CIRCULAR NO. 05/FIN/2020

Reference is drawn towards Office Memorandum no. DPE-7(4)/2007-Fin dated 04.02.2020 wherein it is communicated that all CPSEs shall have a real time bill tracking system for MSEs and Vision 2024 (FCI) “Reforms in FCI – by use of Information Technology” in which one of the activities is regarding “Development of Online payment System to cover entire range of activities from submission of claim to actual payment”. One of the aims of above activity is the tracking of entire payment cycle from the receipt of the Bill till the release of the payment.

In compliance above, FCI FAP Division has developed a Bill Tracking Software (BTS) which is fully integrated with the existing Accounts Payable Module. This will help in tracking of supplier/contractors bills (third party) and ensure timely payment to them. Also the suppliers can keep a watch on their bills and can check the status of their payments and can submit the bills online.

FCI’s users will be able to Login through following URL: https://fcilekha.in:7778/billtracker/ and is Compatible with Google Chrome Browser.

There are following different processes in the “Bill Tracking System”:

1. Central Dak Process
2. Generate Bill Process
3. Bill Movement Process
4. Purchase Order(PO) Process
5. Vendor Login

Each Unit Office should appoint one nodal officer for the facilitating the user creations in BTS module, the details of same is to be shared in the attached user creation template through Mantis support tool under BTS project Tab {Refer to Point B(2) of SOP of Bill Tracking Software}.

Each division/department has to create different users and give them permission according to role in their division, detail of different permissions is as under:-

- Central Dak
- Generate Bill
- Bill Movement
- Setting
  - User (Option to be kept only with Nodal Officer/FAP Support Team)
  - Vendor
  - Department (option is available only with FAP Support Team)
- PO
- Reports

The brief details of above permission are as under and for detail manual may be referred:-

- Central Dak permission can be assigned to the employee who has the responsibility for generation of Acknowledgment No. for each vendor bill received in concerned FCI office and assign the same to the concerned Department e.g. Engineering, Contract, QC etc.

- General Bill/Bill Movement permission can be assigned to the user in the concerned division/department by the Department Head/User having Manager Rights who have the responsibility to process the bill for approval of competent authority.

- In Setting, the permission for creation of user/vendor can be given to a particular user. (Only to be available to Nodal Officer and he has to ensure that not to be assign User creation rights further to any user).
Purchase Order (PO) creation/editing permission can be given to the user which has the responsibility of processing of bill and applying of PO against each bill processed.

Reports permission can be given to the user in the concerned division/department which has the responsibility to obtain the status of bills processed in their division/department.

There are different Types of Reports available in the “Bill Tracking System” such as:

1. Submitted Bill Report
2. In-Process Bill Report
3. Rejected Bill Report
4. Approved Bill Report
5. Paid Bill Report
6. Reprint Receipts
7. Bill Tracking
8. Payment Receipts

Standard Operating Procedure for operating the Bill Tracking Software (BTS) is enclosed at Annexure-“A”.

Further, for the vendor who submits the bill first time in the concerned unit office, it must be ensured that the details as per Annexure- “B” must be obtained from the vendor by the operating division and may be provided to the bills division for creating the vendor code in FAP- APPS module before submission of bill by the vendor so that bill submitted by the first time vendor can be entered in BTS without any delay.

Bill Tracking Software must be rolled out in all the FCI offices from 03.08.2020. All the bills of suppliers/contractors received on or after 03.08.2020 should be processed only after entering the same in BTS.

Zonal offices to ensure compliance at all the Regional offices under their control and submit consolidated compliance report to HQRs.

In Case of any Technical issue related to BTS software, User may raise a ticket through existing FAP Support System (Mantis) under “Bill Tracking Project”.

This is for your information and strict compliance.

संलग्न : स्थायीता
(रशिम गुलोटी)
महाप्रबंधक(वित)
कृते कार्यकारी निदेशक (वित)

वितरण:-
1. कार्यकारी निदेशक, भा.-खा.-नि.-, आंचलिक कार्यालय (उत्तर/दक्षिण/पूर्व/पश्चिम/उतर-पूर्व);
2. सभी महाप्रबंधक (शेत), भा.-खा.-नि.-/ उप महाप्रबंधक (शेत), मणिपुर;
3. सभी महाप्रबंधक (वित एवं लेख) / उप महाप्रबंधक (वितवंतलेख), भा.-खा.-नि.-, जेडओ / आरओ;
4. निदेशक (IFS), भा.-खा.-नि.-, खाद्य सुरक्षा संस्थान, गुरुग्राम;
5. सहायक महाप्रबंधक (बिल), भा.-खा.-नि.-, मुख्यालय, नई दिल्ली;
6. सभी मंडलप्रबंधक, भा.-खा.-नि.-, मंडल कार्यालय;
7. सभी कार्यकारी निदेशक, भा.-खा.-नि.-, मुख्यालय, नई दिल्ली;
8. फीपस से सीएमडी, भा.-खा.-नि.-, मुख्यालय, नई दिल्ली;
9. महाप्रबंधक (आईटी), भा.-खा.-नि.-, मुख्यालय .....एफसीआई वेबसाइट पर अपलोड करने के लिए;
10. महाप्रबंधक (हिन्दीसेल), भा.-खा.-नि.-, मुख्यालय .....कंटेन्ट कोहिटाइमपरिवर्तनलेके लिए।