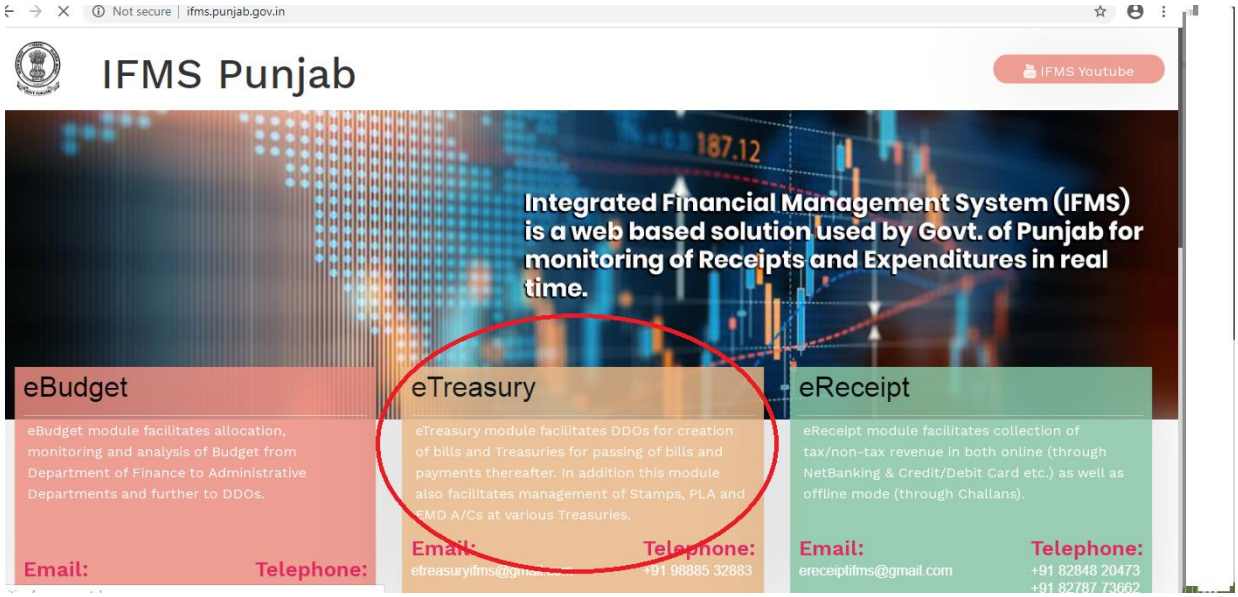
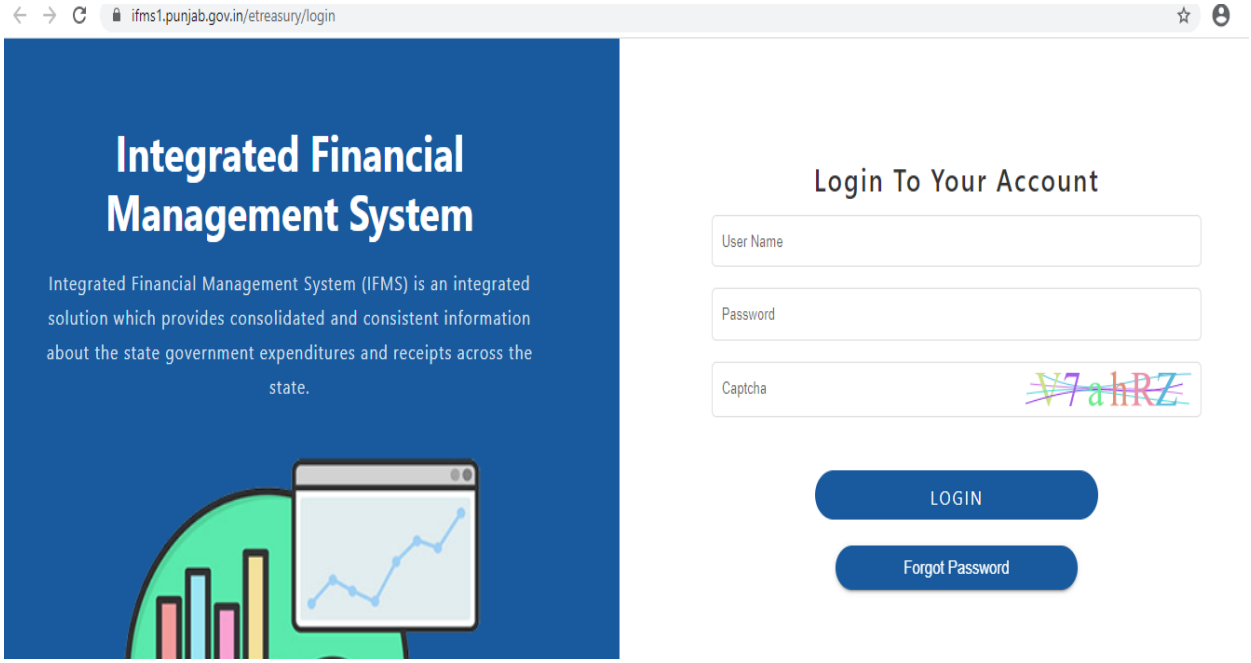
# NPS Arrear User Manual

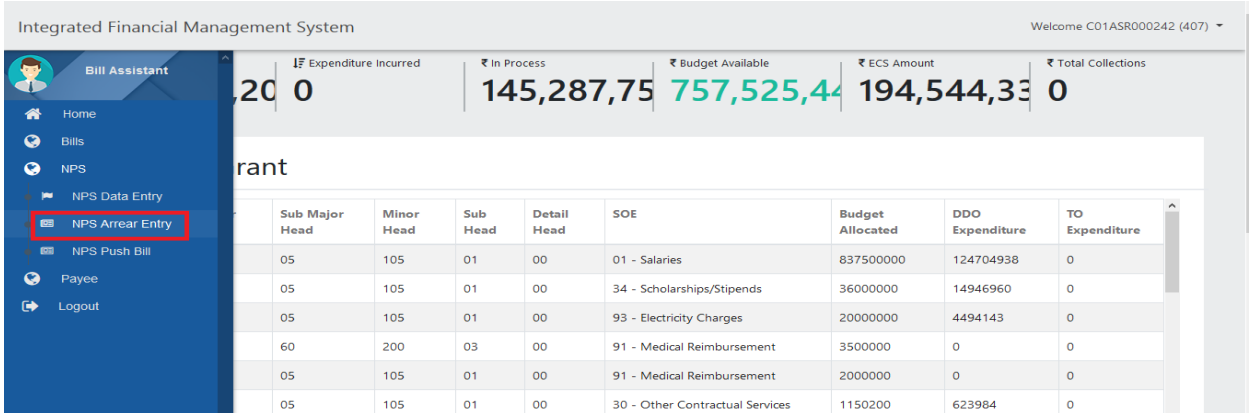
1. Open **eTreasury** by entering https://ifms.punjab.gov.in link into address bar of your browser and clicking on **eTreasury** button on the screen as shown below:



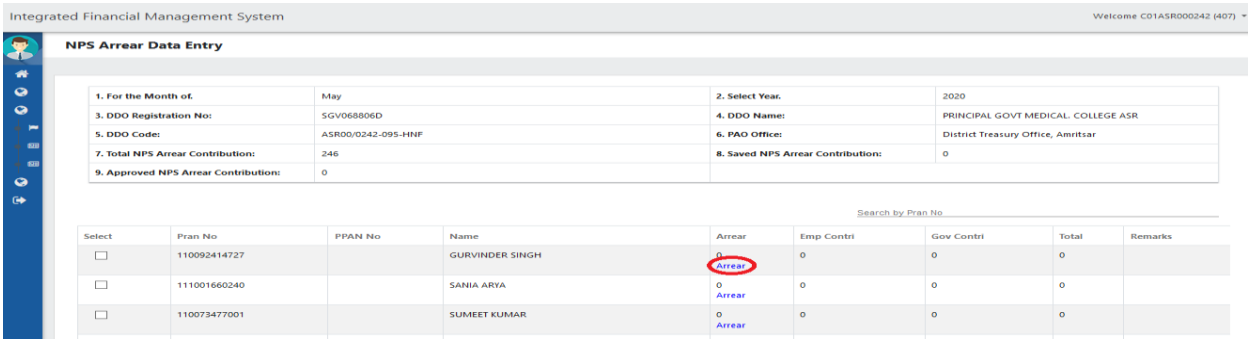

2. **Bill Maker (Clerk or Asst.)** mapped under respective DDO will login into **eTreasury** by entering his/her credentials on to the screen as shown below:



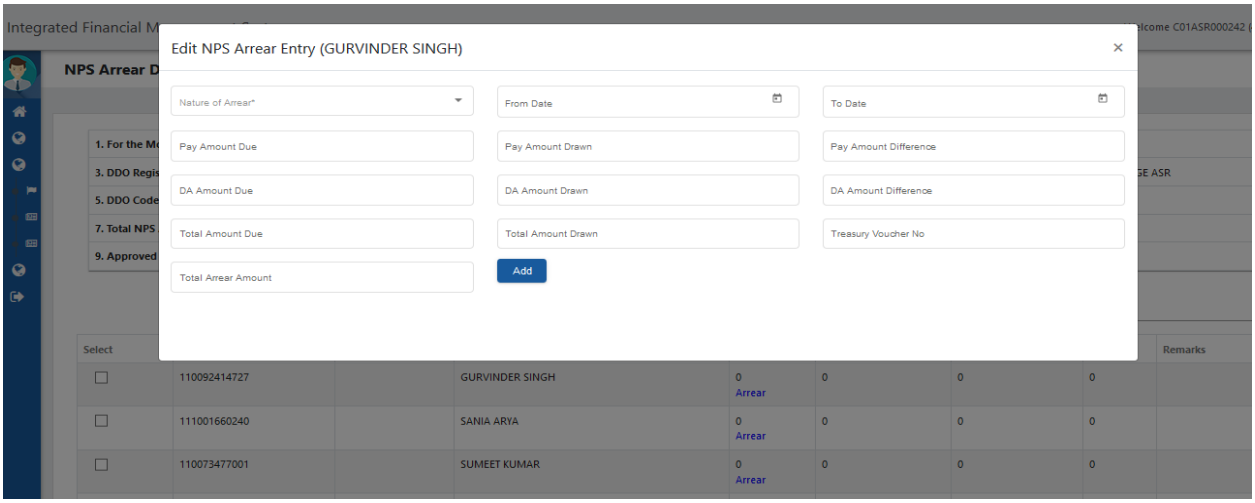
3. Once Bill Maker logged into the system, click on "**NPS Arrear Entry"** option in the screen as shown below:



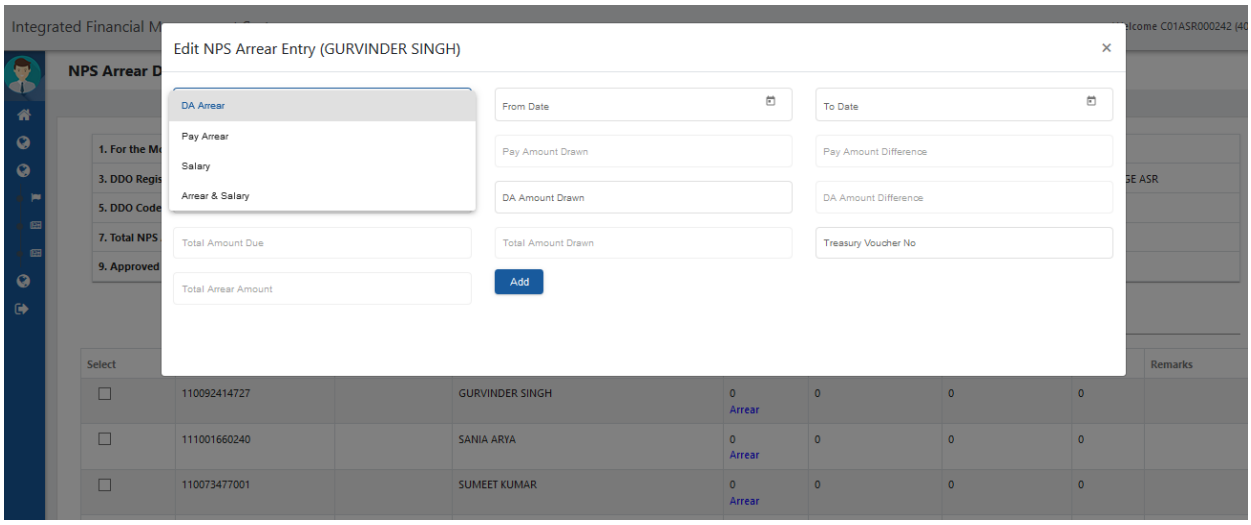

4. **NPS Arrear Data Entry** screen shows PRANs registered under a DDO, the DDO can generate arrear of these PRANs only, their contribution can be saved from this screen (as shown below). Click on "**Arrear**" link for the PRAN whose contribution needs to be saved.



