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
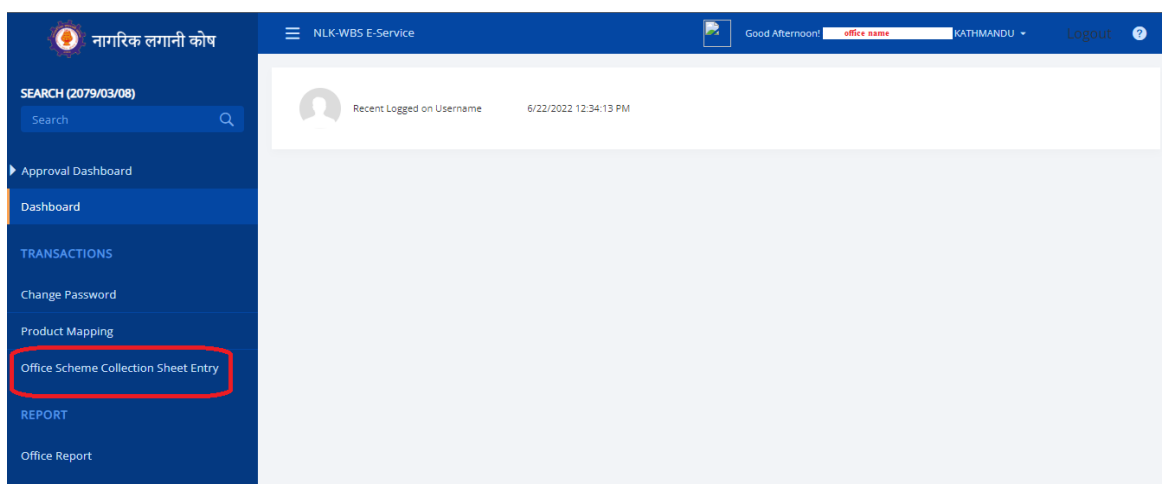
Figure 1. Login Page

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

Click on Office scheme Collection Sheet Entry from Dashboard

Figure 2 Dashboard

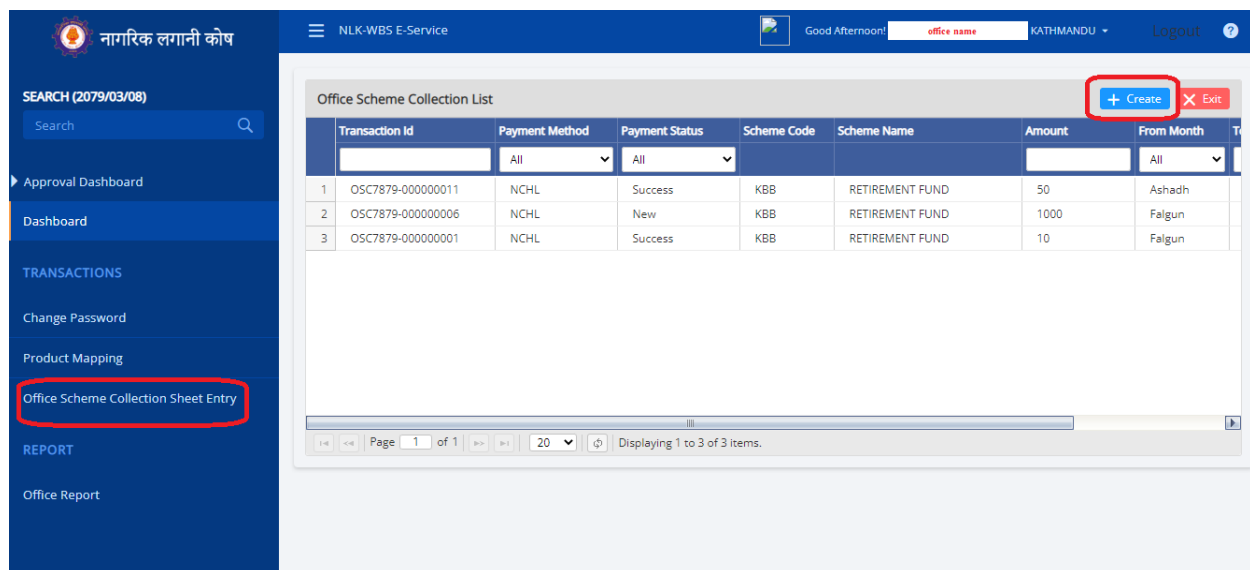**3. Click on Create or Ctrl+Q**

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.

