



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

RBA No. 53/2019

No. 2019/AC-II(CC)/37/8

New Delhi, Dated: 04.07.2019

The General Manager, All Indian Railways/PUs, NF(C), CORE  
The DG/RDSO & NAIR/Vadodara  
CAOs, DMW/Patiala, WPO/Patna, COFMOW, IROAF/NDLS, RWP/Bela

Sub: Joint Procedure Order for availability of Purchase Order details and Bank Account details (IFSC/Account number) of vendors on IPAS for all Stores Purchase Orders issued by IR.

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Digitisation of transactions and paperless working in contract management are key priority areas of Indian Railways. Board (FC) has emphasised that all sanction letter (Purchase Orders, Letter of Acceptance, Contracts and Agreements, Pay Orders etc.) need to be system generated and digitally signed and all bills too need to be generated by system, digitally signed and sent to IPAS through IREPS/IRPSM/IMMS. It has further been advised to address the gap areas in a time bound manner by all executive departments, and necessary modifications in software along with changes in the methodology of working in Railway Board Dte and Field Units to be made in next 6 months.

In the direction of 100% paperless working, a JPO was issued vide Railway Board's letter No. 2017/RS(M)/Paperless Working dated 20.02.2018, regarding digital submission/processing of vendor's bill and payment through IPAS based on digitally signed bill and Receipted Challan, R/Note, Inspection Certificate etc. available on iMMS without insisting on hard copies of same either from depot/consignee or from supplier. This JPO is to be implemented with immediate effect for all stock items where inspection of materials is either by RITES or consignee and for the units where both iMMS and IPAS have been implemented.

However for other cases, for ensuring the availability of Bank Account details (IFSC/Account number) of vendor against all POs issued by IR for Supply Contracts (whether through the system or manual) and payment of bills against these POs, the following procedure shall be followed:-

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**1. Purchase Orders available in IMMS:-**

- a) In cases where bank account details are available in Purchase Order (PO), the available account details will be used by IPAS against such POs during registration/passing of bills, if the bill is directly received in Accounts (Stores Stock item bill) or through consignee executive (other than Store stock item bills).
- b) In cases where bank account details are not available in PO, IREPS will provide interface to vendors for entry of account details against such POs. When the bank details are updated by vendors in IREPS, the same will be used by IPAS.
- c) For POs not linked with IREPS Vendor ID, a facility will be provided in IREPS/IMMS for updating IREPS Vendor ID, if the vendor has an IREPS ID. The linking/updation shall be done as per the designed system by official(s) of concerned Purchase office from where PO has been issued and the same will be confirmed by another executive at gazetted level of same Purchase office section.

**2. Purchase Orders not available in IMMS:-**

- a) In cases where the vendor is registered on IREPS, IREPS will make arrangements to inform vendors for updating Bank Account details in their profile and submit their consent for accepting the payment in the mentioned account.
- b) The details of all such POs will be entered in 'Executive Bill Module' of IPAS by the concerned nominated official of Purchase office from where PO has been issued. For this purpose, facility/provision will be created in IPAS.
- c) The officials authorised for making entry of such POs will be nominated by the PHODs of concerned Executive Department
- d) IPAS Administrator in Accounting Units (AUs) will create user-ids for these nominated official(s) and grant the role of 'PO data entry' in IPAS.
- e) The nominated official(s) of Executive Department will enter following details for all POs issued by their department for which payments are yet to be made:-
  - i. PO Number
  - ii. PO Date
  - iii. PO Value
  - iv. PO Description
  - v. IREPS Vendor ID (where available or else as per (f) below)
  - vi. Associate Pay and Accounting Unit (will be shown through drop down menu)
- f) In cases where the vendor is not registered on IREPS, the Executive will impress upon the vendor to get himself registered on IREPS. Once vendor registers himself on IREPS, Executive Deptt. shall fill the data as mentioned in 2(e) above after ensuring that PO belongs to the same vendor. However, till the time the vendor is not registered on IRPES, the concerned nominated official(s) of Purchase Office shall also enter the Bank Account details based on vendor's undertaking duly supported by documentary evidence in lieu of 2(e)(v) above, in the 'Executive Bill Module' of IPAS.
- g) Once the details referred above are submitted by Executive department on IPAS, PO and bank details will become available to IPAS against which bill can be processed by

