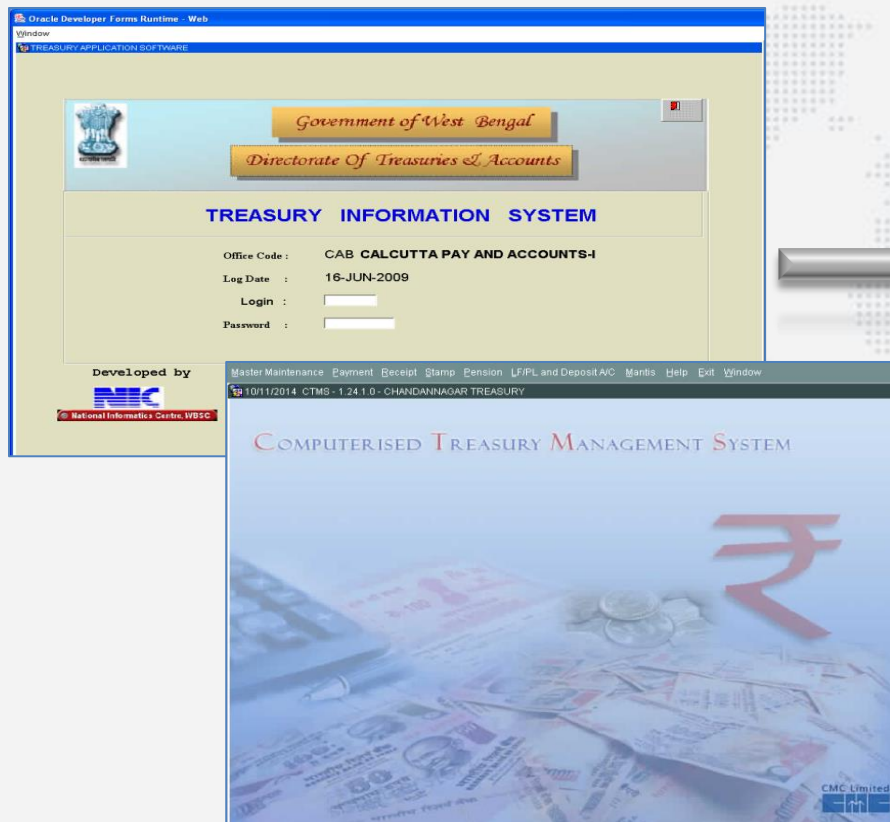




Centralized Treasury System- Best Practices & Changes in Functionalities

Introduction

Centralized Treasury System is going to be rolled out in all the Treasuries through out West Bengal to manage all the Treasuries in the state replacing the existing system of the CTMS and NIC. The system has introduced remarkable changes in the operations and management of the existing Treasury systems.



Objective

The introducing Centralized Treasury System is taking along a lot of new features. For better functioning of these features there are a lot of pros and cons involved in it.

The following slides would explain:

- ❖ Prerequisite activities
- ❖ Advisable functions
- ❖ Non-Advisable functions
- ❖ Changes in the new system over the existing system

Prerequisites



Prerequisites – User Administration

- ☐ DTA will create the user id and password for all the Treasury Officer tagging with Administrator Role
- ☐ TO (Treasury Officer) will create the User ID for all the other users for his own Treasury like Cheque Writer, Dealing Assistant etc.
- ☐ TO will create the same number of active users as were before in CTMS or NIC system.
- ☐ Mapping the existing users of NIC and CTMS with the newly created users before the new system is active.
- ☐ Create the user ids for the active users only.
- ☐ Treasury Officer will creates User ID of DDOs (as Admin & Approver Role) for e-Pradan module

All the above steps are mandatory steps before the CTS & e-Pradan goes live.

Prerequisites – Data Migration

It is advisable to follow the functions listed below:

- ❑ Ensure uninterrupted network connection while Database Dump Transfer from Treasury to SDC. Kindly communicate to the System Administrator about this particular requirement.
- ❑ Try to finish the work by half day on the day before the data migration is scheduled at your treasury. For example, if the data Migration is scheduled on 5th December, try to finish work on the 4th December 1st Half for a smooth data transfer and Data Migration.
- ❑ Kindly finish processing of all kinds of bills like salary bill, pension bill, etc. before the new system goes live.
- ❑ Complete the pending delivery of the Stamps and Cheques through the existing system before the new CTS is in use.
- ❑ If possible, close monthly accounts and send it to AG before the new system is installed. If the data migration timing is around the beginning of the month, you can also target to close the Final List, and the First List if it is around the Middle of the month.

