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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.



e-Billing Menu under e-Services

Figure 1: WBIFMS Home Page

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

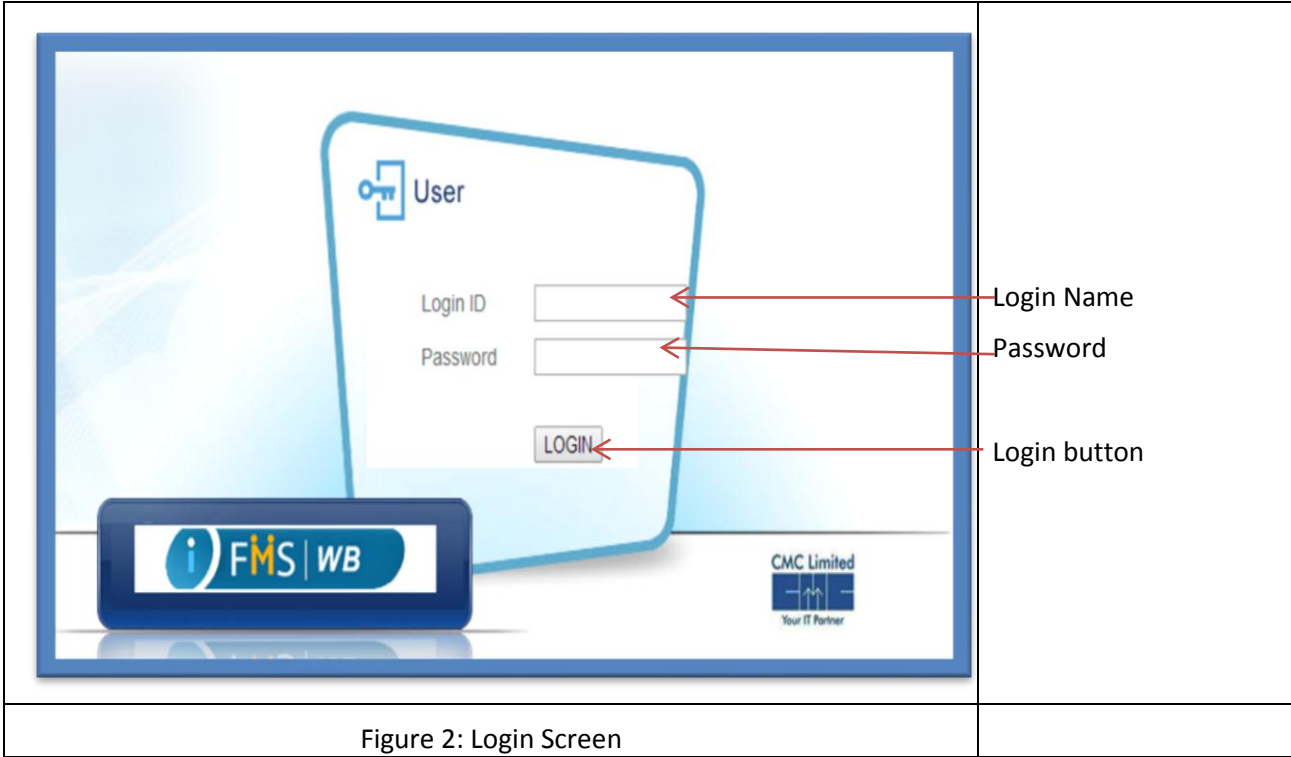


Figure 2: Login Screen

The Application list page appears.

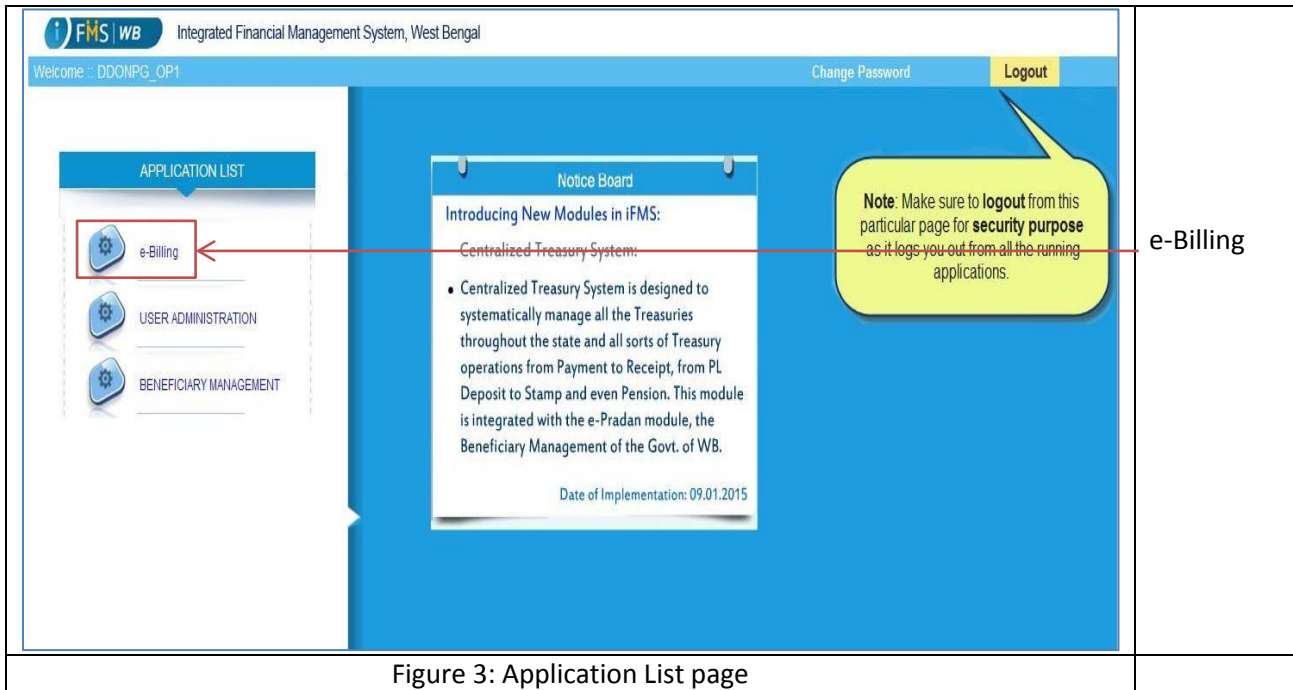


Figure 3: Application List page

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

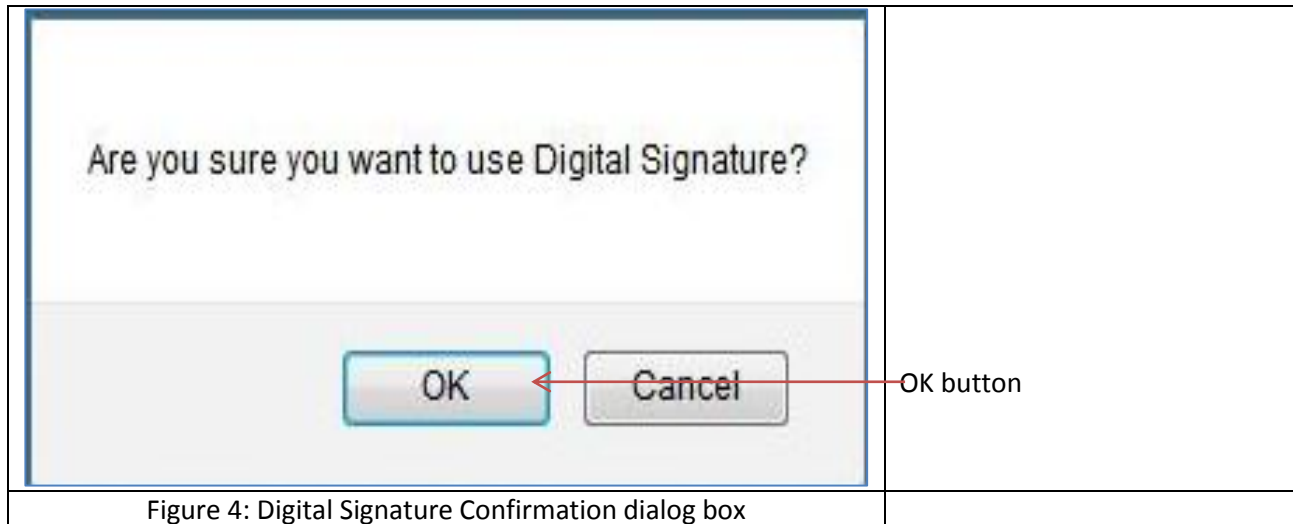


Figure 4: Digital Signature Confirmation dialog box

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



Figure 5: eMSigner dialog box

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

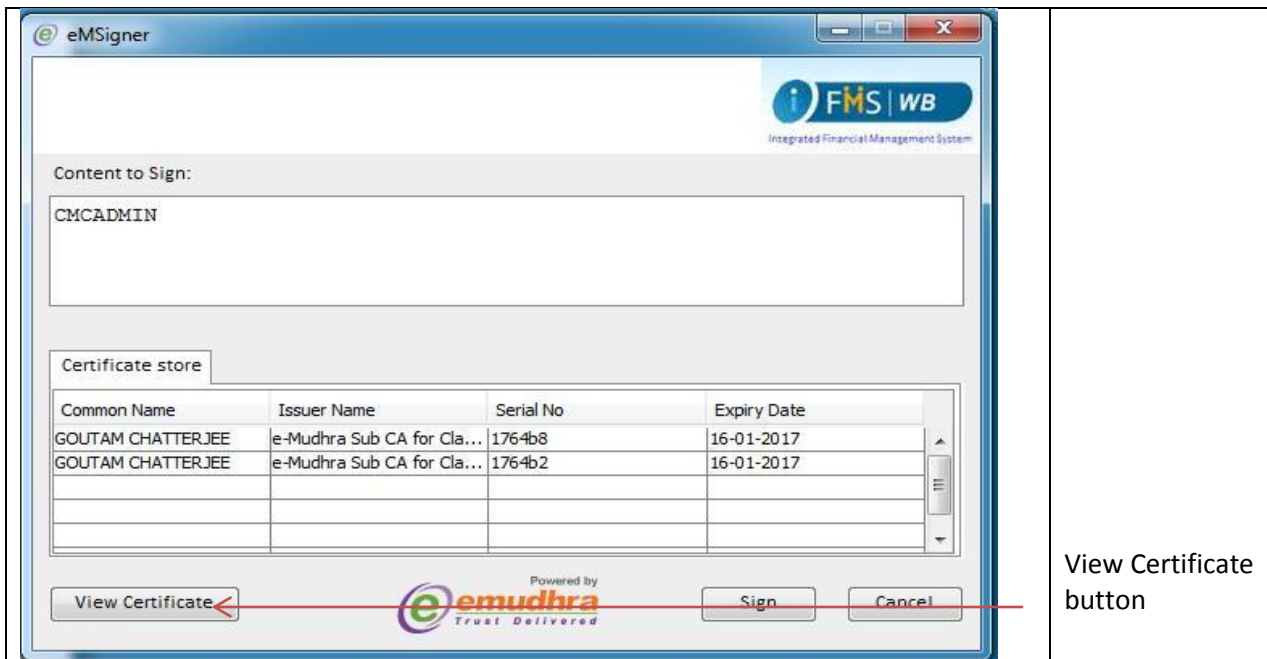


Figure 6: eMSigner Applet

- 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.

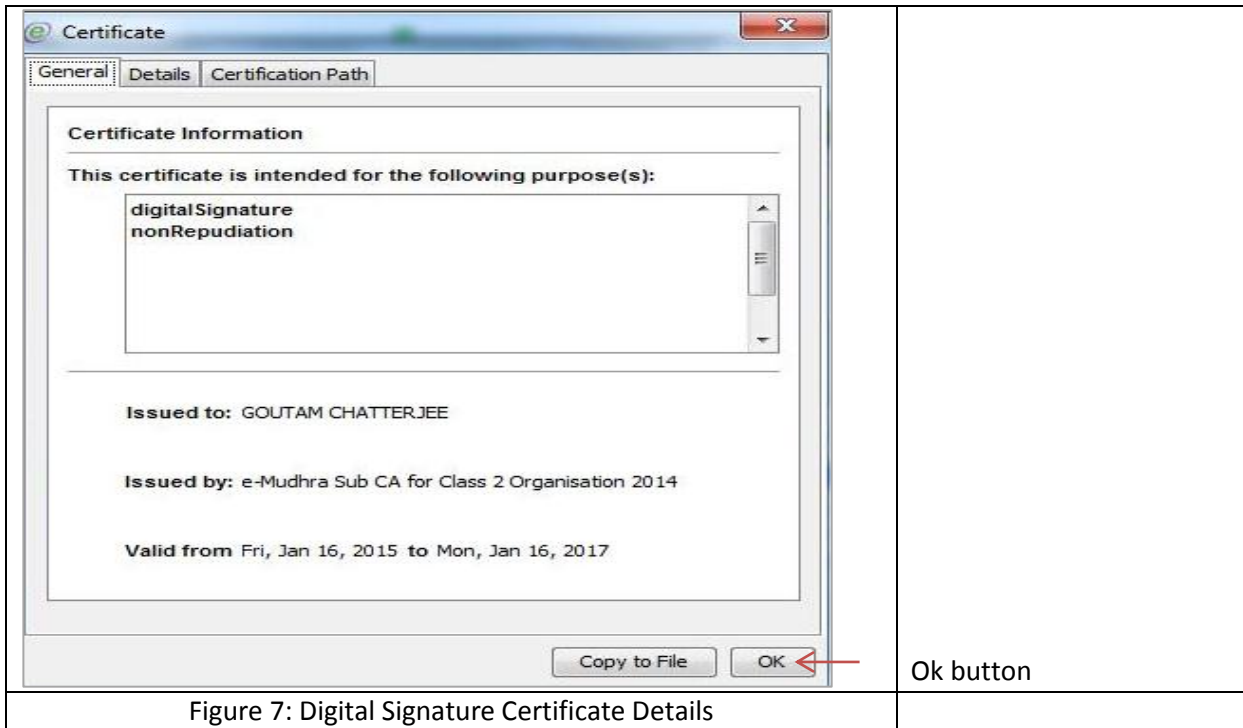


Figure 7: Digital Signature Certificate Details

Ok button

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

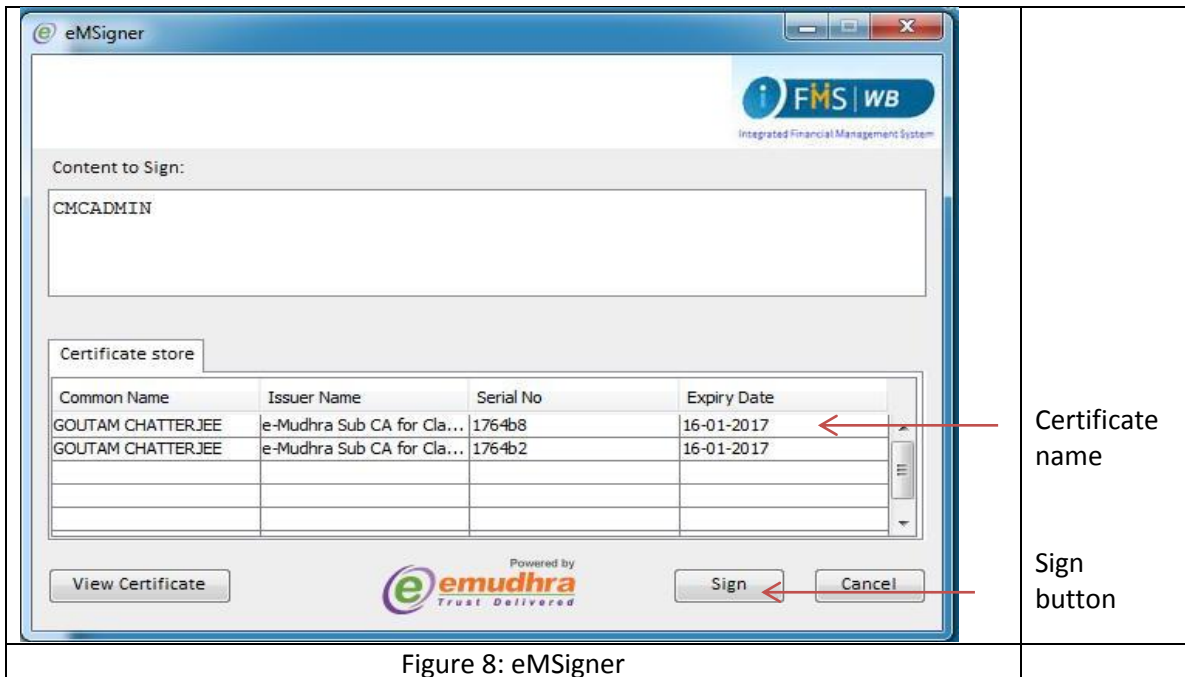


Figure 8: eMSigner

Certificate name

Sign button

A dialog box appears.



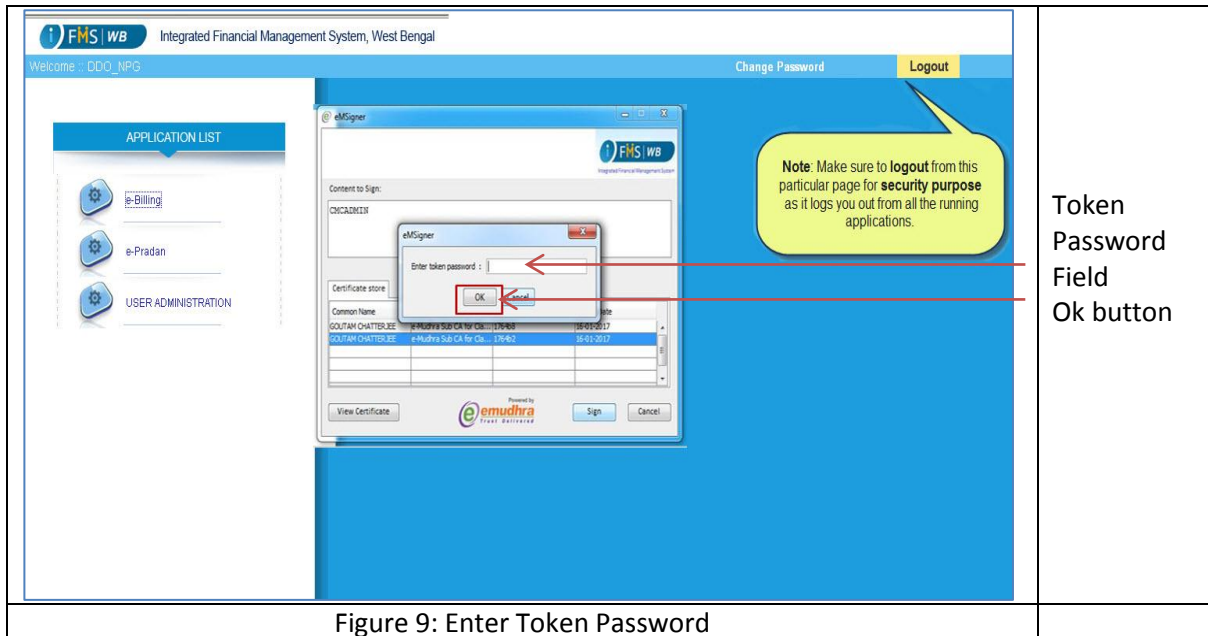


Figure 9: Enter Token Password

9. Enter Token Password in the dialog box.
10. Click **OK**. E-Billing Home Page after login appears as shown below:

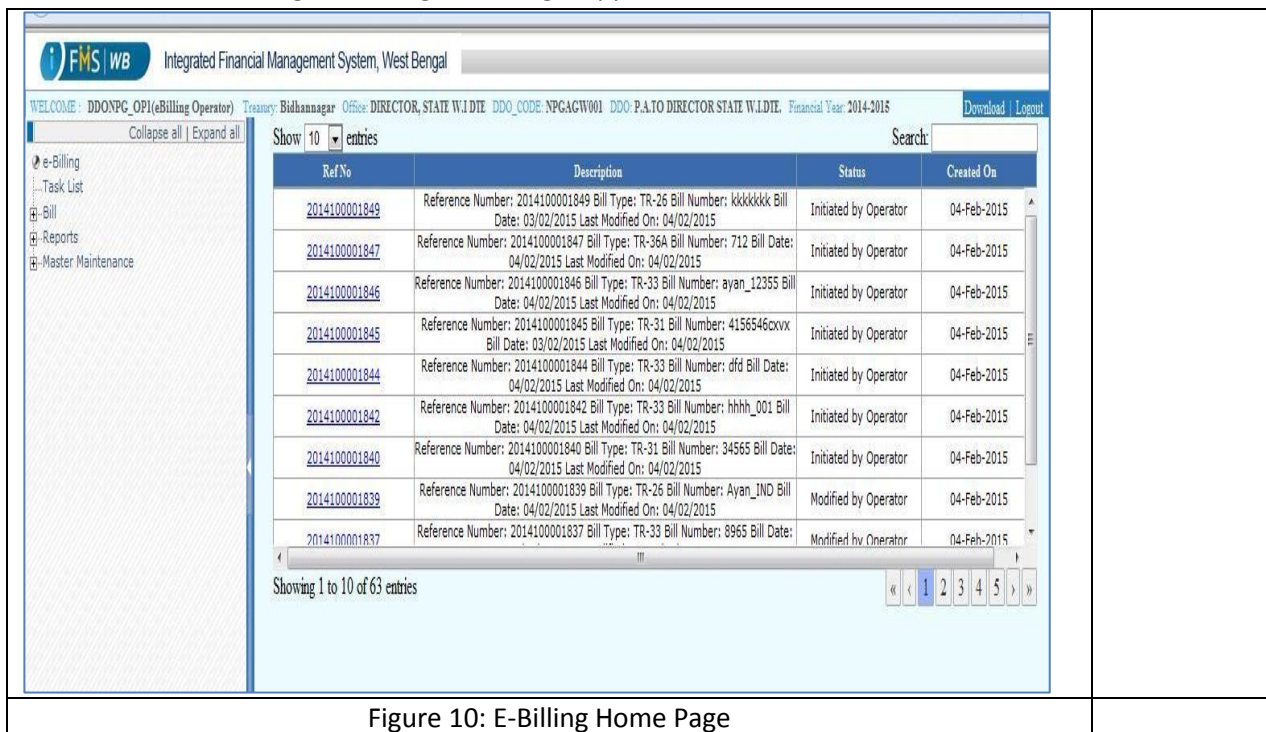


Figure 10: E-Billing Home Page

### 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.

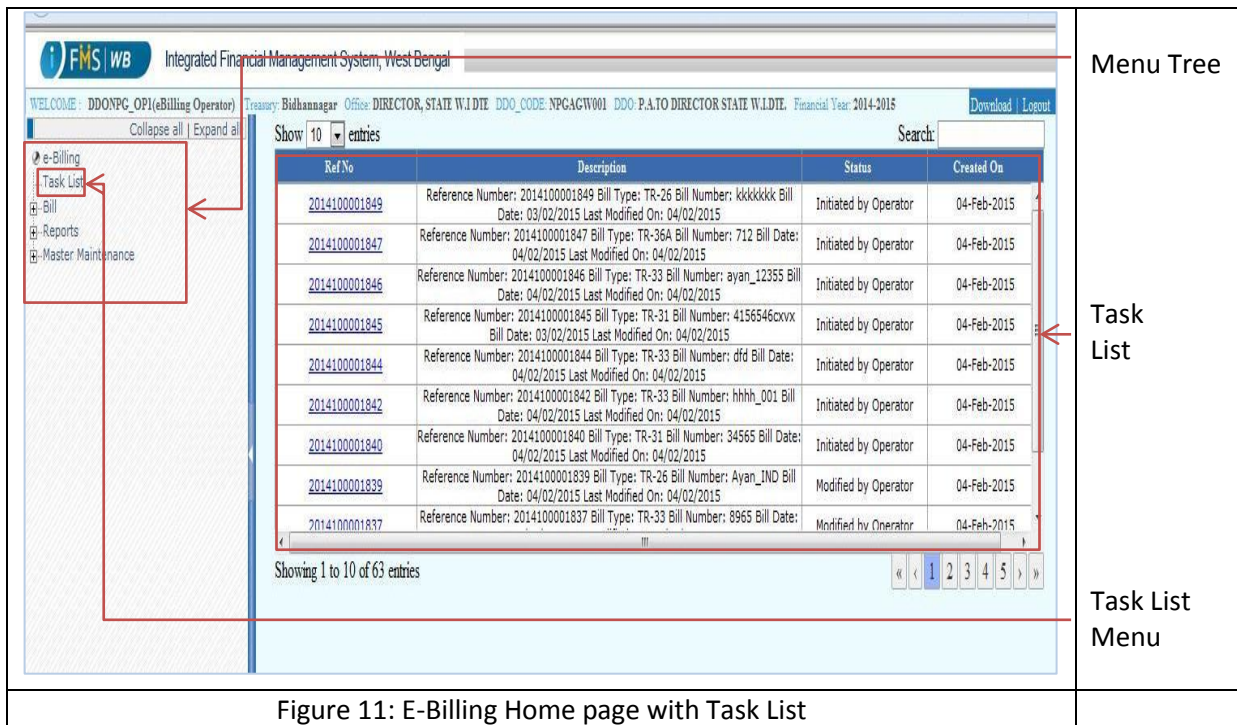


Figure 11: E-Billing Home page with Task List

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:

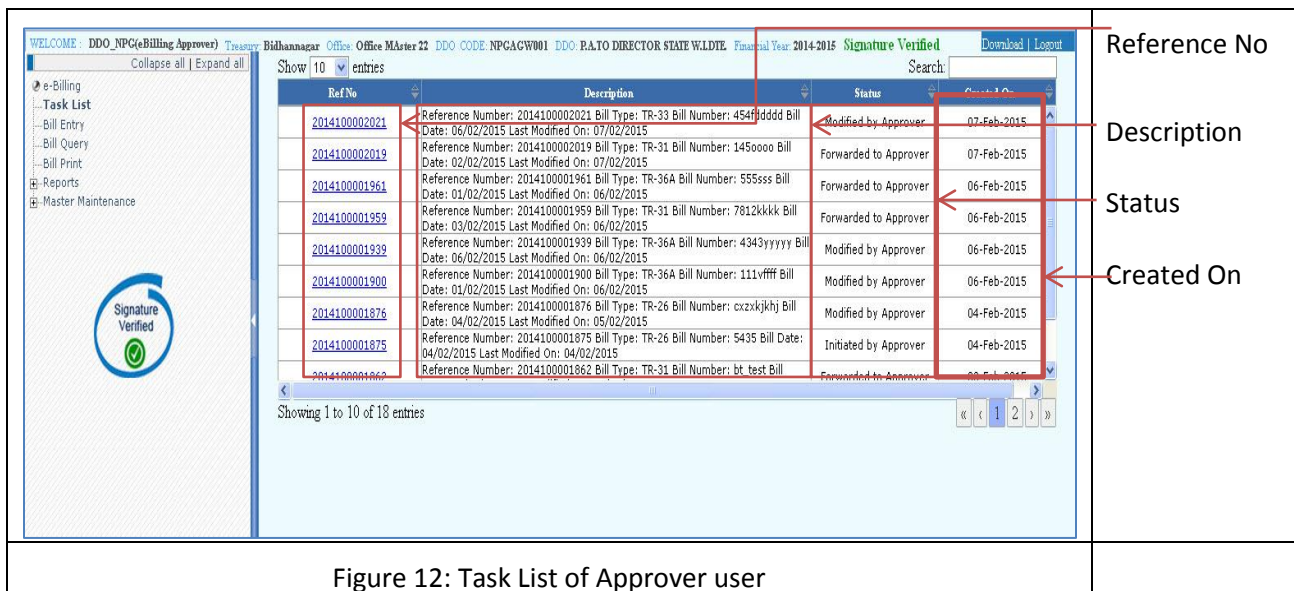


Figure 12: Task List of Approver user

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
<b>Total</b>				4000		

Buttons: TR-26, BT Detail, ECS/NEFT, Modify, Forward, Refresh

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

The Task List of the Operator user appears as follows:

Show  entries Search:

Ref No	Description	Status	Created On
<a href="#">2014100001979</a>	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
<a href="#">2014100001899</a>	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
<a href="#">2014100001874</a>	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
<a href="#">2014100001871</a>	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
<a href="#">2014100001870</a>	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
<a href="#">2014100001863</a>	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
<a href="#">2014100001855</a>	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
<a href="#">2014100001853</a>	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
<a href="#">2014100001852</a>	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

Navigation: « 1 2 3 4 5 »

**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**

Entry/Modify Menu

Employee or Non-Employee radio button

Bill Type LOV button

A popup window appears.

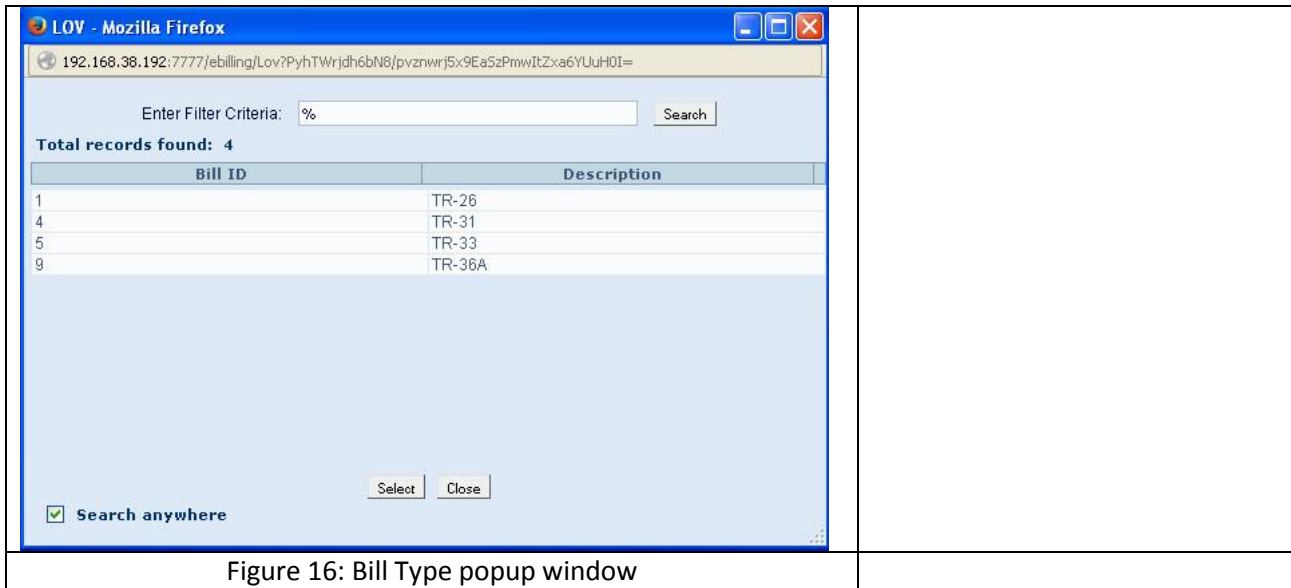


Figure 16: Bill Type popup window

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

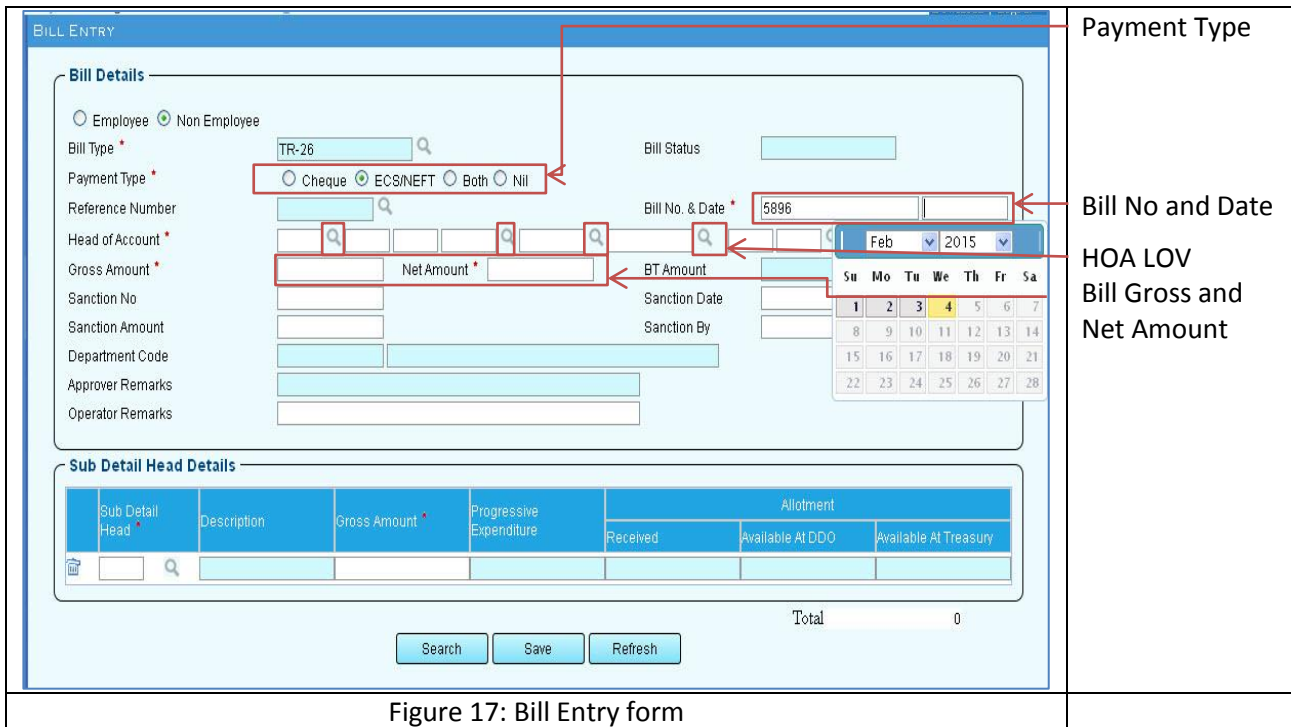


Figure 17: Bill Entry form

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.

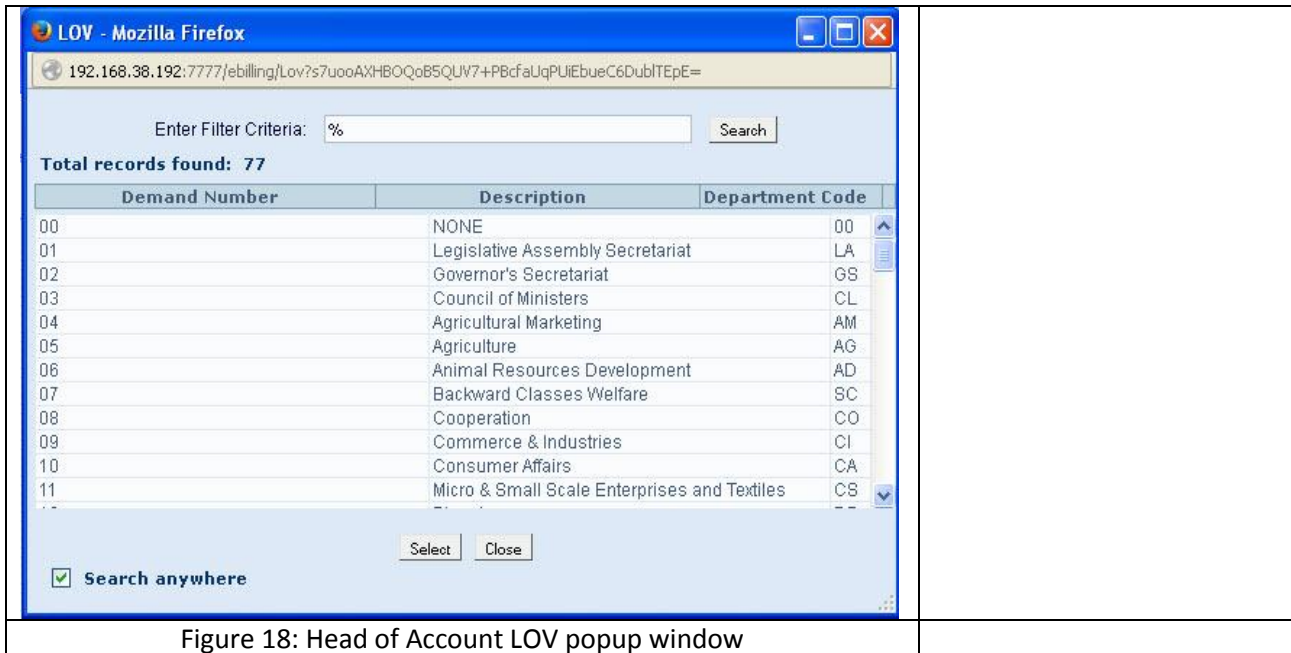


Figure 18: Head of Account LOV popup window

The selected value appears in the relevant fields.

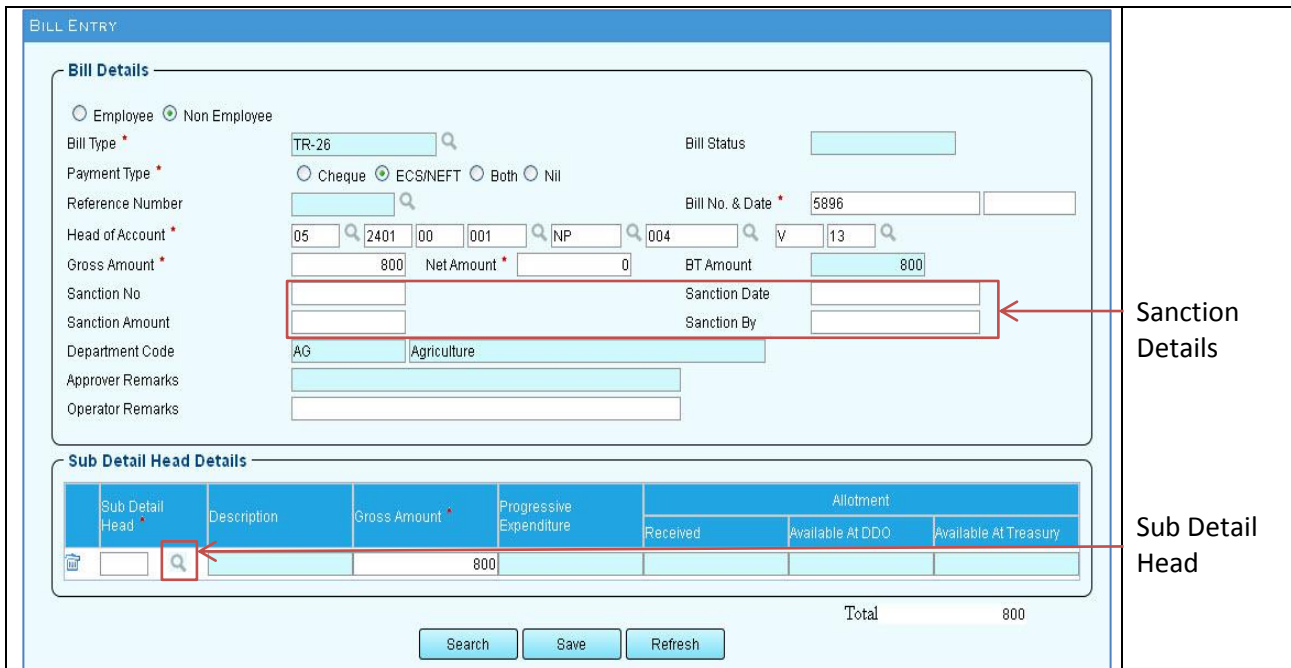


Figure 19: Bill Entry form

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

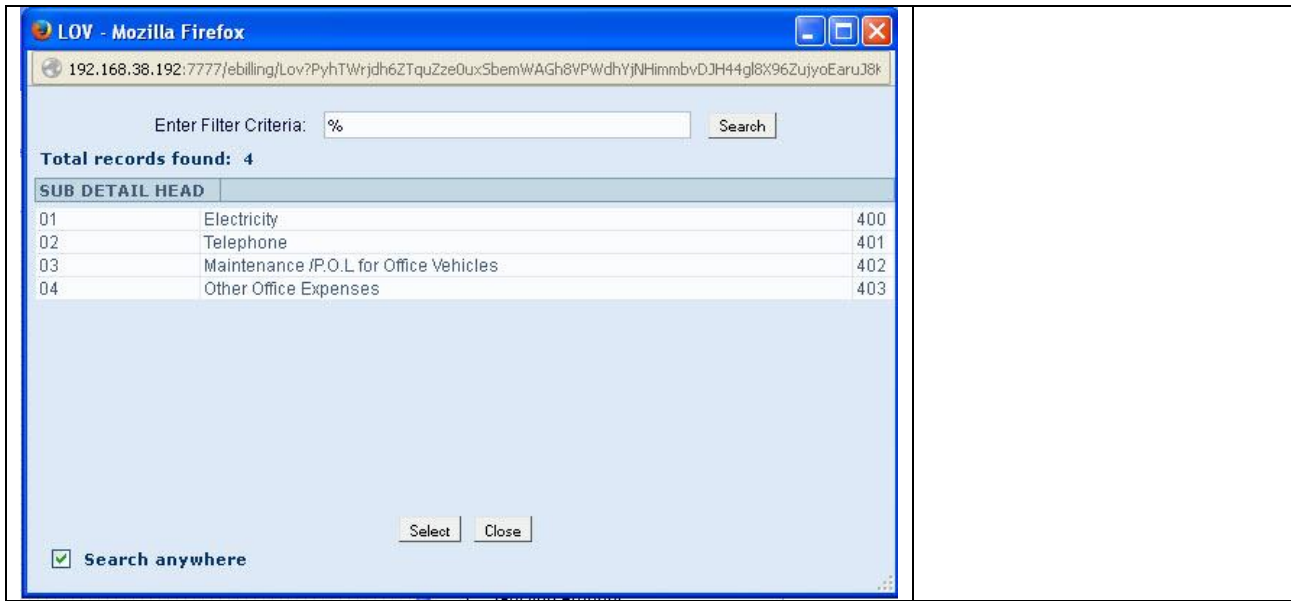


Figure 20: Sub Detail Head LOV popup window

The selected value appears in the relevant fields.

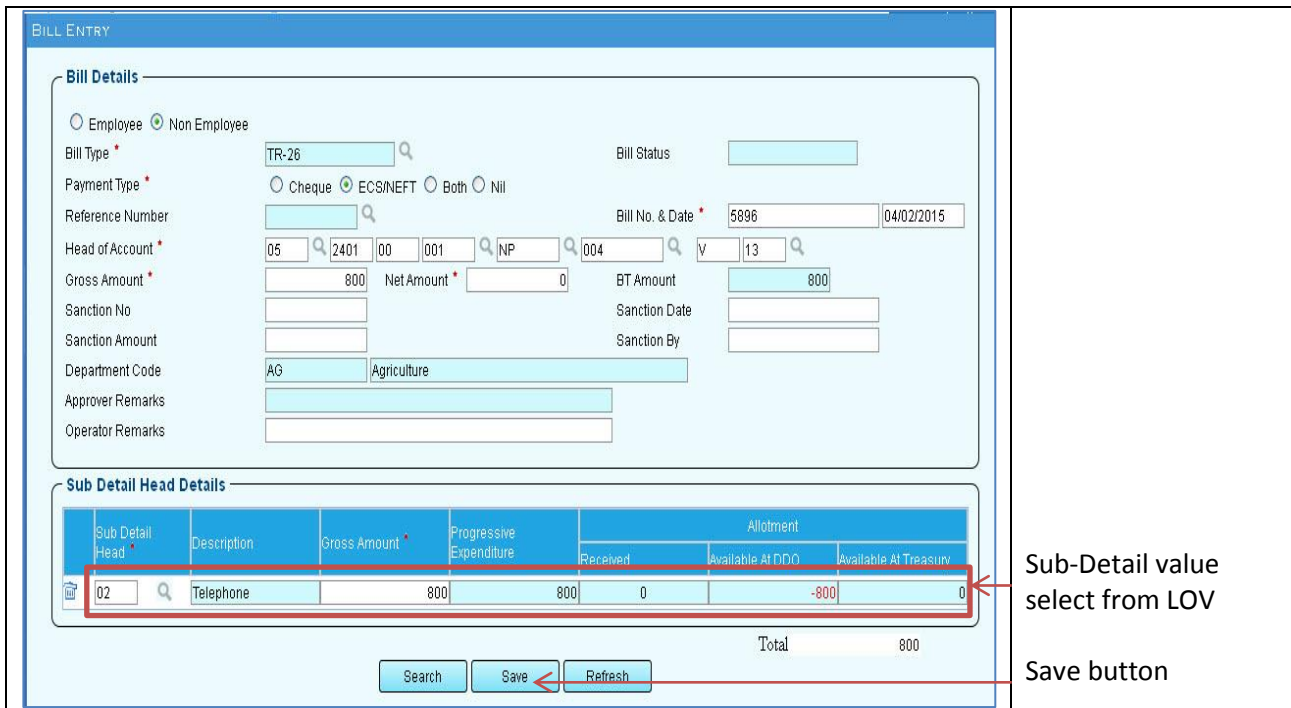


Figure 21: Bill Entry form filled up

Sub-Detail value select from LOV

Save button

11. 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

- At the bottom of the Bill Entry form some buttons appear after the Reference Number is generated.
- 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
<b>Total</b>				800		

Buttons:

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
<input style="border: 2px solid red;" type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
<input type="text"/>				
Total By-Transfer Amount :				<input type="text" value="0"/>

Buttons:

BT-SI No LOV button

Figure 25: By Transfer Details Entry

A popup window appears.

