

<https://ebilling.megfinance.gov.in/>

Apr

2024

**Megh-eBilling**  
**(Electronic Billing System for the DDOs,**  
**Government of Meghalaya.)**

User Module  
DDO Admin  
(Version 1.0)

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## Introduction

### a. Purpose

The purpose of this document is to provide complete details about the module DDOs on boarding process and operating the “Megh-eBilling System”. In order to enable DDOs to prepare and sent bills to the Treasury, the application facilitates the user to fill the bills electronically (e-Billing) on this portal and create and prepare online Bills.

- This is 24 X 7 facilities for the Meghalaya Government DDOs.
- Users of this site can prepare bills online.
- Provides facility for generating and printing bills.
- Facility to register all types of payees.
- Facility to reconcile with the Treasury.
- Facility for viewing and storing historical records of bills and other related details at any time.

### b. Audience

The target audiences are the DDOs of Government of Meghalaya. This Application has been designed and developed taking into consideration the requirement of the user. DDO can onboard/registered on the system by sending an application to the Treasury officer.

### c. Basic requirements for Megh-eBilling System.

- User should have minimum knowledge of using browser.
- User should also have knowledge of preparing Bills.

### d. Landing Page

**STATUS CHART OF BILLS PREARED**

Total Number of Bills for Financial Year 2024-2025

Status	Count
Pending	214
Submitted	54
Approved	305

**Megh e-Billing**

e-Billing module for use by DDOs for processing of bills.  
DDOs can prepare the bills by filling up the relevant fields in the TR bill forms and submitting them electronically to the Treasury through the e-Billing module.  
One copy of the bill is to be printed out, signed and submitted to the Treasury to the DDO, with beneficiary details and other necessary documents following the manual procedure of submission.

All the schedules and challans will be generated automatically by the system without any further manual intervention.

**PLEASE MAKE SURE TO PUSH e-Proposa SANCTIONS TO DDO IN THE ePS SYSTEM.**

Sign in

e-Mail  
Enter e-Mail

Password  
Enter Password

Login

**NIC** National Informatics Centre

Designed & Developed by National Informatics Centre (NIC), Shillong, Meghalaya.  
Content Maintained & Updated by Directorate of Accounts and Treasuries, Government of Meghalaya.

### 1. DDO Admin

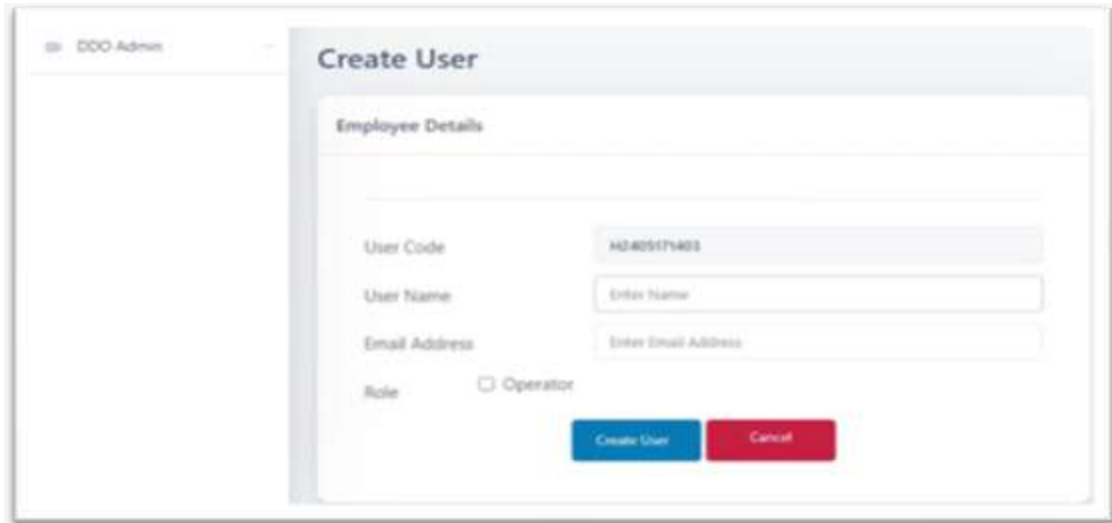
**eBilling Dashboard** Treasury-DDO Code: 201000001 | Date: Fri, 17th May, 2024 DDO Admin

- DDO Admin
- New User
- User Module
- Reset User Password
- Manage User
- Update DDO Bill Number
- Manage Payee

Designed & Developed by National Informatics Centre (NIC), Shillong, Meghalaya.  
Content Maintained & Updated by Directorate of Accounts and Treasuries, Government of Meghalaya.

