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Finance Officer

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CIRCULAR

Subject: Submission of Soft Copy in Excel format, Correct Bank Details, and Supporting Documents for timely processing of payments – reg.

It has been observed that in many cases, the soft copy of payment details is not sent in advance and is being provided only after reminders from the Finance & Accounts Section. Further, the Bank has also raised complaints regarding incorrect and incomplete bank details, which is resulting in delay in credit of payments.

In this regard, it is hereby instructed that whenever payment is proposed to five (5) or more beneficiaries in a single file, the concerned section shall mandatorily send the payment details in soft copy in Excel format only (containing Sl.No, Name of the recipient, Account number, IFSC code, , Amount, etc.) through official email to the Finance & Accounts Section before or at the time of submission of the file.

The following must be strictly ensured:

1. A copy of the email through which the soft copy was sent shall be attached in the file.
2. A noting shall be recorded in the file indicating that the soft copy has been sent through email.
3. All relevant and proper supporting documents shall be enclosed with the file for processing of payment.
4. Bank Account Numbers must be provided correctly and completely, including zeros (0) appearing at the beginning of the account number. Non-mentioning of leading zeros will result in payment failure.
5. IFSC Codes must be entered correctly without any spaces. Spaces in IFSC Codes will lead to rejection of payment by the bank.

The Finance & Accounts Section will not call for the soft copy separately. Files received without the soft copy in Excel format, without attaching the email copy, with incorrect bank details, and without proper supporting documents will not be processed, and the payment may be delayed or the file may be returned.

If the above instructions are followed carefully, payments can be processed smoothly and credited on time without delay.

All concerned sections are requested to comply with these instructions strictly.

Finance Officer

19/2/26
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