

Step 1 : Log in with the provided credentials and select Module role as Cashier

User Name : Mr PHURBANADMIN
 PH Unit : Section : GGP , Chadrasekharpur ,
 Sahidnagar , ...
 Login Date : Mon Jan 18, 2016 14:46:14 PM IST

Worklist | Change Password | Log Out
 Module Role: Rent SO Go

Water Connection

Application/Consumer Search

Search By Consumer Reference Number/Ph Consumer Number/Application Number

Consumer Reference Number PH Consumer Number Application No

Search Connection

First Name Record Status Connection Type
 Old Application No Sanction Number Application Date
 Application Type Application Status
 Circle Division Sub Division
 Section

Search By Consumer Name/Mobile Number/Plot No

Consumer Name Mobile Phone Plot No

Fields marked with an asterisk(*) are required

Step 2 : Select Water Connection and from drop down menu select Collection

User Name : Mr PHURBANADMIN
 PH Unit : Section : C SPUR -III , Ghatikia-IV ,
 Laxmisagar , ...
 Login Date : Mon Jan 18, 2016 14:50:57 PM IST

Worklist | Change Password | Log Out

Water Connection

Collection

Collection Checklist

Mr Phurbanadmin's worklist as on 18/01/2016 02:50:57 PM

[Refresh](#)

Water Connection & Charges Approval Category	Pending
Pending for Connection Close Approval With Rent Sub Divisional Officer for Close Connection	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	0
Pending for Sanction order Issue with Rent Sub Divisional Officer for Reconnection	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	2
Pending for Connection Change Approval With Rent Sub Divisional Officer for Change Connection	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	0
Pending for Approval with Demand Approver for Direct Demand Correction	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR->Sahidnagar	1
Pending for Ownership Verification With Rent Section Officer for Change Ownership	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR->Sahidnagar	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN->Mulapadia	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR->CSPUR-I	0
◆ -BHUBANESWAR->BHUBANESWAR-II->BHUBANESWAR Unit-IX->Chadrasekharpur	0

172.18.229.151:8080/eMunicipality/LoginUseCase/ChangeProfileLogin.do?profile=10124#

Step 3: Select Bill collection from the menu

User Name : Mr PHURBANADMIN
PH Unit : Section : CSPUR-III , Ghatikia-IV ,
Laxmisagar , ...
Login Date : Mon Jan 18, 2016 14:50:57 PM IST

Odisha eMunicipality System

Worklist | Change Password | Log Out

Water Connection

Collection Checklist

- Bill Collection
- Security/Scrutiny Collection
- DDO Collection
- GA Security

Urbanadmin's worklist as on 18/01/2016 02:50:57 PM

[Refresh](#)

Water Connection & Charges Approval Category	Pending
Pending for Connection Close Approval With Rent Sub Divisional Officer for Close Connection	
♦ --BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
♦ --BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
♦ --BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	0
Pending for Sanction order Issue with Rent Sub Divisional Officer for Reconnection	
♦ --BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
♦ --BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
♦ --BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	2
Pending for Connection Change Approval With Rent Sub Divisional Officer for Change Connection	
♦ --BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
♦ --BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
♦ --BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	0
Pending for Approval with Demand Approver for Direct Demand Correction	
♦ --BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR->Sahidnagar	1
Pending for Ownership Verification With Rent Section Officer for Change Ownership	
♦ --BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR->Sahidnagar	0
♦ --BHUBANESWAR->BHUBANESWAR-I->OLD TOWN->Mulapadia	0
♦ --BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR->CSPUR-I	0
♦ --BHUBANESWAR->BHUBANESWAR-II->BHUBANESWAR Unit-IX->Chadrasekharpur	0

Step 4: Enter the PH consumer number

User Name : Mr PHURBANADMIN
PH Unit : Section : CSPUR-III , Ghatikia-IV ,
Laxmisagar , ...
Login Date : Mon Jan 18, 2016 14:54:45 PM IST

Odisha eMunicipality System

Worklist | Change Password | Log Out
Module Role: CASHIER Go

Water Connection

Bill Collection Through Misc Receipt/System Receipt

[Next](#) [Security / Scrutiny](#)

Search Criteria

Circle: BHUBANESWAR Division: [--Select One--] Sub Division: [--Select One--]
Section: [--Select One--]

Consumer Reference Number: [] Bill Number: [] PH Consumer Number: 2001001
Collection Date: 18/01/2016 Collection Cycle: Regular
Incumbency Number: [] Ulb Name: [--Select One--]

[Search](#)

Fields marked with an asterisk(*) are required.

