

GENERATE/ACTIVATE NEW TEMPORARY NUMBER & UPDATE THE EXISTING

User Manual (Version 1.0)

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HOW TO GENERATE/ACTIVATE NEW TEMPORARY NUMBER & UPDATE THE EXISTING

A **Temporary number** is generated for making payments in following cases:

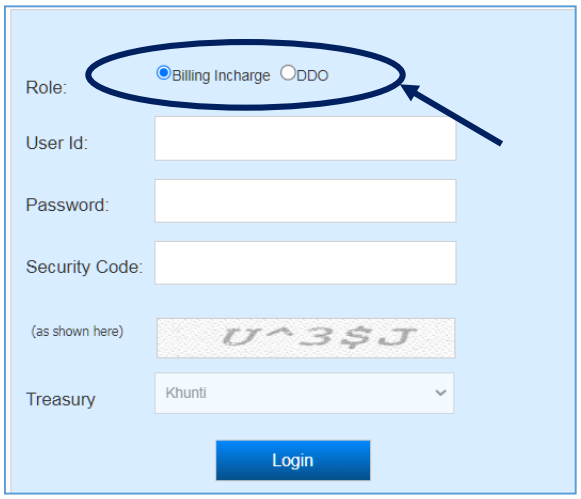
- Constitutional post holders (MP/MLA/PS/MLA staffs/Other Political person).
- High-level officers on deputation.
- Ad-Hoc/Deputation/Contractual engagements for salary drawal.
- Arrear/GPF Final/Gratuity payments to Nominee in death cases.
- Making Arrear payments to Retired Employees at a later stage.

I. TEMPORARY NUMBER GENERATION PROCESS BY DDO/BILL INCHARGE

The process to generate Temporary Number is as follows:

i. Login as **DDO/Billing Incharge** in **DDO Level Bill Management System.**

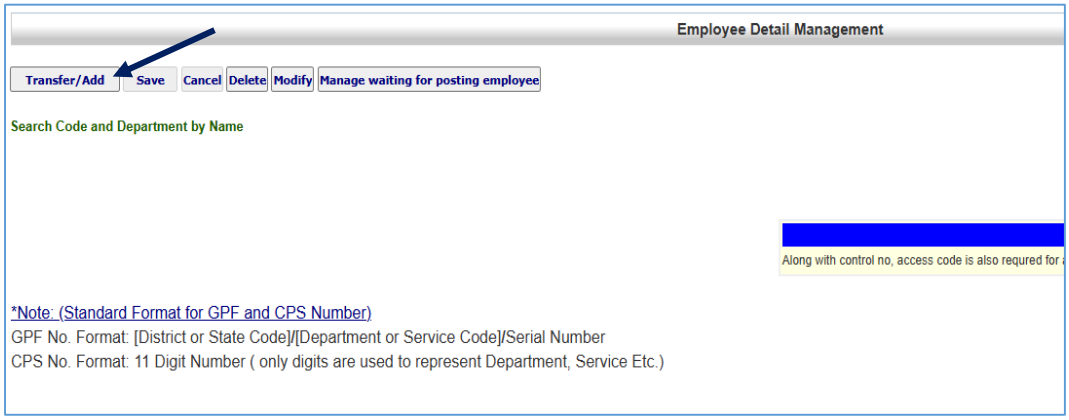
Internet : https://jhrddo.jharkhand.gov.in, https://ddo.jharkhand.gov.in



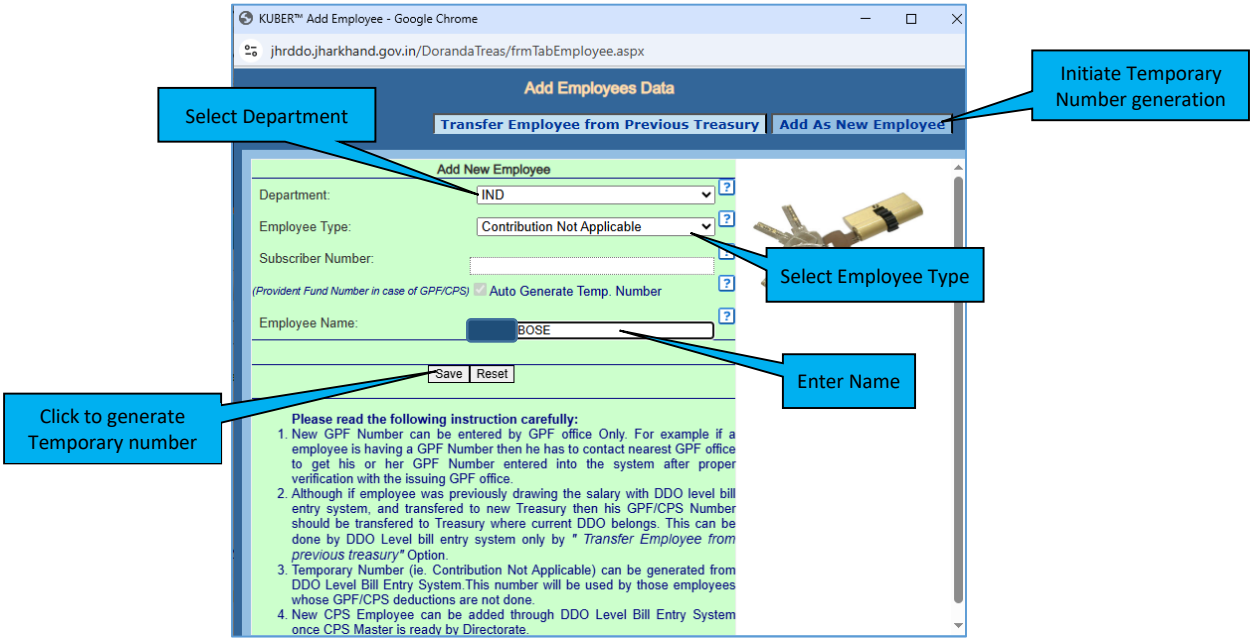
ii. Click on **System Management > Employee Detail Management**.



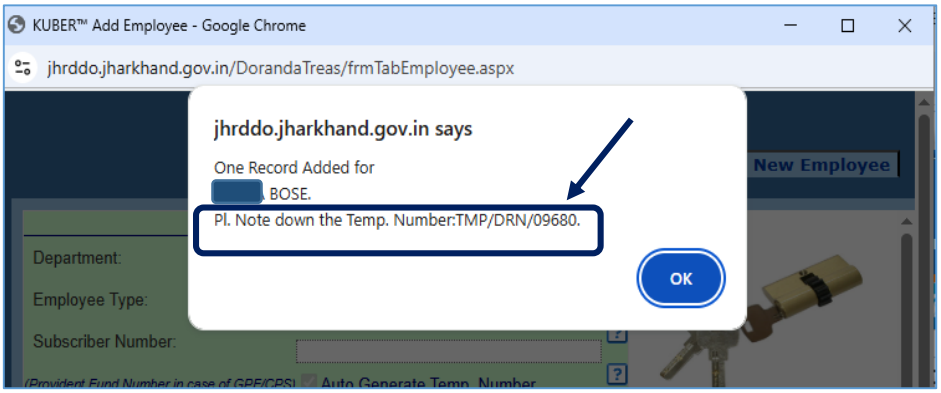
iii. Click on **Transfer/Add button.**



iii (a). Click on '**Add as New Employee**' button. Select **Department Code, Employee Type as *'Contribution Not Applicable'*** and enter the **Name.** Then click on **Save** button to generate Temporary number.



