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1 Introduction

E-Billing module is designed to enter different kinds of bills into iFMS system. After operator/approver enters the bill into the system, the bill is forwarded to Approver for Approval. If the Approver finds any discrepancy or does not agree with the bill he can Send it for revision, or even Reject the bill. Otherwise, he submits the bill to Treasury for further processing. Through e-Billing Module an user can also check the status of the bill at any point of the processing.

Bills raised and submitted through e-Billing would be received in e-CTS module through Bill Receiving functionality. It would further go through Bill Checking, Advice List generation, etc. Approved bills by TO/ATO would be added in the generated Advice List and sent to RBI for payment. After the payment, RBI sends back the electronic payment scroll for accounting purpose of the respective treasury.

The e-Billing Module in the iFMS Portal provides the user the facility to raise and submit both Employee and Non-Employee bills for the payment to the beneficiaries of the Govt. of West Bengal. This module explains the Bill processing cycle from generation to reimbursement.

At the end of this module you can:

- Login to e-Billing with Digital Signature Certificates.
- View Task List
- Enter Bills.
- Search Bill.
- Modify Bill.
- Forward Bill.
- Query a Bill.
- Print Bill.
- Submit Bill.
- Reject Bill.
- Send Bill for Revision.

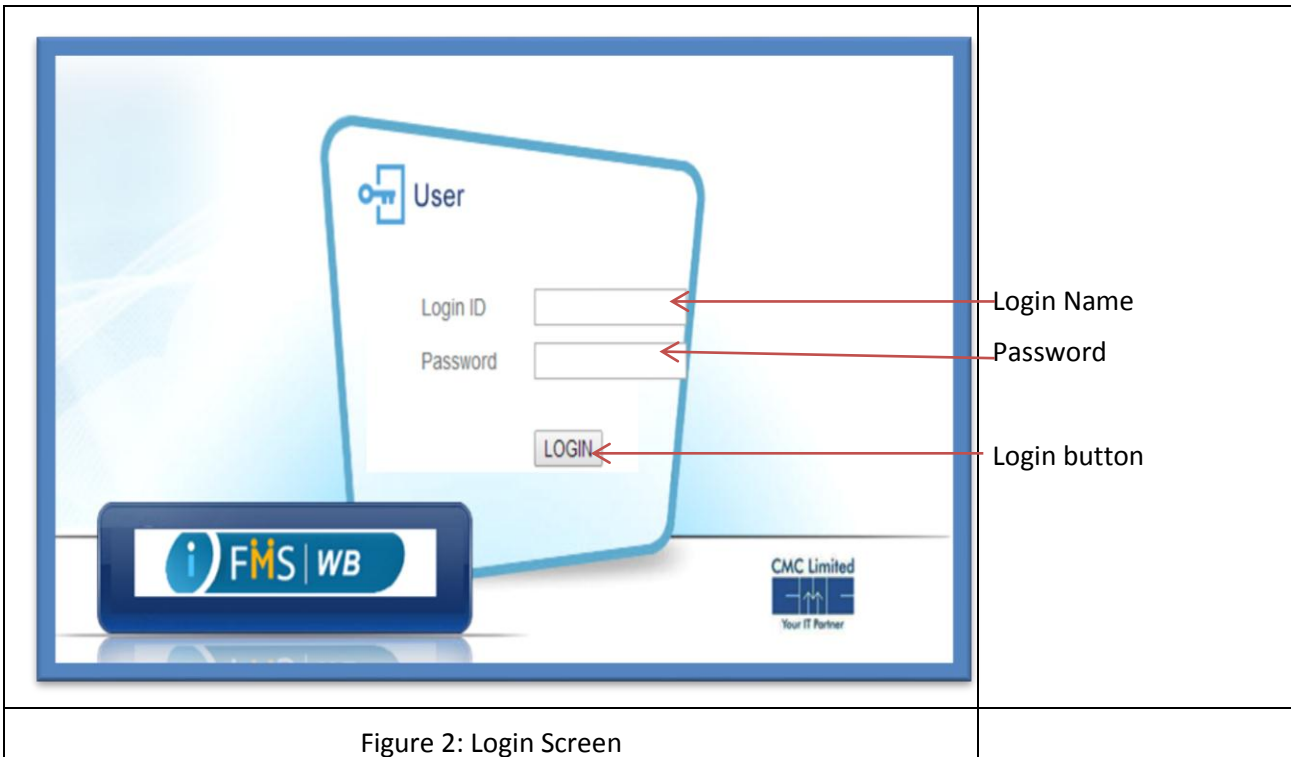
2 Login to e-Billing with Digital Signature Certificate

To login to e-Billing module

1. Open Internet explorer or any other web browser.
2. Type URL <http://wbifms.gov.in> in the address bar of the browser. The Home page of iFMS WB appears.



The Login Screen for **E-Billing** Module opens as follows:



The Application list page appears.

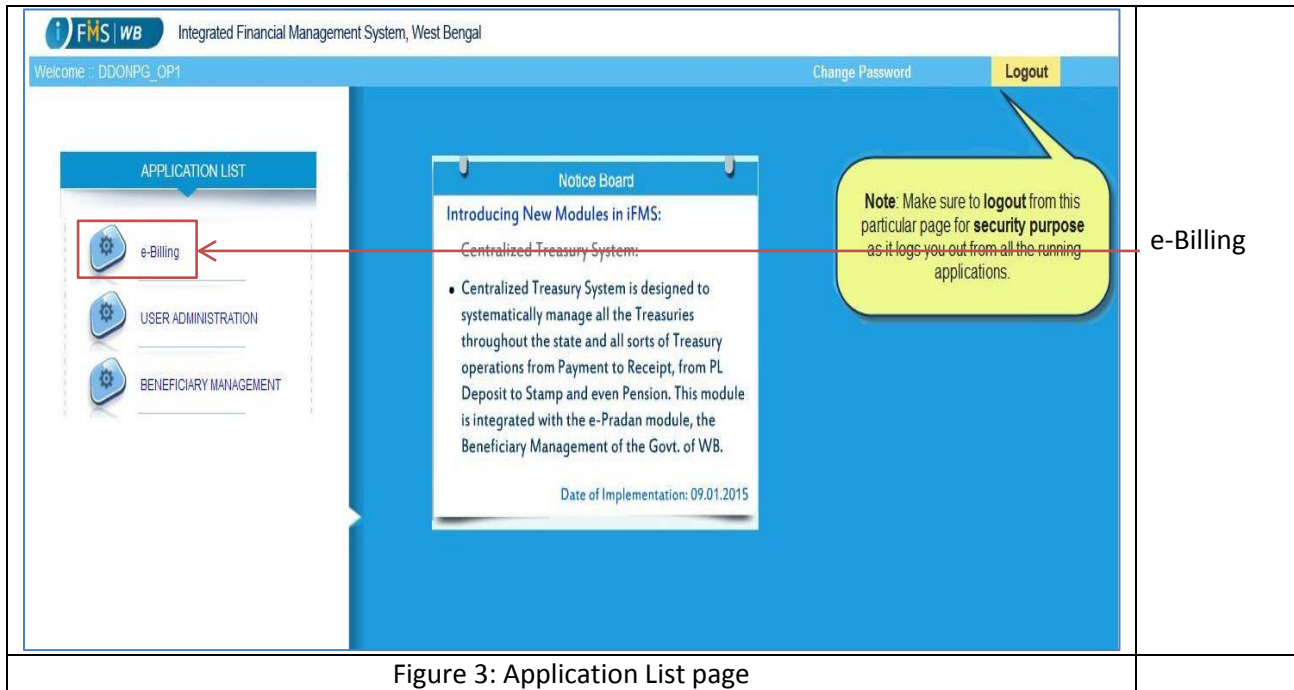


Figure 3: Application List page

- Click on **e-Billing** from the menu list. One dialog box appears.

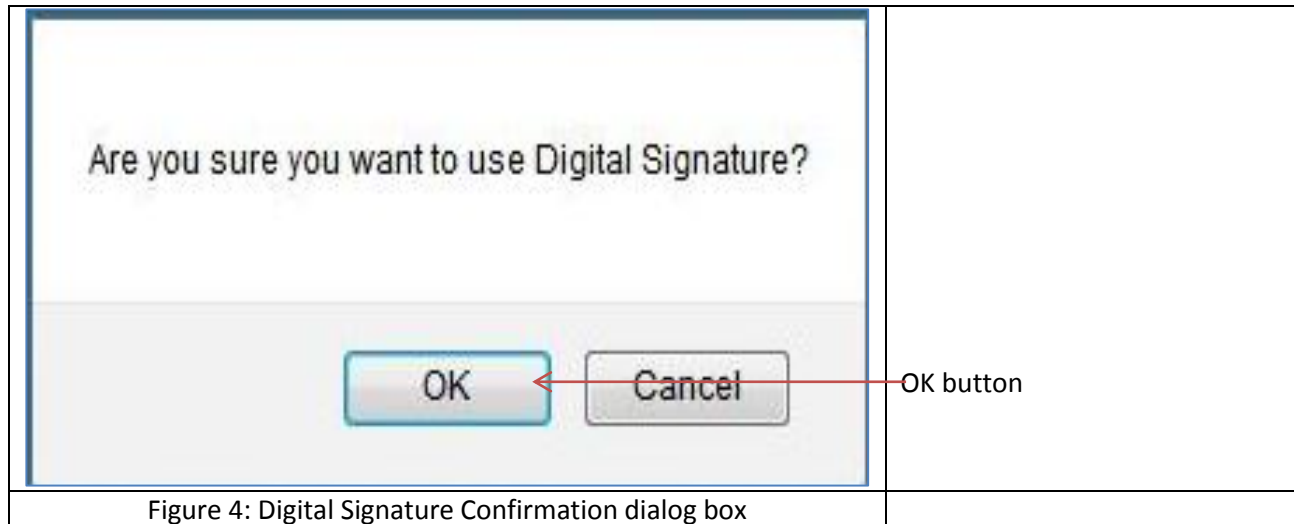
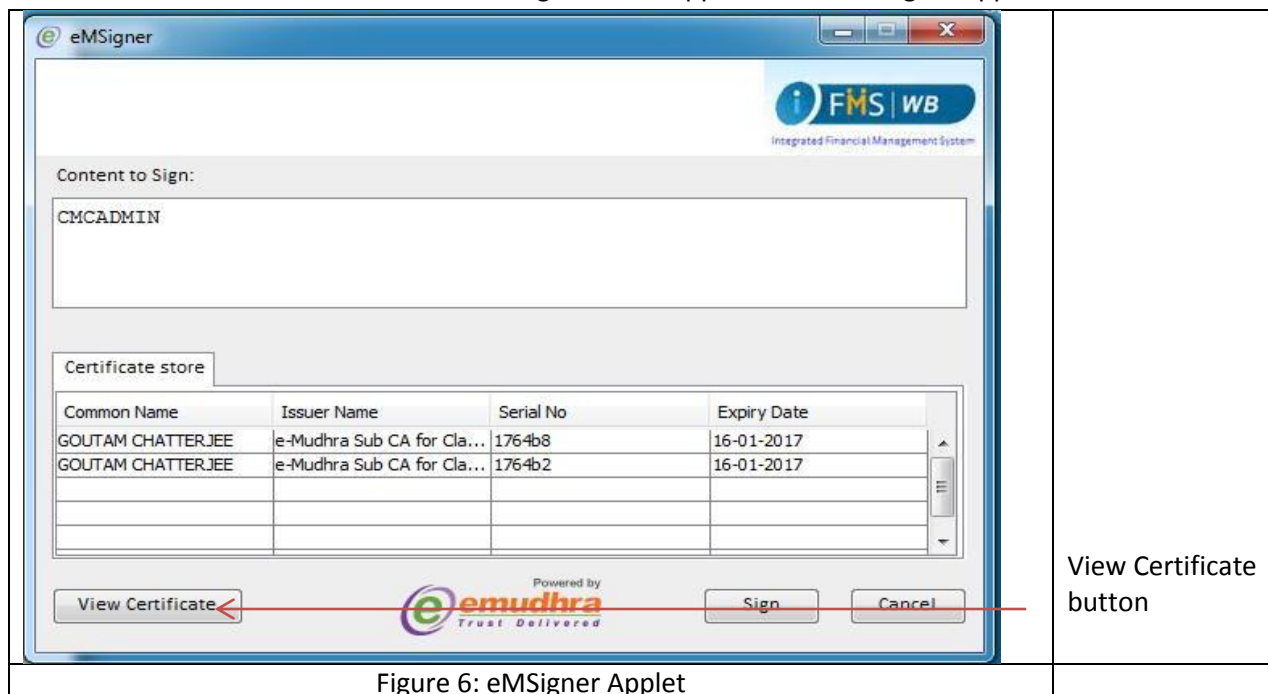


Figure 4: Digital Signature Confirmation dialog box

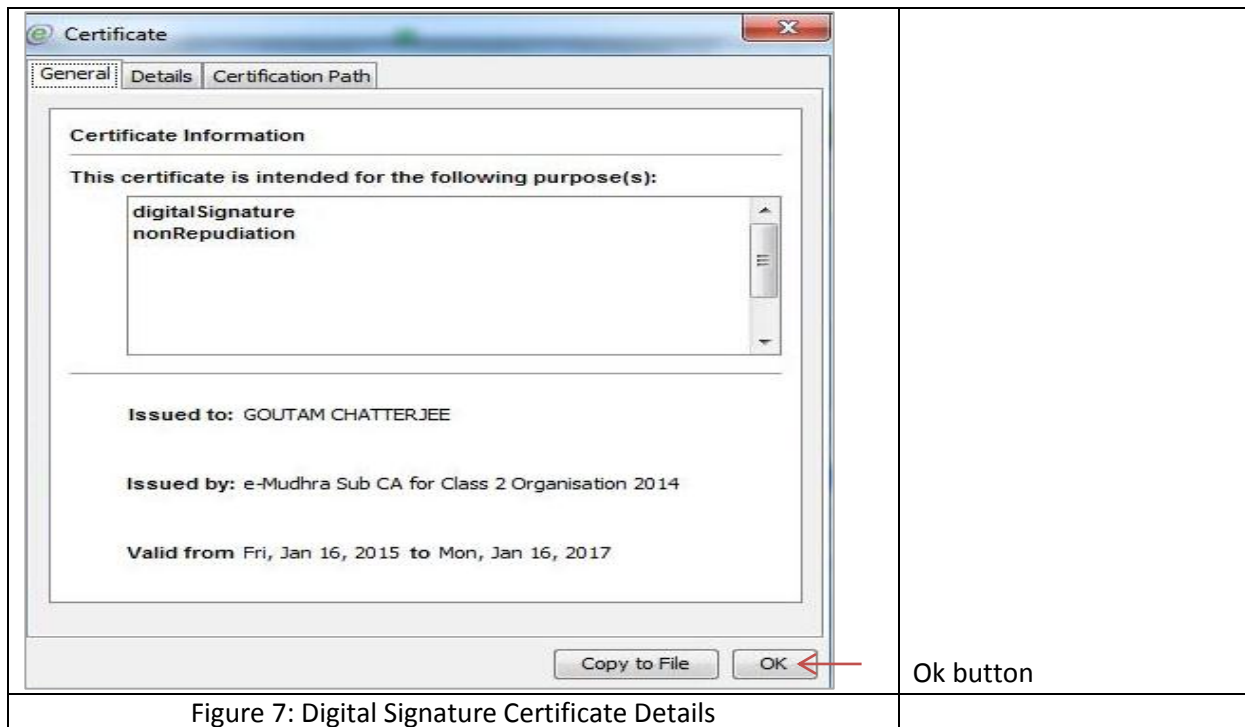
- Click on the **Ok** button in the dialog box if you have received the USB dongle physically. Otherwise, click **Cancel**.
- If you have clicked Ok in the last dialog box, another dialog box appears.



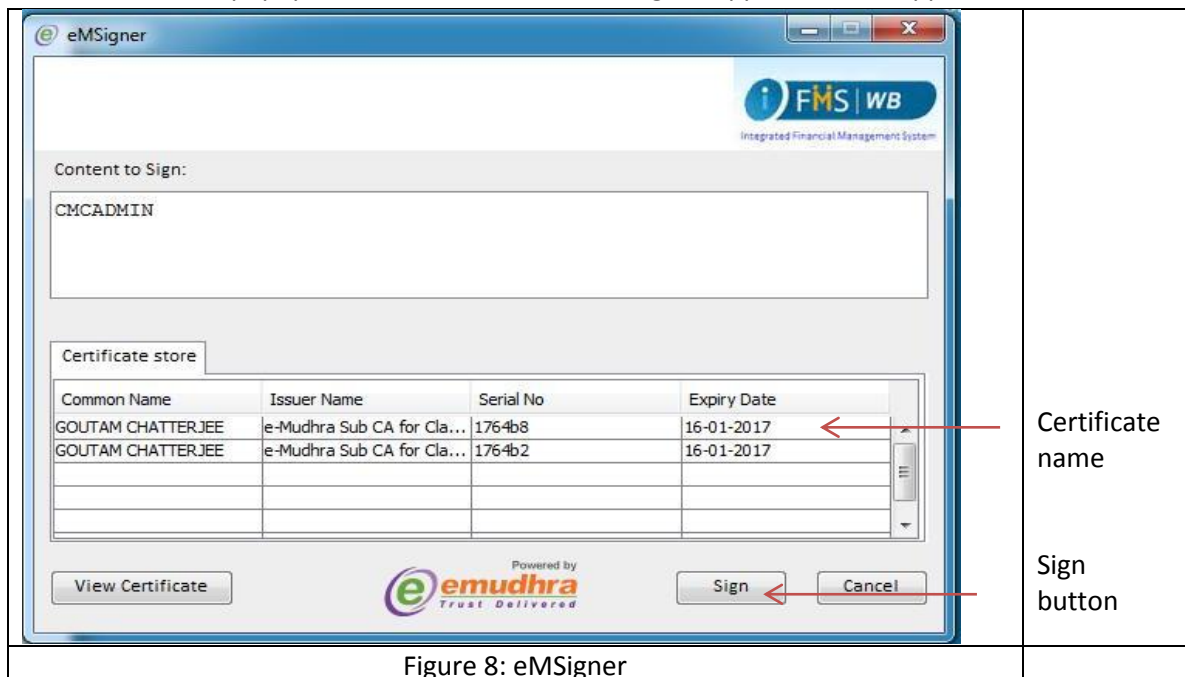
6. Click on the **Allow** button in the dialog box. One applet named eMSigner appears on screen.



7. Select one certificate from the lists and click on **View Certificate** button. It opens another window that displays the details of the certificate. If the Certificate Information is digital Signature, you can use that certificate for signing in.



8. Click **OK**. The popup window closes and the eMSigner Applet window appears on the front.



A dialog box appears.

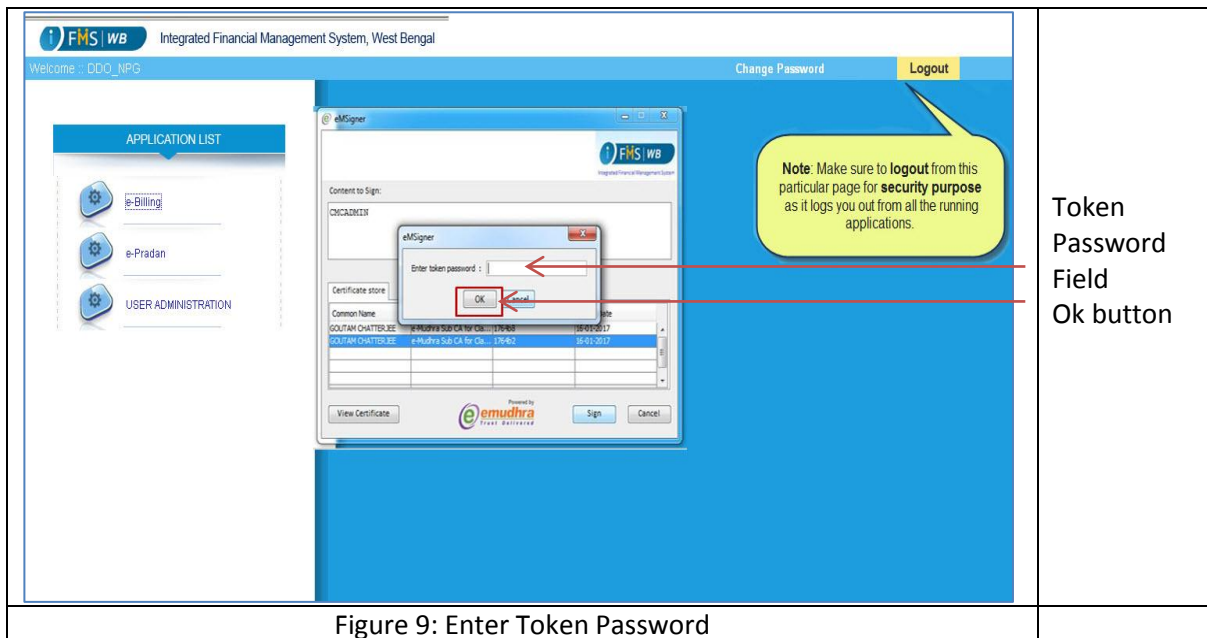


Figure 9: Enter Token Password

9. Enter Token Password in the dialog box.

10. Click **OK**. E-Billing Home Page after login appears as shown below:

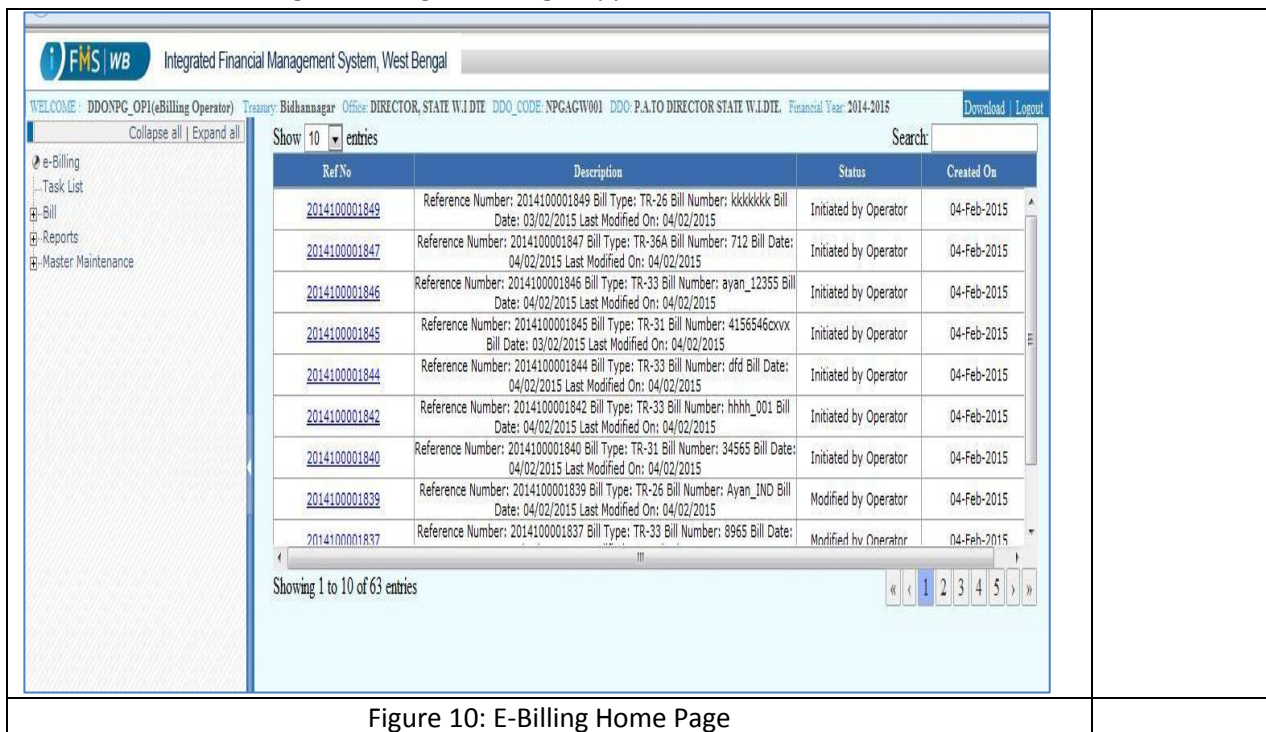


Figure 10: E-Billing Home Page

3 View Task List

The Home Page of e-Billing can be divided into two parts. The left hand side displays the Menu Tree and the right hand side screen displays the Task List.

