

Dte. of Treasuries & Accounts

Govt. of Nagaland

ePay Application

HOD (HEAD OF DEPARTMENT)

User Manual-v 1.0

PREPARED BY: IT CELL, DTA

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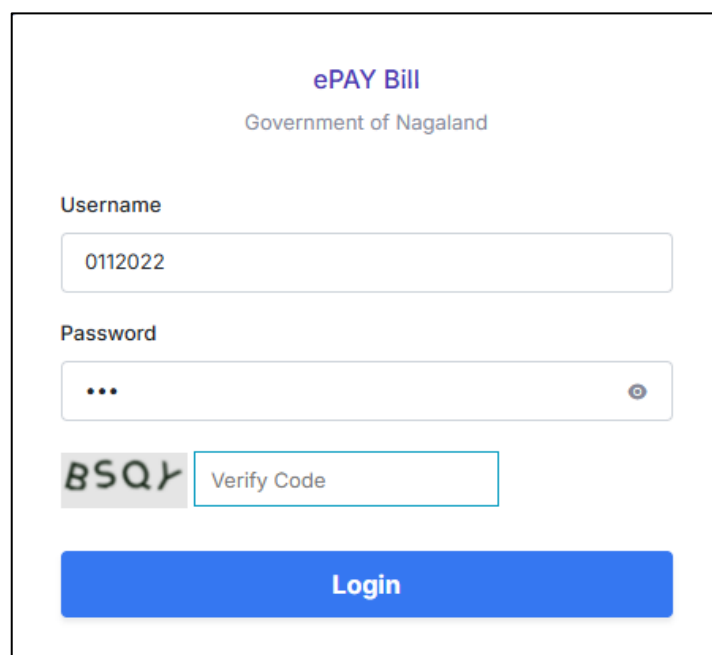
CHAPTER-1: LOG IN

User name: Enter your username.

Password: Enter your password.

Captcha: Enter the alphabets that as shown on the screen.

Login: Click the **Login** button to proceed.



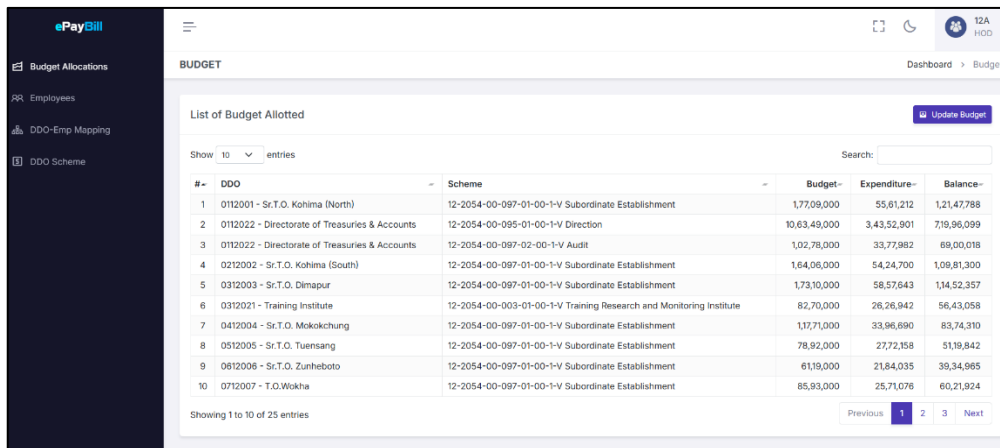
The image shows a login form titled "ePAY Bill" for the "Government of Nagaland". The form contains the following fields and elements:

- Username:** A text input field containing the value "0112022".
- Password:** A password input field with masked characters "..." and a toggle icon on the right.
- Captcha:** A visual verification element showing the text "BSQY" in a distorted font, followed by a text input field labeled "Verify Code".
- Login Button:** A prominent blue button with the text "Login" centered on it.

CHAPTER-2: BUDGET ALLOCATIONS

Upon logging in, User will be directed to the **Budget Allocations** section.

A list of all Budget Allocation will be shown in the table.



