Payment Module for State Finance Commission

-Development & Panchayats Department

Austere System Private Limited

(ASPL)

IndusInd Bank Limited

User Manual

For

State Finance Commission

(SFC)

Payment Module

Document Version 1.0

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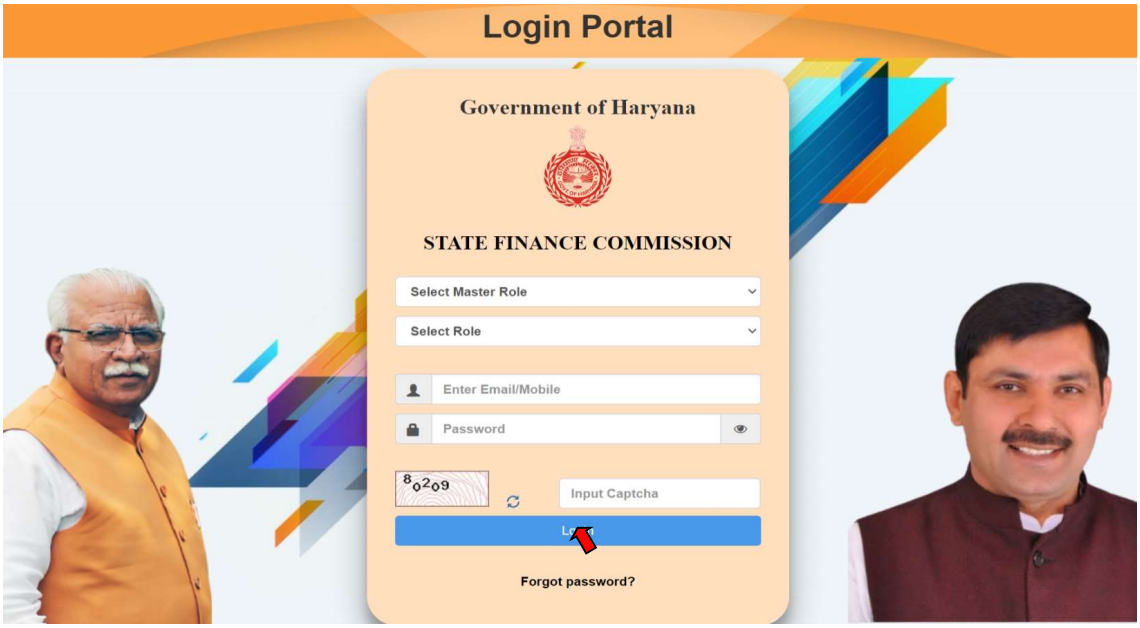
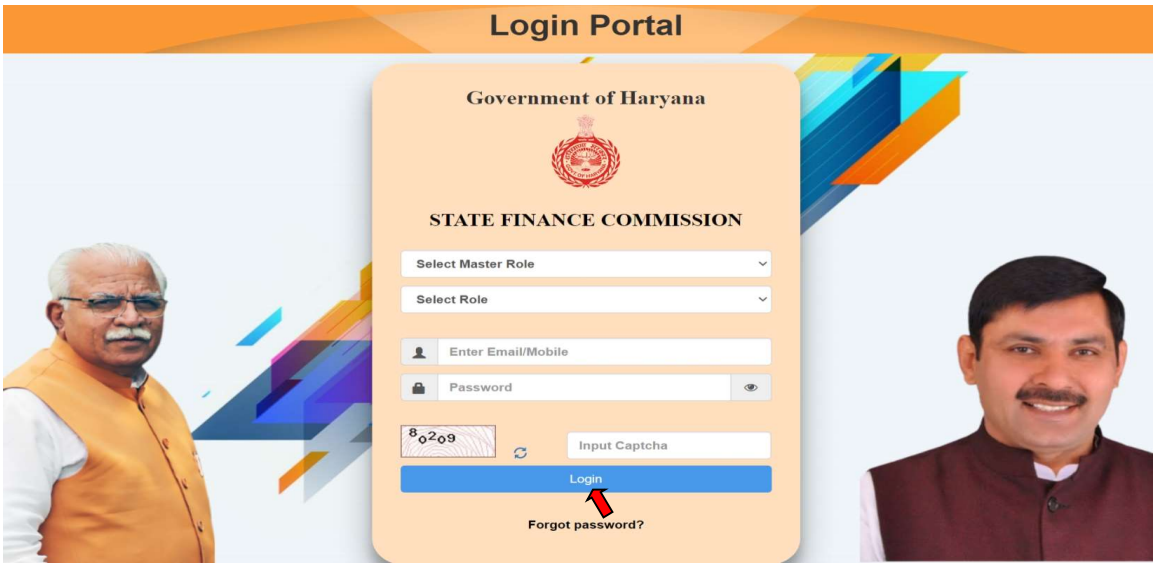
1. Login Screen:

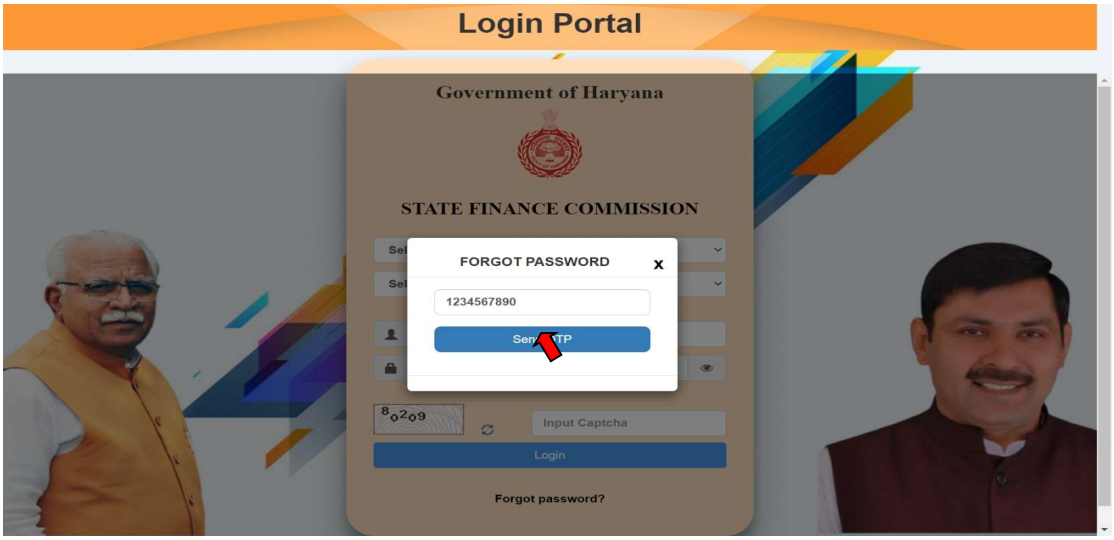
- Select Master Role and Role from dropdown. Enter Email/Mobile number and password for that particular selected role, Also input Captcha for login.



- Also, you can reset your password by clicking on Forgot password?



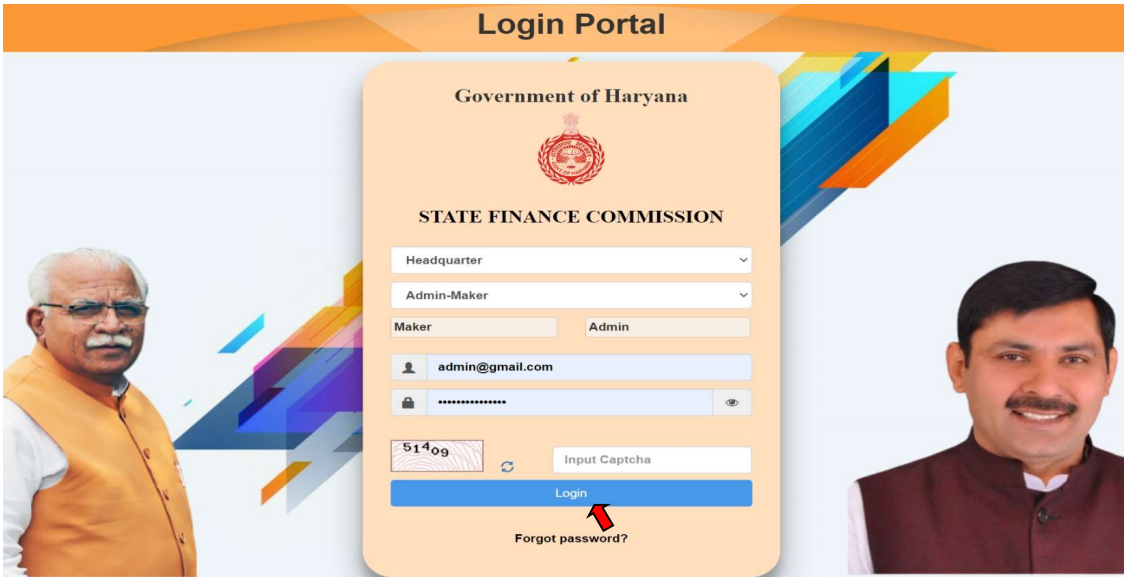
- Enter register Phone Number, click on send OTP



2. Admin-Maker

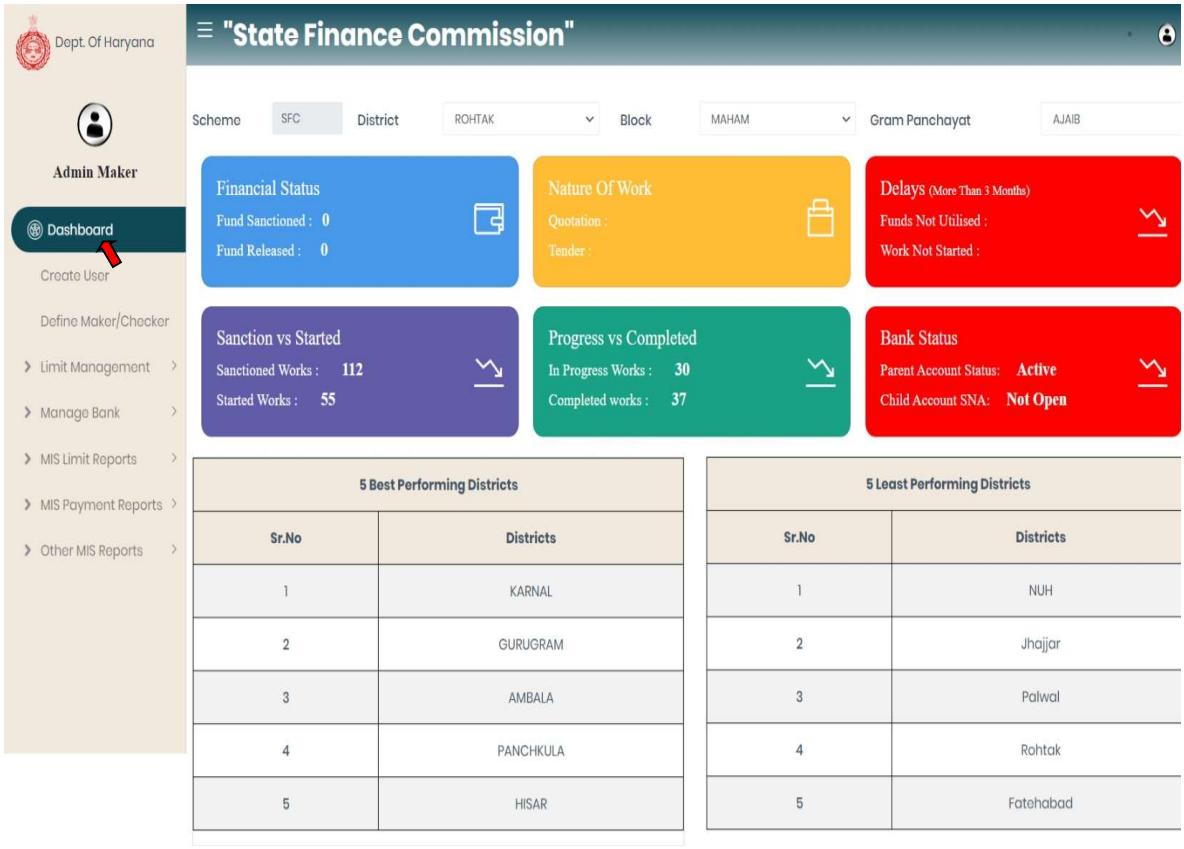
2.1. Admin Maker Login:

This workflow starts with admin maker section login by enter the admin details.



2.2. Dashboard View:

Admin Maker Dashboard will open, you can check the status of work by selecting District, Block and Gram Panchayat from dropdown. Also check the 5 Best and least Performing Districts in the dashboard.

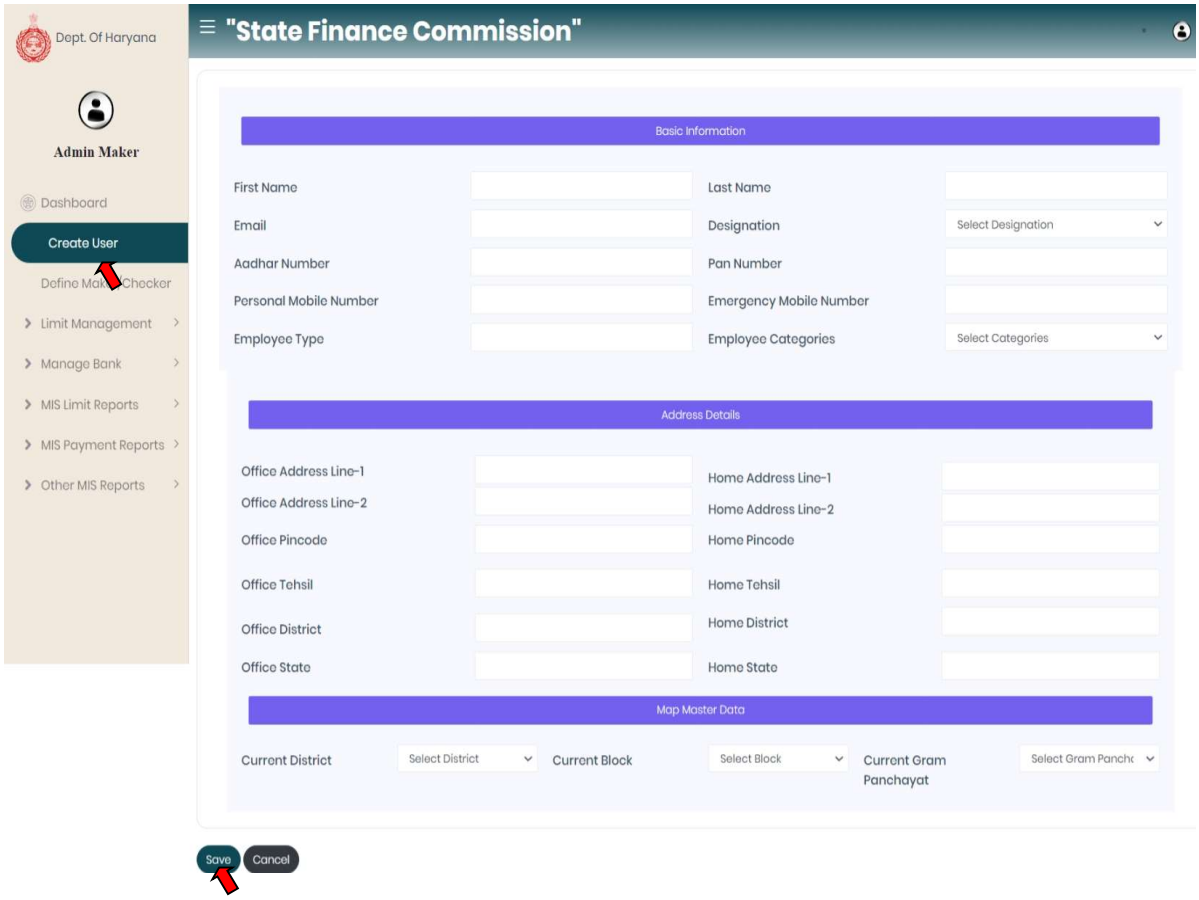


5 Best Performing Districts	
Sr.No	Districts
1	KARNAL
2	GURUGRAM
3	AMBALA
4	PANCHKULA
5	HISAR

5 Least Performing Districts	
Sr.No	Districts
1	NUH
2	Jhajjar
3	Palwal
4	Rohtak
5	Fatehabad

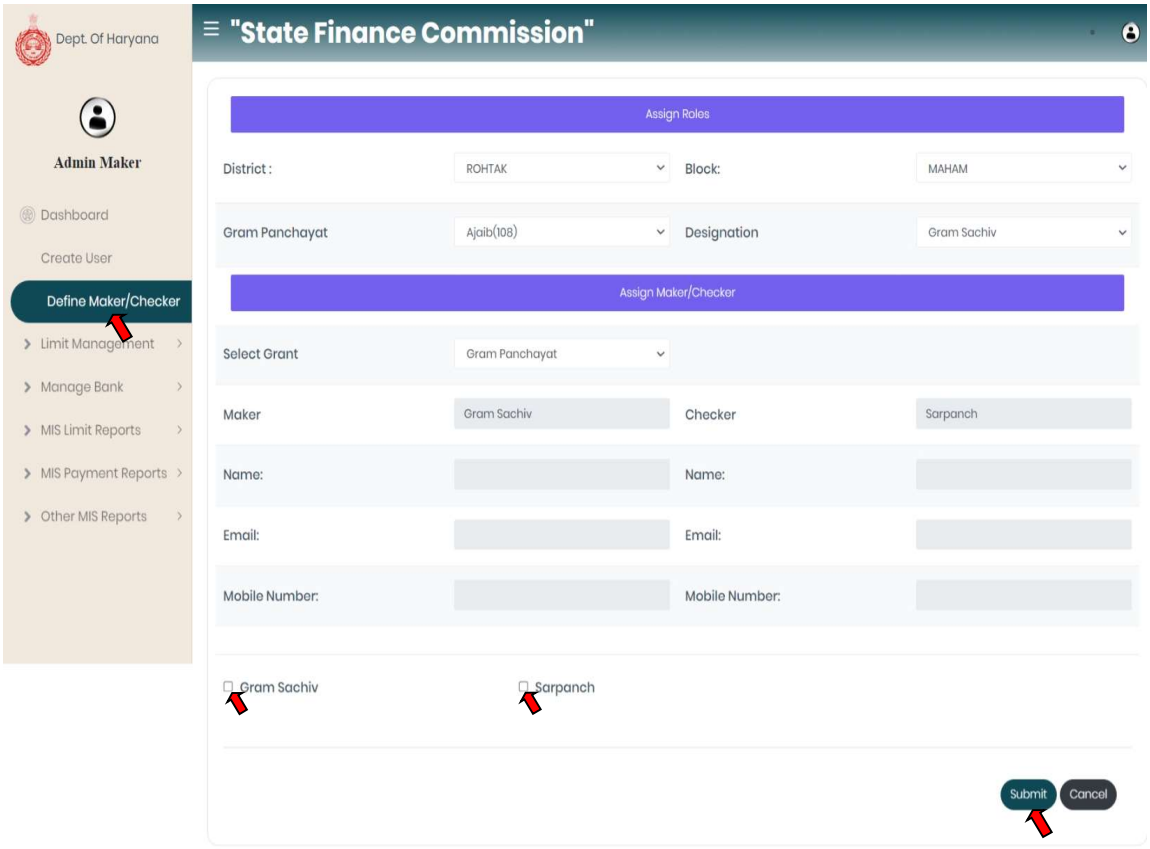
2.3. Create User:

- The Admin Maker can Create new users by filling the form like Basic information of user, Address Details and then map the user data with Current district, Block and Gram Panchayat.
- Click on Save button to save the new user details.



2.4. Define Maker/Checker:

- Admin Maker can assign any role by selecting the District, Block, GP's and select the Designation from the dropdown.
- Now define the maker/checker role by selecting the grant from the dropdown. Maker/checker information automatically reflect, according to selected Grant.
- Now tick mark designation (Gram Sachiv and Sarpanch) which admin wants to create then click on save button.

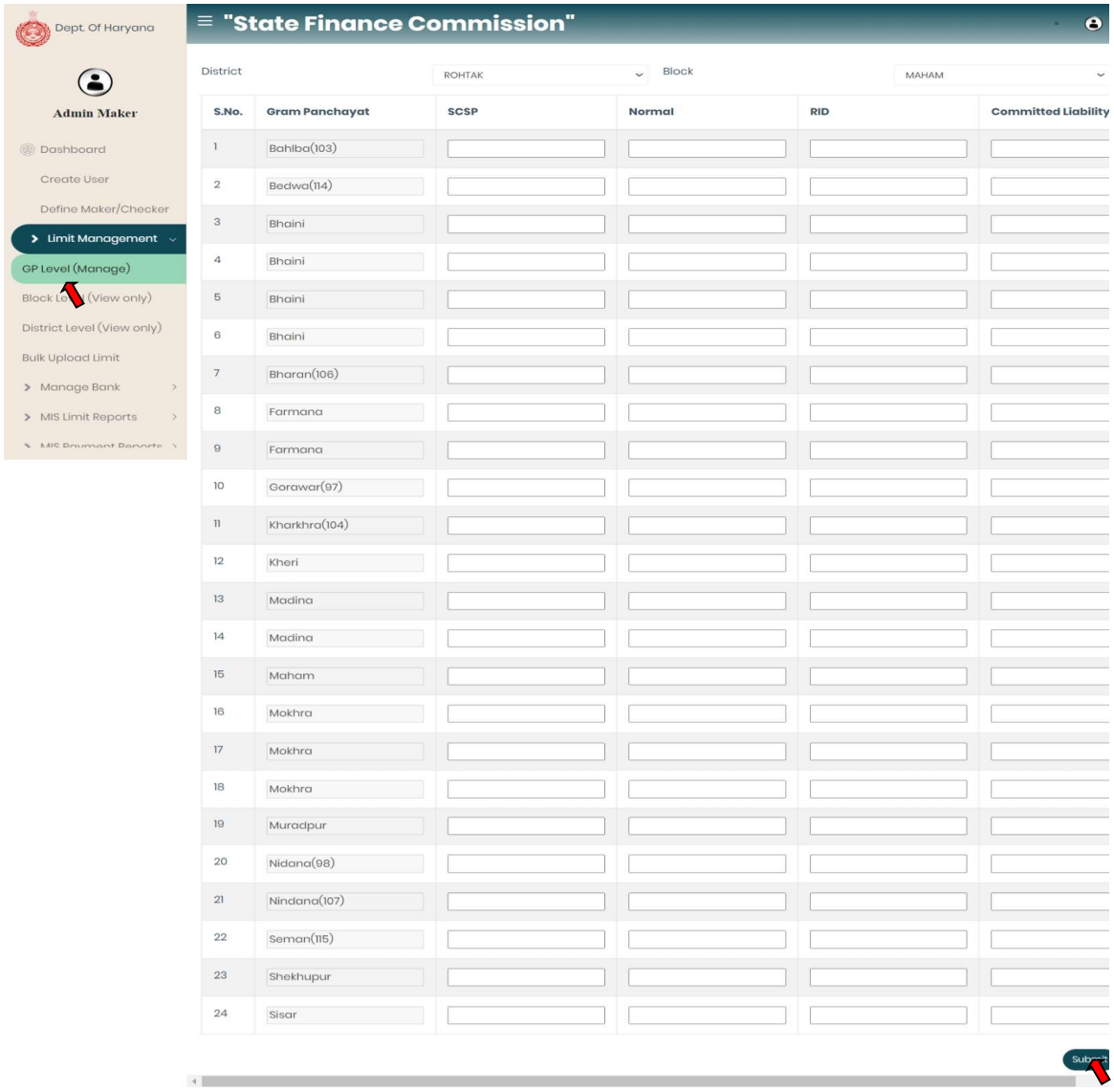


2.5. Limit Management:

Admin Maker also manage the limits of different levels by click on Limit Management on the left side nav bar.

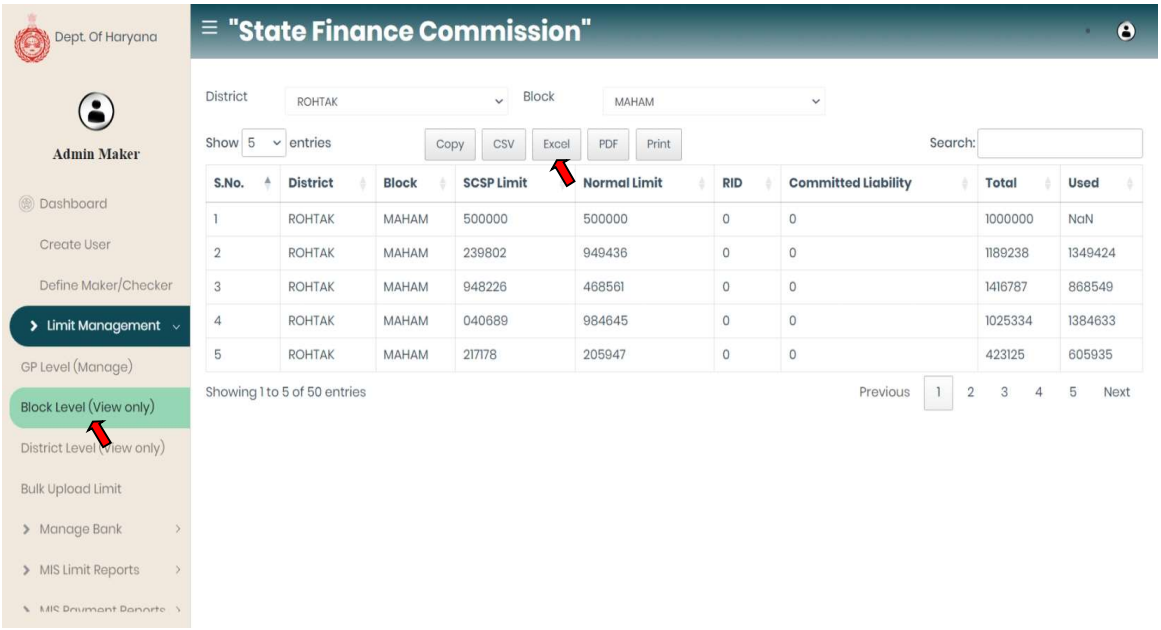
i. GP Level (Manage): Admin Maker-→Limit Management-→GP Level (Manage)

- In GP level limit can be managed.
- Select District Block from the dropdown and enter the limit components i.e. SCSP, Normal, RID, and committed liability for the particular Gram Panchayat under selected District and Block, then click on Save button.



