



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 from 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:

<p>[Non Teaching Employees University] » WB. Vote on Account Budget 2014</p> <p>BUDGET 2014 -15</p> <p>IFMS WB Integrated Financial Management System</p> <p>W.B A & A.S OFFICERS PROFILE</p> <p>D Expenditure D Receipt Data O Reconciliation</p> <p>Employee Corner</p> <p>COSA IMPLEMENTATION STATUS</p> <p>GRIPS Government Receipt Portal System</p>	<p>GO No. 5438-F(MED) dated - 29.10.2014 - Submission of Bills at Medical Cell, WBHS, Finance Department. Partly modification of Notification No. 4656-F(MED) dated 05.09.2014. Category :WB. Health Scheme 2008 Posted On : 17/11/2014 For Details</p> <p>GO No. 5560-F(MED) dated 07.11.2014 - CORRIGENDUM against GO Notification No. 4979-F(MED) CORRIGENDUM from Medical Cell, Finance Department Category :WB. Health Scheme 2008 Posted On : 14/11/2014 For Details</p> <p>GO No. 5690-F(MED) dated 13.11.2014 - Hands of software Training for West Bengal Health for all Employees and Pensioners Cashless Medical Treatm Admission procedure and billing of indoor cashless treatment on the captioned as per scheduled program enclosed herewith. Category :WB. Health Scheme 2008 Posted On : 14/11/2014 For Details</p> <p>GO No. 5069-F(MED) dated 26.09.2014 - Notification against West Bengal Health for All Employees and Pensioners Cashless Medical Treatment Scheme Notification against West Bengal Health for All Employees and Pensioners Cashless Medical Treatment Scheme, 2014 Category :WB. Health Scheme 2008 Posted On : 14/11/2014 For Details</p> <p>GO NO. 4979-MED dated 27.10.2014 - Extension of empaneled Health Care Organizations under WBHS Extend of empaneled of the following HCOs under WBHS. Category :WB. Health Scheme 2008 Posted On : 12/11/2014 For Details</p> <p>NOTICE INVITING TENDERS for Consumables items at the Finance Department. In cancellation of NIT No 103/FY/N/1E-248/2014 dated 14/10/2014 online tenders are invited for item wise rates in two bid systems from bona fide suppliers/ven</p>	<p>NEW West Bengal Health for Cashless Medical Treatment Scheme 2014 for all Employees & Pensioners</p> <p>Demo E-AUCTION</p> <p>BAS Biometric Attendance System</p> <p>MIS for Departmental Heads</p> <p>CCCS Central Clearing System of Finance Deptt. For Despatch of Files Nabanna</p> <p>Re-appropriation System</p>
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E-PRADAN Login

The Home Page of iFMS Portal opens as follows:

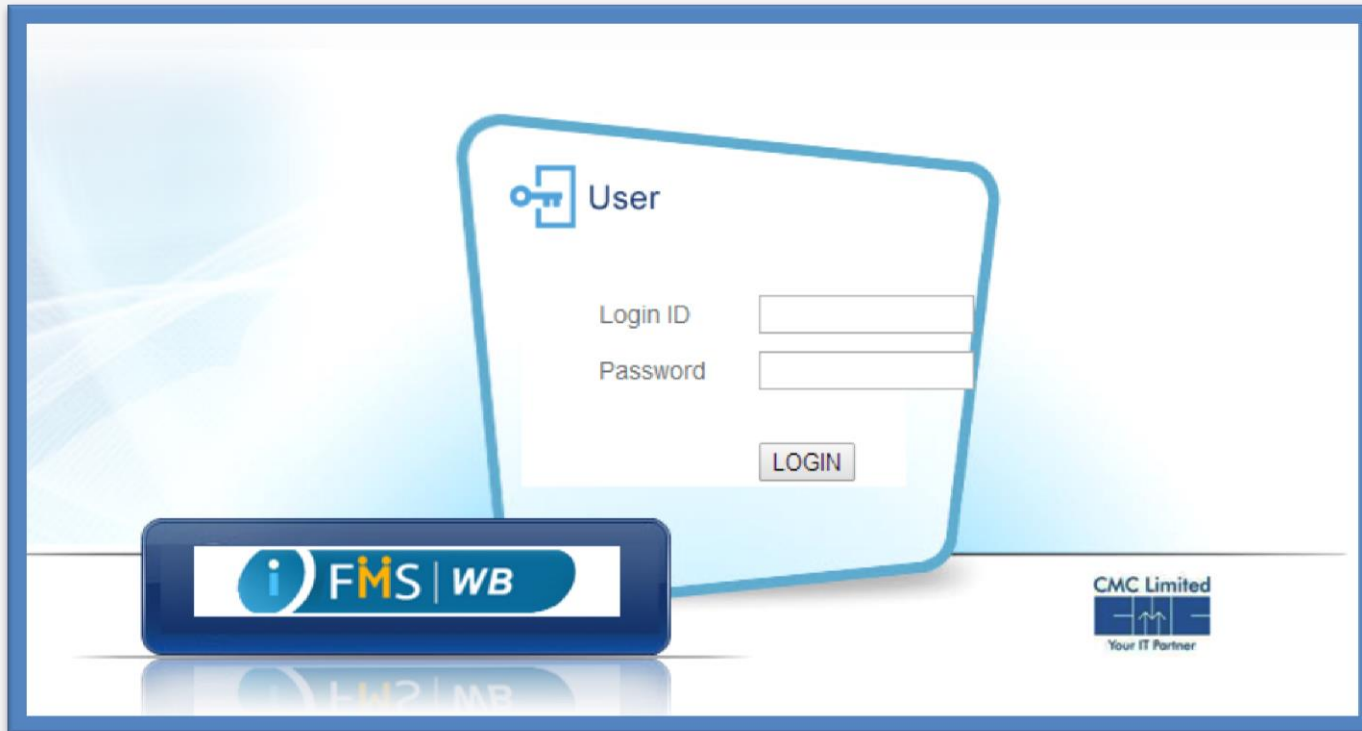


☐ Click on **Training Setup**.

☐ 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:



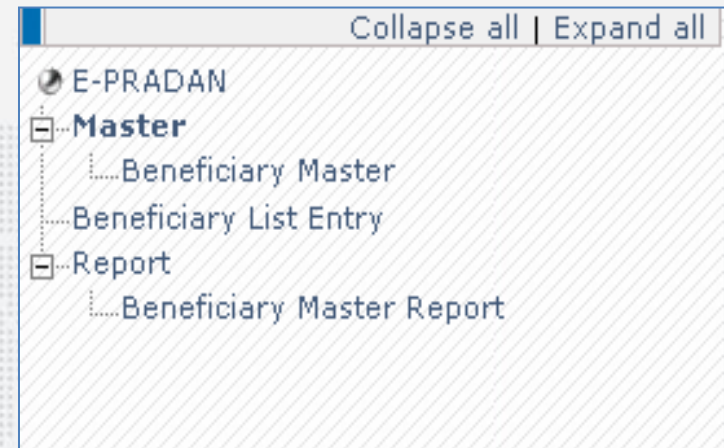
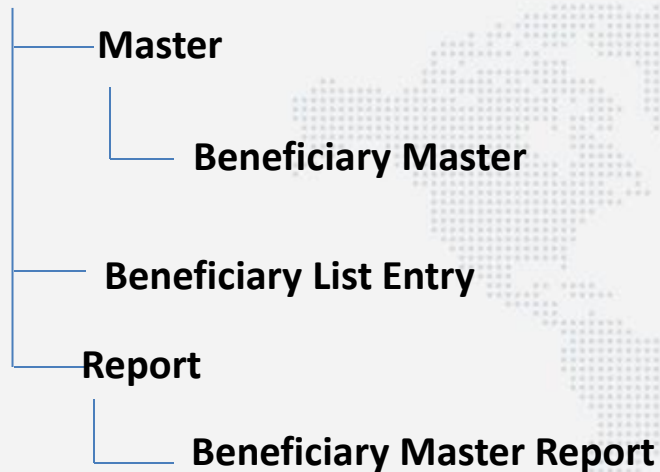
The screenshot displays the login interface for the E-PRADAN module. It features a light blue background with a subtle wave pattern. A central white login box is outlined in blue. At the top of this box is a blue key icon followed by the text 'User'. Below this, there are two input fields: 'Login ID' and 'Password'. A 'LOGIN' button is positioned below the password field. In the bottom left corner of the screen, there is a blue banner with the 'iFMS | WB' logo. In the bottom right corner, the 'CMC Limited' logo is displayed with the tagline 'Your IT Partner'.

