



CMC Limited iFMS-West Bengal Confidential Date: 20/02/2015

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iFMS-West Bengal



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1 Introduction

-MS|WB

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 <u>http://wbifms.gov.in</u> in the address bar of the browser. The Home page of iFMS WB appears.





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



The Application list page appears.



Are you sure y	ou want to use C	Digital Signature?		
	ОК <	Cancel	OK button	
Figure 4: Digi	tal Signature Confirm	nation 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.



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

@ eMSigner					
				S WB	
Content to Sign:					
CMCADMIN					
Certificate store					
Common Name GOUTAM CHATTERJEE	Issuer Name e-Mudhra Sub CA for Cla	Serial No	Expiry Date 16-01-2017		
GOUTAM CHATTERJEE	e-Mudhra Sub CA for Cla	Constant of the	16-01-2017		
-		0			
View Certificate		Powered by Powered by Delivered	Sign	Cancel	View Certificate button
	Figure 6:	eMSigner Ap	plet		

 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.

FMS WB



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

eMSigner					
				S WB	
Content to Sign:					
CMCADMIN					
Certificate store					
Common Name	Issuer Name	Serial No	Expiry Date		
GOUTAM CHATTERJEE	e-Mudhra Sub CA for Cla		16-01-2017 <		 Certificate
GOUTAM CHATTERJEE	e-Mudhra Sub CA for Cla	1764b2	16-01-2017	=	name
					C'
View Certificate	@ <u>e</u>	Powered by muchna at Delivered	Sign 🧹	Cancel	Sign button

A dialog box appears.



Velcome - DDO_NPG	nent System, West Bengal	Change Password Note: Make sure to particular page for s as it logs you out fro applicat	ecurity purpose om all the running	Token Password Field Ok button
	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:

e-Billing			Search	
Task List	Ref No	Description	Status	Created On
	<u>2014100001849</u>	Reference Number: 2014100001849 Bill Type: TR-26 Bill Number: kkkkkkk Bill Date: 03/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015
orts ter Maintenance	<u>2014100001847</u>	Reference Number: 2014100001847 Bill Type: TR-36A Bill Number: 712 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015
	<u>2014100001846</u>	Reference Number: 2014100001846 Bill Type: TR-33 Bill Number: avan_12355 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015
	<u>2014100001845</u>	Reference Number: 2014100001845 Bill Type: TR-31 Bill Number: 4156546cxvx Bill Date: 03/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015 E
and a second	<u>2014100001844</u>	Reference Number: 2014100001844 Bill Type: TR-33 Bill Number: dfd Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015
	2014100001842	Reference Number: 2014100001842 Bill Type: TR-33 Bill Number: hhhh_001 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015
4	2014100001840	Reference Number: 2014100001840 Bill Type: TR-31 Bill Number: 34565 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015
	<u>2014100001839</u>	Reference Number: 2014100001839 Bill Type: TR-26 Bill Number: Ayan_IND Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Modified by Operator	04-Feb-2015
	2014100001837	Reference Number: 2014100001837 Bill Type: TR-33 Bill Number: 8965 Bill Date:	Modified by Onerator	04-Feh-2015

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.

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		TOR, STATE W.I.DTE DDO_CODE: NPGAGW001 DDO: P.A.TO DIRECTOR STATE W.I.DTE. Fin		Download Logout	
Collapse all Expand al e-Billing	Show 10 💌 entries		Search	1	
Task List	Ref No	Description	Status	Created On	
-Bill	2014100001849	Reference Number: 2014100001849 Bill Type: TR-26 Bill Number: kkkkkkk Bill Date: 03/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015	
-Reports Master Maintenance	<u>2014100001847</u>	Reference Number: 2014100001847 Bill Type: TR-36A Bill Number: 712 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015	
	<u>2014100001846</u>	Reference Number: 2014100001846 Bill Type: TR-33 Bill Number: ayan_12355 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015	
	<u>2014100001845</u>	Reference Number: 2014100001845 Bill Type: TR-31 Bill Number: 4156546cxvx Bill Date: 03/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015	Task
	<u>2014100001844</u>	Reference Number: 2014100001844 Bill Type: TR-33 Bill Number: dfd Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015	List
	<u>2014100001842</u>	Reference Number: 2014100001842 Bill Type: TR-33 Bill Number: hhhh_001 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015	
	<u>2014100001840</u>	Reference Number: 2014100001840 Bill Type: TR-31 Bill Number: 34565 Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Initiated by Operator	04-Feb-2015	
	<u>2014100001839</u>	Reference Number: 2014100001839 Bill Type: TR-26 Bill Number: Ayan_IND Bill Date: 04/02/2015 Last Modified On: 04/02/2015	Modified by Operator	04-Feb-2015	
	2014100001837	Reference Number: 2014100001837 Bill Type: TR-33 Bill Number: 8965 Bill Date:	Modified by Onerator	04-Feb-2015	
	Showing 1 to 10 of 63 en	mac .		12345>»	
	5.0 milg 1 to 10 01 05 till				Task List
					Menu

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:

Collapse all Expand all	Show 10 🔽 entries		Sean	ch:	
e-Billing Task List	Ref No	Description	🗘 Status 🗧	· ·····	
- Fill Entry	2014100002021	Reference Number: 2014100002021 Bill Type: TR-33 Bill Number: 4 Date: 06/02/2015 Last Modified On: 07/02/2015	54fjidddd Bill Modified by Approver	07-Feb-2015	Description
-Bill Query -Bill Print	2014100002019	Reference Number: 2014100002019 Bill Type: TR-31 Bill Number: 1. Date: 02/02/2015 Last Modified On: 07/02/2015	150000 Bill Forwarded to Approver	07-Feb-2015	Description
Reports	2014100001961	Reference Number: 2014100001961 Bill Type: TR-36A Bill Number: Date: 01/02/2015 Last Modified On: 06/02/2015	555sss Bill Forwarded to Approver	06-Feb-2015	Chatria
-Master Maintenance	2014100001959	Reference Number: 2014100001959 Bill Type: TR-31 Bill Number: 7 Date: 03/02/2015 Last Modified On: 06/02/2015	B12kkkk Bill Forwarded to Approver	06-Feb-2015	Status
	2014100001939	Reference Number: 2014100001939 Bill Type: TR-36A Bill Number: Date: 06/02/2015 Last Modified On: 06/02/2015	4343yyyyy Bill Modified by Approver	06-Feb-2015	
~	2014100001900	Reference Number: 2014100001900 Bill Type: TR-36A Bill Number: Date: 01/02/2015 Last Modified On: 06/02/2015	111vffff Bill Modified by Approver	06-Feb-2015	Created On
Signature Verified	2014100001876	Reference Number: 2014100001876 Bill Type: TR-26 Bill Number: c: Date: 04/02/2015 Last Modified On: 05/02/2015	zxkjkhj Bill Modified by Approver	04-Feb-2015	
	2014100001875	Reference Number: 2014100001875 Bill Type: TR-26 Bill Number: 5 04/02/2015 Last Modified On: 04/02/2015	135 Bill Date: Initiated by Approver	04-Feb-2015	
	2014100001862	Reference Number: 2014100001862 Bill Type: TR-31 Bill Number: b	test Bill Forwarded to Approver		
	Showing 1 to 10 of 18 ent	ues		« (1 2) »	



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]
O Employee 💿 Non Employee				
Bill Type *		Bill Status	Modified by Operator	
Payment Type *	Cheque ECS/NEFT Both Nil			
Reference Number	2014100002277	Bill No. & Date *	zzz33 15/02/2015	
Head of Account *	27 2055 00 109 NP 011	V 01	Q	
Gross Amount *	4000 Net Amount * 1400	BT Amount	2600	
Sanction No	111	Sanction Date	01/02/2015	
Sanction Amount	4000	Sanction By	ffff	
Department Code	PS Home (Press)			
Approver Remarks				
Operator Remarks				
Sub Detail Head Details			Allotment	
Detail Description Head	Gross Amount Progressive Expenditure Received	Availa	ble At DDO Available At Treasury	
💼 0 🔍 Ad-hoc Bonus	4000 4000 2682	2000	2678000 2682000	
			Total 4000	
	TR-26 BT Detail ECS/NEFT Modify	Forward	Refresh	
Fi	gure 13: Bill Details after you click	on Refer	ence No.	

The Task List of the Operator user appears as follows:

Bill Date: U//02/2015 Last Modified On: 06/02/2015 2014100001899 Reference Number: 201410001899 Bill Type: TR-36A Bill Number: 9099 Bill Date: Initiated by Operator 06-Feb-2015 2014100001874 Reference Number: 2014100001874 Bill Type: TR-36A Bill Number: 5896 Bill Date: Modified by Operator 04-Feb-2015 2014100001874 Reference Number: 201410001874 Bill Type: TR-36 Bill Number: 2543 Bill Date: Modified by Operator 04-Feb-2015 2014100001871 Reference Number: 2014100001871 Bill Type: TR-33 Bill Number: 2543 Bill Date: Send for Revision 03-Feb-2015 2014100001870 Reference Number: 2014100001870 Bill Type: TR-36A Bill Number: Send for Revision 03-Feb-2015 2014100001863 Reference Number: 2014100001870 Bill Type: TR-36A Bill Number: Modified by Operator 03-Feb-2015 2014100001863 Reference Number: 2014100001863 Bill Type: TR-36A Bill Number: Modified by Operator 03-Feb-2015 2014100001863 Reference Number: 2014100001865 Bill Type: TR-36A Bill Number: 11_test Bill	Ref No	🗢 Description 🗘	Status 🔶	Created On	₽
2014100001839 06/02/2015 Last Modified On: 06/02/2015 Initiated by Operator 06-Feb-2015 2014100001874 Reference Number: 2014100001874 Bill Type: TR-36 Bill Number: 5896 Bill Date: 04/02/2015 Last Modified On: 05/02/2015 Modified by Operator 04-Feb-2015 2014100001871 Reference Number: 2014100001871 Bill Type: TR-33 Bill Number: 2543 Bill Date: 03/02/2015 Last Modified On: 07/02/2015 Send for Revision 03-Feb-2015 2014100001870 Reference Number: 2014100001870 Bill Type: TR-31 Bill Number: 15df Bill Date: 03/02/2015 Last Modified On: 04/02/2015 Modified by Operator 03-Feb-2015 2014100001863 Reference Number: 2014100001863 Bill Type: TR-36A Bill Number: bt11_test Bill Date: 03/02/2015 Last Modified On: 04/02/2015 Modified by Operator 03-Feb-2015 2014100001863 Reference Number: 2014100001865 Bill Type: TR-36A Bill Number: 31_test Bill Date: 02/02/2015 Last Modified On: 02/02/2015 Send for Revision 02-Feb-2015 2014100001853 Reference Number: 2014100001855 Bill Type: TR-33 Bill Number: 31_test Bill Date: 02/02/2015 Last Modified On: 02/02/2015 Send for Revision 02-Feb-2015 2014100001853 Reference Number: 2014100001855 Bill Type: TR-33 Bill Number: 1ssan_33 Bill Initiated by Operator 02-Feb-2015 2014100001853 Reference Number: 2014100001852 Bill Type: TR-36A Bill Number: 43 Bill Date:	<u>2014100001979</u>		Initiated by Operator	06-Feb-2015	^
2014100001874 04/02/2015 Last Modified On: 05/02/2015 Modified by Operator 04-reb-2013 2014100001871 Reference Number: 2014100001871 Bill Type: TR-33 Bill Number: 2543 Bill Date: 03/02/2015 Last Modified On: 07/02/2015 Send for Revision 03-Feb-2015 2014100001870 Reference Number: 2014100001870 Bill Type: TR-31 Bill Number: f5df Bill Date: 03/02/2015 Last Modified On: 04/02/2015 Modified by Operator 03-Feb-2015 2014100001863 Reference Number: 2014100001870 Bill Type: TR-36A Bill Number: bt11_test Bill Date: 03/02/2015 Last Modified On: 03/02/2015 Initiated by Operator 03-Feb-2015 2014100001855 Reference Number: 2014100001855 Bill Type: TR-31 Bill Number: 31_test Bill Date: 02/02/2015 Last Modified On: 02/02/2015 Send for Revision 02-Feb-2015 2014100001855 Reference Number: 2014100001855 Bill Type: TR-33 Bill Number: 31_test Bill Date: 02/02/2015 Last Modified On: 02/02/2015 Send for Revision 02-Feb-2015 2014100001853 Reference Number: 2014100001855 Bill Type: TR-33 Bill Number: nissan_33 Bill Initiated by Operator 02-Feb-2015 2014100001853 Reference Number: 2014100001852 Bill Type: TR-36A Bill Number: 43 Bill Date: Initiated by Operator 02-Feb-2015	<u>2014100001899</u>		Initiated by Operator	06-Feb-2015	
2014100001871 03/02/2015 Last Modified On: 07/02/2015 Send for Revision 03-reb-2015 2014100001870 Reference Number: 2014100001870 Bill Type: TR-31 Bill Number: 55df Bill Date: 03/02/2015 Last Modified On: 04/02/2015 Modified by Operator 03-Feb-2015 2014100001863 Reference Number: 2014100001863 Bill Type: TR-36A Bill Number: bt11_test Bill Date: 03/02/2015 Last Modified On: 03/02/2015 Initiated by Operator 03-Feb-2015 2014100001855 Reference Number: 2014100001855 Bill Type: TR-31 Bill Number: bt11_test Bill Date: 03/02/2015 Last Modified On: 02/02/2015 Send for Revision 02-Feb-2015 2014100001855 Reference Number: 2014100001855 Bill Type: TR-33 Bill Number: nissan_33 Bill Date: 02/02/2015 Last Modified On: 02/02/2015 Send for Revision 02-Feb-2015 2014100001853 Reference Number: 2014100001853 Bill Type: TR-36 Bill Number: nissan_33 Bill Date: 02/02/2015 Last Modified On: 02/02/2015 Send for Revision 02-Feb-2015 2014100001853 Reference Number: 2014100001853 Bill Type: TR-36 Bill Number: nissan_33 Bill Date: 02/02/2015 Last Modified On: 02/02/2015 Send for Revision 02-Feb-2015 2014100001853 Reference Number: 2014100001853 Bill Type: TR-36A Bill Number: 43 Bill Date: Notified by Operator 02-Feb-2015 2014100001852 Reference Number: 2014100001852 Bill Type: TR-36A Bill Number: 43 Bill Date:	<u>2014100001874</u>		Modified by Operator	04-Feb-2015	
2014100001870 03/02/2015 Last Modified On: 04/02/2015 Modified by Operator 03-reb-2015 2014100001863 Reference Number: 2014100001863 Bill Type: TR-36A Bill Number: bt11_test Bill Initiated by Operator 03-Feb-2015 2014100001863 Reference Number: 2014100001855 Bill Type: TR-31 Bill Number: 31_test Bill Initiated by Operator 03-Feb-2015 2014100001855 Reference Number: 2014100001855 Bill Type: TR-31 Bill Number: 31_test Bill Send for Revision 02-Feb-2015 2014100001853 Reference Number: 2014100001855 Bill Type: TR-33 Bill Number: nissan_33 Bill Initiated by Operator 02-Feb-2015 2014100001853 Reference Number: 2014100001855 Bill Type: TR-36 A Bill Number: 43 Bill Date: Date: 02/02/2015 Last Modified On: 02/02/2015 02-Feb-2015	<u>2014100001871</u>		Send for Revision	03-Feb-2015	
2014100001865 Date: 03/02/2015 Last Modified On: 03/02/2015 Initiated by Operator 03-Feb-2015 2014100001855 Reference Number: 2014100001855 Bill Type: TR-31 Bill Number: 31_test Bill Date: 02/02/2015 Last Modified On: 02/02/2015 Send for Revision 02-Feb-2015 2014100001855 Reference Number: 2014100001853 Bill Type: TR-33 Bill Number: nissan_33 Bill Date: 02/02/2015 Last Modified On: 02/02/2015 Initiated by Operator 02-Feb-2015 2014100001852 Reference Number: 2014100001853 Bill Type: TR-36 Bill Number: nissan_33 Bill Date: 02/02/2015 Last Modified On: 02/02/2015 02-Feb-2015 2014100001852 Reference Number: 2014100001852 Bill Type: TR-36A Bill Number: 43 Bill Date: 10-11111111111111111111111111111111111	<u>2014100001870</u>		Modified by Operator	03-Feb-2015	
2014/100001055 Date: 02/02/2015 Last Modified On: 02/02/2015 Send for Revision 02-reb-2015 2014/100001853 Reference Number: 2014100001853 Bill Type: TR-33 Bill Number: nissan_33 Bill Initiated by Operator 02-feb-2015 2014/100001853 Reference Number: 2014100001853 Bill Type: TR-36 Bill Number: 43 Bill Date: Initiated by Operator 02-feb-2015	<u>2014100001863</u>		Initiated by Operator	03-Feb-2015	
2014100001053 Date: 02/02/2015 Last Modified On: 02/02/2015 Date: 02/02/20	<u>2014100001855</u>		Send for Revision	02-Feb-2015	
2014100001852 Reference Number: 2014100001852 Bill Type: TR-36A Bill Number: 43 Bill Date: Initiated by Operator 02-Feb-2015 💟	2014100001853		Initiated by Operator	02-Feb-2015	
	2014100001852	Reference Number: 2014100001852 Bill Type: TR-36A Bill Number: 43 Bill Date:	Initiated by Operator	02-Feb-2015	~
	ing 1 to 10 of 64 en			1 2 3 4 5 3	



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.

FMS WB Integrated Financial Management System, West Bengal	Entry/Modify
WELCOME DBORPC_OPI(eBilling Operator) Trainty: Bidhamanager: Office: DIRECTOR, STATE W.1 DIT: DDO_CODE: NPCAGWWI DDO: P.A.TO DIRECTOR STATE W.1 DIT: Enumid Year: 2014-2015 Domitted () Collapse all Expanded Image: Collapse: Collapse all Expanded <t< td=""><td>Menu Employee or Non-Employee radio button</td></t<>	Menu Employee or Non-Employee radio button
Retered rolliner Bill No State Head of Account Q Gross Amount BT Amount Sanction No Sanction Date Sanction Amount Sanction Date Department Code Approver Remarks Operator Remarks Operator Remarks	Bill Type LOV button
Sub Detail Head Description Gross Amount Progressive Expenditure Allotment Image: Construction of the state of t	
Total 0 Search Save Refresh Figure 15: Bill Entry	

A popup window appears.



