E-PRADAN

E-PRADAN FEATURES

e-Pradan module deals with direct payment of Government claims to beneficiaries' bank account. It is designed for the disbursement of government payment to the beneficiaries such as government servants, pensioners, suppliers, contractors etc. through electronic media. Beneficiary Management serves as a break to the beneficiaries to directly credit the disbursed amount to their bank account.

Bills raised by the DDOs are approved by the TO and Advice are generated within defined time and send it to RBI for ECS/NEFT payment. After the payment, RBI sends back the electronic payment scroll for accounting of the respective treasury.

The **e-Pradan** Module in the **iFMS Portal** provides the user the facility to generate and disburse the payment for the beneficiaries of the Govt. of West Bengal. This module explains how the approved payment for a beneficiary is credited to the beneficiary's bank account electronically available in the application.

E-PRADAN FEATURES

❑ DDO Operator enters Beneficiary Master Information.

❑ Approves the Beneficiary Master.

❑ Modify data imported form COSA.

❑ Approve the data imported from COSA.

❑ View the detail information of the Beneficiaries.

❑ DDO prepare & submit the Bill tagging with Beneficiary.

User administration

❑ DTA /IFMS Cell creates User for treasury officer.

❑ Treasury Officer creates user for DDO.

❑ DDO create user for Operator.

E-PRADAN Login

1. Open Internet explorer or any other web browser.
2. Type URL http://www.wbfin.nic.in & click on **IFMS WB** link as highlighted below:

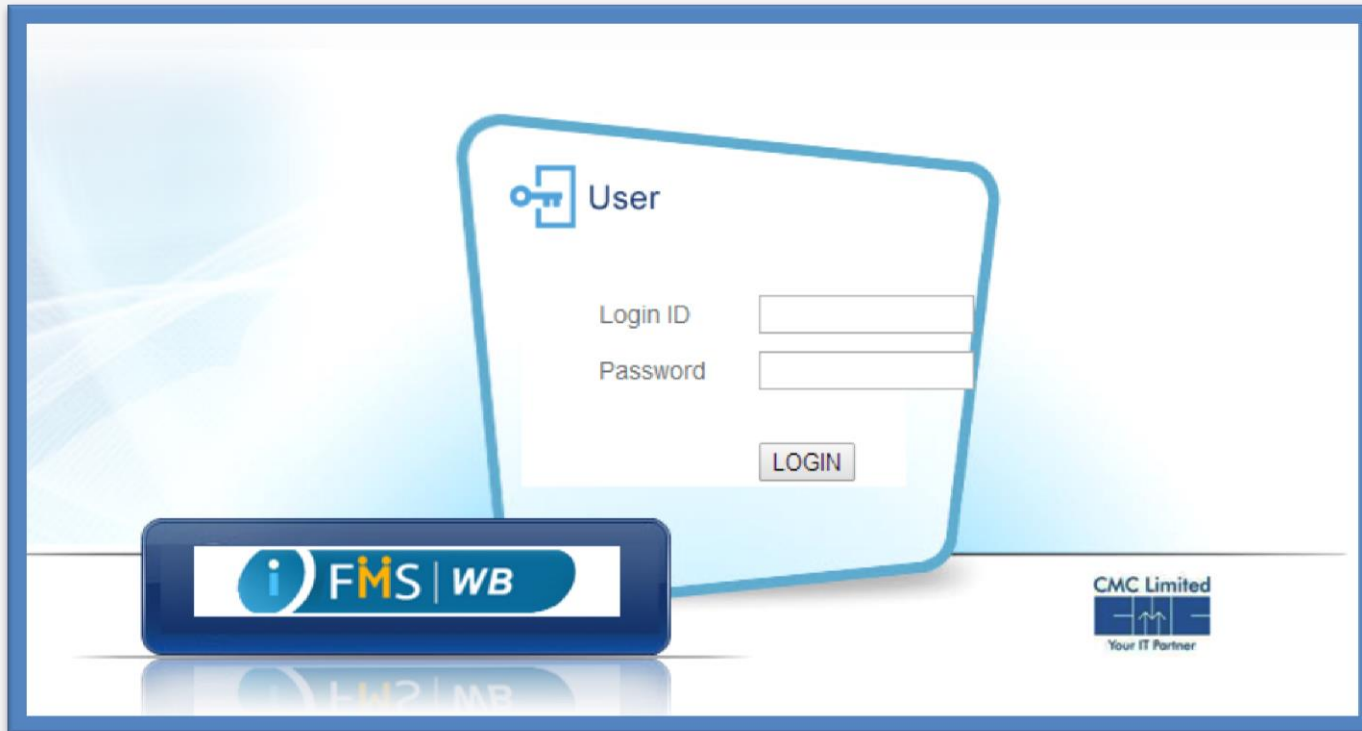The Home Page of iFMS Portal opens as follows:

❑ Click on **Training Setup.**

❑ Click on **e-Pradan** link given under **e-Services** Menu on that page.

Login Screen

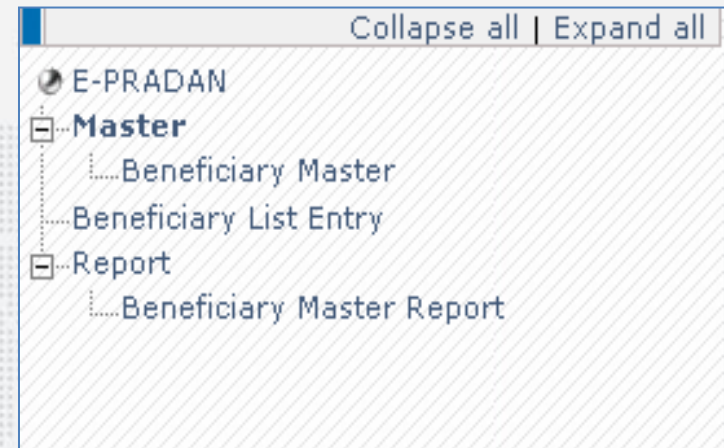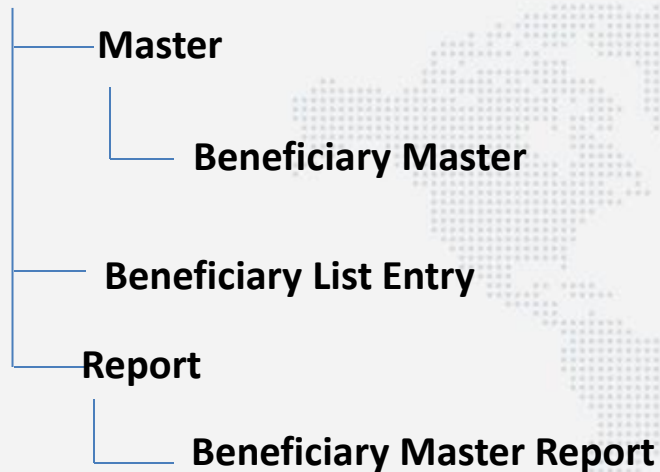The Login Screen for **E-PRADAN** Module opens as follows:

❑ Enter your user id and password in the **Login ID** and **Password** fields respectively.

❑ Click **Login**.

E-PRADAN Module

The menu structure of E-Pradan module is as follows:

E-PRADAN

- **Master**
  - **Beneficiary Master**
- **Beneficiary List Entry**
- **Report**
  - **Beneficiary Master Report**

Beneficiary Master Entry Screen

Enter Beneficiary Master

Beneficiary Master Module is designed to Insert/upload ,modify and view the detailed information of the Beneficiaries into the system. You can enter Beneficiary Master either through uploading Excel file containing all Beneficiary Master information or through manually inserting the Beneficiary Master information in the Beneficiary Master form.

Operator Log-in (Manual Insert option for Beneficiary)

❑ Click **Beneficiary Master** Sub-Module under **Master** Module.

Beneficiary Master Entry Screen

❑ Click on the **Insert** Button of **Beneficiary Master** form in the right hand side of the screen.

