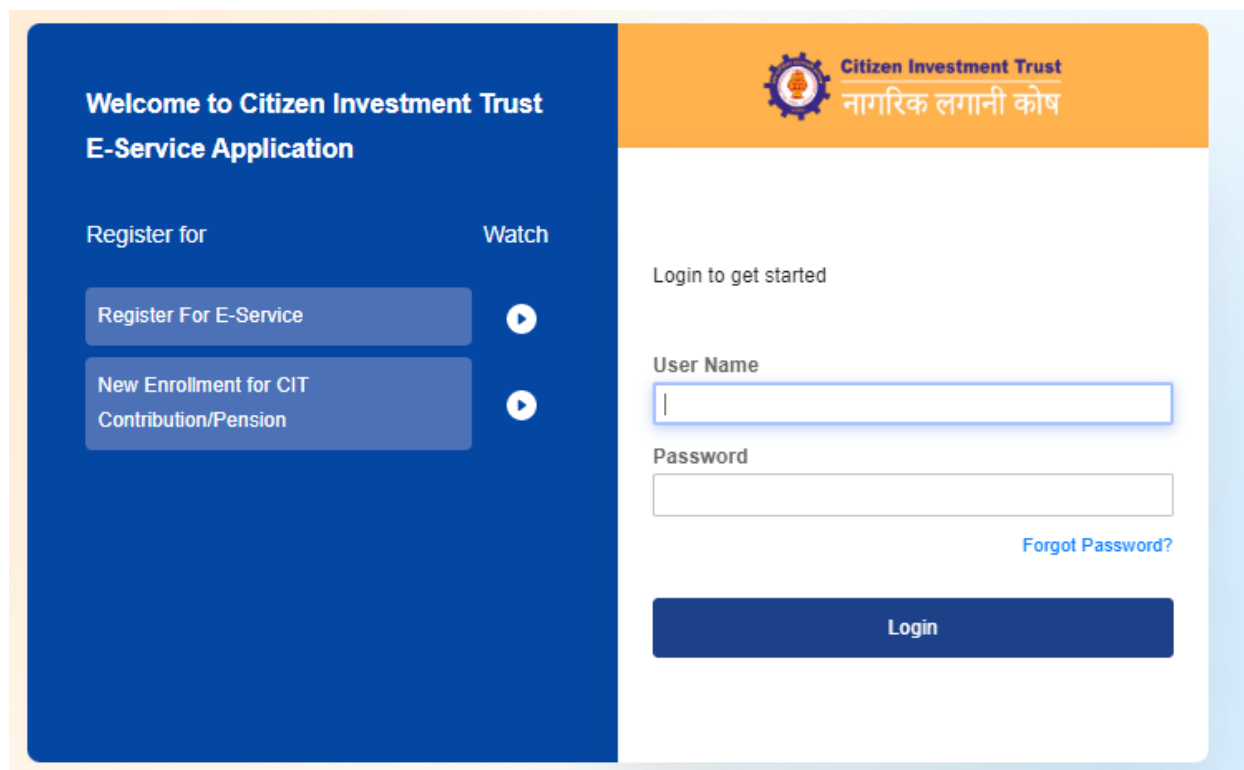


Online Phatwari Collection Manual

1. Go to <http://eservice.nlk.org.np/>

Enter your office login credentials, username and password and click on login button