🐱 LOV - Mozilla Firefox 📃 🗖 🗙
192.168.38.192:7777/ebilling/Lov?PyhTWrjdh6bN8/pvznwrj5x9Ea5zPmwItZxa6YUuH0I=
Enter Filter Criteria: %
Total records found: 4
Bill ID Description
1 TR-26
4 TR-31
5 TR-33
9 TR-36A
Select Close
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.

BILLENTRY	Payment Type
Bill Details © Employee ® Non Employee Bill Type* Payment Type* Payment Type* Cheque ® ECS/NEFT ® Both © Nil Reference Number Head of Account* Gross Amount* Sanction No Sanction Amount Department Code Approver Remarks Operator Remarks	Bill No and Date HOA LOV Bill Gross and Net Amount
Sub Detail Head Details Sub Detail Description Gross Amount Progressive Expenditure Received Available At DDO Available At Treasury Total 0 Search Save Refresh	
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.



Demand Number Description Department NONE Legislative Assembly Secretariat Governor's Secretariat Council of Ministers Agricultural Marketing Agriculture	00	Ţ
Legislative Assembly Secretariat Governor's Secretariat Council of Ministers Agricultural Marketing		122
Governor's Secretariat Council of Ministers Agricultural Marketing	1.0	^
Governor's Secretariat Council of Ministers Agricultural Marketing	LA	
Agricultural Marketing	GS	
	CL	
Agriculture	AM	
	AG	
Animal Resources Development	AD	
Backward Classes Welfare	SC	
Cooperation	CO	
Commerce & Industries	CI	
Consumer Affairs	CA	
Micro & Small Scale Enterprises and Textiles	CS	v

The selected value appears in the relevant fields.

BILL ENTRY							
 Employee Non Employee Bill Type Payment Type Reference Number Head of Account Gross Amount Sanction No Sanction Amount Department Code Approver Remarks Operator Remarks 		S/NEFT O E 00 001 Net Amount	QNP	Bill Status Bill No. & Date 0 BT Amount Sanction Date Sanction By	V 13 Q		Sanction Details
Sub Detail Head Details	Gross Amo	ount * 800	Progressive Expenditure	Received	Allotment Available At DDO Total	Available At Treasury	Sub Detail Head
		Search	Save	Refresh			
		Figure	19: Bill Ent	try 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.



😺 LOV - Ma	ozilla Firefox	
3 192.168.	38.192:7777/ebilling/Lov?PyhTWrjdh6ZTquZze0uxSbemWAGh8VPWdhY	NHimmbvDJH44gl8X96ZujyoEaruJ8k
	Enter Filter Criteria: %	Search
Total reco	ords found: 4	
SUB DETA	IL HEAD	
01	Electricity	400
02	Telephone	401
03	Maintenance /P.O.L for Office Vehicles	402
04	Other Office Expenses	403
▼ Seard	Select Close	
C sear		
	Figure 20: Sub Detail Head LOV popup	window

The selected value appears in the relevant fields.

BILL ENTRY		
Bill Details		
O Employee 💿 Non Employee		
Bill Type *	TR-26 Bill Status	
Payment Type *	○ Cheque ⓒ ECS/NEFT ○ Both ○ Nil	
Reference Number	Bill No. & Date * 5896 04/02/2015	
Head of Account *	05 Q 2401 00 001 Q NP Q 004 Q V 13 Q	
Gross Amount *	800 Net Amount 0 BT Amount 800	
Sanction No	Sanction Date	
Sanction Amount	Sanction By	
Department Code	AG Agriculture	
Approver Remarks		
Operator Remarks		
C Sub Detail Head Details		
Sub Detail Head Details		
Sub Detail Head	i Gross Amount Progressive Alforment Expenditure Received Available Af DDO Available At Treasury	
Telephone		Sub-Detail value
02 Q Telephone	800 800 0 -800 0	select from LOV
	Total 800	
	Search Save Refresh	Save button
	Figure 21: Bill Entry form filled up	

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

 Bill Saved Successfully.Bill Bill Details — 	Reference No2014100001874	Success Message with Bill reference
0		Number
 Employee Non Employee Bill Type * 	TR-26 Bill Status Initiated by Operator	
Payment Type *	Cheque CECS/NEFT O Both O Nil	
Reference Number	201410000187	Bill reference
Head of Account *	05 2401 00 001 NP 004 V 13 Q	Number
Gross Amount *	800 Net Amount 0 BT Amount 800	Number
Sanction No	Sanction Date	
Sanction Amount	Sanction By	
Department Code	AG Agriculture	
Approver Remarks		
Operator Remarks		
- Sub Detail Head Details		
- Sub Detail Head Details —		
Sub Detail Description	Gross Amount	
Head * Description	Cross Ambuilt Expenditure Received Available At DDO Available At Treasury	
🗟 02 🔍 Telephone	800 800 0 -800 0	
	Total 800	
AL T	R-26 BT Detail ECS/NEFT Modify Forward Refresh	
F' .	e 22: Saved Bill Entry form with Success Message	

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

Bill Details			
O 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 Q	
Gross Amount *	800 Net Amount * 0	BT Amount 800	
Sanction No		Sanction Date	
Sanction Amount		Sanction By	
Department Code	AG Agriculture		
Approver Remarks			
Operator Remarks			
C Sub Detail Head Details)	
Sub Detail Head Details			
Sub Detail Head • Description	Gross Amount * Progressive Expenditure	Allotment	
🗟 02 Q. Telephone	800 800	0 -800 0	Buttons tha
	600 800		
		Total 800	appear Bill
	-26 BT Detail ECS/NEFT Modify	Forward Refresh	Saving

FMS|WB



5 By Transfer (BT) Details Entry

To enter By Transfer Detail in the Bill

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

Bill Details				
Employee Interployee				
Bill Type *	TR-26 Q	Bill Status	Initiated by Approver	
Payment Type *	Cheque ECS/NEFT Both Nil			
Reference Number	2014030000006	Bill No. & Date *	8975 31/03/2015	
Head of Account *	04 2408 02 789 SP 005	V 50		
Gross Amount *	800 Net Amount * 0	BT Amount	800	
Sanction No		Sanction Date		
Sanction Amount		Sanction By		
Department Code	AM Agricultural Marketing			
Approver Remarks				
Sub Detail Head Details	Gross Amount · Progressive		Allotment	
Head		eived A	vailable At DDO Available At Treasury	
00 Not Available	800 77220	0	-77220 -19000	
			Total 800	
TR-26 BT Detail	ECS/NEFT Modify Send For Re	evision Reiec		BT Detail
	Figure 24: BT Detail button or	n Bill Entrv	form	

By Transfer Details form appears.

By Transfer Details By Transfer Details — Reference Number: Total BT Amount	2014030000006 Gross 800 Treasu Amoun		Net Amount:	0 0	
BT SI. No.	By-Transfer Head	By-Transfer Description	BT Type Amor	<u> </u>	3T-SI No LOV outton
		Total E	yy-Transfer Amount :	0	
	Back	Save Refresh			
	Figure 25:	By Transfer Details Entry			

A popup window appears.



Total re	Enter Filter Criteria: % cords found: 686		Searc	h		
BT Seria	Description		BT Head	ВТ Ту	/pe	
1	P.Tax	00-0028-00-	107-00-001-0-03	Treasury BT	Ν	^
2	Court Fee Stamps	00-0030-01-	101-00-001-0-16	Treasury BT	Ν	
3	Sale Of Stamps	00-0030-01-	102-00-001-0-17	Treasury BT	N	
4	Sales Tax	00-0040-00-	102-00-001-0-03	Treasury BT	N	
7	Interest On Other Conveyance Loan	00-0049-04-	800-00-019-0-07	Treasury BT	N	
11	P.W.DRent	00-0059-01-	011-00-001-0-05	Treasury BT	N	
🗹 Sea	Selec	at Close		Treasum		×

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

	fer Details By Transfer Detail Reference Number: Total BT Amount	2014030000006 Gross	sury BT 500	Net Amount	0	
	BT SI. No.	By-Transfer Head	By-Transfer Description	BT Type	Amount	
	2 🔍	00-0030-01-101-00-001-0-16	Court Fee Stamps	Treasury BT	500	Amount
Î	1 Q	00-0028-00-107-00-001-0-03	P.Tax	Treasury BT	300	Column
	Q					
Î	Q					
1	Q					
			t Total B	y-Transfer Amount :	500	
d .						
		Back Sa	Ne Refrestr	TR 12		Save button
		Figure 27: Selected v	value appeared in By Trans	sfer form		

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

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



TR 12	R 12	800 Net Amount 0 Bill Status Initiated by Approver	- Name of the
		ooo netranouni.	Employee
	Employee Details Name Of The Employee *	Employee ID Amount Recovered *	
	SWARNENDU	Total Amount Receivered	Amount
	Add SARKAR#E00267396		recovered
	S BANERJEE#C00267665		
	S SARKAR#E00267740	Save	Employee
	SIDDHARTHA CHAKRABORTY#E00267397		Employee ID
	SIDD CHAK#E00267398		
	SUBHENDU GHOSH#E00267428		
	SHUBHAM#E00267451		
	SUPITA PAL#E00267650		
	SADHAN MAJUMDER#O00267654		
	SANJOY SEN#E00267720		
	Figure 28: TF	R 12 Details Entry form	

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

TR 12	let Amount 0 Bi	ill Status Initiated by Approver	
Employee Details			
Name Of The Employee *	Employee ID	Amount Recovered *	
💼 S SARKAR	E00267740	300	
	Total Amount Recovered	300	
Add Rows			
Close Save	Refresh]	Save button
Figure 29: TR 12 D	etails Entry form	ו	

A success message appears on the top.



TR 12 TR-12 Detail Saved Successfully			Success
			Message
C TR 12-			
Reference No.:2014030000006 Gross Amount 800	Net Amount: 0 Bill	Status: Initiated by Approver	
Employee Details Name Of The Employee *	Employee ID	Amount Recovered *	
🗑 S SARKAR	E00267740	300	
	Total Amount Recovered	300	
Add Rows			
		-	Close Button
Close Save	Refresh		
Figure 30: TR 12 Su	ccess Message		

- 9. Click **Close**. TR 12 popup window closes.
- 10. In the By Transfer Details page click **Save**. A success message appears on the top panel and the Save button appears as deactivated as shown below.

By Transfer Details By Transfer Detail Saved Successfully	Success Message
By Transfer Details Reference Number: 2014030000006 Gross Amount: 800 Net Amount: 0 Total BT Amount: 0 Amount: 0	Wiessuge
BT SL.No. By-Transfer Head By-Transfer Description BT Type Amount	
🗟 👂 🔍 00-0030-01-101-00-001-0-16 Court Fee Stamps Treasury BT 500 🚔	
🖬 1 9 00-0028-00-107-00-001-0-03 P.TAX Treasury BT 300	
Total By-Transfer Amount : 800	
Back Save Refresh TR12	Back button
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 SI. 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:

CMC Limited	Confidential	Page 20 of 96
iFMS-West Bengal	Date: 20/02/2015	Version No: 1.0



TR 10 TR 10 TR 10 Reference Ne: 2015040000325 Gross Amount Net Amount Bit Status: Bit Status:	Name of the Employee/Beneficiary Employee ID Designation
Engloyee Detail Name Of The Employee/Beneficiary Employee/Beneficiary Designation PAN Gross Claim Amount Deducted * Remark Previouse PD Total Amount Deducted 0 Add Rows Close Save Refresh	PAN Gross Claim Amount Deducted
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.

R 10 TR 10 Reference No.: 201504000	00321 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		47КК	2000	1800	DSFD	
			Total An	iount Deducted	1800		
Add Rows							
	Close		Save ┥	Refresh			 Save button
	Figure	33: TR 10	Details I	Entry pa	ge		

A success message appears as follows:

-	
	Collinson St.
	WR

TR 10	lly]₊					Success Message
TR 10 Reference No.: 2015040 Employee Details Name Of The Employee@Beneficiary/Pension	Employee@enofician/Popoianer	5600 Designation	Net Amount:	Gross Claim *	2600 Bill Status:	Forwarded to Approver	
* The main and the main and th	E00267153		47KK Total A	2000 mount Deducted	1800	DSFD	
Add Rows							
	Close		Save	Rafreet			Close Button
	Figure 34:	Success N	1essage	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 Details						
🔿 Employee 💿 Non Employee						
Bill Type *	TR-26		Bill Status	Initiated by Operator		
Payment Type *	Cheque • ECS/NEFT C	Both O Nil				
Reference Number	2014100001874		Bill No. & Date *	5896	04/02/2015]
Head of Account *	05 2401 00 001	NP 004	V 13	Q		
Gross Amount *	800 Net Amou	unt * 0	BT Amount	800		
Sanction No			Sanction Date			
Sanction Amount			Sanction By			
Department Code	AG Agriculture					
Approver Remarks			20 10			
Operator Remarks			÷			
Sub Dotail Hoad Dotails						
- Sub Detail Head Details —				All-thousand		
Sub Detail	Gross Amount *	Progressive Expenditure		Allotment		
Sub Detail Head		Expenditure		wailable At DDO Av	vailable At Treasury	
Sub Detail			received A		vailable At Treasury O	
Sub Detail Head		Expenditure		wailable At DDO Av	vailable At Treasury 0 800	ECS/NEFT
Sub Detail Description	8	Expenditure	0	wailable At DDO Av -800	0	
Sub Detail Description	8	Expenditure R 00 800	0	vailable At DDO Av -800 Total	0	ECS/NEFT Entry butto Bill Entry

The ECS/NEFT form appears as shown below:



Bill No. Bill Net Amount HoA SubType Descrip		0 01-00-001-NP-004-	Pa Depa	Date 04/02/20 vee AG Non-Employee	Total Beneficiary Am Pay Mode	ount ECS/NEFT/F	800 0 RTGS
lear I	ame. *	IFSC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No
.0w	to the second						
a							
a							
a							
a							
a							
a							
							
Î							
					Total Amount		
<u>dd Rows</u>			Save	Import	Back		

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

Copy from previous bill :- Bill No. Bill Net Amount HoA SubType Description	Financial Year 5896 05-2401-00-0 TR-26	0	Bill D Pay Depart	oate 04/02/20 ee AG	Total Beneficiary Am Pay Mode	iount ECS/NEFT/R	800 0 TOS	
ear Name. *	IF	SC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No	
image: slipping image	(UMAR 063598							
11 D			n.	W W	Total Amount			
<u>dd Rows</u>			Save	Import	Back			
		Figure	37: Namo	e entry in E	CS Details Entr	у		

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



HoA	o. et Amount rpe Description	5896 200 05-2401-00-001-NP-004 TR-26	P: Depa	I Date 04/02/ ayee AC artment AC Non-Employ	Total Beneficiary Ar Pay Mode		800 200 GS	
lear Row	Name. *	IFSC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No	
â	Vivash Shwa	SBIN0005112		Savings	5987412369	200		
Î								
窗						4	←	Amount Ent
Î								
Ì								
î								
Î								
Ì								
Ì								
Î					2000 000000 00			
					Total Amount	200		
dd Ro	ws							
			Save 🔶	import	Back			

4. Make sure that the sum of Amounts in the **Amount** column should equal to **Bill Net Amount** in order to submit the bill.

Beneficiary Details	Successfully saved fo	r the A/C no59874123	69 <				Success Message
Bill No. Bill Net Amount HoA SubType Description	5896 200 05-2401-00-001-NP-00 TR-26	Uepartment	04/02/2015 AG Non-Employee Bill	Bill Gross Amount Total Beneficiary Amour Pay Mode	ecs/NEF	800 200 VRTGS	
Show 10 v entries					Search		
Image: State Sta		Bank Account No.	IFSC Code SBIN0005112	🗢 MICR No. 🗢	Amount 20	♦ Account Type ♦ 10 Savings	
C				1			
Showing 1 to 1 of 1 entries		Inser	t) E	ack 🧲		« (1) »	Back button
		Figure 39: S	Success Mes	sage			

5. Click **Save**. A success message appears on top as shown below:

6. 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 :- Bill No. Bill Net Amount HoA SubType Description	Financial Year 2006-2007 8964 200 04-2408-02-003-SP-001-V TR-31	Bill D Paye Departs	ate 05/02/20	Total Beneficiary Ar Pay Mode		1000 0 TGS	Copy from Previous Bill section
Clear Name. *	IFSC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No	Reference No LOV button
Add Rows		Save	Import	Total Amount Back			
	Figure 40:	ECS Entry	Form - Cop	by from Previou	us Bill		

A popup window appears.

- 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.



Bill No. Bill Net Ar HoA	mount	8964	200 02-003-SP-001-V	Pa Depa	Date 05/02/20 yee AM	D15 Bill Gross Amount Total Beneficiary Amo Pay Mode	ount ECS/NEFT	1000 0	
	Description	TR-31			Non-Employee		2001121		
lear ow	Name. *		IFSC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No	
a									
									
<u>ش</u>									
									
Î									
1									
窗									
1									
â									
1									
						Total Amount			
dd Rows									

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

Bill No. Bill Net Amount	8964 200	Bill C Pay Depar	/ee AM			1000 0	
HoA SubType Description	04-2408-02-003-SP-001- TR-31	V-50-00	Non-Employe	Pay Mode e Bill	ECS/NEFT/F	TGS	
lear Name.*	IFSC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No	
OW.					4		- Amount
ow KUMAR GOURAV	SBIN0005112		Savings	12121364454			
	SBIN0005112		Savings	12121364454 Total Amount	0		Add Row
ow	SBIN0005112		Savings		0		Add Row link

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

Beneficiary Detail	s Successfully saved fo	r the A/C no12121364	454				Success Message
Bill No. Bill Net Amount HoA SubType Description	8964 200 04-2408-02-003-SP-00 TR-31	- Department	AM Tot	Gross Amount al Beneficiary Amoun Mode	t ECS/NEFT/R	1000 200 TGS	
Show 10 💌 entries					Search:		
⇔ Na a KUMAR GOURAV	15 L	Bank Account No.	FISC Code SBIN0005112	MICR No. 🔶	Amount 🔶 200	Account Type 🔶 Savings	
Showing 1 to 1 of 1 entries		Insert	Back			(((1)))	
		Figure 44: S	Success Messa	ge		ř.	