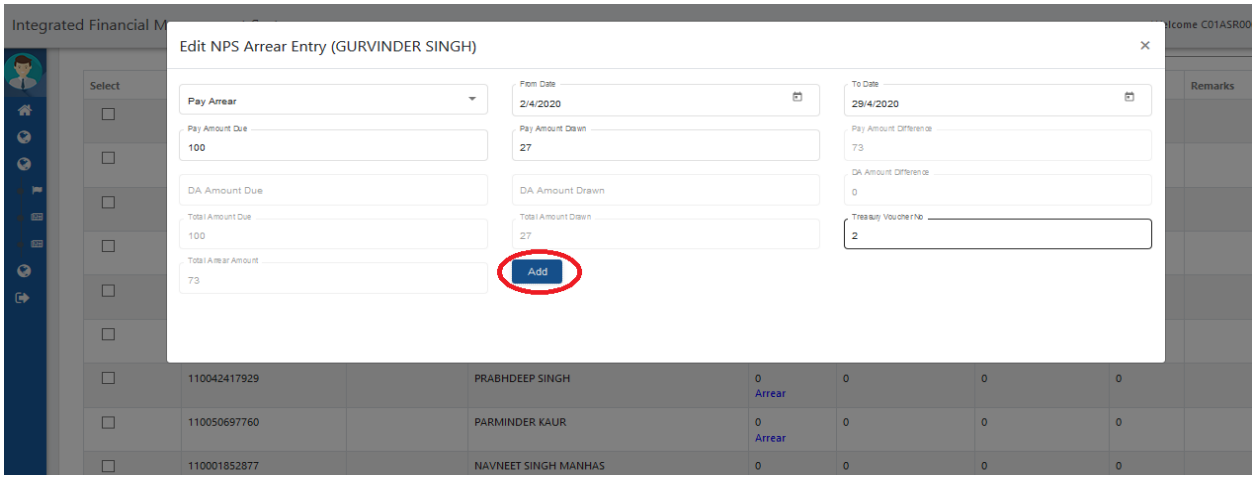

5. Once "**Arrear**" clicked, it will show screen following screen where contribution of selected PRAN can be entered.



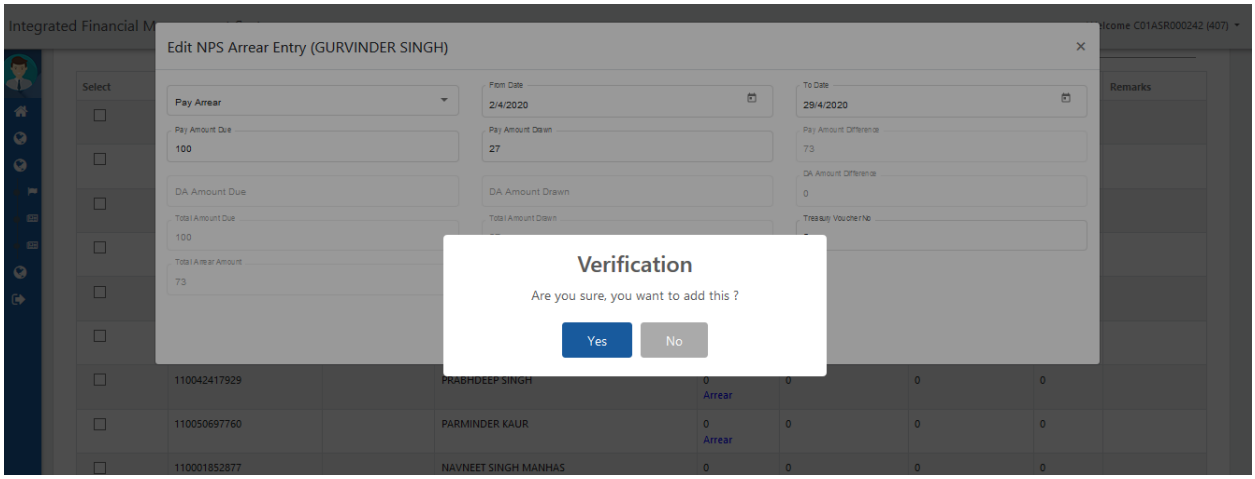
6. Select “**Nature of Arrear”** from the drop down list as shown on the screen given below:



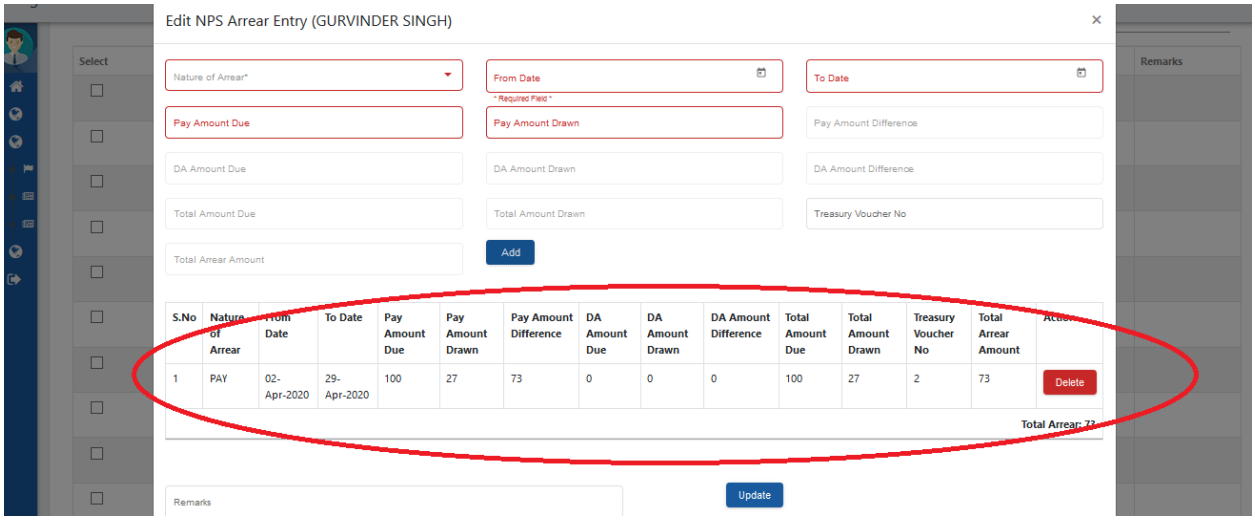

7. After entering all the required details, click on **Add** button on the screen as shown below:



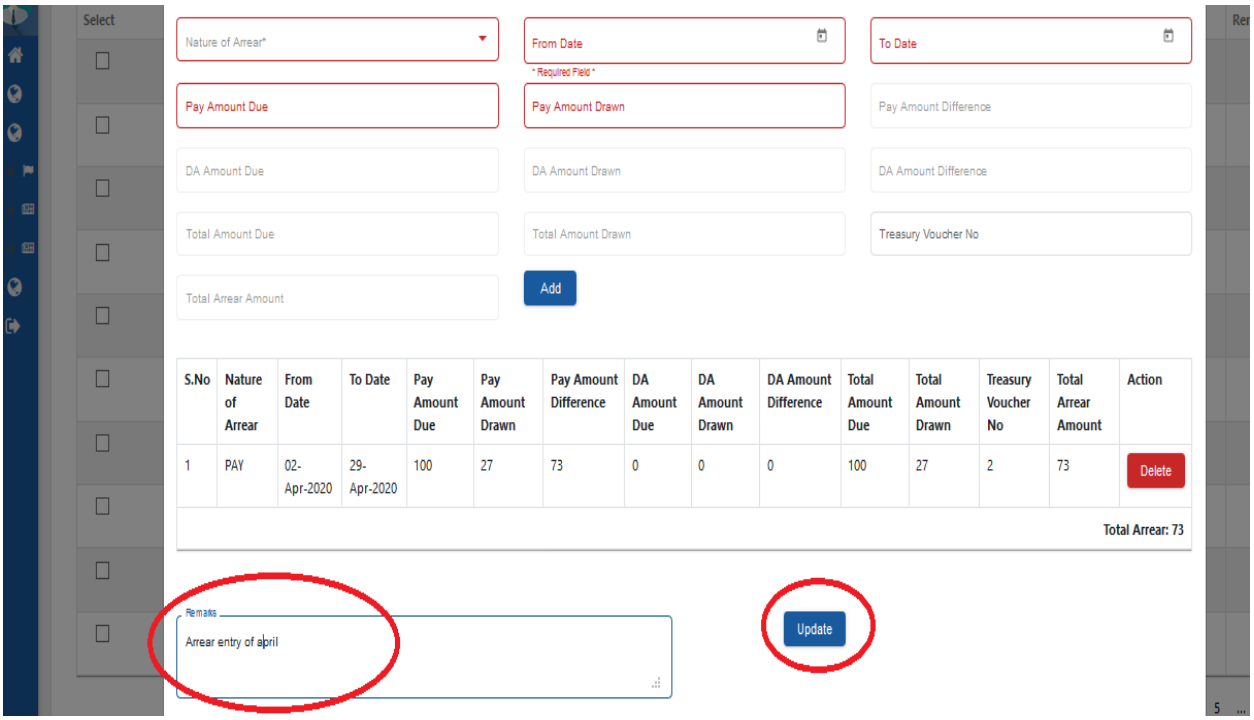

8. On clicking **Add** button, system will ask for verification, click on **Yes** to save the entered record.



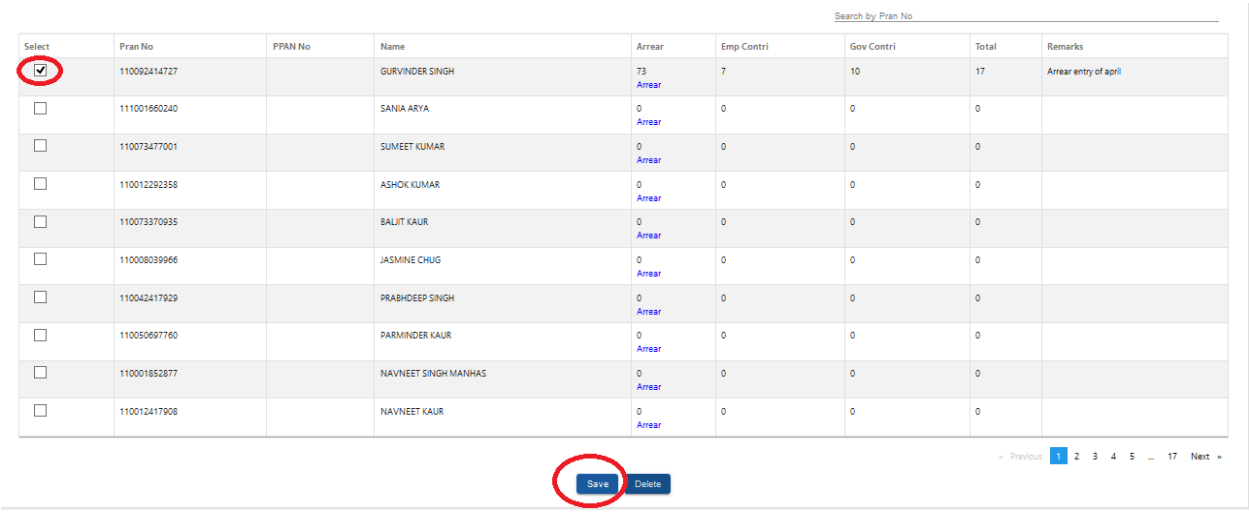
9. **Saved Entries** against the selected PRAN will be shown on the bottom area of the screen as shown below:
In case wrong entry gets entered, click on **Delete** button and enter the details again.




