

Rajasthan Skill and Livelihoods Development Corporation

EMI Campus, J 8 A, Jhalana Institutional Area, Jaipur – 302004

Ref:- 2070-2078

Date: 23/05/19

OFFICE ORDER

COMMITTEE METHOD OF PROCESSING: PAYMENT FILES ALL SCHEMES

In order to speed to ensure speedy processing and disposal of payment files of TPs/PIAs in all schemes it is hereby directed to adopt the committee method of processing of these files. Detailed process flow is as given below: -

- a) Scheme coordinators to examine and prepare payment files held with them for further processing by the committee. Files should have been vetted by auditor once for attendance and other aspects. Observations if any shall be recorded on file and returned to the concerned SC for submission to the committee. All files prepared by SC on the day to be submitted along with list in a consolidated manner to the committee by respective SCs.
- b) **Composition of Committee** The committee in each scheme shall comprise of respective Scheme manager(s), Auditor(s) and AAO (or any nominated representative from Accounts department).
- c) The committee shall assemble between 5:00 PM & 6:00 PM every day and carry out processing of the files received. The aim of the committee shall be as follows:-
 - i. Consolidate all observations, non-compliances any other requirement which needs to be fulfilled by any stakeholder. These shall be conveyed to the TP/PIA all together by respective SC.
 - ii. Files without any observations/ non-compliances be endorsed by all committee members immediately for next stage of processing.

The above process is applicable to all schemes. In case of RSTP this process shall be applicable for all batches for which first & second instalment payment files have been submitted in offline mode and for third & final instalment. In the case of ELSTP it is applicable for batches for which first instalment payment files have been submitted offline in offline mode, second & third instalment. The process shall be reviewed after submission & payments of all instalments of RSTP & ELSTP are implemented in online mode.

This procedure shall be applicable for all schemes for all batches commencing with effect from 20th May 2019.

(Ngikya Gohain)

Director and Jt. Secretary, SEE cum MD, RSLDC

Copy to: -

1. PS to Chairman RSLDC
2. GM I/II
3. Financial Advisor
4. DGM I/III
5. Scheme Task Leads (ELSTP, RSTP, DDU GKY, PMKVY)
6. A&C Cell
7. MIS Cell
8. Placement Cell
9. Additional Program Manager

(Ngikya Gohain)

Director and Jt. Secretary, SEE cum MD, RSLDC