

RAJASTHAN STATE INDUSTRIAL DEVELOPMENT & INVESTMENT CORPORATION, UDYOG BHAWAN, TILAK MARG, JAIPUR - 302005.

No.F-IPI(30)/2022-23/
Dated: -17 March, 2023

OFFICE ORDER

Subject: - Guidelines regarding disposal of various activities under the IT Enablement Project.

The Corporation time to time has issued guidelines/directions to execute all matters related to Finance Module through online process on RIICO ERP. However, due to some issues being faced by Unit offices as well as at H.O, the work of Finance activities were being processed partially through online & offline.

Now Management of the Corporation has decided that all transactions of RIICO will be processed only on RIICO ERP system w.e.f 01.04.2023. No offline activities/processes will be executed/entertained in any case except after taking approval from MD in exceptional circumstances.

Broad guidelines are as under:-

I. At Unit offices

- (i) All the land activities will be processed through RIICO ERP only and demand note/outstanding for all kind of dues to be recovered from the allottees will be generated through RIICO ERP only.
- (ii) For making any payment/remittance to RIICO, the allottee/payee shall login to SSOID and shall be redirected to RIICO Portal. Then he shall fill all relevant details of concerned payment and deposit the payment online or will create an E-challan for deposition of the same to the Bank. A unique identification no. i.e. RIICO Challan Number(RCN) shall be created for each & every transactions.
- (iii) When the electronic mode of payment is selected by the payee through their SSOID on RIICO Portal, he shall be directed to choose the



concerned Payment gateway. Once the Bank is selected he shall be directed to the selected Bank's website. The payee then shall login to the Bank website using his internet Banking user ID and password. He shall then direct the payment to the RIICO Bank account, which effects debit to his Bank account and credit to RIICO Account. Again a separate unique identification no. i.e. Bank Reference Number (BRN) will be created at the Bank website.

- (iv) The payee shall then be directed by the bank to RIICO ERP where his challan would available to him with the unique IDs i.e. (RCN & BRN) along with the UTR number, once the payment is successful. The Bank name, date of the transaction and BRN shall be instantly updated automatically on the RIICO ERP.
- (v) Once the payee is directed and enters into the payment gateway/Bank's website, participating Bank shall be responsible for the transaction made by the payee from his Bank account. The participating Bank shall be responsible to its customer on account of transaction charges, double payments, wrong credits/debits etc.
- (vi) Participating Bank shall not in any way dispute the payment having been made once a "successful" transaction message is updated from participating Bank's server to the Government server(RIICO ERP).
- (vii) **Manual payment by Challan:** - In case of payments through DD/Cheque, payee will have to login through SSOID on RIICO ERP wherein the template of challan will be available. He has to enter all the details in this template. After successful completion of information, RCN will be generated. He will have to print copies of challan. After that he has to go to Bank to deposit his receipts. Bank would upload the details of payments made through DD/Cheque in RIICO ERP system on real-time basis. Bank will provide Unique ID Number after the successful deposition of that transaction. Bank will provide e-scrolls to respective RIICO office through ERP. The reconciliation process and scroll process in the case of manual payments will be the same as being done presently.
- (viii) An excel sheet of Audited opening balance as on 01.04.2022 can be uploaded on ERP system through IT cell. Such excel sheet shall be checked and authenticated by the respective Unit Head and sole responsibility as regards it's correctness will be of Unit Head. System will be able to import the balances of the plots which have been verified/enrolled as on 01.04.2019. Any variations between the



enrollment of data as on 01.04.2019 and 01.04.2022 will be highlighted by the system, which Unit office have to enroll or updated the data from 01.04.2019 onwards. Besides above if any allottee files have been dealt offline during such period, Unit office will ensure to process this legacy data on RIICO ERP to update the legacy data. Any activity during the F.Y 2022-23 executed offline have also to be updated in all cases.