- ❑ 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



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

Status : Un-Approved

Show 10 entries

Search:

Status	Edit	Approve Flag	Beneficiary Id	Beneficiary Name	Bank Account No	IFSC Code	MICR No	Account Type	Beneficiary Type	Group	PAN	Mobile No	GPF NO
✓	🔒	☐	E00154388	DR. SUBHENDU PODDER	31942488519	SBIN0004782	721002601	Savings	Employee	A			AGR /WB/7413
✓	🔒	☐	E00154389	DR.BIRENDRA NATH BERA	31326311676	SBIN0004782	721002601	Savings	Employee	A			FOR/WB/4
✓	🔒	☐	E00265303	Gola Tudu	3214589658745269	SBIN0000056		Savings	Employee	A	AXLPP5674F		
✓	🔒	☐	E00154390	MAKHAN CHANDRA GAYEN	30776016753	SBIN0004782	721002601	Savings	Employee	B			AGR/WB/!
✓	🔒	☐	C00265286	Rajesh Roy	547841235896	UBIN0569194	834026012	Savings	Contractor	O			
✓	🔒	☐	E00265307	SOMNATH DAS	31596942453	SBIN0015472	641002058	Savings	Employee	A			
✓	🔒	☐	E00154391	SRI SUMIT KUNDU	33027647443	SBIN0016646		Savings	Employee	B			BLDO/DAI 1/14
✓	🔒	☐	E00265170	Sandip das	1458968999	UBIN0569194	834026012	Savings	Employee	A	AIGBC4589Y		
✓	🔒	☐	E00265289	Sanjoy Bonik	00004642000012	UBIN0569194	834026012	Current	Employee	D	AIGPC7865R		
✓	🔒	☐	E00265195	Seema Das	9006196985607	SBIN0014030	000000000	Current	Employee	B			WB/1234

Showing 1 to 10 of 19 entries

« < 1 2 > »

Insert

Import from Excel














Refresh

Approve

Delete

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 ▼	
					Savings ▼	Corporation	A ▼	
					Savings ▼	Autonomous Bodies	A ▼	
					Savings ▼	Co-operative society	A ▼	
					Savings ▼	Other	A ▼	
					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:

Operator Log-in (Import from Excel)

Show 10 entries

Status: Un-Approved

Search:

Status	Edit	Bank Account No	IFSC Code	MICR No	Account Type	Beneficiary Type	Beneficiary Name	Group	PAN	Mobile No	GPF NO
✓	🔒	6547657568768765	FDRL0001648		Current	Employee	08_test	A			
✓	🔒	534534656768768	FDRL0001648		Cash Credit	Co-operative society	09_test	A	ghhghjgjh	4564576575	7657657657
✓	🔒	111119999999999	FDRL0001648	000000000	Current	Co-operative society	10_test	C	1233333312	1233333333	1233333333
✓	🔒	543564657687878	FDRL0001648		Savings	Other	10_test	A			
✓	🔒	56765765765	WBSC0BDCB01	999999999	Savings	Employee	Depayan Das	A	AIGPC4964R		wb/123
✓	🔒	56765765765	WBSC0BDCB01	000000000	Savings	Employee	Depayan Das	A	AIGPC4964R		wb/123
✓	🔒	21023865063594	WBSC0BDCB01	000000000	Savings		ERROR123	A			MCK/DDR/4
✓	🔒	21023865063599	WBSC0BDCB01	000000000	Savings	Employee	ERROR123789	A		1234567890	MCK/DDR/4
✓	🔒	2189985663594	WBSC0BDCB01	12222	Savings		ERRORkkkkkkkkkk	A	AMUPD34645	9836125666	MCK/DDR/4
✓	🔒	1022222222	WBSC0BDCB01	123456789	Savings		Jone	A	AMUPD34645		

Showing 1 to 10 of 3,667 entries

« 1 2 3 4 5 »

Insert Import from Excel Refresh Approve

Import From Excel

Select (.xls) File Choose File Beneficiary List Entry.xls Import Back

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:

Beneficiary Master

Record Inserted Successfully.

