



AIMS/IPAS USER MANUAL



“Keep your thoughts positive because your thoughts become your words. Keep your words positive because your words become your behaviour. Keep your behaviour positive because your behaviour becomes your habits. Keep your habits positive because your habits become your values. Keep your values positive because your values become your destiny.”

Mahatma Gandhi



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MESSAGE

It is heartening to know that a User Manual for using the Accounting Information and Management System (AIMS), formerly known as IPAS, is being brought out by Accounts Department of North Eastern Railway. North Eastern Railway has attained the distinction of being a pioneer amongst the older railway zones to adopt this system.

The AIMS package covers establishment, pay roll, leave account, PF, pension and other important modules and its implementation will benefit all employees. It also has modules related to internal check, bill passing, cheque printing, monthly and annual account compilation, budget and financial review. This user manual would offer valuable assistance to the staff dealing with establishment matters and conducting internal check.

I complement the dedicated team who have taken an excellent initiative in bringing out this purposeful publication.

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General Manager



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MESSAGE

The N.E.Railway embarked on the speedy work of switching over to the IPAS system, now known as AIMS in May 2013, and within a short period of six months, with the cooperation of all, the notable milestone of switching over to AIMS could be achieved.

I am happy to note that this user manual has been prepared by the EDP Centre and Accounts Department to facilitate hands on working for users of the AIMS/IPAS system. I am sure that this user manual will be of immense help to those using the AIMS in the days to come.

I also believe that this User Manual will be updated periodically to facilitate use of further additions etc. in the software.

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MESSAGE

The longfelt need for replacement of archaic COBOL based batch processing system with on line RDBMS based system for payroll processing and Railway Accounting was finally met on NER with rollout of AIMS in Nov. 2013. It was made possible with the blessings of the General Manager, N.E.Railway Shri K. K. Atal and Chief Personnel Officer Shri S.N.M.Islam, coupled with extensive planning and execution by staff of IT Centre and untiring effort of the staff involved under the guidance of CRIS. We are proud of this achievement.

To facilitate working on AIMS/IPAS, need for an authorized USER MANUAL was being felt, incorporating the minor customization done for N.E.Railway. Accordingly this USER MANUAL is being issued. It is expected that it will help in initial understanding of modules and working on them.

(Brajendra Kumar)

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ACKNOWLEDGEMENTS

NER till date was using obsolete and very old COBOL programming language over SCO Unix, From this decades old platform to a new web based Programme using Oracle database from November 2013, where user department are independently handling their applications on a distributed & decentralised environment using internet. Now the role of IT centre has changed to IT support hub for facilitating end users in their routine work, providing Training and troubleshooting problems on a day to day basis with the support of CRIS Engineers.

Implementation of IPAS on NER has been made possible by guidance and support from our General Manager Sri K K Atal. His intense monitoring and repeated instructions to the departments and all units helped us achieving the target. The support from our FA&CAO Sri Brajendra Kumar, CPO Sri S.M.N. Islam and other officers had been overwhelming. The contribution made by the officers and staff of HQ IT centre has been extraordinary especially Sri V V Srivastava, Sri C S L Karn, Sri Navendu Shekhar, Sri Dinesh Kumar Singh, Sri Sanjay Srivastava, Sri Neeraj Kumar Vaish and Sri J P Sharma. The officers and staff of accounts, personnel and engineering departments have made special efforts in their areas of working.

This user manual tries to help the staff dealing with establishment matters and internal check by giving a brief introduction of the modules, attributes used and screen available as of now. There is always scope for improvement in any system, Any Improvement and suggestion for the improvement of system is always welcome from one & all on email aimsner@gmail.com. Areas of working under implementation are not covered so far and will be added soon.


(Praveen Kumar Agarwal)
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PREFACE

Accounting Information Management System (AIMS) / Integrated Payroll and Accounting System (IPAS)

AIMS, formerly known as IPAS, is a web based software developed by Centre for Railway Information System (CRIS) for Indian Railways, currently running over more than 5 Railways. The first two are newly created zones i.e. East Coast Railway Bhubaneswar and North Western Railway Jaipur. North Eastern Railway Gorakhpur is the pioneer amongst the older zonal Railways. NER till date was using obsolete and very old COBOL programming language over SCO Unix, working offline centralised data processing methods, where user departments used to give inputs for data entry to IT (EDP) centre, which then were punched, processed and after check listing final reports were printed and handed over to user departments. From this decades old platform we have migrated to a new web based Programme using Oracle database from November 2013, where user departments are independently handling their applications on a distributed & decentralised environment using Internet. The Server is placed at CRIS Headquarter Chanakyapuri, New Delhi. Now the role of IT centre has changed to IT support hub for facilitating end users in their routine work, providing training and troubleshooting problems arising on a day to day basis with the support of CRIS Engineers. Apart from this Northern Railway, Eastern Railway, Central Organisation for Railway Electrification Allahabad and Rail Wheel Plant Bella workshop are also using this software and are in the process of implementation.

The Application is continuously improving with the feedback and needs of users, so screens and menu items keep on adding. This user manual tries to help the users by giving a brief introduction of the modules, attributes used and screen available as of now. The orders issued from HQ till date has been made a part of this manual as annexure. There is always scope for improvement in any system; any improvement and suggestions for the betterment of system are always welcome on email aimsner@gmail.com.

The AIMS Implementation team led by Sri P.K.Agarwal, F.A.&C.A.O./F&G, comprises Sri C.S.L.Kam, Sri Navendu Shekhar, Sri D.K.Singh, Sri Sanjay Srivastava, Sri N.K.Valsh and Sri J.P.Sharma has done tremendously well, not only to implement but day to day trouble shooting, training to user, coordinating with CRIS and Official concern and different units. Sr. DFM at Division's, Dy. FA&CAO at Construction and Sr. AFAs at Workshops are coordinators for the same.

Dated- 26-06-2014

V.V. Srivastava
(V.V.Srivastava)
Sr.E.D.P.Manager

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Introduction

Objective

This document will assist a user in understanding the Accounting Information Management System (AIMS) formerly known as Integrated Payroll and Accounting System (IPAS) and use it. The functionality of IPAS is explained in detail along with screenshots. This user manual is in addition to the manual available on the main page of AIMS, as the former is written in a primitive stage and for East Coast Railway, Bhubneshwar. The screen shots and modules given in that is as per then program, which is changed now as per the requirement and suggestion given by NER. Few modules and screens are added to the program as per the traditional working of our Railway. So users are advised not to get confused by these two versions and take help from this document.

Scope

The scope of this document is for all users. Document Determines Work Flow of IPAS and Working with IPAS modules.

Intended User

The intended User of this document includes

- Users of the system who have a valid login id and password and are authorized to deal with system.

Note: The users are requested to use this manual along with the system so that they can co-relate the screen shot with the actual screen in the system.

Salient features–

1. The screen navigation after login.
2. Users are grouped and roles are defined at the time user Creation and can be modified by administrator. .
3. Every user allowed change password after login.
4. Single Interface and login password to Access multiple Modules through Portal Interface.
5. User level authentication through auxiliary LDAP server
6. Web Browser Based Application.
7. Session gets expired After 30 minutes in idle mode.
8. Adoption of Common RDBMS for PRIME and AFRES.
9. Paradigm shift from centralised data processing at IT centre to Data Centre.
10. Single point of change and maintenance i.e. Data Centre.

About AIMS/IPAS System

Introduction

AIMS/IPAS is a system for automate payroll processing and financial work.

Purpose

The purpose of this software is to capture employee data to process payroll, maintain loan and leave record, generation of various types of bills for employee and contractor, generation and printing of cheques and maintain earning and expenditure expenses for railways. The system is comprehensive and user-friendly in carrying out the financial activities in railway office.

Benefits

- Easy to manage the entire Infrastructure being a centralized solution
- Industry Standard n-tier J2EE architecture
- Create re-usable assets for future use
- Reduced TCO due to economy in support and licensing costs
- Industry grade Security Server applications to provide security by authentication and authorization of portal users

Main Features


IPAS is broadly divided in two category personnel modules and financial modules. Personnel modules includes like payroll processing, leave, loan, TA, Income tax, electricity, quarter etc. Financial Modules includes IC, books, PF, pension, budget, suspense etc. In IPAS, Personnel modules and financial modules are tightly coupled so that data generated by module can be accessed through other modules.

Pre requisite- This section refers to the various requirements from the Hardware and software side that must be fulfilled before the user can use this system effectively

Hardware Requirements for Client Machine

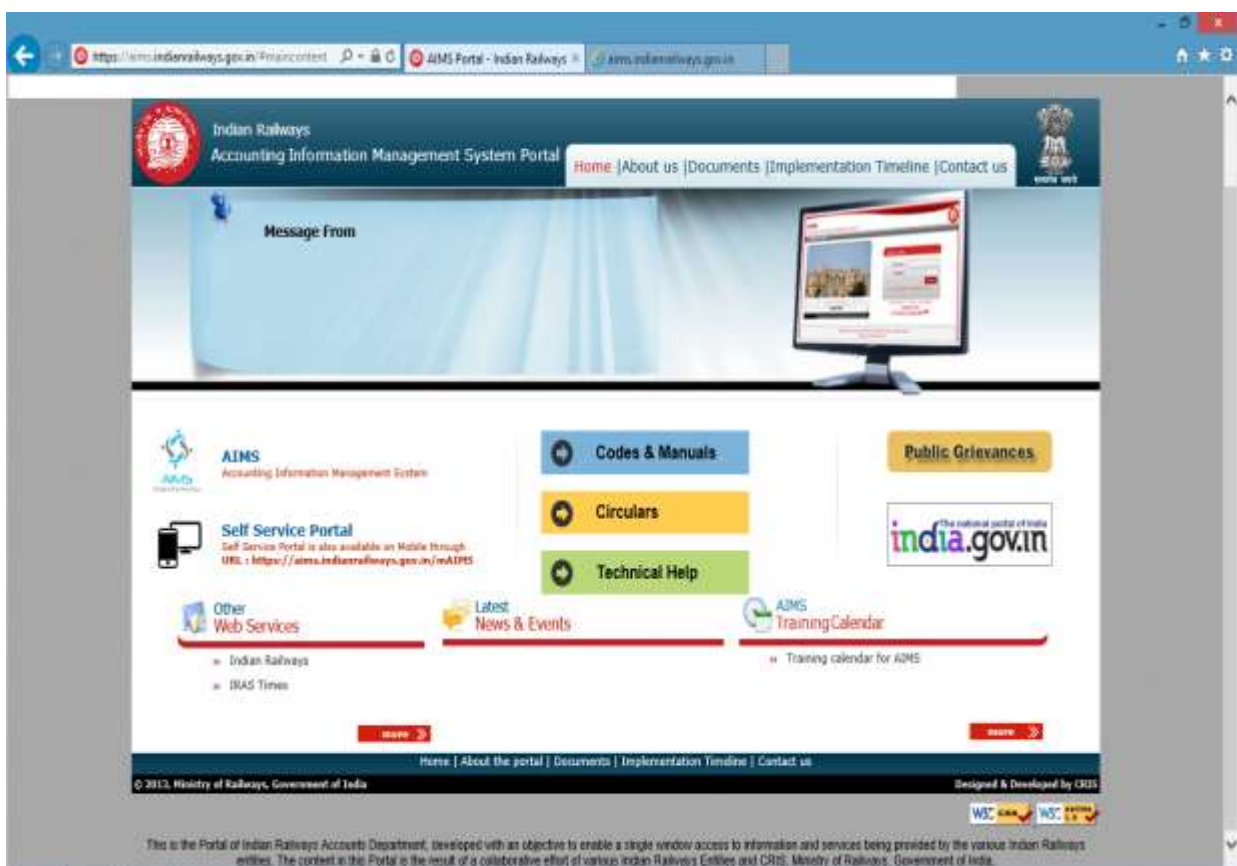
1. RAM at least 256 MB.
2. Internet Connectivity with Server
3. At least 1 GB of free space in Hard disk.
4. PC with mouse, keyboard and colour monitor.

Software Requirements on Client Machine

1. Operating System should be at least Windows 98 or Above
2. Edit Plus Text Editor should be installed.
3. Adobe Acrobat Reader or Adobe PDF Plug in should be installed
4. Printer should be installed (if user intends to print any document)
5. Web Browser should be Microsoft Internet Explorer 7  but should not be 11 as few screens do not run properly in higher version till date.

For login into the system the web address is <https://aims.indianrailways.gov.in>

A person must have a valid User id and Login password to enter into the system, and as per the role and permission the pages unfold.



On this screen user should click AIMS link, on clicking the link next screen appears for entering user id and password, above screen is very first screen of system, which leads to login screen by clicking AIMS tab. This page provides the link to applications and links to provide other

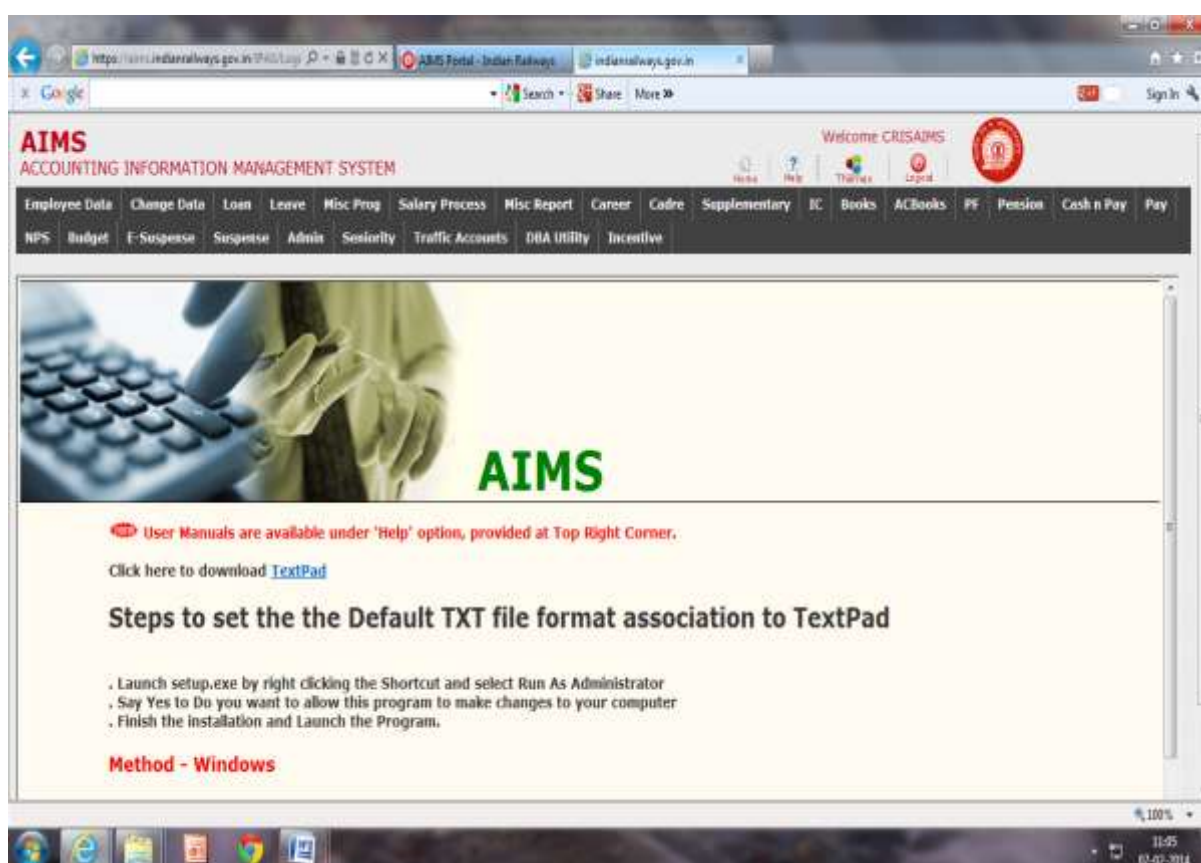
information's for users. Also displays time to time, any message related to application for users on the behalf of Administration



Login

1. Enter the user id (Case Insensitive).
2. Enter the password (Case sensitive).
3. Click on **Submit** to login successfully.
4. If the username or password is incorrect, a message will be displayed and Login Screen will reappear.
5. The user is taken to a home page
6. Click on Module Listed on the screen to navigate working module.

After entering the user id (case sensitive) and password (case sensitive) next screen appears with pages as per given role and authority.



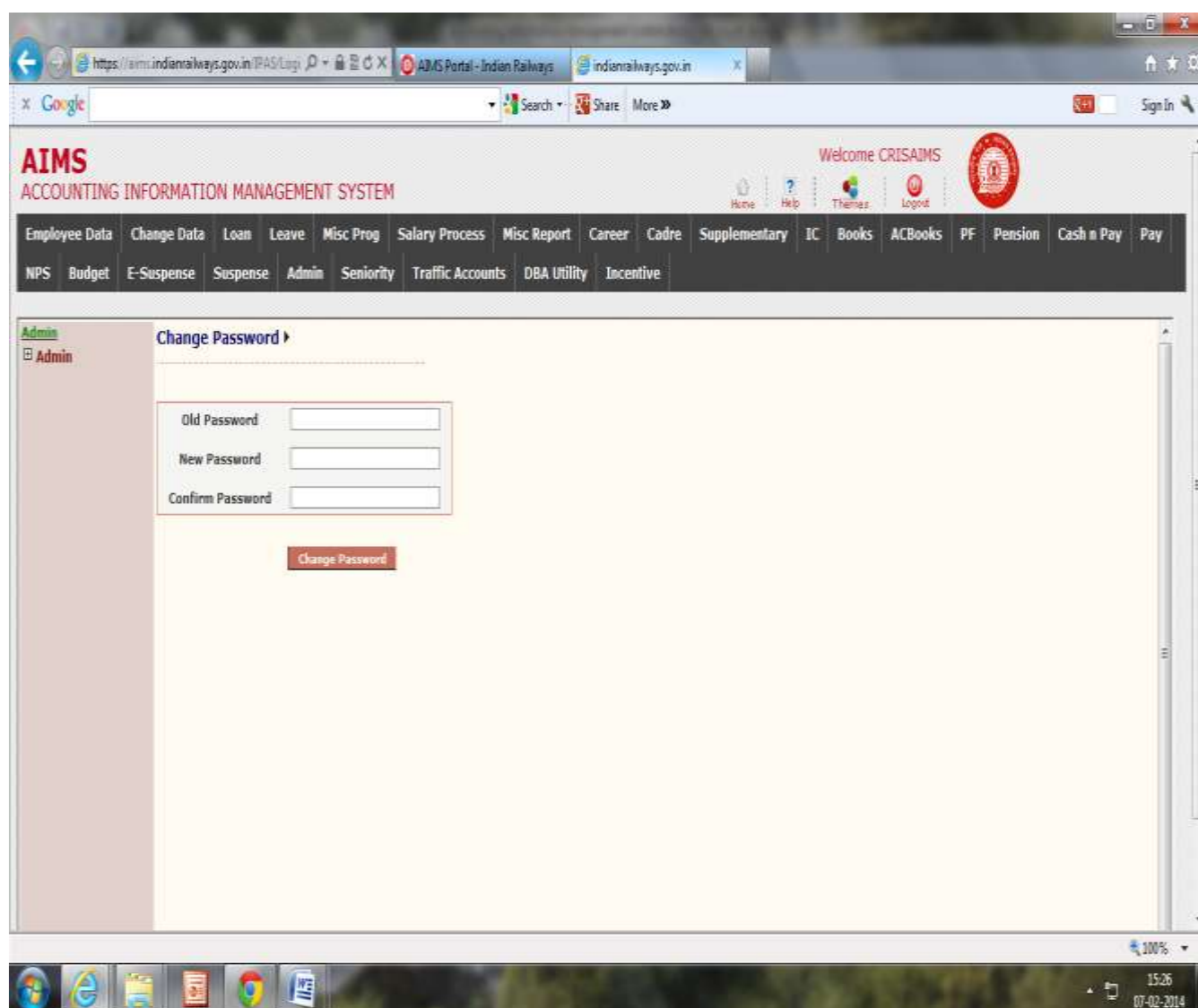
Session Time Out

1. After successful login, if user does not perform an activity within 30 minutes, the system will expire your session and whenever the user intends to perform an activity further the system will take the user back to the login screen. The session time is set by the system administrator and can be changed.
2. The work that a user was doing gets lost when the session expires. So, please save the work every few minutes – this will prevent session expiry and consequent loss of work and time.

Change Password

It is very necessary to change password on a regular basis. The password should be easy to remember, long enough so that co-workers or others are not able to identify yet easy to remember. Ideally, the password should be a mix of capital and small letters, special characters and numbers. Please keep the password confidential for the sake of security. The following screen shot shows the change password functionality.

On home screen **Admin** tab allows a user to change his/her password through given screen. When a User opens **Admin** tab **Change Password** button gives below screen to change the existing password with a new one, which is to be confirmed on the same screen. After pressing **change password** the password for the user will be changed.



Role of Normal User-

(A) Payroll Module

1. Check all pages of the employee bio-data.
2. Report all necessary changes in Father's name, Date of birth, Date of appointment, PAN number, Designation code, Place of posting, Department, Pay band, grade pay and rate of pay to DBA.
3. Enter Change card like TA entry through misc program.
4. Enter any type of advances sanctioned during the month.
5. Check the LIC recovery details, if Policy number is incorrect rectify it.
6. Enter the festival advance sanctioned in the month under current tab, and simultaneously enter details for recovery under Loan tab so that from next month recovery starts automatically.
7. Check all details in all pages under change data entry.
8. Post vetted TA to salary (if any).
9. Check correct allocation for your bill unit.
10. Check whether Electric charges, CUG recovery, Diet Charges etc. and Incentive for work shop staff (who are eligible) have been posted or not.
11. Keep your bill in Initialise stage after you enter the data for a month.
12. Make it a habit to reset the bill, process and then forward to IC for every month on prescribed date. So that any data posted from back-end can be incorporated in your bill.
13. List out all the discrepancy in Name of Staff, Bank Details and Account no of the staff or any new staff transferred into your unit and joined, report these errors to Data Base Administrator (DBA) nominated for your unit.
14. Always count the number of staff in your bill before forwarding to IC.
15. Use Career Module to transfer out the staff from your bill unit, after the staff gets transferred and spared from your bill before cut-off date, else charge his/her salary in your unit for the month.

(B) Provident fund (Personnel/Executive)

1. Enter the details of Employee in the Application entry tab.
2. Check the maximum eligibility as per cause given in the PF withdrawal form.
3. When competent authority sanctions the PF withdrawal after putting his/her signature on the PF form, Go to Sanction tab and fill the details.

(C) Provident fund (Accounts)

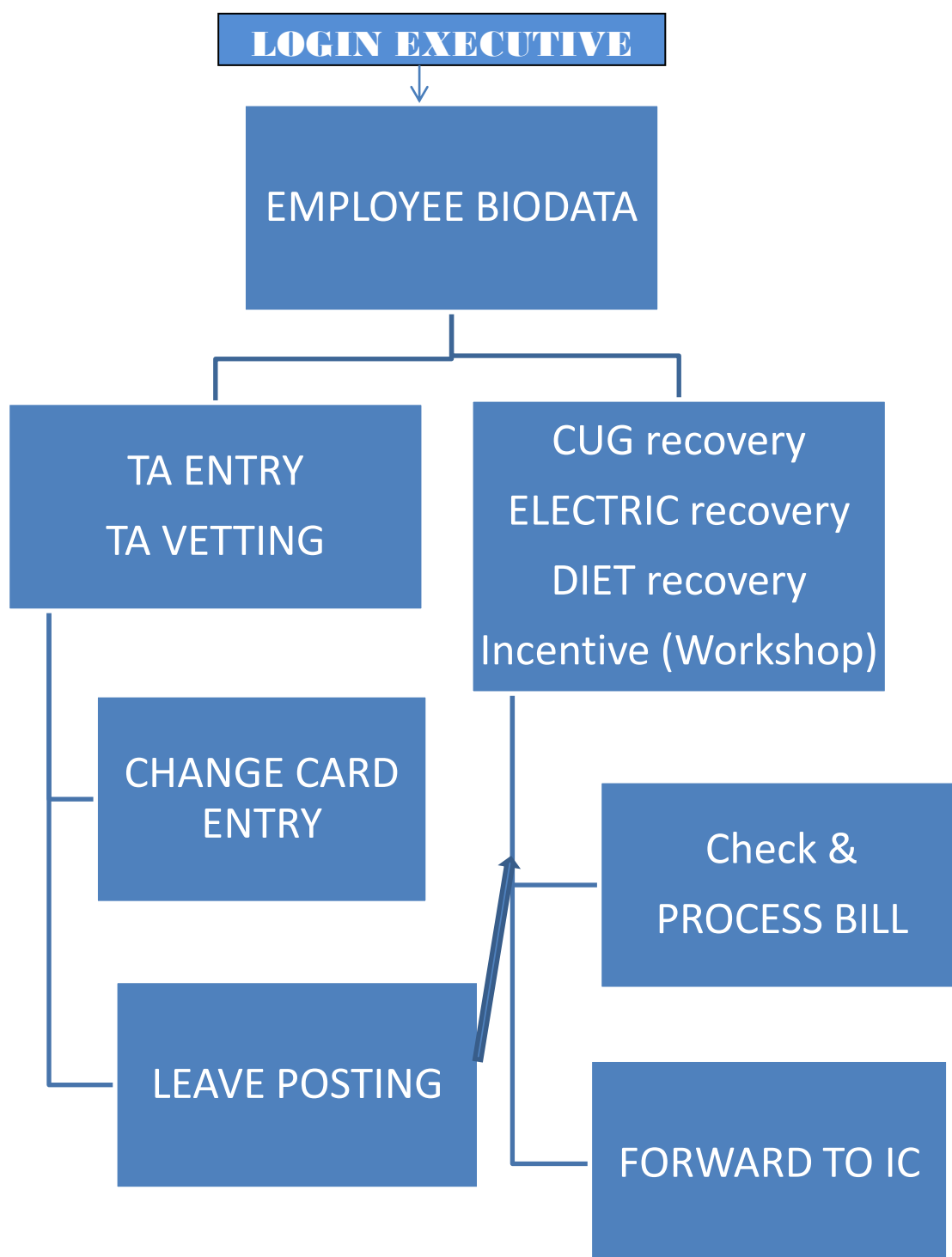
1. Register the PF withdrawal forms present on your portal
2. After CO6 generation bills goes for passing.
3. User authorised for passing the PF after complete formality can Pass or Return the bill.

Role of Data Base Administrator (DBA)

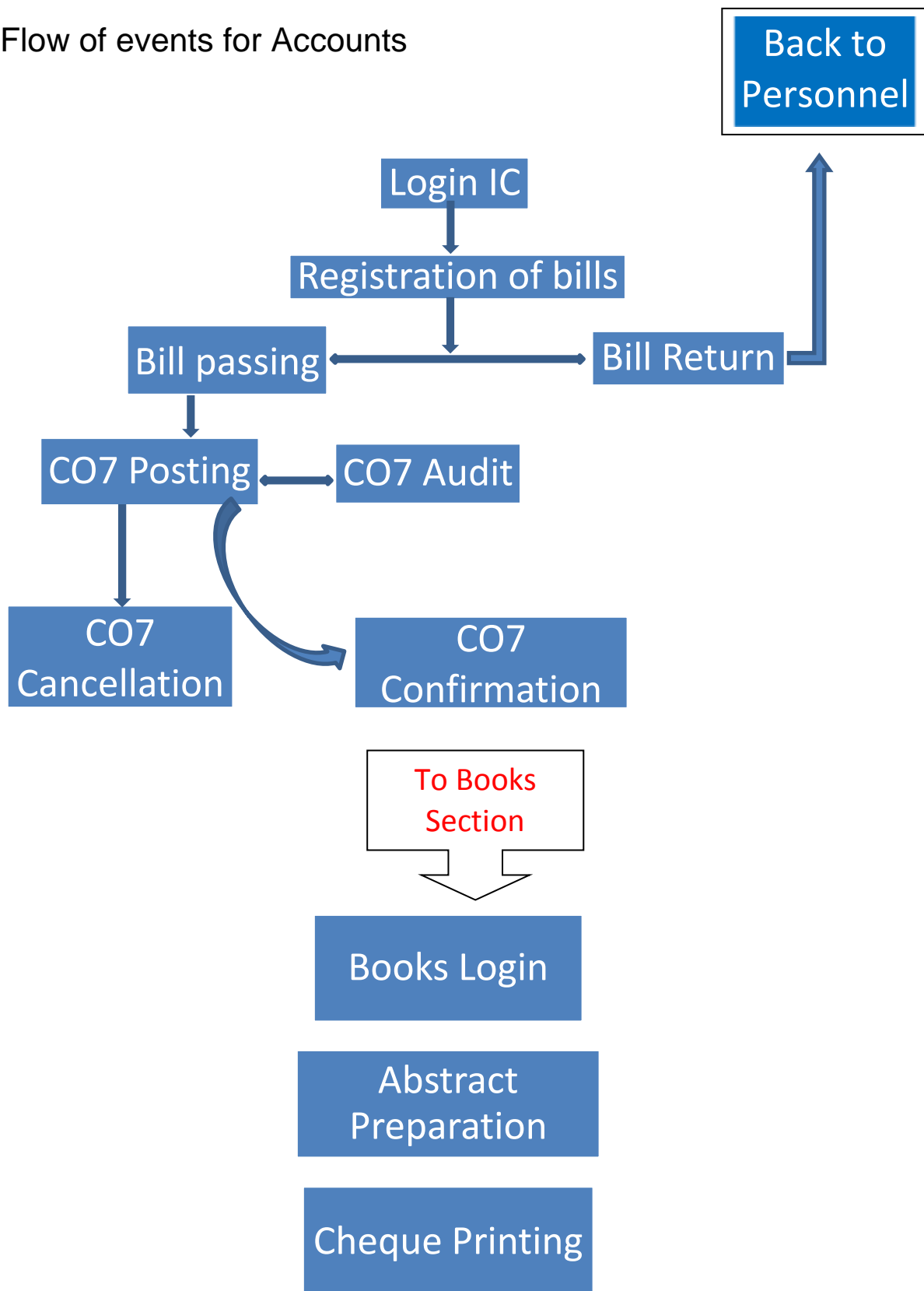
1. Enter the employee details of new staff; any staff coming from any other organisation, any other Zonal railway, or old staff whose data is not present in the database but his/her payment is due on the railway.
2. Correction in the name of staff reported by the bill clerk along with documentary proof.
3. Transfer in the staff after he joins the unit allotted to you, and the other unit transfers him out in your unit (Bill unit 999) through career module.
4. Transfer out in the same unit will also be the responsibility of the DBA.
5. Preparation of New bank master.
6. Change of Name, Father's name, Date of Birth, Date of appointment, rate of pay etc., reported by concerned bill clerk.
7. Any other responsibility given by the Officer concerned regarding AIMS/IPAS.

Note - No change will be made by the DBA, without the proper documentary proof/ application of the staff with proper forwarding and sanction from competent authority for the same, which is to be retained safely for any future use.

Flow of events for Executive/Personnel staff.



Flow of events for Accounts



Employee Data →

This is the first and foremost activity, actually the master creation for each employee for any type of processing through IPAS. This module captures all the Personal information of an employee. There are various activities covered in this module

1. Employee appointment, Personal, current job and pay related information.
2. Qualification Details of an Employee.
3. Nomination Details
4. Family Member Details.

EmpBioData →

This screen is provided to Enter, New Employee Details as well as modify Existing Employee's Bio data, for Both Pension (staff appointed before 01-01-2004) & Non pension Employees (staff appointed on or after 01-01-2004)

Steps for Employee Bio Data Entry

1. Select **New Employee** Option If Employee's Data To be entered for the first Time.
2. A small window will be appeared asking for NPS staff or Not. Select Yes for NPS staff else select no.
3. If yes is selected then another small window will be appeared asking if 16 digit PPAN number is available or not. If available then select OK else select Cancel.
4. Then Appointment Page will be opened. .
5. If the Employee is not a NPS staff, then Enter 8 Digit Employee No which is allotted to him / her. If employee is a NPS staff and having 16 digits PPAN no then enter that 16 digit no in the Pension Acc. No text box. If employee is a NPS staff and not having 16 digits PPAN no then enter 8 digits temp No provided by the admin as per the letter issued from headquarter on according to which staff of different unit's temporary employee no is as per given table-

HQ	-	67yynnnn
BSB Division	-	68yynnnn
LJN Division	-	69yynnnn
IZN Division	-	70yynnnn
IZN Workshop	-	71yynnnn
GKP Workshop	-	72yynnnn
Construction	-	73yynnnn

(Where yy represent last 2 digits of year of appointment and nnnn is running serial number of the unit, which is to be maintained by pension section of concerned accounts. The pension section after receiving the PRAN no from NSDL, will arrange to replace the so given temporary PPAN no with PRAN prefixed with 4 digit of year of appointment)

Screen 1 to 2 shows Data Entry for New Employee in Appointment Tab →

The screenshot displays the AIMS web application interface. At the top, there's a navigation bar with 'Employee Data' and 'NPS' tabs. A modal window titled 'NPS Staff ?' is open, asking for confirmation. The main form, titled 'New Employee', contains the following fields:

- Employee No* (text box)
- Short Name* (text box)
- Salutation* (dropdown menu)
- First Name* (text box)
- Middle Name (text box)
- Sar Name (text box)
- Fat./Hos. Name (text box)
- Fath./Hos. Alien? (checkbox)
- Date of Birth* (date picker)
- Date of Appt.* (date picker)
- Sex* (dropdown menu)
- Nationality (dropdown menu)
- Community (dropdown menu)
- Religion (dropdown menu)
- Recd. Category (dropdown menu)
- Appt./Recd. Source (dropdown menu)
- Appt. Authority (text box)
- Appt. Railway (dropdown menu)
- Appt. Department (dropdown menu)
- Appt. Division (dropdown menu)
- Appt. Office (dropdown menu)
- Appt. Status (dropdown menu)
- If CI/EX Service (checkbox)
- Design on Appt (text box)
- Appt. Payband (dropdown menu)
- Appt. GradePay (dropdown menu)
- Appt. Scale (text box)
- Medical Code (dropdown menu)
- Which Quota? (dropdown menu)
- HOER Class (Recd) (dropdown menu)
- Pre Job Trn. (checkbox)
- Trg. Completed On (date picker)
- Edu Qual On Appt (text box)
- Off. Order File No (text box)
- Off. Order Date (date picker)
- Place Of Birth (text box)
- ID Mark 1 (text box)
- ID Mark 2 (text box)

NB : * Mark indicates Compulsory field .

Fields	Description
Pension Acc. No	Pension Account Number
Employee No*	Eight digit PF Number
Short Name*	Name of Employee Which to be shown in Salary Slip
Salutation*	Select Salutation from Combo.
First Name*	First Name of the Employee.
Middle Name	Middle Name if any
Sur Name	Sur Name of Employee
Fat/Hus.Name	Father Name or Husband Name of Employee
Fath./Hus. Alive?	Tick Mark if Father / Husband Alive .
Date of Birth*	Date of Birth of Employee
Date of Appt.*	Date of Appointment of Employee
Sex*	Sex of Employee
Nationality*	Nationality of Employee
Community*	Community of Employee
Religion*	Religion of Employee
Rect.Category	Recurt ment Category of Employee
Appt/Rectt Source	Appointment / Recurtment Source
Appt Authority	Appointing Authority .
Appt.Railway	Appointed in which Railway .
Appt. Department	Appointed in which Department
Appt. Division	Appointed in which Division
Appt. Office	Appointed in which Office
Appt. Status	Appointed Status
If CL/EX Service	If Casual Labour or EX Service Man
Desig on Appt	Designation at Time of appointment .
Appt. PayBand	Payband at Time of appointment .
Appt. GradePay	GradePay at Time of appointment .
Appt. Scale	Scale at Time of appointment .
Medical Code	Select Medical Code .
Which Quota?	Select Quotas of Employee
HOER Class (Rost)	Select HOER Class (Rost)
Pre Job Trn.	Tick Mark if Pre Job Training taken by Employee
Trg.Completed On	Then enter Date of Training Completion
Edu Qual On Appt	Educational Qualification at Time of appointment .
Off.Order File No	Office Order File Number
Off. Order Date	Office Order date
Place Of Birth	Place Of Birth
ID Mark 1	Enter 1 st Physical Identification Mark of Employee if

	any
ID Mark 2	Enter 2 nd Physical Identification Mark of Employee if any

The screenshot displays the AIMS (Accounting Information Management System) web interface. The browser address bar shows the URL: <https://aims.indianrailways.gov.in/IPAS/LoginCont>. The page title is "ACCOUNTING INFORMATION MANAGEMENT SYSTEM". A navigation menu at the top includes: Employee Data, Change Data, Loan, Leave, Misc Prog, Salary Process, Misc Report, Career, Cadre, Supplementary, IC, Books, ACBooks, PF, Pension, Cash(STN), Pay, NPS, Budget, E-Suspense, Suspense, Admin, Seniority, Traffic Accounts, DBA Utility, and Incentive.

The "Employee Data" section is active, and the "Personal" tab is selected. The form is titled "Employee Details" and includes a link for "Existing Employee". The form contains the following fields and values:

- Pension Acc. No: [Empty]
- Employee No*: 0006000
- Short Name*: SAKSHI SRIVASTAVA
- SPC: 6 PC
- Salutation*: SRI
- First Name*: SAKSHI
- Middle Name: [Empty]
- Sur Name: SRIVASTAVA
- Fath./Hus.Name: SRI R K SRIVASTAVA
- Fath./Hus. Alive? [Checked]
- Date of Birth*: 08/08/1968
- Date of Appt*: 04/11/1991
- Sex*: Male
- Nationality: INDIAN
- Community: GENERAL
- Religion: HINDUISM
- Rect.Category: GENL
- Appt/Rectt Source: RRB
- Appt Authority: FALCAO/NER/GUP
- Appt.Railway: NER
- Appt. Department: ACCOUNTS
- Appt. Division: NERHQ
- Appt. Office: HQ ACCOUNTS
- Appt. Status: PERMANENT
- If CL/EX Service: [Unchecked]
- Desig on Appt: AC20
- Appt. PayBand: [Select One]
- Appt. GradePay: [Select One]
- Appt. Scale: [Empty]
- Medical Code: [Select One]
- Which Quota?: [Select One]
- HOER Class (Rost): [Select One]
- Pre Job Trn.: [Unchecked]
- Trg.Completed On: [Empty]
- Edu Qual On Appt: GRADUATE
- Off.Order File No: [Empty]
- Off. Order Date: [Empty]
- Place Of Birth: ETAWAH
- ID Mark 1: [Empty]
- ID Mark 2: [Empty]

The Following table gives a brief description of Personal Page:

NB : * Mark indicates Compulsory field .

Fields	Description
Marital Status	Marital Status of Employee
Blood Group	Blood Group of Employee
Ticket No	Ticket No of Employee
PAN	PAN Number of Employee
PRAN Number	PRAN Number of Employee
DDO Number	DDO Number of Employee
Address1	Enter Address of Employee
Address2	Enter Address if More address data is there .
City	Enter City Name of Employee
PinCode	Enter PinCode of Employee
State	Enter State of Employee
Email	Enter Email Address of Employee

Fax	Enter Fax Number of Employee if any
Phone Number	Phone Number of Employee

The Following table gives a brief description of Current job Page:

NB : * Mark indicates Compulsory field .

Fields	Description
Subst. Designation*	Enter Subst. Designation
Officiating Desig.	Enter Officiating Designation.
Working Desig.	Enter Working Designation.
Trade	Enter Posted Trade
Category	Enter Posted Category
Parent Dept.	Enter Department of Posting
Working Dept.*	Enter Working Department
Parent AU	Posted Accounting Unit
Working AU*	Working Accounting Unit
Parent Office/Shop	Posted Office/Shop
Working Office/Shop	Working Office/Shop
Station*	Posted Station
Railway	Posted Railway
Division	Posted Division
Bill Unit No.*	Posted Bill Unit
Employee Status	Employee Status Like Permanent , Temporary etc.
Posting Status	Posting status Like Regular, Addhoc etc.

Service Status*	Serving Status Like Serving sal, Transfor Out etc .
Service Status Date	Effect Date for Service status
Retirement Date* :	Retirement date
If Deputation Out,Where?	If one Goes for deputation then Enter Place of Deputation
Tenure Post?	Tick Mark in Tenure Post
Tenure Years	Enter Tenure Years

The screenshot displays the 'Pay Related' section of the 'Existing Employee' form. The form is titled 'Employee Details' and has tabs for 'Appointment', 'Personal', 'Current Job', and 'Pay Related'. The 'Pay Related' tab is active, showing fields for 'Pension Acc. No.', 'Employee No.' (3009400), 'Short Name' (SANJAY SRIVASTAVA), 'Grade Pay' (1400), 'Pay Band' (PB2(9300-9400)), 'Pay Rate (Rs.)' (21418), 'Bank Code' (00000007), 'Account No.' (10857612053), 'Payment Mode' (NEFT-KTOS-SIS), and 'Date of Increment' (01/07/2014). There are also checkboxes for 'If MACP', 'If Med Decategorised', and 'If Physically Handicapped?'. The 'Handicap Nature' is set to 'Select One' and 'Accommodation' is set to 'QUARTER'. The 'Declaration from Employee' is set to 'DECLARATION FROM EMPLOYEE'. The form includes 'Save' and 'Clear' buttons at the bottom.

The Following table gives a brief description of Pay Related Page:

NB: * **Mark indicates Compulsory field.**

Fields	Description
If MACP	Tick mark if MACP
If Med Decategorised	Tick mark if Med Decategorised
GradePay*	Select Grade Pay
PayBand*	Select Pay Band
PayRate (Rs.)*	Enter Pay Rate (in Rupees)
Bank Code*	Select Bank Code
Account No.*	Enter Account Number

Payment Mode *	Select Payment Mode
If Physically Handicapped?	Tick Mark if Physically Handicapped
Handicap Nature	Select Handicap Nature
Handicap Percent	Enter Handicap Percent
Transport Allowance*	Select Transport Allowance
Accommodation*	Select Accommodation
Date of Increment*	Enter Date of Increment

The screenshot shows the AIMS/IPAS Accounting Information Management System interface. The top navigation bar includes various modules like Employee Data, Change Data, Loan, Leave, Misc Prog, Salary Process, Misc Report, Career, Cadre, Supplementary, IC, Books, ACBooks, PF, Pension, Cash(STN), and Pay. The left sidebar shows 'Employee Data' and 'Personal'. The main area is titled 'Qualification' and contains a form for entering employee details. The 'Employee No.' field is populated with '10006000'. The 'Name' field shows 'SARDAR SARDAR' and the 'Designation' field shows 'JUNIOR ENGINEER (IT)'. Below this, there are two tables for 'Academic Qualification' and 'Technical/Professional/Additional Qualification'. The 'Academic Qualification' table has columns for Qualification, Year of Passing, Class Grade, Medal Received, and At Joining Time. The 'Technical/Professional/Additional Qualification' table has columns for Qualification, Specialization, Year of Passing, Class/Grade, Medal Received, At Joining Time, and Delete. At the bottom of the form, there are buttons for 'Save', 'Add', 'Edit', and 'Clear'.

This screen is provided to Enter or modify qualification details of an employee .

Steps for entering qualification details

1. Enter/select employee No and Press **Go** button. System will show already entered data .User can modify the existing data and can add new entries.
2. When **Add** button is pressed, a new window will be opened. Select Qualification Details and Press OK button. It will be added

The Following table gives a brief field description for Adding Qualification :

Fields	Description
Qualification	Enter Qualification of Employee
Specialization	Enter Specialization of Qualification
Year of Passing	Year of passing for that Qualification
Class / Grade	Class or Grade obtained of that Qualification
Medal Received	Enter if any Medal Received
At Joining Time	Tick Mark if that qualification as on or before Joining time

Nomination → This screen is provided to Enter or modify Nominee details of an employee.

Steps for entering Nominee details

1. Enter/select employee No and Press **Go** button. System will show already entered data .User can modify the existing data and can add new entries.

Shows Nomination for GIS.

Likewise you may add nominee details in GIS, PF or Gratuity .Then that data is saved by pressing save button.

The Following table gives a brief description of Adding Nomination:

Fields	Description
Nominee Name	Enter Nominee Name
Relation	Enter Relation of Nominee with Employee
DOB	Date of Birth of Nominee
%age	Enter Share % out of 100 for that Nominee
Address	Enter Address of Nominee
Primary/Secondary	Select whether nominee is primary or secondary

Family →

This screen is provided to Enter or modify Family details of an employee.

Steps for entering family details

1. Enter/select employee No and Press Go button. System will show already entered data .User can modify the existing data and can add new entries.

In this page you can add, Modify or delete Family Members of Employee.

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN) Pay

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Family Details

Employee No: 10000000 SANKU SRIVASTAVA

SI No	Relation Code	Sex	Relation Name	Date of Birth
1	WIFE	F	NIDHI SRIVASTAVA	01/07/1974
2	SON	M	SAVINDHYA	07/08/1987
3	DAUGHTER	F	SANDHI	18/02/1990

Add Modify Delete Cancel

In this page you can select Relation Code then Enter Relation name and Date of Birth.

User can select modify/delete by selecting the respective radio box and then pressing Modify or Delete button

When Save Button is pressed it will be saved.

Relation Code: DAUGHTER

Sex: F

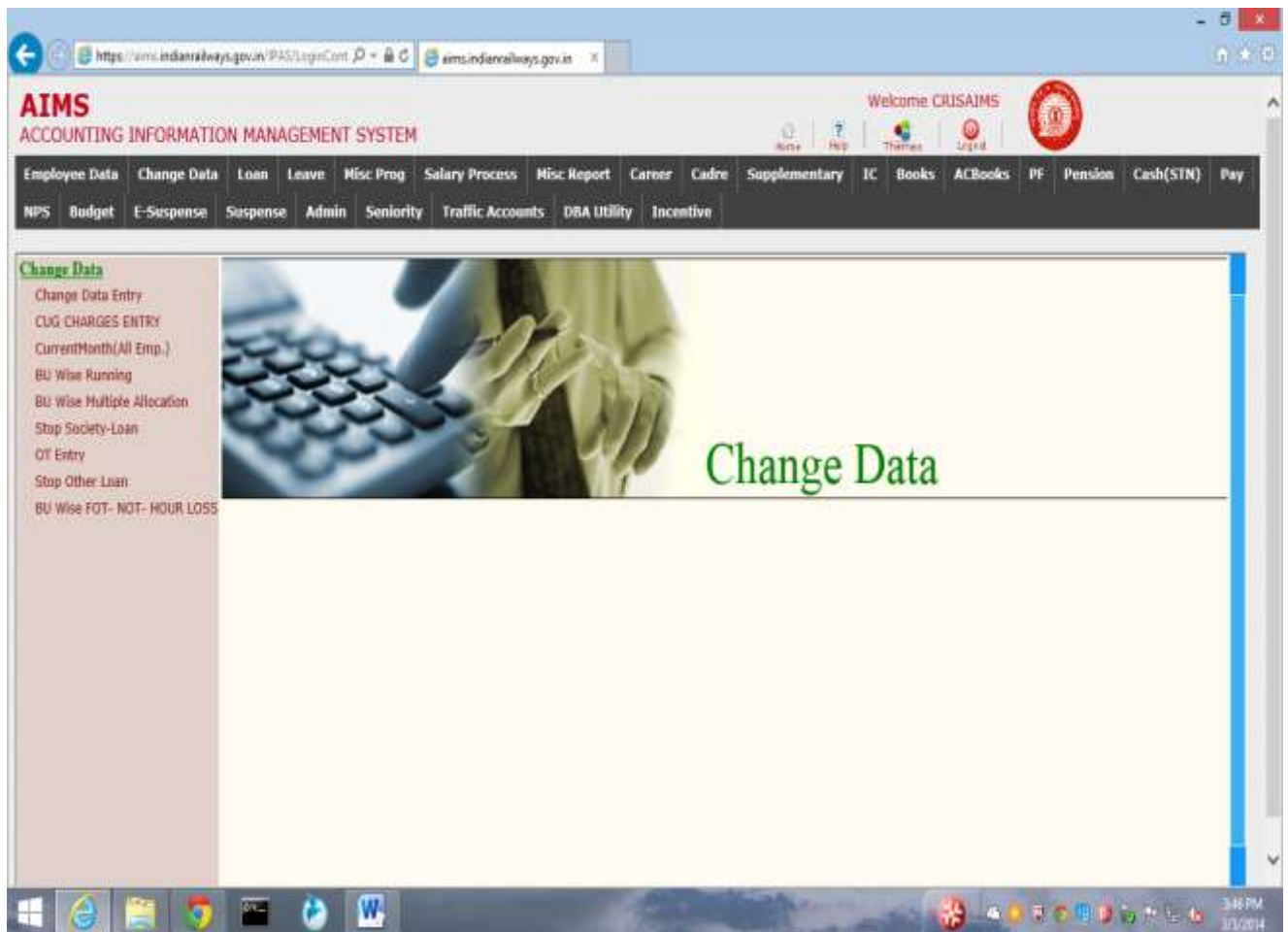
Relation Name: DEEPIKA CHAUDHRY

Date of Birth: 07/07/2000

Save Cancel

This module is used for entering Payroll related details of an employee.

Change Data →



Change Card Entry →

This Module captures Employees transaction related to their salary.

There are various activities covered in this module.

1. All Earnings or Deductions of salary for an employee is maintained.
2. Current month Earnings or Deductions of salary for an employee is done
3. Continuous Earnings or Deductions of salary for an employee is done
4. Pay rate Related Earnings or Deductions of salary for an employee is done
5. Loan amount of an employee, deducted from his salary for given period.
6. Allowances For running / non running staffs are added to salary
7. Allocation is assigned to an employee for drawing salary.
8. Leaves of employee is captured before salary process

The Following table gives a brief description of Current Page

Fields	Description
ED Code	Earning / Deduction Code
ED Particulars	Description of the ED code will be displayed automatically
Pay Period	Automatically fills the current year month of bill processing
Amount	Amount of that Earning / Deduction Code
Ref/Policy No	Reference / Policy Number is needed if same ED Code is Entered many times
Ref Period	Reference Period in 'yyyymm' format is Entered for that Ref/Policy No
Process Period	From when this ED code should take effect

2 Radio buttons **Projection** to process the salary slip for the concerned employee & **Report** to display the projected report is given on the screen.

The Following table gives a brief description of the fields in the Continuous Page

Fields	Description
ED Code	Earning / Deduction Code
From	From Period in 'yyyymm' format
To	To Period in 'yyyymm' format
Amount	Amount of that Earning / Deduction Code
Ref/Policy No	Reference / Policy Number is needed if same ED Code is Entered many times
Ref Period	Reference Period in 'yyyymm' format is Entered for that Ref/Policy No

The Following table gives a brief description of the fields in Pay Rate Page

Fields	Description
ED Code	Earning / Deduction Code
From Date	From Period in 'dd/mm/yyyy' .
To Date	To Period in 'dd/mm/yyyy' .
Career Type	Select career Type from PopUp
Designation	Select Designation from PopUp
Rate	Amount of that Earning / Deduction Code
O O No	Office Order Number
O O Date	Office Order Date

The Following table gives a brief description of the fields in the Loan Page

Fields	Description
Edcode	Select Ed Code from Popup .i.e. Only Loan Related ED Code.
Sanctioned Date	Loan Sanction Date in 'dd/mm/yyyy' Format.
Reference No	Enter Reference No If any.
Principal Amount	Enter Loan amount, Employee Applied For.
Sanctioned Amount	Loan Amount Sanctioned to Employee.
Total Installment	Total Number of Instalments of Loan Amount.
Amount Recovered	Loan Amount Recovered.
Interest	Only in urban Bank Loan case, Interest of loan to be deducted.
Start Period	Loan amount deducted from salary by instalments from start period.
Delete	If Loan Card is Entered in Current Month, then Delete provision is given. User has to Tick mark Delete Check Box.

The Following table gives a brief description of the fields in the Running Page

Fields	Description
KMA	Enter KMA
NHA	Enter NHA
NRA	Enter NRA
ALK (HQR)	Enter ALK (HQR)
ALK(OS)	Enter ALK(OS)
ALK (TRG)	Enter ALK (TRG)
NDA	Enter NDA
E. Intermittent	Tick if E. Intermittent

The Following table gives a brief description of the fields in the Allocation Page.

Fields	Description
From Date	Date of Allocation assigned to Employee.
To Date	This date Comes automatically when close box is closed .This date is the Last day of previous Pay period.
Estimates No	Select Estimates No from popup or Enter if you know.
Allocation	Allocation No is Validated with Estimates No. You can Directly Enter ,if known or select from Allocation popup .
Delete	Delete Check box opens, if this allocation card is entered in current month.
Close	Close Check Box opens if 'To date' Field is blank and 'From date' is less than Current Month.

Pay Slip - Internet Explorer

https://aims.indianrailways.gov.in/IPAS/ChangeDataForm/Display.jsp?empno=10006000

Salary Slip for : March-2014 NORTH EASTERN RAILWAY/ GORAKHPUR
 Department: ACCOUNTS
 Bill Unit : 01067
 PF NO: 10006000 TKT NO:*** BILL DESC : PAY BILL OF ZONAL IT CENTRE STATION-GKP

Earnings	Amount Earnings	Amount Deductions	Amount I/Due Deductions	Amount I/Due	LAP-305
Name: Sanjay Srivastava	PAY	23400	PF-ELCB	1784	LEAP-299
FN : SRI R K SRIVASTAVA	DA	1809	CGS-C	30	DT DED: 01-JUL-2014
Desg: (RUT)	TRAIN ALL-G	1020	HB-GKP	328	BANK SBI
FD: PD2000-34800	PPAY-PP	400	WTR-GKP	30	E.C. GORAKHPUR
Basic Pay: 18110			LEKHA KALYA	10	ACN: 108761003
Grade Pay: 400					
Basic pay: 23400					
Duty Date: 31					
	Gross Pay: 42599	Gross Deduct: 2185		Net Pay: 40414	

Salary Slip for : February-2014 NORTH EASTERN RAILWAY/ GORAKHPUR
 Department: ACCOUNTS
 Bill Unit : 01067
 PF NO: 10006000 TKT NO:*** BILL DESC : PAY BILL OF ZONAL IT CENTRE STATION-GKP

Earnings	Amount Earnings	Amount Deductions	Amount I/Due Deductions	Amount I/Due	LAP-305
Name: Sanjay Srivastava	PAY	23400	PF-ELCB	1784	LEAP-299
FN : SRI R K SRIVASTAVA	LV-ED-PAY	1390	EDC TAX	1279	DT DED: 01-JUL-2014
Desg: (RUT)	DA	1809	CGS-C	30	BANK SBI
FD: PD2000-34800	TRAIN ALL-G	1020	HB-GKP	328	E.C. GORAKHPUR
Basic Pay: 18110	PPAY-PP	400	E.CBG-GKP	625	ACN: 108761003
Grade Pay: 400			E SURCHARGE	24	
Basic pay: 23400			WTR-GKP	30	
Duty Date: 28			ELC DUTY GR	35	
	Gross Pay: 56359	Gross Deduct: 3535		Net Pay: 49724	

Comparison with Last Month salary

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

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Change Data

Change Data Entry
 CUG CHARGES ENTRY
 Current Month (All Emp.)
 BU Wise Running
 BU Wise Multiple Allocation
 Stop Society-Loan
 OT Entry
 Stop Other Loan
 BU Wise POT- NOT- HOUR LOSS

CUG Amount Entry for the Pay Period :201403

Emp No.	Name	Mobile No.	Designation	Station	Am
10006000	SANJAY SRIVAS	9794048190	JUNIOR ENGINEER (IT)	GORAKHPUR JN	

Add Row

Save Cancel GET PREVIOUS ENTRY

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

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Change Data

- Change Data Entry
- CUG CHARGES ENTRY
- CurrentMonth(All Emp.)
- BU Wise Running
- BU Wise Multiple Allocation
- Stop Society-Loan
- OT Entry
- Stop Other Loan
- BU Wise FOT- NOT- HOUR LOSS

Current Month Billunit Wise

Bill Unit: 01067 Pay Period: 201403

Earning Code: EM03A Earning Desc: AR TA

Sorting Order: EMP

Employee Details

Srf. No	Emp No	Emp Name	Designation	Station	Ref. No.	Amount/Net Ede
1	00282020	S K SRINASTAVA	AA	GKP		
2	01060727	BASANTI	BOS	GKP		
3	01201756	SHANKER SARAF	SE(IT)GR-I	GKP		
4	01201975	HANUMAN PRASAD	PEON	GKP		
5	01204812	UDAI BHAN SINGH	Sr. SO(A)	GKP		
6	01205506	V.K.AGARWAL	AA	GKP		
7	01205520	RABINDRA KUMAR	DUPTRY	GKP		
8	01340107	G.MANSARI	JE(IT)	GKP		
9	01525566	S.C.SRINASTAVA	SE(IT)	GKP		
10	01526145	J.P. SHARMA	JE(IT)	GKP		
11	01526807	J.K.SHARMA	JE(IT)	GKP		
12	05533836	A.S.SRINASTAVA	JE(IT)	GKP		
13	05543050	RABINDRA SINGH	JE(IT)	GKP		
14	06030737	BIRENDRA SINGH	SE(IT)	GKP		
15	06240963	ASHFAQ HUSAIN	JE(IT)	GKP		
16	06351189	C S LAL KARN	Sr. SO(A)	GKP		

Change Data

- Change Data Entry
- CUG CHARGES ENTRY
- CurrentMonth(All Emp.)
- BU Wise Running
- BU Wise Multiple Allocation
- Stop Society-Loan
- OT Entry
- Stop Other Loan
- BU Wise FOT- NOT- HOUR LOSS

BU Unit Wise running

BU Unit: 01010 PayPeriod: 201403

Employee Details

Emp No	Emp Name	Designation	NDA	NDA INTE	NHA	NRA	KHA	ALKQQR	ALKOS	ALKTRG	LEAVE	ALL(RG)
01281100	MOHD DIFAN	AA										
01281800	KM RASHDA BANO	AA										
01282244	BANSH GOPAL	AA										
01282451	KALASH MISHRA	AA										
01282463	SHALIGRAM PANDey	Sr. SO(A)										
01285490	BANA SHANKER	AA										
06352080	LIYAQAT ALI	AA										
06352509	S.K.SRIWASTAVA	AA										
06352510	J.P.SRIWASTAVA	AA										
07373661	KALASH NATH BHATT	AA										
07374471	Y.P.GUPTA	AA										
07375037	ILTAF HUSAIN	AA										
07830464	KALYAN SHAH	AA										
08000049	ISRARUDDIN	AA										
08114802	HARSHVARAYAN	DUPTRY										

Save

ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Employee Data | Change Data | Loan | Leave | Misc Prog | Salary Process | Misc Report | Career | Cadre | Supplementary | JC | Books | ACBooks | PF | Pension | Cash(STN) | Pay

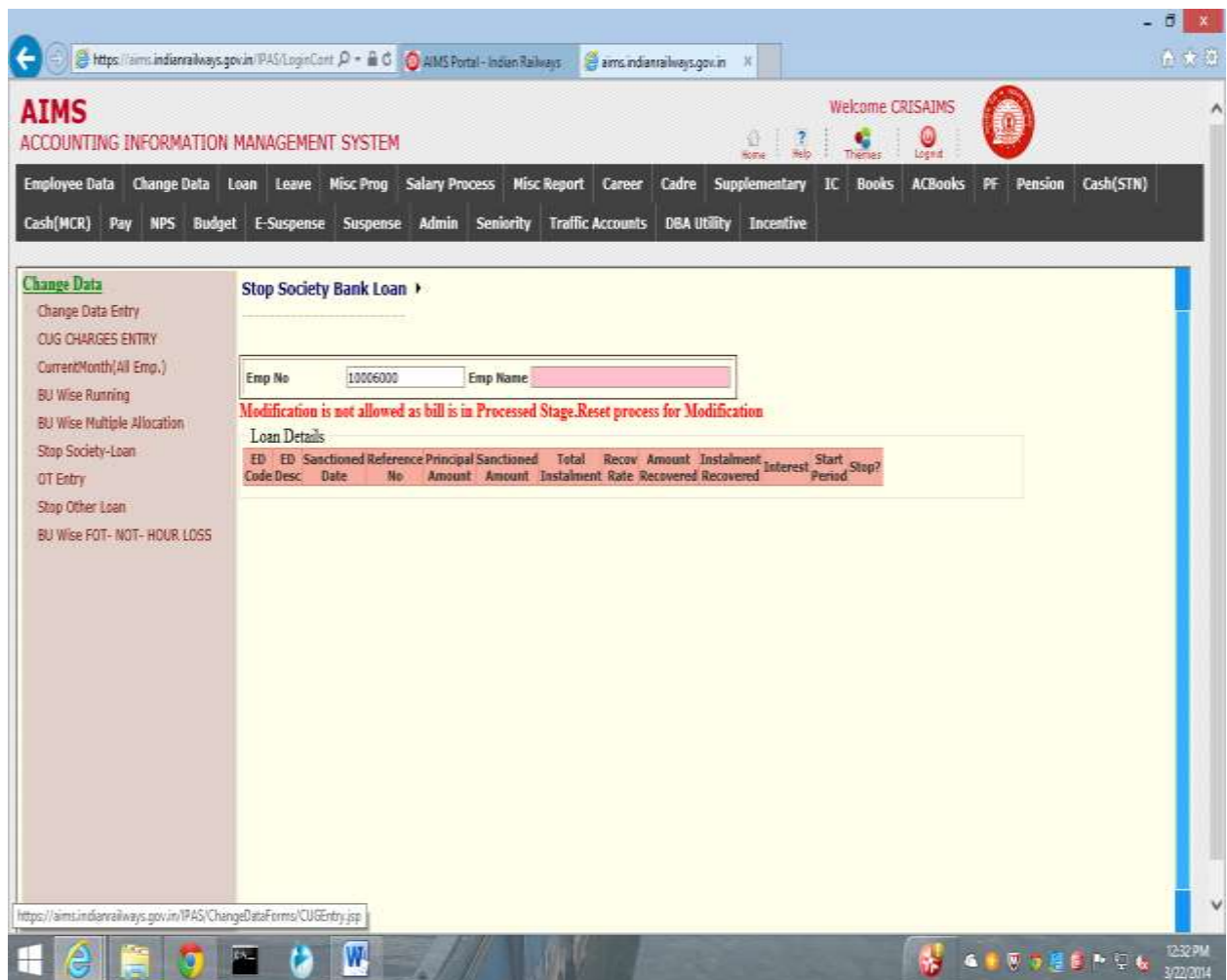
NPS | Budget | E-Suspense | Suspense | Admin | Seniority | Traffic Accounts | DBA Utility | Incentive

OT Entry
Stop Other Loan
BO Wise FOT- NOT- HOUR LOSS

Current Month Entry Details

Emp No	Emp Name	From Date	To Date	Estimate No	Allocation Percentage	Delete
01281100	MOHD IRFAN	01/03/2014				Enter Estimation and Allocation
01281800	KH RASHDA BANO	01/03/2014				Enter Estimation and Allocation
01282244	BANSH GOPAL	01/03/2014				Enter Estimation and Allocation
01282451	KALASH MISHRA	01/03/2014				Enter Estimation and Allocation

Save



AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)
Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Change Data

- Change Data Entry
- CUG CHARGES ENTRY
- CurrentMonth(All Emp.)
- BU Wise Running
- BU Wise Multiple Allocation
- Stop Society-Loan
- OT Entry
- Stop Other Loan
- BU Wise FOT- NOT- HOUR LDSS

OT Entry Page

Emp No: 10006000 Year: 2014
Name: SANJAY SRIVASTAVA Designation: JE(TT)

Modification is not allowed as billunit 01067 is in processed stage . Reset it

Serial No From Date To Date Hours Amount Posted Month

From Date	To Date	Hours	Amount	Delete
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AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)
Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Change Data

- Change Data Entry
- CUG CHARGES ENTRY
- CurrentMonth(All Emp.)
- BU Wise Running
- BU Wise Multiple Allocation
- Stop Society-Loan
- OT Entry
- Stop Other Loan
- BU Wise FOT- NOT- HOUR LOSS

Stop Other Loan

Emp No: 10000000 Emp Name:

Modification is not allowed as bill is in Processed Stage. Reset process for Modification

Loan Details

Earning Code	Earning Desc	Sanctioned Date	Reference No	Principal Amount	Sanctioned Amount	Total Instalment	Recovery Rate	Amount Recovered	Instalment Recovered	Start Period	Stop?
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AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)
Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Change Data

- Change Data Entry
- CUG CHARGES ENTRY
- CurrentMonth(All Emp.)
- BU Wise Running
- BU Wise Multiple Allocation
- Stop Society-Loan
- OT Entry
- Stop Other Loan
- BU Wise FOT- NOT- HOUR LOSS

Bill Unit Wise NOT/FOT/Loss Of Hours

Bill Unit: 06101 Pay Period: 201403

Employee Details

Emp No	Emp Name	Designation	NOT	FOT	LOSS HRS
04715221	SAI D.C. VERMA	JE-II(PW)			
72050004	H NAYAK	JE-IG-D AND D-RECH			
72090020	P RAD	KH HELPER			
72090028	H K SHAH	KH HELPER			
72090051	R K TRIPATHI	TECH-II(FITTER)			
72090216	HARVIND KUMAR	KH HELPER			
72090230	L KUMAR	KSE-HELPER			
72130002	M. SINGH	KH HELPER			
72130045	V. K. GOND	KSE-HELPER			
72130046	D. K. BHARTI	KSE-HELPER			
90100542	U.K. SINGH	KH HELPER			
90100670	VINOD KUMAR	JE-II(PW)			
90102228	SHIV NATH YADAV	TECH-II(FITTER)			
90103038	AJEET KUMAR GAUR	JE-II(WIS)			
90103361	J SHARMA	TECH.(CARPENTER)			

Save

CHAPTER –Loan

Background

List of Activities in this module are →

1. In a Budget year funds are allocated to working units for loans.
2. Employee is registered for a loan / non Interest Bearing Loan (like Festival Advance).
3. Document Verification activities for Loan Registered Employee is done.
4. Loan sanction Memorandum provision is maintained.
5. For Employees already taking loan, System calculates Next loan amount eligible criteria.
6. System Generates Priority list According to funds available and Number of employees applied for a loan in a working Unit. Loan can be sanctioned / rejected /Defer according to Administration Policy.
7. After Loan is Sanctioned, Co6 Number generation and Co6 Number Confirmation is done for that Loan amount Against Employee.
8. Then in Final Loan Bill passing stage , Administration can either pass Loan bill of that Employee or Return it for further Reprocess .
9. Report Generation of Funds allocation / de allocation , HBA Calculation etc. is provided .

Fund Availability→

Below screen is used to enter Funds loan wise and working unit wise in a budget year.

User has to Select Working Unit and Lone code, then press 'Go' button. Below Page will show Granted Amount if already entered. If amount Field is blank, user has to Entered Granted amount to that Working Unit.

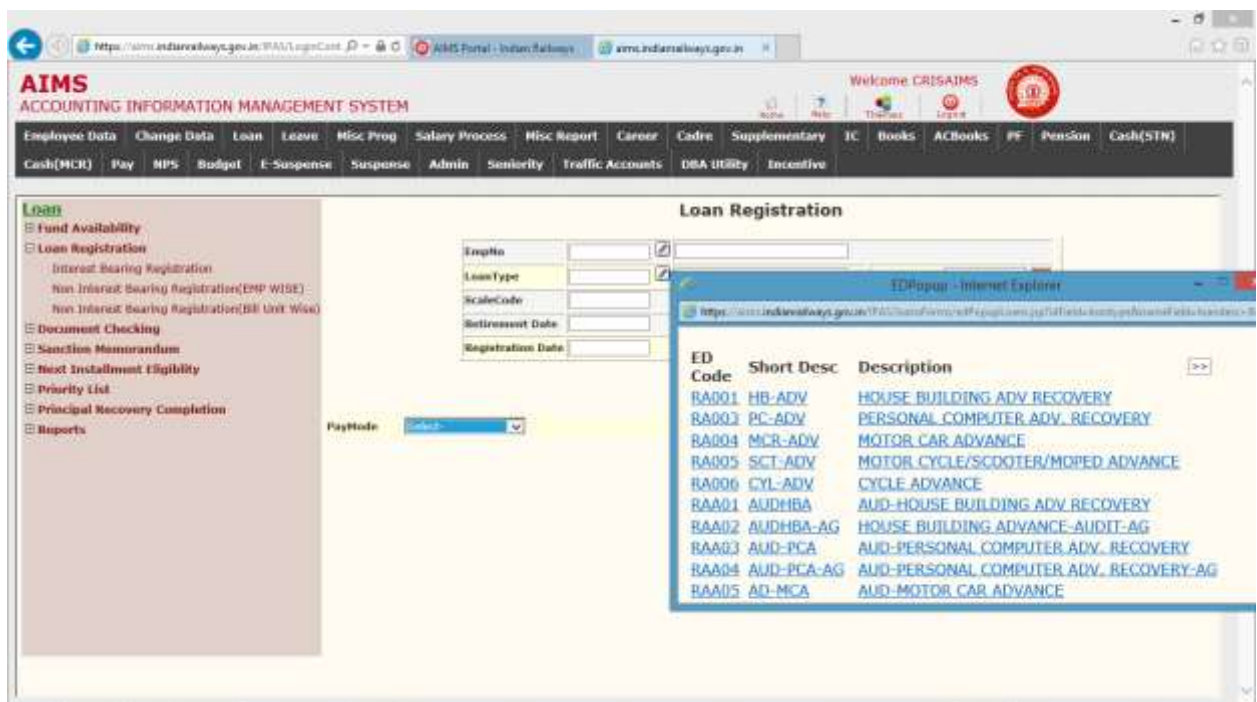
User can also Enter Adjustment amount for increasing / decreasing Granted amount. When Save Button is pressed all Entered dataare reflected.



