

Multiple Head of Accounts

1. Proposal Work: - Enter the basic work details in Work Proposal and click on save button.

ADD PROPOSAL WORK DETAILS Amount in

Fields marked with an asterisk * are required. Fields marked with an asterisk ** are required and takes numeric value.

Work Number	<input type="text" value="3/5323"/>	Work Category	<input checked="" type="radio"/> Regular <input type="radio"/> Deposit <input type="radio"/> Salary
Work Description	<input type="text" value="S/R to Nandankanan to Raghunathpur, Village road"/>		
Sub Division Name	<input type="text" value="RURAL WORKS DIVISION, BHUBANESWAR"/>	Section	<input type="text" value="RURAL WORKS SUBDIVISION NO-1, BHUBANESWAR"/>
District	<input type="text" value="Khordha"/>	Block	<input type="text" value="Khurda"/>
Tehsil	<input type="text" value="Khurda"/>	Habitation	<input type="text" value="Kuaput"/>
Village	<input type="text" value="Kuaput"/>	Proposer Type	<input type="text" value="C.M"/>
MLA Constituency	<input type="text" value="Khurda"/>	Scheme	<input type="text" value="Central Road Fund"/>
Department/Source	<input type="text" value="Water Resources"/>	Work Estimated Cost	<input type="text" value="500000.00"/>
Charged/Voted	<input type="radio"/> Charged <input checked="" type="radio"/> Voted		
Category	<input type="radio"/> Tribal <input checked="" type="radio"/> Non-Tribal <input type="radio"/> General		
Demand No.	<input type="text" value="28"/>	Backlog	<input type="radio"/> Backlog <input checked="" type="radio"/> Non-Backlog
Select Tree View	<input checked="" type="checkbox"/> Tree View		
Budget Month	<input type="text" value="October"/>	Scheme(Plan/Non Plan)	<input type="text" value="21-SSS"/>
Work Type	<input type="text" value="Roads"/>	Sector	<input type="text" value="State"/>
Asset	<input type="text" value="--Select--"/>	Heads Classification	<input type="text" value="28/5054/21/55/04/789/1230/37158/000"/>
Chainage From	<input type="text"/>	Budget Year	<input type="text" value="2017"/>
Remarks	<input type="text"/>		
		Work Sub Type	<input type="text" value="Village Road"/>
		New/Upgrade	<input type="radio"/> New <input checked="" type="radio"/> Upgrade
		Chainage To	<input type="text"/>

2. In the main layout of Proposal work Multiple COA link will be activated → Click on Multiple COA link for adding multiple heads under the same work.

IMPORTANT, PLEASE NOTE: If any head classification is updated for any work, it will affect all the transactions where the work was selected. This will affect the entries of current month as well as previous months.

Choose Head

Work Description

Work Number

Category Regular Deposit Salary

Work Type

PROPOSAL WORK DETAILS								
Sr.No	Work No.	Work Description	Heads Classification	Category	Work Type	Edit	Delete	Multiple COA
1	3/5334	Gobindpur Kantabada Malipadar road	28/5054/21/55/04/789/1230/37158/000	Regular	Roads			

3. In the Multiple COA window user can able to select from Minor head upto Object head.

ADD MULTIPLE CHART OF ACCOUNT

Note !

- Multiple COA Upto 6 entries are allowed .
- Primary Head Edit , Delete functionality are restricted .
- Modification of Multiple COA after voucher generation ,against particular head is restricted .

Work Number	<input type="text" value="3/5334"/>	Work Description	<input type="text" value="Gobindpur Kantabada Malipadar road"/>															
Demand No.	<input type="text" value="28"/>	Scheme(Plan/ Non Plan)	<input type="text" value="21-SSS"/>															
Major Head	<input type="text" value="5054-[28]-Capital Outlay on Roads and Bridges"/>	Sector	<input type="text" value="State"/>															
Minor Head	<input type="text" value="789--Special Component Plan for Scheduled Castes"/>	Sub Major Head	<input type="text" value="04--District and Other Roads"/>															
Detail Head	<input type="text" value="37158--Completion of incomplete roads and bridges un"/>	Sub Minor Head	<input type="text" value="1230--[21][SS]-Rural Roads"/>															
		Object Head	<input right;"="" text-align:="" type="text" value="000----</td> </tr> </table> <p style="/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="Close"/> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #e0f0e0;"> <th colspan="5">MULTIPLE COA DETAILS</th> </tr> <tr> <th>Work No.</th> <th>Work Description</th> <th>Heads Classification</th> <th>Edit</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>3/5334</td> <td>Gobindpur Kantabada Malipadar road</td> <td>28-5054-04-789-1230-37158-000-21-1-1</td> <td></td> <td></td> </tr> </tbody> </table>	MULTIPLE COA DETAILS					Work No.	Work Description	Heads Classification	Edit	Delete	3/5334	Gobindpur Kantabada Malipadar road	28-5054-04-789-1230-37158-000-21-1-1		
MULTIPLE COA DETAILS																		
Work No.	Work Description	Heads Classification	Edit	Delete														
3/5334	Gobindpur Kantabada Malipadar road	28-5054-04-789-1230-37158-000-21-1-1																

EDIT MULTIPLE CHART OF ACCOUNT

Note !

- Multiple COA Upto 6 entries are allowed .
- Primary Head Edit , Delete functionality are restricted .
- Modification of Multiple COA after voucher generation ,against particular head is restricted .

Work Number	3/5334	Work Description	Gobindpur Kantabada Malipadar road
Demand No.	28	Scheme(Plan/ Non Plan)	21-SSS Sector State
Major Head	5054-[28]-Capital Outlay on Roads and Bridges	Sub Major Head	04--District and Other Roads
Minor Head	800--Other Expenditure	Sub Minor Head	1230--[21][SS]-Rural Roads
Detail Head	37247--Improvement of existing R.D. Roads and Const	Object Head	000----

Update Cancel Close

MULTIPLE COA DETAILS

Work No.	Work Description	Heads Classification	Edit	Delete
3/5334	Gobindpur Kantabada Malipadar road	28-5054-04-789-1230-37158-000-21-1-1		
3/5334	Gobindpur Kantabada Malipadar road	28-5054-04-796-1230-37158-000-21-1-1		
3/5334	Gobindpur Kantabada Malipadar road	28-5054-04-800-1230-37247-000-21-1-1		

4. System is not allowed to add duplicate head under the same work.

Alert!

Head Combination Already present .

ADD MULTIPLE CHART OF ACCOUNT

Note !

- Multiple COA Upto 6 entries are allowed .
- Primary Head Edit , Delete functionality are restricted .
- Modification of Multiple COA after voucher generation ,against particular head is restricted .

Work Number	3/5334	Work Description	Gobindpur Kantabada Malipadar road
Demand No.	28	Scheme(Plan/ Non Plan)	21-SSS Sector State
Major Head	5054-[28]-Capital Outlay on Roads and Bridges	Sub Major Head	04--District and Other Roads
Minor Head	789--Special Component Plan for Scheduled Castes	Sub Minor Head	1230--[21][SS]-Rural Roads
Detail Head	37158--Completion of incomplete roads and bridges un	Object Head	000----

Save Cancel Close

MULTIPLE COA DETAILS

Work No.	Work Description	Heads Classification	Edit	Delete
3/5334	Gobindpur Kantabada Malipadar road	28-5054-04-789-1230-37158-000-21-1-1		
3/5334	Gobindpur Kantabada Malipadar road	28-5054-04-796-1230-37158-000-21-1-1		
3/5334	Gobindpur Kantabada Malipadar road	28-5054-04-800-1230-37247-000-21-1-1		

5. Work Balance: - In Work Balance screen different head of accounts will be shown against a particular work if the same has been added under multiple COA.

