



E- CHALLAN USER MANUAL

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Document Control Sheet

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List of Abbreviations

1. CTS- Core Treasury System
2. EMP- Employee
3. GSTN- Goods and Services Tax Identification Number
4. IFMS- Integrated Finance Management System
5. MOB- Mobile
6. NEFT-National Electronic Funds Transfer
7. OTP- One Time Password
8. PC- Personal Computer
9. PDF- Portable Document Format
10. RTGS- Real Time Gross Settlement
11. SBI- State Bank of India
12. SMS- Short Message Service
13. UK- Uttarakhand

1. Introduction

E-challan is digital service for online Government receipts accounting system of Uttarakhand Government. IFMS software has provided the facility of generating revenue for the Government using e-Challan. Citizens can deposit government money using e-Challan by logging on to the system online. In order to achieve the purpose citizen can deposit amount by submitting cash in the bank along with that user can also submit any sum of money using Net Banking account of any bank. Using this module citizen can generate the challan offline also for manual payment. In case of manual payment, a print copy of offline challan should be submitted at the bank counter. This is a 24X7 facility and citizen can make the payment any time of the day. The User Manual contains all essential information for the users so that they can make full use of the IFMS software. This manual includes a description of the module functions and capabilities, contingencies and alternate modes of operation, and step-by-step procedures for module access and use. For better understanding of the users, graphics has been used wherever possible in this manual.

1.1 Purpose of this document

This document is a generic user guide document for using E- Challan Module and has all the details regarding E-Challan which is helpful for citizens. This document expresses all the working of the module in very simple manner, so that whosoever goes through this piece of document finds it interesting and convenient to work with the software.

1.2 Scope

This user manual is intended to be used by all the departments of Uttarakhand. Separate user manuals have been/are being prepared for other aspects of IFMS software. This user manual is intended to be used by citizens, departments and government organization.

1.3 Organization of User Manual

User manual has been organized to include brief description of E-Challan and their roles and responsibilities, features of E-Challan module, operating instructions, step by step guide for working and **Help-desk and Support facility** for the users in case of difficulties.

1.4 Points of Contact

To help the users working on IFMS software, Finance Data Center operates a help line number **08899890000**, which may be used by the users for their queries and issues. Users may contact help-desk officials anytime between 9 AM to 8 PM during weekdays (i.e. Monday to Saturday) and between 10 PM to 6 PM during holidays.

2. Overview of E- Challan Module

Challan is an official form or other kind of document, piece of paperwork, citation, etc. It is a way of crediting the money to one's bank account through a form, generally used in India and Pakistan as a receipt for payment or delivery.

E-challan is an electronic format of the challan. An e-challan can also be defined as a specific format used for depositing or remitting the contribution or statutory payment at a bank or treasury. E-Challan is an online process for each type of payment and electronic payment i.e. either using the Internet Banking System or using Government receipt accounting system. The E-Payment System will handle automatic reconciliation of the receipt transactions to be received electronically from banks on daily basis and provide the necessary revenue receipt related information online to the users of various sections of FD. System will provide the online reconciliation of receipts collected through e-challan module. When the MIS data is received from the banks the same is uploaded into the portal/system for matching of the data with the data pertaining to the challans generated, which is already available in our server memory. The system check and matches the challan number sent by the bank with the challan number stored in our computer system. If the number matches, the amount paid is matched. If both the challan number as well as the amount matches, the details of payment against the challan in question is stored and the users record in the Revenue Module automatically updates as contribution paid. In case either the challan number or the amount mismatches, the details is kept aside as mismatched challan detail. The mismatched challan details are returned to the banks for checking of the data and sending the same back after corrections as may be required. In such cases the bank has to check the details by obtaining the same from the second copy of the challans kept in their collecting branches.

IFMS Software has following main features:

1. Browser Compatible Application
2. Single Login for multiple roles- ADHAAR/Mob No/Emp No
3. Workflow based system

3. Instructions

3.1 General instructions

IFMS is web-based software; hence it can be accessed using web browser. Following are some of the prerequisites to have best experience of working on the IFMS software:

1. Computer System - Desktop/Laptop
2. Operating system - Windows 7/8/10/
3. Browser - Chrome Version 79.0.3945.117 (Official Build) (64-bit)
4. Connectivity - 2 mbps and more

3.2 User id and Password

In order to work in E-challan option user is provided with two options:

- **Register In E-challan Portal:** To work on IFMS software the user needs to have an active user id and password. User id, for E-challan in IFMS software, is generated by create E-challan user option provided on the page, any citizen can create his/ her user id as per the requirement. User needs to register himself or herself in E-challan. Registration form is attached below; user needs to fill the form and the user id password will be generated. Password gets expired every 3 months; therefore, to protect his account user is advised to change his/her password regularly. In case the user forgets his password then he/she may reset it using forgot password link provided

on the login page of the E-Challan module. To reset the password, user must know his/her user name and mobile number. In case user has forgotten his/her mobile number or user name then he/she must contact his Finance Data Centre to get it. The password gets locked after 5 unsuccessful attempts. In such cases user should contact finance data center with application with their signature and corresponding id proof for resetting the password.

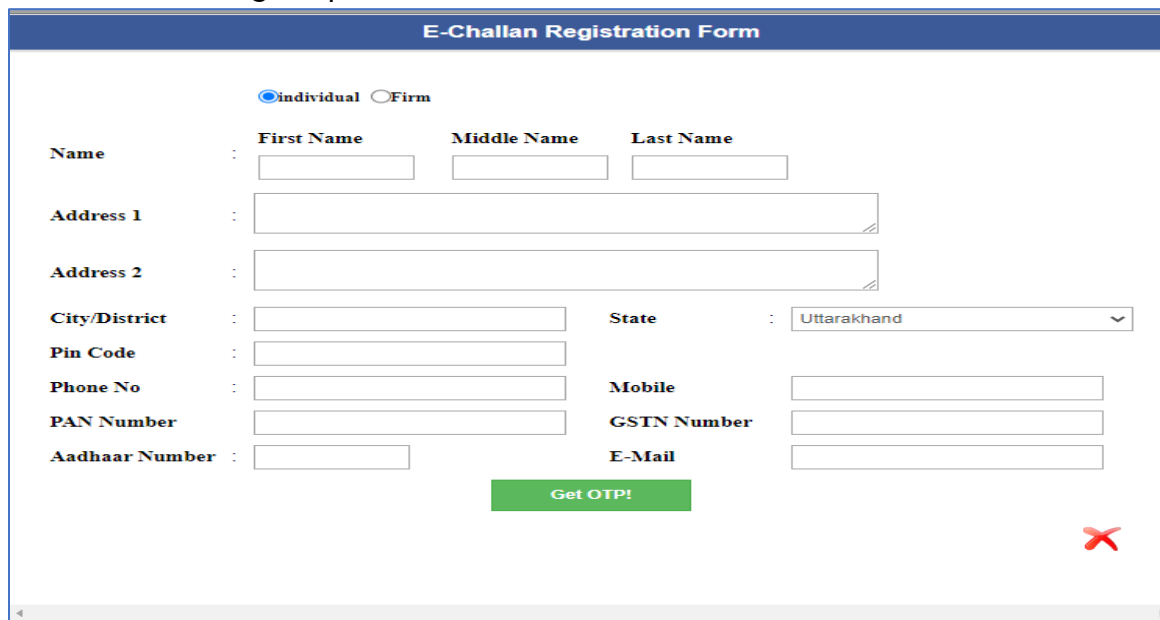


Fig-01

- **Quick Pay:** This option is provided to occasional users. Users need not to register in E-challan portal he/she can generate OTP using their mobile number and directly create challan.

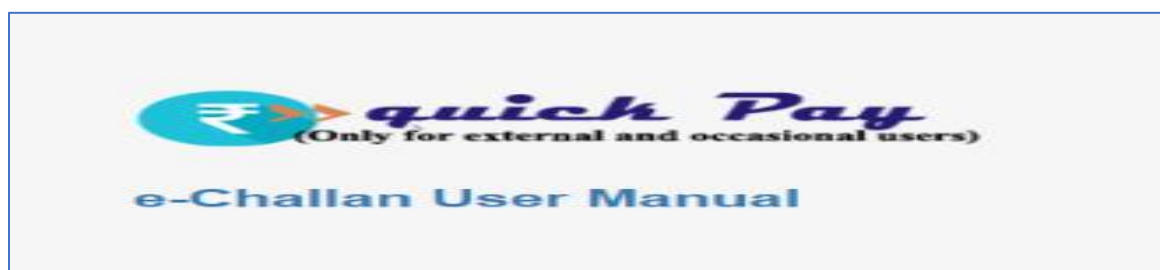


Fig-02

NOTE: For regular users it is suggested to get registered in E-challan portal.

3.3 Cyber Security

IFMS is a web-based application hence exposed to Phishing/Vishing and other kind of cyber threats. Therefore, users are advised to use good antivirus software in their PC and never share their password over the email, WhatsApp, sms or over the phone. User is solely responsible for misuse of their user ids and password.

4. Description and Steps

4.1. How to access the IFMS Software

IFMS software can be accessed by using URL <https://cts.uk.gov.in/>. Any internet browser (i.e. Chrome, Internet Explorer, Firefox, etc.) can be used for operating the software but it works well in Chrome version 79.0.3945.117 (Official Build) (64-bit) or higher. Login page of IFMS appears as shown below:

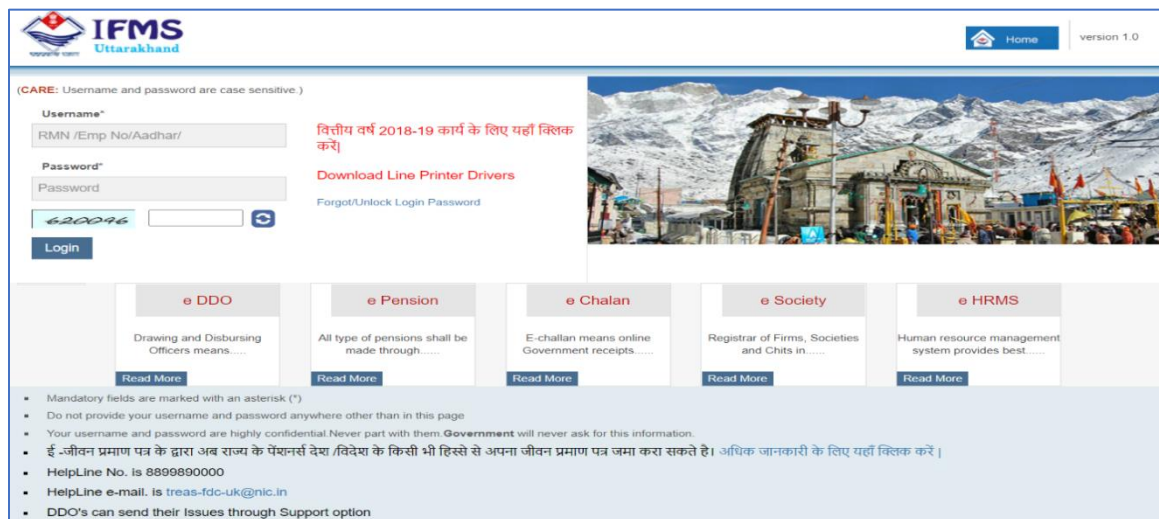


Fig-03

4.2 Logging-onto the E-Challan Application

To log-in, user firstly needs to fetch E- Challan tab provided on the screen 03, below the heading read more button is provided click on the button as a result pop up window is generated on the screen attached below.

Further click on Click here for E-challan button, as a result user will be directed to the main page of E-challan, refer to Fig-05.

As per Fig-05 enter the Login id, password, captcha and click on the “Login” button. The login ID and password will be generated by the user when he/she registers in the E-Challan menu.

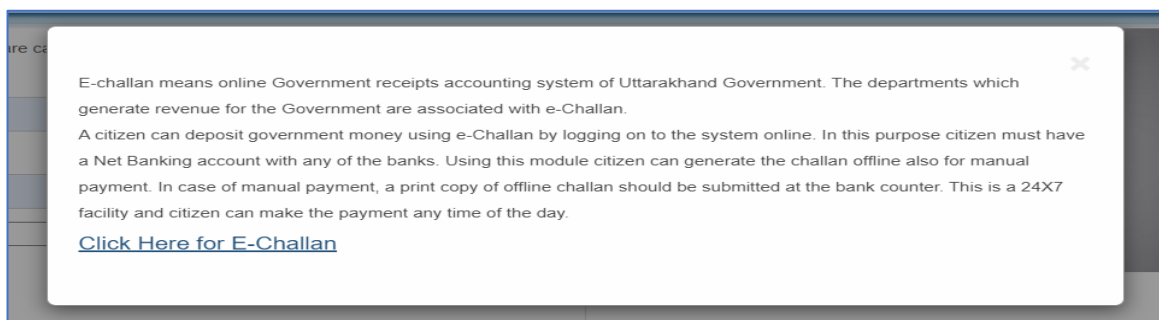


Fig-04

4.2.1 Registering in E-Challan

1. To register, user firstly needs to fetch E- Challan tab provided on the screen 03, below the heading read more button is provided click on the button as a result pop up window is generated on the screen attached below.
2. Further click on Click here for E-challan button, as a result user will be directed to the main page of E-challan i.e., attached below.



Fig-05

3. Click on Create E-challan user button which is provided at the bottom of the login page, as a result user is directed to the registration form page which is attached below;

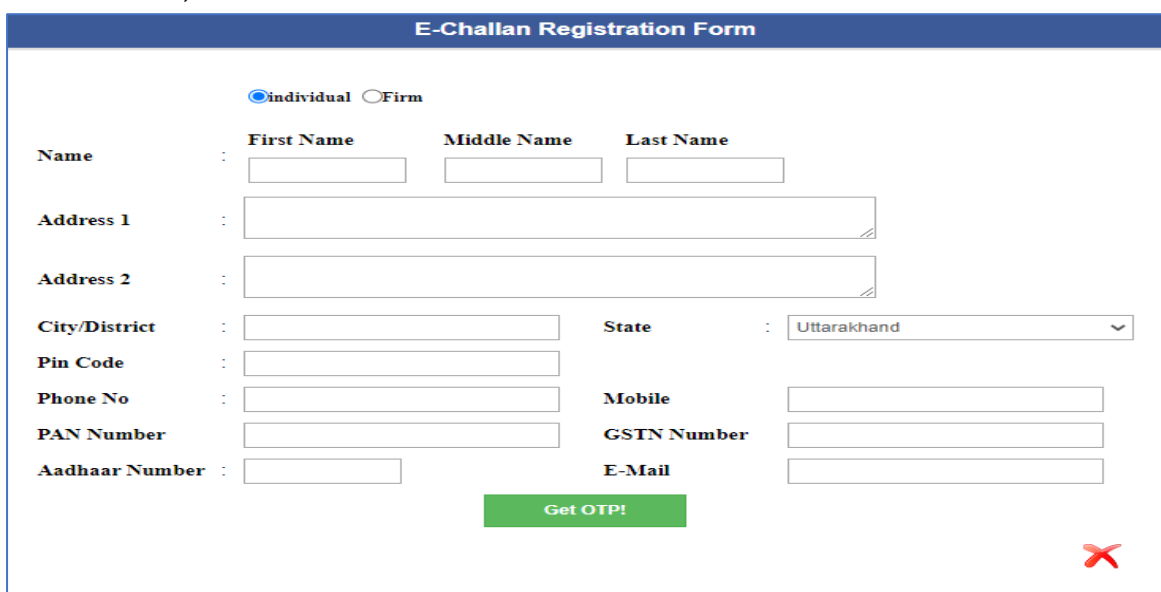


Fig-06

- Select Individual or firm based on the type, fill in the form like we have filled as can be seen in the image below; enter name, address, phone number, PAN number, Aadhaar and e-mail.

Note: Complete form remains same for Firm and individual the only difference between these forms is that on selecting Firm one addition column add up for entering firm name, also for firm it is mandatory to enter GSTN number.

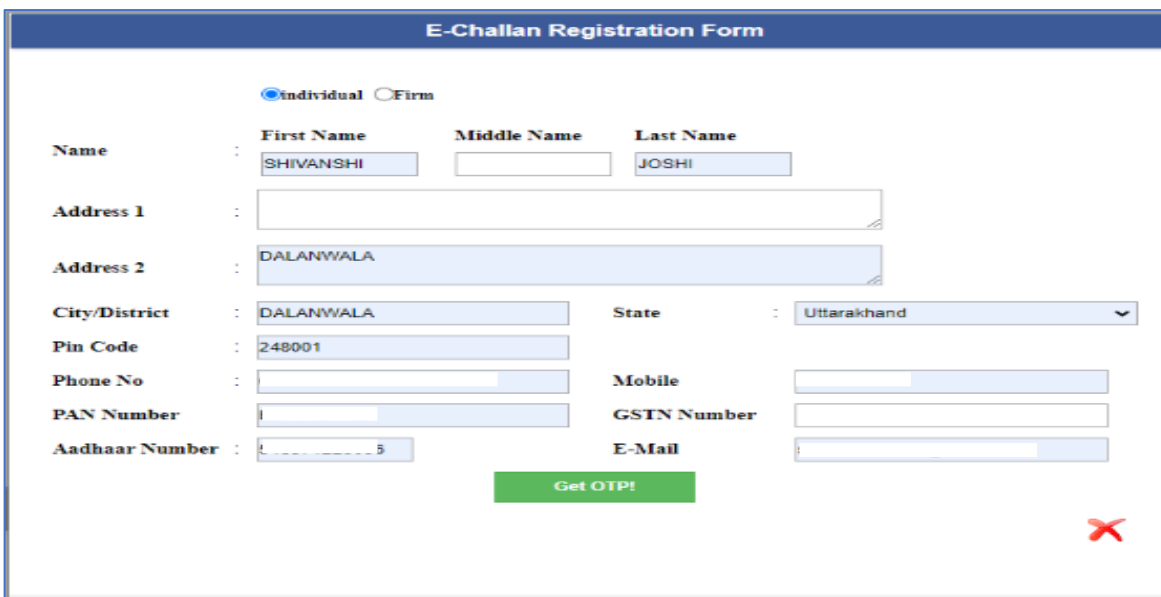


Fig-07

- Click on get OTP button provided at the form, as a result OTP number will be sent to registered mobile number and notification message in red appears on the screen with the message “OTP has been sent to your mobile number”, as can be seen in the image below;

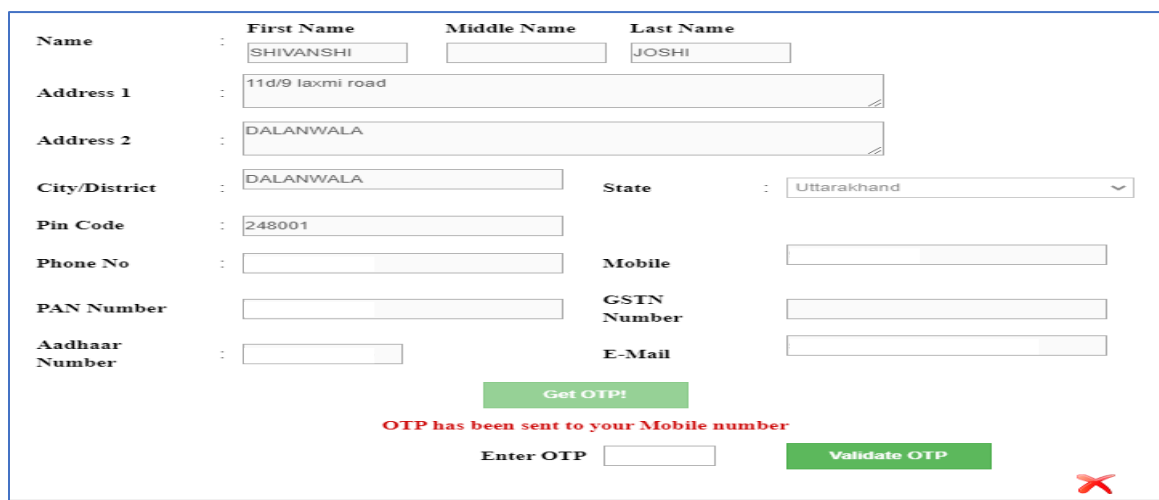


Fig-08

6. Enter the OTP received on registered mobile number in the column provided for entering OTP further click on validate OTP button; as can be seen in the image below;

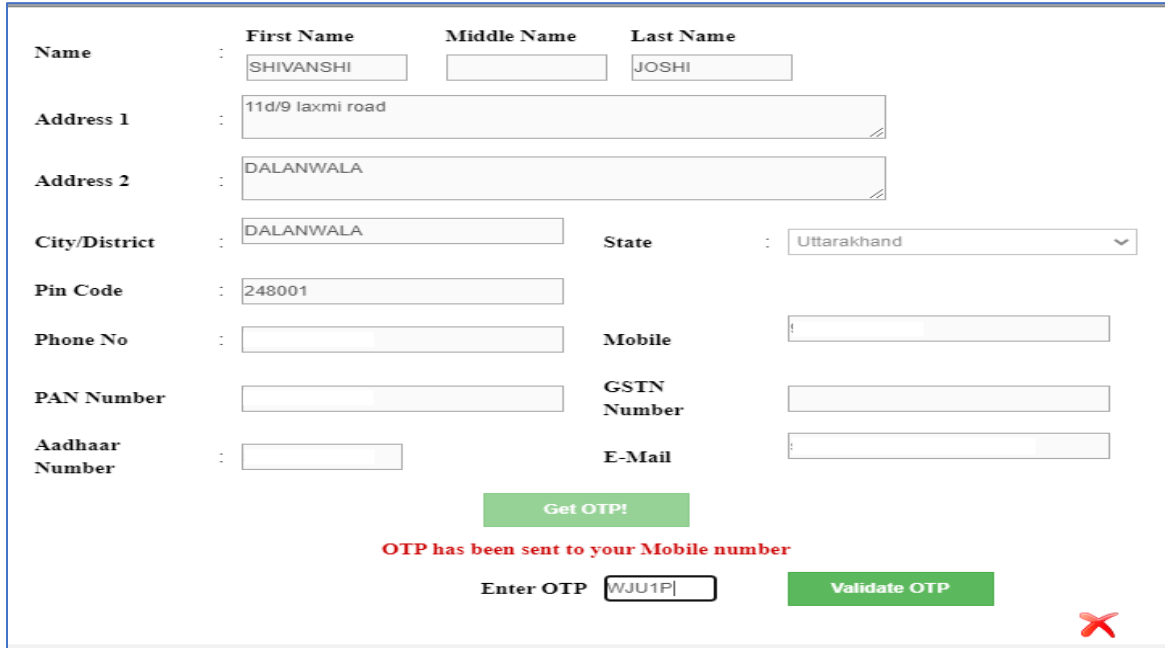


Fig-09

7. On clicking validate OTP button few more fields add up on the screen for creating password. Enter the password as per the convenience further reenter the password that was entered in the previous field. Further enter captcha code i.e., displayed on the screen, finally click on proceed button provided at the bottom of the page, as can be seen in the image below;