7 Cheque Payment Mode

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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 F Bill Details C Employee Non Employee Bill Type * Payment Type * Reference Number Head of Account * Gross Amount * Sanction No	TR-31 Q Cheque ECS/NEFT Both Nil 2014100001869 03 2013 00 102 NP 001 1000 Net Amount 200 200 200 200 200	Bill Status Initiated by Operator Bill No. & Date 8963 V 50 PT Amount 800 Sanction Date 9	
Sanction Amount		Sanction By	
Department Code Approver Remarks	CL Council of Ministers		
Operator Remarks			
C Sub Detail Head Details			
Sub Detail Head * Description	Gross Amount Progressive Expenditure Rec	Allotment eived Available At DDO Available At Treasury	
🗑 00 Q Not Available	e 1000 1000	0 -1000 0	
	TR-31 BT Detail Cheque Modify	Total 1000	Cheque Button
	Figure 45: Cheque button on E	Bill Entry form	

Cheque Entry screen appears.

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HoA	t Amount pe Description	8963 03-2013-00-102-N TR-31	Bill Date 200 Payee Department IP-001-V-50-00	CL	Bill Gross Amount Total Cheque Amount Pay Mode C	1000 200		– Payee Name
	SI No. *		Payee name *		Amount *	Pay Mode		Pay Mode
ì	1	Subimal Dey	<'			200 A/C	<	dropdown men
Ì	2					A/C	×	
Î	3					L AC	*	Amount field
Î	4	1				A/C	×	Amount neiu
Î	5					A/C	×	
Ì	6					A/C	×	
Î	7					A/C	× .	
Î	8				-	A/C	×	
Î	9					A/C	*	
Î	10					A/C	×	
				Total Amount	21	00		
			Save <	Back				Save button
			Figure 46: Che	aug Dataila	[atm			

- 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.

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	WB
	-

Beneficiary Deta Bill No. Bill Net Arnount HoA SubType Description	8963	saved for the Name of Subimal D Bill Date 200 Payee Department 102-NP-001-V-50-00	05/02/2015 Bill Gross Amount CL Total Cheque Amou Pay Mode	unt CHEQUE	1000	Success Messag	ŝe
	Sl.no	Payer	e Name	Amount	Mode		
ter	1	SUBIMAL DEY		200	A/C		
		Insert	Back				
	Figure 4	1/: Success messa	ge after Cheque De	etail Entry			

8 Both Payment Mode

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

Bill Saved Successfully.Bill F Bill Details Employee Non Employee Bill Type Payment Type Reference Number Head of Account Gross Amount Sanction No Sanction Amount Department Code Approver Remarks Operator Remarks	TR-33 Q Cheque ECS/NEFT Both 2014100001870 00 001 SP 2000 Net Amount Image: Compare the sources of	Bill No. & Date * 007 V 50 1000 BT Amount Sanction Date Sanction By	Initiated by Operator 89554 05/02/201 1000	15
Sub Detail Head Details Sub Detail Head	Gross Amount * Progres		Allotment	
00 Q Not Available		Received A 2000 0	vailable At DDO Available At Tréasi -2000	ECS/NEFT/RTGS
TR-33	BT Detail ECS/NEFT/RTGS	Cheque Modify Fo	Total 2000	Cheque

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:

Bill No. Bill Net Amount HoA SubType Description	8954 1000 06-2403-00-001-SP-007 TR-33	Bill Date 05/02/2015 Bill Gross Amount Payee AD Total Beneficiary Amount -V-50-00 Pay Mode Non-Employee Bill			BOTH	2000 500
ar Name	e. * IFSC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No
👕 S.K.Sah	ICIC0006020	600229006	Savings	00055505069966	500	
.						
<u> </u>						
<u>à</u>						
			_	-		
				1		
商						
			d.	Total Amount	500	
d Rows						

3. Enter Name and Amount.

FMS WB

4. Click on Save. A success message appears as follows:

Beneficiary Details	Successfully saved f	or the A/C no000555050	69966				Success Message
Bill No. Bill Net Amount HoA SubType Description	8954 100 06-2403-00-001-SP-0 TR-33	007-V-50-00	05/02/2015 AD Ion-Employee Bill	Bill Gross Amount Total Beneficiary Amount Pay Mode	BOTH	2000	
Show 10 v entries					Search:[
÷ ÷	Name	🗢 🗧 Bank Account No.	🗘 🕴 IFSC Cod	e 🔶 MICR No. 🗧	Amount	👙 🛛 Account Type	
💼 🔒 S.K.SAH		00055505069966	ICIC0006020	600229006		500 Savings	
<							
Showing 1 to 1 of 1 entries	1	Insert	Ba	ick		« (1) »	
Figure 50: Suc	ccess Mess	age after ECS	Entry for	Both paymer	nt mode	е	

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

Bill Saved Successfully.Bil	ll Reference No20	14100001870					
Bill Details © Employee Non Employee Bill Type * Payment Type * Reference Number Head of Account * Gross Amount * Sanction No Sanction Amount Department Code Approver Remarks Operator Remarks	TR-33 Cheque 0 1 2014100001870	ECS/NEFT Both O DO 001 SP Net Amount *	007	Bill Status Bill No. & Date V 50 BT Amount Sanction Date Sanction By	Initiated by Operator 8954 0 1000	05/02/2015	
Sub Detail Head Details — Sub Detail Head * Descriptio	n Gross A	imount * Progre Expense	liture .	eceived	Allotment Available At DDO	Available At Treasury	
🗃 00 🔍 Not Availa	ble	2000	2000	0	-2000	Contraction of the second of the second second second	
TR-33	BT Detail	ECS/NEFT/RTGS	Cheque	K Modify F	Total	2000	Cheque Button
	Figure 5	51: Cheque I	Button in l	Bill Entry fo	rm		

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

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

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Bill No. Bill Net Amount HoA SubType Description	8954	saved for the Nam 1000 001-SP-007-V-50-00	Bill Date Payee Department	05/02/2015 AD	Bill Gross Amount Total Beneficiary Amo Pay Mode		TH	2000		
	Sl.no		Payee	Name		Amount		Mode		
🖻 🔒	1	DIPAK SAHA					500	A/C		
			Insert	Back						

9 TR 26 Bill Details Entry

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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	2015040000008	Bill No. & Date *	9632 0	1/04/2015
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				
Water of the second state of the		·		
- Sub Detail Head Details	10			
Sub Detail	Progressive			
Head Description	I Gross Amount	eceived	Available At DDO Available	At Treasury
🗊 00 Not Availab	le 1000 1000	0	-1000	

Figure 54: TR 26 Button on Bill Entry form

Modify

TR 26 Bill details page appears.

TR-26

BT Detail

	Sub-Voucher Date
Sub Voucher No. * Sub Voucher Date Description of Charge * Authority Gross Amount * EXPENSE Total Amount 1000 Add Rows	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**.



L

)40000008 Gross Amount: 1000 ad by Approver	Net Amount	500
Voucher Details			
Sub Voucher No. *	Sub Voucher Date Description of Charge *	Authority Gross Amount *	
m 8963	EXPENSE	10	00
	i i i i i i i i i i i i i i i i i i i	Total Amount 10	00
Add Rows			
	Back Save	Reīresh	Save Button
	Figure 56: TR 26 Details Entry		

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

I Saved Successfully				Success
				Message
		1000 Net Amount	500	
Voucher Details				
Sub Voucher No. * Sub Vo	ucher Date Description of Charge	* Authority	Gross Amount *	
iiii 8963	EXPENSE		1000	
		Total Amount	1000	
Add Rows	Back Save	Refresh	1	Back
	Voucher Details Sub Voucher No. * Sub Vo B963	No.: 2015040000008 Gross Amount: Initiated by Approver Voucher Details Sub Voucher No. * Sub Voucher Date Description of Charge	No.: 20150400000008 Gross Amount: 1000 Net Amount: Initiated by Approver Voucher Details Sub Voucher No. * Sub Voucher Date Description of Charge * Authority align 8963 EXPENSE Total Amount	No.: 20150400000008 Gross Amount: 1000 Net Amount: 500 Initiated by Approver Initiated by Approver Sub Voucher Details Sub Voucher No. * Sub Voucher Date Description of Charge * Authority Gross Amount * Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image: September 2 Image:

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.

 Employee Non Employee Bill Type * 	TR-31	Q		Bill Status	Initiated by Operate	Dr	
Payment Type *		/NEFT O Both O Nil		Din oldido	initial of operation		
Reference Number	20150400000183	HEIT O DUIT OTHE		Bill No. & Date	* 8945	01/04/2015	
Head of Account *	08 2425 00	106 SP	024	V 31			
Gross Amount *	1000	Net Amount *	500	BT Amount	500	1	
Sanction No				Sanction Date			
Sanction Amount				Sanction By			
Department Code	CO Co	poperation					
Approver Remarks							
Operator Remarks							
- Sub Detail Head Details			40				
Sub Detail	Cross Amer	Progressi	ve		Allotment		
	Gross Amo	unt * Progressi Expenditu		eived	Allotment Available At DDO	Available At Treasury	
Sub Detail				eived O			
Sub Detail Head		Expenditu	re Rec		Available At DDO -100	0 0	
Sub Detail Description	is l	Expenditu 1000	re Rec 1000	0	Available At DDO -100 Total		TR 31
Sub Detail Description		Expenditu	re Rec	0	Available At DDO -100 Total	0 0	_ TR 31 button

TR 31 details entry page appears.

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eference No.:20	150400000183	Bill Status:	Initiated by Operator	BT Head Entered Amount:	0
ross Amount	1000	Net Amount:	500	BT Amount:	500
	Period From Date:	*	Period T	o Date: *	
		1			
	Purpose:	*			
					.4
	- 11				
Recipient Det					
perator Code	Operator Name	Scheme ID	Scheme Description	Name Of The Grantee Institution	Received Amount
		Q			
Total Amount	For Operator :	0	Total A	nount For The Grantee Institution :	0
dd Rows					
		Back	Save	Refresh	
		Back	Save	Reliesh	
			e 59: TR 31 Details		

- Similarly select the Period to Date.
- 4. Enter Purpose of the Grant in the **Purpose** field.



Carlo	Il Status: Initiated by Operator at Amount 1/04/2018 Perior	BT Head Entered Amount: BT Amount: I To Date: * 3404/2015	0 500	Period From field Period To Date
Purpose: * GR	RANT	<		Purpose
	Scheme ID Scheme Description	Name Of The Grantee Institution	Received Amount	
3 C F.O, THE W.B UNIVERSIT	OPENING OF P.F DEPOSIT A/C		300	
		KAJAL MEMORIAL	200	Scheme
		RJ SCHOOL	300	Code Operator
Total Amount For Operator :	300 Tota	Amount For The Grantee Institution :	500	Code
Add Rows	Back Save	Refresh		Code
	Figure 60: TR 31 Details	Entry		

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

	Enter Filter Criteria	%			Search
	ords found: 30 rator Id Op	erator Code	Operator N	lame	1
7	1	DIRECTOR C	OF TECHNICAL	00-8443-	00-106-00-015-23-00-V
18	2	E.O/NABADIGANTA INDUSTRIAL TOWNSHIP AUTHORITY		00-8448-00-120-00-074-07-00-V	
8	3	F.O, THE W.B UNIVERSITY OF HEALTH SCIENCES		00-8336-00-800-00-001-01-00-V	
22	4	KOLKATA DAY STUDENTS' HOME		00-8336-00-800-00-002-23-00-V	
28	5	SECY. SRI RAMKRISHNA DAY STUDENTS HOME		00-8336-00-800-00-002-23-00-V	
27	6	SECY. ISWAR RHAVAN DAY	CHANDRA PATHA	00-8336-	00-800-00-002-23-00-V
🗹 Sear	rch anywhere	Select	Close		

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.


LOV - Mozilla Firefox 202:61.117.90/ebilling/Lov?FqPVyvpEtsxP5ATIVIUSoqoP2kKFNjZTGF893YVVIDk= Enter Filter Criteria: % Search Total records found: 1 Scheme Id Scheme Description 201 OPENING OF P.F DEPOSIT A/C Select Close Select Close			
Enter Filter Criteria: %. Search Total records found: 1 Scheme Id Scheme Description 201 OPENING OF P.F DEPOSIT A/C Select Close	😺 LOV - Mozilla Firefox		
Scheme Id Scheme Description 201 OPENING OF P.F DEPOSIT A/C	202.61.117.90/ebilling/Lov	v?FqPVyvpEtsxP5ATIViU5oqoPzKkFNjZTG	F893YVViDk=
Scheme Id Scheme Description 201 OPENING OF PF DEPOSIT A/C			Search
201 OPENING OF PF DEPOSIT A/C			
Select Close		A second s	
	201	OPENIN	IG OF P.F DEPOSIT A/C
	✓ Search anywhere		
	F	igure 62: Scheme Code	e LOV popup

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

	eceived nount
Add Rows Add Back Save Refresh Add Figure 63: TR 31 Details Entry Add	dd Row Ik

- 8. Enter amount in the **Received Amount** field.
- 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.

Reference No.: 2015	Concerning and Concerning	Bill Status:	Initiated by Operator	BT Head Entered Ar		
Gross Amount	1000	Net Amount:	500	BT Amount:	500	
P	eriod From Date: *	01/04/2015	Period	To Date: * 30/04/2015		
	Purpose: *	GRANT				
						Nar
- Recipient Detai						the
	Operator Name	Scheme ID	Scheme Description	Name Of The Grantee Ins	titution Received Amount	
	THE W.B UNIVERS	201	OPENING OF P.F DEPOSIT A/C	Name of the orantee ins	300	Inst
	THE HILD ON THE RO	Q				
		Q		KAJAL MEMORIAL	20	Rec
				RJ SCHOOL	300	Am
Total Amount Fo	r Operator :	300	Total	Amount For The Grantee Insti	tution : 500	Am
Add Rows			-1			
-)	
						Sav
		Back	Save 🗧	Refresh		
		10.000000				but

A success message appears.

FMS | WB

31 Detail Saved Successfully	Success
TR 31 Reference No.;20150400000183 Bill Status: Initiated by Operator BT Head Entered A	mount: 0 Messag
Gross Amount 1000 Net Amount 500 BT Amount	500
Period From Date: * 01/04/2015 Period To Date: * 30/04/2015	
Purpose: * GRANT	
July Count	
Recipient Detail	
Operator Code Operator Name Scheme ID Scheme Description Name Of The Grantee In	stitution Received Amount
3 F.O,THE W.B UNIVERSIT 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 Ins	itution : 500
Add Rows	
Back Save Refresh	
Figure 65: TR 31 Details Entry	

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

	Message
Figure 66: TR 31 Details Entry	

Also in TR 31, the followings validations are maintained:

CMC Limited iFMS-West Bengal Confidential Date: 20/02/2015

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- 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.

C Bill Details	
Employee Non Employee	
Bill Type * TR-33 Bill Status Initiated by Approver	
Payment Type * O Cheque CCSINEFT Both Nil	
Reference Number 20150400000192 Bill No. & Date * 14oqq 01/04/2015	
Head of Account * 18 2014 00 116 NP 003 V 02	
Gross Amount * 550 Net Amount * 550 BT Amount 0	
Sanction No. Date	
Sanction Amount Sanction By	
Department Code FA Finance (Audit)	
Approver Remarks	
C Sub Detail Head Details	
Sub Detail Description Gross Amount Progressive Allotment Expenditure Received Available At DDO Available At Treasury	
Image: Contract of the state of th	
Total 550	
TR-33 CCSAVEFT Modify Send For Revision Reject Submit Refresh	TR 33
	button
Figure 67: TR 33 button in the Bill Entry form	

TR 33 Detail entry form appears as shown below:



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



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

orking please wait Enter Fi Total records found	Iter Criteria: %		Search	
Reference No	Bill Number	Bill Date	Financial Year	
014100001839	joydeep_33	2015-01-30 00:00:00.0	2014	
014100001829	10100	2015-01-27 00:00:00.0	2014	
014100001824	444	2015-01-13 00:00:00.0	2014	
014100001797	101	2015-01-01 00:00:00.0	2014	
014100001794	bjlxclknxc	2015-01-01 00:00:00.0	2014	
014100001792	100	2015-01-01 00:00:00.0	2014	
014100001789	104_LLL	2015-01-05 00:00:00.0	2014	
014100001780	888_w	2015-01-04 00:00:00.0	2014	
014100001778	77_344ff	2015-01-08 00:00:00.0	2014	
014100001777	011	2015-01-01 00:00:00.0	2014	
014100001775	wq3w213	2015-01-08 00:00:00.0	2014	
014100001762	zenexykniexy	2015-01-15 00:00:00.0	2014	
🗹 Search anywhe		eot Close		

TR33 Bill TR33 Reference No.: Gross Amount: Class of Stipend Holder: Name of the Institution: * Copy Previous Bill: Copy Previous Bill:	20150400000 550 12 JK INSTITUIE 2014100001829	92	Bill Statu Net Amo Month &'			•		Search button
		TOTAL	Ab:	Balance undi	TOTAL sbursed from last month		Amount Withheld Vet Amount	

Figure 70: TR 33 Details Entry

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



TR33 Bill			unt ipend Holder:	20150400000 550 12 12 14 INSTITUIE	192	Bill Status: Net Amount: Month & Year. *	Initiated by Approver 550 May V 2015 Search	•			Name of the Institute Order No Order Date Name of the Stipend
											Holder
- Stip <mark>end De</mark>	etali —		Period	OfTerms			Deduction]	From
Ord No. *	Ordet Sate *	Name of the Stipend Holder	From	To *	Monthly Value	Bill Amount Absent		mount /	mount Withheld	Net Amount	Date
545	17/01/2015	SUGATA HALDAR	01/01/2015	17/01/2015	500	4000 0				4000.0	To Date
777	01/01/2015	TANWI PARAMANIK	01/01/2015	07/01/2015	200 🧲	900 5		500	100	2400.0	Monthly
			50%		TOTAL	7000.0	TOTAL	500.0	100.0	6400.0	Value
Add Row						Deduct-Balance	undisbursed from last month	E	alance Due	6400.0	Bill
AUUROW											
				B	lack	Save					Amount
				Figure	71: TR	33 Details E	ntrv				

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

		ſ	- TR33									
			Reference No.:		2015040000	192	Bill St	atus: Ir	itiated by Approver			
			Gross Amount		550		Net A	mount 5	50			
		L										
		ſ	Class of Stipend	d Holder 1	2	÷.	Month	& Year: * 🛛 M	ay 🔻 2015	•		
			Name of the Ins		K INSTITUIE	3			ay 12013			
					in the first of the							
		ſ										
			Copy Previous E	3ill: 20	014100001780		٩		Search			
Stipend De	etail —			1		1					1	
Order No. *	Order Date *	Name of	the Stipend	Period From *	Of Terms	Monthly Value	Bill Amount *	No. of Days	Deduction Cause	Amount	Amount Withheld	Net Amount
		Holder				Malue *		Absent				
545	17/01/2015	SUGATA		01/01/2015	17/01/2015	1						4000.0
	17/01/2015 01/01/2015		HALDAR	01/01/2015	17/01/2015 07/01/2015	500 200	4000	0		500	100	4000.0
545 777			HALDAR			500	4000	0	TOTAL			
777			HALDAR			500 200	4000 3000 7000.0	5	TOTAL sbursed from last month	500.0		2400.0
777			HALDAR			500 200	4000 3000 7000.0	5		500.0	100.0	2400.0
			HALDAR		07/01/2015	500 200	4000 3000 7000.0 Dedu	5		500.0	100.0	2400.0
777			HALDAR	01/01/2015	07/01/2015	500 200 TOTAL	4000 3000 7000.0 Dedu	0 5 ct-Balance und	sbursed from last month	500.0	100.0	2400.0

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.



