

Integrated Financial Management System

Online Bill Processing

Government of Punjab, India

User Manual, February-2012

Version 1.2

Notice

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About this Manual

This manual describes the Online Bill Processing module and its functionality.

Purpose

This manual has been written to help you understand and use the Online Bill Processing module.

Intended Audience

This manual is intended for the Scanning team to use OBP from DDO's Login and Business unit team to use Web applications.

Prerequisites

The following are the prerequisites for performing the tasks presented in this manual:

Functional	User is expected to have the functional knowledge of Online Bill Processing
Technical	User is expected to have basic knowledge about Internet and accessing an application through URL

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Acronyms and Abbreviations

Abbreviation/Acronym	Description
HOD	Head of Department
DoF	Department of Finance
DTO	District Treasury Officer
GOP	Government of Punjab
CO	Controlling officer
DDO	Drawing and Disbursement Officer
TO	Treasury Office

1 Introduction

This chapter presents an overview of the Online Bill Processing, developed in Integrated Financial Management System (IFMS) as part of the common applications.

1.1. About Online Bill Processing

The IFMS Online Bill Processing module will give the opportunity to the DDO to submit the bill online.

1.2. About this User Manual and Users

This guide contains all information needed to familiarize the user with the features and functionality of the Online Bill Processing. To give User a feel of the application's Graphical User Interface (GUI), it includes screenshots wherever relevant. The intended users of this guide are all DDO's, Data entry Clerk and Verifiers of all Districts of Punjab state.

1.3. Conventions used in this User Manual

It is necessary to be familiar with the conventions used in this guide in order to fully and easily Understand the module.

The conventions used in this document are as follows:

- “Window” refers to screens that are big and do not generally contain commands or options.
- “Dialog box” refers to screens that contain sets of command and option buttons.
- The sign → indicates the navigation path from a menu to the subsequent submenu(s).
- The verb “enter” has been used for field values that have to be either typed in or selected from list boxes.
- The verb “type” has been used for field values that have to be typed in.
- Bold type has been used to highlight names of menus, windows, tabs, buttons, options, list boxes, fields, keys and points of emphasis. Notes and Supplemental Information sections have been used to provide related but important information.
- Notes and Supplemental Information sections have been used to provide related but important information.

2 Bill Preparation by Data Entry Clerk

The following are the steps to be followed for Bill Preparation.

1. When the user enters the URL in the browser, a login screen for E-input application appears.
2. Login to the system by entering correct **User Name** and **Password**. And Click on **Submit**.

http://10.10.20.16/PIFMS/login.jsp - Internet Explorer provided by HCL Infosystems Limited

http://10.10.20.16/PIFMS/login.jsp

Production Environment
(Do not enter any Test Transaction)

sarkar
the government next

User Name:

Password:

Use Virtual Keyboard

Language: ☒ English ☐ Punjabi

[Get /Forgot Password ?/Unlock Account](#)

Helpline number: 18004190737

Note : Kindly contact your respective Department or Finance Department, Punjab Civil Secretariat in case of any issue related to Budget allocation.

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Figure 1: Login screen

Change password.

IFMS - Internet Explorer provided by HCL Infosystems Limited
 https://ifmsstg.punjabgovt.gov.in:7002/PIFMS/ifms.htm?viewNames=acI-changePassword

Change Password

Note: Password should meet the following criteria:

- (1) Number of characters should be between 8 and 15
- (2) At least one Upper Case character
- (3) At least one Lower Case character
- (4) At least one special character and
- (5) At least one numeric character
- (6) The password needs to be changed every 90 days
- (7) While changing the password please ensure the new password is not similar to the last three passwords
- (8) In case of loss of password please contact the system administrator

Old Password *

New Password *

Confirm New Password *

Callouts:

- Enter old password.
- Enter new password.
- Click on save.

Figure 2: Change Password.

To unlock the account click on Forgot password.

http://10.10.20.16/PIFMS/login.jsp - Internet Explorer provided by HCL Infosystems Limited
 http://10.10.20.16/PIFMS/login.jsp

Production Environment
 (Do not enter any Test Transaction)

sarkar
 the government next

User Name

Password

Use Virtual Keyboard

Language ☒ English ☐ Punjabi

[Get /Forgot Password ?/Unlock Account](#)

Callouts:

- Click on forgot password.

8004190737

Note : Kindly contact your respective Department or Finance Department, Punjab Civil Secretariat in case of any issue related to Budget allocation.

Figure 2: Unlock Account-I.

Enter the username, birth date and date of joining.

Figure 3: Unlock

Figure 4: Logout

2.1 Bill Selection

The Data Entry Clerk will receive the claims of the employees or the retirees either physically or through the HRMS application. The Clerk will then select the Bill based on the type of claim received by the claimant.

The link for bill selection is as shown below:

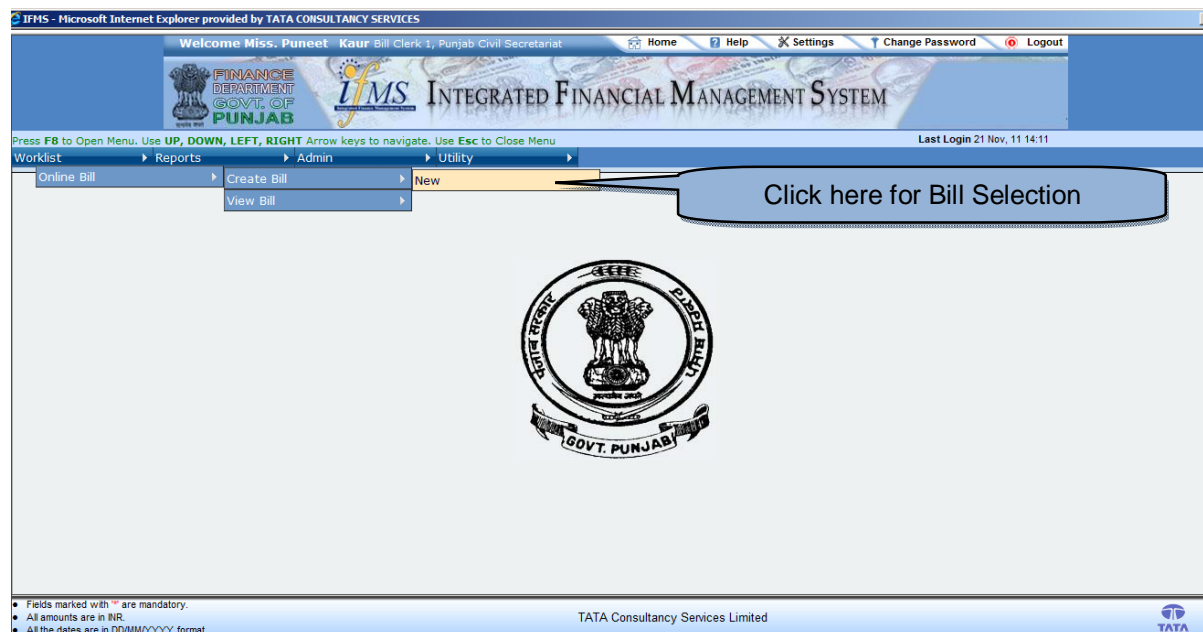


Figure 5: Bill Selection Link

When the user clicks on **New** he is directed to the screen shown below:

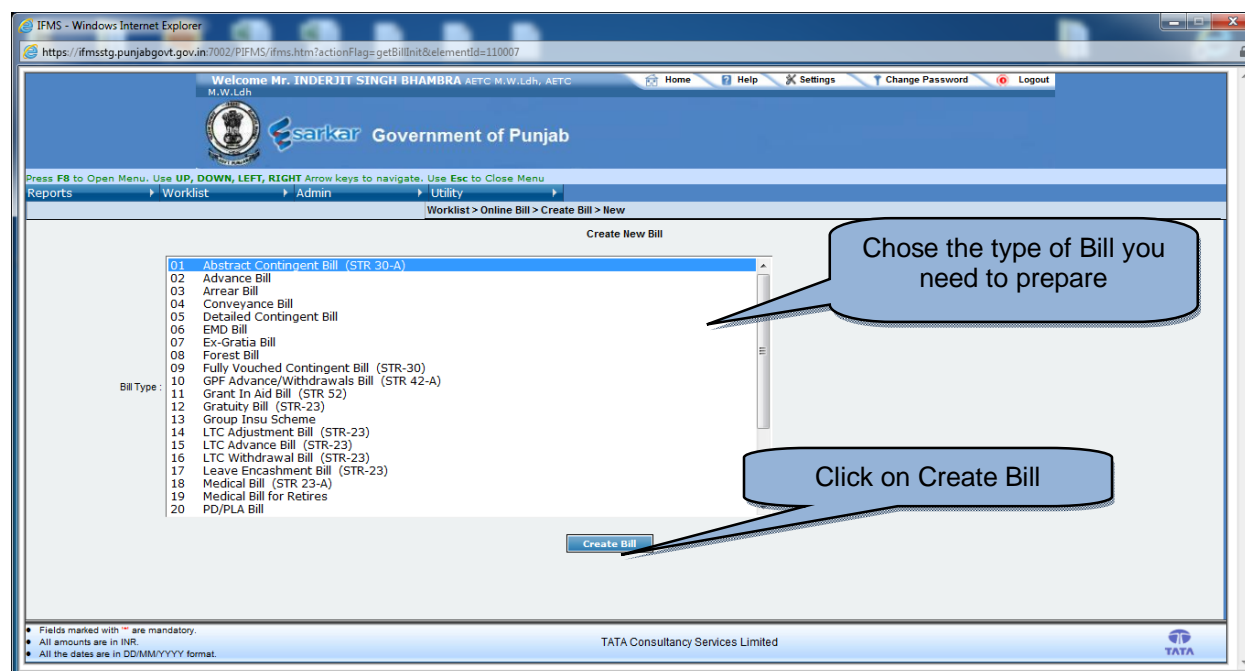


Figure 6: Bill Type Selection

The user selects the type of bill he/she needs to prepare and clicks on **Create Bill**.

2.2 Bill Creation

Each bill will have two sections:

- 1) The first section will be common to all the specified bills.
- 2) The second section will be Bill specific based on the type of Bill that is selected initially.

Budget Detail Screen (Common for all bills):

The screenshot shows the 'Budget Details' screen in the IFMS application. It is divided into several sections with callouts providing instructions:

- Chose the Claimant**: Points to the 'Claimant' dropdown in the 'Employee Details' section.
- Enter the Bill No.**: Points to the 'Bill No.' field in the 'Employee Details' section.
- Select the Head Structure for which bill is to be prepared**: Points to the 'DDO Grant Heads' section, which includes fields for Demand, Sub Major Head, Sub Head, Soe Code, and Previous Bill No.
- Enter Gross Amount, TO and AG deductions**: Points to the 'Expense Summary' section, which includes fields for Gross Amount, TO Deductions, Total Deductions, AG Deductions, and Net Amount.
- Enter Party name**: Points to the 'Party Name' field in the 'List of Cheque' section.
- Enter break up of TO deductions**: Points to the 'BT Details' table, which lists various budget codes and their corresponding amounts.
- Select Cheque type either DDO cheque or Party cheque**: Points to the 'Cheque type' dropdown in the 'List of Cheque' section.
- Save button to save the bill**: Points to the 'Save' button at the bottom of the screen.
- Cheque amount will be auto populated same as Net amount**: Points to the 'Cheque Amount (in Rs.)' field in the 'List of Cheque' section.

The 'List of Cheque' section contains the following fields:

Cheque type	Party Name	Address	Account No	Cheque Amount (in Rs.)
DDO Cheque	SUPDT. A/C-II- CIVIL S			

The 'BT Details' table is as follows:

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No	Challan No
1 - GPF PB	8009	01	101	01	00			
2 - GIS	8011	00	107	02	00			
3 - HR (PB)	0059	01	011	00	00			
4 - HR (UT)	0216	01	106	01	00			
5 - IT	8658	00	112	00	00			
6 - LIC	8443	00	106	01	00			
7 - NPS	83			01	01			
8 - Bank Loan	84			03	00			

Figure 7: Budget detail screen- Common for all bills

2.3 ECS Info

Click on ECS Info (electronic clearance system)

The screenshot shows the IFMS web application interface. At the top, there's a browser window title 'IFMS - Internet Explorer provided by HCL Infosystems Limited' and a long URL. Below the URL is a table with 7 columns and 15 rows of bill items. A blue callout bubble with the text 'Click on ECS Info.' points to the 'ECS Info' link in the left sidebar. Below the table is a form for entering ECS details, including fields for Party Name, Bank Name, Account Number, E-mail, Contact No, PAN No, and Total Amount (in Rs.). At the bottom, there are buttons for Save, Approve, Submit To TO, and Close. A footer section contains a disclaimer, the company name 'TATA Consultancy Services Limited', and the TATA logo.

5 - Marriage Loan	7610	00	800	12	00	
6 - Marriage Loan(I)	8658	00	111	00	00	
7 - Computer Advance	7610	00	800	02	00	
8 - Computer Advance(I)	8658	00	111	00	00	
9 - Festival Advance	7610	00	800	01	00	
10 - Festival Advance(I)	8658	00	111	00	00	
11 - Wheat Loan	7610	00	800	11	00	
12 - Wheat Loan(I)	8658	00	111	00	00	
13 - GPF(Group-D)	8009	01	101	02	00	
14 - GPF(I)	8658	00	111	00	00	
15 - ROP	0075	00	800	60	00	

ECS Info

[Add Row](#)

Party Name* Bank Name* Account Number* E-mail Contact No PAN No

Total Amount(in Rs.)

