

User Manual Document

<u>For</u>

Tier-II Exit Withdrawal Module

Directorate of Accounts and Treasuries (DAT) Finance Department

<u>Ver.1.0</u>

Prepared By

MahalT Development Team (DAT)

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DAT:User Manual for Tier-II Exit Withdrawal Module

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Introduction:

Basically this document is used to know the user how to do withdrawalprocessing for Tier-II amount along with their interest i.e. 5 installments of 6th PC Arrears

I. Quick Steps for Tier-II exit withdrawal module:

Step 1:DDO will checkemployees list for all Tier-II approved cases whose 5 installments of 6th PC Arrears are approved by treasury and for which Tier-II exit withdrawal processing needs to be initiated.

Path: Worklist > DCPS > Tier II > Tier II Inst Approve (at DDO Login)

Step 2: DDO will select a check box against the employee name for which Tier-II withdrawal process needs to be initiated and click on Calculate Interestbutton for calculating the interest on the5 installments of Tier-II 6th PC Arrears

Path: Worklist > DCPS > Tier II Exit Withdrawal > Tier II Interest Calculation(at DDO Login)

Step 3: Once interest is calculated, DDO will check and select a check box against the employee name from the list and click on Generate Orderbutton to generate Tier-II exit withdrawal request letter for the selected employees.

Path: Worklist > DCPS > Tier II > Tier II Inst Approve (at DDO Login)

(Note: One system generated unique Letter ID will be generated for each request)

Step 4: Once Tier-II withdrawal request letter is generated and forwarded to the TO login, DDO will check and take a print out of the system generated Namuna-1, Namuna-2 and Namuna-3 which hard copy needs to be submitted to the Treasury DCPS/NPS section for further verification processing

Path: Worklist > DCPS > Tier II > Tier II Inst Approve (at DDO Login)

Step 5: DDO will click on Pendency Report to check the employee list after whose 5 installments of Tier-II amount are currently in the pending status i.e. Pending at TO, Rejected and Draft

Path: Worklist > DCPS > Tier II > Tier II Inst Approve (at DDO Login)

Step 6: Once request letter forwarded to the Treasury DCPS/NPS section, TO will verify the request amount details along with submitted Namuna-1, Namuna-2 and Namuna-3 request letters.

If it is found correct then approve it otherwise reject for the further correction and re-initiating process at DDO login

Path: Worklist > DCPS > Tier II > Tier II Inst Approve (at TO login)

Step 7: Once employees request letter are verified or approved by Treasury login, TO will generate Namuna-4 and Namuna-5 for approved requestsof the employee and provide an acknowledgment to the respective DDO for the same.

Path: Worklist > DCPS > Tier II > Tier II Inst Approve (at TO login)

Step 8: Once request letter are verified and receive Namuna-4 and Namuna-5 by the Treasury DCPS/NPS section, DDO will generate order for verified cases.



DAT:User Manual for Tier-II Exit Withdrawal Module

Path: Worklist > DCPS > Tier II > Tier II Order Generation (at DDO login)

Step 9: DDO will generate MTR45-A bill and forward it to the SRKA level for request of Grant allocation

Path: Worklist > DCPS > Tier II > Tier II View Bill (at DDO login)

Step 10: SRKA will check the forwarded requests of MTR45-A bill as per Treasury and DDO wise. If the amount details are found correct then allocate the grant as per bill amount

Path:Worklist > DCPS > Utilities > Tier-II Bill Grant Approve (at SRKA login)

Step 11: Once grant is allocated by SRKA, DDO will forward the MTR45-A bill to the BEAMS portal for BDS generation process

Path: Worklist > DCPS > Tier II > Tier II View Bill (at DDO login)

Step 12: Once BDS is generated by BEAMS portal and received the unique authorization number for forwarded bill then it will submit to the Treasury audit section along with necessary documents for further bill approval processing

Step 13: Once MTR45-A bill for Tier-II withdrawal amount is approved by Treasury audit section, DDO will enter the Voucher Number and Voucher Date and lock the bill.

Path: Worklist > DCPS > Tier II > Tier II View Bill (at DDO login)

Step 14: Once all above process is completed, DDO will provide Pranmanpatra for Tier-II withdrawal amount

Path: Worklist > DCPS > Tier II > Namuna-8(at DDO login)

II. Detail Steps for Tier-II exit withdrawal module:

1. Steps forTier-II Withdrawal process at DDO login

A. Calculate Interest for 5 installments of Tier-II 6th PC Arrears:

In this functionality, only those employee names are appearing for interest calculation whose all 5 installments of 6th PC Arrears are approved by Treasury and for which Tier-II amount withdrawal process will be initiated.

Please follow the below steps for Tier-II Exit Withdrawal process:

Follow the below path for initiating the withdrawal process of Tier-II amount
 Path: Worklist > DCPS > Tier II >Tier-II Interest Calculation (at DDO Login)
 (Note: Employee names are appearing for interest calculation on 5 installments of 6th PC Arrears which are approved by Treasury.)



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	GAURAVI NITIN BODAKE	DATGNBF8201	12201003268GNBF	l.		Cancel	9177	9177	45885	59215.0	105100
	SHIVDAS PANDURANG PAWA	DATSPPM7801	12201003268SPPN/0010	0300	0505	6000	8933	8933	44665	57640.0	102305
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Figure No.01

- Select check box against employee name and click on Calculate Interest button for which withdrawal process needs to be initiated.
- > System will show confirmation text alert with 'Ok' and 'Cancel' button
- > Click on 'OK' button to calculate interest for 5 installments of 6th PC Arrears amount
- > Click on 'Cancel' button if do not wish to calculate interest for 5 installments of 6th PC Arrears amount

B. Generate order report and forward the requests of employee to the TO level for Tier-II amount withdrawing process i.e. approved 5 installments of 6th PC Arrears:

In this functionality, only those employee names are appearing whose all 5 installments of 6th PC Arrears are approved by Treasury along with their interest amount and for which Tier-II amount withdrawal process will be initiated and requests needs to be forwarded to TO level for further verification.

Please follow the below steps for Tier-II Exit Withdrawal process:

Follow the below path for initiating the withdrawal process of Tier-II amount
 Path: Worklist > DCPS > Tier II > Tier II Inst Approve (at DDO Login)
 (Note: Employee names are appearing whose all 5 installments of 6th PC Arrears are approved by Treasury)



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Figure No.02

Select a check box against employee name and click on Generate Letter button for which withdrawal process needs to be initiated.

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ANNA MADULAI	MLJAMAM8101	11111222222AMAM8101E	N/A	10000	10000	10000	10000	10000	50000	58689.0	108689.0	
VINOD KUMAR	ML3VKUM8501	11111222222VKUM8501D	N/A	4000	4000	4000	4000	4000	20000	23476.0	43476.0	Q.
19 - 22			Generate I	itter	Back	Vinu Letter Rej	port Pender	ncy Report		Grand T	otal <u>21736</u>	

Figure No.03

Once select an employee name and click on Generate Letter button, system will show a text message for no. of selected employee records and their Grand Total amount with OK button



Once click on Ok button, system will again show a confirmation text alert as Are you sure, you want to Generate Order and Forward Order to Treasury Office with OK and Cancel button



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Press	F8 to Open Menu. U	se UP, DOWN, L	EFT, RIGHT Arrow keys to na	vigate. Use	Esc t	o Close Menu				Last Login 22 S	4p, 21 13:23		
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Click on Ok button if wish to forward a generated Tier-II amount withdrawing request letter to the Treasury office for further verification process

(Note:One unique system generated Order Letter ID will be created with Ok button on text alert)

	Message from webpage
A	Order generated Successfully And Order Number is : 111122222220219008
	ОК

