



भारतीय लेखापरीक्षा एवं लेखा विभाग
कार्यालय महालेखाकार (लेखा एवं हकदारी)- प्रथम
उत्तर प्रदेश, प्रयागराज – 211001
Indian Audit & Accounts Department
Office of the Accountant General (A & E) – I,
Uttar Pradesh, Prayagraj - 211001

Website- <https://cag.gov.in/ae/allahabad/en>

Email- agaeuttarpradesh1@cag.gov.in

No. -ITCG/ GPF Change Management /2023-24/73407

Date- 14.12.2023

NOTICE INVITING TENDER

Office of the Accountant General (A&E)-I, Uttar Pradesh invites sealed bids for change management of GPF application. Tender/bid document containing conditions of prequalification, detailed scope of work, etc., can be downloaded from <https://cag.gov.in/ae/allahabad/en> or CPP portal and submitted personally or through speed-post/courier along with required documents to the DAG (Admn.) O/o the A.G.(A&E)-I, Uttar Pradesh so as to reach on or before last date of submission of bid. The cost of bid document is Nil and EMD is Rs. 15,000/- (Rupees Fifteen thousand only).

Events	Tentative dates
Last date for receipt of Queries from bidders, if any	21/12/2023
Last date for submission of bids	26/12/2023 up to 03.00 PM
Opening of technical bids	26/12/2023 at 04.00 PM
Opening of financial bids	28/12/2023 at 11:30 AM

Since the tender No. ITCG/GPF Change Management /2023-24/66009 dated- 20.11.2023 published by this office for the same work has been cancelled due to some technical reasons, the firms which have previously submitted their tender need not to submit afresh tender.

Sd/-
Deputy Accountant General (Admn)

INVITATION OF BIDS

This tender is invited for the work of Change Management of the existing GPF Application. The tender documents may be downloaded from the website <https://cag.gov.in/ae/allahabad/en> or through CPP Portal. The downloaded bid documents shall be submitted along with a bank Demand Draft towards Earnest Money Deposit (EMD) amounting to Rs.15,000/- in favor of “Pay and Accounts Officer O/o the Accountant General (A&E)- I, Prayagraj, Uttar Pradesh” drawn on any of the Nationalized Bank payable at Prayagraj failing which the bid will be rejected. *Bidders should write their name and full address at the back of the Demand draft submitted.*

A. Essential –

The bidder should have carried out similar work of change management in any Government department.

(Please enclose Company profile showing experience, experience certificate and copies of the work orders, etc.)

S. No.	Name of the organization for whom software development has been done	Period		Whether the software developed was on-line application using Oracle RDBMS.	Please specify if Job involved to Network environment in LINUX RED HAT also.
		From	To		

B. Desirable –

The Bidder Should have developed Government Accounting/ Administrative/ Pension/ VLC/ GPF software application using Oracle database or carried out change Management in any Government Department.

C. Sealed Tenders are invited under two bid system (i.e. Technical Bid and Financial Bid), from reputed companies/ organizations/ Software Developer firms or Oracle channel partners for Change Management in GPF Application in this office.

D. The Bid document placed in sealed Envelope superscripted as ‘**Change Management of GPF Application**’ comprises of two envelopes i.e. One envelope superscripted as “Technical Bid” (Annexure-I) and another as “Financial Bid” (Annexure-II). Please ensure that all the documents as prescribed in various sections are enclosed with the bid document.

- E. The requirements of all relevant subsections of the tender document may be complied with.
- F. The method of submission of tender, amount of Earnest Money/Security Deposit, scope of work and General Terms and Conditions applicable has been mentioned in the BID document.
- G. The change/ modification is to be made strictly as per parameters/technical specifications given in scope of work and General Terms and conditions.
- H. The terms and conditions and scope of work specific to the tender have been mentioned in Section II. The format for Submission of tender has been given in Annexure-I (for Technical Bid) and Annexure II (for Financial Bid) to this Notice Inviting Tender.
- I. The Department reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without assigning any reason.
- J. The decision of the Accountant General, O/o The A.G. (A&E)-I, Uttar Pradesh, Prayagraj, in this regard shall be final and binding on all.
- K. The tenders completed in all respects must reach this office by Registered or speed post upto last date of submission of bid. *The tenders received after the scheduled date and time will not be accepted.*
- L. The bidder shall sign all papers of the bids, client list, company profile etc. before submitting his bid and all pages of tender must be page marked in numeric and total number of pages enclosed in bid should be mentioned in the covering letter.

Sd/-
Deputy Accountant General (Admn.)

