e-Ledger – ADMINISTRATIVE/IMPLEMENTING DEPARTMENT USER MANUAL

The user manual shown below has to be followed for an understanding on the usual procedures to be followed by the Administrative Department for generating the draft Government Order releasing the fund placed under e-Ledger through online.

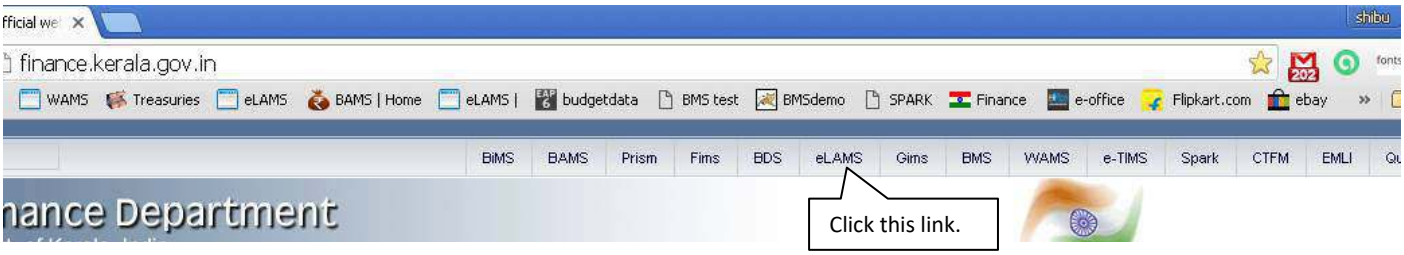
- Each Administrative Department is given two sets of user IDs and Passwords irrespective of number of sections there.
- The first user is a lower level user who drafts the Government Order for releasing the amount placed in the e-Ledger.
- The second user is a higher level officer who approves the draft prepared at lower levels and after getting vetted from Finance Department.

e.g., : if XYZ is lower level user then his password will be XYZ@123

And XYZadmin is the user ID for the higher level user and XYZadmin@123 is the password for that user.

How to Login

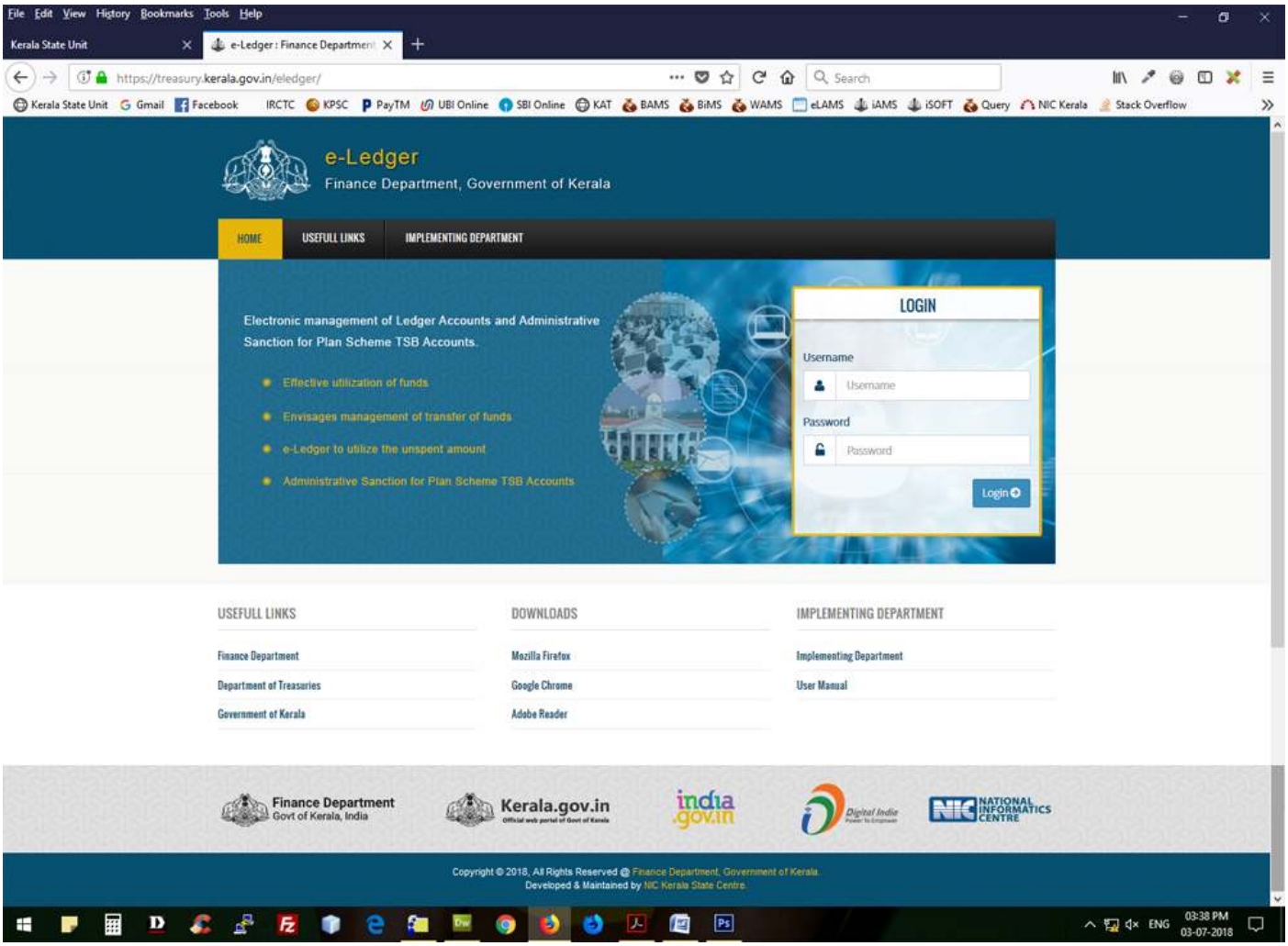
The screen shot below shows the link to the e-Ledger site. It can be accessed through the FD's website 'finance.kerala.gov.in and the link provided there in as:



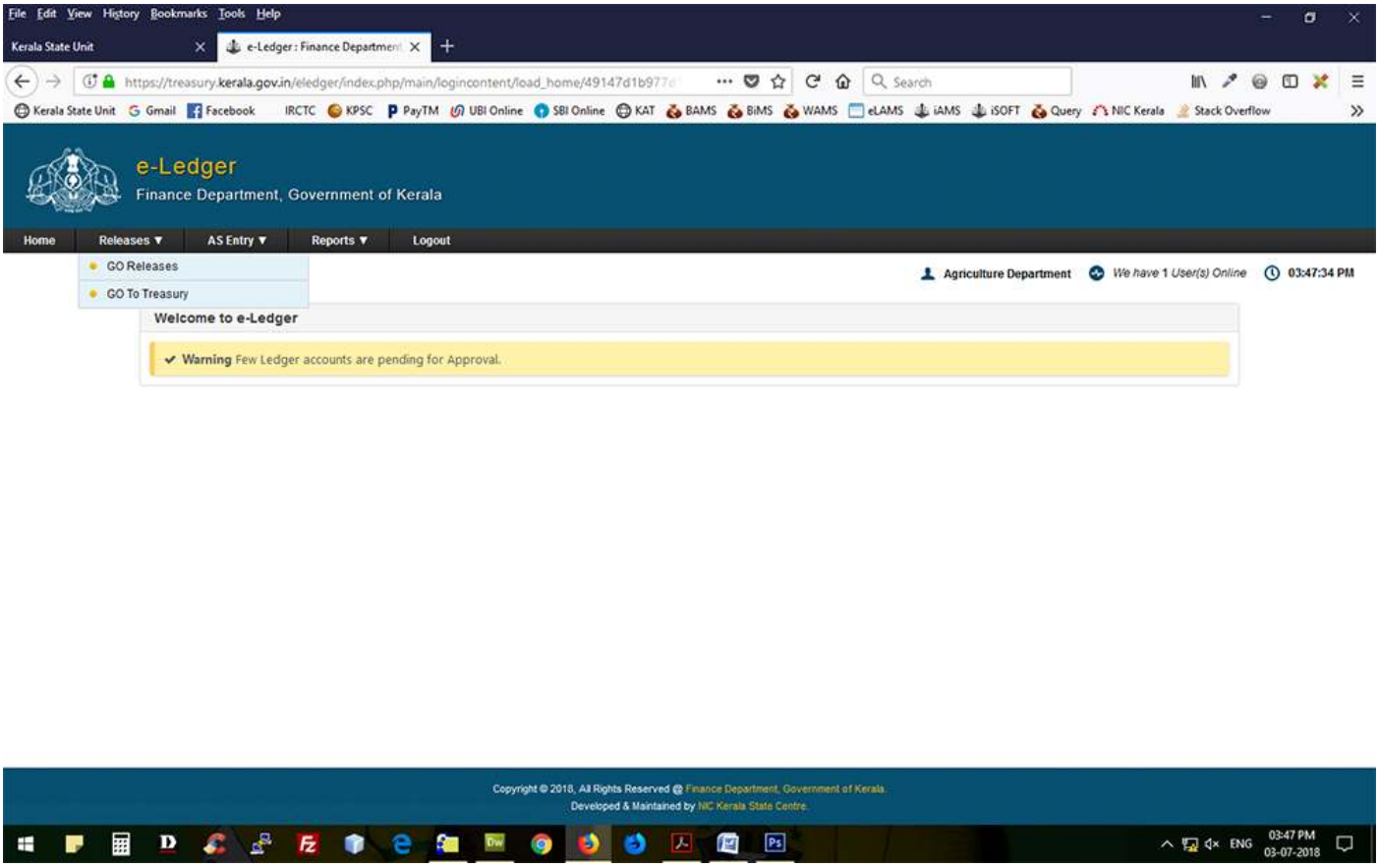
Or

in the address bar of the web browser, type 'treasury.kerala.gov.in/eledger/' without quotes.

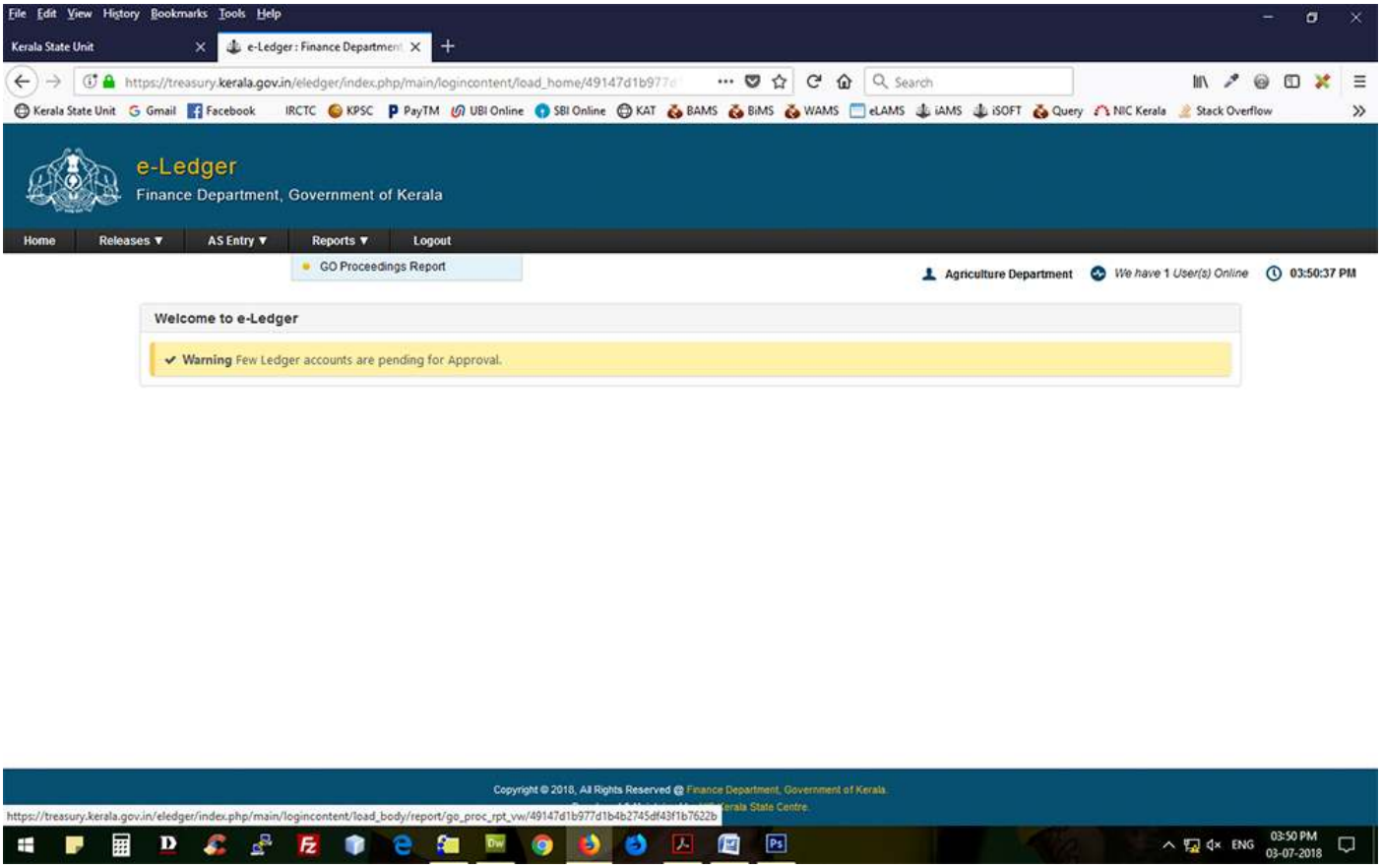
The login screen will be like this :



The successful login for the lower level user (draft GO generation) will look like this :

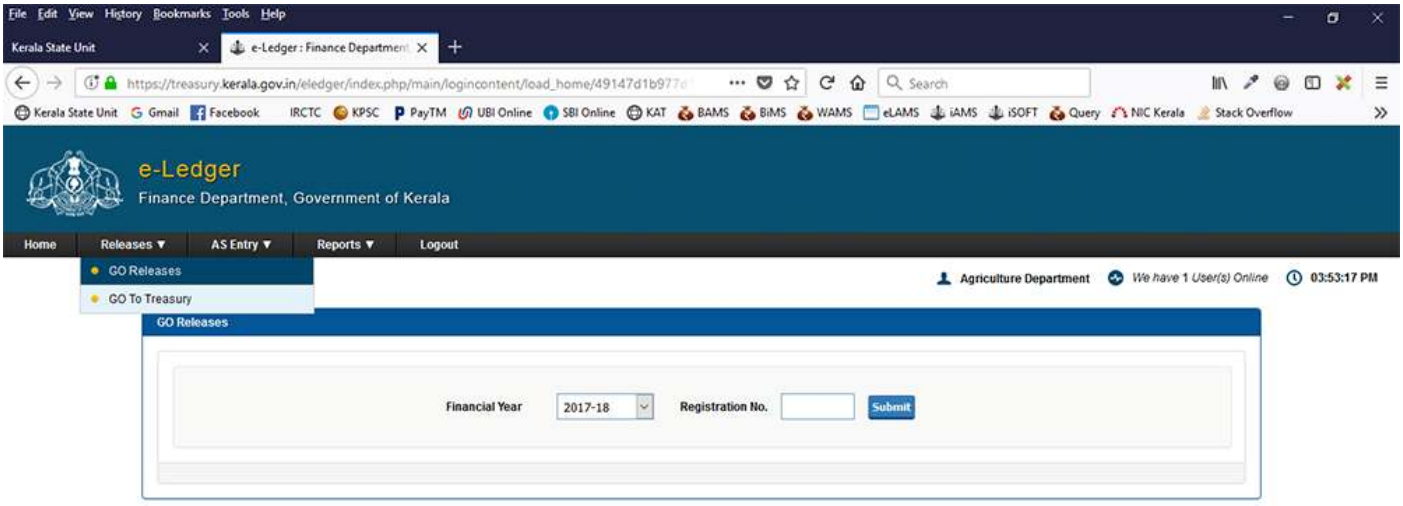


The releases menu shows GO releases and GO to treasury. GO to treasury is required when a government release itself is sufficient for drawl of money from treasury without further proceedings from the implementing department. In such situation, the concerned Administrative Department has to send the GO to the concerned treasury after selecting the drop down list of treasuries listed there (explained later).