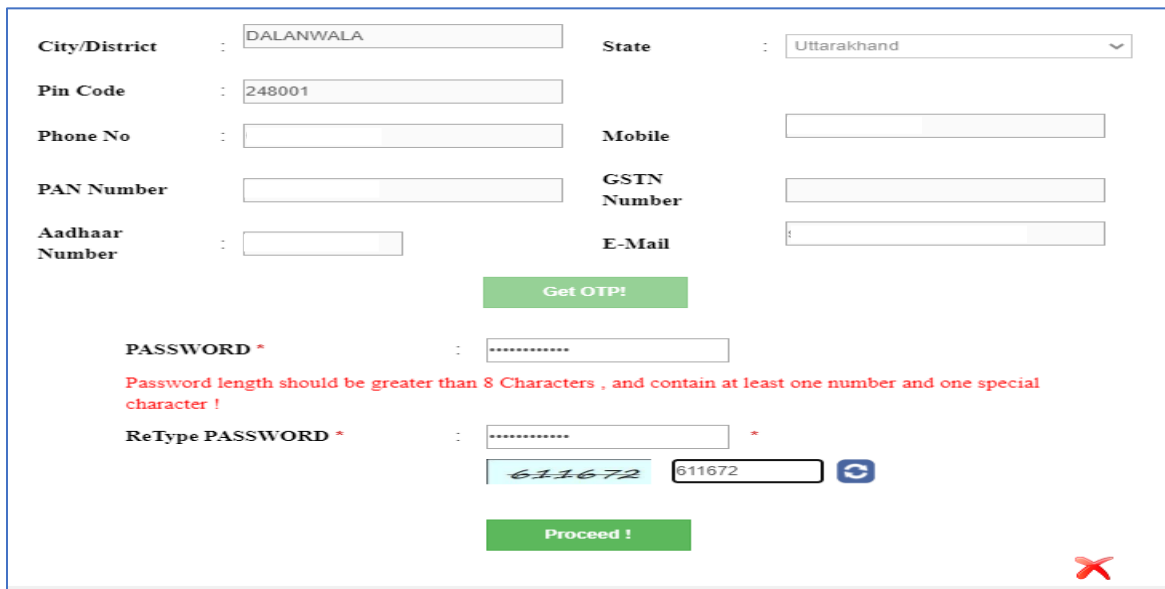


Fig-10

8. On clicking proceed button message from CTS in sent to the registered mobile number providing the user id, also the same message is displayed on the screen. Now user has access to active id and password for logging onto E-challan module. User can now start with login page.

4.2.2 Logging onto E-Challan

1. After successful registration, in order to log-in user needs to enter active Login id, password, captcha and finally click on the “Sign in” button, as shown in the image below. Login ID and password is accessed using above step i.e., registering in E-challan.

Fig-11

2. After clicking “Sign in” button user is directed to home page of E-Challan i.e., attached below;

Fig-12

4.2.3 Direct Log in using Quick Pay

Other than registering and then logging in for occasional users IFMS provides Quick pay option. In this user need not to register in E-challan portal he/she can generate OTP using their mobile number and directly create challan. Let us see log in process using Quick pay.

1. To access quick pay, user firstly needs to fetch E- Challan tab provided on the screen 03 i.e., the home page of IFMS, below the heading read more button is provided click on the button as a result pop up window is generated on the screen attached below.
2. Further click on Click here for E-challan button, as a result user will be directed to the main page of E-challan i.e., attached below.
3. In the main page of E-challan portal it can be clearly seen that Quick pay option is provided. Click on Quick pay option.



Fig-13

4. On the user click on Quick pay option, pop up window is generated on the screen, as can be seen in the image attached below.
5. In the window user is provided with column to enter mobile number and captcha. Along with close and get OTP button.

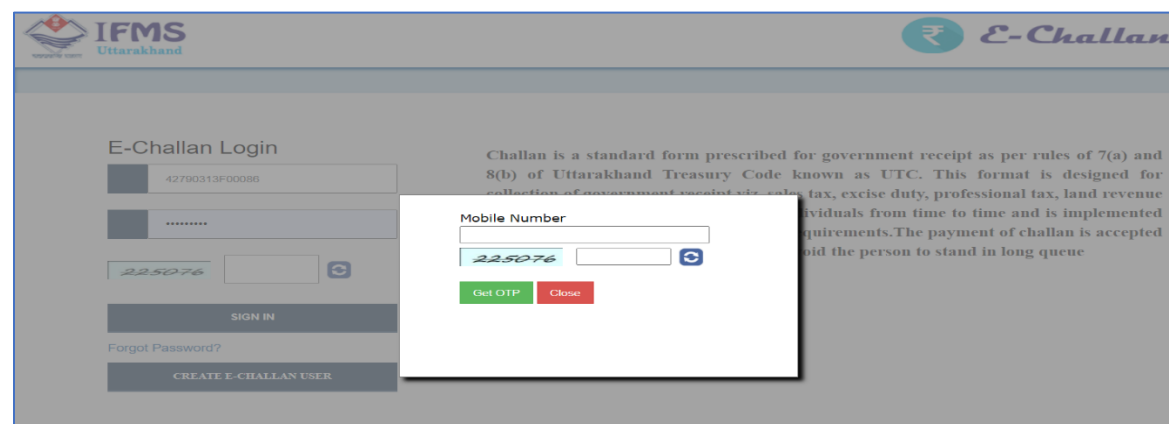
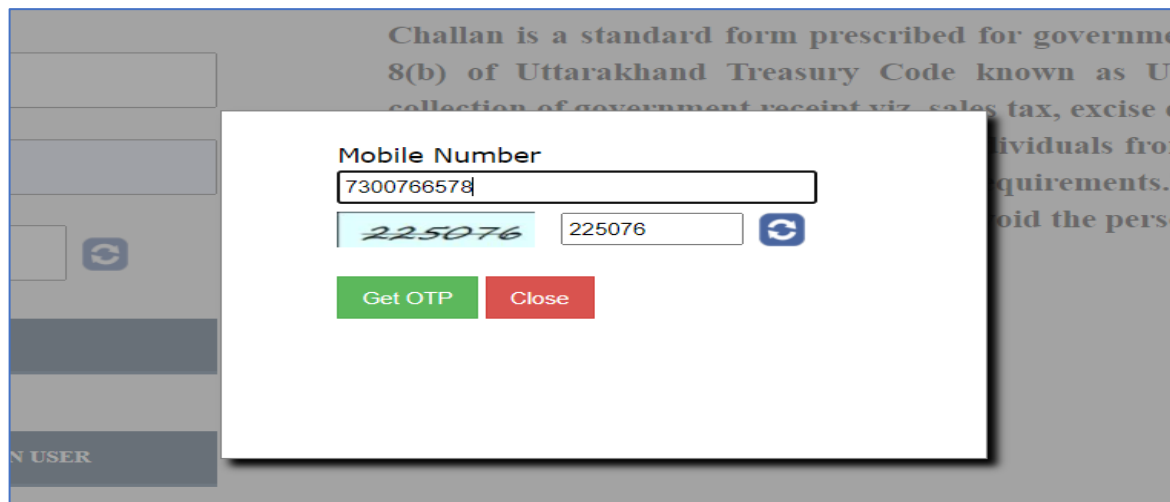


Fig-14

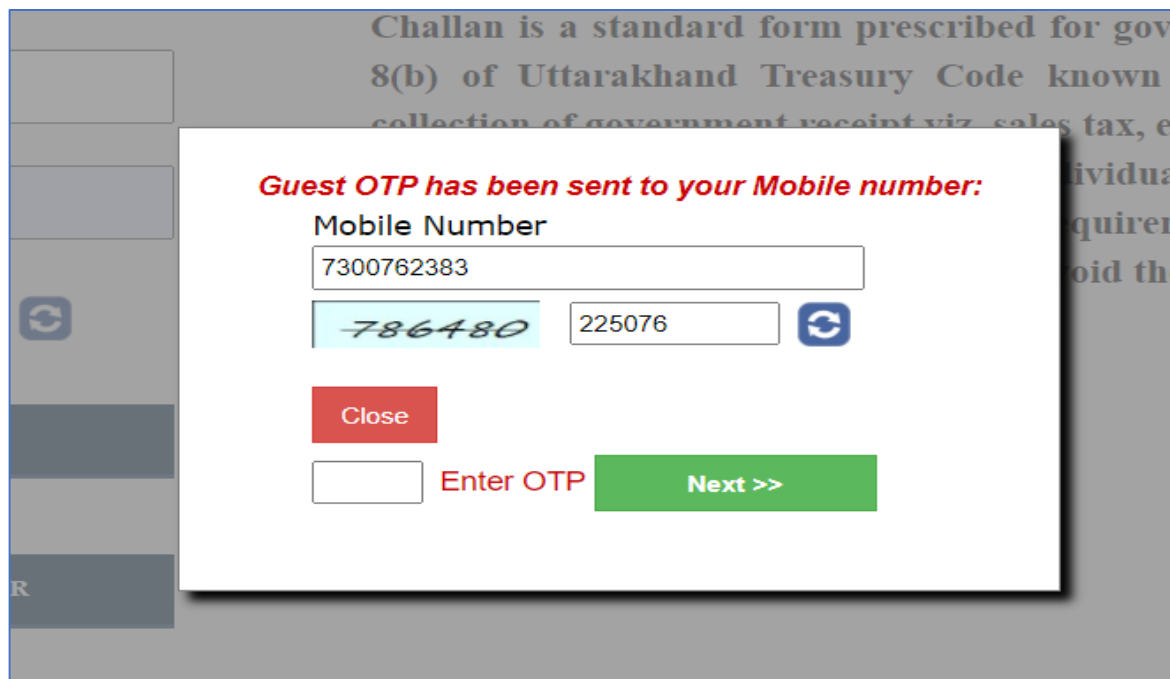
6. Fill in the fields like we have filled mobile number and captcha, as can be seen in the image attached below.



The screenshot shows a web form with a modal window. The modal window is titled "Mobile Number" and contains a text input field with the value "7300766578". Below it is a captcha field with the value "225076" and a refresh button. At the bottom of the modal are two buttons: "Get OTP" (green) and "Close" (red).

