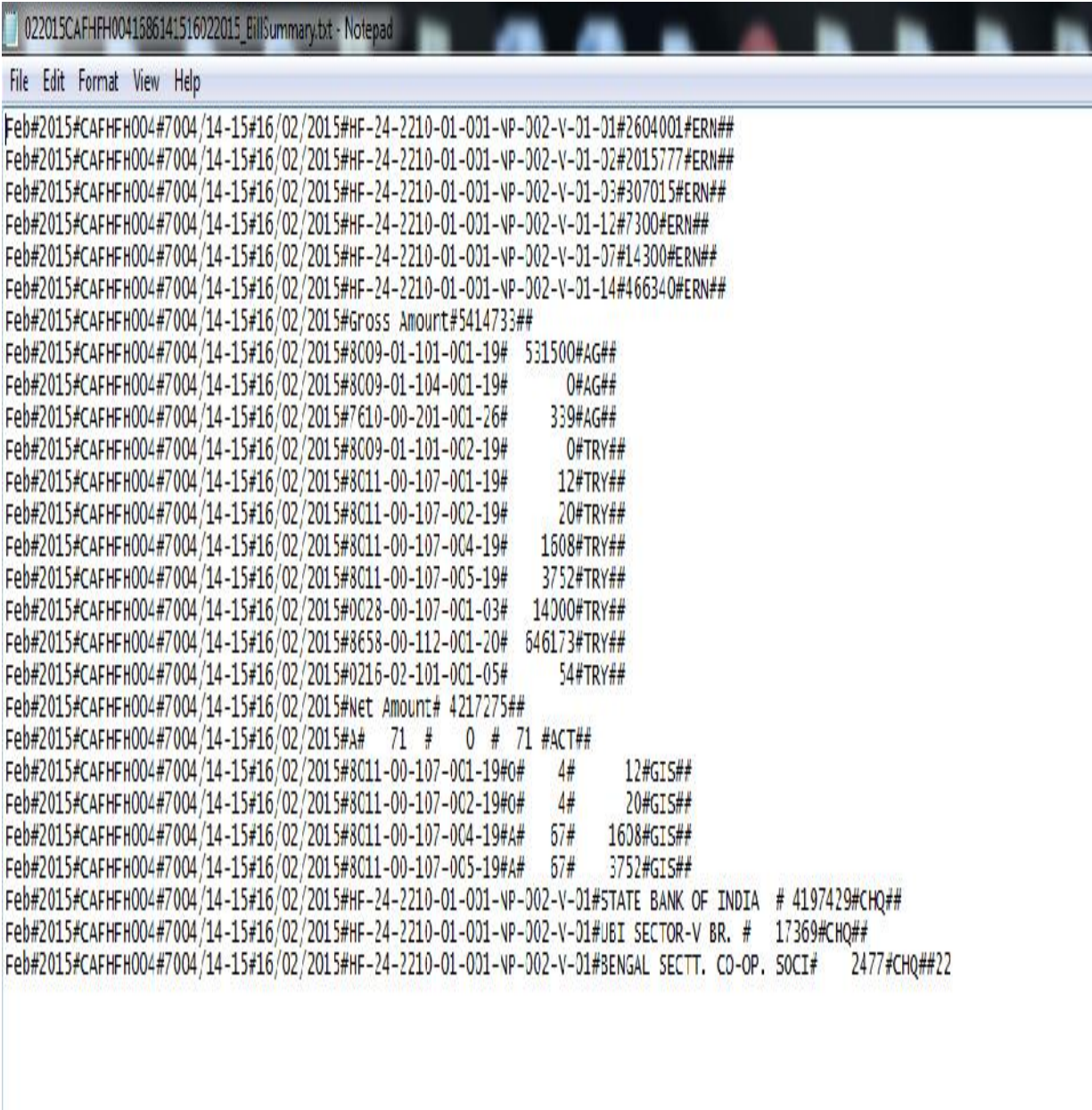


STEPS FOR UPLOADING OF COSA FILES &

PREPARATION OF SALARY BILLS

In order to upload and prepare salary bills the following steps are to be performed.

