

**MEMORANDUM**

Submission of all bills other than those of exempted category through e-Pradan module of IFMS was made mandatory on and from 1.4.2015, vide FD memo. no. 1179-F(Y) dt. 25.2.2015 read with no. 4905-F(Y) dt. 17.9.2014. But on review of progress of the various stages of operational part of the module, it turned out that it may not be possible for all the DDO's to submit all claim bills through the system with effect from 1.4.15. Requests have been received from some departments to allow some more time for electronic submission of bills through e-Pradan module. After examination of the pros and cons of the issue and its solution the State Government has decided to reschedule electronic submission of the following types of bills through the e-Pradan module of IFMS to the dates mentioned against each. However, bills other than those mentioned in following table have to be submitted in e-Pradan mode as envisaged in order no. 1179-F(Y) dt.25.2.2015.

S. No.	Category of bills	Rescheduled date of submission through e-Pradan
I	Salary Bills of Government Employee	1.5.2015
II	Grant-in-aid salary bills for Secondary Teachers generated through OSMS	1.5.2015
III	Other Grant-in-Aid Salary Bills-	
	i. Primary Teachers	To be fixed later
	ii. Vocational Teachers / Instructors	To be fixed later
	iii. Municipalities /	To be fixed later
	iv. Municipal Corporation	
	v. Zilla Parishad /	To be fixed later
	vi. Panchayat Samities	
	vii. Gram Panchayats	To be fixed later
IV	Payment through Local Fund / P.F. Account / Deposit Account / P.L. Account	To be fixed later
V	Cash GR / Dole	To be fixed later
VI	Charges for Disposal of unclaimed Dead Bodies	To be fixed later
VII	Pension paid by Money Order to infirm pensioners	To be fixed later
VIII	Pension & all types of recurring Payments paid through Post Offices / Co-operative Bank / Gramin Banks	1.6.2015
IX	Any Statutory/Mandatory payment to be made by cash or Cheque	To be fixed later
X	Secret Service Expenditure	To be fixed later

2. Since some of the problems which caused reschedule of the earlier programme of electronic submission of bills through e-Pradan module relate to non-performance of the following tasks at the DDO's end, all the DDO's are requested to complete the tasks mentioned below within the date mentioned against each task in order to ensure smooth submission of the bills electronically through e-Pradan module.

Sl. no.	Task	To be completed within
1.	Modification of the incorrect data / entry of new data related to IFSC codes & bank account nos., mobile no., etc. including its verification and approval in the beneficiary data related menu of e-Pradan both for employees and non-employees	30.4.2015
2.	Entry and verification of the database of civic police / volunteers	30.4.2015
3	Upload and verification of the beneficiary details (IFSC codes & bank account nos., mobile no., etc. ) of the Grant-in-aid school employees in COSA compliant file format in OSMS software developed by S.E Deptt.	30.4.2015

3. A Help Desk will operate at each Treasury / PAO to help the DDO's submit COSA/OSMS generated salary bills through e-Pradan Module. The Treasury help desks will function on all the working days between 5<sup>th</sup> May to 15<sup>th</sup> May 2015. The helpdesk will help each DDO submit 2 pay bills in the system.

  
 (H.K. Dwivedi)  
 Principal Secretary to the  
 Government of West Bengal