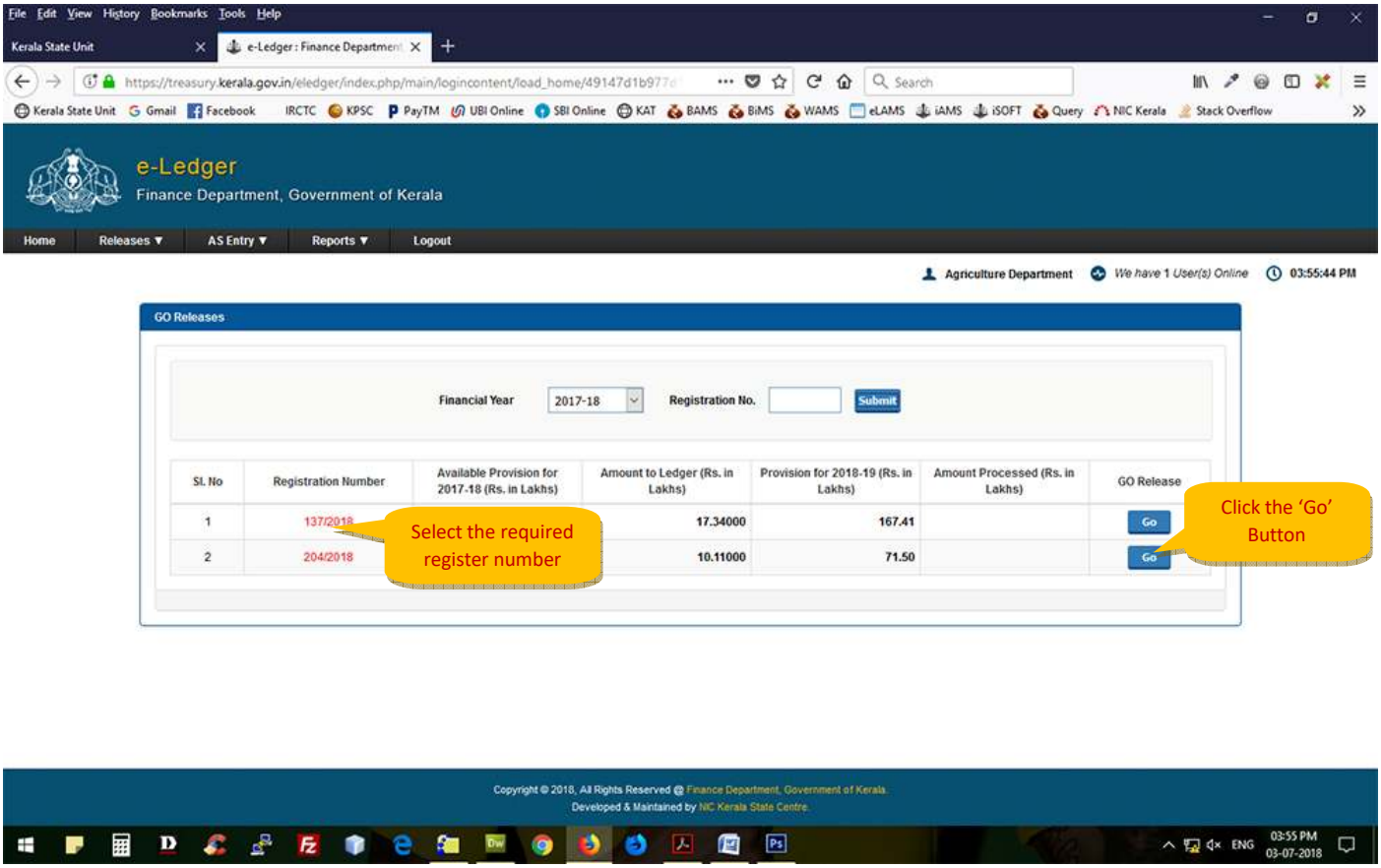
The report menu shows the GO proceedings from the lower levels.

Preparation of Draft GO releasing fund posted in e-Ledger



Click the Releases menu – select GO Releases

The screen will look as one above. Click the submit button. It will lead to the following page listing the various e-Ledger registration under that particular department (see below).



The e-Ledger registration list shows all the registration from the entire sections of that department. Select the registration number which has been communicated from FD by the respective sections and click the button 'Go' to start the drafting process.

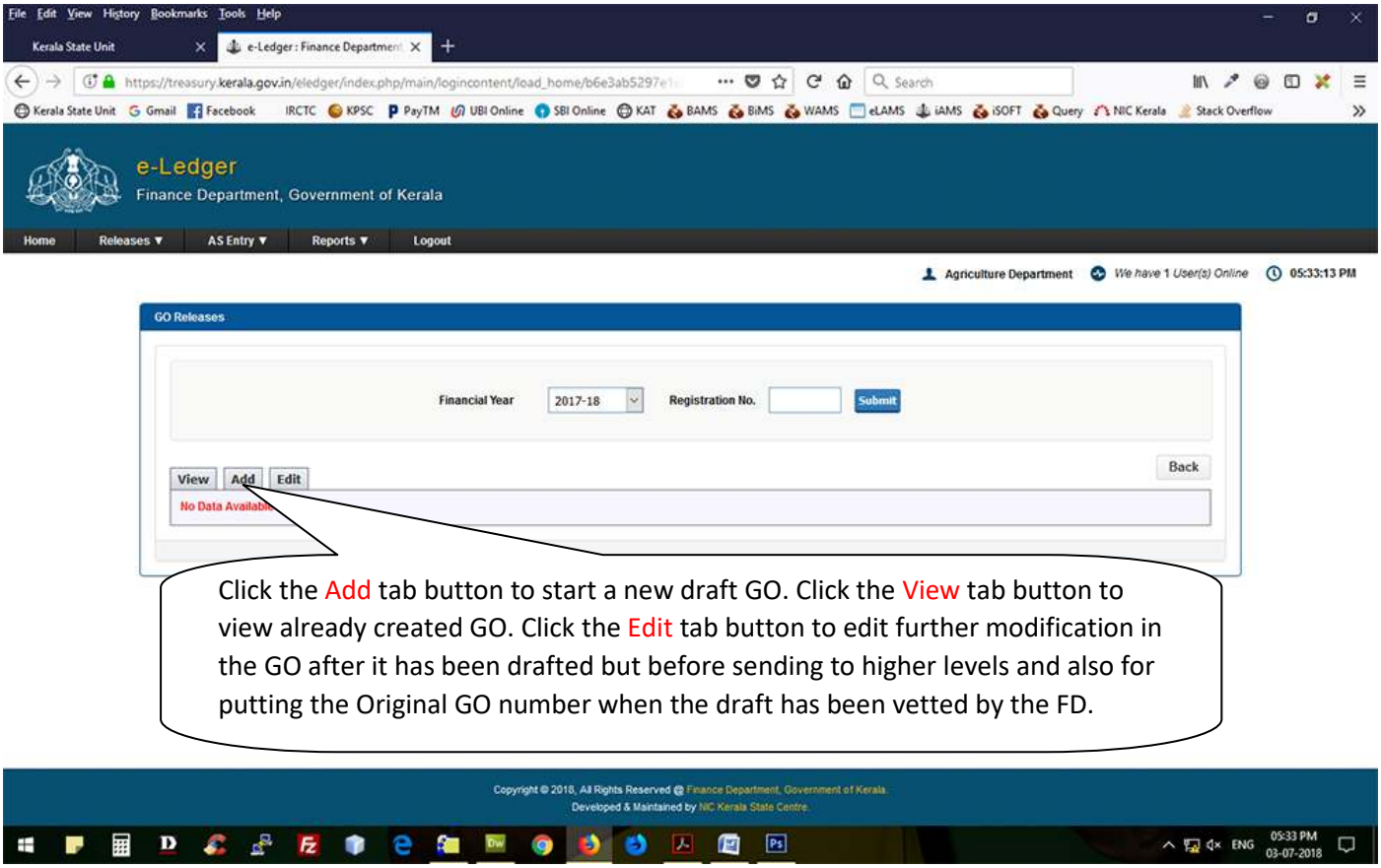
Draft GO generation

In almost all cases the draft GO is automatically generated based on the details entered in the respective fields. If there is no Administrative Sanction, the GO should be generated manually.

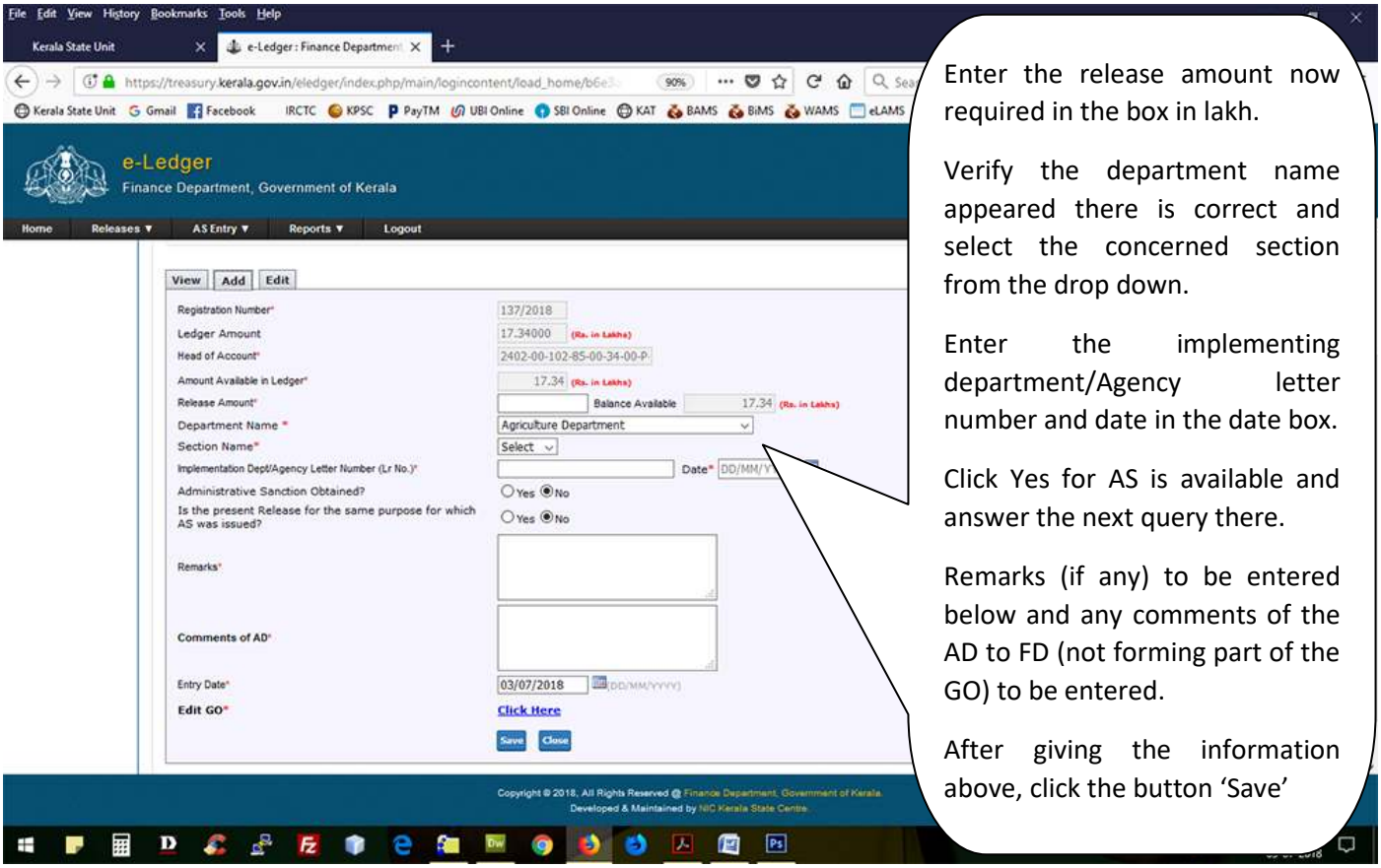
Before starting the draft preparation, the user has to do the following tasks:

- The letter from the implementing department/ agency requesting to release e-Ledger amount has to be scanned and stored in the system in a convenient location for further upload when asked by the system.
- The copy of the Administrative Sanction for the proposed scheme has to be scanned and stored in the system in a convenient location for further upload when asked by the system.
- In case, if there is no AS for the scheme or the scheme is continuing one for a longer period and no copy of the AS is available, in such case the GO drafting to be in a manual mode i.e., a blank page in the GO format will be available to the user for direct entry of all wordings of the GO in the page. In such cases if manual GO to be set, contact e-Ledger administrator at once.

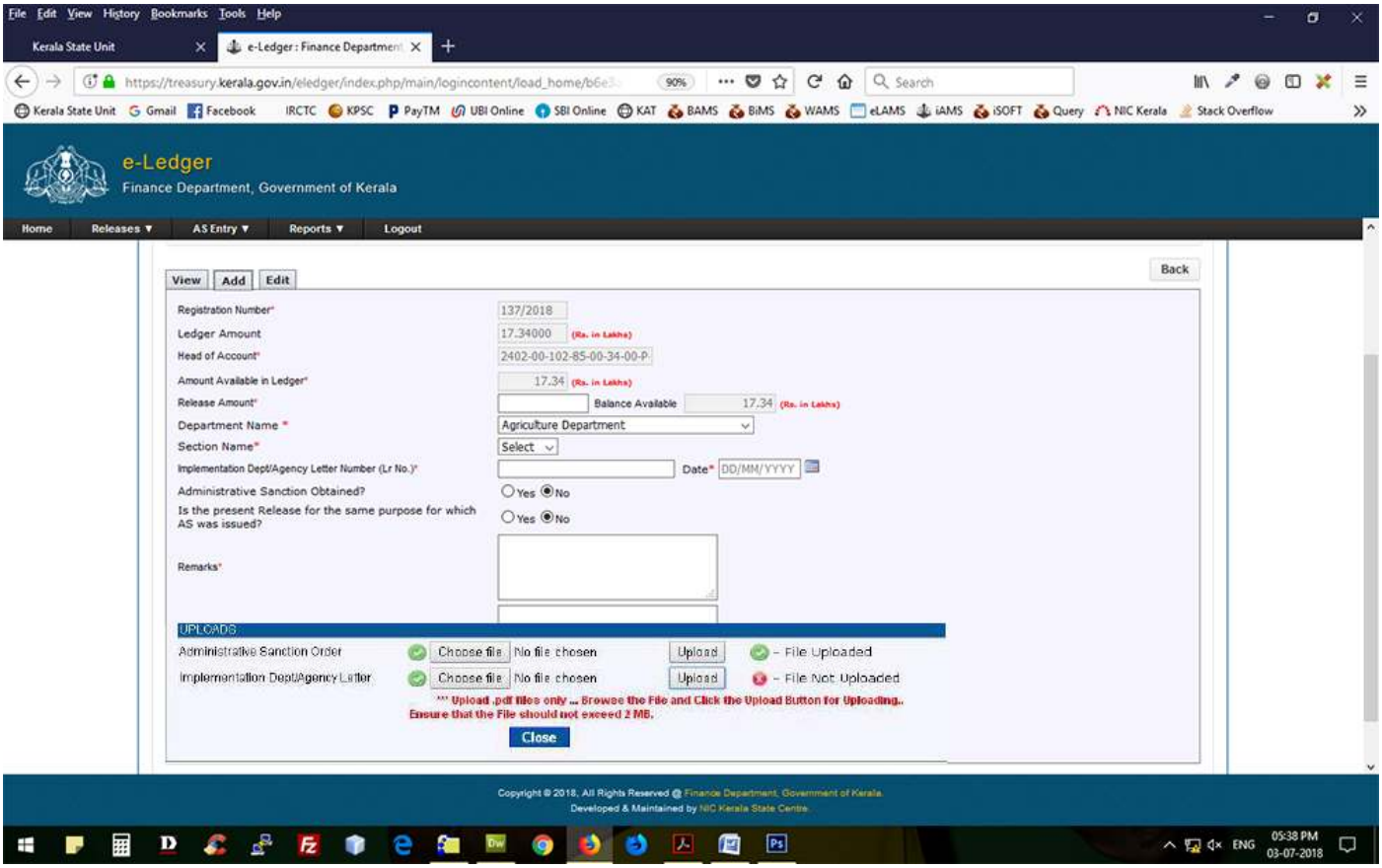
When the user click the 'Go' button as shown above, a page will display as shown below :



