

PROCESS FLOW FOR PARTIAL ADJUSTMENT OF ADVANCE BILLS

User will follow the same procedure as they are following now to prepare TR28 normal adjustment Bill.

(Note: Partial adjustment can be submitted only for advances drawn on or before **31.03.2022**)

User will fill up the bill details as below:

Bill Details

Employee Non Employee

Bill Type * Bill Status

Non-GeM GeM

Upload File Type

Payment Mode * Cheque ECS/NEFT Both Nil

Reference Number Bill No. & Date *

Info In case of non-availability of Head of Account please check the Sl. No. 3 of [G.O No.3957-F\(Y\)](#) dated-18.06.2018.

Head of Account *

Department Code

Gross Amount * Net Amount * BT Amount

Sanction No. Date

Sanction Amount Sanction By

Approver Remarks

Sub Detail Head Details

Sub Detail Head *	Description	Gross Amount *	Progressive Expenditure	Allotment		
				Received	Available At DDO	Available At Treasury
<input type="text" value="00"/>	<input type="text" value="Not Available"/>	<input type="text" value="0"/>	<input type="text" value="15010"/>	<input type="text" value="0"/>	<input type="text" value="-15010"/>	<input type="text" value="0"/>
Total				<input type="text" value="0"/>		

BILL DATE should be equal to SANCTION DATE or any date after the SANCTION DATE

On clicking <TR 28>, button, marked above, user will get the following form.

If the user wants to adjust the whole amount of the advance bill in a single adjustment bill,(s)he will leave the tick [✓] under the column titled “is Adjustment Full” as it is, as shown below.

(Note: Three adjustment bills can be submitted in a single TR 28, if each of them is for adjustment of full amount of respective advances. While for partial adjustment, only one such adjustment bill can be included in this TR 28.)

WEST BENGAL

TR 28 Insert

Bill Detail

Reference No. Gross Amount: Net Amount: Bill Status:

Advance Detail

** Maximum 3 advances can be adjusted in a single bill.
** Only One Other Treasury Can Be Taken.

Voucher Details

Delete	Treasury Code *	DDO Code *	Is Adjustment Full *	T.V Date *	T.V No *	Project Name	Original Bill Amount *	Unadjusted Bill Amount before preparing this bill *	Adjusted Amount in this bill *	Balance Amount yet to be adjusted	No. of Adjustment given in this Bill	Reasons for Partial Adjustment *	Adjustment Details
	<input type="text" value="CAB"/>	<input type="text" value="CABAGD010"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="View Details"/>
Total:							<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			

[+Add Row](#)

For partial adjustment of an advance, first the user has to uncheck/remove the tick [✓] in the column 'Is Adjustment Full' and the minimum amount of partial adjustment must be 20% or more of the original advance. If it is the last adjustment bill for the residual unadjusted amount, the restriction will not apply and the residual amount can be adjusted, even if it is below 20%.

WEST BENGAL
TR 28 Insert

Bill Detail

Reference No: Gross Amount: Net Amount: Bill Status:

Advance Detail

** Maximum 3 advances can be adjusted in a single bill.
** Only One Other Treasury Can Be Taken.

Voucher Details

Delete	Treasury Code *	DDO Code *	Is Adjustment Full *	T.V Date *	T.V No *	Project Name	Original Bill Amount *	Unadjusted Bill Amount before preparing this bill *	Adjusted Amount in this bill *	Balance Amount yet to be adjusted	No. of Adjustment given in this Bill	Reasons for Partial Adjustment *	Adjustment Details
	<input type="text" value="CAB"/>	<input type="text" value="CABAGD010"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	View Details
Total:							<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>			

[+Add Row](#)

On removal of the tick, the user will get a screen like this with the information of minimum partial adjustment admissible.

The screenshot shows the iFMS West Bengal e-Billing application interface. The browser address bar shows the URL: `wbifms.gov.in/ebilling/globalLoginPostLogin.html?lang=null`. The user is logged in as SANJOY MUKHERJEE, with the role of eBilling Approver. The page title is "e-Billing" and the user is notified as "Not Digitally Signed".

The main content area displays "TR 28 Insert" with the following details:

- Bill Detail:** Reference No. 20230214254885, Gross Amount: 0, Net Amount: 0, Bill Status: Initiated by Approver.
- Advance Detail:** Maximum 3 advances can be adjusted in a single bill. Only One Other Treasury Can Be Taken.
- Voucher Details Table:**

Delete	Treasury Code *	DDO Code *	Is Adjustment Full *	T.V Date *
	CAB	CABTRA001	<input type="checkbox"/>	31/03/2023

A warning dialog box is displayed in the center of the screen with the message: "You can Adjust minimum 20% of Original Amount". The dialog box has a yellow warning icon and an "OK" button.