Show 10 entries

Status: Un-Approved

Search: SBIN0014637

Status	Edit	Approve Flag	Beneficiary Id	Beneficiary Name	Bank Account No	IFSC Code	MICR No	Account Type	Beneficiary Type	Group	PAN	Mobile No	GPF NO
✓	🔒	🚫	E00265312	Suman Kundu	31167560122	SBIN0014637	124002013	Savings	Employee	A			

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.



The screenshot displays the login interface for the Beneficiary Master module. The interface has a blue header with a world map and a building. Below the header is a login form with a 'User' icon, 'Login ID' and 'Password' input fields, and a 'LOGIN' button. At the bottom, there is a blue bar with the 'iFMS WB' logo and the 'CMC Limited Your IT Partner' logo.

Approve Beneficiary Master

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

BENEFICIARY MASTER

Status : Un-Approved

Show 10 entries

Search:

Status	Edit	Approve Flag	Beneficiary Id	Beneficiary Name	Bank Account No	IFSC Code	MICR No	Account Type	Beneficiary Type	Group	PAN
✓	🔒	✓	E00298052	CMC_TEST1_TCS	14589465345423	UBIN0569194	834026012	Current	Employee	B	
✓	🔒	✓	E00298241	CMC_TEST_TCS123111	1458943423423	UBIN0569194	000000000	Current	Employee	B	AIGFC4
✓	🔒	✓	E00297766	DDD3	43434343234	SBHY0020545		Cash Credit	Employee		
✓	🔒	☐	E00000137	DFGD	23242343432324	UBIN0554154		Savings	Employee	A	
✓	🔒	☐	S00297777	EG1	434343423434	ORBC0100939		Cash Credit	Supplier	B	123456
✓	🔒	☐	E00000153	ELK	988889222	UBIN0562165		Savings	Employee	A	
✓	🔒	☐	P00000094	GC1	324234	BBKM0000002		Current	Pensioner	A	
✓	🔒	☐	M00000095	GC2	6575676868	IDIB000B011		Cash Credit	Company	A	
✓	🔒	☐	E00297733	GF	4141411414141414	PSIB0021073		Savings	Employee	A	
✓	🔒	☐	C00297790	GG	564647645	PMCB0000326		Current	Contractor	D	

Showing 1 to 10 of 89 entries

« < 1 2 3 4 5 > »

Insert

Import from Excel

Refresh

Approve

Delete

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.

Show 10 entries

Status : Un-Approved

Search:

Status	Edit	Approve Flag	Beneficiary Id	Beneficiary Name	Bank Account No	IFSC Code	MICR No	Account Type	Beneficiary Type	Group	PAN	Mobile No	GPF
✓	🔒	<input type="checkbox"/>	E00265303	Gola Tudu	3214589658745269	SBIN00000056		Savings	Employee	A	AXLPP5674F		
✓	🔒	<input type="checkbox"/>	E00154391	SRI SUMIT KUNDU	33027647443	SBIN0016646		Savings	Employee	B			BLDO/1/14
✓	🔒	<input checked="" type="checkbox"/>	E00265170	Sandip das	1458968999	UBIN0569194	834026012	Savings	Employee	A	AIGBC4589Y		
✓	🔒	<input type="checkbox"/>	E00265289	Sanjoy Bonik	00004642000012	UBIN0569194	834026012	Current	Employee	D	AIGPC7865R		
✓	🔒	<input type="checkbox"/>	E00265195	Seema Das	9006196985607	SBIN0014030	000000000	Current	Employee	B			WB/12
✓	🔒	<input type="checkbox"/>	E00265290	Shymal Pal	0053484648912	UBIN0569194	834026012	Current	Employee	D			
✓	🔒	<input type="checkbox"/>	E00265311	Siddhu Das	14589343423423	UBIN0569194	834026012	Current	Employee	B	AIGFC4894R	9874788440	SE/12
✓	🔒	<input type="checkbox"/>	E00265306	Sudhakar Das	31546491054	UBIN0572357	686026726	Savings	Employee	A			
✓	🔒	<input type="checkbox"/>	E00265194	Sukumar Dash	009006196985607	SBIN0014030	000000000	Current	Employee	B			
✓	🔒	<input type="checkbox"/>	E00265312	Suman Kundu	31167560122	SBIN0014637	124002013	Savings	Employee	A			

Showing 1 to 10 of 15 entries

« < 1 2 > »

Insert

Import from Excel

Refresh

Approve

Delete

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).

