

## ಕರ್ನಾಟಕ ಸರ್ಕಾರ

ಸಂಖ್ಯೆ: ಕಾಶಿಇ/40/ಖಜಾನೆ-2/ಆಯವ್ಯಯ/2016-17

ಕಾಲೇಜು ಶಿಕ್ಷಣ ಆಯುಕ್ತರ ಕಛೇರಿ  
ಬೆಂಗಳೂರು, ದಿನಾಂಕ:02-12-2016

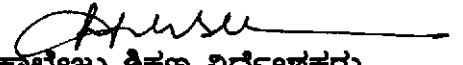
### ಸುತ್ತೋಲೆ

**ವಿಷಯ:** ಡಿಸೆಂಬರ್-2016ರ ವೇತನ ಮತ್ತು ವೇತನೇತರ ಬಿಲ್ಲುಗಳನ್ನು ಹಾಗೂ ಇಲಾಖಾ ಜಮೆಗಳನ್ನು ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸುವ ಕುರಿತು.

**ಉಲ್ಲೇಖ:** ಅರೆಸರ್ಕಾರಿ ಪತ್ರ ಸಂಖ್ಯೆ:ಖ-2/ಪಿಎಂಯು/92/2/2015-16  
ದಿನಾಂಕ:16/11/2016 ಮತ್ತು ದಿನಾಂಕ:19/11/2016.

\* \* \* \* \*

ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ, ಉಲ್ಲೇಖಿತ ಸರ್ಕಾರದ ಪತ್ರಗಳನ್ನು ಈ ಸುತ್ತೋಲೆಯೊಂದಿಗೆ ಲಗತ್ತಿಸಿದ್ದು, ಅದರಂತೆ ಡಿಸೆಂಬರ್-2016 ರಿಂದ ವೇತನ ಮತ್ತು ವೇತನೇತರ ಬಿಲ್ಲುಗಳನ್ನು ಹಾಗೂ ಇಲಾಖಾ ಜಮೆಗಳನ್ನು ಮಾಡುವ ಸಂಬಂಧ ನಿಗದಿತ ಸಮಯದೊಳಗೆ ಸೂಕ್ತಕ್ರಮ ಕೈಗೊಂಡು ಕೇಂದ್ರ ಕಛೇರಿಗೆ ಮಾಹಿತಿ ನೀಡಲು ಸೂಚಿಸಿದೆ.

  
ಕಾಲೇಜು ಶಿಕ್ಷಣ ನಿರ್ದೇಶಕರು  
೦೨

### ಇವರಿಗೆ:

1. ಎಲ್ಲಾ ಯೋಜನೆ/ಯೋಜನೇತರಡಿಯಲ್ಲಿ ಬರುವ ಸರ್ಕಾರಿ ಪ್ರಥಮ ದರ್ಜೆ ಕಾಲೇಜುಗಳ ಪ್ರಾಂಶುಪಾಲರುಗಳಿಗೆ - ತುರ್ತು ಕ್ರಮಕ್ಕಾಗಿ.
2. ಪ್ರಾದೇಶಿಕ ಒಂಟಿ ನಿರ್ದೇಶಕರು, ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ, ಬೆಂಗಳೂರು, ಮಂಗಳೂರು, ಮೈಸೂರು, ಕಲಬುರಗಿ, ಧಾರವಾಡ, ಶಿವಮೊಗ್ಗ- ತುರ್ತು ಕ್ರಮಕ್ಕಾಗಿ.
3. ಮಾಹಿತಿ ತಂತ್ರಜ್ಞಾನ ವಿಭಾಗ, ಕೇಂದ್ರ ಕಛೇರಿ, ಬೆಂಗಳೂರು - ಸುತ್ತೋಲೆಯನ್ನು ಅಂತರಜಾಲದಲ್ಲೆ ಅಳವಡಿಸಲು.
4. ಕಛೇರಿ ಪ್ರತಿ



ಅ.ಸ ಪತ್ರ ಸಂ. ಖ2/ಪಿ.ಎಂ.ಯು/92/2/2015-16

ದಿನಾಂಕ : 16.11.2016

ಶ್ರೀಮತು ಖಜಾನಾಧಿಕಾರಿಗಳಿಗೆ,

ವಿಷಯ: ಖಜಾನೆ-2 ಅನುಕಲನ ಹಣಕಾಸು ನಿರ್ವಹಣೆ ವ್ಯವಸ್ಥೆಯಲ್ಲಿ  
(Integrated Financial Management System -IFMS)  
ಇಲಾಖೆಗಳ ಆರ್ಥಿಕ ವಹಿವಾಟುಗಳನ್ನು ನಿರ್ವಹಿಸುವ ಕುರಿತು:  
ಡಿಸೆಂಬರ್ 2016 ರ ವೇತನ ಮತ್ತು ವೇತನೇತರ ಬಿಲ್ಲುಗಳನ್ನು  
ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸುವ ಬಗ್ಗೆ.

