

e-Ledger – ADMINISTRATIVE/IMPLEMENTING DEPARTMENT USER MANUAL

The user manual shown below has to be followed for an understanding on the usual procedures to be followed by the Administrative Department for generating the draft Government Order releasing the fund placed under e-Ledger through online.

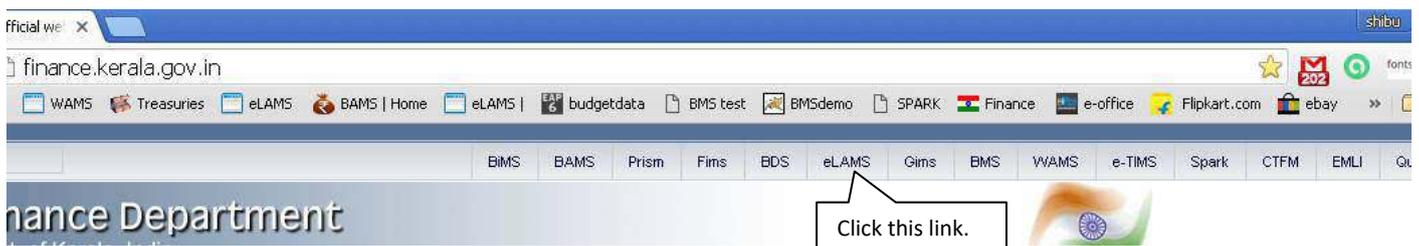
- ❖ Each Administrative Department is given two sets of user IDs and Passwords irrespective of number of sections there.
- ❖ The first user is a lower level user who drafts the Government Order for releasing the amount placed in the e-Ledger.
- ❖ The second user is a higher level officer who approves the draft prepared at lower levels and after getting vetted from Finance Department.

e.g., : if XYZ is lower level user then his password will be XYZ@123

And XYZadmin is the user ID for the higher level user and XYZadmin@123 is the password for that user.

How to Login

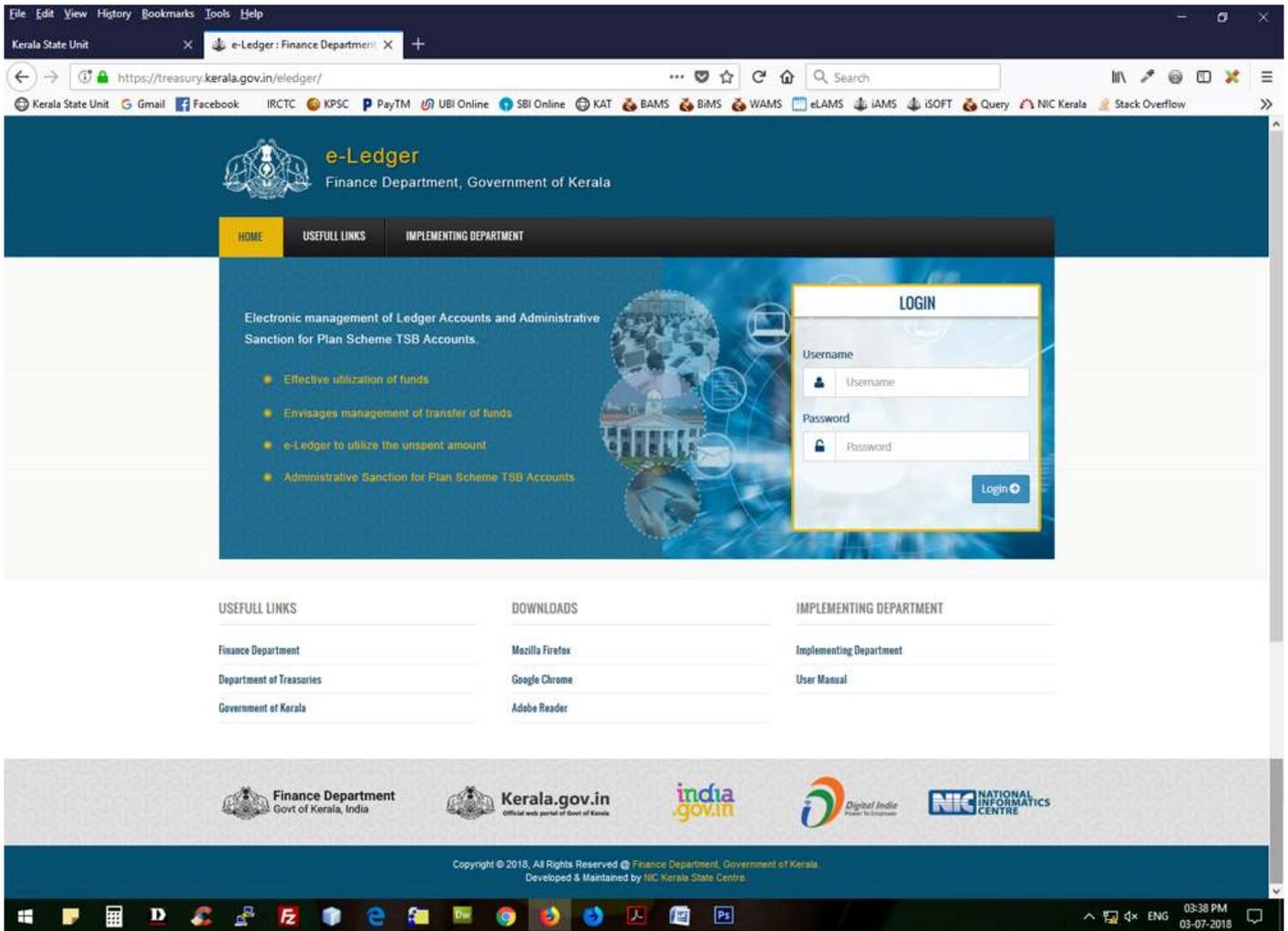
The screen shot below shows the link to the e-Ledger site. It can be accessed through the FD's website 'finance.kerala.gov.in and the link provided there in as:



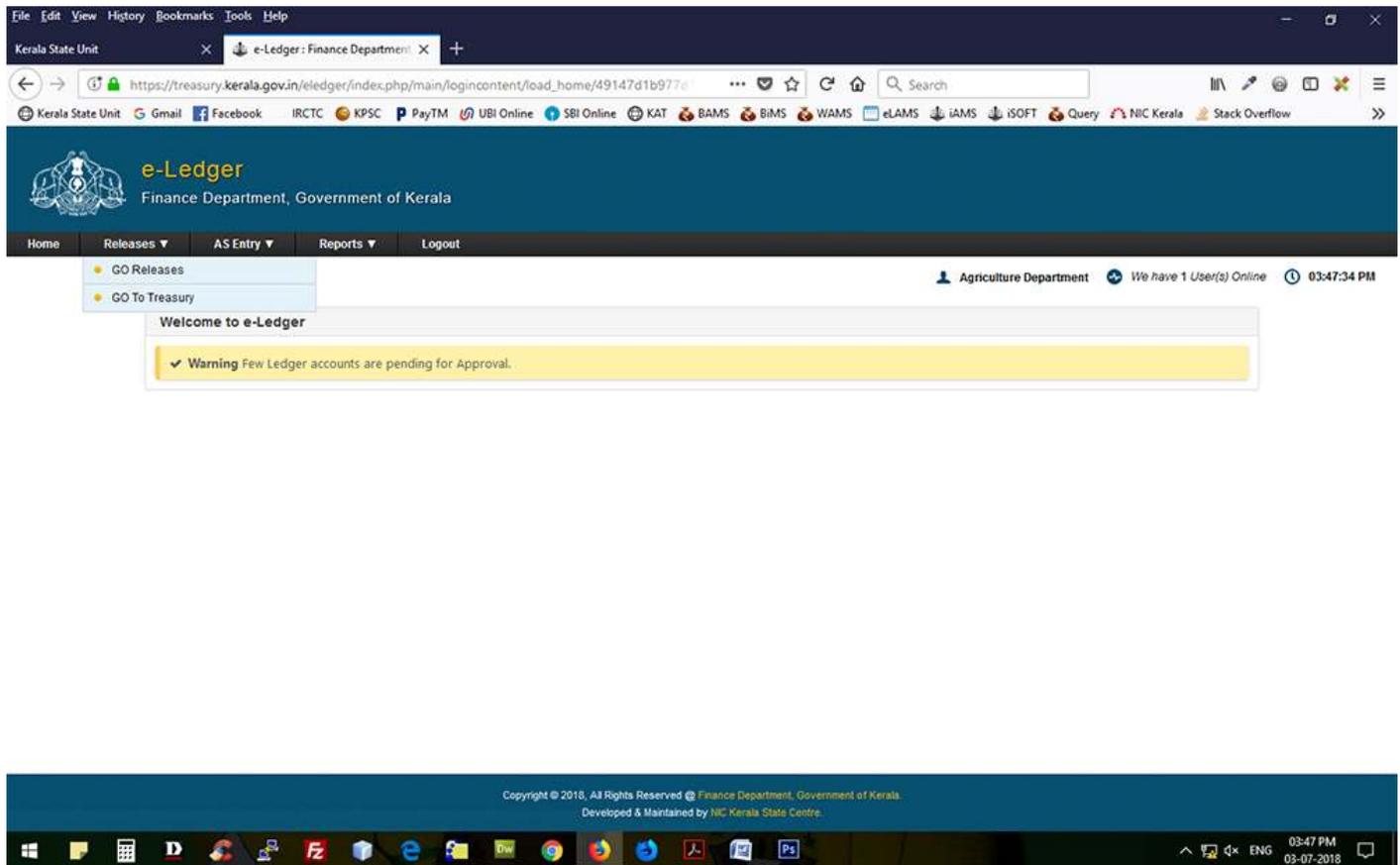
Or

in the address bar of the web browser, type 'treasury.kerala.gov.in/eledger/' without quotes.

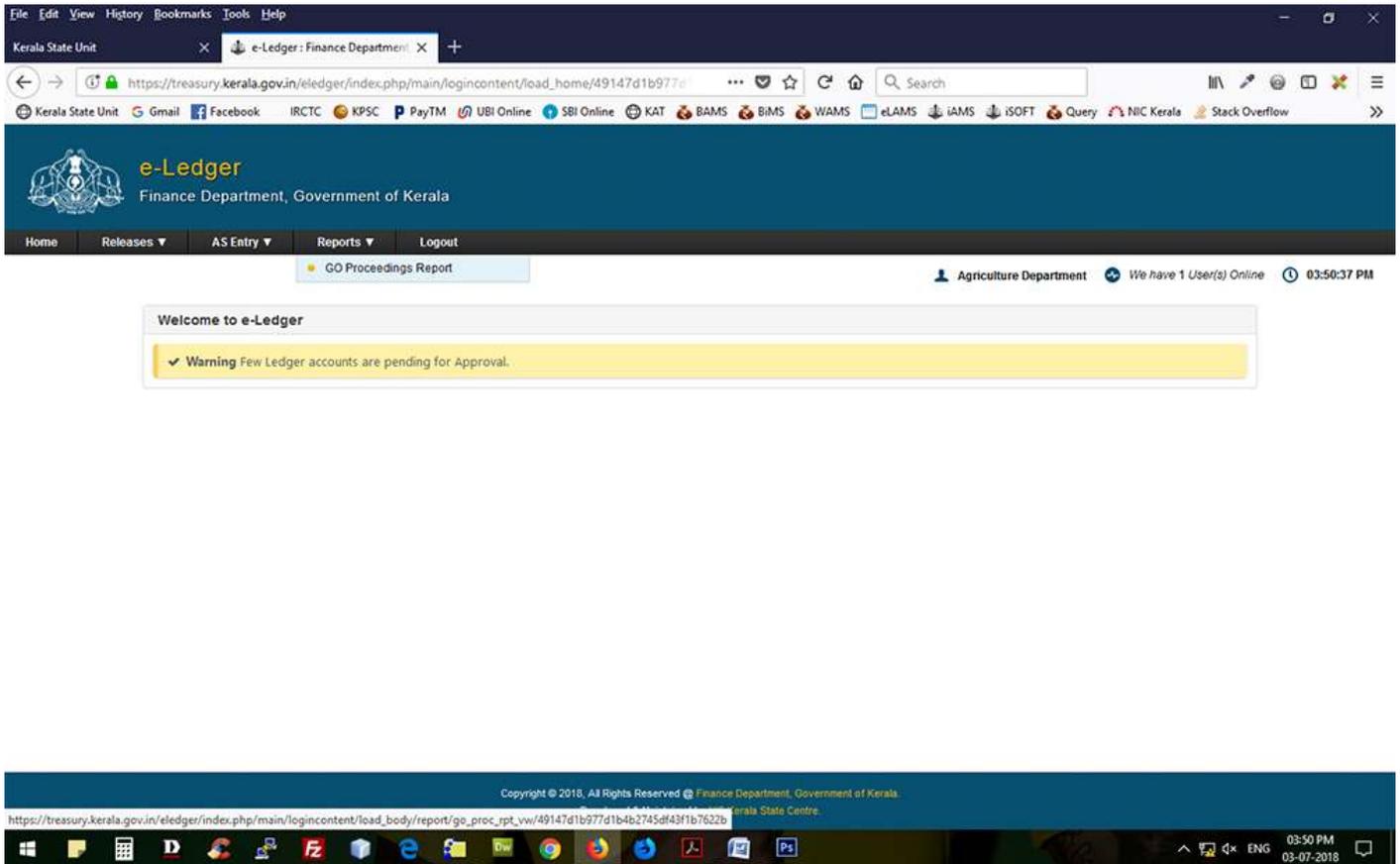
The login screen will be like this :



The successful login for the lower level user (draft GO generation) will look like this :

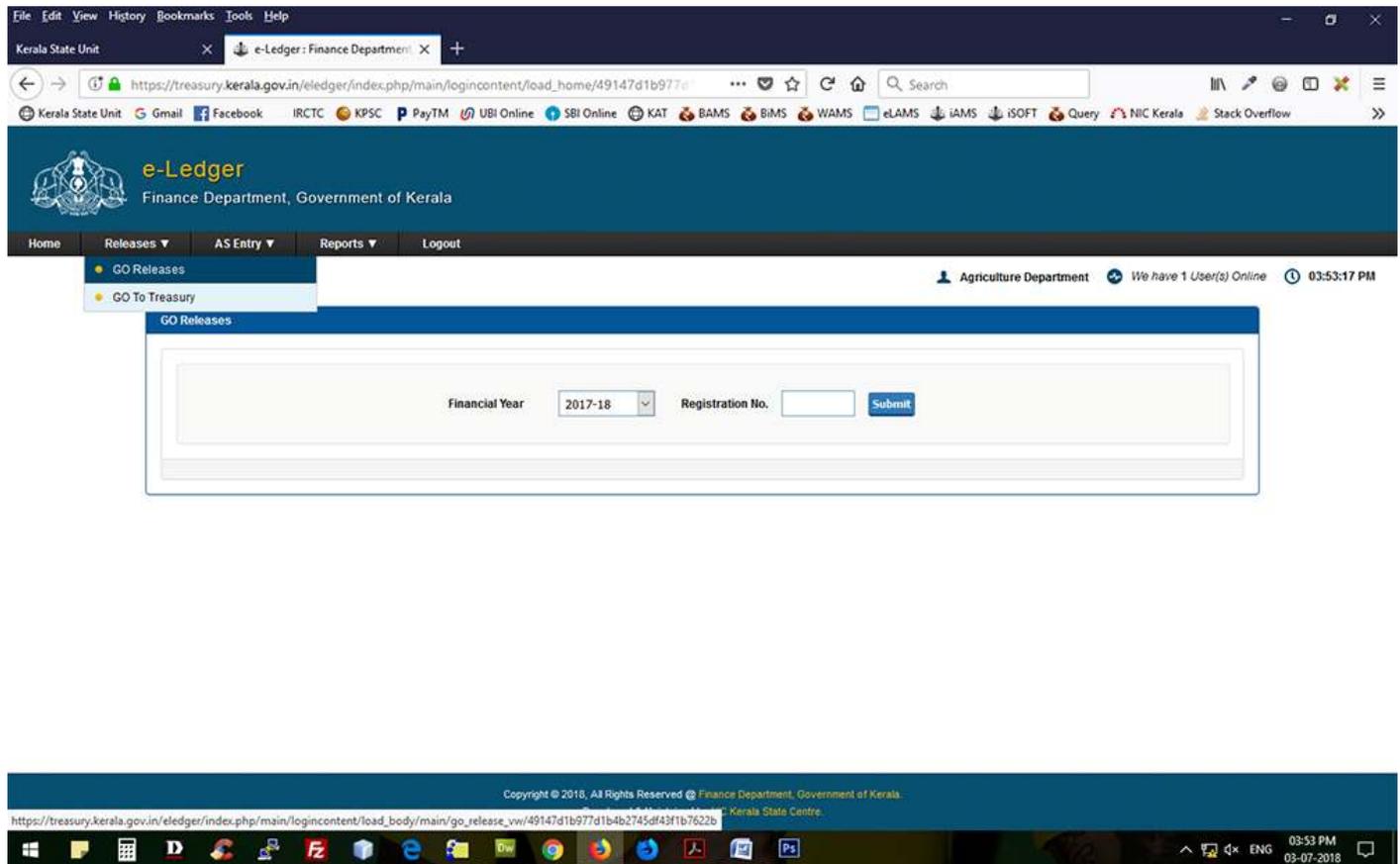


The releases menu shows GO releases and GO to treasury. GO to treasury is required when a government release itself is sufficient for drawl of money from treasury without further proceedings from the implementing department. In such situation, the concerned Administrative Department has to send the GO to the concerned treasury after selecting the drop down list of treasuries listed there (explained later).



The report menu shows the GO proceedings from the lower levels.

Preparation of Draft GO releasing fund posted in e-Ledger



Click the Releases menu – select GO Releases

The screen will look as one above. Click the submit button. It will lead to the following page listing the various e-Ledger registration under that particular department (see below).

The screenshot shows the e-Ledger Finance Department portal. The main content area is titled 'GO Releases'. It features a search bar with 'Financial Year' set to '2017-18' and a 'Registration No.' field. Below this is a table with the following data:

Sl. No	Registration Number	Available Provision for 2017-18 (Rs. in Lakhs)	Amount to Ledger (Rs. in Lakhs)	Provision for 2018-19 (Rs. in Lakhs)	Amount Processed (Rs. in Lakhs)	GO Release
1	137/2018		17.34000	167.41		Go
2	204/2018		10.11000	71.50		Go

Yellow callout boxes provide instructions: 'Select the required register number' points to the 'Registration Number' column, and 'Click the 'Go' Button' points to the 'Go' buttons in the 'GO Release' column.

The e-Ledger registration list shows all the registration from the entire sections of that department. Select the registration number which has been communicated from FD by the respective sections and click the button 'Go' to start the drafting process.

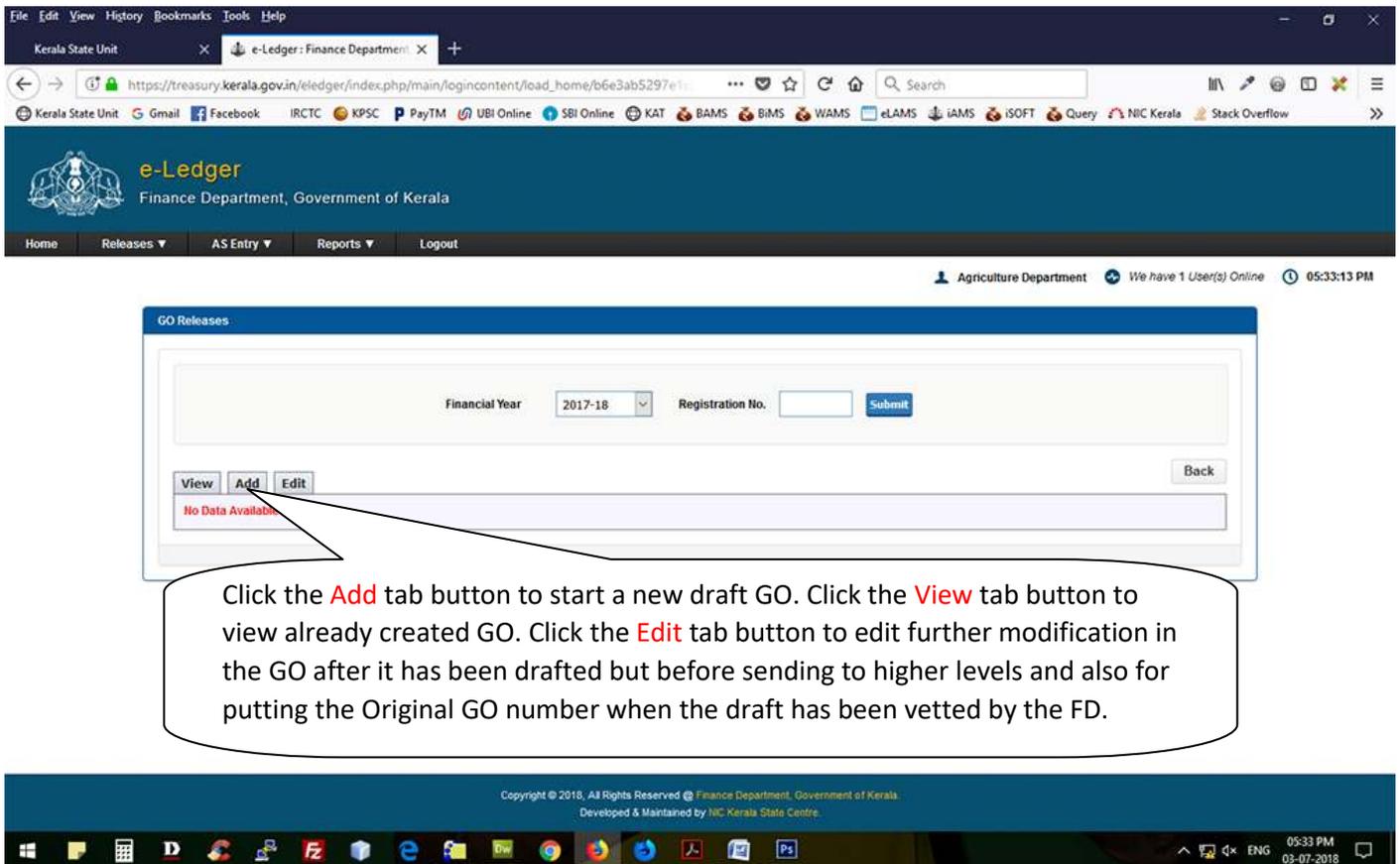
Draft GO generation

In almost all cases the draft GO is automatically generated based on the details entered in the respective fields. If there is no Administrative Sanction, the GO should be generated manually.

Before starting the draft preparation, the user has to do the following tasks:

- ❖ The letter from the implementing department/ agency requesting to release e-Ledger amount has to be scanned and stored in the system in a convenient location for further upload when asked by the system.
- ❖ The copy of the Administrative Sanction for the proposed scheme has to be scanned and stored in the system in a convenient location for further upload when asked by the system.
- ❖ In case, if there is no AS for the scheme or the scheme is continuing one for a longer period and no copy of the AS is available, in such case the GO drafting to be in a manual mode i.e., a blank page in the GO format will be available to the user for direct entry of all wordings of the GO in the page. In such cases if manual GO to be set, contact e-Ledger administrator at once.

When the user click the 'Go' button as shown above, a page will display as shown below :



The screenshot displays the e-Ledger Finance Department interface. The top navigation bar includes 'Home', 'Releases', 'AS Entry', 'Reports', and 'Logout'. The main content area is titled 'GO Releases' and features a search form with 'Financial Year' set to '2017-18' and a 'Registration No.' field. Below the search form are 'View', 'Add', and 'Edit' buttons, along with a 'Back' button. A callout box points to the 'Add' button and contains the following text:

Click the **Add** tab button to start a new draft GO. Click the **View** tab button to view already created GO. Click the **Edit** tab button to edit further modification in the GO after it has been drafted but before sending to higher levels and also for putting the Original GO number when the draft has been vetted by the FD.

The footer of the page contains the copyright information: 'Copyright © 2018, All Rights Reserved @ Finance Department, Government of Kerala. Developed & Maintained by NIC Kerala State Centre.' The system tray shows the date as 03-07-2018 and the time as 05:33 PM.

The screen shot below shows the result of clicking 'Add' and also there is Administrative Sanction

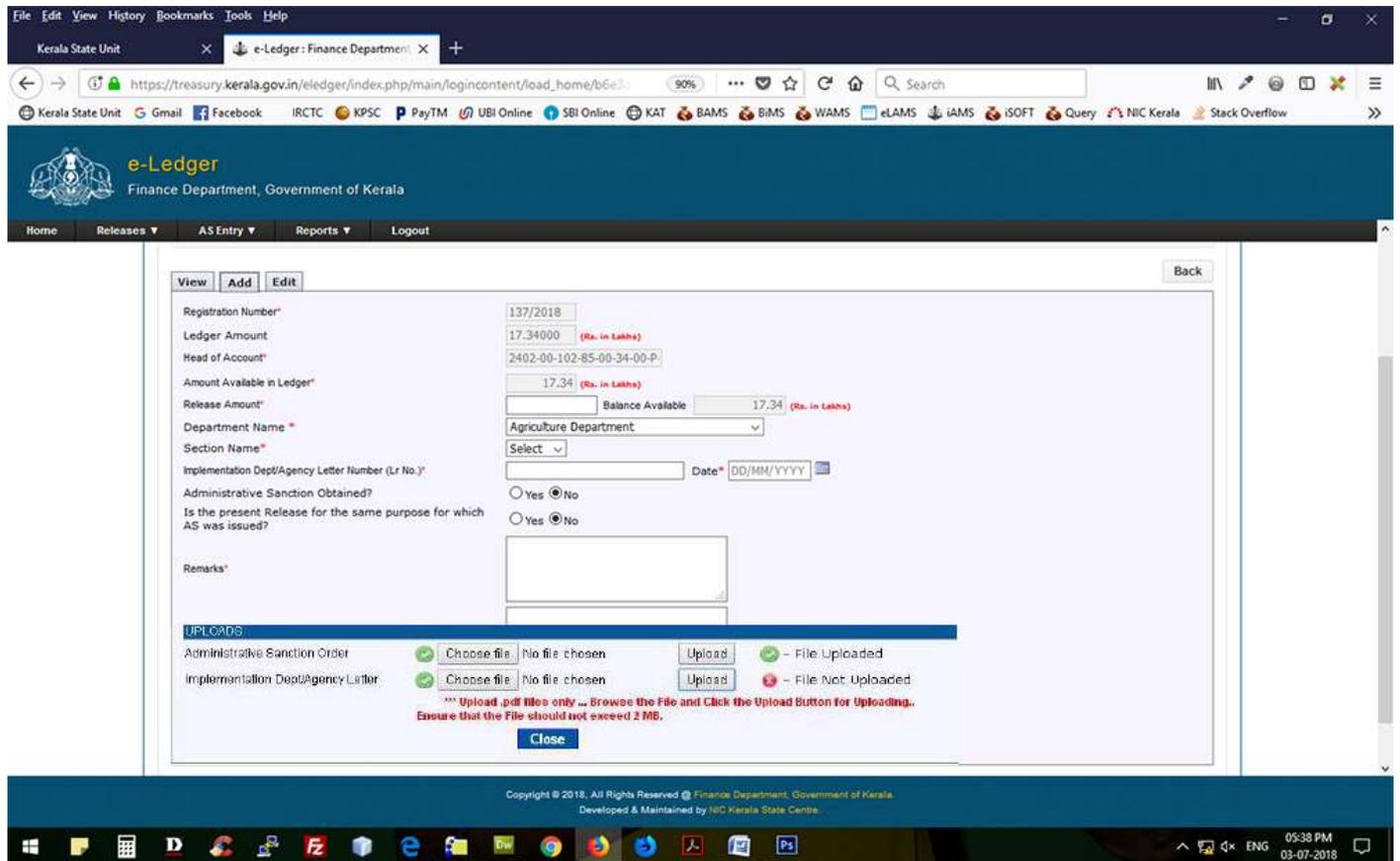
The screenshot displays the 'Add' form in the e-Ledger Finance Department system. The form contains the following fields and options:

- Registration Number***: 137/2018
- Ledger Amount**: 17,34,000 (Rs. in Lakhs)
- Head of Account***: 2402-00-102-85-00-34-00-P
- Amount Available in Ledger***: 17.34 (Rs. in Lakhs)
- Release Amount***: [Empty] **Balance Available**: 17.34 (Rs. in Lakhs)
- Department Name***: Agriculture Department
- Section Name***: Select
- Implementation Dept/Agency Letter Number (Lr No.)***: [Empty]
- Date***: DD/MM/YY
- Administrative Sanction Obtained?**: Yes No
- Is the present Release for the same purpose for which AS was issued?**: Yes No
- Remarks***: [Text Area]
- Comments of AD***: [Text Area]
- Entry Date***: 03/07/2018 (DD/MM/YYYY)
- Edit GO***: [Click Here](#)
- Buttons**: Save, Close

Callout Box Instructions:

- Enter the release amount now required in the box in lakh.
- Verify the department name appeared there is correct and select the concerned section from the drop down.
- Enter the implementing department/Agency letter number and date in the date box.
- Click Yes for AS is available and answer the next query there.
- Remarks (if any) to be entered below and any comments of the AD to FD (not forming part of the GO) to be entered.
- After giving the information above, click the button 'Save'

After the save button is clicked, the file upload section as shown below will appear at the bottom. Browse the file already scanned earlier for the AS and letter one after another and click upload. It will show the progress of upload there.



After the upload is complete, now click the button 'Click Here' in the link shown above. Which will show the default GO generated as shown below :

eLAMS - Google Chrome

treasury.kerala.gov.in/lams/index.php/main/pop_up_ctr/view_search/862016

GOVERNMENT ORDER --DRAFT--

GOVERNMENT OF KERALA

Abstract

Revenue Department , Sabarimala Master Plan Releasing an amount of Rs: Lakhs (Only) against the amount in electronic Ledger Account - sanctioned - orders issued.

Thiruvananthapuram, Dated ,

Read - 1. GO (P) No. 48/2015/Fin, dated 23/01/2015.
2. Administrative Sanction No. dated .
3. e-LAMS Registration Number 86/2016 dated 31/03/2016.
4. Lr Number dated .

e-LAMS ORDER Add More

As per the reference first cited Government introduced Electronic Ledger Account (ELA) system facilitating Government departments/PSUs. to ensure efficiency and continuity in utilisation of funds.

2. In the reference second cited Government issued Administrative Sanction for Sabarimala Master Plan for an amount Rs: Lakhs (Zero Only). Since the sanctioned amount could not be expended in full during the last financial year, Government. vide reference third cited have permitted to post an amount of Rs:1218.00000 Lakhs (Rupees One Thousand, Two Hundred And Eighteen Lakhs Only) to the Electronic Ledger Account (ELA).

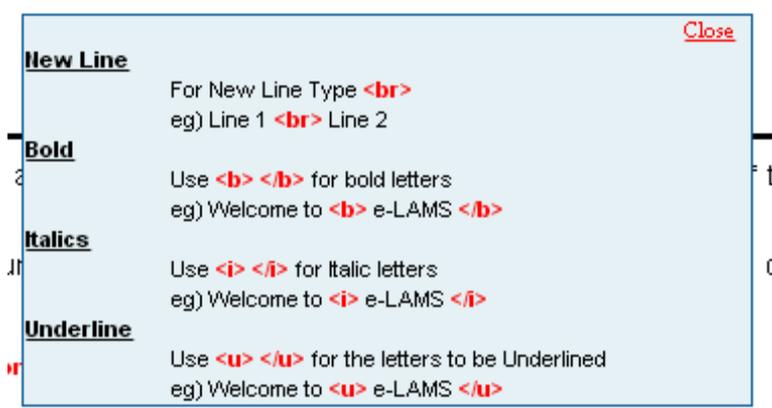
Details of Components/SubComponent of the Scheme with Amount

