

Government of West Bengal
Department of Food & Supplies
11A, Mirza Ghalib Street, Kolkata-700087
5th Floor, KHADYASHREE Bhawan

No.537-DF/B.O

Date-15.06.2022

ORDER

**Sub: Introduction of online Advice payment system for various payments/remittance
Of fund at Directorate of Finance level**

Online billing module was introduced vide No.Fin/IPC/21-22/191 dated-27.05.2021 for submission of claim of both Dealers and Distributors w.e.f. the month of April, 2021 through which Payment is made directly into the Bank account of the Dealers/Distributors. Thereafter the module was also extended for online payment of incidental charges of Rice Millers, Commission to Co-Societies/SHGs, Claim of MSP and Market fees to CMR agencies. But till date payment to various suppliers/vendors for supplying various services, remittance of fund to Districts/DDR for various purposes viz. meeting the expenses in connection with Duare Sarkar, old claims, Payment of Paddy purchase Officers etc are processed through preparing manual Bank Advice. In existing system the entire process from preparation of advice to sending of advice to Bank for payment is fully manual.


Thus to leverage the benefit of digitization it was decided to develop an online platform where digital advice will be generated through system and payment will be made into the account of Supplier/Vendor etc through Bank integration. Accordingly Reforms Cell of Food & Supplies Department has developed an online platform for creation of e-advice and online payment. The said module has already been tested in live mode. Henceforth all payments out of the Account Number.10959205028 of SBI Park Street Branch shall be made through this online module only except for those payments against which cheque payment is inevitable at present.

Some basics of this module are given below:-

1. Director of Finance shall act as Admin user of this module and create the Login of Operator, 1st Level Approver and 2nd level approver.
2. Beneficiary master shall be created and approved at first before preparation of e-Advice by Operator/1st level approver/2nd level approver. However approval of beneficiary can only done by either 1st level approver or 2nd level approver.
3. Beneficiary need to be mapped with expenditure types. Single beneficiary can be mapped against multiple expenditure types.
4. AD/DD whose signature is lying with bank as authorized signatory and Joint Director/Additional Director shall act as 1st level approver/2nd level approver.
5. B.O Section shall create e-Advice based on the approval in file and forward the same to 1st level approver along with keeping record in registers. 1st level approver shall forward the e-advice to 2nd level approver. In case of emergency e-Advice may be created directly by 1st level approver or 2nd level approver for payment.
6. Once approved by 2nd level approver the e-advice shall be available in Payment module for making payment to Bank through Bank integration process.
7. Once payment is made Success/Failure status will be updated for making necessary entries in PDS Accounts and reconciliation with Bank.
8. In case of failed Transaction fresh e-Advice need to be prepared after making necessary correction in Bank details, if required.

This order shall take immediate effect. At present this module will be applicable for online payment from the Bank Account Number. 10959205028 of SBI Park Street Branch only.


This order is issued as per approval in file No. DF-15011/1/2020-DD (DF)-DF


Director of Finance & E.O. Special Secretary 15.06.22
Food & Supplies Department, W.B

DEVENDRA PANT
W.B.A. & A. S.
Director of Finance
Food & Supplies Deptt.
Govt. of West Bengal

Copy with enclosures forwarded for information and necessary action to:

1. Director, DDP&S under Food & Supplies Department, West Bengal.
2. Director of Rationing, Food & Supplies Department, West Bengal.
3. Director, Directorate of Consumer Goods, Food & Supplies Department, West Bengal.
4. Director, Directorate of Textiles & Production-cum-Distribution Scheme, Food & Supplies Department, West Bengal.
5. Director, Directorate of Storage, Food & Supplies Department, West Bengal.
6. Director, Directorate of Non-Cereal Essential Commodities, Food & Supplies Department, West Bengal.
7. Financial Advisor, Food & Supplies Department, West Bengal.
8. All Sr.Special Secretary/ Additional Secretary/Joint Secretary/Deputy Secretary/ Assistant Secretary under Food &Supplies Department.
9. Joint Secretary, Reforms Cell, Food & Supplies Department.
- 10.OSD, Reforms Cell, Food & Supplies Department, West Bengal.
- 11.District Controller, Food & Supplies, _____ District.
- 12.Deputy Director of Rationing, _____.
- 13.Accounts Officer, _____ District/DDR
- 14.P.A to Secretary, Food &Supplies Department, W.B.
- 15.Guard file.


Deputy Director
Directorate of Finance
Food & Supplies Department, W.
Deputy Director of Finance
Food & Supplies Department

DEVENDRA PANT
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