[Save](#) [Approve](#) [Submit To TO](#) [Close](#) [Top](#) [Bill Details](#)

• Fields marked with * are mandatory.
• All amounts are in INR.
• All the dates are in DD/MM/YYYY format.

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Figure 8: ECS info 1

Fill all the mandatory fields (having asterisks).

Party Name*	Bank's IFSC Code*	Bank Name*	Account Number*	E-mail	Contact No	PAN No	
ABC	sbm0003246	State Bank Of India: SBI, SEC 7 CHD	5963563	abc@gmail.com	445698874	4456931125	xyz

Total Amount (in Rs.) 1,000

Buttons: Save, Approve, Submit To TO, Close

Footer: TATA Consultancy Services Limited

Figure 9: ECS Info 2

Fill in the whole details of ECS by clicking on add row.

Party Name*	Bank's IFSC Code*	Bank Name*	Account Number*	E-mail	Contact No	PAN No	
ABC	sbm0003246	State Bank Of India: SBI, SEC 7 CHD	5963563	abc@gmail.com	445698874	4456931125	xyz
CDE	stbp0000306	State Bank Of Patiala: SBPT, High Court CHD	22594710	cde@yahoo.com	555931147	4456932145	ghi
FGH	stbp0000306	State Bank Of Patiala: SBPT, High Court CHD	2225666	fgh@gmail.com	555569	4448866	sde

Total Amount (in Rs.) 2,50,000

Buttons: Save, Approve, Submit To TO, Close

Footer: TATA Consultancy Services Limited

Figure 10: ECS Info 3

Payment type is auto generated field.

- EFT for state bank of India having amount less than 200000
- NEFT for any other bank and RTGS for amount exceeding 200000.

The screenshot displays the IFMS web application. At the top, there's a table with columns for bill details. Below this, a form is used to enter beneficiary information. The form includes fields for Bank Name, Account Number, E-mail, Contact No, PAN No, Address, Amount (in Rs.), and Payment Type. Three entries are shown for different banks, with a total amount of 2,50,000. At the bottom, there are buttons for Save, Approve, Submit To TO, and Close. The footer shows 'TATA Consultancy Services Limited' and the TATA logo.

Bank Name*	Account Number*	E-mail	Contact No	PAN No	Address*	Amount (in Rs.)*	Payment Type*
State Bank Of India: SBI, SEC 7 CHD	5963563	abc@gmail.com	445698874	4456931125	xyz	1,000	EFT
State Bank Of Patalla: SBPT, High Court CHD	22594710	cde@yahoo.com	555931147	4456932145	ghi	1,000	NEFT
State Bank Of Patalla: SBPT, High Court CHD	2225666	fgh@gmail.com	555569	4448866	sde	2,48,000	RTGS
Total Amount (in Rs.)						2,50,000	

Figure 11: ECS Info 3

2.4 Upload ECS Party Excel Data Internet Setting

Please follow the below setting in internet explore for upload the Beneficiary details in excel file:

For Excel ActiveX object :

Go through the Internet Explorer, Tools and Internet options.

Go to the Security tab, for the relevant zone,

"custom level" - means If Application on Intranet then --> Local intranet like Our Application

"custom level" - means If Application on internet then --> Trusted sites plus Internet

and

check the ActiveX settings.

1 .Setting "Initialize and script ActiveX controls not marked as safe for scripting" to "Prompt" fixed this problem for me

2 ."Prompt" Allowed Activex & Download

3 ."Enable" Include local directory path when uploading files to a server.

Settings for ECS Excel Upload

1. Open Internet Explorer
2. Go to Tools and click on Internet Options

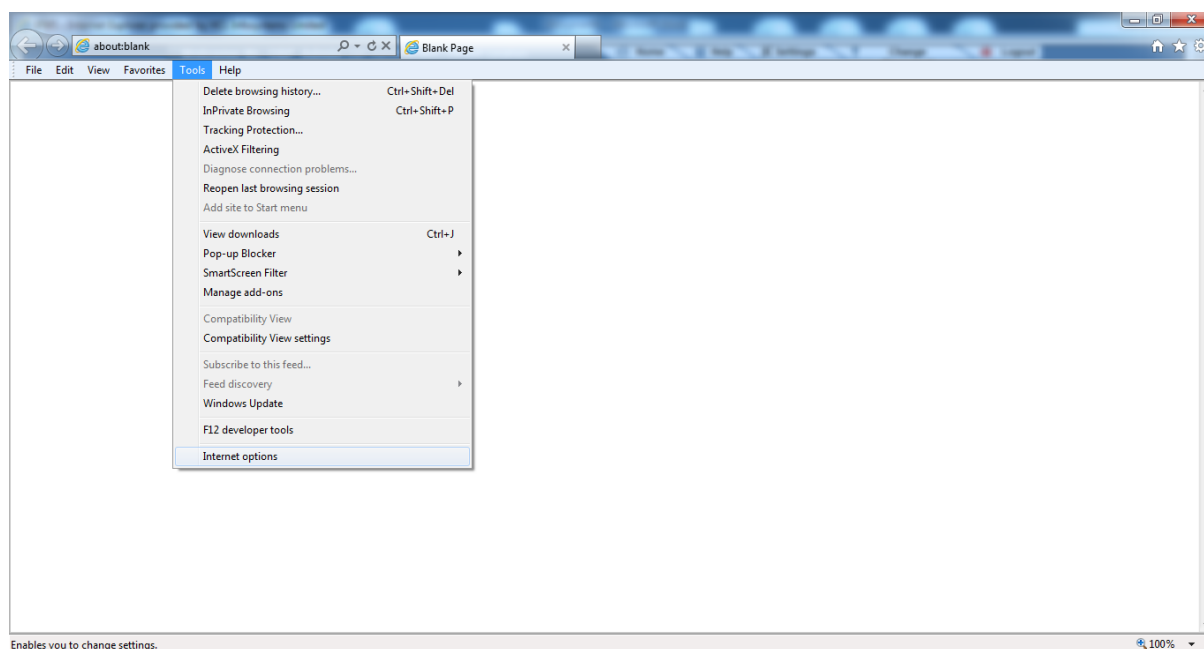


Figure 12: ECS Party upload excel setting

1. After clicking on Internet Options new window will appear, In new Window Click on Security Tab

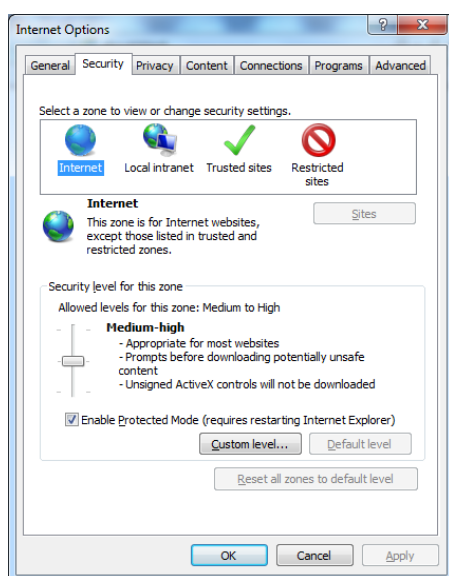


Figure 13: ECS Party upload excel setting 2

2. Now click on custom level new window will appear

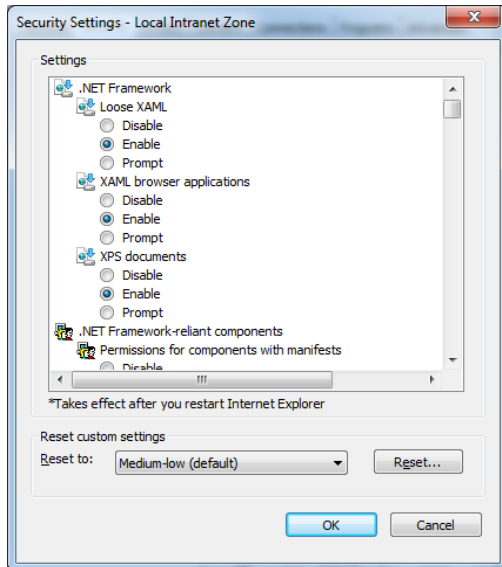


Figure 14: ECS Party upload excel setting 3

In New Window, Go to ActiveX option and do the settings according to screen Shot

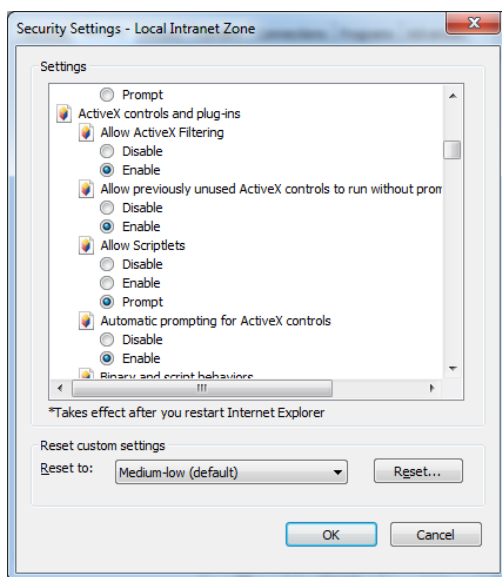


Figure 15: ECS Party upload excel setting 4

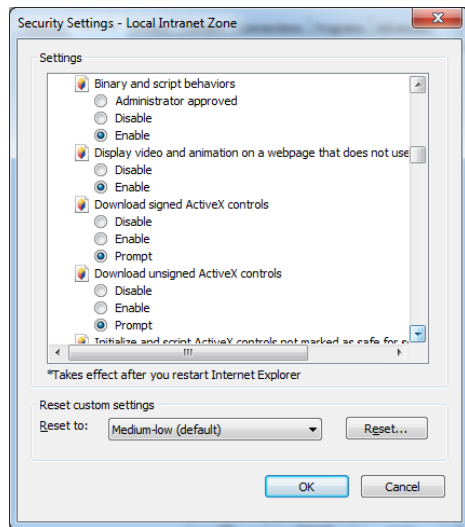


Figure 16: ECS Party upload excel setting 5

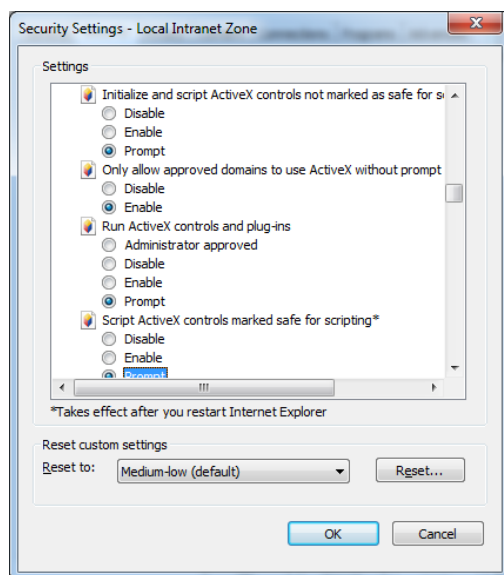


Figure 17: ECS Party upload excel setting 6

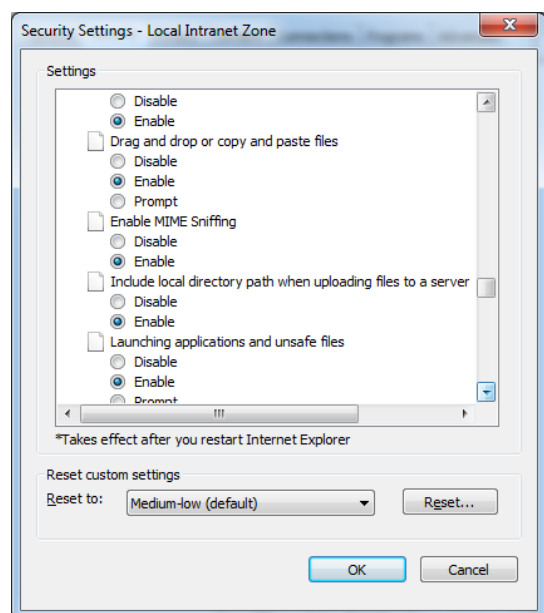


Figure 18: ECS Party upload excel setting 7

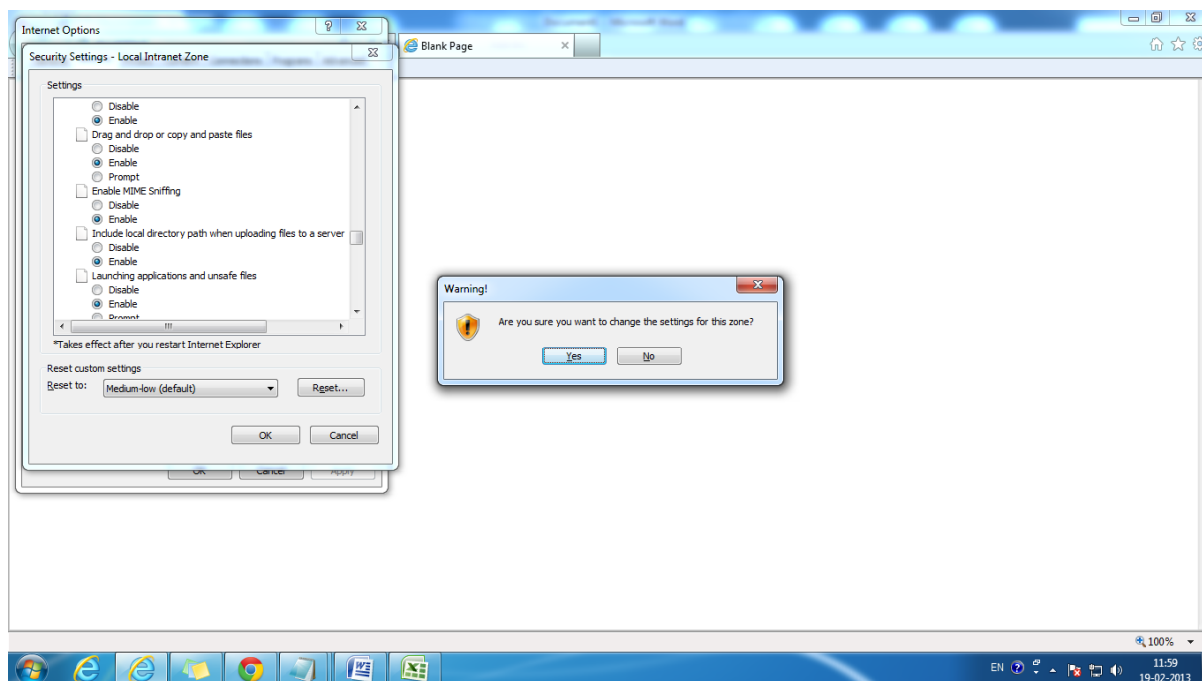


Figure 19: ECS Party upload excel setting 8

After doing all the settings as per given above click on ok button , after clicking on Ok button system will show prompt message as shown above. Now click on yes button

