



**ODISHA STATE CIVIL SUPPLIES CORPORATION LTD
C/2, NAYAPALLI, BHUBANESWAR-12**

OSCSC Ltd.
Corporate Office

File No. Proc/Cash/42/18-19 No. 13624 Date 19.9.19.

From

Bani Prasad Acharya,
General Manager (Accounts)

To

All the CSO-cum-District Managers,
OSCSC Ltd.

Sub: Revised procedure for processing of bills of custom millers through OBMS.

Sir,

With reference to the subject cited above, I am to say that as per decision taken in the Board of Directors meeting held on 05.09.2019, the procedure for processing of bills of custom millers have been revised as detailed below.

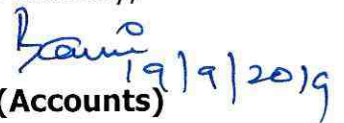
1. The bills of the millers shall be processed at two levels at the district. The Accounts Head of the district will receive the bills submitted by the millers online through OBMS. **He will act as both operator and verifier** and process the bill after due verification to the CSO-cum-District Manager of the district, who will approve/disapprove the bill.
2. After approval of the bill by the CSO-cum-District Manager, the same will be received by General Manager (Accounts), who will verify and submit it to Managing Director for approval. The approved bills will be received by the Sr. Accountant of Head Office, who will make transfer of funds to the districts through PFMS.
3. Due to revisions in the procedure following modification have been made to accommodate the changes in the system.
 - i) The password presently used by the operator (1st Level) of the district is being reset. As a result the operator can not receive the bills or process it.
 - ii) The Accounts Head of the district, in order to act as operator as well as verifier in the new procedure, is to login the system in existing operator ID to get default password "Password". He must change the password after login. All the bills received directly from the custom millers shall be processed to the CSO-cum-District Manager.

P.T.O.

iii) The bills already processed by the operator in the old procedure and pending at the verifier level – In these cases the verifier (Accounts Head) shall use his existing ID & password to process the bills either to the approver or to resend it to the custom miller. Once the pending bills at the verifier level are processed the existing password will be disabled.

The above procedure will be effective from today i.e. 19.09.2019. For any clarification you may contact to Mr. Sidharth, Mobile No.8637228739.

Yours faithfully,


G.M. (Accounts)