

**Circular to all the Branches in Maharashtra**

Madam/ Dear Sir,

**Re: Rollout of Diginext (Collection module) across Maharashtra for the Settlement Commissioner & Director, Land Records, Maharashtra**

The Settlement Commissioner & Director, Land Records, Maharashtra has opened Collection Account with our Pune Branch for collection of fees in the state of Maharashtra through our Diginext product (Cash Management solution). The collection amount received by 12500 Talathis (Patwaris) across Maharashtra who issue 7/12 land extract to the needful citizens will approach the bank branch to deposit the amount. The amount shall be deposited to the branch by the Talathis on weekly/ fortnightly/ monthly as per their convenient.

The Details of the product and the operational guild lines for accepting the collection by branches are as under:-

**1.Product of Diginext:-**

- It is a product of Collection of dues/fess based on Virtual Account no. (VA) under Diginext module.
- VA No. is a combination of Alphabet and Numeric and it always start with ALPHA.
- It eases the process and provides Collecting and MIS information recorded at the time of collection.
- In this case the Talathis (Patwaris) were given Virtual Account Number (VA) and it is a 16 Digit No.

**2.Operating Procedure at Branches:-**

**A).At Bank of Baroda Branches:- (For cash and Transfer)**

- Talathis approach the Branch with the pay in slip containing VA no. which was already provided to them by our Diginext Team.
- Invoke HTM menu.
- Punch the VA No. mentioned in the Pay in Slip in the A/C No. field of Finacle 10 and enter TAB.
- VA No. will get flipped automatically to actual Account No. (C/A of Settlement Commissioner & Director Land records).
- Operator/Cashier **should not change** the auto populated details in "Transaction Particulars" and "Remarks2".
- In "Fund Details tab" Operator should **type the "Depositors Name" and "Mobile No."**
- Commit the transaction as in normal case.
- The Finalce PC on which the posting of VA voucher is taking place should have Internet Explorer IE 10 or above.

 अंचल कार्यालय, मुंबई : 3, वालचंद हीराचंद मार्ग, तीसरी मंजिल, बैलार्ड पीयर, मुंबई - 400 001, भारत.

Zonal Office, Mumbai : 3, Walchand Hirachand Marg, 3rd Floor, Ballard Pier, Mumbai - 400 001. India

फोन / Phone : 91-022-4212 0600 (5 लाईन) / Lines) फैक्स / Fax : 91-22-2261 1259

ई-मेल / E-mail : zm.gmz@bankofbaroda.com • वेब / Web : www.bankofbaroda.com

**B).At e-Dena and e-Vijaya Branches:- (Only through NEFT/IMPS/RTGS transactions) :-**

- Talathis approach the Branch with the Pay in Slip containing VA no. for NEFT/RTGS/IMPS transactions.
- Branches have to collect the cash first and send NEFT to the VA.No.(Alpha numeric A/C No.) mentioned on Pay in Slip.
- Branch to punch the IFSC code as BARB0STAPOO (Station Road, Pune) and the beneficiary A/C as VA no. while doing NEFT/IMPS/RTGS. It will be automatically redirected to corrected account at the receiving end.
- **No cash handling and NEFT/IMPS/RTGS Charges to be collected from the Talathis.**

**C. Don'ts**

- Original C/A No. should not be disclosed to anyone.
- Always enter the VA No. only and If any mistake happens logout and reenter the VA. No.
- Not to enter the C/A. No.
- Should not change the auto populated details in "Transaction Particulars" and "Remarks2".
- In case of NEFT/RTGS/IMPS transactions also **beneficiary A/C no.** should be **VA Number only** and not the Original C/A No.

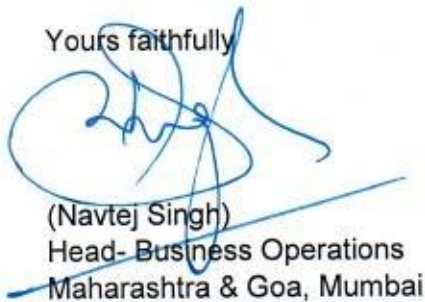
Branch Heads are advised to note the above guidelines strictly and bring the contents of the Circular to all the staff members especially, Cashiers/Tellers and Officers in operations and also the Joint manager.

**We further advise the Branches to maintain relation with the visiting Thalatis /Officials of settlement Commissioner Office by rendering good customer service which may help the branch to leverage the relationships for canvassing other business from the local community.**

Enclosed please find the copy of the job card for reference.

In case of any query, branches may Mr. Nirav Oza, Manager- Pune City Region- 98224 77070, Mr. Nitin Jamnik, Chief Manager, Pune Zonal Office- 020-25937152, 7506641315.

Yours faithfully



(Navtej Singh)  
Head- Business Operations  
Maharashtra & Goa, Mumbai

**अंचल कार्यालय, मुंबई** : 3, वालचंद हीराचंद मार्ग, तीसरी मंजिल, बैलार्ड पीयर, मुंबई - 400 001, भारत.

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