



महाराष्ट्र शासन

वित्त विभाग

संचालनालय, लेखा व कोषागारे

पाचवा मजला, नविन प्रशासकिय इमारत, मादाम कामा मार्ग, मंत्रालयासमोर, मुंबई-४०००३२.

दूरध्वनीक्रमांक :- ०२२-२२८८०११७ / २२८८०१०६

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क्र.संलेको/संगणक/ नस्ती क्र.१०६/ १०.२०२५/ ६००

दि. 4 DEC 2025

// परिपत्रक //

विषय :- आभासी वैयक्तिक ठेव लेखा प्रणालीमधून रक्कम समर्पित करणेबाबत.

संदर्भ :- वित्त विभाग शासन निर्णय क्र.संकीर्ण २०२३/ प्र.क्र.११०/ २०२३/ कोषा प्रशा-५,

दि.१४.०२.२०२४

संदर्भित शासन निर्णय दि.१४.०२.२०२४ मधील परिच्छेद क्र.१७ अन्वये शासकीय कार्यालयांच्या तसेच त्याव्यतिरिक्त अन्य कार्यान्वयन यंत्रणांच्या स्तरावरील आभासी वैयक्तिक ठेव लेखांच्या संदर्भात राज्याच्या एकत्रित निधीतून रक्कम आहरित केल्याच्या दिनांकापासून एक वर्षाच्या मुदतीत अशी रक्कम खर्च करणे संबंधित आभासी वैयक्तिक ठेव लेखा प्रशासकांसाठी अनिवार्य आहे.

परिच्छेद क्र.१९ अन्वये आभासी वैयक्तिक ठेव लेखातील सहायक अनुदानाची रक्कम विहित मुदतीत खर्च न केल्यास, त्यानंतर आभासी ठेव लेखा प्रशासकांना अशी रक्कम खर्च करता येणार नाही. अशा अखर्वित रक्कमा तत्परतेने राज्याच्या एकत्रित निधीमध्ये तात्काळ भरणा करणे अनिवार्य आहे.

त्या अनुषंगाने ज्या आभासी वैयक्तिक ठेव लेखा प्रशासकांचे एक वर्ष पूर्ण होऊनही रक्कम समर्पित करण्यात आली नाही, अशा बाबत एक वर्ष पूर्ण होण्याच्या दिनांकास प्रणालीमध्ये समर्पित करण्यासाठी सुविधा माहे मे - जून २०२५ मध्ये आभासी वैयक्तिक ठेव लेखा प्रणालीमध्ये सर्व आभासी वैयक्तिक ठेव प्रशासकांना उपलब्ध (Live) केलेली आहे.

तसेच रक्कम आहरित केल्याच्या दिनांकापासून एक वर्ष पूर्ण होण्याआधी प्रशासकांना अखर्वित रक्कमा समर्पित करण्याची सुविधा (Voluntary / Premature) माहे सप्टेंबर २०२५ मध्ये आभासी वैयक्तिक ठेव लेखा प्रणालीमध्ये सर्व आभासी वैयक्तिक ठेव प्रशासकांना उपलब्ध (Live) केलेली आहे.

एक वर्ष पूर्ण झाल्यानंतर व एक वर्ष पूर्ण होण्याआधी अशा उपरोक्त दोनही शर्तीमध्ये आभासी वैयक्तिक ठेव लेखा प्रणालीमधून अखर्वित रक्कमा समर्पित करण्याचे User Manual यासोबत प्रसारित करण्यात येत आहे. सदर User Manual संबंधितांच्या अधिनस्त असलेल्या सर्व आभासी वैयक्तिक ठेव लेखा प्रशासकांच्या निदर्शनास आणून देण्यात यावे.

(दीपा देशपांडे)

संचालक, लेखा व कोषागारे,  
महाराष्ट्र राज्य, मुंबई.

\* प्रत आवश्यक कार्यवाहीसाठी:-

१. अधिदान व लेखा अधिकारी, अधिदान व लेखा कार्यालय, मुंबई

कृ.मा.प...

// २ //

२. वरिष्ठ कोषागार अधिकारी (सर्व)
३. जिल्हा कोषागार अधिकारी (सर्व)
४. उपकोषागार अधिकारी (सर्व) (\*\*जिल्हा कोषागार अधिकारी यांचे मार्फत)

\* प्रत माहितीस्तव व आवश्यक कार्यवाहीसाठी:-

१. सहसंचालक, संचालनालय, लेखा व कोषागारे (सर्व)
२. उपसंचालक, संचालनालय, लेखा व कोषागारे (सर्व)
३. सहायक संचालक (ट्रेझरी नेट)
४. राज्य मास्टर डेटा नियंत्रक (सर्व)
५. कोषागार निरीक्षण शाखा

\* प्रत माहितीस्तव व आवश्यक कार्यवाहीसाठी :-

- राष्ट्रीय सूचना विज्ञान केंद्र, पुणे  
(\*ई-मेल द्वारे निर्गमित)



# Virtual Personal Deposit Account



## VPDA User Manual For Surrender of Expired Amount (DDO Level - Surrender)

Directorate of Accounts and Treasuries (DAT)  
Finance Department

Prepared By  
VPDA (Virtual Personal Deposit Account)  
(DAT, Computer Branch)

Name of the document :	<i>VPDA User Manual for Surrender of Expired Amount (DDO Level - Surrender)</i>
Release Date :	
Author Name :	<i>Shri. Ganesh Bhondivale, Account Officer (BEAMS, Bill Portal, VPDA), Directorate of Accounts and Treasuries, M.S., Mumbai</i>
Approver Name :	<i>Shri. Deorao Mhaske, Deputy Director (IT), Directorate of Accounts and Treasuries, M.S., Mumbai</i> <i>Smt. Swapnaja Sindkar, Joint Director (IT), Directorate of Accounts and Treasuries, M.S., Mumbai</i> <i>Smt. Deepa Deshpande, Director, Directorate of Accounts and Treasuries, M.S., Mumbai</i>
Owner of the document :	<i>Directorate of Accounts and Treasuries (DAT), Mantralaya</i>



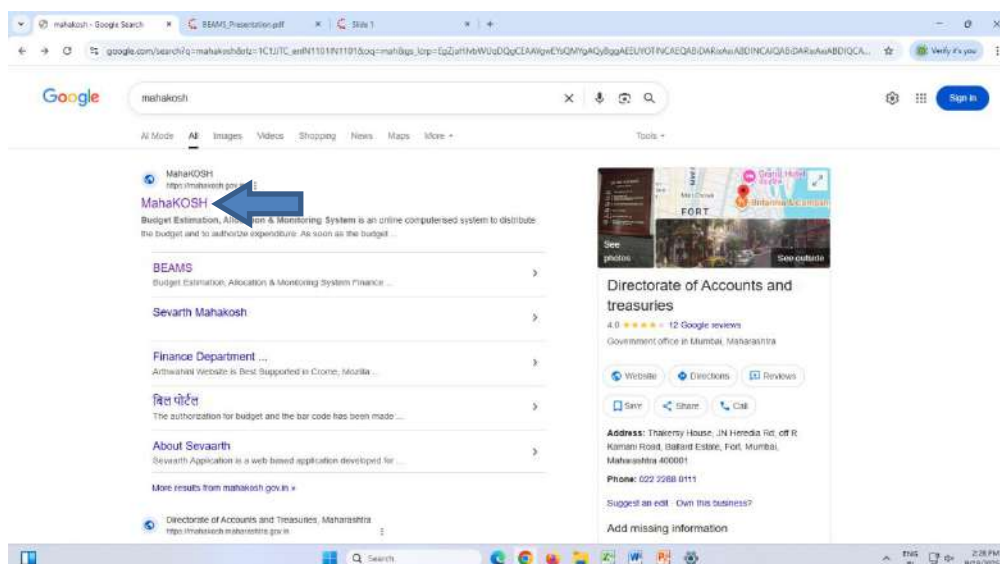


# Virtual Personal Deposit Account



## ➤ Procedure to Login to VPDA – Visit Website of Mahakosh

- Visit the website **MahaKOSH** on any web browser. Then Click on **MahaKOSH** Link.



## ➤ Procedure to Login to VPDA – Visit BEAMS Portal

- MahaKOSH** website will open. Then Click on **BEAMS** Link.



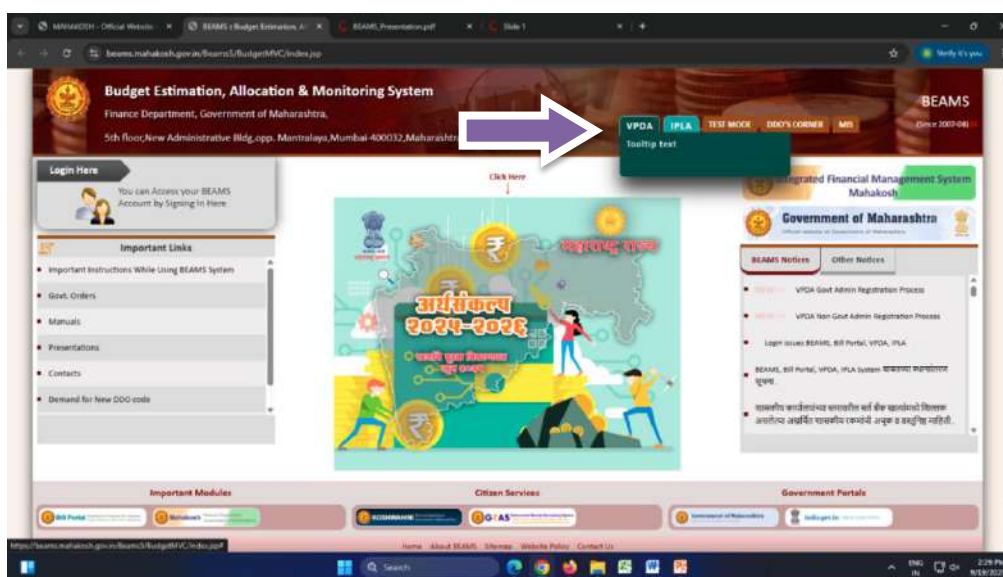


# Virtual Personal Deposit Account



## ➤ Procedure to Login to VPDA – Login to VPDA System

- BEAMS (Budget Estimation, Allocation & Monitoring System) website will open. Then Click on **VPDA** link.



## ➤ Procedure to Login to VPDA – Click on Login Tab

- VPDA (Virtual Personal Deposit Account) website will open. Then Click on **Login** Tab.







# Virtual Personal Deposit Account

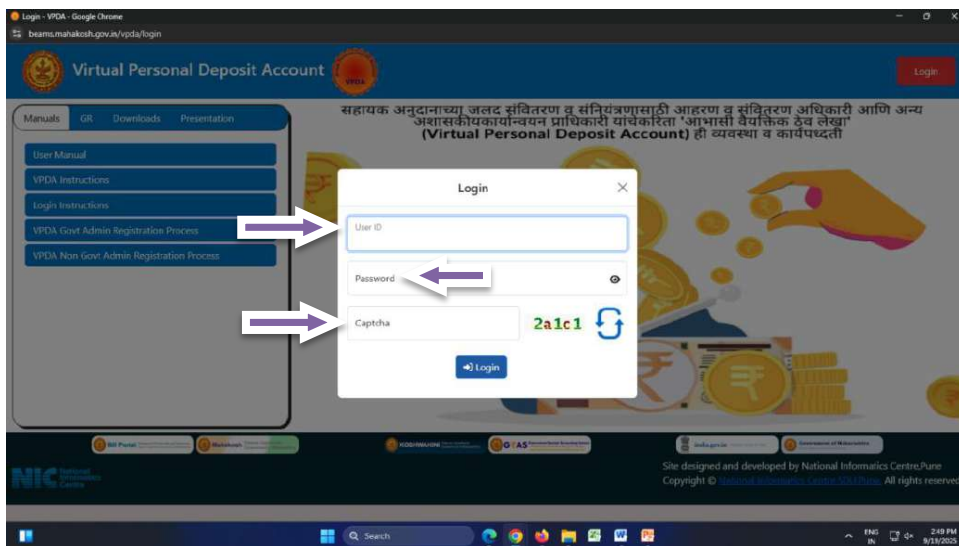


## ➤ Procedure to Login to VPDA – Login to User Login

After Click on Login, VPDA Login page will show.

Login to Assistant login for Procedure of Surrender Amount.

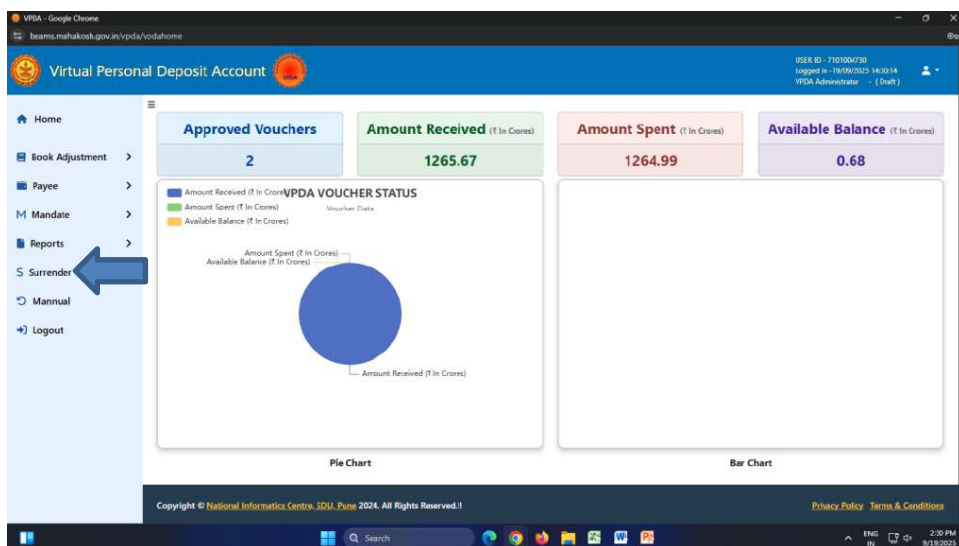
Enter **User ID, Password, and Captcha**. And then Click on **Login Button**.



## ➤ Procedure to Surrender the Expired Vouchers.

After login to Assistant Login, Home Page will open.

- To see Vouchers which have crossed valid up to date or Vouchers which are expired are displayed for surrender, Click on **Surrender tab**.





# Virtual Personal Deposit Account



## ➤ Procedure to Generate Credit Note to Surrender the Expired Voucher

- After Clicking on Surrender tab, List of Expired Voucher/s will show (See below Screenshot).
- ❖ List of Expired Voucher includes Unique ID – Payment Scheme – Object Code – Voucher No – Voucher Date – Auth No – Valid upto – Voucher Amount – Spent – Surrendered Balance – Balance to Be Surrender – Status.
- ❖ List of Expired Voucher also includes All, Approved, Pending and Rejected tabs.
- To generate Credit Note of Expired Voucher, Click on **Unique Id** which the user wants to Surrender the amount.

Surrender / List of Expired Voucher

List of Expired Voucher

Buttons: All-12, Approved-11, Pending-0, Rejected-1

Show 10 entries

Unique Id	Payment Scheme	Object Code	Voucher No	Voucher Date	Auth No	Valid upto	Voucher Amount (₹)	Spent (₹)	Surrendered Balance (₹)	Balance To be Surrender (₹)	Status
<a href="#">1754</a>	2225F085	27	165	19-07-2024	56132404371213012624	19-07-2025	2500000	2490094	9906	0	Expired
<a href="#">1755</a>	2225F085	27	167	19-07-2024	56137015371335011824	19-07-2025	3000000	2983807	16193	0	Expired
<a href="#">1873</a>	2225F085	27	132	12-08-2024	56132752371512013924	12-08-2025	6947500	6645550	0	301950	Expired
<a href="#">19328</a>	2225E623	31	836	28-03-2025	5613137437155001425	17-09-2025	15000000	11768400	0	3231600	Expired
<a href="#">25026</a>	22253538	31	1078	31-03-2025	5613772137842011125	17-09-2025	288000	216000	0	72000	Expired
<a href="#">25028</a>	2225D331	31	1082	31-03-2025	56136813371847013125	17-09-2025	1890000	157500	0	1732500	Expired

Showing 11 to 16 of 16 entries

Previous 1 2 Next



# Virtual Personal Deposit Account



- After clicking on **Unique ID, Credit Note Details/Information** will show to generate the **Credit Note**.

**Credit Note** will show **VPDA Admin – Designation – Scheme Code – Treasury Code – Treasury Name – Voucher Amount – As Reduction In Expd. – Minor Head – Receipt Major Head – Receipt Code – Balance to be Surrender**. (See Below Screenshot)

User has to check and confirm the amount and details mentioned in the **Credit note**.

The screenshot displays the VPDA web application interface. The header includes the logo, the title "Virtual Personal Deposit Account", and user information: USER ID : 3701005613, Logged In : 25/09/2025 16:02:04, and VPD Administrator - (Draft). The left sidebar contains navigation links: Home, Book Adjustment, Payee, Mandate, Reports, Surrender, Manual, and Logout. The main content area is titled "Surrender / List of Pending Mandate" and contains a note about the status of mandates. Below the note, there is a table with the following details:

Unique Id :	25028	Scheme Code :	2225D331	Object Code :	31
Voucher No :	1082	Voucher Date :	31-03-2025	Voucher Amount(₹) :	1890000
Expenditure(₹) :	157500	Balance (₹) :	1732500	Valid Upto :	17-09-2025

Below the table, there is a section titled "Credit Note" with the following details:

Vpda Admin :	3701005613	Designation :	ASSISTANT COMMISSIONER SOCIAL WELFARE LATUR	Scheme Code :	2225D331
Treasury Code :	3701	Treasury Name :	LATUR	Voucher Amount (₹) :	1890000
As Reduction In Expd. :	2225D331	Minor Head :	912	Receipt Major Head :	0070
Receipt Code :	0070076201	Balance To be Surrender :	1732500		

At the bottom of the credit note section, there is a "Surrender" button. The footer of the application includes the copyright notice: Copyright © National Informatics Centre, SDU, Pune 2024. All Rights Reserved.!! and links to Privacy Policy and Terms & Conditions.





## Virtual Personal Deposit Account



### ➤ Procedure of Submission of Credit Note of Expired Voucher to DDO for Approval of Surrender from Assistant Login

- After checking the details of Credit Note, if the details given in the Credit Note are correct, then click on **Surrender Button**. (See Below Screenshot)

VPDA - Google Chrome  
beams.mahakosh.gov.in/vpda/surrender/credit-note

Virtual Personal Deposit Account

USER ID : 3701005613  
Logged In : 25/09/2025 16:02:24  
VPDA Administrator - (Draft)

Home  
Book Adjustment  
Payee  
Mandate  
Reports  
Surrender  
Manual  
Logout

Surrender / List of Pending Mandate

Note : If Status is Rejected, then delete the rejected mandate first then you are able to surrender.  
If the Status is Pending then Reject First and then delete mandate.  
If the Status is Approved then to delete mandate contact to your admin.

Unique Id :	25028	Scheme Code :	2225D331	Object Code :	31
Voucher No :	1082	Voucher Date :	31-03-2025	Voucher Amount(₹) :	1890000
Expenditure(₹) :	157500	Balance (₹) :	1732500	Valid Upto :	17-09-2025

Credit Note

Vpda Admin :	3701005613	Designation :	ASSISTANT COMMISSIONER SOCIAL WELFARE LATUR	Scheme Code :	2225D331
Treasury Code :	3701	Treasury Name :	LATUR	Voucher Amount (₹) :	1890000
As Reduction in Expd. :	2225D331	Minor Head :	912	Receipt Major Head :	0070
Receipt Code :	0070076201	Balance To be Surrender :	1732500		

Surrender

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Search

4:06 PM 9/25/2025

After Clicking on **Surrender**, Credit Note will be submitted to DDO for Approval.

**Logout** from the Assistant Login and then login to **Final Login** for approval of Credit Note of Surrender.



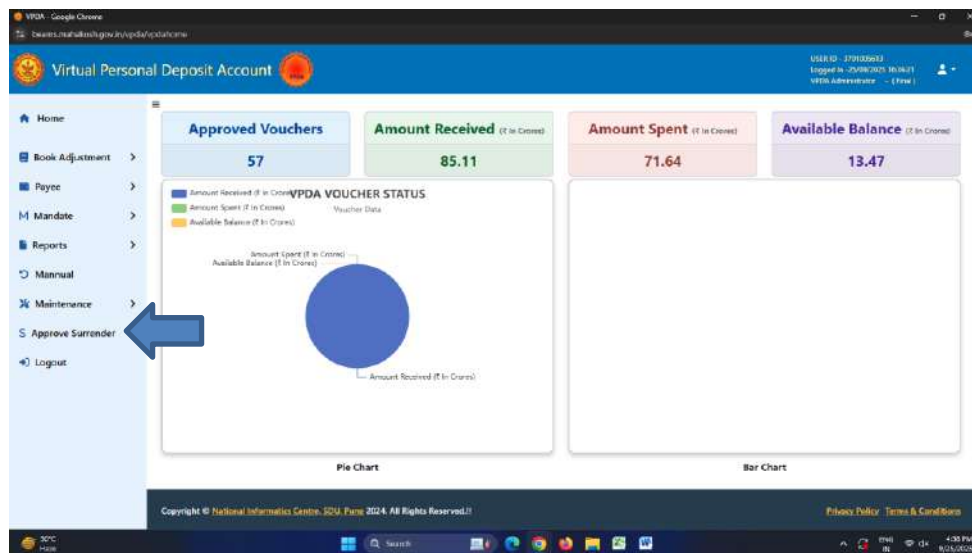
# Virtual Personal Deposit Account



## ➤ Procedure to Approve the Surrendered amount – Login to Final Login

This is the **Final Login Dashboard**. Vouchers which are submitted for Surrender at Assistant Login, will be available for Approval at DDO Login.

- Click on **Approve Surrender Tab**.



Approve Surrender will show the **List of Pending Surrender**.

The **List of Pending Surrender** will show **Credit Note No. – Voucher Auth No. – Voucher No. – Voucher Date – Payment Scheme Code – Credit Receipt Scheme Code – Surrender Amount – Surrender Date – Status – PDF View**.

- To Approve the Surrender amount, Click on **Credit Note No.** (See Below Screenshot)

Credit Note No.	Voucher Auth No.	Voucher No.	Voucher Date	Payment Scheme Code	Credit Receipt Scheme Code	Surrender Amount(₹)	Surrender Date	Status	PDF View
CN50131361372020012241043	56131361372020012224	922	31-03-2024	222SF085	0070076201	9180000	25-04-2025	Approved	
CN56832147437120013201753	561314743712001324	166	19-07-2024	222SF005	0070076201	6755	09-08-2025	Approved	
CN56131576371045011724566	56131576371045011724	714	31-03-2024	222SF085	0070076201	286782	09-04-2025	Approved	
CN501324043712130126241754	56132404371213012624	165	19-07-2024	222SF085	0070076201	9906	09-08-2025	Approved	
CN5683220037173501324560	5613220037173501324	710	31-03-2024	222SF005	0070076201	3680000	09-04-2025	Approved	
CN56134781371720015224558	56134781371720015324	711	31-03-2024	222SF085	0070076201	4989419	25-04-2025	Approved	
CN56135408371432013024564	56135408371432013024	712	31-03-2024	222SF085	0070076201	3360000	09-04-2025	Approved	
CN561358193721200134241045	56135819372120013424	923	31-03-2024	222SF085	0070076201	32963034	25-04-2025	Approved	
CN56130649371700118241042	5613064937170011824	930	31-03-2024	222SF085	0070076201	1485	09-04-2025	Approved	
CN501370153713350118241730	56137015371335011824	167	19-07-2024	222SF085	0070076201	16193	09-08-2025	Approved	



# Virtual Personal Deposit Account



## ➤ Procedure to Approve the Surrendered Amount

- After Clicking of Credit Note No., user will be directed to the **Surrender / Approve**

After Clicking on Credit Note No., The **Approve Credit Note** will show. (See below Screenshot)

The **Approve Credit Note** will show, **Surrender Id – Credit Note No. – Voucher Auth No. – Voucher No. – Voucher Date – Payment Scheme Code – Credit Receipt Scheme Code – Surrender Amount – Surrender Date.**

**DDO has to check and confirm the details mentioned in the Credit note.**

- If the details given in the Credit Note are correct, then click on **Approve Button**.

VPDA - Google Chrome  
beams.mahakosh.gov.in/vpda/surrender/display-credit-note

Virtual Personal Deposit Account

USER ID : 3701005613  
Logged In : 25/09/2025 16:36:21  
VPDA Administrator (Final)

Surrender / Approve

Approve Credit Note

Surrender Id	: 144	Credit Note No.	: CN561313613720200122241043	Voucher Auth No.	: 56131361372020012224
Voucher No.	: 922	Voucher Date	: 31/03/2024	Payment Scheme Code	: 2225F085
Credit Receipt Scheme Code	: 0070076201	Surrender Amount (₹)	9180000	Surrender Date	25-04-2025

Approve

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Search  
4:56 PM 9/25/2025



## Virtual Personal Deposit Account



### ➤ Procedure to take Printout of Credit Note of the Surrendered Amount

- After clicking on Approve Button, the Credit Note will be electronically submitted to Treasury/Sub Treasury. User has to take a printout of the Credit Note and DDO has to sign on Credit Note.
- After Signing the Credit Note, DDO has to physically submit the Credit Note to Treasury/Sub Treasury.
- Facility of Viewing and downloading of PDF copy of Credit note is available at Final Login.

**Final Login-> Approval Surrender-> Approved tab -> Click on PDF icon**

Virtual Personal Deposit Account

USER ID - 1210007136  
Logged In - 26/11/2025 17:36:31  
VPDA Administrator - (Final)

Home

Book Adjustment >

Payee >

Mandate >

Reports >

Manual

Maintenance >

S Approve Surrender

U Utilization Certificate

Logout

Approve Surrender

List of Pending Surrender

All - 5 Approved - 0 Pending - 0 Rejected - 1

Show 10 entries

Search:

Credit Note No.	Voucher Auth No.	Voucher No.	Voucher Date	Payment Scheme Code	Credit Receipt Scheme Code	Surrender Amount(₹)	Surrender Date	Status	Pdf View
<a href="#">CN71380829121743101224443</a>	71380829121743101224	1440	31-03-2024	22251704	0070076201	50000	25-04-2025		
<a href="#">CN71380926121512102824448</a>	71380926121512102824	1443	31-03-2024	22251704	0070076201	225000	25-04-2025	Approved	
<a href="#">CN71384542121740104724441</a>	71384542121740104724	1441	31-03-2024	22251704	0070076201	339750	25-04-2025	Approved	
<a href="#">CN71387749121246101224446</a>	71387749121246101224	1437	31-03-2024	2225E071	0070076201	291146	25-04-2025	Approved	

Showing 1 to 4 of 4 entries

Previous 1 Next



## Virtual Personal Deposit Account



- View of Credit Note



CN7138082912174310122443

### “Credit Note” (जमा पत्र) (परिशिष्ट-अ)

VPDA प्रशासकाचा संकेतांक व पदनाम - 1210007138-PROJECT OFFICER INTRG. TRIBAL कोषागार संकेतांक व कोषागारातून आहरित केलेल देयकाचा तपशील - 71380829121743101224  
देयकाचा संगणक संकेतांक क्रमांक व तपशील - 22251704  
देयक क्रमांक X- 4  
देयक प्रमाणक क्रमांक - 1440 व दिनांक - 31-03-2024  
देयकाचा VPDA प्रणालीमधील नोंद क्र.- 4  
देयकाची एकूण रक्कम - ₹360000  
देयकामधून VPDA प्रणालीवर खर्च झालेली रक्कम - ₹310000  
देयकाची शिल्लक रक्कम - ₹50000  
देयक आहरित केल्यापासूनचा कालावधी - 1 वर्ष 7 महिने आणि 27 दिवस

शासन निर्णय वित्त विभाग दि. १४.०२.२०२४ मधील परिच्छेद क्र. १७.१ मध्ये VPDA प्रणालीवर खर्च करण्याची मर्यादा एक वर्ष असल्याने व वरील देयकाचा कालावधी एक वर्षापेक्षा अधिक झालेला असल्याने उक्त देयकामधील शिल्लक रक्कम ₹ 50000 शासन जमा खाती परत भरणा करण्यात येत आहे.

रक्कम खर्च दाखवण्याचे लेखाशीर्ष - 8443544101  
प्रशासकाचा संकेतांक - 1210007138  
रक्कम ज्या लेखाशीर्षावरील भरावयाचे ते लेखाशीर्ष व संगणक संकेतांक - 22251704  
कोषागारात ज्या लेखाशीर्षामध्ये जमा दाखवायचे ते लेखाशीर्ष व संगणक संकेतांक - X 22251704  
वर्ग करावयाची रक्कम - ₹50000  
कृपया वरील तपशीलामध्ये नमूद केल्याप्रमाणे रक्कम शासन खाती वर्ग करण्यात यावे.

स्वाक्षरी

VPDA प्रशासक संकेतांक - 1210007138

पदनाम -PROJECT OFFICER INTRG. TRIBAL DEVP.

प्रति

VPDA प्रशासक संकेतांक - 1210007138

THANE जिल्हा

कोषागार संकेतांक व नाव





## Virtual Personal Deposit Account



➤ **Procedure to submit Physical copy of Credit note to the Treasury/Sub Treasury.**

- After taking printout of the Credit Note, the Hard copy of the Credit Note duly signed by the DDO have to be submitted to Treasury/Sub Treasury for Approval of Surrender.
- Treasury/Sub Treasury will not approve the Surrendered Amount, unless and until the signed copy of the Credit note is not submitted to the Treasury/Sub Treasury.
- After Submission of Physical copy of Credit Note, Treasury/Sub Treasury will approve the surrendered amount.
- Contact your Treasury/Sub Treasury for Approval of Surrendered Amount.

**\*(Please Note, Approval of Surrendered Amount cannot be completed without submission of Signed copy of the Credit Note to Treasury/Sub Treasury.)**



# Virtual Personal Deposit Account



## VPDA User Manual For Voluntary Surrender of Unexpired/ Pre-mature Amount

Directorate of Accounts and Treasuries (DAT)  
Finance Department

Prepared By  
VPDA (Virtual Personal Deposit Account)  
(DAT, Computer Branch)

Name of the document :	<i>VPDA User Manual for Voluntary Surrender of Unexpired/ Pre-mature Amount</i>
Release Date :	
Author Name :	<i>Shri. Ganesh Bhondivale, Account Officer (BEAMS, Bill Portal, VPDA), Directorate of Accounts and Treasuries, M.S., Mumbai</i>
Approver Name :	<i>Shri. Deorao Mhaske, Deputy Director (IT), Directorate of Accounts and Treasuries, M.S., Mumbai</i> <i>Smt. Swapnaja Sindkar, Joint Director (IT), Directorate of Accounts and Treasuries, M.S., Mumbai</i> <i>Smt. Deepa Deshpande, Director, Directorate of Accounts and Treasuries, M.S., Mumbai</i>
Owner of the document :	<i>Directorate of Accounts and Treasuries (DAT), Mantralaya</i>



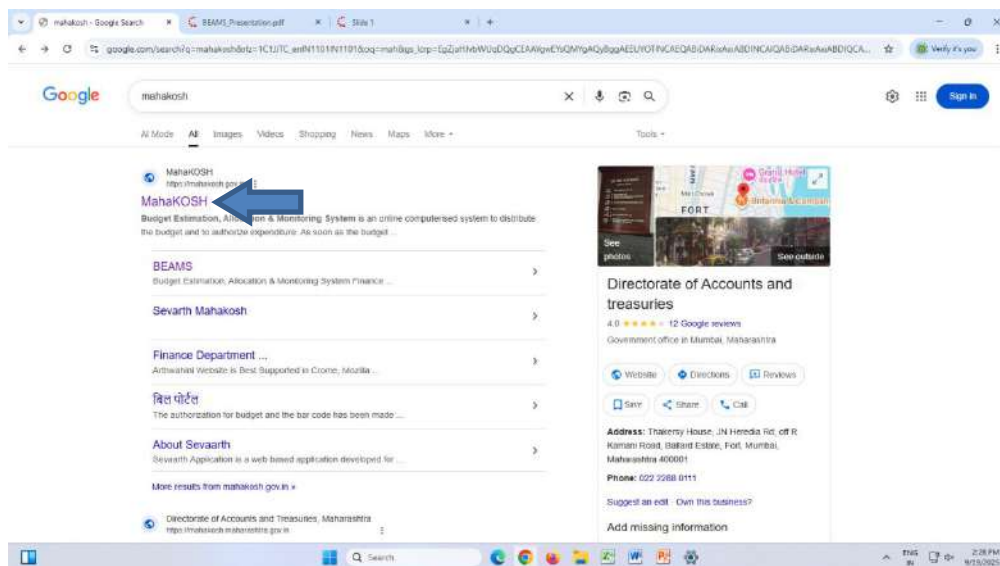


# Virtual Personal Deposit Account



## ➤ Procedure to Login to VPDA – Visit Website of Mahakosh

- Visit the website **MahaKOSH** on any web browser. Then Click on **MahaKOSH** Link.



## ➤ Procedure to Login to VPDA – Visit BEAMS Portal

- MahaKOSH** website will open. Then Click on **BEAMS** Link.



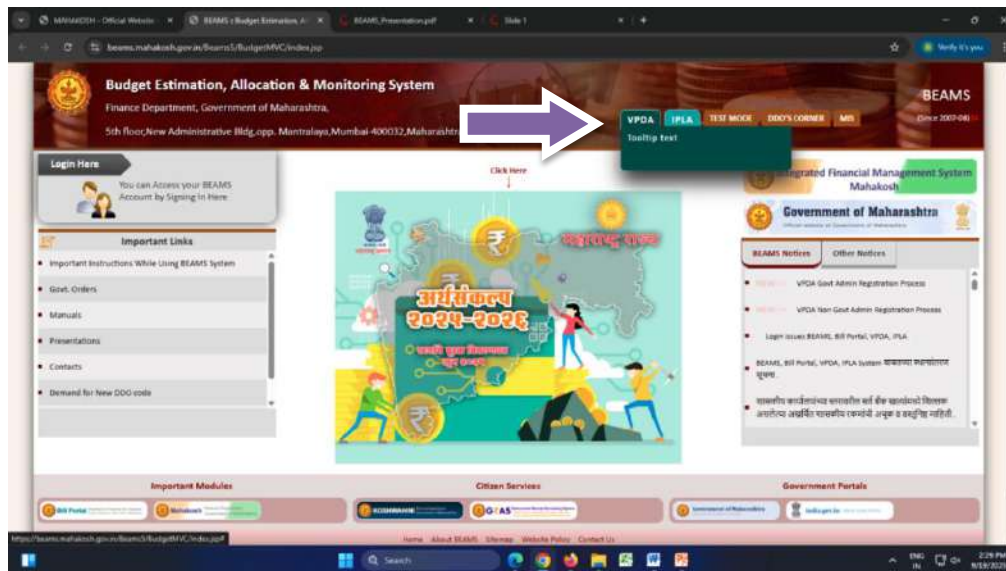


# Virtual Personal Deposit Account



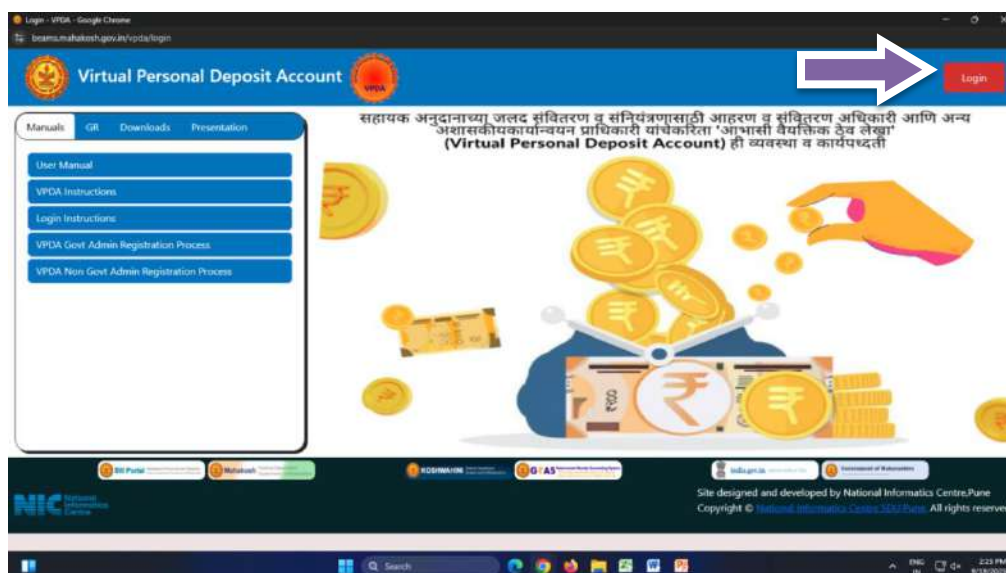
## ➤ Procedure to Login to VPDA – Login to VPDA System

- BEAMS (Budget Estimation, Allocation & Monitoring System) website will open. Then Click on VPDA link.



## ➤ Procedure to Login to VPDA – Click on Login Tab

- VPDA (Virtual Personal Deposit Account) website will open. Then Click on Login Tab.





# Virtual Personal Deposit Account



## ➤ Procedure to Login to VPDA – Login to User Login

After Click on Login, VPDA Login page will show.

1<sup>st</sup> Login to Final/ DDO Login for Procedure of Mark for Surrender.

Enter **User ID, Password, and Captcha**. And then Click on **Login Button**.





# Virtual Personal Deposit Account



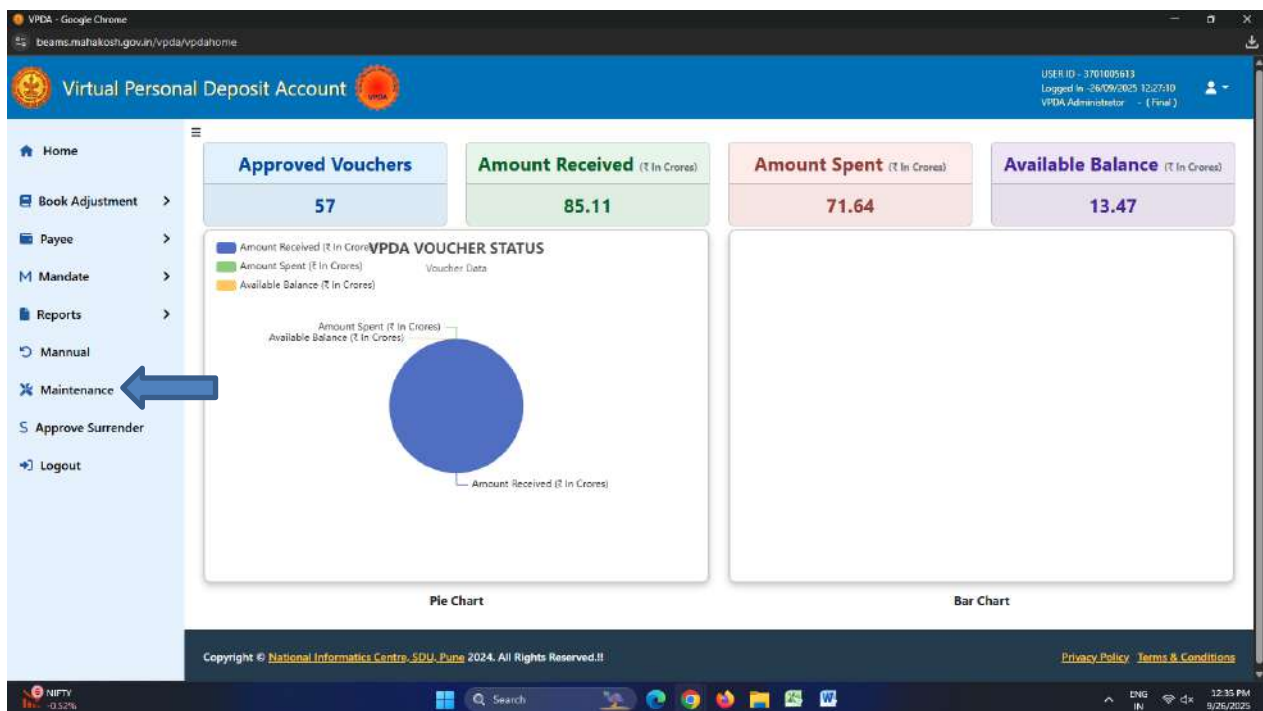
## ➤ Procedure to Mark for Surrender

- ❖ User has to first mark for surrender the Voucher/s which have not crossed valid up to date or are not expired through Mark for Surrender Option in Final Login.
- ❖ All the vouchers which have not crossed valid up to date or are not expired are displayed for surrender under **Mark for Surrender** option. Administrator has to carefully select the voucher for surrender before expiry with remark.
- ❖ If any voucher is /are wrongly marked for Surrender by clicking on the Mark for Surrender option in VPDA, then user has to go for a lengthy and complicated procedure to change the marking of the Authorizations which is/are wrongly marked for Surrender in VPDA.

After login to Final/DDO Login, Home Page will open.

All the vouchers which have not crossed valid up to date or are not expired are displayed for surrender under Maintenance-> **Mark for Surrender** option.

- To select the voucher to Mark for surrender, **Click on Maintenance.**

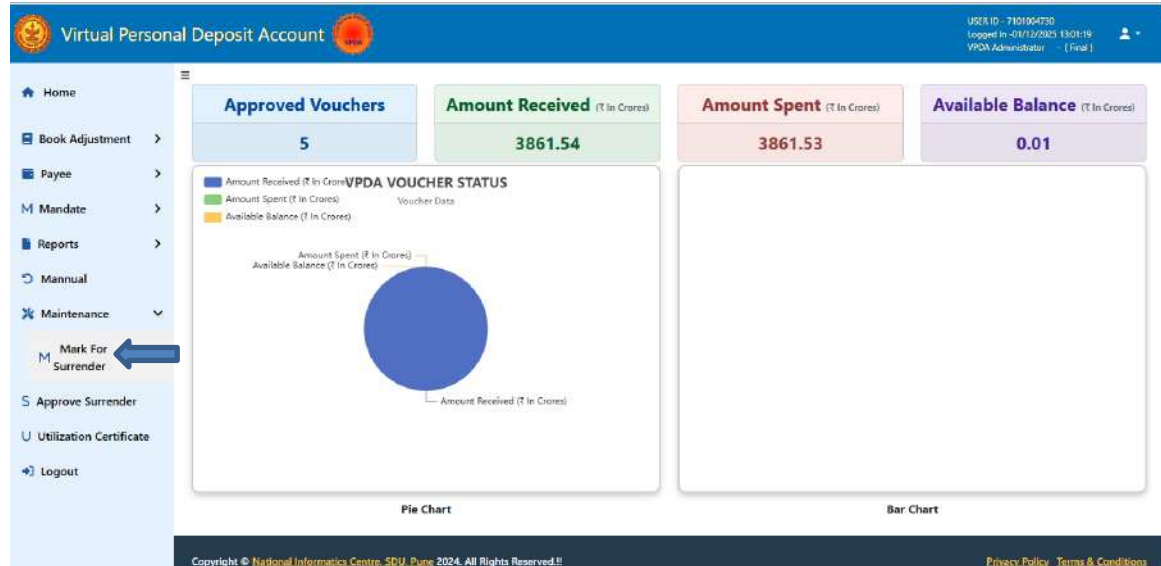




# Virtual Personal Deposit Account



After clicking Maintenance, Mark For Surrender option will Show., Click on **Mark for Surrender** option.



In Mark for Surrender, **Available Vouchers for Surrender Marking** will show Select – Payment Scheme – Object Code – Auth No. – Voucher No – Voucher Date – Voucher Amount – Expenditure (Draft, Approved but Not Consolidated, Approved & Consolidated) – Balance – Valid Upto – Remark.

First Enter remark in the **Remark** section and **select the voucher** by clicking the checkbox and then click on **Mark for Surrender**.

The page displays the **Available Vouchers for Surrender Marking** table. The table has the following columns: Select, Payment Scheme, Object Code, Auth No, Voucher No, Voucher Date, Voucher Amount (₹), Expenditure (₹) (Draft, Approved but Not Consolidated, Approved & Consolidated), Balance (₹), Valid Up To, and Remark.

Select	Payment Scheme	Object Code	Auth No	Voucher No	Voucher Date	Voucher Amount (₹)	Expenditure (₹)	Balance (₹)	Valid Up To	Remark
<input checked="" type="checkbox"/>	225F085	27	56138432371418013825	807	28-03-2025	2000000	0	1000000	28-03-2025	Remark
<input type="checkbox"/>	225G321	31	56135173371057014225	35	06-08-2025	72000	0	72000	06-08-2025	Enter F
<input type="checkbox"/>	225G278	31	56131151371322015524	25	09-12-2024	1550000	0	1454400	09-12-2025	Enter F
<input type="checkbox"/>	28100491	31	56131244371453015525	1	18-02-2025	7795000	0	7795000	18-02-2025	Enter F

Showing 11 to 14 of 14 entries

New Valid Up To Date: 25-09-2025

Vouchers Marked for Surrender



# Virtual Personal Deposit Account



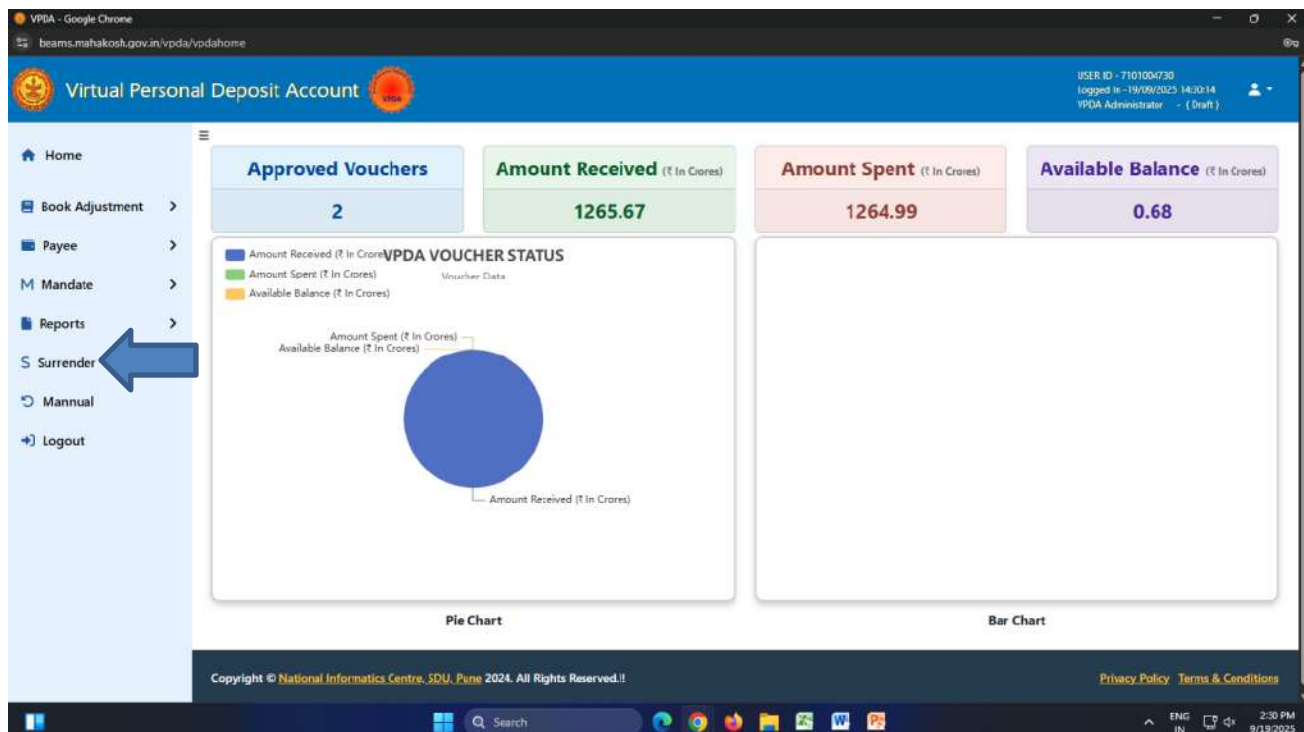
After clicking on **Mark for Surrender**, The expiry date for the voucher will updated as the date of marking the voucher for surrender. Such vouchers are then made available for credit note generation in assistant login.

Logout from the Final Login and then login to **Assistant Login for surrender**.

## ➤ Procedure to Surrender the Mark for Surrendered Voucher

After login to Assistant Login, Home Page will open.

- To see Vouchers which have marked for Surrender are displayed for surrender, Click on **Surrender tab**.





## Virtual Personal Deposit Account



### ➤ Procedure to Generate Credit Note to Surrender the Mark for Surrendered Voucher

- After Clicking on Surrender tab, List of Expired Voucher/s will show (See below Screenshot).
  - ❖ List of Expired Voucher includes Unique ID – Payment Scheme – Object Code – Voucher No – Voucher Date – Auth No – Valid upto – Voucher Amount – Spent – Surrendered Balance – Balance to Be Surrender – Status.
  - ❖ List of Expired Voucher also includes All, Approved, Pending and Rejected tabs.
- To generate Credit Note of Expired Voucher, Click on **Unique Id** which the user wants to Surrender the amount.

VPDA - Google Chrome  
beams.mahakosh.gov.in/vpda/surrender/expired-voucher-list

Virtual Personal Deposit Account

USER ID - 3701005613  
Logged In - 25/09/2025 17:27:09  
VPDA Administrator - (Draft)

Surrender / List of Expired Voucher

List of Expired Voucher

All: 12 Approved: 12 Pending: 0 Rejected: 0

Show 10 entries

Unique Id	Payment Scheme	Object Code	Voucher No	Voucher Date	Auth No	Valid upto	Voucher Amount (₹)	Spent (₹)	Surrendered Balance (₹)	Balance To be Surrender (₹)	Status
<a href="#">1754</a>	2225F085	27	165	19-07-2024	56132404371213012624	19-07-2025	2500000	2490094	9906	0	Expired
<a href="#">1755</a>	2225F085	27	167	19-07-2024	56137015371335011824	19-07-2025	3000000	2983807	16193	0	Expired
<a href="#">1873</a>	2225F085	27	132	12-08-2024	56132752371512013924	12-08-2025	6947500	6645550	0	301950	Expired
<a href="#">19328</a>	2225E623	31	836	28-03-2025	5613137437155001425	17-09-2025	15000000	11768400	0	3231600	Expired
<a href="#">25026</a>	22253538	31	1078	31-03-2025	5613772137842011125	17-09-2025	288000	216000	0	72000	Expired
<a href="#">25028</a>	2225D331	31	1082	31-03-2025	56136813371847013125	17-09-2025	1890000	157500	0	1732500	Expired

Showing 11 to 16 of 16 entries

Previous 1 2 Next



# Virtual Personal Deposit Account



- After clicking on **Unique ID, Credit Note Details/Information** will show to generate the **Credit Note**.

**Credit Note** will show **VPDA Admin – Designation – Scheme Code – Treasury Code – Treasury Name – Voucher Amount – As Reduction In Expd. – Minor Head – Receipt Major Head – Receipt Code – Balance to be Surrender**. (See Below Screenshot)

User has to check and confirm the amount and details mentioned in the **Credit note**.

The screenshot displays the 'Virtual Personal Deposit Account' interface. The left sidebar contains navigation links: Home, Book Adjustment, Payee, Mandate, Reports, Surrender, Manual, and Logout. The main content area is titled 'Surrender / List of Pending Mandate'. It includes a note about rejecting or approving mandates. Below this is a table with the following data:

Unique Id :	25028	Scheme Code :	2225D331	Object Code :	31
Voucher No :	1082	Voucher Date :	31-03-2025	Voucher Amount(₹) :	1890000
Expenditure(₹) :	157500	Balance (₹) :	1732500	Valid Upto :	17-09-2025

Below the table is a section titled 'Credit Note' with the following details:

Vpda Admin :	3701005613	Designation :	ASSISTANT COMMISSIONER SOCIAL WELFARE LATUR	Scheme Code :	2225D331
Treasury Code :	3701	Treasury Name :	LATUR	Voucher Amount (₹) :	1890000
As Reduction In Expd. :	2225D331	Minor Head :	912	Receipt Major Head :	0070
Receipt Code :	0070076201	Balance To be Surrender :	1732500		

At the bottom of the credit note section is a 'Surrender' button. The footer of the page includes copyright information for the National Informatics Centre, SDU, Pune, 2024, and links to Privacy Policy and Terms & Conditions.





## Virtual Personal Deposit Account



### ➤ Procedure of Submission of Credit Note of Mark for Surrendered Vouchers to DDO for Approval of Surrender from Assistant Login

- After checking the details of Credit Note, if the details given in the Credit Note are correct, then click on **Surrender Button**. (See Below Screenshot)

VPDA - Google Chrome  
beams.mahakosh.gov.in/vpda/surrender/credit-note

Virtual Personal Deposit Account

USER ID : 3701005613  
Logged in : 25/09/2025 16:02:24  
VPDA Administrator - (Draft)

Home  
Book Adjustment >  
Payee >  
M Mandate >  
Reports >  
S Surrender  
Manual  
Logout

Surrender / List of Pending Mandate

Note : If Status is Rejected, then delete the rejected mandate first then you are able to surrender.  
If the Status is Pending then Reject First and then delete mandate.  
If the Status is Approved then to delete mandate contact to your admin.

Unique Id :	25028	Scheme Code :	2225D331	Object Code :	31
Voucher No :	1082	Voucher Date :	31-03-2025	Voucher Amount(₹) :	1890000
Expenditure(₹) :	157500	Balance (₹) :	1732500	Valid Upto :	17-09-2025

Credit Note

Vpda Admin :	3701005613	Designation :	ASSISTANT COMMISSIONER SOCIAL WELFARE LATUR	Scheme Code :	2225D331
Treasury Code :	3701	Treasury Name :	LATUR	Voucher Amount (₹) :	1890000
As Reduction In Expd. :	2225D331	Minor Head :	912	Receipt Major Head :	0070
Receipt Code :	0070076201	Balance To be Surrender :	1732500		

Surrender

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28°C Haze  
Search  
4:06 PM 9/25/2025

After Clicking on **Surrender**, Credit Note will be submitted to DDO for Approval.

**Logout** from the Assistant Login and then login to **Final Login** for approval of Credit Note of Surrender.



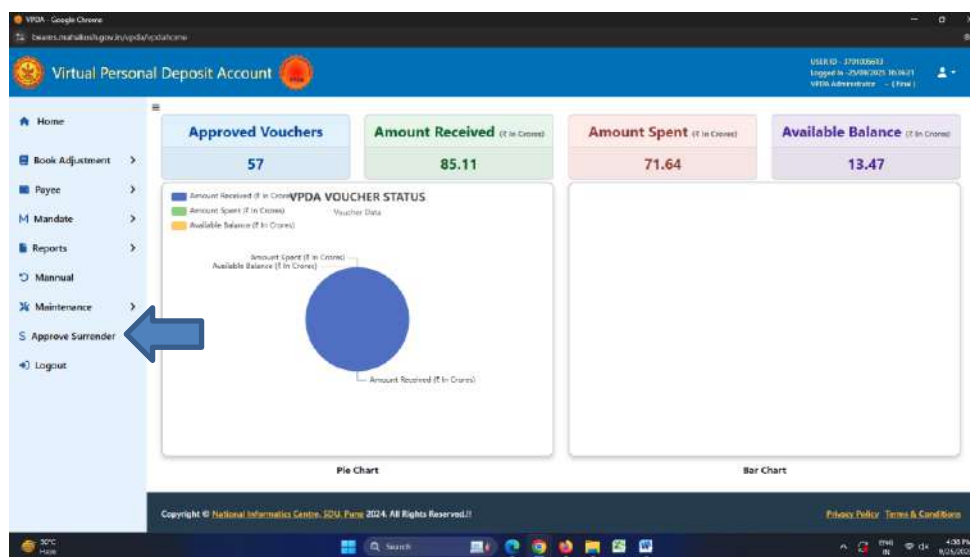
# Virtual Personal Deposit Account



## ➤ Procedure to Approve the Surrendered amount – Login to Final Login

This is the **Final Login Dashboard**. Vouchers which are submitted for Surrender at Assistant Login, will be available for Approval at DDO Login.

- Click on **Approve Surrender Tab**.



Approve Surrender will show the **List of Pending Surrender**.

The **List of Pending Surrender** will show **Credit Note No. – Voucher Auth No. – Voucher No. – Voucher Date – Payment Scheme Code – Credit Receipt Scheme Code – Surrender Amount – Surrender Date – Status – PDF View**.

- To Approve the Surrender amount, Click on **Credit Note No.** (See Below Screenshot)

Credit Note No.	Voucher Auth No.	Voucher No.	Voucher Date	Payment Scheme Code	Credit Receipt Scheme Code	Surrender Amount(₹)	Surrender Date	Status	PDF View
CN561313613720200122241043	56131361372020012224	922	31-03-2024	222SF085	0070076201	9180000	25-04-2025	Approved	
CN5613147437120013241753	561314743712001324	166	10-07-2024	222SF005	0070076201	6755	08-08-2025	Approved	
CN56131576371045011724366	56131576371045011724	714	31-03-2024	222SF085	0070076201	286782	09-04-2025	Approved	
CN561324043712130126241754	56132404371213012624	165	19-07-2024	222SF005	0070076201	9906	08-08-2025	Approved	
CN5613230327173501342560	5613230327173501324	710	31-03-2024	222SF005	0070076201	3680000	09-04-2025	Approved	
CN561340781371729015324558	561340781371729015324	711	31-03-2024	222SF085	0070076201	4989419	25-04-2025	Approved	
CN56135408371432013024564	56135408371432013024	712	31-03-2024	222SF005	0070076201	3360000	09-04-2025	Approved	
CN561356193721260134241044	56135619372126013424	923	31-03-2024	222SF085	0070076201	32963934	25-04-2025	Approved	
CN56136649371700118241042	5613664937170011824	920	31-03-2024	222SF085	0070076201	1485	09-04-2025	Approved	
CN561370153713350118241730	56137015371335011824	167	19-07-2024	222SF005	0070076201	16193	08-08-2025	Approved	



# Virtual Personal Deposit Account



## ➤ Procedure to Approve the Surrendered Amount

- After Clicking of Credit Note No., user will be directed to the **Surrender / Approve**

After Clicking on Credit Note No., The **Approve Credit Note** will show. (See below Screenshot)

The **Approve Credit Note** will show, **Surrender Id – Credit Note No. – Voucher Auth No. – Voucher No. – Voucher Date – Payment Scheme Code – Credit Receipt Scheme Code – Surrender Amount – Surrender Date.**

DDO has to check and confirm the details mentioned in the Credit note.

- If the details given in the Credit Note are correct, then click on **Approve Button**.

VPDA - Google Chrome  
beams.mahakosh.gov.in/vpda/surrender/display-credit-note

Virtual Personal Deposit Account

USER ID : 3701005613  
Logged In : 25/09/2025 16:36:21  
VPDA Administrator - ( Final )

Surrender / Approve

Approve Credit Note

Surrender Id	: 144	Credit Note No.	: CN561313613720200122241043	Voucher Auth No.	: 56131361372020012224
Voucher No.	: 922	Voucher Date	: 31/03/2024	Payment Scheme Code	: 2225F085
Credit Receipt Scheme Code	: 0070076201	Surrender Amount (₹)	9180000	Surrender Date	25-04-2025

Approve

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Privacy Policy Terms & Conditions

30°C Haze  
Search  
4:56 PM 9/25/2025



## Virtual Personal Deposit Account



### ➤ Procedure to take Printout of Credit Note of the Surrendered Amount

- After clicking on Approve Button, the Credit Note will be electronically submitted to Treasury/Sub Treasury. User has to take a printout of the Credit Note and DDO has to sign on Credit Note.
- After Signing the Credit Note, DDO has to physically submit the Credit Note to Treasury/Sub Treasury.
- Facility of Viewing and downloading of PDF copy of Credit note is available at Final Login.

**Final Login-> Approval Surrender-> Approved tab -> Click on PDF icon**

Virtual Personal Deposit Account

USER ID - 1210007136  
Logged In - 26/11/2025 17:36:31  
VPDA Administrator - ( Final )

Home

Book Adjustment >

Payee >

Mandate >

Reports >

Manual

Maintenance >

S Approve Surrender

U Utilization Certificate

Logout

Approve Surrender

List of Pending Surrender

All: 5 Approved: 0 Pending: 0 Rejected: 1

Show 10 entries

Search:

Credit Note No.	Voucher Auth No.	Voucher No.	Voucher Date	Payment Scheme Code	Credit Receipt Scheme Code	Surrender Amount(₹)	Surrender Date	Status	Pdf View
<a href="#">CN71380829121743101224443</a>	71380829121743101224	1440	31-03-2024	22251704	0070076201	50000	25-04-2025	Pending	
<a href="#">CN71380926121512102824448</a>	71380926121512102824	1443	31-03-2024	22251704	0070076201	225000	25-04-2025	Approved	
<a href="#">CN71384542121740104724441</a>	71384542121740104724	1441	31-03-2024	22251704	0070076201	339750	25-04-2025	Approved	
<a href="#">CN71387749121246101224446</a>	71387749121246101224	1437	31-03-2024	2225E071	0070076201	291146	25-04-2025	Approved	

Showing 1 to 4 of 4 entries

Previous 1 Next



## Virtual Personal Deposit Account



- View of Credit Note



### “Credit Note” (जमा पत्र) (परिशिष्ट-अ)

VPDA प्रशासकाचा साकेतांक व पदनाम - 1210007138-PROJECT OFFICER INTRG. TRIBAL कोषागार साकेतांक व कोषागारातून आहरित केलेल देयकाचा तपशील - 71380829121743101224

देयकांचा संगणक साकेतांक क्रमांक व तपशील - 22251704

देयक क्रमांक X- 4

देयक प्रमाणक क्रमांक - 1440 व दिनांक - 31-03-2024

देयकाचा VPDA प्रणालीमधील नोंद क्र.- 4

देयकाची एकूण रक्कम - ₹360000

देयकामधून VPDA प्रणालीवर खर्च झालेली रक्कम - ₹310000

देयकाची शिल्लक रक्कम - ₹50000

देयक आहरित केल्यापासूनचा कालावधी - 1 वर्ष 7 महिने आणि 27 दिवस

शासन निर्णय वित्त विभाग दि. १४.०२.२०२४ मधील परिच्छेद क्र. १७.१ मध्ये VPDA प्रणालीवर खर्च करण्याची मर्यादा एक वर्ष असल्याने व वरील देयकांचा कालावधी एक वर्षापेक्षा अधिक झालेला असल्याने उक्त देयकामधील शिल्लक रक्कम ₹ 50000 शासन जमा खाती परत भरणा करण्यात येत आहे.

रक्कम खर्च दाखवण्याचे लेखाशीर्ष - 8443544101

प्रशासकाचा साकेतांक - 1210007138

रक्कम ज्या लेखाशीर्षाखाली भरावयाचे ते लेखाशीर्ष व संगणक साकेतांक - 22251704

कोषागारात ज्या लेखाशीर्षामध्ये जमा दाखवायचे ते लेखाशीर्ष व संगणक साकेतांक - X 22251704

वर्ग करावयाची रक्कम - ₹50000

कृपया वरील तपशीलामध्ये नमूद केल्याप्रमाणे रक्कम शासन खाती वर्ग करण्यात यावे.

स्वाक्षरी

VPDA प्रशासक साकेतांक - 1210007138

पदनाम -PROJECT OFFICER INTRG. TRIBAL DEVP.

प्रति

VPDA प्रशासक साकेतांक - 1210007138

THANE जिल्हा

कोषागार साकेतांक व नाव





## Virtual Personal Deposit Account



➤ **Procedure to submit Physical copy of Credit note to the Treasury/Sub Treasury.**

- After taking printout of the Credit Note, the Hard copy of the Credit Note duly signed by the DDO have to be submitted to Treasury/Sub Treasury for Approval of Surrender.
- Treasury/Sub Treasury will not approve the Surrendered Amount, unless and until the signed copy of the Credit note is not submitted to the Treasury/Sub Treasury.
- After Submission of Physical copy of Credit Note, Treasury/Sub Treasury will approve the surrendered amount.
- Contact your Treasury/Sub Treasury for Approval of Surrendered Amount.

**\*(Please Note, Approval of Surrendered Amount cannot be completed without submission of Signed copy of the Credit Note to Treasury/Sub Treasury.)**