Extra Condition 1



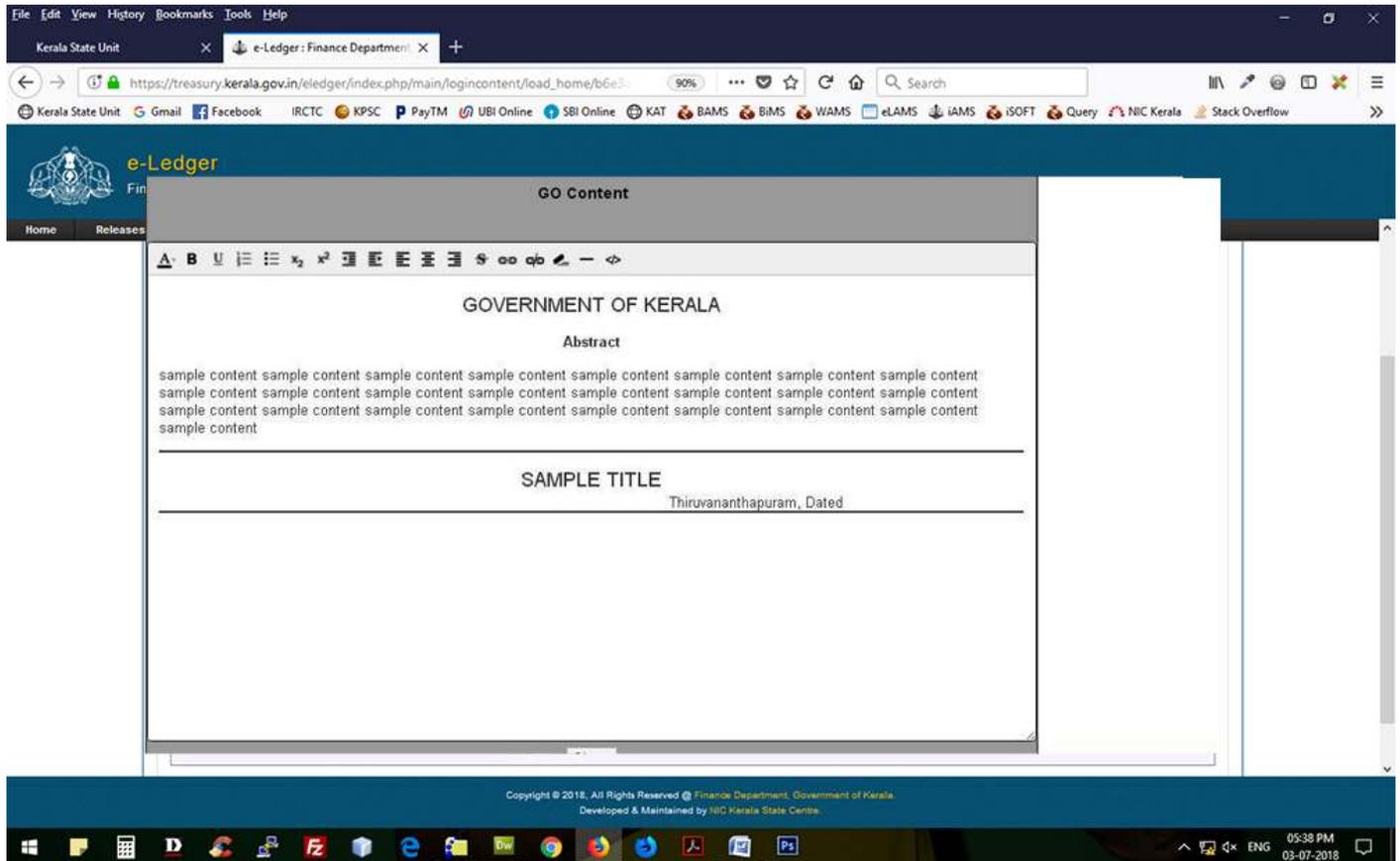
The user can add the following :

- ❖ Any extra reference in the read portion in the space provided there (without serial number)
- ❖ Additional content that can be inserted in the generated window itself in the space marked as Extra conditions 1, 2 and 3. Click the question mark on the right of the boxes to know how line breaking, bold, italics and under lines are inserted in the conditions.



- ❖ If additional sending address to be added, insert it in the blank space and click 'Add More' next to it for further additions in the sending list.
- ❖ If everything has been entered click the buttons 'Save' and 'Close' below the draft GO.

In cases where [no Administrative Sanction is there](#) and GO generation has been set manually, the click here will bring a window as shown below for direct entry of all wording in the GO.



Enter the details in the blank space and click close to exit the page when it is over.

After exit, now click save once again to save all the text entered above. The user can edit the content before it is passed on to the higher officer by selecting the e-Ledger registration number in the 'Edit' module and clicking the edit icon there.

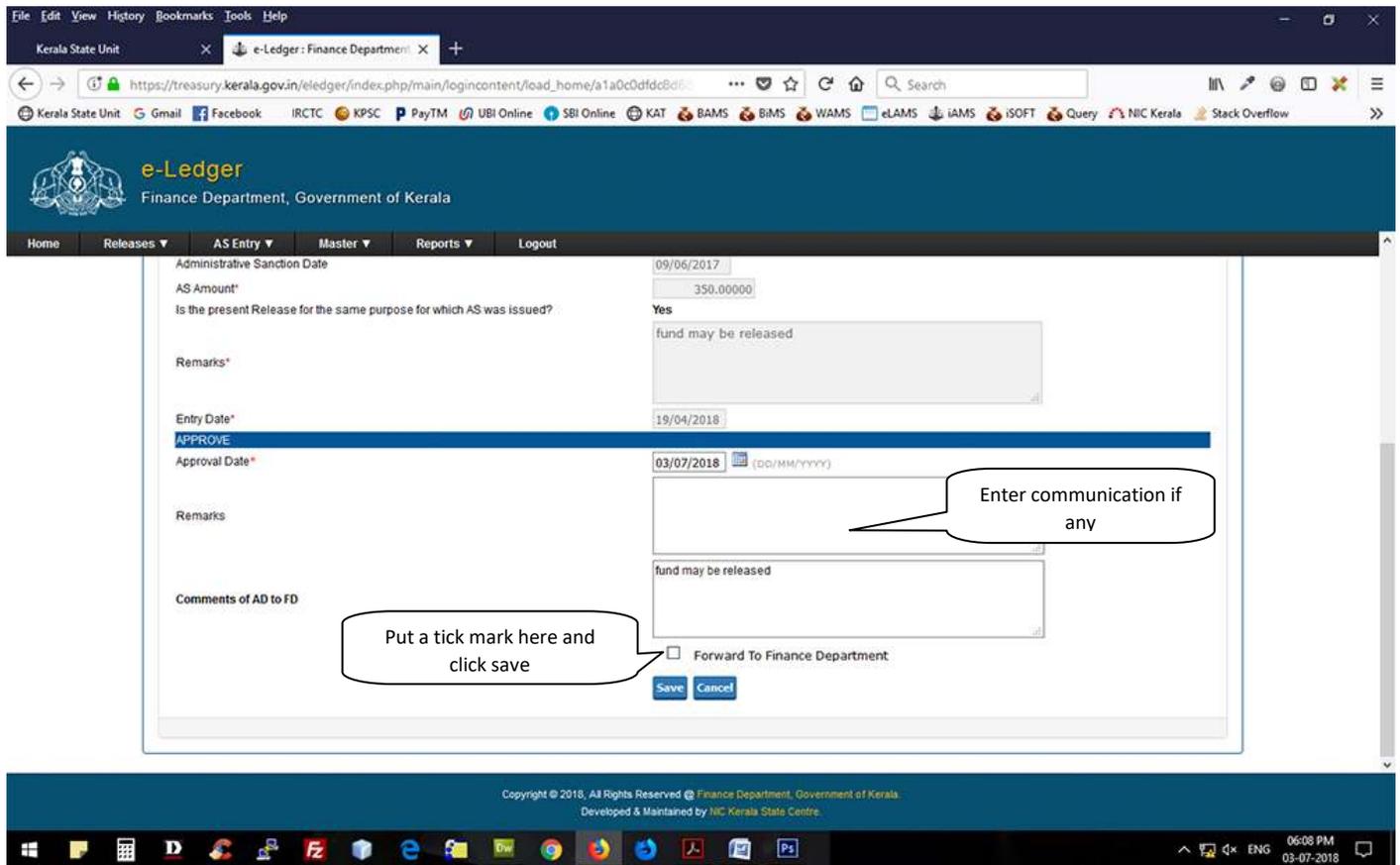
Verifying the Draft and sending to FD for vetting the GO.

The screenshot shows the e-Ledger Finance Department interface. At the top, there is a navigation menu with options like Home, Releases, AS Entry, Master, Reports, and Logout. Below this, there are links for GO Releases, GO Approval, and GO To Treasury. The main content area displays a table of draft GOs for the financial year 2017-18. The table has columns for Sl. No, Registration Number, GO Number, GO Date, Amount (Rs. in Lakhs), AS, LR, GO, Status, and Approve. A callout box points to the 'Approve' button in the first row, containing the following text:

The Officer verifying the draft GO can verify the Administrative Sanction, Letter from the implementing department and the draft GO now generated. The pop up of each will display the respective pdf files.

Sl. No	Registration Number	GO Number	GO Date	Amount (Rs. in Lakhs)	AS	LR	GO	Status	Approve
1	42210			100.00000					

Click the approve button on the far right side. This will pop a window as shown below :



If everything is correct and if any information to be conveyed to FD, enter the details in the respective area and put a tick mark in the box placed before 'Forward to Finance Department' and click 'Save'. The draft will now automatically send to the concerned wing in the Finance department. The AD need not sent the concerned e-file or physical file to FD for further processing.

Original GO generation

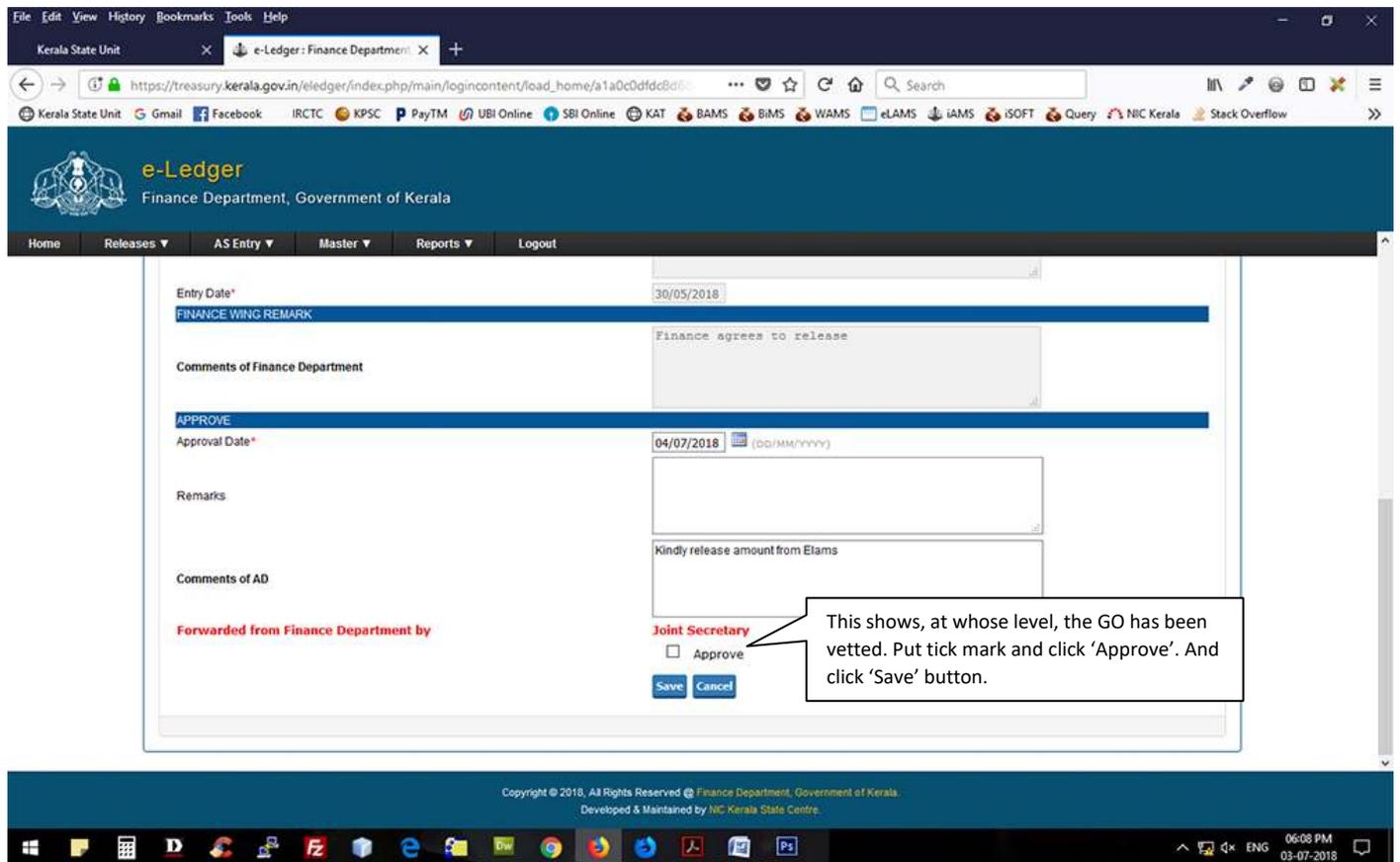
Once the draft has been verified and got vetted from the FD, the officer who forwarded it has to finally approve the draft GO, only then the place will open where G.O number and data has to be entered (in the edit mode).

The screenshot shows the 'GO Approval' section of the e-Ledger system. At the top, there is a 'Financial Year' dropdown menu set to '2017-18'. Below this is a table with the following columns: SL. No, Registration Number, GO Number, GO Date, Amount (Rs. in Lakhs), AS, and LR. The table contains 7 rows of data. To the right of the table, there are several icons: a blue arrow pointing right, a green 'Approve' button, and a red 'X' icon. Three callout boxes provide explanations for these icons:

- Top callout: "The blue arrow mark shows the draft GO has been sent to FD for vetting."
- Middle callout: "Once the draft has been received back, this symbol will appear and clicking on this will pop up the message from FD. And the draft is vetted."
- Bottom callout: "This symbol shows the file returned from FD **without vetting** and further clarification/modification required. By clicking on this, a popup message will appear to detail about the modification."

At the bottom of the page, there is a footer with copyright information: "Copyright © 2018. All Rights Reserved @ Finance Department, Government of Kerala. Developed & Maintained by NIC Kerala State Centre." The Windows taskbar at the very bottom shows the time as 06:08 PM on 03-07-2018.

Click the approve button on the right side to finally enable the GO numbering. The screen will show like this :



Before going to make the draft to fair GO, the officer level user has to go to the following module and click **‘Master – Edit Profile’** section where the name and designation of the officer in-charge of the section to be updated as shown below :

The screenshot shows the e-Ledger Finance Department web application interface. The main content area displays a table titled 'Section Master' with the following data:

Section	Name of Approving Authority	Approving Authority Designation	Forward Designation
NCA	MEERA.S	DEPUTY SECRETARY TO GOVERNMENT	Section Officer
NCA	Minimol Abraham	Additional Secretary to Government	Section Officer
NCA	Dr.O.SAREENA	DEPUTY SECRETARY	SECTION OFFICER
PA	MINIMOL ABRAHAM	Additional Secretary	Section Officer
PA	sureshkumar v s	Additional secretary	section Officer
PA	K.MINI	Additional Secretary to Government	Section Officer
PB	MINIMOL ABRAHAM	ADDITIONAL SECRETARY	Section Officer
PB	Suresh Kumar V S	Additional Secretary	Section Officer
PB	K.MINI	ADDITIONAL SECRETARY	SECTION OFFICER
EB	SAJU.S	Deputy Secretary to Government	Section Officer
EB	K.S.Anilkumar	Additional Secretary	Section Officer
IFA	SAJU.S	Deputy Secretary to Government	Section Officer
IFA	JOHNY.K	Deputy Secretary to Government	Section Officer
PU	USHAKUMARI. V. S	ADDITIONAL SECRETARY TO GOVERNMENT	SECTION OFFICER
WTO	MINIMOL ABRAHAM	Additional Secretary	Section Officer
WTO	RAMANKUTTY.C	ADDITIONAL SECRETARY	Section Officer
FARMS	K. S . ANIL KUMAR	ADDITIONAL SECRETARY	Section Officer
FARMS	SURESH KUMAR V S	ADDITIONAL SECRETARY	Section Officer
FARMS	K.MINI	ADDITIONAL SECRETARY FARMS	Section officer
Agri	Dr.O.SAREENA	DEPUTY SECRETARY	SECTION OFFICER
Agri	MEERA.S	DEPUTY SECRETARY	Section Officer

The interface includes a navigation menu with 'Home', 'Releases', 'AS Entry', 'Master', 'Reports', and 'Logout'. The 'Master' menu is expanded to show 'Edit Profile', 'Implementing Dept/ Agency User', and 'Section Master'. The 'Section Master' table is currently selected. The footer of the application contains the text: 'Copyright © 2018. All Rights Reserved @ Finance Department, Government of Kerala'.

If the name of the required officer is not available in the list, now click 'Add' button.

The screenshot displays the e-Ledger Finance Department web application. The browser address bar shows the URL: https://treasury.kerala.gov.in/eledger/index.php/main/logincontent/load_home/854648724ad5. The page header includes the e-Ledger logo and navigation menu items: Home, Releases, AS Entry, Master, Reports, Logout. The user is logged in as 'Admin Agriculture Department' with '1 User(s) Online' and the time is '03:26:12 PM'. The main content area shows the 'Section Profile' form with fields for 'Section Name', 'Name of Approving Authority', 'Approving Authority Designation', and 'Forward Designation'. A callout box points to the 'Section Name' dropdown menu with the text: 'Select Section Name, Name of the Officer, whose name should appear in the original GO and Designation. In the forward designation, type – Section Officer and finally click Save.'

This time when the approval has been given the place where GO number to be inserted is now opened. For this go to the 'Releases -- GO Releases' menu once again.

GO Releases

Financial Year: 2017-18 Registration No.:

View Add Edit

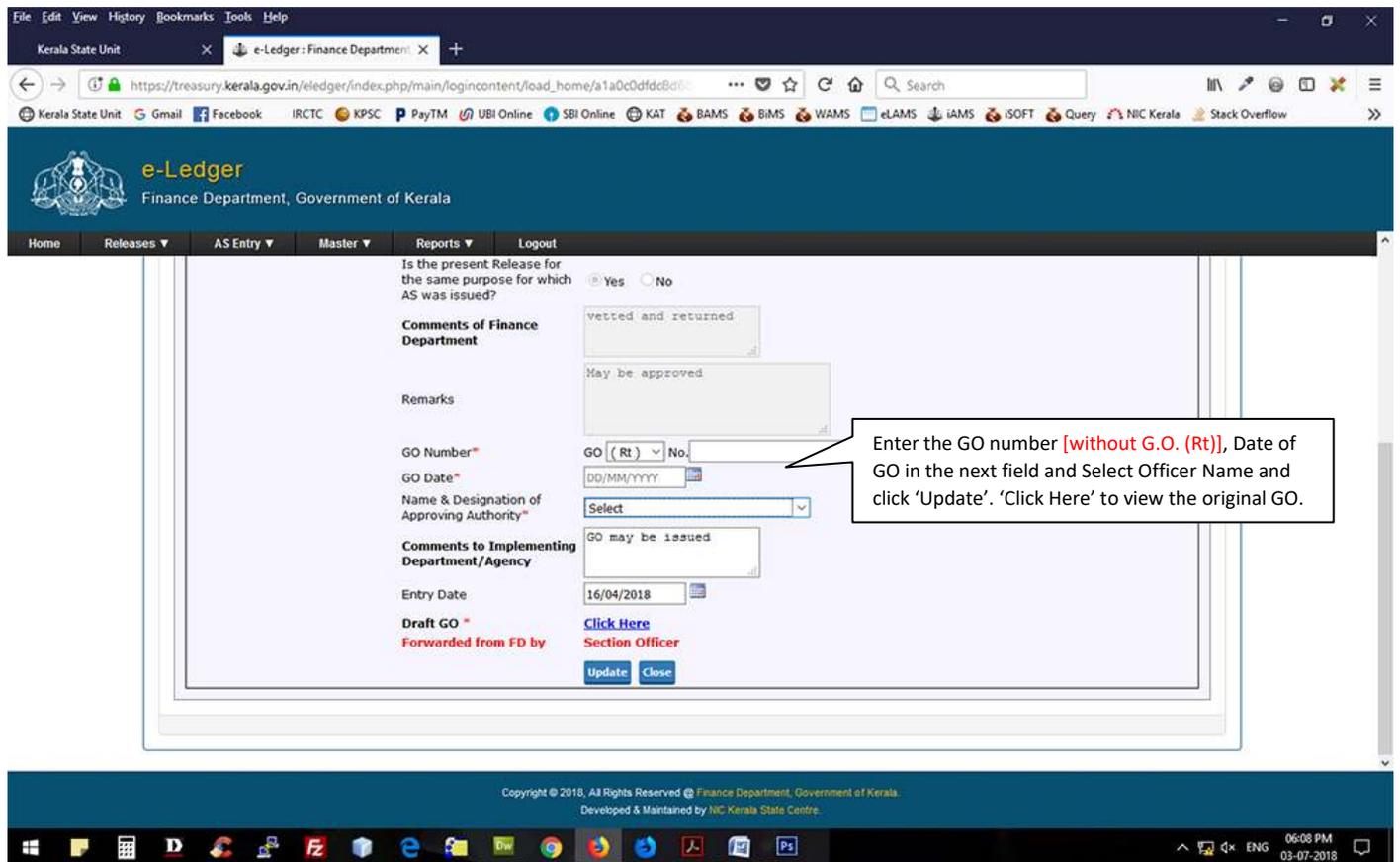
Sl No	Reg No	Entry Date	GO Number	GO Date	AS	Letter	GO	Amount (in Lakhs)	Incomplete	FD	Approve	Edit	Delete
1	4/2018	19/04/2018						199.00000				<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Click here to enter the GO No & Date.

Copyright © 2018, All Rights Reserved @ Finance Department, Government of Kerala.
Developed & Maintained by NIC Kerala State Centre.

