



"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."

<u>Mahatma Gandhi</u>



के० के० अटल महाप्रबन्धक 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



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.

(K.K.Atal) 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.

> S.M.N.ISLAM CHIEF PERSONNEL OFFICER

ब्रेजेन्द्र कुमार (आई.आर.ए.एस.) वित्त सलाहकार एवं मुख्य लेखाधिकारी BRAJENDRA KUMAR (IRAS) F. A. & C. A. O.





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) F A & C A O



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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 <u>aimsner@gmail.com</u>. Areas of working under implementation are not covered so far and will be added soon.

(Praveen Kumar Agarwal) F.A. & C.A.O. / F & G विद्या विकास श्रीवास्तव (आईआरएएस) वरि.ई.डी.पी.प्रबन्धक V.V.Srivastava (IRAS) Sr.E.D.P.Manager



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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 <u>almsner@gmail.com</u>.

The AIMS Implementation team led by Sri P.K.Agarwal, F.A.&.C.A.O./F&G, comprises Sri C.S.L.Karn, 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. Suvastava

(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

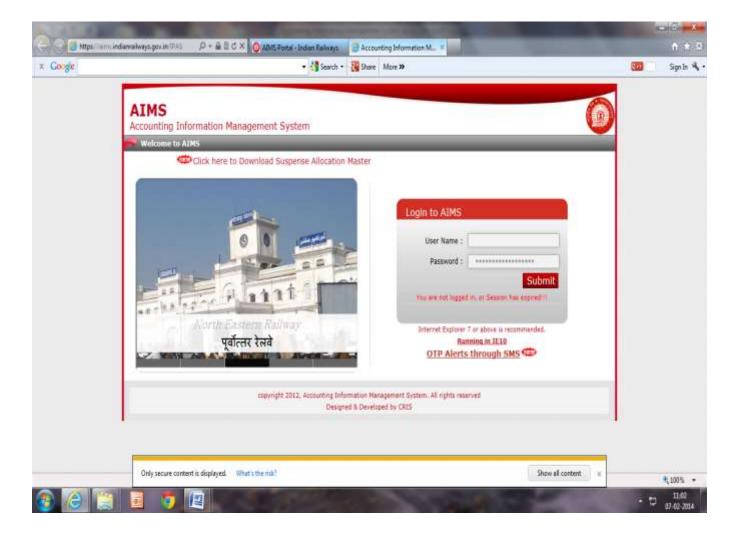
- 1. Operating System should be at least Windows 98 or Above
- 2. Edit Plus Text Editor should be installed.
- 3. Adobe Acrobat Reader or Adobe PDF Plug in should be installed
- 4. Printer should be installed (if user intends to print any document)
- 5. Web Browser should be Microsoft Internet Explorer 7 ker 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 <u>https://aims.indianrailways.gov.in</u> 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.

	Indian Railways Accounting Information Managem	nt System Portal Home (About us (Do	cuments (Implementation Timeline (Contact us	
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				2

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

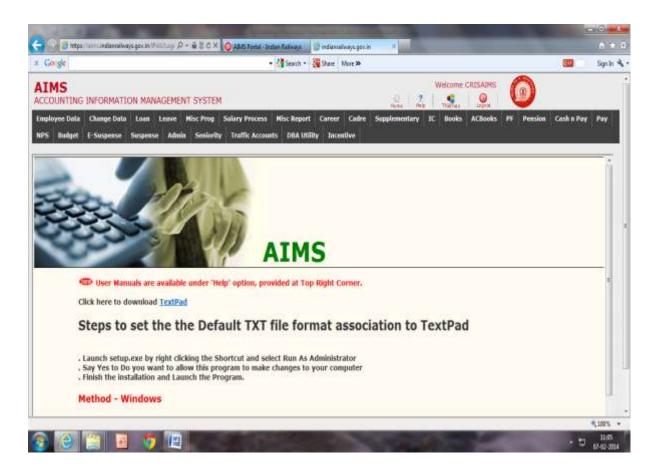
information's for users. Also displays time to time, any message related to application for users on the behalf of Administration



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.
- 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.

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	Old Password		
	Confirm Password Change Password		
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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.

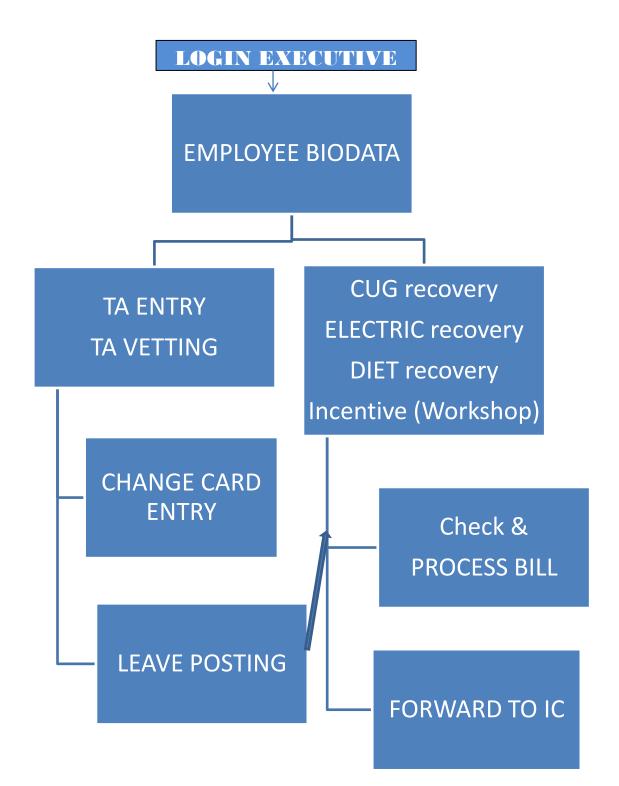
(C) Provident fund (Accounts)

- 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.

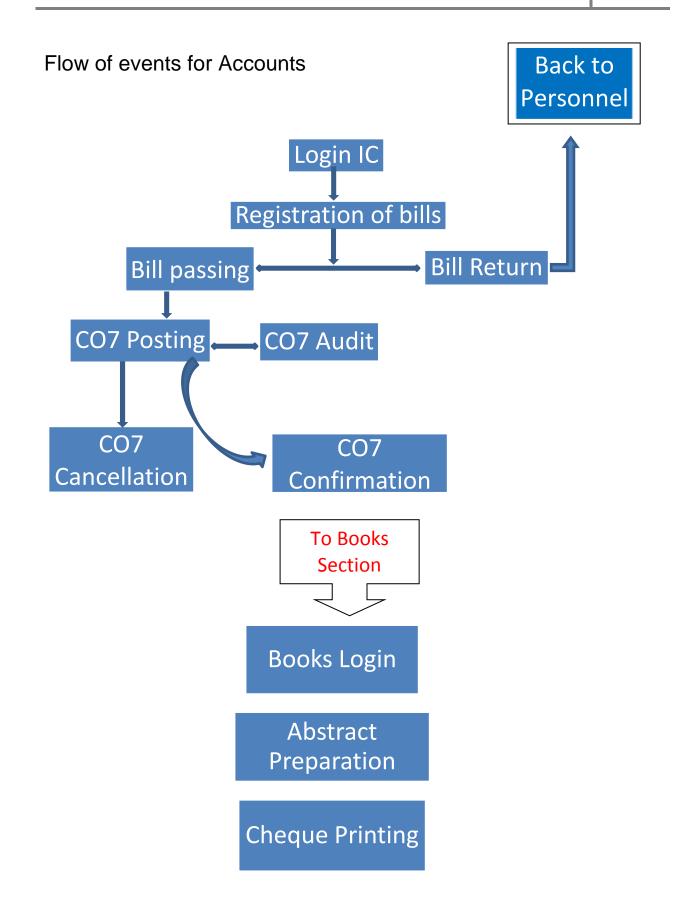
Role of Data Base Administrator (DBA)

- 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.



NORTH EASTERN RAILWAY GORAKHPUR Page 9



NORTH EASTERN RAILWAY GORAKHPUR Page 10

Employee Data \rightarrow

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)

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

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	Nationality	[balaci Drul]	1	Community	(Issue Gree)	191	theligion	[[Balest Dive]	041			
	Rect.Category	(Select Ora)	193	Appl/Recht Source	Stelect One	1	Appt Authority					
	Appt.Raibway	[Select Dru]	101	Appt. Department	(Selet One)	101	Appt. Disiston	[Select One]	1			
	Appl. Office	[(talact Dra.]		Appt. Status	(Seat Gra)	(v)	If CL/EX Service					
	Desig on Appt	0										
	Appl. Paythenel	[Select Grie]	191	Appt, GradePay	[Selat Gre]	(M)	Appt. Scale					
	Medical Code	[Select One]	1921	Which Queta?	[Seat 0 w]	(¥)	HOER Class (Rost)	[[Selact One]	1941			
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	Edu Qual On Appt			007/10/2020/00		1.201						
	Off.Order Pile No	-		Off, Order Deta	-		Place Of Birth					
	30 Hark 1											

NB :* Mark indicates Compulsory field .

The late	Description
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

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	- Carbonice Ammunication Contraction Contraction Contraction	
<u>Dətə</u> Iəl	nployee Details >	
	Existing Employee	
	ension Acc. No	
	nployee No* D006800 🖉 Short Name* SAUGAY SRIVASTAVA OSPC 💽 6 PC	
	Autation [#] SIL V First Name# : SALLAV Middle Name SUN Sur Name SKINASTANA	
	t/Hus.Name SFERX SROVESTANA Fath./Hus. Alive?	
	te of Birth* 19(16/1555 🔄 Date of Appt.* 194/11/1991 📑 Sex* Main 💌	
	tionality INCOAN 👽 Community CENERAL 🔽 Religion FEMOLOSK 🔽	
	ct.Category GBIL V Appt/Rectt Source RES V Appt Authority FABLAQ/NEP/BIP	
	pt.Railway NEX 👽 Appt. Department ACCOUNTS 🔍 Appt. Division KERHQ 💌	
	pt. Office HQ ACCOUNTS 💽 Appt. Status PERMANENT 🔽 If CL/EX Service	
	sig on Appt Aczeo Direc	
	pt. PayBand [Select One] V Appt. GradePay [Select One] V Appt. Scale	
	dical Code [Select One] V Which Quota? [Select One] V HOER Class (Rost) [Select One] V	
	e Job Trn.	
	u Qual On Appt (BRADUATE	
	Lorder File No Off. Order Date Place Of Birth ETANH	

NORTH EASTERN RAILWAY GORAKHPUR Page 15

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Budget E	Suspense Suspense Admin Seniority Traffic Accounts DBA Utility Incentive
ee Data	Employee Details >
onal	Existing Employee
	Appcintment Personal Conner Job Pay Raides
	Pension Acc. No
	Employee No* D0005000 Short Name* SAULAY
	Employee No." b0005000 Short Name." SAUAY SRIASTANA
	Marital Status MHRSTED V Blood Group 4- V Ticket No
	PAN AX2557220P PRAN Number DOO Number [Select One]
	RUID 6460.28
	PERMANENT ADDRESS
	Address1 SURFITL HAD. 1271, SECTOR 16
	Address2 DOBA.INGR
	City LLCINDV PinCode 22505 State UTIAR RADESH V
	PRESENT ADDRESS Address1 Burgslov No 460, RPF Reserve Lines, Top. City Palace
	Address1 Durgstari
	City Borskipur PinCode 273001 State UTTAR PANDESH
	Email Englisheet Fax Phone Number 975484030
	All Dates in ddimmlyyyy format Best Gear

The Following table gives a brief description of Personal Page:

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

NB :* Mark indicates Compulsory field

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

	inge Data Louin Luawi. Hisc Prog. Salary Process. Hisc Report. Career. Cadrie. Supplementary. IC. Il Inspense. Suspense. Admin. Senimity. Traffic Accounts. DBA Utility. Incentive.	100ks ACBooks IV Pension Cash(STN) Pay
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	Ereplayes Status FEMALET S Pasting Status SUDALE S Service Status* Status* Service Status* Ser	
	Ratirement Date" : 20.00 2020 If Deputation or Minarch	

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

Fields	Description
Subst. Designation*	EnterSubst. 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.

NB :* Mark indicates Compulsory field .

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

e Deta Irial	Employee Details + Existing Employee Existing Employee Existing Employee Existing Employee Existing Employee
	Pensien Acc. No Employee No* 0000000 Short Name* SANAN SEMASTANA O SPC * 6 PC
	GradePay" (400 V PayBand" (982(9300-5600) V PayRate (Rs.)* 21418
	Bank Code* INCODED International Code Internatinget Code International Code
	Transport DECLATION FROM DATAONE Accommodation" : QUATER V Date of Discrement"
	All Dates in dismonyyyy format

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
Accomodation*	Select Accomodation
Date of Increment*	Enter Date of Increment

player Data Personal	Qualification +	R, 60							
	Hame SANDAY SRD	ASTAVA	Designation	DUNDOR EMGINEER (F	ŋ/_				
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	Qualification	car of Passing 1	Class Grade	Hedal Recieved	At homing line	e7			
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	D PG DCA		1988	(#):		0180	8		
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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

ante [A.	ne A.K.CHOUDHURY			Designation	JUNIOR	ENGINEER-1	(BRIDGE)	1	
cademic Qual	ficat	ion 1							
Qualificatio	·	Year of Passing	Clas	ss Grade	Medal	Recieved	At Joining	lime?	
BSC	¥	1983					2		
Qual	ficat	3	tation		/ Profe			al Quali	fication →
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Qual	ficat	ion Speciali	tation	Technical Employee I Qualifica Specializ	/ Profe	69644 BSC (EHC COMPUT	Additiona Name A	al Quali	fication →

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

 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.

mployee Data	Change Data	Loan Lea	-	sc Prog Salary Proc	ess Misc Report	Caroer	Cadre S	iupplemen	tary IC Books ACBo	oks PF Pension	Cash(STN) I
vPS Audget E	Suspense Su	espense A	dmin	Seniority Traffic A	ccounts DRA Utility	Inci	mtive	1992			0.1017/17/00/11 14
mailwee Data	Nomina	tion Det	ails)	0							
Personal											
	Employee N	le. 10006330		0							
	Name	TANNAY SRID	ASTANA	Father/Hus name [50]	B K SRIVESTAVA	_	-1				
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	CIR	1	1	Granuity						5	
		27-984	e? Cap		Relation		008	%age	Address BUNGALOW NO 460 DURGABA	Primary/Secondary	
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					Select	- X:	18421335	104/6	Doutlierthis un son traininge	PRIMARY V	
			H		Select-	19				PRIMARY	
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			1.61	17.		1000	-	and the second second		1.	

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.

Provee Data Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN) Budget E-Suspense Suspense Admin Senior/by Traffic Accounts DBA Utility Incentive Incentive	MS OUNTING IN	FORM	ATION /	MANAGEMEN	TS	YSTEM					2 2	come Ci				
Summit Employee Ne CODECOC State of Birth SI No Relation Code Sex Relation Rame Date of Birth 1 WIFE P HEDHI SHDRESTAVA HU/97/1974 2 SON M SAMEDHYA 80/09/1997 3 DALCONERS P SAMEDHYA 18/02/1000													and the second second	PF Pension	Cash(STN)	Pa
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2 50M M SAARDHYA 67/08/1997 3 DAMORTER P SAMORT 19/02/1998			SI No	Relation Code	Sex	Relation Name	Date of Birth									
C 3 23445HES F 54465HI 39/92/1000		0	1	WIFE		NIDHI SRIVASTAVA	81/97/1974									
		0	X S	SON		SAAADHYA	87/89/1997									
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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.

	Save Cuncel
Date of Birth	07/07/2000
Relation Name	DEEPIKA CHAUDHRY
Sex	P .
Relation Code	DAUGHTER

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

LIMS	DN MANAGEMENT SYSTEM	
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Bunge Data Otange Data Entry	Change Card Entry >	1
CUG CHARGES ENTRY CarrentMonth(All Emp.) 80 Wise Running BU Wise Running Step Society-Loan OT Entry	Emp No: 1000000 @ Emp Name: SANJAY SRIVASTAVA OProjection Creport	
	Bill Unit: 01067 Desig Nation : #(11) Department: ACCOUNTS	
	Query: ED Code Thisfee	
	Current Details	
Stop Other Loen BU Wise F07- N07- H0UR LDSS	ED Code ED Particulars PayPeriod Amount Rof/Policy No Rof Period ProcessPeriod Delete	
	Add there SAVE. GEAR	

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.

mployee Data Change Data Loan Leave Hisc Prog Salary Process His	OVCERSION OF THE PARTY OF THE P	n nil nil an 💙
'S Budget E-Suspense Suspense Admin Seniority Traffic Accounts	Report Career Cadre Supplementary DBA Utility Incentive	IC Books ACBooks PF Pension Cash(STN) Pi
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	Add Story SAVE CLEA	AN

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
То	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

Howee Data Change Data Loon Leave Misc Prog Salary Process Misc Report Career Cadre Supplementary 1C Books ACBooks PF Pension Cash(STN) Pr Budget E-Suspense Sospense Admin Seniority Traffic Accounts DBA Utility Incentive Traffic Accounts DBA Utility Incentive Traffic Accounts DBA Utility Incentive Traffic Accounts DBA Utility Incentive Traffic Accounts DBA Utility Incentive Traffic Accounts DBA Utility Incentive Traffic Accounts DBA Utility Incentive Traffic Accounts DBA Utility Incentive Traffic Accounts DBA Utility Incentive Traffic Accounts DBA Utility Incentive Traffic Accounts DBA Utility Incentive Traffic Accounts Traffic Accounts DBA Utility Incentive Traffic Accounts DBA Utility Incentive Traffic Accounts Traffic Accounts DBA Utility Incentive Traffic Accounts Traffic Accounts DBA Utility Incentive Traffic Accounts <	COUNTING INFORMATIO	IN MANAGEMENT SYSTEM	Welcome CRISAIMS
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a Was Mutiple Allocation op Society-Loan I Entry op Other Loan Was MOT-NOT-HOUR LOSS ED Code ED	urrentMonth(All Emp.)	Bill Unit: 01067 Desig Nation : JE(IT) Department:	ACCOUNTS
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	top Other Loan	ED Code ED Desc. From Date To Date Carser Type Designa E0010 PAY 01/07/2013 05 0	

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

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koyee Data Change Data Budget E-Suspense	Loan Leave Misc-Prog Salary Process Misc-Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN) Pi
nge Data	Change Card Entry +
tange Data Entry JG CHARGES ENTRY	Emp No: 12006220 D Emp Name: SAKJAY SRIVASTAVA
CurrentMonth(All Eng.) BU Wae Running BU Wae Huftigle Allocation Stop Society-Loan OT Entry Stop Other Loan BU Wise FOT- MOT- HOUR LOS	Bill Unit: 01067 Desig Nation : JE(TT) Department: ACCOUNTS
	Query: ED Cade Display
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	AND NUME SAVE CLEAR

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.

IMS COUNTING INFORMATIC	IN MANAGEMENT SYSTEM
	Loan Leave Misc.Prog Salary Process Misc.Report Career Cadre Supplementary IC Books ACBooks PF Pension Cash(STN) Pa Suspense Admin Seniority Traffic Accounts DBA Utility Incentive
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Change Data Entry CUG CHARGES ENTRY CurrentRonth(All Emp.) BJ Wise Running	Emp No: 10006000 Projection Report
	Bill Unit: D1067 Desig Nation : JE(TT) Department: ACCOUNTS Query: ED Code Insurance I
top Societo-Loan IT Entry top Other Loan IV Wise POT- WOT- HOUR LOSS	Current Continuous Payrete Running Details Pay Period 201403 Allowances in DAYS NHA
	Fare

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

Fields	Description
КМА	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

IMS COUNTING INFORMATIC	IN MANAGEMENT SYSTEM	
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Change Data Change Data Entry OUG OHARGES 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	Change Card Entry >	
	Emp No: 10005000 Z Emp Name: SANJAY SRIVASTAVA	
	Bill Unit: 01067 Desig Nation : JE(IT) Department: ACCOUNTS	
	Query: ED Code Display	
	Current Continuous Payrata Loan Running Alocation	
	Allocation Details	
	From Date To Date EstimatesNo Allocation Del Close	
	SAVE CLEAR	

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.	

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Salary Slip for : Mars	ch-2014 NO8	RTH EASTERN RAILW	AY/ GORAKHPUR					
Department: ACCOL								
Bill Unit : 01067								
PF NO: 10006100	TKT NO:***	BILL DESC + DAV	BILL OF ZONAL IT CEN	TRE STATIO	N-CKP			
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Basic pay: 23410								
Duty Days: 31								
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NORTH EASTERN RAILWAY GORAKHPUR Page 36

CHAPTER -Loan

Background

List of Activities in this module are \rightarrow

- 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 crieteria.
- 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.

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Registration→

Below screen is used for loan registration of an employee.

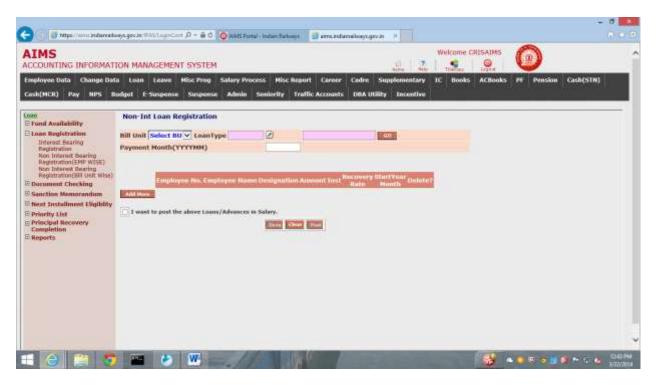
In this page employee no & loan type is selected and then Enter Cost of item if necessary. Press Save button for registration .When Go button is pressed, and then all details of that loan will come if data is entered before.

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Non Interest Bearing Registration \rightarrow

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 Ioan 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 \rightarrow

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.

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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.

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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.

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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 Ioan comes. Here User has to Select Employees by tick marking. Then According to Funds available & Admin Policy, He / She may Sanction / Rejection / Defer

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NORTH EASTERN RAILWAY GORAKHPUR Page 41

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.

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CO6 Registration→

Following screen shows CO6 registration of Loan Registration

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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.

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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.

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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.

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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
Commuted	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.

