

**GOVERNMENT OF MEGHALAYA  
FINANCE (ESTABLISHMENT) DEPARTMENT**

\*\*\*\*\*

NO.FEG.32/2016/40

Dated Shillong, the 28<sup>th</sup> August, 2017.

**OFFICE MEMORANDUM**

Subject:- SBI – Cash Management Product (SBI-CMP).

With the implementation of system for making payments to different payee through SBI-Cash Management Product (SBI-CMP) vide Government Notification No.FEG.32/2016/39, dated 23<sup>rd</sup> August, 2017, all Government Department and Treasury Officers are directed to take note of the following steps in implementation of the same.

1. (a) The Drawing & Disbursing Officers (DDOs) will furnish the payee details of the bills through 'e- Billing' application. e-Billing is a web application for DDO (Civil Accounting) to register all the Payees and for capturing bills details and payee details and post the data directly to the TreasuryNET application.  
  
(b) In the first phase, this scheme will cover DDO having internet connectivity from NICNET (NIC Network) or SWAN connection or any other private service provider.
2. (a) The concerned DDO will enter the Bills details along with the payee details through the e-Billing module. the e-Billing module will also allow the DDO to generate the Treasury Bill No.  
  
(b) The DDO shall then print the DDO Advice and the Bill Extract from this application and submit the same along with the bill to the Treasury for further processing/auditing.  
  
(c) The application will allow the DDO to add multiple payees against a single bill.
3. (a) The Treasury will continue to Audit and pass pay order against the bill presented by the DDO's.  
  
(b) The Treasury auditors will be allowed to view the payee details against the Bill but there will be no provision in the TreasuryNET application for the treasury auditors for altering/updating the payee details of the bill.  
  
(c) The ATO/Accountant will continue to function with the same role entrusted to him/her as per treasury rule for scrutiny/finalisation of the bill.  
  
(d) Treasury Advice(s) will be generated against the passed bill(s) for a given date. The Treasury Officer will generate the electronic payment file in an encrypted file in prescribed file/data template with the SBI-CMP.
4. The SBI-CMP will share the payment files and reverse MIS/Scroll treasury wise through the portal exclusively meant for the purpose.
5. The Treasury Office will be provided with two user ID's for Uploading the file and for authorising the payment file in the SBI-CMP.
6. **Uploader:**  
  
This user will be given to any of the treasury staff duly authorised by the Treasury Officer (TO) for uploading the encrypted file in the SBI-CMP portal. Once the payment file is uploaded, the File No will be generated in the SBI-CMP portal.