Other Admin Expenditure of District/Block Employees through Panchayat Darpan Portal

Open the "Panchayat Darpan" portal and login using credentials of your District.

District Account Registration:

1. Open "**बैंकखाताप्रबंधन**" .
2. Open "Add Bank account" in the "Bank account" Menu.
   a. Add account details and save.
3. Edit Bank account: This option can be used to edit the bank account if any correction is to be made before freezing.
4. Freeze Bank account: Freeze the bank account details for the district account using this option. Please carefully check the details before freezing because after freezing the account cannot be edited.

Vendor registration:

1. Go to "**वेंडरप्रबंधन**"
2. Register Vendor (Vendor Tab) using the links:
   - Register payment Vendor with ADHAAR.
   - Register payment Vendor with Tin no.
   - Register Government Payment Vendor.
3. Add account details for vendor using the link "Register Bank details" under "Vendor" Tab.
4. Freeze vendor details using the link "Lock Profile" under "Vendor" Tab

Payment:1.

   Go to "**नरेगाभुगतान**" under "**नरेगाप्रबंधन**"

Ebill:

1. **Bill Registration:**There is option "Bill Registration" to generate salary bill of various types. Use them to generate the bills as required. The available options are:
   - कर्मचारीवेतन/भत्तेएवंअन्यमजदूरी
   - यात्राव्यय / भत्ते
   - कार्यालयव्यय
   - अन्यमरम्मतकार्य
   - अन्यसामग्रीक्रय
       i. For bills with multiple items you this option.
       ii. After doing the entry of bill you can add items in this bill using option "Add Items to Bill" under "Bill Management" tab
   - सरकारीसंस्थाओंकोभुगतान
2. **Add Items/Edit Bill:** Use this option to edit the entered bill
3. **View / Lock Bills**: After registering the bill it has to be locked using this option.
4. **View Locked Bills**:You can view the locked bill using this option.

e-Payment Order:

1. **ePO generation:**
   a. After locking bill e-payment order is to be generated for one or more bills.
   b. Use the option "Generate e-Payment Order" in "e-payment order" tab.
   c. You can add multiple bills to an ePO.
   d. You can edit the ePO using the option "Associate / Edit Bills in Draft e-Payment Order".

2. **Lock ePO:**
   a. Use the option "Print / Lock Draft e-Payment Order and Send to Bank for Payment" in the "e-payment order" tab to lock the ePO.
3. **Print ePO:** Use the option "View /Print Locked e-Payment Orders" to take the print of the locked ePO.

<u>Note:</u>

- Entry of all vendors is to be done
- Entry of all the expenditures for January 2017 is to be done in this module to check its functionality.
- The deductions mentioned at the time of bill entry will be deposited in the district account after digitally signing the ePO and sending it to bank. This amount shall be deposited by district to the respective agency.