Fig-15

7. After filling in the fields click on get OTP button, as a result OTP is sent to the number along with this few more fields and buttons add up in order to enter received OTP, as can be seen in the image attached below.



The screenshot shows a web form with a modal window. The modal window is titled "Guest OTP has been sent to your Mobile number:" and contains a text input field with the value "7300762383". Below it is a captcha field with the value "786480" and a refresh button. At the bottom of the modal are three buttons: "Close" (red), "Enter OTP" (text input field), and "Next >>" (green).

Fig-16

NOTE: Enter correct mobile number as you will receive OTP in that number. In case entered number is not correct you will not be able to login.

- After receiving OTP on phone enter that OTP in the provided column, like we have entered and can be seen in the image attached below.

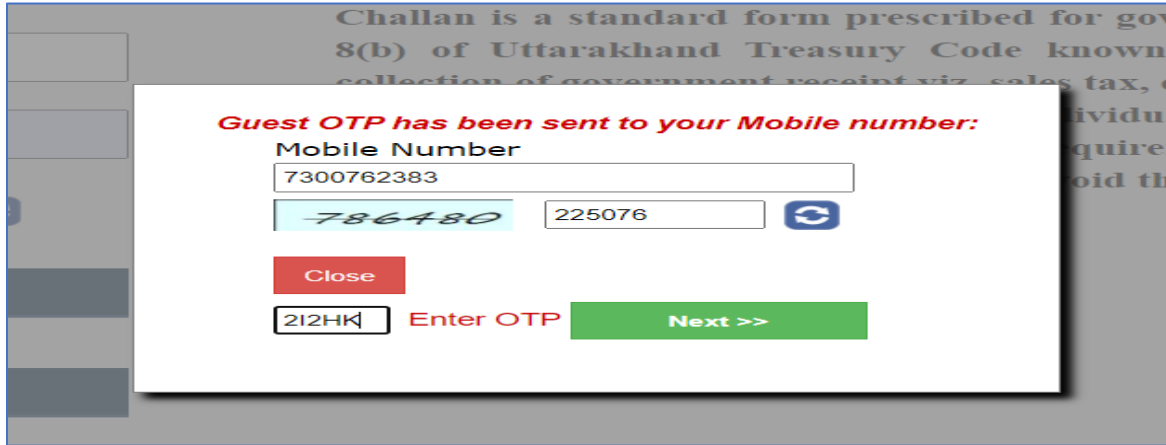


Fig-17

4.3 Components of E-CHALLAN

E-Challan module comprised of following 3 components:

- E-Challan Entry:** This form is used to make entry for creating challan.
- E-Challan History:** All the challans created by the user using E-challan menu is reflected under E-challan history.
- User Profile:** User is provided with various tabs for updating user profile like changing phone number or updating password etc.

Let us learn how to create E-Challan. Following are execution steps involved in generating E-Challan:

Execution steps for processing E-Challan: E-Challan Entry (fill in the form) → confirm data filled → choose payment option → make payment → View E-Challan history

4.3.1 E-Challan Entry

Below is step by step guide for generating E-Challan:

- User can access E-Challan Entry form by clicking on E-Challan Entry option from menu bar, as a result user is directed to the form attached below;

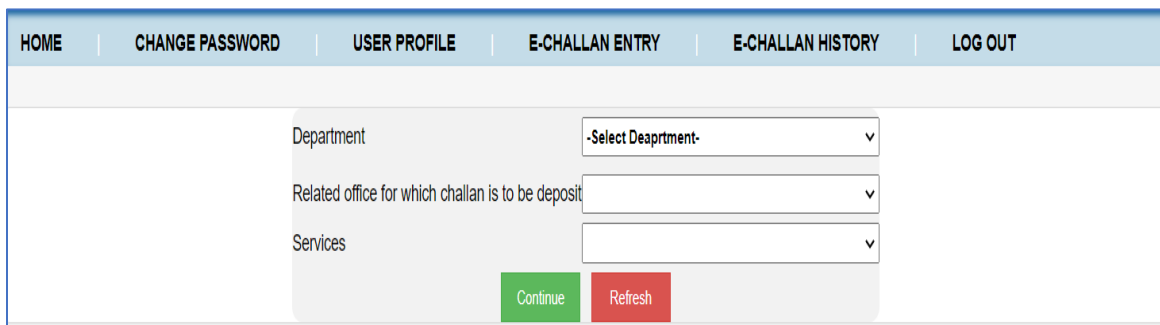
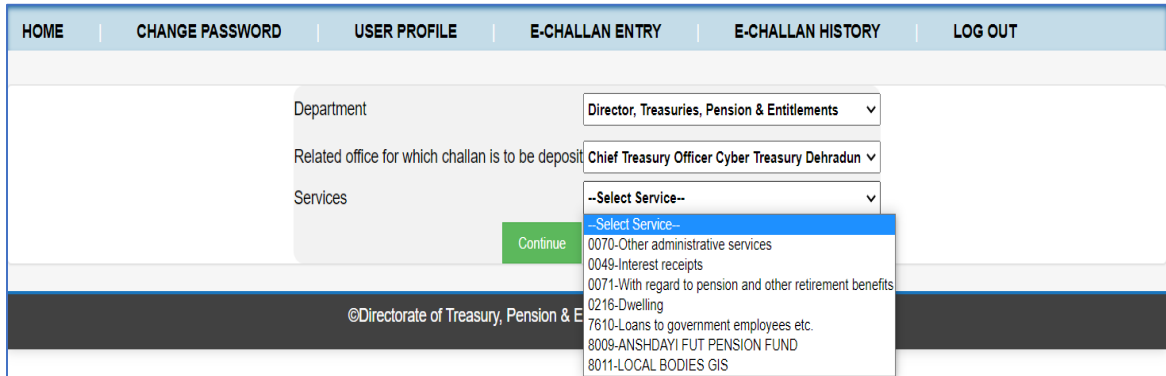


Fig-18

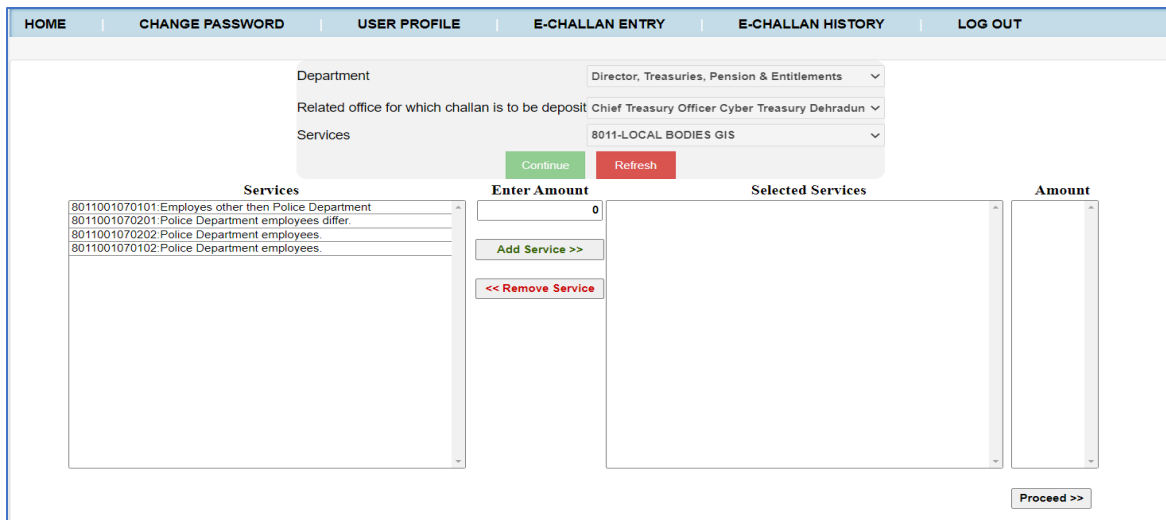
- Fill in all the required fields in the form, select department name, select office name also select key services (consist of list of all the possible head codes related to selected department). User is provided with drop down list for selecting names. After entering the required details click on continue button provided at the bottom of the page.
 - In order to continue making entry click on continue button.
 - User is also provided with refresh button, for erasing all the fields selected.



The screenshot shows the 'E-CHALLAN ENTRY' form. It has a navigation bar with 'HOME', 'CHANGE PASSWORD', 'USER PROFILE', 'E-CHALLAN ENTRY', 'E-CHALLAN HISTORY', and 'LOG OUT'. The form fields are: 'Department' (Director, Treasuries, Pension & Entitlements), 'Related office for which challan is to be deposit' (Chief Treasury Officer Cyber Treasury Dehradun), and 'Services' (dropdown menu). A 'Continue' button is visible. The 'Services' dropdown is open, showing a list of head codes: 0070-Other administrative services, 0049-Interest receipts, 0071-With regard to pension and other retirement benefits, 0216-Dwelling, 7610-Loans to government employees etc., 8009-ANSHDAYI FUT PENSION FUND, and 8011-LOCAL BODIES GIS. A copyright notice '©Directorate of Treasury, Pension & Entitlement' is visible at the bottom.

Fig-19

- On clicking continue button, few more fields for entering amount starts appearing just below continue button.
 - Select services i.e., name of head code to which the amount is to be credited like we have selected “801101070202: Police Department employee”. User can select multiple services as well.
 - After selecting name, enter amount in the column provided, after entering amount click on add service button provided just below the enter amount column.



The screenshot shows the 'E-CHALLAN ENTRY' form after clicking the 'Continue' button. The 'Services' dropdown menu is open, displaying a list of services: 8011001070101: Employees other than Police Department, 8011001070201: Police Department employees differ, 8011001070202: Police Department employees, and 8011001070102: Police Department employees. The 'Enter Amount' field is visible, and the 'Add Service >>' button is highlighted. The 'Selected Services' column is empty, and the 'Amount' column is empty. A 'Proceed >>' button is visible at the bottom right.

Fig-20

4. On clicking add service button as we can see in the image below that the service and amount, we selected in the earlier step is pushed to next column that is selected services.
 - In order to remove the service selected user is also provided with remove service button just below add service button.
 - If satisfied with the service selected and amount entered, click on proceed button provided at the bottom of the page.

