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ADDING NEW SCHEME

- STEPS TO ADDING NEW SCHEME.
- 1)Click on Master Data Option you will see Scheme project option.

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Click on Scheme Projects for New Scheme Add

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After Clicking on Scheme Project The Following Screen Display

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Process of Adding Scheme on From Scrreen

• Steps 1) Click on Add Button

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After Click on Add Button

- Type scheme Name infront of insert option textbox and select DDO.
- After Typing Name of Scheme Click On Insert Button Then Your Scheme ADD successfully.

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After Succesfuuly Adding Scheme Then.

- Link Bank Account for That Scheme.
- Select Scheme Bank Account ADD Option For link Bank to Scheme.



After Clicking on Scheme Bank Account ADD This Following Screen will Display.

 Select DDO Then Your New Scheme And Select Bank and Bank Account Option .Then Click on Save Button for Succesfully link bank on your Scheme.

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Budget Module For Adding Grant to New Scheme Also old Scheme.

- Click On Budget Option For Adding Grant To Scheme.
- Select Option Budget Allotment.

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Steps To Allot Budget to Scheme.

- Select Option Finnacial year, DDO Name, Scheme/Dept, Scheme name option.
- Select Account Head, Account type, Amount.
- After this Click On Save Button. For suuccefuuly Alloeted Grant.

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KVK-48 Adding BILL Process. Clicking on Revenue expenditure(MES)KV48

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Select Options Transaction type, Dept/Scheme Scheme Name, DoBillDate, Do bill no .then click on Show.

• After Clicking on Show Button your Adding Bill Details Show you Have to Check Then Submit Bill, Clicking on Submit Button.

After Submitting Bill Details .Then Print KVK-48 Report From Following Screen.

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Select Options Transaction type, Dept/Scheme Scheme Name, DoBillDate, Do bill no and Click on Print kv48 button .

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	PLAN/NON PLAN/ICAR/AGENCY SCHEME Slip to accompany claims for money of disbursing officers on Pay & Account Officers (To be returned in original by P.P. & A.O.) NAME OF SCHEME : ARIS Cell Major Head :: (a) Recurring Sub Head :: Repair & Maintenance office furniture & equipment Object of Expenditure : 14290.00 Previous Expenditure : 1409.08 Expenditure up to date : 505038 (Including this bill)	A
	(To be filled in by D.D.O.) (To be filled in by P.P. & A.O.) To, To, Pay & Account Officer, To, Dr. PDKV, Akola Assistant Registrar (PGI) Akola Returned with Vr. No. & Dt of th bill sent herewith for Assistant Registrar (PGI) Akola Assistant Registrar (PGI) Akola Signature Pay & Account Officer, Dr. P.D.K.V.Akola	
	Bill Particulars : Keumbursment of Shri R. D. Ghorpade Gross Amount Rs. : 14290.00 Amount-Paid Net Amount Rs. : 14290.00 Vr. No.: Date: 24/05/2024 D O Bill No. : 2024/1/183/REVEXP/0045 Cheque No: Date: Dated : 24/05/2024	
	Signature of Accountant	
	ACKNOWLEDGMENT Received by Cath/Cheque Rs.: 14290.00 (FOURTEEN THOUSAND TWO HUNDRED NINETY ONLY)	
	D.O.Bill No. : 2024/J/183/REVEXP/0045 Dated : 24/05/2024 on Account of : (a) Recurring - Repair & Maintenance office furniture	
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	Non-Weil Repair & Maintenance office furniture & equipment Resumment of Shir R. D. Ghorpade 4500.00 1 5/24/2024 Repair & Maintenance office furniture & equipment Compared and the second D. Ghorpade 4500.00	
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	Passed for payment for Rs. FOURTEEN THOUSAND TWO HUNDRED NINETY ONLY	
	a) Appropriation for 2024-2025 Rs. /-	
	c) Balance Rs505038 /-	
	Signature of DDO Assistant Registrar (PGI) Akola 1.Certified that expenditure charged in this bill was absolutely neccessary and / or has actually been incurred. 2.Certified at that progressive totals in the bill has been checked with the expenditure register and found it to agree. 3. Certified that materials / articles in the stock register on page no 4. Received payments.	
	Signature of DDO Assistant Registrar (PGI) Akola Date : 5/27/2024	
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