

GOVERNMENT OF PUDUCHERRY
Directorate of Accounts & Treasuries

No. DAT/EDP/2011/ 465

Puducherry, dt 19-10-2011

CIRCULAR

Sub: Green Initiative – e-payment – Procedure for presentation of claims for e-payment

Ref: - 1) Circular No.1822/FS(PA)/2011 dt.23.09.2011 of the Finance Department
2) Circular No.4214/Secy/Fin/F3/2009 dt. 24.9.2009 of the Finance Department

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Attention of all Head of Office/Drawing and Disbursing Officers is invited to the references cited. This Directorate is receiving data in a text format along with the Pay Bills from the DDO towards crediting the salary of the employees in to their individual bank a/c through ECS. As per the circular cited under reference (1) for e-payments to the employees/beneficiaries/contractors/suppliers etc., a general format has been prescribed therein for crediting the bank accounts through ECS.

2. To facilitate identification of individual bills and effect e-payments without any error, the data to be submitted by the DDO to the DAT along with bills are as detailed below:

- i) All personal claims pertaining to the employee except GPF has to be sent to DAT similar to the salary bills through the centralized PayRoll software PaySoft.
- ii) All other bills relating to supplies & materials, works and maintenance expenditure, Government of India Schemes, subsidies, scholarships and stipends, the data has to be sent to this directorate through mail ID datecs.pon@nic.in marking a cc to dat.pon@nic.in. The Bank Account Number will be the unique User ID. The format for the data to be sent with bill is enclosed as annexure. For this the Department/DDO's should use their official mail ID for sending the text files to DAT.

3. To distinguish the text files send by the DDO's, the Departments/DDO should assign the file name for the text file as first four digit as DDOcode and next four digit as bill number. Eg 12030012.txt (1203-DDO Code, 0012-Bill Number).

4. The above procedure shall be followed for effecting e-payment without any error and difficulty to the beneficiaries


(A.K. NARAYANAN)
DIRECTOR

To
All Head of Offices and DDO's, Puducherry.

Copy to :
The Sr.Technical Director & State Informatics Officer, NIC, Puducherry.

Annexure

Structure of the Data to be furnished for other bills for disbursement of payment through ECS

Sl.No	Description	Type	Size	Remarks
1.	Serial Number	Numeric	4 digits	
2.	Name	Character	40	Beneficiary Name
3.	User reference	Alpha Numeric	16	Bank Account Number of the Beneficiary
4.	Bill Net	Numeric	8 digits	Gross Bill Amount
5.	N.S.D Total	Numeric	8 digits	Tax deductions such as Income Tax, VAT, etc
6.	E.C.S. Net	Numeric	8 digits	Bill net after deductions
7.	Bank M.I.C.R Code/IFS Code	Numeric	9 digits	Bank Code of the beneficiary's account is operated
8.	Account Number	Alpha Numeric	15	Beneficiary's Bank Account Number
9.	Account Type	Numeric	2 digits	10 - Saving Account, 11 - Current Account
10.	D.D.O Code	Numeric	4 digits	D.D.O Code
11.	Bill Number	Alpha Numeric	5	Unique bill number
12.	Bill Type	Character	1	A- Beneficiaries/Party Bills
13.	Destination Code	Character	1	I - Individual and D- DDO
14.	Head	Character	17	Head of Account under which the claim is made
15,	Region	Character	1	P-Pondicherry, K-Karaikal, M-Mahe, Y-Yanam, V-Villianur, B- Bahour