

Annexure-A

Accounting procedure for collection of revenue receipts pertaining to WPC and WPF wing HQ, Department of Telecommunication, New Delhi through RTGS/NEFT.

1. The CGA has approved online collection of revenue receipt pertaining to WPC and WPF wing of DoT HQ vide letter No.S-11012/1(20)/Telecom/90/RBD/67-71 dated 22-01-2014(copy enclosed), subject to following condition:
 - i). Indian Overseas Bank, Parliament Street, New Delhi Branch, (BSR Code-0270766) will be the focal point branch for said business.
 - ii). The account will accommodate only receipt which are handled by WPC/WPF wing of DoT HQ.
 - iii). No money should be drawn from the account.
 - iv). No adjustment shall be made from the account by any authority.
 - v). The Indian Overseas Bank will follow the procedure for handling the Government Business as outlined in the Memorandum revised procedure for reporting and accounting of transactions of DoT.
 - vi). The revenue receipts on account of said Government Business should be remitted into Government account in the prescribed remittance norms.
2. The applicant/wireless users may remit the payments to following DoT account maintained in the Indian Overseas Bank, Sanchar Bhawan, New Delhi.

Name of the Account : Pay and Accounts Officer(HQ), DoT
Address: Indian Overseas Bank, Sanchar Bhawan,
20, Ashoka Road, New Delhi-110001.
Beneficiary account number:256502000001000
IFSC Code IOBA0002565
3. The applicant/wireless user can remit the payment through internet banking or at the bank counter.
4. To make payment through RTGS/NEFT the applicants/wireless users may download the challan in prescribed format (**Annexure-B**) from WPC/DoT website(www.dot.gov.in).
 - i) **For payment at the bank counter**, the applicant would be required to fill the challan in duplicate. The applicant/wireless users may present the duly filled challan to the payee bank for making payment through RTGS/NEFT in the DoT Bank account as per Para 1. One copy of the challan may be retained by bank for its record and the second copy of the challan duly verified by the bank be enclosed with the hard copy of the application and sent to the prescribed authority in DoT HQ. Applicant must ensure that the UTR number is filled in the challan. For online application UTR No. may be filled in place of DD No. in case of NEFT/RTGS payments.
 - ii) **For payment using Internet Banking-** The applicant has to enclose a duly filled challan(to be downloaded from DoT website) alongwith the copy of e-receipt generated during the transaction while forwarding hard copy of application to DoT HQ. He may mention the reference/transaction number(UTR number) in the place of DD number.

5. The IOB, Sanchar Bhawan will send receipt scroll in respect of revenue collected with the following details of individual successful transaction in soft as well as hard copy on daily basis to PAO(HQ), DoT with a copy to Director(WR), DoT, New Delhi.

S.No.	Description	Details to be filled
1	UTR Number	
2	Name of the applicant	
3	Address of the applicant	
4	Name & address of remitting bank	
5	Amount to be remitted	
6	Remitting customer's account number which is to be debited	
7	Name & address of the beneficiary bank	
8	Name of the beneficiary customer	
9	Account number of the beneficiary customer	
10	Reference number of DoT	
11	Purpose of payment /sender to receiver information	
12	The IFSC number of the sending branch	
13	The IFSC number of the receiving branch	

The soft copies may be mailed at dirwr-dot@nic.in and dirac2-dot@nic.in.

6. A consolidated statement of the successful transactions in following proforma will also be provided daily by IOB to PAO(HQ) with a copy to Director(WR), for reconciliation alongwith above information.

List of NEFT/RTGS received by Account Number:256502000001000

Date	UTR No.	Status	Amount	Sender info.	Purpose of payment	IFSC	Sender account	Sender name

7. The PAO(HQ) will account for the receipts in its books and then forward on daily basis the copy of details received from IOB with his comments if any to Director(WR) for reconciliation/further necessary action at his end.
8. Director(WR) will be responsible for further necessary action related to processing of application in coordination with WPC and WPF wing of DoT.


ADG(DCA)

CHALLAN

**GOVERNMENT OF INDIA
DEPARTMENT OF TELECOMMUNICATIONS
20 ASHOKA ROAD, SANCHAR BHAWAN,
NEW DELHI-110001.**

Challan to be filled by the applicant for making payment through RTGS/NEFT

- | | | |
|---|---|--|
| 1. Full name | : | _____ |
| 2. Complete Address | : | _____ |
| 3. Telephone/
Mobile No. | : | _____ |
| 4. E-mail ID | : | _____ |
| 5. Purpose of payment/
sender/receiver information | : | _____ |
| 6. Amount to be remitted (in words) | : | _____ |
| 7. Amount to be remitted (in figures) | : | _____ |
| 8. Reference number of DoT | : | _____ |
| 9. Customer Account Number | : | _____ |
| 10. Name and address of the
Bank of remitter | : | _____ |
| 11. IFSC Code of the remitting
Bank | : | _____ |
| 12. Name & address of the
DoT bank | : | <u>Indian Overseas Bank, Sanchar Bhawan,
20, Ashoka Road, New Delhi-110001.</u> |
| 13. IFSC Code of the
DoT bank | : | <u>IOBA0002565</u> |
| 14. Name & address of the
beneficiary customer | : | <u>PAO (HQ), Department of Telecom, Ministry of
Communication, Government of India, Sanchar
Bhawan, 20, Ashoka Road, New Delhi-110001</u> |
| 15. Account number of the
beneficiary customer | : | <u>256502000001000</u> |
| 16. UTR No. | : | _____ |
| 17. Date of payment | : | _____ |

Signature of the applicant
Name of the applicant
Address

Date :
Place :

Instructions for the applicant

For payment through Internet Banking: Any applicant/wireless user of WPC wing of DoT may opt to pay by using Internet Banking and remit the payment using RTGS/NEFT mode to IOB, Sanchar Bhawan as per details below:

Name: Pay and Accounts Officer (HQ), DoT
Address: Indian Overseas Bank, Sanchar Bhawan,
20, Ashoka Road, New Delhi-110001.
Beneficiary account number: 256502000001000
IFSC Code: IOBA0002565

For payment at Bank counter:

1. Applicant may fill two copies of the above Challan (available on DoT's website: www.dot.gov.in).
2. The applicant/wireless users may present the copy of the challan to the payee bank for making NEFT/RTGS payment as per details duly filled in challan and remit the payment to the DoT bank account. One copy of the Challan be retained by bank for its record and the second copy of the challan duly verified by the bank be enclosed with the hard copy of the application and sent to the prescribed authority in DoT HQ. It should be ensured that the UTR number is filled in the challan. For online application UTR No. may be filled in place of DD No. in case of NEFT/RTGS payments.
3. All the above columns be filled mandatorily and it should be ensured that the purpose of the payment/sender to receiver information is communicated by the bank appropriately while remitting the payment to the DoT account to avoid any inconvenience.

Common for both:

Transaction cost as prescribed from time to time by the bank is to be borne by the applicant/firm. Applicants to ensure that all columns are duly filled in.