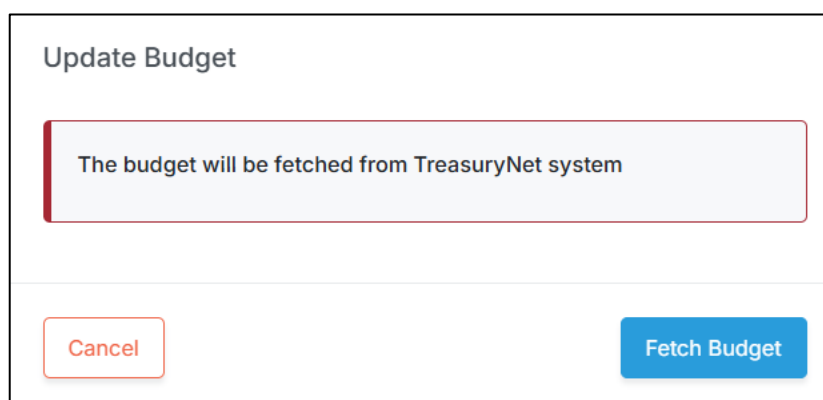
The screenshot shows the 'BUDGET' section of the ePayBill system. It features a table titled 'List of Budget Allotted' with columns for S#, DDO, Scheme, Budget, Expenditure, and Balance. The table contains 10 entries. A search bar and an 'Update Budget' button are located at the top right of the table area. The left sidebar shows navigation options like 'Budget Allocations', 'Employees', 'DDO-Emp Mapping', and 'DDO Scheme'.

S#	DDO	Scheme	Budget	Expenditure	Balance
1	0112001 - Sr.T.O. Kohima (North)	12-2054-00-097-01-00-1-V Subordinate Establishment	1,77,09,000	55,81,212	1,21,47,788
2	0112022 - Directorate of Treasuries & Accounts	12-2054-00-095-01-00-1-V Direction	10,63,49,000	3,43,52,901	7,19,96,099
3	0112022 - Directorate of Treasuries & Accounts	12-2054-00-097-02-00-1-V Audit	1,02,78,000	33,77,982	69,00,018
4	0212002 - Sr.T.O. Kohima (South)	12-2054-00-097-01-00-1-V Subordinate Establishment	1,64,06,000	54,24,700	1,09,81,300
5	0312003 - Sr.T.O. Dimapur	12-2054-00-097-01-00-1-V Subordinate Establishment	1,73,10,000	58,57,643	1,14,52,357
6	0312021 - Training Institute	12-2054-00-003-01-00-1-V Training Research and Monitoring Institute	82,70,000	26,26,942	56,43,058
7	0412004 - Sr.T.O. Mokochung	12-2054-00-097-01-00-1-V Subordinate Establishment	1,17,71,000	33,96,690	83,74,310
8	0512005 - Sr.T.O. Tuensang	12-2054-00-097-01-00-1-V Subordinate Establishment	78,92,000	27,72,158	51,19,842
9	0612006 - Sr.T.O. Zunheboto	12-2054-00-097-01-00-1-V Subordinate Establishment	61,19,000	21,84,035	39,34,965
10	0712007 - T.O.Wokha	12-2054-00-097-01-00-1-V Subordinate Establishment	85,93,000	25,71,076	60,21,924

STEP-1: Click on the **Update Budget** button present on the top right of the screen.



STEP-2: Click the **Fetch Budget** button to automatically retrieve the budget data from the TreasuryNet System. If you wish to exit without fetching, click the **Cancel** button to return to the previous screen.



The modal dialog titled 'Update Budget' contains a message box stating 'The budget will be fetched from TreasuryNet system'. At the bottom, there are two buttons: 'Cancel' (orange) and 'Fetch Budget' (blue).

CHAPTER-3: EMPLOYEES

Clicking on the **Employees Section** in the sidebar, it shows a list of employees under the HoD.

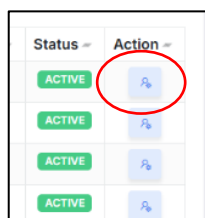
The screenshot shows the 'EMPLOYEE MASTER' section of the ePayBill system. It features a sidebar with navigation options: Budget Allocations, Employees (selected), DDO-Emp Mapping, and DDO Scheme. The main area displays a 'List of Employees' table with columns: SI, PIMS Code, Employee Name, Designation, Grade, D.O.J, D.O.R, Pay Set?, Status, and Action. There are 10 employees listed, all with a status of 'ACTIVE'. At the top right of the table area are 'Update' and '+ Add Employee' buttons. A search bar is located above the table. At the bottom, there is a pagination bar showing 'Showing 1 to 10 of 800 entries' and navigation links for 'Previous', '1', '2', '3', '4', '5', '60', and 'Next'.

