BiMS – WaMS - Proceedings

(Bill Information and Management System)

User Manual

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CHAPTER 1

Introduction

Bill Information and Management System (BiMS) is an e-Bill portal for Claim Settlements by Drawing and Disbursing Officers (DDOs). The DDOs can prepare online contingent bills and e-Submission to treasury through BIMS. DDOs can access the system through username and password.

Website address of BiMS: https:/treasury.kerala.gov.in/bims/

BIMS	BIII INTORMATION AND INTO e-Bill Portal for Claim Settlements	inagement System	Government of
B <i>i</i> MS			➡ Login
ill Informations and M he DDOs can prepare o	anagement System (BiMS) is an e-Bill portal fo poline contingent bills and e-Submission to tre	r Claim Settlements by Drawing and Disbursing Officers (DDOs). asury through BrMS.	Username
eatures			Password
 Login to all DDO Generation of Cc Approval of TR 5 e-Submission of Bill Status Bill Status Expenditure Rep 	s ntingent Bills (TR 59E) 9E by DDOs TR 59E to Treasury ort for DDOs	BAMS Budget Allocation and Monitoring System	Select Role
I News		Services	Important Links
Claim Settlements		FAQ New	india.gov.in
Manuals		User Manual	Digital India
		Contact Us	NUC NIC

Figure 01: BiMS Home Page

CHAPTER 2

2.1 TSB

This is used for adding present details, forward details, TSB Accounts Details of Special TSB (STSB) and Plan Scheme TSB (PSTB) can be entered through this option. For creating Proceedings respective STSB/PSTB account has to be selected.

BiMS	Bill Info	ormation a	and Manageme	nt S ystem			Gover	mment of Ke
	< TSB Ad	counts		Treasu	ry: District Treasury, Thiruvan	anthapuram De	pt : Treasuries We	elcome, Deputy Dire
Logged in as 0101770001 Login Time: 11:03:00 am	View	Entry Edit						
# Home								View
+ Profile <	SI.No	Account Type	Account No	Account Holder Name	Balance	Is Active	Is Approve	Passbook
+ Masters <				SECRETARY ITTIVA PNCHYT				
+ Allotment <	1	14-STSB	799011400000059	GANDHIGRAM VANITA CSQ , Q1400 VAYALA	56445210.00	~	~	-
+ Surrender <	2	14-STSB	701041400000322	ASSISTANT DIRECTOR , REVENUE- LAND REVENUE	0.00	~	~	
+ Report <	3	14-STSB	723071400000114		0.00	~	~	
Beneficiary Account Search	4	14-STSB	701041400000324	FINANCE OFFICER , WOMENS COMMISSION	0.00	~	~	-
+ WaMS <	5	14-STSB	799011400000060	SOIL SURVEY AND SOIL CONSERVATION , SOIL SURVEY	100.00	~	~	-
+ TSB	6	14-STSB	799011400000065	CHAIRMAN&CHIEF WELFARE INSPECTOR KTWWF BOARD ,	0.00	~	~	-
TSB Accounts TSB Accounts TSB Accounts Present Details Beneficiary Master Add Proceedings Proceeding Status Clear Rejection Deposit County Accounts								



Link 1 : View

STSB and PSTSB Accounts details can be viewed.

B <i>i</i> MS	Bill Info	ormation a	and Manageme	nt System			Gover	mment of Ke
	< TSB Ad	counts		Treasur	y: District Treasury, Thiruvana	anthapuram Dep	ot : Treasuries We	elcome, Deputy Dire
Logged in as 0101770001 Login Time: 11:03:00 am	View	Entry Edit						
Home Profile <	SI.No	Account Type	Account No	Account Holder Name	Balance	Is Active	Is Approve	View Passbook
+ Masters < + Allotment <	1	14-STSB	799011400000059	SECRETARY ITTIVA PNCHYT GANDHIGRAM VANITA CSQ , Q1400 VAYALA	56445210.00	~	~	
+ Surrender <	2	14-STSB	701041400000322	ASSISTANT DIRECTOR , REVENUE- LAND REVENUE	0.00	~	~	-
• Report <	3	14-STSB	723071400000114		0.00	~	~	-
Beneficiary Account Search	4	14-STSB	701041400000324	FINANCE OFFICER , WOMENS COMMISSION	0.00	~	~	-
WaMS <	5	14-STSB	799011400000060	SOIL SURVEY AND SOIL CONSERVATION , SOIL SURVEY	100.00	~	~	-
F TSB	6	14-STSB	799011400000065	CHAIRMAN&CHIEF WELFARE INSPECTOR KTWWF BOARD .	0.00	~	~	
 > TSB Accounts > Present Details > Forwarded Details > Beneficiary Master > Add Proceedings > Proceeding Status > Clear Rejection 								

Figure 16 : View TSB Accounts

Link 2 : Add

This section is for adding STSB/PSTSB Accounts.

B <i>i</i> MS	Bill Information and Management System e Bill Portal for Claim Settlements	Government of Kerala
	< TSB Accounts	Treasury: District Treasury, Thiruvananthapuram Dept : Treasuries Welcome, Deputy Director
Logged in as 0101770001 Login Time: 11:03:00 am	View Entry Edit	
# Home	CTCD Fortes	
+ Profile <	STSD Entry	
+ Masters <	Account Type	14-STSB v
+ Allotment <		
+ Surrender <	Account Number	
+ Bill <	Account Holder Name	
+ Report <	Active Status	Yes 🖲 No 🔘
+ Beneficiary Account <		
+ Search <		Save
+ WaMS <		
+ ETSB <		
+ TSB ~		
» TSB Accounts		
» Present Details		
» Forwarded Details		
» Beneficiary Master		
» Add Proceedings		
» Proceeding Status		
» Clear Rejection		
+ Deposit <		

Figure 17 : Add TSB Accounts

Link 3 : Edit

This section is for editing Accounts details.