Site developed and maintained by Tata Consultancy Services Limited.

Step 5: Select the collection date. Previous date can be selected but future date is not allowed

User Name : Mr PHURBANADMIN
 PH Unit : Section : CSPUR-III , Ghatikia-IV ,
 Laxmisagar , ...
 Login Date : Mon Jan 18, 2016 14:55:59 PM IST

Odisha eMunicipality System

Worklist | Change Password | Log Out
 Module Role: CASHIER

Water Connection

Bill Collection Through Misc Receipt/System Receipt

Next Security / Scrutiny

Search Criteria

Circle: BHUBANESWAR Division: [--Select One--] Sub Division: [--Select One--]
 Section: [--Select One--]
 Consumer Reference Number: Bill Number: PH Consumer Number: 2001001
 Collection Date: 18/01/2016 Collection Cycle: Regular
 Incumbency Number:

January, 2016

Today

wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
52						1	2
53	3	4	5	6	7	8	9
1	10	11	12	13	14	15	16
2	17	18	19	20	21	22	23
3	24	25	26	27	28	29	30
4	31						

Select date

Fields marked with an asterisk(*) are required

Site de ... tancy Services Limited.

Step 7: Select Counter Number

Bill Collection Through Misc Receipt/System Receipt

Next Security / Scrutiny

Search Criteria

Circle: BHUBANESWAR Division: BHUBANESWAR-II Sub Division: SAHIDNAGAR
 Section: IRC Zone-II
 Consumer Reference Number: Bill Number: PH Consumer Number: 2001001
 Collection Date: 18/01/2016 Collection Cycle: Regular
 Incumbency Number: ULB Name: BHUBANESWAR

Search Bill History Payment History

Counter/Box Details

Counter No*: COUNTER-IV Box No*: [--Select One--] Location: P.H. Division,II,Vanivihar

Consumer Details

Consumer Name: HARAPRASAD MOHAPATRA Consumer Reference Number: BBS/20/01/24615 PH Consumer Number: 2001001
 Consumer Address: N-1-001,PLOT NO-N-1-001,NAYAPALLY Bill Number: 504450/2015

Payment Details

Payment Through: System Receipt Book No: Receipt Number: Receipt Date:

Amount	Adjusted	Installment

Step 8: Case i Select Payment Through- System Receipt

Consumer Details

Consumer Name: HARAPRASAD MOHAPATRA Consumer Reference Number: BBS/20/01/24615 PH Consumer Number: 2001001
 Consumer Address: N-1-001,PLOT NO-N-1-001,NAYAPALLY Bill Number: 504450/2015

Payment Details

Payment Through * System Receipt Book No. Receipt Number Receipt Date

Month	Payable	Bill Amount	Arrears	Adjusted Amount	Scrutiny Fees	Sewerage Fees	Installment Count	Penalty	Rebate
DEC	471.00	433.00	0.0	0.0	0.0	20.0	0	22.00	0.00

NB: Rebate will be availed to Consumer only after payment of full demand

Mode Of Payment * Cash Amount * Bank Name [--Select One--] Bank Branch

Payer Acc No. MICR No. Cheque No. Cheque Series

Cheque Date DD Number Payable At Issue Date

Total Received Amount * 0.00 Payment Comments

Recieve Payment

Step 8 Select Mode of Payment and enter the amount the consumer has paid.