Section II

SCOPE OF WORK AND INSTRUCTIONS TO BIDDERS

1. Introduction

The Accountant General (A&E)-I, Uttar Pradesh, Prayagraj, plans to select service provider for Change management of GPF application package in this office. The decision of Accountant General (A&E)-I, Uttar Pradesh, Prayagraj shall be final to select service provider for placing the work/purchase order 'or' not to select any service provider at his/her discretion.

2. Background of Existing Project

Interested bidders are requested to study the system and assess the volume of work before submission of bids during the office working hours *within a period of 05 days* from the date of publication of tender notice.

3. Scope of Work

The changes that are required to be made in the existing GPF application package and Scope of Work is attached in Annexure- 'A'.

4. Deliverables- On completing and handing over of work mentioned in Annexure-'A' the firm will provide the following user manuals/ documentations –

- i. Project Plan
- ii. Check List for temporary site for testing.
- iii. Updated System Manual (Copied from existing one if available /Updated) or need to be written a fresh.
- iv. Installation Manual
- v. System Administration Manual
- vi. User Manual
- vii. Test Plan including documentation of the test results and review reports after bug fixing and fine tuning, if any.
- viii. Two sets of soft & hard copies of Source Code
- ix. Training- Training/handholding support to members of core group for covering the following areas-
 - a. Introduction of various packages, table's structure, Data flow, Procedures and Library attached in various screen/ report etc. of each module of the software.
 - b. Introduction of various errors messages, its coding and its handling etc.
- x. Implementation/ Warranty support.
- xi. All the changes made/ or newly added source code with user manual with bookmarked to existing/ new code along with the list of files (newly inserted or changes made in original).

Note- All the changes made should be updated to Live & Backup as well as test server.

5. Tentative Time Frame-

The work will be taken up and completed within **TWO MONTHS** from the date of award of work (work order).

6. Documents comprising the bid-

The bids prepared by the Bidder(s) shall comprise of the following components:

A. Technical Bid (Annexure I)- Technical bid as per criteria specified below to be submitted before last date of submission of bid along with the following:

- i. A letter on the bidder's letterhead i.e. describing the technical competence (the complete list of software engineers- minimum 3 software engineers with 2 years minimum experience on the rolls of the firm as well as list of engineers whom they will be able to provide to this office in case they are selected.
- ii. The cost of Bid documents is "Nil"-.
- iii. EMD of Rs. 15,000/-- (Rs. Fifteen Thousand only) in the form of account payee DD/Banker's Cheque in favor of Pay and Accounts Officer O/o AG (A&E)- I, Uttar Pradesh, Prayagraj has to be submitted along with bid documents.
- iv. EMD should be placed in the technical bid 'Original'.
- v. The person signing the bid shall bind the bidder as the '*Constituted Authority of the company*'.
- vi. At least 3 work orders and 3 satisfactory performance certificates regarding development/ modification/ upgradation of application of similar nature at any Govt./PSU/semi govt. in the last 3 years.
- vii. Letter of undertaking regarding acceptance of all the terms and conditions of this tender document.
- viii. Letter of undertaking regarding the company is not blacklisted by any Govt./ semi-Govt. Organization or PSU.

B. Financial Bid (Annexure-II)- The Financial bid to be submitted on or before the last date of submission of bid.

7. Price

The charges quoted by the bidder must be all inclusive, firm and final, and shall not be subject to any escalation whatsoever during the period of the contract.

8. Bidder's Qualification

The "Bidder" as used in the tender documents shall mean the one who has signed the tender form. All certificates and documents received hereby shall be furnished by the service provider.

It is further clarified that the individual signing the tender or other documents in connection with the tender must certify that he/ she signs as 'Constituted authority of the bidder'.

9. Terms and conditions of Tendering Firms

Terms and conditions of the tender shall be binding upon all the bidders. In case the terms and conditions of the contract applicable to this invitation of tender are not acceptable to any bidder, clearly specify the deviation statement separately. Similarly in case the services being offered has deviations from the requirement specifications, the bidder shall describe in what respects and to what extent the services being offered differ/deviate from the specification, even though the deviations may not be very material. Bidder must State categorically whether or not his offer conforms to requirements/scope/deliverables and other ancillary services specified.

10. Opening of Bids

All sealed bids will be opened in the chamber of Dy. Accountant General/Admin, O/o The AG (A&E)-I, Prayagraj on the date of opening of technical bids before the bidders, if any, are present at the time of opening of the Bids.

The financial bid will be opened on the date mentioned in the Bid document or any later date (if decided by the competent authority), only for those bids which qualify in technical bid.

This office may, if so desire, ask the bidder to give presentation for the purpose of clarification. All expenses for this purpose, as also for the preparation of documents and other meetings, shall be borne by the bidders.

11. Examination of the Bids-

This office will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required bid security has been furnished, whether the documents have been properly signed, and whether the bids are generally in order.

