User Manual Document

For

Tier-II Exit Withdrawal Module

Directorate of Accounts and Treasuries (DAT)
Finance Department

Ver.1.0

Prepared By

MahaIT Development Team (DAT)

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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 installmentsof 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.

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.)

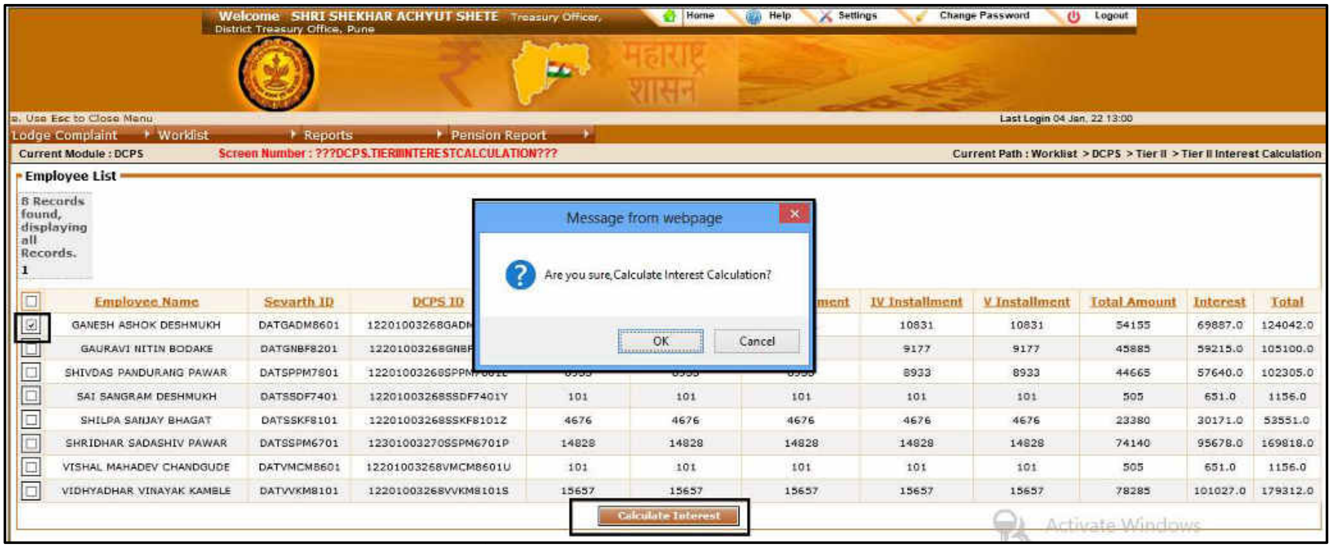


Figure No.01

- 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)

Figure No.02

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

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

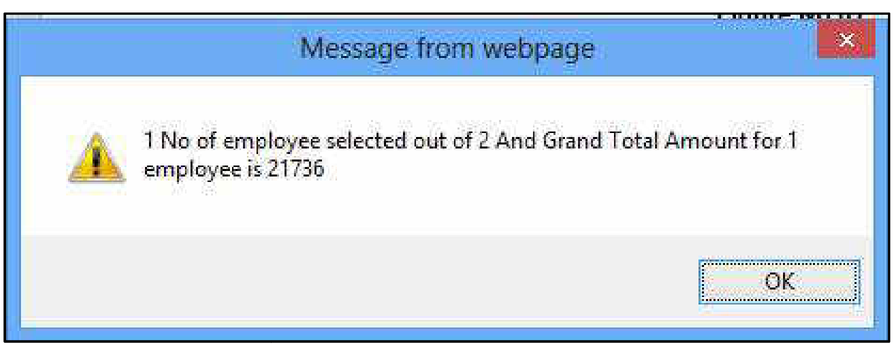


Figure No.04

- 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

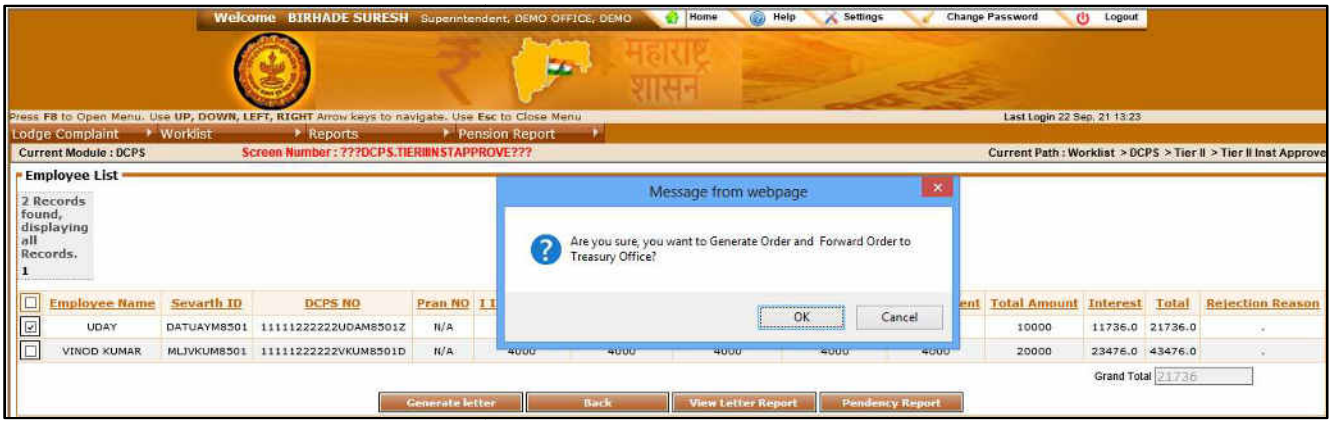


Figure No.05

- 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)

