

EAST COAST RAILWAY

Office of the
Chief Commercial Manager
Bhubaneswar
Date.15.05.2014

Commercial Circular No.54 (G)/2014

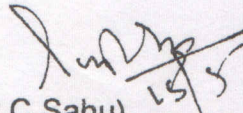
Sub: Guidelines for Electronic Payment system.
Ref: Railway Board's letter No.TC-I/2014/104/1 dt.05.05.2014.

Enclosed please find herewith a copy of Railway Board's letter No.TC-I/2014/104/1 dt.05.05.2014 circulating consolidated guidelines regarding electronic payment system.

All concerned to note and act accordingly.

Authority: Railway Board's letter No.TC-I/2014/104/1 dt.05.05.2014.(Rates Master Circular/E-payment/2014/0.)

Encl: As above(16 Pages)


(P.C.Sahu) 15/5

Dy. Chief Commercial Manager (FS)

No.CCM/171/E-Payment/Policy/Pt.I

Dt. 15.05.2014

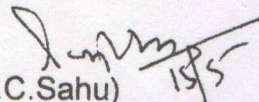
All Station Managers/ Goods Supervisors/Commercial Supervisors /Siding Clerks / Booking Clerk in Charges / Weigh Bridge Clerks / Clerk in Charges .

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:E.Co.Rly, FA & CAO(T)/BBS:E.Co.Rly Traffic Manager: Visakhapatnam Port Trust, Paradeep Port/ Paradeep.

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(P.C.Sahu) 15/5

Dy. Chief Commercial Manager (FS)

**GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No.TC-I/2014/104/1

New Delhi, dt. 5.05.2014

General Manager(Commercial)
All Zonal Railways

Sub: Guidelines for Electronic Payment system

Ref: Board's letters/Circulars listed below:

1. Rates Circular No. 39 of 2008 dt.04.08.2008
2. Corrigendum No.1 to Rates Circular No. 39 of 2008 dt.31.10.2008
3. Corrigendum No.2 to Rates Circular No. 39 of 2008 dt.23.02.2009
4. Corrigendum No.3 to Rates Circular No. 39 of 2008 dt.12.11.2009
5. Corrigendum No.4 to Rates Circular No. 39 of 2008 dt.04.12.2009
6. Corrigendum No.5 to Rates Circular No. 39 of 2008 dt.28.06.2010
7. Corrigendum No.6 to Rates Circular No. 39 of 2008 dt.20.07.2010
8. Corrigendum No. 7 to Rates Circular No. 39 of 2008 dt.28.09.2010
9. Corrigendum No.8 to Rates Circular No. 39 of 2008 dt.30.12.2011
10. Corrigendum No.9 to Rates Circular No. 39 of 2008 dt.02.01.2014
11. Rates Circular No.99 of 2006 dt.22.11.2006
12. Board's letter No.TC-1/2008/104/1-pr. dt.23.07.2009
13. Board's letter Nos.TC-1/2009/104/1 dt.17.05.2010
14. Board's letter No.TC-1/2004/104/1Pt.1 dt.12.10.2010
15. Board's letter No.TC-1/2009/104/1 dt.19.07.2011
16. Board's letter Nos.TC-1/2009/104/1 dt.26.03.2012

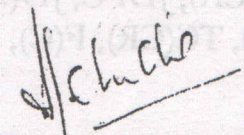
The guidelines regarding electronic payment system are prescribed in above mentioned Board's letters/Circulars. It has been decided to issue Rates Master Circular duly consolidating all extant guidelines on the subject.

Accordingly, consolidated guidelines regarding electronic payment system are enclosed herewith. It incorporates all the letters/circulars of Board on the subject referred to above. While all care has been taken in preparation of this circular, if any discrepancy is noticed, Zonal Railways are requested to bring it to the notice of the Board immediately for taking corrective action.

This issues with the concurrence of Finance and Accounts Directorates of Ministry of Railways.

