



**Government of India
Ministry of Finance
Department of Revenue
Central Board of Indirect Taxes & Customs
Directorate General of Human Resource Development
507/8, Deep Shika, Rajendra Place
New Delhi - 110008**

File No. File No: I/(22)/OTH/1130/2021-ADMN

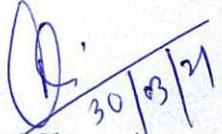
Dated: 30.03.2021

CIRCULAR

In order to enable the staff as well as the vendors, who submit various kinds of bills to the Administration branch of HRM-II for payments, a facility named as "BHUGTAAN" will be launched w.e.f. 01.04.2021.

2. The facility is accessible through the official website of DGHRD i.e. dghrdcbic.gov.in, through password protected login mechanism. The users can ascertain status of pending bills like Medical Bills, LTC Bills, Mobile Reimbursement Bill, Children Education Allowance Bill, T.A. Bills etc.(in case of staff) and administration purchase bills (in case of vendors) on the real time basis. This interface will bring transparency and accountability in accounts related work.
3. The SOP to use the "BHUGTAAN" tab is attached as Annexure 'A' to this circular.

Encl.:- As above


(Bharti Sharma)
Joint Director
HRM-II, DGHRD

Copy to :-

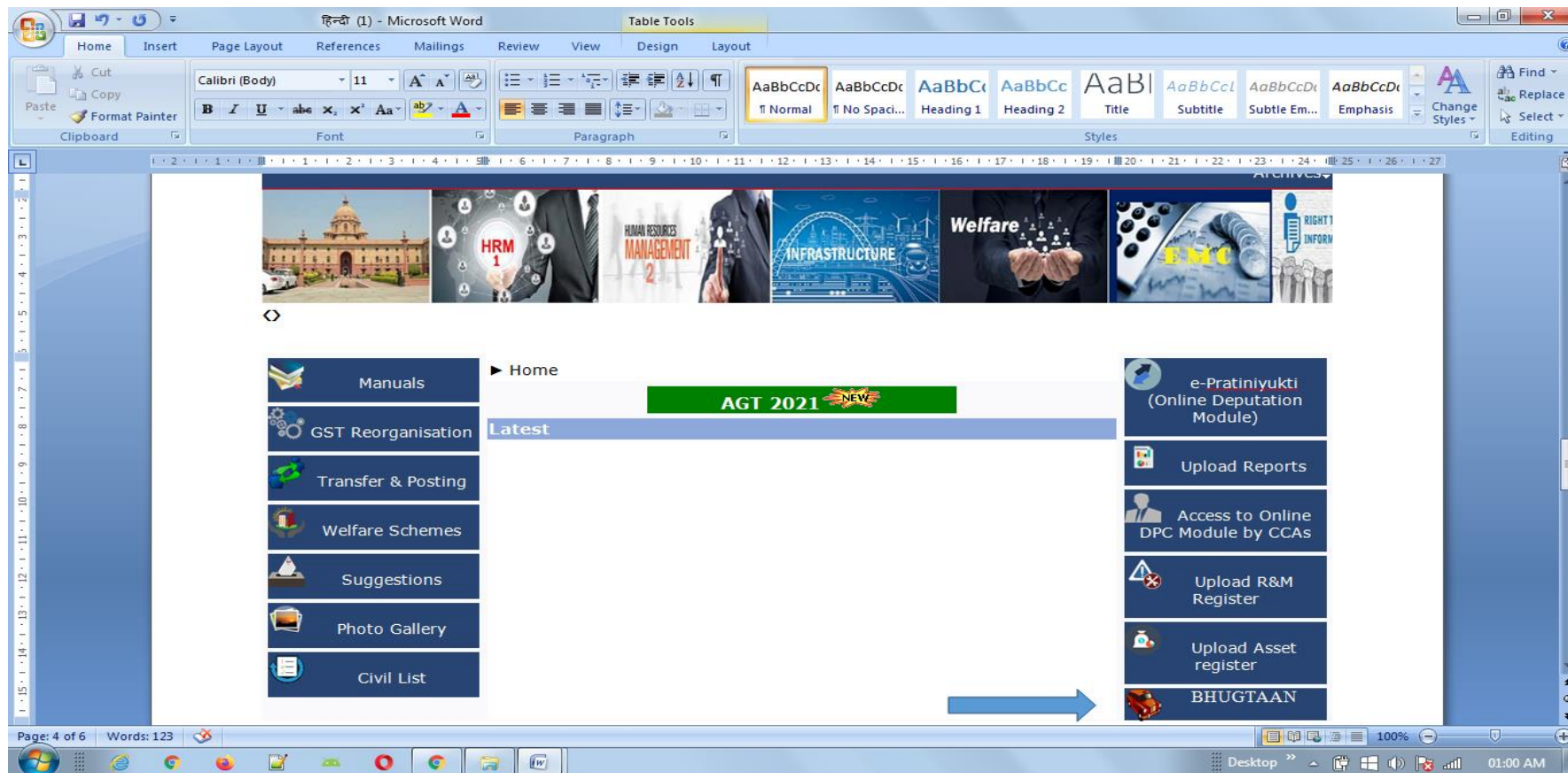
1. PS to Director General (HRD)
2. PS to Additional Director General (HRM-I & II)
3. All officers/staff of HRM-I & II
4. Notice Board
5. Official website of DGHRD