41  
21 NOV 2016  
ಖಜಾನೆ-2

Accounts  
D.D.S. Ravindran

- ಉಲ್ಲೇಖ : 1. ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ: ಆಇ 03 ಟಿಎಆರ್ 2016, ದಿ:26.08.2016  
2. ಈ ಕಚೇರಿಯ ಸಮ ಸಂಖ್ಯೆ ಅ.ಸ ಪತ್ರ ದಿನಾಂಕ : 04.05.2016,  
13.05.2016 ಮತ್ತು 08.06.2016  
3. ಖಜಾನೆ ನಿರ್ದೇಶನಾಲಯದ ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ : ಖನಿ/ಆಶಾ-3/ಖ-2-74/14-15,  
ದಿ:27.08.2016

\*\*\*\*-\*\*\*\*

ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ ಆಇ 03 ಟಿಎಆರ್ 2016, ದಿನಾಂಕ 26.08.2016ರ ಆದೇಶದಂತೆ ದಿನಾಂಕ 01.09.2016 ರಿಂದ ಜಾರಿಗೆ ಬರುವಂತೆ, ತಮ್ಮ ಇಲಾಖೆಯ ರಾಜ್ಯವಲಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ಜಮೆ, ಪಾವತಿ, ರೇವಣಿ ಖಾತೆಗಳ ನಿರ್ವಹಣೆ ಮುಂತಾದ ಹಣಕಾಸಿನ ವಹಿವಾಟುಗಳನ್ನು ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸಲು ಆದೇಶಿಸಲಾಗಿದೆ. ಸದರಿ ಆದೇಶದಂತೆ, ವೇತನ ಮತ್ತು ವೇತನಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ಭತ್ಯೆಗಳ ಬಿಲ್ಲುಗಳನ್ನು ಯಾವ ನಿರ್ದಿಷ್ಟ ದಿನಾಂಕದಿಂದ ಖಜಾನೆ-2ರಲ್ಲಿ ಸಲ್ಲಿಸಬೇಕು ಎಂಬುದನ್ನು ಖಜಾನೆ-2ರ ಯೋಜನಾ ಘಟಕವು ನಿಗದಿ ಪಡಿಸುವಂತೆ ತಿಳಿಸಿದೆ.

ಈಗಾಗಲೇ ತಮ್ಮ ಇಲಾಖೆಯ ವೇತನೇತರ ಬಿಲ್ಲುಗಳನ್ನು ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸಲಾಗುತ್ತಿದೆ. ದಿನಾಂಕ 14.11.2016ರಂದು ನಡೆದ ತಮ್ಮ ಇಲಾಖೆಯ ಖಜಾನೆ-2ರ ಸಿದ್ಧತೆಗಳ ಪರಿಶೀಲನಾ ಸಭೆಯಲ್ಲಿ ತಮ್ಮಿಂದ ನಿಯೋಜಿತರಾದ ನೋಡಲ್ ಅಧಿಕಾರಿಗಳೊಂದಿಗೆ ಚರ್ಚಿಸಿದಂತೆ,

**ಡಿಸೆಂಬರ್ 2016ರಿಂದ ವೇತನ ಮತ್ತು ವೇತನ ಭತ್ಯೆಗಳ ಬಿಲ್ಲುಗಳನ್ನು (Pay and Allowances) ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸುವಂತೆ ನಿಗದಿಪಡಿಸಲಾಗಿದೆ.**

ಆದರೆ, ಡಿಸೆಂಬರ್ 2016ರ ಹಾಗೂ ನಂತರದ ಎಲ್ಲಾ ವೇತನ ಮತ್ತು ವೇತನ ಭತ್ಯೆಗಳ ಬಿಲ್ಲುಗಳನ್ನು ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸಬೇಕಾಗಿರುತ್ತದೆ.

...2

25/11/16  
26/11/16  
26/11

26/11

ವೇತನ ಮತ್ತು ವೇತನೇತರ ಬಿಲ್ಲುಗಳನ್ನು ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸುವ ಉದ್ದೇಶಕ್ಕಾಗಿ ಈ ಕೆಳಕಂಡಂತೆ ಅವಶ್ಯಕತೆಗಳನ್ನು ಪೂರೈಸಬೇಕಾಗಿರುತ್ತದೆ.

- 1) ಡಿಡಿಟ ಸಮೂಹ ಸೃಜನೆ (Creation of Group DDO)
- 2) ಸಿಬ್ಬಂದಿ ಚಾಲ್ತಿ ಅವಧಿ ಅಪ್ ಡೇಟಿಂಗ್ (Currency of Establishment Updating)
- 3) ಸಿಬ್ಬಂದಿ ಬಲ ವಿವರಗಳನ್ನು ಒದಗಿಸುವುದು (Staff Strength Details)
- 4) ಸ್ವೀಕರ್ತರ ಸೃಜನೆ (Recipient creation)
- 5) ಸ್ಥಳೀಯ ಕಡಿತಗಳ ಅಪ್ ಡೇಟಿಂಗ್ (Updating of Local Recoveries in HRMS)
- 6) ಸ್ಥಳೀಯ ಕಡಿತಗಳ ವಿವರಗಳನ್ನು ಖಜಾನೆಗೆ ಒದಗಿಸುವುದು. (Providing details of Local Recoveries to Treasuries)
- 7) ಬಾಹ್ಯ ಏಜೆನ್ಸಿಗಳನ್ನು ಸ್ವೀಕರ್ತರಾಗಿ ಸೃಜಿಸುವುದು. (Creation of Recipient for external Agencies)
- 8) ಸಮೂಹ ಡಿಡಿಟಗಳಿಗೆ ಅನುದಾನ ಬಿಡುಗಡೆ (Release of funds to the DDOs)
- 9) ವೇತನ ಬಿಲ್ಲುಗಳ ಸೃಜನೆ (Salary Bill Creation)

ಮೇಲ್ಕಂಡ ಚಟುವಟಿಕೆಗಳನ್ನು ಪೂರ್ಣಗೊಳಿಸುವ ಕುರಿತು ಈ ಕೆಳಕಂಡ ಮಾಹಿತಿಗಳನ್ನು ಈ ಪತ್ರದೊಂದಿಗೆ ಲಗತ್ತಿಸಲಾಗಿದೆ.

