

GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

OFFICE MEMORANDUM

No. 20870 /F. Dt. 19.06.13
FIN-TRY-RULE-0016-2012(Pt)

Sub: Offline payment of taxes and Government dues through Agency Banks attached to Cyber Treasury to be routed through RBI, Public Accounts Department (PAD), Bhubaneswar.

The process of online as well as offline mode of payment of Government dues and taxes has been enumerated in this Department Office Memorandum No. 24108/F dated 27th June, 2012. Before that the facility was provided for payment of taxes and Government dues online through net banking only. In order to provide a one stop solution for deposit of Government dues and taxes directly in any of the CBS-enabled Branches of the Accredited Banks of the Cyber treasury through offline mode, the State Government have made arrangement with multiple Public Sector as well as Private Sector Banks and also intend to rope in more number of banks in future.

2. In this process, any payer of Government dues would be able to deposit the amount against the print out of a system generated challan form having a unique reference identification number without visiting the Treasury. The offline challan deposit form can be generated through the Treasury Portal at any point having internet connection or in the e-Seva Kendras. Some of the designated Bank branches will provide facility for generation and printing of offline challan deposit form. The Treasuries and Sub-Treasuries will also provide facility for printing of a system generated offline challan deposit form. Each deposit challan will have a unique challan reference ID.

3. The payer also has the option of depositing the Government dues in cash/Cheque/Bank Draft drawn in favour of State Government receipts along with the Challan Reference ID.

4. The Offline mode of payment now introduced has the following advantages:

- Deposit of Govt. Dues can be made in any Core Banking Solution (CBS) enabled branch of the accredited banks of Cyber Treasury as well as in the existing Treasury Linked Bank branches.
- No need to visit the Treasury for processing the Challan.
- Ensuring correct classification of Govt. Receipts.
- Generation of electronic scroll by banks.
- Faster accounting & reporting.

- By enabling offline payment, the taxpayer will now have the option for making payment of all kind of Government taxes and dues through Net Banking, Debit Card & also through Cash/Cheque/Banker's Cheque/Demand Draft.

5. The following process is to be followed by a depositor for making offline payment of Government receipts:

5.1 Step – I: Log onto Odisha Treasury Portal:

The taxpayers/citizens have to log onto the Odisha Treasury Portal using the URL (<https://www.odishatreasury.gov.in>) and then choose the link for e-Payment. The access to Treasury Portal can be available from the Treasuries, e-Seva Kendras and any point where there is internet connectivity. Some of the designated Bank branches will also provide facility for accessing the Treasury Portal for the purpose of offline payment inside their premises.

5.2 Step – II : Choice of Department specific challan:

The depositor has to click on the Department specific challan form available in the Treasury Portal or the link for all other kind of Government receipts.

5.3 Step – III : System based validation:

The iOTMS software will verify and confirm the Accounting Heads and other related information that has been either selected or required to be entered by taxpayer.

5.4 Step – IV : Mode of Payment:

After validation of the data, the taxpayer will have to choose the mode of payment in the drop down menu. For making offline payment, the depositor will choose “Over the Counter” from the option available in the mode of payment list. He/She can make offline payment either through Cash/Cheque/Banker's Cheque/Demand Draft.

5.5 Step – V : Choice of Bank:

The taxpayer/citizen has to choose the Bank in which he/she intends to make the payment from out of the list of the accredited Banks of the Cyber Treasury as in Annexure-I. As and when other Banks are roped in, the Treasury Portal will display their names in the drop down menu.

5.6 Step – VI : Online generation of offline challan deposit form with reference ID:

After successful validation, the Treasury Portal will generate a challan reference ID. The taxpayers should note the challan reference ID for all future references. The taxpayers/citizens have to take the print out of the challan deposit form containing the challan reference ID. The depositor has to make the payment within seven days from the date of generation of the offline challan deposit form as

the depositor's information will be automatically deleted from the Bank's as well as Treasury database in case of non-payment within the stipulated days.

