

**Important circular No.77**

NO.A/V/Circular/Vol-I  
O/o The CDA Guwahati  
"Udayan Vihar" Narangi  
Guwahati – 781 171  
Date 12 /12/2018.

To

All compiling groups/sections in MO and  
the sub offices.

Sub: Implementation of e-MRO and adjustment thereof.

In order to bring about uniformity in e-Receipts made across the country, it has been decided to implement online remittance of MRO i.e. e-MRO. SBI is the accredited bank in all non-Civil Ministries/Departments for electronic collection of Non-Tax Receipts and SBI-CMP Branch, Mumbai is authorized as e-Focal Point Branch (FPB) in Civil Ministries/Departments.

The proposal of e-MRO of SBI has been considered by our HQR. office to enable units/individuals to deposit money through e-MRO by a secured receipts gateway of SBI-CMP. The standard operating procedure (SOP) for accounting and adjustment of transaction made through e-MRO portal of SBI is furnished below in brief for guidance and to facilitate the smooth implementation of e-MRO :-

(i) An amount due to Government is deposited with the bank for credit to the Defence Services through e-MRO by the depositor. The e-FPB will provide e-scroll of e-MRO which contains all details/fields submitted by the depositor at the time of depositing the amount through e-MRO. The details of e-MRO and e-scroll will be downloaded by Accounts Section from SBI CMP portal.

(ii) e-MRO will be adjusted by Accounts Section as under:

Month:	CDA:		Section		Cl. of Vr : II	Vr. No.
Code Head	(+)Rt	(-)Rt	Code Head	(+) Ch	(-)Ch	
			93/021/00	*****		
			93/020/80		*****	

(iii) Accounts Section will maintain e-MRO Register(As per prescribed format) wherein the details of credit e-scrolls to a particular date will be pasted with details of the adjustment i.e. TE No. & month endorsed therein. The total of the register will be reconciled with the compilation for the month after posting all e-MROs received from the e-FPB(DMS).

After doing accounting & adjustment, e-MRO will be forwarded by the Accounts Section to the respective Audit Section/ Sub-offices duly signed with seal of concerned AAO/AO/SAO endorsing " The e-MRO has been adjusted/compiled vide TE No..... Dated..... " for further Action on daily basis.

Contd. on P/2

(iv) Audit Section/Sub-office will adjust e-MRO only after receipt of e-MRO (duly signed and endorsed) from the Account Section. Audit Section/ Sub-office will adjust e-MRO as and when received from Accounts Section as under:

(a)

Month:	CDA:	Section		Cl. of vr: II	Vr. No.
Code Head	(+)Rt	(-) Rt	Code Head	(+) Ch	(-) Ch
			93/020/80	*****	
			Service Head		*****

(b) In case credit is to be given to a Receipt Head as + RT

Month:	CDA:	Section		Cl. of vr: II	Vr. No.
Code Head	(+)Rt	(-) Rt	Code Head	(+) Ch	(-) Ch
Service Head	*****		93/020/80	*****	

[The credit transaction under the relevant Service Head may be adjusted as (-) charge or (+)Rt depending on the nature of transaction.]


(v) After compilation of e-MRO , the same will be forwarded to the accounts section along with copy of TE as per codal provision.

(vi) After having received the e-MRO / TE detail from audit section / sub-office by the Accounts Section, TE No. and moth will be noted against each e-MRO in the e-MRO register . Subsequently , TE amounts will be tallied with the sectional compilations.

  
Group Officer (A/cs)

Copy to :-

The Officer- In-Charge } It is requested to upload this important circular in CDA  
EDP Section (Local) } Guwahati website please.

  
SAO(A/Cs)