

Department of Excise, Entertainment and Luxury Tax



USER MANUAL

ESCIMS
Excise Supply Chain Information Management System

USER MANUAL

Account, Banking & Front Office

Version -I



ESCIMS

Excise Supply Chain Information Management System

Department of Excise, Entertainment and Luxury Tax

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About This Manual

Purpose

This manual has been written to help you to understand and use the Accounts Module of ESCIMS application. It presents the functional capabilities and operational details of the Accounts, Banking and Front Office and contains the procedures that you should know for performing your business tasks using the application.

The database maintenance tasks have not been covered in this manual.

Intended Audience

This manual is primarily intended for one time users, licensees, and accounts branch users of the Excise Department.

Prerequisites for Use

The following are the prerequisites:

Functional – Basic understanding of Delhi Excise Liquor Business operation

Technical - Basic understanding of computers and data entry operations.

Organisation of the Manual

This manual is organised as follows:

Table 1: List of Chapters

Chapter	Description
Introduction	It provides an overview of the ESCIMS application. It also provides the details of hardware and software requirements, and its interfaces with other systems.
Getting Started	It provides a brief introduction about the general working features of the ESCIMS application that will help you while working.
Make Payment	It provides the description of the steps to be followed for online and offline payments.
Deposit Fund	It provides the description of the steps to be followed for depositing fund in ESCIMS.
Make Payment for other Receipts	It provides the description of the steps to be followed to make the payment for other receipts.
Refund Receipts	It provides the description of the steps to be followed to refund receipts.
Manage P-10 Cash	It provides the description of the steps to be followed to Manage P-10 Cash.
Operating Environment	It provides the details of the operating environment used in ESCIMS.
Feedback and Suggestion	It provides the contact details for feedback and suggestion.

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List of Abbreviations

Table 2: List of Abbreviations

Abbreviation/ Acronym	Expansion
1 D	One Dimension
2 D	Two Dimension
AAO	Assistant Account Officer
BWH	Bonded Ware House
CPU	Central Processing Unit
DA	Dealing Assistant
DCA	Deputy Controller of Accounts
DDO	Drawing and Disbursement officer
HHT	Hand Held Terminal
IP	Import Permit
LCD	Liquid Crystal Display
PAO	Pay and Account Office
POS	Point of Sale
SBI	State Bank of India
TP	Transport Permit
USB	Universal Service Bus

INTRODUCTION

1 Introduction to ESCIMS

ESCIMS is a simple internet based application between department and its stakeholders including Distilleries, Bonded Ware Houses, Corporation and Private Vends, Canteen Store Depots, Hotels, Clubs and Restaurants,



Figure 1 : ESCIMS ECOSYSTEM

The application has been developed as a part of the ecosystem to:

- Automate the supply distribution
- Ease out operations
- Bring transparency
- Have better control over the supply chain management of liquor distribution.

The application will allow:

- Real time monitoring of the liquor distribution
- Minimize adulteration
- Prevention of illicit liquor saling

1.1 About ESCIMS

The ESCIMS application in Delhi Excise is envisaged to improve the overall efficiency, effectiveness, transparency and accountability in the system. The ESCIMS application will ensure the following:

- Online Management Information System (MIS) of key excise information
- Correct quantities of commodities reach the intended vend dealers on time
- Minimum transit losses and pilferages

- Traceability of decisions
- Adherence to service level
- Availability of all important information to citizens

1.2 Features of ESCIMS- Account, Bank and Front Office

Account, Bank and Front Office activities can be divided in the following sub-groups:

- Make Payment – Licensee, One time user
- Deposit Funds - Licensee
- Make Payment for Other Receipts - Cashier
- Refund Receipts – DA-Account / Assistant Account Officer/Drawing and Disbursement Officer
- Managing P-10 Cash - Cashier

1.3 User Roles and Access Rights

The user roles are limited to input the data and submitting it in ESCIMS system. Access of the functionalities will be given based on the user roles.

The following are the users of Accounts Module of ESCIMS application:

- One Time User: User without Payee Code
- Regular User: User with Payee Code
- Deputy Controller of Accounts (DCA)
- Drawing and Disbursement officer (DDO)
- Assistant Account Officer (AAO)
- Dealing Assistant- Accounts (DA)

GETTING STARTED

Logging in ESCIMS

2 Getting Started

The chapter includes the details of logging on process and accessing the basic required functionality of the device

2.1 Logging In

Access to the ESCIMS application is limited to authorised users. To use it, first log on to ESCIMS, using your user ID and password.

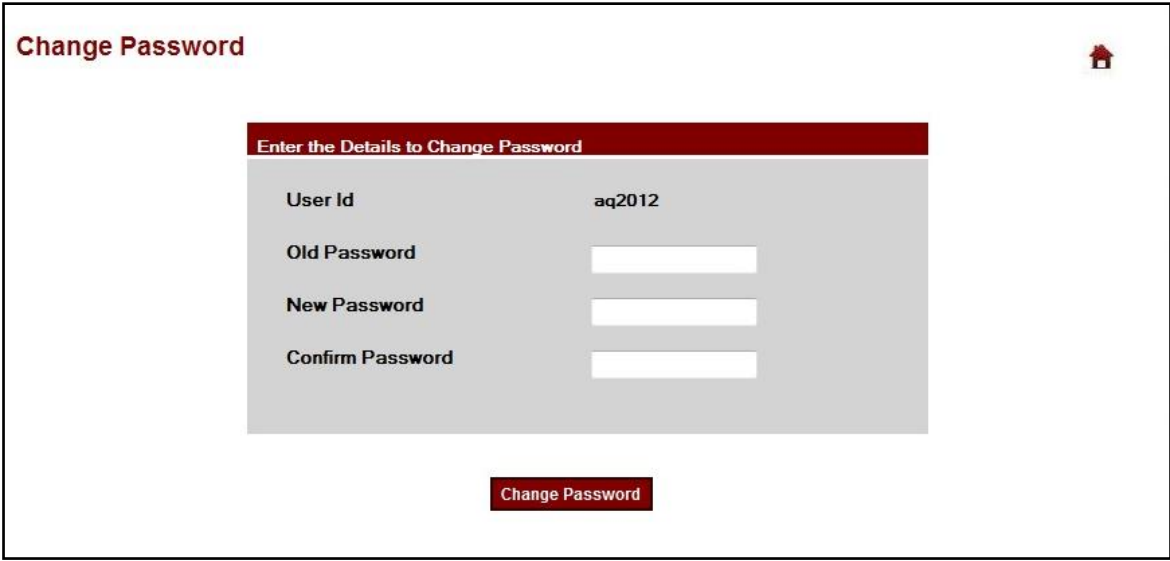
2.1.1 How to Create a User ID

The logging ID will be created by the admin user of ESCIMS application. You will be provided the login ID and default password. You will have to change the password during the first log on.

2.1.2 How to Change a Password

To change the password:

1. Click the **Change Password** tab.
2. Enter the old password (default password) in the text box provided.
3. Enter the new password in the text box provided. The password should be minimum 8 characters long, should have at least one capital letter and at least one special character.



The screenshot shows a web interface titled "Change Password" in the top left corner. In the top right corner, there is a small house icon. The main content area contains a form with a dark red header bar that reads "Enter the Details to Change Password". Below this header, the form has four rows: "User Id" with the value "aq2012", "Old Password" with an empty text box, "New Password" with an empty text box, and "Confirm Password" with an empty text box. At the bottom of the form, there is a dark red button labeled "Change Password".

Figure 3: Change Password – ESCIMS

2.2 Menus

The following table provides the details of ESCIMS applicationAccounts Module menus.

Table 3: Menus in the application

S. No.	Menu name	Description
1.	Work list	This menu contains the Workitem of payment. All the payments done by One Time User or Regular User will be done by this menu
2.	Payments	<p>This menu contains the functionalities of accounts for accounts branch of Excise Department.</p> <p>The following are the sub-menus:</p> <ul style="list-style-type: none">• Make Payment for Other Receipts• Manage P-10 Cash

Make Payment

Online Payment
Payment at Bank

3 Make Payment

This chapter includes the details of 'Make Payment' process.

Payments can be made to the Excise Department through the following modes:

- **Online Payment** refers to payments made through a payment gateway. Payments can be made using State Bank of India (SBI) internet banking.

The online payment process uses a third party service called payment gateway to allow users to make payment. A payment gateway is an e-commerce service that processes, verifies, accepts or declines payment details. It protects important information by encrypting sensitive information such as credit card number, so that payment is passed securely from the user account to the Delhi Excise account.

- **Offline Payment** refers to payments made through Cheque, Demand Draft (DD). These payments are made at the SBI Front Office at the Excise Department.

3.1 Make Online Payment

To make online payment:

1. Click **WarehouseFunction->Worklist**. The **Worklist** screen appears.

The screenshot shows the 'Pay Revalidation Fees & Print Revalidation Letter' screen. It includes a search bar for 'Import Permit Revalidation Number' and a table with the following data:

S.No.	Revalidation Date (DD/MM/YYYY)	Revalidation Number	Application Status	Fee Payable (₹)	Payment Status	Select
1	20/09/2012	IPR22009120054	Payment Pending	75.00	Payment Pending	<input type="radio"/>
2	17/09/2012	IPR21709120040	Payment Pending	6000.00	Payment Pending	<input checked="" type="radio"/>
3	17/09/2012	IPR21709120038	Approved	0	Paid	<input type="radio"/>
4	17/09/2012	IPR21709120037	Approved	8000.00	Paid	<input type="radio"/>
5	23/08/2012	IPR20252	Approved	5900.00	Paid	<input type="radio"/>
6	23/08/2012	IPR20251	Approved	5011.00	Paid	<input type="radio"/>
7	22/08/2012	IPR20244	Approved	5100.00	Paid	<input type="radio"/>
8	13/08/2012	IPR20239	Approved	675.00	Paid	<input type="radio"/>
9	13/08/2012	IPR20238	Approved	5000.00	Paid	<input type="radio"/>
10	13/08/2012	IPR20236	Approved	5000.00	Paid	<input type="radio"/>

Navigation buttons: « Prev | 1 | 2 | Next »

Action buttons: Pay, Print, Cancel

Figure 1: Worklist Screen

2. Select the Workitem with status as **Payment Pending**. The **Mode Of Payment** screen appears.

Dry Day Permission ▾	Barcode Sequence ▾	WareHouse Functions ▾	Log Off
----------------------	--------------------	-----------------------	---------

Mode Of Payment

Request ID	IPR21709120040	Amount Payable (₹)	6000
------------	----------------	--------------------	------

☒ SBI Net Banking
☐ Cheque/DD

Confirm
Cancel

Figure 2: Mode Of Payment Screen

3. Select SBI NetBanking, and then click **Confirm**. The **SBI net banking login** page appears.

Figure 3: SBI Netbanking Login Page

4. Enter the login credentials and confirm payment. On successful payment, the **Generate Acknowledgement** screen appears.

Note: Payment Status is displayed along with challan number.

If the transaction is not successful you will get the payment status as **Not successful** along with the challan number.

Payment Status

Payment Successful

Challan No is : 25091212233

Generate Acknowledgement

Figure 4: Generate Acknowledgement Screen

5. Click **Generate Acknowledgement** to print acknowledgement report. The **Acknowledgement Receipt of Online Payment** is displayed as shown in the following figure.

EXCISE ENTERTAINMENT & LUXURY TAX Govt. of NCT Delhi						
Acknowledgement Receipt of Online Payment						
Civil						
Challan No.: 25091212233			Challan Generation Date: 25 September 2012			
Time: 03:07 PM						
Challan of money paid through online payment						
To be filled in by the remitter			Amount (In Rs)	To be filled in by the department officer or at his instance		
Name (& or designation) and address of the party (i.e. Tax Payer, etc) crediting money	Department/ Office from whose books the demand has emanated	Full Particulars of the nature of remittance and/ or authority(if any)		Head of Account	Account Officer by Whom Adjustable	Order to the Bank
Swati Sharma	IL/ FL	IP Revalidation Fee	6000	105 Foreign Liquors and spirits 0039 State Excise	Pay and Account Office - X(50-60-99)	Received Online
		Total*	6000			
*Received Amount (In Words) Rupees Six Thousand Only						
Date: 25 September 2012						

Figure 5: Acknowledgement Screen

3.2 Make Offline Payment

To make offline payment:

1. Click **'Warehouse Functions ->Worklist'**. The **Worklist** screen appears.

Dry Day Permission ▾	Barcode Sequence ▾	WareHouse Functions ▾	Log Off			
Pay Revalidation Fees & Print Revalidation Letter						
Search Import Permit Revalidation Number <input type="text"/> <input type="button" value="Search"/>						
S.No.	Revalidation Date (DD/MM/YYYY)	Revalidation Number	Application Status	Fee Payable (₹)	Payment Status	Select
1	20/09/2012	IPR22009120054	Payment Pending	75.00	Payment Pending	<input type="radio"/>
2	17/09/2012	IPR21709120040	Payment Pending	6000.00	Payment Pending	<input checked="" type="radio"/>
3	17/09/2012	IPR21709120038	Approved	0	Paid	<input type="radio"/>
4	17/09/2012	IPR21709120037	Approved	8000.00	Paid	<input type="radio"/>
5	23/08/2012	IPR20252	Approved	5900.00	Paid	<input type="radio"/>
6	23/08/2012	IPR20251	Approved	5011.00	Paid	<input type="radio"/>
7	22/08/2012	IPR20244	Approved	5100.00	Paid	<input type="radio"/>
8	13/08/2012	IPR20239	Approved	675.00	Paid	<input type="radio"/>
9	13/08/2012	IPR20238	Approved	5000.00	Paid	<input type="radio"/>
10	13/08/2012	IPR20236	Approved	5000.00	Paid	<input type="radio"/>

« Prev | 1 | 2 | Next »

Figure 6: Worklist Screen

2. Select the Workitem with status as **Payment Pending**. The **Mode Of Payment** screen appears.

Export Permit ▾	Dry Day Permission ▾	Barcode Sequence ▾	WareHouse Functions ▾	Log Off
Mode Of Payment				
Request ID	IPR21709120040		Amount Payable (₹)	6000
<input checked="" type="radio"/> SBI Net Banking <input type="radio"/> Cheque/DD				
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>				

Figure 7: Mode Of Payment Screen

3. Select **Cheque / DD** and click **Confirm**. The **Payment Instructions** screen appears.


 delhi.gov.in <small>Govt. of NCT of Delhi</small>		Department of Excise, Entertainment & Luxury Tax, Govt. of Delhi		<small>Password Management Log Out</small> <small>Welcome L102008000228</small> <small>Approver, DCCWS</small> <small>Roles: [DCCWS_APPROVERLEVEL]</small>
Home Page	Payments ▾	Purchase Order ▾	Log Off	
Payment Instructions				
1. To utilize the payment option, funds have to be deposited at the designated SBI Branch at L Block, Vikas Bhawan, IP Estate, New Delhi -110002 2. Four prints of the Challan copy have to be taken and deposited in the bank along with the payment instrument details before the challan expiry date. 3. Challan generated after 8:00 AM can be submitted at the bank on or after the next working day. 4. The bank facilities are available from 10 AM to 5 PM on weekdays, 10 AM to 1 PM on Saturday and not available on public holidays and Sundays. 5. The full amount has to be transferred in one single transaction for a particular request. The amount cannot be divided into multiple payments. 6. Upon successful funds transfer, the bank will provide a Treasury Receipt containing a TR5 Number.				
<input type="button" value="Generate Challan"/> <input type="button" value="Cancel"/>				

Figure 8: Payment Instructions Screen

4. Click **Generate Challan**. The Challan opens in the new window as shown in the following figure.

GAR 7		EXCISE ENTERTAINMENT & LUXURY TAX				
		Govt of NCT Delhi				
		Challan				
		Please indicate whether:				Civil Defence Railway Posts & Telegraphs
Challan No.:	25091212232	Challan Generation Date:	25 September, 2012	Time:	14:57 PM	
		Challan Expiry Date:	02 October, 2012			
Challan of money paid into		State Bank of India		IP Estate Branch		
To be filled in by the remitter				To be filled in by the department officer or at his instance		
Name (& or designation) and address of the party (i.e. Tax Payer, etc) crediting money	Department/ office from whose books the demand has emanated	Full particulars of the nature of remittance and/ or authority (if any)	Amount (In Rs)	Head of Account	Account officer to Whom Adjustable	Order to the Bank
Swati Sharma	IL/ FL	IP Revalidation Fee	6000	0039 State Excise 105 Foreign Liquors and spirits	Pay and Account Office - X(50-60-99)	Receive and Grant Receipt
						Signature:
						Date:
						Full Designation of the officer ordering the money to be paid in
		Total*	6000			
*Received Payment (In Words) :		Rupees Six Thousand Only				
Date: 25 September, 2012		Agent or Manager Officer				

Figure 9: Challan Front Page

Particulars to be filled in by the remitter	Amount	
	Rs	P
Cash		
Bank Drafts (with Details)		
Cheques (with Details)		
Total Rs.		

Figure 10: Challan Second Page

5. Print four copies of the challan.

Note: Deposit the money in SBI Front Office at Delhi Excise before the challan expiry date.

