HQ

EAST COAST RAILWAY

Office of the
Chief Commercial Manager
Rail Sadan,
Chandrasekharpur,
Bhubaneswar – 751023

Commercial Circular No.11 **(GC)**/Parcel / 2017 Date.27 .01.2017

Sub:- Accounting procedure for remittance of Earnings in Parcel offices, received through Point of Sales (PoS) machine installed by SBI.

Ref: - Railway Board Freight Marketing Circular No. 01 of 2017 under Board's letter No.2014/TC(FM)/11/16 dated 19.01.2017.

Please find enclosed herewith a copy of Railway Board's letter No. 2014/TC(FM)/11/16 dated 19.01.2017 (Freight Marketing Circular No.01 of 2017) regarding accounting procedure for remittance of Earnings in Parcel offices, received through Point of Sales (PoS) machine installed by SBI, for information and necessary action please.

All concerned to note and act accordingly.

Encls: Six (06) Pages.

Authority: Railway Board's letter No. 2014/TC(FM)/11/16 dated 19.01.2017.(Freight Marketing Circular No. 01 of 2017).

(P.K.Samal)
Dy. Chief Commercial Manager (FS)

No.CCM/432 /Parcel & Luggage/2014 dated 27.01.2017

Copy to:-
All SMs/Goods Supervisors/ Comml supervisors/siding clerks/Booking Clerk in-charges/weigh Bridge clerks.

Copy for information and necessary action to the:-

COM, FA & CAO, CFTM,SDGM,FA & CAO(T),Chairman/RCT,Dy CVO(T), DY CCO, Dy COM(FOIS),PO/RCT, Audit Officer/ECOR/BBS.
Rates Section/CCM/ECoR/BBS, DRM/KUR,WAT & SBP/ECoR, Sr DOM/KUR,WAT & SBP/ECoR, Sr DCM/KUR,WAT & SBP/ECoR, Traffic manager/Visakhapatnam port trust(VZP), Paradeep port Trust/PRDP.

SL NO. 11 GC 17

7 page (1)

(P.K Samal)
Dy. Chief Commercial Manager (FS)

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भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

No. 2014/TC(FM)/11/16 New Delhi, dated .01.2017
19

The General Managers (Comml.),

1. Central Railway, Mumbai
2. Eastern Railway, Kolkata
3. East Central Railway, Hajipur
4. East Coast Railway, Bhubaneswar
5. Northern Railway, New Delhi
6. North Central Railway, Allahabad
7. North Eastern Railway, Gorakhpur
8. Northeast Frontier Railway, Maligaon
09. North Western Railway, Jaipur
10. Southern Railway, Chennai
11. South Central Railway, Secunderabad
12. South Eastern Railway, Kolkata
13. South East Central Railway, Bilaspur
14. South Western Railway, Hubli
15. Western Railway, Mumbai
16. West Central Railway, Jabalpur

Sub : Accounting procedure for remittance of Earnings in Parcel offices, received through Point of Sale (PoS) Machine installed by SBI.

Ref : Board's letter of even No. dated 14/19.12.2016

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In order to promote cashless transactions in Government business it has been decided to install Point of Sale (PoS) Machines at parcel office over Indian Railways to allow cashless transactions using debit/credit cards. State Bank of India has been mandated to install PoS machines at various parcel offices. Accordingly, to operationalize this process and to ensure correct accountal of remittance the following procedure shall be followed:

1. As per instructions issued vide Board's letter No. 2015/TC(FM)/11/04 dated 13/15-04-2015, while offering parcels for booking for transportation by rail, the consignor/sender shall be required to submit his proof of Identity along with forwarding note. Amount of freight of each parcel way bill may be made through PoS machine for each transaction separately for each forwarding note. Freight shall not be accepted through PoS machine by bunching of PW Bills.

2. The name on debit/credit card should be matched with the name of sender/consignor mentioned in the forwarding note as well as ID proof submitted by the sender/consignor.