Registration→

Below screen is used for loan registration of an employee.

In this page employee no & loan type is selected and then Enter Cost of item if necessary. Press **Save** button for registration .When **Go** button is pressed, and then all details of that loan will come if data is entered before.



Non Interest Bearing Registration →

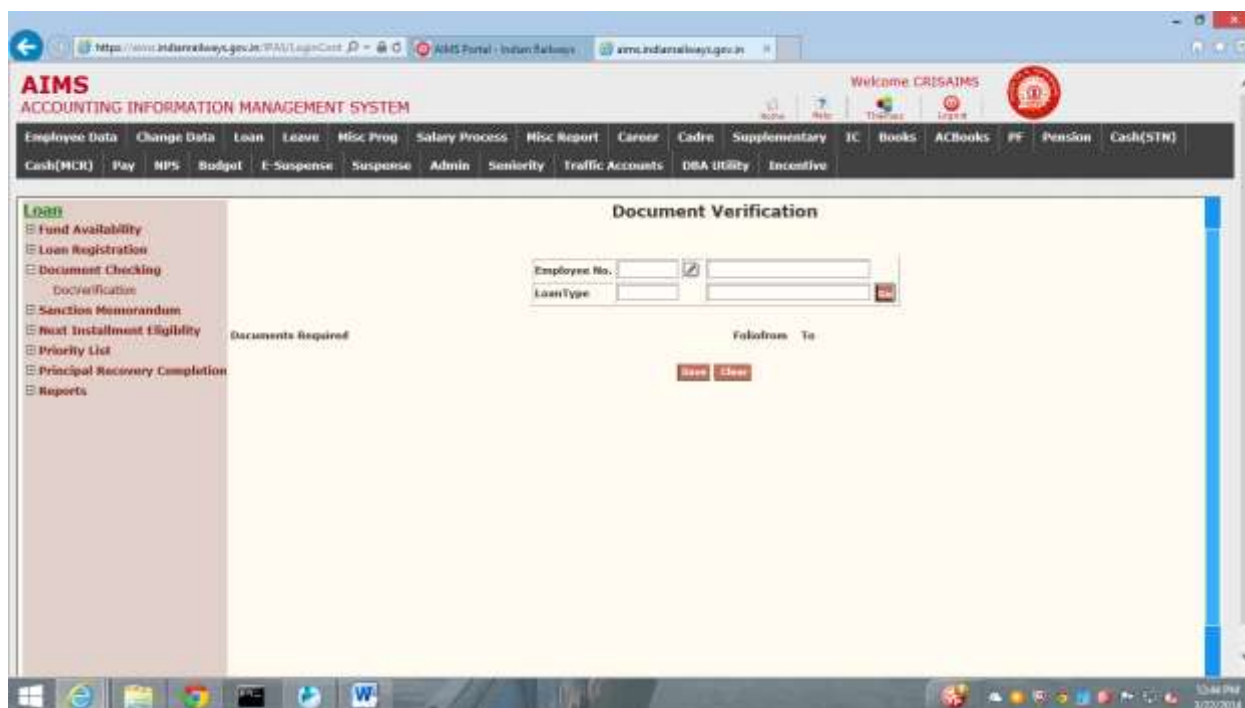
Following screen is used for non interest bearing loan registration of an employee.

In this page select working unit, Loan Type, Bill unit and Payment Month, then press Go button. In the below page List of Employees Registered for Loan will show. Here user can enter more Employees, by entering Employee no, Loan amounts will come automatically. User here only Enter 'Inst' field for Number of Instalments of that loan and 'Start year Month' field for Start salary period from which Loan amount will be deducted from Employee's salary. When Save Button is pressed all Entered Data will be reflected.

Document Verification →

Following screen is used for document verification of an employee for a loan.

Below page user has to select required documents for verification. If any query, then he/she may query for that document by clicking 'Query' button besides it.



Sanction Memorandum→

Following screen shows Sanction Memorandum of an employee for a Loan.

In this page Employee No & Loan type is selected. User has to give Instalment No, Amount of Instalments and Remarks if any, then press save button for Data saving.



Next Instalment Eligibility→

Following screen shows next instalment eligible of an employee for a loan.

This page shows for an employee, what is eligible No of Instalments & Amount of Loan etc.

Priority List →

Following screen shows priority list of employees registered for loan. Registration can be sanctioned or rejected or deferred by pressing appropriate buttons.

In this page User has to select Working Unit, Loan type, when button Go is pressed, Below List of Employees Registered for loan comes. Here User has to Select Employees by tick marking. Then According to Funds available & Admin Policy, He / She may Sanction / Rejection / Defer

Principal Recovery Completion→

Following screen shows principal Recovery Details of an employee for a loan.

This page Shows Recovered Principal Amount for a loan of Employee.

The screenshot displays the AIMS (Accounting Information Management System) web application. The top navigation bar includes links for Employee Data, Change Data, Loan, Leave, Misc Prog, Salary Process, Misc Report, Career, Cadre, Supplementary, IC, Books, ACBooks, PF, Pension, and Cash(STN). The left sidebar lists various modules under categories like Fund Availability, Loan Registration, Document Checking, Sanction Memorandum, Next Installment Eligibility, Priority List, Principal Recovery Completion, and Reports. The main content area is titled 'Principal Recovery' and contains several input fields for Employee No., Loan Type, Registration No., Loan Sanctioned, Amount Recovered, Interest Rate, Interest Amount, Bill date, Insurance Document Checked, Regular Recoveries Verified, No. of Installments, Amount of Installment, Recovery Start Month, Revised No. of Installments, and Revised Amount of Installment. There are buttons for 'Save', 'Cancel', and 'Report' at the bottom of the form.

IC→

CO6 Registration→

Following screen shows CO6 registration of Loan Registration

The screenshot shows the AIMS Accounting Information Management System interface. The top navigation bar includes links for Employee Data, Loan, Misc Prog, Salary Process, Misc Report, Supplementary, IC, Books, ABooks, PF, Pension, Cash(STN), Pay, NPS, Budget, Suspense, and Admin. The main content area is titled 'Loans CO6 Registration'. It features a 'Working Unit' dropdown menu set to 'CFO/ICP/NER', a 'Loan Type' dropdown menu, and a 'Go' button. Below these, there is a field for 'PayBillId' and a 'Select for CO6?' checkbox. A 'March Account 2014' checkbox is also present. At the bottom, there are 'Proceed' and 'Clear' buttons. A popup window titled 'EDPopup - Internet Explorer' is open, displaying a table of loan details.

ED Code	Short Desc	Description
RA001	HB-ADV	HOUSE BUILDING ADV. RECOVERY
RA003	PC-ADV	PERSONAL COMPUTER ADV. RECOVERY
RA004	MCR-ADV	MOTOR CAR ADVANCE
RA005	SCT-ADV	MOTOR CYCLE/SCOOTER/MOPED ADVANCE
RA006	CYL-ADV	CYCLE ADVANCE
RAA01	AUDHBA	AUD-HOUSE BUILDING ADV. RECOVERY
RAA02	AUDHBA-AG	HOUSE BUILDING ADVANCE-AUDIT-AG
RAA03	AUD-PCA	AUD-PERSONAL COMPUTER ADV. RECOVERY
RAA04	AUD-PCA-AG	AUD-PERSONAL COMPUTER ADV. RECOVERY-AG
RAA05	AD-MCA	AUD-MOTOR CAR ADVANCE

In this page when working unit, Loan type is selected and Go button is pressed, then Employee list come with their Loan Amount Sanctioned. Here user is to press Proceed button for Co6 Confirmation.

Bill Passing→

Screen shows Bill passing for Employees.

In this page User is to select CO6 Number from popup. When Go Button is pressed, following page shows List of employees whose loan is sanctioned, here user can see Loan details of Employee by clicking Details Button besides Employee No field. Now User can Either Pass Loan bills or Return the bill for further process according to Admin Policy.

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISA/MSA

Employee Data | Loan | Misc Prog | Salary Process | Misc Report | Supplementary | IC | Books | ABooks | PF | Pension | Cash(STN) | Pay | NPS | Budget | Suspense | Admin

DBA Utility

Loan

- IC
- COS Registration
- BIPassing
- Reports

Loan Bill Passing

COS Number

Employee No.	Employee Name	Loan Type	Amount	Bank No.	EME	PayMode	Treasury	A/C No.	Bank
<input type="button" value="Add"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/>									

CHAPTER – Leave

This module captures all the employee transactions related to leave.

There are various activities covered in this module

1. Leave opening Balance Entry.
2. Leave Details Entry.
3. Leave Cancellation.
4. Special Leave Posting Like Study Leave etc.
5. Half Yearly LAP and LHAP credit

This screen is provided to Enter/Edit Opening Balance of LAP, LHAP. This is a onetime Entry job.

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN) Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

LEAVE

LAP OB Correction
Leave Posting
Spl. Leave Posting
Leave Cancel
Confirm Old Postings
Leave Entry
Reports
Leave Credit

LAP & LHAP OB Correction (AS on 01-JAN-2014)

BU Unit: 01067 - PAY BILL OF ZONAL IT CENTRE

Serial No	Emp No	Emp Name	OB(LAP)	LAP Credited	LAP Debited	Net LAP	OB(LHAP)	LHAP Credited	LHAP Debited
1	00282029	S K SRIVASTAVA	15	0	0	15.0	10	0	0
2	01060727	BASANTI	15	0	0	15.0	10	0	0
3	01281756	SHANKER SARAN	315	0	5	310.0	308	0	6
4	01281975	HANUMAN PRASAD	15	0	0	15.0	10	0	0
5	01284812	UDAT BHAN SINGH	15	0	0	15.0	10	0	0
6	01285506	V.K.AGARWAL	15	0	0	15.0	10	0	0
7	01285520	RABINDRA KUMAR	15	0	0	15.0	10	0	0
8	01349107	G.M.ANSARI	299	0	8	291.0	154	0	0
9	01525566	S.C.SRIVASTAVA	15	0	0	15.0	10	0	0
10	01526145	J.P. SHARMA	310	0	0	310.0	266	0	0
11	01526807	J.K.SHARMA	315	0	0	315.0	385	0	0
12	05533636	A.S.SRIVASTAVA	15	0	0	15.0	10	0	0
13	05543058	RABINDRA SINGH	15	0	0	15.0	10	0	0

SAVE CLEAR

Steps for LAP OB Correction

1. Select the Leave tab from main menu.
2. From Left pane Press (+) button after Leave.
3. Press LAP OB Correction.
4. Right pane will prompt for BU, when you select a Bill unit.
5. System will display already posted data for LAP & LHAP.
6. If data is not entered then Provide OB of Corresponding Leaves.
7. After Entering corresponding OB press the **Save** Button to Save the Entered Data.

Fields	Description
LAP	OB of LAP
LHAP	OB of LHAP

Leave Posting (Transaction)

This screen is provided to Enter Leave Details of the Employee.

Steps for Post Transaction Entry.

1. Enter the Employee No of the Employee.
2. Press TAB button.
3. System will display Employee Name, Designation and Balance of LAP and LHAP
4. After entering corresponding leave press the **Save** Button to Save the Entered Data
5. If more than one entry is to be done, press Add More Row, to append record.

The following table gives a brief description of the fields of forms that will help to enter Data.

Fields	Description
Leave Type	Select Different Leave Types Like Absent ,LAP, LHAP, LWP, Susp from the drop down menu
From Date	Leave Avail from date
To Date	Leave Avail from date
Reason	Select Reason of Leave application from the following drop down menu
Application Date	Date when Leave Application is submitted
Commutated	In case of LHAP leave if user wants to commute it then select yes else select NO.

Special Credit Debit

This screen is provided to enter Special Leaves like Maternity Leave /Paternity Leave etc..

Steps for Special Credit Debit Entry.

1. Enter the Employee No of the Employee.
2. Select Leave Type from Drop Down Menu.
3. Select From Date
4. Press Go button.
5. System will display if already data is entered.
6. If data is not entered then enter data.
7. After Entering data press the Save Button to Save the Entered Data.

The following table gives a brief description of the fields of forms that will help to enter Data.

Fields	Description
Leave Type	Select Different Leave Types from the drop down menu
From Date	Leave Start Date
To Date	Leave avail End date
No Of Days	Leave Days
Office Order No.	Office Order No for this Leave Avail
O O Date	Date of Office Order No
Remarks	Any Remarks Can be Entered

Cancellation

This screen is provided to cancel any Leave already entered.

Steps for Cancellation of Leave.

1. Enter the Employee No of the Employee.
2. Tick select button.
3. System will display data already entered.
4. System will prompt to convert the leave in General/ Special leave.
5. After Entering data press the **Save** Button to Save the Entered Data.

The following table gives a brief description of the fields of forms that will help to enter Data.

Fields	Description
Leave Type	Select Different Leave Types Like LAP,LHAP,ABSENT,LWP,SUSP from the drop down menu
From Date	Leave Cancel from date
To Date	Leave Cancel to date
Reason Code	Select Reason of Leave
Approval Date	Date of Approval
From Half	Select 1 st Half or 2 nd half of From date
To Half	Select 1 st Half or 2 nd half of To date

The screenshot displays the AIMS web application interface. The top navigation bar includes various modules like Employee Data, Change Data, Loan, Leave, Misc Prog, Salary Process, Misc Report, Career, Cadre, Supplementary, JC, Books, ACBooks, PF, Pension, Cash(STW), Cash(MCB), Pay, NPS, Budget, E-Suspense, Suspense, Admin, Seniority, Traffic Accounts, OBA Utility, and Incentive. The left sidebar shows a tree view under 'Leave' with sub-items: LAP GR Correction, Leave Posting, Spl. Leave Posting, Leave Cancel, Confirm Old Postings, LeaveDirectEntry, and Leave Credit. The main content area is titled 'Confirm Old Leave Posting' and features a form for employee information. The form fields are: Employee ID (10000035), Name (NETERAJ KUMAR VAJSH), and Designation (JUNIOR ENGINEER (IT)). Below the form is a table with the following columns: Leave Type, From Date, Which Half, To Date, Which Half, Days, Reason, and App Date. The table is currently empty. At the bottom of the form are 'SAVE' and 'CLEAR' buttons.

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data | Change Data | Loan | Leave | Misc. Prog | Salary Process | Misc Report | Career | Cadre | Supplementary | IC | Books | ACBooks | PF | Pension | Cash(STN) | Cash(MCR) | Pay | NPS | Budget | E-Suspense | Suspense | Admin | Seniority | Traffic Accounts | DBA Utility | Incentive

Leave

- Leave
 - LOP-DB Correction
 - Leave Posting
 - Spl. Leave Posting
 - Leave Cancel
 - Confirm OM Postings
 - Leave Encash Entry
- Reports
 - Leave Credit

Leave Encash Entry

Employee No: 10006000
Employee Name: SANJAY SRIVASTAVA
Department: ACCOUNTS | Designation: JE(1T)

Block ID	Block Start Date	Block End Date	Leave Encash Avail Date
<div>Save Confirm Reset</div>			

MISC.PROGRAM (TA)

Background

Activities Covered In this Module is as below →

1. Capturing TA and Contingent Entry by executive, it's vetting by accounts and posting them to salary by concerned bill clerks.

Journal Entry →

Select Month Year and Bill Unit and press Go.

The screenshot shows the AIMS (Accounting Information Management System) interface. The top navigation bar includes links like Employee Data, Change Data, Loan, Leave, Misc Prog, Salary Process, Misc Report, Career, Cadre, Supplementary, IC, Books, ACBooks, PF, Pension, Cash(STW), Cash(MCR), Pay, MPS, Budget, E-Suspense, Suspense, Admin, Seniority, Traffic Accounts, DBA Utility, and Incentive. The main content area is titled 'TA/Contingent Entry'. It features a dropdown for 'Bill Unit' (01067-PAY BILL OF ZONAL IT CENTRE) and a 'MonthYear' dropdown (201403). Below this is a table with columns: EMPNO, NAME, DESG, PAY BAND, GRADE, PAY DATE, DAYS AMT, 20%, 30%, 70%, 100%, and CONTG TOTAL. The table contains several rows of employee data. At the bottom, there are checkboxes for 'TA', 'Contingent', and 'Total Amount', and a 'Confirm' button.

User has to enter the DAYS field under 20%, 30%, 70%, 100% and AMT will be calculated automatically.

User also has to enter the CONTG (Contingent value).

After filling all the employee's TA/Contingent details, user has to tick for Confirm button to be enabled, as shown below.

The screenshot shows a confirmation dialog box. It has a checkbox labeled 'I have saved all the entries and want to confirm them' which is checked. Below the checkbox are three buttons: 'Save', 'Clear', and 'Confirm'.

Click **Confirm** to finally save the particular employee's TA/Contingent details and those particular employees will not appear in the above list for TA/Contingent details entry.

Vetting New→

This Screen is used for TA vetting purpose by concerned Accounts branch.

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STM) Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

TA Vetting

Bill Unit: 01039-PAY BILL OF OF PF SECTION Month Year: 201403

S.No	EMP NO	Name	Designation	Grade Pay	Days	Aud Days	App Amt	Aud Amt	Con Amt	Aud Amt
1	06351001	A.R.JHA	Sr. SO(A)	5400				1152	1152	
2	07223971	ANIL KUMAR DAS	Sr. SO(A)	4800				2952	2952	

Total App TA 0 Total Aud TA 0 Total App CONT 8194 Total Aud CONT 4194 Total Audited Employees 0

User has to select Bill Unit and Press GO, which will display the above screen.

User can Edit the details by clicking on **Audit** which will display following screen.

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STM) Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

TA Audit

EMP NO: 06351001 EMP NAME: A.R.JHA
BILL UNIT: 01039 DESIGNATION: Sr. SO(A)
MONTH YEAR: 201403

APP_DAYS	AUD_DAYS	APP_AMT	AUD_AMT
30%	0	0	0
30%	0	0	0
20%	0	0	0
100%	0	0	0
Total		0	0
Contingent		1152	1152
Grand Total		1152	1152

Remarks:

Total App TA 0 Total Aud TA 0 Total App CONT 8194 Total Aud CONT 4194 Total Audited Employees 0

For returning the individual employee's entry user has to tick on Return, as shown above.

For returning complete bill for a particular year month user has to click on a screen will appear for Confirmation.

Return Complete Bill

Click on **Pass** to pass the complete Bill Unit's TA details for shown Pay period. And that Bill Unit will no more appear in the Bill Unit list.

Post to Salary →

Select Bill Unit and Press GO. Inclusion of TA/Contingency in the salary for the month will be fetched automatically this work is assigned to bill clerks.

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Home Help Themes Login

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)
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Misc Prog

- TA
- Child Education
- Quarter
- Income Tax
- Last Wage
- Pay Review
- Bonus
- Cash Compensation
- DIArrear
- ServiceRecord
- Arrear 25%
- Others
- Electricity
- Court Case
- LeaveEncash
- Data correction
- Misc Data Upload
- MiscDataPost2Salary

TA/Contg post to Salary

BillUnit: 01060- PAY BILL OF OF STORES GENERAL SECTION

Inclusion of TA/Contingency in the salary for the month of.... APR 2014

POST CLEAR

Select	Month&Year	TotDays	TotAuditDays	TotTAAmt	TotAuditTAAmt	TotContAmt	TotContAuditAmt
<input type="radio"/>	201402	17	17	4975	4975	2800	2800
<input type="radio"/>	201401	22	22	5879	5879	3120	3120
<input type="radio"/>	201312	24	24	7883	7883	3600	3600
<input type="radio"/>	201311	10	10	1917	1917	1250	1250

Employee No	Name	Days 20	Audit days 20	Amt 20	Audit Amt 20	Days 30	Audit Days 30	Amt 30	Audit Amt 30	Days 70	Audit Days 70	Amt 70	Audit Amt 70	Days 100	Audit Days 100	Amt 100	Audit Amt 100	Contg Amt	Amt

The screenshot shows the AIMS Accounting Information Management System interface. The top navigation bar includes links for Employee Data, Loan, Misc Prog, Salary Process, Misc Report, Supplementary, IC, Books, ACBooks, PF, Pension, Cash[STN], Pay, Budget, Suspense, Admin, and DBA Utility. The left sidebar lists various modules under 'Misc Prog', including TA, Account, Reports, Child Education, Report, and LeaveEncash. The main content area displays the 'TA/Contingency Disallowance List' screen. It features a dropdown menu for 'Bill Unit' set to '01001-BOOKS SECTION' and two buttons, 'Print' and 'Clear'.

The screenshot shows the AIMS Accounting Information Management System interface. The top navigation bar includes links for Employee Data, Loan, Misc Prog, Salary Process, Misc Report, Supplementary, IC, Books, ACBooks, PF, Pension, Cash[STN], Pay, Budget, Suspense, Admin, and DBA Utility. The left sidebar lists various modules under 'Misc Prog', including TA, Account, Reports, Child Education, Report, and LeaveEncash. The main content area displays the 'TA/Contingency List' screen. It features a dropdown menu for 'Bill Unit' set to '01001-BOOKS SECTION' and two buttons, 'Print' and 'Clear'.

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISA/MSA

Employee Data | Loan | Misc Prog | Salary Process | Misc Report | Supplementary | IC | Books | ACBooks | PF | Pension | Cash(STN) | Pay | Budget | Suspense | Admin | DBA Utility

Misc Prog

- TA
 - Account
 - Vetting New
 - Reports
 - Disallow List
 - TA/Contg List
 - TA/Contg Month
 - TA/Contg Passed
- Child Education
 - VETTING
 - DETAIL RPT
 - SUMMARY RPT
 - IncomeTax Report
 - LastWageProcess
 - LastWageReports
 - ConfirmAnotherRevision
- Report
 - Asdrawn Should be Report
 - Forward to IC
 - Bonus Bill Status
- Reports
- Court Case
- LeaveEncash

TA/Contingency List Monthwise

Month/year: 201401 Bill Unit: E1067-PAY BILL OF ZONAL IT CENTRE

Print Clear

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISA/MSA

Employee Data | Loan | Misc Prog | Salary Process | Misc Report | Supplementary | IC | Books | ACBooks | PF | Pension | Cash(STN) | Pay | Budget | Suspense | Admin | DBA Utility

Misc Prog

- TA
 - Account
 - Vetting New
 - Reports
 - Disallow List
 - TA/Contg List
 - TA/Contg Month
 - TA/Contg Passed
- Child Education
 - VETTING
 - DETAIL RPT
 - SUMMARY RPT
 - IncomeTax Report
 - LastWageProcess
 - LastWageReports
 - ConfirmAnotherRevision
- Report
 - Asdrawn Should be Report
 - Forward to IC
 - Bonus Bill Status
- Reports
- Court Case
- LeaveEncash

TA/Contingency List Passed

Month/year: 201401 Bill Unit: E1067-PAY BILL OF ZONAL IT CENTRE

Print Clear

C:\Users\NER_RLYB\AppData\Local\Microsoft\Windows\NetCache\IE\057X6MPC\ContingMonth.bdt - EditPlus
- [X]

File Edit View Search Document Project Tools Browser ZC Window Help

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

NORTH EASTERN RAILWAY/ GORAKHPUR
PAGE NO:1

PRINT DATE:09/04/2014 11:14 AM

TA/ CONINGENCY STATEMENT OF THE STAFF OF B.T No. 01067

Sr. EMP NO	NAME	DESIG	GRADE MONTH	PAY CLAIM	20% TA Amount	30% TA Amount	70% TA Amount	100% TA Amount	TOTAL AMOUNT OF TA	CONT
1 01526145	J.P. SHARMA	JE(IT)	4200 Jan14	0*65	= 0	1*127.5 = 128	1*297.5 = 298	1*425 = 425	851	256
2 05541058	RABINDRA SINGH	JE(IT)	4200 Jan14	0*65	= 0	0*127.5 = 0	2*297.5 = 595	0*425 = 0	595	560
3 10001682	RAJ KUMAR	AA	4800 Jan14	0*65	= 0	0*127.5 = 0	1*297.5 = 298	0*425 = 0	298	280
4 10006000	SHANU SRIVASTAVA	JE(IT)	4600 Jan14	0*65	= 0	1*127.5 = 128	1*297.5 = 298	2*425 = 850	1276	320
Total :									3020	1416

FORWARDED FA and CAO, NEA/GKP IN DUPLICATE FOR VETTING OF Rs.4436
 (Rs.Four Thousand Four Hundred Thirty Six Only) ONLY
 & RETURN TO THIS OFFICE
 FOR DRAWN IN THE REGULAR SALARY BILL.
 THE BILL WAS NOT DRAWN PREVIOUSLY AND WILL NOT BE DRAWN IN FUTURE

FOR
NORTH EASTERN RAILWAY
GORAKHPUR

Alt | < >

ContingMonth.bdt

For Help, press F1
ln 1 col 1 35 09 UNIX ANSI CAP

Misc. Program (Last Wage)

From May-2014 a new tab **Last wage** is added in the **Misc.Prog.** for those employee, who are retiring in the current month, The salary bill of these employees will not be prepared along with other regular staff of the unit. As normal attendance closes on 15th of every month assuming rest 15 days, which is regularised next month. But in case of retiring employee actual attendance is required.

So for these retiring staff follow these steps-

- 1- Keep your regular bill in **Initilised** state.
- 2- In **Last wage** tab of **Misc Prog.** Click **Last wage Emp Entry**, following screen will appear, select your bill unit and press **GO**.
- 3- The staff retiring in the current month will appear for the bill unit selected.
- 4- Click on the box under select to save, appearing on the right side of Employee details.
- 5- Press **Save**, to save these staff details.

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

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Misc Prog

- TA
- Child Education
- Quarter
- Income Tax
- Last Wage
 - LastWageEmpEntry
 - LastWageProcess
 - LastWageReports
- Pay Review
- Bonus
- Cash Compensation
- DAArrear
- ServiceRecord
- Arrear 25%
- Others
- Electricity
- Court Case
- LeaveEncash
- Misc Data Upload
- MiscDataPostSalary

LAST WAGE EMPLOYEE CONFIRM

BillUnit: 01070-STASTICAL OFFICE/GKP GO

PayPeriod: 201407

EmpNo	EmpName	DepartMent	DesigNation	Select To Save
01064630	RAJ BALI RAM	ACCOUNTS	SI-III	<input checked="" type="checkbox"/>
01060879	KEDAR	ACCOUNTS	SI-II	<input checked="" type="checkbox"/>

Save

- 6- After this Select **Last wage Process** under **Misc.Prog.**
- 7- Following screen appear, in which select your bill unit and press **GO**.

The screenshot shows the AIMS web application. The left sidebar contains a tree view with 'Misc Prog' expanded, showing options like 'TA', 'Child Education', 'Quarter', 'Income Tax', 'Last Wage', 'Pay Review', 'Bonus', 'Cash Compensation', 'DA Arrear', 'Service Record', 'Arrear 25%', 'Others', 'Electricity', 'Court Case', 'Leave Encash', 'Misc Data Upload', and 'Misc Data Post Salary'. The main content area is titled 'LAST WAGE PROCESS'. It contains a form with the following fields: 'Bill Unit' (a dropdown menu showing 'INDIA STATISTICAL OFFICE/GRP'), 'Payperiod' (a text box with '201407'), and 'Bill Status' (a text box with 'INITIALISED'). Below these fields is a 'Remarks' label and a text area. At the bottom of the form are four buttons: 'Process', 'Forward_to_sup', 'Reset', and 'Clear'.

- 8- On the above screen press **Process** button to process last month salary of these staff.
- 9- When bill status change to processed, after pressing process button.
- 10- Again select the bill unit in Last wage Process tab.

This screenshot is identical to the previous one, but the 'Bill Status' field in the 'LAST WAGE PROCESS' form now displays 'PROCESSED' instead of 'INITIALISED'. The other fields and buttons remain the same.

- 11- Now Press **Forward_to_sup** button for forwarding the last wage bill of these retiring staff to supplementary bill with a bill number automatically generated by the system.

- 12- Note down this bill number, and now process your regular salary bill of the unit as per normal procedure.
- 13- After generating the abstract of the bill unit for current month, i.e. after last working day of the month, select the bill in supplementary, make any changes if required and then send it to Accounts for payment.
- 14- This ensures any recovery/payment of the retiring staff till last day of his/her working.

Child Education Allowance

Background

The Activities Covered in this module is→

1. Captures Railway Employee's Children Education Information.
2. Captures Children's Education Allowance Detail in Month & Year details.
3. This Education Allowance is vetted to accounts.
4. Report Generation of Employee's Children Education Allowance.

Child Master → Below screen shows child details list of an employee

Following table gives a brief description of Children Master Page.

Fields	Descriptions
Emp No	Select Emp No
Financial Year	Select Financial Year , then press 'Go' button to see employee details . When 'Children Particulars' button is clicked , Below Children Details will come . You can add one child data by pressing 'Add rows' button .
Relation	Select Relation Code
Childname	Enter Childname
BirthDate	Entered BirthDate of the child .
Std	Enter Which Slandered he/she is studying
Hostel	Select Whether He Remain in Hostel or not.
Phy Hcap	Select if he/she is Physical Handicapped.
Del?	Tick mark delete checkbox and click save button if you want to delete a particular record.

Detail Entry → Following screen shows children education Allowance Details month & Financial Year wise..

Following table gives a brief description of Children Master Page.

Fields	Descriptions
Emp No	Select Emp No
Financial Year	Select Financial Year, then press 'Go' button to see employee details. When 'Children Particulars' button is clicked, Below Children Details will come. You press 'Go' button Beside a child name, To Enter Fees details of that Employee's Child Month wise.
Child Name	<i>Displays Child Name</i>
Edcode	Select Type of Fees, Then in Financial Year month wise, User can Entered Fees.

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Misc Prog

IT Related Savings/Income/Expenditure from NON-SALARY SOURCES

Financial Year: 2014-2015

Employee No: 10006000 SANDY SRIVASTAVA

Earning Code	Earning Description	TT Head	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB

Add More Rows Save Clear IT Process IT Projection

TA
Child Education
Quarter
Income Tax
Data Post
Salary
Savings
TDS Entry
Data Process
Last Wage
Pay Review
Bonus
Cash Compensation
DA Arrear
Service Record
Arrear 25%
Others
Electricity
Court Case
Leave Encash
Data correction
Misc Data Upload
Misc Data Post Salary

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

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Misc Prog

Incometax Savings Entry

Financial Year: 2014-2015

Employee No: 10006000 SANDY SRIVASTAVA

Savings Code	Savings Desc	TT Head	Amount	Delete

Add More Rows Save Reset IT Process IT Projection

TA
Child Education
Quarter
Income Tax
Data Post
Salary
Savings
TDS Entry
Data Process
Last Wage
Pay Review
Bonus
Cash Compensation
DA Arrear
Service Record
Arrear 25%
Others
Electricity
Court Case
Leave Encash
Data correction
Misc Data Upload
Misc Data Post Salary

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Home Help Themes Logid

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)
Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Misc Prog

TA
Child Education
Quarter
Income Tax
Last Wage
Pay Review
Bonus
Cash Compensation
DAArrear
ServiceRecord
Arrear 25%
Others
Pan No
Electricity
Court Case
LeaveEncash
Data correction
Misc Data Upload
MiscDataPostSalary

Pan No

Bill Unit 01067

EMPNO	EMPNAME	DESIGNATION	PAN NO
00282029	S K SRIVASTAVA	AA	AUIMP57593Q
01060727	BASANTI	IOS	AGPPD0587J
01281756	SHANKER SARAN	SE(IT)GR-I	ATSPS7202H
01281975	HANUMAN PRASAD	PEON	B3SP3169B
01284812	UDAI BHAN SINGH	Sr. SO(A)	AFYPS7871J
01285506	V.K.AGARWAL	AA	AFIPA7185B
01285520	RABINDRA KUMAR	DUFTRY	BTFPK6213G
01349107	G.M.ANSARI	JE(IT)	AFLPA8546F
01525566	S.C.SRIVASTAVA	SE(IT)	AUUPS1210Q
01526145	J.P. SHARMA	JE(IT)	AUUPS1206F
01526807	J.K.SHARMA	JE(IT)	ATXPS1768D
05533636	A.S.SRIVASTAVA	JE(IT)	AVFPS4454E
05543058	RABINDRA SINGH	JE(IT)	ATNPS1848N
06030737	JITENDRA SINGH	SE(IT)	AUIMP57275H
06240963	ASHFAQ HUSAIN	JE(IT)	ABHPH3855Q
06351189	C S LAL KARN	Sr. SO(A)	AKNPK8482H
09776527	NARENDRA KUMAR	AA	AZAPK2563P
09996746	A.K. AGRAWAL	JE(IT)	AFHPA4364B

CHAPTER –DA Arrear

Background

Initialize →

This screen is used to initialize the DA Arrear Data for a Particular Bill Unit. Every time when arrear of DA to be posted in the salary bill, concerned bill clerks are supposed to do this without fail.

Select Bill Unit and Click Data Initialize, to initialize the DA Arrear for shown pay period.

When user press Data Inialize button , DA arrear for shown period is calculated as per the data available in the system and automatically posted to the regular salary bill for the period, provided the bill unit is in initialised state.

Edit Arrear →

This screen is used to enter the DA Arrear details for those employees, who came under the system at a later stage or any change in pay during the calculation period is involved.

Enter Employee No, Select Earning Deduction and Select Pay period, then press Go

Enter Basic, DA Drawn, DA Due and Click Save button to save the data.

Post to Supplementary →

This screen is used to post the DA Arrear details for all employees, to Supplementary bill for processing. This used when regular salary bill has been processed without posting DA arrear for the said period, otherwise only by Data initialization DA arrear bill automatically posted to regular salary bill.

Report-

The following screen is used to generate DA arrear report for selected bill unit.

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Misc Prog
IT TA
Child Education
Quarter
Income Tax
Last Wage
Pay Review
Bonuses
Cash Compensation
DA Arrear
Initialize
Edit Arrear
Post To IC
Reports
Arrear Statement
Service Record
Arrear 25%
Others
Electricity
Court Case
Leaves cash
Data correction
Misc Data Upload
Misc Data Post Salary

Bill Unit: 01067
From Period: 201401
To Period: 201403
Generate report

Do you want to open or save DA Arrear Report.txt from aims.indianrailways.gov.in? Open Save Cancel

North Eastern Railway/GORAKHPUR
DR ARREAR REPORT
BILLOW77:01067 PAGE 00:1

SRN	SRNO	EMPNAME	DESG	CODE	JAN		FEB		MAR		ARREAR
					AS DRAWN	SHOULD BE	AS DRAWN	SHOULD BE	AS DRAWN	SHOULD BE	
1	01282029	S K SRIVASTAVA	AA	DA	22842	25380	22842	25380	22842	25380	7614
				TRAN ALL	1520	1600	1520	1600	1520	1600	240
				ADL ALL	0	0	0	0	0	0	0
				O.T-MOT	0	0	0	0	0	0	0
				O.T-FUT	0	0	0	0	0	0	0
		PAY									
2	01260727	BARIMTI	DO5	DA	22485	24980	22485	24980	22485	24980	7485
				TRAN ALL	1520	1600	1520	1600	1520	1600	240
				ADL ALL	0	0	0	0	0	0	0
				O.T-MOT	0	0	0	0	0	0	0
				O.T-FUT	0	0	0	0	0	0	0
		PAY									
3	01281756	SHARVER SARAH	SE(II)SR-I	DA	24865	27670	24865	27670	24865	27670	8351
				TRAN ALL	1520	1600	1520	1600	1520	1600	240
				ADL ALL	0	0	0	0	0	0	0
				O.T-MOT	0	0	0	0	0	0	0
				O.T-FUT	0	0	0	0	0	0	0
		PAY									
4	01281975	HANUNAN PRASAD	PEON	DA	11583	12870	11583	12870	11583	12870	3961
				TRAN ALL	1520	1600	1520	1600	1520	1600	240
				ADL ALL	0	0	0	0	0	0	0
				O.T-MOT	0	0	0	0	0	0	0
				O.T-FUT	0	0	0	0	0	0	0
		PAY									
5	01284812	UDAI BHAN SINGH	Sr. SO (A)	DA	27486	30540	27486	30540	27486	30540	9162
				TRAN ALL	3040	3200	3040	3200	3040	3200	480
				ADL ALL	0	0	0	0	0	0	0
				O.T-MOT	0	0	0	0	0	0	0
				O.T-FUT	0	0	0	0	0	0	0
		PAY									

CHAPTER –Electricity

Background

Activities Covered In this Module are as Below →

1. Capturing Electrical Master Entry Information like Qtr No. , Occupant Employee No Of that Quarter , Meter No & Meter Status etc .
2. Capturing Electrical Transaction details of Employee's Energy Consumption.
3. Electrical Bill amounts of Employees are Posted To salary for Deduction from their salary .
4. Report Generation of Electrical Data Posted to Salary.

Electricity Master Entry →

Following screen Shows Electricity Master Entry Information .

The Following table gives a brief description of Electricity Master Entry Page.

Fields	Descriptions
Quarter Station	Select Quarter Station

Quarter Colony	Select Quarter Colony
Quarter Type	Select Quarter Type , After pressing Go Button List of Quarters , occupied by Employees will show .
Employee No	You Enter Occupant Employee No Against a Quarter Or Simply Vacate a Quarter by simply click on Button , Side by EmpNo popup.
Meter No 1	Enter Meter No 1
Meter Status 1	Select Meter Status 1
Meter No 2	Enter Meter No 2
Meter Status 2	Select Meter Status 2
Is House Lock ?	Select Yes if house is locked .
Allow Meter Reading	Select No if a Quarter in that row , nis not Considered for Meter Reading .

Electricity Transaction Detail →

Following Screen Shows Electricity Transaction Detail Information.

Following table gives a brief description of Electricity Transaction Page.

Fields	Descriptions
Quarter Station	Select Quarter Station
Quarter Colony	Select Quarter Colony
Quarter Type	Select Quarter Type , After pressing Go Button ,Quarter wise Energy consumption Detail will show .

Previous Pay Period	Shows Previous Pay Period
Current Pay Period	Shows Current Pay Period
Previous Read of Meter 1	If Meter 1 reading is not taken in previous month , then enter Previous Read of Meter 1
Present Read of Meter 1	Enter Present Read of Meter 1
Average Unit 1	If Meter 1 is Defective Enter Average Unit 1
Present Read Date Meter 1	Enter Present Read Date Meter 1 from Popup.
Previous Read of Meter 2	If Meter 2 reading is not taken in previous month , then enter Previous Read of Meter 2
Present Read of Meter 2	Enter Present Read of Meter 2
Average Unit 2	If Meter 2 is Defective Enter Average Unit 2
Present Read Date Meter 2	Enter Present Read Date Meter 21 from Popup.
Total Units	Total Units comes Autometically when Meter ½ read is entered .
Month Period	Month Period is By Default 1 , here User can Enter > 1 No of Months against Total unit for Bill Amount Calculation .
Bill Amount	Bill mount is calculated automatically . Here user can also directly Enter Bill amount .

Electricity Bill Posting →

Following Screen Shows Electricity Bill Posting Process.

In this page user select Quarter Station , then press Go , Quarter Occupant Employee's Bill Amount List will come . User here to verify Data if satisfied , Press 'Post To Salary' Button . When this button is pressed Bill Amounts are posted to salary . Then User can not modify Data

Electricity Posted Report →

Following Screen Shows Report Page of Electricity Bill Posted To Salary .

Report in Excel format will show List of Quarter Occupant employee's Bill Amount Posted to salary for a salary period

Following table gives a brief description of Electricity Posted Report Page.

Fields	Descriptions
Quarter Station	Select Quarter Station
Quarter Colony	Select Quarter Colony
Quarter Type	Select Quarter Type
Pay period	Select Payperiod

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Misc Prog

- TA
- Child Education
- Quarter
- Income Tax
- Last Wage
- Pay Review
- Bonus
- Cash Compensation
- DA/Arrear
- ServiceRecord
- Arrear 25%
- Others
- Electricity
- Court Case
 - Party Edit
- LeaveEncash
- Data correction
 - Misc Data Upload
 - MiscDataPostSalary

Party Edit (Court Cases)

EMP NO: 10000000 BILL UNIT: 01067
EMP NAME: SANJAY SEWASTAVA
DESIGNATION: 3517
RECV PARTICULARS:
TOTALAMT:
Period From: Ref No: Party Code: Party Name: Amount: PayMode: Bank Code: Account No: Treasury: Delete:
Add New Save Clear

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Misc Prog

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- Last Wage
- Pay Review
- Bonus
- Cash Compensation
- DA/Arrear
- ServiceRecord
- Arrear 25%
- Others
- Electricity
- Court Case
- LeaveEncash
 - LeaveEntryPage
 - LeaveEncash@pt
- Data correction
 - Misc Data Upload
 - MiscDataPostSalary

LeaveEncashEntry

Emp No: 10000000 view previous record
Unit: 01067
Date Format: DD/MM/YYYY
Emp No Emp Name Designation LAP Avl Encash Date PAYRATE LV Pay Delete
Add New Save Clear Forward To IC

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Misc Prog

Data correction

BIT Unit: 01067-PAY BILL OF ZONAL IT CENTRE

S.No	Emp No	Emp Name	Father Name	Emp Debit Allocation	Default (DU) Allocation	Design Code	Design Desc	Birth Date	Date Appt	Gra
1	01282029	S K SRIVASTAVA	LATE J P SRIVASTAVA	030242	030242	AC102	AA	15/06/1901	30/06/1999	4800
2	01066727	RASANT	JAI KRISHNA PRASAD	030242	030242	AC256	IOS	01/05/1955	28/03/1979	4600
3	01281756	SHANKER SARAN	LATE RADHA MOHAN S	030242	030242	AC257	SECTION-E	01/06/1954	21/02/1974	4600
4	01281975	HANIMAN PRASAD	LAUTOO	030242	030242	GC001	PEON	28/12/1957	24/11/1980	2400
5	01284012	GOAL BHAN SINGH	LATE BHADWAN SINGH	00679221	030242	AC104	SI. SO(A)	15/11/1956	15/03/1984	3400
6	01285506	V.K.AGARWAL	LT.K.P.AGARWAL	030242	030242	AC102	AA	26/02/1960	27/09/1984	4800
7	01285529	RASINDRA KISHOR	REUT	030242	030242	GC007	DUFFRY	01/01/1906	04/12/1984	1300
8	01349107	G.M.ANSARI	ABDUL HAQUE ANSARI	030242	030242	AC254	JE(IT)	01/07/1963	12/02/1982	4800
9	01525566	N.C.SRIVASTAVA	LATE BAI NATH PD SR	030242	030242	AC258	SE(IT)	01/07/1953	01/03/1976	4800
10	01526145	S.P. SHARMA	LT. GANESH SHARMA	030242	030242	AC254	JE(IT)	18/06/1959	09/01/1980	4200
11	01526897	S.K.SHARMA	LATE SULAB SHARMA	030242	030242	AC254	JE(IT)	05/01/1958	28/07/1980	4400
12	01533536	A.S.SRIVASTAVA	S.P.SRIVASTAVA	030242	030242	AC254	JE(IT)	23/01/1963	19/10/1987	4800
13	05543058	RASINDRA SINGH	LT.RAM SAMPAN SINGH	030242	030242	AC254	JE(IT)	01/01/1906	13/11/1993	4200
14	08030737	RITENDRA SINGH	CHANDOO	030242	030242	AC255	SE(IT)	30/01/1962	14/09/1987	4800
15	06240963	ASHFAQ HUSAIN	SRI TASAMMUS HUSAIN	030242	030242	AC254	RI(IT)	07/07/1961	29/06/1989	4300
16	06351188	C B LAL KASHI	LT. B.N.DAS	030242	030242	AC104	SI. SO(A)	12/01/1956	06/06/1979	4800
17	06776527	DEEPTI KUMAR	LATE BAN JEET	030242	030242	AC103	AA	06/06/1971	11/01/1991	4200

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Misc Prog

Data Upload

Pay Period:

Earning/Deduction:

Choose the file to Upload: Browse...

Upload Data

Process/Reports →

Process →

Salary Process →

This Screen is used for Bill Unit wise salary Process.

User has to select the Bill Unit and press Go. Following screen will appear.

SALARY PROCESS

Bill Unit:	<input type="text" value="01025-GA-HQ-GAZ"/>	<input type="button" value="GO"/>
Payperiod	<input type="text" value="201111"/>	
Bill Status	<input type="text" value="INITIALISED"/>	
Remarks:-		

Initially Bill Status will be INITIALISED,

After Clicking Process, Bill Status will be PROCESSED,

Users can Click Reset for resetting the bill status from PROCESSED state to INITIALISED state. **It is strongly advised to keep your bill unit in Initialised state for proper uploading of CUG, Electric Charges, Incentive, Diet recovery Charges etc. from corresponding sections without which these recoveries will not get uploaded.**

User has to Click Forward_to_ic for forwarding the bill to IC. Before forwarding the bill to Accounts section bill clerks must ensure that CUG, Electric, Diet, Incentive etc. for their bill unit are posted for the corresponding month. (It is a good practice to reset the bill ,process it and then press forward to IC button after checking all the above).

The screenshot shows the AIMS (Accounting Information Management System) interface. The top navigation bar includes links like Employee Data, Change Data, Loan, Leave, Misc Prog, Salary Process, Misc Report, Career, Cadre, Supplementary, IC, Books, ACBooks, PF, Pension, Cash(STW), Cash(MCR), Pay, MPS, Budget, E-Suspense, Suspense, Admin, Seniority, Traffic Accounts, DBA Utility, and Incentive. The main content area displays a message: "PROCESS RUN SUCCESSFULLY". Below this, the "Salary Process" form is visible, showing the Bill Unit as "01067 - RAY BOLL OF ZONAL IT CENTRE", Pay Period as "201414", and Bill Status as "INITIALISED". There are buttons for "Process", "Reset", "Clear", "Forward to IC", "Audit Changes", "Print", and "Download Salary Sheet".

Reports →

Select Bill Unit and respective report, the press Generate button to generate the respective report(s).

User can click Printable salary bill (please untick final salary bill) to generate the minimum desired vouchers/reports for the salary period in stationary size 15x12x2. Salary slip can be printed separately in 15x12x3 paper.

The screenshot displays a salary report application with three pages of data. The first page shows earnings and deductions for an employee. The second and third pages show similar data for other employees. The application has a menu bar at the top and a status bar at the bottom.

The screenshot shows the AIMS (Accounting Information Management System) web interface. The interface includes a navigation menu on the left with options like Employee Data, Change Data, Loan, Leave, Misc Prog, Salary Process, Misc Report, Career, Cadre, Supplementary, IC, Books, ACBooks, PF, Pension, Cash(STM). The main area displays a 'Construction Allocation Entry' form with fields for Bill Unit, Allocation Details, Dr/Cr, Estimate No, and Amount.

The following table gives a brief description of the fields in the above form that will help user to enter Data.

Fields	Description
Dr/Cr	Select Debit or Credit
Estimate No	Enter/Select Estimate No
Particulars	Particulars will be fetched automatically from Estimate no
Allocation	Enter allocation
Amount	Enter Amount

Audited Amount

Audited Amount can be entered by Accounts Dept.

When Debit Amt. And Credit Amt. Matches press Save button to Save the details.

<https://aims.indianrailways.gov.in/IPAS/Paydisplay>

[AIMS Portal - Indian Railways](#)

aims.indianrailways.gov.in

aims.indianrailways.gov.in

Pay Slip For The Month Of: April 2014

10006000

NORTH EASTERN RAILWAY

Employee No : 10006000

Employee Name : Suresh Srinivasan

FN Name : SRI R K SRINIVAS KUMAR

Department : ACCOUNTS

Designation : JRT

Station : GMP

DOB : 08-AUG-1988

DOA : 04-MAY-1991

TYT NO : ***

BR Unit : 01087

BR Desc : PAY BILL OF JONAL IT CENTRE

Pay Band : PBC(3000-3400)

Basic Pay : 15810

Grade Pay : 4500

Basic Pay : 21410

Bank Name : SBI

AC No : 15867815855

AC No : 15867815855

FIN NO : AUPST1209F

Earnings	Amount	Deduction	Amount	Deduction	Amount	Due
PAY	21410	PF-SUBS	1764			
DA	21410	CGIS-C	30			
AR DA	5423	LEKHA KALYAN SA	10			
TRAN ALL-G	1600	HR-GMP	305			
ARTIAL-G	240	WTR-GMP	35			
PIPAY-EP	480					

Gross Pay: 21465
Gross Deductions: 2189
Net Pay: 19276

Leave Details: Month Days: 31
LWP Absent: 0
Duty Days: 30
LWP: 005
LWAP: 295

From PF Bill Amount: 12 APR 2014 ₹ 1,006,340

Prd, Tax ₹ 26,703

LIC Policy No: Rel (F)

LIC Policy No: Rel (F)

Tax Details

Description: Under Ret Period Ret Period Tax (F) Cont (F)

Signature of B.C.O

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Salary Process

Salary Processes
Salary Report
Cons. Allocation Entry
Pay Slip In PDF
Audit Changes

Audit Changes

Bill Unit: 01067 - PAY BILL OF ZONAL IT CENTRE
Pay Period: 201404
Only Audited: ☒ All

Generate Report

Audit Variations

EmpNo	EmpName	Designation	Particulars	Amount	Audit Amount	Allocation	Audit Allocation
00282029	SUNIL KUMAR SRIVASTAVA	AA	E0010-PAY	25380	25380	03024201	03024201
00282029	SUNIL KUMAR SRIVASTAVA	AA	E0020-DA	25380	25380	03024202	03024202
00282029	SUNIL KUMAR SRIVASTAVA	AA	E0030-HRA	5076	5076	03024204	03024204
00282029	SUNIL KUMAR SRIVASTAVA	AA	E0050-TRAN ALL-G	1600	1600	03024207	03024207
00282029	SUNIL KUMAR SRIVASTAVA	AA	EP010-P-PAY-PP	400	400	03024201	03024201
00282029	SUNIL KUMAR SRIVASTAVA	AA	RAF01-FAREC	375	375	03024201	03024201
00282029	SUNIL KUMAR SRIVASTAVA	AA	RF001-PF-SUBS	2115	2115	00800903	00800903
00282029	SUNIL KUMAR SRIVASTAVA	AA	RF003-VPF	15000	15000	00800903	00800903
00282029	SUNIL KUMAR SRIVASTAVA	AA	RG01C-CGJS-C	30	30	00801111	00801111
00282029	SUNIL KUMAR SRIVASTAVA	AA	RJ159-LEKHA KALYAN S	10	10	00867002	00867002
00282029	SUNIL KUMAR SRIVASTAVA	AA	RT001-INC TAX	2000	2000	00002101	00002101
01060727	BASANTI	IOS	E0010-PAY	24950	24950	03024201	03024201
01060727	BASANTI	IOS	E0020-DA	24950	24950	03024202	03024202
01060727	BASANTI	IOS	E0030-HRA	4990	4990	03024204	03024204
01060727	BASANTI	IOS	E0050-TRAN ALL-G	1600	1600	03024207	03024207
01060727	BASANTI	IOS	RF001-PF-SUBS	2079	2079	00800903	00800903
01060727	BASANTI	IOS	RF003-VPF	7000	7000	00800903	00800903
01060727	BASANTI	IOS	RG01C-CGJS-C	30	30	00801111	00801111
01060727	BASANTI	IOS	RJ159-LEKHA KALYAN S	10	10	00867002	00867002
01060727	BASANTI	IOS	RT001-INC TAX	2000	2000	00002101	00002101
01281975	HANUMAN PRASAD	PEON	E0010-PAY	12870	12870	03024201	03024201
01281975	HANUMAN PRASAD	PEON	E0020-DA	12870	12870	03024202	03024202
01281975	HANUMAN PRASAD	PEON	E0050-TRAN ALL-G	1600	1600	03024207	03024207
01281975	HANUMAN PRASAD	PEON	EW110-WASH-ALL	90	90	03024213	03024213
01281975	HANUMAN PRASAD	PEON	RAF00-REC-FEST ADV	375	375	03024201	03024201
01281975	HANUMAN PRASAD	PEON	RF001-PF-SUBS	1073	1073	00800903	00800903

CHAPTER – Internal Check Module

Background

This module is provided for function like bill Registration (co6 number Generation), bill passing, party maintenance and co7number Generation and Confirmation.

Estt/PF/Settlement Bill Registration

This screen is provided to registration of online bills. On registration system assigns a system generated unique CO6 number to the bill for reference.

Steps for bill registration:

1. Click to Estt./PF/Settlement link in menu.
2. Select bill type from list.
3. Select paybillid from popup which displays the list of unregistered on line bill for bill type.
4. System displays the summary of bill as shown in figure below.

Estt. / PF / Settlement Bills Registration

Bill Type: Pay Bill Id:

Pay Bill Date: Bill Unit:

Pay Category:

Passed Amt: RB Amt:

Cash Amt: ECS Amt:

Remarks:

CO6 Date: 21/04/2014

Internal Check: Salary and Supplementary Bills - Internet Explorer

S.No.	CO6 Number	PayBillID	Pay Category	Passed Amt	Deductions	Net Amt	Remarks	BillUnit
1	010614880025	20140401189	GAZETTED	2333425	584880	1748545	01100-GAZETTED OFFICERS OF MANAGING DEPARTMENT GKP	
2	0	20140401196	GAZETTED	320940	49453	171487	01116-GAZTT. RCT/GKP	
3	0	20140401197	NON-GAZETTED	742577	184372	558205	01117-NON GAZTT. RCT/GKP	
4	0	20140401200	NON-GAZETTED	83865	2422	39443	01200-NON GAZTT. ACCT. AT RCT GKP.	
5	010614880017	20140401716	GAZETTED	3263762	259624	1061138	01726-GAZTTED OFFICERS OF STORES DEPARTMENT GKP	

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IC Estt. / PF / Settlement Bills Registration ▶

Registration
Estt./PF/Settl Bills
Other Bill
CO6Edit

ARREAR BILLS

Bill Passing
Bill Return
CO7 Posting
CO7 Audit
CO7 Confirmation
CO7 Cancellation
Edit PayMode

Queries
Master Codes
Reports

Bill Type: Salary Bill Pay Bill Id: 20140401177
Pay Bill Date: 21/04/2014
Bill Unit: DF CCS OFFICE PT I-INSPECTORS No. of Employees: 244
Pay Category: 2 NON-GAZETTED

Passed Amt	11922869	Total Deductions	2730168	Net Pay	9192701
RB Amt	2203471	NRB Chq Amt	526697	Total Cheque Amt	9719398
Cash Amt	0	Bank Amt	9192701	Self Cheque Amt	0
ECS Amt	0				
Remarks					

CO6 Date 21/04/2014

Save

1. Click to Save button for registration of selected bill.
2. On save, system assigns a co6number to bill.
3. System acknowledge with following screen as co6 detail.

Other Bill Registration

This screen is provided to registration of offline bills. On registration system assigns a system generated unique CO6 number to the bill generated.

Steps for Other bill Registration

1. Click to other bill link in menu.
2. System displays the following screen.
3. Enter section from list.

4. Click to Go button.
5. System will populate bill type list for valid bill type for given section

The following table gives a brief description of fields that help to enter detail for other bill registration.

Fields	Description
*Section	Enter section for which bill is register.
*Bill Type	Select bill type from list
*Bill Sub Type	Select Bill sub type from list.
FC Number	If bill is fund certified by budget module, enter fund certification number for this bill from popup.
*Party Name	Select party name from party list popup
Bill No	Enter manual bill no.
Bill date	Enter bill date.
Bill Desc	Enter bill description.
Bill Amount	Enter Bill Amount
Voucher ref	Enter voucher ref for reference
Voucher date	Enter voucher date
*SPU	Select spending unit from list.

1. Enter the details of bill as mentioned in table.
2. Click to Save button for bill registration.

CO6 EDIT

Following screen is used to edit the already created co6. By First selecting the section.

The screenshot shows the AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM interface. The left sidebar contains a navigation menu with options like Registration, ARREAR BILLS, and Reports. The main area is titled 'CO6 Edit' and contains a form for editing a bill. A dropdown menu is open, showing a list of sections including 'PER-Person', 'BKS-Books Section', 'TA-Traffic Accounts', etc. The form fields include 'Section', 'CO6Number (For Edit)', 'Bill Type', 'Bill Sub Type', 'Contract ID', 'Agreement Value', 'Agreement Passed Amt', 'Agreement Registered Amt', 'Agreement Balance Amt', 'Party Name', 'Bill No.', 'Bill Desc.', 'Bill Amount', 'Voucher Ref', 'Voucher Date', and 'SPU'.

This screenshot shows the same AIMS CO6 Edit screen, but with an 'Internal Check Co6numberList' window open. This window displays a table with the following data:

Sr.No.	Co6number	Co6date	Party Name	Amount	Bill Type
1	1000000000	10/01/14	INDIA RAILWAYS	1000000000	005
2	1000000000	10/01/14	INDIA RAILWAYS	1000000000	005

The background form is partially obscured by this window, but the 'Section' field is now set to 'PER-Person'.

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Registration
ARREAR BILLS
VDPF/STOP ARB
2nd Inst. Bill Passing
Bill Passing
Bill Return
CO7 Posting
CO7 Audit
CO7 Confirmation
CO7 Cancellation
Edit PayMode
Queries
Master Codes
Reports

Employee Current Details
Emp No: GO
Designation:

Arrear Details

	Arrear	PF	ITax	Net
Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Installment 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Installment 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PF Contribution Details
BLOCKED: Recoveries:
VDPF: Not Payable:
SAVE CLEAR

AIMS
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Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Registration
ARREAR BILLS
VDPF/STOP ARB
2nd Inst. Bill Passing
Bill Passing
Bill Return
CO7 Posting
CO7 Audit
CO7 Confirmation
CO7 Cancellation
Edit PayMode
Queries
Master Codes
Reports

CO6 Number GO

Bill Unit: Pay Category:

Emp No.	Name	Designation	Pay Band	Band Pay	Grade Pay	Basic	Reburs
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment Mode: Account Number: Bank:

Record of: << < > >> Show All

Alloc-Chq Details

Drawn As Per 5th Pay Commission										As Per 6th Pay Commission									
Month	Month Paid	Days	Designation	Scale	Pay	DP	DA	NPA	Gross	PF	Net	Band Pay	Grade Pay	Basic Pay	DA NPA	Gross PF	Net		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Arrear: PF: Income Tax:

Pay Alloc-Chq Details Confirm Return Complete Return Clear

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IC Registration ARREAR BILLS Bill Passing Salary Bill Supplementary Bill Settlement Bill Works Contract Suppliers Lease Telephone Others NPS Bill Bill Return CO7 Posting CO7 Audit CO7 Confirmation CO7 Cancellation Edit PayMode Queries Master Codes Reports

CO6 Number 01071400048 CO6 Date 17/04/2014 Pay Bill Id 20140401181 Pay Bill Dt. 17/04/2014

Pay Category 2-NON-GAZETT No. of Emp. 33

Passed Amt 1951381 Total Deductions 440395 Net Pay 1420986

RB Amt 313370 NRB Chq Amt 127025 Total Cheque Amt 1548011

Cash Amt 0 Bank Amt 1420986 Self Cheque Amt 0

ECS Amt 0

Employee's Pay Details

CONFIRM Employee No. Employee Name Designation Pay Mode Bank Code Gross Amt HRR Recovery Rly Recovery Tot Deduction Net Pay

01046007 DHANOO SARAN CHOWKIDAR B 000000011 30390 14880 2857 17737 12653

Record: 1 of 33

Employee's Earnings and Recovery Details

Audit ED Details

ED-Allocation Wise Detail		Last Month		Current Month		Current Month Audited	
ED Code	ED Desc	Allocation	Amount	Allocation	Amount	Allocation	Amount
E0010	PAY	09053001	11420	09053001	11420		

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

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IC Registration ARREAR BILLS Bill Passing Salary Bill Supplementary Bill Settlement Bill Works Contract Suppliers Lease Telephone Others NPS Bill Bill Return CO7 Posting CO7 Audit CO7 Confirmation CO7 Cancellation Edit PayMode Queries Master Codes Reports

CO6 Number 01071400048 CO6 Date 17/04/2014 Pay Bill Id 20140401181 Pay Bill Dt. 17/04/2014

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Employee's Pay Details

CONFIRM Employee No. Employee Name Designation Pay Mode Bank Code Gross Amt HRR Recovery Rly Recovery Tot Deduction Net Pay

01046007 DHANOO SARAN CHOWKIDAR B 000000011 30390 14880 2857 17737 12653

Record: 1 of 33

Employee's Earnings and Recovery Details

Audit ED Details

ED-Allocation Wise Detail		Last Month		Current Month		Current Month Audited	
ED Code	ED Desc	Allocation	Amount	Allocation	Amount	Allocation	Amount
E0010	PAY	09053001	11420	09053001	11420		

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

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IC

Registration

ARREAR BILLS

Bill Passing

Salary Bill

Supplementary Bill

Settlement Bill

Works Contract

Suppliers

Lease

Telephone

Others

NPS Bills

Bill Return

CO7 Posting

CO7 Audit

CO7 Confirmation

CO7 Cancellation

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CO6 Number 01071400009

Bill No. 01140251 Bill Date 13/04/2014 No. of Employees 1

Passed Amt 45041 Tot Deduct 0 Net Pay 45041

RR Amt 0 NRB Chq Amt 0 Total Chq Amt 45041

Cash Amt 0 Bank Amt 45041

Pass Return

View NRB Details View Allocation View Cheque Details View Overmatch View Net Pay

Employee's Pay Details

Emp No	Emp Name	Design.	PayMode	Bank Code	Gross Amt.	NRB Rec.	RR Rec.	Tot.Deduct.	Net Pay	Emp DTL	Bonus DTL
30414752	SHANKAR	TECH(BRIDGE)	P	000000172	45041	0	0	0	45041		

O.D. No. O.D. Date Remarks

Record 1 of 1 Show All

Employee's Earnings and Recovery Details

Ed Code	Desc	Pay Period	From Date	To Date	Rate	Estimation	Allocation	Amt Due	As Drawn	Net Pay	Audit Net Amt	Audit Amt	Audit Estimation	Refno/ Polycym
E003A	AR PAY	200903	01/01/2006	31/12/2012				94031001	28603	0	28603			-
E006A	CTG	201308			15270			94043015	15270	0	15270			-
EW03A	AR TA	200909	01/09/2008	31/10/2008				94031018	2088	0	2088			-

Modify Cancel

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

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Registration

ARREAR BILLS

Bill Passing

Salary Bill

Supplementary Bill

Settlement Bill

Works Contract

Suppliers

Lease

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Others

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CO7 Cancellation

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Emp No 67130161 Name YASIR ASHRAF KHAN

Bill Type LVS Bill No 01130002 Bill Date 24/11/2013

Designation MD352-HOUSE OFFI Department 008-MEDICAL Bill Unit 01165-CONTRACTUAL DOCTOR

D.O.B 01/06/1992 D.O.A 23/09/2013 Cessation Date 31/05/2042

Last Scale 5400 Last Pay 21000

LAP days 0 LMAP Days 0

Details

ED Code	Description	Amount	Estimate No	Allocation	Audit Amount	Audit Estimate No	Audit Allocation
E0010	BASIC PAY	21000		11021101			
E0020	DEARNESS ALLOWANCE	21000		11021102			
E0211	PROVINCIAL CCA	300		11021105			
EW070	NON PRACTICING ALLOWANCE	5250		11021113			

GROSS RR Deduction NRB Deduction Total Deduction Net Amount

47550 0 0 0 47550

Payment Mode STEPS

Bank 000000401 SBI, BETJA HATA, GORAKHPUR, DIST GORAKHPUR 272

MICR 273002101 IFSC SBIN0011826

Account Number 31121929358 Treasury SBLRCS, GKP

View Allocation View Cheque Details

Pass Clear Return

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process [Select One] X-I-Expenditure-I X-II-Expenditure-II SRS-Stores Bill - Stock SRS-Stores Bill - Non Stock STS-Stores - Suspense EGA-Establishment Bills-Gazetted ENG-Establishment Bills-Non Gazetted PP-PP Section

Supplementary IC Books ACBooks PF Pension Cash(STN)

Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin

Bill Return

Section

COE Number

Party Name

Bill Number

COE Date

Return Reason

Bill Amount

Return Date

S.No. Return Reason Select

Save

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

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ARREAR BILLS

BILL Passing

Salary Bill

Supplementary Bill

Settlement Bill

Works Contract

Suppliers

Lease

Telephone

Others

NPS Bills

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Section

COE Number

Party Name

Bill Number

COE Date

Bill Date

Bill Amount

Return Date

Return Reason

S.No.	Return Reason	Select
1	Want of Extension of Delivery Date	<input type="checkbox"/>
2	Want of SO/Post facto Concurrence	<input type="checkbox"/>
3	Resubmission alongwith voucher	<input type="checkbox"/>
4	Bill not signed	<input type="checkbox"/>
5	Bill Not in Standard Form	<input type="checkbox"/>
6	Rate Difference	<input type="checkbox"/>
7	Want of Original Bill/W.Certificate	<input type="checkbox"/>
8	Related submission	<input type="checkbox"/>
9	Bill is not typewritten	<input type="checkbox"/>
10	Want of stamped receipt	<input type="checkbox"/>
11	Want of TTCC	<input type="checkbox"/>
12	Want of Finance Concurrence	<input type="checkbox"/>
13	Inadequate Certification	<input type="checkbox"/>
14	DOUBLE ENTRY	<input type="checkbox"/>

CO7 Posting

This screen is provided for posting of Co7 number section wise. Here group of passed co6number from same section assigned to system generated number as co7number.

Steps for CO7 posting:

1. Select section from list.
2. Click to Go button.

System displays the list of passed co6number and not assigned co7number yet.

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CO7 POSTING

Section: ENG Establishment Bills-Non Gazetted

CO7 Date: 29/04/2014

CO6 Details

CO6 Number	CO6 Date	Net Amount	Party Name	Select
010713100146	15/11/2013	18420	01673038 - SRI HODU RAM	<input type="checkbox"/>
010713100447	23/11/2013	1000	01284370 - NISAR AHMAD	<input type="checkbox"/>
010713100749	13/12/2013	18010	M0101113 - MAKARDHWAJ	<input type="checkbox"/>
010713100750	13/12/2013	1587	M0101113 - MAKARDHWAJ	<input type="checkbox"/>
010713100751	13/12/2013	19324	M0101113 - MAKARDHWAJ	<input type="checkbox"/>
010713100752	13/12/2013	7787	P0101114 - PAUHARI SHARMA	<input type="checkbox"/>
010713100753	13/12/2013	629	P0101114 - PAUHARI SHARMA	<input type="checkbox"/>
010713100754	13/12/2013	52	P0101114 - PAUHARI SHARMA	<input type="checkbox"/>
010713101010	30/12/2013	212295	00573586 - RAMA NAND TRIPATHI	<input type="checkbox"/>

CO7 Audit

This screen is provided to remove co6number from co7number. Removed co6number will appear for co7 posting screen.

Steps for CO7 Audit.