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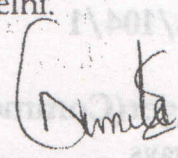

(Aashima Mehrotra)
Director, Traffic Commercial (Rates)
Railway Board

No.TC-I/2014/104/1

New Delhi, dt. 5 .05.2014

Copy to:

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

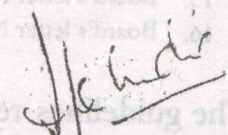

for Financial Commissioner/Railways

No.TC-I/2014/104/1

New Delhi, dt. 5 .05.2014

Copy to:

1. Managing Director, CRIS, Chanakyapuri, New Delhi-21.
2. Chief Admn. Officer, FOIS, N. Rly., Camp: CRIS, Chanakyapuri, New Delhi-21.
3. Managing Director, KRCL, Belapur Bhavan, Sector-11, CBD Belapur, Navi Mumbai-400614.
4. Director General, National Academy of Rail Management, Vadodara
5. General Secy., IRCA, New Delhi.
6. Director, IRITM, Campus: Hardoi Bye-pass Road, Kanausi, Manaknagar, Lucknow-226011
7. Secretary, RRT, 5, Dr. P.V. Cherian Crescent Road, Egmore, Chennai-600105.
8. Chief Commissioner of Railway Safety, Lucknow.


(Aashima Mehrotra)
Director, Traffic Commercial (Rates)
Railway Board

Copy for information:

CRB, MT, FC, Railway Board

AM(C), AM(T), AM(T&C), AM(C&IS), 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(M), 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), JD(FC), JD(Accounts), Railway Board
TC(R), TC(CR), F(C), Safety Branches, Railway Board

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Sub: Guidelines for Electronic Payment system

1.0 E-Payment Scheme:

- 1.1. This Scheme provides a facility to rail users to make payment of freight charges directly from their Bank account to Railway's Bank account through electronic means. Railway aims to promote this mode of payment by their customers.

2.0 Scope

- 2.1 Payment under e-payment scheme will be limited to payment of freight charges at present. Railway may consider payment of other charges through e-payment at a later stage.
- 2.2 This facility will be available only at terminals where Terminal Management System (TMS) has been commissioned.

3.0 Eligibility

- 3.1 Any rail customer having regular business with Railway may apply to the Chief Commercial Manager (CCM) of the Zonal Railway on which the booking station is located (hereinafter referred to as 'the Railway').
- 3.2 It will be at the sole discretion of the Railway Administration (CCM in consultation with FA&CAO of the originating Railway) to accept or reject a request for electronic payment of freight charges through E-payment system.
- 3.3 Major customers like FCI, Power Houses and Container Train Operators, operating from more than one location, may nominate one nodal branch of the Bank for transfer of funds in respect of all the transactions taking place at different stations of the Railway. They will, however, need to apply for this facility to each Zonal Railway concerned separately.

All Container Train Operators including CONCOR are permitted to operate a single bank account under e-payment system and enter into a single Tripartite Agreement with one Zonal Railway (viz. Northern Railway as nodal Railway) for all the terminals/locations. However, the originating earning will be credited to the originating Railway's bank account by Party's bank and electronic payment advice thereof will be generated at the booking

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terminal as per e-payment scheme. Container train operators intending to opt for e-payment facility would be required to open letter of credit (L/C) in favour of Railway. LC amount should be reckoned as LC for all Indian Railways and ERRs will be issued accordingly. *(added vide Corrigendum No.6 of Rates Circular No.39 of 2008 and clarified vide Board's letter No.TC-I/2004/104/1Pt.1 dated 12.10.2010)*

- 3.4 Acceptance of a proposal for introduction of e-payment facility shall be subject to an undertaking by the customer through a Tripartite Agreement to abide by the conditions laid down in this E-payment scheme and any other conditions that the Zonal Railway may decide and add.

4.0 Tripartite Agreement

- 4.1 A Tripartite Agreement will be entered into by the Railway, Nationalized/Public Sector Bank having approved accreditation with Railways(hereinafter referred to as 'the Bank') and the Customer, incorporating the provisions of this Guideline and details of all other arrangements required for operating the E-payment system, in order to authorize the Bank to collect funds (freight charges) from the customer's (consignor or consignee) bank account maintained with them and transfer the same to Railway's Account. *(modified vide Corrigendum No.7 dated 28.09.2010)*

