

MANUAL TO ADD BENEFICIARIES IN BEAMS

Before raising any bill to the beneficiary, his/her bank particulars should added in BEAMS System (once).

Get a photocopy of a blank cheque / bank passbook first page to add the beneficiary particulars, the same should be produced to DAT for approval after adding the beneficiary in BEAMS.

Login in DDO Draft Mode in BEAMS

Choose Maintenance Menu

Choose Register Payee

Fill the following information :

PAN Number *: << Mandatory >>

Account Holders Name * : << Mandatory >>

Address *: << Mandatory >>

City/Town : (Optional)

Pincode : (Optional)

Email ID : (Optional)

Telephone No. : (Optional)

Mobile No. : (Optional)

IFSC Code *: << Mandatory >>

MICR Code : {{ Automatic }}

Bank : {{ Automatic }}