Figure No.06

> Click on **Ok** button

(Note: Once click on Ok button pagewill redirect to the below View Letter Reportscreen and appear all generated Letter Order ID along with Namuna-1, Namuna-2 and Namuna-3)

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erII Order Report		∼ *	Mont	h September	~		
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111122222220219005	2	1	1	a	Print Namuna 1	Print Barnuna 2	Print Namur
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11122222220219007	1	1	0	0	Print Namuna 1	Print Bamuna 2	Print Namu
11122222220219001	1	1	0	0	Print Namuna 1	Print Namura 2	Print Namu
11122222220219002	2	0	0	2	Print Namuna 1	Print Namuna 2	Print Name
1112222220219003	2	2	o	0	Print Namuna 1	Print Ramuna 2	Print Name
11122222220219004	1	0	0	1	Print Nemune 1	Print Namuna 2	Print Name
1111222222222219008	1	0	0	1	Print Namuna 1	Print Ramuna 2	Print Namu

Figure No.07



- Click on Cancel button if do not wish to forward Tier-II amount withdrawing request letter to the Treasury office for further verification process
- Click on View Letter Report button to view the generated Tier II Order Details Report, Namuna-1, Namuna-2 and Namuna-3

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Empl	lovee Name	Sevarth ID	DCPS NO	Pran NO	LInstallment	II Installment	III Installment	IV Installment	V Installment	Total Amount	Interest	Total	Rejection Reason
	UDAY	DATUAYM8501	11111222222UDAM8501Z	N/A	2000	2000	2000	2000	2000	10000	11736.0	21736.0	÷.
VIN	IOD KUMAR	MLJVKUM8501	11111222222VKUM8501D	N/A	4000	4000	4000	4000	4000	20000	23476.0	43476.0	2
-				Generate k	etter	Back	View Letter Rep	ort Penden	y Report		Grand Tot	al	

Figure No.08

> Click on **Print Namuna-1** hyperlink to view and print the Namnuna-1 Letter report

"สภุส - บุชา"	
आहरण व संवितरण अधिकार्याने परिप्राणित अंधटान निवृत्तीवेतन योजनेअंतर्गत कर्मचार्याप्रवाच्या लेख्यात	
सहाटवा वेतन आयोगाच्या थकबाकीच्या स्तर-2 (Tier-II) च्या जमा रकमेची माहिती संदर कर्मचारी ज्या	
कोषागार कार्यालयाच्या अधिकार क्षेत्रातील कार्यालयात कार्यरत आहे त्या कोषागाराकडून तपासणौ	
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DEMO TREASURY OFFICE	
विषय:- परिप्राषित अंधदान निवृत्तीवेतन योजना लागू असलेल्या कर्मचार्यांच्या सहाव्या वेतन आयोगाच्या धकवाकीच्या रकमा स्तर-2 (TIER-II) मध्ये जमा असलेल्या रकमेच्या परताव्यासाठी	तपासणी करून मिळण्याबाबत.
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धकबाकीटया रकना डीसीपीएस खात्याच्या स्तर-2 (Tier-II) नध्ये जना आहेत.सदर कर्मचारी सध्या वा कार्यालयत कार्यरत असून ते अधिदान व लेखा कार्यालय,DEMO TREASURY OFFICE मुंबई/जिन्हा कोषागार कार्यालय, यांर	ट्या कार्यक्षेत्रात आहेत.
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तरी सदर कर्मचार्याच्या डीसीपीएस खाती सहाय्या वेतन आयोगाच्या थकबाकीची स्तर-2 (Tier-II) जंमा असलेली रक्कन संबंधित कर्मचार्याना प्रदान करण्यासाठी सेवार्थ प्रणालीत मंजूरी देण्यात यावी,सहाव्या वेतन जमा केल्याबाबत खात्री करण्यात आली असून त्याची पडताळणी विवरणपत्र (आर-2) मधील प्रमाणक कर्माक व दीनांक यांचेशी करण्यात आली आहे.	र आयोगाचे थकबाकीचे हसे स्तर-2 मध्ये
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9 - 5510	(आहरण व संवितरण अधिकारी)

Figure No.09

> Click on **Print Namuna-2** hyperlink to view and print the Namnuna-2 Letter report





Figure No.10

> Click on Print Namuna-3 hyperlink to view and print the Namnuna-3 Letter report

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Sr No.	Fin_year	opening Amount	1st installment	2nd installment	3rd installment	4th installment	5th installment	Intrest Payble	Intrest Amount	Closing Amou
		Employee N	ame : ANNA MADU	AI Sevaarth id : M	LJAMAM8101 Total	Sixth Pay Arrear A	mount : 50000 Tota	l Amount Payable	108689	
1	2009-2010	0	10,000	0	0	0	0	10,000	666.00	10,666
2	2010-2011	10,666	0	10,000	0	0	0	20,666	1,520.00	22,186
3	2011-2012	22,186	0	0	10,000	Ö	0	32,186	2,511.00	34,697
4	2012-2013	34,697	0	0	0	10,000	0	44,697	3,786.00	48,483
5	2013-2014	48,483	0	0	0	0	10,000	58,483	4,943.00	63,426
6	2014-2015	63,426	0	0	0	0	0	63,426	5,518.00	68,944
7	2015-2016	68,944	0	0	0	0	0	68,944	6,015.00	74,959
8	2016-2017	74,959	0	0	0	0	0	74,959	5,960.00	80,919
9	2017-2018	80,919	0	0	0	0	0	80,919	6,292.00	87,211
10	2018-2019	87,211	0	0	0	0	Ó	87,211	6,802.00	94,013
11	2019-2020	94,013	0	0	0	0	0	94,013	7,471.00	1,01,484
12	2020-2021	1,01,484	0	0	0	0	0	1,01,484	7,205.00	1,08,689

Figure No.11

Click on Pendency Report button to view the employee listwhose 5 installments of 6th PC Arrears are not approved i.e. in Pending at TO, Rejected and Draft status.