डी०जी०एच०आर०डी०
प्रेषक.....
क्रम सं०... 88/8/2021
दिनांक... 30/03/2021

प्रेषित

Step by Step Process for login into "BHUGTAAN" tab


1. Go to the website of DGHRD i.e. www.dghrdcbc.gov.in and click on "BHUGTAAN" tab.



2. After clicking on BHUGTAAN tab in the home page, the following window will appear. Click on [Create your account](#).


Directorate General of human res... | (1) WhatsApp | https://dghrdcbic.gov.in/bhugta... | +

dghrdcbic.gov.in/bhugtaan/index.asp

 **BHUGTAAN (भुगतान)**
Directorate General of Human Resource Development (HRM Wing)

Home

Login window for BHUGTAAN (भुगतान)



Mobile No./Email:

Mobile OR Email

Password:

Enter Verifying Code:

Enter Verifying Code 0870

Login

[Create your account](#) | [Forgot your password?](#)

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Type here to search

12:02 24-03-2021

3. Following screen will appear. Fill the details required in respective fields, create your account using email/mobile. Enter Verifying Code and click on **Signup**

WhatsApp x | https://dghrdcbic.gov.in/bhugta x | https://dghrdcbic.gov.in/bhugta x | Gmail - Email from Google x | Gmail x | New Tab x | +

dghrdcbic.gov.in/bhugtaan/createaccount.asp

 **BHUGTAAN (भुगतान)**
Directorate General of Human Resource Development (HRM Wing)

Home

Signup window for BHUGTAAN (भुगतान)

Sign up here!

Name:

Name

Company / Organization Name:

Company / Organization Name

Username.: Email: **Mobile :**

Enter Verifying Code:

Enter Verifying Code 9049

Signup BACK

Type here to search

14:40
24-03-2021

4. The following window will appear. Create your Password, using Set Password option, the password must fulfil the mandatory password creating requirements as mentioned. Retype Password, Enter Verifying Code in their respective fields and click on **Change Password**.

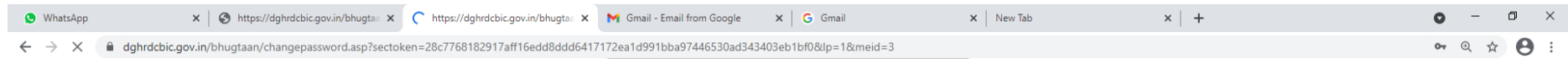
The screenshot shows a web browser window with the URL <https://dghrdcbic.gov.in/bhugtaan/changepassword.asp?sectoken=28c7768182917aff16edd8ddd6417172ea1d991bba97446530ad343403eb1bf0&lp=1&meid=3>. The page header includes the BHUGTAAN logo and navigation links: My Details, Pending Bills, Cleared Bills, Change Password, and Logout. The main content area is titled "Set Password" and features a "Change Password" icon with a password field containing four asterisks. Below this, the following requirements are listed in red text:

- Password must be at least 8 characters long
- Password must not begin with a number
- Password must have 3 out of the following 4 characteristics:
 - At least one upper case letter (A-Z)
 - At least one lower case letter (a-z)
 - At least one number (0-9)
 - At least one of the following symbols: hyphen (-), underscore (_), dollar (\$), pound/hash (#)

The form includes three input fields: "Set Password", "Retype Password", and "Enter Verifying Code". The "Enter Verifying Code" field contains the code "1025" displayed in green on a yellow background. A blue "Change Password" button is located at the bottom of the form.

