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Order #578

July 14, 2010 Tbilisi

of the Minister of Finance of Georgia

on Approval of the Instruction “On Electronic Service System of State Treasury”

On the basis of p.4 of the Article 7, p.p.8 and 8² of the Article 52 of Georgian Budget Code I order:

Article 1. Instruction “On Electronic Service System of State Treasury” (together with the attached Annex) to be approved.

Article 2. Order #296 dated May 14, 2009 Of the Minister of Finance of Georgia” to be announced null and void.

Article 3. This Order to come into force from July 15, 2010.

K. Baindurashvili

Instruction

on Electronic Service System of State Treasury

Article 1. General Provisions

1. These Instructions shall define the terms and safety rules of Electronic Service System of Treasury Service (hereinafter – State treasury) of the Ministry of Finance of Georgia.
2. Electronic Service System of State Treasury shall be the information system, through which electronic process of circulation of documents, established by the “Instruction on the Rule of Payments by Organizations Served by State Treasury” approved by the Order #1318 dated December 28, 2007 of the Minister of Finance of Georgia and the “Instruction on Development of Operational Financial Plan of Issue of Funds to Budget Organizations and the Rule of Management of Cash Assets” approved by the Order #1307 dated December 29, 2005 of the Minister of Finance, with the exception of documents, containing information on state secret, is performed in online regime between the organizations served by State Treasury and the State Treasury.
3. State Treasury shall be authorized to obtain, or request, the corresponding material document of the electronic document.

Article 2. Parties to Electronic Service System of State Treasury

1. The parties to Electronic Service System of State Treasury (hereinafter – the System) shall be: State Treasury – organizer of the System and budget organizations, served by the State Treasury (hereinafter – Budget Organization).
2. Technical support of the System shall be ensured by the Legal Entity of Public Law – Financial-Analytical Service (hereinafter – Financial-Analytical Service), which shall conclude the relevant contract with the Budget Organization for the purpose of admitting into the System, ensuring of the established safety rules and regulation of other technical aspects.

Article 3. Connection to the System

1. For the purpose of connection and granting of the right of access to separate employees, the Budget Organization shall apply to the State Treasury with the request of granting

access (or cancellation of access) to the System in accordance with the Annex #1 of this Order.

2. State Treasury shall consider the request and send the relevant referral to the Financial-Analytical Service for technical backup.
3. Financial-Analytical Service shall provide connection of the Budget Organization to the System and granting of access (cancellation of access) to the employees on the basis of the referral of the State Treasury and technical service contract concluded with the Budget Organization and shall inform the State Treasury about the above mentioned.

Article 4. Access to System

1. The employee of the Budget Organization, who shall be granted the right of authorized access (hereinafter – the User), shall be given the user name of the System, password and device of authentication of electronic encoding.
2. Three types of access, which shall be granted to the user for working on electronic documents shall be provided in the System for Budget Organization:
 - a) data input/preparation of document in electronic form (performed by the executor);
 - b) first approval/check of the document filled in electronic form (performed by the responsible person);
 - c) second approval/submission of electronic document to the State Treasury (performed by the manager).
 - d) All the three types of access to the System for working on electronic documents are envisaged for all processes, specified in the Article 5 of these Instructions. The types of access to separate process according to the user shall be determined by the Budget Organization in accordance with p.1 of the Article 3 of these Instructions.

Article 5. System Processes

The System shall include the following processes:

a) Presentation of information in the concluded contract – in accordance with p.1 of the Annex 6 to the Rule of Payments (hereinafter – Annex 6-1), which shall include the following:

a.a) Presentation of information;

a.b) Presentation of information related to changes;

b) Presentation of the statement of liability and quarterly application, which shall include:

b.a) Presentation of the statement of liability (together with the p.2 of the Annex 2 to the Rule of Payments (hereinafter - “Annex 6-2”) and p.3 of the Annex 6 to the Rule of Payments (hereinafter – “Annex 6-3) and quarterly application;

b.b) Presentation of modification of the statement of liability and quarterly application;

c) Presentation of payment request;

d) Presentation of the foreign currency payment order;

e) Request of approval of pre-payment and extension of time period, which shall include:

e.a) Request of approval of pre-payment and extension of time period;

e.b) Refinement of the request of approval of pre-payment and extension of time period;

f) Presentation of operational financial plan of issue of cash amount, which shall include:

f.a) Presentation of operational financial plan of issue of cash amount;

f.b) Presentation of modification of operational financial plan of issue of cash amount;

g) Data survey.