10. Enter **Remarks** and click on **Update** button as mentioned in the screenshot below:



11. Saved entries get displayed against the PRAN in the screen, Select the **checkbox** against the PRAN and click on **Save** button on the screen as shown below:



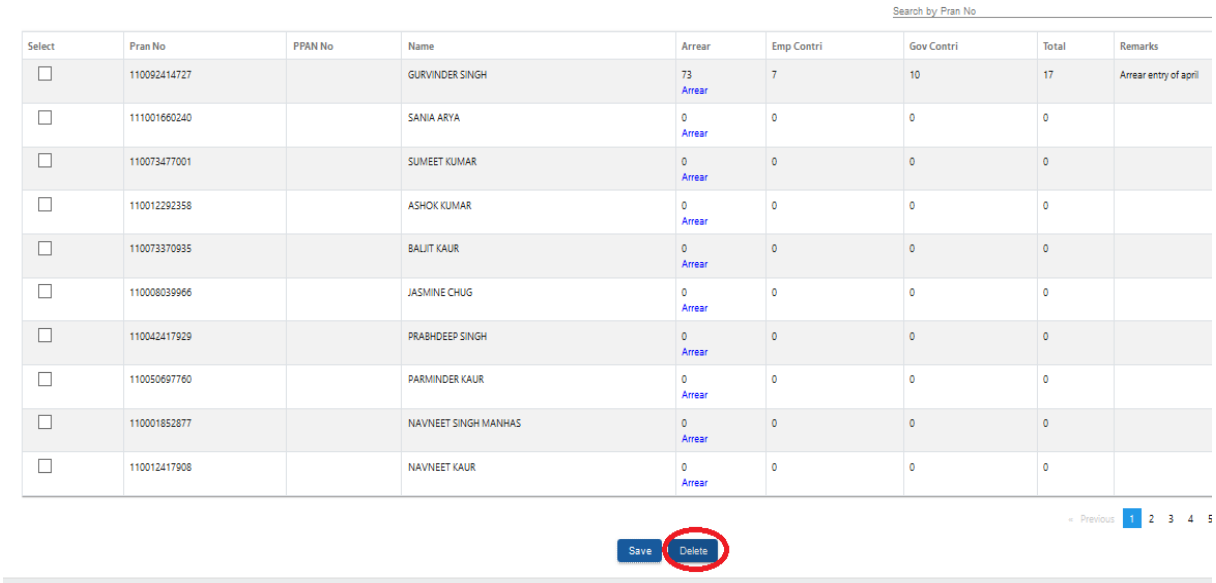
Search by Pran No

| Select | Pran No | PPAN No | Name | Arrear | Emp Contri | Gov Contri | Total | Remarks |
|---|---|---|---|---|---|---|---|---|
| ☑ | 110092414727 | | GURVINDER SINGH | 73 Arrear | 7 | 10 | 17 | Arrear entry of april |
| ☐ | 111001660240 | | SANIA ARYA | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110073477001 | | SUMEET KUMAR | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110012292358 | | ASHOK KUMAR | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110073370935 | | BALJIT KAUR | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110008039966 | | JASMINE CHUG | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110042417929 | | PRABHDEEP SINGH | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110050697760 | | PARMINDER KAUR | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110001852877 | | NAVNEET SINGH MANHAS | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110012417908 | | NAVNEET KAUR | 0 Arrear | 0 | 0 | 0 | |

« Previous 1 2 3 4 5 ... 17 Next »

Save Delete

12. In case wrong entry gets entered, select the entry by clicking check box and click on **Delete** button on the screen as shown below:



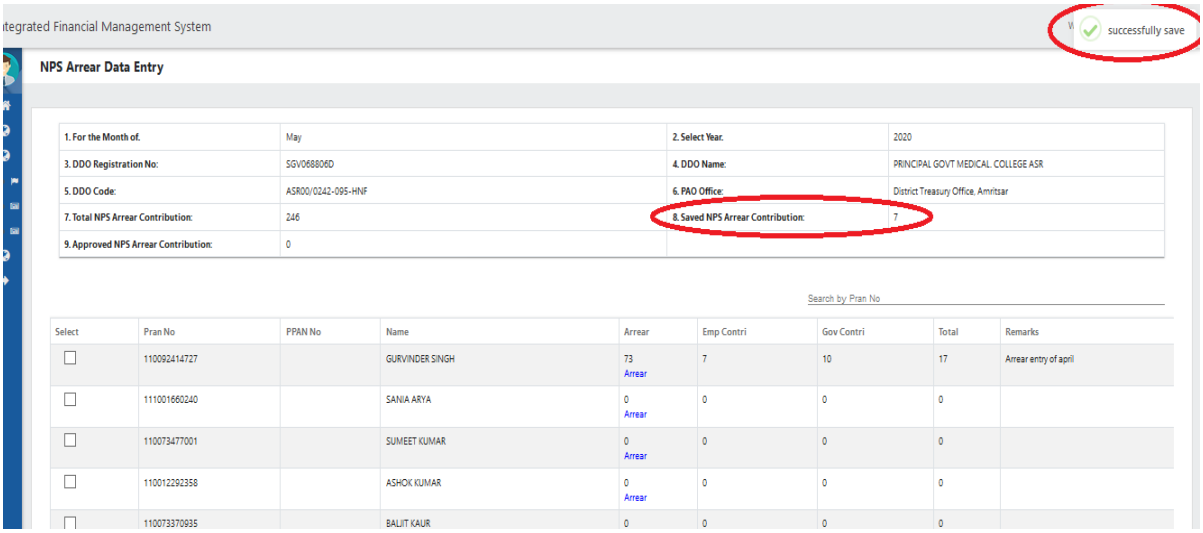
Search by Pran No

| Select | Pran No | PPAN No | Name | Arrear | Emp Contri | Gov Contri | Total | Remarks |
|---|---|---|---|---|---|---|---|---|
| ☐ | 110092414727 | | GURVINDER SINGH | 73 Arrear | 7 | 10 | 17 | Arrear entry of april |
| ☐ | 111001660240 | | SANIA ARYA | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110073477001 | | SUMEET KUMAR | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110012292358 | | ASHOK KUMAR | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110073370935 | | BALJIT KAUR | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110008039966 | | JASMINE CHUG | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110042417929 | | PRABHDEEP SINGH | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110050697760 | | PARMINDER KAUR | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110001852877 | | NAVNEET SINGH MANHAS | 0 Arrear | 0 | 0 | 0 | |
| ☐ | 110012417908 | | NAVNEET KAUR | 0 Arrear | 0 | 0 | 0 | |

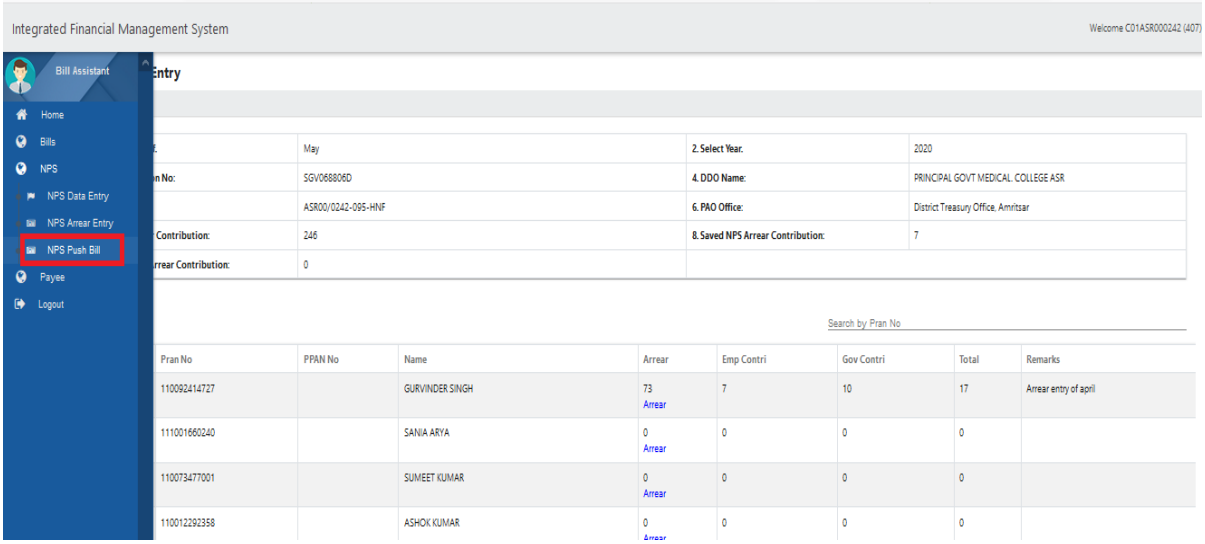
« Previous 1 2 3 4 5

Save Delete

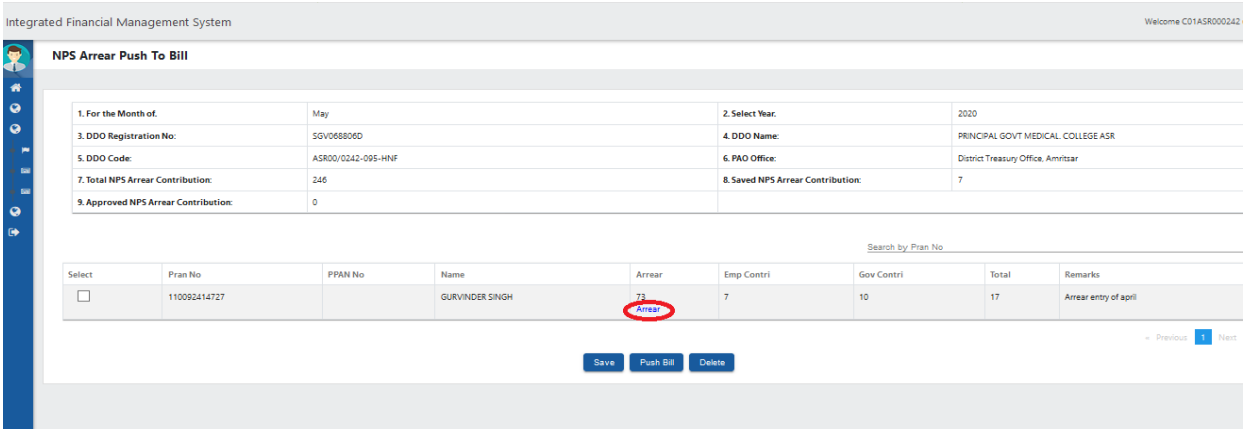
13. Once **Save** button clicked, the system will display "**Successfully Saved**" message as shown below and reflects **Saved NPS Arrear Contribution** amount in the column as mentioned below:-



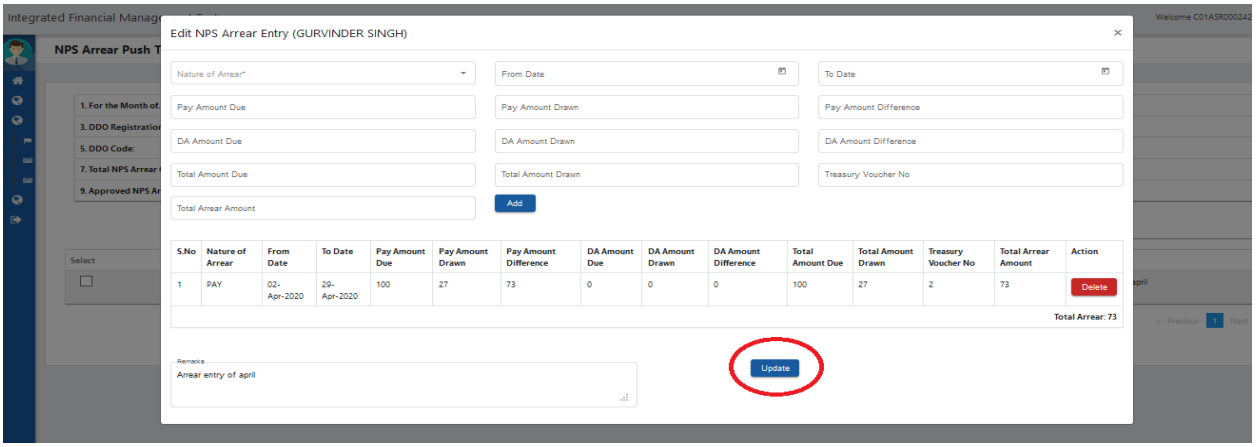

14. In the next step, click **NPS Push Bill** option on the screen as shown below to push the records in the bill generating option.



