

DDO PORTAL

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DDO Portal is a web based utility which has been designed to provide various functionalities that can enhance the efficiency of bill passing. Its user friendly interface and easy access at anytime from anywhere adds to its features. Some of the key facilities provided by the DDO portal are:

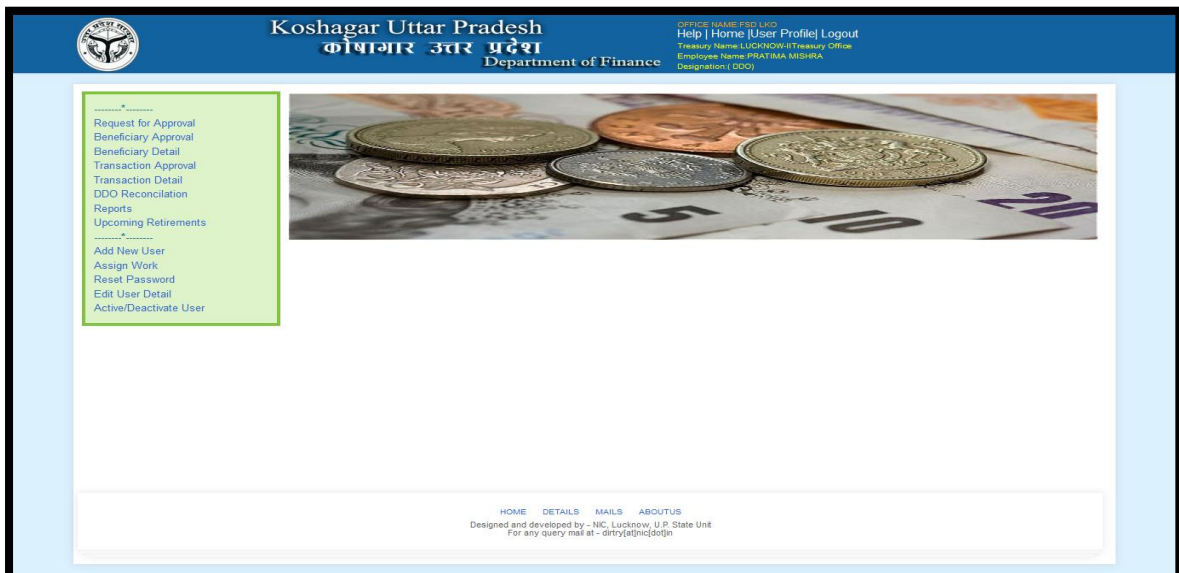
- i) Maintenance of employee database at the level of the Drawing and Disbursing Officer.
- ii) Easy and fast calculation of Pay.
- iii) Preparation of pay bill and bills other than pay bill (e.g. contingency bills etc.) anytime and from anywhere.
- iv) Retrieval of several reports in very less time.
- v) Generation of token at the level of the DDO himself/herself.
- vi) User friendly interface of the portal.

In order to work on this portal, the Drawing and Disbursing Officer needs to have a DSC (digital signature certificate) device. Those officers who do not have a DSC, should procure the device, register it and get it approved from their respective treasury. The URL for logging the portal is <http://upkosh.up.nic.in/upkosh>. The interface of the portal (menu, links and flow) has been discussed further. For working on the portal, the DDO will create operators and assign them work. In order to login, the DDO and the operators will enter their respective user name and password. The portal has been classified into two levels:

- Level 1: Drawing and Disbursing Officer
- Level 2: Operator: a) Salary Operator b) Transaction Operator

• DRAWING & DISBURSING OFFICER'S LOGIN

In order to login the portal, the DDO will enter his/her Login credentials. Following page will be opened upon login.



Several links have been provided in the left panel of the homepage. Their functions have been discussed as follows:

1. Request for Approval:

All the updations/deletions done by the operator (changes in personal information /pay details / allowance/deduction) will be shown here. DDO can approve/reject the request. Changes will be effective only after his approval.

The screenshot shows the Koshagar Uttar Pradesh Department of Finance web application. The header includes the state logo, name in Hindi and English, and user information: OFFICE NAME: RPO LKO, Help | Home | User Profile | Logout, Treasury Name: LUCKNOW (IT Treasury Office), Employee Name: TRIPATI MISHRA, Designation: (DDO).

