



**Government of Karnataka
Finance Department**

Project: KHAJANE II

Bill Preparation and Submission Manual Part 1

Version 1.0

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1. Summary of Bill Preparation and Submission

Purpose:

The purpose of this document/ manual is to provide an overall understanding of scope, roles and responsibilities of Khajane-II application users for Bill Preparation and Submission module.

Scope:

This document provides the complete scope of deliverable business functionality under the module Bill Preparation and Submission of the Khajane-II project.

Objective of the document:

- DDOs will be able to prepare a bill in the Khajane-II system.
- DDO will have the provision to enter his biometric and Digital signature to authenticate the transactions. Provision to print hardcopy of the bill from the system is made available.
- DDO will submit the bill either to the countersigning officer (and then subsequently to the Treasury) or directly to the Treasury based on the configuration in the Khajane-II system.

Bill Types and Claim Types:

Table 1: Bill Type-Claim type

Sl.No	Bill Type	Claim Type
1	Pay Bill	All Claim Types
2	DC Bill	All claim types
3	TA Bill	All claim types
4	GPF Bill	All claim types
5	Miscellaneous Bill	All Claim Types
6	GIA bill	Salary Bill
7	AC Bill	AC General Purpose
8	NDC Bill	NDC Bill
9	Payees Receipt	Payees Receipt

Integrations:

- Bill preparation and Submission will have integration with HRMS.

Bill Cancellation:

- DDO will be able to send a request for Bill Cancellation which is already submitted to treasury.

- HOO can approve the bill cancellation request sent by DDO.

Bill Resubmission:

- Bills which are objected in the treasury can be resubmitted for processing after the correction as per the objections raised on the bill by the DDO.

FIFO Exemption Requisition:

- DDO can request for the FIFO Change only when the bill is submitted to treasury.
- HOO/DOT can approve the request sent by DDO.

Bills on Hold:

- DDO can view the intimation when the bill is kept on hold in treasury.
- On Basis of the reason for which the bill is kept on hold, DDO can submit the request by providing the remarks to the treasury.

Print Bill Documents:

- DDO/Superintendent can print the bill document when the bill is submitted to treasury.

NOTE: The document is split into 4 versions

- Part 1 : Process
- Part 2 : Process
- Part 3 : Admins
- Part 4 : Reports

1.1 Roles and Activities

The table below describes various roles and authorities that can be assigned to the users responsible to handle the bill preparation and submission functionality. The Khajane-II system administrators will be responsible to assign/de-assign a responsibility to the DDO office user.

Table 2: Roles and Activities

Sr. No.	Role Name	Role Activities
1.	Case Worker	<ul style="list-style-type: none"> ➤ Creates bill in Khajane-II system by keying in the bill details. ➤ Creates offline bill in predefined format in Khajane-II. ➤ Uploads offline bill into Khajane-II system after filling in the bill details and creates bill in Khajane-II system from the uploaded offline bill. ➤ Verifies the physical supporting documents. ➤ Prints the dummy bill. ➤ Forwards the bill to Superintendent for verification. ➤ Prints the bill and supporting documents after digital signing by the DDO. ➤ Attaches the supporting documents which are to be sent to the Treasury with the bill. ➤ Enters the count of number of pages for each supporting document. ➤ Writes the document Id on the additional physical supporting document attached to the bill. ➤ Generates the Top sheet and Annexure for recipients. ➤ Sends the printed physical bill and supporting documents to the DDO.
2.	Superintendent	<ul style="list-style-type: none"> ➤ Creates bill in Khajane-II from draft bill requests submitted by the EBS modules. ➤ Scrutinizes the bill with respect to physical supporting document. ➤ Verifies the physical supporting documents. ➤ Rejects the draft bill request in case of discrepancy. ➤ Modifies the bill data in case of correction (only if the bill has not been created from draft bill request). ➤ Generates the list of physical documents which will be attached with the bill. ➤ Prints the dummy bill. ➤ Forwards the bill to DDO for signing and Submission.
3.	DDO	<ul style="list-style-type: none"> ➤ Verifies the bill received from Superintendent. ➤ Modifies the bill data in case of correction (only if the bill has not been created from the draft bill request). ➤ Sends back the bill for correction to EBS module if the bill has been created from draft bill request. ➤ Digitally signs the bill on successful verification ➤ Forwards the bill to the Caseworker for printing of bill and supporting

		<p>documents.</p> <ul style="list-style-type: none"> ➤ Submits to the Countersigning officer after physically signing the bill if counter signing is required. ➤ Submits to the Treasury after physically signing the bill if counter signing is not required. ➤ Rejects the bills and sends it to EBS module in case of any discrepancies. ➤ Corrects the bill sent by CSO for corrections and submits back for counter signing. ➤ Re submits or discards the objected bill to Treasury. ➤ Requests cancellation of the bill. ➤ Acknowledges the failed ECS/NEFT/RTGS payments and takes necessary action.
4.	Counter Signing Officers	<ul style="list-style-type: none"> ➤ Countersigns the bill with DSC as per delegation of financial powers and rules. ➤ Returns bill to the DDO with remarks for correction. ➤ Requests cancellation of the bill. ➤ Issues Authorizations to the DDO in case of the limit exceeding DDOs financial limit
5.	Admin Dept.	<ul style="list-style-type: none"> ➤ Countersigns or authorizes the bill whenever required. ➤ Requests cancellation of the bills. ➤ Issues Sanction orders
6.	DoT	<ul style="list-style-type: none"> ➤ Requests rejection of the bills (Detailed in Bill Processing SRS). ➤ Configures the Master data for this module as detailed in general administration modules.
7.	FD	<ul style="list-style-type: none"> ➤ Directs rejection of the bills (Detailed in Bill Processing SRS). ➤ Issues GOs for creation of posts and establishments (Document Management System module). ➤ Makes budget provision, additional, re-allocation and releases (Budget Preparation and Control modules). ➤ Approves withdrawal of amounts under Payees Receipt. ➤ Authorizes the AC Bills whose gross amount exceeds the limit (more than twoLakhs).
8.	HoO (Treasury Office)	<ul style="list-style-type: none"> ➤ Verifies the cancellation request and cancels the bill
9.	AG	<ul style="list-style-type: none"> ➤ Issues Authorizations as detailed in Integration section. ➤ Issues audit para to recover funds in case of excess pay.
10.	HRMS/Police I.T.	<ul style="list-style-type: none"> ➤ Submits the draft bill requests for bill creation.
11.	O.M Initiating Authority	<ul style="list-style-type: none"> ➤ Selects the order template from the list. ➤ Creates the draft order. ➤ Saves the order in Khajane-II, and forwards the created draft order to the Issuing authority.
12.	O.M Recommending/ Issuing Authority	<ul style="list-style-type: none"> ➤ Selects the draft order for verification. ➤ Creates the order if the order amount within GDFP limit. ➤ Forward the draft order for approval if GDFP limit is exceeded. ➤ Corrects the order in case of discrepancy.

		<ul style="list-style-type: none"> ➤ Digitally signs and authenticates the order using bio-metric token
13.	O.M Approval Authority	<ul style="list-style-type: none"> ➤ Selects the draft order for verification. ➤ Creates the order if the order amount within GDFP limit. ➤ Forward the draft order for G.O creation if GDFP limit is exceeded (offline). ➤ Digitally signs and authenticates the order using bio-metric token
14.	G.O Initiating Authority	<ul style="list-style-type: none"> ➤ Selects the order template from the list. ➤ Creates the draft order. ➤ Saves the order in Khajane-II, and forwards the created draft order to the Issuing authority.
15.	G.O Recommending/ Issuing Authority	<ul style="list-style-type: none"> ➤ Selects the draft order for verification. ➤ Forward the draft order for approval. ➤ Corrects the order in case of discrepancy ➤ Digitally signs and authenticates the order using bio-metric token
16.	G.O Approval Authority	<ul style="list-style-type: none"> ➤ Selects the draft order for verification. ➤ Creates the G.O from the draft order ➤ Digitally signs and authenticates the order using bio-metric token

2. Chapter: Bill Preparation and Submission

2.1 Bill Type: General Provident Fund (G.P.F.) Bill

Case Worker Activity:

Step 1.Login to Khajane II Application: Case Worker will Login to the application using his/her credentials.

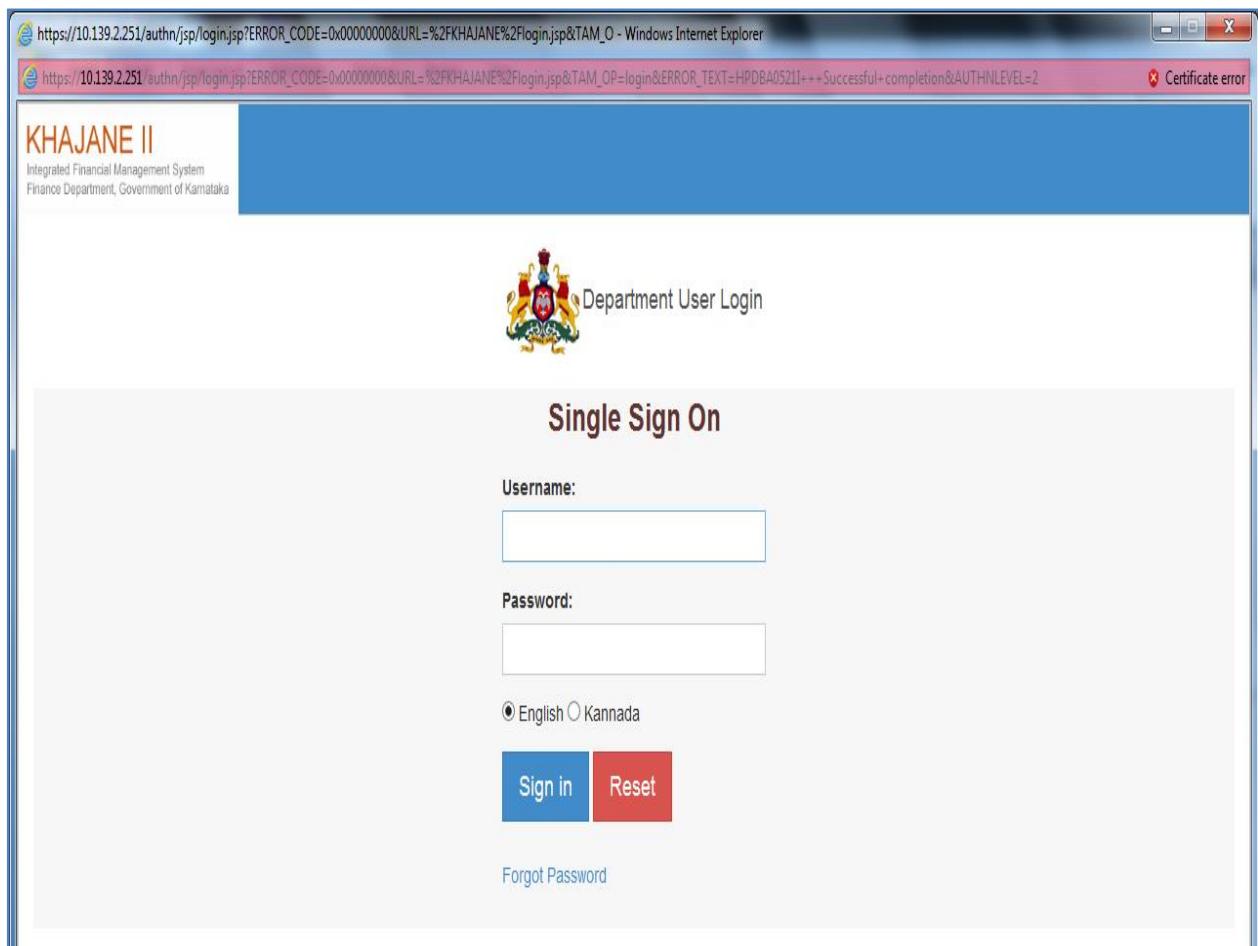


Figure 1: Khajane II application login screen

Step 2. Post Role Switch:

- Click on the Post Role Switch tab to select the role.
- Switch the Role as Caseworker to create the bill and click on submit.

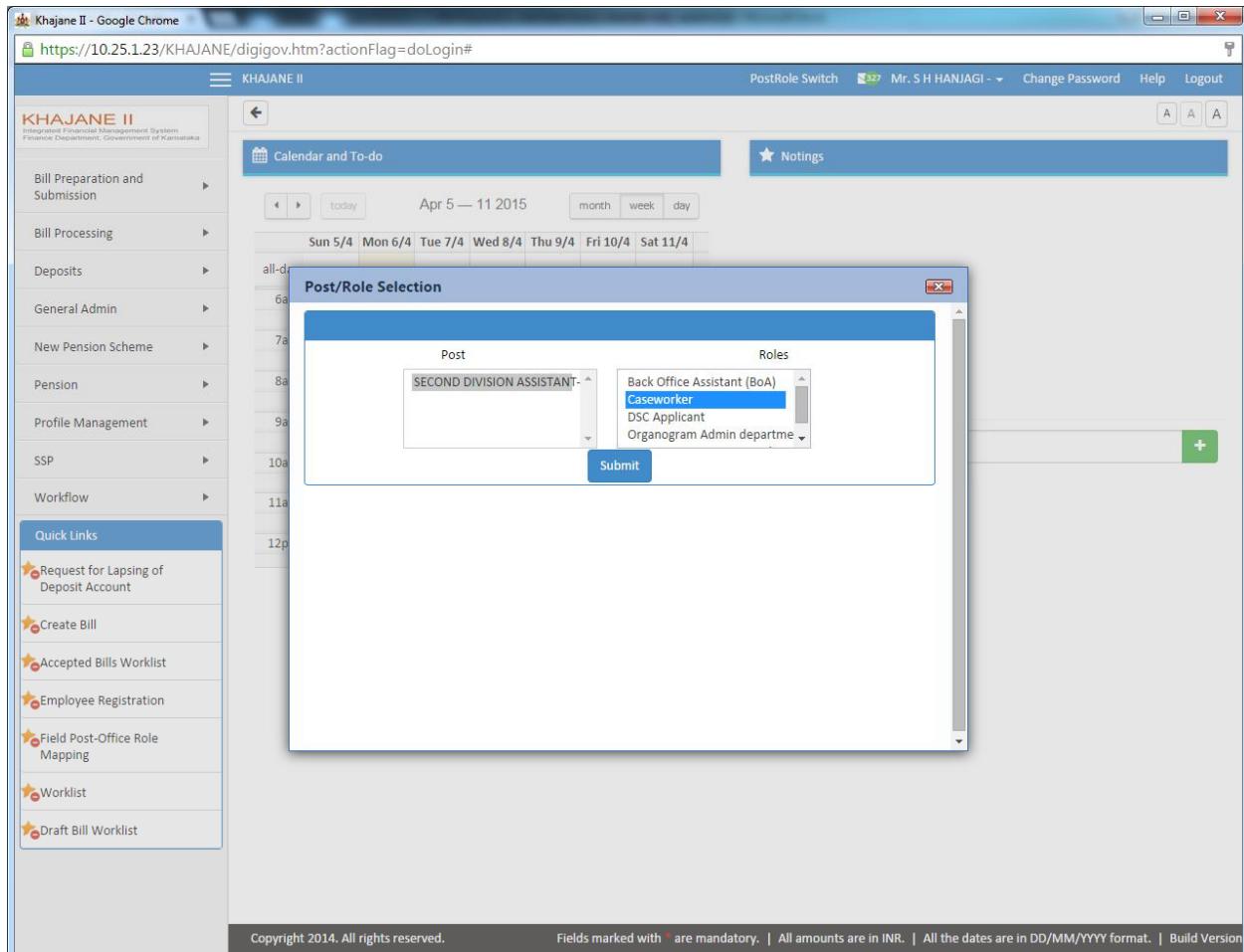


Figure 2: Post/Role Selection Screen

Step 3. Case worker should navigate to the below path to create the Bill and click on Create Bill link.

- Bill Preparation and Submission → Process → Create Bill

The screenshot shows the Khajane II - Windows Internet Explorer interface. The URL is <https://10.139.2.251/KHAJANE/digigov.htm?actionFlag=doLogin>. The top navigation bar includes PostRole Switch, Mr. Anup P, Change Password, Help, and Logout. On the left, a sidebar menu lists Beneficiary Management System, Bill Preparation and Submission (selected), Deposits, New Pension Scheme, SSP, Workflow, and Quick Links (with a 'Create Bill' link). The main content area features a 'Calendar and To-do' view for Jan 18 — 24 2015. Under the 'Process' section, a 'Bill Verification Worklist' is shown. A task titled '★ Create Bill' is listed under the 10am slot. Other tasks include Draft Bill Worklist, Bill for Printing Worklist, Failed e-Payment Worklist, Corrected e-Payment Worklist, and Print Bill Documents. A 'Notings' section is also present.

Figure 3: Navigation to the New Bill Creation screen

Step 4.New Bill Creation Screen:

- DDO details : These details will be Auto – populated on successful login to the application
- Bill Creation Details: Caseworker will enter/select all mandatory (*) fields and click on ‘Open’ to capture the bill specific details.

The screenshot shows the 'New Bill Creation' screen in the Khajane II system. The top navigation bar includes 'PostRole Switch', 'Mr. Anup P', 'Change Password', 'Help', and 'Logout'. On the left, a sidebar lists 'Beneficiary Management System', 'Bill Preparation and Submission', 'Deposits', 'New Pension Scheme', 'SSP', and 'Workflow'. A 'Quick Links' section at the bottom contains a 'Create Bill' button. The main content area has two sections: 'DDO Details' and 'Bill Creation Details'. In 'DDO Details', fields include 'DDO Code' (2500PO1584) and 'DDO Designation' (Additional Secretary-POLICE SERV). In 'Bill Creation Details', fields include 'Bill Sector' (State), 'Bill Type' (General Provident Fund (G.P.F.)), 'Claim Type' (G.P.F. Final Withdrawal), and 'Purpose' (empty). A checkbox for 'Populate last bill details' is present. Action buttons at the bottom are 'Open', 'Reset', and 'Close'.

Figure 4: Bill Creation Screen

Step 5: Online Sanction Order search:

- Enter the online Sanction order related details (Sanction order number, Date, Subject or HOA) to search the order and map to the bill or select the order from the list populated.

Offline Order Details:

- In case of offline order with physical copy, click on Offline Order radio button and enter Sanction Order Number Date. Click on the open button to enter bill details
- No Sanction Order: Click on the Open button

The screenshot shows the KHAJANE II application interface. The top navigation bar includes 'PostRole Switch', a notification icon (98), 'Mr. Anup P', 'Change Password', 'Help', and 'Logout'. On the left, a vertical menu lists 'Beneficiary Management System', 'Bill Preparation and Submission', 'Deposits', 'New Pension Scheme', 'SSP', and 'Workflow'. A 'Quick Links' section contains a 'Create Bill' button. The main content area is titled 'Process > Create Bill > Search and Tag Sanction Order'. It features a 'Search and Tag Sanction Order' search bar and a detailed 'Online Sanction Order Search' form. The search form fields include 'Bill Type' (General Provident Fund (G.P.F.) B), 'Claim Type' (G.P.F. Final Withdrawal), 'Sanction Order No' (empty), 'Sanction Order Date' (empty), 'Subject' (empty), 'Department' (POLICE HEAD QUARTERS), 'DDO Code' (2500PO1584), and 'HoA' (empty). Below the search form is a table with columns: Order No, Order Date, Subject, Department Name, DDO Code, and HoA. A message 'No data available in table' is displayed. At the bottom of the search form, it says 'No Records found' with links for 'First', 'Previous', 'Next', and 'Last'. The bottom section is titled 'Offline Order Details' and contains a radio button for 'None' (selected) and 'Offline Order', a 'Sanction Order No' input field, a 'Sanction Order Date' input field with a calendar icon, and 'Open' and 'Close' buttons.

Figure 5: Online sanction order search screen

Step 6: In case there is no sanction order to be attached, directly select the button ‘Open’ to proceed to bill specific details.

- Bill specific Details: General Details
- Capture the General Details – Select Expenditure HOA and click on the next tab

The screenshot shows the 'KHAJANE II' software interface for 'CTS7 - GPF Bill'. The top navigation bar includes 'PostRole Switch', 'Mr. Anup P.', 'Change Password', 'Help', and 'Logout'. On the left, a vertical sidebar lists 'Management', 'on and', 'Scheme', and other categories. The main content area is titled 'CTS7 - GPF Bill' and shows the 'General Details' tab selected. The 'DDO Details' section contains fields for 'DDO Code' (2500PO1584) and 'DDO Designation' (Additional Secretary-POLICE SERV). The 'Bill Details' section contains fields for 'Bill Type' (General Provident Fund (G.P.F.) B) and 'Claim Type' (G.P.F. Final Withdrawal). The 'Expenditure HoA Details' section contains a dropdown for 'Expenditure HoA' (8009~01~101~0~01~001) and an 'Object Head Description' field (NA). The 'Sanction/Office Order Details' section has a search bar for 'Search and Tag Sanction Order'. At the bottom are buttons for 'Save', 'Forward', 'Forward and Print', and 'Close'.

Figure 6: General Details Update screen

Step 7: CTS7 – GPF Bill

AG Authorization Details: Enter AG Authorization Number and Date

- GPF Final Withdrawal Bill: Enter all the Mandatory details (KGID No., Designation, Basic pay etc.)
- Amount Summary: System will calculate and display the total amount.

The screenshot shows the 'CTS7 - GPF Bill' application window. At the top, there's a header bar with the TATA CONSULTANCY SERVICES logo, user information (PostRole Switch, Mr. Anup P), and navigation links (Change Password, Help, Logout). Below the header, a breadcrumb trail shows 'Process > Create Bill > Bill Preparation Details'. The main content area has tabs: General Details, CTS7 - GPF Bill (which is selected), Recipients, Amount Summary Details, and Certificate Details. The 'CTS7 - GPF Bill' tab is active, displaying the 'AG Authorization Details' section. It contains fields for AG Authorization Number (987654321) and AG Authorization Date (19/01/2015). The next section, 'GPF Final Withdrawal Bill', contains mandatory fields: KGID/Metal Number (246786), Name of the Employee (Ravi K R), Designation (MANAGER), Basic Pay (25000), Date of Birth (19/01/1960), Date of Joining (19/01/1980), GPF Account Number (123456789), and Amount to be Withdrawn (1500). The final section, 'Amount Summary', shows the Total Amount (Rs.) as 1500. At the bottom, there are four buttons: Save, Forward, Forward and Print, and Close.

Figure 7: CTS7 GPF Details screen

Step 8: Recipients, Amount Summary Details:

- Payment Details: Select the Mode of Payment (e-Payment or Cheque).
- In case of cheque, reason for cheque selection has to be entered.
- Recipient Details: For GPF Bill, System will fetch the employee details from the master and display it on the screen.
- Amount Summary: Auto populated by the system.

The screenshot shows a software application window titled "provided by TATA CONSULTANCY SERVICES". The top menu bar includes "PostRole Switch", "Mr. Anup P", "Change Password", "Help", and "Logout". The main title is "KHAJANE II". Below the title, the path is "Process > Create Bill > Bill Preparation Details". The current tab is "Recipients, Amount Summary Details".

Payment Details

Mode of Payment	e-Payment	*
-----------------	-----------	---

Recipient Details

Recipient Code	Recipient Name	Bank Name	Branch Name	Account Number	IFSC Code	MICR Code	Gross Amount	Payable Amount
2600000123	Ravi K R	Canara Bank	KAGGADASAPURA, BANGALORE	1984568958	S23423423	24234234	1500	1500

Amount Summary

Payable Amount	1500 *
----------------	--------

Action buttons at the bottom: Save, Forward, Forward and Print, Close.

Figure 8: Recipients, Amount Summary Update screen

Step 9: Certificate details

- View the certificates mapped with the bill.

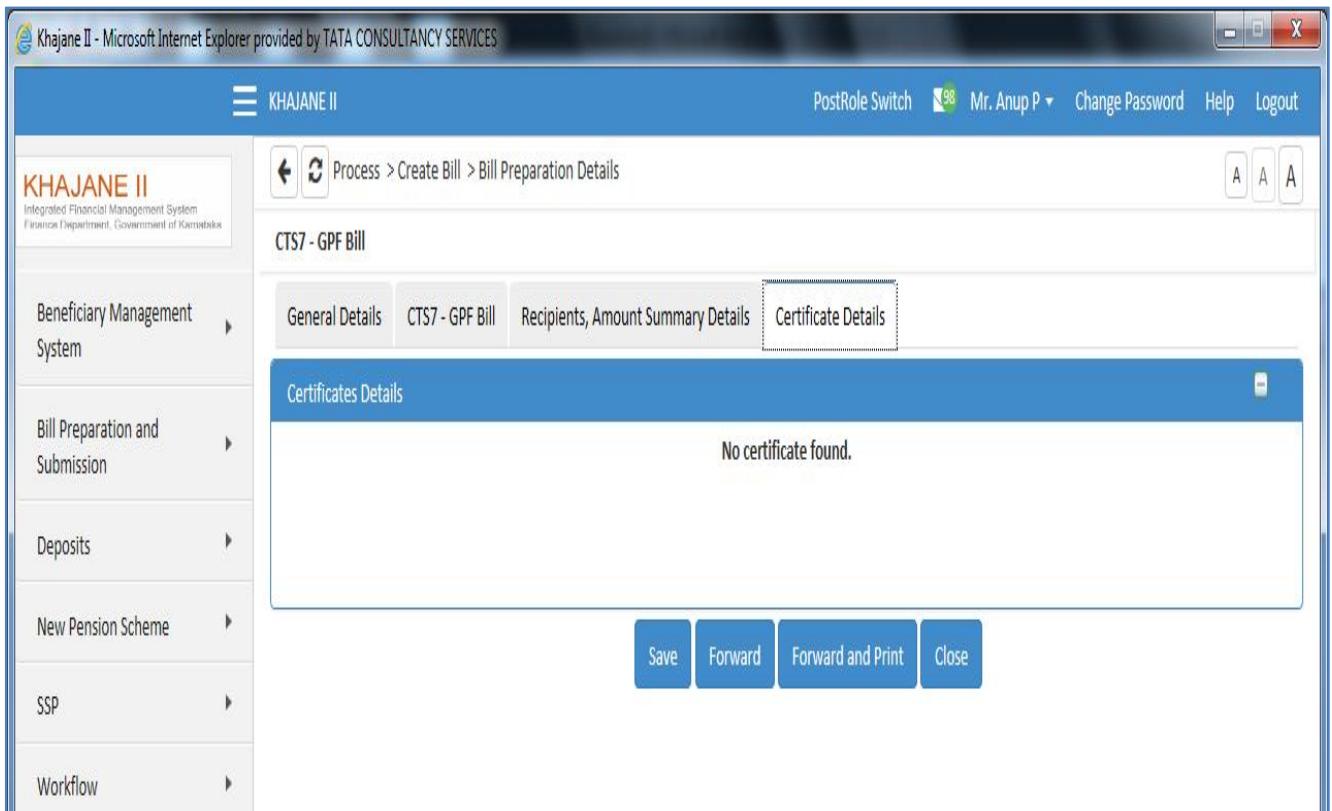


Figure 9: Certificate details screen

Step 10: Click on 'Save' button to save the bill details in the Caseworker Draft Bill work list or Click on 'Forward' button to save and forward the bill to next level:

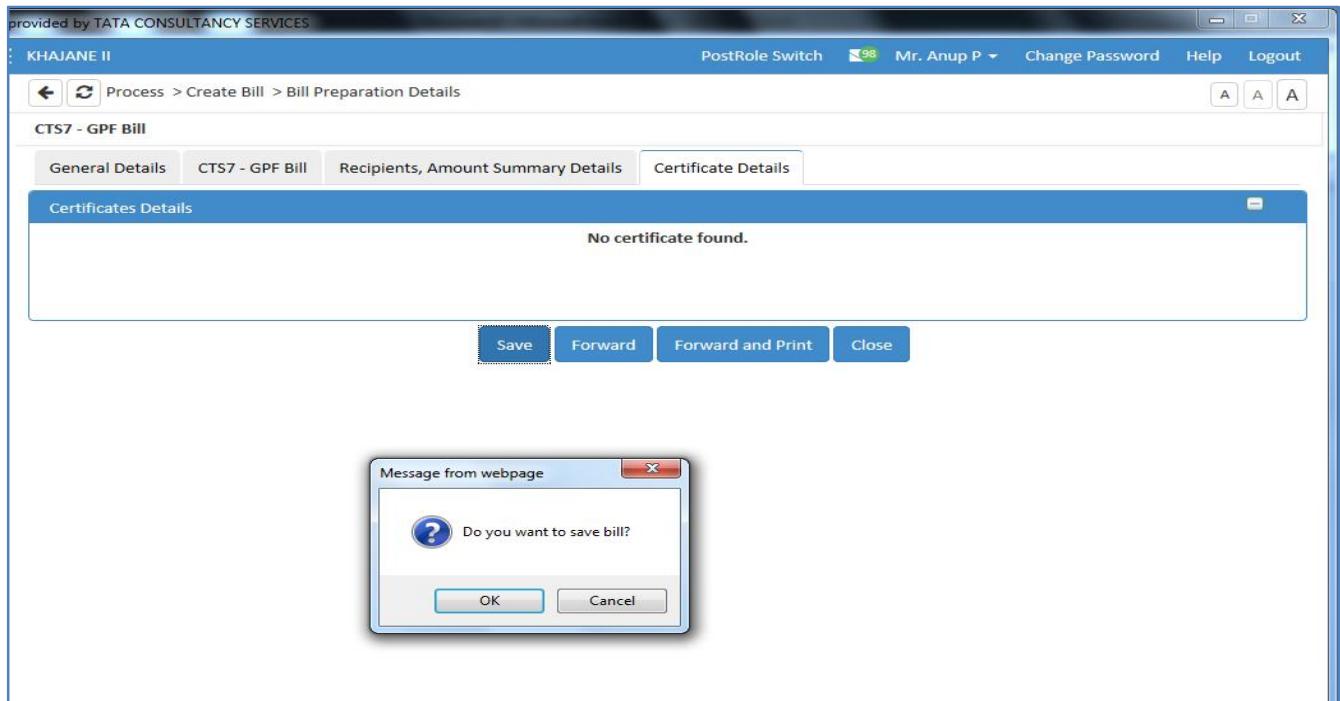


Figure 10: Bill Save or forward screen

Step 11: Bill number details screen:

- After creation of the new bill in the system, unique Bill Number is generated

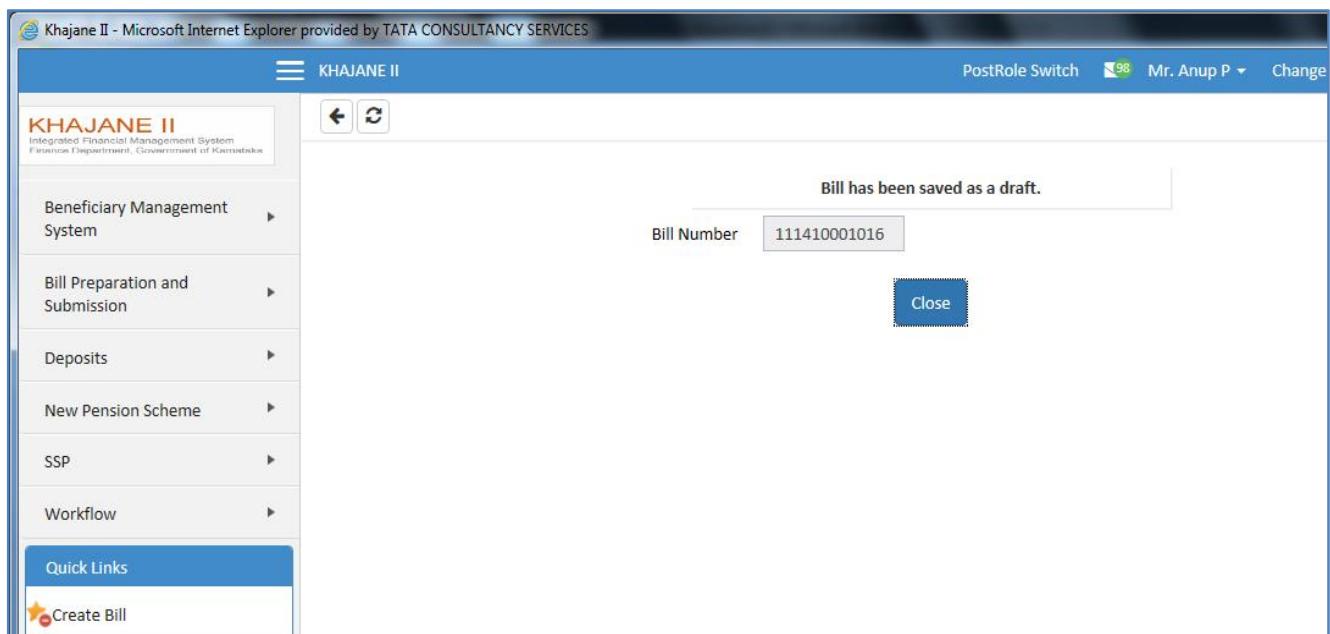


Figure 11: Bill number screen

Step 12: Click on ‘Forward’ to forward the Bill to Superintendent:

- Once the bill is created, it can be forwarded to the Superintendent by clicking on ‘Forward’ or ‘Forward and Print’ button.

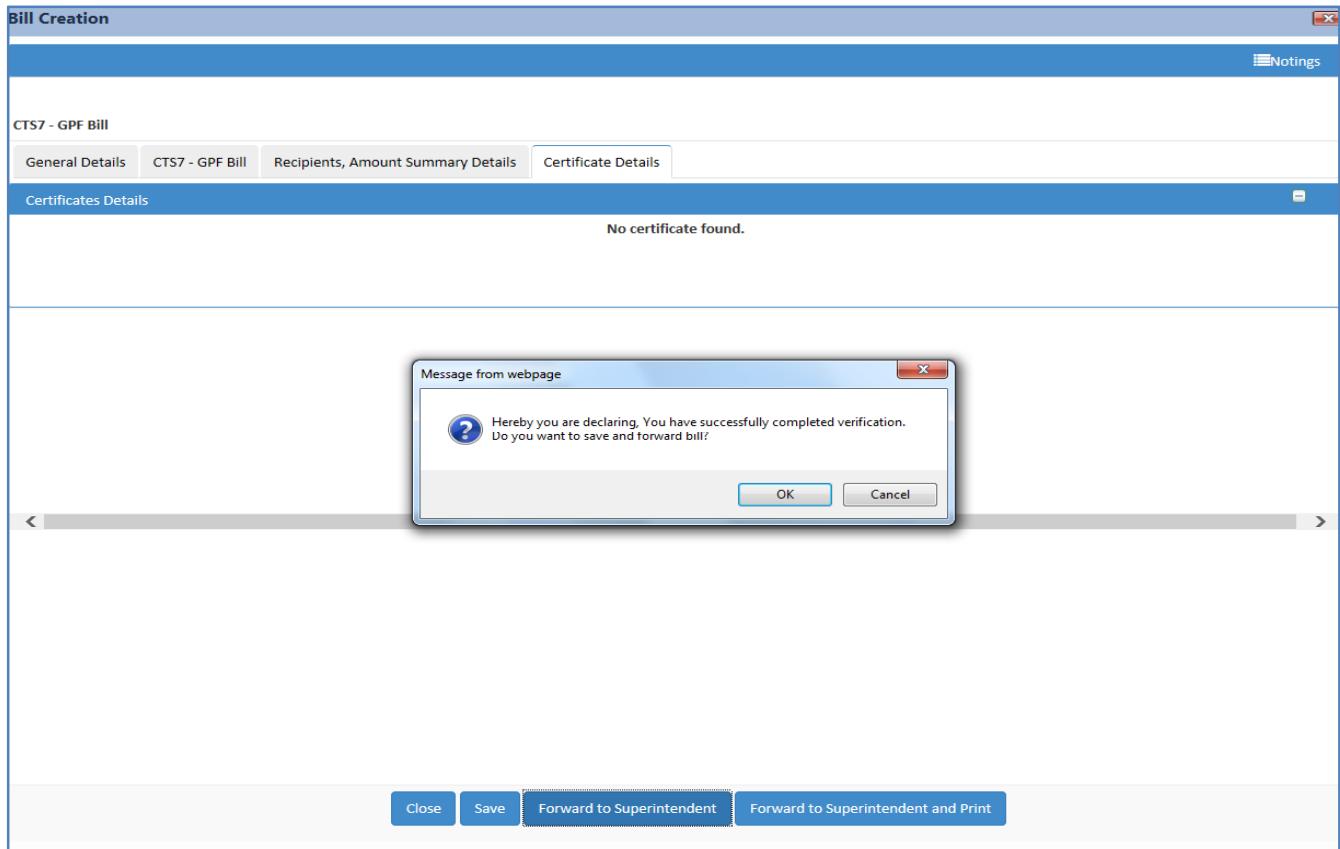


Figure 12: Bill Forward to next level screen

- View the next level verifier details along with Bill Number

Draft Bill Worklist					
Draft Bill Worklist					
Sr. No.	Bill Number	Bill Type	Claim Type	HoA	Gross Amo
1	111410000843	Gazetted/ Non-Gazetted Establishment T.A. Bill	Advance Journey on Tours	2055~00~001~0~01	2000
2	111410000831	Payees Receipt	Payees Receipt	2055~00~101~0~03	100
3	Bill Information				
4					
5	Bill has been forwarded successfully.				
6	Bill Number <input type="text" value="111410001016"/>				
7	Bill With <input type="text" value="Anupam Z, First Division Assistant 44"/>				
8					
9					
10	111410000728	Payees Receipt	Payees Receipt	2055~00~101~0~03	100
Showing 1 to 10 of 21 entries					
First Previous 1					

Figure 13: View next level verifier and Bill number screen

Superintendent-Bill Verification Activity:

Step 1: Login to Khajane II Application: Superintendent will Login to the application using his/her credentials.

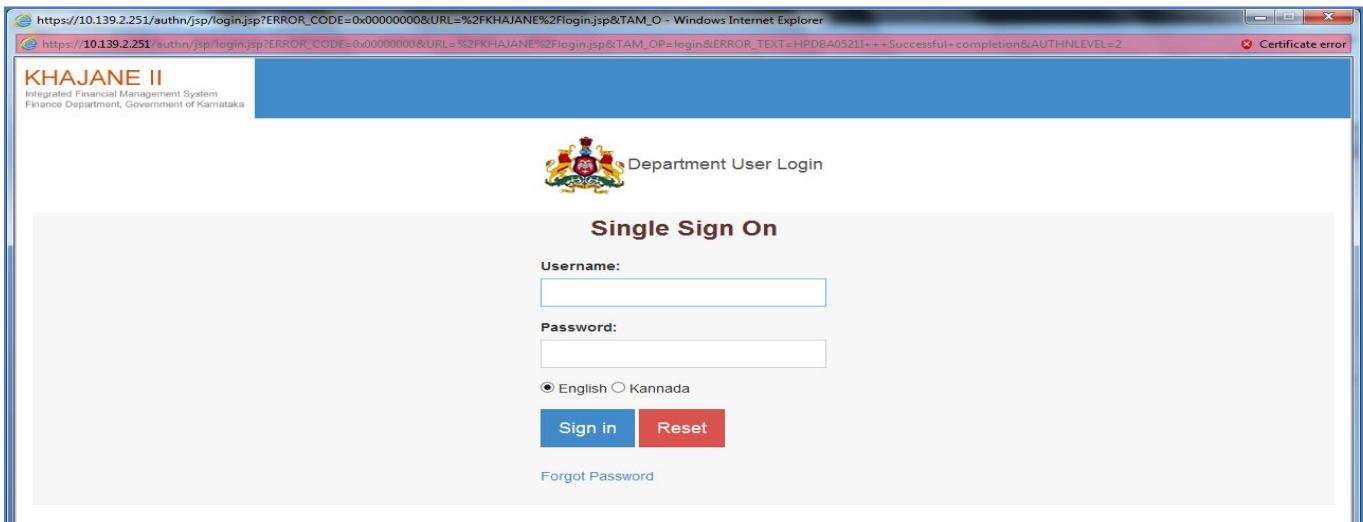


Figure 14: Khajane II application login screen

Step 2: Post Role Switch:

- Click on the Post Role Switch tab to select the role.
- Switch the Role as Superintendent to verify the bill and click on submits.

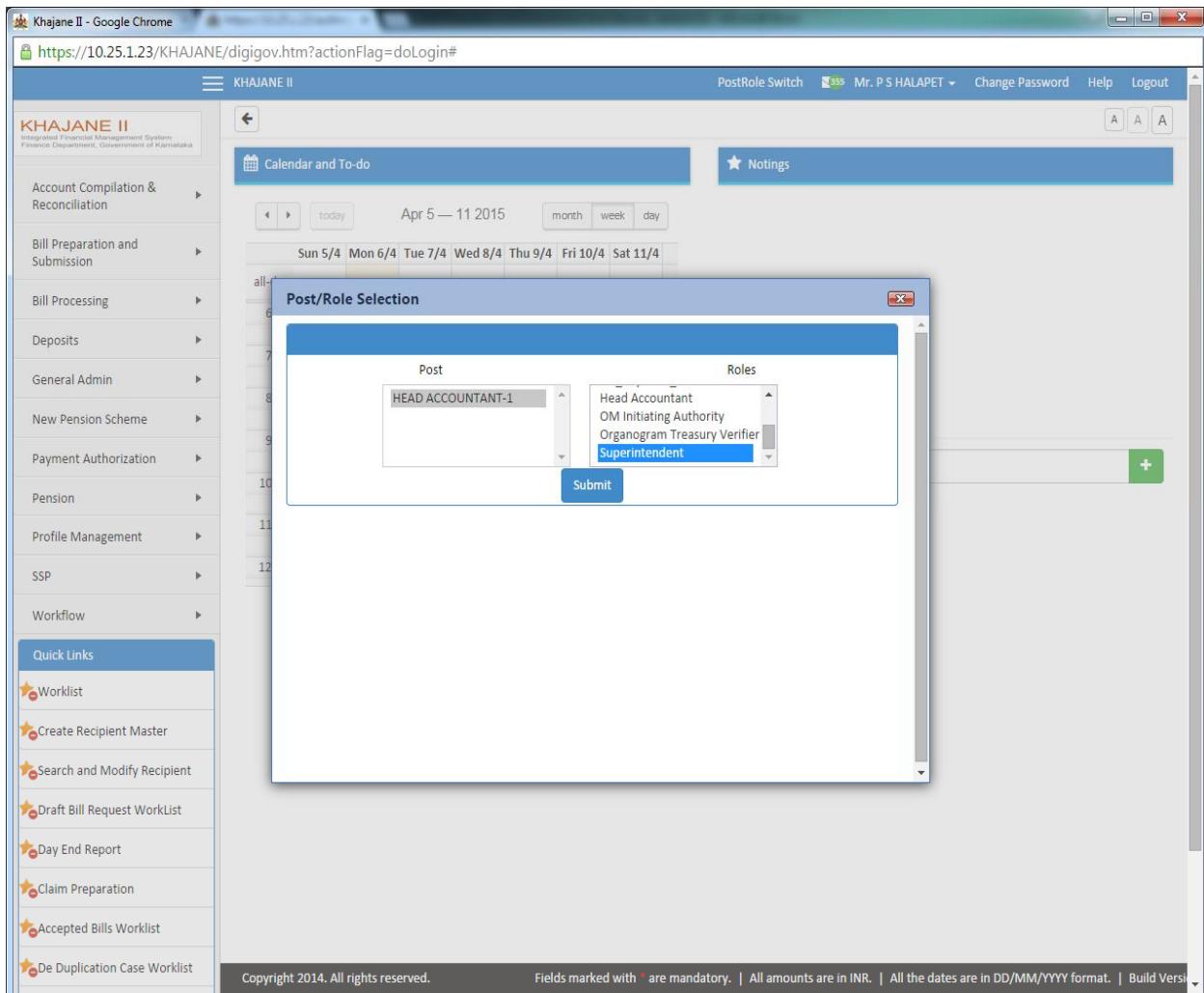


Figure 15: Post/Role Selection Screen

Step 3: Superintendent should navigate to the below path to verify the Bill and click on Bill Verification Work list link.

- Bill Preparation and Submission → Process → Bill Verification Work list

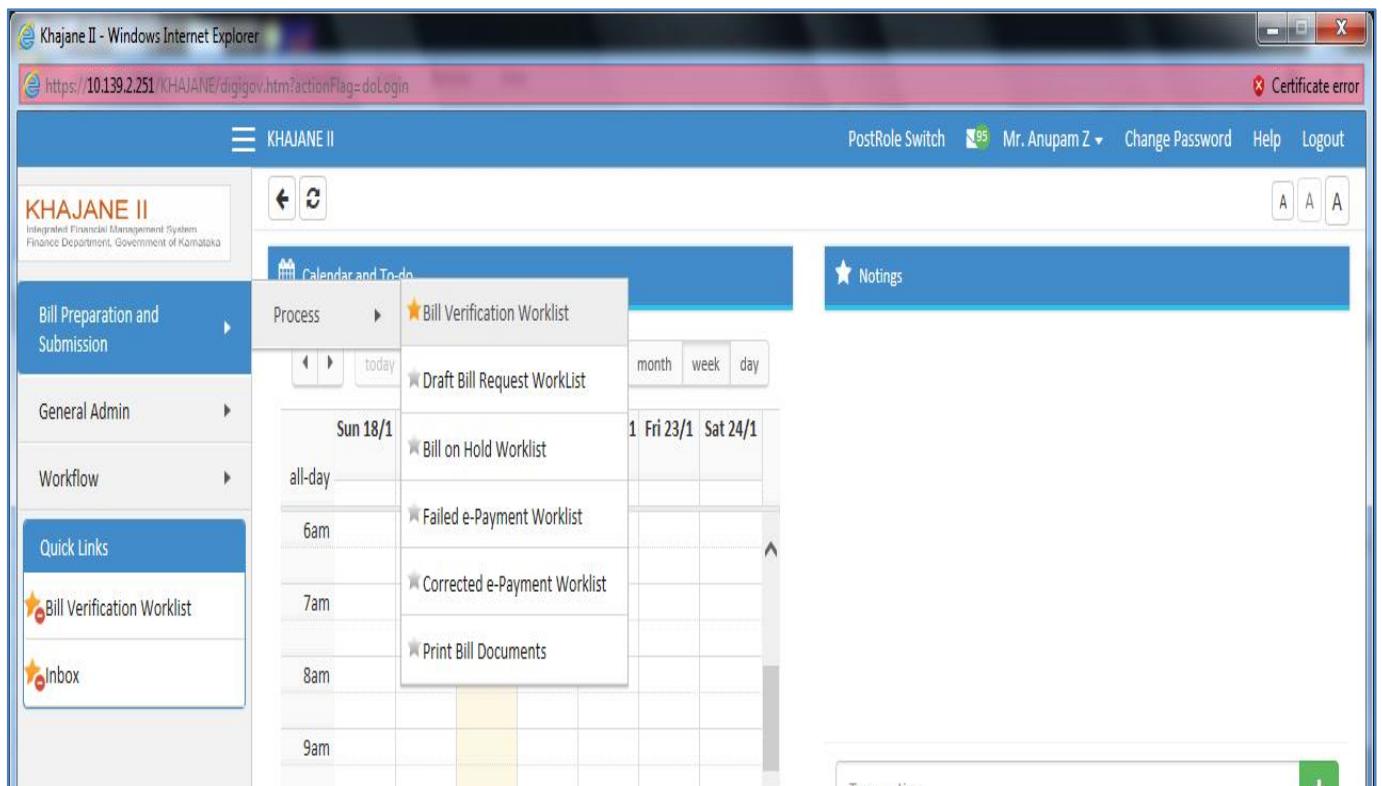


Figure 16: Navigation to the New Bill Creation screen

Step 4: Bill Verification work list:

- Superintendent should click on the bill number to open and verify the bill.

