

Partial Payment Standard Operating Procedure

CONTRACTOR DATABASE MANAGEMENT SYSTEM (CDMS)

Standard Operating Procedure

1. Introduction

To obviate the problem of manual challan, relating to partial payment in connection with Renewal/ Registration of licenses shall be considered with proper certification from authentic sources (Govt.) State/Central or High Court level are allowed to pay the fees through online process.

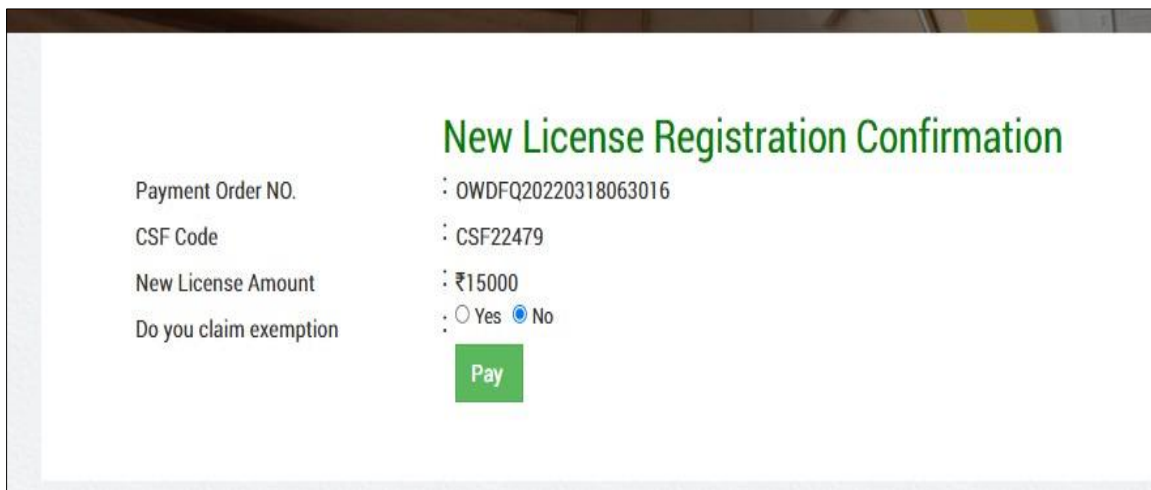
1.1. Purpose

This document will help the users to understand how a new/existing contractor can go for online partial payment in case of registration or renewal process of civil license.

2. PROCEDURE

When a User is going to pay the fees in various platforms like license Registration/ Renewal/ Partial Modification, they can choose the exemption/ relaxation option and have to upload the genuine documents for availing such exemption through online if they have possess any authentic certificate obtained from state/central govt. or high court which has been figured in *Fig 1 & Fig 2*.

