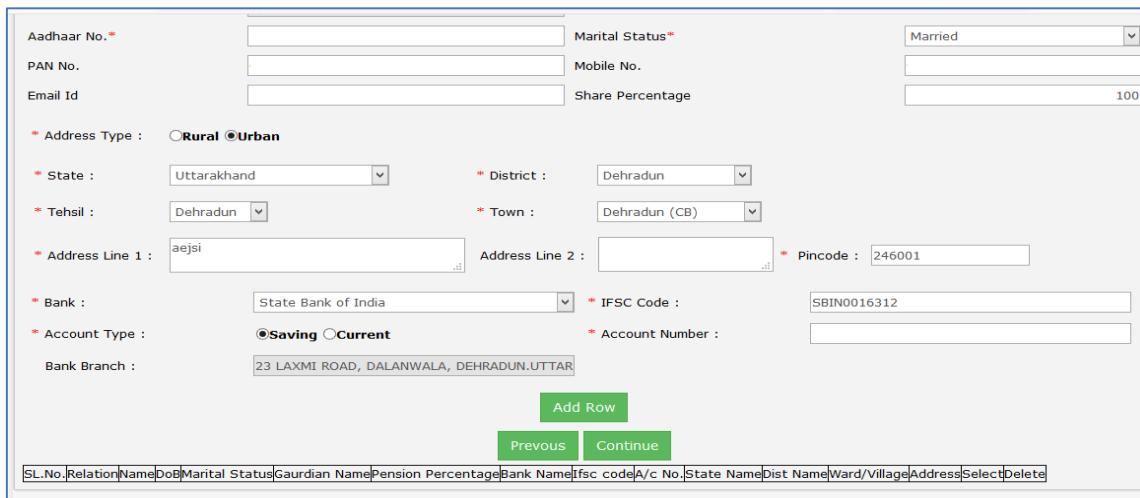


Fig - 237

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,

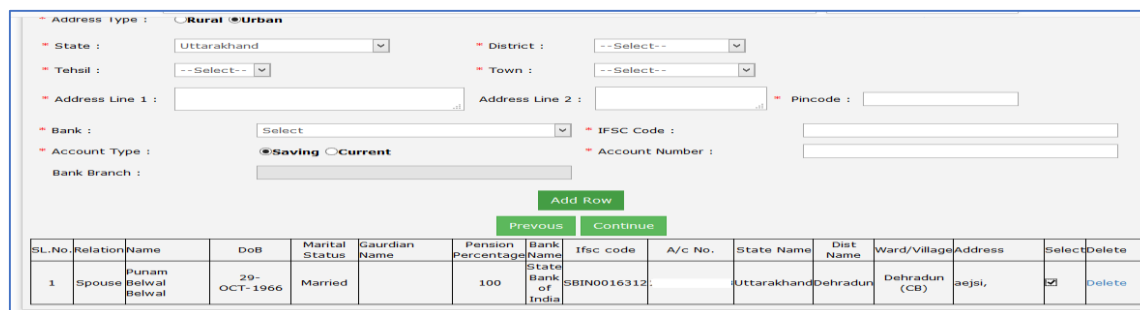


Fig - 238

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

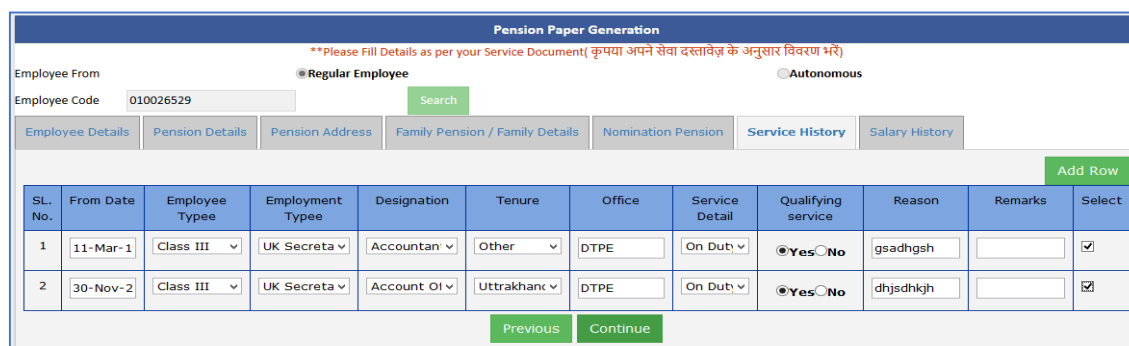


Fig - 239

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

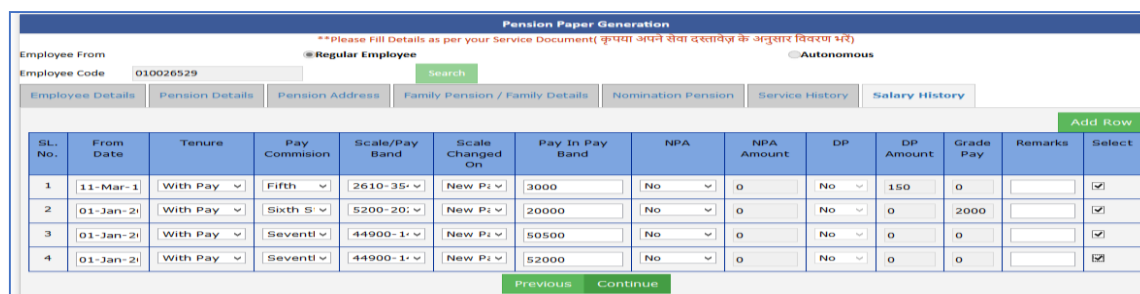


Fig - 240

4.4.5.1.2 Salary Entry

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

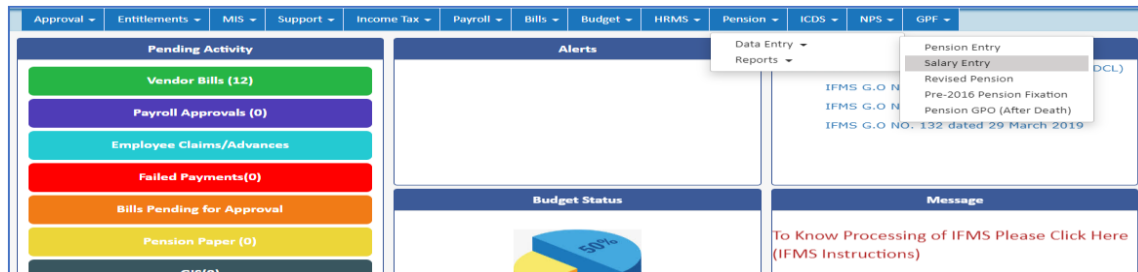
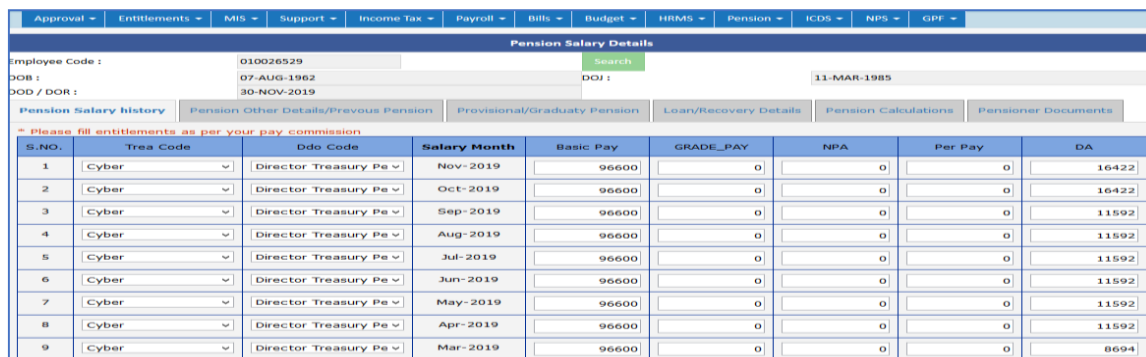


Fig - 241

12. User has to enter employee code, click on search button; user will be able to the screen with the detail of last 10 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



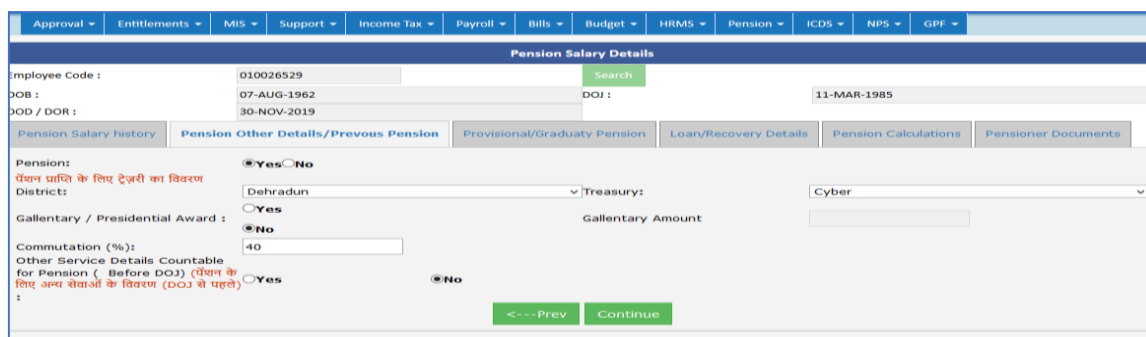
The screenshot shows the 'Pension Salary Details' page. It includes fields for Employee Code (010026529), DOB (07-AUG-1962), DOJ (30-NOV-2019), and DOJ (11-MAR-1985). Below these are tabs for Pension Salary history, Pension Other Details/Previous Pension, Provisional/Graduaty Pension, Loan/Recovery Details, Pension Calculations, and Pensioner Documents. A table displays the last 10 months of salary data:

S.NO.	Trea Code	Ddo Code	Salary Month	Basic Pay	GRADE_PAY	NPA	Per Pay	DA
1	Cyber	Director Treasury Pe	Nov-2019	96600	0	0	0	16422
2	Cyber	Director Treasury Pe	Oct-2019	96600	0	0	0	16422
3	Cyber	Director Treasury Pe	Sep-2019	96600	0	0	0	11592
4	Cyber	Director Treasury Pe	Aug-2019	96600	0	0	0	11592
5	Cyber	Director Treasury Pe	Jul-2019	96600	0	0	0	11592
6	Cyber	Director Treasury Pe	Jun-2019	96600	0	0	0	11592
7	Cyber	Director Treasury Pe	May-2019	96600	0	0	0	11592
8	Cyber	Director Treasury Pe	Apr-2019	96600	0	0	0	11592
9	Cyber	Director Treasury Pe	Mar-2019	96600	0	0	0	8694

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



The screenshot shows the 'Pension Other Details/Previous Pension' page. It includes fields for Pension (Yes/No), District (Dehradun), Treasury (Cyber), Gallantry / Presidential Award (Yes/No), and Commutation (%) (40). There are also checkboxes for 'Other Service Details Countable for Pension (Before DOJ)' and 'Pension (Before DOJ)'. At the bottom, there are 'Prev' and 'Continue' buttons.

Fig - 243

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

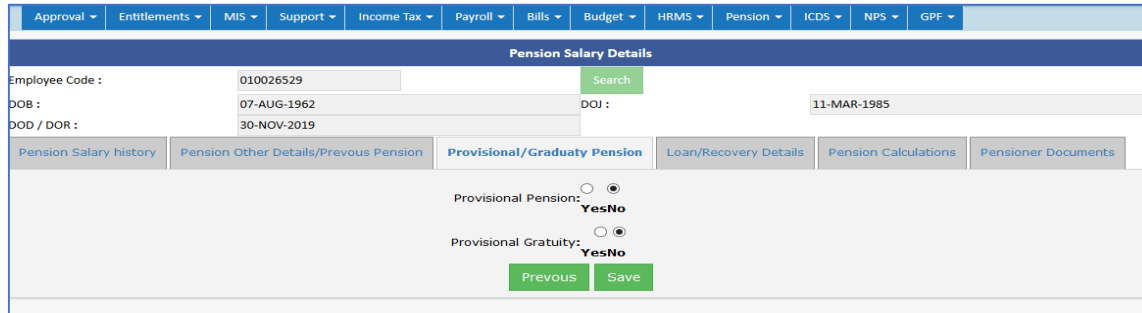


Fig - 244

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

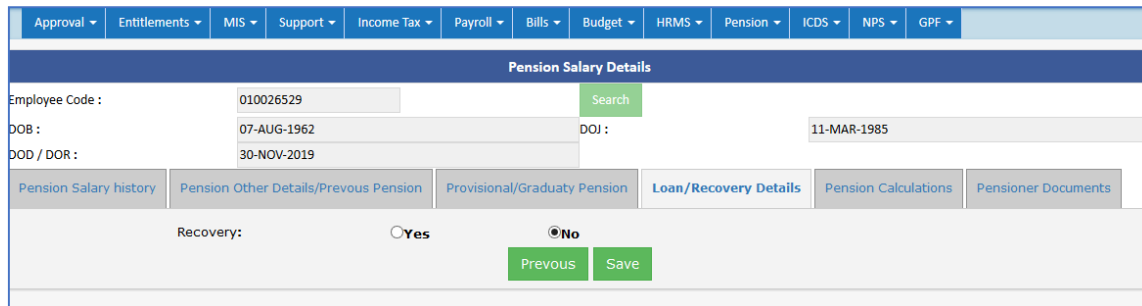


Fig - 245

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

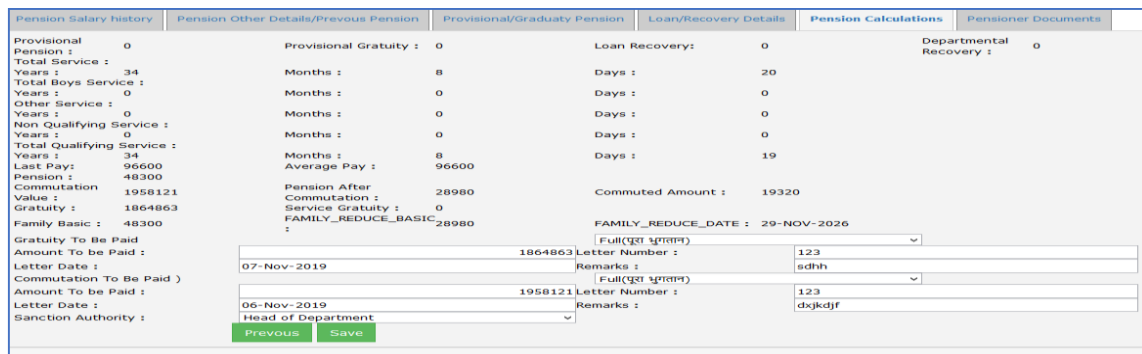
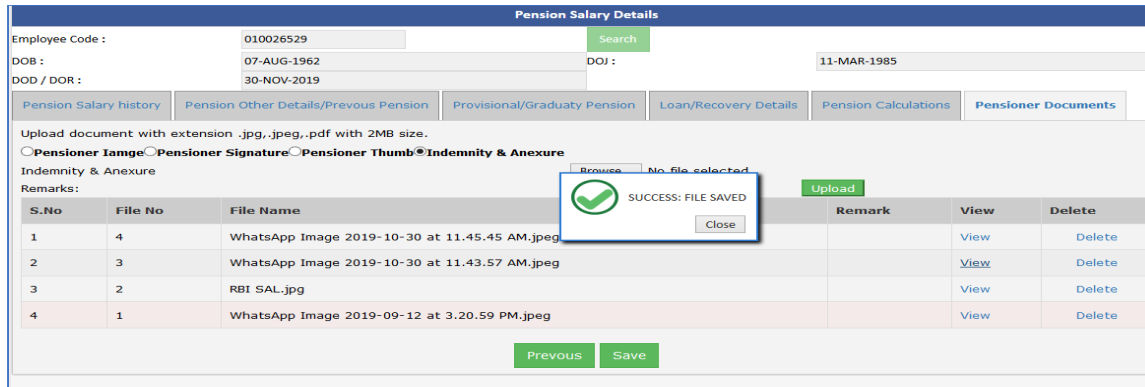


Fig - 246

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



Pension Salary Details

Employee Code : 010026529 Search
 DOB : 07-AUG-1962 DOJ : 11-MAR-1985
 DOD / DOR : 30-NOV-2019

[Pension Salary history](#) [Pension Other Details/Previous Pension](#) [Provisional/Gratuaty Pension](#) [Loan/Recovery Details](#) [Pension Calculations](#) [Pensioner Documents](#)

Upload document with extension .jpg, .jpeg, .pdf with 2MB size.
☐ Pensioner Image ☐ Pensioner Signature ☐ Pensioner Thumb ☒ Indemnity & Annexure

Remarks:

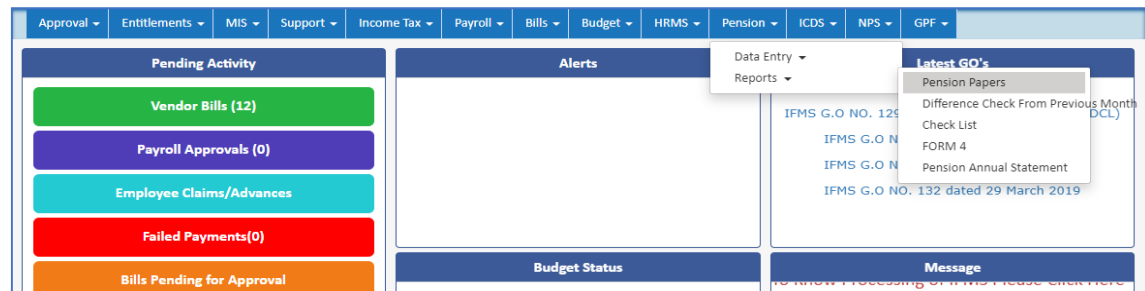
S.No	File No	File Name	Remark	View	Delete
1	4	WhatsApp Image 2019-10-30 at 11.45.45 AM.jpeg		View	Delete
2	3	WhatsApp Image 2019-10-30 at 11.43.57 AM.jpeg		View	Delete
3	2	RBI SAL.jpg		View	Delete
4	1	WhatsApp Image 2019-09-12 at 3.20.59 PM.jpeg		View	Delete

[Previous](#) [Save](#)

Fig - 247

4.4.5.1.3 Pension paper

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



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

Pending Activity

- Vendor Bills (12)
- Payroll Approvals (0)
- Employee Claims/Advances
- Failed Payments(0)
- Bills Pending for Approval

Alerts

Budget Status

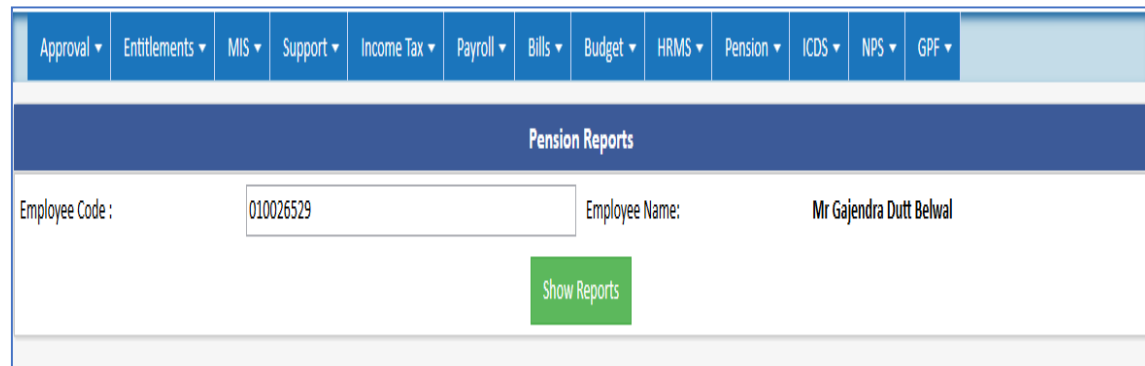
Message

Latest GO's

- Pension Papers
- Difference Check From Previous Month (DCL)
- IFMS G.O NO. 125
- IFMS G.O N
- IFMS G.O N
- IFMS G.O NO. 132 dated 29 March 2019

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



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

Pension Reports

Employee Code : 010026529 Employee Name: Mr Gajendra Dutt Belwal

[Show Reports](#)

Fig - 249

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

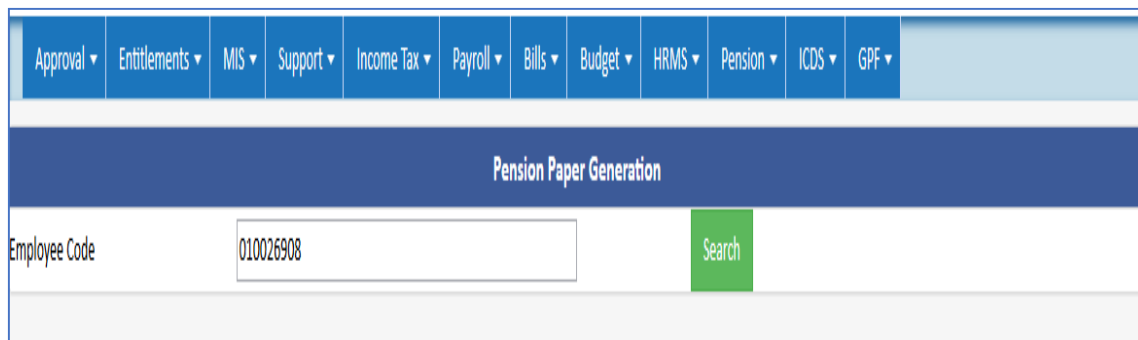
4.4.5.2.1 Revised Pension

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



Fig - 250

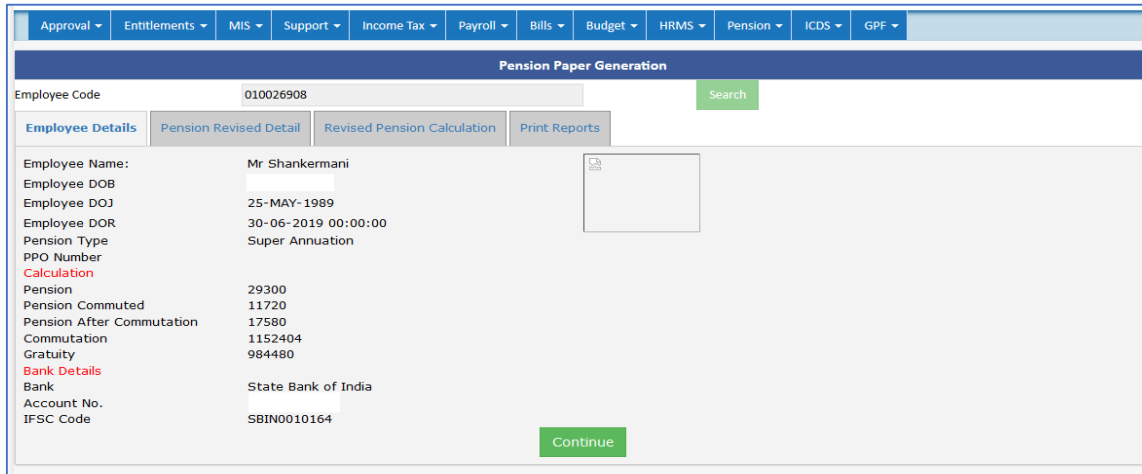
2. User is directed to new page, enter employee code and click on search button, as shown below



The screenshot shows the 'Pension Paper Generation' form. It has a top navigation bar with the same modules as the previous figure. The main form area has a label 'Employee Code' next to a text input field containing '010026908'. To the right of the input field is a green 'Search' button.

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:



The screenshot shows the 'Pension Paper Generation' interface. At the top, there is a navigation bar with tabs: Approval, Entitlements, MIS, Support, Income Tax, Payroll, Bills, Budget, HRMS, Pension, ICDS, and GPF. Below this, the 'Employee Code' is 010026908. The 'Employee Details' tab is selected, showing the following information:

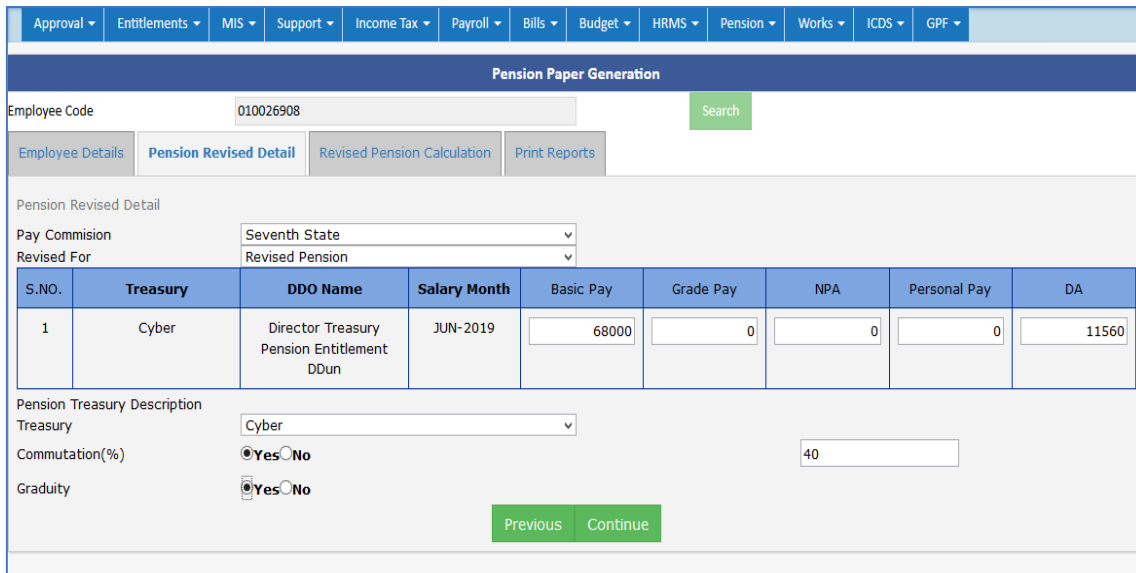
- Employee Name: Mr Shankermani
- Employee DOB: 25-MAY-1989
- Employee DOJ: 30-06-2019 00:00:00
- Pension Type: Super Annuation
- PPO Number: 29300
- Calculation: Pension Commuted 11720, Pension After Commutation 17580, Commutation 1152404, Gratuity 984480
- Bank Details: Bank - State Bank of India, Account No. - SBIN0010164, IFSC Code - SBIN0010164

A 'Continue' button is visible at the bottom right.

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



The screenshot shows the 'Pension Revised Detail' page. The 'Employee Code' is 010026908. The 'Pension Revised Detail' tab is selected, showing the following information:

- Pay Commission: Seventh State
- Revised For: Revised Pension

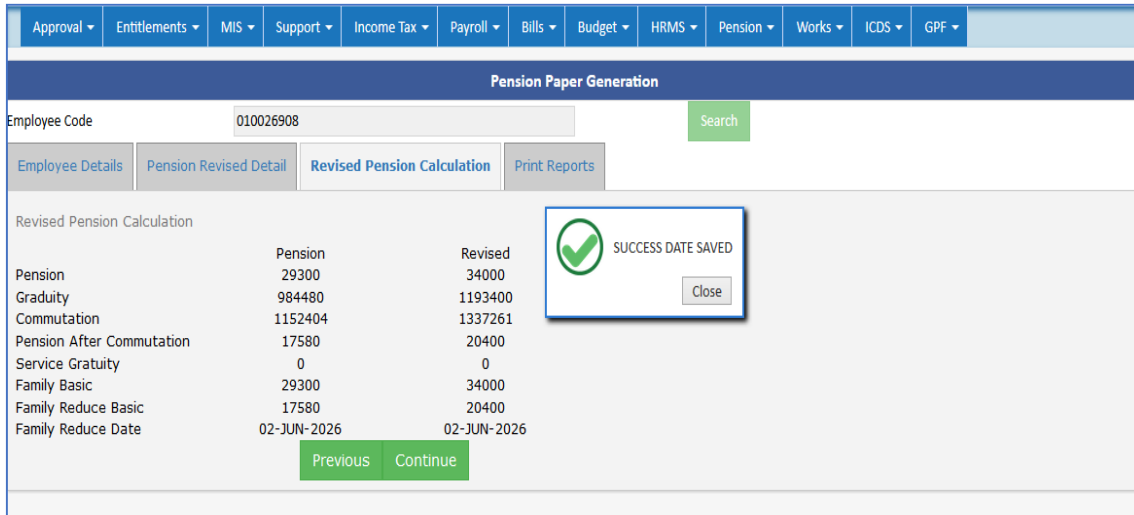
S.NO.	Treasury	DDO Name	Salary Month	Basic Pay	Grade Pay	NPA	Personal Pay	DA
1	Cyber	Director Treasury Pension Entitlement DDun	JUN-2019	68000	0	0	0	11560

Below the table, there is a 'Pension Treasury Description' section with a dropdown menu set to 'Cyber'. There are also checkboxes for 'Commutation(%)' (Yes/No) and 'Gratuity' (Yes/No). A 'Continue' button is visible at the bottom right.