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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

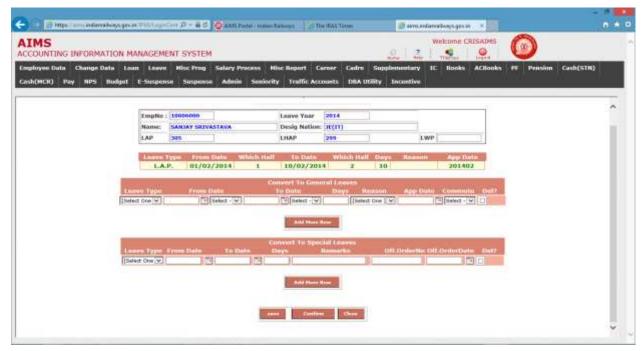
Cancellation

This screen is provided to cancel any Leave already entered.

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Leonie Cancel		LINAP	10				
Centim Old Postings LeaveExceptEntry	Leave Type From Date Which H						

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

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MISC.PROGRAM (TA)

Background

Activities Covered In this Module is as below \rightarrow

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

Journal Entry \rightarrow

Select Month Year and Bill Unit and press Go.

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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.

▼ I have saved all the entries and want to confirm them	
	Save Clear Confirm
Click Confirm to finally save the particular employee's TA/C	contingent details and those particular

Vetting New→

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

employees will not appear in the above list for TA/Contingent details entry.

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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.

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

Return Complete Bill

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

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 \rightarrow

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.

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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 regulerised 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.

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

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- 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.

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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.

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- 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 \rightarrow

- 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

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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 ..

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Following table gives a brief description of Children Master Page.

Fields	Descriptions
Emp No	Select Emp No
Financial	Select Financial Year, then press 'Go' button to see employee details. When 'Children
Year	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	Displays Child Name
Edcode	Select Type of Fees, Then in Financial Year month wise, User can Entered Fees.

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CHAPTER -DA Arrear

Background

Initialize \rightarrow

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.

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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.

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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 \rightarrow

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.

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NORTH EASTERN RAILWAY GORAKHPUR Page 65

Report-

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

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CHAPTER -Electricity

Background

Activities Covered In this Module are as Below \rightarrow

- 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 .

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		Salary Process Misc Repo se Admin Seniority Tra	oplementary 1	The local division of	Statement of the local division of the local	nsion Cash(STN)
Electric	ity Master Entry					
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Education	Quarter Colony :	[Select One] v		2 This Page	is Auto Saved In Ev	very 5 Minutes
ne Tax	Quarter Type :	[Select One]		³ Interval.		
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Compensation rear SrLNo Q ceRecord Add for r 25% rs ricity Case Encash correction Xata Upioad ataPost2Salary	No No No	e Employee Meter No 1 Sta Nane 1	 Is House Lack?	Allow Heter Reading	Is (ter Destroyed	

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 \rightarrow

Following Screen Shows Electricity Transaction Detail Information.

replayer Data Cha	RMATION MANAGEMENT SYSTEM	Salary Process Misc Report Car	er Cadre Supplementary	12. Books AClinsks PS Pens	sinn Cash(STN)		
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isc 90	Electricity Transactions						
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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 \rightarrow

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

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E LeaveEncash E Data correction		
Misc Data Upload MiscDataPost2Salary		

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

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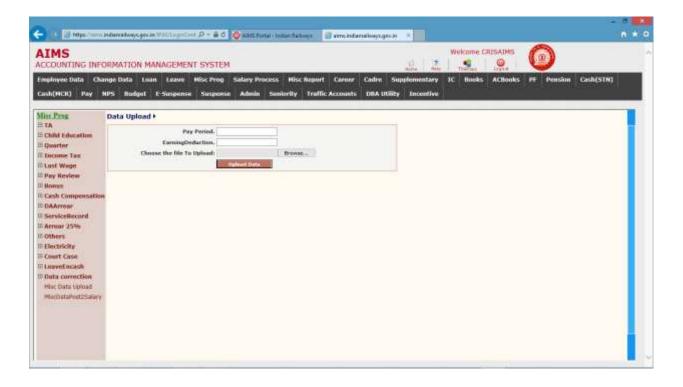
Following table gives a brief description of Electricity Posted Report Page.

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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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:	01025-GA-HQ-GAZ	02
Payperiod	201111	
Bill Status	INITIALISED	
Remarks-:		
	Process Forward_to_IC Reset Clear	

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).

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Reports →

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

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

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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.

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01381975 HANUMAN PRASAD	PEON	EW110-WASH-ALL	90	90	03024215	03024213		
01281975 HANUMAN PRASAD	PEON	RAF00-REC-FEST ADV	375	375	03024201	03024201		
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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.

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- 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.

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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.

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Aester Cades Imports	Party Name Bill No. Bill Desc. Bill Amount Voucher Ref SPUSpending Unit-		Bill Date							

- 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.

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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 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.

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	CO6 Details ↓										
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	01071	3102476	31/03/2014	D610219	4-DEVENDRA NATH	9663	0	9663	8	٥	
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	01071	3102478	31/03/2014	D010219	4-DEVENDRA NATH	3528	٥	3528		٥	0
	01071	3102479	31/03/2014	1056762	8-RAMAYAN SINGH	17355	0	17355		٥	0
	01071	3102480	31/03/2014	1056762	8-RAMAYAN SINGH	3454	٥	3454	圜	٥	
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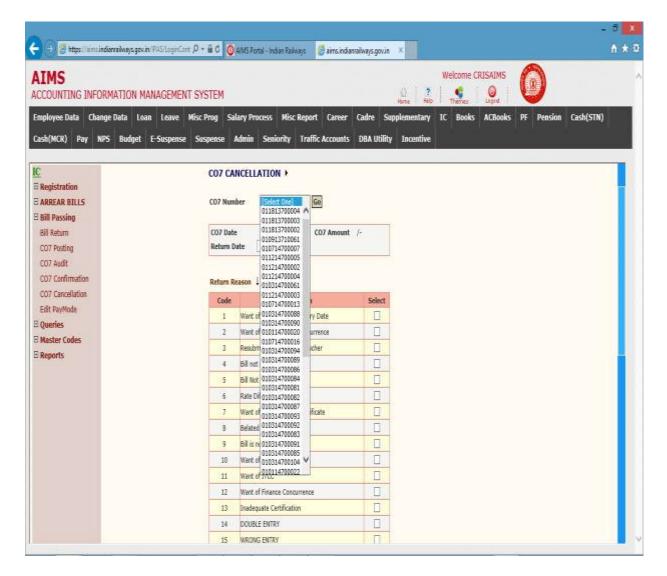
- 1. Select CO7 Number from which co6number is to be remove.
- 2. Select the co6number from co6number list for select co7number to remove.
- 3. Click to Save button to remove co6number from co7.
- 4. Removed co6number will appear for Co7 posting now

CO7 Cancellation

This screen is provided to 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.



- 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.

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		CO6 Number	CO6 Date	Party Name	1	Passed Amt.	Deducted Amt.	Net A	mt. Chq. Deta	ils Alloc. Details
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		010713102479	31/03/2014	10567628-RAMAYAN SINGH	_	17355	٥	1738		0
		010713102480	31/03/2014	10567628-RAMAYAN SINGH	_	3454	0	345		0
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		010713102482	31/03/2014	10567628-RAMAYAN SINGH	_	16980	0	1698		Ū

- 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.

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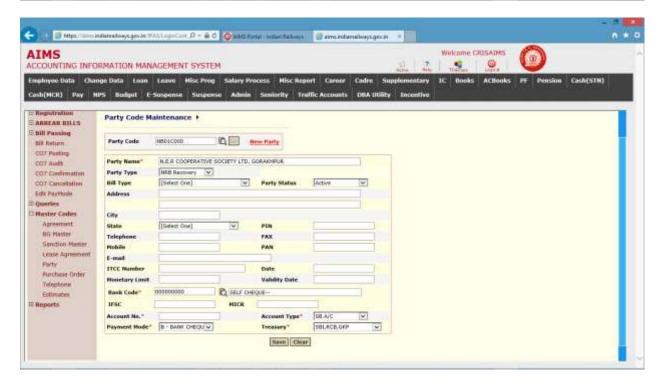
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Other Bill Passing

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.

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	01015	11202336	LALIT KINGS SINGS	SR.TIA	HAD	ACCOUNTS	4010	29505	30/04/2018	10/06/1954	08/12/1
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NORTH EASTERN RAILWAY GORAKHPUR Page 121

CHAPTER - Supplementary Bills

Background

Activities Covered In this Module is as below \rightarrow

- 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 \rightarrow

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.

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Fields	Description
BillType	Select billtype from the list.
BillNo	System will generate a Billno after save.
BillDate	Systemgenerated
0.0 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.

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

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User can see individual records by clicking on the ($\overbrace{}$) 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 ^{Show All} 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

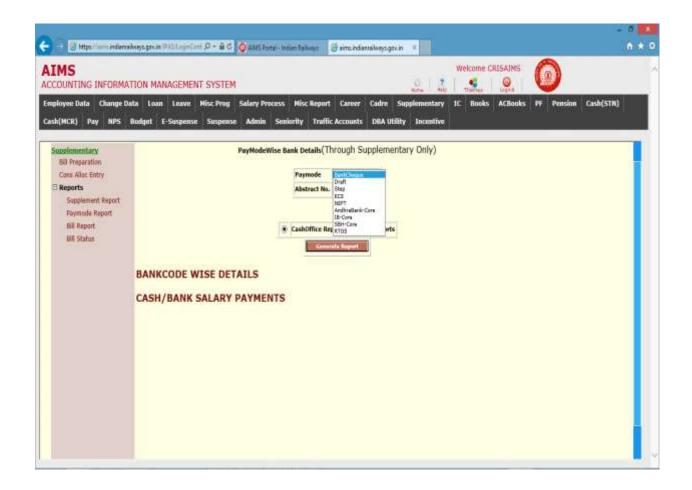
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The following table gives a brief description of the fields in the above form that will help user to enter Data.

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.

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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 for 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.

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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.

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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

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Steps for Registration of PF Loan application.

- 1. Enter Bill Type (Loan Type).
- 2. Select sanctioned application from pay bill id popup.
- 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

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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.

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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 Succesfully. 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.

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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.

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- 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.

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- 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.

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- 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.

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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.
- 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

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Transfer Out Divisional

This screen is provided for online transfer of employee pf ledger to other division.

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.

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- 4. Check the records for transfer from transaction records.
- 5. Verify net amount.
- 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.

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- 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.

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a Entry								

1. Marked allocation is amount booked against PF allocation.

2. Now enter empno and transaction detail like trandate, billtype, 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.

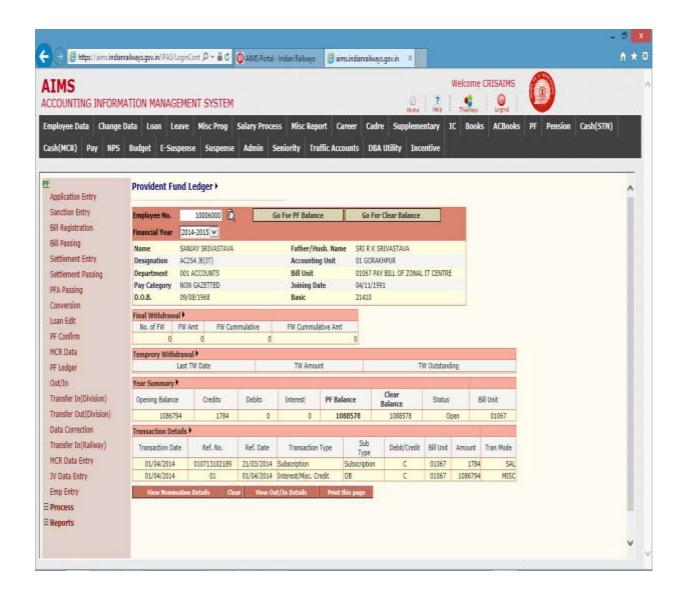
- 1. Select Tran Mode from list.
- 2. Click Go button.
- 3. System will display transaction records of selected Tran mode and yet not transferred to ledger as shown in figure.

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- 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.



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.

 Enter Employee Number of retired employee. Click on Go Button.

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- 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	Sometimes in special case authority decides whether to give full pension or
Allowance	fraction of pension. Ex dismissal and removal case
*Avg. Pay	System generated field but editable. Displays average salary of employee
Avy. Fay	over last 300 days.
*Pension Amount	Non-editable, will be calculated by system
*Start Date	Pension start date, normally next day of cess date.
Start 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	Sometimes in special case authority decides whether to give full DCRG or						
DCRG	fraction of DCRG. Ex dismissal and removal case						
Commutation	For superannuation case only.						
commutation	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	Enter Permanent address of Pensioner.						
Address							
	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).

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- 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 nomine 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.

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iii lievistoi		201309	36620	20	0	30	26620.00	11				
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levision of Pension	6.1	l liver	208250	304	6	304	266203-08	10				
are Perminners Dio-Date					Average	Pay	20029					
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- 5. System allows changing Pay Rate and No of Days without Pay columns only.
- 6. Also user can add more details of Pay Drawn by clicking Add Rows button.
- 7. System automatically calculated average pay on change of any of field.
- 8. 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

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

IS	TION MANAGEMENT SYST	TEM				Velcome CRIS	aims 🙆	
ver Data Change Di	da Loan Leave Misc.Pr	og Salary Prisons I	tisc Report Carner by Traffic Accounts		incentive	AND INCOMENDATION OF TAXABLE PARTY.	CALCULAR DOWN IN	Vension Cash(STN)
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yee Datala	Employee No.	Emp None						
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ank Details	Sex	Last Pay						
ga Fay Entry YOLS-BIL	Designation	Staff Category		19-191				
Ky 250		lank Octails as per P	ension					
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18	Address							
Notation Bill	Pay Node	Account No.4						
nutation(VIII)	E. Market							
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lask Entry		hange Bank Details i	n Bindata					
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ernimen Bo-Date	Bask Code	Bank Desc	D)					
ly Siz-Dela	Bank Branch							
Entry	SA46		GLENK					
er Haster	Second Second		and the second sec					

- 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 Viewin 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.

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COUNTING INFORMATI		NAME OF OCCUPANT OR OTHER		N			Tartel			contraction and	-
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dit Bank Details	790 fumber	20140403000131	PPC Date	30/03/2014	28/25	Nerona					
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aave/015 bill	DOB	11/12/1957	004	16/11/1985	Pay Category	Non Gazetted					
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ili Revision	Enhanced Party	ly Pension	5525	Vulid Up To	10/12/2024						
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ention Matter(Oth Riv)											

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.

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nsion Master(Oth Riv)		1990 Code	1	HICR Code	173002014				
ew Table		Pay Mode		Account No.	10587709012				

- 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.

MS OUNTING INFORMAT	ION MANAGEMENT	SYSTEM			012	Welcome C	RISAIMS		
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nsion Master		IFSC Code	SELMOSE1494 MICR		273062014				
ntion Matter(Oth Riv)									

- 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.

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splayer Data Change Data	Loan Leave Misc	Prog Salary Pro	ans Misc Re	port Camer	Cadre Se	qiplementary	IC Books	AClinaka	PS Pension	Cash(STN)	
esh(MCR) Pey NPS Bodg	el I-Suspense Sa	spense Admin	Seniority 1	ralfic Accounts	DILA UILIN	r Incentive					
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view Table	ALC: No.	diam'r		and the second sec				1			
Pension Modification								41 C			

- 5. DCRG bill amount is system calculated amount.
- 6. Enter recovery detail if any.
- 7. Click to Savebutton 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

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anim .			Revisio	n of Bank Detail			-		
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Vite	OOB Marital Status Periodos Type		DOA Sevder	01/09/1973 Male	Pay Category Staff Category	Non Gazetted Other			
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Commutation(VR) Pendion Revision			8	ank Details					
Bank Transfer	Existing			1010-2520000					
Employee Holists	Man/Link Bank	STATE BANK OF INDIA		Branch	MADE BRANCH	SANK ROAD CORAMPUR			
Bil Sevision	Address	BAAR RD., GORARHPU	4	02410046	2414				
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Revision of Penalon	Account No.	10687553814		Shart Date	01/01/2014				
Key Pentimete Bio-Date	Address Line 1	CAMPERGAMI GR9-273	1.58						
Cith Rly Bis-Data	Address Line 2								
Scrall Entry	Address Line 3	1							
Persion Haster	Phinut	12101	111.5	21165					
Pension Master(Oth Roy)	Herc'Lok* Bank	-onlact-	v	Brandy"		1			
view Table	Address	- Contractor	10000	210225-011					
Pension Modification	State	-Select-	(\$ 1	Debit Railway					

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

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COUNTING INFORMAT	ION MANAGEMENT S	YSTEM		012			
	ia Laan Leave Miss iadgel E-Suspense Si		Misc Report Carner Ca nity Traffic Accounts D	COLUMN DESIGNATION OF THE OWNER.		aks PF Pension	Cash(STN)
em nplayee Datalle	Revision of Bills	1)					
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é Bask Brity Valor of Penelon v Penelonare Bio-Date		NRB Deduction	RB Deduction	-10			
h fily Sin-Deta sull Entry nuion Haster nuion Haster(Oth Ry) ov Table	Partnered in 25	(max)					

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 Revisionin** 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

AIMS	ION MANAGEMENT S	ISTEM		10.11		0	0		
				Cadra Supplementar	ry IE Gooks	INCOMPANY OF THE	PF Pension	Cash(STN)	
Commission Complexion Distally	Revision of Bills	1)						_	
Family Den. Entry Edit Bank Outails Average Fey Entry	Employee No.	na 🕬		<u> </u>					
Laave/DIS-Bill Grutuity SR View Coeffine Committation Bill	Designation Department Birth Data Appointment Data		Bill Unit Grade Pay Payrate Cestation Date						
Commutation(VIII) Pension Revision Benil Transfer		ED Civile	Receivers Details Description	Arteurt					L
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- 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 Revisionin** 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

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Average Pay Entry Leave/DES Bill Granuity Bill View Confine Commutation Bill	Designation Department Birth Data Appointment Date		Bill Gritt Grade Pay Payrate Cessation Date				
ommutation(VIII) ension Revision			Receivery Details				
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nis Bank: Entry svision of Penelon re Pensioners Bio-Data		Permanka NRID Deduction Net Arrown	RB Deduction				
ith Rly Bie-Data cruit Entry ension Master ension Master(Oth RV)	Annual is 25						

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

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th Ny Sie-Data cull Entry maion Hastar anion Mastar(Oth Riv)	Paranel is 25	hat .					

- 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.

MS		AGEMENT SYSTE					10		Welcome C	RISAIMS	(
CANADA	e Deta Lean	Leave Misc Prog	Salary Pro		: Report C Traffic Acc		ire Sapple A Utility 1	mentary	IE Books	- laight	P5 Pension	Cash(STN)
an playee Datalia	Revision of P	ension After Conf	irmation of	PPO F								
mily Pen. Entry R Bark Ostala	PPO Number	WE/10118/247142	AE									
erage Pay Entry ave/025 bill	Emp Ne Designation	E1524930 HM035-TECH-U2 (COMPOSITER)	Emp Name Srade Pay	GULAB 8.0 2800	Laut Pwy	643295						
atuity 58 iw afficia minutation 381 minutation(141)	Department Birth Date Retirement Date Address	D12-STORES D1/01/1947 D1/02/2006 HOHADOIPUR CHAR PH GDRACHINGS	Bill Gret Rhyboin Date Death Date MTAK	01741 19/07/19/	Pay Cabagory / Gender Marital Ebitu	HALE	TED					
nsion Revision ni. Transfer ployee BioData Bevision		DCRG Payment Qualifying Service Pay Rate										
Revision - DA Arrear In Bank Entry Volum of Penalon & Penalomera Bio-Data	Revision Date	Previsional To Pinal Parsily Ponsion	2/1444/222293									
NUY Sto-Data ull Entry silon Master silon Master(Oth Kiv)												

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

- DCRG Payment: Click to DCRG Payment button. If system checks for earlier calculation of DCRG amount. If DCRG is 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.

 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.

AIMS		IENT OVETEM			Welcome C	RISAIMSA	6	
Engloyee Data Loan I DBA chility			stary IC Book	ACBooks PF	Pension Cash(STN)	Pay NPS	Budget Suspense	Admin
NEW COLUMN		Em	ployee Pension	Details				
Employee Datalia Family Pen, Entry		Cruitayas Ro. 00001053	RAN BHADAN RAM		ALC: NO			
Cift Dark Details	PPO Mumber	Cate Type	NR.	Father Name	MUNUR RAM			
Average Firy Entry	Designation	SCOTI MD. CONSTABLE Grade Fay	4295	Last Pay	16980			
Laave/025 bill	Department	SECURITY Status	GORAKINFUR IN	Dill Unit:	D1691-RPF G80F			
Granuity Hill	DOB	20/08/1953 DGA	20/10/1974	Pay Category	NON GAZETED			
viaw	Havital Status	MARED Gender	MALE	Bodt Category	OTHER			
Cuefina	Retrement Date	[31/08/2013 Death Dat		1				
Commutation Bill		a details before Nilling Pension details	and the second data was	1000	110			
Commutation(VIII)	Pension Type"	Guperprovation Pension	Providenas/Firsal*	final				
Pension Revision	Cess. Reason*	Superennuation 💌	Cess. Dete*	11/08/2013	1	_		
Bank Transfer Employee BioData	Companyinete Aller Person Amount	1	Average Pay Start Date*	91/09/2013	58560			
Bill Bayiston	Får Ref. No.	1	Payment Hode"	Bank	1	_		
Bill Sevinion - DA Arrear	Ham/Lock* Dank	<i>p</i>	Bank frame	Det K	1221			
Unit Bask Brity	IFSC Code	~~~~	Dramb	-		man and		
Revision of Pension	Address:		promotion	1				
Kee Perminners Bo-Data	State*	-Select-	Debit Rathiney	1				
Cith Rly Biz-Dela	Pauee Sark*	- 10	Barre Marne	1				
Scrall Entry	UFSC Code		Brandi	100				
Pension Haster Pension Haster(Oth Riv)	Pavez Address*		or and i	-				
view Table	Account No*	1						
there is a set	sectores ter.							

- 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.