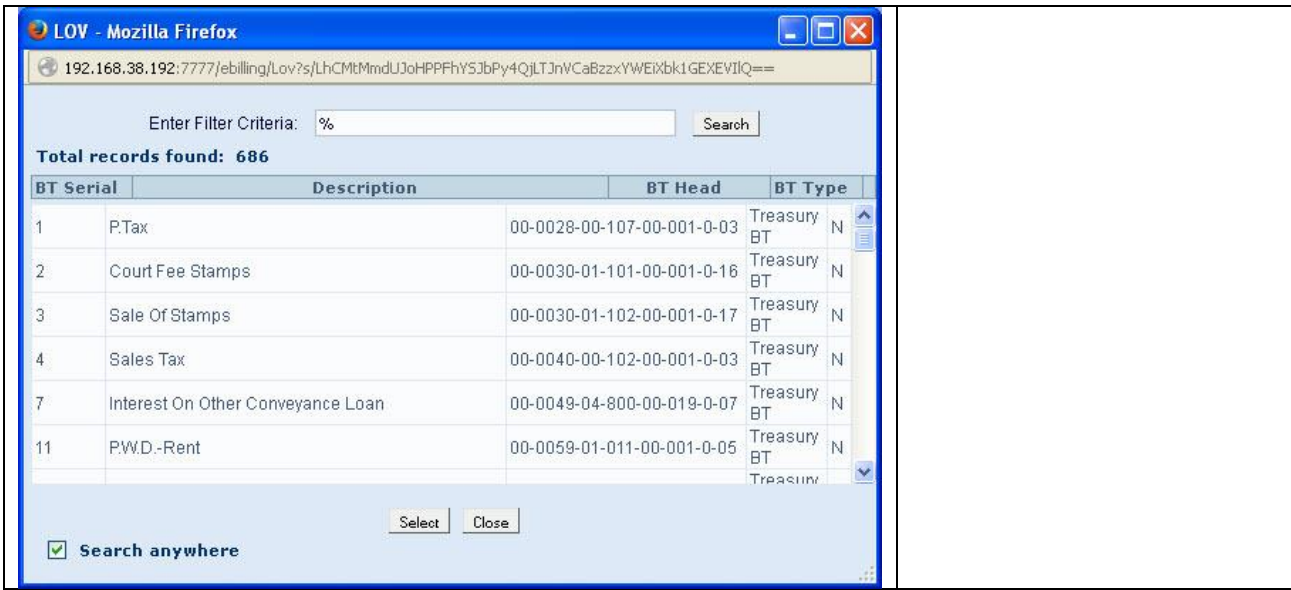


Figure 26: BT SI No LOV popup window

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

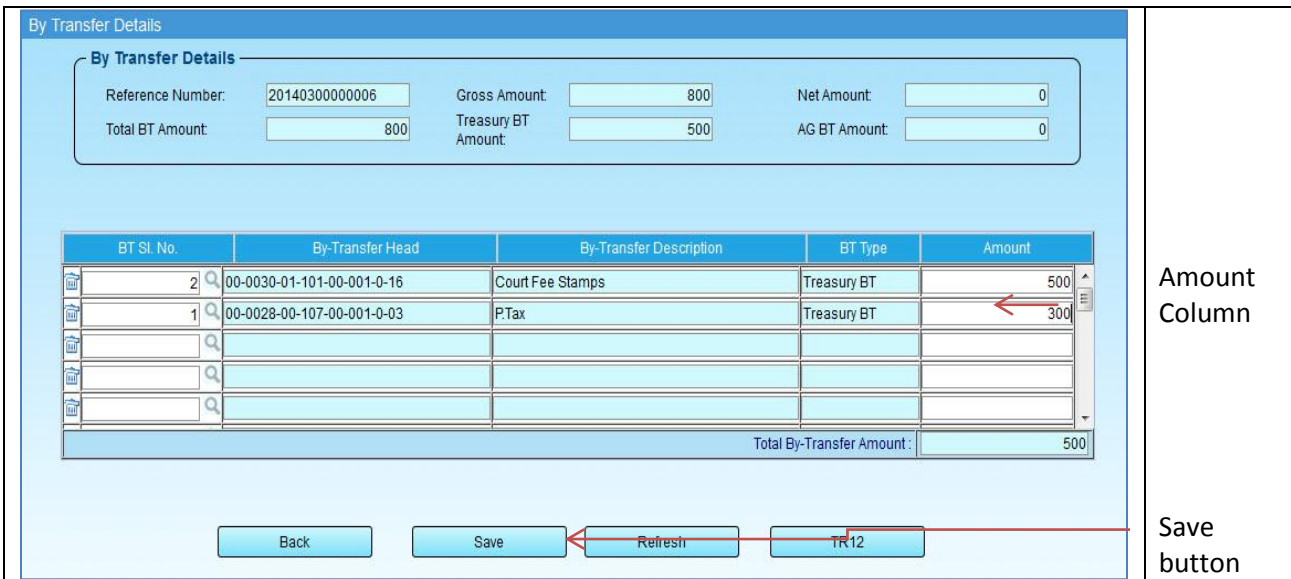


Figure 27: Selected value appeared in By Transfer form

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.

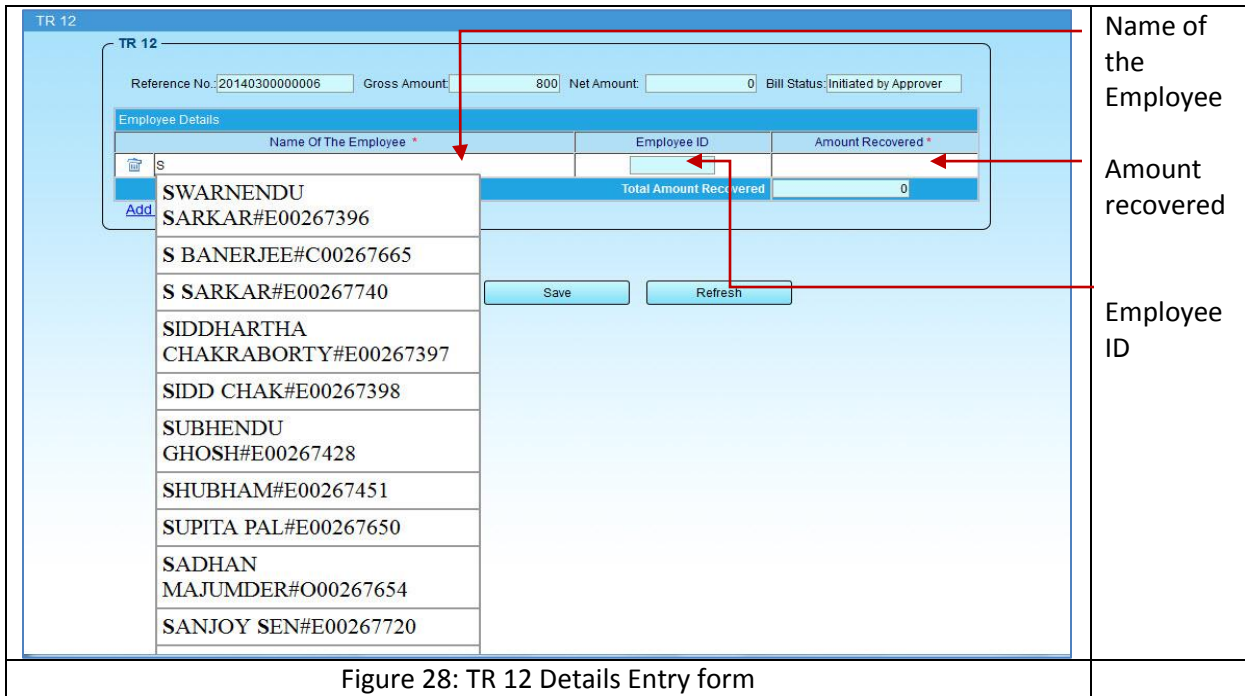


Figure 28: TR 12 Details Entry form

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.

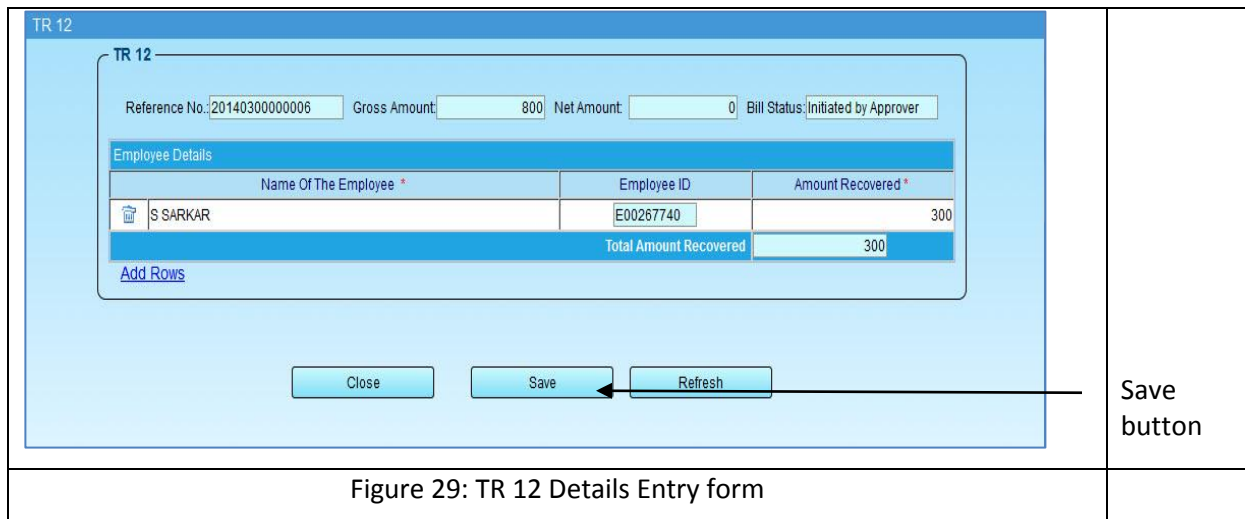


Figure 29: TR 12 Details Entry form

A success message appears on the top.

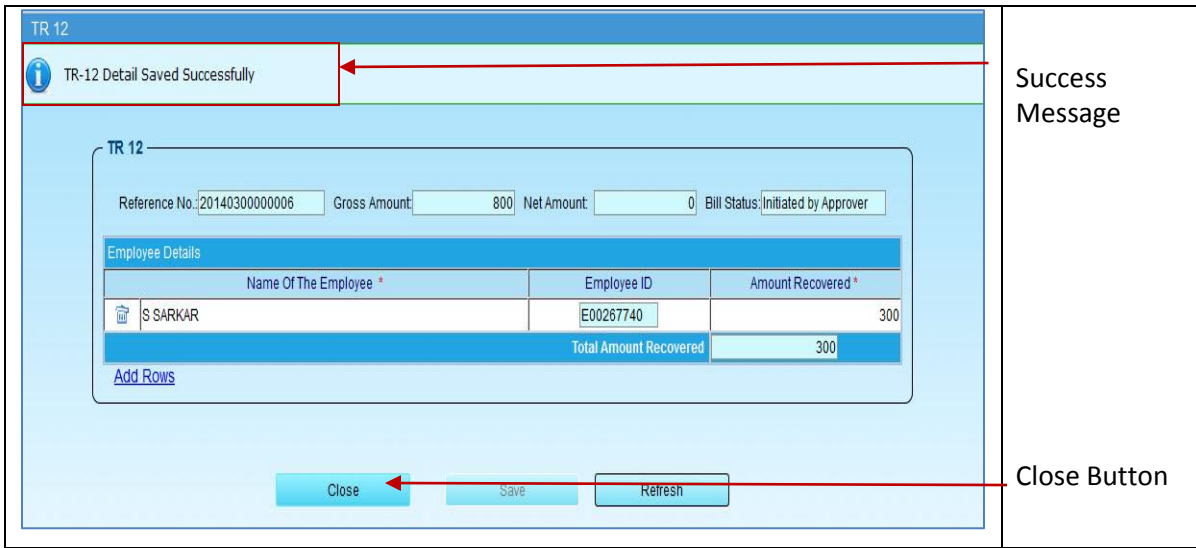


Figure 30: TR 12 Success Message

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.

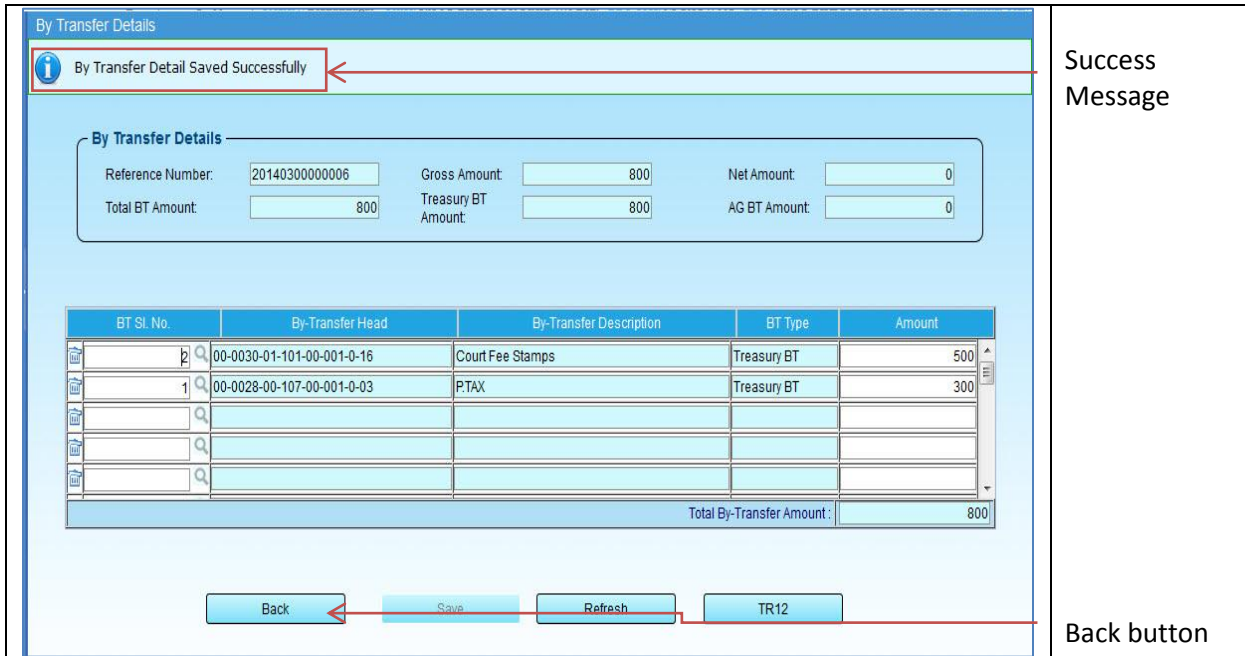


Figure 31: BY Transfer Details Entry

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:

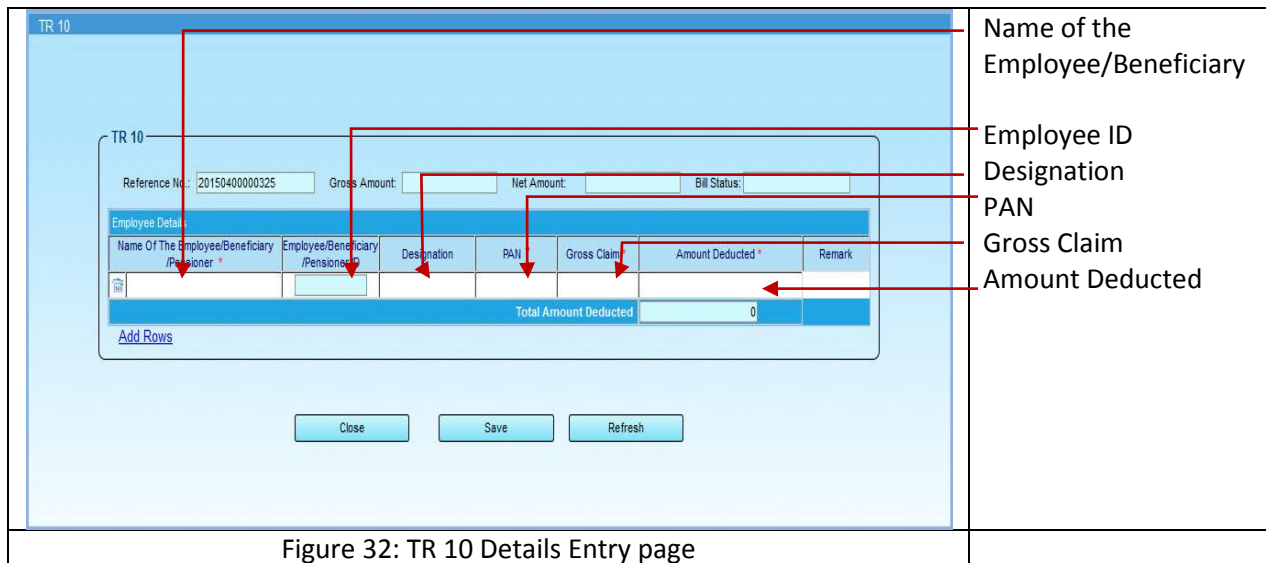


Figure 32: TR 10 Details Entry page

- 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**.

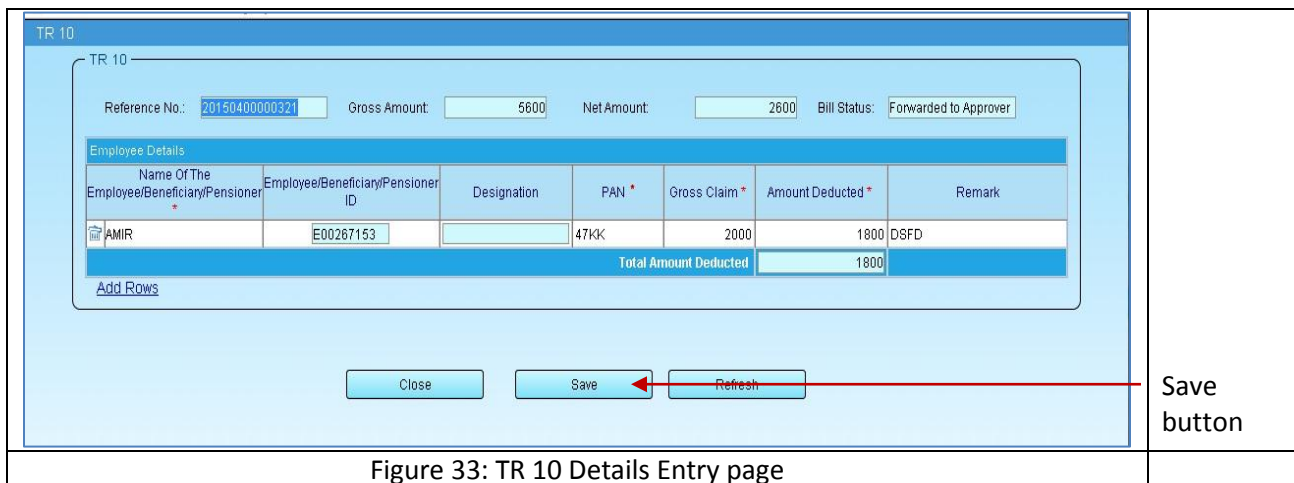


Figure 33: TR 10 Details Entry page

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

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

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:

Sanction Amount: Sanction Date: Sanction By:

Department Code: AG Agriculture

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	Telephone	800	800	0	-800	0
<b>Total</b>				<b>800</b>		

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-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
Total Amount							

[Add Rows](#)

Save
Import
Back

Figure 36: ECS Details Entry

- 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
	s						
	Vivash Shwa# 5987412369						
	DR PRADIP KUMAR SANTRA# 20063598						
	AMARDEEP SARKAR# 20070312						
Total Amount							

[Add Rows](#)

Save
Import
Back

Figure 37: Name entry in ECS Details Entry

- 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.

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
	Vivash Shwa	SBIN0005112		Savings	5987412369	200	
						<b>Total Amount</b>	200

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.  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
VIVASH SHWA	5987412369	SBIN0005112		200	Savings

Showing 1 to 1 of 1 entries

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.

Ref no	Fin Year	Bill No	Bill Date	Gross Amount	Net Amount
2014100001757	2014	24_oo	null	7000	1500
2014100001754	2014	100	null	1200	200
2014100001870	2014	f5df	03/02/2015	10000	4000
2014100001862	2014	bt_test	03/02/2015	2000	2000
2014100001855	2014	31_test	02/02/2015	90000	40000

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

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
<b>Total Amount</b>							

[Add Rows](#)

Search button

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

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	0	
<b>Total Amount</b>						0	

[Add Rows](#)

Amount  
Add Row link  
Save button

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.

i 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
KUMAR GOURAV	12121364454	SBIN0005112		200	Savings

Showing 1 to 1 of 1 entries

« < 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 Bill Status Initiated by Operator  
 Payment Type \*  Cheque  ECS/NEFT  Both  Nil  
 Reference Number 2014100001869 Bill No. & Date \* 8963 05/02/2015  
 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 Amount 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		

Buttons: TR-31, BT Detail, Cheque (highlighted), Modify, Forward, Refresh

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

Sl 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	

Buttons: Save (highlighted), Back

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.

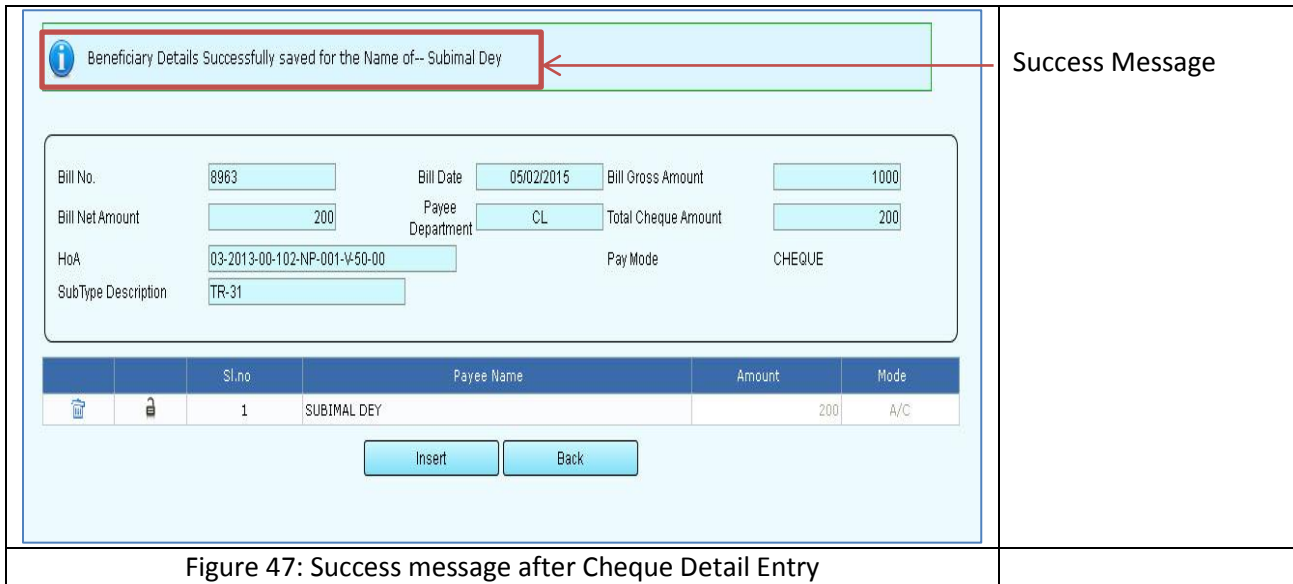


Figure 47: Success message after Cheque Detail Entry

## 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**.

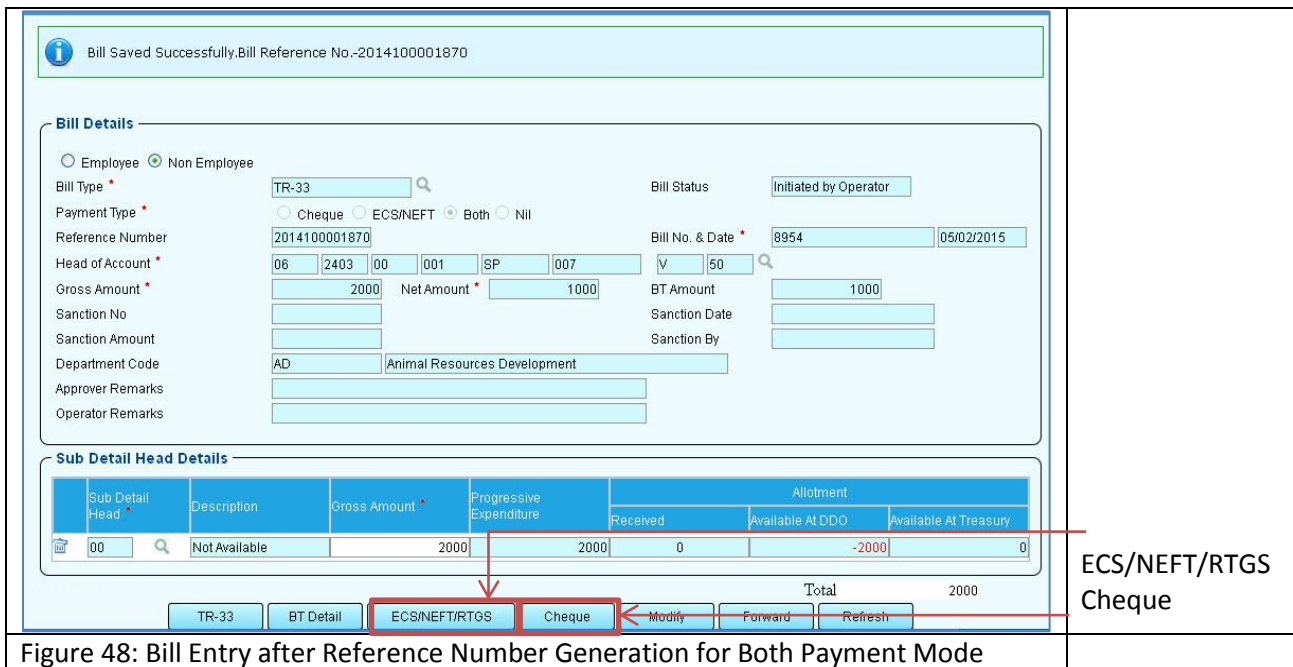


Figure 48: Bill Entry after Reference Number Generation for Both Payment Mode

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	
<b>Total Amount</b>						<b>500</b>	

