# 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:

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Or

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

# The login screen will be like this :

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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

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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**

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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:

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- 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 :

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Click the Add tab button to start a new draft GO. Click the View tab button view already created GO. Click the Edit tab button to edit further modificat the GO after it has been drafted but before sending to higher levels and a putting the Original GO number when the draft has been vetted by the FE	n to ation in Ilso for D.	
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The screen shot below shows the result of clicking 'Add' and also there is Administrative Sanction

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e-Ledger Finance Department, Government of Kerala Releases V AS Entry V Reports V Logout		Verify the department nam appeared there is correct an select the concerned sectio
Registration Number* Ledger Amount Head of Account* Amount Available in Ledger* Release Amount* Department Name * Section Name* Implementation DeptAgency Letter Number (Lr No.)* Administrative Sanction Obtained? Is the present Release for the same purpose for which AS was issued?	137/2018 17.34000 (%, in Labre) 2402-00-102-85-00-34-00-P 17.34 (%, in Labre) Balance Available 17.34 (%, in Labre) Agriculture Department Select Date® DD/MM/Y Yes ® No	Enter the implementin department/Agency lette number and date in the date box Click Yes for AS is available an answer the next query there.
Comments of AD*		Remarks (if any) to be entered below and any comments of th AD to FD (not forming part of th GO) to be entered.
	Class	After giving the informatio above, click the button 'Save'

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.

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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 :

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Extra Condition 2
0
3. Government therefore accord sanction to release an amount of Rs: Lakhs ( Only) for the implementation of the above components of the scheme.
4. The expenditure will be met from the budget provision under the head of account 2551-60-101-98-00-00-00-P-V during the financial year 2016-17 before 30th September.
Extra Condition 3
e-LAMS
(By order of the Governor)
The Principal Accountant General (A&E/G&SSA), Kerala, Thiruvananthapuram The Accountant General (E&RSA), Kerala, Thiruvananthapuram Head of Dept/PSU concerned Director of Treasuries Finance Department (67686)
Forwarded/By Order
Save Close

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.

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- 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 <u>no Administrative Sanction is there</u> 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.

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

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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.

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Section Name" Select V Name of Approving Authority" Approving Authority Designation" Forward Designation" Save	Select Section Name, Name name should appear in the o Designation. In the forward Officer and finally click Save	of the Officer, whose original GO and designation, type – Sectior	1



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.

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GO Releases	
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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 :

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		GO Number* GO Date* Name & Designation of	Enter the GO number [without G.O. (Rt)], Date of GO in the next field and Select Officer Name and click 'Update'. 'Click Here' to view the original GO.
		Approving Authority* Comments to Implementing Department/Agency	GO may be issued
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Abstract	
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ORDER	

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

### 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'.

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		3	59/2018	GO (Rt) No.1085/2018/H.Edn	31/05/2018	180.00000				0	Go				
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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 :

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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'.

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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 :

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Copyright © 2016, All Rights Reserved @ Finance Department, Government of Kerala. Developed & Maintained by NIC Kerala State Centre.			
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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 :



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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 :

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#### 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.

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#### 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 :

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#### 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).