

बिहार सरकार
उद्योग निदेशालय

पत्रांक /

पटना, दिनांक

सं० सं०-5/उ०नि०ब० (विविध/CFMS) 01/2018

प्रेषक,

उद्योग निदेशक,
बिहार, पटना।

सेवा में,

सभी निकासी एवं व्ययन पदाधिकारी।

महाप्रबंधक, सभी जिला उद्योग केन्द्र, बिहार।

सहायक उद्योग निदेशक(लेखा), उद्योग निदेशालय, बिहार, पटना।

सहायक उद्योग निदेशक(तकनीकी), तकनीकी विकास निदेशालय, उद्योग विभाग, बिहार, पटना।

वरीय लेखा पदाधिकारी, हस्तकरघा एवं रेशम निदेशालय, बिहार, पटना।

प्रशाखा पदाधिकारी, खाद्य प्रसंस्करण निदेशालय, उद्योग विभाग, बिहार, पटना।

सहायक निबंधक, सहयोग समितियाँ (हस्तकरघा), राजेन्द्रनगर, पटना एवं सहायक निबंधक,

बुनकर सहयोग समितियाँ, गुलजारबाग, पटना-800008

सहायक उद्योग निदेशक (कोटि नियंत्रण), पटना प्रमंडल, पटना, तिरहुत प्रमंडल, मुजफ्फरपुर एवं भागलपुर प्रमंडल, भागलपुर।

सहायक उद्योग निदेशक(रेशम), पूर्णिया, पटना, मुजफ्फरपुर एवं भागलपुर।

उप विकास पदाधिकारी(वस्त्र), गया, दरभंगा, मुजफ्फरपुर एवं भागलपुर।

प्राचार्य, बिहार रेशम एवं वस्त्र संस्थान, नाथनगर, भागलपुर।

प्रबंधक, पोलिस्टर एवं सिल्क वस्त्र प्रशिक्षण-सह-उत्पादन केन्द्र, बरारी, भागलपुर।

परियोजना पदाधिकारी, मलवरी-प्रसार-सह प्रशिक्षण केन्द्र, रानी पोखर, वैशाली/फरीदपुर,

सिवान/मुशहरी, मुजफ्फरपुर/ढेकसार, किशनगंज/सहरसा/राघोपुर-बखरी, सीतामढ़ी /कुमारबाग, बेतिया/ लकड़ीकोल, बांका।

अग्र-परियोजना पदाधिकारी, इनासवरण कटोरिया, बांका/श्याम बाजार, बांका/गंगटामोड़, मुंगेर/ कौवाकोल, नवादा/अधौरा, कैमूर/तसर क्रय-विक्रय संगठन, बांका।

विषय : CFMS प्रणाली को लागू करने के संबंध में।

प्रसंग :- वित्त विभाग, बिहार, पटना के पत्रांक 2587, दिनांक 13.03.19 एवं विभागीय पत्रांक 1575, दिनांक 26.03.19

महाशय,

उपर्युक्त विषयक प्रासंगिक पत्रों के आलोक में कहना है कि दिनांक 01.04.2019 से CTMIS प्रणाली के स्थान पर CFMS प्रणाली लागू किया जा रहा है। इस हेतु CFMS के System Admin, Employee Maintanance Module एवं Payee Management Module को लागू करने से संबंधित विहित प्रक्रिया एवं Guidelines आवश्यक कार्रवाई हेतु संलग्न की जा रही है।

अतः अनुरोध है कि उपर्युक्त विहित प्रक्रिया एवं Guidelines के अनुरूप अनुपालन करना सुनिश्चित करें।

विश्वासभाजन

अनुलग्नक :- यथोक्त।

ह०/-

उद्योग निदेशक
बिहार, पटना।

ज्ञापांक 1673/

पटना, दिनांक 4.4.19

प्रतिलिपि :- उप उद्योग निदेशक, उद्योग विभाग, बिहार, पटना को उनके ज्ञापांक 1575, दिनांक 26.03.19 के आलोक में सूचनार्थ तथा आईटी०मैनेजर, उद्योग विभाग को विभागीय वेबसाईट पर अपलोड करने हेतु प्रेषित।

उद्योग निदेशक
बिहार, पटना।

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पत्र सं०-को०प्र०/CFMS-15/2017...2587

बिहार सरकार
वित्त विभाग

प्रेषक,

राहुल सिंह,
सचिव(व्यय) ।

सेवा में,

सभी अपर मुख्य सचिव/प्रधान सचिव/सचिव,
सभी विभाग, बिहार, पटना ।

पटना, दिनांक...13-03-19

विषय:- CFMS प्रणाली को लागू करने के संबंध में ।

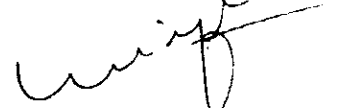
महाशय,

आप अवगत है कि राज्य सरकार द्वारा वित्तीय कार्यों को पूर्णतः ऑनलाइन करने हेतु CTMIS के स्थान पर CFMS को दिनांक-01.04.2019 से लागू किया जा रहा है । एतद् हेतु CFMS के System Admin, Employee Maintenance Module एवं Payee Management Module को लागू करने से संबंधित विहित प्रक्रिया एवं मार्गदर्शक Guidelines आवश्यक कार्रवाई हेतु संलग्न की जा रही है ।