The COSA system generates two files containing all the details of the employees like GISS, NPS etc namely 1) 1234PAYNAT02072013_Personnel.txt and 2) 1234PAYNAT02072013_BillSummary.txt. Both of these files are required to be uploaded in ePradan module.



```
022015CAFHFH0041586141516022015_BillSummary.txt - Notepad
File Edit Format View Help
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#HF-24-2210-01-001-NP-002-V-01-01#2604001#ERN##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#HF-24-2210-01-001-NP-002-V-01-02#2015777#ERN##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#HF-24-2210-01-001-NP-002-V-01-03#307015#ERN##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#HF-24-2210-01-001-NP-002-V-01-12#7300#ERN##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#HF-24-2210-01-001-NP-002-V-01-07#14300#ERN##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#HF-24-2210-01-001-NP-002-V-01-14#466340#ERN##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#Gross Amount#5414733##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#8009-01-101-001-19# 531500#AG##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#8009-01-104-001-19# 0#AG##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#7610-00-201-001-26# 339#AG##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#8009-01-101-002-19# 0#TRY##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#8011-00-107-001-19# 12#TRY##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#8011-00-107-002-19# 20#TRY##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#8011-00-107-004-19# 1608#TRY##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#8011-00-107-005-19# 3752#TRY##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#0028-00-107-001-03# 14000#TRY##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#8658-00-112-001-20# 646173#TRY##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#0216-02-101-001-05# 54#TRY##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#Net Amount# 4217275##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#A# 71 # 0 # 71 #ACT##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#8011-00-107-001-19#0# 4# 12#GIS##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#8011-00-107-002-19#0# 4# 20#GIS##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#8011-00-107-004-19#A# 67# 1608#GIS##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#8011-00-107-005-19#A# 67# 3752#GIS##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#HF-24-2210-01-001-NP-002-V-01#STATE BANK OF INDIA # 4197429#CHQ##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#HF-24-2210-01-001-NP-002-V-01#UBI SECTOR-V BR. # 17369#CHQ##
Feb#2015#CAFHFH004#7004/14-15#16/02/2015#HF-24-2210-01-001-NP-002-V-01#BENGAL SECTT. CO-OP. SOCI# 2477#CHQ##22
```

