

**RBI /2005-06 /188**  
**DGBA. GAD. No.H-412/42.01.034/2005-06**

October 25, 2005  
Kartika 3, 1927 (S)

The Chairman/Chairman and Managing Director  
All Agency Banks including  
Jammu and Kashmir Bank Ltd.

Dear Sir,

**OLTAS – Drop Box facility for Direct Tax Challans**

It has been reported by the Directorate of Income Tax (systems) that a large number of data entry errors are being detected in respect of PAN/TAN under On Line Tax Accounting System (OLTAS). One of the reasons for such errors is the tax payer dropping the challan in 'Drop Boxes' kept with branches. The practice of challans being dropped in the boxes deprives the bank officials from making preliminary enquiries from the presenter before keying in the challan details in the OLTAS.

2. With a view to pre-empt errors in basic data entry, it has been decided by the High Powered Committee on OLTAS that Direct Tax Challans should not be allowed to be dropped in the Drop Boxes. You are, therefore, requested to advise the branches authorized to collect direct taxes to display appropriate notice to prevent direct tax challans being dropped in the Drop Boxes.

Yours faithfully

(M.T.Varghese)  
General Manager