[Add Rows](#)

Figure 49: ECS Entry for Both payment mode

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

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

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

5. Click on the **Back** button.
6. 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		

Buttons: 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

Sl 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	

Buttons: 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:

i 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

**Success Message**

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		

Buttons: 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

Buttons: 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

5. 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

1. 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

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="02"/>	Other Grants	1000	1000	0	-1000	0
<b>Total</b>				1000		

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 :	
			300	500	

[Add Rows](#)

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?FqPvypEtsxvagPUJ01EEI6HI8wQrDvzRyAjzoJGWhyueqfTwOYUHAA6VfqC8gjr

Enter Filter Criteria: %

**Total records found: 30**

Operator Id	Operator Code	Operator Name
7	1	DIRECTOR OF TECHNICAL EDUCATION,W.B
18	2	E.O/NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY
8	3	F.O,THE W.B UNIVERSITY OF HEALTH SCIENCES
22	4	KOLKATA DAY STUDENTS' HOME
28	5	SECY. SRI RAMKRISHNA DAY STUDENTS HOME
27	6	SECY. ISWARCHANDRA PATHA BHAVAN DAY STD. HOME

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:

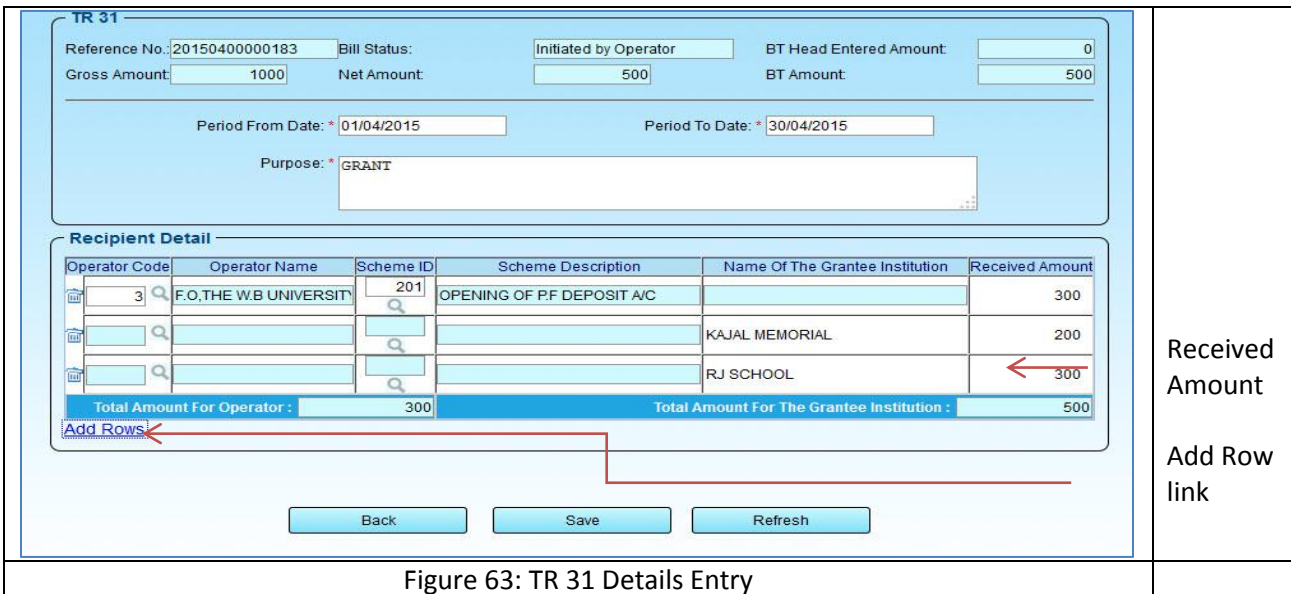


Figure 63: TR 31 Details Entry

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

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

Buttons: 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

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

Buttons: 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:

**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**.



- 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.

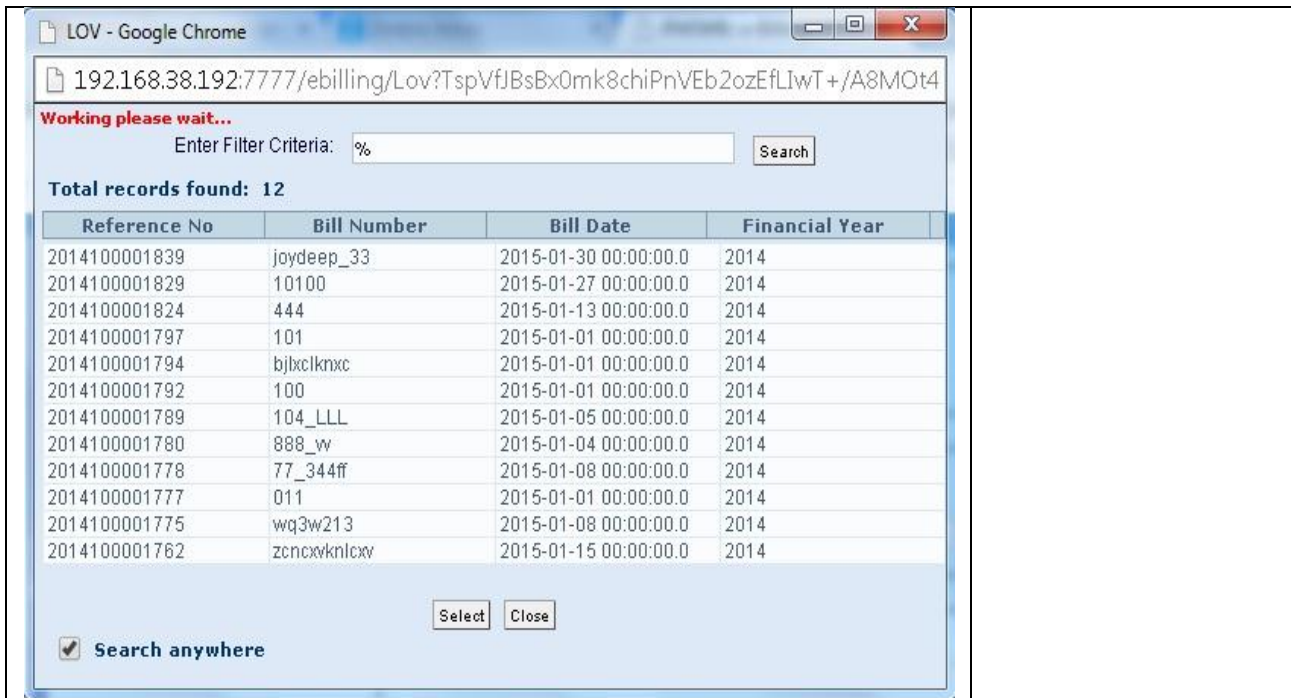
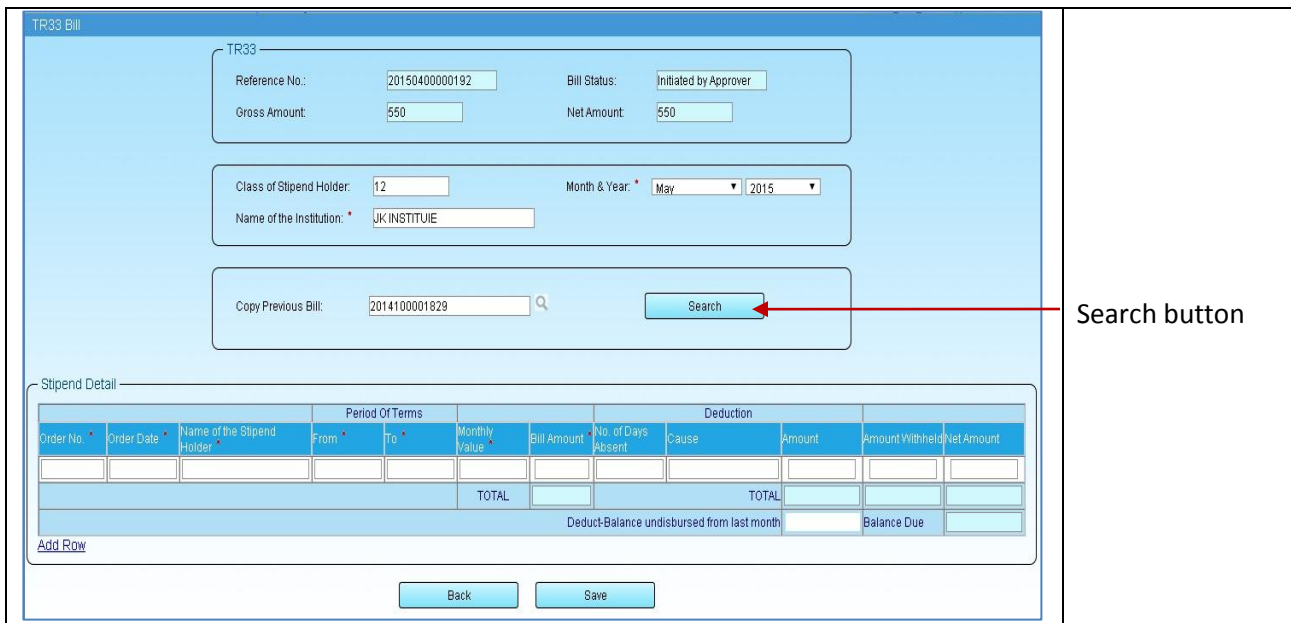


Figure 69: Reference Number LOV popup window

- Select the Reference Number from the popup window.



Search button

Figure 70: TR 33 Details Entry

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

The screenshot shows the 'TR33 Bill' entry form. On the right side, there is a list of labels with red arrows pointing to corresponding fields in the form:

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

The form contains the following data:

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

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

Buttons: Back, Save

Figure 71: TR 33 Details Entry

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

This is an identical copy of the form shown in Figure 71, but without the red arrows and labels on the right side.

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			Net Amount		
			From	To			No. of Days Absent	Cause	Amount		Amount Withheld	
545	17/01/2015	SUGATA HALDAR	01/01/2015	17/01/2015	500	4307	0			4307		
777	01/01/2015	TANWII 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:**  
 - No of Days Absent: points to 'No. of Days Absent' column header  
 - Cause: points to 'Cause' column header  
 - Amount: points to 'Amount' column header  
 - Amount Withheld: points to 'Amount Withheld' column header  
 - Net Amount: points to 'Net Amount' column header  
 - Save Button: points to the '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			Net Amount		
			From	To			No. of Days Absent	Cause	Amount		Amount Withheld	
545	17/01/2015	SUGATA HALDAR	01/01/2015	17/01/2015	500	4307	0			4307		
777	01/01/2015	TANWII 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:**  
 - Success Message: points to the 'TR33 Bill Saved Successfully' notification bar

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' interface. At the top, a message states 'Bill Saved Successfully, Bill Reference No.-2014100001882'. Below this is the 'Bill Details' section with various input 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), and BT Amount (500). The Bill Status is 'Initiated by Operator'. 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
<b>Total</b>				1000		

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

Figure 75: TR 36A button in Bill Entry form

TR 36A details entry page appears.

The screenshot shows the TR 36A Details Entry form. The top section contains fields for Reference No. (2014100001882), Gross Amount (1000), Net Amount (500), Bill Status (Initiated by Operator), and BT Amount (500). Below these are fields for Period From Date (06/02/2015) and Period to Date (31/03/2015). A large text area for Purpose contains the word "GRANT". The bottom section is titled "Recipient Detail" and contains a table with columns: Operator Code, Operator Name, Scheme ID, Scheme Description, Name Of The Grantee Institution, and Received Amount. The table has one row with a Total Amount of 0. There are "Add Rows", "Back", "Save", and "Refresh" buttons at the bottom.

Figure 76: TR 36A Details Entry

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

This screenshot is similar to Figure 76 but highlights the LOV (List of Values) buttons for the "Operator Code" and "Scheme ID" fields in the "Recipient Detail" table. Red boxes and arrows point to these buttons, with labels "Operator Code LOV" and "Scheme Code LOV" on the right side of the form.

Figure 77: TR 36A Details Entry

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

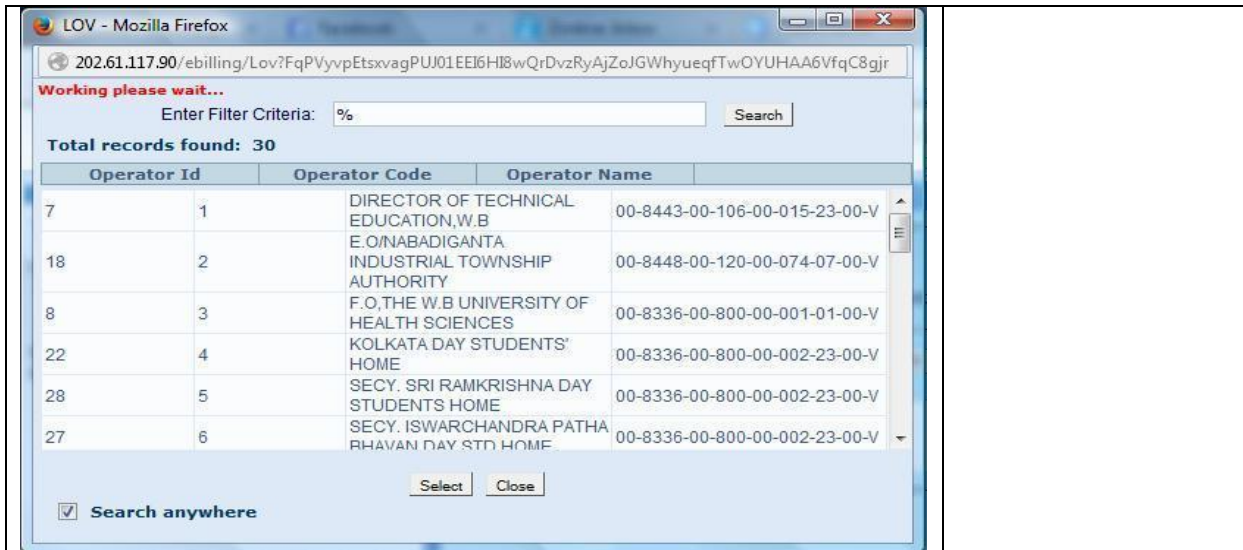


Figure 78: Operator Code LOV popup window

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

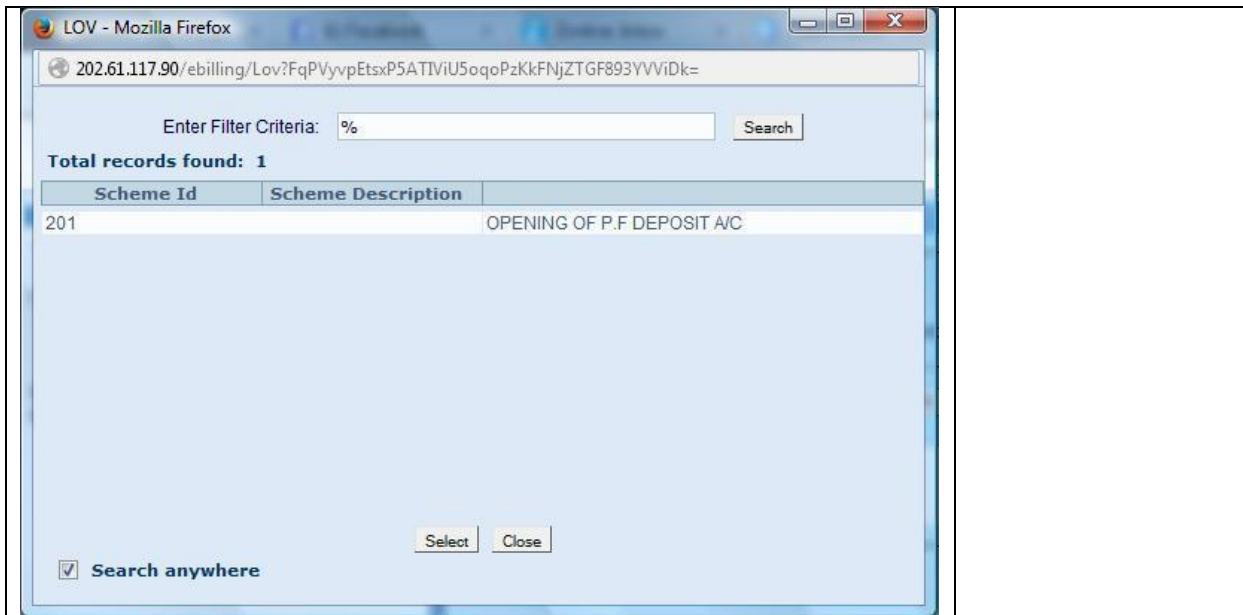


Figure 79: Scheme Code LOV popup window

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

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

Buttons: Back, Save, Refresh

Annotations: Red arrow points to 'Received Amount' in the table. Red arrow points to '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

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

Buttons: Back, Save, Refresh

Annotation: Red box around success message. Red arrow points from message to 'Received Amount'.

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:

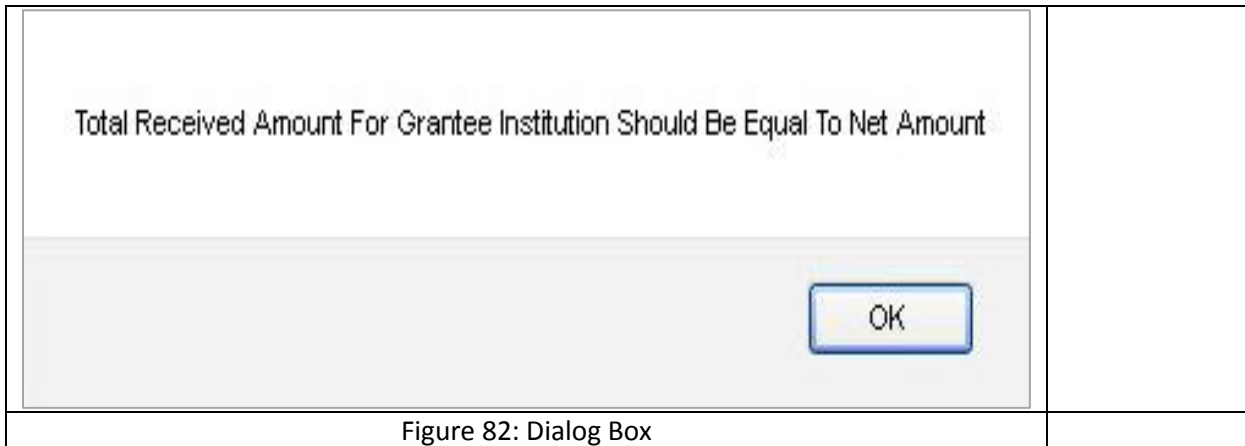


Figure 82: Dialog Box

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:

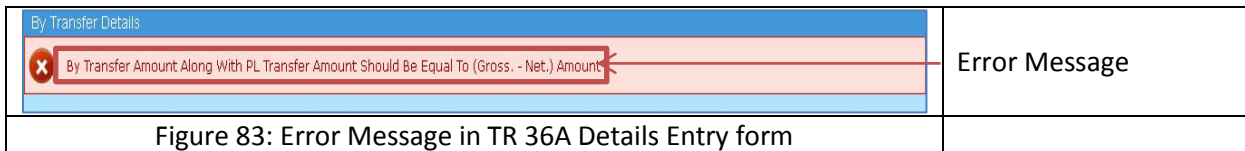


Figure 83: Error Message in TR 36A Details Entry form

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

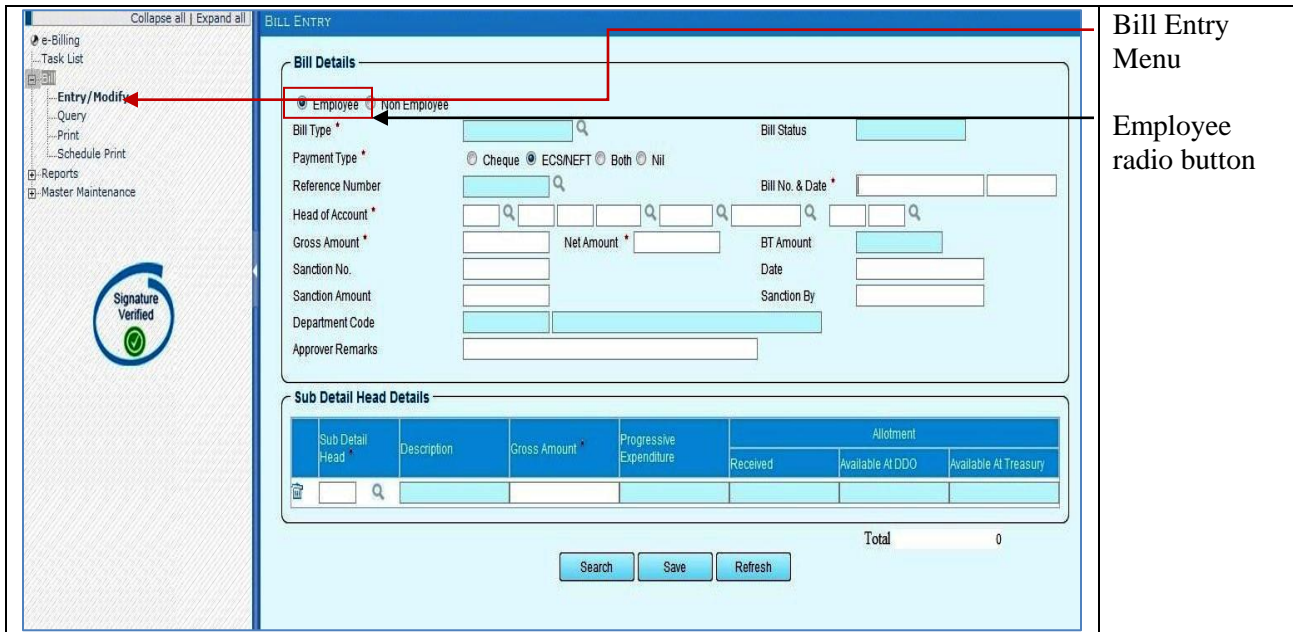
TR 50 is an Employee Type of Bill. This Bill is raised for withdrawing

- 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.