The screenshot shows the E-Billing Home page for a user named DDONPG, OPI (eBilling Operator). The page features a menu tree on the left with options: e-Billing, Task List, Bill, Reports, and Master Maintenance. The main area displays a table of tasks with columns: RefNo, Description, Status, and Created On. The table lists 10 entries, showing tasks initiated or modified by the operator on 04-Feb-2015. A red box highlights the 'Task List' menu item, and another red box highlights the 'Task List' label on the right side of the page. A third red box highlights the 'Task List Menu' label at the bottom right.

RefNo	Description	Status	Created On
2014100001849	Reference Number: 2014100001849 Bill Type: TR-26 Bill Number: kkkkkkk Bill Date: 03/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015
2014100001847	Reference Number: 2014100001847 Bill Type: TR-36A Bill Number: 712 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015
2014100001846	Reference Number: 2014100001846 Bill Type: TR-33 Bill Number: ayan_12355 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015
2014100001845	Reference Number: 2014100001845 Bill Type: TR-31 Bill Number: 4156546cxxx Bill Date: 03/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015
2014100001844	Reference Number: 2014100001844 Bill Type: TR-33 Bill Number: dfd Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015
2014100001842	Reference Number: 2014100001842 Bill Type: TR-33 Bill Number: hhhh_001 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015
2014100001840	Reference Number: 2014100001840 Bill Type: TR-31 Bill Number: 34565 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015
2014100001839	Reference Number: 2014100001839 Bill Type: TR-26 Bill Number: Ayan_IND Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Modified by Operator	04-Feb-2015
2014100001837	Reference Number: 2014100001837 Bill Type: TR-33 Bill Number: 8965 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Modified by Operator	04-Feb-2015

Figure 11: E-Billing Home page with Task List

You can alternatively also view the Task List by clicking Task List from the menu tree on the left hand side. The Task List lists down the recent/pending tasks of the logged in user. The home page always displays the task list. Otherwise, click on the **Task List** from the left hand side menu tree.

The Task List of the Approver user appears as follows:

The screenshot shows the Task List for a user named DDONPG, OPI (eBilling Approver). The page features a menu tree on the left with options: e-Billing, Task List, Bill Entry, Bill Query, Bill Print, Reports, and Master Maintenance. The main area displays a table of tasks with columns: RefNo, Description, Status, and Created On. The table lists 10 entries, showing tasks initiated or modified by the approver on 04-Feb-2015. A red box highlights the 'Task List' menu item, and another red box highlights the 'Task List' label on the right side of the page. A third red box highlights the 'Task List Menu' label at the bottom right.

RefNo	Description	Status	Created On
2014100002021	Reference Number: 2014100002021 Bill Type: TR-33 Bill Number: 454fddddd Bill Date: 06/02/2015 Last Modified On: 07/02/2015	Modified by Approver	07-Feb-2015
2014100002019	Reference Number: 2014100002019 Bill Type: TR-31 Bill Number: 1450000 Bill Date: 02/02/2015 Last Modified On: 07/02/2015	Forwarded to Approver	07-Feb-2015
2014100001961	Reference Number: 2014100001961 Bill Type: TR-36A Bill Number: 555sss Bill Date: 01/02/2015 Last Modified On: 06/02/2015	Forwarded to Approver	06-Feb-2015
2014100001959	Reference Number: 2014100001959 Bill Type: TR-31 Bill Number: 7812kkkk Bill Date: 03/02/2015 Last Modified On: 06/02/2015	Forwarded to Approver	06-Feb-2015
2014100001939	Reference Number: 2014100001939 Bill Type: TR-36A Bill Number: 4343yyyyy Bill Date: 06/02/2015 Last Modified On: 06/02/2015	Modified by Approver	06-Feb-2015
2014100001900	Reference Number: 2014100001900 Bill Type: TR-36A Bill Number: 111vfff Bill Date: 01/02/2015 Last Modified On: 06/02/2015	Modified by Approver	06-Feb-2015
2014100001876	Reference Number: 2014100001876 Bill Type: TR-31 Bill Number: czxkjkhj Bill Date: 04/02/2015 Last Modified On: 05/02/2015	Modified by Approver	04-Feb-2015
2014100001875	Reference Number: 2014100001875 Bill Type: TR-26 Bill Number: 5435 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Approver	04-Feb-2015
2014100001862	Reference Number: 2014100001862 Bill Type: TR-31 Bill Number: bt test Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Forwarded to Approver	04-Feb-2015

Figure 12: Task List of Approver user

Task List has four columns, namely **Ref No**, **Description**, **Status**, and **Created On**. **Ref No** refers to the Bill Reference Number. **Description** contains the short detail of the Bill. **Status** displays the current status of the Bill. **Created On** column shows the Bill Entry date.

- Click on the **Ref No** to view the Bill Details. The Bills Submitted to Treasury would not appear in the Approver's Task List and also the Bills sent for Revision to Operator would not appear in Approver's Task List.

Bill Details

☐ Employee ☒ Non Employee

Bill Type * Bill Status

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number Bill No. & Date *

Head of Account *

Gross Amount * Net Amount * BT Amount

Sanction No Sanction Date

Sanction Amount Sanction By

Department Code Home (Press)

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
Ad-hoc Bonus		4000	4000	2682000	2678000	2682000

Total 4000

Figure 13: Bill Details after you click on Reference No.

The Task List of the Operator user appears as follows:

Show 10 entries Search:

RefNo	Description	Status	Created On
2014100001979	Reference Number: 2014100001979 Bill Type: TR-36A Bill Number: mmmnn_000 Bill Date: 01/02/2015 Last Modified On: 06/02/2015	Initiated by Operator	06-Feb-2015
2014100001899	Reference Number: 2014100001899 Bill Type: TR-36A Bill Number: 9099 Bill Date: 06/02/2015 Last Modified On: 06/02/2015	Initiated by Operator	06-Feb-2015
2014100001874	Reference Number: 2014100001874 Bill Type: TR-26 Bill Number: 5896 Bill Date: 04/02/2015 Last Modified On: 05/02/2015	Modified by Operator	04-Feb-2015
2014100001871	Reference Number: 2014100001871 Bill Type: TR-33 Bill Number: 2543 Bill Date: 03/02/2015 Last Modified On: 07/02/2015	Send for Revision	03-Feb-2015
2014100001870	Reference Number: 2014100001870 Bill Type: TR-31 Bill Number: f5df Bill Date: 03/02/2015 Last Modified On: 04/02/2015	Modified by Operator	03-Feb-2015
2014100001863	Reference Number: 2014100001863 Bill Type: TR-36A Bill Number: bt11_test Bill Date: 03/02/2015 Last Modified On: 03/02/2015	Initiated by Operator	03-Feb-2015
2014100001855	Reference Number: 2014100001855 Bill Type: TR-31 Bill Number: 31_test Bill Date: 02/02/2015 Last Modified On: 02/02/2015	Send for Revision	02-Feb-2015
2014100001853	Reference Number: 2014100001853 Bill Type: TR-33 Bill Number: nissan_33 Bill Date: 02/02/2015 Last Modified On: 02/02/2015	Initiated by Operator	02-Feb-2015
2014100001852	Reference Number: 2014100001852 Bill Type: TR-36A Bill Number: 43 Bill Date: 02/02/2015 Last Modified On: 02/02/2015	Initiated by Operator	02-Feb-2015

Showing 1 to 10 of 64 entries

Figure 14: Task List of operator

- Click on the **Ref No** to view the Bill Details and take necessary actions. After a Bill is forwarded to the Approver that bill would not appear in Operator's Task List.

4 Bill Entry

To enter Bill

1. Click on **Bill** from the left hand side menu tree. It displays the submenu under it.
2. Click on **Entry/Modify** submenu. The Bill Entry form appears on the right hand side.
3. Select the **Employee** or **Non-Employee** radio button.
4. Click on the **Bill Type** LOV button.

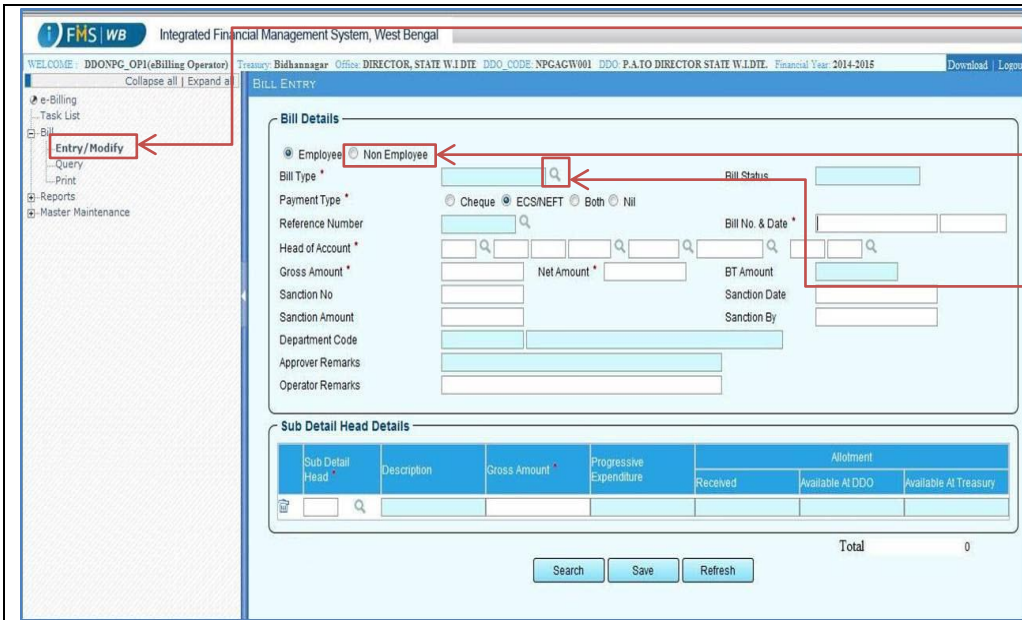


Figure 15: Bill Entry

A popup window appears.

LOV - Mozilla Firefox

192.168.38.192:7777/ebilling/Lov?PyhTWrdh6bN8/pvznwrj5x9Ea5zPmwItZxa6YUuH0I=

Enter Filter Criteria: % Search

Total records found: 4

Bill ID	Description
1	TR-26
4	TR-31
5	TR-33
9	TR-36A

Select Close

☒ Search anywhere

Figure 16: Bill Type popup window

5. Select bill Type from the popup window. The selected value appears in the relevant field of the Bill Entry form.

BILL ENTRY

Bill Details

☐ Employee ☒ Non Employee

Bill Type * TR-26

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number

Head of Account *

Gross Amount *

Sanction No

Sanction Amount

Department Code

Approver Remarks

Operator Remarks

Bill Status

Bill No. & Date * 5896

Net Amount *

BT Amount

Sanction Date

Sanction By

Feb 2015

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Received	Available At DDO	Available At Treasury

Total 0

Search Save Refresh

Payment Type

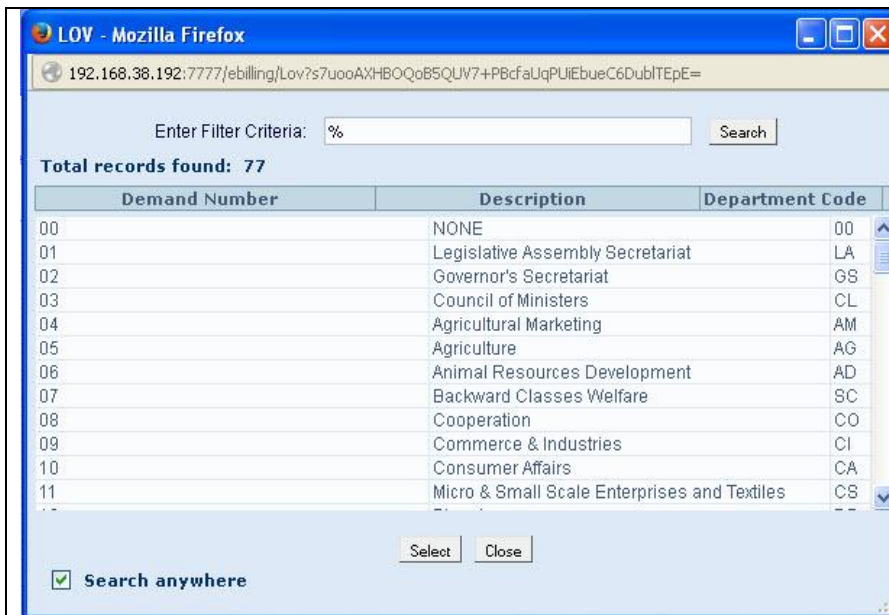
Bill No and Date

HOA LOV

Bill Gross and Net Amount

Figure 17: Bill Entry form

6. Enter **Bill No** in the given field and also select the **Date** from the Calendar that appears when you click on the field.
7. Click on the **Head of Account** LOV button multiple time to select all the fields.



LOV - Mozilla Firefox

192.168.38.192:7777/ebilling/Lov?s7uooAXHBOQoB5QUV7+PBcfaUqPUiEbuC6DublTEpE=

Enter Filter Criteria: % Search

Total records found: 77

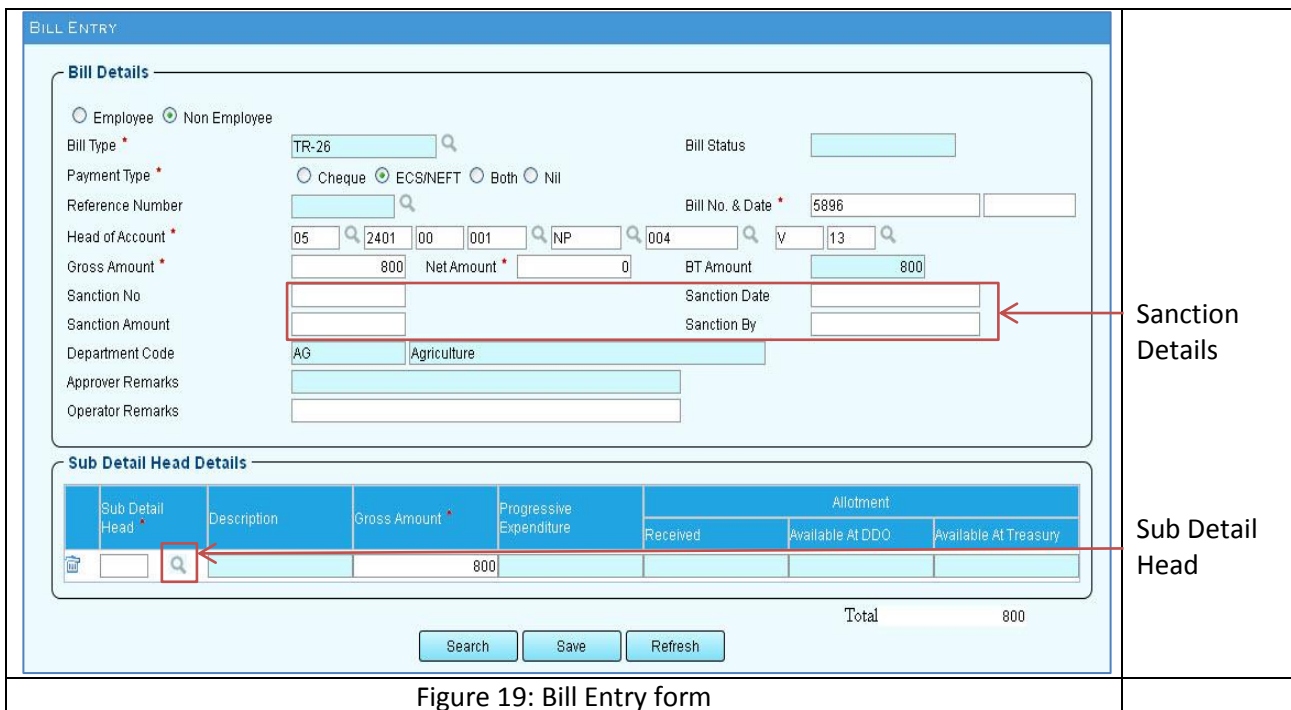
Demand Number	Description	Department Code
00	NONE	00
01	Legislative Assembly Secretariat	LA
02	Governor's Secretariat	GS
03	Council of Ministers	CL
04	Agricultural Marketing	AM
05	Agriculture	AG
06	Animal Resources Development	AD
07	Backward Classes Welfare	SC
08	Cooperation	CO
09	Commerce & Industries	CI
10	Consumer Affairs	CA
11	Micro & Small Scale Enterprises and Textiles	CS

Select Close

☒ Search anywhere

Figure 18: Head of Account LOV popup window

The selected value appears in the relevant fields.



BILL ENTRY

Bill Details

☐ Employee ☒ Non Employee

Bill Type * TR-26 Bill Status

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number

Head of Account * 05 2401 00 001 NP 004 V 13

Gross Amount * 800 Net Amount * 0 BT Amount 800

Sanction No

Sanction Date

Sanction Amount

Sanction By

Department Code AG Agriculture

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount *	Progressive Expenditure	Received	Available At DDO	Available At Treasury
		800				

Total 800

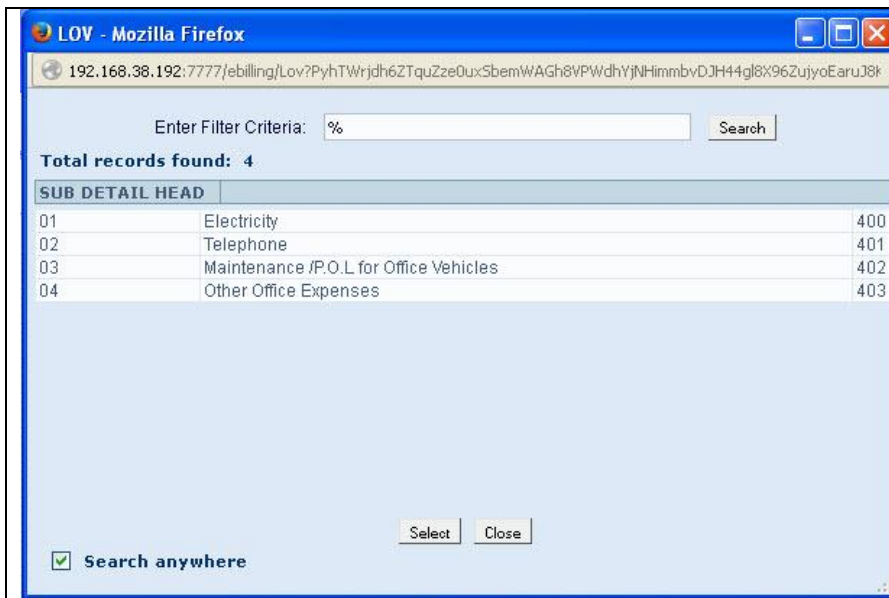
Search Save Refresh

Sanction Details

Sub Detail Head

Figure 19: Bill Entry form

- Enter **Gross Amount, Net Amount**. BT Amount gets automatically calculated.
- Enter **Sanction No, Sanction Date, Sanction Amount, Sanction By**.
- Click on the **Sub-Detail** head LOV button. A popup window appears to help you select the relevant sub-detail head.



LOV - Mozilla Firefox

192.168.38.192:7777/ebilling/Lov?PyhTWrdh6ZTquZze0uxSbenWAGh8VPWdhYjNHimmbvDJH44gl8X96ZujyoEaruJ8k

Enter Filter Criteria: % Search

Total records found: 4

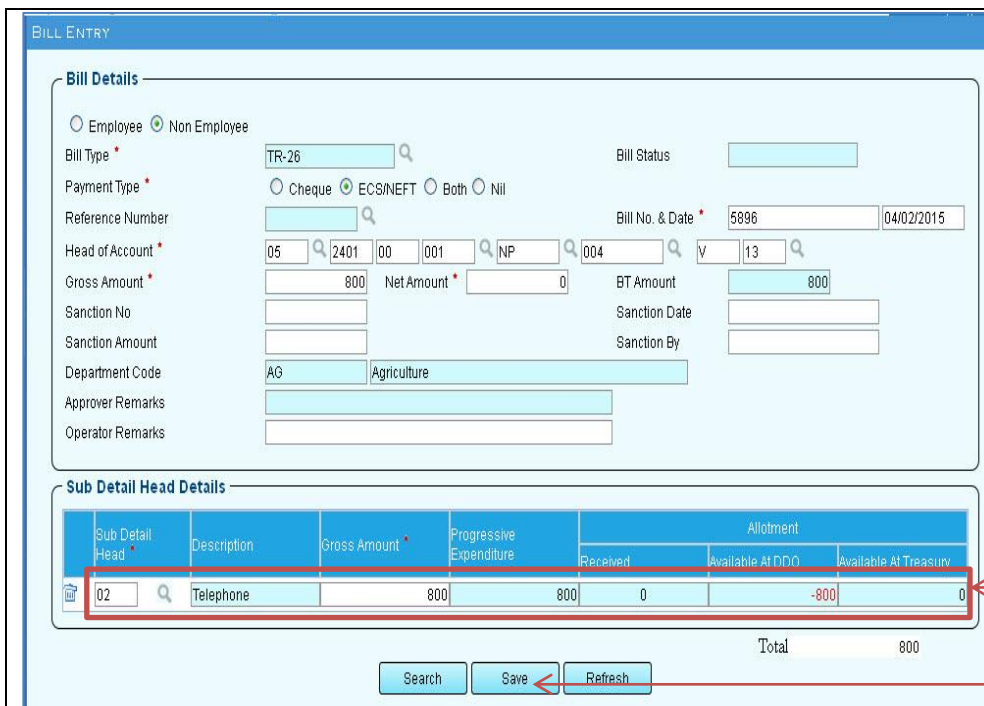
SUB DETAIL HEAD		
01	Electricity	400
02	Telephone	401
03	Maintenance /P.O.L for Office Vehicles	402
04	Other Office Expenses	403

Select Close

☒ Search anywhere

Figure 20: Sub Detail Head LOV popup window

The selected value appears in the relevant fields.



BILL ENTRY

Bill Details

☐ Employee ☒ Non Employee

Bill Type * TR-26 Bill Status

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number

Bill No. & Date * 5896 04/02/2015

Head of Account * 05 2401 00 001 NP 004 V 13

Gross Amount * 800 Net Amount * 0 BT Amount 800

Sanction No

Sanction Date

Sanction By

Department Code AG Agriculture

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount	Progressive Expenditure	Received	Available At DDO	Available At Treasury
02	Telephone	800	800	0	-800	0

Total 800

Search Save Refresh

Sub-Detail value select from LOV

Save button

Figure 21: Bill Entry form filled up

- Click **Save**. A success message appears on top of the Bill Entry form. It contains the newly generated Bill Reference Number.

Success Message with Bill reference Number

Bill reference Number

Figure 22: Saved Bill Entry form with Success Message

12. At the bottom of the Bill Entry form some buttons appear after the Reference Number is generated.
13. Each Bill would have **BT Detail**, **ECS/NEFT** (Or cheque depending on Payment mode selection), **Modify/Forward** button and also a button to enter the specific bill details depending on the bill type selection. Here for example, the Bill Type is TR 26, therefore, the button name is also TR 26.

Buttons that appear Bill Saving

Figure 23: Bill Entry Form after Bill Reference Number Generation

5 By Transfer (BT) Details Entry

To enter By Transfer Detail in the Bill

1. Click on the **BT Detail** button.

Bill Details

Employee ☐ Non Employee ☒

Bill Type Bill Status

Payment Type ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number Bill No. & Date

Head of Account

Gross Amount Net Amount BT Amount

Sanction No Sanction Date

Sanction Amount Sanction By

Department Code

Approver Remarks

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	Not Available	800	77220	0	-77220	-19000

Total 800

TR-26 **BT Detail** ECS/NEFT Modify Send For Revision Reject Submit Refresh

BT Detail

Figure 24: BT Detail button on Bill Entry form

By Transfer Details form appears.

By Transfer Details

Reference Number: Gross Amount: Net Amount:

Total BT Amount: Treasury BT Amount: AG BT Amount:

BT Sl. No.	By-Transfer Head	By-Transfer Description	BT Type	Amount

Total By-Transfer Amount:

Back Save Refresh

BT-SI No LOV button

Figure 25: By Transfer Details Entry

A popup window appears.

LOV - Mozilla Firefox

192.168.38.192:7777/ebilling/Lov?s/LhCMtMmdUJoHPPFhY5JbPy4QjLTJnVCaBzzxYWEIXbk1GEXEVIQ==

Enter Filter Criteria: % Search

Total records found: 686

BT Serial	Description	BT Head	BT Type
1	P.Tax	00-0028-00-107-00-001-0-03	Treasury BT
2	Court Fee Stamps	00-0030-01-101-00-001-0-16	Treasury BT
3	Sale Of Stamps	00-0030-01-102-00-001-0-17	Treasury BT
4	Sales Tax	00-0040-00-102-00-001-0-03	Treasury BT
7	Interest On Other Conveyance Loan	00-0049-04-800-00-019-0-07	Treasury BT
11	P.W.D.-Rent	00-0059-01-011-00-001-0-05	Treasury BT

Select Close

☒ Search anywhere

Figure 26: BT SI No LOV popup window

2. Select BT Head from the popup window. The selected value appears in the table.
3. Enter Amount in the **Amount** column.

