Help File for eBill: <u>http://cg.nic.in/eBill/</u>

1) Login Page: Please enter the DDOCODE & PASSWORD same as used in ePayroll(GEN).



About "eBill": Through the eBill software till now we are able to prepare all the bills which comes under the form no 33,34,35,46,24,40,76,47 and all Personal Claim Bills.

2) Guideline for using Form no 33, 34, 35:

- In order to prepare bills under these form please use different bill unit for each bill number or bill.
- Bill unit must be unique within the month for DDO.
- All bills within the bill unit must use either SBI account or NON SBI account.
- All the bill within the single bill unit must used single head for DDO in a month.

3) Form no 33, 34, and 35:

	ENTRY FORM	I FOR	FORM NO.33,34,35 & 46		
DDOCODE	6604009		Financial Year	2013_14	
DIRECTOR TREASURY	ACCOUNTS & PENSION	RAIPU	R		
Month/Year	09/2013		Form No	33	
Billtype	003-ELECTRICITY OR	WATER	BILL ¥		
Enter Valid ServiceNumb	er As TelephoneNumber	in case	of Telephone Bill,ConsumerNur	nber in ElectricityBill	
Service Number	1000085178/51450213-	08-60824	42		
Bill Unit	1		SanctionAmount/BillAmount	500	
SanctionNo/InvoiceNo	45/8790	_	SanctionDate/InvoiceDate	17-Sep-13	
	Electricity bill	of Sep	tember		
Deduction/ifanv)			Detail of deduction		
Deduction(maily)			Detail of deduction		
Select Heads	06-2054-00-095-0000-2	274-02-0	005-V		
Allotments	300000.00		Expenditure Excluding Bills	91104.00	
TotalExpendituretillDate	103292		Available Allotment		
SelectCorrectAccountTyp	e ©CurrentAccount OV	/endorA	ccount		
State	CHHATTISGARH	Y	District	RAIPUR	
BankName	STATE BANK OF INDI	A V	BranchName	KUTCHERY V	
IFSCCode	SBIN0003314		MICRCode	492002007	
BranchAddress	PB NO. 109 JAIL ROA	AD, RAI	PUR, CHATTISGARH, PIN 492	001	
AccountNo	32396093247				
Account Holder Name	6604009				
		_			

NOTE:

Please use unique Service number each time you prepare bill. We can prepare bill with any number of **'Service Number'** within the Bill Unit but each Bill Unit must use single bill number.

4) Guideline for using Form No 46:

- In form number 46 each bill unit must contain single subject of payment within a month
- DDO can only prepare a bill with unique bill unit within the month.

DDOCODE	6604009	Financial Year	2013_14	
DIRECTOR TREASURY A	CCOUNTS & PENSION RAIP	UR		
Month/Year	09/2013	Form No	46 🗸	
Billtype	001-GRANT IN AIDS BILLS	V		
Enter Valid ServiceNumbe	r As TelephoneNumber in case	of Telephone Bill,ConsumerNu	mber in ElectricityBill	
Subject of Payment(Grant	inAidforPeriod)		ĥ	
Bill Unit		SanctionAmount/BillAmount		
SanctionNo/InvoiceNo		SanctionDate/InvoiceDate	17-Sep-13	
Description of bill				
Deduction(ifany)		Detail of deduction		
Select Heads	Select	v		
Allotments		Expenditure Excluding Bills		
TotalExpendituretillDate		Available Allotment		
SelectCorrectAccountType	CurrentAccount OVendor!	Account		
State	¥	District	×	
BankName	¥	BranchName	×	
IFSCCode		MICRCode		
BranchAddress				
AccountNo				
Account Holder Name				

5) Guideline for using Form No 40: Only Treasury can prepare the bills for form no 40.

Types of Bills cover under form no 40 are: Family Pension Payment, Super Pension Payment, Gratuity Payment and Commutation Payment.

REGREGIST ENTRY FORM FOR FORM NO 40 ENTRY FORM FOR FORM NO 40 Login DDO ENTRY FORM FOR FORM NO 40 Date of Reiferent D1-Inar-2011 Actual DOD Edit Of A DERCTOR TREASURY ACCOMPTAY INCOMENT Payment Type 40-FAMILY PENSION PAYMENT Payment Type 40-FAMILY PENSION PAYMENT Basic CI340 Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2" Colspan="2">Colspan="2" Colspan="2" Colspan="2" Colspan="2" Colspan="2"	oqOut					
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NOTE:

Users are able to insert Basic & Grade pay according to their Calculations.