On the left, a menu lists various actions: Request for Approval, Beneficiary Approval, Transaction Approval, Transaction Detail, DDO Reconciliation Reports, Upcoming Retirements, Add New User, Assign Work, Reset Password, Edit Operator Detail, and Activate/Deactivate User.

The main content area is titled 'Update' and 'Deletion'. It shows a table with 10 entries. The first entry is for employee GAU-84388, KM.SANGEETA. The table has columns for Sno., Emp Code, Emp Name, Changes In Details, Changes In Pay, Changes In Allowances, Changes In Deduction, and Action.

Sno.	Emp Code	Emp Name	Changes In Details	Changes In Pay	Changes In Allowances	Changes In Deduction	Action																																							
1.	GAU-84388	KM.SANGEETA	<p>Click Here</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Old Data</th> <th>New Data</th> </tr> </thead> <tbody> <tr> <td>Employee Name</td> <td>KM.SANGEETA</td> <td>KM.SANGEETA MISHRA</td> </tr> </tbody> </table>	Field Name	Old Data	New Data	Employee Name	KM.SANGEETA	KM.SANGEETA MISHRA	<p>Click Here</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Old Data</th> <th>New Data</th> </tr> </thead> <tbody> <tr> <td>Grade Pay</td> <td>4200</td> <td>1900</td> </tr> <tr> <td>HRA</td> <td>2430</td> <td>0</td> </tr> <tr> <td>CCA</td> <td>360</td> <td>0</td> </tr> <tr> <td>GIS Sav</td> <td>140</td> <td>0</td> </tr> <tr> <td>GIS Ins</td> <td>60</td> <td>0</td> </tr> <tr> <td>GIS sav</td> <td>140</td> <td>0</td> </tr> </tbody> </table>	Field Name	Old Data	New Data	Grade Pay	4200	1900	HRA	2430	0	CCA	360	0	GIS Sav	140	0	GIS Ins	60	0	GIS sav	140	0	<p>Click Here</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Old Data</th> <th>New Data</th> </tr> </thead> <tbody> <tr> <td>Actual Amount</td> <td>300</td> <td>3000</td> </tr> </tbody> </table>	Field Name	Old Data	New Data	Actual Amount	300	3000	<p>Click Here</p> <table border="1"> <thead> <tr> <th>Field Name</th> <th>Old Data</th> <th>New Data</th> </tr> </thead> <tbody> <tr> <td>Advance Amount</td> <td>0</td> <td>10000</td> </tr> </tbody> </table>	Field Name	Old Data	New Data	Advance Amount	0	10000	<input type="radio"/> Approve <input type="radio"/> Reject <input type="radio"/> No Action
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Showing 1 to 1 of 1 entries

Submit Approve All Reject All Clear All

Previous 1 Next

HOME DETAILS MAI LS ABOUT US
 Designed and developed by - NIC, Lucknow, U.P. State Unit
 For any query mail at - dirtry[at]nic[dot]in

2. Beneficiary Approval:

This link will be used for activating the already existing beneficiaries as well as for the newly added beneficiaries. DDO can accept or reject the request.

3. Beneficiary Details:

In order to view the detailed entries of all the beneficiaries, this link will be used. Beneficiary details are viewed according to the name, account number, mobile number and beneficiary type.

4. Transaction Approval:

The transaction requests sent by the operator will be approved by the DDO using this link. DDO can see the details of the transaction by clicking on the action link. The details will be opened on a new page. If satisfied, the DDO will approve the transaction and reject otherwise.

5. Transaction Detail:

Credit/ Debit details or the status of transaction (verified/rejected etc) corresponding to token can be viewed in "Transaction Detail ". On clicking 'View Detail' in the action column, user can see the details of amount.

6. Reports:

This menu will be used in order to view or save the various reports. User will fill the required details and can retrieve the required data. Several reports like pay bill reports, reports of changes, other than pay bill reports etc can be retrieved from here.

7. Add New User:

This menu is used for adding new user (operator). By filling up the name, email id, mobile number and clicking on Submit, the user is added.

