

**Government of West Bengal
Finance Department
Audit Branch**

MEMORANDUM

No.912-F(Y)

Dated: 17th February, 2016

E-Pradan (Online Payment) module of IFMS has been rolled out in all the Treasuries /PAOs vide Finance Department Memorandum No.1179-F(Y) dated 25.02.2015 & 3044-F(Y) dated 13.04.2015, for all types of claims with certain exceptions.

At present payment of all electricity bills are out of the purview of the e-Pradan and hence being paid by cheque, vide Memorandum No.4725-F(Y) dated 18.06.2015.

Now, after careful consideration of all aspects of IFMS, the State Government has decided to introduce online Electricity bill payment facility for all bills raised by the West Bengal State Electricity Distribution Company Ltd. (WBSEDCL) and New Town Electricity Supply Company Ltd. (NTESCL).

In order to make online payment of electricity bills to the service provider, each DDO have to create Utility Service Provider Master separately for all electricity connections of WBSEDCL and NTESCL for which bills are drawn. The DDOs are not required to create any beneficiary for this purpose. The same beneficiary name (i.e, WBSEDCL) for both WBSEDCL and NTESCL will be automatically available in non-editable mode at the time of bill preparation.

The system of on-line payment of electricity bills of WBSEDCL / NTESCL has already been integrated with IFMS for direct payment to the bank account of WBSEDCL for claims of both WBSEDCL and NTESCL.

Acknowledgement of payment can be downloaded from the portal of the respective service provider after T+2 days of successful credit (WBSEDCL/NTESCL: <http://www.wbsecl.in>). Acknowledgement will also be available in e-billing link of IFMS.

This online payment facility of electricity bills will not apply in case of payment out of LF, PL, PD account at present. Such payments will continue to be guided by the existing order vide Memorandum No. 8060-F(Y) dated 26/11/2015 until further order.

Electricity bills raised by any other service provider except WBSEDCL /NTESCL are not covered at present and payment to those service providers will continue in cheque as usual.

In order to avail all types of rebate(s) including rebate for online payment, the electricity bills must be submitted to the Treasury /PAO by the DDOs sufficiently in advance. Treasury /PAO shall ensure payment mandate in time.

DDO's will give every effort to avail the on-line payment facility at the earliest. However, payment through this procedure shall be mandatory from 01.04.2016.

Detailed Guidelines & User Manuals are available in the Download link of IFMS Portal (www.wbifms.gov.in).

(H.K. Dwivedi)

Principal Secretary to the
Government of West Bengal

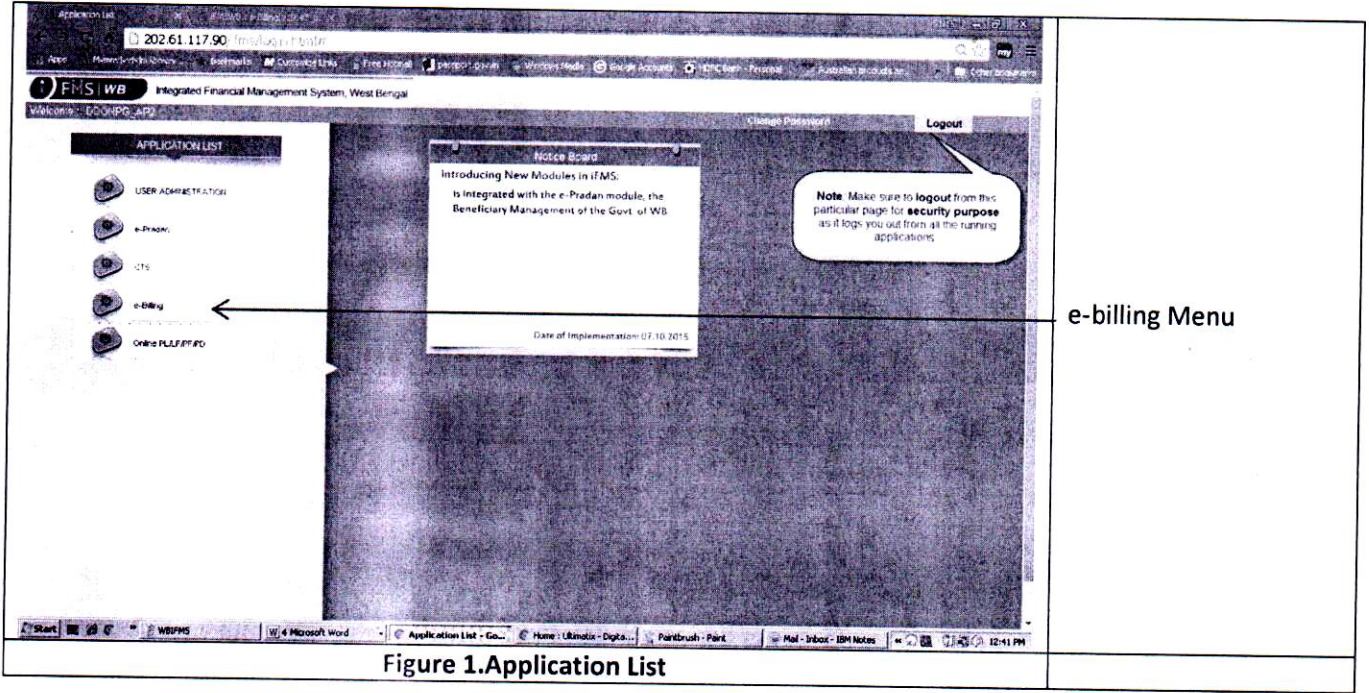
Online Payment of Electricity Bill of WBSEDCL/NTESCL