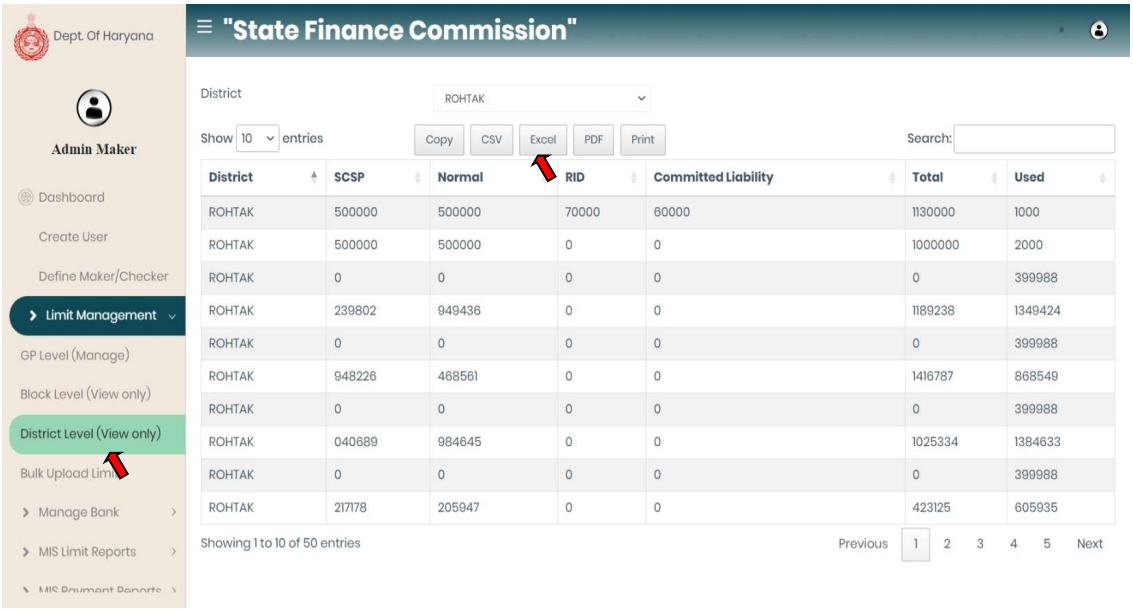
ii. Block Level (View Only): Admin Maker-→Limit Management-→Block Level (View Only)

- In Block level limit only can view authority.
- Select District, Block from the dropdown and List will open with district Block wise with SCSP limit, Normal Limit, RID, Committed liability, Total Limit, and Used limit for that Gram panchayat.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular Gram panchayat data by click on search button.



iii. District Level (View Only): Admin Maker-→Limit Management-→District Level (View Only)

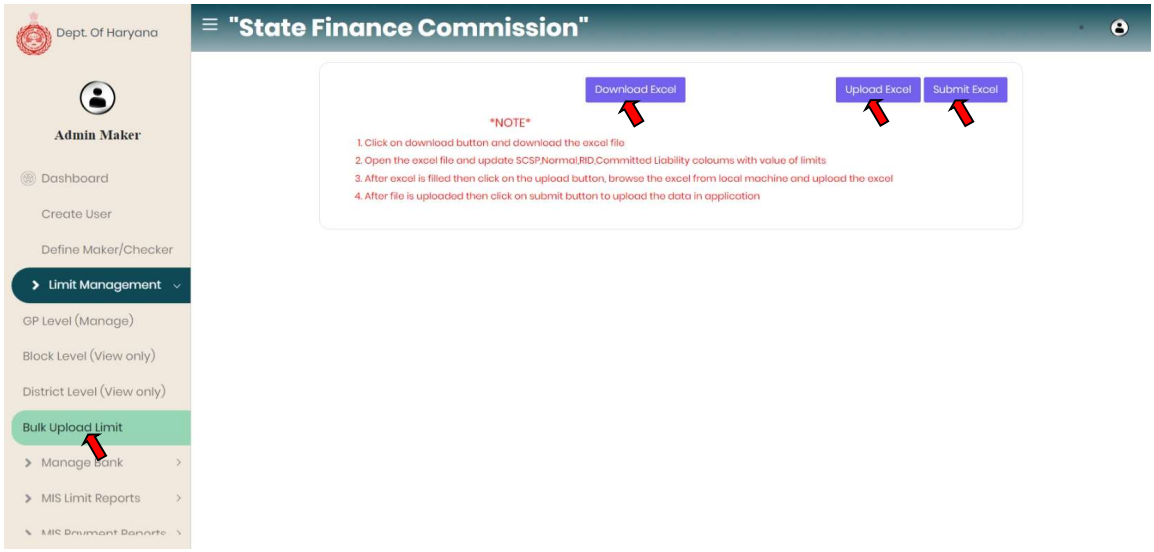
- In District level limit user can check limit district wise and only have view authority.
- Select District, List will open of particular district with SCSP limit, Normal Limit, RID and Committed Liability.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular District data by click on search button.



District	SCSP	Normal	RID	Committed Liability	Total	Used
ROHTAK	500000	500000	70000	60000	1130000	1000
ROHTAK	500000	500000	0	0	1000000	2000
ROHTAK	0	0	0	0	0	399988
ROHTAK	239802	949436	0	0	1189238	1349424
ROHTAK	0	0	0	0	0	399988
ROHTAK	948226	468561	0	0	1416787	868549
ROHTAK	0	0	0	0	0	399988
ROHTAK	040689	984645	0	0	1025334	1384633
ROHTAK	0	0	0	0	0	399988
ROHTAK	217178	205947	0	0	423125	605935

iv. Bulk Upload Limit: Admin Maker-→Limit Management-→Bulk Upload Limit.

- Click on download button and download the format of excel file.
- Open the excel file and update SCSP, Normal, RID, Committed Liability columns with value of limits.
- After excel is filled then click on the upload button, browse the excel from local machine and upload the excel.
- After file is uploaded then click on submit button to upload the data in application.

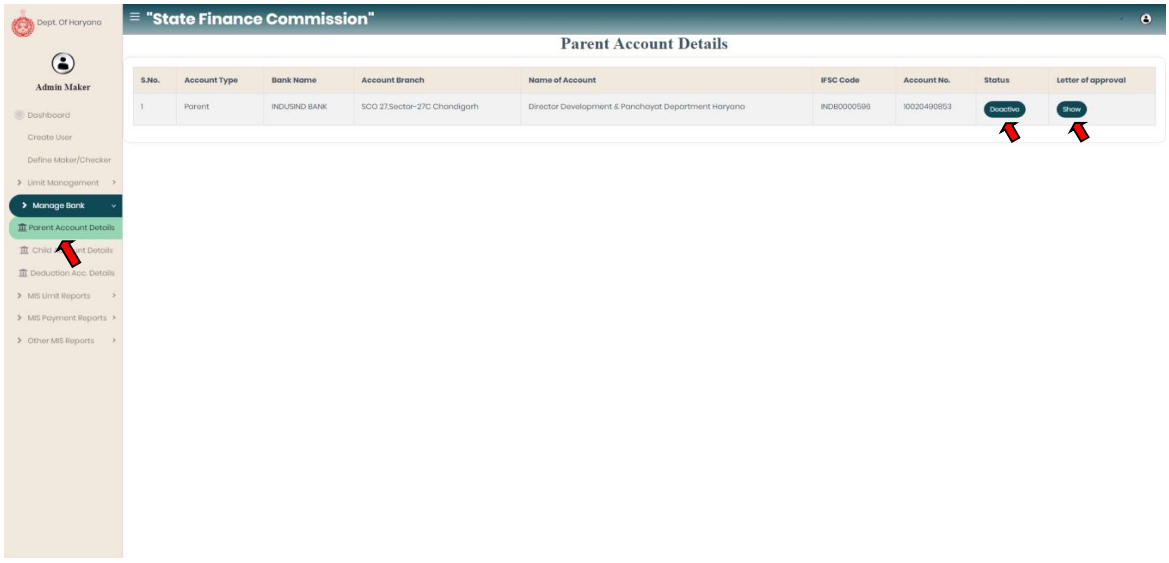


2.6. Manage Bank:

To manage the bank account details.

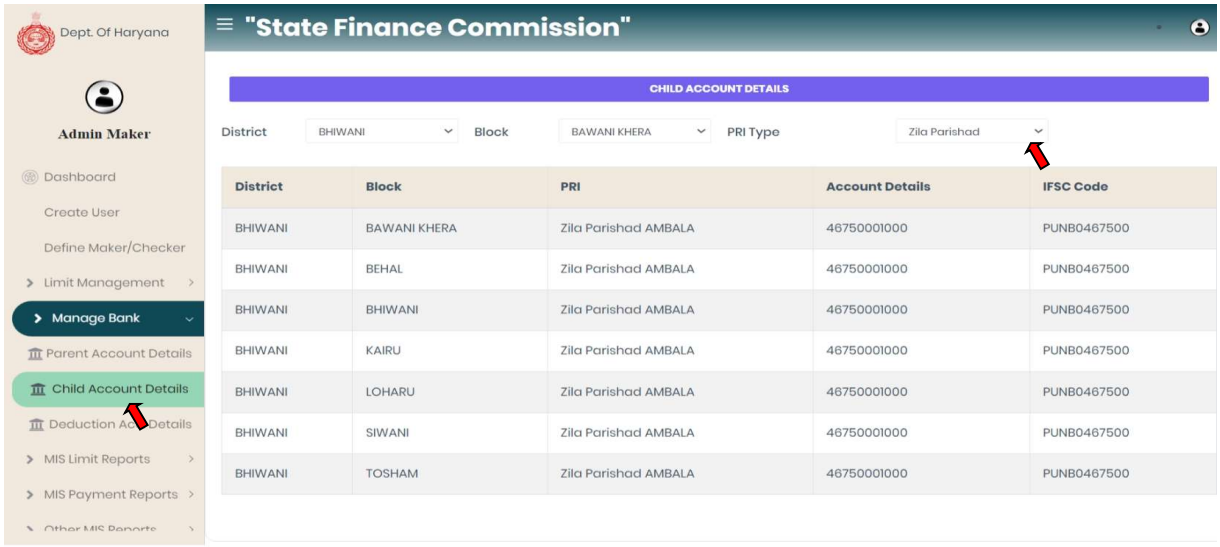
i. Parent Account Details: Admin Maker→ Manage Bank→ Parent Account Details.

- Admin Maker can check bank details of Parent Account with status and Letter of Approval.
- Admin can also Deactivate the current parent account detail and add new account details with Letter of Approval.



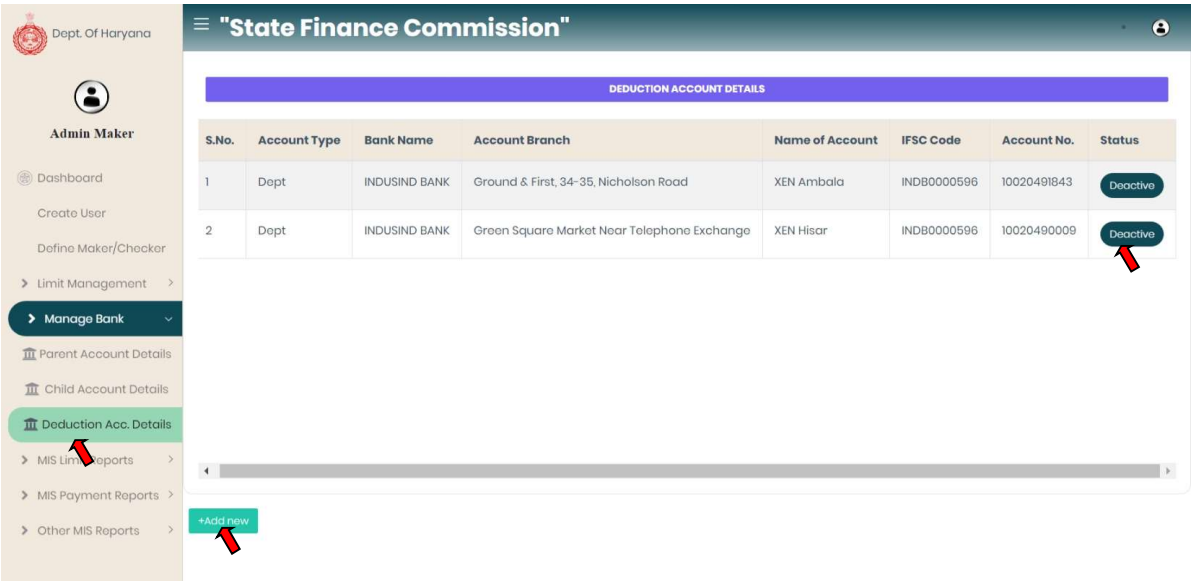
ii. Child Account Details: Parent Account Details: Admin Maker→ Manage Bank→ Child Account Details.

- Admin Maker can check bank details of Child Account of particular District or Block by selecting District, Block, and PRI type from the dropdown.



iii. Deduction Account Details: Parent Account Details: Admin Maker→ Manage Bank→ Deduction Account Details.

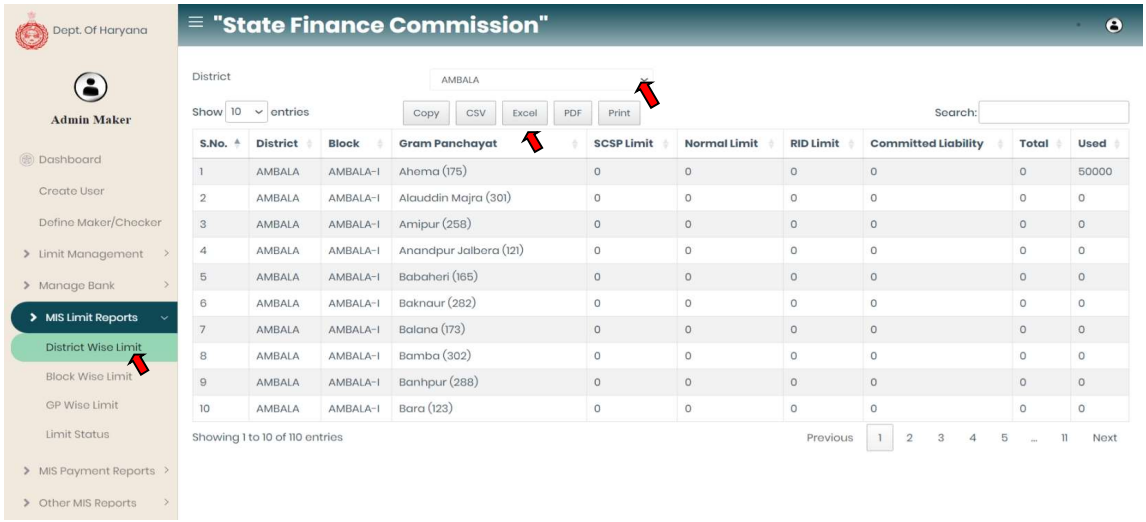
- Admin Maker can check bank details of Deduction Account with account status.
- User can also add Deduction Account details by clicking on Add row button.



2.7. **MIS Limit Reports:** Select the MIS Limit Reports from the left side nav bar, TO check the Limit reports District wise, Block wise, GP wise and Limit Status.

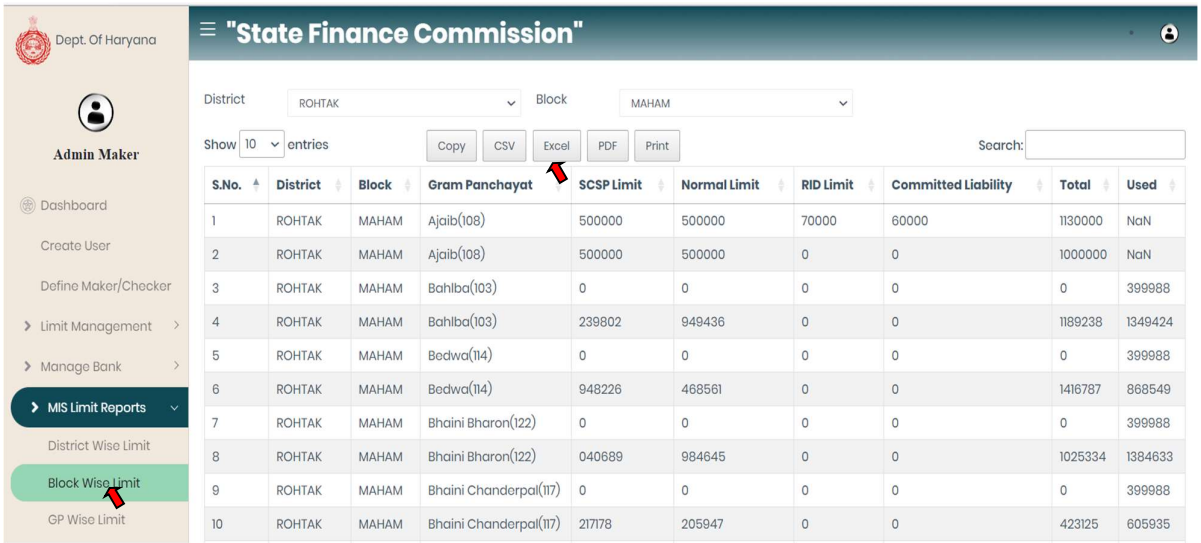
i. District wise limit: Admin Maker→ MIS Limit Reports→ District Wise Limit

- In District Wise limit user can check limit district wise with SCSP, Normal, RID, Committed liabilities component with Total and used Limit.
- Select District from the dropdown.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular District wise data by click on search button.



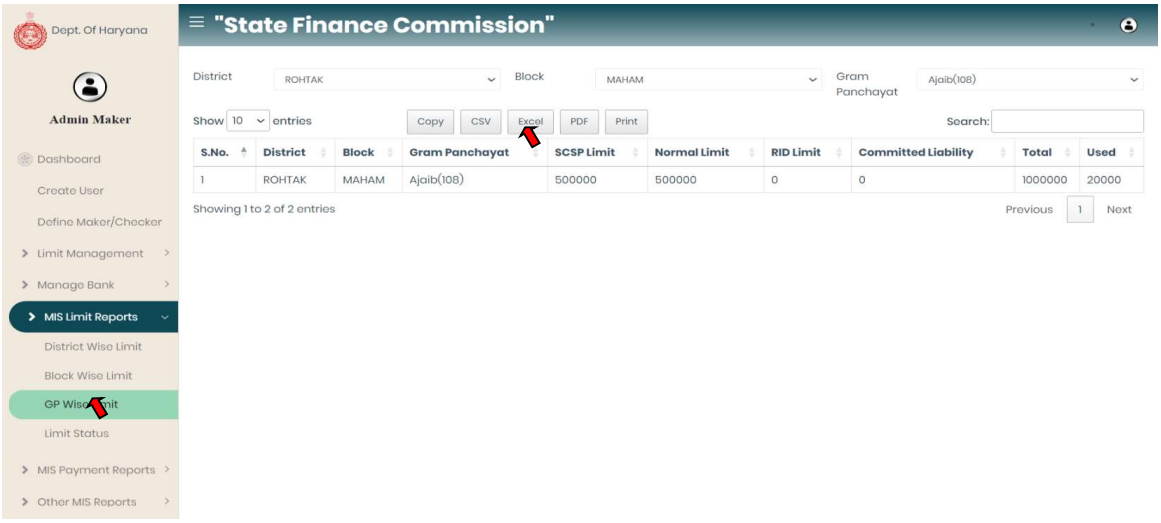
ii. Block wise limit: Admin Maker→ MIS Limit Reports→ Block Wise Limit

- In Block Wise limit user can check limit Block wise with SCSP, Normal, RID, committed liability component with Total and used Limit.
- Select District and Block from the dropdown.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular Block wise data by click on search button.



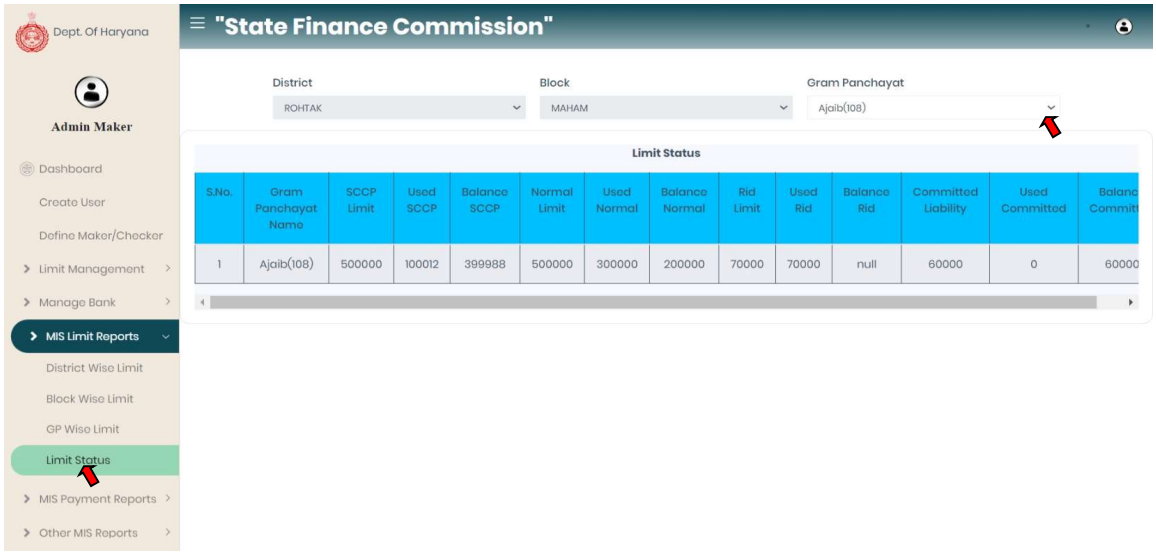
iii. GP Wise Limit: Admin Maker→ MIS Limit Reports→ GP Wise Limit

- In GP Wise limit user can check limit GP wise with SCSP, Normal, RID, committed liability component with Total and used Limit.
- Select District, Block and GP from the dropdown.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular GP wise data by click on search button.



iv. Limit Status: Admin Maker→ MIS Limit Reports→ Limit Status

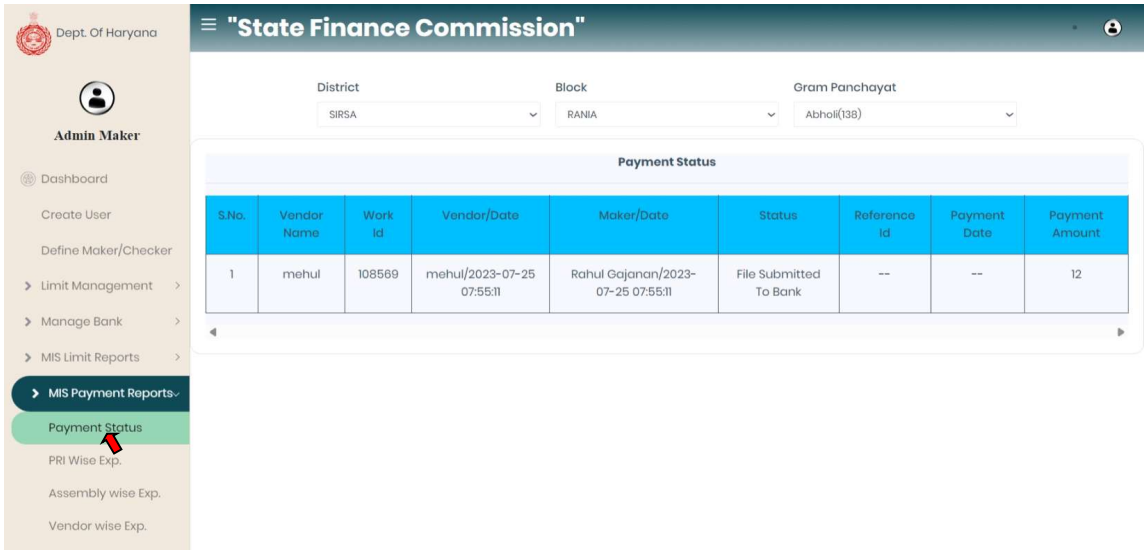
- In limit Status user can check limit with SCSP limit, Used SCSP limit, Normal limit, Used normal limit, RID limit, Used RID limit, committed liability limit, Used committed liability with Balance Limits Available in both components.
- Select District, Block and GP from the dropdown.



2.8. MIS Payment Reports: Select the MIS Payment Reports from the left side nav bar, To check the payment reports by Payment Status, PRI Wise Exp., Assembly Wise Exp., Vendor Wise Exp., and PRI Payment Voucher.