### 1.1 Create User

- DDO admin can create as many users as desires
- There are two different types of users such as maker and checker
- DDO will have to make sure that there is only one checker, preferable the DDO himself/herself.
- There can be many user assigned with the maker role (usually the Dealing Assistant in the DDO establishment preparing Bills)

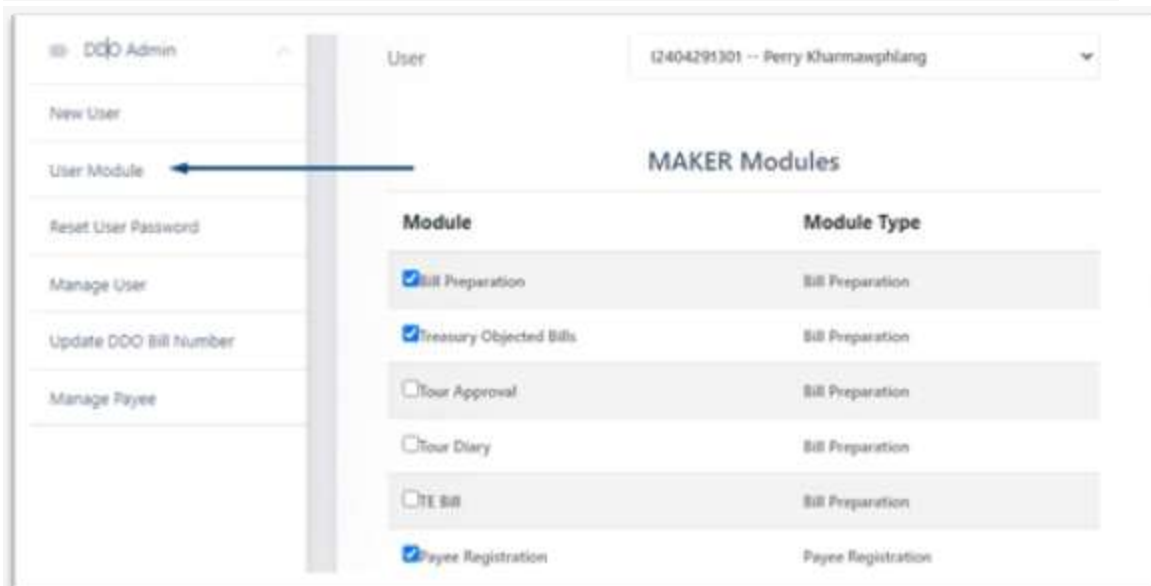


- DDO admin will have to make sure to enter the valid email id in used.