A bid determined as not substantially responsive will be rejected by this office and may not subsequently be made responsive by the bidder by correction of the nonconformity.

This office reserves all the right to vary the scope, to increase or decrease scope of work with or without any change in other terms and conditions.

12. Signing of the Contract-

The successful bidder has to sign a contract provided along with the condition provided in the tender document, incorporating all agreements between the parties. The cost of the contract form and other ancillary charges shall be borne by the successful bidder.

13. Security Deposit

The contractor shall furnish performance security to the purchaser to the extent of 10% of the value of the contract value in the form of Performance Bank guarantee (PBG) within 15 days of award of the contract failing which necessary action including forfeiture of the Earnest Money Deposit will be taken against the contractor.

- i. The PBG will be valid for a period of 14 months beyond the stipulated date for cessation of the contract which is co-terminus with the warranty period.
- ii. No interest is payable on the PBG.
- iii. PBG will be realized by this office in case of termination of the contract for unsatisfactory performance and/or non-performance of the contract.

The firm shall be responsible for satisfactory completion of the job/work assigned and agrees to provide warranty for successful implementation of the GPF change request as enumerated in the bid document to the Accountant General(A&E)-I, UP, Prayagraj.

This warranty shall further extend to the satisfactory and actual implementation/ generation of the forms and reports developed/ modified for 18 months as may be fixed by the Accountant General (A&E)-I, UP, Prayagraj. The Accountant General (A&E)-I, UP, Prayagraj shall hold performance guarantee till successful completion and hosting of GPF annual account statement on the website for the year 2024-25.

14. Tax Deduction At source- IT and GST as applicable will be deducted from the bills.

15. Payment-

- a) Payment shall be released by O/o the Accountant General (A&E)-I, Uttar Pradesh subject to production of pre receipted invoice in duplicate according to following milestones achieved.

Sr. No.	Milestones	Release of payment
1.	After completion of work and receipt of successful completion certificate duly approved by the concerned section/wing and after final signoff.	100% of the total cost

- b) Payment shall be subject to quality and quantity in accordance with the 'Technical Specifications' and to the satisfaction of the Accountant General (A&E)-I, UP, Prayagraj, failing which the aforesaid authority without any prejudice shall have the right to deduct such appropriate amount from the payment as he thinks fit.
- c) Payment shall be made according to a mutually acceptable "Payment Schedule" which will be drawn before award of work to the successful bidder. *No advance payment will be made.*

- d) No amount would accrue to the firm in case of failure to furnish satisfactory maintenance warranty during the contract period and Performance guarantee of 10% of the total cost will be release subjected to satisfactory performance at the end of the contract period.
16. The successful bidder will be required to enter into an agreement with the department on a stamp paper of ₹100/-.
17. The work defined in the agreement shall have to be started by the successful tenderer from the date decided by this office. The tenderer shall submit SRS after understanding the issues to be resolved and before the start of the work.
18. The tenderer shall strictly adhere to the date of completion of the entire project failing which the firm will be liable to pay penalty @ 0.5% per day of the total tender value, unless extension of time for completion of job of the stage is accepted by the Accountant General (A&E)-I, UP, Prayagraj.
19. On completion of all the jobs, the firm will have to submit a certificate to Dy. Accountant General (Fund), to the effect that they have not only made the required modifications/enhancements in the existing software but have also tested it and found that this is working properly.
- Successful completion of the job shall however be finally accepted after testing by this Office on test server and thereafter on Live server through one node after receipt of above certificate from the firm.**
20. **Conditional or incomplete tenders shall not be accepted.**
21. The successful tenderer shall have to install Linux, Oracle11g, Developer11g & report 11g etc. on the test server and to execute the work of GPF in the office of the Accountant General (A&E)-I, UP, Prayagraj and after acceptance of successful completion of job by nominated testing team, the firm will have to deploy the changes related to respective module on application live server and backup server of Accountant General (A&E)-I, UP, Prayagraj.
22. The firm will have to deploy all the changes made in the respective modules at Live & backup server along with the test server placed in the office of the Accountant General (A&E)-I, UP, Prayagraj and office of the Pr. Accountant General (A&E)-II. UP, Prayagraj.
23. During execution of the work by the successful tenderer, cost of losses and damages, if any, shall have to be borne by the firm.