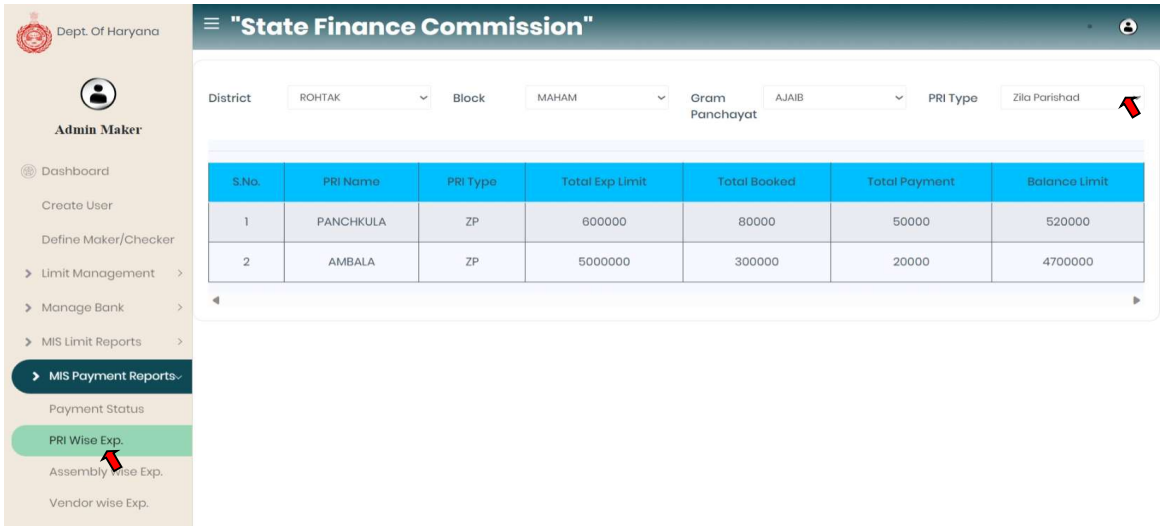
i. Payment Status: Admin Maker→MIS Payment Reports→Payment Status

- In Payment Status user can check the payment details with vendor name, work id, Vendor/date, Maker/date, status, reference id, payment date and payment amount by Select District, Block and GP from the dropdown.



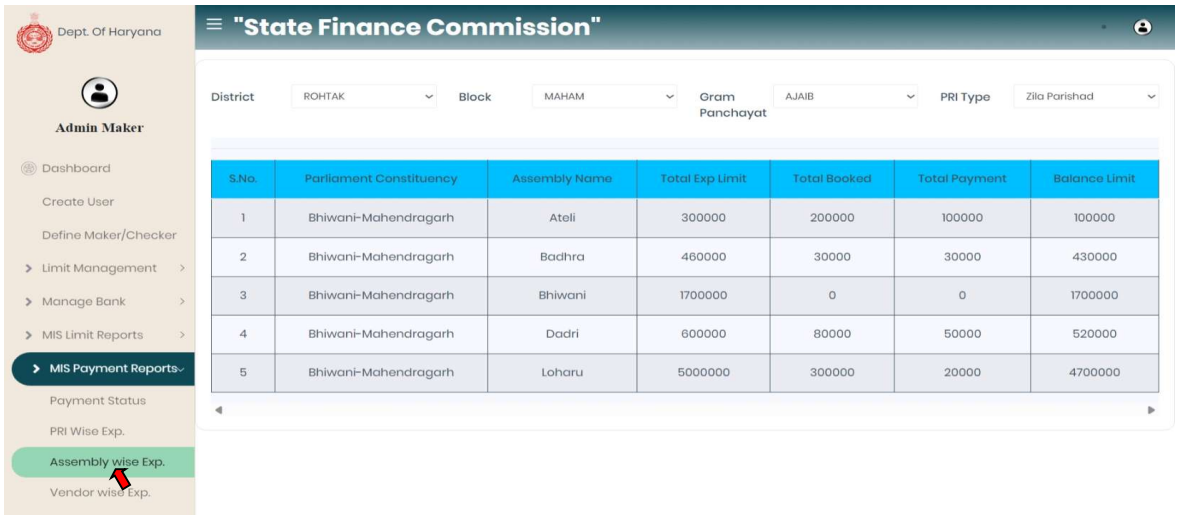
ii. PRI Wise Exp. : Admin Maker→MIS Payment Reports→PRI Wise Exp.

- In PRI Wise Exp. user can check the PRI details with PRI name, PRI type, Total Exp limit, Total Balance, Total Payment and Balance Limit by Select District, Block, GP and PRI type from the dropdown.



iii. Assembly Wise Exp. : Admin Maker→MIS Payment Reports→Assembly Wise Exp.

- In Assembly Wise Exp. user can check the Parliament constituency, Assembly Name, Total Exp Limit, Total Booked, Total Payment and Balance limit by Select District, Block, GP and PRI type from the dropdown.



iv. Vendor Wise Exp. : Admin Maker→MIS Payment Reports→Vendor Wise Exp.

- In Vendor Wise Exp. user can check Vendor wise details with Vendor Name, PRI Name, Invoice no., Invoice Date, Resolution No., Resolution date, Payment date, Payment amount, Payment description and Payment Status by Select District, Block, GP and PRI type from the dropdown.

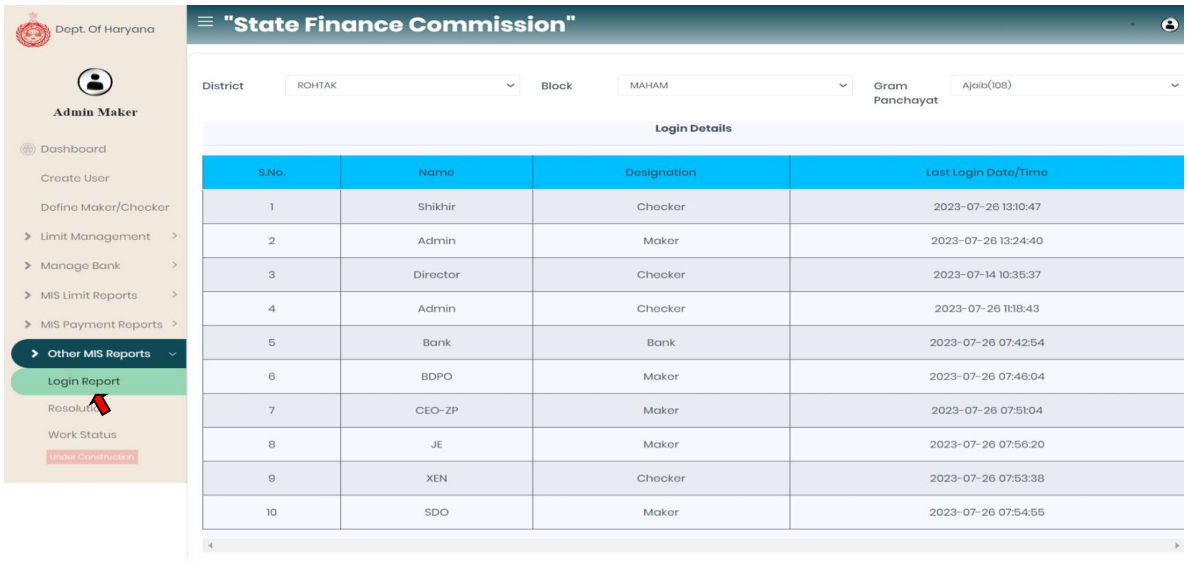
v. PRI Payment Voucher: Admin Maker→MIS Payment Reports→PRI payment voucher.

- In PRI Payment Voucher user can check PRI payment voucher details with Vendor Name, PRI Name, Invoice no., Invoice Date, Resolution No., Resolution date, Payment date, Payment amount, Payment description and Payment Status by Select District, Block, GP and PRI type from the dropdown.

2.9. Other MIS Reports: Select the Other MIS Reports from the left side nav bar, To check the reports by login reports, resolution wise and Child account details.

i. Login Reports: Admin Maker→Other MIS Reports→ Other Login Report

- In Login Report user can check the last login with date & time, Name and designation by Select District, Block and GP from the dropdown.



ii. Resolution: Admin Maker→Other MIS Reports→ Resolution

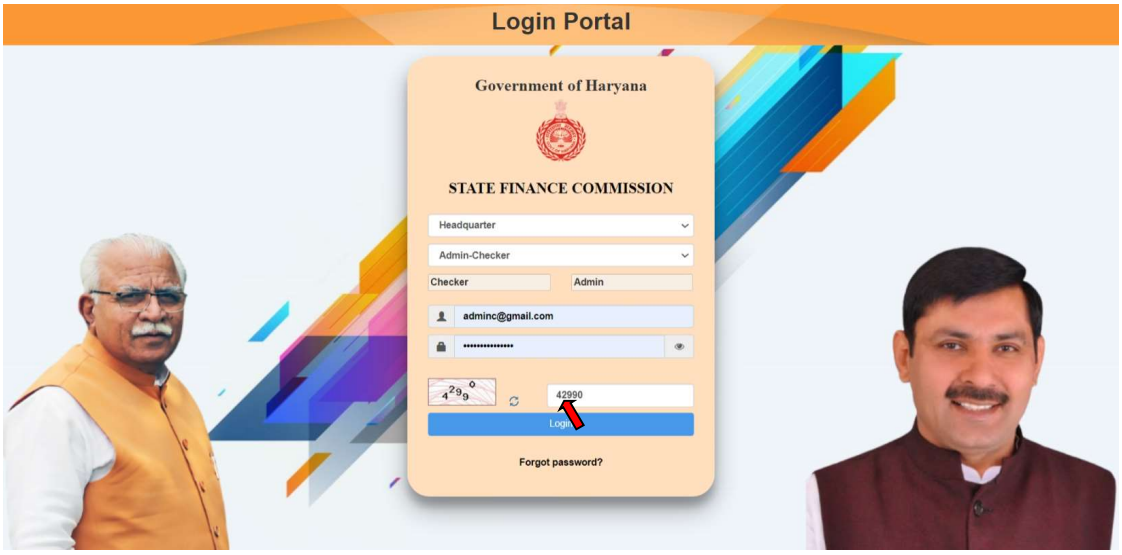
- In Resolution Detail user can check/show the copy resolution with updated by, upload on and purpose by Select District, Block and GP from the dropdown.

Admin Maker Logout.

3. Admin-Checker

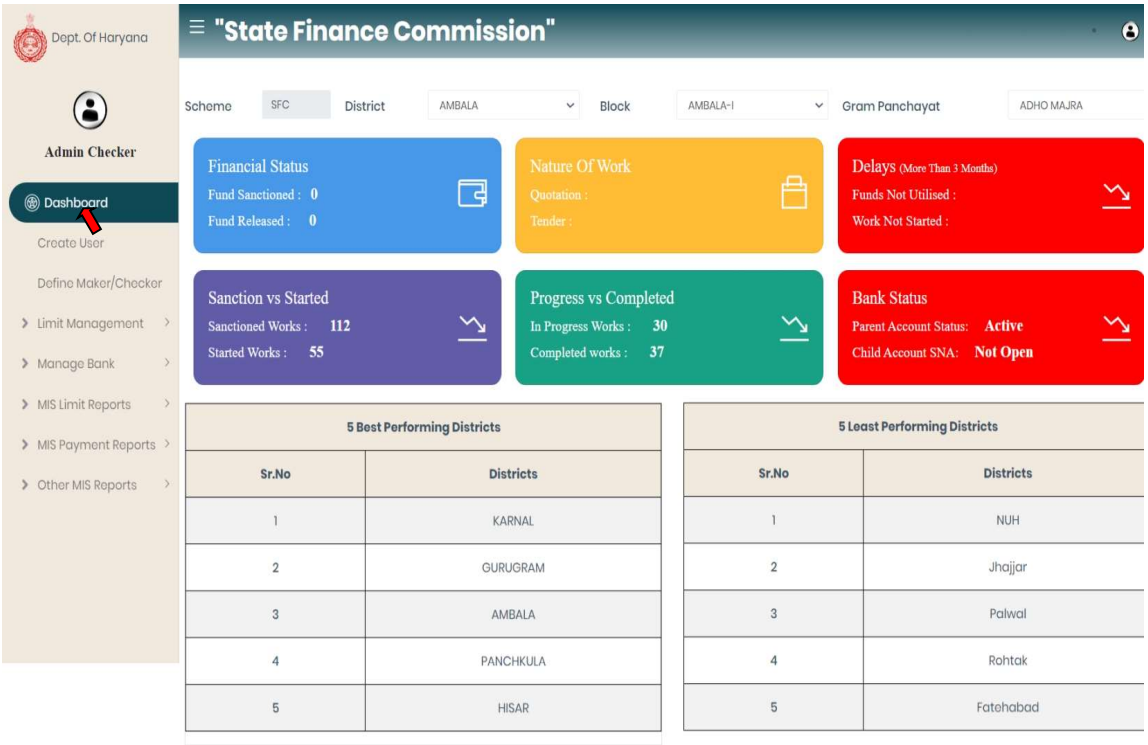
3.1. Admin Checker Login:

This workflow of admin checker section login by enter the admin details.



3.2. Dashboard View:

Admin Checker Dashboard will open, you can check the status of work by selecting District, Block and Gram Panchayat from dropdown. Also check the 5 Best and least Performing Districts in the dashboard.

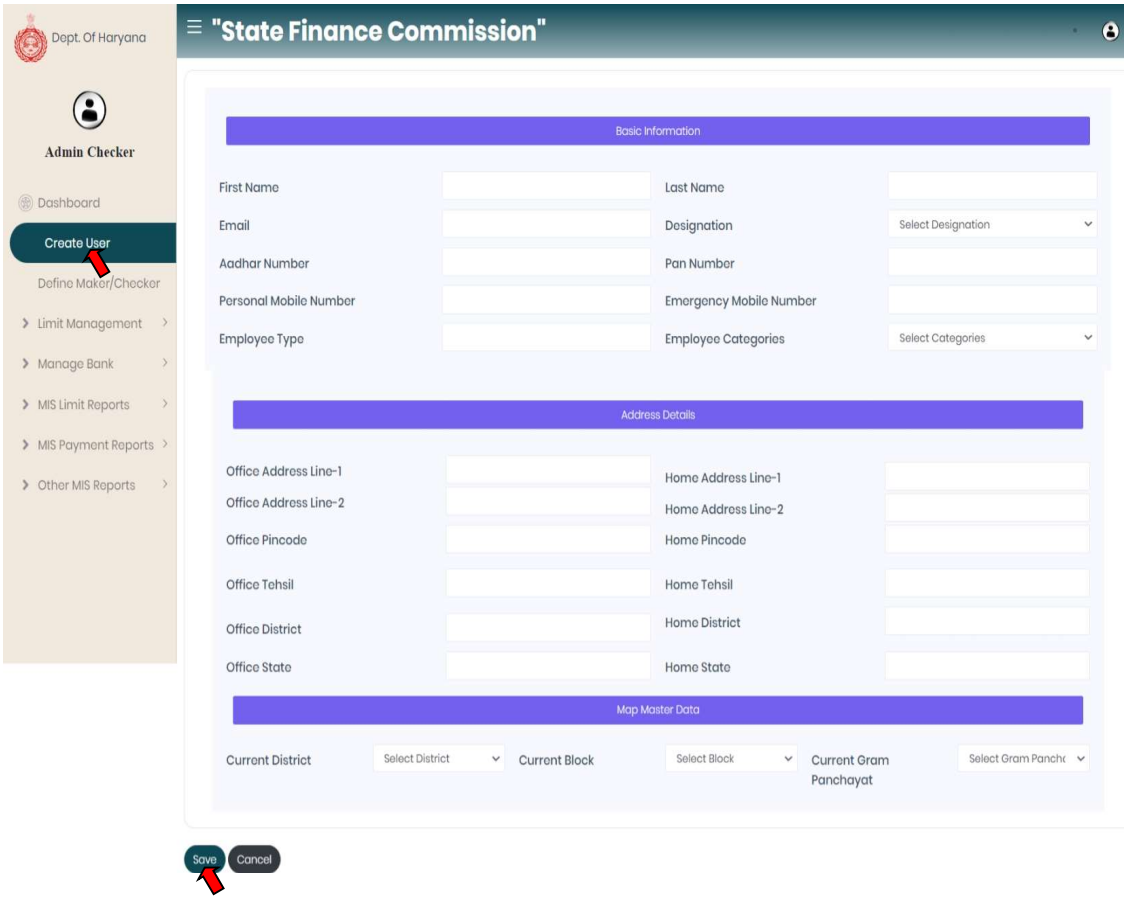


5 Best Performing Districts	
Sr.No	Districts
1	KARNAL
2	GURUGRAM
3	AMBALA
4	PANCHKULA
5	HISAR

5 Least Performing Districts	
Sr.No	Districts
1	NUH
2	Jhajjar
3	Palwal
4	Rohtak
5	Fatehabad

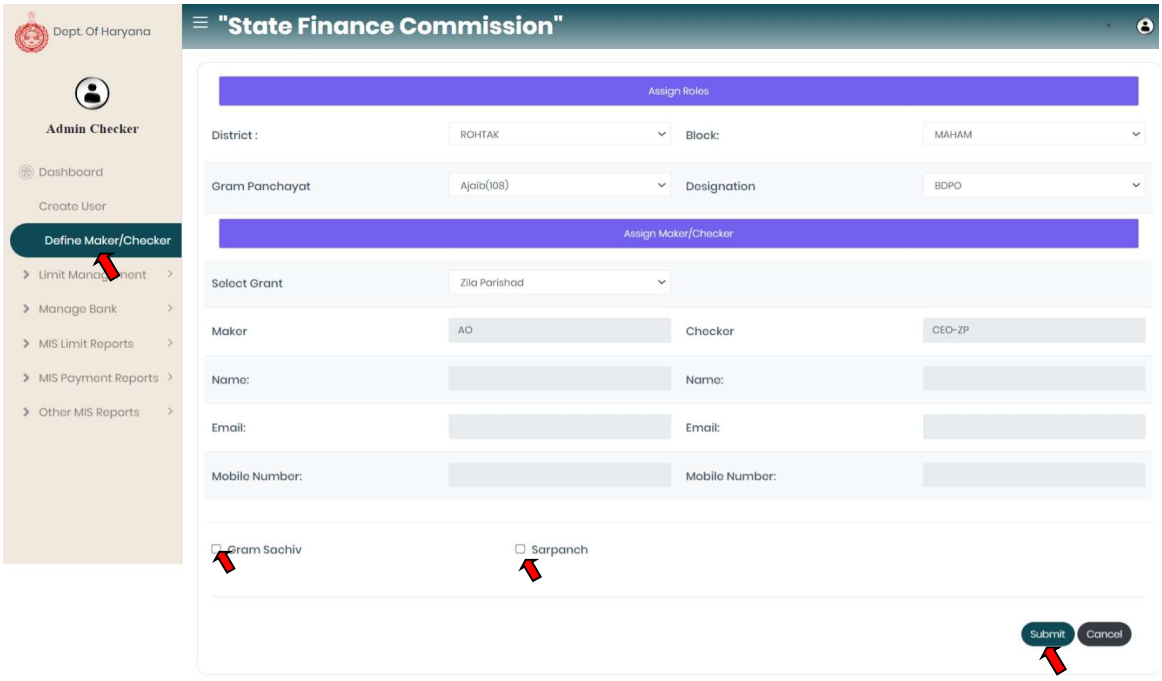
3.3. Create User:

- The Admin Maker can Create new users by filling the form like Basic information of user, Address Details and then map the user data with Current district, Block and Gram Panchayat.
- Click on Save button to save the new user details.



3.4. Define Maker/Checker:

- Admin Checker can assign any role by selecting the District, Block, GP's and select the Designation from the dropdown.
- Now define the maker/checker role by selecting the grant from the dropdown. Maker/checker information automatically reflect, according to selected Grant.
- Now tick mark designation (Gram Sachiv and Sarpanch) which admin wants to create then click on save button.

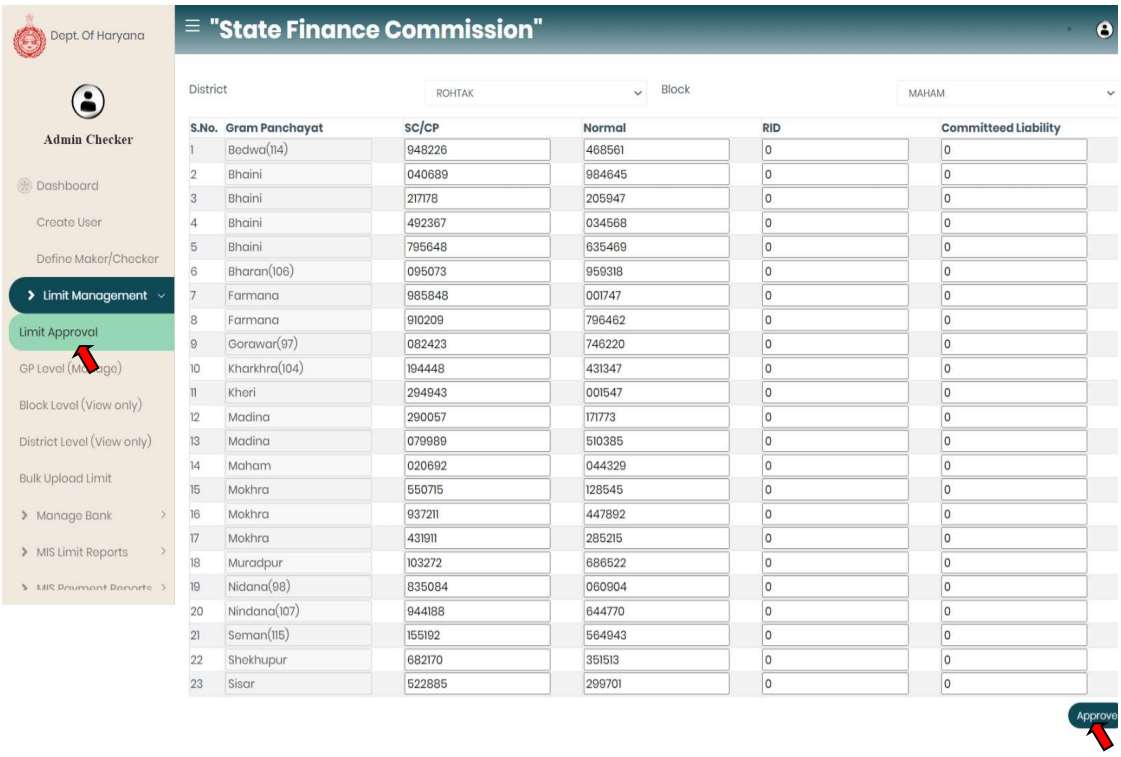


3.5. Limit Management:

Admin Checker also manage the limits of different levels by click on Limit Management on the left side nav bar.

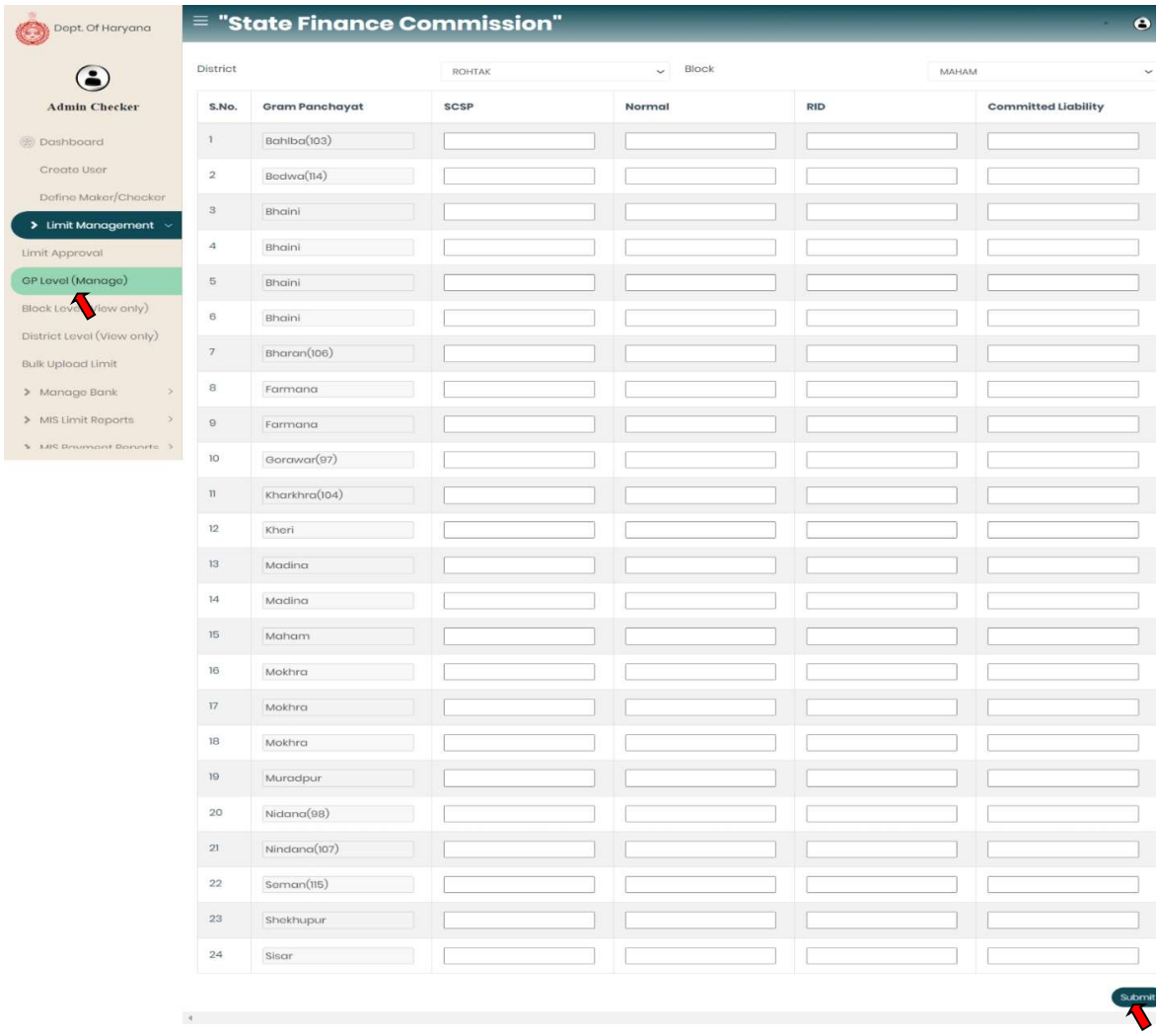
i. Limit Approval: Admin Checker→Limit Management→Limit Approval

- In Limit Approval user can approve the limit.
- Select District, Block from the dropdown and limit components i.e. SCSP, Normal, RID, and committed liability will be appear for the particular Gram Panchayat under selected District and Block, then click on approve button.



ii. **GP Level (Manage):** Admin Checker-→Limit Management-→GP Level (Manage)

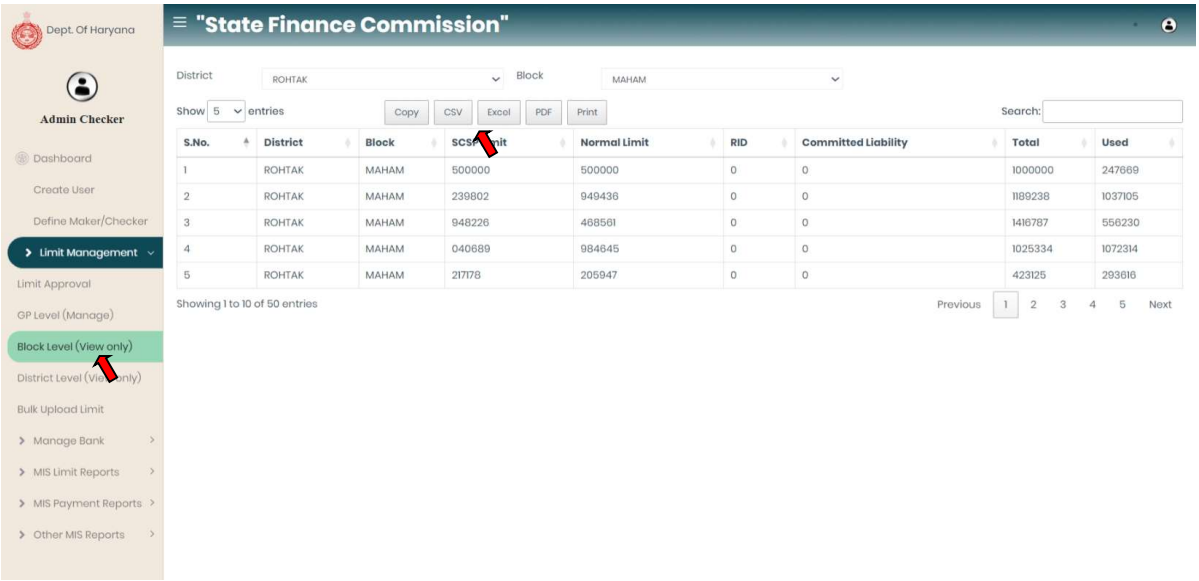
- In GP level limit can be managed.
- Select District Block from the dropdown and enter the limit components i.e. SCSP, Normal, RID, and committed liability for the particular Gram Panchayat under selected District and Block, then click on Submit button.



iii. **Block Level (View Only):** Admin Checker-→Limit Management-→Block Level (View Only)

In Block level limit only can view authority.

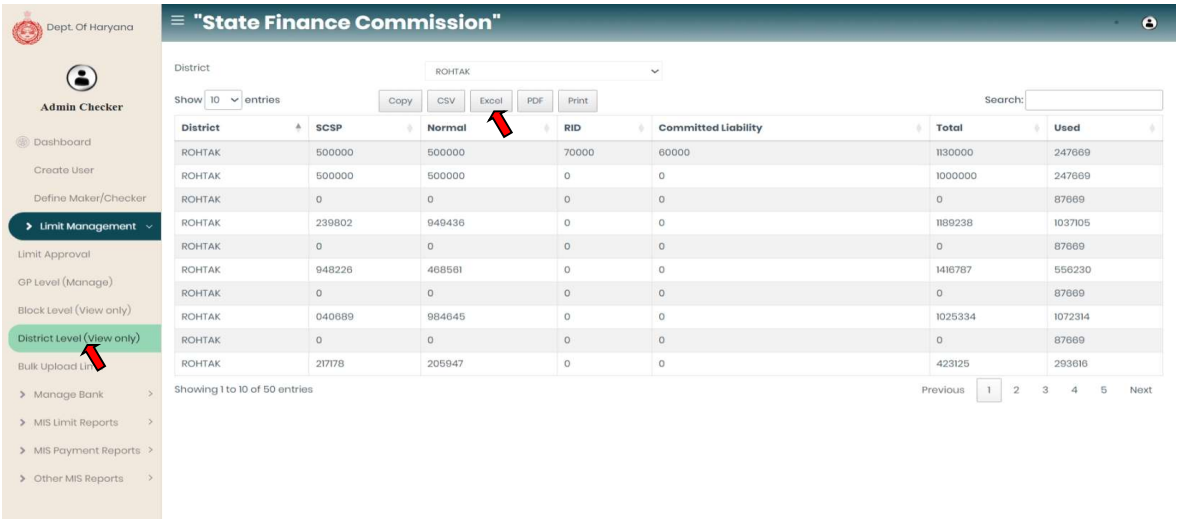
- Select District, Block from the dropdown and List will open with district Block wise with SCSP limit, Normal Limit, RID, committed liability, Total Limit, and Used limit for that Gram panchayat.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular Gram panchayat data by click on search button.



iv. **District Level (View Only):** Admin Checker-→Limit Management-→District Level (View Only)

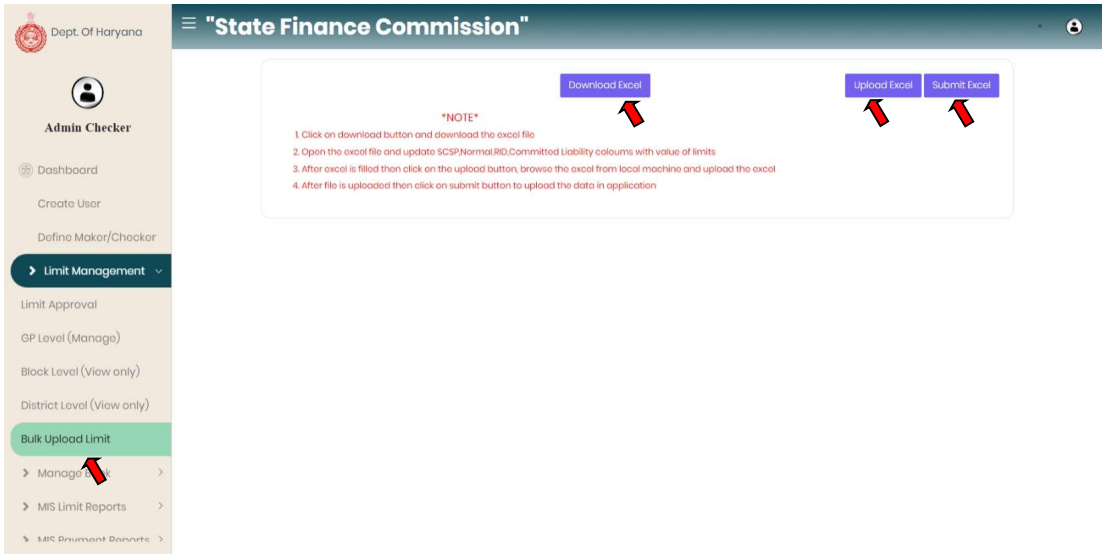
- In District level limit user can check limit district wise and only have view authority.
- Select District, List will open of particular district with SCSP limit, Normal Limit, RID and Committed Liability.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.

- User can also search for particular District data by click on search button.



v. **Bulk Upload Limit:** Admin Checker-→Limit Management-→Bulk Upload Limit.

- Click on download button and download the format of excel file.
- Open the excel file and update SCSP, Normal, RID, Committed Liability columns with value of limits.
- After excel is filled then click on the upload button, browse the excel from local machine and upload the excel.
- After file is uploaded then click on submit button to upload the data in application.

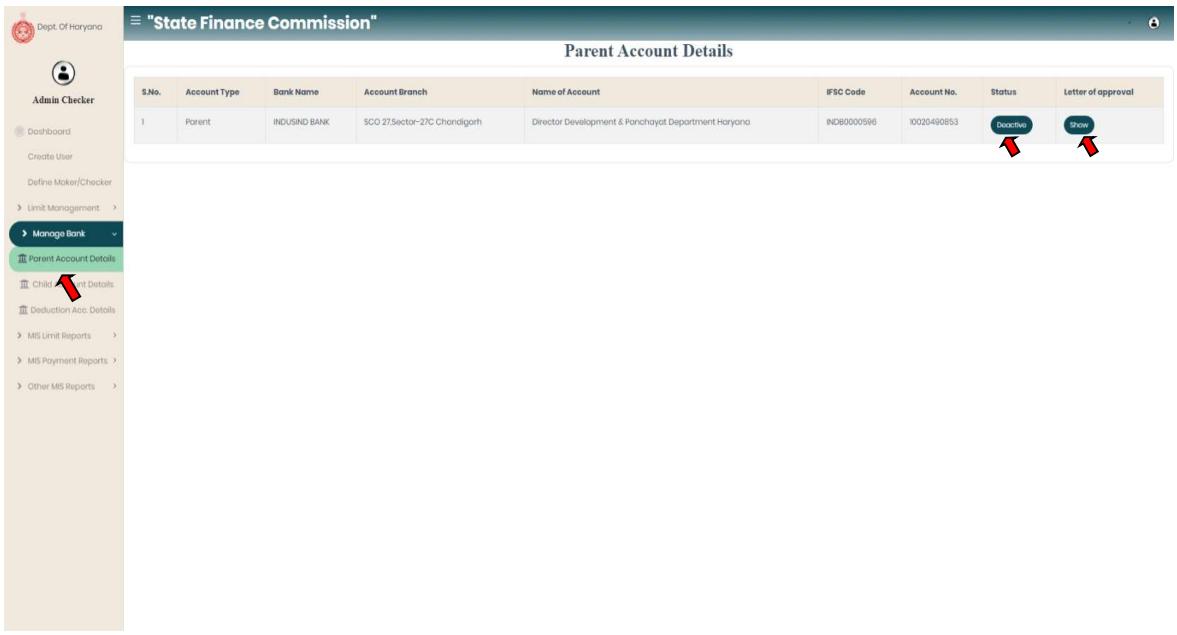


3.6. Manage Bank:

To manage the bank account details.

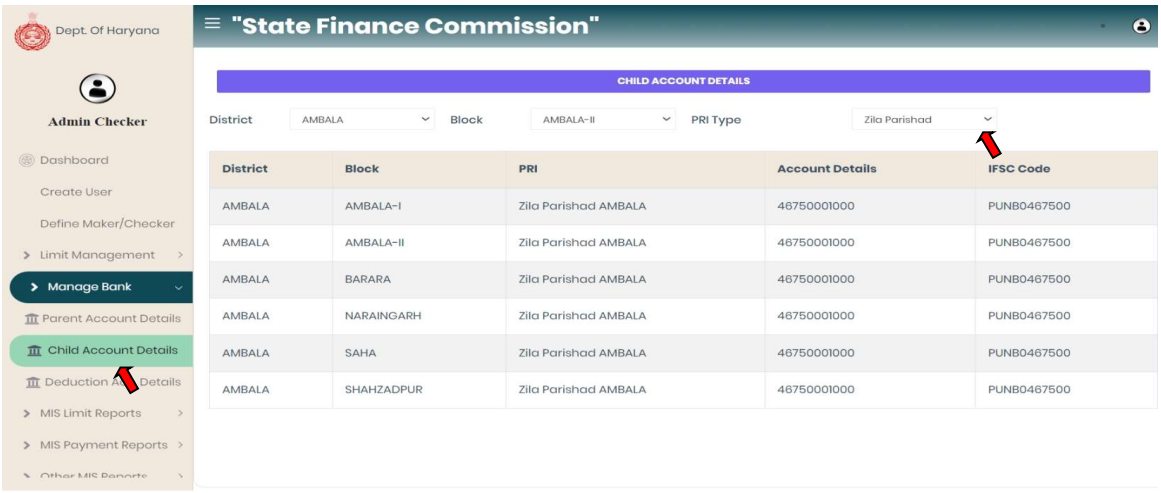
i. **Parent Account Details:** Admin Checker→ Manage Bank→ Parent Account Details.

- Admin Checker can check bank details of Parent Account with status and Letter of Approval.
- Admin can also Deactivate the current parent account detail and add new account details with Letter of Approval.



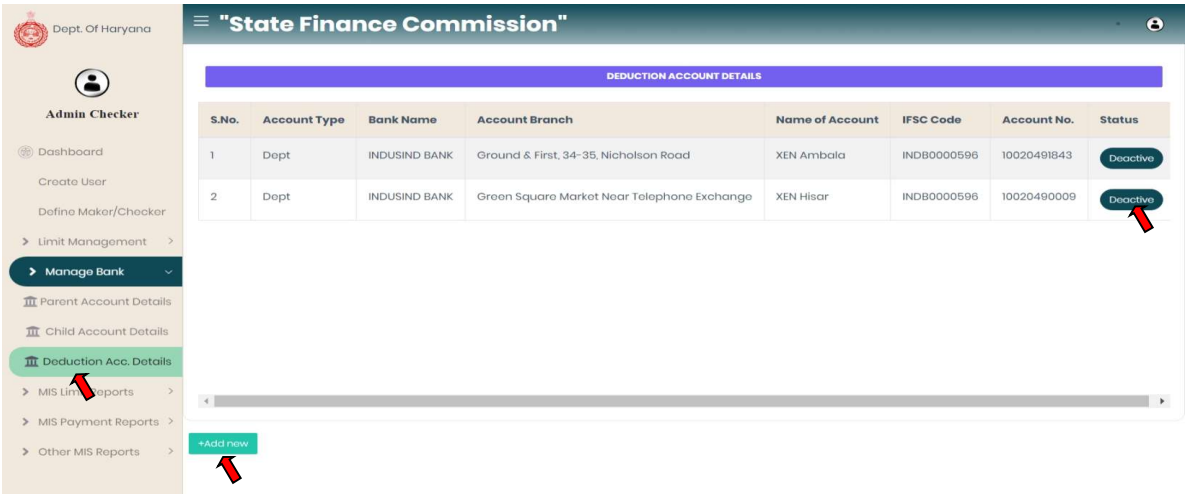
ii. Child Account Details:

- Parent Account Details: Admin Checker→ Manage Bank→ Child Account Details.
- Admin Checker can check bank details of Child Account of particular District or Block by selecting District, Block, and PRI type from the dropdown.



iii. Deduction Account Details:

- Parent Account Details: Admin Checker→ Manage Bank→ Deduction Account Details.
- Admin Checker can check bank details of Deduction Account with account status.
- User can also add Deduction Account details by clicking on Add row button.

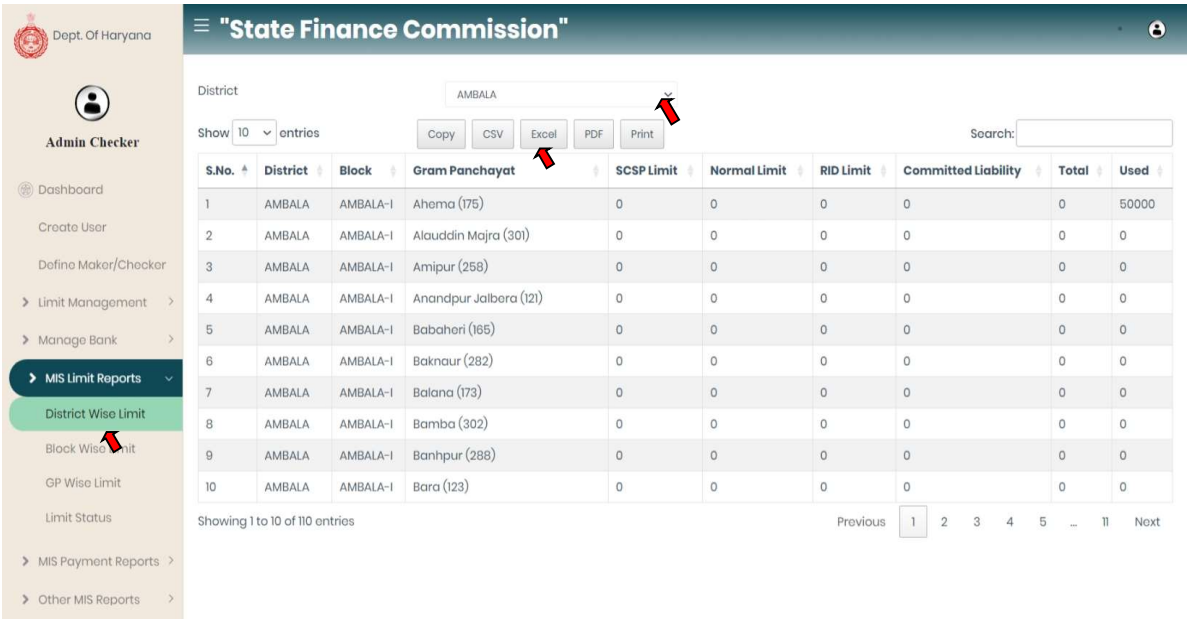


3.7. MIS Limit Reports:

Select the MIS Limit Reports from the left side nav bar, To check the Limit reports District wise, Block wise, GP wise and Limit Status.

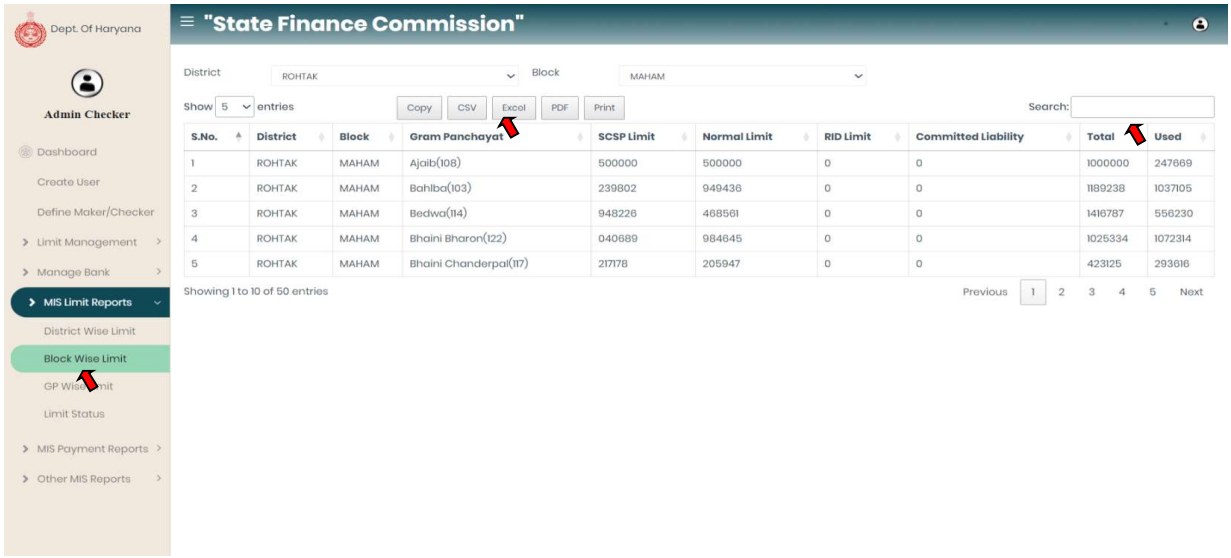
i. **District wise limit**: Admin Checker→ MIS Limit Reports→ District Wise Limit

- In District Wise limit user can check limit district wise with SCSP, Normal, RID, committed liabilities component with Total and used Limit.
- Select District from the dropdown.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular District wise data by click on search button.



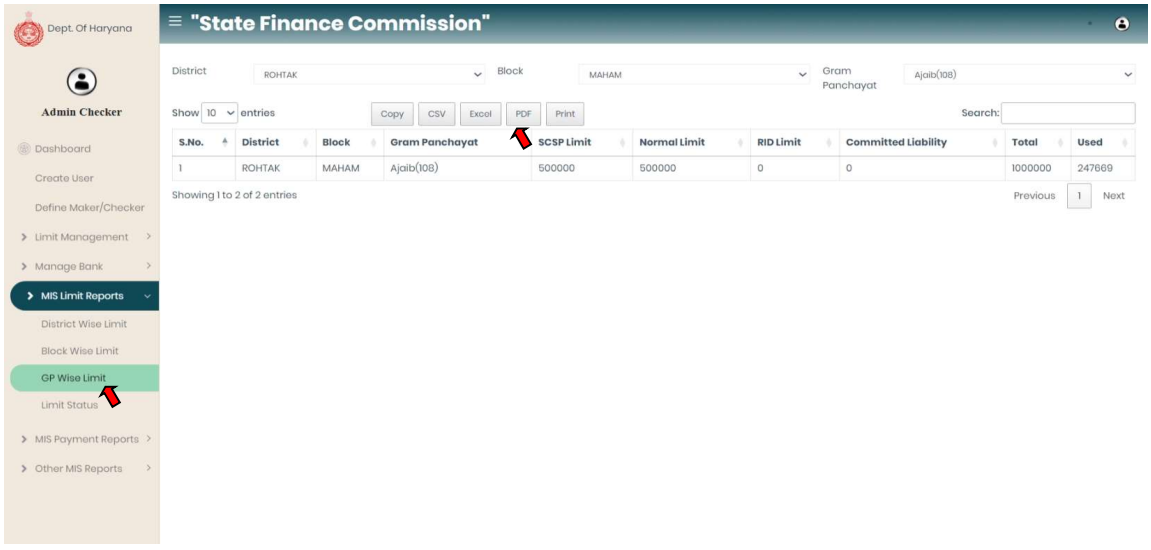
ii. **Block wise limit:** Admin Checker→ MIS Limit Reports→ Block Wise Limit

- In Block Wise limit user can check limit Block wise with SCSP, Normal, RID, committed liability component with Total and used Limit.
- Select District and Block from the dropdown.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular Block wise data by click on search button.



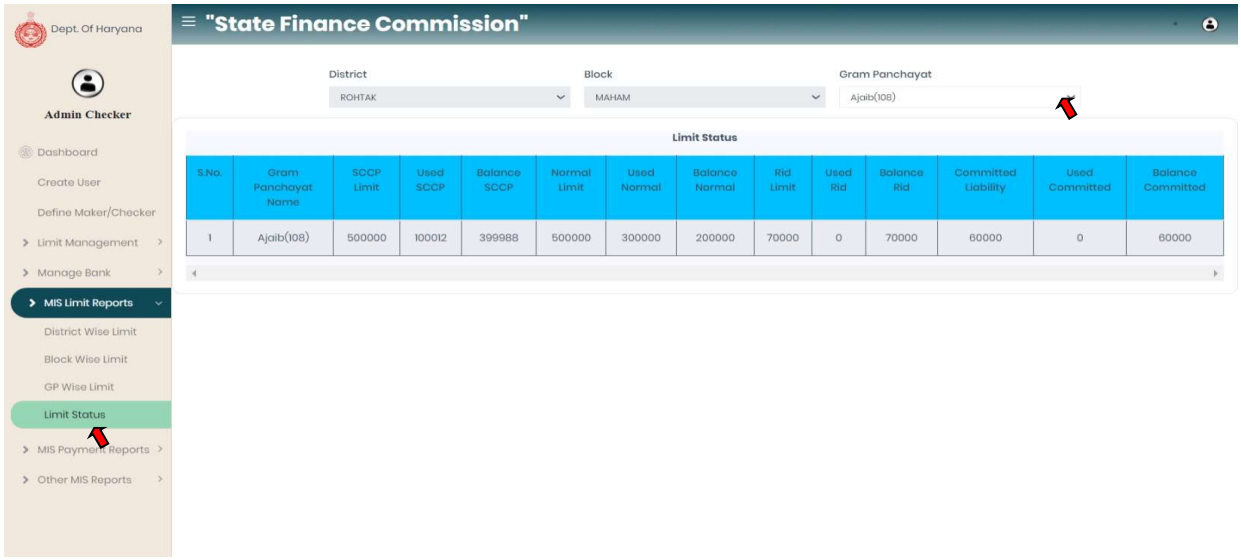
iii. GP Wise Limit: Admin Checker→ MIS Limit Reports→ GP Wise Limit

- In GP Wise limit user can check limit GP wise with SCSP, Normal, RID, committed liability component with Total and used Limit.
- Select District, Block and GP from the dropdown.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular GP wise data by click on search button.



iv. **Limit Status**: Admin Checker→ MIS Limit Reports→ Limit Status

- In limit Status user can check limit with SCSP limit, Used SCSP limit, Normal limit, used normal limit, RID limit, Used RID limit, committed liability limit, Used committed liability with Balance Limits Available in both components.
- Select District, Block and GP from the dropdown.