Page	s: 🕊 4 🚺 🕨	₩ ₩											
Sr No.	EMP_NAME	Sevaarth Id	DCPS ID	First Installment	Status(I)	Second Installment	Status(II)	Third Installment	Status(III)	Fourth Installment	Status(IV)	Fifth Installment	Status (V)
1	PALLAVI KUMARI	DATPALF7401	11111222222PALF7401V	10,000.00	in TO Login	10,000.00	APPROVE	10,000.00	APPROVE	10,000.00	APPROVE	10,000.00	APPRO
2	MADHURI VIKAS PATIL	DATMVPF8501	11111222222MVPF8501B	200.00	APPROVE	200.00	DRAFT	200.00	APPROVE	200.00	APPROVE	200.00	APPRO
3	TEST USER	DATTERM8001	11111222222TUSM8001S	200.00	in TO Login	200.00	APPROVE	200.00	APPROVE	200.00	APPROVE	200.00	APPRO
4	TEST USER ONE	DATTUOM8001	11111222222TUOM8001E	200.00	in TO Login	200.00	APPROVE	200.00	APPROVE	200.00	APPROVE	200.00	APPROV
5	UDAY KUMAR VERMA	DATUKVM8801	11111222222UKVM8801E	2,000.00	APPROVE	2,000.00	APPROVE	2,000.00	APPROVE	2,000.00	APPROVE	2,000.00	Rejecte
6	ARUN KUMAR SUKHLA	DATAKSM8501	11111222222AKSM8501A	1,000.00	APPROVE	1,000.00	APPROVE	1,000.00	APPROVE	1,000.00	APPROVE	1,000.00	Rejecte
7	TEST ON PROD	DATTOPM8801	11111222222TOPM8801Z	200.00	APPROVE	200.00	DRAFT	200.00	DRAFT	200.00	DRAFT	200.00	DRAFT
8	RHEL TEST	DATRTEM8501	11111222222RTEM8501S	400.00	APPROVE	400.00	DRAFT	400.00	DRAFT	400.00	DRAFT	400.00	DRAFT
9	AJAY RAMESH PATHK	MLJARPF8001	11111222222ARPF8001Q	2,000.00	DRAFT	2,000.00	DRAFT	2,000.00	DRAFT	2,000.00	DRAFT	2,000.00	DRAFT
10	ABC RAMESH PATIL	MLJARPM7301	11111222222ARPM7301L	0.00	DRAFT	0.00	DRAFT	0.00	DRAFT	0.00	DRAFT	0.00	DRAFT
11	NAMRATA SEVAARTH PAYROLL	MLJNSPF8201	11111222222NSPF8201A	3,000.00	DRAFT	3,000.00	DRAFT	3,000.00	DRAFT	3,000.00	DRAFT	3,000.00	DRAFT
12	SUHAS RAM JHENDE	MLJSRJM8201	11111222222SRJM8201B	1,800.00	PENDING FOR APPROVAL	1,800.00	DRAFT	1,800.00	DRAFT	1,800.00	DRAFT	1,800.00	DRAFT
13	ARREAR TESTING SIX	MLJATSM8201	11111222222ATSM8201U	4,000.00	DRAFT	4,000.00	DRAFT	4,000.00	DRAFT	4,000.00	DRAFT	4,000.00	DRAFT
14	SHALINI NIKHIL GUPTA	DGPSNGF7203	15101000450SNGF7201C	1,336.00	APPROVE	1,336.00	Rejected	1,336.00	DRAFT	1,336.00	DRAFT	1,336.00	DRAF

Figure No.12

2. Steps for Tier-II Withdrawal process at TO login

C. Verify and approve the forwarded request of employees for Tier-II amount withdrawing process and generate the Namuna-4 and Namuna-5:

In this functionality, all forwarded requestof employees are appearing as per DDO Code wise and TO will verify the requestsof Tier-II withdrawable amount and approve or reject the same and also generate the Namuna-4 and Namuna-5 for approved requests.

Please follow the below steps for Tier-II Exit Withdrawal process:

Follow the below path for approving and rejecting the request for Tier-II withdrawable amount Path: Worklist > DCPS > Tier II > Tier II Inst Approve (at TO login)



Figure No.13



 Click on DDO Code hyperlink to view the forwarded request of employees as per DDO Code wise and their Total of Tier-II amount and Total Interest amount for the same.
 (Note: All forwarded request of employees are appearing as per order ID wise)

	Weicome TREASURY OFFICER OFFICE	Treasury Officer, DEMO TREASURY 👔 Home	🌘 Help 🔨 X Settings 🔪 🧹 Change P.	assword 🛛 👌 Logout	
	0	र्मासम् भारत	2 de		
DOWN, LEFT, RIGHT Arrow ke	rys to navigate. Use Esc to Close Menu			Last Login 21 Sep. 21 18:28	
dge Complaint / Wor Current Module : DCPS	dist Reports Screen Number : ???DCPS.TIERW	INSTAPPROVE???		Current Path : Worklist > DCPS >	• Tier II > Tier II Inst Ap
DDO List					
DDO CODE	No OF Order	No OF Enployee	Tier II amount	Interest	Total
Card have by the second second second second		10	188755.0	221548.0	410303.0

Figure No.14

Click on Order ID hyperlink to view the forwarded request of employees for Tier-II amount details and for which approve or reject action needs to be taken

	Welcome TREASUR	Y OFFICER Treasury Officer, DEMO TREA	SURY 🔐 Home 🏹 🔞 Help 🔨 🗡	Settings V Change Password	U Logout	
	\odot	R CAR	महाराष्ट्र शासन			
dge Complaint 🔸 Work	list Feports	Press F8 to Open	Menu. Use UP, DOWN, LEFT, RIGHT Arrow	keys to navigate. Use Esc to (Last Login 2	2 Sep. 21 12:40	
TierII Order Report						
Year 2021		vi.	Month Sentem	per 🗸 🕯		
1041 2021			month arap carrie			
				257		
1001			Search	<u></u>		
Order ID	No of Employee	No of Approved Employee	Soarch No of Rejected Employee	No oF Pending Employee	Namuna 4	Namuna 5
Order ID 111122222220219005	No of Employee	No of Approved Employee	Search No of Rejected Employee	No of Pending Employee	Namuna 4	Namuna 5 Print Kamuna 5
Order ID 11112222220219005 11112222220219006	No of Employee	No of Approved Employee	Search No of Rejected Employee	No oF Pending Employee 0 0	Namuna 4 Print llamuna 4 Print llamuna 4	Namuna 5 Print Kamuna 5 Print Samuna 5
Order ID 11112222220219005 11112222220219005 11112222220319006	No of Employee 2 1 1	No of Approved Employee	No of Rejected Employee	No oF Pending Employee 0 0 0	Namuna 4 Print llamuna 4 Print llamuna 4 Print llamuna 4	Namuna S Print Kamuna S Print Samuna S Print Namuna S
Order ID 11112222220219005 11112222220219005 11112222220019007 11112222222019007	No oF Employee Ž 1 1	No of Approved Employee	Search No of Reinsted Employee 0 0 0	No oF Pending Employee 0 0 0 0	Namuna 4 Print Ilamuna 4 Print Ilamuna 4 Print Ilamuna 4 Print Ilamuna 4	Namuna 5 Print Ramuna 5 Print Namuna 5 Print Namuna 5 Print Namuna 5
Order 1D 11112222220019005 11112222220019006 11112222220019007 111122222220019007	No of Employee 2 1 1 2 2	No of Approved Employee	No of Rejected Employee	No of Pending Employee 0 0 0 0 2	Namuna 4 Print Hamuna 4 Print Hamuna 4 Print Hamuna 4 Print Hamuna 4	Namuna 5 Print Kamuna 5 Print Namuna 3 Print Namuna 3 Print Namuna 5
Order ID 11112222220219005 11112222220219005 11112222220219005 11112222220219001 11112222220219001	No of Employee 2 1 1 2 2 2	No oF Approved Employee	No of Rejected Employee 1 0 0 0 0 0 0 0 0 0 0 0 0 0	No oF Pending Employee 0 0 0 0 2 0	Namuna 4 Print Hamuna 4 Print Hamuna 4 Print Hamuna 4 Print Hamuna 4 Print Hamuna 4 Print Hamuna 4	Namuna 5 Print Kamuna 5 Print Namuna 5 Print Namuna 5 Print Namuna 5 Print Namuna 5
Order ID 11112222220119095 11112222220119095 11112222220119057 11112222220119057 11112222220119057 111122222220119057 111122222220119058	No of Employee 2 1 1 2 2 2 1	No of Approved Employee 1 1 1 1 0 2 0	Search No of Reincled Employee 1 0 0 0 0 0 0	No of Pending Employee 0 0 0 0 2 2 0 1	Namuna 4 Print Bernuna 4 Print Bernuna 4 Print Bernuna 4 Print Bernuna 4 Print Bernuna 4 Print Bernuna 4	Namuna S Print Kamuna S Print Ramuna S Print Namuna S Print Namuna S Print Namuna S Print Namuna S

Figure No.15

Select check box against employee name for which approve or reject action needs to be taken (Note: Grand Total amount of the selected employees will be appearing)