iFMS-WB Project

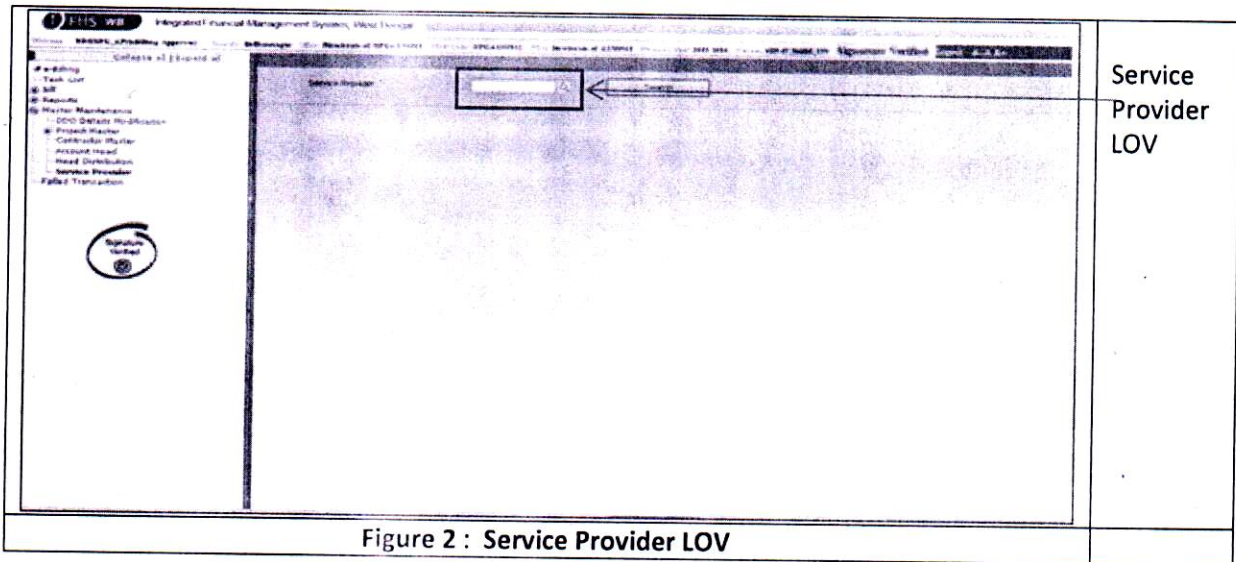
User Manual & Guideline

Bill Entry for making online payment of electricity bills

Click on **e-Billing** from **Application List** as shown in **Figure 1**.



1. Click on **Master Maintenance** then on **Service Provider** from the **e-Billing Menu**.
2. **Service Provider LOV** window will open up as shown in **Figure 2**.



3. Click on the **Service Provider LOV** button and select values of the **Service Provider** from the respective LOV popup window as shown in **Figure 3**.

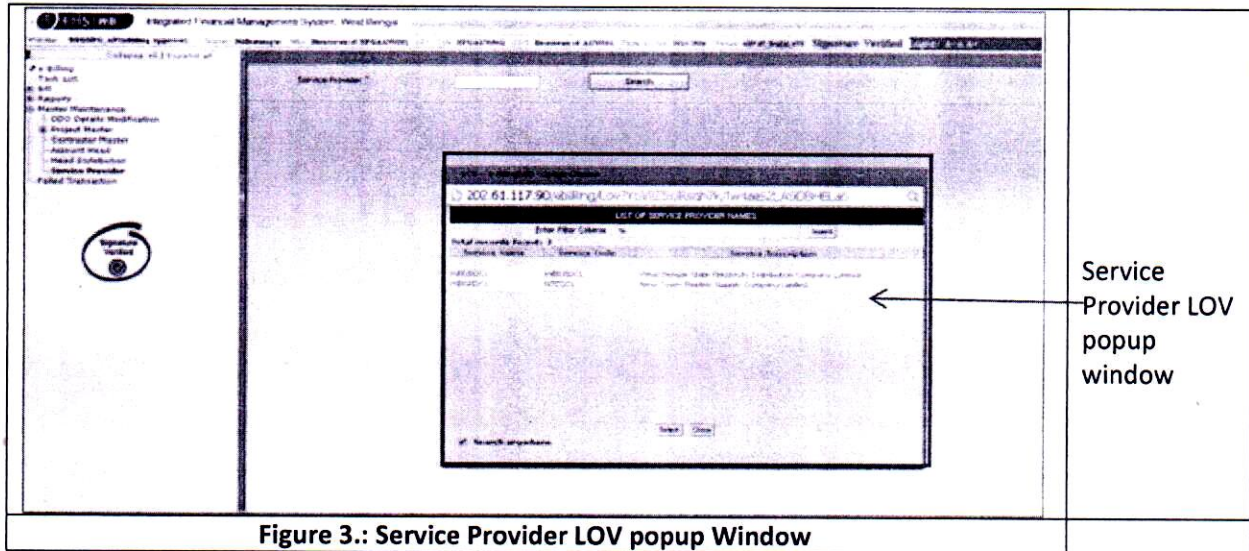


Figure 3.: Service Provider LOV popup Window

Service Provider Master Form appears which lets the user enter the service provider details as required in **TR 26/TR70/TR70B** bill type to fetch the data from the service provider database through web service.

The **Service Provider Master Form** allows the user to enter the following data depending on the type of connection required ; **First time, the Master Data should be entered very cautiously from the physical copy of the electricity bill for each connection type / connections.**

- Connection Type
- Consumer ID
- Installation No.
- Application No.
- Consumer Name & Address

Four types of Connections are available in Service Provider Master

- i. Existing Connection
- ii. Load Enhancement
- iii. New Connection
- iv. Collective Bills

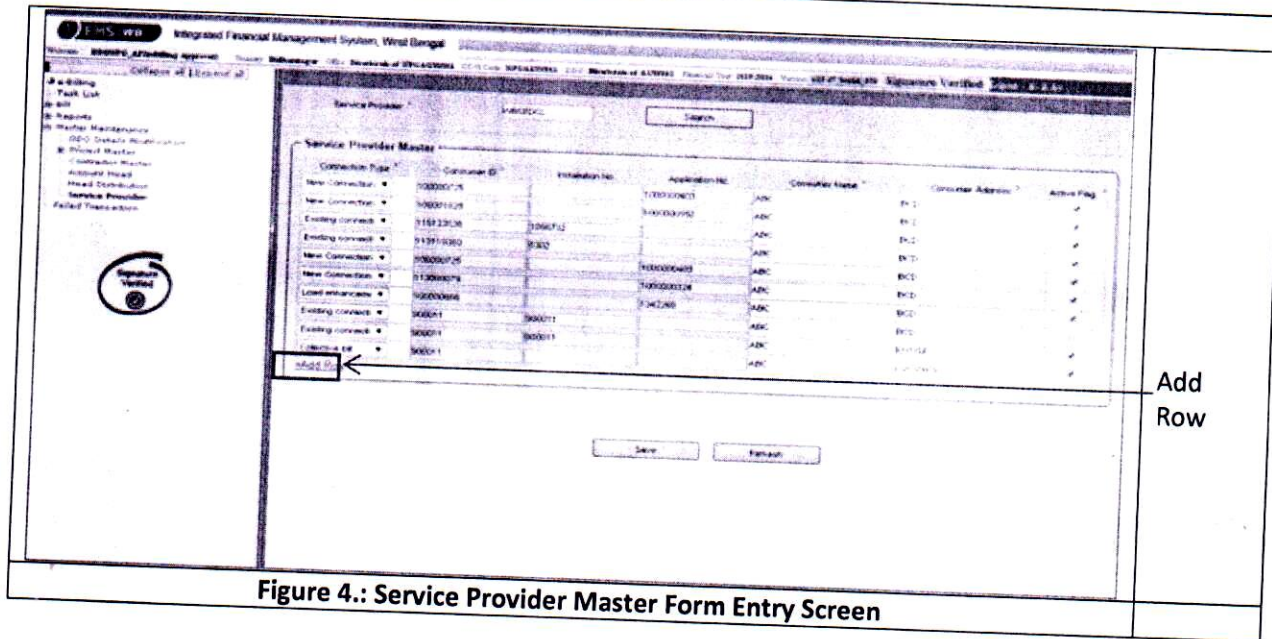


Figure 4.: Service Provider Master Form Entry Screen

4. For Creation of Service Provider Master for multiple consumers (Under same DDO) , Click on the **Add Row** and Select values from the LOV popup window for Connection Type.
 - a. For **Existing connection**: data for all the fields must be entered *except Application No.*
 - b. For **New Connection / Load enhancement** data for all the fields must be entered *except Installation No.*
 - c. For **Collective Bills** data for all the fields must be entered *except Installation No and Application No.*
 - d. Click on the Save button. A success message appears on top of the Form "Service Provider Master Detail Saved Successfully".
5. Once data is entered in Master, Electricity bills can be prepare for bill types TR 26 or TR70 or TR70B as mentioned in following:
 - a. In e-Billing Menu Click **Bill**.
 - b. Click **Entry/ Modify**.
 - c. **Bill Details Form** will appear.

