

National Jute Board
Head office
3A & 3B, Park Plaza, 71 Park Street, Kolkata – 700 016

CIRCULAR

NJB/PFMS/2016-17/001

Date: 14.12.2016.

Sub: Registration under Public Financial Management System - PFMS

As you are aware that NJB will have to shift to Public Financial Management System (PFMS) without any further delay. Amongst others, the system requires registration of all the payees in the System as per enclosed proforma. On entering the information, the system will generate an unique code, which will only be recognized by the system for payment.

Please note that such information would be required in the following cases also:

1. Employees details – for salary and other compensations/reimbursement payable to them either monthly or occasionally.
2. Customers / vendors – for payment of all the bills
3. Beneficiaries – for payment of remittance etc under all the schemes

All concerned are hereby advised to submit the information of all payees in the enclosed format. While processing the files for payment, it should be ensured by the officials processing the files to make certain that the payee's registration exists with NJB, otherwise the information in the enclosed format shall have to be forwarded along with the payment advice.

This procedure will commence from immediate effect. The information in the enclosed format regarding employees of NJB are required to be submitted immediately for preparation of payment of salary for the month of December, 2016.


(N.Sengupta)
Chief Finance Officer

Details of Payees required for Public Financial Management System - PFMS

Sl. No.	Particulars	
1	Name :	
2	Fathers / Husband Name :	
3	Date of Birth : (DD/MM/YYYY)	
4	Aadhar Number :	
5	PAN Number :	
6	Address 1	
	Address 2	
	Address 3	
7	City :	
8	State :	
9	District :	
10	Country :	
11	Pin Code :	
12	Mobile No :	
13	Phone No. :	
14	Email :	
15	Bank Name & Branch & IFSC Code :	
16	Account Number :	
17		

Signature of the incumbent

Forwarded by :