		0	Velcome TREASURY O	FFICER	Treasury Offic	er, DEMO TREASU	JRY 🔐 Hor	ne 🛛 🕼 Help	X Settings	Chan	ge Password	U	Logout	
			\bigcirc		3		महाराष्ट्र शासन		D.	A				
Lodge	Complaint	+ Worklist	P Reports					Press F8 to (Open Menu. Use	UP, DOWN, L	EFT, RlastL	ogin 21 Se;	o, 21 18 28	
Emp	oloyee List —	C. The second second	Mithiad Hothad											
One Reco foun	ord d.													
	Employee Name	Sevarth ID	DCPS NO	Pran	Installment	II Installment	III Installment	IV Installment	V Installment	Total Amount	Interest	Total	Grand Total	Rejection Reason
9	ANNA MADULAI	MLJAMAM8101	11111222222AMAM8101E	N/A	10000	10000	10000	10000	10000	50000	58689	108689	108689	0
												Grand To	tal 108689	
						Appro	wed Rej	ect B	ack		1	-		72

Figure No.16



Click on Approve button to approve the request of employee if the 5 installments of 6th PC Arrears and their interest amount are correct and generate the Namuna-4 and Namuna-5 for the same.
 (Note: All approved requests of employees are appearing at DDO login for further Tier-II order and bill generation process)

		N	Velcome TREASURY O	FFICER	Treasury Offic	er, DEMO TREASI	JRY 🔐 Hor	ne 🔪 🌍 Help	X Settings	Chan	ge Password	6	Logout	
			0		2		महाराष्ट्र शासन			N.				
Lodg	e Complairit	Worklist	► Reports		•			Press F8 to	Open Menu. Use	UP, DOWN, L	EFT, RLastL	ogin 21 Ser	p, 21 18 28	
- En One Res fou 1	nployee List e ord nd.													
	Employee	Sevarth ID	DCPS.NQ	Pran NO	Installment	II Installment	III Installment	Installment	V Installment	Total Amount	Interest	Total	Grand Total	Rejection Reason
2	ANNA MADULAI	MLJAMAM8101	11111222222AMAM8101E	N/A	10000	10000	10000	10000	10000	50000	58689	108689	108689	0
		1				Арри	wad Rej	oct B	ack		1	Grand To	tal 108689	

Figure No.17

- Click on Reject button to reject the request of employee if the 5 installments of 6th PC Arrears and their interest amount are incorrect and need to be sent to DDO login for the correction (Note: All rejected requests of employees are appearing at DDO login for further correction and re-initiating the request process)
- > Click on **Print Namuna-4** hyperlink to view and print the Namuna-4 letter report for approved requests

	"नमुना-चार"
परिभाषित अंशदान निवृत्तीवेतन बोजनेअंतर्गत कमेचार्याच्या सेख्यातः आहे त्या अधिदा	लहाब्या तेतन आयोगाच्या थकबाकीच्या स्तर-2 (Tier-11) च्या जमा रकमेची माहिती सदर कर्मचारी ज्या कोषागार कार्यालयाच्या अधिकार क्षेत्रातील कार्यालयात कार्यरत ।न व लेखा कार्यालय/जिल्हा कोषागार कार्यालयाने तपासणी करून आहरण व संवितरण अधिकार्यांस पाठवायचे पत्र.
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	यगेषागार कार्यालयाचे नाव व पत्ता
	demo.
	yenpe,yenpe1,yenpe दिनांक :
पति,	
आहरण व संवितरण अधिकारी	
विषय:- परिभाषित अंशटान निवृत्तीवेतन योजना लागू असलेल्य	।। कर्मचार्यांच्या सहाव्या वेतन आयोगाच्या धकबाकीच्या रकमा स्तर-2 (TIER-11) मध्ये जमा असलेल्या रकमेच्या परताव्यासाठी तपासणी करून मिळण्याबाबत.
संदर्भ:-आपले प. क.	寇.
महोदय/महोदया,	
आपल्या कर्जचार्त्वाच्या परिभारित अंशदान नियुतीवेतन योजना रव्यका वल्यावरील व्याजाच्या देव रवजेनेसर रावका रु.108689/. अश्चरी रु. On यादी स्रोवत "कन्ना-पार्च" कांट्र जोडले आहे.	खाती सहारमा वेतन आयोगाटमा थकथाकीटया स्तर-2 (Tier-11) मध्ये जमा असलेल्या रकमांचा परताया प्रस्ताय तपासणीसाठी सेवाथ प्रणालीतून प्राप्त झाला आहे. कर्मचार्यांटया स्तर-2 मधील e Lac Eight Thousand Six Hundred Eighty Nine आपणांवज्जून प्राप्त विवरणपत्र "ममुना-दीन" प्र्या आधारे करून तपासणी केली आहे व ती योग्य आटळली आहे. स्यांची
	হনাহনী য মহলাল
	(सहायक अधिदान व लेखा अधिकारी) हिल्हा कोणागर अधिकारी)
	कार्यालयाचा शिक्का

Figure No.18



> Click on **Print Namuna-5** hyperlink to view and print the Namuna-5 letter report for approved requests

			শহৰ জনা এখালবো (কৃষণ শ্ব	गा गर्ताव्यासाठा समार मुला-पाच"	וקועו חוקו,		
isplaying 1 to	o 1 of 1 records. जि≯ाभ			ä			
	कमंचाऱ्यांचे नांव (१)	सेवार्थ क.(३)	डीसीपीपस क.(४)	पान क.(१)	सहाव्या वेतन आयोगाच्या धकबानीच्या स्तर-१मदेवे जमा असलेल्या पाच हत्थांची एकूण दक्तम (र.)(र.)	ट्याजाचीयकुणरक्कम (६.) (७)	एकणदेवरक्कम (ह.)(६+७)
1	ANNA MADULAL	MLJAMAM8101	11111222222AMAM8101E	NA	50,000.00	58,689.00	1,08,689.00
				2.201	F0 000 00	F0 600 00	1 00 000 00
Total	o 1 of 1 records.	********			50,000.00	58,689.00	1,08,689.00
Total isplaying 1 to ages : 144 4	oloflrecords. I ▶ ₩				50,000.00	38,689.00	1,05,655.00 आपला विश्वा स्वास्त्री व पदन
Total isplaying 1 to ages : 🚧 🖣	a i of i records. I ▶ ₩				50,000.00	56,669.00	1,03,683.00 आपल विश्व स्वास्त्री व पदन Superintende
Total isplaying 1 to ages : HH 4	i of i records. I ► ₩				50,000.00	56,659.00	1,08,689.00 आपसा विश्व स्वारसी व पदन Superintende (आहरण व संवितरण अपिका
Total isplaying 1 to ages : 141 4	i of i records. I ► ₩				50,000.00	38,689.00	1,08,689.00 आपसा विश्वा स्वासनी व पदन Superintende (आहरण च सिंतरण अधिका कार्याक्ष्मपा क्षी

Figure No.19

3. Tier-II Withdrawal process at DDO login

D. Generate order report, Namuna-6, Namuna-7, Pramanpatra andMTR45-A bill for Tier-II withdrawal amount:

In this functionality, only those employee names are appearing whose Tier-II withdrawable requests are approved by Treasury and for which withdrawable request order and bill needs to be generated along with Namuna-6 and Namuna-7 which is later on submitted to the Treasury office for further audit and bill approval process.