8. Assign Work :

i) For assigning the bill, respective office and bills will be selected.

ii) To assign a role click on Add Update Role (select the role, we can assign more than one role to one operator) and select the Role: 1. Operator- Pension 2.Operator - Salary 3.Operator -Transaction
A message saying 'Role updated for user' appears on successful role update/assignment

9. Reset User Password:

On clicking the Reset User Password link, a page displaying the existing operators will be opened. On selecting the user, a pop up will be opened. On clicking 'OK' button, password is sent to the user's registered mobile number and mail id.

10. Edit Operator Detail:

By clicking on Edit operator detail, DDO can edit the details of the operator. Select the link below the Login Id Role. On clicking the link, a new window will be opened. Previous information of operator can be reset from here.

11. Activate /Deactivate User:

This link will be used by the DDO so as to activate or deactivate the operator, selecting "Activate" button will make the operator active and selecting "Deactivate" button will do otherwise.

SALARY OPERATOR'S LOGIN

The salary operator will login with his/her username and password, already provided by the Drawing and Disbursing Officer. Once the operator logs in, following menu are given in the left panel of the next page, for the purpose of bill management:

- i) Pay Bill
- ii) Non-beneficiary entity Report
- iii) Reports
- iv) DA Arrear

The screenshot displays the web interface for the Koshagar Uttar Pradesh Department of Finance. The browser address bar shows the URL: 164.100.180.49/UPKAP/APP/requestsforPayBill. The page header includes the department name in Hindi and English, along with user information: Help | Home | User Profile | Logout, Treasury Name: LUGUNOWH | Treasury Office, Employee Name: MOHAN SINGH, and Designation: (Accountant-Pension Operator-Salary). The left sidebar menu is highlighted with a green box, showing options: Pay Bill, Nonbeneficiary Entity Detail, IPAO Reports, and DA Arrear. The main content area features a 'Select Month And Year' section with a form containing 'For Month' (January) and 'Year' (2017) dropdown menus, a 'Submit' button, and a 'Back' button.

I. PAY BILL :

This menu will be selected in order to generate the pay bill for the particular month. Maintenance of employee database i.e. addition, deletion or alteration in the employee records will also be made under this option. Select the respective month and year for which the pay bill has to be generated or employee record has to be altered and then click on **Submit**.

A new page will be opened with the options given as below:

1. View and Update
2. Employee Addition
3. Employee Deletion
4. Send for Approval to DDO
5. Pay Bill Generation
6. Pay Bill Submission

Functions have been discussed as under:

1. View and Update:

List of all the employees of the given office will be displayed along with employee code, name, father's name, office and designation. In order to view/update the employee details, user needs to click on "Select" link in Action column.

Sl. No.	Emp Code	Name	Father/Husband Name	Bill/Office	Designation	Action
1	110013609162	MRS DIVYA MISHRA	ASHWINI KUMAR TIWARI	DFDSF (6):FSD LKO (12900)-	FINANCE & ACCOUNT OFFICER (275)	Select
2	110072068907	SHATROHAN LAL	SRI BACHCHU LAL	DFDSF (6):FSD LKO (12900)-	PEON (18)	Select
3	110092068906	SWAMI DAYAL	LATE SRI GAYADEEN	DFDSF (6):FSD LKO (12900)-	PEON (18)	Select
4	600018737	BRIJESH KUMAR	LATE-RAMDHAR	0300-FSD (1):FSD LKO (12900)-	PEON (18)	Select
5	600018738	SHIV PRASAD	LATE-BACCHU LAL	0300-FSD (1):FSD LKO (12900)-	PEON (18)	Select
6	600018740	MOHD. ZAFAR	LATE IRSHAD ALI	0300-FSD (1):FSD LKO (12900)-	PEON (18)	Select

1.1. Page with the detailed information of the selected employee will be displayed. Required changes can be made henceforth.