24. Successful bidders will have to adhere to the Information security policy of this office.
25. Necessary security controls/ supervisory controls/ safety controls/ Inputs/ Processing/ outputs control will have to be provided in the Software for data-security.
26. The firm will provide complete documentation of modification/ changes done in the package along with SRS, Data flow diagram, Source code, system Design Document, User Manual etc. in respect of modification/ enhancements in the existing software carried out by them.
27. The source code shall be the sole property of the office of the AG (A&E)-I, UP, Prayagraj. The firm shall give proper documentation and source code in the media along with hard copy, will not retain the same in full or partially and will not use of the same in any manner whatsoever for its own purpose.
28. The firm shall take all precautions not to disclose, divulge and/or disseminate to any third party any confidential information, proprietary information on the Office business or security arrangements (including but not limited to the Assignment Instructions, Schedules and other subsequent Agreements) and/or business of the Office. The obligation is not limited to any scope and the firm shall be held responsible in case of breach of the confidentiality of Office's information.
29. This office will not provide any accommodation facility or food for the personnel of the firm.
30. The agreement shall be governed by Laws of India for the time being in force. All disputes will be subject to Prayagraj jurisdiction.

Signature of tenderer duly stamped and seal

Bid Letter

Date: dd/mm/yyyy

To

Deputy Accountant General (Admn)
Office of the Accountant General (A&E)-I,
Uttar Pradesh, Prayagraj- 211001

Reference: Tender No-

Sir,

We hereby declare that we fulfill all the criterion specified in the Bid Document. We hereby offer to provide the services at the prices and rates mentioned in the attached commercial bid.

We do hereby undertake that, in the event of acceptance of our bid, the commencement of services shall be made as per the requirements. We affirm that the prices quoted are inclusive of all taxes.

We agree to abide by our offer for a period of 120 days from the date of opening of the bid prescribed by the Purchaser and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender.

We do hereby undertake to provision as per these terms and conditions.

We do hereby undertake that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and notification of award of contract, shall constitute a binding contract between us.

Signature of Bidder (with official seal)

Date _____

Name _____

Designation_____

Address _____

Telephone

Email address_____

Details of Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

Technical details of Services Offered

The list of all services (charges or otherwise) should conform to the requirements/scope of work/deliverables and other incidental & ancillary requirements and to be specified by the bidder (s) or the bidder(s) should give an undertaking as under:

Undertaking We have understood the requirements of this project and shall provide all services as per the requirements of this bid document.

Bidder Seal

Also a certificate in the following format shall be provided by the bidder (s): Certificate

We clearly understand that even if we make occasional use of our hardware/software etc., during development stage/testing stage we will not get any financial benefits nor shall we claim it in any form.

Bidder Seal

Format Of Undertaking, To Be Furnished On Company Letter Head With Regard To
Blacklisting/ Non- Debarment, By Organization

UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

Deputy Accountant General (Admn)
Office of the Accountant General (A&E)-I,
Uttar Pradesh, Prayagraj- 211001

Sir,

We hereby confirm and declare that we, M/s -----
-----, is not blacklisted/ De-registered/ debarred by any Government department/ Public
Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/
Undertaken the works/ Services in past.

There are no complaints against us regarding delayed supply and refusal of supply for
which supply order granted by the client or Govt. department.

For.....

For Authorized Signatory

Date:

Statement of Deviation from Requirement Specifications/Scope of work/Deliverables

Date: dd/mm/yyyy

To,

Deputy Accountant General (Admn)
Office of the Accountant General (A&E)-I,
Uttar Pradesh, Prayagraj- 211001

Reference: Tender No.

Sir,

There are no technical deviations (null deviations) from the requirement specifications of tendered items and scope of work. The entire work shall be performed as per your specifications and documents. OR (Strike out whatever is not applicable). The following is the exhaustive list of technical deviations and variations from the requirement specifications of tendered items/scope of work. Except for these deviations and variations, the entire work shall be performed as per your specifications and documents.

S. No	Section No.	REQ No.	Page No	Statement of deviations and variations

Bidder Seal

Annexure-I

Format for submission of Technical bid for Bug fixing in the existing GPF software

Sl. No.	Description	Mention page number where attached
1	Company Profile	
2	Complete address (with Tel. No., Fax no. & e-mail address)	
3	Contact Number	
4	Company Registration Number & Certificate, if any	
5	PAN Number	
6	GSTN Certificate	
7	Details of EMD Deposited and cost of Tender	
8	A letter on the bidder's letterhead i.e describing the technical competence (the complete list of software engineers minimum 3 software engineers on the rolls of the firm with 2 year minimum experience as well as list of engineers whom they will be able to provide to this office in case they are selected.	
9	Latest audited annual financial results (balance sheet and profit & loss Statement) of the bidder for the last 3 years (minimum turnover of Rs. 20 lakh per year is required)	
10	Person signing the bid shall bind the bidder as the 'Constituted Authority of the company/firm.	
11	At least 3 work orders and 3 satisfactory performance certificates regarding development/ modification/ upgradation of application of similar nature at any Govt./PSU/semi govt. in the last 3 years.	
12	Letter of undertaking regarding the company is not black listed by any Govt./semi Govt. Organization or PSU.	
13	Letter of undertaking regarding acceptance of all the terms and condition of this tender document.	
14	Name of persons who will be put on the job to complete it within the targeted time. (Please enclose names of Personnel /qualification/experience of each software professionals who are proposed to be associated with this job by the firm)	

Declaration

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case found any deviation in the above statement at any stage, the company will be blacklisted and will not have any deal with the Govt. offices in future.