User can also put Gross Amount according to their selves.

6) Guideline for using Form No 24: DDO can prepare the bills for form no 24.

Types of Bills cover under form no 24 are: Anticipatory Pension, Anticipatory Gratuity, and Leave Encashment.

Login DOO Societion Societies Societ	Login DOO 6604009 Euployse Code 66040090006 Iq//khj dqekj nkl Date of Retirement 31:mar.2011 Actual DOO 6604009 DIRECTOR TREASURY ACCOUNTS & PENSION RAIPUR Name S.K.Das PAN/OF/DOF No. CTAA.2047 CTAA 2047 Section Name Tessury and Acch Adm Pesignation Name DIRECTOR Pay Month Year 007013 Pay 007013	Login DOO 6604009 Login DOO 6604009 Employee Code 660400900 Date of Retirement 11-mar.2011 Actual DOO 6604009 DIRECTOR TREASURY ACCOUNTS & PENSION RAUPUR Name PRAM/GP/DOF No. C TCHA2047 CTAA 2047 Section Name Fressay and Acts Admn Person Name Pay Month Year Payment Type 24-ANTICH7ORY PENSION ALTCHA2047 CTAA PATHCH7ORY PENSION Ame Prove the state of the s	Login DOD Login DO Log			ENTRY FOR	M FOR FO	DRM NO 24 & 76				
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NOTE:

Users are able to insert **Basic & Grade** pay according to their Calculations.

By changing the amount in the basic or grade pay box the gross amount can visible in the gross amount box.

As we change the amount in any allowance or deduction boxes the gross amount & net amount also change accordingly.

7) Guideline for using Form No 76(GIS & FBF): DDO can prepare the bills for form no 76.

Types of Bills cover under form no 76 are: GIS & FBF bills can prepare in this form.

		ENTRY FORM FO	OR FORM NO 24 & 76		
Login DDO	6604009				
Employee Code	66040090006	lq/khj dqek	j nkl		
Date Of Retirement	31-mar-2011				
Actual DDO	6604009				
DIRECTOR TREASURY AC	COUNTS & PENSION F	RAIPUR			
Name	S.K.Das	00.47			
Section Name	Treasury and Accts A	Admn	Designation Name	DIRECTOR	
Pay Month Year	09/2013				
Payment Type	76-GIS		~		
Basic	13460		Grade Pay	2800	
NOTE	बेसिक-पे और बेड-पे कल	त्र बेसिक-पे और बेड-पे हं	ोना चाहिए जितने महीनो का बिल	ा है।	
Bill Unit	GIS				
Heads	00-8011-00-107-000	0-000-00-00-V	~		
				17 Sep 12	
Sanctioning Authority Nam	e 6604009-DIRECTOR	R TREASURY ACCOU	NTS & PENSION RAIPUR	^	
& DDOCODE			Senation Onder Data		
Sanction Order No.			Sanction Order Date	17-Sep-13	
	17-Sep-13			17-Sep-13	
<u> </u>		GI	S-Details		
Gross Amount					
Net Amount					
Remarks (If Any)					
		GIS-A	Allowance Details		
DearnessPay		į į	Dearness Allowance	0	
Special Pay		þ	HR Allowance	0	
Other Allowance	0		Other Allowance Details	-	
		GIS-I	Deduction Details		
GPF/CPS contribution	0		Incometax	0	
Professional Tax	0		House Rent	0	
Other Deduction	0		Other Deduction Details	-	
		Save Cle	ear Delete ECS_Er	ntry	
		Designed an			
		Designed an	d developed by NIC,Raipur		

NOTE:

Users are able to insert Basic & Grade pay according to their Calculations.

By changing the amount in the basic or grade pay box the gross amount is visible in the gross amount box.

As we change the amount in any allowance or deduction boxes the gross amount & net amount can change accordingly.

8) Guideline for using Form No 76(Scholarship) & 47:

DDOCODE	6604009	Financial Year	2013_14	
DIRECTOR TREASURY A	CCOUNTS & PENSION RAIP	UR		
Month/Year	09/2013	Form No	47 🗸	
Billtype	Select		v	
Bill Unit				
Year of Award		Format(2012_13)		
Kind of Scholarship/Stipend			li	
Name of Stipend / Scholarship Holder				
Monthly value of Schorlarships		Number of Days Drawn		
Amount Drawn		Deduction(ifany)		
Remark		A.		
Select Heads	Select	\ \		
Allotments		Expenditure Excluding Bills	•	
TotalExpendituretillDate				
SelectCorrectAccountType	OCurrentAccount OVendorA	lecount		
State	~	District	~	
BankName	×	BranchName	V	
IFSCCode		MICRCode		
BranchAddress				
AccountNo				
Account Holder Name				

NOTE:

DDO can create the scholarship bill under from no 47 & 76.In order to prepare bills under this form please use different bill unit for each bill number .Bill unit must be unique within the month for DDO.All bills within the bill unit must use either SBI account or NON SBI account. All the bill within the single bill unit must used single head for DDO in a month.