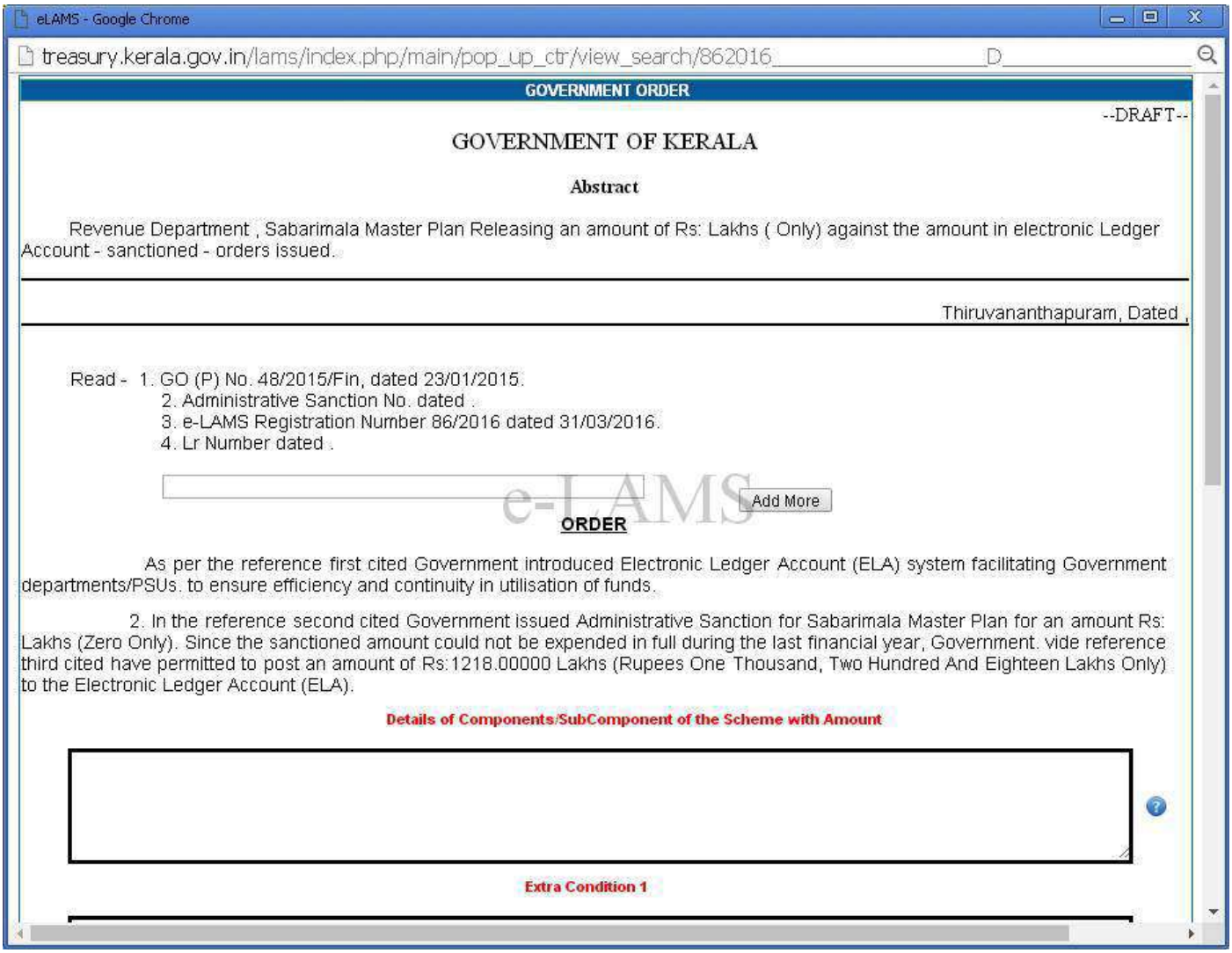
The screen shot below shows the result of clicking ‘Add’ and also there is Administrative Sanction

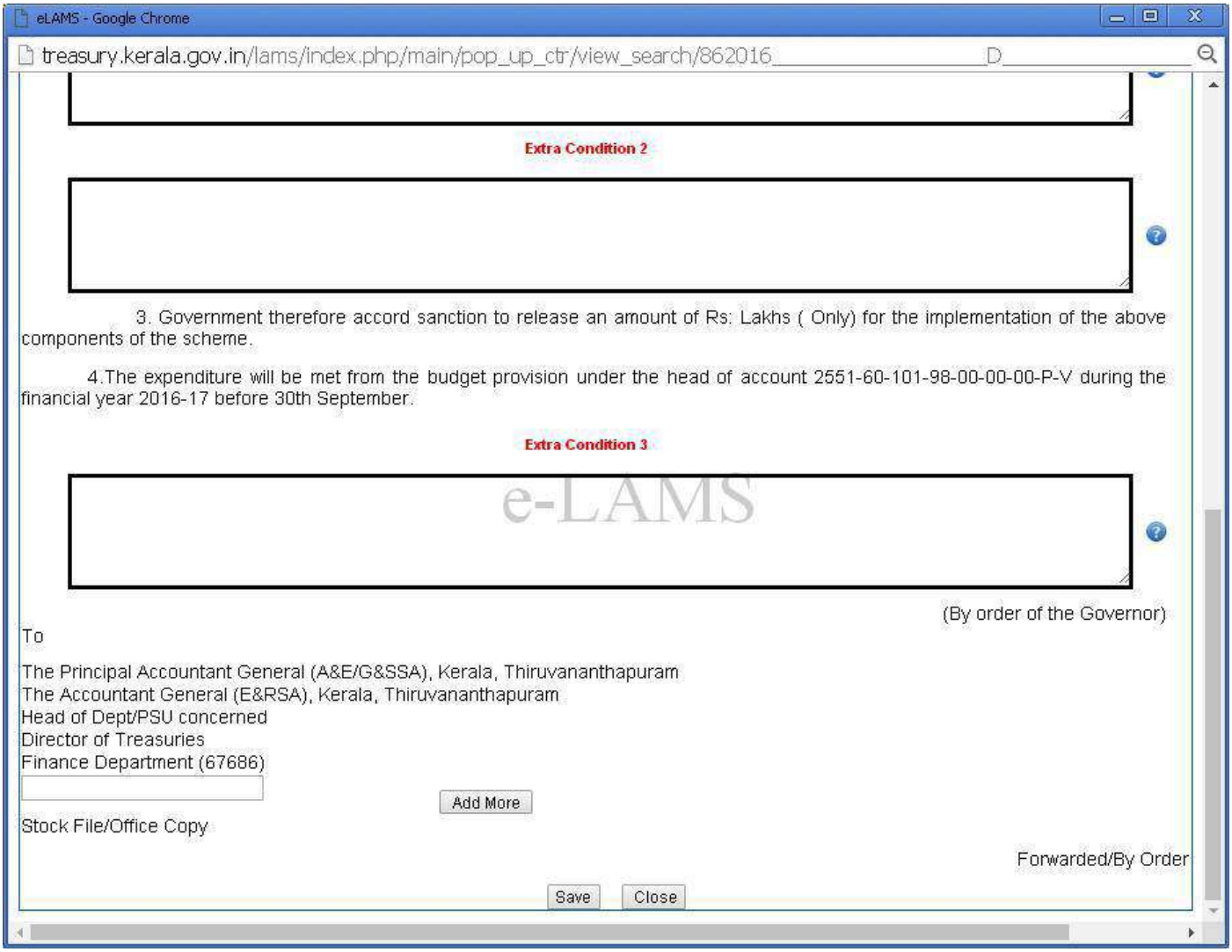


After the save button is clicked, the file upload section as shown below will appear at the bottom. Browse the file already scanned earlier for the AS and letter one after another and click upload. It will show the progress of upload there.



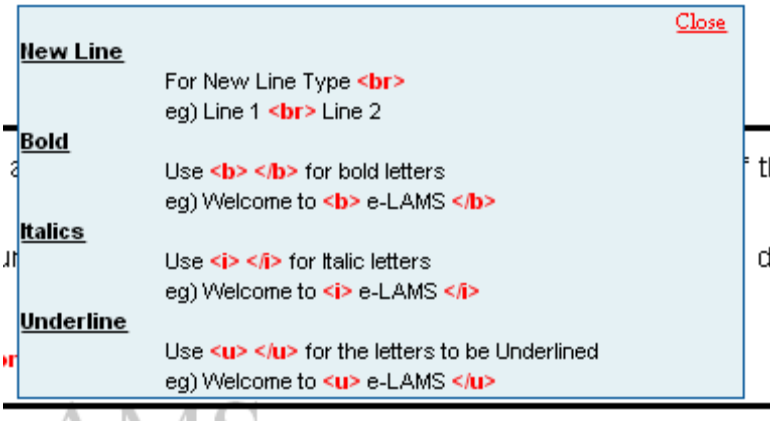
After the upload is complete, now click the button 'Click Here' in the link shown above. Which will show the default GO generated as shown below :





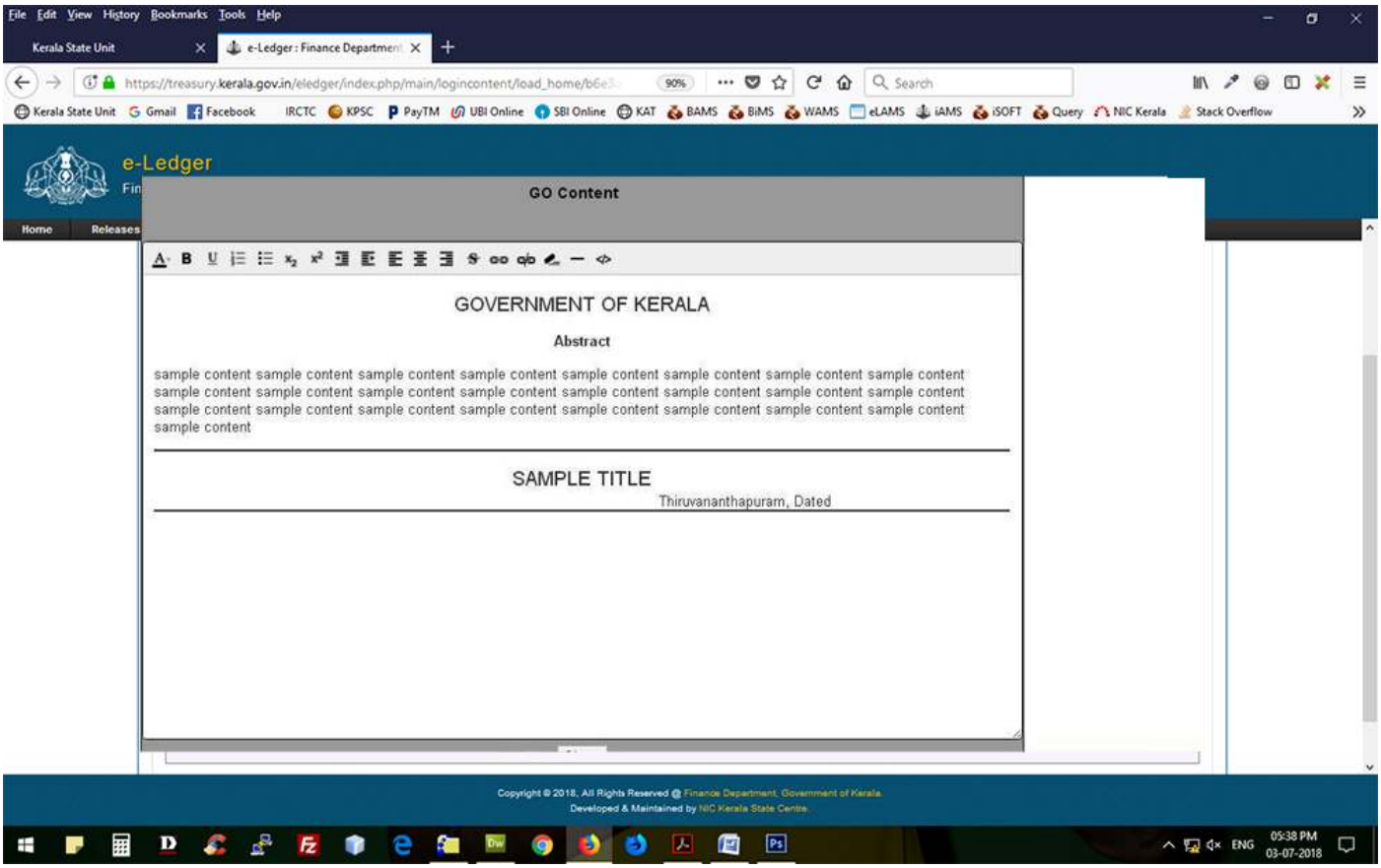
The user can add the following :

- ❖ Any extra reference in the read portion in the space provided there (without serial number)
- ❖ Additional content that can be inserted in the generated window itself in the space marked as Extra conditions 1, 2 and 3. Click the question mark on the right of the boxes to know how line breaking, bold, italics and under lines are inserted in the conditions.



- ❖ If additional sending address to be added, insert it in the blank space and click 'Add More' next to it for further additions in the sending list.
- ❖ If everything has been entered click the buttons 'Save' and 'Close' below the draft GO.

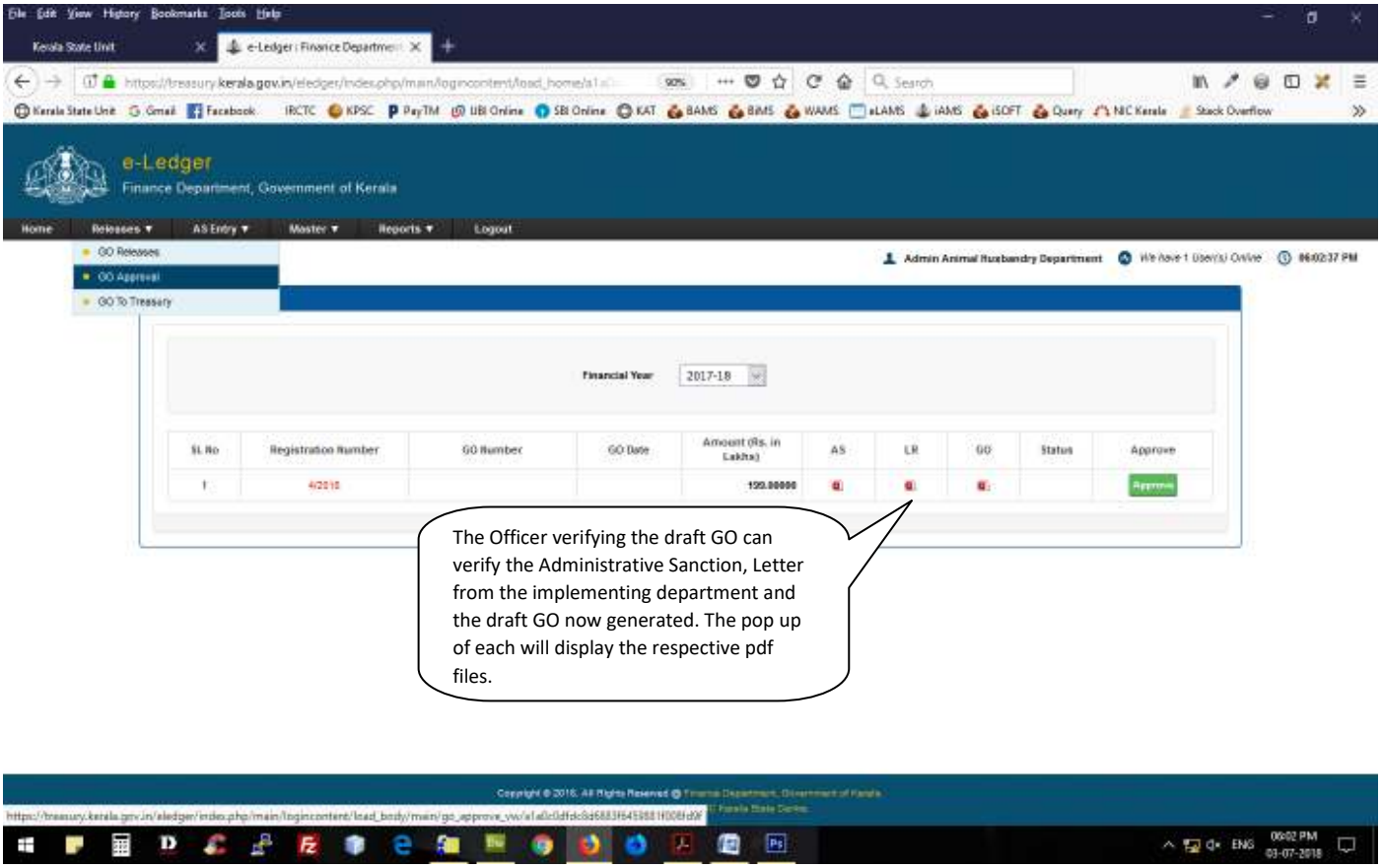
In cases where no Administrative Sanction is there and GO generation has been set manually, the click here will bring a window as shown below for direct entry of all wording in the GO.