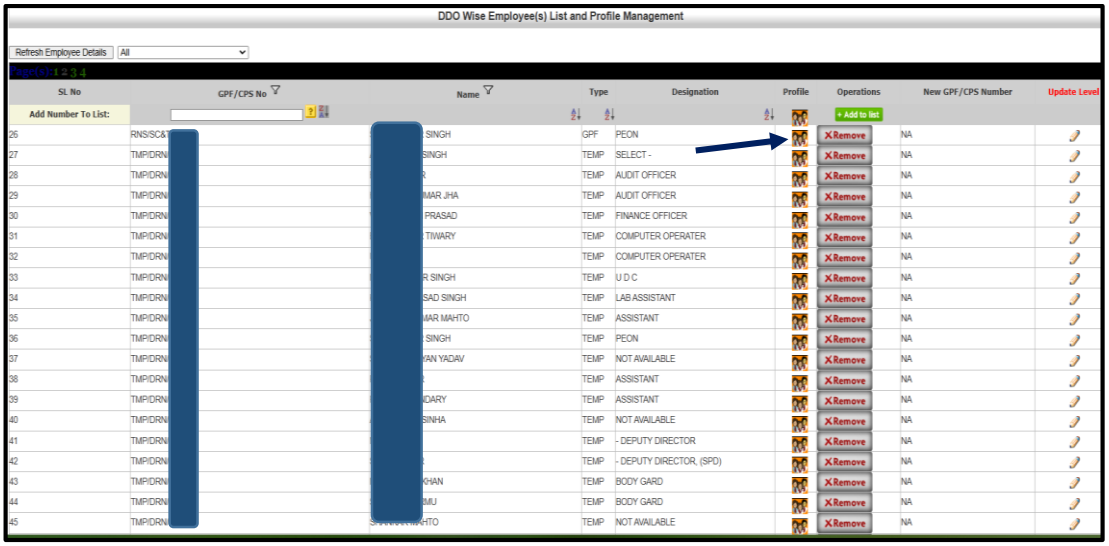
iii (b). Temporary number will be generated successfully.



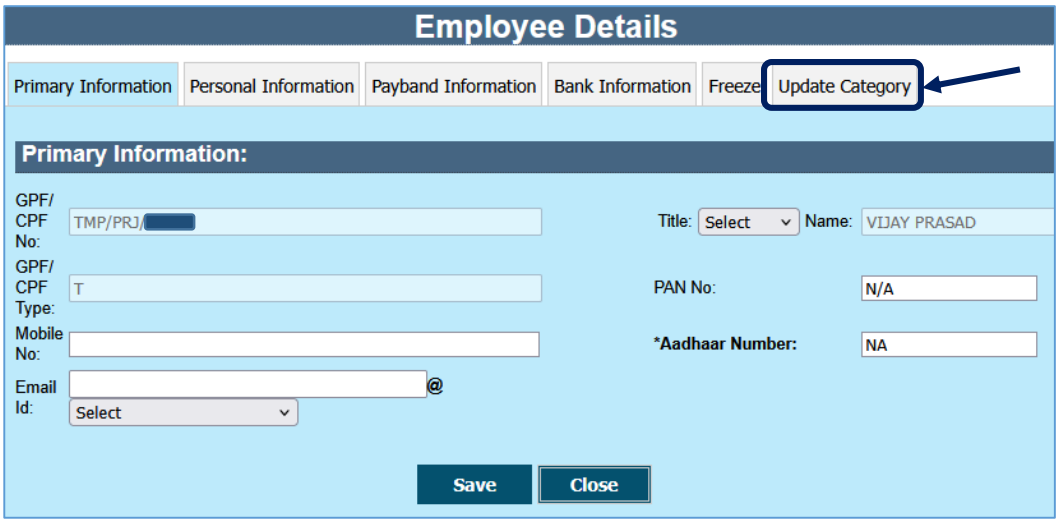
II. UPDATE TEMPORARY NUMBER PROFILE BY BILLING INCHARGE

Bill Incharge Login

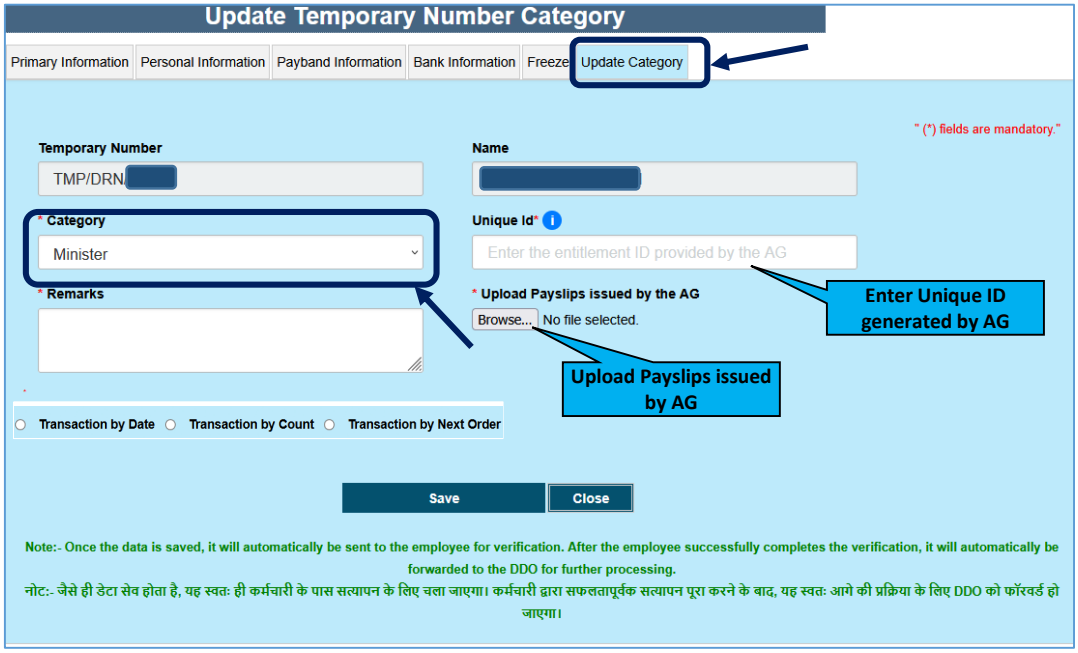
i. Login as Billing Incharge and open the **Temporary Number Profil**e screen.