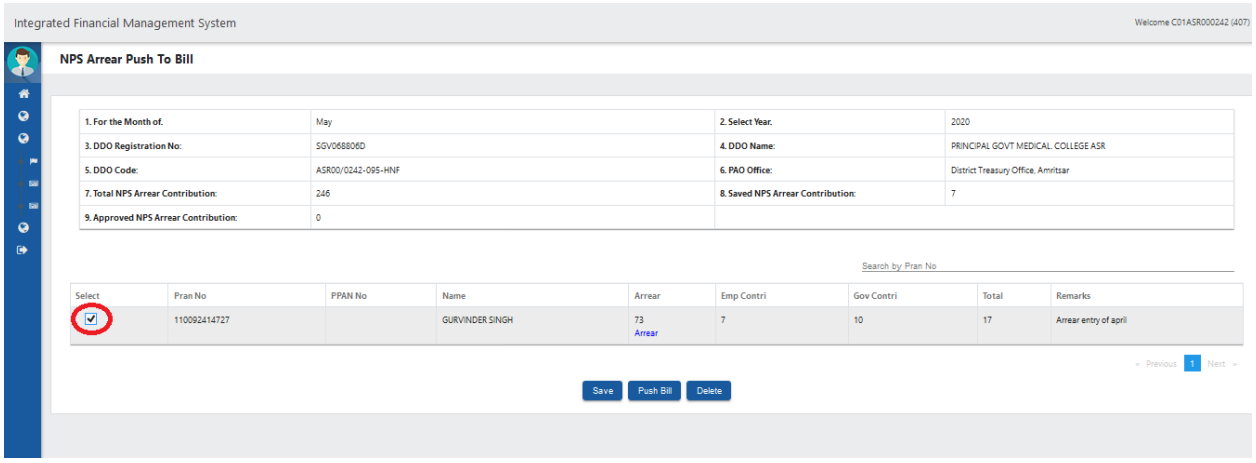
15. Click on **Arrear** Option to edit the entered details.



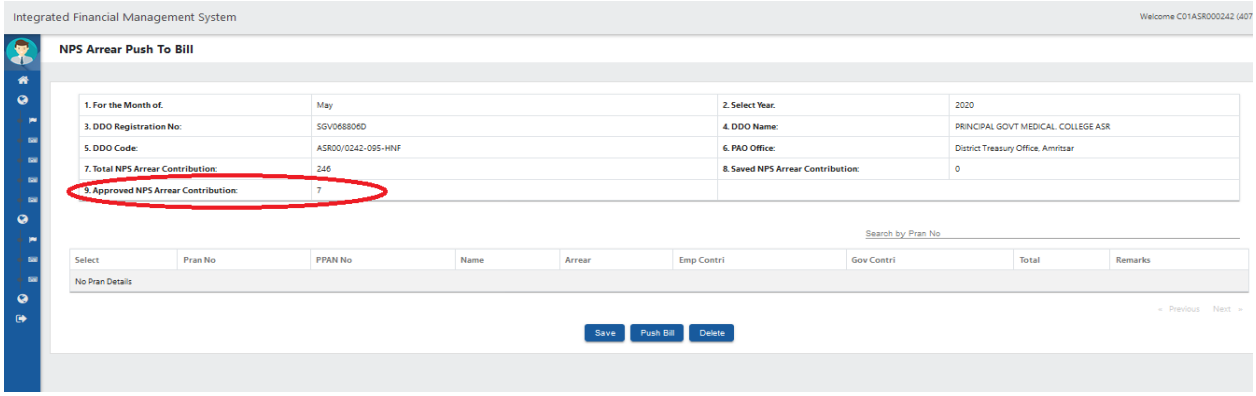

16. Click on **update** button to update the records.



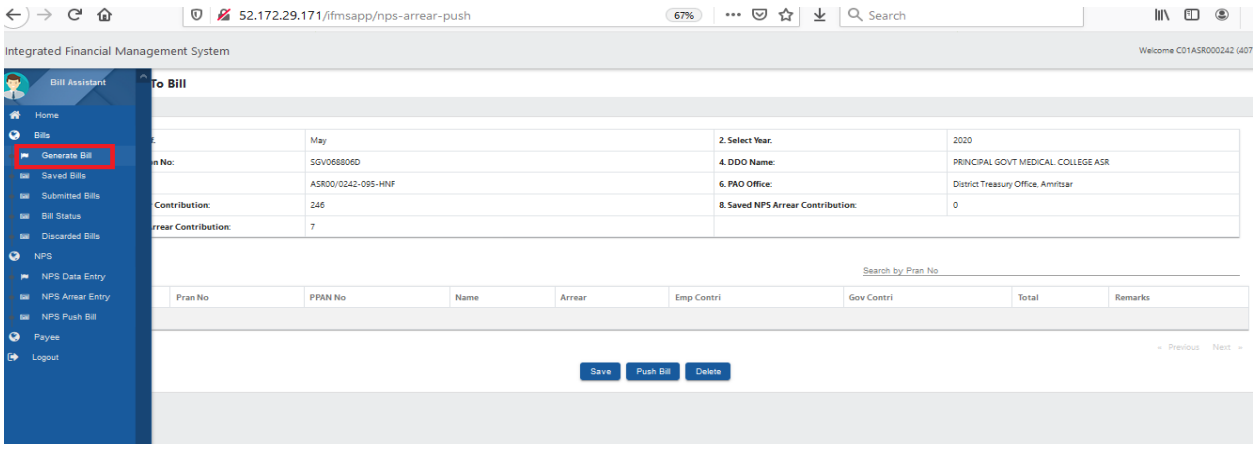

**17.** Select the **checkbox** against the PRAN and click on **Save** and **Push Bill** button to push the records in bill generating option for the **current month.**



18. **Approved NPS Arrear Contribution** gets displayed in the option shown in the screenshot below:-

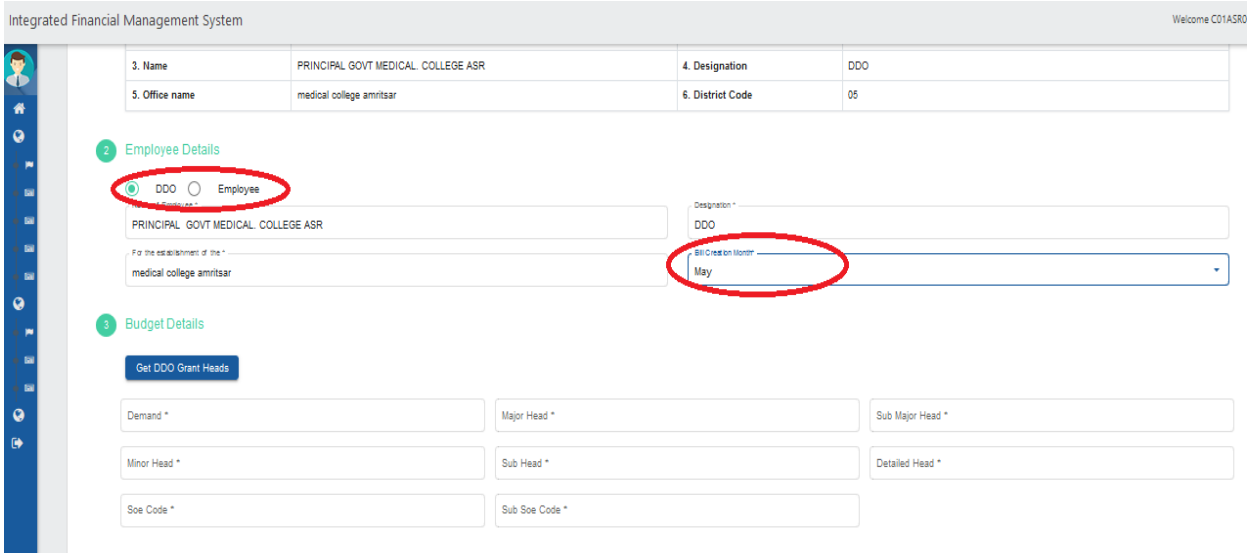



19. Click on **Generate Bill** option for generating the **NPS Arrear Bill** for the saved contribution entries.

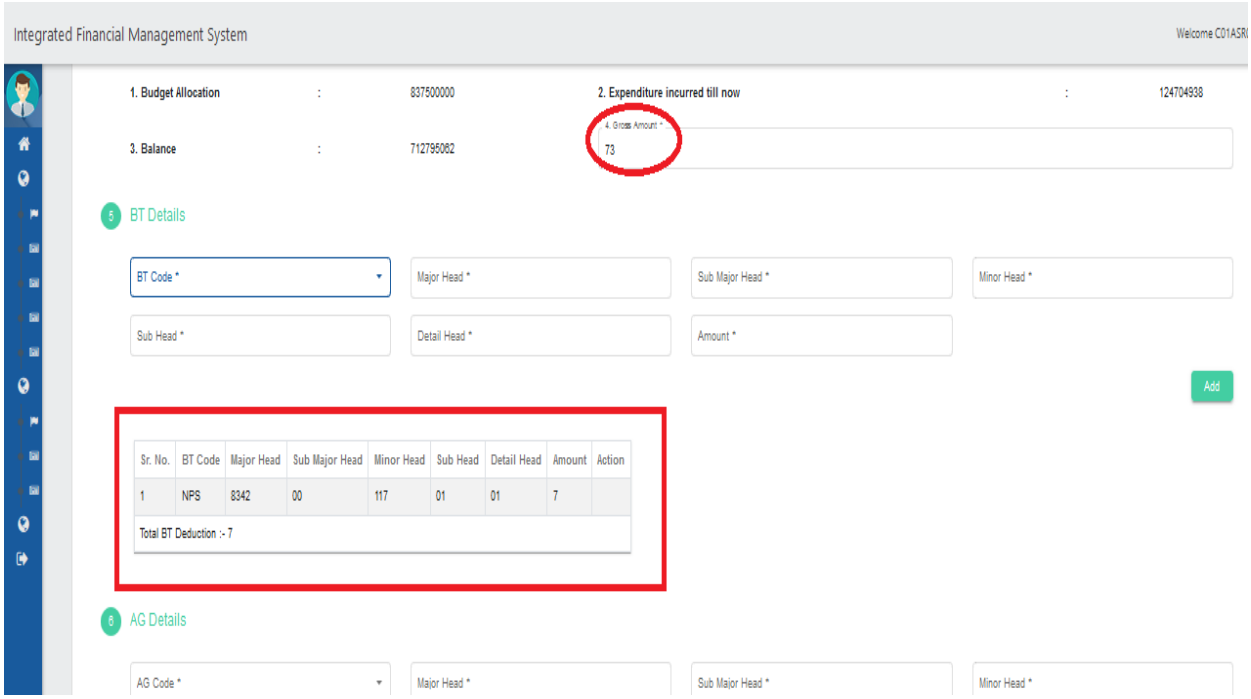



20. Click on **Apply** button against **NPS Arrear Bill** as shown below:

21. Select **DDO/Employee** and **Bill Creation Month** – month will be selected as the month for which entries gets saved.

