

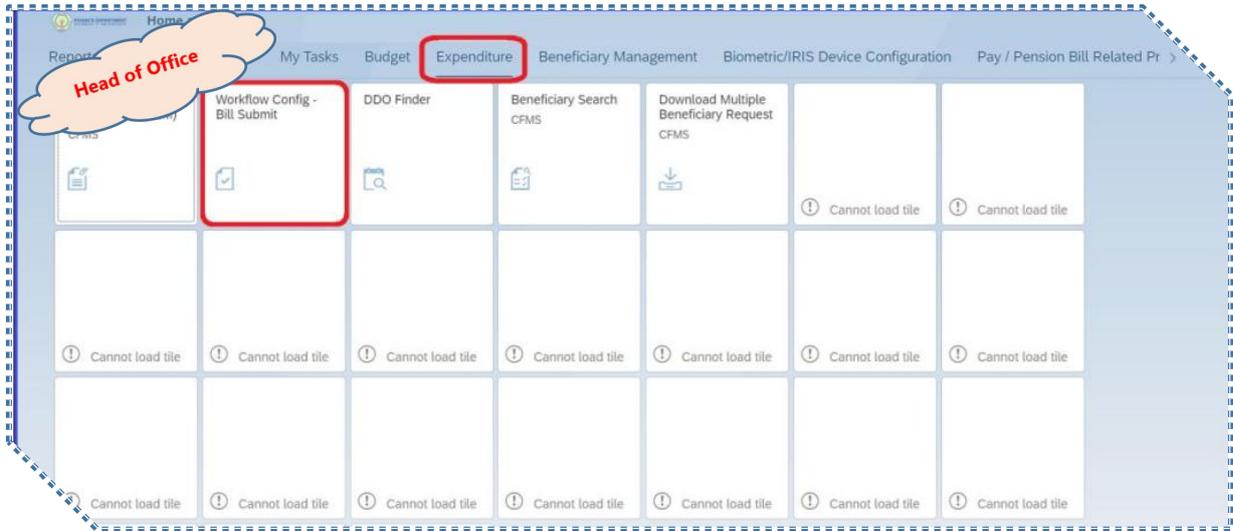


## **BANK DETAILS MANAGEMENT - USER MANUAL**

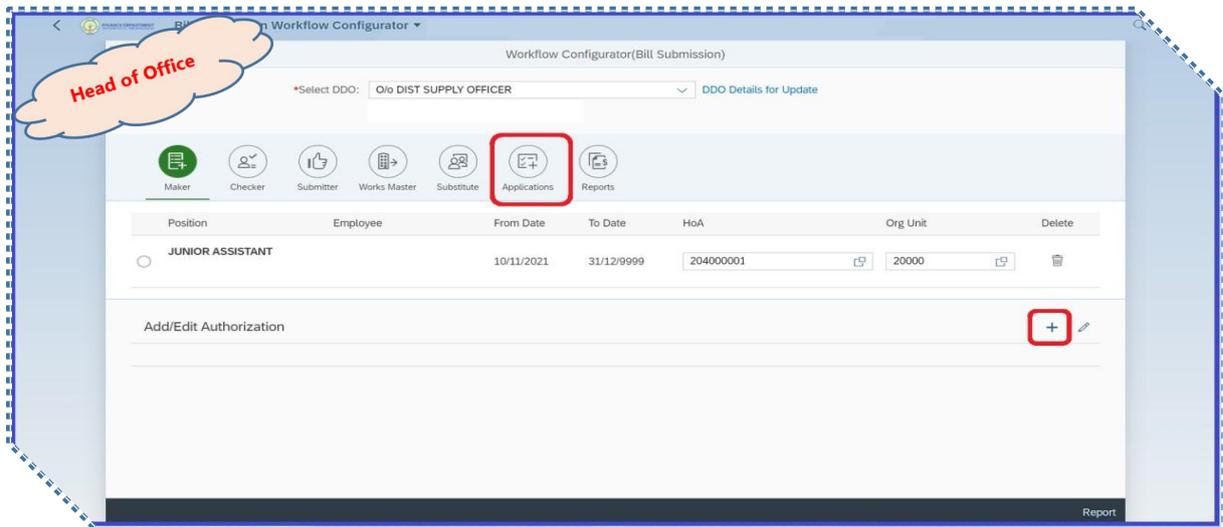
- ✓ **'Change Employee / Pensioner Bank Details'** application facilitates to change / modify the bank details of Employees and Pensioners automatically, on approval of Drawing and Disbursing Officer / Treasury Officer / PAO. The process-flow of this functionality is narrated below.
- ✓ The **Head of the Office shall configure work-flow** and assign roles to the DDO (Submitter) only. On configuring work-flow, the DDO (Submitter) gets the **Change Employee / Pensioner Bank Details** tile under **Expenditure** group.
- ✓ The **Head of the Treasury / PAO shall configure work-flow** and assign roles to the Treasury Officer / PAO (Approver) only. On configuring work-flow, the Treasury Officer / PAO (Approver) gets the **Change Employee / Pensioner Bank Details** tile under **Expenditure** group.
- ✓ On physical request received from the Employee / Pensioner, to change / modify the bank details and after receipt of approval from the authority concerned, the DDO (Submitter) selects '**Change Employee / Pensioner Bank Details**' tile under **Expenditure** group and proposes to change / modify bank details, as per the requirement.
- ✓ The system generates a **Unique Request Number** and enables / facilitates the DDO (Submitter) to attach required documents and forward the request to the Treasury Officer / PAO (Approver) concerned, as per pre-defined work-flow.
- ✓ After scrutiny, the Treasury Officer / PAO approves the request. Thereby the Bank details of that particular Employee / Pensioner is changed / modified automatically.
- ✓ The Treasury Officer / PAO (Approver) may send back the request with due observations to the DDO (Submitter).
- ✓ DDO is the **Approver** to change the bank details of an Employee under his control. But, **Treasury Officer / PAO approval is mandatory** to change the bank details of an Employee, if a Bill / Sanction payable to the Employee / Pensioner, is in-process.
- ✓ The DDOs are facilitated with **Bank Details Report**, to view the bank details of Employees under their jurisdiction; and the Treasury Officers (DDO) are also facilitated with **Bank Details Report**, to view the bank details of Employees and Pensioners, under their jurisdiction.
- ✓ The Users (DDO-Submitter; and Treasury Officer / PAO-Approver) are facilitated with **Bank Details Change Report**, to know the status of the proposal.
- ✓ All (\*) fields are mandatory.
- ✓ Process-flow mechanism along with Snapshots is shown hereunder:-