Choose Head: 0000 All Heads

Work Number: 3/5334

Work Description:

filter Clear

WORK BALANCES

Sr.No	Work Number	Work Description	Heads Classification	Prog Expenses	Yearly Charges	Allotment	Allotment Excess	Sanction Excess	Total Charges	Edit
1	3/5334	Gobindpur Kantabada Malipadar road	28/5054/21/SS/04/789/1230/37158/000	0.00	0.00	0.00	0.00	0.00	0.00	
2	3/5334	Gobindpur Kantabada Malipadar road	28/5054/21/SS/04/796/1230/37158/000	0.00	0.00	0.00	0.00	0.00	0.00	
3	3/5334	Gobindpur Kantabada Malipadar road	28/5054/21/SS/04/800/1230/37158/000	0.00	0.00	0.00	0.00	0.00	0.00	

6. Search Work: - System will allow to filter work according to heads selected or if work no or description is the criteria for filter then multiple heads classification against a particular work (if multiple COA is entered) will appear accordingly.

Search - Internet Explorer

Demand No. 28

Scheme 21 - SSS

Sector State

Major Head 5054-[28]-Capital Outlay on Roads and Bridges

Sub Major Head 04--District and Other Roads

Minor Head 800--Other Expenditure

Sub Minor Head 1230--[21][SS]-Rural Roads

Detail Head 37158--Completion of incomplete roads and bridges un

Object Head 000----

Repair Type --Select--

Work Number

Work Description

Search Close

WORK DETAILS

Work Description	Major	Submajor	Minor	Subminor	Detail	Object
<input type="radio"/> Gobindpur Kantabada Malipadar road	[28] 5054 - Capital Outlay on Roads and Bridges	04 - District and Other Roads	800 - Other Expenditure	[21] [SS] 1230 - Rural Roads	37158 - Completion of incomplete roads and bridges under different trenches of BIDE and	000 - -

7. Billing Module → RA Bill Screen: - System will allow to select different heads classification for a single work (if multiple COA is entered).

SEARCH WORK

Parent Work Number 3/5334

Parent Work Description Gobindpur Kantabada Malipadar road

Work Number 3/5334/1

Work Description Gobindpur Kantabada Malipadar road

RA BILL DETAILS

Fields marked with an asterisk * are required.

RA Bill Date 25/10/2017 *

Whether Final Bill No *

Multiple COA Head Selection 28-5054-04-789-1230-37158-000-21-1-1 *

RA Bill No. 1 *

Is Service Tax Applicable Yes No

Remarks

Save Cancel

Division : RURAL WORKS DIVISION, BHUBANESWAR
Sub-Division : RURAL WORKS DIVISION, BHUBANESWAR

Cash Book Voucher Number : -

Voucher Date : -

Name Of Contractor/Supplier : Abdul Samsid Khan (AHLPK8710F / NA)

Name of Work : Gobindpur Kantabada Malipadar road

Work Number : 3/5334/1

Serial No. of this bill : 1

No. and date of previous bill : -

Agreement Number : ASTB345

Work Order Number : -

Work Order Date : 25/10/2017

Commencement Date : 25/10/2017

Date of actual completion :

Allocation :	Demand No.	28
	5054	Capital Outlay on Roads and Bridges
	Scheme :	[21-SSS]
	55	State Sector
	04	District and Other Roads
	789	Special Component Plan for Scheduled Castes
	1230	Rural Roads
	37158	Completion of incomplete roads and bridges under different trenches of RIDF and other schemes
	000	--

For use in Divisional Office

Checked

Accounts
Clerk

Divisional
Accountant

For use in Accountant General's Office

Completed

Checked with schedule of
rates/checked with the
rate as per agreement

Classification checked

Reviewed

Audited

Reviewed

9. Payment Voucher Screen:- Iotms cheques will be displayed along with the chart of account. After selecting the Iotms cheque system will filter the work details according to the cheques head of account. Same proposal work having multiple chart of account can be seen according to the selected Iotms cheques heads classification.

PAYMENT VOUCHER DETAILS								
Voucher No.	Date	Cheque Amt	Cash Amt	Exp. Gross Amt(A)	Gross Amt(B)	Diff. (A-B)	Debit Amt	Credit Amt
1	01/09/2017	0.00	0.00	500.00	0.00	500.00	0.00	0.00

TRANSACTIONS DETAILS							TOTAL TRANSACTIONS = 0
Sr.No	Transaction Type	Amount	Credit / Debit	Cash / Cheque	Head Combinations	Edit	Delete
No Record To Display							

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are numeric.