Consumer Address: **N-1-001,PLOT NO-N-1-001,NAYAPALLY** Bill Number: **504450/2015**

Payment Through * **System Receipt** Book No. Receipt Number Receipt Date

Month	Amount Payable	Bill Amount	Arrears	Adjusted Amount	Scrutiny Fees	Sewerage Fees	Installment Count	Penalty	Rebate
DEC	471.00	433.00	0.0	0.0	0.0	20.0	0	22.00	0.00

NB: Rebate will be availed to Consumer only after payment of full demand

Mode Of Payment * **Cash** Amount * **471** Bank Name **[-Select One-]** Bank Branch

Payer Acc No. MICR No. Cheque No. Cheque Series

Cheque Date DD Number Payable At Issue Date

Total Received Amount * Payment Comments

Recieve Payment

Fields marked with an asterisk(*) are required.

Site developed and maintained by Tata Consultancy Services Limited.

Step 8 Click on Receive Payment, Collection through System Receipt successful message will come.

Collection Through System Receipt Successful. The New System Receipt Number 15206/2016

Bill Collection Through Misc Receipt/System Receipt

Next Security / Scrutiny

Search Criteria

Circle: **BHUBANESWAR** Division: **BHUBANESWAR-II** Sub Division: **SAHIDNAGAR**

Section: **IRC Zone-II**

Consumer Reference Number: Bill Number: PH Consumer Number: **2001001**

Collection Date: **18/01/2016** Collection Cycle: **Regular**

Incubency Number: Ulb Name: **BHUBANESWAR**

Search Bill History Payment History

Counter/Box Details

Counter No* **COUNTER-IV** Box No* **[-Select One-]** Location: **P.H. Division,II, Vanivihar**

Consumer Details

Consumer Reference

Waiting for 172.18.229.151...

Step 9: Scroll down and click on the generate receipt button and save the file on the defined location and click on print icon.

Address: N-1-001,PLOT NO-N-1-001,NAYAPALLY Bill Number: 504450/2015

Payment Through: System Receipt Book No: Receipt Number: 15206/2016 Receipt Date: 18/01/2016

Month	Amount Payable	Bill Amount	Arrears	Adjusted Amount	Scrutiny Fees	Sewerage Fees	Installment Count	Penalty	Rebate
DEC	471.00	433.00	0.0	0.0	0.0	20.0	0	22.00	0.00

NB: Rebate will be availed to Consumer only after payment of full demand

Mode Of Payment: Cash Amount: 471 Bank Name: [-Select One-] Bank Branch: Payer Acc No.: MICR No.: Cheque No.: Cheque Series: Cheque Date: DD Number: Payable At: Issue Date: Total Received Amount: 471.00 Payment Comments:

Generate Receipt

Fields marked with an asterisk(*) are required

Site developed and maintained by Tata Consultancy Services Limited.

This completes the process of collection by the Cashier.

The Cashier can also collect the bill through Misc Receipt and the mode of payment can also be cheque, the details are described below.

Step 8 case ii Select Payment through Misc Receipt

Consumer Name: HARAPRASAD MOHAPATRA Consumer Reference Number: BBS/20/01/24615 PH Consumer Number: 2001001

Consumer Address: N-1-001,PLOT NO-N-1-001,NAYAPALLY Bill Number: 504450/2015

Payment Through: System Receipt Misc Receipt System Receipt Book No: Receipt Number: Receipt Date:

Month	Payable	Bill Amount	Arrears	Adjusted Amount	Scrutiny Fees	Sewerage Fees	Installment Count	Penalty	Rebate
DEC	471.00	433.00	0.0	0.0	0.0	20.0	0	22.00	0.00

NB: Rebate will be availed to Consumer only after payment of full demand

Total Tax Paid: 471.0 Outstanding Demand: 0.0

Mode Of Payment: Cash Amount: Bank Name: [-Select One-] Bank Branch: Payer Acc No.: MICR No.: Cheque No.: Cheque Series: Cheque Date: DD Number: Payable At: Issue Date: Total Received Amount: 0.00 Payment Comments:

Reverse Payment

Step 8 Case ii Enter the book no. , Receipt no. will generate automatically and if it is not matching then

please provide the correct receipt no. manually and provide the date. Then proceed for collection as mentioned in the above steps.