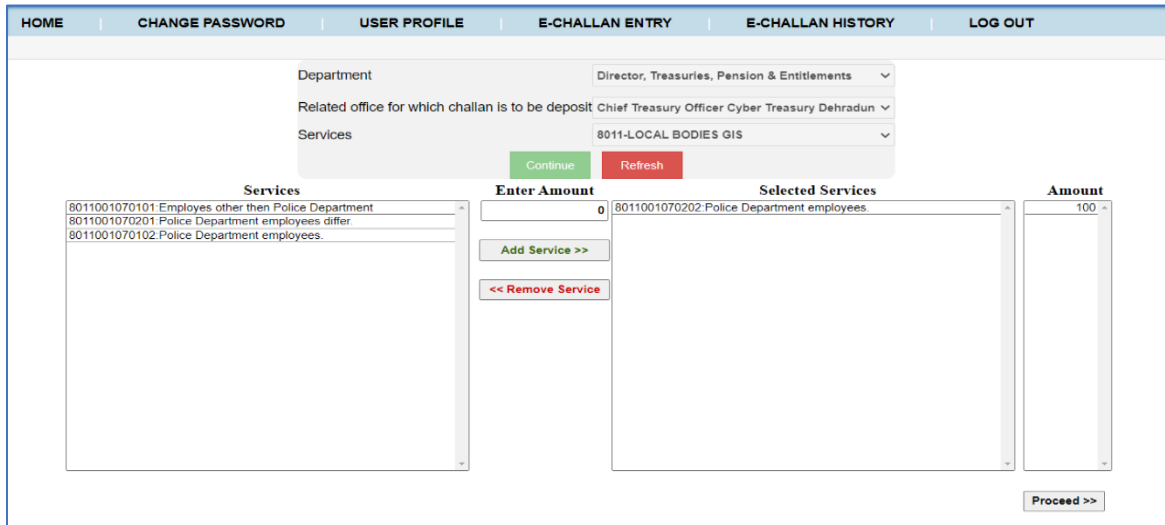


Fig-21

5. On clicking proceed button, message of total challan amount is displayed on the screen like in our case “Total amount is Rs 100” starts displaying as can be seen in the image below. Also, few columns are provided in order to enter details of depositor and for writing purpose;
 - Enter employee code/ GPF number of the employee on whose behalf the challan is being created. After entering Employee code click on validate code button.

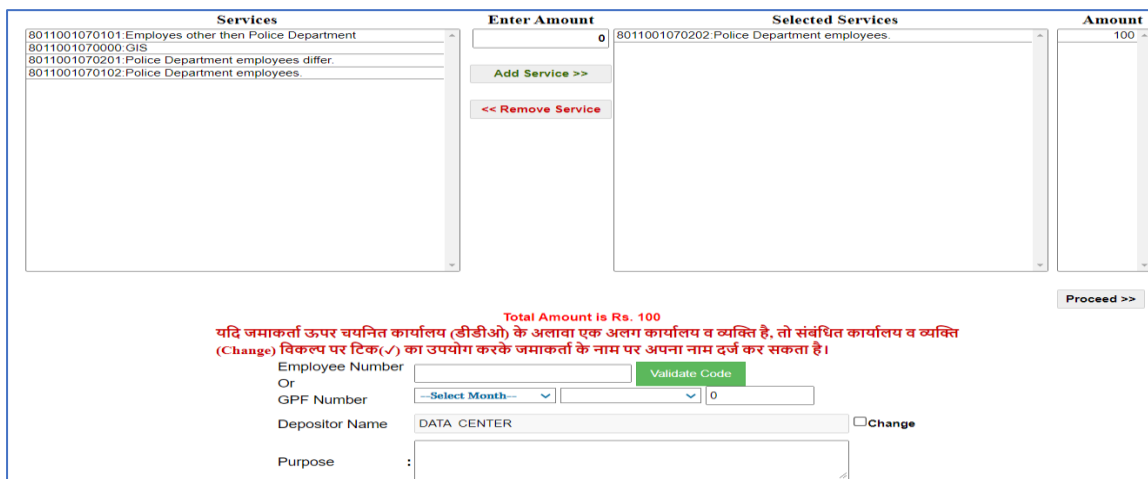


Fig-22

- As soon as operator clicks on validate code button detail of employee like name, designation and GPF number appears on the screen as can be seen in the image attached below. Along with this column to specify month, year and amount is provided to the user.

Total Amount is Rs. 100

यदि जमाकर्ता ऊपर चयनित कार्यालय (डीडीओ) के अलावा एक अलग कार्यालय व व्यक्ति है, तो संबंधित कार्यालय व व्यक्ति (Change) विकल्प पर टिक(✓) का उपयोग करके जमाकर्ता के नाम पर अपना नाम दर्ज कर सकता है।

120012096019

Employee Number **Mr Surendra Mehra**
Or **Chief Conservator Of Forest**
GPF Number **IFSU/1259**

--Select Month-- --Select Year-- 0

Depositor Name Change

Depositor Address

Depositor Mobile No

Purpose :

Fig-23

- Select month and year from the drop-down menu like we have selected June,2016 and added amount 100. This implies that the amount of 100 rupees is of the month of June, 2016.

NOTE: Amount added in this column should be same as that entered earlier. In case if the amount doesn't match with the previous added amount, system will not let user to proceed. Make sure amount is correctly entered.

- After filling in the column click on add button.
- Enter depositors address, phone number and purpose of challan like we have entered and can be seen in the image attached below;

Total Amount is Rs. 100

यदि जमाकर्ता ऊपर चयनित कार्यालय (डीडीओ) के अलावा एक अलग कार्यालय व व्यक्ति है, तो संबंधित कार्यालय व व्यक्ति (Change) विकल्प पर टिक(✓) का उपयोग करके जमाकर्ता के नाम पर अपना नाम दर्ज कर सकता है।

120012096019

Employee Number **Mr Surendra Mehra**
Or **Chief Conservator Of Forest**
GPF Number **IFSU/1259**

June 2016 100

SNO	Month	Year	Challan Amount	
1	June	2016	100	<input type="button" value="Delete"/>

Depositor Name Change

Depositor Address

Depositor Mobile No

Purpose :

Fig-24

- On clicking proceed button, user is directed to next page that is attached below, this page is confirmation page, which consist of details related to challan which was filled in the earlier steps, like amount, head code to which the amount will be credited. Other than these 2 buttons i.e., are proceed to the bank and back are available;
 - Click on “Click here for proceed to the bank” button in order to continue for payment.
 - Click on back button in order to refresh all the entries and go back to initial page i.e., E-Challan Entry page. On clicking this button all the entry log will be cleared.

Click here for proceed to the Bank

kindly check the entered detail

Challan No :	80110721E0407378	Amount in Figure(Rs.):	100
Challan Date :	22-JUL-2021	Amount in words:	Rs. One Hundred only

1	Name	MR SURENDRA MEHRA
2	Address	Dehradun
4	purpose	TEST
5	Challan amount	100
7	Head of Account	(8011) Insurance and Pension Fund
8	Deaprtment	Director, Treasuries, Pension & Entitlements
9	Related office for which challan is to be deposit	Chief Treasury Officer Cyber Treasury Dehradun
10	13 Digit code of Head of A/c	As per details below

Sl.No.	Services	Detail Head	Amount
1	Police Department employees.	8011001070202	100
Total :			100

Note :This displayed information is only for checking your entered detail and confirmation

Back

Fig-25

- On clicking click here for proceed to bank button pop up message is generated on the screen as can be seen in the image attached below. It is the confirmation message if user still abides by his/her decision. on proceed to payment button, as a result user is directed to the page attached below;

Please confirm

Challan Amount :100

Head Code.....:8011

Depositor Name :MR SURENDRA MEHRA

Department.....:Director, Treasuries, Pension & Entitlements

Challan Number:80110721E0407378

are you sure you want to proceed

Proceed
cancel

Fig-26

8. On clicking submit to the bank button, user is directed to next page that is attached below, this page consists of options for mode of payment. Here we have 4 options for payment;

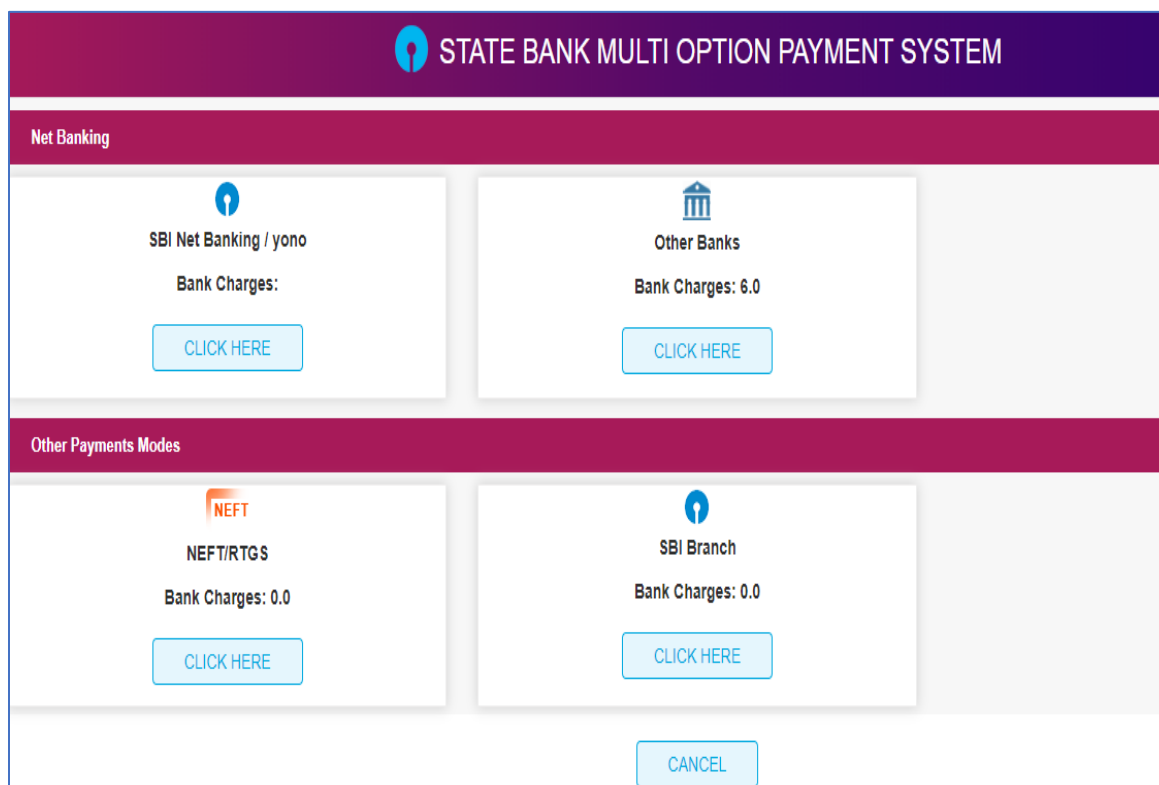
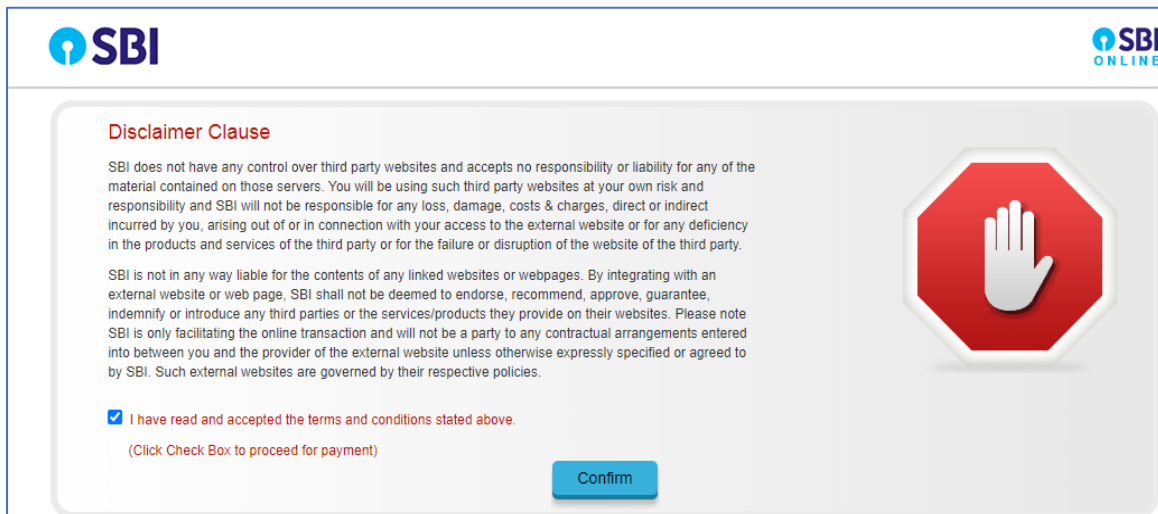


Fig-27

- **SBI Net banking:** For those who have access to SBI net banking can use this option in order to make payment online. On clicking click here button user will be directed to SBI net banking login page, enter active login id, password and captcha code further click on submit button. User will receive confirmation message on confirming the transaction user will receive OTP in his/ her registered mobile number, enter OTP and submit the form. Within 1-2 min user will receive payment confirmation message.
- **Other banks Net banking:** For those who doesn't possess SBI net banking and have other bank net banking facility can use this option. The only difference between using SBI net banking and other bank net banking is that for making payment using SBI net banking option is free of cost while for using other banks net banking additional charges will be added.