Figure: 1



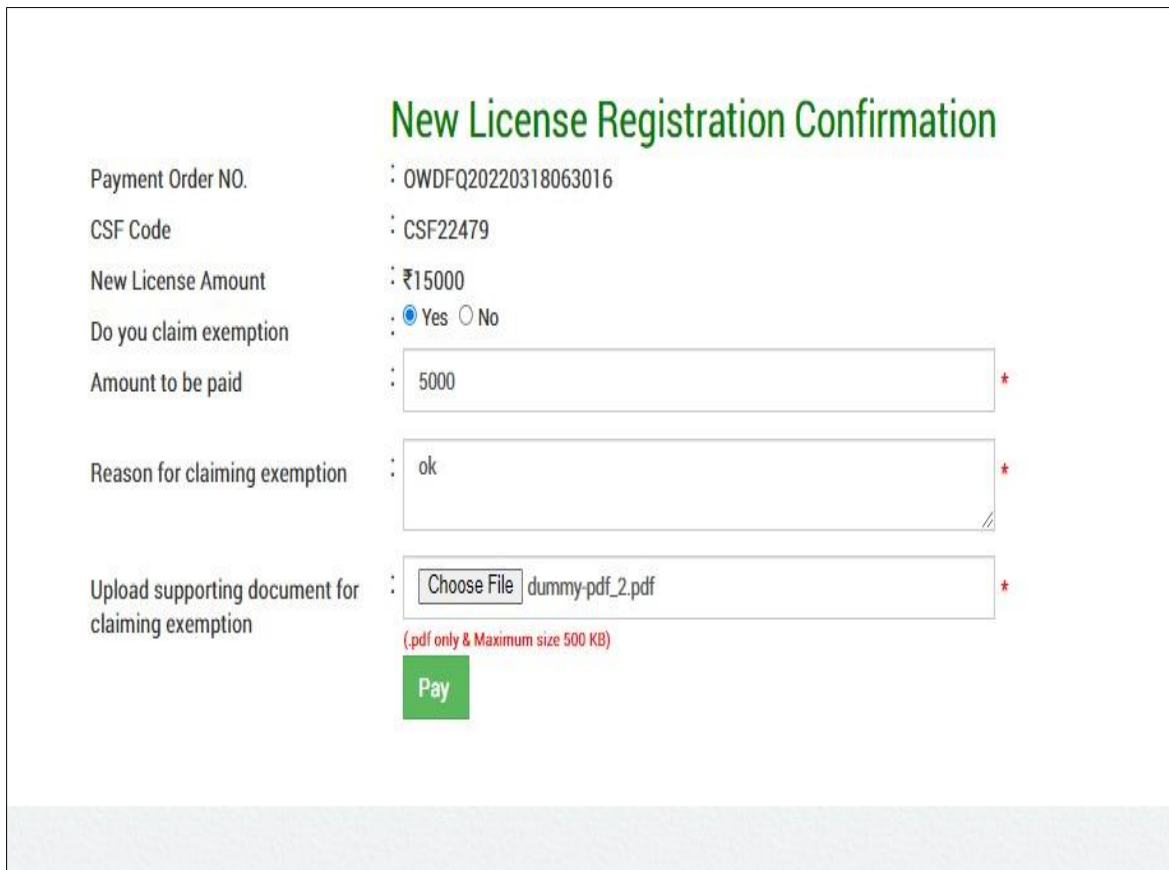
The screenshot shows a web form titled "New License Registration Confirmation" in green text. The form contains the following fields and values:

Field	Value
Payment Order NO.	: OWDFQ20220318063016
CSF Code	: CSF22479
New License Amount	: ₹15000
Do you claim exemption	: <input type="radio"/> Yes <input checked="" type="radio"/> No

Below the form fields is a green button labeled "Pay".

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Figure : 2



The form is titled "New License Registration Confirmation" in green text. It contains several fields for user input and confirmation. The fields are arranged in a list-like format with labels on the left and input areas on the right. The input areas include text boxes, a radio button selection, and a file upload area. A green "Pay" button is located at the bottom of the form. Red asterisks indicate required fields.

Payment Order NO.	: OWDFQ20220318063016
CSF Code	: CSF22479
New License Amount	: ₹15000
Do you claim exemption	: <input checked="" type="radio"/> Yes <input type="radio"/> No
Amount to be paid	: <input type="text" value="5000"/> *
Reason for claiming exemption	: <input type="text" value="ok"/> *
Upload supporting document for claiming exemption	: <input type="button" value="Choose File"/> dummy-pdf_2.pdf *

(.pdf only & Maximum size 500 KB)

- Choose either Yes or No to select whether the contractor wants to claim exemption.
- Fill the text box with amounts to pay.
- Give reason for claiming exemption.
- Upload supporting document for claiming exemption.
- Then click the pay button for further process.

If an applicant has filled the payments details and abort the session without paying and then when again goes for payment the previous transaction history will be viewed which is figured in *Fig 3*.

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Figure: 3

New License Registration Confirmation

Payment Order NO. : OWDFQ20220318063016

CSF Code : CSF22479


New License Amount : ₹15000

Do you claim exemption : ☒ Yes ☐ No

Amount to be paid : *

Reason for claiming exemption : *

Upload supporting document for claiming exemption : No file chosen *

(.pdf only & Maximum size 500 KB) 

Have you already paid through Over The Counter ? : ☐ Yes ☒ No

Payment Transaction History

Name	Request For	Bank Transaction Id	Total Amount	Payment	Bank Transaction Status	Order Number	Created On
Rama	FRESHREQ		15000.0	5000.0	PENDING	OWDFQ20220318063016	18-Mar-2022



After click on the pay button then it will take to treasury page for further process where the user will choose the payment method like - Debit card, Net Banking, UPI & Over the Counter.