5.0 Requirement of Letter of Credit/Bank Guarantee

- 5.1 LC and BG mentioned in this section is designed to be a security to enable Railways to issue Paid E-RRs even in cases in which no positive electronic confirmation is received by Railway about the freight charges having been transferred from the customer's bank account to Railway's bank account.
- 5.2 Customers intending to opt for e-payment facility will be required to open an irrevocable Letter of Credit (LC) in favour of the Railway at a branch of bank mutually agreed upon by the customer and Zonal Railway for an amount equivalent to 2(two) days of average freight of the highest transaction month of the last financial year. The formula for the calculation of amount of LC/BG will be as under:

$$\frac{\text{Total freight during the highest freight transaction month of the last financial year}}{\text{Actual days of transactions in concerned month}} \times 2 = \text{Amount of LC/BG}$$

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RATES MASTER CIRCULAR/E-PAYMENT/2014/0

If the customer is willing to give LC/BG of more than two days average freight he may be allowed to do so. *(modified vide Corrigendum Nos.4 & 8 of Rates Circular No.39 of 2008 and Board's letter No.TC-1/2009/104/1 dated 26.03.2012)*

- 5.2.1 In case of new customers or the customers whose freight transaction for whole of the last financial year are not available, the amount of Letter of Credit (LC)/Bank Guarantee (BG) may be decided in consultation with the associate Finance on the basis of traffic offered/expected. This can later be revised based on actual traffic. *(added vide Corrigendum No.3 of Rates Circular No.39 of 2008)*
- 5.2.2 The amount of LC/BG should be on the basis of total freight paid by the customer to Zonal Railway as a whole or TMS location wise as required by the customer. *(clarified vide Board's letter No.TC-1/2009/104/1 dated 17.05.2010)*
- 5.3 The LC/BG should be valid for 12 months from the date of commissioning of the e-payment facility with a provision permitting its encashment up to 15 days after the validity period of LC, if required.
- 5.4 Customers will need to provide a fresh LC or arrange to extend the validity of the existing LC/BG before the expiry of the 12 month period.
- 5.4.1 If the Railway, customer and Bank wish to execute the Tripartite Agreement for a longer period, say three years, such Tripartite Agreement may be executed subject to review and revalidation of the required LC/BG every year. *(clarified vide Board's letter No.TC-1/2008/104/1-pt. dated 23.07.2009)*
- 5.5 Zonal Railways need to be vigilant about the expiry dates of LC and their validity so that E-Payment system does not come to a stop.
- 5.6 Normally LC should be the preferred mode of security. However, in lieu of the LC as described in the preceding paras, customers may also furnish a Bank Guarantee (BG) on similar terms as set forth for LC. Decision to allow Bank Guarantee in place of LC will be taken by FA&CAO and CCM of the concerned Zonal Railway ensuring that Railway's financial interests are secured.

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6.0 Internal Procedure in Railway's field offices

- 6.1 CCM and FA&CAO/TA of the originating Railway will have the authority to add/delete rail customers allowed to make payment of freight charges through the mechanism of e-payment. They will communicate this information together with details of the bank branch opted by them, account number, LC/BG number and its validity period to CAO/FOIS for it to be maintained in the FOIS database.
- 6.2 A separate category of Railway Receipts (RR) called "E-RR", which may be 'Paid' or 'To Pay', will be used under the e-payment Scheme. E-RR will be distinct from the existing types of RR, namely, Paid, To-Pay and Paid-To-Pay. Para 1442(d) of Indian Railway Commercial Manual Volume II has been modified accordingly. Similarly, Para 3.1 of Master Policy Circular No.2003/C&IS/FOIS/Progress dated 10.02.2004 issued on computerization of Railway Receipts (RRs) under the Terminal Management System of FOIS shall stand modified and 8th digit of RR number with the figure 4 will denote Paid 'E-RR' issued against LC/BG coverage, figure 5 will denote To-Pay E-RR and figure 6 will denote Paid E-RR issued against normal freight transaction through party's account.
- 6.3 Under this scheme, the goods clerk will give a command to the system to prompt the bank for collection of freight charges through E-payment system. The bank on receipt of such an advice through TMS will collect funds from customer's account and electronically credit the same to Railway's account during business hours or at the start of the next business day if such a transaction takes place after close of business hours.
- 6.4 Normally, a request from FOIS to the Bank for electronic payment will be responded within 150 seconds. In cases where this time limit is exceeded, procedure outlined in the Section dealing with Para 8 'Procedures in case of Exigencies' will be invoked.
- 6.5 The command requesting collection of freight against a particular transaction will include its complete details viz. invoice number, date of loading (i.e. date of generation of invoice number by the system), station from, station to, commodity, names of consignor and consignee, freight charges due, name and code of the bank, LC/BG number with validity period and system's date and time of triggering this task to the interface device between TMS and the bank.
- 6.6 After successful collection of the requisite amount, the bank will communicate its confirmation in an encrypted form including all the booking details viz. invoice number, date of loading (i.e. date of generation

