Medical Bill Process

1. After Login in PayManager as DDO, For Medical Bill Process, Go in Bill Processing Menu and Click on Bill No. Allocation.

2. After Click on Bill No. Allocation, Choose Bill Allocation option from List.
3. Select **Bill Type** (Medical), **Bill SubType**, **Object head**, **Pay Month & Year** of the Bill, Enter **Bill Date** and **Bill No.** and Select **Group Name** for Specific Budget Head. After then Click on “Submit” Button.

4. To Modify Bill, Choose **Bill Modification** Option from List, in **Bill No. Allocation**.
5. Go to Other Bill -> TA/Medical/Loan

6. Go to Other Bill -> TA/Medical/Loan -> TA/Medical/Loan Process
   Select Month, Year, Bill Type, Group Name, Bill No. You can Add Employee by Head or by Group and Transferred Employees by entering Office ID in it.
   After Add Employees, Select Dates FROM & TO, Enter Amount, Authority No. and Reason.
   After filling all details click on “Submit” Button.
   After Submit all details, you can add Nominee here
   You can Add Third Party here by clicking on “Add Third Party” Button.
7. Go to **Bill Processing -> Forward to DDO**

8. After Bill Process, **Forward Bill to DDO**.
   
   To **Forward**, Select **Month, Year, Bill Type** and **Group**. Bill Details will be show below on the page. To Forward Select **Bill Detail** and Click on “**Forward**” Button.
9. Go to Authorization -> Bill Forward To Treasury

10. After Forward Bill to DDO, DDO will forward bill to Treasury.
    To forward, Select Month, Year, Bill Type and Group. Bill Details will be show below on the page. To Forward Select Bill Detail and Click on “Submit” Button and then Click on “Forward” Button.
Bill Type - Medical Bill

11. Go to Reports -> Other Bill Report
Bill Type - Medical Bill

12. Go to Reports -> Other Bill Report -> Advise Inner
To Download Inner Report of Medical Bill, Select Bill Type, Year, Month, Group Name and Bill No. After then Click on “Show Report” Button
13. Go to Reports -> Other Bill Report -> Outer Report

To Download Outer Report of Medical Bill, Select Bill Type, Year, Month, Group Name and Bill No. After then Click on “Show Report” Button