SI	PIMS Code	Employee Name	Designation	Grade	D.O.J	D.O.R	Pay Set?	Status	Action
1	R-NSS00025	Shri. Kekhwazo Kepfo	Consultant (60,000)	Grade I	May 1, 2022	April 30, 2025	Yes	ACTIVE	
2	R-XCD00016	Shri. Subhas Bhattacharjee	Consultant (40,000)	Grade II	Jan. 1, 2024	June 30, 2025	Yes	ACTIVE	
3	T2B-TRY00001	Shri. Saras Subha	Bus Conductor	Grade IV	July 17, 2017	Jan. 31, 2048	Yes	ACTIVE	
4	T2B-TRY00002	Shri. Godwen Odyuo	Driver	Grade III	July 17, 2017	Jan. 31, 2048	Yes	ACTIVE	
5	T2B-TRY00003	Shri. Sosanguken	Driver	Grade III	July 17, 2017	June 30, 2051	Yes	ACTIVE	
6	T2B-TRY00004	Shri. Yekuto Futhena	Driver	Grade III	Sept. 1, 2017	Aug. 31, 2052	Yes	ACTIVE	
7	T2B-TRY00005	Shri. Zholezo Swuro	Driver	Grade III	Feb. 5, 2019	Feb. 28, 2054	Yes	ACTIVE	
8	T2B-TRY00006	Shri. Zuekho Rhakho	Driver	Grade III	Oct. 1, 2017	Sept. 30, 2052	Yes	ACTIVE	
9	T2B-TRY00007	Shri. Dziesebei-o	Peon	Grade IV	April 29, 2017	March 31, 2045	Yes	ACTIVE	
10	T2B-TRY00008	Shri. H Elonthung Kithan	Peon	Grade IV	March 11, 2019	Jan. 31, 2046	Yes	ACTIVE	

1. Update Employee Status:

1.1 Locate the employee in the table.

1.2 Click on the **Update** button under Action.



1.3 Change their status to **Active** or **Inactive** as required.

The screenshot shows a modal dialog box titled 'Update Employee Status'. It contains two radio button options: 'Set ACTIVE' (which is currently unselected) and 'Set INACTIVE' (which is selected). At the bottom right of the dialog are two buttons: 'Close' (in an orange box) and 'Update' (in a blue box).


1.4 Click on the **Update** button to save the changes or click on **Cancel** to go back.

2. Add a New Employee:

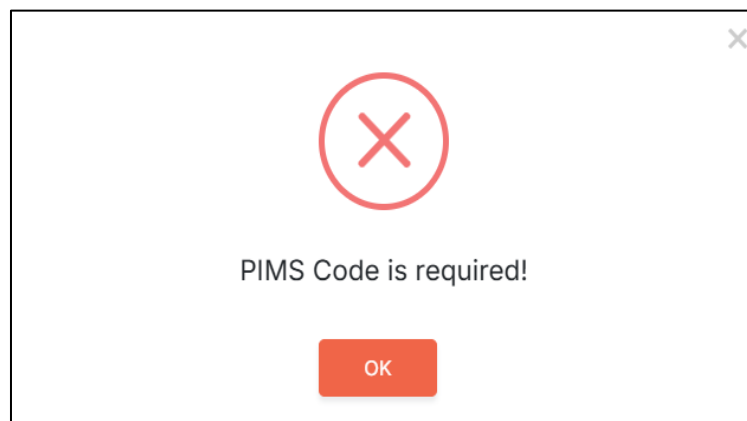
2.1 Click the **Add Employee** button located at the top-right corner of the screen.



2.2 In the designated field, enter the **PIMS code** of the employee you wish to add and click on the **Fetch** Button.

A screenshot of the 'Add Employee' form. It has a title 'Add Employee'. Below the title, there is a label 'PIMS Code' followed by a text input field. To the right of the input field is a blue button labeled 'Fetch'. At the bottom left of the form is a red button labeled 'Close'.

ERROR: If no PIMS code is entered, an **error message** will appear prompting the user to provide one.



2.3 The Employee's information are fetched from PIMS and are reflected on the screen.

Click "**Add Employee**" to add the employee to the system or click "**Cancel**" to discard and return without saving.

Add Employee

PIMS Code

TRY00035

Fetch

Name : Shri. Nosevol Kin

Designation : Sr. Accounts Officer (Treasuries)

Department : Development of Under Developed Areas (DUD)

Grade : A

Date of Joining : 1988-03-15

Date of Retirement : 2022-09-30

+ Add Employee

Close

2.4 Click on the **Update** button to update the list of employees.

EMPLOYEE MASTER

Dashboard > Treasury Master

List of Employees

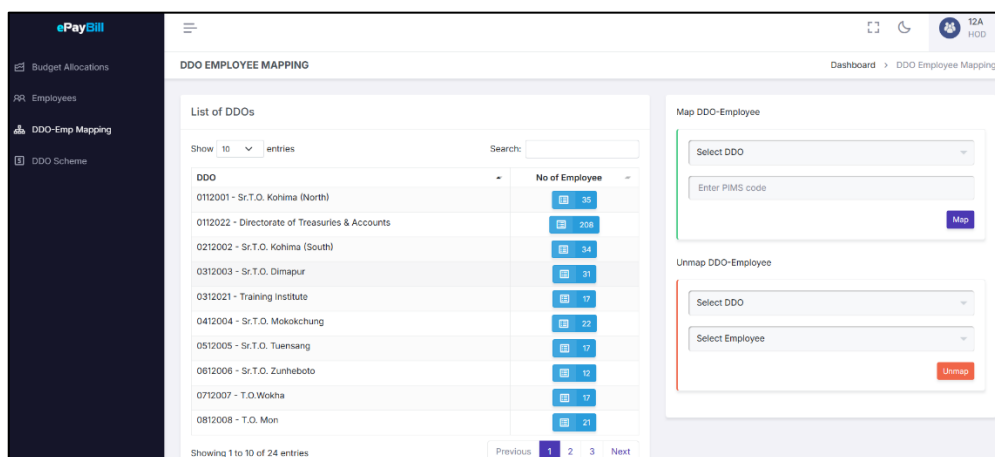
Show 10 entries

Search:

Update + Add Employee

CHAPTER-4 DDO-EMP MAPPING

Click on the **DDO-Emp Mapping** section present on the sidebar.



1. View Mapped Employees (Under Employee-DDO Mapping)

1.1 You will see a list of **DDOs** displayed.

List of DDOs	
Show 10 entries	Search:
DDO	No of Employee
0112001 - Sr.T.O. Kohima (North)	35
0112022 - Directorate of Treasuries & Accounts	208
0212002 - Sr.T.O. Kohima (South)	34
0312003 - Sr.T.O. Dimapur	31
0312021 - Training Institute	17
0412004 - Sr.T.O. Mokokchung	22
0512005 - Sr.T.O. Tuensang	17
0612006 - Sr.T.O. Zunheboto	12
0712007 - T.O.Wokha	17
0812008 - T.O. Mon	21

1.2 Next to each DDO, click the **View** button.

List of DDOs	
Show 10 entries	Search: <input type="text"/>
DDO	No of Employee
0112001 - Sr.T.O. Kohima (North)	35
0112022 - Directorate of Treasuries & Accounts	206
0212002 - Sr.T.O. Kohima (South)	34
0312003 - Sr.T.O. Dimapur	31
0312021 - Training Institute	17
0412004 - Sr.T.O. Mokokchung	22
0512005 - Sr.T.O. Tuensang	17
0612006 - Sr.T.O. Zunheboto	12
0712007 - T.O.Wokha	17
0812008 - T.O. Mon	21

1.3 A list of **employees mapped to that DDO** will appear.

0112001 - Sr.T.O. Kohima (North)		
Show 10 entries	Search: <input type="text"/>	
Sl No	PIMS Code	Name
1	TRY00131	Shri. Limatensu
2	TRY00253	Smti. Neikolou Therie
3	TRY00482	Smti. R.N. Aienla Tzudir
4	TRY00487	Smti. Racheal Rudi
5	TRY00562	Shri. Mudozo Nyekha
6	TRY00691	Smti. Mezhuonuo
7	TRY00692	Smti. Imsusenla
8	TRY00693	Smti. Khrienuo
9	TRY00694	Smti. Seyiesetuonuo
10	TRY00695	Smti. Neichulo-u Krome
Showing 1 to 10 of 35 entries		
Previous 1 2 3 4 Next		
Close		

1.4 To close the list, click the **Close button**.

2. Map a DDO to an Employee (Map DDO Section)

2.1 Navigate to the **Map DDO** section.

Map DDO-Employee

Select DDO

Enter PIMS code

Map

2.2 From the **DDO drop-down menu**, select the DDO you want to map an employee to.

Map DDO-Employee

Select DDO

Select DDO

- 0112001 - Sr.T.O. Kohima (North)
- 0112022 - Directorate of Treasuries & Accounts
- 0212002 - Sr.T.O. Kohima (South)
- 0212022 - Deputy Dir. Dte.T&A, Dte, Kohima, MIGRATED
- 0312003 - Sr.T.O. Dimapur

Select Employee

Unmap

2.3 In the **PIMS Code field**, enter the **PIMS code of the employee** you want to map.

Map DDO-Employee

Select DDO

Enter PIMS code

Map

2.4 Click the **“Map” button**.

3

Map DDO-Employee

Select DDO

Enter PIMS code

Map

The employee will now be mapped to the selected DDO.

