

CIRCULAR

**Collection of Manual Receipts on Electronic Mode
("Automated Government Revenue Collection Platform")**

With an objective to establish an "Automated Government Revenue Collection Platform" in compliance to the Budget Announcement: 2017-18 (Para no. 308 in Budget Speech 2017-18), the existing system of manual receipts is planned to be shifted on electronic mode. It will not only simplify manual revenue collection and authentication processes but also facilitate the remitters with extended choice of bank branches related to agency banks at any place.

Operations with the "Automated Government Revenue Collection Platform" (i.e. *collection of manual receipts on electronic mode*) will commence on pilot basis in the beginning from May 1st, 2017 with the branches of Punjab National Bank located at Jaipur (City). Period of this pilot operation will be from may1st, 2017 to May 31st, 2017. Based on the testing, feedback, and success of the pilot operations, the facility is planned to be extended to all districts with all branches of authorized banks from 1st July 2017.

All Head of Departments (HODs), Head of Offices (HoOs), and the Senior Most Accounts officers of the Departments will ensure the functioning of new system of *collection of manual receipts on electronic mode* based on detailed outlines for all remitters and departments as under;

1. All branches of Agency Banks (for which integration has been completed with e-GRAS/ Rajkosh at IFMS) will automatically be authorized for collection of manual government receipts.
2. These bank branches will be associated with single e-focal point branch authorized with e-Treasury. The association of bank branches with respective Treasury and Sub Treasury will not be required any further. Challans related to PD accounts and minus expenditure will not be a part of the new process. These will only be deposited at bank branches authorized with local Treasury and Sub Treasury as per prevailing practices.
3. Physical challans and submission of scrolls/ DMS at Treasuries and Sub Treasuries will not be required (excluding PD and minus expenditure challans). Participating Agency banks will ensure providing digitally signed e-scrolls/ 45-A/ e-DMS to e-Treasury through authorized e-focal point branch for each transaction of manual receipts. Separate Scroll for Online Payments and Manual Payments would be provided by authorized agency Banks at e-GRAS for this purpose. Treasuries and Sub Treasuries will (excluding e-Treasury) accept physical copies of challans and physical scrolls, DMS in case of challans related to PD accounts and minus expenditure.

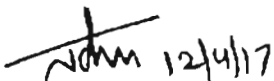
4. In the new system, First of all, Remitters will have to generate challans from e-GRAS in three (03) copies along with the print outs for submission to bank branch of respective agency bank with cash, DD, Bankers' cheque etc. "Manual Payment" will be printed prominently on the challans so that respective branches could differentiate between e-receipts and manual receipts. Bank branch will provide one copy to the remitter with cyber receipt and one copy to the respective department. One copy of Challan will be kept as authenticated voucher in concerned branch and will be used as proof of deposit which can be produced in future by any authority (as and when required).
5. The Bank branches of Agency Banks will take e-data of challans from the integration process of e-GRAS and will use the same to push in their Core Banking Solution. These branches may not associate with manual data entry process. These branches will be linked with e-focal point branch authorized with e-Treasury for submission of daily e-scrolls, payment status, e-DMS etc.
6. The Bank branches (Agency Bank) will provide cyber receipts to remitters and will send immediate response of cash deposit through e-focal point branch to e-Treasury through online system of e-GRAS.
7. In case of revenue deposit through DD/Bankers cheque, bank will provide temporary receipt to the remitter but response will be provided in e-scroll and 45-A to e-Treasury only after the clearance of transactions. Digitally signed e-scrolls/ scrolls will be provided on T+1 basis by Banks in case of cash transactions. Transactions scrolls related to DD, Bankers cheque will be provided strictly as per the norms of RBI.
8. When response is received at e-treasury for manual receipts by authorized e-Focal Point branch of Agency Bank, correct information of deposit of receipts will be available to the Finance Department and DTA in the form of MIS reports. E-Treasury will provide challan numbers on the challans after receiving digitally signed e-scrolls/ scrolls from e-Focal Point branch of the agency banks.
9. E-Treasury will be responsible for rendering e-challans and e-scrolls data/ list of accounts for manual payment challans to AG office as per the procedures laid down under chapter-II of Rajasthan Treasury Rules-2012. Flagging of Manual and e-receipts will also be shown in the list of accounts (only in TY-33) by NIC. NIC will have to develop seamless processes for this purpose. Manual payment challans will also be available in AG interface for viewing the details.
10. The e-focal point branch authorized with e-Treasury will be liable to submit digitally signed e-scrolls /scrolls, e-DMS/ DMS, 45-A (digitally signed/ e-signed) to e-Treasury for this purpose. Other branches of respective/ authorized Agency Bank will be linked with e-focal point branch for submission of daily data, digitally signed e-scrolls /scrolls , e-DMS/ DMS, 45-A (digitally signed/ e-signed) etc .