Figure 4. Phatwari Entry Detail

Figure 5. Payment option for NCHL or BANK

Figure 6. Choose Collection Head

4.6.2 Excel Upload

4.6.2.1. Excel Template

Client have two option for excel upload.

4.6.2.1.1 Download

After Clicking Download button, excel file format will be downloaded.

Phatwari should be entered in given excel format.

AC_NO	OLD_AC_NO	EMP_SERIAL_NO	AMOUNT	CUSTOMER_NAME

Figure 7. Excel Format

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.

	AC_NO	OLD_AC_NO	EMP_SERIAL_NO	AMOUNT	CUSTOMER_NAME	
1						
2	001KBBC	520	30		·Shrestha	
3	001KBBC	607	268		ırya	
4	001KBBC	607	276		restha	
5	001KBBC	607	272		lhikari	
6	001KBBO	300	265		RDAHAL	
7	001KBBO	521	50		al	
8	001KBBO	607	273		INGANA	
9	001KBBO	596	139		EL	
10	001KBBO	594	61		ıdasaini Sharma (आवाश कर्जा रोक्का)	
11	001KBBO	595	115		nPaudel	
12	001KBBO	300	286		armi	
13	001KBBO	607	281			
14	001KBBO	606	148		kharel	
15	001KBBO	520	295		DHAKAL	
16	001KBBO	607	247		estha	
17	001KBBO	547	241			
18	001KBBO	596	138		·Pant	
19	001KBBO	596	132		;HI	
20	001KBBO	594	94		kary	
21	001KBBO	606	147		ıDCHAPAGAIN	
22	001KBBO	594	60		el (आवाश कर्जा रोक्का)	
23	001KBBO	594	70		;ADKASULA	
24	001KBBO	594	72		ıShrestha (आवाश कर्जा रोक्का)	
25	001KBBO	606	150		HATTARAI	

Figure 8. Excel Format with office data

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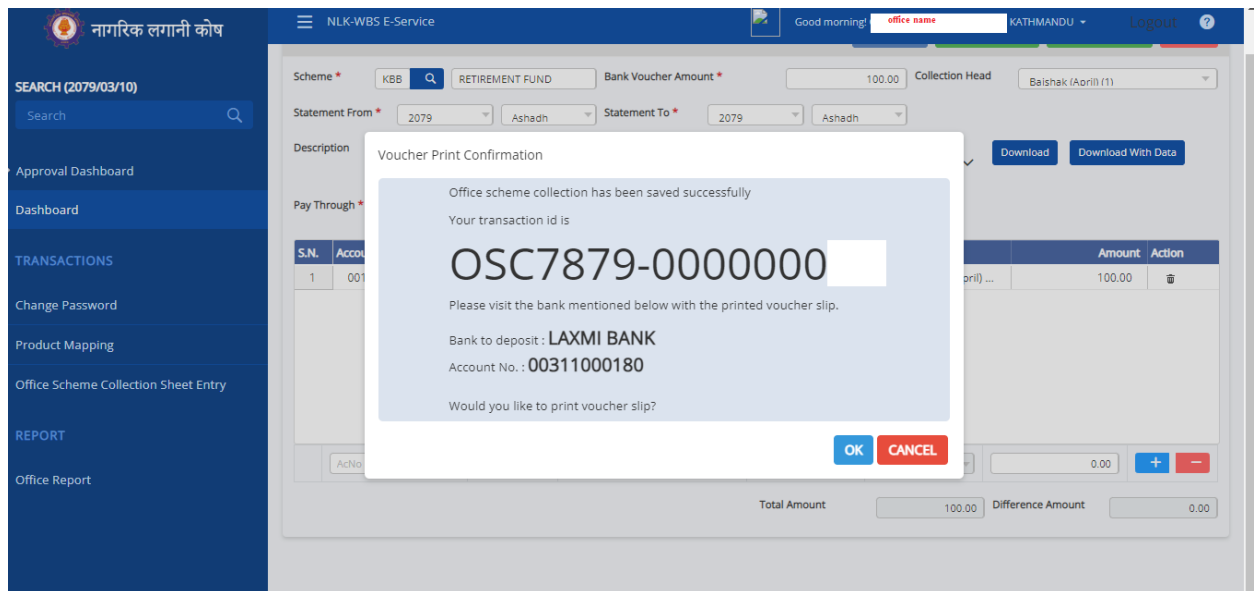

Figure 9. Voucher Confirmation Print

- 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.