	- m - 5 - 55		×.									_	179-115			No of
		C TR33														Days
		Reference No	6	2015040000	0192	Bill S	tatus:	Mo	dified by Appro	over						Absent
		Gross Amour	t	6350		NetA	mount:	63	50							
										_						Cause
								3 33		-		5			-	Amount
		Class of Stipe	end Holder:	12		Month	n & Year:	* Ma	v •	2015	۲		_		_	Amount
		Name of the I	nstitution: *	JK INSTITUTE												Withheld
							-			-		Ρ				
												h				
		Copy Previou:	s Bill: 2	014100001780	1	Q			Search							
												IJ				
- Stipend De	etail —						_									
Order No. *	Order Date *	Name of the Stipend	From *	Of Terms	Monthly	Bill Amount *	No. of D	ays [Deduct				vmount Wit iheli	de la companya de la		Net
		Holder *			Monthly Value				Cause		Amount					Amount
545	17/01/2015	SUGATA HALDAR	01/01/2015	17/01/2015	500	4307		_				0.57		4307	- T	Amount
777	01/01/2015	TANWI PARAMANIK	01/01/2015	07/01/2015	200 TOTAL	3000				TOTAL		857	100	2043		
					TUTAL		1	o undic	sbursed from la				alance Due	635		
Add Row						Deut	reparant	e unuia	sbursed norma	astriionui			Jaiance Due	033	9	
											_					Save
				E	3ack 🛛		éve —									Button
																Dutton

12. Click Save. A success message appears.

TR33 Bill Saved Successfully	Success
	Message
TR33 Bill	-
C TR33-	
Reference No.: 20150400000192 Bill Status: Modified by Approver	
Gross Amount 6350 Net Amount 6350	
Class of Stipend Holder: 12 Month & Year: * May V 2015	
Name of the Institution: * JK INSTITUTE	
Copy Previous Bill: 2014100001780 Q. Search	
Copy Previous Bill: 2014100001780 Q. Search	
C Stipend Detail	
Period Of Terms Deduction	
Order No.* Order Date Name of the Stipend From To Nonthly Bill Amount No of Days Cause Amount Amount Withheid Net Amount Value	
545 17/01/2015 BUGATA HALDAR 01/01/2015 17/01/2015 500 4307 0 4307	
777 01/01/01/2015 TANVI PARAMANIK 01/01/2015 07/01/2015 200 3000 2 857 100 2043	
TOTAL 7307 TOTAL 957 100 6350	
Deduct-Balance undisbursed from last month Balance Due 6350.0	
Back	
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.

Bill Saved Successfully.Bill	Kererenc	e No201	1410000188	2					
- Bill Details									
Employee Non Employee Bill Type *	TR-36A		Q			Bill Status	Initiated by Oper	ator	
Payment Type *		0116 🔘 F	CS/NEFT	Both 🔿 Nil		Din Oldido	initiated by open		
Reference Number	2014100		ounter i o			Bill No. & Date *	9099	06/02/2015	
Head of Account *	09	2058 0	0 101	NP	001	V 13	Q		
Gross Amount *		1000	Net Amou	nt *	500	BT Amount	5	00	
Sanction No						Sanction Date			
Sanction Amount						Sanction By			
Department Code	CI		Commerce &	Industries					
Approver Remarks									
Operator Remarks	V.E								
- Sub Detail Head Details									
Sub Detail			1100	Progressive			Allotment		
Head * Description		Gross A	mount	Expenditure		Received	Available At DDO	Available At Treasury	
🗃 04 🔍 Other Office	Expenses		100	0	1000	0	-1	000 0	
							12.13		
		BT Det		ECSINEET		dify Forward	Total	1000	
IR	-36A	BI Det		ECS/MEET	Mo	dity Forward	Retresh		TR 36A butt

TR 36A details entry page appears.



Reference No. 2014 Gross Amount	1000 Net An	nount 🗸		Bill Status: Initi BT Amount:	ated by Operator 500	-	Period Te
P	eriod From Date: 06/02/		Period to Date: *	31/03/2015			Date
	Purpose: * _{GRAN}	Т					Purpose
	ii————						
Recipient Det	ill Operator Name	Scheme ID	Scheme Description	Name Of The Grantee Institution	Received Amount		
		Scheme ID	Scheme Description	Name Of The Grantee Institution	Received Amount		
Operator Code			Scheme Description	Name Of The Grantee Institution	Received Amount		
			Scheme Description		Received Amount		
Operator Code			Scheme Description		Received Amount		
Operator Code			Scheme Description		Received Amount		
Operator Code			Scheme Description		Received Amount		

- 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.

	82		Bill Status:	Initiated by Operator	
Gross Amount 100	00 Net Amount	500	BT Amount.	500	
Period Fro	m Date: * 06/02/2015	Period to Date	: * 31/03/2015	10	
P	urpose:* GRANT	1	181a - 116	_	
Operator Code Ope	rator Name Scheme ID	Scheme Description	Name Of The Grantee Instit	ution Received Amount	
					Scheme C
			Total A	mount 0	LOV
					201
Add Rows					
					Operator
					Operator Code LOV
					Operator Code LOV
	Back	Save	Refresh		

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



Norking ple	ease wait Enter Filter ords found:				Search	
Oper	ator Id	Operator Code	Operator N	lame		
7	1	DIRECTOR OF EDUCATION,V		00-8443-00	-106-00-015-23-00-V	
18	2	E.O/NABADIG/ INDUSTRIAL 1 AUTHORITY		00-8448-00	-120-00-074-07-00-V	III
8	3	F.O,THE W.B U HEALTH SCIE	JNIVERSITY OF NCES	00-8336-00	-800-00-001 <mark>-</mark> 01-00-V	1
22	4	KOLKATA DAY HOME	STUDENTS'	00-8336-00	-800-00-002-23-00-V	
28	5	SECY, SRI RA STUDENTS H	MKRISHNA DAY OME	00-8336-00	-800-00-002-23-00-V	
27	6	SECY. ISWAR	CHANDRA PATHA	00-8336-00	-800-00-002-23-00-V	-
Sear	ch anywhere	Select	Close			

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

🥑 LOV - Mozilla Firefox	C. C. L. Mannah (· Palanten inter -		
🕙 202.61.117.90/ebillin	ng/Lov?FqPVyvpEtsxP5ATIViU5oq	qoPzKkFNjZTGF893YVViDk=		
Enter Fil Total records foun	Iter Criteria: % d: 1		Search	
Scheme Id	Scheme Description			
201		OPENING OF P.F DEPOSIT AG	D	
<table-cell> Search anywh</table-cell>	Select	Close		
F	igure 79: Scheme Cod	le LOV popup windov	v	

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

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

Reference No.: 20141	00001882				Bill Status:	Initi	ated by Operator		
Gross Amount	1000	Net Amount:		500	BT Amount.		500	5	
Pe	riod From Date:	* 06/02/2015		Period to Date:	* 31/03/2015				
	Purpose:	* GRANT							
2010/01/02/07									
Recipient Detai		ne Scheme I) Scher	meDescription	Name Of The Gra	ofee Institution	Received Amou	Int	Dessive
Operator Code	II Operator Nar .O,THE W.B UNI	201		me Description P.F DEPOSIT A/C	Name Of The Gra	intee Institution	Received Amou	int 50	
Operator Code	Operator Nar	201			Name Of The Gra	ntee Institution Total Amount			
Operator Code	Operator Nar	201			Name Of The Gra			50%	Receive Amount
Operator Code	Operator Nar	201			Name Of The Gra			50%	
Operator Code	Operator Nar	201			Name Of The Gra			50%	
Operator Code	Operator Nar	201			Name Of The Gra			50%	
Operator Code	Operator Nar	201			Refresh			50%	Amoun

A success message appears on top.

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TR-36A Detail Save	d Successfully	<							Suc Me	
- TR 36A										
Reference No. 2014	100001882				Bill Status:	Init	ated by Operator]		
Gross Amount	and the second	mount:		500	BT Amount:		500			
Pe	eriod From Date: * 06/0	2/2015		Period to Date	* 31/03/2015					
	Purpose: * GRA	NT								
						3B)				
C Recipient Deta	ill ———									
Recipient Deta	il Operator Name	Scheme ID	Scheme I	Description	Name Of The Gra	ntee Institution	Received Amo	ount		
Operator Code		201	Scheme I		Name Of The Gra	ntee Institution		ount 300		
Operator Code	Operator Name	004			Name Of The Gra	ntee Institution				
Operator Code	Operator Name	201			Name Of The Gra			300		
Operator Code	Operator Name	201			Name Of The Gra			300		
Operator Code	Operator Name	201			Name Of The Gra			300		
Operator Code	Operator Name	201			Name Of The Gra			300		
Operator Code	Operator Name	201			Name Of The Gra			300		
Operator Code	Operator Name	T 201		DEPOSIT A/C				300		
Operator Code	Operator Name	201			Name Of The Gra			300		
Operator Code	Operator Name	Back	OPENING OF P.F	DEPOSIT A/C		Total Amount		300		

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:



1



Total Received Amount For Grantee Institution Should Be Equal To Net Amount	
ок	
Figure 82: Dialog Boy	

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:

By Transfer Details By Transfer Amount Along With PL Transfer Amount Should Be Equal To (Gross Net.) Amount	- Error Message
	C C
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	 Bill Entry
Ø e-Billing I…Task List	Gill Details	Menu
■ Intry/Modify - Query - Print B: Reports B: Master Maintenance Signature Verified ©	Employee Hon Employee Bill Type * Q Bill Status Payment Type * Cheque ECSN/EFT Both Nil Reference Number Head of Account * Q Q Q Q Q Gross Amount * Net Amount * BI Amount Sanction No. Date Sanction By Department Code Aprover Remarks	Employee radio button
	Sub Detail Description Gross Amount Progressive Allotment Head Available At DDO Available At Treasury	
	Total 0 Search Save Refresh	
	Figure 84: Bill Entry	

A pop up window appears.

J LOV - Mozilla Firefox	A sector de	
202.61.117.90/ebilling/Lov?9qcKpu+siFRE)1qB2br09KYzTO45nSSv7YeyI	SymKJoA=
Enter Filter Criteria: %		Search
Bill ID		Description
14	TR-50	
15	TR-60	
16	TR-61	
9	TR-68	
Search anywhere	_Select _Close	
Figure 8	35: Employee Type Bill	S

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



Bill Details						
Dir Details						
🖲 Employee 🔘 Non Emplo						
Bill Type *	TR-50 Q		Bill Status		_	Claim Fo
Payment Type *	Cheque 🖲 ECS/NEFT	O Both O Nil	Claim For *	Q		
Reference Number	Q		Bill No. & Date *			field
Head of Account *					1 ar	
Gross Amount *	Net Ar	nount *	BT Amount			
Sanction No.			Date			Claim Fo
Sanction Amount			Sanction By			
Department Code						LOV
Approver Remarks						button
		Expenditure	Received Available	At DDO Available	At Treasury	
	Se	arch Save	Received Available		At Treasury	
	Figu	arch Save re 86: Bill Entry	Tol Refresh SCREEN			
Click on the Cla i		arch Save re 86: Bill Entry	Tol Refresh SCREEN			
	Figu	arch Save re 86: Bill Entry	Tot Refresh Screen ow appears.			
LOV - Mozilla Firefox	Figu	arch Save re 86: Bill Entry . A popup wind	Tot Refresh Screen Ow appears.	tal		
LOV - Mozilla Firefox	Figu im For LOV button /Lov?9qcKpu+siFRMk0vIbN	arch Save re 86: Bill Entry . A popup wind	Tot Refresh Screen Ow appears.	tal		
LOV - Mozilla Firefox 202.61.117.90/ebilling	Figu im For LOV button /Lov?9qcKpu+siFRMk0vIbh r Criteria: %	arch Save re 86: Bill Entry . A popup wind	Tot Refresh Screen Ow appears.	tal		
LOV - Mozilla Firefox 202.61.117.90/ebilling Enter Filte	Figu im For LOV button /Lov?9qcKpu+siFRMk0vIbh r Criteria: %	arch Save re 86: Bill Entry . A popup winds	Tot Refresh Screen Ow appears.			

	Commuted Value of Pension	18-2071-01-102- NP-001-04-00-V	7415	-
	Provisional Gratuity	18-2071-01-104- NP-001-04-00-V	7418	E.
2	Provisional Gratuity	18-2071-01-104- NP-003-04-00-V	7419	
2	Provisional Gratuity	18-2071-01-104- NP-004-04-00-V	7421	
	Final Payment of Gratuity	18-2071-01-104- NP-001-04-00-V	7418	
	Final Payment of Gratuity	18-2071-01-104- NP-003-04-00-V	7419	
		18_2071_01_10/_		

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.

	a for the second se
FMC	

Bill Details							Bill No and
Employee O Non Er	mplovee						Date
Bill Type *	TR-50	Q		Bill Status			
Payment Type *	O Ch	eque I ECS/NEFT	Both 🔘 Nil	Claim For *	Commuted Valu	e of Pe	
Reference Number		Q		Bill No. & Date *			
Head of Account *	18	2071 01 102	NP 001	V 04]		Head of
Gross Amount *		Net Amo	unt *	BT Amount			
Sanction No.				Date			Account
Sanction Amount				Sanction By			
Department Code	FT	Finance (R	evenue)			1/1-5	
Approver Remarks							
Sub Detail Head Deta	ails						
					Allotment		
Sub Detail Head *	escription	Gross Amount *	Progressive Expenditure	Received	Available At DDO	Available At Treasury	
00 No	ot Available		1001300	0		0	
		Č.	11 11		Total	0	
		Sear	ch Save	Refresh			

> Enter the **Bill No** and **Date**.

Bill Details							1	
🖲 Employee 🔘 Non Em	bloyee							
Bill Type *	TR-50	Q		Bill Status	. <u>U</u> .		- Gi	ross
Payment Type *	Chequ	e 🖲 ECS <mark>I</mark> NEFT 🔘 I	Both 🔘 Nil	Claim For *	Commuted Value of	fPe Q	Ar	moun
Reference Number		Q		Bill No. & Date *	2190	23/04/2015		
Head of Account *	18 20	171 01 102	NP 001	V 04				
Gross Amount *		5000 Net Amour	it * 3000	BT Amount	2000		Ne	et
Sanction No.				Date	▲ ▲		Ar	moun
Sanction Amount				Sanction By				
Department Code	FT	Finance (Rev	enue)				BT	-
Approver Remarks					L			
)	Ar	mount
- Sub Detail Head Detai	5							
Sub Detail Des	cription (Gross Amount *	Progressive		Allotment	_		
Head * Des	anpuon	sioosvinoun	Expenditure R	ceived A	vailable At DDO	Available At Treasury		
00 Not	Vailable	500	0 1001300	0		0		
					Total	5000	Sa	ive
		Search	Save F	ofrech				utton

> Enter the **Gross Amount** and **Net Amount**. BT amount appears automatically.

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

Bill Saved Successfull	y.Bill Reference I	No20150400000555					Succes Messa
Bill Details Constraints Con	TR-50 Chequ 201504000	e e ECS/NEFT Both Nil 100555 71 01 102 NP 5000 Net Amount Finance (Revenue)	001	Bill Status Claim For * Bill No. & Date * V 04 BT Amount Date Sanction By	Initiated by Approv Commuted Value 2190 2000	of Pe Q 23/04/2015	
C Sub Detail Head Details		Gross Amount Progressive Expenditure	8. BUS		Allotment	Available At Treasury	
	vailable	5000	1006300	oceived v	S00		
TR-50 BI	Detail		Send For R	Revision Rejer	Total	5000	TR 50

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

TR50 Reference No.: 20150400000555 Gross Amount 5000 Net Amount 3000 Bill Status: Initiated by Approver Claim For: Commuted Value of Pension Salary Head of Account	Salary Head of Account
Employee Details Employee Name * Employee ID Designation * BP+GP * Type Of Cessation * Cessation * Cessation * Sanction No. Sanction Order No. * Sanction Order No. * <td></td>	
+Add Row HAdd Row Back Save Refresh	
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 Popup window.