BENEFICIARY MASTER											
Show 10 entries		Status : Approved									
Search:		All									
Status	Edit	Bank Account No	IFSC Code	MICR No	Account Type	Beneficiary Type	Beneficiary Name	Group	PAN	Mobile No	
✓	🔒	4354354	BARBONADASH		Current	Employee	100	A			
✓	🔒	3543534543	BARBONADASH		Savings	Employee	101	A	xyxyxy1234		
✓	🔒	5345345	BARBONADASH		Savings	Other	102	A			

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.

BENEFICIARY

Details

Reference No.:

Bill Gross. & Net amount: *

Payee Department: *

SubType Description: *

HoA: *

Bill no. & Date: *

No.of Beneficiary & ECS Amount:

No.of Beneficiary & Cheque Amount:

Pay Mode:

☒ ECS/NEFT/RTGS

☐ Cheque

☐ Both

Search

Insert

Refresh

Bill Entry (Top Sheet) through e-Pradan

BENEFICIARY

Details

Reference No.:	<input type="text"/>	Bill no. & Date: *	<input type="text"/>	<input type="text"/>	
Bill Gross. & Net amount: *	<input type="text"/>	<input type="text"/>	No. of Beneficiary & ECS Amount:	<input type="text" value="0"/>	<input type="text" value="0"/>
Payee Department: *	<input type="text"/>	No. of Beneficiary & Cheque Amount:	<input type="text"/>	<input type="text"/>	
SubType Description: *	<input type="text"/>				
HoA: *	<input type="text"/>				


Pay Mode: ☒ ECS/NEFT/RTGS ☐ Cheque ☐ Both

- ☐ 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**.

BENEFICIARY

 Record Inserted Successfully. Reference Number: 2014100001958

Details


Reference No.:	2014100001958		Bill no. & Date: *	5632	21/11/2014
Bill Gross. & Net amount: *	150	100	No. of Beneficiary & ECS Amount:	0	0
Payee Department: *	AG		No. of Beneficiary & Cheque Amount:		
SubType Description: *	TR-26				
HoA: *	05 - 2401-00-105 - 001 - 12 - NP - V		Pay Mode:	<input checked="" type="radio"/> ECS/NEFT/RTGS <input type="radio"/> Cheque <input type="radio"/> Both	

ECS List

Refresh

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

 Record Inserted Successfully. Reference Number: 2014100001960

Details

Reference No.:	<input type="text" value="2014100001960"/>		Bill no. & Date: *	<input type="text" value="1285"/>	<input type="text" value="21/11/2014"/>
Bill Gross. & Net amount: *	<input type="text" value="150"/>	<input type="text" value="100"/>	No.of Beneficiary & ECS Amount:	<input type="text" value="0"/>	<input type="text" value="0"/>
Payee Department: *	<input type="text" value="AG"/>		No.of Beneficiary & Cheque Amount:	<input type="text"/>	<input type="text"/>
SubType Description: *	<input type="text" value="TR-25"/>				
HoA: *	<input type="text" value="05"/> - <input type="text" value="2401-00-001"/> - <input type="text" value="003"/> - <input type="text" value="14"/> - <input type="text" value="NP"/> - <input type="text" value="V"/>		Pay Mode:	<input checked="" type="radio"/> ECS/NEFT/RTGS <input type="radio"/> Cheque <input type="radio"/> Both	

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

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

Bill No. 1285

Bill Net Amount 100

H&A 05-2401-00-001-003-14-NP-V

SubType Description TR-25

Bill Date 21/11/2014

Payee Department AG

Pay Mode ECS/NEFT/RTGS

Bill Gross Amount 150

Total Beneficiary Amount 0

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

[Add Rows](#)

Save
Import
Back

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**.

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

Search

- ☐ Select the **Financial Year** from the dropdown menu.

Financial Year	2006-2007
	2006-2007
	2007-2008
	2008-2009
	2009-2010
	2010-2011
	2011-2012
	2012-2013
	2013-2014
	2014-2015

- ☐ 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.