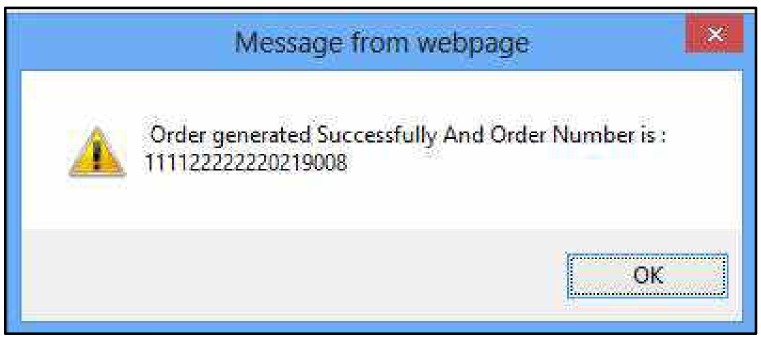


Figure No.06

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

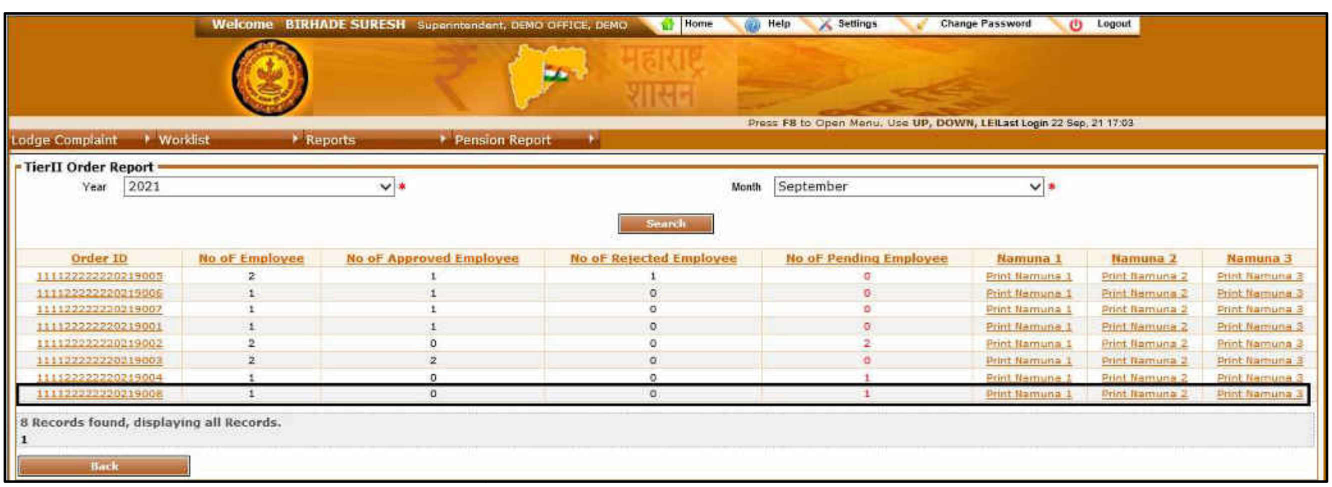
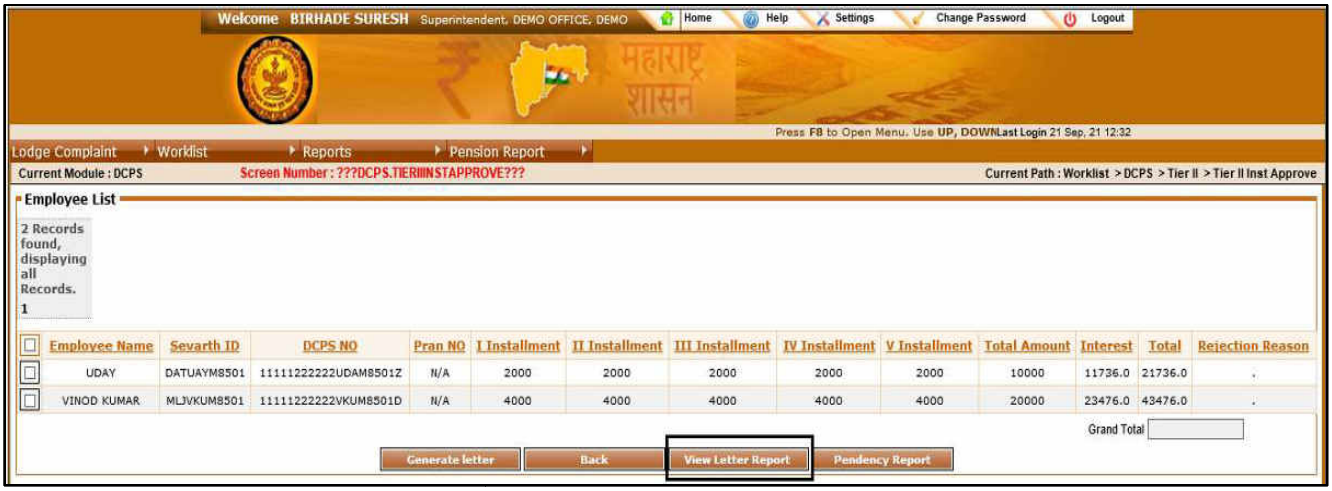


Figure No.07

- 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**



	Employee Name	Sevarth ID	DCPS NO	Pran NO	I Installment	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	.
	VINOD KUMAR	MLJVKUM8501	11111222222VKUM8501D	N/A	4000	4000	4000	4000	4000	20000	23476.0	43476.0	.

Figure No.08

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

"नमुना -एक"

आहरण व संवितरण अधिकाऱ्याने परिभाषित अंशदान निवृत्तीवेतन योजनेअंतर्गत कर्मचाऱ्याच्या लेख्यात सहाव्या वेतन आयोगाच्या थकबाकीच्या स्तर-2 (Tier-II) च्या जमा रकमेची माहिती सदर कर्मचारी ज्या कोषागार कार्यालयाच्या अधिकार क्षेत्रातील कार्यालयात कार्यरत आहे त्या कोषागाराकडून तपासणी प्राप्त करण्याकरिता करावयाचा अर्ज

कार्यालयाचे नाव व पत्ता
demo.
yenpe,yenpe1,yenpe.
जा.क्र. व दिनांक :

प्रति,
अधिदान व लेखा अधिकारी/कोषागार अधिकारी,
अधिदान व लेखा व लेखा कार्यालय/जिल्हा कोषागर कार्यालय,
DEMO TREASURY OFFICE

विषय:- परिभाषित अंशदान निवृत्तीवेतन योजना लागू असलेल्या कर्मचाऱ्यांच्या सहाव्या वेतन आयोगाच्या थकबाकीच्या रकमा स्तर-2 (TIER-II) मध्ये जमा असलेल्या रकमेच्या परताव्यासाठी तपासणी करुन मिळण्याबाबत.

महोदय/महोदया,

परिभाषित अंशदान निवृत्तीवेतन योजना/ राष्ट्रीय निवृत्तीवेतन योजना लागू असलेल्या कर्मचाऱ्यांच्या सहाव्या वेतन आयोगाच्या थकबाकीच्या रकमा डीसीपीएस खात्याच्या स्तर-2 (Tier-II) मध्ये जमा आहेत.सदर कर्मचारी सध्या या कार्यालयात कार्यरत असून ते अधिदान व लेखा कार्यालय,DEMO TREASURY OFFICE मुंबई/जिल्हा कोषागार कार्यालय, यांच्या कार्यक्षेत्रात आहेत.

सदर कर्मचाऱ्यांच्या डीसीपीएस खाती सहाव्या वेतन आयोगाच्या थकबाकीच्या स्तर-2 (Tier-II) मध्ये जमा असलेल्या रकमा व त्यावरील व्याजाच्या देय रकमेसह रक्कम रु.108689/. अक्षरी रु. One Lac Eight Thousand Six Hundred Eighty Nine मंजूरीसाठी सेवार्थ प्रणालीतून आपल्याकडे प्रस्ताव सादर येत आहे. त्याचा तपशील सोबत जोडलेल्या विवरणपत्र "नमुना-दोन" व "नमुना-तीन" मध्ये नमूद केलेला आहे.

तरी सदर कर्मचाऱ्यांच्या डीसीपीएस खाती सहाव्या वेतन आयोगाच्या थकबाकीची स्तर-2 (Tier-II) जमा असलेली रक्कम संबंधित कर्मचाऱ्यांना प्रदान करण्यासाठी सेवार्थ प्रणालीत मंजूरी देण्यात यावी.सहाव्या वेतन आयोगाचे थकबाकीचे हसे स्तर-2 मध्ये जमा केल्याबाबत खात्री करण्यात आली असून त्याची पडताळणी विवरणपत्र (आर-2) मधील प्रमाणक क्रमांक व दिनांक यांचेशी करण्यात आली आहे.

आपला विश्वासू,
स्वाक्षरी व पदनाम
Superintendent
(आहरण व संवितरण अधिकारी)

Figure No.09

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

परिभाषित अंशदान निवृत्तीवेतन योजना लागू असलेल्या कर्मचाऱ्यांच्या सहाव्या वेतन आयोगाच्या थकबाकीच्या रकमा स्तर-2 (TIER-II)
मध्ये जमा असलेल्या रकमेच्या परताव्यासाठी सभासदांची यादी.
"नमुना-दोन"

Displaying 1 to 1 of 1 records.
Pages : 1

अ.क्र.(१)	कर्मचाऱ्यांचे नांव (२)	सेवार्थ क्र.(3)	डीसीपीएस क्र.(४)	प्रान क्र.(५)	सहाव्या वेतन आयोगाच्या थकबाकीच्या स्तर-२मध्ये जमा असलेल्या पाच हप्त्यांची एकूण रक्कम (रु.)(६)	व्याजाचीएकूणरक्कम (रु.) (७)	एकूणदेयरक्कम (रु.)(६+७)
1	ANNA MADULAI	MLJAMAM8101	11111222222AMAM8101E	NA	50,000.00	58,689.00	1,08,689.00
Total					**50,000.00**	**58,689.00**	**1,08,689.00**

Displaying 1 to 1 of 1 records.
Pages : 1

आपला विश्वासू,

स्वाक्षरी व पदनाम

Superintendent

(आहरण व संवितरण अधिकारी)

कार्यालयाचा शिक्का

Activate Windows (DDO CODE :1111222222)

Figure No.10

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

परिभाषित अंशदान निवृत्तीवेतन योजना लागू असलेल्या कर्मचाऱ्यांच्या सहाव्या वेतन आयोगाच्या थकबाकीच्या रकमा स्तर-२(TIER-II) मध्ये जमा असलेल्या रकमेच्या सभासदांच्या व्याजाची परिगणना दर्शविणारे विवरणपत्र.
"नमुना-तीन"
पत्र / आदेश क्र.=111122222220219007

Displaying 1 to 12 of 12 records.
Pages : 1

Sr No.	Fin_year	opening Amount	1st installment	2nd installment	3rd installment	4th installment	5th installment	Intrest Payble	Intrest Amount	Closing Amount
Employee Name : ANNA MADULAI Sevaarth id : MLJAMAM8101 Total Sixth Pay Arrear Amount : 50000 Total 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	0	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	0	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

Displaying 1 to 12 of 12 records.
Pages : 1

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.

Employee Wise TierII Pendency Report

Displaying 1 to 14 of 14 records.
Pages : 1

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	APPROVE
2	MADHURI VIKAS PATIL	DATMVPF8501	11111222222MVPF8501B	200.00	APPROVE	200.00	DRAFT	200.00	APPROVE	200.00	APPROVE	200.00	APPROVE
3	TEST USER	DATTERM8001	11111222222TUSM8001S	200.00	in TO Login	200.00	APPROVE	200.00	APPROVE	200.00	APPROVE	200.00	APPROVE
4	TEST USER ONE	DATTUOM8001	11111222222TUOM8001E	200.00	in TO Login	200.00	APPROVE	200.00	APPROVE	200.00	APPROVE	200.00	APPROVE
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	Rejected
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	Rejected
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	DRAFT

Displaying 1 to 14 of 14 records.
Pages : 1

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**)

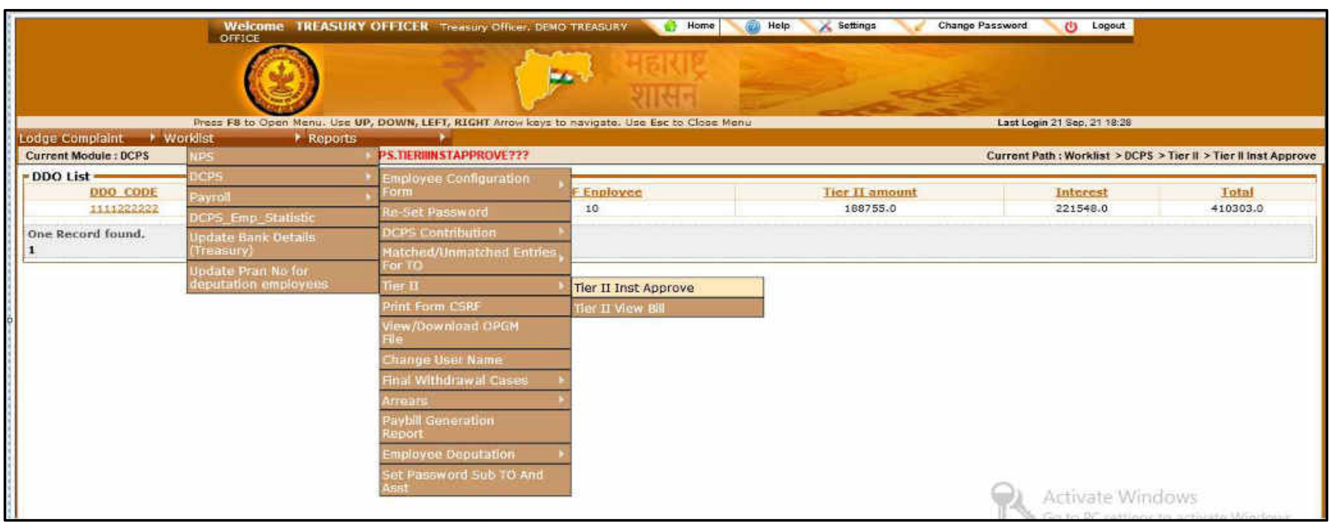


Figure No.13

➢ 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)

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

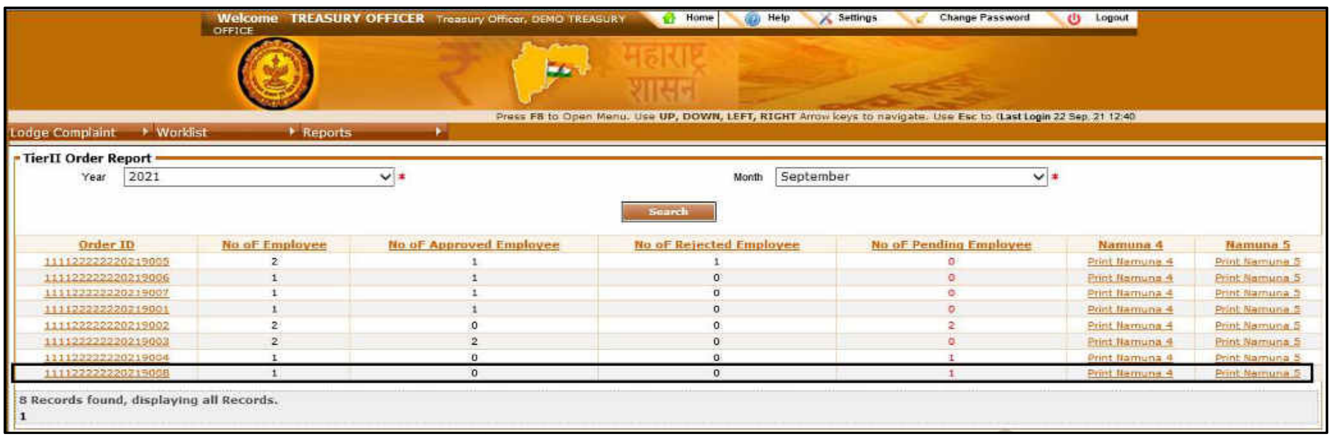


Figure No.15

➢ 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)

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)

	Employee Name	Sevarth ID	DCPS NO	Pran NO	I Installment	II Installment	III Installment	IV Installment	V Installment	Total Amount	Interest	Total	Grand Total	Rejection Reason
☑	ANNA MADULAI	MLJAMAM8101	11111222222AMAM8101E	N/A	10000	10000	10000	10000	10000	50000	58689	108689	108689	

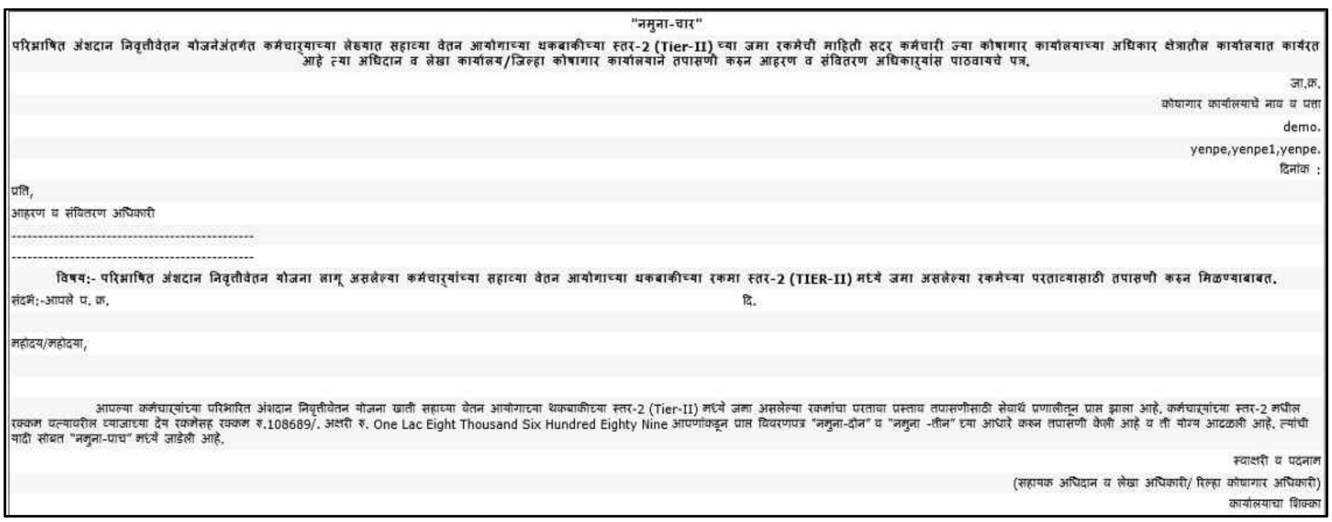
Grand Total 108689

Approved | Reject | Back

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 योजनेअंतर्गत कर्मचाऱ्यांच्या लेख्यात सहाव्या वेतन आयोगाच्या थकबाकीच्या स्तर-2 (Tier-II) च्या जमा रकमेची माहिती सदर कर्मचारी ज्या कोषागार कार्यालयाच्या अधिकार क्षेत्रातील कार्यालयात कार्यरत आहे त्या अधिदान व लेखा कार्यालय/जिल्हा कोषागार कार्यालयाने तपासणी करुन आहरण व संवितरण अधिकाऱ्यांस पाठवायचे पत्र.

जा.क्र.
कोषागार कार्यालयाचे नाव व पत्ता
demo.
yenpe,yenpe1,yenpe.
दिनांक :

प्रति,
आहरण व संवितरण अधिकारी

विषय:- परिभाषित अंशदान निवृत्तीवेतन योजना लागू असलेल्या कर्मचाऱ्यांच्या सहाव्या वेतन आयोगाच्या थकबाकीच्या रकमा स्तर-2 (TIER-II) मध्ये जमा असलेल्या रकमेच्या परताव्यासाठी तपासणी करुन मिळण्याबाबत.

संदर्भ:-आपले प. क्र. दि.

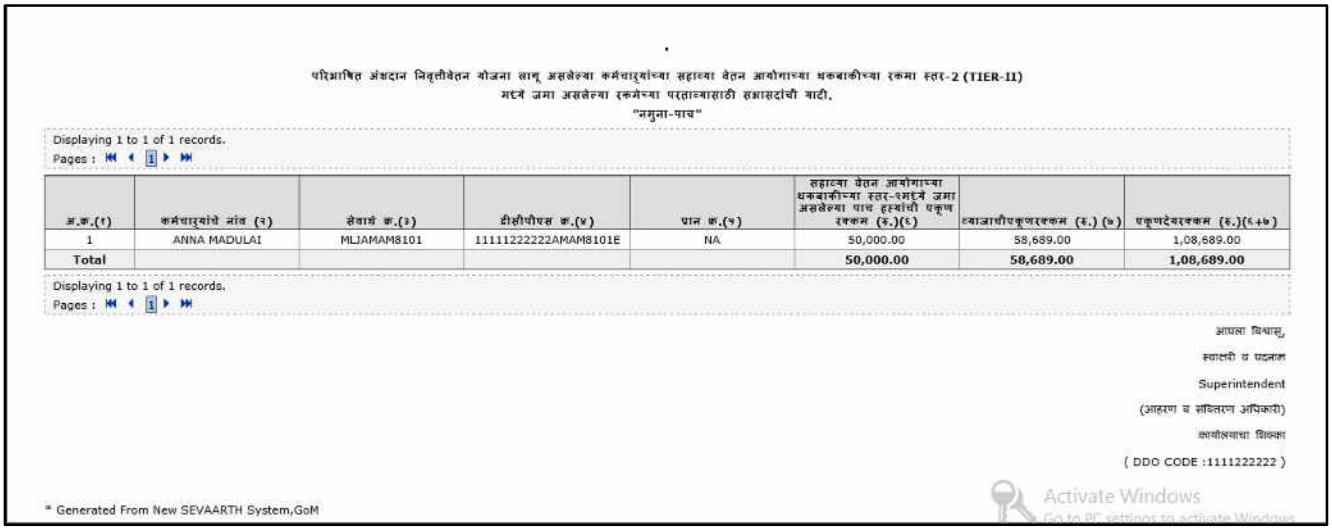
महोदय/महोदया,

आपल्या कर्मचाऱ्यांच्या परिभाषित अंशदान निवृत्तीवेतन योजना खाली सहाव्या वेतन आयोगाच्या थकबाकीच्या स्तर-2 (Tier-II) मध्ये जमा असलेल्या रकमांचा परतावा प्रस्ताव तपासणीसाठी सेवार्थ प्रणालीतून प्राप्त झाला आहे, कर्मचाऱ्यांच्या स्तर-2 मधील रक्कम त्यावरील व्याजाच्या देय रकमेसह रक्कम रु.108689/. अक्षरी रु. One Lac Eight Thousand Six Hundred Eighty Nine आपणांकडून प्राप्त विवरणपत्र "नमुना-दोन" व "नमुना -तीन" च्या आधारे करुन तपासणी केली आहे व ती योग्य आढळली आहे. त्यांची यादी सोबत "नमुना-पाच" मध्ये जोडेली आहे.

स्वाक्षरी व पदनाम
(सहायक अधिदान व लेखा अधिकारी/ जिल्हा कोषागार अधिकारी)
कार्यालयाचा शिक्का

Figure No.18

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



परिभाषित अंशदान निवृत्तीवेतन योजना लागू असलेल्या कर्मचाऱ्यांच्या सहाव्या वेतन आयोगाच्या थकबाकीच्या रकमा स्तर-2 (TIER-II)
मध्ये जमा असलेल्या रकमेच्या परताव्यासाठी सभासदांची यादी.
"नमुना-पाच"

Displaying 1 to 1 of 1 records.
Pages : 1

अ.क्र.(१)	कर्मचाऱ्यांचे नांव (२)	सेवार्थ क्र.(३)	डीसीपीएस क्र.(४)	प्रान क्र.(५)	सहाव्या वेतन आयोगाच्या थकबाकीच्या स्तर-२मध्ये जमा असलेल्या पाच हप्त्यांची एकूण रक्कम (रु.)(६)	व्याजाचीएकूणरक्कम (रु.) (७)	एकूणदेयरक्कम (रु.)(६+७)
1	ANNA MADULAI	MLJAMAM8101	11111222222AMAM8101E	NA	50,000.00	58,689.00	1,08,689.00
Total					**50,000.00**	**58,689.00**	**1,08,689.00**

Displaying 1 to 1 of 1 records.
Pages : 1

आपला विश्वासु,
स्वाक्षरी व पदनाम
Superintendent
(आहरण व संवितरण अधिकारी)
कार्यालयाचा शिक्का
(DDO CODE :1111222222)

* Generated From New SEVAARTH System,GoM

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)**

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)