By Transfer Details

By Transfer Details

Reference Number: 20140300000006 Gross Amount: 800 Net Amount: 0

Total BT Amount: 800 Treasury BT Amount: 500 AG BT Amount: 0

BT SI No.	By-Transfer Head	By-Transfer Description	BT Type	Amount
2	00-0030-01-101-00-001-0-16	Court Fee Stamps	Treasury BT	500
1	00-0028-00-107-00-001-0-03	P.Tax	Treasury BT	300
Total By-Transfer Amount :				500

Back Save Refresh TR 12

Amount Column

Save button

Figure 27: Selected value appeared in By Transfer form

The total of By -Transfer Amount should equal to the **Total BT Amount**.

4. Select other BT SI No. and enter Amount to ensure that the total of By -Transfer Amount equals to the **Total BT Amount**. If P. Tax is selected as the BT SI. No, a button named TR 12 appears.
5. Click **TR 12** to enter TR-12 tax data. TR 12 page appears as a popup window.

TR 12

Reference No.: 20140300000006 Gross Amount: 800 Net Amount: 0 Bill Status: Initiated by Approver

Employee Details

Name Of The Employee *	Employee ID	Amount Recovered *
S		
SWARNENDU SARKAR#E00267396		0
S BANERJEE#C00267665		
S SARKAR#E00267740		
SIDDHARTHA CHAKRABORTY#E00267397		
SIDD CHAK#E00267398		
SUBHENDU GHOSH#E00267428		
SHUBHAM#E00267451		
SUPITA PAL#E00267650		
SADHAN MAJUMDER#O00267654		
SANJOY SEN#E00267720		

Total Amount Recovered: 0

Save Refresh

Figure 28: TR 12 Details Entry form

6. Enter the First letter of the **Employee Name** in the designated field. A suggestive list appears. Select the Name from the list.
7. Enter Amount in the **Amount Recovered** field.
8. Click Save.

TR 12

Reference No.: 20140300000006 Gross Amount: 800 Net Amount: 0 Bill Status: Initiated by Approver

Employee Details

Name Of The Employee *	Employee ID	Amount Recovered *
S SARKAR	E00267740	300
Total Amount Recovered		300

Add Rows

Close Save Refresh

Figure 29: TR 12 Details Entry form

A success message appears on the top.

TR 12

TR-12 Detail Saved Successfully

Reference No.: 20140300000006 Gross Amount: 800 Net Amount: 0 Bill Status: Initiated by Approver

Employee Details		
Name Of The Employee *	Employee ID	Amount Recovered *
S SARKAR	E00267740	300
Total Amount Recovered		300

[Add Rows](#)

Close Save Refresh

Figure 30: TR 12 Success Message

9. Click **Close**. TR 12 popup window closes.

10. In the By Transfer Details page click **Save**. A success message appears on the top panel and the Save button appears as deactivated as shown below.

By Transfer Details

By Transfer Detail Saved Successfully

Reference Number: 20140300000006 Gross Amount: 800 Net Amount: 0

Total BT Amount: 800 Treasury BT Amount: 800 AG BT Amount: 0

BT Sl. No.	By-Transfer Head	By-Transfer Description	BT Type	Amount
2	00-0030-01-101-00-001-0-16	Court Fee Stamps	Treasury BT	500
1	00-0028-00-107-00-001-0-03	PTAX	Treasury BT	300
Total By-Transfer Amount:				800

Back Save Refresh TR12

Figure 31: BY Transfer Details Entry

11. Click **Back** to go back to main Bill Entry page.

If the user selects Income Tax as BT Sl. No in By Transfer Details Entry page then **TR 10** button appears. If you click on the **TR 10** button TR 10 details entry page appears as follows:

Figure 32: TR 10 Details Entry page

- Enter the **Name of the Employee/Beneficiary** in the given field. While you start typing the name in the field, a suggestive list appears. Select the name from the list. The **Employee/Beneficiary ID** appears automatically.
- Enter **PAN, Gross Claim, Amount Deducted** in the given fields.
- Amount Deducted cannot exceed the Gross Claim Amount.
- The sum of Amount Deducted at TR 10 should equal to the Amount given in the row of By Transfer Details that contains Income Tax as By Transfer Head.
- Click **Save**.

Figure 33: TR 10 Details Entry page

A success message appears as follows:

TR 10

TR-10 Detail Saved Successfully

Reference No.: 20150400000321 Gross Amount: 5600 Net Amount: 2600 Bill Status: Forwarded to Approver

Name Of The Employee/Beneficiary/Pensioner	Employee/Beneficiary/Pensioner ID	Designation	PAN *	Gross Claim *	Amount Deducted *	Remark
AMIR	E00267153		47KK	2000	1800	D8FD
Total Amount Deducted					1800	

Add Rows

Close Save Refresh

Success Message

Close Button

Figure 34: Success Message in TR 10 page

- Click on the **Close** button to arrive back at the By Transfer Details entry page.

6 ECS/NEFT Entry

To enter the details of Payment in the Bill

1. Click on the **ECS/NEFT** button.

Bill Saved Successfully. Bill Reference No.-2014100001874

Bill Details

☐ Employee ☒ Non Employee

Bill Type: TR-26 Bill Status: Initiated by Operator

Payment Type: ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number: 2014100001874 Bill No. & Date: 5896 04/02/2015

Head of Account: 05 2401 00 001 NP 004 V 13

Gross Amount: 800 Net Amount: 0 BT Amount: 800

Sanction No: Sanction Date: Sanction By:

Department Code: AG Agriculture

Approver Remarks: Operator Remarks:

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Received	Available At DDO	Available At Treasury
02	Telephone	800	800	0	-800	0
Total		800				

TR-26 BT Detail **ECS/NEFT** Modify Forward Refresh

ECS/NEFT Entry button in Bill Entry

Figure 35: ECS/NEFT Entry button in Bill Entry

The ECS/NEFT form appears as shown below:

☐ Copy from previous bill :- Financial Year 2006-2007 Reference No. Search

Bill No. 5896

Bill Date 04/02/2015

Bill Gross Amount 800

Bill Net Amount 0

Payee Department AG

Total Beneficiary Amount 0

HoA 05-2401-00-001-NP-004-V-13-02

Pay Mode ECS/NEFT/RTGS

SubType Description TR-26

Non-Employee Bill

Clear Row	Name *	IFSC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No
Total Amount							

[Add Rows](#)

Save
Import
Back

Figure 36: ECS Details Entry

2. Enter **Name** in the given column. You can enter first letter of the Beneficiary's Name in the given column. The approved list of beneficiary names would appear in a dropdown list. Select the desired beneficiary name from the list.

☐ Copy from previous bill :- Financial Year 2006-2007 Reference No. Search

Bill No. 5896 Bill Date 04/02/2015 Bill Gross Amount 800

Bill Net Amount 0 Payee Department AG Total Beneficiary Amount 0

HoA 05-2401-00-001-NP-004-V13-02 Pay Mode ECS/NEFT/RTGS

SubType Description TR-26 Non-Employee Bill

Clear Row	Name *	IFSC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No
	Sh						
	Vivash						
	Shwa#5987412369						
	DR PRADIP KUMAR						
	SANTRA#20063596						
	AMARDEEP						
	SARKAR#20070312						
Total Amount							

[Add Rows](#)

Save
Import
Back

Figure 37: Name entry in ECS Details Entry

3. Enter amount in the **Amount** column. The **IFSC Code**, **Account Type**, and **Bank Account** columns populate automatically.

☐ Copy from previous bill :- Financial Year 2006-2007 Reference No. Search

Bill No. 5896 Bill Date 04/02/2015 Bill Gross Amount 800
 Bill Net Amount 200 Payee Department AG Total Beneficiary Amount 200
 HoA 05-2401-00-001-NP-004-V-13-02 Pay Mode ECS/NEFT/RTGS
 SubType Description TR-26 Non-Employee Bill

Clear Row	Name *	IFSC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No
	Vivash Shwa	SBIN0005112		Savings	5987412369	200	
Total Amount						200	

[Add Rows](#)

Save Import Back

Amount Entry

Save button

Figure 38: ECS Details entry form

- Make sure that the sum of Amounts in the **Amount** column should equal to **Bill Net Amount** in order to submit the bill.
- Click **Save**. A success message appears on top as shown below:

Beneficiary Details Successfully saved for the A/C no--5987412369

Bill No. 5896 Bill Date 04/02/2015 Bill Gross Amount 800
 Bill Net Amount 200 Payee Department AG Total Beneficiary Amount 200
 HoA 05-2401-00-001-NP-004-V-13-02 Pay Mode ECS/NEFT/RTGS
 SubType Description TR-26 Non-Employee Bill

Show 10 entries

Name	Bank Account No.	IFSC Code	MICR No.	Amount	Account Type
VIVASH SHWA	5987412369	SBIN0005112		200	Savings

Showing 1 to 1 of 1 entries

Insert Back

Success Message

Back button

Figure 39: Success Message

- Click **Back** to go back to Bill Entry page.

6.1 Copy Beneficiary from Previous Bill

You can also copy the beneficiary list from a previous bill. To copy the beneficiary list from previous bill

1. Select the check box **Copy from previous bill**.
2. Select the **Financial Year** from the dropdown menu.
3. Click on the **Reference NO LOV** button.

Copy from Previous Bill section

Reference No LOV button

Figure 40: ECS Entry Form - Copy from Previous Bill

A popup window appears.

Figure 41: Bill Reference No LOV popup window

4. Select the relevant value from the popup window. The list would contain only those bills which are under the same Bill Sub Type Description. The selected value appears in the associated fields.
5. Click on the **Search** button.

Copy from previous bill :- Financial Year 2014-2015 Reference No. 2014100001757 Search

Bill No. 8964 Bill Date 05/02/2015 Bill Gross Amount 1000

Bill Net Amount 200 Payee Department AM Total Beneficiary Amount 0

HoA 04-2408-02-003-SP-001-V-50-00 Pay Mode ECS/NEFT/RTGS

SubType Description TR-31 Non-Employee Bill

Clear Row	Name *	IFSC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No
Total Amount							

[Add Rows](#)

Save Import Back

Figure 42: ECS Copy from Previous Bill Reference Number

The list of beneficiaries used in the selected particular bill appears in the table.

Copy from previous bill :- Financial Year 2014-2015 Reference No. 2014100001862 Search

Bill No. 8964 Bill Date 05/02/2015 Bill Gross Amount 1000

Bill Net Amount 200 Payee Department AM Total Beneficiary Amount 0

HoA 04-2408-02-003-SP-001-V-50-00 Pay Mode ECS/NEFT/RTGS

SubType Description TR-31 Non-Employee Bill

Clear Row	Name *	IFSC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No
	KUMAR GOURAV	SBIN0005112		Savings	12121364454		
Total Amount						0	

[Add Row](#) Save Import Back

Amount

Add Row link

Save button

Figure 43: Copy from Previous Bill

Figure 43: Copy from Previous Bill

6. Enter the **Amount**.
7. Click on the **Add Row** link to add more beneficiaries in the bill.
8. Click on the Delete icon to delete any existing beneficiary from the list.
9. Click **Save**. A success message appears.

Beneficiary Details Successfully saved for the A/C no--12121364454

Bill No.	8964	Bill Date	05/02/2015	Bill Gross Amount	1000
Bill Net Amount	200	Payee Department	AM	Total Beneficiary Amount	200
HoA	04-2408-02-003-SP-001-V-50-00			Pay Mode	ECS/NEFT/RTGS
SubType Description	TR-31	Non-Employee Bill			

Show 10 entries
Search:

<	Name	Bank Account No.	IFSC Code	MICR No.	Amount	Account Type
1	KUMAR GOURAV	12121364454	SBIN0005112		200	Savings

Showing 1 to 1 of 1 entries

Insert
Back

<<
<
1
>
>>

Success Message

Figure 44: Success Message

7 Cheque Payment Mode

If you have selected Pay mode as Cheque, **Cheque** button appears after Bill reference number generation in Bill Entry. To enter Beneficiary detail in Cheque Payment mode

1. Click on the **Cheque** button to enter the details.

Bill Saved Successfully, Bill Reference No.-2014100001869

Bill Details

Employee ☐ Non Employee ☒

Bill Type * TR-31

Payment Type * ☒ Cheque ☐ ECS/NEFT ☐ Both ☐ Nil

Reference Number 2014100001869

Head of Account * 03 2013 00 102 NP 001 V 50

Gross Amount * 1000 Net Amount * 200 BT Amount 800

Sanction No

Sanction Date

Sanction By

Department Code CL Council of Ministers

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	Not Available	1000	1000	0	-1000	0

Total 1000

TR-31 BT Detail **Cheque** Modify Forward Refresh

Cheque Button

Figure 45: Cheque button on Bill Entry form

Cheque Entry screen appears.

Bill No. 8963 Bill Date 05/02/2015 Bill Gross Amount 1000

Bill Net Amount 200 Payee Department CL Total Cheque Amount 200

HoA 03-2013-00-102-NP-001-V-50-00 Pay Mode CHEQUE

SubType Description TR-31

SI No. *	Payee name *	Amount *	Pay Mode *
1	Subimal Dey	200	A/C
2			A/C
3			A/C
4			A/C
5			A/C
6			A/C
7			A/C
8			A/C
9			A/C
10			A/C

Total Amount 200

Save Back

Payee Name

Pay Mode dropdown menu

Amount field

Save button

Figure 46: Cheque Details Entry

2. Enter the **Payee Name** and **Amount** in the respective fields.
3. Select the **Pay Mode** from the dropdown menu.
4. Click **Save**. A success message appears.

Beneficiary Details Successfully saved for the Name of-- Subimal Dey

Bill No. 8963 Bill Date 05/02/2015 Bill Gross Amount 1000
 Bill Net Amount 200 Payee Department CL Total Cheque Amount 200
 HoA 03-2013-00-102-NP-001-V-50-00 Pay Mode CHEQUE
 SubType Description TR-31

Sl.no	Payee Name	Amount	Mode
1	SUBIMAL DEY	200	A/C

Insert Back

Figure 47: Success message after Cheque Detail Entry

8 Both Payment Mode

If you have selected Both as the payment mode while Bill Entry, after the Bill reference Number generation two buttons appear namely **ECS/NEFT** and **Cheque**.

Bill Saved Successfully, Bill Reference No.-2014100001870

Bill Details

Employee ☐ Non Employee ☒
 Bill Type * TR-33 Bill Status Initiated by Operator
 Payment Type * ☐ Cheque ☐ ECS/NEFT ☒ Both ☐ Nil
 Reference Number 2014100001870 Bill No. & Date * 8954 05/02/2015
 Head of Account * 06 2403 00 001 SP 007 V 50
 Gross Amount * 2000 Net Amount * 1000 BT Amount 1000
 Sanction No. Sanction Date
 Sanction Amount Sanction By
 Department Code AD Animal Resources Development
 Approver Remarks
 Operator Remarks

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	Not Available	2000	2000	0	-2000	0
Total				2000		

TR-33 BT Detail ECS/NEFT/RTGS Cheque Modify Forward Refresh

ECS/NEFT/RTGS Cheque

Figure 48: Bill Entry after Reference Number Generation for Both Payment Mode

1. Click on each button to enter the details of ECS mode and Cheque Mode beneficiary details as explained before in the respective sections and save the respective data.
2. When you click on ECS/NEFT button the ECS/NEFT beneficiary details entry screen appears as follows:

☐ Copy from previous bill :- Financial Year **2006-2007** Reference No.

Bill No. Bill Date Bill Gross Amount
 Bill Net Amount Payee Department Total Beneficiary Amount
 HoA Pay Mode
 SubType Description Non-Employee Bill

Clear Row	Name *	IFSC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No
	S.K.Sah	ICIC0006020	600229006	Savings	00055505069966	500	
Total Amount						500	

[Add Rows](#)

Figure 49: ECS Entry for Both payment mode

- Enter **Name** and **Amount**.
- Click on **Save**. A success message appears as follows:

Success Message

Beneficiary Details Successfully saved for the A/C no--00055505069966

Bill No. Bill Date Bill Gross Amount
 Bill Net Amount Payee Department Total Beneficiary Amount
 HoA Pay Mode
 SubType Description Non-Employee Bill

Show 10 entries Search:

Name	Bank Account No.	IFSC Code	MICR No.	Amount	Account Type
S.K.SAH	00055505069966	ICIC0006020	600229006	500	Savings

Showing 1 to 1 of 1 entries

Figure 50: Success Message after ECS Entry for Both payment mode

- Click on the **Back** button.
- Click on the **Cheque** button to enter the cheque beneficiary details:

Bill Saved Successfully, Bill Reference No.-2014100001870

Bill Details

☐ Employee ☒ Non Employee
 Bill Type * TR-33 Bill Status Initiated by Operator
 Payment Type * ☐ Cheque ☐ ECS/NEFT ☒ Both ☐ Nil
 Reference Number 2014100001870 Bill No. & Date * 8954 05/02/2015
 Head of Account * 06 2403 00 001 SP 007 V 50
 Gross Amount * 2000 Net Amount * 1000 BT Amount 1000
 Sanction No. Sanction Date
 Sanction Amount Sanction By
 Department Code AD Animal Resources Development
 Approver Remarks
 Operator Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	Not Available	2000	2000	0	-2000	0
Total				2000		

TR-33 BT Detail ECS/NEFT/RTGS **Cheque** ← Modify Forward Refresh

Cheque Button

Figure 51: Cheque Button in Bill Entry form

The **Cheque** beneficiary details entry screen appears as follows:


Bill No. 8954 Bill Date 05/02/2015 Bill Gross Amount 2000
 Bill Net Amount 1000 Payee Department AD Total Beneficiary Amount 500
 HoA 06-2403-00-001-SP-007-V-50-00 Pay Mode BOTH
 SubType Description TR-33

SI No. *	Payee name *	Amount *	Pay Mode *
1	Dipak Saha	500	A/C
2			A/C
3			A/C
4			A/C
5			A/C
6			A/C
7			A/C
8			A/C
9			A/C
10			A/C
Total Amount		500	

Save Back

Figure 52: Cheque Details Entry form

- Enter **Payee Name** and **Amount** and select Pay mode from the dropdown menu.
- Click **Save**. A success message appears as follows:

 Beneficiary Details Successfully saved for the Name of-- Dipak Saha

Bill No.	8954	Bill Date	05/02/2015	Bill Gross Amount	2000
Bill Net Amount	1000	Payee Department	AD	Total Beneficiary Amount	500
HoA	06-2403-00-001-SP-007-V-50-00		Pay Mode	BOTH	
SubType Description	TR-33				



		Sl.no	Payee Name	Amount	Mode
		1	DIPAK SAHA	500	A/C

Figure 53: Success Message after Cheque Details Entry

9 TR 26 Bill Details Entry

There are different kinds of Bills which are further segregated in to two types called Employee Bills and Non-Employee Bills. After the Bills Reference Number is generated, a Button appears to enter the details of the specific bill. To insert TR 26 Bill details

1. Click on the **TR 26** button.

Bill Details

☐ Employee ☒ Non Employee
 Bill Type * TR-26 Bill Status Initiated by Approver
 Payment Type * ☒ Cheque ☐ ECS/NEFT ☐ Both ☐ Nil
 Reference Number 20150400000008 Bill No. & Date * 9632 01/04/2015
 Head of Account * 07 2225 01 277 SP 008 V 27
 Gross Amount * 1000 Net Amount * 500 BT Amount 500
 Sanction No. Sanction Date
 Sanction Amount Sanction By
 Department Code SC Backward Classes Welfare
 Approver Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	Not Available	1000	1000	0	-1000	0
Total				1000		

TR-26 BT Detail Cheque Modify Forward Refresh

TR 26 button

Figure 54: TR 26 Button on Bill Entry form

TR 26 Bill details page appears.

TR26

Reference No.: 20150400000008 Gross Amount: 1000 Net Amount: 500
 Bill Status: Initiated by Approver

Voucher Details

Sub Voucher No. *	Sub Voucher Date	Description of Charge *	Authority	Gross Amount *
8963		EXPENSE		1000
Total Amount				1000

Add Rows

Back Save Refresh

Sub-Voucher Date
 Description of Charge
 Gross Amount
 Authority
 Sub Voucher No

Figure 55: TR 26 Details Entry

2. Enter the **Sub-Voucher No.**
3. Enter **Sub Voucher Date.**
4. Enter **Description of Charge, Authority and Amount.**

TR26

TR26

Reference No.: 20150400000008
Gross Amount: 1000
Net Amount: 500

Bill Status: Initiated by Approver

Voucher Details

Sub Voucher No. *	Sub Voucher Date	Description of Charge *	Authority	Gross Amount *
8963		EXPENSE		1000
Total Amount				1000

Add Rows

Back

Save


Refresh

Save Button

Figure 56: TR 26 Details Entry

- Click **Save**. A success message appears as shown below:

TR26


TR26 Bill Detail Saved Successfully

TR26

Reference No.: 20150400000008
Gross Amount: 1000
Net Amount: 500

Bill Status: Initiated by Approver

Voucher Details

Sub Voucher No. *	Sub Voucher Date	Description of Charge *	Authority	Gross Amount *
8963		EXPENSE		1000
Total Amount				1000

Add Rows

Back

Save

Refresh

Success Message

Back Button

Figure 57: TR 26 Details Entry

10 TR 31 Details Entry

When you select the Bill type as TR 31, the TR 31 button appears after the Bill reference number generation. To enter TR 31 details

- Click on the **TR 31** button.

Bill Details

☐ Employee ☒ Non Employee
 Bill Type * Bill Status
 Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil
 Reference Number Bill No. & Date *
 Head of Account *
 Gross Amount * Net Amount * BT Amount
 Sanction No
 Sanction Amount
 Sanction Date
 Sanction By
 Department Code
 Approver Remarks
 Operator Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
02	Other Grants	1000	1000	0	-1000	0
Total				1000		

TR 31 button

Figure 58: TR 31 button on Bill Entry form

TR 31 details entry page appears.

TR 31

Reference No.: Bill Status: BT Head Entered Amount:
 Gross Amount: Net Amount: BT Amount:
 Period From Date: * Period To Date: *
 Purpose: *

Recipient Detail

Operator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Grantee Institution	Received Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Amount For Operator :				<input type="text" value="0"/>	Total Amount For The Grantee Institution :
				<input type="text" value="0"/>	

[Add Rows](#)

Figure 59: TR 31 Details Entry

2. Click on the **Period From Date** field and select the date from the calendar.
3. Similarly select the **Period to Date**.
4. Enter Purpose of the Grant in the **Purpose** field.

TR 31					
Reference No.:	20150400000183	Bill Status:	Initiated by Operator	BT Head Entered Amount:	0
Gross Amount:	1000	Net Amount:	500	BT Amount:	500
Period From Date: *		01/04/2015	Period To Date: *		30/04/2015
Purpose: *		GRANT			
Recipient Detail					
Operator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Grantee Institution	Received Amount
3	F.O,THE W.B UNIVERSITY	201	OPENING OF P.F DEPOSIT A/C		300
				KAJAL MEMORIAL	200
				RJ SCHOOL	300
Total Amount For Operator :			300		
Total Amount For The Grantee Institution :			500		
<input type="button" value="Add Rows"/>					
<input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Refresh"/>					

Period
From
field
Period To
Date
Purpose

Scheme
Code
Operator
Code

Figure 60: TR 31 Details Entry

5. Click on the **Operator Code** LOV button and select the operator from the popup window.

LOV - Mozilla Firefox			
202.61.117.90/ebilling/Lov?FqPvYypEtsxvagPUJ01EEI6HI8wQrDvzRyAjZoJGWhyueqfTwOYUHAA6VfqC8gjr			
Enter Filter Criteria: % <input type="button" value="Search"/>			
Total records found: 30			
Operator Id	Operator Code	Operator Name	
7	1	DIRECTOR OF TECHNICAL EDUCATION,W.B	00-8443-00-106-00-015-23-00-V
18	2	E.O/NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY	00-8448-00-120-00-074-07-00-V
8	3	F.O,THE W.B UNIVERSITY OF HEALTH SCIENCES	00-8336-00-800-00-001-01-00-V
22	4	KOLKATA DAY STUDENTS' HOME	00-8336-00-800-00-002-23-00-V
28	5	SECY. SRI RAMKRISHNA DAY STUDENTS HOME	00-8336-00-800-00-002-23-00-V
27	6	SECY. ISWARCHANDRA PATHA BHAVAN DAY STD. HOME	00-8336-00-800-00-002-23-00-V
<input type="button" value="Select"/> <input type="button" value="Close"/>			
<input checked="" type="checkbox"/> Search anywhere			

Figure 61: Operator Code LOV popup

6. Click on the **Scheme ID** LOV button and select the scheme from the popup window. The scheme ID LOV popup displays values depending on the Operator code selection.