Now Go to Local Intranet Tab

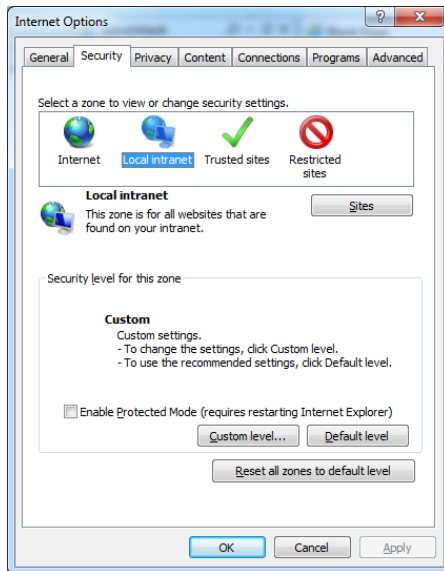


Figure 20: ECS Party upload excel setting 9

Click on Custom Level New Window will appear

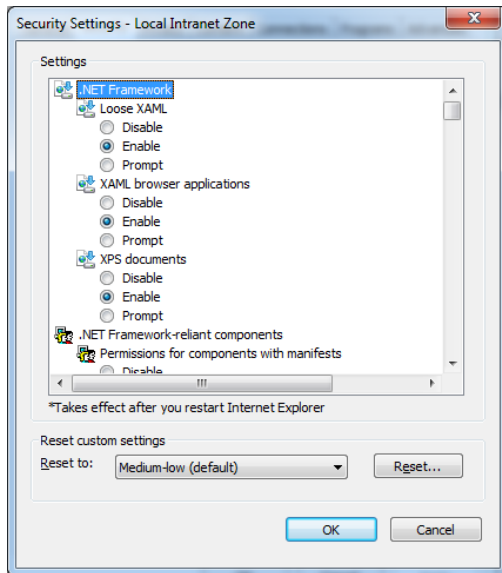


Figure 21: ECS Party upload excel setting 10

In New Window, Go to ActiveX option and do the settings according to screen Shot

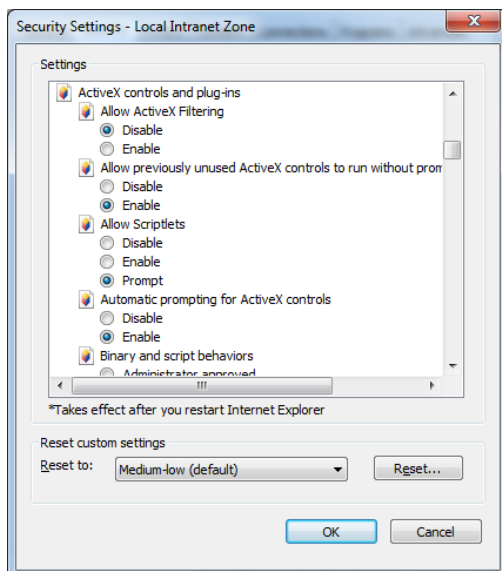


Figure 22: ECS Party upload excel setting 11

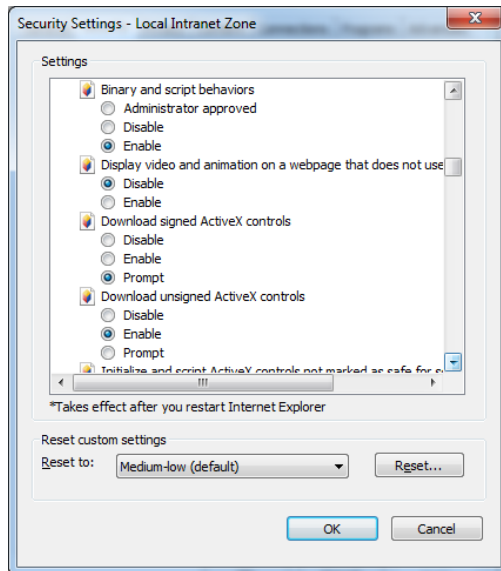


Figure 23: ECS Party upload excel setting 12

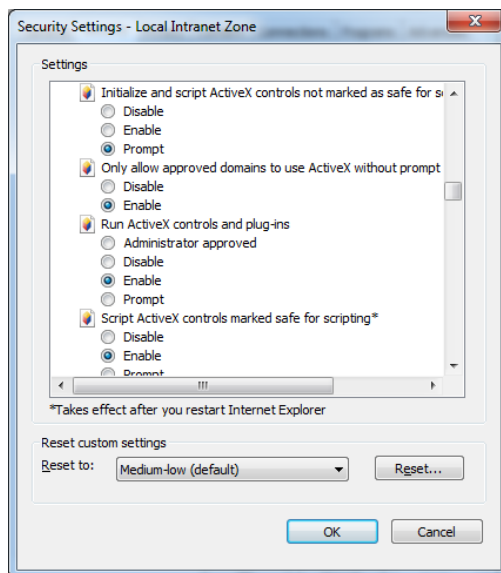


Figure 24: ECS Party upload excel setting 13

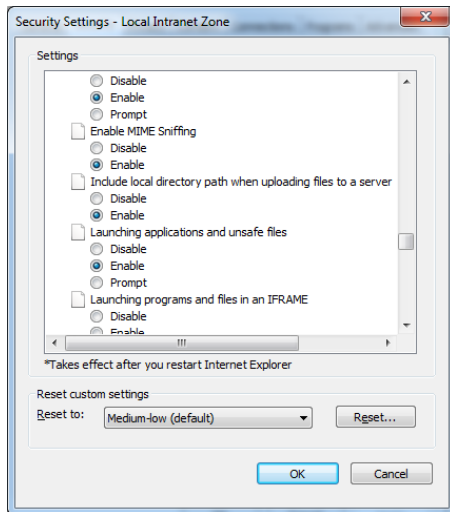


Figure 25: ECS Party upload excel setting 14

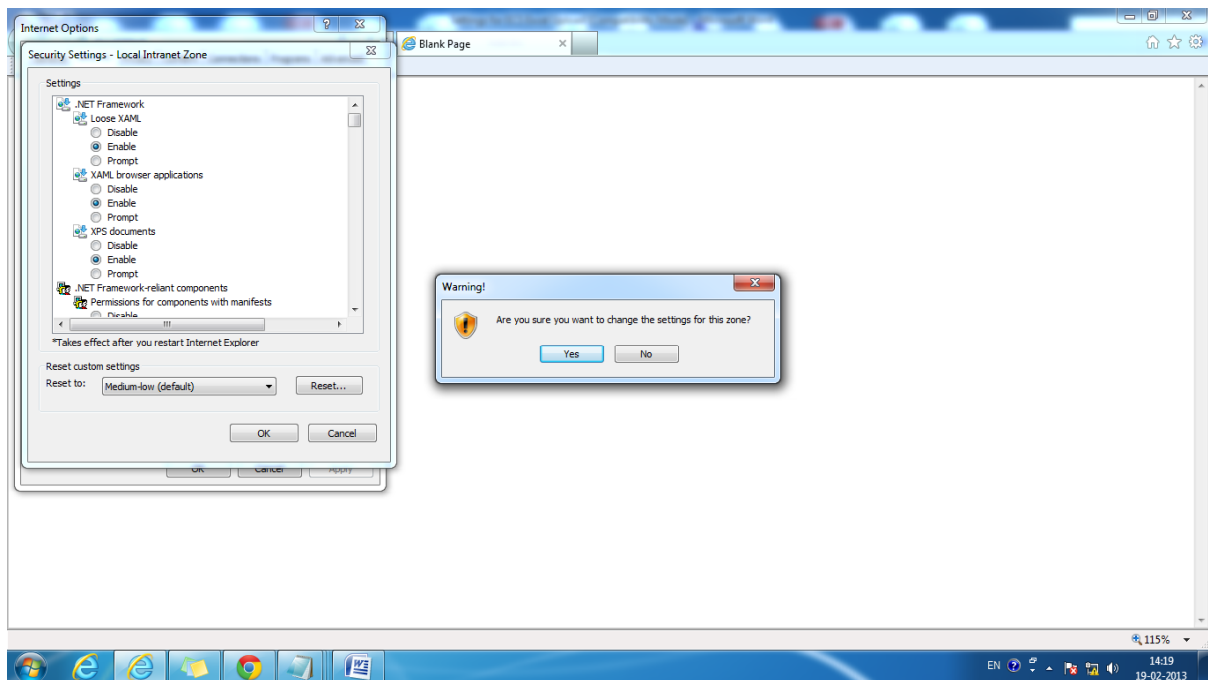


Figure 26: ECS Party upload excel setting 15

After doing all the settings as per given above click on ok button , after clicking on Ok button system will show prompt message as shown above. Click on yes button

After doing all these settings, you can upload excel file.

If the data exceeds the limit of rows then you can upload an excel sheet containing required information.

Click on upload ECS Party Excel Data.

Upload ECS Party Excel Data

DDO Information

DDO No. : 135 DDO Code : CHD00/0135
 Name : Gurnam Singh Designation : Superintendent
 Office Name : Supdt. A/C-I- Civil Sect Pb Chd District Code : D129

Employee Details

Claimant : ☒ DDO ☐ Employee Bill No. : 5569665
 Name of Employee : Gurnam Singh * Designation : Superintendent *
 For the Establishment of : Supdt. A/C-I- Civil Sect * For the Month of : December *
 Post Status : Permanent *

Budget Details

Class of Expenditure : Voted * Fund : Consolidated *
 Budget Type Code : Non Plan *
DDO Grant Heads
 Demand : 10 * Major Head : 3451 *
 Sub Major Head : 00 * Minor Head : 090 *
 Sub Head : 01 * Detailed Head : 00 *
 See Code : 01 * Sub See Code : 00 *
 Previous Bill No. :

Expense Summary

Gross Amount : 2,50,000 *

Figure 27: ECS Upload 1

Click on browse to search the excel sheet and upload it.

IFMS - Internet Explorer provided by HCL Infosystems Limited

https://ifmsstg.punjabgovt.gov.in:7002/PIFMS/ifms.htm?actionFlag=createBillFrom

Budget Details

[Upload ECS Party Excel Data](#)

DDO Information

DDO No.	: 135	DDO Code	: CHD00/0135
Name	: Gurnam Singh	Designation	: Superintendent
Office Name	: Supdt. A/C-I- Civil Sect Pb Chd	District Code	: D129

Employee Details

Claimant	: <input checked="" type="radio"/> DDO <input type="radio"/> Employee	Bill No.	: 5569665
Name of Employee	: Gurnam Singh *	Designation	: Superintendent
For the Establishment of the Post Status	: Supdt. A/C-I- Civil Sect *	For the Month of	: December
	: Permanent *		

Budget Details

Class of Expenditure	: Voted *	Fund	: Consolidated
Budget Type Code	: Non Plan *		

DDO Grant Heads

Demand	: 10 *	Major Head	: 3451
Sub Major Head	: 00 *	Minor Head	: 090
Sub Head	: 01 *	Detailed Head	: 00
Soe Code	: 01 *	Sub Soe Code	: 00
Previous Bill No	:		

Expense Summary

Internet | Protected Mode: On

Figure 28: ECS Upload 2

Click on the file name to upload and click on open.

Choose File to Upload

Desktop

Organize New folder

Search Desktop

Libraries

- Desktop
- Downloads
- Recent Places
- Documents
- Music
- Pictures
- Videos
- Computer
- Local Disk (C:)
- HCL_DATA (D:)

System Folders

- Tcs
- Computer
- Network
- Adobe Reader X Shortcut 1.97 KB
- Svmantec Software Portal

File name:

All Files (*.*)

Budget Details

Budget Type Code: Non Plan *

DDO Grant Heads

Demand	: 10 *	Major Head	: 3451
Sub Major Head	: 00 *	Minor Head	: 090
Sub Head	: 01 *	Detailed Head	: 00
Soe Code	: 01 *	Sub Soe Code	: 00
Previous Bill No	:		

Expense Summary

Internet | Protected Mode: On

Figure 29: ECS Upload 3

Click on Fill Data to upload the excel sheet, an alert will populate for further processing. Click on yes for successful uploading of file.

Click on Fill Data.