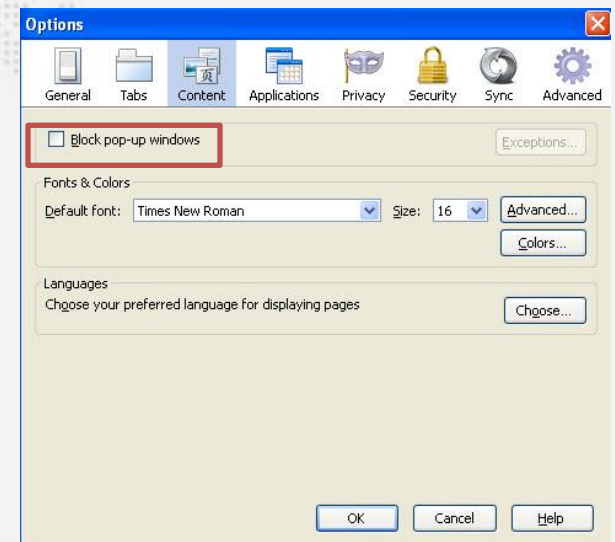
Prerequisites – Data Migration

- ❑ Finalize the Pension Category Master Mapping before the new treasury system is in use.

Treasury Name:	Bidhannagar						
Global Pension Category Master					Local	Local Pension Category Master	
Category id	Head of Account	Pension Category	Pension sub-category	Type	Head Of Account	Pension category	
7	8658-00-101-00-175-0-21-00	All India Services Pension	ROPA 2008	Family Pension	8658-00-101-00-175-V-21	State Govt. Family at Central rate	
				Pension	8793-00-208-00-001-V-21	OTHER GOVT.-CENTRAL RATE-ARUNACHAL	
				Pension	8793-00-210-00-001-V-21	Other Govt.-Bihar-Central rate	
				Pension	8793-00-209-00-001-V-21	Assam-Central rate	
				Pension	8793-00-225-00-001-V-21	Other Govt.-Orissa-Central rate	
				Pension	8793-00-222-00-001-V-21	Other Govt.-Meghalaya-Central rate	
				Pension	8793-00-231-00-001-V-21	OG Service Tripura-Cent Rate	
				Pension	8658-00-101-00-175-V-21	State Govt. Service at Central rate	

Advisable Steps- Making System Ready

- ☐ Take a complete backup of NIC/CTMS before the new system goes live into a treasury.
- ☐ Upgrade the operating system to Windows 7 onwards in all the systems that would have new CTS installed.
- ☐ Update the browsers to IE 10+ or Firefox 30+ in all the systems that would have new CTS installed.
- ☐ Kindly install Adobe Flash Player and run ActiveX Control.
- ☐ Also allow popup windows to open. You can deselect the checkbox for Block popup windows.



Best Practices - In General

- ❑ Use Tabs to navigate through different fields of the forms. For example, in the given Figure here, you can move from Cheque Number and Date field to Voucher No and date, MICR number, etc. just by pressing Tab key.
- ❑ Add the number of '%s along with the search string in the Enter Filter Criteria field to switch searching between different columns in the LOV popup window. For example, if you are searching DDO code, since it is the first column in the image given, use one '%' and the DDO ID. To search DDO Code, use two '%' symbol along with the code as it is the second column in the given popup.

CHEQUE TRANSFER - TO OPERATOR APPROVAL

Cheque Details

Cheque Number & Date: 3342 30/10/2014 Voucher No & Date: MICR Number: 0000000LC Search

Transfer From

Operator Id: 1 PO-44-1-03002
Scheme Id: 4 QWERTYYYYY
Account Head: 9336-00-101-001-19-00-NP-V Amount: 56

Transfer To

Operator Id	Operator Desc	Scheme Id	Scheme Desc	Amount
1	PO-44-1-03002	127	S.C. STUDENTS_001	56

Reason

Reason:

Approve Object Refresh

LOV - Mozilla Firefox

192.168.38.192:7777/webtreasury/Lov?item=BILLRCV_DDO&SQL1=03002&SQL2=383

Enter Filter Criteria: %%SPBAHV005 Search

Total records found: 1

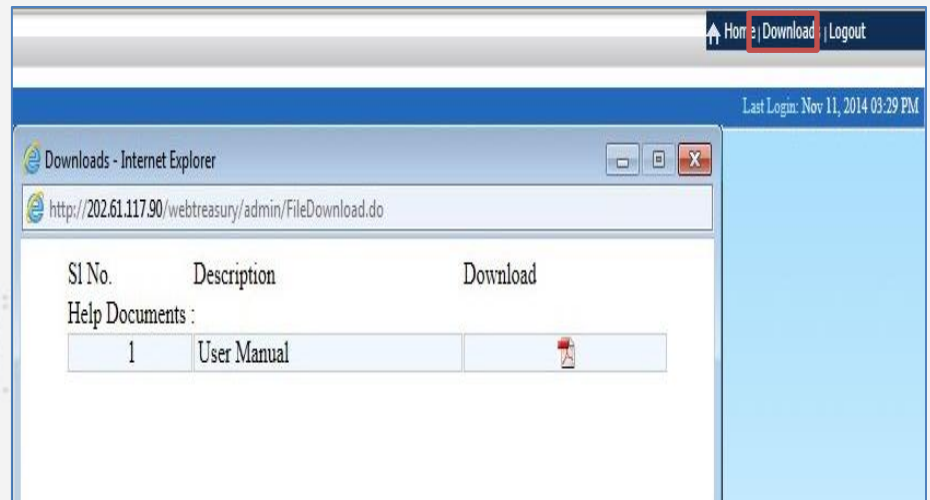
DDO Id	DDO Code	DDO Designation
10434	SPBAHV005	BLOCK LIVESTOCK DEV.OFFICER DANTAN-I.

Select Close

☒ Search anywhere

Best Practices - In General

- ❑ Download the User manual from the link provided in the top right corner of the web application and refer to the section you need help with. The user manual describes the step by step procedure for all the processes involved in the Treasury.



- ❑ It is advisable to maintain different IDs like HOA ID, By Transfer ID, Reference ID, Master ID, Token No, Challan No, Voucher No., Transaction ID, PPO ID, Deduction ID, Category ID etc. for tracking and referencing



Best Practices – Call logging mechanism

- ❑ Email CMC representatives with the screenshots in case of any discrepancy. To take screen shots use Alt + Print Screen to capture the active open window.

Email: ifmscmhelpdesk@gmail.com



- ❑ You can also call the CMC Helpdesk Number to report any kind of issue you are facing with the new system.

In case you are facing any issue

- Report it to Handholding Support personnel available at your Treasury.
- Report the issue to Help desk through Phone
- Note down the Call ref. number for future reference and status of the issue.
- Escalate the issue with reference to the logged call in case of urgency and persistence of the issue for a longer time.










Non-Advisable Steps of CTS

It is advisable :

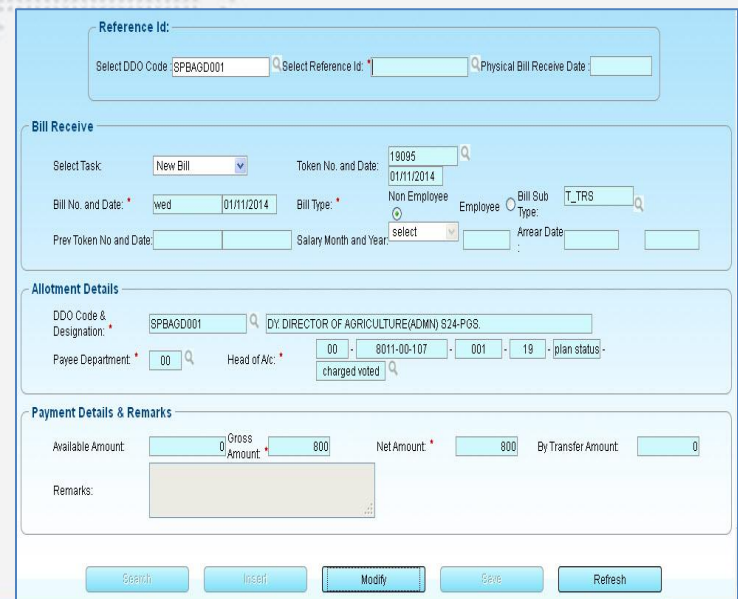
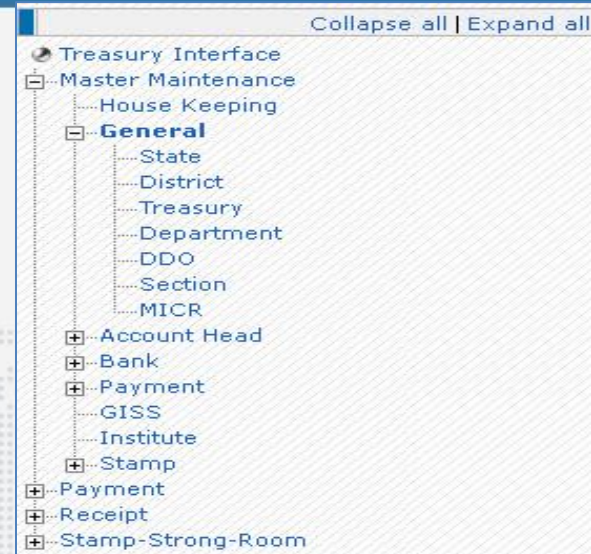
- ☐ Not to Use Enter/Ctrl/Alt key to navigate.
- ☐ Not to Create user ids for the currently inactive users in iFMS.
- ☐ Not to Leave any bill unprocessed in the workflow. Complete the workflow from bill receiving to cheque delivery before the new system is active.



New Features

- ❖ Click Expand All to expand all the menu & linked submenus under the menu tree together at a time.
- ❖ Click Collapse all to close the expanded view.
- ❖ Each menu that has submenus under it comes with a  sign. Click on the  sign to expand that particular menu. When it expands the  sign changes to . Click on the  icon to collapse it again.

- ❑ Same functionality can be used for searching, viewing, as well as modifying the transaction



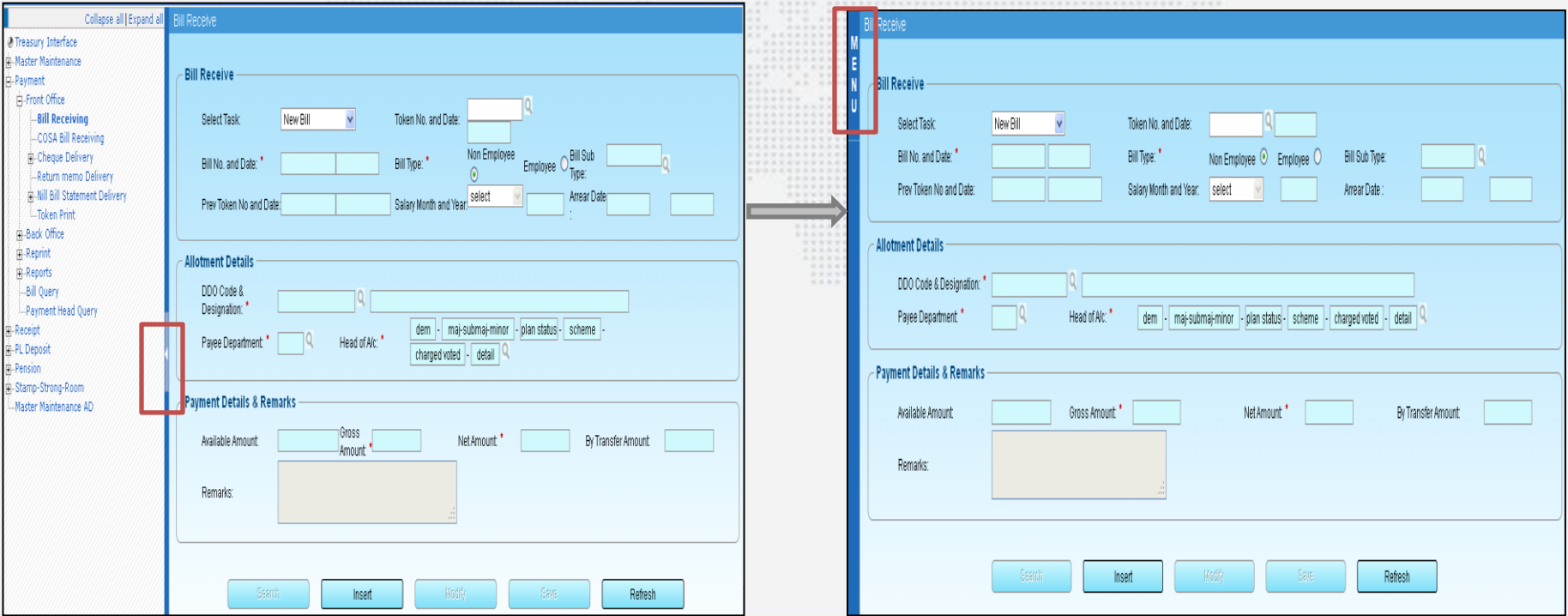
The screenshot shows a "Bill Receive" form. It includes a "Reference Id:" section with fields for "Select DDO Code" (SPBAGD001), "Select Reference Id:", and "Physical Bill Receive Date:". Below this is the "Bill Receive" section with fields for "Select Task" (New Bill), "Token No. and Date" (19095, 01/11/2014), "Bill No. and Date" (wed, 01/11/2014), "Bill Type" (Non Employee), "Employee" (T_TRS), "Prev Token No and Date", "Salary Month and Year", and "Arrear Date". The "Allotment Details" section includes "DDO Code & Designation" (SPBAGD001, DY DIRECTOR OF AGRICULTURE(ADMIN) S24-PGS), "Payee Department" (00), "Head of A/c" (00, 8011-00-107, 001, 19, plan status), and "charged voted". The "Payment Details & Remarks" section includes "Available Amount" (0 Gross Amount, 800), "Net Amount" (800), "By Transfer Amount" (0), and a "Remarks" text area. At the bottom, there are buttons for "Search", "Insert", "Modify", "Save", and "Refresh".

New Features in CTS

- ❑ In between the left and right side of the screen there is a vertical blue bar. If you click on the white arrow of the blue bar, the form on the right side appears full screen of the browser and the blue bar gets little widened and appears in the left side of the screen with Menu written on its top.



If you want to close the full screen view and want to see the menu tree again, click on the Menu link appearing top left of the blue bar.



New Features in CTS

Payment Details & Remarks

Available Amount:

Gross Amount:

*

Net Amount:

*

By Transfer Amount:

Remarks:

❑ The highlighted area in the above Figure shows that the text area can be expanded. In case if you need to insert large amount of text that does not fit into the area provided, you can expand it by just dragging the highlighted mark.

❑ The highlighted area in the side Figure shows delete icons appearing in each row. In case you need to delete the data you have entered in that row, click on the Icon. Also please note it's a soft delete.

	Sub-Detail		Description	Amount
		Q		
		Q		
		Q		
		Q		
		Q		
		Q		
		Q		
		Q		
		Q		
		Q		

Changes over the old system



CTS - Payment Module

- ❑ Use Bill sub types to select particular category of TR Bill forms. When you click on the Bill Sub Type LOV button, the popup window appears containing the detailed list of TR forms.
- ❑ Use the same Bill Receiving form to resubmit an objected bill. There was no such facility before in CTMS or NIC to resubmit an objected bill. This is an additional feature of CTS. To Resubmit an objected bill you need to select the Resubmit bill option from the dropdown menu and follow the same steps of bill Receiving.

202.61.117.90/webtreasury/Lov?item=BILLRCV_SUB_BILLTYPE&SQL1=N

Enter Filter Criteria: %

Total records found: 12

Bill Sub Type	Bill Type	Bill Type Id	Sub Bill Type Id
TR-26	G	7	1
TR-27	A	2	2
TR-28	J	3	3
TR-31	T	1	4
TR-33	G	7	5
TR-34	R	17	6
TR-35	R	17	7
TR-36	G	7	8
TR-36A	T	1	9
TR-42	R	17	10
TR-43	R	17	11
TR-45	R	17	12

☒ Search anywhere

Bill Receive

Bill Receive

Select Task: Token No. and Date:

Bill No. and Date: Bill Type: Non Employee ☐ Employee ☐ Bill Sub Type:

Prev Token No and Date: Salary Month and Year:

Allotment Details

DDO Code & Designation:

Payee Department: Head of A/c:

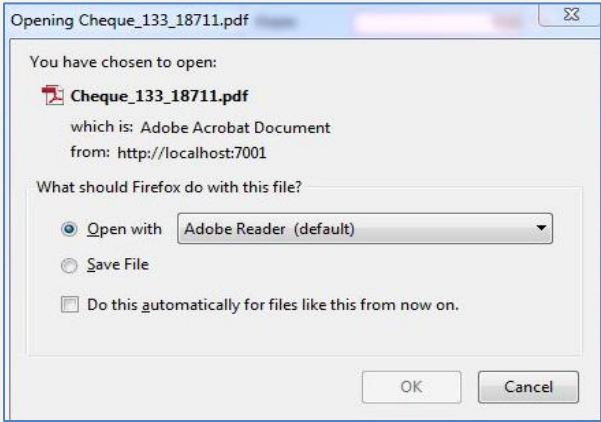
Payment Details & Remarks

Available Amount: Gross Amount: Net Amount: By Transfer Amount:

Remarks:

CTS - Payment Module

- ❑ Direct Printing Facility NOT Possible in CTS
- ❑ You can Save the generated Token Slip/cheque that opens in a PDF format and print in a later time when needed.



- ❑ Enter Sanction through separate form called Sanction Entry.

Payment - Back Office - Sanction - Entry

Details

Sanction Number & Date & ID:

Financial Year: Receiving Date:

Issuing Authority & Department:

Sanction Ref:

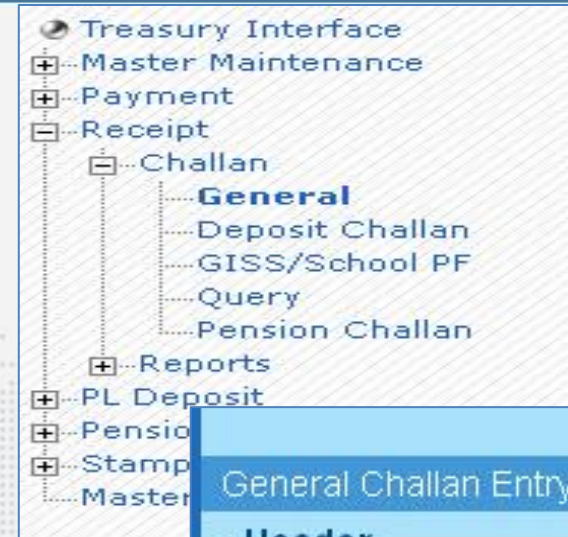
Demand Number:

Account Head

DDO Code	Major-Sub Major-Minor	Plan	Scheme	CV	Detail	Sub-Detail	Amount(Rs.)	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CTS - Receipt Module

- ❑ Receive and process different kinds of challans under different categories using appropriate forms.
- ❑ Previously you needed to use different Receipt forms for entering different subcategories. Now in the same form just by selecting appropriate option from the dropdown menu you can enter particular subcategory.
- ❑ Uploading facility of Receipt scroll



General Challan Entry

Header

Challan Type: *

General

Transaction

General
Land Revenue
Excise
Sales Tax
Stamps

Number Of
Challans:

Upload Scroll File

Scroll Type: ☒ Receipt Scroll ☐ Payment Scroll

Scroll Date: File: No file selected.

CTS - Pension Module

- ❑ Use PPO ID for Pension status and tracking. The PPO ID is system generated number. It is advisable to mark PPO ID on the already existing files in the system to sync the older files to the new system.
- ❑ Use Pension Category and Subcategory while entering the PPO. The Category and Sub Categories have unique ID to maintain uniformity over all the treasuries through out the state.

Pension Status

PPO ID: Pensioner Name:

Enter Filter Criteria:

Total records found: 3

Category Id	Sub-category Id	Category Description	Sub-category description
1	1	Superannuation and Retirement Allowances	Revised
2	3	Family Pension	PENSION GO TO TREASURY
3	2	Pension and other Retirement Benefits- State Aided Edu	Unrevised

☒ Search anywhere

- Widow Daughter ▼
- Widow Daughter
- Unmarried Daughter
- Divorced Daughter
- Minor Son
- Handicapped Son
- Handicapped Daughter

CTS - Pension Module

- ❑ Enter the Other details section for PPO entry, like Religion, PAN No, Aadhar No, Mobile No, Health Scheme etc. Entering Religion is mandatory in this section. These are completely additional features compared to previous NIC or CTMS system.

- ❑ Select the relevant checkbox as Double Pension, Adhoc Pension etc. whenever applicable for a particular PPO and enter the details. Even these are new features in the upcoming CTS. Upon selected they further display the required fields to enter.

Other Details

Relief:	<input checked="" type="radio"/> Permit <input type="radio"/> Stop	First Pension Paid:	<input type="radio"/> Yes <input checked="" type="radio"/> NO	Mobile No.:	9636961236
Religion:	Hindu	PAN No.:		Aadhar No.:	
Health Scheme:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Double Pension:	<input type="checkbox"/>	Employed Pensioner:	<input type="radio"/> Yes <input checked="" type="radio"/> No
GPF/TPF No.:		Adhoc Pension:	<input type="checkbox"/>	Provisional Pension:	<input type="checkbox"/>
Address:		Interim Allowance:	<input type="checkbox"/>	Shared Pension:	<input type="checkbox"/>

Search Insert Modify Save Save Draft Refresh

Double Pension: ☐

Adhoc Pension: ☒

Provisional Pension: ☒

Interim Allowance: ☒

Shared Pension: ☒

Double Pension: ☒

Treasury / PPO Id: /

Adhoc Pension: ☒

Adhoc Pension: ☐

Provisional Pension: ☒

CTS - Stamp Module

- ❑ Submit the requisition of denomination wise stamps through Indent capture.
- ❑ Capture the Invoice details for stamps based on the indents in the system.
- ❑ Make sure to deliver Stamps only through CTS system.
- ❑ Enter all legacy data in the system. Enter all the cheques through the system.

Stamp Indent Capture

Stamp Indent Capture

Stamp Source

☒ Superintendent of Stamp
☐ Other Treasury

Indent Id

Memo No.

Remarks

Indent Date

Memo Date

Stamp Indent Details

Category	Description	Denomination (Rs.)	Label per Sheet	Sheet	Label	Quantity	Amount (Rs.)	Sales Details of Last 4 Months		Current Stock	
								Sheet	Label	Sheet	Label
Total Amount (Rs.)											

Search

Insert

Modify

Delete

Refresh

Save

Stamp Invoice Details							
Transaction Date							Total Amount (Rs.)