Bill Summary File

1	Feb#2015#CBPHFC044MEDL/WB/30438	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SWAPAN KUNAR KARMANAN	#1#Administrative Officer (adm)
2	Feb#2015#CBPHFC044MEDL/WB/35386	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SANJIB SABA	#1#Dns (ment), MD
3	Feb#2015#CBPHFC044MEDL/WB/63396	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. ANJOIT BAKSHI	#1#Medical Officer T R
4	Feb#2015#CBPHFC044MEDL/WB/40146	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SWARNENDU DATTA	#1#Medical Officer T R
5	Feb#2015#CBPHFC044MEDL/WB/70316	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. ANIRBAN SUTHA	#1#Medical Officer T R
6	Feb#2015#CBPHFC044MEDL/WB/72601	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. GAYATRA HALDER	#1#Medical Officer T R
7	Feb#2015#CBPHFC044MEDL/WB/68376	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SUBHASIS DAS	#1#General Surgeon
8	Feb#2015#CBPHFC044MEDL/WB/63493	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. ANINDYA GHOSH	#1#General Surgeon
9	Feb#2015#CBPHFC044MEDL/WB/67337	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. BISWANDEEP CHANDRA	#1#Medical Officer
10	Feb#2015#CBPHFC044MEDL/WB/66313	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. ANANDA PRASAD BHATTACHARYA	#1#Medical Officer T R
11	Feb#2015#CBPHFC044MEDL/WB/53137	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SANTANU BANJOPADHYAY (BANERJEE)	#1#Medical Officer T R
12	Feb#2015#CBPHFC044MEDL/WB/72705	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. ADITYA KUMAR DE	#1#Medical Officer T R
13	Feb#2015#CBPHFC044MEDL/WB/40368	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SUMATRO MONDAL	#1#Medical Officer T R
14	Feb#2015#CBPHFC044MEDL/WB/28941	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#SRI PRADIP KUMAR CHAKRABORTY	#1#Administrative Officer (p ;
15	Feb#2015#CBPHFC044MEDL/WB/72135	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. KUPUR MUKHERJEE	#1#Medical Officer T R
16	Feb#2015#CBPHFC044MEDL/WB/41019	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. GAGANATH CHAKRABORTY	#1#Medical Officer
17	Feb#2015#CBPHFC044MEDL/WB/39302	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. BRISHAN CHANDRA CHAKRABARTI	#1#Dns (mg,gg)
18	Feb#2015#CBPHFC044MEDL/WB/28055	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#SRI MALLINATH CHATTOPADHYAY	#1#D H S (a A ; V)
19	Feb#2015#CBPHFC044MEDL/WB/54662	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SUBRATA SENSARMA	#1#D A D H S (p ; E)
20	Feb#2015#CBPHFC044MEDL/WB/66386	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#SRI BABULAL HEMBRAM	#1#D H S (a A ; V)
21	Feb#2015#CBPHFC044MEDL/WB/75458	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. BISWA RANJAN SATEPATI	#1#D H S
22	Feb#2015#CBPHFC044MEDL/WB/45414	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#SRI ARUP KUMAR ROY MONDAL	#1#Special Officer (pension)
23	Feb#2015#CBPHFC044MEDL/WB/74378	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. PRADIP BASAK	#1#Medical Officer T R
24	Feb#2015#CBPHFC044MEDL/WB/66466	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. GAYATRA DEB	#1#Medical Officer T R
25	Feb#2015#CBPHFC044MEDL/WB/63619	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SWAKSHAR BHA	#1#Medical Officer T R
26	Feb#2015#CBPHFC044MEDL/WB/70226	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. RITESH AICH	#1#Medical Officer T R
27	Feb#2015#CBPHFC044MEDL/WB/62396	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. TAPAS SINHA	#1#Medical Officer T R
28	Feb#2015#CBPHFC044MEDL/WB/40335	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. PARAMITA BANJOPADHYAY	#1#Medical Officer T R
29	Feb#2015#CBPHFC044MEDL/WB/69296	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SANTANU PATHAK	#1#Medical Officer T R
30	Feb#2015#CBPHFC044MEDL/WB/72399	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SUDESHNA MUKHERJEE	#1#Medical Officer T R
31	Feb#2015#CBPHFC044MEDL/WB/69116	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#SMT. SUDESHNA PARAMITIN GUPTA	#1#Joint Director (personnel)
32	Feb#2015#CBPHFC044MEDL/WB/13302	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#SMT. SANJAYITA SENGUPTA	#1#Deputy Director (legal)
33	Feb#2015#CBPHFC044MEDL/WB/34123	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. TUSHAR CHAKRABARTY	#1#Dns (clinical Establishment)
34	Feb#2015#CBPHFC044MEDL/WB/41359	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SWAPAN KUNAR SARKAR	#1#Dns (mg-L)
35	Feb#2015#CBPHFC044MEDL/WB/47083	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. PRANOS KUMAR BERA	#1#D H S (p ; E)
36	Feb#2015#CBPHFC044MEDL/WB/46622	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SUBIR KIRKOTIA	#1#D H S (mental)
37	Feb#2015#CBPHFC044MEDL/WB/49596	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. BIPLAB KANTI DASGUPTA	#1#D H S (p ; i)
38	Feb#2015#CBPHFC044MEDL/WB/45649	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. ADITI KISHORE SARKAR	#1#Dns (adm)
39	Feb#2015#CBPHFC044MEDL/WB/50520	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SANJAYKUMAR KUMAR SHARMA	#1#D H S (ment)
40	Feb#2015#CBPHFC044MEDL/WB/72350	#HEALTH : FAMILY WELFARE	#NOTE OF HEALTH SERVICES-39	#2014-2015#DR. SUBHADIP MULLICK	#1#Medical Officer T R

Personal File

Steps for Uploading the COSA Files:-

1. The user logs into the e-Pradan module of the iFMS-Wb, and selects e-Pradan from the left menu.
2. The user then clicks on “COSA Bill Entry” menu for uploading a fresh COSA bill.
3. Upon Clicking the “COSA Bill Entry” menu, on the right hand, the file upload box opens up and the operator needs to click on browse under select file option.

Collapse all | Expand all

E-PRADAN

Master

Beneficiary Bill Entry

Report

Failed Transactions

Beneficiary Transfer

COSA Bill Entry

Signature Verified

File Upload Details

Select

Browse...

022015CAFHFH0041686141516022015_BillsSummary.txt

Note:

Attach

Clear

Save

Refresh

[Bill Details](#)

[Sub Detail](#)

[By Transfer Details](#)

[GISS Details](#)

[Pay order Details](#)

Uploaded File Details

Sl No.	File	Note
--------	------	------

4. A file selection box appears where by the operator will be selecting first the bill summary file and click on attach. When the file is successfully uploaded, the file will be shown in the bottom of the screen

Collapse all | Expand all

E-PRADAN

Master

Beneficiary Bill Entry

Report

Failed Transactions

Beneficiary Transfer

COSA Bill Entry

Signature Verified

Only BillsSummary File Found , please upload Bill summary and personnel file both!

File Upload Details

Selected File *

Browse...

No file selected.

Note:

Attach

Clear

Save

Refresh

Bill Details

Sub Detail

By Transfer Details

GLSD Details

Pay order Details

Uploaded File Data : s

S No	File	Note
0	C:\200\SCAF\FEH\004\68614151622015_BillSummary.txt	

5. And then again the browse option needs to be opened and this time the operator has to select the the personal details files and click on attach files.

Collapse allExpand all

5-PRADAN

Master

Beneficiary B | Entry

Report

Related Transactions

Beneficiary Transfer

COSA Bill Entry

Signature Verified

Files Successfully Uploaded.

File Upload Details

Selected File *

Browse...

No file selected.

Note:

Attach

Clear

Save

Refresh

[Bill Details](#)

[Sub Detail](#)

[By Transfer Details](#)

[GISS Details](#)

[Pay order Details](#)

Uploaded File Details

S No.	File	Note
0	022015CAFHFH0041686141516022015_BillSummary.doc	
1	022015CAFHFH0041686141516022015_Personnel.txt	

- After attaching both the files, the operator can check the data of the bill from the various tabs like DDO Code, DDO designation- under bill details, Head of accounts, Bytransfer amount, GISS details, Pay order details etc by clicking on the appropriate tab in the system and match with the hard copy that was generated from the COSA system.

Collapse all | Expand all

- E-PRADAN
- Master
 - Beneficiary Bill Entry
- Report
 - Failed Transactions
 - Beneficiary Transfer
 - COSA Bill Entry



Signature
Verified

 Files Successfully Uploaded.

File Upload Details

Select File: * No file selected.

Note:

Bill Details

Sub Detail

By Transfer Details

GISS Details

Pay order Details

Bill Details

Bill Number:	7005/14-15	Bill Date:	16/02/2015	Bill SubType:	TR-18	Salary Month and Year:	FEB 2015
DDO Code:	CAFHFH004	DDO Designation:	JOINT DIRECTOR	Payee Dept:	HF	Head of Account:	2210-01-001
Available amount:	0	Gross Amount:	5414733	Net Amount:	4217275	By Transfer Amount:	1197458

Bill Type: ☒ Non Employee ☐ Employee

Uploaded File Details

Sl No.	File	Note
0	022015CAFHFH0041686141516022015_BillSummary.txt	
1	022015CAFHFH0041686141516022015_Personnel.txt	

- Once the operator is satisfied about all the data in the system and hard copy is matching, he then needs to press on the save button. Upon pressing the save button a Reference no is generated and the bill is registered in the system. Changes made in this screen will not be saved as it is only for viewing purpose.

Collapse all | Expand all

E-PRACAN

Master

Beneficiary B / Entry

Report

Failed Transactions

Beneficiary Transfer

COSA Bill Entry

Signature Verified

Successfully Saved. Generated Reference Id is 2015040000348

File Upload Details

Select File *

Browse...

