

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

No.2015/TG-I/10/P/Payment through electronic means(Pt.II) New Delhi, dated 23.12.2016

The General Managers  
All Zonal Railways.

MD/CRIS,  
Chanakyapuri,  
New Delhi.

(COMMERCIAL CIRCULAR NO. 76 OF 2016)

Sub: Accounting procedure for remittance of Traffic Earnings of Parcel/UTS Earnings, received through Point of Sale (PoS) Machine, installed by SBI.

Ref: (i) Commercial Circular no.69 of 2016 dated 10.12.2016.

(ii) Commercial Circular no.70 of 2016 dated 10.12.2016.

Instructions have been issued by Commercial Dte, Railway Board vide Commercial Circular No. 69/2016 for installation of POS machines in following order of priority:-

- i. All PRS locations,
- ii. All UTS Location at suburban stations,
- iii. All Parcel/Goods locations where cash is accepted, and
- iv. Other UTS locations.

2. Detailed accounting procedure for remittance of Traffic Earnings of PRS, received through POS machines have been issued vide Commercial Circular No. 70/2016. A meeting was held with SBI officials, wherein timely remittances of the money received for the Transaction day into Railway's Deposit Account next day (T+1) was emphasized, so that there is no occasion for charging penal interest for the delayed remittances from SBI. In this regard, as confirmed by SBI, the RBI instructions issued vide the letter no. RBI/2014-15/416, DGBA.GADNo. H-3203/42.01.011/2014-15 dated January 21, 2015 shall apply.

3. Following additional instructions are also issued in this regard:-

- a) The transactions being done through POS machines **needs to be settled at the end of each shift by the Booking Clerk**, in order to push the data relating to transactions done through POS machines. Before settlement of the transaction, Booking Clerk should tally the receipts generated through POS with the summary statement generated by POS machine. This is a mandatory activity, failing which SBI will not get the funds from the various credit/debit card service providers.

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-2/-

- b) SBI will take over the realization of money transacted through POS machines after its settlement as enumerated in para 3 (a) above, route the same through its pooling account at the respective Focal Point bank branch (as per SBIs' operational requirement) and thereafter transfer this amount to concerned Railway's deposit account maintained at Focal Point Branch of SBI for respective zone.
- c) Daily transaction report as per below mentioned format shall be sent by SBI to the dedicated email id to be provided by FA&CAO/CCM of all Zonal Railways. All the Zonal Railways may immediately send the authorized Commercial/Accounts/Cash Office Officers' email id to [jda@rb.railnet.gov.in](mailto:jda@rb.railnet.gov.in), so that the same can be shared with Banks. Format in which MIS report shall shared by SBI is as follows:-

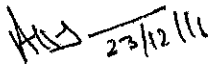
S.No	Date and Time	Merchant ID*	Terminal ID No.	Bank Transaction ID No.	Amount (Rs.)


\*denotes the location. For example Mambalam Station and Kodambakkam station in Chennai division will have different Merchant ID. This will facilitate reconciliation.

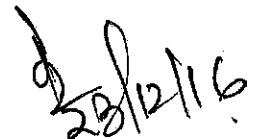
- d) Unique Merchant ID and Terminal ID can be relied upon by Station and take provisional credit for the amount mentioned therein in their books. The above statement shall be treated as TR Note as mentioned in point No. 2 of Commercial circular No. 70 of 2016.
- e) It may be ensured that each POS is dedicated to a specific terminal and specific activity i.e. for PRS or UTS or PRS cum UTS (where same terminal is used for both PRS and UTS) or Parcel, etc., to enable identifying the transaction for a particular activity. Shifting of POS from one location to other location shall not be allowed in normal course. If POS machine attached with one terminal needs to be replaced due to any reason, the machine ID of new POS machine shall be fed into the system before starting the operation.

4. Accounting for Parcel/UTS earnings shall also be done on the same principle as enumerated in Commercial Circular No. 70/2016 read with this letter.

5. Joint Procedure order for the above may be prepared and issued by FA&CAO and CCM in this regard.

  
(Amit Kumar Jain)  
Director Traffic  
Commercial (G)  
Railway Board

  
(T.D. Dwivedi)  
Director Finance(Accounts)  
Railway Board

  
(R N Mishra)  
Director Finance commercial  
Railway Board

**Copy to:-**

1. CCMs, All Zonal Railways
2. Dy. Comptroller and Auditor General of India (Railways), Room No. 224, Rail Bhawan, New Delhi;
3. FA&CAO, All Zonal Railways.
4. Principal Director of Audit, All Zonal Railways
5. ADG/PR, EDV(T), EDFC,DF(C), PPS/FC, OSD/TC, F(C) & V(SS) branches of Railway Board.
6. MD/CRIS & GM/UTS/CRIS, Chanakyapuri, New Delhi
7. MD/IRCTC,, 11<sup>th</sup> Floor, Statesman House, Barakhamba Road, New Delhi 110 001.
8. General Manager, State Bank of India, Government Business Unit, 2<sup>nd</sup> Floor, Parliament Street, New Delhi 110 001.
9. Director General, Professor/Training & Professor/Commercial Railway Staff College, Vadodara.
10. The Principals, Zonal Training Centers, Central Railway/Bhusaval, Eastern Railway/Bhuli/Dhanbad, Northern Railway/Chandausi, NE Railway/Muzaffarpur, NF Railway/Alipurduar, Southern Railway/Trichy, South Central Railway/Maula Ali, SE Railway/Sini, North Western Railway/Udaipur.
11. Director, Indian Railway Institute of Transport Management, Hardoi Bypass Road, Manak Nagar, Lucknow 226 011.
12. General Secretary, National Federation of Indian Railwaymen (NFIR), 3, Chelmsford Road, New Delhi.
13. General Secretary, All India Railwaymen Federation (AIRF), 4, State Entry Road, New Delhi.
14. Secretary General, Federation of Railway Officers Association (FROA), Room No.370, Rail Bhawan, New Delhi.
15. Secretary General, Indian Railway Promotee Officers Federation (IRPOF), Room No.268, Rail Bhawan, New Delhi.
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