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RATES MASTER CIRCULAR/E-PAYMENT/2014/0

of invoice number of TMS), station from, station to, commodity, names of consignor and consignee, freight charges credited and to be credited to the designated account of the FA&CAO of the originating loading station, name and code of the bank and system's date and time of effecting this transaction to the CRIS Interface, which in turn will communicate these details to the loading point through TMS.

- 6.7 At the loading point (TMS device location), the system will display a message confirming successful completion of transaction to the terminal operator.
- 6.8 Transaction ID given by the Bank, FOIS transaction time, Customer Code, LC/BG number, validity period of LC/BG, Customer Bank branch and Branch code, Railway's Bank Account Number, Bank's name and Branch Code shall be printed on RR generated through E-Payment. *(modified as per Corrigendum No.1 of Rates Circular No.39 of 2008)*
- 6.9 If a positive confirmation of collection of freight charges from Bank is received in response to a transaction for collection of freight charges, TMS will permit issue of a 'Paid E-RR'. However, if bank sends a message of insufficient funds, system will issue 'To-Pay E-RR'.
- 6.9.1 In cases of wrong messages being exchanged by the nodal bank server, with the CRIS server, the customer can hold the nodal bank responsible in its position as a signatory to the Tripartite Agreement. *(clarified vide Board's letter No.TC-I/2009/104/1 dated 19.07.2011)*
- 6.10 If no message is received from the Bank within 150 seconds for any reason whatever, then system will issue a Paid E-RR subject to conditions laid down in Para 8 'Procedure in case of exigencies'.
- 6.11 The Bank shall generate a daily list of transactions incorporating all details given in Para 6.5 above which shall be sent to Focal Point Branch(FPB) of the Banker of the originating Railway and 'Remittance into bank' section of HQ books section shall reconcile the transactions based on daily listing received through FPB and treasury remittance note (one earmarked copy of RR) received from Cash Office.
- 6.12 At the close of each day at 24.00 hrs, based on transaction messages received from TMS and the Bank, the Interface will generate a transaction wise reconciliation report for the information of FA&CAO/TA and CCM/FS of both originating and terminating Railways. FA&CAO/TA and CCM/FS of the respective Zonal Railways will also get a daily statement from TMS in respect of station-wise successful transactions made on each

day up to 24.00 hours on the previous day for re-conciliation with the Bank's statement. Copy of these statements will also be given to the consignor for re-conciliation at their end. However, reconciliation procedure for remittance into bank transaction in the Book Section shall be as per FPB scheme as per Para 6.11 above.

- 6.13 Electronic payment system will be a 24x7 facility under which transactions will be made round the clock and on all the days of the year. Freight received till the close of the business hours of the Bank branch (to be specified in the Tri-Partite Agreement) under this arrangement shall be accounted for on the same working day for the purpose of financial settlement between the Bank and Railways. However, payments received electronically after the close of business hours of the Bank branch would be credited to the designated account of FA&CAO of the originating Railway in the next working day's receipts.
- 6.14 After entering into the agreement for E-payment of freight, Railway will be entitled to claim and recover from the Bank issuing LC/BG funds equal to the amount of the LC/BG at any time towards freight charges recoverable. Modalities regarding filing such claims by the Railways and payment towards them by the bank, period of validity of LC/BG as well as other details in this regard should be incorporated in the Tripartite Agreement.
- 6.15 The bank will function in accordance with the FPB scheme for reporting, reconciliation and settlement of such transactions, which will also be incorporated in the Tripartite Agreement.
- 6.16 In case of opening of pooling account, guidelines issued vide Board's letter No. 2007/AC-II/45/12 dated 16.01.08 & 21.01.08 (and amendments issued from time to time) may be followed (copies of existing instructions are enclosed as Annexure-A & B).
- 6.17 Zonal Railways will furnish the data as prescribed in Annexure-C to CRIS/FOIS along with the copy of Tripartite Agreement to commission E-payment.
- 6.18 A copy of payment advice will be generated from the system which shall be dispatched by the station to cash office along with cash remittance note and will be treated as challan. A copy of the revised format of payment advice for E-RR is enclosed at Annexure-D. (added as per Corrigendum Nos.1 & 2 of Rates Circular No.39 of 2008)