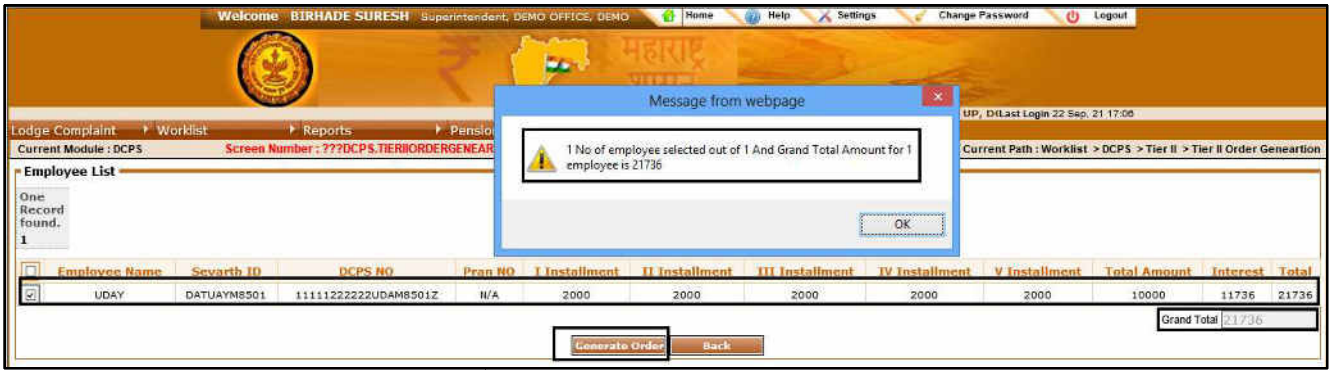


Figure No.21

➢ 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

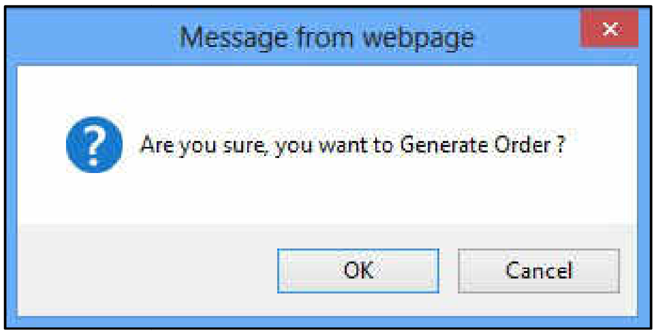


Figure No.22

➢ 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)

Figure No.23

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

Search TierII Bill

Year 2021 *   Month September *

Search

Select	Order ID	Schedule	Bill ID	MTR-45-A	DDO Code	No OF Enployee	Total TierIIAmount	Total Interest TierIIAmount	Paid TierII Amount	Authorisation No.	Voucher No.	Voucher Date.	Status
	1111/2021/TIER-II/11112222220219001	Print	11112222220219001	11112222220219001	1111222222	1	1172.0	1000.0	2172.0				Bill Generated
	1111/2021/TIER-II/11112222220219002	Print			1111222222	2	2579.0	2200.0	4779.0				Order Generated
	1111/2021/TIER-II/11112222220219003	Print	11112222220219003	11112222220219003	1111222222	1	58689.0	50000.0	108689.0				Bill Deleted
	1111/2021/TIER-II/11112222220219004	Print	11112222220219004	11112222220219004	1111222222	1	58689.0	50000.0	108689.0				Grant is Approved From SRKA
	1111/2021/TIER-II/11112222220219005	Print	11112222220219005	11112222220219005	1111222222	1	11736.0	10000.0	21736.0				Bill is forwarded To SRKA
	1111/2021/TIER-II/11112222220219006	Print	11112222220219006	11112222220219006	1111222222	1	58689.0	50000.0	108689.0				Bill is forwarded To SRKA
	1111/2021/TIER-II/11112222220219007	Print			1111222222	1	11736.0	10000.0	21736.0				Order Generated

7 Records found, displaying all Records.
1

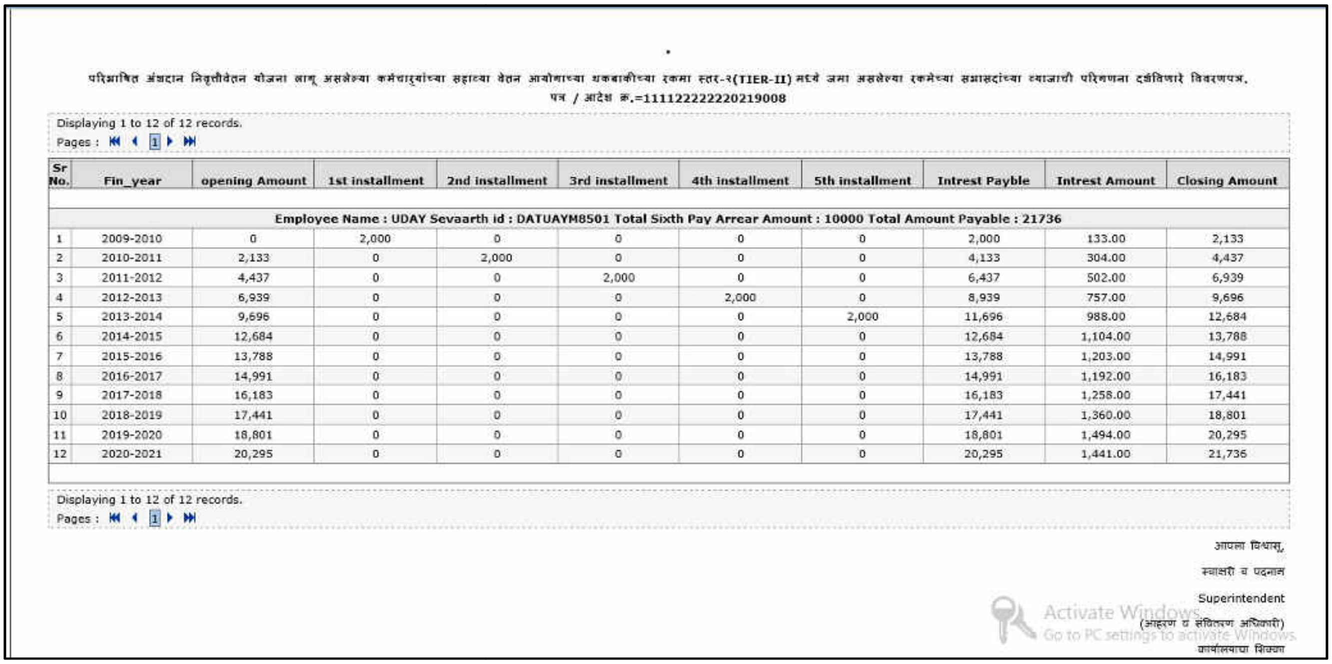
Genearte Bill | Forward To Srka | Forward To BEAMS | Voucher Entry | Delete Order | Delete Bill | Back

Figure No.24

➢ 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



परिभाषित अंशदान निवृत्तीवेतन योजना लागू असलेल्या कर्मचाऱ्यांच्या सहाव्या वेतन आयोगाच्या थकबाकीच्या रकमा स्तर-२(TIER-II) मध्ये जमा असलेल्या रकमेच्या सभासदांच्या व्याजाची परिगणना दर्शविणारे विवरणपत्र.
पत्र / आदेश क्र.=111122222220219008

Displaying 1 to 12 of 12 records.
Pages : 1

Sr No.	Fin_year	opening Amount	1st installment	2nd installment	3rd installment	4th installment	5th installment	Intrest Payble	Intrest Amount	Closing Amount
Employee Name : UDAY Sevaarth id : DATUAYM8501 Total Sixth Pay Arrear Amount : 10000 Total Amount Payable : 21736										
1	2009-2010	0	2,000	0	0	0	0	2,000	133.00	2,133
2	2010-2011	2,133	0	2,000	0	0	0	4,133	304.00	4,437
3	2011-2012	4,437	0	0	2,000	0	0	6,437	502.00	6,939
4	2012-2013	6,939	0	0	0	2,000	0	8,939	757.00	9,696
5	2013-2014	9,696	0	0	0	0	2,000	11,696	988.00	12,684
6	2014-2015	12,684	0	0	0	0	0	12,684	1,104.00	13,788
7	2015-2016	13,788	0	0	0	0	0	13,788	1,203.00	14,991
8	2016-2017	14,991	0	0	0	0	0	14,991	1,192.00	16,183
9	2017-2018	16,183	0	0	0	0	0	16,183	1,258.00	17,441
10	2018-2019	17,441	0	0	0	0	0	17,441	1,360.00	18,801
11	2019-2020	18,801	0	0	0	0	0	18,801	1,494.00	20,295
12	2020-2021	20,295	0	0	0	0	0	20,295	1,441.00	21,736