B <i>i</i> MS	Bill Info	ormation and for Claim Settlements	Management Sy	vstem			Government	of Kerala
	< TSB Ad	ccounts		Treasury: Distr	ict Treasury, Thiruvananthapur	am Dept : Treas	uries Welcome, Dej	outy Director
Logged in as 0101770001 Login Time: 11:03:00 am	View	Entry Edit						
A Home	SLNo	Account Type	Account No.	Account Holder Name	Balance	le Activo	le Approve	
+ Profile <	Sinto	Account type	Accounting	Account Holder Hume	Dulunce	is Active	15 Approve	
+ Masters <	1	14-STSB	799011400000059	SECRETARY ITTIVA PNCHYT GANDHIGRAM VANITA CSQ, Q1400 VAYALA	56445210.00	~	~	ŵ
+ Allotment < + Surrender <	2	14-STSB	701041400000322	ASSISTANT DIRECTOR , REVENUE-	0.00	~	~	â
+ Bill <				LAND REVENUE				
+ Report <	3	14-STSB	723071400000114		0.00	~	*	Û
Beneficiary Account	4	14-STSB	701041400000324	FINANCE OFFICER , WOMENS COMMISSION	0.00	*	~	ŵ
+ WaMS <	5	14-STSB	799011400000060	SOIL SURVEY AND SOIL CONSERVATION , SOIL SURVEY	100.00	~	~	ŵ
+ ETSB		44.0700		CHAIDMANS CHIEF WELFADE				
+ TSB ~	6	14-STSB	799011400000065	INSPECTOR KTWWF BOARD ,	0.00	*	×	Û
 TSB Accounts Present Details Forwarde Details Beeneficiary Master Add Proceedings Proceeding Status Clear Rejection Deposit 								



2.2 Present Details

This section is for entering the Present details (name and designation of Head of Office), which is required at the time of preparation of Proceedings.

Link 1 : View

This section is to view all created Present Details.

BiMS	Bill Informati	on and Manageme	nt System		Government of Kera
	Present Details	3		Treasury: District Treasury, Thiruvananthapuram D	Dept : Treasuries Welcome, Deputy Direc
Logged in as 0101770001 Login Time: 11:03:00 am	View Entry	Edit			
# Home	Name	Designation	Phone number	Email	Active status
+ Profile <	Demus N.D.	Denuty DIRECTOR	7726929195		
+ Masters <	Remya N.R	Deputy DIRECTOR	7730030105	saggman.com	
+ Allotment <	Remya	Deputy DIRECTOR	7736838185	ss@gmail.com	e
+ Surrender <	SS	SS	7736838185	ss@gmail.com	•
+ Bill <	aaaa	ddo	9746141163	remyanr89@gmIUL.XOM	•
+ Report <	SSS	DEPUTY DD	8848971854	remyaregunathen89@gmail.com	O
Beneficiary Account <	Ajitha	DDO	7736838185	aji@gmail.com	0
+ Search <	Remya	DDO	8848971854	remyanr89@gmail.com	9
+ WaMS <	Remva	DDO	8848971854	remvant89@gmail.com	
+ ETSB <		550	0010011004	rony an obligginan oon	•
+ TSB ~					
» TSB Accounts					
» Present Details					
» Forwarded Details					
» Beneficiary Master					
» Add Proceedings					
» Proceeding Status					
» Clear Rejection					
+ Deposit <					

Figure 10 : Present Details View

Link 2 : Add

This section is for adding new Present details. Enter the present details carefully as it is used in the proceedings.

BiMS	Bill Information and Mai e-Bill Portal for Claim Settlements	agement System Government of Ke
	Present Details	Treasury: District Treasury, Thiruvananthapuram Dept : Treasuries Welcome, Deputy Dire
Logged in as 0101770001 Login Time: 11:03:00 am	View Entry Edit	
# Home	Add Descent Details	
+ Profile	Add Present Details	
+ Masters	c Name	Name
+ Allotment	(
+ Surrender	Designation	Designation
+ Bill	Phone number	Phone number
+ Report	c	
+ Beneficiary Account	Email	Email
+ Search	Active status	Yan 🔍 Na
+ WaMS	(163 1100
+ ETSB	c	Save Reset
+ TSB	~	
» TSB Accounts		
» Present Details		
» Forwarded Details		
» Beneficiary Master		
» Add Proceedings		
» Proceeding Status		
» Clear Rejection		
+ Deposit	c.	

Figure 11 : Add Present Details

Link 3 : Edit

This section is for editing Present details.

		Present Details			Treasury: District Treasury, Thiruvanan	hapuram Dept : Treasuries W	elcome, Deputy Di
Logged in as 0101770001 Login Time: 11:03:00 am		View Entry	Edit				
Home		Name	Designation	Phone number	Email	Active status	Action
 Profile 	<	Remya N R	Deputy DIRECTOR	7736838185	ss@amail.com		C.
Masters	<	Demue	Deputy DIRECTOR	7726939195			9
 Allotment 	<	Remya	Deputy DIRECTOR	7736636165	ss@gmaii.com	 	6
 Surrender 	<	55	SS	7736838185	ss@gmail.com	•	Ø
▶ Bill	<	aaaa	ddo	9746141163	remyanr89@gmIUL.XOM	<	e
Report	<	SSS	DEPUTY DD	8848971854	remyaregunathen89@gmail.com	S	6
 Beneficiary Account 	<	Ajitha	DDO	7736838185	aji@gmail.com	0	6
 Search 	<	Remya	DDO	8848971854	remyanr89@gmail.com	•	C2
 WaMS 	<	Remva	DDO	8848971854	remvanr89@gmail.com		17
ETSB	<		000	0040071004	i en yan es @grian es n	•	-
тѕв	~						
» TSB Accounts							
» Present Details							
» Forwarded Details							
» Beneficiary Master							
» Add Proceedings							
» Proceeding Status							
» Clear Rejection							

Figure 12 : Edit Present Details

2.3 Forward Details

This section is for entering the Forward (designation of the officer who forward the proceedings) details. The Forward details are required at the time of preparation of Proceedings.

Link 1 : View

BiMS	Bill Information and Management System e-Bill Portal for Claim Settlements	Government of Kerala
	Forwarded Details	Treasury: District Treasury, Thiruvananthapuram Dept : Treasuries Welcome, Deputy Director
Logged in as 0101770001 Login Time: 11:03:00 am	View Entry	
# Home	Econesided by	Activo etatue
+ Profile <	Polwarded by	Active status
+ Masters <	Deputy Director	O
+ Allotment <	Deputy Director	O
+ Surrender <	Deputy Director	O
+ Bill <	Deputy Director	O
+ Report <		
+ Beneficiary Account <		
+ Search <		
+ WaMS <		
+ ETSB <		
+ TSB ~		
» TSB Accounts		
» Present Details		
» Forwarded Details		
» Beneficiary Master		
» Add Proceedings		
» Proceeding Status		
» Clear Rejection		
+ Deposit <		

Figure 13 : Forward Details View

This section is to view all Forward Details.