IFMS - Internet Explorer provided by HCL Infosystems Limited

https://ifmstg.punjabgovt.gov.in/7002/PIFMS/ifms.htm?actionFlag=createBillFrmScratch&cmbBillType=301&hiddenDDOCode=CHD00/0135&hiddenCardCode=&hiddenDDONo=135&hdHierarchyRefId=110003&AdminDDO=1000193-CHD00/0135

Budget Details

Upload ECS Party Excel Data

C:\Users\Tcs\Desktop\Party Excel | Browse | Fill Data

DDO Information

DDO No. : 135
 Name : Gurnam Singh
 Office Name : Supdt. A/C-I- Civil Sectt Pb Chd

DDO Code : CHD00/0135
 Designation : Superintendent
 District Code : D129

Employee Details

Claimant : ☒ DDO ☐ Employee
 Name of Employee : Gurnam Singh
 For the Establishment of the : Supdt. A/C-I- Civil Sectt Pb Chd
 Post Status : Select

Budget Details

Class of Expenditure : Voted
 Budget Type Code : Non Plan
 Fund : Consolidated

DDO Grant Heads

Demand : 10
 Sub Major Head : 00
 Sub Head : 01
 Soe Code : 01
 Previous Bill No :

Major Head : 3451
 Minor Head : 090
 Detailed Head : 00
 Sub Soe Code : 00

Expense Summary

Internet Explorer

Do you want to allow software such as ActiveX controls and plug-ins to run?

Yes No

Click on Yes.

Figure 30: ECS Upload 4

On Clicking yes a new alert will populate on the screen then again click on yes.

IFMS - Internet Explorer provided by HCL Infosystems Limited

https://ifmstg.punjabgovt.gov.in/7002/PIFMS/ifms.htm?actionFlag=createBillFrmScratch&cmbBillType=301&hiddenDDOCode=CHD00/0135&hiddenCardCode=&hiddenDDONo=135&hdHierarchyRefId=110003&AdminDDO=1000193-CHD00/0135

Budget Details

Upload ECS Party Excel Data

C:\Users\Tcs\Desktop\Party Excel | Browse | Fill Data

DDO Information

DDO No. : 135
 Name : Gurnam Singh
 Office Name : Supdt. A/C-I- Civil Sectt Pb Chd

DDO Code : CHD00/0135
 Designation : Superintendent
 District Code : D129

Employee Details

Claimant : ☒ DDO ☐ Employee
 Name of Employee : Gurnam Singh
 For the Establishment of the : Supdt. A/C-I- Civil Sectt Pb Chd
 Post Status : Select

Budget Details

Class of Expenditure : Voted
 Budget Type Code : Non Plan
 Fund : Consolidated

DDO Grant Heads

Demand : 10
 Sub Major Head : 00
 Sub Head : 01
 Soe Code : 01
 Previous Bill No :

Major Head : 3451
 Minor Head : 090
 Detailed Head : 00
 Sub Soe Code : 00

Expense Summary

Internet Explorer

An ActiveX control on this page might be unable to interact with other parts of the page. Do you want to allow this interaction?

Yes No

Click on Yes.

Figure 31: ECS Upload 5

On clicking yes file will be successfully uploaded with required information.

IFMS - Internet Explorer provided by HCL Infosystems Limited

https://ifmsstg.punjabgovt.gov.in:7002/PIFMS/ifms.htm?actionFlag=createBillFrmScratch&cmbBillType=301&hiddenDDOCCode=CHD00/0135&hiddenCardexCode=&hiddenDDONo=135&hdHierarchyRefId=110003&AdminDDO=1000193-CHD00/0135

6 - Marriage Loan(I)	8658	00	111	00	00	
7 - Computer Advance	7610	00	800	02	00	
8 - Computer Advance(I)	8658	00	111	00	00	
9 - Festival Advance	7610	00	800	01	00	
10 - Festival Advance(I)	8658	00	111	00	00	
11 - Wheat Loan	7610	00	800	11	00	
12 - Wheat Loan(I)	8658	00	111	00	00	
13 - GPF(Group-D)	8009	01	101	02	00	
14 - GPF(I)	8658	00	111	00	00	
15 - ROP	0075	00	800	60	00	

☒ ECS Info ☐ Party Info

ECS Info

Add Row

Party Name*	Bank's IFSC Code*	Bank Name*	Account Number*	E-mail	Contact No	PAN No	
RAVIKANT SHARMA	ABCD0420040	HDFC:HDFC	4781245454512456	ravikant.sharma@gmail.com	9785412456	DIFG0005FS	Chandigarh
ASHISH RAMPAL	PQRS0400002	State Bank Of India:SBI, MAIN BRANCH AMRITSAR	245454545454244	ashish.rampal@gmail.com	5424545241	DIG000DFSA	Chandigarh
Total Amount(In Rs.)						10,000	

Save Approve Submit To TO Close

Top Bill Details

Fields marked with * are mandatory.
All amounts are in INR.
All the dates are in DD/MM/YYYY format.

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Internet | Protected Mode: On

Figure 32: ECS Upload 6

Abstract Contingent Bill Creation

IFMS - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Budget Details STR 52 Details

DDO Information

DDO No. : 135 DDO Code : CHD00/0135
 Name : Satya Prakash Gupta Designation : Superintendent
 Office Name : Supdt. A/C-II- Civil Sect District Code : D129

Employee Details

Claimant : ☒ DDO ☐ Employee Bill No. : *
 Name of Employee : Satya Prakash Gupta * Designation : Superintendent *
 For the Establishment of : Supdt. A/C-II- Civil Sect * For the Month of : --Select--

Budget Details

Class of Expenditure : Voted
 Budget Type Code : Non Plan
 DDO Grant Heads :
 Demand : 10 : 2052 *
 Sub Major Head : 00 : 090 *
 Sub Head : 01 * Detailed Head : *
 Soe Code : * Sub Soe Code : *

Expense Summary

Gross Amount : *
 TO Deductions : *
 Total Deductions : *
 Amount In Rs. : *
 AG Deductions : *
 Net Amount : *

Chose the Claimant

Enter the Bill No.

Select the Head Structure for which bill is to be prepared

Enter Gross Amount, TO and AG deductions

Allocation for 2011-2012 :
 Expenditure including this bill :
 Balance : 0

BT Details

[Add Row](#)

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No	Challan No
1 - GPF PB	8009	01	101	01	00	<input type="text"/>		
2 - GIS	8011	00	107	02	00	<input type="text"/>		
3 - HR (PB)	0059	01	011	00	00	<input type="text"/>		
4 - HR (UT)	0216	01	106	01	00	<input type="text"/>		
5 - IT	8658	00	112	00	00	<input type="text"/>		
6 - LIC	8443	00	106	01	00	<input type="text"/>		
7 - NPS	8342	00	117	01	01	<input type="text"/>		
8 - Bank Loan	8443	00	106	03	00	<input type="text"/>		

Enter break up of TO deductions

List of Cheque

Cheque type *	Party Name *	Address	Account No	Cheque Amount(In Rs.) *
DDO Cheque	SUPDT. A/C-II- CIVIL S	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Save](#) [Close](#) [Top](#) [Bill Details](#)

• Fields marked with * are mandatory.
 • All amounts are in INR.
 • All the dates are in DD/MM/YYYY format.


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Figure 33: Outer form of Abstract Contingent Bill

The inner form of Abstract Contingent Bill will be

Budget Details **STR 30-A Details**

Abstract Contingent Bill

Remarks

Attachment(If Any)

File Description Attach File [Browse...](#)

[Add Attachment](#)

Add Attachment (if any)

Description	File Name	Actions

Enter Remarks (if any)

Figure 34: Inner form of Abstract Contingent Bill

The Budget detail screen (Outer form of bill) for all the bills will be the same. Only the inner form will be specific to the type of bill selected. So for the remaining bills we will be looking at the inner form.

Advance Bill Creation

The screenshot shows the 'Advance Bill' form with the following components and callouts:

- Buttons:** 'Add Row' (labeled 'Add another employee'), 'Add Attachment' (labeled 'Add Attachment (if any)').
- Table:**

Employee G.P.F./N.P.S. No. *	Employee Name *	Designation *	Sanction Order No. *	Sanction Order Date *	Basic Pay *	Advance Amount *	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
- Summary Section:**
 - Gross Total
 - Bill Amount:
 - Bill Amount(In Words):
 - Remarks:
- Attachment Section:**
 - Attachment(If Any)
 - File Description:
 - Attach File: Browse...

Callouts provide instructions for each field:

- 'Add another employee' points to the 'Add Row' button.
- 'Enter GPF No., name, designation' points to the first three columns of the table.
- 'Enter sanction order and date' points to the 'Sanction Order No.' and 'Sanction Order Date' columns.
- 'Enter Advance amount' points to the 'Advance Amount' column.
- 'Add Attachment (if any)' points to the 'Add Attachment' button.

Figure 35: Inner form of Advance Bill

Arrear Bill Creation

The screenshot shows the 'Arrear Bill' form within the 'Budget Details' section. The form includes a table for entering employee details and a summary section at the bottom. Callouts provide instructions for various fields:

- Add another employee:** Points to the 'Add Row' button.
- Enter period of claim:** Points to the 'Period From' and 'Period To' columns.
- Enter total arrear and inst. Percent:** Points to the 'Total Arrear' and 'Instt Percent' columns.
- Enter name, desig and GPF No. of employee:** Points to the 'Employee Name', 'Designation', and 'GPF No/NPS No' columns.
- Enter DP, IR and OAH:** Points to the 'D.P.', 'I.R.', and 'OAH' columns.
- Total Payable will be directly calculated:** Points to the 'Total PAYABLE (Instt Amount)' column.
- These values will be auto populated:** Points to the summary section at the bottom.

Employee Name *	Designation *	GPF No/NPS No *	Period From	Period To	D.P.	I.R.	OAH	Deduct Undisbursed	Total Arrear *	Instt Percent *	Instt Amount *	Balance Arrear *	Total PAYABLE (Instt Amount) *	GPF	GIS

Total Pay Arrear	0
Instt. Amount	0
D.P.	0
I.R.	0
OAH	0
A.Total	0
Deduct Undisbursed Pay(as per annexure)	0
B.Total(Bill Amount)	0
Net Payable	0

Remarks

Figure 36: Inner form of Arrear Bill

Conveyance bill

IFMS - Windows Internet Explorer
 https://ifmsstg.punjabgovt.gov.in/7002/...

Budget Details

Conveyance Bill Details

Add Row

Serial Number*	Employee Name*	Designation*	From Date*	To Date*	Conveyance Allowance*	Gross Total*	GPF	HRR	Income Tax	Total deduction	Net Payable*
1							0	0	0	0	

Bill Amount: 0
 Bill Amount(In Words) : zero Only

Remarks:

Attachment(if Any)

File Description:

Attach File: **Browse...**

Add Attachment

Description	File Name	Actions

Save **Approve** **Submit To TD** **Close**

Fields marked with * are mandatory.
 All amounts are in INR.
 All the dates are in DD/MM/YYYY format.

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95%

Annotations:

- Add another employee (points to 'Add Row')
- Enter period of claim (points to 'From Date' and 'To Date')
- Click on browse (points to 'Browse...')
- Click on Save or Approve. (points to 'Save' and 'Approve')

Figure 37: Inner form of Conveyance Bill

Detailed contingent bill

IFMS - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Budget Details | **STR 52 Details**

Chose the Claimant

Enter the Bill No.

Select the Head Structure for which bill is to be prepared

Enter Gross Amount, TO and AG deductions

Enter break up of TO deductions

DDO Information

DDO No. : 135
 Name : Satya Prakash Gupta
 Office Name : Supdt. A/C-II- Civil Sect Pb Chd

DDO Code : CHD00/0135
 Designation : Superintendent
 District Code : D129

Employee Details

Claimant : ☒ DDO ☐ Employee
 Name of Employee : Satya Prakash Gupta
 For the Establishment of the : Supdt. A/C-II- Civil Sec

Bill No. :
 Designation : Superintendent
 For the Month of : --Select--

Budget Details

Class of Expenditure : Voted
 Budget Type Code : Non Plan
 DDO Grant Heads :
 Demand : 10
 Sub Major Head : 00
 Sub Head : 01
 See Code :
 Previous Bill No :
 Detailed Head :
 Sub See Code :
 Consolidated :
 2052
 090

Expense Summary

Gross Amount :
 TO Deductions :
 Total Deductions :
 Amount In Rs. :
 Allocation for 2011-2012 :
 Expenditure including this bill :
 Balance : 0

AG Deductions :
 Net Amount : *

BT Details

Add Row

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No	Challan No
1 - GPF PB	8009	01	101	01	00			
2 - GIS	8011	00	107	02	00			
3 - HR (PB)	0059	01	011	00	00			
4 - HR (UT)	0216	01	106	01	00			
5 - IT	8658	00	112	00	00			
6 - LIC	8443	00	106	01	00			
7 - NPS	8342	00	117	01	01			
8 - Bank Loan	8443	00	106	03	00			

List of Cheque

Cheque type *	Party Name *	Address	Account No	Cheque Amount(In Rs.) *
DDO Cheque	SUPDT. A/C-II- CIVIL S			

Save Close

Top Bill Details

• Fields marked with * are mandatory.
 • All amounts are in INR.
 • All the dates are in DD/MM/YYYY format.

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Figure 38: Inner form of Detailed Contingent Bill.

Emd bill

Budget Details

Upload ECS Party Excel Data

DDO Information

DDO No. : 135
 Name : Gurnam Singh
 Office Name : Supdt. A/C-I- Civil S...

