

Government of Odisha,
Revenue & Disaster Management Department.

No. A/C(Cash)-02/2017- 26377 /RDM., dt. 18 JUL 2018

From:

Sri Ajay Kumar Das, OFS(SAG),
FA-cum-Addl. Secretary to Government

To

The Secretary, Board of Revenue, Odisha, Cuttack
I.G.R., Odisha, Cuttack
Director, Land Records & Surveys, Odisha, Cuttack
Commissioner, Land Records and Settlement, Odisha, Cuttack
Director, Consolidation, Odisha, Cuttack
Spl., Relief Commissioner, Odisha, Bhubaneswar
Land Reforms Commissioner, Odisha, Cuttack
Director, ROTI, Gothapatna, Bhubaneswar
All Collectors & District Magistrates.

Sub: Operational Procedure for collection of State Government Receipts through Point of Sale (PoS) devices- Mobiles PoS, BHIM UPI, Bharat QR Code, AePS Devices in Government Offices to receive digital payment of all kinds.

Madam/Sir,

I am directed to enclose herewith the Finance Department O.M. No. 22909 dated 11.07.2018 on the above subject and to say that the Operational Procedure for collection of State Government Receipts in all State Government Offices are now authorised to receive digital payment through Point of Sale (PoS) devices- Mobile PoS, BHIM, UPI, Bharat QR Code and AePS devices.

It is, therefore, requested to take necessary steps for installation of PoS through the Agency Bank in the subordinate Offices under your control for collection of Government receipts immediately.

Yours faithfully,


FA-cum-Addl. Secretary to Government.

Memo No. 26378 /RDM., dt. 18 JUL 2018

Copy forwarded to All District Sub-Registrars/Sub-Registrars/ All Tahasildars for information and necessary action.

They are requested to take immediate steps for installation of PoS Devices through the Agency Bank in their respective districts for collection of Government Revenue and other receipts.


FA-cum-Addl. Secretary to Government.

Memo No. 26379 /RDM., dt. 18 JUL 2018

Copy along with the copy of the enclosure forwarded to the Joint Secretary to Government in Charge of IMU Cell/ REM Branch/ Registration Br./ R & R Cell/ LR&GE (A) Br./ DLRMP Cell/ NGE(B) Br./ LR (B) Br./ A.O.-cum-Under Secretary to Government, in-charge of Budget (A) Br. for information and necessary action.


FA-cum-Addl. Secretary to Government.

Memo No. 26380 /RDM., dt. 18 JUL 2018

Copy forwarded to the Joint Secretary to Government in Charge of IMU Cell for hoisting of F.D.O.M. No. 22909 dt. 11.7.2018 in the website for information of all concerned.


FA-cum-Addl. Secretary to Government.

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GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

OFFICE MEMORANDUM

No. 22909 /F, Date 11.07.2018
FIN-TRY-MISC-32/2012(pt)

Sub: Operational Procedure for collection of State Government Receipts through Point of Sale (PoS) devices - Mobile PoS, BHIM UPI, Bharat QR Code, AePS Devices in Government Offices to receive digital payment of all kinds.

All State Government offices are now authorized to receive digital payments through Debit cards/BHIM UPI/AePS Devices using Mobile Point of Sale (PoS) Devices and Aadhaar Enabled Payment Devices (AEPS) or QR Code.

2. Draft operational guideline and an assessment of demands for procurement of PoS devices – Mobile PoS, AePS Device or QR Code in Government Offices was conducted in the previous year. In this regard, the responses have been received from various offices.

3. In the meantime, Reserve Bank of India have issued fresh guideline in respect of rationalization of Merchant Discount Rate (MDR) on Debit Card transactions. As per the said guideline, the maximum MDR for Debit Card transactions will be as below:

Sl. No.	Merchant Category	Merchant Discount Rate (MDR) for Debit Card transactions (as a % of transaction value)	
		Physical PoS infrastructure including online card transactions	QR code-based card acceptance infrastructure
1.	Small merchants (with turnover upto Rs. 20 lakh during the previous financial year)	Not exceeding 0.40% (MDR cap of Rs. 200 per transaction)	Not exceeding 0.30% (MDR cap of Rs. 200 per transaction)
2.	Other merchants (with turnover above Rs. 20 lakh during the previous financial year)	Not exceeding 0.90% (MDR cap of Rs. 1000 per transaction)	Not exceeding 0.80% (MDR cap of Rs. 1000 per transaction)

4. Ministry of Electronics and Information Technology, Government of India vide Gazette Notification dated 27.12.17 has mentioned that MDR applicable on Debit Card/BHIM UPI/Aadhaar-Pay transactions less than or equal to Rs. 2000/- in value will be borne by Government of India for a period of two years with effect

from 1st January, 2018 by reimbursement of the same to the acquirer Banks so that no MDR is payable by the merchant in respect of such transactions under this scheme and consequently the consumers will not be overcharged citing MDR as a reason.

