Beneficery (Farmer)

1. Beneficiary bill option is given in other bill option.

2. **Beneficiary Group Process**:
   Click on "Add beneficiary Group ", First create the beneficiary group.
   Enter the group name then select payment type and click on submit
   button.

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3. **Beneficiary Data Upload**: After Add group, To upload the beneficiary data, select the group name, browse file which has to be upload.

4. Fill will be in TEXT format.

Note: Format For Data=
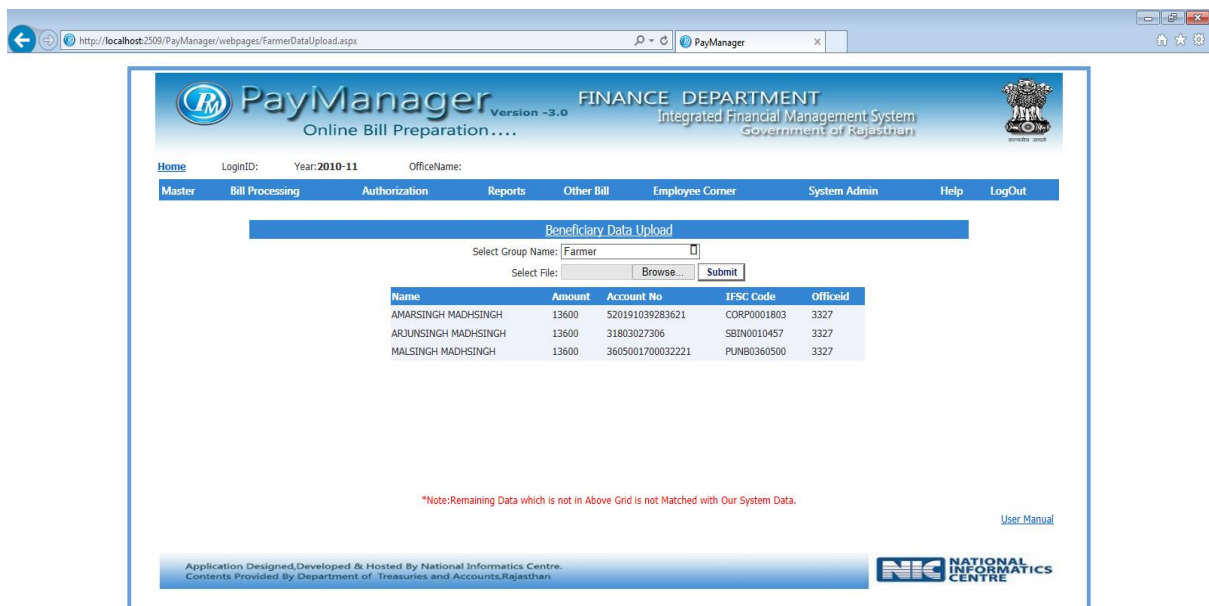"<Name>|<FatherName>|<Amount>|<IFSCCODE>|<ACCOUNTNo>|<OfficeID>|<MICRCODE>"