अनुरोध है कि उक्त विहित प्रक्रिया एवं मार्गदर्शक Guidelines को विभाग स्तर पर Follow करने एवं संबद्ध सभी निदेशालयों एवं क्षेत्रीय कार्यालयों द्वारा भी Follow करने का निदेश देने की कृपा की जाय ।

अनुलग्नक:-यथोक्त ।

विश्वासभाजन,



(राहुल सिंह)
सचिव(व्यय) ।

Guidelines for Operationalization of CFMS module in Pre-Production environment

- (i) **System Administration Module:** This module will be used to create the organizational hierarchy from Administrative Department to the lowest level unit i.e. field offices. Further, a two/three tier structure/ hierarchy has to be created within an office and will comprise of Maker and Approver (two tier hierarchy) or Maker, Checker and Approver (three tier hierarchy). The horizontal hierarchy has to be configured for the execution and management of various processes configured in the CFMS application.

Request you to refer to the training manuals and our letter no. 9243 dated 17/12/2018& letter no.1745 dated 18/02/2019 sent in regard to office creation and horizontal hierarchy creation. The letters are also available in the “*Notification & Circular*” section of Finance Department website (www.finance.bih.nic.in).Also annexed (Annexure I –CFMS Overview on Office Structure) is the presentation with key considerations for Office creation and office configuration activity.

- (ii) **Employee Maintenance Module:** All the active employees of Government of Bihar, tagged with the DDO codes in CTMIS, will be migrated to CFMS against the offices to which this CTMIS DDO codes are mapped. In this module the employee records will have to be updated to capture employee related information i.e. the employee’s personal information, joining details, bank account details, earnings and deductions etc. Detailed guidelines on updating the employee information is elaborated in the following Section (Refer Section – III.1)

- (iii) **Payee Management Module:** Payee is a person/entity who receives benefit/payment from State Government. A payee can be an individual, vendor, contractor/supplier, social sector beneficiary, Government employee, pensioner etc. The CFMS application promotes and enforces the Governments vision for Direct Benefit Transfer (DBT)where-in any benefits/payments by the state government will henceforth be paid directly to the payee’s bank account. In order to enable this, it’s critical to collect and maintain the payee’s details (including bank accounts) in this module. CFMS also provisions to integrate with other beneficiary database/ application (e.g. e-Laabhathi), if any, that is being used by other Departments. Additionally, there is a provision for uploading the existing Payee data in the CFMS application using a pre-defined excel sheet template. Guidelines on updating the Payee details is elaborated in the following section. (Refer Section – III.2)

- I. The following critical factors are to be ensured during ‘Office creation’ in CFMS, which forms the backbone of the application and for the process execution of the varied functions within the application.
- (i) Ensure all existing DDO codes in CTMIS is mapped to the corresponding offices created in CFMS, to ease the data migration (of employees, expenditure, etc) activity. If the CTMIS DDO codes are not correctly & completely mapped, there is a risk of incomplete and incorrect migration of data from CTMIS to CFMS.
 - (ii) Each Office should be mapped with a TAN# and NSDL DDO Code to enable seamless integration with NSDL and Agency Bank (viz. SBI)
 - (iii) The TAN#, NSDL DDO Code and Bank account tagged with the office should be in the name of the Head of Office (HoO). Further, refer to our letter no. 1745 dated 18/02/2019 in this regard.

- (iv) The phone# and E-mail ID of the 'CFMS Users' should be genuine and active in order to receive prompt notification on critical activities of the office functions viz. OTP, Default passwords, status on activities etc.
- (v) During office configuration, it should be ensured that all the Head of Accounts (HoA) against which Budget Allotment is received by the office is tagged in CFMS and the office from whom the allotment is to be received is stated. This activity shall enable defining the hierarchy for Budget distribution and determine further activities on the HOA such as Sub-Allotment, Bill Preparation (Expenditure), Budget estimation (Supplementary, Annual) etc