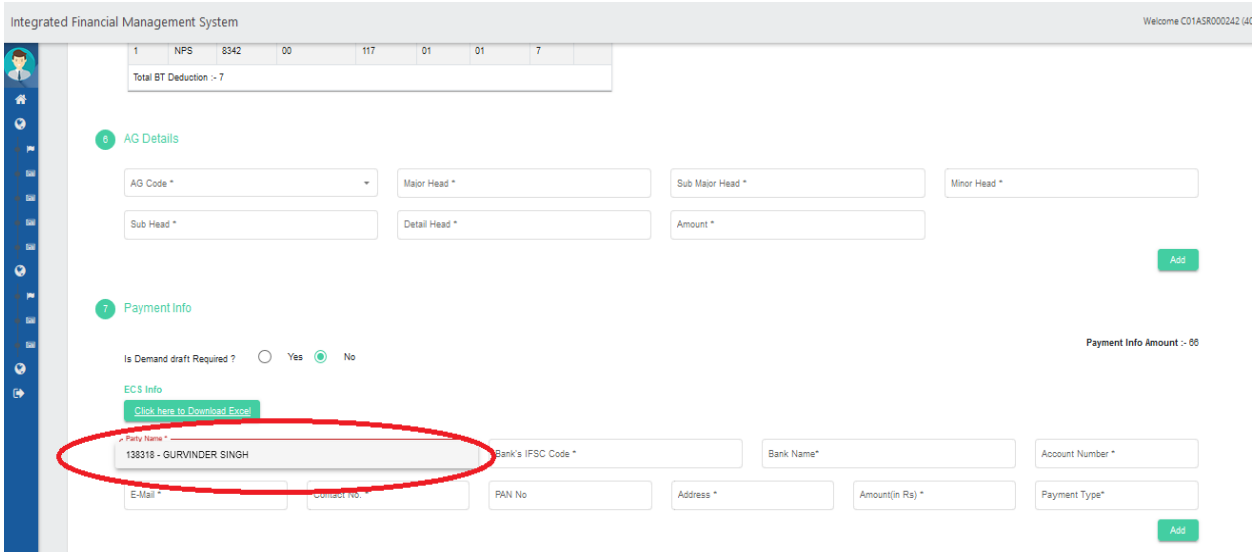



22. Enter **Gross Amount** equals to **Total Arrear amount** of the selected PRAN**, NPS deduction amount** gets displayed in the Treasuries deduction section as mentioned in the screenshot below:-

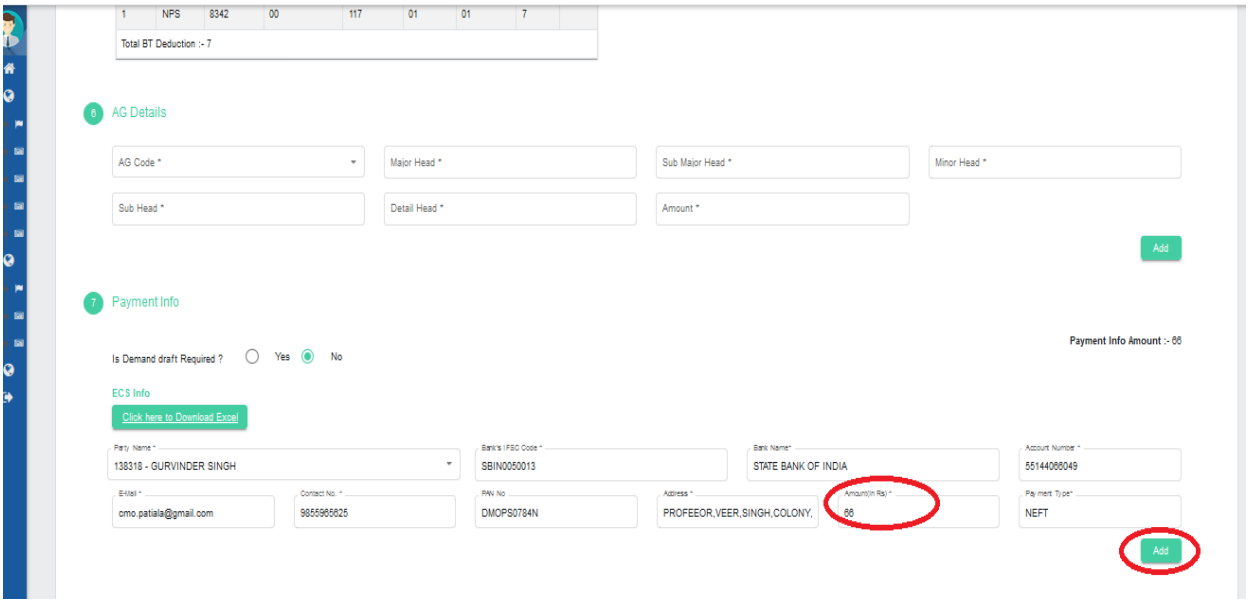


23. Select **Party name** from the drop down list in the Payment details section as mentioned in the screenshot below:-

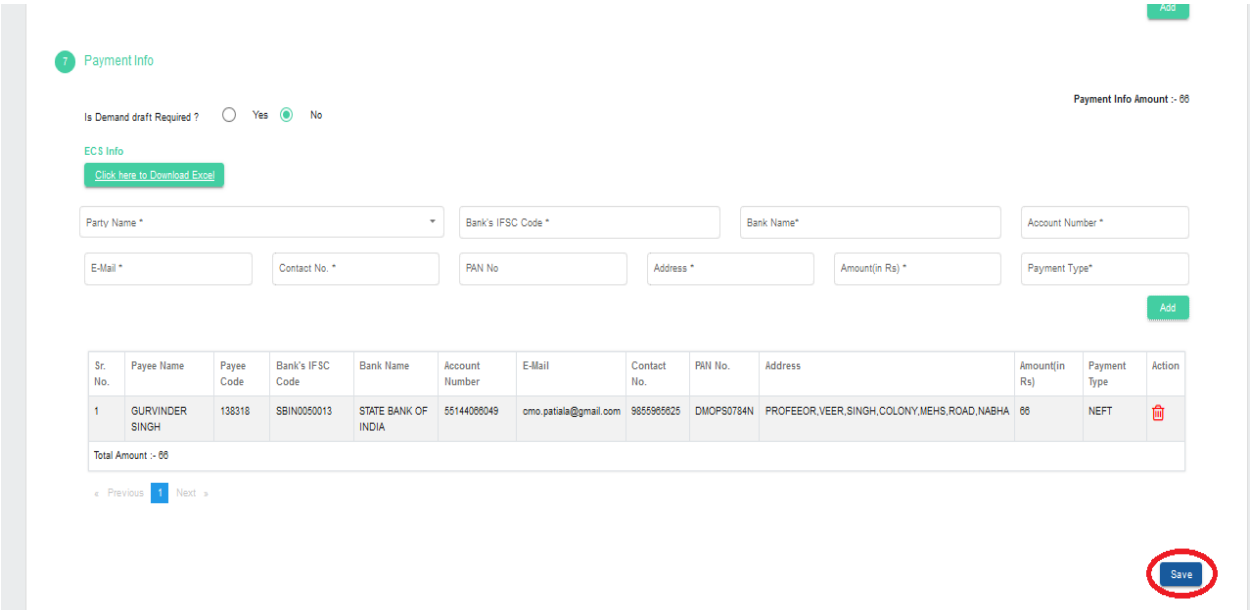
***Note: System will display only those Party names for which contribution has been saved in the NPS data entry screen for the selected month. There is a linkage of PRAN's with Payees in the system.***




24. Enter the **Net amount payable** to the party and click **Add** button.

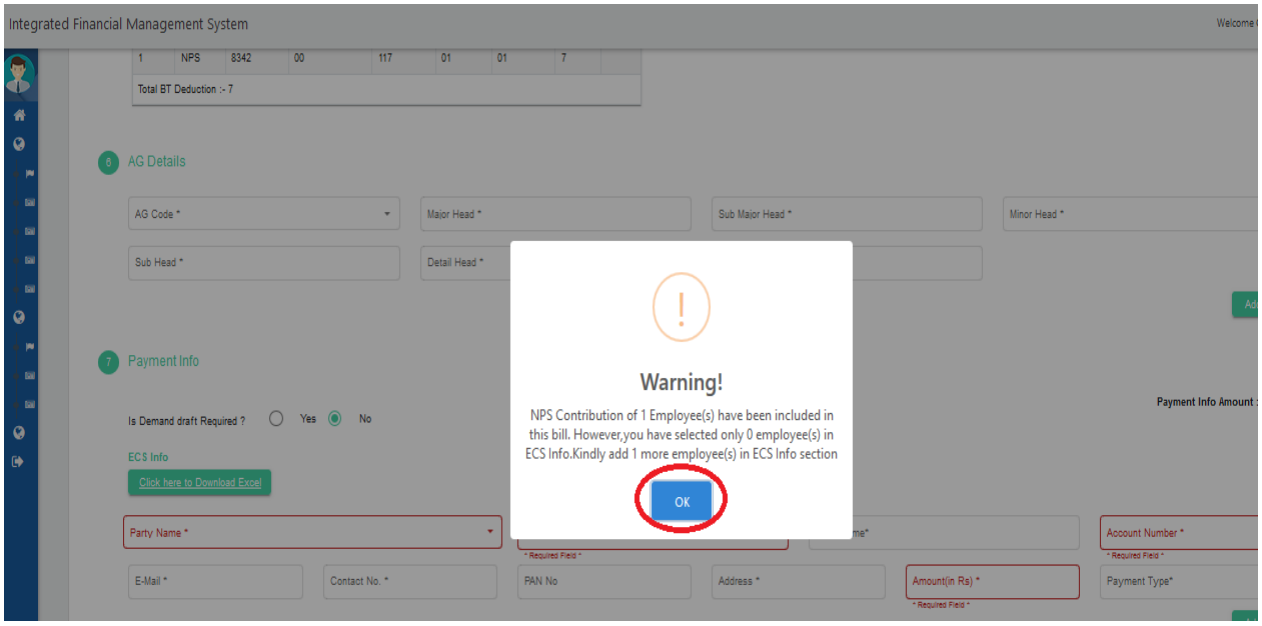


25. Click on **save** button after entering all the required details.

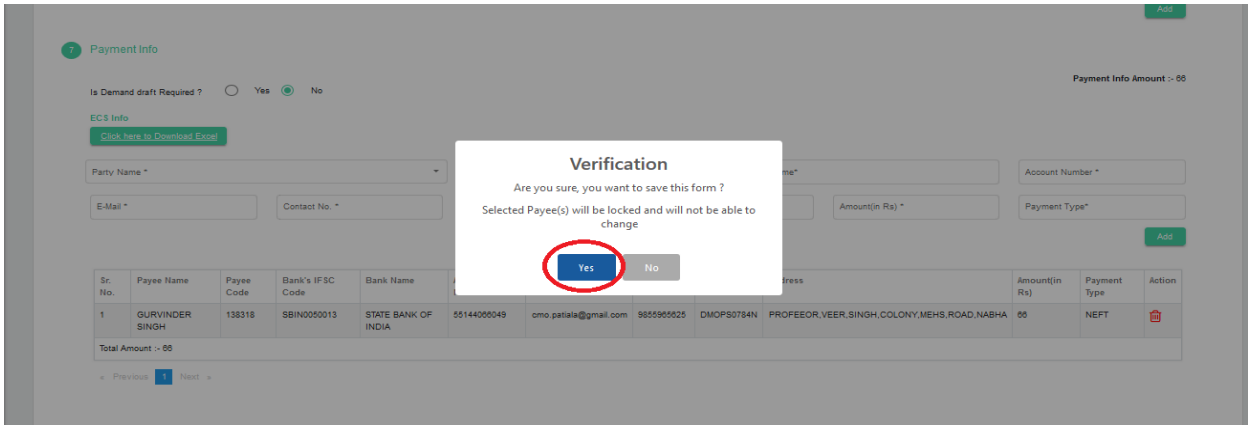



26. System gives alert message on clicking save button if all the Party names that are displaying in the drop down list not get selected

