

**Board of School Education Haryana, Bhiwani**  
**EXPRESSION OF INTEREST**

Expressions of Interest (EOI) are invited from reputed & experienced Organizations/Firms to provide program/software for do online works of various sections of Accounts like Cash, Salary, Pension, Cheque, Budget, GPF, Examination remuneration Bill, Spot marking payments, Loans and Practical payments etc.

The detailed Scope of Works is available and can be downloaded from Board Website [www.bseh.org.in](http://www.bseh.org.in) .

Interested Organizations/Firms can submit their Expressions of Interest upto 16.13.2020 by 03.00 P.M. on e-mail Id [secretary@bseh.org.in](mailto:secretary@bseh.org.in).

Secretary *Chaitan Prasad*



# BOARD OF SCHOOL EDUCATION HARYANA, BHIWANI

## Scope of Work

The details of various sections of Account Branch whom orks all to be done by on-line systems:-

### 1. Cash Section:

- i. Preparation of cash book of main account of Board.
- ii. Monthly Financial Statement.
- iii. Balance sheet.
- iv. Records of Investment/Reinvestment.
- v. Updation of FDR.
- vi. Transfer Amount in Payment Accounts.

### 2. Salary Section:-

- i. Monthly Salary Bill of Officers/Officials.
- ii. Monthly Pay Slip of Officers/Officials.
- iii. Monthly all types of Deduction from salary.
- iv. Challan Generation.
- v. Calculation of arrears of D.A. , Increment & overtime.
- vi. Preparation of Tax Deduction Statements / Form 16 (Part B)
- vii. Component based statements (GPF/NPS/CPF etc)
- viii. Net Payment statement to Bank
- ix. Earning and Deduction statements.

### 3. Pension Section:-

- i. Maintence of pension expenditure etc.
- ii. Details of Income tax per Fanicial Year.
- iii. To maintain the new pension Registration and Disposal.
- iv. To calculate the pension of Retired Officers/Officials.
- v. To Calculate the Income tax.
- vi. Calculation of revised D.A. time to time.

### 4. Cheque Section:-

- i. This Section required "Cheque Preparing Programme " and Payment via RTGS/NEFT through programme (Single and Bulk payment.)
- ii. Cheque Cancellation System.
- iii. Nill Voucher's entry system in daily expenditure ledger.
- iv. Issue instant cheque preparing system.
- v. Crystal reports for cheque printing.
- vi. Cheque Searching & Modification programme.

### Required Reports:-

- I. Daily Expenditure Ledger report.
- II. Daily Head wise Expenditure report.
- III. Datewise Expenditure report.

### 5. Budget Section:-

After receiving of Income & Expenditure statement of all budget heads maintained by the Board (branches) after then budget will be prepared in every financial year.

The section should handle different types of vouchers such as:-

Cash Voucher, Bank Voucher, Journal Voucher, Purchase Voucher, Sales Voucher, etc.



It should also generate statements such as payment & receipt reports, trial balances, profit and loss statements, and balance sheets periodically.

Main features of financial management-

- a) Budget – allocation / reallocation
- b) Accounts – balance sheet , profit and loss statement , cash flow
- c) General ledger
- d) Accounts payables and receivables
- e) Depreciation

**6. G.P.F. Section:-**

- i. Allotment of GPF Account Numbers.
  - ii. Monthly Deduction of GPF subscribes and advance received from salary bills.
  - iii. Monthly deduction adds in last month balance.
  - iv. Month wise liability register maintain and quarterly interest given on all GPF accounts.
  - v. GPF account wise ledger maintain from liability.
  - vi. Annually GPF statement gives to all employees after the ending of each financial year.
  - vii. Advance and withdrawal give day to day on demand of employees as per GPF rules.
7. Remuneration for Supdt./Centre Supdt./invigilator and other staff on-line collection Bill for All Exam.
8. Spot marking for All Exam Bill.
9. All Practical Payment Bill.
10. All works related to Loan Section.
11. Misc. payments etc.

Note:- Any Other information will be provided in the office, if required.