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CIRCULAR NO: 111

Subject: Implementation of SBI CMP in AO GEs

It has been decided by the HQrs office that SBI CPM payment gateway is to be implemented in AO GEs for payment function. The project has to be implemented w.e.f. 1st December 2019 in all AO GE offices under the jurisdiction of CDA Guwahati. In this regard the following preliminary activities have to be completed by 29/11/2019. SOP of SBI CMP and user creation form is mailed to the respective AO GEs official mail ID.

- 1. USER CREATION IN SBI CMP PORTAL:** There are three types of user required for the portal. **Uploader, Authoriser and Viewer.** Two nos of uploader has to be created among the Sr Auditor/Auditor/Clerk and 1st authoriser will be **AO GE** and 2nd authoriser will be the **GE**. The user creation form has already sent to email ID of the respective AO GEs. The same has to be completed and sent to this section for further action.
- 2. MANDATE FORM:** Vendor mandate form has to be obtained as per Annexure-A of SOP and database has to be prepared. If vendors mandate already obtained by the GEs for core banking that may be kept in the AO GE office for record please.
- 3. CREATION OF CMP FILE:** Software for preparation of CMP text file for uploading in portal will be provided to All AO GEs in due course.

It is requested to forward the user creation form of CMP portal duly filled up to this office at an early date for our further action at this end.

This may be treated as most urgent.

Distribution : 1. All AO GEs (as per standard list)


(Dr. K Lalbiakchung, IDAS)

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