Link 2 : Add

This section is for adding Forward details. Enter the Forward details, which are used at the time of preparation of proceedings.

Bill Information and Management System	Government of Keral
< Forwarded Details	Treasury: District Treasury, Thiruvananthapuram Dept : Treasuries Welcome, Deputy Director
View Entry	
Eorwarded by	
Save	
	Bill Information and Management System

Figure 14 : Add forward Details

. 2.4 Beneficiary Master

This section is for the creating beneficiary list, which may be required for Proceedings. Beneficiaries that are used multiple times, may be created in the master list.



BiMS	Bill Info	ormation and Ma	nagement (System				Governr	nent of Ke
	<mark>∢</mark> Benefic	iaries			Treasury: Distri	ict Treasury, Thiruvanan	thapuram Dept	: Treasuries Welco	me, Deputy Dir
Logged in as 0101770001 Login Time: 11:03:00 am	View	Entry Edit							
Home	SI.No	Account Holder Name	Credit To	IFS Code	Account number	Mobile Number	Remark	Beneficiary Id	Is Active
Profile <		Dennis ND	OTOD.		700044400000050	0040074054	DAL ADV	2	
 Masters 	· · · ·	кетуа ык	5150		79901140000059	0040971054	SALART	3	•
 Allotment 	2	Remya N R	Bank Account	SBIN0000940	20161485516	8848971854	SALARY	6	~
• Surrender	3	Lekha G R	Bank Account	SBIN0007203	20093271575	9847162020	SALARY	2	~
► Bill 😽	. 4	Amit	TSB		8976543210	8976543210	SALARY	4	~
Report d									
Beneficiary Account									
Search d									
+ WaMS									
ETSB (
F TSB	-								
» TSB Accounts									
» Present Details									
» Forwarded Details									
» Beneficiary Master									
» Add Proceedings									
» Proceeding Status									
» Clear Rejection									



This section is to view Beneficiary details.

Link 2 : Add

BiMS	Bill Information and Manage	ement System Government of Kerala
	< Beneficiaries	Treasury: District Treasury, Thiruvananthapuram Dept : Treasuries Welcome, Deputy Director
Logged in as 0101770001 Login Time: 11:03:00 am	View Entry Edit	
# Home	Add Devedelasian Datella	
+ Profile	Add Beneficiaries Details	
+ Masters	< Name of Beneficiary	
+ Allotment	<	
+ Surrender	< Mobile Number	
+ Bill	< Credit To	Select
+ Report	<	
+ Beneficiary Account	< Account Number	
+ Search	<	
+ WaMS	< Purpose	
+ ETSB	<	
+ TSB	 Beneficiary Id 	
» TSB Accounts	Active Status	Yes 🖲 No 🔘
» Present Details		
» Forwarded Details		Save Reset
» Beneficiary Master		
» Add Proceedings		
» Proceeding Status		
» Clear Rejection		
+ Deposit	<	



This section is for adding Beneficiary details.

Link 3 : Edit

This section is to edit Beneficiary details.

B <i>i</i> MS	Bill e-Bill P	Information and ortal for Claim Settlements	d Manager	nent S yste	m				Gove	rnmer	t of Kerala
	< Ber	neficiaries				Treasury: District Treas	ury, Thiruvana	nthapuram Dept : Tr	easuries W	/elcome, I	eputy Director
Logged in as 0101770001 Login Time: 11:03:00 am	Vie	ew Entry Edit									
# Home		Name of Beneficiary	Mobile NO.	Credit To	IFS Code	Account Number	Purpose	Beneficiary Id	Status	Edit	Delete
+ Profile <			0040074054	Deal Arrest	0.0000000000	20464405546	0.41.4.024				
+ Masters <	1	Remya N R	6646971654	Bank Account	SBIN0000940	20161465516	SALARY	0	~	6	•
+ Allotment <	2	Amit	8976543210	TSB		8976543210	SALARY	4	~	C.	۵
+ Surrender <	3	Remya NR	8848971854	STSB		799011400000059	SALARY	3	~	8	۵
+ Bill <	4	Lekha G R	9847162020	Bank Account	SBIN0007203	20093271575	SALARY	2	~	8	0
+ Report <											
+ Beneficiary Account <											
+ Search <											
+ WaMS <											
+ ETSB <											
+ TSB ~											
» TSB Accounts											
» Present Details											
» Forwarded Details											
» Beneficiary Master											
» Add Proceedings											
» Proceeding Status											
» Clear Rejection											
+ Deposit <											

Figure 21 : Edit Beneficiary details

2.5 Add Proceedings

This Section is to generate Proceedings in draft stage. Proceedings preparation depends on TSB Account, Cheque number and AS Details. Proceedings can be prepared from accounts having balance.

B <i>i</i> MS	Bill In e-Bill Porta	formation al for Claim Settler	and Manage	ment System	G	overnment	t of Keral
	< Proce	edings		Treasury: District Treasury, Thiruvananthapuran	Dept : Treasurie	s Welcome, D	eputy Directo
Logged in as 0101770001 Login Time: 11:03:00 am	Sl.no	Account Type	Account Number	Account Details	Balance	AS Details	Go
A Home	1	14-STSB	799011400000065	CHAIRMAN&CHIEF WELFARE INSPECTOR KTWWF BOARD ,	0.00	View	GO
+ Profile <		44.0700	700044400000000		400.00		
+ Masters <	2	14-5158	79901140000060	SUE SURVEY AND SUE CONSERVATION, SUE SURVEY	100.00	View	GO
+ Allotment <	3	14-STSB	701041400000324	FINANCE OFFICER , WOMENS COMMISSION	0.00	View	GO
+ Bill <	4	14-STSB	723071400000114		0.00	View	GO
+ Report <						_	_
+ Beneficiary Account <	5	14-STSB	799011400000059	SECRETARY ITTIVA PNCHYT GANDHIGRAM VANITA CSQ, Q1400 VAYALA	56445210.00	View	GO
+ Search <	6	14-STSB	701041400000322	ASSISTANT DIRECTOR , REVENUE-LAND REVENUE	0.00	View	GO
+ WaMS <							
+ EISB <							
TSB Accounts							
» Present Details							
 » Forwarded Details » Beneficiary Master 							
» Add Proceedings							
» Proceeding Status							
» Clear Rejection							
+ Deposit <							

Figure 25 : View TSB Accounts in Proceedings Creation

This is section is to view Account numbers and AS (Administrative Sanction) details and Account Balance. To view the AS details click view button.