(Signature of authorized signatory)

Note:

The bidder shall sign all papers of the bid, client list, company profile etc before submitting his bid and all pages of tender must be page marked in numeric and total no. of page enclosed in bid should be mentioned in the covering letter.

Dated:

Signature with seal

Annexure-II

Format for submission of Financial bid for Bug fixing in the existing GPF software

1. Name and complete address of the firm (In Block letters):

2. Quote rates against work mentioned in Annexure- 'A' as a whole-

Sl. No.	Name of the Module	Problems	Amount
1.	GPF	As per Scope of Work mentioned in Annexure 'A' as a whole	
TOTAL (Rs.in words):			
+ Taxes			
Total (including taxes)			

Dated:

Signature with seal

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

Subject: - Authorization Letter for attending bid opening on (Date) in the Tender for Change management in VLC Application in the office of the Pr. Accountant General (A&E)-I, Uttar Pradesh, Prayagraj.

Following persons are hereby authorized to attend the bid opening for the tender Mentioned above on behalf of (Bidder) in order of preference given below-

Sr. No.	Name	Specimen Signature
1.		
2.		

Signature of the Tenderer
Or Officer authorized to sign the bid Documents
on behalf of the Tenderer

Note-

1. Maximum of two representatives will be permitted to attend bid opening in cases where it is restricted to one first preference will be allowed.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

Signature of the Tenderer & Seal

Check List

1. The Technical Bid (Eligibility Criteria) 'original' and 'copies' should be placed in one sealed *Envelope-I* super scribing 'Technical Bid for ITCG/ GPF Change Management /2023-24/73407 Dated 14.12.2023' as per requirements mentioned in the Tender terms and conditions. Please ensure that all the documents as prescribed in the Bid Document and other relevant sections are enclosed.
2. The cost of the Bid Document is Nil.
3. All bids must be accompanied by EMD in the form of Cheque/Demand draft of Rs 15,000/- (Rupees Fifteen thousand only). The EMD should be submitted in the Sealed Envelope of Technical Bid "Annexure-I"
4. The 'Financial Bid' should be as per the Annexure-II and other relevant instructions and placed separately in the sealed Envelope-II duly super scribed as Financial bid for Tender no. ITCG/ GPF Change Management /2023-24/73407
5. **Page numbering should be done in the bid document.**
6. It should be ensured that requirement(s) of all relevant sections and sub-sections of the tender document have been complied with.
7. Any relaxation regarding MSME/NSIC/Startups shall be considered only as per prevalent GOI guidelines on production of relevant certificates and supporting documents.

Key Events & Dates

Events	Tentative dates
Last date for receipt of Queries from bidders, if any	21/12/2023
Last date for submission of bids	26/12/2023 up to 03.00 PM
Opening of technical bids	26/12/2023 at 04.00 PM
Opening of financial bids	28/12/2023 at 11:30 AM

Note: The bidder shall sign all papers of the bid and also the pamphlets, drawings, client list, company profile etc. before submitting his bid and all pages of tender must be page marked in numeric and total no. of page enclosed in bid should be mentioned in the covering letter.

Annexure- 'A'

List of issues /problems and Scope of work to be resolved under change management in GPF Module-