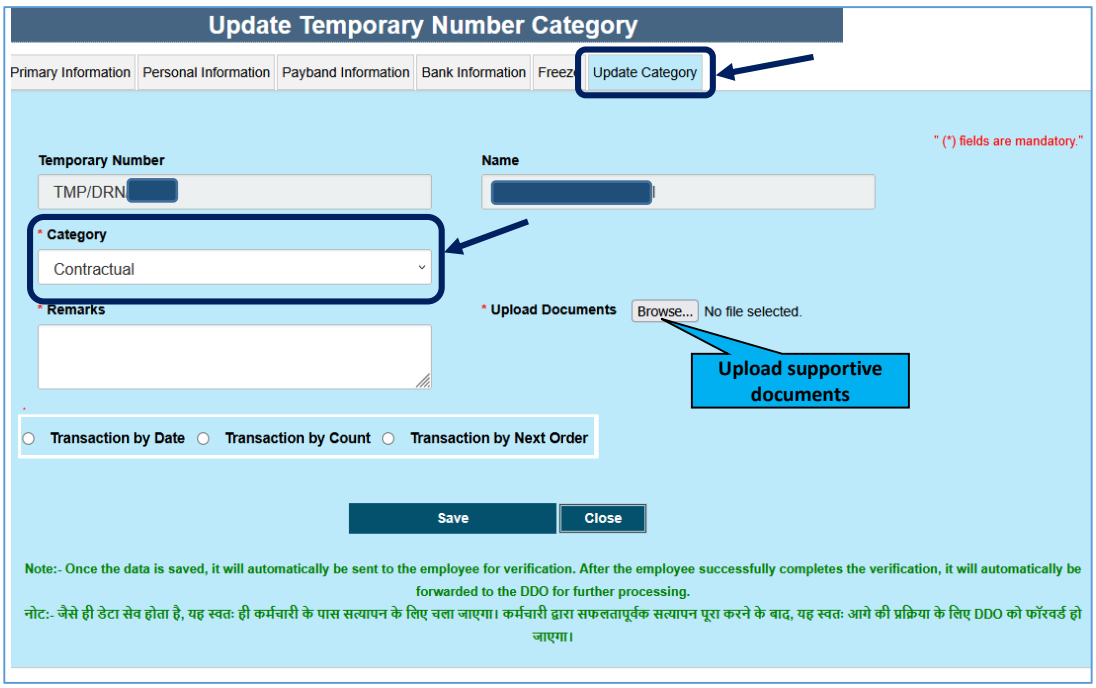
ii. A new tab is now available in Profile for Temporary Number profile Updation as **Update Category**.



iii. For **Minister/MLA category** enter the **Unique ID** generated by AG office an **upload Payslips issued by AG.** Enter remarks (if any).

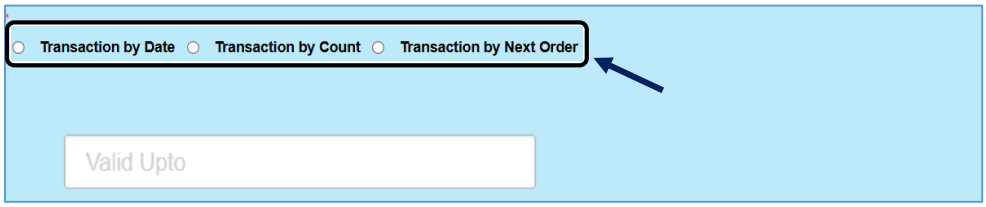


iv. For **Contractual Employee** upload supportive documents. Unique ID will be auto-generated in this case. Enter remarks (if any).

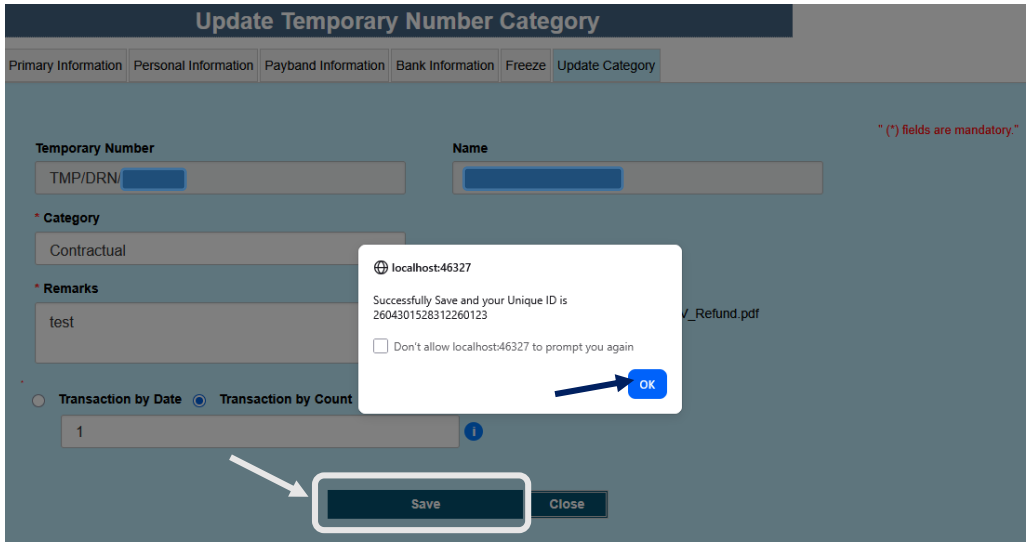


v. Select the Temporary number validity duration:

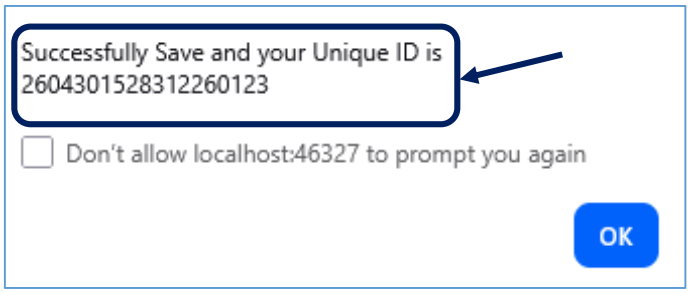
- **Select Transaction by Date** to select the date till which the Temporary number will be valid for transaction.
- **Select Transaction by Count** to select the number of transaction for which the Temporary number will be used.
- **Select Transaction by Next Order** to select the transaction condition for Temporary number as per official order.



vi. Click **Save**. Before saving verify all the details and documents. Once saved details of Temporary number cannot be modified. Click **OK** to continue.