03:41 PM
04-07-2018

The section concerned should first take the original GO number either from e-office or manually from the GO register maintained in their department. Now click the edit icon on the right side :



The original GO will now visible with the GO number and date of GO as shown below :



GOVERNMENT ORDER



GOVERNMENT OF KERALA

Abstract

Higher Education Department , Grant-in-Aid General - Non Salary Releasing an amount of Rs:400.00000 Lakhs (Rupees Four Hundred Lakhs Only) against the amount in electronic Ledger Account - sanctioned - orders issued.

Higher Education (K) Department

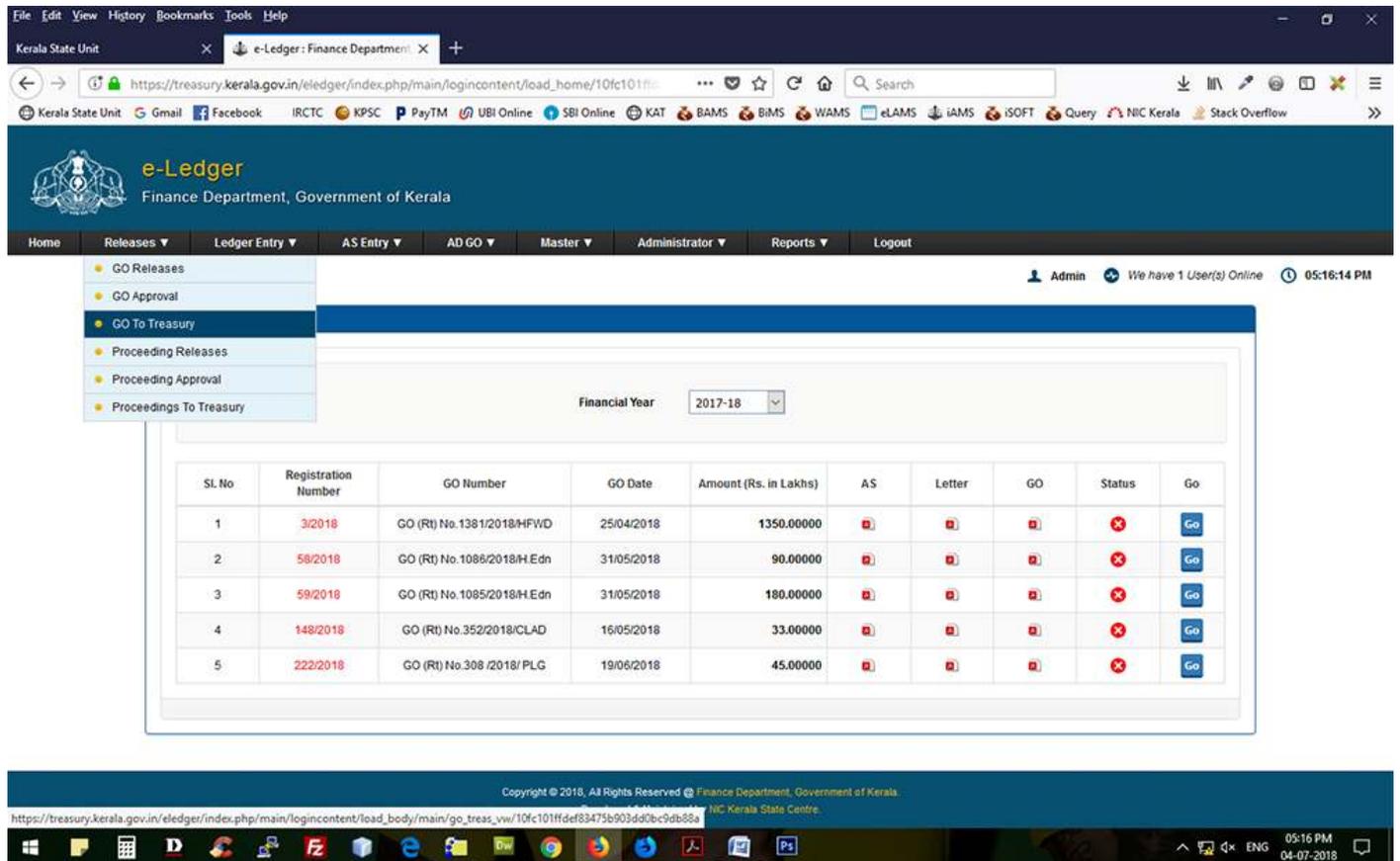
GO (Rt) No.678/2016/Hedn Thiruvananthapuram, Dated 11/05/2016,

Read - 1. GO (P) No. 48/2015/Fin, dated 23/01/2015.
2. Administrative Sanction No. GO (Rt) No 456/2015/Hedn dated 03/11/2015.
3. e-LAMS Registration Number 22/2016 dated 26/03/2016.
4. Lr Number 343/2016/DCE dated 09/05/2016.

ORDER

Sending G.O. to Treasury

If the Administrative Department itself release fund direct to the implementing department / Agency without a proceeding to be issued from the department, one more step has to be followed; Go to the 'Releases' menu – from the dropdown list select 'GO to Treasury'.



From the list appeared, select the particular e-Ledger Registration Number and click 'Go' on right side. A popup window will be displayed as shown below :

The screenshot displays the 'e-Ledger' interface for the Finance Department, Government of Kerala. A table lists a GO (RT) No. 308 /2018/ PLG with a registration number of 3/2018 and an amount of 45,00,000. A 'Go' button is visible next to the entry. A 'GO to Treasury' popup form is shown, containing the following fields:

- Whether the Implementing Agency Submit the Bill Directly to Treasury?*** Yes No
- Registration Number: 3/2018
- GO Number: GO (RT) No.1381/2018/HFWD
- Amount: 1350.00000 (Rs in Lakhs)
- Name of the Treasury*: Select
- DDO Code*

A callout box points to the 'Yes' radio button, stating: "Click 'Yes' radio button and select the concerned treasury from the dropdown list and enter the DDO Code and click Send button. Now the e-Ledger Bills should be submitted through 'BIMS' application by Selecting Bill Type as e-LAMS Bills. Henceforth only this DDO can prepare the Bills."

A red-bordered box at the bottom of the form contains the following text: "e-LAMS bills should be submitted through 'BIMS' application by Selecting Bill Type as e-LAMS Bills. Henceforth only this DDO can prepare the Bills."

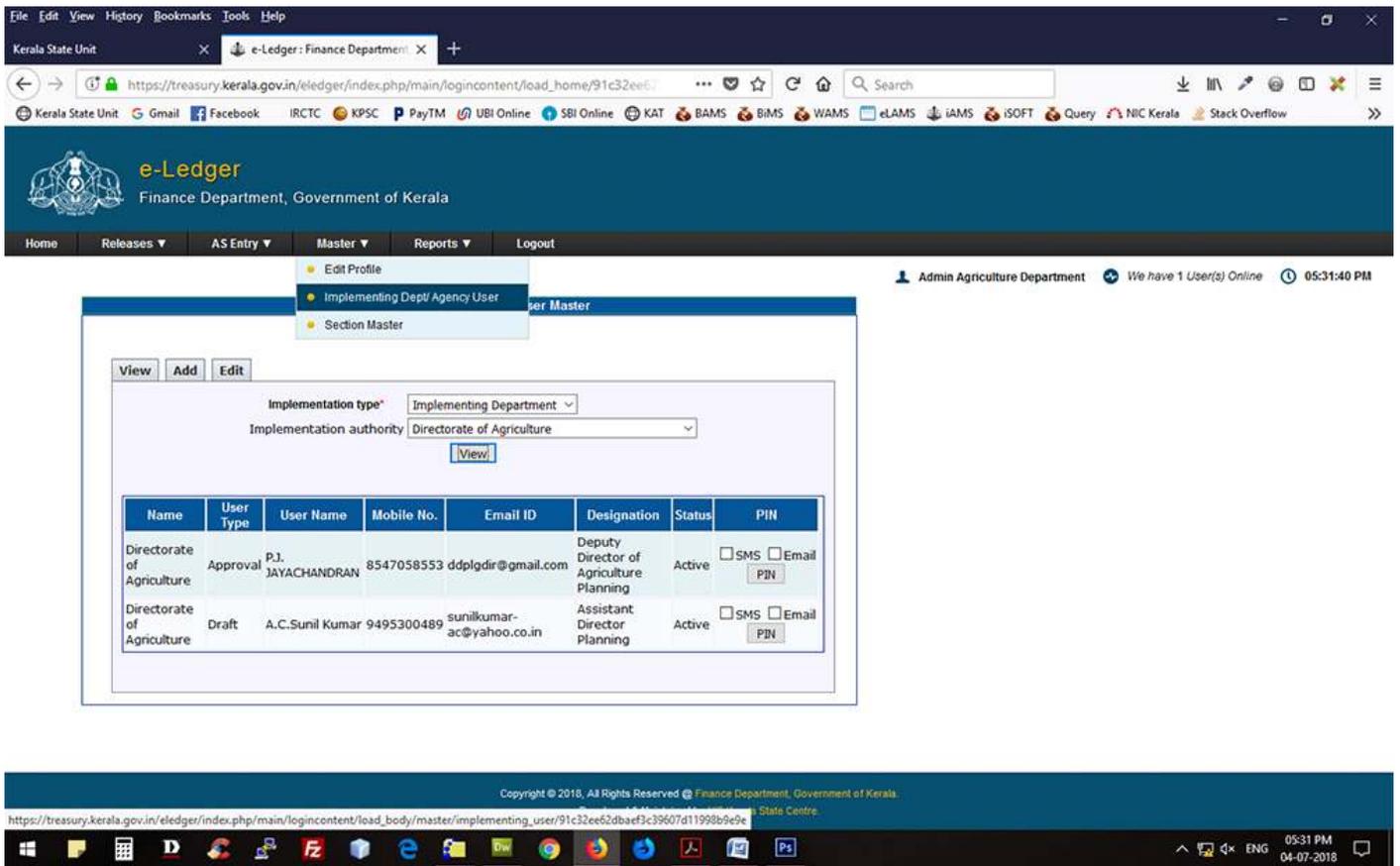
On the other hand if the Implementing Department has to generate proceedings based on the GO now released, the action of the Administrative Department will end on making the draft GO as original as described earlier.