The screenshot shows a software interface titled "Bill Verification Worklist". The top navigation bar includes "PostRole Switch", "Mr. Anupam Z", "Change Password", "Help", and "Logout". Below the navigation is a toolbar with icons for back, forward, and search. The main area displays a table with the following data:

Sr. No.	Bill Number	Bill Type	Claim Type	HoA	Gross Amount	Net Amount	Bill Creation Date
1	111410001016	General Provident Fund (G.P.F.) Bill	G.P.F. Final Withdrawal	8009-01-101-0-01	1500	1500	19/01/2015 12:05 PM
2	111410000877	Detailed Contingent (D.C.) Bill	Charges for Labour Engaged	2055^00^001^0^01	10000	10000	21/12/2014 06:19 PM
3	111410000586	Miscellaneous bill	Group Insurance - Refund of Excess Subscription Recovered	2055^00^001^0^01	100	100	17/12/2014 02:13 PM
4	111410000574	Gazetted/ Non-Gazetted Establishment T.A. Bill	Advance Journey on Tours	2055^00^116^0^01	400	400	15/12/2014 02:58 PM
5	111410000517	Detailed Contingent (D.C.) Bill	Funeral Expenditure-Freedom Fighters	2055^00^001^0^01	20	20	10/12/2014 04:31 PM

At the bottom, a message says "Showing 1 to 5 of 5 entries" and there are navigation buttons for First, Previous, Next, and Last.

Figure 17: Bill Verification Work list screen

Step 5: General Details:

- Superintendent verifies all the fields and selects the check box – “Verify HOA”.
- Superintendent can return to case worker by clicking on the “Return to case worker” button in case of any corrections required at each level.

Bill Creation

CTS7 - GPF Bill

General Details CTS7 - GPF Bill Recipients, Amount Summary Details Certificate Details Document Verification Checklist Verifications Verification List

DDO Details

DDO Code	2500PO1584 *	DDO Designation	Additional Secretary-POLICE SERV *
TAN Number	BLRP34962D *	Treasury	KALGHATGI *

Bill Details

Bill Number	111410001016 *	Claim Type	G.P.F. Final Withdrawal *
Bill Type	General Provident Fund (G.P.F.) B *		
Bill Sector	State *		

Expenditure HoA Details

Expenditure HoA	8009^01^101^0^01^001	Object Head Description	NA *
<input checked="" type="checkbox"/> Verify HoA *			

Figure 18: General Details Update screen

Step 6: CTS7 – GPF Bill Details:

- Verify the details and modify the details if any correction required

The screenshot shows a web application window titled "Khajane II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES". The main title bar has the company logo and name. The top navigation bar includes "PostRole Switch", a user icon with "Mr. Anupam Z", "Change Password", "Help", and "Logout". Below the navigation is a blue header bar with the text "Bill Creation" and a "Notings" button. A sub-header "CTS7 - GPF Bill" is displayed above a tabbed menu. The tabs are "General Details" (selected), "CTS7 - GPF Bill" (highlighted in blue), "Recipients, Amount Summary Details", "Certificate Details", "Document Verification", "Checklist Verifications", and "Verification List". The main content area is divided into sections: "AG Authorization Details" (containing AG Authorization Number 987654321 and AG Authorization Date 19/01/2015), "GPF Final Withdrawal Bill" (containing KRID/Metal Number 246786, Name of the Employee Ravi K R, Designation MANAGER, Basic Pay 25000, Date of Birth 19/01/1960, Date of Joining 19/01/1980, GPF Account Number 123456789, and Amount to be Withdrawn 1500), and "Amount Summary" (containing Total Amount (Rs.) 1500). All input fields have an asterisk (*) indicating they are mandatory.

Figure 19: CTS7 – GPF Bill Details Update screen

Note: System will not allow amending the fields which are fetched from the masters configured.

Step 7: Recipients, Amount Summary Details:

- Verifies all the fields and selects the check box – “Verify Recipient Details” and “Verify Amount Details”.

The screenshot shows the 'Bill Creation' application interface. At the top, there's a header bar with the TATA CONSULTANCY SERVICES logo, user information (PostRole Switch, Mr. Anupam Z), and navigation links (Change Password, Help, Logout). Below the header is a blue header bar labeled 'Bill Creation'. The main content area has three sections: 'Payment Details', 'Recipient Details', and 'Amount Summary'. In the 'Payment Details' section, 'Mode of Payment' is set to 'e-Payment'. In the 'Recipient Details' section, there's a table with columns: Recipient Code, Recipient Name, Bank Name, Branch Name, Account Number, IFSC Code, MICR Code, Gross Amount, and Payable Amount. The data for the first row is: 2600000123, Ravi K R, Canara Bank, KAGGADASAPURA, BANGALORE, 1984568958, S23423423, 24234234, 1500, 1500. Below the table is a checkbox labeled 'Verify Recipient Details *'. In the 'Amount Summary' section, 'Payable Amount' is set to 1500. Below it is a checkbox labeled 'Verify Amount Details *'.

Recipient Code	Recipient Name	Bank Name	Branch Name	Account Number	IFSC Code	MICR Code	Gross Amount	Payable Amount
2600000123	Ravi K R	Canara Bank	KAGGADASAPURA, BANGALORE	1984568958	S23423423	24234234	1500	1500

Figure 20: Recipients, Amount Summary Details screen

Step 8: Certificate details:

- View the certificates mapped with the bill

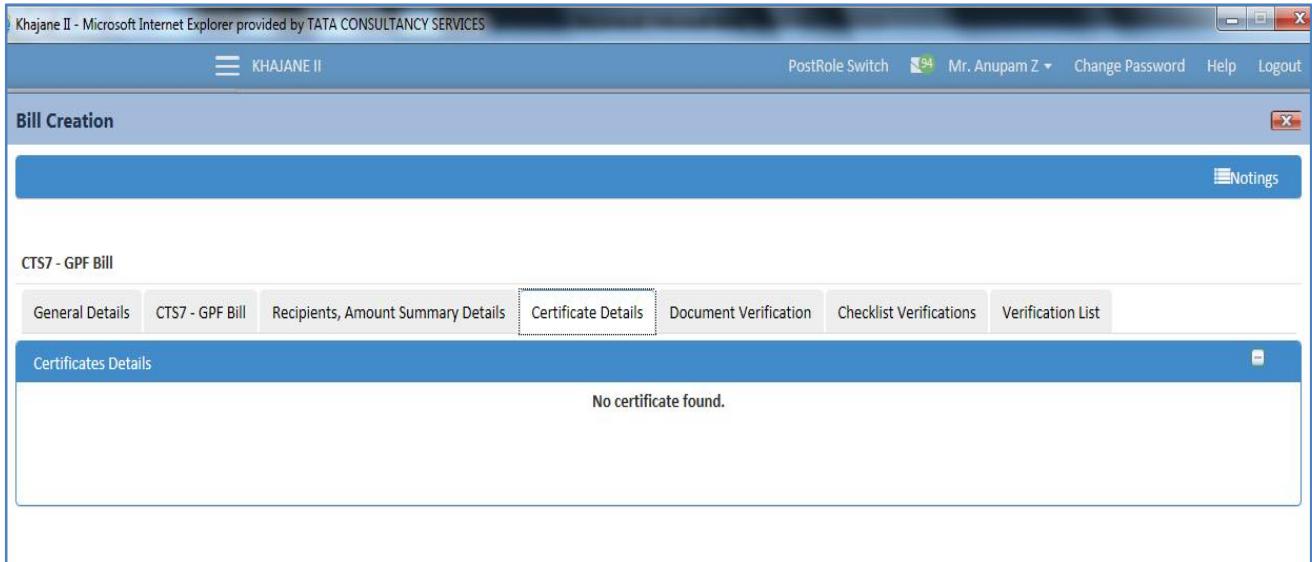


Figure 21: – View Certificate details screen

Step 9: Document Verification details:

- Superintendent has to select the “Verification Action” checkboxes after cross checking the hard copies.

Sr. No	Supporting document	Unique identifier of the supporting document	Verification Action	Remarks	Send Physical Copy To Treasury
1	AG Authorization	987654321	<input checked="" type="checkbox"/>	AG remarks	<input checked="" type="checkbox"/>
2	Annexure A	111410001016D01	<input checked="" type="checkbox"/>	Annexure A remarks	<input checked="" type="checkbox"/>

Additional Document Details
Additional details

Count of Documents to be Send to Treasury
2

Figure 22: Document Verification screen

Step 10: Checklist Verification details:

- Verify the Supporting documents and the bill details against the checklist populated by the system. All the mandatory documents should be submitted to Treasury.

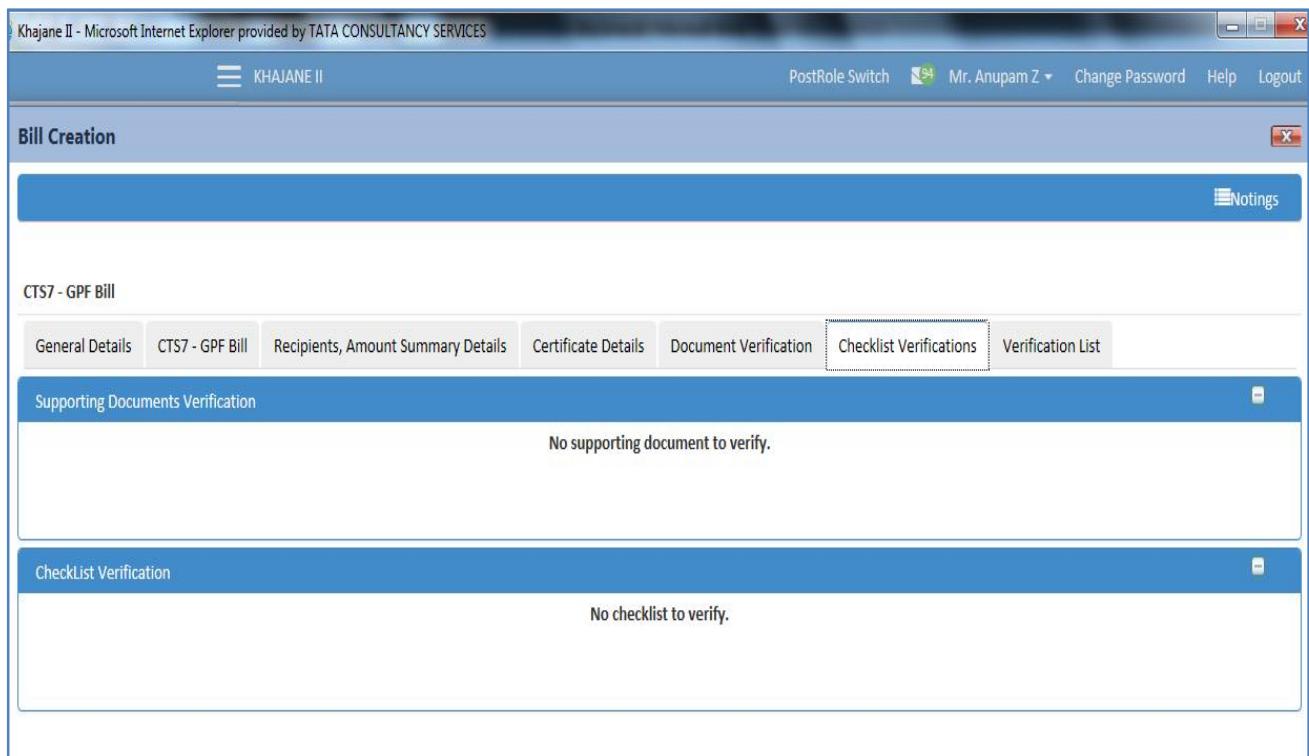


Figure 23: Checklist Verification screen

Step 11: Verification List details:

- Verifier will view the verification successful message and forward this bill to next level.
- In case if message shown is ‘Not Verified’, then verifier has to go to that screen and take the necessary action.

The screenshot shows a Microsoft Internet Explorer window titled "Khajane II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES". The top navigation bar includes "PostRole Switch" (with a green notification badge), "Mr. Anupam Z", "Change Password", "Help", and "Logout". Below the header, the title "Bill Creation" is displayed, along with a "Notings" icon. A sub-header "CTS7 - GPF Bill" is visible. A horizontal menu bar contains tabs: "General Details", "CTS7 - GPF Bill", "Recipients, Amount Summary Details", "Certificate Details", "Document Verification", "Checklist Verifications", and "Verification List". The "Verification List" tab is currently selected, indicated by a dotted border. The main content area is titled "Verification Process Check List" and displays a table with five rows of verification results:

	Verification
Expenditure HoA Details	Verification successful
Verification of supporting documents	Verification successful
Bill verification check list	Verification successful
Recipient details verification	Verification successful
Amount Details Verification	Verification successful

Figure 24: Verification List screen

Step 12: Click on 'Forward to DDO' to forward the Bill to DDO:

- Once the bill is verified, it can be forwarded to the DDO.

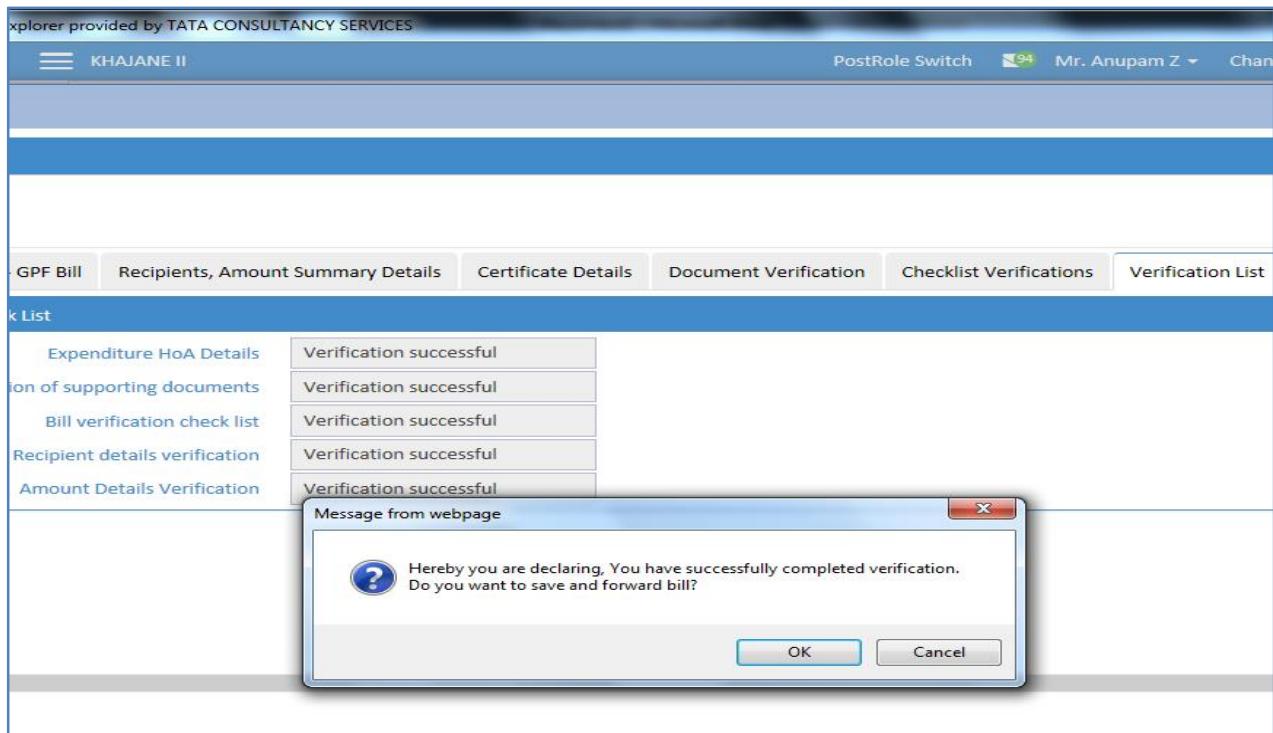


Figure 25: Forward to next level screen

- View the next level approver details

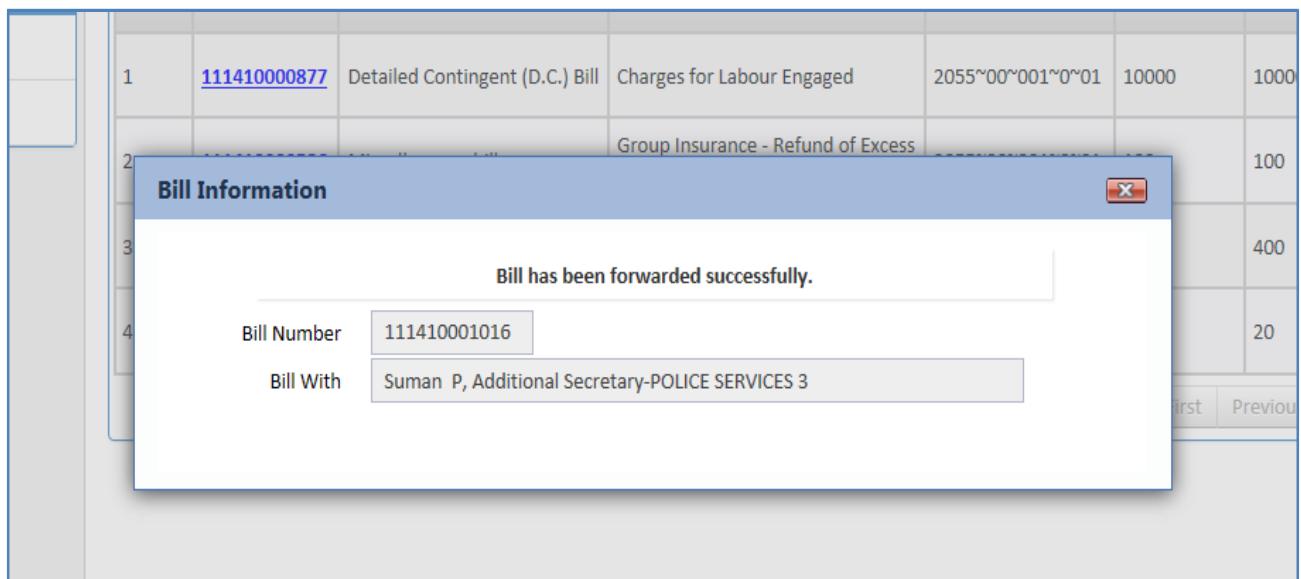


Figure 26: View the next level approval screen

DDO- Bill Verification Activity:

Step 1: Login to Khajane II Application: DDO will Login to the application using his/her credentials.

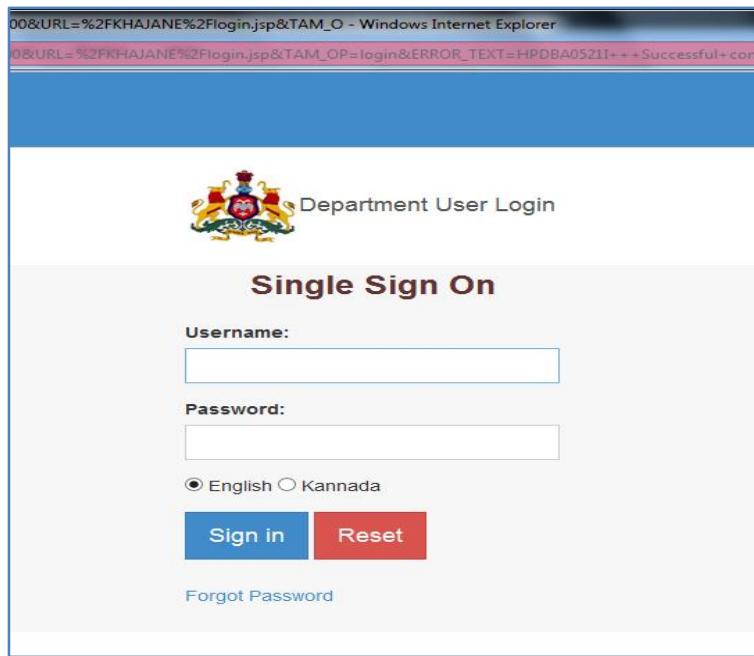


Figure 27: Khajane II application login screen

Step 2: Post Role Switch:

- Click on the Post Role Switch tab to select the role.
- Switch the Role as Drawing and Disbursement Officer to Verify and approve the bill. Click on submit.

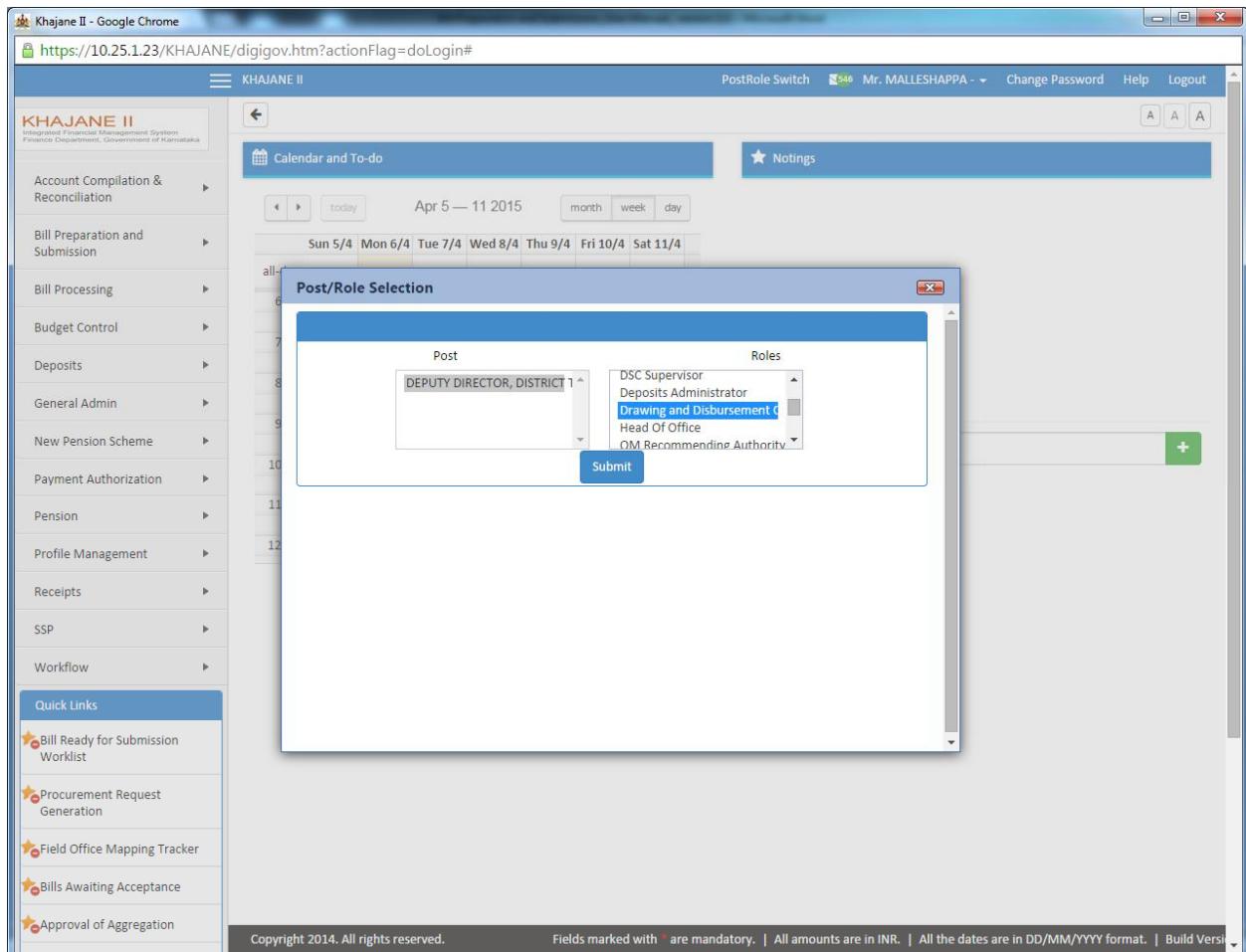


Figure 28: Post/Role Selection Screen

Step 3: DDO should navigate to the below path to verify the Bill.

- Bill Preparation and Submission → Process → Bill Verification Work list - DDO

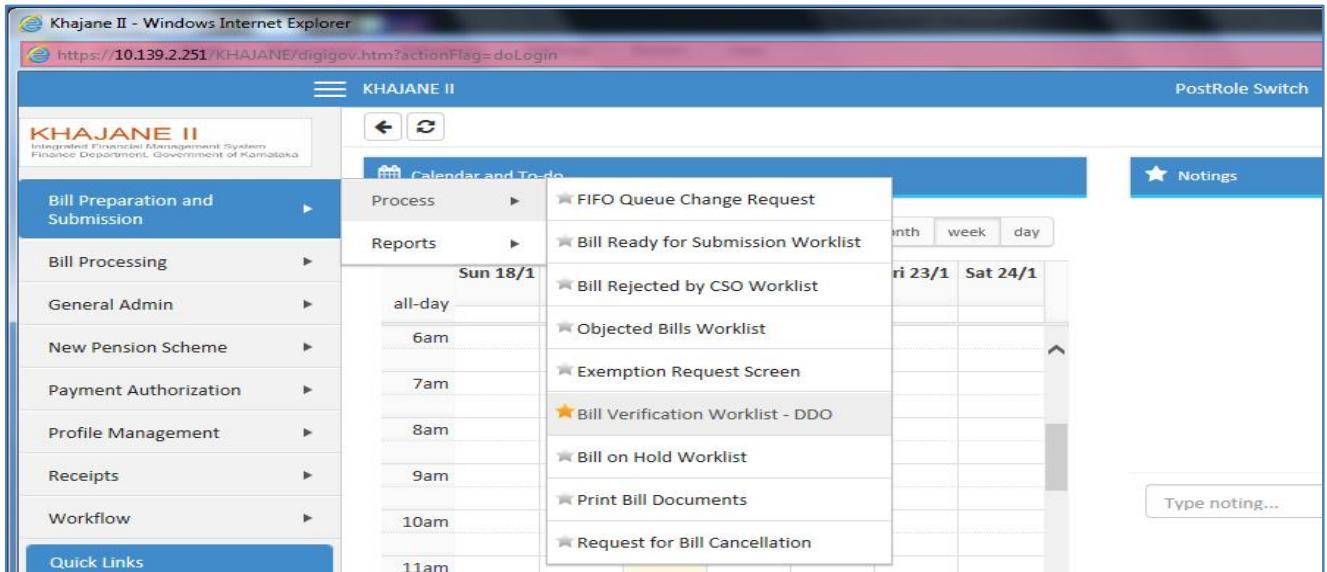


Figure 29: Navigation to the Bill Verification -DDO Screen

Step 4: Bill Verification Work list - DDO:

- DDO can view the Bills in the Verification Work list

The screenshot shows the 'Bill Verification Worklist - DDO' screen. At the top, there is a header with 'Process > Bill Verification Worklist - DDO'. Below the header, there is a toolbar with icons for search, refresh, and other functions. The main area is titled 'Bill Verification Worklist - DDO'. A table displays four entries of bills:

Sr. No.	Bill Number	Bill Type	Claim Type	HoA	Gross Amount	Net Amount
1	111410001016	General Provident Fund (G.P.F.) Bill	G.P.F. Final Withdrawal	8009-01-101-0-01	1500	1500
2	111410000561	General Provident Fund (G.P.F.) Bill	G.P.F. Partial Final Withdrawal	8009-01-101-0-01	3000	3000
3	111410000560	General Provident Fund (G.P.F.) Bill	G.P.F. Final Withdrawal	8009-01-101-0-01	2000	2000
4	111410000547	Gazetted/ Non-Gazetted Establishment T.A. Bill	Conveyance Allowance to the Family of Government Servant Died in Service	2055~00~001~0~01	200	200

At the bottom left, it says 'Showing 1 to 4 of 4 entries'. At the bottom right, there are buttons for 'First', 'Previous', 'Next', and 'Last'. The page number '1' is highlighted in a black box.

Figure 30: Bill Verification Work list - DDO Screen

Step 5: Bill Verification Screen Details:

- After clicking on the bill number the bill details will be opened on the screen, DDO will verify each tabs (General details, CTS7 – GPF Bill, Recipient details, Certificate Details, Document Verification, Checklist verification and Verification list)
- DDO can return the bill to the Superintendent by clicking on the “Return to Superintendent” button in case any corrections are required at each level.

The screenshot shows the CTS7 - GPF Bill verification interface. At the top, there are seven tabs: General Details, CTS7 - GPF Bill, Recipients, Amount Summary Details, Certificate Details, Document Verification, Checklist Verifications, and Verification List. The 'CTS7 - GPF Bill' tab is currently selected.

DDO Details:

DDO Code	2500PO1584 *	DDO Designation	Additional Secretary-POLICE SERV *
TAN Number	BLRP34962D *	Treasury	KALGHATGI *

Bill Details:

Bill Number	111410001016 *	Claim Type	G.P.F. Final Withdrawal *
Bill Type	General Provident Fund (G.P.F.) B *		
Bill Sector	State *		

Expenditure HoA Details:

Expenditure HoA	8009~01~101~0~01~001 *	Object Head Description	NA *
<input checked="" type="checkbox"/> Verify HoA *			

Figure 31: Bill Verification Screen Click on “Approve and Send for Printing”

- Once the bill is verified, it can be forwarded to caseworker for printing the bill.

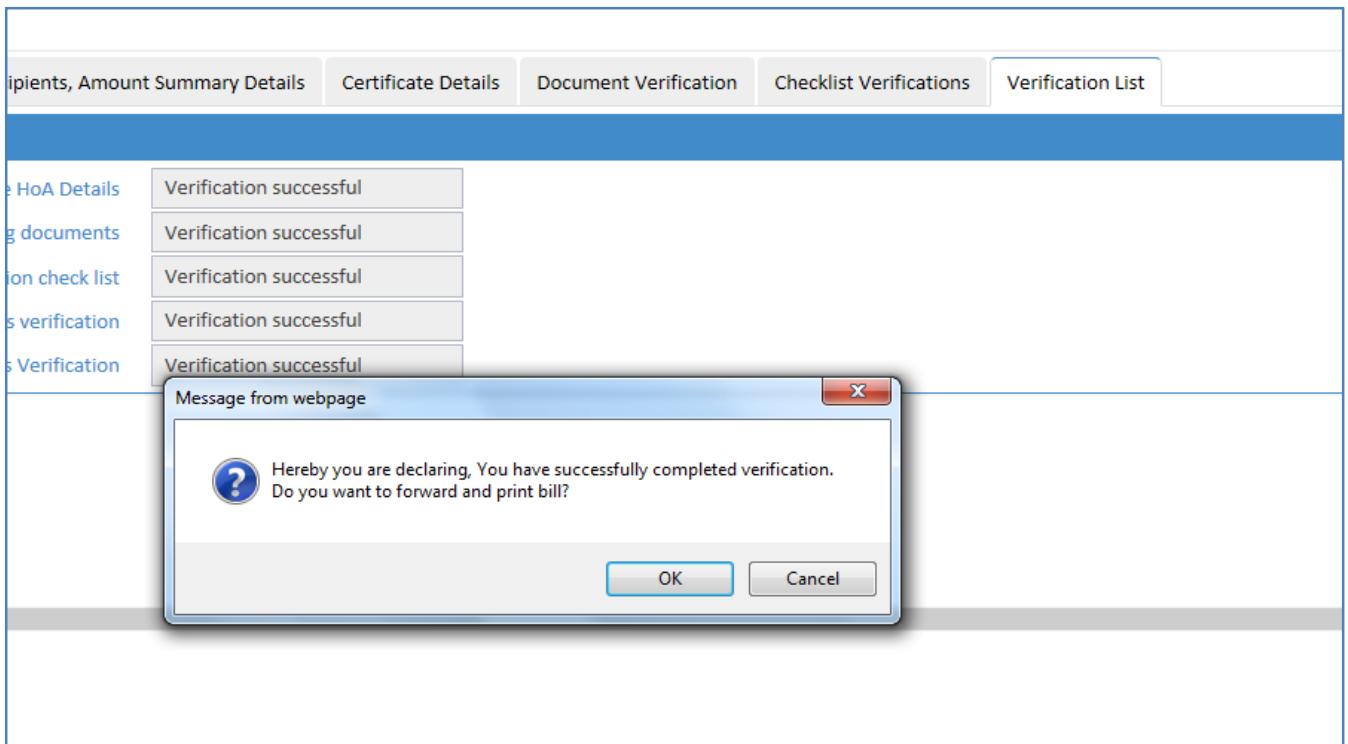


Figure 32: Bill Approval Screen

Step 6: View the Caseworker details:

- Caseworker details to which the bill has been sent for printing will be displayed.

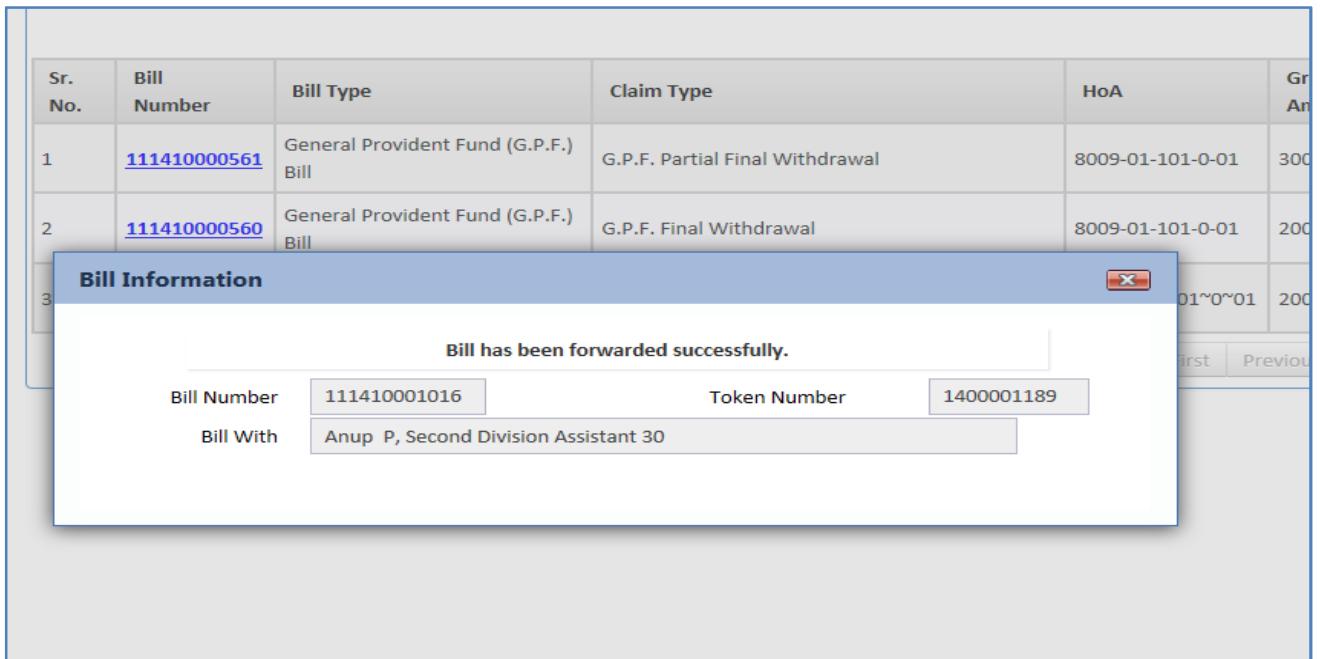


Figure 33: View the case worker details Screen

Case Worker – Approved Bill Print Activity

Step 1: After log-in to Khajane II application – Case Worker will switch the role.

Post Role Switch:

- Click on the Post Role Switch tab to select the role.
- Switch the Role as Caseworker to create the bill and click on submit.

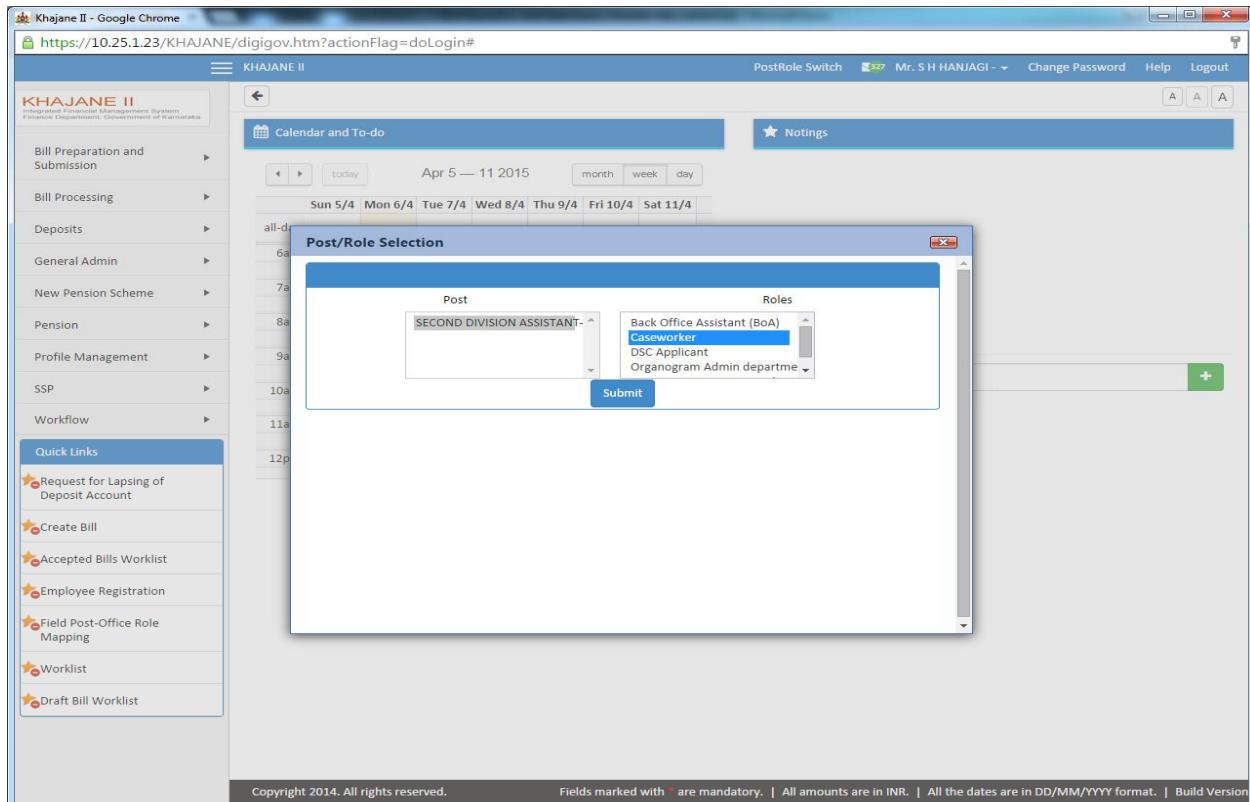


Figure 34: Post/Role Selection Screen

Step 2: Case worker will go to the below mentioned path to print the bill

- Bill Preparation and Submission → Process → Bill for Printing Work list

The screenshot shows the Khajane II application interface. On the left, there is a vertical navigation menu with items like Beneficiary Management System, Bill Preparation and Submission, Deposits, New Pension Scheme, SSP, and Workflow. A 'Quick Links' section contains a 'Create Bill' link. The main area features a 'Calendar and To-do' view for Jan 18 — 24 2015. A tooltip is displayed over the 'Process' button, listing several worklists: Bill Verification Worklist, Create Bill, Draft Bill Worklist, Bill for Printing Worklist, Failed e-Payment Worklist, Corrected e-Payment Worklist, and Print Bill Documents. The 'Bill for Printing Worklist' is highlighted in the list.

Figure 35: Navigation to the Approved Bill Print Screen

Step 3: Bill and Document Printing Work list:

- Caseworker will open the Work list and click on the Token Number to print the bill.

The screenshot shows the 'Bill and Document Printing Worklist' screen. The left sidebar has the same navigation menu as Figure 35. The main content area displays a table titled 'Bill and Document Printing Worklist'. The table has columns for Sr. No., Token Number, Bill Type, and Claim Type. Two entries are listed: entry 1 with Token Number 1400001189 (G.P.F. Bill) and entry 2 with Token Number 1400001005 (Advertisement). Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom right, there are navigation buttons for First, Previous, Next, and Last.

Sr. No.	Token Number	Bill Type	Claim Type
1	1400001189	General Provident Fund (G.P.F.) Bill	G.P.F. Final Withdrawal
2	1400001005	Detailed Contingent (D.C.) Bill	Advertisement

Figure 36: Bill and Document Printing Work list Screen

- After clicking on the Token Number below screen will appear to print the bill and caseworker can view and click on the print button for printing all the supporting documents.

Khajane II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

KHAJANE II PostRole Switch 98 Mr. Anup P Change Password Help Logout

Bill Creation

Notings

Document details

Token Number		1400001189		
Sr. No	Supporting document	Unique identifier of the supporting document	Print	Number of pages
1	AG Authorization	987654321	-	0
2	Annexure A	1400001189D01	Print	0
3	Bill Details	1400001189	Print	0
4	Additional details	1400001189D03	-	0

Total number of pages: 0

Figure 37: View Annexure details Screen

- After printing the supporting document caseworker will enter the number of pages and click on “Forward to DDO” button

Khajane II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

KHAJANE II PostRole Switch Mr. Anup P Change Password Help Logout

Bill Creation

Notings

Document details				
Token Number		1400001189		
Sr. No	Supporting document	Unique identifier of the supporting document	Print	Number of pages
1	AG Authorization	987654321	-	1
2	Annexure A	1400001189D01	Print	1
3	Bill Details	1400001189	Print	2
4	Additional details	1400001189D03	-	1
Total number of pages: 5				

Figure 38: Forward to DDO Screen

The print format of the GPF bill is as shown below;

Government of Karnataka																																						
General Provident Fund (G.P.F.) Bill of HOME DEPARTMENT for the month of December 2014																																						
GPF Form 5	Date:	DUPLICATE																																				
Bill No. 111410000833	Token No:																																					
Treasury: KALGHATGI	Voucher No:																																					
Claim Type: G.P.F. Temporary Advance																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">HOA</td> <td colspan="2" style="width: 85%;">DDO Details</td> </tr> <tr> <td style="text-align: center; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>8</td><td>0</td><td>0</td><td>9</td></tr> <tr><td>0</td><td>1</td><td></td><td></td></tr> <tr><td>1</td><td>0</td><td>1</td><td></td></tr> <tr><td>0</td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td></td><td></td></tr> </table> </td> <td style="text-align: center; padding: 5px;">DDO Code: 3 1 0 0 - P 0 0 1 0 - 0</td> </tr> <tr> <td style="text-align: center; padding: 5px;">001</td> <td style="text-align: center; padding: 5px;">TAN No: B L R P 0 6 5 6 1 C</td> <td colspan="2"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">NA</td> <td colspan="2"></td> <td style="text-align: right; padding: 5px;">₹ 313</td> </tr> <tr> <td colspan="3"></td> <td style="text-align: right; padding: 5px;">Gross Amount: ₹ 313</td> </tr> </table>	HOA	DDO Details		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>8</td><td>0</td><td>0</td><td>9</td></tr> <tr><td>0</td><td>1</td><td></td><td></td></tr> <tr><td>1</td><td>0</td><td>1</td><td></td></tr> <tr><td>0</td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td></td><td></td></tr> </table>	8	0	0	9	0	1			1	0	1		0				0	1			DDO Code: 3 1 0 0 - P 0 0 1 0 - 0	001	TAN No: B L R P 0 6 5 6 1 C			NA			₹ 313				Gross Amount: ₹ 313	CTS 7 
HOA	DDO Details																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>8</td><td>0</td><td>0</td><td>9</td></tr> <tr><td>0</td><td>1</td><td></td><td></td></tr> <tr><td>1</td><td>0</td><td>1</td><td></td></tr> <tr><td>0</td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td></td><td></td></tr> </table>	8	0	0	9	0	1			1	0	1		0				0	1			DDO Code: 3 1 0 0 - P 0 0 1 0 - 0																	
8	0	0	9																																			
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001	TAN No: B L R P 0 6 5 6 1 C																																					
NA			₹ 313																																			
			Gross Amount: ₹ 313																																			
Sanction Order Details																																						
Sanction Order Number	233	Date	11/11/2013																																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">Employee Details</th> <th style="width: 20%;">Acquittance</th> </tr> <tr> <td style="padding: 5px;">KGID/ Metal Number</td> <td style="padding: 5px;">896896</td> </tr> <tr> <td style="padding: 5px;">Name of the Employee</td> <td style="padding: 5px;">LIC Crp</td> </tr> <tr> <td style="padding: 5px;">Designation</td> <td style="padding: 5px;">ASDASD</td> </tr> <tr> <td style="padding: 5px;">GPF Account Number</td> <td style="padding: 5px;">ASDAD</td> </tr> <tr> <td colspan="2" style="padding: 5px; text-align: right;">Total Amount : ₹ 313</td> </tr> </table>			Employee Details	Acquittance	KGID/ Metal Number	896896	Name of the Employee	LIC Crp	Designation	ASDASD	GPF Account Number	ASDAD	Total Amount : ₹ 313																									
Employee Details	Acquittance																																					
KGID/ Metal Number	896896																																					
Name of the Employee	LIC Crp																																					
Designation	ASDASD																																					
GPF Account Number	ASDAD																																					
Total Amount : ₹ 313																																						
Net Amount Payable ₹ 313 (Rupees Three Hundred Thirteen Only)																																						

CERTIFICATES

1. Received Contents.
2. Certified that I have satisfied myself that all sums included in bills drawn 1 month/ 2 months/ 3 months previous to this date with exception of those detailed below (of which the total has been refunded by deduction from this bill) have been disbursed to the proper persons, and that their acquittances have been taken and filed in my office with receipt stamp duly cancelled for every payment in excess of ₹ 20
3. Certified that the balance at the credit of the subscriber on the date of withdrawal covers the sum drawn in the bill. The Policy No - - with --- Company has already been assigned in favour of the Governor

Place: _____

Signature of DDO

Date: _____

Deputy Inspector General of Police, Commissioner of Police, Hubli-Dharwad

Space for use of Treasury

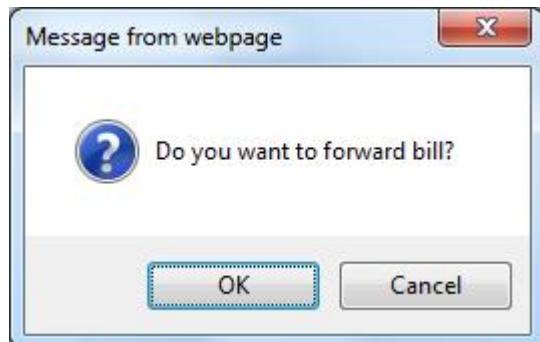
Pay In e-Payment ₹313(Rupees Three Hundred Thirteen Only)

BoA

Head Accountant

Treasury Officer

- Clicking on “Forward to DDO” button below message will appear to caseworker



- After clicking on “OK” button request will go to DDO Work list for forwarding it to Treasury

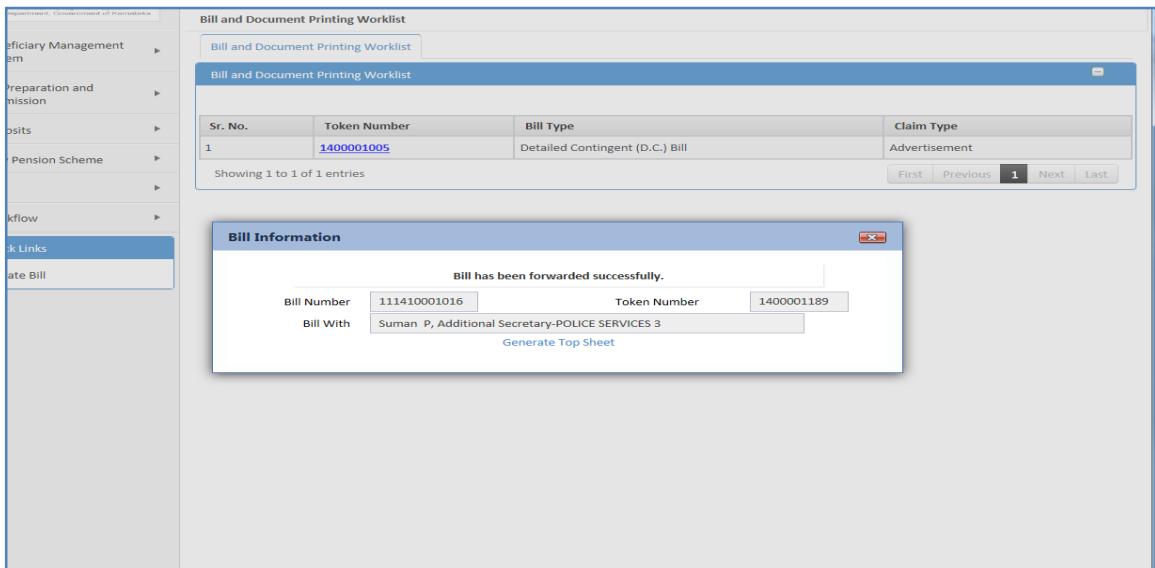


Figure 39: View the DDO details Screen

- After forwarding it to DDO, caseworker will Generate Top Sheet (Click on the Generate Top Sheet hyperlink as referred on the above Pop-up message) and attach it to the bill along with supporting document

This screenshot shows a web browser displaying a 'TOP SHEET' for a bill. The page header includes the URL 'https://10.139.2.251/jasperserver/flow.html?_flowId=viewReportFlow&standAlone=true&_flowId=view - Microsoft Internet Explorer p'. The top of the page features the Government of Karnataka logo and the text 'Department of Treasuries'. Below this is the heading 'GOVERNMENT OF KARNATAKA' and 'TOP SHEET'. The 'Token Number' is listed as 1400001189. A table follows, showing the 'Document Identification Number', 'Description of the Supporting Document', and 'Number of Pages' for four items:

Document Identification Number	Description of the Supporting Document	Number of Pages
1400001189	Bill Details	2
1400001189D01	Annexure A	1
1400001189D03	Additional details	1
987654321	AG Authorization	1
		Total Number of Pages: 5

Figure 40: Top Sheet details Screen

DDO -Submits the bill to treasury:

Step 1: After log-in to Khajane II application – DDO will switch the role.

