Steps for Preparing a Medical Reimbursement Nil Bill

➢ Let us Assume you have to **prepare a nil bill** for a payee who took an **advance amount** of Rs. 2,25,000.

➢ Their **total expenditure** is Rs. 1,12,305.

➢ The **remaining amount** of 1,12,695 is refunded via **Challan**.

➢ Let us also assume that the **advance Bill was not prepared from e-Billing**.

1. First add the bill details of the nil bill such as:

Major Head	Scheme Code	Object Head
Bill Type	Bill Category	TR Form
Type of Payee	Bill for Payment To	General/Sixth Schedule
Budget Type	Particulars	

2. Next click on the "**Next**" button.

3. On click of "**Next**", a pop up appears requesting if **Advance Adjustment is Required**.

4. In this case, click "**Yes**".
5. Next another query is displayed inquiring if the advance bill was prepared from e-Billing.

6. You can click "**Yes**".
7. If you clicked on "**Yes**", a list of inputs requesting details for the advance bill is displayed. Enter the details being the:

Financial Year	Treasury Code	Advance Bill Voucher Number
Advance Bill Voucher Date	Treasury Bill Number	

8. After entering the details, click on "**Next**". You will be redirected to a new Page.
9. In case the advance bill was not prepared from e-Billing, click "**No**", Then click on the "**Next**" button.

10. You will be redirected to a new page where you will have to enter the details of the Advance bill such as:

Major Head	Scheme Code	Object head
Bill Type	Bill Category	TR Form
Type of Payee	Bill for Payment To	Particulars
General/Sixth Schedule	Budget Type	Medical Institution
Financial Year	Treasury Code	DDO Code
Net Amount	Treasury Bill Number	Voucher Number
Voucher Date		

REIMBURSEMENT BILL ENTRIES

Bill Transaction ID:	24111415180600001P	Scheme Code:	242071011010100V1	Scheme Name:	Superannuation and Retirement Allowances
Object Head:	06	Object Description:	Medical Treatment	Bill Type:	02
Bill Category:	Normal/Regular	TR Form:	TR 19A	Payee Type:	Employee
Bill Paid To:	Direct to Beneficiary	General / Sixth Schedule:	General	Budget Type:	Establishment
Particular:	Medical Nil Bill				

ADVANCE BILL ENTRIES

(✱ indicates mandatory fields)

Major Head: ✱

--SELECT MAJOR HEAD--

Scheme Code: ✱

--Select Scheme--

Object Head: ✱

--Select Object Head--

Bill Type: ✱

--Select Bill Type--

ADVANCE BILL ENTRIES

(✱ indicates mandatory fields)

Major Head: ✱
2071 - PENSIONS AND OTHER RETIREMENT BENEFITS

Scheme Code: ✱
242071011010100V1 - Superannuation and Retirement Allow

Object Head: ✱
06 - MEDICAL TREATM

Bill Type: ✱
01-MEDICAL ADVANCE

Bill Category: ✱
Normal/Regular

TR Form: ✱
TR 19B

Type of Payee: ✱
Employee

Bill for Payment to: ✱
Direct to Beneficiary(s)

Particulars: ✱
Medical Advance Bill

General/Sixth Schedule: ✱
● General
○ Sixth Schedule
○ Others

Budget Type: ✱
● Establishment
○ Public Account

Medical Institution: ✱
North Eastern Indira Gandhi Regional Institute of Health &

General/Sixth Schedule: ✱
● General
○ Sixth Schedule
○ Others

Budget Type: ✱
● Establishment
○ Public Account

Medical Institution: ✱
North Eastern Indira Gandhi Regional Institute of Health &

Financial Year: ✱
2023-2024

Treasury Code: ✱
20 -- Shg South

DDO Code: ✱
1000001

Net Amount: ✱
225000

Treasury Bill Number: ✱

Voucher Number: ✱
3395

Voucher Date: ✱
2016-07-18

> For this case, the **Net Amount** value would be 225000.00

11. After entering these details of the advance Bill, next you will have to enter the payee of the advance Bill.
12. Select the Payee Type from the input given, either **Employee**, **Pensioner** or **Pensioner from Bank**.
13. Next enter the name of the Payee (partial name or full name). Click on "**Search**".

ADVANCE BILL PAYEE ENTRIES

Select Payee Type: Employee

Enter Name: arba

	Employee CODE	NAME	PAY SCALE	BASIC PAY	DESIGNATION	BANK NAME	BRANCH NAME	ACCOUNT NUMBER
☐	1990100394N	Alpha Mary Warbah	Pay Level 19	99000	Jt Director Accts and Training	STATE BANK OF INDIA	LAITUMKHRAH	10613720815
☐	2017200070M	Badahunlang Marbaniang	Consolidated Pay	14100	Data Entry Operator	STATE BANK OF INDIA	NEHU	31990940489
☑	2019100320J	Baiaikyrmen Marbaniang	Pay Level 11	40100	Junior Cooperative Officer	STATE BANK OF INDIA	THIRD MILE, UPPER SHILLONG	31873698136

14. Next check-mark the entry you want by clicking on the **check-box** next to the Employee CODE value.
15. After that is done, click on the "**Next**" Button in the bottom right.

				Assistant	INDIA		
☐	1970200001J	Marbakor Nongsiej	Pay Level 12	73300	Superintendent	STATE BANK OF INDIA	MAIN BR, SHILLONG	10881424976
☐	2013200011R	Sandrina Mabel Marbaniang	Pay Level 7	37200	Lower Division Assistant	STATE BANK OF INDIA	RYNJAH BAZAR	31434320438

Showing page 1 of 1 pages.   ◄   1   ►

NEXT →

16. Now you are redirected to a new Page.
17. In this new page, there is a question "**Refund Challan Adjustment Required?**".
    ➢ For nil bills, the option to select here will always be "**Yes**".
    ➢ For reimbursement bills, the option to select here will be "**No**".

Bill Transaction ID:	24070117161200001B	Object Head:	06 - Medical Treatment
Bill Type:	02 - MEDICAL REIMBURSEMENT	TR Form:	TR 19A
Particulars:	test	DDO BILL No:	15
Total No. of Beneficiaries:	1		

MEDICAL REIMBURSEMENT TYPE

Refund Challan Adjustment Required?
○ Yes   ○ No

18. For our nil bill case, we will select "**Yes**".
19. After selecting Yes, a new option to enter the Sanction Details will be displayed.
20. Enter the sanction details such as Sanction Type, Sanction Order Number, Sanction Date and Sanction Amount.
    ➢ This sanction amount is the amount of the advance bill.
    ➢ In out case here the amount to be entered would be **225000.00**.
21. Once details are entered, click on "**Save**". Then Click on "**Next**".

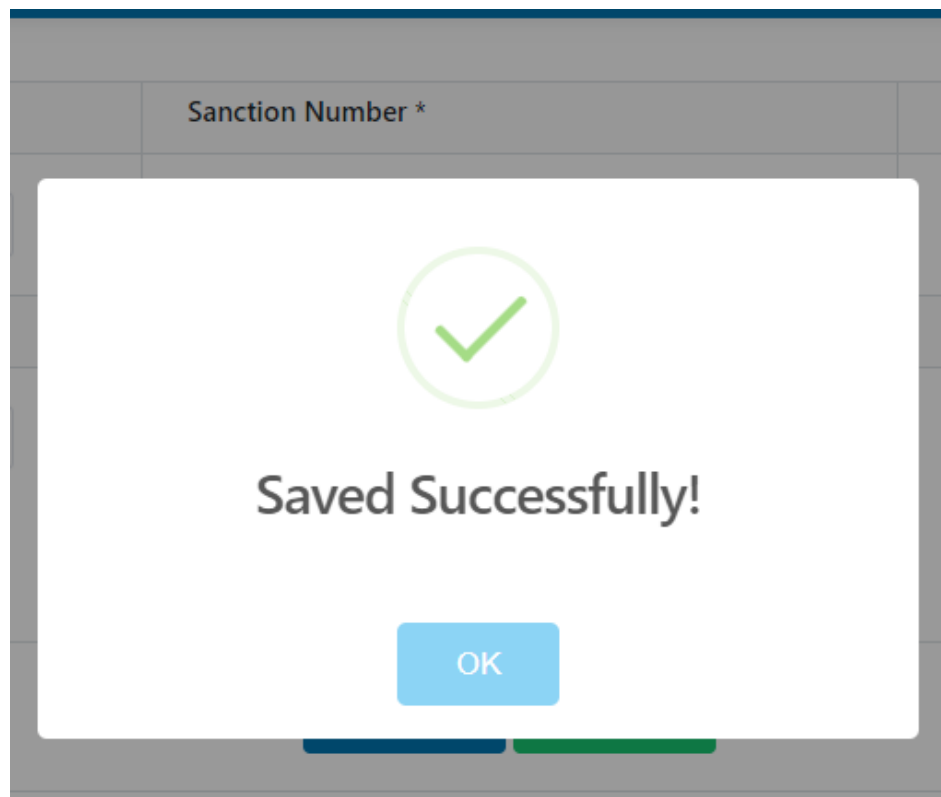# MEDICAL REIMBURSEMENT TYPE

Refund Challan Adjustment Required?
○ Yes   ○ No

SANCTION DETAILS

Sanction Type *	Sanction Number *	Sanction Date *

Sanction Type *	Sanction Number *	Sanction Date *
Single Sanction	MG/123	04-11-2024

Sanction Amount*	Upload Sanction*
225000	Do u want to Upload Sanction Order File? (File Size should be less than 1Mb.) ○Yes ○No

SAVE 🖫   **NEXT** ▾

Sanction Number *

✓

Saved Successfully!

