



# Manual on Online/Offline PIT Payment

Bank of Bhutan Ltd  
And  
Department of Revenue and Custom



# 1. Online PIT Payment

After filling up the necessary details in the excel sheet. Control Code and TPN no will be displayed, along with the a/c no of the BOBL branch.

**DEPARTMENT OF REVENUE & CUSTOMS**  
**MINISTRY OF FINANCE**

**CONTROL CODE GENERATION**

1	<b>Control Code</b>	PGBFHFNBHJEE
2	<b>TPN No</b>	152-537-19
3	<b>Taxpayer Name</b>	BINOD GHALLEY
4	<b>Region</b>	Phuentsholing - PG
5	<b>Income Year</b>	2009
6	<b>Bank A/c No</b>	20200110012740106

**Control Code**  
and **TPN No**  
are mandatory  
for online PIT  
Payment

Previous

Print PIT Form

**BOB**  
 BANK OF BHUTAN

Welcome BINOD GHALLEY Last L

Customer Service

- » Accounts
- » Cheques
- » Deposits
- » Loans
- » Funds Transfer
  - » Own Account Fund Transfer
  - » **Internal Transfer**
  - » Funds Transfer Modify
  - » View Funds Transfer
  - » Fund Transfer Template
  - » Beneficiary Maintenance
- » Standing Instructions

**Bulletins**

Bulletin Details	
Posting Date	04/12/2010
Subject	fund transfer status
Message	Dear Net Banking Users, After performing fund transfer through Net Banking please check the transfer by visiting VIEW FUND TRANSFER tab. For successful transaction the status of the fund transfer should be ABH (Accepted By Host). Transactions with status RBH (Rejected By Host) are unsuccessful. Please check your account statement for confirmation. Net Banking Administrator

Bulletin Details	
Posting Date	15/10/2010
Subject	FD/TD
Message	Dear Customer(S),FD/TD opened through Net-Banking (BOBNET) has been enabled,now you can use these services.

Enter the following details in their respective field (see slide no 2 for ref.)

- 1) Account Number\*=DRC account number.
- 2) Name\* = DRC
- 3) Amount\* = PIT amount
- 4) Branch = Select BoBL branch from the drop down list
- 5) Payment Details \*= type Control number and TPN number

Funds Transfer	<b>Source Account Detail</b>	
Own Account Fund Transfer	Account Number *	10300110145040101
Internal Transfer	Currency	BTN
Funds Transfer Modify	Beneficiary List	others...
View Funds Transfer	Account Number *	
Fund Transfer Template	Transfer Detail	
Beneficiary Maintenance	Amount *	
Standing Instructions	Value Date *	<input checked="" type="radio"/> Pay Now <input type="radio"/> Pay Later              15/12/2010 (dd/mm/yyyy)
D Request	Payment Details *	<a href="#">Check Bill Amount</a> Enter Consumer No (It is only 10 Digits and Mandatory)*/Control Number*. Enter Bill No*/ TPN No*/(NPPF No/ORG No*) For Ordinary Fund Transfer Enter The Payment Details as usual in first row*.
	Template Details	
	Save as a Template	<input type="checkbox"/>
	Private Template	<input type="checkbox"/>
	Template Id	
	<b>* indicates mandatory fields</b>	

\* Fund transfer not permitted cross Currency

[Initiate](#)

# Example

The screenshot shows a web-based transaction form with several sections and callouts:

- Transaction Section:** Includes fields for User Reference No., Source Account Details (Account Number: 103...45040101, Branch: PHUENTSHOLING MAIN BRANCH), and Currency (BTN).
- Beneficiary Details Section:** Includes Beneficiary List (others...), Name (\*: DRC), and Account Number (\*: 20200110012740106). A callout points to the Name field with the text "DRC= Department of Revenue and Custom". Another callout points to the Beneficiary List dropdown with the text "Select the beneficiary branch from the drop down list."
- Transfer Detail Section:** Includes Amount (\*: 2010), Value Date (\*: 15/12/2010), and Payment Method (Pay Now selected).
- Payment Details Section:** Includes PGBFHFNHBJEE, 152-537-19, and a red note: "Enter Consumer No (It is only 10 Digits) \*\*Control Number".
- Template Details Section:** Includes Save as a Template checkbox and Private Template checkbox.
- Callouts:** "DRC account of Phuentsholing Main branch." points to the Source Account Details. "Control number" points to the PGBFHFNHBJEE field. "TPN number" points to the 152-537-19 field. "Click on Initiate Button after entering the details as shown above." points to the Initiate button.