### 1.2 User Modules (Assigned Modules to Users)

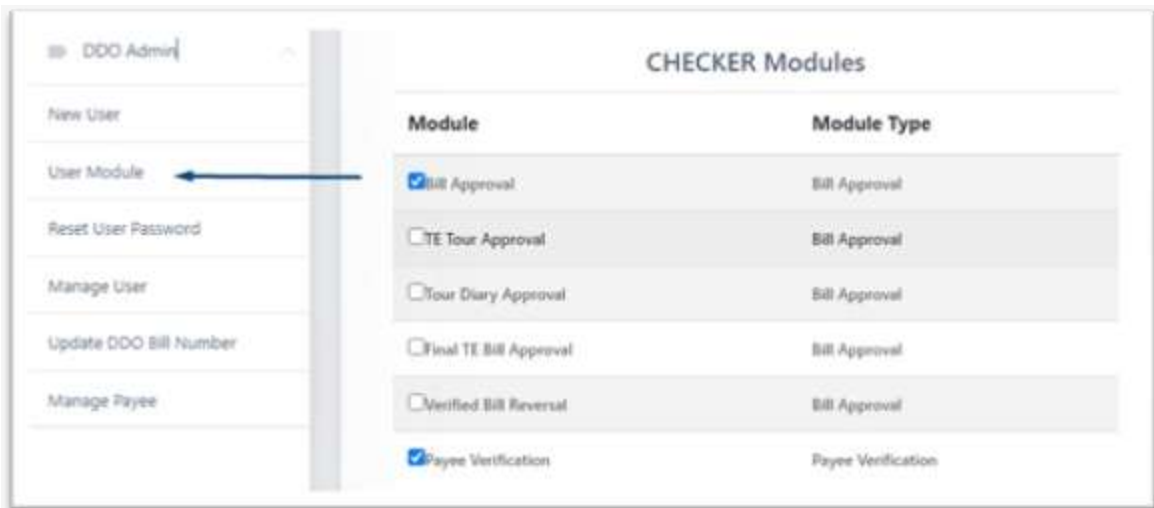
Select the user from the list and assigned modules

Maker Modules to be assigned to dealing assistant for Payee Registration and Bill Preparation

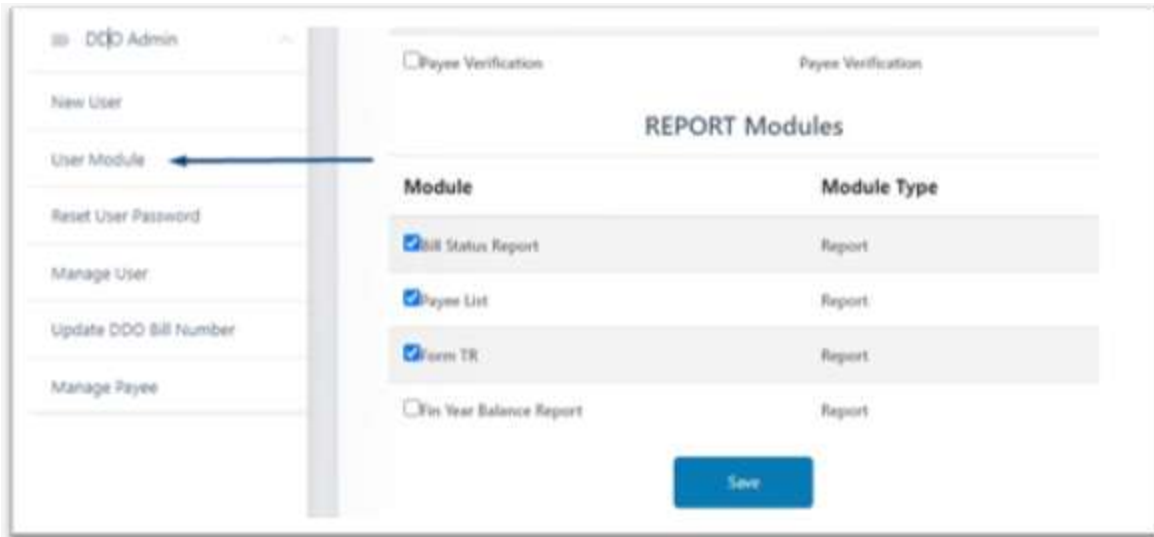


Module	Module Type
<input checked="" type="checkbox"/> Bill Preparation	Bill Preparation
<input checked="" type="checkbox"/> Treasury Objected Bills	Bill Preparation
<input type="checkbox"/> Tour Approval	Bill Preparation
<input type="checkbox"/> Tour Diary	Bill Preparation
<input type="checkbox"/> TTE Bill	Bill Preparation
<input checked="" type="checkbox"/> Payee Registration	Payee Registration

Checker Modules to be assigned to DDO for Payee and Bill Verification.