**1. ಕಾಲಮಿತಿ ಕಾರ್ಯಪಟ್ಟಿ (Time bound Checklist)**

**2. ಸಮೂಹ ಡಿಡಿಟಗಳ ಸೃಜನೆ, ಸಿಬ್ಬಂದಿ ಚಾಲ್ತಿ ಅವಧಿ, ಸಿಬ್ಬಂದಿ ಬಲ ಚಟುವಟಿಕೆಗಳ ಕೈಪಿಡಿ**

ಮೇಲ್ಕಂಡ ಚಟುವಟಿಕೆಗಳನ್ನು ಕಾಲಮಿತಿಯೊಳಗೆ ಪೂರ್ಣಗೊಳಿಸಿ ಡಿಸೆಂಬರ್ ಮಾಹೆಯಿಂದ ವೇತನ ಮತ್ತು ವೇತನ ಬಿಲ್ಲುಗಳನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಖಜಾನೆ-2 ರಲ್ಲಿ ನಿರ್ವಹಿಸುವಂತೆ ತಮ್ಮ ಇಲಾಖೆಯ ಅಧಿಕಾರಿಗಳಿಗೆ ಸೂಚನೆಗಳನ್ನು ನೀಡುವ ಸುತ್ತೋಲೆಯೊಂದನ್ನು ಹೊರಡಿಸಲು ಕೋರಿದೆ.

ವಂದನೆಗಳೊಂದಿಗೆ,

ತಮ್ಮ ವಿಶ್ವಾಸಿ,

(ಡಿ.ಎಸ್.ರವೀಂದ್ರನ್)

ಡಾ|| ಅಜಯ್ ನಾಗಭೂಷಣ್ ಎಂ.ಎನ್,

ಆಯುಕ್ತರು,

ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ,

2ನೇ ಮಹಡಿ, ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಭವನಕಟ್ಟಡ,

ಅರಮನೆ ರಸ್ತೆ ಬೆಂಗಳೂರು.

### Checklist of activities to be done for bringing salary and allowances of departments on Khajane 2

Sl.NO	Activity	Description	Responsibility	PMU/Treasury	Status	Timeline for closure
1	Creation of group DDO	All DDOs drawing salary/allowance under a particular head should be grouped together as one group	Department to provide budgetline wise details	PMU will create the group in K2	Dept to provide and confirm	20th Nov, 2016
2	Updating the Currency of Establishment in HRMS	For each establishment each DDO has to login into HRMS and fill up the Currency of each establishment, identifying whether it is temporary or permanent	Each DDO		To be done	26th Nov, 2016
3	Providing staff strength to Treasury	Each DDO has to provide staff strength (sanctioned) in the format to the TREASURY.	Each DDO		To be done	5th Dec, 2016
4	Creation of recipient	Each DDO has to create recipients for all the employees for whom he draws the salary and allowances, on Khajane 2	Each DDO on Khajane2		To be done	10th Dec, 2016
5	Updating the details in respect of local recoveries on HRMS	Each DDO has to login into HRMS and update the correct Bank account and IFSC code details of employees for whom local recoveries (Coop Soc loan), etc are made in the payroll	Each DDO on HRMS		To be done	5th Dec, 2016
6	Providing details of local recoveries to Treasury	Each DDO has to provide the bank account details in respect of local recoveries to the concerned treasury to enable treasuries register them as external recipients on Khajane 2 and make payment	Each DDO has to provide details to treasury		To be done	5th Dec, 2016
7	Creation of Receipts for external agencies	Each treasury will create recipients for payment of recoveries directly, based on information provided by DDOs		Treasury	To be done	15th Dec, 2016
8	Release of funds to the Group of DDOs	Funds for salary and allowances in the respective budget heads have to be released by the CCO to the Group DDOs on Khajane 2 System	Head of the Department or the CCO		To be Done	10th Dec, 2016
9	Preparation and submission of paybill for Dec, 2016	Each DDO will prepare paybill on HRMS for Dec, 2016 and send it to his K2 account. IN K2 he will login and submit the final bill to the treasury electronically as well as a physical signed copy	Each DDO			As per paybill submission timeline

➤ SELECT THE SAVE BUTTON

Human Resource Management System

118650

2000-09-001-1-00-HP

ST

1

Non-Casual

Permanent

NP

V

31/03/2025

Save Clear

➤ SELECT THE APPROVAL LIST TO VIEW THE APPROVED STATUS

Human Resource Management System

118650

2000-09-001-1-00-HP

ST

1

Non-Casual

Permanent

NP

V

31/03/2025

Save Clear

Approval List

DDO / EMP	E2_DDD_CD	HQA	HQA_SND	CATEGORY	EST_NO	PST_NAME	EST_TYPE	HQA_TYPE	VOTED_CHARGED	EDPFIELD_NOTLIMITED	END_DATE	TIMESHRF	STATUS
2000/0001	118650	2000-09-001-1-00-HP	103747	ST	1	Non-Casual	Permanent	NP	V	C	31/03/2025	W/15/2016 10:11:56 AM	Approved

➤ SELECT THE HOA TYPE (HEAD OF ACCOUNT TYPE) NP or P OF ABOVE SELECTED HOA

The screenshot shows a web browser window with the URL 10.10.30.140/HRMS/MASTER/Menu/Menu/0103.aspx. The page title is "Human Resource Management System". The user is logged in as "Currency Of Establishment". The form contains the following fields:

*K2 DPO Code	118650
*HOA	2038-03-001-1-00-00
*Category	ST
EST No	1
Est Name	Non-Sect
Est Type	Permanent
HOA Type	Select
Voted/Charged	Select
End Date	31/03/2025

Buttons: Save, Clear

➤ PLEASE SELECT VOTED OR CHARGED AS V or C RESPECTIVELY FOR ABOVE SELCTED HOA

The screenshot shows the same HRMS web application. The "Voted/Charged" dropdown menu is now set to "V".