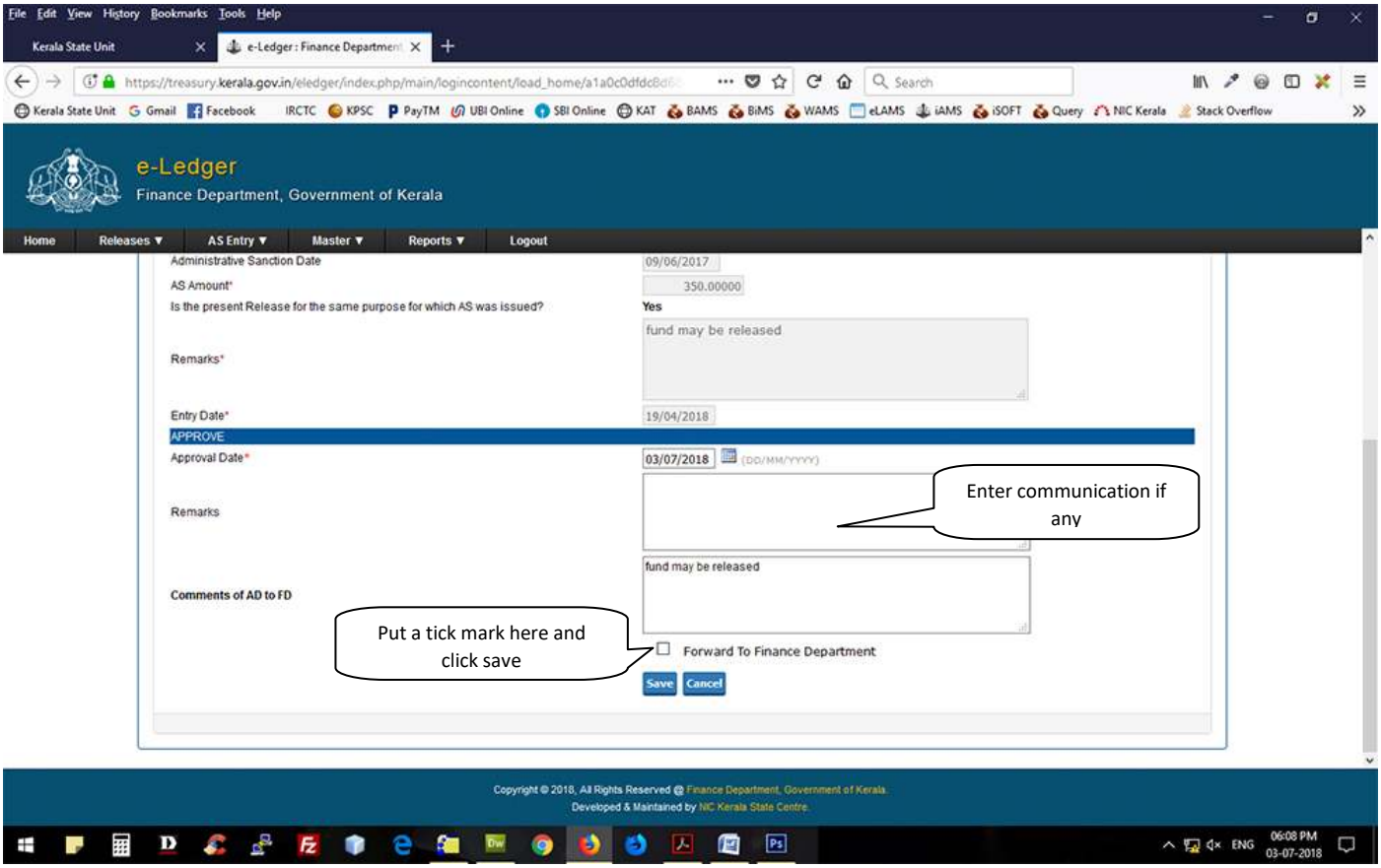
Enter the details in the blank space and click close to exit the page when it is over.

After exit, now click save once again to save all the text entered above. The user can edit the content before it is passed on to the higher officer by selecting the e-Ledger registration number in the 'Edit' module and clicking the edit icon there.

Verifying the Draft and sending to FD for vetting the GO.



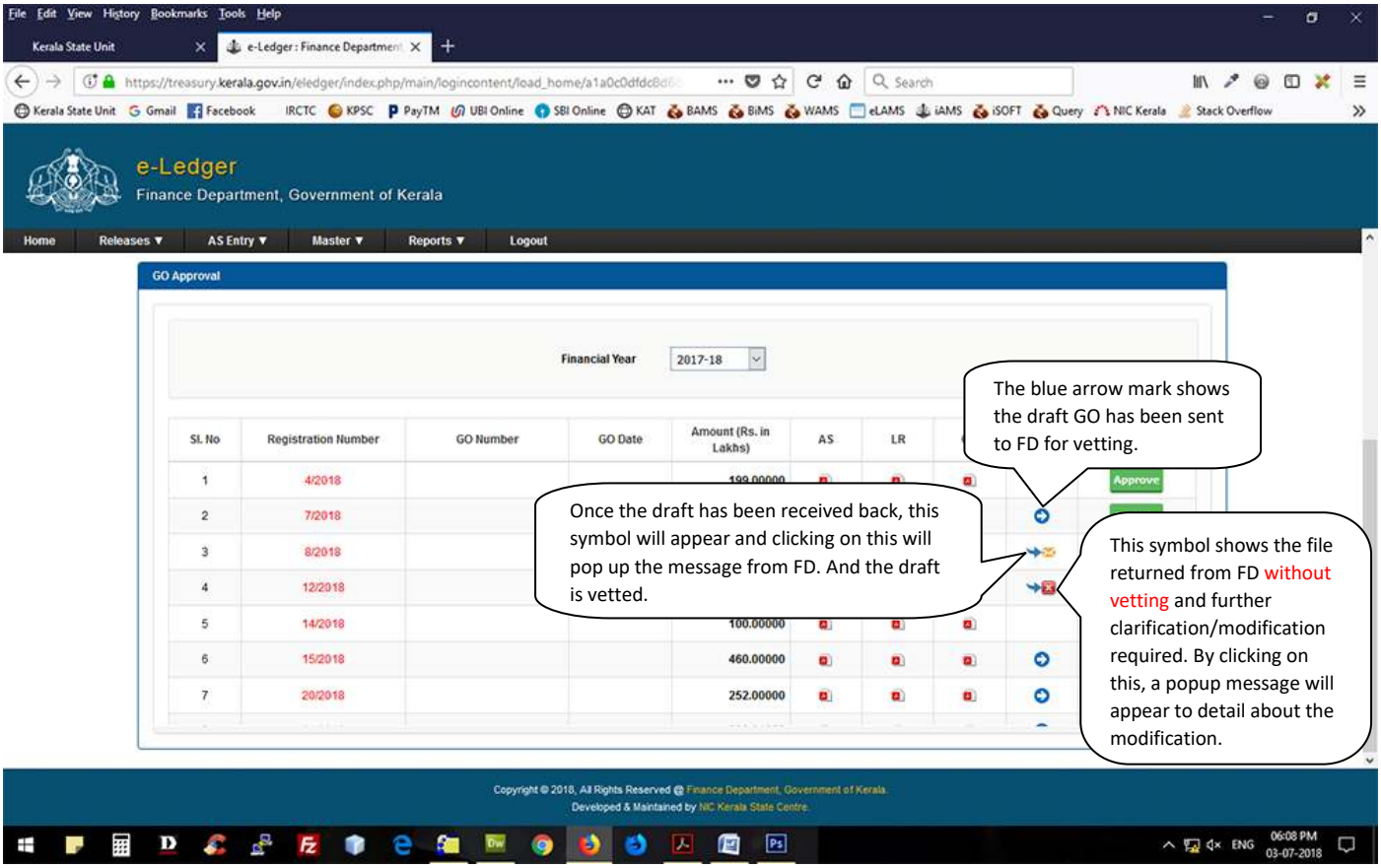
Click the approve button on the far right side. This will pop a window as shown below :



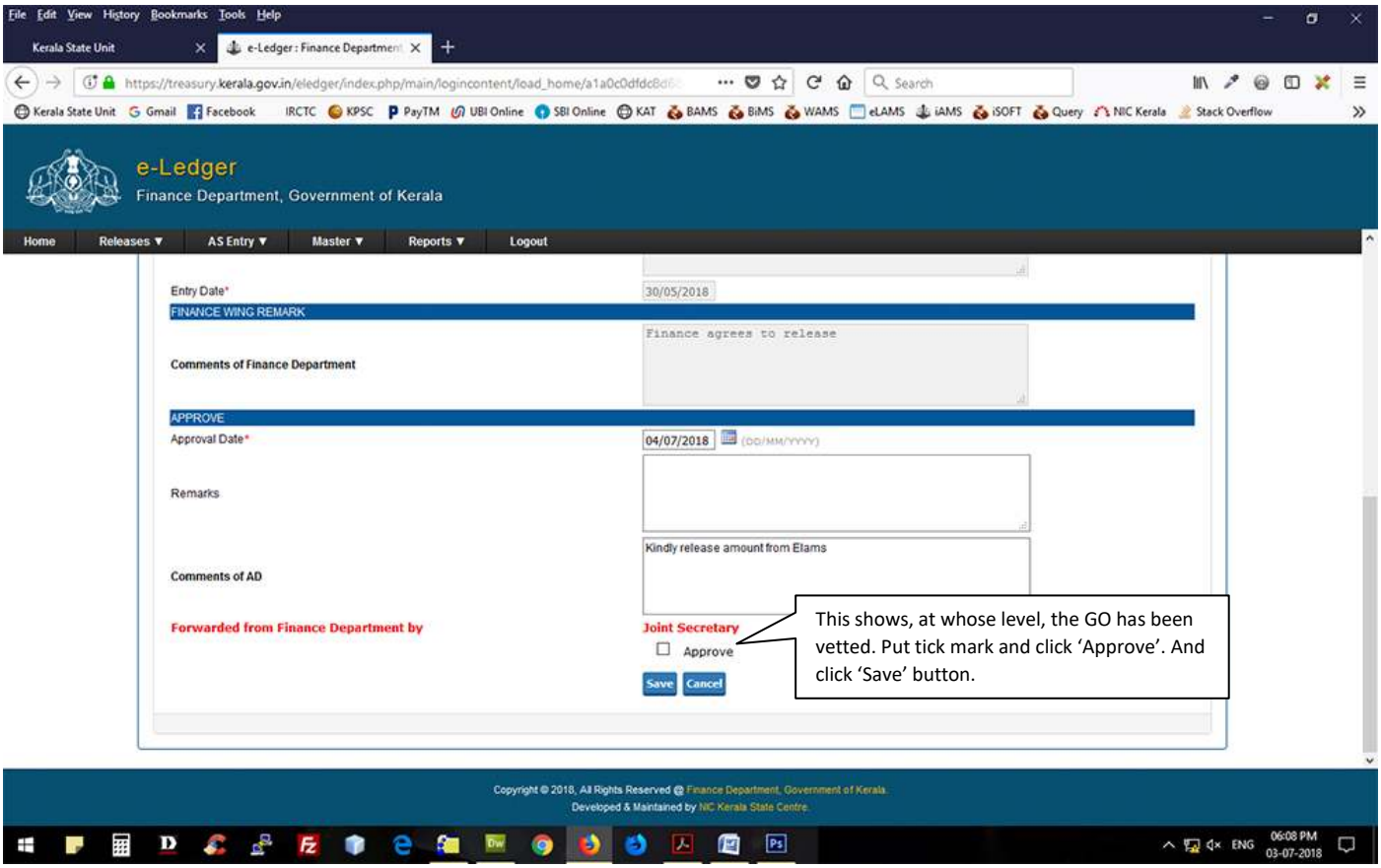
If everything is correct and if any information to be conveyed to FD, enter the details in the respective area and put a tick mark in the box placed before 'Forward to Finance Department' and click 'Save'. The draft will now automatically send to the concerned wing in the Finance department. The AD need not sent the concerned e-file or physical file to FD for further processing.

Original GO generation

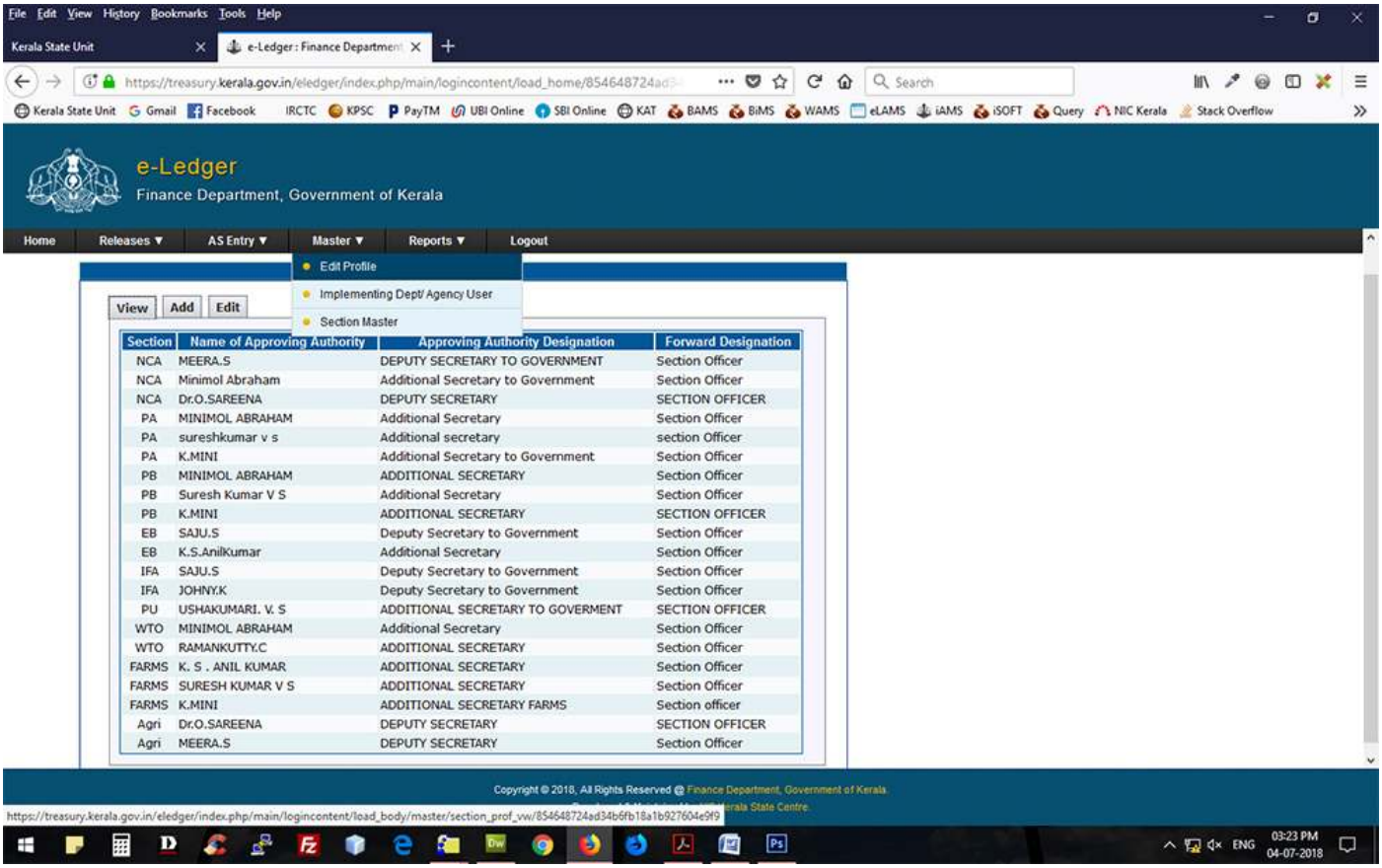
Once the draft has been verified and got vetted from the FD, the officer who forwarded it has to finally approve the draft GO, only then the place will open where G.O number and data has to be entered (in the edit mode).



