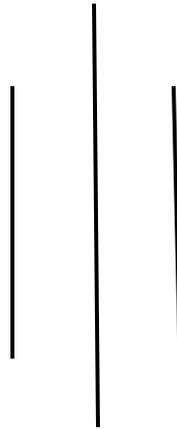




Government of Nepal
Ministry of Finance
Public debt Management Office



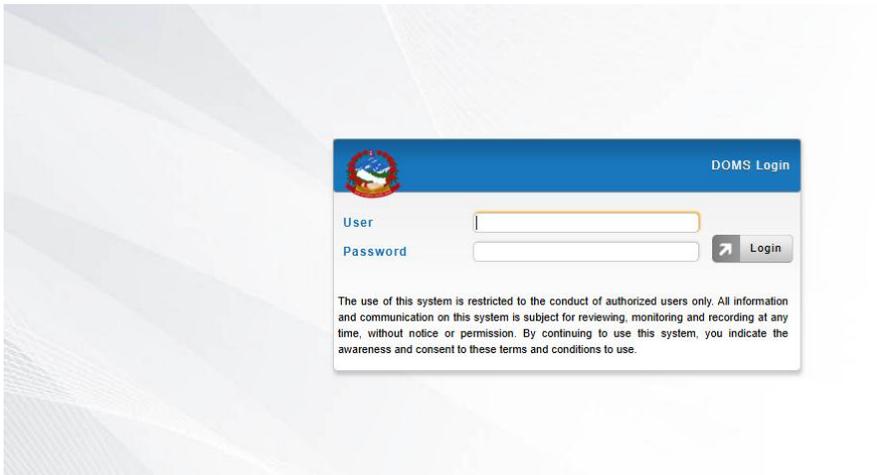
**User Manual for Treasury and Development Bond
Bidding**

System: [Debt Operation and Management Software – DOMS](#)

System URL: <https://doms.gov.np/csd/MainTree.do>

1. Login

1. Navigate to: <https://doms.gov.np/csd/MainTree.do>
2. Enter your provided credentials (username and password)
3. After successful login, the dashboard will appear.



Note: multiple (more than 3) entry of wrong credentials will disable your account and will have to email it@pdmo.gov.np to activate the disabled account.

2. User

- **Makers**
- **Checkers**

After logging on you will see the below screen

Public Debt Operation & Management Software
 (1.2.26-20250618.1922+0530)

Business Date 08052025 (2082-Baisakh-25)
 Previous (DEFAULT): Start of Business Day - 14:23
 Next (DEFAULT): Intraday Auction Cutoff - MANUAL

START

Last failed login on 30062025 (2082-Ashadh-16) 13:44:07.816 from 124.41.228.33

Last login on 27062025 (2082-Ashadh-13) 13:27:10.750 from 124.41.228.33

DEFAULT

EVENT	DATE	TIME	MANUAL	STATUS
Start Of Day	16062025 (2082-Ashadh-02)	14:18	Yes	EXECUTED
Start of Business Day	16062025 (2082-Ashadh-02)	14:19	Yes	EXECUTED
Intraday Auction Cutoff	30062025 (2082-Ashadh-16)	15:00	Yes	PRIOR
DvP Cutoff	30062025 (2082-Ashadh-16)	22:30	Yes	PRIOR
FoP Cutoff	30062025 (2082-Ashadh-16)	22:45	Yes	PRIOR
End of Business Day	30062025 (2082-Ashadh-16)	23:10	Yes	PRIOR
End Of Day	30062025 (2082-Ashadh-16)	00:00	Yes	PRIOR

3. Auction Menu

Navigate to: **Auction**

You will see the following sub-menus:

- **List**
- **Non-Competitive Bids**
- **Competitive Bids**
- **Activities**

3.1 Auction → List

- Displays all **active or completed auctions**. (Note: for completed auctions choose the status as complete and filter more if you want to check for specific auction details)
- Click on an auction to **view details** (e.g., auction type, issue date, maturity, interest rate, etc.)

The screenshot shows the 'AUCTIONS' section of the software. The 'List' tab is active. The search filters are: Status: Active, Auction Type: All, Issuer: All, Instrument: All, and Auction Name: (empty). Below the filters are 'Reset' and 'Ok' buttons. A table below shows one auction item:

NO.	TYPE	AUCTION NAME	AUCTION DATE	SETTLEMENT DATE	ISSUER	PLACEMENT TYPE	STATUS
1	Standard	TBILLS 28 DAYS 20250630	08052025 (2082-Baisakh-25)	09052025 (2082-Baisakh-26)	Nepal Rastra Bank	Standard	Active

4. Bidding Options

[Important note: One institution cannot place bids both in competitive and non-competitive section in same auction]

4.1 Non-Competitive Bids

Note: Only eligible institutions (Class A, B, and C BFIs are NOT eligible for non-competitive bids).

