



Central Office "Yogakshema", Marketing-SBA, Jeevan Bima Marg, Mumbai – 400 021

Ref: CO/MKTG-SBA/2024-25/2

Dated :03.04.2024

**All Zonal Managers, Regional Managers (Marketing)
Sr. Divisional Managers, Branch In-charges,
Audit & Inspection Centers.**

Re: Remittance of Portal Invoice Collection and Reinstatement of Portals

This is further to the letter dated 11.12.2023 addressed to Regional Managers (Marketing) and subsequent mail dated 09.02.2024 to all Zones and Divisions with regard to charging of interest on late deposit of Merchant Invoices. The program for late fee on delayed deposit of portal invoices of SBA/DO/LICA has been implemented in efeap w.e.f 13.02.2024 for the period beyond T+1 working days.

As per circular Ref: ACTL/PS/2275/4 dated 02.05.2023, the rate applicable for delayed deposit of premium is 9.5% for the current financial year and the same will be charged on delayed remittance of invoice amount. It is clarified that the rate of interest charged on delayed deposit of premium is declared each year and hence the rate declared every year would be applicable for delayed deposit of invoices in the respective year.

The amount collected by way of interest on delayed merchant invoices would be accounted under A/C Code **11401800 i.e. "Other Receipts"**. The GST received thereon will be accounted under A/C Codes **116118/19/21/22 i.e., CGST/SGST/UGST/IGST on Other Supplies.**

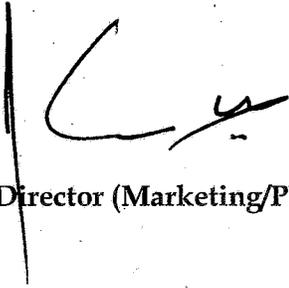
It is also informed that in all cases of delayed deposit of invoices beyond T+1 working days, portal access of the Merchant will be auto disabled in the module. The modified procedure and authority for getting the portal reinstated after payment of all outstanding invoices along with delayed interest with GST by the merchant at BO/DO/ZO/CO level will be now onwards as follows:

01. If the outstanding invoices are deposited along with delay penalty and GST on it, within 96 hours (4 days) from invoice generation, then the Merchant Portal will be automatically enabled.

02.

Duration from time of Invoice Generation	Number of Defaults	Competent Authority to re-instate the Disabled Portal
Delay Between 5 days to 15 days	2	Branch In-Charge
Delay Between 16 to 30 days	2	Marketing Manager / Manager (Sales) of the Division after approval from SDM(I/C)
Delay Between 31 to 60 days	2	Regional Manager (Mktg) / Secretary (Mktg) at Zone
Delay Between 61 to 180 Days	No limit	Zonal Manager (I/C) at Zone
Beyond 180 days	No limit	ED (Mktg/SBA) at CO

The HelpDesk URL -<http://10.240.2.45:8080/HelpDesk/> is to be accessed for reinstatement of portals, which is available on Jeevan Sanchar (left hand side with icon- Portal Help Desk).

A handwritten signature in black ink, consisting of a large, stylized 'C' followed by a horizontal line and a small flourish.

Executive Director (Marketing/PD) & CMO
ut of law

Office Note

Reg: Reinstatement of LIFE PLUS (SBA)/BIMA CONNECT (LICA)/LIFE POINT (DO) Portal under Merchant ID _____

Name of Portal Holder _____ Division Name _____ BO-CD/Name _____

Reference: CO/Mktg-SBA/2024-25/2 dated 03.04.2024

For Default/Blocked portals Reinstatement rule will be as follows

1. Competent Authority for Reinstatement after first Default will be

<u>Condition for reinstatement</u>	<u>Number of Defaults</u>	<u>Competent Authority</u>
If the O/S invoices deposited along with delay penalty and GST on it, within 96 Hours (4Days) from invoice generation, then M-Portal will be automatically enabled.	-	Automatic Enabled
Delay between 5 Days to 15 Days	2	Br in-Charge
Delay between 16 to 30 Days	2	Mktg Mgr/Mgr(S) of Division after approval from Sr.DM
Delay between 31 to 60 Days	2	RM (Mktg) / Secy. (Mktg) at Zone
Delay between 61 to 180 Days	No Limit	Zonal Manager (I/C) at Zone
Beyond 180 Days	No Limit	ED (Mktg/SBA) at CO

Delayed Invoice Depositing details with reasons

Invoice ID No.	Date of Invoice	Invoice Deposit Date	Tr. No of MR	Reasons of Delayed

Occasion of Default : BO Level (1/2) _____ DO Level (1/2) _____ ZO Level (1/2) _____

New Business Performance of DO/SBA/LICA :3 Years

F.Y	NOP	TFPI (Iascs)	Agents Recruited	Early Death Claim
2023-24				
2022-23				
2021-22				

Recommendation of Sr. Divisional Manager

Sr. Divisional Manager

Note; For reinstatement of Merchant portal, option is provided on JEEVAN SANCHAR—
PORTAL HELP DESK MENU. Helpdesk URL : <http://10.240.2.45:8080/HelpDesk/> (Bottom Tab)

Encls: Request Letter of SBA/DO/LICA , MR Collection, Recommendation of Sr. Divisional Manager

For Zonal Office:

In view of the request submitted by the SBA/LICA/Development Officers and recommendations of Sr. Divisional Manager ,we may re-instate the said Merchant Portal

Asst. Secy. (Mktg)

Secretary (Mktg)

Approval