- (ix) Land allotment enrollment files are to be verified before 25th March 2023. For exceptional reasons, if any file remains without enrollment, then it will be first enrolled by the Unit office before processing for any activity on that file and allottee should have access for any deposition through SSOID.
- (x) Receipt of deposition of Service charges and Economic Rent should be generated through receipt advices which are displayed in financial activity under Land module.
- (xi) Unit offices have to maintain parallel accounting on existing system till further orders and will have to reconcile on monthly basis. If any variation appears, same will be resolved with IT team and certification of such monthly reconciliation will be provided by Unit office to IT cell of Head office on monthly basis.
- (xii) After successful implementation of all activities on RIICO ERP, IT cell will ensure to develop the accounting process so that final accounts may be prepared on RIICO ERP system.
- (xiii) RIICO offices/Units will provide services on the basis of online receipts of deposited amount. Payee will have to provide RCN & BRN to the RIICO for this purpose. RIICO offices/Units shall also verify this data from the information available on RIICO ERP.
- (xiv) Concerned officers of RIICO are liable to check the authenticity of receipts.
- (xv) A helpdesk shall be provided at each Unit/sub-office to facilitate the entrepreneurs during transactions for which a dedicated computer with operator will be provided.
- (xvi) Units will ensure that henceforth no payment will be accepted through RTGS/NEFT directly in RIICO account therefore they will



not display such information and due publicity will be made regarding payment facility through SSOID.

- (xvii) Already displayed information in the mater shall also be modified as per this circular.

II. Banking Arrangements:-

- (i) Participant Banks should ensure that RIICO receipts shall be uploaded on daily basis for the purpose of crediting in RIICO account.
- (ii) Participant Banks are liable to deposit RIICO receipt in RIICO account on real-time basis. They are responsible to take corrective actions for all e-receipts which were rejected by the system due to any connectivity problems or any other technical issues.
- (iii) The classification of head of accounts as per the need of RIICO should be ensured by all participant Banks.
- (iv) The participant Banks are responsible to deal with unpaid e-transactions as and when received from e-transactions in its daily report generated through the system.
- (v) As soon as transactions are completed, the information of concerned transaction would be sent back by the Bank to RIICO Portal.
- (vi) Whenever, the Bank receives the verification request with parameters the Bank will verify its database and return the status of payment to RIICO Portal.
- (vii) All Banks are liable to send daily e-scrolls to RIICO for successful transactions with unique IDs.
- (viii) Unpaid/un-reconciled transactions have to deal separately by the participating Banks and RIICO.
- (ix) Unit offices will update all sign boards by removing information regarding Bank account number, IFSC code, Branch Name etc.



III. Role of various cells:-

A. IT cell:-

- (i) IT cell shall ensure to upload the data of excel sheet provided by the Unit offices as on 01.04.2022 of all allottees and ensure to get it updated through Unit offices.
- (ii) Dedicated helpdesk shall be provided at H.O level for day to day necessary support to the Unit offices. Two officers from Computer cell will be assigned duties towards such dedicated help desk besides one additional coordinating officer from Computer cell for better understanding the problem/requirement on RIICO ERP.
- (iii) For dedicated helpdesk at Unit offices, IT cell will take all necessary approvals from the competent authority.
- (iv) IT cell will ensure to coordinate with Bank and RIICO ERP team for implementation these online processes and hassle free working on RIICO ERP.
- (v) IT cell will ensure to develop a system on RIICO ERP for auto generation of Bank reconciliation on day to day basis.
- (vi) IT cell shall provide necessary training to RIICO Unit office staff for all activities to be executed by the allottees through SSOID and provide a user friendly manual for easy understanding of all allottees/users. This will be available on RIICO Portal.
- (vii) IT cell will ensure to remove the Bank details displayed on any demand note/offer letter/allotment letter etc. to stop the practice of depositing the amount directly in RIICO Bank account through RTGS/NEFT and to update the terms & conditions accordingly.
- (viii) IT cell shall prepare/amend challan formats with the coordination of Bank and e-connect team and get it approved at competent level.



B. CFM cell:-

- (i) CFM cell will coordinate with the relevant Banks and ensure to compliance of modalities defined as above.
- (ii) Reconciliation of payment gateway account shall be made regularly and forward to Unit office.



**(Manish Shukla)
Financial Advisor**

Copy to :

- 1. Advisor (Infra)
- 2. Advisor (A&M)
- 3. All unit Heads
- 4. All controlling officers
- 5. DGM(IT) for uploading on website

Copy also to :

- 1. Sr.PS to MD,RIICO