If the challan is not submitted before the expiry date, a new challan should be generated.

Deposit Fund

4 Deposit Fund

To deposit fund:

1. Select **Payments -> Deposit Funds**.

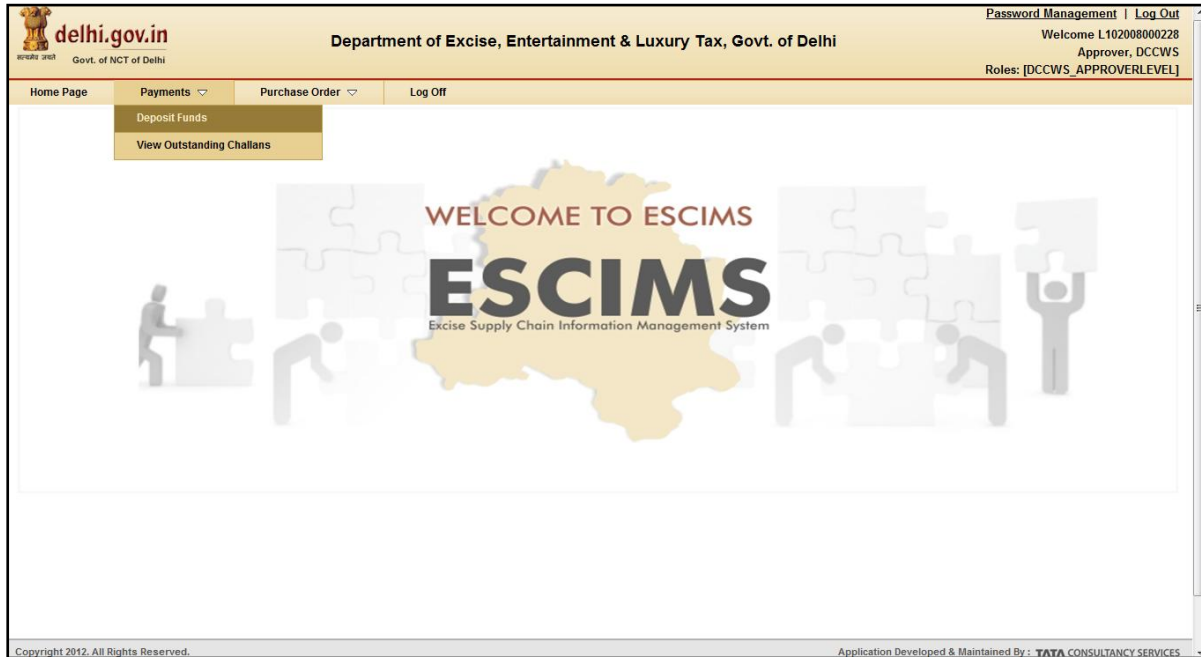


Figure 11: Deposit Fund Home Screen

The **Deposit Fund** screen appears.

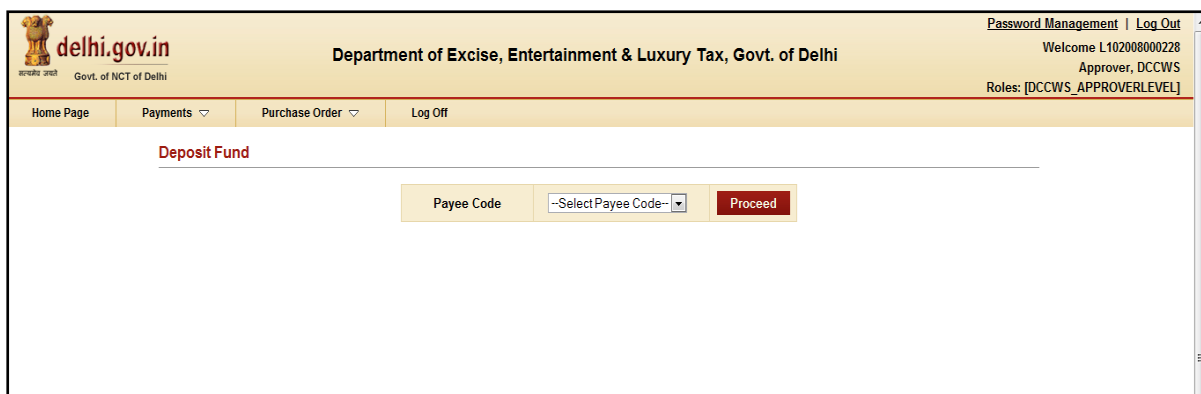


Figure 12: Deposit Fund Screen

2. Select the **Payee Code** and then click **Proceed**. The **Deposit Fund** screen appears.

Note: This step is not required if you have a single payee code.


