

## Sub DDO PD Payment Process

1. After Login in PayManager as **DDO**, First **PD holders DDO** will create login for **Sub DDO** user.

Go To --- System Admin – Create Sub User

The screenshot shows the 'PayManager' interface for the 'FINANCE DEPARTMENT' of the 'Government of Rajasthan'. The user is logged in as 'DDO' with 'LoginID:06903318' and 'OfficeName:10'. The 'System Admin' menu is open, showing options like 'Create User', 'Change Password', 'Create Sub User', 'Group Permission', and 'Other Office'. The 'Create Sub User' option is selected. The form contains fields for 'Search Employee', 'Search Other Employee', 'Contact No.', 'Email Id', 'Aadhar No.', and a 'Verify Mobile No.' section with an 'Enter OTP Code' field. The footer mentions 'Application Designed, Developed & Hosted By National Informatics Centre'.

2. Enter **PD account** (self), Enter **Office name** of Sub DDO's  
Then **Office id** and **User name** will be generated then click on “**Submit**” button.

The screenshot shows the 'Create Sub DDO' form in the 'PayManager' interface. The user is logged in as 'DDO' with 'LoginID:06903318' and 'OfficeName:10'. The form contains fields for 'PD Account Number' (5718), 'Office Name' (Raj Bhooabhilek), 'Office ID' (700004), and 'User Name' (700004). There is a 'Generate Office ID' button and a 'Submit' button. The footer mentions 'Application Designed, Developed & Hosted By National Informatics Centre'.

3. After click on “**Submit**” button. Login detail will be shown below

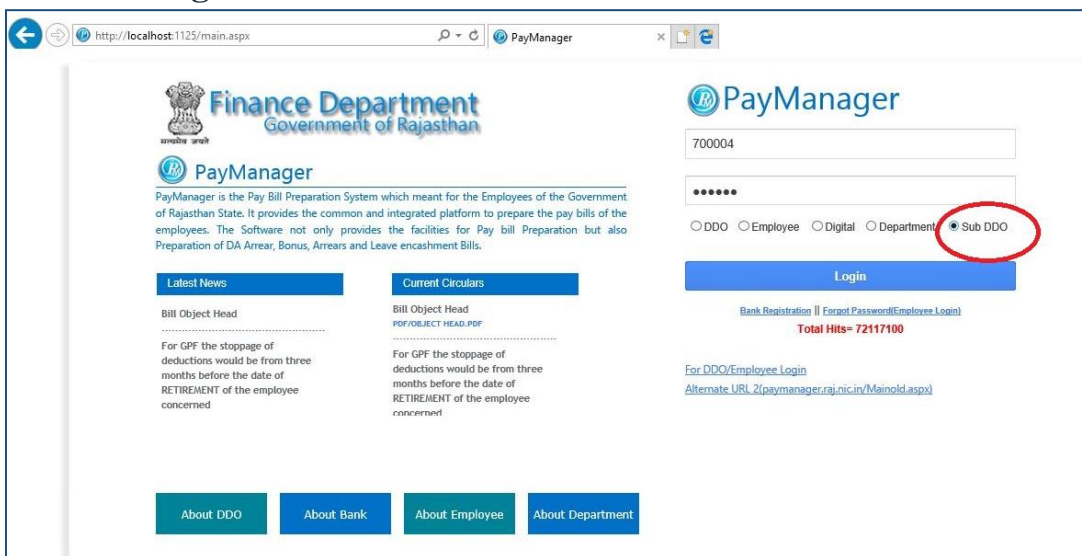
The screenshot shows the 'PayManager' web application interface. The header includes the application name 'PayManager' with a logo, version '-3.0', and the title 'FINANCE DEPARTMENT Integrated Financial Management System Government of Rajasthan'. Below the header, there is a navigation bar with links: Home, Master, Bill Processing, Authorization, Reports, Other Bill, Employee Corner, System Admin, DDO Report Treasury Wise, Help, and LogOut. The main content area is titled 'Create Sub DDO' and contains a form with the following fields: 'PD Account Number', 'Office Name' (with the value 'test'), 'Office ID', and 'User Name'. There is a 'Generate Office ID' button next to the 'Office Name' field and a 'Submit' button below the 'User Name' field. Below the form, a table displays login details:

Login Name	OfficeID	DDOCode	TreasuryCode
700004	700004	700004	1800

At the bottom of the page, there is a footer with the text: 'Application Designed, Developed & Hosted By National Informatics Centre. Contents Provided By Department of Treasuries and Accounts, Rajasthan.' and the NIC logo.