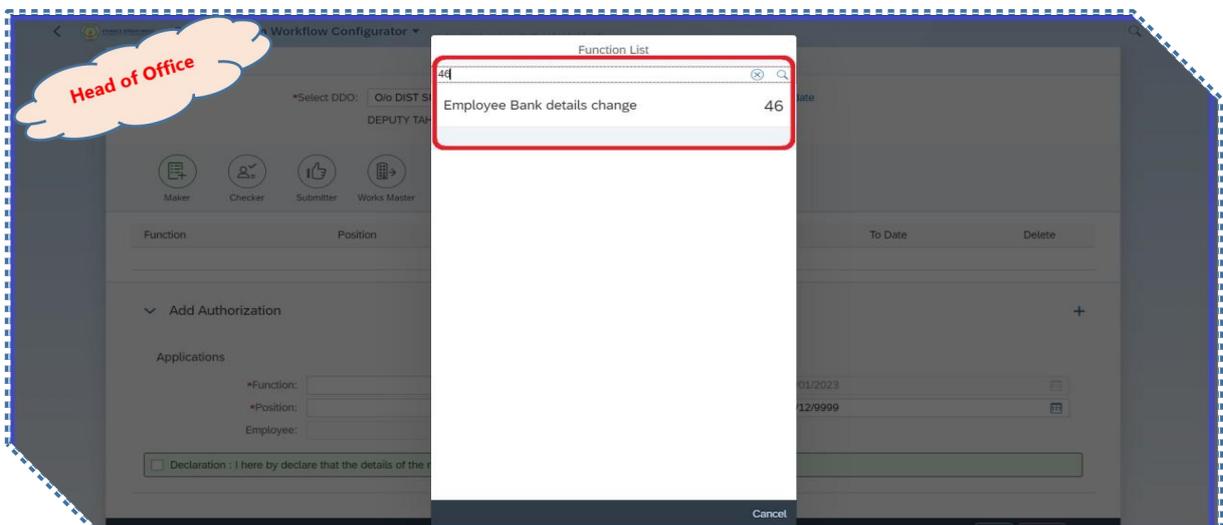
a.) **Configuration of work-flow by the Departments:-**



(Picture.01)



(Picture.02)



(Picture.03)



Workflow Configurator (Bill Submission)

\*Select DDO: O/o DIST SUPPLY OFFICER DDO Details for Update

Maker Checker Submitter Works Master Substitute Applications Reports

Function	Position	Employee	From Date	To Date	Delete
No data					

▼ Add Authorization +

Applications

\*Function: 46 Employee Bank details change  
\*Position: 301C DEPUTY TAHSILDAR (ENFORCE)  
Employee:

\*From Date: 03/01/2023  
\*To Date: 31/12/9999

Declaration : I here by declare that the details of the responsibilities assigned above is as per the office order.

Save Cancel Report

Head of Office

(Picture.04)

Workflow Configurator (Bill Submission)

\*Select DDO: O/o DIST SUPPLY OFFICER DDO Details for Update

Maker Checker Submitter Works Master Substitute Applications Reports

Function	Position	Employee	From Date	To Date	Delete
No data					

▼ Add Authorization +

Applications

\*Function: 46 Employee Bank details change  
\*Position: 301C DEPUTY TAHSILDAR (ENFORCE)  
Employee:

\*From Date: 03/01/2023  
\*To Date: 31/12/9999

Declaration : I here by declare that the details of the responsibilities assigned above is as per the office order.

Error  
Employee / Pensioner Bank Details change Application can be assigned to DDO position only.  
Close

Save Cancel Report

Head of Office

(Picture.05)

Workflow Configurator (Bill Submission)

\*Select DDO: O/o DIST SUPPLY OFFICER DDO Details for Update

Maker Checker Submitter Works Master Substitute Applications Reports

Function	Position	Employee	From Date	To Date	Delete
Employee Bank details change 46	DEPUTY TAHSILDAR		3.1.2023	31.12.9999	