5. Further, guidelines for use of Unified Payment Interface (UPI) and Bharat Interface for Money (BHIM) for collection of Government revenue has been issued by Controller General of Accounts, Ministry of Finance, Government of India (cga.gov.in/Circular/Published/list.aspx) which is mutatis mutandis applicable to the State Government offices desirous of using PoS and other devices for collecting Government dues.

5.1 The term "Accredited Bank" referred to in the said guideline means "Agency Banks" for the State Government. Similarly, the term "Acquiring Bank" means the "Agency Banks" which have supplied the PoS machine or other digital devices to the Government offices. The term "Government Portal System (GPS)" means online receipt system of IFMS, Odisha.

5.2 Process for digital payment through UPI/BHIM has been envisaged in the aforesaid guideline. However, State Government offices willing to use UPI/BHIM digital payment solutions need to work out a specific accounting, reporting and reconciliation method in consultation with the Agency Bank concerned as per the principles laid down in this Office Memorandum and obtain approval of Finance Department in the matter.

6. Accordingly, the following guidelines and operational procedure are now issued with regard to procurement and installation of PoS/other devices for accepting digital payments in the Departmental counters as well as accounting, reporting and reconciliation of such transactions.

7. Requisition of PoS devices:

7.1 Government offices should request the Agency Banks as per the list enclosed in **Annexure-I** to provide Mobile PoS with or without Aadhaar enabled payment facility. However, in case the Departmental counter operates at a permanent space, fixed line PoS may also be used.

7.2 Requisition already submitted by various offices to the Finance Department will be communicated to the desired Banks through SLBC for supply and installation of the required devices.

7.3 The offices which have not yet submitted their requirements may directly approach the Agency Banks as Annexed for supply and installation of the digital payment devices and solutions.

8. Digital payment solution from multiple Banks:

In order to ensure uninterrupted service in the arrangement for acceptance of digital payment, it is advised that the Departmental Offices may use payment solutions and devices of two different Agency Banks. The Departmental Officer may also have digital solutions from one Bank with facility for at least two devices in order to ensure backup in case of any mechanical failure.

9. Opening of designated Bank Account(s):

The devices accepting the digital payment will be linked to a designated Bank account maintained in the Bank branch, who has supplied the device(s). However, if the same Bank supplies multiple devices for accepting digital payments, all the devices should be linked to a single Bank account opened/identified for the purpose. In case, digital payment devices are from two different Banks, the Departmental Officer/DDO will have two different Bank accounts in respective Banks. Departmental Officer should not have more than two accounts as this will cause additional burden for the purpose of reconciliation.

10. Infrastructure support:

10.1 Government offices desirous of using the PoS and other devices for accepting digital payments are required to provide infrastructure support such as; telephone, internet connectivity, Desk Top, Computer, space etc.

10.2 It is desirable that Departments should have their own IT Portal System/Website with an application for facilitating digital payments through PoS and other devices. This application system should generate electronic money receipt on payment through the digital modes. It may also provide confirmation of receipt through system generated SMS and e-mail to the payer. The daily and periodic MIS should be generated from the system.

10.3 Departments which do not have their own IT solutions and infrastructure to accept digital payments may take help of the E & IT Department, the nodal Department for promotion of digital payments.

11. Installation, commissioning and maintenance & other service charges for devices:

11.1 Most of the Agency Banks have conveyed that there will not be any installation charges in respect of devices. Further, installation cost, if any, service charges, maintenance charges and rentals etc. in respect of the PoS machines and other devices will vary from Bank to Bank and device to device. Therefore, the offices are required to ensure due diligence and decide on a mutually agreeable rate for such charges. The payments of these charges are to be met from the available provision under Demand No.5 – "2052- Secretariat General Services - Establishment, Operations and Maintenance Expenditure – 00 – 090 –Secretariat-0488- Finance Department- 78667- Financial Inclusion" made in the B.E. for 2018-19 by the concerned Head of Office/DDO.

11.2 The Banks supplying the devices/services for digital payment to be made in the Government offices through Debit Cards/BHIM UPI/AePS Devices will submit a consolidated monthly/quarterly claim for reimbursement of rental and other charges as per the format at **Annexure- II** to the concerned office for verification and approval. After due verification, the offices will aggregate and forward the claim to the Controlling Officer for obtaining allotment from the Director, Small Savings, Finance Department.

11.3 Allocation will be made by the Director, Small Savings, Finance Department on receipt of requisition from the Departmental Controlling Officer. The Controlling Officer will further distribute the allotment among the Head of Office/DDO.

12. Charges in respect of Merchant Discount Rate (MDR) for Digital payments:

12.1 For digital transactions taking place through Debit Cards/BHIM UPI/AePS Devices up to Rs. 2000/-, MDR will be borne by the Government of India as per Gazette Notification of Ministry of Electronics and Information Technology, Government of India. Thus, the MDR charges in respect of digital transaction made through Debit Cards/BHIM UPI/AePS Devices upto to Rs. 2000/- will not be charged either to the State Government office or to the payer, as the case may be.