

**COMMISSIONERATE OF MUNICIPAL ADMINISTRATION,  
Chepauk, Chennai - 600005**

**Circular**

**Roc. No. 34657/17/WB**

**Dated: 14.03.2017**

- Sub:** Commissionerate of Municipal Administration-  
Implementation of Centralised Web Based Software -  
Providing Point-Of-Sale service for cashless transaction -  
Guidelines issued-regarding.
- Ref:** 1. Letter received from Commissioner, Erode City  
Corporation Roc No.A1/6532/2016 dated 16.12.2016.  
2. Letter received from Aranthangi Municipality Roc.  
No.1237/E1/2015 dated 6-feb-2017

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The Commissioners of Erode City Corporation & Aranthangi Municipality have requested to provide the facility to collect tax from the Citizen in the CWBS via cashless transaction by using Debit Card / Credit Card in ULBs.

In order to facilitate this service, Point-Of-Sale machine service is integrated in the existing CWBS. A trial test has been made on 1.3.2017 at Aranthangi Municipality. Hence, it is informed that the e-payment via Point-Of-Sale facility is made available in CWBS. This facility have to be used only in (i) ULB Citizen Facilitation Centre and (iii) external collection centres. All the Commissioners of ULBs are requested to make use of this facility and to adhere the guidelines given below:

**Guidelines:**

- Corporation / Municipality should maintain a separate bank account for Point-Of-Sale service to the public.
- ULB and Point-Of-Sale machine service providing banks should execute an agreement stating that no service charge will be levied from Tax Payer for their cashless transaction.

- Any Credit / Debit cards with Pin number verification can be used for POS transaction.
- **Point-of-sale account is created with account head numbered as 4502601.**
- Point-Of-Sale service facility can be used only at ULB CFCs, External Collection Centers.
- ULBs may request the service providing banks to issue permanent receipt rather than the usual thermal print for the purpose of future reference.
- **Extra care have to be taken by CFC operators during the transaction and receipt entries have to be made after ensuring that, the transaction is successful. Otherwise CFC operator will be held responsible for the amount of transaction as the POS receipt cannot be cancelled .**
- The Copy of POS receipt should be enclosed with both the Citizen / Office copy of receipt generated from CWBS.
- As the amount collected through POS facility goes directly to one particular bank account, necessary Transfer Fund Voucher have to be made to the respective head of Accounts on every 10<sup>th</sup>, 20<sup>th</sup> and last day of every month.
- The Accountant should verify the Bank Scroll of POS account on monthly basis without fail.
- Separate BRV for POS is available in CWBS.

**Sd/.G.Prakash**

Commissioner of Municipal Administration.

*Prakash*  
14/3/17

Information Technology Specialist.

To  
Commissioner of all City Municipal Corporation  
Commissioner of all Municipalities

Copy to :  
All the Regional Director of Municipal Administrations.