Sr. No	Description	Scope of Work
1	Missing Credit Items-	
	<p>· निधि-1 एवं LCR अनुभागों द्वारा गुप्त क्रेडिट / डेबिट मदों की आवधिक रिपोर्ट (periodical report) को excel format में प्राप्त करना।</p> <p>· निधि -1 एवं CR अनुभागों द्वारा पिछले माह की पोस्टिंग की तुलना वर्तमान माह की पोस्टिंग से करने वाली एक अंतर रिपोर्ट प्राप्त करना।</p>	<p>1. Report of Missing Cr. Dr. (GPF No, Name, DOB, DDO ID, DDO, DDO ADDRESS, TRY CODE, TRY, Month of the 1st Subscription, month of the last subscription, Month of Missing, Whether FP/RC issued)</p> <p>2. Where there is a difference between DBF amount, Abstract amount, Voucher sum and Schedule Sum. (Before/After Posting)</p> <p>3. Amount posted in refund without TA</p> <p>4. System Generated report of Full and Part Want (OB Addition Clearance CB)</p> <p>5. List of Minus balance after posting Dr. voucher</p> <p>6. List of DDOs in IFMS data but not in GPF master.</p> <p>7. Differential report of monthly posting where Subscription/Refund is different, Subscription is Missing, DDO/TRY/MH is Different</p>
2	Unposted Cr./Dr.Items/amounts-	
	<p>· निधि-1 एवं ब्राडशीट अनुभागों द्वारा अनपोस्टेड क्रेडिट/डेबिट मदों की आवधिक रिपोर्ट (periodical report) को excel format में प्राप्त करना।</p> <p>· निधि-1 एवं ब्राडशीट अनुभागों द्वारा अनपोस्टेड क्रेडिट / डेबिट amount की आवधिक रिपोर्ट (periodical report) को excel format में प्राप्त करना।</p>	<p>1. List of unposted items (Before posting and after Posting) A/C NO, NAME, DOB, DDO ID, DDO, DDO Address, TRY ID, TRY, MH, Abstract no, Month, V.NO., MONTH, AMOUNT, Type of Amnt(Sub/Refund/Other), Reason, Posted by Fund-22,23,24,25</p> <p>2. There must be an option for unflagging the unposted item.</p>
	Actual Minus Balance-	

Sr. No	Description	Scope of Work
3	<ul style="list-style-type: none"> सभी निधि अनुभागों के लिए इस प्रकार के ऋणात्मक प्रकरणों की entry के लिए एक कार्यात्मक मॉड्यूल होना चाहिए और साथ ही इन प्रकरणों के निस्तारित होने पर उन्हें भी पूर्व में की गयी entry के सापेक्ष दर्ज करने की सुविधा हो। 	<ol style="list-style-type: none"> 1. After Calculation, the account may be fetched to the Minus balance module and Authority for the recovery may be issued after entering necessary details in the Minus Balance module (Such as Date of receipt of case, FP/RC No, Diary No., Reason of minus balance, Section Name Whether Death, Remark etc). Subscriber's GPF no, Name, amount of calculation, interest month, DOR, DDO, TRY, may be auto-fetched. After saving the details by the accountant, AAO and Sr. AO will authorise the same and a Minus balance case no will be generated for further reference. 2. There must be provision for manual entry of the cases as well. 3. When the recovery/Write off/FP authority is issued in the case, an entry for closure of the case may be done in the module (Amount Received, month, order no, date etc.) after authorisation of AAO and Sr. AO the case may be closed.
	<ul style="list-style-type: none"> उक्त बिन्दु के आधार पर. AISPF / GPF से संबन्धित ऋणात्मक प्रकरणों की रिपोर्ट excel format और PDF में प्राप्त होनी चाहिए (1) आवधिक रिपोर्ट (periodical report) (OB, Add, Clear, CB), (ii) age wise analysis रिपोर्ट. (iii) किसी entry अथवा पोस्टिंग के अनुसार report (किसी रिकवरी चालान की entry वा तुटिपूर्ण पोस्टिंग)। 	<ol style="list-style-type: none"> 1. List of pending minus balance cases and cleared cases report in Excel. 2. Periodical report (OB, Add, Clear, CB) details of addition and cleared cases. 3. Report regarding any entry/posting made in the account (entry of cash challan or any wrong entry) after the minus balance authority is issued. 4. Fund Section wise report.
	Live Minus Balance-	

Sr. No	Description	Scope of Work
4	<p>1. निधि-1 एवं LCR अनुभागों द्वारा जीवित ऋणात्मक प्रकरणों की आवधिक रिपोर्ट (periodical report) को excel format में प्राप्त करना।</p> <p>2. "+/-" के द्वारा किए गए Balance Transfer की रिपोर्ट excel format में प्राप्त करना।</p> <p>3. बैंक ड्राफ्ट के माध्यम से हुए Balance Transfer की रिपोर्ट excel format में प्राप्त करना। ' अभिदाता के चतुर्थ श्रेणी से तृतीय श्रेणी में प्रोन्नत होने पर DBA द्वारा नया खाता खोला जाता है और Balance Transfer किया जाता है। अतः ऐसे खातों की रिपोर्ट प्राप्त हो जिनमें Balance Transfer पोस्ट न हुआ हो।</p> <p>4. ऐसे प्रकरणों की रिपोर्ट प्राप्त हो जिनमें FP 90% धनराशि पोस्ट हो परंतु FP पोस्ट न हो।</p>	<p>1. There must be a screen/module for fetching the live minus balance cases after the closing of the year. The accountant will fetch the minus balance case and get pre pre-filled form to analyse the cases. During analysis, the accountant will enter other details and remarks and forward them to AAO. AAO after checking the case forward to Sr. AO for final authorisation. There must be an option to close the case from this module as and when necessary. Each year after the closing of the yearly account there must be an option to update the necessary details such as adding new cases, updating the amount and interest month etc.</p> <p>2. List of all live minus balance cases (Except actual minus balance)</p> <p>3. There must be a report to get a list of such cases where Balance transfer from one to another account done through +/- memo</p> <p>4. There must be a report to get a list of such cases where a Balance transfer is done through Bank Draft.</p> <p>5. After promotion from Class IV to Class III or Class III to AISPF and after transfer from one department form another department, a new account is opened and the balance transfer amount is posted in the new account. There must be a report of such accounts and whether the balance transfer amount got posted or not.</p> <p>6. List of cases where RC was issued but FP90% Payment not posted.</p> <p>7. List of cases Where 90% payment amount is posted but FP Authority not issued.</p> <p>8. There must be option to change the type of Debit.</p>