ADD TRANSACTION DETAILS FOR TRANSACTION NO. 1

Amount: **

Credit / Debit: Credit Debit

Transaction Type: Works

Cash / Cheque: Cash Cheque

IOTMS Cheque Number: 072725 (28-5054-04-789-1230-37158-000-21-1-1)

Bank Name:

Cheque Payable At:

Cheque Narration:

Cheque Head: 28-5054-04-789-1230-37158-000-21-1-1

Bill No: Bill Date:

Show all works: Clear

Sub Major Head: 04 - District and Other Roads

Sub Minor Head: [21-555][55] 1230 - Rural Roads

Object Head: 000 - ...

Payment Against Temporary Advance: Yes

Narration:

Save Cancel

ADD TRANSACTION DETAILS FOR TRANSACTION NO. 1

Amount: x **

Credit / Debit: Credit Debit

Transaction Type: Works

Cash / Cheque: Cash Cheque

IOTMS Cheque Number: 072727 (28-5054-04-796-1230-37158-000-21-1-1)

Bank Name:

Cheque Payable At:

Cheque Narration:

Cheque Head: 28-5054-04-796-1230-37158-000-21-1-1

Bill No: Bill Date:

Show all works: Clear

Sub Major Head: 04 - District and Other Roads

Sub Minor Head: [21-555][55] 1230 - Rural Roads

Object Head: 000 - ...

Payment Against Temporary Advance: Yes

Narration:

Save Cancel

10. Cash receipt screen: - In cash receipt transaction screen system will allow to select different head classifications for a particular work (if multiple COA is entered).

CASH RECEIPT VOUCHER DETAILS							
CR No.	Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt	
CR1	01/09/2017	0.00	0.00	0.00	0.00	0.00	

CASH RECEIPT TRANSACTIONS DETAILS							TOTAL TRANSACTIONS = 0
Sr.No	Transaction Type	Amount	Credit / Debit	Cash / Cheque	Head Combinations	Edit	Delete
No Record To Display							

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are numeric.

ADD TRANSACTION DETAILS FOR TRANSACTION NO. 1

Amount: **

Credit / Debit: Credit Debit

Transaction Type: Works

Cash / Cheque: Cash Cheque

Work Details: 3/5334 - Gobindpur Kantabada Mallipadar road

Head Details: 28-5054-04-789-1230-37158-000-21-1-1

Major Head: [28] 5054 - Capital Outlay on Roads and Bridges

Sub Major Head: 04 - District and Other Roads

Minor Head: 789 - Special Component Plan for Scheduled Castes

Sub Minor Head: [21-555][55] 1230 - Rural Roads

Detailed Head: 37158 - Completion of incomplete roads and bridges under different trenches of RIDF and other schemes

Object Head: 000 - ...

Narration:

Receipt From:

Save Cancel

11. TEO screen: - In TEO screen system will allow selecting different head classifications for a particular work (if multiple COA is entered).

TEO VOUCHER DETAILS						
TEO No.	Date	Cheque Amt	Cash Amt	Gross Amt	Debit Amt	Credit Amt
TE01	01/09/2017	0.00	0.00	0.00	0.00	0.00

TEO TRANSACTIONS DETAILS							TOTAL TRANSACTIONS = 0
Sr.No	Transaction Type	Amount	Credit / Debit	Cash / Cheque	Head Combinations	Edit	Delete
No Record To Display							

Fields marked with an asterisk * are required.
Fields marked with an asterisk ** are numeric.

ADD TRANSACTION DETAILS FOR TRANSACTION NO. 1			
Transaction Type	Works	Amount	100
Credit / Debit	<input type="radio"/> Credit <input checked="" type="radio"/> Debit		
Work Details:	3/5334 - Gobindpur Kantabada Malipadar road		
Head Details:	28-5054-04-800-1230-37158-000-21-1-1		
Major Head	[28] 5054 - Capital Outlay on Roads and Bridges	Sub Major Head	04 - District and Other Roads
Minor Head	789 - Special Component Plan for Scheduled Castes	Sub Minor Head	[21-555][55] 1230 - Rural Roads
Detail Head	37158 - Completion of incomplete roads and bridges under different trenches of RIDF and other schemes	Object Head	000 - - -
Narration			

