

RECIPIENT REGISTRATION

SUMMARY

It is necessary for the people who receive payment from Khajane-II system to be registered as Recipients in Khajane-II. Recipients can be Employees, Vendors, Beneficiaries, Contractors, Individuals and Pensioners etc.

Recipients are classified into 30 recipient types such as Employees-27, Suppliers-29, PSU's-18, Contractors-30, Individuals-26, Pensioners-28, Banks-19 and Hospitals-16 etc.

Unique Recipient code will be provided to each recipient based on the recipient type in order to maintain unique recipient details and track recipients easily.

While preparing the bill(in case of making payment to a Recipient) recipient details such as Name & Bank details will auto populate after entering the Recipient code.

DDO's should register all the recipients (to whom payment needs to be made) based on the specific recipient type.

Before registering in Service Provider Master, User has to register as Recipient using Supplier-29. Then using the particular Recipient code, user has to register in Service Provider Master.

Check List for Recipient Registration

- Recipient details.
- Recipient Bank Account details.
- ID Proof (Pan card/Adhaar card/Voter ID/Driving Licence/Department ID).
- Incase of Government employees KGID number is mandatory.

RECIPIENT REGISTRATION FLOW

❖ STEP 1

ROLE: SUPERINTENDENT (Maker)

PATH: Registration→Registration→ Recipient master → Create Recipient master

- Select New Recipient, if you are registering for the first time.
- Select specific Recipient Type (Employees-27, Suppliers-29 and Contractors-30etc)
- Enter the details of the recipient such as Name, Contact details, ID Proof, Bank Details & Address details.
- Print two copies of Bank Mandate Form, on which the recipient has to sign.

❖ STEP 2

ROLE: DRAWING AND DISBURSEMENT OFFICER (DDO) (Approver)

PATH: Workflow → Worklist →Worklist

- The DDO verifies and approves the recipient details and signs on the Bank Mandate Form.

Note: DSC required.

RECIPIENT MAPPING FLOW

❖ STEP 1

ROLE: SUPERINTENDENT (Maker)

PATH: Registration → Registration → Recipient master → Create Recipient master

- Select Existing Recipient as recipient is already registered in K-2.
- Select specific Recipient Type (Employees-27, Suppliers-29, PSU's-18 and Contractors-30 etc)
- Enter the recipient code after which the details such as Name, Contact details, ID Proof, Bank Details & Address details are auto populated.
- Verify the details & print two copies of Bank Mandate Form on which the recipient has to sign.

❖ STEP 2

ROLE: DRAWING AND DISBURSEMENT OFFICER (DDO) (Approver)

PATH: Workflow → Worklist → Worklist

- The DDO verifies and approves the recipient details and signs on the Bank Mandate Form.

Note: DSC required

UPDATING RECIPIENT DETAILS FLOW

❖ STEP 1

ROLE: SUPERINTENDENT (Maker)

PATH: Registration → Registration → Recipient master → Search and Modify Recipient

- Enter the Recipient ID and click on search button.
- Click on Update hyper link.
- Enter the details to be updated and click on Update button.
- Print two copies of Bank Mandate Form, on which the recipient has to sign.

❖ STEP 2

ROLE: DRAWING AND DISBURSEMENT OFFICER (DDO) (Approver)

PATH: Workflow → Worklist → Worklist

- The DDO verifies and approves the recipient details and signs on the Bank Mandate Form.

Note: DSC required.

SERVICE PROVIDER MASTER REGISTRATION FLOW

❖ STEP 1

ROLE: SUPERINTENDENT (Maker)

PATH: Bill Preparation & Submission → Admin → Service Provider Master

- Click on create new and select the purpose (Electricity/Telephone/Water charges).
- Enter the required details. Click on Add and Save.
- The request is now submitted to the DDO.

❖ STEP 2

ROLE: DRAWING AND DISBURSEMENT OFFICER (DDO) (Verifier/Approver)

PATH: Workflow → Worklist → Worklist

- The DDO verifies and approves the Service Provider Master Registration request.

Note: 1. DSC required.