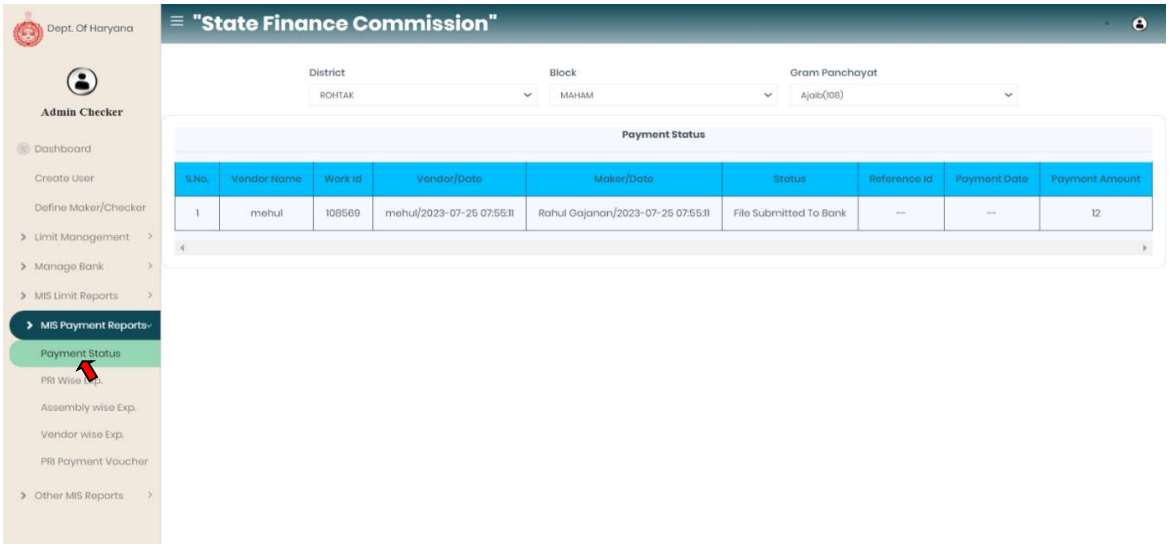


3.8. MIS Payment Reports:

Select the MIS Payment Reports from the left side nav bar, To check the payment reports by Payment Status, PRI Wise Exp., Assembly Wise Exp., Vendor Wise Exp., and PRI Payment Voucher.

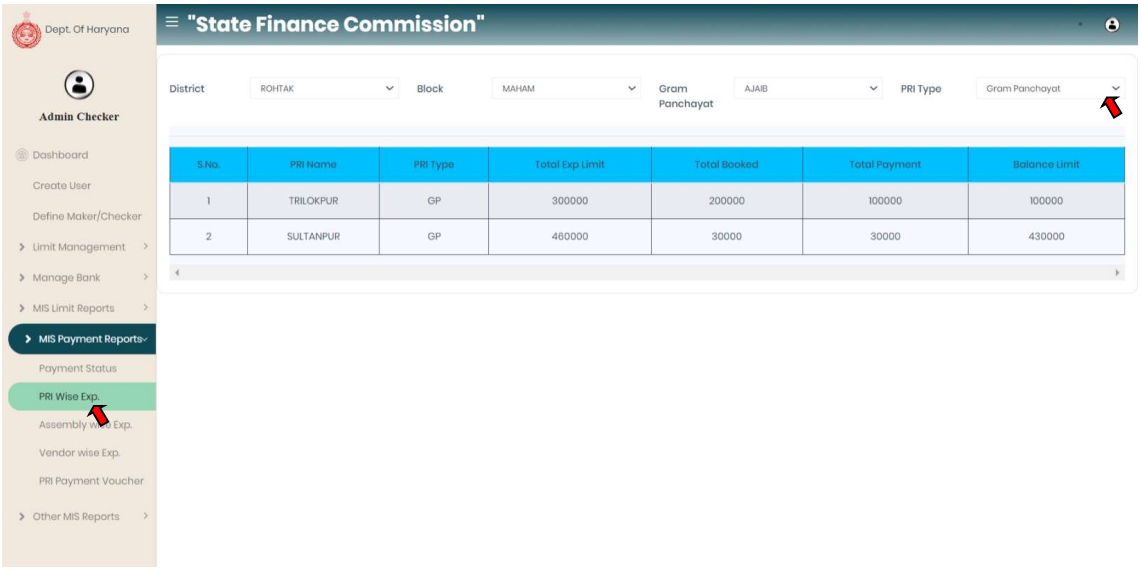
i. **Payment Status:** Admin Checker→MIS Payment Reports→Payment Status

- In Payment Status user can check the payment details with vendor name, work id, Vendor/date, Maker/date, status, reference id, payment date and payment amount by Select District, Block and GP from the dropdown.



ii. **PRI Wise Exp.** : Admin Checker→MIS Payment Reports→PRI Wise Exp.

- In PRI Wise Exp. user can check the PRI details with PRI name, PRI type, Total Exp limit, Total Balance, Total Payment and Balance Limit by Select District, Block, GP and PRI type from the dropdown.



iii. **Assembly Wise Exp. :** Admin Checker→MIS Payment Reports→Assembly Wise Exp.

- In Assembly Wise Exp. user can check the Parliament constituency, Assembly Name, Total Exp Limit, Total Booked, Total Payment and Balance limit by Select District, Block, GP and PRI type from the dropdown.

iv. Vendor Wise Exp. : Admin Checker→MIS Payment Reports→Vendor Wise Exp.

- In Vendor Wise Exp. user can check Vendor wise details with Vendor Name, PRI Name, Invoice no., Invoice Date, Resolution No., Resolution date, Payment date, Payment amount, Payment description and Payment Status by Select District, Block, GP and PRI type from the dropdown.

v. **PRI Payment Voucher**: Admin Checker→MIS Payment Reports→PRI payment voucher.

- In PRI Payment Voucher user can check PRI payment voucher details with Vendor Name, PRI Name, Invoice no., Invoice Date, Resolution No., Resolution date, Payment date, Payment amount, Payment description and Payment Status by Select District, Block, GP and PRI type from the dropdown.

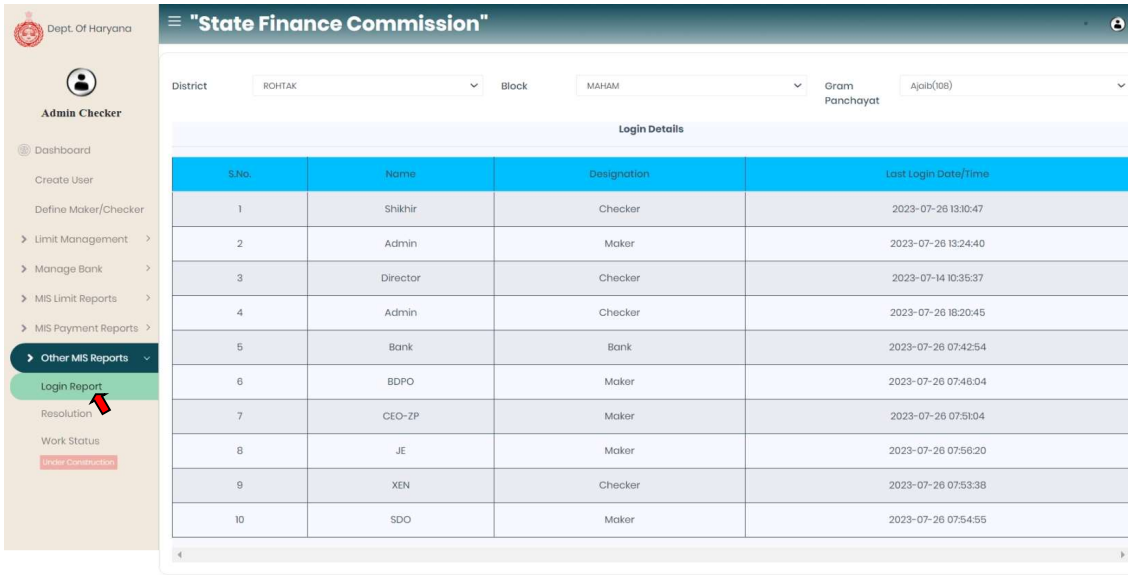
S.No.	Vendor Name	PRI Name	Invoice Number	Invoice Date	Resolution Number	Resolution Date	Payment Date	Payment Amount	Payment Description	Payment Status
1	HORIZON LTD	TRILOKPUR	123	0000-00-00 00:00:00	1	0000-00-00 00:00:00	0000-00-00 00:00:00	300000	Payment of Bricks	Successful
2	ABC LTD	TRILOKPUR	2324	0000-00-00 00:00:00	2	0000-00-00 00:00:00	0000-00-00 00:00:00	233323	Payment for purchase of Cement	Failed
3	XYZ BHATTA COMPANY	TRILOKPUR	3232	0000-00-00 00:00:00	3	0000-00-00 00:00:00	0000-00-00 00:00:00	900000	Payment of Bricks	Successful
4	OXY LTD	TRILOKPUR	2113	0000-00-00 00:00:00	2	0000-00-00 00:00:00	0000-00-00 00:00:00	67788	Payment of Sand	Successful
5	RAJESH KUMAR	TRILOKPUR	1	0000-00-00 00:00:00	1	0000-00-00 00:00:00	0000-00-00 00:00:00	800	Labour Payment	Successful

3.9. Other MIS Reports:

Select the Other MIS Reports from the left side nav bar, To check the reports by login reports, resolution wise details.

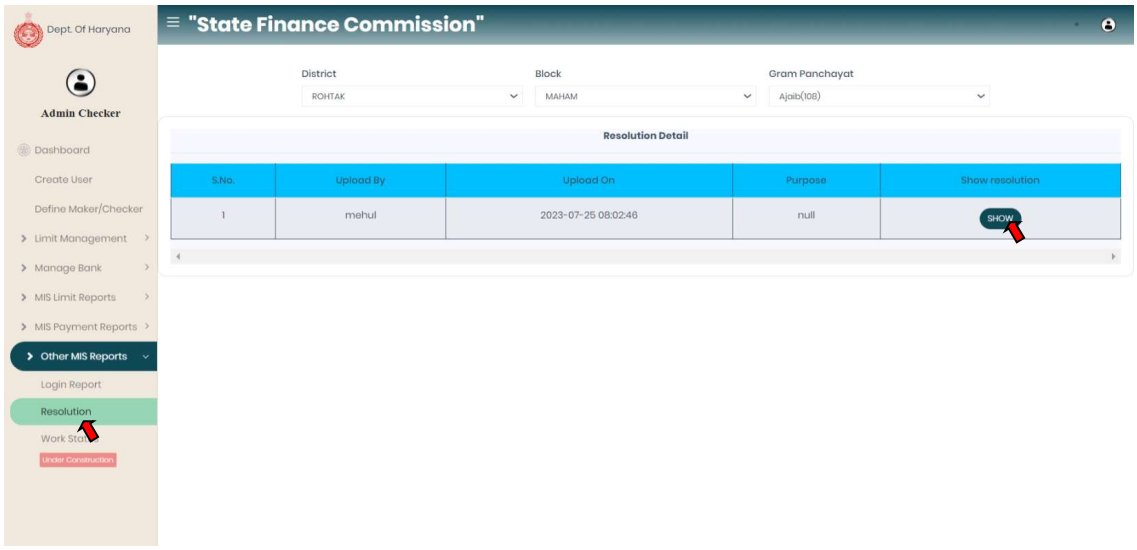
i. **Login Reports:** Admin Checker→Other MIS Reports→ Other Login Report

- In Login Report user can check the last login with date & time, Name and designation by Select District, Block and GP from the dropdown.



ii. Resolution: Admin Checker→Other MIS Reports→ Resolution

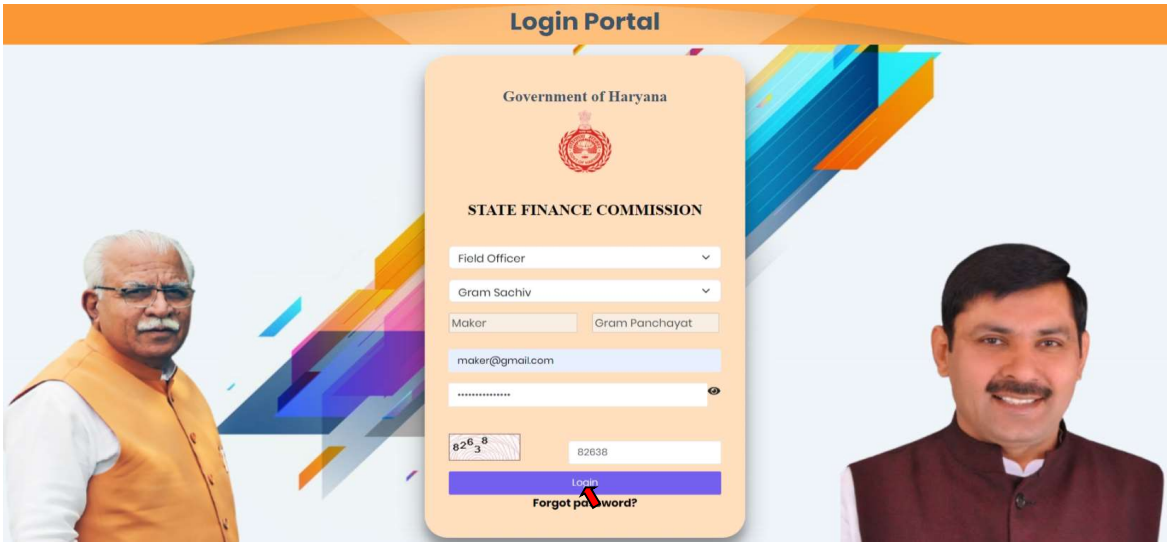
- In Resolution Detail user can check/show the copy resolution with updated by, upload on and purpose by Select District, Block and GP from the dropdown.



Admin Checker Logout.

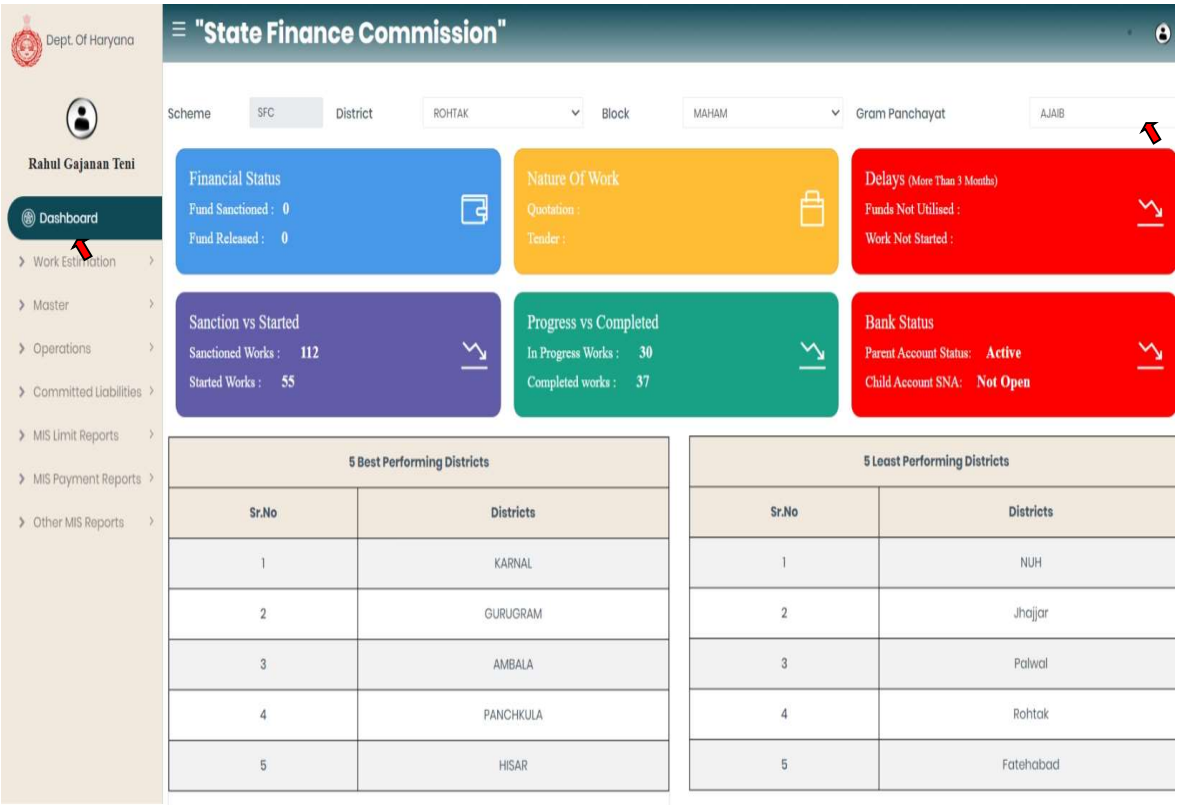
4. Maker Login:

- Vendor/Labour creation starts with maker Login.



4.1. Dashboard View:

Maker Dashboard will open, you can check the status of work by selecting District, Block and Gram Panchayat from dropdown. Also check the 5 Best and least Performing Districts in the dashboard.



5 Best Performing Districts

Sr.No	Districts
1	KARNAL
2	GURUGRAM
3	AMBALA
4	PANCHKULA
5	HISAR

5 Least Performing Districts

Sr.No	Districts
1	NUH
2	Jhajjar
3	Palwal
4	Rohtak
5	Fatehabad

4.2. Master:

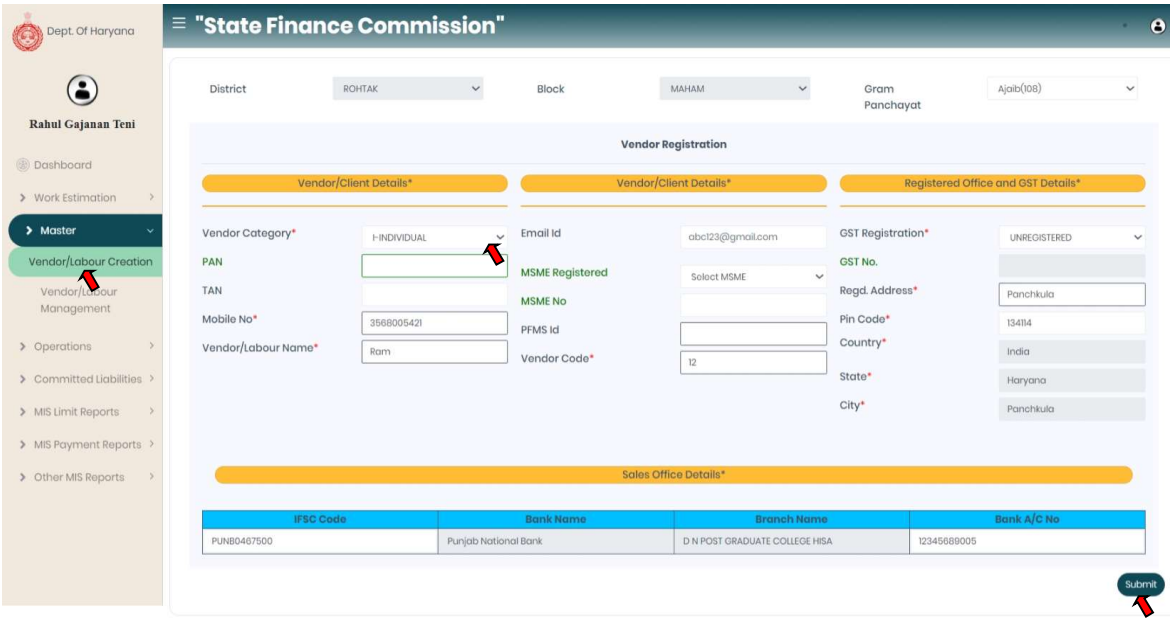
To create the vendor/labour user have to click on Master from left side nav bar in maker's login.

i. **Vendor/Labour Creation :** Maker login→Master→ Vendor/Labour Creation.

- **Vendor Registration as an Individual:** Select particular District, Block, & GP from the dropdown for vendor/labour registration. For Vendor registration maker has to fill the vendor registration form by selecting the vendor category, Mobile no., Vendor/Labour name, vendor code, GST registration

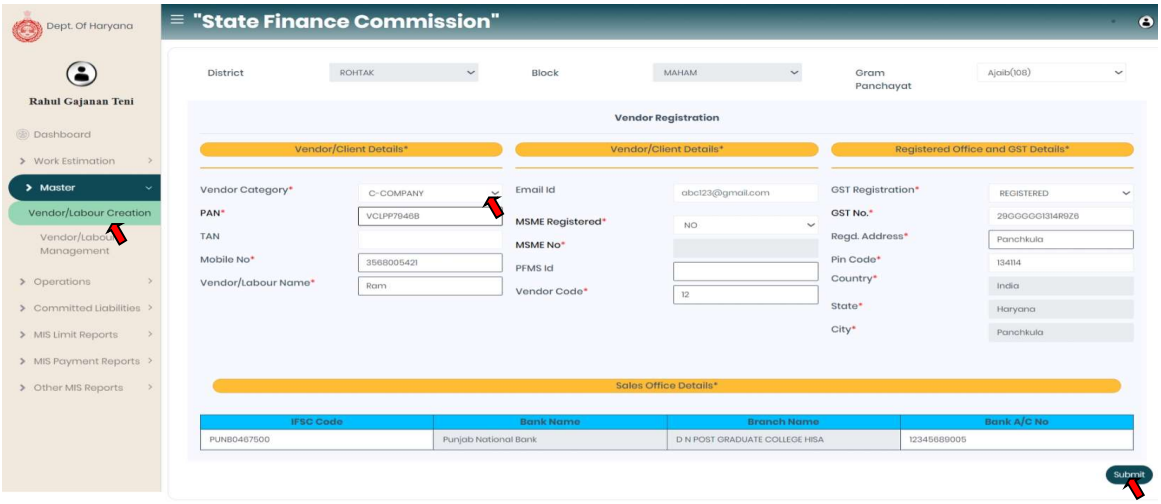
from the dropdown either register or unregister, Address and Country, state, city automatically fetch from entered pin code.

- Enter IFSC code Bank name and Branch name auto fetch through IFSC code then enter Bank A/c no. of the vendor.
- Click on Submit button, then vendor creation moves to checker login for vendor approval. Star sign mentions fields are mandatory without these fields form will not submit.



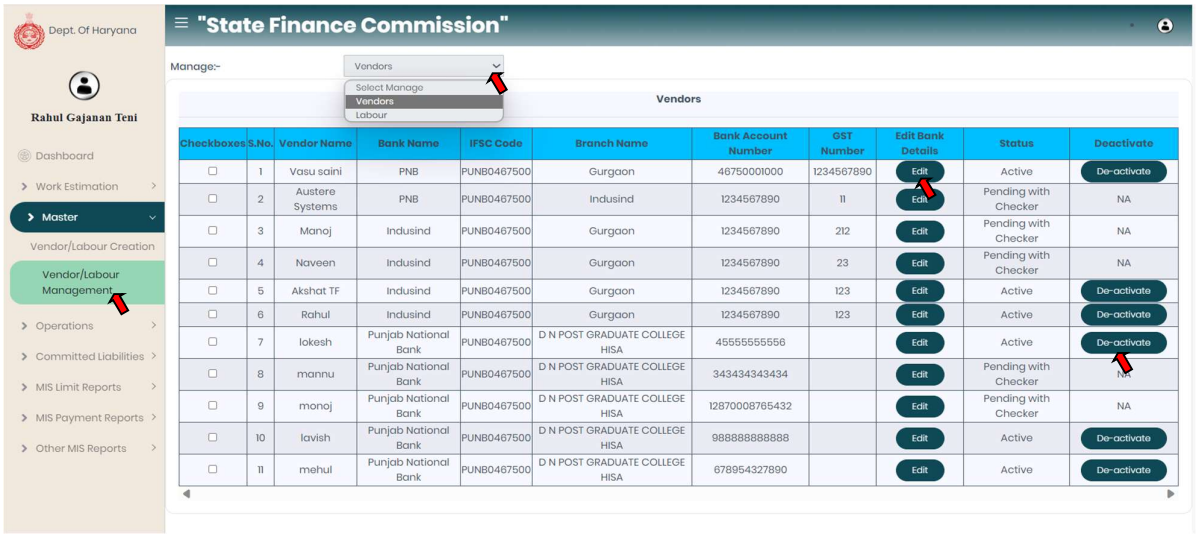
- **Vendor Registration as a Company:** Select particular District, Block, & GP from the dropdown for vendor/labour registration. For Vendor registration maker has to fill the vendor registration form by selecting the vendor category, PAN, MSME register if yes then enter MSME no., Mobile no., Vendor/Labour name, vendor code, GST registration from the dropdown either register or unregister, Address and Country, state, city automatically fetch from entered pin code.
- Enter IFSC code Bank name and Branch name auto fetch through IFSC code then enter Bank A/c no. of the vendor.

- Click on Submit button, then vendor creation moves to checker login for vendor approval. Star sign mentions fields are mandatory without these fields form will not submit.



ii. **Vendor/Labour Management:** Select Vendor/Labour Management from the left side nav bar, To manage the details of the vendor/labour.

- Vendor/Labour Management: Maker login→Master→ Vendor/Labour Management.
- After checker approved the vendor. Select the vendor from the dropdown.
- User can manage the vendor details with vendor name, bank name, IFSC code, branch name, A/C no., GST no, edit bank details, status and deactivate the vendor.
- User can edit the bank details and also deactivate the vendor details.