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7.0 Procedure in Accounts

7.1 Cash office shall treat the payment advice, issued in terms of Para 6.18 as TR note for the purpose of accounting and reporting. *(modified vide Corrigendum No.1 of Rates Circular No.39 of 2008)*

7.2 In Traffic Accounts office, the present practice of checking the credits taken by stations in their balance sheet for bank remittances with reference to cash check sheet prepared by cash offices shall continue. Likewise, the practice of reconciliation of remittances into bank being done with the daily scrolls and date wise monthly statements received from FPB and that of latter with the clearance memo received from RBI, CAS Nagpur shall continue. There shall be a Bank system generated daily statement stating details of the total freight accrued, total freight credited on that day and amount to be credited on the next working day. These daily statements should be available on TMS for information of station/s concerned and reconciliation by Traffic Accounts office.

7.3 The amount of freight so collected by the Bank shall be settled with RBI, CAS Nagpur in line with the applicable procedure/guidelines as may be prescribed by RBI from time to time.

8.0 Procedure in case of exigencies

8.1 Paid E-RR can be issued in case there is a failure of communication between the FOIS, CRIS and Bank server either before any transaction details can be sent to the bank or after a transaction message is sent for payment and consequently no confirmation for transfer of fund or otherwise is received at the TMS location.

8.2 The Rupee amount of the LC/BG would be the upper limit for which Paid E-RR can be issued by the System without receiving any positive confirmation from the Bank regarding collection of funds from the customer.

8.3 TMS will maintain a 'Payment Pending List' to indicate the freight amount and other relevant details about the paid E-RRs issued without a positive confirmation from the Bank about transfer of funds. All transactions included in the Payment Pending List indicate the freight amounts due to Railway on account of E-RRs issued without positive confirmation from the Bank.

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- 8.4 TMS will ensure that the cumulative online Rupee amount indicated in the Payment Pending List must never be allowed to exceed the amount of LC/BG.
- 8.5 A facility would be provided to send a system generated alert message whenever possible to the concerned authorities (specified in the Tripartite Agreement) both by Bank and FOIS systems. The goods clerk/System will send request for E-payment to Bank every hour till fund collection advice (successful transaction message) is received from the Bank. The corresponding transaction, thereafter, will be taken off the Payment Pending List duly adjusting the corresponding on-line balance Rupee amount of I.C.
- 8.6 In case there is a failure at the system end either for Bank or for FOIS servers, likely rectification time, whenever practical, should be indicated either through email or telephone to the concerned authorities listed in the Tripartite Agreement.
- 8.7 In case a consignment is booked under e-payment scheme, diversion or dump depot booking of such consignments shall not be made till the relevant software is ready. Till that time, such transactions will have to be accounted for manually.
- 8.8 If the TMS device of the loading point fails to function at any stage, the Sr. DCM of the division, over which the loading station lies, will ensure that the requisite data are fed in the system through the proxy reporting from the adjoining location or divisional control office and that the RR is generated in TMS system and freight collected through e-banking well in time. However, RR will be printed at the goods originating point only on restoration of normal operation. Such transactions will be accounted for in originating station's balance sheet.
- 8.9 In cases a failure is anticipated to last for more than five days, CCM of the concerned Railway will be apprised and he will decide whether to declare this failure as a Prolonged Failure. If a failure is declared as a Prolonged Failure by the CCM, E-payment facility will be discontinued and payment shall be arranged by the Customer as per conventional system. In all such cases, E-payment system will be reintroduced through a notification by the concerned CCM based on a written certification by the Bank and CRIS/FOIS.
- 8.10 In case limit of rupee amount of LC/BG has been fully exhausted, then E-payment facility will be automatically discontinued and payment shall be arranged by the Customer as per conventional system. In all such cases, E-

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payment system will recommence after availability of necessary rupee amount for processing subsequent RRs.

