

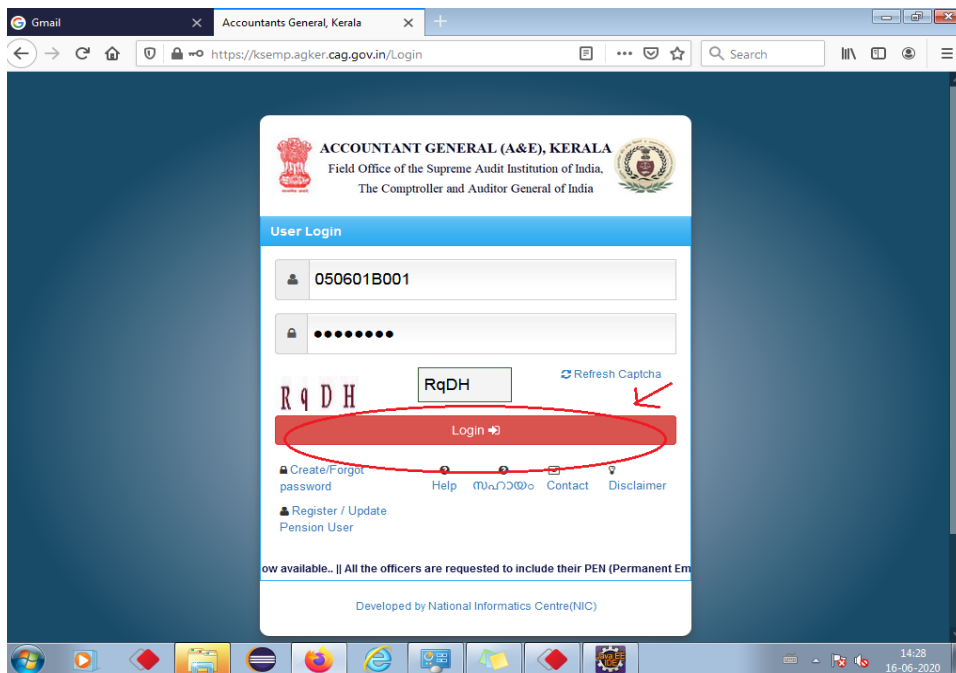
Governments of Kerala vide G.O. dated 05.08.2020 have introduced online module for reconciliation of accounts and required to submit reconciliation certificate digitally to Accountant General by all CCOs. This system will be implemented fully with effect from 01/10/2020 accounts. In order to familiarize the new system the State Government has required to make available a user tutorial in this regard in the website of Accountant General. Hence CCOs and DDOs may go through the following steps in order to familiarize with the new system.

Reconciliation Report –USER TUTORIAL

DDO LOGIN

1.DDO Login using user id and password provided by NIC

DDOs can login with their login credentials to the URL ksemp.agker.cag.gov.in.



2.DDO Home Page

In the home page click to VLC menu

ACCOUNTANT GENERAL (A&E), KERALA
Field Office of the Supreme Audit Institution of India,
The Comptroller and Auditor General of India

Home GPF Admission GPF Authorization GPF Annual Statement GPF Monthly Statement Pay Slip (Gazetted Officer) Service Details (Gazetted Officer) VLC

Help Document Change Password Logout

INBOX				
FROM	DATE	SUBJECT	MESSAGE	Action

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14:29
16-06-2020

3. DDO Pending List

By clicking into VLC menu, a VLC Reconciliation screen will appear showing three separate sub menus viz., i) Pending List ii) Approved List iii) Rejected List. By clicking view button after selecting the appropriate list, DDOs can view the requisite data.

The screenshot shows the web interface of the Accountant General (A&E), Kerala. The header includes the organization's name and logo. The navigation menu contains options like Home, GPF Admission, GPF Authorization, GPF Annual Statement, GPF Monthly Statement, Pay Slip, Service Details, and VLC. The VLC Reconciliation screen is active, displaying three tabs: Pending List, Approved List, and Rejected List. The Pending List tab is selected, showing a table with one entry. The table has columns for #, DDOCODE, YEAR, MONTH, Pdf path, STATUS, and Action. The entry has a status of 'P' and a 'VIEW' button with 'Accept' and 'Reject' options. The footer of the page contains the copyright notice: © Content Owned by Comptroller and Auditor General of India.

