

SOUTH EAST CENTRAL RAILWAY



Office of the
Chief Commercial Manager
Bilaspur 495004 (C.G)

Rates Circular No. 104(G)/2017

No. C/SECR/BSP/FS/PoS/Policy/ **2873**

Date: 02.06.2017

All Station Managers & Superintendents, Goods Supervisors, Goods Clerks & Siding Clerks, Weigh Bridge Clerks. All CCIs, CIs of SECR.

Copy for information and necessary action to:

DRM: SECR/BSP, NGP, RAIPUR.

Sr. DCMs, Serfdoms: SECR/NGP, BSP, RAIPUR. Commercial Control: SECR/BSP:

ARMs: SECR/BIA, KRBA, SDL, BRJN. Principal Director of Audit/SEC Railway/Bilaspur.

FA&CAO, COM, CFTM, CME, CE, CEE, SDGM and CPRO: SECR/BSP.

FA&CAO/(T), Dy.FA&CAO(T), Sr. AFA(TA): SECR/BSP.

CCM: E.Rly-Kolkata, N.Rly-New Delhi, S.Rly-Chennai, W.Rly-CCG/Mumbai, C.Rly-CSTM/Mumbai, N.F.Rly-Maligaon, N.E.Rly-Gorakhpur, N.C.Rly-Allahabad, E.Co.Rly-Bhubaneswar, W.C.Rly-Jabalpur, N.W.Rly-Jaipur, S.W.Rly-Hubli, E.C.Rly-Hazipur, S.E.Rly-Kolkata, S.C.Rly-Secunderabad.

CONCOR/IISCO House, 50, Jawahar Lal Nehru Road, Kolkata.

GM, CAO (FOIS) & OCC(CRIS), Center for Railway Information System Chanakyapuri, New Delhi-110021

Director, Traffic Commercial (Rates)/Railway Board/New Delhi.

EDRM, Railway Board, Eastern Railway House, 17, N.S. Road, Kolkata-01

Sub:- Payment of freight charges through Debit/Credit cards using Point of Sale(PoS) machines.

Enclosed please find herewith Railway Board's letter No. 2016/TC-I/104/2 Pt. dated 01.06.2017 (Rates Circular No. 18/2017) for your information, guidance and necessary action.

All concerned to note and act accordingly.

Encl: Seven (07) pages.

(S.M.Gondane)

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

भारत सरकार (Government of India)

रेल मंत्रालय (Ministry of Railways)

रेलवे बोर्ड (Railway Board)

No.2016/TC-1/104/2Pt.

New Delhi, dt. 01.06.2017

General Manager

All Zonal Railways

Sub: Payment of freight charges through Debit/Credit cards using Point of Sale(PoS) machines

Ref: (i) Commercial Circular No.69 of 2016

(ii) Board's letter of even number dt 20.12.2016

- 1.0 Ministry of Railways have been promoting cashless transactions for the past few years. In this connection, steps taken till now and further action being taken are given in this circular.
- 2.0 In the case of goods traffic, Electronic payment system(E-payment) of freight charges is already in place. All major customers are covered under this system. At present, approximately 99.7% of total freight is getting collected through cashless mode.
- 3.0 Vide Commercial Circular No.69 of 2016, it has been decided to install Point of Sale(PoS) machines at various locations including Goods booking points, where cash is accepted, so as to allow cashless transactions using Debit/Credit cards. State Bank of India has been mandated to install PoS machines at various locations of Indian Railways.
- 4.0 In order to operationalize the process and to ensure correct accountal of remittance, following procedure shall be followed :-
 - 4.1 **Provision of PoS Machine at goods booking points**
 - 4.1.1 Point of Sale(PoS) machine should be provided at all goods booking points where cash is accepted for payment of freight charges.
 - 4.1.2 Each goods booking point and PoS machine will be identified with unique Merchant ID and Terminal ID respectively, so as to facilitate reconciliation.
 - 4.1.3 Each PoS will be dedicated to a specific counter/terminal and specific activity. If at a terminal, two activities viz.Goods booking and Parcel booking are done, then distinct PoS machine will be used for Goods booking and Parcel booking to enable identifying the transaction for a particular activity. Shifting of PoS from one location to another shall not be allowed in normal course. If PoS machine attached with one terminal needs to be

Page 1 of 7


1.6.17



SECR'S R.C. NO. 104(w)/17 - (1/7)

replaced due to any reason, the Machine ID of new PoS machine shall be fed into the system(TMS/FOIS) before starting the operation.

4.2 Payment through PoS Machine

4.2.1 Payment of freight (either in part or full) including Demurrage, Wharfage etc. can be done through PoS machine by using Debit card or Credit card.

4.2.2 For making payment, customer (consignor/consignee/endorsee/authorized agent) will swipe his/her Debit/Credit card at PoS Machine using his/her credentials (viz. PIN No.).

4.2.3 The guidelines regarding levy of MDR (Merchant Discount Rate) charges for payment through Debit/Credit card as prescribed by Ministry of Finance from time to time shall be applicable. At present, for payment upto rupees one lakh to Government of India made by citizens using Debit/Credit card, MDR charges shall be absorbed by Government of India(Ministry of Finance) and for payment more than rupees one lakh, MDR charges levied by bank shall be borne by the customer. (refer Ministry of Finance letters No.1(1) 2006/ECS/TA/670 dt.15.12.2016 and No 1(1) 2006 ECS/TA/669 dt.14.12.2016)

4.3 Procedure in Goods shed

4.3.1 Once the customer (consignor/consignee/endorsee/authorized agent) swipes the card at PoS machine, the customer's account is debited. Two print-outs of the receipt will be taken, original receipt will be retained by Goods clerk and duplicate receipt will be given to the customer.