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



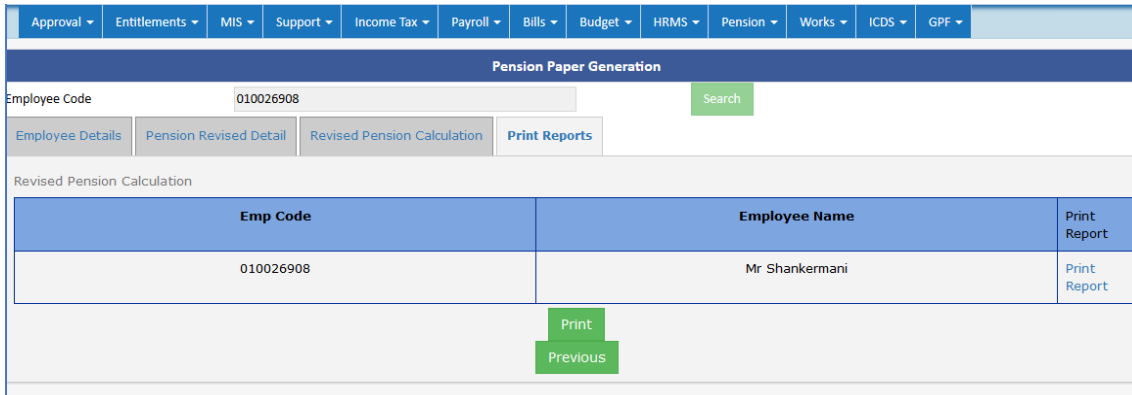
The interface shows the 'Pension Paper Generation' section with a search bar for Employee Code (010026908). Below the search bar are tabs for Employee Details, Pension Revised Detail, Revised Pension Calculation (selected), and Print Reports. The Revised Pension Calculation table displays the following data:

	Pension	Revised
Pension	29300	34000
Gratuity	984480	1193400
Commutation	1152404	1337261
Pension After Commutation	17580	20400
Service Gratuity	0	0
Family Basic	29300	34000
Family Reduce Basic	17580	20400
Family Reduce Date	02-JUN-2026	02-JUN-2026

A success message 'SUCCESS DATE SAVED' is displayed with a green checkmark icon and a 'Close' button. Navigation buttons 'Previous' and 'Continue' are at the bottom.

Fig - 254

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



The interface shows the 'Pension Paper Generation' section with the same search bar and tabs. The 'Print Reports' tab is selected. Below the tabs is a table with the following data:

Emp Code	Employee Name	Print Report
010026908	Mr Shankermani	Print Report

Navigation buttons 'Print' and 'Previous' are at the bottom.

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:

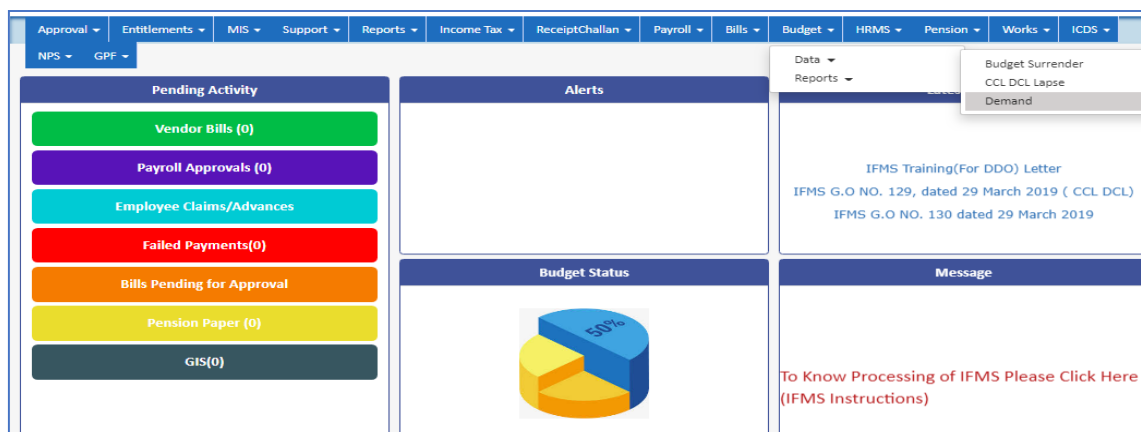
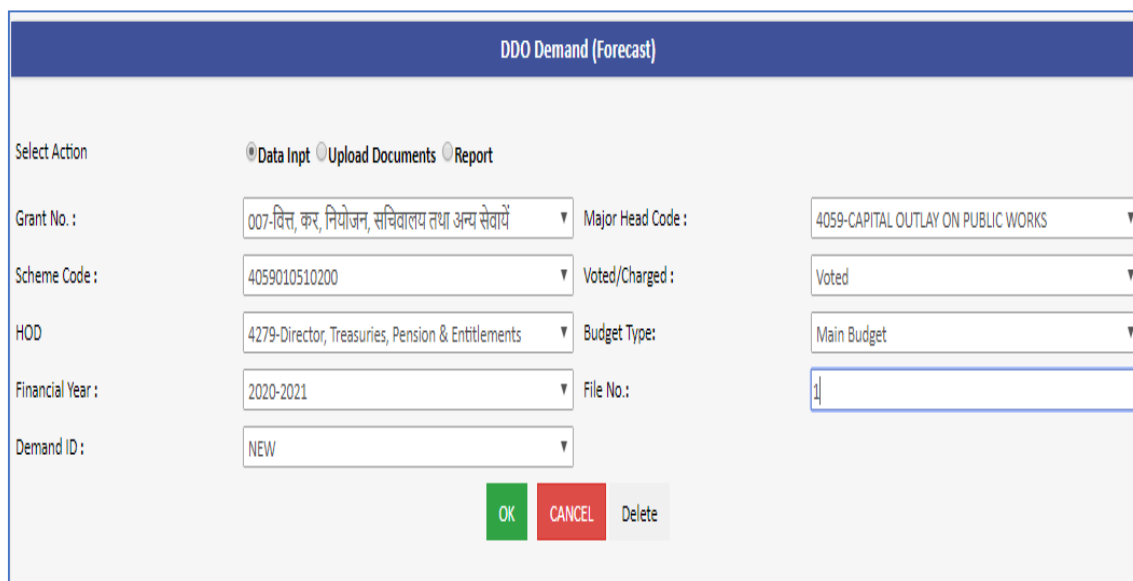


Fig - 256

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:



The screenshot shows the 'DDO Demand (Forecast)' form. It includes a 'Select Action' section with radio buttons for 'Data Inpt', 'Upload Documents', and 'Report'. The form fields are as follows:

Grant No. :	007-वित्त, कर, नियोजन, सचिवालय तथा अन्य सेवायें	Major Head Code :	4059-CAPITAL OUTLAY ON PUBLIC WORKS
Scheme Code :	4059010510200	Voted/Charged :	Voted
HOD	4279-Director, Treasuries, Pension & Entitlements	Budget Type:	Main Budget
Financial Year :	2020-2021	File No.:	1
Demand ID :	NEW		

At the bottom, there are buttons for OK, CANCEL, and Delete.

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

Select Action: ☒ Data Inpt ☐ Upload Documents ☐ Report

Grant No.: 007-वित्त, कर, नियोजन, सचिवालय तथा अन्य सेवायें Major Head Code: 4059-CAPITAL OUTLAY ON PUBLIC WORKS

Scheme Code: 4059010510200 Voted/Charged: Voted

HOD: 4279-Director, Treasuries, Pension & Entitlements Budget Type: Main Budget

Financial Year: 2020-2021 File No.: 1

Demand ID: NEW

OK CANCEL Delete

Grant: 007-वित्त, कर, नियोजन, सचिवालय तथा अन्य सेवायें

Scheme: 4059-लोक निर्माण पर पूंजीगत परियोजना 01-Office Buildings

051- 02-कोषागार / उपकोषागार के निर्माण (40598080006 से स्थानांतरित)

00-ह

Sl.No.	Object Code	Provision	Remaining	Expenditure	Demand (Next FY)	Purpose	
1	53-सूहत् निर्माण कार्य	189000	0	189000	200000	DEMAND	View_Object_Detail
2	42-अन्य विभागीय व्यय	0	0	0	100000	STATIONARY	View_Object_Detail
Total Amount:		189000	0	189000	300000	Check Amount	

Total Demand Amount for next Financial Year is Rs.300000

Save

Fig - 258

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

Select Action: ☒ Data Inpt ☐ Upload Documents ☐ Report

Grant No.: 007-वित्त, कर, नियोजन, सचिवालय तथा अन्य सेवायें Major Head Code: 4059-CAPITAL OUTLAY ON PUBLIC WORKS

Scheme Code: 4059010510200 Voted/Charged: Voted

HOD: 4279-Director, Treasuries, Pension & Entitlements

Financial Year: 2020-2021

Demand ID: NEW

OK CANCEL

Grant: 007-वित्त, कर, नियोजन, सचिवालय तथा अन्य

Scheme: 4059-लोक निर्माण पर पूंजीगत परियोजना 01-Office Buildings

051- 02-कोषागार / उपकोषागार के निर्माण (40598080006 से स्थानांतरित)

00-ह

Sl.No.	Object Code	Provision	Remaining	Expenditure
1	53-सूहत् निर्माण कार्य	189000	0	
Total Amount:		189000	0	

New Object Code :

Training expenses - (10)

Admissibility Expenses - (11)

Pension - (12)

Earn leave encashment - (13)

Stationary and Printing - (20)

Office Furniture and Equipment - (21)

General Office Expenses - (22)

Rent, Fee and Ownership Tax - (23)

Advertisement and Publicity - (24)

Utility Bill Payment - (25)

Computer Hardware Software and peripherals purchase/Maintenance - (26)

Professional Service Expense - (27)

Purchase of Official Vehicle - (28)

Operation of Vehicle Maintenance & Purchase of Fuel - (29)

Hospitality Expenses - (30)

Secret service expenses - (31)

Equipment, Machine and Accessorie - (40)

Food expenses - (41)

Other Departmental Expense - (42)

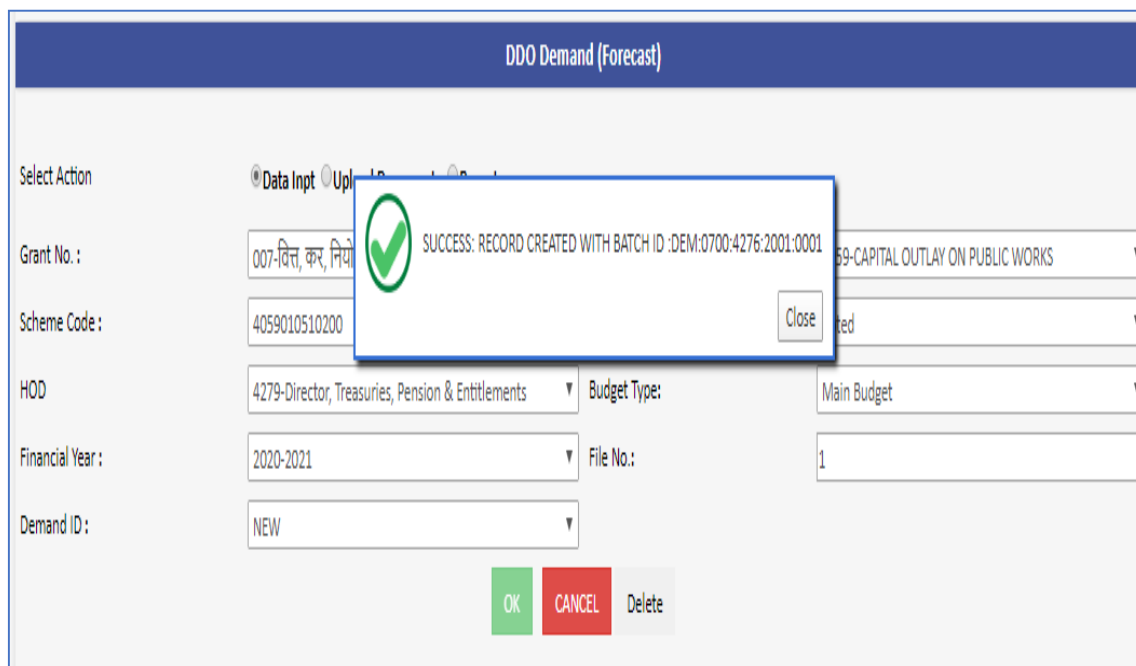
Medicine and chemicals - (43)

Other Departmental Expen

Add

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



The screenshot shows the 'DDO Demand (Forecast)' form. A success message pop-up is displayed in the center, stating 'SUCCESS: RECORD CREATED WITH BATCH ID :DEM:0700:4276:2001:0001'. The form fields include: Select Action (Data Input), Grant No. (007-वि. कर, नियं.), Scheme Code (4059010510200), HOD (4279-Director, Treasuries, Pension & Entitlements), Budget Type (Main Budget), Financial Year (2020-2021), File No. (1), and Demand ID (NEW). At the bottom, there are buttons for OK, CANCEL, and Delete.

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.

DDO User Manual



4. Click on select button.

DDO Demand (Forecast)

Select Action ☐ Data Inpt ☐ Upload Documents ☒ Report

Sl.No.	Batch ID	Letter No.	Letter Date	Select
1.	DEM:0700:4276:1911:0001	DD19110070124	14-NOV-2019	Select
2.	DEM:0700:4276:2001:0001	DD20010070002	07-JAN-2020	Select

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Designed, Developed & Maintained By Indus Web Solution Pvt. Ltd.

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:

DDO Demand (Forecast)

Select Action ☐ Data Inpt ☐ Upload Documents ☒ Report

Sl.No.	Batch ID	Letter No.	Letter Date	Select
1.	DEM:0700:4276:1911:0001	DD19110070124	14-NOV-2019	Select
2.	DEM:0700:4276:2001:0001	DD20010070002	07-JAN-2020	Select

बजट माँग वित्तीय वर्ष - (2020-2021)
Treasury-Haldwani(0700)
DDO-Treasury OfficerHaldwani(4276)
HOD-Director, Treasuries, Pension & Entitlements (4279)

मांग पत्र संख्या -1
अनुदान संख्या - 007 अन्य विभागीय व्यय

लेखा शीर्षक 4059-लोक निर्माण पर पूंजीगत परियोजना
051-निर्माण
00-रू

मांग आई डी-DD20010070002
मांग पत्र दिनांक-07-JAN-2020

01-Office Buildings
02-कोषागार / उपकोषागार के निर्माण (40598080006 से स्थानांतरित)

मानक मद का नाम	चालू वित्तीय वर्ष का आवंटन	वित्तीय वर्ष का खर्च	आगामी वित्तीय वर्ष की मांग	वृद्धि/कमी(%)	अंशित
42-अन्य विभागीय व्यय	-	-	1,00,000	100	STATIONARY
53-पुस्तक निर्माण कार्य	1,89,000	1,89,000	2,00,000	5.82	DEMAND
कुल योग	1,89,000	1,89,000	3,00,000		

उक्त योजनाओं में डीडीओ द्वारा कुल मांग-Rs.3,00,000(Rupees Three Lacs Only)
नोट - बजट मांग पत्र वित्तीय वर्ष (2020-2021) अपने विभागाध्यक्ष को प्रेषित करें (कोषागार में न करें)

Batch ID : DEM:0700:4276:2001:0001

Approval Status : Document Uploaded

Print

Fig - 262

4.4.6.1.4 Approval

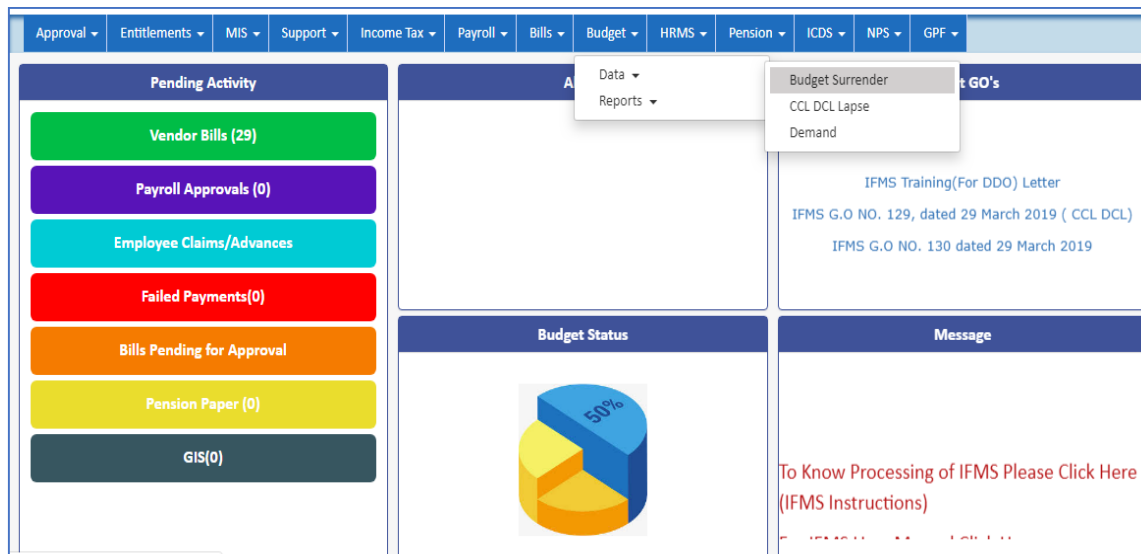
Approval process of budget is discussed in the approval module above, kindly refer to approval module. Approve budget id from all the three levels that is operator, supervisor and officer, further the budget id is pushed to HOD level.