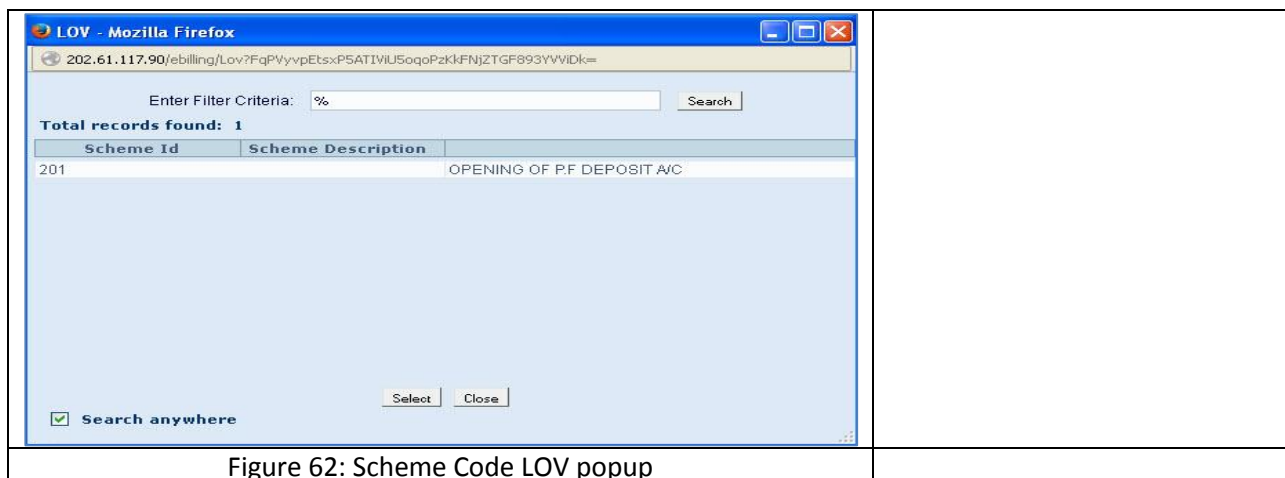


Figure 62: Scheme Code LOV popup

7. The selected values of operator and scheme appear as follows:

Operator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Grantee Institution	Received Amount
3	F.O. THE W.B. UNIVERSITY	201	OPENING OF P.F DEPOSIT A/C		300
				KAJAL MEMORIAL	200
				RJ SCHOOL	300

Total Amount For Operator : 300 Total Amount For The Grantee Institution : 500

Back Save Refresh

Figure 63: TR 31 Details Entry

8. Enter amount in the **Received Amount** field.
9. Click on the **Add Row** link to enter the **Name of Grantee Institution** in the given column or more Operator and Scheme details. Enter the **Received Amount** against the added Institute or Operator. If you are adding Institute then this Amount should be same as the Net Amount.
10. Click **Save**.

TR 31

Reference No.: 20150400000183 Bill Status: Initiated by Operator BT Head Entered Amount: 0
 Gross Amount: 1000 Net Amount: 500 BT Amount: 500

Period From Date: 01/04/2015 Period To Date: 30/04/2015
 Purpose: GRANT

Recipient Detail

Operator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Grantee Institution	Received Amount
3	F.O. THE W.B. UNIVERSITY	201	OPENING OF P.F. DEPOSIT A/C		300
				KAJAL MEMORIAL	200
				RJ SCHOOL	300
Total Amount For Operator :					300
Total Amount For The Grantee Institution :					500

Add Rows

Back Save Refresh

Figure 64: TR 31 Details Entry

A success message appears.

TR-31 Detail Saved Successfully

TR 31

Reference No.: 20150400000183 Bill Status: Initiated by Operator BT Head Entered Amount: 0
 Gross Amount: 1000 Net Amount: 500 BT Amount: 500

Period From Date: 01/04/2015 Period To Date: 30/04/2015
 Purpose: GRANT

Recipient Detail

Operator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Grantee Institution	Received Amount
3	F.O. THE W.B. UNIVERSITY	201	OPENING OF P.F. DEPOSIT A/C		300
				KAJAL MEMORIAL	200
				RJ SCHOOL	300
Total Amount For Operator :					300
Total Amount For The Grantee Institution :					500

Add Rows

Back Save Refresh

Figure 65: TR 31 Details Entry

In TR 31 Bill Net Amount should be equal to the Received Amount against Grantee Institution. If the Grantee Institution does not have the same Received Amount as the Net Amount it shows the following error message:

TR 31

Net Amount Should Be Equal To Amount Received Against Grantee In TR31

Figure 66: TR 31 Details Entry

Also in TR 31, the followings validations are maintained:

- Scheme master should be available based on Operator code selected.
- Operator master should be available based on Treasury code.
- Either Operator or Name of Grantee Institution should be entered.
- Received amount will be same as BT Amount (Gross – Net – BT Amount entered) left after By Transfer entry.

11 TR 33 Details Entry

When you select Bill Type as TR 33 in the Bill Entry form, TR 33 button appears after the Bill reference number is generated. To enter the TR 33 Bill details

1. Click on the **TR 33** button.

Figure 67: TR 33 button in the Bill Entry form

TR 33 Detail entry form appears as shown below:

Figure 68: TR 33 Details Entry

2. Enter **Class of Stipend Holder**.
3. Select the **Month & Year** from the drop down menu.
4. Enter the name of the **Institution**.

5. Click on the **Copy Previous Bill** LOV button to copy the details from the previous bill. A popup window appears to display the Reference numbers.

LOV - Google Chrome

192.168.38.192:7777/ebilling/Lov?TspVfJBsBx0mk8chiPnVEb2ozEflIwT+/A8MOt4

Working please wait...

Enter Filter Criteria: % Search

Total records found: 12

Reference No	Bill Number	Bill Date	Financial Year
2014100001839	joydeep_33	2015-01-30 00:00:00.0	2014
2014100001829	10100	2015-01-27 00:00:00.0	2014
2014100001824	444	2015-01-13 00:00:00.0	2014
2014100001797	101	2015-01-01 00:00:00.0	2014
2014100001794	bjlxclknxc	2015-01-01 00:00:00.0	2014
2014100001792	100	2015-01-01 00:00:00.0	2014
2014100001789	104_LLL	2015-01-05 00:00:00.0	2014
2014100001780	888_w	2015-01-04 00:00:00.0	2014
2014100001778	77_344ff	2015-01-08 00:00:00.0	2014
2014100001777	011	2015-01-01 00:00:00.0	2014
2014100001775	wq3w213	2015-01-08 00:00:00.0	2014
2014100001762	zcncxwklcxv	2015-01-15 00:00:00.0	2014

Select Close

☒ Search anywhere

Figure 69: Reference Number LOV popup window

6. Select the Reference Number from the popup window.

TR33 Bill

TR33

Reference No.: 2015040000182 Bill Status: Initiated by Approver

Gross Amount: 550 Net Amount: 550

Class of Stipend Holder: 12 Month & Year: May 2015

Name of the Institution: JK INSTITUTE

Copy Previous Bill: 2014100001829 Search

Stipend Detail

Order No.	Order Date	Name of the Stipend Holder	Period Of Terms		Monthly Value	Bill Amount	No. of Days Absent	Deduction		Amount	Amount Withheld	Net Amount
			From	To				Cause	Amount			
TOTAL												
Deduct-Balance undisbursed from last month											Balance Due	

Add Row

Back Save

Search button

Figure 70: TR 33 Details Entry

7. Click on the **Search** button. Automatically the Stipend Details of previous bill appears in the table.

TR33 Bill

TR33

Reference No.: 20150400000192 Bill Status: Initiated by Approver

Gross Amount: 550 Net Amount: 550

Class of Stipend Holder: 12 Month & Year: May 2015

Name of the Institution: JK INSTITUTE

Copy Previous Bill: 2014100001780 Search

Stipend Detail

Order No.	Order Date	Name of the Stipend Holder	Period Of Terms		Monthly Value	Bill Amount	No. of Days Absent	Deduction			Net Amount
			From	To				Cause	Amount	Amount Withheld	
545	17/01/2015	SUGATA HALDAR	01/01/2015	17/01/2015	500	4000	0				4000.0
777	01/01/2015	TANWII PARAMANIK	01/01/2015	07/01/2015	200	3000	5		500	100	2400.0
TOTAL						7000.0		TOTAL	500.0	100.0	6400.0
Deduct-Balance undisbursed from last month										Balance Due	6400.0

Add Row

Back Save

Name of the Institute
Order No
Order Date
Name of the Stipend Holder
From Date
To Date
Monthly Value
Bill Amount

Figure 71: TR 33 Details Entry

8. You can click on a column to edit the details.

TR33 Bill

TR33

Reference No.: 20150400000192 Bill Status: Initiated by Approver

Gross Amount: 550 Net Amount: 550

Class of Stipend Holder: 12 Month & Year: May 2015

Name of the Institution: JK INSTITUTE

Copy Previous Bill: 2014100001780 Search

Stipend Detail

Order No.	Order Date	Name of the Stipend Holder	Period Of Terms		Monthly Value	Bill Amount	No. of Days Absent	Deduction			Net Amount
			From	To				Cause	Amount	Amount Withheld	
545	17/01/2015	SUGATA HALDAR	01/01/2015	17/01/2015	500	4000	0				4000.0
777	01/01/2015	TANWII PARAMANIK	01/01/2015	07/01/2015	200	3000	5		500	100	2400.0
TOTAL						7000.0		TOTAL	500.0	100.0	6400.0
Deduct-Balance undisbursed from last month										Balance Due	6400.0

Add Row

Back Save

Figure 72: TR 33 Details Entry

9. If you have not copied from a Previous Bill you can manually enter the **Order No, Order Date, Name of the Stipend Holder, From date, To date, Monthly Value, Bill Amount.**
10. Enter the **Number of Days Absent, Cause, Amount** in the Deduction section if applicable.
11. Enter **Net Amount.**

TR33 Bill

TR33

Reference No.: 20150400000192 Bill Status: Modified by Approver

Gross Amount: 6350 Net Amount: 6350

Class of Stipend Holder: 12 Month & Year: May 2015

Name of the Institution: JK INSTITUTE

Copy Previous Bill: 2014100001780 Search

Stipend Detail

Order No.	Order Date	Name of the Stipend Holder	Period Of Terms		Monthly Value	Bill Amount	Deduction			Amount Withheld	Net Amount	
			From	To			No. of Days Absent	Cause	Amount			
545	17/01/2015	SUGATA HALDAR	01/01/2015	17/01/2015	500	4307	0				4307	
777	01/01/2015	TANWI PARAMANIK	01/01/2015	07/01/2015	200	3000	2		857	100	2043	
TOTAL						7307	TOTAL			857	100	6350
						Deduct-Balance undisbursed from last month					Balance Due	6350

Add Row

Back Save

Annotations: Red arrows point from labels on the right to corresponding fields in the form. Labels include: No of Days Absent, Cause, Amount, Amount Withheld, Net Amount, and Save Button.

Figure 73: TR 33 Details Entry

12. Click **Save**. A success message appears.

TR33 Bill Saved Successfully

TR33 Bill

TR33

Reference No.: 20150400000192 Bill Status: Modified by Approver

Gross Amount: 6350 Net Amount: 6350

Class of Stipend Holder: 12 Month & Year: May 2015

Name of the Institution: JK INSTITUTE

Copy Previous Bill: 2014100001780 Search

Stipend Detail

Order No.	Order Date	Name of the Stipend Holder	Period Of Terms		Monthly Value	Bill Amount	Deduction			Amount Withheld	Net Amount	
			From	To			No. of Days Absent	Cause	Amount			
545	17/01/2015	SUGATA HALDAR	01/01/2015	17/01/2015	500	4307	0				4307	
777	01/01/2015	TANWI PARAMANIK	01/01/2015	07/01/2015	200	3000	2		857	100	2043	
TOTAL						7307	TOTAL			857	100	6350
						Deduct-Balance undisbursed from last month					Balance Due	6350.0

Back

Annotations: A red arrow points from the 'Success Message' label to the 'TR33 Bill Saved Successfully' message box at the top of the form.

Figure 74: TR 33 Details Entry

12 TR 36A Details Entry

When you select the Bill type as TR 36A the TR 36A button appears after the Bill reference number generation. To enter the details on the TR 36A type of bill

1. Click on the **TR 36A** button.

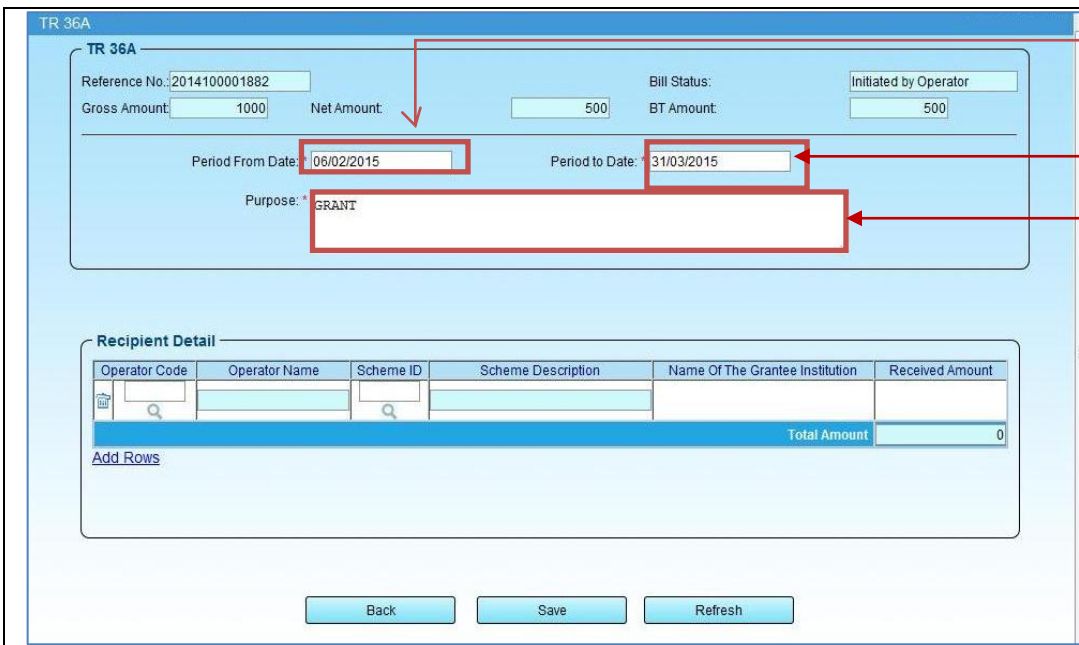
The screenshot shows the 'BILL ENTRY' form. At the top, a message states 'Bill Saved Successfully, Bill Reference No.-2014100001882'. Below this, the 'Bill Details' section includes fields for Bill Type (TR-36A), Payment Type (ECS/NEFT), Reference Number (2014100001882), Head of Account (09 2058 00 101 NP 001), Gross Amount (1000), Net Amount (500), Bill No. & Date (9099 06/02/2015), BT Amount (500), Sanction No., Sanction Date, Sanction By, Department Code (CI), and Commerce & Industries. Below the Bill Details is the 'Sub Detail Head Details' table.

Sub Detail Head	Description	Gross Amount	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
04	Other Office Expenses	1000	1000	0	-1000	0
Total				1000		

At the bottom of the form, there are buttons: TR-36A, BT Detail, ECS/NEFT, Modify, Forward, and Refresh. The 'TR-36A' button is highlighted with a red box, and a red arrow points to it from the label 'TR 36A button'.

Figure 75: TR 36A button in Bill Entry form

TR 36A details entry page appears.



TR 36A

Reference No.: 2014100001882

Gross Amount: 1000 Net Amount: 500

Bill Status: Initiated by Operator

BT Amount: 500

Period From Date: 06/02/2015 Period to Date: 31/03/2015

Purpose: GRANT

Recipient Detail

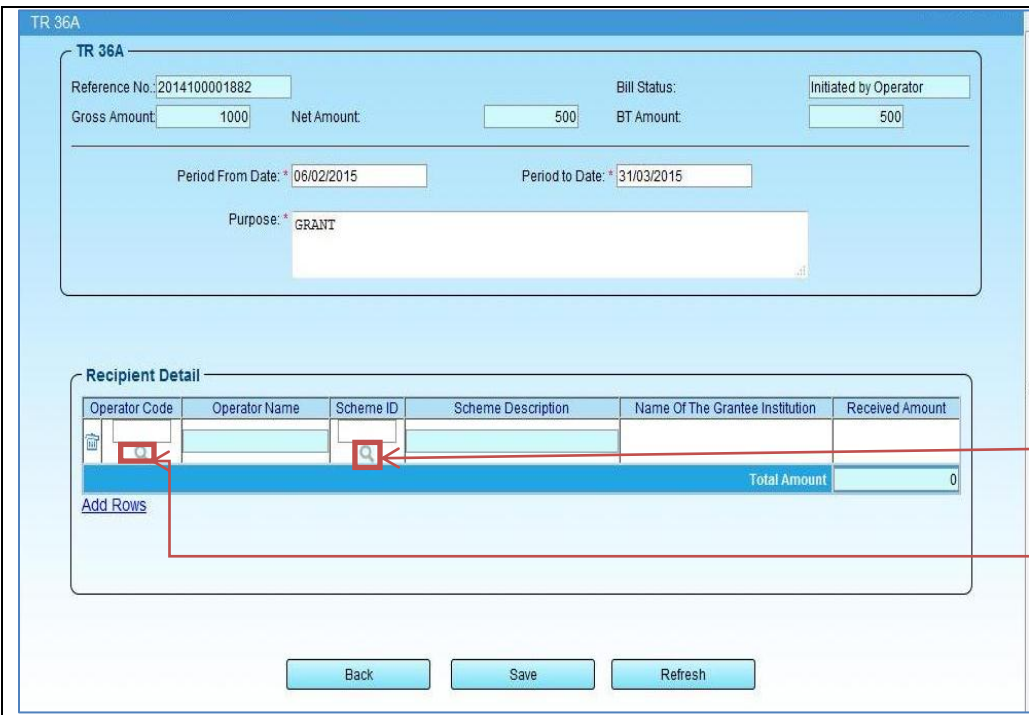
Operator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Grantee Institution	Received Amount	
					Total Amount	0

Add Rows

Back Save Refresh

Figure 76: TR 36A Details Entry

- Click on the **Period From Date** and **Period to Date** fields and select the date from the calendar.
- Enter Purpose of the Grant in the **Purpose** field.



TR 36A

Reference No.: 2014100001882

Gross Amount: 1000 Net Amount: 500

Bill Status: Initiated by Operator

BT Amount: 500

Period From Date: 06/02/2015 Period to Date: 31/03/2015

Purpose: GRANT

Recipient Detail

Operator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Grantee Institution	Received Amount	
					Total Amount	0

Add Rows

Back Save Refresh

Figure 77: TR 36A Details Entry

- Click on the **Operator Code** and **Scheme ID** LOV buttons and select value from the respective popup windows.

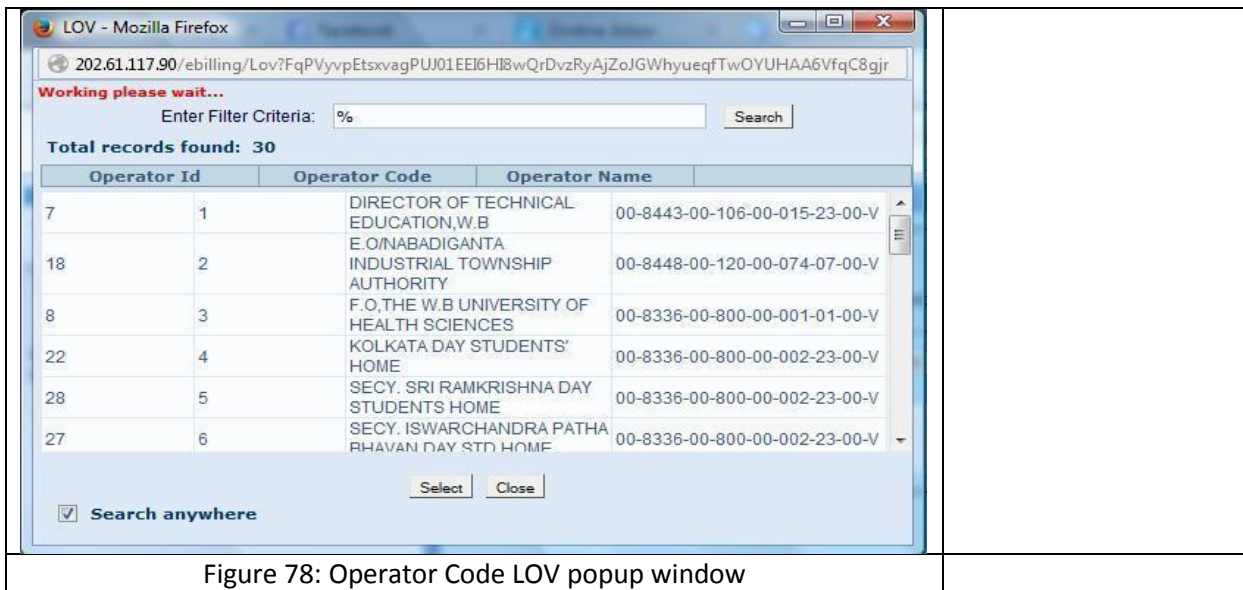


Figure 78: Operator Code LOV popup window

Scheme ID popup window lists down the scheme associated with the selected operator.

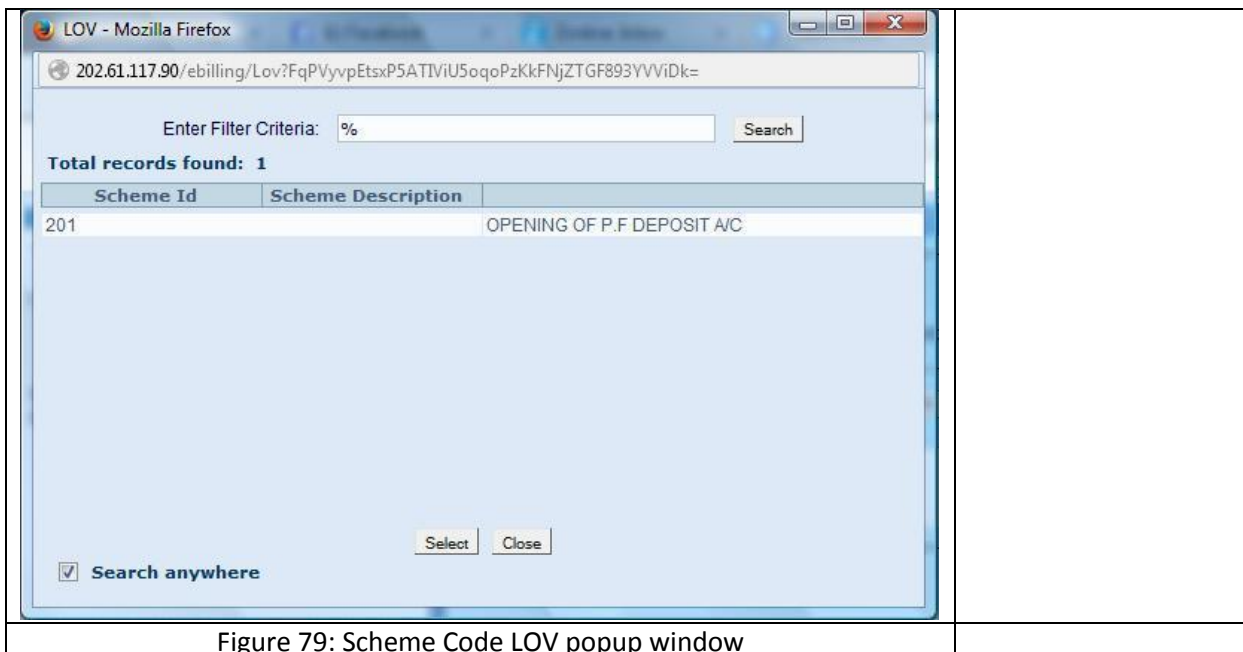


Figure 79: Scheme Code LOV popup window

Selected **Operator Code** and **Scheme ID** appear in the designated fields.

