

# ONLINE BILL SUBMISSION (HRMS-iOTMS)

Online Submission of pay bill follows important steps which are given below.

## CHECK LIST FOR SUBMITTING ONLINE HRMS PAYBILL

User has to ensure following data is updated before online bill submission

1. Date of **Superannuation**, Date of Birth, Bank Account No, Bank name, Branch name, GPF No for each employee.

Verify the above data through the following link

- a. Click on Office link
- b. Click on Report Box -> *Employee List*.

If any of mentioned data is to be **updated** for any employee then follow the below steps

- c. Click on employee link
- d. Click on **Report Box -> Employee Profile**.
- e. Click on the Personal Info tab.
- f. Edit the data using edit button
- g. Fill the information and Click Save button
  - i. Date of Superannuation
  - ii. Bank A/c No (Should exactly match as entered in iOTMS website)
  - iii. Bank name
  - iv. Branch name
  - v. DOB (Refer District Coordinator to update it)
  - vi. GPF No (Correct series) (Refer District Coordinator to update it)  
e.g. GAO1234 is correct. Incorrect-> GAO1234 or 1234GAO

EMPLOYEE LIST									
INFORMATION TECHNOLOGY DEPARTMENT, GOVERNMENT OF ODISHA									
AS ON: 08-10-2013									
SANCTIONED POST : 26    MEN IN POSITION : 16    VACANT POST : 10									
SL NO.	EMPLOYEE GROUP CADRE GRADE	HRMS ID GPF NO.	POST	DOB DOS	EMPLOYEE STATUS (Since Date)	BASIC GR-PAY	ACCOUNT TYPE	SERVICE BOOK STATUS	
<b>BILL DESCRIPTION: GAZETED BILL    SANCTIONED POST: 13    MEN IN POSITION: 9    VACANT POST: 4</b>									
1	SRI DERENDRA PRASAD DAS ODISHA ADMINISTRATIVE SERVICE	43003366 LRO23542	ADDITIONAL SECRETARY TO GOVT.	15-OCT-1957 31-OCT-2018	ON DUTY	37400 8900	GPF	DATA CAPTURED 02-JUL-2013	
2	SURE TINESALE SRI SATTABERATA RAY ODISHA ADMINISTRATIVE SERVICE GROUP-A (SENIOR BRANCH)	39003783 GAO29149	DEPUTY SECRETARY	01-DEC-1967 31-DEC-2025	ON DUTY	23420 6600	GPF	DATA CAPTURED 22-JUL-2013	
3	SRI ADITYA MOHARATA ODISHA ADMINISTRATIVE SERVICE	12000109 GAO21001	UNDER SECRETARY	12-DEC-1973 31-DEC-2031	ON DUTY	20720 3400	GPF	AUTHENTICATED 19-FEB-2013	
4	SRI LINESH CHANDRA TRIPATHY ODISHA FINANCE SERVICE	08001680 TAO29239	ASSISTANT FINANCIAL ADVISER-CUM-UNDER SECRETARY	27-APR-1972 30-APR-2030	ON DUTY	18240 3400	GPF	AUTHENTICATED 23-FEB-2013	
5	SRI SIMACHAL GRADHAN ODISHA SECRETARIAT SERVICE	43003728 GAO23722	DESK OFFICER	19-MAR-1961 31-MAR-2019	ON DUTY	17440 4600	GPF	AUTHENTICATED 24-JUN-2013	
6	SRI SAIDAK HEMBAR ODISHA SECRETARIAT SERVICE	00009450 GAO29631	DESK OFFICER	25-JUL-1967 31-JUL-2025	ON DUTY	15590 4600	GPF	AUTHENTICATED 24-JUN-2013	
7	SRI DASHARA GIRI ODISHA SECRETARIAT SERVICE	00009448 GAO27130	SECTION OFFICER	03-NOV-1968 30-NOV-2026	ON DUTY	15280 4200	GPF	AUTHENTICATED 09-JUL-2013	
8	SRI CHANDRA SEKHAR PAOI ODISHA SECRETARIAT SERVICE	00009305 GAO25954	SECTION OFFICER	20-JUN-1963 30-JUN-2021	ON DUTY	14810 4200	GPF	AUTHENTICATED 16-FEB-2013	
9	BAKENDRA NATH BEI ODISHA SECRETARIAT SERVICE	91000079 GAO24592	SECTION OFFICER	02-FEB-1964 28-FEB-2022	ON DUTY	14810 4200	GPF	AUTHENTICATED 08-JUL-2013	
<b>BILL DESCRIPTION: NON-GAZETED BILL    SANCTIONED POST: 13    MEN IN POSITION: 7    VACANT POST: 6</b>									
1	SRI BINOD BHARTI MALLECK INDIAN ADMINISTRATIVE SERVICE	00009304 GAO26337	SUPERINTENDENT LEVEL-II (ISSUE)	14-AUG-1970 31-AUG-2028	ON DUTY	12290 4200	GPF	AUTHENTICATED 03-JUN-2013	
2	SHAN MO. ANJIF ALI ODISHA SECRETARIAT SERVICE	00009312 GAO25948	ASSISTANT SECTION OFFICER	03-MAR-1964 31-MAR-2022	ON DUTY	14190 4200	GPF	AUTHENTICATED 18-SEP-2013	

