

Enclosure to the Circular DGBA.GAD.No. H-2529/31.12.010 (C)/2012-13 dated October 31, 2012

Agency Commission Claim for the Quarter ended.....

PART I – DETAILS OF THE BANK				
Name of the bank	:			
Address of the office submitting claim	:			
Accredited for (Name of the Govt. Department)	:			
Activities undertaken	:			
PART II – DETAILS OF CLAIMS				
Particulars	No. of transactions		Amount in Rs.	
	Physical	Electronic	Physical	Electronic
I. Gross Receipts				
2. Less				
(a) Receipts representing Banks' own tax liability **				
(b) TDS on various other items under the IT Act				
(c) Transactions under Schemes / Special schemes, if any, formulated by Central / State Govt. for senior citizens other than Senior Citizens Savings Scheme 2004 (SCSS-2004)				
(d) Error scroll transactions				
(e) Other ineligible items (like receipts on account of repayments of long term borrowings of State Governments from FIs /				

banks, Letter of Credit (LC) transactions on behalf of Ministries / Departments, receipts under Pension) (Item wise details to be furnished)				
I.A Net Receipts				
II. Payments other than pension				
Less				
(a) Payments for schemes / Special schemes, if any, formulated by Central / State Govt. for senior citizens other than Senior Citizens Savings Scheme 2004 (SCSS-2004)				
(b) Error scroll transactions				
(c) Other ineligible items (like payment under LC transactions etc.) (Item wise details to be furnished)				
II.A Net Payments other than pension				
III. Total Pension Payments				
Less				
(a) Payments under Pension schemes, other than those meant for Central / State Govt. employees				
(b) Error scroll transactions				
III.A Net Pension Payments				

IV. Total (IA+IIA+IIIA)				
V. (i) No. of Pension Accounts _ Beginning of quarter				
(ii) No. of pension accounts at the end of the quarter				

**** Agency banks paying their own tax liabilities through their own branches or through authorised branches of State Bank of India or offices of Reserve Bank of India wherever they do not have their own authorised direct tax collection branch should indicate the same separately in the scroll and such transactions will not be eligible for payment of agency commission.**

Amount of Agency commission claimed:

Rs.

Physical Receipts @ ₹ 50/- per i.e.X..... =
transaction
E-receipts @ ₹ 12/- per transaction i.e.X..... =
Pension Payments @ ₹ 65 /- per i.e.X..... =
transaction
Payments other than pension @ 5.5 paise i.e.X..... =
per ₹ 100 turnover

Total claim =

(Rupees)

Signature, Name and Designation of authorized official:

CERTIFICATE BY THE BRANCH OFFICIAL

“Certified that the amount of Rs..... claimed as agency commission has been arrived at correctly taking into account the number of transactions in respect of ‘receipts’ and ‘pension payments’ and the amount of transaction in respect of ‘payments other than pension’ as recorded in the daily scrolls of Government transactions furnished to the accounting authorities of the Central/ State Governments/RBI and other records available in the branch and that only eligible items as specified in RBI Master Circular on "Conduct of Government Business by Agency Banks - Payment of Agency Commission" have been considered while arriving at the said amount. We also certify that the number of receipt transactions for which agency commission is claimed is exclusive of the transactions pertaining to own tax liabilities of the bank and the taxes deducted at source under various items of the IT Act

***Signature, name and designation of the authorized signatory
and seal of the bank***

CERTIFICATE BY THE CHARTERED ACCOUNTANT

Certified that we have *examined* the records relating to the Government transactions carried out by the branch and that the amount of Rs..... (Rupees.....) claimed as agency commission has been *audited and found correct*, taking into account the number of transactions in respect of ‘receipts’ and ‘pension payments’ and the value of transactions in respect of ‘payments other than pension’ as recorded in the daily scrolls of Government transactions furnished to the accounting authorities of the Central/ State Governments/RBI and other records available at the branch. It is also certified that the agency commission as aforesaid has been arrived at on the basis of only eligible transactions as per the extant instructions of RBI and that the receipt transactions are **exclusive** of the transactions pertaining to all tax liabilities of the bank.

**Signature, Name, Registration No. and address
of the Chartered Accountant**