Stamp Source ☒ Superintendent of Stamp ☐ Other Treasury

Indent Id & Date

Invoice Id & Date Invoice Number

Source Treasury Code

Date of Receipt

CTS - Stamp Module

❑ The concept of placing the request of cheques was not present in NIC system. Now you can place the request for different types of Cheques through Cheque Indent capture. It generates unique Indent ID that can be used for checking the status online.

❑ Capture the Invoice for cheques on the basis of the selected Indent ID. Select the MICR number and also select the available cheque numbers depending on the last cheque number used.

Cheque Indent Capture

Indent Source ☒ Government
Indent Type ☒ Cheque

Indent Id Indent Date
Memo Number Memo Date
Remarks

Cheque Details

Cheque Type
Select Cheque Type
Select Cheque Type
PL Cheque
PWD-Forest Cheque
School PF Cheque
Treasury Cheque

Cheque Type	Quantity
Select Cheque Type	
Select Cheque Type	
Select Cheque Type	
Select Cheque Type	

Search Insert Modify Save Refresh

Cheque Invoice Capture

Cheque Source ☒ Government
Cheque Type ☒ Cheque

Indent Id Invoice Id
Indent Date Invoice Date
Invoice Number

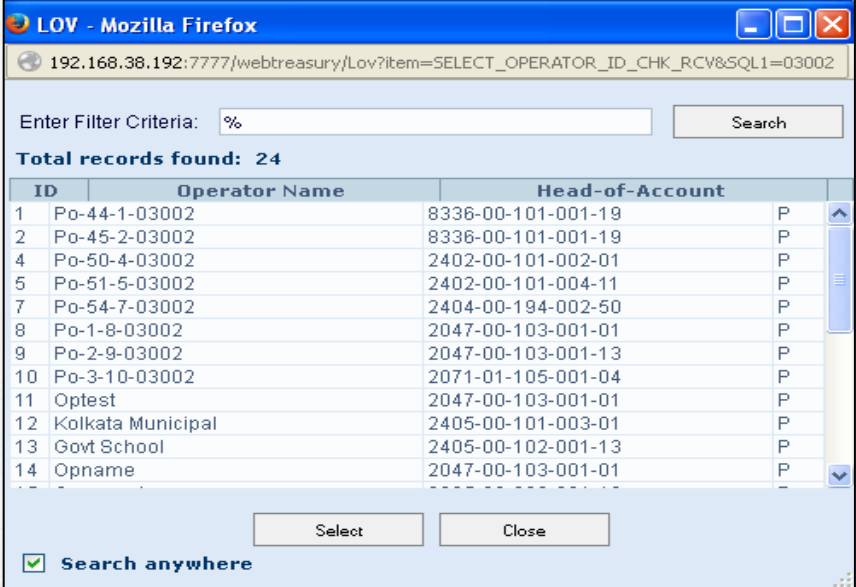
Cheque Details

Cheque Type	Micr Number	Start Number	End Number	Quantity
PL Cheque	<input type="text"/>	<input type="text"/>	<input type="text"/>	3
Treasury Cheque	<input type="text"/>	<input type="text"/>	<input type="text"/>	5
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Search Insert Modify Delete Save Refresh

CTS - LF/PL Module

- ❑ Select the relevant Operator ID to enter the PL balance for a scheme. This Operator ID concept was not present in NIC system.



LOV - Mozilla Firefox

192.168.38.192:7777/webtreasury/Lov?item=SELECT_OPERATOR_ID_CHK_RCV&SQL1=03002

Enter Filter Criteria: %

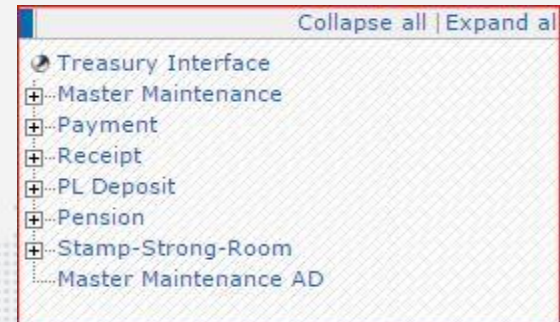
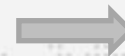
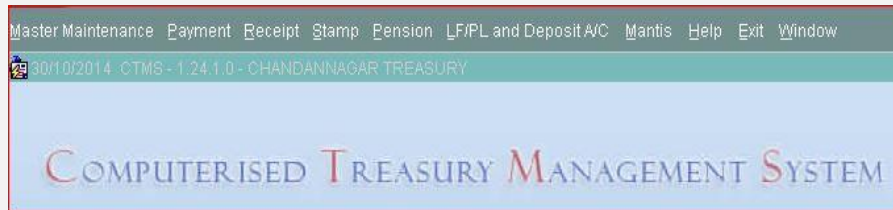
Total records found: 24