1. Select section from list.
2. Click to Go button.
3. System displays the list of CO7 Number s which are not confirmed.

CO7 AUDIT

Section: **EMG-Establishment Bills-Non Gazetted** **Go**

CO7 Details

Select	CO7 No.	CO7 Date	CO7 Amount
<input checked="" type="radio"/>	010714700007	07/04/2014	92757
<input type="radio"/>	010714700013	15/04/2014	64950
<input type="radio"/>	010714700016	16/04/2014	9040
<input type="radio"/>	010714700018	17/04/2014	3000
<input type="radio"/>	010714700019	17/04/2014	175
<input type="radio"/>	010714700020	17/04/2014	11303375

CO6 Details

CO6 Number	CO6 Date	Party Name	Passed Amt.	Deducted Amt.	Net Amt.	Chq. Details	Alloc. Details	Remove
010713102476	31/03/2014	D0102194-DEVENDRA MATH	9663	0	9663			<input type="checkbox"/>
010713102477	31/03/2014	D0102194-DEVENDRA MATH	3454	0	3454			<input type="checkbox"/>
010713102478	31/03/2014	D0102194-DEVENDRA MATH	3528	0	3528			<input type="checkbox"/>
010713102479	31/03/2014	10567628-RAMAYAN SINGH	17355	0	17355			<input type="checkbox"/>
010713102480	31/03/2014	10567628-RAMAYAN SINGH	3454	0	3454			<input type="checkbox"/>
010713102481	31/03/2014	10567628-RAMAYAN SINGH	9905	0	9905			<input type="checkbox"/>
010713102482	31/03/2014	10567628-RAMAYAN SINGH	1698	0	1698			<input type="checkbox"/>
010713102483	31/03/2014	10567628-RAMAYAN SINGH	16980	0	16980			<input type="checkbox"/>

1. Select CO7 Number from which co6number is to be remove.
2. Select the co6number from co6number list for select co7number to remove.
3. Click to Save button to remove co6number from co7.
4. Removed co6number will appear for Co7 posting now

CO7 Cancellation

This screen is provided for cancellation of CO7. Cancellation of CO7 is same as CO7 Audit with difference that in cancellation all co6number removed from co7 number. Removed co6number will appear in co7 posting screen.

Steps for CO7 cancellation.

1. Select co7number from list which consist all co7number for which abstract is not prepared.
2. Click to Go button.
3. System displays following screen.

CO7 CANCELLATION

CO7 Number: [Select One] [Go]

CO7 Date: [] CO7 Amount: /-

Return Date: []

Return Reason:

Code	Reason	Select
1	Want of	<input type="checkbox"/>
2	Want of	<input type="checkbox"/>
3	Resubm	<input type="checkbox"/>
4	Bill not	<input type="checkbox"/>
5	Bill Not	<input type="checkbox"/>
6	Rate Div	<input type="checkbox"/>
7	Want of	<input type="checkbox"/>
8	Belated	<input type="checkbox"/>
9	Bill is n	<input type="checkbox"/>
10	Want of	<input type="checkbox"/>
11	Want of	<input type="checkbox"/>
12	Want of Finance Concurrence	<input type="checkbox"/>
13	Inadequate Certification	<input type="checkbox"/>
14	DOUBLE ENTRY	<input type="checkbox"/>
15	WRONG ENTRY	<input type="checkbox"/>

1. Select reason for cancellation from displayed list of reason.
2. Click to Save button for cancellation.

CO7 Confirmation

This screen is provided to confirm the co7 number. CO7 is confirmed after verification of CO7 data.

Steps for CO7 Confirmation.

1. Select section from list.
2. Click to Go button.
3. System displays the list of CO7 Numbers which are not confirmed.

CO7 CONFIRMATION

Section: ENG-Establishment Bills-Non Gazetted Go

CO7 Details

Select	CO7 No.	CO7 Date	CO7 Amount	Confirm
<input checked="" type="radio"/>	010714700007	07/04/2014	52757	<input type="checkbox"/>
<input type="radio"/>	010714700013	15/04/2014	64950	<input type="checkbox"/>
<input type="radio"/>	010714700016	16/04/2014	9041	<input type="checkbox"/>
<input type="radio"/>	010714700018	17/04/2014	3000	<input type="checkbox"/>
<input type="radio"/>	010714700019	17/04/2014	175	<input type="checkbox"/>
<input type="radio"/>	010714700020	17/04/2014	11303375	<input type="checkbox"/>

CO6 Details

CO6 Number	CO6 Date	Party Name	Passed Amt.	Deducted Amt.	Net Amt.	Chq. Details	Alloc. Details
010713102476	31/03/2014	D0102194-DEVENDRA NATH	9663	0	9663		
010713102477	31/03/2014	D0102194-DEVENDRA NATH	3454	0	3454		
010713102478	31/03/2014	D0102194-DEVENDRA NATH	3528	0	3528		
010713102479	31/03/2014	10567628-RAMAYAN SINGH	17355	0	17355		
010713102480	31/03/2014	10567628-RAMAYAN SINGH	3454	0	3454		
010713102481	31/03/2014	10567628-RAMAYAN SINGH	9905	0	9905		
010713102482	31/03/2014	10567628-RAMAYAN SINGH	1698	0	1698		
010713102483	31/03/2014	10567628-RAMAYAN SINGH	16980	0	16980		

1. Click to Confirm box to confirm Co7's.
2. Click to radio button to see co6 detail.
3. Click to image to see cheque detail of co6number.
4. Click to image to see allocation detail.
5. Click to Save button to confirm status of selected CO7 numbers.

[illegible]

Select One

AB-CORE
BANK CHEQUE
CASH
DEMAND DRAFT
ECS
EFT
SBH-CORE
IB-CORE
NEFT
STEPS
RTGS

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Registration ARREAR BILLS BIII Pending BII Return CO7 Posting CO7 Audit CO7 Confirmation CO7 Cancellation Edit PayMode Queries Master Codes Agreement BG Master Sanction Master Lease Agreement Party Purchase Order Telephone Estimates Reports

Agreement Code Maintenance

Agreement Code: 010509000001 [New Agreement](#)

Agreement Number: By CE/Cash/5/569/14 Agreement Date: 26/01/2019

Description: Approach Road RLD RMD

Value: 2000000 Validity Date:

Passed Amt: 1913621 Registered Amt: 0

Balance: 386179 Department: ENGINEERING

Remarks:

Party: A0000001 [ABHINAV KUMAR SHARMA](#)

Address: 730, SHI RAM NAGAR COLONY, KANHAUTRA, GORAKHPUR

Bank Code: 00000070 [STATE BANK OF INDIA, GORAKHPUR, UP-221001](#)

Account No.: 2870000000000000 Account Type:

Payment Mode: C/PAY Treasury: DEL. RLD, GOR.

Estimate No.	Ref No.	Allocation	Amount

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Bank Guarantee Maintenance

Bank Guarantee Code: [New Bank Guarantee](#)

BG Number: BG Date:

AGT Number:

Party Code:

Bank Code:

BG Amount: BG Valid Date:

BG Desc:

BG Status: ACTIVE [SAVE](#) [CLEAR](#)

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Sanction Master

Sanction Code:

Party Code:

Bill Type: Bill Sub Type: PHI - Photo Imprest

From Date: To Date:

Card Number: Reference Number:

Sanction Amount: Status: OPEN

Mobile Number:

Remarks:

Last COB Date:

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Lease Agreement Master

Employee No:

Name: Designation:

Department: Bill Unit:

Pay Rate: Grade Pay:

Pay Category: Lease Liability:

Agreement Number: Agreement Date:

Valid From: To:

Amount: Group:

Sanction No: Date:

House Address:

Plinth Area(Sqr Ft.):

Remarks:

Status: Open

Party:

Address:

Bank Code:

Account No: Account Type:

Payment Mode: Treasury:

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

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Registration

- ARREAR BILLS
- Bills Pending
- Bt Return
- COT Posting
- COT Audit
- COT Confirmation
- COT Cancellation
- Sdt PayMode

Queries

Master Codes

- Agreement
- Bt Master
- Sanction Master
- Lease Agreement
- Party
- Purchase Order
- Telephone
- Estimates

Reports

Party Code Maintenance

Party Code: H001C000 [New Party]

Party Name*: N.E.R COOPERATIVE SOCIETY LTD, GORAKHPUR

Party Type: MIS Recovery

Btl Type: [Select One] Party Status: Active

Address:

City:

State: [Select One] PIN:

Telephone: FAX:

Mobile: PAN:

E-mail:

ITCC Number: Date:

Monetary Limit: Validity Date:

Bank Code*: 00000000 SELF CHEQUE

IFSC: MICR:

Account No.: Account Type*: SB A/C

Payment Mode*: B - BANK CHECK Treasury*: SBL/RCL/GFP

[Save] [Clear]

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

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Purchase Order Maintenance

PO Code:

PO Number*: PO Date*:

PO Type*: Description*:

Value*: Amount Paid:

Remarks:

Party*: Address:

Bank Code: Account No.:

Payment Mode: Delivery Date:

PO No.	PO Code	PO Number	PO Date	PO Value	Description	Party Code	Party Name
1	010302000001	22.12.2116.1.72575	22/12/2016	1.72575	G.S.	00000014	RECONTE LIMITED
2	010302000002	22.12.2116.1.72576	22/12/2016	1.72576	G.S.	00000014	RECONTE LIMITED
3	010302000003	22.12.2116.1.72577	22/12/2016	1.72577	G.S.	00000014	RECONTE LIMITED
4	010302000004	22.12.2116.1.72578	22/12/2016	1.72578	G.S.	00000014	RECONTE LIMITED
5	010302000005	22.12.2116.1.72579	22/12/2016	1.72579	G.S.	00000014	RECONTE LIMITED
6	010302000006	22.12.2116.1.72580	22/12/2016	1.72580	G.S.	00000014	RECONTE LIMITED
7	010302000007	22.12.2116.1.72581	22/12/2016	1.72581	G.S.	00000014	RECONTE LIMITED
8	010302000008	22.12.2116.1.72582	22/12/2016	1.72582	G.S.	00000014	RECONTE LIMITED
9	010302000009	22.12.2116.1.72583	22/12/2016	1.72583	G.S.	00000014	RECONTE LIMITED
10	010302000010	22.12.2116.1.72584	22/12/2016	1.72584	G.S.	00000014	RECONTE LIMITED

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Registration ARREAR BILLS III Pending Bill Return CO7 Posting CO7 Audit CO7 Confirmation CO7 Cancellation Edit PayMode Queries Master Codes Agreement BG Master Sanction Master Lease Agreement Party Purchase Order Telephone Estimates Reports

Telephone Master

Telephone Number* (With STD Code) 0581511526 New Telephone

Phone Type* Landline

STD Code* 0581 Number* 511526

Employee No. 01071155 Name SINGH BANA

Assigned To AU105 AD

Sanction No.* 009478827 Date

Valid upto

SPI Allocation* 00879704

Plan Eligibility

Root Bill Period [Select One] v

Free Calls Opening Calls

Group* B Consumer No. 1009562811

Usage Offical

Payee* P0500179 FASCAO(W),NER,IZM

Address AFA(W) NER IZM

Bank Code

Account No. 000000000 Account Type

Payment Mode B Treasury DBL,EC

Save Clear

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

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Registration ARREAR BILLS III Pending Bill Return CO7 Posting CO7 Audit CO7 Confirmation CO7 Cancellation Edit PayMode Queries Master Codes Agreement BG Master Sanction Master Lease Agreement Party Purchase Order Telephone Estimates Reports

Estimates

Estimate Code 01130002 New Estimate

Estimate No. WCON145/13-14 Budget Year 2013-2014

Short Desc ROB-KANPUR-ANWARGANJ

Long Desc ROB-KANPUR-ANWARGANJ IN LIEU OF LEVEL CROSSING 02 SPECIAL

Department ENGINEERING Status Open

Estimate Completion Date

Remarks

Estimate Amount 152207000 Estimate Date 01/04/2013

Cash 1522007 Sizers 15000 CRSM 125530

Sanction Authority ENGG Sanction Date 01/04/2013

Estimate Details

Allocation	Cost	Name of Work
20-CAP (P)	0	PROPOSED MANNING OF U/LC NO 35 (A)
21-DRE (Q)	0	Plan Head Road Safety Worker Level Crossings
22-OLWR (R)	0	Orig Book PB Orig No 000100
23-DF1	0	Current Book PB Orig No
33-DF2	0	

Change

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Report

CD7Number

Abstraction Summary ☒
 Cheque Detail ☒
 Allocation Detail ☒
 Party Detail ☒

Internal Check: CD7 Number Popup

Sr.No.	Service	CD7 Number	CD7 Date	CD7 Amt	Status	Bill count
1	X.I	00114700024	11/04/2014	15011	Generated	11
2	X.I	00114700024	11/04/2014	1088	Generated	12
3	X.I	00114700024	11/04/2014	1113548	Generated	1
4	X.I	00114700022	11/04/2014	2440	Generated	1
5	X.I	00114700022	11/04/2014	422175	Generated	1
6	X.I	00114700020	10/04/2014	122107	Generated	10
7	X.I	00114700019	11/04/2014	912673	Abstract	2
8	X.I	00114700017	11/04/2014	29109	Abstract	8
9	X.I	00114700016	11/04/2014	1079544	Abstract	1
10	X.I	00114700019	11/04/2014	10000	Abstract	1

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Report

CD7Number

Abstraction Summary ☒
 Cheque Detail ☒
 Allocation Detail ☒
 Party Detail ☒

Do you want to open or save CD7Details.txt from ams.indianrailways.gov.in?

C:\Users\NER_RLY\AppData\Local\Microsoft\Windows\NetCache\EUS7X6MPC\CO7Details.txt - EditPlus

File Edit View Search Document Project Tools Browser ZC Window Help

Page No. : 1
Date : 15-Apr-2014

NORTH EASTERN RAILWAY / GORAKHPUR
Abstract of Bills Passed for Payment
Section : Expenditure-I

CO7Number : 01011470024
CO7Date : 17/04/2014

S.No	CO7Number	CO7Date	Party	Passed Amt	Deduction	Amt Payable	Amt to Cashier
1	010114000146	10/04/2014	PRATAP CONSTRUCTION & COLONISERS PVT. LT REFUND OF DEPOSIT 20267/28 ***	40950	0	40950	0
2	010114000157	11/04/2014	DIVISIONAL CASHIER, GORAKHPUR, SER IMPREST BILL MAR.2014 ***	11893	0	11893	11893
3	010114000158	11/04/2014	PRATAP ENTERPRISES, REFUND OF DEPOSIT 20111/26 ***	37040	0	37040	0
4	010114000159	11/04/2014	A-T ENERGY ENGINEERS PVT LTD REFUND OF DEPOSIT 20111/24 ***	2900	0	2900	0
5	010114000160	11/04/2014	PETROLEUM CONSERVATION RESEARCH ASSOCIAT REFUND OF DEPOSIT 20111/22 ***	2900	0	2900	0
6	010114000161	11/04/2014	ENUGHAI TECHNOLOGIES AND ENERGY CONSERVA REFUND OF DEPOSIT 20111/23 ***	2900	0	2900	0
7	010114000162	11/04/2014	POWERFIELD TECHNOLOGIES (INDIA) PVT LTD REFUND OF DEPOSIT 20111/25 ***	2900	0	2900	0
8	010114000164	11/04/2014	M/S SUN ENERGY REFUND OF DEPOSIT 20111/27 ***	2900	0	2900	0

For Help, press F1

https://aims.indianrailways.gov.in/PAS/LoginCont... AIMS Portal - Indian Railways

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ACCOUNTING INFORMATION MANAGEMENT SYSTEM

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IC

Registration
ARREAR BELLS
BIB Passing
BIB Return
CO7 Posting
CO7 Audit
CO7 Confirmation
CO7 Cancellation
Edit PayMode
Queries
Master Codes
Reports

CO7-Estimate Report

CO7Number 010114700023

Generate Report

Internal Check : CO7 Number PopUp - Internet Explorer

https://aims.indianrailways.gov.in/PAS/CO7PopUpController/technicians...

Section All Status All

Between From To

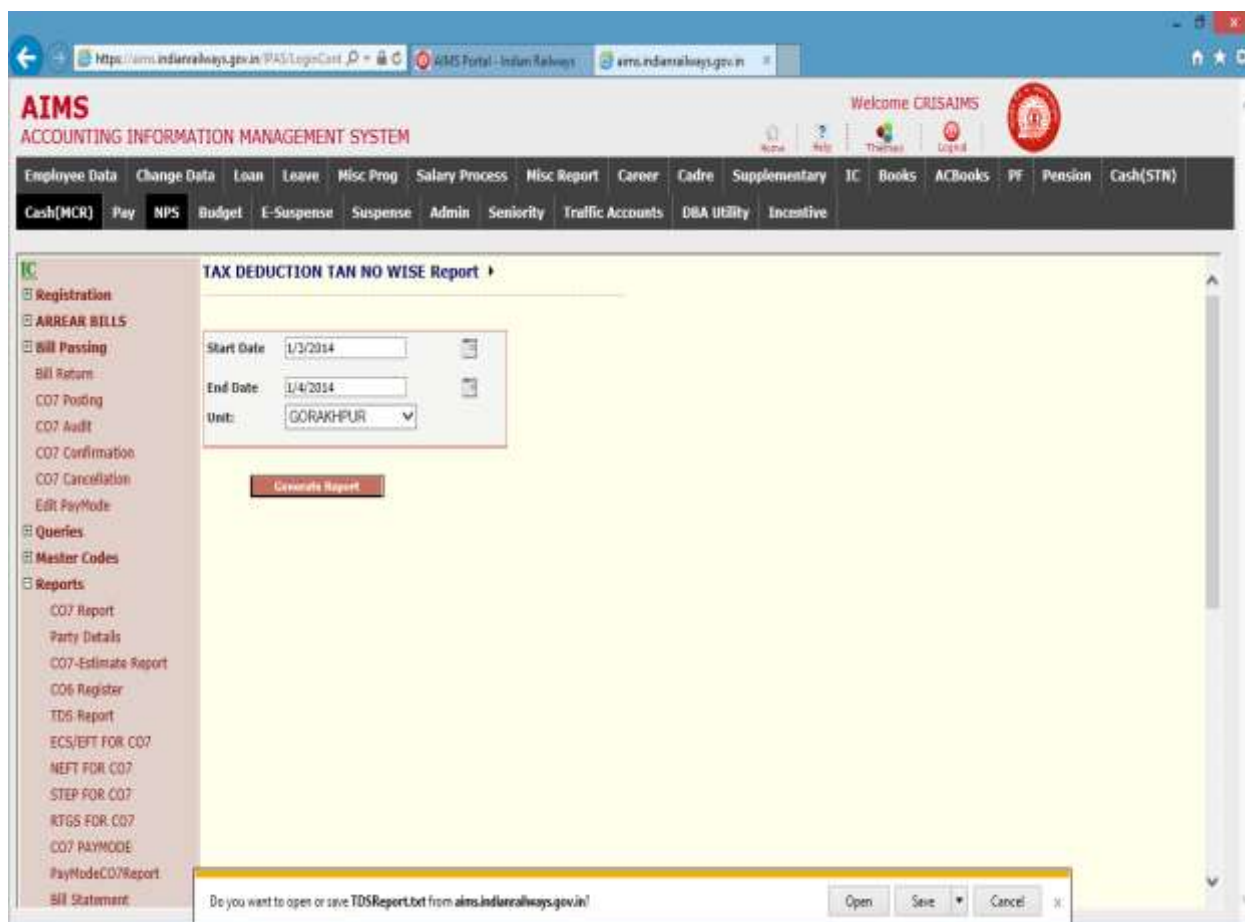
Search Close

Sr.No	Section	CO7 Number	CO7 Date	CO7 Amt	Status	Bill count
1	X.1	010114700023	17-04-2014	1153828	Generated	3
2	X.1	010114700024	17-04-2014	5440	Generated	4
3	X.1	010114700024	17-04-2014	154317	Generated	11
4	X.1	010114700025	17-04-2014	420324	Generated	1
5	X.1	010114700025	17-04-2014	3388	Generated	13
6	X.1	010114700026	18-04-2014	122107	Generated	16
7	X.1	010114700019	15-04-2014	912617	Abstract	2
8	X.1	010114700017	15-04-2014	26000	Abstract	8
9	X.1	010114700016	15-04-2014	1079649	Abstract	3
10	X.1	010114700015	15-04-2014	138116	Abstract	7

Do you want to open or save WorkRegisters7.txt from aims.indianrailways.gov.in?

Open Save Cancel

SL NO	PARTY NAME	BILL DESC	BILL NUM	COMNO	COMDATE	CO7NO	CO7DATE	PASSED AM	RETURN DATE	SEASON FOR RETURN
1	MADAN LAL	CASH AWARD	B.U. 991 P.O. NO. 18129/29	010714000001	01/04/14	*	*	100		
2	SUPPLEMENTARY BILL	SUPPL. BILL FOR B.U. 01165	B.U. 502	010714000002	03/04/14	010714700004	03/04/14	1397388		
3	DINESH YADAV	REFUND OF EXCESS RECOVERY OF SCOOTER A	B.U. 066 P.O. NO. 18428/70	010714000003	07/04/14	010714700019	17/04/14	175		
4	RAM GATI	ARREAR OF STEPPING UP	B.U. 456	010714000004	07/04/14	*	*	96375		
5	G N MAHENDRU	PLB FOR 2012-13	B.U. 502	010714000005	07/04/14	010714700016	16/04/14	8975		
6	MULTIPLE PAYEE	T A ADVANCE	B.U. 656 P.O. 28177/73	010714000006	09/04/14	010714700013	15/04/14	64950		
7	MULTIPLE PAYEE	CASH AWARD	B.U. 1114 P.O. 12335/14	010714000007	11/04/14	010714700021	19/04/14	46000		
8	SATYENDRA KUMAR SRI	CASH AWARD	B.U. 060 P.O. 19044/42	010714000008	11/04/14	010714700018	17/04/14	1000		
9	SUPPLEMENTARY BILL	*	01140261	010714000009	11/04/14	*	*	46941	11/04/2014	
10	SHAMSUL ISLAM	PLB	B.U. 580	010714000010	15/04/14	*	*	6731		
11	LALTA PANDEY	PLB	B.U. 427	010714000011	15/04/14	*	*	7479		
12	KHALIKUN	PLB	B.U. 414	010714000012	15/04/14	*	*	1445		
13	FASUDDIN	PLB	B.U. 744	010714000013	16/04/14	*	*	6731		
14	RAMESHWAR PRASAD	ARREAR OF PAY	B.U. 742	010714000014	16/04/14	*	*	27654		
15	RAMESHWAR PRASAD	ARREAR OF L.S.	B.U. 742	010714000015	16/04/14	*	*	4950		
16	NAND GOPAL SINGH	PLB	B.U. 742	010714000016	16/04/14	*	*	2991		
17	H N SHARMA	CTG	B.U. 742 P.O. NO. 20359/4	010714000017	16/04/14	*	*	10380		
18	D K MAJUMDAR	ARREAR OF PAY	B.U. 742	010714000018	16/04/14	*	*	17352		
19	D K MAJUMDAR	ARREAR OF L.S.	B.U. 742	010714000019	16/04/14	*	*	386		
20	D K MAJUMDAR	PLB	B.U. 742	010714000020	16/04/14	*	*	2243		
21	DAYA SHANKER SRIVAST	CASH AWARD	B.U. 577 P.O. 28516/76	010714000021	17/04/14	*	*	1000		
22	MULTIPLE PAYEE	CASH AWARD	B.U. 050 P.O. 19661/54	010714000022	17/04/14	010714700018	17/04/14	2000		
23	AMAR KANT OJHA	ARREAR OF PAY	B.U. 744	010714000023	17/04/14	*	*	25336		
24	AMAR KANT OJHA	ARREAR OF L.S.	B.U. 744	010714000024	17/04/14	*	*	4455		
25	PHOOL CHAND	PLB	B.U. 745	010714000025	17/04/14	*	*	4487		
26	RAM BLASH	PLB	B.U. 742	010714000026	17/04/14	*	*	8975		
27	SOBHINDRA SINGH	PLB	B.U. 744	010714000027	17/04/14	*	*	6731		
28	MULTIPLE PAYEE	CASH AWARD	B.U. 591 P.O. 18129/79	010714000028	17/04/14	*	*	95		
29	NARAYAN MAHTO	ARREAR OF PAY	B.U. 744	010714000029	17/04/14	*	*	20018		
30	NARAYAN MAHTO	DIFF. OF L.S.	B.U. 744	010714000030	17/04/14	*	*	1361		
31	RAM KUMAR	ARREAR OF PAY	B.U. 744	010714000031	17/04/14	*	*	17396		



Other Bill Passing

This screen is providing to pass offline bills which are registered through other bill registration screen. Here user manually enters debit and credit allocation and cheque detail of bill.

Steps for passing of offline bill.

1. Select section from list.
2. Select co6number from co6number list.
3. Click to Go button.
4. System displays the bill details as shown in figure below.

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)
Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

IC

Registration
ARREAR BILLS
Bills Passing
Salary Bill
Supplementary Bill
Settlement Bill
Works Contract
Suppliers
Lease
Telephone
Others
NPS Bills
Bill Return
CO7 Posting
CO7 Audit
CO7 Confirmation
CO7 Cancellation
Queries
Master Codes
Reports

Others Bill Passing

MAIN CHQ DTL ALLOC DTL

Section: ENG Establishment Bills-Non Gap
COG Number: 010713100163 GO COG Date: 15/11/2013
Party Name: 01322941 IVOR SOLOMON Details
Bill No.: 742 Bill Date: 29/05/2013
Bill Desc: 58/91/05/ARREAR
SPU: COG
Bill Amt.: 22844
Disallow. Amt.: 0 Reason for Disallow.:
Passed Amt.: 22844 Deduction:
Net Amt.: 22844
Voucher Ref: 58/91/2013 Voucher Date: 29/05/2013

Save Close Print

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Misc Report

Last Pay Certificate
Quarterly Report
COIS
Salary Projection
General Report
Salary Status/Data
Employee Earnings
Retirement Report
Incoming/Outgoing
Appointment Report
Allowance Monitoring
Electricity Report
NPS Report
Cug. Report
Biodata Report
PaymodeWise Report
PaymodeWise Report New(Testing)
Con. DebtCredit
Retirement List
NewJoin/InOutAU
CourtDEReport
Bill Detail(For Audit)
DATA DISCREPANCY REPORT

LPC Report

Emp No: 10005000
Emp Name: SANJAY SRIVASTAVA
Designation: ST/TT Pre.Mos BillUnit: 01067
Service Status: SR Cer.Mos BillUnit: 01067
PLB Financial Year: 2014-2015
Not Eligible for LPC
☐ Provisional ☒ Final
Submit Clear

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Misc Report

- Last Pay Certificate
- Quarterly Report
- CO16
- Salary Projection
- General Report
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- Employee Earnings
- Retirement Report
- Incoming/Outgoing
- Appointment Report
- Allowance Monitoring
- Electricity Report
- NPS Report
- Cug. Report
- Biodata Report
- PaymodeWise Report
- PaymodeWise Report New(Testing)
- Con. DebtCredit
- Retirement List
- NewJoin/InOutAU
- CourtDDRReport
- Bill Detail(For Audit)
- DATA DISCREPANCY REPORT

Quarterly Report

Financial Year: 2013 - 2014
Financial Quarter: January - March
AU:
Select One:
GORAKHPUR
VARANASI
LUCKNOW
IZZATNAGAR
WS-IZZATNAGAR
WS-GORAKHPUR
CON-GORAKHPUR
ALL-CONS

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

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Misc Report

- Last Pay Certificate
- Quarterly Report
- CO16
- Salary Projection
- General Report
- Salary Status/Data
- Employee Earnings
- Retirement Report
- Incoming/Outgoing
- Appointment Report
- Allowance Monitoring
- Electricity Report
- NPS Report
- Cug. Report
- Biodata Report
- PaymodeWise Report
- PaymodeWise Report New(Testing)
- Con. DebtCredit
- Retirement List
- NewJoin/InOutAU
- CourtDDRReport
- Bill Detail(For Audit)
- DATA DISCREPANCY REPORT

General Report

All Billunit: GORAKHPUR
Bill Unit:
Employee No:
Group Earning Code: PF
Earning Code:
Sorting Order: Default Court wise
From Payperiod: 201403 To Payperiod: 201403
Payperiod format YYYYMM
Generate Report Clear

C:\Users\NIR_RLY\AppData\Local\Microsoft\Windows\UninstallCache\F057X6MPC\GeneralReport.txt - Edit9

File Edit View Search Document Project Tools Browser ZC Window Help

GENERAL REPORT
FROM PERIOD:201403 TO PERIOD:201403

SR.	NO	EMPNO	EMPNAME	DESIGNATION	REFNO	AMT
1	01279848	NRJIK SHANTAD ARNO	Se. SO (A)	-	2458	
2	01279944	SMT BHAKTALAKA SINGH	AA	-	2143	
3	01279970	SRI V K SRIVASTAVA	Se. SO (A)	-	2500	
4	01280024	VINOD KUMAR HIRRA	Se. SO (A)	-	2500	
5	01280053	AJAL RAJIN	AA	-	2108	
6	01280065	NEND NASTINZAMAR	AA	-	2108	
7	01280387	A K PRASAD	AA	-	1750	
8	01280804	REKHO SINGH	AA	-	2100	
9	01280855	KARTI KAR	TUTTY	-	1129	
10	01281189	ASHOK K. SRIVASTAVA	AA	-	2100	
11	01281951	GOPPI ED. GOND	AC	-	1000	
12	01282189	SUDHAR BANJARI	AA	-	2079	
13	01282232	VIOLE BANARJI GIRI	Se. SO (A)	-	2458	
14	01282317	RAJANAM GOND	AC	-	1445	
15	01283064	NEND NIKAR	AA	-	2073	
16	01283140	KRISHNA PAL SINGH	AA	-	2037	
17	01283297	S K JAINAL	AA	-	2073	

GeneralReport.txt

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Misc Report

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Allowance Monitoring
Electricity Report
NPS Report
Cug. Report
Bindata Report
PaymodeWise Report
PaymodeWise Report New(Testing)
Con. Debt/Credit
Retirement List
NewJoin/InOutAU
CourtDOR Report
Bill Detail(For Audit)
DATA DISCREPANCY REPORT

Payperiod: 2014 Jan
BillUnit Status: Salary
SUBMIT

Instructions for Salary Data

1. Save the text file generated by the application to desktop
2. Open Microsoft Excel and import the data
3. Browse the File saved by the application to desktop
4. Click Next
5. Select checkbox named OTHER and insert (PIPE) in the textbox
6. Select the columns and select their type as TEXT
7. Save it as xls file

Menu DATA -> Get External DATA -> Import Text File

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Misc Report

State of Units for Payperiod 201404

S/No.	Unit	Total	Un-processed	Processed	Processed but Not Forwarded	Forward_IC	Registered	Returned	Passed	C07	C07-Confirmed	Abstract
1	01-GORAKHPUR	142	121	21	21	0	0	0	0	0	0	0
2	02-VARANASI	171	170	1	1	0	0	0	0	0	0	0
3	03-LUCKNOW	268	263	5	5	0	0	0	0	0	0	0
4	04-IZZATNAGAR	115	113	2	2	0	0	0	0	0	0	0
5	05-WS-IZZATNAGAR	40	39	1	1	0	0	0	0	0	0	0
6	06-WS-GORAKHPUR	105	99	6	6	0	0	0	0	0	0	0
7	07-CON-GORAKHPUR	73	60	13	13	0	0	0	0	0	0	0
8	TOTAL	914	865	49	49	0	0	0	0	0	0	0

DATA DISCREPANCY REPORT

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Misc Report

Employee Earning Report

☐ Bill Unit
☒ EmpNo 10005000
 From Period 201312
 To Period 201404
 (Payperiod format YYYYMM)

Do you want to open or save BillWiseReport.txt from ams.indianrailways.gov.in?

Open Save Cancel

Employee Earning Details for EmpNo : 13104010 Name: SANSAY SRIVASTAVA Design: JY117
Pay Period : From 201312 To 201404

SALARY DETAILS

SRCHDESC	DEC	JAN	FEB	MAR	APR	TOTAL
SA	19269	19269	19269	19269	0	77076
TRAV-ALL	0	0	0	1274	0	1274
TRAV ALL-0	1520	1520	1520	1520	0	6080
CONTR-ALL	0	0	0	320	0	320
PAY	21410	21410	21410	21410	0	85660
F/FK-FF	400	400	400	400	0	1600
LV-EM-PAY	0	0	10560	0	0	10560
TOTAL EMB	42599	42599	56159	44199	0	185556
LEASHA RAILWAY SA	10	10	10	10	0	40
PF-SUBS	1784	1784	1784	1784	0	7156
VFF	12000	0	0	0	0	12000
INC TAX	9000	9000	12570	0	0	20570
SB-GRF	328	328	328	328	0	1304
ELC DUTY GRF	14	10	31	31	0	86
E. SURCHARGE-GRF	0	0	24	24	0	48
E. CRG-GRF	744	583	623	623	0	2573
WIR-GRF	80	80	80	80	0	320
AN-ECRG-LAM	1017	1017	0	0	0	2034
COIS-C	30	30	30	30	0	120
TOTAL REC	10940	6797	15435	2863	0	44051
NET EARNING	25639	25602	40724	41330	0	141495

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- NPS Report
- Cug. Report
- Biodata Report
- PaymodeWise Report
- PaymodeWise Report New(Testing)
- Con. DebtCredit
- Retirement List
- NewJoin/InOutAU
- CountDDReport
- Bill Detail(For Audit)
- DATA DISCREPANCY REPORT

Retirement Report

For The Employees Of ☐ Billunit ☐ All Billunits Of

For The Period Of ☐ PayPeriod ☐ For the Year

Sort By ☒ Billunit ☐ Empro ☐ RetirementDate

Do you want to open or save RetirementReport.txt from aims.indianrailways.gov.in?

Retirement Report

SLNO	BILLUNIT	EMPNO	EMPNAME	DESIGNATION	STATION	DEPARTMENT	SCALE	BASIC	RETIREMENTDATE	DOB	DOA
1	01002	01200053	ALAI HASTH	AA	GRP	ACCOUNTS	4000	25290	31/12/2014	06/12/1954	14/11/1975
2	01002	01200232	VILAY KAMAR GIRI	Se. SO(A)	GRP	ACCOUNTS	4000	29500	30/11/2014	10/11/1954	08/12/1980
3	01002	01203390	IRSH SAKAI SUSTA	AA	GRP	ACCOUNTS	4200	21430	31/08/2014	09/08/1954	01/04/1982
4	01002	01200580	SANJAY KIMAR	AA	GRP	ACCOUNTS	4400	24010	31/10/2014	08/10/1954	26/06/1980
5	01002	10007866	SMT ANNA BEHUM	PEON	GRP	ACCOUNTS	1900	10170	31/12/2014	03/12/1954	17/04/1987
6	01010	01202462	SHALIGRAM RAJNEY	Se. SO(A)	GRP	ACCOUNTS	4000	29450	30/06/2014	10/06/1954	09/03/1981
7	01015	01201037	ALAI HATH KHAKE	SR. TTA	GRP	ACCOUNTS	4000	20980	30/08/2014	17/08/1954	07/10/1977
8	01015	01202336	LALIT KISHOR SINGH	SR. TTA	GRP	ACCOUNTS	4000	29500	30/06/2014	10/06/1954	08/12/1980
9	01042	01279919	SERLJOSHAN	SB. KHALASI	GRP	ACCOUNTS	2400	13550	31/08/2014	02/08/1954	18/10/1974
10	01042	01000785	SURENDRA HATH DUBEY	AA	GRP	ACCOUNTS	4000	24880	31/12/2014	01/01/1955	15/08/1980
11	01045	01060240	SHANKAR	DUPITY	GRP	ACCOUNTS	2000	12900	31/12/2014	01/01/1955	02/07/1979
12	01050	04000446	RAM JAGAN JAIN	NO. TYPIST	GRP	ACCOUNTS	4000	20430	30/06/2014	01/07/1954	04/07/1979
13	01055	01279841	SHAMSHAN	KSI	GRP	ACCOUNTS	2400	13070	31/07/2014	07/07/1954	14/07/1975
14	01059	01200716	VISHNU DG GUPTA	AA	GRP	ACCOUNTS	4400	25290	30/06/2014	27/06/1954	07/10/1977
15	01059	01201596	SATYA PRASAD VERMA	AA	GRP	ACCOUNTS	4000	24890	31/05/2014	15/05/1954	11/02/1980
16	01060	01279737	YED KUTRA	AA	GRP	ACCOUNTS	4200	23240	31/12/2014	25/12/1954	01/05/1974
17	01060	01200941	A. K. SRIVASTAVA	SR. ISA	GRP	ACCOUNTS	4000	29900	30/06/2014	01/07/1954	13/11/1975
18	01060	01000189	SHARAD HATH RAI	SR. SV	GRP	ACCOUNTS	4000	25290	31/10/2014	14/10/1954	08/10/1978
19	01060	10004210	RAJAN KUMAR MISHRA	SV	GRP	ACCOUNTS	4000	23570	31/12/2014	01/01/1955	31/07/1987

For Help, press F1

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)

Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Misc Report

Railway Appointment Reports

Date Format: DD/MM/YYYY

From Date: 31/1/2014 To Date: 31/3/2014

☒ DivisionWise Appointment ☐ Depart.Wise Appointment

☐ StationWise Appointment ☐ StateWise Appointment

☐ FemaleWise Appointment ☐ HandicapWise Appointment

Do you want to open or save RailwayApptReport.txt from aims.indianrailways.gov.in?

Open Save Cancel

The screenshot displays the AIMS (Accounting Information Management System) interface. The top navigation bar includes links for Employee Data, Change Data, Loan, Leave, Misc Prog, Salary Process, Misc Report, Career, Cadre, Supplementary, IC, Books, ACBooks, PF, Pension, and Cash(STN). The left sidebar lists various reports under the 'Misc Report' category, including Last Pay Certificate, Quarterly Report, COIS, Salary Projection, General Report, Salary Status/Data, Employee Earnings, Retirement Report, Incoming/Outgoing, Appointment Report, Allowance Monitoring, Electricity Report, NPS Report, Cvg. Report, Biodata Report, PaymodeWise Report, PaymodeWise Report New(Testing), Con. DebtCredit, Retirement List, NewJoin/InOutAU, CourtDORReport, Bill Detail(For Audit), and DATA DISCREPANCY REPORT. The main content area is titled 'Allowance Monitoring Report' and contains a form with the following fields: AU (Gorakhpur), Department (ALL), EarningDeduction (NIGHT DUTY ALLOWANCE), From Period (201303), To Period (201402), Criteria (ALL), and No. of Emp. (10). A 'Generate Report' button is located at the bottom of the form.

The screenshot displays the AIMS (Accounting Information Management System) interface for the 'NON PENSION SCHEME REPORT'. The top navigation bar and left sidebar are identical to the previous screenshot. The main content area is titled 'NON PENSION SCHEME REPORT' and contains a form with the following fields: AU (Gorakhpur) and PAY PERIOD (201403). Below the form are 'Generate Report' and 'Close' buttons. The section 'Instructions for NPS Data to save in xls format:' lists the following steps: 1. Save the text file generated by the application to desktop. 2. Open Microsoft Excel and go to Menu DATA -> Get External DATA -> Import Text File. 3. Browse the File saved by you in step 1. 4. Click Next. 5. Select checkbox named OTHER and insert (PIPE) in the textbox. 6. Select the columns and select their type as TEXT. 7. Save it as xls file. At the bottom of the page, a dialog box asks: 'Do you want to open or save NpsReport.txt from ams.indianrailways.gov.in?' with 'Open', 'Save', and 'Cancel' buttons.

For Help, www.FI

10

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)

Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

EMPNO EMPNAME BIRTHDATE FATHERNAME RETIREMENTDATE

0127986	MALK SHAHZAD AHMAD	01/07/11	SR. 01000	LT M A RAZZAQ	27/01/11	30/06/2016
0127994	SMT SHAKUNTALA SING	25/01/11	ACC 01000	BRIJENDRA SINGH	10/11/11	31/01/2016
0127997	SHRI V K SRIVASTAVA	01/01/11	SR. 01000	RHELEBSRIVASTAVA	21/01/11	31/12/2016
0128002	VINOD KUMAR MISRA	01/01/11	SR. 01000	GANESH DUTTA MISRA	14/11/11	31/12/2016
0128005	AJAI MASHI	06/12/11	ACC 01000	ERIC NAMAT MASHI	14/11/11	31/12/2014
0128006	MOHD MASHUZZAMANI	06/01/11	ACC 01000	MOHD MUSTAFA HUSANI	14/11/11	31/01/2015
0128038	A K PRASAD	10/01/11	ACC 01000	SHREE KRISHNA PD	10/05/11	31/01/2018
0128080	BECHOO SINGH	01/03/11	ACC 01000	RAM DULAREY SINGH	15/07/11	29/02/2016
0128085	HARI HAR	27/07/11	DUF 01000	DUKH HARAN	01/07/11	31/07/2015
0128119	ASHOK KR SRIVASTAVA	05/08/11	ACC 01000	SUKHDEO PD SRIVASTAV	14/12/11	31/08/2016
0128195	GASHOK PD. GOND	10/09/11	ACC 01000	LATE BANDHU PRASAD	01/10/11	30/09/2022
0128216	SUDHIR RAJHAN	01/07/11	ACC 01000	PARAS NATH	10/03/11	30/06/2019
0128223	VJAY BAHADUR GIRI	10/11/11	SR. 01000	G D C GIRI	06/12/11	30/11/2014
0128251	RAJARAM GOND	09/01/11	ACC 01000	G C GOND	08/12/11	31/01/2016
0128306	MOHD UMAR	01/01/11	ACC 01000	LATE AMINULLAHKHAN	12/02/11	31/12/2016
0128345	KRISHNA PAL SINGH	01/03/11	ACC 01000	SHRI PITAMBER SINGH	03/07/11	28/02/2017

CONDITIONS
 BIRTHDATE < '01-JAN-1961' OR RETIREMENTDATE > '01-JAN-2004' AND (PAR IS NULL)
 Generate

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

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Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

PayModeWise Bank Details

Accounting Unit Of: GORAKHPUR
 Paymode: AB-CORE
 PayPeriod: 201403

☐ AndhraBank-Core ☐ Empwise Report ☒ BankWise Report

Generate Report

BANKCODE WISE DETAILS
CASH/BANK SALARY PAYMENTS

Do you want to open or save StepEmpwise.txt from ams.indianrailways.gov.in? [Open] [Save] [Cancel]

File Edit View Search Document Project Tools Browser ZC Window Help

C:\Users\NEER_JLYB\AppData\Local\Microsoft\Windows\InternetCache\IE\7\UA000\StepEmpwise.txt - EditPlus

FOR THE MONTH:MARCH 2014

DETAILS OF FUND TO BE TRANSFERRED THROUGH ONLINE BANKING

PAGE:1

SNO	AMOUNT	NO. OF STAFF	BANKCODE	BANK ADDRESS
1	3255478	153	000011988	STATE BANK OF INDIA LALYANI
2	30658	1	000011940	STATE BANK OF INDIA BICKPURI
3	64145	1	000011781	PUNJAB NATIONAL BANK GANGAPUR CITY
4	42395	1	000011444	BANK OF BARODA SAKAI BRANCH
5	14716	1	000011122	STATE BANK OF INDIA, BIKET CHANDHI CHOWK
6	19237	1	000011101	STATE BANK OF INDIA, KATRAHA, MORADABAD
7	15430	1	000011057	STATE BANK OF INDIA, KHASMAIL
8	0	1	000010982	STATE BANK OF INDIA, BIVRAM
9	1861228	88	000010718	CENTRAL BANK OF INDIA, KASGANJ
10	13882	1	000010290	STATE BANK OF INDIA, FAIZABAD
11	16664	1	000010416	BANK OF INDIA, LAITHUDH
12	15885	1	000010938	STATE BANK OF INDIA, MIRGANJ
13	8	1	000010071	STATE BANK OF INDIA, MUTIHARI BAZAR
14	49288	1	000010764	PUNJAB NATIONAL BANK, KATRAHA BAZAR, SONBA
15	15578	1	000010838	STATE BANK OF INDIA, KATRAHANWALA
16	10904	1	000011941	STATE BANK OF INDIA FATEHPUR
17	292096	12	000011618	CENTRAL BANK OF INDIA FATEHPUR
18	7050	1	000011618	CENTRAL BANK OF INDIA SOHANSI

StepEmpwise.txt

For Help, press F1

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https://ams.indianrailways.gov.in/IPAS/LoginCont... AIMS Portal - Indian Railways ams.indianrailways.gov.in

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)

Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Misc Report

- Last Pay Certificate
- Quarterly Report
- CO16
- Salary Projection
- General Report
- Salary Status/Data
- Employee Earnings
- Retirement Report
- Incoming/Outgoing
- Appointment Report
- Allowance Monitoring
- Electricity Report
- NPS Report
- Cug. Report
- Biodata Report
- PaymodeWise Report
- PaymodeWise Report New(Testing)
- Con. Debit/Credit
- Retirement List
- NewJoin/InOutAU
- CountDDReport
- BIF Detail(For Audit)
- DATA DISCREPANCY REPORT

PayModeWise Bank Details

Accounting Unit Of: GORAKHPUR

Paymode: CORE-BANKING

Salary * Suplimentary 0 Others 0

Enter PayPeriod: 201403

Select Report Format

* TEXT 0 EXCEL

0 Step * Empwise Report 0 BankWise Report

Generate Report

Do you want to open or save empwise.txt from ams.indianrailways.gov.in?

Open Save Cancel

EMPLOYEE WISE STATEMENT - ONLINE PAYMENT THROUGH CORE-BANKING

FOR THE MONTH: MARCH 2014 PAGE: 1

SNO	ACCOUNT NO	EMPLOYEE/PARTYNAME	AMOUNT	EXPNO	BANK ADDRESS
1	08322010124460	RAJINI ARMOO	15843	11300756	ADMIN OFFICE, KRISHI, UPADHAN MANDI SANIT
2	0000546002587378	RAJENDRA RAM	51001	18404462	1ST FLOOR, GGL BEAR, BEAR HOTEL PRESIDENT
3	000781572283	F. K. AIAL	98392	01023676	8A, PHELPS BUILDING, GREEN CIRCLE, CORRAU
4	003682012970	F. K. KRAJINI	79494	01023920	GROUND FLOOR, A D TOWER, BANY ROAD, GORAKH
5	009451000946653	A. K. SRIVASTAVA	81218	11003836	CBS 003 BANY, LAFRONT STRAS, BANY ROAD,
6	0083104000244107	GOVIND MEHRA	50385	00001830	CBS 7, PARK ROAD, GORAKHPUR, GORAKHPUR
7	0072601061147271	PRATAP SAKSHI SINGH	29755	13459340	CBS BANY ROAD, GORAKHPUR
8	00726100001468	KISHOR J. SINGH	28024	01697543	CBS GORAKH, GORAKHPUR, UTTAR PRADESH - 2
9	00726100002876	SMT. USHAKANTI	13495	44009359	CBS GORAKH, GORAKHPUR, UTTAR PRADESH - 2
10	00726100004398	D. P. YADAVA	14094	44004638	CBS GORAKH, GORAKHPUR, UTTAR PRADESH - 2
11	00726100005589	NEELAM RAM	9011	01348220	CBS GORAKH, GORAKHPUR, UTTAR PRADESH - 2
12	00726100013022	SARITA CHATTERJEE	15873	10701576	CBS GORAKH, GORAKHPUR, UTTAR PRADESH - 2
13	00726100013158	JYOTI	17855	01529936	CBS GORAKH, GORAKHPUR, UTTAR PRADESH - 2
14	018165652000	ALOK SINGH	108900	01041104	BEAN COMPLEX, ASHOKA ROAD
15	013010100233904	A. K. SRIVASTAVA	45322	10478504	WASARA RD. 3169/01, CHAUHAN COMPLEX OFF.
16	014710011000255	VIJAY KUMAR GUPTA	1980	01282074	11, SOROKER STIAS, GORAKHPUR, UP
17	014710011000518	JYOTI ARMOO KHAN	41895	10001048	11, SOROKER STIAS, GORAKHPUR, UP
18	01816010010446209	SIBHITI PRASAD	19454	10700045	CBS BANY ROAD, GORAKHPUR
19	018160100114951	JYOTI	25505	44009243	CBS BANY ROAD, GORAKHPUR
20	018160100131835	SHEO DEEN	13273	10700069	CBS BANY ROAD, GORAKHPUR
21	0183801001234400	ANNA PRASAD	14248	10450774	CBS BANY ROAD, GORAKHPUR
22	0183801001282091	K. H. GUPTA	45105	10200078	CBS BANY ROAD, GORAKHPUR
23	018380100128559	JEHNGO CHATTERJEE	20694	10476054	CBS BANY ROAD, GORAKHPUR
24	0183801001289783	V. B. SRIVASTAVA	90393	01734873	CBS BANY ROAD, GORAKHPUR
25	0183801001297481	RAJENDRA SINGH	37510	01850464	CBS BANY ROAD, GORAKHPUR
26	0183801001334811	WIMAL KUMAR SRIVASTAVA	31937	01265850	CBS BANY ROAD, GORAKHPUR
27	0183801001334828	DR. A. K. SHUKLA	46646	01018346	CBS BANY ROAD, GORAKHPUR
28	0183801001344987	SMT. K. N. PARDEY	20198	01005902	CBS BANY ROAD, GORAKHPUR
29	0183801001366620	K. H. GUPTA	17408	01626295	CBS BANY ROAD, GORAKHPUR
30	0183801001372513	SHELLY MANITA DAS	46555	01697020	CBS BANY ROAD, GORAKHPUR
31	0183801001409749	HEMANT	14379	01282323	CBS BANY ROAD, GORAKHPUR
32	0183801001566934	SUNO ARJUN	19510	10419561	CBS BANY ROAD, GORAKHPUR
33	01838010016210108	SUNIL KUMAR MITTAL	29909	01062700	CBS BANY ROAD, GORAKHPUR
34	01838010016210162	NEELAM MOHIN	10941	10419720	CBS BANY ROAD, GORAKHPUR
35	01838010016210171	ARUN KALAKHORE	4770	04152300	CBS BANY ROAD, GORAKHPUR

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

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Retirement Report
Incoming/Outgoing
Appointment Report
Allowance Monitoring
Electricity Report
NPS Report
Cug. Report
Biodata Report
PaymodeWise Report
PaymodeWise Report New(Testing)
Con. DebtCredit
Retirement List
NewJoin/InOutAU
CountDownReport
Bill Detail(For Audit)
DATA DISCREPANCY REPORT

Discrepancy Report For The Current PayMonth

For The Employees Of: All Billunits GORAKHPUR Sorting Order: BILL UNIT

Billunit: All BILL UNITS Get Discrepancy Count

☒ Quarter and Electricity Related Discrepancy
☐ List Employees Joined after Jan 2004, Still PF Recovery
☐ List Employees Joined earlier to Jan 2004, Still NPS Recovery
☐ List Employees for whom Grade Pay not belong to their Pay Band
☐ List Employees Joined after Jan 2004, Still both PRAN and PPAN are not valid
☐ List Employees For whom, any of the mandatory field in Bio Data is not filled

Generate Report

Do you want to open or save DiscrepancyReport.xls from amsindianrailways.gov.in?

Open Save Cancel

Quarter and Electricity Related Discrepancy

BILL UNIT	EMP NO	EMPLOYEE NAME	DESIG CODE	DESIG DESCRIPTION	RENT OF QTR/LEC. CHARGES
01002	01282165	SUDHIR RAJAN	AC102	ACCOUNTS ASSISTANT	326 0
01002	01283145	KRISHNA PAL SINGH	AC102	ACCOUNTS ASSISTANT	118 0
01002	01283728	S K KUMAR	AC104	SR. SECTION OFFICER(ACCOUNTS)	187 0
01002	01285099	MEWA LAL	GC001	PEON	71 0
01002	01285129	KAUSHALKISHORE SINGH	AC104	SR. SECTION OFFICER(ACCOUNTS)	118 0
01002	01285178	DEO NARAIN	AC100	ACCOUNTS CLERK	118 0
01002	01285324	VJAI KUMAR SOMAN	AC102	ACCOUNTS ASSISTANT	118 0
01002	06351517	S C JAINWAL	AC102	ACCOUNTS ASSISTANT	36 0
01002	07370910	SHRI BHAGWAN PO	AC102	ACCOUNTS ASSISTANT	36 0
01002	07372886	SUKRA SANGA	AC102	ACCOUNTS ASSISTANT	118 0
01002	07830440	R L DAS	AC104	SR. SECTION OFFICER(ACCOUNTS)	98 0
01002	10000550	SALJEET PRADHAN	AC102	ACCOUNTS ASSISTANT	98 0
01002	10001906	MUKESH KUMAR	AC102	ACCOUNTS ASSISTANT	108 0
01002	10002327	RAJIV KUMAR	AC102	ACCOUNTS ASSISTANT	187 0
01002	10003034	S C VERMA	AC104	SR. SECTION OFFICER(ACCOUNTS)	185 0
01002	10003393	BRAJ BHARI SINGH	AC102	ACCOUNTS ASSISTANT	118 0
01002	10004099	MADHUSUDAN UPADHAY	AC100	ACCOUNTS CLERK	109 0
01002	10004178	SHRI D K DAS	AC104	SR. SECTION OFFICER(ACCOUNTS)	118 0
01002	10004206	P C GUPTA	AC104	SR. SECTION OFFICER(ACCOUNTS)	220 0
01002	10004701	MOHD W R ANSARI	AC104	SR. SECTION OFFICER(ACCOUNTS)	249 0
01002	10005900	DHARMENDRA KR GUPTA	AC102	ACCOUNTS ASSISTANT	156 0
01002	10006205	SURESH SHARMA	AC104	SR. SECTION OFFICER(ACCOUNTS)	189 0
01002	10006930	SRI ANIL KR MISHRA	AC102	ACCOUNTS ASSISTANT	108 0
01002	10006941	SMT KIRAN SINGH	AC102	ACCOUNTS ASSISTANT	156 0
01002	10007106	M D VEER	AC102	ACCOUNTS ASSISTANT	118 0
01002	10007118	ARIF SULTAN KHAN	AC102	ACCOUNTS ASSISTANT	302 0
01002	10008056	KM SUCHITA BILUNG	AC102	ACCOUNTS ASSISTANT	98 0
01002	10008998	MAHENDRA NATH YADAV	AC101	JR. ACCOUNTS ASSISTANT	36 0

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

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Electricity Report
NPS Report
Cup. Report
Bio-data Report
Paymode/Wise Report
Paymode/Wise Report New(Testing)
Con. Debit/Credit
Retirement List
NewJoin/InOutAU
CourtDDRReport
BIL Detail(For Audit)
DATA DISCREPANCY REPORT

Discrepancy Report For The Current PayMonth

For The Employees of: All Billunits of: GORAKHPUR Sorting Order: BILL UNIT

☐ Billunit ☐ All BILL UNITS

Get Discrepancy Check

☐ Quarter and Electricity Related Discrepancy

☒ List Employees Joined after Jan 2004, Still PF Recovery

☐ List Employees Joined earlier to Jan 2004, Still NPS Recovery

☐ List Employees for whom Grade Pay not belong to their Pay Band

☐ List Employees Joined after Jan 2004, Still both PRAN and PPA are not valid

☐ List Employees For whom, any of the mandatory field in Bio Data is not filled

Generate Report

Do you want to open or save DiscrepancyReport.xls from aims.indianrailways.gov.in?

Open Save Cancel

The screenshot shows the AIMS Accounting Information Management System interface. A Microsoft Excel spreadsheet is open, displaying a list of employees. The spreadsheet has columns for BILL UNIT, EMP NO, EMPLOYEE NAME, RAILWAY JOIN DATE, PENSION ACCT NO, and PRAN. The data is as follows:

BILL UNIT	EMP NO	EMPLOYEE NAME	RAILWAY JOIN DATE	PENSION ACCT NO	PRAN
01371	10456089	DHANESH YADAV	27 NOV 2006		
01454	67103043	SHRI RAMU	03 MAY 2010	2010500403100126	110321903324
01986	10629307	R K MISHRA	09 MAR 2004		
01986	10638119	SUBHENDU BISWAS	09 MAR 2004		

The spreadsheet is titled 'List Employees Joined after Jan 2004 Still PF Recovery'. The AIMS logo and 'ACCOUNTING INFORMATION MANAGEMENT SYSTEM' are visible in the top left. The browser address bar shows 'https://aims.indianrailways.gov.in/IPAS/LoginCart'. A message box at the bottom asks 'Do you want to open or save DiscrepancyReport.xls from aims.indianrailways.gov.in?' with 'Open', 'Save', and 'Cancel' buttons.

The screenshot shows the AIMS Accounting Information Management System interface. The 'Transfer Out Details (Entry)' form is displayed. The form contains the following fields:

- Emp No: 01672642
- Bill Unit: 01702
- Emp Name: SHRI S L DAS
- Designation: GS
- Department: SGT
- Pay rate: 23100
- Pay Band: 2
- Station: GKP
- Grade Pay: 4600
- Transfer Type: Select (Dropdown menu with options: Transfer On Deputation, Transfer To Other Railway, Transfer To Other Unit)
- Transfer To: (Dropdown menu)
- Office Order No: (Text field)
- Office Order Date: (Date field)
- Relinquish Date: (Date field)
- Remarks: (Text area)

The AIMS logo and 'ACCOUNTING INFORMATION MANAGEMENT SYSTEM' are visible in the top left. The browser address bar shows 'https://aims.indianrailways.gov.in/IPAS/LoginCart'. The 'Welcome CRISAIMS' message is visible in the top right. The 'Transfer Out Details (Entry)' title is centered at the top of the form. The 'Save' and 'Reset' buttons are at the bottom right of the form.

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)

Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Transfer Out Details (Confirm)

Emp No Bill Unit

Emp Name

Designation Department

Pay rate Pay Band

Station Grade Pay

Transfer Type

Transfer To

Office Order No Office Order Date

Relinquish Date

Remarks

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)

Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Employee List For Transfer In

Emp No	Emp Name	Designation	Bill Unit	Grade Pay	Pay Rate	Station	Trans
7110026	CHANDAN MAIRAYA	B.PEON	01999	1800	7430	GKP	Entry
7110050	AMIT KUMAR SONIA	B.PEON	01999	1800	7000	GKP	Entry
1100051	MUKESH SINGH	B.PEON	01999	1800	7660	GKP	Entry
3804756	U P ARYA	TM	01999	1800	7210	GD	Entry
1300427	ANIL KUMAR AHERWAR	TECH. (FIT)-II	01999	2400	9780	GKP	Entry
7100322	PARMENDRA KUMAR	JE(IT)GR-II	01999	16140	16140	GKP	Entry
7051704	SRI RAM MILAL	JE(IT)GR-II	01999	0	8640	GKP	Entry
0043148	SURESH C MEENA	invalid	01999	4600	12820	LJN	Entry
7372670	A C GUPTA	SSE(ELEC)	01999	4800	20220	LJN	Entry
1300340	SHRI P K SRIVASTAVA	CONSTABLE	01999	4800	28950	GKP	Entry
1009780	MANOJ KUMAR PATEL	HD.CONSTABLE	01999	2400	12190	GD	Entry
1005737	RAKESH KUMAR GUPTA	IPF	01999	4800	25420	LJN	Entry
1018781	JANARDAN SINGH	CONSTABLE	01999	2400	12290	LJN	Entry

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)

Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Career

Transfer

Increment

Postpone/Basic Change

PayChange

Promotion

Increment Correction

Bill Unit: 01067

Modification is not allowed as bill is in Processed Stage. Reset process for Modification

Serial No	Emp No	Emp Name	Designation	Grade Pay	Incr. Due Date	Old Pay	Incr Amt	New Pay	Status	Postponed Day	Reason/Remark
-----------	--------	----------	-------------	-----------	----------------	---------	----------	---------	--------	---------------	---------------

https://aims.indianrailways.gov.in/IPAS/Increment/Control.htm

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)

Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Career

Transfer

Increment

PayChange

Promotion

Change Of Pay

Bill Unit: 01067

Modification is not allowed as bill is in Processed Stage. Reset process for Modification

Emp Name	Designation	Dept	Old Pay Band	Old Grade Pay	Old Basic	New Pay Band	New Grade Pay	New Basic	Pay Change
S K SRIVASTAVA	AA	ACCOUNTS				PB-2	4800	25100	Change Pay
BASANTI	IOS	ACCOUNTS				PB-2	4600	24950	Change Pay
SHANKER SARAN	SE(IT)GR-1	ACCOUNTS				PB-2	4600	27670	Change Pay
HANUMAN PRASAD	PEON	ACCOUNTS				PB-1	2400	12870	Change Pay
UDAI BHAN SINGH	Sr. SO(A)	ACCOUNTS				PB-2	5400	30540	Change Pay
V.K.AGARWAL	AA	ACCOUNTS				PB-2	4600	24448	Change Pay
RABINDRA KUMAR	DUFFRY	ACCOUNTS				PB-1	2000	11900	Change Pay
G.H.MANSARI	JE(IT)	ACCOUNTS				PB-2	4600	24010	Change Pay
S.C.SRIVASTAVA	SE(IT)	ACCOUNTS				PB-2	4600	24500	Change Pay
J.P. SHARMA	JE(IT)	ACCOUNTS				PB-2	4200	19630	Change Pay
I.K.SHARMA	JE(IT)	ACCOUNTS				PB-2	4600	24950	Change Pay
A.S.SRIVASTAVA	JE(IT)	ACCOUNTS				PB-2	4600	21050	Change Pay
RABINDRA SINGH	JE(IT)	ACCOUNTS				PB-2	4200	18550	Change Pay
JITENDRA SINGH	SE(IT)	ACCOUNTS				PB-2	4600	22310	Change Pay

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)
Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Career

Transfer
Increment
PayChange
Promotion

Promotion Details Entry

Modification is not allowed as bill is in Processed Stage. Reset process for Modification

Emp No: 10009000
Emp Name: SANJAY SRIVASTAVA
Promotion Type: Select--
Office Order No: ADMOC PROMOTION
Office Order date:
Promotion Date:
Promotion Option: Select--
Remarks:

Current Designation: BDT New Designation:
Current Group: C New Group:
Current Staff Cat: New Staff Cat:
Current PayBand: 2 New PayBand:
Current Grade Pay: 4600 New Grade Pay: Select One
Current HOER Cat: New HOER Cat: Select One
Current Med Class: New Med Class: Select One
Current Pay rate: 21410

From Date: To date: New Pay rate:

Cancel Delete

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)
Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Cadre

Book of Sanction
Report

Division: NERHQ Station: GORAKHPUR
Department: ACCOUNTS Office: 5
Bill Unit: 01967 PAY BILL OF ZONAL

Designation	Pay Band	Grade Pay	Post Type	No of Post	To Date	Delete
AC104 Sr. SO(A)	2	4800	PERMANENT	1		

Add Row Save Clear

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Home Help Themes Logout

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)
Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Cadre
Book of Sanction
Report

Cadre Reports

Division: NERHQ Station: GKP
Department: ACCOUNTS Office: S
Bill Unit: D1057 Designation: AC254

Available	Selected
	Station
	Department
	Office
	Bill-Unit
	Designation

Report

Do you want to open or save CadreReport.txt from aims.indianrailways.gov.in?

Open Save Cancel

CHAPTER –Supplementary Bills

Background

Activities Covered In this Module is as below →

1. Creating supplementary Bills
2. Forwarding Supplementary Bills to Accounts for Bill Passing.
3. Creating a supplementary Bill for Leave Encash.
4. Construction estimation and Allocation Entry for their Supplementary Bills.

Bill Preparation →

This Screen allows user to prepare different supplementary bills. Click on **Bill Preparation** in the menu. For new bill click on **create a new bill** as shown below.

The following table gives a brief description of the fields in the above form that will help user to enter Data.

Fields	Description
BillType	Select billtype from the list.
BillNo	System will generate a Billno after save.
BillDate	Systemgenerated
O.O No	Enter Office order no

O.O Date	Enter Office order date
Remarks	Enter Remarks if any
Employee No	Enter/Select Employee No
Ed code	Enter/Select Ed code.
Ref. No/Policy No	Enter Ref. No/Policy No
Paymode	Enter Paymode
Payperiod	Enter Payperiod (YYYYMM)
Bank Code	Enter/Select Bank Code
Account No	Enter Account NO
From Date	Enter From Date
To Date	Enter To Date
Rate	Enter Rate
As Drawn	Enter As Drawn
Amt Due	Enter Amount Due
Allocation	System will fetch Allocation

Save will generate a system generated bill no.

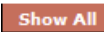
For, bills already registered, Enter/Select Bill no and press **Go**.
Following screen will appear.

User can add/modify/delete the employee earnings and recovery details.
Modify screen is as shown below.

User can see individual records by clicking on the () arrow buttons.

Click on Add More Emp to add new Employee record.

Click Add Modify Delete or Clear for employee shown above part of screen.

To view the entire employee's earnings and recovery details, Click on  button. Following screen will appear.

Here user can delete particular record if he/she desires

Cons Alloc Entry →

Select Bill Number from the list and Press Go.

Following Screen will appear

The following table gives a brief description of the fields in the above form that will help user to enter Data.

Fields	Description
Dr/Cr	Select Debit or Credit
Estimate No	Enter/Select Estimate No
Particulars	Particulars will be fetched automatically from Estimate no
Allocation	Enter allocation
Amount	Enter Amount
Audited Amount	Audited Amount can be entered by Accounts Dept.

When Debit Amt. And Credit Amt. Matches press Save button to Save the details.

Supplementary Report

Bill No:

Generate Report

Bill No	Bill Date	Gross Pay	Total Deduction	Net Pay	No. of Emp
0110001	01/01/2011	10000	0	10000	1
0110002	01/01/2011	10000	0	10000	1
0110003	01/01/2011	10000	0	10000	1
0110004	01/01/2011	10000	0	10000	1
0110005	01/01/2011	10000	0	10000	1
0110006	01/01/2011	10000	0	10000	1
0110007	01/01/2011	10000	0	10000	1
0110008	01/01/2011	10000	0	10000	1
0110009	01/01/2011	10000	0	10000	1
0110010	01/01/2011	10000	0	10000	1
0110011	01/01/2011	10000	0	10000	1
0110012	01/01/2011	10000	0	10000	1
0110013	01/01/2011	10000	0	10000	1
0110014	01/01/2011	10000	0	10000	1
0110015	01/01/2011	10000	0	10000	1
0110016	01/01/2011	10000	0	10000	1
0110017	01/01/2011	10000	0	10000	1
0110018	01/01/2011	10000	0	10000	1
0110019	01/01/2011	10000	0	10000	1
0110020	01/01/2011	10000	0	10000	1

PayModeWise Bank Details(Through Supplementary Only)

Paymode:

Abstract No:

Generate Report

BANKCODE WISE DETAILS

CASH/BANK SALARY PAYMENTS

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)
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Supplementary
Bill Preparation
Cons Alloc Entry
Reports

PayModeWise Bank Details(Through Supplementary Only)

Paymode: Step
Abstract No.: 01140010

☐ Step ☒ Empwise Report ☐ BankWise Report

Generate Report

BANKCODE WISE DETAILS
CASH/BANK SALARY PAYMENTS

Do you want to open or save StepEmpwise.txt from ams.indianrailways.gov.in?

Open Save Cancel

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)
Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Supplementary
Bill Preparation
Cons Alloc Entry
Reports

Bill Report

Bill Type: ALL
Abstract No.: 01140009

Text Report **Excel Report**

BANKCODE WISE DETAILS
CASH/BANK SALARY PAYMENTS

Do you want to open or save BillTypeReport.xls from ams.indianrailways.gov.in?

Open Save Cancel

SL NO	EMPNO	EMPNAME	BILLUNIT	DESIGSHORTDESC	PAYMODE	BANKACCTNO	BANKCODE	BANKSHORTDESC	COMNUMBER	CO7NUMBER	GROSSPAY	NRDEDUCTION	REDEDU
1	01213957	R.V.SINGH	01501	COM	P	10887605593	000010007	CLONY IN FRONT OF GM	01061400004	010614700082	4355	0	0
2	04044617	PHOOL CHAND	01475	ASST HEALTH OF	P	10887607205	000010007	CLONY IN FRONT OF GM	01061400003	010614700045	48278	0	0

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN)
Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

Supplementary
☐ Bill Preparation
☐ Cons Alloc Entry
☐ Reports
 ☐ Supplement Report
 ☐ Paymode Report
 ☐ Bill Report
 ☐ Bill Status

Status of GORAKHPUR for Payperiod 201404

S/No	BillUnit	Description	Prepared	Passed	CO7	Cheque
1	01140236	DCG-01-APR-	02-APR	02-APR	02-APR	04-APR
2	01140237	DCG-01-APR-	01-APR	01-APR	01-APR	04-APR
3	01140238	SUB-01-APR-	03-APR	03-APR	03-APR	09-APR
4	01140239	LVS-02-APR-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	01140240	GIS-02-APR-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	01140241	DCG-03-APR-	07-APR	07-APR	07-APR	09-APR
7	01140242	DCG-03-APR-	07-APR	07-APR	07-APR	09-APR
8	01140243	DCG-03-APR-	07-APR	07-APR	07-APR	09-APR
9	01140244	DCG-03-APR-	07-APR	07-APR	07-APR	09-APR
10	01140245	SUB-04-APR-	16-APR	16-APR	16-APR	16-APR
11	01140246	DCG-07-APR-	07-APR	07-APR	07-APR	09-APR
12	01140247	DCG-07-APR-	07-APR	07-APR	07-APR	09-APR
13	01140248	DCG-07-APR-	07-APR	07-APR	07-APR	09-APR
14	01140249	DCG-07-APR-	07-APR	07-APR	07-APR	09-APR
15	01140250	DCG-07-APR-	07-APR	07-APR	07-APR	09-APR
16	01140251	DCG-07-APR-	07-APR	07-APR	07-APR	09-APR
17	01140252	GIS-07-APR-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	01140253	LVS-07-APR-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	01140254	DCG-07-APR-	07-APR	07-APR	07-APR	09-APR
20	01140255	LVS-07-APR-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	01140256	GIS-07-APR-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	01140257	DCG-08-APR-	08-APR	08-APR	08-APR	11-APR

CHAPTER – Provident Fund

Background

This module captures all the employee transactions related to PF to maintain the employee ledger. There are various activities covered in this module

1. Automatic recovery of PF subscription.
2. Online application and passing of PF loan
3. Settlement bill passing
4. Loan edit and Loan conversion temporary to final
5. Online ledger transfer among units of railway.
6. Interest calculation
7. Interface with Books and Cash office for transfer pf transactions to employee ledger.