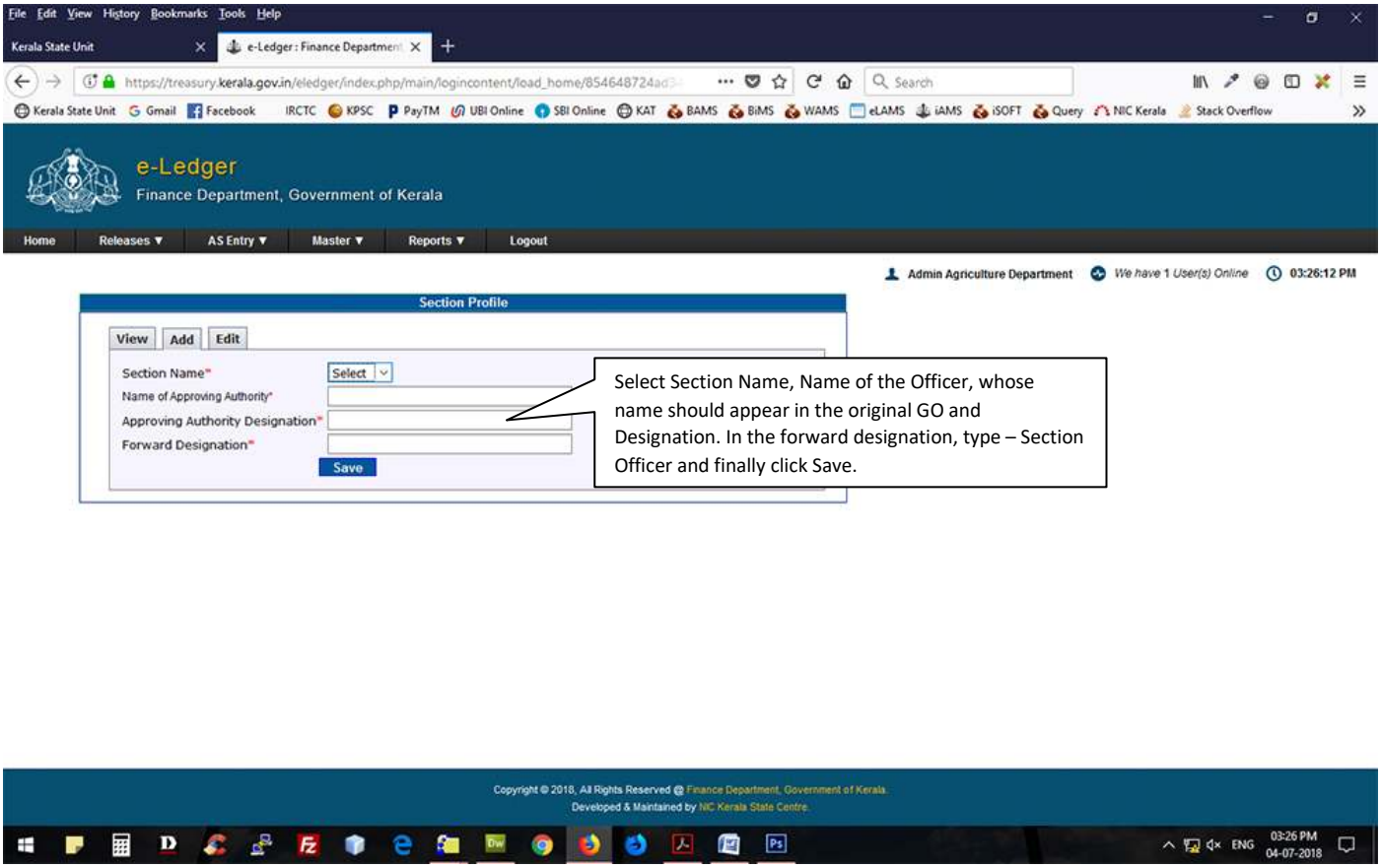
Click the approve button on the right side to finally enable the GO numbering. The screen will show like this :



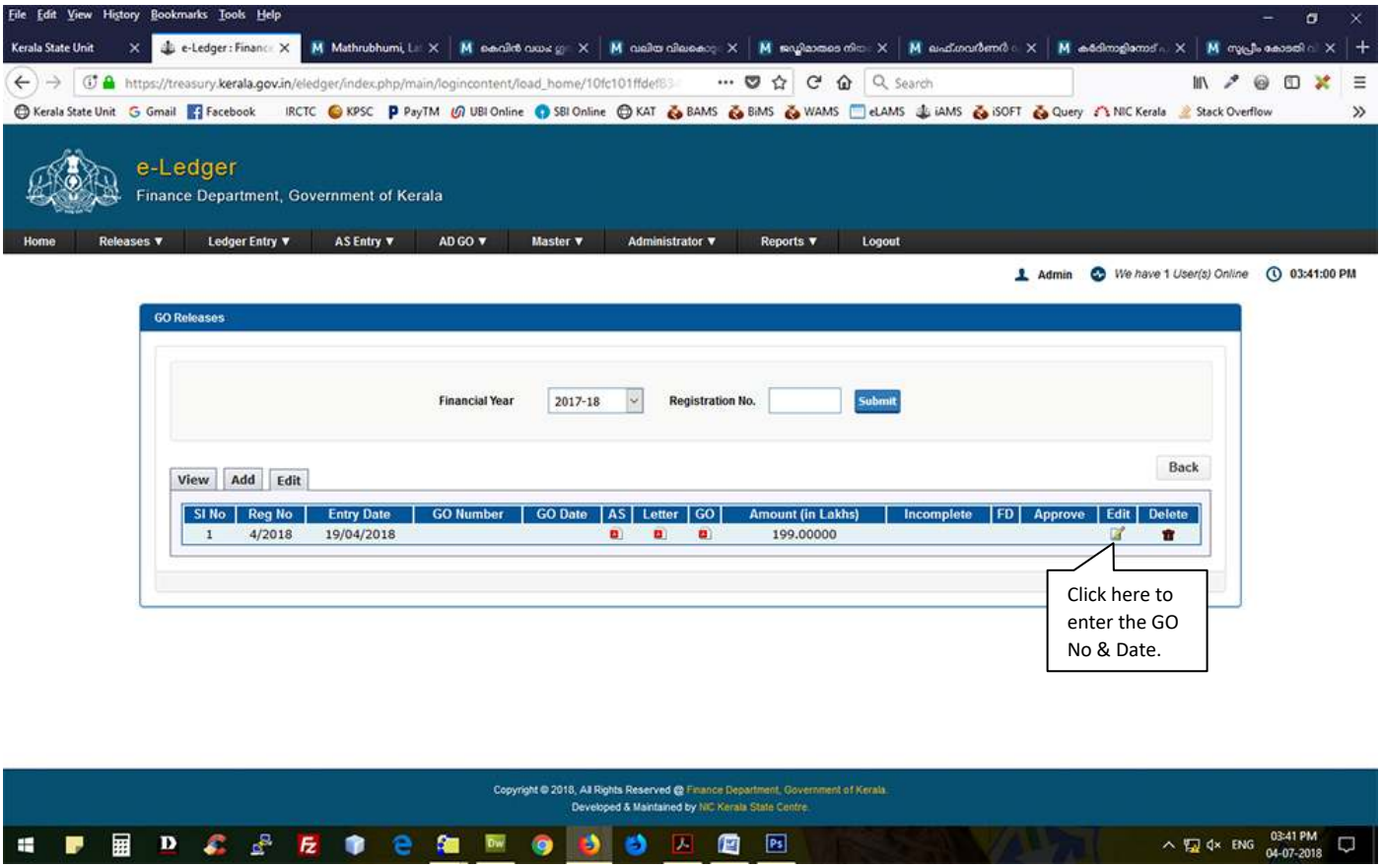
Before going to make the draft to fair GO, the officer level user has to go to the following module and click 'Master – Edit Profile' section where the name and designation of the officer in-charge of the section to be updated as shown below :



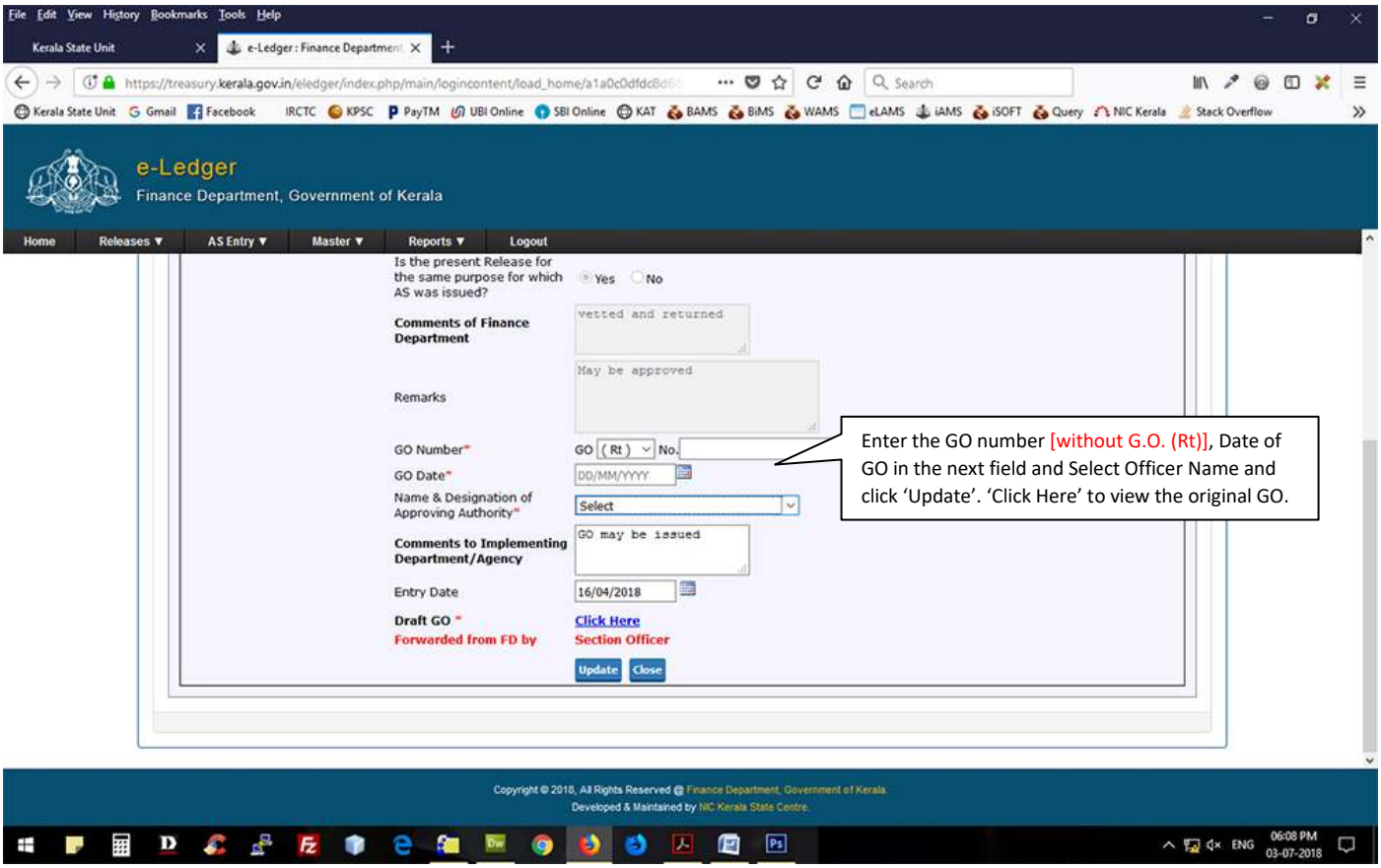
If the name of the required officer is not available in the list, now click ‘Add’ button.



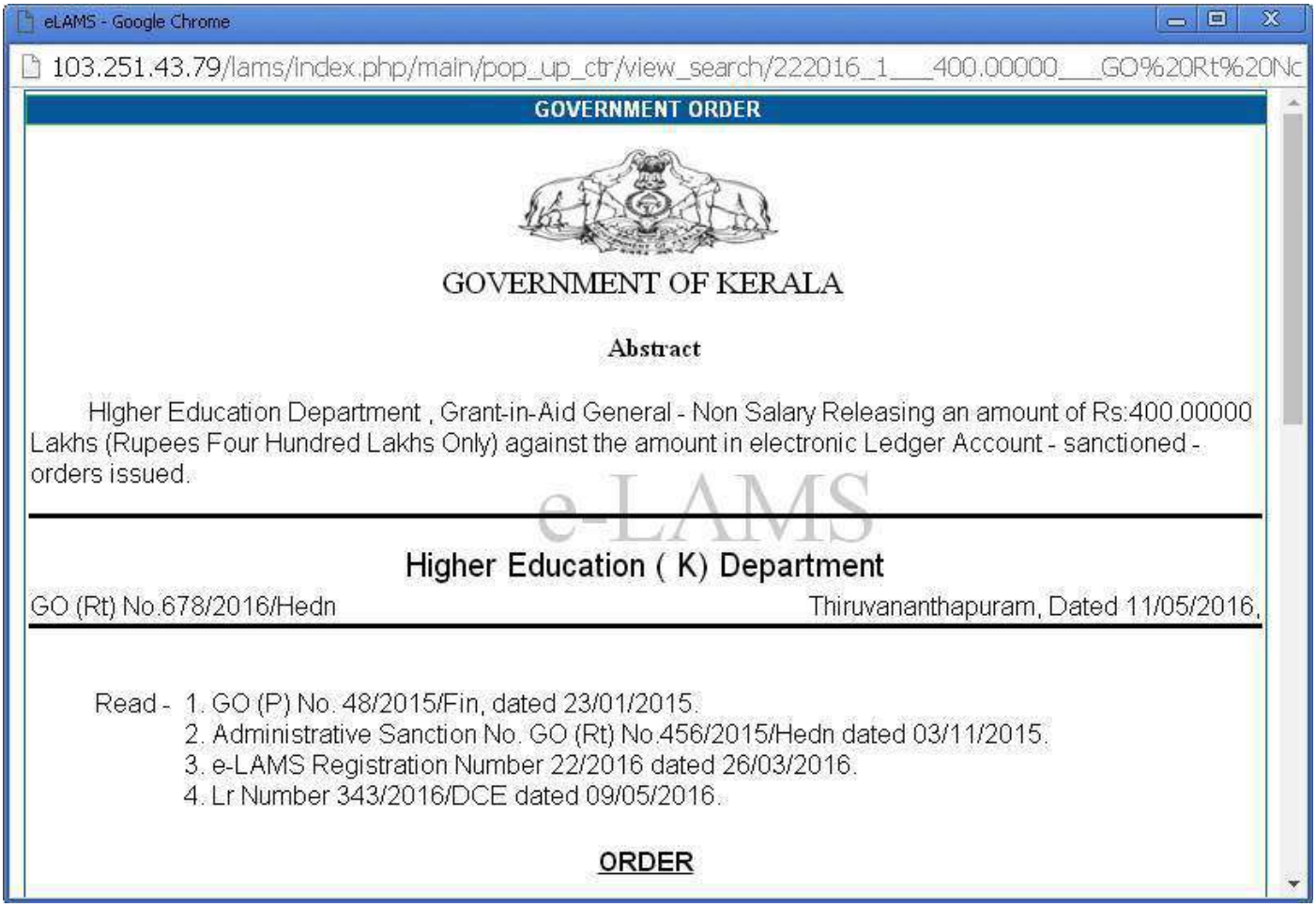
This time when the approval has been given the place where GO number to be inserted is now opened. For this go to the 'Releases -- GO Releases' menu once again.



The section concerned should first take the original GO number either from e-office or manually from the GO register maintained in their department. Now click the edit icon on the right side :



The original GO will now visible with the GO number and date of GO as shown below :


eLAMS - Google Chrome

103.251.43.79/lams/index.php/main/pop_up_ctr/view_search/222016_1___400.00000___GO%20Rt%20Nc

GOVERNMENT ORDER

GOVERNMENT OF KERALA

Abstract

HIgher Education Department , Grant-in-Aid General - Non Salary Releasing an amount of Rs:400.00000 Lakhs (Rupees Four Hundred Lakhs Only) against the amount in electronic Ledger Account - sanctioned - orders issued.

e-LAMS

Higher Education (K) Department

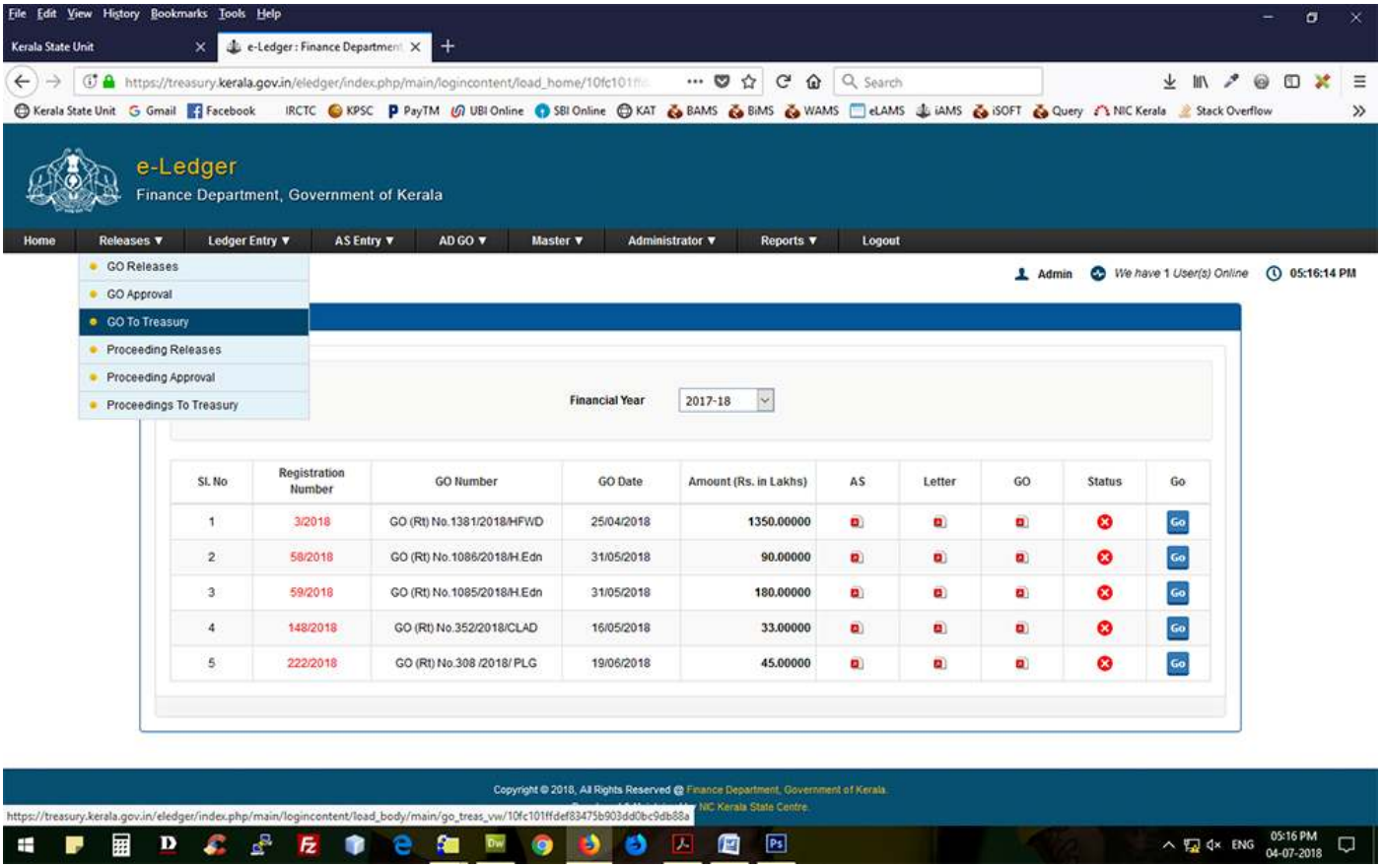
GO (Rt) No.678/2016/Hedn Thiruvananthapuram, Dated 11/05/2016.

Read - 1. GO (P) No. 48/2015/Fin, dated 23/01/2015.
2. Administrative Sanction No. GO (Rt) No.456/2015/Hedn dated 03/11/2015.
3. e-LAMS Registration Number 22/2016 dated 26/03/2016.
4. Lr Number 343/2016/DCE dated 09/05/2016.

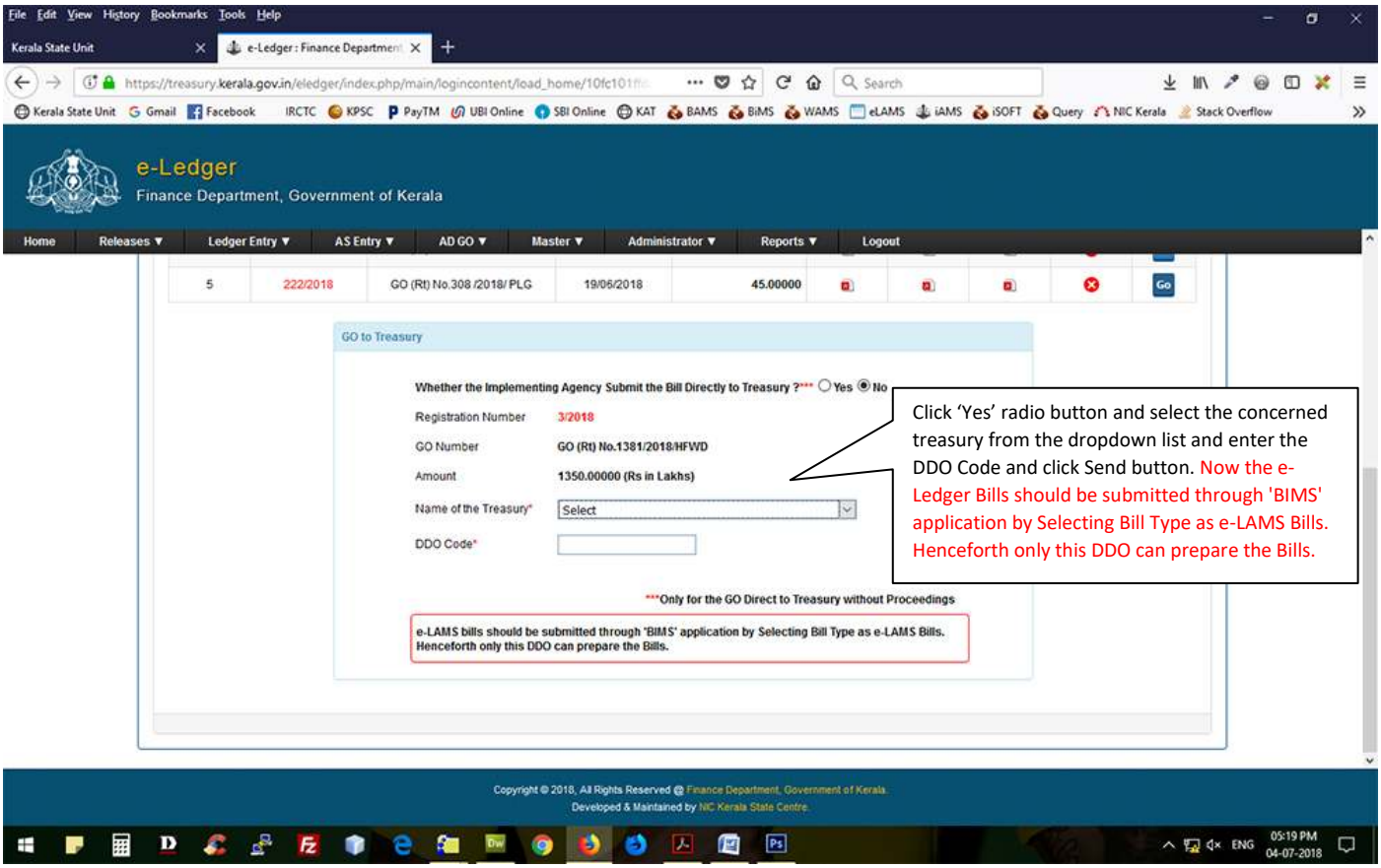
ORDER

Sending G.O. to Treasury

If the Administrative Department itself release fund direct to the implementing department / Agency without a proceeding to be issued from the department, one more step has to be followed; Go to the 'Releases' menu – from the dropdown list select 'GO to Treasury'.



From the list appeared, select the particular e-Ledger Registration Number and click ‘Go’ on right side. A popup window will be displayed as shown below :



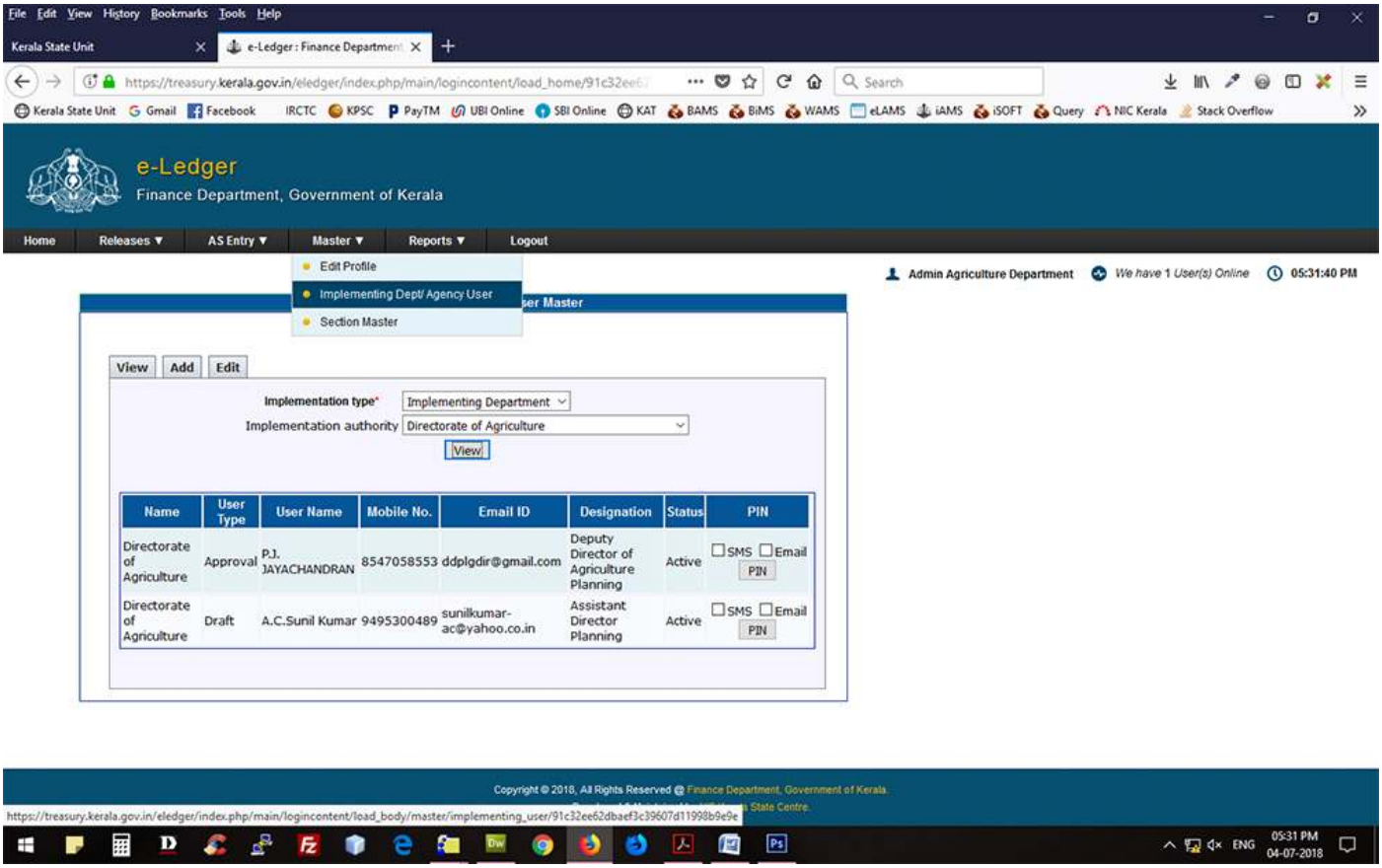
On the other hand if the Implementing Department has to generate proceedings based on the GO now released, the action of the Administrative Department will end on making the draft GO as original as described earlier.

Proceeding Generation at Implementing Department level

In order to prepare draft proceedings through e-Ledger, the Administrative Department has to collect the following details from the respective line departments as :

- ❖ Name of the Officer taking the Draft Proceedings, Designation, his Mobile Number, e-mail ID.
- ❖ Name of the Officer Approving the Draft Proceedings, Designation, his Mobile Number, e-mail ID.