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

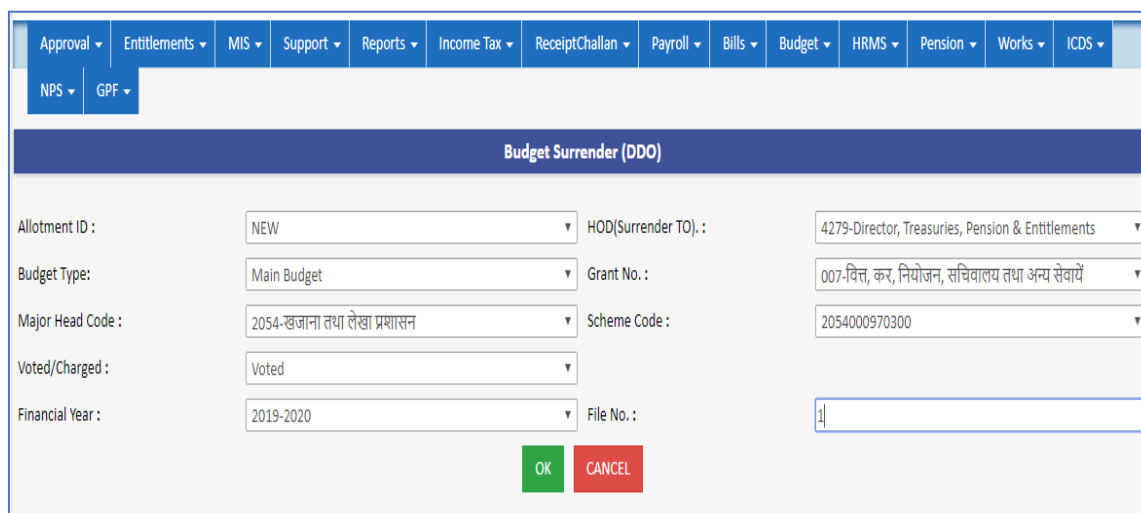
1. User can access surrender form as shown in the figure below:



The screenshot shows the IFMS portal interface. The top navigation bar includes various modules like Approval, Entitlements, MIS, Support, Income Tax, Payroll, Bills, Budget, HRMS, Pension, ICDS, NPS, and GPF. The 'Budget' module is selected, and a dropdown menu is open, showing options: Data, Reports, Budget Surrender, CCL DCL Lapse, and Demand. The 'Budget Surrender' option is highlighted. On the left, there is a 'Pending Activity' section with buttons for Vendor Bills (29), Payroll Approvals (0), Employee Claims/Advances, Failed Payments(0), Bills Pending for Approval, Pension Paper (0), and GIS(0). The main content area shows a 'Budget Status' section with a 3D pie chart indicating 50% completion. To the right, there is a 'Message' section with a link to 'To Know Processing of IFMS Please Click Here (IFMS Instructions)'.

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:



The screenshot shows the 'Budget Surrender (DDO)' form. The form contains the following fields:

- Allotment ID: NEW
- Budget Type: Main Budget
- Major Head Code: 2054-खजाना तथा लेखा प्रशासन
- Voted/Charged: Voted
- Financial Year: 2019-2020
- HOD(Surrender TO): 4279-Director, Treasuries, Pension & Entitlements
- Grant No.: 007-वित्त, कर, नियोजन, सचिवालय तथा अन्य सेवायें
- Scheme Code: 2054000970300
- File No.: 1

At the bottom of the form, there are 'OK' and 'CANCEL' buttons.

Grant :	007-वित्त, कन्द, नियोजन, सचिवालय तथा अन्य सेवायें	
Scheme :	2054-खजाना तथा लेखा प्रशासन	00--
	097-	03-कोषागार अछिदान
	00-कोषागार अछिदान	

Sl No	Object Code	Main Provision	Expenditure	Remaining	Surrender Amount	Purpose
1	04 - यात्रा व्यय	7500	1400	6100	100	
2	07 - मानदेय	5000	5000	0	0	
3	08 - कार्यालय व्यय	275000	230142	44858	100	
4	11 - लेखन सामग्री और फार्मों की छपाई	45000	9708	35292	100	
5	13 - टेलीफोन पर व्यय	15000	5000	10000	0	
6	15 - गार्हियों का अनुरक्षण और पेहोला आदि की खरीद	125000	114175	10825	0	
7	16 - व्यावसायिक तथा विशेष सेवाओं के लिए भुगतान	675000	585842	89158	0	
8	27 - चिकित्सा व्यय प्रतिपूर्ति	150000	149728	272	100	
9	47 - कंप्यूटर अनुरक्षण / तत्संबंधी रखरखाव का क्रय	245000	173871	71129	100	
Total Amount:		1542500	1274866	267634	500	Check Amount

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

Budget Surrender (DDO)

Allotment ID :	NEW	HOD(Surrender TO) :	4279-Director, Treasuries, Pension & Entitlements
Budget Type:	Main Budget		select--
Major Head Code :	2054-खजाना तथा ले		select
Voted/Charged :	Voted		
Financial Year :	2019-2020	File No. :	

OK
CANCEL

4.4.6.2.2 Approval

4.4.6.3 Reports

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

DDO User Manual



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

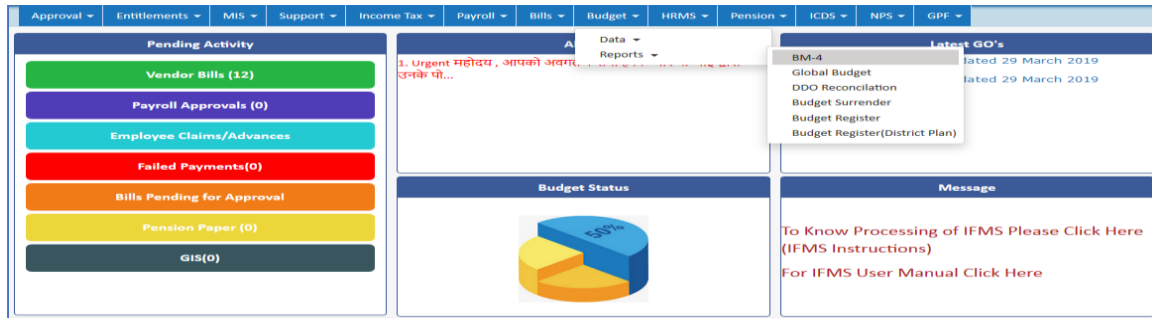


Fig - 267

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:

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	ICDS	NPS	GPF
Budget Manual - (04)												
Treasury :	Cyber-1200					DDO :	4279-निदेशालय कोषागार पेंशन एवं हकदारी देहरादून					
Grant No :	007 - वित्त, कर, नियोजन, सचिवालय तथा अन्य सेवार्थ					Scheme Code :	2054000950300:					
Scheme Type:	Voted											
Month :	December					Year :	2019					
Show Report												

Fig - 268

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

Budget Manual - 04 Month Of - [Dec-2019]												
(See Paragraphs 92, 111 & 103)												
DDO - [4279-निदेशालय कोषागार पेंशन एवं हकदारी देहरादून]												
अनुदान संख्या-007 - वित्त, कर, नियोजन, सचिवालय तथा अन्य सेवार्थ												
सेवा चीफक 2054-खजाना तथा लेखा प्रशासन												
005-लेखा तथा खजाना निदेशालय												
30-कोषागार एवं वित्त सेवार्थ अधिष्ठान												
Treasury - [Cyber(1200)]												
00--												
03-कोषागार एवं वित्त सेवार्थ अधिष्ठान												
2	0	5	4	0	0	0	9	5	0	3	0	0
Voucher No.												
Voucher Date												
1	20540005	05-DEC-2019										
2	20540008	05-DEC-2019										

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:

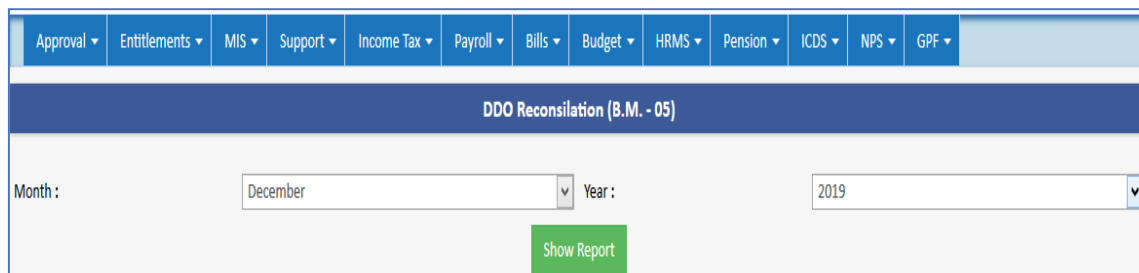


Fig - 270

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

Integrated Financial Management System (IFMS)
 Government Of Uttarakhand
Form B.M. - 5
 See Paragraphs 97 to 101 & 114

DDO Name : Director Treasury

Treasury Code : 1200

Treasury Name : Cyber

DDO Code : 4279

B.M. - 05 For The Month Of : December - 2019

Pension Entitlement DDun

Sl.No.	Bill No.	Voucher No.	Voucher Date	Grant No.	Account Head Code	Charged / Voted	Gross Amount	Total Deduction	Net Amount	Cheque Number	Date Of Cheque	Cheque Amount	Remark Of DDO For Correction
1	351 / OP1200427912191003	B20540004	05- DEC-2019	007	205400097030016	Voted	30,480	3,048	27,432	U000000743284850	05- DEC-2019	27,432	
2	338 / CB1200427912191000	B20540005	05- DEC-2019	007	205400095030004	Voted	2,425	-	2,425	U000000743279436	05- DEC-2019	2,425	
3	/ AB1200427911191001	B20540006	05- DEC-2019	PAC	800901101010000	Voted	1,00,000	-	1,00,000	U000000743279438	05- DEC-2019	1,00,000	
4	350 / OP1200427912191001	B20540007	05- DEC-2019	007	205400097030016	Voted	35,360	3,536	31,824	U000000743696088	06- DEC-2019	31,824	
5	355 / OP1200427912191006	B20540008	05- DEC-2019	007	205400095030016	Voted	1,89,000	-	1,89,000	U000000743284844	05- DEC-2019	13,500	
6	355 / OP1200427912191006	B20540008	05- DEC-2019	007	205400095030016	Voted	-	-	-	U000000743284830	05- DEC-2019	13,500	
7	355 / OP1200427912191006	B20540008	05- DEC-2019	007	205400095030016	Voted	-	-	-	U000000743284822	05- DEC-2019	13,500	
8	355 / OP1200427912191006	B20540008	05- DEC-2019	007	205400095030016	Voted	-	-	-	U000000743284824	05- DEC-2019	13,500	
9	355 / OP1200427912191006	B20540008	05- DEC-2019	007	205400095030016	Voted	-	-	-	U000000743284828	05- DEC-2019	13,500	
10	355 / OP1200427912191006	B20540008	05- DEC-2019	007	205400095030016	Voted	-	-	-	U000000743284832	05- DEC-2019	13,500	

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:

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	ICDS	NPS	GPF
Budget Surrendered												
Fin Year:		2019-2020		Grant No. :		007 वित्त, कर, नियोजन, सचिवालय तथा अन्य सेवायें						
Major Head :		2071 पेंशन तथा अन्य सेवा निवृत्ति हित लाभ		Scheme Code :		2071012000600						
Budget Type :		Main Budget										
Sl.No.	Allotment ID	Scheme Code		Letter No.		Letter Date		Select				
1.	SUR:1200:4279:1907:0001	2071012000600		DS19070070001		06-JUL-2019		Select				

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

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	ICDS	NPS	GPF
Budget Register												
From Date		01-Apr-2019		To Date:		10-Jan-2020						
Report Type		<input checked="" type="radio"/> Register <input type="radio"/> Summary										
<input type="button" value="Submit"/>												

Fig - 273

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


Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension	ICDS	NPS	GPF
Budget Register												
 Budget Register Period 01-Apr-2019 To 10-Jan-2020 Date : 10-Jan-2020 DDO Name : 4279:Director Treasury Pension Entitlement DDO Treasury : (1200) Cyber												
Scheme : 007 : 205400003030020 MB Object Code : 20												
Sl. No.	Particular	Date	Release Amt.	Expenditure	Balance	Remarks						
1	H20010070054	06-JAN-2020	2,00,00,000	-	2,00,00,000							
Total			2,00,00,000	-	2,00,00,000							
Scheme : 007 : 205400095010216 MB Object Code : 16												
Sl. No.	Particular	Date	Release Amt.	Expenditure	Balance	Remarks						
1	H19050070041	15-MAY-2019	24,00,000	-	24,00,000							
2	B205400047	16-MAY-2019	-	1,24,534	22,75,466	VP1200427905192018						
3	B205400048	16-MAY-2019	-	19,28,445	3,47,021	VP1200427905192019						
4	B20540007	03-JUN-2019	-	2,00,250	1,37,771	GP1200427906191000						
Total			24,00,000	22,62,229	1,37,771							
Scheme : 007 : 205400095010244 MB Object Code : 44												

