

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

No.6-23/2003/TA-I/8289 to 8312

Dated 28-12-2015

To  
The Wireless Advisor,  
Department of Telecommunication,  
Sanchar Bhawan, 20, Ashoka Road,  
New Delhi-110 001

**Sub:- Reg. Online Collection of Revenue Receipts pertaining to WPC/WPF wing of DOT(HQ).**

Kindly refer to this office letter No. 6-23/2003/TA-I/6142-6190 dated 01-10-2015, regarding online collection of revenue receipts pertaining to WPC/WPF wing of DoT(HQ).(Copy enclosed). In this connection , it is stated that a modified Accounting procedure and Annexure-B containing the "CHALLAN" and "INSTRUCTIONS FOR THE APPLICANT" is enclosed herewith for further action.

It is further requested that appropriate changes in the licensing conditions and the online application as well as instructions for applicants/wireless users on WPC website may be made in accordance with these instructions to facilitate the payment through NEFT/RTGS. You are also requested to inform the licencees accordingly.

Encl:- as above.

*S.R. Chaudhary*  
28/12/15  
(S.R.Chaudhary)  
ADG(DCA)

Copy to:-

1. The CGA, Lok Nayak Bhawan, Khan Market, New Delhi for information, w.r.t. their approval vide letter NO. S-11012/1(20)/Telecom/99/RBD/67 dated 22-01-2014.
2. C.G.M., RBI, Central Office, DBGA, Byculla Office Building, Opposite Mumbai Central Station, Byculla, Mumbai-400008.
3. C.G.M., RBI, Central Accounts Section, Add, Office Building, East High Court Road Nagpur.-440001.
4. IOB, Focal point branch, Parliament street, New Delhi for issuing necessary instructions to concerned officials.
5. The Branch Manager, Indian Overseas Bank, Sanchar Bhawan, New Delhi for necessary action.
6. Sr.DDG (WPF), Sanchar Bhawan, New Delhi
7. Director (WR)/Director(Accounts-II), Sanchar Bhawan, New Delhi.
8. PAO (HQ), Sanchar Bhawan, New Delhi.
9. DDG(IT).
10. Sr. Technical director, NIC.
11. Director (IT), DOT, New Delhi , for uploading on the DOT website under the link to the TA Section.
12. G.M., IOB, Regional Office, Rachna Bldg., 2 Pusa Road, IIIrd Floor, Rajendra Place, New Delhi-110 008.

Copy also to:-

1. PPS to Member (Finance)
2. PPS to Member (Technology)
3. PSO to Advisor (F)
4. PPS to AS(T).
5. JS(T)/JS(A).
6. DDG(LF/P)/DDG(LFA)/DDG(B&PF)/DDG(E&F)

**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 Branch, New Delhi.

Name of the Account : "PAOHQDOTNEWDELHI"

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](http://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) along with 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.

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5. The IOB, Sanchar Bhawan Branch 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.

Sl. 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 **aoac2.hq-dot@nic.in** and **dirwr-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 along with 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

A scanned copy of challan is to be sent by the applicant through above mentioned e-mails immediately after making payment. On receipt of the scanned copy of challan by WR branch, the "For Office Use Only" portion be filled up and the same be sent to PAO (HQ) on daily basis to account the receipts in the books of accounts. In this connection, PAO (HQ) will also coordinate for the same.

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)



**GOVERNMENT OF INDIA  
DEPARTMENT OF TELECOMMUNICATIONS  
20, ASHOKA ROAD, SANCHAR BHAWAN, NEW DELHI – 110 001.**

1.	Full Name	
2.	Complete Address	
3.	Telephone No./ Mobile No.	
4.	E-mail ID	
5.	Purpose of Payment	
6.	Amount to be remitted (in figures)	₹ .....
7.	Amount to be remitted (in words)	Rupees ..... .....only
8.	File/ Letter No. of DoT	
9.	Customer's Bank Account Number	
10.	Name and address of the Bank of remitter	
11.	IFSC Code of the remitting Bank	
12.	Transaction Reference ID No.	
13.	Name & Address of the DoT Bank	<b>Indian Overseas Bank, Sanchar Bhawan Branch, 20 Ashoka Road, New Delhi – 110 001.</b>
14.	IFSC Code of the DoT Bank	<b>IOBA0002565</b>
15.	Name & Address of the beneficiary customer	<b>“PAOHQDOTNEWDELHI” Department of Telecom, Ministry of Communications, Government of India, Sanchar Bhawan, 20 Ashoka Road, New Delhi – 110 001.</b>
16.	Account No. of the Beneficiary customer	<b>256502000001000</b>

Place: \_\_\_\_\_ Signature of the Applicant: .....  
Date: \_\_\_\_\_ Name of the Applicant .....  
Address: .....

**\*For Bank Use (Customer prefer Payment at Bank Counter):**

The above transaction made under UTR No. \_\_\_\_\_ Date \_\_\_\_\_

Seal of the Bank: \_\_\_\_\_ Signature of authorized officer of Bank

**\*For Payment through Internet Banking:** A copy of E-receipt printout with Transaction Reference ID No..... is enclosed with this Challan for the successful transaction.

Signature of the Applicant: .....

*\* Strike out which is not applicable*

**For Office Use Only:**

Name of Agency: \_\_\_\_\_ Amount (In Rupees) .....

Head of Account: \_\_\_\_\_ Category of Payment.....

**WR Branch, DoT**

**INSTRUCTIONS FOR THE APPLICANT**

**Important:** This challan is meant for only payments related to WPC Wing of DoT HQ through PAO (HQ), DoT, New Delhi. Payments due at other PAOs of DoT other than DoT Head Quarter should not be sent to this Account.

**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 and affixing signature with seal in the appropriate place of the challan be enclosed with the hard copy of the application and sent to the respective/concerned WPC wing in DoT HQ. It should be ensured that the UTR number is filled in the challan and duly signed by the Bank and affixed Bank's seal. For online application UTR No. may be filled in place of DD No. in case of NEFT/RTGS payments.
3. A scanned copy of challan is to be sent immediately through e-mail after successful completion of payment transaction to
  - (i) PAO (HQ) section, DoT **email id: aoac2.hq-dot@nic.in** and **dirac2-dot@nic.in**
  - (ii) Director (WR), DoT **email id: dirwr-dot@nic.in**
4. 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.

**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: PAOHQDOTNEWDELHI  
Address: Indian Overseas Bank, Sanchar Bhawan,  
20, Ashoka Road, New Delhi-110001.  
Beneficiary account number: 256502000001000  
IFSC Code: IOBA0002565

1. After successful completion of the payment transaction through internet banking, a scanned copy of printout of E-receipt showing "Transaction Reference ID Number" with other transaction details in PDF format along with challan duly filled should be sent immediately by email to:
  - (i) PAO (HQ) section, DoT **email id: aoac2.hq-dot@nic.in** and **dirac2-dot@nic.in**
  - (ii) Director (WR), DoT **email id: dirwr-dot@nic.in**
2. A copy of challan duly filled and the printout of E-receipt showing "Transaction Reference ID Number" be sent in hard copy along with application to the respective/concerned WPC wing in DoT HQ at the earliest for reconciliation & further action.

**Common for both:**

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