No. F.4/490/MIS-FMS/2019-20/Stores   Dated 27-9-20019

CIRCULAR

It is hereby informed that for the implementation of ICAR-ERP MIS FMS **1st October 2019** onwards all the administrative staff should submit the contingent bills through ICAR ERP along with ERP bill report. The transaction code and training manual is attached for reference. Practical training class has been arranged on **28th and 30th September 2019 at 12.00 AM** in server room.

Stores Bills (Including stores related advances & Advance settlements bills)

Mr. Sayed Mohammed, Assistant login with **DDO Assistant responsibility** and shall enter all the field like Nature of bill, enter vendor name, vendor invoice date, vendor invoice number, invoice amount, payment method, etc. Then in the **line tabs** enter the amount and in **Distributions** enter amount and select appropriate amount carefully. DDO Assistant would apply the applicable tax deduction at source (TDS) section in the Distributions lines (Optional) and submit the bill to Mr. Sundaran AAO.

Mr. Sundaran AAO login with **DDO/DDO Assistant Responsibility** check the correctness of the accounts head, fund availability and will forward the bill to the DDO (R. N. Subramanian AAO).

Mr. Subramanian, AAO login with **payable DDO** and checking the availability of fund and validate the bill and forward the bill to the audit and accounts section for audit.

Mrs. Rebeena / Mr. Rahul Dealing assistant in accounts section enter the received date and check and verify the bill entered in the ERP and FAO will validate the bill through **payable Audit & Account.**

Mr. Rahul / Rebeena login with **Payment Section** for payment after validating the bills.

Works Bills (Including stores related advances and settlement bills)

Mr. Jayaprakash, LDC login with **DDO Assistant responsibility** and shall enter all the field like Nature of bill, enter vendor name, vendor invoice date, vendor invoice number, invoice amount, payment method, etc. Then in the **line tabs** enter the amount and in **Distributions** enter amount and select appropriate amount carefully. DDO Assistant would apply the applicable tax deduction at source (TDS) section in the Distributions lines (Optional) and submit the bill to Mr. Sundaran AAO.

Mr. Sundaran AAO login with **DDO Assistant Responsibility** check the correctness of the accounts head, fund availability and will forward the bill to the DDO (R. N. Subramanian AAO).

Mr. Subramanian, AAO login with **payable DDO** and checking the availability of fund and validate the bill and forward the bill to the audit and accounts section for audit.

Mrs. Rebeena / Mr. Rahul Dealing assistant in accounts section enter the received date and check and verify the bill entered in the ERP and FAO will validate the bill through **payable Audit & Account.**

Mr. Rahul / Rebeena login with **Payment Section** for payment after validating the bills.

Bill section (Payroll, Payroll bill, TA, LTC, Medical including advance and Settlements)

Mrs. Seema, UDC login with **DDO Assistant responsibility** and shall enter all the field like Nature of bill, enter vendor name, vendor invoice date, vendor invoice number, invoice amount, payment method, etc. Then in the **line tabs** enter the amount and in **Distributions** enter amount and select appropriate amount carefully. DDO Assistant would apply the applicable tax deduction at source (TDS) section in the Distributions lines (Optional) and submit the bill to Mr. Subramanian AAO.

Mr. Subramanian, AAO login with **payable DDO** and checking the availability of fund and validate the bill and forward the bill to the audit and accounts section for audit.

Mrs. Rebeena / Mr. Rahul Dealing assistant in accounts section enter the received date and check and verify the bill entered in the ERP and FAO will validate the bill through **payable Audit & Account.**

Mr. Rahul / Rebeena login with **Payment Section** for payment after validating the bills.

Establishment section (Any Contingent bills and advances)

Mr. Sunil, Assistant login with **DDO Assistant responsibility** and shall enter all the field like Nature of bill, enter vendor name, vendor invoice date, vendor invoice number, invoice amount, payment method, etc. Then in the **line tabs** enter the amount and in **Distributions** enter amount and select appropriate amount carefully. DDO Assistant would apply the applicable tax deduction at source (TDS) section in the Distributions lines (Optional) and submit the bill to Mr. Subramanian AAO.

Mr. Subramanian, AAO login with **payable DDO** and checking the availability of fund and validate the bill and forward the bill to the audit and accounts section for audit.

Mrs. Rebeena / Mr. Rahul Dealing assistant in accounts section enter the received date and check and verify the bill entered in the ERP and FAO will validate the bill through **payable Audit & Account.**

Mr. Rahul / Rebeena login with **Payment Section** for payment after validating the bills.

Cashier (Imprest bills, Electricity, telephone and water charges and advances from Appangala and KVK)

Mr. Rajeev, UDC login with **DDO Assistant responsibility** and shall enter all the field like Nature of bill, enter vendor name, vendor invoice date, vendor invoice number, invoice amount, payment method, etc. Then in the **line tabs** enter the amount and in **Distributions** enter amount and select appropriate amount carefully. DDO Assistant would apply the applicable tax deduction at source (TDS) section in the Distributions lines (Optional) and submit the bill to **Mr. Subramanian** AAO.

Mr. Subramanian, AAO login with **payable DDO** and checking the availability of fund and validate the bill and forward the bill to the audit and accounts section for audit.

Mrs. Rebeena / Mr. Rahul Dealing assistant in accounts section enter the received date and check and verify the bill entered in the ERP and FAO will validate the bill through **payable Audit & Account.**

Mr. Rahul / Rebeena login with **Payment Section** for payment after validating the bills.

If any problem in login in to with ERP kindly contact the under singed **through ICAR mail** (Sayedmohammed.VV@icar.gov.in).

This is issued with the approval of Director

S/D
Asst. Administrative Officer