No. CWC/MIS/FTS/2019-20   Dated: 11.03.2020

CIRCULAR

Sub.: Standard Operating Procedure for implementation of Bill Tracking System in Corporation...reg.

1. Introduction

Corporation has developed and implemented the Bill Tracking System (BTS) at CO, New Delhi w.e.f 16.09.2019 to comply CVC's circular no. 02/04/18, dated 05.05.2018 on "Timely payments to the contractors/suppliers/service providers and preventive measures". This BTS now has been customized and is live for all the ROs from 06.03.2020. The same can be accessed by all CO's & RO's officials at www.cwceportal.com.

2. For implementation of BTS, Standard Operating Procedure is as under:-

a) All the Invoices/Bills shall be received by D&R (Dispatch & Receipt) Section and D&R section to ensure recording of all invoices/bills in the BTS.

b) Bills/Invoices of contractor/ suppliers/ service providers, etc, should not be received directly by the Divisions, if received, same should be sent to D&R Section for recording in BTS on same date.

c) D&R Section should forward all the recorded Bills/Invoices to the concerned operating Divisions/Officials through BTS.

d) D&R Section should ensure physical distribution of Bills/Invoices to the concerned Division/Officials within one working day.

e) Operating Division should receive the Bills/Invoices through BTS from D&R Section.

f) Process the Invoices/Bills and forward them to Finance Division or other Divisions through BTS for vetting/concurrence/release of due payment etc.

g) Concerned Division including Finance Division to update the status of bills, like in process/returned to vendor for clarification/paid/others, as the case may be.

h) Concerned Division shall ensure that the payment is made within time, in line to this Office's circular of even number dated: 04.02.2020 (Copy enclosed).

Note:

1. The detailed user guide for BTS can be accessed from BTS Dashboard.
2. The Regional Offices must ensure that adequate and latest computers with internet must be available in the D&R section. Additionally, the personnel deployed at D&R section must have basic knowledge of using the Computer.
3. Since, the training of using BTS has been provided to Sr. Tech Support Engineers (STSEs), deployed in various ROs, therefore, no separate training shall be provided. The user ID and Passwords shall be shared to STSEs separately via e-mail.
4. The officials of CO, New Delhi, currently using BTS at LAN shall now be required to access BTS from www.cwceportal.com. All the old data has been migrated to new server and the user IDs and Passwords of all the officials shall remain same.
5. All the users must change their Passwords after first login.

This issues with the approval of Competent Authority.

ANIL
MANIK
RAO

Digitally signed
by ANIL MANIK
RAO
Date: 2020.03.11
09:57:37 +05'30'

Group General Manager (System)

Distribution to:
1. **All HoDs, CWC, CO. for compliance of point number 4 above.**
2. **All Regional Managers. for compliance of SOP.**

Copy to, for information please:
1. M.D., CWC, CO, New Delhi.
2. DIR (M&CP), DIR (FIN), DIR (P), CVO, CWC, CO, New Delhi.
3. D&R Section, CO, New Delhi.
4. Notice Board, CO, New Delhi.
5. J.S. (MIS). for arranging the upload of this circular on website.
6. Guard File, MIS Division.