OK

22. A new option to enter Medical Reimbursement Details will be displayed.
23. Enter the details such as:

Sanction Treatment For Amount.	Beneficiary Family Member	Medical Institution Patient Name

➢ This amount will be the amount paid to the institution. In our case, the advance amount was 225000.00 but the actual amount used was just 112305.00.
➢ Enter the amount 112305.00 here.
24. Once details are entered, click on "**Save**". Then Click on "**Next**".
25. A new option to enter Refund Challan Details will be displayed.
26. Enter the details such as Financial Year, Trea Code and Challan/Bill Number.
27. Once details are entered, click on "**Fetch**". The required details will then be displayed such as:

Challan / Bill Number Scheme Name	Challan Date Challan Amount	Scheme Code Beneficiary

Challan / Bill Number *	1483
Challan Date *	2023-10-06
Scheme Code *	2202011010100
Scheme Name *	Expenditure on Primary Schools
Challan Amount *	112695
Beneficiary *	--SELECT BENEFICIARY --

2202011010100

Expenditure on Primary Schools

✓

Challan Details Saved!

OK

No Data!
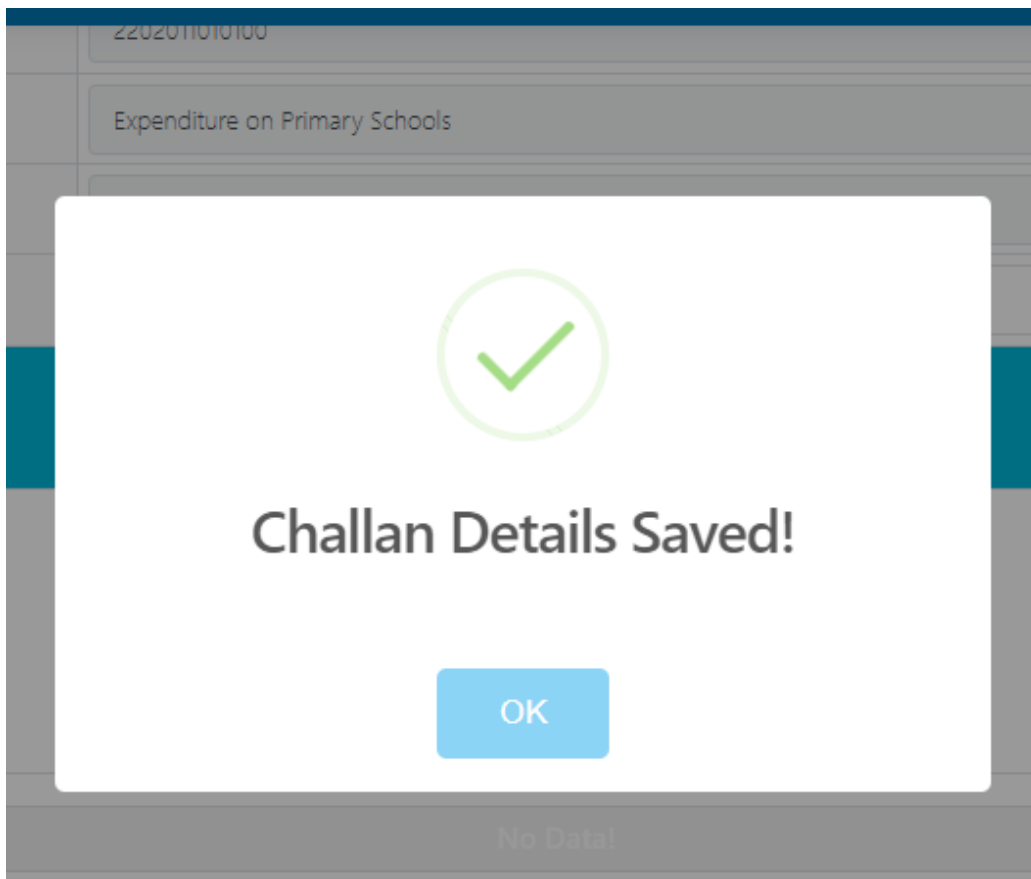
28. Select the Beneficiary, then click on "**Save**" and then click on "**Next**".
29. A new button in the bottom right called "**Finalize**" will be displayed. Click on this button.

SAVE 💾				
NEXT ▾				

Scheme Code	Scheme Name	Challan Number	Challan Date	Challan Amount	
2202011010100	Expenditure on Primary Schools	1483	6 October 2023	112695	**DELETE** 🗑

FINALIZE ✓

30. Once done, the Bill Entry will be Finalized and a new page will be displayed.
31. On this page, you can forward the bill to the Checker Level User.

BILL ENTRY DETAILS

VIEW DRAFT REPORT 📄

Bill Transaction ID:	24070117161200001B	Object Head:	06 - MEDICAL TREATMENT
Bill Type:	02 - MEDICAL REIMBURSEMENT	TR Form:	TR 19A
Particulars:	test	DDO BILL No:	15
Gross Amount:	0.00	Deduction Amount:	0.00
Net Amount:	0.00		

NEXT ▾

SANCTION DETAILS ⌄

	Total:	225000.00

SCROLL ▾

BENEFICIARY DETAILS ⌄

SUB-DETAIL HEAD DETAILS ⌄

TO FORWARD BILL, PLEASE CLICK ON VIEW DRAFT REPORT.

ACTIONS   ◂ REVIEW   VIEW DRAFT REPORT 📄   --Select User for Approval-- ▾   FORWARD ▸