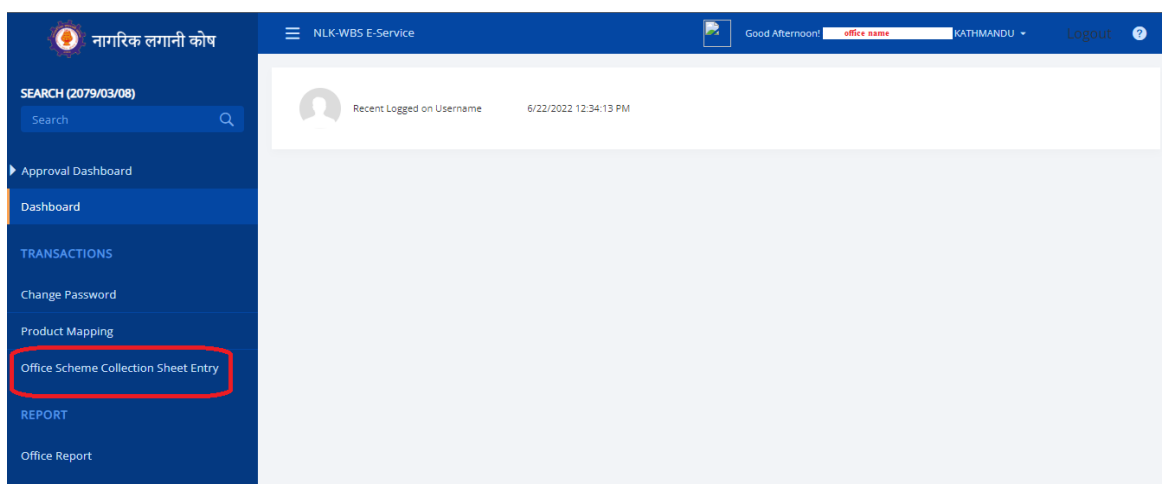


The screenshot shows the login page of the Citizen Investment Trust E-Service Application. The page is divided into two main sections. The left section, with a blue background, contains the text "Welcome to Citizen Investment Trust E-Service Application" and two buttons: "Register For E-Service" and "New Enrollment for CIT Contribution/Pension". The right section, with a white background, contains the text "Login to get started" and two input fields for "User Name" and "Password". Below the input fields is a "Forgot Password?" link and a "Login" button. The top right corner features the Citizen Investment Trust logo and the text "नागरिक लगानी कोष".

Figure 1. Login Page

2. **NLK-WBS E-service office Dashboard Opens**

Click on Office scheme Collection Sheet Entry from Dashboard



The screenshot shows the NLK-WBS E-Service office Dashboard. The dashboard has a dark blue header with the text "NLK-WBS E-Service" and a user profile section showing "Good Afternoon: office name" and "KATHIMANDU". The left sidebar contains a search bar and a list of menu items: "Approval Dashboard", "Dashboard", "TRANSACTIONS", "Change Password", "Product Mapping", "Office Scheme Collection Sheet Entry" (highlighted with a red box), "REPORT", and "Office Report". The main content area shows a "Recent Logged on Username" section with the text "6/22/2022 12:34:13 PM".

Figure 2 Dashboard

3. Click on Create or Ctrl+Q

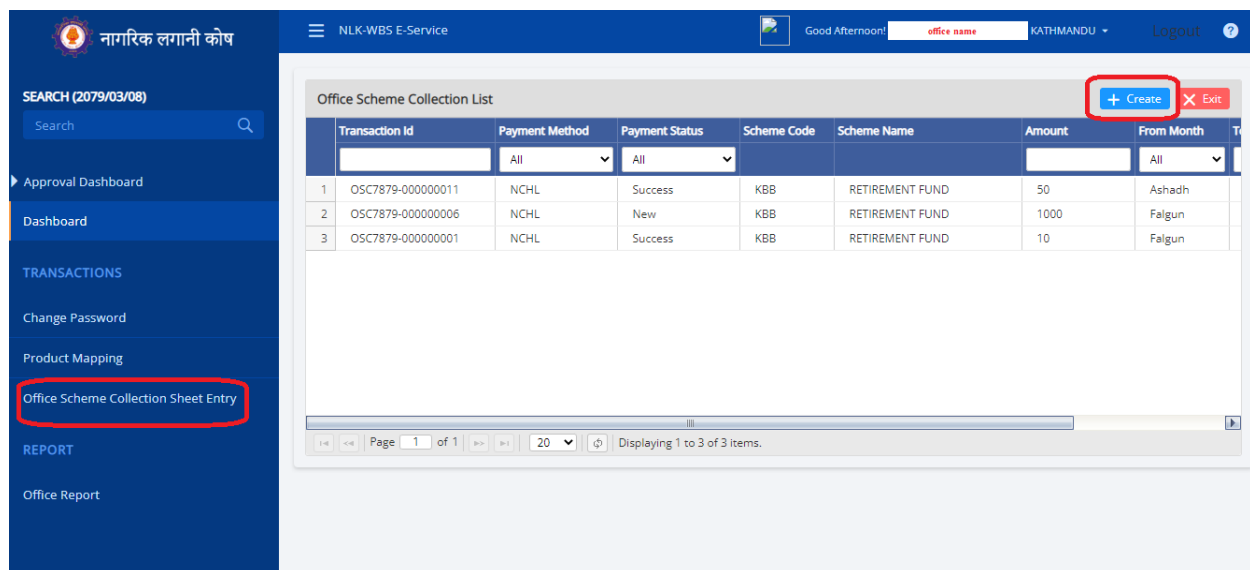


Figure 3. Dashboard

4. Scheme Collection Sheet Entry (CIT) Create screen opens

4.1. Scheme:

Select the Your Scheme; KBB---Retirement Fund

4.2. Bank Voucher Amount:

Enter the Total amount of the Phatwari to be deposited in CIT Bank Account

4.3. Collection Head

Select the month or collection of the Phatwari.

4.4. Statement From and Statement to

Select the Month of the Phatwari

4.5. Pay Through

Select the payment medium either Bank or NCHL

4.5.1. Bank

Select Bank for making transaction through Cash, Cheque and Debit Letter.

4.5.2. NCHL

Select NCHL for making transaction through ConnectIPS / Corporate Pay.

4.6. We have two option for Phatwari Entry; Manual and Excel Upload


4.6.1 Manual:

4.6.1.1 We can search the Employee with Old Account No, Account No (New Account No), Customer Name whose amount is to be deposited for the Phatwari.

4.6.1.2 Enter the amount to be deposited in amount section in respective employee account.

4.6.1.3 Click on + on Action Section

4.6.1.4 Likewise Enter all the staff details and click on **save as draft** for submitting the Phatwari later or click on **confirm save** for submitting Phatwari now and proceed for payment.


नागरिक लगानी कोष

SEARCH (2079/03/08)

Approval Dashboard

Dashboard

TRANSACTIONS

Change Password

Product Mapping

Office Scheme Collection Sheet Entry

REPORT

Office Report

NLK-WBS E-Service

Good Afternoon!

office name

KATHMANDU

Logout

Scheme Collection Sheet Entry (CIT) Create

Attach

save as draft

confirm save

Cancel

Scheme *

Scheme Name

Bank Voucher Amount *

Collection Head

Statement From *

2079

Ashadh

Statement To *

2079

Ashadh

Description

Excel Template

Download

Download With Data

Pay Through *

Bank

S.N.	Account No	Old A/C No	Customer Name	Position	Heading	Amount	Action
No rows to display.							

AcNo

old a/c no


customer name


position


Amount

Total Amount

Difference Amount


नागरिक लगानी कोष


 NLK-WBS E-Service


 Good Afternoon! **office name** KATHMANDU

Logout

SEARCH (2079/03/08)

Approval Dashboard
 Dashboard
 TRANSACTIONS
 Change Password
 Product Mapping
 Office Scheme Collection Sheet Entry
 REPORT
 Office Report

Scheme Collection Sheet Entry (CIT) Create

Attach
 Save as draft
 confirm save
 Cancel

Scheme * RETIREMENT FUND Bank Voucher Amount * Collection Head

Statement From * Statement To *

Description

Excel Template

Pay Through *

Bank

S.N.	Account No	Account Name	Position	Heading	Amount	Action
1	001KBB0	Paneru		Baishak (April) ...	10,000.00	
2	001KBB0	CHAUDHARY		Baishak (April) ...	10,000.00	
3	001KBB0	GAUTAM		Baishak (April) ...	10,000.00	
4	001KBB0	RAWAL		Baishak (April) ...	10,000.00	
5	001KBB0	RAI		Baishak (April) ...	10,000.00	

Total Amount Difference Amount

4.6.2.1.2 Download with data

After Clicking Download with data button, excel file format with respective office with respective scheme Account no, Customer Name detail will be downloaded.

1	AC_NO	OLD_AC_NO	EMP_SERIAL_NO	AMOUNT	CUSTOMER_NAME	
2	001KBB0	520	30		Shrestha	
3	001KBB0	60	268		rya	
4	001KBB0	60	276		restha	
5	001KBB0	60	272		lhikari	
6	001KBB0	300	265		DAHAL	
7	001KBB0	52	50		al	
8	001KBB0	60	273		INGANA	
9	001KBB0	59	139		EL	
10	001KBB0	59	61		dasaini Sharma (आवाश कर्जा रोक्का)	
11	001KBB0	59	115		nPaudel	
12	001KBB0	300	286		armi	
13	001KBB0	60	281			
14	001KBB0	60	148		kharel	
15	001KBB0	52	295		DHAKAL	
16	001KBB0	60	247		estha	
17	001KBB0	54	241			
18	001KBB0	59	138		ant	
19	001KBB0	59	132		iHI	
20	001KBB0	59	94		ary	
21	001KBB0	60	147		ADCHAPAGAIN	
22	001KBB0	59	60		el (आवाश कर्जा रोक्का)	
23	001KBB0	59	70		SADKASULA	
24	001KBB0	59	72		Shrestha (आवाश कर्जा रोक्का)	
25	001KBB0	60	150		HATTARAI	

Figure 8. Excel Format with office data

- After Successful Phatwari Submission, Voucher Print Confirmation Pop Up appears. Click OK to print the Voucher.

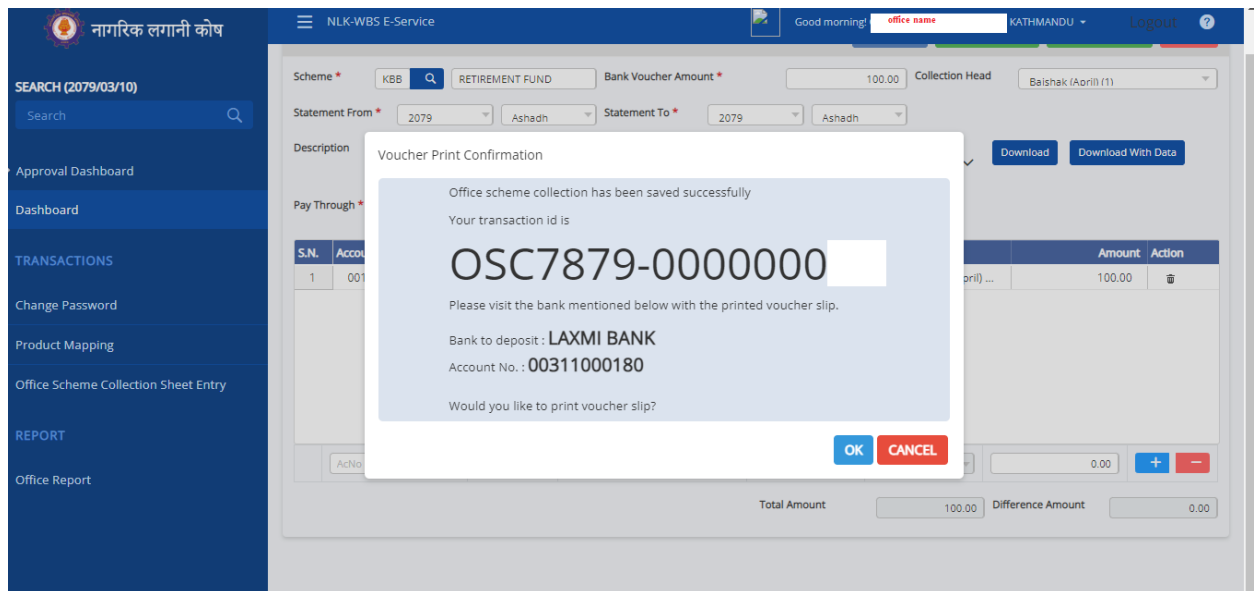



Figure 9. Voucher Confirmation Print

- Voucher will be displayed. Please print the voucher and Take it your respective bank with Submission No. Deposit the Cash, Cheque, bank transfer/ debit slip in respective bank.



Citizen Investment Trust
केन्द्रीय कार्यालय, बानेश्वर काठमाण्डौ
Office Scheme Collection Voucher

Print Date : 2022/06/22 A.D.
2079/03/08 B.S.


Bank Copy

Voucher Details :

Fiscal Year: 2078/79
 Submission No: OSC7879-0000001
 Amount: 50000.00
 Office Code: 001
 Office Name: BANESHWOR, KATHMANDU NEW
 Scheme Name: RETIREMENT FUND
 Submitted Date: 2022/06/22
 Collection Head: 2079 Baisak (April) (1)

Bank to Deposit: LAXMI BANK
(00311000180)

Note Details	Count
1000	
500	
100	
50	
20	
10	
5	
2	
Coins	
Total	



Citizen Investment Trust
केन्द्रीय कार्यालय, बानेश्वर काठमाण्डौ
Office Scheme Collection Voucher

Print Date : 2022/06/22 A.D.
2079/03/08 B.S.

Customer Copy

Voucher Details :

Fiscal Year: 2078/79
 Submission No: OSC7879-0000001
 Amount: 50000.00
 Scheme Name: RETIREMENT FUND
 Submitted Date: 2022/06/22
 Collection Head: 2079 Baisak (April) (1)


Bank to Deposit: LAXMI BANK
(00311000180)

Office Details :

Office Code: 001
 Office Name: BANESHWOR, KATHMANDU NEW

Figure 10. Voucher

If we choose **NCHL** in **Pay through** Option for payment, after entering the Phatwari detail either manually or excel upload and then submitting the Phatwari by clicking **Confirm Save**; it will be redirected to **NCHL Payment Portal**. Message **“You will be redirected to NCHL portal for payment”** appears. Then Click on **Pay now**

 नागरिक लगानी कोष

SEARCH (2079/03/08)

Search

Approval Dashboard

Dashboard

TRANSACTIONS

Change Password

Product Mapping

Office Scheme Collection Sheet Entry

REPORT

Office Report

NLK-WBS E-Service

Good Afternoon: office name KATHMANDU Logout

You will be redirected shortly to NCHL portal for payment

Payment Details

Payment Method: NCHL

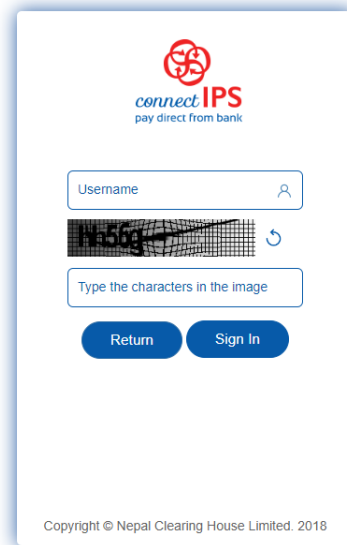
Amount to Pay: 50000

Transaction Date: 06-22-2022

[Pay now](#)
[Back](#)

Figure 11. NCHL Portal Redirect

- ConnectIPS login page will appear. Please Login with your ConnectIPS login credentials