ID	Operator Name	Head-of-Account	
1	Po-44-1-03002	8336-00-101-001-19	P
2	Po-45-2-03002	8336-00-101-001-19	P
4	Po-50-4-03002	2402-00-101-002-01	P
5	Po-51-5-03002	2402-00-101-004-11	P
7	Po-54-7-03002	2404-00-194-002-50	P
8	Po-1-8-03002	2047-00-103-001-01	P
9	Po-2-9-03002	2047-00-103-001-13	P
10	Po-3-10-03002	2071-01-105-001-04	P
11	Optest	2047-00-103-001-01	P
12	Kolkata Municipal	2405-00-101-003-01	P
13	Govt School	2405-00-102-001-13	P
14	Opname	2047-00-103-001-01	P

☒ Search anywhere

Changes in CTS over CTMS/NIC

- ❑ The menu list used to be Horizontal in the CTMS system before. Now the menu navigation would be through a vertical menu tree.



- ❑ The concept of system generated ID has been introduced in all the modules in CTS for tracking the status and referencing such as Bill Reference ID, Operator ID, Scheme ID, HOA ID, Cheque ID, PPO ID etc.
- ❑ The new system created Global master of different categories in Master Maintenance Module for all the parameters. The local masters would be revoked as the Global master is active to keep uniformity over all the treasuries in the state.

Changes in CTS over CTMS/NIC

- ❑ You can now process Pay orders in 3 possible ways i.e. Cheque, ECS/NEFT/RTGS and Both. Previously payment mode used to be only through Cheques in both the NIC and CTMS systems.
- ❑ By Transfer Head Serial Numbers were not unique in all the treasuries. Now the Serial Numbers of the BT Head would be reset to follow the same serial numbers across all the treasuries.
- ❑ Previously Bills were referred as Bill Type such as G, T, A, R, etc. Now TR forms would be used in reference to a Bill type.
- ❑ Use list of beneficiaries created in E-Pradan Module for easy fund transfer.
- ❑ NIC system used to receive bills by only Net Amount. In CTS the Bills are received by both the Net and Gross Amounts.

List of Bill Type

Find %

Bill Type	Description
Advance	A
General	G
Refund of Insurance	I
Adjustment	J
Adjustment of TA	K
Refund of Deposits	R
Refund of Savings	S
Transfer	T

Find %

End OK Cancel

202.61.117.90/webtreasury/LovItem=BILLRCV_SUB_BILLTYPE&SQL1=N

Enter Filter Criteria: % Search

Total records found: 12

Bill Sub Type	Bill Type	Bill Type Id	Sub Bill Type Id
TR-26	G	7	1
TR-27	A	2	2
TR-28	J	3	3
TR-31	T	1	4
TR-33	G	7	5
TR-34	R	17	6
TR-35	R	17	7
TR-36	G	7	8
TR-36A	T	1	9
TR-42	R	17	10
TR-43	R	17	11
TR-45	R	17	12

Select Close

☒ Search anywhere

Changes in CTS over CTMS/NIC

- ☐ Previously the Cheque Writer used to generate/write Pay orders. Now the Cheque Writers do not need to write the Pay Order because when TO approves the bill, the Pay order is generated by the system.
- ☐ Previously there were different forms to search, view, modify. Now a single form bundles up all the functionalities such as searching, viewing, and modifying. For example, single Bill Receiving form contains all functionalities.
- ☐ Previously Tokens used to be printed instantly after receiving the bill. Now you can print the token number at your own convenience from the saved PDF form of generated Token number.
- ☐ Previously the allotment under Head of accounts used to be entered manually in the both the NIC and CTMS system while entering a bill. However, now because of integration with the e-Bantan module the allotments under the HOA appear automatically. While Bill entry the operator just needs to select the relevant HOA from the system.

Changes in CTS over CTMS/NIC

- ❑ Previously in NIC system Bill processing personnel used to be allocated to the received bills manually. However, the Bill processing personnel are now allocated to the received bills through system automatically.
- ❑ The system sends e-notifications to the stakeholders at important phases of the process. This feature was not existent in the previous system.
- ❑ Now the tertiary category of Pension is unavailable in the system. The tertiary category has been renamed as sub-category in the new CTS system.
- ❑ Previously PPO No has been used to track the status of the pension in NIC system. Now PPO ID concept has been introduced and would be further used for checking the status of the PPO.
- ❑ Now the Stamp Category Master has been created through Master Maintenance Module. You can use unique Stamp Category ID to find a particular type of stamp. There was no such unique stamp category Id concept before.