Post Role Switch:

- Click on the Post Role Switch tab to select the role.
- Switch the Role as Drawing and Disbursement Officer to Verify and approve the bill. Click on submit.

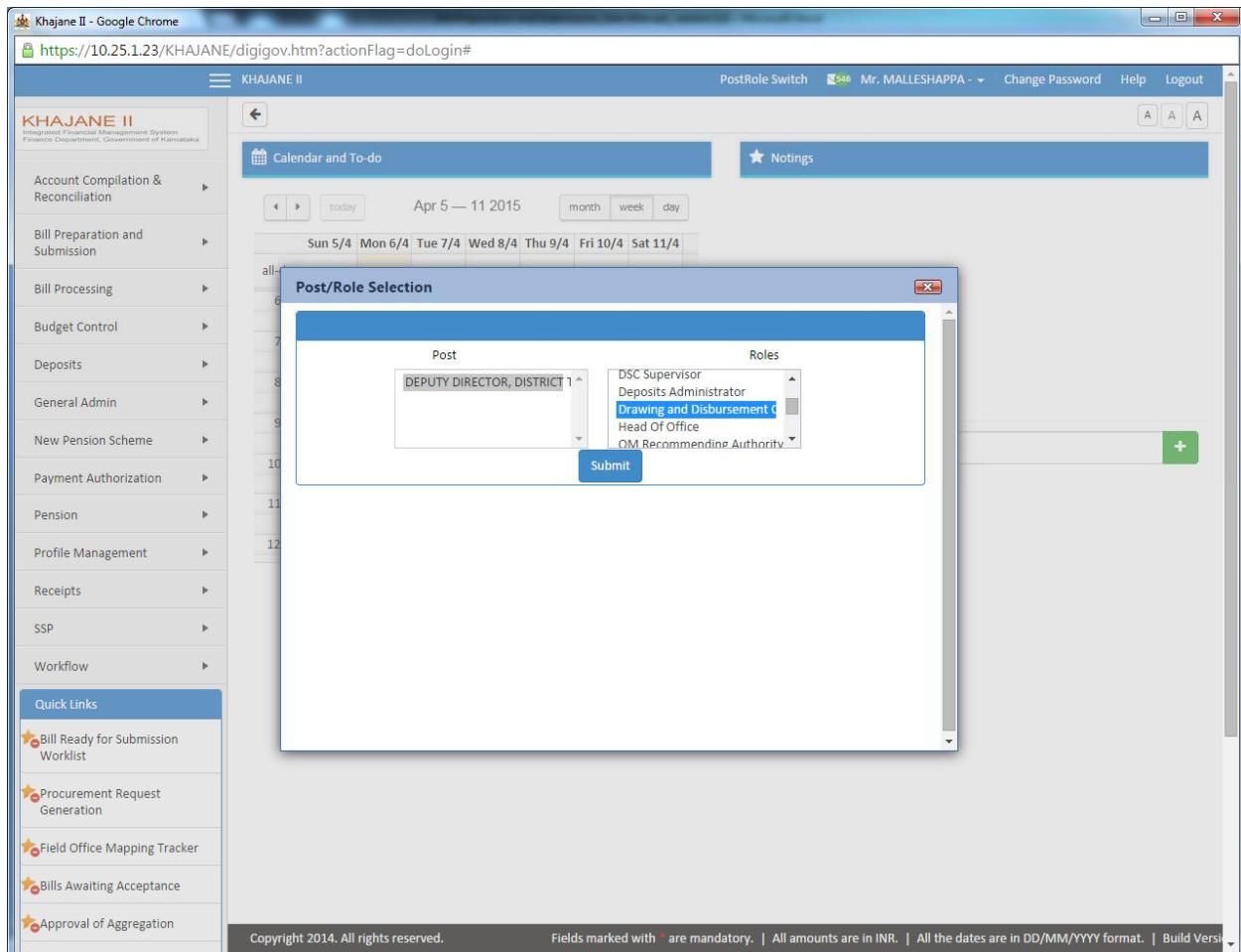


Figure 41: Post/Role Selection Screen

Step 2: DDO will go to the below mentioned path to forward the bill to Treasury

- Bill Preparation and Submission → Process → Bill ready for Submission Work list

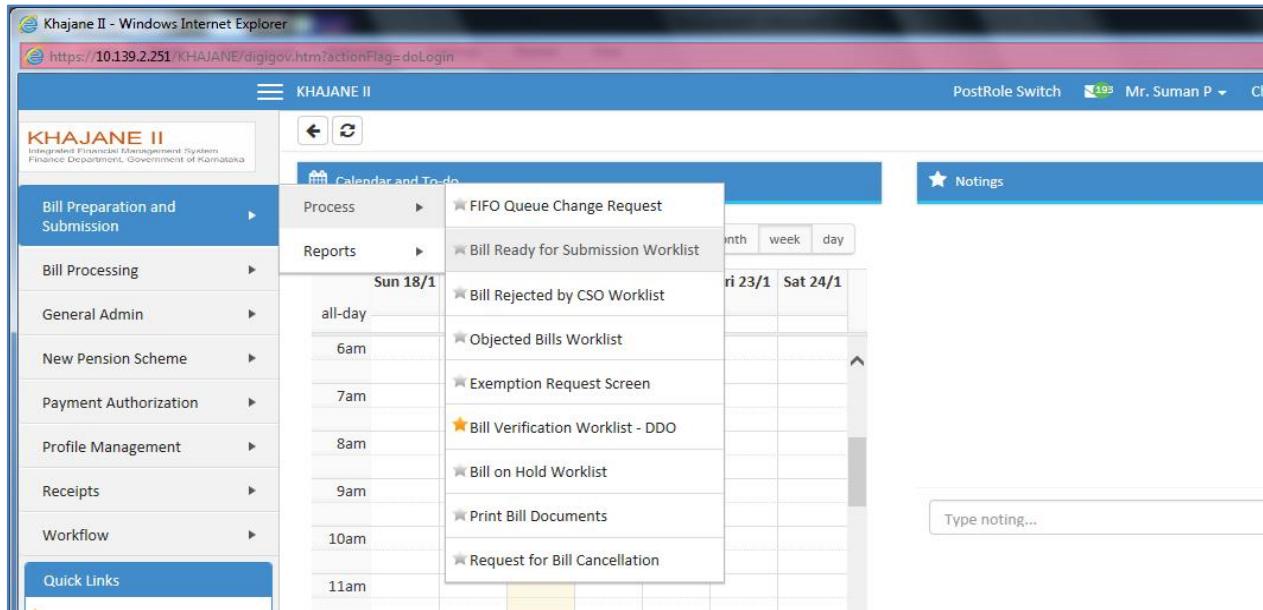


Figure 42: Navigation to bill submission Screen

- Bill ready for Submission Work list- DDO can view the Bills/Token Number in the Work list

The screenshot shows the 'Bill Ready for Submission Worklist' screen. At the top, there is a breadcrumb navigation: 'Process > Bill Ready for Submission Worklist'. Below the header, there is a search bar labeled 'Bill Ready for Submission Worklist'. The main content area contains a table titled 'Bill Ready for Submission Worklist' with one entry. The table has columns: Sr. No., Token Number, Bill Type, Claim Type, HoA, Gross Amount, and Net Amount. The entry shows Sr. No. 1, Token Number 1400001189, Bill Type General Provident Fund (G.P.F.) Bill, Claim Type G.P.F. Final Withdrawal, HoA 8009-01-101-0-01, Gross Amount 1500, and Net Amount 1500. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. There are navigation buttons for 'First', 'Previous', '1' (highlighted), 'Next', and 'Last'.

Figure 43: DDO Work list Screen

- After clicking on the Token number the bill details will be opened on the screen

The screenshot shows a software interface for managing bills. At the top, there's a header bar with the text "Document details". Below it is a table with columns: "Sr. No", "Supporting document", "Unique identifier of the supporting document", "Print", and "Number of pages". The table contains four rows of data:

Sr. No	Supporting document	Unique identifier of the supporting document	Print	Number of pages
1	AG Authorization	987654321	-	1 X
2	Annexure A	1400001189D01	Print	1
3	Bill Details	1400001189	Print	2
4	Additional details	1400001189D03	-	1

Below the table is another section titled "Bill submission to Treasury". It includes fields for "Token Number" (1400001189), "Total number of pages of supporting documents" (5), and "Revised number of pages of supporting documents" (5). There are also "Print" buttons for each row in the table.

Figure 44: Bill Details Screen

- After viewing all the details, DDO has to click on the “Submit to Treasury” button and pop-up message will appear for confirmation.

This screenshot shows the same software interface as Figure 44, but with a modal dialog box in the foreground. The dialog is titled "Message from webpage" and contains the question "Do you want to send bill to Treasury?". It has two buttons at the bottom: "OK" and "Cancel". The background shows the "Document details" table and the "Bill submission to Treasury" section, which now includes the "Revised number of pages of supporting documents" field set to 5.

Figure 45: Bill Submit to Treasury Screen

- After clicking on the “OK” button request will be sent to mapped treasury for processing

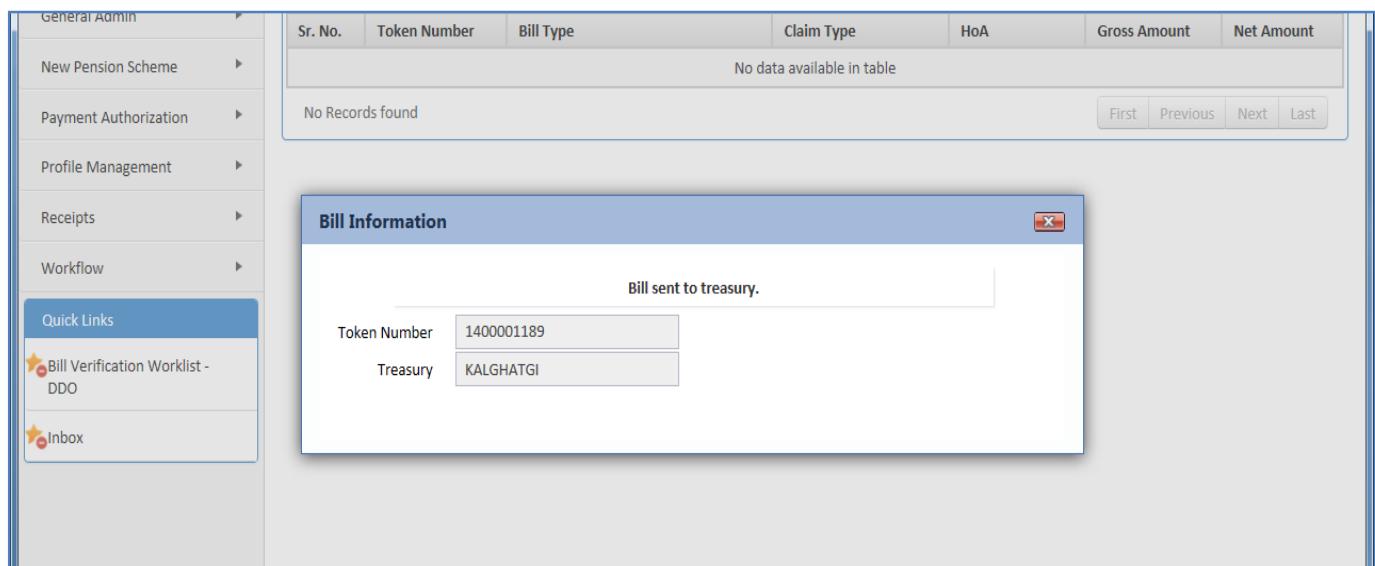


Figure 46: View Treasury details Screen

Note: All the required hard copies for processing the bill will be sent to concerned treasury through DDO messenger

2.2 Bill Type: Detailed Contingent (D.C.) Bill

Case Worker Activity:

Step 1: Login Screen: Login to Khajane II Application: Case Worker will Login to the application using his/her credentials.

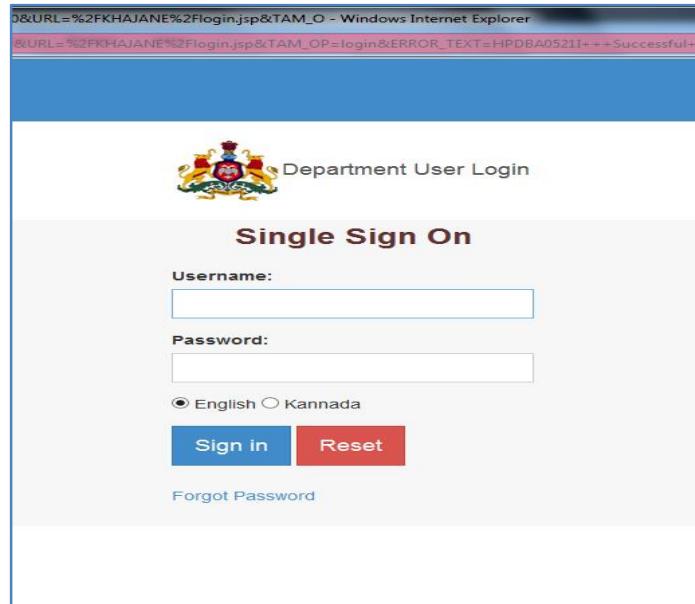


Figure 47: Khajane II application login screen

Step 2: Case worker should navigate to the below path to create the Bill and click on Create Bill link.

- Bill Preparation and Submission → Process →Create Bill

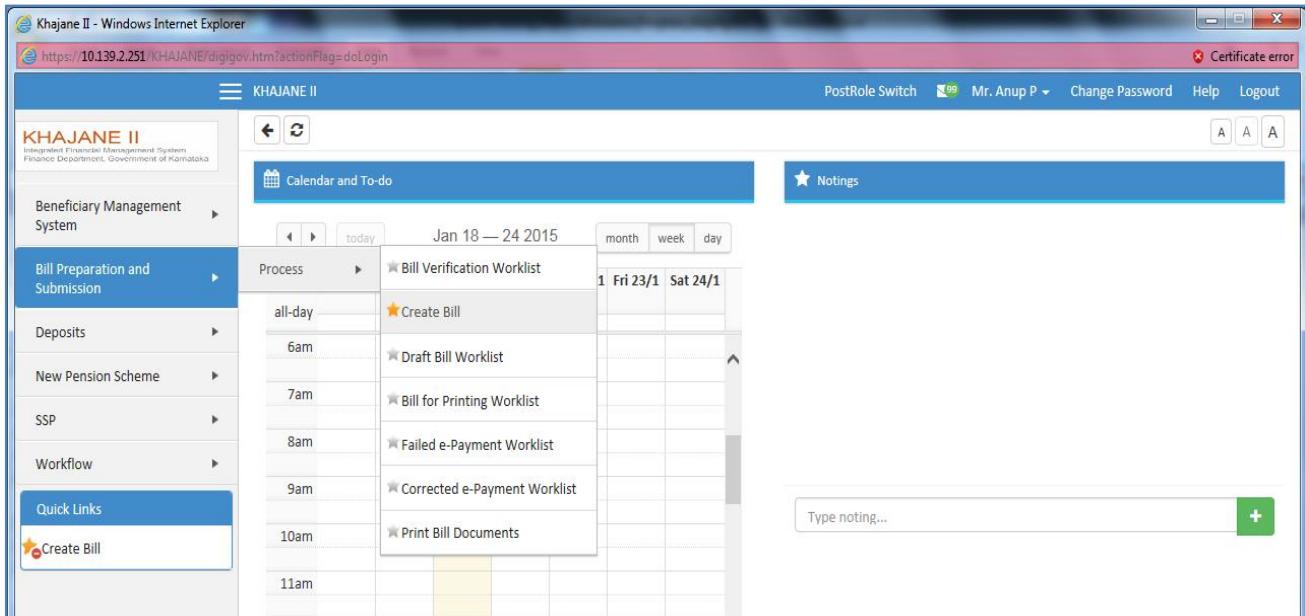


Figure 48: Navigation to the New Bill Creation screen

Step 3: New Bill Creation Screen:

- DDO details : These details will be Auto – populated on the login to the application
- Bill Creation Details: Caseworker will enter/select all mandatory (*) fields and click on ‘Open’ to capture all required bill specific details.

The screenshot shows the 'New Bill Creation' screen. It has two main sections: 'DDO Details' and 'Bill Creation Details'. In 'DDO Details', fields include 'DDO Code' (2500PO1584) and 'DDO Designation' (Additional Secretary-POLICE SERV). In 'Bill Creation Details', fields include 'Bill Sector' (State), 'Bill Type' (Detailed Contingent (D.C.)), and 'Claim Type' (Charges for Labour Engaged). There's also a checkbox for 'Populate last bill details'. At the bottom are 'Open', 'Reset', and 'Close' buttons.

Figure 49: New Bill Creation screen

Step 4: Online Sanction Order search

- Online Sanction Order search:
- Enter the Sanction order related details (Sanction order number, Date, Subject or HOA) to search the order and map to the bill or select the order from the list populated.

Offline Order Details:

- In case of offline order, click on Offline Order radio button and enter Sanction Order Number Date. Click on the open button to enter bill details
- No sanction order: Click on the Open button

The screenshot shows a software interface for managing bills. At the top, there's a navigation bar with icons for back, forward, and search, followed by the path: Process > Create Bill > Search and Tag Sanction Order. Below this is a toolbar with three 'A' icons.

Online Sanction Order Search

This section contains a search form with fields for Bill Type (set to 'Detailed Contingent (D.C.) Bill'), Sanction Order No, Subject, DDO Code (2500PO1584), Claim Type (Charges for Labour Engaged), Sanction Order Date, Department (POLICE HEAD QUARTERS), and HoA. It includes 'Search' and 'Reset' buttons.

Order No	Order Date	Subject	Department Name	DDO Code	HoA
0011GO14000027	06/01/2015 03:29 PM	dfhgfh	POLICE HEAD QUARTERS	ALL	2055~00~001~0~01~015~NP~V
0011GO14000026	06/01/2015 02:44 PM	dfgfghf	POLICE HEAD QUARTERS	ALL	2055~00~001~0~01~015~NP~V
0011GO14000028	02/01/2015 01:31 PM	test subject	POLICE HEAD QUARTERS	ALL	2055~00~001~0~01~015~NP~V
0002GO14000007	08/12/2014 06:38 PM	Su	FINANCE DEPARTMENT	ALL	2055~00~108~0~01~015~NP~V
0011GO14000004	03/11/2014 03:22 PM	asd	POLICE HEAD QUARTERS	ALL	2055~00~104~0~06~015~NP~V
0011GO14000003	03/11/2014 02:23 PM	Subject35	POLICE HEAD QUARTERS	ALL	2055~00~108~0~01~015~NP~V

Showing 1 to 6 of 6 entries

Offline Order Details

This panel contains a radio button group for 'None' (selected) and 'Offline Order'. It has fields for 'Sanction Order No' and 'Sanction Order Date' with a calendar icon. It also has 'Open' and 'Close' buttons.

Figure 50: Online sanction order search screen

Step 5: General Details

- Capture the General Details – Select Expenditure HOA and click on the next tab

General Details

DDO Details

DDO Code	2500PO1584	DDO Designation	Additional Secretary-POLICE SERV
TAN Number	BLRP34962D	Treasury	KALGHATGI

Bill Details

Bill Type	Detailed Contingent (D.C.) Bill	Claim Type	Charges for Labour Engaged
Bill Sector	State		

Expenditure HoA Details

Expenditure HoA	2055~00~104~0~07~015~N	Object Head Description	Subsidiary Expenses
Allotment	20000000000	Expenditure (Bill in DDO Office + Bills Submitted to Treasury)	0
Expenditure(Bills Submitted to Treasury)	0	Balance Available	20000000000

Sanction/Office Order Details

Search and Tag Sanction Order	<input type="text"/>
-------------------------------	----------------------

Buttons: Save, Forward, Forward and Print, Close

Figure 51: General Details Update screen

Step 6: DC - Bill Details

- Sub Voucher – Enter all the required mandatory details (*)

The screenshot shows the 'CTS 05 - DC Bill' application interface. At the top, there are four tabs: 'General Details', 'DC Bill Details' (which is selected), 'Recipient, Deduction, Amount Summary Details', and 'Certificate Details'. Below the tabs, a sub-section titled 'Sub Voucher' contains fields for entering expenditure details. The fields include:

- Number:** subvou001 (mandatory, indicated by an asterisk)
- Description of Expenditure:** Labour charges (mandatory, indicated by an asterisk)
- Date:** 21/01/2015
- Amount:** 1500 (mandatory, indicated by an asterisk)
- Recipient Code:** 2600000121 (mandatory, indicated by an asterisk)
- Recipient Name:** Kirana C D
- Bank Account No:** 1984568956 (mandatory, indicated by an asterisk)

At the bottom of the 'Sub Voucher' section is a blue 'Add Sub Voucher' button. Below this are four action buttons: 'Save', 'Forward', 'Forward and Print', and 'Close'.

Figure 52: DC Bill screen

- After entering all the mandatory details click on “Add Sub Voucher” button
- We can add multiple expenditures under the same bill (Ex: Labour charges, Computer Expenses...etc.)

This screenshot shows the same 'CTS 05 - DC Bill' application interface as Figure 52, but it includes a list of previously added sub-vouchers at the bottom. The sub-voucher entry form is identical to Figure 52. The list of sub-vouchers is as follows:

Number	Date	Description of Expenditure	Amount	Recipient Code	Recipient Name	Account Number	Action
subvou001	21/01/2015	Labour charges	1500	2600000121	Kirana C D	1984568956	Delete
subvou002	21/01/2015	computer expenses	5000	2600000122	Babu K R	1984568957	Delete

Below the table are the same four action buttons: 'Save', 'Forward', 'Forward and Print', and 'Close'.

Figure 53: DC Bill details screen

Step 7: Recipients, Amount Summary Details:

- Payment Details: Select the Mode of Payment (e-Payment or Cheque)
- Recipient Details: view recipient details.
- TTR/Deduction Details: Enter the required details (Ex: Purpose, Recipient Name , Tax deduction details) and click on “Add TTR/Deduction” button to view the details, after adding system will automatically capture the amount summary details and display it under the Amount summary.
- Amount Summary: Auto populated by the system.

Recipient Code	Recipient Name	Bank Name	Branch Name	Account Number	IFSC Code	MICR Code	Gross Amount	Payable Amount
2600000121	Kirana C D	Canara Bank	KAGGADASAPURA, BANGALORE	1984568956	S23423423	24234234	1500	1350
2600000122	Babu K R	Canara Bank	KAGGADASAPURA, BANGALORE	1984568957	S23423423	24234234	5000	5000

Recipient	Recipient Name	Purpose	TTR Code	HoA	Deposit Account Number	TAX Deduction	TAX Rate (%)	Deduction Amount
2600000121	Kirana C D	Income Tax	IT	8658~00~112~0~01	NA	Interest other than interest on securities	10.0	150

Figure 54: Recipients, Amount Summary Update screen

Step 8: Certificate details

- View the certificates mapped with the bill

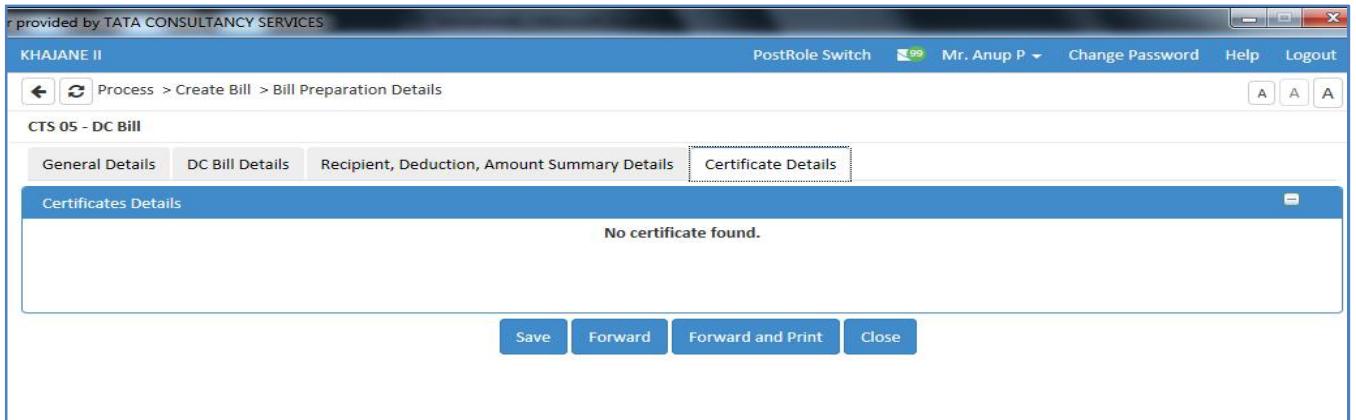


Figure 55: Certificate details screen

- Click on 'Save' button to save the bill details in the Caseworker Draft Bill work list or Click on 'Forward' button to save and forward the bill to next level:

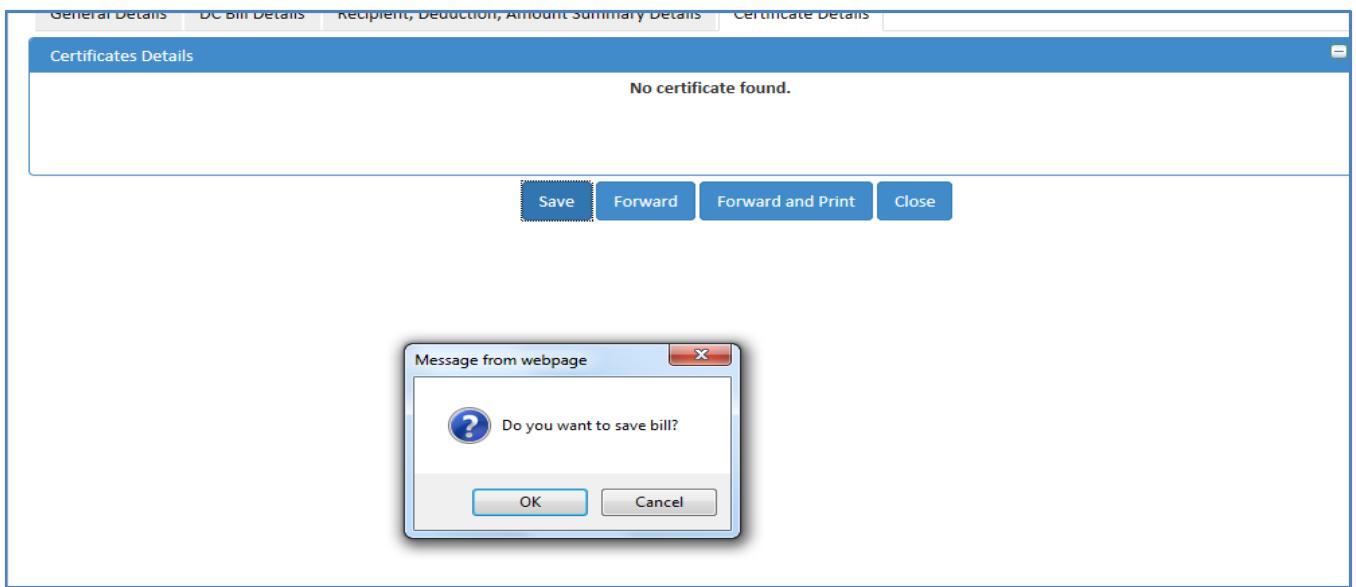


Figure 56: Bill Save or forward screen

Step 9.Bill number details screen:

- After creating and saving the new bill in the system, unique Bill Number is generated

The screenshot shows a user interface for managing bill numbers. At the top, there are dropdown menus for 'Bill Sector' (Select), 'Claim Type' (Select), 'Bill Type' (Select), and 'Purpose'. Below these is a checkbox labeled 'Populate last bill details'. A 'Bill Information' dialog box is open in the center, displaying the 'Bill Number' field which contains '111410001060'. The dialog has standard window controls (Minimize, Maximize, Close) and navigation buttons ('<', '>'). Below the dialog is a large empty space.

Figure 57: Draft Bill number screen

- Click on 'Forward' to forward the Bill to Superintendent:
- Once the bill is created, it can be forwarded to the Superintendent by clicking on 'Forward' or 'Forward and Print' button.
- Superintendent clicks 'Ok' to declare the successful verification of the bill.

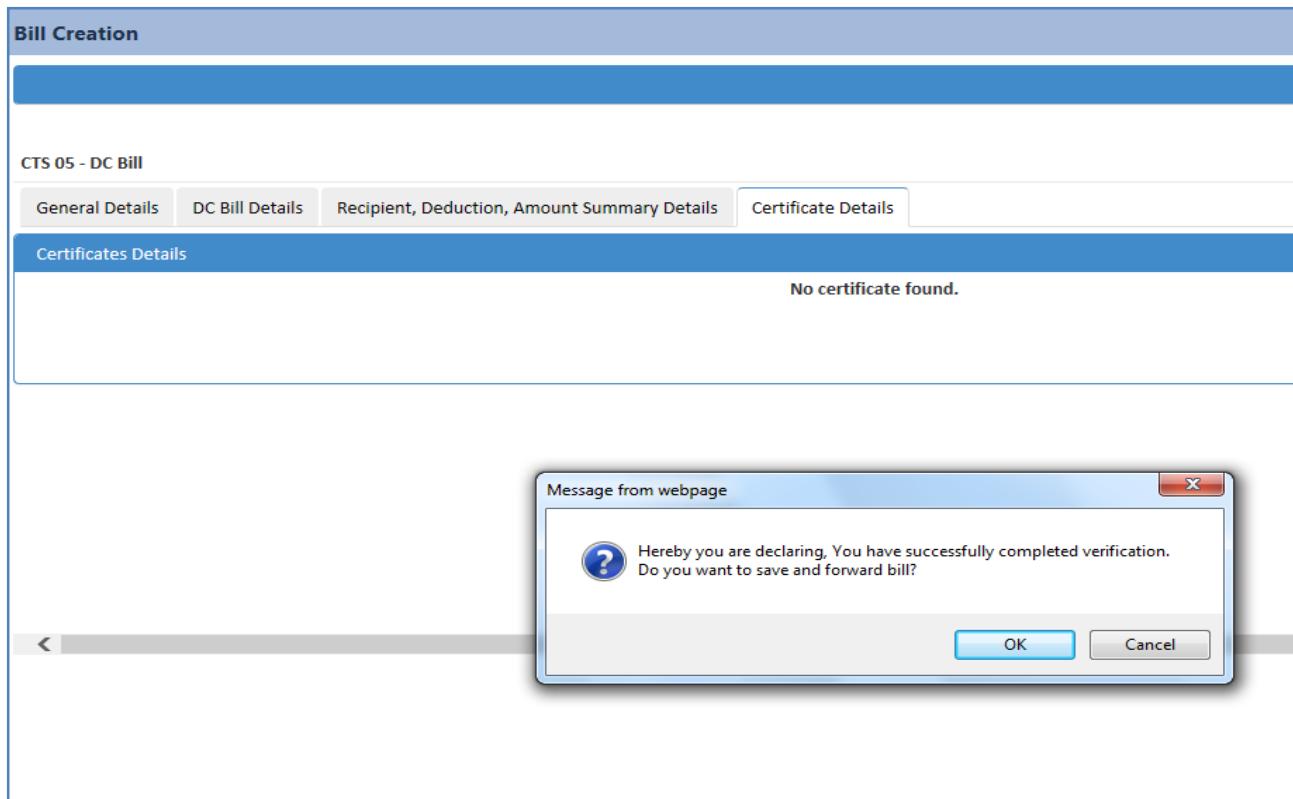


Figure 58: Bill Forward to next level screen

- View the next level verifier details along with Bill Number

No.					
1	111410001061	Abstract Contingency (A.C.) Bill	AC Bill for General Purpose	2056~00~101~0~01	100
2	111410000843	Gazetted/ Non-Gazetted Establishment T.A. Bill	Advance Journey on Tours	2055~00~001~0~01	2000
3	111410000831	Payees Receipt	Payees Receipt	2055~00~101~0~03	100
4	111410000821	Payees Receipt	Payees Receipt	2055~00~101~0~03	100
5	Bill Information				
6	Bill has been forwarded successfully.				
7	Bill Number	<input type="text" value="111410001060"/>			
8	Bill With	Anupam Z, First Division Assistant 44			
9					
10					
<input type="button" value="Close"/>					
Showing 1 to 10 of 22 entries					
First Previous					

Figure 59: View Bill number screen

[Note: Superintendent, DDO, Caser Worker – Approved Bill Print Activity and DDO - Submits the bill to treasury activity is covered under the GPF bill]

The sample print format for DC bill is shown below:

Government of Karnataka																																																																																																														
Detailed Contingent (D.C.) Bill of HOME DEPARTMENT for the month of December 2014																																																																																																														
MCE 4	Date: 09/12/2014																																																																																																													
Bill No. 111410000505	DUPLICATE																																																																																																													
Treasury: KALGHATGI	Token No: 1400000873																																																																																																													
Claim Type: Advertisement	Voucher No:																																																																																																													
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: center; padding: 2px;">HOA</th> <th colspan="8" style="text-align: center; padding: 2px;">DDO Details</th> </tr> <tr> <td style="text-align: center; padding: 2px;">2 0 5 5</td> <td colspan="3"></td> <td style="text-align: center; padding: 2px;">DDO Code: 3 1 0 0 - P O 0 1 0 - 0</td> <td colspan="7"></td> </tr> <tr> <td style="text-align: center; padding: 2px;">0 0</td> <td colspan="3"></td> <td colspan="8"></td> </tr> <tr> <td style="text-align: center; padding: 2px;">1 0 4</td> <td colspan="3"></td> <td style="text-align: center; padding: 2px;">TAN No: B L R P 0 6 5 6 1 C</td> <td colspan="7"></td> </tr> <tr> <td style="text-align: center; padding: 2px;">0</td> <td colspan="3"></td> <td colspan="8"></td> </tr> <tr> <td style="text-align: center; padding: 2px;">0 1</td> <td colspan="3"></td> <td colspan="8"></td> </tr> <tr> <td style="text-align: center; padding: 2px;">Non-Plan</td> <td style="text-align: center; padding: 2px;">Voted</td> <td colspan="3"></td> <td colspan="8"></td> </tr> <tr> <td colspan="2" style="text-align: center; padding: 2px;">051</td> <td colspan="3" style="text-align: center; padding: 2px;">General Expenses</td> <td colspan="7" style="text-align: right; padding: 2px;">₹ 300</td> </tr> <tr> <td colspan="2"></td> <td colspan="3"></td> <td colspan="7" style="text-align: right; padding: 2px;">Gross Amount: ₹ 300</td> </tr> </table>	HOA				DDO Details								2 0 5 5				DDO Code: 3 1 0 0 - P O 0 1 0 - 0								0 0												1 0 4				TAN No: B L R P 0 6 5 6 1 C								0												0 1												Non-Plan	Voted												051		General Expenses			₹ 300												Gross Amount: ₹ 300							<div style="text-align: center; font-size: 2em; margin-bottom: 10px;">CTS 5</div> <div style="text-align: center; margin-bottom: 10px;">  </div>
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<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Sr No</th> <th style="text-align: left; padding: 2px;">Deduction Description</th> <th style="text-align: left; padding: 2px;">HOA</th> <th style="text-align: right; padding: 2px;">Amount (₹)</th> </tr> </thead> <tbody> <tr> <td style="text-align: left; padding: 2px;">1</td> <td style="text-align: left; padding: 2px;">Income Tax</td> <td style="text-align: left; padding: 2px;">8658~00~112~0~01</td> <td style="text-align: right; padding: 2px;">25</td> </tr> <tr> <td colspan="3" style="text-align: right; padding: 2px;">Total Deductions:</td> <td style="text-align: right; padding: 2px;">30</td> </tr> <tr> <td colspan="3" style="text-align: right; padding: 2px;">Net Amount:</td> <td style="text-align: right; padding: 2px;">270</td> </tr> </tbody> </table>			Sr No	Deduction Description	HOA	Amount (₹)	1	Income Tax	8658~00~112~0~01	25	Total Deductions:			30	Net Amount:			270	<p style="margin: 0;">(Rupees Two Hundred Seventy Only)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 2px;">Sr No</th> <th style="text-align: left; padding: 2px;">Sub Voucher No</th> <th style="text-align: left; padding: 2px;">Date</th> <th style="text-align: left; padding: 2px;">Description of Charge & No, Date of authority for all charges requiring Spl. Sanction</th> <th style="text-align: right; padding: 2px;">Amount (₹)</th> </tr> </thead> <tbody> <tr> <td style="text-align: left; padding: 2px;">1</td> <td style="text-align: left; padding: 2px;">subvou001</td> <td style="text-align: left; padding: 2px;">09/12/2014</td> <td style="text-align: left; padding: 2px;">advertisement1</td> <td style="text-align: right; padding: 2px;">100</td> </tr> <tr> <td style="text-align: left; padding: 2px;">2</td> <td style="text-align: left; padding: 2px;">subvou002</td> <td style="text-align: left; padding: 2px;">09/12/2014</td> <td style="text-align: left; padding: 2px;">advertisement2</td> <td style="text-align: right; padding: 2px;">150</td> </tr> <tr> <td style="text-align: left; padding: 2px;">3</td> <td style="text-align: left; padding: 2px;">subvou003</td> <td style="text-align: left; padding: 2px;">09/12/2014</td> <td style="text-align: left; padding: 2px;">advertisement3</td> <td style="text-align: right; padding: 2px;">50</td> </tr> </tbody> </table>	Sr No	Sub Voucher No	Date	Description of Charge & No, Date of authority for all charges requiring Spl. Sanction	Amount (₹)	1	subvou001	09/12/2014	advertisement1	100	2	subvou002	09/12/2014	advertisement2	150	3	subvou003	09/12/2014	advertisement3	50																																																																							
Sr No	Deduction Description	HOA	Amount (₹)																																																																																																											
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3	subvou003	09/12/2014	advertisement3	50																																																																																																										
			<p style="margin: 0;">Total: ₹ 300</p> <p style="margin: 0;">(Rupees Three Hundred Only)</p>																																																																																																											
			<p style="margin: 0;">Signature of DDO</p> <p style="margin: 0;">Deputy Inspector General of Police, Commissioner of Police, Hubli-Dharwad</p>																																																																																																											

Amount required for Payment

Payable Amount ₹ 270 (Rupees Two Hundred Seventy Only)
 By e-Payment ₹ 270 (Rupees Two Hundred Seventy Only)
 By Transfer ₹ 30 (Rupees Thirty Only)

Contents Received

Place: _____

Signature

Date: _____

Deputy Inspector General of Police, Commissioner of Police, Hubli-Dharwad

Space for Audit Office			Space for use of Treasury		
Admitted ₹			Gross ₹ 300		
Objected ₹			(Rupees Three Hundred Only)		
Reasons. _____			By TTR ₹ 30		
Auditor Section Officer	Senior Officer	Gazetted Officer	Net Payable ₹ 270		
			(By e-Payment)	BoA	Head Accountant
				Treasury Officer	

2.3 Bill Type: Gazetted/ Non-Gazetted Establishment T.A. Bill

Case Worker Activity:

Step 1: Login to Khajane II Application: Case Worker will Login to the application using his/her credentials.

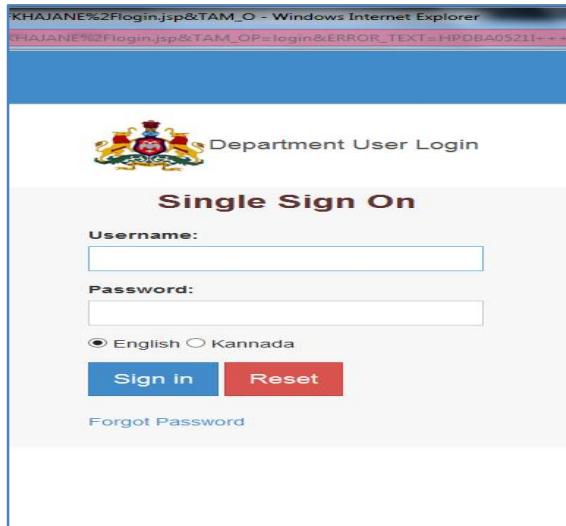


Figure 60: Khajane II application login screen

Note: Usage of Bio-metric authentication process needs to be added to this document

Step 2: Case worker should navigate to the below path to create the Bill and click on Create Bill link.

- Bill Preparation and Submission → Process →Create Bill

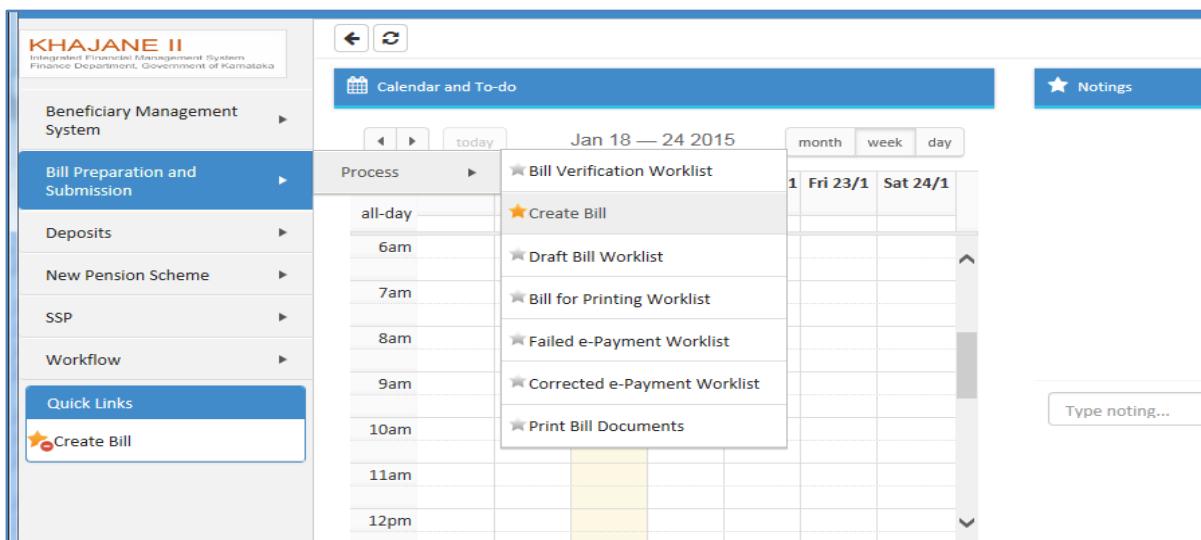


Figure 61: Navigation to the New Bill Creation screen

Step 3: New Bill Creation Screen:

- DDO details : These details will be Auto – populated on the login to the application
- Bill Creation Details: Caseworker will enter/select the mandatory (*) fields and click on ‘Open’ to capture all required bill details.

The screenshot shows the 'New Bill Creation' window. At the top, there's a header bar with 'PostRole Switch', a user profile 'Mr. Anup P.', 'Change Password', 'Help', and 'Logout'. Below the header, the title 'Process > Create Bill' is visible. The main area is divided into two sections: 'DDO Details' and 'Bill Creation Details'. In 'DDO Details', 'DDO Code' is set to '2500PO1584' and 'TAN Number' is 'BLRP34962D'. In 'Bill Creation Details', 'Bill Sector' is 'State', 'Claim Type' is 'TA Bills', and 'Bill Type' is 'Gazetted/ Non-Gazetted Est'. There's also a checkbox for 'Populate last bill details'. At the bottom of the window are three buttons: 'Open', 'Reset', and 'Close'.

Figure 62: New Bill Creation screen

Step 4: Online Sanction Order search

Online Sanction Order search:

- Enter the Sanction order related details (Sanction order number, Date, Subject or HOA) to search the order and map to the bill or select the order from the list populated.

Offline Order Details:

- In case of offline order, click on Offline Order radio button and enter Sanction Order Number Date. Click on the open button to enter bill details
- No Sanction Order: Click on the Open button

KHAJANE II

PostRole Switch Mr. Anup P ▾ Change Password Help Logout

Process > Create Bill > Search and Tag Sanction Order

A A A

Online Sanction Order Search

Search and Tag Sanction Order

Online Sanction Order Search

Bill Type	Gazetted/ Non-Gazetted Establish	Claim Type	TA Bills
Sanction Order No		Sanction Order Date	
Subject		Department	POLICE HEAD QUARTERS
DDO Code	2500PO1584	HoA	

Search Reset

No data available in table

No Records found

First Previous Next Last

Offline Order Details

None Offline Order

Sanction Order No

Sanction Order Date

Open Close

The screenshot shows the 'Search and Tag Sanction Order' module. At the top, there are navigation links and user information. Below that is the 'Online Sanction Order Search' section with various search criteria like Bill Type, Sanction Order No, Subject, DDO Code, Claim Type, Sanction Order Date, Department, and HoA. There are 'Search' and 'Reset' buttons. Below this is a table with columns: Order No, Order Date, Subject, Department Name, DDO Code, and HoA. A message 'No data available in table' is displayed. At the bottom, there's an 'Offline Order Details' section with radio buttons for 'None' or 'Offline Order', and fields for Sanction Order No and Sanction Order Date, along with 'Open' and 'Close' buttons.