Payments ▾		Purchase Order ▾		Log Off	
Deposit Fund					
Name	L102008000228		Payee Code	2000008	
S.No	Subcode	Current Ledger Balance (₹)	Amount to be Deposited (₹)	Select	
1	Excise Duty	656487894.23	0 <input type="text"/>	<input type="checkbox"/>	
Total Amount to deposit (₹)			0		
		Confirm Payment		Cancel	

Figure 13: Deposit Fund Screen 2

3. Enter the amount, select the check box and then click **Confirm Payment**. The **Mode Of Payment** screen appears.

Payments ▾		Purchase Order ▾		Log Off	
Mode Of Payment					
Amount Payable (₹)		1000			
<input checked="" type="radio"/>	SBI Net Banking				
<input type="radio"/>	Cheque/DD				
		Confirm		Cancel	

Figure 14: Mode Of Payment Screen



- For next steps refer *Section 3, Make Payment* functionality,
 - For SBI net banking, refer *Section 3.1 Make Online Payment*
 - For offline payments, refer *Section 3.2 Make Offline Payment*

Make Payment for Other Receipts-Cashier

5 Make Payment for Other Receipts - Cashier

To make payment for other receipts:

1. Click **Make payment for other Receipt**. The **Make Payment for Other Receipts** screen appears.

RetailVend WorkList	Receive Deficient Document	Hcr WorkList	Maintain Licence	Make payment for other Receipt	Manage P10
Import Permit ▾	Dry Day Permission ▾	Barcode Sequence ▾	WareHouse Functions ▾	Log Off	

Make Payment for Other Receipts

Name	<input type="text"/>				
Major Head	--Please Select-- ▾				
Minor Head	--Please Select-- ▾				
Branch from which Payment received	--Please Select-- ▾	Amount Payable (₹)	<input type="text"/>		
Payment Instrument	<input type="radio"/> Cash <input checked="" type="radio"/> Cheque/ DD				
Date of Cheque/ DD	<input type="text"/>	Cheque/ DD Number	<input type="text"/>		
Remarks	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>				

Figure 15: Make Payment for Other Receipts Screen

2. Enter the following details:

- Name
- Major Head
- Minor Head
- Branch from which Payment Received
- Amount Payable
- Payment Instrument
- Date of cheque/DD
- Cheque/DD Number
- Remarks

3. Click **Generate Challan**. The **Challan** opens in the new window as shown in the following figure.

GAR 7 EXCISE ENTERTAINMENT & LUXURY TAX Govt of NCT Delhi Challan						
Date	Amount	Tm No	Please indicate whether:		Civil Defence Railway Posts & Telegraphs	
03 November, 2012	10000	100				
Challan No.: 03111211037		Challan Generation Date: 03 November, 2012		Time: 15:02 PM		
Challan of money paid into		State Bank of India		IP Estate Branch		
To be filled in by the remitter			Amount Rs P	To be filled in by the department officer or at his instance		
Name (& or designation) and address of the party (i.e. Tax Payer, etc) crediting money	Department/ office from whose books the demand has emanated	Full particulars of the nature of remittance and/ or authority (if any)		Head of Account	Account officer to Whom Adjustable	Order to the Bank
	IL/ FL	P-10 Fee		0039 State Excise , 105 Foreign Liquors and spirits	Pay and Account Office - X(50-80-99)	Receive and Grant Receipt Signature: Date: Full Designation of the officer ordering the money to be paid in
		Total*	15000			
*Received Payment (In Words) :			Rupees Fifteen Thousand Only			
Date: 03 November, 2012			Agent or Manager Officer			

Figure 16: Challan Screen

- Print four copies of the challan.
- Click **Cancel** to go back to the home page.

Refund Receipt

6 Refund Receipt- DA Accounts, AAO, DDO

Refund Receipt functionality is used by Accounts Branch to forward the refund request to Pay and Account Office (PAO). The request is forwarded only when the sanction letter is issued by the respective branch.