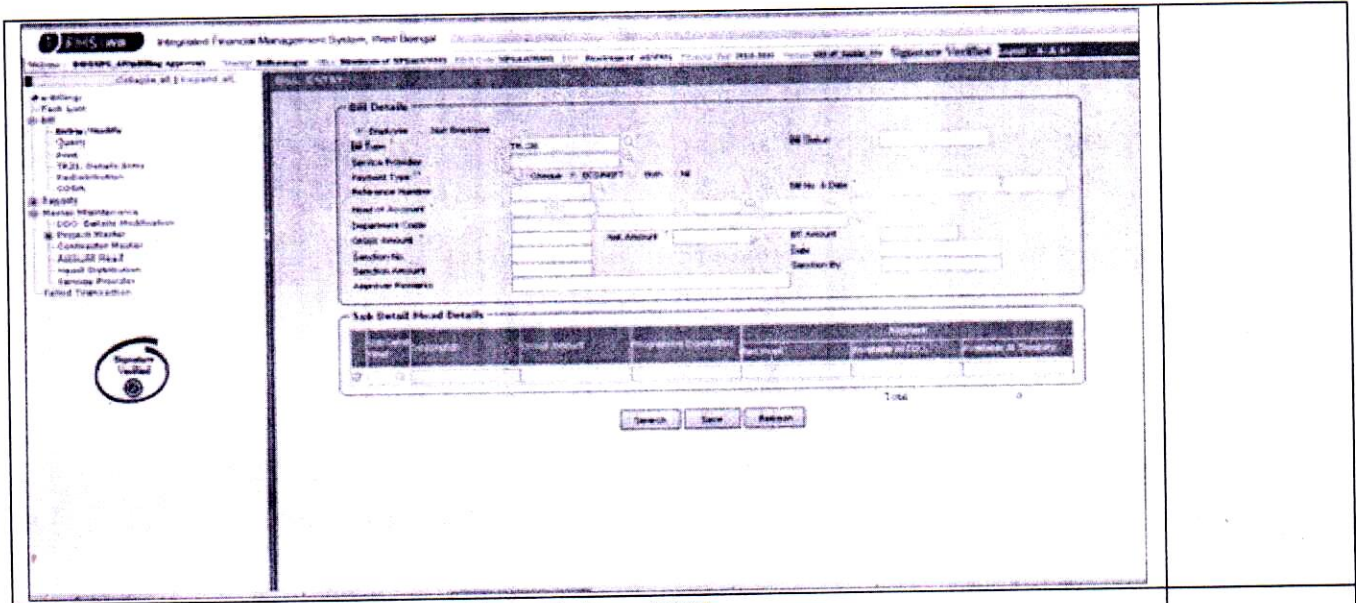


Figure 5.: Form TR26

6. Click LOV for **Bill Type** and select **TR26** (say)
7. **Service Provider** LOV will appear. Click on **Service Provider** LOV and select the service provider as shown in figure below:

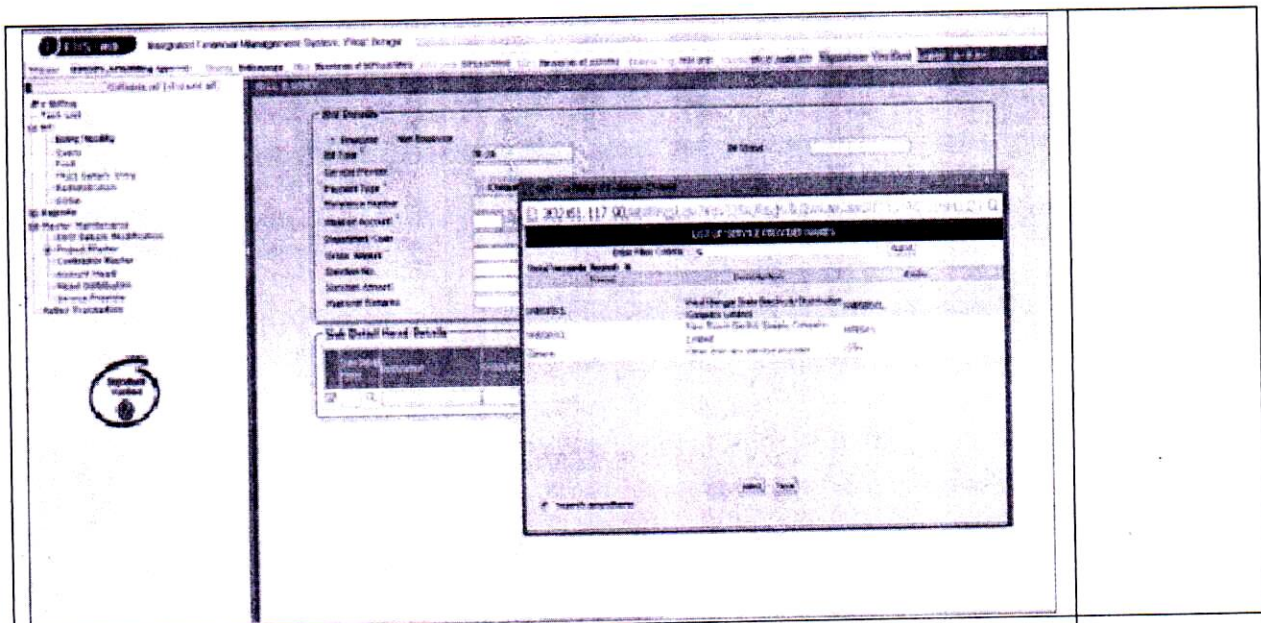


Figure 5.: Form TR26 with Service Provider Popup Window

8. After selecting **Service Provider** (say WBSEDCL) enter rest data of **Form TR26** as usual TR26 Form Entry/Modify Screen. Same procedure is applicable to **Form TR 70 & TR 70B**.

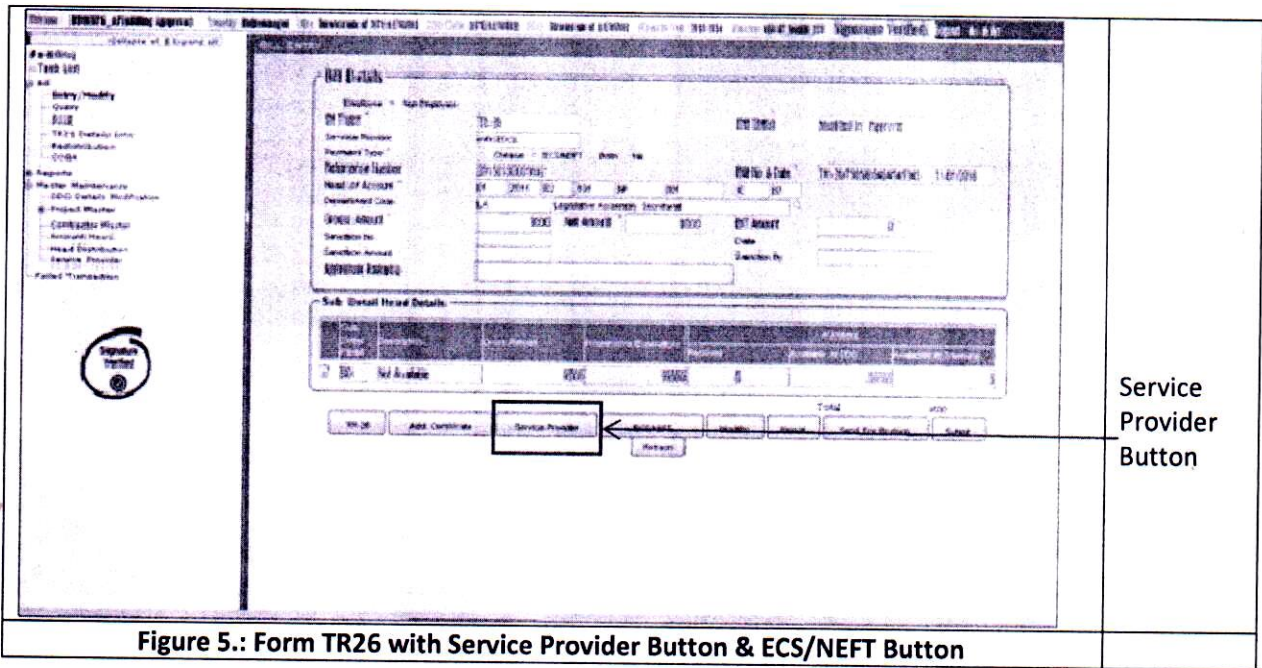


Figure 5.: Form TR26 with Service Provider Button & ECS/NEFT Button

9. Click the **Service Provider** button which appears in figure 5.
10. Service Provider Form will appear as shown in Figure 6.

