



No.:C-1(2)/Cash 2008-09/2018-19

Date: 03rd May 2019

CIRCULAR NO. 02/FIN/2019

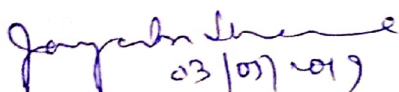
Reference is drawn towards the Resolution passed in Board at Item No. 49/2018(BD) in its 388th meeting of Board of Directors held on 27th September, 2018 vide which proposal for making online payments of staff salary and other miscellaneous staff payments using Cash Management Product (CMP) of State Bank of India (SBI) was approved. Initially this facility will be used in five Zonal offices, IFS & Headquarters only on pilot basis. This system would be rolled out to other offices like ROs/DOs after successful implementation at pilot locations, for which separate instructions will be issued.

At present the payments related to salary and others are done through ECS/NEFT/RTGS by physically submitting hard copy of instructions to bank. But by using CMP, 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 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 at their locations. 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 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) 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 DGM (Fin) in ZO/Hqrs and AGM (Fin) in IFS.

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d) 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 approval. This role will be performed by GM (Finance) of ZO/HQ and Director IFS in their respective offices.

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) email ID 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.

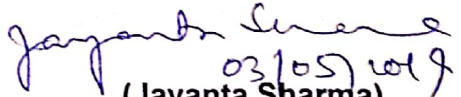
4. BRS shall be prepared on weekly basis by an officer other than maker/checker.

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 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 pilot locations i.e. all Zonal Offices and IFS may be apprised to Headquarters on monthly basis.


(Jayanta Sharma)
03/05/2019
Chief General Manager (Fin.)

Distribution:-

1. ED ZO (North/South/ West/ East/ North East)
2. Director IFS, Gurgaon, Haryana
3. AGM (Bills), Hqrs, New Delhi.