STANDARD OPERATING PROCEDURE

FOR

REMITTANCE OF INTEREST BY CNA/SNA TO CFI THROUGH ALREADY PAID OPTION

(DD/CHEQUE/NEFT/RTGS- TREATED AS CASH)

Public Financial Management System Office of Controller General of Accounts Ministry of Finance, Department of Expenditure Government of India

1 Introduction

This Standard Operating Procedure (SOP) specifically describes the task to be performed by the concerned stakeholders for the Remittance of Interest Earned by SNA/CNA to CFI through "Already paid-Other (Cheque/DD/NEFT/RTGS- Treated as cash), as details below.

- During the settlement mode "Already Paid-Other" (Cash/Cheque/DD/NEFT/RTGS), the instrument number drop down of the "Settle Challan Section", "CASH" will be displayed as an additional instrument number in the drop down.
- After selecting "CASH" from the drop down interest deposited by CASH will be populated. If the populated amount for this CASH instrument number is greater than or equal to the sum of the vouchers selected for settlement, then system will settle the currently selected voucher[s].

2 Pre- requisites:

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- 1. DO has submitted interest deposit entry to DA
- 2. DA has approved the submitted entry by DO.

2.1 Deduction settlement: Agency Maker

Scenario-1: In case of single instrument, based on the enter challan number the challan details will populate and submit for settlement.

User perform following Steps:

1. User click to Misc. Deduction Filing>>Deduction settlement

The User select the **"Interest Earned Settlement"** radio button and enter the required details as shown in the below mention screen.

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Scenario-2: In case there are more than one instrument number against a single challan, then user must select the appropriate cash option in the "Instrument No" field.

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Upon clicking to **"Save Challan Details"** the below pop up will be shown.

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User Click to OK button and a message shown at bottom of the page "The transaction Details has been saved successfully with voucher number<>

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3 Manage Deduction Settlement (Agency Checker)

1. User click to Misc. Deduction Filing>> Manage Deduction settlement

< Note: Further process of approval at DA level remains the same as it did previously.