Proceeding Generation at Implementing Department level

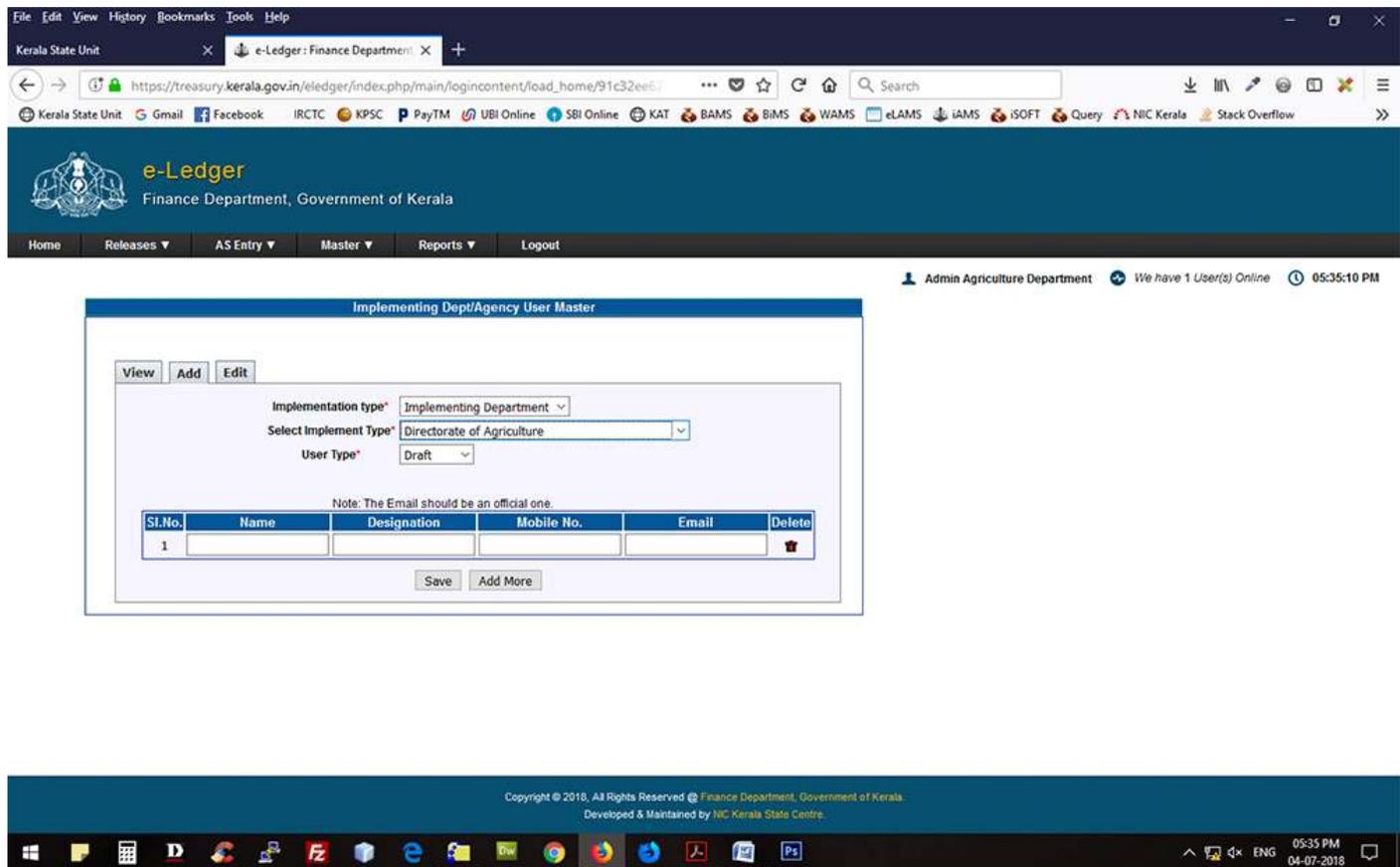
In order to prepare draft proceedings through e-Ledger, the Administrative Department has to collect the following details from the respective line departments as :

- ❖ Name of the Officer taking the Draft Proceedings, Designation, his Mobile Number, e-mail ID.
- ❖ Name of the Officer Approving the Draft Proceedings, Designation, his Mobile Number, e-mail ID.

After collecting the above information, the Administrative Department user with 'admin' privilege has to enter the details in the module shown below. Click the Master menu and select 'Implementing Department/Agency User'.



If the Name of Officers is already entered those will be displayed there. Otherwise Click the ‘Add’ button next to ‘View’ menu which displays as :



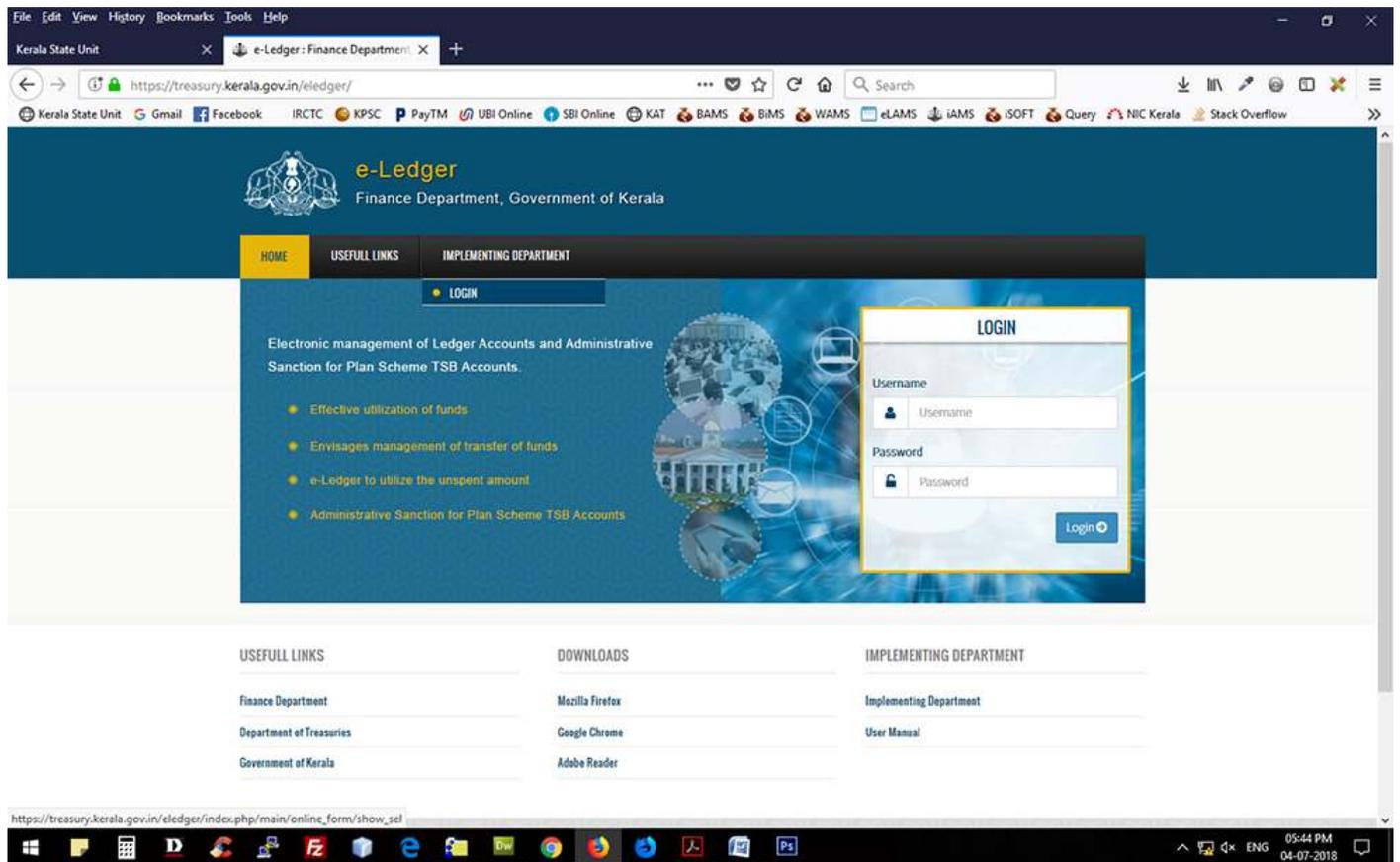
Enter the details in the box first for the **Draft** user and then for the **Approval** after selecting the user type. click ‘Save’. Again in come to the ‘View’ mode and select the Department Name to view the details will be available there as shown below :

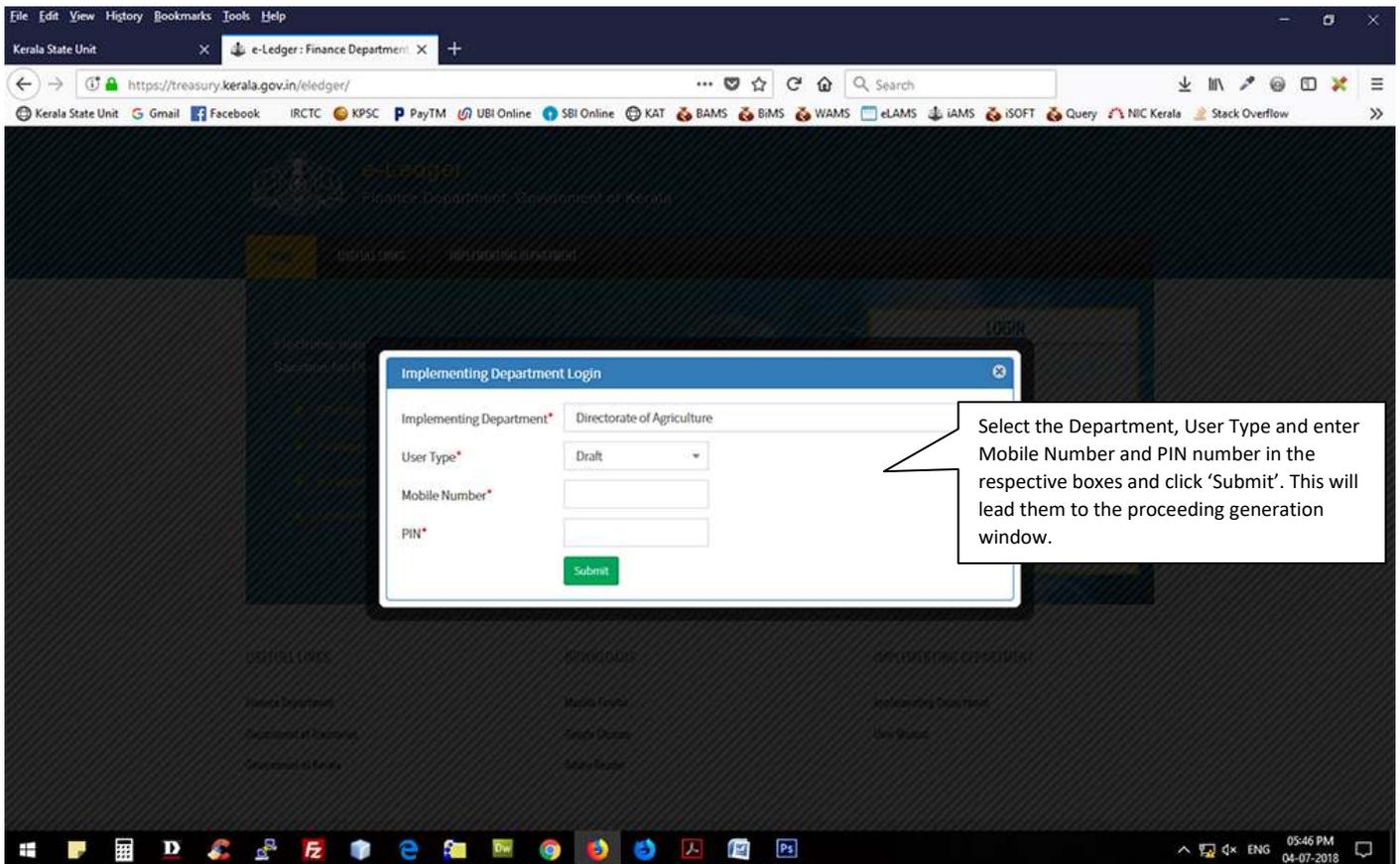
The screenshot shows the 'Implementing Dept/ Agency User' master screen in the e-Ledger application. The page includes a navigation menu with options like Home, Releases, AS Entry, Master, Reports, and Logout. The main content area features a 'View' button and a table of users. A callout box provides instructions for generating a PIN for a Draft user.

Name	User Type	User Name	Mobile No.	Email ID	Designation	Status	PIN
Directorate of Agriculture	Approval	P.J. JAYACHANDRAN	8547058553	ddplgdir@gmail.com	Deputy Director of Agriculture Planning	Active	<input type="checkbox"/> SMS <input checked="" type="checkbox"/> PIN
Directorate of Agriculture	Draft	A.C.Sunil Kumar	9495300489	sunilkumar-ac@yahoo.co.in	Assistant Director Planning	Active	<input type="checkbox"/> SMS <input type="checkbox"/> Email <input type="checkbox"/> PIN

For the Draft User, put tick mark before the SMS box and click PIN and wait for the message. This will show a 4 digit pin number which will then available to the Draft User. Once this message is received, now select the approval user and follow the procedure.

The Implementing Department’s Username and Password will be their respective mobile number and the PIN generated against their mobile number. They can login to the site from :





Here the user can prepare & Approve Proceedings against their G.O. After that they need to send the proceedings to Treasury by selecting the Treasury and entering the DDO Code. This DDO can bill this proceeding in 'BIMS' Application. Also some reports are there for the user's needs.

AS Entry – AS for PSTSB

Administrative Sanction for Plan Scheme TSB account entry is possible through this menu. The form will seen like this :

AS for PSTSB - Entry Form

Scheme Details

Financial Year * 2018-19
 Scheme Type * Plan
 Head of Account * MAJ SMJ MINR SUB SUBSUB DET OBJ P V/C
 Combined Head of Account * Select
 Administrative Department * Select
 Name of the Scheme *
 Head Description *
 Detail Description *
 Demand *

Administrative Sanction Details

Scheme Type * New Scheme Continuous Scheme
 AS G.O. No. *
 AS G.O. Date * (DD/MM/YYYY)
 Administrative Sanction Order Browse... No file selected.

Amount Details

Budget Estimate (in Rs) * 0 Treasury Expenditure (in Rs) * 0 Already Released AS Amount (in Rs) * 0
 Balance (in Rs) * 0 AS Amount (in Rs) * ?

Other Details

DDO Code *
 PSTSB A/C Number *
 Remarks
 Entry Date * 05/07/2018 (DD/MM/YYYY)

Save Clear

Copyright © 2018, All Rights Reserved @ Finance Department, Government of Kerala.
 Developed & Maintained by NIC Kerala State Centre.

AS Entry – AS for PSTSB Edit

Here the Administrative Department can edit/delete the prepared AS (for PSTSB) Details, before it's approval.

The screenshot displays the 'AS for PSTSB Forms Submitted' interface. At the top, there is a navigation menu with options like Home, Releases, Ledger Entry, AS Entry, AD GO, Master, Administrator, Reports, and Logout. Below the menu, the user is logged in as 'Admin' and the system shows 'We have 1 User(s) Online' and the time '05:12:02 PM'. The main content area features a 'Financial Year' dropdown set to '2018-19' and a 'Submit' button. Below this is a table listing submitted AS forms.

Sl. No	Reg. No	Head of Account	AS G.O./Release No. & Date	AS Order	AS Amount (in Rs.)	Edit	Delete
1	AS-2/2018	2054-00-095-96-00-00-P-V	AS/STSB/2/2018 Dated 11-04-2018		10,00,000		
2	AS-3/2018	2054-00-095-99-00-19-00-P-V	33/2018 Dated 12-04-2018		55,555		
3	AS-4/2018	2054-00-095-96-00-00-P-V	AS/PSTSB/1/III Dated 18-04-2018		50,00,000		
4	AS-5/2018	2054-00-095-96-00-00-P-V	53 Dated 18-04-2018		10,000		
5	AS-6/2018	2054-00-095-96-00-00-P-V	Test 12345 Dated 20-04-2018		1,00,000		
6	AS-7/2018	2054-00-095-96-00-00-P-V	1234/Test/2018 Dated 16-04-2018		10,000		
7	AS-8/2018	2054-00-095-96-00-00-P-V	2345/2018 Dated 16-04-2018		20,000		
8	AS-9/2018	2054-00-095-96-00-00-P-V	121/AS/2018/FIN Dated 23-04-2018		5,00,000		
9	AS-10/2018	2054-00-095-96-00-00-P-V	7890/2018 Dated 10-04-2018		1,000		

Copyright © 2018, All Rights Reserved @ Finance Department, Government of Kerala.
Developed & Maintained by NIC Kerala State Centre.

AS Entry – AS for PSTSB Approval

Approve/Disapprove option for AS for PSTB available here. Approval makes the AS available for bill taking in 'BIMS' application (i.e., the DDO mentioned in AS can prepare the bill). Now the AS amount can be transferred to the mentioned PSTSB account.

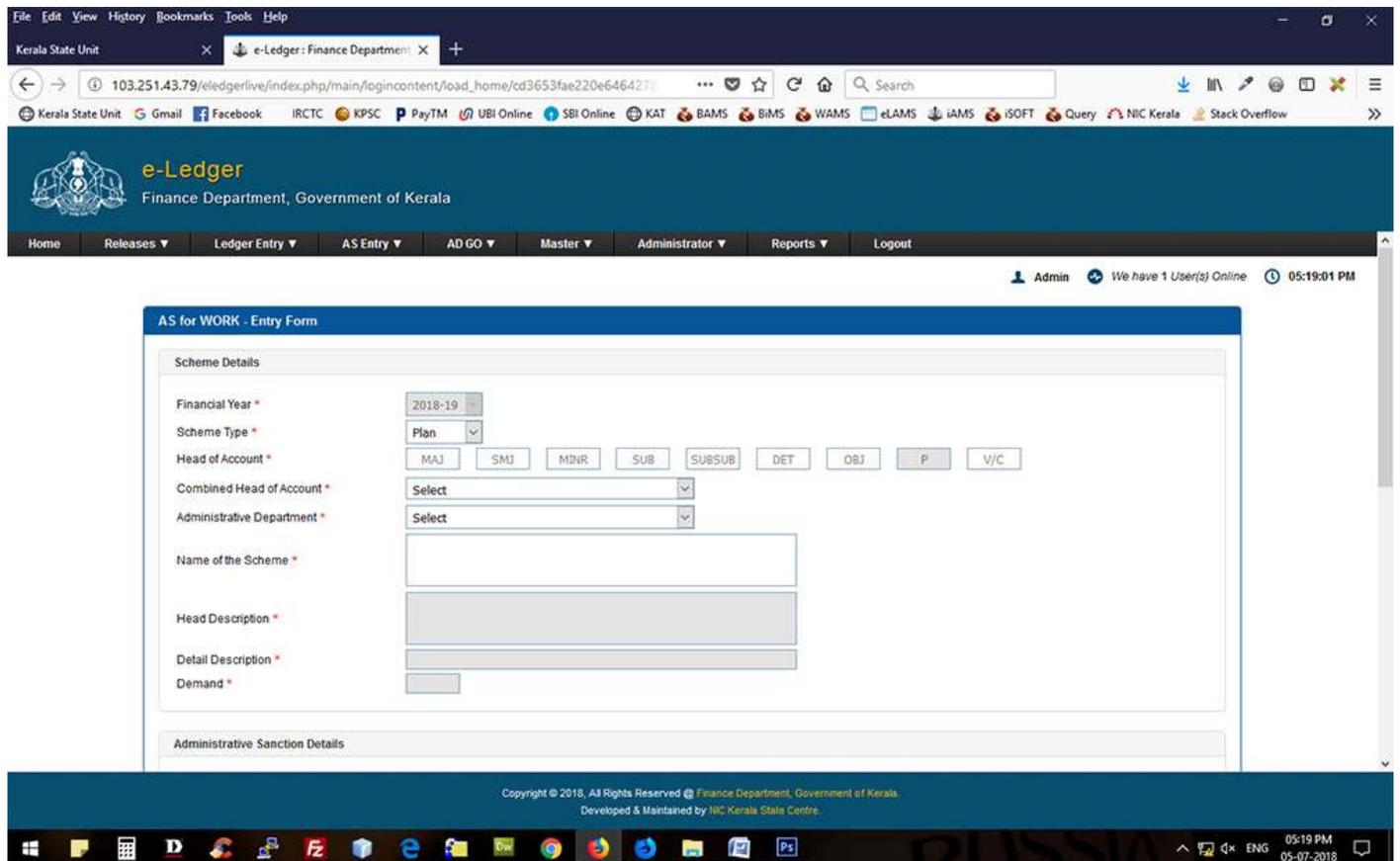
The screenshot shows the 'AS for PSTSB Approval' interface. At the top, there is a 'Financial Year' dropdown menu set to '2018-19' and a 'Submit' button. Below this is a table with the following data:

Sl.No	Reg. No.	Head of Account	AS G.O./Release No. & Date	AS Order	AS Amount (in Rs)	Status	Approve
1	AS-2/2018	2054-00-095-96-00-00-P-V	AS/STSB/2/2018 Dated 11-04-2018		10,00,000		
2	AS-3/2018	2054-00-095-99-00-19-00-P-V	33/2018 Dated 12-04-2018		55,555		
3	AS-4/2018	2054-00-095-96-00-00-P-V	AS/PSTSB/1/III Dated 18-04-2018		50,00,000		
4	AS-5/2018	2054-00-095-96-00-00-P-V	53 Dated 18-04-2018		10,000		
5	AS-6/2018	2054-00-095-96-00-00-P-V	Test 12345 Dated 20-04-2018		1,00,000		
6	AS-7/2018	2054-00-095-96-00-00-P-V	1234/Test/2018 Dated 16-04-2018		10,000		
7	AS-8/2018	2054-00-095-96-00-00-P-V	2345/2018 Dated 16-04-2018		20,000		
8	AS-9/2018	2054-00-095-96-00-00-P-V	121/AS/2018/FIN Dated 23-04-2018		5,00,000		

At the bottom of the interface, there is a copyright notice: 'Copyright © 2018, All Rights Reserved @ Finance Department, Government of Kerala. Developed & Maintained by IIC Kerala State Centre.' The system tray shows the time as 05:16 PM on 05-07-2018.

AS Entry – AS for WORK

Administrative Sanction for WORK entry is possible through this menu. The only difference from the AS for PSTSB is it doesn't capture the account details. The form will seen like this :



AS Entry – AS for WORK Edit

Here the Administrative Department can edit/delete the prepared AS (for WORK) Details, before it's approval.

AS Entry – AS for WORK Approval

Approve/Disapprove option for AS for WORK available here. Approval makes the AS available for bill preparation in 'BIMS' application (i.e., the DDO mentioned in AS can prepare the bill).