9) Guideline Report Generation:

	e-Bill	
LogOut		
Bills Entry > Person	nal Claim Bills + Reports + Treasury +	
	REPORT FORM FOR FORM No33 34 35 46 24 40 76	
	DDO CODE 6604009	
	Financial Year 2013_14	
	Form No 33 V	
	Bill type ELECTRICITY OR WATER BILL 🔽	
	Month/Year 08/2013 v	
	Status of Bill	
	Current Date 18-Sep-13	
	View Report	
	Designed and developed by MIC Printer	
	Designet and developed by Ntc,naiptil	
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
/		

NOTE:

In order to generate the report, first click the Reports form .In the report generation form the data display according to the login DDO.All the bills of the DDO display according to the month. The status of the bill whether it is Checked or Finalized display as we select the bill unit.

The User is able to verify the data in the report through the **View Report** Button.

10) Process of Finalizing the BILL:

	C-DIII	
LogOut		
Bills Entry > Personal Claim Bills	s Reports Treasury	
	REPORT FORM FOR FORM No33 34 35 46 24 40 76	
	DDO CODE 6604009	
	Financial Year 2013_14	
	Form No 33 🗸	
	Bill type ELECTRICITY OR WATER BILL 🔽	
	Month/Year 08/2013 v	
	Bill Unit 1 🗸	
	Status of Bill Ochecked ©Finalised F	
	BIR No	
	Bill No	
	Bill Date 18-Sep-13	
	Validate Report	
////////		
	Designed and developed by NIC,Raipur	

NOTE:

In order to finalize the Report, first we have to click the finalized option in the form. As we click the finalized option ,the boxes for BTR NO & BILL NO appear and after inserting the BTR NO and BILL NO, the software check whether BILL No & BTR NO is valid or not. After the successful checking of BILL NO and BTR NO, the user can finalized the Report by clicking the **Validate Report** Button.

11) Final Step of Report Generation:

	e-Bill		
LogOut Bills Entry > Personal Claim Bills > Reports	Treasury		
R	EPORT FORM FOR FORM No33,34,35,46,24,40,76		
DDO CO	DE 6604009		
Financial	Year 2013_14		
Form No	33 🗸		
Bill type	ELECTRICITY OR WATER BILL		
Month/Y	ar 08/2013 🗸		
Bill Unit	1 🗸	(///	
Status of	Bill OChecked ©Finalised F		
	BTR No <mark>1962741</mark> Bill No <mark>173</mark>		
Bill Date	05-Aug-13		
	Form33 Report Front Side Form33 Report Back Side		
View F	eport Form33 Report Attachments	(///	
	Treasury Voucher slip ECS Details		

NOTE:

After successful finalizing the data a message for successful insertion is display & the user can display the report through the **View Report** Button.

12) Guideline to Unfinalize the Bill:

e-Bill	
LogOut Bills Entry Personal Claim Bills) Reports) Treasury)	
Bills Entry Personal Claim Bills Reports Treasury FORM TO UNFINALIZED BILL Login DDO JOINT DIRECTOR TREASURY ACCOUNTS & PENSION RAIPUR Select DDO to Select DDO to Imanized Financial Year 2013_14 Form No 24 Bill type LEAVE ENCHASHMANT Month/Year 00/2013 Please Select from below to get Details Bill Unit 1 Status of Bill F BTR No 1963087 Bill Date 19-Aug-13 Bill Date 19-Aug-13 Treasury \$ Status \$ Jufinalized Iufinalized	
BILLUNIT Select	

NOTE:

Only Treasuries can unfinalized the bill. As the treasury login to unfinalized the bills all the DDO which are comes under that treasury display in the **"Select DDO to Unfinalized Option".** By selecting the particular form no, bill type & month year the related bill units are display below .By selecting the particular bill unit the related BILL No. and BTR No. display in the boxes. Bills with Treasury Status 'S','N','R','O' can only Unfinalized. After clicking the **Unfinalized** Button the Treasury can unfinalized the bill.