

BILL DISCOUNTING SYSTEM

STEPS FOR INCLUDING A BANK IN BDS SYSTEM

1. Bank will provide a proposal to the Finance Department showing minimum discount rate applicable. Bank will also identify a “Nodal Branch” and a “Nodal Officer” for the Bank. The email ID and contact numbers of the “Nodal Officer” should be informed to Finance Department for publishing in the BDS web site for other branches of the bank to contact.
2. If the proposal is accepted, Finance Department will provide the “Bank Admin User id” to the identified nodal branch.
3. The “Bank Admin” user of the Nodal Branch can add branch users and inform the details to the Branches.
4. The contact details of Nodal Banks already included in the BDS System is listed below

Bank	Email ID of nodal branch	Telephone No	Contact Person
State Bank of India	cmci@sbt.co.in	9446515328	Mr. Dominic Sebastian
		0471-2351822	
		9895563066	Arun S K
The Federal Bank Ltd	rinto.george@federalbank.co.in	9495463130	Sri. Rinto George
Bank of India	zo.kerala@bankofindia.co.in	(0471)2322466	Smt. Prasanna
South Indian Bank	hocppi@sib.co.in	9847663541	Sri. Manyan
Catholic Syrian Bank	ernakulamzone@csb.co.in	(0471)2550904	
	thiruvananthapurmzone@csb.co.in		

5. The branches of the respective banks should contact their nodal officer for any clarifications regarding BDS. If they are not able to clarify, the nodal officer may contact Finance Department (Mr. Reji John Phone: 0471-2518312) for administrative matters and National Informatics Centre (Mr. Anil V.S / Mr. M. Asir Edwin Ph: 0471-2302560) for Technical matters.
6. The banks not in the above list shall contact Finance Department (Mr. Reji John Phone: 0471- 2518312) to provide the details of their Nodal Officer.