

LOCAL BODY TAX – BANK TELLER’S GUIDE

<YourMunicipalCorporation>.mahalbt.com

KEY FEATURES

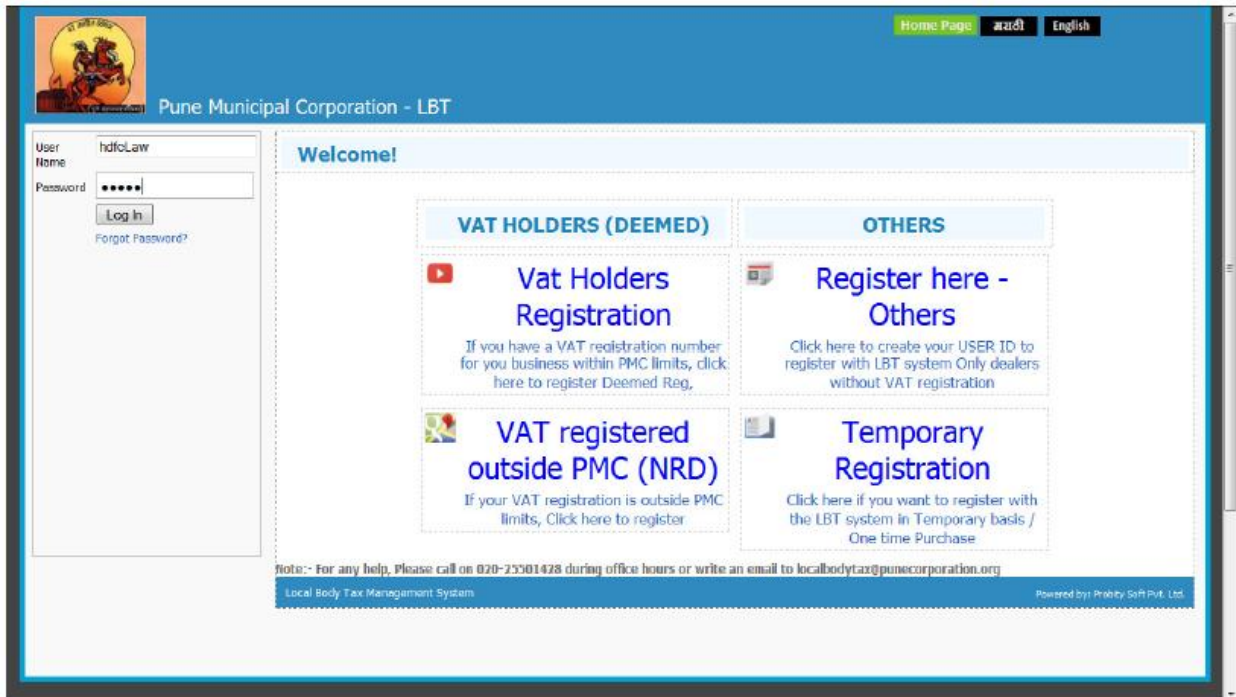
Given below is a quick summary of things you can do on the Website as a Bank Teller.

Feature	Description
Login	Login to the Website using the User Name and Password assigned to you
eChallan	View eChallan and accept payments
Print Receipts	Print & Issue receipts for accepted payments
Create Challans	Create challans
Daily Collection Reports	View and issue daily collection reports