DDO Code : CHD00/0135
 Designation : Superintendent
 District Code : D129

Employee Details

Claimant : ☐ DDO ☒ Employee
 Name of Employee :
 For the Establishment of the :

Bill No. :
 Designation :
 --Select--

Budget Details

Class of Expenditure : --Select--
 Budget Type Code :
 DDO Grant Heads :
 Demand :
 Sub Major Head :
 Sub Head :
 Soe Code :
 Previous Bill No. :

Minor Head :
 Detailed Head :
 Sub Soe Code :

Expense Summary

Gross Amount :
 TO Deductions :
 Total Deductions (TO + AG + ROP) :
 Amount In Rs. :

AG Deductions :
 :

Figure 39: Outer form of EMD Bill-I.

Total Deductions (TO + AG + ROP) :
 Net Amount :

Amount In Rs. :

Allocation for 2012-2013 :
 Expenditure including this bill :
 Balance : 0

EMD Bill Details

EMD Account No. : --SELECT--
 Date of Issue of Voucher :
 Challan SrNo :

BT Details

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No	Challan No
1 - GPF PB	8009	01	101	01	00	<input type="text"/>		
2 - GIS	8011	00	107	02	00	<input type="text"/>		
3 - HR (UT)	0059	01	011	00	00	<input type="text"/>		
4 - HR (PB)	0216	01	106	01	00	<input type="text"/>		
5 - IT	8658	00	112	00	00	<input type="text"/>		
6 - LIC	8443	00	106	01	00	<input type="text"/>		
7 - NPS	8342	00	117	01	01	<input type="text"/>		
8 - Bank Loan	8443	00	106	03	00	<input type="text"/>		

Fields marked with * are mandatory.
 All amounts are in INR.
 All the dates are in DD/MM/YYYY format.

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Figure 40: Outer form of EMD Bill-II.

Ex-Gratia Bill Creation

Enter name, designation and GPF No. of the deceased

Budget Details Details

Ex-Gratia Bill

Ex-GRATIA BILL

Name of the deceased	Designation of the deceased	GPF No/NPS No	Beneficiary Name	Short Drawal	Sanction Letter No	Sanction Letter Date	Total Amount	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bill Amount

Bill Amount(In Words)

Remarks

Attachment(If Any)

File Description

Attach File Browse...

Add Attachment

Description	File Name	Actions
<div> <input type="button" value="Save"/> <input type="button" value="Close"/> </div>		

Enter beneficiary name

Enter sanction no. and date

Enter total amount

Click here to save the bill

Figure 41: Inner form of Ex-Gratia Bill

Forest bill

IFMS - Internet Explorer provided by HCL Infosystems Limited

https://ifmsstg.punjabgovt.gov.in/7002/PIFMS/ifms.htm?actionFlag=createBillFrmScratch&cmbBillNo=135&hierarchyRefId=110003&AdminDDO=1000193-CHD00/...

Budget Details

Upload ECS Party Excel Data

DDO Information

DDO No. : 135
 Name : Gurnam Singh
 Office Name : Supdt. AC-I- Civil Sect
 DDO Code : CHD00/0135
 Designation : Superintendent
 District Code : D129

Employee Details

Claimant : ☐ DDO ☒ Employee
 Name of Employee :
 For the Establishment of the :
 Bill No. :
 Designation :
 For the Month of : --Select--

Budget Details

Class of Expenditure : --Select--
 Budget Type Code : --Select--
 DDO Grant Heads :
 Demand : 00
 Sub Major Head : 00
 Sub Head : 02
 See Code :
 Previous Bill No :
 Public Accounts :
 8782
 103
 Detailed Head :
 Sub See Code :

Expense Summary

Gross Amount :
 TO Deductions :
 Enter Gross Amount, TO and AG deductions

Total Deductions (TO + AG + ROP) :
 Amount in Rs. :
 Allocation for 2012-2013 :
 Expenditure including this bill :
 Balance : 0

BT Details

Add Row

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No
1 - GPF PB	8009	01	101	01	00		
2 - GIS	8011	00	107	02	00		
3 - HR (UT)	0059	01	011	00	00		
4 - HR (PB)	0216	01	106	01	00		
5 - IT	8658	00	112	00	00		
6 - LIC	8443	00	106	01	00		
7 - NPS	8342	00	117	01	01		
8 - Bank Loan	8443	00	106	03	00		

Enter break up of TO deductions

Save Approve Submit To TO Close

Fields marked with * are mandatory.
 All amounts are in INR.
 All the dates are in DDMMYYYY format.

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Figure 42: Outer form of Forest Bill.

Fully Vouched Contingent Bill

The screenshot shows the 'Fully Vouched Contingent Bill' form. It includes a table for bill details and several input fields for additional information. Callouts provide instructions for specific fields and buttons.

Sub Voucher No. *	Sub Voucher Desc. *	Expenditure Details	Sanction Order No. *	Sanction Order Date *	Sanction Authority *	Sanction Amount *	Income Tax	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the table, there are input fields for:

- Bill Amount:
- Bill Amount (In Words):
- Remarks:
- Attachment (If Any):
- File Description:
- Attach File:
-

At the bottom, there are 'Save' and 'Close' buttons. A footer contains the text 'TATA Consultancy Services Limited' and the TATA logo.

Callouts:

- Button to Add another entry (points to 'Add Row' button)
- Enter Sanction no., date and authority (points to Sanction Order No. and Date fields)
- Enter voucher no. and description (points to Sub Voucher No. and Desc. fields)
- Enter sanctioned amount (points to Sanction Amount field)
- Enter remarks (if any) (points to Remarks field)

* Fields marked with * are mandatory.
* All amounts are in INR.
* All the dates are in DD/MM/YYYY format.

Figure 43: Inner form of Fully Vouched Contingent Bill

GPF Advance/Withdrawal Bill

Budget Details | **STR 42-A Details**

GPF Advance/Withdrawals Bill

GPF Bill Details

Bill For G.P.F. **--Select--** * Select advance or withdrawal

G.P.F. A/C No. *	Name of Subscriber *	Basic Pay *	FD No.	Sanction Order No. *	Sanction Order Date *	Advances/Withdrawals Rs *	Remarks/Purpose
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bill Amount 0 Enter name, GPF No. and Basic pay of employee

Bill Amount(In Words)

Remarks

Attachment(If Any)

File Description

Attach File Browse... Enter sanction no. and date

Add Attachment Enter amount

Description	File Name	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save **Close**

* Fields marked with * are mandatory.

Figure 44: Inner form of GPF Advance/Withdrawal Bill

Grant in Aid Bill

IFMS - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Budget Details | **STR 52 Details**

Grant In Aid Bill

Grant In Aid Bill Details

Sanction Order No *	Sanction Order Date *	Sanctioned By *	Grant In Aid Period *	Amount *	Purpose *
<input type="text"/>	<input type="text"/>	Supdt. A/C-II- Civil Sectt Pb	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bill Amount

Bill Amount (In Words)

Remarks

Attachment(If Any)

File Description

Attach File Browse... Enter Sanction Order No.

Add Attachment Enter Sanction Date

Description	File Name	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>

Save **Close** Click to save

* Fields marked with * are mandatory.
* All amounts are in INR.
* All the dates are in DD/MM/YYYY format.

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Enter Period Enter Amount Enter Purpose Enter Remarks (if any) Add Attachment (if any)

Figure 45: Inner form of Grant in Aid Bill

Gratuity Bill

Add another employee

Gratuity Bill

Gratuity Bill Details

[Add Row](#)

Employee Name *	Designation *	G.P.F./N.P.S No. *	DCRG	Already Paid	With-held	Difference	Deductions	Total *	TO Deductions									
									GPF PB	GIS	HR (PB)	HR (UT)	IT	LIC	NPS	Bank Loan	Other TO Deduction 1	Other TO Deduction 2

Enter employee name, design and GPF No.

Enter DCRG, Paid and Withheld amount

Total will be auto calculated

Enter deduction amount

DCRG 0 *

Already Paid 0 *

With-held 0 *

Difference 0 *

A Total 0 *

Deduct Undisbursed Pay(as per annexure) 0 *

B Total(Bill Amount) 0 *

ROP 0 *

Net Pay Total 0 *

Remarks

Attachment(If Any)

Enter remarks (if any)

Figure 46: Inner form of Gratuity Bill

GIS Bill

Bill for Group Insurance Scheme

Name of the Claimant	Designation	GPF No/NPS No	Working Since	Short Drawal	Fund Amount	Remarks/Purpose
<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/>	<input type="text"/> *	<input type="text"/>

Bill Amount

Net Amount Required for Payment Rs.(In Words)

Remarks

Attachment(If Any)

File Description

Attach File [Browse...](#)

[Add Attachment](#)

Description	File Name	Actions
-------------	-----------	---------

Enter name, design and GPF no. of the employee

Enter fund amount

Enter purpose

Figure 47: Inner form of GIS Bill

LTC Adjustment Bill

LTC Adjustment Bill is used when LTC Advance is greater than the LTC claimed. Gross amount 0 bill is prepared.

LTC Bill Details

Enter block year

Enter place of travel

Employee Name *	Designation *	G.P.F/N.P.S No. *	Block Year From *	Block Year To *	Claim Period From *	Claim Period To *	From Place *	To Place *	Basic Pay *	LTC	LTC Advance	Leave Encashment	LTC Adjustment	Deductions	Total *

Enter details of employee

Enter claim period

Enter LTC and LTC Advance amount

LTC	<input type="text" value="0"/>	*
LTC Advance	<input type="text" value="0"/>	*
Leave Encashment	<input type="text" value="0"/>	*
LTC Balance	<input type="text" value="0"/>	*
LTC Adjustment	<input type="text" value="0"/>	*
A Total	<input type="text" value="0"/>	*
Deduct Undisbursed Pay(as per annexure)	<input type="text" value="0"/>	*
B Total(Bill Amount)	<input type="text" value="0"/>	*
ROP	<input type="text" value="0"/>	*
Net Pay Total	<input type="text" value="0"/>	*

Remarks

Figure 48: Inner form of LTC Adjustment Bill

LTC Advance Bill

LTC Adjustment Bill

LTC Bill Details

Add Row

Employee Name *	Designation *	G.P.F./N.P.S. No. *	Block Year From *	Block Year To *	Claim Period From *	Claim Period To *	From Place *	To Place *	Basic Pay *	LTC	LTC Advance	Leave Encashment	LTC Adjustment	Deductions	Total *

Enter details of employee

Enter block year

Enter claim period

Enter place of travel

Enter only the LTC Advance amount

LTC		0 *
LTC Advance		0 *
Leave Encashment		0 *
LTC Balance		0 *
LTC Adjustment		0 *
A Total		0 *
Deduct Undisbursed Pay(as per annexure)		0 *
B Total(Bill Amount)		0 *
ROP		0 *
Net Pay Total		0 *

Remarks

Figure 49: Inner form of LTC Advance Bill

LTC Withdrawal Bill

LTC Bill Details

Add Row

Add employee details

Enter Claim period

Employee Name *	Designation *	G.P.F./N.P.S No. *	Block Year From *	Block Year To *	Claim Period From *	Claim Period To *	From Place *	To Place *	Basic Pay *	LTC	LTC Advance	Leave Encashment	LTC Adjustment	Deductions	Total *

Enter block year

Enter place of travel

Enter LTC and Advance amount

Total will be auto calculated

LTC *

LTC Advance *

Leave Encashment *

LTC Balance *

LTC Adjustment *

A Total *

Deduct Undisbursed Pay(as per annexure) *

B Total(Bill Amount) *

ROP *

Net Pay Total *

Figure 50: Inner form of LTC Withdrawal Bill .

Leave encashment bill

IFMS - Windows Internet Explorer

Budget Details STR-23 Dec

Leave Encashment Bill

Add Row

Add another employee

Enter employee name, design and GPF No.

Employee Name *	Designation *	G.P.F./N.P.S No. *	Leave Encashment	Already Paid	With-held	Difference	Deductions	Total *	Income Tax	HBL	ROP	Total Deduction *	Net Payable

Enter remarks (if any)

Leave Encashment *

Already Paid *

With-held *

Difference *

A Total *

Deduct Undisbursed Pay(as per annexure) *

B Total(Bill Amount) *

ROP *

Net Pay Total *

Remarks

Figure 51: Inner form of Leave Encashment Bill.

Medical Bill

Medical Bill

Employee Details

Employee G.P.F./N.P.S No. * Designation *

Patient Details

Add Row

Name of Patient *	Relationship with Govt. Servant *	Period of Treatment *	Sanction Order No. *	Sanction Order Date *	Amount of Claim *	Remarks
		From	To			
<input type="text"/>	--Select-- --Select-- Mother Father Spouse Daughter	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter name of patient and relationship

Enter period of treatment

Enter sanction no. and date

Enter amount of claim

Attachment(If Any)

File Description Attach File Browse...

Add Attachment

Figure 52: Inner form of Medical Bill

Medical bill for retirees

IFMS - Windows Internet Explorer

https://ifmsstg.punjabgovt.gov.in/7002/PIFMS/ifms.htm?actionFlag=createBillFirmScratch&cmbBillType=103&hiddenDDOCode=CHD00/0135&hiddenCardexCode=&hiddenDDONo=135&hierarchyRefId=110003&AdminDDO=1000193-CHD00/C

Budget Details **Details**

Medical Bill for Retires

Employee Details

Pensioner PPO No. * Name of Pensioner * Designation * Account No Bank Name * Bank Location * Bank A/C No * Retiree retired from Office *

Patient Details

Add Row

Name of Patient *	Relationship with Govt. Servant *	Period of Treatment *	Sanction Order No. *	Sanction Order Date *	Amount of Claim *	Remarks
		From	To			
<input type="text"/>	--Select-- --Select-- Mother Father Spouse Daughter	<input type="text"/> <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter name of patient and relationship

Enter period of treatment

Enter sanction no. and date

Enter amount of claim

Attachment(If Any)

File Description Attach File Browse...