5.7 Step – VII : Transmission of challan related information from Treasury Portal to Agency Banks' Database:

The challan related information will be transmitted automatically from Odisha Treasury Portal to the concerned Banks' Database. If the depositor wants to make the payment over the counter, the parameters received from the Treasury Portal will be transmitted by the authorized Banks' Portal to their Core Banking Solution (CBS).

5.8 Step – VIII : Payment over the counter through Cash:

The depositor who intends to make the payment over the counter will make the deposit in any of the designated Branches of the accredited Bank. The depositor will produce the print out of the challan form containing the challan reference ID generated from the Treasury Portal. The Bank shall verify the details of the challan form with the help of challan reference ID. After receiving the payment from the taxpayer in cash/cheque/Draft, the Bank official will issue the receipt in support of the payment made. If the payment is received through cash, the Bank shall retain the depositor's copy of the challan with its seal and signature & return the Banker's copy.

5.9 Step – IX : Payment over the counter through Cheque/ Draft

In case the depositor opt to remit the Government receipts through Cheque/Demand Draft/Banker's Cheque, it should be drawn on a Bank branch which is a member of the Clearing House in that centre where offline payment is made. However, instrument issued by a Bank (Cheque/Demand Draft) which is not a member of Clearing House but having correspondent/paying banking arrangement with a Member Bank of the Clearing House will also be accepted for the offline payment. For example, Mr. X who has an account in 'Y' Bank wants to make offline payment of Government taxes in one of the designated branch of SBI, Bhubaneswar, he can make the payment of the tax through cheque issued from 'Y' Bank provided the said Bank is a member of Clearing House in Bhubaneswar or has an arrangement with other Bank who happens to be a member of the Clearing House in Bhubaneswar.

The cheque/Demand Draft should be drawn in favour of "State Government Receipts – xxxxxxxxxx (Challan Reference ID). A sample instrument is enclosed in the Annexure-II.

In case, the payment is received through instruments which requires to be placed for clearing by the Bank, the depositor shall obtain only an acknowledgment of the instrument received. The confirmation regarding the payment received by way of returning the depositor copy of challan under

the stamp & signature of the Bank can only be made after the instrument is en-cashed through clearing and the amount is credited to the designated Pooling Account of Cyber Treasury towards the receipt of Government of Odisha. In case of return of the cheques and Draft, penalty will be levied on depositor by the respective Banks as per the Banking procedure and practice.

5.10 Step – X :_Proof of payment received by the Bank:

Only after successful clearing of the instrument, the Bank shall indicate the proof of payment received in case of payment through Cheque/Draft by embossing the seal of the Bank Branch with signature along with the Bank transaction ID on the body of the challan form submitted by the taxpayer and return the depositor's copy to the depositor. The Bank shall retain the Banker's copy of challan form submitted by the depositor. For this, the depositor has to provide the acknowledgement slip given by the Bank.

5.11 Step – XI :_Availability of e-Challan number in the Odisha Treasury Portal:

After the payment has been made over the counter through offline mode in the manner indicated in step VIII, IX & X, the e-Challan containing the challan number can be available to the depositor from the Treasury Portal after a lag as the information containing the successful payment will be transmitted from the PAD, RBI, Bhubaneswar to Cyber Treasury on Transaction day + one Working day (T+1) basis for payment made in Cash as well as in case of payment made through cash/cheque/DD issued from the Bank branch where the offline payment takes place. In case of instruments drawn on any other Bank, the e-Challan will be available in the Treasury Portal normally on Transaction day + Three Working day (T+3) basis.

The depositors, in such case, can submit the proof of payment i.e. the depositors' copy received to relevant Government agency/authority.

The concerned Government Agency/Authority can verify the authenticity of the challan from Odisha Treasury Portal by using the challan reference ID or the Bank transaction ID after the payment has been accounted by the Cyber Treasury.

6. Use of Offline mode of payment for Departmental receipts

The Public Authorities and the Government Departments handing Government dues may follow the following procedure to remit the Government receipts through the offline mode:

- i) The receiving Department will collect the deposits for a particular day against Departmental receipts.