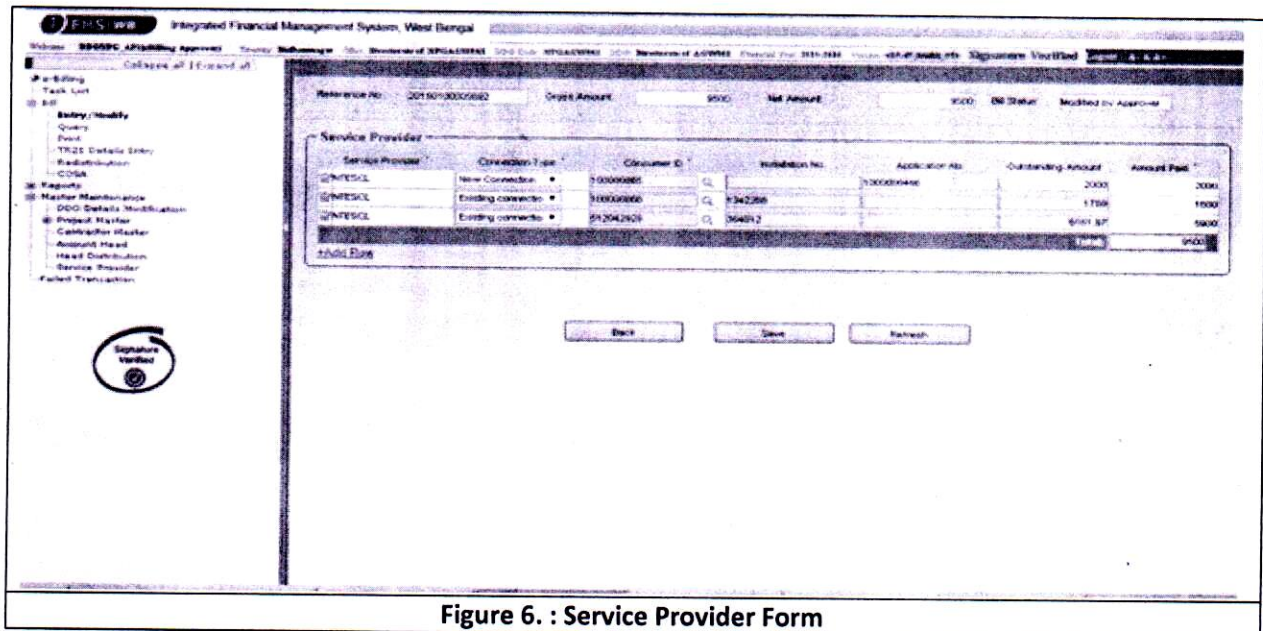


Figure 6. : Service Provider Form

11. Click **Add Row**.
12. Click **Connection Type** LOV and select data.
13. Click **Consumer ID** LOV and select desired data.
14. Rest data will get populated from WBSEDCL server.
15. Enter value in **Amount Paid**[Note: **Total Outstanding Amount** cannot be more than **Gross Amount**. Eligible Amount should be entered from physical copy of the bill of WBSEDCL]
16. For **New Connection / Load enhancement** **Amount Paid** should be equal to **Outstanding Amount**.
17. For **Existing Connection**, **Amount Paid** can be less than **Outstanding Amount** but should be equal to bill Gross & Net amount.
18. Click **Save Button**. Bill Service Provider Detail Saved Successfully will appear on Top of Form.
19. Click **Back Button** to go back to TR26 Form.
20. Click **ECS/NEFT Button**. The Following ECS/NEFT Form will appear

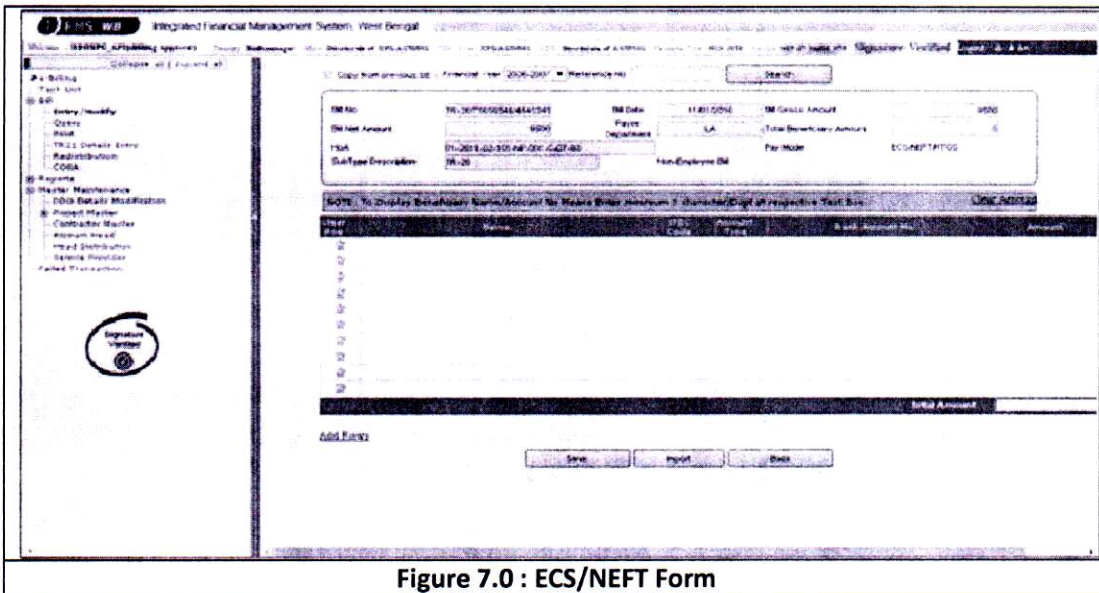


Figure 7.0 : ECS/NEFT Form

21. Enter the Name for Beneficiary related to the service provider – WBSEDCL as shown in Figure 7.1 (below) and enter the **Amount** as in **Bill Net Amount**. All details (Account no., IFSC code etc.) will be fetched automatically. Note that only one beneficiary should be entered at a time.