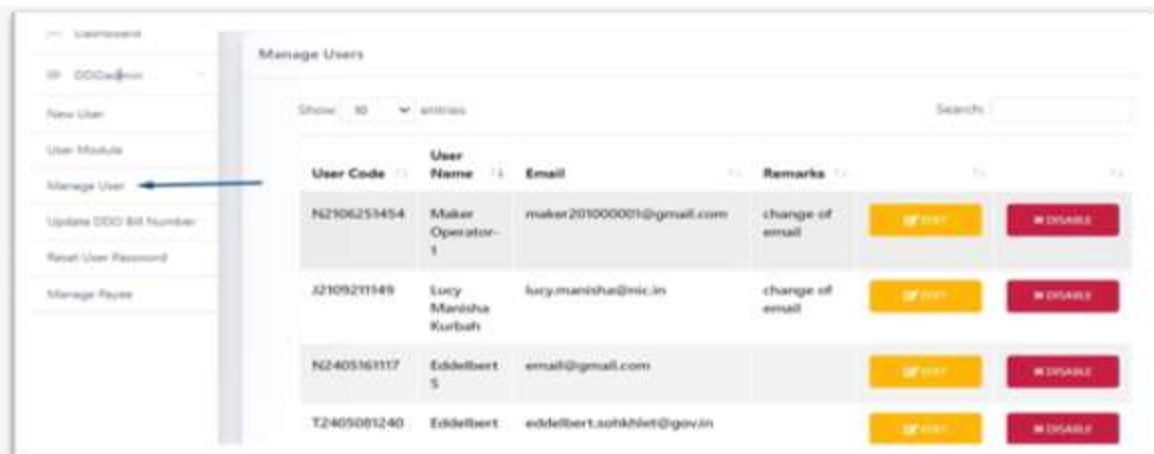


Reports can be assigned for both the users (Maker and Checker)



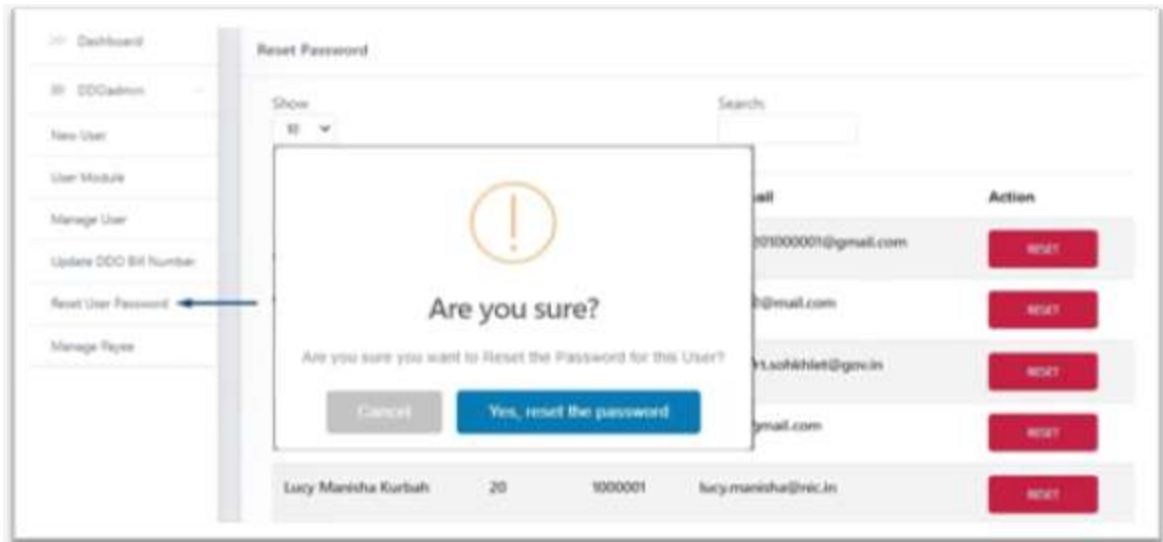
### 1.3 Manage Users

In case the Employees operating the Megh-eBilling System either retires or transfers to another establishment (DDO) the DDO admin will have to disable the user from the Current DDO.



### 1.4 Reset User Password

DDO Admin can reset the Password of any users that are registered in the DDO.



To reset DDO Admin Password, the DDO will have to request the Treasury Officer to reset their password

### 1.5 Update DDO Bill No

DDO Admin uses this module only in the initial implementation of the application where the DDO had already sent Manual bills to the Treasury. This is to update the system with the last DDO bill manual bill no already sent to the treasury.

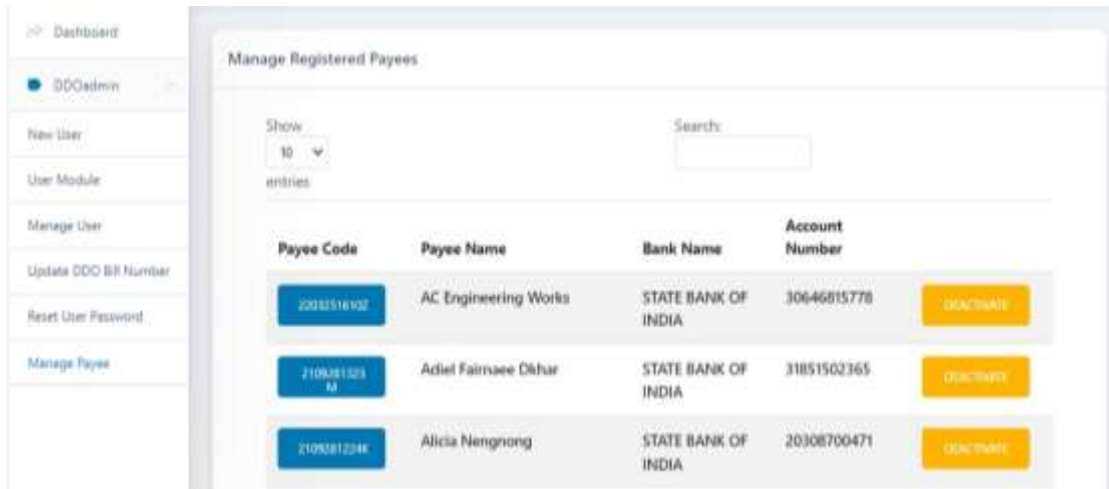


Note: Please do not change the bill no in the application once the DDO is on Live mode (already generating bills from the system)

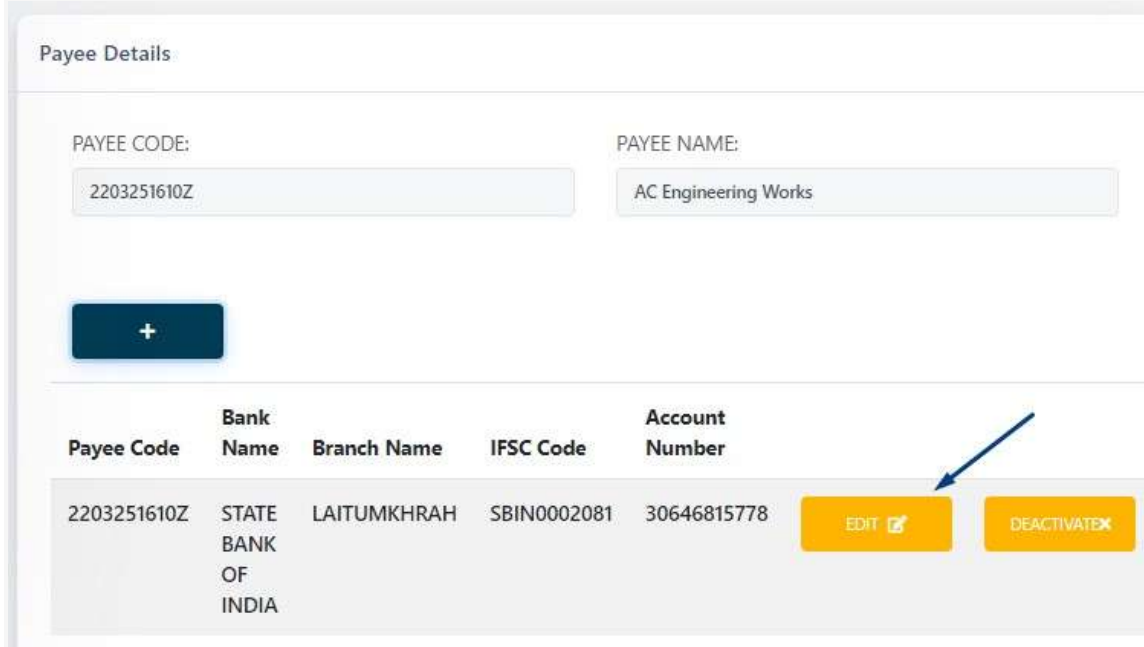
### 1.6 Manage Payees

While preparing Bills the Payees once verified by the Checker will always be listed, in case if the payee is not required to be listed in the future, the DDO may disable/ deactivate the Payee from appearing in the list while preparing Bills,