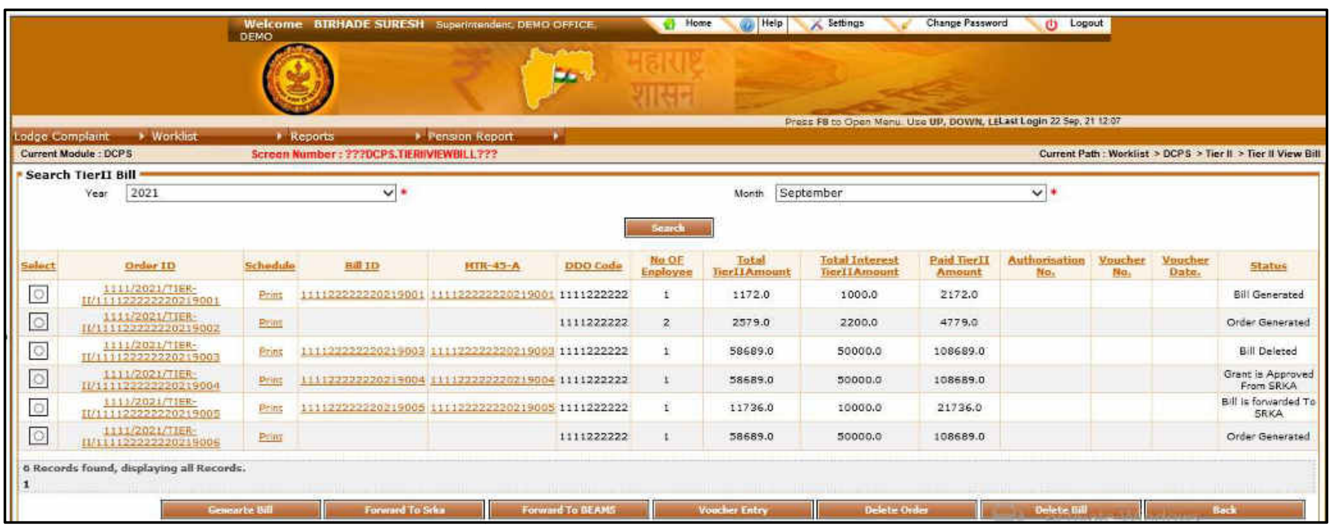
Displaying 1 to 12 of 12 records.
Pages : 1

आपला विश्वासू,
स्वाक्षरी व पदनाम
Superintendent
(आहरण व संवितरण अधिकारी)
कार्यालयाचा शिक्का

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)



Select	Order ID	Schedule	Bill ID	MTR-45-A	DDO Code	No OF Employee	Total TierIIAmount	Total Interest TierIIAmount	Paid TierII Amount	Authorisation No.	Voucher No.	Voucher Date.	Status
	1111/2021/TIER-II/111122222220219001	Print	111122222220219001	111122222220219001	1111222222	1	1172.0	1000.0	2172.0				Bill Generated
	1111/2021/TIER-II/111122222220219002	Print			1111222222	2	2579.0	2200.0	4779.0				Order Generated
	1111/2021/TIER-II/111122222220219003	Print	111122222220219003	111122222220219003	1111222222	1	58689.0	50000.0	108689.0				Bill Deleted
	1111/2021/TIER-II/111122222220219004	Print	111122222220219004	111122222220219004	1111222222	1	58689.0	50000.0	108689.0				Grant is Approved From SRKA
	1111/2021/TIER-II/111122222220219005	Print	111122222220219005	111122222220219005	1111222222	1	11736.0	10000.0	21736.0				Bill is forwarded To SRKA
	1111/2021/TIER-II/111122222220219006	Print			1111222222	1	58689.0	50000.0	108689.0				Order Generated

6 Records found, displaying all Records.
1

Genearte Bill | Forward To Srka | Forward To BEAMS | Voucher Entry | Delete Order | Delete Bill | Back

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)

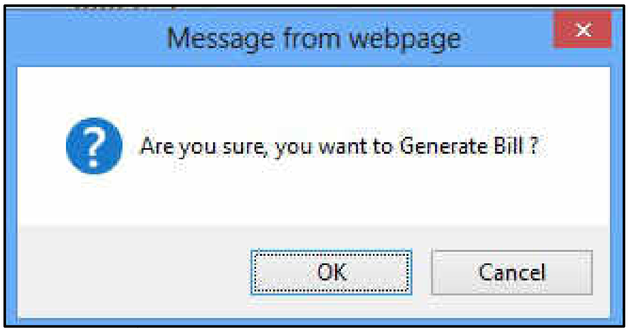


Figure No.28

- 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)

Figure No.29

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

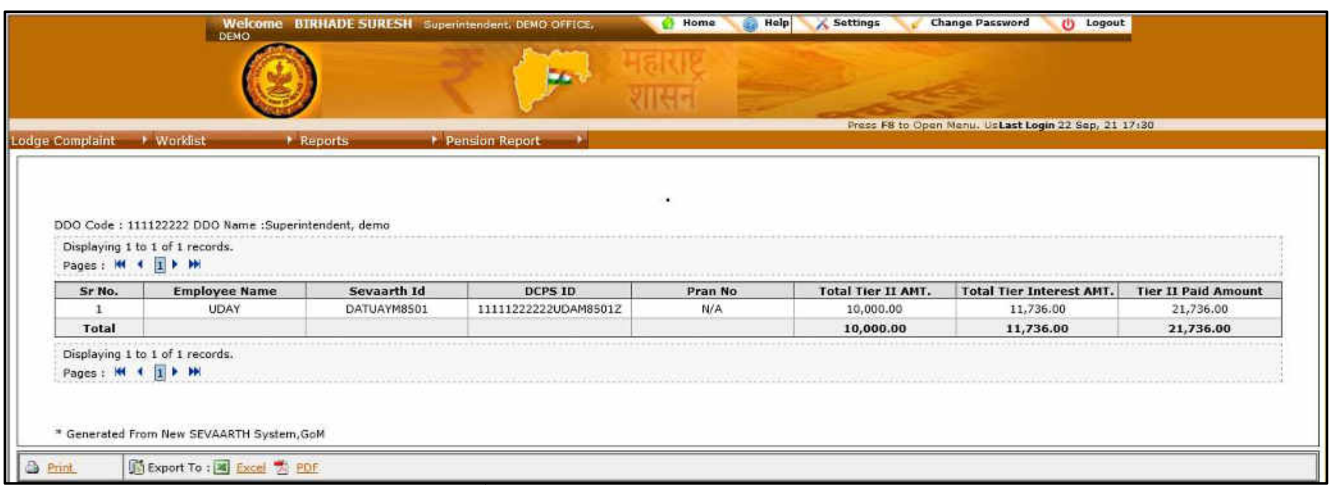
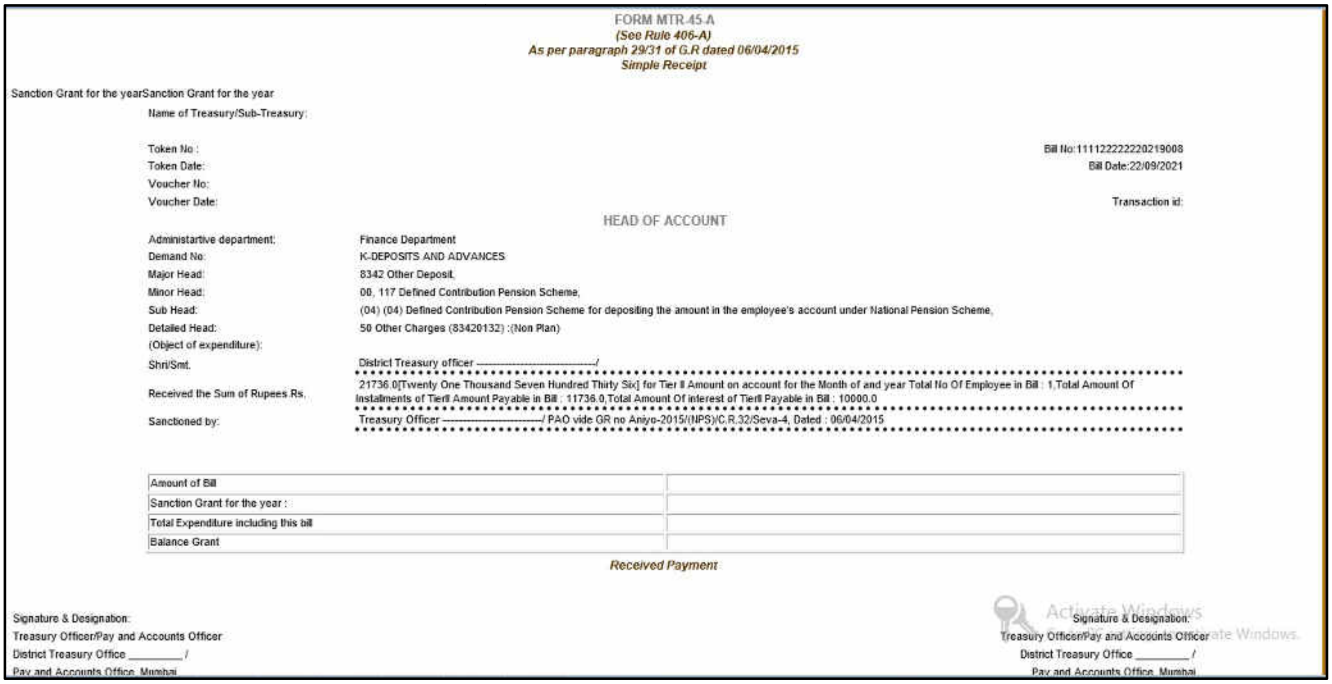


