

**GOVERNMENT OF MIZORAM
FINANCE DEPARTMENT (FMU)**

**INTEGRATED FINANCIAL MANAGEMENT & INFORMATION SYSTEM
(IFMIS)**

User Guides

E-BILLING MODULE

Version 0.1

Dated : 28/06/2021

Place : Aizawl

E-BILLING MODULE

Name of Services under E-Billing

Sl. No	Sub-Module Name	Name of Services
1	Employee Bills	1. G.A.R 13 - Employee Salary Bill
	Employee Bills	2. G.A.R 23-Medical Re-imbusement Bill
	Employee Bills	3. G.A.R 29 - Employee Wages Bill
	Employee Bills	4. G.A.R 14 - Consolidated Bill
	Employee Bills	5. G.A.R 14A - Tour Bill
	Employee Bills	6. G.A.R 14B - Transfer Bill
	Employee Bills	7. G.A.R 14C - Leave Travel Concession Bill
	Employee Bills	8. G.R.R 36 - HBA Bill
	Employee Bills	9. G.R.R 42 - GPF Withdrawal/Advance Bill
	Employee Bills	10. Cheque DDO Form I (Pay & Allowances)
	Employee Bills	11. Cheque DDO Form V (Work Charge Pay & Allowances)
	Employee Bills	12. Cheque DDO Form VI (Wages Bill)
2	Non-Employee Bills	13. G.A.R 29 - Fully Vouched Contingent Bill
	Non-Employee Bills	14. G.A.R 30 - Abstract Contingent Bill (AC Bill)
	Non-Employee Bills	15. G.A.R 34 - GIA Bill
	Non-Employee Bills	16. G.A.R 43 - Withdrawal of deposit Bill
	Non-Employee Bills	17. Cheque DDO Form II (Works/Supply)

Sl. No	Sub-Module Name	Name of Services
2	Non-Employee Bills	18. Cheque DDO Form III (Contingent Bills)
	Non-Employee Bills	19. Cheque DDO Form IV (Withdrawal of deposit Bill)
3	Salary Receipt HoA configuration	20. Salary HoA configuration
4	HoA Bill Configuration	21. Expenditure Bill Configuration
5	E-Billing	22. Medical Treatment Nominee (Family Details)

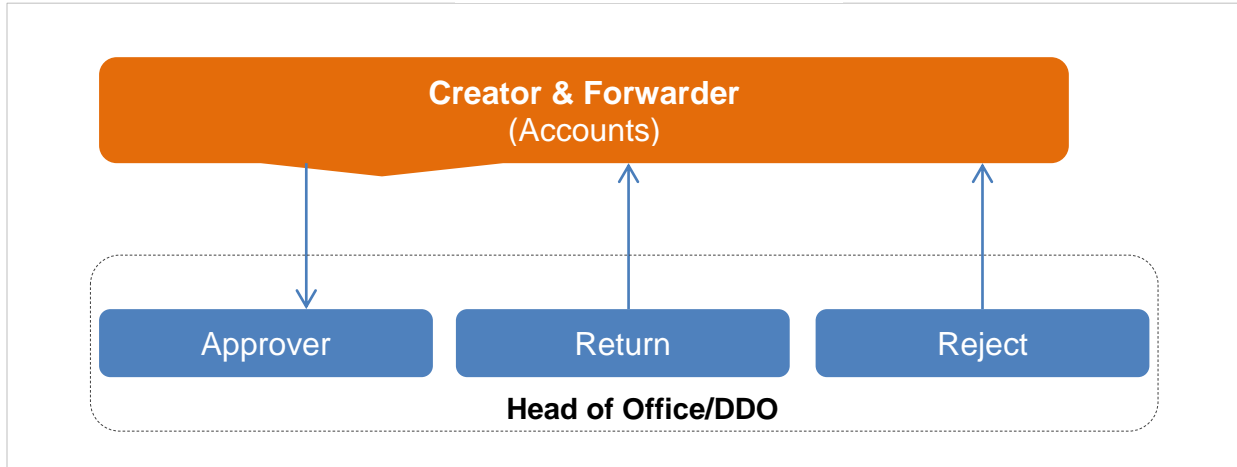
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Office	
Starting of process	Approver
1. Accounts Section 2. Role - Create & Forward	Head of Office/DDO

