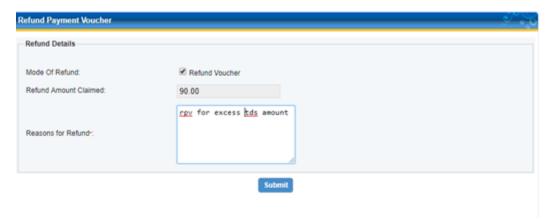
## **Application for Refund Payment Voucher**

Under e-Refunds menu, select "Refund Payment Voucher" and in this screen excess RAO/ TDS amount can be applied for refund payment voucher.

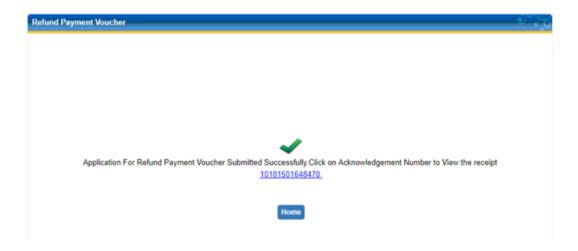
Choose "Unused Refund Adjustment Orders"/ "Refund for Unused TDS" and click "Search" button. The payments will be displayed.



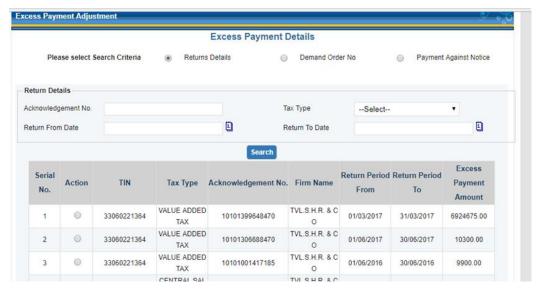
Choose the amount and click "Submit". The below screen will be displayed, Provide the "Reasons for refund" and submit the application.

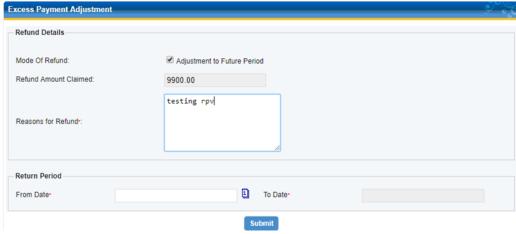


Acknowledgement receipt will be generated and corresponding task will be created in Authority's login for approval/rejection. Also SMS and Mail will be received to dealer once refund task is approved/rejected by the Approving authority



If the excess payment is not shown in Refund payment voucher screen, go to e-Refunds menu→ select Excess Payment Adjustment, select the particular search criteria: excess return/notice/demand and click "Search" button. Choose the amount and click on "submit"





Provide "Reasons for refund" and "return period" and click on "submit" button. Acknowledgement number will be generated for the same.



Now under Refund payment voucher menu, the excess payment will be displayed under "Unused Refund adjustment orders" and the same can be applied for refund voucher.