Sr. No	Description	Scope of Work
	Changes In The Reconciliation Screen	
5	यदि किसी वित्तीय वर्ष में त्रुटिवश किसी अन्य माह की पोस्टिंग हो जाए तो CE की रिपोर्ट में उस धनराशि को अलग से slip month के अनुसार प्रदर्शित किया जाना चाहिए। साथ ही गलत माह में पोस्टिंग के समय एक alert मैसेज प्रदर्शित होना।	<ol style="list-style-type: none"> 1. If there is another month posted in any particular financial year, it should be displayed as bold or in any other colour and there must be an alert for the accountant/AAO/SR. AO. 2. In current year if items belonging to pre-computerised period (03/2003 or before) exist, these are not fetched and got inserted into the year, they belong. It works well for a closed year but not in current. 3. There must be a treasury code on the reconciliation screen. 4. On reconciliation and AAO/Sr. AO authorisation screen, DOB of the subscriber should be displayed. 5. There must be a Button to check the subscriber's status before/after
6	गलत डेबिट को रद्द करना- "मॉड्यूल में गलत डेबिट को रद्द करने के लिए, पासबुक साइड उसी slip माह (गलत डेबिट वाला slip माह) में डेबिट कॉलम में उतना ही amount (गलत डेबिट), minus (-) चिन्ह के साथ अंकित किया जाना चाहिए। किन्तु वर्तमान में गलत डेबिट को रद्द करने के लिए उतना amount उसी slip माह में क्रेडिट कॉलम में अंकित किया जाता है।	<ol style="list-style-type: none"> 1. Deducted debit should not be shown in the calculation row of the calculation sheet. 2. A list of such deduct debit should be shown below the calculatoin sheet.
7	एफ.पी. माडूल में किसी भी माह में अभिदान व अग्रिम वापसी की प्रविष्टि एक ही रो में प्रदर्शित हो।	1. Initially subscription and refund should be kept in one row in the reconciliation screen.

Sr. No	Description	Scope of Work
	End to end Digitaization	
8	End to end Digitaization	<p>Digitalisation of all the processes of reconciliation and final payment such as</p> <ol style="list-style-type: none"> 1. Clearance of Full Want/Part Want/ Wrong posted during reconciliation. 2. Sending report of the missing item to the Broadsheet section for clearance of unposted items. 3. Sending C.E. report to AAO/Sr. AO and then to Fund-2/DAG Cell 4. Sending C.E. report to the Fund-22 section of posting and then returning to the concern section 5. Sending Calculation for approval to AAO/Sr. AO 6. Sending reconciliation letter/authority letter to AAO and then to Sr. AO for approval and digital Signature. 7. Sending of e-reconciliation letter/e-authority to concern subscriber/DDO/TO 8. There should be a mechenism for +/- memo on the module. 9. There should be a report of FPR (Register of Closed Account) 10. There should be a report of C.E. 11. There must be a report to track the position of the case (Such as when the account feeds the case, AAO/Sr. AO Authorisation, Broadsheet, CE, calculation etc.)
	Miscellaneous Points	
9	DBA अनुभाग द्वारा मासिक प्राप्त हान वाली GPF account allotment का विवरण मॉड्यूल से निधि-1 अनुभाग द्वारा PDF में प्राप्त किया जाना।	<ol style="list-style-type: none"> 1. Report of Live GPF and AISPF subscriber (Excel) 2. List of subscriber where DOB not updated (Excel) 3. List of subscriber where mobile not updated (Excel)
10	आवधिक (periodical) RB पेमेंट की रिपोर्ट निधि-1 अनुभाग द्वारा PDF में प्राप्त किया जाना।	<ol style="list-style-type: none"> 1. List of RB Report 2. List of FP Report 3. List of RC Report