Figure 63: Online sanction order search screen

Step 5: General Details

- Enter the General Details – Select Expenditure HOA and click on the next tab

KHAJANE II

PostRole Switch 100 Mr. Anup P Change Password Help Logout

Process > Create Bill > Bill Preparation Details

CTS-2 Gazetted/Non-Gazetted Establishment T.A. Bill

General Details Journey Specific Details Bill Specific Details Recipients, Amount Summary Details Certificate Details

DDO Details

DDO Code	2500PO1584*	DDO Designation	Additional Secretary-POLICE SERV*
TAN Number	BLRP34962D*	Treasury	KALGHATGI*

Bill Details

Bill Type	Gazetted/ Non-Gazetted Establish*	Claim Type	TA Bills*
Bill Sector	State*		

Expenditure HoA Details

Expenditure HoA	2055^00^104^0^06^041~N <input checked="" type="checkbox"/> *	Object Head Description	Travel Expenses*
Allotment	20000000000*	Expenditure (Bill in DDO Office + Bills Submitted to Treasury)	0*
Expenditure(Bills Submitted to Treasury)	0*	Balance Available	20000000000*

Sanction/Office Order Details

Search and Tag Sanction Order	<input type="text"/>
-------------------------------	----------------------

Save Forward Forward and Print Close

Figure 64: General Details Update screen

Step 6: Journey specific details

- Enter all the mandatory details (Marked with “*”)

KHAJANE II

PostRole Switch Mr. Anup P ▾ Change Password Help Logout

Process > Create Bill > Bill Preparation Details

CTS-2 Gazetted/Non-Gazetted Establishment T.A. Bill

General Details Journey Specific Details Bill Specific Details Recipients, Amount Summary Details Certificate Details

Month	January	Financial Year	2014-2015
Relaxation Order Number	ORDERNUMBER001	Relaxation Order Date	21/01/2015

Employee Details

KGID Number/Metal Number	246784	Name of the Employee	Kirana C D
Designation	MANAGER	Basic Pay	25000
Category of Employee	II	Headquarters	MYSORE
District in which Working	Dharwad	Payable Amount	0

[Add/Update Journey Break-up](#)

Add Cancel

Save Forward Forward and Print Close

Figure 65: Journey specific details screen

- Click on ADD/Update journey break-up to enter all the required details (Marked with *)
- After entering the details we can view the details as referred in the below screen

Journey Specific Details

Employee Journey Break-up Details

Employee Details

KGID Number/Metal Number	Name of the Employee	Designation	Basic Pay	Category of Employee	Headquarters	District in which Working
246784	Kirana C D	MANAGER	25000	II	MYSORE	Dharwad

Travel And Accommodation Details(Departure & Arrival)

Place of Departure	Date of Departure	Time of Departure	Place of Arrival	Date of Arrival	Time of Arrival
MYSORE *	20/01/2015 * <input type="button" value="F9"/>	12:00 * AM <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="V"/> *	BANGALORE *	21/01/2015 * <input type="button" value="F9"/>	03:00 * PM <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="V"/> *

Mode of Travel

Mode of Travel	Train <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="V"/> *	<input type="checkbox"/> Relaxation
Grade	A.C. Chair Car in Shatabdi Express <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="V"/> *	Fare Amount <input style="width: 100px;" type="text" value="1000"/> *

Travel Within City(for Claiming Taxi/Auto Fare)

Travel From	Place of Arrival to the Place <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="V"/>	Travel Within City(Fare Amount) <input type="text" value="300"/>
Sub Voucher Number	001	Sub Voucher Date <input style="width: 20px; height: 20px; vertical-align: middle;" type="button" value="F9"/>

DA Calculations

Figure 66: Employee Journey Break-up details screen

Journey Specific Details

Mode of Travel

Mode of Travel	Train <input type="button" value="▼"/>	<input type="checkbox"/> Relaxation
Grade	A.C. Chair Car in Shatabdi Express <input type="button" value="▼"/>	Fare Amount <input type="text" value="1000"/> *

Travel Within City(for Claiming Taxi/Auto Fare)

Travel From	Place of Arrival to the Place <input type="button" value="▼"/>	Travel Within City(Fare Amount) <input type="text" value="300"/>
Sub Voucher Number	<input type="text" value="001"/>	Sub Voucher Date <input type="text" value="21/01/2015"/> <input type="button" value="F9"/>

DA Calculations

DA Type	Normal <input type="button" value="▼"/>	Place of Stay(while Travelling) <input type="button" value="▼"/>
Other Place	<input type="text"/>	Allowed Daily Allowance <input type="text" value="200"/>

Add **Cancel**

Journey Details

Advance Details

Advance Bill Token No	Select <input type="button" value="▼"/>	Advance Bill Date <input type="text"/>
Advance Amount	<input type="text"/>	Remittance Date <input type="text"/> <input type="button" value="F9"/>
Challan Number	<input type="text"/>	Challan Amount <input type="text"/>
HoA	<input type="text"/>	

Figure 67: Employee Journey Break-up details screen

Journey Specific Details

Sub Voucher Number	001	Sub Voucher Date	21/01/2015
--------------------	-----	------------------	------------

DA Calculations

DA Type	Normal	Place of Stay(while Travelling)	Bangalore
Other Place		Allowed Daily Allowance	200

Add Cancel

Journey Details

Advance Details

Advance Bill Token No	Select	Advance Bill Date	
Advance Amount		Remittance Date	
Challan Number		Challan Amount	
HoA			

Amount Details

Total Amount Claimed		Advance Taken	
Payable Amount		Travel and Stay Reasons	

Save Close

This screenshot shows a software interface for managing employee journeys. It features three main sections: 'DA Calculations', 'Advance Details', and 'Amount Details'. The 'DA Calculations' section includes fields for Sub Voucher Number (001), Sub Voucher Date (21/01/2015), DA Type (Normal), Place of Stay (Bangalore), Other Place, and Allowed Daily Allowance (200). The 'Advance Details' section includes fields for Advance Bill Token No (Select), Advance Bill Date, Advance Amount, Remittance Date, Challan Number, and Challan Amount. The 'Amount Details' section includes fields for Total Amount Claimed, Advance Taken, Payable Amount, and Travel and Stay Reasons. At the bottom, there are 'Save' and 'Close' buttons.

Figure 68: Employee Journey Break-up details screen

- Click on “ADD” button to add the Journey details
- We can add multiple Journey details under Single Bill

Journey Specific Details

Travel Within City(for claiming Taxi/Auto Fare)

Travel From	Select	Travel Within City(Fare Amount)	0
Sub Voucher Number		Sub Voucher Date	09

DA Calculations

DA Type	Select	Place of Stay(while Travelling)	Select
Other Place		Allowed Daily Allowance	0

Add Cancel

Journey Details

Departure Details			Arrival Details			Mode of Travel			Travel Within City(Fare Amount)	DA Calculations			
Place of Departure	Date of Departure	Time of Departure	Place of Arrival	Date of Arrival	Time of Arrival	Mode of Travel	Grade	Fare Amount		DA Type	Place of Stay(while Travelling)	Other Place	Allowed Daily Allowance
mysore	20/01/2015	12:00 AM	BANGALORE	21/01/2015	03:00 PM	Train	A.C. Chair Car in Shatabdi Express	1000	300	Normal	Bangalore	200	Edit / Delete

Advance Details

Figure 69: Add- Journey Break-up details screen

- Click on 'Save' button to save the Journey details and return to main screen

Journey Specific Details														
Place of Departure	Date of Departure	Time of Departure	Place of Arrival	Date of Arrival	Time of Arrival	Mode of Travel	Grade	Fare Amount	City(Fare Amount)	DA Type	Place of Stay(while Travelling)	Other Place	Allowed Daily Allowance	
MYSORE	20/01/2015	12:00 AM	BANGALORE	21/01/2015	03:00 PM	Train	A.C. Chair Car in Shatabdi Express	1000	300	Normal	Bangalore		200	Edit / Delete

Message from webpage

Are you sure you want to save and return to main window?

Advance Details														
Advance Bill Token No	<input type="text" value="Select"/>		Advance Amount	<input type="text"/>		Challan Number	<input type="text"/>		HoA	<input type="text"/>		Challan Amount	<input type="text"/>	
Total Amount Claimed	<input type="text" value="1500"/>		Advance Taken	<input type="text"/>		Travel and Stay Reasons	<input type="text"/>							
Payable Amount	<input type="text" value="1500"/>													

Figure 70: Save Employee Journey Break-up details screen

➤ Click on “OK” and View the Payable amount

The screenshot shows a software interface for bill preparation. At the top, there's a header with 'KHAJANE II', 'PostRole Switch', a user icon ('Mr. Anup P'), 'Change Password', 'Help', and 'Logout'. Below the header, a breadcrumb navigation shows 'Process > Create Bill > Bill Preparation Details'. On the right, there are three small icons labeled 'A'.

The main title is 'CTS-2 Gazetted/Non-Gazetted Establishment T.A. Bill'. Below it, a navigation bar has tabs: 'General Details' (selected), 'Journey Specific Details', 'Bill Specific Details', 'Recipients, Amount Summary Details', and 'Certificate Details'.

In the 'Journey Specific Details' section, there are fields for 'Month' (set to 'January'), 'Financial Year' (set to '2014-2015'), 'Relaxation Order Number' ('ORDERNUMBER001'), and 'Relaxation Order Date' ('21/01/2015').

The 'Employee Details' section contains the following data:

KGID Number/Metal Number	246784	Name of the Employee	Kirana C D
Designation	MANAGER	Basic Pay	25000
Category of Employee	II	Headquarters	MYSORE
District in which Working	Dharwad	Payable Amount	1500

Below the employee details, there is a link 'Add/Update Journey Break-up'.

At the bottom of the form, there are four buttons: 'Save', 'Forward', 'Forward and Print', and 'Close'.

Figure 71: View Payable amount details screen

➤ Click on “ADD” button to add the employee details

The screenshot shows the 'Bill Preparation Details' section of the KHAJANE II application. At the top, there are navigation links for 'Process > Create Bill > Bill Preparation Details'. The main title is 'CTS-2 Gazetted/Non-Gazetted Establishment T.A. Bill'. Below the title, there are tabs for 'General Details', 'Journey Specific Details' (which is selected), 'Bill Specific Details', 'Recipients, Amount Summary Details', and 'Certificate Details'. The 'Journey Specific Details' tab contains fields for 'Month' (January), 'Financial Year' (2014-2015), 'Relaxation Order Number' (ORDERNUMBER001), and 'Relaxation Order Date' (21/01/2015). A large 'Employee Details' section follows, containing fields for 'KGID Number/Metal Number', 'Name of the Employee', 'Designation', 'Category of Employee', 'Headquarters', and 'Payable Amount' (set to 0). Below this is a table showing a single record:

KGID Number/Metal Number	Name of the Employee	Designation	Basic Pay	Category of Employee	Headquarters	District in which Working	Payable Amount
246784	Kirana C D	MANAGER	25000	II	MYSORE	Dharwad	1500

At the bottom of the form, there are buttons for 'Save', 'Forward', 'Forward and Print', and 'Close'.

Figure 72: Add Employee Journey Break-up details screen

Step 7: Bill Specific Details:

- View all the bill specific details (No action required)

KHAJANE II

PostRole Switch Mr. Anup P ▾ Change Password Help Logout

Process > Create Bill > Bill Preparation Details

A A A

CTS-2 Gazetted/Non-Gazetted Establishment T.A. Bill

General Details Journey Specific Details **Bill Specific Details** Recipients, Amount Summary Details Certificate Details

Description

Tour Travel Allowance	1500	Tour Travel Advance	0
Transfer Travel Allowance	0	Transfer Travel Advance	0
Transfer Allowance Amount	0		

TTR/Deductions

Tour/Travel Advance Taken	0	Transfer Travel Advance Taken	0
---------------------------	---	-------------------------------	---

Consolidated Bill Total

Total Claim	1500	TTR Deduction Amount	0
Amount Payable	1500		

Save Forward Forward and Print Close

The screenshot shows the 'Bill Specific Details' tab selected in a navigation bar. Below it, three sections are displayed: 'Description', 'TTR/Deductions', and 'Consolidated Bill Total'. In the 'Description' section, 'Tour Travel Allowance' is 1500 and 'Transfer Travel Advance' is 0. In the 'TTR/Deductions' section, both 'Tour/Travel Advance Taken' and 'Transfer Travel Advance Taken' are 0. In the 'Consolidated Bill Total' section, 'Total Claim' is 1500 and 'TTR Deduction Amount' is 0, resulting in an 'Amount Payable' of 1500. At the bottom, there are four buttons: 'Save', 'Forward', 'Forward and Print', and 'Close'.

Figure 73: View Bill specific details screen

Step 8: Recipients, Amount Summary Details:

- Payment Details: Select the Mode of Payment (e-Payment or Cheque)
- Recipient Details: For Gazetted/Non-Gazetted Establishment TA Bill, System will fetch the employee details from the master and display it on the screen.
- Amount Summary: Auto populated by the system.

The screenshot shows the 'Recipients, Amount Summary Details' step of the bill preparation process. The top navigation bar includes 'PostRole Switch', a user profile icon (100 Mr. Anup P), 'Change Password', 'Help', and 'Logout'. Below the navigation is a breadcrumb trail: 'Process > Create Bill > Bill Preparation Details'. The main content area has tabs: 'General Details', 'Journey Specific Details', 'Bill Specific Details', 'Recipients, Amount Summary Details' (which is selected and highlighted in blue), and 'Certificate Details'. The 'Payment Details' section shows 'Mode of Payment' as 'e-Payment'. The 'Recipient Details' section displays a single record:

Recipient Code	Recipient Name	Bank Name	Branch Name	Account Number	IFSC Code	MICR Code	Gross Amount	Payable Amount
2600000121	Kirana C D	Canara Bank	KAGGADASAPURA, BANGALORE	1984568956	S23423423	24234234	1500	1500

The 'Amount Summary' section shows 'Payable Amount' as 1500. At the bottom are buttons for 'Save', 'Forward', 'Forward and Print', and 'Close'.

Figure 74: Recipients, Amount Summary Update screen

Step 9: Certificate details

- View the certificates mapped with the bill

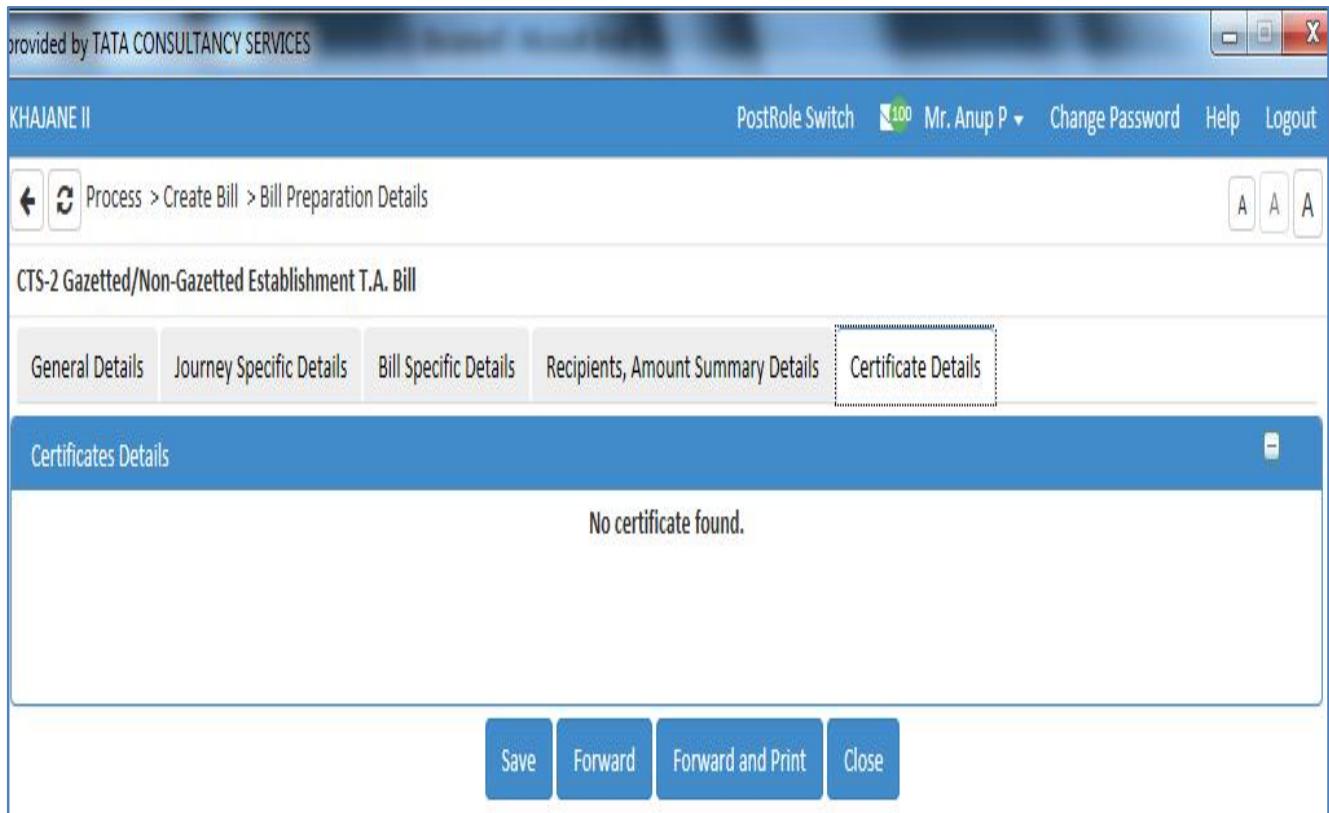


Figure 75: Certificate details screen

- Click on 'Save' button to save the bill details in the Caseworker Draft Bill work list or Click on 'Forward' button to save and forward the bill to next level:

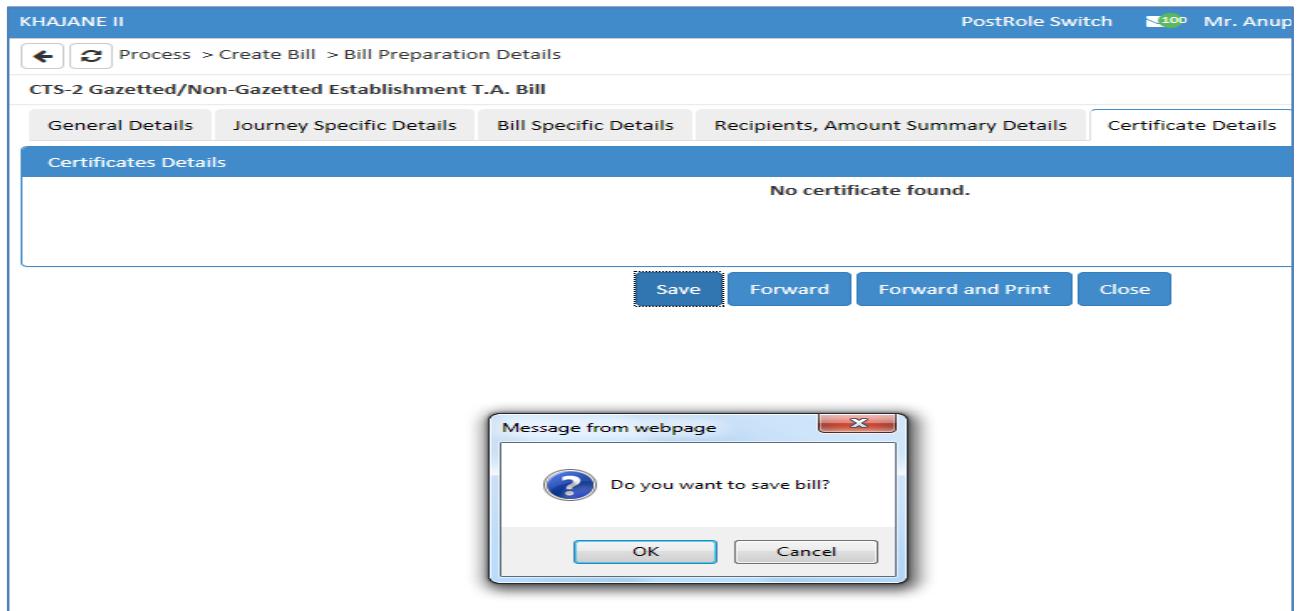


Figure 76: Bill Save or forward screen

Step 10: Bill number details screen:

- After creating and saving the new bill in the system, unique Bill Number is generated

The screenshot shows a form for entering bill information. At the top, there are dropdown menus for 'Bill Sector' and 'Claim Type', both labeled 'Select' with asterisks indicating required fields. To the right, there are dropdown menus for 'Bill Type' and 'Purpose'. Below these is a checkbox labeled 'Populate last bill details'. At the bottom of the form, there are three buttons: 'Open', 'Reset', and 'Close'. A modal dialog box titled 'Bill Information' is overlaid, showing a single input field labeled 'Bill Number' containing the value '111410001062'. There are also navigation arrows and scroll bars visible within the dialog box.

Figure 77: Draft Bill number screen

- Click on ‘Forward’ to forward the Bill to Superintendent:
- Once the bill is created, it can be forwarded to the Superintendent by clicking on ‘Forward’ or ‘Forward and Print’ button.

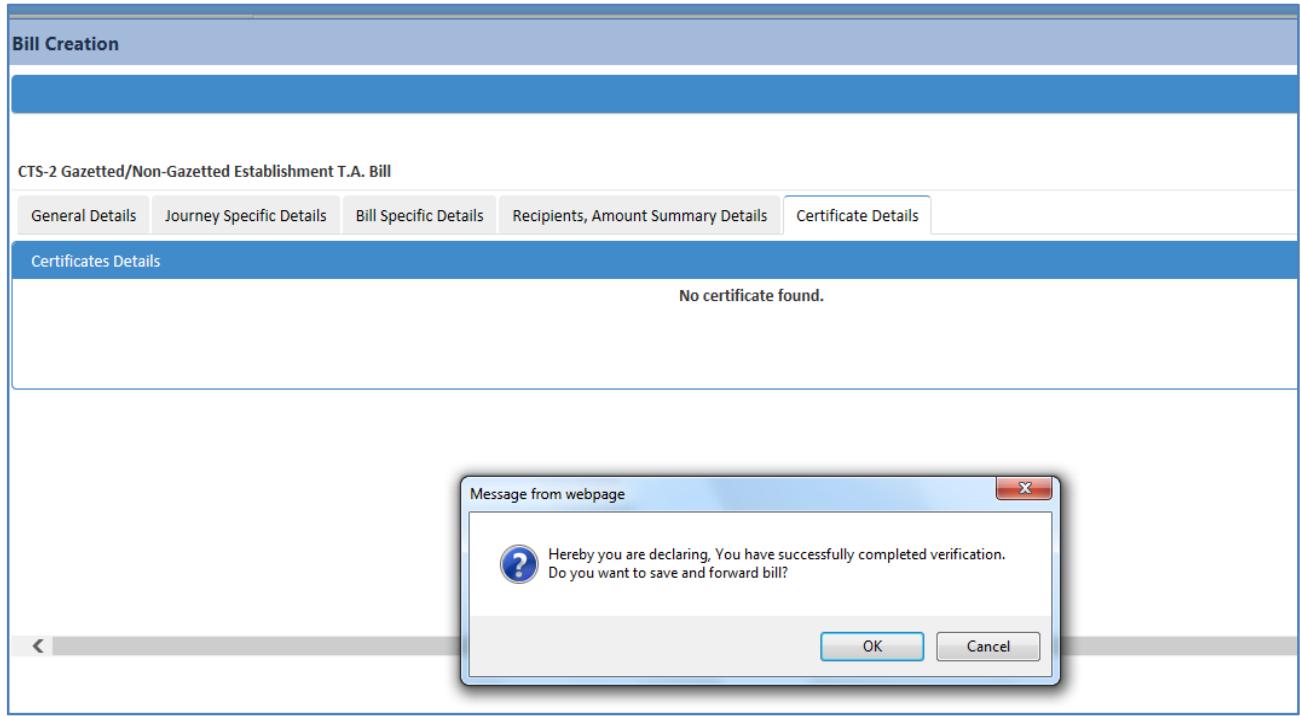


Figure 78: Bill Forward to next level screen

- View the next level verifier details along with Bill Number

Bill Number	Bill Type	Claim Type	HOA
111410001061	Abstract Contingency (A.C.) Bill	AC Bill for General Purpose	2056~00~101~0
111410000843	Gazetted/ Non-Gazetted Establishment T.A. Bill	Advance Journey on Tours	2055~00~001~0
111410000831	Payees Receipt	Payees Receipt	2055~00~101~0
111410000821	Payees Receipt	Payees Receipt	2055~00~101~0

Bill Information

Bill has been forwarded successfully.

Bill Number	111410001062
Bill With	Anupam Z, First Division Assistant 44

Close

Figure 79: View Bill number screen

[Note: Superintendent, DDO, Caser Worker – Approved Bill Print Activity and DDO - Submits the bill to treasury activity is covered under the GPF bill]

The sample print format for TA bill is as shown below:

Government of Karnataka Gazetted/ Non-Gazetted Establishment T.A. Bill of HOME DEPARTMENT for the month of December																																										
KFC 29	Date: 24/12/2014																																									
Bill No. 111409000900		DUPLICATE																																								
Treasury: KALGHATGI		Token No: 1400001064																																								
Claim Type: Advance Journey on Tours		Voucher No: 205500011214000119																																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">HOA</td> <td colspan="2" style="width: 60%; text-align: center;">DDO Details</td> <td style="width: 25%;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>2</td><td>0</td><td>5</td><td>5</td></tr> <tr><td>0</td><td>0</td><td></td><td></td></tr> <tr><td>1</td><td>0</td><td>8</td><td></td></tr> <tr><td>0</td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td></td><td></td></tr> </table> </td> <td style="text-align: center; padding: 5px;">DDO Code: [] 3 1 0 0 - P O 0 1 0 - [] 0</td> <td style="text-align: center; padding: 5px;">TAN No: B L R P 0 6 5 6 1 C</td> <td style="text-align: center; padding: 5px;">CTS 2 </td> </tr> <tr> <td style="text-align: center; padding: 5px;">Non-Plan</td> <td style="text-align: center; padding: 5px;">Voted</td> <td colspan="2"></td> <td colspan="2"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">041</td> <td colspan="3" style="text-align: center; padding: 5px;">Travel Expenses</td> <td style="text-align: right; padding: 5px;">₹ 1200</td> <td style="text-align: right; padding: 5px;">Gross Amount: ₹ 1200</td> </tr> </table>			HOA	DDO Details			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>2</td><td>0</td><td>5</td><td>5</td></tr> <tr><td>0</td><td>0</td><td></td><td></td></tr> <tr><td>1</td><td>0</td><td>8</td><td></td></tr> <tr><td>0</td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td></td><td></td></tr> </table>	2	0	5	5	0	0			1	0	8		0				0	1			DDO Code: [] 3 1 0 0 - P O 0 1 0 - [] 0	TAN No: B L R P 0 6 5 6 1 C	CTS 2 	Non-Plan	Voted					041	Travel Expenses			₹ 1200	Gross Amount: ₹ 1200
HOA	DDO Details																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>2</td><td>0</td><td>5</td><td>5</td></tr> <tr><td>0</td><td>0</td><td></td><td></td></tr> <tr><td>1</td><td>0</td><td>8</td><td></td></tr> <tr><td>0</td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td></td><td></td></tr> </table>	2	0	5	5	0	0			1	0	8		0				0	1			DDO Code: [] 3 1 0 0 - P O 0 1 0 - [] 0	TAN No: B L R P 0 6 5 6 1 C	CTS 2 																			
2	0	5	5																																							
0	0																																									
1	0	8																																								
0																																										
0	1																																									
Non-Plan	Voted																																									
041	Travel Expenses			₹ 1200	Gross Amount: ₹ 1200																																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Earnings</th> <th style="width: 25%;">Amount (₹)</th> <th style="width: 25%;">Deduction</th> <th style="width: 25%;">Amount (₹)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Transfer Allowance</td> <td style="text-align: center;">1200</td> <td style="text-align: center;">Tour/Travel Advance Taken</td> <td style="text-align: center;">1200</td> </tr> <tr> <td style="text-align: center;">Total Claim</td> <td style="text-align: center;">1200</td> <td style="text-align: center;">Total Deductions</td> <td style="text-align: center;">1200</td> </tr> <tr> <td style="text-align: center;">Net Amount</td> <td style="text-align: center;">1200</td> <td colspan="2"></td> </tr> <tr> <td colspan="4" style="text-align: center; padding: 5px;">Net payment : Rupees One Thousand Two Hundred Only</td> </tr> </tbody> </table>			Earnings	Amount (₹)	Deduction	Amount (₹)	Transfer Allowance	1200	Tour/Travel Advance Taken	1200	Total Claim	1200	Total Deductions	1200	Net Amount	1200			Net payment : Rupees One Thousand Two Hundred Only																							
Earnings	Amount (₹)	Deduction	Amount (₹)																																							
Transfer Allowance	1200	Tour/Travel Advance Taken	1200																																							
Total Claim	1200	Total Deductions	1200																																							
Net Amount	1200																																									
Net payment : Rupees One Thousand Two Hundred Only																																										
Signature of DDO Deputy Inspector General of Police, Commissioner of Police, Hubli-Dharwad																																										

Amount required for Payment

Payable Amount ₹ 1200 (Rupees One Thousand Two Hundred Only)

By e-Payment ₹ 1200 (Rupees One Thousand Two Hundred Only)

By Transfer ₹ 0 (Rupees Zero Only)

Contents Received

Place: _____

Signature

Date: _____

Deputy Inspector General of Police, Commissioner of Police, Hubli-Dharwad

Space for Audit Office

Admitted ₹ _____

Objected ₹ _____

Reasons. _____

Auditor Section
OfficerSenior
Officer

Gazetted Officer

Space for use of Treasury

Gross ₹ 1200

(Rupees One Thousand Two Hundred Only)

Net Payable ₹ 1200

(By e-Payment)

BoA

Head Accountant

Treasury Officer

Details of Employees

Sr No.	KGID Number	Employee Name	Designation	Category	Head Quarters	Basic Pay (₹)	Type of Advance	Advance Amount Claimed(₹)
1	369852	Ashok B Kittur	designation	IV	headquarter	10000	Travel/Tour Advance	1200

Signature of DDO

2.4 Bill Type: Miscellaneous bill

2.4.1 GIS -Refund of Savings+ Insurance

Case worker Activity:

Step 1: Login to Khajane II Application: Case Worker will Login to the application using his/her credentials.

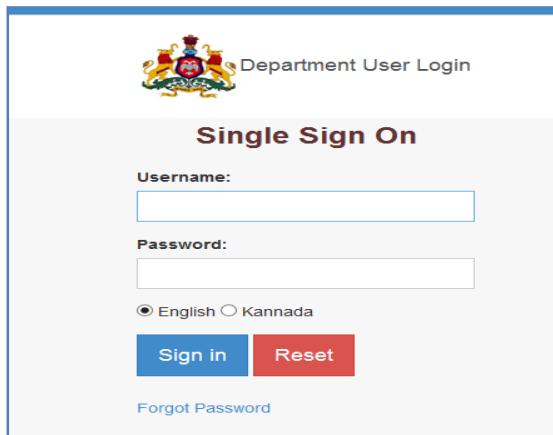


Figure 80: Khajane II application login screen

Note: Usage of Bio-metric authentication process needs to be added to this document

Step 2. Case worker should navigate to the below path to create the Bill and click on Create Bill link.

- Bill Preparation and Submission → Process →Create Bill

The image shows the 'KHJANE II' application interface. The left sidebar has a tree view with 'Beneficiary Management System' expanded, showing 'Bill Preparation and Submission' which is selected and highlighted in blue. Other options include 'Deposits', 'New Pension Scheme', 'SSP', and 'Workflow'. A 'Quick Links' section at the bottom contains a 'Create Bill' button. The main area is titled 'Calendar and To-do' and shows a calendar for 'Jan 18 — 24 2015'. The 'Process' tab is active, displaying a list of tasks: 'Bill Verification Worklist', 'Create Bill', 'Draft Bill Worklist', 'Bill for Printing Worklist', 'Failed e-Payment Worklist', 'Corrected e-Payment Worklist', and 'Print Bill Documents'. The 'Create Bill' task is marked with a yellow star.

Figure 81: Navigation to the New Bill Creation screen

Step 3: New Bill Creation Screen:

DDO details: These details will be Auto – populated on the login to the application

Bill Creation Details: Caseworker will enter/select all mandatory (*) fields and click on 'Open' to capture all required bill details.

The screenshot shows the 'New Bill Creation' screen. At the top, there are navigation links: 'PostRole Switch', a user icon 'Mr. Anup P.', 'Change Password', 'Help', and 'Logout'. Below the header, the breadcrumb path 'Process > Create Bill' is shown. The main area is titled 'New Bill Creation' and contains two main sections: 'DDO Details' and 'Bill Creation Details'. In the 'DDO Details' section, the 'DDO Code' field contains '2500PO1584' and the 'TAN Number' field contains 'BLRP34962D'. In the 'Bill Creation Details' section, the 'Bill Sector' dropdown is set to 'State', the 'Claim Type' dropdown is set to 'GIS - Refund of Savings + Ins', and the 'Bill Type' dropdown is set to 'Miscellaneous bill'. There is also a checkbox labeled 'Populate last bill details' which is unchecked. At the bottom of the screen are three buttons: 'Open' (highlighted in blue), 'Reset', and 'Close'.

Figure 82: New Bill Creation screen

Step 4: Online Sanction Order search

Online Sanction Order search:

- Enter the Sanction order related details (Sanction order number, Date, Subject or HOA) to search the order and map to the bill or select the order from the list populated.

Offline Order Details:

- In case of offline order, click on Offline Order radio button and enter Sanction Order Number Date. Click on the open button to enter bill details
- No Sanction Order: Click on the Open button

Process > Create Bill > Search and Tag Sanction Order

A A

Online Sanction Order Search

Search and Tag Sanction Order

Online Sanction Order Search

Bill Type	Miscellaneous bill	Claim Type	GIS - Refund of Savings + Insurance
Sanction Order No		Sanction Order Date	
Subject		Department	POLICE HEAD QUARTERS
DDO Code	2500PO1584	HoA	

Search Reset

	Order No	Order Date	Subject	Department Name	DDO Code	HoA
No data available in table						

No Records found

First Previous Next Last

Offline Order Details

None Offline Order

Sanction Order No

Sanction Order Date

Open Close

Figure 83: Online sanction order search screen

Step 5: General Details

- Capture the General Details – Select Expenditure HOA and click on the next tab

The screenshot shows a software interface for managing bills. At the top, there's a header bar with the title 'KHAJANE II' and various navigation links like 'PostRole Switch', 'Mr. Anup P', 'Change Password', 'Help', and 'Log'. Below the header, a breadcrumb trail indicates the current location: 'Process > Create Bill > Bill Preparation Details'. The main content area is titled 'Pre-Received Bill' and contains several tabs: 'General Details' (selected), 'Pre-Received Bill', 'Recipients, Amount Summary Details', and 'Certificate Details'. The 'General Details' tab is expanded, showing sections for 'DDO Details', 'Bill Details', 'Expenditure HoA Details', and 'Sanction/Office Order Details'. In the 'DDO Details' section, fields include 'DDO Code' (2500PO1584) and 'DDO Designation' (Additional Secretary-POLICE SERV). In the 'Bill Details' section, fields include 'Bill Type' (Miscellaneous bill) and 'Claim Type' (GIS - Refund of Savings + Insurance). In the 'Expenditure HoA Details' section, fields include 'Expenditure HoA' (2055~00~104~0~06~051~N) and 'Object Head Description' (General Expenses). In the 'Sanction/Office Order Details' section, there's a search field labeled 'Search and Tag Sanction Order' with a magnifying glass icon. At the bottom of the form, there are four buttons: 'Save', 'Forward', 'Forward and Print', and 'Close'.

Figure 84: General Details Update screen

Step 6: Pre-Received Bill activity:

- Basic Details and Details of the Recovery and the Amount due – Enter all the required mandatory details (Marked with “*”)

Process > Create Bill > Bill Preparation Details

Pre-Received Bill

General Details Pre-Received Bill Recipients, Amount Summary Details Certificate Details

Pre-Received (Saving Fund + Insurance) Bill Details

Purpose	Insurance	KGID/Metal Number	246786
Name of the Employee / Member	Ravi K R	Designation on Death	MANAGER
Date of Commencement of Insurance Cover	05/02/2014	Date of Death	01/02/2014
Group at the Time of Death	A	Total Amount Payable	240000

Legal Heir(s) Details

Recipient Code	Recipient Name
Account Number	Gross Amount

Add Recipient

Recipient Code	Recipient Name	Account Number	Gross Amount	Edit / Delete
2600000121	Kirana C D	1984568956	240000	Edit / Delete

Save Forward Forward and Print Close

Figure 85: Claim type specific activity screen

Step 7: Recipients, Amount Summary Details:

- Payment Details: Select the Mode of Payment (e-Payment or Cheque)
- Recipient Details: For GIS Bill, System will fetch the employee details from the master and display it on the screen.
- Amount Summary: Auto populated by the system.

KHAJANE II

PostRole Switch Mr. Anup P ▾ Change Password Help Logoff

Process > Create Bill > Bill Preparation Details

Pre-Received Bill

General Details Pre-Received Bill Recipients, Amount Summary Details Certificate Details

Payment Details

Mode of Payment e-Payment *

Recipient Details

Recipient Code	Recipient Name	Bank Name	Branch Name	Account Number	IFSC Code	MICR Code	Gross Amount	Payable Amount
2600000121	Kirana C D	Canara Bank	KAGGADASAPURA, BANGALORE	1984568956	S23423423	24234234	240000	240000

Amount Summary

Payable Amount *

Save Forward Forward and Print Close

Figure 86: Recipients, Amount Summary Update screen

Step 8: Certificate details

- View the certificates mapped with the bill

KHAJANE II

PostRole Switch Mr. Anup P ▾ Change Password Help Logoff

Process > Create Bill > Bill Preparation Details

Pre-Received Bill

General Details Pre-Received Bill Recipients, Amount Summary Details Certificate Details

Certificates Details

No certificate found.

Save Forward Forward and Print Close

Figure 87: Certificate details screen

- Click on ‘Save’ button to save the bill details in the Caseworker Draft Bill work list or Click on ‘Forward’ button to save and forward the bill to next level:

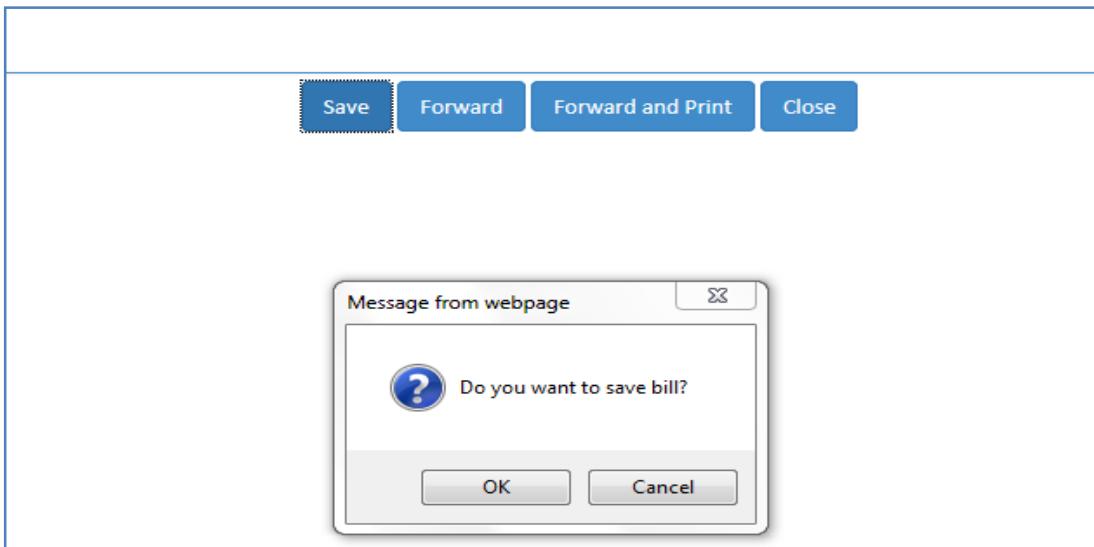


Figure 88: Bill Save or forward screen

Step 9: Bill number details screen:

- After creating and saving the new bill in the system, unique Bill Number is generated

TAN Number	BLRP34962D	*	Treasury	KALGHATGI		
Bill Creation Details						
Bill Sector	Select	*	Bill Type	Select		
Claim Type	Select	*	Purpose			
<input type="checkbox"/> Populate last bill details						
<input type="button" value="Open"/> <input type="button" value="Reset"/> <input type="button" value="Close"/>						
Bill Information <table border="1"> <tr> <td>Bill Number</td> <td>111410001064</td> </tr> </table>					Bill Number	111410001064
Bill Number	111410001064					

Figure 89: Bill number screen

- Click on ‘Forward’ to forward the Bill to Superintendent:
- Once the bill is created, it can be forwarded to the Superintendent by clicking on ‘Forward’ or ‘Forward and Print’ button.

The screenshot shows a software application window with several tabs at the top: General Details, Pre-Received Bill, Recipients, Amount Summary Details, and Certificate Details. The General Details tab is selected. Below it, there's a section for DDO Details containing fields for DDO Code (2500PO1584) and TAN Number (BLRP34962D). Another section for Treasury contains fields for DDO Designation (Additional Secretary-POLICE SERV) and Treasury (KALGHATGI). A Bill Details section follows, with fields for Bill Number (AD1411000035), Bill Type (Miscellaneous bill), and Bill Sector (State). A Claim Type field is also present with the value GIS - Refund of Savings + Insurance. An Expenditure HoA Details section shows an Expenditure HoA number (2055~00~104~0~0). A message dialog box titled 'Message from webpage' is overlaid on the screen, containing the text: 'Hereby you are declaring, You have successfully completed verification. Do you want to save and forward bill?' with 'OK' and 'Cancel' buttons.

Figure 90: Bill Forward to next level screen

➤ View the next level verifier details along with Bill Number

The screenshot shows a software application window displaying a list of bills. The first three rows of the list are:

1	111410001061	Abstract Contingency (A.C.) Bill	AC Bill for General Purpose	2056~00~101~0~01
2	111410000843	Gazetted/ Non-Gazetted Establishment T.A. Bill	Advance Journey on Tours	2055~00~001~0~01
3	111410000831	Payees Receipt	Payees Receipt	2055~00~101~0~03

A modal dialog box titled 'Bill Information' is overlaid on the list, containing the message 'Bill has been forwarded successfully.' and two input fields: 'Bill Number' (111410001064) and 'Bill With' (Anupam Z, First Division Assistant 44). A 'Close' button is at the bottom of the dialog.

Figure 91: View next level verifier and Bill number screen

[Note: Superintendent, DDO, Caser Worker – Approved Bill Print Activity and DDO - Submits the bill to treasury activity is covered under the GPF]

The sample print format for GIS bill (pre-receipted bill) is as shown below:

Government of Karnataka																																																																																																																																														
Miscellaneous bill of HOME DEPARTMENT for the month of December 2014																																																																																																																																														
		Date: 15/12/2014																																																																																																																																												
Bill No. 111410000566		DUPLICATE																																																																																																																																												
Treasury: KALGHATGI		Token No: 1400000962																																																																																																																																												
Claim Type: GIS - Saving Fund Refund at Retirement		Voucher No:																																																																																																																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left; padding: 2px;">HOA</th> <th colspan="8" style="text-align: left; padding: 2px;">DDO Details</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;">2</td><td style="text-align: center; padding: 2px;">0</td><td style="text-align: center; padding: 2px;">5</td><td style="text-align: center; padding: 2px;">5</td><td style="text-align: center; padding: 2px;">DDO Code:</td><td style="text-align: center; padding: 2px;">3</td><td style="text-align: center; padding: 2px;">1</td><td style="text-align: center; padding: 2px;">0</td><td style="text-align: center; padding: 2px;">0</td><td style="text-align: center; padding: 2px;">-</td><td style="text-align: center; padding: 2px;">P</td><td style="text-align: center; padding: 2px;">O</td><td style="text-align: center; padding: 2px;">0</td><td style="text-align: center; padding: 2px;">1</td><td style="text-align: center; padding: 2px;">0</td><td style="text-align: center; padding: 2px;">-</td><td style="text-align: center; padding: 2px;">0</td></tr> <tr> <td style="text-align: center; padding: 2px;">0</td><td style="text-align: center; padding: 2px;">0</td><td colspan="4"></td><td style="text-align: center; padding: 2px;">TAN No:</td><td style="text-align: center; padding: 2px;">B</td><td style="text-align: center; padding: 2px;">L</td><td style="text-align: center; padding: 2px;">R</td><td style="text-align: center; padding: 2px;">P</td><td style="text-align: center; padding: 2px;">0</td><td style="text-align: center; padding: 2px;">6</td><td style="text-align: center; padding: 2px;">5</td><td style="text-align: center; padding: 2px;">6</td><td style="text-align: center; padding: 2px;">1</td><td style="text-align: center; padding: 2px;">C</td></tr> <tr> <td style="text-align: center; padding: 2px;">1</td><td style="text-align: center; padding: 2px;">0</td><td style="text-align: center; padding: 2px;">4</td><td colspan="4"></td><td colspan="10"></td></tr> <tr> <td style="text-align: center; padding: 2px;">0</td><td colspan="4"></td><td colspan="10"></td></tr> <tr> <td style="text-align: center; padding: 2px;">0</td><td colspan="4"></td><td colspan="10"></td></tr> <tr> <td style="text-align: center; padding: 2px;">Non-Plan</td><td style="text-align: center; padding: 2px;">Voted</td><td colspan="4"></td><td colspan="10"></td></tr> <tr> <td colspan="2" style="text-align: center; padding: 2px;">051</td><td colspan="4" style="text-align: center; padding: 2px;">General Expenses</td><td colspan="10" style="text-align: right; padding: 2px;">₹ 88312</td></tr> <tr> <td colspan="2"></td><td colspan="4"></td><td colspan="10" style="text-align: right; padding: 2px;">Gross Amount: ₹ 88312</td></tr> </tbody> </table>	HOA				DDO Details								2	0	5	5	DDO Code:	3	1	0	0	-	P	O	0	1	0	-	0	0	0					TAN No:	B	L	R	P	0	6	5	6	1	C	1	0	4															0															0															Non-Plan	Voted															051		General Expenses				₹ 88312																Gross Amount: ₹ 88312										CTS 9 
HOA				DDO Details																																																																																																																																										
2	0	5	5	DDO Code:	3	1	0	0	-	P	O	0	1	0	-	0																																																																																																																														
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Pre-Received (Saving Fund) Details																																																																																																																																														
<p>Received a sum of ₹ <u>88312</u> Only from the saving funds accrued to the undersigned, whose particulars are given below:</p> <p>Name of the Employee/ Member : <u>RATNA</u></p> <p>Designation of the post held immediately before retirement : <u>MD</u></p> <p>Group to which the employee / member belonged : <u>A</u></p>																																																																																																																																														
<p>Dated: _____</p> <p style="text-align: right;">(Signature of the Recipient(s))</p>																																																																																																																																														
FOR USE IN DEPARTMENTAL OFFICE																																																																																																																																														
<p>(a) Relevant bio-date of employee / member;</p> <p>(1) Date of commencement of insurance cover / membership and the group to which he belonged initially : <u>05/12/2012</u></p> <p>(2) Year of acquiring membership in higher group;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; padding: 2px;">Group D</th> <th style="text-align: center; padding: 2px;">Group C</th> <th style="text-align: center; padding: 2px;">Group B</th> <th style="text-align: center; padding: 2px;">Group A</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; padding: 2px;">1990</td> <td style="text-align: center; padding: 2px;">1992</td> <td style="text-align: center; padding: 2px;">1994</td> <td style="text-align: center; padding: 2px;">1996</td> </tr> </tbody> </table>			Group D	Group C	Group B	Group A	1990	1992	1994	1996																																																																																																																																				
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1990	1992	1994	1996																																																																																																																																											
<p>(b) Countersigned for payment of ₹ <u>88312 (Rupees Eighty Eight Thousand Three Hundred Twelve Only)</u> to claimant (s) by crossed cheque</p>																																																																																																																																														
<p style="text-align: right;">Signature : _____ Date : _____ Deputy Inspector General of Police, Commissioner of Police, Hubli-Dharwad</p>																																																																																																																																														

Amount required for Payment

Brought forwarded from Page-I

Payable Amount ₹ 88312 (Rupees Eighty Eight Thousand Three Hundred Twelve Only)

By e-Payment ₹ 88312 (Rupees Eighty Eight Thousand Three Hundred Twelve Only)

By Transfer ₹ 0 (Rupees Zero Only)

Contents Received

Place: _____

Signature

Date: _____

Deputy Inspector General of Police, Commissioner of Police, Hubli-Dharwad

Space for Audit Office			Space for use of Treasury		
Admitted ₹	_____		Gross ₹	88312	
Objected ₹	_____		(Rupees Eighty Eight Thousand Three Hundred Twelve Only)		
Reasons.			(By e-Payment)		
Auditor Section Officer	Senior Officer	Gazetted Officer	BoA	Head Accountant	Treasury Officer

2.4.2 DCRG Recovery

Superintendent Activity:

Step 1: Login to Khajane II Application: Superintendent will Login to the application using his/her credentials.