6.1 Generate Refund Bill (DA)

To generate refund bill:

1. Click **Worklist**. The **Refund Receipts Worklist** screen appears.

Refund Receipts Worklist			
S.No	Sanction Order Number	Workitem Type	Workitem Status
1	SN012345	Refund	Refund Sanctioned
2	SN012346	Refund	Refund Sanctioned

Cancel

Figure 17: Refund Receipt Worklist Screen

2. Click **Sanction Order Number (SN012345)** with status as **Refund Sanctioned**. The **Refund Receipts** screen appears.

Refund Receipts			
Sanction Order Number	SN012345	Sanction Order Date	21/01/2012
Licence ID	4525987425	Original Challan Number	21021112321
Name	Mr. V Gupta	Major Head	0039 Excise
Minor Head	Country Spirits	Amount to be Refunded (₹)	300000.00

Remarks

Generate Refund bill **Submit** **Cancel**

Figure 18: Refund Receipt Screen

3. Click **Generate Refund Bill**. The **Refund Bill** opens in a new window as shown in the following figure.
4. Enter your remarks and click **Submit**.

APPLICATION-CUM-BILL FOR REFUND OF DEPOSIT									
								Month: JANUARY	
								Bill No: 1	
DDO Code: 021001				Bank Code: 10310664035					
Head of Account: Major Head 0039, State Excise				Minor Head 101, Country Spirits					
GRANT		DDO CODE		SCCD		SIGN+/-		AMOUNT	
004		0 2 1 0 0 1						Rs. P.	
Original Challan or Receipt No. & date		Bank/Office in which deposited		Name of depositor		Amount Originally deposited			
1		2		3		4			
101081211123456		State Bank of India, IP Estate Branch		Mr Akash Sehgal and Co.		Rs. 5,00,000.00 Only			
Refund Amount of Rs. 3,00,000.00/-					In words Rs Three lakhs only				
Received this day of 19..... the sum of Rupees..... being repayable on account of release of deposit described above.									
Claimant's Signature..... (with revenue stamp affixed wherever necessary)									
FOR USE IN DEPARTMENTAL OFFICE									
*1. Received payment of Rs..... (Rupees.....) for arranging disbursal to claimants)									
*2. Passed for Payment of Rs..... (Rupees.....) to claimant(s) Shri/Smt..... against personal deposit account administered by me.									
Dated.....					Judge/Magistrate or other officer				
* Delete, whichever of endorsements 1 or 2 is inapplicable.									
FOR USE IN PAY AND ACCOUNTS OFFICE IN CASE OF ENDORSEMENT 1 ABOVE									
Passed for payment of Rs..... (Rupees.....).									
By Cheque / Demand Draft No.....									
Pay and Accounts Officer									
Date.....									
DATE									
(DD MM YY)									
VOUCHER NUMBER									
CATEGORY		DATE		AMOUNT					
(A/B/C)		(DD MM YY)		Rs. P.					
DETAILS OF CHEQUE CANCELLED:-									
CATEGORY		DATE		AMOUNT					
(A/B/C)		(DD MM YY)		Rs. P.					
Pay and Accounts Officer / Cheque Drawing DDO									

Figure 19: Refund Bill

6.2 Verify Refund (AAO)

To verify refund:

1. Click **Worklist**. The **Refund Receipts Worklist (AAO)** screen appears.

Home

Worklist

Refund Receipts Worklist

S.No	Sanction Order Number	Workitem Type	Workitem Status
1	SN/012345	Refund	Refund Bill Generated
2	SN/012346	Refund	Sent to PAO

Cancel

Figure 20: Refund Receipts Worklist (AAO)

2. Select a Workitem. The **Refund Receipts (AAO)** screen appears.

Home	Worklist		
Refund Receipts			
Sanction Order Number	SN012345	Sanction Order Date	21/01/2012
Licence ID	4525987425	Original Challan Number	21021112321
Name	Mr. V Gupta	Major Head	0039 Excise
Minor Head	Country Spirits	Amount to be Refunded (₹)	500000.00
Remarks by DA (Accounts)	OK		
Remarks	OK		
Submit Cancel			

Figure 21: Refund Receipts (AAO)

3. Enter your remarks and click **Submit**.

6.3 Approve Refund (DDO)

To approve refund:

1. Click **Refund Receipts**. The **Refund Receipts Worklist (DDO)** screen appears.

Refund Receipts Worklist			
S.No	Sanction Order Number	Workitem Type	Workitem Status
1	SN012345	Refund	Submitted To DDO
2	SN012346	Refund	Submitted To DDO
Cancel			

Figure 22: Refund Receipts Worklist(DDO)

2. Select **Sanction Order Number (SN012345)** with Workitem Status as **Submitted To DDO**.

The **Refund Receipts (DDO)** screen appears.