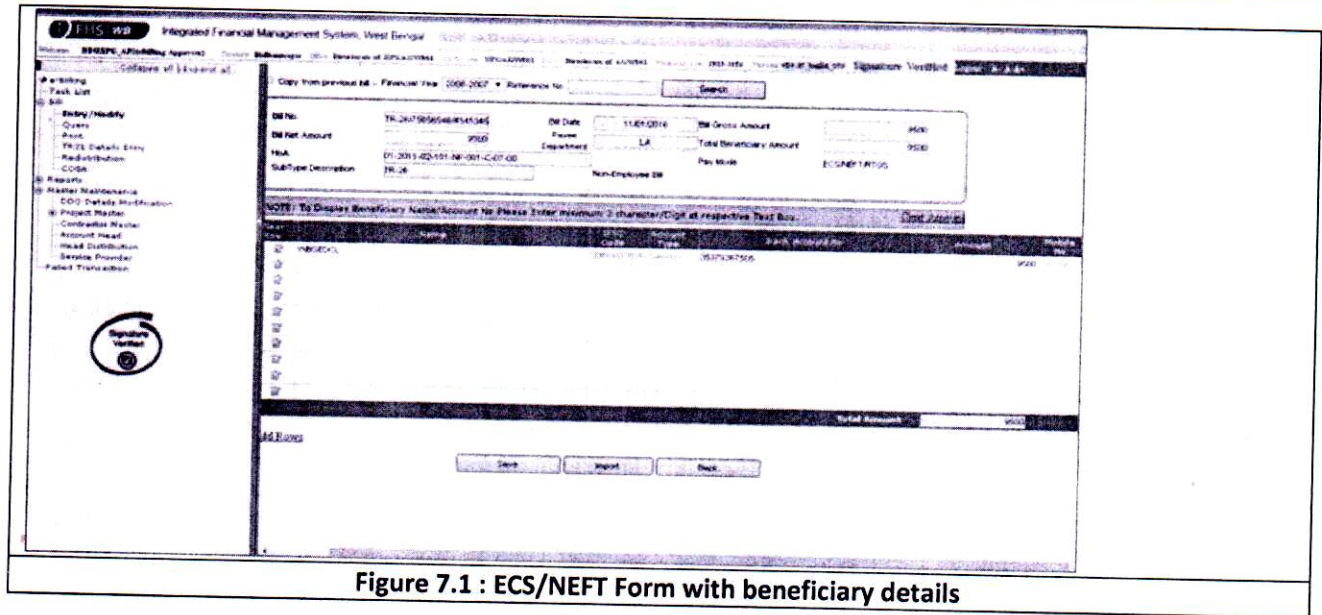


Figure 7.1 : ECS/NEFT Form with beneficiary details

22. Click Save. The following screen will appear

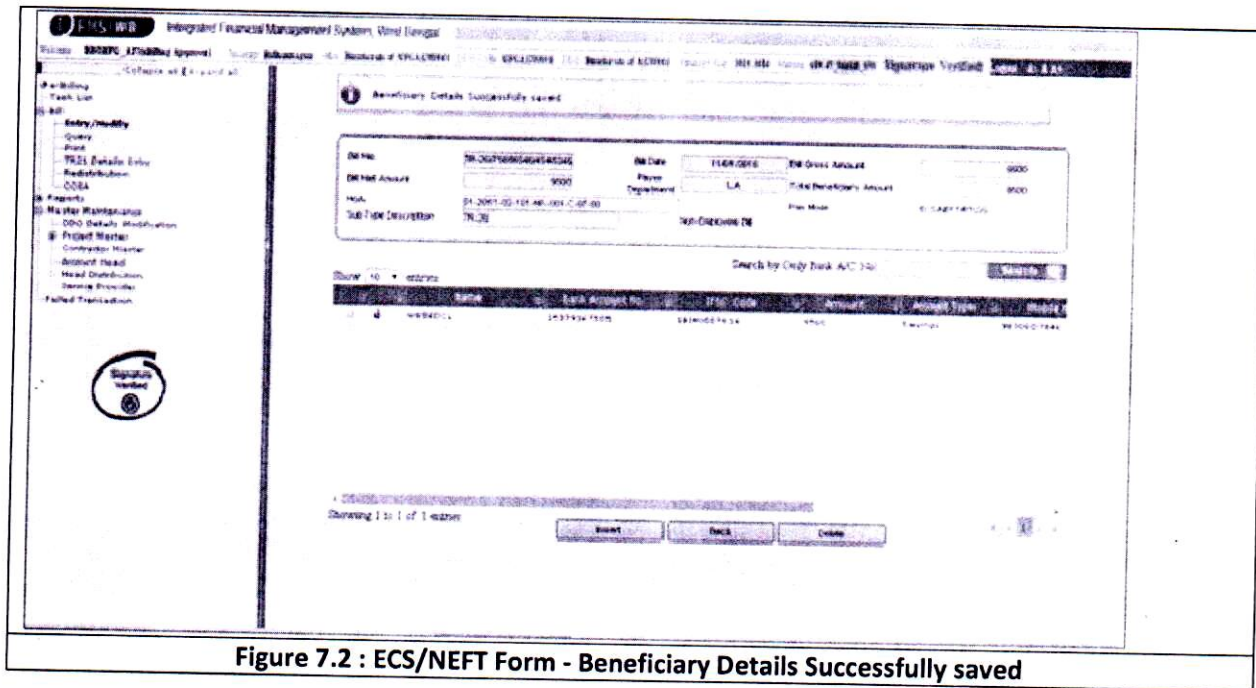


Figure 7.2 : ECS/NEFT Form - Beneficiary Details Successfully saved

23. Click Back Button in the above screen (Figure 7.2)

24. Click Submit button in the main screen and the details get submitted to Treasury.

After T+2 days of payment, an acknowledgement report may be available in the Report of e-billing.

25. Click on **Acknowledgement** under **Reports** menu.
26. Select **Name of Service Provider**, **Payment Month** and **Payment Year** from the drop down.
27. Reference No. LOV will be populated based on the drop down value and after RBI scroll received. Select desired **Reference No.**

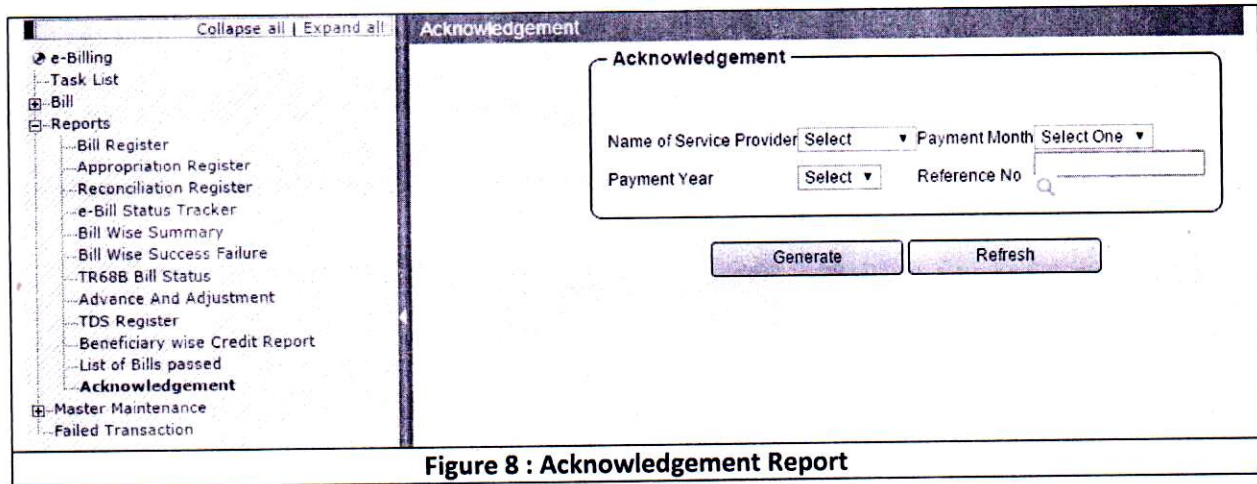


Figure 8 : Acknowledgement Report

Government of West Bengal
Office: Directorate of AGW001
Office Address: SALT LAKE
DDO Code: NPGAGW001
PAYMENT RECEIPT FOR UTILITY SERVICES

Name of Utility Service Provider	WBSEDCL	Payment Month	Feb	Year	2016	IFSC Code	SBIN0007816
Reference No.	20150200005820	Date of Transaction	05.02.2016	Total Gross Payment(Rs.)	100000	Bank Account No.	35379367505

Sl No.	Consumer Id	Instalment No./ Application No.	Payment Amount (Rs.)	Status
1	113057971	25782	8371	Successful Reconciliation
2	100001345	100000654	36783	Successful Reconciliation
3	113119469	1000001745	414	Successful Reconciliation
4	476010		54432	Successful Reconciliation

Figure 9 : Acknowledgement Report

Special Note:

- a) Please enter the total consolidated amount of all bills in the Gross/ Net Amount field of the TR-26/70/70B, if multiple consumer no. is paid in single bill.
- b) Total outstanding amount will appear from the web service call. It may vary and will show total outstanding amount payable after due date for energy consumptions. However eligible amount should be entered for payment from physical copy of the bill depending on payment date of the bill.
- c) Different types of rebate including rebate for online payment will be deducted from the next month's outstanding bill.
- d) To avail all types of rebate, the bill should be submitted and payment mandate should be given well in advance before due date.
- e) In case of Collective bill, no outstanding amount will be appeared by web service calling and amount should be entered from physical copy of the bill.
- f) Pay Mode will be always ECS only and Gross Amount should be equal with Net Amount if select WBSEDCL/NTESCL service provider.

N.B: In case of any problem, please log a Call Incident through Help Desk of IFMS by selecting e-Billing module and contact with concerned Treasury Officer /PAO immediately if required.

Thanking You