5. Enter amount in the **Received Amount** field.
6. Click **Save**.

TR 36A

Reference No.: 2014100001882

Bill Status: Initiated by Operator

Gross Amount: 1000

Net Amount: 500

BT Amount: 500

Period From Date: 06/02/2015

Period to Date: 31/03/2015

Purpose: GRANT

Recipient Detail

Operator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Grantee Institution	Received Amount
3	F.O.THE W.B UNIVERSIT	201	OPENING OF P.F DEPOSIT A/C		500
Total Amount					0

Add Rows

Back

Save

Refresh

Received Amount

Save button

Figure 80: TR 36A Details Entry

A success message appears on top.

TR 36A

TR-36A Detail Saved Successfully

Reference No.: 2014100001882

Bill Status: Initiated by Operator

Gross Amount: 1000

Net Amount: 500

BT Amount: 500

Period From Date: 06/02/2015

Period to Date: 31/03/2015

Purpose: GRANT

Recipient Detail

Operator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Grantee Institution	Received Amount
3	F.O.THE W.B UNIVERSIT	201	OPENING OF P.F DEPOSIT A/C		300
Total Amount					300

Add Rows

Back

Save

Refresh

Success Message

Figure 81: Success Message in TR 36A Details Entry form

Also the Total Received Amount by the Grantee Institute should equal to the Net Amount. If they don't equal, it shows alert message as follows:

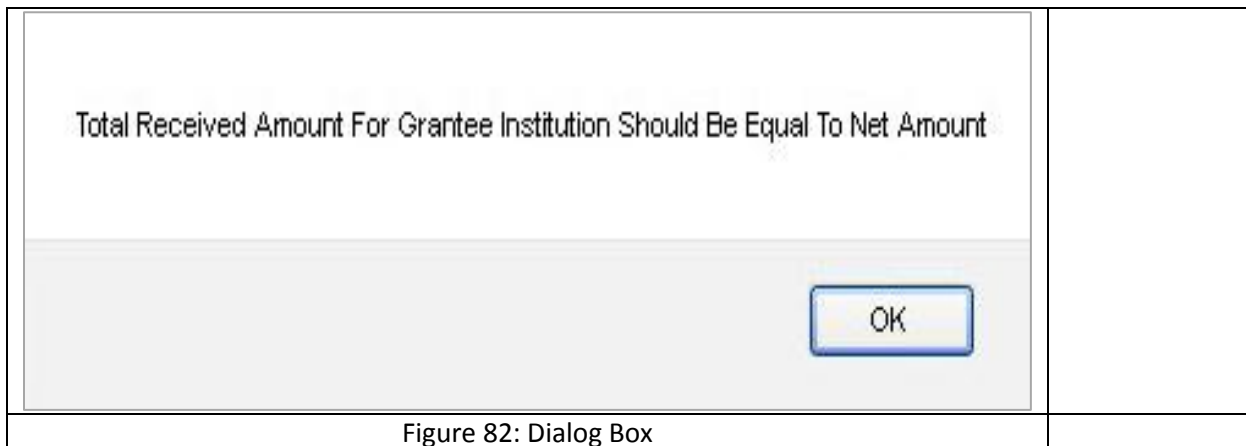


Figure 82: Dialog Box

In TR 36 Bill, the By Transfer Amount along with the Received amount for PL Operator should equal to Bill Gross – Net Amount. If they don't equal, it shows error message as follows:

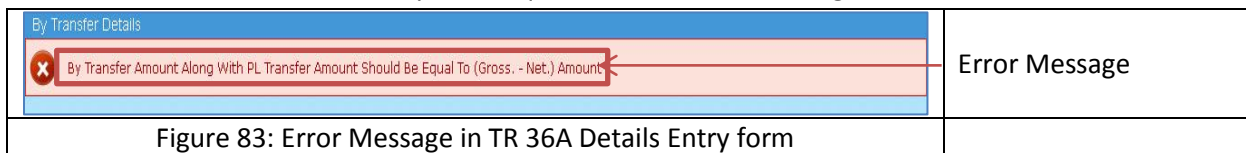


Figure 83: Error Message in TR 36A Details Entry form

In TR 36A type of Bill the Gross – Net Amount = Received Amount of PL Operator.

The followings are to be ensured while entering TR 36A

- Either Operator or Name of Grantee Institution should be entered.
- Received amount will be same as BT Amount (Gross – Net – BT Amount entered) left after By Transfer entry (Alert shown as beside).

13 TR 50 Details Entry

TR 50 is an Employee Type of Bill. This Bill is raised for withdrawing

- Commuted Value of Pension
- Provisional Gratuity
- Final Payment of Gratuity
- Death Gratuity
- Final Payment of General Provident Fund
- Refundable Advance from General Provident Fund
- Non-Refundable Advance*/Part Final Withdrawal from General Provident Fund.

To insert a TR 50 bill

- Click **Bill Entry/Modify** from the left hand side menu tree. Bill Entry form appears on the right hand side.
- Click on the **Employee** radio button as Bill Type.

Bill Entry Menu

Employee radio button

Figure 84: Bill Entry

A pop up window appears.

Figure 85: Employee Type Bills

- Select the **TR 50** Bill as the bill type from the popup window. The selected value appears in the designated area. A field named **Claim For** appears in the Bill Entry form after selecting TR 50 as Bill Type.

BILL ENTRY

Bill Details

☒ Employee ☐ Non Employee

Bill Type *

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number

Head of Account *

Gross Amount * Net Amount * BT Amount

Sanction No. Date

Sanction Amount Sanction By

Department Code

Approver Remarks

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total 0

Search Save Refresh

Figure 86: Bill Entry screen

- Click on the **Claim For** LOV button. A popup window appears.

LOV - Mozilla Firefox

202.61.117.90/ebilling/Lov?9qcKpu+siFRMk0vIbNWq2JfI/eqCcd71Ih7P5dN04Do=

Enter Filter Criteria: % Search

Total records found: 19

Claim ID	Description	Head Of Account	HOA Id
1	Commuted Value of Pension	18-2071-01-102-NP-001-04-00-V	7415
2	Provisional Gratuity	18-2071-01-104-NP-001-04-00-V	7418
2	Provisional Gratuity	18-2071-01-104-NP-003-04-00-V	7419
2	Provisional Gratuity	18-2071-01-104-NP-004-04-00-V	7421
3	Final Payment of Gratuity	18-2071-01-104-NP-001-04-00-V	7418
3	Final Payment of Gratuity	18-2071-01-104-NP-003-04-00-V	7419

Select Close

☒ Search anywhere

Figure 87: Claim For LOV popup Window

- Select the **Claim Type** from the popup window. The selected value of Claim appears in the designated field along with the associated Head of Accounts.

BILL ENTRY

Bill Details

Employee

Non Employee

Bill Type *

TR-50

Payment Type *

Cheque

ECS/NEFT

Both

Nil

Reference Number

Head of Account *

18

2071

01

102

NP

001

V

04

Gross Amount *

Sanction No.

Sanction Amount

Department Code

FT

Finance (Revenue)

Approver Remarks

Bill Status

Claim For *

Commuted Value of Pe

Bill No. & Date *

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	Not Available		1001300	0		0
Total				0		

Search

Save

Refresh

Bill No and Date

Head of Account

Figure 88: TR 50 Bill Entry

- Enter the **Bill No** and **Date**.
- Enter the **Gross Amount** and **Net Amount**. BT amount appears automatically.

BILL ENTRY

Bill Details

Employee

Non Employee

Bill Type *

TR-50

Payment Type *

Cheque

ECS/NEFT

Both

Nil

Reference Number

Head of Account *

18

2071

01

102

NP

001

V

04

Gross Amount *

5000

Sanction No.

Sanction Amount

Department Code

FT

Finance (Revenue)

Approver Remarks

Bill Status

Claim For *

Commuted Value of Pe

Bill No. & Date *

2190

23/04/2015

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	Not Available	5000	1001300	0		0
Total				5000		

Search

Save

Refresh

Gross Amount

Net Amount

BT Amount

Save Button

Figure 89: Bill Entry

- Click **Save**. A success message appears on top with the newly generated **Reference Number**. Also **TR 50**, **BT Details**, **ECS/NEFT**, **Modify** buttons appear.

CMC Limited
iFMS-West Bengal

Confidential
Date: 20/02/2015

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Version No: 1.0

BILL ENTRY

Bill Saved Successfully. Bill Reference No.-2015040000555

Success Message

Bill Details

Employee ☒ Non Employee ☐

Bill Type * TR-50

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number 2015040000555

Head of Account * 18 2071 01 102 NP 001 V 04

Gross Amount * 5000 Net Amount * 3000

Sanction No.

Sanction Amount

Department Code FT Finance (Revenue)

Approver Remarks

Bill Status Initiated by Approver

Claim For * Commuted Value of Pe

Bill No. & Date * 2190 23/04/2015

BT Amount 2000

Date

Sanction By

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	Not Available	5000	1006300	0	5000	0
Total				5000		

TR-50 BT Detail ECS/NEFT Modify Send For Revision Reject Submit Refresh

TR 50 button

Figure 90: Bill Entry

- Click on the **TR 50** button to enter the details of claim. TR 50 page appears in a new tab.

TR50

Reference No.: 2015040000555 Gross Amount: 5000 Net Amount: 3000 Bill Status: Initiated by Approver

Claim For: Commuted Value of Pension Salary Head of Account: *

Employee Details

Employee Name *	Employee ID	Designation *	BP+GP *	Type Of Cessation *	Date Of Cessation *	GPF Account No.	Sanction ID	Sanctioning Authority *	Sanction Order No. *	Sanction Date *	Gross Amount *	Net Amount *
				Select O								
Total:											0	0

+Add Row

Back Save Refresh

Salary Head of Account

Figure 91: TR 50 Details Entry page

- Click on each of the LOV buttons in the **Salary Head of Account** field to select respective field of the Head of Account from the associated Pop-up window.

LOV - Mozilla Firefox

202.61.117.90/ebilling/Lov?ohpIo3bFD0FU0SeXLJoMAhnFCww4vQtBTjdewjNwjczlpJUozWVj4HFEEKTfuOG

Enter Filter Criteria: %

Total records found: 7

Detailed Head	Description
01	Salaries
02	Wages
07	Medical Reimbursement
11	Travel Expenses
12	Medical Reimbursement under WBHS 2008
13	Office Expenses
50	Other Charges

☒ Search anywhere

Figure 92: Salary Head of Account LOV popup window

The selected values of Head of Account appear as follows:

TR50

Reference No.: 20150400000555 Gross Amount: 5000 Net Amount: 3000 Bill Status: Initiated by Approver

Claim For: Commuted Value of Pension Salary Head of Account: 09 2852 80 001 NP 001 V 01

Employee Name	Employee ID	Designation	BP	GP	Type Of Cessation	Date Of Cessation	GPF Account No.	Sanction ID	Sanctioning Authority	Sanction Order No.	Sanction Date	Gross Amount	Net Amount

Total: 0 0

Employee Name
Employee ID
Designation

Figure 93: TR 50 Details Entry

- Enter the **Employee Name** in the given area. When you start typing the Employee Name, a suggested list of Beneficiaries appears

TR50

Reference No.: 2015040000555 Gross Amount: 5000 Net Amount: 3000 Bill Status: Initiated by Approver

Claim For: Commuted Value of Pension Salary Head of Account: 09 2852 80 001 NP 001 V 01

Employee Name	Employee ID	Designation	BP+GP	Type Of Cessation	Date Of Cessation	GPF Account No.	Sanction ID	Sanctioning Authority	Sanction Order No.	Sanction Date	Gross Amount	Net Amount
ARUN KUMAR BERA#000268138				Select One							0	0
Total: 0 0												

Buttons: Back, Save, Refresh

Suggested List of Employee

Figure 94: TR 50 Details Entry

- Select from the list the relevant name. **Employee ID** appears automatically.

TR50

Reference No.: 2015040000555 Gross Amount: 5000 Net Amount: 3000 Bill Status: Initiated by Approver

Claim For: Commuted Value of Pension Salary Head of Account: 09 2852 80 001 NP 001 V 01

Employee Name	Employee ID	Designation	BP+GP	Type Of Cessation	Date Of Cessation	GPF Account No.	Sanction ID	Sanctioning Authority	Sanction Order No.	Sanction Date	Gross Amount	Net Amount
ARUN KUMAR BE	000268138	SECTION HEA	15000	Select One							0	0

Buttons: Back, Save, Refresh

BP + GP

Type of Cessation dropdown

Date of Cessation

Figure 95: TR 50 Details Entry

- Enter **Designation**, Basic Pay + Grade Pay in the **BP+GP** field.
- Select the **Type of Cessation** from the dropdown menu.
- Enter the **Date of Cessation** from the Calendar in the field. The date of Cessation is always the Last day of the month.

TR50

Reference No.: 20150400000555 Gross Amount: 5000 Net Amount: 3000 Bill Status: Initiated by Approver

Claim For: Commuted Value of Pension Salary Head of Account: 09 2852 80 001 NP 001 QV 01

Employee Name *	Employee ID	Designation *	BP+GP *	Type Of Cessation *	Date Of Cessation *	GPF Account No.	Sanction ID	Sanctioning Authority *	Sanction Order No. *	Sanction Date *	Gross Amount *	Net Amount *
ARUN KUMAR BE	000268138	SECTION HEA	15000	Superan								
Total:											0	0

+Add Row

Back Refresh

Figure 96: TR 50 Details Entry

- Enter **GPF Account No.**
- Enter the **Sanctioning Authority, Sanction Order No, Sanction Date, Gross Amount and Net Amount.**

TR50

Reference No.: 20150400000555 Gross Amount: 5000 Net Amount: 3000 Bill Status: Initiated by Approver

Claim For: Commuted Value of Pension Salary Head of Account: 09 2852 80 001 NP 001 QV 01

Employee Name *	Employee ID	Designation *	BP+GP *	Type Of Cessation *	Date Of Cessation *	GPF Account No.	Sanction ID	Sanctioning Authority *	Sanction Order No. *	Sanction Date *	Gross Amount *	Net Amount *
ARUN KUMAR BE	000268138	SECTION HEA	15000	Superan	30/04/2015			B MITRA	2090	01/04/20	5000	3000
Total:											5000	0

+Add Row

Back Save Refresh

Figure 97: TR 50 Details Entry

- Click on the **Add Row** link to add more Employee rows.
- Click **Save**. A success message appears.

TR50

TR-50 Detail Saved Successfully

Reference No.: 2015040000555 Gross Amount: 5000 Net Amount: 3000 Bill Status: Initiated by Approver

Claim For: Commuted Value of Pension Salary Head of Account: 09 2852 80 001 NP 001 V 01

Employee Name *	Employee ID	Designation *	BP+GP *	Type Of Cessation *	Date Of Cessation *	GPF Account No.	Sanction ID	Sanctioning Authority *	Sanction Order No. *	Sanction Date *	Gross Amount *	Net Amount *
ARUN KUMAR BE	000268138	SECTION HEA	15000	Superan	30/04/2015			B MITRA	2090	01/04/20	5000	3000
Total:											5000	3000

+Add Row

Back Save Refresh

Figure 98: TR 50 Details Entry

14 TR 60 Details Entry

TR 60 is another Employee type of bill. This bill is used to raise the claim for GISS Scheme 1983, or GISS Scheme 1987 or both. To insert a TR 60 bill

- Click **Bill Entry/Modify** from the left hand side menu tree.

Bill Entry

Entry/Modify

Bill Details

Employee Non Employee

Bill Type

Payment Type *

Reference Number

Head of Account *

Gross Amount *

Sanction No.

Sanction Amount

Department Code

Approver Remarks

Bill Status

Bill No. & Date

BT Amount

Date

Sanction By

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Received	Available At DDO	Available At Treasury

Total 0

Search Save Refresh

Figure 99: Bill Entry

- Click on the **Employee** Type radio button.
- Click on the **Bill Type** LOV button. A popup window appears.

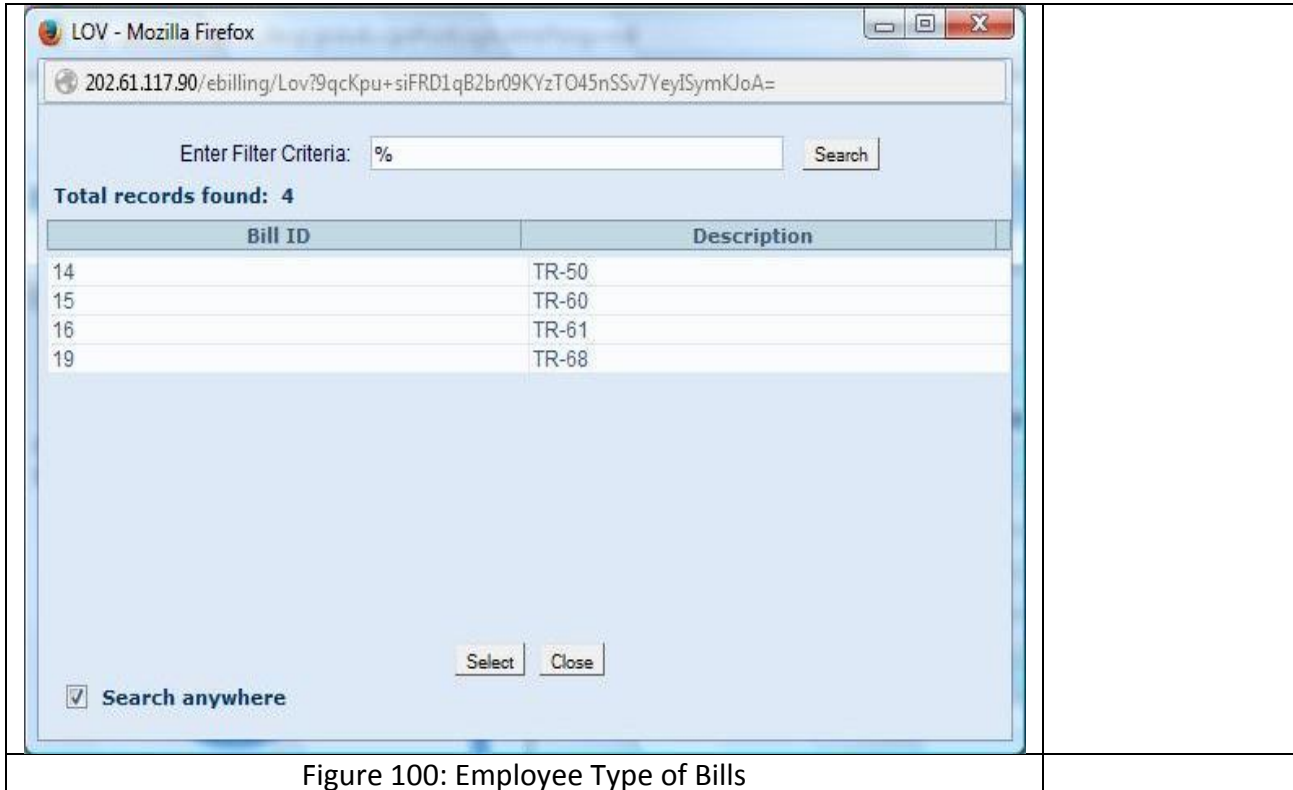


Figure 100: Employee Type of Bills

- Select the **TR 60** Bill as the bill type from the popup window. The selected value appears in the designated area. A new field called **GISS Scheme** appears in the Bill Entry form whenever TR 60 is selected as a Bill Type.

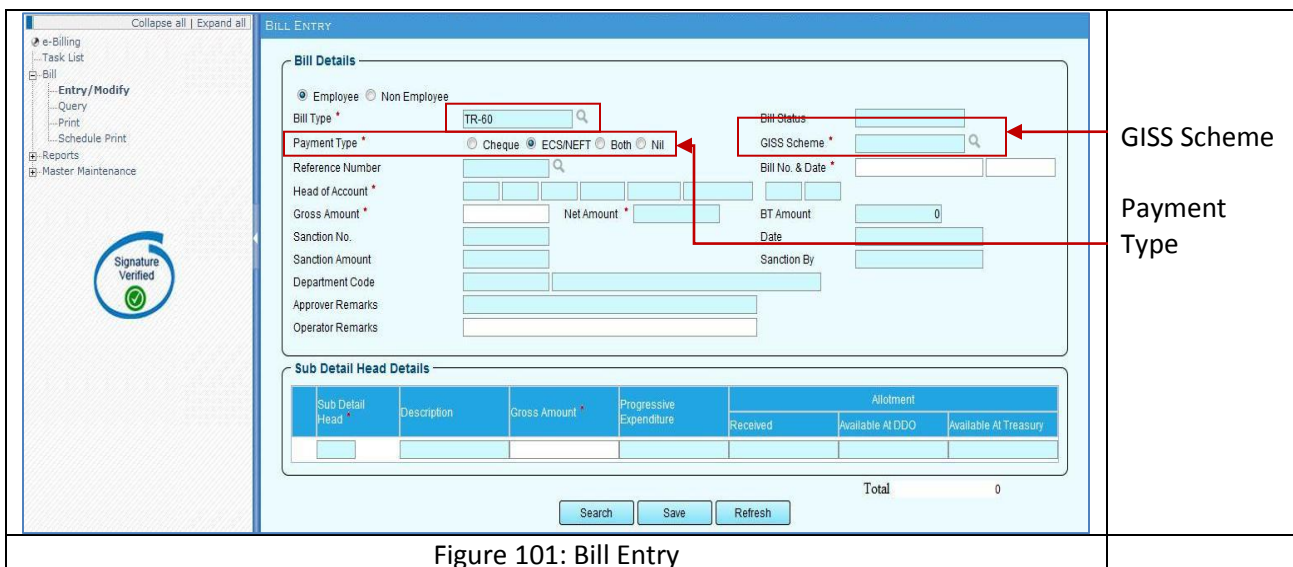


Figure 101: Bill Entry

- Select either of **Cheque**, **ECS/NEFT**, or **Both** as Payment type.
- Click on the **GISS Scheme** LOV button. A popup window appears.