Application Entry

This screen is provided to enter application detail for PFT and PFF loan for an employee. Click on **Application Entry** in the menu, and system will display application entry screen.

Steps for Application Entry.

1. Enter the emp no of applicant.
2. Select the withdrawal type from list (Temporary or Final Loan)
3. Press Go button.
4. System will display employee detail and last PF Loan detail as shown in fig.

The screenshot shows the AIMS (Accounting Information Management System) interface. The top navigation bar includes links for Employee Data, Change Data, Loan, Leave, Misc. Prog, Salary Process, Misc. Report, Career, Cadre, Supplementary, IC, Books, A/Clocks, PF, Pension, and Cash (STM). The main menu on the left lists various application types: Application Entry, Sanction Entry, Bill Registration, Bill Posting, Settlement Entry, Settlement Passing, PFA Passing, Conversion, Loan Edit, PF Confirm, MCR Data, PF Ledger, Out/In, Transfer In (Division), Transfer Out (Division), Data Correction, Transfer In (Railway), MCR Data Entry, IV Data Entry, and Emp Entry. The 'Application Entry' screen displays a form for entering application details for an employee. The form includes fields for Employee No., Withdrawal Type, Name, Designation, Department, Pay Category, D.O.B, Service Completed, Opening Balance, Credit 2014-2015, PF Balance, Loan Date, Prev. Final Loan, Prev. Temp Loan, Outstanding, Rate, Maximum Eligibility, and Payment Mode. The form is divided into sections for Employee Details, Financial Details, and Application Details. The 'Application Entry' menu item is highlighted in the left sidebar.

The following table gives a brief description of the fields of forms that you help to enter Data.

Fields	Description
*Type of Twd	Enter Loan subtype from the list.
*Applied Amount	Enter Applied amount
*No if Installment	Enter no of installments
Amount of Installment	System calculated
Payment Mode	As mentioned in Salary payment Mode
Bank Code	As mentioned in Salary bank code
Account No	As mentioned in Salary Account no

Step for Enter data for Temporary Loan

1. Select Loan sub type from Temporary withdrawal list.
2. System fetches the maximum eligible amount applicable for employee and selected loan type in maximum eligibility text box.
3. Enter applied amount (Should be less than maximum eligible amount).
4. Enter No of installment.
5. System will display installment amount in amount in installment text box
6. Payment Detail will be same as mentioned in salary.no modification is allowed.
7. Press **save** button to save data. System will acknowledge with application no for future reference.

The following table gives a brief description of the fields of forms that you help to enter Data.

Fields	Description
*Type of Twd	Enter Loan subtype from the list.
*Applied Amount	Enter Applied amount
Payment Mode	As mentioned in Salary payment Mode
Bank Code	As mentioned in Salary bank code
Account No	As mentioned in Salary Account no

Step for Enter data for Final Loan

1. Select Loan sub type from Final withdrawal list.
2. System fetches the maximum eligible amount applicable for employee and selected loan type in maximum eligibility text box.
3. Enter applied amount (Should be less than maximum eligible amount).
4. Payment Detail will be same as mentioned in salary.no modification is allowed.
5. Press **save** button to save data. System will acknowledge with application no for future reference.

Sanction Entry

This screen is provided for supervisor user to sanction the loan applied through Application Entry screen. Here user allowed editing sanction amount of loan.

Click on **Sanction Entry** in the menu, and system will display sanction entry screen.

Here user can see all the pending applications waiting for sanction in given popup. Select the application from the popup and press **Go** button.

Fetched data will be shown as figure below.

The screenshot displays the 'Sanction Entry' form within the AIMS (Accounting Information Management System) interface. The form is divided into several sections for data entry:

- Employee Details:** Includes fields for Employee No. (01347251), Name (SRI BHAGSAR CHAND), Designation (GC01 SR. CLERK), Department (005 ENGINEERING), Pay Category (NON GAZETTED), D.O.B (25/10/1955), and Appointment Date (21/01/1985).
- Financial Details:** Includes Service Completed (20 YEARS 2 MONTHS), Basic (18000), Credit 2014-2015 (5256), PF Balance (72523), and Opening Balance (55257).
- Loan Details:** Includes Prev. Final Loan (0), Prev. Temp Loan (0), Outstanding (0), and Bill Type (PF/Final Withdrawal).
- Sanction Details:** Includes Applied Amount (34000), Sanction Amount (34000), Payment Mode (STEPS), Bank Code (RAILWAY COLONY IN FRONT OF GH OFFICE DT), and Account No (31047968100).

The interface also features a sidebar menu with options like Application Entry, Sanction Entry, Bill Registration, and various reports. At the bottom, there are buttons for 'Save', 'Clear', 'Reject', 'Sanction', 'PF Rules', and 'PF Ledger'.

Steps for sanction Loan

1. User allowed editing sanction amount.
2. Sanction amount cannot be greater than applied amount.

The following table gives a brief description of the Button of forms that you help to take decision...

Fields	Description
Save	Data will be saved with edited amount but not sanctioned. Application will re-appear in the list for sanction.
Reject	Application will be rejected and employee can apply for fresh loan.
Sanction	Application will be sanctioned and will be available for bill passing
PF Rules	Detail of Rule for applied loan (In popup Screen).
PF Ledger	Employee PF ledger financial year wise (In popup Screen).

Bill Registration

This screen is provided for registration of sanctioned PF loan bill. On registration a co6number will be assigned to registered bill which will be used as reference of this bill throughout the system and also for future reference.

Click on **Bill registration** in the menu and system will display following screen

Steps for Registration of PF Loan application.

1. Enter Bill Type (Loan Type).
2. Select sanctioned application from pay bill id popup.
3. On select of application from popup, remaining field will be populated with application data.
(As shown in figure)
4. number Click on **Save** button to register bill.
5. System will acknowledge with co6 assigned

Bill Passing

This screen is provided for passing of registered bill (temporary and final loan bill).

Here user select the co6number from given popup and click on GO button.

System fetches loan detail for selected co6number as shown in figure below.

Steps for Bill Passing.

1. User allowed editing passing amount.
2. Passing amount cannot be greater than sanction amount given.
3. Enter treasury from treasury list.

Button Action:

Return: Bill will be returned and application will be rejected.

Save: Bill will be passed.

Show cheque and allocation detail: Popup will be appear and will display allocation and cheque detail

The screenshot shows the AIMS Accounting Information Management System interface. The main menu includes options like Employee Data, Change Data, Loan, Leave, Misc Prog, Salary Process, Misc Report, Career, Cadre, Supplementary, IC, Books, ACRooks, PF, Pension, Cash(STN), Cash(MCR), Pay, NPS, Budget, L-Suspense, Suspense, Admin, Seniority, Traffic Accounts, OIA Utility, and Incentive. The left sidebar lists various application entry and report options. The main content area is titled 'PF Bill Passing' and displays the following details:

CO6NUMBER 01083400362	
Employee No. 18102334	Name R.C. MADHESHA
Designation SC203 SR. CLERK	Scale 3200
Department 003 ACCOUNTS	Bill Unit 03070 STATISTICAL OFFICE/GRF
Pay Category NON GAZETTED	Appointment Date 12/10/1999
D.O.B 01/01/1977	Retirement Date
Service Completed 14 YEARS 6 MONTHS	Basic 17280
Opening Balance 462109	Credit 16440
Debit 0	PF Balance 478549
Prev. Final Loan 1 Loan DR.	
Prev. Temp Loan 0 Loan DR.	Recovery 0
Outstanding 0	Maximum Eligibility 51800
Bill Type PFT:PF Temporary Withdrawal	Bill Sub Type PFT008:Medical expense

Temporary PF Withdrawal	
Applied Amount 50000	Sanction Amount 50000
No. of Installments 10	Installment Amount 5000
Recovery Amount 0	Net Amount 50000

PF Bill Passing Details	
Sanction Amount 50000	Passed Amount 50000
Relaxation 0	Net Amount 50000

Settlement bill

In IPAS PF settlement bill, passed in two steps.

1. Settlement Entry: In which settlement date is provided by user and system calculates interest and dli calculation.
2. Settlement passing: Bill verified by supervisor and passed by supervisor.

Settlement Entry

In settlement Entry, user enters the settlement data for employee and system generates a bill against pf balance and interest calculated.

Click on **Settlement Entry** in the menu, and enter the emp no for which settlement bill has to prepare.

Settlement Bill Passing Entry

Employee No.: 00700108 G. PHILLIPS

Designation: MEDICAL Case Type: ME Department: MEDICAL Bill Unit: 01173 OF CENTRAL HOSPITAL INC Appointment Date: 26/10/2003 Cessation Date: 30/04/2014

Pay Category: NON GAZETTED D.O.B: 09/04/1954 Service Completed: 30 YEARS 6 MONTHS Basic: 26620 Credit: 0 PF Balance: 1188527

Opening Balance: 1188527 Debit: 0 Prev. Loan Amount: 0 Loan DL: 0 Recovered Amt: 0 Outstanding: 0 Maximum Eligibility: 1188527

PF Settlement

Settlement Date: Interest: 0 DLI Amount: 0 Fun. Advance: 0 Adjustment: 0 Net Amount: 1188527

Payment Mode: STEPS Description: RAILWAY COLONY IN FRONT OF GM OFFICE BT. GORAKHPUR Back: 00000007 MCR: 007000034 PFSC: 000001494

Steps for settlement entry data:

1. Enter employee number.
2. Press GO button.
3. System displays employee detail and pf balance of employee.
4. Enter settlement date.
5. System calculates interest for employee and displayed in interest field.
6. System also calculates DLI amount for death cases provided salary data exist for last 36 month otherwise user has to enter DLI amount for death case.
7. Enter Fun. Advance if there is a funeral advance due.
8. Enter Adjustment field if there is any pf adjustment is due.
9. System displays the net amount to be paid to employee for settlement bill.
10. Payment detail will displayed as provided in salary payment by default.
11. Enter treasury from list.
12. Press Entry button to generate settlement bill.
13. Generated bill will be available to settlement passing screen for passing.

Settlement Bill Sanctioned Successfully.
Application code is :01140078 SANCTION
DATE IS:23/04/2014

Settlement Passing

This screen is provided to supervisor user to verify data entered through settlement entry. After verification bill be passed and co6number will be generated against this settlement bill.

Click on **Settlement Entry** in the menu, and enter the empno for which settlement bill has to prepare.

Settlement Bill Passing

Employee No. 10700109 G PHILLIPS

Designation MDL32 Department 008 Pay Category NON GAZETTED

Settlement Date 30/04/2014 Interest 8617

MCR : 273002014 IPSC : SBIM0031494

Working Steps for settlement passing:

1. Enter employee number from popup.
2. Press GO button.
3. System displays employee detail and settlement bill detail.
4. Verify settlement bill detail.
5. User allowed changing settlement date.
6. Interests will re-calculate.
7. DLI amount, adjustment, fun advance and treasury are editable field.
8. Click on Pass button to pass the bill and system will generate co6number for this bill.

PFA Bill passing

PFA bill is generated for those employees who are leaving the Railway and joining other organization on absorption basis. So employee PF balance should be transferred to new employer, for such cases system generates a bill against PF balance for those employees and cheque is issued in favour of new employer.

Steps for PFA bill passing:

1. Enter Emp no
2. Press GO button.
3. System will display employee detail and PF balance.

The screenshot shows the AIMS (Accounting Information Management System) interface. The top navigation bar includes links like Home, Help, Themes, and Logout. The main menu contains various modules such as Employee Data, Change Data, Loan, Leave, Misc Prog, Salary Process, Misc Report, Career, Cadre, Supplementary, IC, Books, ACBooks, PF, Pension, Cash(STN), Cash(MCR), Pay, NPS, Budget, E-Suspense, Suspense, Admin, Seniority, Traffic Accounts, DBA Utility, and Incentive.

The 'Adjustment Bill Passing' screen displays the following details for Employee No. 10006000 (SANDAY SRIVASTAVA):

Designation	AC254 JE(JT)	Case Type	NR
Department	001 ACCOUNTS	Bill Unit	01067 PAY BILL OF ZONAL IT CEN
Pay Category	NON GAZETTED	Appointment Date	04/11/1991
D.O.B	09/08/1968	Cessation Date	31/08/2028
Service Completed	22 YEARS 5 MONTHS	Basic	21410
Opening Balance	1086794	Credit	1784
Debit	0	PF Balance	1088578
Prev. Loan Amount		Loan Dt.	
Outstanding		Recovered Amt	
		Maximum Eligibility	1088578

The 'PF Settlement' section shows the following details:

Adjustment Date		Int on Adj Amt	
Net Amount		Payment Mode	B BANK CHEQUE
Party Name	10006000 SANDAY SRIVASTAVA		
Bank	000000007 RAILWAY COLONY IN FRONT OF GM OFFICE DT GOR		
Account Number	10887610853	Treasury	501 SBI, RCB, GIP

4. Enter Adjustment Date.
5. Enter interest on adjustment amount manually.
6. Enter party code from popup. By default system will display employee as party. For cheque Party, party code must be created in IC module for employer.
7. Enter treasury from the list.
8. Press Pass button to pass the bill and co6number will be generated for this bill.

Conversion

This screen is provided for conversion of PF Temporary Loan to Final Loan. After Conversion there will be no loan recovery through the salary corresponding to this PF Temporary loan.

Click on **Conversion** in the menu.

Steps for Loan Conversion of Temporary withdrawal to Final Withdrawal

1. Enter employee number.
2. Press GO button.
3. System will fetch detail of currently running loan of PF.

The screenshot shows the AIMS web application interface. The title bar indicates the URL is https://aims.indianrailways.gov.in. The main header includes the AIMS logo and the text 'ACCOUNTING INFORMATION MANAGEMENT SYSTEM'. Below the header is a navigation menu with various options like Employee Data, Change Data, Loan, Leave, Misc. Prog, Salary Process, Misc. Report, Career, Cadre, Supplementary, IC, Books, A/Clocks, PF, Pension, Cash(STM), Cash(MCR), Pay, NPS, Budget, E-Suspense, Suspense, Admin, Seniority, Traffic Accounts, DBA Utility, and Incentive. The left sidebar contains a list of application entry types, including Application Entry, Sanction Entry, Bill Registration, Bill Posting, Settlement Entry, Settlement Posting, PTA Posting, Conversion, Loan Edit, PF Confirm, MCR Data, PF Ledger, Out/In, Transfer In(Division), Transfer Out(Division), Data Correction, Transfer In(Railway), MCR Data Entry, IV Data Entry, Emp Entry, Process, and Reports. The main content area is titled 'Conversion of Temporary Withdrawal PF to Final Withdrawal' and includes a red warning message: '* Use Conversion Screen Before Salary Processing of Employee BillUnit...'. Below this is a form with various fields for employee details and loan information. At the bottom, there is a message: 'No Such Conversion For This Employee: 10006000'.

4. Press Convert button to convert loan.
5. Now, there will be no recovery of PF loan instalment in salary.
6. If no temporary pf loan is against the employee above message will appear on the screen.

Loan Edit

This screen is provided for increase/decrease rate of recovery for temporary loan in salary deduction.

Click on **Loan Edit** in the menu.

Steps for Loan Edit of Temporary withdrawal

1. Enter employee number.
2. Click to GO button.
3. System will display running loan detail as shown in figure below.

4. Screen is divided in two sections to display **existing** and **change to** section.
5. In **change to** section, only rate of recovery is editable field. Edit field as requirement and pending installment and total installment will be changed accordingly.
6. Click to **Save** button to save changes for loan
7. Now in salary processing, recovery will be as per new recovery rate.

MCR Data

This screen is provided to transfer employee PF transactions to employee ledger which is deposited at Cash Office through MCR.

Click on **MCR Data** in the menu.

Steps for transfer MCR PF transactions to employee ledger

1. Enter Date by default set for system date.
2. Click to GO button.
3. System will display pf transactions deposited through MCR office as shown in figure below.
4. Here amount deposited will be shown in subscription field.
5. User responsibility is distributing amount among subscription, VDPF and Loan Recovery as per information he has.
6. Select the check box to transfer that record.
7. Click to **Transfer Data Into PF Ledger** button for transfer data to employee ledger.
8. Checked record will be transferred to employee ledger.

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Date Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books A/C Books PF Pension Cash(STR)

Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DIA Utility Incentive

MCR

MR Date: 1/4/2014

Details of PF Data Entered Through MCR

MR No	MR Date	Transaction Date	Emp No	Name	Bill No	Amount	Sub-cription	VDPF	Loan Recovery	Select
435214	28/03/2014	28/03/2014	00000000	RAKESH KUMAR	02999	614	614	0	0	[X]
435226	28/03/2014	28/03/2014	00000000	RAKESH KUMAR	02999	706	706	0	0	[X]
435227	28/03/2014	28/03/2014	00000000	RAKESH KUMAR	02999	7101	7101	0	0	[X]
435228	28/03/2014	28/03/2014	00000000	RAKESH KUMAR	02999	45833	45833	0	0	[X]
435229	28/03/2014	28/03/2014	00000000	RAKESH KUMAR	02999	114590	114590	0	0	[X]
435230	28/03/2014	28/03/2014	00000000	RAKESH KUMAR	02999	5385	5385	0	0	[X]
435231	28/03/2014	28/03/2014	00000000	RAKESH KUMAR	02999	2384	2384	0	0	[X]
435232	28/03/2014	28/03/2014	00000000	RAKESH KUMAR	02999	2550	2550	0	0	[X]
435233	28/03/2014	28/03/2014	00000000	RAKESH KUMAR	02999	15478	15478	0	0	[X]
Total						194840	194840	0	0	

Transfer Data Into PF Ledger Close

MCR Data Entry

This screen is provided to transfer employee PF transactions to employee ledger which is deposited at Cash Office through MCR.

In MCR Cash office, a single MR number may have single employee transactions or multiple employee transactions. For single employee transaction system automatically detects MR Number party code is employee number but multiple case there is no way to enter multiple party code in MCR cash module.

So for such cases manual posting is done for employees transactions deposited through MCR.

Steps for Posting of Employee transaction from MR Number.

1. Enter MR Number.
2. System verifies the MR number and after validating fetches MR Date and amount deposited in PF allocation.
3. Enter empno for posting the PF transaction.
4. Enter subscription, VDPF, Loan Recovery amount corresponding to employee.
5. Total amount should be equal to MR amount.
6. Click to Save button for save data.
7. Saved record will be available in PF Confirm screen where supervisor user will verify data and will transfer data to respective employee ledger

Transfer Out Divisional

Steps for Transfer ledger to other division.

1. Enter the employee for which ledger is transfer to other division.
2. Press **Go** button.
3. System will display all the record which belongs to logged user unit. As shown in below.

NORTH EASTERN RAILWAY GORAKHPUR Page 141

4. Check the records for transfer from transaction records.
5. Verify net amount.
6. Select unit from **TOUNIT** list where ledger will be transferred.
7. Enter **JVNUMBER** by which transactions will be done
8. Click to **Save** button to transfer ledger.
9. This Employee ledger will be available in **Transfer in Divisional** screen of to unit

Transfer In Divisional

Ledger transfer is two-step process; in first process source unit transfer out the employee ledger and in second process destination unit Transfer In the employee ledger.

In this screen transfer out employee ledger will be available for Transfer in Process for those employees whose transfer out ledger destination is logged user unit.

Click on **Transfer In (Divisional)** in the menu.

Steps for Transfer In of employee ledger

1. Enter empno in employee number field or select from popup which lists the employees whose ledger is waiting for Transfer In Process.
2. Click to GO button.
3. System will display ledger transferred records as shown in figure below.

4. Enter JV Number by which transfer transaction will be accountable.
5. Click on Save button.
6. On save, ledger will be available to this unit.

JV Data Entry

This screen is provided to transfer employee PF transactions from JV's to employee ledger. PF JV's are generated, to transfer employee ledger to other railway or accept employee ledger from other railway.

In single JV may have multiple employee PF transactions.

Click on **JV Data Entry** in the menu.

Steps for posting of employee transactions from JV.

1. Select JV Number from the popup.
2. Click on GO button.
3. System will display JV description and allocation wise amount booked in JV.

1. Marked allocation is amount booked against PF allocation.
2. Now enter empno and transaction detail like tran date, bill type, subtype, dbcr and amount

The following table gives a brief description of all the fields of forms that you help to Enter Employee transaction detail.

Fields	Description
*Emp No	Enter 8 digit employee no
Emp Name	Employee Name will be fetched by system
*BU	Bill Unit of employee
*Tran Date	Enter Transaction date for record
*Bill Type	Select Bill type from the list
*Sub Type	Select sub type from list

*Db/Cr	Select debit/credit transaction type
*Amount	Enter amount of transaction

1. Click to Add Row button to add more rows.
2. Entered Amount should be equal to JV PF allocation amount.
3. Click to Save button for save data.
4. Saved record will be available in PF Confirm screen where supervisor user will verify data and will transfer data to respective employee ledger.

PF Confirm

This screen is only accessible in supervisor user id. In this screen supervisor verifies all the manual transaction done by user through MCR Data Entry, JV Data Entry and Data Correction.

After verification selected record will transferred to employee ledger.

Click on **PF Confirm** in the menu.

Steps for confirmation of manual entry of employee transactions.

1. Select **Tran Mode** from list.
2. Click **Go** button.
3. System will display transaction records of selected Tran mode and yet not transferred to ledger as shown in figure.

PF Entry Confirmation

Tran Mode: JVC

Emp No	Emp Name	Transaction Date	Tran Type	Sub Type	DB/CR	Bill Unit	Amount	Reference No	Reference Date	User	Time	Select
08762636	R. KUMAR	01/04/2013	PIR	PIR000	C	06257	532200	0131310249	01/01/2014	NER01PF14	03/04/2014	<input type="checkbox"/>
01150032	CHANDER MOHAN JENDAL	01/04/2013	PIR	PIR000	C	04104	402405	0131310249	01/01/2014	NER01PF14	03/04/2014	<input type="checkbox"/>

Transfer Data Into PF Ledger Clear

4. Verify the record.
5. Transaction Date is editable field can be modified by user.
6. Select the **check box** for transferring record.
7. Press **Transfer Data Into PF Ledger** button for transfer record to ledger
8. Transaction will be visible in employee ledger.

PF LEDGER

1. In the following screen enter Employee no and select Financial Year from the popup.
2. Details for the selected employee for financial year will be displayed.

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee Data Change Data Loan Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN) Cash(MCR) Pay NPS Budget E-Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive

PF

Application Entry
Sanction Entry
Bill Registration
Bill Passing
Settlement Entry
Settlement Passing
PFA Passing
Conversion
Loan Edit
PF Confirm
MCR Data
PF Ledger
Out/In
Transfer In(Division)
Transfer Out(Division)
Data Correction
Transfer In(Railway)
MCR Data Entry
JV Data Entry
Emp Entry
Process
Reports

Provident Fund Ledger

Employee No. 10106000 Go For PF Balance Go For Clear Balance

Financial Year 2014-2015

Name SANJAY SRIVASTAVA Father/Husb. Name SRI R K SRIVASTAVA
Designation AC254 JE(IT) Accounting Unit 01 GORAKHPUR
Department 001 ACCOUNTS Bill Unit 01067 PAY BILL OF ZONAL IT CENTRE
Pay Category NON GAZETTED Joining Date 04/11/1991
D.O.B. 09/08/1968 Basic 21410

Final Withdrawal

No. of FW	FW Amt	FW Cumulative	FW Cumulative Amt
0	0	0	0

Temporary Withdrawal

Last TW Date	TW Amount	TW Outstanding

Year Summary

Opening Balance	Credits	Debits	Interest	PF Balance	Clear Balance	Status	Bill Unit
1086794	1784	0	0	1088578	1088578	Open	01067

Transaction Details

Transaction Date	Ref. No.	Ref. Date	Transaction Type	Sub Type	Debit/Credit	Bill Unit	Amount	Tran Mode
01/04/2014	010713102189	21/03/2014	Subscription	Subscription	C	01067	1784	SAL
01/04/2014	01	01/04/2014	Interest/Misc. Credit	OB	C	01067	1086794	MISC

View Nomination Details Clear View Out/In Details Print this page

CHAPTER – Pension

Background

The aim of this module is process data for employee for Post-Retirement Benefit Like

1. PPO generation
2. Bill generation and passing (Leave, gratuity, commutation etc.)
3. Revision of bills.
4. Revision of pension.
5. Revised PPO generation.

This module is divided for two types of pension module user.

1. Personnel
2. Accounts.

Each has different access and privileges so here module will be discussed separately for both user.

Pension (Personnel)

This module allows personnel user to provide employee data of retired employee to system, for generation of PPO and post-retirement bills of employee.

Employee Details

This screen is provided to capture employee details for pension calculation and PPO generation.

Click on **Employee Details** in the menu.

Steps for enter employee details.

1. Enter Employee Number of retired employee.

Click on Go Button.

2. First section displays the employee detail of employee.
3. Second section data is used for pension calculation.

The following table gives a brief description of all the fields of forms that you help to Enter Employee detail.

Fields	Description
*Pension Type	System Generated Non Editable field. Decided from bio data service status
*Provisional/Final	Enter Flag for provisional or final calculation of pension
*Cess Reason	System Generated Non Editable field. Decided from bio data service status
*Cess Date	Retirement Date from Bio-data non-editable
*Compassionate Allowance	Sometimes in special case authority decides whether to give full pension or fraction of pension. Ex dismissal and removal case
*Avg. Pay	System generated field but editable. Displays average salary of employee over last 300 days.
*Pension Amount	Non-editable, will be calculated by system
*Start Date	Pension start date, normally next day of cess date. Editable field.
File Ref.No	Enter Office file no for future reference
*Payment Mode	Enter Pension pay mode either bank or post office.
*Main/Link Bank	Enter link bank of PPO payment.
*Branch	Enter bank branch of PPO payment

Address	Enter address of bank
*State	Select state from list
Debit Railway	System generated field, on editable ,linked with state value
*Payee Branch	Enter payee branch PPO payment
Account No	Enter account no
IFSC Code	IFSC code of payee branch
NQS	Enter Non qualifying service of employee
Other Services	Enter other services of employee.
Club	Enter flag for whether other services will included or not in qualifying service
Ded. Sub/CPC	Enter Sub/CPC service of employee
DCRG	Enter flag for calculation of DCRG amount of employee.
Compassionate DCRG	Sometimes in special case authority decides whether to give full DCRG or fraction of DCRG. Ex dismissal and removal case
Commutation	For superannuation case only. Enter flag for commutation is applicable or not
Percentage	Enter commutation percentage
Option Date	Enter option date for commutation
Start Date	Enter start date for commutation
Age Change	Enter age change as per report given by medical report
Med Allowance	Enter Pensioner will avail, med allowance or not.
Family Pension	Enter Family Pension flag
IsAlive	Enter employee isAlive status
Per ID Mark1	Enter permanent id mark 1 of pensioner
Per ID Mark2	Enter permanent id mark 2 of pensioner
Present Address	Enter Present address of pensioner.
Permanent Address	Enter Permanent address of Pensioner.
Beneficiary Detail	
Beneficiary Name	Enter name of Beneficiary
Relation	Enter relation with employee
D.O.B	Enter DOB of beneficiary

Legal Guardian Name	Enter legal guardian
Status	Enter marital status of Beneficiary.
Applied	Enter whether beneficiary is eligible or not for pension
Button Description	
Save	On save, Data will be saved and system will allow further editing
Forward To Accounts	On Forward, employee detail will visible but system will not allow editing.

Family Pension Beneficiary Detail

This screen allows user to enter multiple nominee and their bank detail for family pension cases. Click on **Family Pension Beneficiary Detail** in the menu.

Steps for enter beneficiary detail

1. Enter Employee number.
2. System will display employee detail if pension case is family pension case.
3. Click to Go Button.
4. System will display nominee detail (Previously enter if exist).

5. Click to radio button to enter detail for selected nominee.
6. Click to save button to save detail of nominee.
7. On save current selected nominee data will be saved.

The following table gives a brief description of all the nominee bank detail fields of forms that you help to enter nominee bank detail.

Fields	Description
*Payment Mode	Enter Pension pay mode either bank or post office.
Account No	Enter account no
*Main/Link Bank	Enter link bank of PPO payment.
*Branch	Enter bank branch of PPO payment
Address	Enter address of bank
*State	Select state from list
Debit Railway	System generated field, on editable ,linked with state value
*Payee Branch	Enter payee branch PPO payment
Account No	Enter account no
*Per ID Mark1	Enter permanent id mark 1 of nominee
Per ID Mark2	Enter permanent id mark 2 of nominee
Address	Enter address of pensioner.

Average Pay Entry

This screen is provided for average pay entry of retired employee. By default system displays the data of last 10 months of employee. Here user allows changing data of employee as per requirement to calculate average pay over last 300 days.

Click on **Average Pay Entry** in the menu.

Steps for entry of average pay of retired employee.

1. Enter the employee number of retired employee.
2. Click to **GO** button.
3. System will display data of last 10 months of employees if exist in system.
4. Systems will show data as shown in figure below.

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome CRISAIMS

Employee No. 10700109 Name: G. PHILLIPS

Pay Drawn For Last 10 Months

S.No.	Year-Month	Pay Rate	No. of Days in Month	No. of Days Without Pay	No. of Days Full Pay	Pay Drawn	Pay Rate
1	201424	26620	30	0	30	26620.00	26620.00
2	201423	26620	31	0	31	26620.00	26620.00
3	201422	26620	28	0	28	26620.00	26620.00
4	201421	26620	31	0	31	26620.00	26620.00
5	201420	26620	31	0	31	26620.00	26620.00
6	201419	26620	30	0	30	26620.00	26620.00
7	201418	26620	31	0	31	26620.00	26620.00
8	201417	26620	30	0	30	26620.00	26620.00
9	201416	26620	31	0	31	26620.00	26620.00
10	201415	26620	31	0	31	26620.00	26620.00
Add Rows		266290	304	0	304	266290.00	10
Average Pay						266290	

Save Clear

- System allows changing **Pay Rate** and **No of Days without Pay** columns only.
- Also user can add more details of **Pay Drawn** by clicking **Add Rows** button.
- System automatically calculated average pay on change of any of field.
- Click on **Save** button to save average pay of employee which will be used in pension calculation.

Edit Bank Detail

This screen is provided to change payment details mentioned in bio-data. In settlement bills system chooses the payment details from bio-data for payment of bills.

After retirement, system allows to user edit payment details through pension module.

Click on **Edit bank Detail** in the menu.

Steps for edit bank detail in bio data for settlement bill payment

- Enter Employee number.
- System will display employee detail, PPO payment bank detail and bio data payment detail as shown in figure below.

3. Enter data in **Change Bank Details in Bio data** section as per requirement. For reference pension and bio-data detail are displayed.
4. Click to **Save** button to change bank details in bio data

View

This screen is provided to display pension calculation compute by system.

Click on **View** in the menu.

To see details, enter employee no and click to Go button.

System will display pension detail for employee as shown in fig below.

The screenshot displays the AIMS Accounting Information Management System interface. The top navigation bar includes various menu items such as Employee Data, Change Data, Loan, Leave, Misc. Prog, Salary Process, Misc. Report, Career, Cadre, Supplementary, IC, Books, A/Clocks, PF, Pension, Cash(STR), Cash(MCR), Pay, NPS, Budget, E-Suspense, Suspense, Admin, Seniority, Traffic Accounts, DIA Utility, and Incentive. The main content area is titled 'Employee Pension PPO Details' and shows a form for entering pension details. The form includes fields for Employee No. (03660003), PPO Number (201402009131), PPO Date (20/02/2014), Designation (EN642/MDTM), Grade Pay (1900), Last Pay (11050), Department (Engineering), Station (Azam Gark), Bill Unit (02575/PWL/AMH), DOB (11/12/1957), DOA (16/11/1985), Pay Category (Non Gazetted), Marital Status (Married), Gender (Male), Staff Category (Other), Pension Type (Retiring Pension), Cess. Season (Compulsory Retirement), Cess. Date (01/04/2013), Payment Mode (Bank), Bank (Central Bank Of India), A/C Number (3144027497), Average Emolument (11050), Qualifying Service (20.5), Pension Amount (5525), Service Gratuity (0), Commuted Pension (0), Payable Amount (5525), DCRG Amount (301873), Enhanced Family Pension (5525), Valid Up To (10/12/2024), and Family Pension (3500). Below the form, there is a table for Beneficiary Details.

Sl.No.	Beneficiary Name	Relationship	D.O.B	Legal Guardian Name	Applied	Emolument	Family Pension
1	Prakashwati Devi	Wife	14/03/1956		Y	5525	3500

Leave/GIS Bill

This screen is provided to generate Leave and GIS bill for retired employee. Here user enters the leave detail for leave bill and saving detail for GIS bill.

Click on **Leave/GIS** in the menu and select Leave Bill from the List.

Leave Bill

Step for generate and edit Leave bill.

1. Enter Emp no of retired employee.
2. Select bill type from popup (Leave salary / GIS) Leave salary in this case.
3. Click to Go Button.
4. System displays the bill detail as shown in figure below.

The screenshot displays the AIMS Accounting Information Management System interface. The main menu includes options like Employee Data, Change Data, Loan, Leave, Misc. Prog, Salary Process, Misc. Report, Career, Cadre, Supplementary, IC, Books, A/Clocks, PF, Pension, Cash(STR), Cash(MCR), Pay, NPS, Budget, E-Suspense, Suspense, Admin, Seniority, Traffic Accounts, DBA Utility, and Incentive. The left sidebar lists various functions under 'Pension' and 'Leave'. The central form is titled 'Leave Salary / GIS Bill' and contains the following details:

Employee No.	10703109	Employee Name	PHILLIPS
Bill Type	Leave Salary		
Designation	MD132	Bill Unit	01172
Department	MEDICAL	Birth Date	06/04/1954
Appointment Date	16/12/1993	Cessation Date	30/04/2014
Grade Pay	5400	Pay Rate	26620
DA Rate	100	DA Amount	26620

The 'Leave' section shows:

LAP	15	Amount	26620
LHAP	10	Amount	8873
Total Leave Amount		35493	

The 'Recovery Details' section includes fields for Remark/DO No., NRS Deduction, AB Deduction, Net Amount (35493), Bank Code (00000007), State Bank of India, PFIC Code (SRIN001494), MICR Code (27386014), Pay Mode (STEP), and Account No. (10987709002).

5. System fetches the LAP and LHAP from system if available else user has to enter LAP and LHAP value. System will prompt if entered value is more than 300.
6. If there is any pending recovery, user allows to enter recovery detail in recovery details section as shown in fig.
7. Click to **Forward To IC** button to generate a leave bill for given employee.
8. Bill will be in Internal Check module for co6 registration.

GIS Bill

Step for generate and edit Leave bill.

1. Enter Emp no of retired employee.
2. Select bill type from popup (Leave salary / GIS) GIS in this case.
3. Click to Go Button.
4. System displays the bill detail as shown in figure below.

5. Enter Saving amount.
6. Enter Insurance amount
7. Click to **Forward To IC** button to generate a GIS bill for given employee.
8. Bill will be in Internal Check module for co6 registration.

Note: Any LVS/GIS bill returned from IC module will be available in this screen. System automatically searches the system, if there is any return bill then system will display that bill else system will generate new bill. For those returned bills co6number will remain intact.

Gratuity Bill

This screen is provided to generate Retirement gratuity bill and Service gratuity bill.

Click on **Gratuity Bill** in the menu and select Leave Bill from the List.

Steps for generate Gratuity bill.

1. Enter Employee number for whom pension details have been entered earlier.
2. Select DCRG type from list. Select DCRG/Retirement Gratuity for normal retired employee and service gratuity for other than normal case.
3. Click to Go button.
4. System will display data as shown in figure below.

5. DCRG bill amount is system calculated amount.
6. Enter recovery detail if any.
7. Click to **Save** button to generate a GIS bill and will be editable until not forwarded to IC.
8. Click to **Forward To IC** button to forward bill to Inter check module.

Note: Any GIS bill returned from IC module will available in this screen. System automatically searches the system, if there is any return bill then system will display that bill else system will generate new bill. For those returned bills co6number will remain intact.

Bank Transfer

This Screen is provided to change the bank details mentioned in PPO.in such case system revises the PPO for modified bank detail.

Click on **Bank transfer** in the menu.

Steps for generate Gratuity bill.

1. Enter Employee number.
2. Click to **Go** button.
3. System will display employee detail and existing bank detail as shown in figure.
4. User has to New bank detail in **New** section as shown in figure

The following table gives a brief description of all the bank detail fields of forms that you help to enter new bank detail.

Fields	Description
*Main/Link Bank	Enter link bank of PPO payment.
*Branch	Enter bank branch of PPO payment
Address	Enter address of bank
*State	Select state from list
Debit Railway	System generated field, on editable ,linked with state value
*Payee Branch	Enter payee branch PPO payment
*Account No	Enter account no
Address	Enter address of pensioner.
*Start date	Enter start date from which new PPO will affective.

5. Click to **Allow for Revision** button.
6. System will revise PPO
7. Revised PPO will effective from entered Start Date.
8. Pre-Revised PPO will ineffective from entered Start Date.

Bill Revision

This screen is provided to generate revise bill for Leave and DCRG bill. Revision of bill is allowed only if PPO is revised for that employee due to change in pay rate of employee or change in qualifying service.

Bill Revision (Leave Salary)

Click on **Bill Revision** in the menu.

Steps for generate bill revision.

1. Enter Employee number.
2. Select leave salary from list.
3. Click to **Go** button.
4. System will display following screen

5. Here system displays the leave detail in leave section as shown in figure.

The following table gives a brief description of all the leave detail fields of forms that you help to understand.

Fields	Description
LAP	LAP balance of employee. Editable field
LHAP	LHAP balance of employee. Editable field
Amount Due LAP	System calculated LAP amount as per revised data
Amount Due LHAP	System calculated LHAP amount as per revised data

As Drawn LAP	Earlier Drawn LAP amount by employee.
As Drawn LHAP	Earlier Drawn LHAP amount by employee.
Net LAP	To be paid LAP amount. Difference of Amount Due and Amount drawn
Net LHAP	To be paid LHAP amount. Difference of Amount Due and Amount drawn

6. Sum of LAP and LHAP days should not be more than 300.
7. Any recovery detail can be entered in recovery detail section.
8. Click to Forward to IC to generate bill.
9. System will generate difference bill for leave salary.

Bill Revision (DCRG)

Click on **Bill Revision** in the menu.

Steps for generate bill revision.

1. Enter Employee number.
2. Select DCRG from list.
3. Click to **Go** button.
4. System will display following screen

5. **Amount drawn** is earlier paid DCRG amount to Employee.
6. **Amount due** is System calculated DCRG amount as per revised data.
7. Any recovery detail can be entered in recovery detail section.
8. Click to Forward to IC to generate bill.
9. System will generate difference bill for DCRG.

Bill Revision – DA Arrear

This screen is provided to generate revise bill for Leave and DCRG bill. Revision of bill is allowed only if due to change in DA Rate.

Bill Revision (Leave Salary)

Click on **Bill Revision** in the menu.

Steps for generate bill revision.

1. Enter Employee number.
2. Select leave salary from list.
3. Click to **Go** button.
4. System will display following screen

5. Here system displays the leave detail in leave section as shown in figure.

The following table gives a brief description of all the leave detail fields of forms that you help to understand.

Fields	Description
LAP	LAP balance of employee. Editable field
LHAP	LHAP balance of employee. Editable field
Amount Due LAP	System calculated LAP amount as per revised DA Rate
Amount Due LHAP	System calculated LHAP amount as per revised DA Rate
As Drawn LAP	Earlier Drawn LAP amount by employee.
As Drawn LHAP	Earlier Drawn LHAP amount by employee.

Net LAP	To be paid LAP amount. Difference of Amount Due and Amount drawn
Net LHAP	To be paid LHAP amount. Difference of Amount Due and Amount drawn

6. Sum of LAP and LHAP days should not be more than 300.
7. Any recovery detail can be entered in recovery detail section.
8. Click to Forward to IC to generate bill.
9. System will generate difference bill for leave salary.

Bill Revision (DCRG)

Click on **Bill Revision** in the menu.

Steps for generate bill revision.

1. Enter Employee number.
2. Select DCRG from list.
3. Click to **Go** button.
4. System will display following screen

5. **Amount drawn** is earlier paid DCRG amount to Employee.
6. **Amount due** is System calculated DCRG amount as per revised DA Rate.
7. Any recovery detail can be entered in recovery detail section.
8. Click to Forward to IC to generate bill.
9. System will generate difference bill for DCRG.

Revision Pension

This screen is provided to revise the pension due to following reasons.

1. DCRG Revision: If not calculated earlier.
2. Qualifying service: Change in qualifying service
3. Pay rate: Due to Change in pay rate.
4. Provisional to final: To issue Provisional PPO to Final PPO
5. Family pension: To Change of beneficiary for family pension case.

System allows the pension revision for confirm PPO's only.

Steps for Revision Pension.

Click to Revision Pension Link in menu. Enter PPO Number from popup and click to GO button.

System will display following screen.

The screenshot shows the AIMS Accounting Information Management System interface. The top navigation bar includes links for Employee Data, Change Data, Loan, Leave, Misc. Prog, Salary Process, Misc. Report, Career, Cadre, Supplementary, IC, Books, ACRooks, PF, Pension, and Cash(STM). The main content area is titled 'Revision of Pension After Confirmation of PPO'. It displays the PPO Number as NE/10118/247142. Below this, there is a table of employee details:

Emp No	015249326	Emp Name	GULAB ROY
Designation	MM335-TECH-01 (COMPOSITE)	Grade Pay	2800
Department	012-STONES	Bill Unit	01741
Birth Date	11/01/1947	Pay Category	NON-GAZETTED
Retirement Date	11/12/2006	Religion	25/07/1977
Address	MOHADIPUR CHUR PHATEK, GORAKHPUR	Gender	MALE
		Marital Status	M-MARRIED

Below the table, there are five options to revise the PPO:

- DCRG Payment
- Qualifying Service
- Pay Rate
- Provisional To Final
- Family Pension

At the bottom, there is a 'Revision Date' field with a date picker set to 10/09/2014.

In above figure, system displays the five options to revise PPO. Click to respective option for revise PPO.

1. **DCRG Payment:** Click to DCRG Payment button. If system checks for earlier calculation of DCRG amount. If DCRG amount is calculated system will not allow for DCRG revision as shown in figure below.
2. **Qualifying service:** Click to qualifying service button. System verifies the employee data for any change in retirement date of employee.
If there is no change in retirement date of employee, system displays as shown in figure below.

3. **Pay Rate:** Click to Pay Rate button. System verifies the employee data for any change in Pay Rate of employee.

If there is no change in Pay Rate of employee, system displays as shown in figure below.

4. **Provisional To Final:** Click to Provisional to Final button. System verifies the employee PPO data for Pension type flag. If issued PPO is for Provisional, Click to SAVE button for Final PPO.

5. **Family Pension:** Click to Family Pension button. Family pension revision is allowed for only family pension case. Here system allows changing the beneficiary for pension.

The following table gives a brief description of all the nominee detail fields of forms that you help to edit and enter detail of nominee.

Fields	Description
Sr.No	System generated number, on-editable.
Applied	Select YES for new nominee.
Name	Enter name of nominee
Legal Guardian	Enter legal guardian of nominee
Relation	Enter relation of nominee with Pensioner.
DOB	Enter date of Birth of nominee.
Commence Date	Enter date for start pension of nominee.
Close date	Enter date for close the pension for nominee.

Pension (Accounts)

This module allows accounts user to verify employee data of retired employee entered by Personnel user, for generation of PPO and post-retirement bills of employee.

Employee Details

This screen is provided to verify employee details entered by personnel user and PPO generation. Click on **Employee Details** in the menu.

Steps for enter employee details.

1. Enter Employee Number of retired employee.
2. Click on Go Button.
3. System displays the employee pension data entered by personnel user as shown in figure below. Fields in forms has same meaning as mentioned earlier in pension personnel section.

The screenshot shows the 'Employee Pension Details' form in the AIMS system. The form is divided into several sections for data entry and verification. Key fields include:

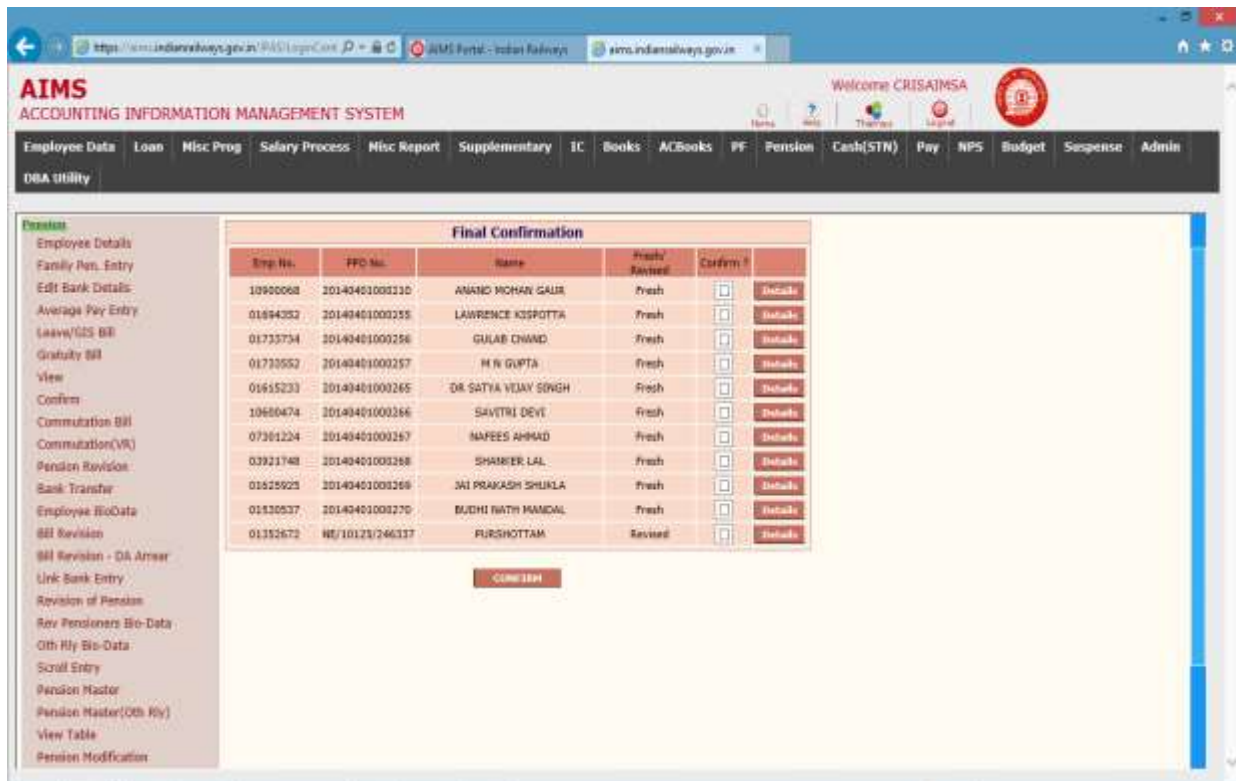
- Employee No.:** 00001002
- Case Type:** NR
- Grade Pay:** AC05
- Department:** SECURITY
- Station:** GORAKHPUR JR.
- DOB:** 20/08/1953
- Retirement Date:** 21/09/2013
- Pension Type:** Superannuation Pension
- Pension Amount:** 18560
- PPO Number:** (Generated field)

4. Edit the field as required.
5. Click to SAVE button to save change and generate PPO Number.
6. PPO Number is generated through system on first saving of accounts user.

Confirm

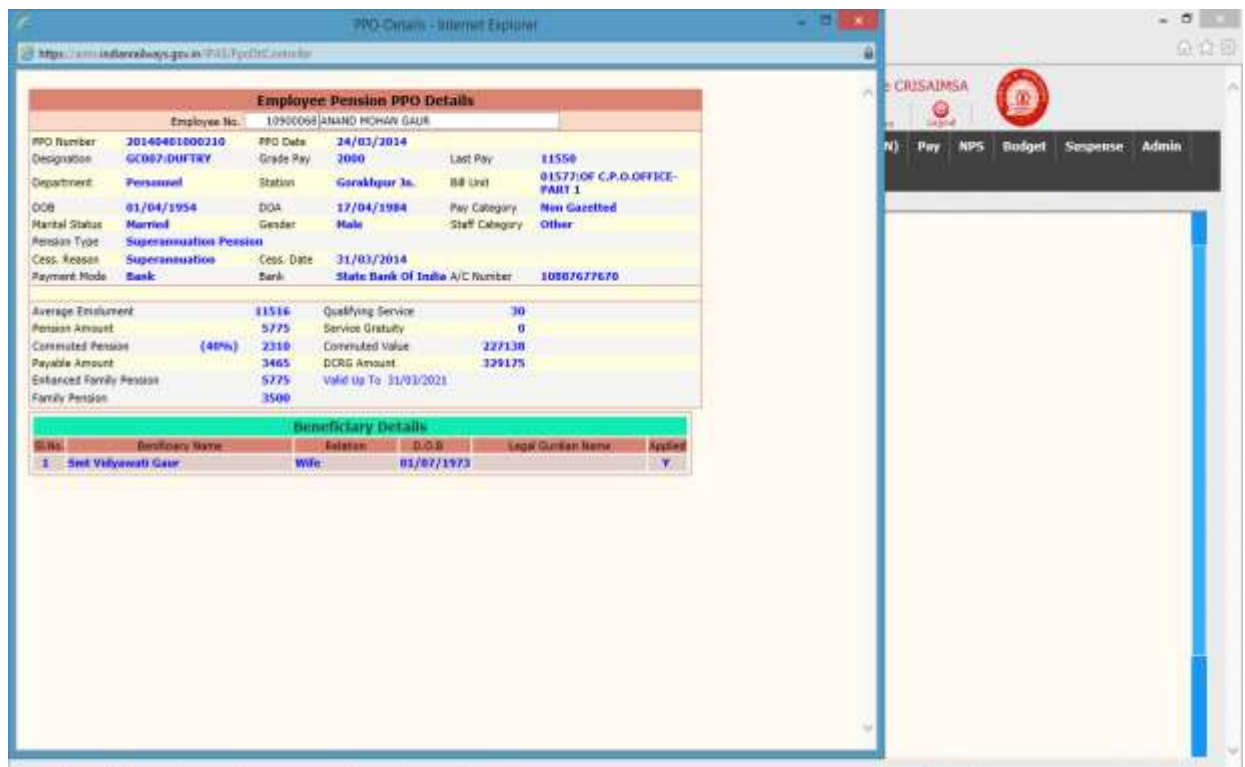
This screen is provided to confirm PPO's status. After confirmation system does not allow to change in pensioner data and employee will not available in Employee detail Screen.

Click to **Confirm** link of Menu. System will display the entire employee list for which PPO Number is generated and PPO status is not confirmed yet as shown in figure below.



Detail of pensioner can be seen and verified from clicking Details button.

Check the employee from employee list and click to confirm button for final confirmation of PPO's.



Commutation Bill

This screen is provided for generate and pass commutation bill for pensioner.

Steps for generate and pass commutation bill

1. Click on **commutation bill** link in menu.
2. Enter **start date** and **end date**
3. Click to **GO** button.
4. System will display as shown in figure below.

5. System fetches all the pensioner records for which commutation bill is not generated and cess data lies between given start date and end date.
6. Here system fetches the payment detail from bio-data.
*for any change in payment detail, either modify payment detail from bio-data screen or modify bio-data payment detail through edit bank detail screen of pension module.
7. **Check** the employee and Click to **PASS** button for generate and pass commutation bill.
8. On PASS system acknowledges with co6number corresponding to this bill.

Commutation (VR)

This screen is provided for calculate commutation amount for employee, retired as opting Voluntary retirement.

Steps for generate and pass commutation bill

1. Click on **commutation (VR)** link in menu.
2. Enter **employee no**
3. Click to **GO** button.

4. System will display as shown in figure below.

The screenshot displays the AIMS Accounting Information Management System interface. The top navigation bar includes links for Employee Data, Loan, Misc Prog, Salary Process, Misc Report, Supplementary, IC, Books, ACBooks, PF, Pension, Cash(STN), Pay, NPS, Budget, Suspense, and Admin. The main content area is titled 'COMMUTATION' and contains a form with the following fields:

Employee No.	10	UU
Pension Type		PPO Number
Designation		Grade Pay
Birth Date		Creation Date
Option Date		Age Change
Option Start Date		Rate
Age		Comm %age *
Pension Amount		Reduced Pension
Commuted Pension		
Commuted Value		

At the bottom of the form, there are 'SAVE' and 'Clear' buttons. A left-hand menu lists various system functions such as Employee Details, Family Rel. Entry, Edit Bank Details, Average Pay Entry, Leave/DS-Bill, Gratuity Bill, View, Confine, Commutation Bill, Commutation(VIR), Pension Revision, Bank Transfer, Employee Bio-Data, Bill Revision, Bill Revision - DA Arrear, Link Bank Entry, Revision of Pension, Rev Pensioners Bio-Data, Oth Rly Bio-Data, Scroll Entry, Pension Master, Pension Master(Oth Rly), View Table, and Pension Modification.

5. Enter **option date** for commutation for voluntary retired employee.
6. Enter **Age change** if any.
7. Enter **Comm%age**
8. System will display commuted pension.
9. Click to **SAVE** button to save commutation detail.
10. Now commutation will appear in commutation bill screen for passing.

CHAPTER – Books

Background

Books module is for functions like abstract generation, cheque preparation and printing, cheque reissue and cancellation and generation of various reports including Bank Statement, Cash Book, etc.

Abstract Preparation–Generation of Abstract

Click on [Abstract Preparation](#) link in the menu, system will display the following screen.

Here system asks for section and cheque date for which abstract has to be generated. Enter section and cheque date and press GO Button.

A brief description of each field described in table below.

Fields	Description
Section	Select the section from the combo list, for which abstract has to be generated. A single Abstract can be generated for multiple sections by selecting ALL option from the List.
Cheque Date	Enter the cheque Date of Abstract or Abstract Date.
Rough/Final	Rough is for, to generate draft copy of Abstract Report and final is for, to generate actual generation of abstract.

Steps for Generation of Abstract:

1. Enter section from the list.
2. Enter cheque date for abstract.
3. Check rough/final radio button as requirement
4. Press GO button,

System displays the Confirmed CO7's which are forwarded through IC module.

5. Select CO7's from the displayed co7 list.

On selection of CO7, system displays the corresponding co6number's below the co7 list. By default club check box is checked, but can be unchecked manually if user does not want to generate consolidated cheque for a party

Cheque Preparation ▶

Section ENG-Establishment Bills-Non Gazetted Cheque Date 13/02/2012 ☐ Rough ☒ Final

CO7 Details ↓

Section	CO7 Number	CO7 Date	Amount	Select
ENG	040711700888	03/01/2012	8975	<input checked="" type="checkbox"/>
ENG	040711700889	03/01/2012	22689	<input checked="" type="checkbox"/>
Authorised Amount :		Used Amount :	Current Amount :	Balance Amount :
0		48605087	31664	-48636751

CO6 Details ↓

Section	CO7 No.	CO6 No.	Amount	Party Name	Pay Mode	Bank Code	Club
ENG	040711700888	040711003346	5983	CHQ04001 - B. M. SBI,PORT BRANCH-VISAKHAPATNAM	P	SBI, VSKP	<input checked="" type="checkbox"/>
ENG	040711700888	040711003348	2992	CHQ04001 - B. M. SBI,PORT BRANCH-VISAKHAPATNAM	P	SBI, VSKP	<input checked="" type="checkbox"/>
ENG	040711700889	040711003611	11445	CHQ04001 - B. M. SBI,PORT BRANCH-VISAKHAPATNAM	P	SBI, VSKP	<input checked="" type="checkbox"/>
ENG	040711700889	040711003612	11244	CHQ04001 - B. M. SBI,PORT BRANCH-VISAKHAPATNAM	P	SBI, VSKP	<input checked="" type="checkbox"/>

6. Click Proceed button to generate abstract.
An abstract report is generated after completion of abstract preparation.

Cheque Printing

Click on **Cheque Printing** link in the menu, system will display the following screen.

Cheque Printing ▶

Cheque Abstract No.
04110399
[03/01/2012]
Treasury Bank
CBI, VSKP
Go

Bank	Party Name	Amount	Select
Total for Selected :			
Abstract	Bank	Party	
Cheque Starting No.			
Proceed			

Here below shown table describes the input parameter detail

Fields	Description
Cheque Abstract No	This combo list displays list of abstract no for which all or some cheques yet to be pending
Treasury	Select the treasury for cheque is to be printed.

Steps for Generation of Abstract:

1. Select **abstract no** from the list.
2. Select **treasury** for which cheque is to be printed.
3. Press **Go** button

Cheque Printing ▶

Cheque Abstract No.	04110399	[03/01/2012] ▼	Treasury Bank	SBI, VSKP ▼	Go
----------------------------	----------	----------------	----------------------	-------------	-----------

Bank	Party Name	Amount	Select
SBI, VSKP	SRI RAJA RAJESWARI INFORMATICS	4600	<input checked="" type="checkbox"/>
SBI, VSKP	DIVISIONAL CASHIER,WALTAR,E.Co.RLY	76309	<input checked="" type="checkbox"/>
SBI, VSKP	B. M. SBI,PORT BRANCH-VISAKHAPATNAM	346900	<input checked="" type="checkbox"/>
SBI, VSKP	B. M. SBI,PORT BRANCH-VISAKHAPATNAM	77023	<input checked="" type="checkbox"/>
SBI, VSKP	B. M. SBI,PORT BRANCH-VISAKHAPATNAM	17125	<input checked="" type="checkbox"/>
SBI, VSKP	B. M. SBI,PORT BRANCH-VISAKHAPATNAM	438380	<input checked="" type="checkbox"/>

Total for Selected :

Abstract **Bank** **Party**

Cheque Starting No.

Proceed

4. System displays the party and cheque amount detail corresponding to selected input parameter. Here user selects party for which cheque is to be printed. By default system automatically displays cheque starting no from system maintained table. Cheque starting number is editable field, can be modified with actual cheque number present at user end. System automatically maintains the cheque serial number for later cheque printing.
5. Click to Proceed button.

Cheque Printing ▶

Bank	Party Code	Party Name	Amount	Chq No.	Print	Printed	Not Printed	Destroyed
SBI, VSKP	S0495650	SRI RAJA RAJESWARI INFORMATICS	4600	<input type="text" value="768081"/>	Print	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
SBI, VSKP	CSH04001	DIVISIONAL CASHIER,WALTAR,E.Co.RLY	76309	<input type="text" value="768082"/>	Print	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
SBI, VSKP	CHQ04001	B. M. SBI,PORT BRANCH-VISAKHAPATNAM	346900	<input type="text" value="768083"/>	Print	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
SBI, VSKP	CHQ04001	B. M. SBI,PORT BRANCH-VISAKHAPATNAM	77023	<input type="text" value="768084"/>	Print	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
SBI, VSKP	CHQ04001	B. M. SBI,PORT BRANCH-VISAKHAPATNAM	17125	<input type="text" value="768085"/>	Print	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
SBI, VSKP	CHQ04001	B. M. SBI,PORT BRANCH-VISAKHAPATNAM	438380	<input type="text" value="768086"/>	Print	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

Update Cheque No.

Print Selected

6. System displays the following screen as shown above. Here user can print all cheque on clicking print selected button or print individually on by one by clicking print button. After successfully completion of cheque print at user end, user can update system by clicking updating cheque no with printed radio button selected. If anything gone wrong like cheque is not printed or cheque is destroyed user can update with system by check radio button as required. On unsuccessful cheque printing, this cheque will reappear in cheque printing screen. So that later on, cheques can be updated with action performed.

It is necessary to update system with cancelled or destroyed cheques, so that system can maintain cheque master or generate reports for such cases at the time of audit or cheque reconciliation.

Cheque Cancellation/Re-issue

Click on [Cheque Reissue](#) link in the menu, system will display the following screen.

Here below shown table describes the input parameter detail

Fields	Description
Cheque No	Enter cheque No for which re-issue, cancel cheque or destroy cheque action to be perform
Treasury	Select the bank/treasury from the list for entered cheque.it is optional field, this is necessary if more than same cheque no exist for same cheque number.

Steps for fetching cheque detail.

1. Enter bank from the list (optional).
2. Enter cheque number.
3. System displays the cheque detail as shown below.

Cheque Cancellation / Re-Issue ▶

Bank SBI, VSKP ▼
Cheque No. 768073
Go

Party: AAO/ERO/APEPDCL/GAJUWAKA

Amount: 1018 **Cheque Date:** 02/01/2012

Bank: SBI, VISAKHAPATNAM

☐ **Re-Issue**

☐ **Cancel**

☐ **Destroy**

4. Select the action to be performed on entered cheque.

Cheque Reissue

On selecting Reissue radio button following screen displays the system.

Cheque Cancellation / Re-Issue ▶

Bank SBI, VSKP ▼
Cheque No. 768073
Go

Party: AAO/ERO/APEPDCL/GAJUWAKA

Amount: 1018 **Cheque Date:** 02/01/2012

Bank: SBI, VISAKHAPATNAM

☒ **Re-Issue**

☐ **Cancel**

☐ **Destroy**

Re Issue Details ↓

Bank	Party	Party Name	Cheque Amount
SBI, VSKP ▼	A0400185	AAO/ERO/APEPDCL/GAJUWAKA 📄	1018

Cheque Starting No. 768081

Save
Print
Clear

Here below shown table describes the input parameter detail

Fields	Description
Bank	User can change the treasury for reissue cheque
Party Name	User can change party name which will be printed on reissued cheque
Cheque Amount	Cheque amount can be edited but edited cheque amount cannot be more than present cheque amount.
Cheque Starting No	Cheque serial no assigned to reissued cheque.

Steps for Reissuecheque.

1. Enter Bank for reissued cheque.
2. Enter party name for reissue cheque.
3. Enter cheque serial no.
4. Enter cheque amount for reissued cheque.
5. Press save button to reissue cheque.
6. Reissued cheques are printed from this screen by clicking print button.

Note: Reissued cheque amount cannot be more than original amount shown in screen. If reissued cheque amount is less than original amount shown in screen then, original cheque will reappear for reissue till cheque amount reduced to zero.

In IPAS, a single cheque can be split in multiple cheques but multiple cannot be merged. Multiple cheques can be reissued through this screen.

By default system is configured to take original cheque detail as the reissue cheque details except cheque starting number so reissue detail must be edited by user if there is any change.

Cheque Cancellation

On selecting Cancel radio button following screen displays the system.

Cheque Cancellation / Re-Issue ▶

Bank	SBI, VSKP ▼	Cheque No.	768073	Go
------	-------------	------------	--------	----

Party: AAO/ERO/APEPDCL/GAJUWAKA

Amount: 1018

Cheque Date: 02/01/2012

Bank: SBI, VISAKHAPATNAM

- ☐ Re-Issue
☒ Cancel
☐ Destroy

Cancel Date 13/02/2012

Validate

JV Number

Accounting Month :

Reason



Save Print Clear

Here below shown table describes the input parameter detail

Fields	Description
Cancel Date	Date on which cheque is cancelled.
JV Number	JV Number by which cheque is getting cancel
Accounting Month	Read Only field to display JV Number accounting year month
Reason	Reason for cancellation

Steps for Cancel Cheque

1. Enter cancel date of cheque.
2. Enter JV Number
3. Enter reason for cheque cancellation.

4. Click on Validate button (After validation save button enables).
5. Click on save button to cancel cheque.

Validation steps as mentioned in above step 4:

1. To Check whether JV accounting year month and cancel date accounting year month is same or not. For cancellation they must be same
2. Check for JV allocation whether amount is debited to cheque and bills allocation or not.
3. Debited amount should be greater or equal to cheque amount.

Cheque Destroy

On selecting Cancel radio button following screen displays the system.

Cheque Cancellation / Re-Issue ▶

Bank SBI, VSKP ▼

Cheque No. 768073

Go

Party: AAO/ERO/APEPDCL/GAJUWAKA
Amount: 1018 **Cheque Date:** 02/01/2012
Bank: SBI, VISAKHAPATNAM

☐ **Re-Issue**

☐ **Cancel**

☒ **Destroy**

On clicking save button, entered cheque Number saved as a destroyed cheque number.

CHAPTER – ACBooks

JV Entry-New

This screen is provided for manual JV generation in order to correct allocation booking, adjustment of allocations and amounts or generation of reverse JV etc.

Click on **JV Entry – New** in the menu, and system will display screen.

Journal Voucher (Entry)

Voucher Type * Revenue

JV Type * CA Cash

Ref. Number

A/c YM * (yyyymm) 201201

JV Date 14/02/2012

Narration Journ Voucher Entry for new JV

Allocation Details ▶

SPU	Estimate No	Allocation *	Debit / Credit *	JV Amount	Voted / Charged *
		00080505	Debit	50000	Voted
	01100007	21360001	Credit	50000	Voted
			Debit		Voted
			Debit		Voted
			Debit		Voted
			Debit		Voted

OTHER ELECTRICAL WORKS
1-Sal/Wag

Add Row

Save **Clear**

Debit 50000

Credit 50000

The following table gives a brief description of all the fields of forms that you help to Enter JV detail.

Fields	Description
JV Header	
*Voucher Type	Select Voucher Type from list either Revenue or Capital
*Acc Year Month	Enter Accounting year month For JV (Format: YYYYMM)
*JV Type	Enter JV Type from popup
*JV Date	EnterJV Date
Ref Number	Blank
*Narration	Enter JV Detail for future reference.
JV Allocation Detail	
SPU(optional)	Enter spending Unit from popup. In later stage helps finding out department wise expenditure
Estimate No	Mandatory for Capital allocation. Every estimate no allow a set of Valid capital allocation
Allocation	Enter valid allocation. For capital it must be from valid set allowed by estimate no. Or enter from popup which always fetches valid allocation list.
Debit/Credit	Select from list for allocation booking is for debit or credit.
JV Amount	Enter amount booked under corresponding allocation
Voted/charged	Enter voted or charged flag by default Voted is selected.

Enter the JV header data and allocation data as mentioned in table above.
For JV debit and credit amount should be equal.
Click to SAVE button to generate JV.

Note: JV will be available till it is not confirmed. Editing of JV is same as JV entry accept JV Number retains. So here we are not going to explain JV edit.

JV Upload

This screen is designed For Import JV detail from text file generated by E-Recon application.
Click on **JV Upload** in the menu, and system will display screen.

UPLOAD THE FILE	
Unit: BBS	Acc Year Month: 201111
Choose the file To Upload:	C:\Documents and Set <input type="button" value="Browse..."/>
<input type="button" value="Send File"/>	

Steps for Upload File

1. Select unit from list for which JV data is to be ported.
2. Enter Acc Year Month in format of YYYYMM.
3. Browse the file to be imported by clicking browse button.
4. Click on "Send File" button to import file data to IPAS system.

Note:

1. User allowed to import file multiple time for unit and accounting ear month unless data is not ported for unit and accounting year month through JV ported screen.
2. Last one imported data remains in system for unit and accounting year month.
3. Unit and accounting year month should be same as browsed file.
4. File should not be tempered.

JV Ported

This screen is provided for, to assign IPAS JV number to imported data from JV Upload screen. Once data is ported through this screen no more upload facility will be available for given unit and accounting year month

JV Generation For Ported Data					
Unit	BBS	A/c YearMonth * (yyyymm)	201111	<input type="button" value="GO"/>	
JV Number (Ported)	JV Type	JV date	Narration	Select	Details

20111100102327	ML-Miscellaneous	27/12/2011	E-Recon JV No.T20111100102327.	✓	more..
20111100101844	ML-Miscellaneous	27/12/2011	E-Recon JV No.T20111100101844	✓	more..
20111100102327	ML-Miscellaneous	29/12/2011	ERECON JV NO-T20111100102327.	✓	more..
20111100102314	ML-Miscellaneous	29/12/2011	ERECON JV NO-T20111100102314.	✓	more..
20111100102020	ML-Miscellaneous	29/12/2011	ERECON JV NO-T20111100102020	✓	more..
20111100102312	ML-Miscellaneous	29/12/2011	E-RECON.JV.NO.T20111100102312	✓	more..