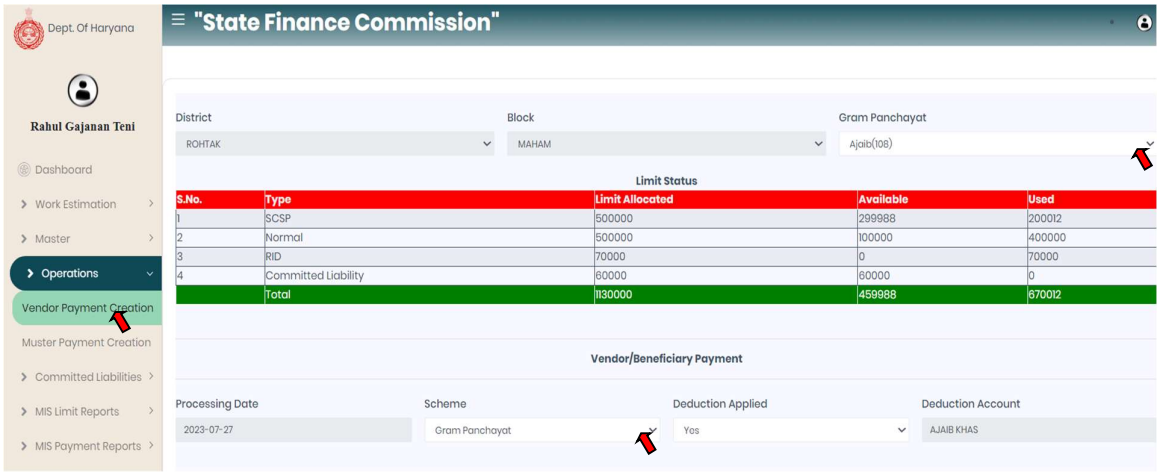


4.3. Operations:

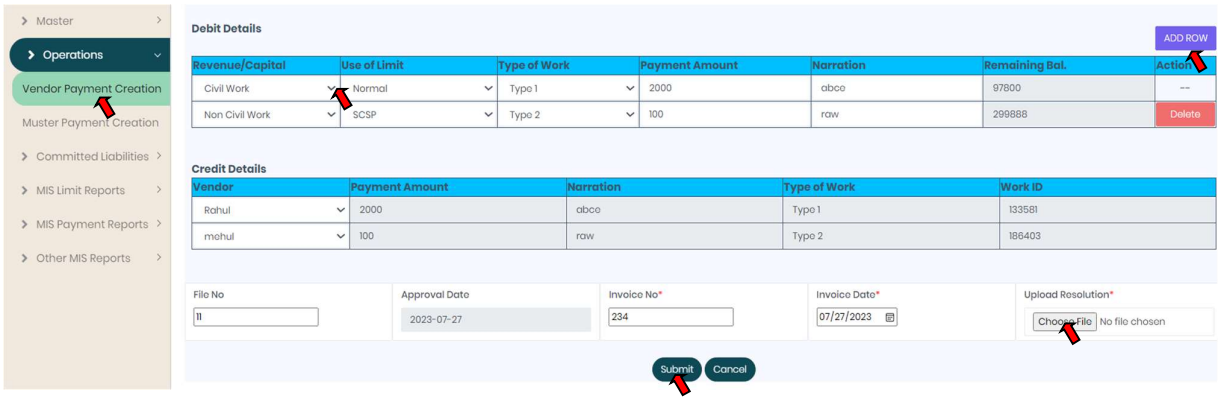
For payment creation user have to click on Operations from left side nav bar in maker's login.

i. **Vendor Payment Creation:** Maker login→ Operations→ Vendor Payment Creation.

- Select GP from the dropdown for particular District, and Block.
- Now user can check the type wise limit status in the table by different headers Type, Limit Allocated, Available limit and Used limit for the particular type i.e. SCSP, Normal, RID, Committed Liability and Total.
- **Vendor/Beneficiary Payment:** Processing date auto fetch, select scheme from the dropdown, Select deduction applied from the dropdown if yes then deduction account auto fetch for the particular GP.

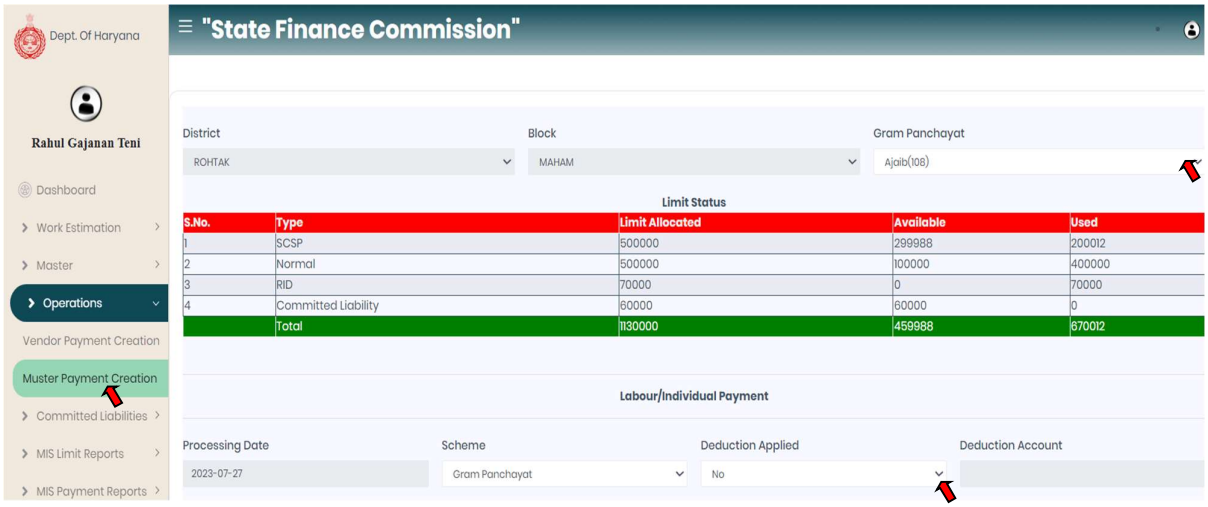


- **Debit Details:** Enter debit details by selecting Revenue Capital civil work or either non civil work, Use of limit (SCSP, Normal, RID, Committed liabilities), Type of work (type1 or type2) from the dropdown.
- Enter payment amount, Narration and Remaining balance auto fetched.
- User can also add multiple debit details by click on add row button.
- **Credit Details:** Select vendor from the dropdown, Payment amount, Narration, Type of work, and work id auto fetch from detail details which entered by the user.
- Enter File no., Approval date auto fetch, enter invoice no., date and also upload the copy of resolution without resolution copy payment form will not submit and Click on submit button to move further.

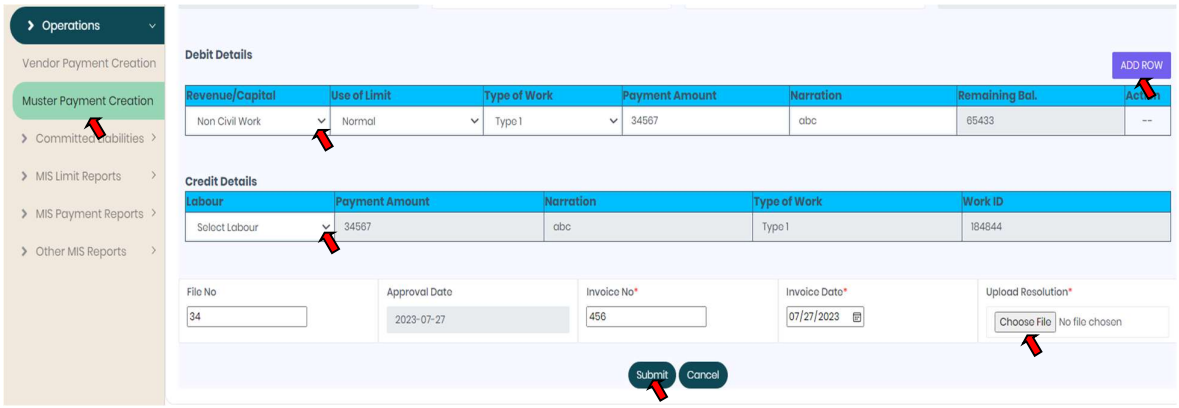


ii. **Muster Payment Creation:** Maker login→ Operations→ Muster Payment Creation.

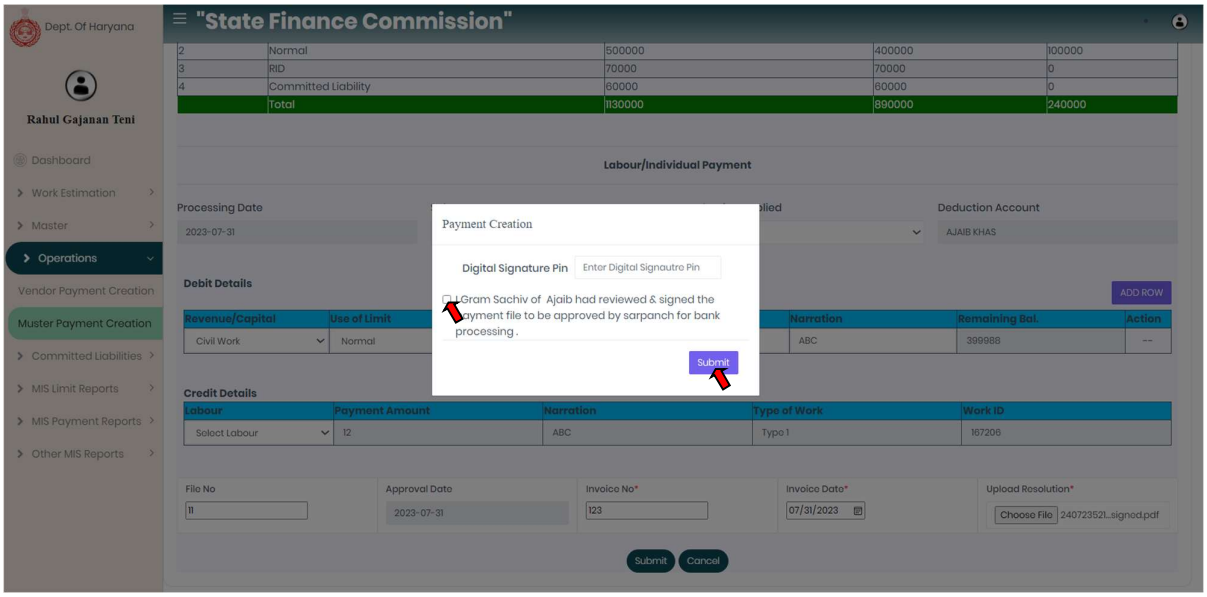
- Select GP from the dropdown for particular District, and Block.
- Now user can check the type wise limit status in the table by different headers Type, Limit Allocated, Available limit and Used limit for the particular type i.e. SCSP, Normal, RID, Committed Liability and Total.
- **Labour/Individual Payment:** Processing date auto fetch, select scheme from the dropdown, select deduction applied from the dropdown if yes then deduction account auto fetch for the particular GP.



- **Debit Details:** Enter debit details by selecting Revenue Capital civil work or either non civil work, Use of limit (SCSP, Normal, RID, Committed liabilities), Type of work (type1 or type2) from the dropdown.
- Enter payment amount, Narration and Remaining balance auto fetched.
- User can also add multiple debit details by click on add row button.
- **Credit Details:** Select Labour detail from the dropdown, Payment amount, Narration, Type of work, and work id auto fetch from detail details which entered by the user.
- Enter File no., Approval date auto fetch, enter invoice no., date and also upload the copy of resolution without resolution copy payment form will not submit
- Click on submit button to move further.



- The Maker can Submit the Muster payment by click on Submit button.
- The Maker has to enter Digital Signature pin to submit the File and also tick mark the term then click on submit button to proceed further.



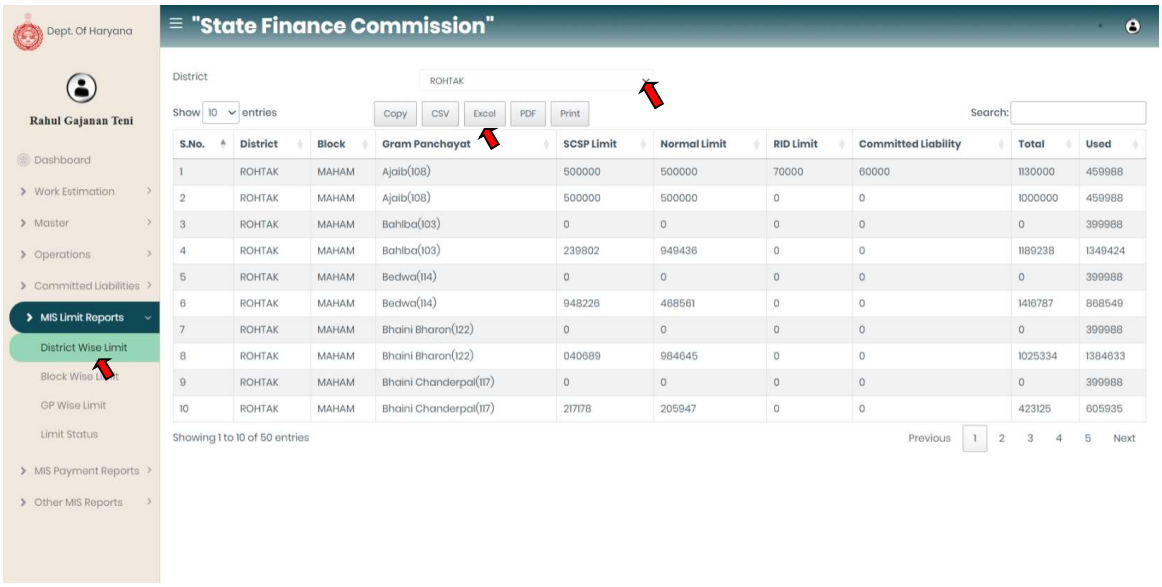
4.4. MIS Limit Reports:

Select the MIS Limit Reports from the left side nav bar, To check the Limit reports District wise, Block wise, GP wise and Limit Status.

i. District wise limit: Maker→ MIS Limit Reports→ District Wise Limit

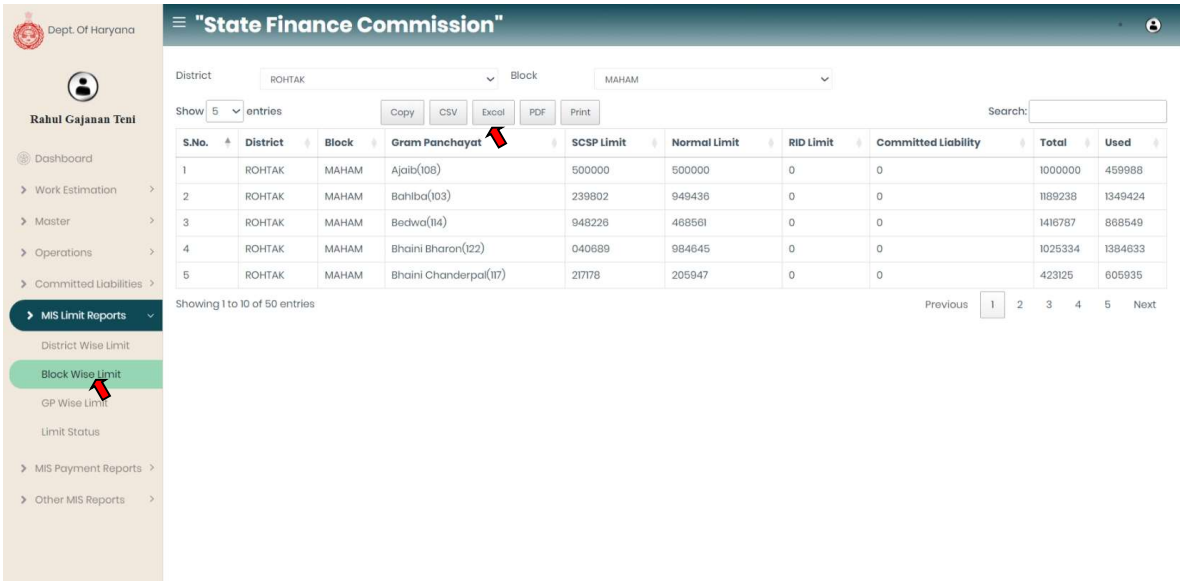
- In District Wise limit user can check limit district wise with SCSP, Normal, RID, committed liabilities component with Total and used Limit.
- Select District from the dropdown.

- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular District wise data by click on search button.



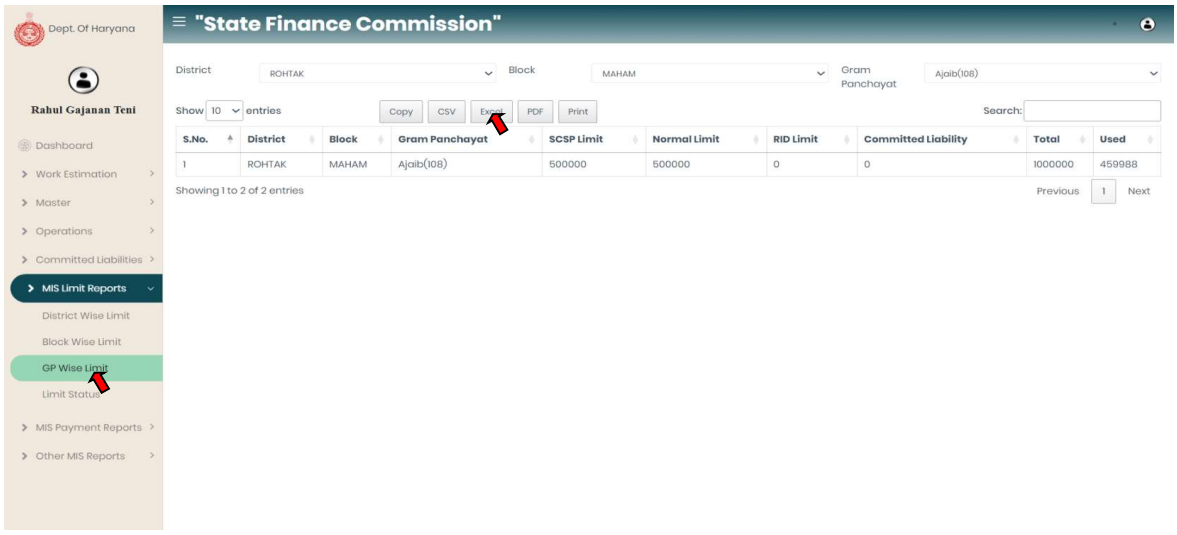
ii. **Block wise limit:** Maker→ MIS Limit Reports→ Block Wise Limit

- In Block Wise limit user can check limit Block wise with SCSP, Normal, RID, committed liability component with Total and used Limit.
- Select District and Block from the dropdown.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular Block wise data by click on search button.



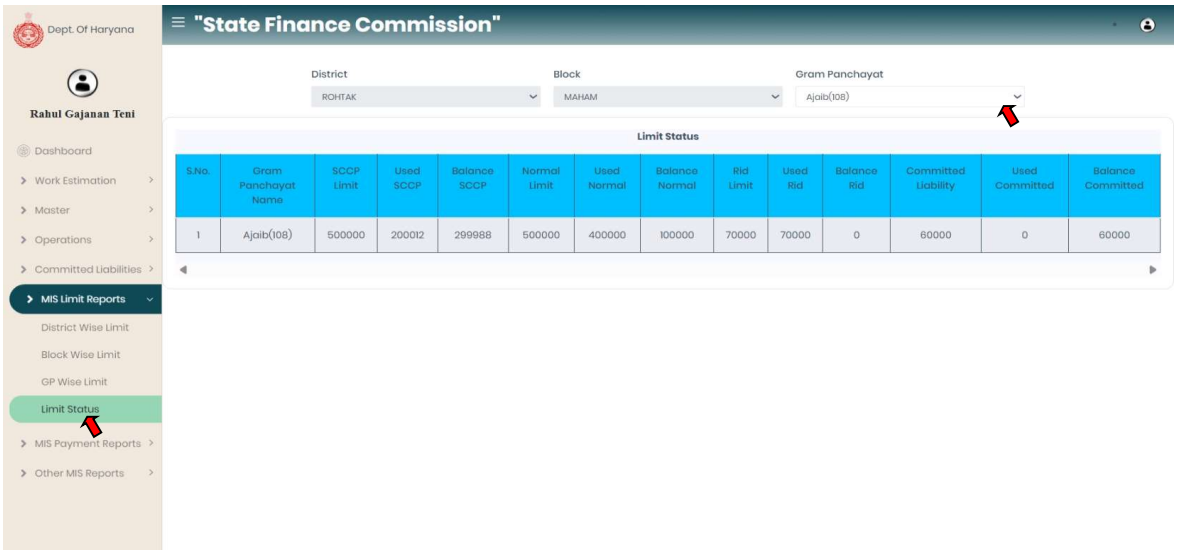
iii. GP Wise Limit: Maker→ MIS Limit Reports→ GP Wise Limit

- In GP Wise limit user can check limit GP wise with SCSP, Normal, RID, committed liability component with Total and used Limit.
- Select District, Block and GP from the dropdown.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular GP wise data by click on search button.



iv. **Limit Status:** Maker→ MIS Limit Reports→ Limit Status

- In limit Status user can check limit with SCSP limit, Used SCSP limit, Normal limit, used normal limit, RID limit, Used RID limit, committed liability limit, Used committed liability with Balance Limits Available in both components.
- Select District, Block and GP from the dropdown.

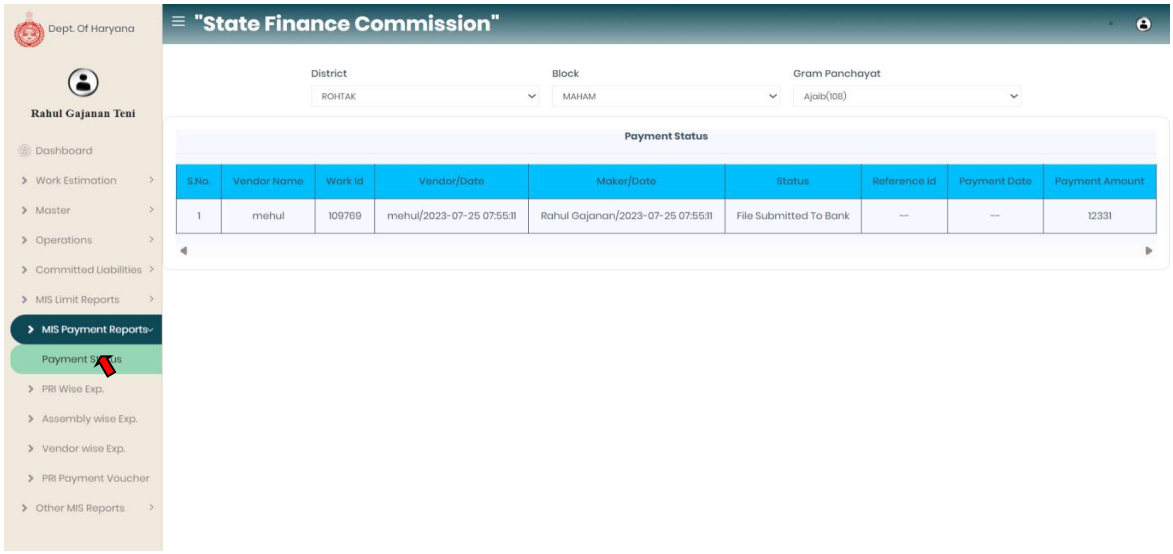


4.5. MIS Payment Reports:

Select the MIS Payment Reports from the left side nav bar, To check the payment reports by Payment Status, PRI Wise Exp., Assembly Wise Exp., Vendor Wise Exp., and PRI Payment Voucher.

i. **Payment Status:** Maker→MIS Payment Reports→Payment Status

- In Payment Status user can check the payment details with vendor name, work id, Vendor/date, Maker/date, status, reference id, payment date and payment amount by Select District, Block and GP from the dropdown.



ii. PRI Wise Exp. : Maker→MIS Payment Reports→PRI Wise Exp.

- In PRI Wise Exp. user can check the PRI details with PRI name, PRI type, Total Exp limit, Total Balance, Total Payment and Balance Limit by Select District, Block, GP and PRI type from the dropdown.

iii. **Assembly Wise Exp. :** Maker→MIS Payment Reports→Assembly Wise Exp.

- In Assembly Wise Exp. user can check the Parliament constituency, Assembly Name, Total Exp Limit, Total Booked, Total Payment and Balance limit by Select District, Block, GP and PRI type from the dropdown.

S.No.	Parliament Constituency	Assembly Name	Total Exp Limit	Total Booked	Total Payment	Balance Limit
1	Bhiwani-Mahendragarh	Ateli	300000	200000	100000	100000
2	Bhiwani-Mahendragarh	Badhra	460000	30000	30000	430000
3	Bhiwani-Mahendragarh	Bhiwani	1700000	0	0	1700000
4	Bhiwani-Mahendragarh	Dadri	600000	80000	50000	520000
5	Bhiwani-Mahendragarh	Loharu	5000000	300000	20000	4700000

iv. **Vendor Wise Exp. :** Maker→MIS Payment Reports→Vendor Wise Exp.

- In Vendor Wise Exp. user can check Vendor wise details with Vendor Name, PRI Name, Invoice no., Invoice Date, Resolution No., Resolution date, Payment date, Payment amount, Payment description and Payment Status by Select District, Block, GP and PRI type from the dropdown.

v. **PRI Payment Voucher:** Maker→MIS Payment Reports→PRI payment voucher.