Consumer Details

Consumer Name: HARAPRASAD MOHAPATRA Consumer Reference Number: BBS/20/01/24615 PH Consumer Number: 2001001
 Consumer Address: N-1-001,PLOT NO-N-1-001,NAYAPALLY Bill Number: 504450/2015

Payment Details

Payment Through: Misc Receipt Book No: M002 Receipt Number: M0000026 Receipt Date: 18/01/2016

Month	Amount Payable	Bill Amount	Arrears	Adjusted Amount	Scrutiny Fees	Sewerage Fees	Installment Count
DEC	471.00	433.00	0.0	0.0	0.0	20.0	0

NB: Rebate will be availed to Consumer only after payment of full demand

Mode Of Payment: Cash Amount: Bank Name: [--Select One--]

Payer Acc No. MICR No. Cheque No. Bank Branch

Cheque Date DD Number Payable At Cheque Series

Issue Date

Total Received Amount: 0.00 Payment Comments:

Mode of Payment Cheque
 Step Select Mode of Payment as Cheque

Counter/Box Details

Counter No: [--Select One--] Box No: [--Select One--] Location:

Consumer Details

Consumer Name: HARAPRASAD MOHAPATRA Consumer Reference Number: BBS/20/01/24615 PH Consumer Number: 2001001
 Consumer Address: N-1-001,PLOT NO-N-1-001,NAYAPALLY Bill Number: 504450/2015

Payment Details

Payment Through: System Receipt Book No: Receipt Number: Receipt Date:

Month	Amount Payable	Bill Amount	Arrears	Adjusted Amount	Scrutiny Fees	Sewerage Fees	Installment Count	Penalty	Rebate
DEC	471.00	433.00	0.0	0.0	0.0	20.0	0	22.00	0.00

Total Tax Paid: 471.0
 Outstanding Demand: 0.0

NB: Rebate will be availed to Consumer only after payment of full demand

Mode Of Payment: Cheque Amount: Bank Name: [--Select One--]

Payer Acc No. MICR No. Cheque No. Bank Branch

Cheque Date DD Number Payable At Cheque Series

Issue Date

Step Select the box no. where the cheque has been dropped.

Counter/Box Details

Counter No* Box No* Location

Consumer Details

Consumer Name Consumer Re Number PH Consumer Number
Consumer Address Bill Number

Payment Details

Payment Through * Book No

Receipt Number Receipt Date

Month	Amount Payable	Bill Amount	Arrears	Domesticity Fees	Sewerage Fees	Installment Count	Penalty	Rebate
DEC	471.00	433.00	0.0	0.0	20.0	0	22.00	0.00

Total Tax Paid
Outstanding Demand

NB: Rebate will be availed to Consumer only after payment of full demand

Mode Of Payment * Amount * Bank Name * Bank Branch
Payer Acc No. MICR No. Cheque No. * Cheque Series
Cheque Date * DD Number Payable At Issue Date

Step Provide the details of the Cheque like Bank Name, Cheque Date, Amount and Cheque number.

Payment Details

Payment Through * System Receipt Book No. Receipt Number Receipt Date

Month	Amount Payable	Bill Amount	Arrears	Adjusted Amount	Scrutiny Fees	Sewerage Fees	Installment Count	Penalty	Rebate
DEC	471.00	433.00	0.0	0.0	0.0	20.0	0	22.00	0.00

Total Tax Paid 471.0
Outstanding Demand 0.0

NB: Rebate will be availed to Consumer only after payment of full demand

Mode Of Payment * Cheque Amount * 471 Bank Name * Bank of Baroda Bank Branch
 Payer Acc No. MICR No. Cheque No. * 123456 Cheque Series
 Cheque Date * 18/01/2016 DD Number Payable At Issue Date

Total Received Amount * 471.00 Payment Comments

[Recieve Payment](#)

Fields marked with an asterisk(*) are required

Site developed and maintained by Tata Consultancy Services Limited.

Now Click on Receive Payment and the follow the above mentioned steps to generate receipt.

FOR CASH APPROVAL Please login with the provided credentials.