CCOUNTING INFORMATIC	IN MANAGEM	ENT SYSTEM				9. 2	Welcome C	RISAIMSA	0			
mployee Data Loan Misc F BA Utility	Yrog Salary P	rocess - Nisc Repo	rt Supplementary IC	Books ACE	iooks PF	Pension	Cash(STN)	Pay NPS	Budget	Suspense	Admin	
unitat			Final Confirmation								-	i
Employee Details Family Per, Entry	Rep. No.	FFO ML	Name	Presty'	Castren ?	1						l
Edit Bank Details	10900068	20140401000110	ANANO MOHAN GALIR	freah	101	Incale						
Average Pay Entry	01694352	20140401000255	LAWRENCE KOSPOTTA	Trash		Databa						
wave/GES BIT	01733734	30140401000256	GULAB CHIMAD	Treats	10	Intelle						l
Sistuity BA	01733552	20140401000257	H N GUPTA	fresh		and the						
len .	01615233	10140401000265	DR SATVA VEJAV SENGH	Resh		Details						
Confirm Commutation Bill	10680474	20140401000366	SAVITRI DEVI	Fresh		Details						
Commutation(VR)	07301224	10140401000267	MAFEES AHMAD	Fresh		distantly in						
Innsion Revision	03921748	10140401000268	SHAIRFER LAL	frah		distants :						
lask Transfer	01625925	30140403000366	MI PRAKASH SHUKLA	treih		Details						
imployee filoData	01130537	20140401000270	BUDHI NATH HANDAL	treats	0	Details -						
til Kevision	01352672	NE/10123/246337	FURSHOTTAM	Revised		tistada -						
NH Revision - DA Armer Link Seak Entry Anvalen of Pendan New Pendineers Sie-Data Oth Hiy Bis-Data Scrull Sntry Pendion Haster Pendion Master(Oth Hiy) View Table Pendion Modification			CONCIDIO									

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.

Engloyee No. 10900003 MOI Number 201404015002310 PP0 Data Designation GOOD?DUFTRY Grade Pay Opartment Personnel Station OOB 01/04/1954 DOA Marrial Station OOB 01/04/1954 DOA Marrial Gendar Anstal Statis Superannuation Peesion Cess Accoss Superannuation Englore Arrian Statis Arrian Statis Arrian Statis Arrian Statis Superannuation Superannuation	ce Pension PPO Details a)atato nonex Gaus 24/03/3014 3060 Lost Pay Geneloger In. Bill Uni 17/04/1994 Pay Category Male Staf Cologry	10887677670	STATE OF TAXABLE PROPERTY.		Surgense A	(). tdmin
Employee No. 10900003 PO Inoriber 20144461000210 PP0 Date esignation GC007.DUFTRY Grade Pay apathment Personnel Station 08 01/04/1954 DOA attal Status Superannuation Pression Sector ess, Resson Superannuations Cestor yearst Node Bask Bark verage Environment 11546 5/75 oramuted fression (40%) 2310 watered fression 3465 3475	B)AtaND HOHAV GAUR 24/03/3014 3000 Last Pev Gerakhpur Ja. Bill Unt 17/04/1994 Per Category Male Staff Category 51/03/2014 Staff Category 931/03/2014 Staff Category 000 Control of Lotte A/C Number 000 Control of Lotte A/C Number 227130	01577/0F C.P.D.OFFICE- PART 1 Nm Gazetted - other 10587677670			Suspense /	idmin
Employee No. 109000081 O Iseriber 2014466100230 PR0 Date segnation GC007.DUFTRY Grade Pay gastment Personnel Station 08 01/04/1954 DOA what Status Number Of Control Gender station Superannuation Pression Status yournet Hood Bank Bank wrange Ensitement 11516 massin Armount 5/75 mented frestion (40%) 2310 mysolic Armount 3465 3475	B)AtaND HOHAV GAUR 24/03/3014 3000 Last Pev Gerakhpur Ja. Bill Unt 17/04/1994 Per Category Male Staff Category 51/03/2014 Staff Category 931/03/2014 Staff Category 000 Control of Lotte A/C Number 000 Control of Lotte A/C Number 227130	01577/0F C.P.D.OFFICE- PART 1 Nm Gazetted - other 10587677670	STATE OF TAXABLE PROPERTY.	A DESCRIPTION OF TAXABLE PARTY.	Suspense /	tdmin
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rtal Status Horrinol Gender skin Type Superannuation Peesion ment Node Bank Dank enge Ensimment State Strip tiste Annuat ST75 mented Resister (48%) 2310 adde Annuat ST75	Hale Staff Colograp 31/03/2014 Stafe Elank Of India A/C Number Guidflying Service 30 Service Grantaty 0 Convended Value 227138	Nen Gazetted Other 10567677670				17
skin Type Superannuation Pension s: Rosain Superannuation Cess Date mant Mode Bank Entry rege Ensitureet 11516 sinsh Amout 5775 mutted fension (48%) 2310 alfe Amount 5775	e 31/03/2014 State Bark Of Initia A/C Number Qualifying Service 30 Service Granuty 0 Covernated Value 227138	10887677670				
s Ressin Superannuation Cess Date mark Mode Bank Bank rege Ensitument II.516 siss Amount S775 smultef feesion (48%) 2310 able Amount 3465 area Ensity Resison S775	State Bank Of India A/C Number Qualifying Service 30 Bervice Gratuity 0 Commuted Value 227138	0				
rege Etnikureet 11516 sissi Ansust 5775 mutet fension (4P%) 2310 alle Ansurt 3465 anced Ennik Fension 5775	Qualifying Service 30 Service Gratuity 0 Commuted Value 227138	0				
sian Amount 5775 Imuted Pension (40%) 2310 able Amount 3465 ancel Fordly Pension 5775	Service Gratuity 0 Commuted Value 227138					
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anced Family Pention \$775						
	Valid Up To 31/03/2021	1. A.				
rily Pension 3500						
	mefictary Details					
Ro. Bestinery Nome Smit Vidyawati Gaur Wife		opi Guntan Name Applied				
	and and a state of the state of					

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.

EMS COUNTING INFORM	MATION M	ANAGEME	NT SYST	EM					.9:11	Welcom	e CRISAIMSA			
ployne Dalle Loon A Utility	Hise Prog	Salary Pr	noma Mi	ac Report	Supplementar	7 3C	Dooks (ACIloolis		STOLEN OF THE OWNER.	the second s	Duðget	Suspanse	Admin
imployee Details amily Res. Entry all Bank Details werage Pay Entry	Start Date End Date Commutat	the sheat of the later	1	1.00										
ann/OPS BIE	5.86. T	100g #	Ing Bare	-	Desgration	Ant	Passadar.	- Constant	Tressury	Pag State	Rash Cade	Back		Inc
returby 641		diacross.	ILF BANDRY		84.80	148.75		881915	NOLACIA DATA	2] (mu	v 000002267	STATE SAME	CONTINUES	SEMPLISS
onfirm				Total			- 1					<u> </u>		
errenatation DBI					BALLE - DA	her								1
ummutation(vit)														
ension Revision ank Transfer														
ngfaryee BioData														
l Gevislan														
B Mentuken + EA Arrear														
ok Bank Entity														
winion of Females														
th Hiv Sid-Data														
sull Entry														
erielan Makter														
ension Master(Oth Rh/)														

- 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.
- 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.

-	Name of The State of State	A C ØWM Fanal - robar fak	ingen 🗐 armonolamori	ways.gov.in 👘						
AIMS	ON MANAGEMENT SYS	TEM				Welcome C		0		
ingloyee Data Loan Hisc MA Utility	Prog Salary Process 1	tisc Report – Supplementar	y IC Books AC	Books PT	Pension	Cash(STN)	Pay NPS	Dadget	Suspense	Admin
Stration Complexive Datails	COMMUTATION									
Family Det. Entry CdR Bank Details	Entertrone Inc.	IQ.	- 40		Č.					
Average Pay Entry Lawy/USS Bill Costality SB View Confine Commutation BBF Commutation BBF Commutation BBF Enclose Her Book Transfer Book Transfer Book Transfer Book Transfer Book Sevision - DA Arrear Unit Book Datty Book Sevision - DA Arrear Unit Book Datty Book Sevision - DA Arrear Unit Book Datty Book Datty Pension Hastar Pension Hastar Pension Matter(Oth Rey) View Table	Persion Typic Designation Noth Dire Option Data Age Prospon Amount Cammabed Persion Centryabed Value	Page Change	PPD Nuclear Grade Pay Creation Date Costan Start Date Rate Garan Tsage * Refused Penalari							

- 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.

Section ENG-E	stablishment Bi	lls-Non Gazette	ed 💙 🛛 C	heque Date 13/02/201	.2 Rou	gh 💿	Final G	io
07 Details ↓								
Section	C07	Number	CO7 Date	Amount	Select			
Authorised Amou		Amount :		Current Amount :	Balance Amount :			
	0	48605087		0	0			
06 Details ↓								

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 filed 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

Section	n ENG-Establi	shment Bills-No	n Gazette	ed ⊻	Che	eque Date 13/02/201	2	🔘 Rοι	ıgh 💿	Fir
07 De	tails ↓									
5	Section	CO7 Numl	ber	CO7 D	ate	Amount	S	elect		
	ENG	040711700	888	03/01/2	2012	8975		~		
	ENG	040711700	889	03/01/2	2012	22689		V		
Author	ised Amount :	Used Amou	int :			Constant Arrange	Deleve	e Amount :		
	0	40	000007			Current Amount :			.	
	0	48	605087			Current Amount : 31664		-4863675	1	
CO6 De	tails ↓	48 CO6 No.	605087 Amou	unt				-4863675		Club
	tails↓ CO7 No.		1	5083		31664				Club
ection	tails↓ CO7 No.	CO6 No. 040711003346	1	5983 V	VISÁKI CHQ04	31664 Party Name 4001 - B. M. SBI,PORT	BRANCH-	-4863675	Bank Code	
ection ENG	tails ↓ CO7 No.	CO6 No. 040711003346 040711003348	Amou	5983 V 2992 V 11445 V	VISAKI CHQ04 VISAKI CHQ04 VISAKI	31664 Party Name 4001 - B. M. SBI,PORT HAPATNAM 4001 - B. M. SBI,PORT	BRANCH- BRANCH- BRANCH-	Pay Mode	Bank Code	

 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 [03/01/2	2012] V Treasury Bank	CBI, VSKP	Go	
Bank		Party Name		Amount	Select
Total for Selected : Abstract Cheque Starting No	0 Bank	0 Party	0		

Here below shown table describes the input parameter detail

Fields	Description
Cheque	This combo list displays list of abstract no for which all or some cheques yet
Abstract No	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. PressGobutton

Cheque Printing 🕨

Party Name			
	Amount	Select	
SRI RAJA RAJESWARI INFORMATICS 4600			
DIVISIONAL CASHIER,WALTIAR,E.Co.RLY 76309			
3. M. SBI,PORT BRANCH-VISAKHAPATNAM 346900			
B. M. SBI,PORT BRANCH-VISAKHAPATNAM 77023			
B. M. SBI,PORT BRANCH-VISAKHAPATNAM 17125			
SBI,PORT BRANCH-VISAKHAPATNAM	438380		
	SIONAL CASHIER,WALTIAR,E.Co.RLY SBI,PORT BRANCH-VISAKHAPATNAM SBI,PORT BRANCH-VISAKHAPATNAM	SIONAL CASHIER,WALTIAR,E.Co.RLY 76309 SBI,PORT BRANCH-VISAKHAPATNAM 346900 SBI,PORT BRANCH-VISAKHAPATNAM 77023 SBI,PORT BRANCH-VISAKHAPATNAM 17125	

- 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 >

SBI, VSKP S0495 SBI, VSKP CSH04 SBI, VSKP CHQ04	4001 DIVISI CASHI	JA RAJESWARI MATICS ONAL ER,WALTIAR,E.Co.RLY	4600 76309	768081	Print	0	۲	0
	4001 CASHI		76200					_
SBI, VSKP CHQ04	D M C		/0309	768082	Print	0	۲	0
		BI,PORT BRANCH- HAPATNAM	346900	768083	Print	0	۲	0
SBI, VSKP CHQ04	4001	BI,PORT BRANCH- HAPATNAM	77023	768084	Print	0	۲	0
SBI, VSKP CHQ04	41111	BI,PORT BRANCH- HAPATNAM	17125	768085	Print	0	۲	0
SBI, VSKP CHQ04		BI,PORT BRANCH- HAPATNAM	438380	768086	Print	0	۲	0

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.

Cheque Cancellation / Ro	e-Issue ▶
Bank [Select One]	Cheque No. Go
Party: Amount: Bank:	Cheque Date:
O Re-Issue	
Cancel	
O Destroy	

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								
0	Re-Issue							
0	Cancel							
0	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	1	1018				
Cheque Starting No. 768081								
Save Print Clear								

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.

Here below shown table describes the input parameter detail

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
O Re-Issue
 Cancel
O Destroy
Cancel Date 13/02/2012
JV Number Accounting Month :
Reason 👃
Stora 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 / R	e-Issue 🕨
Bank SBI, VSKP 💌	Cheque No. 768073 Go
Party: AAO/ERO/APEPDCL/	GAJUWAKA
Amount: 1018	Cheque Date: 02/01/2012
Bank: SBI, VISAKHAPATNA	M
🔘 Re-Issue	
Cancel	
Oestroy	

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 * JV Type * Ref. Number Narration	Revenue A/c YM * (yyyymm) 201201 CA Cash JV Date 14/02/2012 Journa Voucher Entry for new JV							
Allocation Details								
SPU	Estimate No	Allocation *	Debit / Credit *	JV Amount	Voted / Charged			
<u> </u>	Ē,	00080505	Debit 💌	50000	Voted 💌			
<u> </u>	01100007	21360001	Credit 💌	50000	Voted 💌			
<u> </u>	Dig	Q.	Debit 💌		Voted 💌			
Ē.	Dig.	D Q	Debit 💌		Voted 💌			
Ē.	Dia d	Q	Debit 💌		Voted 🗸			
Ē,	Ē,	<u> </u>	Debit 💌		Voted 🗸			
OTHER ELECTRICAL WORKS 1-Sal/Wag								
		Debit	5000	ם				
Add Row		Credit	50000	ס				
Save Clea	•							

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	*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)	SPU(optional) Enter spending Unit from popup. In later stage helps finding out department wise expenditure					
Estimate No	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 Browse				
	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	¥ 4	A/c YearMonth (yyyymm)	GO	I	
JV Number (Ported)	JV Type	JV date	Narration	Select	Details	

20111100102327 ML-Miscellaneous 27/12/2011 E-Recon JV No.T20111100102327.	V	more
20111100101844 ML-Miscellaneous 27/12/2011 E-Recon JV No.T20111100101844	V	more
20111100102327 ML-Miscellaneous 29/12/2011 ERECON JV NO-T20111100102327.	V	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		
Save Clean		

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 GO * (yyyymm)							
JV Number	JV Type	JV date	Narration	Select Details			
Save Clear							

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		YearMonth /yymm)	201108	SD	
JV Number	JV Type	JV date		Narration	Select	Details
0131100799	ML-Miscellaneous	28/09/2011				more
0131100895	ML-Miscellaneous	29/09/2011				more
0131100896	ML-Miscellaneous	29/09/2011				more
2831100061	PF-PF TCs	20/09/2011				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 जॉच अवश्य कर ली जाय ।
- 4- Actual/Approximate Account के साथ भेजे जाने वाले सभी Schedule/Annexures की राशि की सत्यता की जॉच 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 व्यमद 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)	
AU	•
Јv Туре	Revenue

HEAD OF ACCOUNT	Allocation	Debit / Credit	AMOUNT
Demand - Wise Figures			
		Debit <	
		Debit <	
		Debit -	

SAVE

Account Current-Approximate

Approximate - Receipts & Outgoings Report

Year 2014 -	Month January -
AU ALL	-
	Refresh data
Ch	eck All
Ci	
Receipts Report	
Outgoings Report	
Fig's in	Thousands -

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.

ctual/ARD Details Entry		, , ,	0
Accounting Year Month		Go	
.u	Select One] 🛛 🔽		
HEAD OF ACCOUNT	Allocation	Debit / Credit	AMOUNT
Demand - Wise Figures		Debit 🗸	
		Debit V	
		Debit 🛩	
		Debit 🛩	
		Debit 🗸	
		Debit 💙	

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) AU	201103 Go Mancheswar 👻		
HEAD OF ACCOUNT	Allocation	Debit / Credit	AMOUNT
Demand - Wise Figures	06011103 06011203 11013025 11012025	Debit V Debit V Debit V Debit V Debit V Debit V Debit V Debit V	-8217 8217 -2037334 2037334

- 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.

-	conciliation >		
Bank Code	[Select One]	Transaction Date	Go
Focal Bank	SBI BBS 💌		
JV Number]	

Cheque Number	AU	Cheque Date	Amount	Bank Code	Bank Description	Party Name
Add Row	Refresh Total	Total :	0	Cheque Count	0	
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 exits.
- 6. Earlier saved record will be shown as below.

Cheque Number	AU	Cheque Date	Amount	Bank Code	Bank Description	Party Name
628453	BBSR	28/12/2011	2351269	S01	SBI, BBS	BR. MANAGER, SBI MAIN BRANC
628454	BBSR	28/12/2011	140000	S01	SBI, BBS	BR. MANAGER, SBI MAIN BRANC
628455	BBSR	28/12/2011	1134355	S01	SBI, BBS	BR. MANAGER, SBI MAIN BRANC
723092	KUR	28/11/2011	10	S65	SBI,TLHR	SECRETARY RAILWAY INSTITUTE
723303	KUR	19/12/2011	30	S64	SBI,ANGUL	CESU/A.E.D./ANGUL
Add Row	Refresh Total	Total :	3625664	Cheque Count	5	· ·
Save C	lear					

Steps for Entering and saving data.

- 1. Enter cheque no from scroll.
- 2. System will fetch cheque detail from credit record.
- 3. Verify cheque detail.
- 4. Click to "Add Row" button for more rows.
- 5. Click to "Refresh Total" button for total cheque amount and cheque count.
- 6. Verify total and cheque count from scroll.
- 7. Click to "Save" button for save data.

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

ACBooks

Cheques Reports

Cheque Report

Ma	rch 💌 2014 💌		
\odot	Credit	$^{\circ}$	Debit (Scroll)
		$^{\circ}$	Debit (JV)
$^{\circ}$	Half-Yearly Balance		Closing Balance
0	ALL	0	Scroll Register(JV)
$^{\circ}$	Bank Wise		
	Bank Code : [ALL]		•
$^{\circ}$	Unit Wise		
	Unit Code : [ALL]		•
	Cheqe Credited		
0	From Year-Month January 2014		▼ 2014 ▼ To Year-Month January ▼
	Date Wise Credit-De	bit F	Register
	From date		(dd/mm/yyyy)
$^{\circ}$	To Date		Credit 🚽
	C Cre		eque Report For NER Debit
GEN	NERATE		
Ento	er Cheque No For Chequ	ie St	tatus

CHEQUE RECONCILIATION REPORTS

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) Miscellaneaus Cash Receipt ►

		(DD/	/MM/YYYY)		-			
	мс	CR Date						
		Allocation	Dr/Cr	Amount	MCR N	lo.	Gauge	Voted/Cha
	Ор	. Bal	Debit		Credit	Cl. Bal		
⊡		Reports						
		MCR - Detail						
		MCR - Summa	iry					
		Cash Book - D	etail					
		Cash Book - D	aily Summary					
		Cash Book - M	lonthly Summa	ry				
		Cash Book(Ne	w)					
		Cash Book-(Co	o7+MCR) Month	nly Summary				
		DR Cash Repo	rt					
		DR Cash Book						
		Suspense Hea	d					
		Capital Head						
		Cash Data - C	ASH					
		Cash Data - M	CR					

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	DATE
To Date	DATE
Unit	GORAKHPUR -
Section	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

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Schedule Reports

Account Current-Actual

The purpose of this module is to prepare <u>Account Current-Actual</u>. **Receipts & Outgoings Report**►

Year	2014 🝷		Month	February	•
AU	GORAKHPUR	-]		
Gener	ate Report Se	eq wise	Generate	e Report text	Clear

NORTH EASTERN RAILWAY GORAKHPUR Page 188

NORTH EASTERN RAILWAY GORAKHPUR Page 189

Account Current-Approximate

The purpose of this module is to prepare <u>Account Current- Approximate</u> . **Approximate - Receipts & Outgoings Report**

Year	2014 🔻	Month January 🖵
AU	ALL	•
		Check All
Receij	ots Report	
Outgo	ings Report	
Fig's i	n	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 Ca	sh Book Clo	sing Dat	e:31/12/201	1	
Money Receipt No		11187	6 🔒	Money Rec	eipt Date	21/02/2012		
Receipt Category*	Railway	~		*MR Date S greater tha Cash Book Date	in Last			
Party Name*	00000000	🗋 test MCR						
Party Address	xyz							
Receipt Amount*	10	00						
Receipt Type		Amount*	EstimateNo	Allocation	*	Spending Uni	t	
Loss of Card Pass	~	500	l C	93065299	D,	Elec/Trd		~
Loss of M/I Card	~	500	l C	93065299	D,	Engg/Gen		۷
Add Rows *Note:-For Demand 16	Total Allocation		000 nate No .Mandat	ory For Der	nand 16 /	Allocation		
								_

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

Γ							
	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						
inconfr eurogery	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						
Anotation	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.

MISCEIIAITEOUS RECEI	prentry					
Receipt Mode*	Cheque / D	raft 💌				
Transit No		1080948	6	Transit Date	21/02/2012] 🔳
Receipt Category*	Non Railway	/ 🗸		*MR Date Shou greater than La Cash Book Clos Date	ast	
Party Name*	00000000	test MCR				
Party Address	xyz					
Receipt Amount*	100	0				
Receipt Type		Amount*	EstimateNo	Allocation*	Spending Unit	
RELHS	~	500	Ĩ	3 93065199 🗋	Elec/Trd	~
Medical Examination Fee	~	500	(3065299 🕅	Engg/Gen	*
Add Rows *Note:-For Demand 16	Total Allocation F	_)))) nate No .Mandat	ory For Demand	d 16 Allocation	
Cheque/Demand Draft	Details 🕨					
Chq D Chq No. *(DD/MM		Bank		Branch	Local/ OutStation	Chq Amount *
123456 1/2/2012		BI BBS	RAIL	VIHAR	Local 💌	500
422454 1/2/2012		BI BBS	RAIL	KUNJ	Local 💌	500
Add Rows					Total	1000
Save Clear						

Missellaneous Despirt Ent

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 Mo	odification >					
MR Number	10804693 🖸	60				
MR Date	05/03/2010		Rec	eipt Category*	Non Railway 💌	
Ref Doc No			Ref	Doc Date		
Party Name*	00000000 戊	M/S BIL TRAD	ING (P) LTD			
Party Address	NEW DELHI					
Receipt Amount *	1000		Rec	eipt Mode	СНQ	
Receipt T	уре		Estimate No.	Allocation*	Spending Unit	~
Add Rows *Note:-For Demand	Total 16 Allocation Fir		00 te No .Mandat	ory For Deman	d 16 Allocation	
Cheque/Demand Dra	ft Details 🕨					
Chq No. Chq Da	ite I	Bank	Bra	anch	Local/ OutStation	Amount *
909138 11/02/201	0 😐 SBI		BBS		Local 💌	1000
Add Rows				Total Am	ount	1000
		Save	Clear			

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 Number	10800967 🖸	MR/TR Receipt Date	01/09/2008
Ref Doc No		Ref Doc Date	
Party Name	00000000 M/S SUNSHI	NE 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

	tance Note Genera				
<mark>Receipt Mode</mark> Last Cash Book Cl	Cheque / Draft 💌		SBI, VSKP 💌 GD		
Last Remittance D	etails 🕨				
TR Number	518198	Amoun	t 249		
Current TR Numbe	er (676330	Date of Rem	ittance* 21/02/2012		
CR Details					
Cheque No Cheque	Dt Party	Bank	Branch	Amount	Remit 🔲
123569 21/02/201	12 00000000-TEST	SBI	BBS	5000	V
		Count : 1	Total	5000	
Save	Clear				

For Cash Mode

Treasury Remittance Note Generation >

Receipt Mode	Hard Cash	✓ Ren	nittance B	ank S1	4-SBI, VSKF	o 🖌 🖌	
Last Cash Book Cl	osing Date:31/	/12/2011					
Last Remittance D	etails 🕨						
TR Number	523287			Amou	nt	1684	
Current TR Numbe	518067] 🍋	Date of Re	mittance*	21/02/2012]
CR Details							
Cash Receipt Date	•		Ca	sh Amount			Remit 🗖
03/01/2012						250	
03/01/2012						201	
03/01/2012						250	
03/01/2012						2617	
03/01/2012						10	
		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.

- 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.

Realisatior	Realisation Entry 🕨								
·									
Receipt Mode Cheque / Draft Remittance Bank B26-CBI, VSKP G0 G0									
Last Cash Book Closing Date:31/12/2011									
Realisation	Dt.* 21/02/20	12							
CRN Details	•								
Challan No	Remitt. Dt	Receipt Amt.	Realised Amt	Realised?	Bank Remittance Date	Details			
676324	02/01/2012	3000	3000			Details			
676325	02/01/2012	3000	3000			Details			
676326	02/01/2012	64260	61260			Details			
676327	03/01/2012	950	950			Details			
Total: 70260									
Save	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	RETURN 💌	return test		
184632	26/12/2012	00000000ULP RAJU	AB	WAT	61260	REALISE 💌			
ок	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	Conversion Of Transit Number To Money Receipt Number 🕨									
TR Number	40809169	D	2		Last (Cash Book Clo	sing Date:3	1/12/2011		
MR Number	112002				MR Date	21/02/20	12			
Receipt Category	/ N : Non Rai	lway								
Ref Doc No	No Ref Doc Date									
Party Name	0000000-	BALAJI EN	TRP							
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 C	lear									

- 4. If all cheques are realized for this transit number then save button will get enable else disable.
- 5. Enter MR Number and MR date
- 6. 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.

- 1. Click to Cash Book link in menu.
- 2. 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
Free	ze Cash Book OK	

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	c	R Date		-					
Last Cash Book Closir	ng Date:31/12/2011								
Station	<u> </u>		Nil Cl						
Division	Section		Nil Cl	RN					
		22/02/	2012						
Earning Date Entry Date 22/02/2012 CR Amount Cash Bag Number Image: Cash Bag Number									
Cash+Instrument Voucher Amount Acknowledged									
Cash Amt	Discrepend	cy Amt	0 Short Ac	cess 💌					
Acknowledged Voucher Amt	Discrepenc	cy Amt	0 Excess	🖌 Link	No				
Remarks]					
CRN Summary	CRN Classifica	ation		Station 1	rR Details				
Rcpt Mode CR Amt	Receipt Category	Rcpt Amt	TR No	TR Dt.	Bank TR Am	e- Payment			
Hard Cash 0	Booking Cash 🛛 🗸								
CNCC 0	Booking Cash 🛛 🗸								
Chq / DD 0	Booking Cash 🛛 🗸								
Voucher 0	Booking Cash 💌								
TR 0	Add Row Total	0		J[]					
e-Payment 0			Add Row	0	Total	0			
Total 0			TR Total	0	E-Payment	0			
	Sav	e	Clear						

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	Fetched by system						
Section	Fetched 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	Enter acknowledge cash amount for CR
Cash Amt	
Discrepancy amount	System calculated amount
Discrepancy reason	Select reason if any.
Link No	Enter link no for discrepancy for reference if any.
Acknowledge	Enter acknowledge Voucher amount for CR
Voucher Amt 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 Totalof Station TR detail section.
 - 7.5. E-Payment amount in CRN Summary section should be equal to E-Paymentof Station TR detail section.
- 8. For nil CR, check the NIL CRNcheck 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 E	dit 🕨												
CR Number Last Cash B			Date:23,	•	CR Dat 2/2011	e [0	2/01/2012	2			60	0201- KURCASH01	
Station		RPR	D (Q	RUPRA ROAD					🗖 Nil C	RN		
Division		SBP			Section		312						
Earning Da	te	01/0	1/2012		Entry Date		03/01/20	12					
CR Amount			4043		Cash Bag Nu	mber		3		D,			
Cash+Instr	rument		4043		Voucher Am	ount		0					
Acknowled Cash Amt	ged (4043)	Discrepency	Amt		0		Adjusted	l TR Am	nt 🛩 Link No	
Acknowled Voucher Ar			0)	Discrepency	Amt		0		Excess	1	Link No	
Remarks													
CRN Sum	mary			С	RN Classifica	tion			Г	S	ation	rR Details	
Rcpt Mode	CR An	nt	Receipt	Ca	itegory	Rcpt	Amt		T	R TR	Bank	TR e- Amt Payment	
Hard Cash	404	3	Booking	Ca	sh 🔽		4043			Add Row		Total	0
CNCC		0	Add R	ow	Total (4043)				-	0 E-	
Chq / DD									IN	l Total		Payment	
Voucher (<u>)</u>											
TR		0)											
e-Payment		<u> </u>											
Total	404	3)											
					Save			Clea	ar				
				_				-	_		_		

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.

144	Eave I	Data Within 30 Min	wtor				
:44 CR Number	582091		-				
Station CR Date	01/01/2012	HADRAKH Earning Date	31/12/2011	Section Entry Date	BHC 03/01/2012		
CR Amount Ack Amt	1903092 1903092	Cash Amount Ack Cash Amt	1902901 1902901	Voucher Amount Ack Voucher Amt	191 191		
Vch Type * Vouchers (Billa	Vch I able) V 31/12	Date Vch Nur 2/2011	mber* Vch Amt	* Description		Sr.I	No
/ch Type *	Vch D	Add	50 CR V	oucher Amount:191		Sr.No	Del?
Vouchers (Billa		2/2011 123		50 bbuj		5r.NO	
,			Total	50 CR Voucher	Amount:191	1	
		Data Within 30 Mi					

- 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.

R Number	0002681	Go Go			
tation	SBPG	SAMBALPUR GOODS		Section	SBPG
R Date	25/08/2010	Earning Date	24/08/2010	Entry Date	26/08/2010
R Amount	570	Cash Amount	570	Voucher Amount	0
ck Amt	570	Ack Cash Amt	570	Ack Voucher Amt	0
undries mount	570				
		ber MCT Amount		Description	
MCT Date	MCT Num	and the state			
	407300	30			
MCT Date 24/08/2010 24/08/2010	-				
24/08/2010	407300	30			

- 4. Enter MCT Number, MCT amount and description for MCT.
- 5. Click to Add Row button to add more records.
- 6. 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:
- 1. Enter date as entry date of CR Note entry.
- 2. Select shroff from list shroff.
- 3. For cash detail entry, do not enter CR number.
- 4. Click to Go button.
- 5. System will display summary of received amount category wise.

Shroff Sun	nma ry)								
Date	3/1/2012		Shroff	M. S. GHO	SH	*	GO		
CR NUMBER		Q					GU		
Summary 🕨									
Se	ction	Cash Bags	GC	CNCC		DD	TR	Voucher	Total
216 : BHC-PR	INR.	5	1323	4	0	2520	0 537305	1 3554	5415039
218 : MWQ-P	UI	3	2714	5	0		0	0 0	27145
219 : KPXR-P	SA	16	173962		0		0 153494	3 480850	2189755
312 : MNDH-T	THV	9	28053	7	0		0 39350	7 12534	686578
314 : BXQ-D0	DGH	1		0	0		0 57718	9 6152	583341
TOTAL		34	49487	8	0 25200		0 787869	0 503090	8901858
Cash Denomi	ination 🕨	-	<u> </u>]
1000	500	100	50	20		10	5	Coins	
69	622	1112	34	37		103	13	143	
							Total (494878	
Save	Clear								

- 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 Summa									
Date CR NUMBER	3/1/2012	25993 Q	Shroff	A. K. SAHOO	~	GO			
Summary 🕨									
Sectio	n	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/Deman	d Draft Det	tails 🕨							
Cheque No	Chq. I	Date	Ban	k		Branch		Amount	
777170	29/12/0	011 OS	SCBL		BBS			30367	
			Cheque Co	ount			Total (30367	
Add Rows		Cheque Am	ount As Per	CRN 3	0367	Shr	roff 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 CR Amount	0121898	D,	CR Date Entry Date	01/01/2012
Station	LPG	LAPANGA	CR Status	-
		Save	Clear	

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 Remit	tance Note Genera	tion 🕨			
Receipt Mode	Cheque / Draft 💌	Remittance Bank	S14-SBI, VSKP 🔽	00	
Last Cash Book Cl	osing Date:31/12/20	11			
	s i et k				
Last Remittance D			•		
TR Number	518198	Am	ount	249	
Current TR Numbe	er (676330	Date of	Remittance* 21/0	2/2012	
CR Details					
Cheque No Cheque	Dt Party	Bank	Brand	h Amount	Remit
123569 21/02/20	12 0000000-TEST	SBI	BBS	5000	
		Count :	1	Total 5000	
Save	Clear				
For Cash Mode					
Treasury Remit	ttance Note Genera	ntion >			
Receipt Mode	Hard Cash 💙	Remittance Bank	S01-SBI, BBS 🛛 👻	60	
Last Cash Book C	losing Date:23/12/20	11			

Receipt Hode Hard C		inittance bank	301-301, 003		
Last Cash Book Closing [)ate:23/12/2011				
Last Remittance Details	▶				
TR Number 45	3319	A	mount	4041253	
		- <u> </u>			1
Current TR Number 6	52784	Date o	f Remittance*	22/02/2012	1
CR Details					
Cash Receipt Date		Cash Amo	unt		Remit 🗖
02/01/2012				1543081	
03/01/2012				2712729	
31/12/2011				419746	
	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 Mod	le Cheque / Dra	ft 🖌 Rer Bar	nittance B2	6-CBI, VSKP	v	CD			
Last Cash B	ook Closing Dat								
Realisation	Dt.* 21/02/201	2							
CRN Details	•								
Challan No	Remitt. Dt	Receipt Amt.	Realised Amt	Realised?	Bank Remittance Date	Details			
676324	02/01/2012	3000	3000			Details			
676325	02/01/2012	3000	3000			Details			
676326	02/01/2012	64260	61260			Details			
676327	03/01/2012	950	950			Details			
		То	tal: 70260						
Save	Clear								
. From the	e TR list. selec	t TR number for I	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
circinari		010020	realities based		/ 2022

Chanan									
Chq No.	Chq Date	Party	Bank	Branch	Amount	Realise?	Reason		
184633	26/12/2011	00000000ULP RAJU	AB	WAT	3000	RETURN 💌	return test		
184632	26/12/2012	00000000ULP RAJU	AB	WAT	61260	REALISE 💌			
ок	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 Proces	55		
Date	24/12/201	1 60	
			a 19
	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	T	otal 211070774
	Freeze Cash Book		
	SAVE CLEA	AR	

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
Station Lanning	and Sundries classification for an entry date as displayed date.
Chq Unrealized	System Fetched Data, Unrealized TR amount for given date due to partial
Chq Unrealized	realization of TR.
	System Fetched Data, TR generated for cash amount of MCR on given
Cash TR (MCR)	date.
Cheque Realized	Queters Fatabad Data, TD saaligad far ak area of MOD as airea data
(MCR)	System Fetched Data, TR realized for cheque of MCR on given date.
	System Fetched Data, TR generated for cash amount of CRN on given
Cash TR (CRN)	date.
Cheque Realized	System Established Data, TP apparented for shortup of CPN on given data
(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
Station TR (CRN)	as given date.
Vouchers	System Fetched Data, Received Voucher amount from CR Note for entry
VOUCHEIS	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 >

✓ Go Abstract Number 03110350

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	
X-II	030211701066	03/01/2012	38654	33414	5240	6	
X-II	030211701067	03/01/2012	49076	43150	5926	6	
X-II	030211701068	03/01/2012	35096	25307	9789	5	
Total			2792686	2771731	20955	24	

PMR Start Number 0313010001



CO6 Details ↓

PMR Number	CO6 Number	CO6 Date	Cash Amt.	Cheque Amt.	Net Amt.
0313010001	030211004706	03/01/2012	0	891465	891465
0313010002	030211004707	03/01/2012	0	213102	213102
0313010003	030211004708	03/01/2012	0	78775	78775
0313010004	030211004710	03/01/2012	0	295786	295786
0313010005	030211004711	03/01/2012	0	666877	666877
0313010004	030211004710	03/01/2012	0	295786	295786
0313010005	030211004711	03/01/2012	0	666877	666877
0313010006	030211004712	03/01/2012	0	443465	443465
0313010007	030211004713	03/01/2012	0	80390	80390
0313010008	030211004694	03/01/2012	240	0	240
0313010009	030211004695	03/01/2012	5000	0	5000
0313010010	030211004696	03/01/2012	0	5500	5500
0313010011	030211004697	03/01/2012	0	9814	9814
0313010012	030211004698	03/01/2012	0	9300	9300
0313010013	030211004700	03/01/2012	0	8800	8800
0313010014	030211004701	03/01/2012	1990	0	1990
0313010015	030211004702	03/01/2012	1956	0	1956
0313010016	030211004703	03/01/2012	1980	0	1980
0313010017	030211004704	03/01/2012	0	1000	1000
0313010018	030211004705	03/01/2012	0	39400	39400
0313010019	030211004709	03/01/2012	0	2750	2750
0313010020	030211004714	03/01/2012	5163	0	5163
0313010021	030211004715	03/01/2012	4626	0	4626
0313010022	030211004716	03/01/2012	0	14256	14256
0313010023	030211004717	03/01/2012	0	5067	5067
0313010024	030211004718	03/01/2012	0	5984	5984
	Save Clear				

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.

Cashier 036 Name	1	VRB Cash	ier 0364	Misplay PMR L	oad						
MR Distribu	tion Date :	23/02	/2012								
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		more
0312020002	23/02/2012	030211004707	X-II	MANAGING DIRECTOR WESCO BURLA	213102	0	213102	213102	0		more
0312020003	23/02/2012	030211004708	X-II	MANAGING DIRECTOR WESCO BURLA	78775	0	78775	78775	0		more
0312020004	23/02/2012	030211004710	X-II	MANAGING DIRECTOR WESCO BURLA	295786	0	295786	295786	0		more
0312020005	23/02/2012	030211004711	X-II	MANAGING DIRECTOR WESCO BURLA	666877	0	666877	666877	0		more
0312020006	23/02/2012	030211004712	X-II	MANAGING DIRECTOR WESCO BURLA	443465	0	443465	443465	0		more
0312020017	23/02/2012	030211004704	X-II	POST MASTER,HEAD POST OFFICE,SAMBALPUR	1000	0	1000	1000	0		more
0312020018	23/02/2012	030211004705	X-II	DR. BINAY KUMAR PATI	39400	0	0	0	39400		more
0312020019	23/02/2012	030211004709	X-II	THE POST MASTER, HEAD POST OFFICE, SBP	2750	0	2750	2750	0		more
0312020020	23/02/2012	030211004714	X-II	DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	5163	5163	0	5163	0		more
0312020021	23/02/2012	030211004715	X-II	DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	4626	4626	0	4626	0		more
0312020022	23/02/2012	030211004716	X-II	CHIEF CREW CONTROLLER	14256	0	0	0	14256		more
0312020023	23/02/2012	030211004717	X-II	SR. DEN(Co-ord)/SBP	5067	0	0	0	5067		more
0312020024	23/02/2012	030211004718	X-II	DEN(Central)/SBP	5984	0	0	0	5984		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 ▶



PMR Details ↓

PMR Number	PMR Date	CO6 Number	Cash Amt.	Cheque Amt.	Net Amt.	Select
0311120684	23/12/2011	030211004571	4000	0	4000	
0311120941	31/12/2011	030211004671	29976	0	29976	
0312010012	03/01/2012	030211004682	4899	0	4899	
0312010013	03/01/2012	030211004683	2937	0	2937	
0312010014	03/01/2012	030211004684	0	860	860	
0312010016	03/01/2012	030211004686	9739	0	9739	
0312010017	03/01/2012	030211004687	6989	0	6989	
0312010018	03/01/2012	030211004688	9931	0	9931	
0312010019	03/01/2012	030211004689	976	0	976	
0312010020	03/01/2012	030211004690	9008	0	9008	
0312010021	03/01/2012	030211004691	9585	0	9585	
0312010022	03/01/2012	030211004692	4853	0	4853	

ave Clear

- 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 N	lama i	0364		0-	te: 23/02/	2012	
Cheque D		0364		Da	. <u>23/02/</u>	2012	
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 💙	1/2/2012		more
739573	29/12/2011	15702	SALES TAX OFFICER,RAYAGADA	Postal Dispat 💙	16/2/2012	2142313	more
739575	29/12/2011	6332	SALES TAX OFFICER,TITLAGARH	Direct Payme 💌			more
739576	29/12/2011	1835	SALES TAX OFFICER,BOLANGIR	Direct Payme 💌			more
739577	29/12/2011	10336	TAHSILDAR,BOLANGIR	Direct Payme 💌			more
739579	30/12/2011	10253	SE,SEC & E.Co.RAILWAYS ECCS LTD- SAMBALPUR	Direct Payme 🗸			more
739587	30/12/2011	50417	GAJAMAN KARWAN	Direct Payme 💙			more
739592	30/12/2011	48527	SALES TAX OFFICER,KANTABANJI	Direct Payme 💌			more
739596	02/01/2012	6557	SALES TAX OFFICER,SAMBALPUR	Direct Payme 💌			more
739597	02/01/2012	2876	TAHSILDAR,SAMBALPUR	Direct Payme 💙			more



- 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 :	0362
Date :	23/02/2012

Cheque Details 🗍

PMR Number	PMR Date	CO6 Number	CO6 Date	Party Name	Amount	Paid Amount	Payment Date	
0311120684	23/12/2011	030211004571		DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	4000	2000	23/2/2012	
0311120941	31/12/2011	030211004671		DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	29976	29976	23/2/2012	
0312010012	03/01/2012	030211004682		DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	4899			
0312010013	03/01/2012	030211004683		DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	2937			
0312010016	03/01/2012	030211004686		DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	9739			
0312010017	03/01/2012	030211004687		DIVISIONAL CASHIER,SAMBALPUR,E.Co.RLY	6989			



- 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	0364	*							
4 Number :	0364120201	P4 Month:	23/02/2012		P4	Date 23	/02/2012		
PNR Detail	NRB Che	que Detail							
PMR Details	Ļ								
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		more
0311120968	31/12/2011	030911000310	0	100833	100833	50416	50417		more
0312010001	03/01/2012	030111001078	0	0	0	0	0		more
0312010002	03/01/2012	030211004672	0	0	0	0	0		more
0312010003	03/01/2012	030211004673	0	0	0	0	0		more
0312010004	03/01/2012	030211004674	0	0	0	0	0		more
0312010005	03/01/2012	030211004675	0	0	0	0	0		more
0312010006	03/01/2012	030211004676	0	0	0	0	0		more
	Save	Clear							

NRB TAB

PMR Voucher	Return 🕨						
Cashier Name	0364	*					
P4 Number :	0364120202	P4	Month: 23/02/2012		P4 D	ate	23/02/20
PMR Detail	NRB C	heque Detail					
NRB Chequ	e 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		more
739573	29/12/2011	NBST0306	SALES TAX OFFICER,RAYAGADA	15702	UNPAID		more
739575	29/12/2011	NBST0318	SALES TAX OFFICER,TITLAGARH	6332	UNPAID		more
739533	27/12/2011	NB03I175	SECRETARY RAILWAY INSTITUTE-SAMBALPUR	5990	PAID		more
739535	27/12/2011	NB03L031	LIC OF INDIA SAMBALPUR- II	489446	PAID		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

Unnaid Mouch										
Unpaid Vouch	ers 🕨									
Cashier Name :	0364	*		P5 N	Ionth : 23	3/02/20)12			
P5 Number :	0364120201					3/02/20				
• MR No						,, 02, 20	12			
O TR No.				Tota	l Cash :			0		
PMR Details ↓										
PMR Detail	NRB Chec	que Detail								
PMR Details										
PMR Number	CO6 Number	Party Code	Party Name	Pay Mode	Total Amt.	Paid		npaid Amt.	Reason	Select
0311120968	030911000310	G0395546	GAJAMAN	в	50417		0		Not Turned I	
0011120000	0000011000010	00000040	KARWAN		50417			50417	Not ramea (
	Save	lear								
NRB TAB										
Unpaid Vou	chers •									
Cashier Name	: 0364		~		P5	5 Mon	th: 2	3/02/20	12	
P5 Number :	036412	0201			P	5 Dat	e: 2	3/02/20	12	
MR No.					Та	otal C	ash :			0
O TR No.										
PMR Details ↓										
PMR Deta	ail NR	tB Cheque	Detail							
NRB Cheq	ue Details↓		-				-			
Cheque No	Cheque Da		rty de		/ Name		Cheque Amt.	Statu	s Select	Detail
739576	29/12/201	1 NBST	0303		ES TAX ,BOLANGI	R	1835	UNPAID		more
739577	29/12/201	1 NBTE	0304	TAHSILDA	-	IR	10336	UNPAID		more
739596	02/01/201	2 NBST	0301		ES TAX SAMBALPU	JR	6557	UNPAID		more
739597	02/01/201	2 NBTE		TAHSILDAR			2876	UNPAID		more
739579	30/12/201	1 NB03	8Y040	SE,SEC & E. ECCS LTD-			10253	UNPAIE		more
739592	30/12/201	1 NBST	гозо4		ES TAX KANTABAN	ICI	48527	UNPAID	>	more
		et								
	Save	Clear								
6. Enter N	/IR Number for	· cash unp	aid am	ount.						