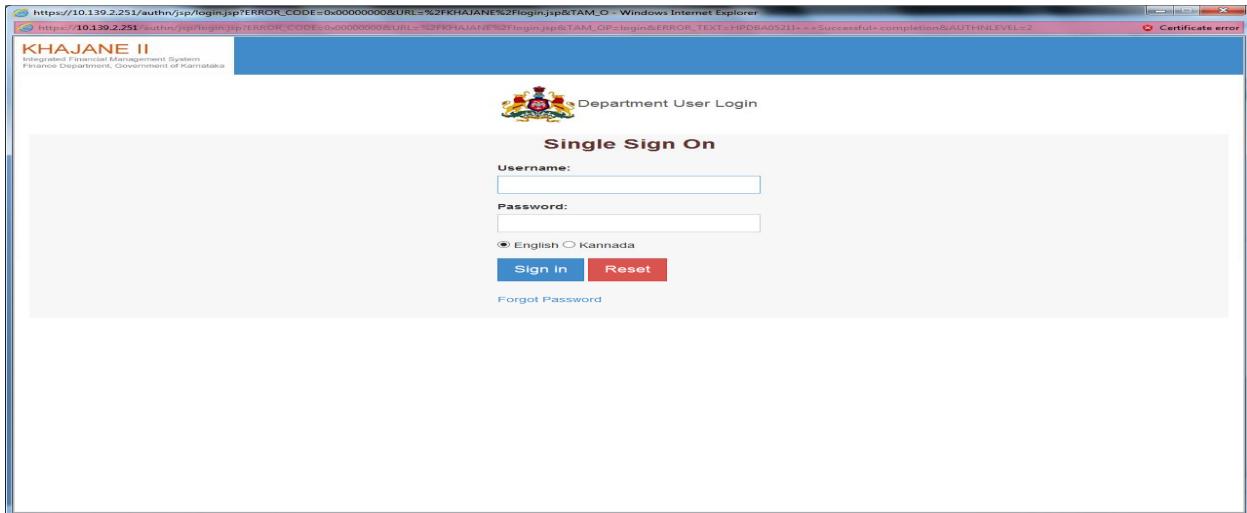


Figure 92: Khajane II application login screen

Step 2: Superintendent should navigate to the below path to verify the Draft Request which comes from Pension module and click on Draft Bill Request Work list link.

- Bill Preparation and Submission → Process → Draft Bill Request Work list

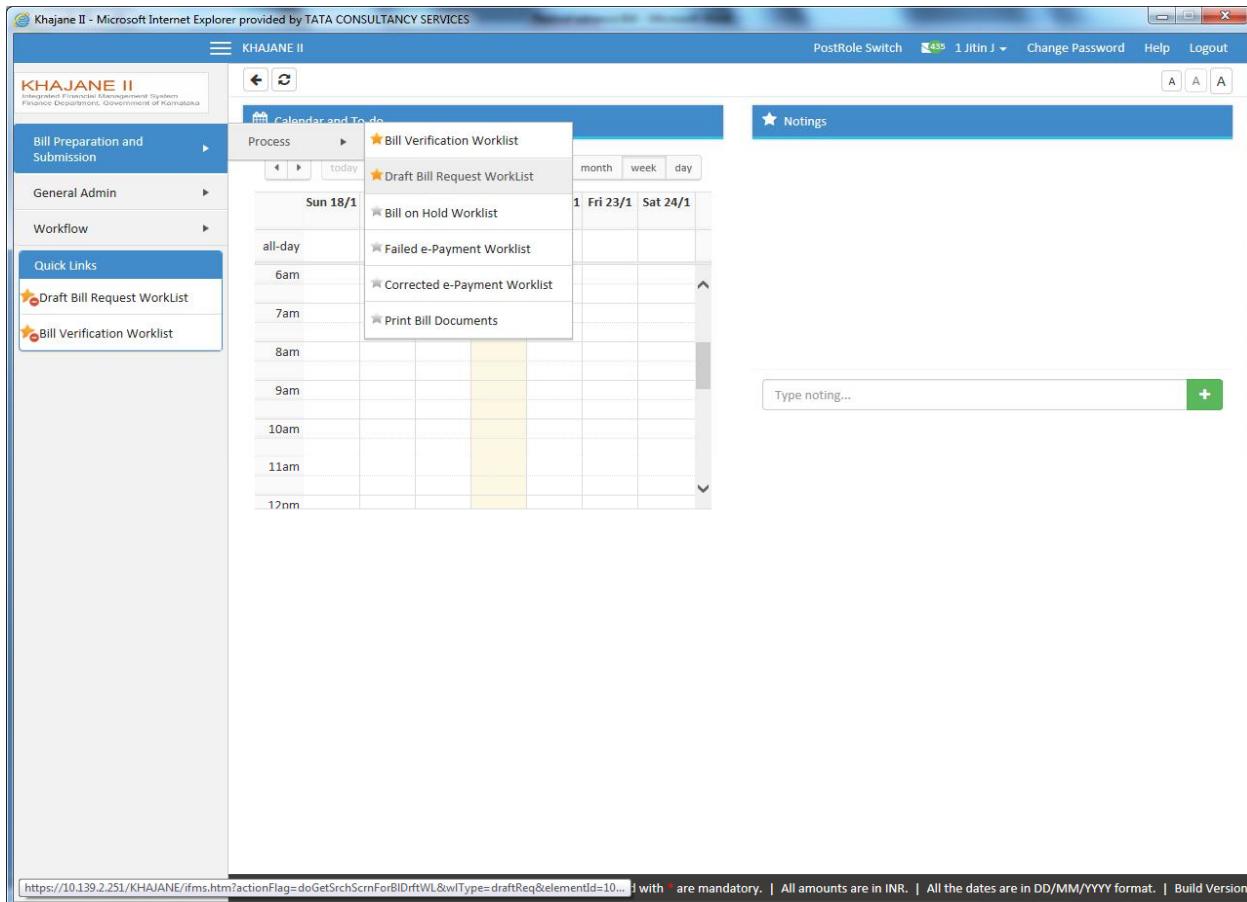
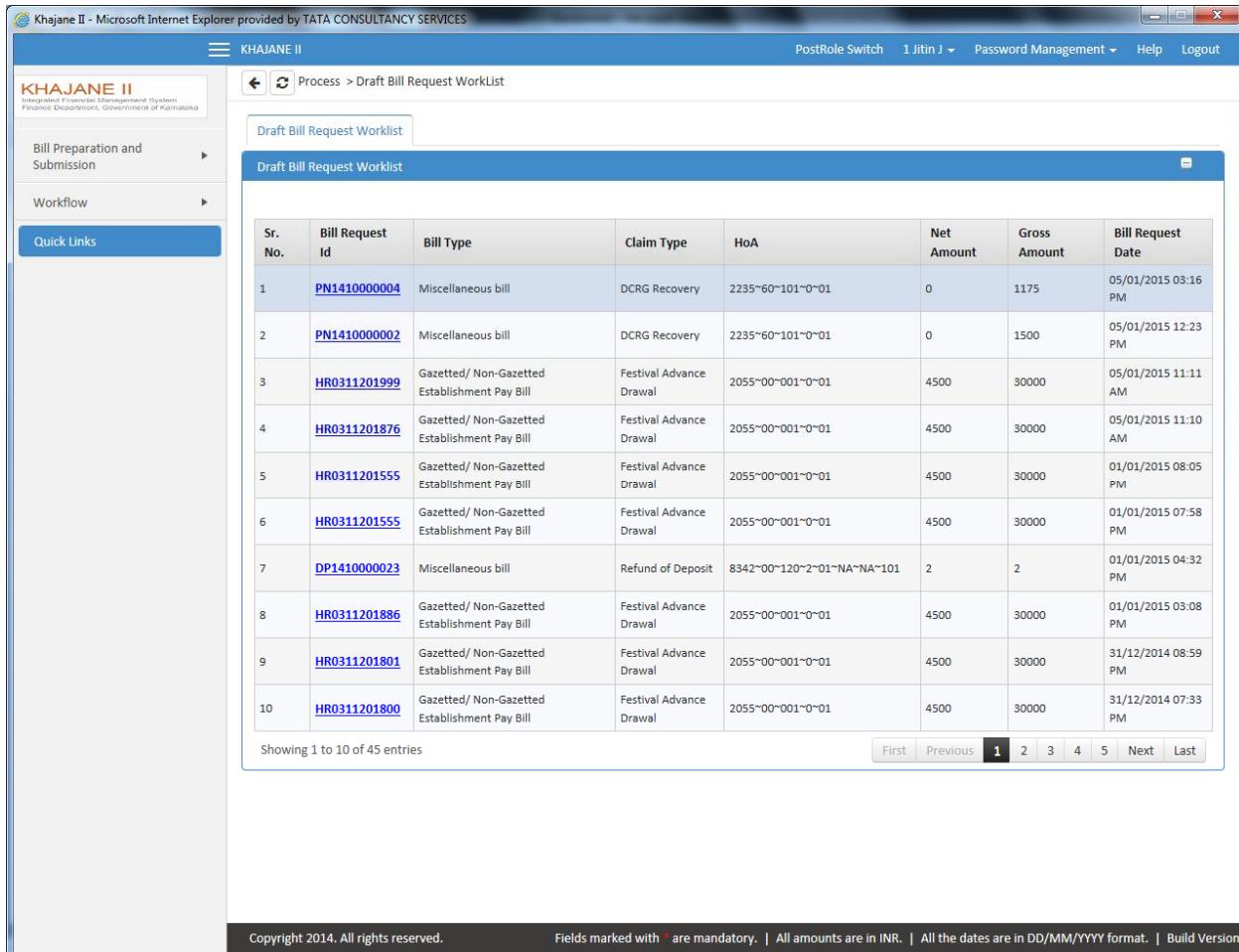


Figure 93: Navigation to Draft Bill Request Work list screen

Step 3: View the draft bill request screen

- Superintendent click and open the Bill request ID where claim type is DCRG Recovery



The screenshot shows a Microsoft Internet Explorer window titled "KHAJANE II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES". The main content is a "Draft Bill Request Worklist" table. The columns are: Sr. No., Bill Request Id, Bill Type, Claim Type, HoA, Net Amount, Gross Amount, and Bill Request Date. The table contains 10 rows of data. Rows 1 and 2 are highlighted in blue, while others are white. Row 1 has a link to "PN1410000004" and row 2 has a link to "PN1410000002". The last row has a link to "HR0311201800". The footer of the page includes copyright information and build version details.

Sr. No.	Bill Request Id	Bill Type	Claim Type	HoA	Net Amount	Gross Amount	Bill Request Date
1	PN1410000004	Miscellaneous bill	DCRG Recovery	2235~60~101~0~01	0	1175	05/01/2015 03:16 PM
2	PN1410000002	Miscellaneous bill	DCRG Recovery	2235~60~101~0~01	0	1500	05/01/2015 12:23 PM
3	HR0311201999	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	4500	30000	05/01/2015 11:11 AM
4	HR0311201876	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	4500	30000	05/01/2015 11:10 AM
5	HR0311201555	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	4500	30000	01/01/2015 08:05 PM
6	HR0311201555	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	4500	30000	01/01/2015 07:58 PM
7	DP1410000023	Miscellaneous bill	Refund of Deposit	8342~00~120~2~01~NA~NA~101	2	2	01/01/2015 04:32 PM
8	HR0311201886	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	4500	30000	01/01/2015 03:08 PM
9	HR0311201801	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	4500	30000	31/12/2014 08:59 PM
10	HR0311201800	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	4500	30000	31/12/2014 07:33 PM

Figure 94: Draft Bill Request Work list screen

Step 4: General Details

- View General Details and click on the next tab
- Superintendent can reject the bill Request at any stage for corrections. Once the bill saved and bill number generated he cannot reject the bill.

KHAJANE II
Integrated Financial Management System
Finance Department, Government of Karnataka

Process > Draft Bill Request WorkList > Draft Bill Details

Pension Recovery

General Details Pension Recovery Details Deduction, Amount Summary Details Certificate Details Document Verification Checklist Verifications

Verification List

DDO Details

DDO Code	3100PO0100	DDO Designation	Deputy Inspector General of Police
TAN Number	BLR06561C	Treasury	KALGHATGI

Bill Details

Bill Request Id	PN141000004	Claim Type	DCRG Recovery
Bill Type	Miscellaneous bill		
Bill Sector	State		

Expenditure HoA Details

Object Head	Allotment	Expenditure (Bill in DDO Office + Bills Submitted to Treasury)	Expenditure(Bills Submitted to Treasury)	Balance Available	Expenditure Amount
2235~60~101~0~01~100~NP~V : Financial Assistance/Relief	1000000000	5033	8033	9999991967	1175

Verify HoA *

Sanction/Office Order Details

Save Forward Forward and Print Reject Close

Copyright 2014. All rights reserved. Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build Version

Figure 95: View General Details screen

Step 5: Pension Recovery Details:

- View Pension Recovery Details and click on the next tab

The screenshot shows the KHAJANE II software interface. The title bar reads "KHAJANE II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES". The main menu includes "PostRole Switch", "1 Jitin J", "Password Management", "Help", and "Logout". On the left, there's a sidebar with "Bill Preparation and Submission", "Workflow", and a "Quick Links" section. The main content area is titled "Pension Recovery" and contains tabs for "General Details", "Pension Recovery Details" (which is selected), "Deduction, Amount Summary Details", "Certificate Details", "Document Verification", and "Checklist Verifications". Below the tabs is a "Verification List" section. A large central form is titled "Pension Recovery" and contains the following data:

AG Authorization Number	15/14/KCS/00056	AG Authorization Date	05/01/2015
PPO Number	11/14/KCS/00063	Pensioners Name	Anirban Pal
Type of Recovery	Pension Recovery	Recovery Amount	1175

At the bottom of the form are buttons for "Save", "Forward", "Forward and Print", "Reject", and "Close".

At the bottom of the page, there are copyright and disclaimer messages:

Copyright 2014. All rights reserved. Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build Version

Figure 96: View Pension Recovery Details screen

Step 6: Deductions, Amount Summary Details:

- View the Deductions, Amount Summary Details and click on the next tab.

The screenshot shows the 'Pension Recovery' module of the Khajane II system. The main title bar reads 'Khajane II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES'. The top navigation bar includes 'PostRole Switch', '1 Jitin J', 'Password Management', 'Help', and 'Logout'. On the left, a sidebar has 'Bill Preparation and Submission' and 'Workflow' sections, with 'Quick Links' currently selected. The main content area shows a 'Process > Draft Bill Request WorkList > Draft Bill Details' path. A 'Verification List' link is also present. The central panel is titled 'TTR/Deduction Details' and contains a table with one row:

Purpose	TTR Code	HoA	Deposit Account Number	Deduction Amount	Verify
Other TTR	OTR	2235~60~101~0~01	NA	1175	<input checked="" type="checkbox"/>

Below this is an 'Amount Summary' section with a table:

Deduction Amount
1175 *

Checkboxes for 'Verify Amount Details' and 'Verify TTR Details' are shown, both of which are checked. At the bottom are buttons for 'Save', 'Forward', 'Forward and Print', 'Reject', and 'Close'.

At the bottom of the page, copyright information reads 'Copyright 2014. All rights reserved.' and a note states 'Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build Version'.

Figure 97: View Deductions, Amount Summary Details screen

Step 7: Certificate Details:

- View Certificates mapped with the bill and Click on next tab.

The screenshot shows a web-based application titled "Khajane II" for the "Integrated Pension Management System Finance Department, Government of Karnataka". The main menu includes "Bill Preparation and Submission", "Workflow", and "Quick Links". The current page is "Process > Draft Bill Request WorkList > Draft Bill Details" under the "Pension Recovery" section. The "Certificate Details" tab is active, showing a message "No certificate found." Below the message are five buttons: "Save", "Forward", "Forward and Print", "Reject", and "Close". The bottom of the screen displays copyright information: "Copyright 2014. All rights reserved.", "Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format.", and "Build Version".

Figure 98: View Certificate Details screen

Step 8: Document Verification:

- Superintendent can view and verify the document.

The screenshot shows the 'Khajane II' application interface for 'Pension Recovery'. The main title bar reads 'Khajane II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES'. The top navigation bar includes 'PostRole Switch' (set to '1 Jitin J'), 'Password Management', 'Help', and 'Logout'. On the left, there's a sidebar with 'Quick Links' and sections for 'Bill Preparation and Submission' and 'Workflow'. The main content area is titled 'Pension Recovery' and shows a 'Verification List'. A sub-section titled 'Document Verification' displays a table with one row. The table columns are 'Sr. No', 'Supporting document', 'Unique identifier of the supporting document', 'Verification Action', 'Remarks', and 'Send Physical Copy To Treasury'. The first row contains '1', 'Challan - Other TTR', 'PN1410000004C01', a checked checkbox in the 'Verification Action' column, 'challan remarks' in the 'Remarks' column, and another checked checkbox in the 'Send Physical Copy To Treasury' column. Below the table, there's a section for 'Additional Document Details' with a text input field containing 'additional document'. At the bottom, it says 'Count of Documents to be Send to Treasury 1'. At the very bottom of the page, there are links for 'Copyright 2014. All rights reserved.', 'Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build Version', and several buttons: 'Save', 'Forward', 'Forward and Print', 'Reject', and 'Close'.

Figure 99: View Document Verification screen

Step 9: Checklist Verification:

- Superintendent can view and verify the document

KHAJANE II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

KHAJANE II

Pension Recovery

General Details Pension Recovery Details Deduction, Amount Summary Details Certificate Details Document Verification Checklist Verifications

Verification List

Supporting Documents Verification

Sr. No.	Supporting Document	Verification Action	Remarks
1	DCRG Authorisation	<input checked="" type="checkbox"/>	supporting document remarks

CheckList Verification

No checklist to verify.

Save Forward Forward and Print Reject Close

Copyright 2014. All rights reserved. Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build Version

Figure 100: View Certificate Verifications screen

Step 10: Verification List:

- Superintendent can view verified and Non verified details

The screenshot shows the 'Khajane II' application interface. The title bar reads 'Khajane II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES'. The main header 'KHAJANE II' includes the subtitle 'Integrated Financial Management System Finance Department, Government of Karnataka'. The top navigation bar contains links for 'PostRole Switch', '1 Jitin J', 'Password Management', 'Help', and 'Logout'. Below the header, a breadcrumb trail shows 'Process > Draft Bill Request WorkList > Draft Bill Details'. A sub-header 'Pension Recovery' is displayed above a horizontal tab bar with tabs: 'General Details', 'Pension Recovery Details', 'Deduction, Amount Summary Details', 'Certificate Details', 'Document Verification', and 'Checklist Verifications'. The 'Verification List' tab is currently selected. The main content area is titled 'Verification Process Check List' and displays a table with five rows of verification results:

Expenditure HoA Details	Verification successful
Verification of supporting documents	Verification successful
Bill verification check list	Verification successful
Schedule/Challan Details Verification	Verification successful
Amount Details Verification	Verification successful

Below the table are several blue rectangular buttons labeled 'Save', 'Forward', 'Forward and Print', 'Reject', and 'Close'. At the bottom of the page, there is a copyright notice 'Copyright 2014. All rights reserved.' and a note about mandatory fields: 'Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build Version'.

Figure 101: Verification List screen

Step 11: Superintendent Save the request:

- Click on ‘Save’ button to save the bill details in the Superintendent Bill Verification Work list or
- Click on ‘Forward’ button to save and forward the bill to next level:

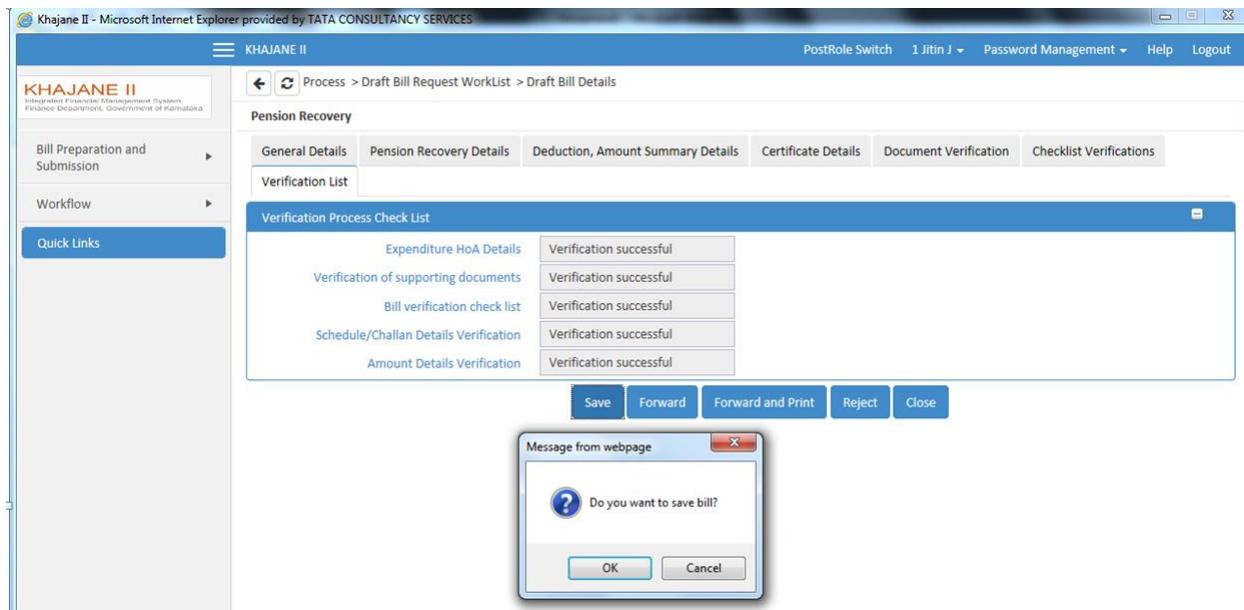


Figure 102: Save the bill/Forward to next level screen

Step 12: Bill number details screen:

- After creating and saving the new bill in the system, unique Bill Number is generated

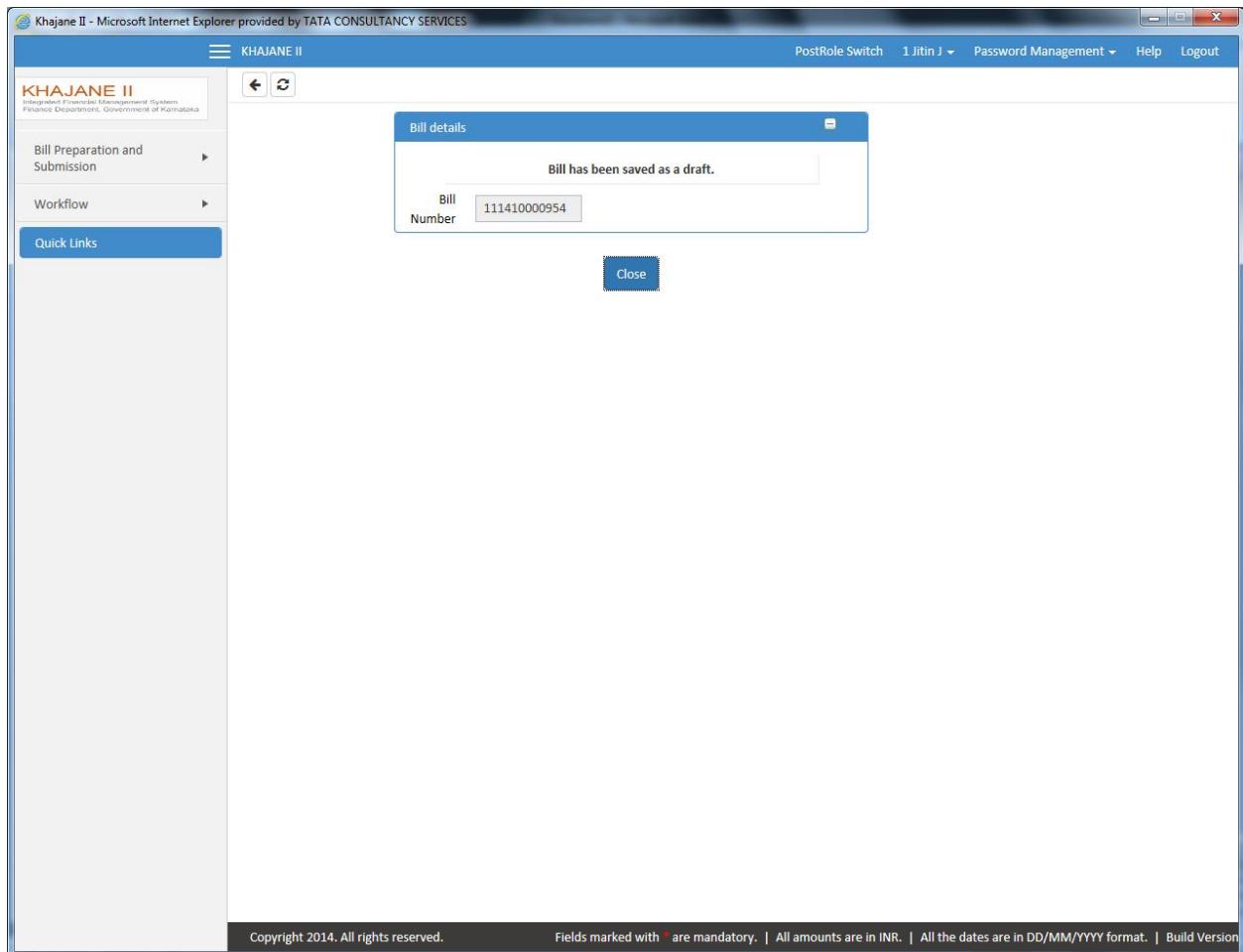


Figure 103: Bill number details screen

[Note: Superintendent Verification, DDO, Caser Worker – Approved Bill Print Activity and DDO - Submits the bill to treasury activity is covered under the GPF bill]

2.4.3 Refund of Deposit

KFC 55 –Vouchers for Revenue deposits

Step 1.Caseworker navigates to the below mentioned path.

- Deposits > Transactions > Preparation Of Draft Bill
- Caseworker enters all the details

The screenshot shows the 'Preparation Of Draft Bill' screen in the KHAJANE II system. The main form is titled 'Draft Bill Details'. It includes sections for 'Bill Sector' (dropdown menu with options like State, Select, ADVANCE FOR 3/4 WHEELER, etc.), 'DDO Code', 'Department Code', 'Deposit Account Number', 'Purpose Specific ID', 'Bill Details' (dropdown menu with options like Bill Type, Provisional Balance, Amount Payable, Recipient Details, Payment Order Details, Mode Of Payment, Bank Account Number, MICR Code), and 'Claim Type' (dropdown menu with options like Refund of Deposit). Other fields include 'Treasury' (KALGHATGI), 'DDO Designation' (Deputy Inspector General of Police), 'Department' (POLICE HEAD QUARTERS), 'HOA' (8342~00~120~2~01~NA~NA~101), 'Remitter Specific ID' (LSN201425), 'Final Balance' (10000), 'Reasons For Refund' (bms), 'IFSC Code' (23423423432), and 'Bank Name' (Canara Bank). The sidebar on the left contains links for Beneficiary Management System, Bill Preparation and Submission, Deposits, New Pension Scheme, SSP, Workflow, and Quick Links (Worklist, AG Authorization Master). The bottom of the screen shows copyright information: Copyright 2014. All rights reserved.

Figure 104: Preparation of draft bill screen

Khajane II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

KHJANE II

PostRole Switch 1 Shrikumar KR ▾ Password Management ▾ Help Logout

Bill Sector	State	Treasury	KALGHATGI
DDO Code	3100PO0100	DDO Designation	Deputy Inspector General of Police
Department Code	2	Department	POLICE HEAD QUARTERS
Deposit Account Number	250101020	HOA	8342~00~120~2~01~NA~NA~101
Purpose Specific ID	AQ20144562	Remitter Specific ID	LSN201425

Bill Details

Bill Type	Miscellaneous bill	Claim Type	Refund of Deposit
-----------	--------------------	------------	-------------------

Form KFC 55 Details(Bill For Refund Of Revenue Deposits)

Provisional Balance	10000	Final Balance	10000
Amount Payable	1200.00	Reasons For Refund	bms

Recipient Details

Recipient Name	Hanumantappa
----------------	--------------

Payment Order Details

Mode Of Payment	ECS/EFT	IFSC Code	23423423432
Bank Account Number	1984569000	Bank Name	Canara Bank
MICR Code	242342343		
Branch Name	KAGGADASAPURA, BANGALORE		

Submit **Reset** **Close**

Figure 105: Preparation of draft bill screen

Step 2. On click of 'submit', details will be sent as a draft bill request to Bill Preparation and Submission module.

The screenshot shows the KHAJANE II software interface for 'Preparation Of Draft Bill'. The left sidebar includes links for Beneficiary Management System, Bill Preparation and Submission, Deposits, New Pension Scheme, SSP, Workflow, Quick Links (Worklist, AG Authorization Master), and AG Authorization Master. The main window displays 'Draft Bill Details' with fields for Bill Sector (State), DDO Code (3100PO0100), Department Code, Deposit Account Number, Treasury (KALGHATGI), DDO Designation (Deputy Inspector General of Police), Department (POLICE HEAD QUARTERS), and HOA. A modal window titled 'Information' shows the message: 'Draft bill generated successfully with Bill Request Id:DP141000024'. Below the modal are sections for 'Bill Details' (Bill Type, Claim Type) and 'Form KFC 55 Details(Bill For Refund Of Revenue Deposits)' (Provisional Balance, Final Balance, Amount Payable, Reasons For Refund). The 'Recipient Details' section shows a dropdown for Recipient Name with 'Select' option. At the bottom are 'Submit', 'Reset', and 'Close' buttons. A page footer indicates 'Page 2 / 5 - KFC 55 -Vouchers for Revenue'.

Figure 106: Successful screen

Step 3. Superintendent navigates to the below mentioned path.

- Bill Preparation and submission > Process > Draft Bill Request WorkList

The screenshot shows the Khajane II application interface. The left sidebar has a tree view with nodes like 'Bill Preparation and Submission', 'Deposits', 'Workflow', and 'Quick Links' which include 'Worklist for claim preparation for cheque payment', 'Request for Creation of Deposit Account', and 'Worklist of Account Creation Request'. The main content area has a breadcrumb navigation 'Process > Draft Bill Request WorkList'. A dropdown menu under 'Process' lists options: 'Bill Verification Worklist', 'Draft Bill Request WorkList' (which is selected), 'Draft Order Verification Worklist', and 'Official Memorandum Creation Worklist'. Below this is a table titled 'Draft Bill Request WorkList' with columns: Sr. No., Bill Req Id, Claim Type, HoA, Net Amount, Gross Amount, and Bill Request Date. The table contains 8 rows of data.

Sr. No.	Bill Req Id	Claim Type	HoA	Net Amount	Gross Amount	Bill Request Date
1	DP14100	Refund of Deposit	8342~00~120~2~01~NA~NA~101	1200	1200	05/01/2015 04:28 PM
2	HR03112	Pay Festival Advance Drawal	2055~00~001~0~01	4500	30000	05/01/2015 11:11 AM
3	HR03112	Pay Festival Advance Drawal	2055~00~001~0~01	4500	30000	05/01/2015 11:10 AM
4	HR03112	Pay Festival Advance Drawal	2055~00~001~0~01	4500	30000	01/01/2015 08:05 PM
5	HR031120155	Festival Advance Drawal	2055~00~001~0~01	4500	30000	01/01/2015 07:58 PM
6	DP1410000023	Refund of Deposit	8342~00~120~2~01~NA~NA~101	2	2	01/01/2015 04:32 PM
7	HR0311201886	Festival Advance Drawal	2055~00~001~0~01	4500	30000	01/01/2015 03:08 PM
8	HR0311201801	Festival Advance Drawal	2055~00~001~0~01	4500	30000	31/12/2014 08:59 PM

Figure 107: Draft Bill Request Worklist screen

Step 4.Click on Bill Request Id which is sent by Deposit module

- Superintendent verifies all the details

General Details:

DDO Code	3100PO0100	DDO Designation	Deputy Inspector General of Police
TAN Number	BLRP06561C	Treasury	KALGHATGI

Bill Details:

Bill Request Id	DP1410000024	Bill Type	Miscellaneous bill	Claim Type	Refund of Deposit
Bill Sector	State				

Expenditure HoA Details:

Expenditure HoA	8342~00~120~2~01	Total Expenditure Amount	1200		
Object Head	Allotment	Expenditure (Bill in DDO Office + Bills Submitted to Treasury)	Expenditure(Bills Submitted to Treasury)	Balance Available	Expenditure Amount
8342~00~120~2~01~NA~NA~101 : Grants-in-Aid	10000000000	40861	37260	9999962740	1200

Original Document:

Account Number	250101020	Purpose Specific ID	AQ20144562
Remitter Specific ID	LSN201425	Credit Certificate Request Number	
Original Amount Credited		Name of Depositor/ Creditor	
Balance Available		Amount Claimed	1200
Reasons for Refund	bms		

Figure 108: KFC55 screen

Step 5. Superintendent verifies all the details and forwards it to the DDO

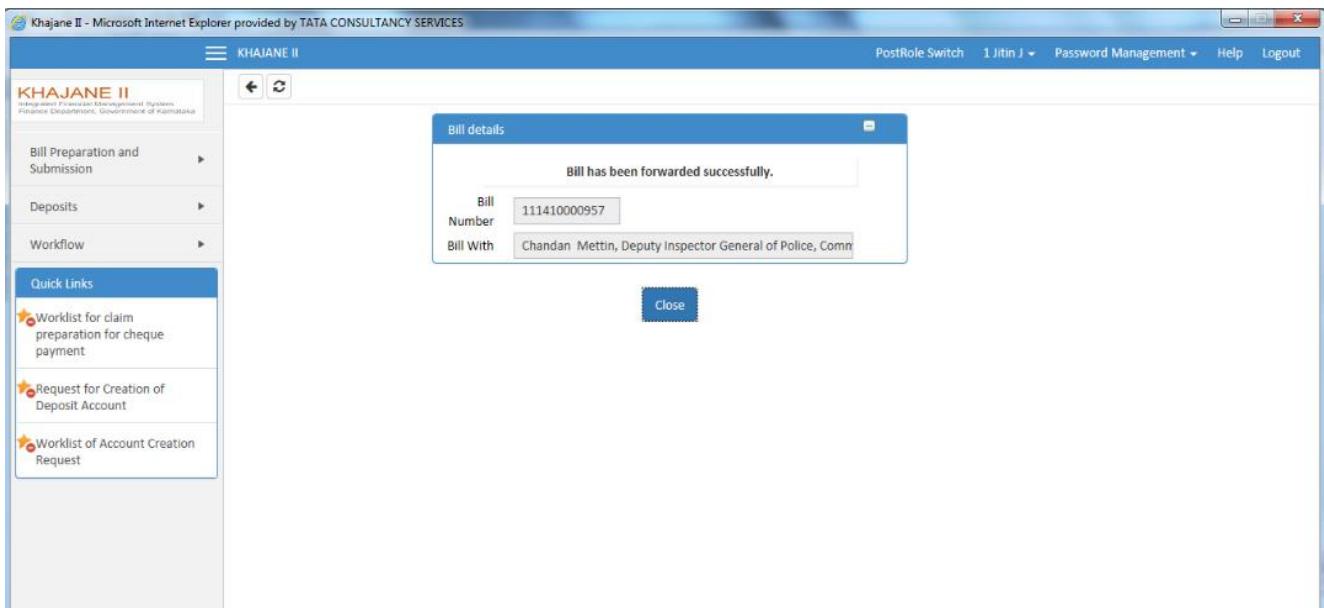


Figure 109: Bill Submission screen

[Note: Superintendent Verification, DDO, Caser Worker – Approved Bill Print Activity and DDO - Submits the bill to treasury activity is covered under the GPF bill]

2.5 Bill Type: Gazetted/ Non-Gazetted Establishment Pay Bill

2.5.1 Festival Advance

Superintendent Activity: Superintendent will receive a Festival Advance bill directly from HRMSStep 1.
Login to Khajane II Application: Case Worker will Login to the application using his/her credentials:



The image shows the 'Department User Login' screen for the Khajane II application. At the top, there is a logo of the Government of Karnataka. Below it, the text 'Department User Login' is displayed. The main section is titled 'Single Sign On'. It contains fields for 'Username' and 'Password', both represented by input boxes. Below these fields are radio buttons for language selection: '(radio) English' and '(radio) Kannada'. At the bottom of the form are two buttons: 'Sign in' (blue) and 'Reset' (red). A link 'Forgot Password' is located at the very bottom.

Figure 110: Khajane II application login screen

Note: Usage of Bio-metric authentication process needs to be added to this document

Step 2. Superintendent should navigate to the below path to create the Bill and click on Create Bill link.

- Bill Preparation and Submission → Process → Draft Bill Request Worklist

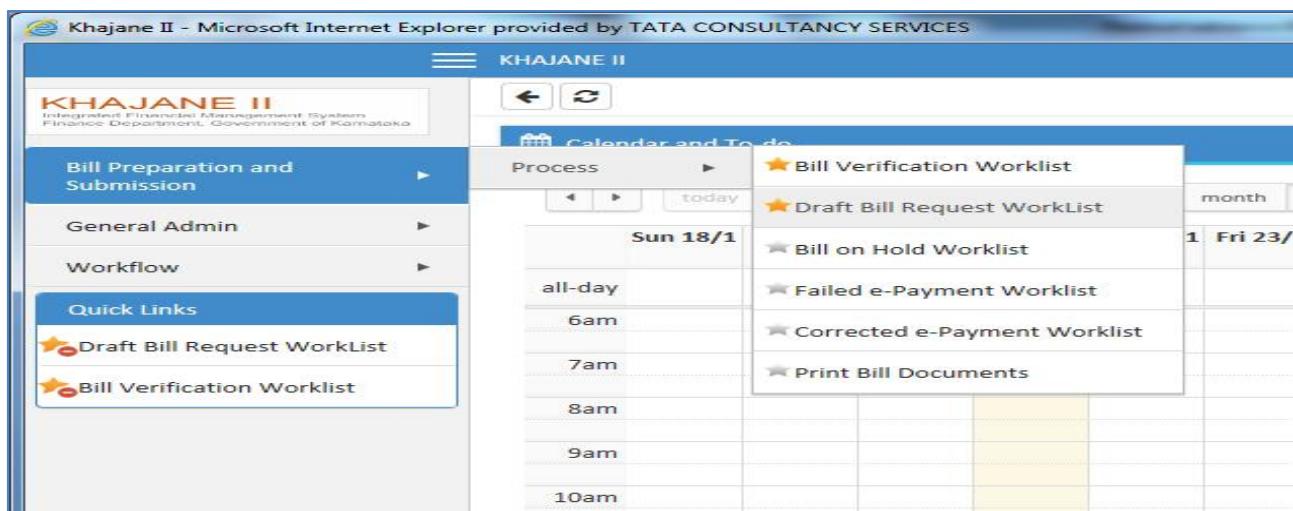


Figure 111: Navigation to the Draft Bill Request Worklist screen

Step 3. View the draft bill request screen

- Superintendent click and open the Bill request ID where claim type is Festival Advance Drawal

KHAJANE II		PostRole Switch		409	1 Jitin J	Change Password	Help	Logout		
				A	A	A				
		Process > Draft Bill Request WorkList								
Draft Bill Request Worklist										
Draft Bill Request Worklist										
Sr. No.	Bill Request Id	Bill Type	Claim Type	HoA	Gross Amount	Net Amount	Bill Request Date			
1	HR1512100001	Gazetted/ Non-Gazetted Establishment Pay Bill	DA Arrears	2055~00~001~0~01	60000	60000	16/01/2015 11:23 AM			
2	HR1409160041	Gazetted/ Non-Gazetted Establishment Pay Bill	Arrears of Salary	2055~00~001~0~01	60000	45000	16/01/2015 11:22 AM			
3	HR1501610011	Gazetted/ Non-Gazetted Establishment Pay Bill	Salary Bill	2055~00~001~0~01	60000	45000	16/01/2015 11:21 AM			
4	HR1503120001	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	40000	40000	16/01/2015 11:18 AM			
5	HR1502110001	Gazetted/ Non-Gazetted Establishment Pay Bill	Charge Allowance	2055~00~001~0~01	30000	30000	16/01/2015 11:17			

Figure 112: Draft Bill Request Worklist screen

Step 4.General Details

- View General Details and click on the next tab
- Superintendent can reject the bill at any stage for corrections, once the bill saved and bill number generated he cannot reject the bill.

KHAJANE II PostRole Switch 409 1 Jitin J ▾ Change Password Help Logout

Process > Draft Bill Request WorkList > Draft Bill Details

A A A

CTS1 Pay Bill

General Details	Festival Advance Details	Recipients, Amount Summary Details	Certificate Details	Document Verification	Checklist Verifications
Verification List					

DDO Details

DDO Code	3100PO0100 *	DDO Designation	Deputy Inspector General of Poli *
TAN Number	BLRP06561C *	Treasury	KALGHATGI *

Bill Details

Bill Request Id	HR1503120001 *
Bill Type	Gazetted/ Non-Gazetted Establi *
Bill Sector	State *
Claim Type	Festival Advance Drawal *

Expenditure HoA Details

Expenditure HoA	2055~00~001~0~01 *	Total Expenditure Amount	40000 *		
Object Head	Allotment	Expenditure (Bill in DDO Office + Bills Submitted to Treasury)	Expenditure(Bills Submitted to Treasury)	Balance Available	Expenditure Amount
2055~00~001~0~01~002~NP~V : Pay-Officers	10000000000	64925	144925	9999855075	40000

Verify HoA *

Sanction/Office Order Details

Sanction Order No	Sanction Order Date	Type Of Order
SO00000012	31/12/2001	Non Khajane Document

Save **Forward** **Forward and Print** **Reject** **Close**

Figure 113: View General Details screen

Step 5.Festival Advance Details: View Festival Advance Details and click on the next tab

The screenshot shows the 'Festival Advance Details' section of the application. The top navigation bar includes links for 'Process > Draft Bill Request WorkList > Draft Bill Details'. Below the navigation is a title 'CTS1 Pay Bill'. A horizontal menu bar contains tabs: General Details, Festival Advance Details (which is selected and highlighted in blue), Recipients, Amount Summary Details, Certificate Details, Document Verification, and Checklist Verifications. A 'Verification List' link is also present. The main content area is titled 'Festival Advance Details' and displays a grid of 10 rows, each representing an employee's details. The columns in the grid are: Employee's Name, Employee's Post, K.G.I.D No., Aadhaar No., Employee's Basic Pay, Employee's Pay Scale, Month-Year, FA Amount, Total Number of Installments, and Installment Amount. At the bottom right of the grid, the total FA Amount is shown as 40000. Below the grid is a row of five action buttons: Save, Forward, Forward and Print, Reject, and Close.

Employee's Name: Hanumantappa N Valikar		Employee's Post: PRIMARY SCHOOL HEAD MASTER		K.G.I.D No.: 789654	
Aadhaar No: 111111111112	Employee's Basic Pay: 3500	Employee's Pay Scale: 8000-14800	Month-Year: January-2015		
FA Amount: 10000	Total Number of Installments: 10	Installment Amount: 1000			
Employee's Name: Krishna M Mushannavar		Employee's Post: ASSISTANT TEACHER		K.G.I.D No.: 654123	
Aadhaar No: NA	Employee's Basic Pay: 3500	Employee's Pay Scale: 6250-12000	Month-Year: January-2015		
FA Amount: 10000	Total Number of Installments: 10	Installment Amount: 1000			
Employee's Name: Chandrashekhar R Aralimatti		Employee's Post: ASSISTANT TEACHER		K.G.I.D No.: 654789	
Aadhaar No: 111111111111	Employee's Basic Pay: 3500	Employee's Pay Scale: 7275-13350	Month-Year: January-2015		
FA Amount: 10000	Total Number of Installments: 10	Installment Amount: 1000			
Employee's Name: Ashok B Kittur		Employee's Post: PRIMARY SCHOOL HEAD MASTER		K.G.I.D No.: 369852	
Aadhaar No: 111111111113	Employee's Basic Pay: 3500	Employee's Pay Scale: 7275-13350	Month-Year: January-2015		
FA Amount: 10000	Total Number of Installments: 10	Installment Amount: 1000			
Total FA Amount :40000					

Figure 114: View Festival Advance Details screen

Step 6.Recipients, Amount Summary Details:

- Payment Details: Select the Mode of Payment (e-Payment or Cheque)
- Recipient Details: For Gazetted/Non-Gazetted Establishment Pay Bill, System will fetch the employee details from the master and display it on the screen.
- Amount Summary: Auto populated by the system.

The screenshot displays the 'View Recipients, Amount Summary' screen in the CT1 Pay Bill application. The top navigation bar includes links for Process > Draft Bill Request WorkList > Draft Bill Details, and various system icons like FUSIONIC SWITCH, EXIT, CHANGE PASSWORD, HELP, and LOGOUT. The main content area has tabs for General Details, Festival Advance Details, Recipients, Amount Summary Details (which is selected and highlighted in blue), Certificate Details, Document Verification, and Checklist Verifications. Below the tabs is a 'Verification List' section. The 'Payment Details' section shows 'Mode of Payment' set to 'e-Payment'. The 'Recipient Details' section contains a table with 5 rows of data, each representing a recipient with columns for Recipient Code, Recipient Name, Bank Name, Branch Name, Account Number, IFSC Code, MICR Code, Gross Amount, and Payable Amount. The 'Amount Summary' section shows 'Payable Amount' set to '40000' and a checkbox for 'Verify Amount Details'. At the bottom are buttons for Save, Forward, Forward and Print, Reject, and Close.

Recipient Code	Recipient Name	Bank Name	Branch Name	Account Number	IFSC Code	MICR Code	Gross Amount	Payable Amount
2600000007	Hanumantappa N Valikar	Canara Bank	KAGGADASAPURA, BANGALORE	1984569000	23423423432	242342343	10000	10000
2600000006	Krishna M Mushannavar	Canara Bank	KAGGADASAPURA, BANGALORE	1984568999	23423423432	242342343	10000	10000
2600000008	Chandrashekhar R Aralimatti	Canara Bank	KAGGADASAPURA, BANGALORE	1984569001	23423423432	242342343	10000	10000
2600000009	Ashok B Kittur	Canara Bank	KAGGADASAPURA, BANGALORE	1984569002	23423423432	242342343	10000	10000

Figure 115: View Recipients, Amount Summary screen

Step 7.Certificate details

- View the certificates mapped with the bill

The screenshot shows a software interface titled 'Process > Draft Bill Request WorkList > Draft Bill Details'. The main title is 'CTS1 Pay Bill'. Below it is a navigation bar with tabs: General Details, Festival Advance Details, Recipients, Amount Summary Details, **Certificate Details**, Document Verification, and Checklist Verifications. The 'Verification List' tab is also visible. A large blue header bar labeled 'Certificates Details' contains the message 'No certificate found.' Below this are several blue buttons: Save, Forward, Forward and Print, Reject, and Close.

Figure 116: View Certificate details screen

Step 8.Document Verification:

- Superintendent can view and verify the document

The screenshot shows a software interface titled 'KHAJANE II'. The top navigation bar includes 'PostRole Switch', a user icon '1 Jitin J.', 'Change Password', 'Help', and 'Logout'. The main title is 'Process > Draft Bill Request WorkList > Draft Bill Details'. Below it is a navigation bar with tabs: General Details, Festival Advance Details, Recipients, Amount Summary Details, Certificate Details, **Document Verification**, and Checklist Verifications. The 'Verification List' tab is also visible. A large blue header bar labeled 'Document Verification' contains a table. The table has columns: Sr. No, Supporting document, Unique identifier of the supporting document, Verification Action, Remarks, and Send Physical Copy To Treasury. Two rows are present: Row 1 has 'Sanction/Office Order' and 'SO00000012'; Row 2 has 'Annexure A' and 'HR1503120001D01'. Both rows have checkboxes in the 'Verification Action' column and text input fields in the 'Remarks' column. The 'Send Physical Copy To Treasury' column has checkboxes, with the second row having one checked. Below the table are sections for 'Additional Document Details' (with a text input field) and 'Count of Documents to be Send to Treasury' (with the value '1'). At the bottom are several blue buttons: Save, Forward, Forward and Print, Reject, and Close.

Figure 117: Document Verification screen

Step 9.Checklist Verification:

- Superintendent can view and verify the document

The screenshot shows a software interface for 'CTS1 Pay Bill' under 'Draft Bill Request WorkList > Draft Bill Details'. The top navigation bar includes icons for back, forward, and search, along with user profile A/A/A. Below the navigation is a tab bar with 'General Details', 'Festival Advance Details', 'Recipients, Amount Summary Details', 'Certificate Details', 'Document Verification', and 'Checklist Verifications' (which is selected). A 'Verification List' link is also present. The main content area is divided into two sections: 'Supporting Documents Verification' and 'CheckList Verification'. The 'Supporting Documents Verification' section contains a table with one row, showing 'Sanction Order by Competent Authority' under 'Supporting Document' and an empty 'Remarks' field. The 'CheckList Verification' section displays the message 'No checklist to verify.' At the bottom are five buttons: 'Save', 'Forward', 'Forward and Print', 'Reject', and 'Close'.

Sr. No.	Supporting Document	Verification Action	Remarks
1	Sanction Order by Competent Authority	<input type="checkbox"/>	

Figure 118: Checklist Verification screen

Step 10.Verification List:

- Superintendent can view verified and Non verified details

The screenshot shows the 'Verification List' screen in the KHAJANE II application. At the top, there is a blue header bar with the text 'KHAJANE II' on the left and 'PostRole Switch' with a user icon (409 1 Jitin J), 'Change Password', 'Help', and 'Logout' on the right. Below the header is a breadcrumb navigation bar: 'Process > Draft Bill Request WorkList > Draft Bill Details'. On the far right of the header are three small square buttons labeled 'A'.

The main content area has a title 'CTS1 Pay Bill' and a navigation bar with tabs: 'General Details', 'Festival Advance Details', 'Recipients, Amount Summary Details', 'Certificate Details', 'Document Verification', and 'Checklist Verifications'. The 'Verification List' tab is currently selected and highlighted with a blue border.

Below the tabs is a section titled 'Verification Process Check List' with a table. The table has five rows, each containing a category and a status indicator:

Expenditure HoA Details	Not verified
Verification of supporting documents	Not verified
Bill verification check list	Not verified
Recipient details verification	Not verified
Amount Details Verification	Not verified

At the bottom of the screen are five blue buttons: 'Save', 'Forward', 'Forward and Print', 'Reject', and 'Close'.

Figure 119: Verification List screen

Step 11. Superintendent Save the request:

- Click on 'Save' button to save the bill details in the Superintendent bill Verification Worklist or
- Click on 'Forward' button to save and forward the bill to next level:

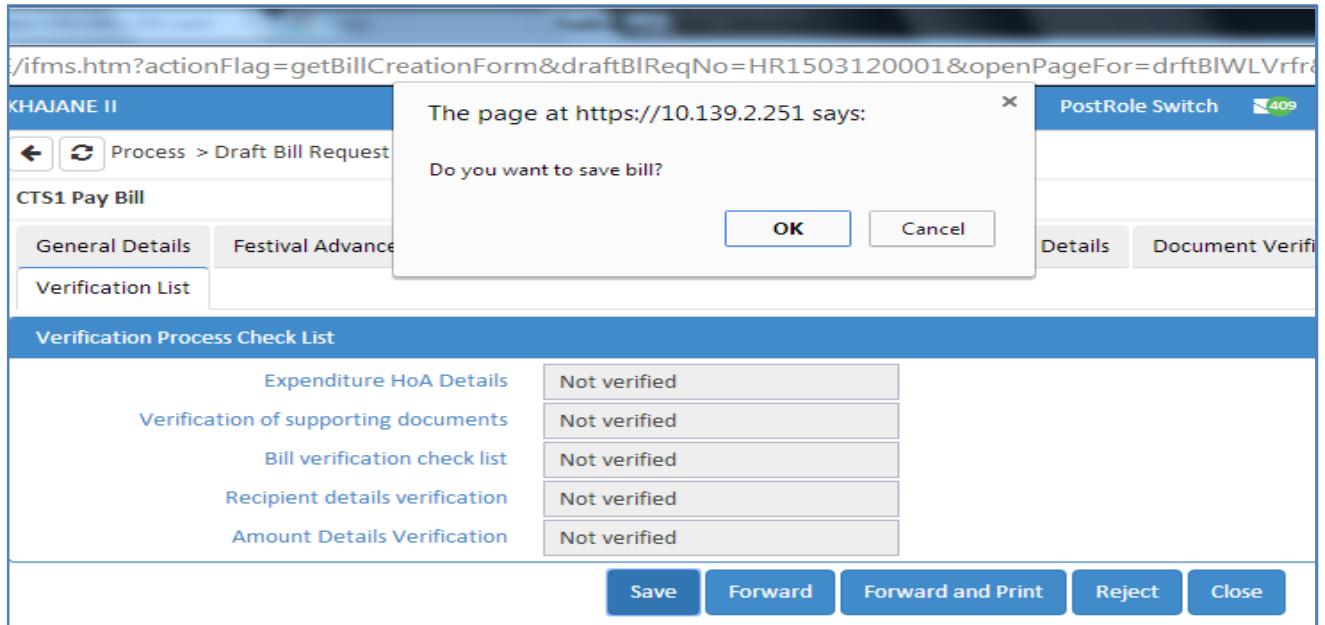


Figure 120: Forward to next level screen

Step 12. Bill number details screen:

- After creating and saving the new bill in the system, unique Bill Number is generated

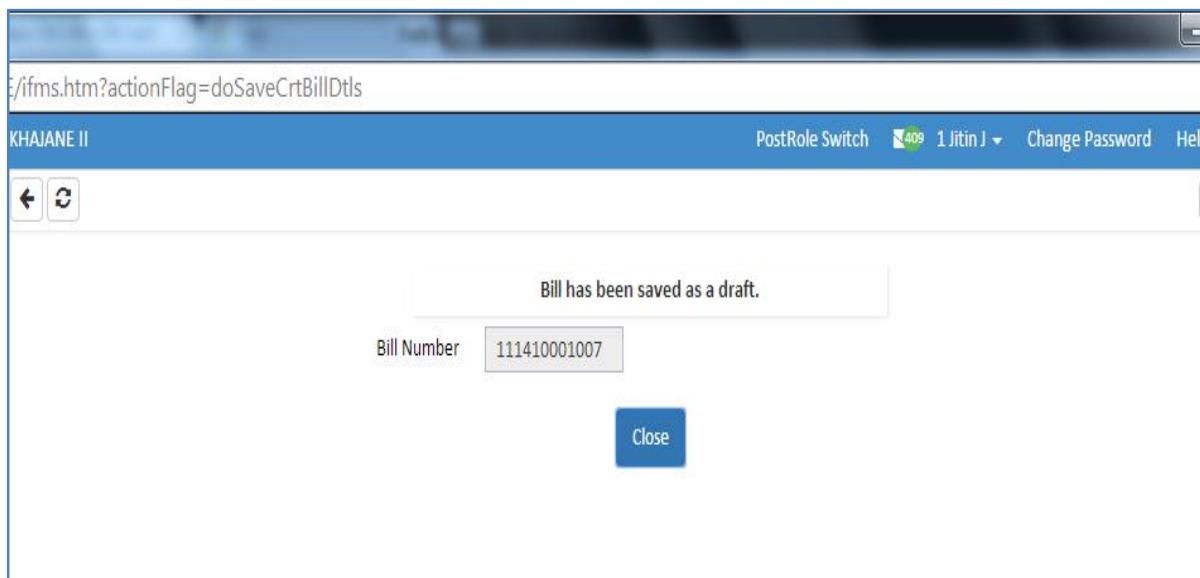


Figure 121: Bill number details screen

Step 13.Bill Verification and Forward to DDO activity

- Superintendent should navigate to the below path to verify the Bill and Forward it to next level.
- Bill Preparation and Submission → Process → Bill verification Worklist

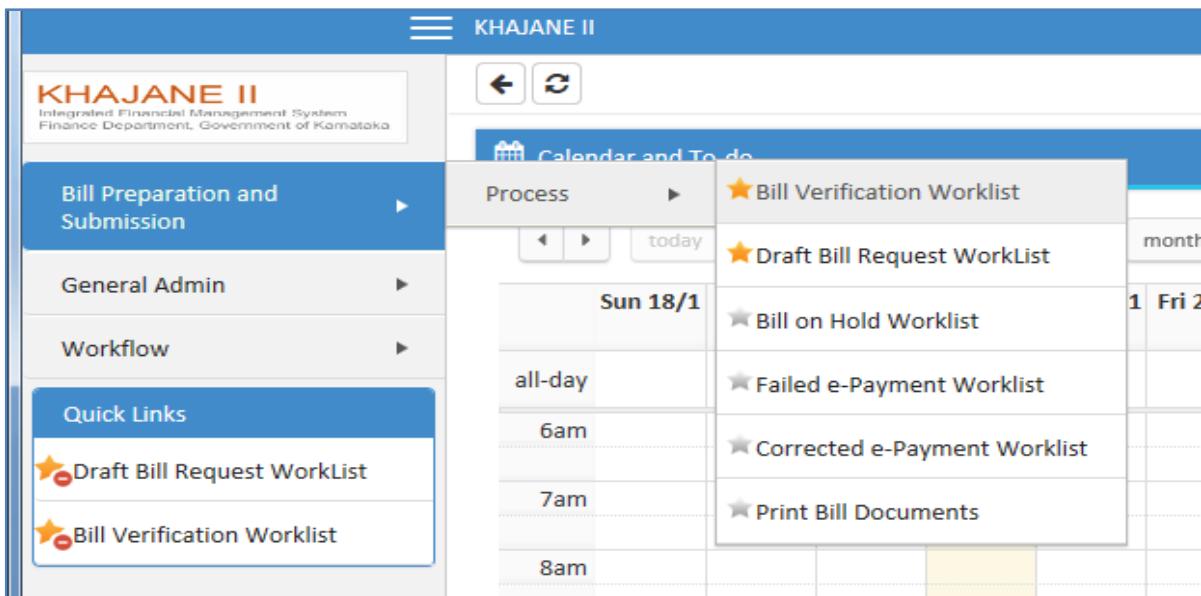


Figure 122: Navigation to the Bill Verification Worklist screen

Step 14.Bill Verification Worklist:

- Superintendent view the bill number in the work list and click on the bill number

4	111410001007	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	40000	40000	16/01/2015 11:19 AM
5	null	Gazetted/ Non-Gazetted Establishment Pay Bill	DA Arrears	2055~00~001~0~01	60000	60000	16/01/2015 11:16 AM
6	111410001002	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	40000	40000	13/01/2015 01:06 PM
7	null	Gazetted/ Non-Gazetted Establishment Pay Bill	Charge Allowance	2055~00~001~0~01	30000	30000	13/01/2015 01:05 PM
8	null	Gazetted/ Non-Gazetted Establishment Pay Bill	DA Arrears	2055~00~001~0~01	60000	60000	13/01/2015 01:03 PM
9	111410000990	Gazetted/ Non-Gazetted Establishment Pay Bill	DA Arrears	2055~00~001~0~01	60000	60000	09/01/2015 06:57 PM
10	111410000989	Gazetted/ Non-Gazetted Establishment Pay Bill	Charge Allowance	2055~00~001~0~01	30000	30000	09/01/2015 06:55 PM

Showing 1 to 10 of 73 entries

First Previous 1 2 3 4 5 ... 8 Next Last

Figure 123: Navigation to the Bill Verification Worklist screen

Step 15.General Details Screen:

- View and verifies all the fields and selects the check box – “Verify HOA”.

The screenshot shows the 'Bill Creation' interface with three main sections: 'General Details', 'Bill Details', and 'Expenditure HoA Details'.

General Details:

DDO Code	3100PO0100	*	DDO Designation	Deputy Inspector General of Poli	*
TAN Number	BLRP06561C	*	Treasury	KALGHATGI	*

Bill Details:

Bill Request Id	HR1503120001	*			
Bill Number	111410001007	*			
Bill Type	Gazetted/Non-Gazetted Establi	*	Claim Type	Festival Advance Drawal	*
Bill Sector	State	*			

Expenditure HoA Details:

Expenditure HoA	2055^00^001^0^01	*	Total Expenditure Amount	40000	*
Object Head	Allotment	Expenditure(Bill in DDO Office + Bills Submitted to Treasury)	Expenditure(Bills Submitted to Treasury)	Balance Available	Expenditure Amount
2055^00^001^0^01^002^NP^V : Pay-off	1000000000	64925	144925	9999855075	40000

Figure 124: View the Bill details screen

Bill Creation

Notings

Expenditure HoA	2055~00~001~0~01	*	Total Expenditure Amount	40000	*
Object Head	Allotment	Expenditure (Bill in DDO Office + Bills Submitted to Treasury)	Expenditure(Bills Submitted to Treasury)	Balance Available	Expenditure Amount
2055~00~001~0~01~002~NP~V : Pay-Officers	10000000000	64925	144925	9999855075	40000

Verify HoA *

Sanction/Office Order Details

Sanction Order No	Sanction Order Date	Type Of Order
S000000012	31/12/2001	Non Khajane Document

Figure 125: View the Bill details screen

Step 16. Festival Advance details

- Verify the details

The screenshot shows a web-based application interface titled "Bill Creation". The URL in the address bar is <https://10.139.2.251/KHAJANE/ifms.htm?actionFlag=getBillVerificationWl&wlType=verification&elementId=10200042>. The top navigation bar includes "PostRole Switch", a user icon with "409 1 Jitin J", "Change Password", and "Help". A blue header bar says "Bill Creation". Below it is a "Notings" logo.

The main content area is titled "CTS1 Pay Bill" and contains a tab navigation bar with "General Details", "Festival Advance Details" (which is selected and highlighted in blue), "Recipients, Amount Summary Details", "Certificate Details", "Document Verification", "Checklist Verifications", and "Verification List".

The "Festival Advance Details" section displays the following information for two employees:

Establishment Number	1	Type of Establishment	Permanent
Currency of Establishment	25/10/2014	Name of Establishment	Name of Establishment
Employee Type	Gazetted		

Below this, there are two rows of employee details:

Employee's Name: Hanumantappa N Valikar	Employee's Post: PRIMARY SCHOOL HEAD MASTER	K.G.I.D No.: 789654
Aadhaar No: 111111111112	Employee's Basic Pay: 3500	Employee's Pay Scale: 8000-14800

FA Amount: 10000	Total Number of Installments: 10	Installment Amount: 1000
------------------	----------------------------------	--------------------------

Below these, there are two more rows of employee details:

Employee's Name: Krishna M Mushannavar	Employee's Post: ASSISTANT TEACHER	K.G.I.D No.: 654123
Aadhaar No: NA	Employee's Basic Pay: 3500	Employee's Pay Scale: 6250-12000

FA Amount: 10000	Total Number of Installments: 10	Installment Amount: 1000
------------------	----------------------------------	--------------------------

Figure 126: View the Bill details screen

Step 17.Recipients, Amount Summary Details:

- Verifies all the fields and selects the check box – “Verify Recipient Details” and “Verify Amount Details”.

The screenshot shows the 'Bill Creation' interface with the 'Recipients, Amount Summary Details' tab selected. The 'Payment Details' section shows 'Mode of Payment' as 'e-Payment'. The 'Recipient Details' section contains a table with the following data:

Recipient Code	Recipient Name	Bank Name	Branch Name	Account Number	IFSC Code	MICR Code	Gross Amount	Payable Amount
2600000007	Hanumantappa N Valikar	Canara Bank	KAGGADASAPURA, BANGALORE	1984569000	23423423432	242342343	10000	10000
2600000006	Krishna M Mushannavar	Canara Bank	KAGGADASAPURA, BANGALORE	1984568999	23423423432	242342343	10000	10000
2600000008	Chandrashekhar R Aralimatti	Canara Bank	KAGGADASAPURA, BANGALORE	1984569001	23423423432	242342343	10000	10000
2600000009	Ashok B Kittur	Canara Bank	KAGGADASAPURA, BANGALORE	1984569002	23423423432	242342343	10000	10000

Figure 127: Recipients, Amount Summary Details screen

Step 18.Certificate details:

- View the certificates mapped with the bill

The screenshot shows the 'Bill Creation' interface with the 'Certificate Details' tab selected. The 'Certificates Details' section displays the message 'No certificate found.'

Figure 128: View Certificate details screen

Step 19.Document Verification details:

- Superintendent has to select the “Verification Action” checkboxes after cross checking the hard copies.
- Superintendent selects the checkbox ‘Send physical copy to Treasury’ in case physical copies are to be sent to the Treasury

Sr. No	Supporting document	Unique identifier of the supporting document	Verification Action	Remarks	Send Physical Copy To Treasury
1	Sanction/Office Order	SO00000012	<input checked="" type="checkbox"/>	sanction office order remarks	<input checked="" type="checkbox"/>
2	Annexure A	111410001007D01	<input checked="" type="checkbox"/>	annexure A remarks	<input checked="" type="checkbox"/>

Additional Document Details
additional document

Count of Documents to be Send to Treasury
2

Figure 129: Document Verification screen

Step 20.Checklist Verification details:

- Verify the Supporting documents and the bill details against the checklist populated by the system. All the mandatory documents should be submitted to Treasury.

Bill Creation

CTS1 Pay Bill

General Details	Festival Advance Details	Recipients, Amount Summary Details	Certificate Details	Document Verification	Checklist Verifications	Verification List
-----------------	--------------------------	------------------------------------	---------------------	-----------------------	-------------------------	-------------------

Supporting Documents Verification

Sr. No.	Supporting Document	Verification Action	Remarks
1	Sanction Order by Competent Authority	<input checked="" type="checkbox"/>	Sanction order checklist remarks

CheckList Verification

No checklist to verify.

Figure 130: Checklist Verification screen

Step 21.Verification List details:

- Verifier will view the verification successful message and forward bill to next level.
- In case if message shown as unverified, then verifier has to go to that screen and take the necessary action.

Bill Creation

CTS1 Pay Bill

General Details	Festival Advance Details	Recipients, Amount Summary Details	Certificate Details	Document Verification	Checklist Verifications	Verification List
-----------------	--------------------------	------------------------------------	---------------------	-----------------------	-------------------------	-------------------

Verification Process Check List

Expenditure HoA Details	Verification successful
Verification of supporting documents	Verification successful
Bill verification check list	Verification successful
Recipient details verification	Verification successful
Amount Details Verification	Verification successful

Figure 131: Verification List screen

- Click on ‘Forward to DDO’ to forward the Bill to DDO:
- Once the bill is verified, it can be forwarded to the DDO.

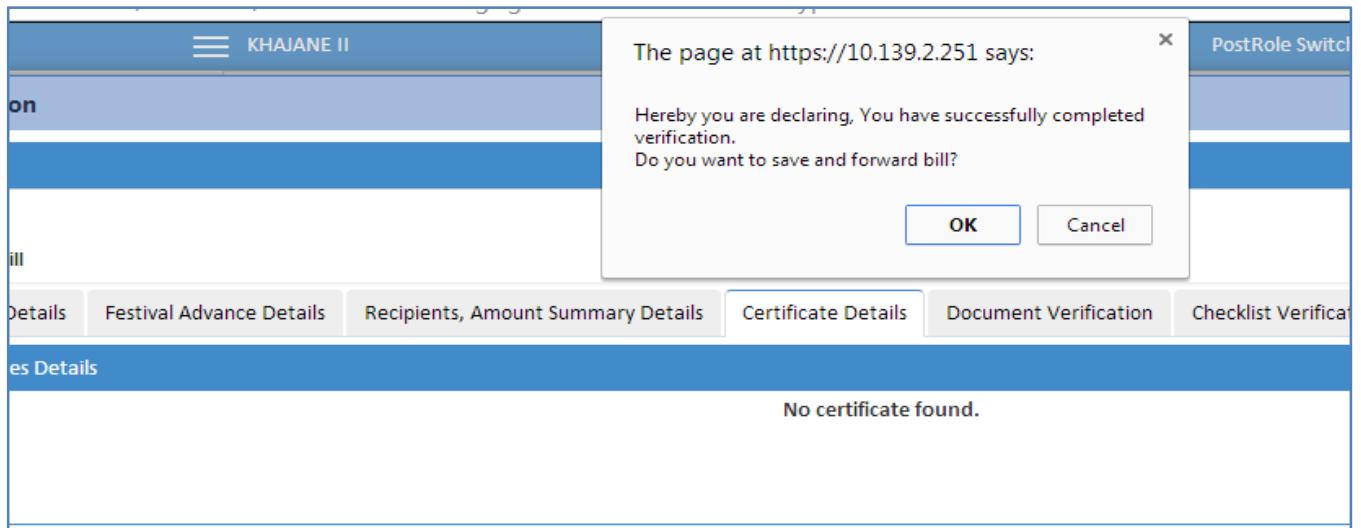


Figure 132: Forward to next level screen

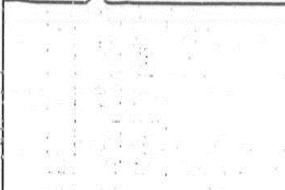
- View the next level approver details

111410001005	Grant in Aid (G. I. A.) Bill	Grant-In-Aid (Salary)	2055~00~001~0~01	44200
null	Grant in Aid (G. I. A.) Bill	Grant-In-Aid (Salary)	2055~00~001~0~01	44200
Bill Information				
		Bill has been forwarded successfully.		
Bill Number	111410001007			
Bill With	Chandan Mettin, Deputy Inspector General of Police, Commissioner of Police			

Figure 133: View the next level approver screen

[Note: Superintendent, DDO, Caser Worker – Approved Bill Print Activity and DDO - Submits the bill to treasury activity is covered under the GPF bill]

The print format for the claim type- Festival Advance is as shown below:

																																																																										
Government of Karnataka Gazetted/ Non-Gazetted Establishment Pay Bill of HOME DEPARTMENT for the month of December																																																																										
KFC 24	Date: 23/12/2014																																																																									
Bill No. 111409000891																																																																										
DUPLICATE																																																																										
Treasury: KALGHATGI	Token No: 1400001063																																																																									
Claim Type: Festival Advance Drawal																																																																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">HOA</td> <td colspan="2" style="width: 85%;">DDO Details</td> </tr> <tr> <td style="text-align: center; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>2</td><td>0</td><td>5</td><td>5</td></tr> <tr><td>0</td><td>0</td><td></td><td></td></tr> <tr><td>0</td><td>0</td><td>1</td><td></td></tr> <tr><td>0</td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td></td><td></td></tr> </table> </td> </tr> <tr> <td style="text-align: center; padding: 5px;">Non-Plan</td> <td style="text-align: center; padding: 5px;">Voted</td> <td style="padding: 5px;">DDO Code: 3 1 0 0 - P 0 0 1 0 - 0</td> </tr> <tr> <td style="text-align: center; padding: 5px;">002</td> <td style="text-align: center; padding: 5px;">Pay-Officers</td> <td style="padding: 5px;">TAN No: B L R P 0 6 5 6 1 C</td> </tr> <tr> <td colspan="2"></td> <td style="padding: 5px;">CTS 1</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center; padding: 5px;">S</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center; padding: 5px;">₹ 40000</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: center; padding: 5px;">Gross Amount: ₹ 40000</td> </tr> <tr> <td colspan="2" style="padding: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Object Head</th> <th style="width: 40%;">Earnings</th> <th style="width: 15%;">Amount (₹)</th> <th style="width: 15%;">Deduction</th> <th style="width: 15%;">Amount (₹)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">002</td> <td style="text-align: center;">Festival Advance Drawal</td> <td style="text-align: center;">40000</td> <td style="text-align: center;">-</td> <td style="text-align: center;">0</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total Claim</td> <td style="text-align: center;">40000</td> <td style="text-align: center;">Total Deductions</td> <td style="text-align: center;">0</td> </tr> <tr> <td colspan="2" style="text-align: center;">Net Amount</td> <td style="text-align: center;">40000</td> <td colspan="2"></td> </tr> <tr> <td colspan="5" style="text-align: left; padding: 5px;">Net payment: Rupees Forty Thousand Only</td> </tr> </tbody> </table> </td> </tr> <tr> <td colspan="2"></td> <td colspan="2" style="text-align: right; padding: 10px;"> Signature of DDO Deputy Inspector General of Police, Commissioner of Police, Hubli-Dharwad </td> </tr> </table>		HOA	DDO Details		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>2</td><td>0</td><td>5</td><td>5</td></tr> <tr><td>0</td><td>0</td><td></td><td></td></tr> <tr><td>0</td><td>0</td><td>1</td><td></td></tr> <tr><td>0</td><td></td><td></td><td></td></tr> <tr><td>0</td><td>1</td><td></td><td></td></tr> </table>	2	0	5	5	0	0			0	0	1		0				0	1			Non-Plan	Voted	DDO Code: 3 1 0 0 - P 0 0 1 0 - 0	002	Pay-Officers	TAN No: B L R P 0 6 5 6 1 C			CTS 1			S			₹ 40000			Gross Amount: ₹ 40000	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Object Head</th> <th style="width: 40%;">Earnings</th> <th style="width: 15%;">Amount (₹)</th> <th style="width: 15%;">Deduction</th> <th style="width: 15%;">Amount (₹)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">002</td> <td style="text-align: center;">Festival Advance Drawal</td> <td style="text-align: center;">40000</td> <td style="text-align: center;">-</td> <td style="text-align: center;">0</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total Claim</td> <td style="text-align: center;">40000</td> <td style="text-align: center;">Total Deductions</td> <td style="text-align: center;">0</td> </tr> <tr> <td colspan="2" style="text-align: center;">Net Amount</td> <td style="text-align: center;">40000</td> <td colspan="2"></td> </tr> <tr> <td colspan="5" style="text-align: left; padding: 5px;">Net payment: Rupees Forty Thousand Only</td> </tr> </tbody> </table>		Object Head	Earnings	Amount (₹)	Deduction	Amount (₹)	002	Festival Advance Drawal	40000	-	0	Total Claim		40000	Total Deductions	0	Net Amount		40000			Net payment: Rupees Forty Thousand Only							Signature of DDO Deputy Inspector General of Police, Commissioner of Police, Hubli-Dharwad	
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Net payment: Rupees Forty Thousand Only																																																																										
		Signature of DDO Deputy Inspector General of Police, Commissioner of Police, Hubli-Dharwad																																																																								

Brought forwarded from Page-I

Certificates:

1. "Certified that the transfer is made in the interest of public service".

Amount required for Payment

Payable Amount ₹ 40000 (Rupees Forty Thousand Only)

By e-Payment ₹ 40000 (Rupees Forty Thousand Only)

By Transfer ₹ 0 (Rupees Zero Only)

Contents Received

Place: _____

Signature

Date: _____

Deputy Inspector General of Police, Commissioner of Police, Hubli-Dharwad

Space for Audit Office

Admitted ₹ _____

Space for use of Treasury

Gross ₹ 40000

Objected ₹ _____

(Rupees Forty Thousand Only)

Reasons: _____

Net Payable ₹ 40000

Auditor Section Officer

Senior Officer

Gazetted Officer

BoA

Head Accountant

Treasury Officer

Details of Festival Advance Drawal

DDO Code: 3100PO0100

Bill No.111409000891

DDO Designation: Deputy Inspector General of Police, Commissioner of Police, Hubli-Dharwad

Token No.1400001063

Sr No.	KGID Number	Employee Name	Basic Pay(In Rs.)	Designation	Sanction Number	Sanction Date	FA Amount (₹)
1	896896	RAMACHANDRAIAH.G.	3500.00	PRIMARY SCHOOL HEAD	SO0001	23/12/2014	10000
2	565666	DHASIAH T	3500.00	ASSISTANT TEACHER	SO0001	23/12/2014	10000
3	456123	FATHIMAMERY.C.	3500.00	ASSISTANT TEACHER	SO0001	23/12/2014	10000
4	569632	SHANKAR. S	3500.00	ASSISTANT TEACHER	SO0001	23/12/2014	10000

Amount: 40000

(Rupees Forty Thousand Only)

Signature of DDO

2.5.2 Arrears of Salary

Superintendent Activity:

Step 1.Login to Khajane II Application: Superintendent will Login to the application using his/her credentials.

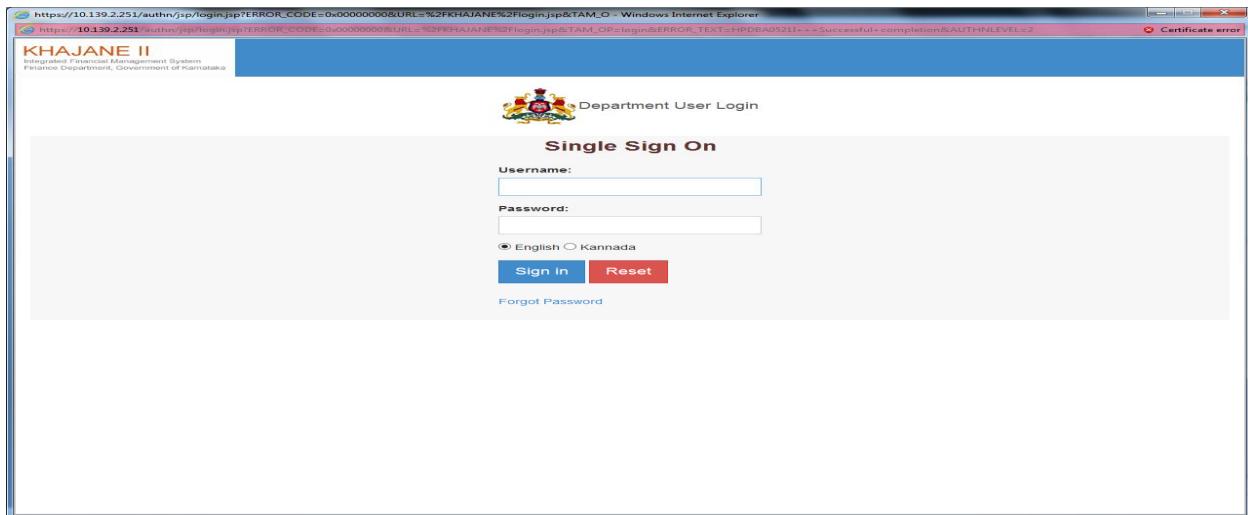


Figure 134: Khajane II application login screen

Step 2. Superintendent should navigate to the below path to verify the Draft Request which comes from HRMS and click on Draft Bill Request Worklist link.

- Bill Preparation and Submission → Process → Draft Bill Request Worklist

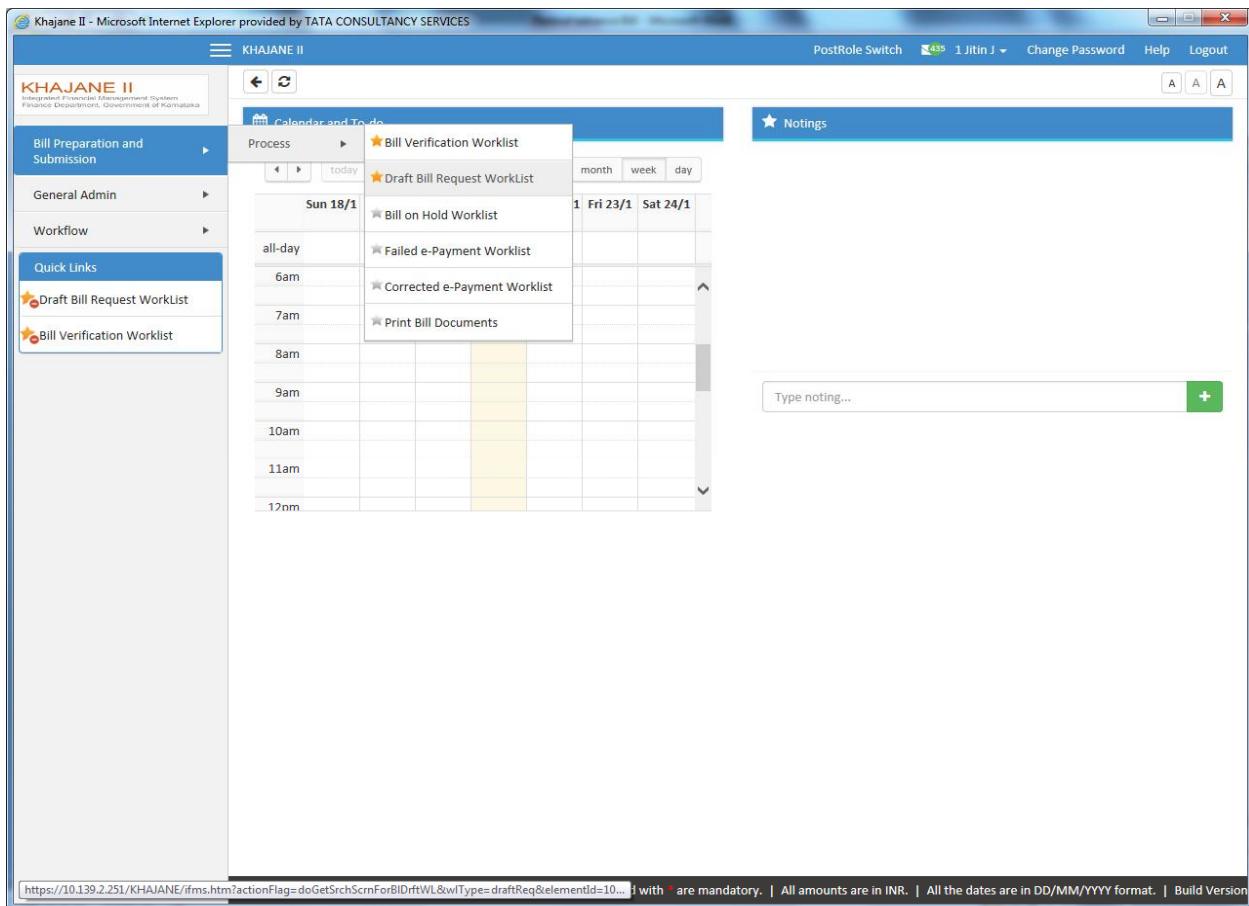


Figure 135: Navigation to Draft Bill Request Worklist screen

Step 3. View the draft bill request screen

- Superintendent click and open the Bill request ID where claim type is Arrears of Salary

Sr. No.	Bill Request Id	Bill Type	Claim Type	HoA	Gross Amount	Net Amount	Bill Request Date
1	HR1501600011	Gazetted/ Non-Gazetted Establishment Pay Bill	Salary Bill	2055~00~001~0~01	60000	45000	16/01/2015 11:07 AM
2	HR1501090002	Gazetted/ Non-Gazetted Establishment Pay Bill	Arrears of Salary	2055~00~001~0~01	60000	45000	13/01/2015 01:00 PM
3	HR1501090001	Gazetted/ Non-Gazetted Establishment Pay Bill	Arrears of Salary	2055~00~001~0~01	60000	45000	09/01/2015 07:12 PM
4	PN1410000013	Miscellaneous bill	DCRG Recovery	2235~60~200~1~01	10000	0	06/01/2015 08:37 PM
5	HR0311201999	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	30000	4500	05/01/2015 11:11 AM
6	HR0311201555	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	30000	4500	01/01/2015 08:05 PM
7	HR0311201799	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	30000	4500	31/12/2014 04:50 PM
8	DP1410000021	Payees Receipt	Payees Receipt	8342~00~120~2~01~NA~NA~240	10000	10000	30/12/2014 10:30 AM
9	HR0311201799	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	30000	4500	26/12/2014 07:21 PM
10	HR0311201799	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	30000	4500	26/12/2014 06:13 PM

Showing 1 to 10 of 41 entries

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Figure 136: Draft Bill Request Worklist screen

Step 4.General Details

- View General Details and click on the next tab
- Superintendent can reject the bill Request at any stage for corrections. Once the bill saved and bill number generated he cannot reject the bill.

KHAJANE II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

KHAJANE II

PostRole Switch 420 1 Jitin J Change Password Help Logout

CTS1 Pay Bill

General Details Consolidated Details Employee breakup Recipient, Deduction, Amount Summary Details Certificate Details

Document Verification Checklist Verifications Verification List

DDO Details

DDO Code	3100PO0100 *	DDO Designation	Deputy Inspector General of Police *
TAN Number	BLRP06561C *	Treasury	KALGHATGI *

Bill Details

Bill Request Id	HR1501090002 *	Claim Type	Arrears of Salary *
Bill Type	Gazetted/ Non-Gazetted Establishment *		
Bill Sector	State *		

Expenditure HoA Details

Expenditure HoA	2055~00~001~0~01 *	Total Expenditure Amount	60000 *		
Object Head	Allotment	Expenditure (Bill in DDO Office + Bills Submitted to Treasury)	Expenditure(Bills Submitted to Treasury)	Balance Available	Expenditure Amount
2055~00~001~0~01~014~NP~V : Other Allowance	10000000000	283980	396280	9999602000	30000
2055~00~001~0~01~001~NP~V : Consolidated Salaries	10000000000	0	30000	9999970000	30000

Verify HoA *

Sanction/Office Order Details

Save Forward Forward and Print Reject Close

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Figure 137: View General Details screen

Step 5.Consolidated Details:

- View Consolidated Details and click on the next tab

The screenshot shows a web-based application for financial management. The top navigation bar includes links for 'PostRole Switch', '1 Jitin J', 'Change Password', 'Help', and 'Logout'. On the left, a vertical sidebar titled 'KHAJANE II' lists 'Bill Preparation and Submission', 'General Admin', 'Workflow', and 'Quick Links' which include 'Draft Bill Request WorkList' and 'Bill Verification Worklist'. The main content area is titled 'CTS1 Pay Bill' and displays a tabbed interface with 'General Details' (selected), 'Consolidated Details', 'Employee breakup', 'Recipient, Deduction, Amount Summary Details', and 'Certificate Details'. Below these tabs are buttons for 'Document Verification', 'Checklist Verifications', and 'Verification List'. The 'Consolidated Details' section contains tables for establishment information and a detailed breakdown of earnings and deductions.

Establishment Number	E111	Type of Establishment	Permanent
Currency of Establishment	31/12/2001	Name of Establishment	Name of Establishment
Pay of staff	30000	Pay of Officers	30000
Employee Type	Gazetted		

Earnings		Deductions	
Dearness Allowance :	9000	Income Tax :	3000
House Rent Allowance :	9000	Life Insurance corporation of India :	3000
City Compensatory Allowance :	12000	House Building Advance :	3000
Basic Pay :	30000	Professional Tax :	3000
Gross Amount	60000	Motor Car Advance :	3000
		Total Deductions	15000
Net Payable Amount 45000			

At the bottom, there are buttons for 'Save', 'Forward', 'Forward and Print', 'Reject', and 'Close'. A footer at the bottom of the page states: 'Copyright 2014. All rights reserved.' and 'Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build'.

Figure 138: View Consolidated Details screen

Step 6.Employee Breakup Details:

- View the Employee Breakup Details and click on the next tab.

The screenshot shows the 'Employee breakup' tab selected in the top navigation bar. The page displays three separate employee records with their respective breakdowns of earnings and deductions. Each record includes the employee's name, post, K.G.I.D number, basic pay, pay scale, month-year, and net payable amount.

Employee's Name	Employee's Post	K.G.I.D No.
Chandrashekhar R Aralimatti	ASSISTANT TEACHER	654789
Hanumantappa N Valikar	PRIMARY SCHOOL HEAD MASTER	789654
Krishna M Mushannavar	ASSISTANT TEACHER	654123

Employee breakup details:

Earnings		Deductions		Net Payable Amount
Dearness Allowance :	3000	Income Tax :	1000	14000
House Rent Allowance :	3000	Life Insurance corporation of India :	1000	
City Compensatory Allowance :	4000	House Building Advance :	1000	
Basic Pay :	10000	Professional Tax :	1000	
Gross Amount :20000		Motor Car Advance :	1000	
		Total Deductions :	6000	

Employee breakup details:

Earnings		Deductions		Net Payable Amount
Dearness Allowance :	3000	Income Tax :	1000	14000
House Rent Allowance :	3000	Life Insurance corporation of India :	1000	
City Compensatory Allowance :	4000	House Building Advance :	1000	
Basic Pay :	10000	Professional Tax :	1000	
Gross Amount :20000		Motor Car Advance :	1000	
		Total Deductions :	6000	

Employee breakup details:

Earnings		Deductions		Net Payable Amount
Dearness Allowance :	3000	Income Tax :	1000	14000
House Rent Allowance :	3000	Life Insurance corporation of India :	1000	
City Compensatory Allowance :	4000	House Building Advance :	1000	
Basic Pay :	10000	Professional Tax :	1000	
Gross Amount :20000		Motor Car Advance :	1000	
		Total Deductions :	6000	

Figure 139: Employee Breakup Details screen

Step 7. Recipient, Deduction, Amount summary Details

- View the Recipient, Deduction, Amount summary Details and click on the next tab.

The screenshot shows the 'CTS1 Pay Bill' module in the Khajane II system. The top navigation bar includes 'PostRole Switch', '1 Jitin J', 'Change Password', 'Help', and 'Logout'. On the left, there's a sidebar with 'Bill Preparation and Submission', 'General Admin', 'Workflow', and 'Quick Links' (Draft Bill Request WorkList, Bill Verification Worklist). The main content area has tabs: 'General Details', 'Consolidated Details', 'Employee breakup', 'Recipient, Deduction, Amount Summary Details' (which is selected), and 'Certificate Details'. Below these tabs are sub-tabs: 'Document Verification', 'Checklist Verifications', and 'Verification List'. The 'Recipient Details' section contains a table with three rows of data:

Recipient Code	Recipient Name	Bank Name	Branch Name	Account Number	IFSC Code	MICR Code	Gross Amount	Payable Amount
2600000008	Chandrashekhar R Aralimatti	Canara Bank	KAGGADASAPURA, BANGALORE	1984569001	23423423432	242342343	20000	14000
2600000007	Hanumantappa N Valikar	Canara Bank	KAGGADASAPURA, BANGALORE	1984569000	23423423432	242342343	20000	14000
2600000006	Krishna M Mushannavar	Canara Bank	KAGGADASAPURA, BANGALORE	1984568999	23423423432	242342343	20000	14000

Below the table is a note: 'Verify Recipient Details *'. The 'TTR/Deduction Details' section contains a table with four rows of data:

Recipient Code	Recipient Name	Purpose	TTR Code	HoA	Deposit Account Number	TAX Deduction	TAX Rate (%)	Deduction Amount	Verify
NA	NA	Motor Car Advance	MCA	7610~00~202~0~01	NA	NA	NA	3000	<input type="checkbox"/>
NA	NA	House Building Advance	HBA	7610~00~201~0~03	NA	NA	NA	3000	<input type="checkbox"/>
NA	NA	Professional Tax	PT	0028~00~107~0~01	NA	NA	NA	3000	<input type="checkbox"/>
NA	NA	Income Tax	IT	8658~00~112~0~01	NA	NA	NA	3000	<input type="checkbox"/>

At the bottom, there are copyright and footer notes: 'Copyright 2014. All rights reserved.', 'Fields marked with * are mandatory.', 'All amounts are in INR.', 'All the dates are in DD/MM/YYYY format.', and 'Build'.

Figure 140: View Recipient, Deduction, Amount summary Details screen

Step 8.Certificate Details

- View Certificates mapped with the bill and Click on next tab.

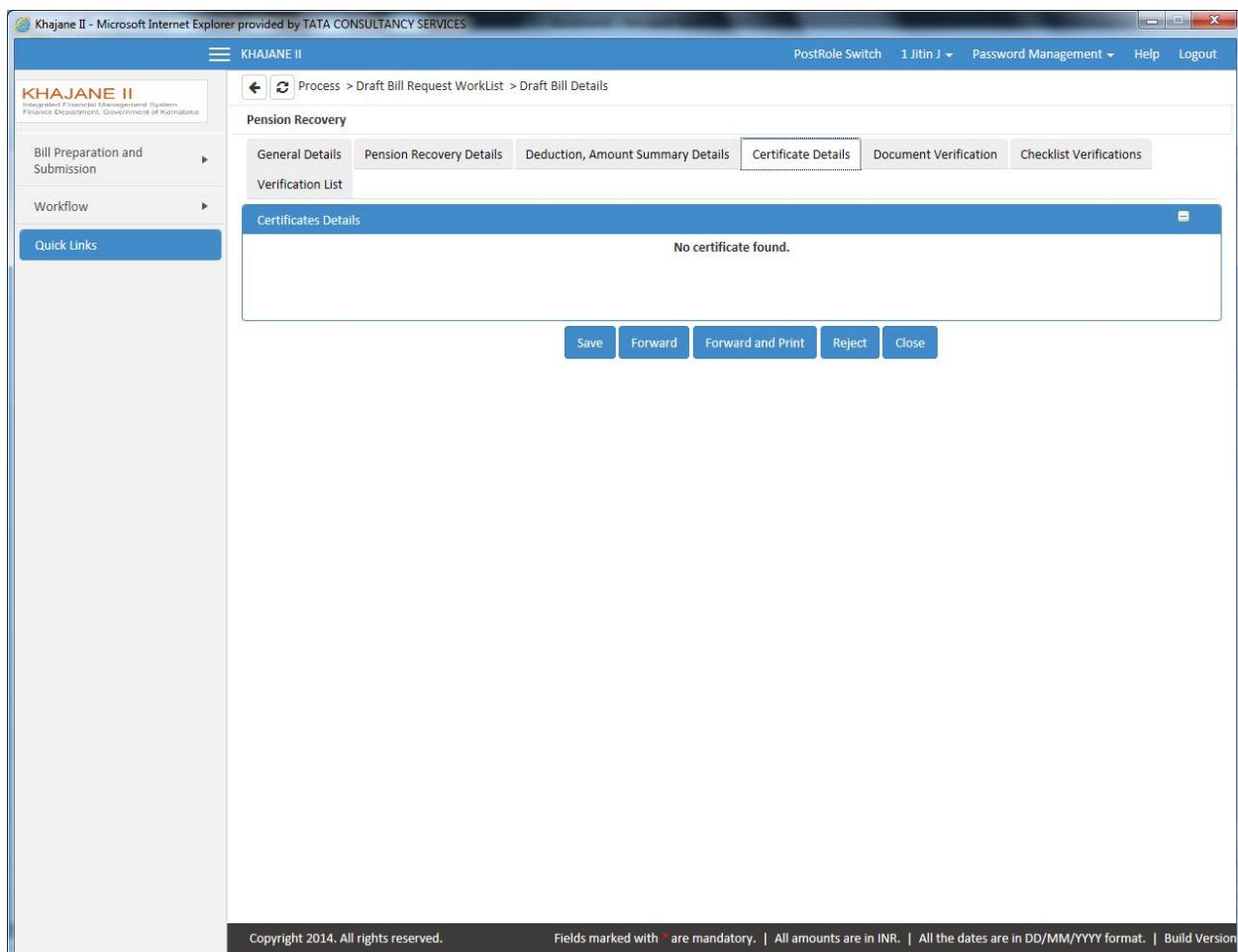


Figure 141: View Certificate Details screen

Step 9.Document Verification:

- Superintendent can view and verify the document.

The screenshot shows the KHAJANE II software interface for 'CTS1 Pay Bill'. The main title bar reads 'KHAJANE II' and 'Integrated Financial Management System Finance Department, Government of Karnataka'. The top menu includes 'PostRole Switch', '1 Jitin J', 'Change Password', 'Help', and 'Logout'. On the left, a vertical navigation menu lists 'Bill Preparation and Submission', 'General Admin', 'Workflow', and 'Quick Links' (with 'Draft Bill Request WorkList' and 'Bill Verification Worklist' selected). The central content area displays a 'Document Verification' grid. The grid has columns: 'Sr. No', 'Supporting document', 'Unique identifier of the supporting document', 'Verification Action', 'Remarks', and 'Send Physical Copy To Treasury'. Six rows are listed, each with a checked checkbox in the 'Verification Action' column and a checked checkbox in the 'Send Physical Copy To Treasury' column. The rows represent different schedules: Motor Car Advance, House Building Advance, Professional Tax, Income Tax, Life Insurance corporation of India, and Annexure A. Below the grid, there is an 'Additional Document Details' section with a text input field containing '6'. At the bottom, there are buttons for 'Save', 'Forward', 'Forward and Print', 'Reject', and 'Close'.

Sr. No	Supporting document	Unique identifier of the supporting document	Verification Action	Remarks	Send Physical Copy To Treasury
1	Schedule - Motor Car Advance	HR1501090002S02	<input type="checkbox"/>		<input checked="" type="checkbox"/>
2	Schedule - House Building Advance	HR1501090002S03	<input type="checkbox"/>		<input checked="" type="checkbox"/>
3	Schedule - Professional Tax	HR1501090002S05	<input type="checkbox"/>		<input checked="" type="checkbox"/>
4	Schedule - Income Tax	HR1501090002S01	<input type="checkbox"/>		<input checked="" type="checkbox"/>
5	Schedule - Life Insurance corporation of India	HR1501090002S04	<input type="checkbox"/>		<input checked="" type="checkbox"/>
6	Annexure A	HR1501090002D01	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Copyright 2014. All rights reserved. Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build

Figure 142: View Document Verification screen

Step 10.Checklist Verification:

- Superintendent can view and verify the document

The screenshot shows the 'CheckList Verification' screen of the KHAJANE II system. The top navigation bar includes 'PostRole Switch', '1 Jitin J', 'Change Password', 'Help', and 'Logout'. On the left, there's a sidebar with 'Quick Links' containing 'Draft Bill Request WorkList' and 'Bill Verification Worklist'. The main content area has tabs for 'General Details', 'Consolidated Details', 'Employee breakup', 'Recipient, Deduction, Amount Summary Details', and 'Certificate Details'. The 'Checklist Verifications' tab is selected. Below it, a table titled 'Supporting Documents Verification' lists two items:

Sr. No.	Supporting Document	Verification Action	Remarks
1	First payment authorisation letter.	<input type="checkbox"/>	
2	Appointment order from the competent authority.	<input type="checkbox"/>	

Below this is a section titled 'CheckList Verification' with the message 'No checklist to verify.' At the bottom are buttons for 'Save', 'Forward', 'Forward and Print', 'Reject', and 'Close'.

Figure 143: View Certificate Verifications screen

Step 11.Verification List:

- Superintendent can view verified and Non verified details

The screenshot shows the KHAJANE II application running in Microsoft Internet Explorer. The title bar reads "KHAJANE II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES". The main menu bar includes "PostRole Switch", "1 Jitin J", "Change Password", "Help", and "Logout". On the left, there's a sidebar with "KHJANE II Integrated Financial Management System Government of Karnataka" and links for "Bill Preparation and Submission", "General Admin", "Workflow", and "Quick Links" which point to "Draft Bill Request WorkList" and "Bill Verification Worklist". The main content area is titled "CTS1 Pay Bill" and shows a navigation bar with tabs: "General Details", "Consolidated Details", "Employee breakup", "Recipient, Deduction, Amount Summary Details", "Certificate Details", "Document Verification", "Checklist Verifications", and "Verification List" (which is selected). Below this is a table titled "Verification Process Check List" with the following data:

	Expenditure HoA Details	Not verified
Verification of supporting documents		Not verified
Bill verification check list		Not verified
Recipient details verification		Not verified
Schedule/Challan Details Verification		Not verified
Amount Details Verification		Not verified

At the bottom are buttons for "Save", "Forward", "Forward and Print", "Reject", and "Close". The footer contains copyright information: "Copyright 2014. All rights reserved." and "Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build".

Figure 144: Verification List screen

Step 12. Superintendent Save the request:

- Click on 'Save' button to save the bill details in the Superintendent Bill Verification Worklist or
- Click on 'Forward' button to save and forward the bill to next level:

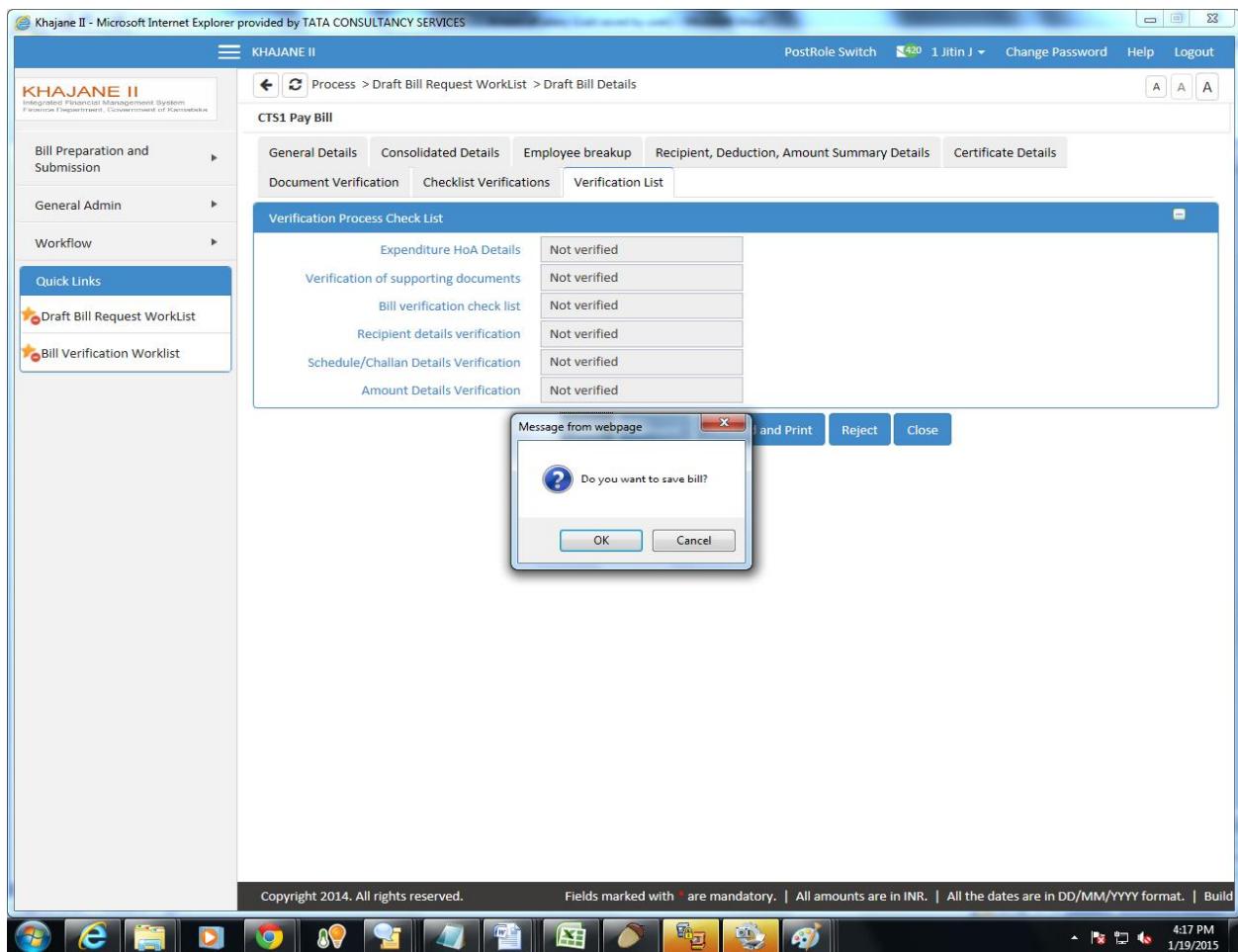


Figure 145: Save the bill/Forward to next level screen

Step 13.Bill number details screen:

- After creating and saving the new bill in the system, unique Bill Number is generated

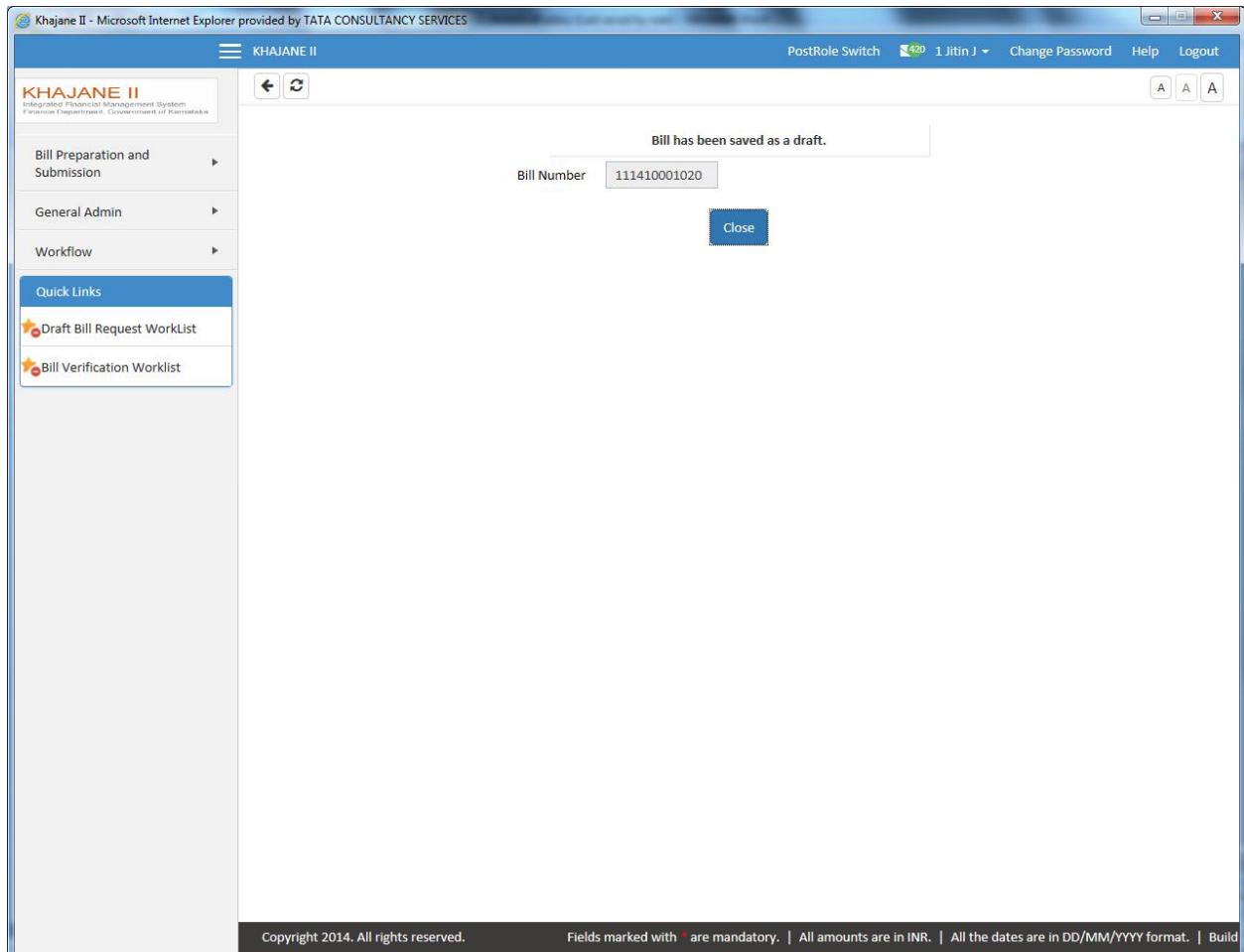


Figure 146: Bill number details screen

[Note: Superintendent Verification, DDO, Caser Worker – Approved Bill Print Activity and DDO - Submits the bill to treasury activity is covered under the GPF bill]

2.5.3DA arrears

Superintendent Activity:

Step 1.Login to Khajane II Application: Superintendent will Login to the application using his/her credentials.

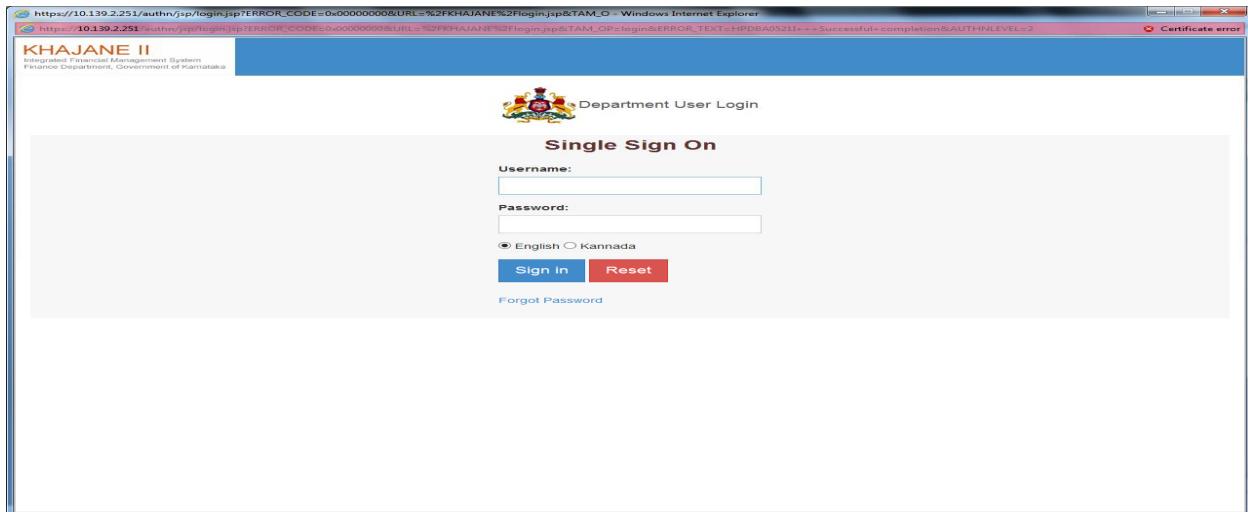


Figure 147: Khajane II application login screen

Step 2. Superintendent should navigate to the below path to verify the Draft Request which comes from HRMS and click on Draft Bill Request Worklist link.

- Bill Preparation and Submission → Process → Draft Bill Request Worklist

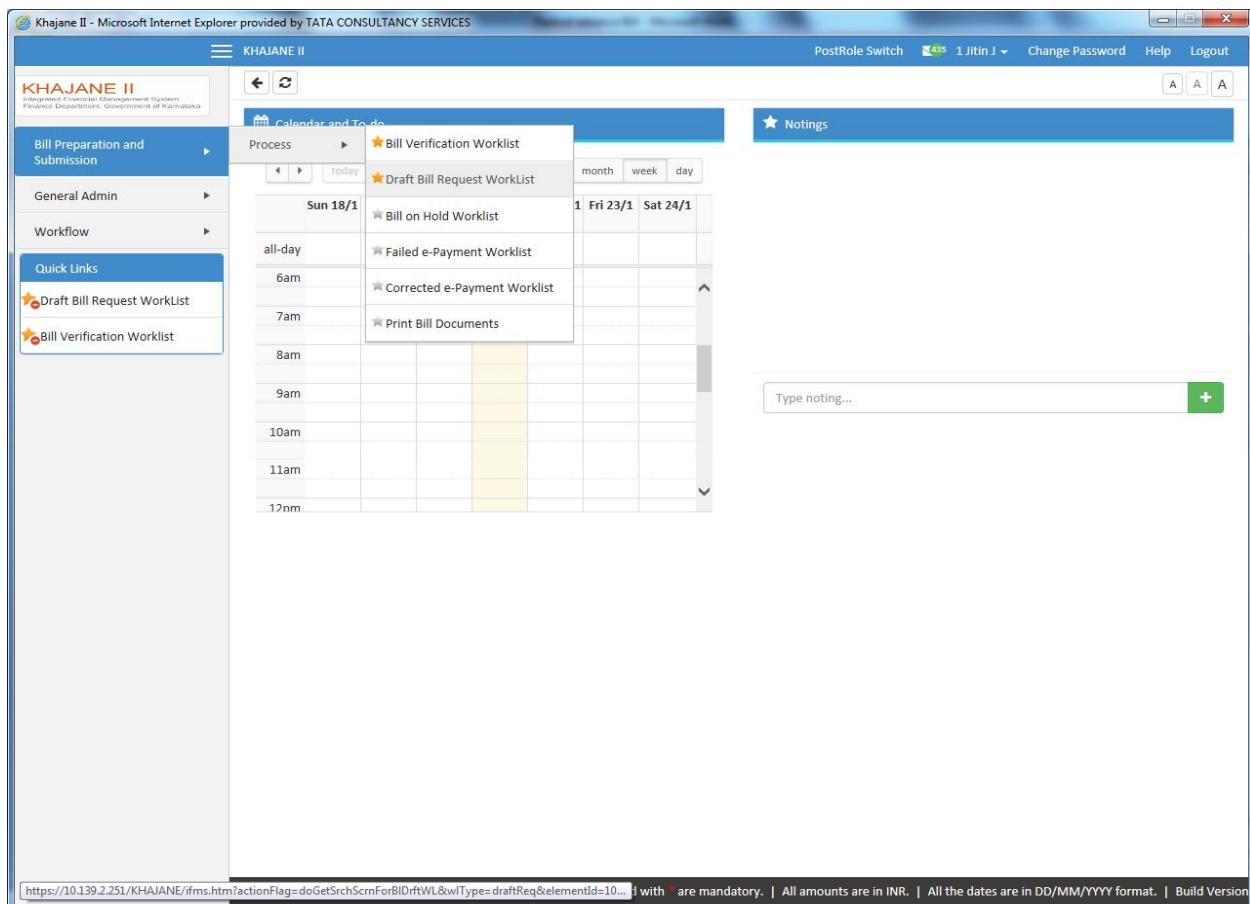


Figure 148: Navigation to Draft Bill Request Worklist screen

Step 3. View the draft bill request screen

- Superintendent click and open the Bill request ID where claim type is DA arrears

Draft Bill Request Worklist

Sr. No.	Bill Request Id	Bill Type	Claim Type	HoA	Gross Amount	Net Amount	Bill Request Date
1	HR1512100001	Gazetted/ Non-Gazetted Establishment Pay Bill	DA Arrears	2055~00~001~0~01	60000	60000	16/01/2015 11:23 AM
2	HR1409160041	Gazetted/ Non-Gazetted Establishment Pay Bill	Arrears of Salary	2055~00~001~0~01	60000	45000	16/01/2015 11:22 AM
3	HR1501610011	Gazetted/ Non-Gazetted Establishment Pay Bill	Salary Bill	2055~00~001~0~01	60000	45000	16/01/2015 11:21 AM
4	HR1503110001	Gazetted/ Non-Gazetted Establishment Pay Bill	Charge Allowance	2055~00~001~0~01	30000	30000	16/01/2015 11:17 AM
5	HR1409150041	Gazetted/ Non-Gazetted Establishment Pay Bill	Arrears of Salary	2055~00~001~0~01	60000	45000	16/01/2015 11:13 AM
6	HR1501600011	Gazetted/ Non-Gazetted Establishment Pay Bill	Salary Bill	2055~00~001~0~01	60000	45000	16/01/2015 11:07 AM
7	HR1501090002	Gazetted/ Non-Gazetted Establishment Pay Bill	Arrears of Salary	2055~00~001~0~01	60000	45000	13/01/2015 01:00 PM
8	HR1501080002	Gazetted/ Non-Gazetted Establishment Pay Bill	Salary Bill	2055~00~001~0~01	60000	45000	13/01/2015 12:58 PM
9	HR1501080001	Gazetted/ Non-Gazetted Establishment Pay Bill	Salary Bill	2055~00~001~0~01	60000	45000	09/01/2015 07:16 PM
10	HR1501090001	Gazetted/ Non-Gazetted Establishment Pay Bill	Arrears of Salary	2055~00~001~0~01	60000	45000	09/01/2015 07:12 PM

Showing 1 to 10 of 48 entries

Copyright 2014. All rights reserved. Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build Version:1

Figure 149: Draft Bill Request Worklist screen

Step 4.General Details

- View General Details and click on the next tab
- Superintendent can reject the bill Request at any stage for corrections. Once the bill saved and bill number generated he cannot reject the bill.

The screenshot shows the 'KHAJANE II - Google Chrome' window with the URL <https://10.139.2.251/KHAJANE/ifms.htm?actionFlag=getBillCreationForm&draftBIRreqNo=HR1512100001&openPageFor=drftBiWLvrfr&elementId=10200705>. The page title is 'Process > Draft Bill Request WorkList > Draft Bill Details'. The left sidebar has 'Quick Links' with 'Draft Bill Request WorkList' and 'Bill Verification Worklist'. The main content area has several tabs: General Details (selected), DA Arrears Details, Recipients, Amount Summary Details, Certificate Details, Document Verification, Checklist Verifications, and Verification List. Under 'General Details', there are sections for 'DDO Details' (DDO Code: 3100PO0100, TAN Number: BLRP06561C) and 'Bill Details' (Bill Request Id: HR1512100001, Bill Type: Gazetted/ Non-Gazetted Establi, Claim Type: DA Arrears). Below these are sections for 'Expenditure HoA Details' (Expenditure HoA: 2055~00~001~0~01, Total Expenditure Amount: 60000) and 'Sanction/Office Order Details' (Sanction Order No: SO00000010, Sanction Order Date: 31/12/2001, Type Of Order: Non Khajane Document). At the bottom are buttons for Save, Forward, Forward and Print, Reject, and Close.

Figure 150: View General Details screen

Step 5.DA Arrears Details:

- View DA Arrears Details and click on the next tab

The screenshot shows the KHAJANE II Integrated Financial Management System (IFMS) interface. The title bar indicates the URL is <https://10.139.2.251/KHAJANE/ifms.htm?actionFlag=getBillCreationForm&draftBIReqNo=HR151210001&openPageFor=drftBIWLVfr&elementId=10200705>. The main content area is titled 'DA Arrears Details' under the 'CTS1 Pay Bill' section. The 'DA Arrears Details' tab is active, showing the following data:

Establishment Number	E111	Type of Establishment	Permanent
Currency of Establishment	31/12/2001	Name of Establishment	Name of Establishment
Employee Type	Gazetted		
Employee's Name: Chandrashekhar R Aralimatti	Employee's Post: PRIMARY SCHOOL HEAD MASTER	K.G.I.D No.: 654789	Aadhaar No: 111111111111
Employee's Basic Pay: 15000	Employee's Grade Pay: 500	Rise in DA: 500	Month-Year: January-2015
Actual Details of DA		Drawn details of DA	
DA :	500	DA :	500
Gross salary :	500	Gross salary :	500
Professional Tax :	500	Professional Tax :	500
NPS amount for the employee :	500	NPS amount for the employee :	500
Net Amount Payable :	500	Net Amount Payable :	500
Employee's Name: Hanumantappa N Valikar	Employee's Post: ASSISTANT TEACHER	K.G.I.D No.: 789654	Aadhaar No: 111111111112
Employee's Basic Pay: 20000	Employee's Grade Pay: 500	Rise in DA: 500	Month-Year: January-2015
Actual Details of DA		Drawn details of DA	
DA :	500	DA :	500
Gross salary :	500	Gross salary :	500
Professional Tax :	500	Professional Tax :	500
NPS amount for the employee :	500	NPS amount for the employee :	500
Net Amount Payable :	500	Net Amount Payable :	500
Net Payable Amount :60000			

At the bottom of the screen, there are several buttons: Save, Forward, Forward and Print, Reject, and Close.

Figure 151: View DA Arrears Details screen

Step 6.Deductions, Amount Summary Details:

- View the Deductions, Amount Summary Details and click on the next tab.

The screenshot shows the KHAJANE II application interface. The left sidebar has links for 'Bill Preparation and Submission', 'General Admin', and 'Workflow'. The 'Quick Links' section contains 'Draft Bill Request WorkList' and 'Bill Verification Worklist'. The main content area is titled 'CTS1 Pay Bill' and shows the 'Recipients, Amount Summary Details' tab selected. Under 'Payment Details', the mode of payment is set to 'e-Payment'. The 'Recipient Details' section lists two recipients with their respective bank and branch information. The 'Amount Summary' section shows a payable amount of 60000. At the bottom, there are buttons for Save, Forward, Forward and Print, Reject, and Close.

Recipient Code	Recipient Name	Bank Name	Branch Name	Account Number	IFSC Code	MICR Code	Gross Amount	Payable Amount
2600000008	Chandrashekhar R Aralimatti	Canara Bank	KAGGADASAPURA, BANGALORE	1984569001	23423423432	242342343	30000	30000
2600000007	Hanumantappa N Valikar	Canara Bank	KAGGADASAPURA, BANGALORE	1984569000	23423423432	242342343	30000	30000

Verify Recipient Details *

Verify Amount Details *

Save Forward Forward and Print Reject Close

Figure 152: View Deductions, Amount Summary Details screen

Step 7.Certificate Details:

- View Certificates mapped with the bill and Click on next tab.

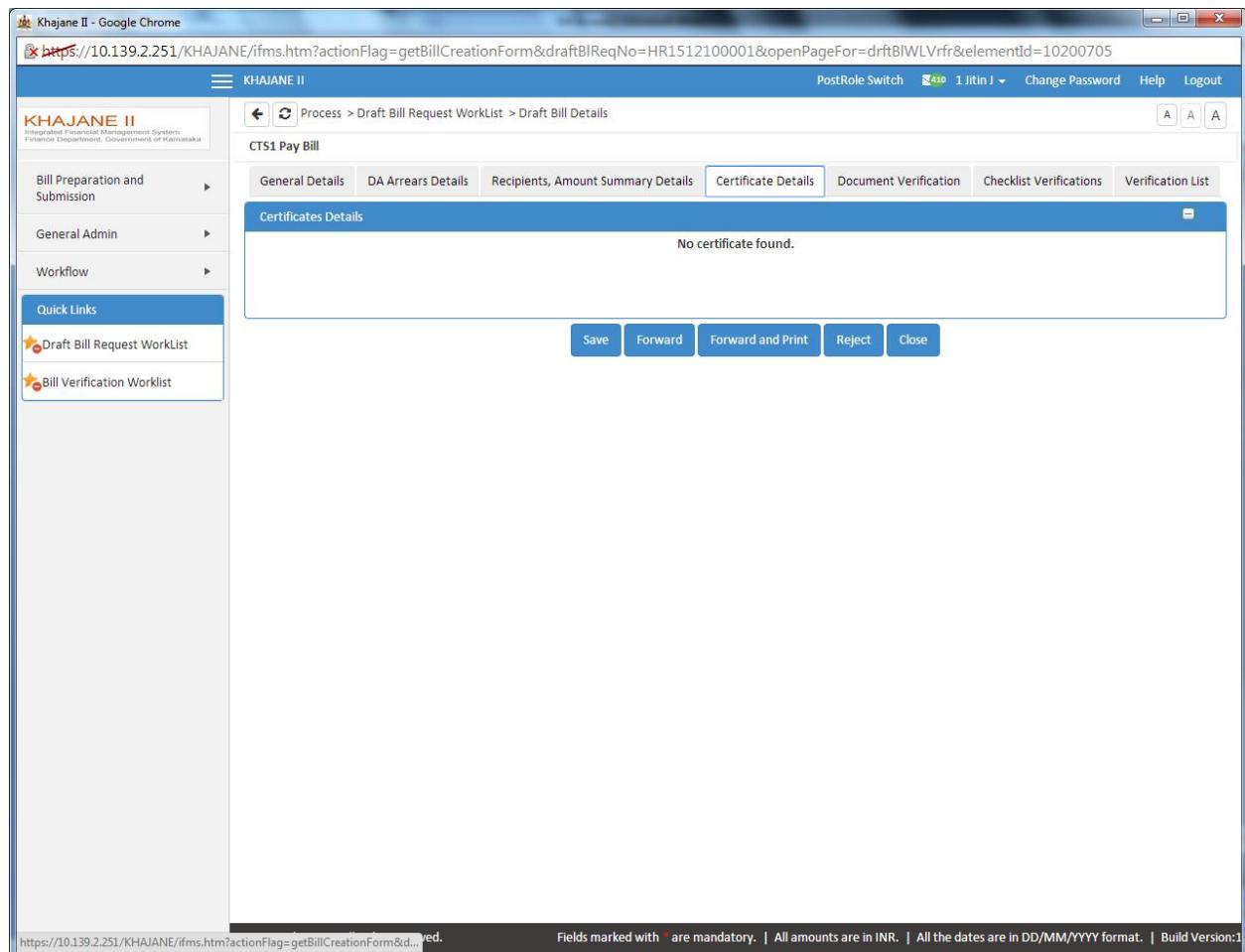


Figure 153: View Certificate Details screen

Step 8.Document Verification:

- Superintendent can view and verify the document.

The screenshot shows a web-based application for document verification. The URL is <https://10.139.2.251/KHAJANE/ifms.htm?actionFlag=getBillCreationForm&draftBIReqNo=HR151210001&openPageFor=drftBIWLVfr&elementId=10200705>. The page title is "KHAJANE II". The main content area is titled "CTS1 Pay Bill" and contains a sub-section "Document Verification". A table lists two documents: "Sanction/Office Order" (SO0000010) and "Annexure A" (HR151210001D01). Both documents have a checked "Verification Action" checkbox and a checked "Send Physical Copy To Treasury" checkbox. Remarks for each document are present. At the bottom, there are buttons for "Save", "Forward", "Forward and Print", "Reject", and "Close".

Sr. No	Supporting document	Unique identifier of the supporting document	Verification Action	Remarks	Send Physical Copy To Treasury
1	Sanction/Office Order	SO0000010	<input checked="" type="checkbox"/>	Sanction office order	<input checked="" type="checkbox"/>
2	Annexure A	HR151210001D01	<input checked="" type="checkbox"/>	annexure A	<input checked="" type="checkbox"/>

Figure 154: View Document Verification screen

Step 9.Checklist Verification:

- Superintendent can view and verify the document

KHAJANE II - Google Chrome
https://10.139.2.251/KHAJANE/ifms.htm?actionFlag=getBillCreationForm&draftBIReqNo=HR151210001&openPageFor=drftBiWLvrfr&elementId=10200705

KHAJANE II
Integrated Financial Management System
Finance Department, Government of Karnataka

PostRole Switch 1 Jitin J Change Password Help Logout

CTS1 Pay Bill

General Details DA Arrears Details Recipients, Amount Summary Details Certificate Details Document Verification Checklist Verifications Verification List

Supporting Documents Verification

Sr. No.	Supporting Document	Verification Action	Remarks
1	Due-drawn difference statement	<input checked="" type="checkbox"/>	Due drawn remarks

CheckList Verification

No checklist to verify.

Save Forward Forward and Print Reject Close

https://10.139.2.251/KHAJANE/ifms.htm?actionFlag=getBillCreationForm&d...ved. Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build Version:1

Figure 155: View Certificate Verifications screen

Step 10.Verification List:

- Superintendent can view verified and Non verified details

The screenshot shows a web-based application titled "KHAJANE II" running in Google Chrome. The URL in the address bar is <https://10.139.2.251/KHAJANE/ifms.htm?actionFlag=getBillCreationForm&draftBIReqNo=HR151210001&openPageFor=drftBIWLVfr&elementId=10200705>. The page header includes "PostRole Switch", a user icon "1 Jitin J", "Change Password", "Help", and "Logout". On the left, there's a sidebar with "Bill Preparation and Submission", "General Admin", and "Workflow". Under "Quick Links", there are two items: "Draft Bill Request WorkList" and "Bill Verification Worklist". The main content area is titled "CTS1 Pay Bill" and shows a "Verification Process Check List" table. The table has two columns: "Verification Type" and "Status". The rows are:

Verification Type	Status
Expenditure HoA Details	Verification successful
Verification of supporting documents	Verification successful
Bill verification check list	Verification successful
Recipient details verification	Verification successful
Amount Details Verification	Verification successful

At the bottom of the table are buttons for "Save", "Forward", "Forward and Print", "Reject", and "Close". A status bar at the bottom of the browser window displays the URL and some system information.

Figure 156: Verification List screen

Step 11. Superintendent Save the request:

- Click on 'Save' button to save the bill details in the Superintendent Bill Verification Worklist or
- Click on 'Forward' button to save and forward the bill to next level:

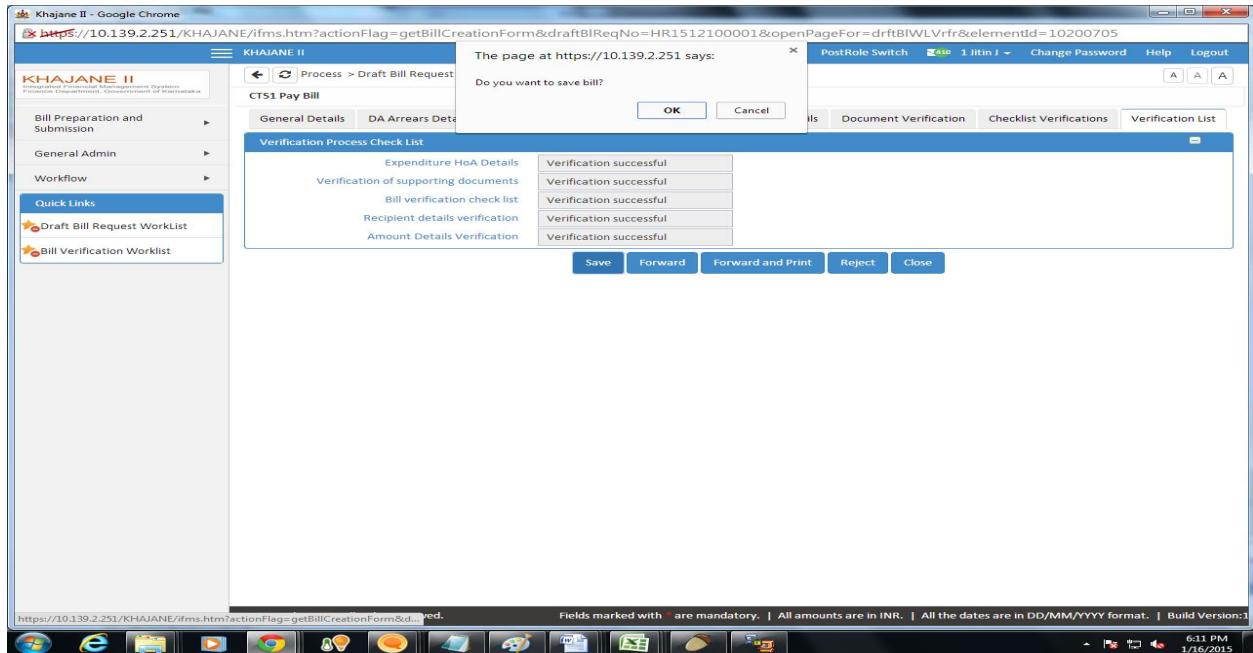


Figure 157: Save the bill/Forward to next level screen

Step 12.Bill number details screen:

- After creating and saving the new bill in the system, unique Bill Number is generated

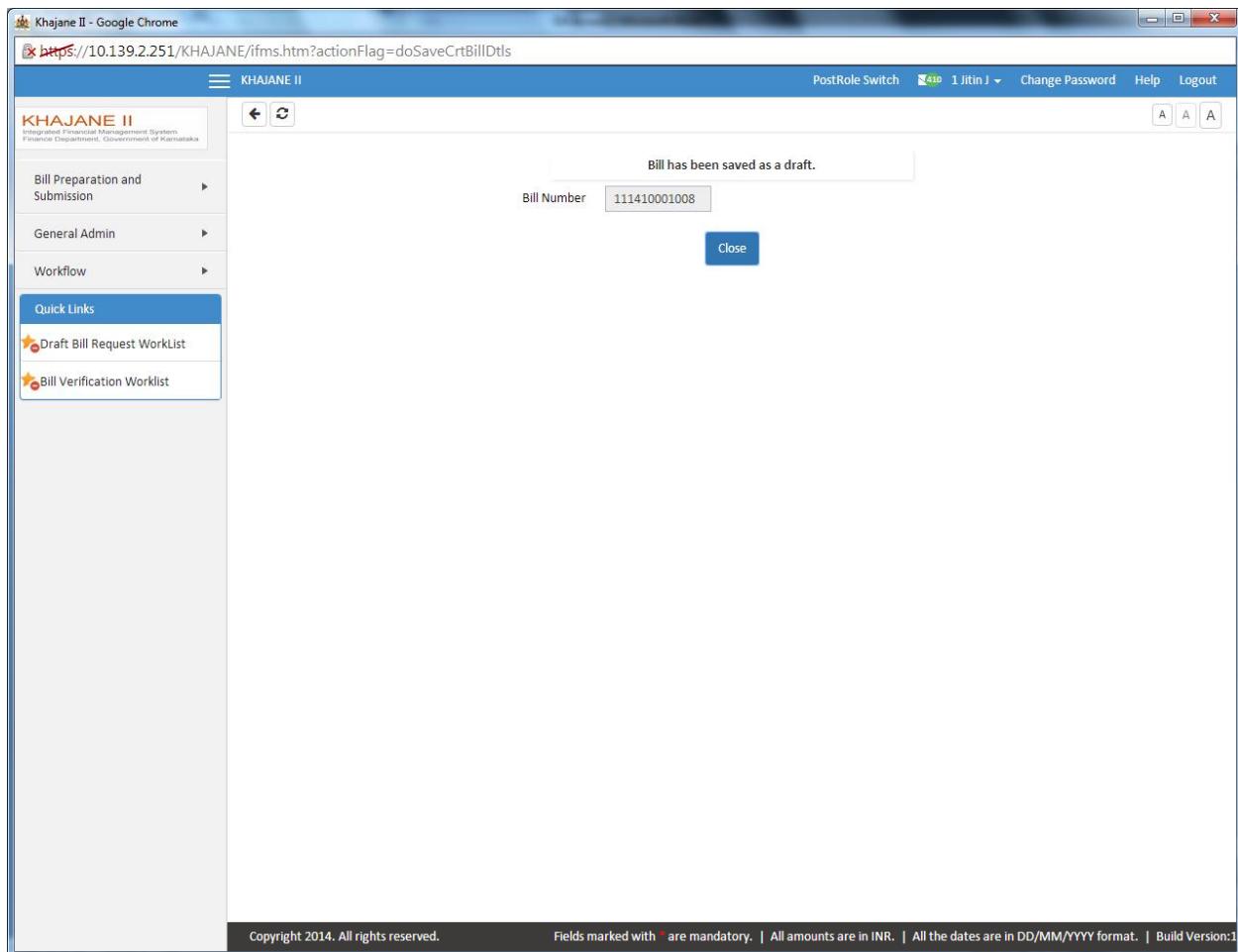


Figure 158: Bill number details screen

[Note: Superintendent Verification, DDO, Caser Worker – Approved Bill Print Activity and DDO - Submits the bill to treasury activity is covered under the GPF]

2.5.4 Charges Allowance

Superintendent Activity:

Step 1.Login to Khajane II Application: Superintendent will Login to the application using his/her credentials.

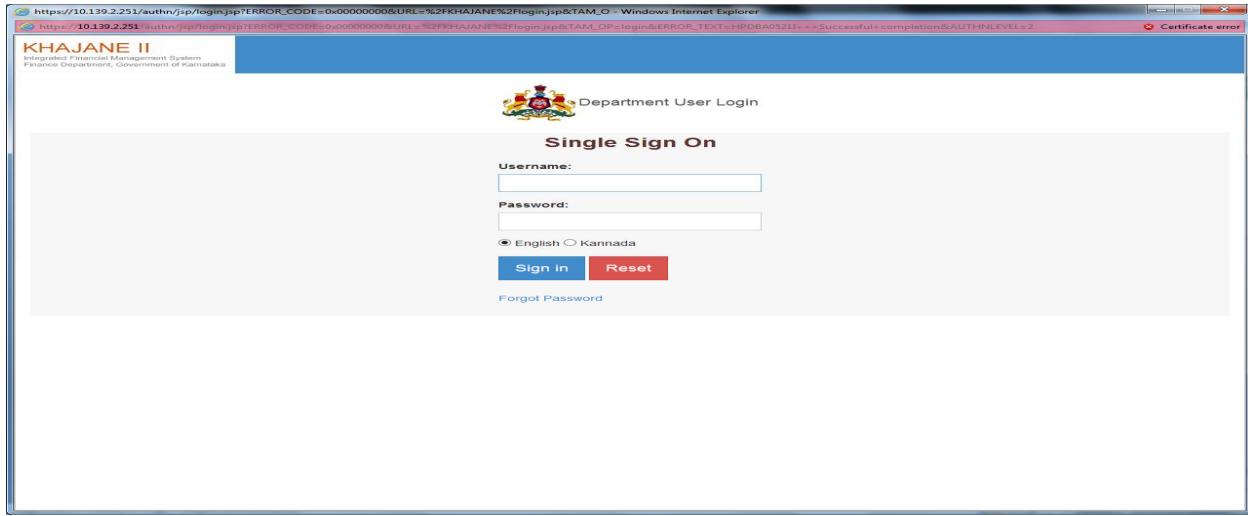


Figure 159: Khajane II application login screen

Step 2. Superintendent should navigate to the below path to verify the Draft Request which comes from HRMS and click on Draft Bill Request Worklist link.

- Bill Preparation and Submission → Process → Draft Bill Request Worklist

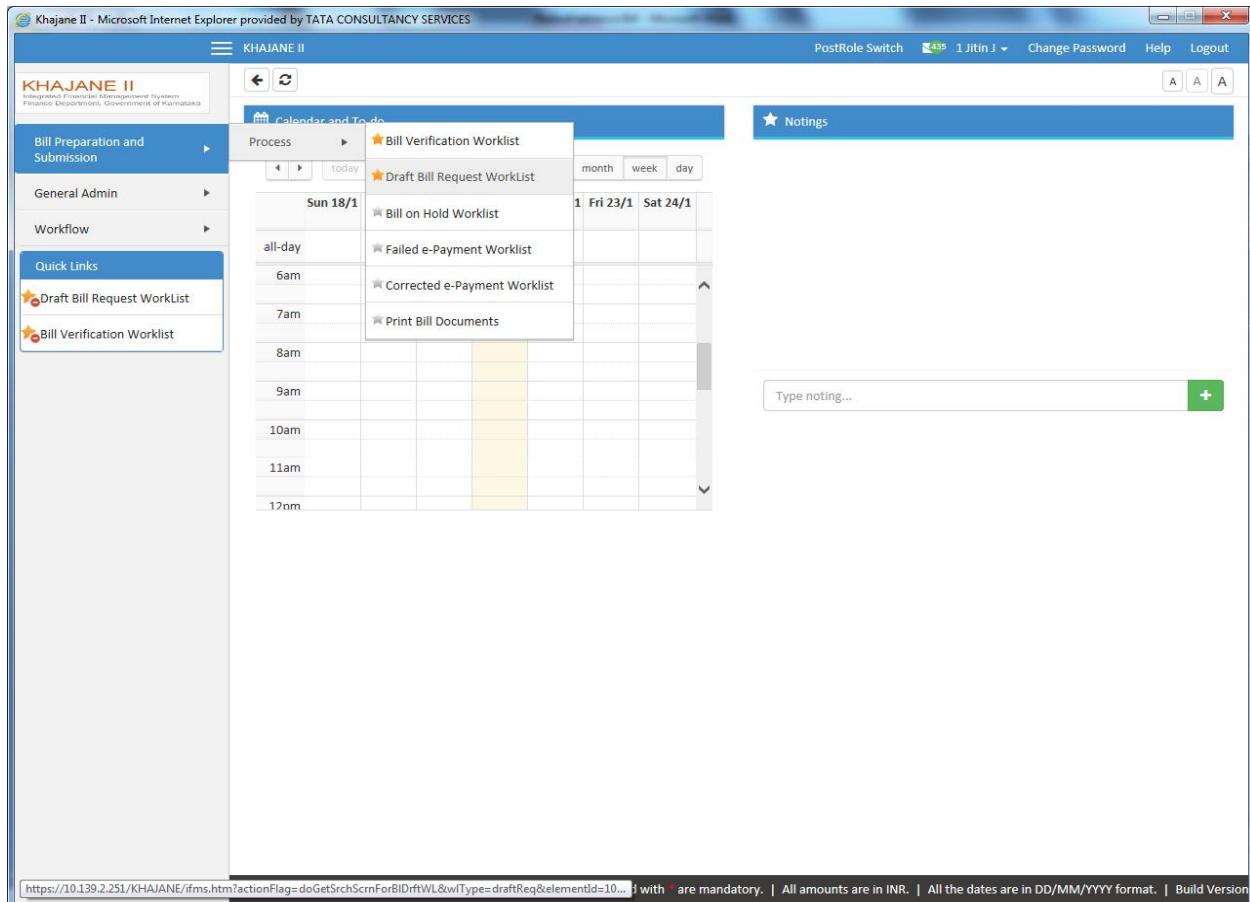


Figure 160: Navigation to Draft Bill Request Worklist screen

Step 3. View the draft bill request screen

- Superintendent click and open the Bill request ID where claim type is Charges Allowance

Sr. No.	Bill Request Id	Bill Type	Claim Type	HoA	Gross Amount	Net Amount	Bill Request Date
1	HR1504110001	Gazetted/ Non-Gazetted Establishment Pay Bill	Charge Allowance	2055~00~001~0~01	30000	30000	16/01/2015 11:24 AM
2	HR1512100001	Gazetted/ Non-Gazetted Establishment Pay Bill	DA Arrears	2055~00~001~0~01	60000	60000	16/01/2015 11:23 AM
3	HR1409160041	Gazetted/ Non-Gazetted Establishment Pay Bill	Arrears of Salary	2055~00~001~0~01	60000	45000	16/01/2015 11:22 AM
4	HR1501610011	Gazetted/ Non-Gazetted Establishment Pay Bill	Salary Bill	2055~00~001~0~01	60000	45000	16/01/2015 11:21 AM
5	HR1503120001	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	40000	40000	16/01/2015 11:18 AM
6	HR1503110001	Gazetted/ Non-Gazetted Establishment Pay Bill	Charge Allowance	2055~00~001~0~01	30000	30000	16/01/2015 11:17 AM
7	HR1409150041	Gazetted/ Non-Gazetted Establishment Pay Bill	Arrears of Salary	2055~00~001~0~01	60000	45000	16/01/2015 11:13 AM
8	HR1501600011	Gazetted/ Non-Gazetted Establishment Pay Bill	Salary Bill	2055~00~001~0~01	60000	45000	16/01/2015 11:07 AM
9	PN1410000024	Miscellaneous bill	DCRG Recovery	2235~60~101~0~01	167	0	14/01/2015 12:17 PM
10	PN1410000023	Miscellaneous bill	DCRG Recovery	2235~60~101~0~01	153	0	13/01/2015 07:20 PM

Showing 1 to 10 of 55 entries

First Previous **1** 2 3 4 5 6 Next Last

Copyright 2014. All rights reserved. Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build

Figure 161: Draft Bill Request Worklist screen

Step 4.General Details

- View General Details and click on the next tab
- Superintendent can reject the bill Request at any stage for corrections. Once the bill saved and bill number generated he cannot reject the bill.

General Details

DDO Code	3100PO0100	DDO Designation	Deputy Inspector General of Poli
TAN Number	BLR06561C	Treasury	KALGHATGI

Bill Details

Bill Request Id	HR1503110001	Claim Type	Charge Allowance
Bill Type	Gazetted/ Non-Gazetted Establi		
Bill Sector	State		

Expenditure HoA Details

Expenditure HoA	2055~00~001~0~01	Total Expenditure Amount	30000
Object Head	Allotment	Expenditure (Bill in DDO Office + Bills Submitted to Treasury)	Expenditure(Bills Submitted to Treasury)
2055~00~001~0~01~014~NP~V : Other Allowance	10000000000	283980	336280
			9999662000
			30000

Verify HoA *

Sanction/Office Order Details

Sanction Order No	Sanction Order Date	Type Of Order
S000000011	31/12/2001	Non Khajane Document

Figure 162: View General Details screen

Step 5.Charges Allowance Details:

- View Charges Allowance Details and click on the next tab

The screenshot shows a web-based application for bill creation. The URL in the address bar is <https://10.139.2.251/KHAJANE/ifms.htm?actionFlag=getBillCreationForm&draftBIRreqNo=HR1503110001&openPageFor=drftBiWLvfr&elementId=10200705>. The page title is "KHAJANE II". The main content area displays a "Charge Allowance Details" form with the following data:

Establishment Number	E111	Type of Establishment	Permanent
Currency of Establishment	31/12/2001	Name of Establishment	Name of Establishment
Employee Type	Gazetted	Employee's Name	Ashok B Kittur
K.G.I.D No.	369852	Employee's Post	PRIMARY SCHOOL HEAD MASTE
Aadhaar No	111111111113	Employee's Basic Pay	1000
Employee's Pay Scale	1000-2000	Month-Year	January-2015
Charge Allowance	30000		

Below the form are several buttons: Save, Forward, Forward and Print, Reject, and Close. The "Forward" button is highlighted in blue. The "Forward and Print" button is also visible. The "Save" and "Reject" buttons are in grey. The "Close" button is in blue.

Figure 163: View Charges Allowance Details screen

Step 6. Recipients, Amount Summary Details:

- View the Deductions, Amount Summary Details and click on the next tab.

The screenshot shows the KHAJANE II application interface. The top navigation bar includes links for 'PostRole Switch', '1 Jitin J', 'Change Password', 'Help', and 'Logout'. The main content area has a left sidebar with 'Bill Preparation and Submission' and 'Workflow' sections, and a 'Quick Links' section containing 'Draft Bill Request WorkList' and 'Bill Verification Worklist'. The main panel shows the 'CTSI Pay Bill' process. The 'Recipients, Amount Summary Details' tab is active. The 'Payment Details' section shows 'Mode of Payment' as 'e-Payment'. The 'Recipient Details' section lists one recipient with code 2600000009, name Ashok B Kittur, bank Canara Bank, branch KAGGADASAPURA, BANGALORE, account 1984569002, IFSC 23423423432, MICR 242342343, gross amount 30000, and payable amount 30000. A checkbox for 'Verify Recipient Details' is checked. The 'Amount Summary' section shows a payable amount of 30000 and a checkbox for 'Verify Amount Details'. At the bottom are buttons for 'Save', 'Forward', 'Forward and Print', 'Reject', and 'Close'.

Figure 164: View Deductions, Amount Summary Details screen

Step 7.Certificate Details:

- View Certificates mapped with the bill and Click on next tab.

The screenshot shows a web application window titled "Khajane II - Google Chrome". The URL is <https://10.139.2.251/KHAJANE/ifms.htm?actionFlag=getBillCreationForm&draftBIReqNo=HR1503110001&openPageFor=drftBIWLvrfr&elementId=10200705>. The top navigation bar includes "PostRole Switch", a user icon "1 Jitin J", "Change Password", "Help", and "Logout". On the left, there's a sidebar with "KHAJANE II" logo, "Integrated Financial Management System", "Finance Department, Government of Karnataka", "Bill Preparation and Submission", "Workflow", and "Quick Links" with "Draft Bill Request WorkList" and "Bill Verification Worklist". The main content area has a breadcrumb "Process > Draft Bill Request WorkList > Draft Bill Details" and a sub-header "CTS1 Pay Bill". Below these are tabs: "General Details", "Charges Allowance Details", "Recipients, Amount Summary Details", "Certificate Details" (which is selected and highlighted in blue), "Document Verification", and "Checklist Verifications". A sub-section titled "Certificates Details" contains the message "No certificate found." At the bottom are buttons for "Save", "Forward", "Forward and Print", "Reject", and "Close". The footer of the page includes "Copyright 2014. All rights reserved.", "Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build Version:1", and three small icons for accessibility.

Figure 165: View Certificate Details screen

Step 8.Document Verification:

- Superintendent can view and verify the document.

The screenshot shows the KHAJANE II application interface for document verification. The URL in the address bar is <https://10.139.2.251/KHAJANE/ifms.htm?actionFlag=getBillCreationForm&draftBIReqNo=HR1503110001&openPageFor=drftBiWLvrfr&elementId=10200705>. The main title bar says "KHAJANE II". The left sidebar has "Quick Links" with "Draft Bill Request WorkList" and "Bill Verification Worklist". The top menu includes "PostRole Switch", "1 Jitin J", "Change Password", "Help", and "Logout". The main content area shows a "CTS1 Pay Bill" process with tabs for "General Details", "Charges Allowance Details", "Recipients, Amount Summary Details", "Certificate Details", "Document Verification" (which is selected), and "Checklist Verifications". A "Verification List" section contains a table titled "Document Verification". The table has columns: Sr. No, Supporting document, Unique identifier of the supporting document, Verification Action, Remarks, and Send Physical Copy To Treasury. Two rows are listed:

Sr. No	Supporting document	Unique identifier of the supporting document	Verification Action	Remarks	Send Physical Copy To Treasury
1	Sanction/Office Order	SO00000011	<input checked="" type="checkbox"/>	sanction office order remarks	<input checked="" type="checkbox"/>
2	Annexure A	HR1503110001D01	<input checked="" type="checkbox"/>	Annexure A	<input checked="" type="checkbox"/>

Below the table, there is an "Additional Document Details" section with a dropdown labeled "Additional document" containing "2". At the bottom are buttons for "Save", "Forward", "Forward and Print", "Reject", and "Close".

Figure 166: View Document Verification screen

Step 9. Checklist Verification:

- Superintendent can view and verify the document

The screenshot shows the 'Checklist Verifications' screen of the Khajane II system. The URL in the address bar is <https://10.139.2.251/KHAJANE/ifms.htm?actionFlag=getBillCreationForm&draftBIReqNo=HR1503110001&openPageFor=drftBiWLvfr&elementId=10200705>. The page title is 'KHAJANE II' and the sub-page title is 'Process > Draft Bill Request WorkList > Draft Bill Details'. The main content area has tabs for General Details, Charges Allowance Details, Recipients, Amount Summary Details, Certificate Details, Document Verification, and Checklist Verifications. The 'Checklist Verifications' tab is selected. Below it, there is a table titled 'Supporting Documents Verification' with columns for Sr. No., Supporting Document, Verification Action, and Remarks. One row is listed: '1 Sanction order' with a checked checkbox in the 'Verification Action' column and 'Sanction order remarks' in the 'Remarks' column. Below this table is a section titled 'CheckList Verification' with the message 'No checklist to verify.' At the bottom are five buttons: Save, Forward, Forward and Print, Reject, and Close.

Figure 167: View Certificate Verifications screen

Step 10.Verification List:

- Superintendent can view verified and Non verified details

The screenshot shows a web application window titled "Khajane II - Google Chrome". The URL is <https://10.139.2.251/KHAJANE/ifms.htm?actionFlag=getBillCreationForm&draftBIReqNo=HR1503110001&openPageFor=drftBiWLvfr&elementId=10200705>. The top navigation bar includes "PostRole Switch", "1 Jitin J", "Change Password", "Help", and "Logout". On the left, there's a sidebar with "KHAJANE II" logo, "Bill Preparation and Submission", "Workflow", and "Quick Links" for "Draft Bill Request WorkList" and "Bill Verification Worklist". The main content area shows a breadcrumb path "Process > Draft Bill Request WorkList > Draft Bill Details" and a sub-section "CTS1 Pay Bill". A tab menu at the top of the content area includes "General Details", "Charges Allowance Details", "Recipients, Amount Summary Details", "Certificate Details", "Document Verification", and "Checklist Verifications", with "Verification List" selected. Below this is a table titled "Verification Process Check List" with the following data:

Expenditure HoA Details	Verification successful
Verification of supporting documents	Verification successful
Bill verification check list	Verification successful
Recipient details verification	Verification successful
Amount Details Verification	Verification successful

At the bottom of the screen, there are buttons for "Save", "Forward", "Forward and Print", "Reject", and "Close". The status bar at the bottom displays the URL again and a note: "Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build Version:1".

Figure 168: Verification List screen

Step 11. Superintendent Save the request:

- Click on 'Save' button to save the bill details in the Superintendent Bill Verification Worklist or
- Click on 'Forward' button to save and forward the bill to next level:

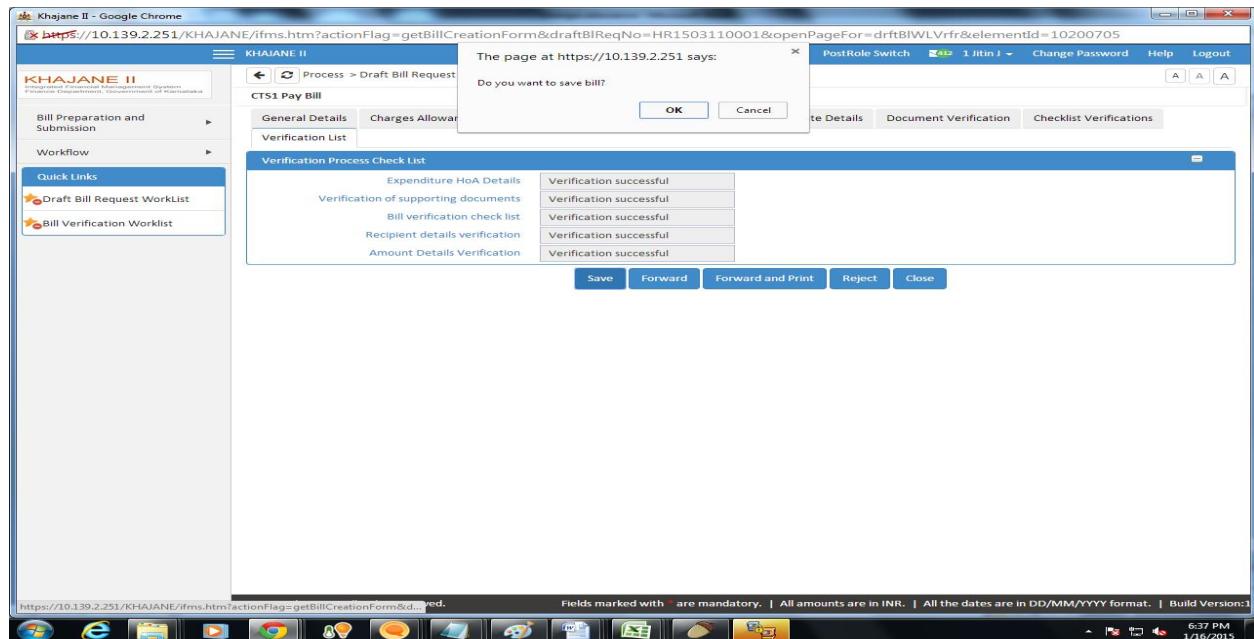


Figure 169: Save the bill/Forward to next level screen

Step 12.Bill number details screen:

- After creating and saving the new bill in the system, unique Bill Number is generated

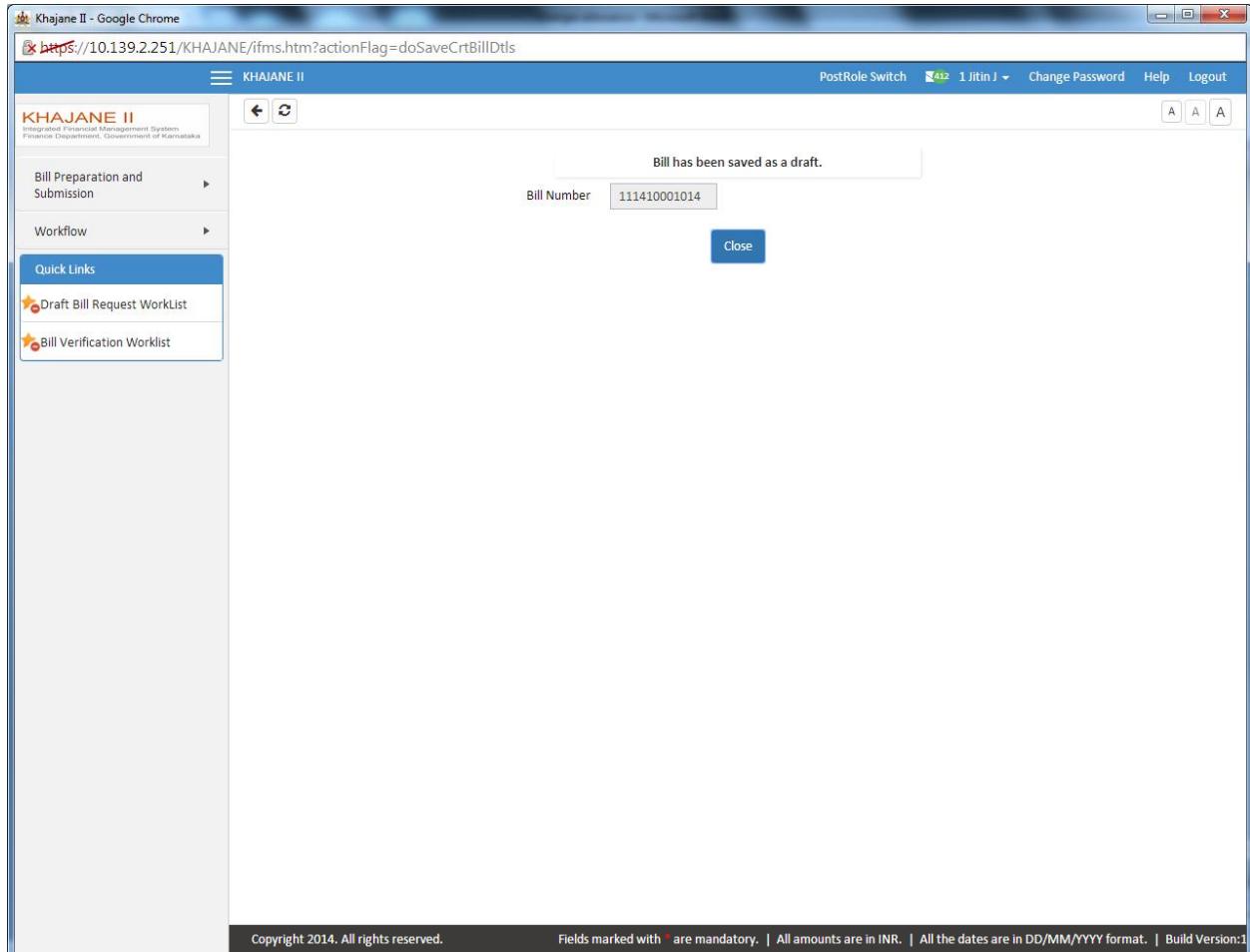


Figure 170: Bill number details screen

[Note: Superintendent Verification, DDO, Caser Worker – Approved Bill Print Activity and DDO - Submits the bill to treasury activity is covered under the GPF]

2.5.5 Salary bill

Superintendent Activity:

Step 1.Login to Khajane II Application: Superintendent will Login to the application using his/her credentials.

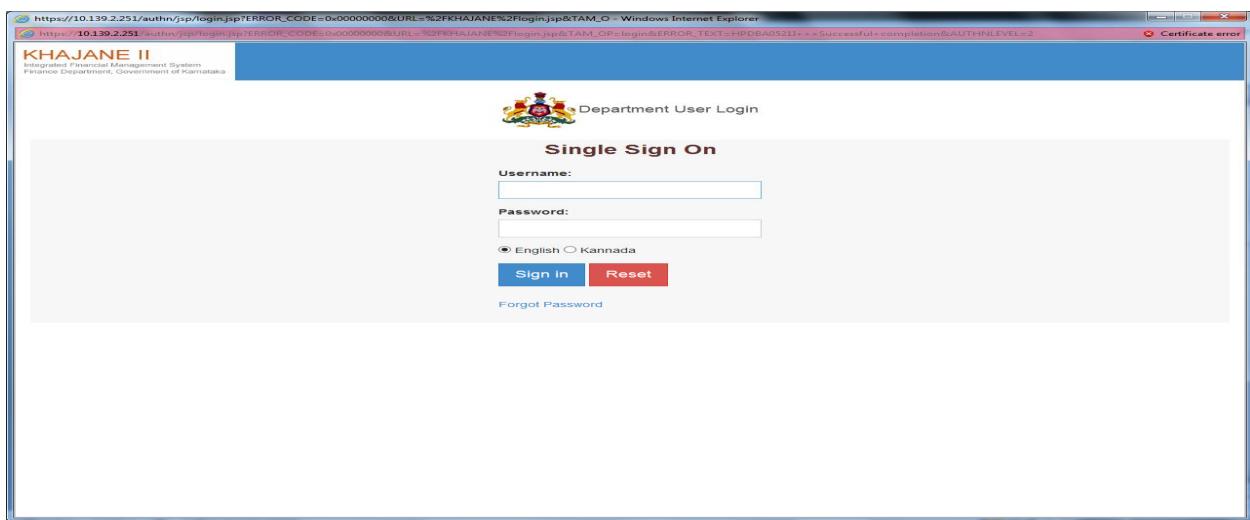


Figure 171: Khajane II application login screen

Step 2. Superintendent should navigate to the below path to verify the Draft Request which comes from HRMS and click on Draft Bill Request Worklist link.

- Bill Preparation and Submission → Process → Draft Bill Request Worklist

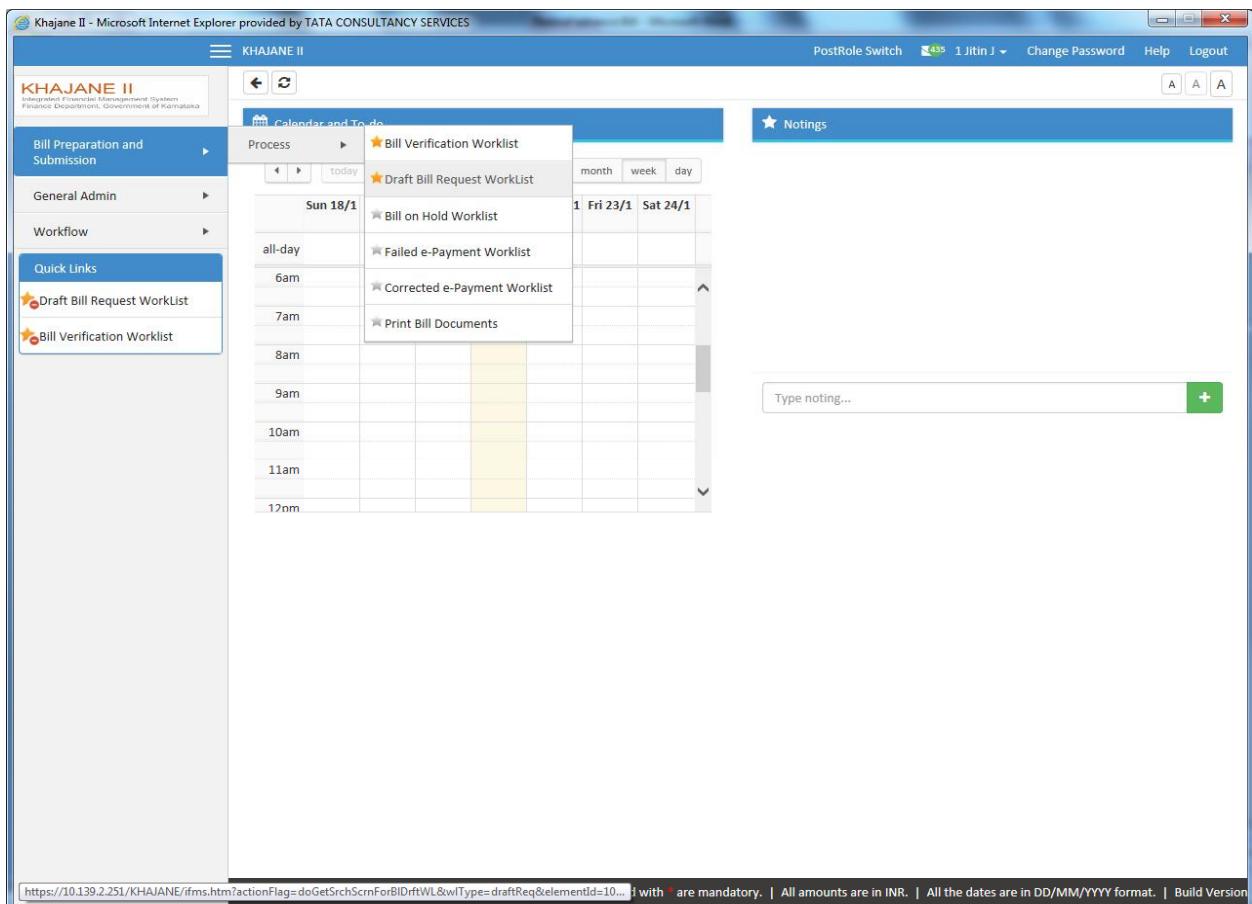
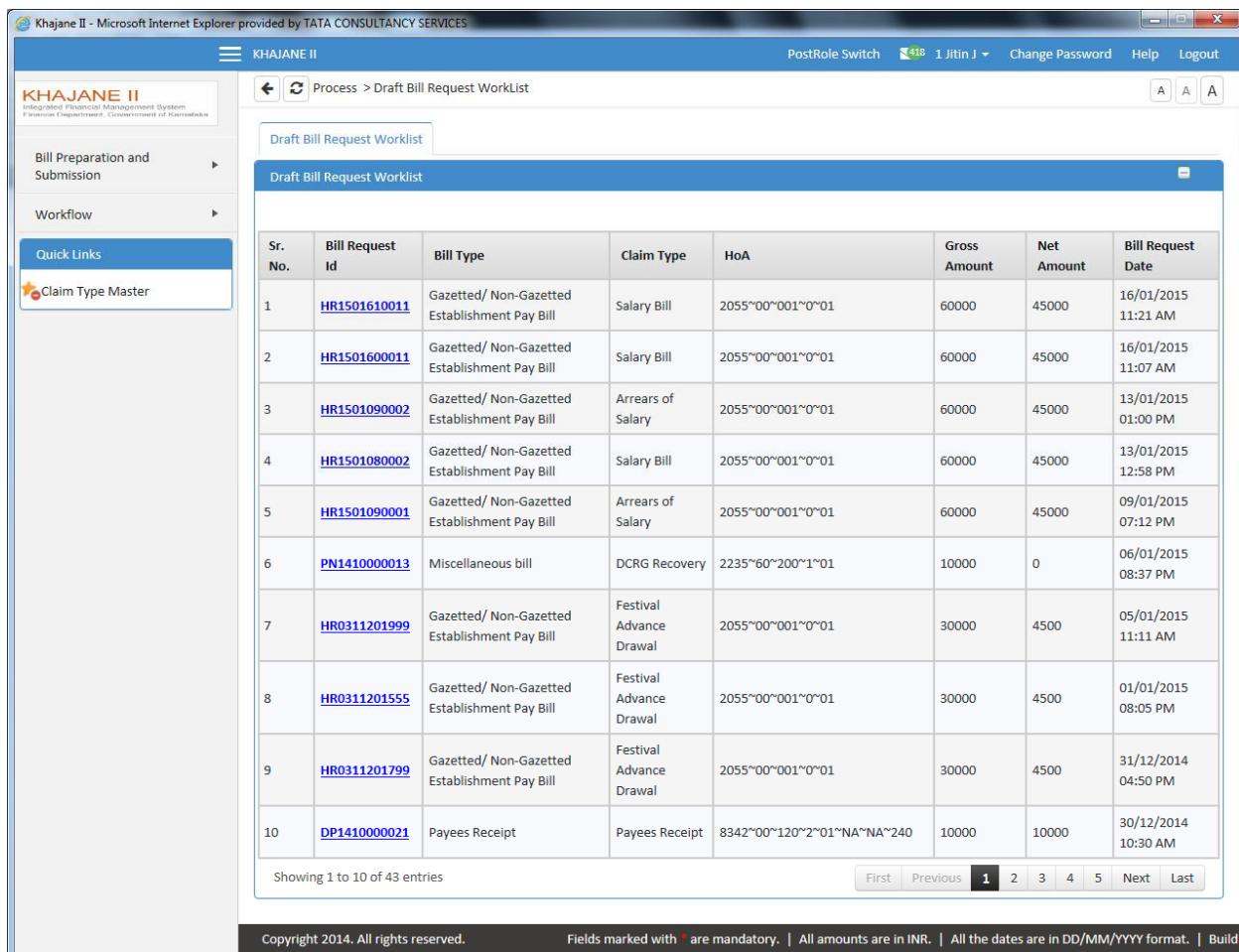


Figure 172: Navigation to Draft Bill Request Worklist screen

Step 3. View the draft bill request screen

- Superintendent click and open the Bill request ID where claim type is salary bill



Sr. No.	Bill Request Id	Bill Type	Claim Type	HoA	Gross Amount	Net Amount	Bill Request Date
1	HR1501610011	Gazetted/ Non-Gazetted Establishment Pay Bill	Salary Bill	2055~00~001~0~01	60000	45000	16/01/2015 11:21 AM
2	HR1501600011	Gazetted/ Non-Gazetted Establishment Pay Bill	Salary Bill	2055~00~001~0~01	60000	45000	16/01/2015 11:07 AM
3	HR1501090002	Gazetted/ Non-Gazetted Establishment Pay Bill	Arrears of Salary	2055~00~001~0~01	60000	45000	13/01/2015 01:00 PM
4	HR1501080002	Gazetted/ Non-Gazetted Establishment Pay Bill	Salary Bill	2055~00~001~0~01	60000	45000	13/01/2015 12:58 PM
5	HR1501090001	Gazetted/ Non-Gazetted Establishment Pay Bill	Arrears of Salary	2055~00~001~0~01	60000	45000	09/01/2015 07:12 PM
6	PN1410000013	Miscellaneous bill	DCRG Recovery	2235~60~200~1~01	10000	0	06/01/2015 08:37 PM
7	HR0311201999	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	30000	4500	05/01/2015 11:11 AM
8	HR0311201555	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	30000	4500	01/01/2015 08:05 PM
9	HR0311201799	Gazetted/ Non-Gazetted Establishment Pay Bill	Festival Advance Drawal	2055~00~001~0~01	30000	4500	31/12/2014 04:50 PM
10	DP1410000021	Payees Receipt	Payees Receipt	8342~00~120~2~01~NA~NA~240	10000	10000	30/12/2014 10:30 AM

Showing 1 to 10 of 43 entries

First Previous **1** 2 3 4 5 Next Last

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Figure 173: Draft Bill Request Worklist screen

Step 4.General Details

- View General Details and click on the next tab
- Superintendent can reject the bill Request at any stage for corrections. Once the bill saved and bill number generated he cannot reject the bill.

KHAJANE II - Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES

PostRole Switch 418 1 Jitin J Change Password Help Logout

CTS1 Pay Bill

General Details **Consolidated Details** **Employee breakup** **Recipient, Deduction, Amount Summary Details** **Certificate Details**

Document Verification **Checklist Verifications** **Verification List**

DDO Details

DDO Code	3100PO0100	*	DDO Designation	Deputy Inspector General of Police	*
TAN Number	BLRP06561C	*	Treasury	KALGHATGI	*

Bill Details

Bill Request Id	HR1501610011	*	Claim Type	Salary Bill	*
Bill Type	Gazetted/ Non-Gazetted Establishment	*			
Bill Sector	State	*			

Expenditure HoA Details

Object Head	Allotment	Expenditure (Bill in DDO Office + Bills Submitted to Treasury)	Expenditure(Bills Submitted to Treasury)	Balance Available	Expenditure Amount
2055~00~001~0~01~001~NP~V : Consolidated Salaries	10000000000	0	0	10000000000	30000
2055~00~001~0~01~014~NP~V : Other Allowance	10000000000	283980	366280	9999632000	30000

Verify HoA *

Sanction/Office Order Details

Sanction Order No	Sanction Order Date	Type Of Order
SO00000008	31/12/2001	Non Khajane Document

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Figure 174: View General Details screen

Step 5.Consolidated Details:

- View Consolidated Details and click on the next tab

The screenshot shows the KHAJANE II software interface for 'CTS1 Pay Bill'. The 'Consolidated Details' tab is active. The data in the table is as follows:

Establishment Number	E111	Type of Establishment	Permanent
Currency of Establishment	31/12/2001	Name of Establishment	Name of Establishment
Pay of staff	30000	Pay of Officers	30000
Employee Type	Gazetted		

Earnings

Dearness Allowance :	9000	Income Tax :	3000
House Rent Allowance :	9000	Life Insurance corporation of India :	3000
City Compensatory Allowance :	12000	House Building Advance :	3000
Basic Pay :	30000	Professional Tax :	3000
Gross Amount	60000	Motor Car Advance :	3000

Deductions

Total Deductions	15000	Net Payable Amount	45000
------------------	-------	--------------------	-------

Buttons at the bottom include: Save, Forward, Forward and Print, Reject, Close.

Figure 175: View Consolidated Details screen

Step 6.Employee Breakup:

- View Employee Breakup Details and click on the next tab

Employee's Name: Krishna M. Mushannavar			Employee's Post: ASSISTANT TEACHER		K.G.I.D No.: 654123
Aadhaar No: 111111111114	Employee's Basic Pay: 10000		Employee's Pay Scale: 15000.0-25000.0		Month-Year: January-2015
Earnings			Deductions		
Dearness Allowance :	3000		Income Tax :	1000	
House Rent Allowance :	3000		Life Insurance corporation of India :	1000	
City Compensatory Allowance :	4000		House Building Advance :	1000	
Basic Pay :	10000		Professional Tax :	1000	
Gross Amount :20000			Motor Car Advance :	1000	
			Total Deductions :	6000	
Net Payable Amount :14000					
Employee's Name: Chandrashekhar R. Aralimatti			Employee's Post: ASSISTANT TEACHER		K.G.I.D No.: 654789
Aadhaar No: 111111111111	Employee's Basic Pay: 10000		Employee's Pay Scale: 15000.0-25000.0		Month-Year: January-2015
Earnings			Deductions		
Dearness Allowance :	3000		Income Tax :	1000	
House Rent Allowance :	3000		Life Insurance corporation of India :	1000	
City Compensatory Allowance :	4000		House Building Advance :	1000	
Basic Pay :	10000		Professional Tax :	1000	
Gross Amount :20000			Motor Car Advance :	1000	
			Total Deductions :	6000	
Net Payable Amount :14000					
Employee's Name: Hanumantappa N. Valikar			Employee's Post: PRIMARY SCHOOL HEAD MASTER		K.G.I.D No.: 789654

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Figure 176: View Employee Breakup Details screen

Step 7.Recipient, Deduction, Amount Summary details:

- View the Recipient, Deduction, Amount Summary Details and click on the next tab.

Recipient Code	Recipient Name	Bank Name	Branch Name	Account Number	IFSC Code	MICR Code	Gross Amount	Payable Amount
2600000006	Krishna M Mushannavar	Canara Bank	KAGGADASAPURA, BANGALORE	1984568999	23423423432	242342343	20000	14000
2600000008	Chandrashekhar R Aralimatti	Canara Bank	KAGGADASAPURA, BANGALORE	1984569001	23423423432	242342343	20000	14000
2600000007	Hanumantappa N Valikar	Canara Bank	KAGGADASAPURA, BANGALORE	1984569000	23423423432	242342343	20000	14000

Verify Recipient Details *

Recipient Code	Recipient Name	Purpose	TTR Code	HoA	Deposit Account Number	TAX Deduction	TAX Rate (%)	Deduction Amount	Verify
NA	NA	Motor Car Advance	MCA	7610~00~202~0~01	NA	NA	NA	3000	<input type="checkbox"/>
NA	NA	House Building Advance	HBA	7610~00~201~0~03	NA	NA	NA	3000	<input type="checkbox"/>
NA	NA	Professional Tax	PT	0028~00~107~0~01	NA	NA	NA	3000	<input type="checkbox"/>
NA	NA	Income Tax	IT	8658~00~112~0~01	NA	NA	NA	3000	<input type="checkbox"/>

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Figure 177: View Recipients, Amount Summary Details screen

Step 8.Certificate Details:

- View Certificates mapped with the bill and Click on next tab.

The screenshot shows the 'KHAJANE II' application window. The title bar indicates it's running on Microsoft Internet Explorer provided by TATA CONSULTANCY SERVICES. The main header includes 'PostRole Switch', a user icon (418 1 Jitin J), 'Change Password', 'Help', and 'Logout'. On the left, there's a vertical navigation menu with 'Bill Preparation and Submission' and 'Workflow' sections, and a 'Quick Links' section containing a link to 'Claim Type Master'. The central content area is titled 'CTS1 Pay Bill' and shows a 'Process > Draft Bill Request WorkList > Draft Bill Details' path. Below this, tabs include 'General Details', 'Consolidated Details', 'Employee breakup', 'Recipient, Deduction, Amount Summary Details', and 'Certificate Details' (which is currently selected). Sub-tabs under 'Certificate Details' are 'Document Verification', 'Checklist Verifications', and 'Verification List'. A large table titled 'Certificates Details' lists three certificates with columns for 'Certificate Name', 'Valid Month', 'Mandatory/Optional', and 'Tag'. The first certificate is described as a 'Certificate from the Controlling Officer where conveyance allowance is claimed in salary bill that the conveyance allowance claimed is in order and that the condition attached to its drawl are fulfilled.' The second is for 'FTP/PTA' conditions. The third is for 'NDC Bill Clearance Certificate' issued by the Accountant General. At the bottom of the screen, there are buttons for 'Save', 'Forward', 'Forward and Print', 'Reject', and 'Close'. The footer contains copyright information: 'Copyright 2014. All rights reserved.' and 'Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build'.

Figure 178: View Certificate Details screen

Step 9.Document Verification:

- Superintendent can view and verify the document.

The screenshot shows the 'Document Verification' section of the 'CTS1 Pay Bill' module in the Khajane II system. The page title is 'Process > Draft Bill Request WorkList > Draft Bill Details'. The navigation bar includes 'PostRole Switch', '1 Jitin J', 'Change Password', 'Help', and 'Logout'. A 'Quick Links' sidebar on the left lists 'Bill Preparation and Submission', 'Workflow', and 'Claim Type Master'. The main content area displays a table of supporting documents with columns for Sr. No, Supporting document, Unique identifier of the supporting document, Verification Action, Remarks, and Send Physical Copy To Treasury. The table contains 7 rows of data. Below the table, there are fields for 'Additional Document Details' and 'Count of Documents to be Send to Treasury' (set to 6). At the bottom are buttons for 'Save', 'Forward', 'Forward and Print', 'Reject', and 'Close'.

Sr. No	Supporting document	Unique identifier of the supporting document	Verification Action	Remarks	Send Physical Copy To Treasury
1	Schedule - Motor Car Advance	HR1501610011S02	<input type="checkbox"/>		<input checked="" type="checkbox"/>
2	Schedule - House Building Advance	HR1501610011S03	<input type="checkbox"/>		<input checked="" type="checkbox"/>
3	Schedule - Professional Tax	HR1501610011S05	<input type="checkbox"/>		<input checked="" type="checkbox"/>
4	Schedule - Income Tax	HR1501610011S01	<input type="checkbox"/>		<input checked="" type="checkbox"/>
5	Schedule - Life Insurance corporation of India	HR1501610011S04	<input type="checkbox"/>		<input checked="" type="checkbox"/>
6	Sanction/Office Order	S000000008	<input type="checkbox"/>		<input type="checkbox"/>
7	Annexure A	HR1501610011D01	<input type="checkbox"/>		<input checked="" type="checkbox"/>

Additional Document Details
Count of Documents to be Send to Treasury 6

Save Forward Forward and Print Reject Close

Figure 179: View Document Verification screen

Step 10.Checklist Verification:

- Superintendent can view and verify the document

The screenshot shows the 'Checklist Verifications' tab selected in the 'Document Verification' section of the 'Draft Bill Details' page. The main content area displays a table titled 'Supporting Documents Verification' with three rows of data. The table has columns for 'Sr. No.', 'Supporting Document', 'Verification Action', and 'Remarks'. The first row contains the text 'Sanction order in work soft'. The second row contains 'Sub vouchers exceeding Rs.1000 duly accepted and passed for payment'. The third row contains 'Challans towards mandatory recoveries (IT, Surcharge, Sales Tax, Royalty, Contribution to CBF)'. Below this table is another section titled 'CheckList Verification' which displays the message 'No checklist to verify.' At the bottom of the page, there are copyright and build information.

Sr. No.	Supporting Document	Verification Action	Remarks
1	Sanction order in work soft	<input type="checkbox"/>	
2	Sub vouchers exceeding Rs.1000 duly accepted and passed for payment	<input type="checkbox"/>	
3	Challans towards mandatory recoveries (IT, Surcharge, Sales Tax, Royalty, Contribution to CBF)	<input type="checkbox"/>	

Figure 180: View Certificate Verifications screen

Step 11.Verification List:

- Superintendent can view verified and Non verified details

The screenshot shows the 'Verification List' screen within the 'CTS1 Pay Bill' module of the Khajane II system. The top navigation bar includes 'PostRole Switch', '1 Jitin J', 'Change Password', 'Help', and 'Logout'. On the left, there's a sidebar with 'Bill Preparation and Submission', 'Workflow', and a 'Quick Links' section containing a link to 'Claim Type Master'. The main content area displays a 'Verification Process Check List' table with the following data:

	Expenditure HoA Details	Not verified
Verification of supporting documents	Not verified	
Bill verification check list	Not verified	
Recipient details verification	Not verified	
Schedule/Challan Details Verification	Not verified	
Amount Details Verification	Not verified	

At the bottom of the screen, there are several action buttons: 'Save', 'Forward', 'Forward and Print', 'Reject', and 'Close'. The footer contains copyright information: 'Copyright 2014. All rights reserved.' and 'Fields marked with * are mandatory. | All amounts are in INR. | All the dates are in DD/MM/YYYY format. | Build'.

Figure 181: Verification List screen

Step 12. Superintendent Save the request:

- Click on ‘Save’ button to save the bill details in the Superintendent Bill Verification Worklist or
- Click on ‘Forward’ button to save and forward the bill to next level:

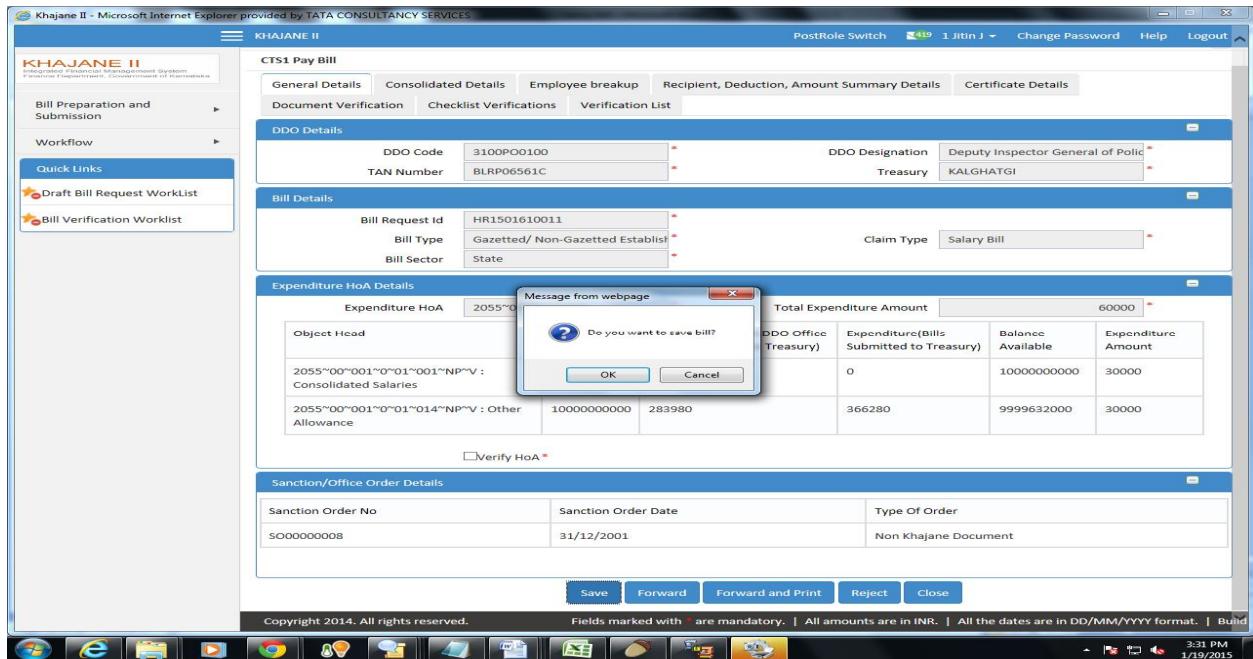


Figure 182: Save the bill/Forward to next level screen

Step 13.Bill number details screen:

- After creating and saving the new bill in the system, unique Bill Number is generated

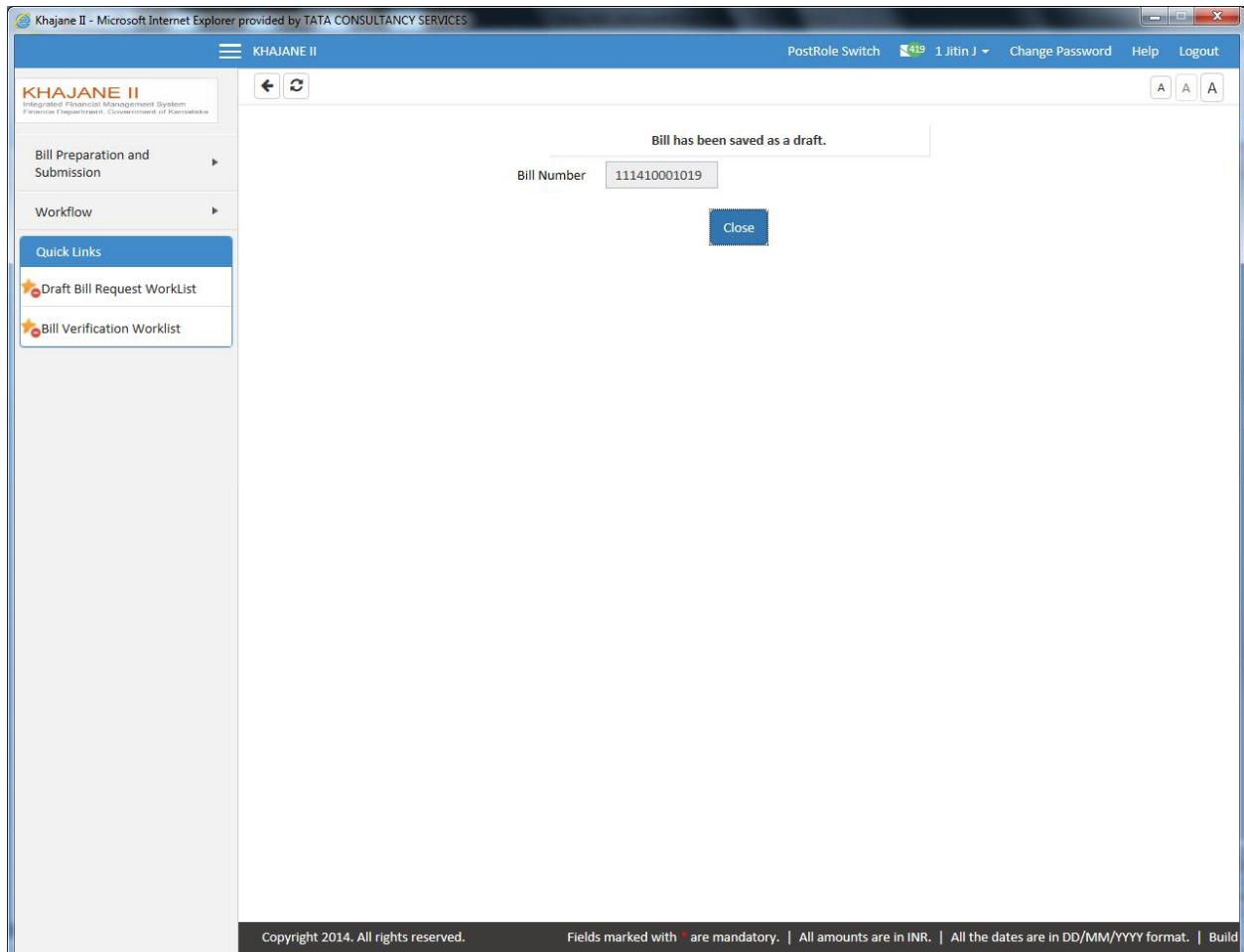


Figure 183: Bill number details screen

[Note: Superintendent Verification, DDO, Caser Worker – Approved Bill Print Activity and DDO - Submits the bill to treasury activity is covered under the GPF bill]

Project Partner



TATA CONSULTANCY SERVICES