



No.:C-1(2)/Cash/2008-09/18-09

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Presently, all payments relating to staff and third parties are made through ECS/NEFT/RTGS by physically submitting hard copy of payment instructions to bank. Preparation of physical payment instructions & visit to bank for submission of payment instructions results in loss of productive man-hours.

FCI HQs Vide its Circular No 02/FIN/2019 dated 03rd May 2019 introduced SBI Cash Management Product (CMP) for making online payment to staff at HQ, ZO and IFS on pilot basis. The same has been successful in prompt disbursement of payments. Consequently it has been decided to start this facility at all offices of FCI. (Item No 66/2019-393rd BOD Meeting dated 30.07.2019). This facility will be initially used for staff related payments like Salary, Medical and TA bills, CPF etc.

By using SBI CMP facility, FCI offices can upload file on the Bank system using User ID and Password for processing payment without physically visiting the bank branch. The payment once uploaded onto bank site <http://newcmp.onlinesbi.com>, will be processed by bank and same will be credited to beneficiary bank account within 2-3 hours.

Accordingly, unit offices are advised to take following actions at their end:-

1. The Unit offices shall approach to their respective SBI branches/LHO/CMP cells at their locations. The contact details for the same has been shared with respective FCI Zonal office. Bank will provide User IDs and Password for 2 Maker and 2 checker, 1 Administrator and 1 regulator.
 - a) Maker shall upload FAP generated batch output file on SBI's site (<http://newcmp.onlinesbi.com>). This role will be performed by an assistant level staff of FCI.
 - b) Checker/Authoriser shall approve the file uploaded by the maker. This role will be performed by Manager (A/c)/AGM (A/c), who are authorised signatories in the bank records.
 - c) In case Manager A/c is not posted in any district office, Checker/Authoriser's roll will be performed jointly by two non-accounts cadre manager, who are signatory in the bank a/c with mode of operation "Both/Any two Jointly". Two separate Authorisers ids will be issued in such cases by the bank. Payment will be processed by CMP site only after authorisation by both authorisers.
 - d) Administrator will have power to create user IDs, reset passwords, Activate, Deactivate users belonging to his/her unit. Administrator power will be given to officer who is authorised

signatory in the bank's records. This role will be performed by AGM (A/c) in RO's and by Divisional Manager in Divisional Offices.

e) Regulator will have executive control of CMP Activities like defining the File formats for both transaction level files and the beneficiary files, defining the overall profile like defining Fund Transfer Limit for the Corporate, to setup the transaction authorization preferences, to decide on level of Approver. This role will be performed by DGM (A/c) of RO of both regional office and DO under its jurisdiction. In case a DGM (Fin) is not posted in any Regional Office, this roll will be performed by GM/DGM (Fin) of concerned Zonal Office.

f) Authorisation Letter to SBI for using SBI CMP facility in RO/DO's and nominating various officer/Official will be issued by GM (Region) concerned.

g) In case of any official/officer leaving the office due to any reason, his/her user id shall be got deactivated by DGM(Fin)/Divisional Manager concerned and in no case the user id shall be passed onto new incumbent. The new incumbent should be given new user id/password by submitting new forms to the bank in his/her own name.

2. MIS report on file uploaded will be generated by CMP on daily basis, so that reconciliation can be done accordingly.

3. All officers/officials will use official email ids only (gov.in, nic.in) created in personal names, as a mode of communication with bank. Generic id' created in the name of office like srmhr.fci@gov.in, agmbill.fc@gov.in, ifs.fci@gov.in , gmfin.fci@gov.in etc. should not be used.


4. BRS shall be prepared on weekly basis by an officer other than maker/checker.

5. Since payment will be credited online using passwords, it is emphasized that passwords shall not be shared with anybody due to security reasons. Appropriate vigilance action will be initiated against staff sharing his/her passwords.

6. There will be no extra charges payable to SBI for this facility.

7. **This facility is to be used for staff related payments like Salary, Medical and TA bills, CPF etc. In no case, third party payments should be processed using this facility.**

The status report for implementation of CMP at all locations will be reviewed by concerned Zonal Offices and be shared with HQ on fortnightly basis.


(Jagdish Kumar)
General Manager (F)

Distribution:-

1. ED ZO (North/South/ West/ East/ North East)
2. GM (R) All Regional Office/DGM (R) Manipur
3. Divisional Managers (All Divisional Offices).
4. Director (IFS) Gurugram