

No.F.1(4-3)-Agri(B)/2015-16/ 11- 83
Government of Tripura
Department of Agriculture

Dated, Agartala, the 04 /04/2017

To,
The Executive Engineer (Agriculture), West/ South/ North and Mechanical,
The Assistant Director (DDO), Office of the Joint Director of Agriculture, (Research), A.D.Nagar,
The Assistant Professor (DDO), Office of the Principal, College of Agriculture, Tripura,
The Assistant Director (DDO), Office of the Principal, UGTC, Lembucherra, Tripura,
The Assistant Director (DDO), Office of the Deputy Director of Agriculture (Training), Directorate of
Agriculture, Agartala,
The Principal Officer (Agriculture), TTAADC, Khumlung,
The Superintendent of Agriculture, Kadamtala/ Panisagar/ Kachanpur/ Damcherra/ Gournagar/
Ambassa/ Chawmanu/ Durgachowmuhani/ Khowai/ Teliamura/ Tulashikhar/ Gandacherra/ Padmabil/
Kalyanpur/ Jirania/ Mandwai/ Mohanpur/ Hezamarra/ Melaghar/ Kathalia/ Mohanbhog/ Matabari/
Killa/ Kakraban/ Amarpur/ Karbook/ Ompi/ Bagafa/ Hrishyamukh/ Rajnagar/ Satchand/ Rupaicharri/
Bishalghar/ Dukli/ Jampuijala,
The Superintendent of Horticulture & Soil Conservation, Belonia/ Udaipur/ Sonamura/ Bishalghar/
Khowai/ Kumarghat/ Manu/ Kanchanpur

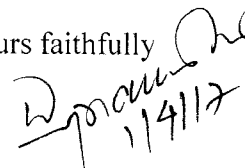
Sub: Electronic disbursement of Government payments directly to the Account of the Payee by *e-Kuber* (Core Banking Solution of RBI) and submission of online bills by DDO's.

Sir,

Enclosed, find herewith a photocopy of "OFFICE MEMORANDUM" from Finance Department, Directorate of Treasuries vide No.F.3(15)/DOT/2016-17/8935-9105, dated 30th March 2017 regarding Electronic disbursement of Government payments directly to the Account of the Payee by *e-Kuber* (Core Banking Solution of RBI) and submission of online bills by DDO's.

Encls: As stated

Yours faithfully



(Dr. D.P. SARKAR)
Director of Agriculture
Tripura

Copy to:

01. The Director of Horticulture & Soil Conservation, Government of Tripura; Agartala for information.
02. The Chief Engineer, Department of Agriculture, Tripura; Agartala for information.
03. The Joint Director of Agriculture, (Research), S.A.R.S. A.D. Nagar for information.
04. The Superintending Engineer, Department of Agriculture, Agartala for information.
05. The Deputy Director of Agriculture West/ Khowai/ Sepahijala/ Gomati/ South/ North/ Unokoti/ Dhalai for information.
06. The Deputy Director of Agriculture (Training), Directorate of Agriculture, Agartala for information.
07. The Deputy Director of Horticulture & Soil Conservation, West/ Khowai/ Gomati/ South/ Dhalai/ Sepahijala for information.
08. The Principal, College of Agriculture, Tripura, Lembucherra for information.
09. The Principal, UGTC, Lembucherra for information.

(Dr. D.P. SARKAR)
Director of Agriculture
Tripura

P/95

No. F.3(15)/DOT/2016-17 / 8935-9105
GOVERNMENT OF TRIPURA
FINANCE DEPARTMENT

Dated: Agartala, the 30th March, 2017.

OFFICE MEMORANDUM

Subject:- Electronic disbursement of Government payments directly to the account of the Payee by e-Kuber (Core Banking Solution of RBI) and submission of online bills by DDOs.

The State Government has decided to introduce electronic payment by direct credit to the bank account of the payees in order to overcome the shortcomings of the existing system viz. (i) delay in transmission of fund to the payees' account, (ii) Parking of funds in DDO's Account beyond the permissible period, (iii) Difficulty in monitoring of the cash balance with DDOs, (iv) Risk of vouchers being missed in course of physical transmission of bills/ cheques to the Treasury Linked Bank and (v) Delay in receipt of physical scroll from the Banks and sending the same to AG(A&E).

2. Instead of existing system of disbursement from the Treasury/ Sub-Treasury through Bank, all disbursements through electronic mode would now be credited to the Payee's account through the e-Kuber of RBI.

3. Coverage of the Scheme:

3.1 Payment through ECS/NEFT:

All Government payments/disbursements will be made electronically through the Bank account of the individual Payee. The Reserve Bank of India will make the payment as per the e-Advice received from the Treasury/ Sub-Treasury by means of NEFT/ ECS as the case may be.