Now, Sub DDO will login with their login detail on paymanager as DDO

- a) Sub DDO login Enter **Username** , **password** and select **Sub DDO** then click on **“Login”**



- b) After login , Sub DDO will create **“Group Master”** in master menu using PD Head like 8338,8448, 8443

*GO TO Master -> Group Master ->*

After then click on **“Add group”** button. Then Enter All Entry Like Group Name ,Budget Head, Object Head, BFC type ,Head Type and then Click on **” Submit ”** button. To see added group, click on **“View All”**



- c) After create “Group “ , Sub DDO create Third party for payment.  
To create Third Party, Go to *Other Bill -> FVC Bills -> FVC Master*  
To add Group, Enter **FVC Detail** (select Bill type (**Third-party**) Name of Party, **Enter PAN no** , And **Bank detail** of Third Party and click on “**Submit**” button.  
To see all Group Name already entered, click on “**Show All**” button

The screenshot shows the 'F.V.C. (FULLY VOUCHER CONTINGENCY) MASTER' form in the PayManager application. The header includes the PayManager logo, version 3.0, and the Finance Department of the Government of Rajasthan. The user is logged in as 'test(700004)' for the year '2017-2018'. The navigation menu includes 'Master', 'Bill Processing', 'Authorization', 'Reports', 'Other Bill', 'Employee Corner', 'System Admin', 'LogOut', and 'Help'. The 'Other Bill' menu is expanded, showing 'FVC Bills' and 'FVC Master'. The 'FVC Master' form has a 'FVC Sub Type' dropdown set to '--Select FVC Type--' and a 'Search' field. Below the search field are 'Search' and 'Show All' buttons. The 'FVC Details' section includes fields for 'Bill Type' (dropdown), 'Name', 'State' (dropdown), 'District' (dropdown), 'Bank' (dropdown), 'Bank Branch' (dropdown), 'Bank Account NO' (text), and 'Bill Detail' (text). A 'Submit' button is at the bottom right of the form.

- d) For **PD Payment** Bill Process, Sub DDO will Go TO **Bill Processing** Menu and Click on **Bill No. Allocation**.  
(Select **Bill Type** (**PD Payment**), **Sub Bill Type** ( Other PD Payment / PD to PD payment / RPMF) **object head** ( **00** ), **Pay Month** & **Year** of the Bill, **Enter Bill Date** and **Bill No.** and Select **Group Name** for Specific Budget Head, and Enter PD account No. After then Click on “**Submit**” Button.)