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Accounts. Based on IREPS vendor ID and details fed by the Executive Deptt. in the 'Executive Bill Module' of IPAS, system will fetch Bank Account details from Vendor's profile in IREPS/ 'Executive Bill Module' of IPAS, as the case may be, and same will be available to IPAS for payment.

- h) As at present, IPAS does not have the Digital Signature facility, the entry of above details by the Executive Department on 'Executive Bill Module' of IPAS shall be done through their login-id and password. However, IPAS will provide the Digital Signature facility in a time bound manner within next two months. All the Executive Departments will arrange to obtain Digital Signature Certificates and their registration in IPAS for their officials, who are nominated for PO data entry in 'Executive Bill Module' of IPAS.

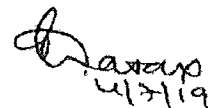
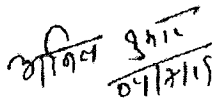
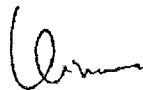
### 3. Bill submission

- a) Accounts must ensure that all the details including bank Account in the physical bill submitted for payments matches with that available on the system. If there is no mismatch, same will be processed by Accounts for payment.
- b) Bill paying authority shall search for PO in IPAS and if found, enter the details of the bills (other than Party name and bank details, available on the system) on IPAS for processing and payment.
- c) In case of non-availability of PO details on IPAS, bill shall be returned by Accounts to concerned PO issuing authority of Executive Department for making the entry of same in the 'Executive Bill Module' of IPAS. However, in case of mismatch in details like party name, Bank details, etc, bills shall be returned to concerned vendor for getting the same corrected in IREPS or IPAS or physical bill, as the case may be.
- d) PO details, Party name and Bank account detail field shall not be available to the IPAS users of Accounts Department for making entry or editing.
- e) Accounts, while passing the bill, will perform all required internal checks manually as per codal provisions.

### 4. Based on above, the activity-wise roles of each stakeholder shall be as under:-

#### A. Executives

- i. To ensure entry of all POs issued from their department which are not available in IMMS and payment is yet to be made.
- ii. To ensure entry of Bank Account details against each PO, of the vendors, who are not registered on IREPS
- iii. To update/ map vendor's IREPS ID in case the same is not available in PO available in IMMS.



**B. Accounts:-**

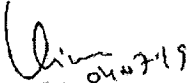
- i. To perform all required internal checks as per codal provisions and ensure that details in the physical bill submitted for payments matches with that available on the IPAS system.
- ii. To enter the details of the stores bills received in IPAS for processing and payment. PO details, Party name and Bank account detail fields shall not be available to Account users for entry or editing.

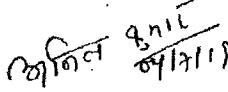
**C. Vendors:-**

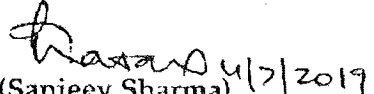
- i. To update Bank Account details on IREPS against their POs as per above procedure.
- ii. To ensure that details in physical bill submitted for payment matches with details available on IREPS.

PFAs and PHODs of Executive Departments shall coordinate closely for smooth implementation of the new system.

This JPO shall be valid only upto 31.12.2019.

  
(Vinod Kumar)  
Director/ RS(M)

  
(Anil Kumar)  
Director/ CE(G)

  
(Sanjeev Sharma) 4/7/2019  
Director Finance (A/cs)

Copy to:

PCMMs, PCMEs, PCEEs, PCSTEs, PCEs, CMDs and PFAs,  
All Indian Railways & PUs