[Save](#)
[Clear](#)

Steps for IPAS JV generation from uploaded Data.

1. Enter unit from the List.
2. Enter accounting ear month in format of YYYYMM.
3. Press “GO” button to fetch data.
4. If any data uploaded for this unit and accounting year month and IPAS JV number is not assigned then all those records will be available in this screen.
5. Details button are provided to see detail of each E-Recon JV
6. Click “Save” button to save data.
7. On save, each E-recon JV will get IPAS JV Number and can be accessible through JV edit screen.
8. Now each record will behave like JV generated through JV entry screen.

JV Confirmation

Any JV generated through IPAS or Imported will not be accountable until get confirm from this screen. Once JV's are confirmed, JV transaction will be reflected in each report like trial balance ledger, journal, schedules, account current etc.

Click on **JV Confirmation** in the menu, and system will display following screen.

Journal Voucher Confirmation

Voucher Type

Revenue ▼

A/c YearMonth
* (yyyymm)

GO

JV Number	JV Type	JV date	Narration	Select	Details
<div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div> <div style="border: 1px solid #C00000; padding: 2px 5px; background-color: #C00000; color: white;">Save</div> <div style="border: 1px solid #C00000; padding: 2px 5px; background-color: #C00000; color: white; margin-left: 10px;">Clear</div> </div> </div>					

Steps for Confirming JV's

7. Enter Voucher Type from list (Revenue or Capital).
8. Enter Accounting Year Month In format of YYYYMM.
9. Press GO button.
10. System will display the entire JV list for given voucher type and accounting year month, which is not confirmed as shown in figure below.

Journal Voucher Confirmation

Voucher Type Revenue
A/c YearMonth 201108
GO

JV Number	JV Type	JV date	Narration	Select	Details
0131100799	ML-Miscellaneous	28/09/2011	.	<input checked="" type="checkbox"/>	more..
0131100895	ML-Miscellaneous	29/09/2011		<input checked="" type="checkbox"/>	more..
0131100896	ML-Miscellaneous	29/09/2011		<input checked="" type="checkbox"/>	more..
2831100061	PF-PF TCs	20/09/2011	.	<input checked="" type="checkbox"/>	more..

Save
Clear

11. JV details can be seen by clicking “more” button on right.
12. After verification, select the check box for confirmation
13. Press save button
14. On save, selected JV's will get confirm status and their transactions will be visible in reports.

AIMS/IPAS पर वास्तविक/अनुमानित पूंजी एवं राजस्व चालू लेखा तैयार करते समय सम्बन्धित लेखा इकाई के खाता अनुभाग द्वारा AC BOOKS MENU में निम्नलिखित प्रक्रिया अपनायी जानी चाहिए:-

- 1- Contra J.V. अवश्य generate कर लें ।
- 2- Revenue/Capital Ledger का data refresh कर Report generate ।
- 3- Journal/ Trial Balance की रिपोर्ट की जाँच अवश्य कर ली जाय ।
- 4- Actual/Approximate Account के साथ भेजे जाने वाले सभी Schedule/Annexures की राशि की सत्यता की जाँच अवश्य कर लें ।
- 5- Actual Account के लिए Actual/ARD detail में आवश्यकतानुसार Allocation में ही राशि Entry कर Save करें ।
- 6- Approximate Account के लिए Approximate Account detail में सम्बन्धित वर्ष/माह/इकाई में अनुमानित समायोजन योग्य राशि का सम्बन्धित Allocation में ± Dr. /Cr. Entry कर Save कर लें ।
पुनः अनुमानित चालू लेखा रिपोर्ट ज्वमद करने से पूर्व Refresh data कर के ही Report generate करें ।

Contra JV Generation (From Revenue to Capital Transfer) ▶ .(ONLY Books Section)

Year-Month 201405

Contra Type Approximate

Generate JV

Approximate Details Entry ▶

Accounting Year Month (yyyymm)	<input type="text"/>
AU	<input type="text"/>
Jv Type	Revenue <input type="text"/>

HEAD OF ACCOUNT	Allocation	Debit / Credit	AMOUNT
Demand - Wise Figures			
	<input type="text"/>	Debit <input type="text"/>	<input type="text"/>
	<input type="text"/>	Debit <input type="text"/>	<input type="text"/>
	<input type="text"/>	Debit <input type="text"/>	<input type="text"/>
	<input type="text"/>	Debit <input type="text"/>	<input type="text"/>
	<input type="text"/>	Debit <input type="text"/>	<input type="text"/>
	<input type="text"/>	Debit <input type="text"/>	<input type="text"/>

SAVE

[Account Current-Approximate](#)

Approximate - Receipts & Outgoings Report▶

Year	2014 <input type="text"/>	Month	January <input type="text"/>
AU	ALL <input type="text"/>		
Refresh data			
Check All	<input type="checkbox"/>		
Receipts Report	<input type="checkbox"/>		
Outgoings Report	<input type="checkbox"/>		
Fig's in	Thousands <input type="text"/>		

Actual/ARD Details Entry .(ONLY Books Section)

This screen is provided for addition and removal of allocation and adjustment of allocations and their booking. Generally In the month of March allocation adjustments are done by the units for any wrong booking against allocations.(For Books Section)

Click on **Actual/ARD Detail Entry** in the menu, and system will display following screen.

Actual/ARD Details Entry ▶

Accounting Year Month (yyyymm)	<input type="text"/>	Go
AU	<div>[Select One] ▼</div>	

HEAD OF ACCOUNT	Allocation	Debit / Credit	AMOUNT
Demand - Wise Figures			
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>

Steps for Actual/ARD detail Entry.

1. Enter accounting year Month in format of YYYYMM, generally performed for March month.
2. Select unit from the list
3. Press GO button.
4. If there is entry for unit and accounting year month, system will display those records.
5. User allowed editing old one detail or entering new detail.

Actual/ARD Details Entry ▶

Accounting Year Month (yyyymm)	<input type="text" value="201103"/>	Go
AU	<div>Mancheswar ▼</div>	

HEAD OF ACCOUNT	Allocation	Debit / Credit	AMOUNT
Demand - Wise Figures			
	<input type="text" value="06011103"/>	Debit ▼	<input type="text" value="-8217"/>
	<input type="text" value="06011203"/>	Debit ▼	<input type="text" value="8217"/>
	<input type="text" value="11013025"/>	Debit ▼	<input type="text" value="-2037334"/>
	<input type="text" value="11012025"/>	Debit ▼	<input type="text" value="2037334"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>
	<input type="text"/>	Debit ▼	<input type="text"/>

6. User allowed to enter at max 30 entries at one time then user has to save data.
7. After saving and again fetching user can make 30 new entries and so on.

Cheque Reconciliation (FOR HQ BOOKS ONLY)

Cheque Reconciliation process used to compare credit and debit side Cheque to ensure figures are in agreement and accurate. Credit side entry in the system comes from cheque printing part of Books module. Debit side entry made available through this screen.

Click on **Cheque Reconciliation** in the menu, and system will display following screen.

Cheque Reconciliation ▶

Bank Code
Transaction Date
Go

Focal Bank

JV Number

Cheque Number	AU	Cheque Date	Amount	Bank Code	Bank Description	Party Name

Add Row Refresh Total
Total :
Cheque Count

Save Clear

Steps for fetching, Data

1. Enter bank code (optional). If selected, debit entry will be done for only selected bank else all.
2. Enter transaction date i.e. scroll date of debit entry.
3. Select focal bank. (SBI/RCB/GKP)
4. Press "GO" button
5. System will display previously entered data for this input parameter if exists.
6. Earlier saved record will be shown as below.

Steps for Entering and saving data.

- For cheque reconciliation various reports are available in cheque report where user can verify credit and debit entries.

Cheques Reports

Cheque Report

CHEQUE RECONCILIATION REPORTS

☒ **Credit**

☐ **Half-Yearly Balance**

☐ **Scroll Register**

ALL

☐ **Bank Wise**

Bank Code :

[ALL]

☐ **Unit Wise**

Unit Code :

[ALL]

Cheque Credited

From Year-Month

January

2014

To Year-Month

January

2014

Date Wise Credit-Debit Register

From date**To Date**

Credit

Credit

☐ **Debit (Scroll)**

☐ **Debit (JV)**

Closing Balance

☐ **Text** ☐ **Excel**

Scroll Register(JV)

ALL

Cheque Report For NER

Credit/Debit

GENERATE

Enter Cheque No For Cheque Status

Steps for cheque report.

1. Enter cheque no For Cheque Status.
2. Select Unit , month ,year Click to “Generate” button for credit /Debit data.


CHAPTER – Cash Book

Books

Misc. Cash Receipt (CASHBOOK USER ONLY If cash Module not functions)

Miscellaneous Cash Receipt ▶

(DD/MM/YYYY)

MCR Date 

Allocation	Dr/Cr	Amount	MCR No.	Gauge	Voted/Cha
------------	-------	--------	---------	-------	-----------

Op. Bal. Debit Credit Cl. Bal.



Reports

- MCR - Detail
- MCR - Summary
- Cash Book - Detail
- Cash Book - Daily Summary
- Cash Book - Monthly Summary
- Cash Book(New)
- Cash Book-(Co7+MCR) Monthly Summary
- DR Cash Report
- DR Cash Book
- Suspense Head
- Capital Head
- Cash Data - CASH
- Cash Data - MCR

1. Select Unit ,Date, month ,year Click to “Generate” button for Cashbook data.

CHAPTER – Cash Data upload

ACBooks



Reports

Cash Data Report

The purpose of this module is to upload Cash data on E-Recon site .

Cash Data Report ▶

DATE FORMATE 01/04/2014(DD/MM/YYYY)

From Date	<input type="text"/>	 DATE
To Date	<input type="text"/>	 DATE
Unit	<input type="text" value="GORAKHPUR"/>	
Section	<input type="text" value="ALL Section"/> All	

Generate Report

1. Select Unit ,Date, month ,year Click to “Generate Report” button for Cash data.
2. Save Cash data text file Report on PC(Desktop or document file location) and upload E-Recon site.

ACBooks



Schedule Reports

[Account Current-Actual](#)

The purpose of this module is to prepare [Account Current-Actual](#) .

Receipts & Outgoings Report ▶

Year	<input type="text" value="2014"/>	Month	<input type="text" value="February"/>
AU	<input type="text" value="GORAKHPUR"/>		

Generate Report Seq wise Generate Report text Clear



[Account Current-Approximate](#)

The purpose of this module is to prepare [Account Current- Approximate](#) .

Approximate - Receipts & Outgoings Report

Year	2014	Month	January
AU	ALL		
Check All		<input type="checkbox"/>	
Receipts Report		<input type="checkbox"/>	
Outgoings Report		<input type="checkbox"/>	
Fig's in	Thousands		

Generate Report

Clear

Select Unit , year, month , Click to “Generate Report” button

CHAPTER – Cash Module

Background

The purpose of this module is capture earning of railway from miscellaneous and station earning.

This module is divided in two parts.

1. MCR (Miscellaneous earning)
2. Cash (Station Earning)

Here we will discuss separately.

MCR (Miscellaneous Earning)

This part is used by all division in their MCR office for issue of MR Number, generation and realization of Treasury Remittance against receiving of cash and cheques.

Misc. Receipt Entry




This screen is provided to enter details of Misc. receipt. There are two types of Misc. Receipt cash and cheque





Misc. Receipt (Cash).

Steps for enter misc. receipt detail for cash.

1. Select receipt mode as Cash.

Miscellaneous Receipt Entry ▶

Receipt Mode*	Hard Cash ▼	Last Cash Book Closing Date: 31/12/2011	
Money Receipt No	111876		Money Receipt Date 21/02/2012 
Receipt Category*	Railway ▼	*MR Date Should be greater than Last Cash Book Closing Date	
Party Name*	00000000  test MCR		
Party Address	xyz		
Receipt Amount*	1000		

Receipt Type	Amount*	EstimateNo	Allocation*	Spending Unit
Loss of Card Pass ▼	500		93065299 	Elec/Trd ▼
Loss of M/I Card ▼	500		93065299 	Engg/Gen ▼
Add Rows	Total	1000		

***Note:- For Demand 16 Allocation First Fill Estimate No .Mandatory For Demand 16 Allocation**

Save **Clear**

The following table gives a brief description of fields of forms that you help to enter detail of miscellaneous cash receipt.

Fields	Description
Money Receipt No	Next number of last saved MR. Edit the field as manual MR receipt

	number if not matched with manual receipt number.
Money Receipt Date	Enter MR issue date. By default set for system date.
Receipt Category	Select receipt category from list. Accordingly receipt type will change in allocation detail section
Party Name	Enter party code and party name from popup if exist else '00000000' as party code and party name as mentioned in manual receipt.
Party Address	Enter address of party.
Receipt Amount	Enter receipt amount
Allocation detail	
Receipt Type	Select receipt type from list
Amount	Enter amount booked under selected receipt type.
Estimate No	Enter estimate no if amount is booked under capital allocation.
Allocation	Editable field 8 digit long valid allocation. Popup displays the valid allocation list.
Spending Unit	Enter spending unit for booked amount

2. Sum of allocation amount should be equal to receipt amount.
3. Click to Save button for store MR detail.

Misc. Receipt (Cheque).

Select receipt mode as cheque .For cheque mode, system generates a temporary number as transit number assign to cheque mode MR entry. Actual MR number is issued after realization of entered cheque. Till that MR cheque entry referenced by assigned transit number.

Miscellaneous Receipt Entry ▶

Receipt Mode*		Cheque / Draft ▼	
Transit No	10809486	Transit Date	21/02/2012
Receipt Category*		Non Railway ▼	
*MR Date Should be greater than Last Cash Book Closing Date			
Party Name*	00000000 test MCR		
Party Address	xyz		
Receipt Amount*	1000		

Receipt Type	Amount*	EstimateNo	Allocation*	Spending Unit
RELHS ▼	500		93065199	Elec/Trd ▼
Medical Examination Fee ▼	500		93065299	Engg/Gen ▼
Add Rows		Total		1000

*Note:-For Demand 16 Allocation First Fill Estimate No .Mandatory For Demand 16 Allocation

Cheque/Demand Draft Details ▶					
Chq No.	Chq Date *(DD/MM/YYYY)	Bank	Branch	Local/ OutStation	Chq Amount *
123456	1/2/2012	SBI BBS	RAIL VIHAR	Local ▼	500
422454	1/2/2012	SBI BBS	RAIL KUNJ	Local ▼	500
Add Rows					Total
					1000

Save
Clear

The following table gives a brief description of fields of forms that you help to enter detail of Miscellaneous Cheque receipt.

Fields	Description
*Transit No	Temporary assigned system generated number.
*Transit Date	Enter transit date. By default set for system date.
*Receipt Category	Select receipt category from list. Accordingly receipt type will change in allocation detail section
*Party Name	Enter party code and party name from popup if exist else '00000000' as party code and party name as mentioned in manual receipt.
Party Address	Enter address of party.
*Receipt Amount	Enter receipt amount
Allocation detail	
*Receipt Type	Select receipt type from list
*Amount	Enter amount booked under selected receipt type.

Estimate No	Enter estimate no if amount is booked under capital allocation.
*Allocation	Editable field 8 digit long valid allocation. Popup displays the valid allocation list.
*Spending Unit	Enter spending unit for booked amount
Cheque Detail	
*Cheque No	Enter cheque no
*Cheque Date	Enter cheque date
Bank	Enter bank
Branch	Enter branch of cheque
Local/Outstation	Local/outstation flag
*Cheque Amount	Enter cheque amount

Enter the detail as mention above table. Receipt amount, allocation amount total and cheque amount total should be equal.

Click to Save button to store detail in database.

Misc. Receipt Edit

This screen is provided to edit of MR entry detail. System allows the user to edit details of MR entry until Treasury Remittance is not generated for received cash or cheque for that entry

Select MR number from popup list and click to GO button for detail.

Money Receipt Modification ▶

MR Number	10804693		GO
MR Date	05/03/2010		Receipt Category* Non Railway ▼
Ref Doc No			Ref Doc Date
Party Name*	00000000		M/S BIL TRADING (P) LTD
Party Address	NEW DELHI		
Receipt Amount *	1000		Receipt Mode CHQ

Receipt Type	Amount *	Estimate No.	Allocation*	Spending Unit
Cost Of Tender Form ▼	1000	00000000	93065299	-Select One- ▼
Add Rows	Total	1000		

***Note:-For Demand 16 Allocation First Fill Estimate No .Mandatory For Demand 16 Allocation**

Cheque/Demand Draft Details ▶						
Chq No.	Chq Date	Bank	Branch	Local/OutStation	Amount *	
909138	11/02/2010	SBI	BBS	Local ▼	1000	
Add Rows	Total Amount					1000


Modify the detail as required.

Click to Save button to store modified detail of MR entry.

Cancel MR

This screen is provided for cancellation of entered MR entry. System allows the user to cancellation of MR entry until Treasury Remittance is not generated for received cash or cheque for that entry. Select MR number from popup list then system will display as shown in figure below.

MR / TR Cancellation ▶

MR/TR Number	10800967 	MR/TR Receipt Date	01/09/2008
Ref Doc No		Ref Doc Date	
Party Name	00000000 M/S SUNSHINE TOOLS CRAFT		
Party Address	HOWRAH-101		
Receipt Amount	150		

Click to **Save** button to cancel selected MR.

TR Note Generation

This screen is provided to generate Treasury Remittance of cash and cheques received from MR entry. System allows generating TR of cash and cheque separately.

Click to TR Note Generation Link in the menu.

1. Select Receipt Mode either cheque or cash and press GO button.
2. System displays the
 - 2.1. Last TR detail for selected remittance bank
 - 2.2. Current TR Number and TR date. Both fields are editable. Modify as actual TR number and TR date. To change TR Number click to image given.
 - 2.3. List of Cheques Number against which TR Number is not generated.

As shown below. For cheque receipt mode

Or

List of cash amount received against Cash MR for cash receipt mode.

For Cheque Mode

Treasury Remittance Note Generation ▶

Receipt Mode Cheque / Draft ▼		Remittance Bank S14-SBI, VSKP ▼		GO		
Last Cash Book Closing Date: 31/12/2011						
Last Remittance Details ▶						
TR Number 518198		Amount 249				
Current TR Number 676330		Date of Remittance* 21/02/2012				
CR Details ▶						
Cheque No	Cheque Dt	Party	Bank	Branch	Amount	Remit <input type="checkbox"/>
123569	21/02/2012	00000000-TEST	SBI	BBS	5000	<input checked="" type="checkbox"/>
Count : 1					Total	5000
Save		Clear				

For Cash Mode

Treasury Remittance Note Generation ▶

Receipt Mode Hard Cash ▼		Remittance Bank S14-SBI, VSKP ▼		GO	
Last Cash Book Closing Date: 31/12/2011					
Last Remittance Details ▶					
TR Number 523287		Amount 1684			
Current TR Number 518067		Date of Remittance* 21/02/2012			
CR Details ▶					
Cash Receipt Date		Cash Amount		Remit <input type="checkbox"/>	
03/01/2012		250		<input checked="" type="checkbox"/>	
03/01/2012		201		<input checked="" type="checkbox"/>	
03/01/2012		250		<input type="checkbox"/>	
03/01/2012		2617		<input type="checkbox"/>	
03/01/2012		10		<input type="checkbox"/>	
Count : 2					Total 451
Save		Clear			

- Check the box for select cheque no or cash amount and click Save button to generate TR for selected cheque or cash.

Realization Entry

This screen is provided to enter realization status of generated TR.
Steps for realization of TR.

- Click to Realisation Entry link of menu.
- Select remittance bank from list.
- Click to Go button and System will display as shown in figure below.

Realisation Entry ▶

Receipt Mode	<input type="text" value="Cheque / Draft"/>	Remittance Bank	<input type="text" value="B26-CBI, VSKP"/>	<input type="button" value="GO"/>		
Last Cash Book Closing Date: 31/12/2011						
Realisation Dt.* <input type="text" value="21/02/2012"/>						
CRN Details ▶						
Challan No	Remitt. Dt	Receipt Amt.	Realised Amt	Realised?	Bank Remittance Date	Details
676324	<input type="text" value="02/01/2012"/>	<input type="text" value="3000"/>	3000	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Details"/>
676325	<input type="text" value="02/01/2012"/>	<input type="text" value="3000"/>	3000	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Details"/>
676326	<input type="text" value="02/01/2012"/>	<input type="text" value="64260"/>	61260	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Details"/>
676327	<input type="text" value="03/01/2012"/>	<input type="text" value="950"/>	950	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Details"/>
Total:			<input type="text" value="70260"/>			
<input type="button" value="Save"/>		<input type="button" value="Clear"/>				

4. From the TR list, select TR number for realization.
5. Enter Realisation Date.
6. Click to Save button.
7. For partial Realization, Details button are there. Click to detail button.

Challan Number 676326 Remitt Date 02/01/2012							
Chq No.	Chq Date	Party	Bank	Branch	Amount	Realise?	Reason
184633	26/12/2011	00000000ULP RAJU	AB	WAT	3000	<input type="text" value="RETURN"/>	<input type="text" value="return test"/>
184632	26/12/2012	00000000ULP RAJU	AB	WAT	61260	<input type="text" value="REALISE"/>	
<input type="button" value="OK"/>		<input type="button" value="CANCEL"/>					

8. Here realize list has three values.
 1. Realize: For realize the cheque.
 2. Return: Cheque will reappear in TR note generation and excluded from this TR Number.
 3. Cancel: Cheque and corresponding MR entry will get cancel status.
 4. Click to OK button to change realized amount of selected TR.

Conversion To MR

This screen is provided to convert transit number to MR number. As we have already discussed for cheque MR entry we assign a temporary number as transit number to MR entry. This number is converted to MR Number when cheques are realized through TR.

Steps for Conversion of Transit number to MR Number.

1. Click to Conversion to MR link of menu.
2. Select transit number from popup.
3. Click to Go button for detail.

Conversion Of Transit Number To Money Receipt Number ▶

TR Number	40809169	GO	Last Cash Book Closing Date:31/12/2011			
MR Number	112002		MR Date	21/02/2012		
Receipt Category N : Non Railway						
Ref Doc No		Ref Doc Date				
Party Name		00000000-BALAJI ENTRP				
Party Address		WAT				
Receipt Amount		2000				
Allocation	Rcpt Type	Amount	Estimate No			
93065299	OSN	2000	0000000			
Cheque/Demand Draft Details ▶						
Chq No.	Chq Date	Bank	Branch	Local/OutStation	Amount	Realised ?
071374	24/12/2011	AB	WAT	Local	2000	Y
Save		Clear				

- If all cheques are realized for this transit number then save button will get enable else disable.
- Enter MR Number and MR date
- Click to Save to generate MR number for this transit number.

Cash Book Process (MCR)

Any transactions entered through MCR for a particular date will not be accountable unless Cash Book is not freeze for that date. In cash module we have two different screen of cash book process, one is for MCR cash book and another is for MCR and station earning. Unit which receives only MCR earning should process cash book for MCR and units which receives both earning should process CRN cash book these units should not process MCR cash book.

Once cash book is freeze for that day, system will not allow editing or entering data for that date.

Steps For freeze cash Book.

- Click to Cash Book link in menu.
- System will display following screen.

Cash Book Process

Date: 02/01/2012

	Credit	Debit
Opening Balance		126636038
MR Issued		12148
Remittance Into Bank	1908	
Closing Balance	126646278	
Total	126648186	126648186

☐ Freeze Cash Book

The table gives description of fields of forms that you help to understand detail of cash book.

Fields	Description
Date	System fetched data. Next date of last freeze date.
Opening balance	System fetched data. Closing balance of last freeze date.
MR Issued	System fetched data.MR issued through system for displayed date.
Remittance Into Bank	System Fetched Data, TR realized through system for displayed date.
Closing Balance	System calculated Data, (OB+MR Issued-Remittance Into Bank)
Freeze cash Book	Check this filed after verification and click to OK button for cash book freeze.

CRN (Station Earning)

This sub module is provided to capture station earning of railway. In railway some units are designated to receive CR (Cash Remittance) from stations. In ECoR khurda and waltair receives the CR as station earning. This module stores the station earning detail entered by these units.

CR Note Entry

This screen is provided to store CR Note detail enter by user.

Steps for Enter CR detail.

1. Click to CR Note Entry Link in Menu.
2. Screen will be displayed as below.

CR Note Entry ▶

CR Number <input style="width: 100px;" type="text"/>		CR Date <input style="width: 100px;" type="text"/>		-	
Last Cash Book Closing Date:31/12/2011					
Station <input style="width: 100px;" type="text"/>		<input type="checkbox"/> Nil CRN			
Division <input style="width: 100px;" type="text"/>		Section <input style="width: 100px;" type="text"/>			
Earning Date <input style="width: 100px;" type="text"/>		Entry Date <input style="width: 100px;" type="text" value="22/02/2012"/>			
CR Amount <input style="width: 100px;" type="text"/>		Cash Bag Number <input style="width: 100px;" type="text"/>			
Cash+Instrument <input style="width: 100px;" type="text"/>		Voucher Amount <input style="width: 100px;" type="text"/>			
Acknowledged Cash Amt <input style="width: 100px;" type="text"/>		Discrepancy Amt <input style="width: 100px;" type="text" value="0"/>		Short Access <input type="button" value="v"/>	
Acknowledged Voucher Amt <input style="width: 100px;" type="text"/>		Discrepancy Amt <input style="width: 100px;" type="text" value="0"/>		Excess <input type="button" value="v"/> Link No <input style="width: 100px;" type="text"/>	
Remarks <input style="width: 100%; height: 20px;" type="text"/>					

CRN Summary		CRN Classification		Station TR Details				
Rcpt Mode	CR Amt	Receipt Category	Rcpt Amt	TR No	TR Dt.	Bank	TR Amt	e-Payment <input type="checkbox"/>
Hard Cash	<input style="width: 50px;" type="text" value="0"/>	Booking Cash <input type="button" value="v"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input type="button" value="v"/>	<input style="width: 50px;" type="text"/>	<input type="button" value="v"/>
CNCC	<input style="width: 50px;" type="text" value="0"/>	Booking Cash <input type="button" value="v"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input type="button" value="v"/>	<input style="width: 50px;" type="text"/>	<input type="button" value="v"/>
Chq / DD	<input style="width: 50px;" type="text" value="0"/>	Booking Cash <input type="button" value="v"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input type="button" value="v"/>	<input style="width: 50px;" type="text"/>	<input type="button" value="v"/>
Voucher	<input style="width: 50px;" type="text" value="0"/>	Booking Cash <input type="button" value="v"/>	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input style="width: 100px;" type="text"/>	<input type="button" value="v"/>	<input style="width: 50px;" type="text"/>	<input type="button" value="v"/>
TR	<input style="width: 50px;" type="text" value="0"/>	<input type="button" value="Add Row"/> Total <input style="width: 50px;" type="text" value="0"/>		<input type="button" value="Add Row"/>		Total <input style="width: 50px;" type="text" value="0"/>		
e-Payment	<input style="width: 50px;" type="text" value="0"/>			TR Total <input style="width: 50px;" type="text" value="0"/>		E-Payment <input style="width: 50px;" type="text" value="0"/>		
Total	<input style="width: 50px;" type="text" value="0"/>							

The following table gives a brief description of fields of forms that you help to enter detail of CR Detail.

Fields	Description
*CR Number	Enter CR number as mentioned in CR of station
*CR Date	Enter CR Date as mentioned in CR of station
CR Header	
*Station	Enter station code of CR. If not found in station popup contact system administrator to add station to system.
Division	Fetches by system
Section	Fetches By system
*Earning Date	Enter Earning date of CR

*Entry Date	Enter Entry date For CR. By default configured for system date.
*CR Amount	Enter CR Amount of CR
Cash Bag Number	Enter cash bag number of CR (optional).
*Cash+Instrument	Enter cash and instrument value of CR
Voucher Amount	System calculated amount i.e. CR amount --(cash+instrument)
Acknowledge Cash Amt	Enter acknowledge cash amount for CR
Discrepancy amount	System calculated amount
Discrepancy reason	Select reason if any.
Link No	Enter link no for discrepancy for reference if any.
Acknowledge Voucher Amt	Enter acknowledge Voucher amount for CR
Discrepancy amount (Voucher)	System calculated amount
Discrepancy reason	Select reason if any.
Link No	Enter link no for discrepancy for reference if any.
Remarks	If any for future reference.
CRN Summary	
*Receipt Mode	List of possible receipt mode for CR.
*CR Amt	Enter Distribution of CR amount receipt mode wise.
CRN Classification	
*Receipt category	List of all category for earning.
*Rcpt Amount	Enter earning of amount against category wise.
Station TR Detail	
TR No	Enter TR Number received with CR.
TR Dt	Enter TR date mentioned on TR.
Bank	Enter remittance bank of TR
TR Amt	Enter TR amount of TR
e-Payment	Check if TR belongs to e-Payment.

3. Enter CR header detail as mentioned in CR note.
4. Enter CR amount distribution among rcpt mode wise in CRN Summary section.

5. Enter rcpt amount of CR category wise in **CRN classification** section.
6. Enter Station TR Detail received against CR in **Station TR detail** section.
7. Validation for CR Note Entry.
 - 7.1. Acknowledged Voucher amount should be equal to Voucher amount of **CRN Summary** section.
 - 7.2. Acknowledged Cash amount +Acknowledged Voucher amount should be equal to total amount of **CRN Summary** section.
 - 7.3. Acknowledged Cash amount +Acknowledged Voucher amount should be equal to total amount of **CRN Classification**section.
 - 7.4. TR amount in **CRN Summary** section should be equal to **TR Total**of **Station TR detail** section.
 - 7.5. E-Payment amount in **CRN Summary** section should be equal to **E-Payment**of **Station TR detail** section.
8. For nil CR, check the **NIL CR**check box after station entry.
9. Click to **Save** button to store CR detail.

EditCR Note

This screen is provided to edit CR detail entered.

Condition for CR Edit.

1. Cash Book should be open for entry date of given CR.
2. Shroff who has entered CR detail only allow editing CR detail.
3. Cash Book should be open for entry date (if entry date is changed).

Steps for edit CR detail.

1. Enter CR Number.
2. Click to Go button.
3. System will display CR detail as shown in fig. below and click to Save button after editing.

CR Note Edit ▶

CR Number

CR Date

0201-KURCASH01

Last Cash Book Closing Date: 23/12/2011

Station

☐ Nil CRN

Division

Section

Earning Date

Entry Date

CR Amount

Cash Bag Number

Cash+Instrument

Voucher Amount

Acknowledged Cash Amt

Discrepancy Amt

Adjusted TR Amt Link No

Acknowledged Voucher Amt

Discrepancy Amt

Excess Link No

Remarks

CRN Summary	
Rcpt Mode	CR Amt
Hard Cash	4043
CNCC	0
Chq / DD	0
Voucher	0
TR	0
e-Payment	0
Total	4043

CRN Classification	
Receipt Category	Rcpt Amt
Booking Cash <input type="button" value="v"/>	4043
Add Row	Total
	4043

Station TR Details				
TR No	TR Dt.	Bank	TR Amt	e-Payment <input type="checkbox"/>
Add Row				Total
				0
TR Total			<input type="text" value="0"/>	E-Payment
				<input type="text" value="0"/>

CR Voucher Entry

This screen is provided to store voucher detail received with CR Note.

Steps for enter voucher detail.

1. Enter CR Number.
2. Click to Go button
3. System will display CR detail along with voucher details entered earlier as shown in figure.

Voucher Entry ▶

3:44 Save Data Within 30 Minutes

CR Number

Station	<input type="text" value="BHC"/>	<input type="text" value="BHADRAKH"/>	Section	<input type="text" value="BHC"/>	
CR Date	<input type="text" value="01/01/2012"/>	Earning Date	<input type="text" value="31/12/2011"/>	Entry Date	<input type="text" value="03/01/2012"/>
CR Amount	<input type="text" value="1903092"/>	Cash Amount	<input type="text" value="1902901"/>	Voucher Amount	<input type="text" value="191"/>
Ack Amt	<input type="text" value="1903092"/>	Ack Cash Amt	<input type="text" value="1902901"/>	Ack Voucher Amt	<input type="text" value="191"/>

Vch Type *	Vch Date	Vch Number *	Vch Amt *	Description	Sr.No
Vouchers (Billable) ▼	<input type="text" value="31/12/2011"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

50 CR Voucher Amount:191

Vch Type *	Vch Date	Vch Number *	Vch Amt *	Description	Sr.No	Del?
Vouchers (Billable) ▼	<input type="text" value="31/12/2011"/>	<input type="text" value="123"/>	<input type="text" value="50"/>	<input type="text" value="bbuj"/>	<input type="text" value="1"/>	<input checked="" type="checkbox"/>

Total CR Voucher Amount:191

3:44 Save Data Within 30 Minutes

4. Enter voucher detail in selected area of figure shown.
5. System automatically adds voucher detail to voucher detail list shown below.
6. Again enter voucher in selected area and so on...
7. Click to save button to store detail.

MCT Entry

This screen is provided to store MCT (Sundries) detail received with CR Note.




Steps for enter voucher detail.

1. Enter CR Number.
2. Click to Go button
3. System will display CR detail along with MCT details entered earlier as shown in figure.

MCT Entry ▶

CR Number 

Station	<input type="text" value="SBPG"/>	<input type="text" value="SAMBALPUR GOODS"/>	Section	<input type="text" value="SBPG"/>	
CR Date	<input type="text" value="25/08/2010"/>	Earning Date	<input type="text" value="24/08/2010"/>	Entry Date	<input type="text" value="26/08/2010"/>
CR Amount	<input type="text" value="570"/>	Cash Amount	<input type="text" value="570"/>	Voucher Amount	<input type="text" value="0"/>
Ack Amt	<input type="text" value="570"/>	Ack Cash Amt	<input type="text" value="570"/>	Ack Voucher Amt	<input type="text" value="0"/>
Sundries Amount	<input type="text" value="570"/>				

MCT Date	MCT Number	MCT Amount	Description
<input type="text" value="24/08/2010"/>	 <input type="text" value="407300"/>	<input type="text" value="30"/>	<input type="text"/>
<input type="text" value="24/08/2010"/>	 <input type="text" value="407301"/>	<input type="text" value="100"/>	<input type="text"/>
<input type="text" value="24/08/2010"/>	 <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add Row"/>	TOTAL	<input type="text" value="130"/>	

- Enter MCT Number, MCT amount and description for MCT.
- Click to Add Row button to add more records.
- Click to Save button to store details.

Shroff Summary

This screen is provided to enter cash and instrument detail received by shroff from CR Note. Here user enters the cash details received for a particular day and cheque detail received against CR Note wise.

A. Steps for Enter shroff cash summary:

- Enter date as entry date of CR Note entry.
- Select shroff from list shroff.
- For cash detail entry, do not enter CR number.
- Click to Go button.
- System will display summary of received amount category wise.

Shroff Summary ▶

Date	<input type="text" value="3/1/2012"/>		Shroff	<input type="text" value="M. S. GHOSH"/>		GO
CR NUMBER	<input type="text"/>					

Summary ▶

Section	Cash Bags	GC	CNCC	DD	TR	Voucher	Total
216 : BHC-PRNR	5	13234	0	25200	5373051	3554	5415039
218 : MWQ-PUI	3	27145	0	0	0	0	27145
219 : KPXR-PSA	16	173962	0	0	1534943	480850	2189755
312 : MNDH-THV	9	280537	0	0	393507	12534	686578
314 : BXQ-DOGH	1	0	0	0	577189	6152	583341
TOTAL	34	494878	0	25200	7878690	503090	8901858

Cash Denomination ▶

1000	500	100	50	20	10	5	Coins
<input type="text" value="69"/>	<input type="text" value="622"/>	<input type="text" value="1112"/>	<input type="text" value="34"/>	<input type="text" value="37"/>	<input type="text" value="103"/>	<input type="text" value="13"/>	<input type="text" value="143"/>
Total							494878

6. Enter the cash denomination received for given date for given shroff.
7. Click to save button to store cash denomination detail.

B. Steps for Enter shroff Cheque detail crnumber wise:

1. Enter date as entry date of CR Note entry.
2. Select shroff from list shroff.
3. Select CR Number from popup for which cheque details have to enter.
4. Click to Go button.
5. System will display summary of received amount category wise.
6. Click to **Cheque/DD** tab

Shroff Summary ▶

Date	3/1/2012	Shroff	A. K. SAHOO	GO
CR NUMBER	525993			

Summary ▶

Section	Cash Bags	GC	CNCC	DD	TR	Voucher	Total
215 : DNKL KUR	13	33881	0	127685	2221615	61799	2444980
218 : MWQ-PUI	7	14223	0	0	2290200	24627	2329050
312 : MNDH-THV	10	260589	0	7072454	0	5114	7338157
TOTAL	30	308693	0	7200139	4511815	91540	12112187

Cheque/DD **CNCC**

Cheque/Demand Draft Details ▶

Cheque No	Chq. Date	Bank	Branch	Amount
777170	29/12/0011	OSCBL	BBS	30367
Cheque Count				30367
Cheque Amount As Per CRN				30367
Shroff Total				7200139

Save **Clear**


7. Enter cheque detail as shown in figure.
8. For multiple cheques click to **Add Rows** button.
9. User can also verify total cheque amount entered for shroff for selected crnumber and for date also.
10. Click to save button to store cheque detail for crnumber wise.
11. Similarly enter cheque details for other crnumber.

Delete CR Number

This screen is provided for deletion of entered CR Note. System allows the user to deletion of CR until cash book is open for entry date of crnumber

Select CR number from popup list then system will display as shown in figure below.

Delete CR Number ▶

CR Number	<input type="text" value="0121898"/>		CR Date	<input type="text" value="01/01/2012"/>
CR Amount	<input type="text" value="4078406"/>		Entry Date	<input type="text" value="02/01/2012"/>
Station	<input type="text" value="LPG"/>	<input type="text" value="LAPANGA"/>	CR Status	<input type="text" value="-"/>

Click to **Save** button to delete selected Cr Number.

TR Note Generation

This screen is provided to generate Treasury Remittance of cash and cheques received from CR Note entry. System allows generating TR of cash and cheque separately.
Click to TR Note Generation Link in the menu.

1. Select Receipt Mode either cheque or cash and press GO button.
2. System displays the
 - 2.1. Last TR detail for selected remittance bank
 - 2.2. Current TR Number and TR date. Both fields are editable. Modify as actual TR number and TR date. To change TR Number click to image given.
 - 2.3. List of Cheques Number against which TR Number is not generated.

As shown below. For cheque receipt mode

Or

List of cash amount received from CR Note entry, entry date wise.

For Cheque Mode

Treasury Remittance Note Generation ▶

Receipt Mode	Cheque / Draft ▼	Remittance Bank	S14-SBI, VSKP ▼	GO		
Last Cash Book Closing Date: 31/12/2011						
Last Remittance Details ▶						
TR Number	518198	Amount	249			
Current TR Number	676330	Date of Remittance*	21/02/2012			
CR Details ▶						
Cheque No	Cheque Dt	Party	Bank	Branch	Amount	Remit
123569	21/02/2012	00000000-TEST	SBI	BBS	5000	<input checked="" type="checkbox"/>
			Count :	1	Total	5000
Save		Clear				

For Cash Mode

Receipt Mode	Hard Cash ▼	Remittance Bank	S01-SBI, BBS ▼	GO
Last Cash Book Closing Date: 23/12/2011				
Last Remittance Details ▶				
TR Number	453319	Amount	4041253	
Current TR Number	652784	Date of Remittance*	22/02/2012	
CR Details ▶				
Cash Receipt Date	Cash Amount			Remit
02/01/2012	1543081			<input checked="" type="checkbox"/>
03/01/2012	2712729			<input checked="" type="checkbox"/>
31/12/2011	419746			<input checked="" type="checkbox"/>
			Count :	3
			Total	4675556
Save		Clear		

3. Check the box to select cheque no or cash amount and click Save button to generate TR for selected cheque or cash.

Realisation Entry

This screen is provided to enter realization status of generated TR.

Steps for Realisation of TR.

1. Click to Realisation Entry link of menu.
2. Select remittance bank from list.
3. Click to **Go** button and System will display as shown in figure below.

Realisation Entry ▶

Receipt Mode	<input type="text" value="Cheque / Draft"/>	Remittance Bank	<input type="text" value="B26-CBI, VSKP"/>	<input type="button" value="GO"/>
Last Cash Book Closing Date: 31/12/2011				

Realisation Dt.* <input type="text" value="21/02/2012"/>
--

CRN Details ▶

Challan No	Remitt. Dt	Receipt Amt.	Realised Amt	Realised?	Bank Remittance Date	Details
676324	<input type="text" value="02/01/2012"/>	<input type="text" value="3000"/>	3000	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Details"/>
676325	<input type="text" value="02/01/2012"/>	<input type="text" value="3000"/>	3000	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Details"/>
676326	<input type="text" value="02/01/2012"/>	<input type="text" value="64260"/>	61260	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="button" value="Details"/>
676327	<input type="text" value="03/01/2012"/>	<input type="text" value="950"/>	950	<input type="checkbox"/>	<input type="text"/>	<input type="button" value="Details"/>
Total:			<input type="text" value="70260"/>			

<input type="button" value="Save"/>	<input type="button" value="Clear"/>
-------------------------------------	--------------------------------------

4. From the TR list, select TR number for realization.
5. Enter Realisation Date.
6. Click to Save button.
7. For partial Realization, Details button are there. Click to detail button.

Challan Number 676326 Remitt Date 02/01/2012							
Chq No.	Chq Date	Party	Bank	Branch	Amount	Realise?	Reason
184633	26/12/2011	00000000ULP RAJU	AB	WAT	3000	<input type="text" value="RETURN"/>	<input type="text" value="return test"/>
184632	26/12/2012	00000000ULP RAJU	AB	WAT	61260	<input type="text" value="REALISE"/>	
<input type="button" value="OK"/>		<input type="button" value="CANCEL"/>					

8. Here realize list has three values.
 5. Realize: For realize the cheque.
 6. Return: Cheque will reappear in TR note generation and excluded from this TR Number.
 7. Cancel: Cheque will not realize and remain in cancel status.
 8. Click to OK button to change realized amount of selected TR.

Cash Book Process (CRN)

Any transactions entered through CRN for an entry date will not be accountable unless Cash Book is not freeze for that date. In cash module we have two different screen of cash book process, one is for MCR cash book and another is for MCR and station earning. Unit which receives only MCR earning should process cash book for MCR and units which receives both earning should process CRN cash book these units should not process MCR cash book.

Once cash book is freeze for that day, system will not allow editing or entering data for that date.

Steps For freeze cash Book.

1. Click to Cash Book link in menu.
2. System will display Date as next date of last closing date of cash book.

3. System will display following screen after clicking **Go** button.

Cash Book Process ▶

Date

24/12/2011

GO

Debit		Credit	
Opening Balance	69358800	Cash TR (MCR)	9208
MCR Cash	250	Cheque Realised(MCR)	1794995
MCR Cheque	1794995	Cash TR (CRN)	988658
Coaching	10694599	CHQ/CNCC TR (CRN)	71036854
Goods	129222130	Stn TR (CRN)	108847295
Sundries	0	Vouchers	951866
Station Earning	139916729		
CHQ/CNCC UnRealised (CRN)	0	Closing Balance	27441898
Total	211070774	Total	211070774

☐ Freeze Cash Book

SAVE

CLEAR

The table gives description of fields of forms that you help to understand detail of cash book.

Fields	Description
Date	System fetched data. Next date of last freeze date.
Opening balance	System fetched data. Closing balance of last freeze date.
MCR Cash	System fetched data.MR issued for rcpt mode Cash through system for displayed date.
MCR Cheque	System fetched data.MR issued for rcpt mode Cheque through system for displayed date.
Coaching	System Fetched Data, Amount received under Coaching classification for an entry date as displayed date.
Goods	System Fetched Data, Amount received under Goods classification for an entry date as displayed date.

Sundries	System Fetched Data, Amount received under Sundries classification for an entry date as displayed date.
Station Earning	System calculated Data, Total Amount received under Coaching, Goods and Sundries classification for an entry date as displayed date.
Chq Unrealized	System Fetched Data, Unrealized TR amount for given date due to partial realization of TR.
Cash TR (MCR)	System Fetched Data, TR generated for cash amount of MCR on given date.
Cheque Realized (MCR)	System Fetched Data, TR realized for cheque of MCR on given date.
Cash TR (CRN)	System Fetched Data, TR generated for cash amount of CRN on given date.
Cheque Realized (CRN)	System Fetched Data, TR generated for cheque of CRN on given date.
Station TR (CRN)	System Fetched Data, Received station TR from CR Note for entry date as given date.
Vouchers	System Fetched Data, Received Voucher amount from CR Note for entry date as given date.
Closing Balance	System calculated as debit total – credit total

4. Check the **freeze** button.
5. Click to **Save** button to complete cash book process for given date,

CHAPTER – Pay Module

Background

In railway any payment to employee or third party is done through pay office either by in the form of cheque or cash. The purpose of this module is maintained these cheque and cash payment detail and return statement for unpaid cheque and cash.

In IPAS pay module, there is two type of user:

1. Clerk: who distributes the cheque and cash among the cashier.
2. Cashier: who distributes the cheque and cash to payee and returns the paid and unpaid statement to books.

Pay Module (Clerk)

For this type of user module has provided to

1. Assigning PMR Number to co6number for which abstract has been generated.
2. Distribution of cheque and cash among cashier.

PMR Registration

This screen is provided for registration of co6number in which system assigns a PMR Number to each co6number which is system generated unique number.

Steps for PMR Registration.

1. Click to PMR Registration Link in menu.
2. System will display abstract number list which contains abstract numbers for which PMR registration is yet to be done.
3. Registration is performed abstract number wise.
4. Select the abstract number from list and click to Go button.
5. System will display the co7number list from the selected abstract.
6. Select all the co7number from the list.
7. System will display all associated co6number list for selected co7number along with PMR number assigned to each co6number as shown in figure below.
8. System also displays the starting PMR number for this co6number list.
9. By default PMR date is system date.
10. Change the PMR date as required; system automatically will change PMR Number to next PMR number serial number of last saved PMR number.

PMR REGISTRATION ▶

Abstract Number

CO7 Details ↓

Section	CO7 No.	CO7 Date	CO7 Amount	CO7 Chq Amt	CO7 Cash Amt	Bill Count	Select
X-II	030211701065	03/01/2012	2669860	2669860	0	7	<input checked="" type="checkbox"/>
X-II	030211701066	03/01/2012	38654	33414	5240	6	<input checked="" type="checkbox"/>
X-II	030211701067	03/01/2012	49076	43150	5926	6	<input checked="" type="checkbox"/>
X-II	030211701068	03/01/2012	35096	25307	9789	5	<input checked="" type="checkbox"/>
Total			2792686	2771731	20955	24	

PMR Start Number

PMR Date :

CO6 Details ↓

PMR Number	CO6 Number	CO6 Date	Cash Amt.	Cheque Amt.	Net Amt.
<input type="text" value="0313010001"/>	<input type="text" value="030211004706"/>	03/01/2012	0	891465	891465
<input type="text" value="0313010002"/>	<input type="text" value="030211004707"/>	03/01/2012	0	213102	213102
<input type="text" value="0313010003"/>	<input type="text" value="030211004708"/>	03/01/2012	0	78775	78775
<input type="text" value="0313010004"/>	<input type="text" value="030211004710"/>	03/01/2012	0	295786	295786
<input type="text" value="0313010005"/>	<input type="text" value="030211004711"/>	03/01/2012	0	666877	666877
<input type="text" value="0313010004"/>	<input type="text" value="030211004710"/>	03/01/2012	0	295786	295786
<input type="text" value="0313010005"/>	<input type="text" value="030211004711"/>	03/01/2012	0	666877	666877
<input type="text" value="0313010006"/>	<input type="text" value="030211004712"/>	03/01/2012	0	443465	443465
<input type="text" value="0313010007"/>	<input type="text" value="030211004713"/>	03/01/2012	0	80390	80390
<input type="text" value="0313010008"/>	<input type="text" value="030211004694"/>	03/01/2012	240	0	240
<input type="text" value="0313010009"/>	<input type="text" value="030211004695"/>	03/01/2012	5000	0	5000
<input type="text" value="0313010010"/>	<input type="text" value="030211004696"/>	03/01/2012	0	5500	5500
<input type="text" value="0313010011"/>	<input type="text" value="030211004697"/>	03/01/2012	0	9814	9814
<input type="text" value="0313010012"/>	<input type="text" value="030211004698"/>	03/01/2012	0	9300	9300
<input type="text" value="0313010013"/>	<input type="text" value="030211004700"/>	03/01/2012	0	8800	8800
<input type="text" value="0313010014"/>	<input type="text" value="030211004701"/>	03/01/2012	1990	0	1990
<input type="text" value="0313010015"/>	<input type="text" value="030211004702"/>	03/01/2012	1956	0	1956
<input type="text" value="0313010016"/>	<input type="text" value="030211004703"/>	03/01/2012	1980	0	1980
<input type="text" value="0313010017"/>	<input type="text" value="030211004704"/>	03/01/2012	0	1000	1000
<input type="text" value="0313010018"/>	<input type="text" value="030211004705"/>	03/01/2012	0	39400	39400
<input type="text" value="0313010019"/>	<input type="text" value="030211004709"/>	03/01/2012	0	2750	2750
<input type="text" value="0313010020"/>	<input type="text" value="030211004714"/>	03/01/2012	5163	0	5163
<input type="text" value="0313010021"/>	<input type="text" value="030211004715"/>	03/01/2012	4626	0	4626
<input type="text" value="0313010022"/>	<input type="text" value="030211004716"/>	03/01/2012	0	14256	14256
<input type="text" value="0313010023"/>	<input type="text" value="030211004717"/>	03/01/2012	0	5067	5067
<input type="text" value="0313010024"/>	<input type="text" value="030211004718"/>	03/01/2012	0	5984	5984

11. Click to **Save** button to store PMR Registration data for given abstract.

PMR Distribution

This screen is providing to distribute PMR's among cashier. Here system displays two type of cashier one is normal cashier and another one is NRB cashier. Suppose a PMR is selected in which has RB cheque and NRB cheque. On distribution RB cheque will assigned to normal cashier and NRB cheque will be assigned to selected NRB cashier. Also for salary NRB cheque, system will assign a predefined NRB cashier which is set earlier by database administrator irrespective of selected NRB cashier.

Steps for distribution of PMR among cashier.

1. Click to PMR Distribution link in menu.
2. System will display all the PMR's which are not assigned to cashier.

PMR DISTRIBUTION ▶

Cashier Name NRB Cashier

[Display PMR Load](#)

PMR Distribution Date :

PMR Details ↓

PMR Number	PMR Date	CO6 Number	Section	Party Name	CO6 Amt	Cash Amt.	Cheque Amt.	Net Amt.	NRB Amt.	Select	Detail
0312020001	23/02/2012	030211004706	X-II	MANAGING DIRECTOR WESCO BURLA	891465	0	891465	891465	0	<input type="checkbox"/>	more..
0312020002	23/02/2012	030211004707	X-II	MANAGING DIRECTOR WESCO BURLA	213102	0	213102	213102	0	<input type="checkbox"/>	more..
0312020003	23/02/2012	030211004708	X-II	MANAGING DIRECTOR WESCO BURLA	78775	0	78775	78775	0	<input type="checkbox"/>	more..
0312020004	23/02/2012	030211004710	X-II	MANAGING DIRECTOR WESCO BURLA	295786	0	295786	295786	0	<input type="checkbox"/>	more..
0312020005	23/02/2012	030211004711	X-II	MANAGING DIRECTOR WESCO BURLA	666877	0	666877	666877	0	<input type="checkbox"/>	more..
0312020006	23/02/2012	030211004712	X-II	MANAGING DIRECTOR WESCO BURLA	443465	0	443465	443465	0	<input type="checkbox"/>	more..
0312020017	23/02/2012	030211004704	X-II	POST MASTER,HEAD POST OFFICE,SAMBALPUR	1000	0	1000	1000	0	<input type="checkbox"/>	more..
0312020018	23/02/2012	030211004705	X-II	DR. BINAY KUMAR PATI	39400	0	0	0	39400	<input type="checkbox"/>	more..
0312020019	23/02/2012	030211004709	X-II	THE POST MASTER,HEAD POST OFFICE,SBP	2750	0	2750	2750	0	<input type="checkbox"/>	more..
0312020020	23/02/2012	030211004714	X-II	DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	5163	5163	0	5163	0	<input type="checkbox"/>	more..
0312020021	23/02/2012	030211004715	X-II	DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	4626	4626	0	4626	0	<input type="checkbox"/>	more..
0312020022	23/02/2012	030211004716	X-II	CHIEF CREW CONTROLLER	14256	0	0	0	14256	<input type="checkbox"/>	more..
0312020023	23/02/2012	030211004717	X-II	SR. DEN(Co-ord)/SBP	5067	0	0	0	5067	<input type="checkbox"/>	more..
0312020024	23/02/2012	030211004718	X-II	DEN(Central)/SBP	5984	0	0	0	5984	<input type="checkbox"/>	more..

3. Select the normal cashier from list.
4. Select the NRB cashier from list.
5. Select the PMR from the list
6. Click to Save Button to distribute PMR to select cashier.
7. On save system, normal cheques and cash cheque will assign to normal cashier for selected PMR's and NRB cheques will assigned to selected NRB cashier for selected PMR's.

Pay Module (Cashier)

For this type of user module has provided to

1. Enter detail of cash payment.
2. Enter detail of cheque payment.
3. Return statement for paid and unpaid (P4 generation).
4. Vouchers return statement for unpaid (P5 generation.)

PMR Transfer

This screen is provided to return PMR's from the cashier account.

1. Click to PMR Transfer link to menu.
2. System displays list of PMR's from cashier account for which P4 is not generated.

PMR TRANSFER ▶

From Cashier Name

[Display PMR Load](#)

PMR Details ↓

PMR Number	PMR Date	CO6 Number	Cash Amt.	Cheque Amt.	Net Amt.	Select
0311120684	23/12/2011	030211004571	4000	0	4000	<input type="checkbox"/>
0311120941	31/12/2011	030211004671	29976	0	29976	<input type="checkbox"/>
0312010012	03/01/2012	030211004682	4899	0	4899	<input type="checkbox"/>
0312010013	03/01/2012	030211004683	2937	0	2937	<input type="checkbox"/>
0312010014	03/01/2012	030211004684	0	860	860	<input type="checkbox"/>
0312010016	03/01/2012	030211004686	9739	0	9739	<input type="checkbox"/>
0312010017	03/01/2012	030211004687	6989	0	6989	<input type="checkbox"/>
0312010018	03/01/2012	030211004688	9931	0	9931	<input type="checkbox"/>
0312010019	03/01/2012	030211004689	976	0	976	<input type="checkbox"/>
0312010020	03/01/2012	030211004690	9008	0	9008	<input type="checkbox"/>
0312010021	03/01/2012	030211004691	9585	0	9585	<input type="checkbox"/>
0312010022	03/01/2012	030211004692	4853	0	4853	<input type="checkbox"/>

3. Select the PMR's from PMR list for return.
4. Click to save button to return PMR's.
5. On return selected PMR's will reappear in Clerk distribution list.

Dispatch of Cheque

This screen is provided to enter cheque payment detail.

Steps for enter cheque payment detail:

1. Click to Dispatch of Cheque link in menu.
2. System displays the unpaid cheque list from cashier account for which corresponding PMR's p4 number is not generated.

Cashier Transactions - Dispatch of Cheque ▶

Cashier Name :

Date :

Cheque Details ↓

Cheque Number	Cheque Date	Cheque Amount	Party Name	Mode	Date	Postal Receipt No	Detail
739569	29/12/2011	57832	SALES TAX OFFICER,SAMBALPUR	Direct Payme ▼	<input type="text" value="1/2/2012"/>		more..
739573	29/12/2011	15702	SALES TAX OFFICER,RAYAGADA	Postal Dispat ▼	<input type="text" value="16/2/2012"/>	<input type="text" value="2142313"/>	more..
739575	29/12/2011	6332	SALES TAX OFFICER,TITLAGARH	Direct Payme ▼	<input type="text"/>		more..
739576	29/12/2011	1835	SALES TAX OFFICER,BOLANGIR	Direct Payme ▼	<input type="text"/>		more..
739577	29/12/2011	10336	TAHSILDAR,BOLANGIR	Direct Payme ▼	<input type="text"/>		more..
739579	30/12/2011	10253	SE,SEC & E.Co.RAILWAYS ECCS LTD- SAMBALPUR	Direct Payme ▼	<input type="text"/>		more..
739587	30/12/2011	50417	GAJAMAN KARWAN	Direct Payme ▼	<input type="text"/>		more..
739592	30/12/2011	48527	SALES TAX OFFICER,KANTABANJI	Direct Payme ▼	<input type="text"/>		more..
739596	02/01/2012	6557	SALES TAX OFFICER,SAMBALPUR	Direct Payme ▼	<input type="text"/>		more..
739597	02/01/2012	2876	TAHSILDAR,SAMBALPUR	Direct Payme ▼	<input type="text"/>		more..

[Save](#)

[Clear](#)

3. Enter cheque payment date and postal receipt no for reference in case of postal dispatch. For more detail click to more button.
4. Click to Save button to store payment detail of cheque.
5. Once cheque is paid or P4 number is generated for corresponding PMR, cheque will not appear in this list.

Cash Payment

This screen is provided to enter cash payment detail.

Steps for enter cash payment detail.

1. Click to Cash Payment link in menu.
2. System will display cash detail from cashier account.

Cashier Transactions - Cash Payments ▶

Cashier Name :

Date :

Cheque Details ↓

PMR Number	PMR Date	CO6 Number	CO6 Date	Party Name	Amount	Paid Amount	Payment Date
0311120684	23/12/2011	030211004571	22/12/2011	DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	4000	2000	23/2/2012
0311120941	31/12/2011	030211004671	30/12/2011	DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	29976	29976	23/2/2012
0312010012	03/01/2012	030211004682	02/01/2012	DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	4899		
0312010013	03/01/2012	030211004683	02/01/2012	DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	2937		
0312010016	03/01/2012	030211004686	02/01/2012	DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	9739		
0312010017	03/01/2012	030211004687	02/01/2012	DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	6989		

Save

Clear

3. Enter paid amount of cash amount and paid date.
4. Click to Save button to store cash payment detail
5. Once full cash amount is paid for PMR number or p4 number is generated for PMR then PMR will not appear in this list.
6. In case of partial payment PMR will appear in this list.

PMR Voucher Return (P4 generation)

This screen is provided to generate p4 number for PMR voucher return. This means system will not allow cashier to pay cheque or cash for P4 generated PMR's.

Steps for PMR Voucher Return (P4 generation).

1. Click to PMR Voucher Return link in menu.
2. System displays all the PMR's for which P4 number is not generated.
3. Also there is NRB tab for NRB cashier, displays the list of NRB cheques for which P4 number is not generated.

PMR TAB

PMR Voucher Return ▶

Cashier Name:

P4 Number :
 P4 Month:
 P4 Date:

PMR Details↓

PMR Number	PMR Date	CO6 Number	Cash Amt.	Cheque Amt.	Net Amt.	Paid Amt.	Unpaid Amt.	Select	Detail
0311120948	31/12/2011	030811000929	0	219327	219327	219327	0	<input type="checkbox"/>	more..
0311120968	31/12/2011	030911000310	0	100833	100833	50416	50417	<input type="checkbox"/>	more..
0312010001	03/01/2012	030111001078	0	0	0	0	0	<input type="checkbox"/>	more..
0312010002	03/01/2012	030211004672	0	0	0	0	0	<input type="checkbox"/>	more..
0312010003	03/01/2012	030211004673	0	0	0	0	0	<input type="checkbox"/>	more..
0312010004	03/01/2012	030211004674	0	0	0	0	0	<input type="checkbox"/>	more..
0312010005	03/01/2012	030211004675	0	0	0	0	0	<input type="checkbox"/>	more..
0312010006	03/01/2012	030211004676	0	0	0	0	0	<input type="checkbox"/>	more..

NRB TAB

PMR Voucher Return ▶

Cashier Name

P4 Number :

P4 Month:

P4 Date

PMR Detail

NRB Cheque Detail

NRB Cheque Details↓

Cheque No	Chq Date	Party Code	Party Name	Cheque Amt.	Status	Select	Detail
739569	29/12/2011	NBST0301	SALES TAX OFFICER,SAMBALPUR	57832	UNPAID	<input type="checkbox"/>	more..
739573	29/12/2011	NBST0306	SALES TAX OFFICER,RAYAGADA	15702	UNPAID	<input type="checkbox"/>	more..
739575	29/12/2011	NBST0318	SALES TAX OFFICER,TITLAGARH	6332	UNPAID	<input type="checkbox"/>	more..
739533	27/12/2011	NB03I175	SECRETARY RAILWAY INSTITUTE-SAMBALPUR	5990	PAID	<input type="checkbox"/>	more..
739535	27/12/2011	NB03L031	LIC OF INDIA SAMBALPUR-II	489446	PAID	<input type="checkbox"/>	more..

Save

Clear

4. Enter P4 month, by default set for current month. On change system automatically fetches the next number of last saved p4 number for entered p4 month for that cashier.
5. Enter P4 Date by default set for system date.
6. System allows assigning same p4 number for PMR's and NRB cheques.
7. Select PMR's from PMR tab for which p4 number is to be generated.
8. Select NRB cheques from NRB tab for which p4 number is to be generated.
9. Click to Save button to generate P4 number selected items.
10. After save, associated cheques and cash will not appear in cash payment and cheque payment screen.

Unpaid Vouchers (P5 generation)

This screen is provided for generation of P5 number for unpaid PMR's. Cashier returns the instrument with P5 statement. If there is cash amount cashier deposit the cash to MCR office and issued MR receipt returned with P5 statement. If there is unpaid cheque cashier returns cheque with P5 statement to books section for cheque cancellation.

Steps for Unpaid Voucher (P5 number generation).

1. Click to **Unpaid Voucher** link in menu.
2. P5 is generated for PMR's in which there is unpaid amount and P4 Number has been generated for that PMR or unpaid NRB cheques for which p4number has been generated for that cheque
3. System displays the list of PMR's for which there is unpaid amount in PMR tab.
4. System displays the list of NRB unpaid cheques in NRB tab.
5. Enter **P5 month**, by default set for current month. On change system automatically fetches the next number of last saved p5 number for entered p5 month for that cashier

PMR TAB

Unpaid Vouchers ▶

Cashier Name :
 P5 Number :
 P5 Month :
 P5 Date :
☒ MR No.
☐ TR No.
 Total Cash :

PMR Details ↓

PMR Details↓

PMR Number	CO6 Number	Party Code	Party Name	Pay Mode	Total Amt.	Paid Amt.	Unpaid Amt.	Reason	Select
0311120968	030911000310	G0395546	GAJAMAN KARWAN	B	50417	0	50417	Not Turned U	<input type="checkbox"/>

NRB TAB

Unpaid Vouchers ▶

Cashier Name :
 P5 Number :
 P5 Month :
 P5 Date :
☒ MR No.
☐ TR No.
 Total Cash :

PMR Details ↓

NRB Cheque Details↓

Cheque No	Cheque Date	Party Code	Party Name	Cheque Amt.	Status	Select	Detail
739576	29/12/2011	NBST0303	SALES TAX OFFICER,BOLANGIR	1835	UNPAID	<input type="checkbox"/>	<input type="button" value="more.."/>
739577	29/12/2011	NBTD0304	TAHSILDAR,BOLANGIR	10336	UNPAID	<input type="checkbox"/>	<input type="button" value="more.."/>
739596	02/01/2012	NBST0301	SALES TAX OFFICER,SAMBALPUR	6557	UNPAID	<input type="checkbox"/>	<input type="button" value="more.."/>
739597	02/01/2012	NBTD0318	TAHSILDAR,SAMBALPUR	2876	UNPAID	<input type="checkbox"/>	<input type="button" value="more.."/>
739579	30/12/2011	NB03Y040	SE,SEC & E.Co.RAILWAYS ECCS LTD- SAMBALPUR	10253	UNPAID	<input type="checkbox"/>	<input type="button" value="more.."/>
739592	30/12/2011	NBST0304	SALES TAX OFFICER,KANTABANJI	48527	UNPAID	<input type="checkbox"/>	<input type="button" value="more.."/>

6. Enter MR Number for cash unpaid amount.
7. Enter P5 Date.
8. Select PMR from PMR tab list for P5 generation.
9. Select Cheques from NRB tab for P5 generation.
10. Click to more... button for detail.
11. Click to Save button for P5 generation for selected items.

CHAPTER – E–Suspense Module

Background

The objective of E-Suspense is maintaining ledger for employee-suspense allocation wise. An employee debited amount as loan from suspense allocation and credited to suspense allocation through salary recovery. When employee get transferred other unit or other railway, source unit clears the suspense account of employee by JV and destination unit start suspense account for employee.

An employee can credit to suspense allocation through MCR also.

POSTING


This screen is provided to post older records of employee which are not in the system from financial year 2008-2009 and enter closing balance as on 31st march of 2008.

Steps for posting the transactions:

1. Enter the employee number.
2. Enter allocation from list.
3. Click to Go button.
4. System displays as shown below.

Suspense Posting ▶

Data for all periods should be entered here.

Allocation *	00076603 : Scooter/ Motorcycle ▼
Employee No *	03330242  BAGAMBAR MISHRA
<input type="button" value="Go"/>	
Loan Date(DD/MM/YYYY)	<input type="text"/>
Closing Balance of 31/03/2008*	<input type="text" value="0"/>

Debit/ Credit	Date	Amount	AU	Reference No.	Reference Date	Mode
Debit ▼	06/10/2010	24000	01	011910000007	05/10/2010	C07 ▼ N
Credit ▼	26/11/2010	1000	01	010710000563	23/11/2010	C07 ▼ N
Credit ▼	29/12/2010	1000	01	010710000645	23/12/2010	C07 ▼ N
Credit ▼	28/01/2011	1000	01	010710000733	24/01/2011	C07 ▼ N
Credit ▼	25/02/2011	1000	01	010710000780	21/02/2011	C07 ▼ N
Credit ▼	01/04/2011	1000	01	010710000867	23/03/2011	C07 ▼ N
Credit ▼	28/04/2011	1000	01	010711000024	22/04/2011	C07 ▼ N
Credit ▼	27/05/2011	1000	01	010711000152	25/05/2011	C07 ▼ N
Credit ▼	28/06/2011	1000	01	010711000211	23/06/2011	C07 ▼ N
Credit ▼	27/07/2011	1000	01	010711000277	23/07/2011	C07 ▼ N
Credit ▼	26/08/2011	1000	01	010711000338	21/08/2011	C07 ▼ N
Credit ▼	28/09/2011	1000	01	010711000441	24/09/2011	C07 ▼ N
Credit ▼	28/10/2011	1000	01	010711000561	22/10/2011	C07 ▼ N
Credit ▼	28/11/2011	1000	01	010711000655	22/11/2011	C07 ▼ N
Credit ▼	28/12/2011	1000	01	010711000721	20/12/2011	C07 ▼ N

Date Should Be in (DD/MM/YYYY) format.

Debits Year	0	Credits Year	0	Balance as on 31/03/2009	0	Current Balance	10000
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Add Row
Save
Clear
Entry For a Period

5. System displays all transaction of employee with selected allocation.
6. User allows entering more rows of transactions by clicking to Add Row button.
7. Transactions which come directly from system will not be editable.ex salary processing and MCR transfer.
8. Enter Closing balance as on 31st mar 2008 if exists.
9. Click to Save button to save data.

Edit OB

This screen is provided to enter Opening Balance of allocations for financial year 2008-2009.

Steps for enter/Edit OB of allocations for financial year 2008-2009.

1. Click to Edit OB link in menu.
2. Click to Go button.
3. System displays the following screen.

Edit Year Opening Balance ▶

Financial Year 2008-2009

Allocation	Particulars	Year OB
00076601	HBA/HOUSE BUILDING ADVANCE - (RLY)	14469075
00076602	MOT/MOTOR CAR ADVANCE (RLY)	468256
00076603	SCT/SCOOTER/ MOTORCYCLE ADVANCE (RLYS)	1690629
00076604	CYC/Cycle Advance	0
00076609	FAN/FAN ADVANCE (RLY)	0
00076613	CMP/Computer Advance	1346974
00076651	HBA/HOUSE BUILDING ADVANCE - AUDIT	0
00076652	MOT/MOTOR CONVEYANCE ADVANCE AUDIT	0
00076653	SCT/SCOOTER / MOTOR CYCLE ADVANCE (AUDIT)	0
00076654	CYC/CYCLE ADVANCE(AUDIT)	0
00076659	FAN/FAN ADVANCE (AUDIT)	0
00076663	CMP/COMPUTER ADVANCE (AUDIT)	0
00076701	INT ON HOUSE BUILDING ADVANCE	0
00076702	INT ON MOTOR CAR ADVANCE	0
00076703	INT ON SCOOTER ADVANCE	0
00076704	Intrest on Cycle Advance	0
00076709	INT ON FAN ADV	0
00076713	INT ON Computer Advance	0
00076751	INT ON House Building Advance (AUDIT)	0
00076752	INT ON Motor Car Advance (AUDIT)	0
00076753	INT ON Scooter Advance (AUDIT)	0
00076754	INT ON Cycle Advance (AUDIT)	0
00076759	INT ON Fan Advance (AUDIT)	0
00076763	INT ON Computer Advance (AUDIT)	0

- Edit OB as required.
- Click to Save button to store data.