If a user chooses Over the Counter option then it has to select the bank name and it will generate a challan copy which will be submitted with mentioned amount to the selected bank. After receiving the challan slip the user will upload the challan copy in CDMS portal as mentioned below in Fig 4.

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Figure: 4

New License Registration Confirmation

Payment Order NO.	: OWDFQ20220318063016
CSF Code	: CSF22479
New License Amount	: ₹15000
Do you claim exemption	: <input checked="" type="radio"/> Yes <input type="radio"/> No
Amount to be paid	: <input type="text" value="5000.0"/> *
Reason for claiming exemption	: <input type="text" value="ok"/> *
Upload supporting document for claiming exemption	: <input type="button" value="Choose File"/> No file chosen *
	: (.pdf only & Maximum size 500 KB) 
Have you already paid through Over The Counter ?	: <input checked="" type="radio"/> Yes <input type="radio"/> No
Challan Date	: <input type="text" value="03/18/2022"/>  *
Challan NO.	: <input type="text" value="dsfds63464"/> *
Upload Challan	: <input type="button" value="Choose File"/> 10636.jpeg *
	: (.jpg/.jpeg/.gif only & Max size 500 KB)
<input type="button" value="Submit"/>	

Payment Transaction History

Name	Request For	Bank Transaction Id	Total Amount	Payment	Bank Transaction Status	Order Number	Created On
Rama	FRESHREQ		15000.0	5000.0	PENDING	OWDFQ20220318063016	18-Mar-2022

- Choose either Yes or No to select whether the contractor wants to submit Over the Counter Challan.
- Give the Challan Date.
- Enter Challan Number as mentioned in payment slip.
- Upload the received challan copy from bank.
- Then click to the submit button to end the payment process.

After getting documents through online process the Licensing issuing authority will verify documents with challan and in case of partial payment the office will scrutinize the uploaded document, if it is found incorrect or the document has no authentication then the L.I.A will reject the challan and the concerned person will be said to give remaining amount. Then the contractor will get a message/notification/mail to process the remaining amount.

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In Contractor Log In there is a payment option in menu screen where they will pay remaining amount, it will show in which request of license are pending to pay and the pay button will be active till the L.I.A will approved the application as figured in Fig 5 & 6.

Figure: 5

Welcome, RaeshKumar

Exempted Payment

Pay Update

Display 10 records Search:

Sl#	Contractor Name	Mobile No.	Request Type	Paid Amount	Total Amount	Action
1	RaeshKumar	9090374654	Fresh Request	5000.0	6000	Pay

Showing 1 to 1 of 1 entries

Previous 1 Next

Figure: 6

Exempted Payment

Payment Order NO. : OWDFQ20220316120401

Amount To Pay : ₹1000

Do you claim exemption : ☒ Yes ☐ No

Amount to be paid : 500

Reason for claiming exemption : okk

Upload supporting document for claiming exemption : No file chosen (pdf only & Maximum size 500 KB)

Have you already paid through Over The Counter ? : ☐ Yes ☒ No

Pay

Payment Transaction History

Name	Request For	Bank Transaction Id	Total Amount	Payment	Bank Transaction Status	Order Number	Created On
RaeshKumar	FRESHREQ	TST334BADFE3E	6,000	1,000	Failed	OWDFQ20220313172211	13-Mar-2022
RaeshKumar	FRESHREQ	TST334BADFE3F	6,000	2,000	Failed	OWDFQ20220313172631	13-Mar-2022
RaeshKumar	FRESHREQ	TST334BADFE40	6,000	2,000	Failed	OWDFQ20220313192150	13-Mar-2022
RaeshKumar	FRESHREQ	TST334BADFE41	6,000	2,000	Failed	OWDFQ20220313192603	13-Mar-2022