II. Guidelines on Employee Maintenance Module and Payee Management Module:

1. Employee Maintenance Module

- 1.1. Post the launch of CFMS application, each and every bill (including pay bill) has to be prepared and processed in CFMS application. Therefore, for processing of Pay bill and other employee related bills such as Medical Bill, Travel Allowance etc, it is critical to maintain and update the employee data and bank details in CFMS application.
- 1.2. All 'Active' Employee data available in CTMIS application is migrated to the pre-production environment of CFMS application. To view the details of the migrated employee in CFMS, the following has to be ensured
 - (i) Tag the CTMIS DDO codes (against which the pay bill of the employees are drawn) to the respective offices in the CFMS application.
 - (ii) Configure the horizontal hierarchy of the office in CFMS application. Key Configuration includes
 - 1) Mapping the HoA (against which salary is drawn) to the office and determine the activity against the HoA viz. Allotment/ Expenditure/ Both (i.e. Allotment and Expenditure), whichever is appropriate.
 - 2) Tag the CFMS users (who would be responsible for employee management in the CFMS application) to the office
 - 3) Assign activity(Employee Maintenance) and role (Maker/Checker/ Approver) to the users
 - 4) Configure the approval workflow for the activity. The approval workflow can comprise of a 2 tier hierarchy (Maker and Approver) or a 3 tier hierarchy (Maker, Checker and Approver). Please note that Maker and Approver role is mandatory for defining the approval workflow for any activity within the office. It is also recommended that the Head of Office (HoO) should be assigned with the 'Approver' role of the employee maintenance activity.
 - 5) After defining the approval workflow, it is critical to E-Sign the same in the 'Preview' tab of the office configuration.
- 1.3. Upon the successful tagging of CTMIS DDO code to the office and upon creation & e-sign of the 'Employee Maintenance' activity workflow, the migrated employee data will be available in the 'Common bucket' of the Maker role.

1.4. The following guidelines are to be followed with regard to updating of the employee data in the application

- (i) The Office Admin needs to extract the employee report from CFMS application which contains information on data migrated from CTMIS to CFMS. For the same, please execute the following steps
 - 1) Office Admin will login to CFMS Application (<https://cfmspreprod.bihar.gov.in/digigov-web-app/login.jsp>)
 - 2) Click on the 'Master Maintenance' icon
 - 3) On the left hand side Menu tree, click on the folder icon 'Report'
 - 4) Click on the 'Employee Details' menu. The user will be redirected to the 'Employee Details' page
 - 5) On the employee details page, click on the search option available against the field 'GPF/PRAN', select 'All' value, choose the format 'PDF' and generate the report. If required, individual employees can also be searched for extracting the report.
 - 6) The office admin will have to take the printout of the employee report downloaded from the application and share the same with the employee's for filling up the additional details.
 - 7) It is hereby requested that all the employee data should be updated and approved in the pre-production environment, latest by 25th March 2019.

1.5. Guidelines on updating the Employee data in the application – Following are the possible situation that can be encountered with respect to the employee data:

- (i) **Scenario #1 A:** Employee information migrated is correct and no changes/modification is required to the data migrated. The below procedure is to be followed
 - 1) The Employee is required to update the requisite details in the 'CFMS Data (To be filled) column.
 - 2) The updated hard copy form should be submitted to the office admin along with the requisite documents such as ID proof, Bank proof etc.
 - 3) Office Admin will hand over the filled up form along with supporting documents to the CFMS user with the 'Maker' role for 'Employee Maintenance' activity the application.
 - 4) The 'Maker' role will update the information in the application and save the data after verifying the correctness of the information and documents submitted.
 - 5) After the 'Maker' enters the employee information as updated in the column 'CFMS Data' into the application, it is expected to extract the "CTMIS Migrated vs. CFMS Updated Employee Detail Report" from the application, which is available in the 'Reports' menu tree, take a print out and share the report with the respective employee. This report will be made available in the CFMS application by 13th March, 2019.
 - 6) The employee is expected to review the report and confirm the information available in the reports to the 'Maker' subsequent to which, the maker will forward the request to the Checker or Approver.

7) For updating, forwarding and approving the employee details in CFMS application, please refer to 'User manual' uploaded on the Finance Department website (www.finance.bih.nic.in), the video manual provided and guidelines issued by TCS which is annexed with this letter (Annexure II: Process for updating Employee records)

(ii) **Scenario #1 B:** Employee information migrated is in-correct and requires changes to the information:

- 1) It please be noted that except for Employee - 'Date of Birth; GPF/PRAN/EPF# and Date of Joining' all the other fields are editable in the application and corrections can be made to the same.
- 2) For any corrections to the Non-Editable fields, the employee will have to update the correct information in the hard copy form and submit the same with the 'Office Admin' along with the documentary evidence for the correction required.
- 3) 'Office Admin' will have to segregate all such forms which needs corrections and submit the same with its respective Department Secretary (at the secretariat office) along with a copy of the Employee service book.
- 4) The Departmental secretary will verify the information and documents submitted and if found to be authentic, a request for data correction will have to be communicated to the CFMS Helpdesk team and Finance Department
- 5) The Departmental Secretary or the concerned CFMS Departmental Nodal officer will have to write to the CFMS Helpdesk (Helpdesk@e-nidhi.bihar.gov.in) marking CC to Shri Udayan Mishra, IAS, Joint Secretary, Finance Department (udayanmishra2009@gmail.com; Udayan.mishra@e-nidhi.bihar.gov.in) for needful action. The subject of the mail should read as: "Modification required to the migrated employee data". Please do ensure to attach the scan copy of the documentary evidence and the service book of the employee.
- 6) Upon receipt of the mail, the changes will be updated within 3 working days and completion of the activity will be notified over email.

(iii) **Scenario #2:** Employee information is not found in the 'Employee Details' report or in the 'Common bucket' of the maker role in CFMS application.