On clicking click here button user directed to bill desk where user can select his/her bank, select the bank which will redirect the user to selected banks login page, enter active login id, password and captcha code further click on submit button. User will receive confirmation message on confirming the transaction user will receive OTP in his/ her registered mobile number, enter OTP and submit the form. Within 1-2 min user will receive payment confirmation message.

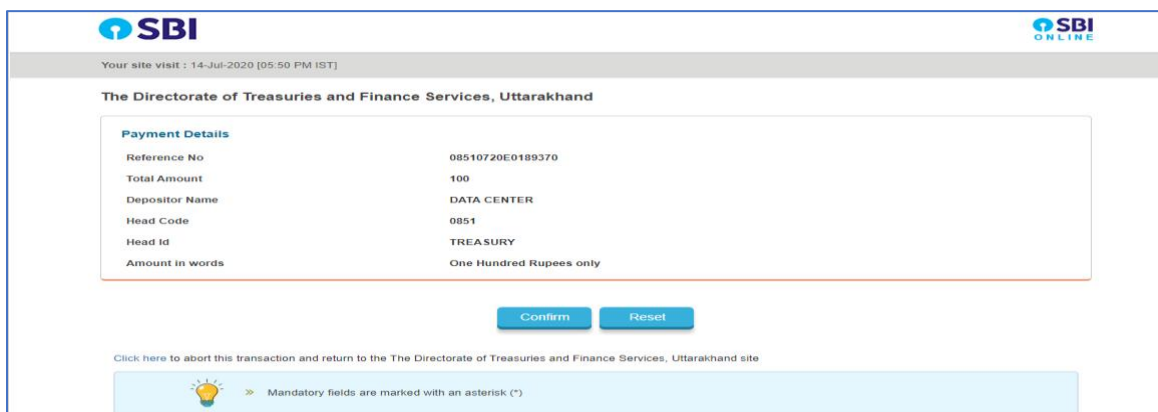
- **NEFT/RTGS:** User can also use NEFT/ RTGS option for making payment.
 1. Click on ‘click here’ button user directed to next page which is attached below; this page consists of terms and condition, read the clause and click on check box provided at the bottom of the page for accepting terms and conditions, finally click on confirm button.



The screenshot shows the SBI Online interface for a disclaimer clause. It includes the SBI logo, a 'Disclaimer Clause' heading, and two paragraphs of text. The first paragraph states that SBI does not have control over third-party websites and accepts no liability. The second paragraph states that SBI is not liable for the contents of any linked websites. Below the text is a checkbox with the text 'I have read and accepted the terms and conditions stated above.' and a note '(Click Check Box to proceed for payment)'. A 'Confirm' button is located at the bottom right of the form area.

Fig-28

2. On clicking confirm button user directed to next page which is attached below; this page consists of details related to challan i.e., amount and head code. This page is confirmation page.
 - Click on confirm button provided on the page in order to continue.
 - If the user has made mistake or is not satisfied by the challan entry can user reset button. It will erase the entry log and re-direct the user to E-challan entry page.





The screenshot shows the SBI Online interface for payment details. It includes the SBI logo, the text 'Your site visit : 14-Jul-2020 [05:50 PM IST]', and the heading 'The Directorate of Treasuries and Finance Services, Uttarakhand'. Below this is a table with payment details:

Payment Details	
Reference No	08510720E0189370
Total Amount	100
Depositor Name	DATA CENTER
Head Code	0851
Head Id	TREASURY
Amount in words	One Hundred Rupees only

Below the table are 'Confirm' and 'Reset' buttons. At the bottom, there is a link 'Click here to abort this transaction and return to the The Directorate of Treasuries and Finance Services, Uttarakhand site' and a note 'Mandatory fields are marked with an asterisk (*)'.

Fig-29

- On clicking confirm button user directed to next page which is attached below; this page provides account details to which the amount will be transferred, as can be seen in the image below, user is provided with beneficiary account number and IFSC code, which is further required for transferring amount.

Your site visit : 11-Aug-2020 [10:26 AM IST]

The Directorate of Treasuries and Finance Services, Uttarakhand NEFT/RTGS Form

Beneficiary Details	
Beneficiary Account Number (to be entered as it appears)	SBPGACPAAFWETTO
Amount	Rs. 5
Amount In Words	Five Rupees only
Beneficiary Bank	State Bank of India
Beneficiary IFSC Code	SBIN0000INB
Name & Address	The Directorate of Treasuries and Finance Services, Uttarakhand
Beneficiary Reference Number	00700820E0197725

Note for Bidders'

- a. The remittance should be within the prescribed time and as per the terms and conditions specified in tender.
- b. Please ensure the correctness of details inputted while remittance through RTGS/NEFT. SBI and Govt would not be responsible for the transactions rejected due to incorrect details inputted.
- c. For RTGS/NEFT transactions, Date and time at which payment is received in SBI would be relevant for the purpose of determining the issue as to whether payment was received in time or not. Therefore, bidders should make transactions well in advance so as to ensure that the payment reaches SBI before date and time for submission of tender.
- d. Bids for which payment is received after closing date/time for submission of tender/bid would be rejected and would not be considered for further processing. The payment would be returned back to the bank account from which the transaction was made.
- e. Bidders should verify/check the payment status on e-procurement portal. The transaction for which payment is received before bid/tender closing date and time would be displayed as SUCCESSFULL in the portal. Otherwise bidders may contact their bank from which the transaction was made.
- f. Bidder should ensure that tender document fees and EMD are remitted as per the instructions of e-tender portal. Amount to be remitted should not be higher or lesser and should be the same as shown above against Amount column.
- g. Bidder should ensure that account no. entered during RTGS/NEFT remittance at any bank counter or Internet banking site is the same as it appears in e-Procurement remittance form. Bidder should not truncate this account number.
- h. No additional information like bidders name, company name, etc. should be entered in the account no. column along with account no. for RTGS/NEFT remittance.
- i. Cash or Transfer across the counter in SBI and Associates Banks not allowed and the payment may be treated as invalid and the respective bid is liable to be rejected.
- j. Please obtain UTR no. from your remitting bank for your record/future reference.
- k. Please note that this is only a remittance information form and not an acknowledgement of remittance.

In case the above points are not followed, the payment may be treated as invalid and the respective bid is liable to be rejected

Disclaimer

SBI does not have any control over third party websites and accepts no responsibility or liability for any of the material contained on those servers. You will be using such third party websites at your own risk and responsibility and SBI will not be responsible for any loss, damage, costs & charges, direct or indirect incurred by you, arising out of or in connection with your access to the external website or for any deficiency in the products and services of the third party or for the failure or disruption of the website of the third party.

SBI is not in any way liable for the contents of any linked websites or webpages. By integrating with an external website or web page, SBI shall not be deemed to endorse, recommend, approve, guarantee, indemnify or introduce any third parties or the services/products they provide on their websites. Please note SBI is only facilitating the online transaction and will not be a party to any contractual arrangements entered into between you and the provider of the external website unless otherwise expressly specified or agreed to by SBI. Such external websites are governed by their respective policies.

[Click here to print the Remittance Form](#)

[Click here to Download in pdf](#)

[Click here to return to the The Directorate of Treasuries and Finance Services, Uttarakhand site.](#)

Fig-30

User is provided with 3 different buttons that are;

- Click here to print the remittance form, in order to access printed copy of the form.

E- Challan User Manual



2. Click here to Download in pdf, in order to download the form.
3. Click here to Return to the Directorate of Treasuries and Finance Services, Uttarakhand site, user is directed to next page that is attached below, here message is displayed for pending payment also the user is directed to login page on clicking go to main page. No entry log is saved.

your online payment status is Pending for payment	
Bank Name	: SBI
Bank Ref No.	: CPAAFWETTO
Depositor Name	: DATA CENTER
Major Head	: 0070
Department	: 0070
Challan No.	: 00700820E0197725
Amount	: 5
Status	: P
Status Description	: Pending for payment
Transaction Date	: 11-Aug-20
Transaction Time	: 10.27.23

[Go to main Page](#)

Fig-31

4. Download the form and through net banking user needs to transfer the challan amount to the beneficiary account details provided in the above step i.e., in figure 20.
- **SBI Branch:** This option is provided for manually depositing cash against the challan in bank.
 1. Click on 'click here' button user directed to next page which is attached below; here user is provided with reference no, amount, depositor name, head code to which the amount is to be credited, enter mobile number and date of birth finally click on confirm button.

Your site visit : 14-Jul-2020 [05:56 PM IST]

The Directorate of Treasuries and Finance Services, Uttarakhand

Payment Details

Reference No	08510720E0189372
Total Amount	100
Depositor Name	DATA CENTER
Head Code	0851
Head Id	TREASURY
Amount in words	One Hundred Rupees only
Mobile No *	<input type="text" value="8077881293"/>
DOB *	<input type="text" value="21/09/1991"/>

[Confirm](#) [Reset](#)

[Click here to abort this transaction and return to the The Directorate of Treasuries and Finance Services, Uttarakhand site](#)

Fig-32

2. On clicking confirm button user is directed to next page which is attached below; here user is provided with reference no, amount, depositor name, head code to which the amount is to be credited, mobile number and date of birth, this page is for confirming that the information is correctly filled.

The Directorate of Treasuries and Finance Services, Uttarakhand



Payment Details	
Reference No	08510720E0189372
Total Amount	100
Depositor Name	DATA CENTER
Head Code	0851
Head Id	TREASURY
Amount in words	One Hundred Rupees only
Mobile No	8077881293
DOB(dd/mm/yyyy)	21/09/1991

[Confirm](#)

[Click here to abort this transaction and return to the The Directorate of Treasuries and Finance Services, Uttarakhand site](#)

Fig-33

3. On clicking confirm button user is directed to next page which is attached below; here user is provided with 2 different buttons that are;
 1. Click here to Download in pdf, in order to download the form.
 2. Click here to Return to the Directorate of Treasuries and Finance Services, Uttarakhand site, user is directed to next page that is attached below, here message is displayed for pending payment also the user is directed to login page on clicking go to main page. No entry log is saved.

Your site visit : 14-Jul-2020 [05:58 PM IST]

The Directorate of Treasuries and Finance Services, Uttarakhand

Payment Details	
INB Reference Number	CPAAEWBVR2
Merchant Reference Number	08510720E0189372
Amount	INR 100.00
Amount in Words	One Hundred Rupees only
Date - Time	14-Jul-2020 05:58 IST

[Click here to return to the The Directorate of Treasuries and Finance Services, Uttarakhand site. Else, you will be automatically redirected to the The Directorate of Treasuries and Finance Services, Uttarakhand site in 10 seconds. redirecturl](#)

[Click here to download the form in pdf](#)

Fig-34

5. Download the form, take out the print and deposit cash in respective SBI bank.

4.3.2 E-Challan History

Below is step by step guide for reviewing history of E-Challan created by user:

1. User can access E-Challan History form by clicking on E-Challan History option from menu bar, as a result user is directed to the form attached below. Page consist of list of all the challans created by the user, whether the challan is submitted in bank or not it will display in the list of challan, also irrespective of the payment method chosen all the challans will display here. User is also provided with status of challan along with view detail button for challan that are still on process and print challan button for those challan that are successfully posted, as can be seen in the image below.

HOME	CHANGE PASSWORD	USER PROFILE	E-CHALLAN ENTRY	E-CHALLAN HISTORY	LOG OUT			
<p>Once the Amount get deduct from the Bank Account and Challan Receipt is not Printed then Payment Status will be Automatically Updated Through Bank in Treasury Portal Within 48 hrs. After Updation Printout of Challan will be Available in Treasury Portal. Sorry for the Inconvenience</p>								
Sl no	Challan Number	Department	Challan Date	Challan Amount	Remark	Challan Status		
1	80110721E0407378	बीमा तथा पेंशन निधि	22-JUL-2021	100	TEST	Pending	Reverification	View Detail
2	76100721E0406287	सरकारी कर्मचारियों आदि को कर्ज	20-JUL-2021	10	test	Pending for payment	Reverification	View Detail
3	80110721E0401436	बीमा तथा पेंशन निधि	17-JUL-2021	10	ok	Pending for payment	Reverification	View Detail
4	00550621E0330755	पुलिस	02-JUN-2021	5	TEST	Completed Successfully	✓	Print Challan
5	00700820E0200260	अन्य प्रशासनिक सेवायें	18-AUG-2020	5	Test Eighteen August	Completed Successfully	✓	Print Challan
6	14560820E0196304	सिविल पूर्ति	06-AUG-2020	5	Test Manual Challan	Completed Successfully	✓	Print Challan

Fig-35

2. For pending cases on clicking view detail button pop up window is generated on the screen displaying a form that consist of details related to challan. As can be seen in the image below;

Challan Status : Pending
Bank Reference No.: CPAAVOTJS7

Challan No :	00700621E0333392	Amount in Figure(Rs.):	10
Challan Date :	07-JUN-2021	Amount in words:	Rs. Ten only

1	Name of the person (designation if necessary or Organization on whose behalf amount is being paid.	BIJAPUR GUEST HOUSE
2	Address	garhi cantt
3	Registration Number (if necessary)	
4	Full details of amount to be deposited (for which purpose and in favour of)	as
5	Gross value of Challan	10
6	Net value of Challan	10
7	Full details of Head of Account	(0070) Other administrative services
8	Department	Director, Treasuries, Pension & Entitlements
9	Related office for which challan is to be deposit	Director Treasury Pension Entitlement DDun
10	13 Digit code of Head of A/c	As per details below

Sl.No.	Services	Detail Head	Amount
1	Other miscellaneous receipts.	0070608000600	10
Total :			10

Note : This displayed information is only for your confirmation, kindly note the challan number and do not submit this particular receipt to the bank

cancel

Fig-36

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3. For successful cases on clicking print challan button user is directed to new window with the copy of challan, user can access printed copy of challan. As can be seen in the image below;

	E-Challan Treasury Form-209(1) Financial Handbook Vol. V, Part- II Form No. 43A(1) (See Paragraph 417 and 478) Challan form for depositing amount	Bank Ref. No. - CPAAVKHRM8
Name of the Treasury/Sub-Treasury/Bank/Bank Branch -State Bank Of India (Payment Gateway)		
1	Name of the person (designation if necessary or Organization on whose behalf amount is being paid.	MUKESH SINGH RAWAT
2	Address	FINANCE DATACENTER DEHRADUN
3	Registration Number (if necessary)	
4	Full details of amount to be deposited (for which purpose and in favour of)	TEST
5	Gross value of Challan	5
6	Net value of Challan	5
7	Full details of Head of Account	0055 - police
8	13 Digit code of Head of A/c	As per details below

SL No.	Services	Detail Head	Amount
1	Other fees, fines, etc..	0055001030300	5
Total Challan Amount-			5

Amount (in words) - Five

Signature of departmental officer with seal MUKESH SINGH RAWAT

Challan No- 00550621E0330755	Amount in Figure(Rs.) - 5
Date - 02-JUN-2021	Amount in words - Five

Received Through

Bank Ref. No. - CPAAVKHRM8

State Bank Of India (Payment Gateway)

Fig-37

- For pending cases on clicking view detail button pop up window is generated on the screen displaying a form that consist of details related to challan. As can be seen in the image below;

Challan Status : Pending		Bank Reference No.: CPAAXVRE01	
Challan No :	76100721E0406287	Amount in Figure(Rs.):	10
Challan Date :	20-JUL-2021	Amount in words:	Rs. Ten only
1	Name of the person (designation if necessary or Organization on whose behalf amount is being paid.)	DATA CENTER	
2	Address	DEHRADUN, UTTARAKHAND, DEHRADUN Uttarakhand 248001	
3	Registration Number (if necessary)	test	
4	Full details of amount to be deposited (for which purpose and in favour of)	test	
5	Gross value of Challan	10	
6	Net value of Challan	10	
7	Full details of Head of Account	(7610) Loans to government employees etc.	
8	Deaprtment	Commissioner Food	
9	Related office for which challan is to be deposit	District Supply OfficerHaridwar	
10	13 Digit code of Head of A/c	As per details below	

Sl.No.	Services	Detail Head	Amount
1	State Legislature members, houses former members.	7610002010300	10
Total :			10

Note : This displayed information is only for your confirmation, kindly note the challan number and do not submit this particular receipt to the bank

[cancel](#)

Fig-38

NOTE: The image obtained on clicking view details button is not the final preview of challan thus it is specifically written not for bank. This piece of image doesn't hold any value in bank or in offices, it is only for providing information. The actual challan copy is received once the payment process is done, kindly refer to Fig-37


4.3.3 User Profile

Below is step by step guide for updating user profile and password:

- User can update profile for that user can access user profile form by clicking on user profile option from menu bar, as a result user is directed to the form attached below. Page contains details of user as per the details filled at the time of registration. Along with this edit profile and cancel button is provided, as can be seen in the image below.

Fig-39

- Click on edit profile button provided on the page. As a result, few fields are made editable so that user can make changes as per the current data. User can update address, phone number and e-mail address, other than this user cannot update PAN number, Aadhar number, GSTN number, User name and id, as can be seen in the image below.



E-Challan Profile

User ID : User Name : DATA CENTER

Address 1 :

Address 2 :

City/District : State :

Pin Code :

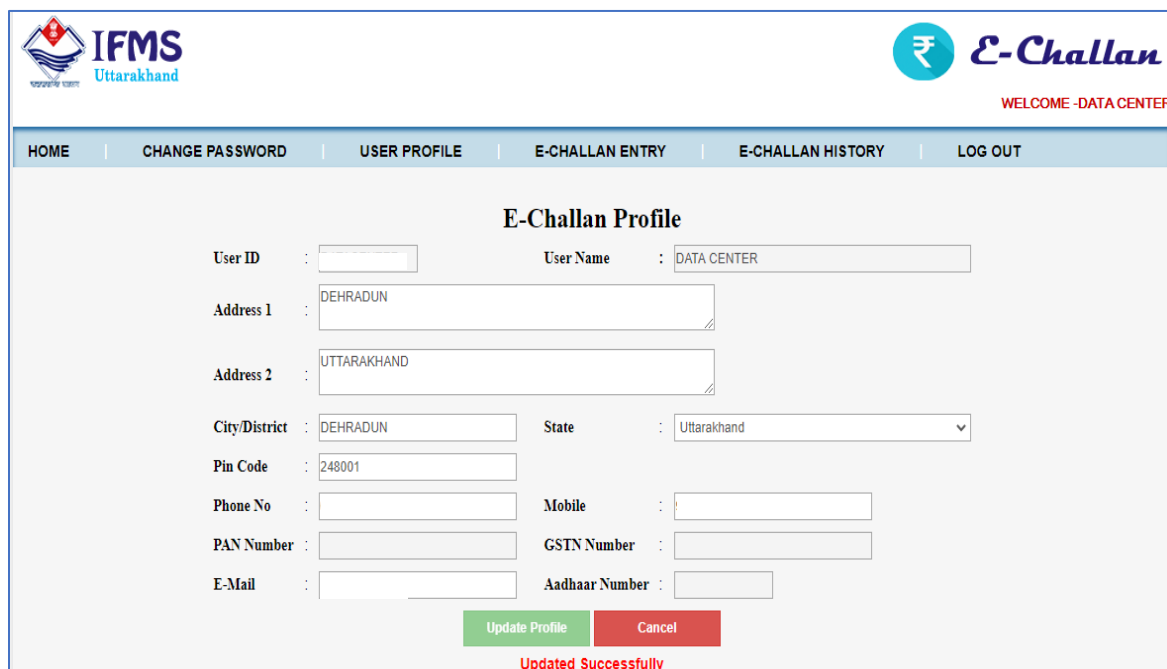
Phone No : Mobile :

PAN Number : GSTN Number :

E-Mail : Aadhaar Number :

Fig-40

- Make changes and click update profile button, like we updated mobile number, as a result field changed will be updated and message of successful update is reflected at the bottom of the page in red colour, as can be seen in the image below.



E-Challan Profile

User ID : User Name : DATA CENTER

Address 1 :

Address 2 :

City/District : State :

Pin Code :

Phone No : Mobile :

PAN Number : GSTN Number :

E-Mail : Aadhaar Number :

Updated Successfully

Fig-41

- User can update password, for that user can access password updating form by clicking on change password option from menu bar, as a result user is directed to the form attached below. Here user has to enter old password, new password and retype password. After this click on change password button provided at the bottom of the page. As a result, password will be updated and message of successful update is reflected at the bottom of the page in red colour.