After entering the details in the Mandatory fields the screen will appear as below.....

Welcome BINOD GHALLEY Last Login 10/12/2010 16:52

**BANK OF BHUTAN**

Customer Services    Account Management    Administration

Internal Account Transfer - Initiate as of Wed, Dec 15, 2010

**Transaction Details**

User Reference No

**Source Account Detail**

Account Number \*  Branch   
 Currency  [Balance Available](#)

**Beneficiary Details**

Beneficiary List  Name \*   
 Account Number \*  Branch

**Transfer Detail**

Amount \*  Currency \*   
 Value Date \*  Pay Now  Pay Later  (dd/mm/yyyy)

**Payment Details \*** [Check Bill Amount](#)

Enter Consumer No (It is only 10 Digits and Mandatory)\*/Control Number  
 Enter Bill No\*/ TPN No\*/(NPPF No/ORG No\*)  
 For Ordinary Fund Transfer Enter The Payment Details as usual in first row

**Template Details**

Save as a Template  Private Template   
 Template Id

\* indicates mandatory fields

- >> Accounts
- >> Cheques
- >> Deposits
- >> Loans
- >> Funds Transfer
  - >> Own Account Fund Transfer
  - >> Internal Transfer
  - >> Funds Transfer Modify
  - >> View Funds Transfer
  - >> Fund Transfer Template
  - >> Beneficiary Maintenance
- >> Standing Instructions
- >> DD Request

### Transaction Pin

Enter 4 digit PIN code

This transaction requires a transaction pin or password. Please enter the same to proceed.

Use the Security Keyboard

If you would like to use normal keyboard, please uncheck the checkbox above

Enter Transaction Pin

Enter Transaction Pin again

(	#	\$	*	@	!	?	+	)	.	&	%	=			
n	m	d	z	y	x	t	a	j	w	2	9	6			
s	f	k	i	v	r	p	q	o		8	5	4			
g	h	u	b	l	c	e				1	0	7			
												3			
Upper										Del		Clear All		Not Mixed	

Click here to enter by hovering

End of Page

Verify the details

 **Bank of Bhutan**

Welcome BINOD GHALLEY Last Login 10/12/2010 16:52

Customer Services | **Account Management** | Administration

Internal Account Transfer - Verification as of Wed, Dec 15

**Transaction Details**

Source Account Detail			
Account Number	10300110145040101	Currency	BTN
Beneficiary Details			
Destination Account	20200110012740106	Name	DRC
Branch	001		
Transfer Detail			
Amount	2010	Currency	BTN
Value Date	15/12/2010		
Payment Details		Sender To ReceiverDetails	
PGBFHFNBHBJEE			
152-537-19			

[Confirm](#) [Change](#) [Cancel](#)

Click on 'Confirm' button for confirmation

For successful transaction the status of the fund transfer is shown as 'Accepted By Host'

Bank of Bhutan Logo: **BOB** BANK OF BHUTAN

Welcome BINOD GHALLEY Last Login 10/12/2010 16:52

Customer Services | Account Management

### Internal Account Transfer - Verification

as of Wed, Dec 15, 2010

Transaction Details			
<b>Source Account Detail</b>			
Account Number	10300110145040101	Currency	BTN
<b>Beneficiary Details</b>			
Destination Account	20200110012740106	Name	DRC
Branch	001		
<b>Transfer Detail</b>			
Amount	2010	Currency	BTN
Value Date	15/12/2010		
<b>Payment Details</b>		<b>Sender To Receiver</b>	
PGBHFHNBJEE			
152-537-19			

Audit Details				
User Id	Date	Version	Authorization Number	Status
BINODG	24-12-2010 10:37:03.0	0	0	Accepted By Host

Take the screen shot and mail it to DRC officials along with the excel sheet (*Email addresses are mentioned in the excel sheet*)

You can also cross check your account statement for verification. Please make sure that control and TPN number are displayed in the Net-Banking statement.

