

TA Bill Process

1. After Login in **PayManager** as **DDO**, For TA Bill Process, Go in **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 Residential 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

Application Designed, Developed & Hosted By National Informatics Centre.
Contents Provided By Department of Treasuries and Accounts, Rajasthan

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2. After Click on **Bill No. Allocation**, Choose **Bill Allocation** option from List.

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BILL NO ALLOCATION

Select Option--
Bill Allocation
Bill Modification

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Bill Type – TA Bill

3. Select **Bill Type (TA), Object head, Pay Month&Year** of the Bill, **Enter Bill Date** and **Bill No.** and Select **Group Name** for Specific Budget Head. After then Click on “**Submit**” Button.

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Online Bill Preparation....

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BILL NO ALLOCATION

Bill Allocation

Bill Allocation

Bill No Generate ☒ Manual ☐ Auto

Bill Type: TA

Bill SubType: TA Bill

Object Head: Enter Objecthead

Pay Month: Jun

Pay Year: 2015

Bill Date: 22/06/2015

Bill No: 1000

Bill Name: Non Plan

Submit Reset

Bill SubType: TA Bill

Object Head: --Select SubType--
Advance TA Bill
TA Bill
Transfer TA Bill

Pay Month: TA Bill

Pay Year: Transfer TA Bill

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4. To Modify Bill, Choose **Bill Modification** Option from List, in **Bill No. Allocation**.

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BILL NO ALLOCATION

Bill Modification

Bill Type	Bill No	Bill Name	Bill Date	Month	Year	Edit	Delete
Salary	30	Non Plan	13/06/2015	5	2015	Edit	Delete
TA	2000	Non Plan	22/06/2015	6	2015	Edit	Delete

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5. Go to **Other Bill -> TA/Medical/Loan**

The screenshot shows the PayManager Finance Department interface. The top header includes the PayManager logo, version 3.0, and the Finance Department name. Below the header, there's a navigation bar with links like Home, LoginID, Year, OfficeName, and various menu items. The 'Other Bill' menu is expanded, showing options like Bonus Bill, TA/Medical/Loan, FVC Bills, RajPoshan, AC Bill, DC Bill, Scholarship/Aganbari Master, GrantInAdd Scholar Process, Adjustment Bill process, Grant In Aid Process, Child Education Bill, Scholar TA/Medical/Loan Process, First Pension, SSP Process, Beneficery bill, PD Process, and WAM Online Payment. The 'TA/Medical/Loan' option is highlighted, and a sub-menu 'TA/Medical/Loan Process' is visible.

6. Go to **Other Bill -> TA/Medical/Loan ->TA/Medical/Loan Process**

Select **Month, Year, Bill Type, Group Name, Bill No.** You can Add Employee by Head or by Group and Transferred Employees by entering Office ID in it.

After Add Employees, Select **DatesFROM&TO**, Enter **Amount, AuthorityNo.** and **Reason.**

After filling all details click on “**Submit**” Button.

After Submit all details, you can add **Nominee** here

You can Add Third Party here by clicking on “**Add Third Party**” Button.

The screenshot shows the 'TA - Medical - Loan' process form in the PayManager Finance Department interface. The form includes fields for Month (June), Year (2015), Bill Type (TA), Bill Name (Non Plan), Bill No. (2000-22/06/2015), and Bill SubType (TA Bill). There are radio buttons for 'By Head' and 'By Group', and a checkbox for 'Add Transferred Employee'. A search bar shows 'POOJA PAREEK(51100628873)'. The 'Add Employee' section includes fields for From Date (01/06/2015), To Date (08/06/2015), Amount (3000), Authority No (525), and Reason (Travel). A 'Submit' button is present. Below the form, there's a table with columns: Name, FromDate, todate, Amount, Action, and a 'Delete ALL' link. The table contains one row: A ONE SALES, 01/06/2015, 08/06/2015, 2000.00, Add/Delete Nominee, delete, ShowNominee.