▼ Add Authorization +

Data created Successfully

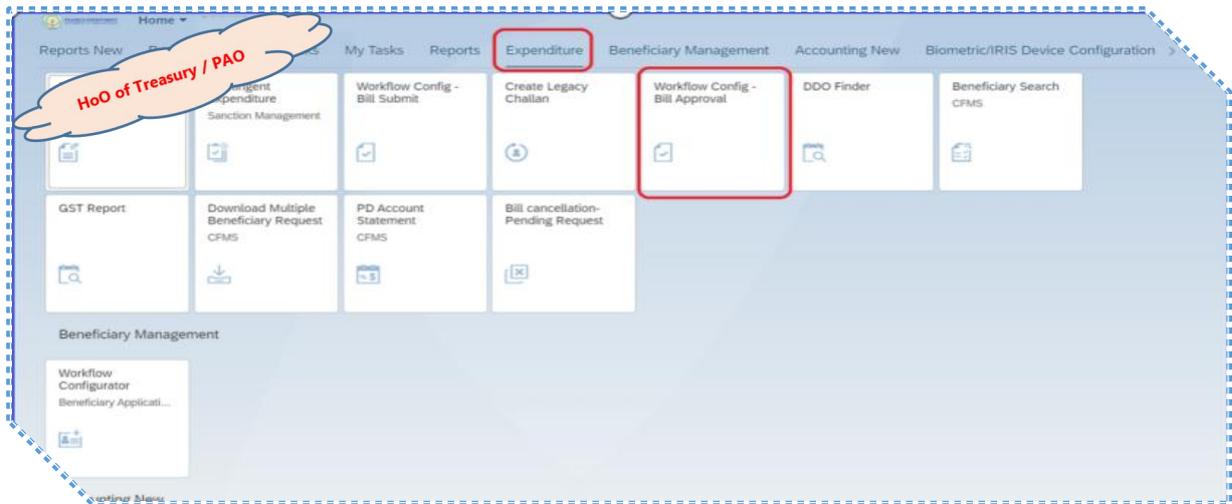
Report

Head of Office

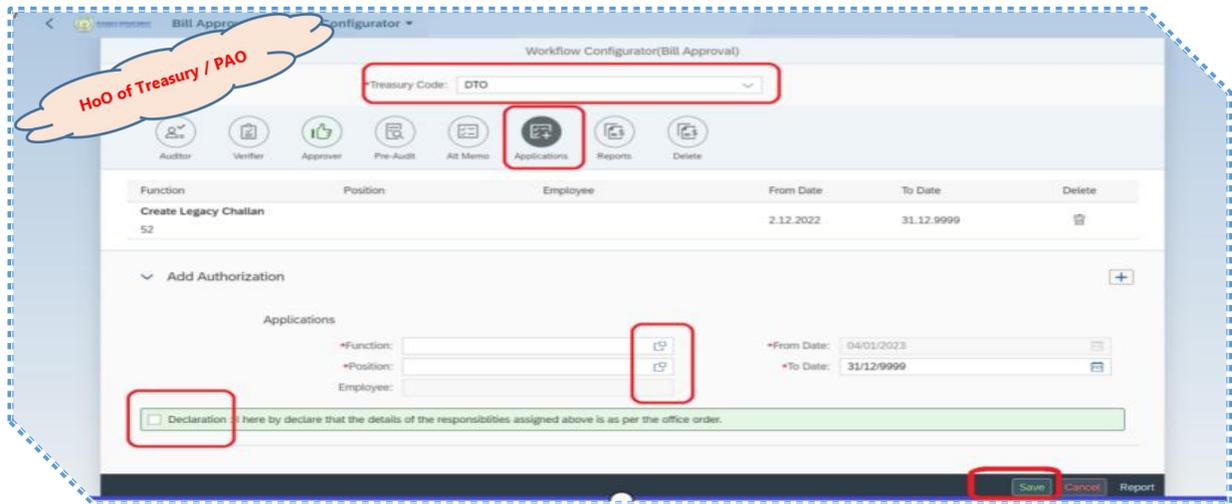
(Picture.06)



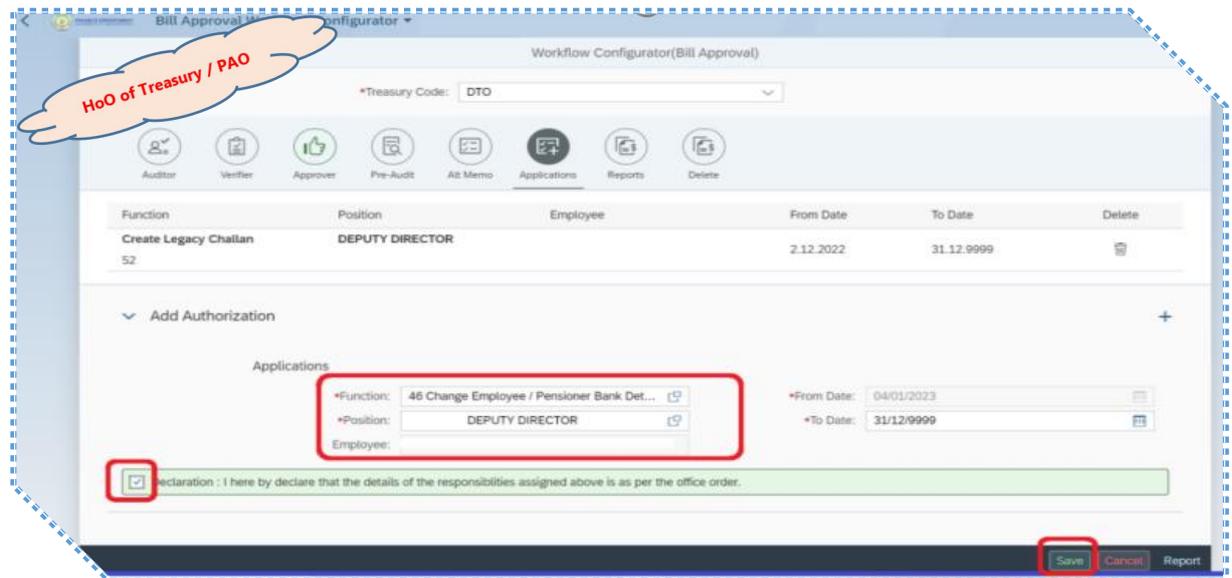
b.) **Configuration of work-flow by the Treasury / PAO:-**



(Picture.07)