**Fig: Employee List Report**

The employee list can be downloaded in excel format from Report Box -> *Employee List->Employee Category Data*

2. DDO **REGISTRATION** NUMBER of the Office for **NPS** employees.

- a. Click on My Office
- b. Click on REPORT Box -> Office Details.
- c. Click on the Edit Button.
- d. Fill the information and Click on Save button
  - i. DDO REG NO

FAVORITES		REPORTS		CALENDAR	
Office Details		Employee List: Employee Category Data		Calendar Management: Provide Calendar	
6	OFFICE TELEPHONE NO:	AREA/STD CODE:		TEL NO:	
7	OFFICE FAX NO:	AREA/STD CODE:		TEL NO:	
8	OFFICE EMAIL ID				
9	DESIGNATION OF DDO				
10	DDO CODE		BLGWCE006		
11	OFFICE TREASURY/SUB-TREASURY NAME		(0509) TUSUKA SUB-TREASURY		
12	OFFICE BANK NAME				
13	HEAD OF OFFICE (HOO) DESIGNATION				
14	NO. OF EMPLOYEE				
15	DDO REGD NUMBER				
16	TAN NUMBER				
17	DDO REGD NUMBER				
18	TOTAL NO. OF EMPLOYEE (GR A + GR B + GR C + GR D)				
19	CHECKED BY	VERIFIED BY	COUNTERSIGNED BY		
	NAME	NAME	NAME		
	DESIGNATION	DESIGNATION	DESIGNATION		

**Fig: Office Details Report**

**3. Head of Account** of each bill should be correct. It can be updated through Bill Group List Module

- a. Click on My Office tab
- b. Click on *PAYROLL Box* -> *Bill Group List*.
- c. Click on Edit button to enter/edit required bill.
- d. Fill the information such as
  - i. Scheme(Plan/Non plan/State Plan)
  - ii. Sector(None/State/District)
  - iii. Demand No
  - iv. Major
  - v. Sub major
  - vi. Sub Minor
  - vii. Detail
  - viii. Charged /Voted
- e. Click on **Save** Button

The screenshot shows the 'Bill Group List' interface. At the top, it displays 'Sanctioned Post in Office' (47) and 'Men in Position' (17), along with 'Mapped Post' (26) and 'Unmapped Post' (21). Below this is a table with columns: SL NO., DESCRIPTION, CHART OF ACCOUNT, EDIT, MAP, and Configure Bill. Two rows are visible: 1. GAZETTED BILL (37-2251-00-090-0707-01003-0-1-0) and 2. NON-GAZETTED BILL (37-2251-00-090-0707-01003-0-1-0). At the bottom, there are buttons: AddNew, Exit, ConfigReport, and PrintChartOfAccount. A red circle highlights the 'PrintChartOfAccount' button with the text 'Click Here'.

**Fig: Head of Accounts Report in Bill Group Interface**

**BILL GROUP EDIT PAGE**

1. Group Description \*

2. Plan Status

3. Sector

4. Post Class

5. DDO Code

Account Heads

Demand Number

	Head	Description
A. Major	<input type="text" value="2235"/>	<input type="text"/>
B. Sub Major	<input type="text" value="02"/>	<input type="text"/>
C. Minor	<input type="text" value="102"/>	<input type="text"/>
D. Sub	<input type="text" value="0731"/>	<input type="text"/>
E. Detail	<input type="text" value="01003"/>	<input type="text"/>
F. Charged(1) Voted(0)	<input type="text" value="1"/>	<input type="text"/>