FMS|*wb*

-		
	FMC	
		WR

Detailed Head Description Salaries Wages Wedical Reimbursement Travel Expenses Medical Reimbursement under WBHS 2008 Office Expenses Office Expenses Other Charges	Enter Filter Criteria:	%	Search
Salaries Wages Medical Reimbursement Travel Expenses Medical Reimbursement under WBHS 2008 Office Expenses	tal records found: 7		
Wages Medical Reimbursement Travel Expenses Medical Reimbursement under WBHS 2008 Office Expenses	Detailed Head	escription	
Medical Reimbursement Travel Expenses Medical Reimbursement under WBHS 2008 Office Expenses			Salaries
Travel Expenses Medical Reimbursement under WBHS 2008 Office Expenses			Wages
Medical Reimbursement under WBHS 2008 Office Expenses			Medical Reimbursement
Office Expenses			Travel Expenses
LASS OF STATISTICAL STATISTICS			Medical Reimbursement under WBHS 2008
Other Charges			Office Expenses
			Other Charges
Select Close	Course anothers	Sele	or <u>Close</u>
Search anywhere	Search anywhere	1	

The selected values of Head of Account appear as follows:

TR50 Reference No:: 20150400000555 Gross Amount 5000 Net Amount 3000 Bill Status: initiated by Approver Claim For: Commuted Value of Pension Salary Head of Account *09 Q 2852 80 001 Q V 01 Q V 01 Q Employed Details Employee ID Designation * DP+OP * Type Of Date Of GPF Sanction Sanctioning Sanction Gross Amount * No. ID Authority * No. * Date * Amount * NetAmount * NetAmount * NetAmount * NetAmount * NetAmount * No. ID Authority * No. * Date * Amount * NetAmount * NetAmount * NetAmount * NetAmount * NetAmount * NetAmount * No. ID Authority * No. * Date * Amount * NetAmount * NetAmo	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



- 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.

FMS WB



TR50		Sanctioning Authority
Reference No.: 20150400000555 Gross Amount 5000 1	Net Amount 3000 Bill Status: Initiated by Approver	Sanction Order No
Claim For: Commuted Value of Pension Salary Head of Account	*09 Q 2852 80 001 Q NP Q 001 QV 01 Q	- Sanction Date
Employee Details		Gross
Employee Name * Employee ID Designation * BP+GP * Cessation * A Cessation * Cessation * A	GPF Account No. Sanction Sanction Gross Authority Order Io. Date Amount	Amount Net
ARUN KUMAR BE 000268138 SECTION HEA 15000 Superart		Amount
+Add Bow	u We Th Fr Sa	
5 6	1 2 3 4 7 8 9 10 11	
	14 15 16 17 18	
Back	21 22 23 24 25 28 29 30 tefresh	
Figure 96: TR 50	Details Entry	

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

Reference No.: 201504	100000555	Gross Amount	÷ [5000	Net Amo	ount		3000	Bill Status:	Initiated by Ap	prover	
Claim For. Commuted	/alue of Pension		Salary He	ad of Account	t * 09	Q 2852	80 00	01 Q	NP Q	001 QV	01 Q	
Employee Details						= 11,=						
Employee Name * Empl	oyee ID Designation	BP+GP *	Type Of Cessation *	Date Of Cessation *	GPF Account No.	Sanction ID	Sanctioning Authority *	Sanction Order No.	Sanction Date	Gross Amount *	Net Amount *	
ARUN KUMAR BE 0002	268138 SECTION H	EA 15000	Superan 👻	30/04/2015			B MITRA	2090	01/04/20	5000	3000	
									Total:	5000	0	Add
Add Row											м. 	Row
												Link

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

TR50	Success
TR-50 Detail Saved Successfully	-Message
C 1R50	
Reference No.: 20150400000555 Gross Amount 5000 Net Amount 3000 Bill Status: Initiated by Approver	
Claim For: Commuted Value of Pension Salary Head of Account * 09 Q 2852 80 001 Q NP Q 001 Q V 01 Q	
Employee Details	
The Of Deb of GPF Question Surface Sanction Country Country	
Employee Name * Employee ID Designation * BP+GP * Type Of Date Of Account ID Authority * No. * Sanction Sanction Gross Amount * No. Net Amount * Net Amount * No. * Net Amount	
Image: Construction of the second	
Total: 5000 3000	
Back Save Refresh	
Figure 98: TR 50 Details Entry	

14 TR 60 Details Entry

FMS WB

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

Collapse all <u>Expand all</u> e-Billing -Task List Entry/Modify	Bill Details			7			Bill Entry menu
Query Print	Employee Non Employee Bill Type	Q	∖ •	Bill Status			Employee
Schedule Print	Payment Type *	Cheque ECS/NEFT	🔘 Both 🔘 Nil				radio
-Reports -Master Maintenance	Reference Number	٩		Bill No. & Date	1		button
	Head of Account *	Q	Q Q	٩	<u>م</u>		button
	Gross Amount *	Net Ar	mount *	BT Amount			
	Sanction No.			Date			
Signature Verified	Sanction Amount			Sanction By			
vernied	Department Code						Bill Type
	Approver Remarks						LOV
	Sub Detail Head Details						button
	Sub Detail	Gross Amount	Progressive		Allotment		
	Head Description	Gross Amount	Expenditure	Received	Available At DDO	Available At Treasury	
					Total	0	
		Se	earch Save	Refresh	a Komini M		
	Fig	gure 99: Bil	ll Entry				

> 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.

CMC Limited iFMS-West Bengal Confidential Date: 20/02/2015

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JUOV - Mozilla Firefox	time of the second	
202.61.117.90/ebilling/Lov?9qcKpu+siFRD	1qB2br09KYzTO45nSSv7YeyISymKJo	A=
Enter Filter Criteria: %		Search
Bill ID	Descr	iption
14	TR-50	
15	TR-60	
16	TR-61	
19	TR-68	
Search anywhere	Select Close	
Eiguro 100	: Employee Type of Bills	
liguie 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.

Collapse all Expand all	BILLENTRY	
L-Task List B-Bill - Entry/Modify - Query - Print - Schedule Print B: Reports B: Master Maintenance Signature Verified Signature	Bill Details	GISS Scheme Payment Type
	Sub Detail Head Details Sub Detail Description Gross Amount Progressive Allotment Head Description Gross Amount Progressive Available AL DDO Available AL Treasury	
	Total 0 Search Save Refresh	
ennannannannanna01607607607777777777	Figure 101: Bill Entry	

Select either of **Cheque**, **ECS/NEFT**, or **Both** as Payment type.

Click on the **GISS Scheme** LOV button. A popup window appears.



Enter Filter Ci Total records found: 3	riteria: <mark>%</mark>		Search	
Giss Scheme	Head Of Account	Hoa ID		
1983	00-8011-00-107-00-00	2-10-00-0	24972	
1987	00-8011-00-107-00-00	5-10-00-0	24974	
Both	00-8011-00-107-00-00	5-10-00-0	24974	

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.

Employee O No								
Bill Type *	TR-6	•	Q,		Bill Status			
Payment Type *	© 0	Cheque 🧕 ECS/NE	FT 🔘 Both 🔘 Nil		GISS Scheme *	1983	Q	
Reference Number		Q			Bill No. & Date	•		
Head of Account *	00	8011 00	107 00	002	0 10			
Gross Amount *		Ne	t Amount *		BT Amount	C		
Sanction No.					Date			
Sanction Amount					Sanction By			
Department Code	00	NON	Ě				31/2	
Approver Remarks								
Operator Remarks								
Sub Detail Head I	Details							
	Description	Gross Amount	Progressive			Allotment		
Head *	Description	Gluss Anouni	Expenditure	Re		Available At DDO	Available At Treasury	
	NONE		1	48000	0		0	
00						Total		8
PARAL TO							0	

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



Bill Details									
Employee O Non Employee	-				200000	19	1		
Bill Type *	TR-60	Q			Bill Status				
Payment Type *	🔘 Cheque 🧕 E	ECS/NEFT O Bot	th 🔘 Nil		GISS Scher	100 C	Q		Bill No
Reference Number		Q			Bill No. & D	Netterio	30	/04/2015	
Head of Account *	00 8011 0		100	02	0 1	0			Date
Gross Amount *	7000) 🔶 Amount '	•	7000	BT Amount		0		Gross
Sanction No.					Date				Amour
Sanction Amount					Sanction By				7.11001
Department Code	00	NONE							
Approver Remarks									
Operator Remarks									
Sub Detail Head Details									
		P I	rogressive			Allotmen			
Sub Detail		vmount E	Expenditure	Red	eived	Available At DD	D Available A	tTreasury	
Sub Detail Head									
	010337	7000		48000	0			0	
Head * Description		7000		48000	0	Total	7000		Save

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

Bill Details							
Employee O Non Employee	laura						
Bill Type *	TR-60	Q		Bill Status	Initiated by O	perator	
Payment Type *	Cheque @	CS/NEET O Bo	oth 🔘 Nil	GISS Sche		Q	
Reference Number	2015040000056	Standard and a stand and a stand		Bill No. & D	Law 2016	30/04/2015	
Head of Account *	00 8011	00 107	00 002	0 1	0	(Language restriction	
Gross Amount *	700	Net Amount	* 7000	BT Amount		0	
Sanction No.				Date			
Sanction Amount				Sanction B	y		
Department Code	00	NONE					
Approver Remarks							
Operator Remarks							
Sub Detail Head Detail	s						
					Allotment		
Sub Detail Desc			Progressive Expenditure				
	-			Received	Available At DDC		
	it.	7000	550(0 0		7000	
				100	Total	7000	
							TR 60

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



TR-60 TR-60 Reference No.: 20150400000563 Gross Amount 7000 Net Amount 7000 Bill Status: Initiated by Operator	Employee
GISS Under: 1983 Employee Details Employee Name* Employee Designation * Type Of ID Designation * Type Of Cessation * Cessation * Sanction ID Sanctioning Authority * Sanction Cessation * Sanction ID Sanctioning Authority * Sanction Order No * Date * Of Interest *	Name
Select One Total Amount 0 +Add Row	Employee ID
Back Save Refresh	
Figure 106: TR 60 Details Entry page	

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

Employee Name.* Employee ID Designation * Type Of Cessation * Date Of Cessation * Sanction ID Sanctioning Authority * Sanction Order No * Sanction Sanction Of Interest * rsi Select One Total Amount 0	Refere	ence No.: 201504000	00563	Gross Amount		7000 Ne	t Amount:		7000	Bill Status:	Initiated by C	Operator		
Imployee Details Employee Name.* ID Designation * Select One * Select One * Select One * Total Amount 0 Total Amount 0 Total Amount 0 Sakk Ra#E00267740 Ski SANJOY KUMAR SHOW#E00268059 SIDDHARTHA CHAKRABORTY#E00267397 SiDD CHAK#E00267428 ShuBHANDU GHA#E00267428 ShuBHANDU GHS##E00267565 SANJOY SEN4E002675720 SHADHAM MAJUMDER#00267564 SANJOY SEN4E00267727 SUBAL KUMAR MAL#E002677397 SuBAL KUMAR MAL#E002677365 SANJOY SEN4E00267720 SHACFJSADSA#E00267726 SHAUELONG##E002675720 SHAUELONG##E00267727 SUBAL KUMAR MAL#E002677365 SANJIF SAH#E002677365 SANARENDRA PANJA#E00267954 SUNIL SAMANTA#E00268037	CC II.	1092											-	
Employee Name.* Employee D Designation * Type Of Cessation * Date Of Cessation * Sanction ID Sanctioning Authority * Sanction Order No * Date * Of Order No * Date * Of Order No * Date * Of S SKARNENDU SARKAR#E00267396 Image: Sanction ID Sanctioning Authority * Total Amount 0 S S BANERJEE#C00267655 Image: Sanction Sanction ID Sanctioning Authority * Total Amount 0 S SARKAR#E00267740 Image: Sanction Sanction ID Sanctioning Authority * Total Amount 0 SID CHAK#E00267740 Image: Sanction ID Sanction ID Sanctioning Authority * Sanction ID Sanctioning Authority * Image: Sanction ID SanctionID Sanction ID Sanction ID Sanction ID Sanction							_		_					
SWARNENDU SARKAR#E00267396 Total Amount 0 S BANER[E#c00267665 5 5 5 SARKAR#E00267740 SRI SANJOY KUMAR SHOW#E00268059 5 5 5 SIDD CHAK#E00267397 3ack Save Refresh SUBHARTHA CHAKRABORTY#E00267428 5 5 5 SUBHARTHA CHAKRABORTY#E00267428 5 5 5 SUBHARTHA PAL#E00267650 3 3 8 8 SUPITA PAL#E00267650 5 5 5 5 SANJOY SEN#E00267720 5 5 5 5 5 SUBAL KUMAR MAL#E00267727 5 5 5 5 5 5 SANJUT SEN#E00267727 5		THE STATE AND A STATE	Employee ID	Designation *	Type Of Cessation *	Date Of Cessation	Sanction II	D Sanctioning	Authority *	Sanction Order No *	Sanction Date *			
XX S BANERJEE#C00267665 S SARKAR#E00267740 SRI SANJOY KUMAR SHOW#E00268059 SIDDLARTHA CHAKRABORTY#E00267397 SIDD CHAK#E00267428 SHUBHAM#E00267428 SHUBHAM#E0026741 SUPTA PAL#E0026754 SADHAN MAJUMDER#00026754 SANJOY SEN#E00267720 SHACF[SAD5A#E00267727 SUBAL KUMAR MAL#E00267830 SANJI' SAH#500267915 SANJI' SAH#500267945 SAMARENDRA PANJA#E00267954 SUNIL SAMANTA#E0026037) s				Select One 👻]								
SRI SANJOY KUMAR SHOW#E00268059 SIDDHARTHA CHAKRABORTY#E00267398 Back Sawe Refresh SUBHENDU CHOSH#E00267428 SHUBHAM#E00267428 SHUBHAM#E00267451 SADHAN MAJUMDER#00026754 SADHAN MAJUMDER#00026754 SADHAN MAJUMDER#00026754 SANJOY SEN#E00267720 SHACFISADSA#E00267727 SUBAL KUMAR MAL#E00267830 SANJIS SAH#E00267935 SANJIS SAH#E00267945 SAMARENDRA PANJA#E00267954 SUNIL SAMANTA#E00267954 SAMARENDRA PANJA#E00267954 SAMARENDRA PANJA#E00268037	SWA	ARNENDU SARKAR	#E00267396					172		To	tal Amount	(0	
SRI SANJOY KUMAR SHOW#E00260599 SIDDHARTHA CHAKRABORTY#E00267397 SIDD CHAKE00267398 Back Suberbolic CHOSH#E00267428 SUBHAM#E00267451 SUBITA PALE0026750 SADHAN MAJUMDER#00026754 SANJOY SEN#E0026750 SANJOY SEN#E00267720 SHACFJSAD5A#E00267727 SUBAL KUMAR MAL#E00267830 SANJIT SAHA#500267915 SANJIT SAHA#500267945 SAMARENDRA PANJA#E00267954 SUNIL SAMANTA#E00267954	S BA	ANERJEE#C00267665												
SIDDHARTHA CHAKRABORTY#E00267397 Jack Save Refresh SUBHENDU CHOSH#E00267428 Jack Save Refresh SUBHENDU CHOSH#E00267428 Jack Save Refresh SUBHENDU CHOSH#E00267428 Jack Save Refresh SUBHENDU CHOSH#E00267421 Junta PALEE00267550 Junta PALEE00267564 SANJOY SEN#E00267720 Junta PALE00267727 Junta PALE00267830 SUBAL KUMAR MAL#E00267830 SANJIT SAHA#500267915 Junta PALEA00267945 SAMARENDRA PANJA#E00267954 JUNIL SAMANTA#E0026037 Junta PANJA#E0026037	S SA	ARKAR#E00267740		· .										
SIDD CHAK#E00267398 Back Save Refresh SUBHENDU GHOSH#E00267428	SRI	SANJOY KUMAR SHO	W#E002680	59										
SIDD CHAR#E00267398 SUBHENDU CHOSH#E00267428 SHUBHAM#E00267421 SUPTA PAL#E0026750 SADHAN MAJUMDER#00026754 SANJOY SEN#E00267720 SHAGELKUMAR MAL#E00267727 SUBAL KUMAR MAL#E00267830 SANJI SAHA#S00267915 SANJI SAHA#S00267954 SAMRENDRA PANJA#E00267954 SUNIL SAMANTA#E00267954	SIDE	DHARTHA CHAKRAB	ORTY#E0026											
SHUBHAM#E00267451 SUPITA PAL#E00267650 SADHAN MAJUMDER#000267654 SANJOV SEN#E00267720 SHAEGISADSA#E00267727 SUBAL KUMAR MAL#E0026830 SANJIT SAHA#S00267915 SANJIT SAHA#S00267945 SAMRENDRA PANJA#E00267954 SUNIL SAMANTA#E00268037	SIDE	D CHAK#E00267398		Back		Save		Refre	sh					
SUPITA PAL#E00267650 SADHAN MAJUMDER#000267654 SANJOY SEN#E00267720 SHACFJSADSA#E00267727 SUBAL KUMAR MAL#E00267830 SANJIS SAH#4500267915 SANJI SAH#4500267915 SANJIS MAZR#4000267945 SAMRENDRA PANJA#E00267954 SUNIL SAMANTA#E00268037	SUB	HENDU GHOSH#E00	267428											
SADHAN MAJUMDER#000267654 SANJOY SEN#E00267720 SHACFJSAD5A#E00267727 SUBAL KUMAR MAL#E00267830 SANJIT SAHA#500267915 SANJIT SAHAZRA#000267945 SAMRENDRA PANJA#E00267954 SUNIL SAMANTA#E00268037	SHU	JBHAM#E00267451												
SANJOY SEN#E00267720 SHAGFJSADSA#E00267727 SUBAL KUMAR MAL#E00267830 SANJIT SAHA#S00267915 SANJIB HAZRA#000267945 SAMARENDRA PANJA#E00267954 SUNIL SAMANTA#E00268037	SUP	ITA PAL#E00267650												
SHACFJSADSA#E00267727 SUBAL KUMAR MAL#E00267830 SANJIT SAHA#S00267915 SANJIB HAZRA#000267945 SAMARENDRA PANJA#E00267954 SUNIL SAMANTA#E00268037	SAD	HAN MAJUMDER#00	00267654											
SUBAL KUMAR MAL#E00267830 SANJIT SAHA#S00267915 SANJIB HAZRA#000267945 SAMARENDRA PANJA#E00267954 SUNIL SAMANTA#E00268037	SAN	JOY SEN#E0026772	D											
SANJIT SAHA#S00267915 SANJIB HAZRA#000267945 SAMARENDRA PANJA#E00267954 SUNIL SAMANTA#E00268037	SHA	GFJSADSA#E00267	727											
SANJIB HAZRA#000267945 SAMARENDRA PANJA#E00267954 SUNIL SAMANTA#E00268037	SUB	AL KUMAR MAL#EOC	267830											
SAMARENDRA PANJA#E00267954 SUNIL SAMANTA#E00268037	SAN	UIT SAHA#S0026791	15											
SAMARENDRA PANJA#E00267954 SUNIL SAMANTA#E00268037	SAN	UIB HAZRA#000267	945											
SPÉCIMEN BABU#000268099	SUN	IL SAMANTA#E0026	8037											
	COCC	CIMEN BABU#00026	8099											
SPECIMEN BABU#000208099														

Employee ID appears automatically.

