

The operational guidelines for the collection of hot cash at all branches of e-treasury integrated banks.

Ref:- G.O.(P) No.12/2017/Fin dated 31.01.2017

Departmental user

- The Departmental user shall obtain user credentials to e-treasury from the nearest treasury office.
- The departmental officer shall accept cash in office after login into the e-treasury system and customer shall be given a copy of TR5 receipt generated from the system.
- At the end of the day, a consolidated pay in slip shall be generated for each head of account, based on which the officer shall remit the money collected to the nearest bank branch attached to the e treasury system or a nearby treasury office.
- One copy of the e- chalan issued by the bank containing bank reference number (BRN) shall be kept in the office for audit purpose.
- The offices like village offices/RT offices/Registrar offices etc. where remittances from large number of public takes place can continue to issue manual TR-5 receipts/ internal system generated receipts to the customers at the time of accepting money. But those offices shall also generate a head of account wise pay in slip from e treasury system for the bulk amount at the end of the day and remit the money so collected into the nearest branch of the bank /treasury on the basis of the pay in slip
- No chalan remittance other than those generated through e treasury system will be permitted at treasury/bank by the departmental offices from 1.2.2017.
- The departmental users can approach nearest treasury for any help/training in the case of e-treasury related operations.
- Please visit www.finance.kerala.gov.in for GO(P) No.12/2017/Fin dated 31.01.2017.

Bank user

- All branches of banks integrated with the e-treasury system (see G.O.(P) No.12/2017/Fin dated, 31.1.2017) shall accept the remittances made by departmental officers based on the pay in slip generated from the e-treasury system.
- The bank user shall login into the e-treasury system using the user credentials and fetch the data using the Government Reference Number (GRN) in the pay in slip.
- The money so collected shall be remitted to a collection account maintained in each branch of the respective bank.

- Thereafter the branch shall transfer the amount from the collection account of the branch to the pooling account of Government with the e-treasury integrated branch of the respective bank using internet banking credentials.
- After successful transfer the e-chalan with bank reference number (BRN) shall be generated from the system and handed over to the departmental officer.
- The nodal branch of each bank shall transfer the money from this pooling account to the Government account maintained by RBI on t+1 basis as in the case of e mode transaction.
- The agency bank branch shall transfer the money as was done hitherto.
- The banks can approach nearest treasury for any assistance/training in the case of e-treasury related operations.

Treasury user

- Treasury shall also accept the pay in slip as in the case of bank branches and issue e-chalan generated through the system after accepting the money.
- In this case the amount so collected at treasury will be remitted to the agency bank if it exceeds the imprest limit.
- Manual chalans by department officers shall not be permitted and e-treasury generated pay in slip shall be insisted w.e.f. 1.2.2017.
- Necessary assistance shall be provided to banks and department officers who approaches treasury for help relating to e-treasury operations.

For further assistance, please contact Directorate of Treasuries over phone **0471-2321154** or email- **keralatreasury@gmail.com**.