- ii) The designated person receiving the amounts will prepare a consolidated statement of the deposit received on a particular day.
- iii) The necessary challan will be generated with a reference ID through the Treasury Portal.
- iv) In case the Public/Departmental authorities intend to deposit individual receipt wise challan, they may generate individual offline challan form for each receipts.
- v) Subsequently, he/she will follow the steps VIII, IX & X mentioned for depositing the Government taxes and dues through offline mode.

7. **Banking Arrangement:**

i) All the authorized public and private sector banks integrated with the Odisha Treasury Portal and accredited to Cyber Treasury can collect the Government taxes and dues. However, separate notification will be issued by the Government for the Banks which are yet to be accredited to Cyber Treasury.

ii) The designated e-Focal Point Branch branches of the accredited Banks will also be responsible for submitting the e-Scroll for payment receipt through offline mode along with the online receipts to PAD, RBI, Bhubaneswar. Each such branch will act as the Receiving branch and Focal Point Branch for the purpose of reporting the transaction to RBI, PAD, Bhubaneswar notwithstanding the fact that the taxpayer might have debited his account in any of the bank's branches while making e-Payment.

8. **Reporting of transaction to RBI by the Accredited Banks of Odisha Treasury Portal/Cyber Treasury:**

- i) Authorized Banks have to report their transactions to RBI, Bhubaneswar.
- ii) Each Authorized Bank will identify one nodal branch known as the **e-Focal Point Branch (e-FPB)** and at least one officer as the nodal officer for the e-Receipt system.
- iii) The bank will receive the transaction data from the treasury portal as per the approved format.
- iv) The total amount remitted by the tax payer / depositor would be properly accounted for by the bank.
- v) The Bank shall report the receipts made through cash/cheque/Demand Draft issued from any of its Core Banking Branches to PAD, RBI, Bhubaneswar on T+1 (working day). In case of receipts made through cheque/Demand Draft issued *from other Banks which are members of the Clearing House or have correspondent/banking arrangement with member Banks, the reporting will be made by the Bank to PAD, RBI, Bhubaneswar on T+3 (working day).*
- vi) At the specified cut-off time the bank will send the list of successful transactions in XML format to the RBI, Bhubaneswar through RBI's secured website.

- vii) It may be noted that the output strings of the Treasury Portal, that goes to the Bank will contain the provisions for accommodating multiple receipts through multiple Head of Account in a single transaction against one challan reference ID and Bank transaction ID. However, when the Bank transmits the information in connection with such multiple receipts to RBI, it shall provide multiple records with their respective Accounting Heads as has been transmitted from Odisha Treasury Portal, against the same challan reference ID and Bank transaction ID as per the approved format.
- viii) The bank will intimate RBI, the IFS Code of the e-FPB, the Current Account Number maintained with PAD, RBI from which the transaction amount would be debited, the name and the contact number of the nodal officer for e-Receipt system prior to their participation.
- ix) The bank would apply to PAD, RBI, Bhubaneswar for username and password for uploading the .xml files to the RBI's Secured website.
- x) The Bank will follow a uniform naming pattern for the .xml files. The naming pattern shall be Alpha Code of the Bank+City Code+DD+MM+YYYY + .xml (extension). For example, in case of SBI for the settlement date of 23rd March 2012, the file name should be SBI75123032012.xml.
- xi) After obtaining permission from the Government to participate in the e-Receipt system, the banks will prepare test .xml files as per prescribed schema and send the same to RBI for compatibility test. On confirmation from RBI the banks can upload their live data for processing.
- xii) The e-FPBs are required to send a confirmation by e-mail to RBI stating the number of transactions and the total transaction amount immediately after uploading the .xml file to the Secured website of RBI. In case of no transactions taking place at the bank's level, a nil statement has to be sent through e-mail for confirmation in this regard.
- xiii) **The Banks will take steps to settle the funds received on 31st March of the year under a special arrangement. The detailed arrangement may be made by Bank separately in consultation with the RBI. In case of delay in reporting, actions will be taken as per prescribed procedure.**
- xiv) **For the purpose of the depositor, the date of payment shall be reckoned as the date on which money has been debited from the account of the depositor.**