4. Operating Procedure:

The Operation procedure for electronic disbursement of Government dues to be made through the Treasury/ Sub-Treasury using the payment platform of Reserve Bank of India as outlined below:

4.1 Responsibilities of Heads of Offices (HoOs)/ Drawing & Disbursing Officers (DDOs):

4.1.1 Payee Bank details:

The Head of Office will collect the following bank related information of the Payee from employees under his/ her office and also from vendors/ suppliers/ contractors etc. at the time of placement of work order/ indent/ purchase order etc. in the prescribed form as in **Annexure-I**.

- i. Payee's Name
- ii. Payee's Father/Husband Name
- iii. Payee's Address
- iv. Payee's Aadhaar Number
- v. Payee's PAN Card Number
- vi. Payee's Employee Number, if any
- vii. Payee's Bank Account Number
- viii. Payee's Bank Account Type
- ix. Payee's Bank Name
- x. Payee's Bank Branch Name
- xi. Payee's Bank IFSC Code
- xii. Payee's Bank MICR Code
- xiii. Payee's E-mail ID, if any
- xiv. Payee's Mobile Number

They are also required to obtain documentary evidence(s) in support of the information furnished by the Payee for record.

4.1.2 Submission of details in Treasury Portal:

The DDO will upload the information relating to Bank Account of the Payee through the DDO interface of the Tripura Treasury Portal before submission of bills to the Treasury/ Sub-Treasury.

2/93

4.1.3 Access to the DDO interface of Treasury Portal:

The DDOs have already been provided with a user ID and Password from the Finance Department, Government of Tripura for accessing the DDO interface of the Treasury Portal- DDOs through the following link:

<http://finance.tripura.gov.in>

The DDOs shall also upload the bill details of the individual payees as in **Annexure-II** along with Bill Number & Date, Gross & Net amount of the bill. The DDO has to submit a single Payee list for each bill.

4.1.4 Generation of reference ID from Treasury Portal:

On successful entry and submission of the list, the Tripura Treasury Portal will generate a reference ID. The DDOs may also take the print out of the list and attach it with the bill and submit it in the Treasury/ Sub-Treasury for drawal and retain a copy in his office for reference and record.

4.1.5 Entries in Acquaintance Roll and Cash Book etc.:

After the bill is passed for e-payment by the Treasury/ Sub-Treasury Officer, DDO interface of CTOS will provide a report containing the bill status. The net amount of the bill would be noted in the Cash Book, Acquaintance Roll or any other payments register in token of disbursement of the claim. However, if there is a report regarding unsuccessful payment, the DDO will take note of the un-credited amount due to failed transactions and record the aggregate amount of the unsuccessful payments in respect of a particular bill on the receipt side of the cash book with contra entry in the debit side indicating deposit of the un-credited amount in appropriate Head of Account due to failed transaction.

4.1.6 Failed Transactions:

One payment can be failed / returned in two ways:

- i. One transaction can be failed/ returned at the time of acknowledgement by the RBI :

In such case, the whole amount of this bill is rolled-back and DDO will prepare a new bill.

- 9/
- ii. One transaction can be partially failed/ returned at the time of payment by the RBI:

In case of partially failed transaction, during payment by the RBI, due to incorrect bank details of the payee, the amount debited by RBI but failed (not credited to some payees) will be shown in a screen and Treasury Officer/ Sub-Treasury Officer may get the amount credited against respective Head of Account against which it was debited, by click of the mouse. After knowing about failed transactions, the concerned DDO shall prepare new bill after making necessary corrections in the bill(s).

4.1.7 Certificate on the net claims of the bill to be paid electronically:

The DDOs will certify on the body of the bill "Certified that the net claim of this bill will be transferred electronically into the Bank account of the payees and the correct Bank details of the payees have been furnished in a separate list after due verification and uploaded in the Treasury Portal bearing Reference ID-"XXXX".

4.1.8 Provision for PWD (R&B), PWD (DWS), PWD (WR), Forest Department and TRP & PTG Department:

In case of PWD (R&B), PWD (DWS), PWD (WR), Forest Department and TRP & PTG Department, the physical cheque will not be required to enclose along with bill(s). Instead of Physical cheque, system generated e-Cheque shall be attached along with the bills.

5. Receiving Bills:

The Treasury/ Sub-Treasury Officers will receive the bill for electronic payment submitted by the Drawing & Disbursing Officers, only if the Reference ID is generated from the Treasury Portal is superscribed on the front page of the bill in red ink. In the bill receiving counter, the Bill Receiving Clerk will verify the Reference ID superscribed on the bill from the system and CTOS will automatically tag the Payee list with the bill.

5.1. Treasury procedure for admitting the bills for e-payment:

The Treasury/ Sub-Treasury Officer will exercise the usual checks against appropriation and other requirements as per the prescribed procedure and then process the advice indicating the mode of e-Payment i.e. ECS or NEFT through CTOS. In case, there is no specific indication regarding the mode of e-Payment, it would deem to be ECS.