*K2 DPO Code	118650
*HOA	2038-03-001-1-00-00
*Category	ST
EST No	1
Est Name	Non-Sect
Est Type	Permanent
HOA Type	NP
Voted/Charged	V
End Date	

Buttons: Save, Clear

- SELECT THE EST NAME (ESTABLISHMENT NAME) GAZETTED or NON GAZETTED OF ABOVE SELECTED EST NO.

Human Resource Management System

Department of Employment and Pension Services - Currency of Establishment

\*1: DDO Code: 118650  
 \*HDA: 2030-03-001-1-00-00  
 \*1: Agency: ET  
 EST No: 1  
 Est Name: Select  
 Est Type: Select  
 HDA Type: Non Gazetted  
 Voted/Charged: Gazetted  
 End Date:

Save Clear

Unsuccessful List    Successful List

- SELECT THE EST TYPE (ESTABLISHMENT TYPE) PERMANANT or TEMPORARY OF ABOVE SELECTED EST NO.

Human Resource Management System

Department of Employment and Pension Services - Currency of Establishment

\*K2 DDO Code: 118650  
 \*HDA: 2030-03-001-1-00-00  
 \*1: Agency: ET  
 EST No: 1  
 Est Name: Non Gazetted  
 Est Type: Select  
 HDA Type: Permanent  
 Voted/Charged: Temporary  
 End Date:

Save Clear

Unsuccessful List    Successful List

➤ SELECT THE CATEGORY OF COE LIKE STATE, ZP or TP

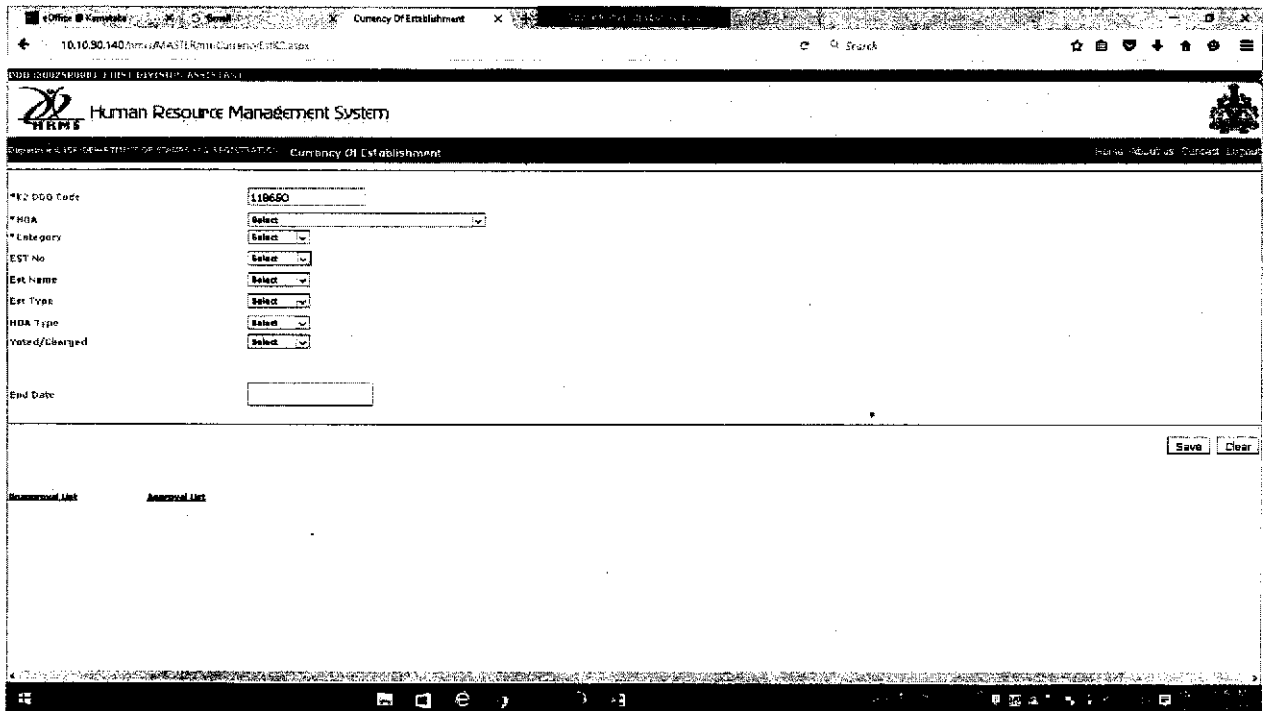
The screenshot shows the 'Currency of Establishment' form in the HRMS system. The 'Category' dropdown menu is open, displaying options: 'Select', 'State', 'ZP', and 'TP'. The 'ZP' option is highlighted. Other fields include: \*I1 DOB Code (119650), \*HDA (2020-03-201-1-00-WP), \*EST No (dropdown), \*EST Name (dropdown), \*EST Type (dropdown), \*HDA Type (dropdown), \*Valid/Charged (dropdown), and \*End Date (text field). Buttons for 'Save' and 'Clear' are visible at the bottom right.

➤ SELECT THE EST NO.(ESTABLISHMENT NUMBER) FOR WHICH COE IS REQUIRED

The screenshot shows the 'Currency of Establishment' form in the HRMS system. The 'EST No' dropdown menu is open, displaying options: 'Select', '1', and '2'. The '1' option is highlighted. Other fields include: \*K2 DOB Code (119650), \*HDA (2020-03-201-1-00-WP), \*Category (dropdown), \*EST Name (dropdown), \*EST Type (dropdown), \*HDA Type (dropdown), \*Valid/Charged (dropdown), and \*End Date (text field). Buttons for 'Save' and 'Clear' are visible at the bottom right.



➤ ENTER THE KHAJANE2 DDO CODE

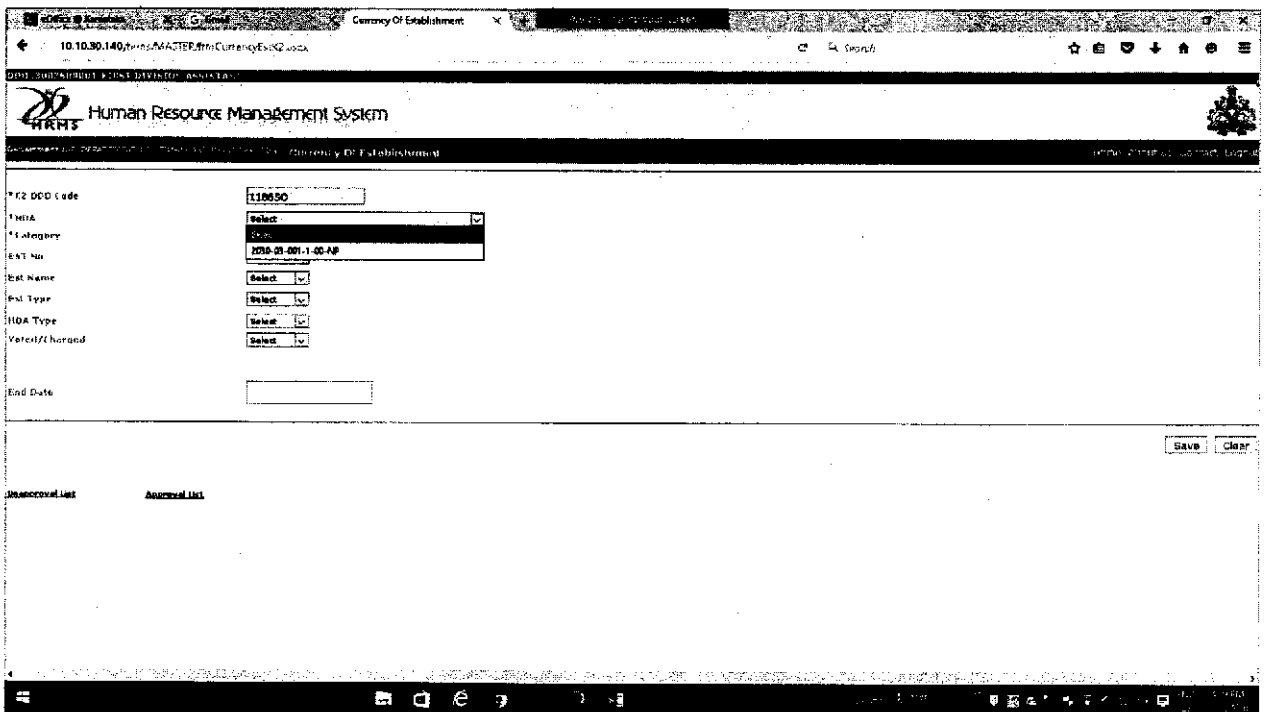


The screenshot shows a web browser window with the URL 10.10.30.140/HRMS/MASTER/frmCurrencyOfEstab.aspx. The page title is "Currency Of Establishment". The HRMS logo is visible in the top left. The form contains the following fields:

- \*K2 DDO Code: 119650
- \*HDA: Select
- \*Category: Select
- EST No: Select
- Est Name: Select
- Est Type: Select
- HDA Type: Select
- Valid/Cleared: Select
- End Date: [Empty text box]

Buttons for "Save" and "Clear" are located at the bottom right of the form area. Below the form, there are two tabs: "Recommended List" and "Approved List".

➤ SELECT THE HEAD OF ACCOUNT FOR WHICH COE IS REQUIRED



This screenshot is similar to the first one, but the "HDA" dropdown menu is open, showing a list of options. The selected option is "2020-20-001-1-00-AP". The other fields remain the same as in the previous screenshot.

- \*K2 DDO Code: 119650
- \*HDA: 2020-20-001-1-00-AP
- \*Category: Select
- EST No: Select
- Est Name: Select
- Est Type: Select
- HDA Type: Select
- Valid/Cleared: Select
- End Date: [Empty text box]

Buttons for "Save" and "Clear" are located at the bottom right of the form area. Below the form, there are two tabs: "Recommended List" and "Approved List".

## CURRENCY OF ESTABLISHMENT (COE)FLOW

- HRMS LOGIN
- SELECT HOME PAGE
- SELECT CURRENCY OF ESTABLISHMENT ENTRY IN PAY ROLE OF HRMS HOME PAGE

The screenshot shows the HRMS Home Page with the following elements:

- Navigation Menu:** Service Requester > Payroll > Transfers > Promotions > Suspension > Appeals > History > Reports Before Approval > Reports > My Report > MPS > Help > Notifications > Problems/Query/Request > Exception Reports >
- Left Sidebar:** Bank Details, Insurance Register, Employee Specific Allowances, Insurance Details, Employee Specific Deduction, Loans And Recoveries, Stoppage of Allowances And Deductions, Effect Move/View Increment details, Effect Stoppage Increment, Regenerate Draft Paybill, Approve Draft Paybill, View Final Paybill, EOC Before Approval, EOC After Approval, Staff Strength, Split Salary, Manual Payroll Request, Manual Salary Entry, Enhanced Special Allowance For Doctor (DOC TO HOD), Genl Draft Paybill to KII, KII Paybill Status Report, Men Compensable Incentive DDC to HOD, Genl Draft Paybill to KII, Grievance Allowance.
- Central Content:**
  - View Employee List for Data Corrections [View Employee List for Data Corrections](#)
  - View IRA PRAN List [View IRA PRAN List](#)
  - List Of Employees whose stoppage of KII [View Details](#)
  - List Of Employees whose stoppage of KPI [View Details](#)
  - List of employees crossed 60 years [View Employees Details who crossed 60 years but not retired](#)
- Alerts:**
  - Message:** Please check the Data Correction List provided in HRMS main Page and update the bank details by raising complaint in HRMS Complaint Box, This is to avoid error while sending Bill to KII.
  - Notice:** To allow other users to use HRMS please logout immediately after you complete your work. If any update is taking long time please take screenshot and email it to helpdesk@hrms.mca.gov.in. PLEASE DO NOT SEND EMAIL FOR DATA CORRECTION ETC, FOR WHICH OTHER CHANNEL IS AVAILABLE. (SUPPORT@HRMS.MCA.GOV.IN), IN THE SUBJECT LINE CAREFULLY MENTION THE USER NAME (EMPLOYEEID, COMPANYID, WORKING STATUS, EMPLOYMENT TYPE, EMPLOYMENT DATE AND JOB ID) IN THE SUBJECT LINE OF THE EMAIL. For more details visit the HRMS website at [hrms.mca.gov.in](http://hrms.mca.gov.in) or contact the helpdesk at [helpdesk@hrms.mca.gov.in](mailto:helpdesk@hrms.mca.gov.in).
- Payroll Status:** (Empty table)

**SANCTIONED STAFF STRENGTH DETAILS OF .....**

<b>EST STARTED GOVERNMENT ORDER:</b>	
<b>DDO CODE:</b>	
<b>EST NO:</b>	
<b>EST TYPE:</b>	GAZETTED <input type="radio"/> / NON GAZETTED <input type="radio"/>
<b>12 DIGIT HOA</b>	
<b>PLAN OR NON PLAN</b>	PLAN <input type="radio"/> / NON PLAN <input type="radio"/>
<b>PAY SCALE RANGE</b>	<b>NO. OF EMPOLYYES</b>
1) Ex: From 22800 to 43400	2
2) Ex: From 28100 to 50600	4

## **Instructions to the CCOs for providing details for Group DDOs**

### **Concept**

The budget lines for which lumpsum amount needs to be released for DDOs needs to be identified and created as Group budget line.

For each of the identified Group budget line, a Group name and code will be provided and created as Group of DDOs.

All the DDOs operating the budget line will be grouped together and Group of DDOs will be configured.

Only Administrative Dept and Chief Controlling Officers/HoDs can release the funds to Group of DDOs.

A Lump sum amount will be released to the Group and any DDO in that group can utilize the funds to the extent of funds released to the group. It is first come first serve basis.

Currently for all salary HOA, Group of DDOs are being created.

Since there was no budget control in K-1 for salary HOA, and CCOs/CO did not release funds to DDO. In K2 even the salary Head of accounts will have budget control. Hence all the DDOs operating the budget line are being created as Group of DDOs and lumpsum amount will be released for them.

### **Details to be provided by the CCOs**

Please check whether all the salary HOAs operated by your department are mentioned in Group of DDOs sheet. If anything missed out, please provide the budget lines for which Group of DDOs are to be created

Apart from salary, if there are any other budget lines, for which there was no budget control in K-1 and lumpsum funds needs to be released, then provide the details of those budget lines

For each of the Budget line in Group of DDOs sheet, give the Group name

In DDO-BL sheet, for each of the Budget line, the list of DDOs operating the budget line as per K-2 database has been provided

Apply filter on Budget line and check whether all the DDO operating that budget line are cover. If any DDO has been missed out, please provide the same. If any extra DDO has been added, please mention to delete the same.



ಅ.ಸ ಪತ್ರ ಸಂ. ಖ2/ಪಿ.ಎಂ.ಯು/92/2/2015-16

ದಿನಾಂಕ : 19.11.2016

ಮಾನ್ಯರೇ,

ವಿಷಯ: ಖಜಾನೆ-2 ಅನುಕಲನ ಹಣಕಾಸು ನಿರ್ವಹಣೆ ವ್ಯವಸ್ಥೆಯಲ್ಲಿ  
(Integrated Financial Management System -IFMS)  
ಇಲಾಖೆಗಳ ಆರ್ಥಿಕ ವಹಿವಾಟುಗಳನ್ನು ನಿರ್ವಹಿಸುವ ಕುರಿತು.  
ಡಿಸೆಂಬರ್ 2016 ರಿಂದ ಇಲಾಖೆ ಜಮೆಗಳನ್ನು ನಿರ್ವಹಿಸುವ ಬಗ್ಗೆ.

- ಉಲ್ಲೇಖ : 1. ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ: ಅಇ 03 ಟಿಎಆರ್ 2016, ದಿ:26.08.2016  
2. ಈ ಕಚೇರಿಯ ಸಮ ಸಂಖ್ಯೆ ಅ.ಸ ಪತ್ರ ದಿನಾಂಕ : 04.05.2016,  
13.05.2016 ಮತ್ತು 08.06.2016, 16.11.2016  
3. ಖಜಾನೆ ನಿರ್ದೇಶನಾಲಯದ ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ : ಖನಿ/ಆಶಾ-3/ಖ-2-74/  
14-15, ದಿ:27.08.2016