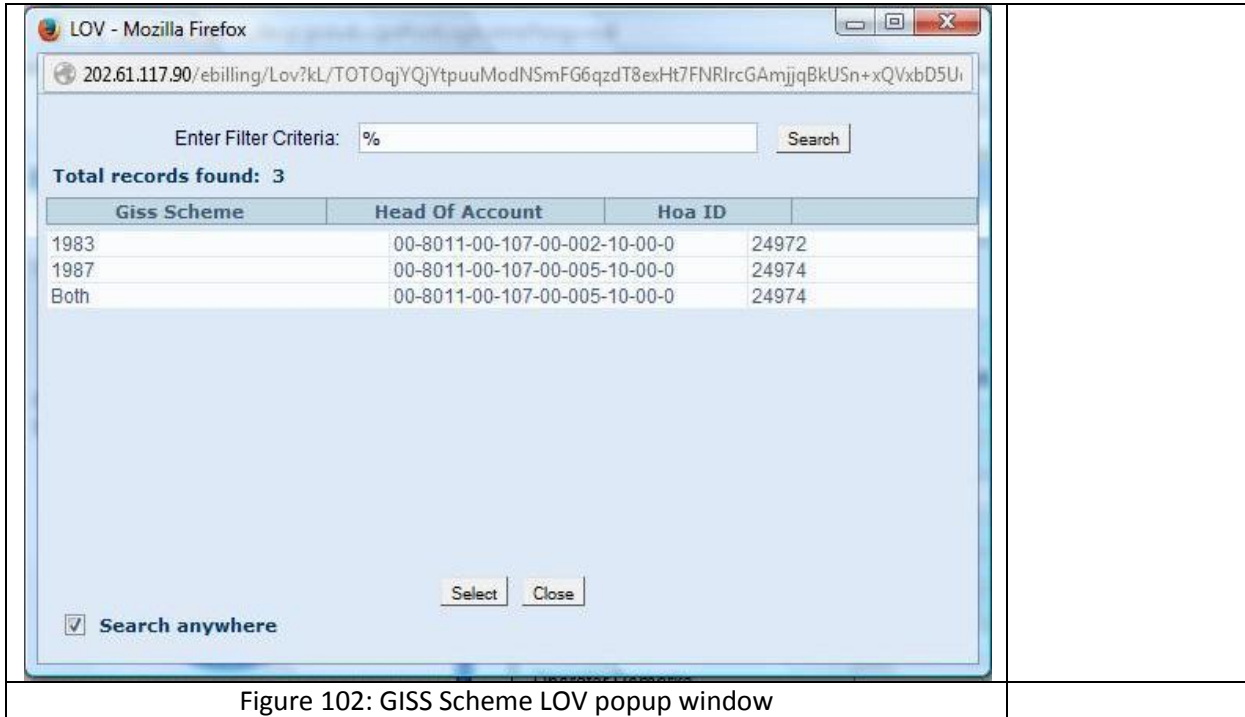
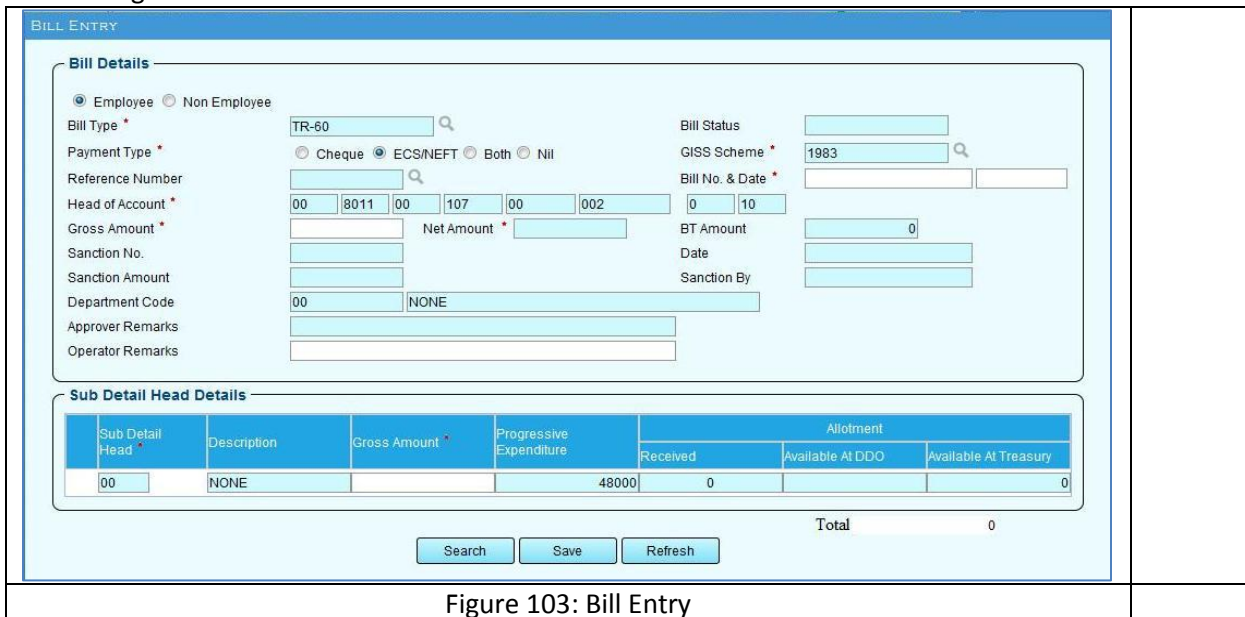


Figure 102: GISS Scheme LOV popup window

- Select the **Scheme** from the popup window. The selected value of Scheme appears in the designated field along with the associated Head of Account.



BILL ENTRY

Bill Details

☒ Employee ☐ Non Employee

Bill Type * TR-60

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number

Head of Account * 00 8011 00 107 00 002

Gross Amount * Net Amount *

Sanction No.

Sanction Amount

Department Code 00 NONE

Approver Remarks

Operator Remarks

Bill Status

GISS Scheme * 1983

Bill No. & Date * 0 10

BT Amount 0

Date

Sanction By

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount *	Progressive Expenditure	Received	Available At DDO	Available At Treasury
00	NONE	48000	0	0	0	0

Total 0

Search Save Refresh

Figure 103: Bill Entry

- Enter the **Bill No** and **Date**.
- Enter the **Gross Amount**. The **Net Amount** appears automatically same as the Gross amount.

BILL ENTRY

Bill Details

Employee ☒ Non Employee ☐

Bill Type * TR-60

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number

Head of Account * 00 8011 00 107 00 002 0 10

Gross Amount * 7000 Net Amount * 7000 BT Amount 0

Sanction No.

Sanction Amount

Department Code 00 NONE

Approver Remarks

Operator Remarks

Bill Status

GISS Scheme * 1983

Bill No. & Date * 7658 30/04/2015

Date

Sanction By

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	NONE	7000	48000	0		0
Total				7000		

Search Save Refresh

Figure 104: Bill Entry

Bill No & Date
Gross Amount
Save button

- Click **Save**. A success message appears on top with the newly generated **Reference Number**. Also **TR 60, ECS/NEFT, Modify, Forward** buttons appear.

BILL ENTRY

Bill Saved Successfully. Bill Reference No.-20150400000563

Bill Details

Employee ☒ Non Employee ☐

Bill Type * TR-60

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number 20150400000563

Head of Account * 00 8011 00 107 00 002 0 10

Gross Amount * 7000 Net Amount * 7000 BT Amount 0

Sanction No.

Sanction Amount

Department Code 00 NONE

Approver Remarks

Operator Remarks

Bill Status Initiated by Operator

GISS Scheme * 1983

Bill No. & Date * 7658 30/04/2015

Date

Sanction By

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	NONE	7000	55000	0	7000	0
Total				7000		

TR-60 ECS/NEFT Modify Forward Refresh

Figure 105: Bill Entry

Success Message
TR 60

- Click on the **TR 60** button to enter the details of GISS Scheme. TR 60 page appears in a new tab.

TR-60

Reference No.: 20150400000563 Gross Amount: 7000 Net Amount: 7000 Bill Status: Initiated by Operator

GISS Under: 1983

Employee Name *	Employee ID	Designation *	Type Of Cessation *	Date Of Cessation *	Sanction ID	Sanctioning Authority *	Sanction Order No *	Sanction Date *	Saving Fund Of Interest *
			Select One						

Total Amount: 0

+Add Row

Back Save Refresh

Figure 106: TR 60 Details Entry page

- Enter the **Employee Name** in the given area. When you start typing the Employee Name, a suggested list of Beneficiaries appears. Select the relevant name from the list.

TR-60

Reference No.: 20150400000563 Gross Amount: 7000 Net Amount: 7000 Bill Status: Initiated by Operator

GISS Under: 1983

Employee Name *	Employee ID	Designation *	Type Of Cessation *	Date Of Cessation *	Sanction ID	Sanctioning Authority *	Sanction Order No *	Sanction Date *	Saving Fund Of Interest *
SWARNENDU SARKAR#E00267396			Select One						

Total Amount: 0

+Add Row

Back Save Refresh

Figure 107: TR 60 Details Entry page

- **Employee ID** appears automatically.
- Enter **Designation**.

TR-60

Reference No.: 20150400000563 Gross Amount: 7000 Net Amount: 7000 Bill Status: Initiated by Operator

GISS Under: 1983

Employee Name *	Employee ID	Designation *	Type Of Cessation *	Date Of Cessation *	Sanction ID	Sanctioning Authority *	Sanction Order No *	Sanction Date *	Saving Fund Of Interest *
SANJOY SEN	E00267720	JNT PROFESSOR	Select One						

Total Amount: 0

+Add Row

Back Save Refresh

Figure 108: TR 60 Details Entry page

- Select the **Type of Cessation** from the dropdown menu.

TR-60

Reference No.: 20150400000563 Gross Amount: 7000 Net Amount: 7000 Bill Status: Initiated by Operator

GISS Under: 1983

Employee Name *	Employee ID	Designation *	Type Of Cessation *	Date Of Cessation *	Sanction ID	Sanctioning Authority *	Sanction Order No *	Sanction Date *	Saving Fund Of Interest *
SANJOY SEN	E00267720	JNT PROFESSOR	Select One						

Total Amount: 0

+Add Row

Back Save Refresh

Figure 109: TR 60 Details Entry page

- Enter the **Date of Cessation** from the Calendar in the field. The date of Cessation in case of Superannuation is always the Last day of the month.
- Enter the **Sanctioning Authority, Sanction Order No, Sanction Date, and Saving Fund of Interest**. The Bill Gross Amount should be equal to the total of the Saving Fund of Interest.

TR-60

Reference No.: 2015040000563 Gross Amount: 7000 Net Amount: 7000 Bill Status: Initiated by Operator

GISS Under: 1983

Employee Details

Employee Name *	Employee ID	Designation *	Type Of Cessation *	Date Of Cessation *	Sanction ID	Sanctioning Authority *	Sanction Order No *	Sanction Date *	Saving Fund Of Interest *
SANJOY SEN	E00267720	WT PROFESSOR	Superannu	30/04/2015	B MITRA	2309	30/04/2015	7000	
Total Amount									0

[+Add Row](#)

Back Save Refresh

Figure 110: TR 60 Details Entry page

Add Row Link

Save Button

- Click on the **Add Row** link to add more Employee rows.
- Click **Save**. A success message appears.

TR-60

TR-60 Detail Saved Successfully

Reference No.: 2015040000563 Gross Amount: 7000 Net Amount: 7000 Bill Status: Initiated by Operator

GISS Under: 1983

Employee Details

Employee Name *	Employee ID	Designation *	Type Of Cessation *	Date Of Cessation *	Sanction ID	Sanctioning Authority *	Sanction Order No *	Sanction Date *	Saving Fund Of Interest *
SANJOY SEN	E00267720	ASSISTANT PROF	Superannu	30/04/2015	B MITRA	2309	30/04/2015	7000	
Total Amount									7000

[+Add Row](#)

Back Save Refresh

Figure 111: TR 60 Details Entry page

Success Message

15 TR 61 Details Entry

TR 61 is another Employee Type of Bill. It is raised in favour of Medical charges for from West Bengal Government Employees' Group Insurance-cum-Savings Scheme, 1983 / 1987- For Savings Fund. To insert a TR 61 bill

- Click **Bill Entry/Modify** from the left hand side menu tree.

Entry menu

Employee radio button

Figure 112: Bill Entry

- Click on the **Employee** Type radio button.
- Click on the **Bill Type** LOV button. A popup window appears.

Figure 113: Employee Bill Type

- Select the **TR 61** Bill as the bill type from the popup window. The selected value appears in the designated area. A new field called **GISS Scheme** appears in the Bill Entry form whenever TR 61 is selected as a Bill Type.

BILL ENTRY

Bill Details

☒ Employee ☐ Non Employee

Bill Type *

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number

Head of Account *

Gross Amount * Net Amount * BT Amount

Sanction No. Date

Sanction Amount Sanction By

Department Code

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total

Bill Type
GISS
Scheme
Payment
Type

Figure 114: Bill Entry

- Select either of **Cheque**, **ECS/NEFT**, or **Both** or **Nil** as Payment type.
- Click on the **GISS Scheme** LOV button. A popup window appears.

LOV - Mozilla Firefox

202.61.117.90/ebilling/Lov?kL/TOTOqjYQjYtpuuModNsmFG6qzdT8exHt7FNRlrcGoNk/jluMxKuzZemBU/O

Enter Filter Criteria:

Total records found: 3

Giss Scheme	Head Of Account	Hoa ID
1983	00-8011-00-107-00-001-10-00-0	24971
1987	00-8011-00-107-00-004-10-00-0	24973
Both	00-8011-00-107-00-004-10-00-0	24973

☒ Search anywhere

Figure 115: GISS Scheme LOV popup window

- Select the **Scheme** from the popup window. The selected value of Scheme appears in the designated field along with the associated Head of Account.

BILL ENTRY

Bill Details

☒ Employee ☐ Non Employee

Bill Type * TR-61

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number

Head of Account * 00 8011 00 107 00 004 0 10

Bill Status

GISS Scheme * 1987

Bill No. & Date * 1365 01/05/2015

Gross Amount * 10000

Net Amount * 10000

BT Amount 0

Sanction No.

Sanction Amount

Date

Sanction By

Department Code 00 NONE

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	NONE	10000	96000	0		0
Total						

Search Save Refresh

Figure 116: Bill Entry

- Enter the **Bill No** and **Date**.
- Enter the **Gross Amount**. The **Net Amount** appears automatically as the same amount.

BILL ENTRY

Bill Details

☒ Employee ☐ Non Employee

Bill Type * TR-61

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number 20150500000566

Head of Account * 00 8011 00 107 00 004 0 10

Bill Status Modified by Operator

GISS Scheme * 1987

Bill No. & Date * 1365 01/05/2015

Gross Amount * 10000

Net Amount * 10000

BT Amount 0

Sanction No.

Sanction Amount

Date

Sanction By

Department Code 00 NONE

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	NONE	10000	575100	0	10000	0
Total					10000	

Search Save Refresh

Figure 117: Bill Entry

- Click **Save**. A success message appears on top with the newly generated **Reference Number**. Also **TR 61**, **ECS/NEFT**, **Modify**, **Forward** buttons appear.

BILL ENTRY

Success Message: Bill Saved Successfully. Bill Reference No.-2015050000566

Bill Details

Employee ☒ Non Employee ☐

Bill Type: TR-61

Payment Type: ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number: 2015050000566

Head of Account: 00 8011 00 107 00 004 0 10

Gross Amount: 10000 Net Amount: 10000

Sanction No.:

Sanction Amount:

Department Code: 00 NONE

Approver Remarks:

Operator Remarks:

Bill Status: Modified by Operator

GISS Scheme: 1987

Bill No. & Date: 1365 01/05/2015

BT Amount: 0

Date:

Sanction By:

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	NONE	10000	575100	0	10000	0
Total				10000		

Buttons: TR-61, ECS/NEFT, Modify, Forward, Refresh

Figure 118: Bill Entry

- Click on the **TR 61** button to enter the details of GISS Scheme. TR 61 page appears in a new tab.

TR-61

Reference No.: 2015050000566 Gross Amount: 8000 Net Amount: 8000 Bill Status: Initiated by Operator

GISS Under: 1987

Employee Details

Employee Name	Employee ID	Designation	Type Of Cessation	Date Of Cessation	Sanction ID	Sanctioning Authority	Sanction Order No	Sanction Date	Group As Per GISS	Insurance Fund Amount
			Death-in-						Selected	
Total Amount										0

+Add Row

Buttons: Back, Save, Refresh

Figure 119: TR 61 Details Entry

- Enter the **Employee Name** in the given area. When you start typing the Employee Name, a suggested list of Beneficiaries appears. Select the relevant name from the list.

TR-61

Reference No.: 2015050000566 Gross Amount: 8000 Net Amount: 8000 Bill Status: Initiated by Operator

GISS Under: 1987

Employee Name *	Employee ID	Designation *	Type Of Cessation *	Date Of Cessation *	Sanction ID	Sanctioning Authority *	Sanction Order No *	Sanction Date *	Group As Per GISS *	Insurance Fund Amount *
SWARNENDU SARKAR#E00267396			Death-in-s						Selected	0
+Add S BANERJEE#C00267665 S SARKAR#E00267740 SRI SANJOY KUMAR SHOW#E00268059 SIDDHARTHA CHAKRABORTY#E00267397 SIDD CHAK#E00267398 SUBHENDU GHOSH#E00267428 SHUBHAM#E00267451 SUPITA PAL#E00267650 SADHAN MAJUMDER#O00267654 SANJOY SEN#E00267720 SHAGFJSADSA#E00267727 SUBAL KUMAR MAL#E00267830 SANJIT SAHA#S00267915 SANJIB HAZRA#O00267945 SAMARENDRA PANJA#E00267954 SUNIL SAMANTA#E00268037 SREKSHAN SARKAR#O00268000										

Back Save Refresh

Figure 120: TR 61 Details Entry

Employee ID appears automatically.

TR-61

Reference No.: 2015050000566 Gross Amount: 8000 Net Amount: 8000 Bill Status: Initiated by Operator

GISS Under: 1987

Employee Name *	Employee ID	Designation *	Type Of Cessation *	Date Of Cessation *	Sanction ID	Sanctioning Authority *	Sanction Order No *	Sanction Date *	Group As Per GISS *	Insurance Fund Amount *
SANJOY SEN	E00267720	HEAD CLERK	Death-in-s	01/05/2015		B MITRA			Selected	0

[+Add Row](#)

Back Save Refresh

Designation
Type of Cessation
Date of Cessation
Sanctioning Authority

Figure 121: TR 61 Details Entry

- Enter **Designation**.
- Select **Death in Service** as the **Type of Cessation** from the associated dropdown menu.
- Enter the **Date of Cessation** from the Calendar in the field.

- Enter the **Sanctioning Authority, Sanction Order No, Sanction Date.**

TR-61

Reference No.: 20150500000566 Gross Amount: 8000 Net Amount: 8000 Bill Status: Initiated by Operator

GISS Under: 1987

Employee Details

Employee Name *	Employee ID	Designation *	Type Of Cessation *	Date Of Cessation *	Sanction ID	Sanctioning Authority *	Sanction Order No *	Sanction Date *	Group As Per GISS *	Insurance Fund Amount *
SANJOY SEN	E0026772	HEAD CLERK	Death-in-s	01/05/2015		B MITRA	7809	01/05/2015	Select	0
Total										0

+Add Row

Back Save Refresh

Insurance Fund Amount

Group As Per GISS

Figure 122: TR 61 Details Entry

- Select the **Group As Per GISS** from the associated dropdown menu.

TR-61

Reference No.: 20150500000566 Gross Amount: 10000 Net Amount: 10000 Bill Status: Modified by Operator

GISS Under: 1987

Employee Details

Employee Name *	Employee ID	Designation *	Type Of Cessation *	Date Of Cessation *	Sanction ID	Sanctioning Authority *	Sanction Order No *	Sanction Date *	Group As Per GISS *	Insurance Fund Amount *
SANJOY SEN	E0026772	HEAD CLERK	Death-in-s	01/05/2015		B MITRA	1243	01/05/2015	Gr-D	10000
Total Amount										10000

+Add Row

Back Save Refresh

Add Row link

Save button

Figure 123: TR 61 Details Entry

As per the selected group **Insurance Fund Amount** appears automatically. The Bill Gross Amount should be equal to the total of the Insurance Fund Amount.

- Click on the **Add Row** link to add more Employee rows.
- Click **Save**. A success message appears.

The screenshot displays the 'TR-61' bill entry form. At the top, a blue header bar contains the text 'TR-61'. Below this, a success message 'TR-61 Detail Saved Successfully' is shown in a blue box with an information icon. A red arrow points from this message to the text 'Success Message' on the right. The main form area is titled 'TR-61' and contains several input fields: 'Reference No.' (20150500000566), 'Gross Amount' (10000), 'Net Amount' (10000), and 'Bill Status' (Modified by Operator). Below these fields, it says 'GISS Under: 1987'. The 'Employee Details' section is a table with the following data:

Employee Name *	Employee ID	Designation *	Type Of Cessation *	Date Of Cessation *	Sanction ID	Sanctioning Authority *	Sanction Order No *	Sanction Date *	Group As Per GISS *	Insurance Fund Amount *
SANJOY SEN	E0026772	HEAD CLERK	Death-in-s	01/05/2015		B MITRA	1243	01/05/2015	Gr-D	10000
Total Amount										10000

Below the table is a '+Add Row' link. At the bottom of the form are three buttons: 'Back', 'Save', and 'Refresh'.

Figure 124: TR 61 Details Entry

16 TR 27 Bill Details Entry

TR 27 is a Non-Employee type of bill. This bill is used to draw Advance. To enter TR 27 bill in the Common Bill entry form, Sanction details (Sanction No, Date, Sanction Amount, and Sanction By) are mandatory. To enter TR 27 bill details, the user needs to

1. Click on the **TR 27** button in Common Bill entry form.

Bill Saved Successfully, Bill Reference No.-20150600002113

Bill Details

Employee ☐ Non Employee ☒

Bill Type * TR-27 Bill Status Initiated by Approver

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number 20150600002113 Bill No. & Date * SB-1254 18/06/2015

Head of Account * 42 2070 00 003 NP 005 V 50

Gross Amount * 8000 Net Amount * 3000 BT Amount 5000

Sanction No. WF-312 Date 17/06/2015

Sanction Amount 8000 Sanction By SA Yadav

Department Code HR Personnel & Administrative Reforms

Approver Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	Not Available	8000	8000	0	-8000	0

Total 8000

TR-27 BT Detail ECS/NEFT Modify Send For Revision Reject Submit Refresh

TR 27 Button

TR 27 Button in the Common Bill Entry

TR 27 details page appears.

TR27

Reference No 20150600002113 Bill Status Initiated by Approver Gross Amount 8000 Net Amount 3000

Detailed bill will be sent for counter signature by:

Deduction allowed by the Controlling Officer

Amount (Rs.)	Order No	Date

Unspent or balance of previous advance drawn

Date	Token No	Bill No	Date	Amount (Rs.)

Treasury Code NPG DDO Code NPGAGW001

Proforma Invoice No.	Purpose and quotation of authority for drawing advance(200 characters) *	Gross Amount *

+Add Row

Total Amount 0.0

Back Save Refresh

Counter Signature

Amount, Order No, Date

TR 27 Detail Entry

2. Enter the appropriate name in the **Detailed bill will be sent for Counter Signature by** field.
3. Enter the **Amount, Order No** and **Date** in the **Deduction allowed by the Controlling Officer** section.

TR27																					
Reference No	2015060002113	Bill Status	Initiated by Approver	Gross Amount	8000																
				Net Amount	3000																
Detailed bill will be sent for counter signature by: S K Roy																					
Deduction allowed by the Controlling Officer <table border="1"> <thead> <tr> <th>Amount (Rs.)</th> <th>Order No</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>2000</td> <td>8563</td> <td>10/06/2015</td> </tr> </tbody> </table>			Amount (Rs.)	Order No	Date	2000	8563	10/06/2015	Unspent or balance of previous advance drawn <table border="1"> <thead> <tr> <th>Date</th> <th>Token No.</th> <th>Bill No.</th> <th>Date</th> <th>Amount (Rs.)</th> </tr> </thead> <tbody> <tr> <td>14/01/2015</td> <td>4999</td> <td>bb84</td> <td>14/01/2015</td> <td>2000</td> </tr> </tbody> </table>			Date	Token No.	Bill No.	Date	Amount (Rs.)	14/01/2015	4999	bb84	14/01/2015	2000
Amount (Rs.)	Order No	Date																			
2000	8563	10/06/2015																			
Date	Token No.	Bill No.	Date	Amount (Rs.)																	
14/01/2015	4999	bb84	14/01/2015	2000																	
<table border="1"> <thead> <tr> <th>Proforma Invoice No</th> <th>Purpose and quotation of authority for drawing advance(200 characters) *</th> <th>Gross Amount *</th> </tr> </thead> <tbody> <tr> <td>8722</td> <td>Advance for Education</td> <td>8000</td> </tr> </tbody> </table>						Proforma Invoice No	Purpose and quotation of authority for drawing advance(200 characters) *	Gross Amount *	8722	Advance for Education	8000										
Proforma Invoice No	Purpose and quotation of authority for drawing advance(200 characters) *	Gross Amount *																			
8722	Advance for Education	8000																			
Total Amount 8000.0																					
<div> <input type="button" value="Back"/> <input type="button" value="Save"/> <input type="button" value="Refresh"/> </div>																					

TR 27 Bill details entry

Token, Date, Bill details of Unspent or Balance of previous advance drawn

Proforma Invoice No, Purpose, Gross Amount

Save button

4. Enter the **Date** from the calendar in the **Unspent or balance of previous advance drawn** section if applicable.
5. Click on the **Token No** LOV button. A popup window appears. It shows Tokens from the selected date only. **Bill No, Date** and **Amount** appear automatically depending on the Token No selection.
6. Enter **Proforma Invoice No, Purpose and Quotation of authority for drawing advance** and **Gross Amount**. The Total of **Gross Amount** should be same as the Bill Gross Amount.
7. Click **Save**. A success message appears.