Please Select Any One: District Tehsil Block

Personal Details	
Employee Code	110013609162
Treasury Name	LUCKNOW-II
Employee Name	MRS DIVYA MISHRA <small>*(Max 50 Chars)</small>
Father/Husband Name	ASHWINI KUMAR TIWARI <small>*(Max 50 Chars)</small>
Date OF Birth	26-11-1990 <small>*(DD-MM-YYYY)</small>
Date OF Retirement	<small>*(DD-MM-YYYY)</small>
Gender	Female *
Marital Status	Married
Address	<small>*(Max 50 Chars)</small>
District	<small>*(Max 50 Chars)</small>
State	<small>*(Max 50 Chars)</small>
Mobile No	<small>*(Exact 10 digits)</small>
Email Id	<small>*(Max 80 Chars)</small>
Educational Qualification	<small>*(Max 50 Chars)</small>

1.2 In order to view/update salary click on "**Pay**" button. Detailed breakup of pay will be displayed.

1.3 In order to view/update/add/delete allowance click on "**Allowance**" button.

1.4 In order to view/update various deductions e.g. Income Tax etc. click on "**Deduction**" button.

2. Employee Addition:

For adding a new employee user will click on "**Employee Addition**". Fill the Personal information of the employee and click on the **Save** button. The Personal Information of employee will be saved successfully. Next, click on the "**Pay**" option. Fill up the details of salary for the respective employee.

The screenshot displays a web application interface for adding a new employee. The interface is divided into a left sidebar with navigation options and a main content area with a form. The form has four tabs: "Personal Information", "Pay", "Allowance", and "Deduction". The "Personal Information" tab is currently active, showing the following details:

Employee Details			
Employee Code	6012976006025	Father's Name	A SINGH
Name	AMIT	Date Of Joining	01-01-1976
Date Of Birth	01-01-1960	Designation	DY. DIRECTOR
Office	FSD LKO	GPF Number	
Pan Number			

Below the personal information, there are sections for "EMPLOYEE BANK DETAIL" and "EMPLOYEE SALARY DETAIL". The "EMPLOYEE SALARY DETAIL" section includes fields for "Last Updated" (30-09-2016) and "UPTO Date" (30-09-2016). The salary details are as follows:

EMPLOYEE SALARY DETAIL	
Basic Pay:*	0
Personal Pay:*	0
Pay Commision:*	5
Additional Pay:	0
HRA:*	0
NP Allowance:*	0
Salary Arrear:*	0
Grade Pay:*	0
Special Pay:*	0
DA Admissible:	--Select--
Stagnation Pay:	0
CCA:*	0
Pension Pay:*	0
Other Arrear:*	0

The "DEDUCTION" section includes fields for various deductions:

DEDUCTION	
Society Deduction:*	0
Ex. Pay Deduction:*	0
NDCPS Contribution:*	0
NDCPS Arrear Amount:*	0
GIS Insurance:*	0
Suspension Status:*	Not Suspended
Attendance Days:*	0
LIC/RD/Etc Deduction:*	0
GPF Contribution:*	0
NDCPS Arrear Month:*	Month Year as MMMYYYY
GIS (G/P):*	--Select--
GIS Saving:*	0
Suspension Days:*	0
Stop Pay:*	--Select--

At the bottom of the form, there is a "Submit" button.

Select "**Allowance**" option and add allowance of the particular employee. For the deduction in employee salary, click on the "**Deduction**" option.

3. Employee Deletion:

In case an employee gets retired, transferred, resigns etc and his/her data needs to be deleted, click on "**Employee Deletion**" button. Select the employee from the list. A new page will be opened. Select the reason for deletion (Death/Delete/Resignation/Retire/Transfer). In the case of transfer, select the treasury to which the employee has been transferred and then click on Submit button.

4. Send for Approval to DDO:

In case any change has been made in the employee database, the same needs to be approved by the DDO. In order to send the changes, click on the forward button under action column. If there is some error, "**Reject**" option can be selected and in case nothing has to be done, select "**No Action**".

5. Pay Bill Generation:

In order to generate pay bill of the office, click on "**Pay Bill Generation**", select the required options and click on **OK** button.

6. Bill Submission:

After the generation of bill click on "**Bill Submission**", select the required options and click on **OK**

II. REPORTS:

Various reports for pay bill and bills other than pay bill can be retrieved. Under this option reports can be viewed/ downloaded in the pdf format.