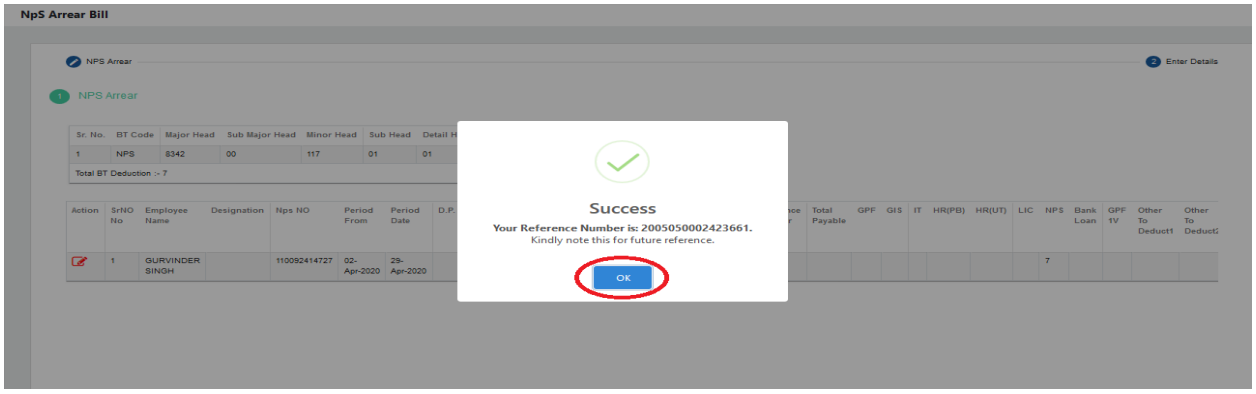
***For eg if NPS contributions get saved for 3 PRANs then Party names also needs to be selected for three parties, otherwise system will not allow to proceed further.***



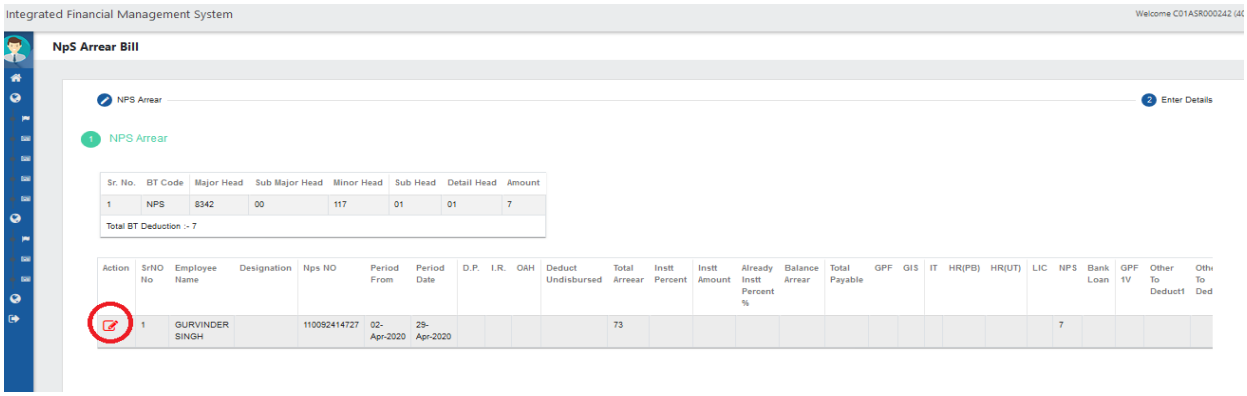
27. After clicking **Save** button, system asks for verification. Click **Yes** to save the bill as draft and to proceed for bill detail entry screen.



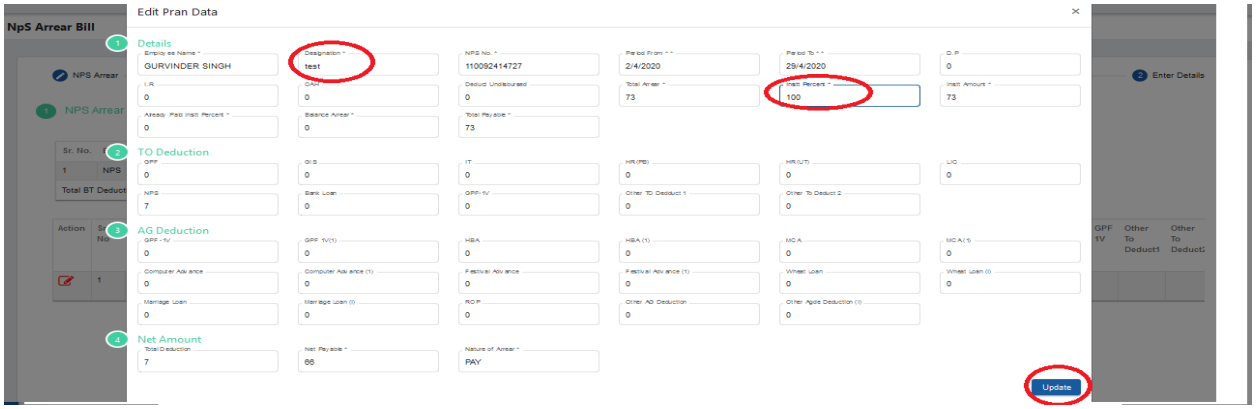

28. On clicking **Yes** button, system **displays success message** with reference bill number on the screen as mentioned in the screenshot below:-



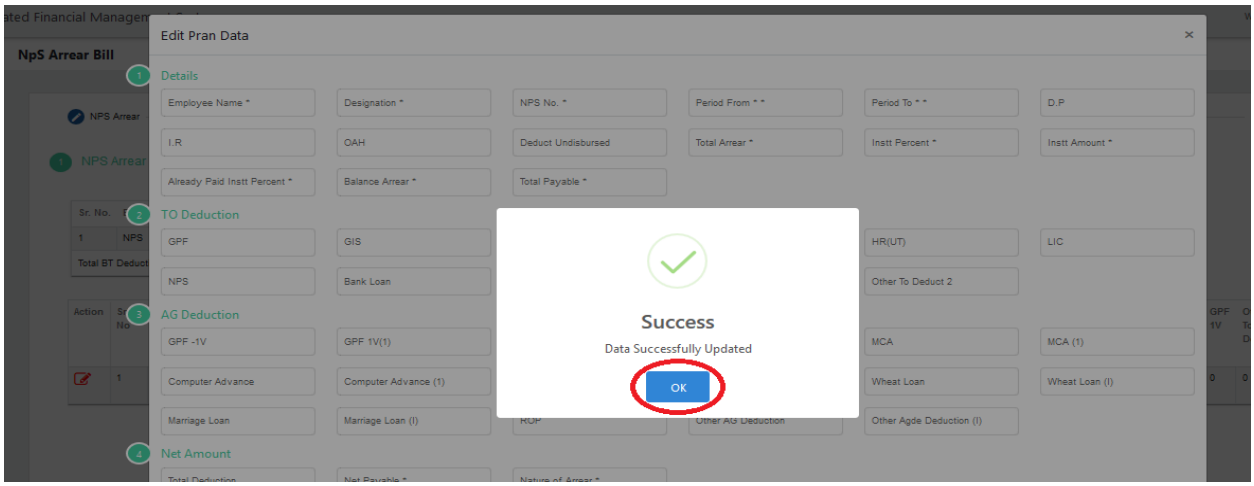

29. Click on the **edit option** against the employee for which contributions has been saved for doing the detail entry.



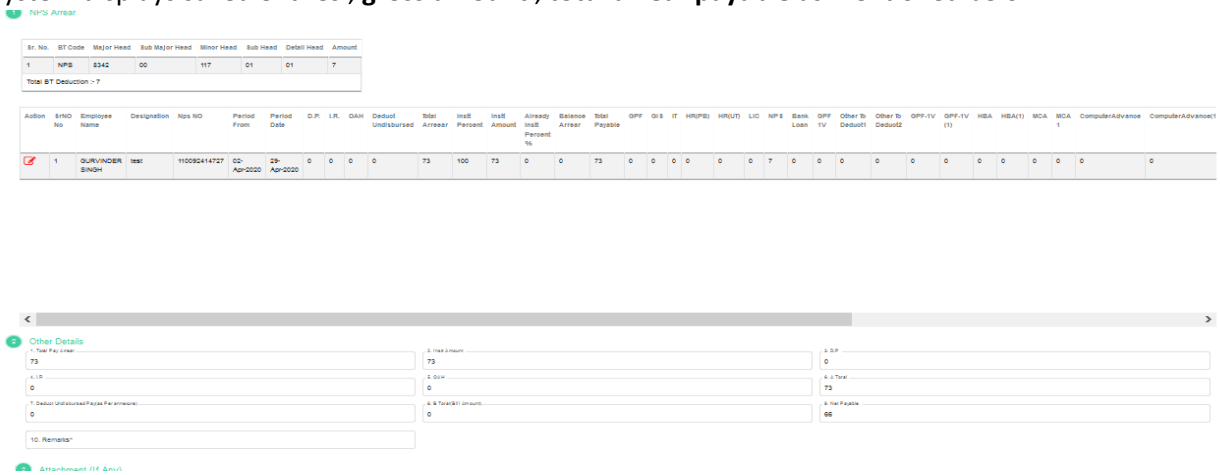
30. Enter **designation**, **Percentage** upto which Arrear amount needs to be paid and other deductions if required and click on **update**.




31. On clicking update, system displays success message that records get saved successfully. Click **Ok** button to proceed further.