Figure No.30

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



FORM MTR 45 A
(See Rule 406-A)
As per paragraph 29/31 of G.R dated 06/04/2015
Simple Receipt

Sanction Grant for the yearSanction Grant for the year
Name of Treasury/Sub-Treasury:

Token No : Bill No:111122222220219008
Token Date: Bill Date:22/09/2021
Voucher No:
Voucher Date: Transaction id:

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 TierII Amount Payable in Bill : 11736.0,Total Amount Of interest of TierII 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 Bill	
Sanction Grant for the year :	
Total Expenditure including this bill	
Balance Grant	

Received Payment

Signature & Designation:
Treasury Officer/Pay and Accounts Officer
District Treasury Office ________/
Pay and Accounts Office, Mumbai

Signature & Designation:
Treasury Officer/Pay and Accounts Officer
District Treasury Office ________/
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

Select	Order ID	Schedule	Bill ID	MTR-45-A	DDO Code	No OF Employee	Total TierIIAmount	Total Interest TierIIAmount	Paid TierII Amount	Authorisation No.	Voucher No.	Voucher Date.	Status
	1111/2021/TIER-II/111122222220219001	Print	111122222220219001	111122222220219001	1111222222	1	1172.0	1000.0	2172.0				Bill Generated
	1111/2021/TIER-II/111122222220219002	Print			1111222222	2	2579.0	2200.0	4779.0				Order Generated
	1111/2021/TIER-II/111122222220219003	Print	111122222220219003	111122222220219003	1111222222	1	58689.0	50000.0	108689.0				Bill Deleted
	1111/2021/TIER-II/111122222220219004	Print	111122222220219004	111122222220219004	1111222222	1	58689.0	50000.0	108689.0				Grant is Approved From SRKA
	1111/2021/TIER-II/111122222220219005	Print	111122222220219005	111122222220219005	1111222222	1	11736.0	10000.0	21736.0				Bill is forwarded To SRKA
	1111/2021/TIER-II/111122222220219006	Print	111122222220219006	111122222220219006	1111222222	1	58689.0	50000.0	108689.0				Bill Generated

Figure No.32

➢ 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)

Tier II Bill Deatils Grand Approval Report

Displaying 1 to 1 of 1 records.
Pages : 1

Sr No.	Treasury Name	No of Bills
1	DEMO TREASURY OFFICE	2

Displaying 1 to 1 of 1 records.
Pages : 1

* Generated From New SEVAARTH System,GoM

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)

TierII Bill

Select	Order ID	Schedule	Bill ID	MTR-45-A	DDO Code	No OF Enployee	Total TierIIAmount	Total Interest TierIIAmount	Paid TierII Amount	Status
☐	1111/2021/TIER-II/11112222222020219005	Print	11112222220219005	11112222220219005	1111222222	1	11736.0	10000.0	21736.0	Bill is forwarded To SRKA
☐	1111/2021/TIER-II/11112222222020219006	Print	11112222220219006	11112222220219006	1111222222	1	58689.0	50000.0	108689.0	Bill is forwarded To SRKA

2 Records found, displaying all Records.
1

Approve Grant | Back

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)