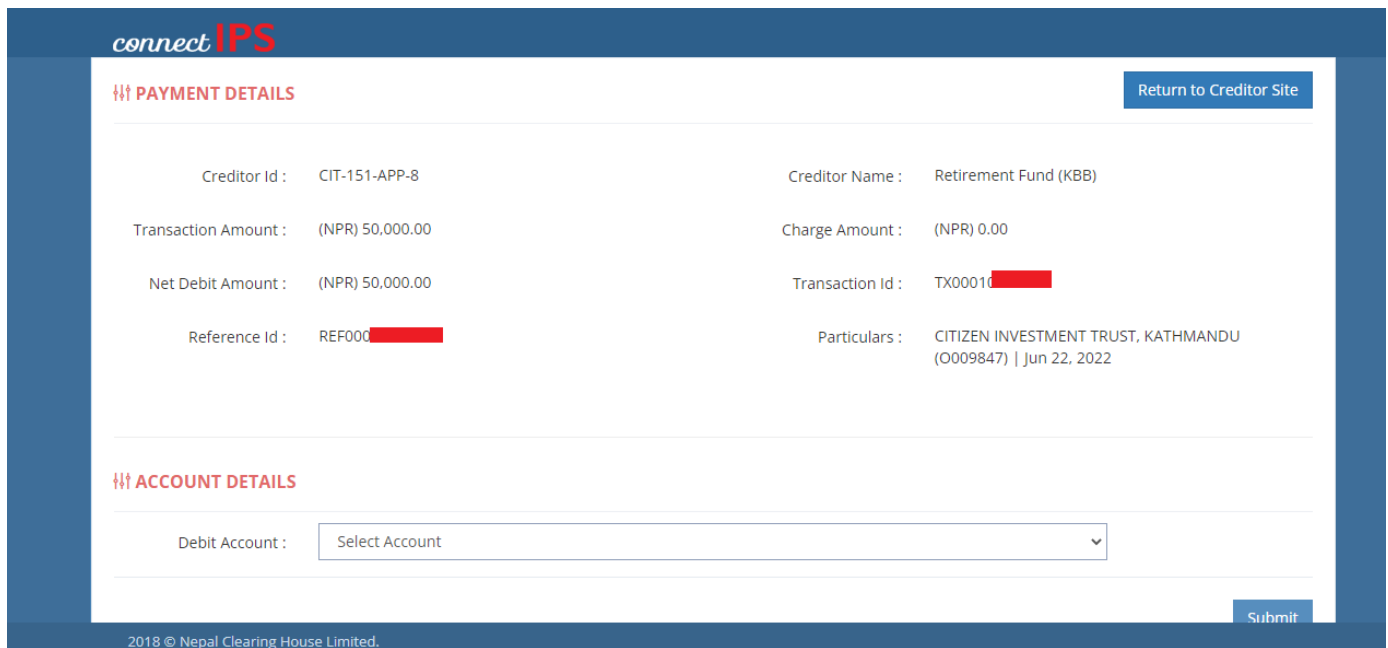


The image shows the ConnectIPS login page. At the top, there is a logo with a red 'S' inside a circle, followed by the text 'connectIPS' and 'pay direct from bank'. Below the logo is a 'Username' input field with a search icon. Underneath is a CAPTCHA image showing a grid of numbers. Below the CAPTCHA is a text box that says 'Type the characters in the image'. At the bottom, there are two blue buttons: 'Return' and 'Sign In'. At the very bottom, there is a small copyright notice: 'Copyright © Nepal Clearing House Limited. 2018'.

Figure 12. ConnectIPS Login Page

- Payment Details Page Will Display

Please check your payment details, amount and choose the **debit account** and submit



The image shows the 'PAYMENT DETAILS' page. At the top, there is a blue header with the 'connectIPS' logo. Below the header, there is a section titled 'PAYMENT DETAILS' with a 'Return to Creditor Site' button. The page displays the following information:

Creditor Id :	CIT-151-APP-8	Creditor Name :	Retirement Fund (KBB)
Transaction Amount :	(NPR) 50,000.00	Charge Amount :	(NPR) 0.00
Net Debit Amount :	(NPR) 50,000.00	Transaction Id :	TX00010 [REDACTED]
Reference Id :	REF000 [REDACTED]	Particulars :	CITIZEN INVESTMENT TRUST, KATHMANDU (O009847) Jun 22, 2022

Below the payment details, there is a section titled 'ACCOUNT DETAILS'. It contains a 'Debit Account' label and a dropdown menu with the text 'Select Account'. At the bottom right, there is a blue 'Submit' button. At the very bottom, there is a small copyright notice: '2018 © Nepal Clearing House Limited.'.

Figure 13. Payment details and Debit Account

- Double Check your payment Details and Enter your OTP received in ConnectIPS registered Mobile No and Email Address.

connect IPS

PAYMENT DETAILS [Return to Creditor Site](#)

Creditor Id :	CIT-151-APP-8	Creditor Name :	Retirement Fund (KBB)
Transaction Amount :	(NPR) 50,000.00	Charge Amount :	(NPR) 0.00
Net Debit Amount :	(NPR) 50,000.00	Transaction Id :	TX000 [REDACTED]
Reference Id :	REF000 [REDACTED]	Particulars :	CITIZEN INVESTMENT TRUST, KATHMANDU (0009847) Jun 22, 2022

Bank :	0701 - Himalayan Bank Limited	Branch :	27 - New Baneshwor Branch
Account No. :	027 [REDACTED]	Account Nick Name :	HBL [REDACTED]
Account Name. :	[REDACTED] Shrestha		

PASSWORD

One Time Password [Re-generate](#)

[Back](#) [Submit](#)

Clearing House Limited.

Figure 14. Payment Details and OTP

❖ For Corporate User Use **Submission No** and **Office Code** and Payment to CIT.