

USER MANUAL



Monthly D.O. /MIS Reports

Developed By--NIC-CGA

USER MANUAL

TABLE OF CONTENTS

1.0	GENERAL INFORMATION	1
1.1	Project Overview	1-1
1.2	Authorized Use Permission	1-1
1.3	Point of Contact.....	1-1
2.0	SYSTEM SUMMARY	2
2.1	Data Flows.....	2-1
2.2	User Access Levels	2-2
3.0	GETTING STARTED	3
3.1	Logging On.....	3-1
3.2	System Menu	3-1
3.3	Changing User Ids and Passwords	3-1
4.0	USING THE SYSTEM.....	4
4.1	Data Entry	4-1
4.2	Data Verification.....	4-1
4.3	Data Approval	4-1
5.0	REPORTING	5
5.1	Report Capabilities.....	5-1
5.2	Report Procedures	5- 1
	ANNEXURE-I.....	6
	Sample Screens	6-1
	ANNEXURE-II.....	7
	Acronyms and Abbreviations.....	7-1

1.0 GENERAL INFORMATION

1.1 Software Overview

The Monthly D.O. MIS Entry and Report Generation module has been incorporated in the existing website e-Lekha which was designed for O/o The CGA.

The Module was initially tested on a pilot basis in the Pr.AO's PPG, Commerce and Science & Technology. It was subsequently made available to all Principal Accounts Offices on 1st November 2017.

The software shall primarily be used by the PrAO's for entry and verification of department-wise data compiled from their respective PAO's . The verified data shall be viewed in the form of reports by the different Section of the CGA's Office.

1.2 Authorized Use Permission

Users of the system shall have a valid user id and password. The CCA user in e-Lekha can use their pre – existing user credentials to login and use the new feature. All the other users shall be created by the CCA User.

1.3 Point of Contact

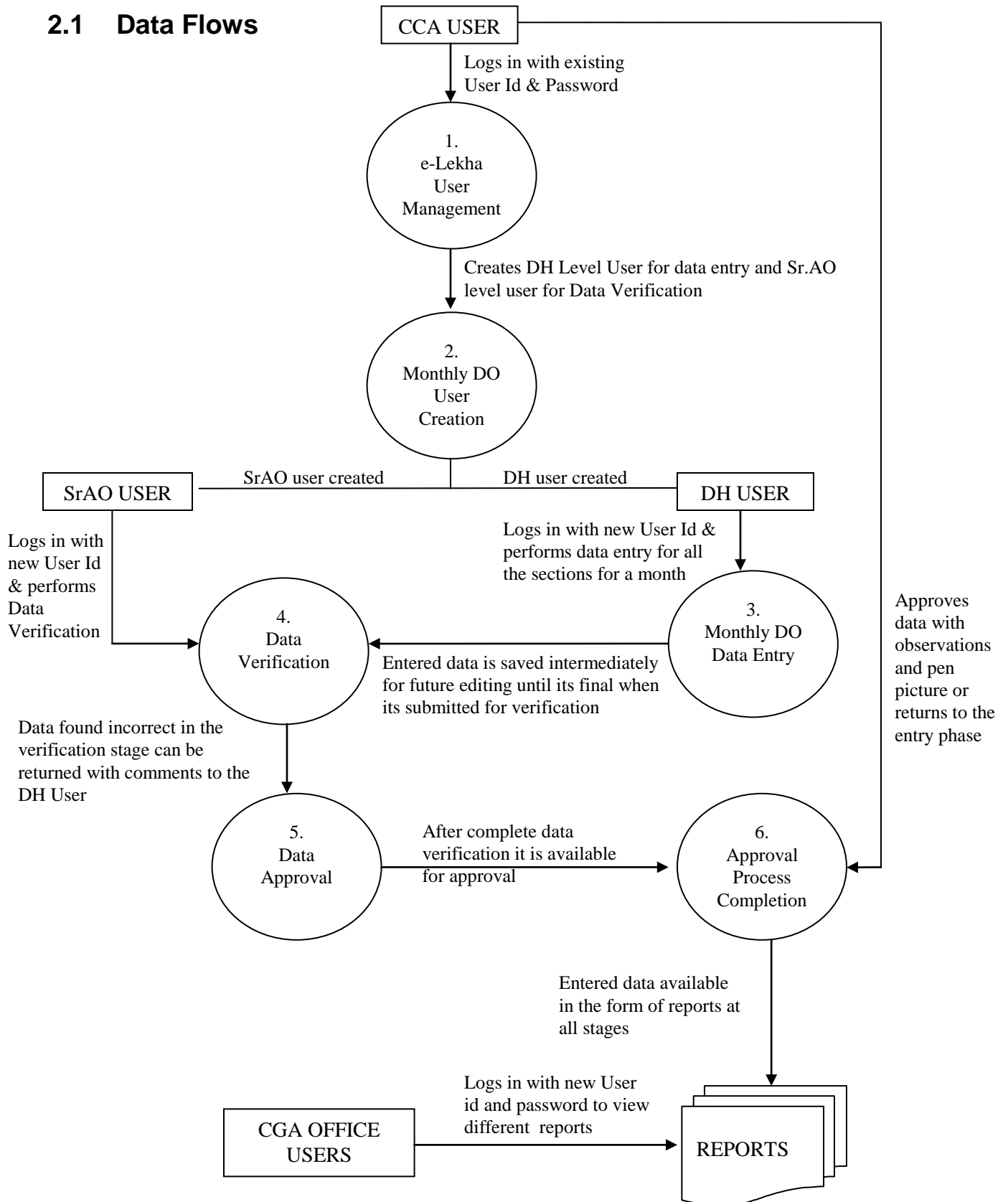
In case of any technical problem encountered kindly do the following:

A screenshot of the problem may be mailed to **monthdo-cga@gov.in**

If the problem is not resolved Contact ITD-24665399

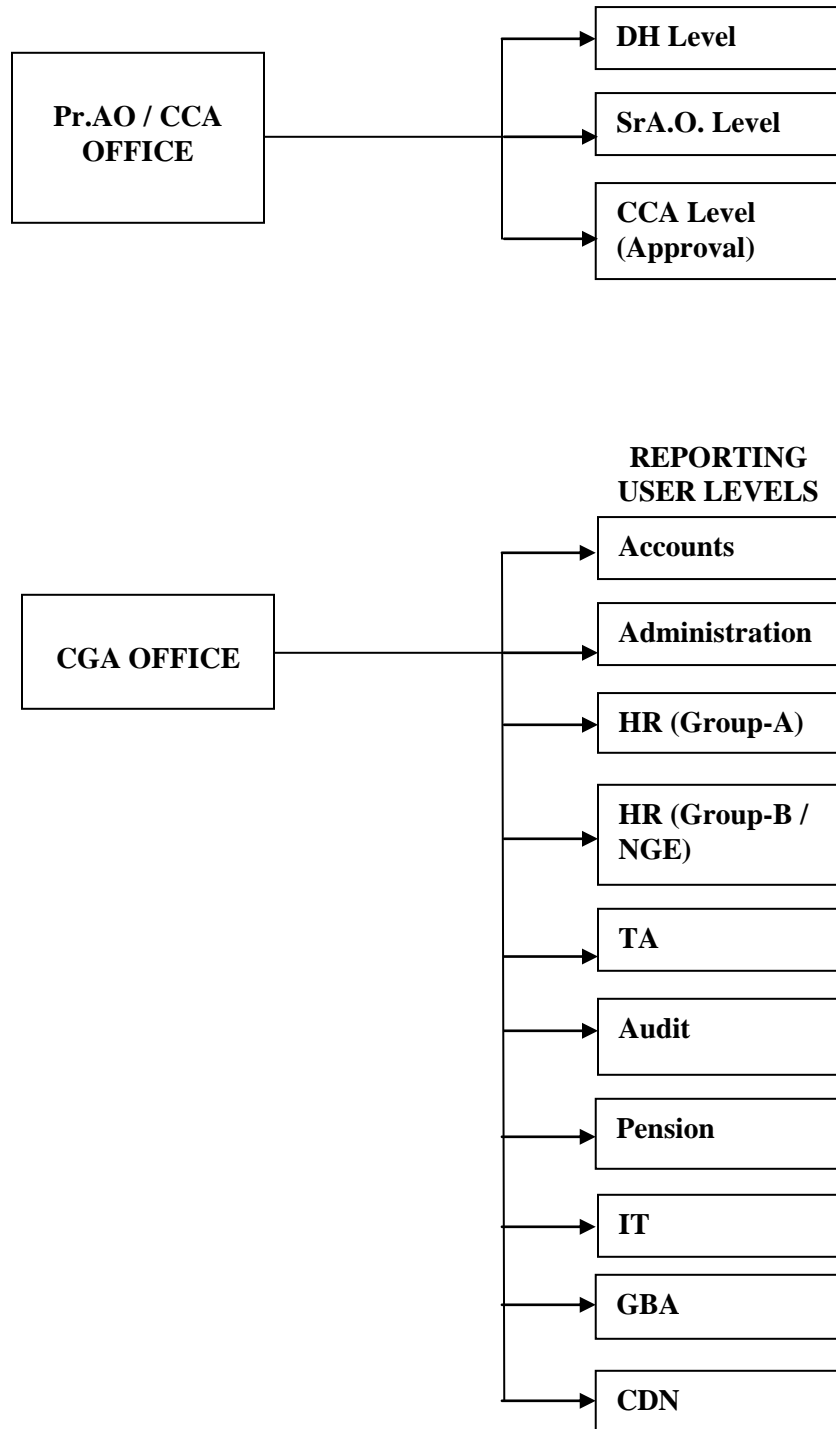
2.0 SYSTEM SUMMARY

2.1 Data Flows



2.2 User Access Levels

Specific templates have been made available in the User Management module of e-Lekha for creating users of different levels



3.0 GETTING STARTED

3.1 Logging On

The first step towards using the system is logging in e-Lekha with the CCA user already existing for e-Lekha. The DH level user and Sr. AO level users have to be created from the Sub user management by selecting appropriate templates provide for the same.

3.2 System Menu

The Monthly DO Entry feature is provided as a sub menu of Controller Data Processing Menu and the MIS reports are in the Reports section of the same.

The user has to select specific Financial Year and Month for entering data. Reports can be viewed Month-wise or for the entire Financial Year

3.3 Changing User ID and Password

In the present system the Sub user id and passwords created by CCA level user can be changed only by the CCA level user. Subsequently provision of changing password shall be provided to the respective users. The CCA level user credentials in particular shall not be shared by any other entity in the Principal Accounts Office except the CCA User who is also the approving authority

4.0 USING THE SYSTEM

4.1 Data Entry

The DH user will be entering data gathered from all the PAO's under the concerned Pr.AO. The data entry screen has separate tabs for separate sections. Some of the sections are pre-populated and need not require any data entry. For each tab the data entered can be saved intermediately whereby it can be updated. Once a tab is submitted, it cannot be updated as it moves to the verification stage and is now available to the verifying authority. If the data is returned from the verifying or approval stage, it shall be again available for editing at this level.

4.2 Data Verification

The Sr.AO user will get a detailed view of each data element entered by the DH user. They have to check each entry and check the concerned checkbox to mark it as verified. In case of any doubt, they can leave the relevant box unchecked. However, they have to give a mandatory comment against those elements which are left unverified and returned to the entry level for correction

4.3 Data Approval

The Approving User (CCA) can approve data only when all the elements of the entered data has been verified at the previous stage. Partially verified data cannot be approved. At this stage, the approver can approve or return the data. In the latter case, it shall revert to the data entry stage. The CCA User shall record their observation under three categories namely-Key Observations, Action Plan and Special Initiatives. These comments shall be given for each section separately. It is mandatory to record these in case data is being approved

5.0 REPORTING

7.1 Report Capabilities

Separate reports are available for each element of data that has been entered. The reports can be exported to pdf, excel etc formats or can be printed directly.

7.2 Report Procedures

The Pr.AO shall be able to view all the reports pertaining to their Controller code only.