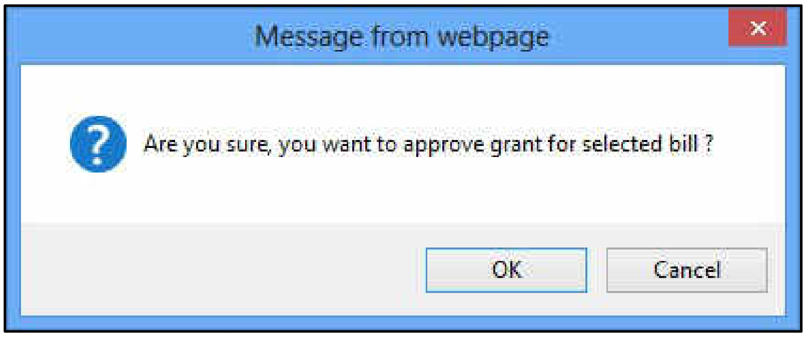


Figure No.35

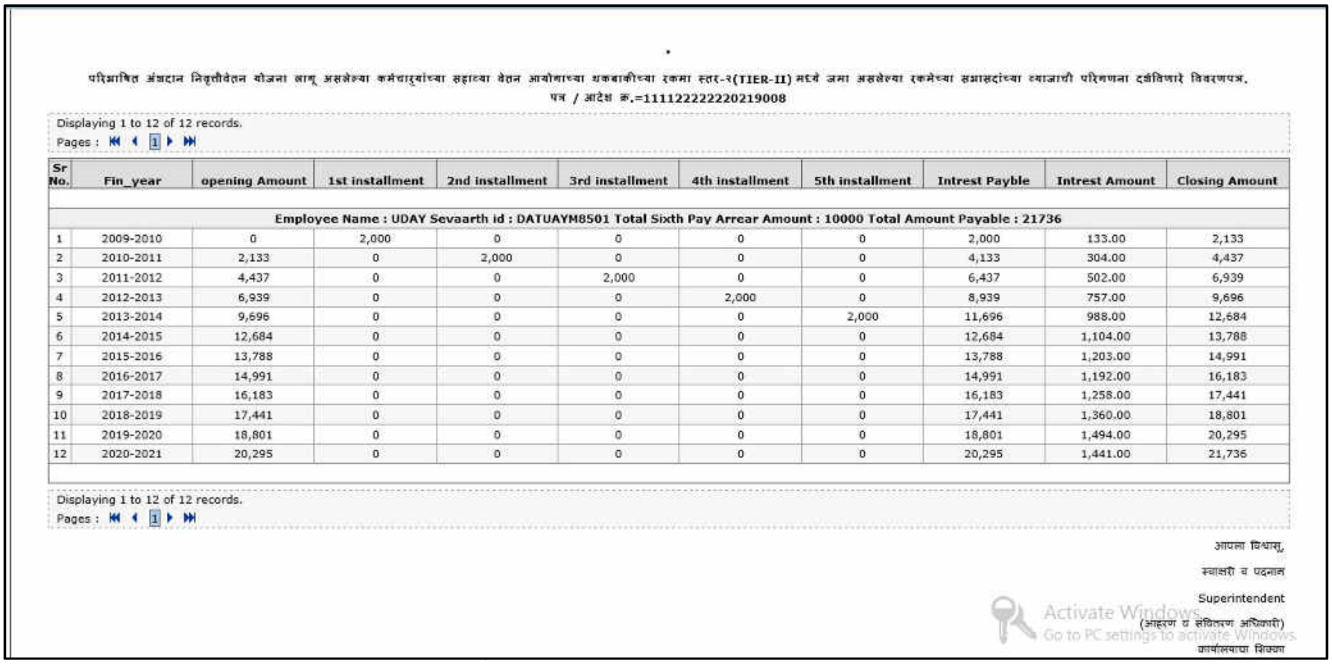
- Click on **Ok** button if wish to allocate grant for selected bill.
  (**Note:** System will show text alert as **Grant is approved successfully** with **Ok** option)

Figure No.36

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

Figure No.37

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



परिभाषित अंशदान निवृत्तीवेतन योजना लागू असलेल्या कर्मचाऱ्यांच्या सहाव्या वेतन आयोगाच्या थकबाकीच्या रकमा स्तर-२(TIER-II) मध्ये जमा असलेल्या रकमेच्या सभासदांच्या व्याजाची परिगणना दर्शविणारे विवरणपत्र.
पत्र / आदेश क्र.=111122222220219008

Displaying 1 to 12 of 12 records.
Pages : 1

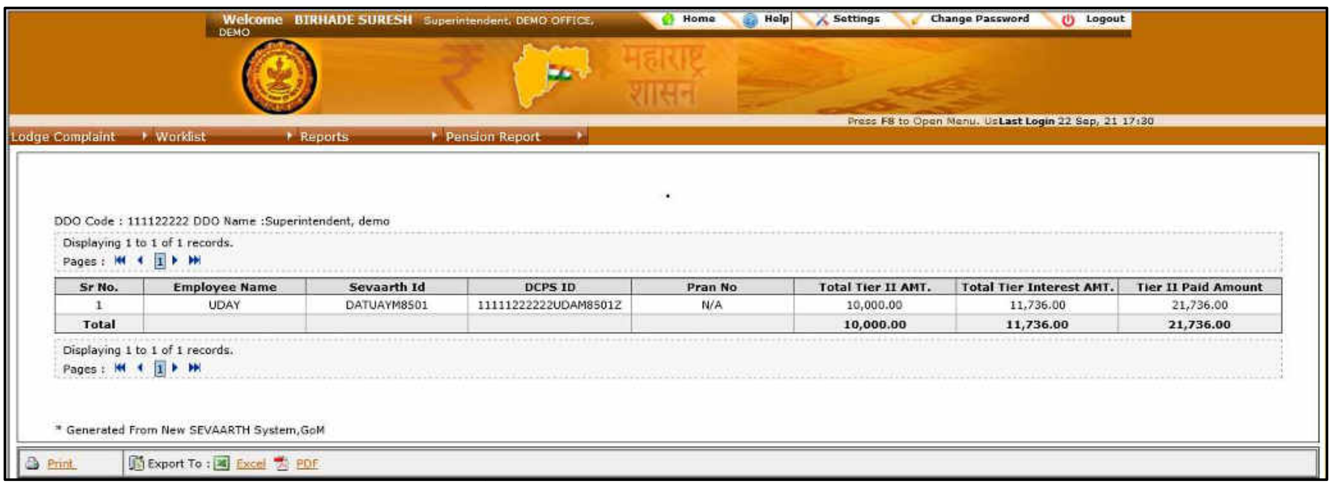
Sr No.	Fin_year	opening Amount	1st installment	2nd installment	3rd installment	4th installment	5th installment	Intrest Payble	Intrest Amount	Closing Amount
Employee Name : UDAY Sevaarth id : DATUAYM8501 Total Sixth Pay Arrear Amount : 10000 Total Amount Payable : 21736										
1	2009-2010	0	2,000	0	0	0	0	2,000	133.00	2,133
2	2010-2011	2,133	0	2,000	0	0	0	4,133	304.00	4,437
3	2011-2012	4,437	0	0	2,000	0	0	6,437	502.00	6,939
4	2012-2013	6,939	0	0	0	2,000	0	8,939	757.00	9,696
5	2013-2014	9,696	0	0	0	0	2,000	11,696	988.00	12,684
6	2014-2015	12,684	0	0	0	0	0	12,684	1,104.00	13,788
7	2015-2016	13,788	0	0	0	0	0	13,788	1,203.00	14,991
8	2016-2017	14,991	0	0	0	0	0	14,991	1,192.00	16,183
9	2017-2018	16,183	0	0	0	0	0	16,183	1,258.00	17,441
10	2018-2019	17,441	0	0	0	0	0	17,441	1,360.00	18,801
11	2019-2020	18,801	0	0	0	0	0	18,801	1,494.00	20,295
12	2020-2021	20,295	0	0	0	0	0	20,295	1,441.00	21,736

Displaying 1 to 12 of 12 records.
Pages : 1

आपला विश्वासू,
स्वाक्षरी व पदनाम
Superintendent
(आहरण व संवितरण अधिकारी)
कार्यालयाचा शिक्का

Figure No.38

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



Welcome BIRHADE SURESH Superintendent, DEMO OFFICE, DEMO
Home | Help | Settings | Change Password | Logout
Press F8 to Open Menu. Last Login 22 Sep, 21 17:30
Lodge Complaint | Worklist | Reports | Pension Report

DDO Code : 111122222 DDO Name :Superintendent, demo

Displaying 1 to 1 of 1 records.
Pages : 1

Sr No.	Employee Name	Sevaarth Id	DCPS ID	Pran No	Total Tier II AMT.	Total Tier Interest AMT.	Tier II Paid Amount
1	UDAY	DATUAYM8501	111112222222UDAM8501Z	N/A	10,000.00	11,736.00	21,736.00
Total					10,000.00	11,736.00	21,736.00

Displaying 1 to 1 of 1 records.
Pages : 1

* Generated From New SEVAARTH System,GoM

Print | Export To : Excel PDF

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 Rule 406-A)
As per paragraph 29/31 of G.R dated 06/04/2015
Simple Receipt

Sanction Grant for the yearSanction Grant for the year
Name of Treasury/Sub-Treasury:

Token No : | Bill No:111122222220219008
Token Date: | Bill Date:22/09/2021
Voucher No:
Voucher Date: | Transaction id:

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 Installments of TierII Amount Payable in Bill : 11736.0,Total Amount Of interest of TierII 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 Bill	
Sanction Grant for the year :	
Total Expenditure including this bill	
Balance Grant	

Received Payment

Signature & Designation:
Treasury Officer/Pay and Accounts Officer
District Treasury Office ________ /
Pay and Accounts Office, Mumbai

Signature & Designation:
Treasury Officer/Pay and Accounts Officer
District Treasury Office ________ /
Pay and Accounts Office, Mumbai

Figure No.40

Thank you

Directorate of Accounts and Treasuries (DAT)
Finance Department