User Name : Mr PHURBANADMIN
 PH Unit : Section : Mulapadia , Sahidnagar ,
 Chadrasekharpur , ...
 Login Date : Thu Jan 21, 2016 16:39:36 PM IST

Odisha eMunicipality System

Worklist | Change Password | Log Out
 Module Role: Rent SO

Water Connection

Application/Consumer Search

Search By Consumer Reference Number/Ph Consumer Number/Application Number

Consumer Reference Number PH Consumer Number Application No

Search Connection

First Name Record Status Connection Type

Old Application No Sanction Number Application Date

Application Type Application Status

Circle Division Sub Division

Section

Search By Consumer Name/Mobile Number/Plot No

Consumer Name Mobile Phone Plot No

- Rent SO
- Rent SDO
- METER READER
- METER APPROVER
- Maintenance SO
- Maintenance SDO
- DC Counter Officer
- DC Approver
- Demand Initiator
- Demand Approver
- WC COURT CASE
- COUNTER OFFICER
- CASH APPROVER**
- CASHIER
- WC...

Step 2 Now go to water connection tab-> then bill section-> then cash approval

User Name : Mr PHURBANADMIN
 PH Unit : Section : Ghatikia-IV , BBSR Unit-VIII ,
 Ghatikia-I , ...
 Login Date : Thu Jan 21, 2016 16:43:01 PM IST

Odisha eMunicipality System

Worklist | Change Password | Log Out

Water Connection MIS

Bill Section **Cash Approval**

Mr Phurbanadmin's worklist as on 21/01/2016 04:43:01 PM

[Refresh](#)

Water Connection & Charges Approval Category	Pending
Pending for Connection Close Approval With Rent Sub Divisional Officer for Close Connection	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	0
Pending for Sanction order Issue with Rent Sub Divisional Officer for Reconnection	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	0
Pending for Connection Change Approval With Rent Sub Divisional Officer for Change Connection	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN	0
Pending for Approval with Demand Approver for Direct Demand Correction	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR->Sahidnagar	2
Pending for Ownership Verification With Rent Section Officer for Change Ownership	
◆ -BHUBANESWAR->BHUBANESWAR-II->SAHIDNAGAR->Sahidnagar	0
◆ -BHUBANESWAR->BHUBANESWAR-I->OLD TOWN->Mulapadia	0
◆ -BHUBANESWAR->BHUBANESWAR-III->CHANDRASEKHARPUR->CSPUR-I	0

Step 3 Now fill the mandatory fields and click on search bills

User Name : Mr PHURBANADMIN
 PH Unit : Section : Ghatikia-IV , BBSR Unit-VIII , Ghatikia-1 , ...
 Login Date : Thu Jan 21, 2016 16:45:23 PM IST

Odisha eMunicipality System

Worklist | Change Password | Log Out
 Module Role: CASH APPROVER | Go

Water Connection | MIS

Demand Bill Collection Approval

▼ Search Bills

Cashier Name* Mr PHURBANADMIN | Counter No* COUNTER-IV | Serial Number
 Consumer Reference Number | PH Consumer Number | Bill Number
 Collection Date | Page Size* 100
 Month* JAN | Year* 2016 | Status Pending
 Mode Of Payment * PH Demand | Collection Head Demand Bill | Device Serial No [-Select One-]

Search Bills

Site developed and maintained by Tata Consultancy Services Limited.

Demand Bill Collection Approval

▼ Search Bills

Cashier Name* Mr PHURBANADMIN | Counter No* COUNTER-IV | Serial Number
 Consumer Reference Number | PH Consumer Number 0101001 | Bill Number
 Collection Date | Page Size* 100
 Month* FEB | Year* 2016 | Status Pending
 Mode Of Payment * PH Demand | Collection Head Demand Bill | Device Serial No [-Select One-]

Search Bills

One item found.
1

Application No	PH Consumer Number	Consumer Name	Amount Paid	Mode Of Payment	Payment Entry User	Counter	Receipt No	Collection Date	Status	Collection Head	<input checked="" type="checkbox"/>
BBS/2012/133	0101001	P K.MOHAPATRA	500.00	Cash	Mr PHURBANADMIN	COUNTER-IV	15392/2016	18/02/2016	Pending	Demand Bill	<input checked="" type="checkbox"/>

Total Amount 500.0

Cancel Payment | Approve

Site developed and maintained by Tata Consultancy Services Limited.

Step 7 Select the check box

Now Click on Approve or Cancel Payment Button to Approve or Reject the payment simultaneously.