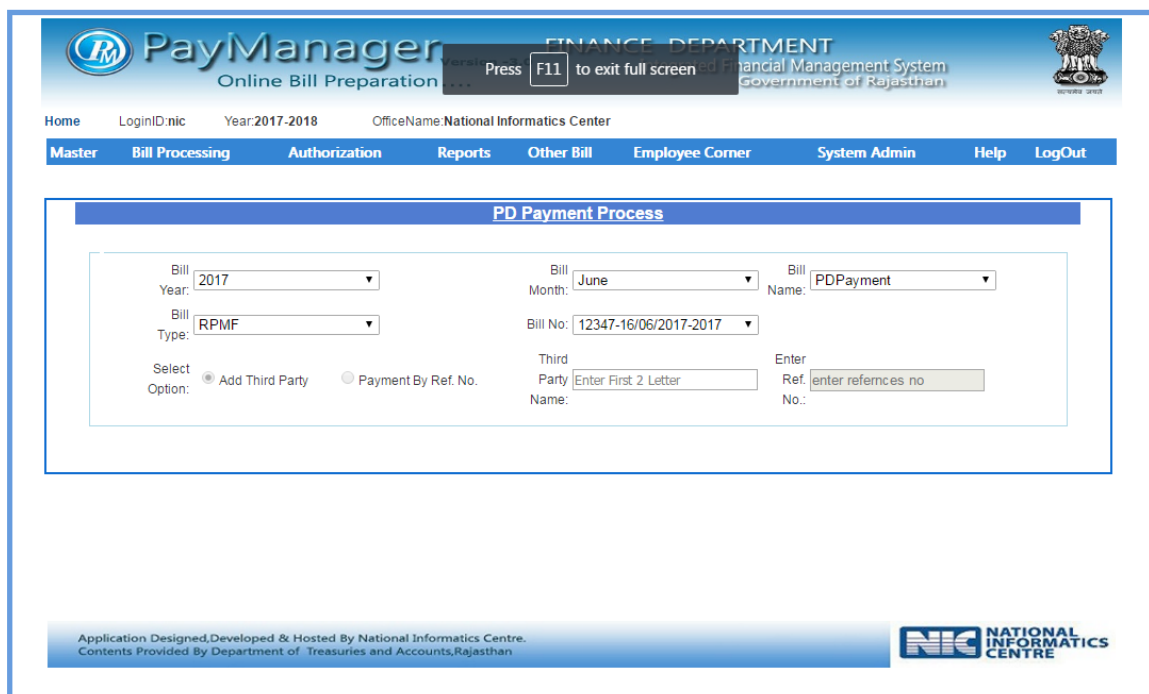
The screenshot shows the 'BILL NO ALLOCATION' form in the PayManager application. The header is the same as the previous screenshot. The 'Bill Processing' menu is selected, and the 'Bill No Allocation' option is highlighted. The form has a 'Bill Allocation' dropdown set to 'Manual'. Below this is a 'Bill Allocation' section with fields for 'Bill No Generate' (radio buttons for Manual and Auto), 'Bill Type' (dropdown), 'Bill SubType' (dropdown), 'Object Head' (text), 'Pay Month' (dropdown), 'Pay Year' (text), 'Bill Date' (text), 'Bill No' (text), and 'Bill Name' (dropdown). 'Submit' and 'Reset' buttons are at the bottom.

e) Go to **Other Bill -> PD Payment**



f) For **PD Payment** bill process

Select **Month, Year, Bill Name, Bill No** and select **party name**



g) After select party, party detail will shown.

Fill **Section/Invoice No** and **Section/Invoice Date** click on “**Submit**” button. To delete click on “**Delete**” button.

Home LoginID: nic Year: 2017-2018 OfficeName: National Informatics Center

Master Bill Processing Authorization Reports Other Bill Employee Corner System Admin Help LogOut

**PD Payment Process**

Bill Year: 2017 Bill Month: June Bill Name: RPMF  
 Bill Type: Other PD Payment Bill No: 10000-19/06/2017-2017  
 Select Option: ☒ Add Third Party ☐ Payment By Ref. No. Third Party Name: DEEPAK PAREEK(0141220) Enter Ref. No.: enter references no

**Payment Details**

Name: DEEPAK PAREEK You Know IFSC Code Than Click here  
 State: Rajasthan District: Jaipur  
 Bank: STATE BANK OF INDIA Branch: COLLECTORATE, JAIPUR  
 Bank Account No.: 51093424807 Aadhar No:  
 Section/Invoice No.: 54 Section/Invoice Date: 13/06/2017  
 Mobile No.: 0 PPO Number:  
 Amount: 55500 PAN No.: 01412209050

Submit Delete ADD NEW

h) After click on “**submit**” button... processed detail will shown

Bill Year: 2017 Bill Month: June Bill Name: RPMF  
 Bill Type: Other PD Payment Bill No: 10000-19/06/2017-2017  
 Select Option: ☐ Add Third Party ☒ Payment By Ref. No. Third Party Name: Enter First 2 Letter Enter Ref. No.: enter references no

**Payment Details**

Name: State: --Select State-- District: --Select District(City)--  
 Bank: --Select Bank-- Branch: --Select Branch--  
 Bank Account No.: Aadhar No:  
 Section/Invoice No.: Section/Invoice Date:  
 Mobile No.: PPO Number:  
 Amount: 00.0 PAN No.:

Submit Delete ADD NEW

**Party Details**

ID	Name	BankActNo	BranchName	Amount	Action
9861	VEER BALA SRIVASTAVA	03760100002476	UCO BANK(UCO BANK)	53000.00	
9862	KISHAN CHAND	10125497675	STATE BANK OF INDIA(STATE BANK OF INDIA)	15904.00	
9863	GOPAL KRISHAN SHARMA	51031131198	STATE BANK OF INDIA(STATE BANK OF INDIA)	32990.00	