9.0 Withdrawal/Termination

- 9.1 In case of frequent system failures leading to lack of communication between the TMS and the Bank, the electronic payment facility will be withdrawn in respect of such party by the Railway and manual system of payment shall be introduced. Railways will give a notice of 14 days from the date of issue to the party and the bank before terminating the Tripartite Agreement. Termination of Tripartite Agreement can also be done either by the consignor or the bank after giving a similar notice of 14 days.

10.0 Miscellaneous

- 10.1 Any other master policy circular issued for implementation of Terminal Management System (TMS) shall be read in conjunction with this circular.
- 10.2 Any disputes regarding levy of To Pay surcharge etc will be resolved by General Manager of the Railway.
- 10.3 A team of two officers representing the Commercial and the Accounts Department should be nominated by the Zonal Railways to CAO/FOIS/CRIS office for operationalisation of E-payment with at least one customer.

11.0 Quadripartite Agreement *(added vide Corrigendum No.9 dated 02.01.2014)*

- 11.1 Zonal Railways may also permit authorized handling agent of a customer to make e-payment of freight on his behalf on the basis of the request from the customer. For this purpose, a Quadripartite Agreement will be entered into between the Railway, the Bank, the Customer and the authorized handling agent of the customer (hereinafter referred to as Agent) in order to authorize the Bank to collect funds(freight charges) from the Agent's bank account maintained with them and transfer the same to Railway's Account.
- 11.2 The customer shall also undertake to clear without fail all liabilities of its Agent, if his agent defaults in making such payment to Railways arising in terms of the agreement, as communicated by the Railways.
- 11.3 LC/BG will be furnished by the Agent.

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- 11.4 On ERR, in place of 'customer's bank branch', 'Agent bank branch' will be printed, besides 'Agent code' (alongwith 'customer code') and other details as per Para 6.8.
- 11.5 In case of discontinuation of e-payment facility as per Paras 8.9 and 8.10, payment shall be arranged by the Agent as per conventional system.
- 11.6 Termination of agreement can be done either by the Railway or customer or the bank or the Agent as per Para 9.1.
- 11.7 All other provisions prescribed in the preceding paras including the methodology for calculating the amount of LC will continue to apply unchanged for Quadripartite Agreement.

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Government of India
Ministry of Railways
Railway Board

No.2007/AC-II/45/12

RBA No. 04/2008

New Delhi, 16.1.08

FA&CAOs,
Zonal Railways

Sub: - E- transfer of funds in government accounts- opening of pooling account.

In order to reduce cash handling, Ministry of Railways has directed the Railways to explore e- transfer of funds from railway customers in association with their accredited banks. In this regard Central Railway brought out that State Bank of India proposed to operate a pooling account at their Mumbai branch in which all funds received on account of Central Railway would be credited before crediting the same to railway's deposit account since under CORE banking system it would not be possible to credit the funds received from outstation locations directly to Government deposit account. SBI informed that the pooling account would be the bank's internal office account and the transactions therein controlled by the bank. Accordingly, for the purpose of agreement provision which envisages crediting of funds collected from the customer electronically to the Railway's deposit account immediately during business hours/ next day (if transaction takes place after business hours) date of receipt of funds in the pooling account would be date of transaction for the purpose of settlement of funds. Further, that the funds settlement with RBI would however take place as per Focal point bank branch system.

The matter has been examined in consultation with Controller General of Accounts/ Ministry of Finance who has taken a view that there may not be any objection for opening of pooling account by bank for transfer of funds received on account of Government business subject to the condition that the amount so pooled in the account is remitted into Government account on the same day (if it is received within the business hours) or the next day (if it is received after the business hours of the bank). Further, the date of transaction (i.e., receipt of the amount) for the purpose of settlement of funds to Government Account shall be the date of receipt of the amount by the bank branch. In this regard CGA had further sought advice/ guidelines in the matter from Reserve Bank of India.

Reserve bank of India has also examined the matter and advised that time taken by agency banks for crediting Government accounts has already been standardized as (T+3/T+5) where T is the day when money is available to the bank. The same norm may be followed by the banks. Further, the pooling account should be maintained for containing only one type of transaction (i.e., receipts or payments) and should not be netted.

Please ensure that the proposed arrangement for e-transfer of funds from interested parties through banks conforms to the above conditions.

These instructions would apply in general to all accredited banks eligible for government business and also all parties interested in e-freight scheme.