After collecting the above information, the Administrative Department user with ‘admin’ privilage has to enter the details in the module shown below. Click the Master menu and select ‘Implementing Department/Agency User’.


e-Ledger
Finance Department, Government of Kerala
Home
Releases
AS Entry
Master
Reports
Logout
Edit Profile
Implementing Dept/ Agency User
Section Master
Admin Agriculture Department
We have 1 User(s) Online
05:31:40 PM
View
Add
Edit
Implementation type*
Implementing Department
Implementation authority
Directorate of Agriculture
View
Name
User Type
User Name
Mobile No.
Email ID
Designation
Status
PIN
Directorate of Agriculture
Approval
P.J. JAYACHANDRAN
8547058553
ddplgdir@gmail.com
Deputy Director of Agriculture Planning
Active
SMS Email
PIN
Directorate of Agriculture
Draft
A.C.Sunil Kumar
9495300489
sunilkumar-ac@yahoo.co.in
Assistant Director Planning
Active
SMS Email
PIN

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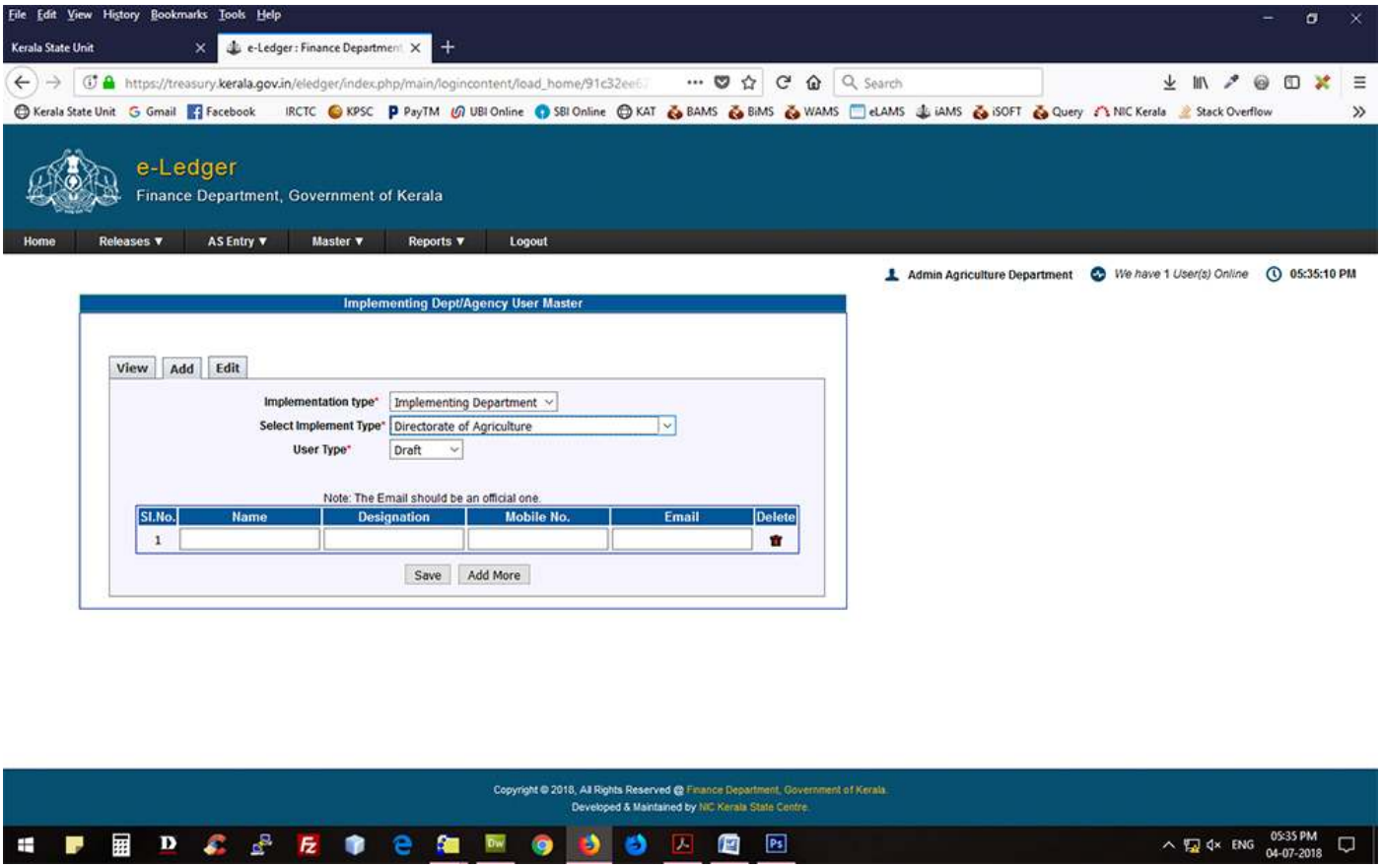
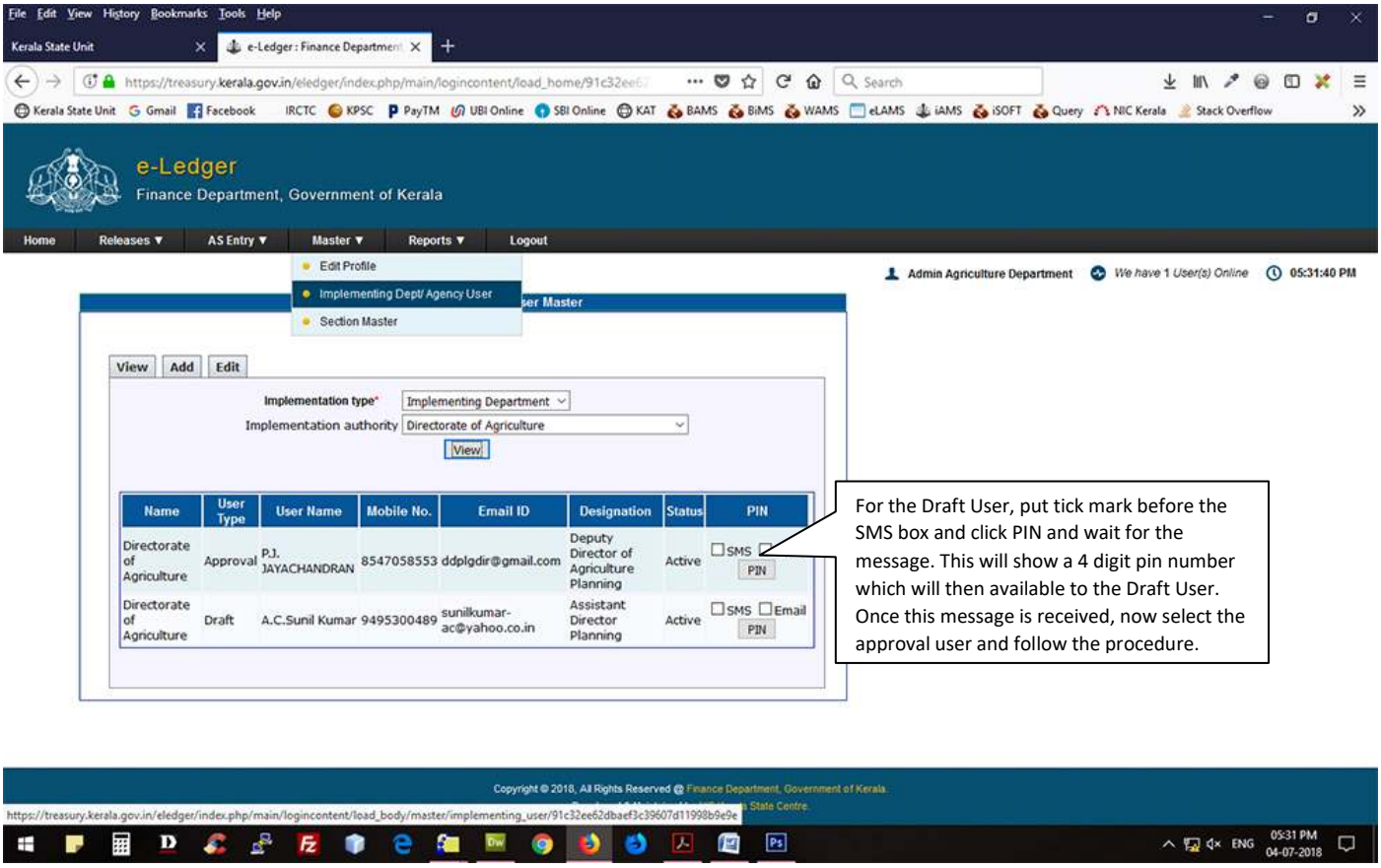
https://treasury.kerala.gov.in/eledger/index.php/main/logincontent/load_body/master/implementing_user/91c32ee62dbaef3c39607d11998b9e9e
ENG
05:31 PM
04-07-2018

If the Name of Officers is already entered those will be displayed there. Otherwise Click the 'Add' button next to 'View' menu which displays as :



Enter the details in the box first for the Draft user and then for the Approval after selecting the user type. click 'Save'. Again in come to the 'View' mode and select the Department Name to view the details will be available there as shown below :


e-Ledger
Finance Department, Government of Kerala
Home
Releases
AS Entry
Master
Reports
Logout
Edit Profile
Implementing Dept/ Agency User
Section Master
Admin Agriculture Department
We have 1 User(s) Online
05:31:40 PM
View
Add
Edit
Implementation type*
Implementing Department
Implementation authority
Directorate of Agriculture
View
Name
User Type
User Name
Mobile No.
Email ID
Designation
Status
PIN
Directorate of Agriculture
Approval
P.J. JAYACHANDRAN
8547058553
ddplgdir@gmail.com
Deputy Director of Agriculture Planning
Active
SMS
PIN
Directorate of Agriculture
Draft
A.C.Sunil Kumar
9495300489
sunilkumar-ac@yahoo.co.in
Assistant Director Planning
Active
SMS
Email
PIN
For the Draft User, put tick mark before the SMS box and click PIN and wait for the message. This will show a 4 digit pin number which will then available to the Draft User. Once this message is received, now select the approval user and follow the procedure.

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https://treasury.kerala.gov.in/eledger/index.php/main/logincontent/load_body/master/implementing_user/91c32ee62dbaef3c39607d11998b9e9e
ENG
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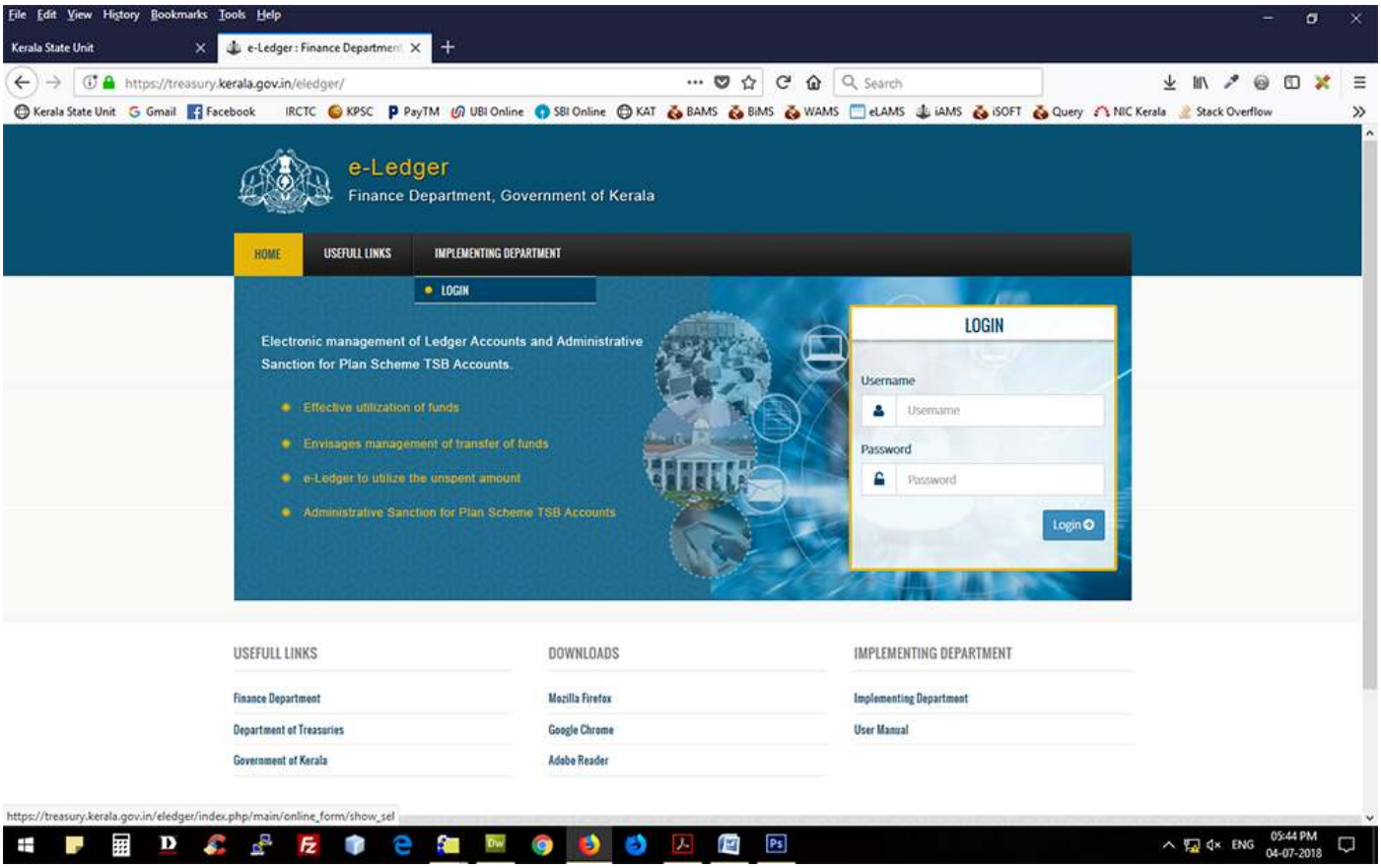
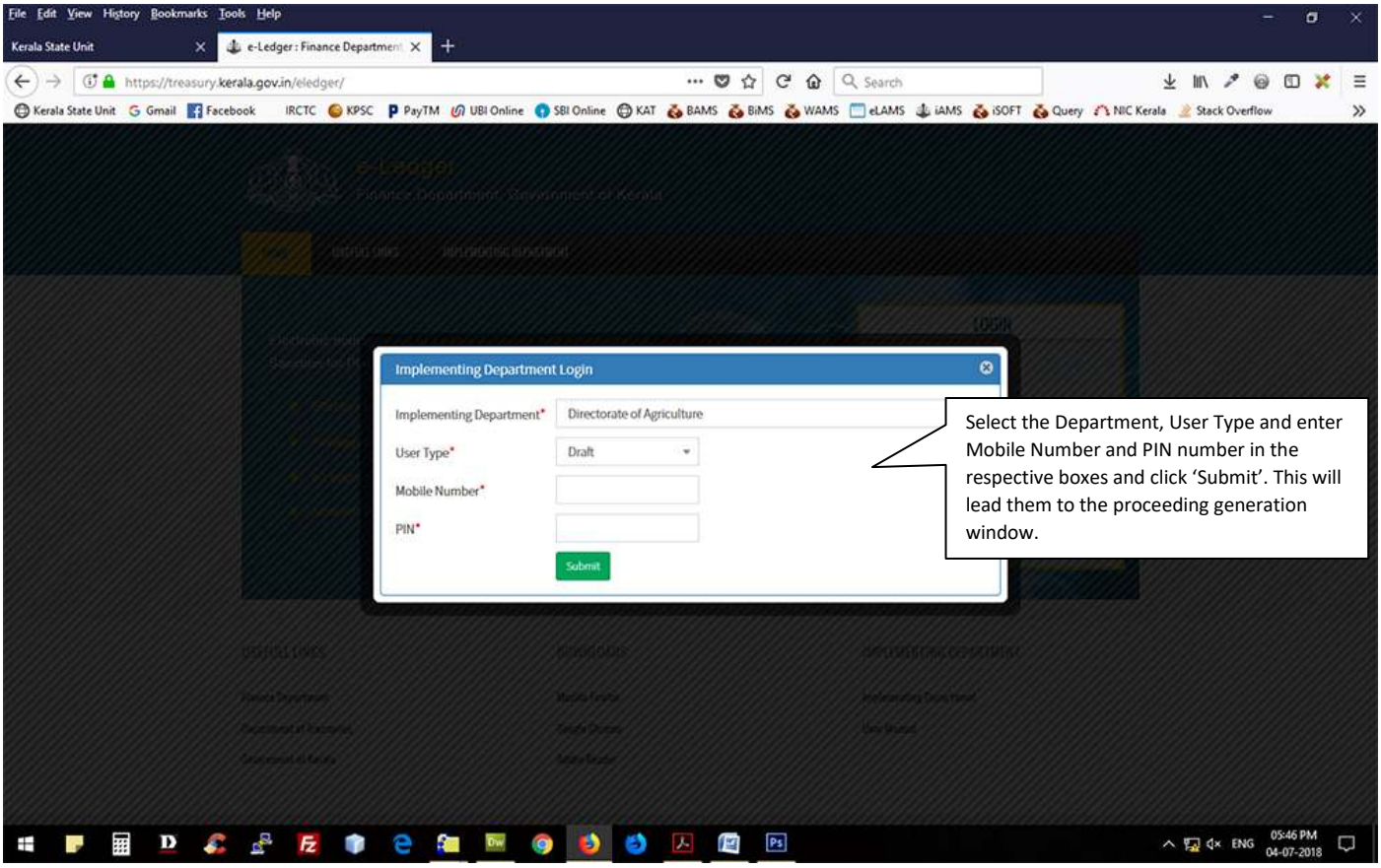
04-07-2018

The Implementing Department's Username and Password will be their respective mobile number and the PIN generated against their mobile number. They can login to the site from :