Add Attachment

Save Approve Submit To TD Close

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95%

Figure 53: Inner form of Medical Bill For Retirees

PD/PLA bill

IFMS - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Budget Details | **STR 52 Details**

Chose the Claimant

Enter the Bill No.

Select the Head Structure for which bill is to be prepared

Enter Gross Amount, TO and AG deductions

Enter break up of TO deductions

DDO Information

DDO No. : 135
 Name : Satya Prakash Gupta
 Office Name : Supdt. A/C-II- Civil Sect

DDO Code : CHD00/0135
 Designation : Superintendent
 District Code : D129

Employee Details

Claimant : ☒ DDO ☐ Employee
 Name of Employee : Satya Prakash Gupta *
 For the Establishment of the : Supdt. A/C-II- Civil Sec *

Bill No. : *
 Designation : Superintendent *
 For the Month of : --Select--

Budget Details

Class of Expenditure : Voted *
 Budget Type Code : Non Plan *

DDO Grant Heads

Demand : 10 *
 Sub Major Head : 00 *
 Sub Head : 01 *
 Soe Code : *
 Previous Bill No : *

Consolidated : *
 2052 *
 090 *
 Detailed Head : *
 Sub Soe Code : *

Expense Summary

Gross Amount : *
 TO Deductions : *
 Total Deductions : *

AG Deductions : *
 Net Amount : *

Amount In Rs. :
 Allocation for 2011-2012 :
 Expenditure including this bill :
 Balance : 0

BT Details

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No	Challan No
1 - GPF PB	8009	01	101	01	00			
2 - GIS	8011	00	107	02	00			
3 - HR (PB)	0059	01	011	00	00			
4 - HR (UT)	0216	01	106	01	00			
5 - IT	8658	00	112	00	00			
6 - LIC	8443	00	106	01	00			
7 - NPS	8342	00	117	01	01			
8 - Bank Loan	8443	00	106	03	00			

List of Cheque

Cheque type *	Party Name *	Address	Account No	Cheque Amount(in Rs.) *
DDO Cheque	SUPDT. A/C-II- CIVIL S			

Save Close Top Bill Details

• Fields marked with * are mandatory.
 • All amounts are in INR.
 • All the dates are in DD/MM/YYYY format.

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Figure 54: Outer form of PD/PLA Bill.

Pay Bill

Enter Basic pay, Grade pay and allowances

Pay + PP	<input type="text" value="0"/>	GP	<input type="text" value="0"/>
DA	<input type="text" value="0"/>	DP	<input type="text" value="0"/>
IR	<input type="text" value="0"/>	OAH	<input type="text" value="0"/>
A Total	<input type="text" value="0"/>	Deduct Undisbursed Pay(as per annexure)	<input type="text" value="0"/>
B Total(Bill Amount)	<input type="text" value="0"/>	Total Deduction	<input type="text" value="0"/>
Net Payable	<input type="text" value="0"/>		

Remarks

Attachment(If Any)

File Description Attach File Browse...

Description	File Name	Actions
-------------	-----------	---------

Total deduction will be auto populated based on Budget detail screen

Figure 55: Inner form of Pay Bill (To enter consolidated amount of all employees)

Pay Bill for minister:

Enter name and

Enter salary and allowances

Enter TO BT and AG BT

Employee Name *	Designation *	G.P.F/N.P.S No. *	Salary *	Compensatory allowance *	Constituency,Secretarial and Postal facility allowance *	Office allowance *	Sumptuary Allowance *	Telephone allowance *	Gross Total *	GPF PB	GIS	HR (PB)	HR (UT)	IT	TO De
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Gross Total *

ROP *

Total Deductions *

Net Claim Amount *

Gross amount, Total deduction and Net amount will be auto populated

Remarks

Attachment(If Any)

File Description Attach File Browse...

Figure 56: Inner form of Pay Bill for minister

Payment bill

Enter employee name to whom paid and particulars.

To whom Paid	Particulars	Short Drawal	Total Amount	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Bill Amount

Bill Amount(In Words)

Remarks

Attachment(If Any)

File Description Attach File Browse...

Description	File Name	Actions

• Fields marked with * are mandatory.
 • All amounts are in INR.
 • All the dates are in DDMMYYYY format.

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100%

Figure 57: Inner form of Payment Bill.

Pension Bill:

The screenshot shows the 'Pension Bill' form. It includes a table for employee details and a summary section. Callouts provide instructions for data entry:

- Enter name, GPF No and designation:** Points to the Employee Name, Designation, and GPF No/NPS No fields.
- Enter Basic pension and allowances:** Points to the Basic Pension, D.P., I.R., FMA/OAH, and D.A. fields.
- Enter TO BT and AG BT:** Points to the HR (PB) and HR (UT) fields.
- Gross amount, Total deduction and Net amount will be auto populated:** Points to the summary section below the table.

Employee Name *	Designation *	GPF No/NPS No *	Basic Pension *	D.P.	I.R.	FMA/OAH	D.A.	Deduct Undisbursed	Total Pension *	GPF PB	GIS	IT	HR (PB)	HR (UT)

A.Total	<input type="text" value="0"/>
Deduct Undisbursed Pay	<input type="text" value="0"/>
B.Total(Bill Amount)	<input type="text" value="0"/>
Total Deduction	<input type="text" value="0"/>
Net Payable	<input type="text" value="0"/>

Remarks

Attachment(If Any)

File Description Attach File Browse...

Description	File Name	Actions

Figure 58: Inner form of Pension Bill

We will take the example of **Grant in Aid** bill to understand the whole cycle of Online Bill Processing.

IFMS - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Budget Details **STR 52 Details**

DDO Information

DDO No. : 135 DDO Code : CHD00/0135
 Name : Satya Prakash Gupta Designation : Superintendent
 Office Name : Supdt. A/C-II- Civil Sect Pb Ct District Code : D129

Employee Details

Claimant : ☒ DDO ☐ Employee Bill No. : *
 Name of Employee : Satya Prakash Gupta * Designation : Superintendent *
 For the Establishment of the : Supdt. A/C-II- Civil Sec * --Select-- *

Budget Details

Class of Expenditure : Voted Consolidated *
 Budget Type Code : Non Plan
 DDO Grant Heads

Demand : 10
 Sub Major Head : 00
 Sub Head : 01
 Soe Code :
 Previous Bill No :
 Detailed Head :
 Sub Soe Code :

Expense Summary

Gross Amount : *
 TO Deductions : *
 Total Deductions : *
 Amount In Rs. :
 Allocation for 2011-2012 :
 Expenditure including this bill :
 Balance : 0

BT Details

Add Row

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No	Challan No
1 - GPF PB	8009	01	101	01	00			
2 - GIS	8011	00	107	02	00			
3 - HR (PB)	0059	01	011	00	00			
4 - HR (UT)	0216	01	106	01	00			
5 - IT	8658	00	112	00	00			
6 - LIC	8443	00	106	01	00			
7 - NPS	8342	00	117	01	01			
8 - Bank Loan	8443	00	106	03	00			

List of Cheque

Cheque type *	Party Name *	Address	Account No	Cheque Amount(in Rs.) *
DDO Cheque	SUPDT. A/C-II- CIVIL S			

Save Close

Top Bill Details

Fields marked with * are mandatory.
 All amounts are in INR.
 All the dates are in DD/MM/YYYY format.

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Figure 59: Outer form of Grant in Aid Bill for complete cycle of OBP

The Data entry clerk selects whether the bill is for Employee or DDO, enters the **Bill No.** and expenditure head structure. Data Entry Clerk also selects the type of cheque to be prepared and enters the relevant cheque details.

Data Entry Clerk then clicks on **STR 52 Details** for accessing the inner form.

IFMS - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Budget Details STR 52 Details

Grant In Aid Bill

Grant In Aid Bill Details

Sanction Order No. * Sanction Order Date * Sanctioned By Supdt. A/C-II- Civil Sectt Pb * Grant In Aid Period * Amount * Purpose *

Bill Amount
Bill Amount (In Words)

Remarks

Attachment (If Any)

File Description

Attach File Browse...

Add Attachment

Add Attachment (if any)

Click to save

Save Close

Fields marked with * are mandatory.
All amounts are in INR.
All the dates are in DDMM/YYYY format.

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Figure 60: Inner form of Grant in Aid Bill for complete cycle of OBP

The Data entry clerk then enters the details of Grant in Aid bill as per the details received by him. He/ She may add attachment and remarks if any. After entering the details the user clicks on **Save** and then on **Close** to return to main menu.

Refund Bill

Refund Bill

Refund Bill Details

Enter name and designation

In Whose Name Credited	Designation	On what Account Received	Amount Realised (Rs.)	Sanction Order No	Sanction Order Date	Payment Into Treasury Date	Name of Payee	Amount To Be Refunded
*			*			*	*	*

Bill Amount

Enter sanction no and date

Enter payee name and refunded amount

Remarks

Attachment (If Any)

File Description

Attach File Browse...

Add Attachment

Figure 61: Inner form of Refund Bill

TA Bill for Foreign tours

Enter employee name, description and GPF No.

Add another place.

Employee Pay Detail

Name * Designation *

Grade Pay * Category --Select Pay Grade--

G.P.F No / N.P.S No * Head Quarter

Travel Details

Departure Country*	Departure City*	Departure Date*	Departure Hour*	Arrival Country*	Arrival City*	Arrival Date*	Arrival Hour*	Type of Journey*	Fare Class*	No. of Persons*
--Select--				--Select--				By Rail		

Net Total 0

1. Amount of Claim 2. Amt. Deposited by Claimant

3. Total Amount(1+2) 4. Advance Amount (-)

5. Net Amount (3-4)

Net Amount Total(In Words) :

Figure 62: Inner form of TA bill for Foreign Tours.

TA Bill for Ministers

Enter employee details

Enter class and no. of persons

Enter departing station, date and time

Enter arriving station, date and time

Select mode of transport

TA Bill For Ministers

Employee Pay Detail

Name * Designation *

Annual Pay * Head Quarter

G.P.F No / N.P.S No *

Travel Details

Departure Station*	Departure Date*	Departure Hour*	Arrival Station*	Arrival Date*	Arrival Hour*	Kind Of journey*	Fare Class*	No. Of Fares*	Month	At Ordinary Rates	At Reduced Rates
						Rail			--Select--	0	0

Net Total

Bill Amount

Bill Amount(In Words) :

Figure 63: Inner form of TA Bill for Ministers

TA Bill for Employees(new)

TA Bill For Employees(New)

Employee Pay Detail

Name: Amardeep Singh * Designation: Clerk *

Grade Pay: 9,000 * Category: 2

G.P.F No / N.P.S No: PBTA10021 * Head Quarter: Chandigarh

Bank Account Type: Saving Account Bank Account No: 869759475498

Travel Details

Add Row

Departure Station*	Departure Date*	Departure Hour*	Arrival Station*	Arrival Date*	Arrival Hour*	Type of Journey*	Type of Vehicle*	Fare Class*	No. Of Fares*
						--Select-- By Rail By Steamer By Air By Road	--Select--	--Select--	0

Net Total

Bill Amount

Bill Amount(In Words):

Enter employee details

Enter departing station, date and time

Enter arriving station, date and time

Select mode of travel

Figure 64: Inner form of TA Bill for Employees- I

TA Bill for Employees

TA Bill For Employees(New)

Employee Pay Detail

Name: Amardeep Singh * Designation: Clerk *

Grade Pay: 9,000 * Category: 2

G.P.F No / N.P.S No: PBTA10021 * Head Quarter: Chandigarh

Bank Account Type: Saving Account Bank Account No: 869759475498

Travel Details

Add Row

Departure Station*	Departure Date*	Departure Hour*	Arrival Station*	Arrival Date*	Arrival Hour*	Type of Journey*	Type of Vehicle*	Fare Class*	No. Of Fares*
						By Road	--Select-- By Bus(AC) By Taxi(AC) By Auto Rikshaw By Own Car By Own Motor Cycle/Sc By Bicycle By Public Taxi By Public Bus By Other Public Vehicle	--Select--	0

Net Total

Bill Amount

Bill Amount(In Words):

Enter employee details

Select type of vehicle in case of Type of journey is By Road

Select mode of travel

Figure 65: Inner form of TA Bill for Employees- II

TA Bill for Employees(continued)

Employee Pay Detail

Name: Amardeep Singh * Designation: Clerk *
 Grade Pay: 9,000 * Category: 2
 G.P.F No / N.P.S No: PBTA10021 * Head Quarter: Chandigarh
 Bank Account Type: Saving Account Bank Account No: 869759475498

Travel Details

Add Row

Departure Station*	Departure Date*	Departure Hour*	Arrival Station*	Arrival Date*	Arrival Hour*	Type of Journey*	Type of Vehicle*	Fare Class*	No. Of Fares*
						By Rail	--Select--	--Select--	

Select mode of travel

Select Fare class in case of Type of journey is By Rail

Executive Class
 I Class AC
 AC Two Tier Sleeper
 AC Three Tier Sleeper
 AC Chair Car
 Second Class Sleeper
 Economy Class

Net Total

Bill Amount
 Bill Amount(In Words):

Figure 66: Inner form of TA Bill for Employees- III

TA Bill for Employees (continued)

Employee Pay Detail

Name: Amardeep Singh * Designation: Clerk *
 Grade Pay: 9,000 * Category: 2
 G.P.F No / N.P.S No: PBTA10021 * Head Quarter: Chandigarh
 Bank Account Type: Saving Account Bank Account No: 869759475498

Travel Details

Add Row

No. Of Fares*	Fare Amount*	No. of kms	Rate	Amount *	By Road Trolly Amount	Type of Stay	No of Days*	Rate*	Amount*	No. of days of
		0	0	0		--Select--				

Enter no. of fares and amount

Enter road trolly amount in case of transfer

Select Type of stay.

