

DIRECTORATE OF TREASURIES AND ACCOUNTS
TELANGANA::HYDERABAD

Memo No.F2/4375/2015

Dt:17.08.2017.

Sub:- P.S – T & A Dept.,- Clearance of Amounts in CINB Account in respect of Scholarships – Reg.

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All the Deputy Directors /District Treasury Officers are aware that huge amounts running in corers of Rupees are lying in CINB Account of District Treasuries in the state. On verification of balances it is noticed that around 50% to 70% of balances CINB Accounts pertains to non-generation of E-cheques only, i.e. generation of E – Cheques for partial amounts instead of total amount of bills. However total amount of bill is being credited into CINB Account, but E-cheques are not being generated for the amounts equivalent to amounts credited in CINB Account due to which huge balances are lying in CINB Account.

Further most of the DTO's are not identifying the amounts for which E-cheques have been not generated Token wise. In view of pendency of huge amount in CINB Account all Deputy Directors /DTO's are requested to go through the guide lines provided in the annexure enclosed and identify amounts for which E-cheques are not generated and send the proposal to this office for taking further action. Further the Deputy Directors/DTO's informed that they are wholly responsible for identification of beneficiaries with amount payable for which E-cheques have been not generated.

Sd/-K.SRC.Murthy
Director of Treasuries and Accounts (FAC)

To
All the Deputy Directors/ District Treasury Officers in the State.

//F.B.O//


Junior Accounts Officer

Annexure

Guidelines to identification of failures/non-generation of E - cheques and sending of request to the D T A

- 1) Identification procedure for the amounts to which E- cheques are not generated.
 - a) Identify the Token numbers and amounts of Scholarship bills included in the Bank list.
 - b) Download the Account Statement for a period of every (06) Months from CINB Account and save in the separate folder.
(SBI website does not allow to download the transactions exceeding (06) months)
- C) Verify whether identified Token no's and the amount of those scholarship bills are credited into CINB Account or not.
- D) Verify the amount of each E- cheque wise i.e for how much amount E – Cheques (Intra & NEFT) are generated then add the amounts of both E – Cheques. If added amount is equal to the Token Amount. Then, it is confirmed that Cheques were generated for full Amount. In case of amounts is less than Token amount it is confirmed that cheques are not generated for partial amount (difference of Token amount and the total E-cheque amount) and it is comes under 'partial upload failure' and record the amounts for which E-cheques are not generated.
- E) Open the Cyber Treasury web site (www.treasury.telangana.gov.in) which displays all beneficiaries' names by 'Scholarship TransId' wise after giving district code, TransId and year.
- F) Take the Cheque Number from Account Statement and open E- Cheque in CINB login then verify the Beneficiaries with Account Number one by one for which status shows as blank, and confirm, whether these beneficiaries are included in E- Cheque or not. If beneficiary is included in E- Cheque keep aside. In case beneficiary not included in E- Cheque we can re –Submit all such beneficiaries in the IMPACT screen and may be resubmitted to the DTA with covering letter date wise for generation of E-cheque.

1) How to Download the Account Statement?

- 1) Login any one user of CINB,
- 2) Click on My Accounts
- 3) Click on Account Statement
- 4) Enter Start Date
- 5) Enter End Date

- 6) Select Download in Ms- Excel format/ PDF format.
- 7) Click on Account Number
- 8) Click on GO Button
- 9) Open with /Save file

If the number of transactions are more that (150) we can get the Account Statement in pending Statement (In My Accounts).

Else we can get Account Statement there itself.

II) How to verify whether E – Cheques were partially failed or full failed (E- Cheque not at all generated).

- 1) Find the Token Number of bill in the Account Statement. if token number not found in debit column of Account Statement we can't fully confirm that the cheque is not generated for the particular Token Number, In case of Token amount is different to the total amount of two E-cheque we can confirm that cheque is not generated for differential amount and it is comes under partial upload failure.

III) How to open E- Cheque.

Login to any one user of the CINB

Click on Reports Option

Click on Query by E- Cheque.

Enter the E- Cheque No

Click on go to know the status.

IV) How to know the E – Cheque No.

Find the Token no in Account Statement in the "TO TRANSFER "statement, we will get intra Cheque number starting with CT and NEFT with CN.

V) How to open the Cyber Treasury Web site:

Login to www.treasury.telangana.gov.in

Click on Scholarships

Go to Scholarship Transid details

Enter STO Code

Enter TransID

Enter Year