TR27																									
<div> TR27 Bill Detail Saved Successfully </div>																									
<table border="1"> <thead> <tr> <th colspan="6">TR27</th> </tr> </thead> <tbody> <tr> <td>Reference No</td> <td>2015060002113</td> <td>Bill Status</td> <td>Initiated by Approver</td> <td>Gross Amount</td> <td>8000</td> </tr> <tr> <td colspan="4"></td> <td>Net Amount</td> <td>3000</td> </tr> <tr> <td colspan="6">Detailed bill will be sent for counter signature by: S K Roy</td> </tr> </tbody> </table>		TR27						Reference No	2015060002113	Bill Status	Initiated by Approver	Gross Amount	8000					Net Amount	3000	Detailed bill will be sent for counter signature by: S K Roy					
TR27																									
Reference No	2015060002113	Bill Status	Initiated by Approver	Gross Amount	8000																				
				Net Amount	3000																				
Detailed bill will be sent for counter signature by: S K Roy																									

TR 27 Details Entry success message

Success Message

17 TR 28 Details Entry

TR 28 is a Non-Employee type of bill. This bill is used to draw Advance. To enter TR 28 bill in the Common Bill entry form, Sanction details (Sanction No, Date, Sanction Amount, and Sanction By) are mandatory. To enter TR 28 bill details, the user needs to

1. Click on the **TR 28** button in Common Bill entry form.

Bill Saved Successfully. Bill Reference No.-20150600002116

Bill Details

Employee ☐ Non Employee ☒

Bill Type * TR-28

Payment Type * ☐ Cheque ☐ ECS/NEFT ☐ Both ☒ Nil

Reference Number 20150600002116

Head of Account * 42 2070 00 003 NP 005

Gross Amount * 0 Net Amount * 0

Sanction No. T-132

Sanction Amount 5000

Department Code HR

Approver Remarks

Bill Status Modified by Approver

Bill No. & Date * 2212 28/05/2015

BT Amount 0

Date 28/05/2015

Sanction By S Roy

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Received	Available At DDO	Available At Treasury
00	Not Available	0	8000	0	-8000	0
Total				0		

Buttons: TR-28, Modify, Send For Revision, Reject, Submit, Refresh

TR 28 button in Common Bill Entry

TR 28 details page appears.

TR 28 Insert

Reference No.: 20150600002116

Gross Amount 0 Net Amount: 0

Bill Status: Modified by Approver

Amount Brought Forward:

Advance Detail

Treasury Code: NPG

Treasury Name: Bidhannagar

DDO Code: NPGAGW001

Voucher Details

T.V Date *	T.V No *	Token No *	Token Date *	Bill No *	Bill Date *	Amount *

Adjustment of advance

Delete	Sub-Voucher No *	Sub-Voucher Date *	Description of charge *	Amount (Rs.) *

Amount Refundable

Disallowance Refund Detail

Treasury Code: Challan Date: Challan No: Amount:

Refund Challan Detail

Treasury Code: Refund Challan Date: Refund Challan No: Amount:

Buttons: Back, Save, Refresh

TR 28 Details Entry

2. Enter the **T.V. Date** from the Calendar given in the field.
3. Click on the **T.V. No** LOV button and select the Treasury voucher No from the LOV popup window that populates data depending on the selected T.V. date. Depending on the selected T.V. No, **Token No, Token Date, Bill No, Bill Date** and **Amount** appear automatically.
4. Enter the **Sub-Voucher No, Sub-Voucher Date, Description of charge** and **Amount** in the Adjustment of advance section.

TR 28 Insert

Reference No: 20150600002116 Gross Amount: 0 Net Amount: 0 Bill Status: Initiated by Approver

Amount Brought Forward:

Advance Detail

Treasury Code: NPG Treasury Name: Bidhannagar DDO Code: NPGAGW001

T.V Date *	T.V No *	Token No *	Token Date *	Bill No *	Bill Date *	Amount *
28/05/2015	22251	273	28/05/2015	5546shr	28/05/2015	4500

Adjustment of advance

Delete	Sub-Voucher No *	Sub-Voucher Date *	Description of charge *	Amount (Rs.) *
	4543	28/05/2015	again test	3500

+Add Row

Disallowance Refund Detail

Treasury Code: NPG Challan Date: 06/05/2015 Challan No: 00293 Amount: 100

Refund Challan Detail

Treasury Code: NPG Refund Challan Date: 06/05/2015 Refund Challan No: 00401 Amount: 1000

Back Save Refresh

TR 28 Details Entry

Treasury
Code
LOV
button

Challan
No
Amount
Challan
Date

5. Click on the **Treasury Code** LOV button and select Treasury code from the associated LOV popup window.
6. Select the **Challan Date** from the Calendar given in the field.
7. Click on the **Challan No** LOV button and select the Challan No from the LOV popup window that populates data depending on the selected Challan Date. Depending on the selected Challan No **Amount** appears automatically in the **Disallowance Refund Detail** section. Follow the same process in **Refund Challan Detail** section.
8. Click **Save**. A success message appears.

<div>TR 28 Insert</div> <div> TR28 Bill Detail Saved Successfully </div> <div> Reference No.: 20150600002116 Gross Amount: 0 Net Amount: 0 Bill Status: Initiated by Approver Amount Brought Forward: </div> <div> Advance Detail Treasury Code: NPG Treasury Name: Bidhannagar DDO Code: NPGAGW001 </div> <div> Voucher Details <table border="1"> <thead> <tr> <th>T.V Date *</th> <th>T.V No. *</th> <th>Token No *</th> <th>Token Date *</th> <th>Bill No *</th> <th>Bill Date *</th> <th>Amount *</th> </tr> </thead> <tbody> <tr> <td>28/05/2015</td> <td>22251</td> <td>273</td> <td>28/05/2015</td> <td>5546shr</td> <td>28/05/2015</td> <td>4500</td> </tr> </tbody> </table> </div>	T.V Date *	T.V No. *	Token No *	Token Date *	Bill No *	Bill Date *	Amount *	28/05/2015	22251	273	28/05/2015	5546shr	28/05/2015	4500	Success Message
T.V Date *	T.V No. *	Token No *	Token Date *	Bill No *	Bill Date *	Amount *									
28/05/2015	22251	273	28/05/2015	5546shr	28/05/2015	4500									
TR 28 Details Success Message															

18 TR 24 Details Entry

TR 24 is an Employee type of bill. This bill is raised in favor of Medical Charges Reimbursement. To enter TR 24 bill details, the user needs to

1. Click on the **TR 24** button in Common Bill entry form.

<div> Bill Saved Successfully. Bill Reference No.-20150600001724 </div> <div> Bill Details <input checked="" type="radio"/> Employee <input type="radio"/> Non Employee Bill Type: TR-24 Bill Status: Modified by Approver Payment Type: <input type="radio"/> Cheque <input checked="" type="radio"/> ECS/NEFT <input type="radio"/> Both <input type="radio"/> Nil Reference Number: 20150600001724 Bill No. & Date: Rahul_1 05/06/2015 Head of Account: 42 2070 00 003 NP 005 V 07 Gross Amount: 600 Net Amount: 600 BT Amount: 0 Sanction No.: abc2 Date: 05/06/2015 Sanction Amount: 600 Sanction By: DDO Department Code: HR Personnel & Administrative Reforms Approver Remarks: </div> <div> Sub Detail Head Details <table border="1"> <thead> <tr> <th rowspan="2">Sub Detail Head *</th> <th rowspan="2">Description</th> <th rowspan="2">Gross Amount *</th> <th rowspan="2">Progressive Expenditure</th> <th colspan="3">Allotment</th> </tr> <tr> <th>Received</th> <th>Available At DDO</th> <th>Available At Treasury</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>Not Available</td> <td>600</td> <td>600</td> <td>0</td> <td>-600</td> <td>0</td> </tr> <tr> <td colspan="4" style="text-align: right;">Total</td> <td colspan="3">600</td> </tr> </tbody> </table> </div> <div> <div>TR-24</div> <div>ECS/NEFT</div> <div>Modify</div> <div>Send For Revision</div> <div>Reject</div> <div>Submit</div> <div>Refresh</div> </div>	Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment			Received	Available At DDO	Available At Treasury	00	Not Available	600	600	0	-600	0	Total				600			TR 24 Button
Sub Detail Head *					Description	Gross Amount *	Progressive Expenditure	Allotment																	
	Received	Available At DDO	Available At Treasury																						
00	Not Available	600	600	0	-600	0																			
Total				600																					
TR 24 Button in Common Bill Entry form																									

TR 24 details entry page appears.

TR24
Employee Name

Reference No.: 20150600001724
Gross Amount: 600
Net Amount: 600
Bill Status: Modified by Approver

Employee Details

Employee Name *	Employee ID *	Designation *	Gross Claim *	Recovery of Advance	Net Claim	Remarks
ISHA CHAKRABORTY#E00301053					0	

Recovery Of Advance Details

Treasury Code: NPG	DDO Code: NPGAGW001	T.V Date:	T.V No.:	Amount:
Token No.:	Token Date:	Bill No.:	Bill Date:	

Medical Charges Refunded

Section of Establishment:	Name of Incumbent:	Designation:	Period:	Amount:
---------------------------	--------------------	--------------	---------	---------

Back
Save
Refresh

TR 28 Details Entry

Employee Name
Designation
Gross Claim
Recovery of advance
Net Claim

2. Type the **Employee Name** in the given field. A suggested combination of Employee name and Employee ID appears. Select the suggested input.
3. Enter **Designation**, **Gross Claim** manually. **Recovery of Advance** and **Net Claim** populate automatically.
4. In the **Recovery of Advance Details** section Treasury Code and DDO Code will appear by default as the logged in user's Treasury and DDO's details. The user can change it too by clicking on the respective LOV button and selecting necessary input from the associated LOV popup window.
5. Select **T.V. Date** from the calendar that appears when you click on the field.
6. Click on the **T.V. No.** LOV button and select the voucher from the popup window. **Amount**, **Token No**, **Token Date**, **Bill No** and **Bill Date** appear automatically.

TR24

Reference No.: 20150600001724

Gross Amount: 600

Net Amount: 600

Bill Status: Modified by Approver

Employee Details

Employee Name *	Employee ID *	Designation *	Gross Claim *	Recovery Of Advance	Net Claim	Remarks
ISHA CHAKRABORTY	E00301053	ABCD	1000	400	600	

Recovery Of Advance Details

Treasury Code: NPG

DDO Code: NPGAGW001

T.V Date: 05/06/2015

T.V No.: 22518

Amount: 400

Token No.: 22518

Token Date: 05/06/2015

Bill No.: thfgujgfvj

Bill Date: 05/06/2015

Medical Charges Refunded

Section of Establishment	Name of Incumbent	Designation	Period	Amount

Back

Save

Refresh

TV Date, TV No, Amount, Token No, Token Date, Bill No and Bill Date

Section of Establishment, Name of Incumbent, Designation, Period, Amount

Save button

TR 24 Details Entry

- Depending on the **Amount** in the Recovery of Advance details section **Recovery of Advance** column in the Employee Detail table and the **Net Claim** update automatically based on the calculation that Recovery of advance = Gross claim – Net Claim.
- Enter the **Section of Establishment, Name of Incumbent, Designation, Period, Amount** in the **Medical Charges Refunded** section when applicable.
- Click **Save**. A success message appears.

TR24

TR-24 Detail Saved Successfully

TR24

Reference No.: 20150600001724

Gross Amount: 600

Net Amount: 600

Bill Status: Modified by Approver

Employee Details

Employee Name *	Employee ID *	Designation *	Gross Claim *	Recovery Of Advance	Net Claim	Remarks
ISHA CHAKRABORTY	E00301053	ABCD	1000	400	600	

Success Message

TR 24 Details Entry

19 TR 36 Details Entry

TR 36 is a Non-Employee type of bill. This bill is used for drawing charges on account of payment/repayment of loans, advances, subsidies, investments, interest on loan, withdrawal from Contingency Fund etc. To enter TR 36 bill details, the user needs to

1. Click on the **TR 36** button in Common Bill entry form.

i Bill Saved Successfully. Bill Reference No.-20150600001617

Bill Details

☐ Employee ☒ Non Employee

Bill Type *

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number

Head of Account *

Gross Amount * Net Amount *

Sanction No.

Sanction Amount

Department Code

Approver Remarks

Bill Status

Bill No. & Date *

BT Amount

Date

Sanction By

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
01	To STCs	1500	1500	0	-1500	0
Total				1500		

TR 36 Button

TR 36 Details Entry

TR 36 details entry page appears.

2. Enter the **Purpose** and **Scheme Name** in the respective fields.

TR 36

Reference No.: 20150600001617

Gross Amount: 1500

Net Amount: 1000

BT Amount: 500

Bill Status: Modified by Approver

Purpose: *

Scheme Name: *

Operator Code

Scheme ID

Operator Name

Scheme ID

Scheme Description

Name Of The Loanee *

Designation *

Received Amount *

Total Amount For Operator : 0

Total Amount For The Loanee : 0

Add Rows

Back

Save

Refresh

Purpose Scheme

Operator Code

Scheme ID

TR 36 Detail Entry

- Click on the **Operator Code** LOV button and select values of the Operator Code from the respective LOV popup window.

LOV :: e-Billing(v2) - Mozilla Firefox

192.168.38.192:7777/ebilling/Lov?bfvqx1Mgd6pCar0Hh5m7wT4BbpL/zCgGX7yLvSKD1I1xpFI13+tw==

OPERATOR DETAILS

Enter Filter Criteria: % Search

Total records found: 20

Operator Id	Operator Code	Operator Name	
7	1	DIRECTOR OF TECHNICAL EDUCATION, W.B	00-8782-00-102-00-002-10-00-0
18	2	E.O/NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY F.O, THE W.B	00-8448-00-120-00-074-23-00-0
8	3	UNIVERSITY OF HEALTH SCIENCES	00-8449-00-120-00-001-23-00-0
22	4	KOLKATA DAY STUDENTS' HOME	00-8336-00-800-00-002-23-00-0
28	5	SECY. SRI RAMKRISHNA DAY STUDENTS HOME	00-8336-00-800-00-002-23-00-0

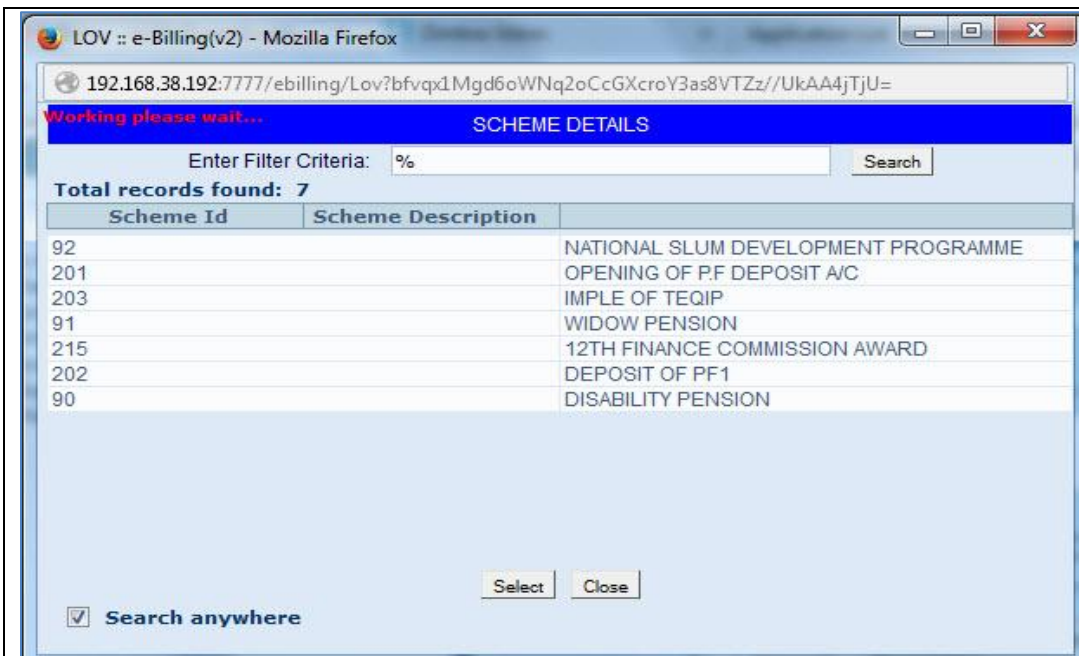
Select

Close

☒ Search anywhere

Operator Code LOV popup Window

- Click on the **Scheme ID** LOV button and select values of the items from the LOV popup window.



LOV :: e-Billing(v2) - Mozilla Firefox

192.168.38.192:7777/ebilling/Lov?bfvqx1Mgd6oWNq2oCcGXcroY3as8VTZz//UkAA4jTjU=

Working please wait...

SCHEME DETAILS

Enter Filter Criteria: %

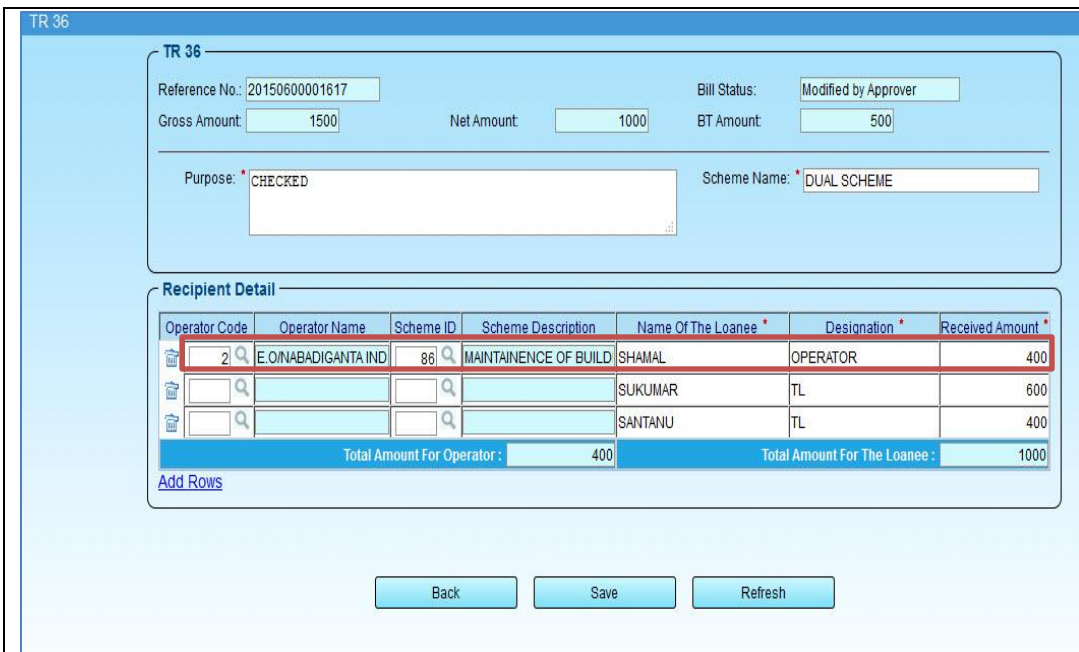
Total records found: 7

Scheme Id	Scheme Description
92	NATIONAL SLUM DEVELOPMENT PROGRAMME
201	OPENING OF P.F DEPOSIT A/C
203	IMPLE OF TEQIP
91	WIDOW PENSION
215	12TH FINANCE COMMISSION AWARD
202	DEPOSIT OF PF1
90	DISABILITY PENSION

☒ Search anywhere

Scheme ID LOV pop window

5. Selected **Operator Code** and **Scheme ID** appear in the respective fields.
6. Enter the **Name of Loanee**, **Designation** and **Received Amount** in the given columns.
You can enter multiple operators and schemes and also multiple names of Loanee by clicking on **Add Rows** link.
7. Enter **Received Amount** for the selected operator and Scheme.



TR 36

Reference No.: 20150600001617

Gross Amount: 1500 Net Amount: 1000

Bill Status: Modified by Approver

BT Amount: 500

Purpose: * CHECKED

Scheme Name: * DUAL SCHEME

Recipient Detail

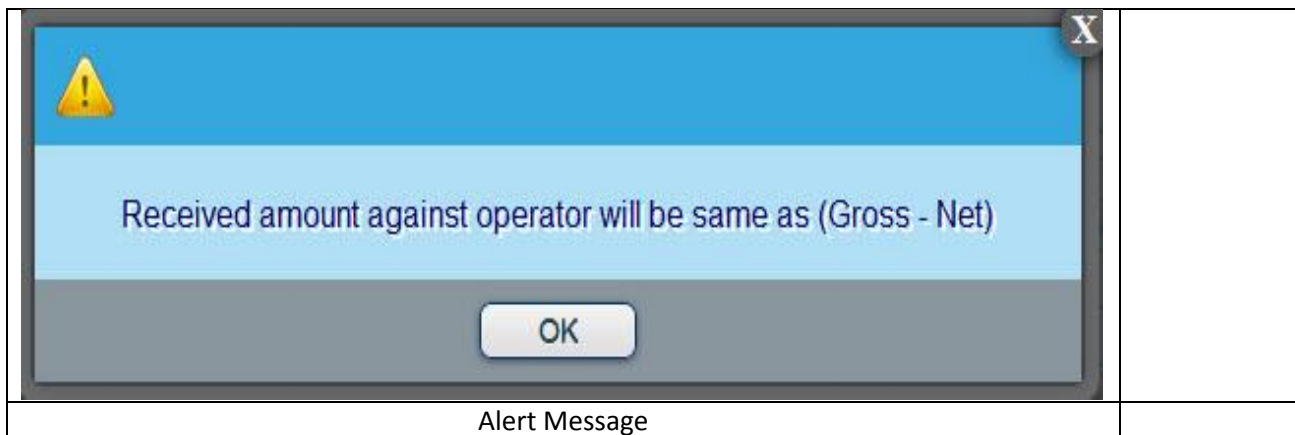
Operator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Loanee *	Designation *	Received Amount *
2	E.OINABADIGANTA IND	86	MAINTAINENCE OF BUILD	SHAMAL	OPERATOR	400
				SUKUMAR	TL	600
				SANTANU	TL	400

Total Amount For Operator : 400 Total Amount For The Loanee : 1000

[Add Rows](#)

TR 36 Details Entry

However, it has to be ensured that the **Total Amount for Operator** should equal to the **Gross Amount - Net Amount**. In case it does not match the system shows an alert as follows:



8. Click **Save**.

TR 36

Reference No.: 20150600001617 Bill Status: Modified by Approver

Gross Amount: 1500 Net Amount: 1000 BT Amount: 500

Purpose: * CHECKED Scheme Name: * DUAL SCHEME

Recipient Detail

Operator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Loanee *	Designation *	Received Amount *
2	E.O/NABADIGANTA INC	86	MAINTAINENCE OF BUILD	SHAMAL	OPERATOR	500
				SUKUMAR	TL	600
				SANTANU	TL	400
Total Amount For Operator :						500
Total Amount For The Loanee :						1000

[Add Rows](#)

Back Save Refresh

Save Button

TR 36 Details Entry

A success Message appears.



20 Bill Search

You can search an existing Bill through Bill Entry form. To search a Bill

- Click on the **Bill → Entry/Modify** menu from the left hand side menu tree. Bill Entry appears on the right hand side.
- Select the **Non-Employee** radio button.
- Click on **Bill Type** LOV button.

Figure 125: Bill Search Screen

One popup window appears.

Figure 126: Bill Type LOV popup window

7. Select the desired Bill type from the popup window.
The selected bill type appears in the appropriate field.

BILL ENTRY

Bill Details

☐ Employee ☒ Non Employee

Bill Type * Bill Status

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number Bill No. & Date

Head of Account *

Gross Amount * Net Amount * BT Amount

Sanction No Sanction Date

Sanction Amount Sanction By

Department Code

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total

Reference No LOV button

Figure 127: Bill Search Form

A popup window appears displaying the list of reference numbers.

LOV - Mozilla Firefox

192.168.38.192:7777/ebilling/Lov?24x3H6v3isXF+CoX32sy17lmq78a9Y711dJMYwm+FqvF55fcLEATozLNcqz5P10rRL2E

Enter Filter Criteria:

Total records found: 18

Reference Number	Bill Number	Bill Date	Bill Status
2014100001877	8964	05/02/2015	Modified by Operator
2014100001870	f5df	03/02/2015	Modified by Operator
2014100001855	31_test	02/02/2015	Send for Revision
2014100001850	1231465	31/01/2015	Initiated by Operator
2014100001845	1004	30/01/2015	Initiated by Operator
2014100001840	hasib_31	14/01/2015	Modified by Operator
2014100001826	77	05/01/2015	Modified by Operator

☒ Search anywhere

Figure 128: Bill Reference No LOV Popup Window

8. Select the reference number from the popup window.
The selected reference number appears in the designated field.

BILL ENTRY

Bill Details

☐ Employee ☒ Non Employee

Bill Type * Bill Status

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number Bill No. & Date *

Head of Account *

Gross Amount * Net Amount * BT Amount

Sanction No Sanction Date

Sanction Amount Sanction By

Department Code

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total				0		

Search button

Figure 129: Bill Search Form

9. Click on the **Search** button. The searched bill appears in the Bill Entry form.

BILL ENTRY

Bill Details

☐ Employee ☒ Non Employee

Bill Type * Bill Status

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number Bill No. & Date *

Head of Account *

Gross Amount * Net Amount * BT Amount

Sanction No

Sanction Amount

Sanction Date

Sanction By

Department Code

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
<input type="text" value="00"/>	<input type="text" value="Not Available"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>	<input type="text" value="-1000"/>	<input type="text" value="0"/>
Total				1000		

Figure 130: Bill Search Form

21 Bill Modify

In the Bill Entry form after the searched bill appears, or you enter the Bill, you can modify the bill. To modify bill

1. Click on the **Modify** button.

BILL ENTRY

Bill Details

☐ Employee ☒ Non Employee

Bill Type * Bill Status

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number Bill No. & Date *

Head of Account *

Gross Amount * Net Amount * BT Amount

Sanction No.