> Enter **Designation**.



'R-60 ← TR-60		D esignation
Reference No.: 2015040	0000563 Gross Arhount 7000 Net Amount 7000 Bill Status: Initiated by Operator	
GISS Under: 1983		
Employee Details		
Employee Name. *	Employee Designation Type Of Cessation Sanction ID Sanction ID Sanctioning Authority Sanction Sanction Saving Fund Of Interest	
T SANJOY SEN	E00267720 WT PROFESSOR Select One -	–Type of
	Total Amount 0	Cessation
+Add Row		
	Back Save Refresh	
	Figure 108: TR 60 Details Entry page	
lect the Type c	of Cessation from the dropdown menu.	

00000563 Gros	s Amount	7000	Net Amount.	7000	Bill Status: Initiated by	Operator	Date of Cessation Sanctioni
							Authority Sanction
ID		Constant and a second second	le Of ation Sanction ID Sar	nctioning Authority *	Sanction Sanction Order No.* Date *	Saving Fund Of Inte <mark>rest *</mark>	Order No Sanction
E00207720 (NT PH	Select Death Termin	t One I-in-service Ination			Total Amount	0	Date Saving
	Resig	Ination					Fund of Interest
	Back		Save	Refresh			
	ID Desi	E00267720 UNT PROFESSOR Selec Death Termi Supe	ID Designation Cessation * Cess E00267720 WT PROFESSOR Select One Select One Death-in-service Termination Superannuation Resignation	E00267720 WT PROFESSOR Select One Select One Death-in-service Termination Superannuation Resignation	E00267720 WT PROFESSOR Select One Select One Death-in-service Termination Superannuation Resignation	ID Designation Cessation Statiction Districtioning Aduitoning Order Net Date * E00267720 VIT PROFESSOR Select One Death-In-service Termination Superannuation Resignation	ID Designation Cessation * Cessation * Sanction ID San

- 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.



Reference No.: 20150400	0000563	Gross Amount:	1	7000 Ne	t Amount:	7000	Bill Status:	Initiated by C	perator		
						L			*0.510. J		
GISS Under: 1983											
Employee Details											
Employee Name. *	Employee ID	Designation *	Type Of Cessation *	Date Of Cessation	Sanction ID	Sanctioning Authority *	Sanction Order No *	Sanction Date *	Saving Fund Of Interest *		
T SANJOY SEN	E00267720	NT PROFESSOR	Superannu 🔻	30/04/2015		B MITRA	2309	30/04/2015	7000		
							T	otal Amount	0		
+Add Row										✐	Add Ro
											Link
		Back		Save] -	Refresh					Save
											Button

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

TR-60	Success
TR-60 Detail Saved Successfully	Message
	_
(TR-60	
Reference No.: 20150400000563 Gross Amount 7000 Net Amount 7000 Bill Status: Initiated by Operator	
GISS Under: 1983	
Employee Details	
Employee Name. * Employee ID Designation * Type Of Cessation * Cessation * Sanction ID Sanctioning Authority * Sanction Sanction Sanction Order No * Date * Of Interest *	
Image: Sanjoy sen E00267720 ASSISTANT PROF Superannu ▼ 30/04/2015 B MITRA 2309 30/04/2015 7000	
Total Amount 7000	
+Add Row	
Back Save Refresh	
Figure 111: TR 60 Details Entry page	

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.



Collapse all Expand all	BILL ENTRY	e e un essentio o e					Entry
e-biling Task List Bill Uery Print Schedule Print Schedule Print Naster Maintenance Signature Verified @	Bill Details Employee Non Employee Bill Type Payment Type Reference Number Head of Account Gross Amount Sanction No. Sanction Amount Department Code Approver Remarks 	Cheque Cheque C	Q	Bill Status Bill No & Date BT Amount Date Sanction By	·		menu Employee radio button
	Operator Remarks	Gross Amount *		Received	Alfotment Available At DDO	Available At Treasury	
	Figu	re 112: Bil	l Entry				

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

Enter Filter Criteria:	%	Search
Total records found: 4		
Bill ID	De	escription
14	TR-50	
15	TR-60	
16	TR-61	
19	TR-68	
Search anywhere	Select Close	
Search anywhere	Select Close	

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.

A	FMS	WB

BILL ENTRY		88. ¹⁰ - 61 - 5200 - 1980)	1998 - A. A. Marsey (* 1998) 1997 - A. Marsey (* 1998)	W - 575 - 57 AM 885			
Bill Details © Employee © Non Employee Bill Type * Payment Type * Reference Number Head of Account * Gross Amount * Sanction No. Sanction Amount Department Code Approver Remarks	TR-61		Bill Status GISS Schem Bill No. & Da BT Amount Date Sanction By				Bill Type GISS Scheme Payment Type
Operator Remarks Sub Detail Head Details Sub Detail Head * Description	Gross Amount *	Progressive Expenditure	Received	Allotment Available At DDO	Available At Treasury		
	Searc	h Save	Refresh	Total	0	J	
	Fig	gure 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.

Enter Filter Criteria:	%		Search	
Total records found: 3				
Giss Scheme	Head Of Account	Hoa ID		
1983	00-8011-00-107-00-001-	10-00-0	24971	
1987	00-8011-00-107-00-004-	10-00-0	24973	
Both	00-8011-00-107-00-004-	10-00-0	24973	
	Select Close			

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



BILL ENTRY	a se dina 20 die die seu						
Employee Non Employe Bill Type * Payment Type * Reference Number Head of Account *	e TR-61 © Cheque @ ECS/NEFT © 00 8011 00 107	Both () Nil	Bill Status GISS Scheme Bill No. & Date		01/05/2015]	Bill No & Date Head of Account
Gross Amount *	Net Amou	nt *	BT Amount		0		Gross Amount
Sanction No. Sanction Amount			Date Sanction By				dross Amount
Department Code	00 NONE		57666672574				
Approver Remarks							
Operator Remarks							
Sub Detail Head Details -							
Sub Detail		Progressive		Allotment			
Head Description	on Gross Amount *		Received	Available At DDO	Available At Treasury		
00 NONE		96000	0		0		
	Searc	h Save	Refresh	Total			
	Fig	ure 116: Bill B	Intrv				

> Enter the **Bill No** and **Date**.

> Enter the **Gross Amount.** The **Net Amount** appears automatically as the same amount.

Bill Details							
Employee O Non Employee							Net Amount
Bill Type *	TR-61	Q		Bill Status	Modified by Oper	ator	
Payment Type *	🔘 Cheque 🍭 E		Both 🔘 Nil	GISS Scheme *	1987	Q	
Reference Number	20150500000566	1		Bill No. & Date *	1365	01/05/2015	
Head of Account *	00 8011 0	00 107	00 004	0 10	1		
Gross Amount *	10000	Net Amour	nt * 10000 🗸	BT Amount		0	
Sanction No.				Date			
Sanction Amount	1			Sanction By			
Department Code	00	NONE					
Approver Remarks		640)					
Operator Remarks							
Sub Detail	Gross A	mount	Progressive		Allotment		
Head * Description	Gross A	mount *	Progressive Expenditure	Received	Allotment Available At DDO	Available At Treasury	
Sub Detail Head Description	Gross A	mount * 1000	Expenditure		1		
Sub Detail Head Description	Gross A	1000	Expenditure		Available At DDO		Save Button

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



Bill Saved Successfu	Ily.Bill Reference No20150500000566		Success Message
Employee Non Emplo 3III Type * Payment Type * Reference Number Head of Account * Gross Amount * Sanction No. Sanction Amount Department Code Approver Remarks	byee TR-61 Cheque ECS/NEFT Both Nil 2015050000566 00 8011 00 107 00 004 10000 Net Amount 10000 00 NONE	Bill Status Modified by Operator GISS Scheme* 1987 Bill No. & Date* 1365 0 10 BT Amount 0 Date	
Deperator Remarks Sub Detail Head Details Sub Detail Head Descri 00 NONE	iption Gross Amount Progressive Expenditure	Allotment Received Available At DDO Available At Treasury 00 0 10000 0	
	TR-61 CSANEET Modify	Total 10000	TR 61 button
	Figure 110 , Dil		
	Figure 118: Bil		
Click on the T	-	l Entry s of GISS Scheme. TR 61 page appears in a	a new tab.
	FR 61 button to enter the detail		a new tab. Employee Name and ID
61 TR-61 Reference No.: 2015050 GISS Under: 1987 Employee Details	TR 61 button to enter the details	s of GISS Scheme. TR 61 page appears in a Net Amount: 8000 Bill Status: Initiated by Operator ID Sanctioning Authority * Sanction ID Sanctioning Authority * Sanctioning A	Employed 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.

Reference No.: 20150	30000566	Gross Amo	unt 800	00 Net Am	iount	8000 Bill Statu	us: Initiated by C	Dperator	
Employee Details Employee Name. *	Employee ID Desi		Cessation * Cessatio	Of Sanction	Sanctioning Authority *	Sanction Order No *	te * As Per GISS *	Insurance Fund Amount *	
<u></u>			Death-in-s				Selec		
SWARNENDU SARK	AR#E00267396						Total Amount	0	
SIDD CHAK#E00267 SUBHENDU CHOSH# SHUBHAM#E002674 SUPITA PAL#E00267 SADHAN MAJUMDER SANJOY SEN#E00267 SHAGFJSADSA#E002 SUBAL KUMAR MAL# SANJIT SAHA#S0026 SANJIB HAZRA#0000 SAMARENDRA PANJU SUNIL SAMANTA#E0	E00267428 451 650 8#000267654 7720 267727 #E00267830 57915 267945 A#E00267954 00268037	Back			Refresh				
		FI	igure 120: T	K 61 De	talis Entry				
Employ	ee ID appea	ars auto	omatically.						

Sanction Order Date* Group As Per GISS * Insurance Fund Amount * Type Of Date Of Cessation Date Of ID Employee ID Employee Name. * Designation * Sanctioning Authority No* SANJOY SEN E0026772I HEAD CLERK Death-in- 101/05/2015 BMITRA Selec -Sanctioning 0 Total Amount Authority +Add Row Back Save Refresh 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.

FMS | WB



> Enter the Sanctioning Authority, Sanction Order No, Sanction Date.

	Insurance Fund
Employee Details Employee Name.* Employee ID Designation * Type Of Cessation * Date Of Cessation * Sanction ID Sanction ing Authority * Sanction Order No * Sanction Date * Group As Per GISS * Insurance Fund Amount * Image: SANJOY SEN E00267720 HEAD CLERK Death-in-s • 01/05/2015 B MITRA 7809 01/05/2015 Select Total Select Total Select Date Select Select Date Select Select Select Select Select Select	Amount Group As Per GISS
Figure 122: TR 61 Details Entry	
Select the Group As Per GISS from the associated dropdown menu. TR-61 Reference No.: 20150500000566 Gross Amount 10000 Net Amount 10000 Bill Status: Modified by Operator	
GISS Under: 1987 Employee Details Employee Name.* Employee Designation* Type Of Cessation* Date Of Cessation* Sanction ID Sanctioning Authority* Sanction Order No* Group As Per GISS Insurance GISS Im SANJOY SEN E00267720 HEAD CLERK Death-in: 01/05/2015 B MITRA 1243 01/05/2015 Group As Per GISS 10000	
HAdd Rox 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.

			-
9	FMC	MID	
	FMS	WB	
			/

TR-61	
1 TR-61 Detail Saved Successfully	Success
TR-61 Reference No.: 20150500000566 Gross Amount 10000 Net Amount 10000 Bill Status: Modified by Operator GISS Under: 1987 Employee Details Sanction Group Group	Message
Employee Name. Employee Designation Designation Cessation Cessation ID Sanctioning Authority Order Date GISS Fund Amount Fund Amount	
Image: Sanuory Sen E0026772/ HEAD CLERK Death-in-€▼ 01/05/2015 B MITRA 1243 01/05/2015 10000	
Total Amount 10000	
+Add Row	
Back Save Refresh	
Figure 124: TR 61 Details Entry	

16 TR 27 Bill Details Entry

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

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

- Bill Details				
🔘 Employee 🖲 Non Em		Tradition of the	·····	
Bill Type *	TR-27	Bill Status	Initiated by Approver	
Payment Type *	🔵 Cheque 🖲 ECS/NEFT 🔵 Both	🖱 Nil		
Reference Number	20150600002113	Bill No. & Date	* SB-1254 18/06/2015	
Head of Account *	42 2070 00 003 1	P 005 V 50		
Gross Amount *	8000 Net Amount *	3000 BT Amount	5000	
Sanction No.	WF-312	Date	17/06/2015	
Sanction Amount	8000	Sanction By	SA Yadav	
Department Code	HR Personnel & Adm	nistrative Reforms	51	
Approver Remarks				
C Sub Detail Head Detai	ls			
			Allotment	
Sub Detail Head		gressive enditure Received	Available At DDO Available At Treasury	
		A COMPANY OF A COM		
00 Not	Available 8000	8000 0	-8000	0
			Total 8000	TR 27
		dify Send For Revision R	eject Submit Refresh	Button
TR-27	BI Detail ECS/NEFT Mo			

TR 27 details page appears.

F<mark>M</mark>S∣*w*B

TR27 Reference No 20150600002113 Bill Status Initiated by Approver Gross Amount 8000 Net Amount 3000	
	Counter
Detailed bill will be sent for counter signature by:	Signature
Deduction allowed by the Controlling Officer Treasury NPG Q DD0 Code NPGAGW001 Amount (Rs.) Order No Date Date Amount (Rc.) Date Tokon No. Bill No. Date Amount (Rc.)	Amount, Order No, Date
Proforma Invoice No. Purpose and quotation of authority for drawing advance(200 characters)* Gross Amount* Image: Comparison of the state of the s	
+Add Row Total Amount 0.0	
Back Save Refresh	
TR 27 Detail Entry	



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

TR27 Reference No 20150600002113 Bill Status Initiated by Approver Gross Amount 8000 Net Amount Detailed bill will be sent for counter signature by: S K Rey Unspent or balance of previous advance drawn	Token, Date, Bill details of Unspent or Balance of previous advance
Amount (Rs.) Order No Date Date Date Amount (Rs.) 2000 8563 1006/2015 Date Token No. Bill No. Date Amount (Rs.) 14/01/2015 4999 0 bb84 14/01/2015 2000	drawn Proforma Invoice No, Purpose,
Proformal Involce No. Purpose and autotation of authority for drawing advance/200 characters) * Gross Amount *	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.

TR27	Success
1 TR27 Bill Detail Saved Successfully	Message
C TR27	
Reference No 20150600002113 Bill Status Initiated by Approver Gross Amount 8000 Net Amount 3000	
Detailed bill will be sent for counter signature by: S K. Roy	
TR 27 Details Entry success message	



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 Details							1
Employee Non Employee Bill Type *	TR-28	Q		Bill Status	Modified by Approve	r	
Payment Type *	-	Cheque ECS/NEFT Both Nil			interine of supervise		
Reference Number	201506000		Don' © Mi	Bill No. & Date	2212	28/05/2015	
Head of Account *	42 20	70 00 003	NP 005	V 50			
Gross Amount *		0 Net Amou	nt *	0 BT Amount	0		
Sanction No.	T-132			Date	28/05/2015		
Sanction Amount	5000			Sanction By	SRoy		
Department Code	HR	Personnel &	Administrative Reform	ns			
Approver Remarks							
Sub Detail Head Details							
Sub Detail			Progressive		Allotment		
Head	ption G	Gross Amount *		Received	Available At DDO	Available At Treasury	
00 Not Av	ailable		0 8	0000 0	-8000	0	
					Total	0	TR



TR 28 details page appears.

CMC Limited iFMS-West Bengal

Confidential Date: 20/02/2015


- 2. Enter the **T.V. Date** from the Calendar given in the field.
- 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.

28/05/2015 22251 273 28/05/2015 5546shr 28/05/2015 4500 Code Adjustment of advance Delete Sub-Voucher Date * Description of charge * Amount (Rs.) * butto # 4543 28/05/2015 again test 3500 Challan HAdd Row Amount Refundable 0 Challan Challan No: 00293 Disallowance Refund Detail Challan Date: 06/05/2015 Challan No: 00293 Amount: 100 Amount:	Amount Br Advance Tre	asury Code:		Gross Amount:	Net Amour		Bill Status: Initia	ated by Approver		
Adjustment of advance LOV Delete Sub-Voucher Date * Description of charge * Amount (Rs.) * Image: Add Row Amount Refundable 0 Challan HAdd Row Amount Refundable 0 Challan Disallowance Refund Detail Description of charge * Amount Refundable 0 Treasury Code: NPG Challan Date: 06/05/2015 Challan No: 00293 Amount 100 Amount Refund Challan Detail Refund Challan Refund Challan Date Date Date			T.V No: *	Token No *	Token Date *	Bill No *	Bill Date *	Amount *		Treasury
Adjustment of advance Description of charge * Amount (Rs.) * buttoe Delete Sub-Voucher No. * Sub-Voucher Date * Description of charge * Amount (Rs.) * buttoe @ 4543 28/05/2015 again test 3500 *Add Row Amount Refundable 0 Challan Disallowance Refund Detail Of the second challan Date: 06/05/2015 Challan No: 00293 Refund Challan Detail Refund Challan Refund Challan 100 Challan Date Date Date Date	28/05/2015		22251	Q 273	28/05/2015	5546shr	28/05/2015	4500]	Code
		Delete Su	ub-Voucher No. *					unt (Rs.) *		LOV button
Refund Challan Detail Date Date Date	Disallowance	e Refund [allan Date: 06/05/20	15 Challan N			14 14		Amoun
Back Save Refresh				le: 06/05/20	15 No:	00401	Q Amount:	1000		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.
- 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	Success Message								
Amount Bi Advance	ce No. 20150600002116 rought Forward: • Detail [reasury Code:NPG			Net Amount DDO Code:	0 NPGAGW001	Bill Status:	Initiated by Approver		
	Voucher Details								
	T.V Date *	T.V No: *	Token No *	Token Date *	Bill No *	Bill Date *	Amount *		
	28/05/2015	22251 Q	273	28/05/2015	5546shr	28/05/2015	4500		
		TR 2	8 Details S	Success M	essage				

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.