9. Role of RBI:

- i) The RBI will receive the list of successful transactions from the participating banks in a .xml file by 1.00PM (Saturday 12 O' clock) or as the time prescribed by RBI, along with an e-mail confirmation about the number and amount of transactions.
- ii) The RBI shall ensure that all the participating banks have sent the information in the approved format.
- iii) The RBI will validate and process the transaction files received from the banks and make corresponding accounting entries.

- iv) RBI should assign a unique number i.e. scroll number for all credits reported by the Banks Accounting head-wise.
- v) After crediting the Government account and debiting the banks, the RBI will upload the e-Scroll in its secured website.
- vi) The RBI should upload only once a day. RBI will ensure that it has received the details from all participating banks before processing the files.
- vii) RBI will upload the scroll in the Treasury Portal through RBI Interface of iOTMS.

10. Cyber Treasury:

- i) The Cyber Treasury will download the e-Scrolls uploaded in the secured web portal of RBI and will also receive an E-mail confirmation from RBI.
- ii) Cyber Treasury will also import the scroll uploaded by the RBI in the Treasury Portal.
- iii) After verification of the e-Scroll, the Cyber Treasury will prepare its accounts and will submit the accounts to the A.G (A&E), Odisha as prescribed along with Bank wise RBD statement.
- iv) The Cyber Treasury will tally the gross monthly e-Receipts with the gross amount shown in the DMS of e-Receipts sent by the RBI. The total of the month's e-Receipt (bank wise and Major-head wise) will be verified against the DMS and the DMS shall be signed and returned back to the authorities as per the existing process.
- v) The DMS shall also be received both in the electronic form and in the hard copy as per the existing format.
- vi) The Cyber Treasury will modify / rectify the errors in electronic data relating to the Chart of Account.
- vii) **Cyber Treasury will provide an interface to Agencies/Departments to download the electronic receipt data.**
- viii) The Cyber Treasury shall also provide to the concerned Agencies / Departments in case, if they require the details of the receipt for any other purposes.
- ix) All other procedure relating to correction of accounts will be as per the existing prescribed procedure to be amended from time to time.

11. Notification regarding the name of the Bank and their Branches

The list of the Banks participating in the offline payment system are mentioned at Annexure-I. The other designated Banks of the Cyber Treasury are likely to join the new system soon. The facility for offline payment will be initially available in some selected branches of the listed Banks.

However, subsequently it will be made available in other branches of these Banks. The detail list of such Banks and their branches will be available in the Odisha Treasury Portal (<https://www.odishatreasury.gov.in>) as and when they are included.

12. Redressal of Public grievance:

The Cyber Treasury office and the e-FPB will have an effective procedure for dealing with public complaints for e-Receipt related matters. In case, any mistake is detected by either of the agencies in reporting of tax / payment of Government dues, either *suo moto* or on being brought to its notice by the depositor, the Cyber Treasury and the bank will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks and the Cyber Treasury will set up Help Desk and notify the contact number and address of the Help Desk for resolution of any dispute regarding e-Receipt.

The offline method of collection of State Government Receipts will be operational from 22nd June, 2013.

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19/6/13

Additional Chief Secretary to Government

Memo No 20871 /F., dated 19.06.13

Copy forwarded to the Secretary to Governor/ Secretary to Chief Minister / Private Secretary to Minister, Finance & Excise / Accountant General (Audit), Orissa Bhubaneswar / Accountant General (A&E), Orissa, Bhubaneswar / Senior Deputy Accountant General (Works), Orissa, Puri / All Departments of Government / All Heads of Departments of Government / Director General, Gopabandhu Academy of Administration, Bhubaneswar / Director, Madhusudan Das Regional Academy of Finance & Management, Bhubaneswar / All Financial Advisers and Assistant Financial Advisers / All Collectors / All Treasury, Special Treasury and Sub-Treasury Officers / Principal, Secretariat Training Institute, Bhubaneswar for information and necessary action.