Beneficiary Master Entry Screen

❑ Put **Beneficiary Name** , **Bank A/C no, IFSC Code**. **MICR No** auto populates .

❑ Select **Account Type**, **Beneficiary Type**, **Group** from respective drop down menu.

	Beneficiary Name	Bank Account No	IFSC Code	MICR No	Account Type	Beneficiary Type	Group	PAN
🗑	SOMNATH DAS	31596942453	SBIN0015472	641002058	Savings ▾	Employee ▾	A ▾	
🗑					Savings	Employee	A	
🗑					Current	Pensioner	B	
🗑					Cash Credit	Vendor	C	
🗑						Contractor	D	
🗑					Savings ▾	Supplier	Other	
🗑					Savings ▾	Company	A ▾	
🗑						Corporation		
🗑					Savings ▾	Autonomous Bodies	A ▾	
🗑					Savings ▾	Co-operative society	A ▾	
🗑						Other		
🗑					Savings ▾	Employee ▾	A ▾	
🗑					Savings ▾	Employee ▾	A ▾	

Add Row

[Save] [Back]

❑ Click on the **Save** button.

Beneficiary Master – Import Facility

Operator Log-in (Import from Excel)

1. Click **Import from excel button** in Beneficiary Master Entry form.
   Import from Excel option opens as follows:

2. Click on the **Choose File** button and select .xls File from pop up window.
3. Click on the **Import** Button.

A success message appears at the top of Beneficiary Master form as shown in the image below:

Approve Beneficiary Master

After the Operator enters Beneficiary Master, the Master list becomes available at the Approver's Login. Approver needs to approve the Beneficiary Master.

To approve the Beneficiary Master : Approver logs into the **Beneficiary Master** module.

Approve Beneficiary Master

❑ Select the checkbox from the **Approve Flag** column of the table associated to the row that you want to approve.

Delete Beneficiary

Delete Beneficiary

Only **Approver** has permission to delete a Beneficiary row. To delete a Beneficiary

❏ Select the checkbox from the **Approve Flag** column in the row that you want to delete.

❏ Click **Delete** button.

View the Approved Beneficiary Master

View the Approved Beneficiary Master

❑ Select **Approved** from the **Status** drop down menu. The table displays the filtered Approve data.

❑ Select **Status** as **Un-Approved** and **Un-Approved** , relevant data is populated.

❑ Select **Status** as **Wrong Data** and **Wrong Data** , relevant data is populated.

❑ Select **Status** as **In-Active Data** and **In-Active Data** , relevant data is populated.

❑ Select **Status** as **Approved** and **Approved** data is populated (Available in only Approver's login).

Bill Entry (Top Sheet) through e-Pradan

In the **E-PRADAN** module you can associate Bills to Beneficiaries. You can set the payment mode of the Bills to either ECS/NEFT or Cheque or both modes. The Operator can enter the bill details, set the payment mode of the bill, enter the details of the Approved beneficiary who are associated with the bill.

Beneficiary Bill Entry (Operator Log-in)

❑ Click **Beneficiary Bill Entry** from the left hand side menu tree. **Beneficiary** form appears on the right hand side.

Bill Entry (Top Sheet) through e-Pradan

- ❏ Enter the **Bill No** in the appropriate field.

- ❏ Enter the **Bill Date** from the calendar that appears when click on that field.

- ❏ Enter the **Bill Gross & Net Amount**.

- ❏ Click on the **Payee Department** LOV button and select the Payee Dept. from the popup window.

- ❏ Click on the LOV button in the **Sub- Type Description** field.

Bill Entry (Top Sheet) through e-Pradan

- ❑ Click on the **HOA** LOV button multiple times to select all the Heads of Accounts.
- ❑ Select the Pay mode radio buttons from the given options as **ECS/NEFT/RTGS**, **Cheque**, or **Both**.
- ❑ Depending on the Pay Mode selection the buttons to enter the Beneficiary List appears.
- ❑ If you select **ECS** Mode as the Pay mode, the button name is **ECS List**.
- ❑ If you select **Cheque** Mode as the Pay Mode, the button name is **Cheque List**.
- ❑ For **Both** Mode as the selected Pay Mode the form displays two buttons named **ECS List** and **Cheque List**.

e-Pradan - ECS Payment Mode

□ If the Pay mode is ECS, after the Bill reference number generation, the Beneficiary form displays **ECS List** button as shown

□ Click on the **ECS List** button. The form as shown in the side Figure appears :

ECS Payment Mode

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

❑ Select the check box **Copy from previous bill**.

❑ Select the **Financial Year** from the dropdown menu.

❑ Click on the **Reference NO** LOV button and select the relevant value from the popup window. The list would contain only those bills which are under the same Bill Sub Type Description. For example, in this case only TR 26 bills reference numbers would populate as the Bill has entered in TR 26 Sub Type description.

ECS Payment Mode

❑ Click on the **Search** button. The list of beneficiaries used in the selected particular bill appears in the table.

❑ Enter the **Amount.**

❑ Click on the Add Row link to add more beneficiaries in the bill.

❑ Click on the delete icon to delete any existing beneficiary from the list.

❑ Click **Save**.

❑ Click on the **Modify** icon. A pop window opens to let you modify only the Amount field.

Cheque Payment Mode

❑ If you have selected Pay mode as Cheque, **Cheque List** button appears after Bill save.

❑ Click on the Cheque List button to enter the details. The following form appears.

❑ Enter the **Payee Name** and **Amount** in the respective fields.

❑ Select the **Pay Mode** from the dropdown menu.

❑ Click **Save**.

Both Payment Mode

When you insert a Bill that you are submitting to Treasury for payment, you can select the payment mode for the Bill as Both. It means that one particular bill can be paid by both ECS mode and cheque mode. In other words, part of the payment can be made by cheque and the rest can be paid by ECS mode.

- ❑ Click **Insert** in the **Beneficiary** form.
- ❑ Enter Bill No. in the **Bill No** field and select the date of transaction from the Calendar in the **Date** field.
- ❑ Enter the **Bill Gross** & **Net Amount** in the respective fields.
- ❑ Select **Payee Department** from the LOV popup window.
- ❑ Select **Subtype Description** from associated LOV window.

Both Payment Mode

❑ Click on the **HOA** LOV button multiple times and select all the fields of the HOAs.

❑ Select **Both** radio button as the Pay Mode from the given options.

❑ Click **Save**. A reference number is generated and appears on top.

❑ Two buttons namely **ECS List** and **Cheque List** appear.

❑ 10. 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.

Bill Submission

Bill Submission is available only in **Approver's** Login.

Click on the **Submit** button. The Bill appears available to Treasury. The success message appears as shown below:

Beneficiary List

DDO Details
Bill No & Date   OR_CVP_1   08/11/2012
Token No & Date   613   08/11/2012
Gross & Net Amt   12000   11000

Sl	Name	Bank IFSC Code	MICR Number	Account Number	Mobile No	Amount
1	SASMITA PATTANAYAK	UCBA0000664	751028004	6640100005550		1000
2	RAMESH CHANDRA DASH	UCBA0000664	751028004	6640100008406		1000
3	PRAKASH CHANDRA MOHANTY	UCBA0000664	751028004	6640100007545		1000
4	CHITTARANJAN PRADHAN-I	UCBA0000664	751028004	6640100953512		1000
5	RADHASHYAMA MISHRA	UCBA0000664	751028004	6640100893650		1000
6	SUKANTA KUMAR DAS	UCBA0000664	751028004	6640100921521		1000
7	TAPAS KUMAR SAHU	UCBA0000664	751028004	6640100006227		1000
8	SAILENDRA NATH ROUT	UCBA0000664	751028004	6640100909718		1000
9	NIRANJAN MALLICK	UCBA0000664	751028004	6640100007868		1000
10	MANORANJAN DAS	UCBA0000664	751028004	6640100897388		1000
11	Assistant Director, DTI(O) Bhubaneswar	PUNB0373000	400024053	123456789123456789	7504187461	1000

Bill Receiving At Front Desk

After the Bill is submitted at the e-Pradan module, the Bill becomes available in the Treasury end.