- 1) Upon identification of such cases, it is requested that the Office admin may reach out to the Departmental Secretary with details of the Employee service book
- 2) The Departmental secretary will verify the information and documents submitted and if found to be authentic, the details of the same will have to be communicated to the CFMS Helpdesk team and Finance Department
- 3) The Departmental Secretary or the concerned CFMS Departmental Nodal officer will have to write to the CFMS Helpdesk (Helpdesk@e-nidhi.bihar.gov.in) for needful action. The subject of the mail should read as: "Employee Details not found in CFMS for <<CTMIS DDO Code>>". Please do ensure to attach the scan copy of the documentary evidence and the service book of the employee.
- 4) Upon receipt of the mail, the necessary action & resolution will be provided within 3 working days from the receipt of the mail
If no resolution is provided within the given timelines, the issue should be brought to the notice of Shri Udayan Mishra, IAS, Joint Secretary, Finance Department.

(iv) **Scenario #3:** The Employee is already transferred to another office, but its employee details is not available in the new office instead the employee data is migrated against the previous DDO code.

- 1) Upon identification of such cases, it is requested that the Office admin may reach out to the Departmental Secretary with details of the Employee service book and LPC-Out/In form.
- 2) The Departmental secretary will verify the information and documents submitted and if found to be authentic, confirmation of the transfer will have to be communicated to the CFMS Helpdesk team and Finance Department
- 3) The Departmental Secretary or the concerned CFMS Departmental Nodal officer will have to write to the CFMS Helpdesk (Helpdesk@e-nidhi.bihar.gov.in) marking CC to Shri Udayan Mishra, IAS, Joint Secretary, Finance Department for needful action. The subject of the mail should read as: "Employee with <<CTMIS DDO Code>> transferred to <<Office Name>>". Please do ensure to attach the scan copy of the documentary evidence (LPC-IN/LPC-Out form) and the service book of the employee.
- 4) Upon receipt of the mail, the necessary action & resolution will be provided within 3 working days from the receipt of the mail
- 5) If no resolution is provided within the given timelines, the issue should be brought to the notice of Shri Udayan Mishra, IAS, Joint Secretary, Finance Department (udayanmishra2009@gmail.com; Udayan.mishra@e-nidhi.bihar.gov.in) for needful action.

1.6. Please note that the approver of the 'Employee Maintenance Module' is responsible for ensuring accuracy and correctness of the employee data updated in the CFMS application. Therefore, the approver/HoO should exercise extra care while creating and approving any employee in the CFMS application.

2. Payee Management Module

- 2.1. As aforementioned, post the launch of CFMS application, bill preparation and processing will be necessitated in CFMS, and in order to make payments directly to the Payee, their identification and bank details should be available in the CFMS application and the Payee Management module enables the same.
- 2.2. It is recommended that the Head of Office (HoO) should be the designated 'Approver' of the 'Payee Management module' in the application.
- 2.3. The Maker/Checker who updates the 'Payee details' in the CFMS application and the approver of the Payee record are deemed as the 'Owner' of the Payee data and hence the accountability for validating the authenticity of the Payee information and documents lies upon them and only they can modify or inactivate the payee data in the CFMS application.
- 2.4. Payees can be broadly categorized into the below types, for the purpose of data creation in CFMS application:
 - (i) **Employees**—Employees are also recipients of benefit/payment from the state government, hence considered as a payee. Upon successful creation/approval of the employee information, every employee will also be assigned with a unique Payee ID.
 - (ii) **Non –Employees**

- a. **Service Providers** – In general terms, any organization, business or individual (Sole Proprietors) that offers its services in exchange for payment are ‘Service Providers’. A Service provider can be a Vendor, Contractor, Supplier, Local body, Non-Government Organization, PSU, Autonomous Organization, University, Society and so on. Therefore, the Payee data under the respective Payee Category (Viz. Individual including Sole Proprietors, Partnership, Company, Cooperative Society, Board, Statutory body, University etc) are to be created in CFMS application against the respective category, after mandatorily issuance and collection of the Know Your Payee (KYP) form {Refer Annexure III (A) – (E)}.
- b. **Scheme beneficiaries** – Any State/Central scheme/programme, involving many people, who are availing benefits/payment from the government against a ‘Scheme’ are considered as “Scheme Beneficiaries”. Herewith, the Payee, eligible and availing benefits/payments from the state against the scheme, are to be created and tagged against the said ‘Scheme Name’, in the CFMS application. If the Payee details are not to be created/updated in CFMS application, then there is provision to integrate the beneficiary details from a third party application during the Bill creation process. Guidelines/process on integrating Payee data will be circulated upon the release of E-Billing module.

2.5. The prerequisite to updating the payee details in the application in the pre-production environment is listed below:

- (i) Create the two/three-tier workflow hierarchy in the System Administration Module of the application for creation and approval of Payee data in the application.
- (ii) **Issue and collect Know Your Payee (KYP) forms:** This is applicable for all Payee Data (Non-Employee) which will be created and maintained in CFMS application. HoO has to issue and collect the duly filled-in forms from the Payee, along with the documentary proof (Proof of Identity and Bank Account) and file the same for record and reference purpose. This is a recurring activity and the KYP form has to be collected from all the ‘Payees (Non-Employee)’, who needs to be added in the CFMS application from time to time.