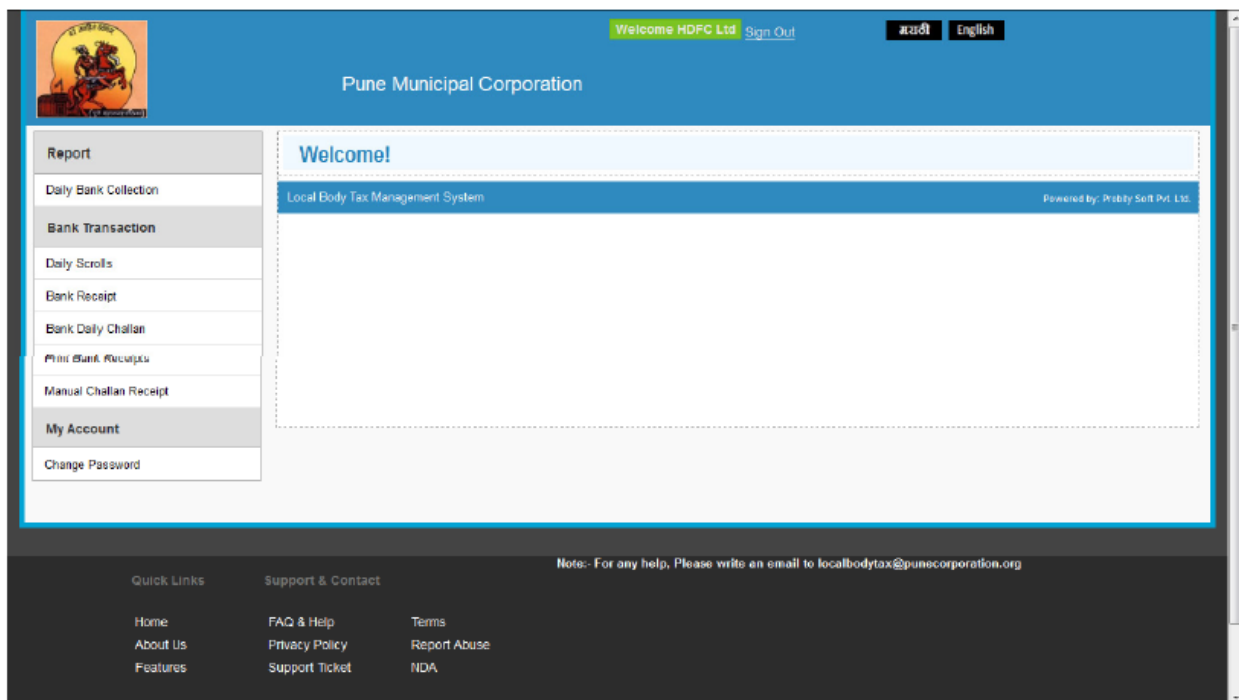
THE HOME PAGE

The first page that you see when you visit the website is the Home Page.

- On the Top you see the current Municipal Corporation and the options to choose your Language.
- The Login Box allows you to Login to the Website with the User Name and Password assigned to you



- Upon Login you will see the following screen



CREATE RECEIPT

When a payer comes to the counter to pay LBT, do the following

- Click on “Bank Receipt” from the options on the left menu
- Take the challan from the payer and enter the challan number on the screen on the right and press the “Tab” button on the keyboard

- A copy of the challan made by the payer will be displayed on your screen
- Check the amount and accept the payment
- Enter “Mode of Payment” in-case of cheque or DD, enter all relevant details of the payment instrument
- Click “Save”

Sr No	Tax	Amount
1	RI11B202A - स्वये वे साधारणदैनंदिना खरेदी उत्पादनांकर भरतवाची ठोक रक्कम	2000
2	RI11B202B - वी जी बांधकामाकराची भरतवाची ठोक रक्कम	1200
3	RI11B202C - केवळदाखले एकूण उत्पादनांकर करचे ०.२५% प्रमाणी भरतवाची ठोक रक्कम	300
4	RI11B205 - नो.दखल ग्राहनाकरून मुद्रांक शुल्क भरणाऱ्यांची मिळालेली रक्कम	0
5	RI11B202D - निरंत मावारी विधेयकातील १०% रक्कम	0
6	RI11B201 - स्थानिक संध्या कर नोंदीची शुल्क	0
7	RI11B202E - इतर ठोक	0
8	RI11B202 - स्थानिक संध्या कर	0
9	RI11B203 - स्थानिक संध्या करचीटी मजद	0
10	RI11B204 - स्थानिक संध्या कर घास्ती (दड)	0
11	RI11B205 - स्थानिक संध्या कर उत्पन्न केलेली रक्कम	0
12	SI125A195 - स्थानिक संध्या कर उत्पन्न	0

CREATE MANUAL CHALLAN RECEIPT

In-case a payer comes to the bank without having created a challan, you may follow these steps to create a challan, accept payment and issue a receipt. (The payer must have his/her LBT number in order to complete this process)