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:

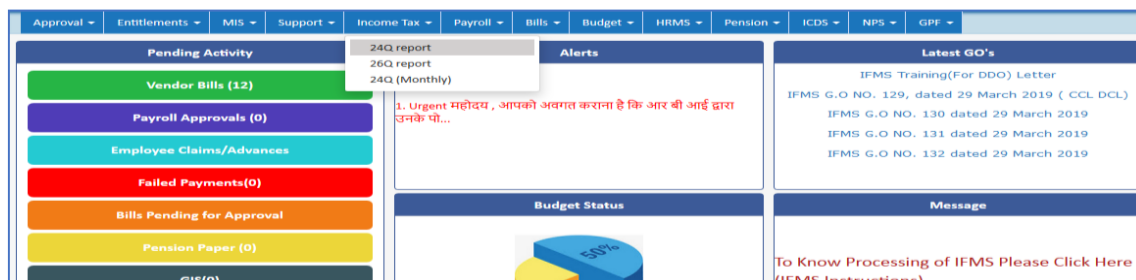


Fig - 275

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:

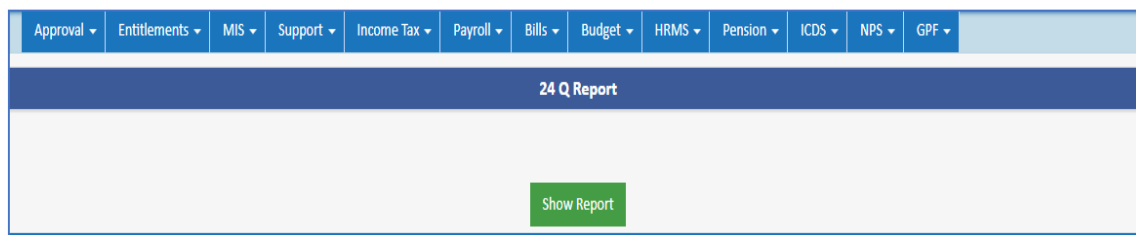


Fig - 276

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

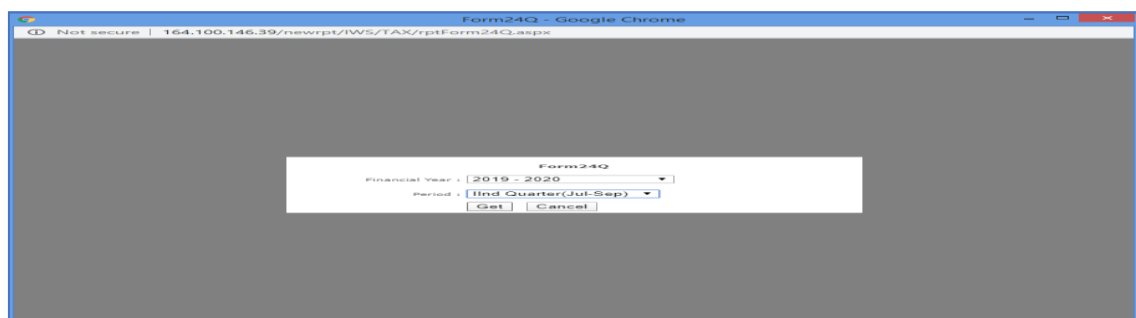


Fig - 277

DDO User Manual

3. 24 Q 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 earlier 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? Yes/No
Total						

5. Details of salary paid and tax deducted thereon from the employee:

Fig -278

Challan Serial No.		Section under which payment made		TAN	Director Treasury Pension & Entitlement DDun
Total TDS to be allocated amount	391500	Interest			
Others		Grand Total			

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	Surcharge	Edu Cess	Total tax deducted Rs.	Total Tax deposited Rs.	Date of Deduction	Date of Deposit
1	010026529		Gajendra Dutt Belwal		351906	30000	0	0	30000			
2	010026911		Mohd Suleman		221634	9000	0	0	9000			
3	010026917		Kailash Chandra Garola		182220	7500	0	0	7500			
4	010027314		Ramesh Prasad		198786	6000	0	0	6000			

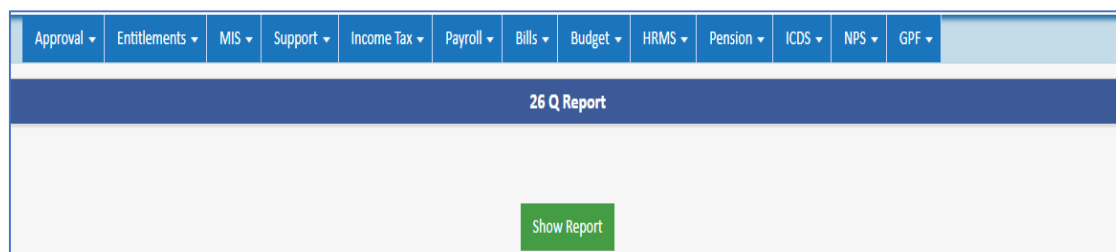
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5	010086300		Trilok Singh Negi		307134	30000	0	0	30000			
6	010090517		Swati Anand		136650	3000	0	0	3000			
7	010090527		P C Khare		144647	36000	0	0	36000			
8	010096055		Pankaj Tewari		691458	120000	0	0	120000			
9	010097396		Arunendra Singh Chauhan		582948	105000	0	0	105000			
10	120026527		Rajendra Singh		352086	45000	0	0	45000			
Total					3169469	391500	0	0	391500			

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:



The screenshot shows a navigation menu at the top with various options: Approval, Entitlements, MIS, Support, Income Tax, Payroll, Bills, Budget, HRMS, Pension, ICDS, NPS, and GPF. Below the menu, there is a section titled '26 Q Report' with a 'Show Report' button.

Fig - 280

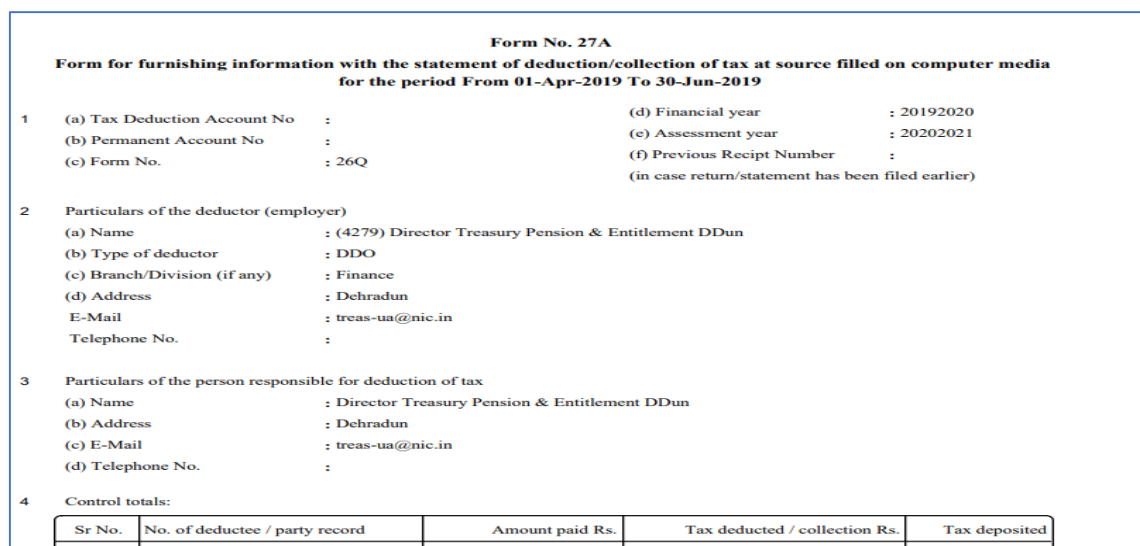
2. New window opens up as shown in the image below: select period and year, click on get button



The screenshot shows a web browser window with the URL '164.100.146.39/newrpt/IWS/TAX/rptForm26Q.aspx'. The page displays a '26Q' form with two dropdown menus: 'Quarter 1st(Apr-May-Jun)' and '2019'. Below the dropdowns is a 'Show Report' button.

Fig - 281

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



The screenshot shows the 'Form No. 27A' for furnishing information with the statement of deduction/collecton of tax at source filled on computer media for the period From 01-Apr-2019 To 30-Jun-2019. The form contains the following information:

1	(a) Tax Deduction Account No	:	(d) Financial year	:	20192020
	(b) Permanent Account No	:	(e) Assessment year	:	20202021
	(c) Form No.	:	(f) Previous Receipt Number	:	
			(in case return/statement has been filed earlier)		
2	Particulars of the deductor (employer)				
	(a) Name	:	(4279) 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		
	(c) E-Mail	:	treas-ua@nic.in		
	(d) Telephone No.	:			
4	Control totals:				
	Sr No.	No. of deductee / party record	Amount paid Rs.	Tax deducted / collection Rs.	Tax deposited

Fig -282

26Q 1st Quarterly Income Tax Statement 01-Apr-2019 To 30-Jun-2019

T.D.S. Tan No. - MRTD01117E

Sr No.	Voucher Number	Date of payment	Pan no. of Vendor	Name of Vendor	Taxable amount on which tax deducted.	TDS	Edge
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 COM	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:

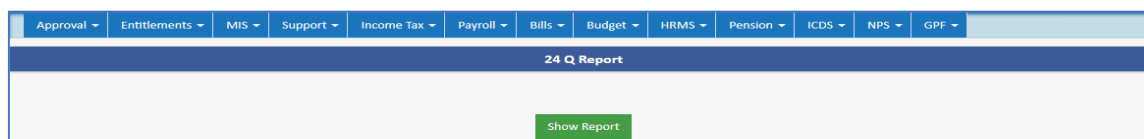


Fig - 284

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
 (e) Has any statement been filed earlier for this quarter (Yes/No) : No
 (f) 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	Name of the employee	Date of payment credit	Taxable amount on which tax deducted Rs.	TDS	Surcharge	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			

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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:

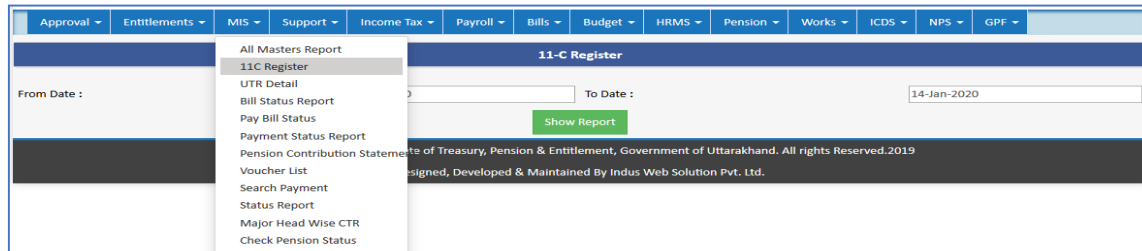


Fig - 287

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

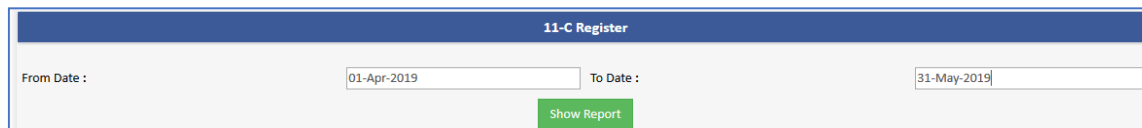


Fig - 288

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:

11-C Register												
DDO : 2551 Senior Superintendent of Police Dehradun												
Period : 01-Apr-2019 To 31-May-2019												
S.No.	Particular of Bills	Scheme	Gross Amount		Deduction		Total Deduction	Net Amount	Voucher No.	Date	No. of beneficiary	Payment Status/Remark
	ID	14 Digits	Paybill	Other then Paybill	Pay Deduction	TDS GST	TDS IT					
1	00001/PB0100255104191008	205500001040001	6516647		995815			9,95,815	55,20,832	A20550017	09-APR-2019	303
2	00003/PB0100255104191008	205500003040001	547622		148539			1,48,539	3,99,083	A20550018	09-APR-2019	22
3	00004/PB0100255104191008	205500101030001	5387628		1109712			11,09,712	42,77,916	A20550019	09-APR-2019	166
4	00005/PB0100255104191004	205500101040001	7365373		1076472			10,76,472	62,88,901	A20550020	09-APR-2019	273
5	00006/PB0100255104191008	205500109030001	21170419		3606787			36,06,787	1,75,63,632	A20550021	09-APR-2019	659
6	00008/PB0100255104191007	205500109030001	53925291		7947991			79,47,991	4,59,77,300	A20550022	09-APR-2019	2551
7	00009/PB0100255104191008	205500109030001	23984058		3371546			33,71,546	2,06,12,512	A20550023	09-APR-2019	1169
8	00010/PB0100255104191008	205500109030001	3338266		570224			5,70,224	27,68,042	A20550024	09-APR-2019	184
9	00011/PB0100255104191010	205500109030001	1813821		366889			3,66,889	14,46,932	A20550025	09-APR-2019	74
10	00012/PB0100255104191011	205500109030001	1156634		320147			3,20,147	8,36,487	A20550026	09-APR-2019	30
11	00013/PB0100255104191012	205500109030001	12483805		1132519			11,32,519	1,13,51,286	A20550027	09-APR-2019	647
12	00014/PB0100255104191013	205500109030001	3323134		199457			1,99,457	31,23,677	A20550028	09-APR-2019	231
13	00015/PB0100255104191014	205500109040001	3401516		570038			5,70,038	28,31,478	A20550029	09-APR-2019	106
14	00006/PB0100255104191015	205500109050001	4233532		738782			7,38,782	34,94,750	A20550045	12-APR-2019	162
15	00007/PB0100255104191016	205500109070001	1108357		214993			2,14,993	8,91,364	A20550044	12-APR-2019	46
16	00008/PB0100255104191017	205500113040101	409517		63990			63,990	3,45,617	A20550043	12-APR-2019	14
17	00009/PB0100255104191018	205500109140001	247179		47500			47,500	1,99,679	A20550042	12-APR-2019	3
18	00015/PB0100255104191020	205500001040001	7159442		1196395			11,96,395	59,63,047	A20550069	30-APR-2019	151
19	00016/PB0100255104191022	205500003040001	603458		190741			1,90,741	4,12,717	A20550070	30-APR-2019	12
20	00017/PB0100255104191023	205500101030001	5870823		1383002			13,83,002	44,87,821	A20550071	30-APR-2019	83
21	00018/PB0100255104191024	205500101040001	8073669		1379950			13,79,950	66,93,719	A20550072	30-APR-2019	137
22	00019/PB0100255104191025	205500109030001	23499951		4801677			48,01,677	1,86,98,274	A20550073	30-APR-2019	328
23	00020/PB0100255104191026	205500109030001	59390556		10419913			1,04,19,913	4,89,70,643	A20550074	30-APR-2019	1259
24	00021/PB0100255104191027	205500109030001	26529168		4191365			41,91,365	2,23,37,803	A20550075	30-APR-2019	583
25	00022/PB0100255104191028	205500109030001	3688991		749121			7,49,121	29,39,870	A20550076	30-APR-2019	94
26	00023/PB0100255104191029	205500109030001	1999344		462578			4,62,578	15,36,766	A20550077	30-APR-2019	37
27	00024/PB0100255104191030	205500109030001	1156514		379060			3,79,060	7,77,454	A20550078	30-APR-2019	12
28	00025/PB0100255104191031	205500109030001	13739541		1257222			12,57,222	1,24,82,319	A20550079	30-APR-2019	324
29	00026/PB0100255104191032	205500109030001	3604170		220661			2,20,661	33,84,109	A20550080	30-APR-2019	115