2.6. The three possible scenarios for creation and/ or maintenance of Payee Details in the CFMS application is listed below:

- (i) **Scenario # 1** - Creation of a new Payee details in the system (whose details is not available in the CFMS application). There are 2 options for creating a ‘Payee’ record in CFMS application for the different categories:
 - a. **Option 1 - Payee Master Creation**, where-in the Payee details are individually (one by one) entered and saved in the application using the ‘Payee Master’ input form that is provided in the CFMS application. This input form is to be used if a single payee detail is to be added in the system.
 - b. **Option 2 - Bulk Upload using Microsoft Excel¹ Template and XML utility** (which is a text based, structured format). This utility can be used for creation of payee details, especially if the volume of such data is huge (i.e. in Bulk). For the same, the Payee

information has to be first entered/maintained in a pre-defined excel sheet format. and instead of entering the data one by one in the application, the bulk upload utility can be used for updating and making available the Payee details in CFMS application at one go.

- c. **Approval of Payee Data in CFMS** – After the entry of Payee Data (option 1) or upload of payee data (option 2) the same has to be approved by the Approver role after validating the information as provided in the CFMS application. Post approval & E-Sign of the Payee data, each of them will be provided with a unique identification reference number i.e. Payee ID and a SMS notification of the Payee ID created will be sent to the Payee's mobile number which is updated in the CFMS application.
 - (ii) **Scenario # 2:** Tagging of existing Payee with the office i.e. if the Payee data is already created and available in CFMS, the payee data need not be created again by the office user, instead using the feature of 'Payee/Office Tagging', that is available in the application, the approver role will search the Payee using the Payee ID or other attributes (i.e. Name, Bank A/C number etc.) and perform the action of tagging the Payee to the office, post which the Payee details will be available/listed during the Bill creation activity.
- 2.7. For updating and approving the Payee details in CFMS application, please refer to 'User manual' uploaded on the Finance Department website (www.finance.bih.nic.in) or the video manual and guidelines annexed with this letter.