Home		Worklist	
Refund Receipts			
Sanction Order Number	SN012345	Sanction Order Date	21/01/2012
Licence ID	4525987425	Original Challan Number	21021112321
Name	Mr. V Gupta	Major Head	0039 Excise
Minor Head	Country Spirits	Amount to be Refunded (₹)	500000.00
Remarks by DA (Accounts)	OK	Remarks by AAO (Accounts)	OK
Remarks: <input type="text" value="OK"/>			
<input type="button" value="Approve"/> <input type="button" value="Reject"/> <input type="button" value="Cancel"/>			

Figure 23: Refund Receipts (DDO) Screen

- Enter your remarks and click **Approve**.
- Click **Reject** to reject the Workitem. It will go back to the Dealing Assistant of the branch, against which the refund is sanctioned.

6.4 Enter Refund Instrument Details (AAO)

To enter refund instrument details:

- Click **Workitem**. The **Refund Receipts Worklist (AAO)** screen appears.

Home		Worklist	
Refund Receipts Worklist			
S.No	Sanction Order Number	Workitem Type	Workitem Status
1	SN012345	Refund	Refund Bill Generated
2	SN012346	Refund	Sent to PAO
<input type="button" value="Cancel"/>			

Figure 24: Refund Receipts Worklist (AAO) Screen

- Select **Sanction Order Number (SN012346)** with status as **Sent to PAO**.

The **Refund Instrument Details** screen appears.

Home		Worklist	
Refund Instrument Details			
Sanction Order Number	SN012345	Sanction Order Date	21/01/2012
Licence ID	4525987425	Amount to be Refunded (₹)	500000.00
Name	Mr. V Gupta	Original Challan Number	21021112321
Major Head	0039 Excise	Minor Head	Country Spirits
Payment Cleared Through	<input type="radio"/> ECS <input type="radio"/> RTGS <input type="radio"/> Cheque / DD		
Date	07/08/2011	Instrument Details	55202354
Remarks: <input type="text" value="OK"/>			
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

Figure 25: Refund Instrument Details Screen

- Enter refund instrument details, your remarks and click **Submit**.

Manage P-10 Cash

7 Manage P-10 Cash - Cashier

To manage P-10 cash:

1. Click the **Manage P10 Cash** tab. The **Worklist - P-10** screen appears.

Home	Manage P-10 Cash	Make Payment for Other Receipts					
Worklist - P-10							
S.No	Worklist ID	Workitem Type	Workitem Status	Date & Time	Amount (₹)	TR No.	Select
1	010210112123456	Managing Cash	Pending for Deposit	21/01/2012 7:00 PM	130000.00	2045	<input checked="" type="checkbox"/>
2	010220112123457	Managing Cash	Pending for Deposit	22/01/2012 7:00 PM	200000.00	2046	<input checked="" type="checkbox"/>
3	010230112123458	Managing Cash	Pending for Deposit	23/01/2012 7:00 PM	100000.00		<input type="checkbox"/>
						Total (₹)	330000.00
Comments <input type="text" value="OK"/>							
<div> <input type="button" value="Generate Challan"/> <input type="button" value="Cancel"/> </div>							

Figure 26: Worklist P-10 Screen

2. Select the **Amount** checkbox and enter the **TR No.**
3. Enter the comments and click **Generate Challan**.
4. Click **Cancel** to back to the homepage.

Appendix A: Operating Environment

The following are the software and hardware environments used in ESCIMS.

Software Environment

Table 4: Software Environment

Operating System	Windows 7 with IIS
Database	SQL Express 2008
Other Software	Windows Mobile synchronization software MQ Client 7.1 .NET Framework 3.5 MQ Explorer Eclipse Wi-Fi Receipt Printer Driver

Hardware Environment

Table 5: Hardware Environment

Network Infrastructure	Router Built in switch connected to desktops
Communication Infrastructure	2MPLS link connected with the router
Other Hardware	UPS Hand Held Terminal 2D scanner Receipt printer Desktop machine PS2/Optical Mouse 104Key Mechanical Keyboard

Appendix B: Feedback and Suggestions

For feedback and suggestions, you can contact us on:

Home: www.escims.com

Support: www.escims.com/support.htm

Email: delhi.excise@tcs.com

Contact no : 0120-6144022