Article 6. Data References of the System

1. The System shall use the following dynamically updated data references:

a) Treasury code and name;

- b) ID number and name of the Budget Organization;
 - c) ID number and name of the user;
 - d) Budgetary classification code and name;
 - e) Annex #7 to the Rule of Payments (in the case of filling of the Annexes 6-2 and 6-3);
 - f) Classifier or banks;
 - g) Treasury code of budget revenues.
2. In the case of data (code or number) entry by the user the System shall refer to the relevant data references and automatically display the relevant name.

Article 7. Information Related to the Contract (Annex 6-1)

1. The executor shall fill in the information related to the concluded contract in electronic form in accordance with the rule under the existing legislation according to the Annex 6-1.
2. The executor shall fill in the payment schedule and confirm data entry.
3. The responsible person shall check the data, confirm them and submit to the State Treasury. In the case of defect, he/she shall change data or cancel the information related to the contract.
4. The State Treasury shall verify the submitted Annex # 6-1; if the data are correct, it shall confirm it and the relevant notification shall be sent to the Budget Organization. In the case of defect it shall cancel it and the notification with the specification of the reason of cancellation shall be sent to the Budget Organization.
5. For the purpose of introduction of modification in the information related to the contract, the executor shall select the document, which refines and performs data entry, which shall further be confirmed or cancelled by the responsible persons in accordance with the established rule.

Article 8. Statement of Liability

1. The executor shall fill in the statement of liability in the form of electronic document together with the relevant Annexes (Annex 6-2 “Information on Payments to Be Made for the Purpose of Procurement of Goods/services/work” or Annex 6-3 – “Information on Payments to Be Made for Travel Expenses”).
2. If the basis of liability is the written application, the executor, while filling in the statement of liability, shall select “letter” in the menu of the column of the basis of liability, which shall automatically be assigned unique number and attached the date of creation. The mentioned data shall be automatically written into the column of the basis of liability.
3. If the basis of liability is the contract, information related to which is already filled in, the executor, while filling in the statement of liability, shall select the number of the relevant contract and fill in the liability.
4. The responsible person of the Budget Organization shall check the statement of liability and confirm it, and in the case of defect – shall enter the relevant change or cancel it.
5. The manager of the Budget Organization shall check the statement of liability and confirm, whereafter the statement of liability shall be submitted to the State Treasury.
6. The State Treasury shall check the submitted statement of liability together with the attached annex. In the statement of liability contains defect, it shall be cancelled and the notification related to the relevant mistake shall be sent back to the Budget Organization. If the statement of liability is correct, the State Treasury shall process it according to the established rule, whereafter the relevant answer shall be sent to the Budget Organization.
7. The procedures established by this Article shall apply to the quarterly application as well.
8. For the purpose of introduction of changes in the statement of liability and the quarterly application, the executor shall select the document, which refines and performs data entry, which further shall be confirmed or cancelled by the responsible person and the manager in accordance with the established rule.

Article 9. Payment Request

1. The executor shall fill in the payment request in electronic form and confirm the submission. The submission shall be possible only after the registration of the relevant statement of liability/ quarterly application in the State Treasury.
2. If the basis of payment in the written application, the executor of the Budget Organization, while filling in the payment request, shall select “letter” in the menu of the column of the basis of request and fills in the relevant application in the additional column, which automatically shall be assigned unique number and attached the date of creation. The mentioned data shall automatically be entered in the column of the basis of payment request.
3. The responsible person or the organization shall check the payment request and confirm it. In the case of defect he/she shall cancel the document or correct the data.
4. The manager of the budget organization shall check the payment request and confirm it, whereafter the document shall be sent to the State Treasury.
5. The State Treasury shall check the submitted document of payment request. If the document of payment request contains defect, it shall be cancelled and the notification concerning the relevant mistake shall be sent back to the Budget Organization; if the document of payment request is correct, the State Treasury shall register it according to the established rule and the relevant answer shall be sent to the Budget Organization.

Article 10. Presentation of the Payment Request in the Form of Register

1. Presentation of the payment request in the form of register is admissible in the case, when great amount of payment requests, having one and the same basis of request, are filled for one and the same liability/quarterly application.
2. The register of payment requests shall include all the data of the payment request; upload of the register into the system shall be done by the file made in “xml” format.

Article 11. Prepayment

1. In the case of prepayment, the date of validation according to the number of days shall be specified in the payment request.

2. For the purpose of validation of prepayment, the Budget Organization shall fill in the special form, where it shall specify the basis of request, attributes of the document and submit it to the State Treasury.
3. For the purpose of postponement of validation, the executor shall select the relevant payment request, where he shall fill in the relevant form of postponement, specifying the number of days of postponement, which shall be submitted to the State Treasury after being signed by the responsible person and manager.
4. The State Treasury shall either confirm or cancel (in the case of defect) the forms of validation of postponement of prepayment, and send the relevant notification to the Budget Organization.
5. If the basis of validation of prepayment, according to the rule of payments, is a written application, the executor shall select “letter” in the menu of the column of the basis of validation, to which unique number shall be assigned and the date of creation of letter shall be indicated automatically. The mentioned data shall automatically be entered in the column of the basis.
6. For the purpose of entering of modification, the executor shall select the form, which refines and enters data, after which it shall be confirmed or cancelled by the responsible person or the manager in accordance with the established rule.

Article 12. Submission of Operational Financial Plan of Issue of Cash Amounts

1. The executor shall fill in the operational financial plan for the issue of cash amount (hereinafter – cash plan) in electronic format according to the treasury code and confirm the entry.
2. The responsible person shall check the cash plan, confirm or, in the case of defect, enter the change or cancel it.
3. The manager of Budget Organization shall check the cash plan, confirm it and submit to the State Treasury.
4. The State Treasury shall check the cash plan. If it contains defect, it shall be cancelled and the notification concerning the relevant mistake shall be sent to the Budget

Organization. If the cash plan is correct, it shall be processed according to the established rule.

5. For the purpose of introduction of changes, the Budget Organization shall select the form, which refined and performs data entry, which shall be further confirm or cancelled by the responsible person and the manager according to the established rule.

Article 13. Time Periods and Periodicity of Execution of Documents of the System

1. The State Treasury shall receive and consider the documents, entered in the system prior to 15.00 not later than during the next working day. The documents, entered after 15.00 shall be considered by the State Treasury not later than during the next 2 working days.
2. On the basis of the documents, entered into the system, implementation of payment procedures provided by the rules of payment in the information system shall be possible during 10 calendar days from the entry of document in the system.
3. Synchronization of the databases if the State Treasury and the system shall be performed every 15 minutes.

Article 14. Technical Requirements towards the Budget Organization Participating in the System

The Budget Organization – participant of the system shall have the following resources:

- a) Static IP address;
- b) Internet – minimum 512 kb/sec;
- c) Web-browser – minimum IE 6.0;
- d) Standard hardware with the following minimum instrumental requirements:
 - d.a) Hard disk – 40 GB;
 - d.b) Processor speed – 1700 mHz
 - d.c) Operational memory – 512 Mb

Article 15. System Safety Components

1. The following component ensure the system safety:

- a) Secured regime SSL (Secure Sockets Layer) – authentication and data encoding is performed by means of cryptographic protocol. The certificate is attached at the domain <https://www.etreasury.ge> and encoded data circulate between the user and the server;
 - b) User name and encoded password;
 - c) Electronic encoding authentication equipment (the so-called DG-pass) – performs single-time generation of code, which shall be valid during one authorization. Use of this code again shall be impossible. All operations are protected by PIN code.
2. The system user shall observe the following safety rules:
 - a) Passing of the user name and the password to other persons is inadmissible;
 - b) Passing of electronic encoding authentication equipment to other persons is inadmissible.
 3. In the case of violation of safety rules the user shall be responsible for operations, performed by unauthorized access.

Article 16. Technical Disorder

1. In the case of failure to access the Budget Organization due to technical disorder the cause of disorder shall be detected by the employees assigned by the Financial-Analytical Service and the Budget Organization jointly, during 4 hours from the registering the disorder.
2. If technical failure can't be eliminated during 4 hours, the Budget Organization shall apply to the State Treasury with the request of implementation of material-documentary payments.

Article 17. Force Majeure

In the case of appearance of force majeure circumstances defined by legislation, the Minister of Finance of Georgia shall issue individual administrative-legal act on suspension of use of system and use of material documents.

Application of Granting Access/Withdrawal of Access to/from Electronic Service System of the
State Treasury

Organization, ID number

Address of workplace

IP address

Personal number

First name, family name

Position

E-mail

Contact telephone

Treasury code, title

Filling in of the payment request
First confirmation of payment request
Second confirmation of payment request/ submission to the State Treasury
Filling in of the document of liability and quarterly application
First confirmation of the document of liability and quarterly application
Second confirmation of the document of liability and quarterly application/ submission to the State Treasury

Filling in of the information related to the contract (Annex 6-1)
First confirmation of the information related to the contract (Annex 6-1)
Second confirmation of the information related to the contract (Annex 6-1)/ submission to the State Treasury
Filling in of the information related to the cash plan
First confirmation of the information related to the cash plan
Second confirmation of the information related to the cash plan/ submission to the State Treasury
Validation of prepayment/ filling in of postponement
Validation of prepayment/ first confirmation of postponement
Validation of prepayment/ second confirmation of postponement/ submission to the State Treasury
Survey of data

Approved

Signature of the manager of organization

x – right of access

z – absent/cancellation of access