#	DDOCODE	YEAR	MONTH	Pdf path	STATUS	Action
1	050601B001	2020	3	/opt/uploads/gp/public/vlc/2020/03/0501_03_2020_050601B001.pdf	P	VIEW Accept Reject

4. View PDF

The screenshot shows a web browser window with the URL <https://ksemp.agker.cag.gov.in/Index>. The page header includes the logo of the Comptroller and Auditor General of India and the text: **ACCOUNTANT GENERAL (A&E), KERALA**, Field Office of the Supreme Audit Institution of India, The Comptroller and Auditor General of India.

The navigation menu contains the following items: Home, GPF Admission, GPF Authorization, GPF Annual Statement, GPF Monthly Statement, Pay Slip(Gazetted Officer), Service Details(Gazetted Officer), and VLC. There are also links for Help Document, Change Password, and Logout.

The main content area is titled **VLC Reconciliation**. It features three tabs: Pending List, Approved List, and Rejected List. The Pending List is active. Below the tabs, there is a search bar and a dropdown menu set to '10 entries'. A table displays the following data:

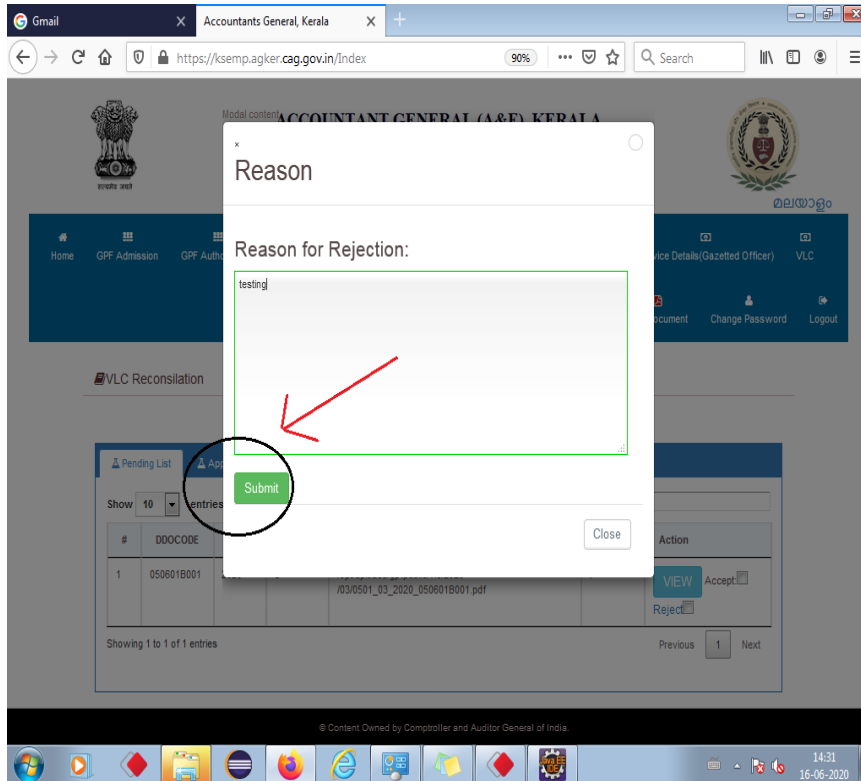
#	DDOCODE	YEAR	MONTH	Pdf path	STATUS	Action
1	050601B001	2020	3	/opt/uploads/gpf/public/vlc/2020/03/0501_03_2020_050601B001.pdf	P	VIEW <input type="checkbox"/> Accept <input type="checkbox"/> Reject

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous' and 'Next' navigation buttons. A red arrow points to the 'VIEW' button in the 'Action' column.