The CGA office users shall be able to view reports of all Pr.AOs but only of their section. For example. Jt.CGA Admin can view all Admin related reports of all Pr.AOs

Annexure-I
Sample Screens

Data Entry Screen

Accounts

SNo	No. of PAO accounts excluded	Whether same PAO is excluded in more than two successive accounts	No. of CDDO accounts excluded	Whether same CDDO is excluded in more than two successive accounts
1	0	N	4	N

SNo	No. of PAO accounts excluded in two or more months	Reason for exclusion of Accounts	Action Taken
1	0		

SNo	No. of CDDO accounts excluded in two or more months	Reason for exclusion of Accounts	Action Taken
1	0		

Non-Tax Receipts (Rs. in Crores)			
SNo	Receipt Type	Non-Tax receipt during the month	Progressive of Non-Tax receipt at the end of the month
1	1. Interest Receipts	2,929.24	23,760.83
2	2. Dividends from PSBs	0.00	1,449.38
3	2. Dividends from PSUs	60.92	3,942.95
4	3. Fiscal Services	85.64	91.16
5	4. General Services	13.84	248.52
6	5. Social Services	0.07	1,500.76

Administration

SNo	Section / Division of CGA Office	Subject	Best Description	Status (Received/Pending/Resolved)	Add Data
	Accounts			Received	

HR Issues

Controller: 014-ECONOMIC AFFAIRS Month: December

Accounts Administration **Group A** Group B/NGE TA Audit Pension IT

Get Data

HR Issues-Staff Position					
SNo	Category of Post	No. of posts sanctioned	No. of posts actually filled	No. of posts lying vacant	Reasons and action taken for filling the post
1	Gr A				

HR Issues-Capacity Building				
SNo	Category of Post	Details of training required	No. of Officials	Action taken for capacity building
1	Gr A			

Submit Intermediate Save Delete

Controller: 014-ECONOMIC AFFAIRS Month: December

Accounts Administration Group A **Group B/NGE** TA Audit Pension IT

Get Data

HR Issues-Staff Position					
SNo	Category of Post	No. of posts sanctioned	No. of posts actually filled	No. of posts lying vacant	Reasons and action taken for filling the post
1	Gr B				
2	NGE				

HR Issues-Capacity Building				
SNo	Category of Post	Details of training required	No. of Officials	Action taken for capacity building
1	Gr B			
2	NGE			

Submit Intermediate Save Delete

TA

Financial Year: 2016-2017

Controller: 014-ECONOMIC AFFAIRS Month: December

Accounts Administration Group A Group B/NGE **TA** Audit Pension IT

Get Data

Status of UCs						
Sno	Amount of Unspent Balances			Amount of Unspent UCs pending		
	As on 01-04-2016	As on 01-04-2017	At the end of the month	As on 01-04-2016	As on 01-04-2017	At the end of the month
1						

Status of Personal Deposit Accounts						
SNo	Name and Desig. of PD Account holder	Year of Opening of PD Account	Whether PD Account is operational? Detail of Head of Accounts	Balances in the PD Account as on 31st March of F.Y.	Whether Monthly Reconciliation of receipt and payment done by PAO	If no, the status thereof
1						

Status of CDDOs					
SNo	No. of CDDOs in Operation	No. of cases where CDDO and PAO co-exist in same station	Number of cases where two or more CDDOs co-exist in same station	Brief report on the performance of CDDOs	Proposal for withdrawal of CDDO powers, if any
1					

No. of Agencies/Autonomous bodies registered under EAT					
SNo	Ministry	Scheme Type	Scheme	Sub-scheme	Agencies Registered EAT
1					

Submit Intermediate Save Delete

Audit

Financial Year: 2014-2017

Controller: 014-ECONOMIC AFFAIRS Month: December

Accounts Administration Group A Group B/NGE TA **Audit** Pension IT

Get Data

Report on Risk based Annual Audit Plan (target and achievement in respect of internal audits conducted)

Sno	Units due for audit during the F.Y. based on the Risk Based Internal Audit Plan		Units audited upto the previous quarter		Units audited during the quarter under report		Progressive total of units audited upto the month of reporting		Progressive total of I. A. reports issued in respect of units audited in the F.Y.	
	Compliance / Regulatory Audit	Scheme / Bank Audit	Compliance / Regulatory Audit	Scheme / Bank Audit	Compliance / Regulatory Audit	Scheme / Bank Audit	Compliance / Regulatory Audit	Scheme / Bank Audit	Compliance / Regulatory Audit	Scheme / Bank Audit
1										

Report on quantifying the outcome of Internal Audit observations

SNo	Name of auditee	Brief detail of para	Amount objected towards recovery savings	Amount actually recovered/actual savings made in pursuance to the IA observation
1				

Add Row

Training to achieve Risk Profiles for Ministry / Department

SNo	No. of officers posted in IAW	No. of officers trained in Risk Based Internal Audit
1		

Submit Intermediate Save Delete

Pension

Financial Year: 2014-2017

Controller: 014-ECONOMIC AFFAIRS Month: December

Accounts Administration Group A Group B/NGE TA Audit **Pension** IT

Get Data

Pension Expenditure and number of Pensioners (Rs. in Crore)

SNo	No. of Pensioners during a month	Pension Expenditure during a month	No. of Pensioners upto the month	Pension Expenditure upto the month
1		1.91		19.34

Pension Matters (Pendency Reports)

SNo	No. of Pension/family pension cases pending	No. of revision of pension cases pending	No. of GPF final cases pending	No. of ePPO issued during the month
1				

Submit Intermediate Save Delete

IT Issues

[Accounts](#) [Administration](#) [Group A](#) [Group B/NGE](#) [TA](#) [Audit](#) [Pension](#) [IT](#)

Get Data

IT Issues (COMPACT outages/ e-Lekha/GePG/PFMS issues)

SNo	Nature of Technical Glitch	Detail of work effected or delayed due to Technical Glitch
1		

GBA

Financial Year: 2020-21

Controller: 014-ECONOMIC AFFAIRS Month: October

[Accounts](#) [Administration](#) [Group A](#) [Group B/NGE](#) [TA](#) [Audit](#) [Pension](#) [IT](#) [GBA](#)

Get Data

Details of the e-IGA Advices issued during the month

SNo	No. of IGA Advices issued during the month	Amount of the IGA Advices issued during the month	Out of the total no. of IGA advices issued electronically	Total amount of IGA advices issued electronically	Out of the total no. of IGA advices issued manually	Total amount of IGA advices issued manually	Reasons for not issuing the IGA electronically as mentioned in col.5
1							

Details of the e-IAAA Advices issued during the month

SNo	No. of IAAA Advices issued during the month	Amount of the IAAA Advices issued during the month	Out of the total no. of IAAA advices issued electronically	Total amount of IAAA advices issued electronically	Out of the total no. of IAAA advices issued manually	Total amount of IAAA advices issued manually	Reasons for not issuing the IAAA electronically as mentioned in col.5
1							

Details of the failed DBT transactions during the month

SNo	Sponsor Banks Category	Total Credit Transactions Originated	Pending Credit Transactions	Processed Credit Transactions	Success Transactions	Failed Transactions	%age of Failed Transactions
1	Private Sector Banks						
2	Public Sector Banks						
3	Regional Rural Banks						

Reconciliation of the figures booked under the Major Head '8675-Deposits with Reserve Bank' and put-through figures (CAS-123) received from Reserve Bank of India

Sno	Accounts figures booked in the account under the Major Head '8675-Reserve Bank Deposits' upto the month		Put-through figures estimated by CAS, RBI, Nagpur upto the month		Differences in Accounts figures and put-through		Reasons for Differences
	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	
1							

Annexure-II

Acronyms and Abbreviations

PR. AO	PRINCIPAL ACCOUNTS OFFICE/OFFICER
PAO	PAY AND ACCOUNTS OFFICE/OFFICER
SR.A.O.	SENIOR ACCOUNTS OFFICER
CCA	CHIEF CONTROLLER OF ACCOUNTS
TA	TECHNICAL ADVICE
GBA	GOVERNMENT BANKING ARRANGEMENT
IT	INFORMATION TECHNOLOGY
HR	HUMAN RESOURCE
DH	DEALING HAND