Bill Saved Successfully.Bill Refe	erence No20150600001724								
Payment Type *	R-24 Q Cheque CCS/NEFT C Both NII	Bill Status	Modified by Approver						
Reference Number 20 Head of Account 42 Gross Amount 5 Sanction No. ab Sanction Amount 60 Department Code HF Approver Remarks 1	600 Net Amount * 600	Bill No. & Date * V 07 BT Amount Date Sanction By	Rahul_1 05/06/2015 05/06/2015 05/06/2015 DDO 05/06/2015						
Sub Detail Head Details Sub Detail Head * Description CO Not Available	Gross Amount * Progressive Expenditure Rec 600 600	eived A	Allotment vailable At DDO Available At Treasury -600 0						
TR-24	Total 600 TR-24 ECS/MEET Modify Send For Revision Reject Submit Refresh								
	TR 24 Button in Common Bi	ll Entry for	m						

TR 24 details entry page appears.



TR24 Reference No.: 2015060000172¢ Gross Amount BUD Net Amount BUD BIII Status: Modified by Approver Employee Details Employee Name * Employee ID * Designation * Gross Clam * Recovery Of Advance Remarks I ISHA CHAKRABORTY#E00301053 0 0 0 0 Treasury Code: NPG Q DDO Code: NPGAGW001 Q. T.V Date: T.V No:: Q. Amount	Employee Name Designation Gross Claim Recovery of advance Net Claim
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	

- 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		TV Date, TV	
Employee Details	Employee ID Designation *	Gross Claim *	Recovery Of Advance	Net Claim	Remarks		No, Amount, Toke No, Token	
ISHA CHAKRABORTY	E00301053 ABCD	1000	400	600			Date, Bill No	
		and Bill Date						
Treasury Code: NPG Q	Token No.: 22518 Toke	Date: * 05/06/2015 en Date: 05/06/2015		22518 fhfgujgfvj	Amount 400 Bill Date: 05/06/2015		Section of Establishmen Name of	
Section of Establishment	Name of Incumbent:	Designati	on:	Period:	Amount		Incumbent, Designation,	
Section of Establishment Name of Incumbent Designation: Period Amount Back Save Refresh								
TR 24 Details Entry								

 Depending on the Amount in the Recovery of Advance details section Recovery of Advance column in the Employee Detail table and the Net Claim update automatically based on the calculation that Recovery of advance = Gross claim – Net Claim.

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

TR24 TR-24 Detail Saved Successfully	Success Message
TR24 Reference No.: 20150600001724 Gross Amount 600 Net Amount 600 Bill Status: Modified by Approver C 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	

9. Click Save. A success message appears.



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.

Bill Details					
C Employee Non Employ	Self-		No. of Street		
Bill Type *	TR-36	Q	Bill Status	Modified by Approver	
Payment Type *		S/NEFT 🔍 Both 🖱 Nil			
Reference Number	20150600001617		Bill No. & Date *	BILLNO100005 02/06/2015	
Head of Account *	53 3055 00	190 NP 001	V 33	aa	
Gross Amount *	1500	Net Amount * 1000	BT Amount	500	
Sanction No.	8566333		Date	02/06/2015	
Sanction Amount	2000		Sanction By	Kuntal	
Department Code	TR T	iransport			
Approver Remarks					
Sub Detail Head Details					
Sub Detail Head Details				A10-24-24-24	
Sub Detail		Progressive		Allotment	
Sub Detail Head * Descrip	tion Gross Amo		eceived A	Available At DDO Available At Treasury	
Sub Detail		DUNI	eceived A		
Sub Detail Head * Descrip		Expenditure R	an an an Anna a	Available At DDO Available At Treasury	
Sub Detail Head * Descrip		Expenditure R	an an an Anna a	wailable At DDO Available At Treasury -1500 0	TR 36

TR 36 details entry page appears.

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



TR 36		- Purpose
C TR 36		Scheme
Reference No.: 20150600001617	Bill Status: Modified by Approver	
Gross Amount: 1500	Net Amount: 1000 BT Amount 500	
Purpose: *	Scheme Name: *	
	al.	
		Operator
Recipient Detail		Code
Operator Code Operator Nam	Scheme ID Scheme Description Name Of The Loanee Designation Received Amount	Cohomo ID
		 Scheme ID
Add Rows	I Amount For Operator : 0 Total Amount For The Loanee : 0	
100100		
	Back Save Refresh	
	TR 36 Detail Entry	

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

			OR DETAILS		
Total record	Enter Filter C			Search	
Operato		Operator Code	Operator N	lame	
7	1	TECHN	TOR OF NCAL ATION,W.B	00-8782-00-102-00-002-10	0-00-0
18	2	INDUS'	BADIGANTA TRIAL SHIP AUTHORITY	00-8448-00-120-00-074-23	3-00-0
8	3		E W.B RSITY OF H SCIENCES	00-8449-00-120-00-001-23	3-00-0
22	4	KOLKA	TA DAY ENTS' HOME	00-8336-00-800-00-002-23	3-00-0
28	5		SRI RAMKRISHNA	00-8336-00-800-00-002-23	3-00-0 👻
Search	anywhere	Select	t Close		

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?bfvqx1Mgd6oWl	Nq2oCcGXcroY3as8VTZz//UkAA4jTjU=
Working please wait SCHEM	IE DETAILS
Enter Filter Criteria: % Total records found: 7	Search
Scheme Id Scheme Description	
92 201 203 91 215 202 90	NATIONAL SLUM DEVELOPMENT PROGRAMME OPENING OF P.F DEPOSIT A/C IMPLE OF TEQIP WIDOW PENSION 12TH FINANCE COMMISSION AWARD DEPOSIT OF PF1 DISABILITY PENSION
Select Search anywhere	t Close
Scheme ID LC	DV pop window

- 5. Selected **Operator Code** and **Scheme ID** appear in the respective fields.
- 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.

R 36										
	- TR 36									
	Reference I	No.: 2	0150600001617				Bill Status:	Modified by Approver		
	Gross Amo	unt:	1500	Ne	et Amount:	1000	BT Amount:	500		
	Purpos	se: o	CHECKED				Scheme Name	* DUAL SCHEME		
						iii.				
	e la									
	Recipier	nt De	tail							
	Operator C	Code	Operator Name	Scheme ID	Scheme Description	Name O	f The Loanee *	Designation *	Received Amount *	
		2 9	E.O/NABADIGANTA IND	86 Q	MAINTAINENCE OF BUILD	SHAMAL		OPERATOR	400	
		Q		Q		SUKUMAR		TL	600	
	窗	Q		Q		SANTANU		TL	400	
		2	Total Am	iount For Ope	erator : 400		Tota	Amount For The Loanee :	1000	
	Add Rows									
				Back	Save		Refresh			
				т	R 36 Details E	ntry				
				11		iiiiy				

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:

× A		
Received amount against operator will be same as (Gross - Net)		
ОК	i j	
Alert Message	-	

8. Click Save.

FMS|WB

TR 36		
	C TR 36	
	Reference No.: 20150600001617 Bill Status: Modified by Approver	
	Gross Amount: 1500 Net Amount: 1000 BT Amount: 500	
	Purpose: * CHECKED Scheme Name: * DUAL SCHEME	
	Recipient Detail	
	Operator Code Operator Name Scheme ID Scheme Description Name Of The Loanee * Designation * Received Amount *	
	2 E.O/NABADIGANTA INE 86 MAINTAINENCE OF BUILD SHAMAL OPERATOR 500	
	B SUKUMAR TL 600	
	SANTANU TL 400	
	Total Amount For Operator : 500 Total Amount For The Loanee : 1000	
	Add Rows	
		_
	Back Save Refresh	Save
		Button
	TR 36 Details Entry	

A success Message appears.

TR 36	
TR-36 Detail Saved Successfully	
Success Message	



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.

	ncial Management System, West Bengal	Bill Entry/Modify
WELCOME : DDONPG_OP1(eB Illing Operator) Collapse all Expand all	Treamy: Bidhannagar Office: DIRECTOR, STATE W.I.DTE DDO_CODE: NPGAGW001 DDO: P.A.TO DIRECTOR STATE W.I.DTE. Financial Vear: 2014-2015 Download Logor	menu
 Collapse all Expand all e-Billing 	BILL ENTRY	
-Task List	C Bill Details	No Employee radio
B-Bill		No Employee radio
Query	Employee Non Employee	button
Print	Bill Type * Bill Status	
-Reports -Master Maintenance	Payment Type * O Cheque @ ECSINEFT O Both O Nil	
-	Reference Number Bill No. & Date *	Bill Type LOV button
	Head of Account *	,,
	Gross Amount * BT Amount *	
	Sanction No Sanction Date	
	Sanction Amount Sanction By	
	Department Code	
	Approver Remarks	
	Operator Remarks	
	C Sub Detail Head Details	
	Sub Detail Progressive Allotment	
	Head * Description Gross Amount * Expenditure Received Available At DDO Available At Treasury	
	Total 0	
	Search Save Refresh	
	Figure 125: Bill Search Screen	

One popup window appears.

LOV - Mozilla Firefox			
202.61.117.90/ebilling/Lov?Qoz4vmbtfhFvtKil Enter Filter Criteria: % Total records found: 4	wcHgID+Lt/+SYI+2NKP1y1xQtkw=	Search	
Bill ID	Descriptio	n	
1	TR-26		
4	TR-31		
5	TR-33		
9	TR-36A		
Search anywhere	Select Close		
Figure 126: Bill T	ype LOV popup window	I	
8			

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7. Select the desired Bill type from the popup window.

The selected bill type appears in the appropriate field.

l.Entry						
Bill Details Employee Mon Employee Bill Type * Payment Type *	TR-31 Q © Cheque @ ECS/NEFT (🔍 Both 🕥 Nil	Bill Status			
Reference Number Head of Account * Gross Amount * Sanction No Sanction Amount Department Code Approver Remarks Operator Remarks		٩	Bill No. & Date BT Amount Sanction Date Sanction By			Reference No LOV button
C Sub Detail Head Details		Progressive		Allotment		
Head Description	n Gross Amount	Expenditure	Received	Available At DDO	Available At Treasury	
	Sea	rch Save	Refresh	Total	0	
	-	127: Bill Sea				
A popup wind	dow appears disp	playing the li	st of reference	ce numbers.		

Ente Total records fo	r Filter Criteria: %		Search	
Reference Numb	er Bill Number	Bill Date	Bill Status	
2014100001877	8964	05/02/2015	Modified by Operator	1
2014100001870	f5df	03/02/2015	Modified by Operator	I
2014100001855	31_test	02/02/2015	Send for Revision	
2014100001850	1231465	31/01/2015	Initiated by Operator	
2014100001845	1004	30/01/2015	Initiated by Operator	
2014100001840	hasib_31	14/01/2015	Modified by Operator	
2014100001826	77	05/01/2015	Modified by Operator	~
🕑 Search any		lect Close		

8. Select the reference number from the popup window.

The selected reference number appears in the designated field.



L ENTRY		
- Bill Details		
🔘 Employee 💿 Non Empl	оуее	
Bill Type *	TR-31 Bill Status Modified by Operator	
Payment Type *	◯ Cheque	
Reference Number	2014100001877 Q Bill No. & Date * 8964 05/02/2015	
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	iption Gross Amount Progressive Allotment	
Head * Desc	phone pross whould Expenditure Received Available At DDO Available At Treasury	
<u>ک</u>		
	Total 0	
	Search Refresh	Search button
	Figure 129: Bill Search Form	-
9. Click on t	he Search button. The searched bill appears in the Bill Entry form.	
LENTRY		
- Bill Details		
Directary		
🔘 Employee 💿 Non En		
Bill Type *	TR-31 Bill Status Modified by Operator	
Payment Type *	🔿 Cheque 🖲 ECS/NEFT 🔿 Both 🔿 Nil	
Reference Number	2014100001877 Bill No. & Date * 8964 05/02/20	15
Head of Account *	00 0020 00 901 00 001 0 01 9	
Grace Amount *	1000 Not Amount 200 DT Amount 200	

BILL ENTRY		
Bill Details		
 Employee Non Employee Bill Type * Payment Type * Reference Number Head of Account * Gross Amount * Sanction No Sanction Amount Department Code Approver Remarks Operator Remarks 	TR-31 Bill Status Modified by Operator Cheque ECS/NEFT Both Nil 2014100001877 Bill No. & Date 8964 05/02/2015 00 0020 00 901 00 01 1000 Net Amount 200 BT Amount 800 Sanction Date Sanction Date 00 00 00 NONE 00 NONE	
Sub Detail Head Details		
Sub Detail Head Description	Gross Amount * Progressive Allotment Expenditure Received Available At DDO Available At Treasury	
🖻 00 🔍 Not Available	1000 1000 0 -1000 0	
	Total 1000 -31 BT Detail ECS/NEFT Modify Forward Refresh	
	Figure 130: Bill Search Form	



21 Bill Modify

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

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

BILL ENTRY			
Bill Details C Employee Non Employee Bill Type * Payment Type * Reference Number Head of Account * Gross Amount * Sanction No Sanction Amount Department Code Approver Remarks	TR-31 Q Bill Stat Cheque ECS/NEFT Both Nill 2014100001877 Bill No. 00 00 0020 00 801 00 1000 Net Amount 200 BT Amo Sanctio Sanctio 00 NONE	& Date 8964 05/02/2015 01 unt 800 n Date	
Operator Remarks Sub Detail Head Details Sub Detail Head Description Do Not Available	Gross Amount * Progressive Expenditure Received 1000 0	Allotment Available At DDO Available At Treasury -1000 C	
TR	31 BT Detail ECS/NEFT Modify	Total 1000	Modify button
	Figure 131: Bill Modify Forn	n	

The bill appears in the modifiable format as follows:

O Employee Imployee Non Employee Bill Type * TR-31 Bill Status Modified by Operator Payment Type * Cheque Imployee ECS/NEFT Both Nill Reference Number 2014100001877 Bill No. & Date * 8964 Head of Account * 00 00 001 0	
Head of Account * 00 0020 00 901 0 01 0 01 Gross Amount * 1000 Net Amount * 200 BT Amount * 800 Sanction No Sanction Date Sanction Date 900 900 900 900 Sanction Amount Sanction By Sanction By 900<	
Sub Detail Head Details	
Sub Detail Description Gross Amount Progressive Automent Head Expenditure Received Available At DDO Available At Treasury	
Image: Construction Not Available 1000 1000 0 -1000 0	
Total 1000 Save buttor	n
Figure 132: Bill Modify Form	

CMC Limited iFMS-West Bengal Confidential Date: 20/02/2015



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

	Success
Bill Saved Successfully.Bill Reference No2014100001877	Message
Bill Details	
O Employee 💿 Non Employee	
Bill Type * TR-31 Q. Bill Status Modified by Operator	
Payment Type *	
Reference Number 2014100001877 Bill No. & Date * 8964 05/02/2015	
Head of Account * 00 0020 00 901 00 001 0 01 9	
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	
C Sub Detail Head Details	
Sub Detail Progressive Allotment	
Head * Description Gross Amount * Expenditure Received Available At DDO Available At Treasury	
🗑 00 Q 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

Bill Saved Successfully.Bill F	leference No2014100001877			
Bill Details © Employee Non Employee Bill Type Payment Type Reference Number Head of Account Gross Amount Sanction No Sanction Amount Department Code Approver Remarks Operator Remarks	TR-31 Q Cheque ECS/NEFT Both Ni 2014100001877 00 00 901 00 1000 Net Amount* 00 00 00 00 00 00 NoNE 00	Bill Status Bill No. & Date 001 001 BT Amount Sanction Date Sanction By	Modified by Operator 8964 05/02/2015 800	
Sub Detail Head Details	Gross Amount * Progressi Expenditu	re Received	Allotment Available At DDO Available At Treasury	
C Not Available		1000 0 Modify Forward	Total 1000 Refresh	Forward button
F	igure 134: Forward but	ton in the Bill Entry	/ Screen	_

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

2. Click Forward.

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A success message appears as follows:

Bill Successfully Forwarded	l for Reference Number 2014100001877		Success
Porwarded to Approver. Co Bill Details Employee Non Employee Bill Type Payment Type Reference Number Head of Account Gross Amount Sanction No Sanction Amount Department Code Approver Remarks	TR-31 Q Cheque ECS/NEFT Both Nil 2014100001877 00 000 001 1000 Net Amount * 200 00 NONE 00	Bill Status Forwarded to Approver Bill No. & Date 8964 0 01 BT Arnount 800 Sanction Date	Message
Operator Remarks			
Sub Detail Head * Description	Gross Amount * Progressive Expenditure Re	Allotment eceived Available At Treasury	
🗑 00 🔍 Not Available	1000 1000	0 -1000 0	
	Refresh	Total 1000	
	Figure 135: Bill Forward Suce	cess 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 Quesry from appears on the right hand side.

Collapse all I Expand all I P	Bill Query
Bill Search Bill Form Date: Bill Prom Date: Bill	menu
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.