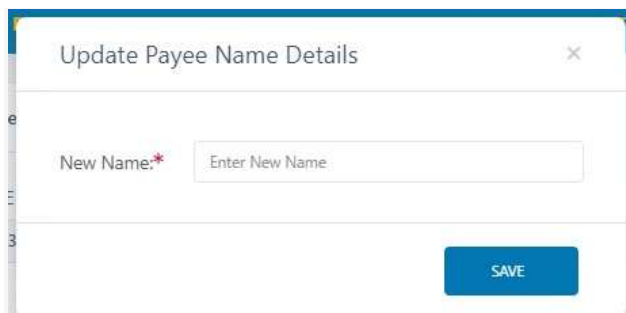
Second scenarios. if the DDO realized that the account details of the payee are wrong, the payee may be disable/deactivate using this option.




The payee data is locked once approve by the DDO, there are cases where we will need to change payee name, click on the payee code and enter the correct payee name/description




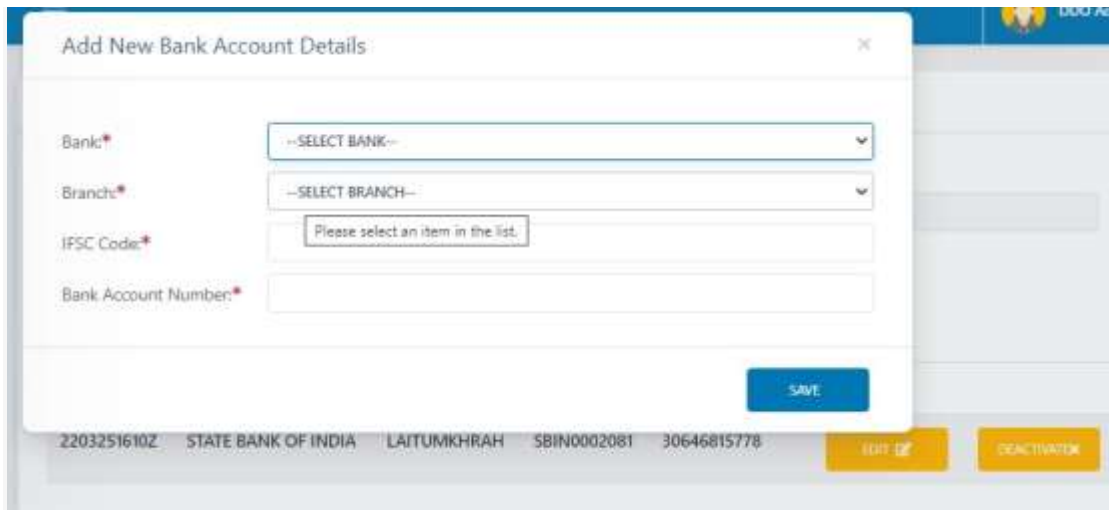
Click in the EDIT Button







Click on the  To add new Bank detail of the payee in case the payee has provided details for change Bank.



ID	Bank	Branch	IFSC Code	Bank Account Number
2203251610Z	STATE BANK OF INDIA	LAITUMKHAH	SBIN0002081	30646815778

Select the new bank, branch and verify the IFSC Code, enter the new Bank account no and make sure the data entered is entered accurately.

Click on the Save button to commit the changes,  
The Payee details with the same payee code will have two bank account, **make sure to deactivate the old bank account details to avoid any error in the system.**

## 2. Logout

When the user completes the work user should logout immediately to free the resources with the central server. The system displays the home page.