12. Form 64:- A single affected work can be seen multiple times if transactions has been made under different heads.

Form 64 (P.W. 513)
SCHEDULE OF WORKS EXPENDITURE
(Referred to in the note below Paragraph 22.4.6)

Division:	Master Login (Current Division Office =RURAL WORKS DIVISION, BHUBANESWAR)	Schedule Docket No. From - To -
Major Head:	28 - 5054 - Capital Outlay on Roads and Bridges	Month & Year : September 2017

Sr. No.	Minor And Detailed Heads Of Combination	Schedule Docket No.	Name of works (i.e. Full name as given in the estimate) N.B.-Administrative approval and technical sanction may be noted in red ink when a work is entered for the first time	Total Charge Of Month	Total Charges Of The Year	Total Progressive Expenditure	Allotment	Allotment Excess	Sanctioned Estimate Excess	Remarks regarding action taken to regularise the excess. If the work is completed, please indicate the date of completion
1	04 - District and Other Roads 789 - Special Component Plan for Scheduled Castes 1230 - Rural Roads 37158 - Completion of incomplete roads and bridges under different trenches of RIDF and other schemes 000 - ..	-	Gobindpur Kantabada Malipadar road	450.00	450.00	450.00	0.00	0.00	0.00	-
Total Expenditure on Detail Head				450.00	450.00	450.00	0.00	0.00	0.00	
1	04 - District and Other Roads 796 - Tribal Area Sub-Plan 1230 - Rural Roads 37158 - Completion of incomplete roads and bridges under different trenches of RIDF and other schemes 000 - ..	-	Gobindpur Kantabada Malipadar road	500.00	500.00	500.00	0.00	0.00	0.00	-
Total Expenditure on Detail Head				500.00	500.00	500.00	0.00	0.00	0.00	
Total Expenditure on Scheme [21-SSS] - SS				950.00	950.00	950.00	0.00	0.00	0.00	
Grand Total				950.00	950.00	950.00	0.00	0.00	0.00	

JANYAN RANJAN PATI
Sr. DIVISIONAL ACCOUNTS OFFICER
Master Login (Current Division Office =RURAL WORKS DIVISION, BHUBANESWAR)

13. Form 61 Report: - Multiple dockets can be generated for a particular affected work (if multiple COA is entered).

FORM - 61 (P.W.375)
 SCHEDULE DOCKET
 [Referred to in Paragraph 22.4.2)

28 - 5054 - Capital Outlay on Roads and Bridges
 04 - District and Other Roads
 789 - Special Component Plan for Scheduled Castes
 1230 - Rural Roads [[21-555]][55]
 37158 - Completion of incomplete roads and bridges under different trenches of RIDF and other schemes
 000 - ..

Division : RURAL WORKS DIVISION, BHUBANESWAR

Name of work or Schedule: Gobindpur Kantabada Malipadar road

! Classification of charge:

Docket Number : 1

Carried Forward Vouchers

Voucher Date	Voucher No.	Amount	Remarks
01-09-2017	1	450.00	RURAL WORKS DIVISION, BHUBANESWAR
Total carried forward :		450.00	
Cash Charges for which vouchers are not required in audit :		0.00	

Transfer Entry Debits

Voucher Date	Voucher No.	Amount	Remarks
		0.00	
# Transfer Entry Debits Total :		0.00	
Total Debits :		450.00	

Transfer Entry Credits

Voucher Date	Voucher No.	Amount	Remarks
		0.00	
Transfer Entry Credits Total :		0.00	
Cash Receipts Total :		0.00	
Total Credits :		0.00	
Total :		450.00	

* Full Name of work as given in the estimate, should be entered here in the case of each work included in a Schedule of Works Expenditure. P.W.A Form 64, or in the Schedule of Deposit Works, Takavi Work, or Debits to Stock, P.W.A. Forms 65, 66 and 72. In all other cases, the name of the schedule should be given.

! Only such particulars need be entered as are necessary to avoid errors in the posting of charges in Schedule Dockets.