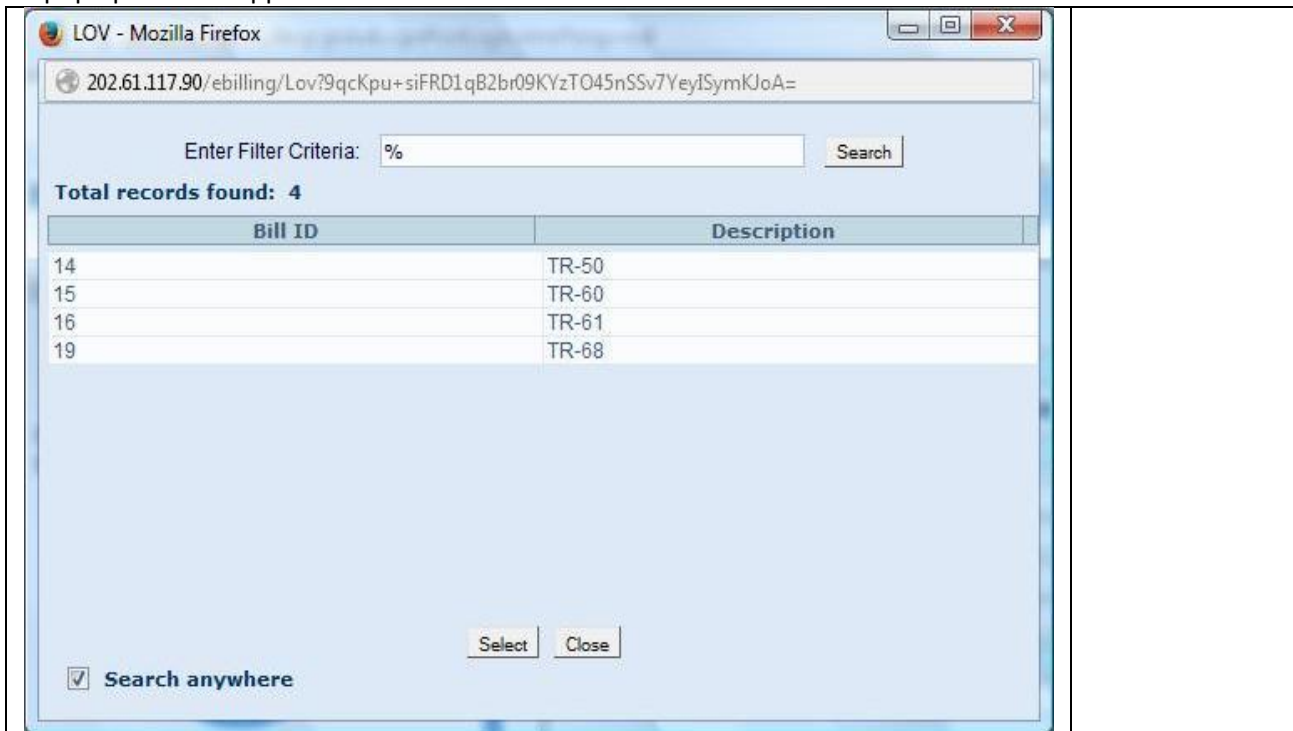


Figure 85: Employee Type Bills

- 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.

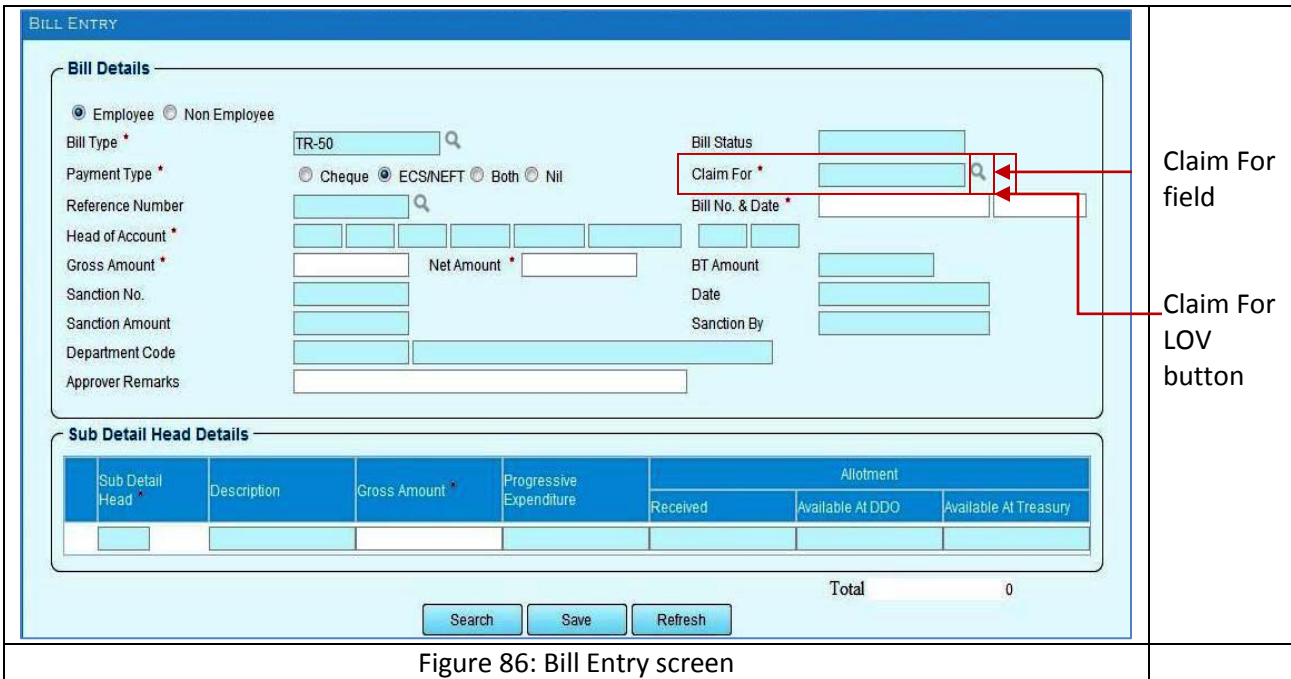


Figure 86: Bill Entry screen

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

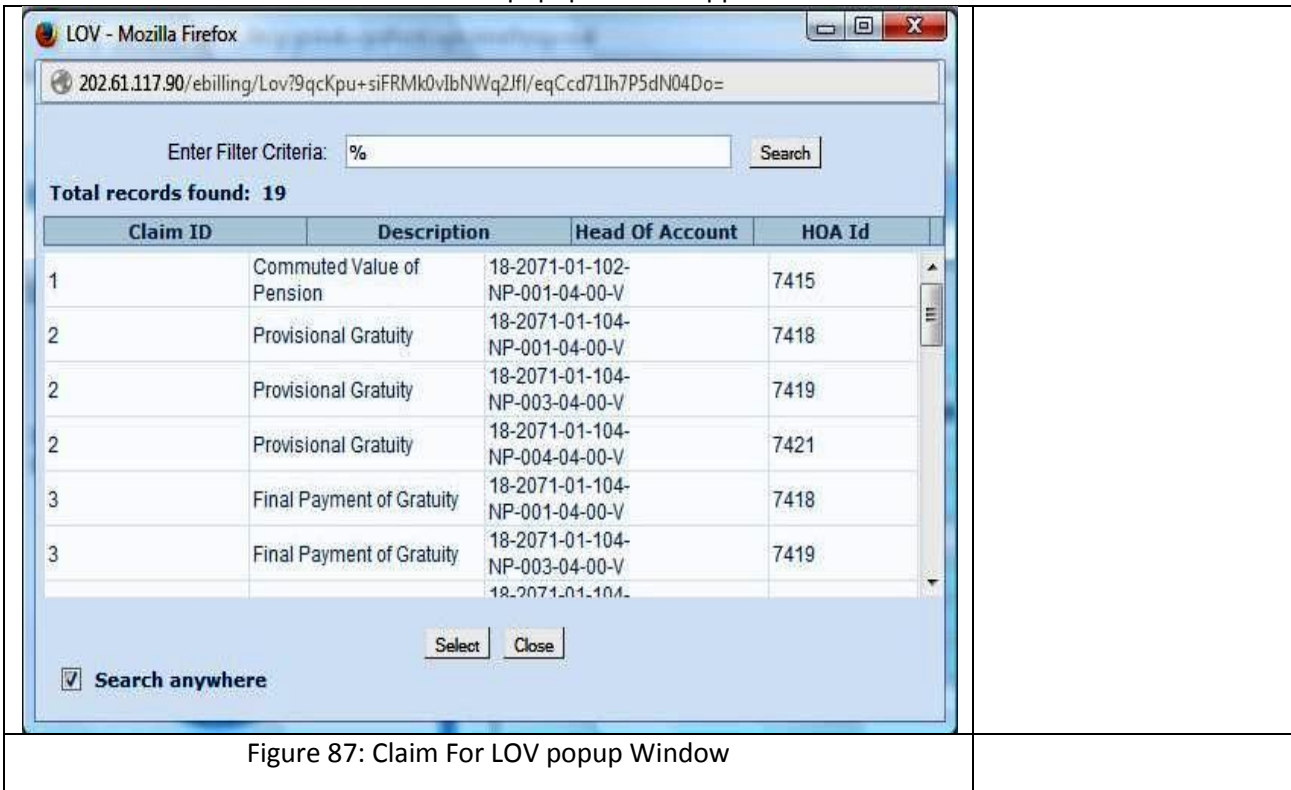


Figure 87: Claim For LOV popup Window

➤ 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 \* Net Amount \* BT Amount

Sanction No. Date

Sanction Amount Sanction By

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 Net Amount \* 3000 BT Amount 2000

Sanction No. Date

Sanction Amount Sanction By

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.

**Success Message**

**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.

**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.

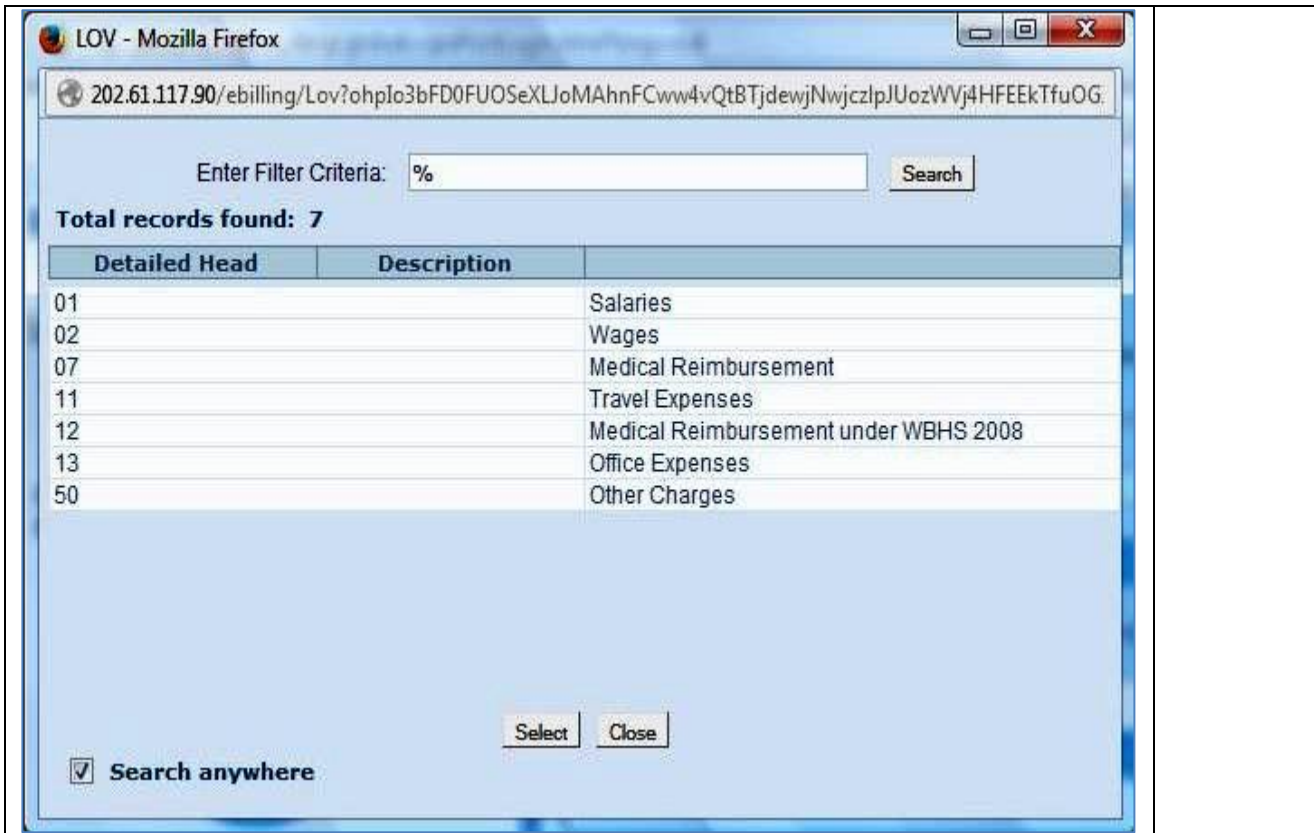
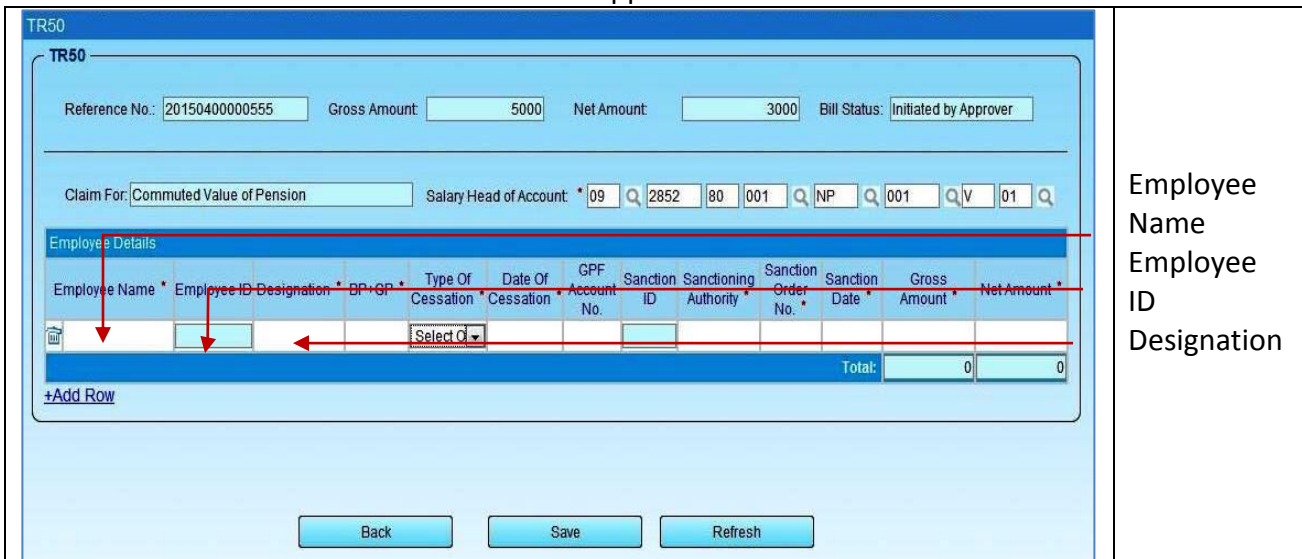


Figure 92: Salary Head of Account LOV popup window

The selected values of Head of Account appear as follows:



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

The screenshot shows the TR50 Details Entry form. At the top, there are fields for Reference No. (20150400000555), Gross Amount (5000), Net Amount (3000), and Bill Status (Initiated by Approver). Below this, there are fields for Claim For (Commutated Value of Pension) and Salary Head of Account (09, 2852, 80, 001, NP, 001, V, 01). The main section is a table titled 'Employee Details' with columns: 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, and Net Amount. A dropdown menu is open under the 'Type Of Cessation' column, showing a list of suggested employees including ARUN KUMAR BERA#000268138, ABHISEK GHOSH#000268569, A B ROY#E00268625, ARUN DAS#000268140, ASIM MONDAL#000268157, AMIT KUMAR DAS#P00268194, ALOKE DE#000268247, AMAL MURMU#000268268, APURBA KUMAR GHOSH#000268294, ANIRUDHA GHORA#000268431, ABDUL RIAZ MALLICK#000268443, AMIT MAN#000268490, AMIT KUMAR BANDYOPADHYAY#000268500, ARIF MONDAL#000268503, ANIMESH KHORAT#000268532, and ARUP SADHUKHAN#000268544. Buttons for Back, Save, and Refresh are visible at the bottom.

Suggested List of Employee

Figure 94: TR 50 Details Entry

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

This screenshot is similar to Figure 94 but with annotations. Red lines point to the 'BP+GP' field (15000), the 'Type Of Cessation' dropdown menu (which is open to 'Select One'), and the 'Date Of Cessation' field. The 'Employee Details' table now shows the first row populated with ARUN KUMAR BE, Employee ID 000268138, Designation SECTION HEA, and BP+GP 15000. Buttons for Back, Save, and Refresh are at the bottom.

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.

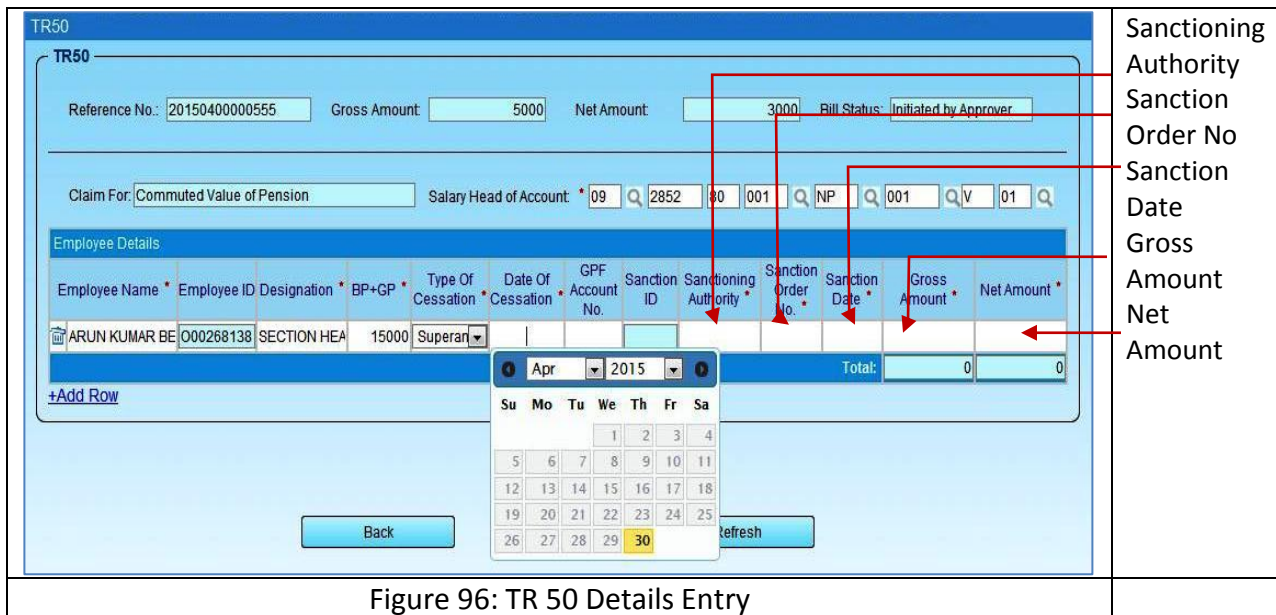


Figure 96: TR 50 Details Entry

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

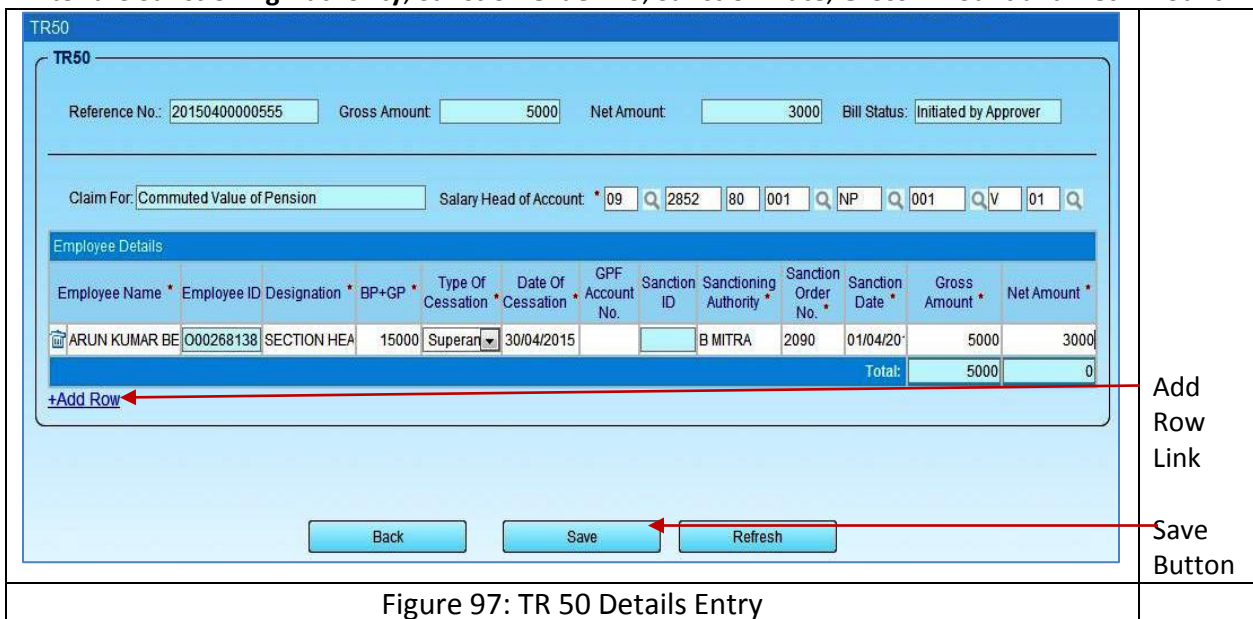
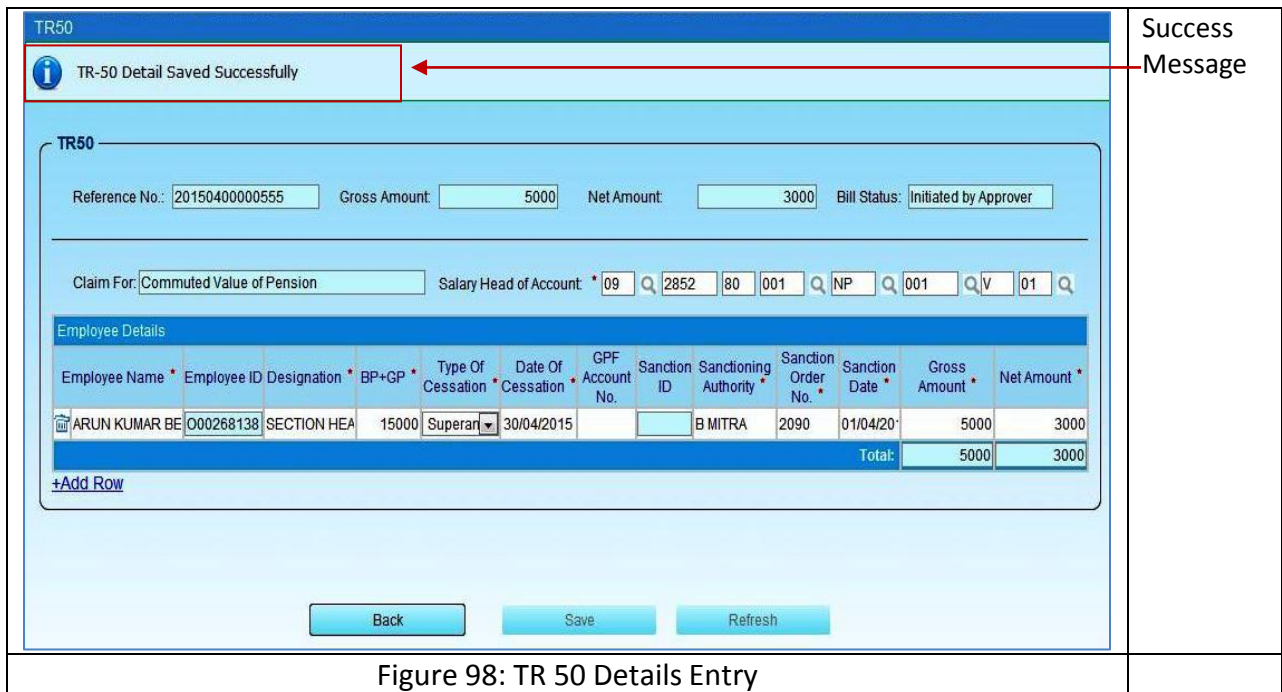


Figure 97: TR 50 Details Entry

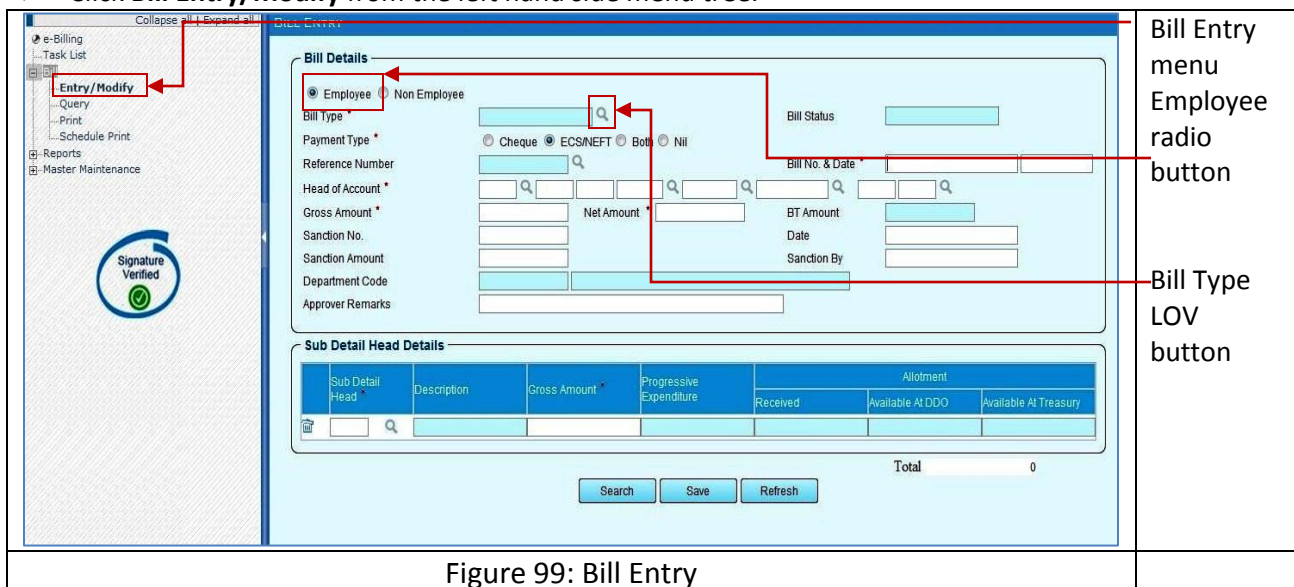
- Click on the **Add Row** link to add more Employee rows.
- Click **Save**. A success message appears.