4.3.2 All requisite details of the transaction (viz. Transaction ID, date etc.) should be captured in the concerned Railway Receipt(RR) or Money Receipt(MR), as the case may be.

4.3.3 Payment of Freight, Demurrage etc. shall not be accepted through PoS machines by bunching of RRs or MRs.

4.3.4 At the end of a shift, the Goods clerk shall settle all the PoS transaction and print batch summary of transactions from PoS, append his/her signature on it and submit it to the CGS alongwith all original receipts.

4.3.5 The transactions being done through PoS machines will be settled at the end of each shift by the Goods Clerk, in order to push the data relating to transactions done through PoS machines. Before settlement of the transaction, Goods Clerk should tally the receipts generated through PoS with the summary statement generated by PoS machine. This is a mandatory activity, failing which bank(SBI) will not get the funds from the various

Page 2 of 7

SECR'S R.C. No. 104(W)/17-(27)


1.6.17



credit/debit card service providers.

4.3.6 The batch summary of the day as generated by PoS machine duly signed by the concerned Goods clerks may be treated as TR Note.

4.3.7 CGS will monitor the whole process and submit all TR Notes of a day(T) alongwith original receipts to Cash Office on subsequent day(T+1).

4.4 Procedure in bank

4.4.1 SBI will take over the realization of money transacted through PoS machines after its settlement and route the same through its pooling account at the respective Focal Point Branch (as per SBI's operational requirement) and, thereafter, transfer this amount to concerned Railway's Deposit Account maintained at FPB of SBI for respective zone.

4.4.2 Money gets transferred into the pooling account of the aggregator bank on the day of transaction(say, T). Inter bank settlement happens at the end of the day(T). After all the transactions pooled together, MIS will be generated for the Railway by the aggregator bank as per proforma given at Annexure-A.

4.4.3 The MIS shall be sent by the Bank to the dedicated email id as provided by FA&CAO/CCM of Zonal Railways. For this purpose, all Zonal Railways may immediately send the authorized Commercial/Accounts/Cash Office Officers' email id to jda@rb.railnet.gov.in, so that the same can be shared with Banks.

4.4.4 Thereafter, Accredited bank shall credit the Railway's Deposit Account mapped with the banking system on subsequent day(T+1). Accredited bank, thereafter, takes over the procedure of remittance through the FPB (Focal Point Branch) channel to CAS/Nagpur and RBI.

4.5 MIS from CRIS

The requirement of MIS from CRIS for reconciliation purposes is enclosed as Annexure-B. This MIS also shall be submitted to the cash office by CGS. The access to the same shall also be made available for download and reconciliation by the concerned Goods Shed staff and Traffic Accounts Office.

4.6 Procedure in Cash Office

4.6.1 TR note received from CGS shall be reconciled by Cash Office with the MIS received from the Bank.

4.6.2 The TR Note and MIS from the bank shall be submitted to Traffic Accounts Office by

Page 3 of 7

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1.6.17

SECR'S R.C.NO. 104(w)/17 - (3/7)

Cash Office, as per existing schedule as enshrined in Accounts Code Volume I and II.

4.7 Procedure in Accounts Office

- 4.7.1 Traffic Accounts office shall conduct an internal check on the MIS received from Bank with the TR Note received from Cash Office and MIS from CRIS.
- 4.7.2 Thereafter, Traffic Accounts office shall seek credit from Books Section/HQ for remittances received in bank.
- 4.7.3 Necessary accounting entry is passed by accounting for the amount deposited in bank as a debit to remittance into Railway's bank account.
- 4.7.4 After receipt of scroll from the accredited bank and matching of credit, amount debited to remittance into bank is cleared and contra credit is accorded to Reserve Bank Deposit, as per normal practice.

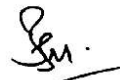
4.8 JPO by Zonal Railways

Based on the above guidelines, Joint Procedure Order may be prepared and issued by FA&CAO and CCM.

- 5.0** CRIS/FOIS will take suitable action towards integration of TMS/FOIS with SBI's server to operationalize the process of payment of freight charges through Debit/Credit card using PoS.

- 6.0** These guidelines will be implemented with immediate effect.

- 7.0** This issues with the concurrence of Finance and Accounts Directorates of Railway Board(Ministry of Railways).



(Atul Kumar)

Dy. Director, Traffic Commercial-I
Railway Board

No.2016/TC-I/104/2Pt.

New Delhi, dt. 01.06.2017

Copy to:

1. FA&CAO, All Zonal Railways
2. Dy.C&AG(Rlys), Room No.222, Rail Bhavan, New Delhi.



for Financial Commissioner/Railways

SECR'S R.C.NO. 104(W)/17 - (4/7)

ANNEXURE-A

Proforma: MIS by Aggregator Bank

S.No.	Date & Time	Merchant ID	Terminal ID	Bank Transaction ID	Batch No.	Amount (in rupees)

SECR'S R.C.No 104(a)/17 - (6/7)

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1.6.17

Page 6 of 7

ANNEXURE-B

Proforma: MIS by CRIS

S.No.	Date & time	Railway	Division	Goods Booking Point (Merchant ID)	Terminal ID (Machine No. of PoS)	Service provider (Master/Visa/Rupay)	Transaction mode (Credit/Debit card)	Bank of customer	Bank Transaction ID No.	Card No.	Amount (in rupees)	Railway Receipt/ Money Receipt No.	FA&CAO's Account No.

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1.6.17

SECR'S R.C.NO. 104(u)/17. (5/7)