Account Statement as of Wed, Dec 15,

Select Account: --Select Account to Query-- \* Indicate 5 transactions per page.

To search for specific account, please use the Advance Search below.

Advance Search			
Start Date (dd/mm/yyyy)	<input type="text"/>	End Date (dd/mm/yyyy)	<input type="text"/>
From Amount	<input type="text"/>	To Amount	<input type="text"/>
Debit / Credit	Both Debit and Credit	Reference No.	<input type="text"/>
Sort Order	Descending		

[View](#) [Print](#) [Download](#)

**Tips**

1. Descending sort order will display the activity starting from the latest date.
2. Ascending sort order will display the activity starting from the earliest date.
3. Running Balance will not be displayed if amount range or debit/credit or reference no is entered.
4. You can view a maximum of 50 transactions in one search.

\* If no Advance Search criteria is specified then specified number of last transactions will be displayed.

Control number  
and TPN  
number



# BANK OF BHUTAN

BINOD GHALLEY  
BOBL  
PHUENTSHOLING  
BHUTAN  
BHUTAN

## Account Statement

as of : 20-Dec-2010

Customer Id : 1014504  
Start Date : 01/11/2009

Account Number : 10300110145040101  
End Date : 01/03/2010

Posting Date	Reference No	Description	Inst No	Debit Amount	Credit Amount	Running Balance
27/02/2010	0019001100580059	TRANSFER		0.00	250.00	5,895.57
26/02/2010	001INTF100570006	FUND TRANSFER THRU IB	PGBFHCNCBBEE 152-232-11 :	449.60	0.00	5,645.57
26/02/2010	001INTF100570002	FUND TRANSFER THRU IB	PGBFHFNBHJEE 152-537-19 :	2,137.08	0.00	6,095.17



## 2. Offline PIT Payment

- Offline PIT payment for walk-in customers (customers who visits branch offices for PIT payment)
- Mode of Offline PIT payment:
  - ☐ **Payment by Cash**
  - ☐ **Payment by Transfer (e.g cheque)**

Offline PIT  
filling  
voucher at  
Branch

# Offline PIT Payment Voucher

Enter Control No

Enter TPN No

**BANK OF BHUTAN LIMITED**



**BANK OF BHUTAN LIMITED**

BB-61

.....BRANCH  
Date.....Cash/Chques for Credit  
To : A/c. No.....  
Control No.....  
TPN .....

.....BRANCH .DATE .....

PLEASE DEPOSIT THE CASH/CHEQUES TO :  
ACCOUNT No. ....OF BANK OF BHUTAN  
CONTROL No. ....TPN .....

CHEQUE No. / CASH	Nu. Ch.			CASH DENOMINATION DETAILS			CHEQUE No. / DATE	TOTAL AMOUNT		
				I.C.	B.C.	TOTAL-I.C/B.C		Nu.	Ch.	
				1000 X	1000 X	1000 X				
				500 X	500 X	500 X				
				100 X	100 X	100 X				
				50 X	50 X	50 X				
				20 X	20 X	20 X				
				10 X	10 X	10 X				
				5 X	5 X	5 X				
				2 X	2 X	2 X				
				1 X	1 X	1 X				
				Coins	Coins	Coins				
Total:						<b>TOTAL:</b>				

Nu.....  
.....

Nu.....  
.....