Bi	MS		Bill In e-Bill Porta	formati	ON a	and Mana	ger	nent S ystem			Go	vernmen	t of Kerala
			< Proce	edings					Treasury: District Trea	asury, Thiruvananthapuram	Dept : Treasuries	Welcome, D	eputy Director
Logged in as Login Time: 11	s 01017700 :03:00 am	101 Z AS	Details									*	Go
# Home												_	GO
+ Profile		RELE/	ASED ID		REG	NO.	A S	NO.	A S Order Date	Amount	Status		
+ Masters		2			AS-2	/2018	AS/S	STSB/2/2018	11/04/2018	100000.00	Bill Passed		GO
+ Allotment													60
+ Surrender		<	_									_	
+ Bill		<	4	14-STSB		7230714000001	14				0.00	View	
+ Report		<	_			7000444000000				04400340444	50445040.00		
+ Beneficiary	Account	<	5	14-STSB		799011400000	59	SECRETARY IT IIVA PNCH	YT GANDHIGRAM VANHA CSQ ,	Q1400 VAYALA	56445210.00	View	GO
+ Search		<	6	14-STSB		7010414000003	22	ASSISTANT DIRECTOR , R	EVENUE-LAND REVENUE		0.00	View	GO
+ WaMS		<											
+ ETSB		<											
+ TSB		~											
» TSB Acc	counts												
» Forward	ted Details												
» Benefici	iary Master												
» Add Pro	oceedings												
» Proceed	ding Status												
» Clear Re	ejection												
+ Deposit		<											

Figure 26 : View TSB AS Details

Select TSB Account for which proceedings is to be created and Click GO button. That section will have 3 tabs viz. Add, Edit and View

B <i>i</i> MS	Bill Information and Manageme e-Bill Portal for Claim Settlements	ent S ystem	Government of Kerala
	<pre> Proceedings </pre>	Treasury: Distri	ct Treasury, Thiruvananthapuram Dept : Treasuries Welcome, Deputy Director
Logged in as 0101770001 Login Time: 11:03:00 am	Add Edit View		
# Home			
+ Profile <	Account number :799011400000059		
+ Masters <	Select A S*		
+ Allotment <	Select A S		
+ Surrender K			
+ Bill <	Cheque No*	Cheque Date	
+ Report <	AL RHA (Cheque Number	13/07/2018 Availab	Ja Balanca: 56445210.00
+ Beneficiary Account <	ALFTIA C Cheque Humber	Availab	le Balance. Soffszie.co
+ Search <	Proceeding Details		
+ WaMS <	Proceeding No*	Proceeding Date*	Amount*
+ ETSB	- Toteeding No	Froceeding Date	Amount
+ TSB ~	Proceeding No	13/07/2018	Amount
» TSB Accounts			
» Present Details	Present Details*	Forward Details*	Purpose*
» Forwarded Details	Select	Select	 Purpose
» Beneficiary Master	Cubinet.		
» Add Proceedings	Subject		
» Proceeding Status	Subject		
» Clear Rejection			li.
+ Deposit <	Read		

Figure 27 : Proceedings Creation section

Link 1 : Add

This section is for the creating Proceedings for the selected account number. Then select the AS details and Cheque number.

BiMS	Bill Information and Manageme e-Bill Portal for Claim Settlements	ent S ystem	Government of Kerala
	< Proceedings	Treasury: District Treas	sury, Thiruvananthapuram Dept : Treasuries Welcome, Deputy Director
Logged in as 0101770001 Login Time: 11:03:00 am	Add Edit View		
# Home			
+ Profile <	Account number :799011400000059		
+ Masters <	Select A S*		
+ Allotment <	Select A S		
+ Surrender <			
+ Bill <	Cheque No*	Cheque Date	
+ Report <	ALPHA (Cheque Number	13/07/2018 Available Bala	ance: 56445210.00
+ Beneficiary Account <			
+ Search <	Proceeding Details		
+ WaMS < + ETSB <	Proceeding No*	Proceeding Date*	Amount*
+ TSB ~	Proceeding No	13/07/2018	Amount
» TSB Accounts			
» Present Details	Present Details*	Forward Details*	Purpose*
» Forwarded Details	Select v	Select v	Purpose v
 » Beneficiary Master » Add Proceedings 	Subject		
 » Proceeding Status » Clear Rejection 	Subject		A
+ Deposit <	Read		

Figure 28: Proceeding Creation Section (AS and Cheque Details)

Enter Proceeding number, date, amount , purpose, Present details , Subject, Read, To, body of the proceedings, Forward Details, then Save at Draft stage.

· Denendary / recount			
+ Search <	Proceeding Details		
+ WaMS <	Proceeding No*	Proceeding Date*	Amount*
+ ETSB	Troopaning the		
+ TSB ~	Proceeding No	13/07/2018	Amount
» TSB Accounts			
» Present Details	Present Details*	Forward Details*	Purpose*
» Forwarded Details	Select •	Select	Purpose v
» Beneficiary Master	Subject		
» Add Proceedings			
» Proceeding Status	Subject		
» Clear Rejection			///
+ Deposit <	Read		
Cogout	1.		Add More 오
	Proceedings Content		
	🔆 13 B I U 🖪 sans-se	if · 🗛 · 🗏 🗏 E · Ti · 🖾 - 1	■ × × <> ?
0.165.9.227/hims tast/index.php/main/ /s	-5-7769511455-5149ba-0ab70a762a		

Figure 29 : Proceedings Details Enter

Enter the Beneficiary details. Beneficiaries can be added as Manually, Pick list, File Upload and Self.