Collapse all Expand all ∦ e-Billing ← Task List Bill Entry Bill Query	Bill Search Bill From Date: Bill To Date: Bi	Bill From Date Bill To Date Bill
Bill Print ⊕ Reports ⊕ Master Maintenance	Bill Reference No: Refresh	Bill No
Signature Verified		
	Figure 137: Bill Query Form	

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

		8+KkHuPzQWQ2/QUIR9duAW3vJgk	501
Enter Filter Fotal records found: 8		Search	
Bill Number	UI-AFR-10 Bill Date	Description	
r50/234432	11-APR-15	Modified by Operator	*
r31/54534	03-APR-15	Initiated by Operator	
r28/56565	09-APR-15	Initiated by Operator	1
est27	10-APR-15	Forwarded to Approver	
est/III	01-APR-15	Initiated by Approver	
r44	01-APR-15	Submitted to Treasury	
numu/tr-31/1	09-APR-15	Modified by Operator	
j	07-APR-15	Modified by Approver	
jyy77	14-APR-15	Cheque delivered/ECS file delivered	
7788	01-APR-15	Submitted to Treasury	$\overline{}$
Search anywhere		ze	

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



Ente Total records fo	er Filter Criteria: %		Search	
Reference No	Bill Number	To Date	Description	
2014100001961	555sss	01-FEB-15	Forwarded to Approver	~
2014100001959	7812kkkk	03-FEB-15	Forwarded to Approver	
2014100001939	4343ууууу	06-FEB-15	Modified by Approver	-
2014100001919	7676)))))	02-FEB-15	Submitted to Treasury	
2014100001900	111vffff	01-FEB-15	Modified by Approver	
2014100001899	9099	06-FEB-15	Initiated by Operator	
2014100001879	ууу66	06-FEB-15	Initiated by Approver	
2014100001877	8964	05-FEB-15	Forwarded to Approver	
2014100001876	cxzxkjkhj	04-FEB-15	Modified by Approver	
2014100001875	5435	04-FEB-15	Initiated by Approver	
2014100001874	5896	04-FEB-15	Modified by Operator	
2014100001872	45	04-FEB-15	Forwarded to Approver	v

The selected value appears in the designated field.

Bill Query Bill Search Bill From Date: Bill Reference No: 20150400000113 Q Token Number: Q Search Refresh	Search button
Figure 140: Bill Query form	

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

Head Of Account. Bull Reference Number Bull Description Bull Date Taken Taken Token Date Number Bull Status Search 2250-00-789- 001-31-02-V 20150400000113 rr44 TR-50 01-Apr-2015 5200 9900 Submitted to Treessury Result * 5howing 1 to 1 of 1 entries 10	Bill Query Bill Search Bill From Date: Bill Reference No: 20150400 Show 10 • entries	Bill To Date: 0000113 Q Token Number:	Bill	No: rr44 C	Refresh Search:	
* 001-31-02-V 20150400000113 rr44 IR-50 01-Apr-2015 P200 P200 Treasury Result		Bill Number 🗘 Bill Description 🗘	Bill Date 🔤 Token 🖶	Token = Voucher = Voucher Date Date Date	Amount Amount Dir Status	Search
		rr44 TR-50 0:	1-Apr-2015			Result
	Showing 1 to 1 of 1 entries		ш		((()))) () () () () () () (

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



Bill F	rom Date:	Bill To Date:		Bill No: 🖷	4 Search		Q Re	fresh]		
Show 10 💽 entrie	S						Se	earch:			
Head Of Account. 👙	Bill Reference Number 👙 🛛 Bill Number		ate 👙 Token Number	Token Date	Voucher Number	Voucher Date	Bill Gross	Bill Net	👙 🛛 Bill State	us 💠	
8-2250-00-789- P-001-31-02-V	2015040000011. rr44	TR-50 01-Apr	2015				5200	3900	Submice Treasur		Bill No
											Bill Refere
Showing 1 to 1 of			W.						« < 1	Þ > 3)	Refere
Showing 1 to 1 of 1	Bill Number rr44								« < 1	b > >>	Refere
Showing 1 to 1 of 1 Bill Status History for Process Date	Bill Number rr44 Status Description	User Name DDO, NBGOP	C	Designation	tor			į	« (<mark>1</mark>)	► > >>	Refere
Showing 1 to 1 of 1 Bill Status History for Process Date 02/04/2015 12:37:50	Bill Number rr44	User Name DDO_NPGOP DDO_NPGOP	C e	Designation Billing Opera Billing Opera					« < 1	+ >>>	Refere Numb
Showing 1 to 1 of 1 Bill Status History for Process Date 02/04/2015 12:37:50	Bill Number rr44 Status Description Initiated by Operator Forwarded to Approver	DDO_NPGOP	C e	Billing Opera	tor			[« (1))))	
Showing 1 to 1 of 1 Bill Status History for *rocess Date D2/04/2015 12:37:50 D2/04/2015 12:47:18 D2/04/2015 12:52:13	Bill Number rr44 Status Description Initiated by Operator Forwarded to Approver	DDO_NPGOP DDO_NPGOP	C 6 6	Billing Opera	tor ver				« < 1)))))	Refere Numb Bill De

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.

Collapse all Expand all	Bill Print	Bill Print
le-Billing	C Bill Print	Bill From
-Task List Bill Entry	Bill From Date: Bill To Date	Date
Bill Entry Bill Query Reports Master Maintenance	Bill From Date: Bill Type: Financial Year: 2015-2016 Schedule Type: Bill No: Bill Print Beneficiary List Schedule Detail Refresh	Bill To Date Bill Type LOV button Bill Reference No
		Bill No LOV
		button
	Figure 143: Bill Print	

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



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

UOV - Mozilla Firefox	and a fighter land		
202.61.117.90/ebilling/Lov?Ooz4	vmbtfhFvtKilwcHgID+Lt7+SYi+2NKP1y1xQfkw=		
Enter Filter Criteria: Total records found: 4		Search	
Bill ID	Descriptio	on	
1	TR-26		
4	TR-31		
5	TR-33		
9	TR-36A		
✓ Search anywhere	_Select _Close		
Figure 14	44: Bill Type LOV Popup Window	· · · · · · · · · · · · · · · · · · ·	

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

192.168.38.192:7777/ebilling/Lov?	MccWZFJYaegTvqcAUls/ZCk9vTZ96UlgN;	2dOUMgV6lJ86WftdCw5P6	Jz0mw6qnAfO
Working please wait			
Enter Filter Criteria:	%	Search]
Total records found: 1			
Reference Number	Bill No	Bill Type	Bill Id
2014100001919	7676jjjjjj	TR-31	4
✓ Search anywhere	Select Close		
✓ Search anywhere	Seleot Close		

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



Bill Print	
C Bill Print	
Bill From Date: 01/04/2015 Bill To Date 22/04/2015	
Bill Type: TR-50 Reference No: 20150400000113	
Financial Year: 2015-2018 💌 Bill No: m44	
Schedule Type: TR-10	
Bill Print Beneficiary List Schedule Detail Refresh	Bill Print button
Figure 146: Bill Print	

A report opens in a new tab:

		with David Terror and and the		
🔲 🕇 🖡 Page: 1 of 6		- + Automatic Zoom +		23 🖶 🖸 📕 🚿
				•
		T. R. FORM NO. 26	BKB	E
	[T.R. 4.135 Sub	-Rule (1) and Explanation 1 and T.R. 4.137]	병형문	
			高等な	
			ef No: 20150400000045	
P Contraction of the second	D.D.O.Code BAAAGD001	Bill No. 687866876876	Date: 01/04/2015	
T.	oken No. Date :	T.V. No.	Date:	
	Head Of Account Code 01-2011-02-101-NP-001-07-00-C	Sanction No:	Date:	
Bill	I for drawing charges relating to (a) Wages, (b) Office E	xpenses, (c) Payment for professional and special service	es, (d) Rates & Taxes/Royalty, (e)	
Pla	ants, (I) Motor Vehicles, (J) Maintenance, (k) Minor works,	 (g) Hospitality Expenses/Sumptuary allowances etc., (h) M (i) Materials and Supplies, (m) Other charges and (n) Secr 		
(0)) Recoupment of Permanent Advance etc.			
	moe of the : TEST7781 NEW			
FE CONTRACTOR AND CONTRACTOR	or the Month of : April 2015			
	SI. No. of Description of charge Sub-Vouchers	Authority for drawing charge (Viz. sanctioned under delegated power or sanctioned by the competent authority may be quoted with No. and Date)	Gross Amount (Rs.)	나는 말을 만들었는 것은 것을 것 같아.
	75676576756 FDGDFGDFG TRETRTRETRETERTRETERT	FTRYTYTYTR YUYTUTYUTYUTYUYUYUY	4000.00	
	YTYTRYTRYTR YTYTYTYTR YTRYTRYTRY			
	YUYTUTYUTY YYUYTUTYUTYU			
	9787898978 DFGFDHGFHGF TYTYYTR YTYTYTRY UTUTYUIYIYTTY		2000.00	
	gfg68768768 HJJKKJKJHKJK UYUYUYUYUYUU		4000.00	
T	otal (In words) : Ten Thousand only		10000.00	
	ertified that-			
Constant and an and all constant all constant				
an	d belief the payments entered in this bill have been duly n	gard to the interests of the public service, be avoided. I cert nade to the parties entitled to receive them with the excepti		
	ance of the permanent advance and will be paid on receip Vouchers for all sums above Rs. 500/- in amounts are	pt of the money drawn on this bill. e attached to this bill. I have, as far as possible, obtained	d vouchers for other sums and am	
rea	sponsible that they have been destroyed or so defaced	or mutilated that they cannot be used again. All work-bill der, that their quantities correct, and their quality good that	is are annexed.	
of	the accepted rates and that suitable notes of payments hav	e been recorded against the indents and involces concerned	d to prevent double payments.	
	avoidable and is within the scheduled scale of charges for		and a state of the second s	
co	b) The Government employee concerned is not entitled impensatory leave and does not and will not otherwise rec	to draw travel express under the ordinary rules for the jour elve any special remuneration for the performance of the d	mey, and that he is not granted any duty which necessitated the journey.	
(V)		his bill were actually entertained in Govt. Service during the p		
	i) Provisions of WBFR Part-I Rule 47 as amended have been paid to the part of the part			
		Allotment Received Rs.	0.00	
		Progressive Expenditure	10000.00	
		including this Bill Rs.	10000.00	
	Figure 147 D	ill Onened in Denert Form		
	Figure 147: B	ill Opened in Report Forn	nat	



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.

Bill Print Bill From Date: 01/04/2015 Bill To Date 22/04/2015 Bill Type: TR-50 Reference No: 20150400000113 Financial Year: 2015-2016 ▼ Bill No: rr44 Schedule Type: TR-10 Bill No: rr44	Beneficiary List button
Bill Print Beneficiary List Schedule Detail Refresh	Schedule Type LOV button Schedule Detail Button
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:

۵	♣ ₽age 1 of 1		- + Automatic Zoom ÷		2851×	
			T.R. FORM NO: 10 [See T. R. 4072] D AT SOURCE (TDS) FOR EMPLOYEE/ BEN month of : April	Ref No: 20150400000045 IEFICIARY/ PENSIONER	5	
		D.D.O.Code BAAAGD001 TAN No. PPPPP	PPPP Bill No. 68786687687	76 Date: 01/04/2015	E CARACTER E	
		Token No. Date :	T.V. No.	Date:		
1	- New York	Head of Account Code : 8658-00-112-001-20				
		SI. No. Employee /Beneficiary/ Pensioner Identification No. Name of the Employee /Beneficiary/ Pensioner	Designation of the Employee Gross Claim (Rs.)	Amount Deducted (Rs.)	Remarks	
		1 E00000707 ADAL ROY	500	500		
		Total Rs. (in words) : Five Hundred only		500		
		BILL CLERK / ACCOUNTANT	SIGNATURE	OF D.D.O.		
		Figure 1	49: Schedule Rep	ort		
7	> Vou mou al				rint the Repeticiany list T	le

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.

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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.

FMS WB Integrated Finan	ncial Management System, West Bengal	Digital
WELCOME : DDO_NPG(eBilling Approver) Treas Collapse all Expand all	ur: Bithanagar Office Marter 22 DDO CODE: NPGAGW001 DDO: RATO DIRECTOR STATE WIDTE. Turancial Year 2014/20 Signature Net Verified	Signature Not
 	Bill Details © Employee © Non Employee Bill Type * Bill Type * Payment Type * Cheque © ECSNEFT Both Nill Reference Number 2014 10001877 Bill No. & Date * Bill Occount * 0 0020 00 901 00 0 01 0 01 0 01 0 0020 00 901 00 Bill No. & Date * 8084 0 0020 00 901 00 0 01 0 01 0 0020 00 901 00 Bill No. & Date * 800 Sanction No Sanction Amount Department Code 00 NONE Approver Remarks	Verified
	Sub Detail Head Details Alighment Bub Detail Description grogressive Alighment Head Description grogressive Reserved Verailable At DDD Verailable At DDD verailable At DDD Image: Structure 1000 0 -1000 Total 1000 Total 1000 TR-31 BT Detail ECSINEFT Modify Send For Revision Reject Refresh	
Fig	ure 150: Bill Entry Form without Bill Submit Button	

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

O Employee 💿 Non Employ	ree		
Bill Type *	TR-31 Q	Bill Status Forwarded to Approver	
Payment Type *	O Cheque 💿 ECS/NEFT O Both O Nil		
Reference Number	2014100001877	Bill No. & Date * 8964 05/02/2015	
Head of Account *	00 0020 00 901 00 001	0 01 Q	
Gross Amount *	1000 Net Amount * 200	BT Amount 800	
Sanction No		Sanction Date	
Sanction Amount		Sanction By	
Department Code	00 NONE		
Approver Remarks			
- Sub Detail Head Details -		Allotment	
		Received Available At DDO Available At Treasury	
Sub Detail Head		Available ALDDO Available ALTEASULY	
		Available ALDDO Available ALTERSITY	
Head • Descrip			
Head * Descrip			Bill Submit
Head * Descrip	ilable 1000 1000	0 -1000 0	Bill Submit button

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

Bill Submitted Successful Submitted to Treasury. C	y For Bill Reference No2014100001877 an not modify the bill			Success Message
BII Details Comployee Non Employee BII Type Payment Type Reference Number Head of Account Gross Amount Sanction No Sanction Amount Department Code Approver Remarks Sub Detail Head Details	TR-31 Q Cheque ECS/NEFT Both Nil 2014100001877 00 001 001 00 000 001 001 1000 Net Amount 200 00 NONE	Bill Status Submitted to Bill No. & Date 9964 0 01 4 BT Amount 5 Sanction Date 5 Sanction By	Treasury 05/02/2015 800	
Sub Detail Head * Descriptio	Experiditure Re	Allotment ceived Available At DDO 0		
	Print Refresh	Total	1000	

26 Bill Reject

FMS WB

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

Click on the **Reject** button.

Bill Dataila		
- Bill Details	oyee	
Bill Type *	TR-26 Bill Status Forwarded to Approver	
Payment Type *	Cheque O ECS/NEFT O Both O Nil	
Reference Number	2014100001872 Bill No. & Date * 45 04/02/2015	
Head of Account *	26 2551 60 193 NP 011 V 31 Q	
Gross Amount *	20000 Net Amount 14000 BT Amount 6000	
Sanction No	Sanction Date	
Sanction Amount	Sanction By	
Department Code	HA Hill Affairs	
Approver Remarks		
- Sub Detail Head Details	;	
Sub Detail	iption Gross Amount Progressive Allotment	
Head Descri	plion oross Amount Expenditure Received Available At DDO Available At Treasury	
🗃 01 🔍 Salary	(Grants 20000 20000 0 -20000 0	
TR-20	6 BT Detail Cheque Modify Send For Revision Reject Refresh	Reject button
6.2		
	Figure 153: Bill Reject	
		1

A success message appears as follows:

	Lances .
	WR

BILL ENTRY			
Bill Successfully Rejected for Refer	rence Number 2014100001872		Success
Bill Successfully Rejected for Refer Rejected by Approver. Can not mo	odify the bill		Message
	eque ECS/NEFT Both Nil 00001872 2551 60 193 NP 011 20000 Net Amount 14000	Bill Status Rejected by Approver Bill No. & Date 45 V 31 BT Amount 6000 Sanction Date	incosuge
Approver Remarks			
Sub Detail Head Details		. 9292 1 0	
Sub Detail Head • Description	Gross Amount * Progressive Expenditure Rece	Allotment ived Available At DDO Available At Treasury	
🗃 01 🔍 Salary Grants	20000 0		
	Refresh	Total 20000	
Fig	gure 154: Success Message a	fter 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.

	💿 Non Employee						
Bill Type *		TR-33	Q	Bill Status	Forwarded to Approver		
Payment Type 🕈		O Che	que 🖲 ECS/NEFT 🔘 Both 🔿 Nil			12.	
Reference Num	ber	2014100	001871	Bill No. & Date *	2543	03/02/2015	
Head of Account	*	06	2403 00 101 SP 028	V 50	α,		
Gross Amount *			1000 Net Amount * 500	BT Amount	500		
Sanction No				Sanction Date			
Sanction Amour	t			Sanction By			
Department Coo		AD	Animal Resources Development				
Approver Remar	ks						
- Sub Detail H	ead Details —						
					Allotment		
Sub Detail Head *	Description		Gross Amount * Progressive Expenditure	Received Av		ble At Treasury	
<u>ت</u> 00	Q. Not Availat	ole	1000 10		-1000	0	
							Send fo
					Total	1000	Revisio
		BT Detail	ECS/NEFT Modify	Send For Revision	Reject Refresh		
[TR-33						button

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A success message appears as follows:

Bill Successfully Send for Pavision for Pafarance Number 2014100001971	Success
Bill Successfully Send for Revision for Reference Number 2014100001871 Send for Revision. Can not modify the bill	Message
Bill Details © Employee © Non Employee Bill Type * TR-33 Payment Type * Cheque © ECS/NEFT Bill No. & Date * 2014100001871 Head of Account * 06 2403 1000 Net Amount * 500	
Sanction No Sanction Date Sanction By	
Department Code AD Animal Resources Development Approver Remarks	
C Sub Detail Head Details	
Sub Detail Head Description Gross Amount Progressive Expenditure Allotment Received Available At DDO Available At Treasury	
☐ 00 Q Not Available 1000 1000 0 -1000 0	
Total 1000 Refresh	
Figure 156: Success Message	