## STEPS TO SUBMIT ONLINE PAYBILL

### 1. Generating Beneficiary/ Reference number from iOTMS site.

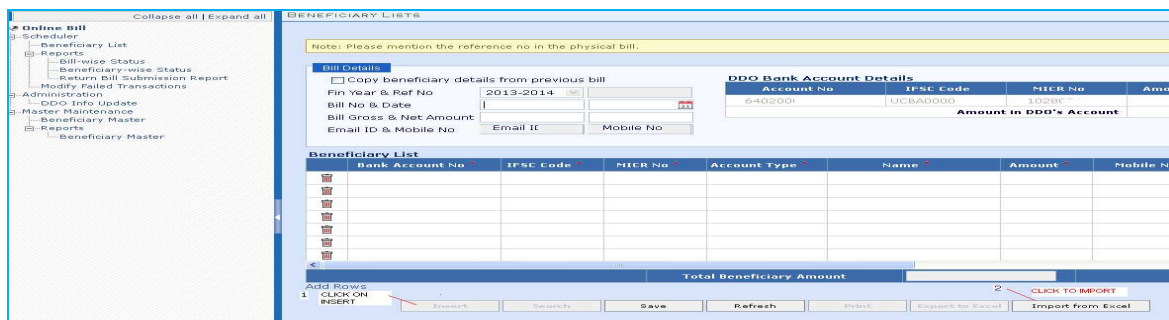
The beneficiary/reference no generated from iOTMS is needed for online submission of bill from HRMS to treasury.

The beneficiary list prepared in iOTMS site can be done through **Import to Excel** button. The error due to typing mismatch is minimized in import feature case as the HRMS bill data is directly imported in beneficiary list interface.

- i. The details of bill is in **BankStatement.xls** read only excel file which can be obtained from HRMS→PayrollBox->BillBrowser->Print Bill -> **Bank Statement (Excel)** link.

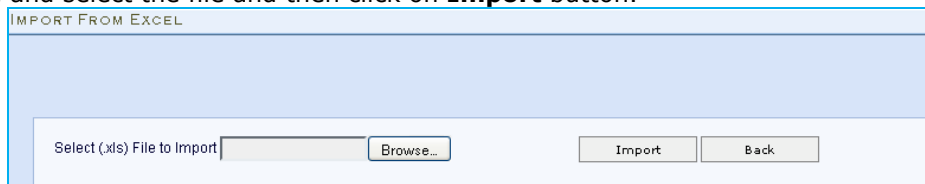
Year: 2013	Month: SEPTEMBER
Bill No: 79	Bill Description: GAZ-II
49 PRIVATE LOAN/DEDUCTION SCHEDULE	
50 BANK STATEMENT (EXCEL)	
51 OFFICEWISE LOAN LIST	

- ii. Click Insert button and then click **Import to Excel** button to import the BankStatement.xls file.



**Fig: Beneficiary/ Reference no. Interface(Click Insert and then click Import to Excel)**

- iii. Browse and select the file and then click on **Import** button.



**Fig: Import File Interface**

iv. If data import validation displays no error message, then data is populated in beneficiary list interface. If any error, self explanatory error messages are displayed to correct the errors by user.

- v. Next proceed as per the usual steps to generate the **Beneficiary/ Reference number**.

### 2. User has to provide the beneficiary/ reference no, Bill No, Treasury name and lock the bill through the Bill Edit option. The steps are given below.

- a. Go to PAYROLL -> Bill Browser
- b. Select Bill Type, Year, Month
- c. Edit the bill using Edit link present in Edit Column.

Provide the following data and click on Save button.

- i. Bill number
- ii. Bill date
- iii. Treasury Name
- iv. Beneficiary Reference Number (iOTMS)
- v. Verify the Gross and Net Amount of the bills of HRMS with amount mentioned in treasury website.



A **DownloadXML** button in bottom right corner is shown in screen which contains error log descriptions.

Click to download the error log file. The error message in **red caption** indicates the error log file.

In above error page, the red captions indicates compulsory data are absent.

Beneficiary number not present.

Bill number not assigned.

Error in bill Details XML file.

Go to **Payroll**->Bill Browser -> Edit to update the above data

Error in GPF XML file

Date of superannuation is not present for some of employees.

Go to **Reports**->Employee Profile -> Personal Info -> Edit to update the DOS data

Refer to ***ERROR TROUBLESHOOTING THROUGH LOG FILES*** section provided in end of document for details.

After rectifications of errors follow the step **e**.

## Checking status of bill after Submission

After submission of bills online to treasury, the status can be known after one hour of submission.

Go to PAYROLL Box -> Bill Browser -> Select Bill Type, Year and Month. Click **Ok**. Click **Status link** to check the status of submitted bills. "submit to iOTMS" column also indicates the status of bill.