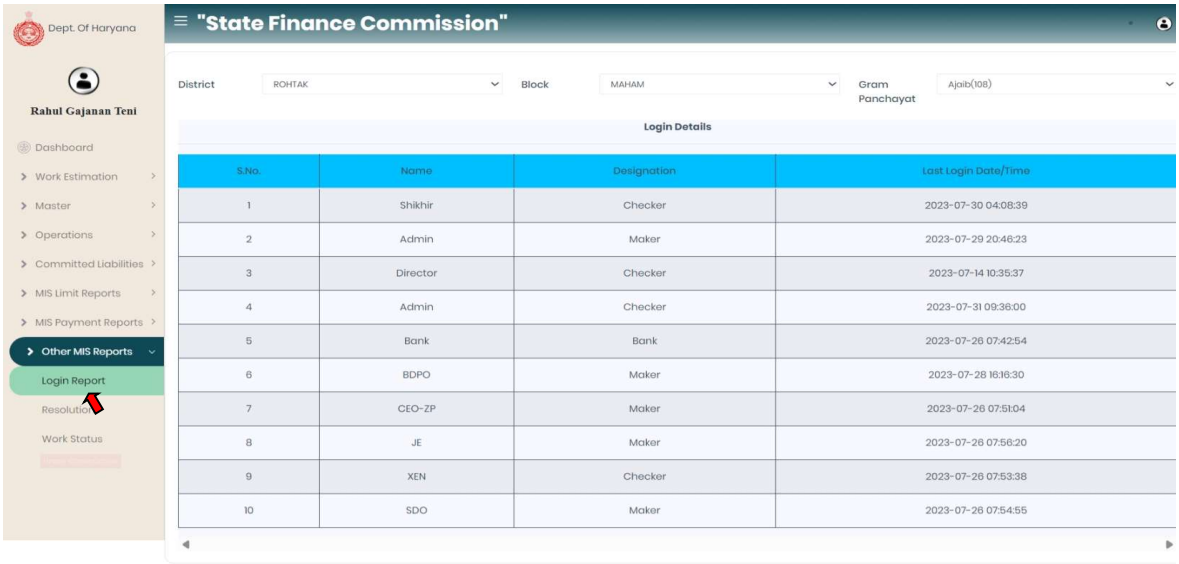
- In PRI Payment Voucher user can check PRI payment voucher details with Vendor Name, PRI Name, Invoice no., Invoice Date, Resolution No., Resolution date, Payment date, Payment amount, Payment description and Payment Status by Select District, Block, GP and PRI type from the dropdown.

4.6. Other MIS Reports:

Select the Other MIS Reports from the left side nav bar, To check the reports by login reports, resolution wise details.

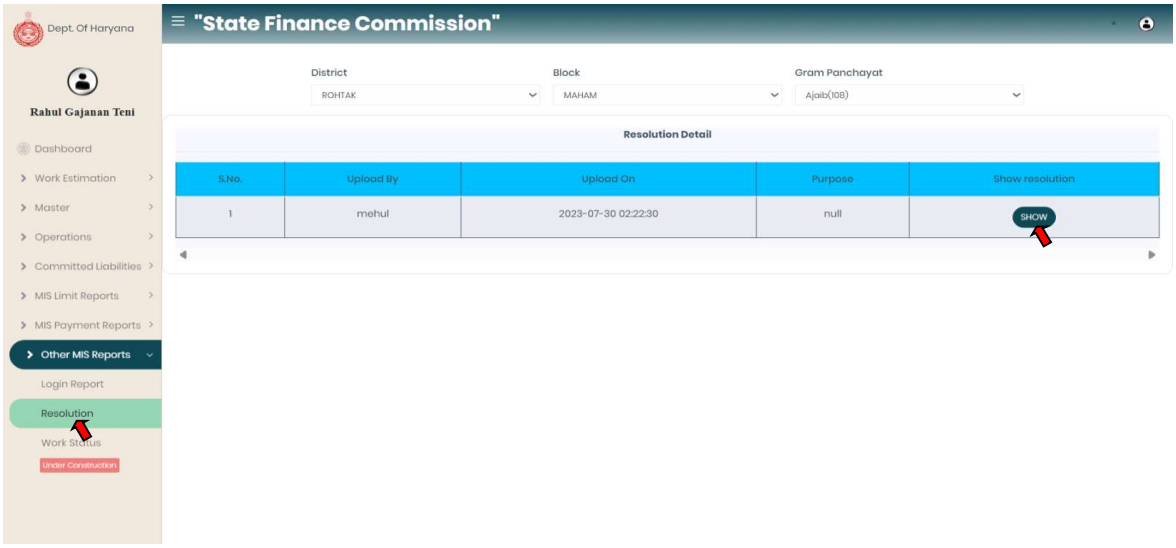
i. Login Reports: Maker→Other MIS Reports→ Other Login Report

- In Login Report user can check the last login with date & time, Name and designation by Select District, Block and GP from the dropdown.



ii. Resolution: Maker→Other MIS Reports→ Resolution

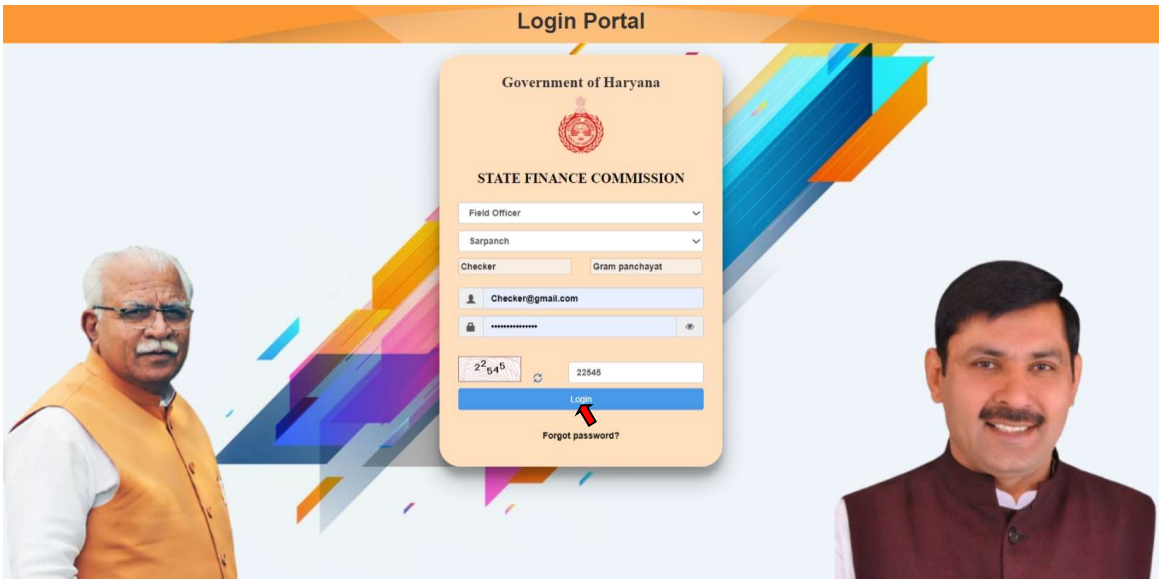
- In Resolution Detail user can check/show the copy resolution with updated by, upload on and purpose by Select District, Block and GP from the dropdown.



Admin Checker Logout.

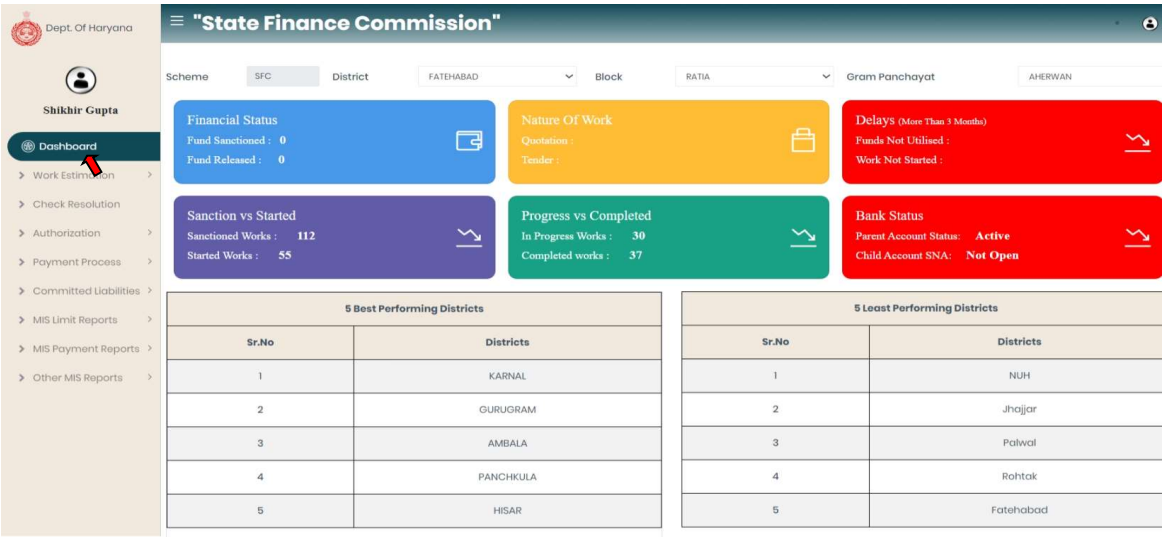
5. Checker Login:

- Vendor/Labour creation starts with Checker Login.



5.1. Dashboard View:

Checker Dashboard will open, you can check the status of work by selecting District, Block and Gram Panchayat from dropdown. Also check the 5 Best and least Performing Districts in the dashboard.



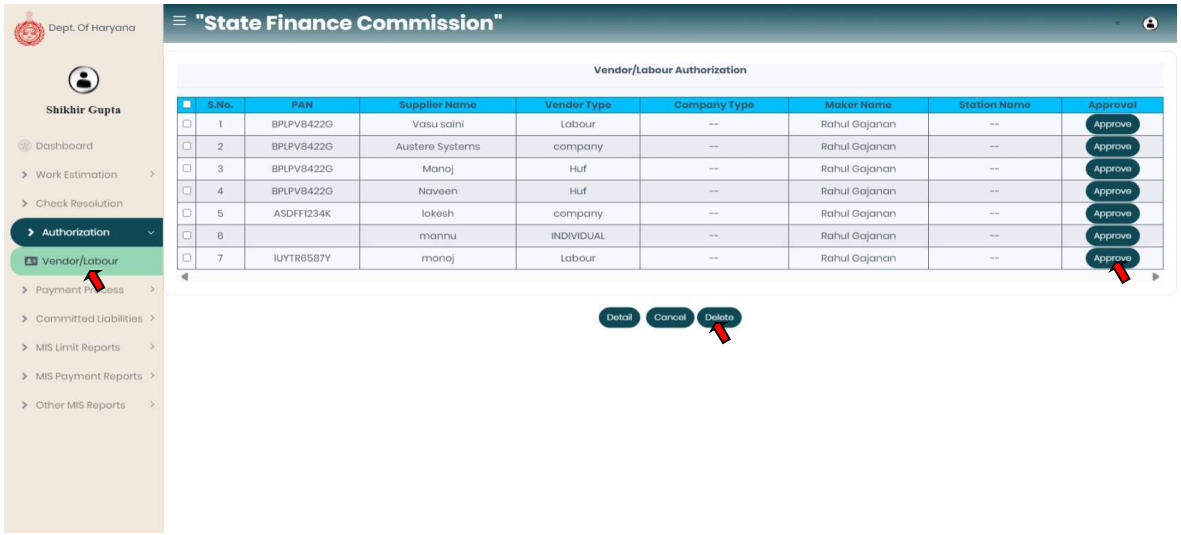
5.2. Authorization:

To approve the vendor/labour user have to click on Master from left side nav bar in maker's login.

i. **Vendor/Labour:** Checker login→Master→ Vendor/Labour.

Vendor/Labour Authorization:

- Vendor/Labour table shown with all information filled by maker i.e. PAN No., Supplier Name, Vendor Type, Company Type, Maker Name, and Station Name.
- The checker can approve the vendor/labour with the approval button.
- The Checker can also check the details of vendor/labour by click on Detail button and also Delete the entry of the vendor/labour.

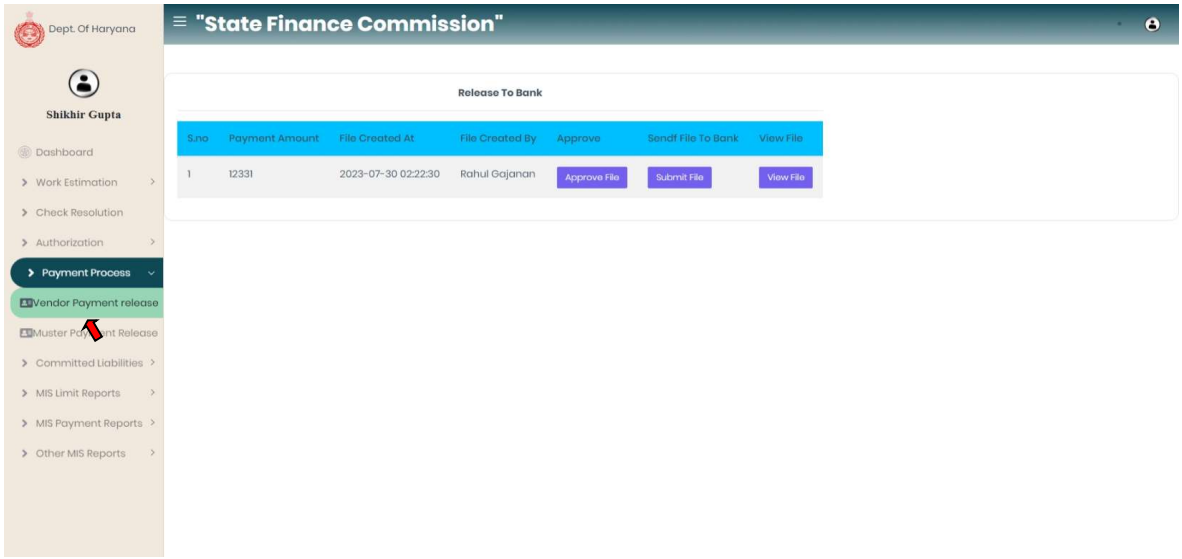


5.3. Payment Process:

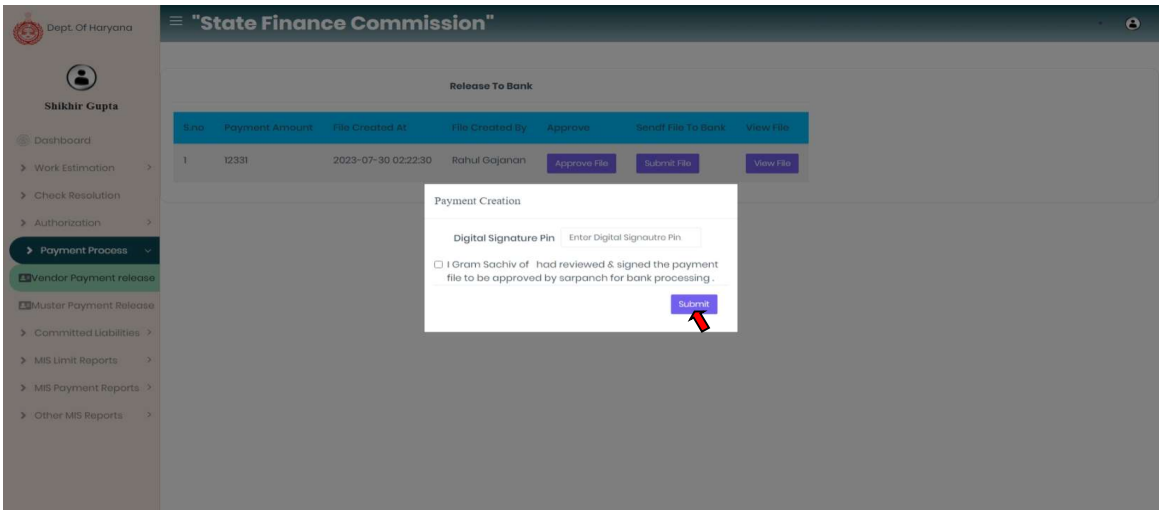
To release the vendor payment

Checker→Payment Process

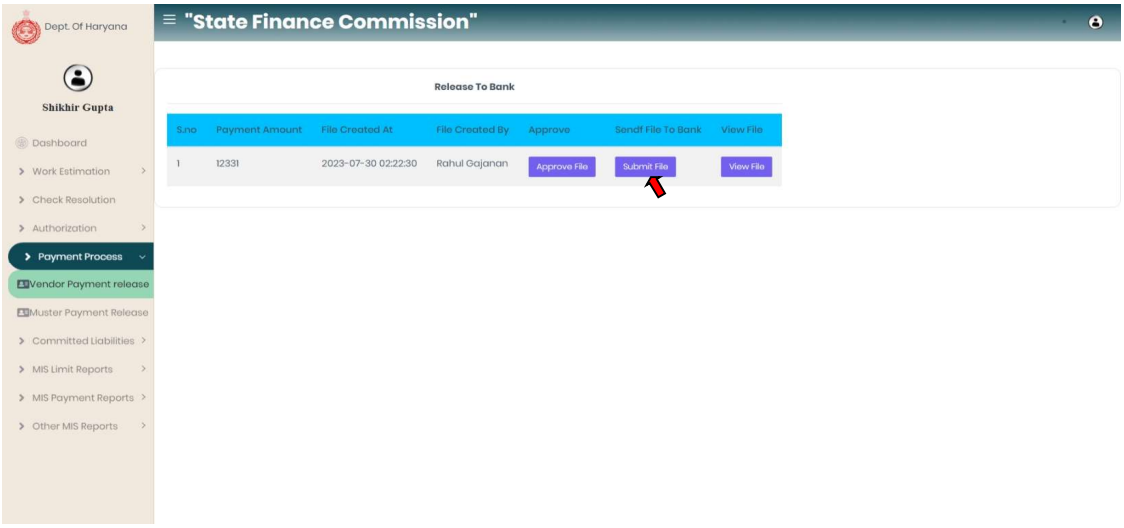
i. **Vendor Payment Release:** Checker→Payment Process→Vendor Payment Release.



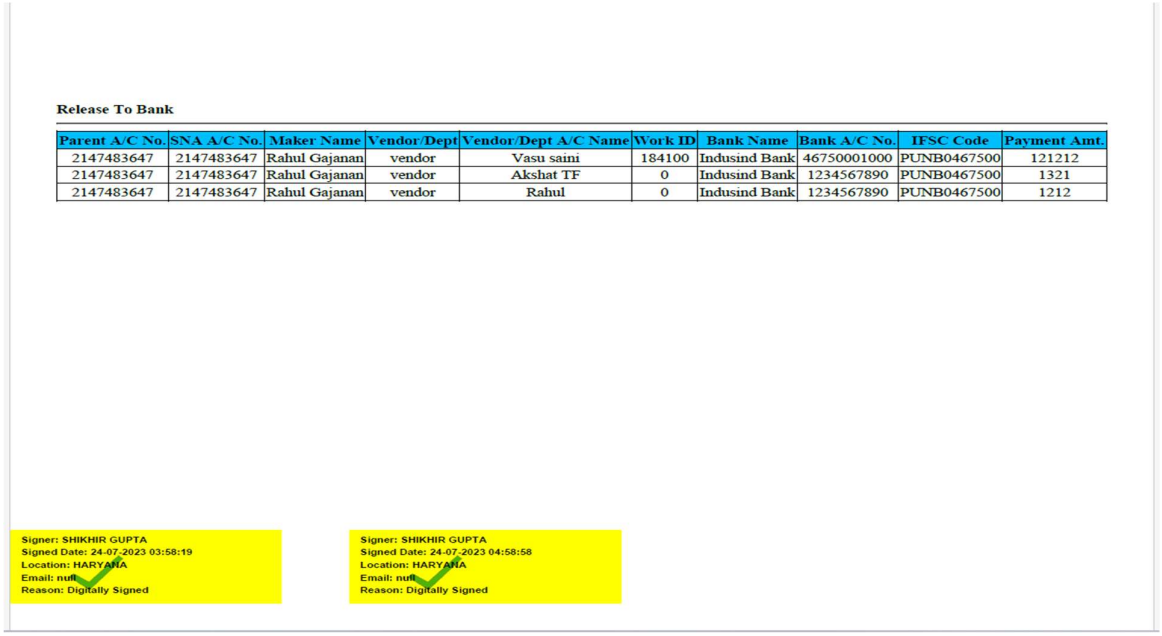
- The Checker can approve the Vendor payment by click on approve file button.
- The checker has to enter Digital Signature pin to approve the File and also tick mark the term then click on submit button to proceed further.



- The Checker has to click on submit file button to send the payment release file to the bank.



- The checker can also view the payment file which was send to bank for payment release with both digital signature i.e. maker and checker.



Release To Bank

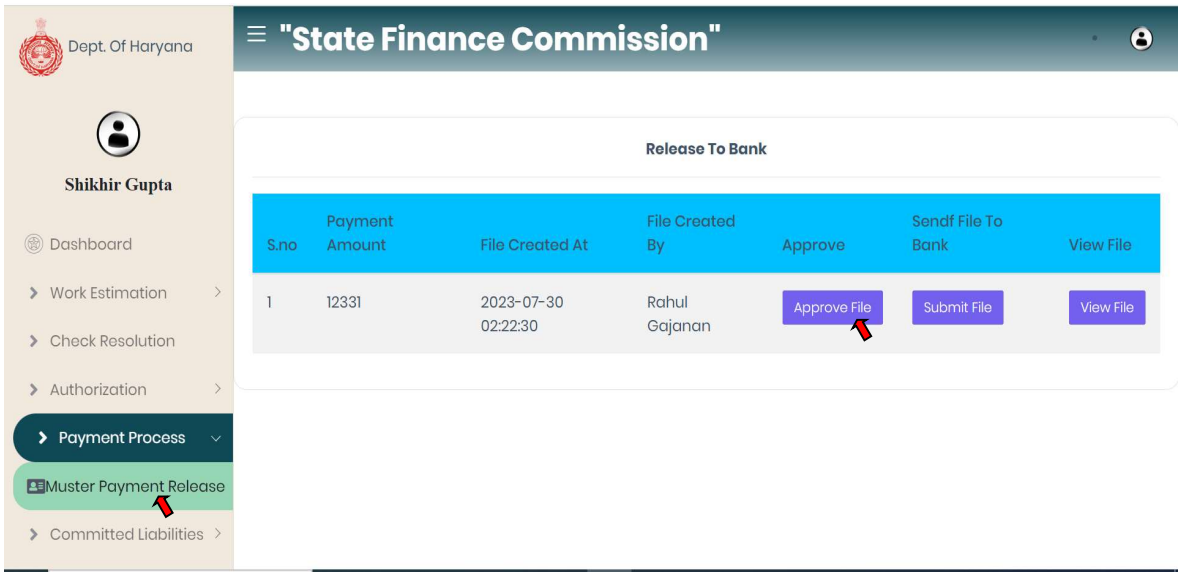
Parent A/C No.	SNA A/C No.	Maker Name	Vendor/Dept	Vendor/Dept A/C Name	Work ID	Bank Name	Bank A/C No.	IFSC Code	Payment Amt.
2147483647	2147483647	Rahul Gajanan	vendor	Vasu saini	184100	Indusind Bank	46750001000	PUNB0467500	121212
2147483647	2147483647	Rahul Gajanan	vendor	Akshat TF	0	Indusind Bank	1234567890	PUNB0467500	1321
2147483647	2147483647	Rahul Gajanan	vendor	Rahul	0	Indusind Bank	1234567890	PUNB0467500	1212

Signer: SHIKHIR GUPTA
Signed Date: 24-07-2023 03:58:19
Location: HARYANA
Email: null
Reason: Digitally Signed

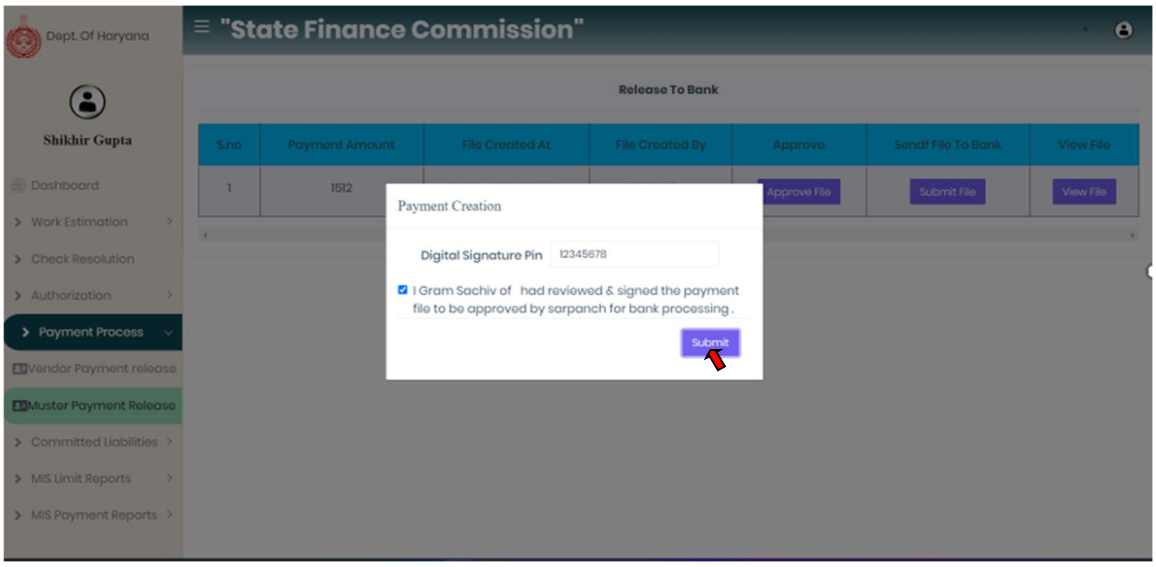
Signer: SHIKHIR GUPTA
Signed Date: 24-07-2023 04:58:58
Location: HARYANA
Email: null
Reason: Digitally Signed

ii. Muster Payment Release: Checker→Payment Process→Vendor Payment Release.