Annexure I

Comprehensive Financial Management System (CFMS) - Overview on Office Structure

**Finance Department, Government of
Bihar**

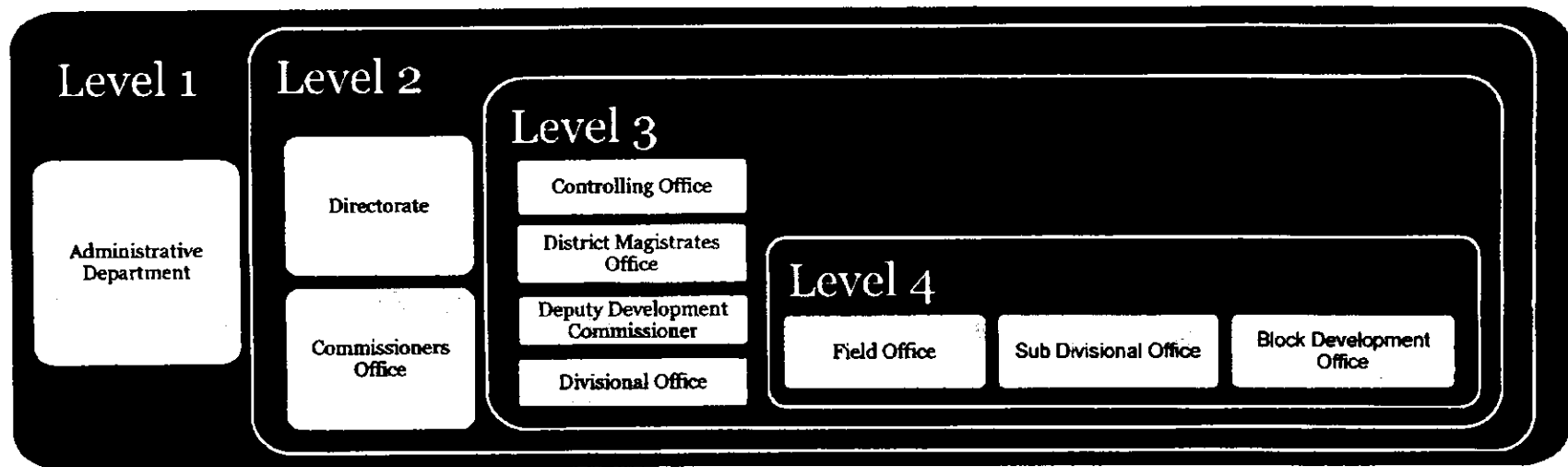
System Administration module - Overview

Overview

- CFMS Application with System Administration function was made live for office data creation and Budget Allotment activity in April, 2018
- Owing to gaps in the module and challenges with implementation of remaining functions, the application usability was thoughtfully put on hold
 - Identified inherent issues with the module, as it became DDO code centric instead of office centric
 - Gaps in handling Head of Office concept, Inter-office process workflow etc. which is critical for various functions
 - Incomplete and Incorrect office data creation resulting in failure to execute Budget Allotment process
- The above gaps were addressed and the revised System Administration module enables
 - Identifying an 'Office' as an individual entity by assigning a unique code to each office created within the Administrative hierarchy, instead of associating the same with DDO Codes, which can be multiple in count for a given office.
 - Creation of two types of hierarchy: (i) Administrative Hierarchy, and (ii) Functional/ Horizontal Hierarchy
 - Entails defining the functional hierarchy workflow against each Head of Account (HOA).
 - Necessitates tagging of CTMIS DDO Codes against the offices for ease of data migration from CTMIS

System Administration (Contd.)

Defining the Administrative Hierarchy



Key Notes

1. At Level 2, there is provision to select 'Reporting To' office as None
2. Reporting To office details are captured to determine the counter signing office

System Administration (Contd.)

Configuring the Functional/ Horizontal Hierarchy

Office workflow								
	Budget Estimation & Consolidation Retraction and estimation of Scheme Expenditure Estimation & Finalization of Supplementary Budget Suspender of Savings	Budget Ceiling Budget Allotment Inter Department Budget distribution Allotment Withdrawal Budget Re-appropriation Fund Request	Payee/Beneficiary data Management Expenditure Sanction Bill creation & submission	O-Gras/E-Receipt Manual Receipt entry Scroll entry of manual challans Refund of revenue Submission of Monthly Accounts	Employee Database maintenance Loans & Advances processing Increment, promotion & salary modification process LPC-in and LPC Out process	Pensioners Data Digitization and reconciliation Pensioner Data Management PPO Entry & Bill Generation	Creation of Deposit Account Ledger Creation Payment request generation Tipping of Deposit Account Refund of Lapse deposit Closure of Ledger/Deposit account	E-Kuber (Agency Bank) Agency Bank (SBI) E-Laabhathi (Beneficiary Database) NSDL AG Integration E-GPF
Features								

Key Notes

1. Maker and Approver role is mandatory within any office.
2. Workflow for the processes can be defined for a 'Head of Account' at the 13 digit code (Sub Head level) or at the 17 digit code (Detail Head level)

Annexure II - Standard Operating Procedure for Employee Maintenance

1. Office Admin will circulate the Report (Admin > Reports > Employee Details), generated from Master Admin Module, to their respective employees in hard copy.
2. Respective employees will verify the data as migrated from CTMIS and will fill the data in the report itself if any changes to be done in CFMS.
3. Employee will also attach Copy of any of the following as Id proof and Bank Account proof which will be kept in the office .

ID Proof:-

- a. PAN
- b. Aadhaar
- c. Voter ID
- d. Driving License

Bank Account Proof :-

- a. Cancelled Cheque
- b. Bank Statement
- c. Certificate from Bank

4. Based on the hard copy provided by the Employee , Employee maintenance Maker will fill the data in CFMS and same will be forwarded for Verification and Approval.
5. Once Maker has filled the data , Maker can extract the Service details report of the employee and give it to Employee for Verification
6. If Employee has no objection, will sign on the Service Details report and submit it to Maker.
7. Maker then send the Employee details to Checker and Approver for further processing.
8. In case, any objection by Employee in service details report , will inform to Employee Maintenance maker to change the data and re generate the Service Details report.
9. Maker will keep repeating step no. 8 unless Employee has not given signed in Service details report to Maker.

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Guidelines for Employee Maintenance

1. Employee Maintenance

The following processes are covered in Employee Maintenance which is part of E-Billing module:

- Group Creation:- This is to be done before users can update the attributes of an employee.
- Employee Maintenance - This process allows users to review the employee attributes migrated from CTMIS and update the employee attributes before pay bill processing;

1.1 Group Creation:

The following steps are to be followed for Group Creation:

- User successfully Logs in and enters **CFMS** home page. If User has Employee Maintenance Maker/Checker/Approver activities tagged to them, they will get the E-Billing icon.
- User clicks this icon and lands to the Task-List after selecting the appropriate activity (Employee Maintenance Maker/Checker/Approver)
- User clicks "Group Creation" (Navigation: E-billing ->Employee Maintenance -> Group Creation) and lands to the screen where Group details will be filled.

Note: - Approved and E-signed Groups will be shown under the Assign Office to the Maker/Checker/Approver under existing Groups.

1.1.1 Employee Maintenance

The following navigation is to be followed for updating the attributes of Employees:

E-billing ->Task list -> Employee Maintenance Bucket

Log-In with Maker:

Employee Maintenance Bucket: Common Bucket is shown, where Office wise employees will appear as Migrated from CTMIS.

Employee Maintenance Maker will have option to assign employees to their own task list for further action clicking on "**Assign to self**" hyperlink.

Once user assigns the employee in Task list, selected employee will in this task list.