(D. M. Gautam)
Executive Director Accounts
Railway Board

Copy for information and necessary action to:

- i) EDTC/R w.r.t. his note no. TC-1/2004/104/1-pt. dated 14.12.07
- ii) ED/FC

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Government of India
Ministry of Railways
Railway Board

RBA No. 05/2008

No.2007/AC-II/45 /12

New Delhi, 2/ 1.08

FA&CAOs,
Zonal Railways

Subject - E- transfer of funds in government accounts- operation of pooling account by State Bank of India.

Please refer to Board's letter of even no. dated 16.1.08 on the above subject.

Some of the railways have expressed doubts over operation of pooling account. In this regard it is clarified that pooling account of State Bank of India is an internal account of the Bank. SBI maintain that this account is required due to system-requirement after introduction of CORE banking system by them. It may, therefore, be appreciated that pooling account is an inherent system requirement of SBI. This may not be necessary in case of other banks who are accredited for government business. Further, the pooling account being an internal account of SBI, there is no formal requirement of opening of the account. The procedure of remittance of Railway monies through pooling account as accepted by CGA and RBI should be followed subject to conditions as indicated in letters of even No. dt. 4.1.2008 (copy enclosed) and 16.1.2008. Further, the basic standard norm of 'T+3/T+5' would be required to be observed whether pooling account is maintained or not maintained by the banks.

This also disposes of reference made by West Central Railway vide their letter no. HQ/TA/T.Fin/EPs/07-08 dt 10.01.2008

DA: As above

(D. M. Gautam)

Executive Director Accounts
Railway Board

Copy for information and necessary action to:

- i) EDTC/R w.r.t. his note no. TC-1/2004/104/1-pt. dated 14.12.07
- ii) EDFC

(D. M. Gautam)

Executive Director Accounts
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S.No.	Data required from the Railways	
1.	Station from (name and IRCA approved alpha code)	
2.	Station to (name and IRCA approved alpha code)	
3.	Source Zone Code	
4.	Customer code in FOIS Application system	
5.	Customer number (internal to FOIS Application and Bank Application)	
6.	Customer is 'Consignor or consignee'	
7.	Railway's Bank Name	
8.	Railway's Bank code	
9.	Railway's Bank Branch Name	
10.	Railway's Bank Branch code	
11.	Railway's Account Number	
12.	Railway's Account Head with Numerical Code(maintained in the name of FA&CAO of the Zonal Railway by the Bank)	
13.	Customer's Account Number	
14.	Customer's Bank Name	
15.	Customer's Bank Code	
16.	Customer's Bank Branch name	
17.	Customer's Bank Branch Code	
18.	Customer's LC Account Number	
19.	LC/BG Account effective from(date)	
20.	LC/BG Account effective to(date)	
21.	LC/BG Amount (in figure) up to which E-RR permitted in case of failure	
22.	LC/BG Amount (in words) up to which E-RR permitted in case of failure	
23.	Grace period after LC/BG expires(For how many days pending request will be sent to bank after expiry of LC effective to after that manual reconciliation shall be done)	
24.	E-payment effective date from (same as LC /BG effective from)	
25.	E-payment effective date to	
26.	Railways Pool in Account Number	
27.**	Pool in Account Bank name	
28.**	Pool in Account Bank code	
29.**	Pool in Account Bank Branch name	
30.**	Pool in Account Bank Branch code	

Note: ** marked Row's information is mandatory in case of Pool in Account's Bank/Branch details are different than the Railways account bank/branch detail mentioned in Sr. No. 7,8,9,10.

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Payment Advice For E-RR

Name of Railway:	
Running number of Payment advice(RR Number):	Date:
Station From Name:	Station code:
Station Name To:	Station code:
Invoice No.:	Invoice Date
Transaction ID given by the Bank:	
FOIS transaction time:	
Customer code:	
Name of customer:	

Customer's Bank details

Bank name	Branch name	Branch code

Railway's Bank details

Bank name	Branch name	Branch code

Amount details

Amount of freight in RR (Rs.)	Amount credited to Railway's Account(Rs.)

Seal and Signature of the Station Incharge
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Note: ** marked Row's information is mandatory in case of Pool in Account's Bank/Branch details are different than the Railway account bank/branch details mentioned in Sr. No. Y.S.D.10.

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