Hotel
 Punjab bhavan
 Rest House
 Circuit House
 Not Declare

Enter no. of kms and rate, if journey type is By Road.

Enter No. of days, rate and amount will be auto populated

Net Total

Bill Amount
 Bill Amount(In Words):

Figure 67: Inner form of TA Bill for Employees- IV

TA Bill for Employees(outer only)

Chose the Claimant

Enter the Bill No.

Select the Head Structure for which bill is to be prepared

Enter Gross Amount, TO and AG deductions

Figure 68: Outer form of TA bill for Employees(outer only)-I.

Enter break up of TO deductions

Figure 69: Outer form of TA bill for Employees(outer only)-II.

2.5 Forwarding Saved Bill

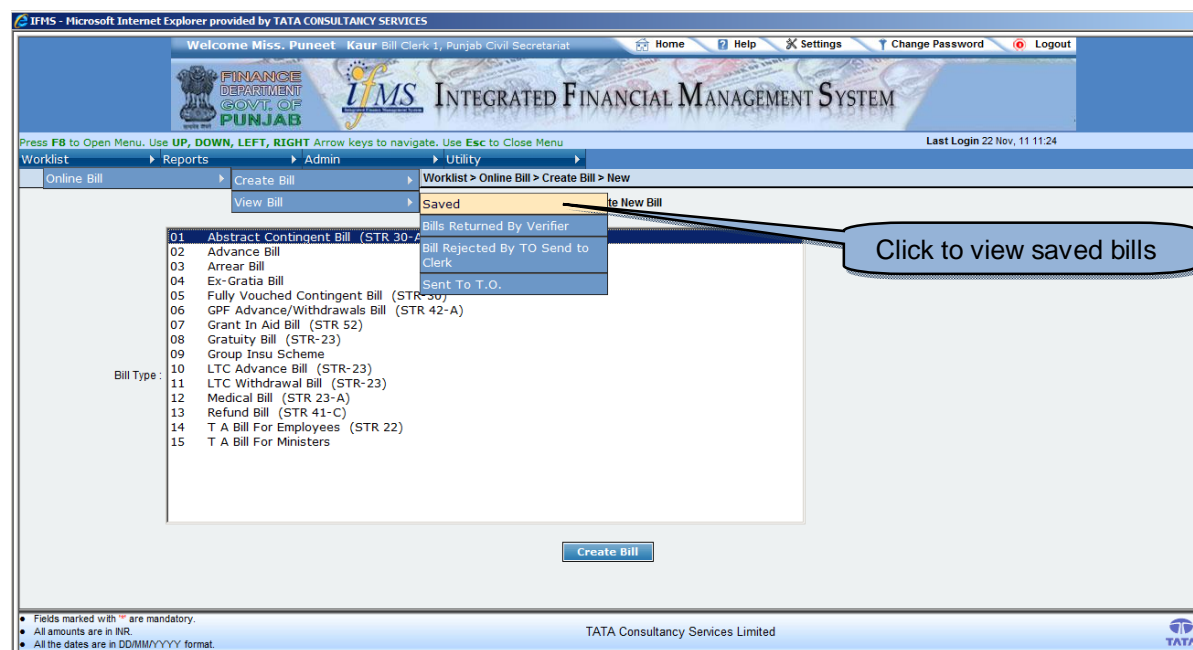


Figure 70: Link to Access Saved Bill

The saved bill screen is as shown below.

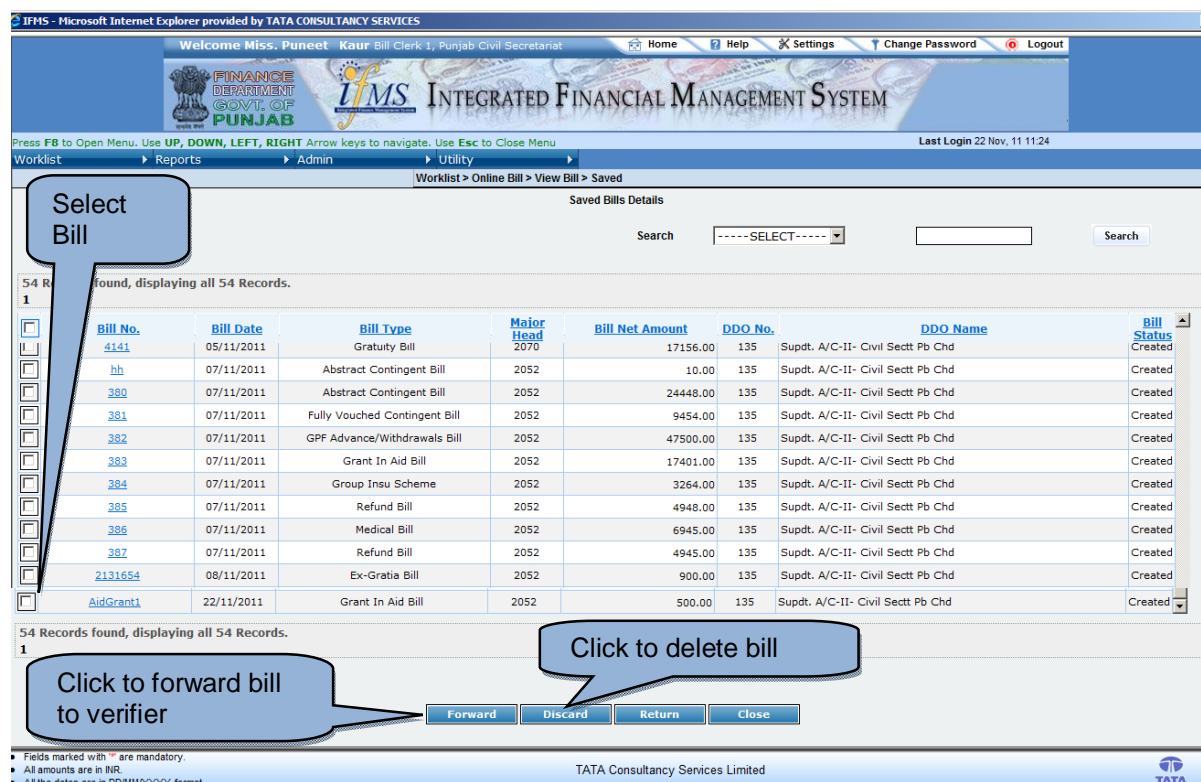


Figure 71: Saved Bill Details Screen

In the saved bill screen the user is provided with check boxes for bill selection along with provision to forward the bill to verifier or to delete it.

In order to forward the bill to verifier the user should select the bill he/she wants to forward by clicking on check box in front of that bill and then click on **Forward**. A popup window will appear, select the dealing assistant from the dropdown and click on **Forward**.

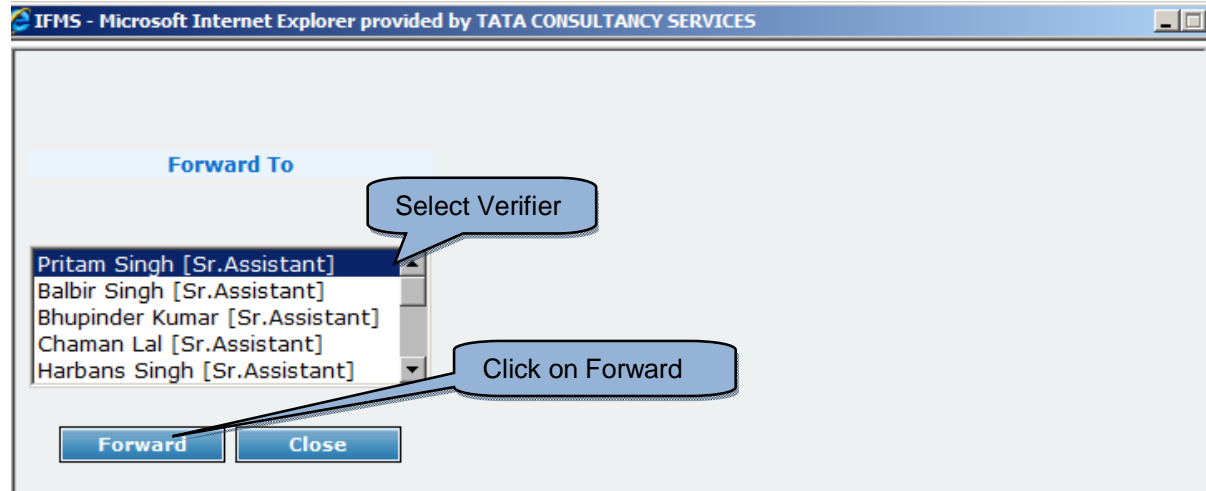


Figure 72: Selection of Verifier

Bill will be forwarded to the **Worklist** of selected verifier. And the following alert will be displayed.

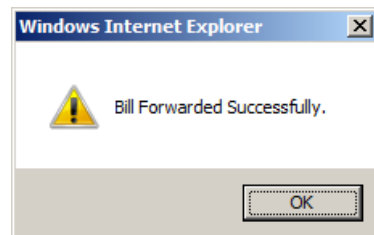


Figure 73: Successful Forward Alert

3 Bill Verification

Bills forwarded by the data entry Clerk will be populated in the **Worklist** of Verifier. The link to access the saved bills is shown below:



Figure 74: Saved Bill Verification Link

When the user clicks on the above link he is redirected to the screen shown below:

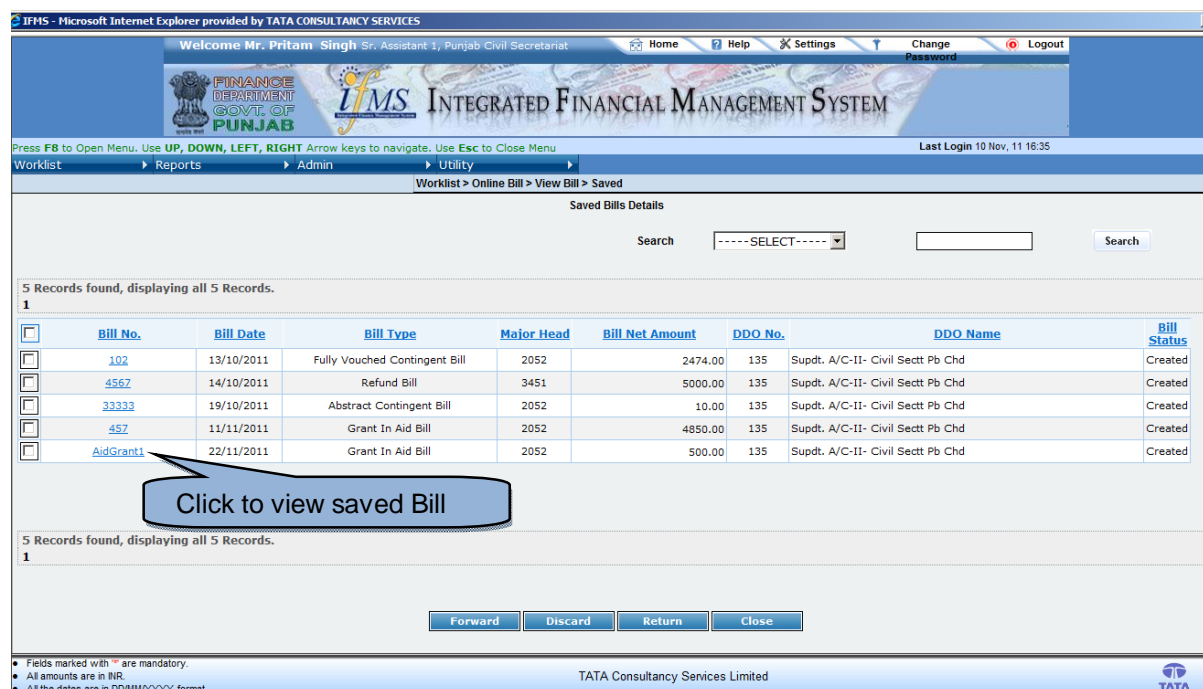


Figure 75: Saved Bill Details Screen (Verifier Login)

If the user wants to view the bill, he can click on the bill no..He/ She may add remarks or see the remarks by previous user as shown below.

The screenshot shows the 'Grant In Aid Bill' details screen. A callout bubble points to the 'Remarks by previous Users' link, stating 'Click to view Remarks'. The 'Remarks by previous Users' window is open, showing a table with columns 'User Name' and 'Remarks'. The first entry shows 'Puneet Kaur' with the remark 'Remarks by data entry clerk'. Buttons for 'Close' and 'Print' are visible. The main screen includes fields for 'Sanction Order No' (12345), 'Sanction Order Date' (22/11/2011), 'Bill Amount' (500), and 'Bill Amount (In Words)' (Five Hundred Only). There are also fields for 'Remarks' and 'Attachment (If Any)'. At the bottom, there are 'Save' and 'Close' buttons.

Figure 76: View Bill Details Screen (Verifier Login)

The user may add his/her remarks and click on **Save** to save bill. After saving the user may forward the bill to DDO for approval or may send it back to data entry Clerk for correction.

