

All Lending Institutions

Circular No.178 / 2021– 22

Madam / Dear Sir,

**Online Payment Process for
Extension of Tenure in the System**

Please refer to Circular 115 dated September 07, 2016 wherein it was communicated that MLIs can **extend the tenure of guarantee in the system** in case of restructuring / reschedulement of credit facility. In this regard, to automate the payment for such extended tenure, we inform that the Trust has introduced a **new online payment process** wherein MLIs can directly make the payment to Virtual Account Number (VAN) generated by the system. **The detailed process is attached as Annexure I.**

Similarly, DAN generated in respect of 'Revived accounts' and where DAN has been re-generated in case of reduction of guarantee amount, such DANs are also made available for allocation and direct payment through VAN under the above online payment process.

Kindly note that above DANs will be available for allocation for 30 days only and subsequently, MLIs can initiate payment within 1 week of allocation for generation of VAN for Payment purpose i.e. MLI is requested to strictly adhere to the guideline of remitting the fee within 30 days of generation of DAN, after which the DAN will be unavailable for allocation and account will be closed due to non-payment of the fee. **While making payments through NEFT/ RTGS from MLIs respective banking portals, please note that the payment shall be successful only if A/c No. (Virtual A/c No.), Amount and IFSC code match exactly as generated by the system (after initiating the payment as mentioned above). No short or excess payment shall be accepted by the system.**

Please note that payment made into the existing current account of CGTMSE maintained with IDBI Ltd. will not be accepted.



The controlling offices of the MLIs are advised, in their own interest, to verify that the payments made by them have been duly received by CGTMSE and that the fee has been appropriated using the following menu:

“Report & MIS →Application related Report →CGPAN History”

The contents of this circular may please be brought to the notice of all your Offices.

Yours faithfully,

Sd/-

(Promod Bakshi)
Deputy General Manager

Detailed Process for payment of fee (Revival /Tenure extension/reduction fee)

The detailed process along with screen shots for payment of fee (Revival /Tenure extension/reduction fee) is as under:

1. After Login, Go to →Receipts Payments→ ASF Payment Through NEFT/ RTGS.



2. Select Allocate payment for All DANs from 2nd drop down option



3. Select Appropriate option (Allocate for Tenure fee / revival fee / reduction fee) for allocation.



4. It will display all the DANs pending for allocation. Please select the DANs to be allocated by selecting the corresponding checkbox.
5. At the bottom of the page, total number of DANs selected and Total Amount for the selected DANs is displayed.
6. Press **Next** button to proceed. System will display information of Pay Id and Amount for the allocation made.
7. After successful allocation, please go to **Initiate Payment for All >> Select appropriate option - Initiate for Tenure Fee /Revival fee /Reduction fee** to initiate for making payment through NEFT/ RTGS from MLI's banking portal. After ticking on check box, Click on **Next** button to proceed for payment. Necessary information viz Virtual A/c No, Amount and IFSC Code will generate.
8. You may take a print of this or copy and paste in an Excel sheet. The option for export the report to Excel or CSV is also available. This information viz. Virtual A/c, Amount and IFSC Code may be used to make NEFT/ RTGS payments from MLI banking portals.
9. **Payment shall be successful only if Virtual A/c, Amount and IFSC Code match exactly. So please be careful while entering the same while making payment from your banking portal.**
10. Post successful NEFT/ RTGS payment from MLI's banking portal, payment information shall be automatically get updated in CGTMSE's system. Same can be verified from Report and MIS >> Application Related report >> CGPAN History >> give CGPAN >> check the realised date against the DAN
