



EAST COAST RAILWAY

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

Commercial Circular No. 350(GC) Parcel / 2022

Date: 26.10.2022

Sub: General guidelines for accountal of lumpsum lease freight collected online through IREPS for leasing out of parcel space (SLRs/VPs) awarded through e-Auction & License fees collected online for Parking, Pay & Use toilet, Advertisements and ATMs.

Ref: Railway Board's letter No.2022/TC(FM)/10/04 dated 13.06.2022 (FM Circular No. 11 of 2022) (This office CC No. 205(GC)Parcel/2022 dated 13.06.2022) and Railway Board's letter No. 2022/TC(FM)/10/04/Pt.I dated 14.06.2022 (FM Circular No. 12 of 2022 dated 14.06.2022)(This office CC No. 206(GC)Parcel/2022 dated 14.06.2022).

Enclosed please find herewith "General guidelines for accountal of lumpsum lease freight collected online through IREPS for leasing out of parcel space (SLRs/VPs) awarded through e-Auction & license fee collected online for Parking, Pay & Use toilet, Advertisements and ATMs" for information and necessary action. The said Joint procedure Order (JPO) shall come into effect from **01.11.2022**.

The above instructions are issued subject to addition, deletion and any other instructions/amendments/clarifications issued by Railway Board from time to time pertaining to e-Auction policy.

All concerned to note and act accordingly.

Encls: As above (03 Pages),

(Anil Kumar S)

Dy. Chief Commercial Manager (FS)
For Pr. Chief Commercial Manager

No. PCCM/429/e-Auction(leasing)/2022

Date: 26.10.2022

Copy to:-

All SMs/Goods Supervisors/ Comml. Supervisors/Siding clerks/Booking Clerk in charges/Parcel Clerk/ weigh Bridge clerks/City Booking Agencies.

Copy for information and necessary action to the:-

PCOM, SDGM, FA & CAO(T), Chairman/RCT/BBS, Dy CVO(T), DY CCO, Dy COM(FOIS), CFTM, PO/RCT, Audit Officer/ECOR/BBS, Rates Section/CCM/ECOR/BBS, GM(PMS)/CRIS/NDLS

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.

(Anil Kumar S)

Dy. Chief Commercial Manager (FS)
For Pr. Chief Commercial Manager

by the lessee for

East Coast Railway

General guidelines for accountal of Lumpsum Lease Freight collected online through IREPS for leasing out of parcel space (SLR/VPs) awarded through e-Auction & License Fee collected on-line for Parking, Pay and Use Toilet, Advertisement and ATM.

Ref: Railway Board's letter No.2022/TC(FM)/10/04 dated 13.06.2022 (FM Circular No. 11 of 2022) (This office CC No. 205(GC)Parcel/2022 dated 13.06.2022) and Railway Board's letter No. 2022/TC(FM)/10/04/Pt.I dated 14.06.2022 (FM Circular No. 12 of 2022 dated 14.06.2022)(This office CC No. 206(GC)Parcel/2022 dated 14.06.2022).

"Policy & Standard Conditions of Contract" for Commercial earnings and NFR contracts awarded through- e-Auction has been circulated vide RB's FM circular No. 11 of 2022 dated 13.06.2022 and "Special Conditions for Contract" for leasing of parcel space has also been circulated vide FM circular No. 12 of 2022 dated 14.06.2022.

Parcel Leasing ,Associated Loading in Parcel Space(SLRs and VPs) at stations and ensuring Recovery of Lease Freight being part of station Activity , the accountal of Lease Freight recovered through IREPS awarded through e-Auction Leasing module should be routed through Station Balance sheet for which the following guidelines are issued :-

Accounting procedures and submission of returns:-

1. Para 13 of "Standard Conditions of Contracts" awarded through e-Auction states that lumpsum freight along with GST (as applicable) for parcel space shall be paid online through IREPS by the contractor. Time period allowed for depositing the lumpsum freight amount by the contractor and grace period with 0.5% of the delayed amount per day should be as specified in "Standard Conditions of Contracts".
2. Para 20.1 of policy for Commercial earnings and NFR contracts awarded through e-Auction stipulates that Parcel way bill will not be issued in case of leased parcel traffic. Digital payment receipt certificate, verifiable on IREPS, will be generated for the money paid by the contractor as advance lumpsum freight and the same shall be visible on Parcel Management System (PMS) also for the perusal of station staff. Contract specific payment details shall also be available on Aapoorti (IREPS) mobile App. E-Auction Allocation code for leasing of parcel space over this Railway is 91041000.
3. Further, a new functionality is developed for waiver/adjustment of license fee on account of non-availability of asset which can be accessed through contract modification interface. Further, all details related to payments made, unpaid challans, challan generation failures, failed payments (Grace period expired) are also available in payment made page in IREPS to monitor payments.
4. In view of the above para 2, train originating station of the lease contract should verify the payment particulars in PMS with the digital payment receipt submitted by the lessee/contractor while submitting manifest. CPS of train originating can generate a copy of the Challan/ e-Auction Payment Details from PMS and same should be kept along with payment digital receipt produced by the lessee for record purpose.