III. DA ARREAR :

There are two options under this link :

- i) DA Generation ii) DA Updation

In order to calculate the dearness allowance for a particular period of time , DA generation will be used. In case there are alterations in the dearness allowance, DA updation menu will be used to calculate the arrear.

IV. OTHER THAN PAY BILL:

Following form will be displayed for feeding the bills, other than pay bill (e.g. TA bill, contingency bill etc.). After filling the form, select the beneficiary and click on the “SUBMIT” button.

Beneficiary ID	NAME	Account No	Beneficiary Type	Select
110013609162	MRS DIVYA MISHRA	20262647788	Employee (NEFT)	<input type="checkbox"/>
110092068906	SWAMI DAYAL	20077718490	Employee (NEFT)	<input checked="" type="checkbox"/>
110072068907	SHATROHAN LAL	20077718478	Employee (NEFT)	<input type="checkbox"/>
GAU-84388	KM. SANGEETA	20077718423	Employee (NEFT)	<input type="checkbox"/>
GAU-82214	BRATIMA MISHRA	20077718047	Employee (NEFT)	<input type="checkbox"/>

On clicking the Submit button, a bill ID will be automatically generated and the bill will be forwarded to the transaction operator.

• TRANSACTION OPERATOR’S LOGIN

The transaction operator will login with his/her username and password, already provided by the Drawing and Disbursing Officer. Various menus have been given on the left panel of the page, whose functions have been discussed hereafter:

1. Add New Beneficiary :

In case the beneficiary is not added already, the transaction operator will fill the form as given below and get it approved by the DDO.

2. Beneficiary Detail :

The details of all the beneficiaries of the given office can be seen by clicking on this link. All the details like name, beneficiary type, account number etc. will be displayed.

3. Incomplete Beneficiary List :

Those employees whose partial details are present and therefore have still not been added as beneficiary will be displayed here. This may be due to some error or absence of data. Therefore, data can be corrected or permanently deleted, as per requirement, under this link.

4. Beneficiary Bulk Data Upload :

This menu is used for uploading the details of all the beneficiaries for the first time, once they start using the Portal.

5. Generate New Token :

After clicking on this link, a new page will be opened with the details of the bills. From here token can be created for the bills. On selecting the bill by checking the box and clicking on Generate Token button, the token will be generated for the selected bill. On clicking the Bill ID, the details of the bill can be viewed.

Koshagar Uttar Pradesh
कोषागार उत्तर प्रदेश
Department of Finance

Help | Home | User Profile | Logout
Treasury Name: LUGRNOW11 | Treasury Office
Employee Name: demo
Designation: (Operator-Salary Operator-transaction)

Pay Bill Entry
Reports
DA Arrear
Other Than Pay Bill
Add New Beneficiary
Beneficiary Detail
Incomplete Beneficiary List
Beneficiary Bulk Data Upload
Beneficiary File Upload
Generate New Token
Update Token
Transaction Forwarding
Transaction Detail

Sr.No	Grant No	Bill No	Bill ID	Bill Type	Upto Date	Gross Amount	Deduction	LIC RD/SOC DED	Net Amount	Select Bill	Head Code	Plan Type	Delete Bill
1	065	6	6043150264	101	31-03-2017	22123	2163	2163	19960	<input type="checkbox"/>	205200091030001	N	Delete
2	065	1	6043150262	101	31-03-2017	476006	58900	58900	417106	<input type="checkbox"/>	205200091030001	N	Delete

Generate Token

Detail Of Generated Tokens

Show 10 entries Search:

SrNo.	TOKEN NO	GRANT_NO	Net Amount	Draft Amount	Status
1	601707118	065	420512	0	Not Approved

Showing 1 to 1 of 1 entries Previous 1 Next

Back

6. Update Token :

More than one bill can be added in a single token or can be deleted from the existing token using this menu. On clicking 'Add this bill in token', the selected bills will be added in the same token.

7. Transaction Forwarding :

Once the token is generated and transaction is verified, the same needs to be forwarded to the DDO for the further process. Select the particular token for which the transaction has to be forwarded. On selecting the token, the details of the bill will be displayed. The operator should cross check and verify all the details and click OK. As soon as the OK button is pressed, the transaction is forwarded to the DDO.