\*\*\*\*-\*\*\*\*

ಸರ್ಕಾರದ ಆದೇಶ ಸಂಖ್ಯೆ ಅಇ 03 ಟಿಎಆರ್ 2016, ದಿನಾಂಕ 26.08.2016ರ ಆದೇಶದಂತೆ ದಿನಾಂಕ 01.09.2016 ರಿಂದ ಜಾರಿಗೆ ಬರುವಂತೆ, ತಮ್ಮ ಇಲಾಖೆಯ ರಾಜ್ಯವಲಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ಜಮೆ, ಪಾವತಿ, ರೇವಣಿ ಖಾತೆಗಳ ನಿರ್ವಹಣೆ ಮುಂತಾದ ಹಣಕಾಸಿನ ವಹಿವಾಟುಗಳನ್ನು ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸಲು ಆದೇಶಿಸಲಾಗಿದೆ. ಸದರಿ ಆದೇಶದಂತೆ, ವೇತನ ಮತ್ತು ವೇತನಕ್ಕೆ ಸಂಬಂಧಿಸಿದ ಭತ್ಯೆಗಳ ಬಿಲ್ಲುಗಳನ್ನು ಯಾವ ನಿರ್ದಿಷ್ಟ ದಿನಾಂಕದಿಂದ ಖಜಾನೆ-2ರಲ್ಲಿ ಸಲ್ಲಿಸಬೇಕು ಎಂಬುದನ್ನು ಖಜಾನೆ-2ರ ಯೋಜನಾ ಘಟಕವು ನಿಗದಿ ಪಡಿಸುವಂತೆ ತಿಳಿಸಿದೆ.

ಈಗಾಗಲೇ ತಮ್ಮ ಇಲಾಖೆಯ ವೇತನೇತರ ಬಿಲ್ಲುಗಳನ್ನು ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸಲಾಗುತ್ತಿದೆ. ಹಾಗೂ ದಿನಾಂಕ 01.12.2016 ರಿಂದ ವೇತನ ಮತ್ತು ವೇತನ ಭತ್ಯೆ ಬಿಲ್ಲುಗಳನ್ನು ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸುವಂತೆ ನಿಗದಿಗೊಳಿಸಲಾಗಿದೆ.

ಮುಂದುವರೆದು, ದಿನಾಂಕ 14.11.2016ರಂದು ನಡೆದ ತಮ್ಮ ಇಲಾಖೆಯ ಖಜಾನೆ-2ರ ಸಿದ್ಧತೆಗಳ ಪರಿಶೀಲನಾ ಸಭೆಯಲ್ಲಿ ತಮ್ಮಿಂದ ನಿಯೋಜಿತರಾದ ನೋಡಲ್ ಅಧಿಕಾರಿಗಳೊಂದಿಗೆ ಚರ್ಚಿಸಿದಂತೆ, ಇಲಾಖಾ ಸಂದಾಯಗಳು (Departmental Receipts)

**ಡಿಸೆಂಬರ್ 2016 ರಿಂದ ಇಲಾಖಾ ಜಮೆಗಳನ್ನು (Departmental Receipts)**

**ಖಜಾನೆ-2 ರಲ್ಲಿ ನಿರ್ವಹಿಸುವಂತೆ ನಿಗದಿಪಡಿಸಲಾಗಿದೆ.**

ಅಂದರೆ, 01.12.2016 ರಿಂದ ಎಲ್ಲಾ ಇಲಾಖಾ ಜಮೆಗಳನ್ನು ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸಬೇಕಾಗಿರುತ್ತದೆ.

...2

ಇಲಾಖಾ ಜಮೆಗಳನ್ನು ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸಲು ಈ ಕೆಳಕಂಡ ಅವಶ್ಯಕತೆಗಳನ್ನು ಪೂರೈಸಬೇಕಾಗಿರುತ್ತದೆ.

1) ಜಮೆಯ ಉದ್ದೇಶ ಮತ್ತು ಉಪ ಉದ್ದೇಶ, ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆಗಳ ವಿವರಗಳು

**(Purpose and Sub Purposes, Head of Accounts of the Departmental Receipts)**


2) ಜಮೆಗಳಿಗಾಗಿ ಡಿಡಿಟಿಗಳನ್ನು ಮ್ಯಾಪಿಂಗ್ ಮಾಡುವುದು.

**(Mapping of DDO's to Receipts type)**

ಈ ಅವಶ್ಯಕತೆಗಳ ಕುರಿತು ಸಹ ತಮ್ಮ ಇಲಾಖೆಯ ನೋಡಲ್ ಅಧಿಕಾರಿಗಳಿಗೆ ಮಾಹಿತಿ/ತರಬೇತಿಯನ್ನು ಈಗಾಗಲೇ ನೀಡಲಾಗಿದೆ. ಇಲಾಖೆಗಳ ಜಮೆಗಳನ್ನು ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸುವ ಕುರಿತು ವಿವರವಾದ ಮಾಹಿತಿಯನ್ನು ಅನುಬಂಧದಲ್ಲಿ ನೀಡಲಾಗಿದೆ. ಡಿಸೆಂಬರ್ 01 2016 ರಿಂದ ತಮ್ಮ ಇಲಾಖೆಯ ಜಮೆಗಳು ಸಹ ಖಜಾನೆ-2ರಲ್ಲಿ ನಿರ್ವಹಿಸುವಂತೆ ತಮ್ಮ ಇಲಾಖೆಯ ಅಧಿಕಾರಿಗಳಿಗೆ ಸೂಚನೆಗಳನ್ನು ನೀಡುವ ಸುತ್ತೋಲೆಯೊಂದನ್ನು ಹೊರಡಿಸಲು ಕೋರಿದೆ.

ವಂದನೆಗಳೊಂದಿಗೆ,

ತಮ್ಮ ವಿಶ್ವಾಸಿ,

  
(ಡಿ.ಎಸ್.ರವೀಂದ್ರನ್)

ಡಾ|| ಅಜಯ್ ನಾಗಭೂಷಣ್ ಎಂ.ಎನ್,

ಆಯುಕ್ತರು

ಕಾಲೇಜು ಶಿಕ್ಷಣ ಇಲಾಖೆ

2ನೇ ಮಹಡಿ ತಾಂತ್ರಿಕ ಶಿಕ್ಷಣ ಭವನ ಕಟ್ಟಡ,

ಅರಮನೆ ರಸ್ತೆ ಬೆಂಗಳೂರು-01

## **Receipts in Khajane – II**

### **1. Processes of Receipts in Khajane-II Application.**

**Receipts** module provides the functionality for making remittances to the State Government by the remitters through Challan. The Challan can be created in both Web Portal and application.