MCR Transfer

This screen is provided to post transactions which are deposited through MCR office against employee number.

Steps for post MCT transaction to ESuspense ledger.

- Click to MCR Transfer Screen.
- Select allocation from list.
- Click to Go button.
- System displays the transaction deposited through MCR as shown in figure below.

MCR Transfer ▶

Allocation	00076601 : House Building Advan	Go
------------	---------------------------------	----

MR No.	MR Date	Tran Date	Emp No.	Name	Bill Unit	Allocation	Amount	Select
111766	21/12/11	21/12/11	07855941	RABINDRANATH JENA	02025	00076601	8842	<input checked="" type="checkbox"/>

Transfer To Ledger	Clear
--------------------	-------

5. Check radio button for transfer to ledger.
6. Click to **Transfer To Ledger** button to transfer record in employee ledger.

MCR Entry

This screen is provided to post transactions which are deposited through MCR office for multiple employees through single MCR.

Steps for Post records to employee ledger:

1. Select allocation from list.
2. Select MR Number from popup which displayed list of MR number in which transaction is made in selected allocation and yet to posted.
3. Click to Go button.
4. System displays the MR amount deposited under given allocation as shown in figure below

MCR Entry ▶

Allocation 00076601 : House Building Advan ▼ MR No. 71405 🔍

Go

Allocation	Amount	Enterd Amount
00076601	276102	45000

Fill Details ▶

Emp No.	Name	Allocation	Amount
03330242	BAGAMBAR MISHRA	00076601 ▼	15000
05769644	A.K.CHOUDHURY	00076601 ▼	30000
		00076601 ▼	
		00076601 ▼	
		00076601 ▼	

Add Row

Transfer To Ledger

Clear

5. Enter employee number and amount to be transfer to employee ledger.
6. Amount and entered amount should be equal. Then **Transfer To Ledger** will get enable.
7. Click to **Transfer To Ledger** to save data.

JV Transfer

This screen is provided to post transactions which are done through JV.

Steps for Post records to employee ledger:

1. Select allocation from list.
2. Select JV Number from popup which displayed list of JV number in which transaction is made in selected allocation and yet to posted.
3. Click to Go button.
4. System displays the JV details as shown in figure below.

JV Transfer ▶

Allocation	00076601 : House Building Advan	JV No	0131101656		Go
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JV Date	20/12/2011	Accounting Year Month	201111
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Description:
 OUTSTANDING MCA OF SRI SANJAY MOHAPATRA, PF NO. 22001165 FOR RS. -138424 OUTSTANDING MCA OF SRI G. BALMURALIDHAR, PF NO. 01506948 FOR RS. -50752 OUTSTANDING HBA OF SRI RAM GOPAL, PF NO. 01013361 FOR RS. -354000

Allocation	Amount		Entered Amount	
	Debit	Credit	Debit	Credit
00076601	0	354000	0	354000

Fill Details ▶

Emp No.	Name	Debit/Credit	Allocation	Amount
05769644	A.K.CHOUDHURY	Credit	00076601	350000
03330242	BAGAMBAR MISHRA	Credit	00076601	4000
		Credit	00076601	

Add Row **Transfer To Ledger** **Clear**

- Enter employee number, debit/credit flag and amount to be employee ledger.
- Amount and entered amount should be equal. Then **Transfer To Ledger** will get enable.
- Click to **Transfer To Ledger** to save data.


View Ledger

This screen is providing to view employee ledger allocation wise.

Steps to view employee ledger:

- Select allocation from list.
- Enter employee number.
- Enter financial year
- Click to **Go** button.
- System displays Ledger detail for selected financial year and allocation.

View Ledger ▶

Allocation *	00076603 : Scooter/ Motorcycle ▼
Employee No *	03330242  BAGAMBAR MISHRA
Financial Year	2010-2011 ▼ Go

PREV 2010-2011 NEXT

Designation	Sr. SO(A)	Bill Unit	01004
Year OB	0	Loan Date	

Transaction Month	AU	Debit	Reference No.	Credit	Balance
Oct-10	BBSR	24000	011910000007-C07		24000
Nov-10	BBSR		010710000563-C07	1000	23000
Dec-10	BBSR		010710000645-C07	1000	22000
Jan-11	BBSR		010710000733-C07	1000	21000
Feb-11	BBSR		010710000780-C07	1000	20000
Closing Balance ▶					20000

6. Prev and Next buttons are provided to navigate ledger for previous year and next year respectively.
7. System displays all the transactions of employee and allocation for given financial year.

E-Suspense Reconciliation

This screen is provided to reconcile suspense transaction with Books transaction.



Steps For Verify E-Suspense Reconciliation:

1. Enter year month of reconciliation.
2. System displays all the transaction for allocation under suspense head and financial head as shown in figure below.

E-Suspense Reconciliation ▶

Year Month

Allocation	Suspense Transaction		Financial Transaction		Status	Final
	Debit	Credit	Debit	Credit		
00076601 : HOUSE BUILDING ADVAN	<input type="text" value="0"/>	<input type="text" value="423335"/>	<input type="text" value="0"/>	<input type="text" value="430223"/>		<input type="checkbox"/>
00076602 : MOTOR CAR ADV	<input type="text" value="0"/>	<input type="text" value="54488"/>	<input type="text" value="0"/>	<input type="text" value="54488"/>		<input type="checkbox"/>
00076603 : SCOOTER/ MOTORCYCLE	<input type="text" value="0"/>	<input type="text" value="143823"/>	<input type="text" value="0"/>	<input type="text" value="144623"/>		<input type="checkbox"/>
00076604 : CYCLE ADVANCE	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="checkbox"/>
00076609 : FAN ADVANCE (RLY)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="checkbox"/>
00076613 : COMPUTER ADVANCE	<input type="text" value="0"/>	<input type="text" value="68612"/>	<input type="text" value="0"/>	<input type="text" value="69612"/>		<input type="checkbox"/>
00076651 : HOUSE BUILDING ADVAN	<input type="text" value="0"/>	<input type="text" value="51598"/>	<input type="text" value="0"/>	<input type="text" value="51598"/>		<input type="checkbox"/>
00076652 : MOTOR CONVEYANCE ADV	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="checkbox"/>
00076653 : SCOOTER / MOTOR CYCL	<input type="text" value="0"/>	<input type="text" value="19286"/>	<input type="text" value="0"/>	<input type="text" value="19286"/>		<input type="checkbox"/>
00076654 : CYCLE ADVANCE(AUDIT	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="checkbox"/>
00076659 : FAN ADVANCE (AUDIT)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="checkbox"/>
00076663 : COMPUTER ADVANCE (AU	<input type="text" value="0"/>	<input type="text" value="19800"/>	<input type="text" value="0"/>	<input type="text" value="19800"/>		<input type="checkbox"/>
00076701 : INT ON HBA	<input type="text" value="0"/>	<input type="text" value="38395"/>	<input type="text" value="0"/>	<input type="text" value="38395"/>		<input type="checkbox"/>
00076702 : INT ON MOTOR CAR ADV	<input type="text" value="0"/>	<input type="text" value="8114"/>	<input type="text" value="0"/>	<input type="text" value="8114"/>		<input type="checkbox"/>
00076703 : INT ON SCOOTER ADV	<input type="text" value="0"/>	<input type="text" value="16828"/>	<input type="text" value="0"/>	<input type="text" value="16828"/>		<input type="checkbox"/>
00076704 : INTREST ON CYCLE ADV	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="checkbox"/>
00076709 : INT ON FAN ADV	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="checkbox"/>
00076713 : COMPUTER ADVANCE	<input type="text" value="0"/>	<input type="text" value="6995"/>	<input type="text" value="0"/>	<input type="text" value="6995"/>		<input type="checkbox"/>
00076751 : HOUSE BUILDING ADVAN	<input type="text" value="0"/>	<input type="text" value="1398"/>	<input type="text" value="0"/>	<input type="text" value="1398"/>		<input type="checkbox"/>
00076752 : MOTOR CAR ADVANCE	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="checkbox"/>
00076753 : SCOOTER ADVANCE	<input type="text" value="0"/>	<input type="text" value="3752"/>	<input type="text" value="0"/>	<input type="text" value="3752"/>		<input type="checkbox"/>
00076754 : CYCLE ADVANCE	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="checkbox"/>
00076759 : FAN ADVANCE	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="checkbox"/>
00076763 : COMPUTER ADVANCE	<input type="text" value="0"/>	<input type="text" value="2300"/>	<input type="text" value="0"/>	<input type="text" value="2300"/>		<input type="checkbox"/>
<input type="button" value="FINAL"/>						

3. If transactions are same for both heads, then displays the green image  else red image .
4. Check the check box for correct transactions in suspense head.
5. Click to Final button.
6. Now, for checked allocation and given year month system will not allow any transaction i.e. data is freeze for allocation and year month.


CO7 Transfer

This screen is provided to post the transactions which are debited/credited through CO7. This happens only for RCT employee salary bill.

Steps for Post records to employee ledger:

1. Select allocation from list.
2. Select CO6 Number from popup which displayed list of CO6number in which transaction is made in selected allocation and yet to posted.
3. Click to Go button.
4. System displays the Allocation details as shown in figure below.

CO7 Transfer ▶

Allocation 00076601 : House Building Advan CO6 No 011711000174  Go

Book Date 28/12/2011 **Accounting Year Month** 201112

Description: SALARY(NG) BILL OF RCT/BBS FOR DEC-2011

Allocation	Amount		Entered Amount	
	Debit	Credit	Debit	Credit
00076601	0	1844	0	1844

Fill Details ▶


Emp No.	Name	Debit/ Credit	Allocation	Amount
03330242	BAGAMBAR MISHRA	Credit ▼	00076601 ▼	1000
05769644	A.K.CHOUDHURY	Credit ▼	00076601 ▼	844
		Credit ▼	00076601 ▼	

Add Row
Save
Transfer To Ledger
Clear



5. Enter employee number, debit/credit flag and amount to be employee ledger.
6. Amount and entered amount should be equal. Then Transfer To Ledger will get enable.
7. Click to Transfer To Ledger to save data.

DOs & DON'Ts


Dos

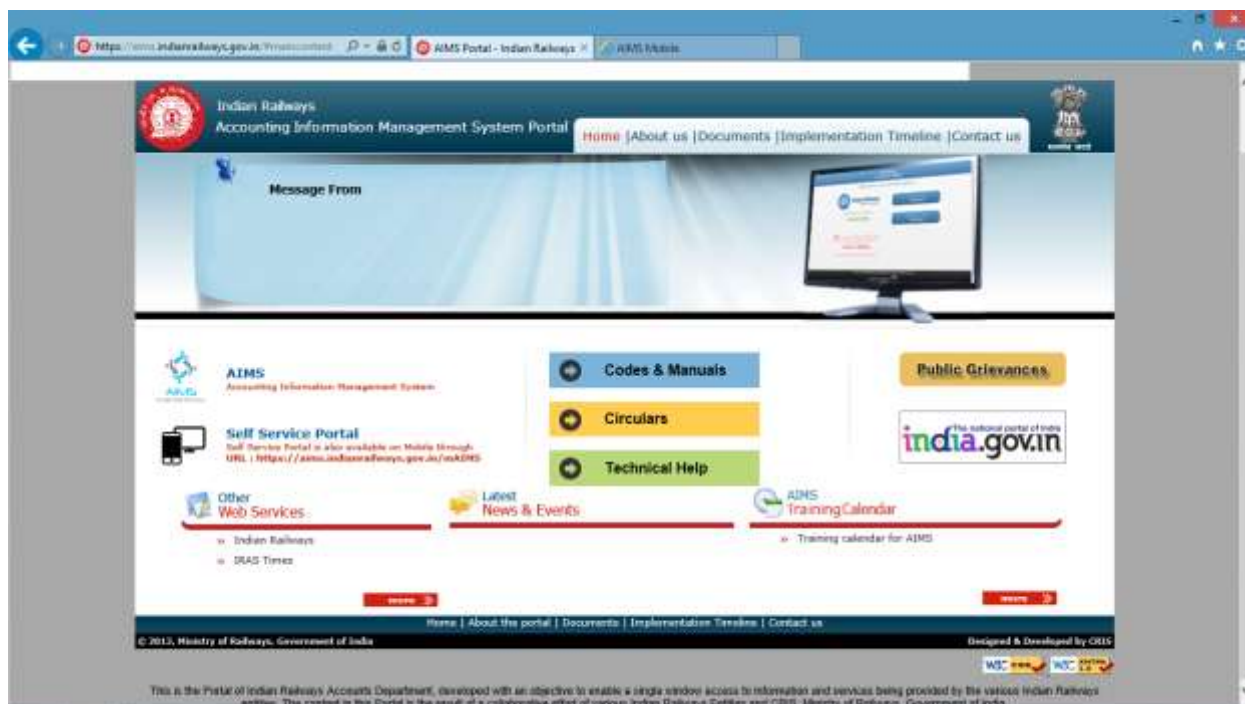
1. Always use Internet Explorer  ver. 8 but not greater than 10 for working on AIMS/IPAS.
2. Turn compatibility mode on.
3. Keep your user ID & password safe & secure.
4. Avoid keeping your PF number as password.
5. Immediately change your password after you login first time.
6. Keep your One Time Password (OTP) safe & secure.
7. Always keep your bills in initialised state.
8. Log out & switch off the machine while leaving.
9. Check the recovery of CUG, Electric charges, House rent, water charges etc. for all the employees of your bill unit before forwarding the bill to IC for passing.

DON'Ts

1. Never leave your machine open with your Login ID.
2. Never share your user ID & password to anyone.
3. Never tell your One Time Password (OTP) to anyone.
4. Never keep your PF number as password.
5. Don't use any other web browser  ,  , for working with AIMS/IPAS other than Internet Explorer (8-10), as some screens may not appear correctly.
6. Never leave your bills in Processed state, as it may leads to number of discrepancy (for example CUG, Electric charges, Diet etc. cannot be ported).
7. Do not pass the salary bills, if you found that CUG, Electric charges are not ported in the current month, whereas any/all were present in the last month salary bill.

SELF SERVICE PORTAL

Every Railway employee and Railway contractor can use this facility on their smartphone or computer/laptop using **Goggle Chrome web browser**.  Railway employees have unique RUID (Railway Unique Identification) no. an exclusive seven-digit number allotted through Railway Board, which is being printed on the salary slip. Staff whose RUID is not being printed on the salary slip are supposed to check it from the site or wait for next lot from Railway Board.



The following screen is main page for Self Service Portal.



Following screen shows instructions for getting SMS and using self service portal smoothly.

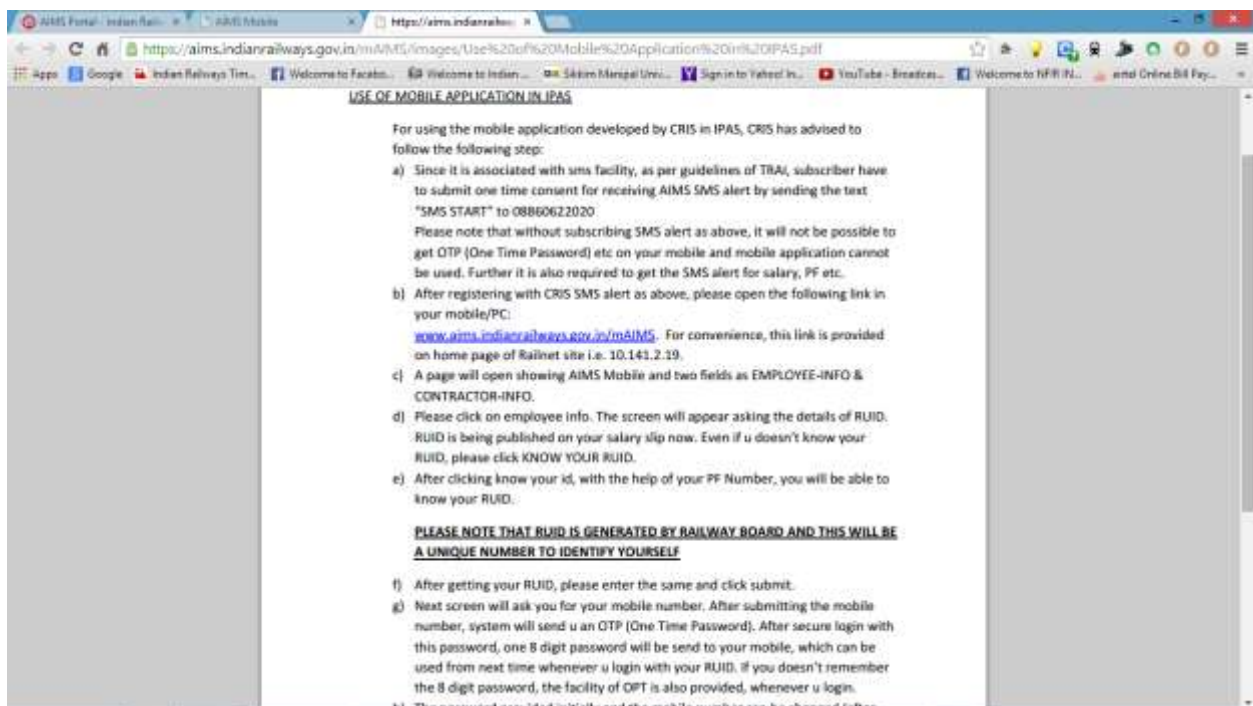
USE OF MOBILE APPLICATION IN IPAS

For using the mobile application developed by CRIS in IPAS, CRIS has advised to follow the following steps:

- Since it is associated with sms facility, as per guidelines of TRAI, subscriber have to submit one time consent for receiving AIMS SMS alert by sending the text "SMS START" to 08860622020 . Please note that without subscribing SMS alert as above, it will not be possible to get OTP (One Time Password) etc on your mobile and mobile application cannot be used. Further it is also required to get the SMS alert for salary, PF etc from CRIS automatically.
- After registering with CRIS SMS alert as above, please open the following link in your mobile/ PC : www.aims.indianrailways.gov.in/mAIMS.
- A page will open showing AIMS Mobile and two fields as EMPLOYEE-INFO & CONTRACTOR-INFO.
- Please click on employee info. The screen will appear asking the details of RUID. RUID is being published on your salary slip now. Even if u doesn't know your RUID, please click KNOW YOUR RUID.
- After clicking know your id, with the help of your PF Number, you will be able to know your RUID.

PLEASE NOTE THAT RUID IS GENERATED BY RAILWAY BOARD AND THIS WILL BE A UNIQUE NUMBER TO IDENTIFY YOURSELF

- f) After getting your RUID, please enter the same and click submit.
- g) Next screen will ask you for your mobile number. After submitting the mobile number, system will send u an OTP (One Time Password). After secure login with this password, one 8 digit password will be send to your mobile, which can be used from next time whenever u login with your RUID. If you doesn't remember the 8 digit password, the facility of OPT is also provided, whenever u login.
- h) The password provided initially and the mobile number can be changed (after login) by using profile option provided on the top (left side) of the screen.
- i) After successful login, you can access your details like Bio-Data, Salary, PF, Leave Details, Income Tax etc.
- j) In case of any difficulty, please contact Zonal IT Centre / HQ.



If any employee wants to know his/her RUID no, one can select Know your RUID under Employee, There is a possibility that more than one employee with same PF no appear after putting PF no, as the data is fetched from all railways.

AIMS Portal - Indian Railways | https://aims.indianrailways.gov.in/mAIMS/RUIDForm/mRUIDSearch.jsp

AIMS Mobile
ए.आई.एम.एस. मोबाइल

Know Your RUID
अपना आर यू आई डी. जाने

After you enter at least six characters, the search function will show all possible matches.

10000000

SAJJAY SRIVASTAVA, DOB : 05-AUG-88
RUID : 6460123, RAILWAY : NE

SATVENDRA KUMAR, DOB : 08-SEP-79
RUID : 4850903, RAILWAY : CR

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AIMS Portal - Indian Railways | AIMS Mobile | https://aims.indianrailways.gov.in/mAIMS/LoginForm/mLoginEmp.jsp

AIMS Mobile
ए.आई.एम.एस. मोबाइल

Employee Login
कर्मचारी लॉग इन

RUID (Railway Unique ID) :
आर यू आई डी : (रेलवे यूनिक आई डी) :

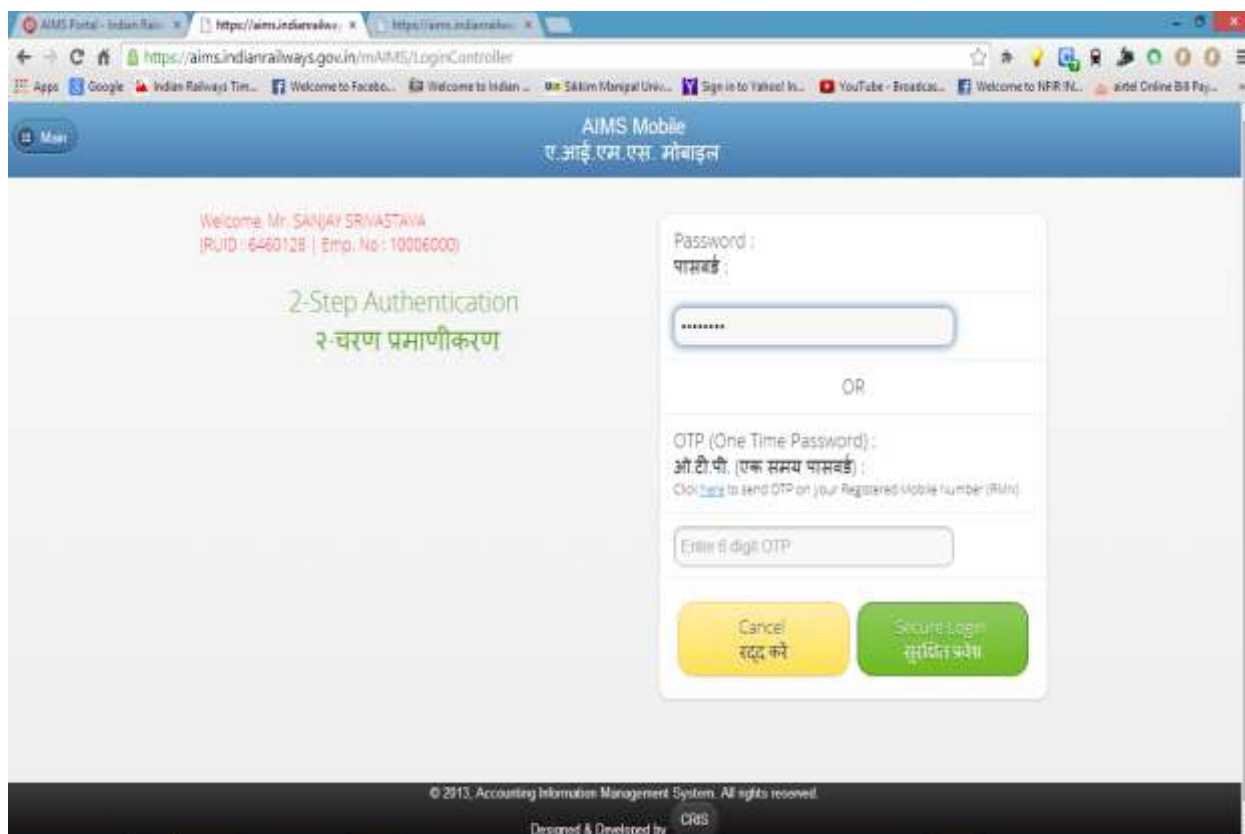
6460123

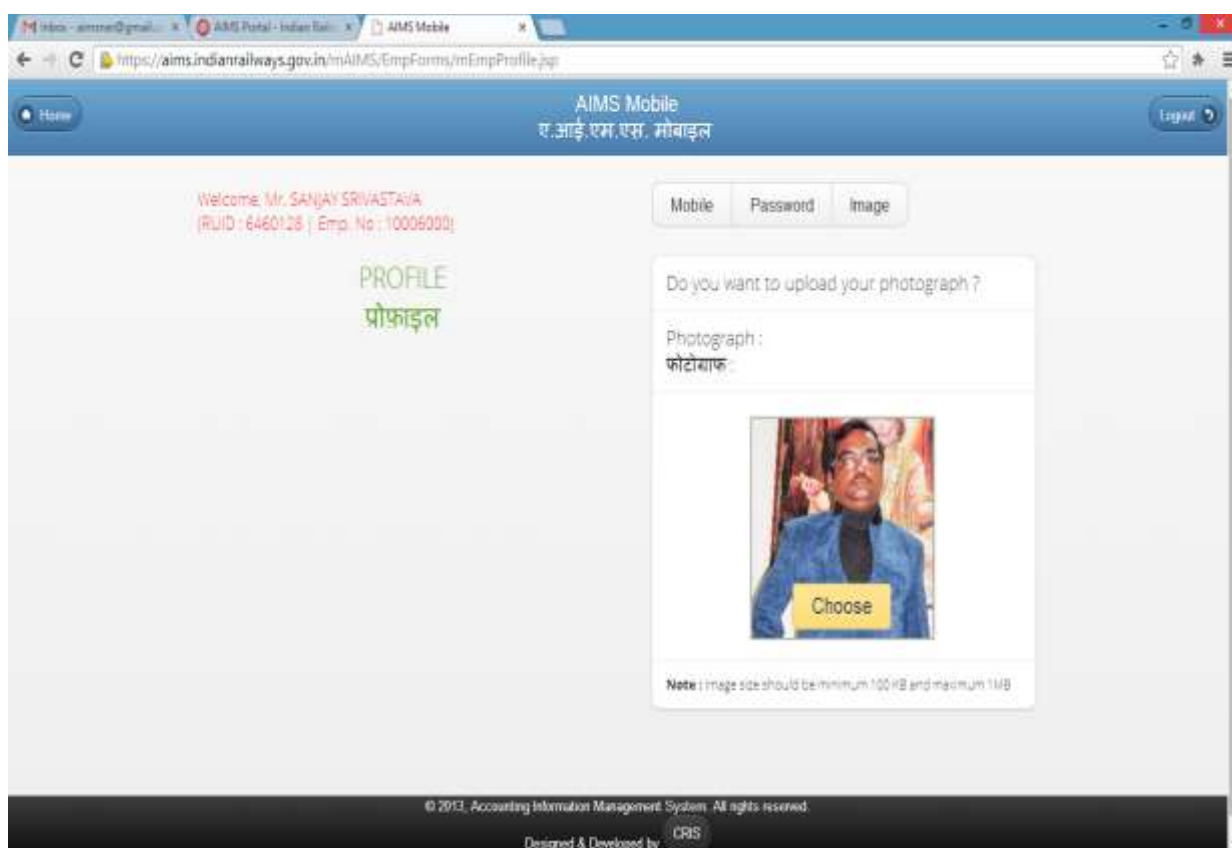
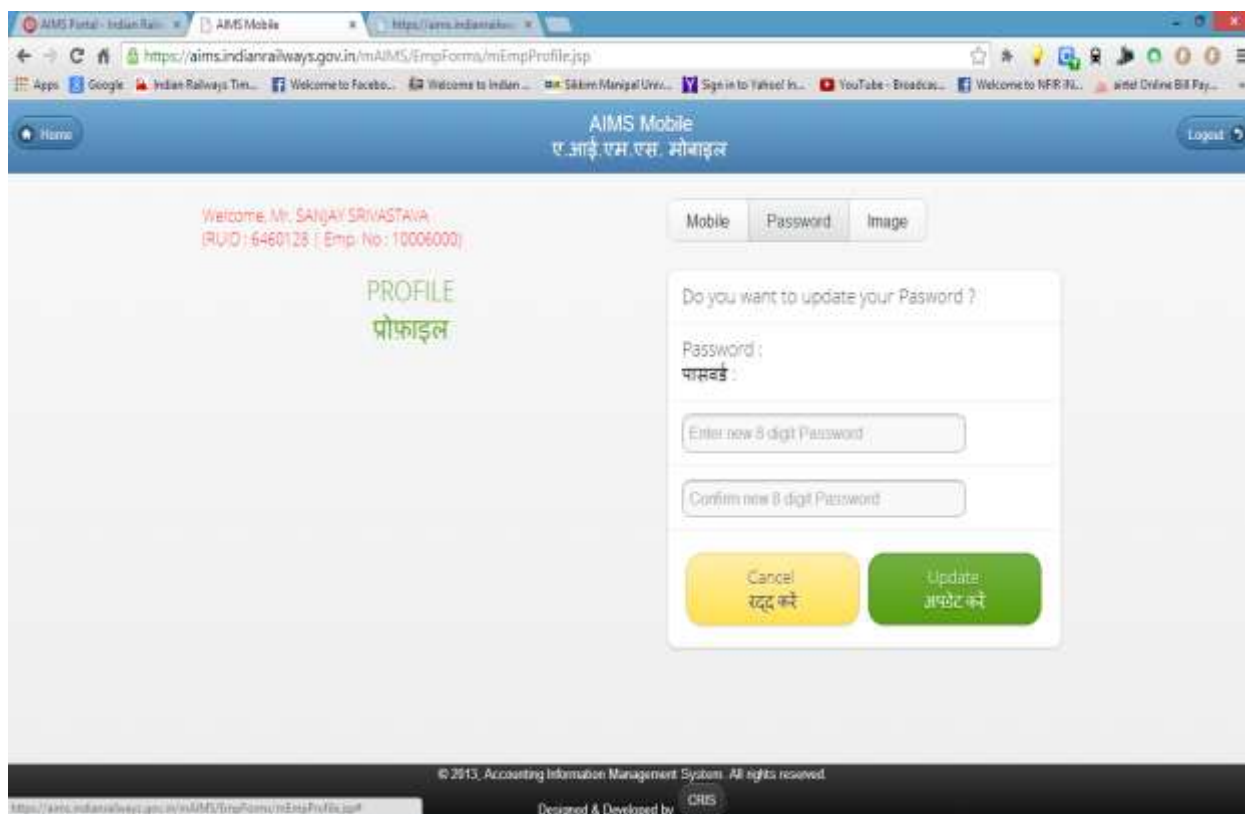
Cancel
रद्द करें

Submit
प्राप्त करें

Know Your RUID
अपना आर यू आई डी. जाने

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The screenshot displays the AIMS Mobile application interface. At the top, there is a blue header bar with the text "AIMS Mobile" and "ए.आई.एम.एस. मोबाइल". Below the header, the user is welcomed as "Mr. SANJAY SRIVASTAVA" with their RUID (6460128) and Emp. No (10006000). The main content area is divided into two sections: "BIO-DATA" (व्यैक्तिक विवरण) on the left and a list of job-related details on the right. The job-related details include Bill Unit (01067-PAY BILL OF ZONAL IT CENTRE), Department (ACCOUNTS), Office (HQ ACCOUNTS), Status (PERMANENT), Designation (JE(IT)), DOA (04/11/1991), DOR (31/08/2028), and Station (GIP). At the bottom, there is a footer with the copyright notice "© 2013, Accounting Information Management System. All rights reserved." and the text "Designed & Developed by CRIS".

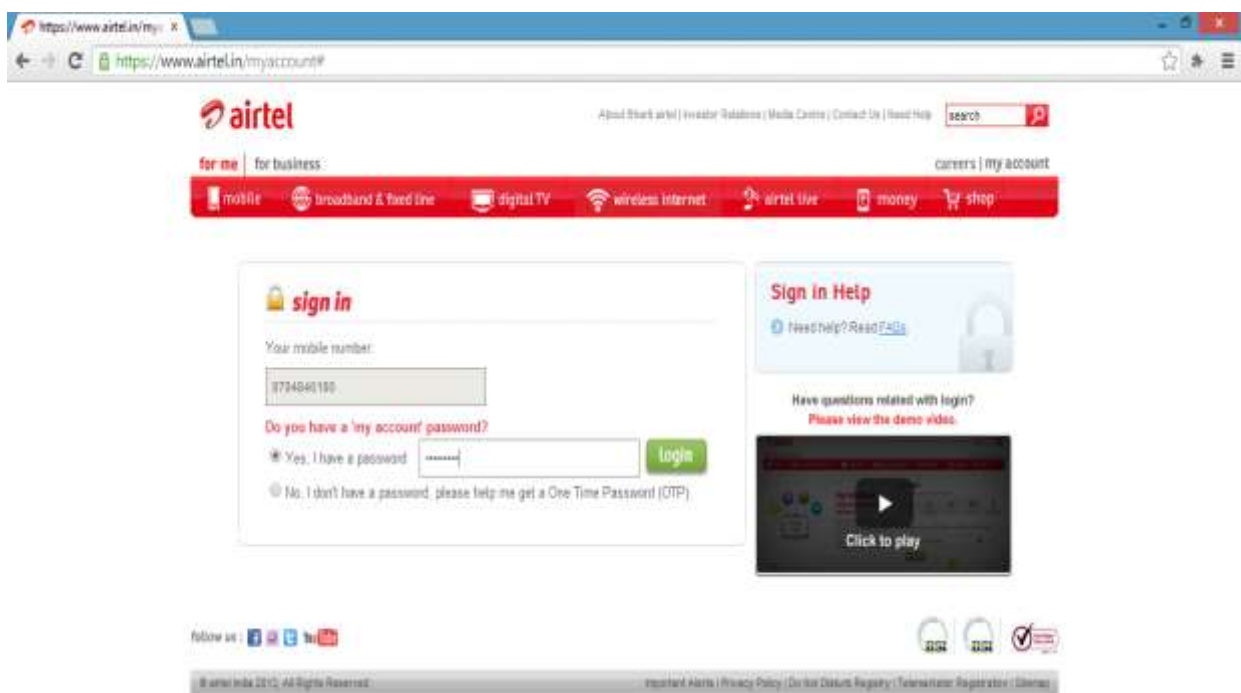
Welcome, Mr. SANJAY SRIVASTAVA
(RUID : 6460128 | Emp. No : 10006000)

BIO-DATA
व्यैक्तिक विवरण

Bill Unit	01067-PAY BILL OF ZONAL IT CENTRE
Department	ACCOUNTS
Office	HQ ACCOUNTS
Status	PERMANENT
Designation	JE(IT)
DOA	04/11/1991
DOR	31/08/2028
Station	GIP

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Procedure of viewing CUG mobile details on Airtel website after registration. Go to www.airtel.in/myaccount. In the following screen enter your CUG no. & press submit button



my bills

Welcome Muni LM SSD A
Account Number: 116-100263006

Instant help 24x7

- bill period
- detailed charge statement
- roaming calls statement

Select Bill Period: 5-6-2014 to 4-6-2014 Account Number: 116-100263006 Mobile Number: 9794846190

Itemized Call Statement

Want to view an itemized statement of your bill? Please find it displayed here. Moreover, you can differentiate your personal and professional calls and can "save personal numbers" using this statement. Sounds good, isn't it?

Outgoing Calls - Voice SMS Mobile Internet - Volume

date	time	number	amount	price	mark personal
1. Voice Calls - Outgoing Local					
1. 1 To Airtel Mobile					
06/MAY/2014	13:44:41	9794803330	0.15	00:23	<input type="checkbox"/>
07/MAY/2014	14:40:30	993525437	0.30	00:57	<input type="checkbox"/>
08/MAY/2014	17:41:46	9794803330	0.37	01:02	<input type="checkbox"/>
18/MAY/2014	21:30:17	993525437	0.22	00:44	<input type="checkbox"/>
26/MAY/2014	19:33:34	940931403	0.22	00:33	<input type="checkbox"/>
27/MAY/2014	16:36:40	993525437	0.37	01:16	<input type="checkbox"/>
28/MAY/2014	10:44:00	993525437	0.22	00:21	<input type="checkbox"/>

Click here to save phone numbers of marked calls as personal call before calculating the aggregate **Save Personal Numbers**

Click here to see the aggregate of marked and unmarked calls as personal call on this page **Calculate Total**

Usage Type(Calls, SMS) Usage % Contribution

Personal

Office

Total

Same way you can see SMS details & Mobile Internet volume also.

FREQUENTLY ASKED QUESTIONS

Q.01- Who can use the system to see information?

Ans- Every staff who have a valid user id & password, can login to system, and according to permissions given access the information available in the database. For example a bill clerk of personnel/executive can view and edit the personal & salary related data for staff of his/her bill unit.

Q.02- Can a bill clerk change the Father's name, DOB & DOA etc?

Ans- Yes bill clerk can change all other information except Name of employee and Bank details (Bank's name, Account number)

Q.03- Who can change Name of Employee and bank details then?

Ans- Change in name of employee, entry of new/transferred employee, transfer in/out of the employee are the duties of DBA of the concerned unit/department, whereas change in bank details are permitted to CRIS engineer and IPAS control room team at Zonal IT centre, Gorakhpur.

Q.04- What is a DBA, and how he is nominated.?

Ans- DBA stands for Data Base Administrator, in the current scenerio DBA means a user with some special privilages, for performing some specefic tasks which a general user can't perform. The nomination process is same as of general user, The concerened officer send the name of person, designation, pf no, mobile number, permitted bill unit and task to be performed, then CRIS engineer/ IPAS control room team at Zonal IT centre, Gorakhpur allot him/her user id and password for the same.

Q.05- How a staff can see his/her details on the system?

Ans- For viewing self details, one has to register through Self service portal.

Q.06- What is the process for transfer of staff and who can do it?

Ans- Transfer of staff from one bill unit to another bill unit or from one administrative unit to another administrative unit is to be done before 15th of every month but before transfer make sure that salary for the previous month is charged at both side. This process is a scheduled task of DBA (for both transfer in/transfer out).

Q.07- Bills are passed but cheque detail is not shown?

Ans- In other bill passing module when before passing the bill, user don't save the cheque details, and directly click pass button then this problem occurs, so in this case go for cheque detail save it first, then pass. The problem is resolved now.

Q.08- Festival advance is sanctioned in favour of any employee, how can recovery start automatically from next month?

Ans- At the time of entering amount of festival advance, in the loan tab enter the amount and starting month (ie.next month), no of instalment, the recovery starts from the next month automatically.

Q.09- What are the status of salary bills shown and their meaning?

Ans- Salary bills have following status with their meaning-

Sno.	Status	Meaning
01	Intilised	Bill is in initial state for the month, any modification is possible.
02	Processed	Bill is in process state, no modification possible.
03	Not yet registered	Bill is sent to Accounts, but CO6 not generated(Accounts has not diariesed it)
04	Not passed	CO6 generated, but bill is not passed by concerned finance.
05	Passed	Bill is passed by concerned finance
06	CO7 generated	After passing CO7 is generated by ENGA/EGA
07	Intilised	Books section has made Abstract and bill is ready for next month

Q.10- What are the general earning & recovery codes in IPAS/AIMS?

Ans- Following is the list of ED codes (Earnings/ Deduction), The Codes starting with E is for earning whereas code starting with R is for recovery.

SN	EDCODE	DESCRIPTION	ALLOCATION /PU
1	E0010	BASIC PAY	01
2	E001A	ARREARS BASIC PAY	42
3	E0020	DEARNESS ALLOWANCE	02
4	E002A	ARREARS D.A.	43
5	E0030	HOUSE RENT ALLOWANCE	04
6	E003A	ARREARS OF HRA	44
7	E003C	ADD-HRA-CCA	04
8	E003F	HOUSE RENT ALLOWANCE - FIXED	04
9	E0050	TRANSPORT ALLOWANCE/GENERAL	07
10	E005A	ARREARS OF TRANSPORT ALLOWANCE	44

11	E007A	ARREARS OF ALLOWANCES	44
12	E0080	LEAVE ENCASHMENT PAY	20
13	E008A	ARREAR LEAVE ENCASHMENT PAY	44
14	E0090	LEAVE ENCASHMENT DA	20
15	E009A	ARREAR LEAVE ENCASHMENT DA	44
16	E00P0	DEARNESS PAY	02
17	E0106	BOOK ALLOWANCE	01
18	E0240	ARBITRATION AWARD	14
19	EA032	ADVANCE OF TRAVELLING ALLOWANCE	16
20	EAA07	SCOOTER ADVANCE-AUD	00761053
21	EAF00	GENERAL FESTIVAL ALLOWANCE	01
22	EAF01	PONGAL FA	01
23	EAF02	RAMZAN FA	01
24	EAF03	ID-UL-FITRE	01
25	EAF04	GURUNANAK BIRTHDAY FA	01
26	EAF05	BAKRID FA	01
27	EAF08	HOLI FA	01
28	EAF09	DEEPAVALI FA	01
29	EAF13	DASARA FA	01
30	EAF34	FEST ADV BAISAK	01
31	EB010	PRODUCTIVITY LINKED BONUS	03
32	EB01A	ARREAR PRODUCTIVITY LINKED BONUS	03
33	EB020	INCENTIVE	01
34	EB02A	ARREARS OF INCENTIVE	44
35	EB030	HONORARIUM	14
36	EB050	UNPAID P.L.B	00844510
37	EB080	ARREAR -SIXTH PAY COMMISSION	44
38	EB090	PRODUCTION CONTROL ORG ALLW	01
39	EB100	ADHOC BONUS	03
40	EF070	UNPAID NDA	00844510
41	EFA01	REFUND OF REC.OF PONGAL FA	01
42	EFA06	REFUND OF REC.OF REPUBLIC DAY FA	01
43	EFA08	REFUND OF REC.OF ONAM FA	01
44	EFA32	REFUND OF TA ADVANCE	16
45	EM001	MEDICAL REIMBURSEMENT	11024199
46	EM002	TUTION FEE REIMBURSEMENT	11012025
47	EM003	EDUCATIONAL ASSISTANCE - SCHOOL SUBSIDY	11013099
48	EM004	COMPOSITE TRANSFER GRANT	15
49	EM005	FEES	14
50	EM007	CONVEYANCE HIRE-DOCTOR	13
51	EM008	AWARDS	12068199
52	EM014	REIMBURSEMENT OF BAG BRIEFCASE	13

53	EM016	CHILDREN EDUCATION ALLOWANCE	11012025
54	EM017	ARREAR CHILDREN EDUCATION ALLOWANCE	11012025
55	EM020	NEWS MAGAZINE	13
56	EM021	ARR NEWSMAG	44
57	EM060	REIMBURSEMENT OF SHOES	13
58	EM06A	ARREAR OF REIMBURSEMENT OF SHOES	44
59	EM113	REF.PHONE CHARGE	19
60	EM155	RISK ALLOWANCE	13
61	EM163	REF.CUG-PHONE CHARGE	19
62	EM167	SPECIAL DUTY ALLOWANCE	01
63	EM600	RATION MONEY ALLOW	13
64	EM804	REC.OF PENSION BENEFITS-RCT(BASIC)	01
65	EM805	REC.OF PENSION BENEFITS-RCT(DA)	02
66	EMA02	TUTION FEE REIMB.-AUDIT	02803009
67	EN007	DIFFERENCE OF LEAVE SALARY	13071099
68	EP010	FAMILY PLANNING ALLOWANCE	01
69	EP01A	ARR. FAMILY PLANNING ALLOWANCE	44
70	EP020	PERSONAL PAY - HINDI	01
71	EP02A	ARR. PERSONAL PAY - HINDI	44
72	EP040	PERSONAL PAY - QUALIFICATION	01
73	EP050	SPECIAL PAY - INTELI-BRANCH	01
74	EQ010	REFUND OF REC.OF RENT-NOMINAL	93652000
75	EQ050	REFUND OF REC.OF WATER CHARGES	93652000
76	ER010	KILOMETRAGE ALLOWANCE	10
77	ER01A	ARREAR KILOMETRAGE ALLOWANCE	44
78	ER020	ALLOWANCE IN LIEU OF KILOMETRAGE (HQR)	10
79	ER02A	ARREAR ALLOWANCE IN LIEU OF KM (HQR)	44
80	ER03A	AR. ALLOWANCE IN LIEU OF KM(OS)	44
81	ER04A	ARREAR ALLOWANCE IN LIEU OF KM(TRAINING)	44
82	ER060	CELL ALLOWANCE	13
83	ER06A	ARREAR CELL ALLOWANCE	44
84	ER12A	ARREAR TRIP ALLOWANCE (HIGH SPEED)	44
85	ER170	A.M.A	13
86	ER17A	ARREAR A.M.A	44
87	ER190	ADDITIONAL ALLOWANCE (RUNNING)	13
88	ER191	LEAVE ALLOWANCE (RUNNING)	13
89	ER19A	ARREAR ADDITIONAL ALLOWANCE (RUNNING)	44
90	ES000	SPECIAL PAY	01
91	ES010	SPECIAL ALLOWANCES / GENERAL	01
92	ES020	SPECIAL PAY - HI - FOOD INSPECTION	01
93	ES030	SPECIAL PAY - TEACHER-LIBRARY	01
94	ES050	SPECIAL PAY - GATE KEEPER	01

95	ES070	SPECIAL PAY - KHALASI	01
96	ES090	SPECIAL ALLOWANCE (RPF)	13
97	ES100	SPECIAL PAY - ICU	01
98	ES10A	ARREARS OF S.PAY	44
99	ES120	ARMOURAL ALLW	13
100	ES130	HOOTING ALLW	13
101	ET001	TAX REFUNDS	00002101
102	EV000	OVERTIME	11
103	EV00A	ARREARS OF OT SHOER	44
104	EV010	OVER TIME-HOER SINGLE	11
105	EV020	OVER TIME-HOER DOUBLE	11
106	EW010	NIGHT DUTY ALLOWANCE	12
107	EW01A	ARREARS OF NDA	44
108	EW020	NATIONAL HOLIDAYS ALLOWANCE	13
109	EW02A	ARREARS OF NHA	44
110	EW030	TRAVELLING ALLOWANCE	16
111	EW031	CONSOLIDATED TA	16
112	EW032	CONTINGENT ALLOWANCE	18
113	EW033	ARREAR CONTIGENT	44
114	EW03A	ARREARS OF TA	44
115	EW040	CHARGE ALLOWANCE	01
116	EW04A	ARREAR CHARGE ALLOWANCE	44
117	EW050	DUAL CHARGE ALLOWANCE	01
118	EW05A	ARREAR DUAL CHG ALLOWANCE	42
119	EW060	CASH WITNESS ALLOWANCE	13
120	EW070	NON PRACTICING ALLOWANCE	13
121	EW080	TEACHING ALLOWANCE	13
122	EW08A	TEACHING ALLOWANCE ARREARS	44
123	EW090	STATION ANNOUNCER ALLOWANCE	13
124	EW100	NIGHT PATROLLING ALLOWANCE	12
125	EW110	WASHING ALLOWANCE	13
126	EW111	WASHING ALLOWANCE - NURSE	13
127	EW114	MELA ALLOWANCE	13
128	EW116	PAI MONEY ALLOWANCE	44
129	EW117	MISC ARREAR ALLOWANCE	13
130	EW11A	ARREAR WASHING ALLOWANCE	44
131	EW120	LAUNDRY ALLOWANCE	13
132	EW12A	ARREAR LAUNDRY ALLOWANCE	44
133	EW130	UNIFORM ALLOWANCE	13
134	EW13A	ARREAR UNIFORM ALLOWANCE	44
135	EW140	MESSING ALLOWANCE	13
136	EW150	BAD CLIMATE ALLOWANCE	13

137	EW160	COMPOSITE HILL COM- ALLOWANCE	13
138	EW180	DEPUTATION ALLOWANCE	13
139	EW190	BICYCLE ALLOWANCE	13
140	EW200	NURSING ALLOWANCE	13
141	EW20A	NURSING ALLOWANCE ARREARS	44
142	EW210	CONVEYANCE ALLOWANCE	07
143	EW211	CONVEYANCE ALLOWANCE/HANDICAPPED	07
144	EW21A	ARR. CONVEYANCE ALLOWANCE	44
145	EW220	MILEAGE ALLOWANCE	10
146	EW250	POST GRADUATE ALLOWANCE	13
147	EW260	RESEARCH /ANNUAL ALLOWANCE	13
148	EW270	OFFICIATING ALLOWANCE/ NON-RUNNING	13
149	EW280	OFFICIATING ALLOWANCE/RUNNING	13
150	EW290	EXTRA DUTY ALLOWANCE	13
151	EW300	RATION SUBSIDY ALLOWANCE	13
152	EW310	BREAKDOWN ALLOWANCE	13
153	EW31A	ARREAR BREAKDOWN ALLOWANCE	44
154	EW320	P CARE ALLOWANCE	13
155	EW330	OUT-FIT ALLOWANCE	13
156	EW360	HARD DUTY ALLOW.	13
157	EW370	WATER ALLOW.	13
158	EW410	RELAYING ALLOW.	13
159	EW420	REGIRDERING AL.	13
160	EW450	TRANSFER ALLOW.	15
161	EW480	OUT-TURN ALLOW.	13
162	EW500	KIT MAINTENANCE ALLOWANCE	13
163	EW50A	ARREAR KIT MAINTENANCE ALLOWANCE	44
164	EW540	OPERATION THEATRE ALLOWANCE	13
165	EW550	HOSIPTAL PATIENT CARE ALLOWANCE	13
166	EW55A	ARREAR HOSPITAL PATIENT CARE ALLOWANCE	44
167	EW560	PATIENT CARE ALLOWANCE	13
168	EW610	DUTY ALLOWANCE FOR CIVIL DEFENCE DUTY	13
169	EW660	STITCHING ALLOWANCE	13
170	EW680	REMOTE LOCALITY ALLOWANCE	13
171	EW700	SUMPTUARY ALLOWANCE	13
172	EWE10	NIGHT DUTY ALLOWANCE - INTERMITTENT	12
173	R0010	OVER PAYMENT OF PAY	01
174	R001O	OVER PAYMENT OTHER ALLOWANCES	13
175	R0020	OVER PAYMENT OF DA	02
176	R0030	OVER PAYMENT OF HRA	04
177	R0050	OVER PAYMENT OF TRANSPORT ALLOW	07
178	R0070	OVER PAYMENT OF TRAVELLING ALLOWANCE	16

179	R0080	OVER PAYMENT ENCASHMENT PAY	01
180	R0210	OVERPAYMENT OF IR-I	06
181	R0230	OVERPAYMENT OF IR-III	06
182	RA000	RECOVERY OF ADVANCES	12191299
183	RA005	MOTOR CYCLE/SCOOTER/MOPED ADVANCE	00761003
184	RA045	RECOVERY OF FESTIVAL ADVANCE	01
185	RB010	OVERPAYMENTPRODUCTIVITY LINKED BONUS	03
186	RB080	OVER PAYMENT ARREAR -SIXTH PAY COMMISSIO	01
187	RC001	OFFICERS CLUB BANDARIYABAGH	00867002
188	RC002	OFFICERS CLUB GONDA	00867002
189	RC003	OFFICERS CLUB GORAKHPUR	00867002
190	RC004	OFFICERS CLUB IZZATNAGAR	00867002
191	RC010	N.E.R COOPERATIVE SOCIETY LTD. GORAKHPUR	00867002
192	RC011	N.E.R COOPERATIVE SOCIETY LTD. LOCO OFFICE GKP	00867002
193	RC013	LIC OF INDIA UNIT ERLY EMP COOP PROV-INSURANCE SOC KOLKATA	00867002
194	RC015	NE RLY MECHENICAL WORKSHOP SOCIETY LTD. GORAKHPUR	00867002
195	RC019	ECOR PROMOTEE OFFICERS ASSOCIATION-MCS	00867002
196	RC020	NER PROMOTEE OFFICERS ASSOCIATION-GKP	00867002
197	RC064	RLY. OFFICERS CLUB GKP.	00867002
198	RC06X	WOMEN WEL.ORGANIGATION	00867002
199	RC082	85 CLASS I OFFICERS ASSO-IZN	00867002
200	RC084	84 CLASS II OFFC ASSO-GKP	00867002
201	RC085	85 CLASS I OFFC ASSO.-GKP	00867002
202	RC086	86 AUDIT BENEVOLENT FUND	00867002
203	RC088	84 CLASS II OFFC ASSO-IZN	00867002
204	RC089	89AUDIT STAFF ASSOCIATION	00867002
205	RC090	RLY OFFICERS CLUB GKP RECOV. CATERING	00867002
206	RC140	KARMCHARI KALYAN KOSH	00867002
207	RC227	OFFICER'S CLUB BSB	00867002
208	RC228	DOCTORS CLUB	00867002
209	RF001	PROVIDENT FUND SUBSCRIPTION	00800903
210	RF002	PROVIDENT FUND ADVANCE	00800903
211	RF003	VOLUNTARY CONTRIBUTION OF P.F	00800903
212	RF01A	ARREAR PF SUBS	00800903
213	RFA10	PROVIDENT FUND SUBSCRIPTION-AUDIT	00800904
214	RFA12	VOLUNTARY CONTRIBUTION OF P.F-AUDIT	00800904
215	RFA1A	ARREAR PF SUBS-AUDIT	00800904
216	RFA20	PROVIDENT FUND SUBSCRIPTION-AUDIT-SCRLY	00879709
217	RG01A	RLY EMPLOYEES INSURANCE SCHEME-A	00801101
218	RG01B	RLY EMPLOYEES INSURANCE SCHEME-B	00801102
219	RG01C	RLY EMPLOYEES INSURANCE SCHEME-C	00801103
220	RG01D	RLY EMPLOYEES INSURANCE SCHEME-D	00801104

221	RG02A	ARREARS OF CGIS - A	00801101
222	RG02B	ARREARS OF CGIS - B	00801102
223	RG02C	ARREARS CGIS - C	00801103
224	RG02D	ARREARS OF CGIS - D	00801104
225	RI001	JR INSTITUTE	00867002
226	RI002	NE RAILWAY SENIOR INSTITUTE GORAKH PUR	00867002
227	RI003	INSTITUTE BADSHAHNAGAR	00867002
228	RI004	SR INSTITUTE IZZAT NAGAR	00867002
229	RI005	SR INST GONDA	00867002
230	RI006	INSTITUTE BAREILY CITY	00867002
231	RI007	INSTITUTE KASGANJ	00867002
232	RI008	INSTITUTE FATEHGARH	00867002
233	RI009	INSTITUTE MATHURA CANTT	00867002
234	RI010	INSTITUTE VARANASI	00867002
235	RI012	INSTITUTE CHHAPRA	00867002
236	RI013	INSTITUTE KANPUR ANWARGANJ	00867002
237	RI014	INSTITUTE VARANASI CITY	00867002
238	RI015	INSTITUTE MAILANI	00867002
239	RI016	INSTITUTE BHATNI	00867002
240	RI017	INSTITUTE BADAUN	00867002
241	RI019	INSTITUTE BAHRAICH	00867002
242	RI020	INSTITUTE AISHBAGH	00867002
243	RI022	INSTITUTE KATHGODAM	00867002
244	RI023	INSTITUTE KSHIPUR	00867002
245	RI025	INSTITUTE SITAPUR	00867002
246	RI074	PERSONNEL WELFARE SOCIETY	00867002
247	RI075	CE OFFICE WELFARE SOCIETY	00867002
248	RI087	87AUDIT RECREATION CLUB	00867002
249	RI159	LEKHA KALYAN SAMITI GKP	00867002
250	RI359	ACCOUNTS STAFF WEL.SCHEME LJN	00867002
251	RI459	ACCOUNTS STAFF WEL.SCHEME IZN	00867002
252	RI659	ACCOUNTS STAFF WEL.SCHEME WS GKP	00867002
253	RI759	ACCOUNTS STAFF WEL.SCHEME CON GKP	00867002
254	RJ000	COURT ATTACHMENT	00867002
255	RJ001	NAYAYADHISH PARIVARIK NAYALAYA MORADABAD	00867002
256	RJ002	NAYAYALAY PRATHAM NAYADHIS KANPUR DEHAT	00867002
257	RJ003	NAYAYIK DANDADHIKARI NAGAR FARRUKHABAD	00867002
258	RK000	POSTAL LIFE INSURANCE	00844558
259	RL000	LIC	00867002
260	RL010	LIC-GKP	00867002
261	RL020	LIC-BSB	00867002
262	RL030	LIC-LJN	00867002

263	RL040	LIC-IZN	00867002
264	RL050	LIC-WS-IZN	00867002
265	RL060	LIC-WS-GKP	00867002
266	RL070	LIC-CONS-GKP	00867002
267	RM000	MISC. RECEIPTS	93652000
268	RM001	MISC ADVANCE-CATERING DEBIT	12112112
269	RM002	OVER PAYMENT REIMBURSHMENT OF TUTION FEE	11012025
270	RM003	RECOVERY ACCOUNTS INSPECTION REPORT	93652000
271	RM004	OVER PAYMENT OF COMPOSIT TRANSFER GRANT	15
272	RM005	RECOVERY AUDIT INSPECTION REPORT	93652000
273	RM006	RECOVERY STOCK SHEET	93652000
274	RM008	RECOVERY OF AWRAD	12068199
275	RM016	OVER PAYMENT CHILDREN EDUCATION ALLOWANC	11012025
276	RM060	OVER PAYMENT SHOES REIMBURSMENT	28
277	RM061	REC.GOLF CLUB	00867002
278	RM080	OVERPAY HIGHER EDUCATION SCHOLARSHIP-SBF	11012025
279	RM101	HOSPITAL DIET	93640000
280	RM102	HOSPITAL CHARGES	93640000
281	RM104	LOSS OF RLY./GOVT. PROPERTY	93652000
282	RM105	LOSS OF GOVT. CASH	93652000
283	RM106	PRIME MINISTERS RELIEF FUND	00867002
284	RM109	STAFF CAR CHARGES	93652000
285	RM111	RECOVERY DUE TO LOSS OF BED ROLL/LINEN	91000000
286	RM112	HOSTEL CHARGES	99
287	RM113	TELEPHONE CHARGES	19
288	RM117	REST HOUSE CHARGES	93222000
289	RM122	COMMERCIAL DEBIT	91000000
290	RM132	CENTRAL GOVT. HEALTH SCHEME.	93651000
291	RM138	STATION DEBITS	91000000
292	RM139	STORES DEBIT	93652000
293	RM141	FINE (GENERAL)	93652000
294	RM147	CENTRAL GOVT. HEALTH SCHEME(AUDIT)	00867002
295	RM155	OVER PAYMENT RISK ALLOWANCE	13
296	RM163	CUG-TELEPHONE CHARGES	19
297	RM164	ARREAR-CUG-CHARGES	19
298	RM213	TRANK CALL CHARGES	93652000
299	RM268	RPF RAIL SURAKSHAK KALYANA NIDHI GKP	00867002
300	RM269	RPF RAIL SURAKSHAK KALYANA NIDHI GKP(RPSF)	00867002
301	RM730	MESS CHARGES FOR RUNNING STAFF	93652000
302	RP001	NEW PENSION SCHEME TIER-I	00834201
303	RP010	OVER PAYMENT OF P.PAY-FP	01
304	RP01A	ARREAR NPST-I	00834201

305	RP020	OVERPAYMENT PERSONAL PAY-HINDI	01
306	RQ090	KIT GODOWN CHARGES	93652000
307	RQA00	EL-APPL-GKP	11058299
308	RQA01	AR.EAPP-GKP	11058299
309	RQA02	E-APP-BSB	11058299
310	RQA04	E-APP-LJN	11058299
311	RQA05	AR.EAPP-LJN	11058299
312	RQA06	E-APP-IZN	11058299
313	RQA10	E-APP-WS-GKP	11058299
314	RQD00	HR-DBL-GKP	93210000
315	RQD02	H.RENT-DBL-BSB	93210000
316	RQD06	H.RENT-DBL-IZN	93210000
317	RQE00	E.CHG-GKP	11058299
318	RQE01	AR.ECHG-GKP	11058299
319	RQE02	E.CHG-BSB	11058299
320	RQE03	AR.ECHG-BSB	11058299
321	RQE04	E.CHG-LJN	11058299
322	RQE05	AR.ECHG-LJN	11058299
323	RQE06	E.CHG-IZN	11058299
324	RQE07	AR.ECHG-IZN	11058299
325	RQE08	E.CHG-WS-IZN	11058299
326	RQE10	E.CHG-WS-GKP	11058299
327	RQE12	E.CHG-CON-GKP	11058299
328	RQE16	E.CHG-ER/KOLKATA	00879702
329	RQE18	E.CHG-NR/NEW DELHI	00879703
330	RQE22	E.CHG-DLW/VARANASI	00879712
331	RQE40	E.CHG-LKO	00878201
332	RQE80	E.CHG-RB	00879751
333	RQF00	FAN-CHG-GKP	93652000
334	RQF02	FAN-CHG-BSB	93652000
335	RQF04	FAN-CHG-LJN	93652000
336	RQF06	FAN-CHG-IZN	93652000
337	RQF10	FAN-CHG-WS-GKP	93652000
338	RQF12	FAN-CHG-CON.-GKP	93652000
339	RQG00	GRG-GKP	93652000
340	RQG02	GARAGE-BSB	93652000
341	RQG04	GARAGE-LJN	93652000
342	RQG05	AR.GRG-LJN	93652000
343	RQG06	GARAGE-IZN	93652000
344	RQG07	AR.GRG-IZN	93652000
345	RQH00	HOUSE-RENT-GKP	93210000
346	RQH01	AR.HOUSE-RENT-GKP	93210000

347	RQH02	HOUSE-RENT-BSB	93210000
348	RQH03	AR.HOUSE-RENT-BSB	93210000
349	RQH04	HOUSE-RENT-LJN	93210000
350	RQH05	AR.HOUSE-RENT-LJN	93210000
351	RQH06	HOUSE-RENT-IZN	93210000
352	RQH07	AR.HOUSE-RENT-IZN	93210000
353	RQH08	HOUSE-RENT-WS-IZN	93210000
354	RQH09	AR.HOUSE-RENT-WS-IZN	93210000
355	RQH10	HOUSE-RENT-WS-GKP	93210000
356	RQH11	AR.HOUSE-RENT-WS-GKP	93210000
357	RQH12	HOUSE-RENT-GKP-CON.	93210000
358	RQH14	HR-CR/MUMBAI	00879701
359	RQH16	HR-ER/KOLKATA	00879702
360	RQH18	HR-NR/DELHI	00879703
361	RQH22	HR-DLW/VARANSI	00879712
362	RQH41	AR.HOUSE-RENT-LKO	00878201
363	RQH80	HOUSE-RENT-RB	00879751
364	RQI06	EL-INSTL-IZN	11058299
365	RQJ00	GEYSER-GKP	93652000
366	RQJ02	GEYSER-BSB	93652000
367	RQJ04	GEYSER-LJN	93652000
368	RQJ05	AR.GYSR-LJN	93652000
369	RQJ06	GEYSER-IZN	93652000
370	RQJ10	GEYR-WS-GKP	93652000
371	RQJ12	GEYSER-CON.-GKP	93652000
372	RQJ74	GEYSER-CON-GKP	93652000
373	RQL00	LEASE RENT-GKP	93210000
374	RQL01	ARR L.RENT-GKP	93210000
375	RQL02	LEASE RENT-BSB	93210000
376	RQN00	LAWN-GKP	93652000
377	RQN01	AR.LAWN-GKP	93652000
378	RQN02	LAWN-BSB	93652000
379	RQN04	LAWN-LJN	93652000
380	RQN05	AR.LAWN-LJN	93652000
381	RQN06	LAWN-IZN	93652000
382	RQN07	AR.LAWN-IZN	93652000
383	RQN10	LAWN-WS-GKP	93652000
384	RQN12	LAWN-CON.-GKP	93652000
385	RQN72	LAWN-WS-IZN	93652000
386	RQO04	OUTHOUSE-LJN	93210000
387	RQO05	AR.OUTHOUSE-LJN	93210000
388	RQO06	OUTHOUSE-IZN	93210000

389	RQO30	OUTHS-RNC	00878201
390	RQP05	AR.HR-PENAL-LJN	93210000
391	RQP06	HR-PENAL-IZN	93210000
392	RQP74	HR-PNL-JJKR-C	00878207
393	RQT00	HR-OS-GKP	93232000
394	RQT02	HR-OS-BSB	93232000
395	RQT04	HR-OS-LJN	93232000
396	RQT10	HR-OS-WS-GKP	93232000
397	RQW00	WATER-GKP	93652000
398	RQW01	AR WATER-GKP	93652000
399	RQW02	WATER-BSB	93652000
400	RQW03	AR WATER-BSB	93652000
401	RQW04	WATER-LJN	93652000
402	RQW05	AR WATER-LJN	93652000
403	RQW06	WATER-IZN	93652000
404	RQW07	AR WATER-IZN	93652000
405	RQW08	WATER-WS-IZN	93652000
406	RQW09	AR WATER-WS-IZN	93652000
407	RQW10	WATER-WS-GKP	93652000
408	RQW12	WATER-CON.-GKP	93652000
409	RQW14	WATER-CR/MUMBAI	00879701
410	RQW16	WATER-ER/COLCATA	00879703
411	RQW18	WTR-NR/DELHI	00879703
412	RQW22	WATER-DLW/VARANSI	00879712
413	RQW40	WATER-LKO	00878201
414	RQW72	WATER-WS-AJM	93652000
415	RQW80	WATER-RB	00879751
416	RQZ01	RENT-GOVT	93652000
417	RQZ02	WATER-GOVT	93652000
418	RQZ05	CONSERVENCY	93652000
419	RQZ08	DAMAGE RENT	93210000
420	RQZ42	FURNITURE HIRE	93652000
421	RS900	OVERPAYMENT OF CONSOLIDATED PAY	01
422	RT001	INCOME TAX	00002101
423	RT002	INCOME TAX - SUR CHARGE	00002103
424	RV000	OVERPAYMENT OF OVERTIME	11
425	RW010	OVER PAYMENT OF NIGHT DUTY ALLOWANCE	12
426	RW020	OVER PAYMENT NATIONAL HOLIDAYS ALLOWANCE	13
427	RW030	OVER PAYMENT TRAV. ALL	16
428	RW034	TRAVELLING ALLOWANCE CREDIT TO AAO-CI-TA	00878201
429	RW035	OVER PAYMENT OTHER RAILWAY	00879700
430	RW070	OVERPAYMENT - NPA	13

431	RW110	OVERPAYMENT - WASHING ALLOWANCE	13
432	RW190	OVERPAYMENT-CYCLE-AL	13
433	RW210	OVER PAYMENT OF CONVANANCE ALLOWANCE(DOCTO	13
434	RW220	OVERPAYMENTMILEAGE ALLOWANCE	10
435	RW310	OVER PAYMENT BREAKDOWN ALLOWANCE	13
436	RY01L	SOC EPCB LOAN RECV GKP	00867002
437	RY01N	AR-INT-SOC EPCB	00867002
438	RY04L	SOC LOAN RECV IZN	00867002
439	RY073	SOCIETY DEPOSIT SC RLY SC	00867002
440	RY08R	MECH-SOC-IZN RD	00867002
441	RY09C	LCCS-IZN CTD	00867002
442	RY141	ELECTRIC DUTY GORAKHOUR	00867002
443	RY146	46ELECT.DUTY ARREAR GKP	00867002
444	RY241	ELECTRIC DUTY BSB(UP)	00867002
445	RY242	ELECTRIC DUTY BSB(BHIHAR)	11058299
446	RY246	46ELECT.DUTY ARREAR BSB	00867002
447	RY341	ELECTRIC DUTY LJN	00867002
448	RY346	46ELECT.DUTY ARREAR LJN	00867002
449	RY441	ELECTRIC DUTY IZN	00867002
450	RY446	46ELECT.DUTY ARREAR IZN	00867002
451	RY51L	CO-OP. SOC E NF KOLKATA	00867002
452	RY541	ELECTRIC DUTY WS IZN	00867002
453	RY546	46ELECT.DUTY ARREAR WS IZN	00867002
454	RY641	ELECTRIC DUTY WS GKP	00867002
455	RY741	ELECTRIC DUTY CON GKP	00867002
456	RZ055	NATIONAL DEFENCE FUND	00867002
457	RZ088	88 AUDIT MEDICAL ADVANCES	00867002
458	RZ148	48PERSONEL DEPT.WELFARE GKP	00867002
459	RZ348	48PERSONEL DEPT.WELFARE LJN	00867002
460	RZ448	48PERSONEL DEPT.WELFARE IZN	00867002
461	RZ648	48PERSONEL DEPT.WELFARE WS GKP	00867002
462	RZ748	48PERSONEL DEPT.WELFARE CON GKP	00867002

Q.11- What is right pay mode for banks?