At the bottom of the page, there are buttons for "Back", "Save", and "Generate Report".

The Windows taskbar at the bottom shows the system tray with the date 07-02-2024 and time 16:46.

On clicking the <OK> button, user will get the following screen where user should have to enter the 'TV Date' of the original advance bill:

The screenshot displays the iFMS e-Billing application interface. The top header shows the user is logged in as SANJOY MUKHERJEE, with the role of eBilling Approver. The main content area is titled "TR 28 Insert" and contains the following details:

Bill Detail

- Reference No.: 20230214254885
- Gross Amount: 0
- Net Amount: 0
- Bill Status: Initiated by Approver

Advance Detail

** Maximum 3 advances can be adjusted in a single bill.
** Only One Other Treasury Can Be Taken.

Voucher Details

Delete	Treasury Code *	DDO Code *	Is Adjustment Full *	T.V Date *	T.V No *	Project Name	Original Bill Amount *	Unadjusted Bill Amount before preparing this bill *	Adjusted Amount in this bill *	Balance Amount yet to be adjusted	No. of Adjustment given in this Bill	Reasons for Partial Adjustment *	Adjustment Details
	CAB	CABTRA001	<input checked="" type="checkbox"/>										View Details
Total:							0	0	0	0			

[+Add Row](#)

Buttons: [Back](#) [Save](#) [Generate Report](#)

After entering the 'TV Date' of the original advance bill, user will be shown the advance bills drawn on that date (in pop up LOV) and would select the advance bill for which adjustment is being submitted:

(Note:If the advance bill is not found here, please log a call and contact eGovernance Group of Finance Department with the call log no. and all details of the Advance Bill)

Browser: wbifms.gov.in/ebilling/globalLoginPostLogin.html?lang=null

User: Not Digitally Signed | Role : eBilling Approver | SANJOY MUKHERJEE

Page Title: TR 28 Insert

Bill Detail

Reference No.: 20230214254885 Gross Amount: 0 Net Amount: 0 Bill Status: Initiated by Approver

Advance Detail

** Maximum 3 advances can be adjusted in a single bill.
** Only One Other Treasury Can Be Taken.

Voucher Details

Delete	Treasury Code *	DDO Code *	Is Adjustment Full *	T.V Date *	T.V No *	Project Name	Original Bill Amount *	Unadjusted Bill Amount before preparing this bill *	Adjusted Amount in this bill *	Balance Amount yet to be adjusted	No. of Adjustment given in this Bill	Reasons for Partial Adjustment *	Adjustment Details
	CAB	CABTRA001	<input checked="" type="checkbox"/>										View Details
Total:							0	0	0	0			

[+Add Row](#)

Buttons: Back, Save, Generate Report

System Tray: 26°C Sunny, Search, Windows Taskbar, 16:54 07-02-2024

Now you have to enter the amount to be adjusted, and on doing so, the unadjusted balance amount will be calculated by system, the sequential number of this particular adjustment bill will be filled in automatically.



e-Billing

Q Search x

Task List

- > Bill
- > Reports
- > Master Maintenance
- Failed Transaction
- Bulk ECS Status View
- Detail Status View
- > Query Report
- Sanction Inbox
- > GeM
- > GeM Reports
- Generic File Re-Generation
- Generic Integration Report
- Bulk ECS Cancellation
- Transit Register for WBHS

TR 28 Insert

Bill Detail

Reference No: 20230214254885

Gross Amount: 0

Net Amount: 0

Bill Status: Initiated by Approver

Advance Detail

** Maximum 3 advances can be adjusted in a single bill.
** Only One Other Treasury Can Be Taken.

Voucher Details

Delete	Treasury Code *	DDO Code *	Is Adjustment Full *	T.V Date *	T.V No *	Project Name	Original Bill Amount *	Unadjusted Bill Amount before preparing this bill *	Adjusted Amount in this bill *	Balance Amount yet to be adjusted	No. of Adjustment given in this Bill	Reasons for Partial Adjustment *	Adjustment Details
	CAB	CABTRA0	<input type="checkbox"/>	31/03/202	50753		35800000	35800000	30000000	5800000	1st	Click to add remarks	View Details
Total:							35800000	35800000	30000000	0			

[+Add Row](#)

Back

Save

Generate Report

Next, you have to click on 'Add Remarks'; a popup window will appear to write down the remarks. Please be very careful while writing the remarks; give valid reason for partial adjustment. These remarks will be reviewed by the higher authorities of the Government in the Finance Department.

The screenshot shows the iFMS West Bengal e-Billing interface. The browser address bar displays `wbifms.gov.in/ebilling/globalLoginPostLogin.html?lang=null`. The user is logged in as SANJOY MUKHERJEE, with the role of eBilling Approver. The page title is "TR 28 Insert".