JANYAN RANJAN PATI
 Sr. DIVISIONAL ACCOUNTS OFFICER
 RURAL WORKS DIVISION, BHUBANESWAR

FORM - 61 (P.W.375)
 SCHEDULE DOCKET
 [Referred to in Paragraph 22.4.2)

- 28 - 5054 - Capital Outlay on Roads and Bridges
 - 04 - District and Other Roads
 - 796 - Tribal Area Sub-Plan
 - 1230 - Rural Roads [[21-555]][55]
 - 37158 - Completion of incomplete roads and bridges under different trenches of RIDF and other schemes
 - 000 - ..

Division : RURAL WORKS DIVISION, BHUBANESWAR

Name of work or Schedule: Gobindpur Kantabada Malipadar road

! Classification of charge:

Docket Number : 2

Carried Forward Vouchers

Voucher Date	Voucher No.	Amount	Remarks
01-09-2017	2	500.00	RURAL WORKS DIVISION, BHUBANESWAR
Total carried forward :		500.00	
Cash Charges for which vouchers are not required in audit :		0.00	

Transfer Entry Debits

Voucher Date	Voucher No.	Amount	Remarks
		0.00	
# Transfer Entry Debits Total :		0.00	
Total Debits :		500.00	

Transfer Entry Credits

Voucher Date	Voucher No.	Amount	Remarks
		0.00	
Transfer Entry Credits Total :		0.00	
Cash Receipts Total :		0.00	
Total Credits :		0.00	
Total :		500.00	

* Full Name of work as given in the estimate, should be entered here in the case of each work included in a Schedule of Works Expenditure. P.W.A Form 64, or in the Schedule of Deposit Works, Takavi Work, or Debits to Stock, P.W.A. Forms 65, 66 and 72. In all other cases, the name of the schedule should be given.

! Only such particulars need be entered as are necessary to avoid errors in the posting of charges in Schedule Dockets.

JANYAN RANJAN PATI
 Sr. DIVISIONAL ACCOUNTS OFFICER
 RURAL WORKS DIVISION, BHUBANESWAR

14. Form 80:- Different heads classification can be seen for a single affected work (if multiple COA is entered) in form 80.

FORM 80

MONTHLY ACCOUNT

[Referred to in Para 22.4.12 of O.P.W.A. Code]

Division: Master Login (Current Division Office -RURAL WORKS DIVISION,
BHUBANESWAR)

Month & Year : September 2017

Sr.No.	Major Head of Account	Schedule	Receipts	Disbursements
	REVENUE			
1	0028 - Other Taxes on Income and Expenditure 00 - 00 107 - Taxes on Income Other Than Corporation Tax 0166 - -- 01045 - -- 000 - - -	FORM 46	50.00	0.00
	EXPENDITURE			
2	28 - 5054 - Capital Outlay on Roads and Bridges -[21- SSS]-- 55 - 04 - District and Other Roads 789 - Special Component Plan for Scheduled Castes 1230 - Rural Roads 37158 - Completion of incomplete roads and bridges under different trenches of RIDF and other schemes 000 - --	FORM 74	0.00	450.00
3	28 - 5054 - Capital Outlay on Roads and Bridges -[21- SSS]-- 55 - 04 - District and Other Roads 796 - Tribal Area Sub-Plan 1230 - Rural Roads 37158 - Completion of incomplete roads and bridges under different trenches of RIDF and other schemes 000 - --	FORM 74	0.00	500.00
	OTHER HEADS			
4	8009 - State Provident Fund 01 - Civil 101 - General Provident Fund 1686 - -- 91043 - -- 000 - --	FORM 76	200.00	0.00
5	8443 - Civil Deposits 00 - 00 108 - Public Works Deposits 1661 - Deposit of Engineering Organisation 91036 - Deposits of Ordinary nature 005 - --	FORM 79	50.00	0.00
6	8782 - Cash Remittance and Adjustments 00 - 00 102 - Public Works 1683 - Remittance 91029 - Deposits of Public works Cheques 690 - Deposits of Ordinary Nature - (Public Works Cheques)	FORM 77	650.00	0.00
7	Opening Balance : 0		0.00	0.00
7	Closing Balance : 0		0.00	0.00
7	Difference Between Opening and Closing Balance		0.00	0.00
	Grand Total:		950.00	950.00