- 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	Go	
Loan Date <mark>(DD/MM/</mark>	YYYY) Closing Balance of 31/03/2008*	0	

Debit/ Credit	Date	Amount	AU	Reference No.	Reference Date	Mode
Debit 💌	06/10/2010	24000	01	01191000007	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	Credits	0 Balance as on	0 Current	
Year 0	Year	31/03/2009	Balance	
Add Row Save	Clear Ent	ry 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.

lit Year Ope	ning Balance >	
nancial Year	2008-2009 💙 🕞	
Allocation	Particulars	Year OB
00076601	HBA/HOUSE BUILDING ADVANCE - (RLY)	1446907
00076602	MOT/MOTOR CAR ADVANCE (RLY)	4682
00076603	SCT/SCOOTER/ MOTORCYCLE ADVANCE (RLYS)	16906
00076604	CYC/Cycle Advance	
00076609	FAN/FAN ADVANCE (RLY)	
00076613	CMP/Computer Advance	13469
00076651	HBA/HOUSE BUILDING ADVANCE - AUDIT	
00076652	MOT/MOTOR CONVEYANCE ADVANCE AUDIT	
00076653	SCT/SCOOTER / MOTOR CYCLE ADVANCE (AUDIT)	
00076654	CYC/CYCLE ADVANCE(AUDIT)	
00076659	FAN/FAN ADVANCE (AUDIT)	
00076663	CMP/COMPUTER ADVANCE (AUDIT)	
00076701	INT ON HOUSE BUILDING ADVANCE	
00076702	INT ON MOTOR CAR ADVANCE	
00076703	INT ON SCOOTER ADVANCE	
00076704	Intrest on Cycle Advance	
00076709	INT ON FAN ADV	
00076713	INT ON Computer Advance	
00076751	INT ON House Building Advance (AUDIT)	
00076752	INT ON Motor Car Advance (AUDIT)	
00076753	INT ON Scooter Advance (AUDIT)	
00076754	INT ON Cycle Advance (AUDIT)	
00076759	INT ON Fan Advance (AUDIT)	
00076763	INT ON Computer Advance (AUDIT)	

SAVE

- 4. Edit OB as required.
- 5. 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.

- 1. Click to MCR Transfer Screen.
- 2. Select allocation from list.
- 3. Click to Go button.
- 4. System displays the transaction deposited through MCR as shown in figure below.

M	CR Transf	er)					
A	llocation	0007660	1 : House B	Building Adv	an 🔻 Go		
	MR No.	MR Date	Tran Date	Emp No.	Name	Bill Unit Allocation	n Amount Select
	111766	21/12/11	21/12/11	07855941	RABINDRANATH JENA	02025 00076601	8842
	Tran	sfer To Ledge	r	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 000	076601 : House Building Advan 🛛 🗙 MR No.	71405	D.
Go			
Allocation 00076601 Fill Details >	AmountEnterd Amount27610245000		
Emp No.	Name	Allocation	Amount
03330242	BAGAMBAR MISHRA	00076601 💌	15000
03330242	BAGAMBAR MISHRA A.K.CHOUDHURY	00076601 🗸	15000 30000
		00076601 💌	
		00076601 🗸	

- 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 Ledgerto 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 Transf	er⊧								
Allocation	0007	6601 : House	Buildin	g Advan	V No	01311	01656		🔾 Go
JV Date	20/	/12/2011	Acco Mont	ounting Ye	ear	201111			
Description: 0UTSTANDING MCA OF SRI SANJAY MOHAPATRA, PF NO. 22001165 FOR RS138424 OUTSTANDING MCA OF SRI G. BALMURALIDHAR, PF NO. 01506948 FOR RS50752 OUTSTANDING HBA OF SRI RAM GOPAL, PF NO. 01013361 FOR RS354000									IDHAR, PF
Allocatio	on		Amou	int			Entered	Amo	ount
0007660	1	Debit	•	Credi 35	it 4000		ebit 0		Credit 354000
Fill Details	;)								
Emp No.		N	ame)ebit/ Credit	Allocati	ion	Amount
05769644	A.K.	CHOUDHURY			C	redit 💌	0007660	1 🗸	350000
03330242	BAG	AMBAR MISH	RA			redit 🔽	0007660	1 🗸	4000
					C	redit 💌	0007660	1 👻	
Add Row			Trans	fer To Led	ger		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 Ledgerto save data.

View Ledger

This screen is providing to view employee ledger allocation wise.

Steps to view employee ledger:

- 1. Select allocation from list.
- 2. Enter employee number.
- 3. Enter financial year
- 4. Click to Go button.
- 5. System displays Ledger detail for selected financial year and allocation.

View Ledger >							
Allocation *	00076603	: Scooter/ M	Iotorcycle 💌				
Employee No *	0333	0242 👸 BA	GAMBAR MISHRA				
Financial Year	2010-2011	. 🗸			Go		
		PREV	2010-2011 NEXT				
Designation		Sr. SO(A)) Bill	Unit	01004		
Year OB		0	Loar	n Date			
Transaction Month	AU	Debit	Reference No.	Credit	Balance		
Oct-10	BBSR	24000	011910000007-CO7		24000		
Nov-10	BBSR		010710000563-CO7	1000	23000		
Dec-10	BBSR		010710000645-CO7	1000	22000		
Jan-11	BBSR		010710000733-CO7	1000	21000		
Feb-11	BBSR		010710000780-CO7	1000	20000		
		Closing B	alance 🕨		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

200904

Allocation	Suspense T	ransaction	Financial T	ransaction	Status	Fina
Anocation	Debit	Credit	Debit	Credit	Status	T IIId
00076601 : HOUSE BUILDING ADVAN	0	423335	0	430223	8	
00076602 : MOTOR CAR ADV	0	54488	0	54488	0	
00076603 : SCOOTER/ MOTORCYCLE	0	143823	0	144623	8	
00076604 : CYCLE ADVANCE	0	0	0	0	0	
00076609 : FAN ADVANCE (RLY)	0	0	0	0	0	
00076613 : COMPUTER ADVANCE	0	68612	0	69612	8	
00076651 : HOUSE BUILDING ADVAN	0	51598	0	51598	0	
00076652 : MOTOR CONVEYANCE ADV	0	0	0	0	0	
00076653 : SCOOTER / MOTOR CYCL	0	19286	0	19286	0	Γ
00076654 : CYCLE ADVANCE(AUDIT	0	0	0	0	0	
00076659 : FAN ADVANCE (AUDIT)	0	0	0	0	0	Γ
00076663 : COMPUTER ADVANCE (AU	0	19800	0	19800	0	
00076701 : INT ON HBA	0	38395	0	38395	9	
00076702 : INT ON MOTOR CAR ADV	0	8114	0	8114	9	
00076703 : INT ON SCOOTER ADV	0	16828	0	16828	0	
00076704 : INTREST ON CYCLE ADV	0	0	0	0	0	
00076709 : INT ON FAN ADV	0	0	0	0	Ø	
00076713 : COMPUTER ADVANCE	0	6995	0	6995	0	
00076751 : HOUSE BUILDING ADVAN	0	1398	0	1398	0	
00076752 : MOTOR CAR ADVANCE	0	0	0	0	0	
00076753 : SCOOTER ADVANCE	0	3752	0	3752	0	
00076754 : CYCLE ADVANCE	0	0	0	0	Ø	
00076759 : FAN ADVANCE	0	0	0	0	9	
00076763 : COMPUTER ADVANCE	0	2300	0	2300	9	

- 3. If transactions are same for both heads, then displays the green image \sub 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 Trans	sfer	•							
Allocation	0007	6601 : House Buildir	ng Advan 🛛 👻	CO No	6 01171	1000174		🔾 Go	
Book Date 28/12/2011 Accounting Year Month 201112 Description: SALARY(NG) BILL OF RCT/BBS FOR DEC-2011									
Allocatio	Allocation Amount Entered Amount								
		Debit	Credit	_	D	ebit		Credit	
0007660	1		184	4)		•		1844	
Fill Details	•								
Emp No. Name Debit/ Credit Allocation Amount									
03330242	BAG	AMBAR MISHRA		Cr	edit 🗸	00076601	*	1000	
05769644	A.K.	CHOUDHURY		Cr	edit 💌	00076601	~	844	
				Cr	edit 🔽	00076601	*		
Add Row		Save	Transfe	r To	Ledger		Clea	r	

- 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 Ledgerto save data.

DOs & DON'Ts

- 1. Always use Internet Explorer low 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.

<u>DON'Ts</u>

- 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.

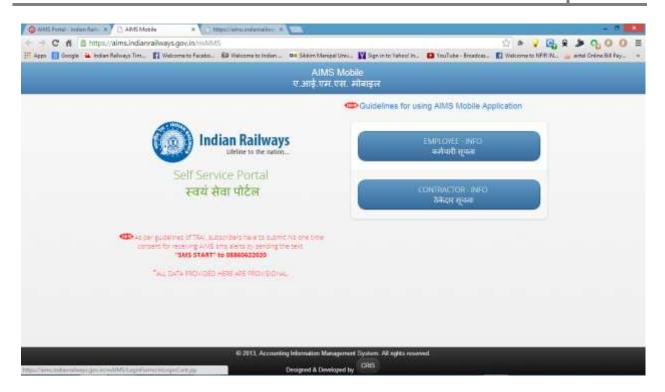
SELF SERVICE PORTAL

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.

Accounting Information	Management System Po	ortal (ome (About us (Docum	nents (Implementa	ation Timeline Contact us
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The following screen is main page for Self Service Portal.



Following screen shows instructions for getting SMS and using self service portal smoothly.

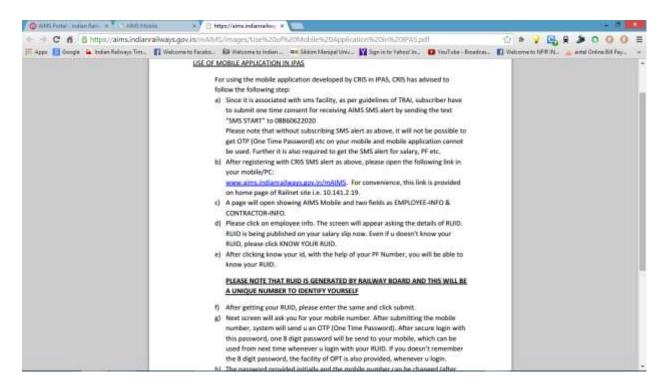
USE OF MOBILE APPLICATION IN IPAS

For using the mobile application developed by CRIS in IPAS, CRIS has advised to follow the following steps:

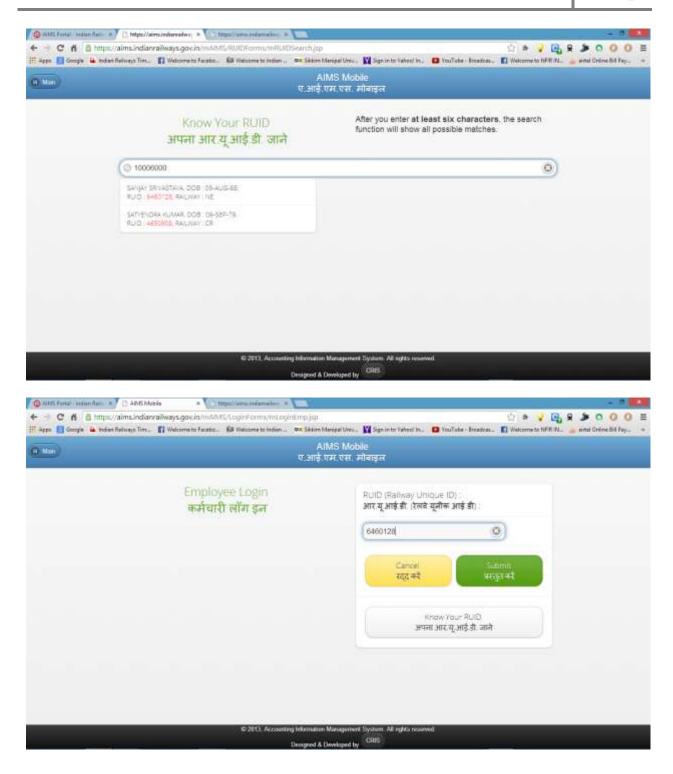
- a) Since it is associated with sms facility, as per guidelines of TRAI, subscriber have to submit one time consent for receiving AIMS SMS alert by sending the text "SMS START" to 08860622020. Please note that without subscribing SMS alert as above, it will not be possible to get OTP (One Time Password) 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 automaticaly.
- b) After registering with CRIS SMS alert as above, please open the following link in your mobile/ PC : www.aims.indianrailways.gov.in/mAIMS.
- c) A page will open showing AIMS Mobile and two fields as EMPLOYEE-INFO & CONTRACTOR-INFO.
- d) 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.
- e) 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.



NORTH EASTERN RAILWAY GORAKHPUR Page 236

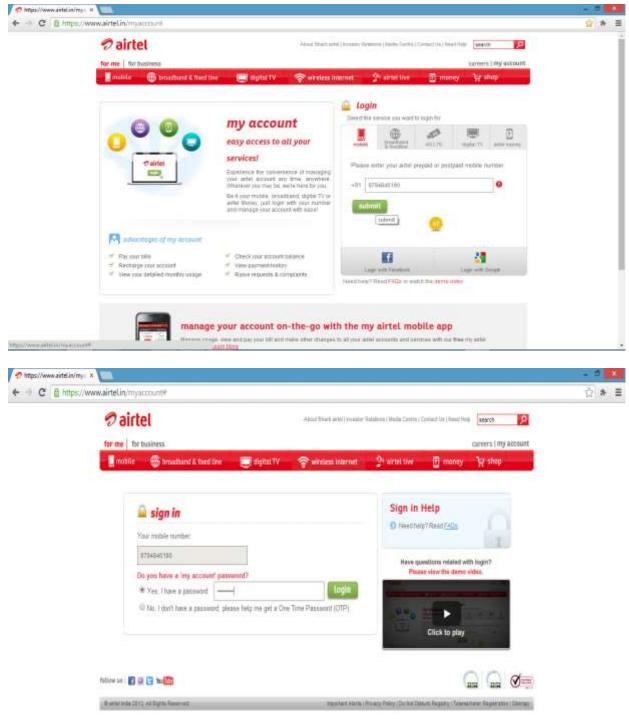
MIMS Mobile ए.आई.एम.एस. मोबाइल					
Welcome, Mr. SANJAY SRIVASTAVA (RUID : 6460128 Emp. No : 10006000)	Password : पासर्व्ड :				
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२-चरण प्रमाणीकरण					
	OR				
	OTP (One Time Password) ओटी.पी. (एक समय पासवर्ड) Cloiney to lend OTP on your Registered	Woble number (#Wh)			
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PROFILE	Do you want to update your Pasword ?
प्रोफ़ाइल	Password :
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	Confirm now 8 digit Password
	Cancel Update
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welcome: Mr. SANJAY SRIVASTAVA (RUID : 6460128 ; Emp. No : 10006030)	Designed & Developed by CHIS
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Procedure of viewing CUG mobile details on Airtel website after registration. Go to <u>www.airtel.in/myaccount</u> . In the following screen enter your CUG no. & press submit button



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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?
- In other bill passing module when before passing the bill, user don't save Ansthe 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 recovary start automaticaly 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 recovary starts from the next month automaticaly.

•	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 finanace.					
	05	Passed	Bill is passed by concerned finance					
	06	C07 generated	After passing CO7 is generated by ENGA/EGA					
	07	Intilised	Books section has made Abstract and bill is ready for next month					

- Q.09- What are the status of salary bills shown and their meaning?
- Ans-

- Q.10- What are the general earning & recovary 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 recovary.

SN	EDCODE	DESCIPTION	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 FESIVAL ALLOWANCE	01
22	EAF01	PONGAL FA	01
23	EAF02	RAMZAN FA	01
24	EAF03	ID-UL-FITTRE	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

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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 REIMBAUDIT	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
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101	ET001	TAX REFUNDS	00002101
102	EV000	OVERTIME	11
103	EV00A	ARREARS OF OT SHOER	44
104	EV010	OVER TIME-HOER SINGLE	11
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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
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112	EW032	CONTINGENT ALLOWANCE	18
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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
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126	EW111	WASHING ALLOWANCE - NURSE	13
127	EW114	MELA ALLOWANCE	13
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142	EW210		07
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144	EW21A		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
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156	EW360	HARD DUTY ALLOW.	13
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158	EW410	RELAYING ALLOW.	13
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174	R0010	OVER PAYMENT OTHER ALLOWANCES	13
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176	R0030	OVER PAYMENT OF HRA	04
177	R0050	OVER PAYMENT OF TRANSPORT ALLOW	07
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180	R0210	OVERPAYMENT OF IR-I	06
181	R0210	OVERPAYMENT OF IR-III	06
182	RA000	RECOVERY OF ADVANCES	12191299
183	RA005	MOTOR CYCLE/SCOOTER/MOPED ADVANCE	00761003
184	RA045		01
185	RB010		03
186	RB080		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	00867002
155	Neois	KOLKATA	00007002
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 ASSOGKP	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
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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

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222	RG02B	ARREARS OF CGIS - B	00801102
223	RG02C	ARREARS CGIS - C	00801103
224	RG02D	ARREARS OF CGIS - D	00801104
225	RI001	JR INSTITURE	00867002
226	RI002	NE RAILWAY SENIOR INSTITURE GORAKH PUR	00867002
227	RI003	INSTITUE BADSHAHNAGAR	00867002
228	RI004	SR INSTITUE IZZAT NAGAR	00867002
229	RI005	SR INST GONDA	00867002
230	RI006	INSTITUE 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
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243	RI022	INSTITUTE KATHGODAM	00867002
244	RI023	INSTITUTE KASHIPUR	00867002
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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
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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
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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 SCEME 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-LIN	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-LIN	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-CONGKP	93652000
339	RQG00	GRG-GKP	93652000
340	RQG02	GARAGE-BSB	93652000
341	RQG04	GARAGE-LIN	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

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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	RQ106	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-CONGKP	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-LIN	93652000
381	RQN06	LAWN-IZN	93652000
382	RQN07	AR.LAWN-IZN	93652000
383	RQN10	LAWN-WS-GKP	93652000
384	RQN12	LAWN-CONGKP	93652000
385	RQN72	LAWN-WS-IZN	93652000
386	RQO04	OUTHOUSE-LIN	93210000
387	RQ005	AR.OUTHOUSE-LJN	93210000
388	RQO06	OUTHOUSE-IZN	93210000
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389	RQO30	OUTHS-RNC	00878201
390	RQP05	AR.HR-PENAL-LIN	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-LIN	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-LIN	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-CONGKP	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	ΙΝϹΟΜΕ ΤΑΧ	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 CONVANCE 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 LIN	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/recovaries are to be kept under Contineous tab in Change data?
- Ans- All type of earnings/recovaries which are applicable for a certain period or fix for long time should be entered under this tab. For example recovary 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, ressiding 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 recovary? 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 recovary charges, acrued on their CUG mobile number along with spouse sim of officers.



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





520/ 29/2

पूर्वोत्तर रेलवे

गोरखपुर - 273 012 (उत्तर प्रदेश) North Eastern Railwa Gorakhpur - 273 012 (Utlar Pradesis) mba Phone : 0551-2201041 भीवस Fax : 0551 2201299 학련 Email : gm@ner.tailnet.gov.in February 22, 2013

No. EDP/Impl/RDBMS/2002/Pt.II

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 ic consultation with your staff representatives so that the implementation of the IPAS project can be introduced by 30.94.2013 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)

GENERAL MANAGER

C/- CAO(Con.), All PHODs/NE Rulway

ANNEX.-I



No.E/CPO/IPAS/2011

OFFICE OF THE GENERAL MANAGER(P) NORTH EASTERN RAILWAY GORAKHPUR - 273012

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. ET "M/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 :-

SSEL PLAS

CHIEF PERSONNEL OFFICER

1- FA&CAO/B&B, N.E.Railway/GKP 2- Dy.CPO/IR/N.E.Railway/GKP 3. Sr. EDPM/GKP,LJN & BSB

CHIEF PERSONNEL OFFICER

677	
den	21160
	2.1-

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 pertaing 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 Onwords	
7.	Uplaoding of current leave position as on 01.01.2013	15.07.2013	

Note:-

Regarding Item No.07uploading of current leave position, if all cader 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 EDF Centre Gorakhpur.

SI.No.	P.F.No.	Bill Unit -	Name of Employee	Leave positions as on 01.01.2013 LAP LHAP
4				
		-		
-				

an N

(P.K.Agarwal) FA& CAO/B&B

W.13 6 (Gun Sagar Singh) C.P.O./Adm.