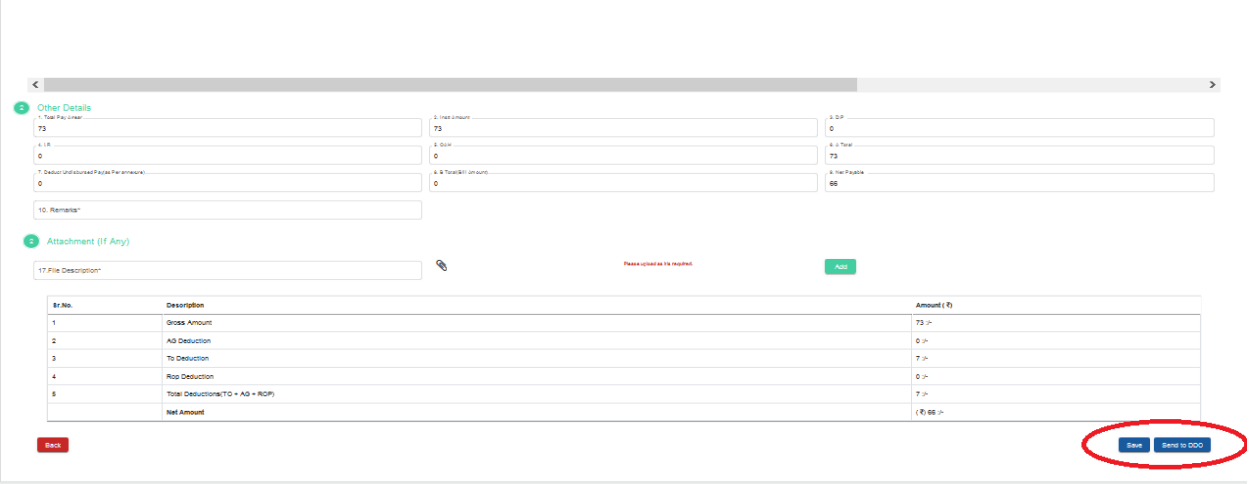

32. System displays saved entries , **gross amount** , **total arrear payable** as mentioned below:-



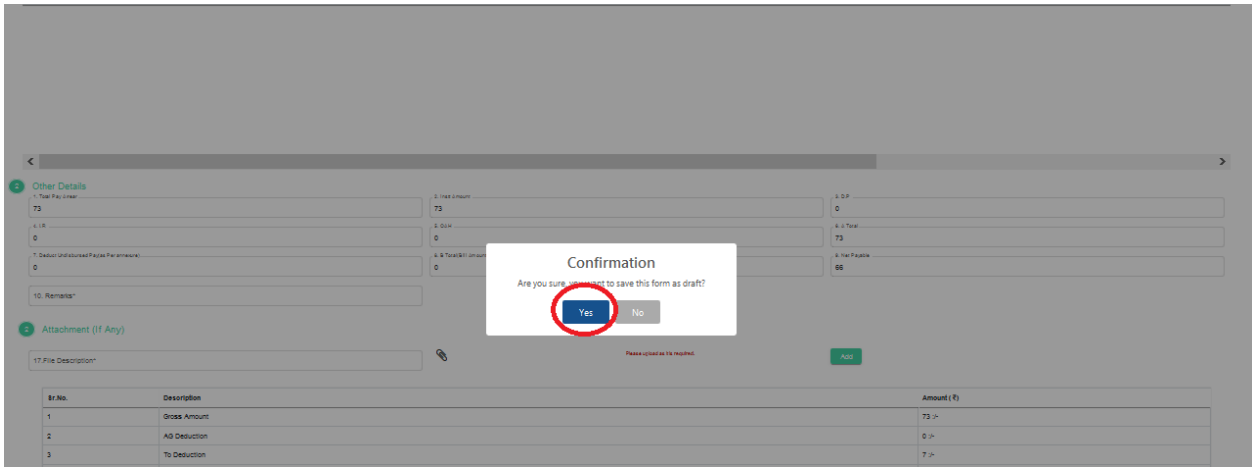
| Sr. No. | BT Code | Major Head | Sub Major Head | Minor Head | Sub Head | Detail Head | Amount |
|---|---|---|---|---|---|---|---|
| 1 | NPS | 8342 | 00 | 117 | 01 | 01 | 7 |
| Total BT Deduction :- 7 | | | | | | | |

| Action | SrNO No | Employee Name | Designation | Nps NO | Period From | Period Date | D.P. | I.R. | OAH | Deduct Undisbursed | Total Arrear | Instt Percent | Instt Amount | Already Instt Percent % | Balance Arrear | Total Payable | GPF | GIS | IT | HR(PB) | HR(UT) | LIC | NPS | Bank Loan | GPF 1V | Other To Deduct1 | Other To Deduct2 | GPF-1V | GPF-1V (1) | HBA | HBA(1) | MCA | MCA 1 | ComputerAdvance | ComputerAdvance(1 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | GURVINDER SINGH | test | 110092414727 | 02-Apr-2020 | 29-Apr-2020 | 0 | 0 | 0 | 0 | 73 | 100 | 73 | 0 | 0 | 73 | 0 | 0 | 0 | 0 | 0 | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

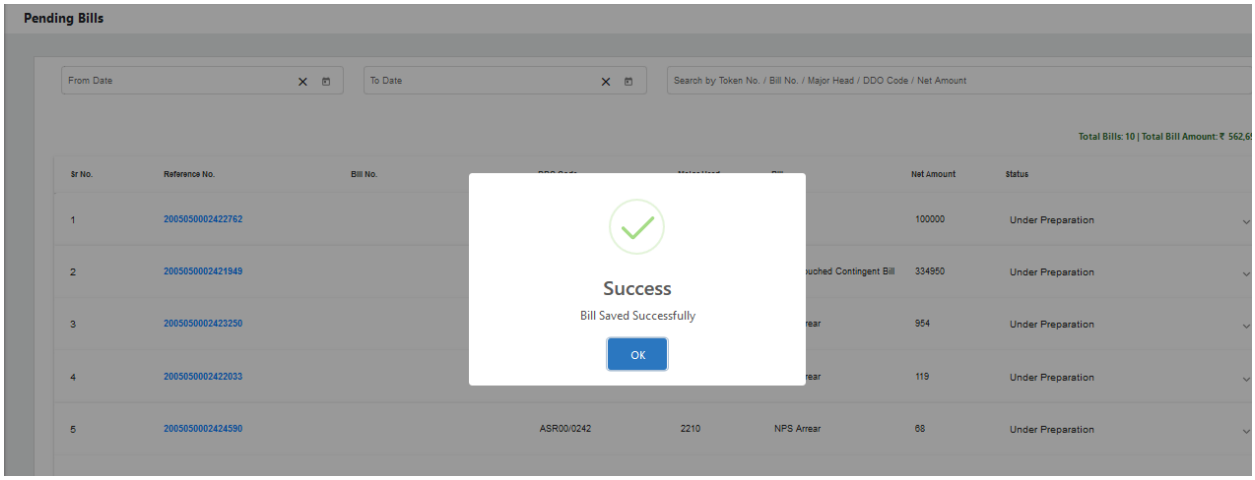
33. Click on **Save** button to save the bill in the saved worklist and click on **Send to DDO** for sending the bill to DDO for further processing and for submitting the bills to treasury.



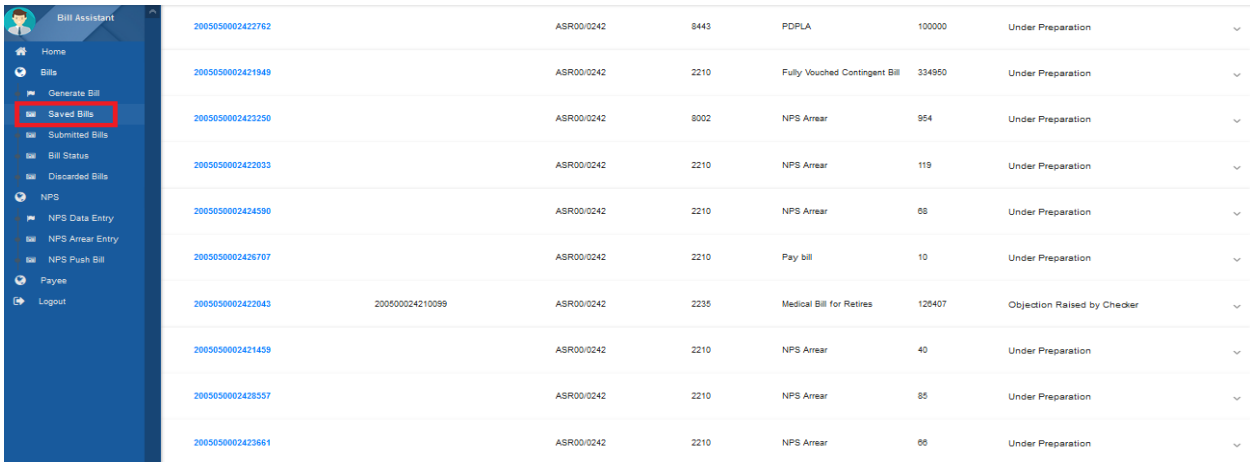

34. On clicking **Save** button, system asks for confirmation and click on **Yes** to proceed further.




35. System displays **success** message that bill gets save successfully.

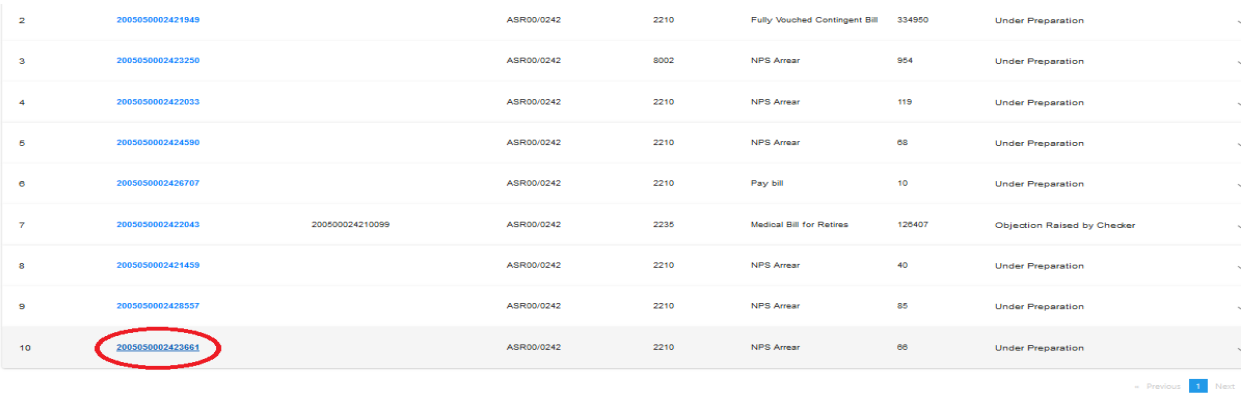


36. Click on **Saved** worklist to view the saved bill.




| | | | | | | |
|---|---|---|---|---|---|---|
| 2005050002422762 | | ASR00/0242 | 8443 | PDPLA | 100000 | Under Preparation |
| 2005050002421949 | | ASR00/0242 | 2210 | Fully Vouched Contingent Bill | 334950 | Under Preparation |
| 2005050002423250 | | ASR00/0242 | 8002 | NPS Arrear | 954 | Under Preparation |
| 2005050002422033 | | ASR00/0242 | 2210 | NPS Arrear | 119 | Under Preparation |
| 2005050002424590 | | ASR00/0242 | 2210 | NPS Arrear | 68 | Under Preparation |
| 2005050002426707 | | ASR00/0242 | 2210 | Pay bill | 10 | Under Preparation |
| 2005050002422043 | 20050024210099 | ASR00/0242 | 2235 | Medical Bill for Retires | 126407 | Objection Raised by Checker |
| 2005050002421459 | | ASR00/0242 | 2210 | NPS Arrear | 40 | Under Preparation |
| 2005050002428557 | | ASR00/0242 | 2210 | NPS Arrear | 85 | Under Preparation |
| 2005050002423661 | | ASR00/0242 | 2210 | NPS Arrear | 66 | Under Preparation |

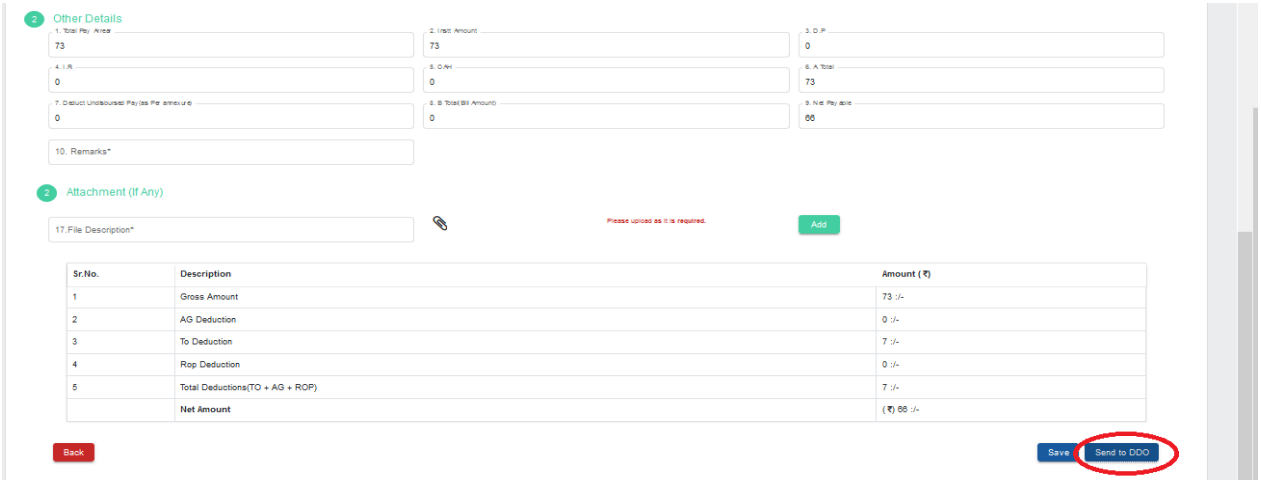
37. Click on **bill no**. to view the saved bill.



