

CHAPTER – 3	CHAPTER – 3 General Procedure
Chapter No.	Proposed Draft Para
<p data-bbox="289 562 386 594">3-10-1</p> <p data-bbox="245 709 430 741">Bill Register</p>	<p data-bbox="477 489 1430 1839">Bill Monitoring System (BMS) was introduced by the Govt in December, 2011. The detailed operational instructions are given in U.O.Note no. 3928/F7/A.1/2011 dt. 19-11-2011. As per BMS each DDO will present the bills on line, against which a transaction ID is generated by the system. Bill in hard copy is presented by the DDO to the PAO (W&P) by the scheduled dates. Bills are received by the concerned superintendent of the pre-check section in PAO office and token is generated against each transaction ID of the DDO. The prime objective of BMS is ensuring transparency in payment of Bills. The system monitors the process of bills starting from submission of Bills by Drawing and Disbursing Officer to the PAO's Office, posting the scrutiny result online in PAO's Office, payment authorisation by Govt. and release of payments to the Agencies concerned. At all the stages the information and status of bills is made available to all the stake holders viz, the DDOs, HODs, Agencies and general public at large in a transparent way through internet. The salient features and the procedure to be followed right from presenting the bills by the DDOs and to the point of payment by the PAOs is appended here under.</p>

1) **Features:-**

(i) To improve the system of presenting the Bills by the DDOs, their scrutiny and payment in PAO's Office.

(ii) To bring in more transparency at various stages of processing of Work Bills i.e., starting from the presentation of bills, Token issue, Scrutiny, Authorisation and up to payment.

2) **Procedure and steps in the process:-**

a) Submission of Bill details on-line by the DDOs:

i) All the DDOs are provided with login facility for accessing the application.

ii) The DDOs shall enter in the system all the bills to be presented to PAO.

iii) A check slip is designed to elicit information about the Bill and the DDO shall furnish the information.

iv) The DDOs shall send the Bills which are entered in the system with connected records to the PAO.

v) The DDOs shall necessarily enclose a signed check slip duly selecting the relevant option in confirmation of having enclosed the documents or furnished required certificates or not applicable as the case may be.

3) Token Generation in PAO's Office:

(i) On receipt of hard copies of bills, the Superintendent who receives the bills in PAO's Office shall verify the details entered by the DDO with reference to Transaction ID and assigns "Token Number" which is generated by the system.

(ii) The Superintendent shall verify whether the DDO has enclosed the check slip or not and to go ahead for Token generation.

(iii) Token generation would be in the sequence of physical presentation of bills to PAO Office.

(iv) A printout of the token will be issued to the DDO.

The Auditor concerned should immediately purport the bills in the Bill Register

Further scrutiny of Bills shall be conducted in the concerned pre-check sections.