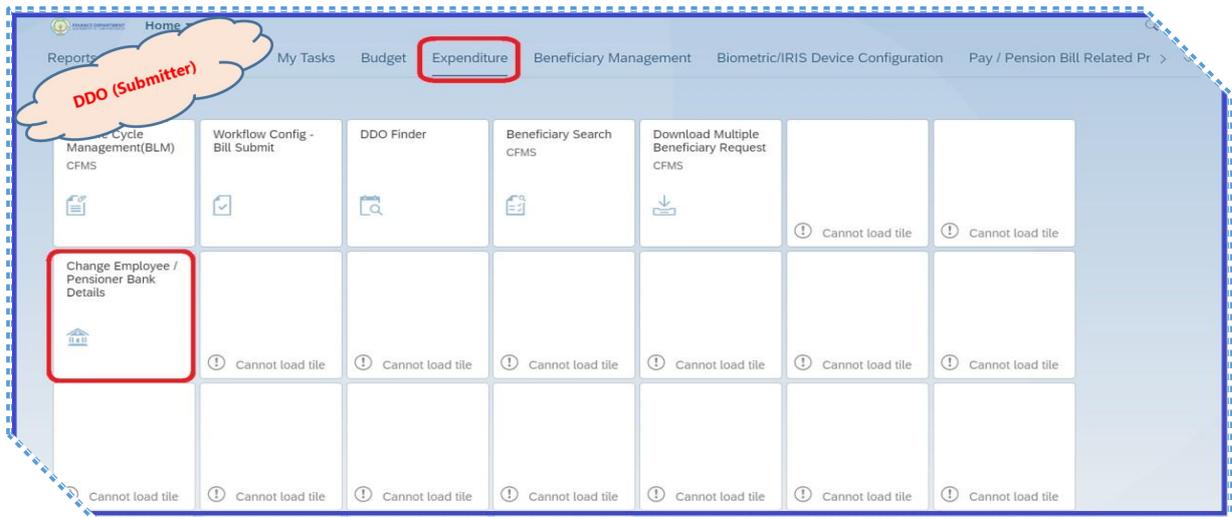
(Picture.08)



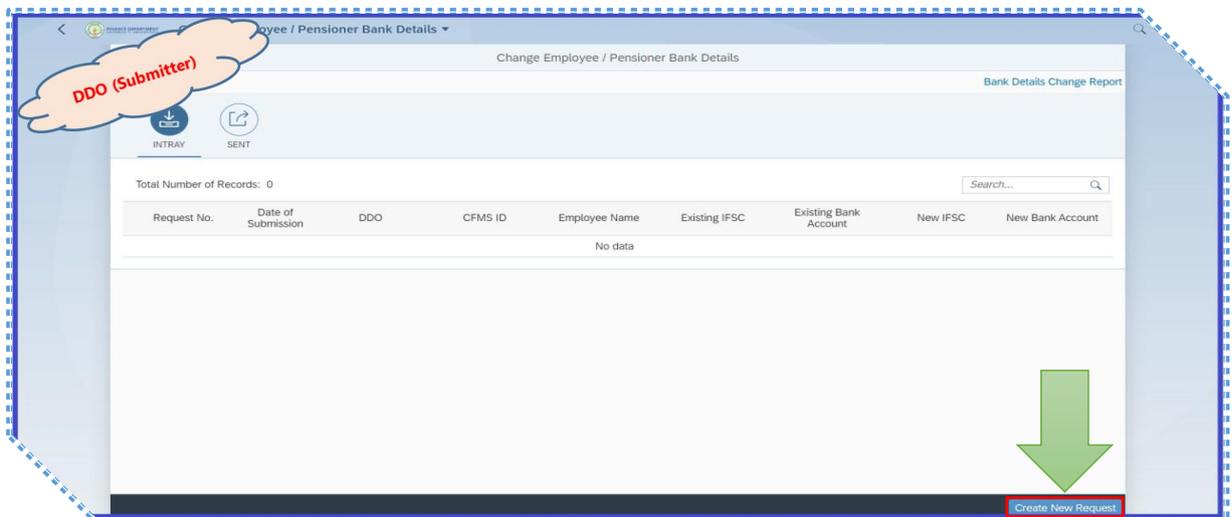
(Picture.09)



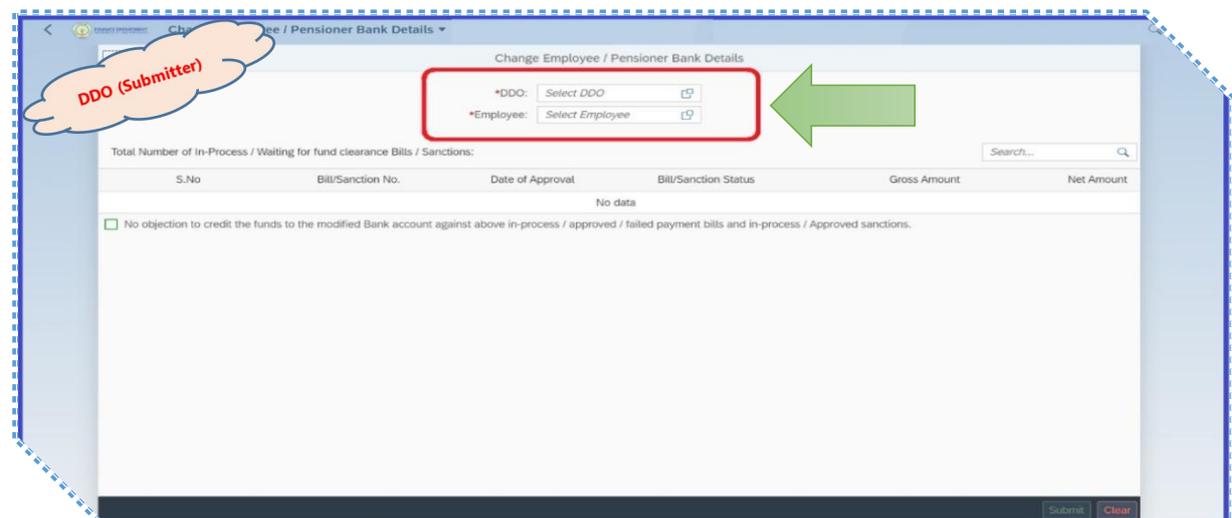
c.) **Request by DDO to change Bank Details of an Employee / Pensioner:-**



(Picture.10)



(Picture.11)



(Picture.12)



DDO (Submitter)

Change Employee / Pensioner Bank Details

\*DDO: 0101

\*Employee: 140

Total Number of In-Process / Waiting for fund clearance Bills / Sanctions: 8

S.No	Bill/Sanction No.	Date of Approval	Bill/Sanction Status	Gross Amount	Net Amount
1	2021-103730	15.02.2021	Waiting for fund Clearance	8778.00	7948.00
2	2021-1606527	08.10.2021	Waiting for fund Clearance	8911.00	8022.00
3	2021-1812540	12.11.2021	Waiting for fund Clearance	9522.00	8610.00
4	2021-103744	22.02.2021	Waiting for fund Clearance	8792.00	7908.00
5	2021-2168087	17.01.2022	Waiting for fund Clearance	22846.00	22846.00
6	2021-1909327	23.11.2021	Waiting for fund Clearance	1870.00	1870.00
7	2021-502388	27.05.2021	Waiting for fund Clearance	9470.00	8566.00
8	2021-1415504	24.09.2021	Waiting for fund Clearance	9018.00	8158.00

No objection to credit the funds to the modified Bank account against above in-process / approved / failed payment bills and in-process / Approved sanctions.

