



भारतीय अन्तर्देशीय जलमार्ग प्राधिकरण

(पोत परिवहन मंत्रालय, भारत सरकार)

मुख्यालय : ए-13, सेक्टर-1, नोएडा-201 301, (उ.प्र.)

INLAND WATERWAYS AUTHORITY OF INDIA

(Ministry of Shipping, Govt. of India)

Head Office : A-13, Sector-1, Noida-201 301 (U.P.)

Website : www.iwai.gov.in | www.iwai.nic.in

Tel. : +91-120-2544036, 2543972, 2527667, 2448101 Fax : +91-120-2544009, 2544041, 2543973, 2521764

F. NO. IWAI/FIN/TSA/2021-22

Date: 15.03.2021

Office Memorandum

Sub: Implementation of Treasury Single Account (TSA) system in IWAI and its Regional Offices w.e.f. 01.04.2021

The undersigned is directed to forward herewith a copy of M/o PSW's letter No. G-20014/1/2021-IWT dated 24.02.2021 along with its enclosures on the above-mentioned subject and to state that Ministry of Finance, Department of Expenditure, GoI has decided to implement the Treasury Single Account (TSA) system w.e.f. 01.04.2021 in IWAI. Operationalization of the new procedure for just-in-time release of funds will require the following prior actions on the part of IWAI and its Regional Offices (ROs):

- i) Opening of a new TSA Assignment Accounts in RBI in e-Kuber for which they are required to furnish information in **Annexure-I** to F&A Wing, Hqrs.
- ii) As soon as the TSA accounts are opened and communicated to ROs the same to be registered and mapped by them with the relevant scheme in PFMS.
- ii) Obtain Digital Signatures for authorised signatory (Approver) and enrolment & configuration thereof in PFMS as the PPA mode of payment to be dispensed with w.e.f. 01.04.2021.

A SOP on TSA and Online Training for ROs will soon be arranged by F&A Wing, Hqrs. in this regard. **Shri Vishnu Singh, Dy. Director (P&A)** has been nominated as Nodal Officer for the purpose who will also coordinate with PAO, MoPSW, O/o the CGA and ROs, IWAI in the matter of operationalization of TSA in IWAI.

A brief write-up on TSA, pre-requisites and process to be adopted for expenditure/payment is enclosed.

All concerned, particularly finance officials, are advised to go through the above instructions and to be in-ready-mode for operationalisation of TSA in IWAI w.e.f. 01.04.2021. ROs are directed to furnish information as sought at (i) above by 20.03.2021 positively.

This issues with approval of the Competent Authority.

Encl: s above

15/03/2021

(Mayank Kumar)
Chief Accounts Officer I/C

To

All Regional and Sub-Offices of IWAI

Copy for information to:

- 1) All Chief Engineers/Directors, IWAI
- 2) Secretary, IWAI
- ✓ 3) PCSA (IT Cell) for putting on IWAI website
- 4) DD(P&A)/DD(F) and all Sr.AOs/AOs/JAOs

A Brief on TSA System

The objective of Treasury Single Account (TSA) system is to remove the float that remains in the pipeline somewhere between the central fund granting authority and the implementing agencies. With TSA, the Govt. moving towards just-in-time release of funds to implementing agencies in the form of assignments of limits in Assignment Accounts without any physical flow of funds. Assignments accounts are to be opened by implementing agencies with RBI under e-Kuber.

Separate accounts are required to be opened in RBI in e-Kuber for receiving Grants/funds from GoI and 1st level agency (IWAI). These accounts will be assigned a limit up to which expenditure can be incurred by IWAI/ROs. PAO in the Ministry will assign limit to IWAI and IWAI in turn assign limit to ROs based on Monthly Expenditure Plan (MEP)

IWAI and its ROs shall not operate/park funds in any other account for any operation pertaining to funds received from Government of India. All expenditure from Grants-in-Aids received from GoI will be made from TSA account only. Similarly, ROs will make expenditure pertaining to Grants/funds received from IWAI Hqrs. from TSA account only. The system will be digital and fully online on PFMS with no physical flow of assignments to RBI. IWAI and its ROs shall ensure that the sufficient limit is available in the relevant account before the issue of instrument/payment. Unutilized assignment shall lapse to the Government at the close of the Financial Year end will not be available for expenditure in the next financial year.

Based on the accounts opening forms filled up & submitted by IWAI Hqrs. and its Regional Offices, O/o the CGA in coordination with PAO of the concerned Ministry shall open new TSA Assignment Accounts in RBI in e-Kuber, which shall subsequently be communicated by the Ministry to IWAI. IWAI and its ROs shall register these accounts in PFMS and get the same approved from the Program Division in the Ministry in case of IWAI Hqrs. and IWAI Hqrs. in case of ROs. IWAI and its ROs shall do the required scheme and account mapping in PFMS.