Ans- In case the Employee/ Party is taking payment from Co-operative bank the pay mode should be 'B' ie. Banker's cheque, else in all other Bank's case pay mode should be 'P' ie. Core-banking.

Q.12- What type of allowance/recovaries be kept in **Current** in change data?

Ans- The allowances/ recovaries which is to be affected for one particular pay month only should be entered under **Current** tab. For example festival advance, Electric charge /duty, CUG charges, any arrear etc.

Q.13- Then what type of earnings/recoveries are to be kept under **Contineous** tab in Change data?

Ans- All type of earnings/recoveries which are applicable for a certain period or fix for long time should be entered under this tab. For example recovery of Income tax, VPF, Water tax, House tax, Personal pay, Charge allowance etc. or any arrear to be recovered in certain instalment should be entered under this tab. Please make sure that no of instalment/ ending year month must be eneterd.

Q.14- How JV is to be confirmed?

Ans- In the JV confirmation tab, unselect the auto save check box, select only concerned JV and then confirm.

Q.15- Who will enter the Electric charges and its frequency?

Ans- As per CEE/HQ letter no. E/62/Avas Rewiring/981 Dated 15-05-2014, the staff of Electrical department is responsible for entry of metered units consumed by the employees, ressidng in Railway Bungalows / Quarter / Rest house and as per tariff advised by Electrical department time to time IPAS Electric module will automatically calculate the electric charges and duty etc. From now on the bills are to be entered on monthly basis. The old process of half yearly/bi-monthly feeding in different units stand changed.

Q.16- What about CUG recovery? Who will enter these details?

Ans- As per revised Joint Procedure Order no 1/2014 signed by CCE,CPO/AD & FA&CAO/F&G dated 03-07-2014, the staff of S&T department is resonsible for entering monthly CUG recovery charges, acrued on their CUG mobile number along with spouse sim of officers.

ANNEXURE

Copies of letters and instructions issued from Head Quarter office over a span of time to streamline the implementation and smooth running of AIMS/IPAS over North Eastern Railway till 04-07-2014 is annexed here as a part of User Manual



K. K. ATAL
General Manager



पूर्वोत्तर रेलवे
गोरखपुर - 273 012 (उत्तर प्रदेश)
North Eastern Railway
Gorakhpur - 273 012 (Uttar Pradesh)
फोन Phone : 0551-2201041
फैक्स Fax : 0551-2201299
ईमेल Email : gm@ner.railnet.gov.in
February 22, 2013

No. EDP/Impl/RDBMS/2002/Pt.III

My dear (All DRMs & CWMs),

Sub: Implementation of Integrated Pay roll & Accounting System (IPAS) and Single Wage Period

As you would be aware, the IPAS project for NE Railway has been sanctioned by Railway Board and the FA&CAO's office is coordinating with all departments for its early implementation. The present IPAS Software can process pay roll on single wage period only whereas presently there are multiple wage periods existing.

In order to successfully implement the IPAS project, it is necessary that all the units including Hqrs. ensure implementation of a single common wage period. I understand that BSB Division has already decided to implement single wage period system and is progressing ahead for its final implementation. There may be an issue with implementation of a single wage period system in Workshops, as it could entail revision of the incentive period in Workshops. This would have to be done by the Workshop Incharges in consultation with the staff representatives.

As the IPAS project has immense potential for improving manpower productivity, it becomes an important issue which needs your personal attention. The necessary hardware for this project has already been provided by Hqrs. and the concerned staff have also been trained in its use by CRIS as well as Hqrs. EDP Centre.

You are required to take necessary steps in consultation with your staff representatives so that the implementation of the IPAS project can be introduced by 30.04.2013 i.e. pay roll for the month of May/2013 onwards can be implemented through IPAS. Kindly direct all the concerned officials to quickly clear the impediments and adhere to this target date.

With best wishes,

Yours sincerely,

(All DRMs & CWMs)

(K. K. Atal)

C/- CAO(Con.), All PHODs/NE Railway

GENERAL MANAGER

AIMS/IPAS User Manual - Annexure



OFFICE OF THE
GENERAL MANAGER(P)
NORTH EASTERN RAILWAY
GORAKHPUR - 273012

No.E/CPO/IPAS/2011

Dated : 15.04.2013

Sr.DPO/LJN, BSB & IZN
DPO/MWS/GKP, IZN, GKC (Signal & Brg.)
SPO/Con., SPO/NG, APO/MPP,
SPO/GKP Area, SPO/Medical Director,
APO/Dy.CEE/Colony, APO/Rly. Press, ~
Principal Rly. Boys/Girls/Senior Secondary School.

Sub : Implementation of integrated Pay Roll & Accounting System (IPAS)
and Single wage period.

Ref : This office note of even dt. 25/26.03.2013

.....
Please call for correspondence resting with above referred note dt. 25.03.2013, through which it was instructed to coordinate with Accounts and EDP centers of your units for implementation of IPAS on this Railway. General Manager vide his D.O. letter to all DRM&CWMs on 22.02.2013 copy to CAO/Con & all PHODs has directed to implement Single wage period and implementation of IPAS in a time bound manner so that IPAS is made fully functional.

However during review of progress of IPAS with FA&CAO, it was found that not much effort has been made by your office for compliance of above instructions. On further discussion with FA&CAO, a revised schedule for implementation of IPAS duly signed by CPO/Admn. & FA&CAO/B&B is enclosed for ensuring completion of different activities. In case of difficulties in implementation, arising out of infrastructure and training etc. Sr. DFM & Sr. EDPM will co-ordinate in Divisions and for other extra divisional units. Sr. EDPM/GKP will co-ordinate the process.

You are, therefore expected to ensue compliance in coordination with Accounts Department and EDP Centre in Divisions as well as in Head Quarter and a progress report jointly signed by Sr. DFM/Sr. AFA & Sr. DPO/SPO should sent to CPO/Admn. & FA&CAO/B&B after every 15 days.

Encl : As above

Copy to :-

- 1- FA&CAO/B&B, N.E.Railway/GKP
- 2- Dy.CPO/IR/N.E.Railway/GKP
- 3- Sr. EDPM/GKP, LJN & BSB

Su2
CHIEF PERSONNEL OFFICER

Su2
CHIEF PERSONNEL OFFICER

AIMS/IPAS User Manual - Annexure

Revised time schedule for implementation of IPAS/AIMS on N.E.Railway by all units including & Division.

	Description of Item	Target Date
1.	Uploading of Master Data pertaining to Pay Roll including workshops.	20.04.2013
2.	Verification & correction of uploaded master data	15.05.2013
3.	Pay roll Processing in IPAS from Jan/13 to May/13.	30.04.2013 to 15.06.2013
4.	Parallel bills preparation & Passing by Accounts department for June 2013 in COBOL	30.06.2013
5.	Parallel bill preparation & passing by Accounts in IPAS	31.07.2013
6.	Complete switch over to IPAS only	01.08.13 Onwards
7.	Uploading of current leave position as on 01.01.2013	15.07.2013

Note:-

Regarding Item No. 7 uploading of current leave position, if all cadre controlling officer prepare the information in EXCEL form and send in proforma given below to EDP Centre by 15.07.2013, it will be uploaded within 3 days by EDP Centre Gorakhpur.

Sl.No.	P.F.No.	Bill Unit	Name of Employee	Leave positions as on 01.01.2013 LAP LHAP

(P.K.Agarwal)
FA& CAO/B&B

(Gun Sagar Singh)
C.P.O./Adm.

AIMS/IPAS User Manual - Annexure

38/c



Office of the
GENERAL MANAGER (P),
North Eastern Railway,
GORAKHPUR 273 012.

No.E/CPO/IPAS/2011,

Dated : 27.06.2013

DPO/MWS/ IZN,
APO/GKC (Signal & Bridge),
SPO/Con., SPO/NG, APO/MPP,
SPO/GA, SPO/Health & Medical,
APO/Dy.CEE/Colony, APO/Press & Depot,
Principal/Railway Boys/Girls/St.Secondary School/GKP

Sub : Implementation of Integrated Pay Roll & Accounting System
(IPAS) and Single Wage Period

Ref : This office letters of even number dated 26.03.13, 18.04.13 &
12.06.2013

While reviewing the position of subject matter for the month of February, 2013 as on date, it is observed that the position of your unit is very poor. In this connection, General Manager, vide his D.O.No.EDP/Impl/RDBMS/2002/Pt.III/209-220, dated 22.02.2013 advised all concerned to introduce the project by 30th April, 2013 to make the IPAS fully functional. Even after repeated reminders and various meeting with you, still your unit is lagging much, much behind in implementing the project.

You are once again advised to ensure compliance in coordination with Accounts Department and EDP Centre in Divisions as well as in HQ and a progress report jointly signed by Sr.DFM/Sr.AFA & Sr.DPO/SPO should be sent to CPO/A and FA&CAO/B&B every 15 days.


(S.M.N.ISLAM)
CHIEF PERSONNEL OFFICER

Copy to : CPO/Admn. & Dy.CPO/IR – they are advised to collect and compile the above position and put up to the undersigned every fortnight for information of GM. The position of other units in the HQ is very poor.

Copy to : CWM/MWS/IZN, CWM/SWS/GKC, Dy.CE/GA,
Dy.CEE/Colony/GKP, MPS/GKP, MD/LNM Rly.Hospital/GKP

North Eastern Railway



Office of the
FA&CAO
Zonal I.T. Centre
Gorakhpur

No. : EDP/Impl./RDBMS/2002/Pt.-IV/158-198

Dated : 17.07.2013

1. Chief Engineer/Con./North
2. CSTE/Con.
3. Sr.DFM/LJN, IZN, BSB
4. SR.DEN (Co.-ord.)/LJN, IZN, BSB
5. Sr.DPO/LJN, IZN, BSB
6. Sr.DSTE/LJN, IZN, BSB
7. Dy. CPO/Gaz. & NG
8. Dy. FA&CAO/G
9. Dy. FA&CAO/Con.-I
10. Sr. EDPM/LJN, BSB
11. Dy. CSC/RPF/GKP
12. SPO/Con.
13. Sr.AFA/Mech. Workshop/GKP, IZN
14. SPO/Mech. Workshop/GKP, IZN
15. AFA/W/Sig. & Br./GKC
16. APO/W/Sig. & Br./GKC

Sub : Minutes of the Meeting held on 12.07.2013 for the review of implementation of IPAS on N.E. Railway.

Ref : This office letter no. EDP/Impl./RDBMS/2002/Pt.-IV dated 02.07.2013

Minutes of the above Meeting held on 12.07.2013 for the review of implementation of IPAS on N.E. Railway is enclosed herewith for your information and necessary action please.

Copy to :-

CAO/Con., CSC/RPF, DRM/LJN, BSB, IZN, CWM/MW, GKP, SWS, IZN & Bridge – for suitably directing officers under them.

PCE, CPO, CSTE, FA&CAO, FA&CAO/Con./NER/GKP for kind information pl.

FA&CAO/B&B

FA&CAO/B&B

Minutes of the meeting held for the review of implementation of IPAS on
N.E.Railway

Participants

Shri S.M.N.Islam	CPO
Shri Brajendra Kumar	FA&CAO
Shri S. N. Sah	CSTE/Con
Shri Ram Janam	CE/Con/North
Shri P.K.Agrawal	FA&CAO/B&B
Sr.DFMs/WAOs	
Sr.DPOs/DPO(W)	
Sr.DENs from all Divisions and Workshops	
Supervisors and Assistants/Clerks involved in Pay Roll processing and Bill	
Passing from various units	

FA&CAO/B&B welcomed all the participants in the review meeting which was Chaired by CPO. A presentation on AIMS/IPAS was made. It was highlighted that at present pay roll processing function being done on COBOL system has out lived its life. It is no more reliable and maintenance of its hardware and upgradation of software is not possible due to absence of experts on COBOL. Also due to increased demands for functions like Income Tax and NPS it has become impossible to handle the data from COBOL system. Due to these reasons it was necessary to shift the activities of pay roll, bill passing and accounts preparation on a modern system which was more user friendly, secure, reliable and maintainable. Hence, these activities are being shifted to IPAS which was prepared by CRIS on ORACLE. It is better to work on this because it is available on web and is more user friendly. Following issues were discussed during the meeting :-

1. **Hardware distribution and installation** : More than 230 computers have been procured and supplied along with UPS to all the units. Line printers have also been given to all major units for printing of pay roll and accounts related functions. PCs have also been given to all Sr.DENs in the divisions for convenience of Engineering department staff in field units dealing with pay roll. Besides this, PCs are also available in all EDP Centres. These can be used by all smaller units and field units which may not have sufficient facilities. Pay bill staff of smaller units can work on PCs provided in their EDP Centre at Gorakhpur, Lucknow or Varanasi. Extra computers are available in Sr.DFMs office at Izzatnagar in absence of EDP Centre. All officers holding these computers should ensure that all these computers are working and are connected with railnet and reliable power supply. Wherever shortage is felt, they may process it at local level and Sr.DFMs to extend necessary co-operation in procuring new hardware.
2. **Training** : It was felt that training is very essential for implementation of IPAS and EDP Centres of all the units should provide all the necessary facility for training of employees on IPAS. All EDP Centres have identified personnel who are better trained along with staff of Accounts and Personnel departments. Training has also been provided by staff of EDP Centre at Gorakhpur. Round the clock training is being given at EDP Centre Gorakhpur and its experts have also visited all the units and given detailed demo and training on working on IPAS. 2

representatives of CRIS are available on rotation basis in various units for such training. This is further being increased. All concerned branch officers are required to ensure that all their dealing assistants and supervisors are trained on IPAS.

3. **Progress of Salary Bill Processing** : A review was made on the progress of pay roll processing and it was found that progress was not upto the mark in most of the units while in following units it was highly unsatisfactory :-

- 01- All Workshops
- 02- Engineering department of most of the units
- 03- RPF (Particularly in HQ & IZN)
- 04- Construction Organisation and
- 05- Extra divisional units at Gorakhpur

The concerned officers were advised to expedite processing of pay roll in their units as GM has laid down the target of 01.08.2013 for complete implementation of IPAS. The officers were advised to ensure that top most priority is given to 100% correctness of data, since incorrect data may lead to wrong processing as well as duplicate PF/NPS number. Only after data correction and integrity, full implementation of IPAS can be ensured.

4. **Bill Passing by Accounts** : All the Accounts officers were advised to ensure 100% migration to bill passing on IPAS at the earliest. This should be done for all the modules of bill passing. The progress of bill passing was not satisfactory in workshops. The WAOs were advised to expedite the implementation.

5. **Problems faced and feed back** : All the participants were asked to highlight any problems being faced by them while working on IPAS. Many pay bill staff complained about insufficient or slow internet connections in their units. The branch officers were advised to ensure availability of railnet through S&T department at the earliest. Some participants mentioned about software related problems, particularly from Varanasi division who were informed that most of these problems has been resolved by CRIS and the remaining problems, if any, are being worked upon.

CPO and FA&CAO, during their address emphasized the necessity of expediting implementation of IPAS as the current system on COBOL will not work for long. The necessity to update the leave balance was emphasized. It was told that any of the unit should not fall short of the target laid down by GM. CPO also mentioned that the billing staff should also check various type of reports available on IPAS and may also suggest fresh reports, if required. He also highlighted that any problems being faced by the billing staff in any department should be brought to the knowledge of the appropriate authority through their branch officer and all efforts should be made by the branch officers for their redressal.

Meeting ended with the thanks to all the participants and the Chair.


FA&CAO/B&B

69k

Checklist for joint exercise by Railway and CRIS Team

Security

1. All users should be identified and user id should be provided along with their role as "Normal User" or "Super User". Mobile no of all the authorized users are available in database for authentication through One Time Password (OTP).
2. The users of Payroll are given appropriate Bill Units Permissions.
3. Users of Internal Check are given permission for respective Sections.
4. Bill Passing Users are given appropriate permissions for Sections and Bill Units.
5. Permissions to access modules should be verified.
6. Identification of Security Administrators who will grant/revoke permissions to the end users of their respective division.
7. Module wise ,AU wise Super user identification.....for communication between CRIS engineers

Masters

8. IFSC code is available for all the banks.
9. Court Case Party payment detail for recovery from salary.
10. Treasury (For cheque printing) information is available.
11. All important fields of bio data page should be correctly set like :
 - i. Employee No
 - ii. Employee Name
 - iii. Date of Birth
 - iv. Date of Appointment
 - v. Sex
 - vi. Designation
 - vii. Department
 - viii. Accounting unit
 - ix. Station
 - x. Bill unit no
 - xi. Employee Status (Apprentice, permanent etc...)
 - xii. Service Status (Serving, retired etc.....)
 - xiii. Pension Acc. No (for NPS cases)
 - xiv. Payrate (Basic+Grade pay)
 - xv. Grade pay
 - xvi. Payband
 - xvii. Bank code (mandatory for bank payment)
 - xviii. Account no (mandatory for bank payment)
 - xix. Payment mode (cash,NEFT,RTGS.....)
 - xx. If physically Handicapped.....Y/N (As transport Allowance varies)
 - xxi. Mode of Transport Allowance

xxii. Mode of Accommodation

- 12- Running Staff should be identified properly (All Designation having Staff category 31)
- 13- NPS staff should be identified properly (Rly join date $\geq 01/01/2004$ and should have 16 digit pension account no, DDO NO and PRAN No.
- 14- Doctors should be identified properly (for NPA)
- 15- Bill unit Master Should be checked
 - 1- Billunit No and its description
 - 2- Pay Category (1 for Gaz and 2 for Non Gaz)
 - 3- Default bill unit Debit Allocation
 - 4- Muster Closing Date...
- 16- Employee Wise Allocation if differs from default Bill unit Allocation.
- 17- All Standard Salary Reports Like -Payslip, Debit Credit Summary, PF statementshould be checked properly.....
- 18- HRA Classification and Transport Allowance classification in Station Master
- 19- Allocation Booking should be checked thoroughly
- 20- Loan installment Nos., amount recovered and Amount balance to be verified
- 21- Rate master should be checked (DA rate, NDA rate, NHA rate.....)

Workshop Incentive

- 22- List of all shops to be provided for Incentive module
- 23- Bill units to be linked with GROUP UNIT (incegrp in prmagrp) for Incentive module.
- 24- Supervisor bill unit to be provided linked with group unit—Each group unit have a single supervisor bill unit (table -princsuv). for Incentive module
- 25- Standard Hours to be provided for each group unit (table - prtrincm). for Incentive module
- 26- Employee's incentive category (prmacat) and shop number to be provided. for Incentive module

पूर्वोत्तर रेलवे



कार्यालय
विसमुलेधि
जोनल आई.टी.सेन्टर
गोरखपुर

सं० : EDP/Impl./RDBMS/2002/Pt.-IV { 830-315

दिनांक : 08.08.2013

1. मुख्य सुरक्षा आयुक्त (रे.सु.ब.)/गोरखपुर
2. मुख्य इंजीनियर/निर्माण/उत्तर/गोरखपुर
3. विसमुलेधि/निर्माण/गोरखपुर
4. मुख्य कार्मिक अधिकारी/प्रशासन/गोरखपुर
5. मुख्य कारखाना प्रबन्धक/यंत्रिक कारखाना/गोरखपुर, इज्जतनगर
6. मुख्य कारखाना प्रबन्धक/पुल कारखाना/गोरखपुर
7. मुख्य कारखाना प्रबन्धक/सिगनल कारखाना/गोरखपुर छावनी
8. उप विसमुलेधि/सामान्य/गोरखपुर
9. वरिष्ठ मण्डल वित्त प्रबन्धक/लखनऊ, इज्जतनगर, वाराणसी
10. वरिष्ठ मण्डल इंजीनियर (समन्वय)/लखनऊ, इज्जतनगर, वाराणसी
11. वरिष्ठ मण्डल कार्मिक अधिकारी/लखनऊ, इज्जतनगर, वाराणसी
12. वरिष्ठ मण्डल सिगनल एवं दूरसंचार इंजीनियर/लखनऊ, इज्जतनगर, वाराणसी
13. वरिष्ठ ई.डी.पी.एम./लखनऊ, वाराणसी
14. वरिष्ठ कार्मिक अधिकारी/निर्माण/गोरखपुर
15. सविस/पी.एफ./गोरखपुर

विषय:- डुप्लीकेट पी.एफ.नम्बर को नियमित करने के सम्बन्ध में।

IPAS पद्धति से बिल तैयार करने के लिए COBOL पद्धति से कर्मचारियों का डाटा अपलोड करने के दौरान लगभग 1300 कर्मचारियों का पी.एफ. नम्बर डुप्लीकेट पाया गया। डुप्लीकेट पी.एफ. नम्बर निम्नलिखित प्रकार के कर्मचारियों के बीच में पाया गया है:-

- | | |
|--|---|
| 1. पी.एफ. कर्मचारी का | अन्य इकाई के पी.एफ. कर्मचारी से। |
| 2. पी.एफ. कर्मचारी का | एन.पी.एस. कर्मचारी से। |
| 3. एन.पी.एस. कर्मचारी का | एन.पी.एस. कर्मचारी से। |
| 4. कारखाना गोरखपुर के पी.एफ. कर्मचारी का | कारखाना गोरखपुर के एन.पी.एस. कर्मचारी से। |

जिन दो कर्मचारियों का एक ही पी.एफ. नम्बर या आई.डी. नम्बर है उनमें से एक कर्मचारी को नया पी.एफ.नम्बर या आई.डी. नम्बर आवंटित करना होगा ताकि आई.टी.सेन्टर में उनका बिल तैयार किया जा सके। नया पी.एफ. नम्बर या आई.डी. नम्बर आवंटित करने हेतु निम्न प्रक्रिया अपनाया जाना है:-

पी.एफ. से पी.एफ. नम्बर डुप्लीकेट होने के मामले में :-

- (क) उपरोक्त मामले में कुछ इकाई ने पी.एफ. संख्या जाँच कर बायोडाटा ठीक कर लिया है। इन इकाई द्वारा जिन कर्मचारियों का पी.एफ. संख्या जाँच कर बायोडाटा ठीक कर लिया है, उसकी एक सूची डुप्लीकेट पाये गये दूसरे कर्मचारियों के इकाई को प्रेषित करेंगे, ताकि वे नया पी.एफ. नम्बर आवंटित कर सकें। इस सूची की एक प्रति जोनल आई.टी.सेन्टर गोरखपुर को भी भेजना सुनिश्चित करेंगे ताकि कार्य की प्रगति से विसमुलेधि महोदय को अवगत कराया जा सके। अन्य

IPAS-01

- मामले में वरिष्ठ कर्मचारी का पी.एफ. संख्या पूर्ववत् रहेगा एवं कनिष्ठ कर्मचारी को ही नया पी.एफ. संख्या आवंटित करना होगा।
- (ख) नया पी.एफ. संख्या आवंटित करने से पूर्व यह सुनिश्चित कर लिया जाय कि प्रस्तावित नया पी.एफ. संख्या पहले किसी अन्य कर्मचारी को आवंटित नहीं है।
- (ग) जिन कर्मचारियों को नया पी.एफ. संख्या आवंटित किया जाता है उनका मौजूदा COBOL पद्धति में भी तदनुसार पी.एफ. संख्या परिवर्तित कराना होगा ताकि उनके भविष्य निधि की राशि सही खाते में आगे ले जायी जा सके।
- (घ) जिन पी.एफ. कर्मचारियों को नया पी.एफ. संख्या आवंटित किया जायेगा उनका वेतन बिल भी नये पी.एफ. संख्या से तैयार कराना होगा। अतः वेतन बिल एवं पी.एफ. कार्य के लिए मास्टर डाटा निर्धारित प्रारूप में भरकर ई.डी.पी. केन्द्र को देना होगा ताकि उनकी डाटा इन्ट्री सुनिश्चित किया जा सके।
- (ङ) वेतन बिलों में पी.एफ. संख्या का परिवर्तन कराने का कार्य सम्बन्धित कार्मिक शाखा द्वारा मास्टर डाटा के माध्यम से किया जायेगा।

पी.एफ. से एन.पी.एस. नम्बर डुप्लीकेट होने के मामले में :-

- (क) उपरोक्त मामले में एन.पी.एस. कर्मचारी को ही नया आई.डी. नम्बर आवंटित किया जायेगा। पी.एफ. के कर्मचारी का पी.एफ. संख्या यथावत् रहेगा।
- (ख) नया आई.डी. संख्या सिर्फ आईपास में बिल तैयार करने हेतु उपयोग किया जायेगा। वर्तमान पद्धति (COBOL) में तैयार किये जाने वाले बिलों में आई.डी. संख्या में कोई परिवर्तन नहीं किया जायेगा।
- (ग) एन.पी.एस. कर्मचारियों को नया आई.डी. नम्बर सम्बन्धित कार्मिक विभाग/लेखा इकाई द्वारा क्रिस के इन्जीनियर के सहयोग से आवंटित किया जायेगा।

एन.पी.एस. से एन.पी.एस. नम्बर डुप्लीकेट होने के मामले में :-

- (क) इस मामले में कनिष्ठ कर्मचारियों को ही नया आई.डी. संख्या आवंटित किया जायेगा।

सामान्य :-

- (क) जिन कर्मचारियों को नया पी.एफ. नम्बर या नया आई.डी.नम्बर आवंटित किया गया है उनसे सम्बन्धित पूर्ण विवरण संलग्न प्रोफार्मा में स्थायी अभिलेख में नया नम्बर आवंटित करने वाले यूनिट द्वारा रखा जाय।
- (ख) नई नियुक्ति के मामले में आई.डी.संख्या आवंटित करने से पूर्व आईपास के माध्यम से सुनिश्चित कर लिया जाय कि प्रस्तावित आई.डी. संख्या किसी अन्य कर्मचारी को आवंटित तो नहीं है।
- (ग) मण्डल एवं मुख्यालय के सभी यूनिट पी.एफ. कर्मचारी को नया पी.एफ. संख्या तथा एन.पी.एस. कर्मचारी को नया आई.डी. संख्या आवंटन का कार्य एक सप्ताह के अन्दर पूर्ण किया जाना सुनिश्चित करेंगे।

यह विसमुलेधि द्वारा अनुमोदित है।

संलग्नक:-यथोपरि।

प्रतिलिपि :-

1. मुख्य कार्मिक अधिकारी/पूर्वोत्तर रेलवे/गोरखपुर को सादर सूचनार्थ।

(P.45.2)

10/8/13
व० ई०डी०पी०एम०
8.8.13

10/8/13
व० ई०डी०पी०एम०
8.8.13

कर्म/प्र

प्रमुख रेलवे

10/11/20

1. कर्मचारियों का विवरण जिन्हें डुप्लीकेट पी.एफ. सं०. के बदले नया पी.एफ. संख्या आबंटित किया गया है

(पी.एफ. से पी.एफ. संख्या डुप्लीकेट होने के मामले में)

क्र.सं.	आई.डी. संख्या	एनपीएस संख्या	नाम	पिता का नाम	पदनाम	बिल यूनिट संख्या	स्टेशन	नया पी.एफ. संख्या	कर्मचारी का विवरण जिससे पी.एफ. संख्या डुप्लीकेट हुआ है
1	2	3	4	5	6	7	8	9	नाम, पिता का नाम, पदनाम, बिल यूनिट सं., स्टेशन

2. कर्मचारियों का विवरण जिन्हें डुप्लीकेट आई.डी. संख्या के बदले नया आई.डी. संख्या आबंटित किया गया है

(पी.एफ. से एन.पी.एस. संख्या डुप्लीकेट होने के मामले में)

क्र.सं.	आई.डी. संख्या	एनपीएस संख्या	नाम	पिता का नाम	पदनाम	बिल यूनिट संख्या	स्टेशन	नया आई.डी. संख्या	कर्मचारी का विवरण जिससे पी.एफ. संख्या डुप्लीकेट हुआ है
1	2	3	4	5	6	7	8	9	नाम, पिता का नाम, पदनाम, बिल यूनिट सं., स्टेशन

3. कर्मचारियों का विवरण जिन्हें डुप्लीकेट आई.डी. संख्या के बदले नया आई.डी. संख्या आबंटित किया गया है

(एन.पी.एस. से एन.पी.एस. संख्या डुप्लीकेट होने के मामले में)

क्र.सं.	आई.डी. संख्या	एनपीएस संख्या	नाम	पिता का नाम	पदनाम	बिल यूनिट संख्या	स्टेशन	नया आई.डी. संख्या	कर्मचारी का विवरण जिससे आई.डी. संख्या डुप्लीकेट हुआ है
1	2	3	4	5	6	7	8	9	नाम, पिता का नाम, पदनाम, बिल यूनिट सं., स्टेशन



पूर्वोत्तर रेलवे

116/L

कार्यालय
विसमुलेधि
जोनल आई.टी.सेन्टर
गोरखपुर
दिनांक : 14.08.2013

सं० : EDP/Impl./RDBMS/2002/Pt.-IV

1. प्रमुख मुख्य इन्जीनियर
2. मुख्य कार्मिक अधिकारी
3. मुख्य विद्युत इन्जीनियर
4. भण्डार नियंत्रक
5. मुख्य चिकित्सा निदेशक
6. मुख्य सुरक्षा आयुक्त/रे०सु०ब०,
7. प्रधान निदेशक लेखा परीक्षा
8. विसमुलेधि/निर्माण / गोरखपुर
9. मुख्य इन्जीनियर/निर्माण/पूर्व/गोरखपुर
10. मुख्य सिगनल एवं दूरसंचार इन्जीनियर/निर्माण/गोरखपुर
11. गण्डल रेल प्रबन्धक/लखनऊ, इज्जतनगर एवं वाराणसी
12. मुख्य कारखाना प्रबन्धक/यांत्रिक कारखाना/गोरखपुर, इज्जतनगर
13. मुख्य कारखाना प्रबन्धक/पुल कारखाना/गोरखपुर
14. मुख्य कारखाना प्रबन्धक/सिगनल कारखाना/गोरखपुर छावनी
15. अध्यक्ष रेलवे भर्ती बोर्ड/गोरखपुर
16. एडिशनल रजिस्ट्रार /रेलवे दावा अधिकरण/गोरखपुर

विषय:- आईपास में वेतन डाटा अपलोड करने एवं उसके सत्यापन के सम्बन्ध में।

आज दिनांक 13.08.2013 को महाप्रबन्धक महोदय एवं विसमुलेधि के बीच हुई वार्ता के पश्चात् यह निर्णय लिया गया कि सभी बिल यूनिटों में माह जुलाई/13 से सम्बन्धित डाटा केन्द्रीयकृत रूप से जोनल आई.टी.सेन्टर, गोरखपुर में क्रिस के इन्जीनियरों द्वारा दिनांक 14.08.2013 को पूर्वाह्न में अपलोड कर दिया गया है। वेतन बिल से सम्बन्धित सत्यापन समस्त बिल आहरण अधिकारियों के द्वारा शत-प्रतिशत सुनिश्चित किया जाएगा तत्पश्चात् आंतरिक जाँच अनुभाग द्वारा इसे पारित किया जाएगा। सत्यापन के समय निम्नलिखित मदों पर विशेष रूप से ध्यान दिया जाना आवश्यक होगा:-

- | | | |
|-----------------|--------------------|---|
| 1. नाम | 2. पदनाम | 3. निर्वाह निधि संख्या/एन.पी.एस. संख्या |
| 4. जन्म तिथि | 5. नियुक्ति तिथि | 6. ग्रेड पे |
| 8. पे-बैंड | 9. नियुक्ति स्टेशन | 10. विभाग |
| 12. खाता संख्या | 13. बैंक कोड | 14. लेखा शीर्ष |
| | | 7. मूल वेतन |
| | | 11. पैन नम्बर |

यदि सत्यापन के समय किसी कर्मचारी का डुप्लीकेट पी.एफ./एन.पी.एस. नम्बर पाया जाता है तो इस कार्यालय द्वारा जारी पत्र सं० EDP/Impl./RDBMS/2002/Pt.-IV दिनांक 08.08.2013 में निहित निर्देशों के संदर्भ में कार्यवाही सुनिश्चित करेंगे।

माह जुलाई/13 के बिलों के आंतरिक जाँच का कार्य बिल पारित करने वाले अनुभाग द्वारा मूल बिल में उपलब्ध सभी मदों का 100% सत्यापन के पश्चात् ही पारित किया जाएगा।

उपरोक्त मदों का सत्यापन एक सप्ताह में सुनिश्चित करना अनिवार्य है।

विसमुलेधि/खाता एवं बजट

14/8/13

AIMS/IPAS User Manual - Annexure



कार्यालय महाप्रबन्धक
पूर्वोत्तर रेलवे, गोरखपुर
OFFICE OF GENERAL MANAGER
N.E. RAILWAY, GORAKHPUR

No.EDP/Impl./RDBMS/2002/Pt-IV/129-141

Dated : 30.08.2013

02-09

All DRMs
All CWMs
C.P.O.
CAO/CON
C.S.C.,
NE Railway.

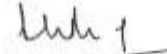
Sub : Implementation of IPAS on N.E.Railway

The implementation of IPAS is in advance stage on N.E.Railway and a target to make IPAS live in September 2013 has been decided. Updation of data of Pay Roll is in progress and it is being closely monitored at HQ, Division/ Workshop units by respective Accounts office.

A series of meetings were held to expedite the progress and the results have been encouraging. However, it is seen that the data for July 2013 pay roll which was to be intensively checked and corrected before forwarding it has not been done. A sample check of data for July 2013 pay roll reveals that there are number of discrepancies in employee data, some of which may not allow the software to function properly. The reports of discrepancies have been e-mailed to your Sr.DFMs/WAOs. A summary of discrepancies is also attached herewith. It is of paramount importance that the data relating to employees is corrected to gain full advantage from the implementation of IPAS.

It is, therefore, requested that a final effort to be made at your end to correct the employee bio-data for July 2013 pay roll and forward the same for checking and passing by Accounts department on the system as soon as possible, preferably within 4th September 2013 and compliance be sent for the same.

DA : As above.


(K.K. Atal)
General Manager
d/c

Copy to :

P.C.E.
C.E.E.
C.S.T.E. should ensure internet connectivity throughout N.E.Railway.

General Manager
d/c



पूर्वोत्तर रेलवे

कार्यालय

मुख्य कार्मिक अधिकारी
पूर्वोत्तर रेलवे, गोरखपुर
दिनांक 20.09.2013

संख्या : EDP/Impl/RDBMS/2002/Pt.IV

1. प्रमुख मुख्य इंजीनियर
2. मुख्य विद्युत इंजीनियर
3. भण्डार नियंत्रक
4. मुख्य चिकित्सा निदेशक
5. मुख्य सुरक्षा आयुक्त/रेलवे सुरक्षा
6. प्रधान निदेशक लेखा परीक्षा
7. विसमूलेधि/निर्माण/गोरखपुर
8. मुख्य इंजीनियर/निर्माण/पूर्व/गोरखपुर
9. मुख्य सिगनल एवं दूर संचार इंजीनियर/निर्माण/गोरखपुर
10. मण्डल रेल प्रबन्धक/लखनऊ, इज्जतनगर एवं वाराणसी
11. मुख्य कारखाना प्रबन्धक/यंत्रिक कारखाना/गोरखपुर, इज्जतनगर
12. मुख्य कारखाना प्रबन्धक/पुल कारखाना/गोरखपुर
13. मुख्य कारखाना प्रबन्धक/सिगनल कारखाना/गोरखपुर छावनी
14. अध्यक्ष रेलवे मर्ती बोर्ड/गोरखपुर
15. एडिशनल रजिस्ट्रार/रेलवे दावा अधिकरण/गोरखपुर

विषय :- पूर्वोत्तर रेलवे, पर IPAS लागू किया जाना ।

संदर्भ :- महाप्रबन्धक का पत्रांक EDP/Impl/RDBMS/2002/Pt-IV
दिनांक 16.09.2013

संदर्भित पत्र द्वारा पूर्वोत्तर रेलवे में IPAS लागू किये जाने की लक्ष्य तिथि का उल्लेख किया गया था। मुख्यालय के EDP Centre द्वारा इस क्रम में सभी आवश्यक दिशा-निर्देश नियमित रूप से दिया जाता रहा है। अब तक की प्रगति के पुनरावलोकन से यह पता चला है कि बहुत से कार्यालय, विशेषतः गोरखपुर से सम्बद्ध कार्यालय, दिये गये लक्ष्यों से काफी पिछड़े हुए हैं, जिसके कारण महाप्रबन्धक द्वारा निर्धारित तिथि तक लक्ष्य प्राप्त करने में कठिनाई उत्पन्न हो रही है। कार्य की प्रगति को तीव्रता प्रदान करने के लिए आपके स्तर से कड़ी निगरानी की आवश्यकता है।

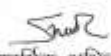
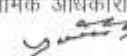
अक्टूबर -2013 तक IPAS को पूरी तरह लागू किये जाने के लिए निम्न कार्य-योजना पर कार्य किया जाना चाहिए।

1. जुलाई -2013 के वेतन बिलों को न्यूनतम त्रुटियों के साथ 23.09.13 तक पारित कराया जाय।
2. अंतिम संशोधनों के साथ प्रत्येक कर्मचारी से सम्बद्ध मास्टर डाटा के साथ अगस्त -2013 माह का वेतन बिल तैयार किया जाना 28 सितम्बर तक सुनिश्चित किया जाय। कार्य की सुविधा के लिए बिल बनाने वाली सभी इकाईयों को मास्टर-डाटा के प्रिन्ट - आउट उपलब्ध करा दिये गये हैं।
3. बिलों को पारित करने वाली सभी लेखा इकाईयाँ बिलों की, विशेषतः सही Allocation की, जाँच करेंगीं। और अति आवश्यक होने पर ही बिना पारित किये वापरा करेंगीं। सभी लेखाधिकारी यह सुनिश्चित करेंगीं, और वेतन बिल बनाने वाले सभी कार्यालयों को पूर्ण सहयोग प्रदान करेंगीं।

14/5/13

4. माह अगस्त -2013 के वेतन बिलों को 1 अक्टूबर 2013 तक पारित कराया जाना सुनिश्चित किया जाय। सभी EDP Centres अगस्त माह की पे-रिलिफ का प्रिन्ट-आउट उन सभी कार्यालयों को उपलब्ध करायेगे जहाँ चुटियों की सम्भावना है अथवा वेतन बनाने वाले कार्यालय की मांग है।
5. इसी प्रकार 8 अक्टूबर 2013 तक सितम्बर-2013 के बिलों को तैयार कर पारित किये जाने हेतु भेजा जाय। यह भी सुनिश्चित किया जाय कि सभी डाटा चुटि-रहित हो। लेखा कार्यालय इन्हें 15 अक्टूबर तक पारित करें।
6. अक्टूबर 2013 के वेतन बिल अनिवार्य रूप से केवल IPAS पर पारित किये जायेंगे। COBOL बिलों को मिलान एवं रिकार्ड के लिए सुरक्षित रखा जायेगा। विशिष्ट स्थितियों में, यदि बिलों में बहुत ज्यादा चुटियाँ रहती हैं, तो सम्बन्धित विभाग इसकी गहन जाँच कराकर उत्तरदायित्व सुनिश्चित करेगा। ऐसी स्थिति में वर्तमान व्यवस्था के अनुसार COBOL के बिल पारित किये जायेंगे।
7. अपरिहार्य परिस्थितियों में उपरोक्त दिये गये लक्ष्य तिथियों में स्थानीय स्तर पर 1 से 2 दिनों का परिवर्तन किया जा सकता है।
8. सभी EDP Centres उपरोक्त कार्य के लिए अपने कार्यालय खुले रखेंगे, एवं उपलब्ध कंप्यूटर/इन्टरनेट आदि की व्यवस्था सुनिश्चित करेंगे।
9. गोरखपुर स्थित सभी लेखा इकाईयों का समन्वय उपविसमुलेधि/सामान्य करेंगे। वेतन बिल बनाने वाले कार्यालयों का समन्वय मुख्य कार्मिक अधिकारी (प्रशासन) द्वारा किया जायेगा।


उपरोक्त कार्य योजना को लक्ष्य तिथि तक लागू कराने के लिए अपने सम्बन्धित अनुभागों और कर्मचारियों को प्रोत्साहित किया जाय। इसमें हुई असफलता को गम्भीरता से लिया जायेगा।


मुख्य कार्मिक अधिकारी


प्रतिलिपि :- सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. वरिष्ठमण्डल वित्त प्रबन्धक/लखनऊ, इज्जतनगर, वाराणसी
2. वरिष्ठमण्डल कार्मिक अधिकारी/लखनऊ, इज्जतनगर, वाराणसी
3. वरिष्ठमण्डल इंजीनियर(समन्वय)/लखनऊ, इज्जतनगर, वाराणसी
4. वरिष्ठमण्डल सुरक्षा आयुक्त/मंडल सुरक्षा आयुक्त/लखनऊ, इज्जतनगर, वाराणसी
5. वरिष्ठ ई.डी.पी.एम./गोरखपुर, लखनऊ, वाराणसी
6. उप विसमुलेधि/सा०, यातायात, भण्डार एवं कारखाना/गोरखपुर
7. चिकित्सा निदेशक/ल.न.मि.रे.चि./गोरखपुर
8. कमाण्डेन्ट/आर.पी.एस.एफ./रजही कैम्प/गोरखपुर
9. वसविस/राज.अराज./गोरखपुर
10. वसविस/यौत्रिक कारखाना/गोरखपुर
11. सविस/सिगनल कार. एवं पुल कार./गोरखपुर छावनी
12. वरि. कार्मिक अधिकारी/यौत्रिक कारखाना/गोरखपुर
13. सहायक कार्मिक अधिकारी/सिग. एवं पुल कारखाना/गोरखपुर छावनी

0/2


वरिष्ठ ई०डी०पी०एम०/गोरखपुर

कार्यालय
वरिष्ठ डी.पी. प्रबन्धक
जोनल आई.टी.सेन्टर
गोरखपुर

40 : EDP/Impl/RDBMS/2002/Pt. IV

दिनांक : 11.10.2013

समस्त विद्यार्थी भाग्यशाली

पूर्वाक्षर रेलवे, $\overline{M-500}$

गो बल्लभ

विषय:- IPAS के अन्तर्गत वेतन बिल तैयार करने के सम्बन्ध में।

संदर्भ:- मुख्य कार्मिक अधिकारी का समसंख्यक पत्र दिनांक 20.09.2013

मुख्य कार्मिक अधिकारी महोदय के संदर्भित पत्र के अनुसार माह अक्टूबर/2013 से आईपास पद्धति के अन्तर्गत वेतन बिल तैयार किया जाना है। माह अक्टूबर/2013 में वर्तमान पद्धति (COBOL पद्धति) एवं आईपास दोनों पद्धतियों में वेतन बिल तैयार कर उसका मिलान किया जायेगा। माह नवम्बर/2013 से केवल आईपास पद्धति में ही आवश्यक रूप से बिल तैयार किया जायेगा तथा लेखा विभाग द्वारा पारित भी किया जाएगा। माह नवम्बर/2013 से COBOL पद्धति में वेतन बिल तैयार किया जाना पूर्णतः बन्द किया जाना है।

IPAS पद्धति में वेतन तैयार करने हेतु कारखाना कर्मचारियों को छोड़कर अन्य कर्मचारियों को अनुमानित वेतन अवधि माह की 16 तारीख से माह के अन्तिम दिन तक का होगा अर्थात् यदि कोई कर्मचारी 16 तारीख को अनुपस्थित अथवा अदैतिक अवकाश पर रहता है, तो उस कर्मचारी को 16 तारीख से माह के अन्तिम दिन तक का वेतन आईएस में तैयार नहीं किया जायेगा।

नवम्बर/2013 से चयन बिल निम्नलिखित कार्यक्रम को अनुसार तैयार किया जाना/परिष्कार किया जाना है -

मुख्यालय, निर्माण संगठन एवं मण्डल हेतु

क्र.सं.	कार्य का नाम	निर्धारित तिथि
1.	बिल आहरण कार्यालय द्वारा यात्रा भत्ता/एरियर वेतन विधिज्ञा हेतु लेखा कार्यालय को प्रेषित करना।	06 तारीख तक
2.	लेखा कार्यालय द्वारा विधिहित यात्रा भत्ता एवं एरियर वेतन आई.टी.केन्ड का भेजना।	12 तारीख तक
3.	विद्युत एवं सी यू जी से सम्बन्धित डाटा अपलोड का कार्य	15 तारीख तक
4.	नया कर्मचारी का बायंडाटा करने का कार्य	15 तारीख तक
5.	कर्मचारी का Inward/Outward Transfer का कार्य	15 तारीख तक
6.	बिल आहरण कार्यालय द्वारा वेतन बिल तैयार कर लेखा विभाग को भेजने (Forward to I.C) का कार्य	16 से 19 तारीख तक
7.	लेखा विभाग द्वारा बिल पारित करने का कार्य	17 से 21 तारीख तक
8.	बिल आहरण कार्यालय द्वारा पारित बिल छाप कर हार्ड कॉपी लेखा कार्यालय भेजने का कार्य	19 से 23 तारीख तक
9.	लेखा कार्यालय द्वारा हार्ड कॉपी बिल पारित करना एवं CO7 बनाने का कार्य	23 से 26 तारीख तक
10.	चेक तैयार करना एवं बैंक भेजने का कार्य	26 से 28 तारीख तक

कारखाना कर्मचारियों हेतु

1.	बिल आहरण कार्यालय द्वारा वेतन बिल तैयार कर लेखा विभाग को भेजने (Forward to LC) का कार्य	30/31 से 02 तारीख तक
2.	लेखा विभाग द्वारा बिल पारित करने का कार्य	01 से 03 तारीख तक
3.	बिल आहरण कार्यालय द्वारा पारित बिल छाप कर हार्ड कॉपी लेखा कार्यालय भेजने का कार्य	02 से 04 तारीख तक
4.	लेखा कार्यालय द्वारा हार्ड कॉपी बिल पारित करना एवं CO7 बनाने का कार्य	03 से 05 तारीख तक
5.	चेक तैयार करना एवं बैंक भेजने का कार्य	05 एवं 06 तारीख को 12:30 पूर्वाह्न तक

उपरोक्त तिथियों को यदि सार्वजनिक/साप्ताहिक अवकाश रहता है, तो यह कार्य अवकाश के पहले वाले कार्य दिवस को पूर्ण कर लिया जायेगा।

उपरोक्त पत्र पर विसमुलेधि एवं मुकाधि महोदय का अनुमोदन प्राप्त है।


वरि.ई.डी.पी.एम.

प्रतिलिपि- सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. मुख्य सुरक्षा आयुक्त (रि.सु.ब.)/गोरखपुर
2. मुख्य इंजीनियर/निर्माण/उत्तर/गोरखपुर
3. विसमुलेधि/निर्माण/गोरखपुर
4. मुख्य कार्मिक अधिकारी/प्रशासन/गोरखपुर
5. प्रधान निदेशक लेखा परीक्षा, गोरखपुर
6. मण्डल रेल प्रबन्धक/लखनऊ, इज्जतनगर, वाराणसी
7. मुख्य कारखाना प्रबन्धक/यांत्रिक कारखाना/गोरखपुर, इज्जतनगर
8. मुख्य कारखाना प्रबन्धक/पुल कारखाना/गोरखपुर
9. मुख्य कारखाना प्रबन्धक/सिगनल कारखाना/गोरखपुर छावनी
10. शिक्षित निदेशक/ल.न.मि.रे.चि./गोरखपुर
11. उप विसमुलेधि/सामान्य, वित्त, यातायात, भण्डार एवं कार. गोरखपुर
12. वरिष्ठ मण्डल वित्त प्रबन्धक/लखनऊ, इज्जतनगर, वाराणसी
13. वरिष्ठ मण्डल इंजीनियर (समन्वय)/लखनऊ, इज्जतनगर, वाराणसी
14. वरिष्ठ मण्डल कार्मिक अधिकारी/लखनऊ, इज्जतनगर, वाराणसी
15. वरिष्ठ मण्डल सिगनल एवं दूरसंचार इंजीनियर/लखनऊ, इज्जतनगर, वाराणसी
16. वरिष्ठ मण्डल सुरक्षा आयुक्त/मंडल सुरक्षा आयुक्त/लखनऊ, इज्जतनगर, वाराणसी
17. वरिष्ठ ई.डी.पी.एम./लखनऊ, वाराणसी
18. वरिष्ठ कार्मिक अधिकारी/निर्माण/गोरखपुर
19. कमाण्डेन्ट/आर.पी.एस.एफ./रजही कैम्प/गोरखपुर


वरि.ई.डी.पी.एम.

AIMS/IPAS User Manual - Annexure

पूर्वोत्तर रेलवे



कार्यालय
वरि.ई.डी.पी.प्रबन्धक
जोनल आई.टी.सेन्टर
गोरखपुर

सं० : EDP/Impl/RDBMS/2002/Pt.-IV

दिनांक : 22.10.2013

विसमुलेधि/निर्माण, पूर्वोत्तर रेलवे, गोरखपुर
वरि.मविप्र/ पूर्वोत्तर रेलवे लखनऊ, इज्जतनगर एवं वाराणसी
वसविस/व्यय, भण्डार, स्था. अराज., स्था.राज., पेंशन गोरखपुर
वसविस/कारखाना, गोरखपुर एवं इज्जतनगर
सविस/माल, नि.नि., खाता, आई.सी., क्षति.दावा.गोरखपुर
सविस/सि.का.गो. छावनी, रेल दावा अधिकरण, गोरखपुर

विषय:- AIMS/IPAS के अन्तर्गत वेतन बिल के साथ-साथ अन्य बिलों को भी सभी लेखा ईकाइयों द्वारा दिनांक 01.11.2013 से पारित करने के सम्बन्ध में।

वेतन बिलों के साथ-साथ सभी बिलों के CO6, बिल पारित, CO7 इत्यादि सभी कार्य माह नवम्बर/2013 से आईपास पद्धति में करने का निर्णय लिया गया है। वेतन बिल को छोड़कर अन्य सभी बिल “Other bill Passing” Module से पारित किये जायेंगे।

इसके लिए सभी शाखा अधिकारी अपने यहाँ यह सुनिश्चित कर लें कि:-

1. अन्य सभी बिलों के सम्बन्ध में Party Master, Purchase Order, Agreement एवं Estimate का डाटा इन्ट्री पूरा कर लिया गया है।
2. सभी Active Party का “Bank master” AIMS/IPAS में अपडेट कर लिया गया है।
3. चेक जारी करने वाले प्राधिकारी यह सुनिश्चित कर लें कि उनके यहाँ Computrised चेक रोल तथा उचित प्रिन्टर उपलब्ध है।
4. दिनांक 01.11.2013 से पूर्व AIMS/IPAS पर पारित किये गये अन्य बिलों का CO6 पंजिका, CO7 इत्यादि प्रिन्ट कर यह सुनिश्चित कर लें कि प्रिन्टर ठीक से कार्य कर रहा है।
5. सभी अनुभागों में प्रयोग होने वाले Sus. Allocation अपडेट कर लिया गया है।
6. सभी अनुभागों में AIMS/IPAS पर कार्य करने वाले कर्मचारियों (ले.लि., अलेस, ले.स., व.अ. अ.) जिनको पहले से ही AIMS/IPAS का ID एवं Password आवंटित है यदि नहीं है, तो दिनांक 01.11.2013 से पूर्व जोनल आई.टी.केन्द्र गोरखपुर से सम्पर्क कर ID एवं Password प्राप्त कर लें।
7. चेक राईटर को निर्देशित करें कि AIMS/IPAS पर चेक प्रिन्ट करने के लिए यदि किसी सम्बन्धित कर्मचारी को प्रशिक्षण की आवश्यकता है, तो ट्रेनिंग जोनल आई.टी.सेन्टर, गोरखपुर से सम्पर्क कर प्रशिक्षण प्राप्त कर लें।

कृपया इसे अति आवश्यक समझें।

विसमुलेधि/खाता एवं बजट

प्रतिलिपि:- विसमुलेधि महोदय को सूचनार्थ प्रेषित।

विसमुलेधि/खाता एवं बजट

IPAS-II



पूर्वांतर रेलवे

अति आवश्यक

162/c

कार्यालय
वरि ई.डी.पी.प्रबन्धक
जोनल आई.टी.सेन्टर
गोरखपुर
दिनांक : 29.10.2013

सं० - EDP/Impl/RDBMS/2002/Pl-IV

477-481

वरि मण्डल वित्त प्रबन्धक, पूर्वांतर रेलवे,
इज्जतनगर, लखनऊ एवं वाराणसी
वरि ई.डी.पी.एम. पूर्वांतर रेलवे, लखनऊ एवं वाराणसी

विषय:- AIMS/IPAS के अन्तर्गत वेतन बिल के माध्यम से सम्बन्धित मॉड्यूल को 01.11.2013 से लागू करने के सम्बन्ध में।

संदर्भ:- इस कार्यालय का समसंख्यक पत्र सं०- EDP/Impl/RDBMS/2002/Pl- IV/ 303-345 दिनांक 04.10.2013.

उपरोक्त सन्दर्भित पत्र का कृपया अवलोकन करें, जिसके माध्यम से AIMS/IPAS के अन्तर्गत वेतन बिल आहरण से सम्बन्धित मॉड्यूल को माह अक्टूबर/13 से लागू करने का उल्लेख किया गया था जो कि कतिपय कारणों से नवम्बर/13 से लागू किये जाने का विसमूलेधि महोदय द्वारा निर्णय लिया गया है, जो कि मदवार निम्नवत् है:-

1. सी.यू.जी., विद्युत कटौती एवं अन्य डाटा जो साफ्ट फार्म में सीधे आई.टी. केन्द्रों को प्राप्त होता है, का आईपास में अपलोडिंग एवं सत्यापन का कार्य क्रिस इन्जीनियर के सहयोग से सम्बन्धित आई.टी. केन्द्रों में किया जाएगा। जिन इकाईयों में क्रिस इन्जीनियर उपलब्ध नहीं होंगे वहाँ का डाटा ई-मेल के द्वारा गोरखपुर आई.टी.केन्द्र को भेजा जाएगा जहाँ उसका आईपास में अपलोडिंग उपलब्ध क्रिस के इन्जीनियर द्वारा सुनिश्चित किया जाएगा। इज्जतनगर मण्डल, जहाँ आई.टी.केन्द्र नहीं है, से सम्बन्धित उपरोक्त डाटा को सी.डी. में मण्डल लेखा कार्यालय में प्राप्त किया जाएगा तथा क्रिस इन्जीनियर के सहयोग से डाटा अपलोड किया जाएगा। क्रिस इन्जीनियर उपलब्ध नहीं होने पर डाटा ई-मेल के द्वारा गोरखपुर आई.टी.केन्द्र को भेजा जाएगा जहाँ उसका आईपास में अपलोडिंग उपलब्ध क्रिस इन्जीनियर द्वारा सुनिश्चित किया जाएगा।
- 2 (क) लखनऊ मण्डल से सम्बन्धित यात्रा भत्ता एवं डाइट चार्ज आई.टी.केन्द्र लखनऊ के कर्मचारियों द्वारा आईपास में अपलोड किया जाएगा अथवा एक्सलशीट में तैयार कर क्रिस इन्जीनियर के सहयोग से आईपास में अपलोड किया जाएगा। अन्य भत्ते एवं कटौतियाँ पूर्व की गति सम्बन्धित बिल लिपिक के द्वारा आईपास में अपलोड किया जाएगा।
- (ख) वाराणसी मण्डल में रनिंग भत्ता, लिप एलाउन्स, रात्रि ड्यूटी भत्ता, राष्ट्रीय अवकाश भत्ता, यात्रा भत्ता इत्यादि आई.टी.केन्द्र के कर्मचारियों द्वारा एक्सलशीट में डाटा इन्ट्री एवं उसका सत्यापन किया जाएगा इन डाटाओं का आईपास में अपलोडिंग क्रिस इन्जीनियर के सहयोग से किया जाएगा। क्रिस इन्जीनियर उपलब्ध नहीं होने पर डाटा ई-मेल के द्वारा गोरखपुर आई.टी.केन्द्र को भेजा जाएगा जहाँ उसका आईपास में अपलोडिंग किया जाएगा।

(महोदय)

पूर्वांतर रेलवे

- (ग) इज्जतनगर मण्डल से सम्बन्धित कार्य उपरोक्त 2 (क) के अनुरूप लखनऊ आई.टी.केन्द्र के कर्मचारियों द्वारा किया जाएगा।
- (घ) मुख्यालय, कारखाना गोरखपुर एवं निर्माण संगठन से सम्बन्धित उपरोक्त कार्य आई.टी.केन्द्र गोरखपुर के कर्मचारियों के द्वारा किया जाएगा।
3. वर्तमान में जो इनपुट बिल आहरण कार्यालय द्वारा तैयार किया जाता है, से सम्बन्धित डाटा आईपास में भी बिना आहरण कार्यालय के कर्मचारियों द्वारा ही लोड किया जायेगा।
4. मुख्यालय, कारखाना गोरखपुर एवं निर्माण संगठन में आईपास पर जब तक टी.ए. मॉड्यूल प्रारंभ नहीं होता है, तब तक आन्तरिक जाँच अनुभाग द्वारा विधिकृत टी.ए. का Excel sheet में डाटा इन्ट्री एवं उसका सत्यापन ई.डी.पी. केन्द्रों में ई.डी.पी. कर्मचारियों द्वारा किया जाएगा।
5. समस्त ईकाईयों द्वारा आईपास में वेतन बिलों के मुद्रण का कार्य वेतन बिलों का लेखा विभाग में आन्तरिक जाँच के पश्चात् वेतन बिल आहता अधिकारी कार्यालय द्वारा किया जाएगा तत्पश्चात् वेतन बिलों की मूल प्रति लेखा विभाग के आन्तरिक जाँच अनुभाग को अन्तिम रूप से वेतन बिलों को पारित एवं भुगतान हेतु प्रेषित किया जाएगा।
6. वेतन बिलों का लॉडिंग रनिंग सफलतापूर्वक सम्पन्न होने के पश्चात् अन्य माइयूल का कार्य प्रारंभ किया जाएगा। तब तक वेतन बिल के अतिरिक्त अन्य सभी बिल “ Other bill passing module” से पारित किया जाएगा।
7. खाता अनुभाग द्वारा तैयार किये गये एम.सी.आर डाटा का इन्ट्री आईपास मॉड्यूल में ई.डी.पी. केन्द्रों में ई.डी.पी. कर्मचारियों द्वारा किया जाएगा।

इज्जतनगर का एम.सी.आर डाटा मण्डल लेखा कर्मचारियों द्वारा आईपास में अपलोड किया जाएगा।

कृपया उपरोक्त मदों को क्रियान्वित करने हेतु ई.डी.पी.सेन्टर लखनऊ एवं वाराणसी मण्डल में पदस्थापित डाटा इन्ट्री के कर्मचारियों का नाम, पद, निर्वाह निधि संख्या उनका मोबाईल नम्बर जो कि आईपास से सम्बन्धित डाटा अपलोड करेंगे दिनांक 31.10.2013 तक पत्र द्वारा एवं AIMS के E-mail पर अधोहस्ताक्षरी को प्रेषित करने का कष्ट करें, ताकि नामित कर्मचारियों को ID No. एवं Password जोनल आई.टी.सेन्टर, गोरखपुर से आवंटित किया जा सके।

यह विसमलेखि खाता एवं बजट महोदय द्वारा अनुमोदित है।

कृपया इसे अति आवश्यक समझें।


29.10.13
वरि.ई.डी.पी.एम.

O/C



पूर्वोत्तर रेलवे

181/2

कार्यालय
वरि.ई.डी.पी.प्रबन्धक
जोनल आई.टी.सेन्टर
गोरखपुर

सं० : EDP/Impl/RDBMS/2002/Pt.-IV

दिनांक : 07.11.2013

विसमुलेधि/निर्माण, पूर्वोत्तर रेलवे, गोरखपुर
वरि.मविप्र/ पूर्वोत्तर रेलवे लखनऊ, इज्जतनगर एवं वाराणसी
वसविस/व्यय, भण्डार, स्था. अराज., स्था.राज., पेंशन गोरखपुर
वसविस/कारखाना, गोरखपुर एवं इज्जतनगर
सविस/माल, नि.नि., खाता, आई.सी., क्षति.दावा.गोरखपुर
सविस/सि.का.गो. छावनी, रेल दावा अधिकरण, गोरखपुर

विषय:- AIMS/IPAS के अन्तर्गत वेतन बिल के साथ-साथ अन्य बिलों को भी सभी लेखा ईकाइयों द्वारा दिनांक 01.11.2013 से पारित करने के सम्बन्ध में।

अस्थायी, नई नियुक्ति व प्रशिक्षु कर्मचारी जिनका अभी तक हैण्ड बिल द्वारा वेतन भुगतान किया जा रहा था, का भी माह नवम्बर '13' से आईपास पद्धति से ही वेतन बिल बनाया जाएगा। इस सम्बन्ध में अपनाई जाने वाली प्रक्रिया संलग्न की जा रही है।

कृपया इसका शीघ्र अनुपालन सुनिश्चित करें।

संलग्नक:- एक

विसमुलेधि/खाता एवं बजट

मुख्य कार्मिक अधिकारी, पूर्वोत्तर रेलवे, गोरखपुर को सूचनार्थ।

प्रतिलिपि :- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. वरि.मण्डल कार्मिक अधिकारी, पूर्वोत्तर रेलवे, इज्जतनगर, वाराणसी, लखनऊ।
2. उप मुख्य कार्मिक अधिकारी, राज., पूर्वोत्तर रेलवे, गोरखपुर।
3. वकाधि/अराज. पूर्वोत्तर रेलवे गोरखपुर एवं निर्माण।
4. वकाधि, कारखाना, गोरखपुर एवं इज्जतनगर।
5. सकाधि/सिगनल कारखाना, गोरखपुर छावनी।

विसमुलेधि/खाता एवं बजट

IPAS-II

विषय- अस्थायी कर्मचारी, प्रशिक्षु, कान्ट्रैक्ट स्टाफ/अधिकारी, नये कर्मचारी के लिए कर्मचारी संख्या व PPAN की आवंटन प्रक्रिया।

1. (क) वर्तमान PPAN संख्या आवंटित करने की व्यवस्था को समाप्त करते हुए एन.पी.एस. अनुभाग (लेखा) द्वारा सभी कर्मचारियों को एक आठ कैरेक्टर की Employee I.D. No. आवंटित की जाएगी, जिसके प्रथम दो कैरेक्टर यूनिट वाईज निम्न प्रकार से शुरू होंगे :-

1. मुख्यालय	67
2. चारागासी	68
3. लखनऊ	69
4. इज्जतनगर	70
5. कारखाना इज्जतनगर	71
6. कारखाना गोरखपुर	72 (यात्रिक, सिगनल एवं पुल)
7. निर्माण संगठन	73

(WAO/GKP) में यात्रिक, सिगनल एवं पुल कारखाना हेतु एक ही कोड प्रयोग किया जाएगा।

तीसरी व चौथी डिजिट वर्ष की होगी जैसे- 2013 में आने वाले कर्मचारियों के लिए '13' अगली चार डिजिट सीरियल नम्बर होगी जैसे- 0001, 0002 आदि। उपरोक्त सं०. एलॉट करने से पहले आईपास में उक्त को चेक भी करना होगा ताकि डुप्लीकेसी से बचा जा सके।

उदाहरण के लिए मुख्यालय के पहले कर्मचारी के लिए नई आई.डी. सं०. 67130001 होगी।

1. (ख) एन.पी.एस. अनुभाग द्वारा आवंटित आठ कैरेक्टर की कर्मचारी आई.डी. सं०. ही 16 डिजिट का अस्थायी PPAN N.P.S अनुभाग द्वारा ही बनाया जाएगा जिसके पहले आठ कैरेक्टर को निम्न प्रकार से जोड़ा जाएगा जो उस कर्मचारी की श्रेणी को इंगित करेगा -

1. प्रशिक्षु के लिए	TRAINEE*
2. TADK के लिए	TADK****
3. NTXR के लिए	NTXR****
4. Permanent कर्मचारी	PERMANEN
5. Apprentice के लिए	APPRENTI
6. Contractual Doctor	CMPDR***
7. Contractual Nurse	NURSE***
8. Trainee Doctor	DNBDR***
9. House Officer	HOUSEDR*

जैसे- प्रशिक्षु के लिए TRAINEE* 67130001

1. (ग) आईपास में इन कर्मचारियों को यूनिट में प्रवर्तित मूल बिल यूनिट में ही सम्मिलित किया जाएगा तथा stipend पाने वाले कर्मचारियों के लिए ग्रेड पे में zero इंगित किया जाएगा। उपरोक्त व्यवस्था के अन्तर्गत आवंटित PPAN संख्या में 10 प्रतिशत की कटौती नहीं की जाएगी और न ही सरकारी अंशदान की कटौती की जाएगी।

2. इन कर्मचारियों द्वारा S-1 फार्म भरने के पश्चात् NSDL से 12 अंकों का PRAN संख्या प्राप्त होने के बाद PPAN संख्या एन.पी.एस. अनुभाग द्वारा बदल दी जाएगी तथा नए PPAN संख्या में प्रथम चार अंक वर्ष एवं शेष 12 कैरेक्टर PRAN संख्या होगा, इस प्रकार कुल 16 कैरेक्टर का PPAN सं०. बनाया जाएगा इस नये PPAN एवं PRAN संख्या को एन.पी.एस. अनुभाग द्वारा कर्मचारी/बिल लिपिक को सूचित किया जाएगा तथा इनकी मॉनिटरिंग वर्तमान व्यवस्था के अनुसार ही एन.पी.एस. अनुभाग द्वारा ही की जाएगी, जिसके बाद ही कर्मचारियों का योगदान धनराशि 10 प्रतिशत एवं सरकारी अंशदान धनराशि 10 प्रतिशत की कटौती की जाएगी।

3. कारखाना कर्मचारियों (यात्रिक, पुल, सिगनल) के लिए WAO/GKP का एन.पी.एस. अनुभाग उपरोक्त सभी कार्य करेगा।

AIMS/IPAS User Manual - Annexure

पूर्वोत्तर रेलवे



कार्यालय
वरि.ई.डी.पी.प्रबन्धक
जोनल आई.टी.सेन्टर
गोरखपुर

सं० : EDP/Impl/RDBMS/2002/Pt.-IV

दिनांक : 06.12.2013

मुख्य प्रशासनिक अधिकारी / निर्माण, विसमुलेधि / निर्माण
मुख्य कार्मिक अधिकारी / प्रशासन
प्रधान निदेशक लेखा परीक्षा
मण्डल रेल प्रबन्धक / लखनऊ, वाराणसी एवं इज्जतनगर
मुख्य कारखाना प्रबन्धक / यंत्रिक, सिगनल एवं पुल कार. गोरखपुर एवं इज्जतनगर
चिकित्सा निदेशक / ल.ना.मि.रे.चि.गोरखपुर
मुख्य सुरक्षा आयुक्त (रेलवे सुरक्षा बल), कमान्डेन्ट / आर.पी.एस.एफ.रजही कैम्प
पूर्वोत्तर रेलवे, गोरखपुर।

विषय : AIMS/IPAS से वेतन बिल तैयार करने के सम्बन्ध में।

संदर्भ : मुख्य कार्मिक अधिकारी गोरखपुर का समसंख्यक पत्र दिनांक 20.09.2013 एवं वरि.ई.डी.पी.एम. गोरखपुर का समसंख्यक पत्र दिनांक 11.10.2013

उपरोक्त संदर्भित पत्रों के द्वारा जारी किये गये निर्देशों के क्रम में एक ईकाई द्वारा एक सन्दर्भ दिनांक 25.11.2013 को प्राप्त हुआ है, जिसमें समन्वय एवं फील्ड यूनिट की कुछ व्यावहारिक दिक्कतों का उल्लेख किया गया है। इस सम्बन्ध में यह निर्देशित किया जाता है कि विभागों द्वारा डाटा इन्ट्री की व्यवस्था के समन्वय के निर्देश मण्डल रेल प्रबन्धक/मुख्य कारखाना प्रबन्धक स्तर पर सुनिश्चित करें एवं उसकी सूचना मुख्यालय को भी प्रेषित करेंगे। समन्वय ठीक न होने की दशा में भुगतान में देरी की आशंका हो सकती है। इस सम्बन्ध में निम्न निर्देशों को ध्यान दें एवं कार्यवाही करें :-

1. मस्टरशीट माह के 15 तारीख को बन्द किया जाए।
2. कर्मचारी बायोडाटा अपडेट करने का कार्य एक माह के अन्दर पूर्ण कर लिया जाए।
3. जीवन बीमा का पॉलिसी संख्या जाँच कर यदि आवश्यकता हो तो उसमें सुधार कर लिया जाए तथा अग्रिमों का बकाया किश्तों की संख्या को भी जाँच कर ठीक कर लिया जाए।
4. बैंक से सम्बन्धित कोई भी परिवर्तन अब स्थानीय स्तर पर नहीं किया जायेगा, यदि किसी कर्मचारी को अपना बैंक खाता या बैंक परिवर्तित करवाना हो तो अपने लिखित आवेदन के साथ बैंक पासबुक की छाया प्रति सम्बन्धित बिल लिपिक को देगा। बिल लिपिक अपने बिल के समस्त ऐसे मामले समेकित रूप से अपने विभाग के राजपत्रित अधिकारी से हस्ताक्षर एवं अग्रसारित कराकर जोनल आई.टी. केन्द्र, गोरखपुर को अग्रसारित करेगा जहाँ पर इस प्रकार की अशुद्धियों को ठीक किया जाएगा।
5. सम्बन्धित ईकाईयों द्वारा कम्प्यूटर स्टेशनरी एवं बिल प्रिन्टिंग की व्यवस्था वरि.ई.डी.पी.प्रबन्धक, गोरखपुर के समसंख्यक पत्र दिनांक 14.08.2013 के अनुसार सुनिश्चित करायी जाए।
6. इस कार्यालय के समसंख्यक पत्र दिनांक 11.10.2013 को जारी समय सारणी का अनिवार्य रूप से अनुपालन सुनिश्चित किया जाए अन्यथा समय से वेतन का भुगतान होने में समस्या हो सकती है जिसकी सभी जिम्मेदारी सम्बन्धित विभाग की होगी।

समय सारणी में अंकित तिथियों को यदि सार्वजनिक/साप्ताहिक अवकाश रहता है, तो यह कार्य अवकाश के पहले वाले कार्य दिवस को पूर्ण कर लिया जायेगा। उपरोक्त के सम्बन्ध में उचित दिशा निर्देश अपने स्तर पर जारी करें।

उपरोक्त पर कार्मिक विभाग का अनुमोदन प्राप्त है।

प्रतिलिपि सूचनार्थ प्रेषित :-

1. विसमुलेधि, पूर्वोत्तर रेलवे, गोरखपुर।
2. मुख्य कार्मिक अधिकारी, पूर्वोत्तर रेलवे, गोरखपुर।

विसमुलेधि/खाता एवं बजट

विसमुलेधि/खाता एवं बजट

IPAS-II

पूर्वोत्तर रेलवे



कार्यालय
वरि.ई.डी.पी.प्रबन्धक
जोनल आई.टी.सेन्टर
गोरखपुर

सं० : EDP/Impl/RDBMS/2002/Pl-IV { 37-54

दिनांक : 10.01.2014

1. मुख्य कार्मिक अधिकारी/प्रशासन, गोरखपुर।
2. विसमुलेधि/निर्माण, गोरखपुर।
3. वरिष्ठ मण्डल वित्त प्रबन्धक/वाराणसी, लखनऊ, इज्जतनगर।
4. वरिष्ठ मण्डल कार्मिक अधिकारी/पूतुरे/वाराणसी, लखनऊ, इज्जतनगर।
5. वरिष्ठ मण्डल इन्जी./समन्वय/पूतुरे/वाराणसी, लखनऊ, इज्जतनगर।
6. उप विसमुलेधि/सामान्य, गोरखपुर।
7. मण्डल कार्मिक अधिकारी/यौत्रिक कारखाना/इज्जतनगर।
8. वसविस/यौत्रिक कारखाना/गोरखपुर, इज्जतनगर।
9. सविस/सिगनल एवं पुल कारखाना/गोरखपुर छावनी।
10. वकाधि/यौत्रिक कारखाना/गोरखपुर।
11. सकाधि/सिगनल एवं पुल कारखाना/गोरखपुर छावनी।

विषय : नयी पेंशन प्रणाली के अन्तर्गत Contribution की कटौती।

नयी पेंशन प्रणाली के अन्तर्गत किसी कर्मचारी के Contribution की कटौती हेतु उस कर्मचारी का NSDL (National Securities Depository Limited) द्वारा PRAN (Permanent Retirement Account Number) का आबंटित होना आवश्यक है। IPAS में जाँच के दौरान ऐसा पाया गया है कि ऐसे कर्मचारी जिनको PRAN आबंटित नहीं है, उनके वेतन से भी N.P.S. Contribution की कटौती की जा रही है एवं तदनुसार Govt. Contribution भी प्रसारित किया जा रहा है तथा इसके साथ ही 73 Duplicate PRAN के भी मद पाये गये हैं। इस तरह के 1796 मामले हैं। इस प्रकार Employees Contribution तथा Govt. Contribution के अन्तर्गत लगभग ₹50,00,000/- (₹ पचास लाख) प्रतिमाह पेंशन उद्यत खाता में बढ़ता जा रहा है। साथ ही कर्मचारियों के NPS अंशदान सही तरीके से NSDL को न भेज पाने की आशंका बनी रहती है।

अतः जिन कर्मचारियों को अभी तक PRAN आबंटित नहीं हुआ है, उनसे तथा Duplicate PRAN पर Contribution की कटौती अविलम्ब बन्द कराया जाना आवश्यक रूप से समीचीन होगा जिससे कि पेंशन उद्यत और नहीं बढ़ सके एवं अंशदान सही रूप में NSDL को भेजा जा सके।

उपरोक्त के अतिरिक्त सभी बिल आहरण अधिकारियों से अनुरोध है कि जिन कर्मचारियों का अभी तक PRAN आबंटित नहीं हुआ है उनसे इस सन्दर्भ में फार्म संख्या एस-1 अतिशीघ्र भराकर तीन माह के अन्दर PRAN सम्बन्धित लेखा ईकाईयों से आबंटित कराया जाना सुनिश्चित कराये। साथ ही यह भी जाँच कराये कि बिना एस-1 फार्म भरे उन कर्मचारियों को किस प्रकार ज्वाइन कराया गया।

विसमुलेधि/खाता एवं बजट

AIMS/IPAS User Manual - Annexure

North Eastern Railway

236/c

Brajendra Kumar
FA&CAO



OFFICE OF THE
FA&CAO
GORAKHPUR

D.O.No. EDP/Impl/RDBMS/2002 Pt- iv

Date :- 23/01/2014

CAO/Con NER Gorakhpur
All DRMs
All CWMs

Sub: - Incorrect data on IPAS

You are aware that Payroll of all staff are being processed on IPAS since November' 13. For ensuring correct preparation of Payroll and integrity of deductions for Income Tax, NPS, PF etc., it is necessary that the Bio data of employee is fully and correctly fed on the system to derive its full benefit. Instructions have been issued on various occasions to bill drawing authorities for this, but a lot remains to be done on this front.

I would like to bring to your notice that some queries were run on IPAS data and many shortcomings have been noticed. A position of the same is enclosed for your perusal. The complete list of irregularities has been e-mailed to your Sr.DFM/WAO/AFA/W. It may be realised that some of these may have significant implications for the staff or the railway. For example:-

1. Absence of PAN Number will lead to non linking of Income tax deduction and data cannot be loaded on Income Tax portal. The staff will face problems from income Tax authorities through notices.
2. Absence of PRAN Number may lead to non deduction of NPS contribution and its non linking for uploading to NSDL.
3. Absence of father's name may lead to mistaken identity which may lead to misuse in processing payroll.
4. In certain cases, as per IPAS data, the employee has joined railway after 01.01.2004 but PF is being deducted from his salary.
5. Wrong date of birth may lead to pre mature stoppage of salary processing or may continue even after actual superannuation. For convenience the list of employees due to retire in 2014 as per IPAS data has been e-mailed to your Sr.DFM/WAO/AFA/W which may be compared with list prepared by your personnel officer and necessary corrections may be got done.

The above cases are only for the purpose of emphasizing the need for correct data on IPAS to ensure utilization of full potential of IPAS. The software has many validations which at present have been inactivated temporarily to give some time for data correction. After 01.04.2014, the validation would be activated which may create complications in payroll processing and deductions. For instance, in absence of PAN Number the system would deduct income tax @ 20% of gross payable amount which can be refundable only by Income Tax Department.

You are once again requested to direct your bill drawing officers for ensuring data correction within a month.

Encl:- As above

Copy to:- CPO/NER/GKP for information and suitable instructions at his level to all units including HQ.

D.O.Letter-I

92
FA&CAO
23-01-2014
92
FA&CAO
23-01-14



पूर्वात्तर रेलवे

कार्यालय
विसमुलेधि/प्रशासन
गोरखपुर

23/12

सं० प्रशा/उपविसमुलेधि/आईपास/2014

दिनांक: 28 जनवरी, 2014

विसमुलेधि/निर्माण, पूउरे, गोरखपुर ।

वरिष्ठ मण्डल वित्त प्रबन्धक, पूउरे, इज्जतनगर, लखनऊ एवं वाराणसी ।

वसविस/सा०, पूउरे, गोरखपुर ।

वसविस/पेंशन, पूउरे, गोरखपुर ।

वसविस/स्था० राज०, स्था० अराज०, पूउरे, गोरखपुर ।

वसविस/का०, पूउरे, गोरखपुर एवं इज्जतनगर ।

सविस/सि०का० एवं पुल कार०, पूउरे, गोरखपुर छावनी ।

विषय :- IPAS व्यवस्था के अन्तर्गत अवकाश नगदीकरण एवं सामूहिक बीमा योजन (जी०आई०एस०) के बिलों का पारित किया जाना ।

वर्तमान पद्धति के अनुसार सेवा निवृत्त कर्मचारियों के अवकाश नगदीकरण (Leave Salary) एवं सामूहिक बीमा योजना (GIS) का बिल, बिल आहरण कार्यालय द्वारा तैयार कर सीधे स्थापना राजपत्रित/अराजपत्रित अनुभाग को प्रेषित किया जाता है । उक्त अनुभाग में सी०ओ० 6 कर आन्तरिक जांच पश्चात् सी०ओ० 7 बनाया जाता है । अब IPAS पद्धति लागू होने के परिणामस्वरूप सेवा निवृत्त कर्मचारियों का Leave Salary एवं GIS भी Pension Module के अन्तर्गत प्रेषित एवं पारित किया जाना है । Pension Module के अन्तर्गत उक्त बिल, बिल आहरण कार्यालय द्वारा पेंशन अनुभाग को प्रेषित किया जाना है एवं सी०ओ० 6 पश्चात् सी०ओ० 7 भी पेंशन अनुभाग द्वारा ही आन्तरिक जांच पश्चात् बनाया जाना है ताकि एकरूपता रहे ।

अतः विसमुलेधि स्तर से यह निर्णय लिया गया है कि माह अप्रैल 2014 से सेवा निवृत्त कर्मचारियों का Leave Salary एवं GIS के समस्त बिल Pension Module के अन्तर्गत बिल आहरण कार्यालय द्वारा पेंशन अनुभाग को IPAS के अन्तर्गत प्रेषित किया जायेगा एवं पेंशन अनुभाग द्वारा ही उन्हें पारित कर सी०ओ० 7 बनाया जायेगा । इस प्रकार माह अप्रैल/2014 से उक्त बिल स्थापना राजपत्रित/अराजपत्रित अनुभाग द्वारा पारित नहीं किया जायेगा ।

कृपया अपने अधिनस्थ अधिकारियों/कर्मचारियों को निर्देशित करें कि माह अप्रैल 2014 से सेवा निवृत्त कर्मचारियों के Leave Salary एवं GIS के बिलों की आन्तरिक जांच एवं तदुपरान्त सी०ओ० 7 का Pension Module पर पेंशन अनुभाग से सुनिश्चित करें ।

उपविसमुलेधि/सा०
कृते विसमुलेधि

✓ प्रतिलिपि वरिष्ठ ई०डी०पी०एम०, पूउरे, गोरखपुर को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित ।

23/12/2014
कृते विसमुलेधि

HC



पूर्वात्तर रेलवे

कार्यालय
विसमुलेधि/पेंशन
गोरखपुर
दिनांक 26.02.2014
27-02-14

सं० पेंशन / आईपास / 2014 / 510
मुख्य कार्मिक अधिकारी / प्रशासन,
पूर्वात्तर रेलवे,
गोरखपुर ।

विषय :- पेंशन माड्यूल से पेंशन संबंधित समस्त प्रपत्रों का पेंशन अनुभाग में प्रेषण ।
संदर्भ :- वरि० ईडीपी प्रबन्धक का नोट सं० EDP/Imp/RDBMS/2002/pt-iv/199
दिनांक 19.02.2014

संदर्भित नोट के द्वितीय पैरा के अनुसार तत्काल प्रभाव (दि० 19.2.2014) से पेंशन संबंधित समस्त कार्यों को Pension Module से ही लेखा कार्यालय को आंतरिक जॉच एवम् भुगतान हेतु प्रेषित किये जाने का निर्णय आपके कक्ष में दिनांक 19.2.2014 को आयोजित बैठक में लिया गया है । लिये गये निर्णय के आलोक में कृपया मुख्यालय तथा Extra Divisional units के समस्त कार्मिक अधिकारी जो पेंशन संबंधी कार्य करते हैं को निर्णय का अनुपालन सुनिश्चित करते हुए पेंशन संबंधी समस्त प्रपत्रों को पेंशन अनुभाग में Pension Module से प्रेषित करने हेतु निर्देशित करें, प्रेषण पत्र में यह प्रमाण पत्र अपरिहार्य रूप से दिया जाना चाहिए कि " पेंशन प्रपत्र पेंशन माड्यूल से ही आन्तरिक जॉच एवम् भुगतान हेतु प्रेषित किया जा रहा है । "

यह स्पष्ट किया जाता है कि उपरोक्त प्रमाण पत्र के अभाव में दिनांक 28.02.2014 के बाद पेंशन अनुभाग में कोई भी पेंशन प्रपत्र प्राप्त नहीं किया जायेगा ।

अतः कृपया अपने स्तर से बैठक में लिये गये निर्णय का अनुपालन सुनिश्चित करावें ।

उपविसमुलेधि/ संभ

प्रतिलिपि - 1. वरि० ईडीपी प्रबन्धक को उनके नोट सं० EDP/Imp/RDBMS/2002/pt-iv/199
दिनांक 19.2.2014 के संदर्भ में सूचनार्थ ।
2. वसयिस/सामान्य/पूउरे/गोरखपुर को सूचनार्थ एवं उपरोक्त
3. विसमुलेधि/निर्माण,पूउरे,गोरखपुर के अनुरूप कार्यवाही सुनिश्चित
4. सलेधि/सि०का०/गोर०छावनी करने हेतु ।
5. श्री सुधाकर प्रसाद , लेस०

उपविसमुलेधि/ संभ

27/3/14

पूर्वोत्तर रेलवे



कार्यालय
वरि.ई.डी.पी.प्रबन्धक
जोनल आई.टी.सेन्टर
गोरखपुर

सं० EDP/Impl/RDBMS/2002/Pt.-IV / 316-327

दिनांक : 13.03.2014

मण्डल रेल प्रबन्धक/विद्युत
पूर्वोत्तर रेलवे,
इज्जतनगर, लखनऊ एवं वाराणसी।
उप मु.वि.ई/कालोनी, गोरखपुर।

विषय:- आईपास के अन्तर्गत इलेक्ट्रिक मॉड्यूल में विद्युत विभाग द्वारा कार्य किया जाना।

पूर्वोत्तर रेलवे में माह नवम्बर/2013 से आईपास द्वारा पेरोल एवं अन्य माड्यूल्स पर कार्य किया जा रहा है। इसी क्रम में विद्युत विभाग द्वारा पूर्व में प्रचलित व्यवस्था जिसमें रेल आवासों में रहने वाले अधिकारियों/कर्मचारियों के द्वारा प्रयोग की जाने वाली विद्युत मीटर ई यूनिटों को आई.टी. केन्द्र को प्रेषित कर प्रचलित दरों के अनुसार विद्युत चार्ज, फिक्स चार्ज, विद्युत कर इत्यादि की गणना के उपरान्त वेतन बिल में लगाया जाता था। इस व्यवस्था में कुछ त्रुटियाँ संज्ञान में आई हैं।

आईपास में इलेक्ट्रिक मॉड्यूल की व्यवस्था है, इसके मास्टर डाटा हेतु एक्सल सीट में बिल यूनिट, पी.एफ.संख्या, नाम, पदनाम, आवास श्रेणी, आवास संख्या, कालोनी/मीटर बुक संख्या, स्टेशन Soft copy में आई.टी.केन्द्र, गोरखपुर को तत्काल उपलब्ध कराने की व्यवस्था करें। मास्टर डाटा तथा प्रचलित दरों को आईपास में लोड किये जाने के उपरान्त विद्युत विभाग द्वारा इससे सम्बन्धित डाटा को स्वयं अधिकारियों/कर्मचारियों के नाम के सम्मुख यूनिट्स का अंकन किया जाना है, ताकि सिस्टम के द्वारा प्रचलित दरों पर सभी करों की गणना कर अधिकारी/कर्मचारी के वेतन पर्ची पर उपयोग की गयी यूनिट तथा सभी प्रकार के विद्युत कर एवं विद्युत चार्ज अंकित करते हुए कटौती कर ली जाएगी।

विसमूलेधि/खाता एवं बजट

प्रतिलिपि:- निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

1. मंरेप्र./इज्जतनगर, लखनऊ एवं वाराणसी।
2. वरि.मण्डल वि. प्रबन्धक/इज्जतनगर, लखनऊ एवं वाराणसी।
3. वरि.ई.डी.पी.प्रबन्धक/लखनऊ एवं वाराणसी।

विसमूलेधि/खाता एवं बजट

पूर्वोत्तर रेलवे



सं० : EDP/Impl/RDBMS/2002/PL-IV

समस्त बिल आहरण अधिकारी

कार्यालय
वरि.ई.डी.पी.प्रबन्धक
जोनल आई.टी.सेन्टर
गोरखपुर

दिनांक : 13.03.2014

विषय :- वेतन पर्ची पर अवकाश विवरण का अंकन।

संदर्भ :- इस कार्यालय का समसंख्यक पत्र दिनांक 09.01.14. एवं अनुस्मारक दिनांक 21.02.14

उपरोक्त संदर्भित पत्रों द्वारा अधिकारियों/कर्मचारियों के वेतन पर्ची पर अवकाश विवरण का अंकन कराने हेतु एक प्रोफार्मा संलग्न कर दिनांक 01.01.14 तक विधीभित अर्जित अवकाश एवं अर्द्ध औसत वेतन अवकाश विवरण बिल यूनिट वाईज साइट कॉपी में एक्सल शीट पर जोनल आई.टी.केन्द्र, गोरखपुर को दिनांक 05 फरवरी/2014 तक उपलब्ध कराने हेतु लिखा गया था परन्तु आज दिनांक 13.03.14 तक किसी भी ईकाई से उपरोक्त सूचना इस केन्द्र को प्राप्त नहीं हुई है। इस कारण वेतन पर्ची पर अधिकारियों/कर्मचारियों का अद्यतित अवकाश अंकित नहीं हो पा रहा है। इस पर मुकाधि महोदय की सहमति प्राप्त है।

अतः इस पत्र प्राप्ति के दस दिनों के अन्दर मांगी गयी सूचनाएँ पूर्व में प्रेषित प्रोफार्मा पर साइट कॉपी में एक्सल शीट पर प्रेषित करना सुनिश्चित करायें।

इसे अति आवश्यक समझें।

संलग्नक:- यथोपरि।

प्रतिलिपि:- सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. मंरेप्र/इज्जतनगर, लखनऊ एवं वाराणसी।
2. मुकाधि/प्रशासन गोरखपुर।
3. विसमुलेधि/निर्माण, गोरखपुर।
4. मुख्य कारखाना प्रबन्धक/कारखाना गोरखपुर/इज्जतनगर।
5. उप मुकाधि/राज./अराज.गोरखपुर।
6. वमविप्र/ इज्जतनगर, लखनऊ एवं वाराणसी।
7. वमकाधि/ इज्जतनगर, लखनऊ एवं वाराणसी।
8. वकाधि/ कारखाना गोरखपुर।
9. वरि.ई.डी.पी.प्रबन्धक/लखनऊ एवं वाराणसी।

विसमुलेधि/खाता एवं बजट
13/3

विसमुलेधि/खाता एवं बजट
13/3

276/c

पूर्वोत्तर रेलवे



कार्यालय
वरि.ई.डी.पी.प्रबन्धक
जोनल आई.टी.सेन्टर
गोरखपुर

सं० : EDP/Impl/RDBMS/2002/Pl.-IV { 328-347

दिनांक : 13.03.2014

वर्माप्र/इज्जतनगर, लखनऊ एवं वाराणसी।
वर्मकाधि/इज्जतनगर, लखनऊ एवं वाराणसी।
वसविस/कारखाना गोरखपुर एवं इज्जतनगर।
सविस/सिगनल एवं पुल कार.गोरखपुर छावनी।
वकाधि/कार, गोरखपुर एवं इज्जतनगर।
सकाधि/सिगनल एवं पुल कार.गोरखपुर छावनी।

विषय:- भविष्य निधि निकासी के आवेदन पत्रों का अग्रसारण।

संदर्भ:- उप विसमुलेधि/सा. गोरखपुर का पत्रांक पी.एफ./67/623/2/भाग-V दिनांक 20.02.2014.

दिनांक 19.02.2014 को मुकाधि/प्रशासन गोरखपुर एवं वरि.ई.डी.पी.प्रबन्धक गोरखपुर की मीटिंग में यह निर्णय लिया गया है कि तत्काल प्रभाव से निर्वाह निधि से निकासी के आवेदन पत्र आईपास के पी.एफ. मॉड्यूल में भरकर एवं सक्षम अधिकारी की स्वीकृति के उपरान्त मॉड्यूल से स्वीकृत कर पी.एफ. अनुभाग को अग्रसारित किये जाएंगे ताकि उन्हें आईपास में लेखा विभाग द्वारा पी.एफ. मॉड्यूल में पारित किया जा सके।

अतः कृपया यह सुनिश्चित करें कि पी.एफ. निकासी के आवेदन पत्र सक्षम अधिकारी की स्वीकृति के उपरान्त मूल प्रति के साथ-साथ अनिवार्य रूप से आईपास के पी.एफ. मॉड्यूल के माध्यम से अग्रसारित किये जायें। तत्काल प्रभाव से जो भी आवेदन पत्र पी.एफ. मॉड्यूल के माध्यम से अग्रसारित नहीं हों उन्हें बिना पारित किये वापस कर दिया जाय।

उपरोक्त पर विसमुलेधि/खाता एवं बजट का अनुमोदन प्राप्त है।

संलग्नक:- यथोपरि।


वरि.ई.डी.पी.प्रबन्धक

प्रतिलिपि:- निम्न को सूचनार्थ प्रेषित:-

1. मरेप्र/इज्जतनगर, लखनऊ एवं वाराणसी।
2. मुकाधि/प्रशासन, गोरखपुर।
3. मु.का.प्र./गोरखपुर एवं इज्जतनगर। पुनः कार्यालय गोरखपुर, दिनांक 13/03/2014


वरि.ई.डी.पी.प्रबन्धक

IPAS-II

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पूर्वोत्तर रेलवे



कार्यालय
वरि.ई.डी.पी.प्रबन्धक
जोनल आई.टी.सेन्टर
गोरखपुर

सं० : EDP/Impl/RDBMS/2002/Pt.-IV

दिनांक : 07.04.2014

उप विसमुलेधि/सामान्य, पू.उ.रे, गोरखपुर।
वरि. मण्डल वित्त प्रबन्धक/वाराणसी, इज्जतनगर, लखनऊ।
वसविस/यांत्रिक कारखाना, पू.उ.रे, गोरखपुर, इज्जतनगर।
सविस/सिगनल कार./गोरखपुर छावनी।

विषय : IPAS/AIMS में भविष्य निधि का कार्य।

AIMS/IPAS पद्धति में माह नवम्बर/2013 से वेतन बिल पारित किया जा रहा है साथ ही भविष्य निधि से निकासी एवं समापन भुगतान का कार्य भी इसी महीने से किया जा रहा है। माह नवम्बर/2013 से पहले का डाटा जोनल.आई.टी.केन्द्रों में COBOL System में उपलब्ध था या जिसे जोनल आई.टी.केन्द्र को अन्य केन्द्रों द्वारा उपलब्ध कराया गया था, को अपलोड कर दिया गया है। वर्ष 2013-14 के भविष्य निधि खातों को बन्द करने से पहले निम्नलिखित कार्य किया जाना आवश्यक है, ताकि भविष्य निधि खाते में किसी प्रकार की त्रुटि न रह जाय।

1. वर्ष 2013-14 का प्रारंभिक एवं (Opening Balance) की जाँच कर लिया जाय।
2. मार्च-2013 से अक्टूबर-2013 माह तक के डाटा जिसे आईपास में अपलोड किया गया है, की जाँच कर लिया जाय कि किसी माह का डाटा छुट तो नहीं गया है या कोई डाटा दुबारा तो अपलोड नहीं हो गया है।
3. माह अक्टूबर-2013 के पश्चात् एम.सी.आर. के माध्यम से जमा की गयी राशि सम्बन्धित खाते में दर्ज कर दिया गया है।
4. Transfer in & Transfer out के जे.वी.(J.V.) का पोस्टिंग सम्बन्धित खाते में कर दिया गया है।
5. 2014-15 वर्ष से Transfer in (Division), Transfer out (Division) एवं Transfer in (Railway) का पोस्टिंग पी.एफ. माड्यूल में इस कार्य के लिए उपलब्ध Menu में ही किया जाय।

6. अन्तर मण्डल इकाई में से स्थानान्तरित कर्मचारी एवं दूसरे अन्य रेलवे से स्थानान्तरित कर्मचारी के लिए अलग-अलग जे.वी. (J.V.) बनाया जाय ताकि Books Reconciliation में असुविधा न हो।
7. जे.वी. इन्ट्री से पी.एफ. लेजर में पोस्टिंग सिर्फ दूसरे रेलवे से स्थानान्तरित कर्मचारियों के मामले में ही किया जाय।
8. चूँकि आईपास में कर्मचारियों के 36 माह का भविष्य निधि डाटा उपलब्ध नहीं है। अतः DLI की गणना आईपास में सम्भव नहीं, उसे मौजूदा प्रक्रिया के अनुसार ही किया जाय।
9. समापन भुगतान के मामले में कर्मचारियों के वर्ष 2013-14 के भविष्य निधि खाते का पूर्ण जाँच कर लिया जाय।

उपरोक्त कार्य प्राथमिकता के आधार पर किया जाय, ताकि वर्ष 2013-14 के भविष्य निधि खाते को समय पर बन्द कर पी.एफ. स्लिप तैयार कर वितरित किया जा सके।

यु.ए. 1/14
विसमुलेधि/खाता एवं बजट
o/c 2/14

प्रतिलिपि:- विसमुलेधि, पूर्वोत्तर रेलवे, गोरखपुर को सूचनार्थ प्रेषित।

यु.ए. 1/14
विसमुलेधि/खाता एवं बजट
o/c 2/14

28/04/14

पूर्वोत्तर रेलवे



कार्यालय
वरिष्ठ डी.पी.प्रबन्धक
जोनल आई.टी.सेन्टर
गोरखपुर

सं० : EDP/Impl/RDBMS/2002/Pt.-IV

दिनांक : 24.04.2014

समस्त बिल आहरण अधिकारी
पूर्वोत्तर रेलवे,
गोरखपुर।

97-565

विषय:- IPAS पद्धति में वेतन बिल से NPS अंशदान की कटौती।

उपरोक्त विषयगत मामले में डाटाबेस की छानबीन करने पर यह प्रकाश में आया है कि बहुत से कर्मचारियों की NPS अंशदान की कटौती उनके वेतन बिल से की जा रही है जबकि उनके डाटा में PRAN संख्या उपलब्ध नहीं है। ऐसे मामलों में कटौती की धनराशि NSDL को भेजा जाना सम्भव नहीं हो पाता है।

ऐसे सभी कर्मचारी जिनका PRAN No. IPAS में उपलब्ध नहीं है की NPS अंशदान की कटौती माह मई-2014 के वेतन बिल से PRAN संख्या आवंटित होने तक रोक दी जाय।

जिन कर्मचारियों की PRAN संख्या IPAS में उपलब्ध नहीं है/अपूर्ण है/डुप्लीकेट है, उसे तत्काल पूर्ण एवं शुद्ध कराकर IPAS में अपलोड किया जाना सुनिश्चित कराये।

इसके अतिरिक्त प्रथम नियुक्ति पर पदस्थापना आदेश जारी करते समय ही कर्मचारी द्वारा S-1 फार्म भराया जाना सुनिश्चित करने हेतु मुकाधि/प्रशासन द्वारा अलग से निर्देश जारी किये जा रहे हैं।

उपरोक्त पर विसमुलेधि एवं मुकाधि महोदय का संयुक्त अनुमोदन प्राप्त है।

विसमुलेधि/खाता एवं बजट

प्रतिलिपि:-

1. मुख्य कार्मिक अधिकारी, पूर्वोत्तर रेलवे, गोरखपुर।
2. विसमुलेधि, पूर्वोत्तर रेलवे, गोरखपुर।
3. मुकाधि/प्रशासन, पूर्वोत्तर रेलवे, गोरखपुर।

विसमुलेधि/खाता एवं बजट

288/c

पूर्वोत्तर रेलवे



कार्यालय
वरि.ई.डी.पी.प्रबन्धक
जोनल आई.टी.सेन्टर
गोरखपुर

सं० : EDP/Impl/RDBMS/2002/Pt.-IV

दिनांक : 29.04.2014

विसमुलेधि/निर्माण, पू.उ.रे, गोरखपुर।
उप विसमुलेधि/सामान्य, यातायात, वित्त, भण्डार एवं कारखाना गोरखपुर।
वरि. मण्डल वित्त प्रबन्धक/वाराणसी, इज्जतनगर, लखनऊ।
वसविस/सामान्य, स्था.अराज., भण्डार, यातायात, व्यय, पेंशन, गोरखपुर।
वसविस/यांत्रिक कारखाना, पू.उ.रे, गोरखपुर, इज्जतनगर।
सविस/स्था.राज., भविष्य निधि, खाता, बजट, क्षतिपूर्ति दावा।
सविस/सिगनल एवं पुल कार./गोरखपुर छावनी।

विषय:- वेतन बिल के अतिरिक्त अन्य प्रकार के बिलों को पारित करते समय उचित विनिधान न दिया जाना।

यह संज्ञान में आया है कि कुछ अनुभागों द्वारा वेतन बिल को छोड़कर अन्य बिलों को पारित करते समय उपयुक्त विनिधान (Proper Allocation) में खर्च को नहीं दर्शाया जाता है। ऐसी त्रुटि मुख्यतः निर्माण संगठन, सिगनल कारखाना एवं पुल कारखाना के कर्मचारियों का DCRG बिल पारित करते समय होता है। निर्माण संगठन, सिगनल कारखाना एवं पुल कारखाना के कर्मचारियों का DCRG से काटी गई अधिक वेतन एवं भत्ते के भुगतान की कटौती की राशि तथा विभिन्न अग्रिम की बकाया राशि की कटौती कर उसका क्रेडिट सम्बन्धित इकाई को Transfer Division विनिधान के द्वारा भेजा जाना चाहिए ताकि वे अपने खाते में उसे पोस्ट कर सकें। परन्तु अधिकांश मामले में Transfer Division का उपयोग नहीं किया जाता है। इसके स्थान पर Final Head में कटौती की राशि का लेखांकन किया जा रहा है। वेतन एवं भत्ते के अधिक भुगतान की कटौती की राशि विभिन्न Plan Head यथा New Line, Gauge Conversion, Doubling एवं WMS में बुक कर दिया जाता है। चूँकि इन Plan Head एवं WMS में मुख्यालय इकाई में बजट आवंटित नहीं होता है, अतः कैश बुक का मुद्रण कराते समय इन मदों के एलोकेशन को बदलकर सम्बन्धित अनुभाग के DMR, MAR में डाल दिया जाता है, जिसके कारण निर्माण एवं कारखाना इकाईयों के उच्चतम खाते के बकाया का निपटान नहीं हो पाता है साथ ही मुख्यालय में उच्चतम (MAR/DMR) में बढ़ोत्तरी हो जाती है।

विसमुलेधि महोदय ने इस प्रकार की त्रुटि भविष्य में न हो इस हेतु बिलों को पारित करते समय उपयुक्त विनिधान नहीं दर्शाने के मामले को बहुत गम्भीरता से लिया है एवं निम्न निर्देश प्रदान किया है:-

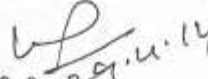
IPAS-II

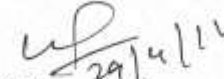
P.T.O

1. वेतन बिल के अतिरिक्त अन्य बिलों को पारित करते समय भी उपयुक्त विनिधान ही डाला जाय।
2. मुख्यालय के अलावा निर्माण एवं कारखाना इकाईयों के कर्मचारियों के DCRG एवं अन्य बिलों से काटी गई राशि हेतु Transfer Division Allocation का उपयोग किया जाय।
3. कैश बुक छपवाते समय जो त्रुटि प्रकाश में आये उसे CO7 में गलत एलोकेशन का सुधार जे.वी. के माध्यम से ही सुनिश्चित किया जाय।
4. CO7 पर सही विनिधान की जाँच सम्बन्धित अनुभाग अधिकारी द्वारा शत-प्रतिशत सुनिश्चित करनी होगी।

उपरोक्त विसमुलेधि/खाता एवं बजट द्वारा अनुमोदित है।

प्रतिलिपि:- विसमुलेधि महोदय को सादर सूचनार्थ।


वरि.ई.डी.पी.प्रबन्धक
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वरि.ई.डी.पी.प्रबन्धक
०८

AIMS/IPAS User Manual - Annexure

पूर्वोत्तर रेलवे

कार्यालय
मुख्य विद्युत इंजीनियर
गोरखपुर
दिनांक-15-05-2014

सं०वि०/६२/आवास रियायति/२४१

वरिष्ठ मंडल विद्युत इंजीनियर/साठ
पूर्वोत्तर रेलवे/
लखनऊ/ वाराणसी/इज्जतनगर/
उपमुखि/कालोनी/पूर्वोत्तर रेलवे, गोरखपुर

विषय:-आई-पास पद्धति में विद्युत उपभोगताओं द्वारा खपत की गयी विद्युत यूनिट की कटौती हेतु डाटा इन्ट्री के सम्बन्ध में।

संदर्भ:-वरिष्ठ डीपीओ प्रबन्धक का पत्र सं० EDP/Impl/RDBMS/2002/Pt.-IV/316-327
dt 13-03-2014

आई पास लागू होने के पूर्व विद्युत उपभोगताओं द्वारा खर्च की गयी विद्युत यूनिट की डाटा इन्ट्री अलग-अलग मंडलों में अलग-अलग समयान्तराल में भेजी जाती थी। गोरखपुर मुख्यालय की डाटा इन्ट्री प्रत्येक माह एवं वाराणसी मंडल में दो माह पर तथा लखनऊ एवं इज्जतनगर मंडलों में छः माह पर भेजी जाती थी। इस प्रकार अलग-अलग मंडलों की विद्युत खर्च यूनिट की डाटा इन्ट्री अलग-अलग समयान्तराल में भेजने पर सम्बन्धित आईटी केन्द्रों पर लखनऊ तथा इज्जतनगर हेतु लखनऊ आईटी केन्द्र में वाराणसी मंडल हेतु वाराणसी आईटी केन्द्र में तथा गोरखपुर स्थित सभी इकाइयों हेतु उपमुखि/कालोनी/गोरखपुर द्वारा उक्त डाटा साफ्ट कॉपी में आवास का प्रकार, निर्वाह निधि संख्या तथा माह में खपत की गयी यूनिट आईटी केन्द्र को उपलब्ध करायी जाती है जिस पर प्रचलित दरों के अनुसार फिक्स चार्ज, विद्युत मूल्य एवं विद्युत कर की गणना कर उसे कर्मचारियों के वेतन बिल से काट लिया जाता है। आई पास पद्धति किस द्वारा विकसित किया गया है जिसका सर्वर नई दिल्ली में किस के पास स्थापित है, जोकि ORACLE पर है और प्रत्येक मंडल में विद्युत विभाग के कर्मचारियों द्वारा ही डाटा पंक्ति इस पद्धति में किया जाता है।

उक्त के आलोक में पूर्वोत्तर रेलवे के अन्तर्गत आने वाले सभी मंडलों एवं उपमुखि/कालोनी को निदेशित किया जाता है कि विद्युत खपत यूनिट की डाटा इन्ट्री प्रत्येक माह में किया जाना आवश्यक है। इस कार्य के लिये यदि विद्युत खपत यूनिट के डाटा में कोई बदलाव नहीं करते हैं तो वही रीडिंग जारी रहेगी। इस कार्य हेतु मुख्यालय आईटी केन्द्र से यूजर आईडी तथा पासवर्ड प्राप्त कर लें।

सं०-यथोपरि

(नईमूल हक)
मुख्य विद्युत इंजीनियर/मुख्या
कृते महाप्रबन्धक/विद्युत

प्रतिलिपि:-निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित।

- 1-विसमुलेषि/खाता एवं बजट पूर्वोत्तर रेलवे, गोरखपुर।
- 2-वरिष्ठ डीपीओ प्रबन्धक जोनल आई टी केन्द्र पूर्वोत्तर रेलवे, गोरखपुर।
- 3-मंडल प्र०/इज्जतनगर, लखनऊ एवं वाराणसी।
- 4-वरिष्ठ मंडल प्रबन्धक/इज्जतनगर, लखनऊ एवं वाराणसी।
- 5-वरिष्ठ डीपीओ प्रबन्धक लखनऊ एवं वाराणसी।
- 6-उपमुखि/यंत्रिक कारखाना/पू०उ०रे० गोरखपुर।

SSB/PAS
C/O Shri Sampay/SE/IT
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BTS

(नईमूल हक)
मुख्य विद्युत इंजीनियर/मुख्या
कृते महाप्रबन्धक/विद्युत

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15.5.14

पूर्वोत्तर रेलवे



सं० : EDP/Impl/RDBMS/2002/Pt- IV

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कार्यालय
वरि.ई.डी.पी.प्रबन्धक
जोनल आई.टी. सेन्टर
गोरखपुर

दिनांक : 26.05.2014

मुख्य कार्मिक अधिकारी/प्रशासन, गोरखपुर।
मुख्य इन्जीनियर/निर्माण/उत्तर/गोरखपुर।
विसमुलेधि/निर्माण, गोरखपुर।
मुख्य चिकित्सा निदेशक, गोरखपुर।
मुख्य सुरक्षा आयुक्त, रेलवे सुरक्षा बल, गोरखपुर।
उप विसमुलेधि/सामान्य, गोरखपुर।
वरि.मण्डल वित्त प्रबन्धक/वाराणसी/इज्जतनगर/लखनऊ।
वरि. मण्डल कार्मिक अधिकारी/वाराणसी/इज्जतनगर/लखनऊ।
वरि.मण्डल इन्जीनियर/समन्वय/वाराणसी/इज्जतनगर/लखनऊ।
मुख्य कारखाना प्रबन्धक/यौत्रिक कारखाना, गोरखपुर/इज्जतनगर।
मुख्य कारखाना प्रबन्धक/सिगनल कारखाना, गोरखपुर छावनी।
मुख्य कारखाना प्रबन्धक/पुल कारखाना, गोरखपुर।
उप मुख्य इन्जी./गोरखपुर क्षेत्र, गोरखपुर।
उप मुख्य विद्युत इन्जी./कालोनी, गोरखपुर।
वसविस/यौत्रिक कारखाना/गोरखपुर/इज्जतनगर।
वसविस/स्थापना अराज, गोरखपुर।
सविस/सिगनल एवं पुल कारखाना, गोरखपुर छावनी।
वकाधि/यौत्रिक कारखाना/गोरखपुर/इज्जतनगर।
सकाधि/सिगनल एवं पुल कारखाना, गोरखपुर छावनी।
सकाधि/प्रेस एवं डिपो गोरखपुर।
सहायक लेखा परीक्षा अधिकारी, गोरखपुर।
सविस/स्था.राज., गोरखपुर।
कमाण्डेन्ट/रेलवे सुरक्षा विशेष बल, रजही कैम्प, गोरखपुर।

विषय : सेवानिवृत्त होने वाले कर्मचारियों का आईपास में अन्तिम बिल तैयार करने के सम्बन्ध में।

वर्तमान समय में सेवानिवृत्त होने वाले कर्मचारियों एवं उस बिल यूनिट के अन्य कर्मचारियों का वेतन नियमित वेतन बिल में ही बनाया जाता है। कर्मचारियों का नियमित वेतन बिल माह के 16 तारीख से माह के अन्तिम तिथि तक अनुमानित उपस्थिति के आधार पर बनाया जाता है जबकि सेवानिवृत्त होने वाले कर्मचारियों का अन्तिम वेतन बिल वास्तविक उपस्थिति के आधार पर तैयार किया जाना चाहिए। इस प्रकार सेवानिवृत्त होने वाले कर्मचारियों का अन्तिम वेतन नियमित वेतन बिल में तैयार किया जाना नियमानुकूल नहीं है। इस कमी को दूर करने हेतु कई यूनिटों ने इस कार्यालय से अनुरोध किया था।

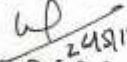
अतः यह निर्णय लिया गया है कि सेवानिवृत्त होने वाले कर्मचारियों का अन्तिम वेतन बिल नियमित वेतन बिल के साथ न बनाकर पूरक बिल के माध्यम से बनाया जाए। तदनुसार आईपास के प्रोग्राम में परिवर्तन कर दिया गया है। मई/2014 माह से सेवानिवृत्त होने वाले कर्मचारियों का अन्तिम वेतन नियमित वेतन बिल के साथ नहीं तैयार किया जा सकेगा।

आईपास में अन्तिम वेतन बिल निम्न प्रकार से तैयार किया जा सकेगा:-

1. नियमित वेतन बिल का Bill status "Initialised" अवस्था में कर लिया जाय।
2. Misc.Prog. के Last wage में Last wage Emp. Entry में Bill Unit Select कर Go बटन पर क्लिक किया जाय। तत्पश्चात् Select to save में क्लिक कर save किया जाय।
3. Last wage के Last wage Process में Bill Unit select कर Go बटन पर क्लिक किया जाय, तत्पश्चात् बिल को Process करने के बाद Forward to Supp बटन पर क्लिक किया जाय। कर्मचारियों का अन्तिम वेतन बिल Supplementary में स्वतः चला जायेगा तथा बिल नं0 जनरेट हो जायेगा, जिसे नोट कर लें।
4. अब नियमित बिल को Process करने के बाद Forward to IC किया जा सकेगा।
5. अन्तिम वेतन का पूरक बिल माह के अन्तिम तारीख को Supplementary Bill Module में तैयार कर forward to IC करना होगा।
6. अन्तिम वेतन के पूरक बिल में किसी प्रकार का परिवर्तन बिल आहरण कार्यालय द्वारा Supplementary Bill Module में किया जा सकता है।

कृपया सेवानिवृत्त होने वाले कर्मचारियों का अन्तिम वेतन तत्काल प्रभाव से उपरोक्त प्रक्रिया के अनुसार तैयार किया जाय।

उपरोक्त विसमुलेधि/खाता एवं बजट द्वारा अनुमोदित है।


वरि.ई.डी.पी.प्रबन्धक
ला० प्र०

प्रतिलिपि:- सादर सूचनार्थ प्रेषित:-

1. मुख्य कार्मिक अधिकारी पूर्वोत्तर रेलवे, गोरखपुर।
2. विसमुलेधि, पूर्वोत्तर रेलवे, गोरखपुर।

वरि.ई.डी.पी.प्रबन्धक
ला० प्र०

पूर्वोत्तर रेलवे

सं०-का/256/2/भाग-111/चार
महोदय/कार्मिक, वाराणसी, इज्जतनगर, एवं लखनऊ
मुकाप्र/कार्मिक, गोरखपुर एवं इज्जतनगर
मुकाप्र/सि० एवं बिज कारखाना, गोरखपुर
अतिरिक्त मण्डलैतार अधिकारी
सकाधि/निर्माण, बीजी, गोरखपुर
सकाधि/प्रेस एण्ड डिपों, गोरखपुर
सभी कार्मिक निरीक्षक, पूरवे

कार्यालय
महाप्रबन्धक/कार्मिक
गोरखपुर
दिनांक 23.06.2014
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विषय-सेवापुस्तिका तथा छुट्टियों का अद्यतन रिकार्ड रखने के संबंध में ।

इस रेल पर मुख्यालय एवं मण्डल स्तर पर सेवापुस्तिका एवं अवकाश खातों की समीक्षा के दौरान यह पाया गया है कि सेवा पुस्तिका तथा अवकाश खातों का रखरखाव ठीक से नहीं किया जा रहा है तथा रिकार्ड अद्यतन नहीं है ।

उपरोक्त के कम में लेखा तथा अन्य निरीक्षण में मुख्यतः निम्नांकित कमियों प्रकाश में आयी हैं :-

1. अवकाश खातों पर सक्षम अधिकारी का हस्ताक्षर नहीं है ।
2. उपलब्ध अवकाशों को डेबिट नहीं किया गया है ।
3. अवकाश खाता अद्यतन नहीं है ।
4. 'ए' कार्ड पर आवश्यक विवरण एवं सक्षम अधिकारी का हस्ताक्षर नहीं है ।
5. सेवा पुस्तिका अपूर्ण है ।

उपरोक्त पायी जा रही कमियों के कारण IPASS में अवकाश दर्ज करने तथा कर्मचारियों के सेवानिवृत्ति के समय समापक भुगतान में बाधा उत्पन्न हो रही है । सेवापुस्तिका रिकार्ड के संबंध में रेलवे बोर्ड द्वारा पत्र सं०-ई(जी)/90/एफआर1/मास्टर सर्कुलर दिनांक 26.09.90 (आर एण्ड ई 183/90) तथा छुट्टियों का रिकार्ड रखने की प्रणाली के संबंध में रेलवे बोर्ड के पत्र सं०-ई(जी)96 एवं ई 1-4 दिनांक 31.12.96 दिनांक 06.12.2000 तथा स्थानीय स्तर पर पत्र सं०-ई/256/2/भाग-111/IV दिनांक 09.09.2004 एवं सेवानिवृत्ति के समय समापक भुगतान में विलम्ब से बचने हेतु संयुक्त प्रक्रिया आदेश सं०-पत्र सं०-ई/256/2/भाग-111/IV दिनांक 08.09.2006 द्वारा निर्देश जारी किया गया है ।

सेवापुस्तिका तथा छुट्टियों का रिकार्ड रखने की प्रणाली के संबंध में रेलवे बोर्ड/स्थानीय स्तर पर जारी निर्देशों का समुचित रूप से पालन न किये जाने के कारण लेखा विभाग से विवीक्षा समय से भेदा हो पा रही है, जिसके कारण मुकाधि महोदय द्वारा जारी पत्र सं०-ई/सीपीओ/आईएस/2011 दिनांक 15.04.2013 द्वारा IPASS/AIMS के पूर्ण रूप से लामू करने की निर्धारित समय सिद्धि का पालन करने की प्रक्रिया में अवरोध उत्पन्न हो रहा है ।

सभी संबंधित अधिकारियों को एतद्वारा निर्देशित किया जाता है कि विषयांकित मागमें में उपरोक्त जारी निर्देशों का कड़ाई से अनुपालन सुनिश्चित करे एवं अद्यतन अवकाश की लेखा विभाग से विवीक्षा में सुनिश्चित कराये, जिससे IPASS में अवकाश खाता अद्यतन हो सकें ।

Shri Sampat
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Share file in IPAS
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7/7

G. M. Singh
(मुणसागर सिंह) 24.6.14
मुख्य कार्मिक अधिकारी/प्रशासन
कृते महाप्रबन्धक/कार्मिक

पूर्वोत्तर रेलवे

कार्यालय
महाप्रबन्धक/कार्मिक
गोरखपुर

सं०-का/256/2/भाग-III/चार

दिनांक 27.08.2014

सभी विभागाध्यक्ष

मरेप्र/कार्मिक, वाराणसी, इज्जतनगर, एवं लखनऊ

मुकाप्र/कार्मिक, गोरखपुर एवं इज्जतनगर

मुकाप्र/सि० एवं द्विज कारखाना, गोरखपुर

अतिरिक्त मण्डलेत्तर अधिकारी

वकाधि/निर्माण, बीजी, गोरखपुर

सकाधि/प्रेस एण्ड डिपों, गोरखपुर

सभी कार्मिक अधिकारी, पूउरे

विषय-सेवापुरितका तथा छुट्टियों का अद्यतन रिकार्ड रखने के संबंध में ।

संदर्भ-इस कार्यालय का समसंख्यक पत्र दिनांक 23/24.06.2014

संदर्भित पत्र दिनांक 23/24.06.2014 द्वारा जारी निर्देशों के कम में यह अवगत कराया जाता है कि इस रेल पर मुख्यालय एवं मण्डल स्तर पर सेवापुरितका एवं अवकाश खातों की समीक्षा के दौरान यह पाया गया है कि सेवा पुरितका तथा अवकाश खातों का रखरखाव ठीक से नहीं किया जा रहा है तथा रिकार्ड अद्यतन नहीं है ।

उपरोक्त के कम में लेखा तथा अन्य निरीक्षण में मुख्यतः निम्नांकित कमियाँ प्रकाश में आयी हैं :-

1. अवकाश खातों पर सक्षम अधिकारी का हस्ताक्षर नहीं है ।
2. उपभोग अवकाशों को डेविट नहीं किया गया है ।
3. अवकाश खाता अद्यतन नहीं है ।
4. 'ए' कार्ड पर आवश्यक विवरण एवं सक्षम अधिकारी का हस्ताक्षर नहीं है ।
5. सेवा पुरितका अपूर्ण है ।

उपरोक्त पायी जा रही कमियों के कारण I PAS में अवकाश दर्ज करने तथा कर्मचारियों के सेवानिवृत्ति के समय समापक भुगतान में बाधा उत्पन्न हो रही है । सेवापुरितका रिकार्ड के संबंध में रेलवे बोर्ड द्वारा पत्र सं०-ई(जी)/90/एफआर1/मास्टर सर्कुलर दिनांक 26.09.90 (आरबीई 163/90) तथा छुट्टियों का रिकार्ड रखने की प्रणाली के संबंध में रेलवे बोर्ड के पत्र सं०-ई(जी)96/एच ई/1-4 दिनांक 31.12.96 दिनांक 06.12.2000 तथा स्थानीय स्तर पर पत्र सं०-ई/256/2/भाग-III/IV दिनांक 09.09.2004 एवं सेवानिवृत्ति के समय समापक भुगतान में विलम्ब से बचने हेतु संयुक्त प्रक्रिया आदेश सं०-पत्र सं०-ई/256/2/भाग-III/IV दिनांक 08.09.2006 द्वारा निर्देश जारी किया गया है ।

सेवापुरितका तथा छुट्टियों का रिकार्ड रखने की प्रणाली के संबंध में रेलवे बोर्ड/स्थानीय स्तर पर जारी निर्देशों का समुचित रूप से पालन न किये जाने के कारण लेखा विभाग से विभीषता समय से नहीं हो पा रही है, जिसके कारण मुकाधि महोदय द्वारा जारी पत्र सं०-ई/सीपीओ/आईपास/2011 दिनांक 15.04.2013 द्वारा I PAS/AIMS के पूर्ण रूप से लागू करने की निर्धारित लक्ष्य तिथि का पालन करने की प्रक्रिया में अवरोध उत्पन्न हो रहा है ।

AIMS/IPAS User Manual - Annexure

इस संबंध में अवकाश लेखा तैयार करने एवं लेखा विभाग की विधिज्ञा हेतु निम्न कार्यक्रम के अनुसार कार्यवाही सुनिश्चित की जाय-

अवधि	कार्मिक शाखा द्वारा अद्यतन करने का समय	लेखा विभाग द्वारा विधिज्ञा करने का समय
प्रत्येक वर्ष की प्रथम छमाही	प्रत्येक वर्ष 31 मार्च तक	प्रत्येक वर्ष की 30 मई तक
प्रत्येक वर्ष की द्वितीय छमाही	प्रत्येक वर्ष के 30 सितम्बर तक	प्रत्येक वर्ष के 30 नवम्बर तक

सभी संबंधित अधिकारियों को एतद्वारा निर्देशित किया जाता है कि विपर्याकित मामलों में उपरोक्त जारी निर्देशों का कड़ाई से अनुपालन सुनिश्चित करे एवं अद्यतन अवकाश की लेखा विभाग से विधिज्ञा भी सुनिश्चित कराये, साथ ही लेखा विभाग राजपत्रित अधिकारियों के अवकाश खाता को अद्यतन करके विधिज्ञित अवकाश लेखा की प्रति राजपत्रित अधिकारियों को भी देना सुनिश्चित करें, जिससे I PAS में अवकाश खाता अद्यतन हो सकें।

(गुणसागर सिंह)
मुख्य कार्मिक अधिकारी/प्रशासन
कृते महाप्रबन्धक/कार्मिक

प्रतिलिपि-सभी कार्मिक निरीक्षक एवं सभी मुकाय्याधी, पूर्वोत्तर रेलवे, को उपर्युक्त निर्देशों का अनुपालन सुनिश्चित कराने हेतु।

(गुणसागर सिंह)
कृते महाप्रबन्धक/कार्मिक

पूर्वोत्तर रेलवे

कार्यालय
विसमुलेधि/खाता
गोरखपुर।
दिनांक 27.06.2014

संख्या- बीके/95/140/3/भाग X

- 1- विसमुलेधि/निर्माण, पूर्वोत्तर रेलवे, गोरखपुर
- 2- वमविप्र/पूर्वोत्तर रेलवे, लखनऊ, बाराणसी, इज्जतनगर
- 3- वसविस/कारखाना, पूर्वोत्तर रेलवे, गोरखपुर, इज्जतनगर

विषय:- वास्तविक/अनुमानित पूंजी एवं राजस्व चालू लेखा के सम्बन्ध में।

मई 2014 का वास्तविक पूंजी एवं राजस्व चालू लेखा माह एवं जून 2014 का अनुमानित चालू लेखा सम्बन्धित पूर्ण विवरणी के साथ IPAS पर ही तैयार किया जायेगा एवं मुख्यालय खाता अनुभाग को कमरा: जुलाई माह के 01 एवं 06 तारीख को प्रस्तुत किया जाना है। इसके बाद भी सभी लेख IPAS पर ही उपरोक्त Schedule पर प्रस्तुत किया जाना है।

IPAS पर वास्तविक/अनुमानित पूंजी एवं राजस्व चालू लेखा तैयार करते समय यह देखा गया कि गलत विनिधान (Wrong Allocation) की Entry I.C. Module/ J.V.Entry में हो रही है। I.C. Module में कोई भी बिल पास करते समय खर्च के सही Allocation की भी आन्तरिक जाँच शत-प्रतिशत सुनिश्चित कर ली जाय क्योंकि गलत विनिधान में बुकिंग के कारण व्यय के नियंत्रण तथा मासिक चालू लेखा पर प्रतिकूल असर पड़ रहा है। अतः सम्बन्धित लेखाधिकारी (वसविस/सविस/मविप्र/समविप्र) तथा सम्बन्धित वरिष्ठ अनुभाग अधिकारी AIMS/IPAS पर Login कर अपने-अपने LD. से बिल पासिंग/ CO7 Confirmation एवं J.V. Confirmation आवश्यक रूप से सुनिश्चित करें तथा CO7 रिपोर्ट, J.V. रिपोर्ट पर हस्ताक्षर करने से पहले यह सुनिश्चित कर लें कि खर्च का सही विनिधान (Allocation) पड़ा है। I.C. Module/ J.V.Entry में Confirmation से पूर्व Allocation Edit किया जा सकता है। Allocation सम्बन्धी किसी प्रकार की त्रुटि के लिए सम्बन्धित अधिकारी उत्तरदायी होंगे।

IPAS पर वास्तविक/अनुमानित पूंजी एवं राजस्व चालू लेखा तैयार करते समय सम्बन्धित लेखा इकाई के खाता अनुभाग द्वारा AC BOOKS MENU में निम्नलिखित प्रक्रिया अपनायी जानी चाहिए:-

1. Journal/ Trial Balance की रिपोर्ट की जाँच अवश्य कर ली जाय।
2. Revenue/Capital Ledger का data refresh कर Report generate करें तथा Ledger में यदि कोई सुधार आवश्यक है तो उसे Sr.EDPM.GKP/CRIS,NDLS से शत कर तत्काल ठीक करा लें।
3. Contra J.V. अवश्य generate कर लें।
4. Actual/Approximate Account के साथ भेजे जाने वाले सभी Schedule/Annexures की राशि की सत्यता की जाँच अवश्य कर लें।
5. Actual Account के लिए Actual/ARD detail में आवश्यकतानुसार Allocation में ही राशि Entry कर Save करें।

6. Approximate Account के लिए Approximate Account detail में सम्बन्धित वर्ष/माह/इकाई में अनुमानित समायोजन योग्य राशि का सम्बन्धित Allocation में Dr./Cr. Entry कर Save कर लें। पुनः अनुमानित बालू लेखा रिपोर्ट Open करने से पूर्व Refresh data कर के ही Report generate करें।

विसमुलेधि/वित्त एवं सा0

संख्या- बीके/95/140/3/भाग X

दिनांक 27.06.2014

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रस्तुत:-

- 1- उपविसमुलेधि/सामा0,यातायात, एवं कारखाना एवं भंडार, पूर्वोत्तर रेलवे,गोरखपुर।
- 2- Sr.EDPM/जोनल आईटी सेंटर, पूर्वोत्तर रेलवे,गोरखपुर।
- 3- वसविस/सविस,यातायात,व्यय, भण्डार,निर्वाह निधि, पेंशन, स्था0राज0, स्था0अराज0, क्षतिपूर्ति।
- 4- मुख्य परियोजना इंजीनियर/CRIS चाणक्यपुरी, नई दिल्ली।

विसमुलेधि/वित्त एवं सा0

विषय:- सीयूजी बिलों से सम्बन्धित संशोधित संयुक्त प्रक्रिया आदेश संख्या 1/2014

क्षेत्रीय रेलवे मुख्यालय एवं सभी मण्डलों तथा निर्माण संगठन सहित कारखाना इकाईयों में सीयूजी योजना के अन्तर्गत मेसर्स एयरटेल द्वारा कनेक्शन लिए गये हैं तथा सभी अधिकारियों एवं आवश्यक कर्मचारियों को प्रदान किये गये हैं जिनके बिलों का भुगतान एवं अनुमेय राशि से अधिक राशि की कटौती मुख्यालय स्तर पर पूर्व में जारी संयुक्त प्रक्रिया आदेश संख्या 01/2007 (छाया प्रति संलग्न) के अनुसार सिगनल विभाग द्वारा किया जाता है। संयुक्त प्रक्रिया आदेश का सभी विभागों द्वारा पालन न करने एवं वर्तमान में वेतन बिलों से सम्बन्धित समस्त कार्यवाही आईपास पद्धति के द्वारा ऑनलाईन कराये जाने के आलोक में जारी प्रक्रिया आदेश के स्थान पर संशोधित प्रक्रिया आदेश संख्या 01/2014 जारी किया जाता है, जिसके अनुसार भुगतान एवं अनुमेय राशि से अधिक राशि की कटौती हेतु निम्नलिखित प्रक्रिया अपनाई जाएगी जो कि माह जून 2014 (सीयूजी बिल की अवधि 05.04.2014 से 04.05.2014 एवं आगे के बिलों हेतु) से प्रभावी होगी।

1. एयरटेल द्वारा सीयूजी बिल प्रत्येक माह की 18 तारीख तक प्रेषित किये जाते हैं। सिगनल विभाग द्वारा सभी सीयूजी मोबाईल कनेक्शनों का बिल एयरटेल से प्राप्त कर सत्यापन एवं स्वीकृत किया जाएगा। इसके अतिरिक्त विभागवार आबंटित सीयूजी नम्बरों के आधार पर विभागवार लेखाशीर्ष को कितनी राशि बुक करना है, इसकी सूची बनाकर लेखा विभाग को भुगतान हेतु प्रत्येक माह की 25 तारीख तक प्रेषित किया जाएगा। लेखाशीर्ष की सूचना सभी विभागों द्वारा सिगनल विभाग (मुख्यालय में मसिदूई/टेली गोरखपुर एवं मण्डलों हेतु वमसिदूई) को देना सुनिश्चित किया जाएगा।
2. लेखा विभाग द्वारा सत्यापित एवं स्वीकृत समेकित बिलों एवं संलग्न विवरणियों की जांच कर निर्धारित समय-सीमा के अन्दर बिलों को पारित कर दिया जाएगा।
3. लेखा विभाग द्वारा बिलों को पारित करने के बाद सम्बन्धित विभागों/इकाईयों की राशि की जांच कर उन विभागों/इकाईयों को अन्तरण प्रमाण पत्र सविस्तार जारी किया जाएगा। सभी सम्बन्धित लेखा इकाईयों को इन डेबिट्स को बिना किसी आपत्ति के तत्काल स्वीकार कर आवश्यक लेखांकन करना होगा।
4. समेकित बिल लेखा विभाग को प्रेषित करने के बाद सिगनल विभाग द्वारा विभागवार कटौती विवरण बनाकर सम्बन्धित विभाग/इकाई के नामित नोडल अधिकारी/कर्मचारी को 25 तारीख तक सत्यापन हेतु सुपुर्द किया जाएगा।
5. विभागों को प्राप्त सीयूजी नम्बरों के आबंटन की अद्यतन सूचना सम्बन्धित विभाग के पास ही रहती है अतः सम्बन्धित विभाग द्वारा उस इकाई/विभाग को प्राप्त सीयूजी नम्बरों हेतु निम्नलिखित कार्यवाही की जाएगी :-

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- * सिगनल विभाग द्वारा प्रेषित कटौती विवरण के अनुसार सीयूजी आवंटन की जांच कर उपयोगकर्ता के सभी विवरण का सत्यापन जैसे अनुमेय राशि से अधिक राशि की कटौती, कर्मचारी आईडी, भ0नि0सं0 एवं बिल यूनिट, नोडल अधिकारी/बिल आहरण अधिकारी द्वारा किया जाएगा। सत्यापन के उपरान्त संशोधन यदि कोई हो को इंगित करते हुए कटौती की सूची बिल आहरण अधिकारी के हस्ताक्षर से सम्बन्धित इकाई के सिगनल विभाग को अगले माह की 05 तारीख तक वापस करना सुनिश्चित की जाएगी।
 - * वसूली विवरण की एक प्रति सिगनल विभाग द्वारा लेखा विभाग को निगरानी हेतु जारी की जाएगी।
 - * अधिकारियों एवं कर्मचारियों के सेवानिवृत्ति/स्थानान्तरण/पद परिवर्तन की दशा में सम्बन्धित अदेयता प्रमाण पत्र जारी करना तथा अन्य आवश्यक कार्यवाही (अधिकारियों को जारी द्वितीय/स्पाउस सिम जो उनके मूल सिम से लिंकड रहते हैं, का भी स्थानान्तरण/सरेंडर) उसी विभाग/इकाई द्वारा की जाएगी जिस विभाग/इकाई का अधिकारी/कर्मचारी है। इसकी एक प्रति सिगनल विभाग को भी भेजना सुनिश्चित की जाएगी।
 - * सीयूजी नम्बरों को रेलवे बोर्ड की नीति के अनुसार आवंटन की जिम्मेदारी विभाग/इकाई के नोडल अधिकारी की होगी तथा उसके प्लान परिवर्तन एवं अन्य देय सुविधाओं हेतु पत्राचार उनके माध्यम से ही की जाएगी। स्थानान्तरण, पद परिवर्तन एवं सेवा निवृत्ति की दशा में अधिकारी/कर्मचारी से सिम प्राप्त करने की जिम्मेदारी सम्बन्धित विभाग के नोडल अधिकारी की होगी जिस विभाग का सीयूजी है।
 - * सभी विभाग/इकाई के नोडल अधिकारी द्वारा सीयूजी आवंटन परिवर्तन की सूचना पूर्ण विवरण (नाम, पदनाम, भविष्य निधि संख्या, आई डी, बिल यूनिट, सीयूजी प्रदान करने की तिथि) के साथ सिगनल विभाग (मुख्यालय हेतु मसिदूई/टेली गारेखपुर एवं मण्डलों हेतु वमसिदूई) को अविलम्ब दी जाएगी अन्यथा गलत कटौती की सम्भावना से इन्कार नहीं किया जा सकता। ऐसी स्थिति में अनुमेय राशि से अधिक राशि की उपयोगकर्ताओं से वसूली अथवा गलत व्यक्ति से कटौती हेतु वह विभाग/इकाई पूर्णतः उत्तरदायी होगा जिस विभाग का सीयूजी नम्बर है तथा जिसे उसने सम्बन्धित माह हेतु सत्यापित किया है।
- सिगनल विभाग द्वारा सभी इकाईयों/मण्डलों में सिगनल विभाग के ही दो कर्मचारियों को सीयूजी की कटौती से सम्बन्धित उपरोक्त प्रक्रिया के उपरान्त प्राप्त सूची को आईपास/एम्स के सम्बन्धित स्क्रीन/पेज पर अपलोड करने हेतु नामित किया जाएगा जिन्हें इस कार्य के लिए यूजर आईडी एवं पासवर्ड जोनल आई.टी.केन्द्र गोरखपुर से आवंटित किया जाएगा। 05 तारीख तक सम्बन्धित विभागों से प्राप्त सत्यापित कटौती

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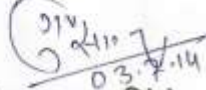
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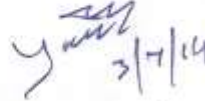
IPO Signal

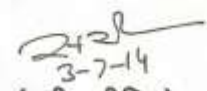
विवरण को आईपास/ए.आई.एम.एस. पर उस माह की 10 तारीख तक अपलोड करने की जिम्मेदारी इन्हीं नामित कर्मचारियों की होगी। 05 तारीख तक सत्यापित कटौती विवरण प्राप्त न होने की दशा में सिगनल विभाग द्वारा कटौती की कार्यवाही उपलब्ध विवरण के आधार पर कर दी जाएगी। आईपास के इनके पेज पर वेतन बिल पारित होने के उपरान्त सीयूजी की कटौती की सूची भी इनके मिलान हेतु उपलब्ध होगी। सेवानिवृत्ति या स्थानान्तरण के कारण यदि कोई कटौती लम्बित होती है तो सिगनल विभाग द्वारा उसकी सूचना एवं कटौती विवरण सम्बन्धित विभाग के नोडल अधिकारी एवं कार्मिक विभाग को दी जाएगी। उक्त कटौती करने की जिम्मेदारी सम्बन्धित विभागीय नोडल अधिकारी एवं कार्मिक विभाग की होगी।

7. सभी सीयूजी उपयोगकर्ताओं को एयरटेल की वेबसाइट <https://www.airtel.in/myaccount> पर पंजीकरण के उपरान्त अपने बिल से सम्बन्धित समस्त सूचनाएं उपलब्ध होंगी जिसके लिए अपनाई जाने वाली प्रक्रिया अलग से संलग्न की जा रही है।

संलग्नक :- यथोपरि।


(गुण सागर सिंह)
मुकाधि/प्रशा.


(प्रवीण कुमार अग्रवाल)
विसमुलेधि/वित्त एवं सा.


(समीर दीक्षित)
मुख्य संचार इन्जी.

प्रतिलिपि:- निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

1. सभी प्रमुख विभागध्यक्ष, पूर्वोत्तर रेलवे, गोरखपुर।
2. म.रे.प्र. पूर्वोत्तर रेलवे, इज्जतनगर, लखनऊ एवं वाराणसी।
3. वरि.ई.डी.पी.प्रबन्धक, पूर्वोत्तर रेलवे, गोरखपुर
4. वमविप्र पूर्वोत्तर रेलवे, इज्जतनगर, लखनऊ एवं वाराणसी।
5. वमकाधि पूर्वोत्तर रेलवे, इज्जतनगर, लखनऊ एवं वाराणसी।
6. वमसिदूर्ह, पूर्वोत्तर रेलवे, इज्जतनगर, लखनऊ एवं वाराणसी।
7. मु.का.प्र.(यांत्रिक/सिगनल/पुल) पूर्वोत्तर रेलवे, गोरखपुर।
8. मु.का.प्र. (यांत्रिक) पूर्वोत्तर रेलवे, इज्जतनगर।

Annexure

1A (2A)

Airtel Bill on Internet -

- Open the website Airtel.in
- Click on **Login** button under **My Account** option.
- Select **Postpaid** option.
- Enter your Airtel CUG Mobile No & click **Submit** button.
- Enter your password. If you don't have the login password, OTP (One time password) will be received in your mobile. Just enter it.
- After logging in Click **View Bill** button.
- select the bill period in the page.
- Select the Detailed Charge Statement, Roaming Calls Statement or Itemized Calls Statement, to view your bill accordingly.



IPAS IMPLEMENTATION TEAM



IPAS GROUP AWARDED BY GM/NER