19.6.13
Joint Secretary to Government

Memo No 20872 /F., dated 19.06.13

Copy forwarded to the Commissioner of Commercial Taxes, Orissa, Cuttack/ Director of Treasuries & Inspection, Orissa, Bhubaneswar for information and necessary action.


19.6.13
Joint Secretary to Government

Memo No 20873 /F., dated 19.06.13

Copy forwarded to the Chief General Manager, I/C, Department of Government and Bank Accounts, Government Accounts Division, Central Office, Byculla Office Building, 4th Floor, Opposite Mumbai Central Railway Station, Mumbai-400008 / Regional Director, RBI, Central Accounts Section, Additional Office Building, Nagpur / Manager, RBI, Public Accounts Department, Pandit Jawaharlal Nehru Marg, Bhubaneswar for information and necessary action.


19.6.13
Joint Secretary to Government

Memo No 20874 /F., dated 19.06.13

Copy forwarded to the Chief General Manager, SBI, Local Head Office, 111/1, Pandit Jawaharlal Nehru Marg, Bhubaneswar / Divisional Manager, Canara Bank, Red Cross Bhawan, Sachivalaya Marg, Bhubaneswar / Regional Manager, UCO Bank Building, 3rd Floor, C-2, Ashok Nagar, Unit-2, Bhubaneswar / Regional Manager, Indian Overseas Bank, Regional Office, B/2, West Saheednagar, Bhubaneswar / Asst. General Manager, SBI Government Business Department, Local Head Office, 111/1 Pandit Jawaharlal Nehru Marg, Bhubaneswar / Chief Manager, SBI, Orissa Secretariat Branch, Bhubaneswar / Deputy General Manager, Union Bank of India, Sashtri Nagar Branch, L-17/2, Nayapalli, OLIC Head Office Building, Sashtri Nagar, Bhubaneswar-751012 / Chief Manager, Punjab National Bank, Transaction Banking Department, Circle Office, 4th Floor, Dindyal Bhawan, Ashok Nagar, Janapath, Bhubaneswar-751009 / State Head (Odisha), ICICI Bank Limited Commercial Banking, OCCF Building, 2nd Floor, Opposite Sriya Talkies, Unit-III, Janpath, Bhubaneswar - 751001 / Circle Head, AXIS Bank, Bhubaneswar Circle Office, A-69, Ground Floor, Kharavel Nagar, Bhubaneswar - 751001 / Regional Manager, AXIS Bank Limited, Arch Bishop House, Satya Nagar, Bhubaneswar - 751007 for information and necessary action.


19.6.13
Joint Secretary to Government

Memo No 20875/F., dated 19.06.13

Copy forwarded to all Officers of Finance Department / All Branches of Finance Department for information and necessary action.


Joint Secretary to Government

Memo No 20876/F., dated 19.06.13

Copy forwarded to the Head, State Portal Group, I.T. Centre, Secretariat for hosting in the Orissa Government website www.orissa.gov.in - Finance Department.


Joint Secretary to Government

Memo No 20877/F., dated 19.06.13

Copy forwarded to M/s Luminous Infoways Pvt. Ltd., C/o RTI Central Monitoring Mechanism (CMM), Information & Public Relations Department, Government of Orissa for information and necessary action.


Joint Secretary to Government

ANNEXURE-I

List of Banks participating in the offline payment mode:

Name of the Bank	Branches
State Bank of India	77 branches in the State.
ICICI Bank	10 branches in the State.
AXIS Bank	3 branches in the State.
Canara Bank	
Punjab National Bank	All branches in the State.
Indian Overseas Bank	
Union Bank of India	
UCO Bank	

ANNEXURE-II

Date _____

PAY → Odisha Government Receipts – XXXXXXXXXX (Reference ID)

RUPEES _____

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A/c. No.	
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Name of The Bank

IFS Code: ABCDXXXX

Signature