

BiMS help file

BiMS login page → <http://www.treasury.kerala.gov.in/bims/>

***Please fill the Profile before preparing the first bill using Profile**→Add available in Home screen

***Prepare and e-Submit Separate bill for Advance and Settlement cases**

Clerk's Login (ie Select Role is **DDO** in dropdown list)

User ID : 10Digit DDO Code

Password : 10Digit DDO Code@123

Select Role : DDO

***Use Clerk's Login to prepare and forward contingent bill from received allotment bill for approval from Principal or Office Head**

***Clerk also can e-Submit bill to treasury after approval from Office head (Principal)**

1. To View your received allotment Click
Allotment -> View Allotment
2. To Prepare Bill click
Bill -> Bill Entry
3. Select Nature of Claim, Detailed Head, Expenditure Head of Account, Type of Bill and Advance taken
You can view allocation on view allocation button
4. Save the bill and Get the Bill No. (Total 20 Digit)
Format of bill No is FY (2digit) + DDO Code (10digit) + BILL Number (8digit)
5. Enter claim details (Just below same page)
6. Save after entering claims
7. Enter deductions if available or **skip** to continue
8. Beneficiary details can add manually or pick from **saved list** (to get Saved list please Update details of Principal using **Add beneficiary details** menu available in left side Home Screen)
9. Three credit option available TSB/bank/Special TSB select one
10. You can upload scanned copy of attachments here (not Mandatory now)
11. Save after entering the beneficiary
12. After that send for approval to Office Head (Principal) (confirm message)
(**You can edit the saved bill before submission for approval**)
13. Print PDF Menu will give u Draft copy of bill

Office head Login (ie Select Role is **DDO Admin** in dropdown list)

User ID : 10Digit DDO Code

Password : 10Digit DDO Codeadmin@123

Select Role : DDO Admin

***The Office Head (Principal) has to log on to the BiMS and approve the bill**

1. For bill approval go to approval -> bill approval
2. Select the bill officer wants to approve and click Go
3. Go through all the fields and the office head (Principal) have the right to approve or reject bill with remarks then click Save
4. The final bill is ready for e-submission now you can print **Final Bill TR 59(E)** and manually submit to treasury

e-Submission

***After approval office head (Principal) or clerk can e-submit the bill to treasury**

1. For e-Submission to treasury go to
bill > bill e-Submit
2. Click on e-Submit. Confirm the action
3. E-submitted bills status can be viewed at
Bill -> Bill Status