- Click on the view/modify details hyperlink in the task list to further modify the employee details as per New CFMS application. The following tabs will appear:
 - Employee General Details
 - Family Details
 - Bank Account Details
 - Employee Earning Details
 - Employee Deduction Details
- Click on Save
- Forward request to checker

Log-In with Checker: Validate details as submitted by maker and send it Approver/Maker.

Log-In with Approver: Validate details as submitted by maker/checker and Approver/Reject or send it back to Maker/Checker. E-Sign the request and make this employee ready for Pay-Bill Generation.

Annexure III (A): Know Your Payee (KYP) - Individuals

Category

Payee Category: ▼

Personal Details

Payee Name: Date Of Birth: Gender: ▼ Mobile No:

Email Id: Active Flag

Bank Account Details

Account Type: Account Holder: ▼ Account Holder Name: Account No.:

IFSC Code: Bank Name: Branch Name:

Proof/Identification Details

Aadhaar Ref No: Aadhaar No: PAN No: EPIC No: Driving License No.:

Birth Certificate No.: QPF No.: PRAN No.:

Address Details

Address line 1: District: Address line 2: PIN: State:

Scheme Details

<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Checklist Verification

Bank Account Verification Checklist

Select	Document Submitted
<input type="checkbox"/>	BANK PASSBOOK
<input type="checkbox"/>	BANK ACCOUNT CANCEL CHEQUE
<input type="checkbox"/>	CERTIFICATE FROM BANK

Identity Verification Checklist

Select	Document Submitted
<input type="checkbox"/>	PAN CARD
<input type="checkbox"/>	AADHAAR CARD
<input type="checkbox"/>	ELECTORAL PHOTO ID CARD (EPIC)
<input type="checkbox"/>	BIRTH CERTIFICATE
<input type="checkbox"/>	DRIVING LICENSE
<input type="checkbox"/>	TAN
<input type="checkbox"/>	GSTIN
<input type="checkbox"/>	Certificate of Creation of Proprietorship
<input type="checkbox"/>	Certificate of Incorporation of Partnership
<input type="checkbox"/>	Certificate of Registration of Company
<input type="checkbox"/>	Certificate of Incorporation of Board/Statutory
<input type="checkbox"/>	Certificate of Establishment Date of University
<input type="checkbox"/>	Certificate of Registration of Society

Remarks

I have verified the checked document in the above checklist and verified that address details of payee is complete and correct. Respective hard copy document for the Bank Account Verification & Identity Verification has been signed by payee and has been submitted to office.

Annexure III (B): Know Your Payee (KYP) - Vendor/Contractor

Category
 Payee Category: Sub Category:

Personal Details
 Payee Name: Authorized Mobile No:
 Authorized Email Id: Active Flag

Bank Account Details
 Account Type: Account Holder: Account No.:
 IFSC Code: Bank Name: Branch Name:

Proof/Identification Details
 PAN No: GSTIN:

Address Details
 Address line 1: District:
 Address line 2: PIN: State:

Scheme Details

Sl. No.	Scheme Name	Amount	Remarks

Checklist Verification

Bank Account Verification Checklist

Select	Document Submitted
<input type="checkbox"/>	BANK PASSBOOK
<input type="checkbox"/>	BANK ACCOUNT CANCEL CHEQUE
<input type="checkbox"/>	CERTIFICATE FROM BANK

Select	Document Submitted
<input type="checkbox"/>	PAN CARD
<input type="checkbox"/>	AADHAAR CARD
<input type="checkbox"/>	ELECTORAL PHOTO ID CARD (EPIC)
<input type="checkbox"/>	BIRTH CERTIFICATE
<input type="checkbox"/>	DRIVING LICENSE
<input type="checkbox"/>	TAN
<input type="checkbox"/>	GSTIN
<input type="checkbox"/>	Certificate of Creation of Proprietorship
<input type="checkbox"/>	Certificate of Incorporation of Partnership
<input type="checkbox"/>	Certificate of Registration of Company
<input type="checkbox"/>	Certificate of Incorporation of Board/Statutory
<input type="checkbox"/>	Certificate of Establishment Date of University
<input type="checkbox"/>	Certificate of Registration of Society

Remarks

I have verified the checked document in the above checklist and verified that address details of payee is complete and correct. Respective hard copy document for the Bank Account Verification & Identity Verification has been up by payee and has been submitted to office.