- a. CPS of train Originating station should verify Payment Particulars daily in PMS for Advanced Leased Freight paid by the lessee for all Parcel spaces of trains originating from their station and leased out under e auction process through IREPS.
 - b. Digital Payment Receipt Certificate for all such Payments should be collected by CPS **on Service day's basis** from lessee for all Parcel spaces of trains leased out through E-Auction and deposit the same to CBS for inclusion in e Balance sheet under the Head "**Parcel**" through PMS (through UTS only in stations where PMS has not yet been integrated)/UTS. CBS in turn should include the amount **on Service day's basis** in E CRN under Vouchers. Bank Transaction Id in digital payment receipt shall be reckoned as Voucher No for reconciliation purpose. However, in UTS there is a need for creation of separate Subhead "E- Auction Leasing PS" under the Head MR which will be intimated to CRIS for provisioning.
 - c. CBS should remit the Digital Payment Receipts as Vouchers as supporting document against amount credited in e CRN. CBS should continue to enter the data till integration of e CRN with IREPS is effected for automatic transfer of data into e CRN and e Balance sheet.
 - d. No special Credit should be taken for the purpose in Balance sheet from 1st November 22 onwards.
 - e. At the end of each month CPS should prepare a date wise monthly statement separately for each item of e –Auction Parcel Leasing Freight collected through IREPS. The statement should be prepared Train wise indicating service days of the Train, Freight along with GST Bifurcation, Voucher No and Date of Remittance etc and same should be reconciled with remittance particulars made to CBS.
 - f. CBS should reconcile the statement submitted by CPS with the figure under e balance sheet and forward to TAO office along with Balance sheet.
 - g. Cash office should carry out the internal check for the E auction Leasing Vouchers in similar way as is being done for other e payment vouchers.
 - h. The statement submitted with Balance sheet should be Cross checked with the amount under e Auction Lease freight collected through IREPS in TAO office.
5. In case of any irregularities/discrepancies noticed in reconciliation of **payment of lumpsum freight**, number of loading days by the leased train, **non payment of delayed surcharge etc.**, CPS of the train/lease originating station should **bring the same to the notice of the Sr DCM** for further remedial measures. **Accountal of the same also to be reflected in station balance sheet accordingly till regularisation of the payment.**
 6. Division should take necessary action and ensure regularisation of the **payment** duly taking up with the lessee or CRIS as the case may be.
 7. As there is no manual intervention by CPS or division in **payment of lumpsum lease freight**, **Payment/adjustment/waival of lease freight**, if any, should only be


25/01/22



recorded by CPS as well as division for reconciliation and taking further necessary action to regularise realisation of lease payment.

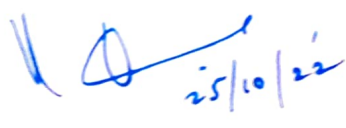
8. **Pay and Use Toilet, Parking Lots, Advertisements and ATMs-:** The following category of License Fee, i.e. for Parking, Pay and Use Toilet, Advertisement and ATM are being collected through E Auction Leasing module of IREPS Portal. In these cases as Consolidated Periodical Payments are being made in Division for multiple stations under a single Contract, the tendering authorities, i.e. Sr DCM office of concerned divisions are required to ensure collection of License Fee. Sr. DFM of concerned divisions should arrange transfer of such balances to Traffic Accounts Office for accountal through Accounts Office Balance sheet (AOB).

Sr DCM office of division concerned should -:

- a. Ensure regular watch over payments.
- b. Download the Payment particulars. i.e Digital Payment Receipts and submit to Traffic Accounts office for accountal of Earnings and inclusion in AOB.

The above guidelines are issued subject to addition, deletion or any other instructions /clarifications issued by the Railway Board from time to time pertaining to e-Auction policy.


CCM (FS& PM)


FA&CAO (T)