To The Prin	icipal Accour	itant General (A&E/G&SS	SA;), Kerala, Thiruva	ananthapuram				Add More 👁	
Benefic	iary Details								_
SI No	Name	DDO's Mob No.	Credit To	IFS Code	Account No	Amount	Purpose	Beneficiary Id	#
n in Bank	k / Treasury p	ass book						Total Beneficiary Amount:	
			Self Add	Manually Picl	k List File Upload	Save			
				Preview	Close				
			Designed &	eveloped by: tre , Kerala State Centre ouram, Kerala,					

Figure 30 : Proceedings Beneficiary Details add

Add Manually means, enter beneficiary details manually. Pick list to pick from Beneficiary master. Beneficiary list can be prepared as Excel file and using File upload, beneficiary list can be added. Use SELF for self payment. After entering beneficiary details, press Save.

Upload Docum	ents					
SI.No	Document Name		Browse	Upload	Status	Remove
		Add				
	Prev	iew Send for	Approval Close			

Figure 31 : Proceedings Document Upload

Link 2 : Edit

This section is to edit the Proceedings. Draft level Proceedings can be prepared.

BiMS	Bill Info e-Bill Portal fo	rmation and Manag	ement S yste	m			c	overnment c	of Kerala
	< Proceed	lings		١	Treasury: Distric	t Treasury, Thir	uvananthapuram Dept : Treasuri	es Welcome, Depu	ity Director
Logged in as 0101770001 Login Time: 11:03:00 am	Add	Edit View							
A Home									
+ Profile <	Account	t number: 799011400000059							
+ Masters <							Search:		
+ Allotment <	SI.No 🔺	Proceeding Referance No	Proceeding No	Proceeding Date	Amount 🖕	Status	Remarks For Rejection	Proceeding 🍦	Edit \Leftrightarrow
+ Surrender <	1	2018190701B000000191	P10/2018	10/07/2018	100.00	Rejected	Invalid data Format	*	ľ
+ Bill <						Draft			
+ Report <	2	2018190701B000000183	P28/062	28/06/2018	200.00	Draπ		*	2
+ Beneficiary Account <	3	2018190101B000000176	P26/2018	26/06/2018	1000.00	Draft		*	đ
+ Search <		2019100101200000117	D20190	19/05/2019	1000.00	Rejected	abaak		
+ WaMS <	4	2010150101500000117	F20105	10/05/2010	1000.00		CHECK	-	
+ ETSB <	5	2018190101B000000102	P10/2018	10/05/2018	100.00	Rejected	A S Number Empty	*	6
+ TSB ~ > TSB Accounts > Present Details > Forwarded Details	Showing 1	to 5 of 37 entries					← Previous 1 2	3 4 5 1	Next →
 » Beneficiary Master » Add Proceedings » Proceeding Status 									
Clear Rejection Deposit <									

Figure 32 : Edit View Of Proceedings

Click the Download button to show Proceedings and Edit button to edit the Proceedings.

Logged in as 0101770001 Login Time: 11:03:00 am	Add Edit View		
Home			
Profile <	Account number :2018190701B000000191		
Masters <	Select A S*		
Allotment <	Select A S	¥	
Surrender <	Cheque No*	Cheque Date	
Bill <	G I 5695720	10/07/2019	
Report <	33 3663720	10/07/2010	Available Balance: 56,445,110.00
Beneficiary Account <	Proceeding Details		
Search <	Proceeding No.	Proceeding Date*	Amount
WaMS <		Proceeding Date	Amount
ETSB <	P10/2018	10/07/2018	100.00
TSB ×	Present Details*	Forward Details*	Purpose*
» TSB Accounts	Remya N.R 🔻	Deputy Director 🔹	Others •
 » Present Details » Forwarded Details 	Subject		
» Beneficiary Master	Scheduled Castes Development Department, Si issued	hare Capital Assistance State Share Releasing amount po	sted in electronic ledger account - sanctioned - orders
 » Proceeding Status 	Read		
» Clear Rejection	1. e-LAMS Registration Number 13/2017 dated	28/03/2017	Add More 🚭
Deposit <			
Logout			
	Proceedings Content		
	🕅 13• B I U 🗷 sans-seri	if v 📕 🗄 🚍 = v Ti v 🖃 -	I▼ X ?

Figure 33 : Edit Proceedings

2.6 Proceedings Status

This Section is to check the status of Proceedings. Enter the Financial year, Proceeding number, From date, To Date to get the details. Click GO button to get all the details.

B <i>i</i> MS	Bill Inf e-Bill Portal	ormation and	Management Sy	yst	em							Government of	Kerala
	< Proces	eding Status					Treasury: Di	stric	t Treasury, Thi	ruvananthap	uram Dept : Treas	uries Welcome, Deput	y Director
Logged in as 0101770001 Login Time: 11:03:00 am	Financ	ial Year	Proceeding Ref. No	Date	From		Date To						
A Home	201	8-19 🔻	Proceeding Ref. No	Ê	01/04/2	018	m :	31/0	3/2019	Go			
+ Profile <													
+ Masters <											Search:		
+ Allotment <	SI No.*	Proceedings Date	Proceedings Reference No.	¢	Amount	Proceeding	s Status	\$	Objection \$	Restore	Credit Status 🗄	TSB Account No.	PDF
+ Surrender <		42/07/2040	2040400704D000000400		1000.00	Submitted fo	r Approval					700044400000050	G
+ Bill <	· ·	13/07/2018	2010190701800000196		1000.00							799011400000059	M
+ Report <	2	10/07/2018	2018190701B000000192		1000.00	Aproved					=	799011400000059	
+ Beneficiary Account <	3	10/07/2018	2018190701B000000193		100.00	View status						799011400000059	B
+ Search <						Annual Dair							_
+ WaMS <	4	10/07/2018	2018190701B000000191		100.00	Aprovar Reje	ected					799011400000059	L
+ ETSB <	5	07/07/2018	2018190701B000000189		100.00	View status	s				=	799011400000059	
+ TSB v	6	07/07/2018	2018190701B000000188		1000.00	View status	s				=	799011400000059	
» TSB Accounts	7	07/07/2018	2018100701800000100		100.00	Mow statu					_	700011400000050	CB.
» Present Details	· · ·	0//0//2010	2010130701000000130		100.00	view status	•					75501140000055	-
 » Forwarded Details » Benefician Master 	8	05/07/2018	2018190701B000000187		400.00	View status	S					799011400000059	
 Add Proceedings 	Showing *	to 8 of 68 entries								+	- Previous 1	2 3 4 5	Next \rightarrow
» Proceeding Status													
» Clear Rejection													
+ Deposit <													

Figure 34 : Proceedings Status View

The Proceedings have to e-submitted to Treasury. Click the view status button to know the status of the proceedings.

Login Time: 11:03:00 am		Finar	ncial Year	Proceeding Ref. No	D	ate From	Date To		_			
A Home		20)18-19	Proceeding Ref. N	D	01/04/2018	31/03/2019	Go				
+ Profile	<											
+ Masters	<								5	earch:		
+ Allotment	<	SI .	Proceedings	Proceedings Reference						Credit	700.4	
+ Surrender	<	No.	Date 🔍 🕀	No. [⊕]	Amount	Proceedings Status	Ť	Objection	Restore	Status 🔍	I SB Account No	PDĘ
► Bill	<	17	28/06/2018	2018190701B000000184	200.00	Submitted for Approval					799011400000059	
Report	<					Deef						-
Beneficiary Account	<	18	28/06/2018	2018190701B000000183	200.00	Drait					799011400000059	
 Search 	<	19	26/06/2018	2018190101B000000175	1000.00	View status					799011400000059	
▶ WaMS	<	20	26/06/2018	2018190101B000000174	1000.00	Submitted for Approval					799011400000059	
ETSB	< ~	21	26/06/2018	2018190101B000000176	1000.00	Draft					799011400000059	
» TSB Accounts		22	26/06/2018	20181901018000000173	1000.00	Submitted for Approval				-	79901140000059	ra
» Present Details												
» Forwarded Details		23	14/06/2018	2018190101B000000171	1000.00	View status					799011400000059	
 » Beneficiary Master » Add Proceedings 		24	12/06/2018	20181901018000000169	1000.00	Waiting for Clearance Le 273/2018	tter and Docket Number is :				799011400000059	
 » Proceeding Status » Clear Rejection 		Showing	g 17 to 24 of 68 entr	ies					← Previou	s 1 2	3 4 5 N	lext →
 Deposit 	<											
Logout												
					De National Info	signed & Developed by: rmatics Centre , Kerala State Centr						

Figure 35 : e-submitted proceedings status are shown in the figure

2.7 Clear Rejection

If any beneficiary account is rejected due to invalid Bank account, it can be corrected using the provision.

CHAPTER 3

Get Started with the 'DDO Admin'

This role is for Approval Authority. All approvals have to be done using the login with this role. Login name of approval authority is same that of draft user. Password can be maintained separately.

3.1 TSB Account Approval

This section is to Approve STSB and PSTSB Accounts.

Link 1 : Inbox

This section is to view TSB Accounts waiting for approval.

B <i>i</i> MS	Bill Information and Management System e-Bill Portal for Claim Settlements	Government of Kerala
	< STSB Accounts	Treasury: District Treasury, Thiruvananthapuram Dept : Treasuries Welcome, Deputy Director
Logged in as 0101770001(ADMIN) Login Time: 01:21:37 pm	Inbox Outbox	
# Home		No TSB Accounts Found
+ Profile <		
+ Masters <		
+ Allotment <		
+ Surrender <		
+ Bill <		
+ Approval <		
+ Report <		
+ Beneficiary Account <		
+ Search <		
+ WaMS <		
+ Reset Login <		
+ ETSB <		
+ TSB ~		
» TSB Account Approval		
» Proceeding Approval		
» Proceeding E-Submit		
» Proceeding Status		
» Clear Rejection		
A Local		

Figure 53 : Inbox TSB Account Approval

Link 2 : Outbox

This section shows the Approved STSB and PSTB Accounts.

B <i>i</i> MS	Bill Info e-Bill Portal fo	rmation and r Claim Settlements	d Management Syste	em	Gov	ernment of Kera
	< STSB Ad	counts		Treasury: District Treasury, Thiruv	ananthapuram Dept : Treasuries	Welcome, Deputy Directo
Logged in as 0101770001(ADMIN) Login Time: 01:21:37 pm	Inbox	Outbox				
# Home	SI.No	Account Type	Account No	Account Holder Name	Balance	Is Active
+ Profile < + Masters <	- 1	14-STSB	799011400000065	CHAIRMAN&CHIEF WELFARE INSPECTOR KTWWF BOARD ,	0.00	~
+ Allotment <	2	14-STSB	799011400000060	SOIL SURVEY AND SOIL CONSERVATION , SOIL SURVEY	100.00	~
+ Surrender <	3 14-STSB		701041400000324	FINANCE OFFICER , WOMENS COMMISSION	0.00	~
+ Bill <	4	14-STSB	723071400000114		0.00	~
+ Report <	5	14-STSB	799011400000059	SECRETARY ITTIVA PNCHYT GANDHIGRAM VANITA CSQ., Q1400 VAYALA	56445210.00	~
Beneficiary Account	6	14-STSB	701041400000322	ASSISTANT DIRECTOR , REVENUE-LAND REVENUE	0.00	•
+ WaMS <						
+ Reset Login <						
+ ETSB <						
+ TSB ~						
» TSB Account Approval						
» Proceeding Approval						
» Proceeding E-Submit						
 » Proceeding Status » Clear Rejection 						
A Longet						

Figure 54 : Approved Accounts

3.2 Proceedings Approval

This option is for Approving Proceedings.

Link 1 : Inbox

This section is for listing the Proceedings waiting for approval. Proceedings can be Approved by Officer.

B <i>i</i> MS	Bill Info	rmation and Management	System			Govern	nment of Kera
	< Proceed	ding Approval	Tr	easury: District Treasury, Thiruvana	inthapuram Dept : Tre	asuries Wel	come, Deputy Direct
Logged in as 0101770001(ADMIN) Login Time: 01:21:37 pm	Inbox	Outbox					
# Home					Search:		
+ Profile <	SI No	Proceeding Referance No (PRN)	Proceeding No	Proceeding Date		PDF 🔶	Approve
+ Masters <	1	2018190701B000000196	P13/07/2018	13/07/2018	1000.00	±	GO
+ Allotment <	2	2018190701B000000184	P28/062	28/06/2018	200.00	±	GO
+ Surrender <	3	2018190101B000000173	P26/06/2018	26/06/2018	1000.00	±	GO
+ Approval <	4	2018190101B000000174	P26/06	26/06/2018	1000.00	±	GO
+ Report <	5	2018190101B00000095	P56/2018	08/05/2018	10.00	±	GO
Beneficiary Account <	Chauina 1				Dent		
+ Search <	Showing	T to 5 of 12 entries			← Previo	ous 1 4	: 3 Next →
Reset Login							
+ ETSB <							
+ TSB ~							
» TSB Account Approval							
» Proceeding Approval							
» Proceeding E-Submit							
» Proceeding Status							
» Clear Rejection							

Figure 64 : Inbox Proceedings Approval

Link 2 : Outbox

This section is to view Approved Proceedings. After approval, proceedings can be Restored to the Inbox, if NOT e-submitted.

BiMS	Bill Information and Management System e-Bill Portal for Claim Settlements				Governi	ment of Kerala
	Proceeding Approval	Treasury: Dis	strict Treasury, Thiruvananthapu	ram Dept : Treas	uries Welco	me, Deputy Director
Logged in as 0101770001(ADMIN) Login Time: 01:21:37 pm	Inbox Outbox					
A Home				Search:		
+ Profile <	SI No A Proceeding Reference Number(PRN)	Proceeding No	Proceeding Date	Amount 🔶	PDF 0	Restore \$
Masters <	1 2018190701B000000192	P10/07/2018	10/07/2018	1000.00	*	•
+ Allotment <	Showing 1 to 1 of 1 entries				- Previous	1 Next -
+ Surrender <						THOAT -
+ Bill <						
Approval <						
Report <						
Beneficiary Account <						
Search <						
+ WaMS <						
+ Reset Login <						
+ EISD (
* TSB Account Approval						
» Proceeding Approval						
» Proceeding E-Submit						
» Proceeding Status						
» Clear Rejection						
A 1						

Figure 65 : Approved Proceedings

3.3 Proceedings E-Submit

Proceedings can be e-Submitted to Treasury using this option. This is available in Officer (Admin) login. If WaMs clearance is required proceedings can be sent to WaM section.

Link 1 : Inbox

This section is for listing Proceedings waiting for E-Submission.

BiMS	Bill Infor	rmation and Management	System			(Governn	nent of Kerala				
	< E-submit	E-submit Treasury: District Treasury: Thiruvananthapuram Dept : Treasuries Welcome, Deputy Direct										
Logged in as 0101770001(ADMIN) Login Time: 01:21:37 pm	Inbox	Outbox										
# Home					* Marked Proce	edings Received cl	earance lett	er from WaMS.				
+ Profile <	SI No 🔺	Proceeding Reference No (PRN)	Proceeding No 0	Proceeding Date 0	Approved Date	Amount 🔅	PDF φ	e-Submit				
+ Masters <	1	2018190701B000000192	P10/07/2018	10/07/2018	12/07/2018	1000.00	*	A				
+ Allotment <	2	2018190701B000000178	P28/06	28/06/2018	28/06/2018	100000.00	*	4				
+ Surrender <	3	2018190101B000000169	P/12/2018	12/06/2018	12/06/2018	1000.00	*	4				
+ Bill <	4	2018190000B000000166	P11/06/2018/10	11/06/2018	11/06/2018	1000.00	*	2				
+ Approval <	5	2018190000B000000161	P11/06/20189	11/06/2018	11/06/2018	1000.00	*	2				
Beneficiary Account	6	2018190101B000000148	P0202/2018	02/06/2018	02/06/2018	1000.00	*	2				
+ Search <	7	2018190101B000000147	P02/2018/06	02/06/2018	02/06/2018	1000.00	*	2				
+ WaMS <	8	2018190101B000000146	P02/2018	02/06/2018	02/06/2018	1000.00	*	2				
+ Reset Login <	9	2018190101B000000144	P/31/05/2018	31/05/2018	31/05/2018	1000.00	*	4				
+ ETSB <	10	2018190101B000000129	P142018/24	24/05/2018	24/05/2018	1000.00	*	2				
+ TSB ~	11	2018190101B000000125	P19/2018	19/05/2018	19/05/2018	10000.00	*	4				
TSB Account Approval Brospeding Approval	12	2018190101B000000116	P56/2018	18/05/2018	18/05/2018	10000.00	*	4				
 Proceeding Approval Proceeding E-Submit 												
» Proceeding Status												
» Clear Rejection												
A Lesout												

Figure 66 : Inbox Proceedings E-Submit

Link 2 : Outbox

BiMS	B e-l	Bill Infor Bill Portal for	mation and Management Sys	tem				Government of Kerala
	<	E-submit	:	т	reasury: District Treasury, Thiru	vananthapuram	Dept : Treas	uries Welcome, Deputy Director
Logged in as 0101770001(ADMIN) Login Time: 01:21:37 pm		Inbox	Outbox					
# Home						5	Search:	
+ Profile	<	SI No	Proceeding Referance No (PRN)	Proceeding No	Proceeding Date	Amount 👙	PDF 🔶	Clearance Letter 👙
+ Masters	<	1	2018190701B000000193	P07/010/20118	10/07/2018	100.00	±	
+ Allotment	<	***	2019100701800000191	P36/06	29/06/2019	400.00		
+ Surrender	<	10	2010190701800000101	P20/00	20/06/2010	400.00	-	
+ Bill	<	11	2018190701B000000185	P28/2081	28/06/2018	100.00	*	
+ Approval	<	12	2018190701B000000179	P28/2018	28/06/2018	400.00	*	
+ Report	<	13*	2018190101B000000175	P26/2018	26/06/2018	1000.00	*	*
+ Beneficiary Account	<							
+ Search	<	Showing 1 t	o 5 of 58 entries			← Previou	is 1 :	2 3 4 5 Next→
+ WaMS	<							
+ Reset Login	<							
+ ETSB	<							
+ TSB	~							
» TSB Account Approval								
» Proceeding Approval								
» Proceeding E-Submit	t							
» Proceeding Status								
» Clear Rejection								
A Logout								

This section shows the E-Submitted Proceedings.