IWAI and its ROs are required to obtain Class-2 DSC for the authorised signatory(ies)/approvers and enrol the same on PFMS.

IWAI Hqrs and RO are required to submit Account Opening Form with Specimen Signature Duly Signed by Head of IWAI and its ROs in Format Prescribed along with KYC/OVD. These forms are being made available to ROs. IWAI Hqrs. shall send these filled up forms to PAO in the Ministry who will sign & stamp the documents and forward the same to NDRO RBI for Account Opening/Mapping in E-Kuber

Sanction Generation, DDO process and PAO payment in the Ministry will happen in the usual manner

Initial Steps in IWAI and ROs

- a. Linking RBI Account for TSA with Scheme.
- b. Approval of above account by PD/ AB.

- 3 -
- c. Activate this account for e-payment (to be done by Agency Admn. of AB/ Sub AB.)
 - d. Create Agency Operator and Agency Approval User, if not already done.
 - e. DSC enrolment by Agency Approver, if not already done.
 - f. Assigning Hierarchy Level for DSC, if not already done.

Issuing sub-assignment of funds to ROs by IWAI(Transfer)

- a. Agency DO will login in PFMS with its user id and Password and go to Menu "TRANSFER>ASSIGNMENT LIMIT FOR TSA"
- b. User will select the scheme and Bank Account number for enabling transfer.
- c. After filling all the details User will click on "SUBMIT" Button, enters the payee details and confirm the same.
- d. The Agency Approver approves the transfer and digitally signs.
- e. The same is then available to the RO for making expenditure.

Process flow at Approver level

- a. Agency Approval will Approve and Digitally sign. (same as expenditure)
 - b. ACK/ NACK will be provided by RBI.
 - c. Transfer Assignment is available at RO level of Agency Admn. For viewing and
 - d. further, expenditure at their level.
- ..

4

ANNEXURE-I

Step By Step Procedure for opening of Assignment Account in RBI

Specimen of the Application Form
(Application must be on the Letter Head of the Regional Office)

(to be provided by the RO to the Nodal Officer of IWAI for onward submission to the concerned PAO of the Ministry/ Department)

To

**The General Manager
Reserve Bank of India,**

Sub:- Opening of Assignment Account under the Treasury Single Account (TSA) System

Sir,

As per the direction of Ministry of Finance, Government of India Treasury Single Account (TSA) System has to be implemented in the Regional Office (RO) of Inland Waterways Authority of India (IWAI) which is an Autonomous Body 1986. You are, therefore, requested to open an assignment account in --- (Branch---, RBI for this organization.

2. The details of the Regional Office (Sub-AB) of IWAI are as under: -

Name of the RO (Sub AB)	Name of Head of the RO and Email ID	Address of the RO	Email ID of the RO	Contact Number

3. The purpose for opening of account in RBI is to bring the IWAI and its ROs under the Treasury Single Account (TSA) System prescribed by the Ministry of Finance, Govt. of India.

4. There will be two authorized signatories who will operate this assignment account using their Digital Signatures through PFMS. The names of the authorized signatories are as under: -

Name and Designation of the First Authorized Signatory	Name and Designation of the Second Authorized Signatory

5. The specimen signatures alongwith the proof of identity, email id, mobile no. and KYC who will operate the assignment account in the RBI, duly attested by the Head of the Regional Office are enclosed herewith.

Yours faithfully,

Head/ In-charge of the RO, IWAI

5

(to Forwarded by RO to the Nodal Officer, F&A Wing IWAI, Hqrs. for necessary action.)

Specimen Signatures of the Authorized Signatories who will operate the Assignment Accounts
For First Authorized Signatory: -

Name and Designation	Mobile No. of the First Authorized Signatory	E-mail id of the First Authority Signatory	Name of the KYC/ OVD document attached of the first authorized signatory

- OVD Officially Valid Document: PAN, Voter ID, Aadhaar, etc.

Name and Designation of the First Authorized Signatory	Name and Designation of the Second Authorized Signatory
1.	
2.	
3.	

For Second Authorized Signatory: -

Name and Designation	Mobile No. of the First Authorized Signatory	E-mail id of the First Authority Signatory	Name of the KYC/ OVD document attached of the Second authorized signatory

Name and Designation of the First Authorized Signatory	Name and Designation of the Second Authorized Signatory
1.	
2.	
3.	

Signature and Stamp of Nodal Officer of the RO(AB): -

Signature and Stamp of concerned PAO: -