The footer of the page contains the text: © Content Owned by Comptroller and Auditor General of India. The Windows taskbar at the bottom shows the time as 14:30 on 16-06-2020.

5.DDO Rejection

After verifying the data, the DDOs can either accept or reject the same. Accept and reject menus are provided adjacent to the view menu. While rejecting the particular data a popup menu will appear where the reasons for rejection have to be noted. **In the rejection report, the DDOs should also mention their Designation, official address, Phone No and e-mail address for communication.**



6.DDO Accept

When the data is accepted by the DDOs, the same can be accessed and verified by the CCOs.

The screenshot shows the web interface of the Accountant General (A&E), Kerala. The browser address bar displays <https://ksemp.agker.cag.gov.in/Index>. The page header includes the title "ACCOUNTANT GENERAL (A&E), KERALA" and the text "Field Office of the Supreme Audit Institution of India. The Comptroller and Auditor General of India". A navigation menu contains links for Home, GPF Admission, GPF Authorization, GPF Annual Statement, GPF Monthly Statement, Pay Slip(Gazetted Officer), Service Details(Gazetted Officer), and VLC. A yellow alert box in the center of the page displays the message "ALERT Updated Successfully" with an "OK" button. Below the alert, there is a section for "VLC Reconciliation" with tabs for "Pending List", "Approved List", and "Rejected List". The "Pending List" tab is active, showing a search bar and a table with columns: #, DDOCODE, YEAR, MONTH, URL, STATUS, and Action. The table is currently empty, with the text "No data available in table" displayed. The footer of the page reads "© Content Owned by Comptroller and Auditor General of India." The Windows taskbar at the bottom shows the system clock as 14:32 on 16-06-2020.

Reconciliation Report- USER TUTORIAL

CCO LOGIN

7.CCO Login using the user id and password provided by NIC.

CCOs can login with their login credentials to the URL ksemp.agker.cag.gov.in.



8.CCO Home Page

In the home page click to VLC report menu

ACCOUNTANT GENERAL (A&E), KERALA
Field Office of the Supreme Audit Institution of India,
The Comptroller and Auditor General of India

Home VLC Report Help Document Change Password Logout

FROM	DATE	SUBJECT	MESSAGE	Action
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14:34
16-06-2020

9.CCO to check the DDO Pending List

By clicking into VLC report menu, a VLC Reconciliation screen will appear showing four separate sub menus viz., i) DDO Pending List ii) Pending List iii) Approved List vi) Rejected List. By clicking view button after selecting the appropriate list, CCOs can view the requisite data. In this screen, one additional menu is there to facilitate the CCOs to view the DDO pending list.

ACCOUNTANT GENERAL (A&E), KERALA
Field Office of the Supreme Audit Institution of India,
The Comptroller and Auditor General of India

Home VLC Report Help Document Change Password Logout

VLC Reconciliation

DDO CODE Search

DDO Pending List Pending List Approved List Rejected List

Show 10 entries Search:

#	DDOCODE	YEAR	MONTH	URL	STATUS	Action
1	110201A001	2020	4	/data/uploads/ReconcilePDF/2020/04/1101/1101_04_2020_110201A001.pdf	P	VIEW
2	110201A001	2020	5	/data/uploads/ReconcilePDF/2020/05/1101/1101_05_2020_110201A001.pdf	P	VIEW

Showing 1 to 2 of 2 entries Previous 1 Next

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10.CCO Pending List

CCOs can verify the data received by selecting the submenu pending list.

The screenshot displays the web interface for the Accountant General (A&E), Kerala. The page title is "ACCOUNTANT GENERAL (A&E), KERALA" and it identifies the user as the Field Office of the Supreme Audit Institution of India, The Comptroller and Auditor General of India. The interface includes a navigation bar with options like Home, VLC Report, Help Document, Change Password, and Logout. The main section is titled "VLC Reconciliation" and features a search bar for "DDOCODE". Below this, there are tabs for "DEO Pending List", "Pending List", "Approved List", and "Rejected List". The "Pending List" tab is active, showing a table with one entry. The table has columns for #, DDOCODE, YEAR, MONTH, URL, STATUS, and Action. The entry shows a DDOCODE of 050601B001 for the year 2020, month 3, with a status of DA. The action column contains buttons for "VIEW", "Accept", and "Reject".