- Click “Manual Challan Receipt”
- Enter the following details
 - LBT registration number of the payer
 - Date range of payment (usually previous calendar month)
 - Amounts under relevant heads
- Confirm name of the payer and firm as displayed on the screen
- Enter “Mode of Payment” details
- Click “Save”

The screenshot displays the 'Manual Challan Receipt' form on the Pune Municipal Corporation website. The form is titled 'e-Challan' and contains the following details:

- Registration No.: PMCLBET: 074 - 0057701
- Manual Challan No.: 1
- Name: SAJAN GOVIND BHOSALE
- Company: SONAL INDUSTRIES
- Address: 2831 e, DAMODAR NAGAR,
- Period From: 20-04-2013
- Period To: 20-04-2013

Sl No	Tax	Amount
1	R11B202A - 2013 - ११ वार्षिक/द्वार्षिक करीत असलेल्या व्यावसायिक व्यावसायिक कर	2000
2	R11B202B - ११ वी वार्षिक/द्वार्षिक कर असलेल्या व्यावसायिक व्यावसायिक कर	1200
3	R11B202C - वार्षिक/द्वार्षिक कर असलेल्या करीत असलेल्या व्यावसायिक व्यावसायिक कर	1200
4	R11B206 - ११ वी वार्षिक/द्वार्षिक कर असलेल्या व्यावसायिक व्यावसायिक कर	0
5	R11B202D - वार्षिक/द्वार्षिक कर असलेल्या व्यावसायिक व्यावसायिक कर	0
6	R11B201 - वार्षिक/द्वार्षिक कर असलेल्या व्यावसायिक व्यावसायिक कर	0
7	R11B202E - वार्षिक/द्वार्षिक कर असलेल्या व्यावसायिक व्यावसायिक कर	0
8	R11B202 - वार्षिक/द्वार्षिक कर असलेल्या व्यावसायिक व्यावसायिक कर	0
9	R11B202 - वार्षिक/द्वार्षिक कर असलेल्या व्यावसायिक व्यावसायिक कर	0
10	R11B204 - वार्षिक/द्वार्षिक कर असलेल्या व्यावसायिक व्यावसायिक कर	0
11	R11B205 - वार्षिक/द्वार्षिक कर असलेल्या व्यावसायिक व्यावसायिक कर	0
12	S1120A106 - वार्षिक/द्वार्षिक कर असलेल्या व्यावसायिक व्यावसायिक कर	0
Total		4,400

Mode of payment: Cash

Buttons: Save, Reset, Cancel

- The challan and receipt will be displayed on the screen, print it and give it to the payer (Retain the bank copy of challan)

PRINT BACK-DATED RECEIPTS

- Click “Print Bank Receipts” from the options on the left menu bar
- Select the date range you wish to print the receipts for
- Click “Search”

localhosts880/Lbt/App/7/ticketinterface=23:navigation:menuList:LinkList:transaction:Link:Link:listen:

- All receipts for the said date range will be displayed

SR NO	Receipt No	Receipt Date	Bank	Branch	Receipt Amount	Mode Of Payment	View Request	Edit
1	1189	2013-04-20	HDFC BANK LTD	DAHANUKAR COLONY, PUNE	3500	DD	View	Edit

localhosts880/Lbt/App/7/ticketinterface=23:navigation:menuList:LinkList:transaction:Link:Link:listen:

- Click “View” to open the receipt
- Click “Edit” to change DD or Cheque details
- Click “Print” to print the receipt

REPORTS

- Click “Bank Daily Challan” to generate a end-of-day report of the total collection at your counter for the day

Report

- Daily Bank Collection
- Bank Transaction
- Daily Scrolls
- Bank Receipt
- Bank Daily Challan**
- Print Bank Receipts
- Manual Challan Receipt
- My Account
- Change Password

Generate Daily Challan

Date : 20-04-2013 Mode Of Payment : Choose One

Challan Headwise Details	
Tax Name	Amount
Total amount to pay:	

Add Denomination		
Notes	Number Of Notes	Amount
Total		

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Note: For any help, Please write an email to localbodytax@punecorporation.org

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localbody860/1st/App/ticketinterface=33/navigation/menu/1st/1stLink/2/transactionLink/3/linkListener:

- Choose “Mode of Payment” and click “Show”
- Fill up the coinage details and click “Save”

Generate Daily Challan

Date : 20-04-2013 Mode Of Payment : DD

Challan Headwise Details	
Tax Name	Amount
R11B2B2A - सर्वे १० वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	2888
R11B2B2B - सर्वे १० वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	1200
R11B2B2C - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	300
R11B2B2D - सर्वे वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2E - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2F - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2G - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2H - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2I - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2J - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2K - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2L - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2M - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2N - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2O - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2P - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2Q - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2R - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2S - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2T - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2U - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2V - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2W - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2X - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2Y - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
R11B2B2Z - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
S1125A195 - वसवारीकराचे वसवारीकराचे वसवारी कर वसवारी	0
Total amount to pay:	3,500

Add Denomination		
Notes	Number Of Notes	Amount
1,000	0	0
500	0	0
100	0	0
50	0	0
20	0	0
10	0	0
5	0	0
2	0	0
1	0	0
Total	0	0

- The “Bank Daily Challan” report is ready to be printed

➤ To view and print back-dated “Bank Daily Challans” click “Daily Scrolls” enter the required date range and click “Search”

DAILY BANK COLLECTION

- Click “Daily Bank Collection” to view Daily Collection Summary at your bank
- Choose the “Date Range”
- Choose the “Bank”
- Choose the Branch”
- Click “Search”

Pune Municipal Corporation

Welcome HDFC Ltd Sign Out

मराठी English

Report

- Daily Bank Collection
- Bank Transaction
- Daily Scrolls
- Bank Receipt
- Bank Daily Challan
- Print Bank Receipts
- Manual Challan Receipt
- My Account
- Change Password

Payment Collection Summary

Ward: Choose One Bank: HDFC BANK LT Branch: DAHANUKAR C

From Date: 20/04/2013 To Date: 20/04/2013

Search

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- Bank-wise daily collection will be displayed
- Click on No. of payments to see all the payments for the branch

Pune Municipal Corporation

Welcome HDFC Ltd Sign Out

मराठी English

Report

- Daily Bank Collection
- Bank Transaction
- Daily Scrolls
- Bank Receipt
- Bank Daily Challan
- Print Bank Receipts
- Manual Challan Receipt
- My Account
- Change Password

Payment Collection Summary Report

Print Back

Sr.No	Ward	Bank	Branch	No. of Payments	Amount Cash	Amount DD	Amount Online	Total
1		HDFC BANK LTD	DAHANUKAR COLONY, PUNE	1	0	3,500	0	3,500
2		HDFC BANK LTD	DAHANUKAR COLONY, PUNE	1	4,400	0	0	4,400
Total				2	4400	3500	0	7900

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➤ To see the challan for a certain payment, click on the challan no.

The screenshot displays the Pune Municipal Corporation website interface. At the top, there is a logo on the left, a 'Welcome HDFC Ltd' message with a 'Sign Out' link, and language options for 'मराठी' and 'English'. The main header reads 'Pune Municipal Corporation'. A left-hand navigation menu includes 'Report', 'Daily Bank Collection', 'Bank Transaction', 'Daily Scrolls', 'Bank Receipt', 'Bank Daily Challan', 'Print Bank Receipts', 'Manual Challan Receipt', 'My Account', and 'Change Password'. The main content area features a 'Print' button and a 'Back' button. Below these is a table titled 'Daily Payment Collection Details' with the following data:

Sr No.	Date	Bank	Branch	Dealer	Challan No.	Amount	Payment Type
1	2013-04-26	HDFC BANK LTD	DAHANUKAR COLONY, PUNE	SAJAN GOVIND BHOSALE	2016	3500	DD
2	2013-04-26	HDFC BANK LTD	DAHANUKAR COLONY, PUNE	SAJAN GOVIND BHOSALE	2017	4400	Cash

Below the table, it says 'Local Body Tax Management System' and 'Powered by: Probity Soft Pvt. Ltd.'. At the bottom, there is a 'Note:- For any help, Please write an email to localbodytax@punecorporation.org' and a footer with 'Quick Links' and 'Support & Contact' sections.