Submit Clear

(Picture.13)

DDO (Submitter)

Please fill below fields to continue

Employee Code: 1401

Existing Bank Account: 113€

Existing IFSC: SBIN000919 STATE BANK OF INDIA.

\*New IFSC:

\*New Bank Account:

Attachment

Bank details have been verified with reference to Original documents of bank and found that they are correct. I am solely responsible for any omissions found later and liable for the losses sustained if any and further action there on, as per Rules.

I hereby certify that the documents forming basis for this updation are retained and preserved in this office for record.

Submit Cancel

(Picture.14)

DDO (Submitter)

Please fill below fields to continue

Employee Code: 140

Existing Bank Account: 113

Existing IFSC: SBI STATE BANK OF INDIA.

\*New IFSC: SBI STATE BANK OF INDIA.

\*New Bank Account: 123

Attachment

Bank details have been verified with reference to Original documents of bank and found that they are correct. I am solely responsible for any omissions found later and liable for the losses sustained if any and further action there on, as per Rules.

I hereby certify that the documents forming basis for this updation are retained and preserved in this office for record.

Submit Cancel

(Picture.15)



Please fill below fields to continue

Employee Code: 140  
Existing Bank Account: 113

Attachments (0) +

No attachment found  
Drop files to upload, or use the "+" button.

Close

**DDO (Submitter)**

Bank details have been verified with reference to Original and further action there on, as per Rules.  
 I hereby certify that the documents forming basis for this

later and liable for the losses sustained if any

(Picture.16)

Please fill below fields to continue

Employee Code: 1401  
Existing Bank Account: 1136  
Existing IFSC: SBIN STATE BANK OF INDIA  
\*New IFSC: SBIN STATE BANK OF INDIA  
\*New Bank Account: 1234

Attachment

Bank details have been verified with reference to Original documents of bank and found that they are correct. I am solely responsible for any omissions found later and liable for the losses sustained if any and further action there on, as per Rules.  
 I hereby certify that the documents forming basis for this updation are retained and preserved in this office for record.

Submit Cancel

**DDO (Submitter)**

(Picture.17)

Please fill below fields to continue

Notes And Documents

Notes

B I U S Verdana 11pt

Post Clear

No data

Close

Submit Cancel

**DDO (Submitter)**

Bank details have b  
and further action t  
 I hereby certify that

ed if any

(Picture.18)



Please fill below fields to continue

**DDO (Submitter)**

Employee Code: 140  
Existing Bank Account: 1131  
Existing IFSC: SBI1 STATE BANK OF INDIA  
\*New IFSC: SBI1 STATE BANK OF INDIA  
\*New Bank Account: 123

**Biometric Validation**  
Aadhaar Biometric Finger Verification  
Please Wait Device is detecting ....

Bank details have been verified with reference to Original documents of bank and further action there on, as per Rules.  
 I hereby certify that the documents forming basis for this updation are retained at

**AADHAAR Biometric verification is mandatory**

Submit Cancel

(Picture.19)

**DDO (Submitter)**

Pensioner Bank Details V S MARUTI PRASAD KORUKONDA

Change Employee / Pensioner Bank Details SRIKAKULAM

\*Employee: 1436

Total Number of In-Process / Waiting for fund clearance Bills / Sanctions: 8

S.No	Bill/Sanction No.			Gross Amount	Net Amount
1	2021-2169006			48302.00	48302.00
2	2021-504006			9532.00	8581.00
3	2021-103778			9324.00	8396.00
4	2021-103731			9090.00	8180.00
5	2021-1434383	25.09.2021	Waiting for fund Clearance	9230.00	8305.00
6	2021-1909676	23.11.2021	Waiting for fund Clearance	1978.00	1978.00
7	2021-1810921	12.11.2021	Waiting for fund Clearance	9638.00	8666.00
8	2021-1606097	09.10.2021	Waiting for fund Clearance	9435.00	8486.00

No objection to credit the funds to the modified Bank account against above in-process / approved / failed payment bills and in-process / Approved sanctions.

Success  
0000000015 - Request Number Created successfully!  
OK

Submit Clear

(Picture.20)

**DDO (Submitter)**

Change Employee / Pensioner Bank Details

Bank Details Change Report

Total Number of Records: 0

Request No.	Date of Submission	DDO	CFMS ID	Employee Name	Existing IFSC	Existing Bank Account	New IFSC	New Bank Account
No data								

**DDO can view the status of request(s); and also download the attachments and Signed copy**

Create New Request

(Picture.21)