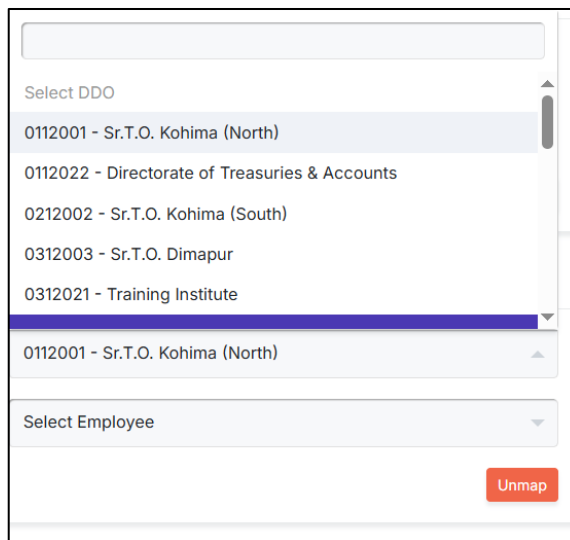
3. Unmap a DDO from an Employee (Unmap DDO Section)

3.1 Go to the **Unmap DDO** section.



The screenshot shows a web form titled "Unmap DDO-Employee". It contains two dropdown menus. The first dropdown is labeled "Select DDO" and the second is labeled "Select Employee". Both dropdowns have a downward arrow on the right side. Below the dropdowns is a red button labeled "Unmap".

3.2 Select a **DDO** from the **drop-down menu**.



The screenshot shows the "Unmap DDO-Employee" form with the "Select DDO" dropdown menu open. The dropdown menu displays a list of DDOs: "0112001 - Sr.T.O. Kohima (North)", "0112022 - Directorate of Treasuries & Accounts", "0212002 - Sr.T.O. Kohima (South)", "0312003 - Sr.T.O. Dimapur", and "0312021 - Training Institute". The first option, "0112001 - Sr.T.O. Kohima (North)", is highlighted in blue. Below the list is a "Select Employee" dropdown menu and a red "Unmap" button.

3.3 Select employee mapped to that DDO that you wish to unmap from the **drop-down menu**.

The screenshot shows a web interface with a dropdown menu for selecting an employee. The menu is open, displaying a list of employees. The fifth option, 'TRY00562 - Shri. Mudozo Nyekha', is highlighted in blue. Below the list is another 'Select Employee' label and an upward arrow. To the right of the dropdown is a vertical scrollbar. At the bottom right of the interface is a red 'Unmap' button.

Select Employee
TRY00131 - Shri. Limatemsu
TRY00253 - Smti. Neikolou Therie
TRY00482 - Smti. R.N. Aienla Tzudir
TRY00487 - Smti. Racheal Rudi
TRY00562 - Shri. Mudozo Nyekha