LOV - Mozilla Firefox

192.168.38.192:7777/webbill/Lov?item=SELECT_BILL_DETAILS_SEARCH_PREV&SQL1=2014&S

Enter Filter Criteria: % Search

Total records found: 5

Ref no	Fin Year	Bill No	Bill Date	Gross Amount	Net Amount
2014100001958	2014	5632	21/11/2014	150	100
2014100001895	2014	0065	12/11/2014	200	200
2014100001894	2014	000755	12/11/2014	200	200
2014100001893	2014	E7zzz	11/11/2014	200	200
2014100001731	2014	E_T_001	22/09/2014	400	400

Select Close

☒ Search anywhere

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**.

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

Bill No.	<input type="text" value="8978"/>	Bill Date	<input type="text" value="21/11/2014"/>	Bill Gross Amount	<input type="text" value="500"/>
Bill Net Amount	<input type="text" value="500"/>	Payee Department	<input type="text" value="CA"/>	Total Beneficiary Amount	<input type="text" value="0"/>
HoA	<input type="text" value="10-3456-00-104-001-50-NP-V"/>			Pay Mode	ECS/NEFT/RTGS
SubType Description	<input type="text" value="TR-26"/>				

Clear Row	Name *	IFSC Code	MICR No.	Account Type	Bank Account No	Amount *	Mobile No
	MILAN KUMAR NANDI	SBIN0015472	641002058	Savings	31596942453		
	MANIK CHANDRA Mandal	IDIB000M257	785019402	Savings	31888532365		
Total Amount						<input type="text" value="0"/>	

[Add Rows](#)

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

☒ Update Beneficiary Details

Bank Account No *	<input type="text" value="00004642000012"/>	MICR No *	<input type="text" value="834026012"/>
IFSC Code *	<input type="text" value="UBIN0569194"/>	Name *	<input type="text" value="Rajdeep"/>
Account Type *	<input type="text" value="Current"/>	Mobile No *	<input type="text"/>
Amount *	<input type="text" value="50"/>		
Employee *	<input type="text" value="Employee"/>		
Address *	<input type="text"/>		
Email Id *	<input type="text"/>		

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.

DDO_CODE: SPBAHV005 **DDO: BLOCK LIVESTOCK DEV.OFFICER DANTAN-L** Financial Year: 2014-2015 [Download](#) [Logout](#)

Bill No.	4548	Bill Date	21/11/2014	Bill Gross Amount	500
Bill Net Amount	500	Payee Department	BT	Total Cheque Amount	0
HoA	57-5425-00-190-001-54-SP-V			Pay Mode	CHEQUE
SubType Description	TR-23				

SI No.	Payee name	Amount	Pay Mode
1	BLOCK LIVESTOCK DEV.OFFICER DANTAN-L		Open
2			A/C
3			A/C
4			A/C
5			A/C
6			A/C
7			A/C
8			A/C
9			A/C
10			A/C
Total Amount			

[Save](#) [Back](#)

- ❑ 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.

BENEFICIARY

Details

Reference No.:

Bill Gross. & Net amount:

Payee Department:

SubType Description:

HoA:

Bill no. & Date:

No. of Beneficiary & ECS Amount:


No. of Beneficiary & Cheque Amount:

Pay Mode: ☒ ECS/NEFT/RTGS ☐ Cheque ☐ Both

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.

BENEFICIARY

 Record Inserted Successfully, Reference Number: 2014100001965

Details

Reference No.:	<input type="text" value="2014100001965"/>	Bill no. & Date: *	<input type="text" value="789"/>	<input type="text" value="21/11/2014"/>
Bill Gross. & Net amount: *	<input type="text" value="880"/>	<input type="text" value="800"/>	No. of Beneficiary & ECS Amount:	<input type="text" value="0"/>
Payee Department: *	<input type="text" value="CA"/>	No. of Beneficiary & Cheque Amount:	<input type="text"/>	<input type="text"/>
SubType Description: *	<input type="text" value="TR-25"/>	Pay Mode:	<input type="radio"/> ECS/NEFT/RTGS <input type="radio"/> Cheque	
HoA: *	<input type="text" value="10 - 3475-00-106 - 002 - 02 - NP - V"/>		<input checked="" type="radio"/> Both	

- ❑ 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.