Change Employee / Pensioner Bank Details Report

\*DDO: 01010

Total Number of Records: 6

S.No	CFMS ID	DDO	Old Bank Account	Old IFSC	New Bank Account	New IFSC	Signed Copy	Attachment	Created by	Created on	Created at	Approved by	Approved on	Approved at	Status
1	1438	01010602001	30257	SBN0015103	12345698765	SBN0015103	DownloadP...	DownloadP...	1405	04.01.2023	10:23:09				Pending with Treasury / PAO
2	1403	01010602001	11361	SBN0000919	123456789	SBN0000919	DownloadP...	DownloadP...	1405	04.01.2023	10:07:35	14052073	04.01.2023	10:07:35	Approved
3	1447	01010602001	37629	SBN0001458		SBN0001458	DownloadP...	DownloadP...	1405	27.12.2022	15:43:37				Pending with Treasury / PAO
4	1400	01010602001	11152	SBN0001441	11152451472	SBN0001441	DownloadP...	DownloadP...	1405	26.12.2022	11:42:41	14052073	26.12.2022	11:42:41	Approved
5	1400	01010602001	11152	SBN0000919	11152343	SBN0000919	DownloadP...	DownloadP...	1435	25.12.2022	20:56:18	14357456	25.12.2022	20:56:18	Approved
6	1400	01010602001	11152	SBN0000919	11152343	SBN0000919	DownloadP...	DownloadP...	1405	25.12.2022	20:44:11				Pending with Treasury / PAO

(Picture.22)

14363527 - Signed Copy

DDO (Submitter)

CFMS ID: 14363527, Name: PRAVEEN KUMAR CHOWDARY

S.No	Bill / Sanction No.	Date of Approval	Bill / Sanction Status	Gross Amount	Net Amount
1	2021-2169006	17/01/2022	Waiting for fund Clearance	48302.00	48302.00
2	2021-504006	06/06/2021	Waiting for fund Clearance	9532.00	8581.00
3	2021-103778	23/02/2021	Waiting for fund Clearance	9324.00	8396.00
4	2021-103731	17/02/2021	Waiting for fund Clearance	9090.00	8180.00
5	2021-1434383	25/09/2021	Waiting for fund Clearance	9230.00	8305.00
6	2021-1909676	23/11/2021	Waiting for fund Clearance	1978.00	1978.00
7	2021-1810921	12/11/2021	Waiting for fund Clearance	9638.00	8666.00
8	2021-1606097	09/10/2021	Waiting for fund Clearance	9435.00	8486.00

Existing Bank Account Details: Existing Bank Account : 302571

New Bank Account Details: New Bank Account : 12345698765

(Picture.23)

d.) **Approval of Treasury Officer / PAO on request received from DDO:-**

Home

Reports / My Tasks / My Tasks / Reports / Expenditure / Beneficiary Management / Accounting New / Biometric/IRIS Device Configuration

Treasury / PAO

Contingent Expenditure Sanction Management

Workflow Config - Bill Submit

Create Legacy Challan

Workflow Config - Bill Approval

DDO Finder

Beneficiary Search CFMS

GST Report

Download Multiple Beneficiary Request CFMS

PD Account Statement CFMS

Bill cancellation- Pending Request

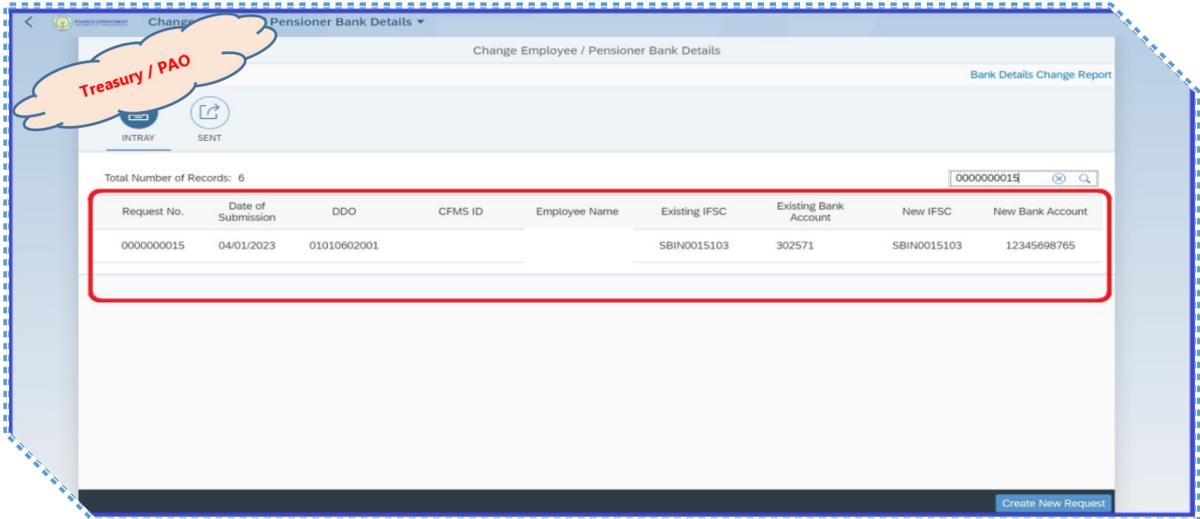
Change Employee / Pensioner Bank Details