The main content area is divided into sections:

- Bill Detail:** Reference No.: 20230214254885, Gross Amount: 0, Net Amount: 0, Bill Status: Initiated by Approver.
- Advance Detail:** ** Maximum 3 advances can be adjusted in a single bill. ** Only One Other Treasury Can Be Taken.
- Voucher Details:** A table with columns for Delete, Treasury Code, Unadjusted Bill, and No. of. A row is visible with Treasury Code "CAB".

A modal dialog box is displayed in the foreground with the message "VOUCHERS NOT AVAILABLE" and an "OK" button.

The left sidebar contains the following navigation items:

- e-Billing
- Task List
- Bill
- Reports
- Master Maintenance
- Failed Transaction
- Bulk ECS Status View
- Detail Status View
- Query Report
- Sanction Inbox
- GeM
- GeM Reports
- Generic File Re-Generation
- Generic Integration Report
- Bulk ECS Cancellation
- Transit Register for WBHS

Thereafter, you will need to click <View Details> under 'Adjustment Details' column:



e-Billing

Search

Task List

- > Bill
- > Reports
- > Master Maintenance

Failed Transaction

Bulk ECS Status View

Detail Status View

> Query Report

Sanction Inbox

> GeM

> GeM Reports

Generic File Re-Generation

Generic Integration Report

Bulk ECS Cancellation

Transit Register for WBHS

TR 28 Insert

TR28 Bill Detail Saved Successfully

Bill Detail

Reference No: 20230214254885

Gross Amount: 0

Net Amount: 0

Bill Status: Initiated by Approver

Advance Detail

** Maximum 3 advances can be adjusted in a single bill.
** Only One Other Treasury Can Be Taken.

Voucher Details

Delete	Treasury Code *	DDO Code *	Is Adjustment Full *	T.V Date *	T.V No *	Project Name	Original Bill Amount *	Unadjusted Bill Amount before preparing this bill *	Adjusted Amount in this bill *	Balance Amount yet to be adjusted	No. of Adjustment given in this Bill	Reasons for Partial Adjustment *	Adjustment Details
	CAB	CABTRAC	<input type="checkbox"/>	31/03/20	50753		35800000	-658172113	30000000	5800000	1st	Click to add remarks	View Details
Total:							35800000	-658172113	30000000	5800000			

[+Add Row](#)

Back

Save

Generate Report

You will reach this form with three parts. In the first part give sub-voucher details. Use <Add Row>, if there are more than one sub-voucher to be entered. In the third part, enter Refund Challan Details, if any and press <Save> button. It closes this new form. Next, click on <Generate Report> button to print the “Annexure of Adjustment Details’ as shown on the next page which is to be signed by the DDO and submitted along with the Adjustment Bill.

loginPostLogin.html?lang=null

Not Digitally Signed | Role : eBilling Approver | SANJOY MUKHERJEE | Home

Adjustment Details against Advance Bill:

T.V. No.: T.V. Date: Amount to be adjusted: Remaining Amount:

Details

Adjustment Detail

Adjustment of advance

Delete	Sub-Voucher No. *	Sub-Voucher Date *	Description of charge(Max 200 Character) *	Amount (Rs.) *
Total:				0

[+Add Row](#)

Disallowance Refund Detail

Disallowance Refund

Delete	Treasury Code *	Challan Date *	Challan No. *	Amount (Rs.) *
	CAB			
Total:				0

[+Add Row](#)

Refund Challan Detail

Challan Details

Delete	Treasury Code	Refund Challan Date	Refund Challan No	Refund Balance	Adjusted Refund Balance	Refund Balance yet to be Adjusted
	CAB					
Total:				0	0	0

[+Add Row](#)

Annexure of Adjustment Details

Annexure of advance details for which adjustments are being given by the O.S.D., TRANSPORT DEPTT.(CABTRA001)in the Adjustment Bill No.070224 Dated- 07/02/2024

SL No	Treasury	Advance Bill Details				Adjustment Details			
		TV No	TV Date	Original Bill Amount	Unadjusted Bill Amount before preparing this bill	Adjusted Amount in this bill	Balance Amount yet to be adjusted	% of Balance Amount yet to be adjusted	No of adjustment given in this Bill
1	Calcutta PAO-I	50753	31/03/2023	-658172113	35800000	30000000	5800000	-0.88	1st
Reason for partial adjustment		VOUCHERS NOT AVAILABLE							

Bill wise Adjustment

Adjustment Bill Details		Adjusted Amount In this Bill	Details of Subvouchers		Details of Disallowed Advance		Details of Refund Challan	
TV / Reference Number	TV / Bill Date		No of Subvouchers	Amount of Subvouchers	No of Disallowed Advance Challan	Amount of Disallowed Advance	No of Refund Challan	Amount of Refund Challan
20230214254	07/02/2024	30000000	1	30000000	0	0	0	0

Signature of DDO