- i) After Bill Process, **Sub DDO** wills Forward Bill to **PD holder DDO**.  
To Forward, **GO TO Authorization --- Forward to DDO**  
Select **Month, Year, Bill Type** and **Group**. Bill Details will be show below  
on the page. Click on “**Forward**”

The screenshot shows the 'PayManager' interface for the Finance Department of Rajasthan. The user is logged in as '1108' and is in the 'Authorization' menu. The 'Sub DDO Bill Forward' section is active, showing a table with one bill entry for November 2017. The bill number is 1245, and the budget head is 8338-00-104-02-06. The BFC Type is 'No Selection', and the Demand No is 0. The 'Forward' button is visible below the table.

Bill No	Bill Date	Budget Head	BFC Type	Head Type	Object Head	Demand No
1245	01/11/2017	8338-00-104-02-06	No Selection		00	0

- j) Sub DDO will generate PD advice From **PD report** option in **Report** menu

The screenshot shows the 'PayManager' interface for the Finance Department of Rajasthan. The user is logged in as '700003' and is in the 'Reports' menu. The 'PD Payment SubDDO Reports' section is active, showing a table with one report entry for November 2017. The report number is 1452-08/11/2017-201, and the report type is 'PD Reports'. The 'Show report' button is visible below the table.

Year	Month	BillName	Bill Type	BillNo	Report Type
2017	November	abc	Other PD Payment	1452-08/11/2017-201	PD Reports

Now **PD holders DDO** will login as DDO for DDO process bill,

- a) For Bill Process, **PD Holder DDO** will Go TO **Bill Processing** Menu and Click on **Bill No. Allocation**.

PayManager Version -3.0  
FINANCE DEPARTMENT  
Integrated Financial Management System  
Government of Rajasthan

Home LoginID:09700508 Year:2015-2016 OfficeName:H.M.Govt.Girls Residencial School Atoon(8374)

Master Bill Processing Authorization Reports Other Bill Soft Copy Detail Employee Corner System Admin Help LogOut

Bill No Allocation  
Salary Preparation  
DA Preparation  
Surrender(15 days) Preparation  
Leave Encashment Preparation  
Forward To DDO  
Transferred Employee Salary  
Employee Half Pay  
Income Tax Calculation  
Dual Bill Process  
RDCCD/Lapes/Revenue Process  
Stationary Allowance Process

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- b) After Click on **Bill No. Allocation**, Choose Bill Allocation option from List.

PayManager Version -3.0  
FINANCE DEPARTMENT  
Integrated Financial Management System  
Government of Rajasthan

Home LoginID:09700508 Year:2015-2016 OfficeName:H.M.Govt.Girls Residencial School Atoon(8374)

Master Bill Processing Authorization Reports Other Bill Soft Copy Detail Employee Corner System Admin Help LogOut

BILL NO ALLOCATION

Select Option  
Bill Allocation  
Bill Modification

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- c) Select **Bill Type** (PD Payment ),**Sub Bill Type** ( Other PD Payment / PD to PD payment / RPFM) **object head** ( 00 ), **Pay Month &Year** of the Bill, Enter **Bill Date** and **Bill No.** and Select **Group Name** for Specific Budget Head, and Enter PD account No. After then Click on “**Submit**” Button.

The screenshot shows the 'PayManager' interface for 'FINANCE DEPARTMENT' and 'Integrated Financial Management System Government of Rajasthan'. The user is logged in as 'nic' with 'Year:2017-2018' and 'OfficeName:National Informatics Center'. The 'Master' menu is open, and 'Bill Processing' is selected. The 'BILL NO ALLOCATION' form is displayed, featuring a 'Bill Allocation' dropdown set to 'Bill Allocation'. The form includes fields for 'Bill No Generate' (Manual/Auto), 'Bill Type' (PD Payment), 'Bill SubType' (Other PD Payment), 'Object Head' (00), 'Pay Month' (19/06/2017), 'Pay Year' (19/06/2017), 'Bill Date' (19/06/2017), 'Bill No.' (Enter Bill No), 'Bill Name' (Select Bill), and 'PD Account Number' (Enter PD Account Number). 'Submit' and 'Reset' buttons are at the bottom. The footer mentions 'Application Designed, Developed & Hosted By National Informatics Centre' and 'NIC NATIONAL INFORMATICS CENTRE'.