No file selected.

Note:

Attach

Clear

Save

Refresh

Bill Details

Sub Detail

By Transfer Details

GISS Details

Pay order Details

Uploaded File Details

Sl No.	File	Note
--------	------	------

Please note the Reference No for future use.

Steps for preparing the COSA Salarybills

1. The user clicks on beneficiary bill entry menu in the left hand and selects the reference no from reference no LOV and clicks on search “button”. The details contained for the bill are then displayed.

Beneficiary

Details

Select Task:	New	Bill no. & Date: *	7005/14-15	16/02/2015
Reference No.:	20150400000348	No. of Beneficiary & ECS Amount:		
Bill Gross. & Net amount: *	5414733	4217275	No. of Beneficiary & Cheque Amount:	
Payee Department: *				
	Employee Bill Non-Employee Bill			
SubType Description: *				
HoA: *	- - - - -	Pay Mode:	ECS/NEFT/RTGS Both	

Collapse all | Expand all

E-PRADAN

Master

Beneficiary Bill Entry

Report

Failed Transactions

Beneficiary Transfer

COSA Bill Entry



Beneficiary

Details

Select Task:	<input type="text" value="New"/>		
Reference No.:	<input type="text" value="2015040000348"/>	Bill no. & Date: *	<input type="text" value="7005/14-15"/> <input type="text" value="15/02/2015"/>
Bill Gross. & Net amount: *	<input type="text" value="5414733"/> <input type="text" value="4217275"/>	No. of Beneficiary & ECS Amount:	<input type="text" value="0"/> <input type="text" value="0"/>
Payee Department: *	<input type="text" value="HF"/>	No. of Beneficiary & Cheque Amount:	<input type="text" value="0"/> <input type="text" value="0"/>
	<input checked="" type="radio"/> Employee Bill <input type="radio"/> Non-Employee Bill		
SubType Description: *	<input type="text" value="TR-18"/>		
HoA: *	<input type="text" value="24"/> - <input type="text" value="2210-01-001"/> - <input type="text" value="NP"/> - <input type="text" value="002"/> - <input type="text" value="V"/> - <input type="text" value="01"/> - <input type="text" value="14"/>	Pay Mode:	<input checked="" type="radio"/> ECSNEFTIRTGS <input type="radio"/> Both

Submit

ECS List

Cheque List

Reject

Refresh

Show Report

Now if an operator wants to provide the full amount in **ECS mode**, provided he has already entered names of the beneficiaries in the bill to whom the amount will be paid, then he can click on the “cheque list” button, select the names that are to be removed by checking the boxes at the beginning of each row and clicking on the 'delete' button. All the names of the pay order gets deleted at a go.

Collapse all | Expand all

E-PRADAN
Master
Beneficiary Bill Entry
Report
Failed Transactions
Beneficiary Transfer
COSA Bill Entry

Signature Verified

Bill No. 7005114-15 Bill Date 16/02/2015 Bill Gross Amount 5414733
Bill Net Amount 4217275 Payee Department HF Total Beneficiary Amount 4217275
HoA 24-2210-01-001-NP-002-V-01-14 Pay Mode BOTH
SubType Description TR-18 Employee Bill

		Sl.no	Payee Name	Amount	Mode
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	STATE BANK OF INDIA	4197429	A/C
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	UBI SECTOR-V BR.	17369	A/C
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	BENGAL SECTT. CO-OP. SOCI	2477	A/C

Insert Back Delete

Things to remember while preparation of the bill :-

1. By default the mode of payment for COSA bills is always “both” mode.
2. The amount in ECS cannot be '0' under any circumstances.
3. If the payable amount in “Cheque mode is '0', and the bill type is COSA bill, then the net amount of the bill will be automatically paid through ECS.
4. The COSA bill can be uploaded by both the operator as well as the approver. The signature verification logo is only shown at the approvers login.

N.B.:- *The process flow described based on the present scenario as on 13.04.15. Changes/ updates, if any will be informed later on.*