Select Employee

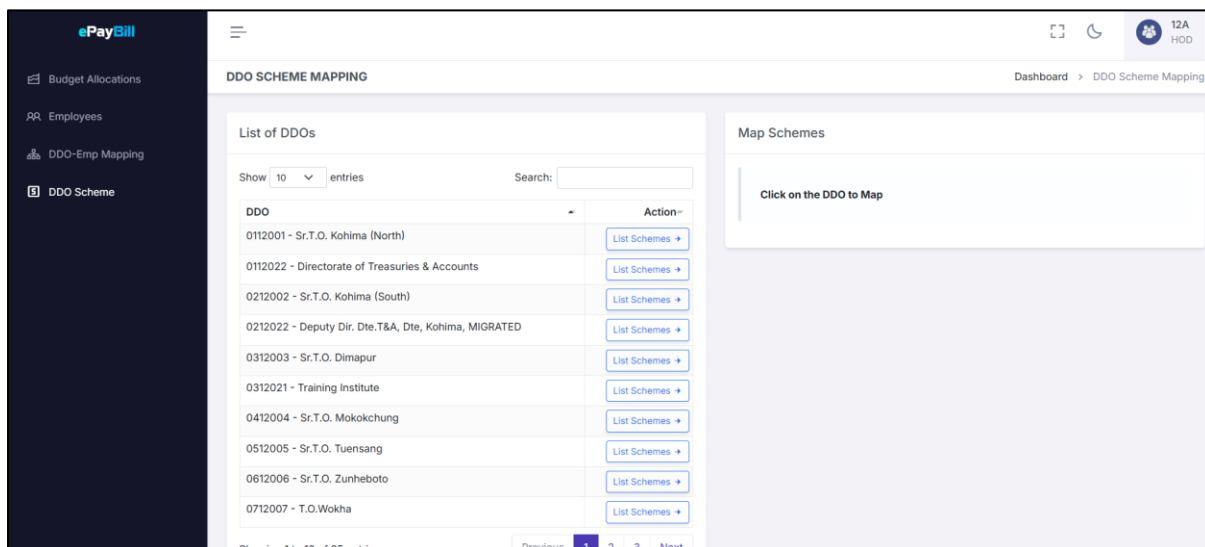
Unmap

3.4 Click the **Unmap** button.

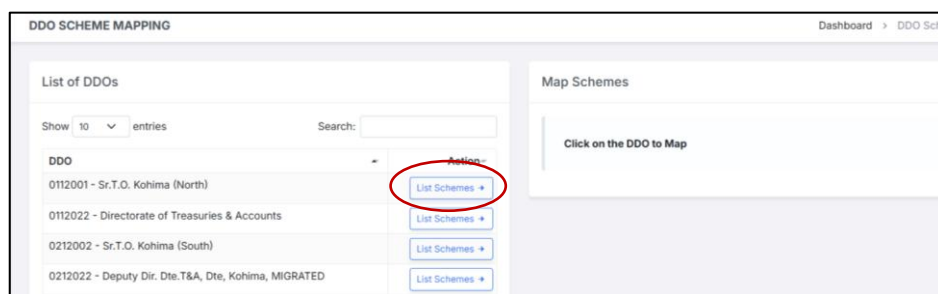
The employee will now be unmapped from the selected DDO.

CHAPTER-5 DDO SCHEME

Under the **DDO Scheme** section in the sidebar, the list of DDOs are shown with the option to view the list of Schemes mapped against it.



1. Click on the **List scheme** under Action against the DDO to view the schemes mapped against it.



The list of mapped and unmapped Scheme are shown.

Map Schemes

DDO : 0112001 - Sr.T.O. Kohima (North)

Tick the checkbox to map the Scheme

☐ 12-2054-00-003-01-00-1-V Training Research and Monitoring Institute
☐ 12-2054-00-095-01-00-1-V Direction
☒ 12-2054-00-097-01-00-1-V Subordinate Establishment
☐ 12-2054-00-097-02-00-1-V Audit
☐ 12-2054-00-800-01-00-1-V Audit

Save

2. Tick on the checkbox to map the Scheme and click on **Save**.

Map Schemes

DDO : 0112001 - Sr.T.O. Kohima (North)

Tick the checkbox to map the Scheme

☐ 12-2054-00-003-01-00-1-V Training Research and Monitoring Institute
☐ 12-2054-00-095-01-00-1-V Direction
☒ 12-2054-00-097-01-00-1-V Subordinate Establishment
☐ 12-2054-00-097-02-00-1-V Audit
☐ 12-2054-00-800-01-00-1-V Audit

Save

A success message will appear upon successful mapping.

Map Schemes

DDO : 0112001 - Sr.T.O. Kohima (North)

Tick the checkbox to map the Scheme

☐ 12-2054-00-003-01-00-1-V Training Research and Monitoring Institute
☐ 12-2054-00-095-01-00-1-V Direction
☒ 12-2054-00-097-01-00-1-V Subordinate Establishment
☐ 12-2054-00-097-02-00-1-V Audit
☐ 12-2054-00-800-01-00-1-V Audit

Save

Scheme Successfully Mapped!

If you want no schemes to be mapped, uncheck all the checkboxes and click on **Save**. A message will appear at the bottom stating that all schemes have been unmapped.

Map Schemes

DDO : 0112001 - Sr.T.O. Kohima (North)

Tick the checkbox to map the Scheme

☐

12-2054-00-003-01-00-1-V Training Research and Monitoring Institute

☐

12-2054-00-095-01-00-1-V Direction

☐

12-2054-00-097-01-00-1-V Subordinate Establishment

☐

12-2054-00-097-02-00-1-V Audit

☐

12-2054-00-800-01-00-1-V Audit

Save

All Schemes have been unmapped!