Please follow the below steps for generating Tier-II Withdrawing amount order:

Follow the below path for generating order report and bill for Tier-II withdrawable amount Path:Worklist >DCPS > Tier II > Tier II Order Generation(at DDO login)

		Welcome	BIRHADE SURESH Sup	erintendent, D	EMO OFFICE, DEMO	Home	🅡 Help 🔨 🏹 Settir	igs 🛛 😽 Change	Password 🔨 🔱	Logout		
		C		7	-	महाराष्ट्र शासन		A				
	Press F8 to Ope	an Menul Use UP, DO	WN, LEFT, RIGHT Arrow keys	to navigate. Us	e Esc to Close Mer	iu .			Last Login 22 Sep.	21 17:08		
Lodge	e Complaint 🛛 🙌	Worklist	Reports	Pension Rep	oon h							
Curre	ent Module : DCPS	Screen N	umber: ???DCP5.TIERIIORDE	RGENEARTION	111			Cu	rrent Path ; Worklist	> DCPS > Tier II > T	ier II Order G	eneartion
"Em	ployee List 🛑											
One Reci four 1	ord ud. <u>Employee Name</u>	: <u>Sevarth ID</u>	DCPS NO	Pran NO	<u>1 Installment</u>	11 Installment	111 Installment	IV Installment	V Installment	Totel Amount	Interest	Total
	UDAY	DATUAYM8501	11111222222UDAM85012	N/A	2000	2000	2000	2000	2000	10000	11736	21736
					Generate	Order Back				Grand	fotal 0	and a second sec

Figure No.20

Select check box against employee nameand click on Generate Order button for which order needs to be generated

(**Note:**System will show text message for no. of selected employee records and their Grand Total amount with **OK** button)



		Welcome	BIRHADE SURESH Super	intendent, D	EMO OFFICE, DEMO	Home	🕢 Help 🔧 Settir	gs Change	Password 🔪 🕐	Logout		
		No.		1		Message from	webpage		Diffact Login 22 Sec.	21 12/08		
Current Current Emplo One Recorr found. 1	omplaint + Wi Module : DCPS wyee List	orkist Screen N	Reports Manual American Americ	Pensio Senear	1 No of emp employee is	oloyee selected out of 21736	1 And Grand Total Am	OK	rent Path : Worklist	>OCPS >Tier II >T	ier II Order G	eneartio
	Employee Name	Sevarth ID	DCPS NO	Pran NO	Linstallment	II Installment	III Installment	IV Installment	V Installment	Total Amount	Interest	Total
2	UDAY	DATUAYM8501	11111222222UDAM8501Z	N/A	2000	2000	2000	2000	2000	10000	11736	21736
					Generato	Order Back				Grand 1	rotal 21736	

Figure No.21

Once Click on Ok button, system will again show confirmation text alert as 'Are you sure, you want to generate Order?' with Ok and Cancel button

Message from webp	age 💌
Are you sure, you want to Ge	nerate Order ?
ОК	Cancel
Figure No.22	

Click on Ok button if wish to generate order for further process.
 (Note:One unique system generated Order ID will be created with Ok button and page will redirect to the below screen)

* Searc	Year 2021		∨]*				Month Sep	tember		~]*			
Select	Order ID	Schedule	Bill ID	MTR-45-A	DDO Code	Search No.OF	Iotal	Total Interest	Paid TierII	Authorisation	Voucher	Youcher Date	Status
0	1111/2021/TIER-	Print	111122222220219001	111122222220219001	1111222222	1	1172.0	1000.0	2172.0	1101	1145	and cur	Bill Generated
0	1111/2021/THR- 11/111122222220219002	Print			1111222222	2	2579.0	2200.0	4779.0				Order Generated
0	1111/2021/TIER- 11/111122222220219003	Print	111122222220219003	111122222220219003	1111222222	1	58689.0	50000.0	108689.0				Bill Deleted
ि	1111/2021/TIER- 11/111122122129219004	Print	111122222220219004	111122222220219004	1111222222	1	58689.0	50000.0	108689.0				Grant is Approved From SRKA
0	1111/2021/TIER- 11/111122222120219005	Print	111122222220219005	111122222220219005	1111222222	1	11736.0	10000.0	21735.0				Bill is forwarded To SRKA
0	1111/2021/TIER- 11/111122222220219006	Print	111122222220219006	111122222220219006	1111222222	1	58689.0	50000.0	108689.0				Bill is forwarded To SRKA
0	1111/2021/TIER- 11/111122222220219007	Print			1111222222	1	11736.0	10000.0	21736.0				Order Generated
7 Reco	rds found, displaying all	Records.		0 10 - 200 10 -		0.							
1	Genearte Bi		Forward To Srica	Forward to	BEAKS	Vouc	her Entry	Delete Ordi		Deléte Bál	ite We	(67)(k, 38	ack

Figure No.23

> Click on **Cancel** button if do not wish to forward generate letter Treasury office for further process



DAT:User Manual for Tier-II Exit Withdrawal Module

• Search	Year 2021		× *				Month Sep	tember		~			
Select	Order ID	Schedule	<u>Bill 10</u>	MTR-45-A	DDO Code	No.OF Enployee	Total TierIIAmount	Total Interest TierLIAmount	Paid TierEl Amount	Authorisation	Youcher No.	Voucher Date	Status
0	1111/2021/TIER- 11/11122222220219001	Print	111122222220219001	111122222220219001	1111222222	1	1172.0	1000.0	2172.0				Bill Generated
	1111/2021/TIER- TJ/111122222220219002	Print			1111222222	2	2579.0	2200.0	4779.0				Order Generated
0	1111/2021/TIE8- 11/1111222222220219003	Print	111122222220219003	111122222220219003	1111222222	1	58689.0	50000.D	108589.0				Bill Deleted
0	1111/2021/TIER- 11/1111222222220219004	Print	11112222220219004	111122222220219004	1111222222	1	58689.0	50000.0	108689.0				Grant is Approved From SRKA
0	1111/2021/TIER- 11/111122222220219005	Print	111122222220219005	11112222220219005	1111222222	1	11736.0	10000.0	21736.0				Bill is forwarded To SRKA
0	1111/2021/TIER- 11/111122222220219006	Print	11112222220219006	111122222220219006	1111222222	1	58689.0	50000.0	108689.0				Bill is forwarded To SRKA
0	1111/2021/TIER- 11/111122222220219007	Print			1111222222	1	11736.0	10000.0	21736.0				Order Generated
7 Recor	rds found, displaying all	Records.		9 Ht 10 Ht .		00 III 2							
÷	Geneurte Bi		Forward To Srica	Forward To	HEANS	Voue	ber Entry	Delete Orde		Delete till	IST IL	10//H. B	and to



Click on Order ID to view the generated order for approved requests of employees.
 (Note: One unique system generated Order ID will be created for approved requests of the selected employee)



Figure No.25

> Click on Print option to view and print the Namuna-7 report



ł.

2,133 4,437	36	ount Payable : 217							and the second	
2,133 4,437	133.00		nt : 10000 Total Am	h Pay Arrear Amou	YM8501 Total Sixti	Sevaarth id : DATUA	vee Name : UDAY 9	Emplo		-
4,437		2.000	0	0	0	0	2,000	0	2009-2010	1
	304.00	4,133	0	0	0	2,000	0	2,133	2010-2011	2
6,939	502.00	6,437	0	0	2,000	0	0	4,437	2011-2012	3
9,696	757.00	8,939	0	2,000	0	0	0	6,939	2012-2013	4
12,684	988.00	11,696	2,000	0	0	0	0	9,696	2013-2014	5
13,788	1,104.00	12,684	0	0	0	0	0	12,684	2014-2015	6
14,991	1,203.00	13,788	0	0	0	0	0	13,788	2015-2016	7
16,183	1,192.00	14,991	0	0	0	0	0	14,991	2015-2017	8
17,441	1,258.00	16,183	0	0	0	0	0	16,183	2017-2018	9
18,801	1,360.00	17,441	0	0	0	0	0	17,441	2018-2019	10
20,295	1,494.00	18,801	0	0	0	0	0	18,801	2019-2020	11
21,736	1,441.00	20,295	0	0	0	0	0	20,295	2020-2021	12
	1,104.00 1,203.00 1,192.00 1,258.00 1,258.00 1,360.00 1,494.00 1,441.00	12,684 13,788 14,991 16,183 17,441 18,801 20,295	0 0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0	0 0 0 0 0 0 0	0 0 0 0 0 0 0	12,684 13,788 14,991 16,183 17,441 18,801 20,295	2014-2015 2015-2016 2016-2017 2017-2018 2018-2019 2019-2020 2020-2021	6 7 8 9 10 11 12