3. Once the customer swipes the card at PoS Machine, the customer's account is debited and a receipt issued to customer and the original receipt is to be retained by the Parcel Clerk. At the end of a shift, the parcel clerk shall settle all the PoS transaction and make a summary of transactions during his shift and attach all the original receipt and submit it to Cash Office. This shall be reconciled by cash office with the MIS received from Bank next day, as detailed below in para 4.

4. Money gets transferred into the pooling account of the aggregator (T). inter bank settlement happens at end of the day. All the transactions so pooled together a MIS is generated for the Railway's by the Aggregator. This MIS (annexure-A) shall be handed

SL NO. 11(9917
7 page (R)

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over to the commercial staff the next day. If there is requirement for more information, then Bank will be suitably addressed. The MIS from the Bank shall be treated as TR Note.

5. The transaction being done through PoS machines needs to be settled at the end of each shift by the Parcel Clerk, in order to push the data relating to transactions done through PoS machines.

6. The requirement of MIS from CRIS for reconciliation purposes is enclosed as Annexure - B. This MIS shall be handed over to the cash office by commercial staff. The access to same shall be made available for download and reconciliation to concerned commercial staff and traffic accounts office.

7. Thereafter, accredited bank credits Railway's deposit account mapped with the Banking system (T+1). Accredited Bank, thereafter takes over the procedure of remittance through the FPB channel to CAS, Nagpur and RBI.

8. The TR Note shall be submitted to Traffic Accounts Office, as per existing schedule as enshrined in Accounts Code Volume I and II

9. TA office shall conduct an internal check on the MIS received from Bank (Annexure A) with the daily transaction details received from Cash Office (Annexure B)

10. Thereafter, TA office shall seek credit from Books Section/HQ for remittances received in Bank

11. Necessary Accounting entry is passed by accounting for the amount deposited in Bank as a debit to Remittance into Bank Account

12. After receipt of scroll from the accredited bank and matching of credit amount debited to remittance into bank is cleared and contra credit is accorded to Reserve Bank Deposit, as per normal practice.

13. The procedure laid out above in paras 1. to 12. Shall be ordinarily followed. However, since at present, CRIS is still finalizing integration aspect for intervening period the following procedure shall be followed:

a) Parcel booked through PoS machines installed
b) Accredited Bank, issues a Demand Draft or Banker's Cheque to the concerned commercial staff for the day's remittance on T+1, so that there is no occasion for charging penal interest for the delayed remittance from SBI. In this regard, as confirmed by SBI, the RBI instructions issued vide the letter No. RBI/2014-15/416, DCBA GAD No H-3203/42.01.011/2014-15 dated January 21 2015 shall apply.
c) This cheque is settlement of transactions through PoS machine along with other Cash sale of Parcels Booked are remitted to our accredited bank and a CR Note is prepared (T+1day).
d) Through MIS generated in PMS, amount remitted in Bank is checked with the total sale for the day (whether through cash or through Debit/Credit card).
e) Necessary Accounting entry is passed by accounting for the amount deposited in Bank as a debit to Remittance in Bank Account

SL NO 11 6917
7 Page (3)

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f) After receipt of scroll from the accredited bank and matching of credit, amount debited to remittance into bank is cleared and contra credit is accorded to Reserve Bank Deposit as per normal practice.

14. Working instruction for PoS installed in Parcel Offices :

a) Before settlement of the transaction, Parcel Clerk should tally the receipts generated through PoS with the summary statement generated by PoS machine. This is a mandatory activity, failing which SBI will not get the funds from the various credit/debit card service providers.

b) SBI will take over the realization of money transacted through PoS machines after its settlement as enumerated in para (a) above, route the same through its pooling account at the respective Focal Point Bank branch (as per SBIs' operational requirement) and thereafter transfer this amount to concerned Railway's deposit account maintained at Focal Point Branch of SBI for respective zone.

c) Daily transaction report as per below mentioned format shall be sent by SBI to the dedicated email id to be provided by FA&CAO/CCM of all zonal Railways. All the Zonal Railways may immediately send the authorized Commercial/Accounts/Cash officiers' email id to jda@rb.railnet.gov.in so that the same can be shared with Banks. Format in which MIS report shall shared by SBI is as follows:-

S. No.	Date and Time	Merchant ID*	Terminal ID No.	Bank Transaction ID No.	Amount (₹)

*denotes the location. For example Mambalam Station and Kodambakkam Station in Chennai Division will have different Merchant ID. This facilitate reconciliation.

d) Unique Merchant ID and Terminal ID can be relied upon by Station and take provisional credit for amount mentioned therein in their books. The above statement shall be treated as TR Note as mentioned in point 4. above.

e) It may be ensured that each PoS is dedicated to a specific counter/terminal and specific activity i.e. for manual parcel booking/PMS terminal to enable identifying the transaction for a particular activity. Shifting of PoS from one location to other location shall not be allowed in normal course. If PoS machine attached with one terminal needs to be replaced due to any reason, the machine ID of new PoS machine shall be fed into the system before starting the operation.

f) When freight for booking of parcel is collected through PoS system and later on the sender requests for cancelation of booking, no refund will be allowed at the station. However, cancelation and wharfage charges as applicable will be collected by the station. In such cases, the refund of freight will be made by the claims office.

15. Accounting for Parcel earnings shall also be done on the same principle as enumerated in Commercial Circular No. 70/2016.

16. Joint Procedure order for the above may be prepared and issued by FA&CAO and CCM in this regard.

SL No. 11 (9) 17

7 page (4)

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The procedure laid out in Paras 13. a) to f) are only for the intervening period, till CRIS integration is complete and required MIS are available. Final switch over between the intervening and final system shall be on instructions of Railway Board.

(Rajni Chadha)
Dy. Director Freight Marketing

Copy forwarded for information to :

1. The FA&CAOs, All Indian Railways.
2. The Deputy Comptroller & Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi.

19.1.17
For Financial Commissioner/Railw

No. 2014/TC(FM)/11/16 New Delhi, Dated .01.2017
19

1. The Chief Operations Manager, All Indian Railways.
2. The Chief Commercial Manager, All Indian Railways.
3. The Chief Passenger Traffic Manager, All Indian Railways.
4. The Chief Commercial Manager (FM), All Indian Railways.
5. The Chief Mechanical Engineer, All Indian Railways.
6. The Chief Security Commandant, All Indian Railways.
7. CAO/PTS, Northern Railways, IRCA Building, New Delhi.
8. The Managing Director / Chief Commercial Manager, Konkan Railway Corporation Ltd., Belapur Bhawan, Plot no. 6, Sector-11, CBD Belapur, Navi Mumbai - 400014.
9. The Managing Director, Centre For Railway Information System (CRIS), Chanakyapuri, Near National Rail Museum, New Delhi.
10. Director General, National Academy for Indian Railways, Lalbaug, Vadodara - 390004, Gujarat.
11. Director General, Indian Railways Institute of Transport Management, Hardoi By-pass Road, P.O. Manak Nagar, Lucknow - 226 011 Uttar Pradesh.
12. AM(Traffic), AM(Commercial), AM(Mech.), Adv.(F), Adv.(Vig.), adv.. (Chg), EDPM, EDPG, EDTC(R), EDV(T), ED(FC), EDME(Chg.), DF(C), Dir (Chg.), Dir (Punct.) in Railway Board for information please.
13. PSO/Sr.PPS to CRB, FC, MT, ME, MM, ML, MS and Secretary, R.Bd. for kind information of CRB, FC, MT, ME, MM, ML, MS and Secretary/Railway Board.

SL NO. 11 (G917
7 page (5)

(Rajni Chadha)
Dy. Director Freight Marketing

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Annexure A

Aggregator Bank

S. No.	Date & Time	Machine ID No.	Bank Transaction ID No.	Amount

SL NO. 11 (9) 17
7 page (6)

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Annexure B

CRIS

S. No.	Date & Time	Railway	Division	Station	Machine ID No.	Service provider (Master/Visa/ RUPAY)	Transaction made via (credit/debit/ cash card)	Bank of customer	Bank transaction ID No.	Card No.	Amount	RR No./PMS ID	FA&CAO's account No.

27-NO-11 (GD) 17
1 Page (1)

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