BENEFICIARY

Details

Reference No.:

2014100001965

Bill Gross. & Net amount: *

880

800

Payee Department: *

CA

SubType Description: *

TR-25

HoA: *

10 - 3475-00-106 - 002 - 02 - NP - V

Bill no. & Date: *

789

21/11/2014

No.of Beneficiary & ECS Amount:

0

0

No.of Beneficiary & Cheque Amount:

0

0

Pay Mode:

☐ ECS/NEFT/RTGS ☐ Cheque ☒ Both

Submit


ECS List

Cheque List

Refresh

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

Beneficiary

 Beneficiary Details Successfully Submitted
Bill Has Been Submitted To Treasury.

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

Reference Id:
Select DDO Code : Select Reference Id : * Physical Bill Receive Date :

Bill Receive
Select Task: Token No. and Date:
Bill No. and Date: * Bill Type: * ☐ Non Employee ☐ Employee ☐ Bill Sub Type:
Prev Token No and Date: Salary Month and Year: Arrear Date:

Allotment Details
DDO Code & Designation: *
Payee Department: * Head of A/c: * - - - - -

Payment Details & Remarks
Available Amount: Gross Amount: * Net Amount: * By Transfer Amount:
Remarks:

- ☐ 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.

		Integrated Financial Management System, West Bengal		Home Downloads Logout	
Welcome TOCMC (Treasury Officer)		Treasury Name: Chandernagore Financial Year: 2014-2015		Last Login: Sep 18, 2014 02:08	
<div style="float: right;"> <input type="button" value="Upload"/> </div> <div> Upload COSA File: * <input type="text" value="Choose File"/> No file chosen Upload Personnel File: * <input type="text" value="Choose File"/> No file chosen </div>					
Bill Receive					
Select Task:	<input type="text" value="New Bill"/>	Budget Type:	<input type="text" value="Budgeted"/>	Token No. and Date:	<input type="text"/> <input type="text"/>
Bill No. and Date: *	<input type="text"/> <input type="text"/>	Bill Type and Description: *	<input type="text"/> <input type="text"/>	Salary Month and Year:	<input type="text" value="select"/> <input type="text"/>
Prev Token No and Date:	<input type="text"/> <input type="text"/>	Arrear From - To Date:	<input type="text"/> <input type="text"/>		
Allotment Details					
DDO Code & Designation: *	<input type="text"/>				
Payee Department: *	<input type="text"/>	Head of A/c: *	<input type="text"/>		
Payment Details					
Available Amount:	<input type="text"/>	Gross Amount: *	<input type="text"/>	Net Amount: *	<input type="text"/>
				By Transfer Amount:	<input type="text"/>
Messenger Details and Remarks					
Messenger Name:	<input type="text"/>			Remarks:	<input type="text"/>
<div style="display: flex; justify-content: space-around;"> Subdetailed Bytransfer GISS Payorder </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Save"/> <input type="button" value="Refresh"/> </div>					

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		<input type="checkbox"/>
2	552	11	10/10/2012		Establishment Pay Bill (Without NPS)	Assistant Director, DTI(O) Bhubaneswar	100		<input type="checkbox"/>
3	576	31stOct_PL_001	31/10/2012		By Transfer to PL Account	Assistant Director, DTI(O) Bhubaneswar	150	A/c Payee	<input type="checkbox"/>
4	579	1	01/11/2012		Motor Cycle/Moped	Assistant Director, DTI(O) Bhubaneswar	100	A/c Payee	<input type="checkbox"/>
5	613	OR_CVP_1	08/11/2012		Establishment Pay Bill (Without NPS)	Assistant Director, DTI(O) Bhubaneswar	11000		<input checked="" type="checkbox"/>

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".

all 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.

i 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	<input type="checkbox"/>
06640100007545	UCBA0000664	751028004	Savings	PRAKASH CHANDRA I	1000	Y	<input type="checkbox"/>

Save Refresh

System generated bill for failed transaction

Miscellaneous Bill



Bill submitted to treasury

Bill Details

Reference Number Bill No & Date (DD/MM/YYYY)
Chart Of Account
Gross & Net Amount Bill Type
Payment Type Office Name
Department Code [View Bill Status](#)

Balance Allotment

0

Bill's Pending For Checking

0

Pending Bill Amount

0

Actual Balance Amount

0

[Insert](#)

[Modify](#)

[Save](#)

[Forward](#)

[Print](#)

[Search](#)

[Refresh](#)

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