11. DTA shall execute separate MOU with authorized agency banks (as done in the case of e-receipts) where link of e-focal point branches with e-Treasury for obtaining data of manual receipts has been established. Signed Physical scrolls, DMS, 45-A as per the prevailing practices will also be provided by e-focal point branches to e-Treasury as per the prevailing practices in transition phase (for pilot runs).
12. Agency banks will be liable to settle funds with RBI on T+1 basis (in case of cash deposit) as per the guidelines of RBI.
13. Branches of authorized Agency Banks will be responsible for providing proof of deposit to the remitter with CIN at the counter which may be linked simultaneously with GRN numbers. Cyber receipt with internally mapped GRN will be provided by the bank branches to the remitters.
14. In case of revenue deposited through DD/Bankers cheque, date of actual realization mapped with authentication/CIN/GRN numbers will also be provided to the remitter.
15. In case of any discrepancy / problems identified at the level of Bank branches in the collection of receipts through this process, centralized mechanism should be made available for providing technical and other support at the level of agency bank. Each Agency Bank is liable to establish help desk for this purpose. The contact number and e-mail addresses of authorities of banks will be displayed at e-GRAS site as provided by the Banks.
16. Respective Treasury (where the respective office of remitter is located) will maintain system generated ledgers for revenue receipts and refund will also be initiated in same manner as per the procedures prescribed in the cases of e-payment under Treasury Rule 2012. Refund of revenue/ deposits shall be managed as per the processes defined under circular number f.5 (th-75)DTA/IFMS/ e-GRAS / 17907-18156 dated 10-09-2013 and letter number 5607 dated 8-12-2015 related to removal of wrong deface on e-challan.
17. Respective revenue Departments will also accept manual receipts through this process. Necessary changes in their Act/Rules will also be executed by the respective Departments for this purpose.
18. Initially, Challans pertaining to PD accounts and minus expenditure will not be associated with new system. Such challans can be deposited at authorized bank branches with respective Treasuries and Sub Treasuries as per the current practices. This process may be shifted in phase II after addressing the issues related to accounts submission of plus minus memos/ accounts with AG office. The words "PD accounts and minus expenditure" will be printed prominently on the respective challans for their acceptance only at the branches authorized with respective Treasuries and Sub Treasuries. These will not be included in the transactions of e-focal point branch authorized with e-Treasury.
19. Challans related to Works Department will also be deposited through this system. Respective Treasury and Divisions will keep/ maintain system generated entries of challans deposited in

e-Treasury for preparing final accounts/ records. Receipts to be captured through this system will be shown in the schedule of receipt/ list of receipts (Ty-33) of e-Treasury but the same will be used in the schedule of dockets and Form 80 of respective Treasuries (Division wise) for account submission purpose. NIC (Treasury, WAM, e-GRAS, RAJKOSH) will ensure linking all divisions and also to integrate all processes seamlessly. Access will be provided to respective Treasuries/ Divisions and AG office to view challans thus deposited.

20. All Departments including the Revenue Departments will be liable to ensure complete awareness/ publicity among the dealers/ remitters/ offices about the new system. Heads of Department along with senior most Accounts officials will be responsible for daily monitoring and addressing the issues of the new system.
21. E-Treasury will be responsible for rendering e-accounts of manual receipts to AG office along with digitally signed e-DMS/ DMS, 45-A (digitally signed/ e-signed). E-Data of challans will also be provided to AG office.
22. Reconciliation processes, deface process and duties of the stakeholders will be same as elaborated in the FD'S circular (No.F.5 (th-75) DTA/IFMS/ dated 01-11-2012). Departments and their offices will be responsible for executing reconciliation exercises of revenue receipts from the data of e-Treasury as per the rules and logins provided in the new system.
23. List of advantages of new system for basic understanding of all the stakeholders is at Annexure-A. Operational steps of the new system are available at Annexure-B. In case further guidance and support is needed following officers may be contacted;

1. E-Treasury Officer- 01412744294- e-to-rj@nic.in
2. Accounts Officer, IFMS- 01412744402, ao-ifms-rj@nic.in
3. Assistant Accounts Officer-II- 01412744402, aaoegras.ifms@rajasthan.gov.in
4. Help Desk, NIC - 0141-2740637


12/4/17

(Naveen Mahajan)
Secretary

Finance (Budget) Department

341-940
17-4-2017

Copy forwarded to the following for information and necessary action to ;