0.007



No.E/CPO/IPAS/2011,

Office of the GENERAL MANAGER (P), North Eastern Railway. GORAKHPUR 273 012

38/2

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

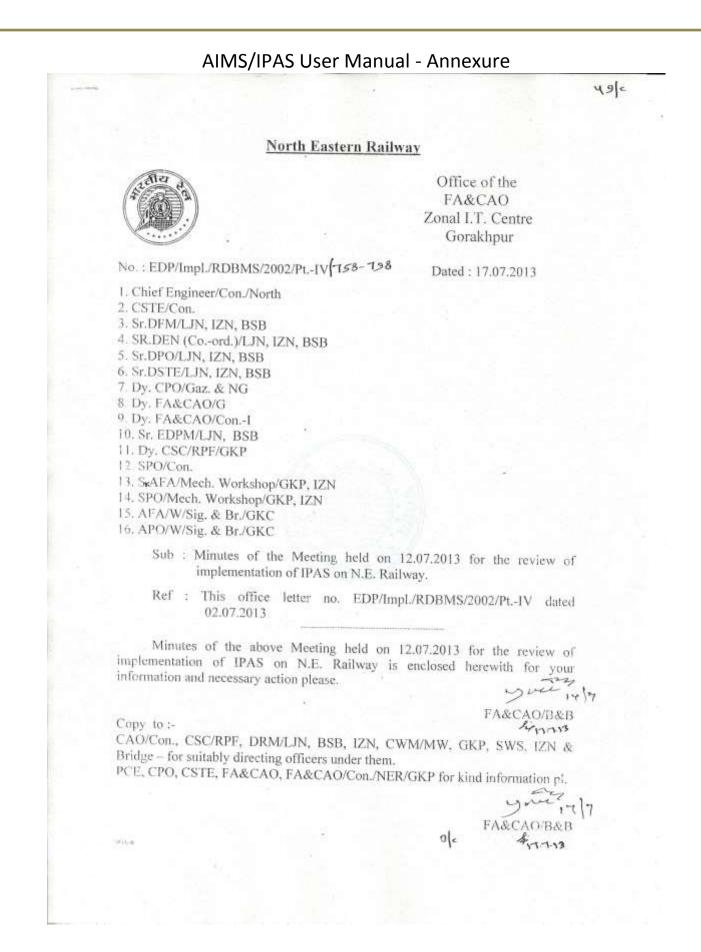
While reviewing the position of subject matter for the month of February, 2013 as on date, it is observed that the position of your unit is very poor. In this connection, General Manager, vide his D.O.No.EDP/Impl/RDBMS/2002/Pt.III/209-220, dated 22.02.2013 advised all concerned to introduce the project 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 Divisons 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.

لسک (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



48 0

Minutes of the meeting held for the review of implementation of IPAS on N.E.Railway

Participants

Shri S.M.N.Islam Shri Brajendra Kumar Shri S. N. Sah Shri Ram Janam Shri P.K.Agrawal Sr.DFMs/WAOs Sr.DPOs/DPO(W)

CPO FA&CAO CSTE/Con CE/Con/North FA&CAO/B&B

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 :-

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.

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.

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

3.

- 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).
- The users of Payroll are given appropriate Bill Units Permissions.
- Users of Internal Check are given permission for respective Sections. 3a -
- 4 Bill Passing Users are given appropriate permissions for Sections and Bill Units.
- Permissions to access modules should be verified.
- 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 chgineers.

Masters

- 8. IFSC code is available for all the banks.
- u. Court Case Party payment detail for recovery from salary.
- In-Treasury (For cheque printing) information is available.
- 11- All important fields of bio data page should be correctly set like :
 - i. Employee No
 - Employee Name ii.
 - iii. Date of Birth
 - iv. Date of Appointment
 - 1 Sex.
 - ٩ŕ. Designation
 - \$11. Department viii. Accounting unit
 - fx. Station

 - Bill unit no Ni.
 - Employee Status (Apprentice, permanent etc ...) xi.
 - Service Status (Serving, retired etc) SIL
 - Pension Acc. No (for NPS cases) XIII.
 - Payrate (Basic / Gradepay) Siv.
 - Gradepay XY_{-}
 - XNF. Payband
 - avit. Bank code (mandatory for bank payment)
 - 3.9111. Account no (mandatory for bank payment)
 - Payment mode (cash,NEFT,RTGS.....) NIX. 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 >=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 -princsupv). for Incentive module
- 25-Standard Hours to be provided for each group unit (table prtrinem), for Incentive
- 26- Employee's incentive category (prmacat) and shop number to be provided, for incentive

पूर्वोत्तर रेलवे

कार्यालय विसमुलेधि ज़ोनल आई.टी.सेन्टर गोरखपुर

दिनॉक : 09.08.2013

10310

HO : EDP/Impl./RDBMS/2002/Pt.-IV 890-915

1. मुख्य सुरक्षा आयुक्त (रे.सु.ब.) / गोरखपुर

मुख्य इंजीनियर/निर्माण/उत्तर/गोरखपुर

विसमुलेधि/निर्माण/गोरखपुर

- मुख्य कार्मिक अधिकारी/प्रशासन/गोरखपुर
- मुख्य कारखाना प्रबन्धक / याँत्रिक कारखाना / गोरखपुर, इज्जतनगर
- मुख्य कारखाना प्रबन्धक/पुल कारखाना/गोरखपुर
- 7. मुख्य कारखाना प्रबन्धक/सिंगनल कारखाना/गोरखपुर छावनी
- उप विसमुलेधि/सामान्य/गोरखपुर
- 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.-

	पा.एफ, कनचारा का	अन्य इकाई के पो.एफ, कर्मचारी से।
2	भी,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 आबंटित करना होगा ताकि आईपास में उनका बिल तैयार किया जा सके। नया पी.एफ. नम्बर या आई.डी. नम्बर आबंटित 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, लाकि वे नया पी.एफ. नम्बर आबंटित कर सकें। इस सूची की एक प्रति जोनल आई.टी.केन्द्र गोरखपुर को मी भेजना सुनिश्चित करेंगे ताकि कार्य की प्रगति से विसमुलेधि महोदय को अवगत कराया जा सके। अन्य

11-11-11

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 पूर्य 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 आबंटित किया जाता है उनका मौजूदा COBOL पद्धति में भी तद्नुसार पी.एफ. संख्या परिवर्तित कराना होगा ताकि उनके भविष्य निधि की राशि सही खाते में आगे ले जायी जा सके।
- (घ) जिन पी.एफ. कर्मधारियों को नया पी.एफ. संख्या आबंटित 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।
- (3) 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 आबंटित किया जायेगा। पी. एफ. के कर्मचारी का पी.एफ. संख्यां 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 सम्बन्धिलं कार्मिक विमाग/लेखा इकाई द्वारा क्रिस के इन्जीनियर के सहयोग से आबंटित किया जायेगा।

एन.पी.एस. से एन.पी.एस. नम्बर डुप्लीकेट होने के मामले में :--

(क) इस मामले में कनिष्ठ कर्मधारियों को ही नया आई.डी. संख्या आबंटित किया जायेगा।

सामान्य :--

- (क) जिन कर्मचारियों को नया थी.एफ, नम्बर या नया आई.डी.नम्बर आबंटित किया गया है जनसे सम्बन्धित पूर्ण विवरण संलग्न प्रोफार्मा में स्थायी अभिलेख में नया नम्बर आबंटित करने वाले यूनिट द्वारा रखा जाय।
- (ख) नई नियुक्ति के मामले में आई.डी.संख्या आबंटित करने से पूर्व आईपास के माध्यम से सुनिश्चित कर लिया जाय कि प्रस्तावित आई.डी. संख्या किसी अन्य कर्मचारी को आबंटित 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 आबंटन का कार्य एक सप्ताह के अन्दर पूर्ण किया जाना सुनिश्चित करेंगे।

यह विसमुलेधि द्वारा अनुमोदित है। संलग्नक:-यथोपरि।

मुख्य कार्मिक अधिकारी/पूर्वोत्तर रेलवे/गोरखपुर को सादर सूचनार्थ।

प्रतिलिपि :--

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व० ई०डी०पी०एम० काम्

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-11-1 11222 स्टेमन कर्मचारी का विवरण जिससे आई ही संख्या दुप्लीकेट हुआ है म | पिता का नाम | पदनाम | बिल यूनिट स. | स्टेशन कर्मबारी का विवरण दिससे धीएण, संख्या हुएसीकेंट हुआ है 2 14 加 to HC21H -90 कर्मचारियों का विवरण जिन्हें इप्लीकेट आई.डी. संख्या के बदले नया आई.डी. संख्या आबंटित किया गया कमंचारी का विवरण जिससे पी.एफ. सख्या बुल्तीकेट हुआ है र | पिता का नाम | पदनाम | विल घूनिट स. | स्टेशन 7 कर्मचारियों का विवरण जिन्हें बुप्लीकेट आईं.डी. संख्या के बदले नया आईं.डी. संख्या आबंटित किया गया कर्मचारियों का विवरण जिन्हें डुप्लीकेंट पी.एफ. संo. के बदले नया पी.एफ. संख्या आबंटित किया गया Ψ. बिल युनिट 2 2 de alte 얻 पिता का नाम 2 行 Ţ. ÷ - AF 疳 (एन.पी.एस. से एन.पी.एस. संख्या इप्लीकेट होने के मामले से एन.पी.एस. संख्या डुप्लीकेट होने के मामले संख्या डुप्लीकेट होने के मामले ÷ HIL HIH 8 2 भाषा आई.की सारव्या नया आई.की. संख्या 툕 10 m m नया पी. एफ. संख्या FIRST FI 40111 0 (1) 00 Harry H Real Table false Miller Hiter 00 1-* से पी.एफ. वित्व पूनिट साउपा Highly P 비분-카파 ŀŵ w (पी.एफ. (पी.एफ. पदनाम विता का साम विता का नाम iά un, 90 विता का चान E. H 10 -17 × एनपीएस संख्या H एनपीएस संख्या 4 63 è वी.एफ. संख्या 14 <u>आर्थ के</u> संख्या आई.थी. संस्था (1) 11 es. -N. 邗嵌 第7年 -N • é

AIMS/IPAS User Manual - Annexure



पूर्वोत्तर रेलवे

कार्यालय विसमुलेधि जोनल आई.टी.सेन्टर गोरखपुर दिनॉंक : 14.08.2013

TO : EDP/Impl./RDBMS/2002/Pt.-IV/2

- 1. प्रमुख मुख्य इन्जीनियर
- 2. मुख्य कार्मिक अधिकारी
- मुख्य विद्युत इन्जीनियर
- 4. भण्डार नियंत्रक
- मुख्य चिकित्सा निदेशक
- मुख्य सुरक्षा आयुक्त / रे0सु0ब0,
- 7. प्रधान निदेशक लेखा परीक्षा
- विसमुलेधि / निर्माण / गोरखपुर
- मुख्य इन्जीनियर/निर्माण/पूर्व/गोरखपुर
- 10. मुख्य सिगनल एवं दूरसंचार इंजीनियर/निर्माण/गोरखपुर
- 11. रण्डल रेल प्रबन्धक/लखनऊ, इज्जतनगर एवं वाराणसी
- 12. मुख्य कारखाना प्रबन्धक/याँत्रिक कारखाना/गोरखपुर, इज्जतनगर
- 13. मुख्य कारखाना प्रबन्धक/पुल कारखाना/गोरखपुर
- 14. मुख्य कारखाना प्रबन्धक/सिगनल कारखाना/गोरखपुर छावनी
- 15. अध्यक्ष रेलवे मर्ती बोर्ड/गोरखपुर
- 16. एडिशनल रजिस्ट्रार / रेलवे दावा अधिकरण / गोरखपुर

विषयः – आईपास में वेतन डाटा अपलोड करने एवं उसके सत्यापन के सम्बन्ध में।

आज दिनांक 13.08.2013 को महाप्रस्वक महोदय एव विसमुलेधि के बीच हुई वार्ता के पश्चात 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 पूर्वाहन में अपलोड कर दिया गया है। वेतन बिल से सम्बन्धित सत्यापन समस्त बिल आहरण अधिकारियों के द्वारा शत-प्रतिशत सुनिध्चित 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:-

 नाम 	 पदनाम 	3. निर्वाह निधि संख्या/एन.पी.एस. संख्या	
५ जन्म तिथि	5. नियुक्ति तिथि	 ग्रेड पे मल वेतः 	
८. पे—बैण्ड	 9. गियुक्ति स्टेशन 	10. विभाग 11 पैन नम्ब	
12. खोता संख्या	13. बैंक कोड	14. लेखा शीर्ष	

यदि सत्यापन के समय किसी कर्मचारी का खुप्लीकेट पी.एफ.∕एन.पी.एस. नम्बर पाया जाता है तो इस कार्यालय द्वारा जारी पत्र संo EDP/Impl./RDBMS/2002/PL-1V दिनाँक 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 अनभाग 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।

149 विसमुलेधि/खाता एवं बजट toryo w

14.8.13



कार्यालय महाप्रबन्धक पूर्वोत्तर रेलवे, गोरखपुर OFFICE OF GENERAL MANAGER N.E.RAILWAY, GORAKHPUR

Dated : 30.08.2013

13410

No.EDP/Impl./RDBMS/2002/Pt-IV

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 ♥c

Copy to :

P.C.E. C.E.E. C.S.T.E. should ensure internet connectivity throughout N.E.Railway.

General Manager



पूर्वोत्तर रेलवे

संख्या : EDP/Impl/RDBMS/2002/Pt.IV

- 1. प्रमुख मुख्य इंजीनियर
- मुख्य विद्युत इंजीनियर
- भण्डार नियंत्रकं
- मुख्य चिकित्सा निदेशक
- .5. मुख्य सुरक्षा आयुक्त / रे०सु०ब०
- प्रधान निदेशक लेखा परीक्षा
- 7. विसमुलेधि/निर्माण/गोरखपुर
- 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/याँत्रिक कारखाना/गोरखपुर, इज्जतनगर
- 12. मुख्य कारखाना प्रबन्धक/पुल कारखाना/गोरखपुर
- 13. मुख्य कारखाना प्रबन्धक/सिंगनल कारखाना/गोरखपुर छावनी
- 14. अध्यक्ष रेलवे गर्ती बोर्ड/गोरखपुर
- 15. एडिशनल रजिस्ट्रर/रेलवे दावा अधिकरण/गोरखपुर
 - विषय :-- पूर्वोत्तर रेलवे, पर IPAS लागू किया जाना ।

संदर्भ :-- महाग्रबन्धक का पंत्राक EDP/Impl./RDBMS/2002/Pt-IV

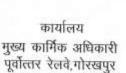
दिनांक 16.09.2013

संदर्भित पत्र द्वारा पूर्वोत्तर रेलवे में IPAS लागू किये जाने की लक्ष्य तिथि का

उल्लेख किया गया था। मुख्यालय के EDP Centre द्वारा इस कम में सभी आवश्यक दिशा-निर्देश नियमित रुप से दिया जाता रहा है। अब तक की प्रगति के पुनरावलोकन से यह पता चला है कि बहुत से कार्यालय, विशेषत: 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 तीवता प्रदान करने के लिए आपके स्तर से कड़ी निगरानी की आवश्यकता है।

अक्टूबर -2013 तक IPAS को पूरी तरह लागू किये जाने के लिए निन्न कार्य-योजना पर कार्य किया जाना चाहिए।

- जुलाई -2013 के वेतन बिलों को न्यूतम त्रुटियों के साथ 23.09.13 तक पारित कराया जाय।
- 2. अतिम संशोधनों के साथ प्रत्येक कर्मचारी से सम्बद्ध मास्टर डाटा के साथ अगरत -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 है।
- 3. बिलों को पारित करने वाली सभी लेखा इकाईयाँ बिलों की, विशेषतः सही Allocation की, जाँच करेगें। और अति आवश्यक होने पर ही बिना पारित किये वापरा करेगें। सभी लेखाधिकारी यह सुनिश्चित करेगें, और वेतन बिल बनाने वाले सभी कार्यालयों को पूर्ण सहगोग प्रदान करेगें।



दिनांक 20.09.2013

-lew

ANNEX.-XV

- 4. माह अगस्त –2013 के वैतन बिलों को 1 अक्टूबर 2013 तक पारित कराया जाना सुनिधिचत किया जाय। सभी EDP Centres अगस्त माह की पे–सिलप का प्रिन्ट–आउट उन सभी कार्यालयों को उपलबा करायेंगे जहाँ त्रुटियों की सम्भावना है अथवा वेतन बनाने वाले कार्यालय की मांग है।
- 5 इसी प्रकार 8 अक्टूबर 2013 तक सितम्बर-2013 के बिलो को तैयार कर पारित किये जाने हेतु भेजा जाय। यह भी सुनिश्चित किया जाय कि सभी डाटा तुटि-रहित हो। लेखा कार्यालय इन्हें 15 अक्टूबर तक पारित करें।
- 6. असटूबर 2013 के वेतन बिल अनिवार्य रूप से केवल IPAS पर पारित किये जायेगें। COBOL बिलों को मिलान एवं रिकार्ड के लिए सुरक्षित रखा जायेगा। विशिष्ट स्थितियों में, यदि बिलों में बहुत ज्यादा अटियाँ रहती है, तो सम्बन्धित विभाग इसकी गहन जाँच कराकर उत्तरदायित्व सुनिश्चित करेगा । ऐसी रिधति में वर्तमान व्यवस्था के अनुसार COBOL के बिल पारित किये जायेगें।
- अपरिहार्य परिस्थियों में छपरोक्त दिये गये लक्ष्य तिथियों में स्थानीय स्तर पर 1 से 2 दिनों का परिवर्तन किया जा सकता है।
- समी EDP Centres उपरोक्त कार्य के लिए अपने कार्यालय खुले रखेगें, एवं उपलब्ध कम्प्यटर/इन्टरनेट आदि की व्यवरथा सुनिश्चित करेंगें।
- गोरखपुर स्थित सभी लेखा इकाईयों का समन्वय उपविसमुलेधि/सामान्य करेगें। वेतन बिल बनाने धाले 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

140/c

प्रतिलिपि :- सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :-

वरि0मण्डल वित्त प्रबन्धक / लखनऊ, इज्जतनगर, वाराणसी

- वरि0मण्डल कार्मिक अधिकारी/लखनऊ, इज्जलनगर, वाराणसी
- 3. वरि०मण्डल इंजीनियर(समन्वय) / लखनऊ, इज्जतनगर, वाराणसी
- 4. वरि०मण्डल सुरक्षा आयुक्त/मंडल सुरक्षा आयुक्त/लखनऊ, इज्जतनगर, वाराणसी
- वरिठई,डी,पी,एम. / मोरखपुर, लखनऊ, वाराणसी
- उप विसमुलेधि/साø, यातायात, भण्डार एवं कारखाना/गोरखपुर
- 7. चिकित्सा निदेशक / ल.न.मि.रे.चि. / गोरखपुर
- कमाण्डेन्ट / आर.पी.एंस.एफ. / रजही कॅम्प / गोरखपुर
- 9. वसविस/राज.अराज./गोरखपुर
- 10. वसविस/याँत्रिक कांरखाना/गोरखपुर
- 11. सविस/सिगनल कर, एवं पुल कार/गोरखुपर छावनी
- 12. वरि. कार्मिक अधिकारी/याँत्रिक कारखाना/गोरखपुर
- 13. सहायक कार्मिक अधिकारी/सिंग. एवं पुल कारखाना/गोरखपुर छावनी

Soundin Sale वरिष्ठ ई०डी०पी०एम०/गोरखपुर

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पूर्वात्तर रेलवे. अन्डळ इस् इसि स्टब्स्ड्रि ।	

विषयः– IPAS के अन्तर्गत देतन दिल 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 अन्तर्भत 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 आयेगा। माह नवम्बर/2013 से केवल आईपास पद्धति में ही आवश्यक रूप से बिल तैयार किया जायेगा तथा लेखा विभाग द्वारा मारित भी किया जाएगा। माह नवम्बर/2013 से COBOL पद्धति में वेतन बिल तैयार किया जाना पूर्णत बन्द विया जाना है।

IPAS पद्धति में वेतन तैयार करने हेतु कारखाना कर्मचारियों को छोड़कर उत्य कर्मचारियों वा अनुभानित वेतन अवधि माह की १६ तारीख से माह के अन्तिम दिन तक का होगा अर्थाल यदि बहेई कमवारी 18 तारीख को अनुपर्स्थित अथवा अवैतनिक अवकाश पर रहता है, तो उस कर्मवारी का 16 तारीख से माह के अन्तिम दिन तक का वेतन आईपास में तैयार नहीं किया जायेगा।

नयम्बर∕2013 से वेतन बिल निम्नलिखित कार्यक्रम के अनुसार तैयार किया जाना∕ अरित किया जाना हे -

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ą.,	बिल आहरण कार्यालय द्वारा गात्रा भत्ता/एडियर वेतन विधिक्षा हतु लेखा कार्यालय को द्रेषित करना	06 तारीख तल
2.	लेखा कार्यालय द्वारा विधिक्षित याज्ञ मला एव एरियर वेतन आई.टी.केन्द्र का भेजना	१२ तारीख तक
3	विधुत एवं सी यू जी से सम्बन्धित डाटा अपलोह का कार्य	15 तारीख तक
4.	नये कर्मचारी का बाधीखाटा गरने 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 विमाग 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	थिल आहरण कार्यालय द्वारा पारित बिल छाप कर हार्ड कार्पी लेखा कार्यालय भेजने का कार्य	१९ से 23 तारीख तक
9	लेखा कार्यालय द्वारा हाई कापी बिल पारित करना एव CO7 बनाने का कार्य	23 से 26 तारीख तक
10.	चेक तैयार करना एवं बैंक गेजने आ कार्य	26 से 28 तासीख तक

मुख्यालय, निर्माण संगठन एवं मण्डल हेत्

कारखाना कर्मचारियों हेतु

¥	बिल आहरण कार्यालय द्वारा वेलन बिल तैयार कर लेखा विभाग को भेजने (Forward to LC) का कार्य	
2	लेखा विभाग दास बिल पारित करने का कार्य	01 रो 03 तारीख तक
3	वित आहरण कार्यालय द्वारा पारित बिल छाप कर हार्ड कापी तेल्वा कार्यालय भेजने का कार्य	
4	लेखा कार्यालय द्वारा हार्ड कापी बिल पारित करना एवं CO7 बनाने का कार्य	
5	चेक तैयार करना एवं बैंक मेजने का कार्य	05 एवं 06 तारीख को 12:30 पूर्वाहन तक

उपरोक्त तिथियों को यदि सार्वजनिक/साप्ताहिक अवकाश रहता है, तो यह कार्य अवकाश के पहले वाले कार्य दिवस को पूर्ण कर लिया जायेगा।

लपरोक्त पत्र पर विसमुलेधि एवं मुकाधि महोदय का अनुमोदन प्राप्त है।

वरिई डी.पी.एग

प्रतिलिपि:- सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

- मुख्य सुरक्षा आयुक्त (रे.सु.ब.) / गौरखपुर
- 2 मुख्य इंजीनियर/निर्माण/उत्तर/गोरखपुर
- विसमुलेघि / निर्माण / गोरखपुर
- 4 मुख्य कार्मिक अधिकारी/प्रशासन/गोरखपुर
- b प्रधान निदेशक लेखा परीक्षा, गोरखपुर
- मण्डल रेल प्रबन्धक / लखनऊ, इज्जेतनगर, वाराणसी
- 7 मुख्य कारखाना प्रवन्धक/याँत्रिक कारखाना/गोरखपुर, इज्जतनगर
- 8 मुख्य कारखाना प्रबन्धक/पुल कारखाना/गोरखपुर
- 9 मुख्य कारखाना प्रबन्धक/सिंगनल कारखाना/गोरखपुर छावनी
- 10 धिकित्सा निदेशक / ल.न.मि.रे.चि. / गोरखपुर
- 11 उप विसगुलेधि/सामान्य, विस, यालायाल, भण्डार एवं कार, गोरखपुर
- 12 वरिष्ठ मण्डल वित्त प्रबन्धक / लखनऊ, इज्जतनगर, वाराणसी
- 13 वरिष्ठ मण्डल इजीनियर (समन्वय)/लखनऊ, इज्जतनगर, वाशणसी
- वरिष्ठ मण्डल कार्मिक अधिकारी/लखनऊ, इज्जतनगर, वाराणसी
- 15. वरिष्ठ मण्डल सिंगनल एवं दूरसंचार इंजीनियर/लखनऊ, इज्जतनगर, वाराणसी
- 16 वरि मण्डल सुरक्षा आयुक्त/मंडल सुरक्षा आयुक्त/लखनऊ, इज्जतनगर, वाराणसी
- 17 वरिष्ठ ई डी.पी.एम / लखनऊ, वाराणसी
- 18. वरिष्ठ कार्मिक अधिकारी/निर्माण/गोरखपुर
- 19 जमाण्डेन्ट/आर.पी.एस.एफ./रजही कॅम्प/गोरखपुर

वरिई डी.पी.एम

11.14

पूर्वोत्तर रेलवे



कार्यालय वरि.ई.डी.पी.प्रबन्धक जोनल आई.टी.सेन्टर गोरखपुर

दिनाँक : 22.10.2013

सं0 : EDP/Impl/RDBMS/2002/Pt.-IV विसमुलेधि / निर्माण , पूर्वोत्तर रेलवे, गोरखपुर वरि.मंविप्र / पूर्वोत्तर रेलवे लखनऊ, इज्जतनगर एवं वाराणसी वसविस / व्यय, भण्डार, स्था. अराज., स्था.राज., पॅशन 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 ईकाइओं 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:-

- 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।
- चेक जारी करने वाले प्राधिकारी यह सुनिश्चित कर लें कि उनके यहाँ Computrised चेक रोल तथा उचित प्रिन्टर उपलब्ध है।
- दिनांक 01.11.2013 से पूर्व AIMS/IPAS पर पारित किये गये अन्य बिलों का CO6 पंजिका, CO7 इत्यादि प्रिन्ट कर यह सुनिश्चित कर लेंवे कि प्रिन्टर ठीक से कार्य कर रहा है।
- 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 Passward आवंटित है यदि, नहीं है, 'तो दिनांक 01.11.2013 से पूर्व जोनल आई.टी.केन्द्र गोरखपुर से सम्पर्क कर ID एवं Passward 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

प्रतिलिपिः– विसमुलेधि महोदय को सूचनार्थ प्रेषित।

विसमुलेधि/खाता एवं बजट

IPAS-II

AIMS/IDAS LICOR Manual Approvuro

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1	्रिण्यातः	गर, लखन	बन्धक, पूर्वोत्त ऊ एवं वाराण गॅत्तर रेलवे, व	ासी	वं याराणसं	Ì						
		(संदर्भः– इ	AIMS/IPAS ११ ११ - २०१३ स कार्यालय)3-345 दिना	से लागू थ का समसंर	रने के स झक पत्र	म्बन्ध में।						
1	क्रमा उ	वतन बल ाया था जो	सन्दर्भित पत्र । आहरण से कि कतिपय गया है, जो	सम्बन्धित कारणों र	मॉडयूल र ने नवम्बर	को माह 3 / 13 से 7	रक्टबर / 13	से लाग	करने का व	toolat		
		होता है, व सम्बन्धित होंगे वहीं आईपास में इंग्जतनगर मण्डल लेंग अपलोह गोरखपुर इंग्जीनियर	विद्युत कटौर ज आईपास क आई.टी. केन्द्र केंग डाटा ई- र मण्डल. ज पा कार्यालय केंया जाएगा प्राई टी.केन्द्र द्वारा सुनिशि	में अपलोडि में में किया -मेल के ह उपलब्ध हि उपलब्ध हि हीं आई टी में प्राप्त 1 क्रिस इ को मेजा न चत किया	ग एवं सर जाएगा। गरा गोरख केस के इन् केन्द्र मह किया जाए न्जीनियर जाएगा ज जाएगा।	सापन का जिन इक म्पुर आई. न्जीनियर है से उ एगा लथा उपलब्ध हो उसक	कार्य क्रिर गईयों में क्रि टी केन्द्र को द्वीरा सुनिधि सम्बन्धित उ क्रिस इन्जी नहीं होने । आईपास	त इन्जीनि से इन्जीनि मेजा जा चत किया परोक्त ड नियर के पर डाटा में अपलोर्डि	पर के सहर पिर उपलब एगा जहाँ जाएगा। टा को सी सहयोग से ई–मेल के इंग उपलब्ध	गेग से 1 नहीं उसका डी. में डाटा द्वारा क्रिस		
54	(75)	कमचारया इन्जीनियर	मण्डल से न द्वारा आईप के सहयोग सम्बन्धित दिव	स म अप से आईपा	लोड किय स में अपर	ा जाएगा नोड किय	अथवा एक जिएमा।	पलशीट मे धन्ध भले	त्तैयार कर एवं कटौतिः	6074		
	(ख)	सत्यापन सत्यापन सहयोग से	ाण्डल में श्वि इत्यादि आइ किया जाएग किया जाए साई टी केन्द्र	६८१ कन्द्र । । इन डा गा। क्रिस	क कमचा। टाओं का इन्जीनिय	रया द्वारा आईपास र उपलब	एक्सलशीट में अपलो नहीं होने	े में डाटा डिंग क्रि पर उप्रया	इन्ट्री एवं । न इन्जीनिर र्टमंज लं	उसका १२ के स्वय		
i.	48-47											

- (ग) इज्जतानगर मण्डल से सम्बन्धित कार्य उपरोक्त 2 (क) के अनुरूप लखनऊ आई.टी.केन्द्र के कर्मचारियों द्वारा किया जाएगा।
- (ध) मुख्यालय, कारखाना गोरखपुर एवं निर्माण संगठन से सम्बन्धित उपरोक्त कार्य आई.टी.केन्द्र गोरखपुर के कर्मचारियों के द्वारा किया जाएगा।
- वर्तमान में जो इनपुट बिल आहरण कार्यालय द्वारा तैयार किया जाता है, से सम्बन्धित डाटा आईपाल में भी बिल आहरण कार्यालय के कर्मचारियों द्वारा ही लोड किया जायेगा।
 - मुख्यालय, कारखाना गोरखपुर एवं निर्माण संगठन में आईपास पर जब तक टी.ए. मॉड्यूल प्रारंभ नहीं होता है, तब तक आन्तरिक जांच अनुमाग द्वारा विधिक्षित टी.ए. का Excel sheet में डाटा इन्ट्री एवं उसका सत्यापन ई.डी.पी. केन्द्रों में ई.डी.पी. कर्मचारियों द्वारा किया जाएगा।
- रामरत ईकाईयों द्वांश आईपास में वेतन बिलों के मुद्रण का कार्य वेतन बिलों का लेखा विधाय में आन्तरिक जाँच के पश्चात वेतन बिल आईता अधिकारी कार्यालय द्वारा किया जाएगा तत्पश्चात वेतन बिलों की मूल प्रति लेखा विभाग के आन्तरिक जाँच अनुमाग को अन्तिम रूप से वेतन बिलों को पारित एवं मुगतान हेतु प्रेषित किया जाएगा।
 - वेतन बिलों का लाइव रनिंग सफलतापूर्वक सम्पन्न होने के पश्चात अन्य माङ्पूल का कार्य प्रारंभ किया जाएगा। तब तक वेतन बिल के अतिरिक्त अन्य सभी बिल " Other bill passing module" से पारित किया जाएगा।

खाला अनुभाग द्वारा तैयार किये गये एम.सी.आर डाटा का इन्ट्री आईपास मॉड्यूल में ईडी. पी केन्द्रों में ई.डी.पी. कर्मचारियों द्वारा किया जाएगा।

इज्जलनगर 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 विसमलेधि खाता एवं बजर महोदय द्वारा अनुमोदिल है।

कृपया इसे अति आवश्यक समझे।

वरि ई ही थी एम

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पूर्वोत्तर रेलवे



कार्यालय वरि.ई.डी.पी.प्रबन्धक जोनल आई.टी.सेन्टर गोरखपुर

दिनाँक : 07.11.2013

181(=

विसमुलेधि/निर्माण, पूर्वोत्तर रेलवे, गोरखपुर वरि.मंविप्र/ पूर्वोत्तर रेलवे लखनऊ, इज्जतनगर एवं वाराणसी वसविस/व्यय, भण्डार, स्था. अराज., स्था.राज., पॅशन 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

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विषय:-- AIMS/IPAS के अन्तर्गत वेतन बिल के साथ-साथ अन्य बिलों को भी सभी लेखा ईकाइओं 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 सुनिष्टिचत करें।

संलग्नक:- एक

14 (11)13

विसमुलेधि/खाता एवं बजट

मुख्य कार्मिक अधिकारी, पूर्वोत्तर रेलवे, गोरखपुर को सूचनार्थ।

प्रतिलिपि :- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:-

वरिमण्डल कार्मिक अधिकारी, पूर्वोत्तर रेलवे, इज्जतनगर, वाराणसी, लखनऊ।

- 2. उप मुख्य कार्मिक अधिकारी, राज, पूर्वोत्तर रेलवे, गोरखपुर।
- वकाधि/अराज. पूर्वोत्तर रेलवे गोरखपुर एवं निर्माण।
- 4. वकाधि, कारखाना, गोरखपुर एवं इज्जतनगर।
- 5. सकाधि/सिगनल कारखाना,गोरखपुर छावनी।

7/11/13

विसमुलेधि/खाता एवं बजट

C.

IPA5-II

विषय- अरथायी कर्मचारी, प्रशिक्षु, कान्ट्रेक्ट स्टाफ/अर्धिकारी, नये कर्मचारी के लिए कर्मचारी संख्या व PPAN की आवटन प्रक्रिया।

1 (क) वर्तमान PPAN सख्या 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. 43341644	67
2 वाराणसी	68
 लखनजः 	69
4 इज्जतनगर	70
 कारखाना इञ्जलनगर 	71
 कारखाना गोरखपुर 	72 (यात्रिक, सिंगनल एवं पूल)
 निर्माण संगठन 	73

(WAO/GKP) में यात्रिक, सिंगनल एवं पुल कारखाना हेतु एक ही कोड प्रयोग किया आएगा।

तीसरी व चौथी खिजिट वर्ष की होगी जैसे.- 2013 में आने वाले कर्मचारियों के लिए '13' अगली चार डिजिट रनिंग सीरियल नम्बर होगी जैसे:- 0001, 0002 आदि। उपरोक्त सं0. एलॉट करने से पहले आईपास में उक्त को वेक मी करना होगा ताकि डुप्लीकेसी से बचा जा सके।

उदाहरण के लिए मुख्यालय के पहले कर्मचारी के लिए नई आई.डी. संठ. 67130001 होगी।

(ख) एन पी.एस. अनुमाग द्वारा आर्यटित आठ कैरेक्टर की कर्मचारी आई.डी. से ही 16 डिजिट का अस्थायी PPAN N.P.S अनुमाग द्वारा ही बनाया जाएगा जिसके पहले आठ कैरेक्टर को निम्न प्रकार से जोडा जाएगा जो उस कर्मचारी की श्रेणी को इंगित करेगा —

	ALCONDERVISION AND ADDRESS AND ADDRESS
। प्रतिमा के लिए	TRAINEE*
2 TADK & Rec	TADK ****
J. NTXR @ Rev	NTXR ****
4 Permanent कर्मवारी	PERMANEN
5 Apprentice & fee	APPRENTI
6. Contractual Doctor	CMPDR**+
7. Contractual Nurse	NURSE##*
8 Trainee Doctor	DNBDR=++
9 House Officer	HOUSEDR*
did other & the TDADOR	

जेल- महिला # [ev TRAINEE* 67130001

ग (ग) जार्गुपास में इन कर्मचारियों को यूनिट में प्रवलित मूल बिल यूनिट में ही सम्मिलित किया जाएगा लाधा stipend पाने वाले कर्मचारियों के लिए ग्रेड पे में zero इंगित किया जाएगा। उपरोक्ता व्यवस्था के अन्तर्गत आयटित PPAN संख्या में 10 प्रतिशत की कटौती नहीं की जाएगी और न ही सरकारी अशदान की कटौती की जाएगी।

2 इन कर्मचारियों द्वारा S-1 कार्म भरने के पश्चाल NSDL से 12 अंकों का PRAN शख्या प्राप्त होने के बाद PPAN संख्या एन पी.एस अनुमाग 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 सं0 बनाया जाएगा इस नये PPAN एव PRAN संख्या को एन पी.एस अनुमाग दारा अमंचारी/बिल लिपिक को सूचित किया जाएगा तथा इनकी बॉनिटरिंग वर्तमान व्यवस्था के अनुसाए ही एन पी.एस अनुमाग द्वारा ही की जाएगी, जिराके बाद ही कर्मचारियों का योगदान प्रनराशि 10 प्रतिशत एव सरकारी अश्वदान धनराशि 10 प्रतिशत की कटौती को जाएगी।

3 कारखाना कर्मचारियां (यांत्रिक, पुल, रिगनल) के लिए WAO/GKP का एन.पी.एस. अनुमाग उपरोक्त सभी कार्य करेगा।

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पूर्वोत्तर रेलवे



कार्यालय वरि.ई.डी.पी.प्रबन्धक जोनल आई.टी.सेन्टर गोरखपुर

संo : EDP/Impl/RDBMS/2002/Pt.-IV

दिनाँक : 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/ याँत्रिक, 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 दिनोंक 25.11.2013 को प्राप्त हुआ है, जिसमें समन्वय एवं फील्ड यूनिट की कुछ व्यवाहारिक 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।
- 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।
- सम्बन्धित ईकाईयों द्वारा कम्प्यूटर स्टेशनरी एवं बिल प्रिन्टिंग की व्यवस्था वरिई.डी.पी.प्रबन्धक, गोरखपुर के समसंख्यक पत्र दिनाँक 14.08.2013 के अनुसार सुनिश्चित करायी जाए।
- 6. इस कार्यालय के समसंख्यक पत्र दिनाँक 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।

विसमुलेधि/खाता एवं बजट

प्रतिलिपि सूचनार्थ प्रेषित :--

1. विसमुलेधि, पूर्वोत्तर रेलवे, गोरखपुर।

मुख्य कार्मिक अधिकारी, पूर्वोत्तर रेलवे, गोरखपुर।

विसमुलेधिं/खाता एवं बजट

IPA5-II

पूर्वोत्तर रेलवे



कार्यालय वरि.ई.डी.पी.प्रबन्धक जोनल आई.टी.सेन्टर गोरखपुर 232/=

Tio: EDP/Impl/RDBMS/2002/Pt.-IV 37-54

दिनाँक : 10.01.2014

1. मुख्य कार्मिक अधिकरी / प्रशासन,गोरखपुर ।

2. विसमुलेधि / निर्माण, गोरखपुर।

वरिष्ठ मण्डल वित्त प्रबन्धक/वाराणसी, लखनऊ, इज्जतनगर।

वरिष्ठ मण्डल कार्मिक अधिकारी / पूछरे / वाराणसी, लंखनऊ, इज्जतनगर।

वरिमण्डल इन्जी./समन्वय/पूजरे/वाराणसी, लखनऊ, इज्जतनगर।

उप विसमलेधि / सामान्य, गोरखपुर।

मण्डल कार्मिक अधिकारी/याँत्रिक कारखाना/इज्ज्तनगर।

वसविस / याँत्रिक कारखाना / गोरखपुर, इज्जतनगर।

9. सविस/सिंगनल एवं पुल कारखाना/गोरखपुर छावनी।

10.वकाधि / याँत्रिक 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 आबंदित होना आवश्यक है। IPAS में जॉच के दौरान ऐसा पाया गया है कि ऐसे कर्मचारी जिनको PRAN आबंदित नहीं है, उनके वेतन से भी N.P.S. Contribution की कटौती की जा रही है एवं तदनुसार Govt. Contribution भी प्रभारित 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 लगमग ₹50,00,000/- (र पचास लाख) प्रतिमाह पेंशन उचंत 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 उचंत और नहीं बढ़ सके एवं अंशवान 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 करायें। साथ ही यह भी जाँच करायें कि बिना एस–1 फार्म भरे उन कर्मचारियों को किस प्रकार ज्वाइन कराया गया।

विसमुलेधिं/खाता एवं बजट

differ

IPA5-0

North Eastern Railway

Brajendra Kumar FA&CAO



236/ 4

OFFICE OF THE FA&CAO GORAKHPUR

v Date :- 23/01/2014

D.O.No. EDP/Impl/RDBMS/2002 Pt- iv

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:-

- 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.
- Absence of PRAN Number may lead to non deduction of NPS contribution and its non linking for uploading to NSDL.
- Absence of father's name may lead to mistaken identity which may lead to misuse in processing payroll.
- 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 emphasing the need for correct data on IPAS to ensure utilization of full potencial 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

TC FASCAO

Copy to:- CPO/NER/GKP for information and suitable instructions at his level to all units including HQ.

D.O.Letter-I



कार्यालय विसमुलेधि / प्रशासन गोरखपुर

दिनॉक: 28 जनवरी, 2014

सं० प्रशा/ उपविसमुलेधि / आईपास / 2014 विसमुलेधि/निर्माण, पुउरे, गोरखपुर । वरिष्ठ मण्डल वित्त प्रबन्धक, पूछरे, इज्जतनगर, लखनऊ एव वाराणसी । वसविस / सा०, पूछरे, गोरखपुर । वसिवस/पॅशन, पूछरे, गोरखपुर । वसविस/स्था० राज०, स्था०अराज०, पूछरे, गोरखपुर । वसविस/का०, पूछरे, गोरखपुर एवं इज्जतनगर । सविस/सिं०का० एवं पुल कार०, पूउरे, गोरखपुर छावनी ।

> विषय :-- IPAS व्यवस्था के अन्तर्गत अवकाश नगदीकरण एवं सामूहिक बीमा योजन (जी0आई0एस0) 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 रथापना राजपत्रित / अराजपत्रित अनुमाग को प्रेषित किया जाता है । उक्त अनुमाग में सी०ओ० 6 कर आन्तरिक जांच पश्चात् सीठ्यो० 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 पॅशन अनुमाग को प्रेषित किया जाना है एवं सी०ओ० 6 पश्चात सी०औ० 7 भी पेंशन अनुभाग द्वारा ही आन्तरिक जांच पश्चात बनाया जाना है ताकि एकरूपता रहे ।

अतः विसमुलेधि स्तर से यह निर्णय लिया गया है कि माह अप्रैल 2014 से सेवा निवृत्त कर्मधारियों का Leave Salary एवं GIS के समस्त बिल Pension Module के अन्तर्गत बिल आहरण कार्यालय द्वारा पेशन अनुमाग को IPAS के अन्तर्गत प्रेषित किया जायेगा एवं पेशन अनुमाग द्वारा ही उन्हें पारित कर सी0ओ07 बनाया जायेगा । इस प्रकार माह अप्रैल/2014 से उक्त बिल स्थापमा राजपत्रित/अराजपत्रित अनुमाग द्वारा पारित नहीं किया जायेगा ।

कृपया अपने अधिनस्थ अधिकारियाँ/कर्मचारियों को निर्देशित करें कि माह अप्रैल 2014 से सेवा निवृत्त कर्मचारियों के Leave Salary एवं GIS के बिलों की आन्तरिक जांच एवं तदुपरान्त सी0ओ0 7 का Pension Module पर पेंशन अनुमाग से सुनिश्चित करें ।

> उपविसमुलेचि / सा० कृते विसमुलेधि

प्रतिलिपि वरिष्ठ ई०डी०पी०एम०, पूजरे, गोरखपुर को सूचनार्थ एवं आवश्यक कार्यवाही हेत् प्रेषित ।

Bal 2014. कृते विसम्लिधि

मेवा सर स्थाव

HC



सं० पेंशन / आईपास / 2014 🖉 मुख्य कार्मिक अधिकारी/प्रशासन. पूर्वोत्तर रेलवे, गोरखपुर ।

कार्यालय विसमुलेधि / पेंशन गोरखपुर दिनांक 26.02.2014 20-02-14 262/0

विषय :-- पेंशन माडयूल 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 प्रमाव (दि0 19.2.2014) से पेशन संबंधित समस्त कार्यों को Pension Module से ही लेखा कार्यालय को आंतरिक जॉच एवम 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 पेशन संबंधी कार्य करते है को निर्णय का अनुपालन सुनिश्चित करते हुए पेंशन संबंधी समस्त प्रपत्रों को पेशन अनुभाग में Pension Module से प्रेषित करने हेतु निर्देशित करें, प्रेषण पत्र में यह प्रमाण पत्र अपरिहार्य रूप से दिया जाना चाहिए कि " पॅशन प्रपत्र पेशन माडयूर्ल से ही आन्तरिक जॉच एवम भुगतान हेतु प्रेषित किया जा रहा है। "