To search the bill in Treasury module

❑ Select **Reference** ID from LOV, click on the **Search** button & bill populates at the Treasury end.

Bill from COSA

A user can also receive and approve COSA bill at the e-Pradan module and can search the modified COSA bill in the Treasury end.

Advice generation at Treasury level

PAY ADVICE LIST GENERATION

Bills having beneficiary detail are not considered in local advice.

Advice Details

○ Previous Financial Year   ◉ Current Financial Year

Advice Id & Date   [ ]   [ ] 🔍   Bank Name | State Bank of India-State Bank Of India. Govt. Tr 🔍

Pending Advice Details   Select All | Deselect All

SL No	Token Number	Bill No	Bill Date	Metal Token No	Description	Payee Name	Amount	Mode of Drawl	Include
1	551	13	10/10/2012		Establishment Pay Bill (Without NPS)	Assistant Director, DTI(O) Bhubaneswar	80		☐
2	552	11	10/10/2012		Establishment Pay Bill (Without NPS)	Assistant Director, DTI(O) Bhubaneswar	100		☐
3	576	31stOct_PL_001	31/10/2012		By Transfer to PL Account	Assistant Director, DTI(O) Bhubaneswar	150	A/c Payee	☐
4	579	1	01/11/2012		Motor Cycle/Moped	Assistant Director, DTI(O) Bhubaneswar	100	A/c Payee	☐
5	613	OR_CVP_1	08/11/2012		Establishment Pay Bill (Without NPS)	Assistant Director, DTI(O) Bhubaneswar	11000		☑

[Search]   [Query Advice]   [Refresh]   [Approve]

Debit Scroll Import and Failed Transaction Details

CENTRAL SCROLL IMPORT

Download/Import Debit Scroll File

Process Date * [　　　　　　] 📅 (DD/MM/YYYY)   [Refresh] [Import] [Hide Files]

Show [10 ▾] entries   Search: [　　　　　]

Bank Name	Upload Date	Process date	File Name	Status	Log
State Bank of India	08/11/2012	08/11/2012	PAD08112012.xml	U	Log
State Bank of India	06/11/2012	03/09/2012	CloseMonth.xml	E	Log
State Bank of India	06/11/2012	06/11/2012	PAD06112012.xml	S	Log
State Bank of India	03/11/2012	03/11/2012	PAD03112012_newon5th.xml	S	Log

- ❑ For each token, failed or success, voucher no will be assigned to the bill.
- ❑ For each failed transaction in a bill, a challan with a predefined suspense head 8658 will be generated automatically. This suspense will be cleared at the time of refund bill generation.
- ❑ Failed transactions will be available at DDO end for necessary correction

Failed Transaction Details and correction

❑ DDO can see all failed beneficiary details and the reason of failure and DDO will correct the information. System will mark those corrections as "Corrected".

MODIFY FAILED TRANSACTION

○ Unsettled Transaction ○ Settled Transaction

Ref No	Bill No	Bill Date	Gross Amount	Net Amount	Total Failed Transaction	To be s
390	OR_CVP_1	08/11/2012	12000	11000	2	Failed transaction de
334	6thNov_006	06/11/2012	100	30	2	2

MODIFY FAILED TRANSACTION

Note: If you change information of bank account details then please check the respected corrected box in the line.

ⓘ Record Updated Successfully.

Bill Details
Reference No: 390
Bill No & Date: OR_CVP_1 08/11/2012
Bill Gross & Net Amount: 12000 11000

Total Failed Transaction List

Bank Account No	IFSC Code	MICR No	Account Type	Name	Amount	Status	Corrected
06640100005550	UCBA0000664	751028004	Savings	SASMITA PATTANAY	1000	Y	☐
06640100007545	UCBA0000664	751028004	Savings	PRAKASH CHANDRA	1000	Y	☐

Save   Refresh

System generated bill for failed transaction

❑ Day end, system generates (Triggered by TO) a "Refund Bill" against all corrected beneficiaries. System will automatically clear the suspense amount booked under 8658