8. Transaction Detail :

Details of the various transactions can be seen under this option. Previous transaction records can also be viewed. The details like the amount, bill registration number, date, status (rejected/verified etc.) can also be viewed.

Stepwise solution to some frequently asked questions:

• HOW TO ADD A NEW EMPLOYEE :

- Salary operator will click on the Employee addition link. Now fill the Personal Information, pay, allowance and deduction related details and save the data.
- Salary operator will click on the "Send for Approval to DDO " button and forward the details to the Drawing and Disbursing Officer.
- DDO will click on the "Request for Approval " link. In the updations section, the request will be shown. DDO will see the details of the new employee and approve/ reject the request accordingly.

• **HOW TO DELETE AN EMPLOYEE :**

• Salary operator will click on the Employee deletion link. The list of all the employees of the office will be shown. Select the employee from the list.

• Select the reason for deletion (death/retirement/transfer etc.) and fill the rest of the details.

• Now click on the "Send for Approval to DDO " button and forward the details to the Drawing and Disbursing Officer.

• DDO will click on the "Request for Approval " link. In the Deletions section, the request will be shown. DDO will see the details of the employee and approve/ reject the request accordingly.

• **HOW TO MAKE MODIFICATIONS/CHANGES :**

• Salary operator will click on the View/Update menu. Now modify/alter the Personal Information /pay/ allowance or deduction related details and save the data.

• Then click on the "Send for Approval to DDO " button and forward the details to the Drawing and Disbursing Officer.

• DDO will click on the "Request for Approval " link. In the updations section, the request will be shown. DDO will see the details of the changes and approve/ reject the request accordingly.

• **HOW TO GENERATE & FORWARD A NEW TOKEN :**

• Transaction operator will click on the Generate new token link . The bills which have been already submitted , will be shown here.

• Select the bill for which token has to be generated and click on the Generate token button.

• Next, select the transaction forwarding link. From the drop down box, select the token which has to be forwarded and click OK. A new page with the details of the bill will be opened. On clicking OK, token will be forwarded to the DDO for verification.

• **HOW TO MAKE A PAY BILL :**

In order to make the paybill for the first time, following procedure will be followed.

•First the DDO will add a user and assign the work of Salary Operator.

•The Salary operator will login the portal with the user name and password received by him on his/her mobile number and e-mail Id.

•On logging in, Salary Operator will click on the Pay Bill link given on the left panel of the screen. Now select the month and year for which the paybill has to be prepared and click on Submit

•The details of all the employees will be displayed on the screen. In case any updation has to be made in the personal /pay details or the employee has to be added/deleted, it should be done now.(Process is given in the manual)

•All the changes have to be forwarded to the DDO. The Drawing and disbursing Officer will approve/reject the changes.

•Next the transaction operator will select the beneficiary bulk data upload link and click on count. (This has to be done only once).

•The beneficiary will again be accepted by the DDO.

•To generate the Pay Bill, the Salary operator will click on the Pay Bill Generation menu and select the office code and bill code and click OK. Now the pay bill has been generated. From the Reports section, the pay bill can be viewed and the figures cross checked.

•Next, click on Bill Submission, select the required options and press OK. The bill has been submitted now, and will be displayed on the transaction operator end now.

•The transaction operator will select the Generate a new token link . In order to generate a new token, the Operator will click on the checkbox in front of a particular bill and click on Generate Token button. On clicking the Bill ID , the details of the bill can be seen and verified.

•Now the transaction Operator will select the Transaction Forwarding Link. On selecting the token, details will be displayed. Verify the details and click on OK. The transaction will be forwarded to the DDO now.

•The transaction will be verified by the Drawing and Disbursing Officer.

•The printout of the Pay bill and schedules will be taken from the Reports menu and same will be signed and sent to the Treasury.

The pay bills will be printed on the A4 sheet. Form 101 along with all the applicable schedules will be signed and the entire bunch will be sent to the treasury.DDO Portal is currently being used in various offices like Financial Statistics Directorate, Bima Nideshalay, Koshagar Nideshalay, IFMTR etc and from April 2017 it will be opened for implementation throughout the State.