The screenshot shows the 'Saved Bills Details' screen. A search bar is at the top. Below it, a table lists 5 records. A callout bubble points to the 'AidGrant1' link, stating 'Select Bill'. Another callout bubble points to the 'Forward' button, stating 'Click to forward Bill to DDO for approval'. A third callout bubble points to the 'Return' button, stating 'Click to send Bill for correction'. The table has columns: Bill No., Bill Date, Bill Type, Major Head, Bill Net Amount, DDO No., DDO Name, and Bill Status.

Bill No.	Bill Date	Bill Type	Major Head	Bill Net Amount	DDO No.	DDO Name	Bill Status
102	13/10/2011	Fully Vouched Contingent Bill	2052	2474.00	135	Supdt. A/C-II- Civil Sectt Pb Chd	Created
4567	14/10/2011	Refund Bill	3451	5000.00	135	Supdt. A/C-II- Civil Sectt Pb Chd	Created
33333	19/10/2011	Abstract Contingent Bill	2052	10.00	135	Supdt. A/C-II- Civil Sectt Pb Chd	Created
457	11/11/2011	Grant In Aid Bill	2052	4850.00	135	Supdt. A/C-II- Civil Sectt Pb Chd	Created
AidGrant1	22/11/2011	Grant In Aid Bill	2052	500.00	135	Supdt. A/C-II- Civil Sectt Pb Chd	Created

Figure 77: Bill Details Screen (Verifier Login)

If the user clicks on **Forward** then a popup comes for selecting the DDO to whom the bill is to be forwarded for approval. The user should chose the DDO and click on **Forward**.

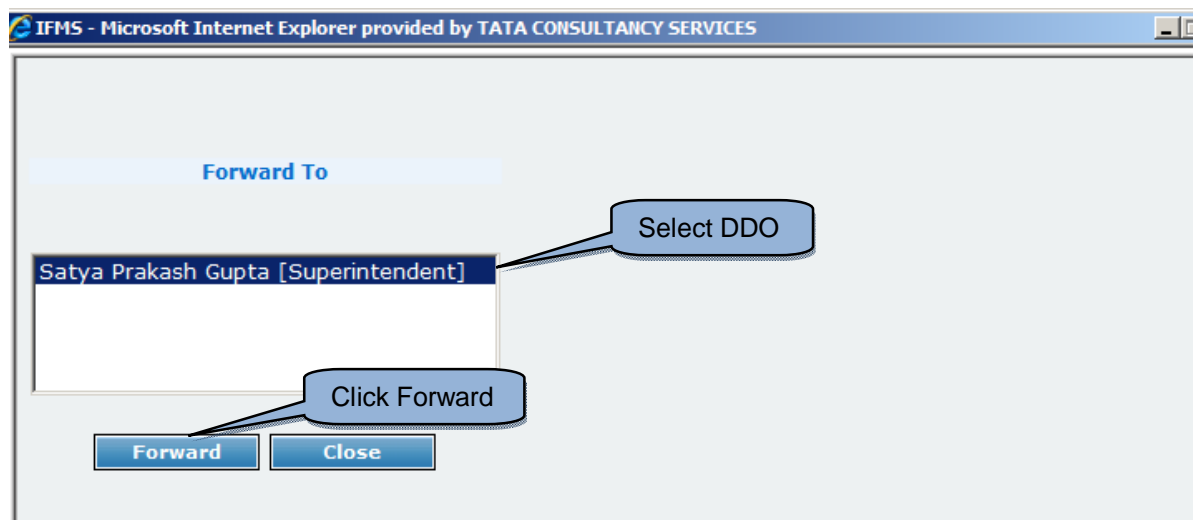


Figure 78: Approver selection

The following success alert comes and bill is sent to the **Worklist** of Approver.

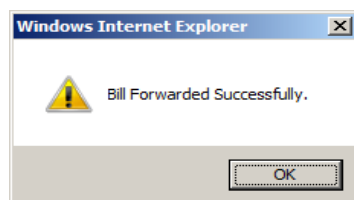


Figure 79: Bill Forwarded Successfully for Approval.

4 Bill Approval By DDO

Once verifier sends a bill for approval it starts populating in the **Worklist** of Approver. The link to access the bill is as shown below in DDO's login.

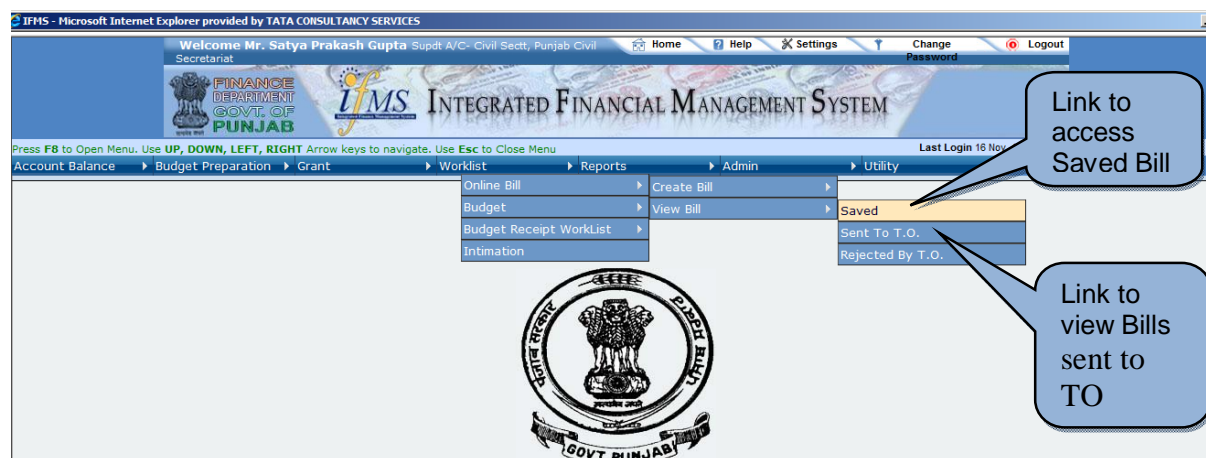


Figure 80: Saved Bill Approval Link

When the user clicks on above link he/she gets redirected to the Saved Bill Details screen. In it he/she can click on the link (Bill No.) to view the bill.

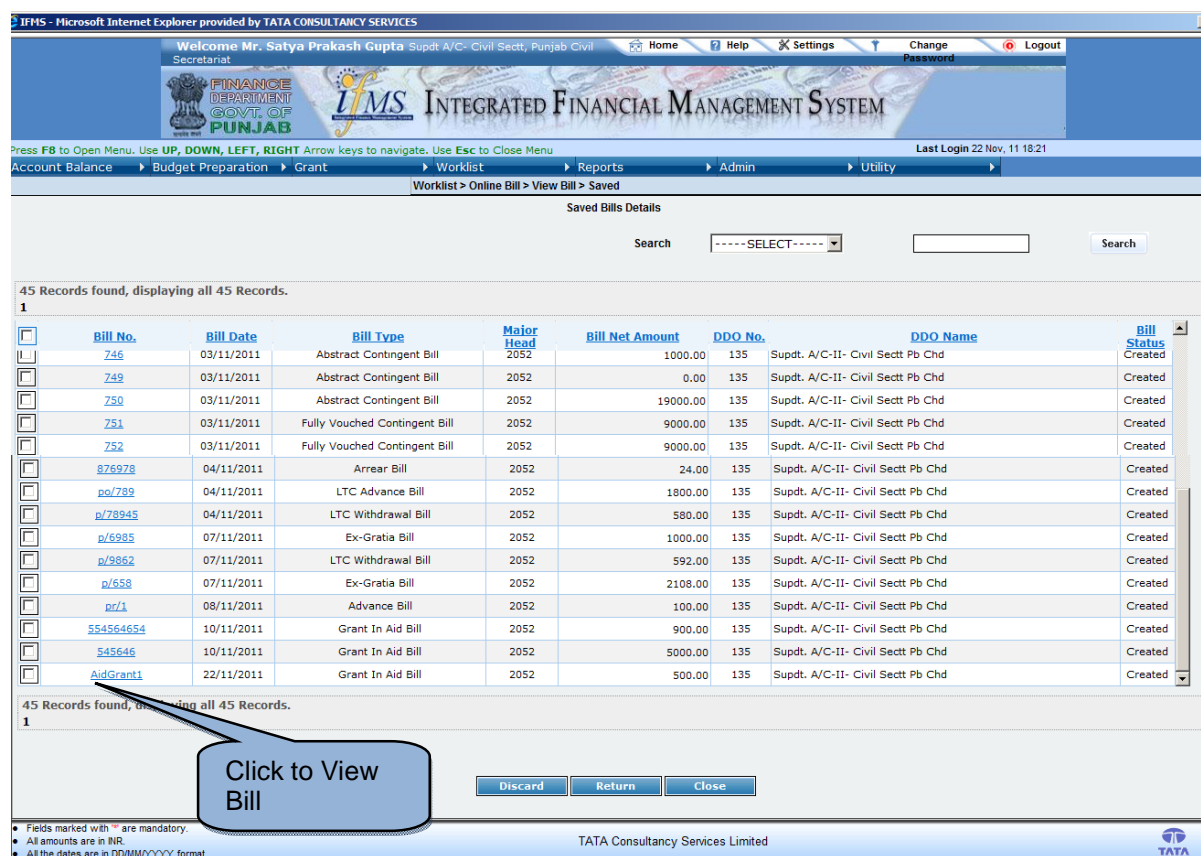


Figure 81: Saved Bill Details Screen

The bill as seen by Approver is as below:

IFMS - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

Budget Details | **STR 52 Details**

Click to View Bill (as it would appear physically) for take printout of bill

View Bill

Bill No.: AidGrant1

DDO Information

DDO No. : 135
 Name : Satya Prakash Gupta
 Office Name : Supdt. A/C-II- Civil Sect Pb Chd

DDO Code : CHD000135
 Designation : Superintendent
 District Code : D129

Employee Details

Claimant : ☒ DDO ☐ Employee
 Name of Employee : Satya Prakash Gupta *
 For the Establishment of the : Supdt. A/C-II- Civil Sec *

Bill No. : AidGrant1 *
 Designation : Superintendent *
 For the Month of : November

Budget Details

Class of Expenditure : Voted *
 Budget Type Code : Non Plan *
 DDO Grant Heads

Demand : 10 *
 Sub Major Head : 00 *
 Sub Head : 01 *
 Soe Code : 91 *
 Previous Bill No. :

Fund : Consolidated *
 Major Head : 2052 *
 Minor Head : 090 *
 Detailed Head : 00 *
 Sub Soe Code : 00 *

Expense Summary

Gross Amount : 500 *
 TO Deductions : 0
 Total Deductions : 0 *

AG Deductions : 0
 Net Amount : 500 *

Amount in Rs. : Five Hundred Only

Allocation for 2011-2012 : 16,00,000
 Expenditure including this bill : 6,54,233
 Balance : 9,45,767

BT Details

Add Row

BT Code	Major Head	Sub Major Head	Minor Head	Sub Head	Detail Head	Amount	Account No	Challan No
1 - GPF PB	8009	01	101	01	00	0		
2 - GIS	8011	00	107	02	00	0		
3 - HR (PB)	0059	01	011	00	00	0		
4 - HR (UT)	0216	01	106	01	00	0		
5 - IT	8658	00	112	00	00	0		
6 - LIC	8443	00	106	01	00	0		
7 - NPS	8342	00	117	01	01	0		
8 - Bank Loan	8443	00	106	03	00	0		

Click to Approve Bill

List of Cheque

Cheque type : DDO Cheque *
 Party Name : SUPDT. A/C-II- CIVIL SE *
 Address :
 Account No :
 Cheque Amount (in Rs.) : 500 *

Click to Save Bill

Save Approve Submit To TO Close

Top Bill Details

Fields marked with * are mandatory.
 All amounts are in INR.
 All the dates are in DD/MM/YYYY format.

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Figure 82: Bill as seen by Approver

When the user clicks on **Approve** the **Submit To TO** button gets enabled. The user can then click on **Submit To TO** if he/she wants to send the bill to Treasury office. When the user clicks on **Submit To TO** the following alert displaying grant details gets displayed.

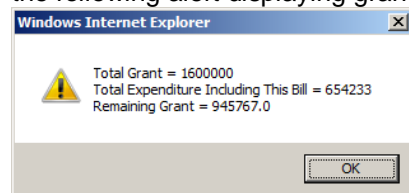


Figure 83: Submit to TO Alert Showing Grant Details

When the user clicks on **OK** in Alert, a popup comes on screen for forwarding the bill to TO.

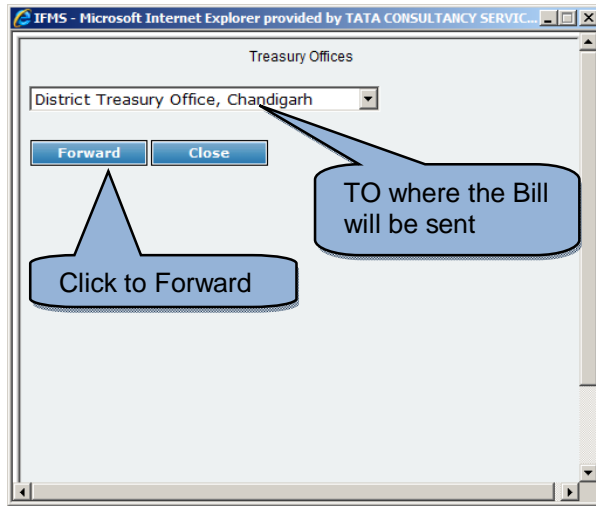


Figure 84: Forward to TO