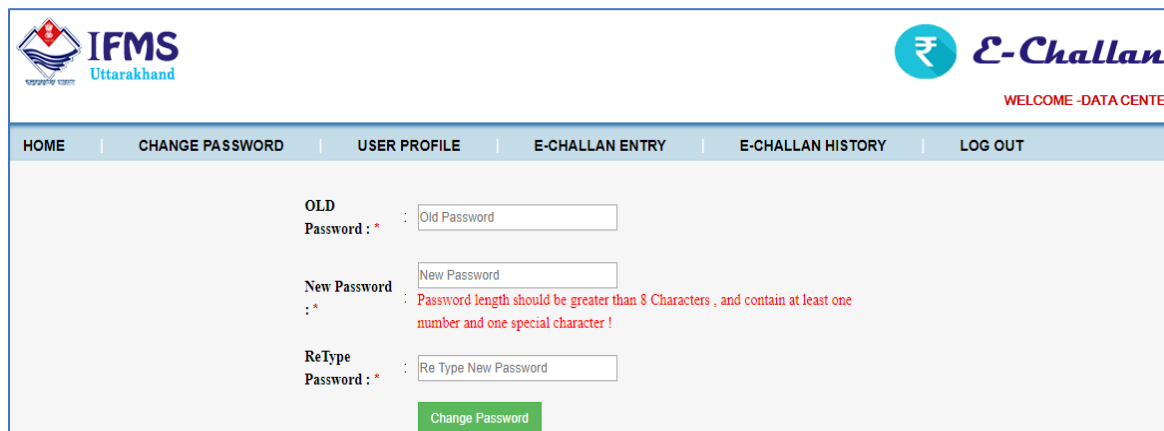


Fig-42

4.4 Quick Pay

Other than registering and then logging in for occasional users IFMS provides Quick pay option. In this user need not to register in E-challan portal he/she can generate OTP using their mobile number and directly create challan. In order to log kindly follow the steps as mention in Direct Login using Quick pay.

- After successful login user is directly directed to the entry form attached below;

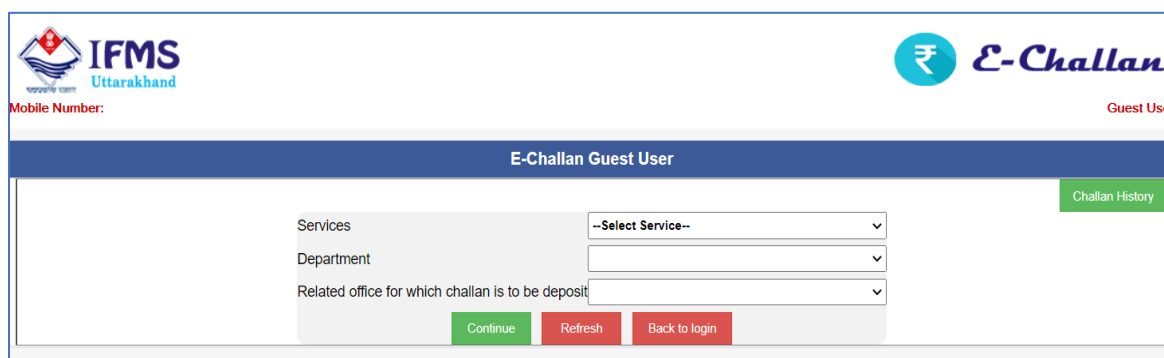


Fig-43

- Fill in all the required fields in the form, select department name, select office name also select key services (consist of list of all the possible head codes related to selected department). User is provided with drop down list for selecting names. After entering the required details click on continue button provided at the bottom of the page.

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- In order to continue making entry click on continue button.
- User is also provided with refresh button, for erasing all the fields selected.

The screenshot shows the 'E-Challan Guest User' interface. At the top right is a 'Challan History' button. Below it are three dropdown menus: 'Services' (selected: 8658-SUSPENSE ACCOUNT), 'Department' (selected: Director, Treasuries, Pension & Entitlements), and 'Related office for which challan is to be deposit' (selected: --Related office--). Below these menus are 'Continue' and 'Refresh' buttons. A list of office names is shown below the 'Related office' dropdown, with 'Director Treasury Pension Entitlement DDun- (Cyber)' highlighted. The footer text reads '©Directorate of Treasury, Pension & Entitlement'.

Fig-44

NOTE: Here department name and office name are the ones with which the challan is related to. Kindly select relevant one otherwise desired head code might not appear.

3. On clicking continue button, few more fields for entering amount starts appearing just below continue button.
 - Select services i.e., name of head code to which the amount is to be credited.
 - After selecting name, enter amount in the column provided, after entering amount click on add service button provided just below the enter amount column.

The screenshot shows the 'E-Challan Guest User' interface after clicking 'Continue'. The 'Services' dropdown is still selected. Below it are 'Continue', 'Refresh', and 'Back to login' buttons. The 'Related office' dropdown is now selected as 'Director Treasury Pension Entitlement DDun- (C)'. Below these are four columns: 'Services', 'Enter Amount', 'Selected Services', and 'Amount'. The 'Enter Amount' column has a text input field with '0' and 'Add Service >>' and '<< Remove Service' buttons. The 'Services' column lists several service codes and names. A 'Proceed >>' button is at the bottom right.

Fig-45

4. On clicking add service button as we can see in the image below that the service and amount, we selected in the earlier step is pushed to next column that is selected services.
 - In order to remove the service selected user is also provided with remove service button just below add service button.
 - If satisfied with the service selected and amount entered, click on proceed button provided at the bottom of the page.

The screenshot shows the 'E-Challan Guest User' interface. At the top, there are dropdown menus for 'Services' (8658-SUSPENSE ACCOUNT), 'Department' (Director, Treasuries, Pension & Entitlements), and 'Related office for which challan is to be deposit' (Director Treasury Pension Entitlement DDun- (C)). Below these are 'Continue', 'Refresh', and 'Back to login' buttons. The main area is divided into four columns: 'Services' (with a list of pension schemes), 'Enter Amount' (with a value of 0), 'Selected Services' (with one service selected), and 'Amount' (with a value of 10). There are 'Add Service >>' and '<< Remove Service' buttons between the 'Services' and 'Selected Services' columns. A 'Proceed >>' button is at the bottom right.

Fig-46

5. On clicking proceed button, message of total challan amount is displayed on the screen like in our case “Total amount is Rs 10” starts displaying as can be seen in the image below. Also, few columns are provided in order to enter details of depositor and for writing purpose;
 - Enter employee code/ GPF number of the employee on whose behalf the challan is being created. After entering Employee code click on validate code button.

The screenshot shows the 'E-Challan Guest User' interface after clicking 'Proceed'. The 'Total Amount is Rs. 10' is displayed in red text above the 'Employee Code' field. The 'Employee Code' field has a 'Validate Code' button next to it. Below this, there are radio buttons for 'Individual' (selected) and 'Organization'. The 'Depositor Name' field is split into 'First Name', 'Middle Name', and 'Last Name'. The 'Depositor Address' field is followed by 'Mobile No', 'State' (Uttarakhand), 'District' (dropdown), 'PIN', and 'E-Mail'. The 'Purpose' field is followed by 'Bank Name' (State Bank Of India (Payment Gateway)). A footer note states: '*Once the Amount get deduct from the Bank Account and Challan Receipt is not Printed then Payment Status will be Automatically Updated Through Bank in Treasury Portal Within 48 hrs. After Update Printout of Challan will be Available'.

Fig-47

- As soon as operator clicks on validate code button detail of employee like name, designation and GPF number appears on the screen as can be seen in the image attached below. Along with this column to specify month, year and amount is provided to the user.

Proceed >>

Total Amount is Rs. 10

120012096019 Validate Code

Mr Surendra Mehra
Employee Code **Chief Conservator Of Forest**
IFSU/1259

--Select Month-- --Select Year-- 0 Add

Individual Organization

Depositor Name: First Name, Middle Name, Last Name

Depositor Address: _____ Mobile No: _____

State: Uttarakhand District: -Select

PIN: _____ E-Mail: _____

Purpose: _____ Bank Name: State Bank Of India (Payment Gateway)

*Once the Amount get deduct from the Bank Account and Challan Receipt is not Printed then Payment Status will be Automatically Updated Through Bank in Treasury Portal Within 48 hrs. After Updation Printout of Challan will be Available

Fig-48

- Select month and year from the drop-down menu like we have selected February, 2018 and added amount 10. This implies that the amount of 10 rupees is of the month of February, 2018.

NOTE: Amount added in this column should be same as that entered earlier. In case if the amount doesn't match with the previous added amount, system will not let user to proceed. Make sure amount is correctly entered.

- After filling in the column click on add button.

Proceed >>

Total Amount is Rs. 10

120012096019 Validate Code

Mr Surendra Mehra
Employee Code **Chief Conservator Of Forest**
IFSU/1259

Febuary 2015 10 Add

SNO	Month	Year	Challan Amount	
1	Febuary	2015	10	Delete

Individual Organization

Depositor Name: First Name, Middle Name, Last Name

Depositor Address: _____ Mobile No: _____

State: Uttarakhand District: -Select

PIN: _____ E-Mail: _____

Purpose: _____ Bank Name: State Bank Of India (Payment Gateway)

Proceed

*Once the Amount get deduct from the Bank Account and Challan Receipt is not Printed then Payment Status will be Automatically Updated Through Bank in Treasury Portal Within 48 hrs. After Updation Printout of Challan will be Available

Fig-49

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- Enter depositor name, address, mobile number, email-address, and purpose, like we have filled in the image attached below.
- After doing so select bank name.

Total Amount is Rs. 10

120012096019

Mr Surendra Mehra
Chief Conservator Of Forest
IFSU/1259

Employee Code:

SN	Month	Year	Challan Amount	
1	February	2015	10	<input type="button" value="Delete"/>

Individual Organization

Depositor Name: First Name: Surendra, Middle Name: , Last Name: Mehra

Depositor Address: Dehradun, Mobile No: , State: Uttarakhand, District: Dehradun, PIN: 248001, E-Mail: xyz@gmail.com, Purpose: TEST, Bank Name: State Bank Of India (Payment Gateway)

*Once the Amount get deduct from the Bank Account and Challan Receipt is not Printed then Payment Status will be Automatically Updated Through Bank in Treasury Portal Within 48 hrs. After Update Printout of Challan will be Available

Fig-50

- On clicking proceed button, user is directed to next page that is attached below, this page is confirmation page, which consist of details related to challan which was filled in the earlier steps, like amount, head code to which the amount will be credited. Other than these 2 buttons i.e., are proceed to the bank and back are available;
 - Click on “Click here for proceed to the bank” button in order to continue for payment.
 - Click on back button in order to refresh all the entries and go back to initial page i.e., E-Challan Entry page. On clicking this button all the entry log will be cleared.

kindly check the entered detail

Challan No :	86580721E0397223	Amount in Figure(Rs.):	10
Challan Date :	15-JUL-2021	Amount in words:	Rs. Ten only

1	Name	SURENDRA MEHRA
2	Address	Dehradun
4	purpose	TEST
5	Challan amount	10
7	Head of Account	(8658) SUSPENSE ACCOUNT
8	Deaprtment	Director, Treasuries, Pension & Entitlements
9	Related office for which challan is to be deposit	Director Treasury Pension Entitlement DDun
10	13 Digit code of Head of A/c	As per details below

Sl.No.	Services	Detail Head	Amount
1	A.I.S Officers' Group Insurance Scheme	8658001230101	10
Total :			10

Note :This displayed information is only for checking your entered detail and confirmation

Fig-51

- Now user has to initiate the payment process. In order to view the steps kindly refer to [E-Challan Entry](#) from step number 7 onwards.