## 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.



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



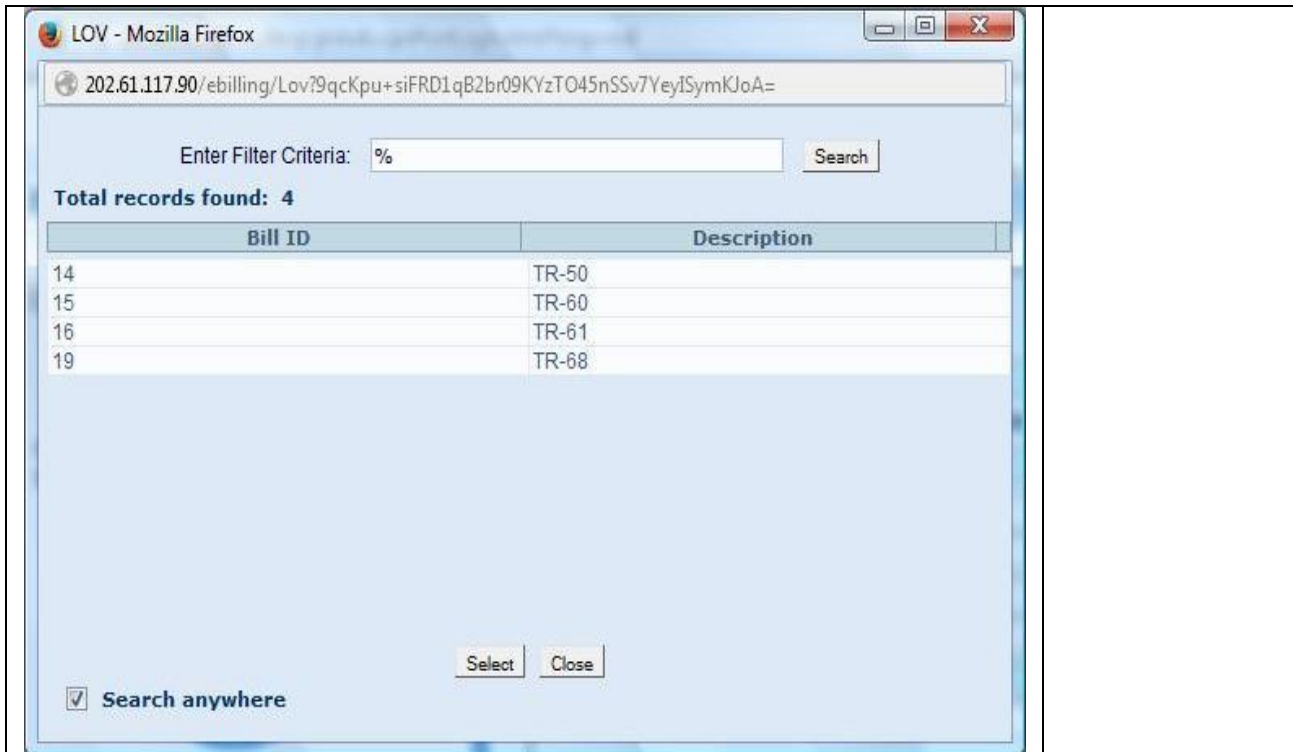


Figure 100: Employee Type of Bills

- 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.

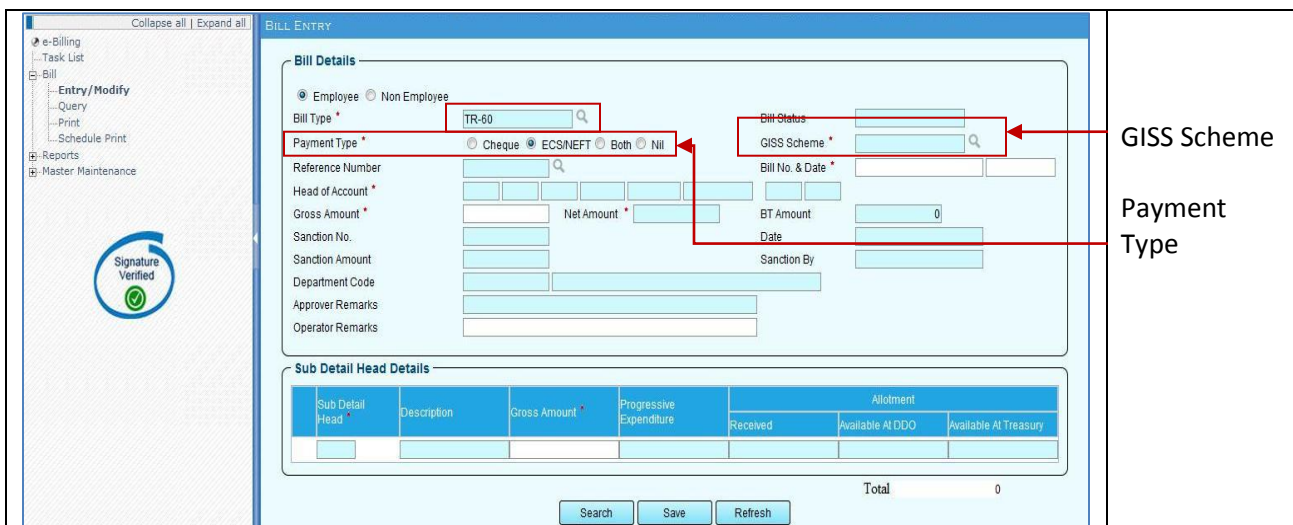


Figure 101: Bill Entry

GISS Scheme  
Payment Type

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

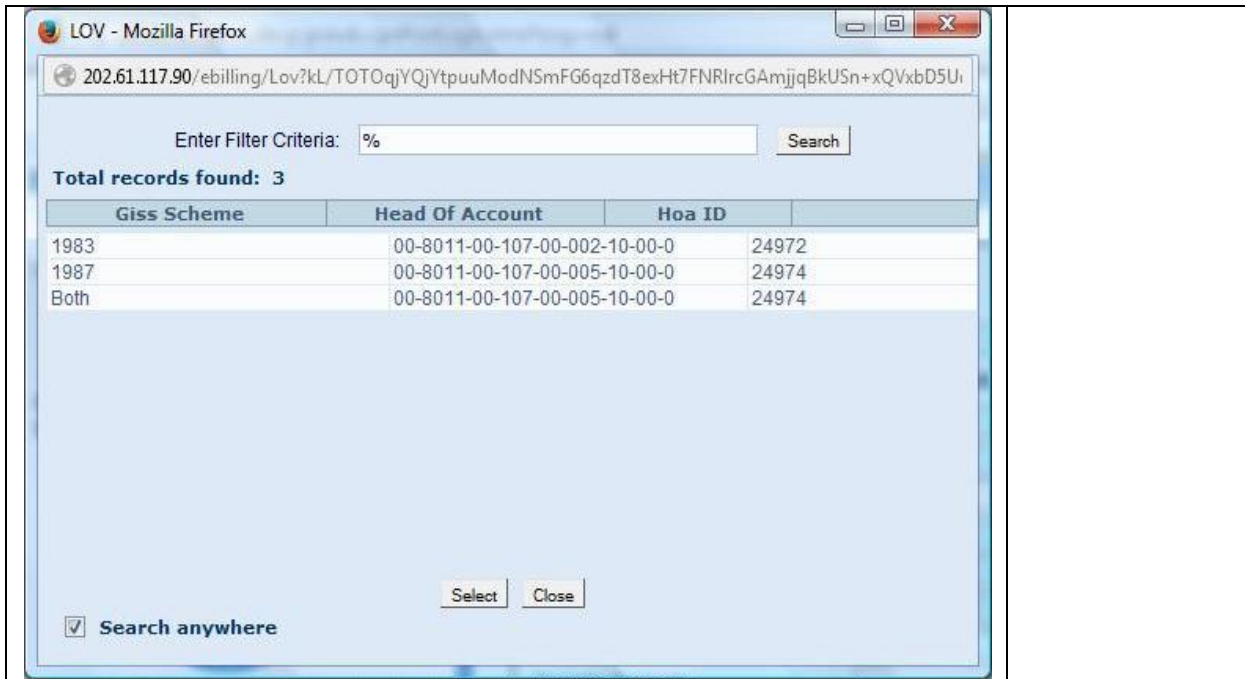


Figure 102: GISS Scheme LOV popup window

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

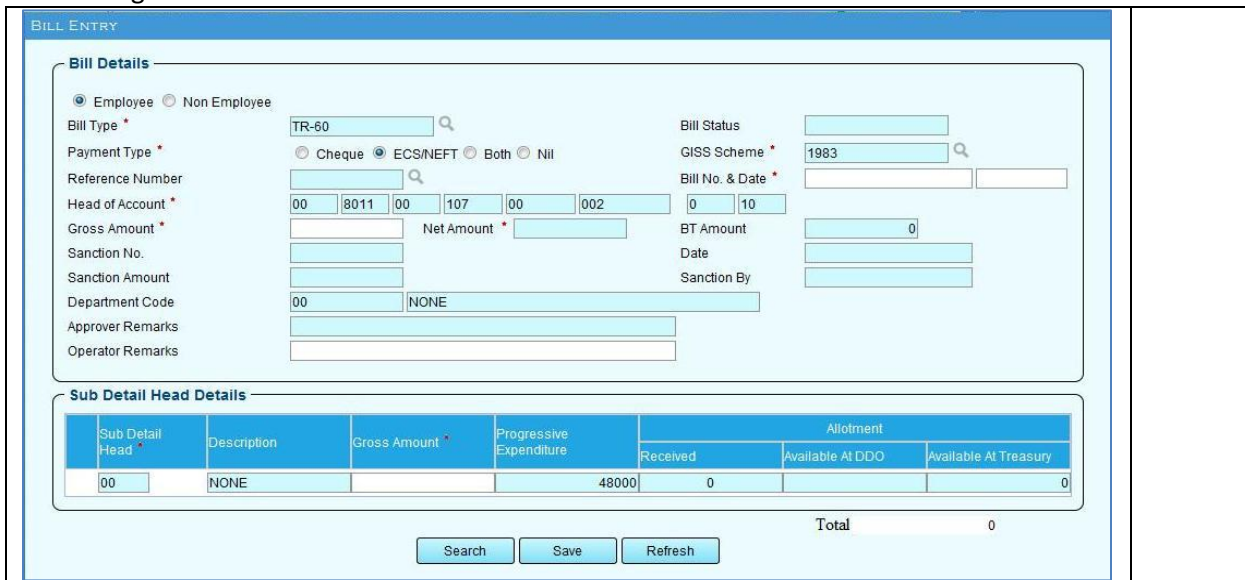


Figure 103: Bill Entry

- 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 Bill Status  
 Payment Type \*  Cheque  ECS/NEFT  Both  Nil GISS Scheme \* 1983  
 Reference Number Bill No. & Date \* 7658 30/04/2015  
 Head of Account \* 00 8011 00 107 00 002 0 10  
 Gross Amount \* 7000 Net Amount \* 7000 BT Amount 0  
 Sanction No. 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	Allotment		
				Received	Available At DDO	Available At Treasury
00	NONE	7000	48000	0		0
Total				7000		

Buttons: Search, Save, Refresh

Bill No & Date  
Gross Amount

Save button

Figure 104: Bill Entry

- 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 Bill Status Initiated by Operator  
 Payment Type \*  Cheque  ECS/NEFT  Both  Nil GISS Scheme \* 1983  
 Reference Number 20150400000563 Bill No. & Date \* 7658 30/04/2015  
 Head of Account \* 00 8011 00 107 00 002 0 10  
 Gross Amount \* 7000 Net Amount \* 7000 BT Amount 0  
 Sanction No. 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	Allotment		
				Received	Available At DDO	Available At Treasury
00	NONE	7000	55000	0	7000	0
Total				7000		

Buttons: TR-60, ECS/NEFT, Modify, Forward, Refresh

Success Message

TR 60

Figure 105: Bill Entry

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

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.

Figure 107: TR 60 Details Entry page

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

Figure 108: TR 60 Details Entry page

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

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.: 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	WT PROFESSOR	Superannu	30/04/2015		B MITRA	2309	30/04/2015	7000
Total Amount									0

+Add Row

Back Save Refresh

Add Row Link

Save Button

Figure 110: TR 60 Details Entry page

- 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.: 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	ASSISTANT PROF	Superannu	30/04/2015		B MITRA	2309	30/04/2015	7000
Total Amount									7000

+Add Row

Back Save Refresh

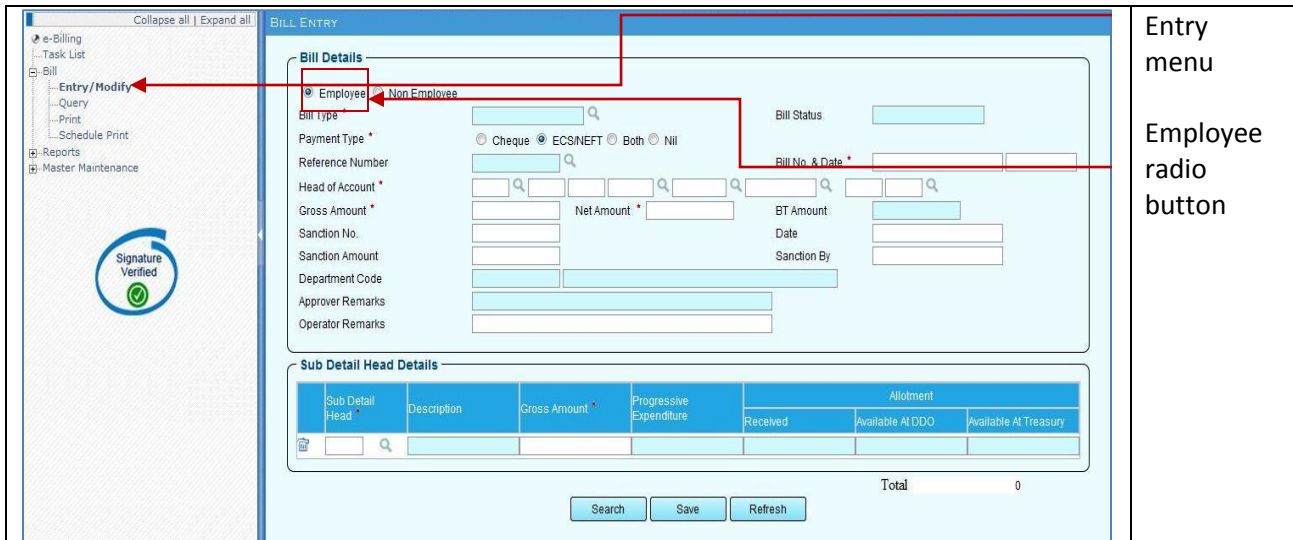
Success Message

Figure 111: TR 60 Details Entry page

## 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.

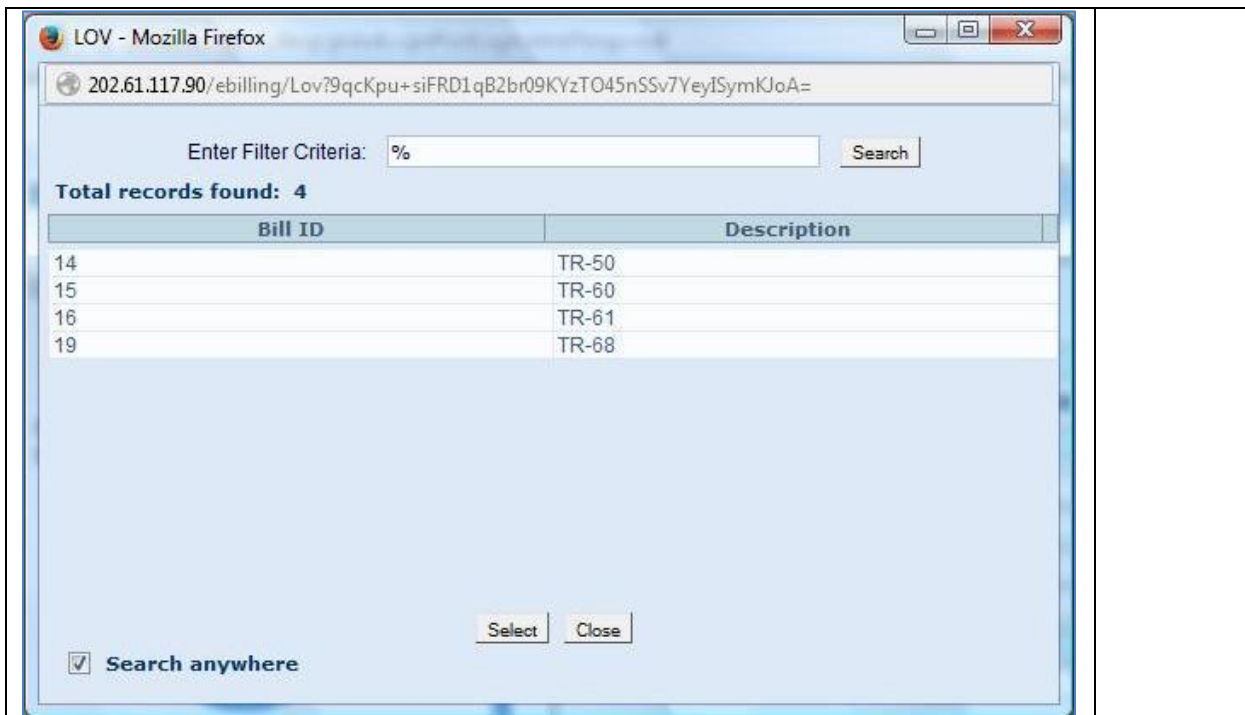


Figure 113: Employee Bill Type

- 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.

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.

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

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.



**Figure 116: Bill Entry**

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

**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.

The screenshot shows the 'BILL ENTRY' form. At the top, a success message states: 'Bill Saved Successfully. Bill Reference No.-2015050000566'. Below this, the 'Bill Details' section includes fields for Bill Type (TR-61), Payment Type (ECS/NEFT), Reference Number (2015050000566), and various account and sanctioning details. At the bottom of the form, there is a row of buttons: TR-61, ECS/NEFT, Modify, Forward, and Refresh. A red box highlights the TR-61 button, and a red arrow points from the 'Success Message' label to the message box. Another red arrow points from the 'TR 61 button' label to the TR-61 button.

**Success Message**

**TR 61 button**

**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.

The screenshot shows the 'TR-61' details entry form. It displays the Reference No. (2015050000566), Gross Amount (8000), and Net Amount (8000). Below this, the 'GISS Under: 1987' section contains an 'Employee Details' table. The table has columns for Employee Name, Employee ID, Designation, Type Of Cessation, Date Of Cessation, Sanction ID, Sanctioning Authority, Sanction Order No., Sanction Date, Group As Per GISS, and Insurance Fund Amount. A red box highlights the 'Employee Name' field, and a red arrow points from the 'Employee Name and ID' label to this field. At the bottom of the form, there are 'Back', 'Save', and 'Refresh' buttons.

