

**GOVERNMENT OF RAJASTHAN**  
**Department of Information Technology & Communication**

File No. F.2(1454)/DoIT/Estt/13/ML-3275

Jaipur, Dated: 30/09/2019

**Office Order**

To streamline the payment processes under the projects and for effective working, the payment process module is hereby implemented in RISL. The process for making the payments under this system shall be as enclosed herewith as Annexure – 'A'. All OICs are directed to follow this system for processing the payments under their projects.



(Abhay Kumar)

Principal Secretary, IT&C  
& Chairman, RISL

*Copy forwarded to the following for information and necessary action:*

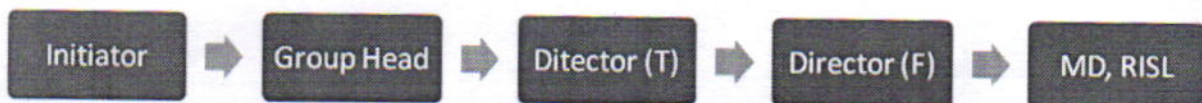
1. P.S to the Principal Secretary, IT & C and Chairman, RISL.
2. P.S to Special Secretary IT & C and MD, RISL.
3. P.S. to Director (Technical), RajCOMP Info Services Ltd.
4. Concerned Officers/Officials, RISL and DoIT&C.
5. OIC (Website), DoIT&C.
6. Guard File.



Technical Director Cum  
Joint Secretary

## Concept Note – Payment Process for projects

The Payment Process module shall automate the process of releasing payments to any firm working on a particular project. The payment process shall be initiated by the project OIC or his team member. Then it will be forwarded to the Group Head. Next, it will be forwarded to D(T), D(F) and MD, RISL for approvals. The physical file movement shall also be marked as "File Forwarded to ..." parallelly in the system.



Once the payment amount is approved by MD, RISL the Group Head shall issue Payment sanction order with his e-Sign. A pdf copy of the Payment Sanction Order shall be generated through the system. The sanction order shall be generated department wise, in pdf format with customised header & footer.

**For existing/ ongoing projects following details shall be captured in the system:**

1. Project creation
  - i. Project Name
  - ii. Project OIC
  - iii. Group Name
  - iv. Group Head
  - v. File number
  - vi. Vendor details
  - vii. Client organization details
2. Capture other details of project
  - i. SeMT approval details (with supporting documents upload)
    - a. SeMT meeting number
    - b. Date of SeMT meeting
    - c. MoM reference number
    - d. MoM issue date
    - e. SeMT Approval amount
    - f. Approved funding source
3. Client organization sanction details
  - i. Name of department
  - ii. Sanction type
  - iii. Sanction number
  - iv. Sanction date
  - v. Sanction amount
4. Execution agency (RISL) sanction details
  - i. Sanction type
  - ii. Sanction number



- iii. Sanction date
  - iv. Sanction amount
5. Fund status
- i. Advance received
  - ii. Expenditure incurred till date
  - iii. Balance fund available as on date
6. Budget status
- i. Budget provision for current financial year
  - ii. Expenditure already incurred during current financial year
  - iii. Balance budget provision available in current financial year
7. Details of Work order
- i. Details of WO issued
  - ii. Details of agreement executed
  - iii. Details of Security amount deposited by the firm
  - iv. Scheduled date of completion of Work (stage wise)
  - v. Any other information as deemed necessary for releasing the payment
8. Proposed payment
- i. Details of payment order issued by RISL
  - ii. Bill details
  - iii. Delay in execution of work (if any)
  - iv. Amount proposed to be paid to the firm
  - v. Details of extension granted with or without LD
  - vi. Applicable LD, if any (%)
  - vii. Calculation sheet for applicable LD (upload)
  - viii. Amount of LD
  - ix. Applicable penalty, if any
  - x. Calculation sheet for applicable penalty (upload)
  - xi. Details of Work verification by OIC
  - xii. In case of goods, details of receipt of goods obtained from authorised officer receiving the goods along with delivery challans
  - xiii. Details of installation/ inspection report
  - xiv. Details of user acceptance, if applicable
  - xv. Stock entry certificate, in case of goods obtained from the authorised officer of the client organization
  - xvi. Amount proposed to be paid to the firm after deduction of LD/ Penalty
  - xvii. TDS
  - xviii. GST
  - xix. Net amount proposed to be paid to the firm
  - xx. Bank account details for RTGS/ NEFT/ Online transfer:
    - a. Name of Bank
    - b. IFSC code
    - c. Account number
    - d. Recipient

**Payment transfer process**

RISL can make Payment to concerned vendor in two ways i.e. through RISL Bank account or Treasury

1. RISL Bank account: payment shall be made through RPP platform to transfer amount to the firm.
2. Treasury: a Reference number shall be generated through the system and passed to ERP module where the Bill shall be prepared and submitted to Treasury for payment to the firm.

Overall Process Flow