Sr. No	Description	Scope of Work
11	निधि-1 द्वारा लुप्त अंशदानों, अपनोस्टेड मदों, पूर्ण अपूर्ण लेखों, निष्क्रिय लेखों, ऋणात्मक अवशेष वाले अभिदाताओं की सूची सम्बन्धी वांछित रिपोर्ट जी.पी.एफ. माड्यूल में शामिल किया जाना।	Monthly unposted, Missing, live account (GPF/AISPF), Additional KRA, KRA(including the annexure of KRA)
12	लेजर कार्ड में आहरण के साथ आहरण सम्बन्धी स्वीकृत आदेश संख्या व दिनांक अंकित हो।	लेजर कार्ड में प्रदर्शित आहरण के साथ ही (एक ही ROW में) उस आहरण का आदेश संख्या एवं दिनांक भी लेजर कार्ड में प्रदर्शित होना चाहिए।
13	<p>मॉड्यूल से जेनरेट होने वाले मिलान पत्र में टिप्पणी अंकित हो- (i) अभिदाता के 10% अंतिम के माह भुगतान प्रकरण के प्रेषण के समय 90% आहरित धनराशि व बाउचर सं० का विवरण प्रेषित करें।"</p> <p>(i)- "वित्तीय वर्ष में दर्ज धनराशि को रोककर मिलान पत्र निर्गत किया गया है। अतः 10% अंतिम भुगतान प्रकरण प्रेषण के समय उक्त धनराशि के संबंध में साक्ष्य (11C / शेड्यूल की प्रमाणित छायाप्रति) प्रेषित किया जाना सुनिश्चित करें जिससे इस धनराशि को 10% अंतिम भुगतान के साथ जारी किया जा सके। (ii)- "मिलान पत्र जारी करते समय अभिदाता द्वारा लिए गए सभी आहरणों को घटाया गया है. कृपया अपने अभिलेख से भी अभिदाता द्वारा वर्ष से सेवानिवृत्ति तक लिए गए सभी आहरणों की पुष्टि कर घटाने के उपरांत ही भुगतान किया जाना सुनिश्चित करें।</p>	<p>1. अभिदाता के 10% अंतिम भुगतान प्रकरण के प्रेषण के समय 90% आहरित धनराशि, बाउचर सं० एवं दिनांक का विवरण, बाउचर की छायाप्रति के साथ अवश्य प्रेषित करें।</p> <p>2. 90% भुगतान करते समय यह सुनिश्चित कर ले कि अभिदाता द्वारा सेवानिवृत्ति तक लिए गए सभी आहरणों को घटाया गया है।</p> <p>3. There must be a provision to type (in Hindi) any note in the reconciliation letter.</p>

Sr. No	Description	Scope of Work
14	Employee Master Correction Form में कोषागार के नाम के आगे पिन कोड दर्ज रहने की सुविधा।	1. Add a Field in the Employee Master data Form 2. There should be an option for opening and closing of Account in GPF Module.
15	गलत लेखा संख्या में posted items को सही लेखा संख्या के सापेक्ष पुस्तांकन/समायोजन।	Monthly Closing के उपरान्त गलत लेखा संख्या से सही लेखा संख्या में धनराशि दर्ज करते समय सही लेखा संख्या में धनराशि दर्ज हो जाती है जबकि गलत लेखा संख्या के सापेक्ष नये लेजर कार्ड में उक्त धनराशि विलुप्त हो जाती है, उक्त धनराशि विलुप्त न हो कर उसी धनराशि की माइनस प्रविष्टि दर्ज किया जाना चाहिए।
16	किसी माह की मासिक लेखाबन्दी के बाद डी.बी.एफ. समायोजन हेतु स्क्रीन जी.पी.एफ. माडूल में उपलब्ध कराया जाना।	Abstract एवं DBF की धनराशि के अन्तर की धनराशि एवं उसकी category को अलग टेबल मे पुस्तांकित किया जाना चाहिए तथा फार्म में प्रदर्शित होना चाहिए।
17	एफ.पी. माडूल में केस स्थानान्तरण की सुविधा सहायक लेखाधिकारियों को प्राप्त हो।	1. There should be a provision to transfer the case from one accountant to another by AAO. 2. Multiple case transfer from single screen.
18	अभिदाता द्वारा अन्तिम 6 माह में की जाने वाली वसूली की धनराशियों को अप्राधिकृत धनराशि के रूप में शामिल किया जाना।	वर्तमान में अभिदाता द्वारा अन्तिम 6 माह में की जाने वाली अभिदान की धनराशि को अप्राधिकृत किए जाने की सुविधा है परन्तु अग्रिम वापसी को अप्राधिकृत किए जाने की सुविधा नहीं है अतः अग्रिम वापसी को भी अप्राधिकृत किए जाने की सुविधा होनी चाहिए।

Sd/-

Sr. Accounts Officer/ ITCG