Figure 07 T E-Submillea Froceedings	Figure 67	:	E-Submitted	Proceedings
-------------------------------------	-----------	---	-------------	-------------

3.4 Proceedings Status

This Section is for checking the current status of Proceedings. Enter the Financial year, Proceeding number, From date, To Date for getting the details. Click GO button to get all the details.

	< Procee	eding Status					Treasury: Di	istric	t Treasury, Thi	ruvananthap	uram Dept : Treas	uries Welcome, Deput	y Direc
Logged in as 0101770001(ADMIN) Login Time: 01:21:37 pm	Financ	ial Year	Proceeding Ref. No	Date	From		Date To						
Home	201	8-19 🔻	Proceeding Ref. No	*	01/04/2	018		31/0	3/2019	Go			
Profile <													
Masters <											Search:		
Allotment <	SI No.*	Proceedings Date	Proceedings Reference No.	\$	Amount	Proceeding	s Status	÷	Objection \Leftrightarrow	Restore	Credit Status \u00e0	TSB Account No.	PDF
Surrender <	1	13/07/2018	2018190701B000000196		1000.00	Submitted for	or Approval				=	799011400000059	
Bill <		40/07/2040	20404007040000000000		1000.00	Aproved						700044400000050	
Approval <	2	10/07/2018	20101907018000000192		1000.00							799011400000059	
• Report <	3	10/07/2018	2018190701B000000193		100.00	View statu	s				=	799011400000059	
Beneficiary Account <	4	10/07/2018	2018190701B000000191		100.00	Aproval Reje	ected				=	799011400000059	
Search <	5	07/07/2018	20181907018000000188		1000.00	Mew statu					-	799011/0000059	L.B.
WaMS <	5	0110112010	2010100701000000100		1000.00	view statu	3					100000000	
Reset Login <	6	07/07/2018	2018190701B000000190		100.00	View statu	s				=	799011400000059	
ETSB <	7	07/07/2018	2018190701B000000189		100.00	View statu	s				=	799011400000059	
• TSB ~	8	05/07/2018	2018190701B000000187		400.00	View statu	s				=	799011400000059	ß
 > TSB Account Approval > Proceeding Approval > Proceeding E-Submit > Proceeding Status 	Showing 1	to 8 of 68 entries								+	- Previous 1	2 3 4 5	Next -

Figure 68 : Proceedings Status View

The click view status button for showing the status of proceedings.

SI 💵 No.	Proceedings ↓↑ Date	Proceedings 11 Reference No.	↓† Amount	Proceedings ↓↑ Status	Ubjection	↓† Restore	Credit ↓↑ Status	TSB Account 1	↓↑ PDF
11	20/01/2018	2017180101W000000343	100.00	Draft				799011400000059	ß
12	20/01/2018	2017180101W000000322	15000.00	Draft			-	799011400000059	
13	20/01/2018	2017180101W000000286	100.00	Draft			-	799011400000059	
14	20/01/2018	2017180101W000000327	100.00	View status				799011400000059	
15	20/01/2018	2017180101W000000292	22.00	View status			-	799011400000059	
16	17/01/2018	2017180101W000000268	5555555.00	Draft			-	799011400000059	
									_

Figure 69 : e-submitted proceedings status are shown in the figure

3.5 Clear Rejection

This section is for correcting the invalid account number rejected by Bank.

3.6 WaMS

This section is for sending the Proceeding to the WaMS Section for clearance Letter. Get clearance letter and send to Treasury.

```
WaMS →Proceeding for WaMS
```

→Clearance letter send to TRY

3.7 Proceeding for WaMS

This section is for sending the Proceedings to WaMS for Clearance letter. Docket number will be generated after sending the details to WaMS. Clearance letter received from WaMS will be available in the subsequent menu.

B <i>i</i> MS	Bill Infor e-Bill Portal fo	rmation and Management System						Go	vernment of Ke	erala
	< E-submi	t	Treasury: Dis	stric	t Treasury, Thiruv	ananthapu	iram Dept : Treasi	ries	Welcome, Deputy Dir	rector
Logged in as 0101770001(ADMIN) Login Time: 01:21:37 pm	Inbox	Outbox								
# Home							Search:			
+ Profile <	SI No 🔺	Proceedings Reference No (PRN) / Bill Control Code	Date	÷	Amount 👙	PDF 👙	Source	\$	Send to WaMS	$\stackrel{\wedge}{=}$
+ Masters <	1	2018190701B000000192	10/07/2018		1000.00	±	BIMSONLINE		<u>a</u>	
+ Allotment <	2	18010177000100000486	09/07/2018		1000.00	±	BIMS		<u>.</u>	
+ Surrender <	Showing 1	to 2 of 2 entries						– Pre	vious 1 Next-	
+ Bill <										
+ Approval <										
+ Beneficiary Account <										
+ Search <										
+ WaMS ~										
» Bill Submit										
» Proceeding for WaMS										
 Clearence Letter Send To Try 										
+ Reset Login <										
+ ETSB <										
+ TSB <										
Cogout										
		Designed & Developed by:								

Figure 92 : Proceeding for WaMS

3.8 Clearance letter send to TRY

This section is for sending the clearance letter to treasury.

BiMS	Bill Information and Management System e-Bill Portal for Claim Settlements				Governn	nent of Kerala
	< Send To TSB	Treas	ury: District Treasury, 1	hiruvananthapura	um Dept : Treasuries Welco	ne, Deputy Director
Logged in as 0101770001(ADMIN) Login Time: 01:21:37 pm	Inbox Outbox					
A Home					Search:	
+ Profile <	SI No 🔺 Proceedings Reference No (PRN) / Bill Control Code	Å	Date	Amount 🛛 🌲	Clearence Letter	Source
+ Masters <	1 18010177000100000147		24/05/2018	1500.00		BIMS
+ Allotment < + Surrender <	Showing 1 to 1 of 1 entries				← Previous	1 Next \rightarrow
+ Bill <						
+ Approval <						
+ Report <						
+ Beneficiary Account <						
+ Search <						
+ WaMS ~						
» Bill Submit						
» Proceeding for WaMS						
» Clearence Letter Send To Try						
+ Reset Login <						
+ ETSB <						
+ TSB <						
Logout						
	Designed & Developed by:					

Figure 93 : Clearance letter send to TRY