Sanction Amount

Sanction Date

Sanction By

Department Code

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
<input type="text" value="00"/>	<input type="text" value="Not Available"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>	<input type="text" value="-1000"/>	<input type="text" value="0"/>
Total				<input type="text" value="1000"/>		

Buttons:

Figure 131: Bill Modify Form

The bill appears in the modifiable format as follows:

BILL ENTRY

Bill Details

☐ Employee ☒ Non Employee

Bill Type * Bill Status

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number Bill No. & Date *

Head of Account *

Gross Amount * Net Amount * BT Amount

Sanction No.

Sanction Amount

Sanction Date

Sanction By

Department Code

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
<input type="text" value="00"/>	<input type="text" value="Not Available"/>	<input type="text" value="1000"/>	<input type="text" value="1000"/>	<input type="text" value="0"/>	<input type="text" value="-1000"/>	<input type="text" value="0"/>
Total				<input type="text" value="1000"/>		

Buttons:

Figure 132: Bill Modify Form

2. Edit the fields you want to modify.
3. Click **Save**. The success message appears as follows:

Success Message

Bill Saved Successfully. Bill Reference No.-2014100001877

Bill Details

☐ Employee ☒ Non Employee

Bill Type * TR-31 Bill Status Modified by Operator

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number 2014100001877 Bill No. & Date * 8964 05/02/2015

Head of Account * 00 0020 00 901 00 001 0 01

Gross Amount * 1000 Net Amount * 200 BT Amount 800

Sanction No. Sanction Date

Sanction Amount Sanction By

Department Code 00 NONE

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Received	Available At DDO	Available At Treasury
00	Not Available	1000	1000	0	-1000	0

Total 1000

TR-31 BT Detail ECS/NEFT Modify Forward Refresh

Figure 133: Success Message after Bill Modify

22 Bill Forward

After an Operator enters the bill details, a bill is forwarded to the Approver for further processing. To forward the bill

1. Click on the **Forward** button in the Bill entry form after entering detailed information.

Success Message

Bill Saved Successfully. Bill Reference No.-2014100001877

Bill Details

☐ Employee ☒ Non Employee

Bill Type * TR-31 Bill Status Modified by Operator

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number 2014100001877 Bill No. & Date * 8964 05/02/2015

Head of Account * 00 0020 00 901 00 001 0 01

Gross Amount * 1000 Net Amount * 200 BT Amount 800

Sanction No. Sanction Date

Sanction Amount Sanction By

Department Code 00 NONE

Approver Remarks

Operator Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Received	Available At DDO	Available At Treasury
00	Not Available	1000	1000	0	-1000	0

Total 1000

TR-31 BT Detail ECS/NEFT Modify **Forward** Refresh

Forward button

Figure 134: Forward button in the Bill Entry Screen

2. Click **Forward**.

A success message appears as follows:

Success Message

Bill Successfully Forwarded for Reference Number 2014100001877
Forwarded to Approver. Can not modify the bill

Bill Details

☐ Employee ☒ Non Employee

Bill Type * TR-31

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number 2014100001877

Head of Account * 00 0020 00 901 00 001 0 01

Gross Amount * 1000 Net Amount * 200

Sanction No

Sanction Amount

Department Code 00 NONE

Approver Remarks

Operator Remarks

Bill Status Forwarded to Approver

Bill No. & Date * 8964 05/02/2015

BT Amount 800

Sanction Date

Sanction By

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount	Progressive Expenditure	Received	Allotment	
					Available At DDO	Available At Treasury
00	Not Available	1000	1000	0	-1000	0
				Total 1000		

Refresh

Figure 135: Bill Forward Success Message

A Bill cannot be modified after it is **forwarded to Approver**.

23 Bill Query

To know the status of a bill any time you can Query a Bill using Bill Query functionality. To query a bill

1. Click **Bill Query** from the left hand side menu tree. The Bill Query form appears on the right hand side.

Bill Query menu

Bill Search

Bill From Date: Bill To Date: Bill No: Search Refresh

Bill Reference No: Token Number: Search Refresh

Figure 136: Bill Query Form

2. Click on the **Bill From Date** and **Bill To Date** fields and select the date from the calendar in the field.

Figure 137: Bill Query Form

- Click on the **Bill No** LOV button. A popup window appears. Select the Bill number from the popup window.

Bill Number	Bill Date	Description
tr50/234432	11-APR-15	Modified by Operator
tr31/54534	03-APR-15	Initiated by Operator
tr28/56565	09-APR-15	Initiated by Operator
test27	10-APR-15	Forwarded to Approver
test/III	01-APR-15	Initiated by Approver
rr44	01-APR-15	Submitted to Treasury
mumu/tr-31/1	09-APR-15	Modified by Operator
kj	07-APR-15	Modified by Approver
jjyy77	14-APR-15	Cheque delivered/ECS file delivered
jj7788	01-APR-15	Submitted to Treasury

Figure 138: Bill No LOV popup window

- Click on the **Bill Reference No** LOV button. A popup window appears. Select the reference number from the popup window.

Reference No	Bill Number	To Date	Description
2014100001961	555sss	01-FEB-15	Forwarded to Approver
2014100001959	7812kkkk	03-FEB-15	Forwarded to Approver
2014100001939	4343yyyy	06-FEB-15	Modified by Approver
2014100001919	7676jjjjj	02-FEB-15	Submitted to Treasury
2014100001900	111vffff	01-FEB-15	Modified by Approver
2014100001899	9099	06-FEB-15	Initiated by Operator
2014100001879	yyy66	06-FEB-15	Initiated by Approver
2014100001877	8964	05-FEB-15	Forwarded to Approver
2014100001876	cxxkjjkhj	04-FEB-15	Modified by Approver
2014100001875	5435	04-FEB-15	Initiated by Approver
2014100001874	5896	04-FEB-15	Modified by Operator
2014100001872	45	04-FEB-15	Forwarded to Approver

Figure 139: Bill Reference LOV Popup Window

The selected value appears in the designated field.

Figure 140: Bill Query form

5. Click on the **Search** button. The searched result appears underneath:

Head Of Account	Bill Reference Number	Bill Number	Bill Description	Bill Date	Token Number	Token Date	Voucher Number	Voucher Date	Bill Gross Amount	Bill Net Amount	Bill Status
2250-00-789-001-31-02-V	20150400000113	rr44	TR-50	01-Apr-2015					3200	3900	Submitted to Treasury

Figure 141: Bill Query Form

6. Click on the **Bill Number** Hyperlink. A table appears underneath to display a detailed history of the Bill

Bill Query

Bill Search

Bill From Date: Bill To Date: Bill No:

Bill Reference No: Token Number:

Show 10 entries

Head Of Account	Bill Reference Number	Bill Number	Bill Description	Bill Date	Token Number	Token Date	Voucher Number	Voucher Date	Bill Gross Amount	Bill Net Amount	Bill Status
8-2250-00-789-P-001-31-02-V	20150400000113	rr44	rr-50	01-Apr-2015					5200	3900	Submitted to Treasury

Showing 1 to 1 of 1 entries

Bill Status History for Bill Number rr44

Process Date	Status Description	User Name	Designation
02/04/2015 12:37:50	Initiated by Operator	DDO_NPGOP	eBilling Operator
02/04/2015 12:47:18	Forwarded to Approver	DDO_NPGOP	eBilling Operator
02/04/2015 12:52:13	Send for Revision	DDO_NPG	eBilling Approver
02/04/2015 12:52:24	Forwarded to Approver	DDO_NPGOP	eBilling Operator
02/04/2015 12:52:38	Submitted to Treasury	DDO_NPG	eBilling Approver

Figure 142: Bill Query Form

- Click on the **Bill Reference Number** button. Bill Details appears in a new window.

24 Bill Print

You can print a bill which is submitted to Treasury through Bill Print functionality. To print bill

- Click **Bill Print** from the left hand side menu tree. **Bill Print** form appears on the right hand side.

Bill Print

Bill From Date: Bill To Date:

Bill Type: Reference No:

Financial Year: 2015-2016 Bill No:

Schedule Type:

Figure 143: Bill Print

- Click on the **Bill From Date** and **Bill To Date** fields and select the date from the calendar.

- Click on the **Bill Type** LOV button and select the relevant Bill type from the Bill type from the popup window.

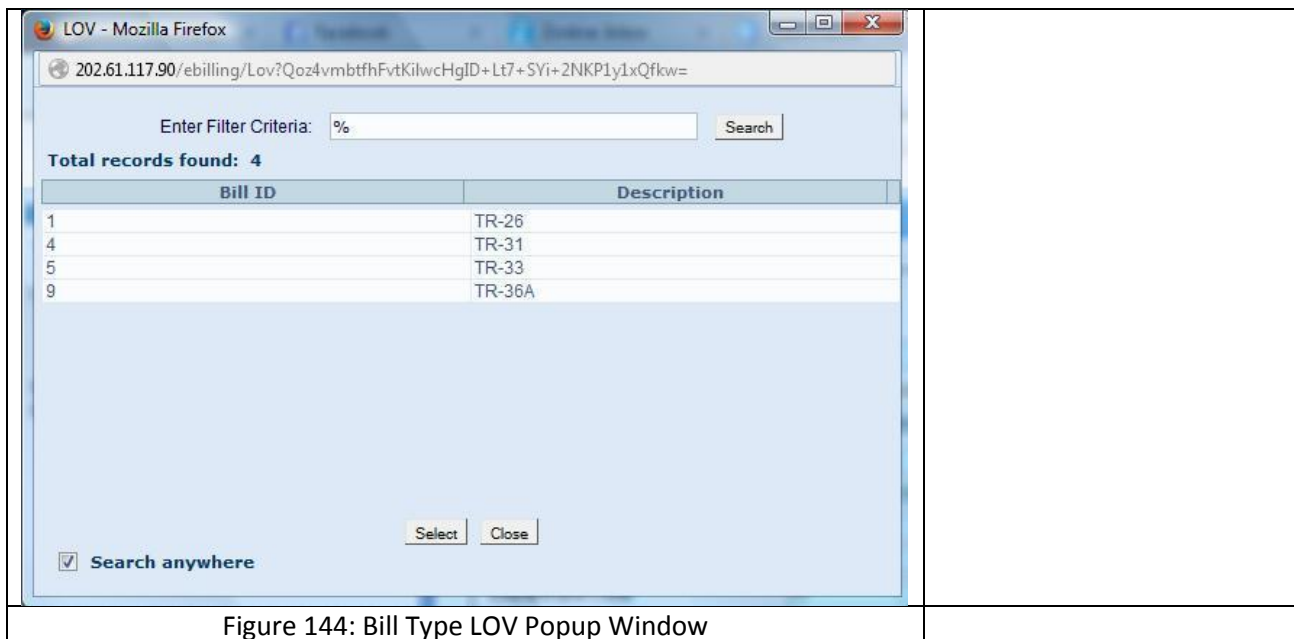


Figure 144: Bill Type LOV Popup Window

- Click on the **Reference No** LOV button and select the relevant reference No from the popup window.

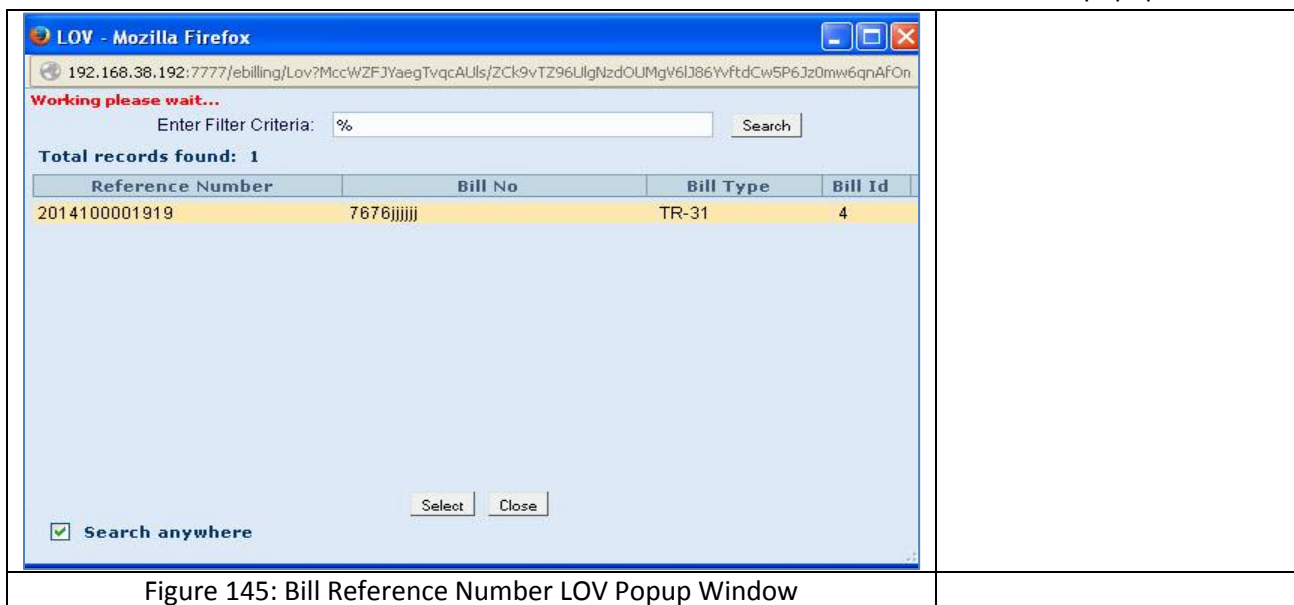


Figure 145: Bill Reference Number LOV Popup Window

You can also click on **Bill No** LOV button and select the Bill no from the associated popup.
The selected values appear in the respective positions:

Bill Print

Bill From Date: 01/04/2015 Bill To Date: 22/04/2015

Bill Type: TR-50 Reference No: 20150400000113

Financial Year: 2015-2016 Bill No: 44

Schedule Type: TR-10

Bill Print Beneficiary List Schedule Detail Refresh

Bill Print button

Figure 146: Bill Print

A report opens in a new tab:

T. R. FORM NO. 26
[T.R. 4.135 Sub-Rule (1) and Explanation 1 and T.R. 4.137]

Ref No: 20150400000045

D.D.O. Code: BAAAGD001 Bill No: 687866876876 Date: 01/04/2015

Token No. Date: T.V. No. Date:

Head Of Account Code: 01-2011-02-101-NP-001-07-00-C Sanction No: Date:

Bill for drawing charges relating to (a) Wages, (b) Office Expenses, (c) Payment for professional and special services, (d) Rates & Taxes/Royalty, (e) Publications, (f) Advertising, Sales and Publicity Expenses, (g) Hospitality Expenses/Sumptuary allowances etc., (h) Machinery and Equipment/Tools and Plants, (i) Motor Vehicles, (j) Maintenance, (k) Minor works, (l) Materials and Supplies, (m) Other charges and (n) Secret Service Expenditure, (o) Recoupment of Permanent Advance etc.

Sl. No. of Sub-Vouchers	Description of charge	Authority for drawing charge (Viz. sanctioned under delegated power or sanctioned by the competent authority may be quoted with No. and Date)	Gross Amount (Rs.)
75676576756	FDGDFGDFG TRETRETRETERTERTERT YTYTRYTRYTRY YTYTRYTRY YTYTRYTRYTRY YTYTRYTRY	FTRYTYTRY YUYUTYUTYUTYUTYUTY	4000.00
9787898978	DFGDFGDFGDFG YTYTRYTRY YTYTRYTRY YTYTRYTRY		2000.00
gfg68768768	HJJKJJKJHJKJ YUYUYUTYUTYUTY		4000.00
Total (in words): Ten Thousand only			10000.00

Certified that:-

(i) The expenditure charged in this bill could not with due regard to the interests of the public service, be avoided. I certify that to the best of my knowledge and belief the payments entered in this bill have been duly made to the parties entitled to receive them with the exceptions noted below, which exceed the balance of the permanent advance and will be paid on receipt of the money drawn on this bill.

(ii) Vouchers for all sums above Rs. 500/- in amounts are attached to this bill. I have, as far as possible, obtained vouchers for other sums and am responsible that they have been destroyed or so defaced or mutilated that they cannot be used again. All work-bills are annexed.

(iii) The purchases billed for have been received in good order, that their quantities correct, and their quality good that the rates paid for are not in excess of the accepted rates and that suitable notes of payments have been recorded against the indents and invoices concerned to prevent double payments.

(iv) a) Expenditure on conveyance hire charged in this bill in terms of Rules 3 of Appendix-11 to the West Bengal Financial Rules, was actually incurred, was unavoidable and is within the scheduled scale of charges for the conveyance used and

b) The Government employee concerned is not entitled to draw travel express under the ordinary rules for the journey, and that he is not granted any compensatory leave and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey.

(v) All Group D employees whose pay has been charged in this bill were actually entertained in Govt. Service during the period concerned and amount drawn on bills one month previous to this date has been paid to the person concerned.

(vi) Provisions of WBFR Part-I Rule 47 as amended have been observed properly

Allotment Received Rs. 0.00
Progressive Expenditure including this Bill Rs. 10000.00

Figure 147: Bill Opened in Report Format

- You may also click on the **Schedule Type** LOV button. A popup window appears to select the Schedule type. The selected schedule appears in the given field.

Figure 148: Bill Print

- Click on the **Schedule Detail** button to print out the associated Schedules (e.g. TO 10 or TR 12) with the bill. The associated report opens in a new tab as shown below:

Sl. No.	Employee /Beneficiary/ Pensioner Identification No.	Name of the Employee /Beneficiary/ Pensioner	Designation of the Employee	Gross Claim (Rs.)	Amount Deducted (Rs.)	PAN No.	Remarks
1	E00000787	ADAL ROY		500	500		
Total Rs. (in words) :					Five Hundred only	500	

Figure 149: Schedule Report

- You may also click on the **Beneficiary List** button in order to print the Beneficiary list. The associated reports open in a new tab of the browser window.

25 Bill Submit

Only an Approver has the authority to submit a bill to Treasury. Approver, who has not used Digital Signature to login to iFMS, would not be able to view the Submit button in his login.

The screenshot shows the iFMS Bill Entry Form. At the top right, a red box highlights the message "Signature Not Verified". The form contains the following fields:

- Bill Details:**
 - Employee: ☐ Employee ☒ Non Employee
 - Bill Type: TR-31
 - Payment Type: ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil
 - Reference Number: 2014100001877
 - Head of Account: 00 0020 00 901 00 001
 - Gross Amount: 1000, Net Amount: 200, BT Amount: 800
 - Sanction No, Sanction Amount, Sanction Date, Sanction By: (empty fields)
 - Department Code: 00, NONE
 - Approver Remarks: (empty text area)
- Sub Detail Head Details:**

Sub Detail Head	Description	Gross Amount	Progressive Expenditure	Received	Available At DDO	Available At Treasury
00	Not Available	1000	1000	0	-1000	0

Buttons at the bottom: TR-31, BT Detail, ECS/NEFT, Modify, Send For Revision, Reject, Refresh. The Submit button is missing.


Figure 150: Bill Entry Form without Bill Submit Button

Approver who has logged in with digital signature would view the Submit button.

The screenshot shows the iFMS Bill Entry Form, identical to Figure 150, but with the "Submit" button visible at the bottom right, highlighted by a red box. The "Refresh" button is also visible next to it.

Figure 151: Bill Entry Form with Submit Button

1. Click on the **Submit** button to submit the bill to Treasury. The success message appears as shown below:

 Bill Submitted Successfully For Bill Reference No.-2014100001877 Submitted to Treasury. Can not modify the bill

Bill Details

☐ Employee ☒ Non Employee

Bill Type *
 Bill Status

Payment Type * ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number
 Bill No. & Date *

Head of Account *
 BT Amount

Gross Amount *
 Net Amount *
 Sanction Date

Sanction No
 Sanction By

Sanction Amount
 Department Code

Approver Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	Not Available	1000	1000	0	-1000	0
Total				1000		

Figure 152: Success Message after Bill Submission

26 Bill Reject

When Approver does not agree with the bill he can reject the bill. To reject the bill

- Click on the **Reject** button.

Bill Details

☐ Employee ☒ Non Employee

Bill Type *
 Bill Status

Payment Type * ☒ Cheque ☐ ECS/NEFT ☐ Both ☐ Nil

Reference Number
 Bill No. & Date *

Head of Account *
 BT Amount

Gross Amount *
 Net Amount *
 Sanction Date

Sanction No
 Sanction By

Sanction Amount
 Department Code

Approver Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
01	Salary Grants	20000	20000	0	-20000	0
Total				20000		

Figure 153: Bill Reject

A success message appears as follows:

BILL ENTRY

Success Message: Bill Successfully Rejected for Reference Number 2014100001872
Rejected by Approver. Can not modify the bill

Bill Details

☐ Employee ☒ Non Employee

Bill Type: TR-26 Bill Status: Rejected by Approver

Payment Type: ☒ Cheque ☐ ECS/NEFT ☐ Both ☐ Nil

Reference Number: 2014100001872 Bill No. & Date: 45 04/02/2015

Head of Account: 26 2551 60 193 NP 011 V 31

Gross Amount: 20000 Net Amount: 14000 BT Amount: 6000

Sanction No: Sanction Date: Sanction By:

Sanction Amount: Department Code: HA Hill Affairs

Approver Remarks:

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
01	Salary Grants	20000	0	0	0	0
Total				20000		

Refresh

Figure 154: Success Message after Bill Reject

27 Bill Sending for Revision

Whenever the Approver feels there should be alterations or corrections in the Bill, he sends it for Revision to the operator who has entered the bill. To send the bill for revision through iFMS system,

1. Click **Send for Revision** button in the Bill Entry form after the bill details appear.

BILL ENTRY

Bill Details

☐ Employee ☒ Non Employee

Bill Type: TR-33 Bill Status: Forwarded to Approver

Payment Type: ☐ Cheque ☒ ECS/NEFT ☐ Both ☐ Nil

Reference Number: 2014100001871 Bill No. & Date: 2543 03/02/2015

Head of Account: 06 2403 00 101 SP 028 V 50

Gross Amount: 1000 Net Amount: 500 BT Amount: 500

Sanction No: Sanction Date: Sanction By:

Sanction Amount: Department Code: AD Animal Resources Development

Approver Remarks:

Sub Detail Head Details

Sub Detail Head	Description	Gross Amount	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
00	Not Available	1000	1000	0	-1000	0
Total				1000		

Buttons: TR-33 BT Detail ECS/NEFT Modify **Send For Revision** Reject Refresh

Figure 155: Bill Sending for Revision

A success message appears as follows:


 Bill Successfully Send for Revision for Reference Number 2014100001871 Send for Revision. Can not modify the bill		Success Message																							
<div> <div> Bill Details </div> <div> <input type="radio"/> Employee <input checked="" type="radio"/> Non Employee Bill Type * TR-33 Payment Type * <input type="radio"/> Cheque <input checked="" type="radio"/> ECS/NEFT <input type="radio"/> Both <input type="radio"/> Nil Reference Number 2014100001871 Head of Account * 06 2403 00 101 SP 028 V 50 Gross Amount * 1000 Net Amount * 500 Sanction No. Sanction Amount Department Code AD Animal Resources Development Approver Remarks Bill Status Send for Revision Bill No. & Date * 2543 03/02/2015 BT Amount 500 Sanction Date Sanction By Refresh </div> </div> <div> Sub Detail Head Details <table border="1"> <thead> <tr> <th rowspan="2">Sub Detail Head *</th> <th rowspan="2">Description</th> <th rowspan="2">Gross Amount *</th> <th rowspan="2">Progressive Expenditure</th> <th colspan="3">Allotment</th> </tr> <tr> <th>Received</th> <th>Available At DDO</th> <th>Available At Treasury</th> </tr> </thead> <tbody> <tr> <td>00</td> <td>Not Available</td> <td>1000</td> <td>1000</td> <td>0</td> <td>-1000</td> <td>0</td> </tr> <tr> <td colspan="4">Total</td> <td colspan="3">1000</td> </tr> </tbody> </table> </div>			Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment			Received	Available At DDO	Available At Treasury	00	Not Available	1000	1000	0	-1000	0	Total				1000	
Sub Detail Head *	Description	Gross Amount *					Progressive Expenditure	Allotment																	
			Received	Available At DDO	Available At Treasury																				
00	Not Available	1000	1000	0	-1000	0																			
Total				1000																					

Figure 156: Success Message