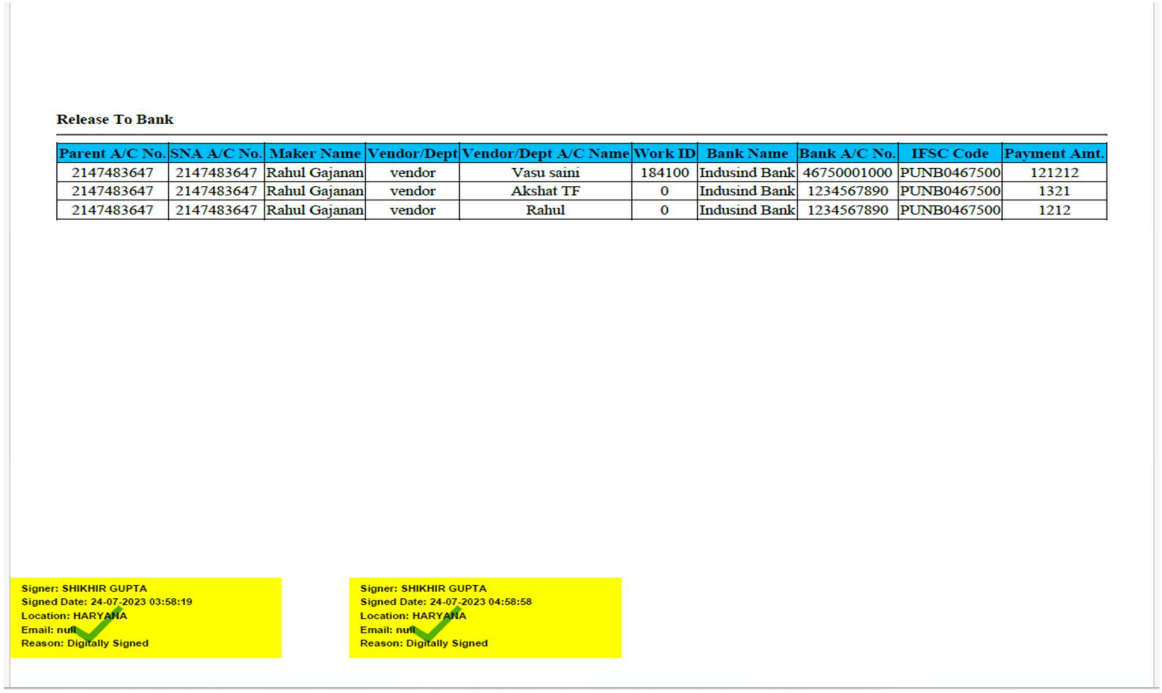
- The Checker can approve the Muster payment by click on approve file button.



- The checker has to enter Digital Signature pin to approve the File and also tick mark the term then click on submit button to proceed further.



- The checker can also view the payment file which was send to bank for payment release with both digital signature i.e. maker and checker.



Release To Bank

Parent A/C No.	SNA A/C No.	Maker Name	Vendor/Dept	Vendor/Dept A/C Name	Work ID	Bank Name	Bank A/C No.	IFSC Code	Payment Amt.
2147483647	2147483647	Rahul Gajanan	vendor	Vasu saini	184100	Indusind Bank	46750001000	PUNB0467500	121212
2147483647	2147483647	Rahul Gajanan	vendor	Akshat TF	0	Indusind Bank	1234567890	PUNB0467500	1321
2147483647	2147483647	Rahul Gajanan	vendor	Rahul	0	Indusind Bank	1234567890	PUNB0467500	1212

Signer: SHIKHIR GUPTA
Signed Date: 24-07-2023 03:58:19
Location: HARYANA
Email: null
Reason: Digitally Signed

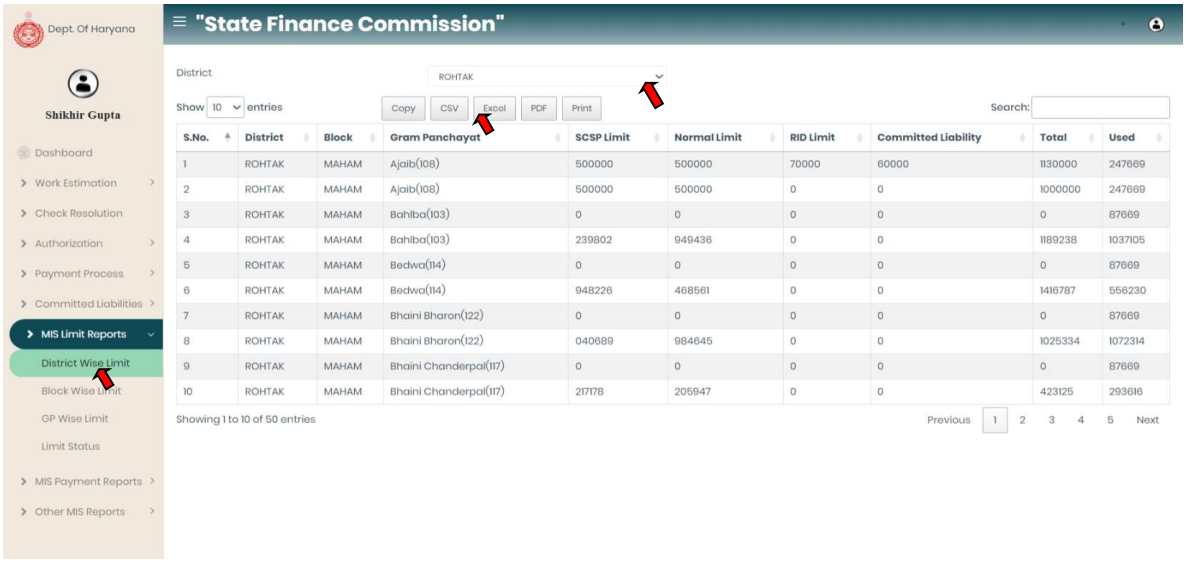
Signer: SHIKHIR GUPTA
Signed Date: 24-07-2023 04:58:58
Location: HARYANA
Email: null
Reason: Digitally Signed

5.4. MIS Limit Reports:

Select the MIS Limit Reports from the left side nav bar, To check the Limit reports District wise, Block wise, GP wise and Limit Status.

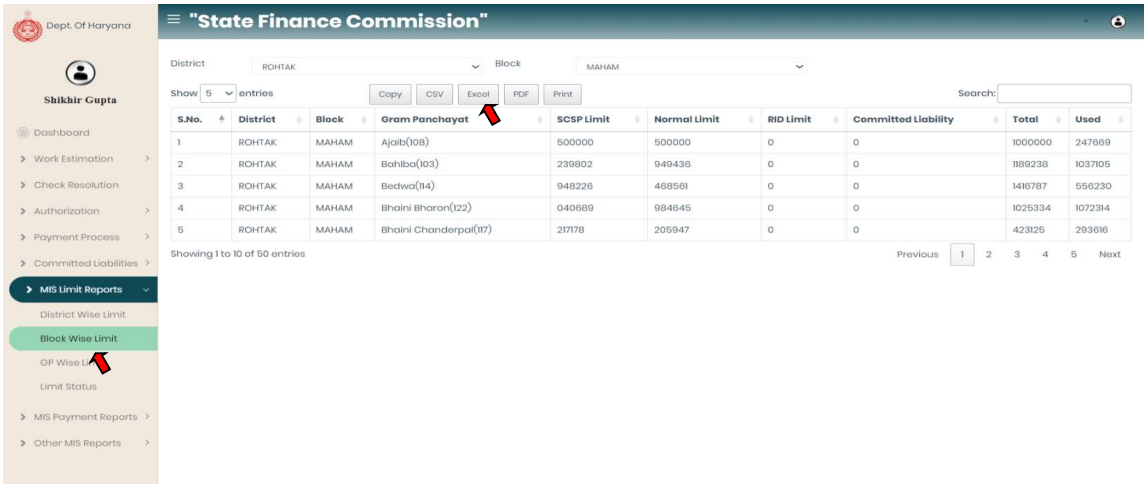
i. District wise limit: Checker→ MIS Limit Reports→ District Wise Limit

- In District Wise limit user can check limit district wise with SCSP, Normal, RID, committed liabilities component with Total and used Limit.
- Select District from the dropdown.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular District wise data by click on search button.



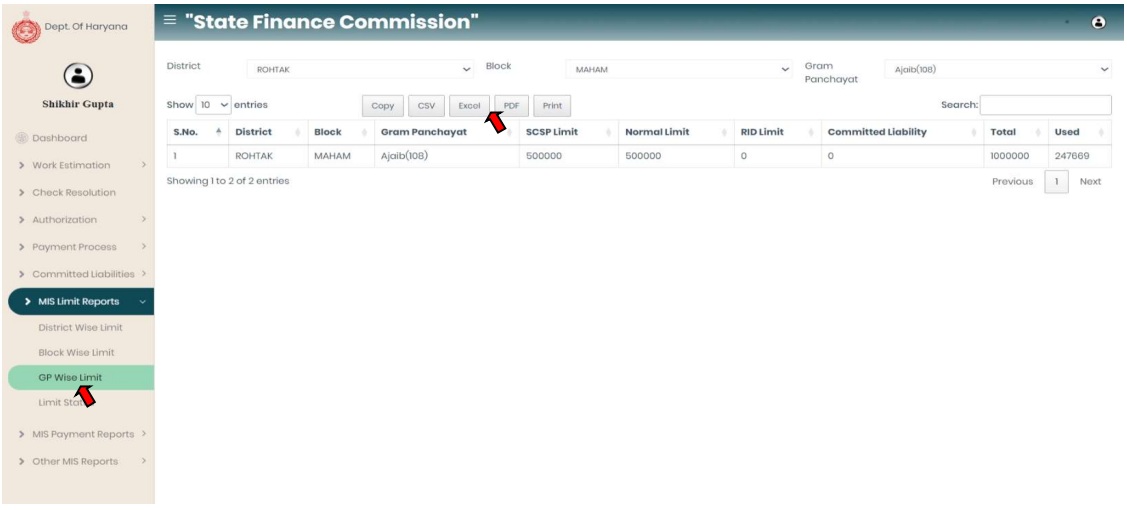
ii. Block wise limit: Checker→ MIS Limit Reports→ Block Wise Limit

- In Block Wise limit user can check limit Block wise with SCSP, Normal, RID, committed liability component with Total and used Limit.
- Select District and Block from the dropdown.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular Block wise data by click on search button.



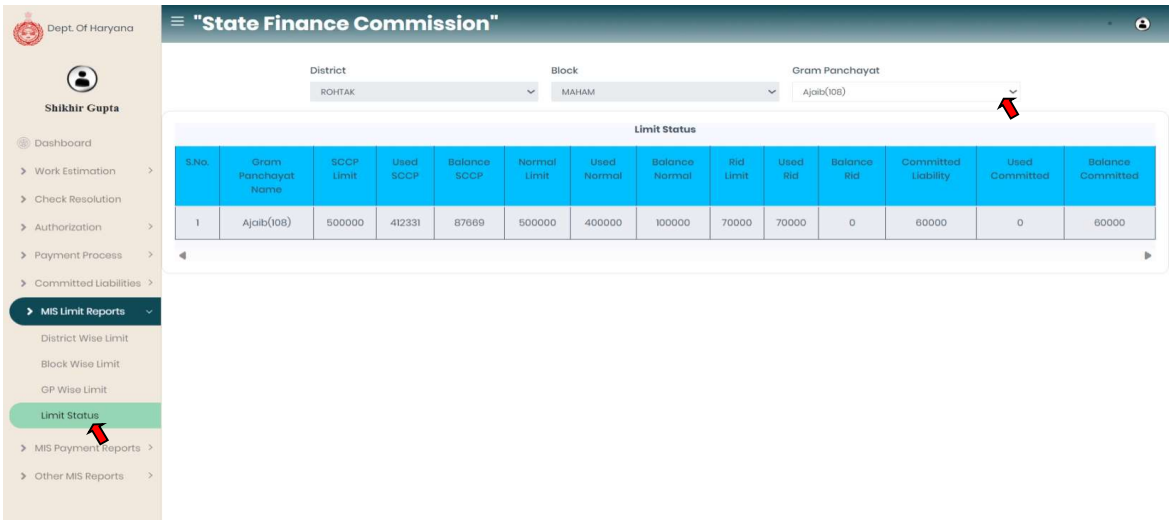
iii. GP Wise Limit: Checker→ MIS Limit Reports→ GP Wise Limit

- In GP Wise limit user can check limit GP wise with SCSP, Normal, RID, committed liability component with Total and used Limit.
- Select District, Block and GP from the dropdown.
- User can also copy the sheet, download the sheet in CSV, Excel and PDF. Also take printout of the sheet.
- User can also search for particular GP wise data by click on search button.



iv. **Limit Status:** Checker→ MIS Limit Reports→ Limit Status

- In limit Status user can check limit with SCSP limit, Used SCSP limit, Normal limit, used normal limit, RID limit, Used RID limit, committed liability limit, Used committed liability with Balance Limits Available in both components.
- Select District, Block and GP from the dropdown.

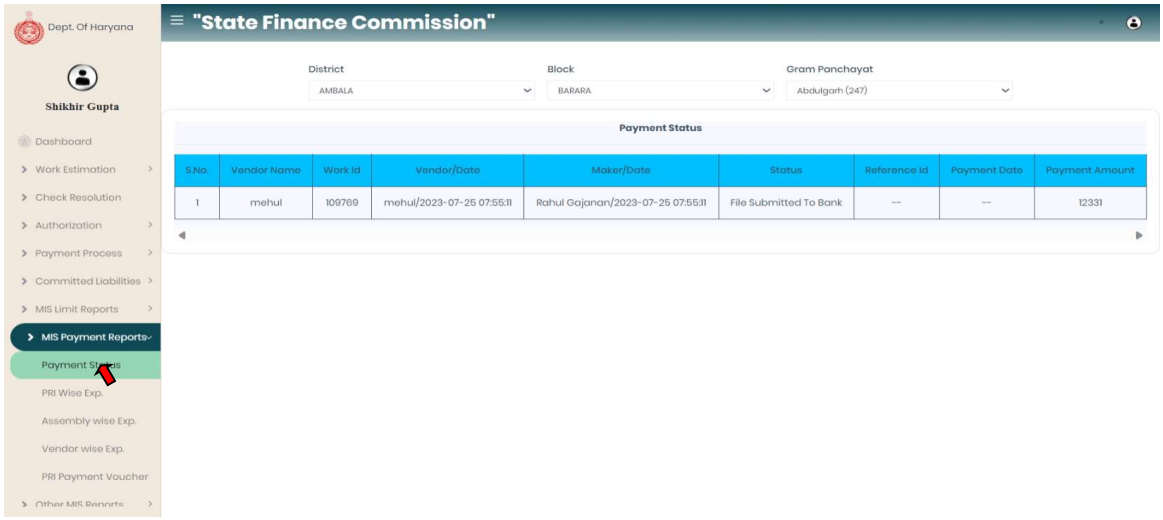


5.5. MIS Payment Reports:

Select the MIS Payment Reports from the left side nav bar, To check the payment reports by Payment Status, PRI Wise Exp., Assembly Wise Exp., Vendor Wise Exp., and PRI Payment Voucher.

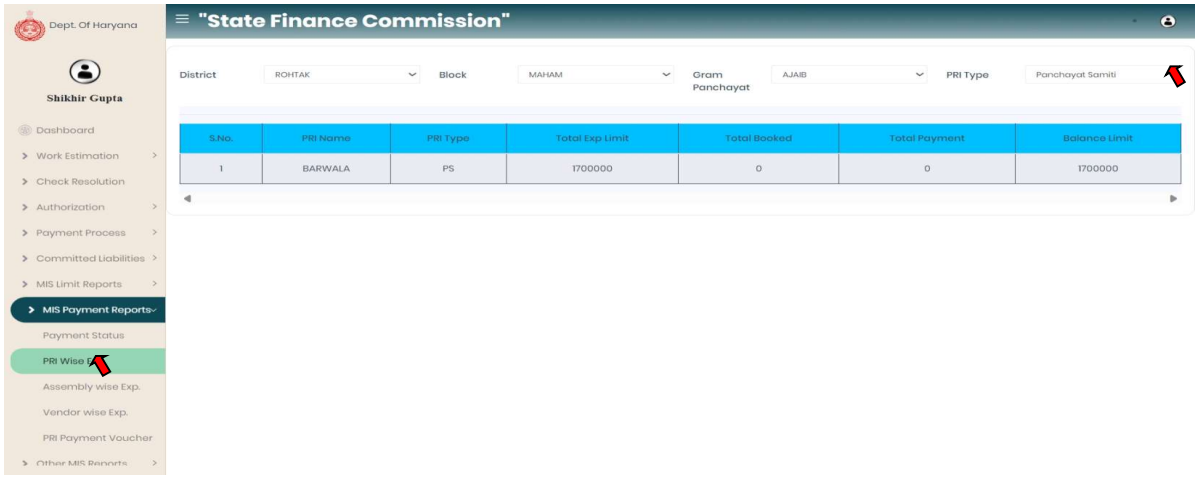
i. **Payment Status:** Checker→MIS Payment Reports→Payment Status

- In Payment Status user can check the payment details with vendor name, work id, Vendor/date, Maker/date, status, reference id, payment date and payment amount by Select District, Block and GP from the dropdown.



ii. PRI Wise Exp. : Checker →MIS Payment Reports→PRI Wise Exp.

- In PRI Wise Exp. user can check the PRI details with PRI name, PRI type, Total Exp limit, Total Balance, Total Payment and Balance Limit by Select District, Block, GP and PRI type from the dropdown.



iii. Assembly Wise Exp. : Checker→MIS Payment Reports→Assembly Wise Exp.

- In Assembly Wise Exp. user can check the Parliament constituency, Assembly Name, Total Exp Limit, Total Booked, Total Payment and Balance limit by Select District, Block, GP and PRI type from the dropdown.

S.No.	Parliament Constituency	Assembly Name	Total Exp Limit	Total Booked	Total Payment	Balance Limit
1	Bhiwani-Mahendragarh	Ateli	300000	200000	100000	100000
2	Bhiwani-Mahendragarh	Badhra	460000	30000	30000	430000
3	Bhiwani-Mahendragarh	Bhiwani	1700000	0	0	1700000
4	Bhiwani-Mahendragarh	Dadri	600000	80000	50000	520000
5	Bhiwani-Mahendragarh	Loharu	5000000	300000	20000	4700000

iv. Vendor Wise Exp. : Checker→MIS Payment Reports→Vendor Wise Exp.

- In Vendor Wise Exp. user can check Vendor wise details with Vendor Name, PRI Name, Invoice no., Invoice Date, Resolution No., Resolution date, Payment date, Payment amount, Payment description and Payment Status by Select District, Block, GP and PRI type from the dropdown.

v. **PRI Payment Voucher:** Checker→MIS Payment Reports→PRI payment voucher.

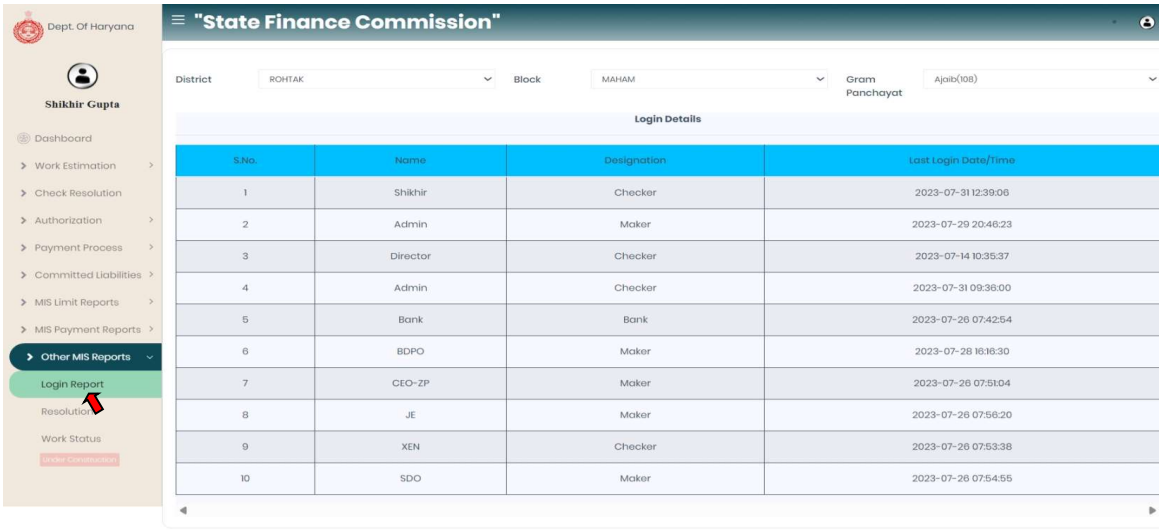
- In PRI Payment Voucher user can check PRI payment voucher details with Vendor Name, PRI Name, Invoice no., Invoice Date, Resolution No., Resolution date, Payment date, Payment amount, Payment description and Payment Status by Select District, Block, GP and PRI type from the dropdown.

5.6. Other MIS Reports:

Select the Other MIS Reports from the left side nav bar, To check the reports by login reports, resolution wise details.

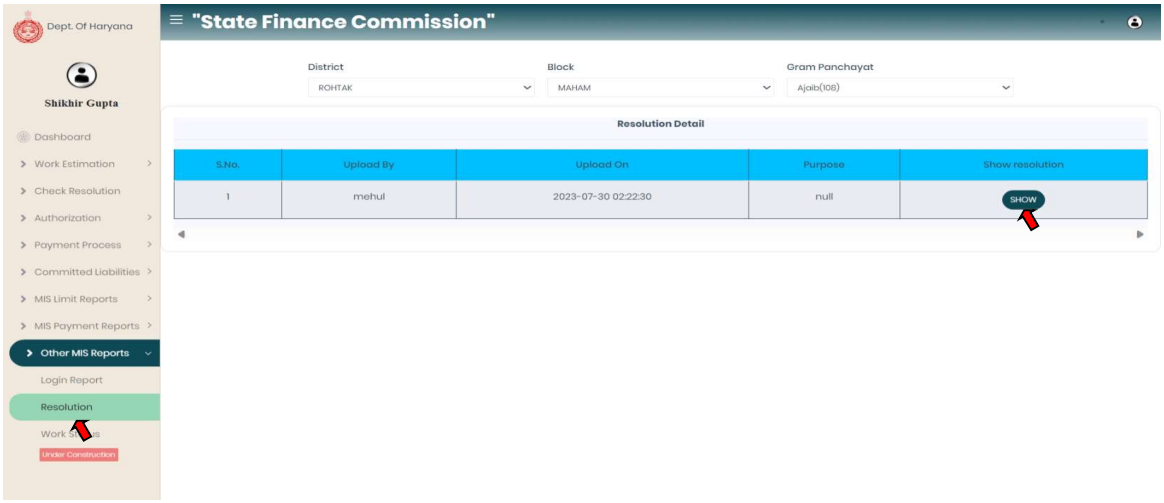
i. **Login Reports:** Checker→Other MIS Reports→ Other Login Report

- In Login Report user can check the last login with date & time, Name and designation by Select District, Block and GP from the dropdown.



ii. **Resolution:** Checker→Other MIS Reports→ Resolution

- In Resolution Detail user can check/show the copy resolution with updated by, upload on and purpose by Select District, Block and GP from the dropdown.



Checker Logout.

6. Helpline Numbers:

6.1. IT Support Team:

S.No	Name	Support Type	Email ID	Phone	Support Timing	Days
1	Mehak	Support Executive	Mehak.garg@austere.co.in	0172-5069480	9 AM to 5 PM	Mon to Fri
2	Amit	Support Executive	Amit.soni@austere.co.in	0172-5069481	9 AM to 5 PM	Mon to Fri
3	Tamanna	Support Executive	Tamanna.koundal@austere.co.in	0172-5069482	9 AM to 5 PM	Mon to Fri
4	Manju	Support Executive	Manju.sharma@austere.co.in	0172-5069483	9 AM to 5 PM	Mon to Fri
5	Pooja	Support Executive	Pooja.devi@austere.co.in	0172-5069484	9 AM to 5 PM	Mon to Fri

6.2. Bank Representatives:

S.No	Name	Support Type	Email ID	Phone	Support Timing	Days
1	Shilpa Sharma	Banking Representative	Shilpa.csharma@indusind.com	8728051888	9 AM to 11 AM & 2 P M to 4 PM	Mon to Fri
2	Gauri Duggal	Banking Representative	Gauri.duggal@indusind.com	7837668139	9 AM to 11 AM & 2 P M to 4 PM	Mon to Fri

THANKS FOR

GIVING

OPPORTUNITY

Corporate Office: Office no 301/2/3 A SQUARE Plot no 34 ADC , Sector 26 Pradhikaran , Pune,Maharastra ,INDIA 411044Branch

Office: C-74, LGF Suncity Sector-54, Golf Course Road Gurgaon, Haryana, INDIA

New Zealand: 136 Major DriveKelsonLower Hutt 5010NZEmail :

sales@austere.co.in / rahul.teni@austere.co.in

Telephone : IND - +91-772 008 3881/2/3, IND : +91-982 256 4489, NZ - +64-224 142 932