Name	FromDate	todate	Amount	Action
A ONE SALES	01/06/2015	08/06/2015	2000.00	Add/Delete Nominee

7. Go to **Bill Processing -> Forward to DDO**



The screenshot shows the PayManager interface with the 'Bill Processing' menu open. The 'Forward To DDO' option is highlighted. The interface includes a header with the PayManager logo, version 3.0, and the Finance Department logo. The user is logged in as 'H.M.Govt.Girls Residential School Atoon(8374)' for the year 2015-2016.

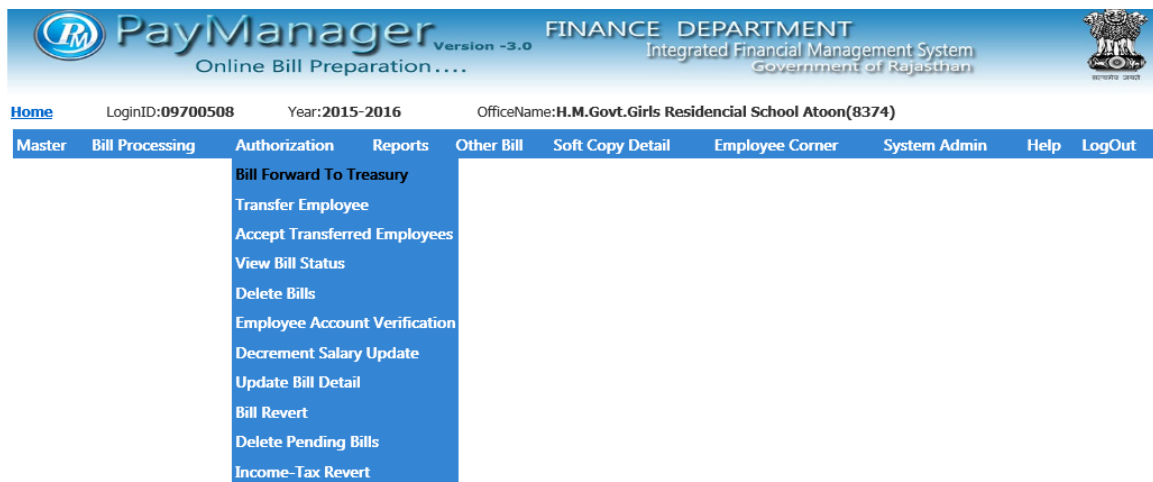
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Surrender(1/2/3/4/5/6/7/8/9/10/11/12/13/14/15/16/17/18/19/20/21/22/23/24/25/26/27/28/29/30/31/32/33/34/35/36/37/38/39/40/41/42/43/44/45/46/47/48/49/50/51/52/53/54/55/56/57/58/59/60/61/62/63/64/65/66/67/68/69/70/71/72/73/74/75/76/77/78/79/80/81/82/83/84/85/86/87/88/89/90/91/92/93/94/95/96/97/98/99/100/101/102/103/104/105/106/107/108/109/110/111/112/113/114/115/116/117/118/119/120/121/122/123/124/125/126/127/128/129/130/131/132/133/134/135/136/137/138/139/140/141/142/143/144/145/146/147/148/149/150/151/152/153/154/155/156/157/158/159/160/161/162/163/164/165/166/167/168/169/170/171/172/173/174/175/176/177/178/179/180/181/182/183/184/185/186/187/188/189/190/191/192/193/194/195/196/197/198/199/200/201/202/203/204/205/206/207/208/209/210/211/212/213/214/215/216/217/218/219/220/221/222/223/224/225/226/227/228/229/230/231/232/233/234/235/236/237/238/239/240/241/242/243/244/245/246/247/248/249/250/251/252/253/254/255/256/257/258/259/260/261/262/263/264/265/266/267/268/269/270/271/272/273/274/275/276/277/278/279/280/281/282/283/284/285/286/287/288/289/290/291/292/293/294/295/296/297/298/299/300/301/302/303/304/305/306/307/308/309/310/311/312/313/314/315/316/317/318/319/320/321/322/323/324/325/326/327/328/329/330/331/332/333/334/335/336/337/338/339/340/341/342/343/344/345/346/347/348/349/350/351/352/353/354/355/356/357/358/359/360/361/362/363/364/365/366/367/368/369/370/371/372/373/374/375/376/377/378/379/380/381/382/383/384/385/386/387/388/389/390/391/392/393/394/395/396/397/398/399/400/401/402/403/404/405/406/407/408/409/410/411/412/413/414/415/416/417/418/419/420/421/422/423/424/425/426/427/428/429/430/431/432/433/434/435/436/437/438/439/440/441/442/443/444/445/446/447/448/449/450/451/452/453/454/455/456/457/458/459/460/461/462/463/464/465/466/467/468/469/470/471/472/473/474/475/476/477/478/479/480/481/482/483/484/485/486/487/488/489/490/491/492/493/494/495/496/497/498/499/500/501/502/503/504/505/506/507/508/509/510/511/512/513/514/515/516/517/518/519/520/521/522/523/524/525/526/527/528/529/530/531/532/533/534/535/536/537/538/539/540/541/542/543/544/545/546/547/548/549/550/551/552/553/554/555/556/557/558/559/560/561/562/563/564/565/566/567/568/569/570/571/572/573/574/575/576/577/578/579/580/581/582/583/584/585/586/587/588/589/590/591/592/