Figure No.26

Please follow the below steps for generating a bill for Tier-II Withdrawing amount and forward to BEAMS for further audit and bill approval process at Treasury:

Follow the below path for generating a bill for Tier-II Withdrawing amount and forward to BEAMS for further audit and bill approval process at Treasury

Path: Worklist > DCPS > Tier II > Tier II View Bill (at DDO login)

(Note: All system generated order will be appearing here for approved request of employees)

		Welcom	e BTRHADE SURESH	Superimendent, DEMO	OFFICE	Hor	ne 🔪 🕢 Help	🗙 Settings 🔪	Change Passwe	ord 🔪 🕐 Log	out		
		(D	えい	-	नहाराष्ट्र शासन			de la				
odae Ca	molaint 🕨 Worklint	a de	eners	Peoson Report	9		Pr	ess F8 to Open Menu L	Ise UP, DOWN, L	ELast Login 22 Sep. 2	1 12:07		
Current N	lodule : DCPS	Screen	umber : ???DCPS.TIERI	VIEWBILL???						Current Pa	ath : Worklist	> DCPS > Ti	er II > Tier II View f
• Search	Year 2021		v]•			Search	Month Se	ptember		v]•			
Select	Order 1D	Schedule	<u>Bill 1D</u>	HTR-45-A	DDO Code	No OF Enployee	Total TierIIAmount	Total Interest	Paid TierII Amount	Authorisation	Youcher No.	Voucher Date.	Status
0	1111/2021/TIER- II/111122222220219001	Print	111122222220219001	111122222220219001	1111222222	1	1172.0	1000.0	2172.0				Bill Generated
0	1111/2021/TIER- 12/11/122222220219002	Print			1111222222	2	2579.0	2200.0	4779.0				Order Generate
0	1111/2021/TIER- TE/111122222220215003	Rins	111122222220219003	111122222220219003	1111222222	1	58689.0	50000.0	108689.0				Bill Deleted
0	1111/2021/TIER- IV/111122222220219004	Print	111122222220219004	111122222220219004	1111222222	1	58689.0	50000.0	108689.0				Grant is Approve
0	1111/2021/71ER-	Print	111122222220219005	111122222220219005	1111222222	i	11736.0	10000.0	21736.0				Bill is forwarded *
0	1111/2021/TIER- 11/11/122222220219006	Print			1111222222	4	58689.0	50000.0	108689.0				Order Generate
6 Recor 1	ds found, displaying all Recoi	ds. narte Bill	Forward To:	Srfea Forwa	ed To BEAMS		Voucher Entry	Delet± 0:	88	Delete Gill		and Management	Geok

Figure No.27

Select check box against order ID and click on Generate Bill button for which bill needs to be generated (Note: System will show confirmation text alert as Are you sure, you want to Generate Bill? with Ok and Cancel button)





Figure No.28

Click on Ok button if wish to generate order for further process.
 (Note:One unique system generated Bill ID and MTR45-A Bill ID will be created with Ok button and page will redirect to the below screen)

Current	Module : DCPS	Screet	Number : ???DCPS.TIE	RIVIEWBILL???						Current Path : N	Vorklist > D	CP5 > Tier I	> Tier II View B
• Searcl	Year 2021		~]*				Month S	eptember		~*			
Select	Order ID	Schedule	Bill ID	MTR-45-A	DDO Code	No.OF Enployee	Iotal TierlIAmour	Total Interest TierIIAmount	Paid TierII Amount	Authorisation	Voucher No.	Voucher Date,	Status
0	1111/2021/TIER- 11/11122722220719001	Print	111122222220219001	111122222220219001	1111222222	1	1172.0	1000.0	2172.0				Bill Generates
0	1111/2021/TIER- 11/111122222220219002	Print			1111222222	z	2579.0	2200.0	4779.0				Order Generated
0	1111/2021/TIER- 11/11122222220219083	Bint	111122222220219003	111122222220219003	1111222222	1	58689.0	50000.0	108689.0				Bill Deleted
0	1111/2021/TIE8- 11/1111222222220219004	Print	111122222220219004	111122222220219004	1111222222	1	58689.0	50000.0	108689.0				Grant is Approved From SRKA
0	1111/2021/11#8- 11/111122222220219005	Print	111122222220219005	111122222220219005	1111222222	1	11736.0	10000.0	21736.0				Bill is forwarded To SRKA
	1111/2021/TIER- 11/111122222220219006	Print	111122222220219006	111122222220219006	1111222222	1	58689,0	50000.0	108689.0				Bill is forwarded To SRKA
0	1111/2021/TIER- 11/11122222220219007	Print	111122222220219007	111122222220219007	1111222222	1	11736.0	10000.0	21736.0				Order Delete
0	1111/2021/TIE8- 11/111122222220219008	Print	111122222220719008	111122222220219008	1111222222	1	11736.0	10000.0	21736.0		-		Bill Generate
8 Reco 1	rds found, displaying all	Records,	Ferward To Srka	Forward To	REAMS	Voud	her Entry	Delete Onis	r	DeixTe Hal		Hank -	lack

Figure No.29

> Click on **Bill ID**hyperlink to view and print the approved request of employees

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orklist P Re 222 DDO Name :Superint 1 records.	endent, demo	tension Report	•	Press F8 to Open	Menu, Uslast Login 22 Sep, 21	17:30
orklist P Re	eports P P	iension Report	•			
222 DDO Name :Superint	endent, demo					
H H						
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E	H mployee Name UDAY L records. H W v SEVAARTH System,Gd	M Imployee Name Sevaarth Id UDAY DATUAYM8501 L records. H w SEVAARTH System,GoM	M Imployee Name Sevaarth Id DCPS ID UDAY DATUAYM8501 1111122222UDAM85012 L records. H	Mi Imployee Name Sevaarth Id DCPS ID Pran No UDAY DATUAYM8501 1111122222UDAM85012 N/A L records. M w SEVAARTH System,GoM SEVAARTH System,GoM	Imployee Name Sevaarth Id DCPS ID Pran No Total Tier II AHT. UDAY DATUAYM8501 1111122222UDAM85012 N/A 10,000.00 L records. IM Imployee Name Imployee Name Imployee Name	Imployee Name Sevanth Id DCPS ID Pran No Total Tier II AMT. Total Tier II AMT. UDAY DATUAY/M8501 1111122222UDAM85012 N/A 10,000.00 11,736.00 L records. IM Imployee Name SevAARTH System,GpM SevAARTH System,GpM Sevaarth Id Sevaarth Id

Figure No.30



> Click on **Bill ID of the MTR45-A**hyperlink to view and print the generated MTR45-A Bill report

		FORM MTR-45-A (See Ruie 406-A) As per paragraph 29/31 of G.R dated 06/04/2015 Simple Receipt	
Sanction Grant for the year	rSanction Grant for the year		
	Name of Treasury/Sub-Treasury:		
	Token No :	Bill No: 11112222220219008	
	Token Date:	Biil Date:22/09/2021	
	Voucher No:		
	Voucher Date:	Transaction at:	
		HEAD OF ACCOUNT	
	Administartive department;	Finance Department	
	Demand No:	K-DEPOSITS AND ADVANCES	
	Major Head:	8342 Other Deposit,	
	Minor Head.	00, 117 Defined Contribution Pension Scheme,	
	Sub Head:	(04) (04) Befined Contribution Pension Scheme for depositing the amount in the employee's account under National Pension Scheme,	
	Detailed Head:	50 Other Charges (83420132) :(Non Plan)	
	(Object of expenditure):		
	Shri/Smt.	Districi Treasury officer/	
	Received the Sum of Rupees Rs.	21736.0[Tivenly One Thousand Seven Hundred Thirty Sic] for Ter II Amount on account for the Month of and year Total No Of Employee in Bill 1, Total Amount Of Instalments of Terif Amount Payable in Bill 11736.0, Total Amount Of Interest of Terif Payable in Bill 10000.0	
	Sanctioned by:	Treasury Officer	
	Amount of Bill		
	Caroline Const for the mean		
	Total Expanditure inclution this bill		
	Balance Grant		
		Received Payment	
We have a work of the		Activate Windows	
Signature & Designation:	transition Officer	Signature & Designation:	
Predict Treasury Officer/Pay and	Accounts Utilicer	reasury OthernPay and Accounts Other are	A A VI (PEPI ACO)
District Treasury Office _	· · · · · · · · · · · · · · · · · · ·	District Treasury Office/	
Pay and accounts Office	MILINGAL	Pay and Accounts Office, Mumbai	

Figure No.31

Select check box against order ID and click on Forward to SRKA button to forward the MTR45-A bill to the SRKA login for grant allocation if bill details are found correct

	Real Provide State	Welcome	BIRHADE SURESH	Superintendent, DEMO	OFFICE, DEMO	Ho	me 🔪 🎯 Help	🗙 Settings	🧹 Change Pas	sword 🔨 🕐	Logout		
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WN, LEFT	, RIGHT Arrow keys to naviga	ate. Use Esc	to Close Menu			शास्त्रज्ञ	1	-		Last Login 22 Sep.	21 12:45		
Lodge C	omplaint • Worklist		Reports	Pension Report	- Add								
- Searc	Year 2021		v]•				Month Sep	tember		× .			
					_								
						Search							
Select	Order ID	Schedule	Bill.10	MTR-45-A	DDO Code	No.OF Enployee	Total TierIIAmount	Total Interest TierIIAmount	Paid TierII Amount	Authorisation	Voucher No.	Voucher Date.	Status
0	1111/2021/TIER+ II/111122222220219001	Print	111122222220219001	111122222220219001	1111222222	1	1172.0	1000.0	2172.0				Bill Generated
ା	1111/2021/TIER- 11/111122222220219002	Print			1111222222	2	2579.0	2200.0	4779.0				Order Generated
0	1111/2021/TIER- 11/111102202220219003	Print	111122222220219003	11112222220219003	1111222222	1	58689.0	50000.0	108689.0				Bill Deleted
0	1111/2021/TIER: 11/1111222222220219004	Print	11112222220219004	11112222220219004	1111222222	1	58689.0	50000.0	108689.0				Grant Is Approved From SRKA
0	1111/2021/TIER- II/111122222220219005	Print	11112222220219005	111122222230219005	1111222222	1	11736.0	10000.0	21736.0				Bill is forwarded To SRKA
۲	1111/2021/TIER- 11/111122222220219005	Print	111122222220219006	111122222220219006	1111222222	1	58689.0	50000.0	108689.0				Bill Generated
6 Reco	rds found, displaying all	Records.											
1													
	Sames rite (iii		Forward to Silva	Formani la	BEAMS	Vanit	her Entry	Dalate Opt		Delate 101		Service of	ank



- Select check box against order ID and click on Forward to BEAMS button to forward the generated MTR45-A bill to the BEAMS portal for BDS Slip generate once grant is allocated by SRKA login
- Click on Delete Order button to delete the selected order ID and bill if any discrepancy is found (Note: Rejected records of employee will be reappearing for order generation)



Select check box against the Order ID and enter Voucher No. and Voucher Date once bill is passed by Treasury audit section

4. Tier-II Withdrawal process at SRKA login

E. Allocation of Grant against the forwarded Tier-II withdrawable amount bill:

In this functionality, SRKA will allocate the grant against the forwarded Tier-II bill for further audit and approval process at Treasury.

Please follow the below steps for allocating the grant against the forwarded Tier-II withdrawable amount bill:

Follow the below path for allocating the grant against the forwarded Tier-II withdrawable amount bill Path:Worklist >DCPS >Utilities > Tier-II Bill Grant Approve (at SRKA login) (Note: Treasury wise no. of bills will be appearing)

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ss : M (1) M	Trascury Nama	No of Bills
1	DEMO TREASURY OFFICE	2
laying 1 to 1 of 1 records.		
es: 🕅 🏾 🔟 🕨 🕅		

Figure No.33

Click on No. of Bills hyperlink to view treasury wise forwarded MTR45-A bill for grant allocation (Note: DDO wise forwarded MTR45-A bill details will be appearing)

	Welcom	e Mr srka sri . srka	la Srka Deputy Directo	r SRKA, DEPUTY	4 H	ome 💦 👩 He	lp 📉 Settings 🐴	🧹 Change Password 📉	U Logout	
	6	0	2	(Frank	महारा	X		de.		
Lodge Con	nplaint / Worldist	Report	s +	V	A LEADER	Press F8 to	Open Menu, Use UP, D	OWN, LEFT, RI(Last Login 22	Sep. 21 13 12	
- TierII Bi										
Select	Order ID	Schedule	Bill ID	MTR-45-A	DDO Code	No.OE Enployee	Total TierIIAmount	Total Interest TierIIAmount	Paid TierII Amount	Status
0	1111/2021/TIER- II/111122222220219005	Print	111122222220219005	111122222220219005	1111222222	1	11736.0	10000.0	21736.0	Bill is forwarded To SRKA
0	1111/2023/TIER- 11/111122222220219006	Erint	111122222220219006	111122222220219006	1111222222	1	58689.0	30000.0	108689.0	Bill is forwarded To SRKA
2 Record	s found, displaying all Record	ls.								
	Approve Grant	Bac	é .							

Figure No.34

Select check box against order ID and click on Approve Grant button for which grant needs to be allocated

(Note: System will show confirmation text alert as Are you sure, you want to approve Grant for selected bill? with Ok and Cancel button)





Figure No.35

Click on Ok button if wish to allocate grant for selected bill.
 (Note: System will show text alert as Grant is approved successfully with Ok option)

	Welcome	e Mr srka sri SRKA	ka srka Deputy Directo	SRKA, DEPUTY	🔂 H	lome 🔪 🧑 He	lp 📉 X Settings	Change Password	U Logout	
		0	₹	(Jan	महारा शासन	X		all a		
odge Com	plaint. 🔸 Worklist	F Report	s →				~~~~	Press F8 to OperLast Login 2	2 Sep. 21 13:12	
- TierII Bil										
Select	Order ID	Schedule	Bill ID	MTR-45-A	DDO Code	No OF Enployee	TierIIAmount	Total Interest TierIIAmount	Paid TierII Amount	Status
0	1111/2021/TIER- 11/111122222220219005	Etink	111122222220219005	111122222220215005	1111222222	1	11736.0	10000.0	21736,0	Bill is forwarded To SRKA
۲	1111/2021/TIER- 11/1111222222220219006	Print	111122222220219005	111122222220219006	1111222222	1	58689.0	50000.0	108689.0	Bill is forwarded To SRKA
2 Records 1	found, displaying all Record	ls. Bac								

Figure No.36

> Click on Order ID to view the generated order for approved requests of employees

6					लसभा व (स्तर-भरतावाजादेश)		
						आदेश फ. : :1111/2021/TIE	R-1/11112222220219008
						(De	MO TREASURY OFFICE)
4							New York Control of the Control of t
गवाः :	87 97799	044 80	85 (249 BW)				
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2) STHE	परिएक कमीक जान	10-2020/0.0F.648/00	E-4 10.05/11/2012.				
४) शालन	परिपाल समांव अति	यो-२०१७/एलधीएस/घ	.व. २८/सेवा-४ दि २६/०७/२०१	6			
५) शासन	शुपदी पत्रक कमांक अ	अजियाः २०१७/इ.स. २१	ध्यांबाधः दि १९/०१/२०१८				
६) शासम	মাধ্যম কর্ত্তাক প্রালি	यो-२०२१/	fā.				
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४) संबंधि	न कसंचरी दांता साहित	तील्लग.					g so to PL settings to activate windows.
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Figure No.37

> Click on **Print** option to view and print the Namuna-7 report



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	Employ	vee Name : UDAY 6	worth id : DATUA	VNREA1 Total Eist	Pau Arroan Amou	nt : 10000 Total Am	ount Brushla (31)	196	
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2-2013	6.939	0	0	0	2.000	0	8,939	757.00	9,696
3-2014	9,695	0	0	0	.,	2,000	11,696	988.00	12,684
4-2015	12.684	0	0	0	0	0	12.684	1,104.00	13,788
5-2016	13,788	0	0	0	0	0	13,788	1,203.00	14,991
6-2017	14,991	0	0	0	0	0	14,991	1,192,00	16,183
7-2018	16,183	0	0	0	0	0	16,183	1,258.00	17,441
8-2019	17,441	0	0	0	0	0	17,441	1,360.00	18,801
9-2020	18,801	0	0	0	0	0	18,801	1,494.00	20,295
0-2021	20,295	0	0	0	0	0	20,295	1,441.00	21,736
1 2 2 4	-2010 -2011 1-2012 2-2013 3-2014 4-2015 5-2016 5-2017 7-2018 3-2019 9-2020 0-2021	2-2010 2 2-2011 2,133 1-2012 4,437 2-2013 6,939 3-2014 9,696 2-2015 12,664 5-2016 13,788 5-2017 14,991 7-2018 16,183 3-2019 17,441 2-2020 18,801 3-2021 20,295	2-2010 0 2,000 2-2011 2,133 0 1-2012 4,437 0 2-2013 6,939 0 3-2014 9,596 0 1-2015 12,664 0 5-2016 13,788 0 5-2017 14,991 0 7-2018 16,183 0 3-2019 17,441 0 5-2020 18,601 0	2-2010 0 2,000 0 1-2011 2,133 0 2,000 1-2012 4,437 0 0 2-2013 6,939 0 0 2-2014 9,696 0 0 2-2015 12,684 0 0 5-2016 13,788 0 0 5-2017 14,991 0 0 5-2018 16,183 0 0 5-2019 17,441 0 0 5-2020 18,801 0 0 5-2021 20,295 0 0	2-2010 0 2,000 0	2-2010 0 0 0 0 0 1-2011 2,133 0 2,000 0 0 1-2012 4,437 0 0 2,000 0 2-2013 6,939 0 0 0 2,000 2-2014 9,696 0 0 0 0 2-2015 12,684 0 0 0 0 5-2016 13,788 0 0 0 0 5-2017 14,991 0 0 0 0 5-2018 16,183 0 0 0 0 5-2019 17,441 0 0 0 0 5-2020 18,601 0 0 0 0 5-2021 20,295 0 0 0 0	2-2010 0 0 0 0 0 0 2-2011 2,133 0 2,000 0 0 0 1-2012 4,437 0 0 2,000 0 0 2-2013 6,939 0 0 0 2,000 0 2-2014 9,696 0 0 0 0 2,000 2-2015 12,644 0 0 0 0 0 5-2016 13,788 0 0 0 0 0 5-2017 14,991 0 0 0 0 0 5-2017 14,991 0 0 0 0 0 5-2017 14,991 0 0 0 0 0 5-2019 17,441 0 0 0 0 0 5-2020 18,601 0 0 0 0 0	2-2010 0 2,000 0 0 0 1,000 2-2011 2,133 0 2,000 0 0 0 4,133 1-2012 4,437 0 0 2,000 0 0 6,437 2-2013 6,939 0 0 0 2,000 0 8,939 2-2014 9,696 0 0 0 2,000 11,696 2-2015 12,644 0 0 0 0 12,684 2-2016 13,788 0 0 0 0 13,788 2-2017 14,991 0 0 0 0 14,991 2-2017 14,991 0 0 0 0 14,991 2-2018 16,183 0 0 0 0 14,991 2-2019 17,441 0 0 0 0 17,441 2-2020 18,801 0 0 0 0 <t< th=""><th>2-2010 0 0 0 0 0 1,000</th></t<>	2-2010 0 0 0 0 0 1,000

Figure No.38

> Click on **Bill ID** hyperlink to view and print the approved request of employees

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		-			Press F8 to Open	Menu. Ustast Login 22 Sep, 21	17:30
omplaint Worklist	P Re	ports P P	ension Report				
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Sr No. Employ	ee Name	Sevaarth Id	DCPS 1D	Pran No	Total Tier II AMT.	Total Tier Interest AMT.	Tier II Paid Amount
1 UE	DAY	DATUAYM8501	11111222222UDAM8501Z	N/A	10,000.00	11,736,00	21,736.00
Total					10,000.00	11,736.00	21.736.00

Figure No.39



> Click on **Bill ID** of the MTR45-A hyperlink to view and print the generated MTR45-A Bill report

		FORM MTR.45.A (See Ruie 406.A) As per paragraph 29/31 of G.R dated 08/04/2015 Simple Receipt
Sanction Grant for the yea	rSanction Grant for the year	
68	Name of Treasury/Sub-Treasury:	
	Token No :	Bill No. 11112222220219003
	Token Date:	Bill Date: 22/09/2021
	Voucher No:	
	Voucher Date:	Transaction (d)
		HEAD OF ACCOUNT
	Administartive department	Finance Department
	Demand No:	K-DEPOSITS AND ADVANCES
	Major Head:	8342 Other Deposit,
	Minor Head.	00, 117 Defined Contribution Pension Scheme,
	Sub Head:	(04) (04) Defined Contribution Pension Scheme for depositing the amount in the employee's account under National Pension Scheme,
	Detailed Head:	50 Other Charges (83420132) :(Non Plan)
	(Object of expenditure):	
	Shri/Smt	District Treasury officer
	Received the Sum of Rupees Rs.	21736.0[Twenty One Thousand Seven Hundred Thirty Six] for Tier II Amount on account for the Month of and year Total No Of Employee in Bill: 1, Total Amount Of Instalments of Tieril Amount Payable in Bill: 11736.0, Total Amount Of Interest of Tieril Payable in Bill: 10000.0
	Sanctioned by:	Treasury Officer/ PAO vide GR no Aniyo-2015/(NPS)/C.R.32/Seva-4, Dated : 06/04/2015
	Amount of Gill	
	Amount of the	
	Sanction Grant for the year :	
	Balance Grant	
	Internet avenue.	
		Received Payment
Signature & Designation:		Signature & Designation
Treasury Officer/Pay and	Accounts Officer	Treasuly Office/Pay and Accounts Officer 31E Window
District Treasury Office _	/	District Treasury Office/
Pay and Accounts Office	Mumbai	Pay and Accounts Office, Mumbai

Figure No.40



Thank you

Directorate of Accounts and Treasuries (DAT) Finance Department