

## **Reconciliation Procedure on the online Payments Executed Via Direct Payment Gateway in e-Municipality**

Several Services have been equipped with direct payment gateway. Applicants makes payments using their cards for availing different services. Banks route the money to the respective accounts in real time. In order to make reconciliation full proof the followings guideline to the adopted.

1-Reconciliation of online paid amount to be checked against the actual money remitted by bank. The reconciliation to be made using the already available MIS unit respect to the bank account statement.

3- Each bifurcation of sum total amount also needs to be checked accurately and Instruction to be sent to Bank for routing the money to appropriate account accordingly.

4- In case if any discrepancy in bank statement/console please contact bank immediately

5- If anything to be updated in MIS report of eMunicipality helpdesk to be informed for correction.

6-Amount received for a particular period as per revenue model (e.g. Marriage or TL) should tally with the amount received as per Bank statement for that particular period. Deviation should be acted-upon immediately.

7-Amount transferred to Treasury/red cross/any other source should be properly booked in the Books of Accounts of ULB.

8-Any other deposits should not be made to this Account to avoid confusion of source of deposits while reconciling.

9-Bank Charges and Interest should be booked as per the Bank Statement and/or direction of Bank.