Sub-options:

- **List:** View both active and completed non-competitive bids.
- **Create:**
 1. Click on “Create”. List of active auctions alongside the bid button will be displayed as shown in picture below

The screenshot shows a web application interface for 'NON COMPETITIVE BIDS'. The interface includes a search bar, a navigation menu on the left, and a main form area. The form contains the following fields:

- Auction Number: TBILLS 28 DAYS 20250630_NPTB20250630
- Auction Type: Standard
- Instrument Name: T-Bills 28 Days
- ISIN: NPTB20250630
- Auction Date: 20250508
- Settlement Date: 20250509
- Bidding Start Time: 10:00:00
- Bidding Cutoff Time: 19:00:00

A 'Bid' button is highlighted with a red circle in the bottom right corner of the form area.

2. Enter:

- Bid Amount
- Account Code: This is the portfolio number created by the DOMS system by default *****0000002 will be your institution account code. By typing 002 or initial letter of institution name the account code will pop-up.

[Note: For Agriculture development bank account code will be: ADBLXXX00000000000002]

3. Click **Validate**, then **OK**.

4. The bid will be sent for approval (must be approved by a different user).

- **Approve:** Used by Checker to approve bids created by the Maker.
- **Bulk Approve:** Approve multiple bids at once.

(1.2.26-20250618.1922+0530)

SEARCH

- ACCESS MANAGEMENT
- MAINTENANCE
- STAKEHOLDERS
- SETTLEMENT
- INSTRUCTIONS ORIGINATOR
- AUCTIONS
- List
- Non Competitive Bids
- List
- Create
- Approve
- BulkApprove
- Competitive Bids
- Activities
- FINANCIAL INSTRUMENTS
- BILLING
- REPORTS

AUCTIONS
NON COMPETITIVE BIDS
NCBENT001
📄
✎
☑

Issue Date	<input type="text" value="09052025 (2082-Baisakh-26)"/>
Auction Date	<input type="text" value="08052025 (2082-Baisakh-25)"/>
Auction Cutoff Date	<input type="text" value="08052025 (2082-Baisakh-25)"/>
Maturity Date	<input type="text" value="06062025 (2082-Jestha-23)"/>
Bidding Start Time	<input type="text" value="10:00:00"/>
Bidding Cutoff Time	<input type="text" value="19:00:00"/>
Nominal Value	<input type="text" value="100.00"/>
Public Offering	<input type="text" value="5,000,000,000.00"/>
Minimum Bid	<input type="text"/>
Bidding Increments	<input type="text" value="10,000.00"/>

Non C

Participant	<input type="text" value="ADBLNPKA (P) - ADBL"/>
Bid Amount	<input type="text"/>
Account Code	<input type="text"/>

🔄 Reset
🚫 Cancel
✅ Validate
➤ Ok

4.2 Competitive Bids

Sub-options (same as Non-Competitive section):

- List
- Create
- Approve
- Bulk Approve

Sub-Options

- **List:** View both active and completed non-competitive bids.
- **Create:**
 1. Click on “**Create**”. List of active auctions alongside the bid button will be displayed
 2. Enter:
 - **Bid Amount**

- **Percentage Price (for treasury bills):** Enter the price you are willing to pay for offered bid amount. Assume 100 as your bid amount and enter the percentage price you are willing to offer to get 100 in return.

For development bond: percentage price will be replaced by “Rate” where the Rate if interest is placed.

- *[Note: percentage/bid price: The bid price is the highest price a buyer is willing to pay for an asset. E.g. for an asset worth 100 if a buyer is willing to pay 99.112 then the bid price will be 99.112. This is not discount rate, it is strictly bid price]*
 - **Account Code:** This is the portfolio number created by the DOMS system by default *****0000002 will be your institution account code. By typing 002 or initial letter of institution name the account code will pop-up.

[Note: For Agriculture development bank account code will be: ADBLXXX000000000000002]

(1.2.26-20250618.1922+0530)

AUCTIONS **COMPETITIVE BIDS** COBENT001

Issuer: NRBLNPKA

Coupon Rate Type: []

Issue Date: 09052025 (2082-Baisakh-26)

Maturity Date: 06062025 (2082-Jestha-23)

Nominal Value: 100.00

Instrument Name: T-Bills 28 Days

Issuance Programme: Default Issuance Programme

Trading Symbol: NPTB202

Public Offering: 5,000,000,000.00

Participant: ADBLNPKA (P) - ADBL

Bid Amount: [] ✓

Percentage Price: [] ✓

Account Code: [] ✓

Reset Cancel Validate Ok

After the bid details is placed,

2. Click **Validate**, then **OK**.
3. The bid will be sent for approval (must be approved by a different user then the bid creator).

5. Activities

- **Estimate:**
 - Displays **approved bids** for ongoing auctions. Bid approval time, amount, bid type (competitive or non-competitive) information is displayed here.
 - Useful for reviewing submitted and approved instructions during the active auction window.

Auction Number	ISIN	Bid Type	Public Offering (Amount)	Outstanding Public Offering	Total Bid Amount	Total amount to be paid for ACTIVE bids:	Total estimated amount to be paid:
1	NPTB02800409	Both	5,000,000,000.00		20,248,000,000.00		

No.	Bidder Name	Account Type	Entry Date	Bid Type	Bid Status	Bid Amount	Bid Yield (%) / Price / Rate	Estimated Amount to be Paid
1.1	Multipurpose Finance Ltd.	Own	30/06/2025 11:46:51	Competitive	Active	10,000,000.00		
1.2	Multipurpose Finance Ltd.	Own	30/06/2025 11:46:51	Competitive	Active	10,000,000.00		

6. Report Section

Go to: **Report**

Sub-sections:

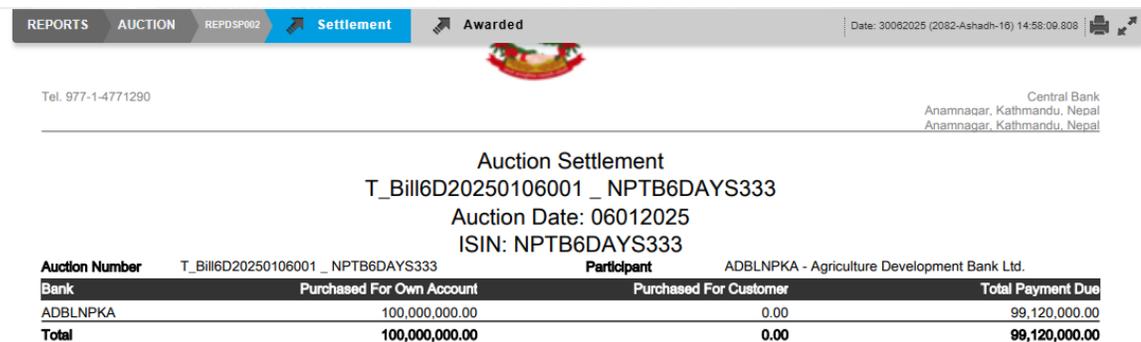
- **Scheduled**
- **On-Demand**
- **Auction**
- **Billing**

6.1 On-Demand Reports

- **Summary of Transactions:**
View summary of transactions.
- **Statement of Pledges:**
View pledged securities and related details.
- **Portfolio Statement:**
View current holdings information.
- **CA Statement:**
View series wise (ISIN) interest and principal payment history.
- **CA Estimate:**
View series wise (ISIN) future interest and principal payment amounts.

6.2 Auction Reports

- **Settlement:**
Shows the list of **awarded amounts** after auction settlement.



Tel. 977-1-4771290

Central Bank
Anamnaagar, Kathmandu, Nepal
Anamnaagar, Kathmandu, Nepal

Auction Settlement
T_Bill6D20250106001 _ NPTB6DAYS333
Auction Date: 06012025
ISIN: NPTB6DAYS333

Auction Number	Bank	Purchased For Own Account	Purchased For Customer	Total Payment Due
T_Bill6D20250106001 _ NPTB6DAYS333	ADBLNPKA	100,000,000.00	0.00	99,120,000.00
	Total	100,000,000.00	0.00	99,120,000.00

- **Awarded:**
Shows the **auction results**, including successful bids and awarded quantities.



Bid Allocation Report
T_Bill6D20250106001 _ NPTB6DAYS333
Auction Date: 06012025
ISIN: NPTB6DAYS333

Auction Number	T_Bill6D20250106001 _ NPTB6DAYS333	Participant	ADBLNPKA - Agriculture Development Bank Ltd.			
Bids	Account Type	Bid Nominal Amount	Percentage_Price	Awarded Amount	Net Paid Amount	Discount Amount
Agriculture Development Bank Ltd. (ADBLNPKA)						
Competitive	Own N/A	100,000,000.00	99.1200	100,000,000.00	99,120,000.00	880,000.00
Competitive		100,000,000.00		100,000,000.00	99,120,000.00	880,000.00
		WAP: 99.1200				
Participant Total		100,000,000.00		100,000,000.00		

7. Important Guidelines

- A user **cannot approve** their own bid submissions.
- Ensure the correct **Account Code** is used during bid creation.
- Always **validate** before final submission.
- Use **Bulk Approve** for efficiency when handling multiple bids.