- d) After Bill no allocate , click “**Merge Sub DDO PD Bill**” in Other bill menu

The screenshot shows the 'PayManager' interface with the 'Other Bill' menu open. The 'Merge Sub DDO PD Bill' option is highlighted. The form includes fields for 'Bill Year' (2017), 'Bill Type' (Select Bill Type), 'Sanction/Invoice No.', 'Bill Name' (Select Bill Name), and 'Bill No.' (Select Bill No). The footer mentions 'Application Designed, Developed & Hosted By National Informatics Centre' and 'NIC NATIONAL INFORMATICS CENTRE'.

- e) After Select bill no detail, bills related to all **Sub DDOs** will be shown below. DDO will **accept (merge)** all these bills.

Select bill and click “**Submit**”

After “submit” all select bills will be Process at PD holder DDO..

The screenshot shows the PayManager interface for bill preparation. The header includes the PayManager logo, version -3.0, and the Finance Department logo. The user is logged in as 'nic' for the year 2017-2018 at the National Informatics Center. The main menu includes Home, LoginID:nic, Year:2017-2018, OfficeName:National Informatics Center, Master, Bill Processing, Authorization, Reports, Other Bill, Employee Corner, System Admin, Help, and LogOut. The Bill Processing section is active, showing a form with fields for Bill Year (2017), Bill Month (October), Bill Name (yvr), Bill Type (Other PD Payment), Bill No (1234-31/10/2017-2017), and Sanction/Invoice No (123). Below the form is a table with columns: Sub DDO, Bill No, Bill Name, Net Amount, Gross Amount, Beneficiary Count, and Select. The table contains one row with Sub DDO 1108, Bill No 1245, Bill Name 4eee, Net Amount 1234.00, Gross Amount 1234.00, Beneficiary Count 1, and a checked Select box. A Submit button is located below the table. The footer mentions the application is designed, developed, and hosted by the National Informatics Centre.

Sub DDO	Bill No	Bill Name	Net Amount	Gross Amount	Beneficiary Count	Select
1108	1245	4eee	1234.00	1234.00	1	<input checked="" type="checkbox"/>

4. After Forward Bill to DDO, DDO will **forward bill to Treasury**

The screenshot shows the PayManager interface for bill preparation. The header includes the PayManager logo, version -3.0, and the Finance Department logo. The user is logged in as '09700508' for the year 2015-2016 at the H.M.Govt.Girls Residencial School Atoon(8374). The main menu includes Home, LoginID:09700508, Year:2015-2016, OfficeName:H.M.Govt.Girls Residencial School Atoon(8374), Master, Bill Processing, Authorization, Reports, Other Bill, Soft Copy Detail, Employee Corner, System Admin, Help, and LogOut. The Bill Processing section is active, showing a dropdown menu with options: Bill Forward To Treasury, Transfer Employee, Accept Transferred Employees, View Bill Status, Delete Bills, Employee Account Verification, Decrement Salary Update, Update Bill Detail, Bill Revert, Delete Pending Bills, and Income-Tax Revert.

- Select Month, Year, Bill Type(PD Payment) and Group. Bill Details will be show below on the page. To Forward Select Bill Detail and Click on “Submit” Button and then Click on “Forward” Button.

TREASURY FORWARD

Select Month: June

Select Bill Type: Bonus

Select Bill No: 1000


Select Year: 2015

Select Bill Name: Non Plan

Forward

Bill No	Bill Date	Budget Details	Net Amount	Gross Amount	Plan	Non Plan	Css	NA	
<input checked="" type="checkbox"/> 1000	19/06/2015	2225-01-196-07-00/01/51/NonPlan/Voted	13548.00	13548.00		13548.00			Submit

- Go to **Reports -> PD Reports --- PD reports**



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Contents Provided By Department of Treasuries and Accounts

Home LoginID.nic Year:2017-2018 OfficeName
DEPARTMENT of Financial Management System Government of Rajasthan

Master Bill Processing Authorization
Free Corner System Admin Help LogOut

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