Demo File is given in Following Screenshot, MICR Code is only required in case of Gramin Bank and Make two Separate Files for data of Rural and Urban Banks.
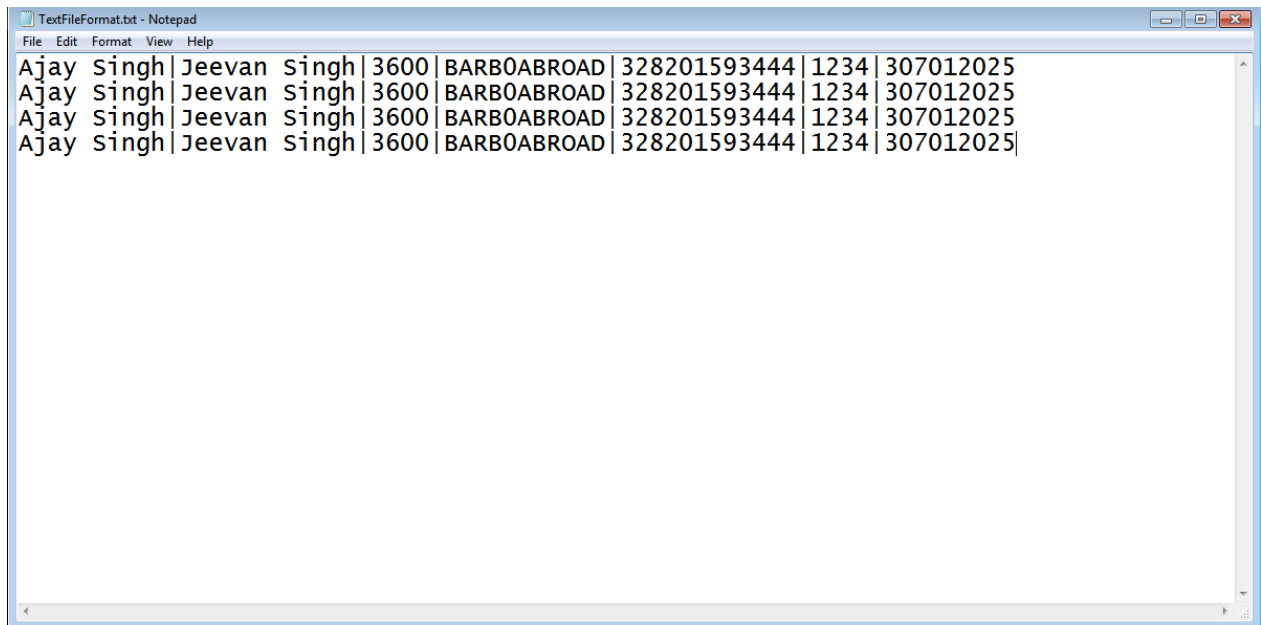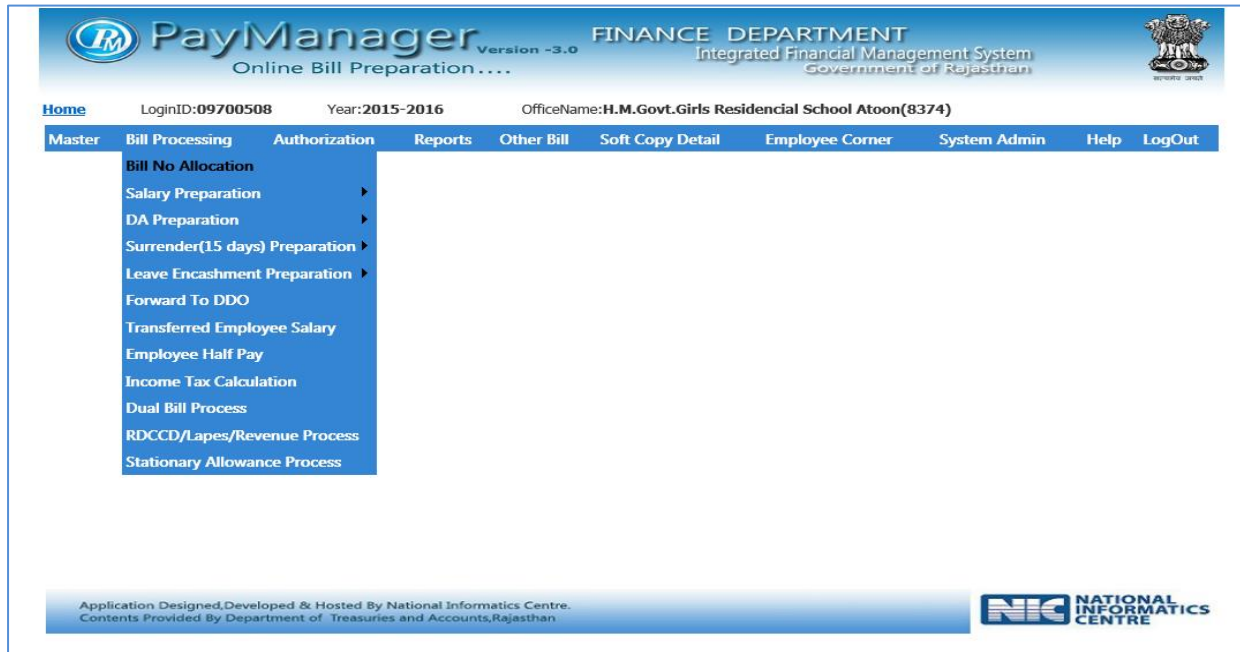

5. After successfully uploaded the file data will show as we can see in below image. Click on "**Submit**" button to upload

6. **Bill Process** :

I. Go in **Bill Processing** Menu and Click on **Bill No. Allocation**.

II. After Click on **Bill No. Allocation**, Choose **Bill Allocation** option from List.

III.   In this option we allocate the new bill number. In this we select bill type (GrantInAId), bill sub type (Grant-in-aid Scholar) , object head (12) , pay month, pay year, bill date, bill no. and bill name after that click on submit button.

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IV. **Beneficiary group processing**: select pay year, pay month, bill name, bill number and group name.

V. After select all details, select one out of two option as **Group process** and **Individual process**.

Bill Type - **Beneficiary (Farmer)**

Group process:

Individual process: