



सत्यमेव जयते
भारत सरकार

रेल मंत्रालय

रेलवे बोर्ड

No. 2017/ACII(CC)/37/16

RBA No. 155 /2017
New Delhi, Dated 27/10/2017

General Managers,
All Zonal Railways and Production Units

Sub: Transparency in Administration – Stores and Works Contracts Bills.

Ref: Points noted during the meeting of Hon'ble Minister of Railways with Railway Board held at Western Railway Hqrs, Mumbai on 30.09.2017, circulated vide Director (C.C) note No. 2017/E&R/3(1)/4 dated 4.10.17

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Ministry of Railway is stepping up the pace towards more transparency in the process of preparation of Bills and release of payments to suppliers of goods and services. This entails information on all stages of bills preparation and payment being available to suppliers/contractors, passing of bills in sequence of receipt and prompt crediting of supplier/contractor accounts for claims preferred.

All GMs must follow appropriate monitoring mechanisms to achieve this desired level of transparency in processing claims preferred by suppliers/contractors, after conducting due diligence as per extant code provisions.

Centralized IT solutions developed so far include provision made on the Indian Railways Electronic Procurement System (IREPS), for viewing status of bills submitted and passed, for those vendors/contractors registered with the IREPS. Vendors of all Departments have been provided facility of registration on and access to IREPS website so that bill receipt, preparation, passing status is available to the vendors. The IREPS is linked to Integrated Payroll and Accounting System (IPAS), for this purpose. Besides Production Units, all other payments are processed on IPAS.

Railways may intensively monitor, all payment claims using these IT platforms or any other IT based platform, as is the case with Production Units. For this, the following principles must be strictly followed on Railways and Production Units.

- i. All vendors / contractors of all Departments may be provided facility of registration and login on IREPS website so that bill receipt, preparation, passing status is available to them.

- ii. The login facility will include provision for vendors / contractors to indicate date of submission of bills, authority to whom bill has been preferred, contract reference, bill amount, etc. Each transaction will have to be uniquely tagged (S.No & Date and Contractor id, etc.) for proper tracking. The invoice number should be present in all cases. **Production Units may also take necessary steps to prepare and register bill using IREPS or such other software. The units will also transmit their bill data to IREPS for display on the website, as being done for Zonal Railways.**
- iii. The IREPS will generate an alert to IPAS, for details of bill submission, as indicated by vendors / contractors on the IREPS site. In the event that a bill is not received, IPAS will indicate "Not Received" Status on IREPS, till physical receipt and generation of a CO6 number.
- iv. The bill passing section in Accounts Department will allot CO6 number, to bills in sequence of receipt and pass bills in a time bound manner, exercising due internal check as prescribed in various codes of Indian Railways specifically in Accounts Code chapter 8, Engineering Code chapter 14 and Stores Code chapter 7 & 28. All out efforts must be made to strictly monitor sequential registration and passing of bills. All claims received must be invariably passed within a week and payments credited to suppliers'/contractors' accounts within 30 days through RTGS/NEFT or any other digital payment mode. More, IT based MIS as available should be fully utilized for this purpose.
- v. Any bill that is to be returned must be returned ascribing reasons. Provision for this has been made in IPAS and reasons will reflect, on the IREPS site for viewing by concerned registered contractor/vendor.
- vi. Tracking of status of claims may be carried out through invoice numbers to monitor any bill being frequently returned, for various reasons or non-compliance of objections raised before. This must be undertaken by the Department processing the procurement/Work.
- vii. Timelines for Bills preferred by MSME organizations, should be strictly as per provisions of MSME Development Act 2006, as notified vide Gazette Notification in June 2006.

This issues with the approval of Board (FC, ME) and DG(RS).


**Principal Executive Director/Accounts
Railway Board**

Copy to:

- i. CAO/Construction, PFAs, PCEs, PCMMs - All Zonal Railways and Production Units
- ii. AM/C&IS, Railway Board
- iii. MD/CRIS, New Delhi