- **Submitted** – Bill Submitted to Treasury.
- **Token Generated** – Bill Accepted by Treasury.
- **Vouchered** - Bill Accepted by Treasury and is vouchered.
- **Error** - Bill **rejected** by Treasury. Contact District Coordinator/Technical Support

The accepted bills status can be cross checked through iOTMS site with reference to token number/voucher number displayed in **Status link**.

The screenshot shows a web interface for checking bill status. At the top, there are filters for Bill Type (Pay Bill), Year (2013), and Month (SEPTEMBER). Below this is a table with columns: Bill No, Bill Description, Bill Type, Acquaintance Roll, Print Bill, Edit, Submit To i-OTMS, and Status. Two rows are visible, both with status 'VOUCHERED'. A modal window is open over the first row, displaying the following details:

- BILL NO : 101-IT(GE)/2013-14
- BILL DATE : 26-SEP-2013
- ON 27-SEP-2013 ACCEPTED BY TREASURY
- TOKEN NO : 12029
- TOKEN DATE : 27-SEP-2013
- ON 27-SEP-2013 VOUCHER PREPARED BY TREASURY
- VOUCHER NO : 225113
- VOUCHER DATE : 01-OCT-2013

**Fig: Bill Status Report**

<https://www.odishatreasury.gov.in/webCS/billstatus.do>

The screenshot shows the 'Directorate of Treasuries and Inspection' Bill Status Query interface. It includes a search form with the following fields:

- Treasury: Bhubaneswar Special Treasury No II OLA Campus
- DDO: OLSINT001-Under Secy to Govt Information Technology
- Token From Date: 01/09/2013
- Token To Date: 09/10/2013
- Voucher From Date: (empty)
- Voucher To Date: (empty)
- Token Number: 12029
- Voucher Number: (empty)

Buttons for Search and Refresh are present. Below the search form, it shows 'Show 10 entries' and a search box. The main table displays bill details:

Chart of Account	Description	Bill Number	Bill Date	Global Token No.	Global Token Date	Voucher Number	Voucher Date	Gross Amount	Net Amount	Bill Status
37-2251-00-09	Establishment	101-IT(GE)/20126/09/2013	26/09/2013	1892012029	27/09/2013	2251/13	01/10/2013	438827	279053	Approved

At the bottom, it shows 'Showing 1 to 1 of 1 entries' and navigation buttons: First, Previous, 1, Next, Last.

## ERROR TROUBLESHOOTING THROUGH LOG FILES

Unzip the downloaded the xml file.

a. **Error in Bill details xml File:** →

Click on BILL\_DETAILS\_\_\_\_\_ 2013.xml file

Open the xml file in *WordPad* to view the errors

- i. BILL\_NUMBER may be blank
- ii. BEN\_REF\_NO is not present
- iii. TREASURY\_CODE is blank  
Check and verify the above data in Bill → **Edit** Option

iv. **Head Of Account Data** are blank such that

- a. DEMAND\_NUMBER is blank
- b. MAJOR\_HEAD is blank
- c. SUB\_MAJOR\_HEAD is blank
- d. MINOR\_HEAD is blank
- e. SUB\_HEAD is blank
- f. DETAILS\_HEAD is blank
- g. PLAN\_STATUS is blank
- h. CHARGED\_VOTED is blank
- i. SECTOR\_CODE is blank

Check the above data in Bill Group Master → **Edit** option.

b. **Error in BT\_DETAILS Xml File :** →

By Transfer heads may be incorrect.

Contact Technical Support/District coordinator.

c. **Error in GPF Xml File:** →

Click on GPF\_DETAILS\_\_\_\_\_ 2013.xml file

DOS (Date of Superannuation) is blank

Open the xml file in **MS excel** Format

Check the data as given below

DOS (Date of Superannuation)

Update the above column as it is blank in any of the employee

(Click on Employee-→Reports Box-→Employee Profile)

d. **Error in NPS\_DETAILSXml File:** →

Click on NPS\_DETAILS\_\_\_\_\_ 2013.xml file

Open the xml file in **wordpad**.

Check the data as given below

- i. DDO\_REG\_NUMBER is found blank then put the DDO\_REG\_NUMBER in the Office Details-→Edit-→ DDO REGISTRATION NUMBER

- ii. PRAN no should be of account type PRAN and it should be only numbers.  
Verify through Office Link->Report Box -> *Employee List->Account Type column*.

e. **Error in OBJ\_BREAKUPXml File:** →

Contact Technical Support/District coordinator.

### **NOTES**

1. The GPF, TPF and PRAN employee bills should be prepared separately.