Fig - 289

4.4.8.2. UTR Details

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

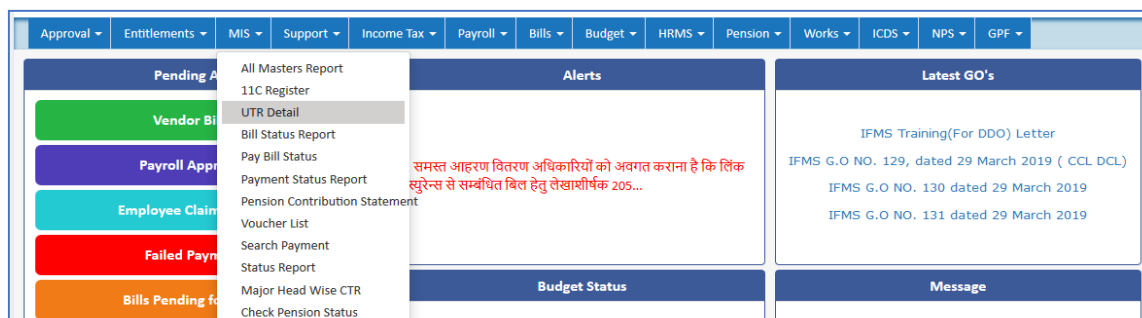


Fig - 290

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:

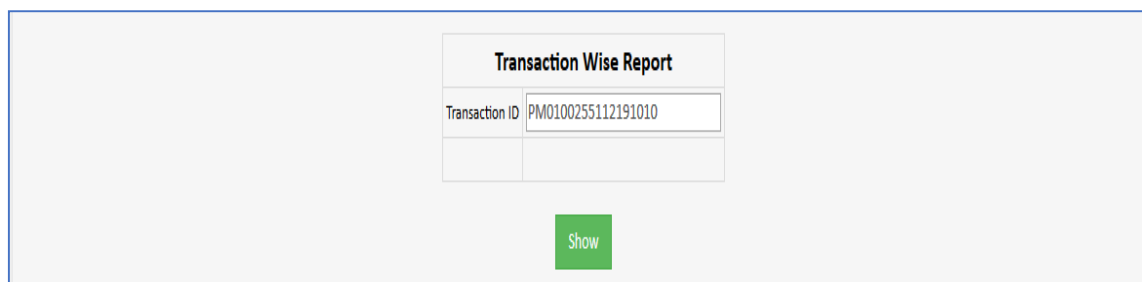


Fig - 291

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:

Approval

Entitlements

MIS

Support

Income Tax

Payroll

Bills

Budget

HRMS

Pension

Works

ICDS

NPS

GPF

Transaction Wise Report

Transaction ID

PM0100255112191010

Show

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:

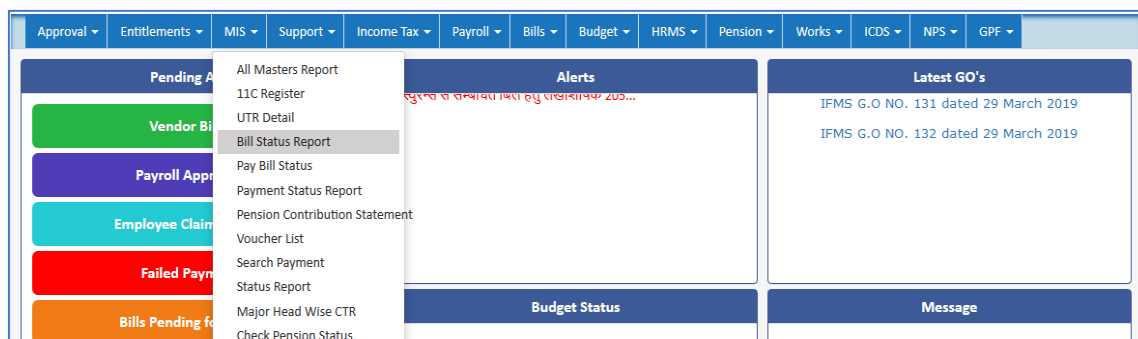


Fig - 293

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:

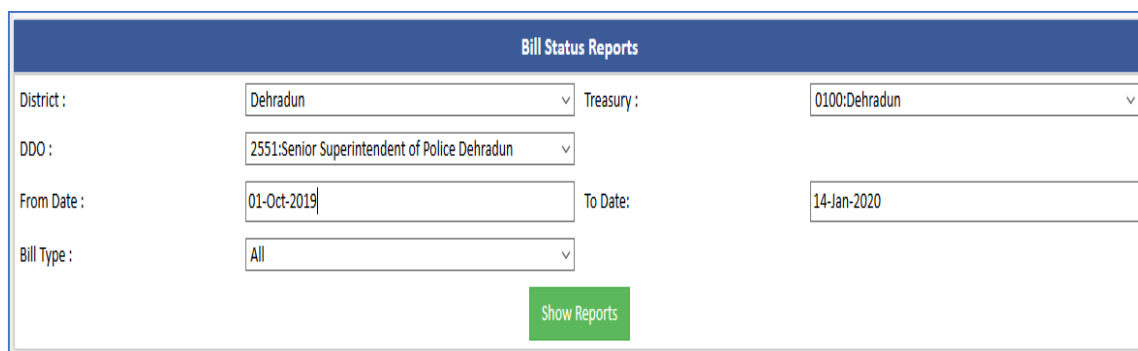


Fig - 294

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:



Bill Status Reports											
 Bill Status Report From 01-Oct-2019 To 14-Jan-2020											
District : Dehradun						Treasury : 0100:Dehradun					
Sl.No.	Trea Code	Trea Name	DDO Code	DDO Name	Total Bill	Total Amount	Total Approved By ddo	Total Pending By ddo	Total Approved By Treasury	Total Pending By Treasury	Total Amount
1	0100	Dehradun	2551	Senior Superintendent of Police Dehradun	223	2,06,60,609	149	74	142	7	1,73,06,607
Total					223	2,06,60,609	149	74	142	7	1,73,06,607
											

Fig - 295

4.4.8.4. Payment Status Report

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

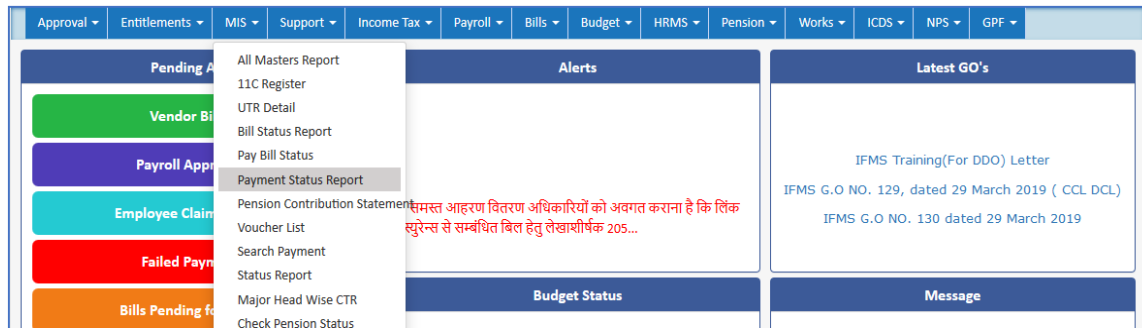


Fig - 296

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:

Payment Status Report														
Payment Status Report From 01-Jan-2020 To 14-Jan-2020														
S.No.	Transaction ID	Date	Gross Amt.	Deduction	Net Amt.	No of Ben.	Approval Status	Voucher No	Voucher Date	No of Ben.	Upload ID	ID Date	Net Amount	No of Ben.
1	LE0100255112191007	02-JAN-2020	4,79,279	-	4,79,279	1		A20710008	02-JAN-2020	1	RX0100030120722446	03-JAN-2020	4,79,279	1
2	LE0100255112191006	02-JAN-2020	7,49,970	-	7,49,970	1		A20710007	02-JAN-2020	1	RX0100030120722444	03-JAN-2020	7,49,970	1
3	PB0100255101201001	04-JAN-2020	39,926	3,638	36,288	1		A20550006	04-JAN-2020	1	RX0100040120724947	04-JAN-2020	36,288	1
4	PB0100255101201000	04-JAN-2020	40,725	3,669	37,056	1		A20550005	04-JAN-2020	1	RX0100040120724950	04-JAN-2020	37,056	1
5	PM0100255112191009	07-JAN-2020	25,872	-	25,872	1		A20550009	07-JAN-2020	1	RX0100070120727458	07-JAN-2020	25,872	1
6	AB0100255101201000	07-JAN-2020	2,40,000	-	2,40,000	1		B20550002	07-JAN-2020	1	RX0100070120728756	07-JAN-2020	2,40,000	1
7	LE0100255112191010	07-JAN-2020	4,45,770	-	4,45,770	1		A20710021	07-JAN-2020	1	RX0100070120728210	07-JAN-2020	4,45,770	1
8	PM0100255112191015	07-JAN-2020	9,000	-	9,000	2		A20550007	07-JAN-2020	2	RX0100070120727452	07-JAN-2020	9,000	2
9	AB0100255112191028	07-JAN-2020	1,30,000	-	1,30,000	1		B20550005	07-JAN-2020	1	RX0100070120728763	07-JAN-2020	1,30,000	1
10	PM0100255112191004	07-JAN-2020	22,501	-	22,501	5		A20550011	07-JAN-2020	5	RX0100070120727462	07-JAN-2020	22,501	5
11	LE0100255112191009	07-JAN-2020	4,58,640	-	4,58,640	1		A20710020	07-JAN-2020	1	RX0100070120728206	07-JAN-2020	4,58,640	1
12	AB0100255101201001	07-JAN-2020	4,49,745	-	4,49,745	1		B20550004	07-JAN-2020	1	RX0100070120728760	07-JAN-2020	4,49,745	1
13	AB0100255101201002	07-JAN-2020	3,86,321	-	3,86,321	1		B20550003	07-JAN-2020	1	RX0100070120728759	07-JAN-2020	3,86,321	1
14	PM0100255112191008	07-JAN-2020	21,427	-	21,427	1		A20550010	07-JAN-2020	1	RX0100070120727461	07-JAN-2020	21,427	1
15	CB0100255112192005	07-JAN-2020	1,24,879	-	1,24,879	18		B20550006	07-JAN-2020	18	RX0100070120728764	07-JAN-2020	1,24,879	18

Fig - 298

4.4.8.5. Pension Contribution Statement

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

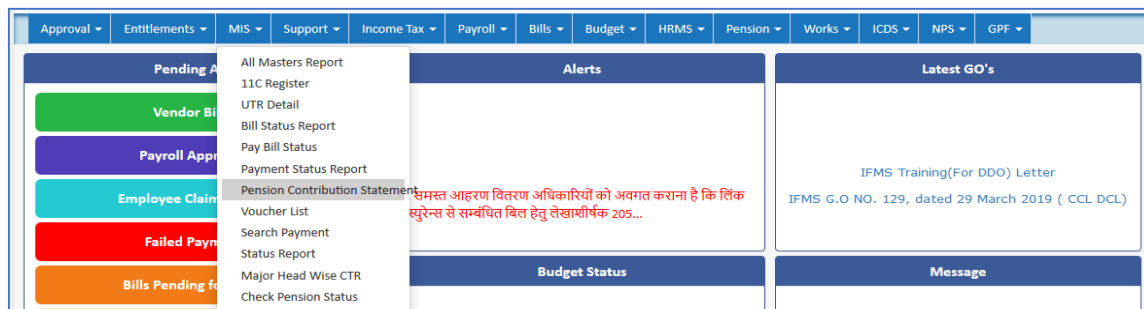



Fig - 299

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

The screenshot shows the 'Pension Contribution' form. It has a title bar 'Pension Contribution'. Below it, there are two input fields: 'Emp Code' with the value '42790313M00233' and 'Fin Year' with the value '2019-20'. A 'Submit' button is located below the Emp Code field.

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 :

Pran NO :

42790313M00233

111101820053

Employee Name

Mr Vipin Mohan Verma

S.No.	Months	Employee 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				

Print

Fig -301

4.4.8.6. Voucher List

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

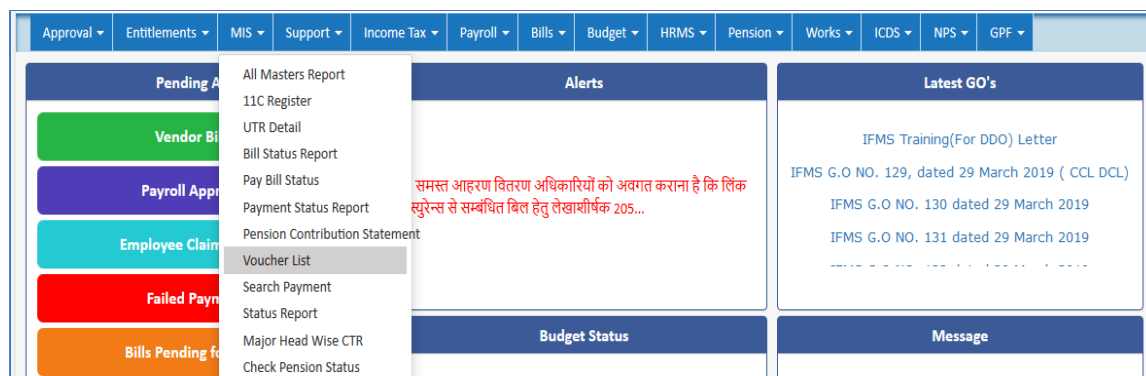
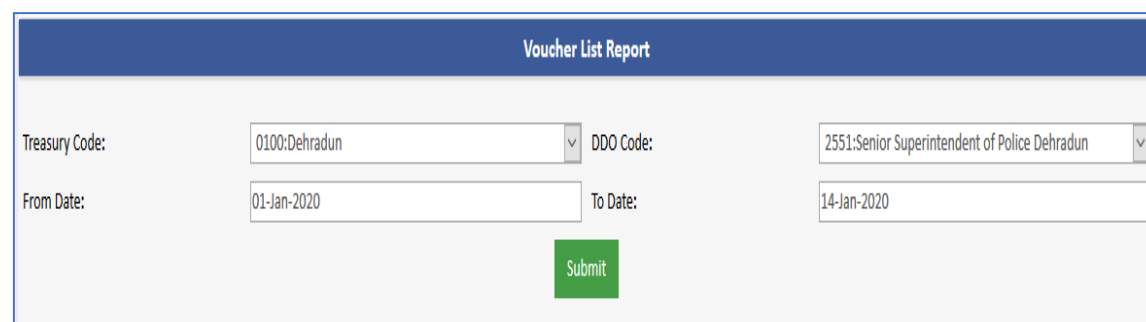