Annexure III (C): Know Your Payee (KYP) - Government Organization

Category

Payee Category: Sub Category:

Personal Details

Payee Name: Authorized Mobile No:

Authorized Email Id: Active Flag

Bank Account Details

Account Type: Account Holder: Account No.:

IFSC Code: Bank Name: Branch Name:

Proof/Identification Details

GSTIN:

Address Details

Address line 1: Address line 2: State:

District: PIN:

Scheme Details

Sl No	Scheme Name	Amount
1		

Checklist Verification

Select	Uncheck All	Document Submitted
<input type="checkbox"/>	<input type="checkbox"/>	BANK PASSBOOK
<input type="checkbox"/>	<input type="checkbox"/>	BANK ACCOUNT CANCEL CHECKUE
<input type="checkbox"/>	<input type="checkbox"/>	CERTIFICATE FROM BANK
<input type="checkbox"/>	<input type="checkbox"/>	PAN CARD
<input type="checkbox"/>	<input type="checkbox"/>	AADHAAR CARD
<input type="checkbox"/>	<input type="checkbox"/>	ELECTORAL PHOTO ID CARD (EPIC)
<input type="checkbox"/>	<input type="checkbox"/>	BIRTH CERTIFICATE
<input type="checkbox"/>	<input type="checkbox"/>	DRIVING LICENSE
<input type="checkbox"/>	<input type="checkbox"/>	TAN
<input type="checkbox"/>	<input type="checkbox"/>	GSTIN
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Creation of Proprietorship
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Incorporation of Partnership
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Registration of Company
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Incorporation of Board/Secretary
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Establishment Date of University
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Registration of Society

Remarks

I have verified the checked document in the above checklist and verified that address details of payee is complete and correct. Respective hard copy document for the Bank Account Verification & Identity Verification has been sig by payee and has been submitted to office.

Annexure III (D): Know Your Payee (KYP) - Own Office Account

Category
 Payee Category: Sub Category:

Personal Details
 Payee Name: Authorized Mobile No:
 Authorized Email Id: Active Flag

Bank Account Details
 Account Type: Account Holder: Account No.:
 IFSC Code: Bank Name: Branch Name:

Proof/Identification Details

Address Details
 Address Line 1: District:
 Address Line 2: PIN: State:

Scheme Details

Scheme Name	Account No.	Branch Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Checklist Verification

Select	<input type="checkbox"/> <u>Uncheck All</u>	Document Submitted
	<input type="checkbox"/>	BANK PASSBOOK
	<input type="checkbox"/>	BANK ACCOUNT CANCEL CHECKUE
	<input type="checkbox"/>	CERTIFICATE FROM BANK

Select	<input type="checkbox"/> <u>Uncheck All</u>	Document Submitted
	<input type="checkbox"/>	PAN CARD
	<input type="checkbox"/>	AADHAAR CARD
	<input type="checkbox"/>	ELECTORAL PHOTO ID CARD (EPIC)
	<input type="checkbox"/>	BIRTH CERTIFICATE
	<input type="checkbox"/>	DRIVING LICENSE
	<input type="checkbox"/>	TAN
	<input type="checkbox"/>	GSTIN
	<input type="checkbox"/>	Certificate of Creation of Proprietorship
	<input type="checkbox"/>	Certificate of Incorporation of Partnership
	<input type="checkbox"/>	Certificate of Registration of Company
	<input type="checkbox"/>	Certificate of Incorporation of Board/Statutory
	<input type="checkbox"/>	Certificate of Establishment Date of University
	<input type="checkbox"/>	Certificate of Registration of Society

Remarks

I have verified the checked document in the above checklist and verified that address details of payee is complete and correct. Respective hard copy document for the Bank Account Verification & Identity Verification has been signed by payee and has been submitted to office.

Annexure III (E): Know Your Payee (KYP) - Other Autonomous Organization

Category
 Payee Category: Other Autonomous Organization

About the Organization(Maximum in 260 character)

Personal Details
 Payee Name: _____ Authorized Mobile No: _____
 Authorized Email Id: _____ Active Flag

Bank Account Details
 Account Type: Select Account Holder: Self Account No.: _____
 IFSC Code: _____ Bank Name: _____ Branch Name: _____ Validate Account Details

Proof/Identification Details
 PAN No: _____ GSTIN: _____

Address Details
 Address line 1: _____ Address line 2: _____ State: _____
 District: _____ PIN: _____

Scheme Details

Sl No	Scheme Name	Account No	Branch Name

[Add Row](#)

Checklist Verification

Select	Document Submitted
<input type="checkbox"/>	BANK PASSBOOK
<input type="checkbox"/>	BANK ACCOUNT CANCEL CHECKUE
<input type="checkbox"/>	CERTIFICATE FROM BANK
Select	Document Submitted
<input type="checkbox"/>	PAN CARD
<input type="checkbox"/>	AADHAAR CARD
<input type="checkbox"/>	ELECTORAL PHOTO ID CARD (EPIC)
<input type="checkbox"/>	BIRTH CERTIFICATE
<input type="checkbox"/>	DRIVING LICENSE
<input type="checkbox"/>	TAN
<input type="checkbox"/>	GSTIN
<input type="checkbox"/>	Certificate of Creation of Proprietorship
<input type="checkbox"/>	Certificate of Incorporation of Partnership
<input type="checkbox"/>	Certificate of Registration of Company
<input type="checkbox"/>	Certificate of Incorporation of Board/Statutory
<input type="checkbox"/>	Certificate of Establishment Date of University
<input type="checkbox"/>	Certificate of Registration of Society

Remarks

I have verified the checked document in the above checklist and verified that address details of payee is complete and correct. Respective hard copy document for the Bank Account Verification & Identity Verification has been sig by payee and has been submitted to office.

Save Back