

LOK SABHA SECRETARIAT
(INTEGRATED FINANCE UNIT)

No. 31863

Dated the 25th November, 2019

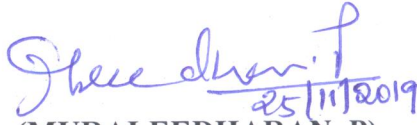
CIRCULAR

Subject : Online Bill Tracking System for MSA Branch.

An Online Bill Tracking System (BTS) has been developed by NIC, LSS to track the status of Bills/claims sent to MSA Branch by Hon'ble MPs and various Branches. Before sending Bills/Claims in physical form to MSA Branch, Hon'ble MPs/their PAs have to login into the Members' Portal and thereafter the link "Reimbursement claim-BTS" using the Members' Portal login ID and password (same on Members' Portal) and register the Bill/Claim online. In case of Hon'ble Members, who do not register their claims with BTS, the receiver in MSA Branch would register the claim with BTS at the time of submission of physical copies of the claims.

2. On registering the Bill/Claim online as stated above, a Unique Reference Number (URN) is generated and an instant SMS alert is sent to Members' mobile number. The URN so generated may be superscribed on the physical file/check list before sending the same to MSA Branch. Thereafter, the movement of the Bill/Claim in MSA and P&AO, LS, till the payment is sent to the Bank, can be tracked online by the Member/their PAs by logging into the link "Reimbursement claim-BTS (user activities-view submitted bills)". If the dealing assistant in MSA Branch holds the bill for any clarification/documents, it would be visible online and an instant SMS alert will be received by the Member on his/her mobile. The system also provides for a dashboard for supervision and monitoring of processing/pendency of Bills/Claims in MSA Branch and P&AO, LS by its senior officers.

3. Hon'ble Members are requested to utilize the online BTS to track the status of their Bills/Claims in MSA Branch and to ensure its timely settlement. Any complaint regarding missing/delay in processing of Bills/Claims can be appropriately addressed, if the same has been registered in the online BTS and URN is quoted.


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