Beneficiary Management

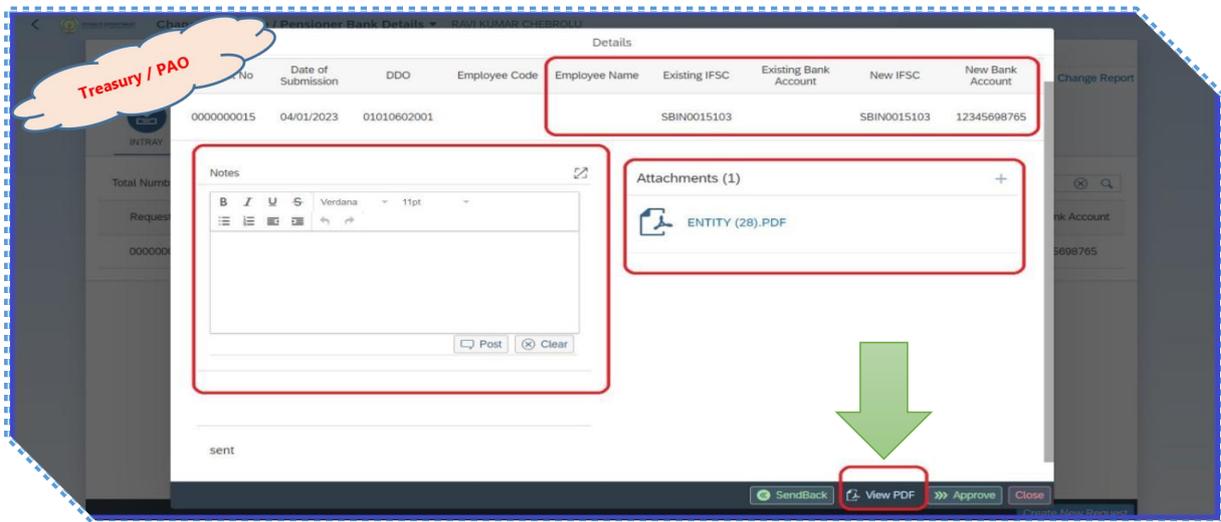
Workflow Configurator

Beneficiary Applicati...

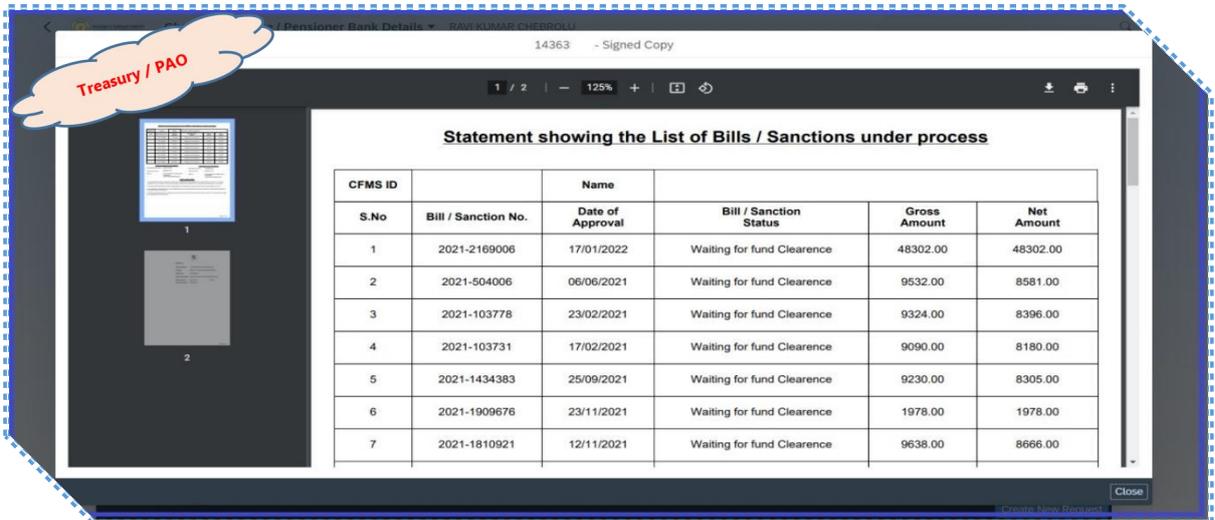
(Picture.24)



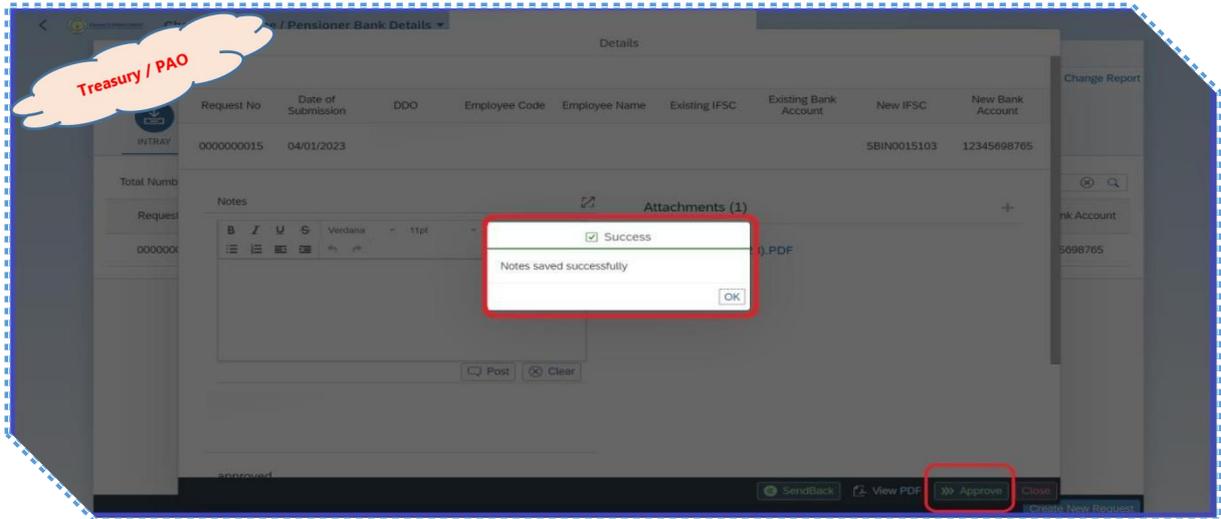
(Picture.25)