#	DDOCODE	YEAR	MONTH	URL	STATUS	Action
1	050601B001	2020	3	/opt/uploads/gpfpublic/vlc/2020/03/0501_03_2020_050601B001.pdf	DA	VIEW Accept Reject

Showing 1 to 1 of 1 entries

Previous 1 Next

© Content Owned by Comptroller and Auditor General of India.

14:35
16-06-2020

11.CCO Accept

After verifying the data, the CCOs can either accept or reject the same. Accept and reject menus are provided adjacent to the view menu. After being accepted, the approved data can be uploaded.

The screenshot displays the web interface of the Accountant General (A&E), Kerala. The browser address bar shows the URL <https://ksemp.agker.cag.gov.in/Index>. The page header includes the text "ACCOUNTANT GENERAL (A&E), KERALA" and "Field Office of the Supreme Audit Institution of India, The Comptroller and Auditor General of India". A navigation menu contains "Home", "VLC Report", "Help Document", "Change Password", and "Logout".

An "ALERT" dialog box is centered on the screen, displaying the message "Updated Successfully" and an "OK" button. Below the alert, the "VLC Reconciliation" section is visible, featuring a "DDOCODE" input field and a "Search" button. The main content area shows three tabs: "Pending List", "Approved List", and "Rejected List". The "Approved List" tab is active, displaying a table with columns: "#", "DDOCODE", "YEAR", "MONTH", "URL", "STATUS", and "Action". The table is currently empty, with the message "No data available in table" displayed. The footer of the page reads "© Content Owned by Comptroller and Auditor General of India." and the system tray shows the date and time as "14:38 16-06-2020".

12.CCO Accept List

The approved list can be verified.

The screenshot shows a web browser window with the URL <https://ksemp.agker.cag.gov.in/Index>. The page header includes the text "ACCOUNTANT GENERAL (A&E), KERALA" and "Field Office of the Supreme Audit Institution of India, The Comptroller and Auditor General of India". Below the header is a navigation bar with links for Home, VLC Report, Help Document, Change Password, and Logout.

The main content area is titled "VLC Reconciliation" and features a search box for "DDOCODE" with a "Search" button.

Below the search box is a table with three tabs: "Pending List", "Approved List", and "Rejected List". The "Approved List" tab is active. The table displays one entry with the following details:

#	DDOCODE	YEAR	MONTH	URL	STATUS	Action
1	050601B001	2020	3	/opt/uploads/gp/public/vlc/2020/03/0501_03_2020_050601B001.pdf	CA	VIEW

At the bottom of the table, it says "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

The footer of the page contains the text "© Content Owned by Comptroller and Auditor General of India." and a Windows taskbar showing the time as 14:38 on 16-06-2020.

13.CCO Rejection List

CCOs can verify the rejected items also.

ACCOUNTANT GENERAL (A&E), KERALA
Field Office of the Supreme Audit Institution of India,
The Comptroller and Auditor General of India

VLC Reconciliation

DDOCODE Search

DEO Pending List Pending List Approved List **Rejected List**

Show 10 entries Search:

#	DDOCODE	YEAR	MONTH	URL	STATUS	Action
No data available in table						

Showing 0 to 0 of 0 entries Previous Next

Activate Windows
Go to Settings to activate Windows.

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14. For any further clarification / assistance you may please contact: -

ITS Cell, O/o the PAG(A&E) Kerala, Thiruvananthapuram : 0471-2776282

VLC Cell, O/o the PAG(A&E) Kerala, Thiruvananthapuram: 0471-2776399, 0471-2776398.