5.2 Treasury/ Sub-Treasury Officer to generate advice from CTOS:

The Treasury/ Sub-Treasury will generate the advice to RBI and make a print out of the advice for subsequent verification with the approved bills. After verification, the Treasury// Sub-Treasury Officer will put his/ her initial against each entry and sign the advice which would be retained in the Treasury/ Sub-Treasury for reference and record. The approved bills along with the advice will not be sent to the Bank but will be retained in the Treasury/ Sub Treasury.

5.3 Online approval of advice e-Payment:

The Treasury/ Sub-Treasury Officer will approve the advice for e-Payment through CTOS by his/ her digital signature after completion of the procedure indicated in the preceding paragraph.

5.4 Paid seal to be affixed on the bill after receipts of the payment report/ e-Scroll:

The Treasury/ Sub-Treasury Officer will affix the '**Paid**' seal on the body of the bill passed for e-Payment on receipt of the payment report/ e-Scroll from the RBI and reconcile with the advice, bills retained and e-Scroll. The debit scroll will reflect the total amount advised for e-Payment.

5.5 Seamless entry of debit scroll:

The electronic scrolls in respect of e-Advice received from RBI by the concerned Treasury/ Sub-Treasury will be imported into the CTOS to populate the payment information in the CTOS database for preparation of Treasury Accounts seamlessly.

P/90

5.6-Submission of accounts to AG (A&E), Tripura:

The Treasury will generate the accounts from CTOS and submit the accounts along with the vouchers to the AG (A&E), Tripura as per existing system.

6. Role of Reserve Bank of India, Mumbai:

The Reserve Bank of India, Mumbai will not only provide the payment platform but also serve as the Link Bank for all the Treasuries and Sub-Treasuries in respect of all e-Payments.

6.1 RBI to debit the Government account:

On receipt of e-Advice the PAD, RBI, Mumbai will debit the State Government account through the "Drawing Account" opened against each Treasury/ Sub-Treasury for this purpose and also credit the Government account for failed transactions.

6.2 RBI to provide e-DMS:

The RBI, Mumbai will upload e-DMS in their secured website and RBI interface of Treasury Portal in respect of all transactions that have been processed through them in the preceding month, on the first working day of the subsequent month. The VDMS in respect of the e-DMS will also be uploaded by the respective Treasuries/ Sub-Treasuries and which will be made available to Accountant General (A&E).

7. Role of existing Treasury Link Banks:

The existing Treasury Link Banks will continue to provide scroll to the Treasuries/ Sub-Treasuries in respect of Government payments and receipts which will be processed through them. In other words, the transactions other than those which are processed through the RBI for e-Payment to the Payee shall be reported by the existing Treasury Linked Banks in the usual manner to the Treasuries/ Sub-Treasuries.

9/89

8. Implementation of e-Payment:

The e-Payment process will be operational on pilot basis in the all the Treasuries and Sub-Treasuries from 1st April, 2017 for selected DDOs and it will be operational for all DDOs under all Treasuries/ Sub-Treasuries under the State Government from 11th April, 2017.

M. Nagaraju 29/3/17
(M. Nagaraju)
Principal Secretary
Finance Department
Government of Tripura

To

1. All Controlling Officer
..... Department
2. All Head of Department
..... Department
3. All Treasury Officer/ Sub-Treasury Officer.
4. The AG (A&E), Tripura, Agartala.
5. The Regional Manager, RBI, Mumbai/ Nagpur/ Guwahati.
6. All Officers of Finance Department.

Copy to

1. The PS to the Hon'ble Minister, Finance etc. Department, Government of Tripura for favour of kind information.
2. The PPS to the Chief Secretary, Government of Tripura for favour of kind information.

Annexure-I

Bank details of the Payees.

SI. No.	Payee Name	Payee's Father/Husband Name	Payee's Address	Payee's Aadhaar Number	Payee's PAN Card Number	Payee's Employee Number, if any	Payee's Bank Account Number	Payee's Bank Account Type.	Payee's Bank Name	Payee's Bank Branch Name	Payee's Bank IFSC Code	Payee's Bank MICR Code	Payee's E-mail ID, if any	Payee's Mobile Number

I do hereby declare that I authorize the Drawing & Disbursing Officer to electronically credit my entitlements/ claim to the Bank Account and other details furnished above which are true and correct to the best of my knowledge.

Signature.....

(Name) Designation:

Address:

Contact Number:

E-mail:

Mobile No.:

Annexure-II

Bank details of the Payees.

Sl. No.	Bill No. & Date	Gross amount of the bill	Net amount of the bill	Payee Name	Payee's Bank Account No	Payee's A/C Type	Payee's Bank IFS Code	Payee's Bank MICR Code	Amount to be paid	Mobile No.	E-mail ID, if any

I hereby declared that I authorize the Treasury/ Sub-Treasury Officer and PAD, RBI to electronically credit the entitlements/ claims to the Bank Account of the Payee/ employee/ vendors/ etc. as per details furnished above.

Signature

(Name) Designation:

Address:

Contact Number:

E-mail:

Mobile No.: