EAST COAST RAILWAY

Office of the
Chief Commercial Manager
Bhubaneswar

Commercial Circular No. 91(G)/2017 Date: 08.06.2017

Sub: Payment of freight charges through Debit/Credit cards using Point of Sale (POS) machines.

Ref: (1) Railway Board Commercial Circular No. 69 of 2016 (Copy enclosed)
(2) Railway Board's letter of even number dated 20.12.2016 {CCM/ECoR'S Commercial Circular No. 153 (G)/2016 dated 21.12.2016}

A Copy of Railway Board's letter under reference is enclosed herewith for information and necessary action. Please ensure **strict compliance** of the guidelines enumerated in the above mentioned Circular.

All concerned to note and act accordingly.

Authority: Railway Board's letter No. 2016/TC-1/104/2Pt. dated 01.06.2017. (Rates Circular No.18 of 2017)

Encl: As above (10 pages)

08/06/17.
(H. L. Luwang)
Dy. Chief Commercial Manager (FS)

No. CCM/171/E-Payment/POS/Pt Dt. 08.06.2017

All Station Managers/ Goods Supervisors/ Commercial Supervisors/ Siding Clerks/ Booking Clerk in Charges/ Weigh Bridge Clerks/ Clerks in Charges/Parcel in Charges/PRS in Charges

Copy for information and necessary action to the:-
COM: ECoR, CFTM/ECoR, SDGM/ECoR/BBS, Chairman/RCT/BBS, Dy. CVO(T)/ECoR/BBS ,Dy.COM(FOIS)/ECoR/BBS, PO/RCT/BBS, Audit officer/BBS, Rates Section/CCM/ECoR/BBS – 10 sets, DRM:KUR, WAT, SBP/ECoR, Sr.DOM – WAT,SBP, KUR/ECoR, Sr.DCM-KUR, WAT, SBP/ECoR, Dy.CCO/ECoR, FA & CAO/BBS/ECoR, FA & CAO(T)/BBS/ECoR, Traffic Manager: Visakhapatnam Port Trust, Paradeep Port/Paradeep

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08/06/17.
Dy. Chief Commercial Manager (FS)

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भारत सरकार (Government of India)
रेल मंत्रालय (Ministry of Railways)
रेलवे बोर्ड (Railway Board)

No.2016/TC-I/104/2Pt. New Delhi, dt. 01.06.2017

General Manager
All Zonal Railways

Sub: Payment of freight charges through Debit/Credit cards using Point of Sale(PoS) machines
Ref: (i) Commercial Circular No.69 of 2016
(ii) Board's letter of even number dt.20.12.2016

1.0 Ministry of Railways have been promoting cashless transactions for the past few years. In this connection, steps taken till now and further action being taken are given in this circular.

2.0 In the case of goods traffic, Electronic payment system(E-payment) of freight charges is already in place. All major customers are covered under this system. At present, approximately 99.7% of total freight is getting collected through cashless mode.

3.0 Vide Commercial Circular No.69 of 2016, it has been decided to install Point of Sale(PoS) machines at various locations including Goods booking points, where cash is accepted, so as to allow cashless transactions using Debit/Credit cards. State Bank of India has been mandated to install PoS machines at various locations of Indian Railways.

4.0 In order to operationalize the process and to ensure correct accountal of remittance, following procedure shall be followed :-

4.1 **Provision of PoS Machine at goods booking points**

4.1.1 Point of Sale(PoS) machine should be provided at all goods booking points where cash is accepted for payment of freight charges.

4.1.2 Each goods booking point and PoS machine will be identified with unique Merchant ID and Terminal ID respectively, so as to facilitate reconciliation.

4.1.3 Each PoS will be dedicated to a specific counter/terminal and specific activity. If at a terminal, two activities viz.Goods booking and Parcel booking are done, then distinct PoS machine will be used for Goods booking and Parcel booking to enable identifying the transaction for a particular activity. Shifting of PoS from one location to another shall not be allowed in normal course. If PoS machine attached with one terminal needs to be

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replaced due to any reason, the Machine ID of new PoS machine shall be fed into the system(TMS/FOIS) before starting the operation.

4.2 **Payment through PoS Machine**

4.2.1 Payment of freight (either in part or full) including Demurrage, Wharfage etc. can be done through PoS machine by using Debit card or Credit card.

4.2.2 For making payment, customer (consignor/consignee/endorsee/authorized agent) will swipe his/her Debit/Credit card at PoS Machine using his/her credentials (viz.PIN No.).

4.2.3 The guidelines regarding levy of MDR (Merchant Discount Rate) charges for payment through Debit/Credit card as prescribed by Ministry of Finance from time to time shall be applicable. At present, for payment upto rupees one lakh to Government of India made by citizens using Debit/Credit card, MDR charges shall be absorbed by Government of India(Ministry of Finance) and for payment more than rupees one lakh, MDR charges levied by bank shall be borne by the customer. *(refer Ministry of Finance letters No.1(1)/2006/ECS/TA/670 dt.15.12.2016 and No.1(1).2006/ECS/TA/669 dt.14.12.2016)*

4.3 **Procedure in Goods shed**

4.3.1 Once the customer (consignor/consignee/endorsee/authorized agent) swipes the card at PoS machine, the customer's account is debited. Two print-outs of the receipt will be taken, original receipt will be retained by Goods clerk and duplicate receipt will be given to the customer.

4.3.2 All requisite details of the transaction (viz. Transaction ID, date etc.) should be captured in the concerned Railway Receipt(RR) or Money Receipt(MR), as the case may be.

4.3.3 Payment of Freight, Demurrage etc. shall not be accepted through PoS machines by bunching of RRs or MRs.

4.3.4 At the end of a shift, the Goods clerk shall settle all the PoS transaction and print batch summary of transactions from PoS, append his/her signature on it and submit it to the CGS alongwith all original receipts.

4.3.5 The transactions being done through PoS machines will be settled at the end of each shift by the Goods Clerk, in order to push the data relating to transactions done through PoS machines. Before settlement of the transaction, Goods Clerk should tally the receipts generated through PoS with the summary statement generated by PoS machine. This is a mandatory activity, failing which bank(SBI) will not get the funds from the various

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credit/debit card service providers.

4.3.6 The batch summary of the day as generated by PoS machine duly signed by the concerned Goods clerks may be treated as TR Note.

4.3.7 CGS will monitor the whole process and submit all TR Notes of a day(T) alongwith original receipts to Cash Office on subsequent day(T+1).

4.4 **Procedure in bank**

4.4.1 SBI will take over the realization of money transacted through PoS machines after its settlement and route the same through its pooling account at the respective Focal Point Branch (as per SBI's operational requirement) and, thereafter, transfer this amount to concerned Railway's Deposit Account maintained at FPB of SBI for respective zone.

4.4.2 Money gets transferred into the pooling account of the aggregator bank on the day of transaction(say, T). Inter bank settlement happens at the end of the day(T). After all the transactions pooled together, MIS will be generated for the Railway by the aggregator bank as per proforma given at Annexure-A.

4.4.3 The MIS shall be sent by the Bank to the dedicated email id as provided by FA&CAO/CCM of Zonal Railways. For this purpose, all Zonal Railways may immediately send the authorized Commercial/Accounts/Cash Office Officers email id to ida@rb.railnet.gov.in, so that the same can be shared with Banks.

4.4.4 Thereafter, Accredited bank shall credit the Railway's Deposit Account mapped with the banking system on subsequent day(T+1). Accredited bank, thereafter, takes over the procedure of remittance through the FPB (Focal Point Branch) channel to CAS/Nagpur and RBI.

4.5 **MIS from CRIS**

The requirement of MIS from CRIS for reconciliation purposes is enclosed as Annexure-B. This MIS also shall be submitted to the cash office by CGS. The access to the same shall also be made available for download and reconciliation by the concerned Goods Shed staff and Traffic Accounts Office.

4.6 **Procedure in Cash Office**

4.6.1 TR note received from CGS shall be reconciled by Cash Office with the MIS received from the Bank.

4.6.2 The TR Note and MIS from the bank shall be submitted to Traffic Accounts Office by

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Cash Office, as per existing schedule as enshrined in Accounts Code Volume I and II.

4.7 **Procedure in Accounts Office**

4.7.1 Traffic Accounts office shall conduct an internal check on the MIS received from Bank with the TR Note received from Cash Office and MIS from CRIS.

4.7.2 Thereafter, Traffic Accounts office shall seek credit from Books Section/HQ for remittances received in bank.

4.7.3 Necessary accounting entry is passed by accounting for the amount deposited in bank as a debit to remittance into Railway's bank account.

4.7.4 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.

4.8 **JPO by Zonal Railways**

Based on the above guidelines, Joint Procedure Order may be prepared and issued by FA&CAO and CCM.

5.0 CRIS/FOIS will take suitable action towards integration of TMS/FOIS with SBI's server to operationalize the process of payment of freight charges through Debit/Credit card using PoS.

6.0 These guidelines will be implemented with immediate effect.

7.0 This issues with the concurrence of Finance and Accounts Directorates of Railway Board(Ministry of Railways).

(Atul Kumar)
Dy. Director, Traffic Commercial-I
Railway Board

No.2016/TC-I/104/2Pt. New Delhi, dt. 01.06.2017

Copy to:

1. **FA&CAO**, All Zonal Railways
2. Dy.C&AG(Rlys), Room No.222, Rail Bhavan, New Delhi.

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for **Financial Commissioner/Railways** 1.6.17

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No.2016/TC-I/104/2Pt. New Delhi, dt. 01.06.2017

Copy to:

1. Chief Commercial Manager, All Zonal Railways
2. Managing Director, CRIS, Chanakyapuri, New Delhi-21.
3. Chief Admn. Officer, FOIS, N. Rly., Camp: CRIS, Chanakyapuri, New Delhi-21.
4. Managing Director, KRCL, Belapur Bhavan, Sector-11, CBD Belapur, Navi Mumbai-400614.
5. Director General, National Academy of Indian Railways, Vadodara.
6. General Secy., IRCA, New Delhi.
7. Director, IRITM, Campus: Hardoi Bye-pass Road, Kanausi, Manaknagar, Lucknow-226011
8. Secretary, RRT, 5, Dr. P.V. Cherian Crescent Road, Egmore, Chennai-600105.
9. Chief Commissioner of Railway Safety, Lucknow.
10. General Manager(Business Head), State Bank of India, Govt. Banking Unit, Corporate Centre, 2nd floor, Main Branch Building, 11, Sansad Marg, New Delhi-110001.

(Atul Kumar)
Dy. Director, Traffic Commercial-I
Railway Board

Copy for information:

CRB, MT, FC, Railway Board
AM(C), AM(T), AM(T&C), AM(IT), Adv(F), Adv.(Accounts), Adv(FM), Adv(Infra), Adv(Safety), Adv.TT(M), Adv(CC), EDTC(R), ED(PG), EDPM, ED(C&IS), ED(T&C), EDTT(S), EDTT(F), EDFC, EDVT, ED(S&E), ED(Plg.), ED(PPP), ED(PP), DTC(G), DPM, Dir(T&C), DFM, DFC, DF(CCA), JDFC, JD(Accounts), Railway Board
TC(R), TC(CR), F(C), Safety Branches, Railway Board

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ANNEXURE-A

Proforma: MIS by Aggregator Bank

S.No.	Date & Time	Merchant ID	Terminal ID	Bank Transaction ID	Batch No.	Amount (in rupees)

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ANNEXURE-B

Proforma: MIS by CRIS

S.No.	Date & time	Railway	Division	Goods Booking Point (Merchant ID)	Terminal ID (Machine No. of PoS)	Service provider (Master/Visa/Rupay)	Transaction mode (Credit/Debit card)	Bank of customer	Bank Transaction ID No.	Card No.	Amount (in rupees)	Railway Receipt/ Money Receipt No.	FA&CAO's Account No.

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Government of India (Bharat Sarkar)

Ministry of Railways (Rail Mantralaya)

(Railway Board)

No. 2015/TG-I/10/Payment through electronic means(Pt 11)/2016 Date: 10.12.2016

General Managers

All Zonal Railways

(Commercial Circular No 69 of 2016)

Sub: Installation of POS machines at various locations of Indian Railways

Ref: Letter of Intent No 2015/TG-I/10/Payment through electronic means(Pt 11)/2016 issued to SBI on 09.12.2016

In view of recent decision of government to promote cashless transactions, it has been decided to install Point of sale (POS) machines at various locations of Indian Railways to allow cashless transactions using debit/credit cards. State Bank of India has been mandated to install 10,000 POS machines at various locations vide above referred Letter of Intent (LOI).

SBI offered following rates for installation, operation and maintenance of the services:

Installation Charge (one time) – 0 (Waived)	
Monthly Rentals	
PSTN Terminal	Nil
Portable GPRS Terminal	Rs. 400.00
Desktop GPRS Terminal	Rs. 220.00
Merchant Discount Rate (MDR) **(MDR is calculated as a percentage of the transaction amount)**	
Debit Cards (transaction up to Rs. 2000/-)*	0.75%
Debit Cards (transaction above Rs. 2000/-)*	0.75%
Credit Cards	1.50%
Foreign Card Transactions	2.50%

***Debit card MDR is waived till 30th December 2016**

(Service charges extra as applicable)

The POS machines are required to be be installed at various locations of Indian Railways in following order of priority:

1) All PRS locations
2) All UTS Locations at suburban stations
3) All Parcel /Goods locations where cash is accepted
4) Other UTS locations

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At every location adequate number of POS machines may be installed as per the requirement to facilitate cashless transaction through debit/credit cards.

Railway Board is the process of framing a model agreement for POS machines in consultation with SBI to be signed subsequently by Zonal Railways with SBI.

The accounting procedure for accountal of revenue collected from POS machines will be issued separately.

This issues with the concurrence of Financial (Commercial) and Accounts Directorates of Ministry of Railways.

CRIS may take necessary action to link POS machines with PRS terminals as per requirement.

10/12/16

(Amit Kumar Jain)

Director Traffic Commercial (G)

Railway Board

New Delhi 10.12.2016

No TG-I/2016/POS machines/1

Copy forwarded to:-

1) DyComptroller & Auditor General of India (Railways), Room no 224, Rail Bhawan, New Delhi
2) FA & COA, All Zonal Railways
3) Principal Director of Audit, All Zonal Railways

10/XII/16

For Financial Commissioner/Railways

Copy To:

1) CCM/PMs and CCM/PSs, all Zonal Railways.
2) ADG/PR, Railway Board.
3) MD/IRCTC,11th Floor, Statesman House, Barakhamba Road, New Delhi-1.
4) MD/CRIS & GM/PRS/CRIS, Chanakyapuri, New Delhi.
5) Director General, Professor/Training & Professor/Commercial Railway Staff College, Vadodara.
6) The Principals, Zonal Training Centers, Central Railway, Bhusaval, Eastern Railway, Dhanbad, Northern Railway, Chandausi, NE Railway, Muzaffarpur, NF Railway, Alipurduar, Southern Railway, Trichy, South Central Railway, Maula Ali, SE Railway, Sini, Western Railway, Udaipur.
7) Director, Indian Railway Institute of Transport Management, Hardoi Bypass Road, Manak Nagar, Luknow-2260011.

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9) General Secretary, National Federation of Indian Railwaymen (NFIR), 1, Chelmsford Road, New Delhi

10) General Secretary, All India Railwaymen Federation (AIRF), 4, State Entry Road, New Delhi

11) Secretary General, Federation of Railway Officers Association (FROA), Room No. 170, Rail Bhawan, New Delhi

12) Secretary General, Indian Railway Protection Officers Federation (IRPOF), Room No. 168, Rail Bhawan, New Delhi

13) Secretary General, All India RPF Association, Room No. 256-D, Rail Bhawan, New Delhi

14) The Metro Railway, Metro Rail Bhawan, 33/1, J.L. Nehru Road, Kolkata-71

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