593/594/595/596/597/598/599/600/601/602/603/604/605/606/607/608/609/610/611/612/613/614/615/616/617/618/619/620/621/622/623/624/625/626/627/628/629/630/631/632/633/634/635/636/637/638/639/640/641/642/643/644/645/646/647/648/649/650/651/652/653/654/655/656/657/658/659/660/661/662/663/664/665/666/667/668/669/670/671/672/673/674/675/676/677/678/679/680/681/682/683/684/685/686/687/688/689/690/691/692/693/694/695/696/697/698/699/700/701/702/703/704/705/706/707/708/709/710/711/712/713/714/715/716/717/718/719/720/721/722/723/724/725/726/727/728/729/730/731/732/733/734/735/736/737/738/739/740/741/742/743/744/745/746/747/748/749/750/751/752/753/754/755/756/757/758/759/760/761/762/763/764/765/766/767/768/769/770/771/772/773/774/775/776/777/778/779/780/781/782/783/784/785/786/787/788/789/790/791/792/793/794/795/796/797/798/799/800/801/802/803/804/805/806/807/808/809/810/811/812/813/814/815/816/817/818/819/820/821/822/823/824/825/826/827/828/829/830/831/832/833/834/835/836/837/838/839/840/841/842/843/844/845/846/847/848/849/850/851/852/853/854/855/856/857/858/859/860/861/862/863/864/865/866/867/868/869/870/871/872/873/874/875/876/877/878/879/880/881/882/883/884/885/886/887/888/889/890/891/892/893/894/895/896/897/898/899/900/901/902/903/904/905/906/907/908/909/910/911/912/913/914/915/916/917/918/919/920/921/922/923/924/925/926/927/928/929/930/931/932/933/934/935/936/937/938/939/940/941/942/943/944/945/946/947/948/949/950/951/952/953/954/955/956/957/958/959/960/961/962/963/964/965/966/967/968/969/970/971/972/973/974/975/976/977/978/979/980/981/982/983/984/985/986/987/988/989/990/991/992/993/994/995/996/997/998/999/1000/1001/1002/1003/1004/1005/1006/1007/1008/1009/1010/1011/1012/1013/1014/1015/1016/1017/1018/1019/1020/1021/1022/1023/1024/1025/1026/1027/1028/1029/1030/1031/1032/1033/1034/1035/1036/1037/1038/1039/1040/1041/1042/1043/1044/1045/1046/1047/1048/1049/1050/1051/1052/1053/1054/1055/1056/1057/1058/1059/1060/1061/1062/1063/1064/1065/1066/1067/1068/1069/1070/1071/1072/1073/1074/1075/1076/1077/1078/1079/1080/1081/1082/1083/1084/1085/1086/1087/1088/1089/1090/1091/1092/1093/1094/1095/1096/1097/1098/1099/1100/1101/1102/1103/1104/1105/1106/1107/1108/1109/1110/1111/1112/1113/1114/1115/1116/1117/1118/1119/1120/1121/1122/1123/1124/1125/1126/1127/1128/1129/1130/1131/1132/1133/1134/1135/1136/1137/1138/1139/1140/1141/1142/1143/1144/1145/1146/1147/1148/1149/1150/1151/1152/1153/1154/1155/1156/1157/1158/1159/1160/1161/1162/1163/1164/1165/1166/1167/1168/1169/1170/1171/1172/1173/1174/1175/1176/1177/1178/1179/1180/1181/1182/1183/1184/1185/1186/1187/1188/1189/1190/1191/1192/1193/1194/1195/1196/1197/1198/1199/1200/1201/1202/1203/1204/1205/1206/1207/1208/1209/1210/1211/1212/1213/1214/1215/1216/1217/1218/1219/12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9. Go to **Authorization -> Bill Forward To Treasury**