Following processes are involved in Receipts module.

- a. Challan Generation (For all modes of remittance).
- b. Receipt Generation (For Cash or Cheque / DD or CC/ DC modes)
- c. Consolidated Challan Generation

#### **a. Challan Generation : -**

Remittances to the Government of Karnataka are made by the remitters / dealers using Challan. Challan is to be generated in the Khajane – II system by feeding the attributes of the Challan. On submission of the Challan, the remittance to the government can be made by either e-Payment or by remitting cash / Cheque / DD at the Bank Counter or by NEFT / RTGS remittance at the Non-Agency Bank.

#### **Steps for Challan Generation:**

**Step 1:** User should login to Khajane II system

**Step 2:** Navigate to Receipts>Transaction>Challan generation

**Step 3:** Click on the Challan generation screen available in the menu

**Step 4:** Select either Challan for self or Challan for remitter radio button

**Step 5:** If Challan for self is selected, then the following fields get auto populated in the screen / if Challan for remitter is selected, user has to input the following fields

- a. Date
- b. First Name
- c. Middle Name (if any)
- d. Last Name
- e. Email (Non Mandatory)
- f. Address
- g. Mobile number (Non mandatory)

**Step 6:** Key in the remitter and department details

**Step 7:** Key in purpose details and add the purpose by clicking on add button

**Step 8:** Select mode of payment, key in the necessary details and click on submit button

**Step 9:** Preview of all the details will be available in the Draft Challan generation screen. Click on confirm button

**Step 10:** A new screen with print option is available, click on print button to print the Challan details

## **b. Receipt Generation:**

Remittances to the Government of Karnataka can also be made at the Departmental Counters; Departmental Users will receive the remittance and generate a Receipt against the remittance collected.

### **Steps for Receipt Generation:**

**Step 1:** User should login to Khajane II system

**Step 2:** Navigate to Receipts> Transactions>Receipt Generation

**Step 3:** Click on the Receipt Generation screen available in the menu

**Step 4:** Enter the remitter details

**Step 5:** Select the Category from drop down and add remarks if necessary

**Step 6:** Add the purpose for the receipt, multiple purposes can also be added.

**Step 7:** Select the payment mode and submit the form.

**Step 8:** Draft form of the receipt is generated, on click of confirm receipt is generated successfully with Receipt Reference Number

**Step 9:** Receipt Print can also be taken by the user.

## **c. Consolidated Challan Generation**

For all the remittances received over the departmental counter by the department users, a consolidated Challan for Cash and Challan Matrix for Cheque / DD or CC / DC will be generated by the DDO mapped to the departmental users generating the Receipts. This consolidated Challan along with the cash or Instruments will have to be submitted in the Agency Banks by the Departmental Users.

### **Steps for Consolidated Challan Generation:**

**Step 1:** User should login to Khajane II system

**Step 2:** Navigate to Receipts>Transactions>Consolidated Challan Generation

**Step 3:** Click on the Consolidated Challan Generation screen available in the menu

**Step 4:** Enter the date, Payment Mode and click on submit button.

**Step 5:** Interim consolidated Challan / Challan Matrix screen will be displayed.

**Step 6:** Click on the submit button available in the interim consolidated Challan screen / Challan Matrix Screen. Challan is generated along with the Challan Reference number for consolidated Challan and Challan Matrix will be generated along with Batch ID for the Challan Matrix.



## **2. Challan generation by a citizen with all modes of payment through Web Portal:**

### **Challan Generation: -**

Remitter login to Khajane-II Portal k2.karnataka.gov.in and navigates to Challan generation screen to generate a Challan.

**Step 1:** User navigates to **Challan Generation** screen

**Step 2:** Remitter enters his personal details such as name, address and mobile number.

**Step 3:** User fills in the Challan.

*User selects Category, District and Department from the drop down list.*

- Based on the Category, District and Department the DDO mapped to the combination will be populated in the drop down list. User selects the DDO office from the populated list.
- Based on the DDO office selected, Purpose mapped to the DDO will be populated in the Drop Down. User selects the Purpose from the populated list.
- Based on the DDO office selected DDO code will be auto-populated and based on the Purpose selected HOA mapped to the purpose will be populated.
- User fills amount for each purpose and click on add.

**Step 4:** Remitter adds the purposes for which Challan has to be generated. Remitter can add multiple purposes but under the same major head.

**Step 4a:** Purpose will be added and it will be displayed as below. User will also have the option to add multiple purposes under the same major Head.

**Step 5:** Remitter chooses the mode of payment as E payment and fills the payment details and submits the Challan1.

*Challan Generation for other modes of remittance is same as articulated for the application.*

**Step 6:** Remitter submits the Challan and draft format of the Challan is generated. On click of 'confirm', Challan is generated and on click of 'go back' Challan generation screen is displayed.

**Step 7:** On click of confirm the Challan gets generated and remitter has to click on OK to connect to payment gateway to make payment.

**Step 8:** Remitter can view the payment details and click on confirm to make the payment for the Challan.

**Step 9:** On click of confirm payment is made for the Challan and account details are displayed.

**Step 10:** Challan is successfully generated and payment is made for the same. Remitter can take the print out of the generated Challan; therefore, Challan reference number is also generated. Challan reference number can be used for further reference.