**Employee Name and ID**

**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.

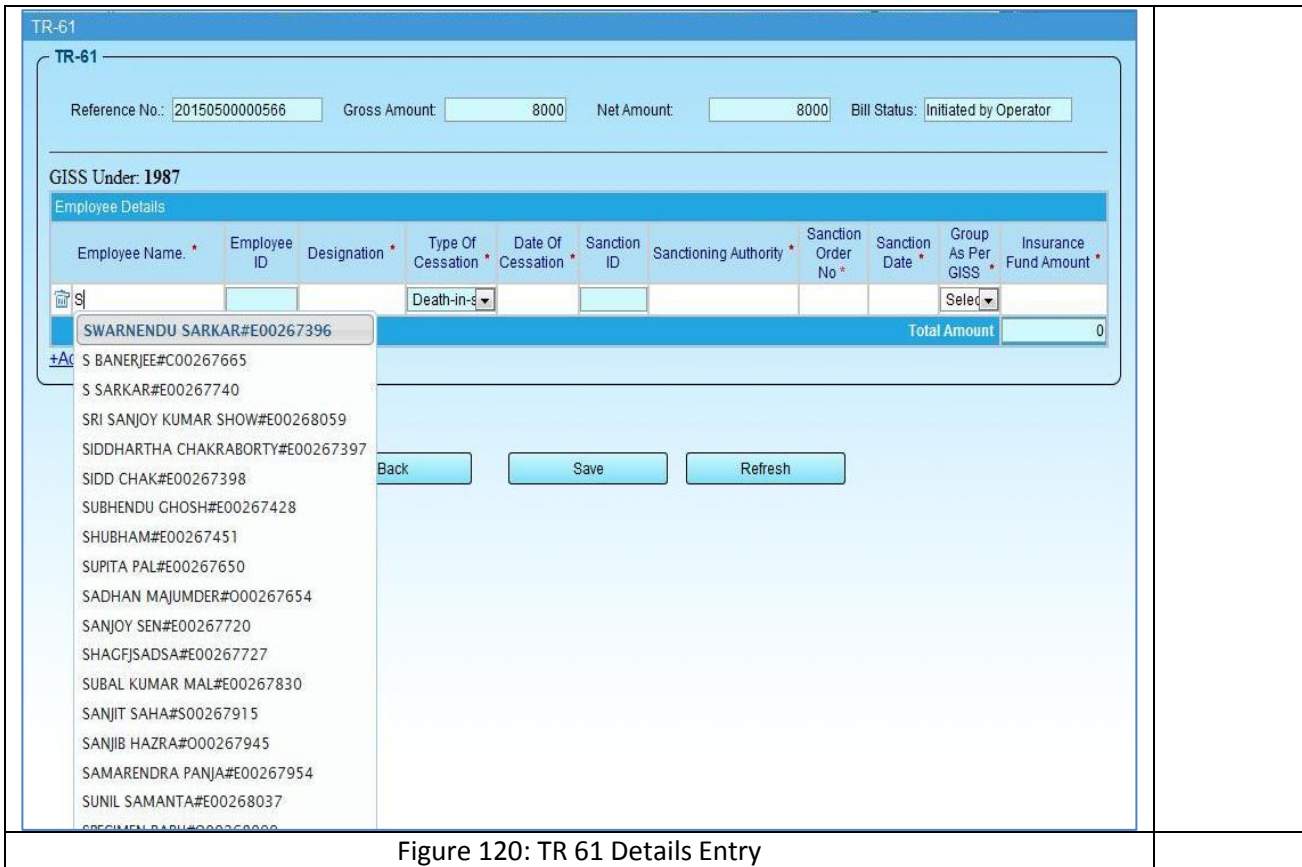
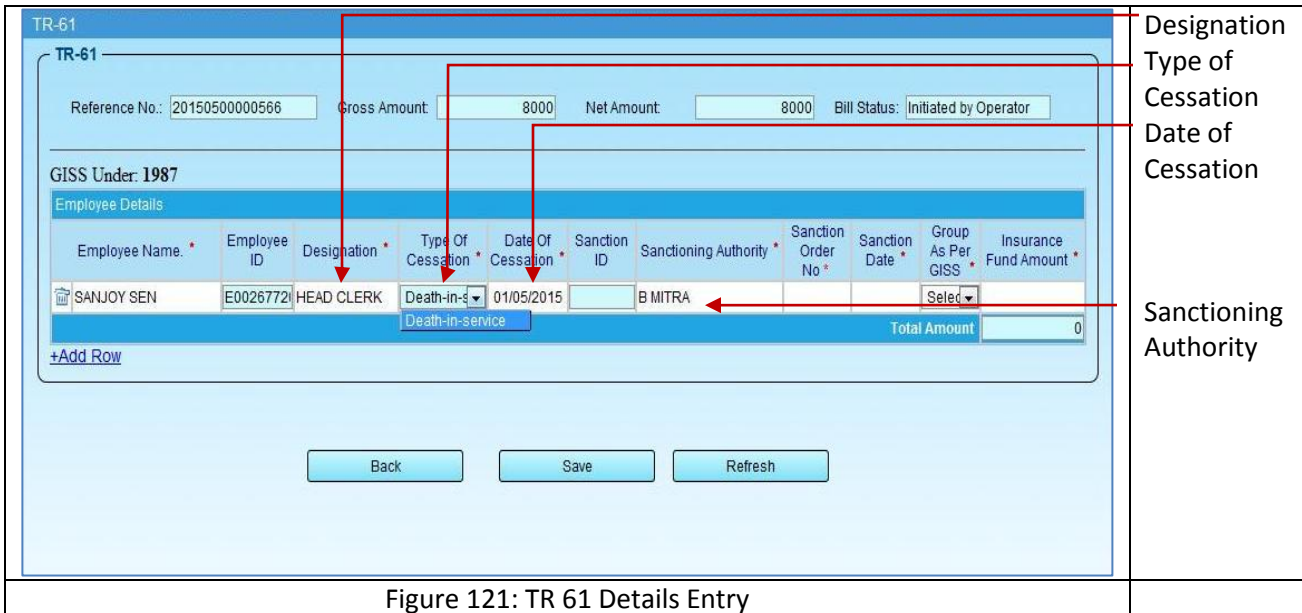


Figure 120: TR 61 Details Entry

Employee ID appears automatically.



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 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 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.

TR-61

i TR-61 Detail Saved Successfully

Reference No.:  Gross Amount:  Net Amount:  Bill Status:

---

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
<b>Total Amount</b>										10000

[+Add Row](#)

Success Message

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. -2015060002113**

**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.  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	8000	8000	0	-8000	0
<b>Total</b>				8000		

Total 8000

**TR 27 Button**

**TR 27 Button in the Common Bill Entry**

TR 27 details page appears.

**TR27**

Reference No  Bill Status  Gross Amount  Net Amount

Detailed bill will be sent for counter signature by:

**Deduction allowed by the Controlling Officer**

Amount (Rs.)	Order No	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Unspent or balance of previous advance drawn**

Treasury Code  DDO Code

Date	Token No.	Bill No.	Date	Amount (Rs.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Proforma Invoice No.	Purpose and quotation of authority for drawing advance(200 characters) *	Gross Amount *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Amount

**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.

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

Proforma Invoice No, Purpose, Gross Amount

Save button

**TR 27 Bill details entry**

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.

Success Message

**TR 27 Details Entry 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 \*  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.  Date

Sanction Amount  Sanction By

Department Code  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	0	8000	0	-8000	0
<b>Total</b>				0		

**TR-28**

**TR 28 Button**

**TR 28 button in Common Bill Entry**

TR 28 details page appears.

**TR 28 Insert**

Reference No:  Gross Amount:  Net Amount:  Bill Status:

Amount Brought Forward:

**Advance Detail**

Treasury Code:  Treasury Name:  DDO Code:

**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.) *
<input type="button" value="Delete"/>				

Amount Refundable:

[+Add Row](#)

**Disallowance Refund Detail**

Treasury Code:  Challan Date:  Challan No:  Amount:

**Refund Challan Detail**

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

**TV Date**  
**TV No**  
**Token No**  
**Token Date**  
**Bill No**  
**Bill Date**  
**Amount**

**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

Voucher Details						
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

Amount Refundable:

[+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

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.

TR 28 Insert

i TR28 Bill Detail Saved Successfully

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

Amount Brought Forward: 0

**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 *
28/05/2015	22251	273	28/05/2015	5546shr	28/05/2015	4500

**Success Message**

**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.

i Bill Saved Successfully. Bill Reference No.-20150600001724

**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.     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" value="00"/>	<input type="text" value="Not Available"/>	<input type="text" value="600"/>	<input type="text" value="600"/>	<input type="text" value="0"/>	<input type="text" value="-600"/>	<input type="text" value="0"/>
<b>Total</b>				<input type="text" value="600"/>		

**TR 24 Button in Common Bill Entry form**

**TR 24 Button**

TR 24 details entry page appears.

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					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.: fhfgujgfvlj Bill Date: 05/06/2015

**Medical Charges Refunded**

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

Back Save Refresh

TR 24 Details Entry

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

7. 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.
8. Enter the **Section of Establishment, Name of Incumbent, Designation, Period, Amount** in the **Medical Charges Refunded** section when applicable.
9. 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	

TR 24 Details Entry

Success Message

## 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 \*  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.  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
01	To STCs	1500	1500	0	-1500	0
<b>Total</b>				<b>1500</b>		

TR 36 Details Entry

TR 36 Button

TR 36 details entry page appears.

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

**TR 36**

Reference No.: 20150600001617      Bill Status: Modified by Approver

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

Purpose:       Scheme Name:

**Recipient Detail**

Operator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Loanee *	Designation *	Received Amount *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Amount For Operator :			0	Total Amount For The Loanee :			0

Buttons: Back, Save, Refresh

**Labels on the right:** Purpose Scheme, Operator Code, Scheme ID

3. 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/zCgGX7yLvSKD1I1rxpFI13+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	00-8448-00-120-00-074-23-00-0
8	3	F.O, THE W.B 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

Buttons: Select, Close

Search anywhere

4. 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: % Search

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

Select Close

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 Bill Status: Modified by Approver

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

Purpose: \*CHECKED Scheme Name: \*DUAL SCHEME

**Recipient Detail**

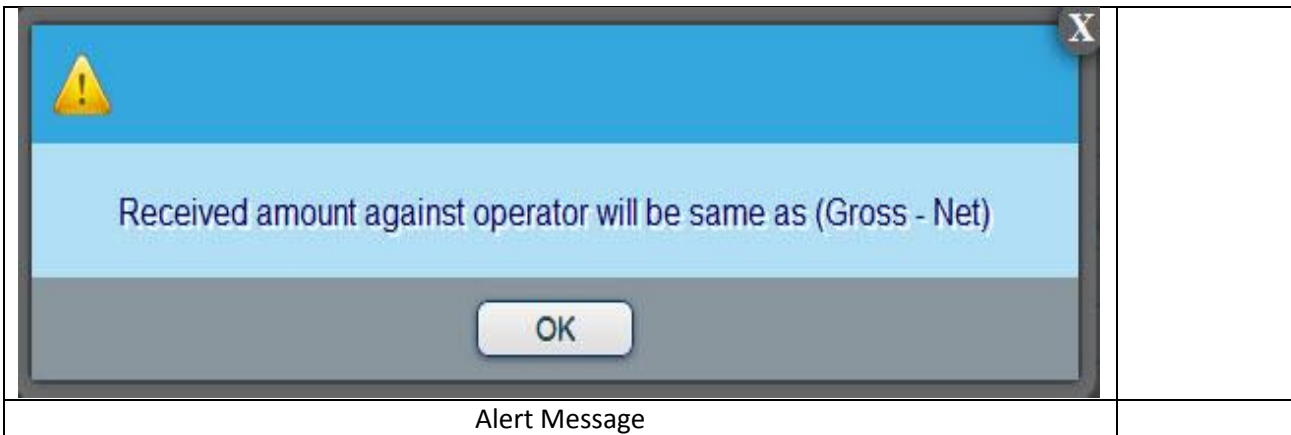
Operator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Loanee *	Designation *	Received Amount *
2	E.OINABADIGANTA IND	86	MAINTAINENCE OF BUILD	SHAMAL	OPERATOR	400
				SUKUMAR	TL	600
				SANTANU	TL	400
Total Amount For Operator :						400
Total Amount For The Loanee :						1000

Add Rows

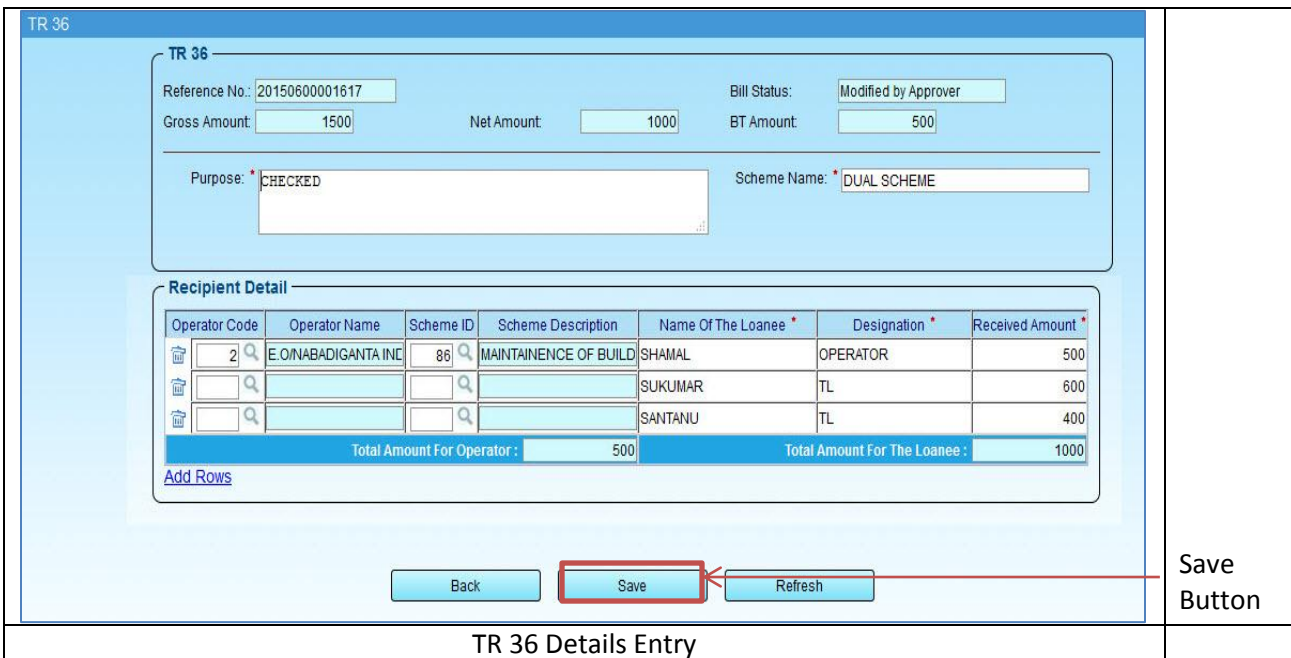
Back Save Refresh

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**.



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.

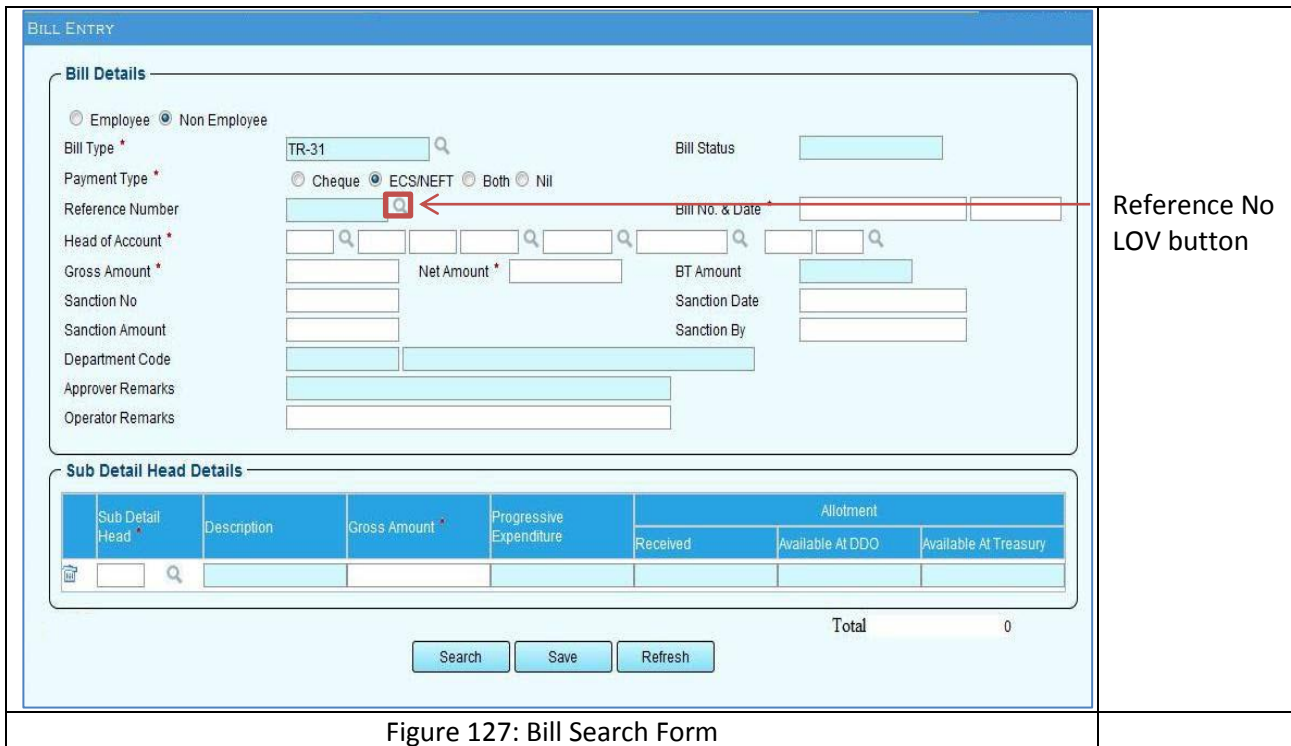
Figure 125: Bill Search Screen

One popup window appears.

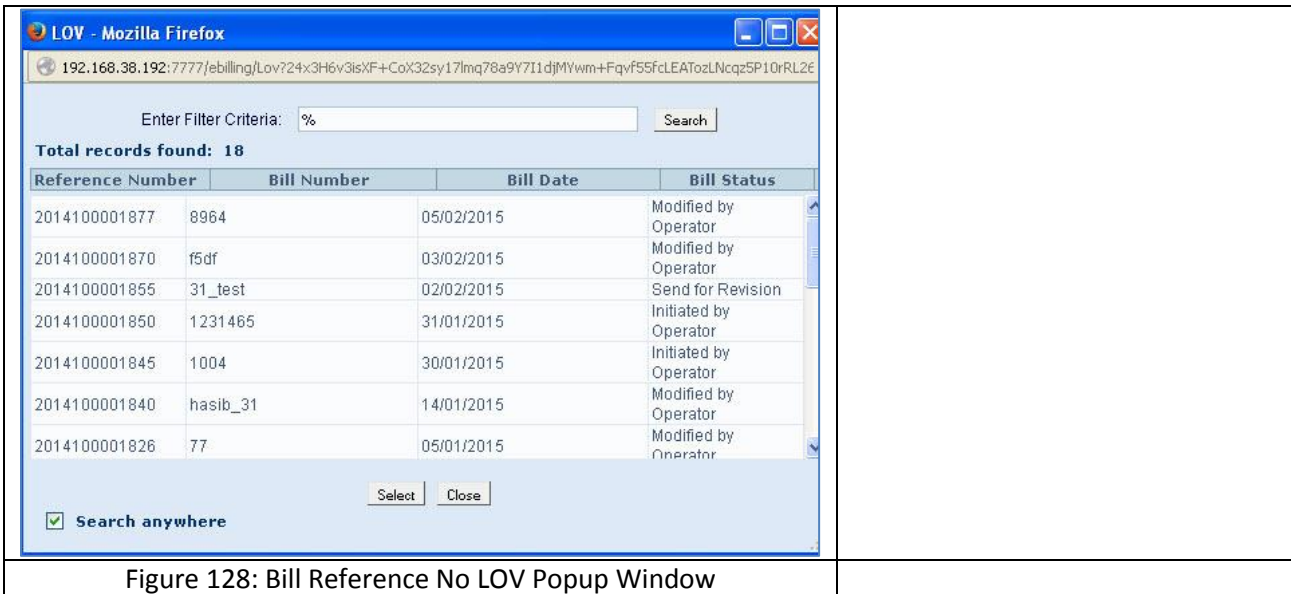
Bill ID	Description
1	TR-26
4	TR-31
5	TR-33
9	TR-36A

Figure 126: Bill Type LOV popup window

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



A popup window appears displaying the list of reference numbers.



- 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.

The screenshot shows the 'BILL ENTRY' form with the following details:

- 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 0 01
  - Gross Amount: 1000, Net Amount: 200, BT Amount: 800
  - Sanction No, Sanction Amount, Department Code (00), Approver Remarks, Operator Remarks: (Empty fields)
  - Bill Status: Modified by Operator
  - Bill No. & Date: 8964 05/02/2015
- 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		

At the bottom of the form, there are buttons for 'TR-31', 'BT Detail', 'ECS/NEFT', 'Modify', 'Forward', and 'Refresh'. The 'Modify' button is highlighted with a red box, and a red arrow points from the label 'Modify button' to it.

Figure 131: Bill Modify Form

The bill appears in the modifiable format as follows:

The screenshot shows the 'BILL ENTRY' form in a modifiable state with the following details:

- 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 0 01
  - Gross Amount: 1000, Net Amount: 200, BT Amount: 800
  - Sanction No, Sanction Amount, Department Code (00), Approver Remarks, Operator Remarks: (Empty fields)
  - Bill Status: Modified by Operator
  - Bill No. & Date: 8964 05/02/2015
- 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		

At the bottom of the form, there are buttons for 'Save' and 'Refresh'. The 'Save' button is highlighted with a red box, and a red arrow points from the label 'Save button' to it.

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 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	Allotment		
				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 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	Allotment		
				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: [ ]

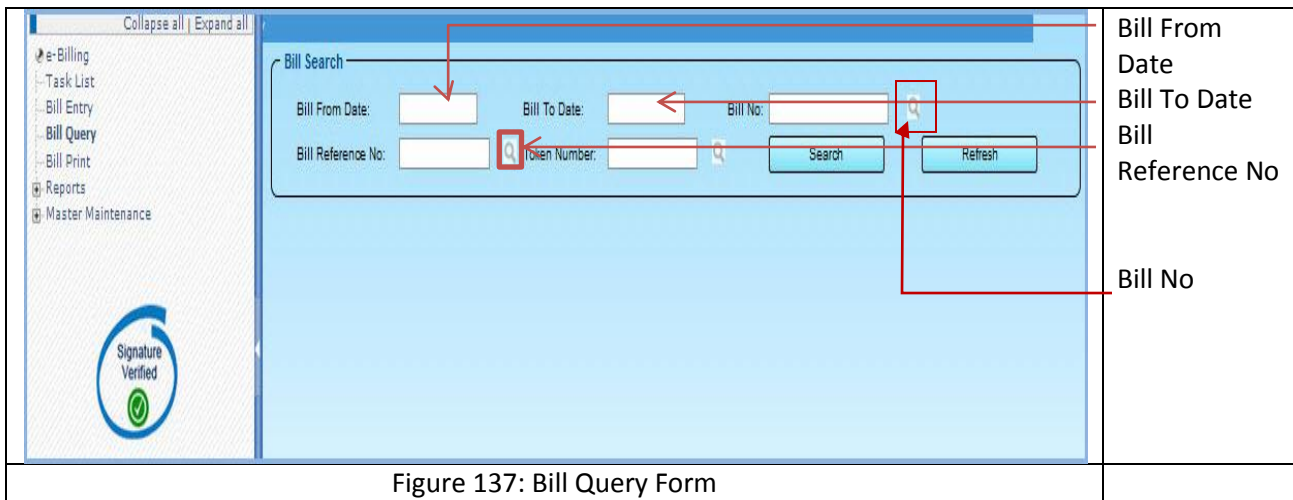
Bill Reference No: [ ] Token Number: [ ]

Search Refresh

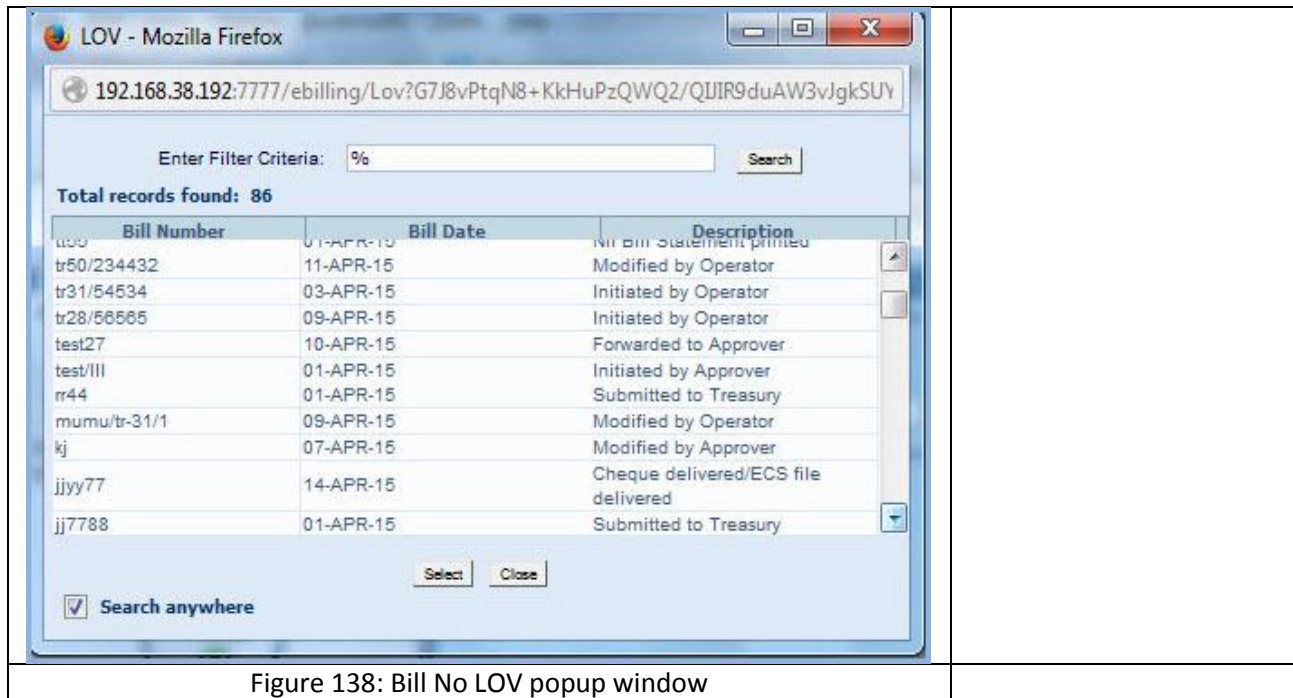
Signature Verified

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.