Windows taskbar at the bottom shows the search bar with "Type here to search", taskbar icons for Edge, File Explorer, Mail, Chrome, Excel, and Word, and system tray icons for network, volume, and date/time (14:43, 24-03-2021).

5. Following screen will appear. Click on OK.



dghrdcbic.gov.in says
Your password has been set successfully.
OK



6. You will be redirected to following screen. Fill the blank fields and click “UPDATE”.

BHUGTAAN (भुगतान)
Directorate General of Human Resource Development (HRN Wing)

[My Details](#) [Pending Bills](#) [Cleared Bills](#) [Change Password](#) [Logout](#)

My Details

Name:

Company Name:

Email Address:

Mobile Number:

Enter Verifying Code:

 2451

Update

7. Following screen will appear. Click on “Pending Bills”.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** WhatsApp, <https://dghrdcbic.gov.in/bhugtaan>, My Details, Gmail - Email from Google, Gmail, New Tab.
- Address Bar:** dghrdcbic.gov.in/bhugtaan/mydetails.asp?msg=ok§oken=28c7768182917aff16edd8ddd6417172ea1d991bba97446530ad343403eb1bf0
- Header:** BHUGTAAN (भुगतान) Directorate General of Human Resource Development (HRD Wing). Navigation links: My Details, Pending Bills (highlighted with a blue arrow), Cleared Bills, Change Password, Logout.
- Left Panel:** A circular icon containing a person silhouette and a document with a bar chart.
- Message Box:** A green box stating "You details have been updated successfully."
- Form Fields:**
 - Name:** Input field containing "9049".
 - Company Name:** Input field containing "xyz".
 - Email Address:** Input field containing "*****".
 - Mobile Number:** Input field containing "Mobile Number".
 - Enter Verifying Code:** Input field containing "Enter Verifying Code".
- Verification Code:** A yellow box on the right displays the code "9120".
- Update Button:** A blue button labeled "Update".

The Windows taskbar at the bottom shows the search bar, task view, and system tray with the date 24-03-2021 and time 14:52.

8. The following page of BHUGTAAN will open. The user will be able to check the status of his/her bills here, by clicking on “+” icon under STATUS tab.

The screenshot displays the BHUGTAAN web application interface. At the top, there is a navigation bar with the logo and name "BHUGTAAN (भुगतान) Directorate General of Human Resource Development (HRM Wing)". Below this, a user is logged in as "7213" with the message "Welcome 7213. You last logged in on 23/03/2021 16:58:24". The main content area is titled "Pending Bills" and features a table with the following columns: S.No., Bill Number, Bill Date, Name, Mobile No. Email, Amount, Heads, and Status. A single bill is listed with S.No. 1, Bill Number 55555, Bill Date 12/03/2021, Name xyz, Amount ₹6700, and Heads Medical Treatment. The Status column for this bill contains a "+" icon, which is highlighted by a blue arrow. The table also shows "Total 1 Bills found." and "1 of Pages 1". At the bottom of the page, there is a footer with the text "All Rights Reserved © 2020 DGHRD" and "Designed and Developed By Prayas Solutions". The Windows taskbar at the bottom shows the time as 01:15 AM.

S.No.	Bill Number	Bill Date	Name	Mobile No. Email	Amount	Heads	Status
1	55555	12/03/2021	xyz	§	₹6700	Medical Treatment	+

9. Check the status of your bill(s).

The screenshot shows the BHUGTAAN (भुगतान) Directorate General of Human Resource Development (HRM Wing) web portal. The user is logged in as 7213, with the last login on 24/03/2021 at 14:16:15. The page displays a 'Pending Bills' section with a search bar and a 'BACK' link. A table lists one pending bill with the following details:

S.No.	Bill Number	Bill Date	Name	Mobile No. Email	Amount	Heads	Status
1	55555	12/03/2021	xyz	[REDACTED]	₹6700	Medical Treatment	[REDACTED]

Below the table, a progress bar shows the bill's status: 'Returned by Administration branch' (checked), 'Sanctioned By HoD', 'Sent to PAO', 'Returned by PAO', 'Re-Sent to PAO', and 'Cleared By PAO'. A message states: 'Your Bill no. 55555 dated 12/03/2021, for an amount of ₹6700 has been duly received in the Administration branch on 13/03/2021 for further processing.'

10. If account has already been created, follow the steps from 1 to 2, fill your credentials, login and follow the steps 7-9.