

Government of West Bengal
Directorate of Treasuries & Accounts
Finance Department
4, Lyons Range, Kolkata-700001

No.DT/O/1/IFMS-2014(pt)/1640(85)

Dated, 17th November, 2014

From:
Parwez Ahmad Siddiqui, IAS
Director of Treasuries & Accounts

To
The PAO/ Treasury Officer,
PAO ___ / _____ Treasury,

Subject: Guidelines to Pay & Accounts Officers/Treasury Officers for e-CTS & e-Pradan

Sir,

Integrated Financial Management System (IFMS) has been introduced vide FD Memo No. 2088-FB dated 28/2/2014 with e-Bantan Module in the first phase of implementation. The second Module e-Pradan (e-Payment) will be implemented from 1.12.2014 as per schedule mentioned in the FD Memo No. 4905-F(Y) dated. 17/09/2014. Conversion of Existing Treasury System to new Centralised Treasury System (e-CTS) is mandatory before implementation of e-Pradan. Existing database of CMC/NIC Treasury is to be migrated to the web based e-CTS system as per schedule annexed. The conversion from the existing Treasury System to the upcoming e-CTS requires completion of some predefined activities before data migration. Treasury Officers are requested to follow the guidelines and take necessary action as detailed below:

- a) Data Migration activity will be carried out as per enclosed scheduled. If data migration process is interrupted due to any unavoidable reason in any treasury, migration will be done as per revised schedule to be communicated in due course.
- b) Normal work in treasury/PAO may be interrupted for 3-4 days after data migration.
- c) Presence of Treasury Officer/PAO and all ATO/ APAO is mandatory in the Treasury/PAO till completion of Data Migration. The Migration Process may continue even beyond office hours on the scheduled date. The Treasury Officer/PAO is most likely to be contacted in case of any clarification required or problem arises in any Treasury/PAO.
- d) TO/PAO and all ATOs/ APAOs and staff shall remain present in office 7 days prior and 7 days after data migration.

- e) It will take approximately one day to migrate the data of a Treasury/PAO. During the migration time normal treasury operation using existing Treasury system will be stopped.
- f) Proper backup of the existing Treasury Database has to be taken at the day end just preceding the day of Data Migration.
- g) Once Data Migration has been completed no transaction will be allowed in the old Treasury package (CTMS/NIS Treasury System). All Treasury transaction will be from the new Web based e-CTS module of IFMS only.
- h) Before Data Migration the processing and completion of entire workflow (e.g. Bill receiving to Cheque delivery) of all important bills such as the Salary or pension should preferably be completed. This is to avoid any temporary complication arising due to this switchover. Similarly all the requests for Stamp delivery to be completed before the migration to avoid any kind of complication.
- i) The Administrative User ID in the e-CTS module of the Treasury Officer/PAO will be sent by DTA. Subsequently Treasury Officer/PAO shall create User ID for the Addl. Treasury Officer(S)/ APAO(s) & all other staff of the Treasury/PAO adding his/her role in the e-CTS module.
- j) The existing User ID for all staff of the Treasury/PAO should be mapped /tagged with the new User ID in the e-CTS module. Such mapping should be completed at least one week before the date of data migration.
- k) It is mandatory to close the Accounts of the previous month before the migration in the concerned Treasury/PAO. In addition, the Treasury/PAO should complete the process of generation & printing of final list of monthly accounts of the previous month before the migration in the concerned Treasury/PAO. Report generation in the new e-CTS module may be disrupted for few days after the switching over to e-CTS.
- l) In the new e-CTS, the Pension categories will be maintained globally i.e. it will be same for all treasuries. The existing pension categories of the concerned treasury/PD Cell has to be mapped with the global master of IFMS. A tentative mapping will be forwarded by the Finance Department to the e-mail ID of TO/ATO at least two weeks before the date of data migration. The TO/ATO shall finalise the mapping and send it back at least one week before the date of data migration.
- m) The PL/LF/PD/PF scheme ID will be changed after data migration as such scheme IDs are to be generated serially during data migration. The Treasury/PAO should give a notice to the operators regarding the changed scheme ID after data migration.
- n) All TOs/PAOs are requested to check the e-mails at least 3 times a day without fail.

Yours faithfully,

Enclo: Schedule of Data Migration

Sd/-

(Parwez Ahmad Siddique, IAS)

Director

No. DT/O/1/IFMS-2014(pt)/1640(85)/1(23)

Dated, 17th November, 2014

Copy forwarded for information and necessary action to:-

1. The District Magistrate, _____ District.
2. Sri Goutam Chatterjee, Joint Secretary, Finance Dept, Govt of West Bengal
3. IFMS Cell, Finance Department, Nabanna, Howrah.
4. The Sr. P.A., Principal Secretary, Finance Deptt., Government of West Bengal.

Sd/-

(Parwez Ahmad Siddiqui, IAS)

Director