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

RBA No. 130/2017

No. 2016/AC-II (CC)/IPAS/37/16   **New Delhi**, dated 22.09.2017

Principal Financial Advisers,
All Production Units.

Sub: Uploading of data of Account Current by Production Units of Railways
onto IPAS.

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Please find enclosed GM/AIMS, CRIS' letter no. 2016/CRIS/NDLS-HQ/AIMS/Implementation/0056/Pt-I dated 19.09.2017 on the above subject. The guidelines for uploading data of Account Current by PUs have been enumerated. Necessary action may be taken in this regard.

It has been decided that compliance must be effected by September 2017 Accounts. Therefore, please obtain Login Ids and Password form CRIS within one week and commence preparation for uploading Account data onto CRIS-IPAS immediately.

DA: As above

(Vivek P.Tripathi)
Director Finance/CCA
Railway Board

Copy to:
M.D., CRIS, Chanakyapuri, New Delhi - for information

CENTRE FOR RAILWAY INFORMATION SYSTEM
CHANAKYAPURI NEW DELHI-110001

No.2016/CRIS/NDLS-HQ/AIMS/Implement/0056/Pt-1   Date: 19.09.2017

DF (CCA)
Railway Board
Rail Bhawan
New Delhi

Sub: Uploading of data of Account Current by Productions Units of Railways onto IPAS.

With reference to directives/telecon with Board IPAS has been implemented in Rail Wheel Factory/Bela and the Account Current of the unit is being made through IPAS. Rail Coach Factory/Kapurthala has been uploading data of their Account Current from their system into IPAS through an excel file generated from their system since April 2017. Production Units are having their own independence legacy system and as discussed guidelines for uploading data of Account Current by Production Units is enclosed:-

- Production Unit would need to login to IPAS by through unique User ID and Password which has already been given.

- The web address for login is www.aims.indianrailways.gov.in/IPAS.

- Production Units would need to map the allocations available in IPAS. The allocations in IPAS are as per Finance Code Volume 2 and available online on IPAS website.

- Excel file would need to be generated by Production Units from their IT systems as per the guidelines enclosed.

Board may like to circulate to Production Units.

(Sanjeev Jain)
GM/AIMS

Guidelines for Uploading Data for Account Current by Production Units of Railways

1. **Preparations of XLS file for uploading in IPAS :**
    a. Map the allocation as available in IPAS.
    b. The allocations of expenditure are available at Under Help →Help Download→Implementation Guidelines→Allocation Master of IPAS Application.
    c. The file for uploading into IPAS will be in Excel file.
    d. The format of excel file will be as under:-
        i. File should be in .xls format
        ii. There should be no header in Excel file.
        iii. There should be only 3 columns in file.
            1. First column is allocation (8 digits long, as per IPAS Master).
            2. Second column is Dr/Cr Flag (D/C, D-Debit-Credit).
            3. Third column is amount (Numeric value) in unit of Rupees.
        iv. There should not be any special character in excel file.
        v. Debit total and credit total should be equal else system will not upload file.
        vi. There should not be any blank row in file.

2. **Menu Navigation for uploading of .XLS file:**
    a. Login into IPAS Portal.
    b. Navigate Books->JV Preparation→ AC Data Upload
    c. Enter date in DD/MM/YYYY format.
    d. Browse excel file to be upload
    e. Click to button Upload Data.

Account Data Upload ▶

Accounting Year Month Date.	1/9/2017
Choose the file To Upload:	Browse...

Upload Data

Instructions to Upload Excel file

1. File should be in .xls format.
2. There should be no header in the file.
3. There should be only Three Columns in the file. First column must contain Allocation(8 Digit),Second column must contain DBCR Flag D/C and third column must contain numeric value as Allocation AMOUNT
4. Debit and Credit Should be Equal.
5. if allocation length is less than 8 digit, system will add 0's to make 8 Digit long.
6. There should be no single quote (') and double quote(") in the data.

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