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



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

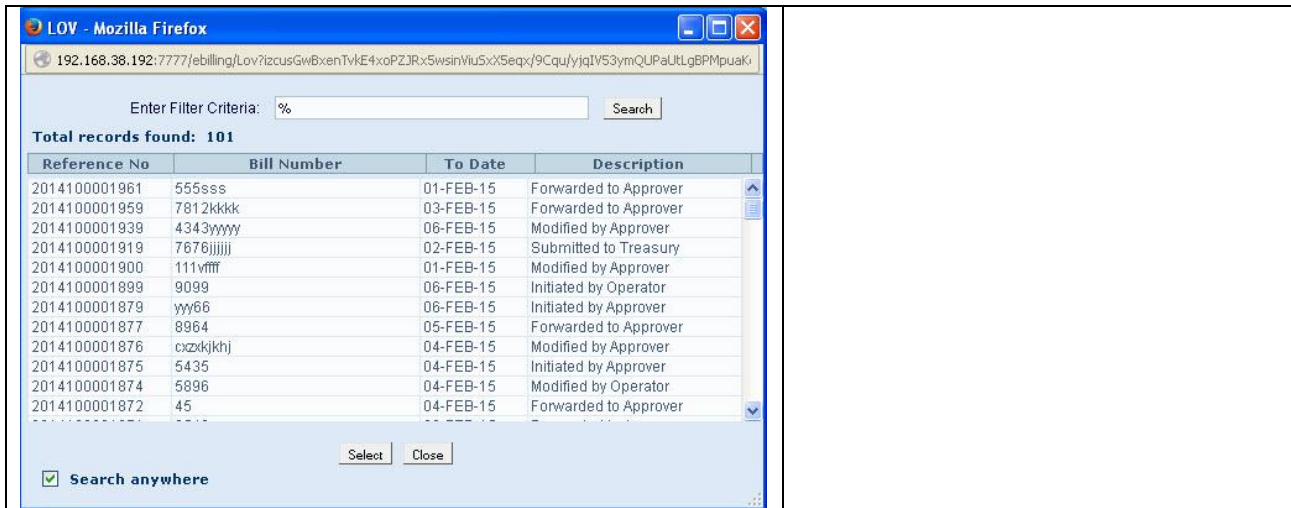


Figure 139: Bill Reference LOV Popup Window

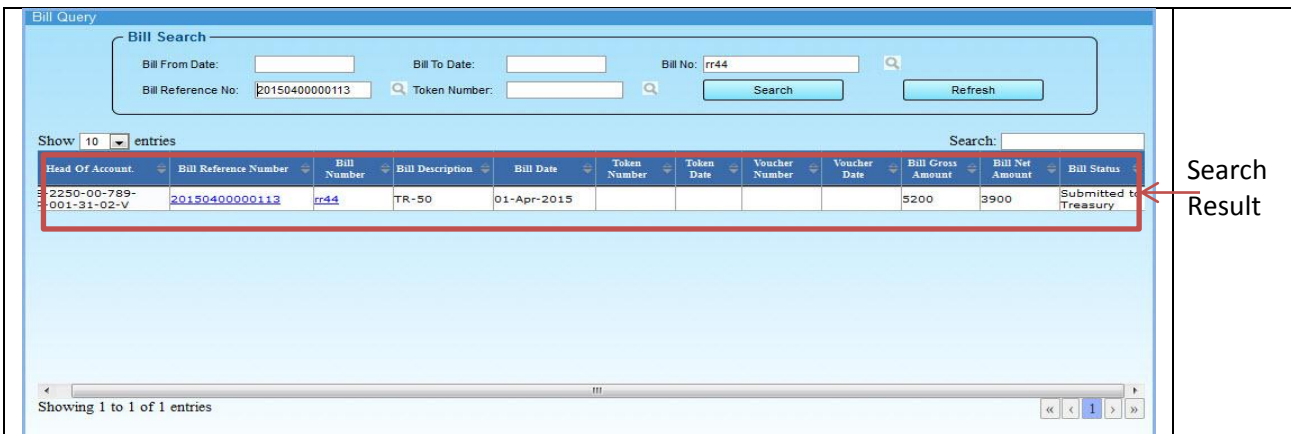
The selected value appears in the designated field.



Search button

Figure 140: Bill Query form

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



Search Result

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: rr44

Bill Reference No: 201504000011 Token Number:

Search Refresh

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	201504000011	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

7. 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

1. 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:

Bill Print Beneficiary List Schedule Detail Refresh

Figure 143: Bill Print

2. 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.

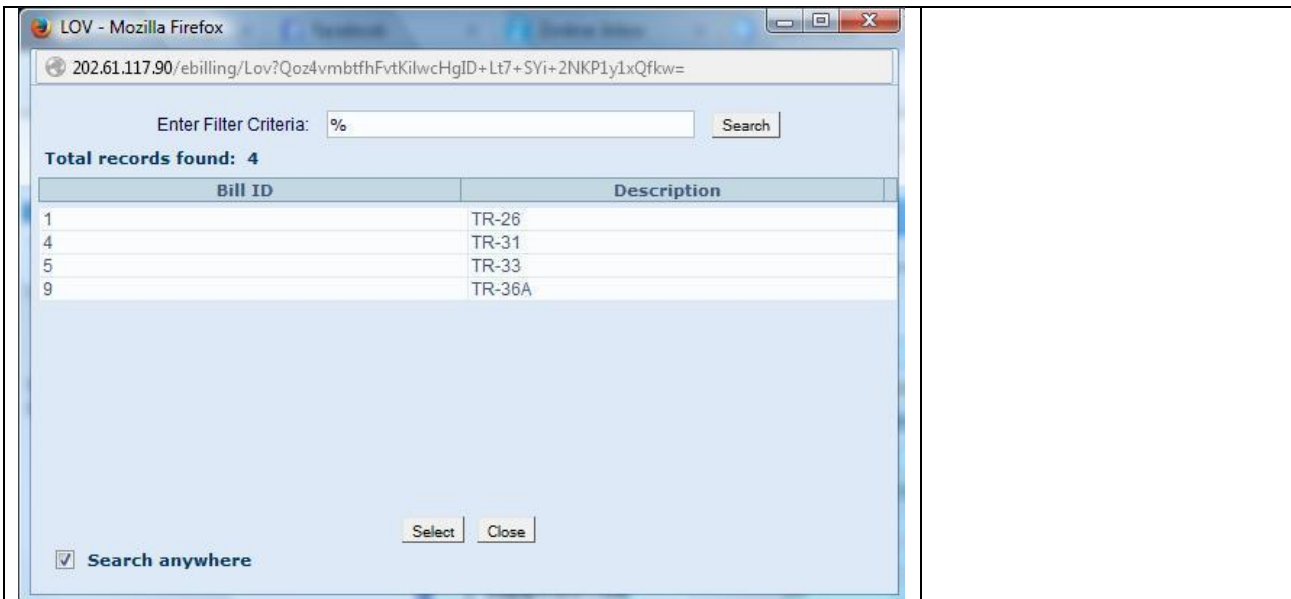


Figure 144: Bill Type LOV Popup Window

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

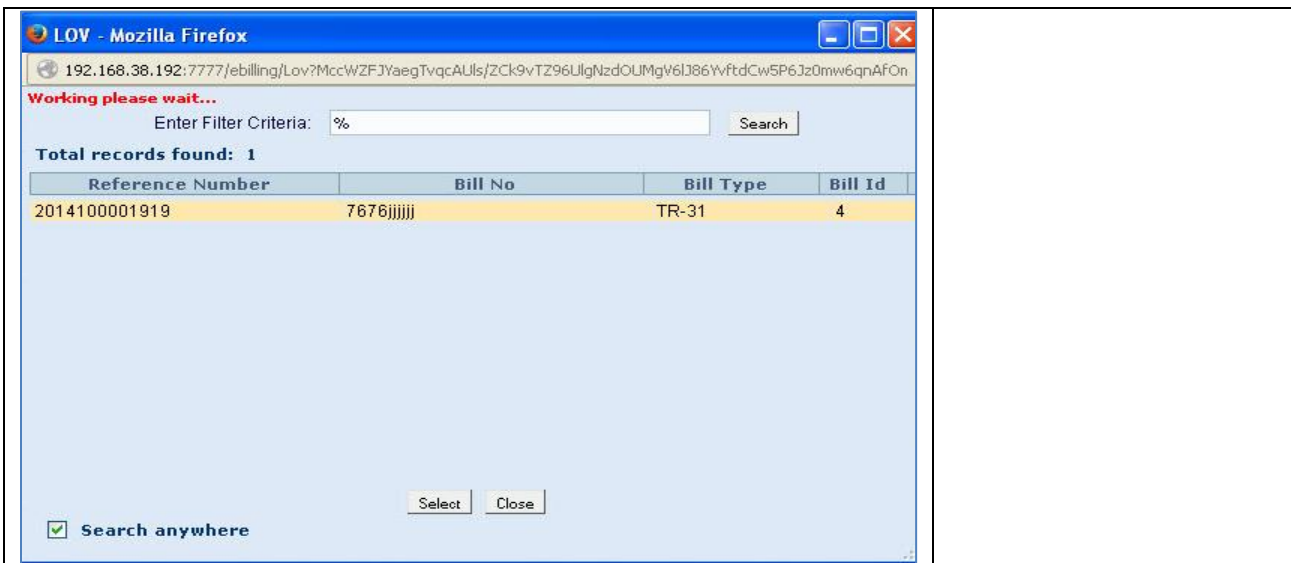


Figure 145: Bill Reference Number LOV Popup Window

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:

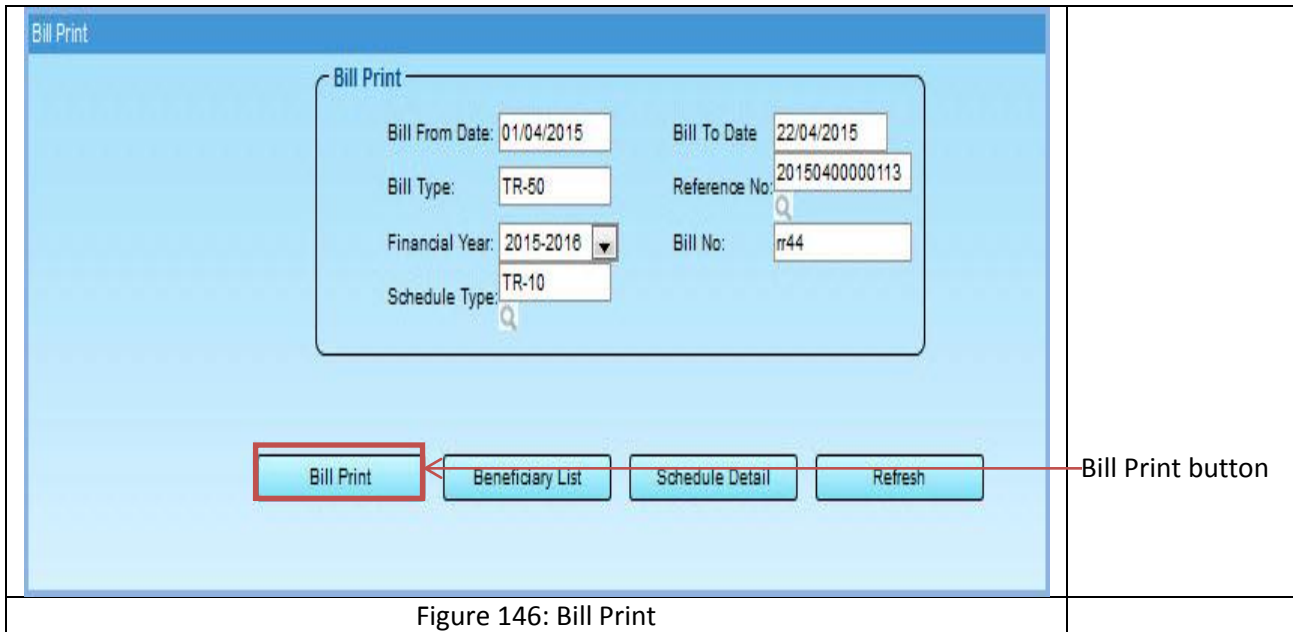


Figure 146: Bill Print

A report opens in a new tab:

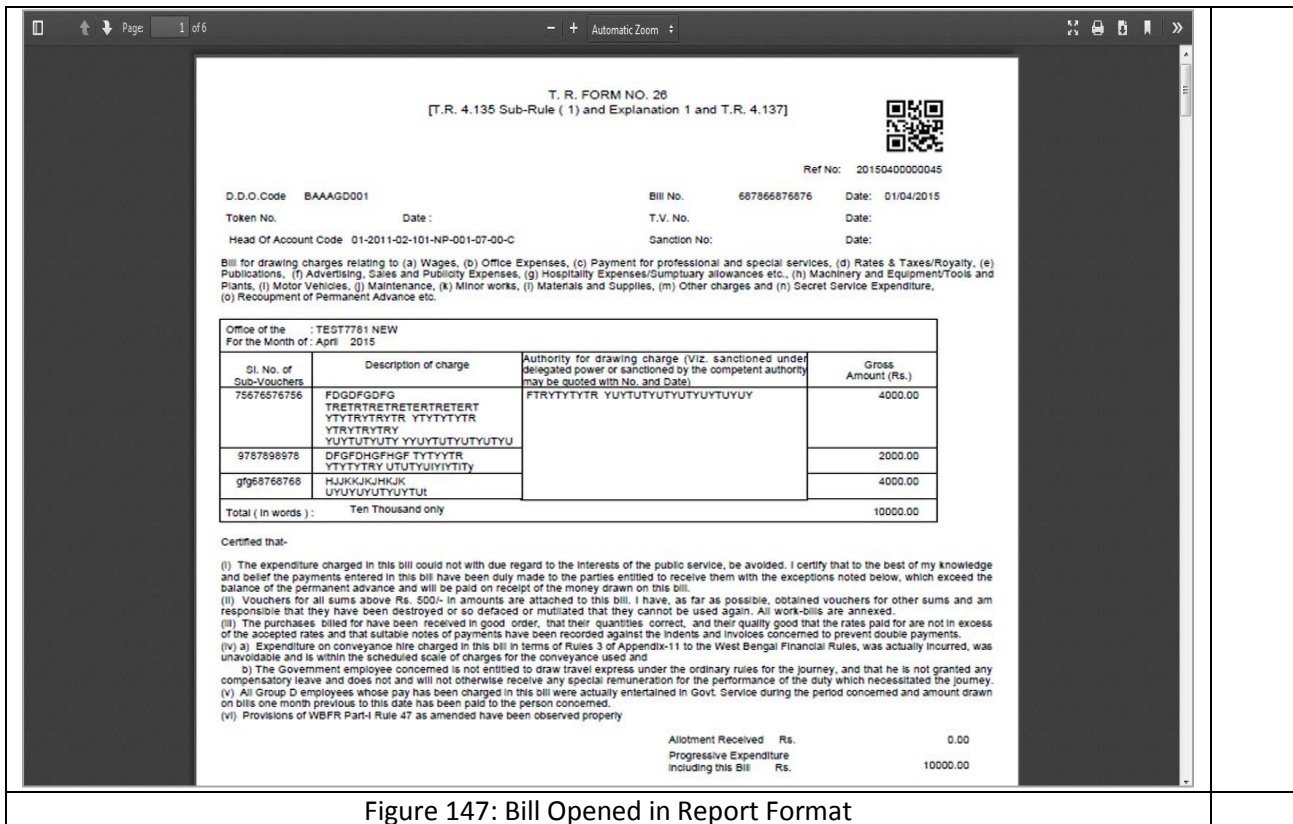


Figure 147: Bill Opened in Report Format

- 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.

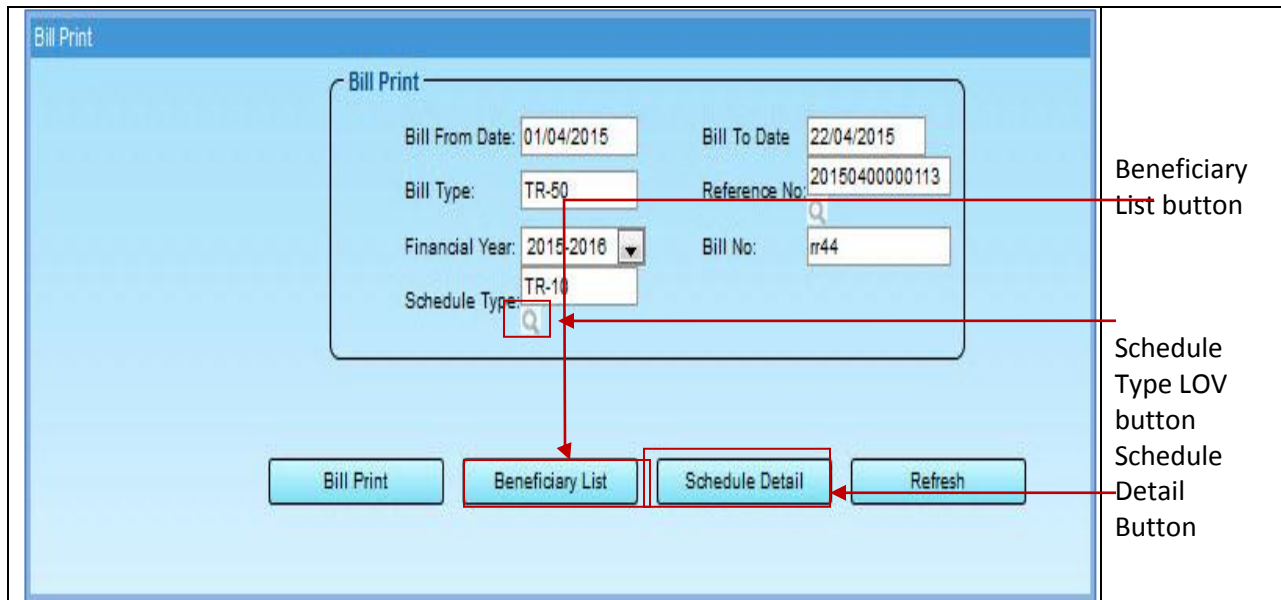


Figure 148: Bill Print

- 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:

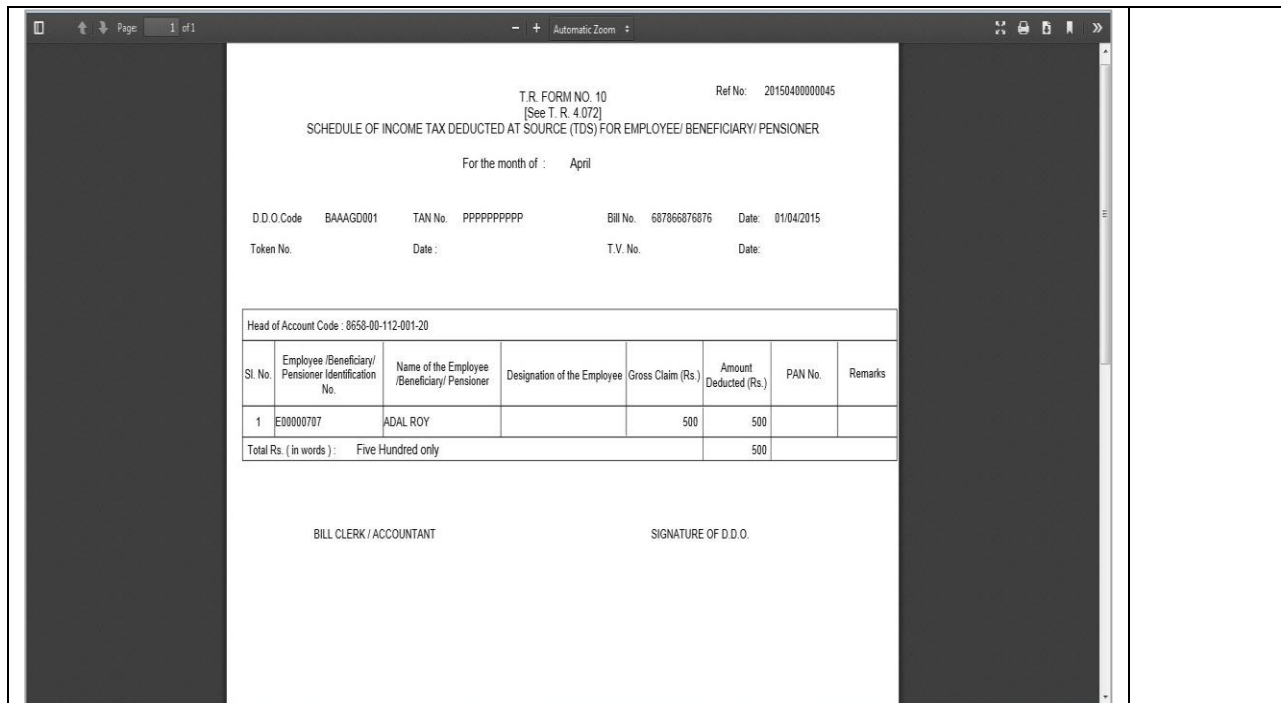


Figure 149: Schedule Report

- 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 'BILL ENTRY' form in the iFMS system. The user is logged in as 'DDO\_NPC(e-Billing Approver)'. The 'Bill Status' is 'Forwarded to Approver'. A red box highlights the text 'Signature Not Verified' in the top right corner. The form fields include Bill Type (TR-31), Payment Type (ECS/NEFT), Reference Number (2014100001877), and various amounts (Gross Amount: 1000, Net Amount: 200, BT Amount: 800). The 'Sub Detail Head Details' table shows one entry with a Gross Amount of 1000 and Progressive Expenditure of 1000. The 'Total' amount is 1000. The 'Submit' button is missing from the bottom toolbar.

**Digital Signature Not Verified**

Figure 150: Bill Entry Form without Bill Submit Button

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

This screenshot is identical to Figure 150, but the 'Submit' button is now visible in the bottom toolbar, highlighted with a red box. The 'Bill Status' remains 'Forwarded to Approver'.

**Bill Submit button**

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:

i 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 \*          
 Gross Amount \*  Net Amount \*  BT Amount   
 Sanction No   
 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
<input type="text" value="00"/>	Not Available	1000	1000	0	-1000	0
Total						1000

Success Message

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 \*          
 Gross Amount \*  Net Amount \*  BT Amount   
 Sanction No   
 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
<input type="text" value="01"/>	Salary Grants	20000	20000	0	-20000	0
Total						20000

Reject button

Figure 153: Bill Reject

A success message appears as follows:

**Success Message**

**Bill Entry**

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 Amount

Sanction Date

Sanction By

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 feel s there should be alterations or corrections in the Bill, he sends it for Revision to the operator who has entered he 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.

**Send for Revision button**

**Bill Entry**

Bill Status Forwarded to Approver

**Bill Details**

Employee  Non Employee

Bill Type \* TR-33

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 Amount

Sanction Date

Sanction By

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		

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

Figure 155: Bill Sending for Revision

A success message appears as follows:

i Bill Successfully Send for Revision for Reference Number 2014100001871  
 Send for Revision. 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 \*          
 Gross Amount \*  Net Amount \*  BT Amount   
 Sanction No   
 Sanction Amount   
 Sanction Date   
 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" 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"/>
<b>Total</b>				<input type="text" value="1000"/>		

Success Message

**Figure 156: Success Message**