The screenshot shows the PayManager Finance Department interface. The header includes the PayManager logo, version 3.0, and the Finance Department name. The user is logged in as 'H.M.Govt.Girls Residencial School Atoon(8374)'. The 'Authorization' menu is open, showing options like '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'.

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

To **forward**, Select **Month**, **Year**, **Bill Type** 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.



The screenshot shows the 'TREASURY FORWARD' form. It includes input fields for 'Select Month' (June), 'Select Year' (2015), 'Select Bill Type' (TA), 'Select Bill Name' (Non Plan), and 'Select Bill No' (2000). A 'Forward' button is present. Below the form is a table with bill details.

Bill No	Bill Date	Budget Details	Net Amount	Gross Amount	Plan	Non Plan	Css	NA	
<input checked="" type="checkbox"/> 2000	22/06/2015	2225-01-196-07-00/01/51/N/V	2000.00	2000.00		2000.00			Submit

www.rajteachers.com

11. Go to **Reports ->Other Bill Report**

The screenshot displays the PayManager web application interface. At the top, the header includes the 'PayManager' logo, version '3.0', and the text 'FINANCE DEPARTMENT Integrated Financial Management System Government of Rajasthan'. Below the header, a navigation bar contains links: Home, LoginID:09700508, Year:2015-2016, OfficeName:H.M.Govt.Girls Residential School Atoon(8374), Master, Bill Processing, Authorization, Reports, Other Bill, Soft Copy Detail, Employee Corner, System Admin, Help, and LogOut. The 'Reports' menu is expanded, showing a list of report categories. The 'Other bill report' option is highlighted, and a sub-menu is displayed with various report types: Bonus Reports, Outer Report, FVC/Grant in Aid Schedule, Adjustment/Grant in Aid Inner, Adjustment/Grant in Aid Outer, GrantInAdd Scholar Inner, Grant In Add Scholar Outer, GrantInAdd Scholar Schedule, Advice Inner, Firm Report, AC Inner, DC Inner, AC DC Outer, PD Reports, WAM Report, RajPoshan Report, Beneficiary reports, and Advance Reports. On the left side of the interface, there are input fields for 'BillType:' (set to 'FVC') and 'GroupName:' (set to '--Select Bill--'). At the bottom, a footer contains the text 'Application Designed, Developed & Hosted By Na Contents Provided By Department of Treasuries' and the NIC National Informatics Centre logo.

12. Go to **Reports ->Other Bill Report -> Advise Inner**

To Download Inner Report of **TA Bill**, Select **Bill Type**, **Year**, **Month**, **Group Name** and **Bill No.** After then Click on “**Show Report**” Button

PayManager Version -3.0 **FINANCE DEPARTMENT**
Online Bill Preparation.... Integrated Financial Management System
Government of Rajasthan

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

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

ADVISE PAYMENT REPORT

BillType: TA Year: 2015 Month: June
 GroupName: Non Plan BillNo: 2000-22/06/2015
 Show Report

Application Designed,Developed & Hosted By National Informatics Centre.
Contents Provided By Department of Treasuries and Accounts,Rajasthan

NIC NATIONAL INFORMATICS CENTRE

File Edit View Window Help

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Reference No : 7450235 Page No. 1

Government Of Rajasthan
Appendix:Advise of Payment
TA Bill-TA Bill

OFFICE NAME : H.M.Govt.Girls Residential School Atoon(8374)
 Bill No : 2000 Date : 22/06/2015 TAN : JDHD03290A DDO Code : 8374
 Service head : 2225-01-196-07-00/NonPlan/Voted Object Head : 01 Demand No : 51

S.No	Employee Name(Nominee Name)	Employee Id	Basic Pay	From date	To date	Name of Bank /Name of Branch	Account No.	Gross Amount
1	A ONE SALES		0.00	01/06/2015	08/06/2015	ICICI BANK LTD/BHILWARA-ICICI0006663	666305110891	2000.00
Total Amount								2000.00

Amount In Words : TWO THOUSAND ONLY
 Certified that I have personally examined and ensured observance of all formalities regarding necessary entries

Signature Of DDO with Seal

S/W Courtesy National informatics centre, Rajasthan State Unit (http://paymanager.raj.nic.in) Group Name : Non Plan Print Date : 22-Jun-2015

13. Go to **Reports ->Other Bill Report -> Outer Report**

To Download Outer Report of **TA Bill**, Select **Bill Type**, **Year**, **Month**, **GroupName** and **BillNo.** After then Click on “**Show Report**” Button


PayManager
Version -3.0
Online Bill Preparation

FINANCE DEPARTMENT
Integrated Financial Management System
Government of Rajasthan



[Home](#)
LoginID:09700508
Year:2015-2016
OfficeName:H.M.Govt.Girls Residential School Atoon(8374)

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

OUTER REPORT(TA/MEDICAL/FVC)

BillType: TA


Year: 2015

Month: June

GroupName: Non Plan

BillNo.: 2000-22/06/2015

Application Designed,Developed & Hosted By National Informatics Centre.
 Contents Provided By Department of: Treasuries and Accounts,Rajasthan


NATIONAL INFORMATICS CENTRE

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Government Of Rajasthan
Appendix - TA Bill

TA bill of permanent/temporary establishment of : H.M.Govt.Girls Residential School Atoon (8374)
 BillNo : 2000 BillDate : 22/06/2015 TAN : JDHD03290A DDOCode : 8374 Object Head : 01 Demand No : 51
 Budget Head : 2225-01-196-07-00 /NonPlan/Voted NonPlan : 2000.00 Plan : 0.00 NA : 0.00

To,
 The Treasury Officer, BHILWARA
 Please Order to pay the Claim to the employee concerned Signature of Clerk Signature of Jr.ACCT/ACCT Signature of DDO
 Certified that I have personally examined and satisfied myself about the genuineness of claim that the TA Bill Claim of the employee included in this bill are strictly in accordance with rules and that the said employee are entitled to such TA Bill.It is further certified that I have personally ensured observance of all formalities regarding necessary entries.

Signature of DDO with seal

Counter Signature
 Passed for Rs : 2000.00
 Amount in Words : TWO THOUSAND Only
 Signature Of Controlling Officer With Seal
For Accountant General Office

Admitted(Rs.)
Objected(Rs.)

Auditor
Supdt
Gaz. Officer

Treasury Voucher
 No. :
 Date:
For Treasury Use
 Pay Rs. : 2000.00
 In Words : TWO THOUSAND Only

Jr.ACCT/ACCT
ACCT
Treasury Officer

SW Courtesy : National Informatics Centre, Rajasthan State Unit (<http://paymanager.raj.nic.in>)
Group Name : Non Plan
Print Date : 22-06-2015