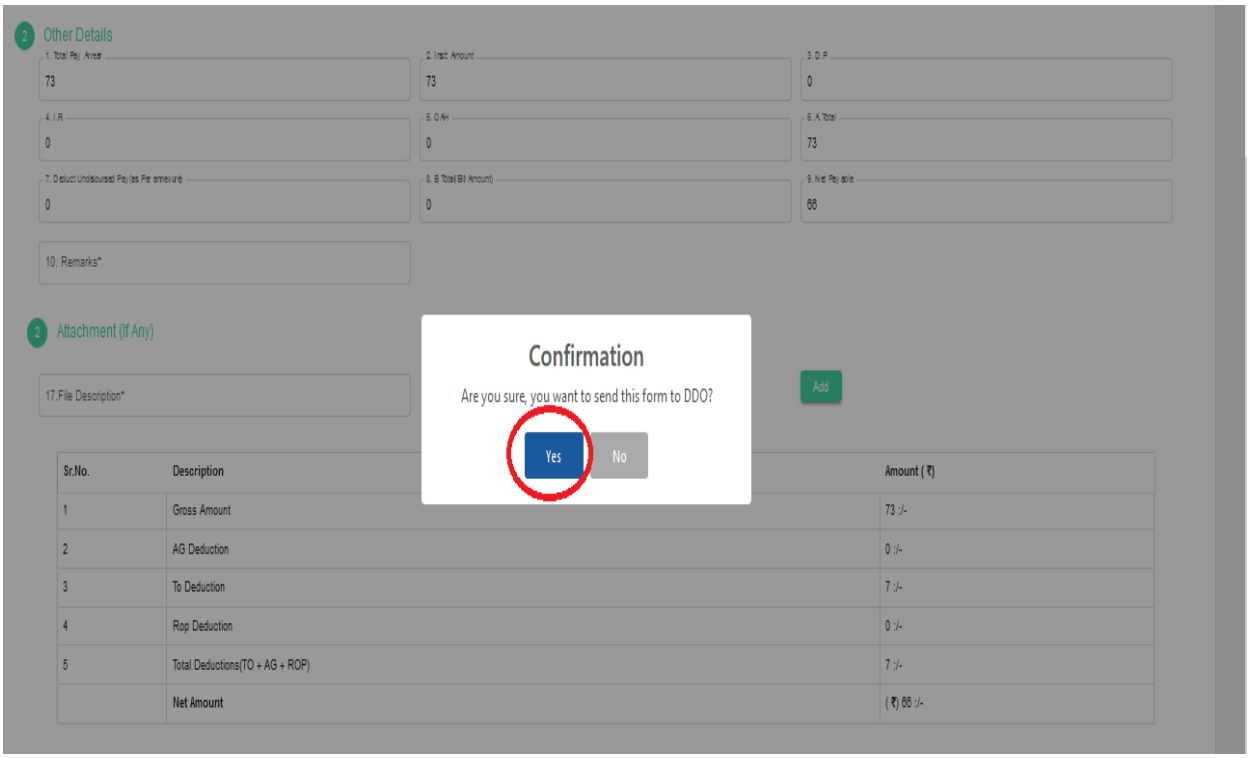
| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 2 | 2005050002421949 | | ASR00/0242 | 2210 | Fully Vouched Contingent Bill | 334950 | Under Preparation |
| 3 | 2005050002423250 | | ASR00/0242 | 8002 | NPS Arrear | 954 | Under Preparation |
| 4 | 2005050002422033 | | ASR00/0242 | 2210 | NPS Arrear | 119 | Under Preparation |
| 5 | 2005050002424590 | | ASR00/0242 | 2210 | NPS Arrear | 68 | Under Preparation |
| 6 | 2005050002426707 | | ASR00/0242 | 2210 | Pay bill | 10 | Under Preparation |
| 7 | 2005050002422043 | 20050024210099 | ASR00/0242 | 2235 | Medical Bill for Retires | 126407 | Objection Raised by Checker |
| 8 | 2005050002421459 | | ASR00/0242 | 2210 | NPS Arrear | 40 | Under Preparation |
| 9 | 2005050002428557 | | ASR00/0242 | 2210 | NPS Arrear | 85 | Under Preparation |
| 10 | 2005050002423661 | | ASR00/0242 | 2210 | NPS Arrear | 66 | Under Preparation |

Previous 1 Next

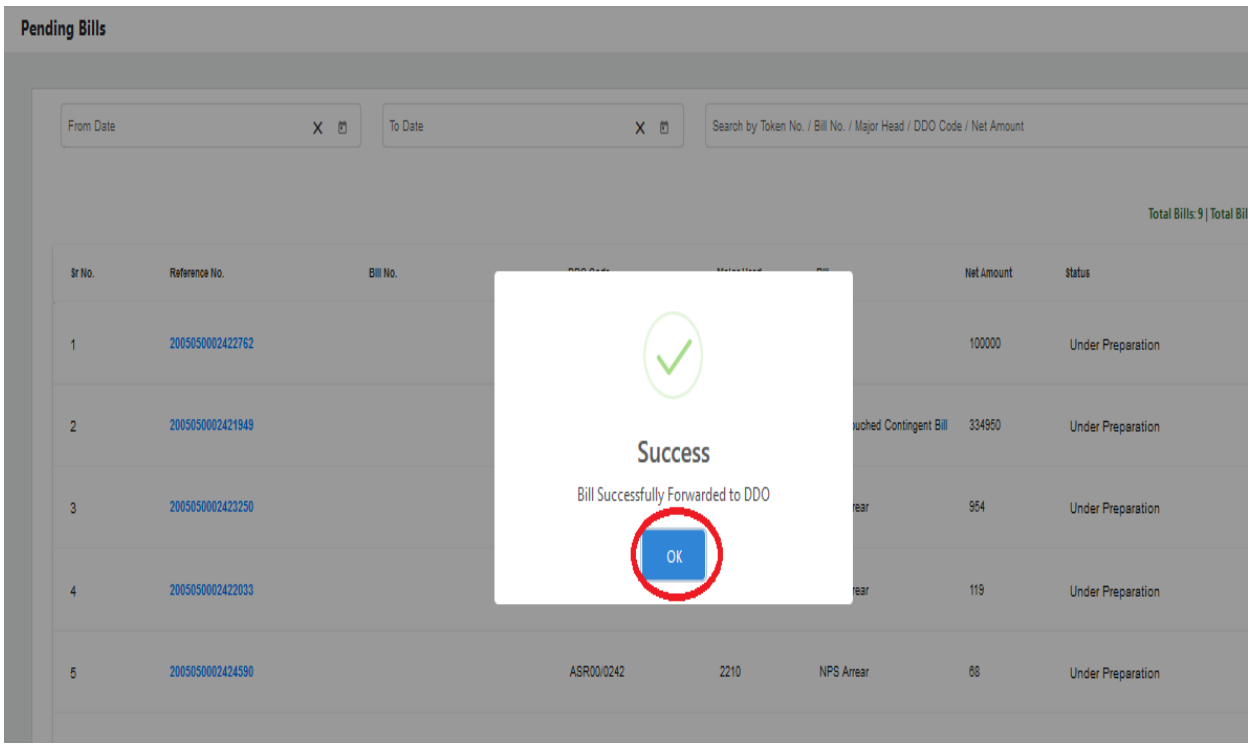
38. Click on **Send to DDO** option for sending the bill to DDO for further processing and to submit to treasury.



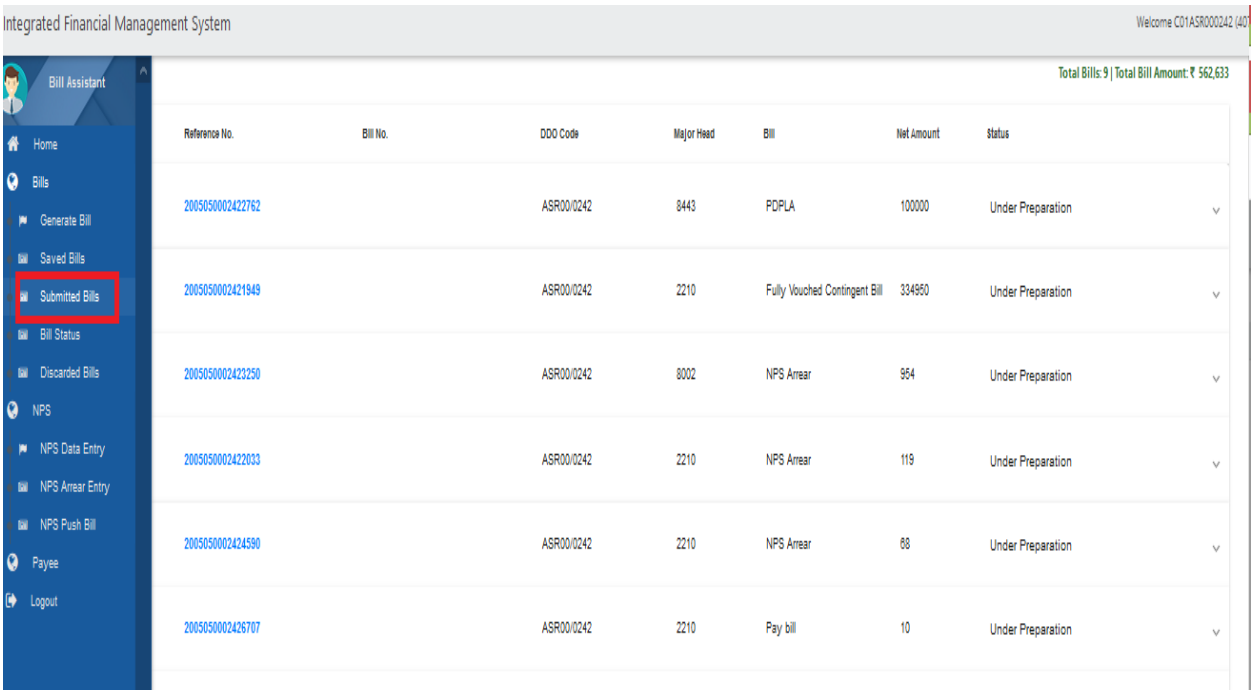
39. System asks for confirmation, click **Yes** button to submit to DDO(checker).




**40.** System displays success message that **Bill Successfully Forwarded to DDO.**



41. Submitted bills to DDO can be viewed from the **Submitted Bills** option as mentioned below




42. System displays status "**Sent to Checker**" against the particular Bill no.

# Thank You