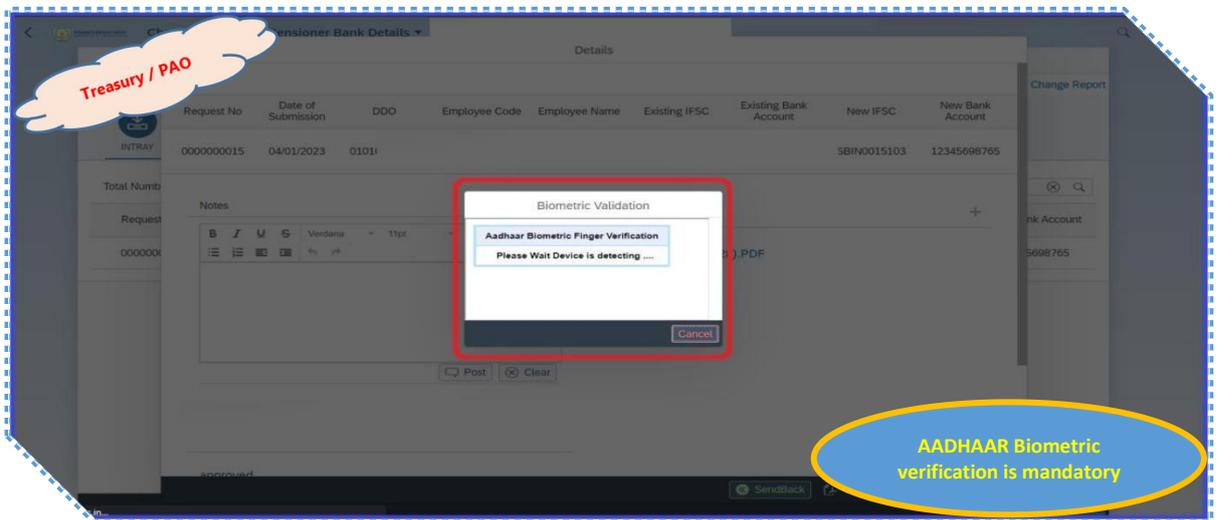
(Picture.26)



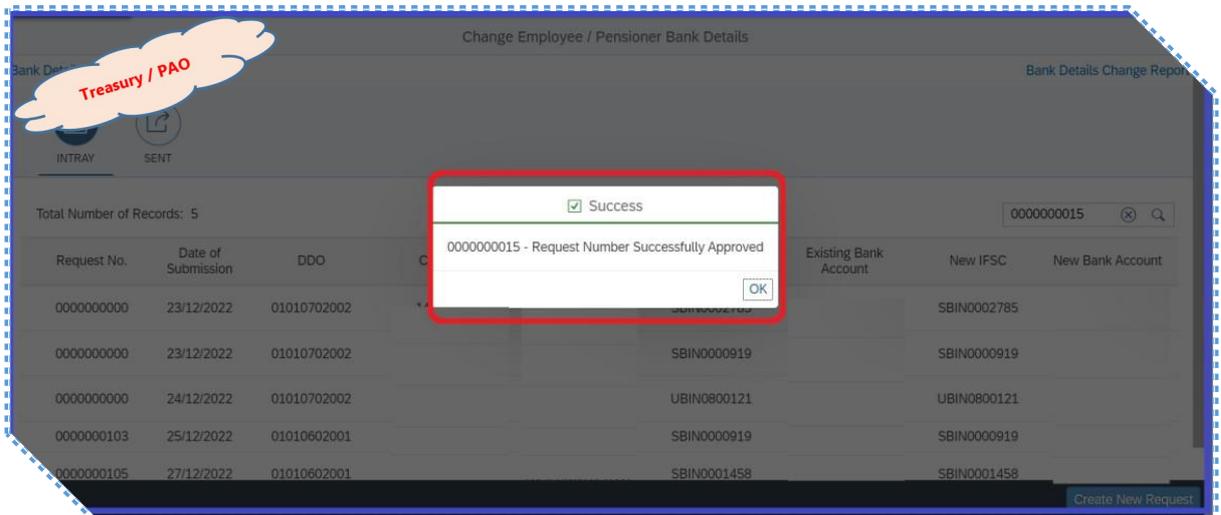
(Picture.27)



(Picture.28)



(Picture.29)



(Picture.30)



Treasury / PAO

Change Employee / Pensioner Bank Details Report

\*DDO: 6101 DTO

Total Number of Records: 6 1436:

S.No	CFMS ID	DDO	Cl: Bank Account	Old FSC	New Bank Account	New FSC	Signed Copy	Attachment	Created by	Created on	Created at	Approved By	Approved on	Approved at	Status
1	0501072301	9227	58N002785	58N002785	622095161	58N0002785	DownloadP...	DownloadP...	59300964	04.01.2023	12:59:53		2023/04	13/02/17	Approved

Treasury Officer / PAO can view the status of request(s); and also download the attachments and Signed copy

(Picture.31)

Treasury / PAO

Statement showing the List of Bills / Sanctions under process

CFMS ID	S.No	Bill / Sanction No.	Name	Date of Approval	Bill / Sanction Status	Gross Amount	Net Amount
	1	2021-2169006		17/01/2022	Waiting for fund Clearance	48302.00	48302.00
	2	2021-504006		06/06/2021	Waiting for fund Clearance	9532.00	8581.00
	3	2021-103778		23/02/2021	Waiting for fund Clearance	9324.00	8396.00
	4	2021-103731		17/02/2021	Waiting for fund Clearance	9090.00	8180.00
	5	2021-1434383		25/09/2021	Waiting for fund Clearance	9230.00	8305.00
	6	2021-1909676		23/11/2021	Waiting for fund Clearance	1978.00	1978.00
	7	2021-1810921		12/11/2021	Waiting for fund Clearance	9638.00	8666.00

(Picture.32)

Treasury / PAO

MAKER DETAILS:

Signature :  
Name of Person  
Position  
DDO Code  
Name of the Office  
Date and Time 04-01-2023 10:24:23  
Request Number 0000000015

APPROVER DETAILS:

Signature :  
Name of Person  
Position  
Treasury Code  
Name of the Office  
Date and Time 04-01-2023 12:22:31

(Picture.33)



Change Employee / Pensioner Bank Details

Bank Details Report

Bank Details Change Report

INTRAY SENT

Total Number of Records: 0

Search...

Request No.	Date of Submission	DDO	CFMS ID	Employee Name	Existing IFSC	Existing Bank Account	New IFSC	New Bank Account
No data								

Create New Request

DDOs can view the bank details of Employees under their jurisdiction

DDOs / TOs / PAO can view the status of request(s); and also download the attachments

(Picture.34)

- THE END -