Process flow for services 1 to 18

Process Flow for all Bills



Instruction for G.A.R 14 (Travelling Allowances)

1. Before preparing G.A.R-14 (Consolidated Travelling Allowance), G.A.R-14A, G.A.R-14B or G.A.R-14C shall be created first.

The Purpose of services 1 to 18

1. To prepare e-bill and submit to concerned Treasury

How to use this services:

1. Accounts user shall login into the IFMIS portal
2. Enter bill details
3. Upload photo copy of Office Sanction Order.
4. As per the instruction of AG, hard copy of e-bill along with invoices shall be submitted to Treasury Office for a notice period of one year.
5. To approve the e-bill, Drawing & Disbursing Officer must have Class III (document signer) digital signature dongle. There is no browser dependency for approving the e-bill.

Service Name:

- 20. Salary HoA configuration
- 21. Expenditure Bill Configuration

Office	
Starting of process	Approver
1. Drawing & Disbursing Officer 2. Role - Create	x

The Purpose of Salary Receipt HoA configuration and HoA Bill Configuration

- 1. To map the Head of Account with the deduction and allowances

How to use this services:

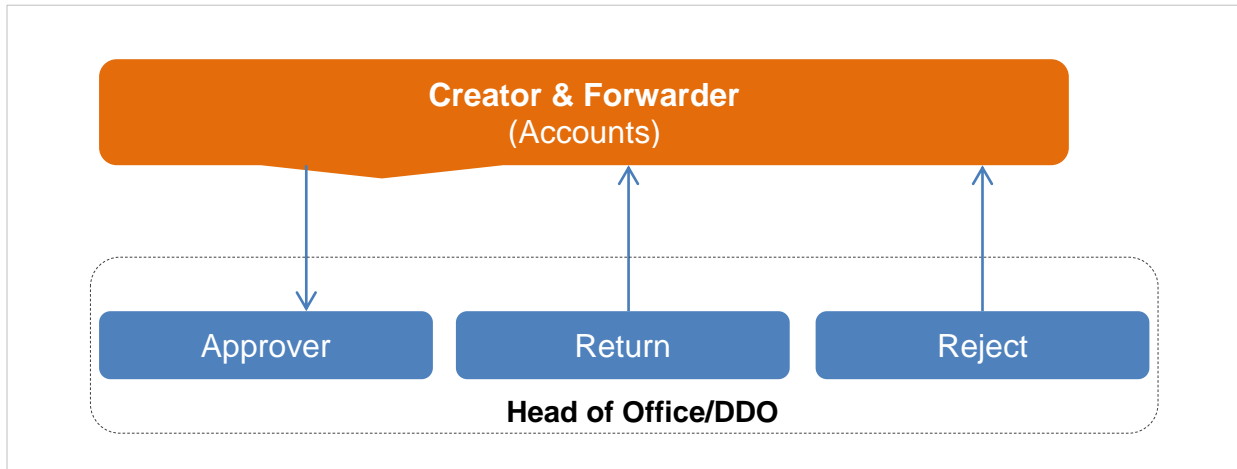
- 1. DDO shall login into the IFMIS portal
- 2. Perform the mapping activity

Service Name:

22. Medical Treatment Nominee (Family Details)

Office	
Starting of process	Approver
1. Accounts Section 2. Role - Create & Forward	Head of Office/DDO

Process flow for Medical Treatment Nominee



The Purpose of services 1 to 18

- 1. To prepare e-bill for Medical Re-imburement

How to use this services:

- 1. Accounts user shall login into the IFMIS portal and add the nominee(s).