Fig - 302

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:



The screenshot shows the 'Voucher List Report' form. It contains the following fields:

- Treasury Code: 0100:Dehradun
- DDO Code: 2551:Senior Superintendent of Police Dehradun
- From Date: 01-Jan-2020
- To Date: 14-Jan-2020
- Submit button

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

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:

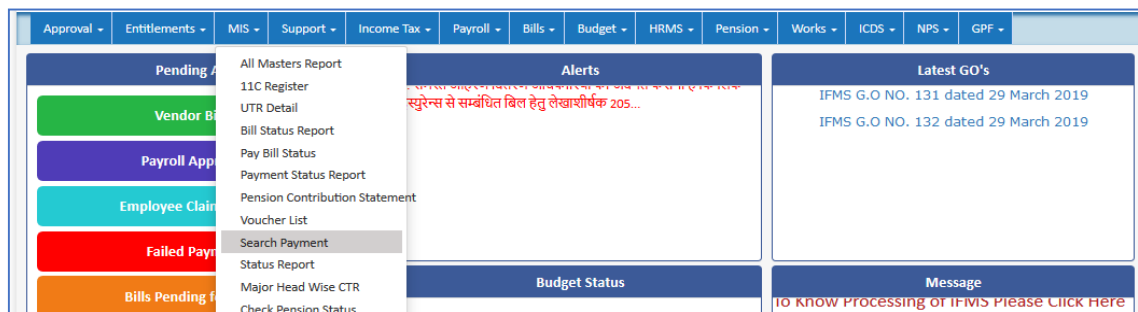
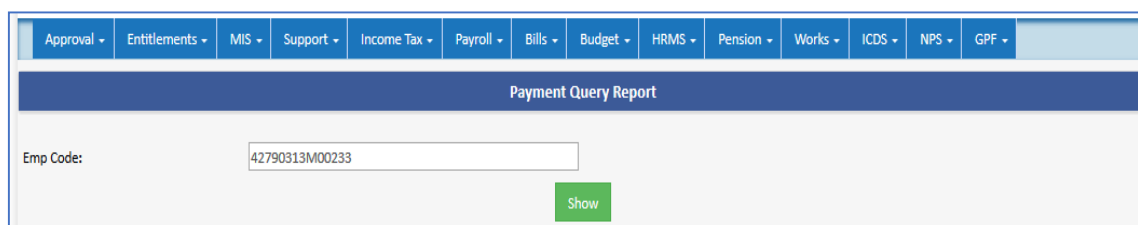


Fig - 305

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



The screenshot shows the 'Payment Query Report' page. It has a top navigation bar similar to the dashboard. Below the header, there is a section for 'Emp Code:' with a text input field containing '42790313M00233' and a green 'Show' button.

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:

SINo	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 : U000000739698650
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 Mohan Verma	9639144007	BARB0AJABPU		R SALARY BILL DEC 2019	PB1200427912191000	RX1200311219716096	27,074	SUCCESS : U000000748536518

Fig - 307

4.4.8.8. Status Report

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

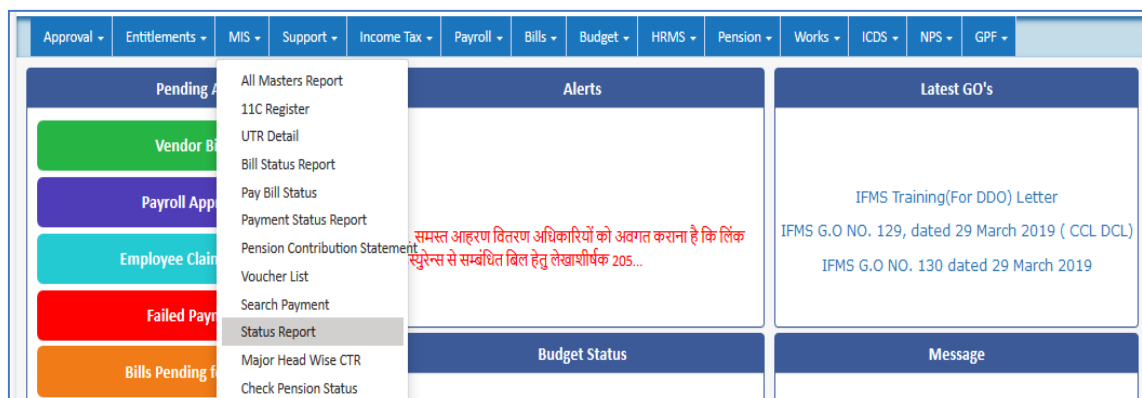


Fig - 308

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

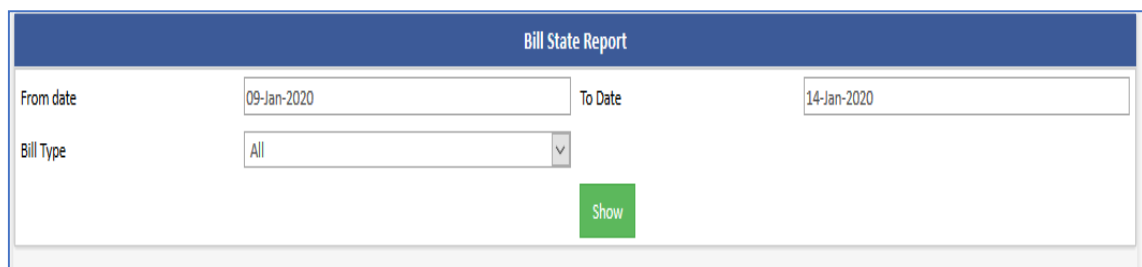


Fig - 309

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:

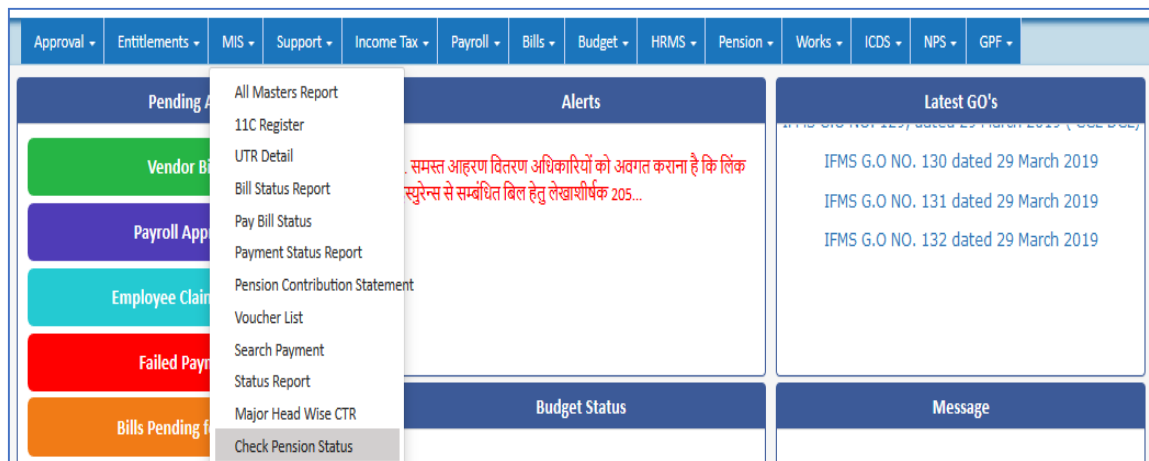


Fig - 311

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:

Pension Status							
Status Check Treasury		<input checked="" type="radio"/> Pension Paper DDO <input type="radio"/> Sanction Treasury <input type="radio"/> Pension Treasury					
Status For		<input checked="" type="radio"/> Regular Pension <input type="radio"/> Revised Pension					
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:

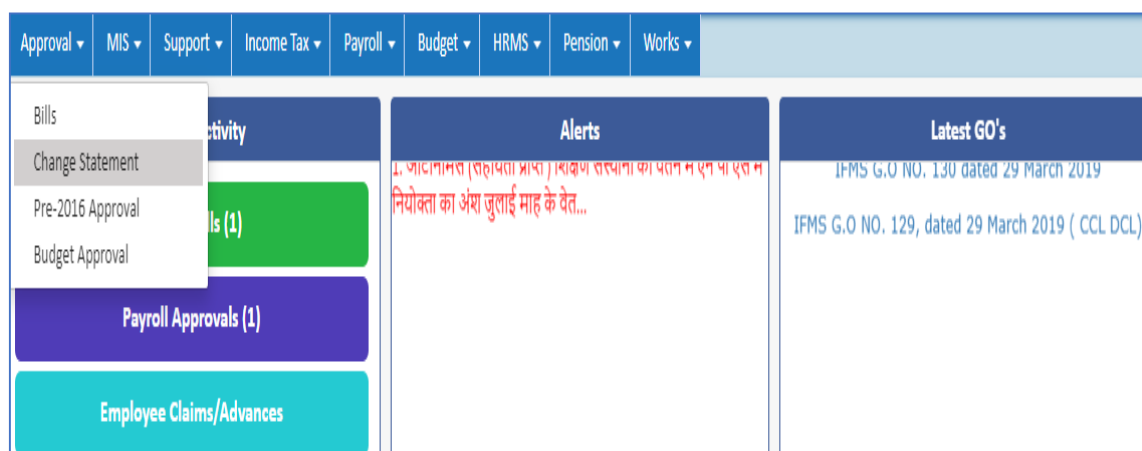


Fig - 313

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.

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 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 ₹0	अभ्युक्ति
1	1/01-AUG-2019/FDC I000067 SI000158 TO	10,000	
66-	सकल धनराशि अग्रिम समायोजन के बाद	10,000	
77-	सम्पूर्ण कटौतियाँ	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 औपचारिकताएँ 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 कटीजेंसी के प्रकरण में ही लागू होगा)
(पदनाम एवं कार्यालय की मुहर)

कोषागार/उपकोषागारों के प्रयोग हेतु
धनराशि ₹0 9,800 (Rupees Nine Thousand Eight Hundred Only) भुगतान हेतु पारित किया जाता है।
संक्रमण द्वारा ₹0 200
सकल धनराशि ₹0 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

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 Bills



SUCCESS:BILLS APPROVED

Close

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:

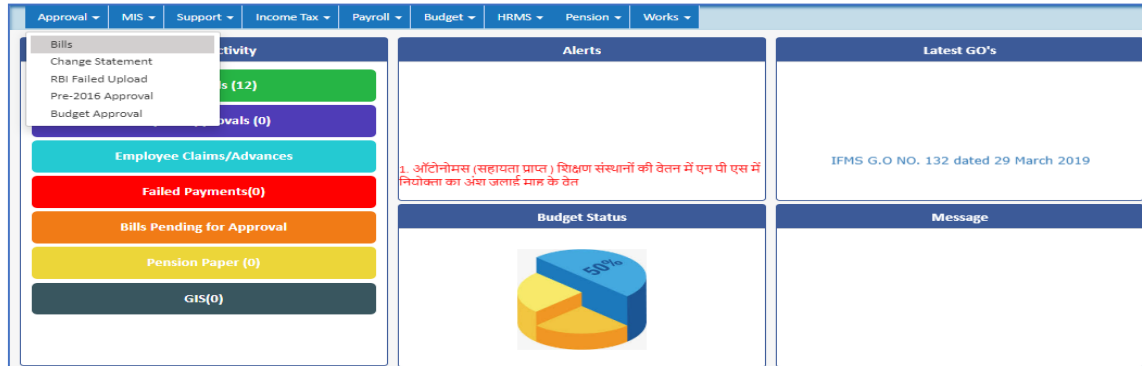


Fig - 317

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:

Approval	MIS	Support	Income Tax	Payroll	Budget	HRMS	Pension	Works	
Employees ApprovalApproval-DDO Officer									
Pension Approval									
Bills									
S.No.	DDO Code	Trans ID	Gross	Deduction	Module	Bill			
1.	4279	VP1200427908192020	10000	200	BILLS	Select			

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:

Sl. No.	व्यय सम्बन्धी विवरण	धनराशि ₹00	अभ्युक्ति
1	1/01-AUG-2019/FDC 1000067 S1000158 TO	10,000	
66-	सकल धनराशि अधिम समायोजन के बाद	10,000	
77-	सम्पूर्ण कटौतियाँ	200	
99	शुद्ध देय धनराशि 66-77	9,800	

प्रमाणित किया जाता है कि इस देयक से प्रस्तुत किया गया बादा सही एवं नियमानुसार देय है तथा पूर्व में आहरित नहीं किया गया है। संगत नियमों एवं आवेदों की समस्या औपचारिकतायें पूर्ण करने के बाद देयक प्रथमवार प्रस्तुत किया जा रहा है। देयक के अवयवों की प्राप्ति स्वीकार की जाती है।
आहरण वितरण अधिकारी के हस्ताक्षर

कोषागार/उपकोषागारी के प्रयोग हेतु
धनराशि ₹0 9,800 (Rupees Nine Thousand Eight Hundred Only) भुगतान हेतु पारित किया जाता है।
संक्षेप द्वारा ₹0 200
सकल धनराशि ₹0 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

Approve Return Print

Fig - 319

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

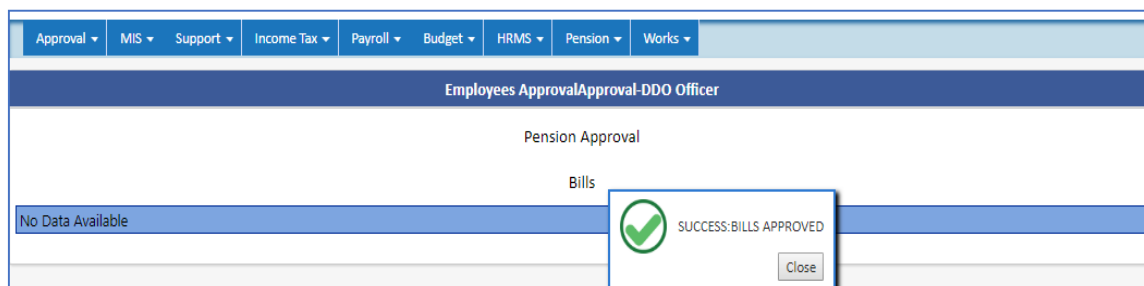


Fig - 320

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:

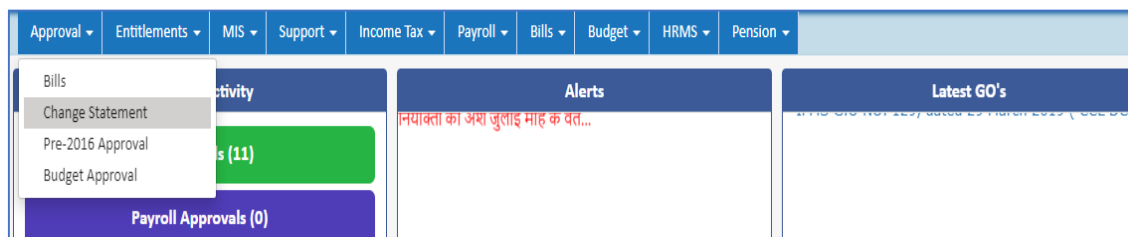


Fig - 321

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

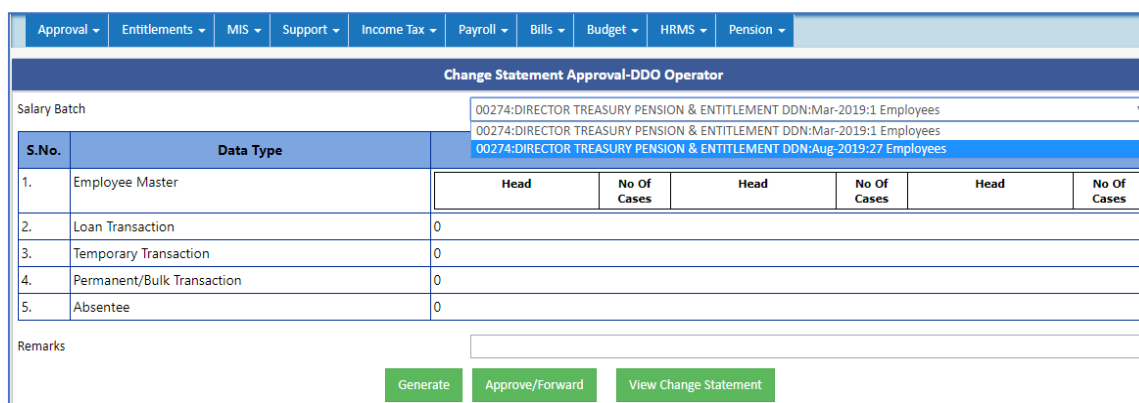


Fig - 322


User is provided with 3 buttons that are required in order to approve the change statement, Firstly, click on generate button,

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension
Change Statement Approval-DDO Operator									
Salary Batch				00274:DIRECTOR TREASURY PENSION & ENTITLEMENT DDN:Aug-2019:27 Employees					
S.No.	Data Type	Summary							
1.	Employee Master	Head	No Of Cases	Head	No Of Cases	Head	No Of Cases	Head	No Of Cases
		Designation	1						
2.	Loan Transaction	5							
3.	Temporary Transaction	1							
4.	Permanent/Bulk Transaction	1							
5.	Absentee	0							
Remarks				OK					
				Generate		Approve/Forward		View Change Statement	

Fig - 323

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

Approval	Entitlements	MIS	Support	Income Tax	Payroll	Bills	Budget	HRMS	Pension
Change Statement Approval-DDO Operator									
Salary Batch				00274:DIRECTOR TREASURY PENSION & ENTITLEMENT DDN:Aug-2019:27 Employees					
S.No.	Data Type	Summary							
1.	Employee Mas		No Of Cases	Head	No Of Cases	Head	No Of Cases	Head	No Of Cases
2.	Loan Transactio								
3.	Temporary Transaction	1							
4.	Permanent/Bulk Transaction	1							
5.	Absentee	0							
Remarks				OK					
				Approve/Forward		View Change Statement			




Success, Change Statement generated, please proceed to view/approval of change statement

Close

Fig - 324

DDO User Manual

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


Run Date:13-01-2020 16:06:03

Treasury : 1200 DDO : 4651 Deputy Secretary Accounts Dehradun
Office : 00383 I.A.S. & P.C.S.
Change Statement of Salary for The Month : Jan-2020

Employee Master		Employee Master Change Summary					
		Head	No of Cases	Head	No of Cases	Head	No of Cases
Employment Type		1	No of Cases	GPF Amount	1	No of Cases	
Loan Transaction		2					
Temporary Transaction		16					
Permanent/Bulk Transaction		20					
Absentee		0					
NPS Arrear		0					

Number Of Employee			
Previous Month	In	Out	Current
60	0	0	60

Employee Master Changes					
Field	Old Value	New Value	Field	Old Value	New Value
1	010090805	Mr Vinod Kumar Suman	2	010098833	Mrs Richa Singh
GPF Amount	20000	30000	4	120088326	Mr Vijay Dhaundiyal Ias
3	120034329	Dr Bhupinder Kaur Aulakh	6	380010706	Mr Asheesh Joshi Ias
5	360024291	Mr Sayan Singh	8	46510101M00002	Mr VIJAY KUMAR YADAV
7	42190231F00002	Mrs Iva Ashish Srivastava	DOB	05-OCT-1964	05-10-1964 00:00:00
Date of retirement	31-OCT-2024	31-10-2024 00:00:00	Date Of Joining	16-MAR-1990	16-03-1990 00:00:00
GPF NO.		1032	GPS Series	0	IASUA
9	46510110M00361	Mr Alok Shekhar Tiwari	10	46510110M01230	Mr Dew Krishna Tiwari
11	610020552	Mr S A Murugesan	12	61003900410604	Mr Ashish Kumar Srivastava

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.

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

Change Statement Approval-DDO Operator

Salary Batch 00274:DIRECTOR TREASURY PENSION & ENTITLEMENT DDN:Aug-2019:27 Employees ▾

S.No.	Data Type	Summary					
1.	Employee Master	Head	No Of Cases	Head	No Of Cases	Head	No Of Cases
		Designation	1				
2.	Loan Transaction	5					
3.	Temporary Transaction	1					
4.	Permanent/Bulk Transaction	1					
5.	Absentee	0					

Remarks OK

Approve/Forward
View Change Statement

Fig - 326

DDO User Manual



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.

S.No.	Data Type	Summary
1.	Employee Master	Head: Designation, No Of Cases: 1
2.	Loan Transaction	5
3.	Temporary Transaction	1
4.	Permanent/Bulk Transaction	1
5.	Absentee	0

Fig - 329

DDO User Manual



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

Approval	MIS	Support	Income Tax	Payroll	Budget	HRMS	Pension	Works
Change Statement Approval-DDO Supervisor								
Salary Batch					00274:DIRECTOR TREASURY PENSION & ENTITLEMENT DDN:Aug-2019:27 Employees			
S.No.	Data Type	Summary						
1.	Employee Master	Head	SUCCESS:PAYROLL APPROVED <input type="button" value="Close"/>			No Of Cases	Head	No Of Cases
		Designation						
2.	Loan Transaction	5						
3.	Temporary Transaction	1						

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.

IFMS Uttarakhand		Employee	Operator	Supervisor	Officer	Admin	TREA CODE	DDO CO
							1200	4063
Welcome Mr Bikram Singh Jantwal , Employee User Type DDO Last Login : 26/08/2019 03:26:35 PM								
My Profile	My Claims	Reports						
Pending Activity			Alerts			Latest GO's		
			1. ऑटोनोमस (सहायता प्राप्त) शिक्षण संस्थानों की वेतन में एन पी एस में नियोक्ता का अंश जुलाई माह के वेतन...			IFMS G.O NO. 132 dated 29 March 2019 IFMS G.O NO. 131 dated 29 March 2019 IFMS G.O NO. 130 dated 29 March 2019		

Fig - 331

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

Approval	MIS	Support	Income Tax	Payroll	Budget	HRMS	Pension	Works
<div> <div> Bills Change Statement Pre-2016 Approval Budget Approval </div> <div> Payroll Approvals (1) Employee Claims/Advances </div> </div>								
Pending Activity			Alerts			Latest GO's		
			1. जादगामस (सहायता प्राप्त) शिक्षण संस्थानों की वेतन में एन पी एस में नियोक्ता का अंश जुलाई माह के वेतन...			IFMS G.O NO. 130 dated 29 March 2019 IFMS G.O NO. 129, dated 29 March 2019 (CCL DCL)		

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.

Change Statement Approval-DDO Officer							
Salary Batch: 00274:DIRECTOR TREASURY PENSION & ENTITLEMENT DDN:Aug-2019:27 Employees							
S.No.	Data Type	Summary					
1.	Employee Master	Head	No Of Cases	Head	No Of Cases	Head	No Of Cases
		Designation	1				
2.	Loan Transaction	5					
3.	Temporary Transaction	1					
4.	Permanent/Bulk Transaction	1					
5.	Absentee	0					
Remarks		OK					
		<input type="button" value="Approve/Forward"/> <input type="button" value="Return"/> <input type="button" value="View Change Statement"/>					

Fig - 333

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

Change Statement Approval-DDO Officer							
Salary Batch: 00274:DIRECTOR TREASURY PENSION & ENTITLEMENT DDN:Aug-2019:27 Employees							
S.No.	Data Type	Summary					
1.	Employee Master	Head	No Of Cases	Head	No Of Cases	Head	No Of Cases
		Designation					
2.	Loan Transaction	5					
3.	Temporary Transaction	1					



SUCCESS:PAYROLL APPROVED

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;

Approval			Entitlements			MIS			Support			Income Tax			Payroll			Bills			Budget			HRMS			Pension			ICDS			GPF		
Bills			Change Statement			Pre-2016 Approval			Budget Approval			Payroll Approvals (0)			Employee Claims/Advances			Failed Payments(0)			Bills Pending for Approval			Pension Paper (0)			GIS(0)								
Alerts			Latest GO's			Budget Status			Message																										
<p>1. समस्त आहरण वितरण अधिकारीको को अवगत करना है कि आई एफएम परम एन के अंतर्गत जो भी ऐक ऑप्शन में जो भी ऐक ...</p> <p>2. ...</p>			<p>IFMS Training(For DDO) Letter</p> <p>IFMS G.O NO. 129, dated 29 March 2019 (CCL DCL)</p> <p>IFMS G.O NO. 130 dated 29 March 2019</p>			<p>85%</p>			<p>To Know Processing of IFMS Please Click Here (IFMS Instructions)</p>																										

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	Allotted 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

अनुदान संख्या - 007 यात्रा व्यय

लेखा शीर्षक

मांग आई डी-DD19120070003

मांग पत्र दिनांक- 10-DEC-2019

00--

03-कोषागार एवं वित्त सेवायें अधिष्ठान

2054-खजाना तथा लेखा प्रशासन

095-लेखा तथा खजाना निदेशालय

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 करें (कोषागार में न करें)

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

Approval Status : Document Uploaded

Remarks

Fig - 337

DDO User Manual



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;

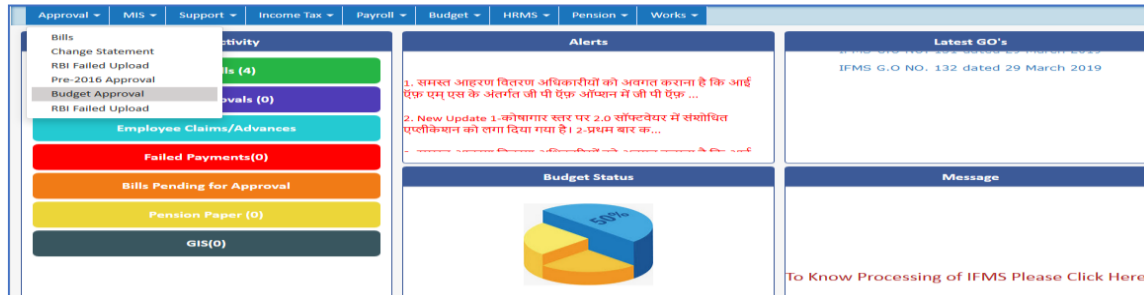


Fig - 338

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:

Approval ▾	MIS ▾	Support ▾	Income Tax ▾	Payroll ▾	Budget ▾	HRMS ▾	Pension ▾	Works ▾		
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	Allotted To	Allotted To	Select	
Surrender Approval										
Re-Appropriation Approval										

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,

DDO User Manual



DDO-Director Treasury Pension Entitlement DDun(4279)
HOD-Director, Treasuries, Pension & Entitlements (4279)

मांग पत्र संख्या - 123
अनुदान संख्या - 007 यात्रा व्यय

मांग आई डी-DD19120070003
मांग पत्र दिनांक-10-DEC-2019

लेखा चौबीस 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	
मानक मद का नाम	चासु 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-विक्रित वस्तु 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 करें (कोषागार में न करें)

Batch ID : DEM:1200:4279:1912:0001
Approval Status : Approved By Operator

Remarks

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;

Approval ▾ MIS ▾ Support ▾ Income Tax ▾ Payroll ▾ Budget ▾ HRMS ▾ Pension ▾ Works ▾

Bills

Change Statement

Pre-2016 Approval

Budget Approval (4)

Payroll Approvals (0)

Employee Claims/Advances

Failed Payments(0)

Bills Pending for Approval

Pension Paper (0)

GIS(0)

Alerts

2. New Update 1-कोषागार स्तर पर 2.0 सॉफ्टवेयर में संशोधित एप्लीकेशन को लगा दिया गया है। 2-प्रथम बार क...

3. सम्स्त आहरण वितरण अधिकारियों को अवगत कराना है कि आई ईफ़ एम् एस सॉफ्टवेयर से निकलने वाले जी पी ईफ़ स्टेट...

Latest GO's

IFMS G.O NO. 132 dated 29 March 2019

Budget Status

50%

Message

(IFMS Instructions)

For IFMS User Manual Click Here

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:

Approval ▾ MIS ▾ Support ▾ Income Tax ▾ Payroll ▾ Budget ▾ HRMS ▾ Pension ▾ Works ▾

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	Allotted To	Allotted To	Select
--------	--------------	----------------	----------	------------	-------------	-------------	-------------	-------------	--------

Surrender Approval

Re-Appropriation Approval

DDO User Manual

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,

मांग पत्र संख्या - 123
अनुदान संख्या - 007 पात्रा व्यय

मांग जारी दि-01/19/2007/0003
मांग पत्र दिनांक-10-DEC-2019

लेखा शीर्षक: 2054-खजाना तथा लेखा प्रशासन, 005-लेखा तथा खजाना निदेशालय, 00-कोषागार एवं वित्त सेवायें अधिष्ठान

00--
03-कोषागार एवं वित्त सेवायें अधिष्ठान

(Voted)											
2	0	5	4	0	0	0	9	5	0	3	0
मानक मद का नाम	चाहू वित्तीय वर्ष का आवंटन			वित्तीय वर्ष का खर्च			आगामी वित्तीय वर्ष की मांग			वृद्धि/कमी(%)	
04-पात्रा 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 विभागध्यक्ष को प्रेषित करे (कोषागार में न करे)

Batch ID : DEM:1200:4279:1912:0001
Approval Status : Approved By Supervisor

Remarks

Approve Return

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.

Approval MIS Support Income Tax Payroll Budget HRMS Pension Works

Budget Approval

Demand Approval

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SUCCESS : APPROVED

Close

Fig - 344