

Functions Performed by Officers and Officials of Online Payment Cell, BESCOM

1. Deputy general manager :

- Overall supervision of OPC Cell.
- Monitoring/supervision of reconciliation of data and fund transfer of all the Third party vendors
- Processing of NEW proposals from private entities and bankers regarding proposals for online Payments.
- Conveying meeting schedules between vendors and concerned officials and its correspondence.
- Execution of agreements between third party vendors and BESCOM and renewals of same as per the norms.
- Monitoring the maintenance of books of accounts such as of cash book, BRS and Trial Balance and submission of same to concerned section.
- Monitoring of furnishing the Third party payment collection details to all the subdivisions of BESCOM as well as accountability of the same in their books of accounts is validated at OPC.
- Monitoring of validation of all the above activities with supporting transactional reports of ITIA/TRM etc.
- Monitoring collection updation and reconciliation of centralized payments of all sub divisions.
- Any other work assigned/entrusted by superior officers.

2. Assistant General Manager :

- Over all monitoring of reconciliation of data and fund transfer received from all the Third party vendors.
- Processing of NEW proposals from private entities and bankers regarding proposals for online Payments.
- Conveying meeting schedules between vendors and concerned officials and its correspondence.
- Execution of agreements between third party vendors and BESCOM and renewals of same as per the norms.
- Monitoring the maintenance of books of accounts such as of cash book, BRS, Trial Balance, consolidation of final accounts and submission of same to concerned section.
- Monitoring of all correspondence related to TPP and new vendors.
- Any other work assigned/entrusted by superior officers.

3. Manager I :

- Monitoring of reconciliation of MIS report to BIP report on daily basis and furnishing consolidated monthly collections to all the sub divisions with respect to Bangalore one, Karnataka one, NACH, Khajane-II, IMI, Post Office, PayU, BBPS, IDBI.
- Monitoring the presentation of day to day NACH demand files to banks on the concerned due dates.
- Monitoring the acceptance of NACH mandates from sub division and consumers and submission of the same to bank. Obtaining response for acceptance/rejected mandates from bank.
- Supervision of enrolment of accepted mandates from service provider to concerned software.
- Monitoring the timely updation of ECS dis-honoured payments and cheque dishonor of Bangalore one and Karnataka one payments.
- Monitoring of fund transfers by all these vendors to the designated bank account of BESCOM and to main account as per scheduled time.
- Monitoring of preparation of cash book, Bank Reconciliation Statement and Trial balance of individual TPP.
- Correspondence of all the above vendors.
- Convening meetings related to any new initiative and its correspondence.
- Monitoring of preparation of necessary statistics to be submitted to GOI, GOK and Management.
- Maintenance of imprest amount.

4. Manager-II :

- Monitoring of reconciliation of MIS report to BIP report on daily basis and furnishing consolidated monthly collections to all the sub divisions with respect to BillDesk PG, Nanobi, Tech process, NEFT (RAPDRP & Non-RAPDRP), Vijaya Bank PG, Axis Bank PG & ATP.
- Monitoring the attending of mails pertaining to NEFT/RTGS.
- Monitoring of NEFT Payments and drawing of receipts pertaining to RAPDRP and Nsoft area.
- Monitoring of fund transfers by all these vendors to the designated bank account of BESCOM and to main account as per scheduled time.
- Monitoring of preparation of cash book, Bank Reconciliation Statement and Trial balance of individual TPP.
- Preparation of consolidated monthly and March final Trial balance of all the vendors and submitting the same to concerned sub section.
- Monitoring of preparation of necessary statistics to be submitted to GOI, GOK and Management pertaining to above vendor.
- Updation of Total collections and Digital Payment collections of smart cities to digipay.gov.in Portal on weekly basis.
- Correspondence of all the above vendors.

5. Assistant 1 :

- Verification of ECS Text File received from Infosys and analyzing abnormal Demands.
- Intimating the SDOs for Correction of abnormal demand and obtaining confirmation
- Generating ECS Text File for N-soft.
- Consolidation of NACH demand file of RAPDRP and N-soft demand file and presenting the same to M/S Vijaya Bank from the concerned due dates.
- To Receive response file for the demand files presented and consolidating rejections and returns in text format and updating the same to Infosys for processing.
- Updating dis-honored to N-Soft portal.
- Reconciliation of NACH demand, collection and dis-allowed in respect of all SDOs to BIP and N-soft report.
- Verifying the NACH collections settlement to BESCOM account at Vijaya Bank and daily transfer's to BESCOM Main Account.
- Preparation of Cash book, BRS and trial balance on monthly basis.
- Monitoring the all works allotted to data entry operator I and II regarding Khajane 2, IMI, Post Office and processing of NACH mandates enrollments.
- Monitoring of dispatch and filing activities of the section.
- Any other work entrusted by officers

6. Assistant 2 :

- Updating NEFT/RTGS receipts manually pertaining to RAPDRP and Nsoft area.
- Verification of updation of automated NEFT/RTGS payments to concerned systems on daily basis.
- Consolidating collections of manual receipts drawn and automated payments, verifying the duplicate transactions and reconciling the same with credits received in bank statement.
- Furnishing the final collections to subdivisions pertaining to NEFT.
- Verifying the daily transfer of fund to BESCOM main account.
- Preparation of BRS, cash book and TB for NEFT
- Monitoring the all works allotted to data entry operator III and IV regarding IDBI, Axis Bank, Tech Process and NEFT/RTGS Payments.
- Consolidation of accounts pertaining to OPC and submission of same for authorization in BESCOM Accounting Software.
- Furnishing of monthly statistics to GOI, GOK & Management.
- Letter Correspondence and any other work entrusted by officers.

7. Assistant 3 :

- Reconciliation of MIS from the BBPS, Bangalore One and Karnataka One and tally the same with BIP.
- Furnishing consolidated monthly collections for the above mentioned vendors to all the sub divisions.
- Updation of cheque dishonours of Bangalore One and Karnataka One to the concerned account ID's as per the cheque dishonour reports on daily basis.
- Verifying the daily transfer of fund to BESCO main account
- Preparation of BRS, cash book and TB for BBPS, Bangalore one and Karnataka one.
- Letter Correspondence of the above vendors and any other work entrusted by officers.
- Monitoring the all works allotted to data entry operator V regarding Billdesk PG, BESCO Mitra Payments and Vijaya Bank PG.
- Attending mails and resolving the online payment issues.