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**
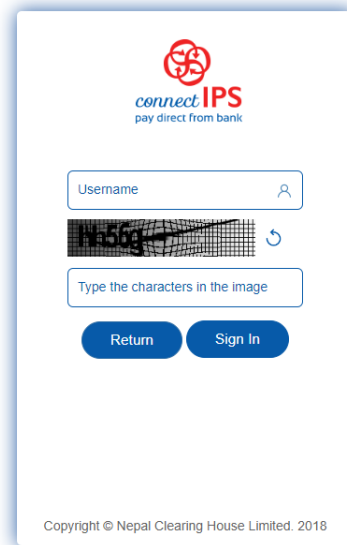
Figure 11. NCHL Portal Redirect

- ConnectIPS login page will appear. Please Login with your ConnectIPS login credentials
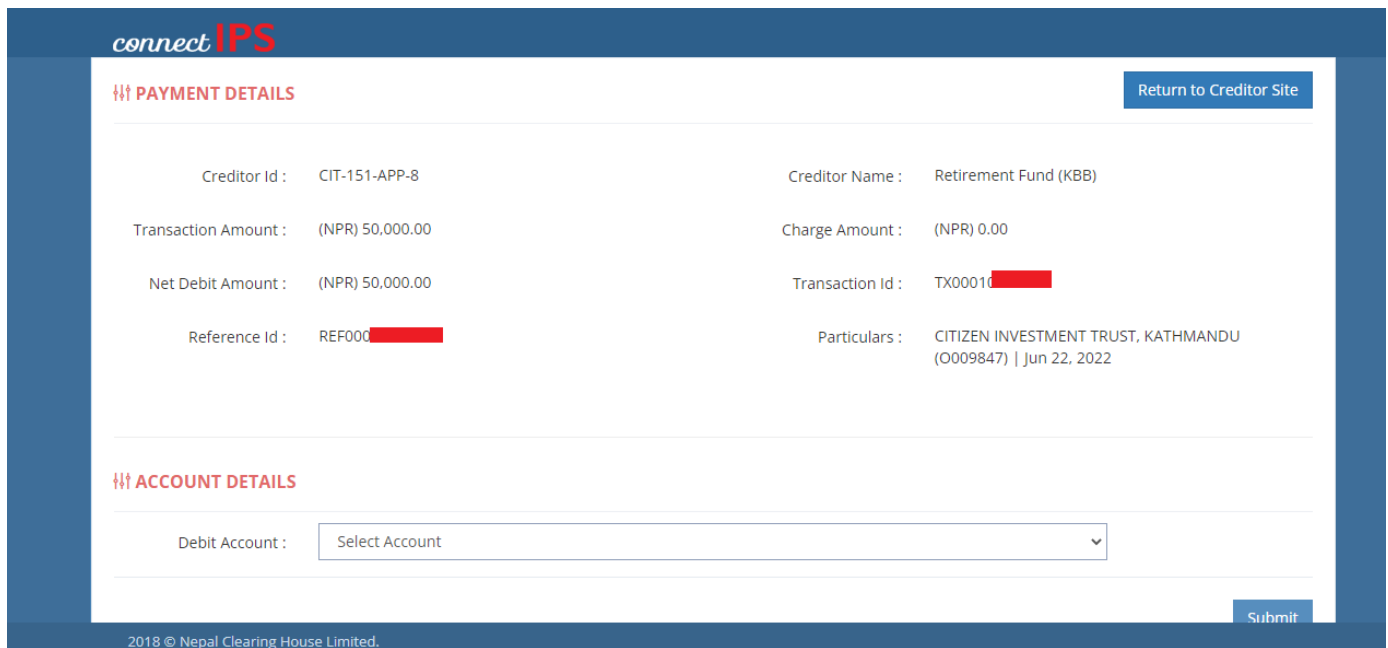
Figure 12. ConnectIPS Login Page

- Payment Details Page Will Display

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

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.

Figure 14. Payment Details and OTP

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