1. All Additional Chief Secretaries/Principal Secretaries/Secretaries
2. Accountant General, Accounts and Entitlement /Audit/Commercial Accounting, Rajasthan , Jaipur
3. CGM, Reserve Bank of India, (DGBA) Central Office Building, Shahid Bhagat Singh Marg, Mumbai-400001
4. Regional Director, Reserve Bank of India, Rajasthan, Jaipur/DGM/AGM (Banking), Reserve Bank of India, Rajasthan, Jaipur
5. All Head of Departments (including works Departments)
6. Commissioner, Transport, Department, Parivahan Bhawan, Jaipur

7. Commissioner, Commercial Tax Department, Kar Bhawan , Jaipur
8. Commissioner, Excise, Department, Udaipur
9. IG, Registration and Stamps, Ajmer
10. Director, Mines, Udaipur
11. Director (Budget), Finance Department, Secretariat, Jaipur
12. Joint Secretary, Finance (G&T), Secretariat, Jaipur
13. State Informatics Officer, NIC, Secretariat, Jaipur with a request to make all arrangements in e-GRAS/ IFMS
14. Dy. Secretary, Finance(W&M) Department, Secretariat, Jaipur
15. Dy. General Manager, State Bank of Bikaner and Jaipur, Tilak Marg, Jaipur
16. Dy. General Manager, State Bank of India, Nehru place, Tonk Road, Jaipur
17. Dy. General Manager, State Bank of India, e-Pay, Navi Mumbai
18. Dy. General Manager, Bank of Baroda, Airport Plaza, Durgapura, Jaipur
19. Dy. General Manager, Central Bank of India, Anand Bhawan, S C Road, Jaipur
20. Field General Manager, Punjab National Bank, Nehru place, Tonk Road, Jaipur
21. Chief Manager, Bank of Maharashtra, UPSC Building, New Delhi
22. All Treasury Officers/ e-Treasury Officer/ Sub Treasury Officers
23. E-Treasury Officer, Vitta Bhawan, DTA for ensuring all the arrangements in the as defined above.
24. Technical Director (Try) , NIC, Vitta Bhawan for ensuring all the arrangements in the system (e-GRAS/ Rajkosh/ IFMS) with proper validations.



(Ashutosh Vajpeyi)
Joint Secretary
Finance (EAD) Department

Annexure-A
Collection of Manual Receipts on Electronic Mode
(“Automated Government Revenue Collection Platform”)
Advantages of the New System

S.N.	Current System Shortcomings	New Process – Advantages
1.	Limited choice of bank branches for remitters- Presently for manual receipts, remitters will have to visit only in the branches of bank which is associated with Treasury or Sub Treasury.	Convenience of remitter All Branches of all agency banks will be available for remittances.
2.	Only 345 bank branches are available for collections of revenue	More than 3000 Bank branches will be available for this purpose
3.	Actual revenue reports are based upon the manual practices of punching of physical scrolls and challans	As manual receipt will also be captured on electronic mode, status of revenue will be available on real time basis
4.	Remitters and Department are associated with the manual time taking reconciliation processes.	There will be no need of physical movement of challans and bank scrolls which is the main reason of delay in recording receipts in government account.
5.	As five copies of challans are required for manual tax collection, it also invites wastage of papers	Conservation of papers – Physical copies of challans of manual receipts will not be provided to AG which will also save time, efforts and will certainly ensure conservation of papers.
6.	Track over the submission of challan in bank branch and actual date of deposit is not possible.	Complete track over the collection process – Challan generation, cyber receipt, real time response

Annexure-B

Functionalities of system -

1. **Step-1-** Remitter has to generate e-challan from e-GRAS site.
2. **Step-2-** As soon as Challan is prepared on e-GRAS Application, e-GRAS portal will push the required data in mutually agreed format to server of Agency Bank. The Bank may also pull information from e-GRAS Server, if required at any time.
3. **Step-3-** Tax payer will visit any nearby branch of Agency Banks (list for pilot runs may be seen at may please be seen at Annexure -'B-1')
4. **Step-4-** Challan will be accepted at the branch and only GRN will be entered in the System. If GRN is available in the system, the remaining details will be populated. No other details including amounts/budget heads will be modified at the branch. Bank will generate CIN or Unique Reference Number for each Challan deposited at counters. These Challans will be kept as authenticated voucher in concerned branch and will be used as proof of deposits as and when required in future.
5. **Step-5-** As soon as the transaction is completed, Agency Banks will push the Status of the GRN as "Successful" along with the required data as mutually agreed format on e-GRAS server. The status may also be updated by the e-GRAS portal by fetching information from Bank Server, if required at any time.
6. **Step-6-** Next day, i.e. T+1 day the Agency Banks will upload scroll all INB and Manual successful transactions on the e-GRAS portal separately. e-GRAS will provide details for all online transactions as well as for manual transactions on daily/monthly basis for VDMS purpose, so that e-Treasury can verify the DMS submitted by Agency Banks Focal Branches authorised with e-Treasury.
7. **Agency banks will settle fund with RBI on T+1 basis** -In addition, agency banks will also upload the XML file on the e-Kuber portal of Reserve Bank of India proposed to be implemented immediately in future (without making any changes) as this will be provided in Agency Banks' system well in advance.