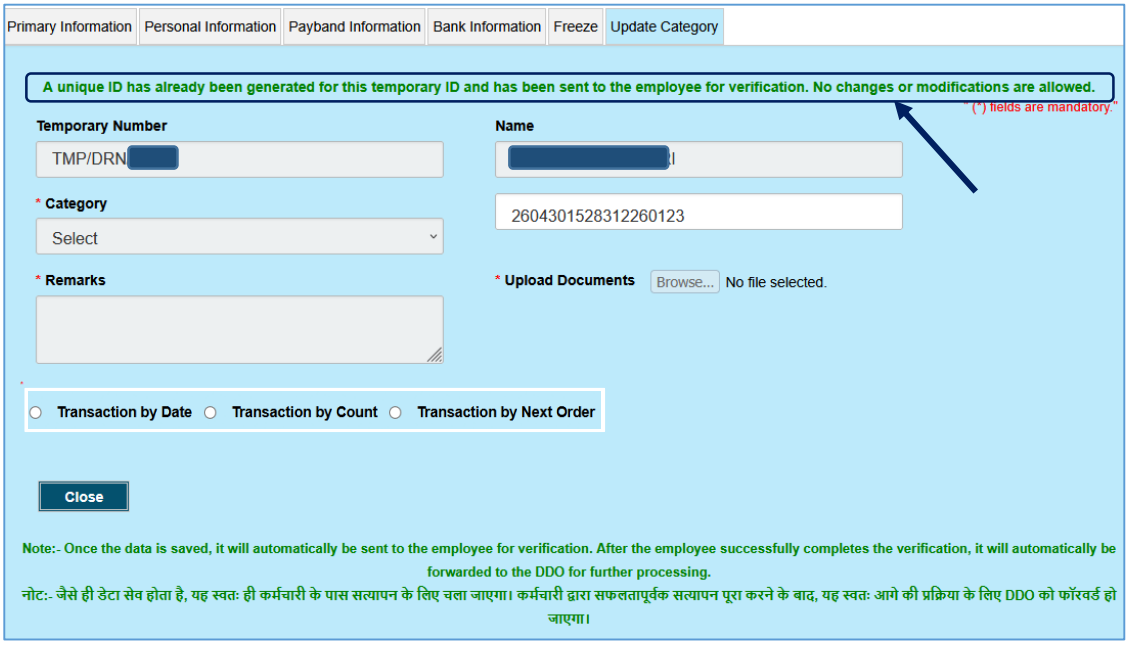


vii. In case of **Contractual Employee, Unique ID** will be generated after successful forwarding.



viii. Upon submission by the Bill Clerk, an **SMS/Message** notification shall be sent to the mobile number registered for the Temporary ID user for verification.

ix. Once profile details are **Saved and Unique ID** is generated, Temporary Number profile will be locked for any modifications by the Billing Incharge.

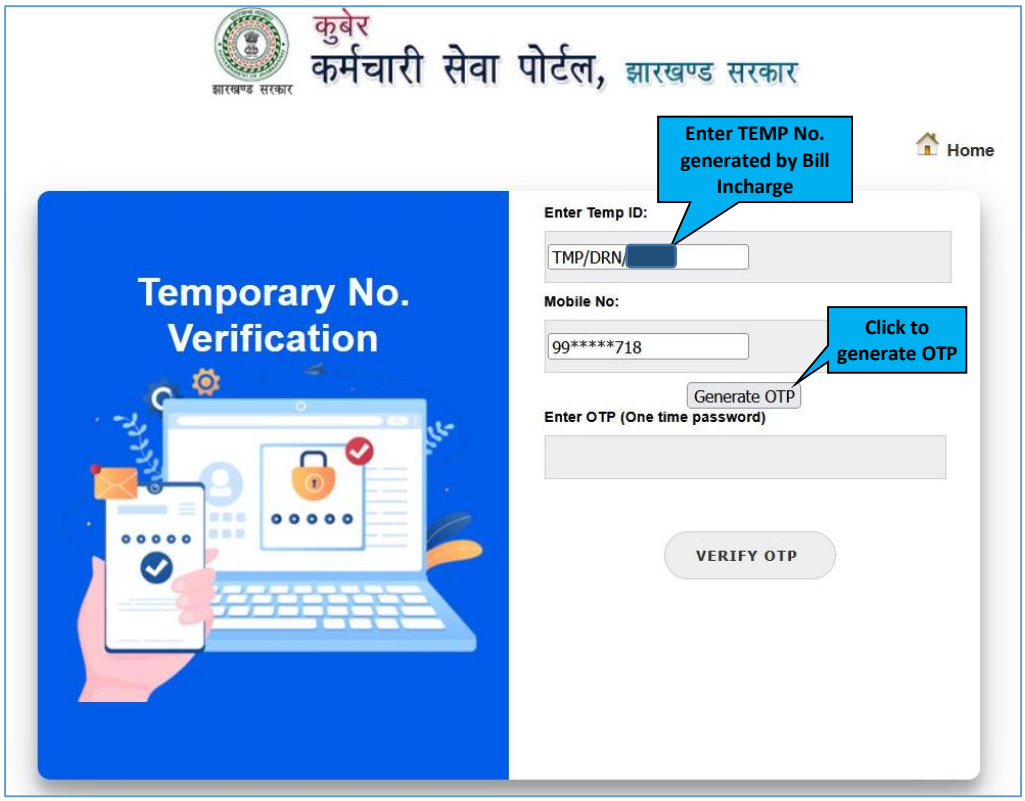


III. VERIFICATION OF TEMPORARY NUMBER DETAILS BY EMPLOYEE

i. After updation of Temporary ID profile the TMP No. user shall open Kuber Employee Portal and click on **Temporary No. Verification** link.



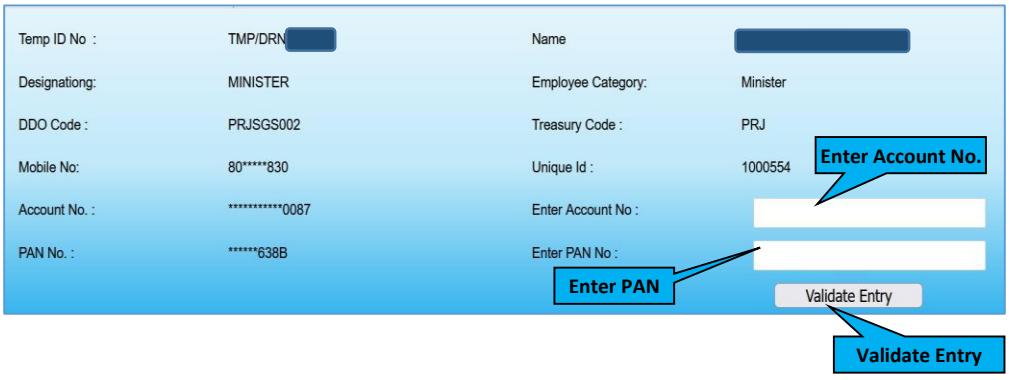
ii. Enter Temporary ID and click on **Generate OTP**.