Cashier

Manager

Cashier

Manager

Depositor's Signature

Offline  
PIT  
voucher  
with all  
the  
details

# Offline PIT Payment Voucher with all details

**BANK OF BHUTAN LIMITED**

*P/long min* BRANCH  
Date: *01/02/2010* Cash/Cheques for Credit  
To: A/c. No. *20200110012740106*  
Control No. *PCBFHFNHBJEE*  
TPN *152-537-19*



**BANK OF BHUTAN LIMITED**

BB-61

*Phuentsholepag masa* BRANCH DATE *01/02/2010*  
PLEASE DEPOSIT THIS CASH/CHEQUES TO:  
ACCOUNT No. *20200110012740106* OF BANK OF BHUTAN  
CONTROL No. *PCBFHFNHBJEE* TPN *152-537-19*

CHEQUE No. / CASH	Nu.	Ch.	CASH DENOMINATION DETAILS			CHEQUE No. / DATE	TOTAL AMOUNT	
			I.C.	B.C.	TOTAL-I.C/B.C		Nu.	Ch.
	<i>500</i>	<i>-</i>	1000 X	1000 X	1000 X		<i>500</i>	<i>-</i>
			500 X	500 X	500 X			
			100 X	100 X	100 X			
			50 X	50 X	50 X			
			20 X	20 X	20 X			
			10 X	10 X	10 X			
			5 X	5 X	5 X			
			2 X	2 X	2 X			
			1 X	1 X	1 X			
			Coins	Coins	Coins			
Total:	<i>500</i>	<i>-</i>			TOTAL:		<i>500</i>	<i>-</i>

Nu. *five hundred only*

Nu. *five hundred only*

*[Signature]*  
Depositor's Signature

Cashier

Manager

Cashier

Manager



# Offline PIT Payment (By CASH) at Branch

The screenshot shows the FLEXCUBE web application interface for a Cash Deposit transaction. The browser title is "FLEXCUBE - Microsoft Internet Explorer". The page header includes "001 PHUENTSHOLING MAIN BRANCH", "User Id: 0012194", and "Posting Date: 22/12/2010". The navigation menu includes "Host Maintenance", "Teller Operations", "Security Management", "Transaction Customiser", and "Fast Path" (with "1401" and "GO" buttons).

The main content area is titled "Cash Deposit" and contains the following fields:

- Account No: 00120200110009630106
- Account Title: RRCC OFFICE
- Customer ID: 1000963
- Account Ccy: BTN (dropdown)
- Txn Ccy: BTN (dropdown)
- Acct Ccy Rate: 1.000000000000
- Txn Ccy Rate: 1.000000000000
- Txn Amount: 300.00
- SC Charges: 0.00
- Account Amt: 300.00
- Narrative: CONTROL NO TPN NO

Buttons for "Ok" and "Cancel" are located below the Narrative field. A callout box points to the Narrative field with the text: "Enter Control Code followed by TPN number (e.g. **PGBFHFNHBJE 152-537-19E**)".

The left sidebar contains the "FLEXCUBE" logo and a list of links: "Service Charge Details", "Denomination Details", "Balance Enquiry", "Customer Enquiry", "Signature Enquiry", and "User Defined Fields".

The Windows taskbar at the bottom shows the Start button, several open applications (including "FLEXCUBE - Micro...", "FLEXCUBE Corporate PR...", "0012194\_001\_PC...", and "192.168.115.45 - Remot..."), and the system clock showing "1:29 PM".

# Offline PIT Payment (By Transfer/Cheque) at Branch

The screenshot shows the 'Multi-Offset Input' window with the following fields and values:

- Batch No: [Blank]
- Template ID: [Blank]
- Current No: 1
- MAIN: [Blank]
- Offset: [Blank]
- A/c: 20200110009630106
- Description: RRCC OFFICE
- Currency: BTN
- Amount: 300.00
- Exchange Rate: [Blank]
- Value Date: 22-DEC-2010
- Instrument No: [Blank]
- Addl Text: CONTROL NO TPN NO

Transaction Code selection:

- Main: **CPY**
- Offset: TRF

Callout text: Enter Control Code followed by TPN number (e.g PGBFHFHBJE 152-537-19E)

# Reminders on Offline Payment

- No deposits for PIT shall be received without a CONTROL CODE and TPN Number
- Enter the CONTROL Code and TPN Number as shown in the above PPT slide
- No deposits will be accepted after 28<sup>th</sup> February, 2011