List of PNB Branches of Jaipur City

S.N.	Name of Branch	Telephone No.	Name of BM (SH)	Off. Mobile No.
1	ADARSH NAGAR	2617100;2619987	SUNIL KUMAR RAWAT	80036 93635
2	AIR FORCE SCHOOL	2672898	L R MEENA	80036 93625
3	BAPUNAGAR	2717062-64	SANJEEV KHERA	80036 93650
4	BRAHAMPURI	2410016	SITA RAM SHARMA	80036 93641
5	BARKAT NAGAR	2593158;2598156	R S BHATI	72300 04502
6	CHANDPOLE	2378468;2377988	A K SINGH	80036 93644
7	DHERKABALAJI	2231603-2235744	SANJAY VERMA	80036 93629
8	DURGAPURA	2763951	S K KHANDELWAL	72300 04503
9	EVEREST COLONY	2747083	SATYA NARAYAN SHARMA	80036 93621
10	GEEJGARH HOUSE	2610987	RAMPHOOL MEENA	80036 93632
11	GOPALPURA	2763620	P L MEENA	72300 04504
12	I B B	5113829;2367899	R D SEWAK	80036 93627
13	INDIRA GANDHI NAGAR	2540075	SANJAY GUPTA	72300 04505
14	JAWAHAR NAGAR	2650402;2651615(F)	P K SOMANI	80036 93622
15	JHOTWARA	2340520;2341860	HARI M. MEENA	80036 93642
16	JOHARI BAZAR	2565822; 2571399	GURINDER SINGH	80036 93654
17	JAGATPURA	2755821(F),2755291	P N MEENA	80036 93623
18	KVNO.2	2348212	ANAND SINGH BATARIA	80036 93619
19	KALWAR ROAD	2974988	JAGDAMBA PRASAD BIYANI	77288 86482
20	M C B	2565969-2577894	SWADESH CHANDRA SAXENA	80036 93638
21	MALVIYA NAGAR	2525485	J K AGARWAL	72300 04507
22	MANSAROVAR	2397742	R S MEENA	80036 93634
23	MUHANA MANDI	2739053	GHASI LAL MEENA	80036 93636
24	MUSLIM SCHOOL	2616580	RAJESH BHARGAVA	80036 93639
25	MAHESH NAGAR	2504567	Ramkesh meena	72300 04508
26	NEHRU PLACE	2747193	NARPAL SINGH YADAV	80036 93647
27	NTS	2642599	M L Meena	80036 93646
28	NEW ATISH MARKET	2399399	R S MEENA	80036 93689
29	PAANCH BATTI	2370578;2366152	SATYA NARAYAN MEENA	80036 93620
30	PRATAP NAGAR	2797054;2797056	S K MUDGAL	80036 93649
31	RAPC	2747100; 2744618	SUNIL NEGI	80036 93617
32	RAJA PARK	2622649;2620728	RAJESH KUMAR	80036 93648
33	RCC	2742931	J S BAJAJ	80036 93618
34	SANGANER	2733575	B L MEENA	72300 04509
35	SHASTRI NAGAR	2280431;2280271	NARSI PRASAD MEENA	80036 93643
36	SITAPURA IND AREA	2771307-08	RAM MANOHAR GUPTA	80036 93631
37	SODALA	2292282	JASBIR SINGH MEELU	80036 93614
38	SODALA RAPC		RENU KUMARI	72300 04510
39	TRIPOLIA BAJAR	2567336;2571961	R L MEENA	80036 93640
40	VAISHALI NAGAR	2351851	GIRISH BHARDWAJ	80036 93630
41	VIDHYADHAR NAGAR	2235845	ARUNA BEASPAL	72300 04511
42	VKIA	2332413, 2331580	S S SINGH	80036 93651
43	ZSC (RSDC)	2640868	S L MEENA	80036 93685
44	ZTC	2619332-2610699	P S SHARMA	
45	CURRENCY CHEST,	2747286	ASHOK SHARMA	80036 93616