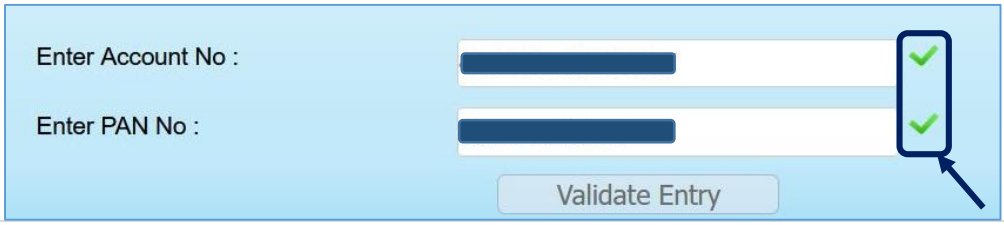
iii. Enter OTP received on mobile number and click on **Verify OTP** to proceed.



iv. Verify the displayed details. Enter complete **Account Number** and **PAN** as updated in Temporary Number profile by Bill Incharge. Then click **Validate Entry** to verify the Account Number and PAN.



v. Account Number and PAN details will be indicated with **Green tick if correct.**



vi. Account Number and PAN details will be indicated with **Red cross** if incorrect.



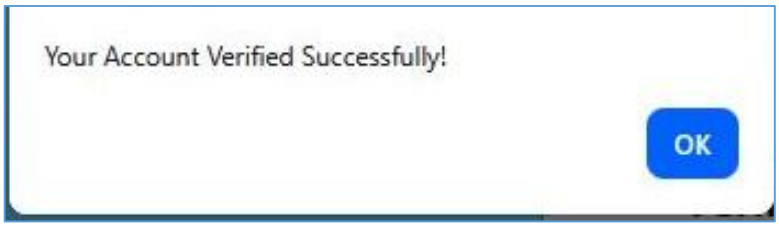
vii. After successful validation of details click on View documents links to view and verify the Account/Order documents.



viii. After successful validation of details select **Details Correct** checkbox and click on **Generate OTP**. Enter OTP and verify.

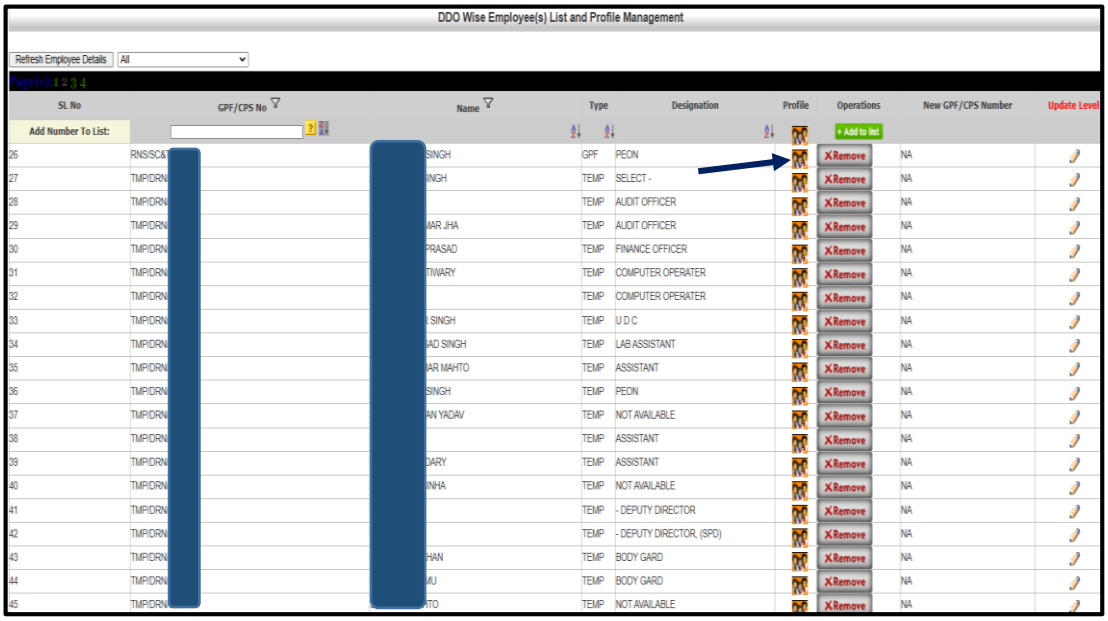


ix. Account verified successfully message will be displayed.



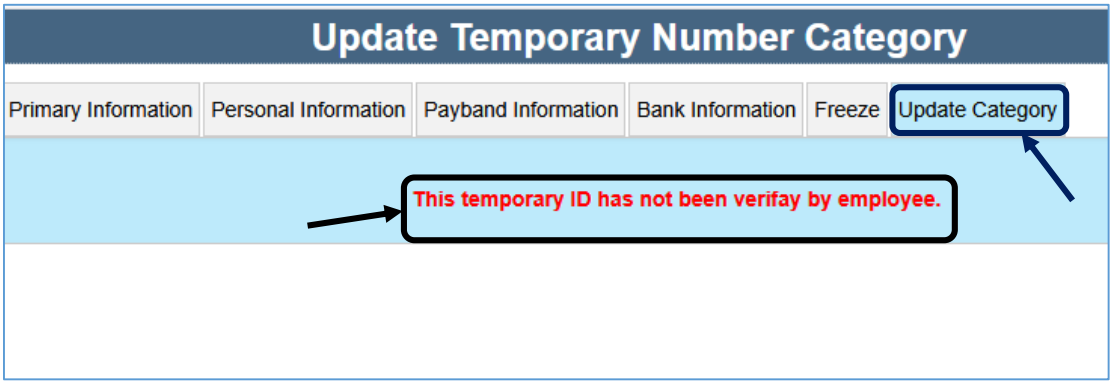
IV. VERIFICATION & PROVISIONAL ACTIVATION OF TEMPORARY NUMBER BY DDO

i. Login as DDO and open the **Temporary Number Profile** screen.

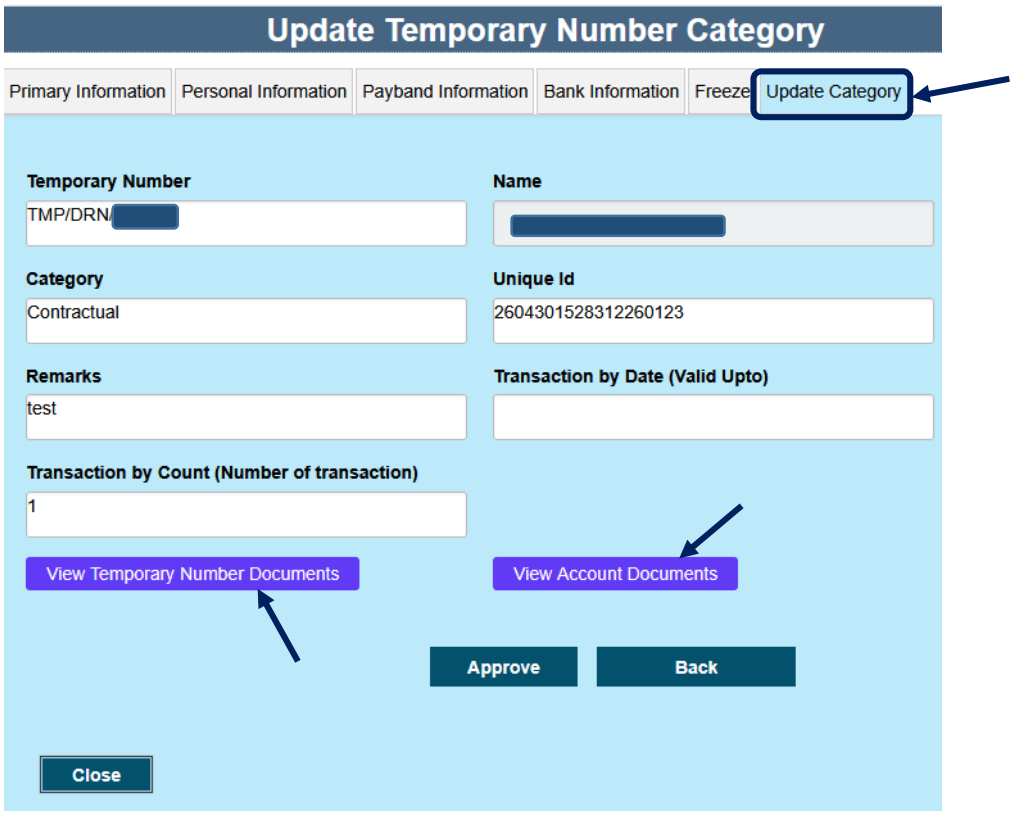


ii. A new tab is now available in Profile for Temporary Number profile Updation as **Update Category**.

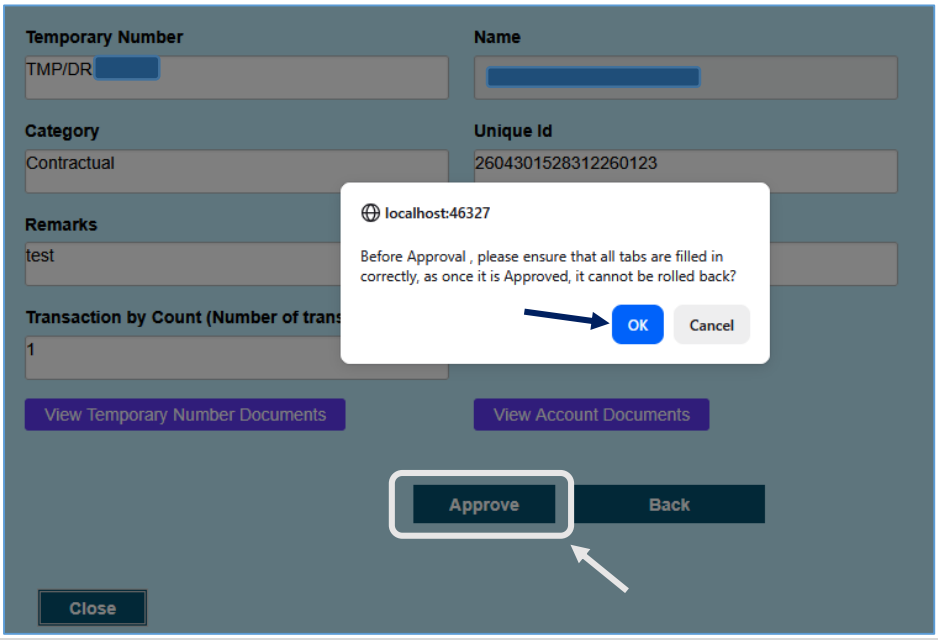
- A DDO cannot verify the Temporary Number details if it is not verified by the employee.



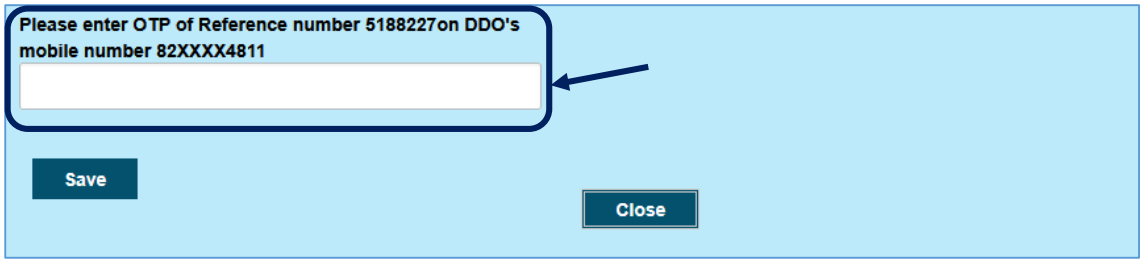
- Once TMP No. details are verified by the employee, click on **View Temporary Number documents** to view supportive documents for Temporary Number as uploaded by Bill Incharge.
- Click on **View Account Documents** to view Account related documents of Temporary Number.



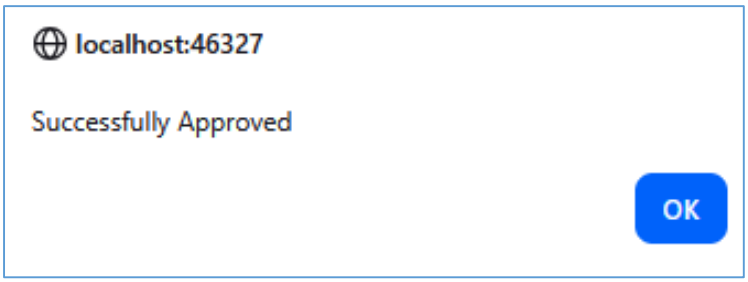
ii. Click on **Approve** to confirm the Profile update request after verifying all details in Temporary Number. Click **OK** to continue.



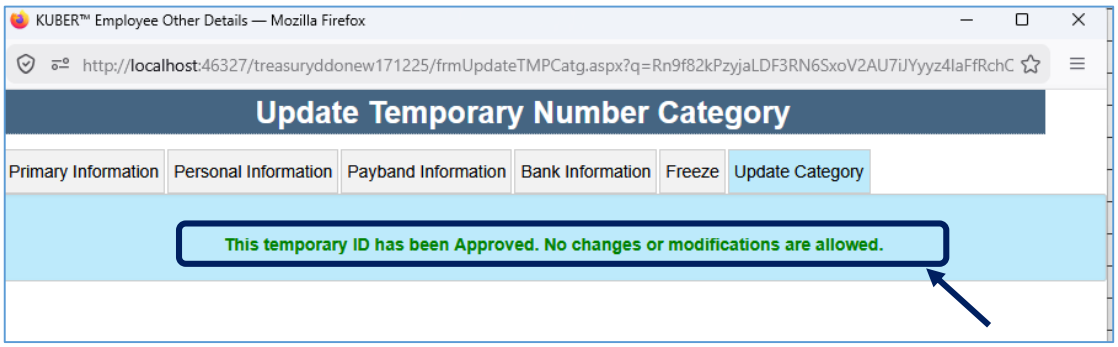
iii. Enter the **OTP** received to approve.



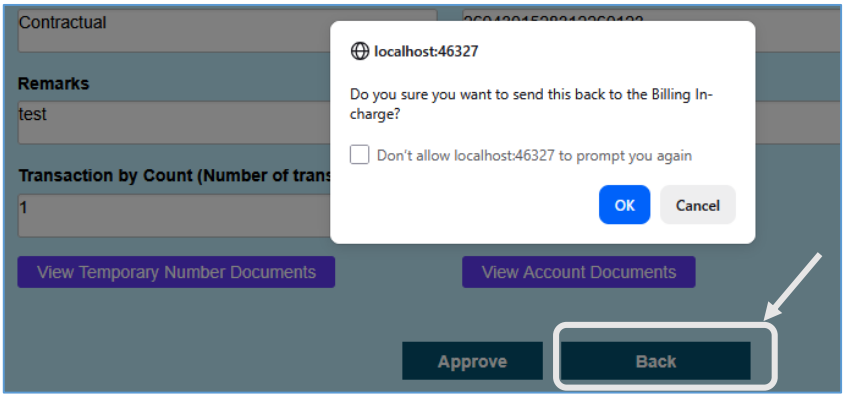
iv. Update Profile request for Temporary Number will be successfully approved.



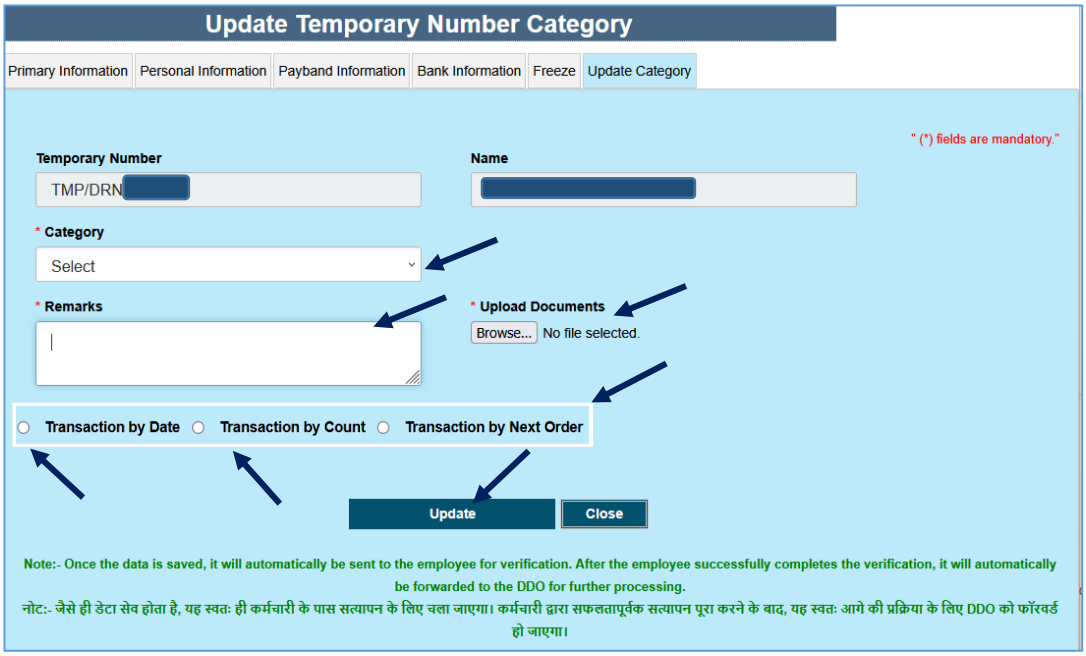
v. Once Approved the profile will be locked for any modification.



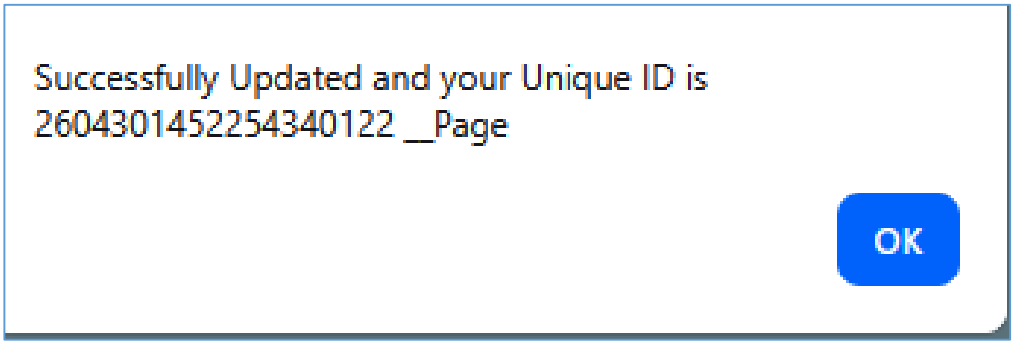
vi. **In Case of Back to Bill Incharge by DDO:** A DDO can return the Temporary number profile updation request to Billing Incharge in case of any mismatch in profile details.



vii. After a Temporary No. profile verification is returned to Bill Incharge by DDO, Billing Incharge can ***modify the Category, Validity period, Upload documents, Add remarks*** and update the profile.



viii. Temporary Number profile will be updated with new Unique ID.



ix. After DDO's approval, the Temporary ID shall be **Provisionally Activated** in the system for short-duration transactions. However, if the Fund Controlling Office approval is not granted within the prescribed time limit, the system shall automatically restrict transactions against that Temporary ID.

V. APPROVAL OF TEMPORARY NUMBER BY BUDGET CONTROLLING OFFICE

i. System will send the SMS/Alerts to Budget Controlling Office (BCO) for the approval of pending Temporary ID.

ii. The Budget Controlling Office (BCO) shall log in to the Fund Management System to view and approve the Temporary ID request submitted by the DDO.



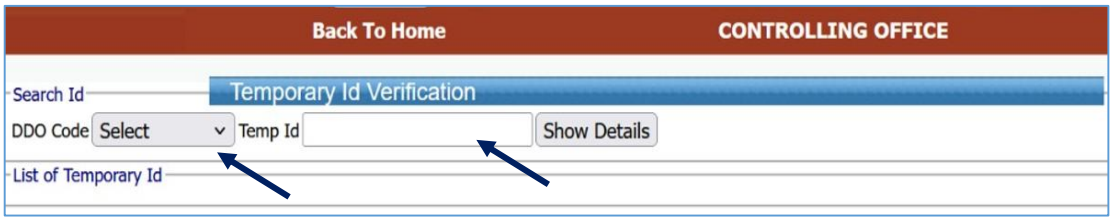
iii. Login as Controlling Office by entering User credentials and OTP approval.



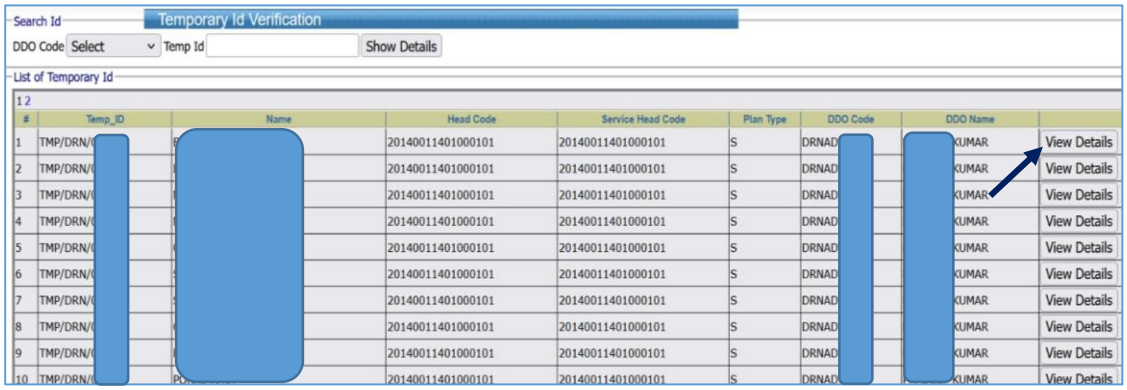
iv. Click on Verify **Temporary ID.**



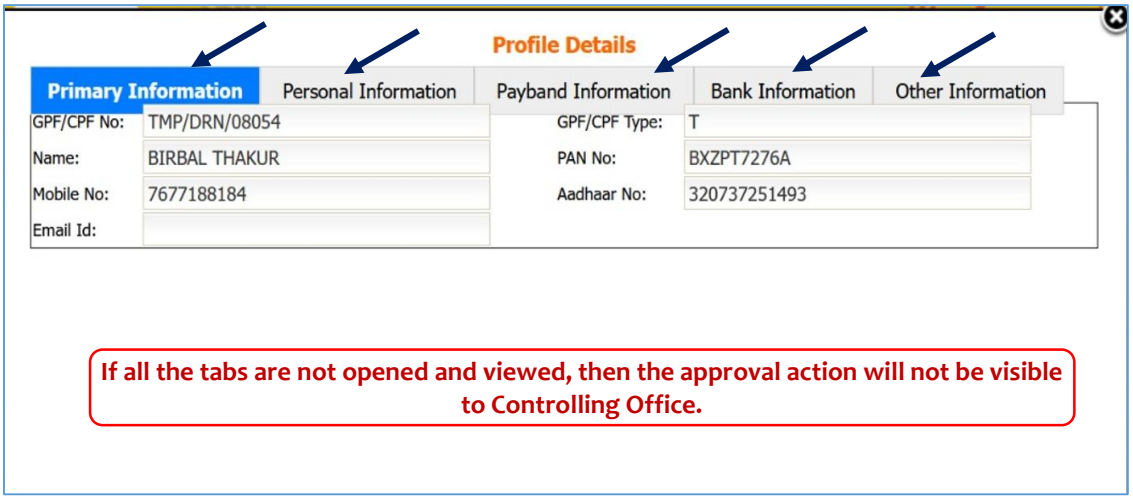
v. Select **DDO Code** to **view list of Temporary ID** activation request or **select DDO Code** and **enter Temporary ID** to view **single request.**



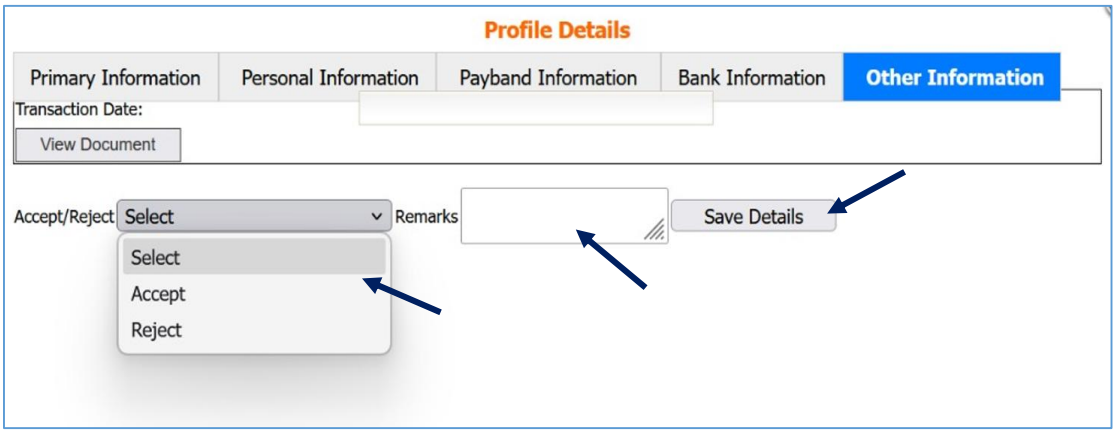
vi. Click on **View details**.



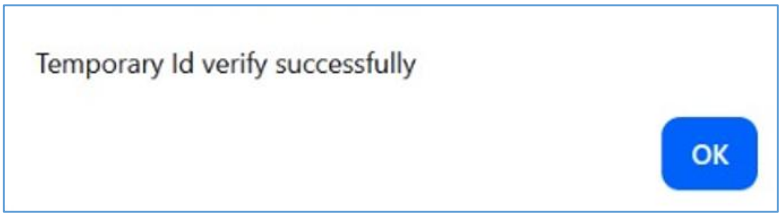
vii. Profile details of the Temporary ID will be displayed. View the details for each tab by opening all the tabs individually. **If all the tabs are not opened and viewed, then the approval action will not be visible to Controlling Office.**



viii. **View documents** in Other Information section and select **Accept/Reject** as applicable. Add **remarks** and click on **Save Details**.



ix. Temporary ID will be verified successfully on Acceptance by Controlling Office.



The BCO approval process shall be completed within a defined time-bound period. Upon approval by the BCO, the Temporary ID shall remain active for the approved duration and purpose as specified during creation.