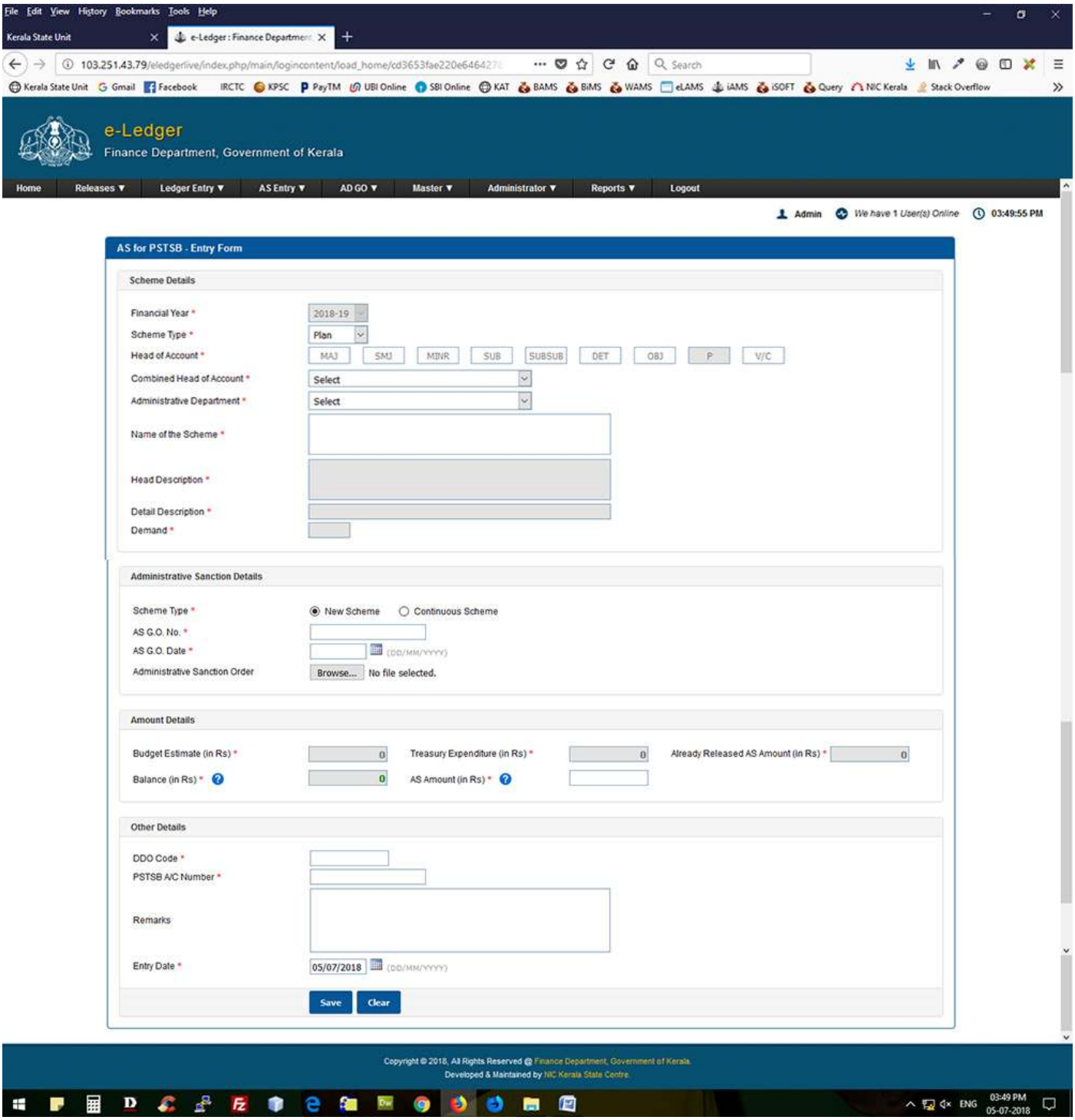




Here the user can prepare & Approve Proceedings against their G.O. After that they need to send the proceedings to Treasury by selecting the Treasury and entering the DDO Code. This DDO can bill this proceeding in 'BIMS' Application. Also some reports are there for the user's needs.

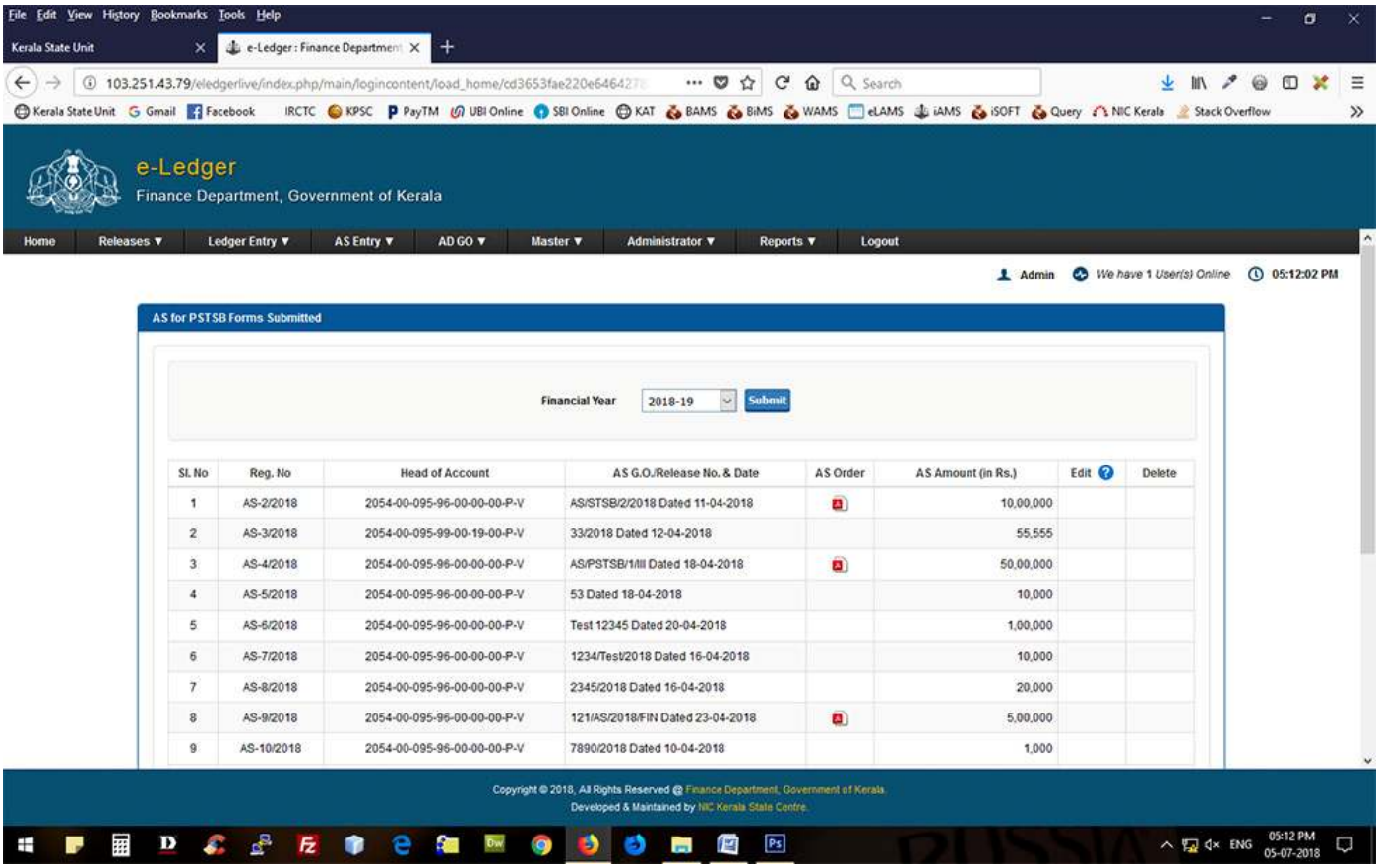
AS Entry – AS for PSTSB

Administrative Sanction for Plan Scheme TSB account entry is possible through this menu. The form will seen like this :



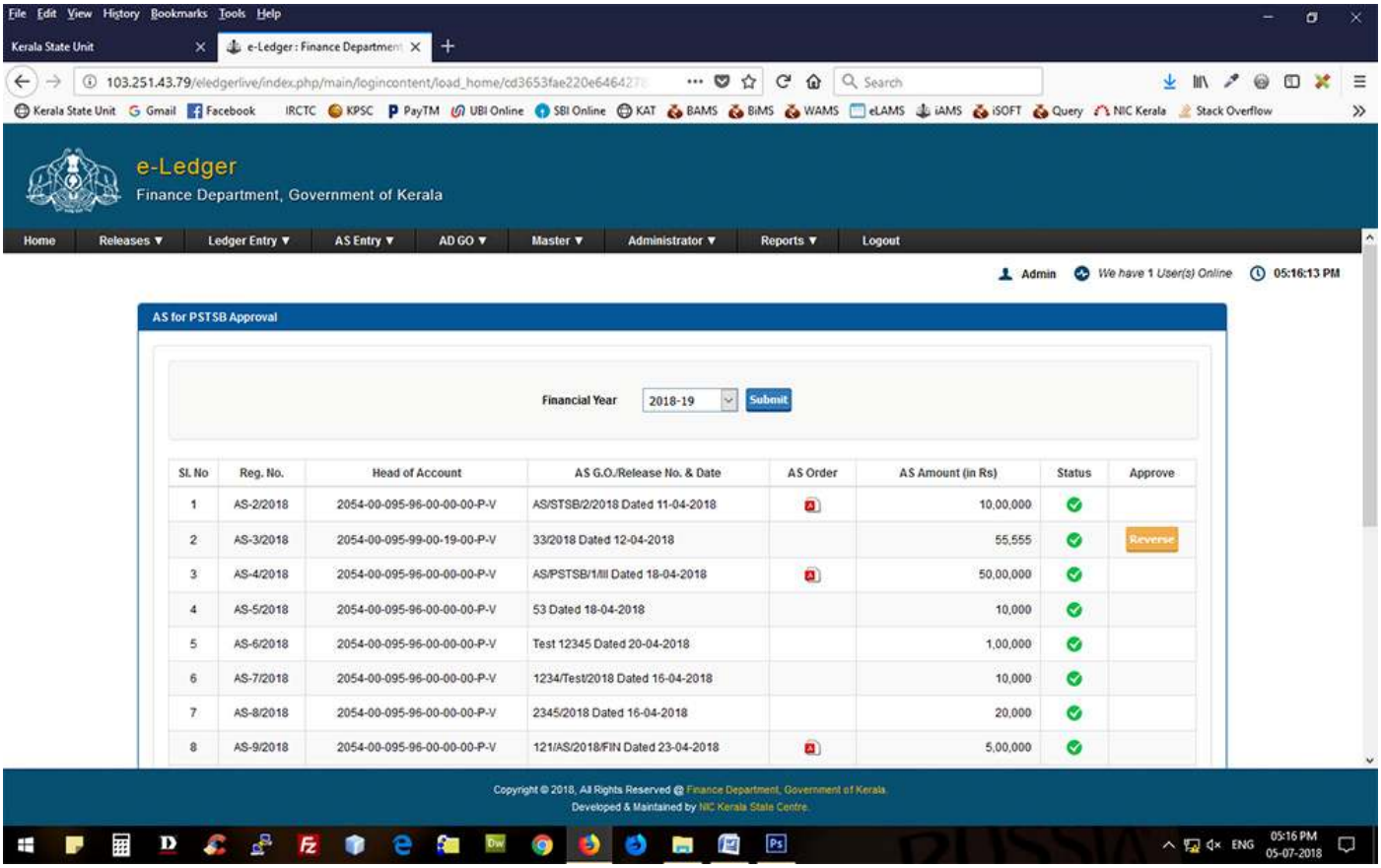
AS Entry – AS for PSTSB Edit

Here the Administrative Department can edit/delete the prepared AS (for PSTSB) Details, before it's approval.



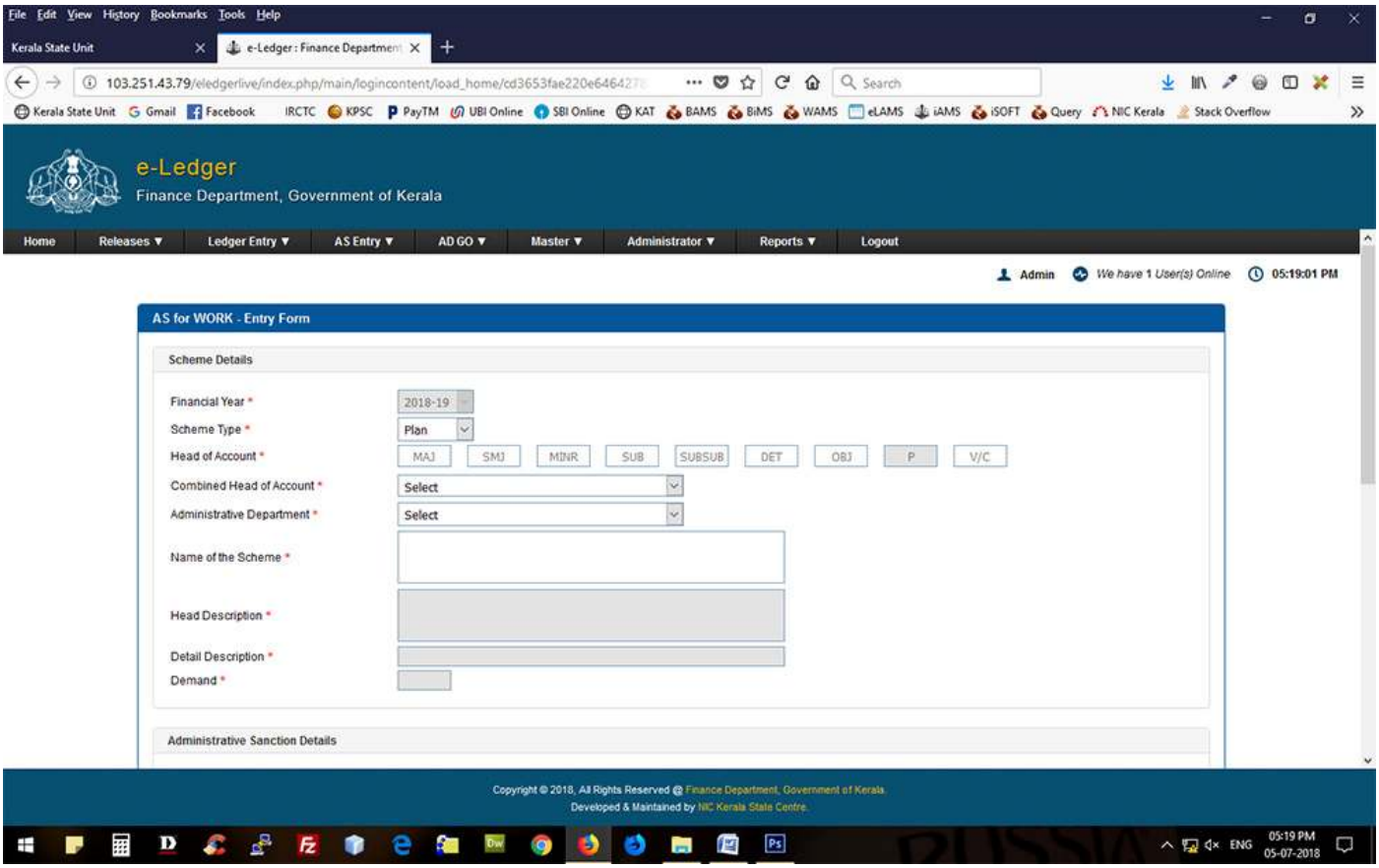
AS Entry – AS for PSTSB Approval

Approve/Disapprove option for AS for PSTB available here. Approval makes the AS available for bill taking in 'BIMS' application (i.e., the DDO mentioned in AS can prepare the bill). Now the AS amount can be transferred to the mentioned PSTSB account.



AS Entry – AS for WORK

Administrative Sanction for WORK entry is possible through this menu. The only difference from the AS for PSTSB is it doesn't capture the account details. The form will seen like this :



AS Entry – AS for WORK Edit

Here the Administrative Department can edit/delete the prepared AS (for WORK) Details, before it's approval.

AS Entry – AS for WORK Approval

Approve/Disapprove option for AS for WORK available here. Approval makes the AS available for bill preparation in 'BIMS' application (i.e., the DDO mentioned in AS can prepare the bill).