यह स्पष्ट किया जाता है कि जपरोक्त प्रमाण पत्र के अभाव में दिनांक 28.02.2014 के बाद पेंशन अनुमाग में कोई भी पेंशन प्रपन्न प्राप्त नहीं किया जायेगा ।

अतः कृपया अपने स्तर से बैठक में लिये गये निर्णय का अनुपालन सुनिश्चित करावें ।

34 विसमुलेधि / शस्त

प्रतिलिपि – 1/चरिंग्ईडीपी प्रबन्धक को उनके नोट संo EDP/Impl/RDBMS/2002/pt-iv/199 दिनांक 19.2.2014 के संदर्भ में सचनार्थ ।

2. वसविस/सामान्य/पूउरे/गोरखपुर

विसमुलेधि/निर्माण,पूँछरे,गोपखपुर।

4. सलेचि/सि०का०/गोर०छावनी

5. श्री सुधाकर प्रसाद , लेस0

SSOLE PAT Milen all

को सूचनार्थ एवं उपरोक्त के अनुरूप कार्यवाही सुनिश्चित करने हेत् ।

Bury ably M 34 विसमलीधि / समे

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पूर्वोत्तर रेलवे



कार्यालय वरि.ई.डी.पी.प्रबन्धक जोनल आई.टी.सेन्टर गोरखपुर

刊 EDP/Impl/RDBMS/2002/Pt-IV 316-321

दिनॉंक : 13.03.2014

मण्डल रेल प्रबन्धक/विद्युत पूर्वोत्तर रेलवे, इंज्जतनगर, लखनऊ एवं वाराणसी। उप मु.वि.इं/कालोनी, गोरखपुरं।

> 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 मीटर्ड 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 युछ ट्रुटियों संज्ञान में आई है।

आईपास में इलेक्ट्रिक मॉड्यूल की व्यवस्था है, इसके मास्टर डाटा हेतु एक्सल शीट 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 लोख किये जाने के उपरान्त विद्युत विमाग 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।

विसमुलेधि / खाँता एवं वजट १९४९ - ५९४४

प्रतिलिपि:- निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित :- 🎢

मरेप्र. / इज्जतनगर, लखन्छ एवं वाराणसी।

वरि.मण्डल वित प्रबन्धक / इज्जतनगर, लखन्क एवं वाराणसी।

वरि.ई.डी.पी.प्रबन्धक / लखन्म एवं वाराणसी।

विसमुलेधि / खाता एवं बजट

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लिखा गया था परन्त आज हिनांक	12/02/14 200 500 -0	परा / 2014 तक उपलब्ध कराने हेतु	
को प्राप्त नहीं हुई है। इस कारण	वेतन पर्ची पर अधिकाकि	ईकाई से उपरोक्त सूचना इस केन्द्र गें/कर्मचारियों का अद्यतित अवकाश	
अंकित नहीं हो पा रहा है। इस पर	मुकाधि महोदय की सहमति	ार काया का अद्यतित अवकाश हे प्राप्त है।	
अतः इस पत्र पापि को लग	Div at arman and a		
समट कापी में एक्सल शीट पर प्रेषित	करना सुनिश्चित करायें।	यी सूचनाएँ पूर्व में प्रेषित प्रोफार्मा पर	
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प्रतिलिपि:- सूचनार्थ एवं आवश्यक क	गर्यवाही हेत गेकित-	विसमुलेधि / खाता एवं बजट	
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 वर्मकाधि / इज्जतनगर, ल वकाधि / कारखाना गोरख 	खन्क एव वाराणसी।		
 वरि.ई.डी.पी.प्रबन्धक / लखन 	पुर । मः सर्वे जान्यणव्यक्षि ।		
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पूर्वोत्तर रेलवे



कार्यालय वरि.ई.डी.पी.प्रबन्धक जोनल आई.टी.सेन्टर गोरखपुर 27610

村0: EDP/Impl/RDBMS/2002/Pt.-IV (328-347

वमंविप्र / इज्जतनगर,लखनऊ एवं वाराणसी। वमंकाधि / 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। दिनॉक : 13.03.2014

विषयः– भविष्य निधि निकासी के आवेदन पत्रों का अग्रसारण। संदर्भः– 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 प्रमाव से निर्वाह निधि से निकासी के आवेदन पत्र आईपास के पी.एफ. मॉड्यूल में भरकर एवं सबम अधिकारी की स्वीकृति के उपरान्त मॉड्यूल्स से स्वीकृत कर पी.एफ. अनुमाग को अग्रसारित किये जाएंगे ताकि उन्हें आईपास में लेखा विमाग 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।

संलग्नकः- यथोपरि।

वरि.ई.डी.पी.प्रबन्धक ऑ²⁰⁰

प्रतिलिपि:- निम्न को सूचनार्थ प्रेषित:-

मरेप्र/इण्जतनगर, लखनऊ एवं वाराणसी।

मुकाधि / प्रशासन, गोरखपुर।

3. मु.का.प. / गोरखपुर एवं इज्जतनगर | पुत्र कार / गोरलुर किंग कर किंग्हा

वरि.ई.डी.पी.प्रबन्धक the

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पूर्वोत्तर रेलवे

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कार्यालय वरि.ई.डी.पी.प्रबन्धक जोनल आई.टी.सेन्टर गोरखपुर 282/e

दिनाँक : 07.04.2014

उप विसमुलेधि/सामान्य, पू.उ.रे, गोरखपुर। वरि. मण्डल वित्त प्रबन्धक/वाराणसी, इज्जतनगर, लखनऊ। वसविस/याँत्रिक कारखाना, पू.उ.रे, गोरखपुर, इज्जतनगर। सयिस/सिंगनल कार./गोरखपुर छावनी।

HO : EDP/Impl/RDBMS/2002/Pt.-IV

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 जह 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 Blance) की जाँच कर लिया जाय।

- 2. मार्थ-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।
- 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।

ipes-14

- 6. अन्तर मण्डल इकाई में से स्थानान्तरित कर्मचारी एवं दूसरे अन्य रेलवे से स्थानान्तरित कर्मचारी के लिए अलग्-अलग जे.वी. (J.V.) बनाया जाय ताकि Books Reconciliation में असुविधा न हो।
- 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 मविष्य निधि डाटा उपलब्ध नहीं है। अतः DLI की गणना आईपास में सम्भव नहीं, उसे मौजूदा प्रक्रिया के अनुसार ही किया जाय।
- 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।

विसमुलेधि/खाता एवं बजट o/c 3/2

विसमुलेधि/खाता एवं बजट

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प्रतिलिपि:- विसमुलेघि, पूर्वोत्तर रेलवे, गोरखपुर को सूचनार्थ प्रेषित।

Ipus-14

पूर्वोत्तर रेलवे



कार्यालय वरि.ई.डी.पी.प्रबन्धक जोनल आई.टी.सेन्टर गोरखपुर

दिनाँक : 24.04.2014

सं0 : EDP/Impl/RDBMS/2002/Pt.-IV/

समस्त बिल आहेरण अधिकारी पूर्वोत्तर रेलवे, गोरखपुर ।

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/डुप्लीकेंट है, उसे तत्काल पूर्ण एवं शुद्ध कराकर IPAS में अपलोड किया जाना सुनिश्चित करायें।

इसके अलिस्क्ति 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।

24/1

विसमुलेधि/खाता एवं बजट

प्रतिलिपिः--

1. मुख्य कार्मिक अधिकारी, पूर्वोत्तर रेलवे,गोरखपुर।

2. विसमुलेधि, पूर्वोत्तर रेलवे, गोरखपुर।

मुकाधि / प्रशासन, पूर्वोत्तर रेलवे,गोरखपुर।

विसमुलेधि/खाता एवं बजट

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पूर्वोत्तर रेलवे



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HO: EDP/Impl/RDBMS/2002/Pt.-IV/ 0

कार्यालय वरि.ई.डी.पी.प्रबन्धक जोनल आई.टी.सेन्टर गोरखपुर

दिनॉक : 29.04.2014

विसमुलेधि/निर्माण, पू.छ.रे, गोरखपुर। छप 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/याँत्रिक कारखाना, पू.छ.रे, गोरखपुर, इज्जतनगर। सविस/स्था.राज., भविष्य निधि, खाता, बजट, क्षतिपूर्ति दावा। सविस/सिंगनल एवं पुल कार./गोरखपुर छावनी।

> विषय:- वेतन बिल के अतिरिक्त अन्य प्रकार के बिलों को पारित करते समय उचित विनिधान न दिया जाना।

यह संझान में आया है कि कुछ अनुमागों 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, सिंगनल कारखाना एवं पुल कारखाना के कर्मचारियों का DCRG बिल पारित करते समय होता है। निर्माण संगठन, सिंगनल 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 भूगतान 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 आबंटित 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 उच्चंत खाते के बकाया का निपटान नहीं हो पाता है साथ ही मुख्यालय में उच्चंत (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:--

P.T.O

- वेतन बिल के अतिरिक्त अन्य बिलों को पारित करते समय भी उपयुक्त विनिधान ही डाला जाय।
- मुख्यालय के अलावा निर्माण एवं कारखाना इकाईयों के कर्मचारियों के DCRG एवं अन्य बिलों से काटी गई राशि हेतु Transfer Division Allocaton का उपयोग किया जाय।
- 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।
- CO7 पर सही विनिधान की जाँच सम्बन्धित अनुभाग अधिकारी द्वारा शत-प्रतिशत सुनिश्चत करनी होगी।

उपरोक्त विसमुलेधि/खाता एवं बजट द्वारा अनुमोदित है।

वरि.ई.डी.पी.प्रबन्धक OC

प्रतिलिपिः– विसमुलेधि महोदय को सादर सूचनार्थ।

वरि.ई.डी.पी.प्रबन्धक

qc

पूर्वोत्तर रेलवे

कार्यालय मुख्य विद्युत इन्जीनियर गोरखपुर दिनांक-15-05-2014

संगविग/ 62/ आवास रिवायरिंग/ 68

वरिष्ठ मंडल विद्युत इन्जीनियर/साण पूर्वात्तर रेलवे/ लखनऊ/ याराणसी/इज्जतनगर/ जपमुग्रिइं/कालोनी/पूर्वोत्तंर रेलवे, गोरखपुर

विषयः-आई-पास पद्वति में विद्युत उपमोक्ताओं द्वारा खपत की गयी विद्युत यूनिट की कटौती हेतु डाटा

संदर्भः--वरिव्हेवजीवपीवप्रबन्धक का पत्र संव EDP/Impl/RDBMS/2002/Pt.-IV/316-327

dt 13-03-2014

आई पास लागू होने के पूर्व विद्युत उपमोगताओं द्वारा खर्च की गयी विद्युत

यूनिट की डाटा इन्ट्री अलग-अलग मंडलों में अलग-अलग समयान्तराल में भेजी जाती थी। गोरखपुर मुख्यालय की डांटा इन्ही प्रत्येक माह एवं वराणसी 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 जलग-जलग तमयानतराल ग नजग पर सम्याचत आइटा कन्द्रा पर लखनऊ तथा इज्जतनगर 6तु लखनऊ आईटी केन्द्र में वाराणसी मंडल हेतु वराणसी आईटी केन्द्र में तथा गोरखपुर स्थित सभी इकाइयों हेतु मुख्यालय के आईटी केन्द्र में पंचिंग तथा प्रोसेसिंग होती थी। बाद में मुख्यालय स्थित उपमुविइ/कालोनी/गोरखपुर द्वारा उक्त डाटा साफट कापी में आवास का प्रकार, निर्वाह निधि संख्या ताथ 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 हैं। आई पास पांडेत किस द्वारा विकसित किया गया है जिसका सर्वर नई दिल्ली में किस के पास स्थपित है, जोकि ORACLE पर है और प्रत्येक मंडल में विद्युत विभाग के कर्मबारियों द्वारा ही डाटा पंचिग इस पटित

उक्त के आलोक में पूर्वोत्तर रेलवे के अन्तर्गत आने वाले सभी मंडलों एवं में किया जाता है। जपमुविइं/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 रीडींग जारी रहेगी। इस कार्य हेतु मुख्यालय आईटी केन्द्र से यूजर आईट्ठी तथा पासवर्ड प्राप्त कर लै।

संग-यथोपरि

(नईमूल हक) मुख्य विद्युत इन्जीनियर/मुख्याण कृते महाप्रवन्धक/विद्युत

प्रतिलिपिः-निम्न को सूचनार्थ एंव आवश्यक कार्यवाही हेतु प्रेथित।

1-विसमुलेधि/खाता एंव बजर पूर्वोत्तार रेलवे, गोरखपुर। ्र वरिंगईंगडींग्यीं० प्रबन्धक जोनल आई टी केन्द्र यूर्वोत्तर रेलवे. गोरखपुर।

3-मंठरे०प्रo / इज्जतनगर, लखनऊ एंव वराणसी । 4-वरि० मंठवित्ता प्रबन्धक/इज्जतनगरं लखनऊ एंव वराणसी। 5-यरिठईठडीठपीठ प्रबन्धक लखनऊ एंव वराणसी। SSOL? PAS Land 6-जपमुविइं/यांत्रिक कारखाना/पूठवठरेठ गोरखपुर।

नईमूल हक) मुख्य विद्युत इन्जीनियर/मुख्या0 कृते महाप्रबन्धक / विद्युत

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कार्यालय वरि.ई.डी.पी.प्रबन्धक जोनल आई.टी. सेन्टर गोरखपुर

दिनाँक : 26.05.2014

tio : EDP/Impl/RDBMS/2002/Pt- IV

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/याँत्रिक 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/याँत्रिक कारखाना/गोरखपुर/इज्जतनगर। वसविस / स्थापना अराज. गोरखपुर। सविस/सिगनल एवं पुल कारखाना, गोरखपुर छावनी। वकाधि/याँत्रिक 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।

कृ०प०उ०

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।
- 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 Supplementry में स्वतः चला जायेगा तथा बिल नं० जेनरेट हो जायेगा, जिसे नोट कर लें।
- 4. अब नियमित बिल को Process करने के बाद Forward to IC किया जा सकेगा।
- अन्तिम वेतन का पूरक बिल माह के अन्तिम तारीख को Supplementary Bill Module में तैयार कर forward to IC करना होगा।
- 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 प्रमाव से उपरोक्त प्रक्रिया के अनुसार तैयार किया जाय।

उपरोक्त विसमुलेधि/खाता एवं बजट द्वारा अनुमोदित है।

24914 वरि.ई.डी.पी.प्रबन्धक CHI SE

प्रतिलिपिः– सादर सूचनार्थ प्रेषितः–

Ipus-14

मुख्य कार्मिक अधिकारी पूर्वोत्तर रेलवे, गोरखपुर।
 विसमुलेधि, पूर्वोत्तर रेलवे, गोरखपुर।

वरि.ई.डी.पी.प्रबन्धक कार्ण्डनि

ANNEX.- XXXIX

पूर्वोत्तर रेलवे

कार्यालय महाप्रबन्धक / कार्मिक गोरखपुर दिनाक 23.06.2014 24

र्स0---वग/ 256/2/भाग- 111/ चार मरेप्र/कार्थिक, वाराणसी, इज्जतनगर, एवं लखनऊ भुकाप्र/कार्थिक, गोरखपुर एवं इज्जतनगर मुकाप्र/सि0 एवं विज कारखाना, गोरखपुर अतिरित्ता भण्डलेत्तर अधिकारी वकाधि/निर्माण, बीजी, गोरखपुर सकादि/प्रेस एण्ड विपॉ, गोरखपुर समी कार्मिक निरीक्षक, यूछरे

विषय-सेवापुस्तिका तथा छुट्टियों का अद्यतन रिकार्ड रखने के संबंध में ।

हम रेल पर मुख्यालय एवं मण्डल स्तर पर सेवापुस्तिका एवं अवकाश खातों की समीक्षा के योतन वह पाया गया है कि सेवा पुस्तिका तथा अवकाश खातों का रखरखाव ठीक से नहीं किया जा एहा है सवा रिकार्ड अद्यतन नहीं है ।

अपरोक्त के कम में लेखा तथा अन्य निरीक्षण में मुख्यतः निम्नाकित कथियाँ प्रकाश में आयी है :--

- अवकाश खातों पर सक्षम अधिकारी का हस्ताक्षर नहीं है ।
- उपलोग अवकाशों को डेविट नहीं किया गया है ।
- वायकाश खाता अखतन नहीं है ।
- 4. 'ए' वगर्ड पर आवश्यक विवरण एवं सक्षम आधिकारी का हस्ताक्षर नही है ।
- सेया पुस्तिका अपूर्ण है ।

उपरोक्त पायी जा रही कमियों के कारण I PASS में अवकाश दर्ज करने तथा कर्मजारियों के संवर्गनिएति के समय समापक भुमतान में बाधा उत्पन्न हो रही है । सेवापुस्तिका रिकार्ड के संबंध में रेलवे बीर्ड द्वारा पन्न संo-ई(जी)/90/एफआर।/मास्टर सर्कुलर दिनांक 26.09.90 (आर एण्ड ई 183/80) तथा छुट्टियों का रिकार्ड रखने की प्रणाली के संबंध में रेलवे बोर्क के पन्न संo-ई(जी)96 एम ई 1-4 दिमांक 31.12.95 दिनांक 06.12.2000 तथा स्थानीय स्तर पर पन्न संo-ई(जी)96 एम ई 1-4 दिमांक 31.12.95 दिनांक 06.12.2000 तथा स्थानीय स्तर पर पन्न संo-ई/258/ 2/भाग-111/IV दिनांक 08.09.2004 एवं सेवानिवृत्ति के समय समापक भुगतान में विलम्ब से सनने हेतु संयुक्त प्रक्रिया आवेश संo-पत्र संo-ई/256/2/भाग-111/IV दिनांक 08.09.2006 द्वारा निर्देश वाशी किया गया है ।

रोवापुस्तिका तथा छुट्टियों का रिकार्ड रखने की प्रणाली के संबंध में रेलवे कोर्ड/स्थापीय स्तर पर जारी निर्देशों का समुचित रूप से पालन न किये जाने के कारण लेखा विषाग से विधीक्षा समय रो मही हो पा रही है, जिसके कारण मुकाधि महोदय द्वारा जारी पन्न संठ-ई/सीपीओ / आईथत्त/2011दिनोंक 15.04.2013 द्वारा I PASS/AIMS के पूर्ण रूप से लागू करने की निर्धारित लक्ष्य दिथि का पालन करने की प्रक्रिया में अवरोध उत्पन्न हो रहा है ।

खनी संबंधित अधिकारियों को एत्र्यारा निर्वेशित किया जाता है कि विषयांकित गामलें में उत्ररोवच जारी निर्वेशों का कडाई से अनुपालन सुनिश्चित करे एवं अध्यतन अवकाश की लेखा विभाग से विधिक्त में। सुनिश्चित करायें, जिससे I PASS में अवकाश खाता अद्यतन हो सकें ।

भाषता भाषता प्राप्त प्राप्त में मुद्दा का किंदान के सिंहा 24.6.19 (मुणसामर सिंह) 24.6.19 मुख्य कार्मिक अधिकारी/प्रशासन कृते महाप्रबन्धक/कार्मिक

ANNEX.-XL

पूर्वोत्तर रेलवे

कार्यालय महाप्रबन्धक / कार्मिक गोरखपुर

दिनांक 27.06.2014

सं0-का/256/2/भाग-111/चार सभी विभागाध्यक्ष मरेप्र/कार्मिक, वाराणसी, इप्जतनगर, एवं लखनऊ मुकाप्र/कार्मिक, गोरखपुर एवं इज्जतनगर मुकाप्र/सि0 एवं ब्रिज कारखाना, गोरखपुर अतिरिक्त मण्डलेत्तर अधिकारी वकाधि/निर्माण, बीजी, गोरखपुर संकाधि/प्रेस एण्ड डिपॉ, गोरखपुर सभी कार्मिक अधिकारी, पूरारे

विषय—सेवापुस्तिका तथा छुट्टियों का अद्यतन रिकार्ड रखने के संबंध में । संदर्भ—इस कार्यालय का समसंख्यक पत्र दिनांक 23/24.06.2014

संबर्भित पत्र दिनांक 23/24.06.2014 द्वारा जारी निर्देशों के कम में यह अवगत कराया जाता है कि इस ऐल 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 निशीक्षण में मुख्यतः निम्नाकित कमियों प्रकाश में आयी

1. अवकाश खातों पर सक्षम अश्विकारी का हस्ताक्षर नहीं है ।

2. उपमोग अवकाशों को ढेविट नहीं किया गया है ।

3. जयकाश खाता अद्यतन नहीं है ।

'ए' कार्ड पर आवश्यक विवरण एवं सक्षम अधिकारी का हस्ताक्षर नहीं है ।

5. सेवा पुस्तिका अपूर्ण है ।

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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 सं0-ई(जी)/90/एफआर।/मास्टर सर्कुलर दिनांक 26.09.90 (आरबीई 163/90) तथा छुदि्टयों का रिकार्ड रखने की प्रणाली के संबंध में रेलवे बोर्ड के पत्र सं0-ई(जी)96/एम ई/1-4 दिनांक 31.12.96 दिनांक 06.12.2000 तथा स्थानीय स्तर पर पत्र सं0-ई/258/ 2/भाग-111/IV दिनांक 09.09.2004 एवं सेवानिवृत्ति के समय समापक भुगतान में विलम्ब से बचने हेतु संयुक्त प्रक्रिया आदेश सं0-पत्र सं0-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 ब्रोर्ड / स्थानीय स्तर पर जारी निर्देशों का समुधित रूप से पालन न किये जाने के कारण लेखा विभाग से विधीक्षा समय रो नहीं हो पा रही है, जिसके कारण मुकाधि महोदय द्वारा जारी पत्र सं0-ई/सीपीओ /आईपात/2011दिनांक 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 ।

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. इस संबंध में अवकाश लेखा तैयार करने एवं लेखा विभाग की विधीक्षा हेतु निम्न कार्यक्रम के अनुसार कंग्र्यवाही सुनिश्चित की जाय-

্বাব	ធ	कार्मिक शाखा द्वारा अद्यतन करने का समय	लेखा विमाग द्वारा विश्वीता करने का समय
प्रत्येक वर्ष की प्रा	थम छमाही	प्रत्येक वर्ष ३१ मार्च तक	प्रत्येक वर्ष की 30 मई तक
प्रत्येक वर्ष की हि	तीय छमाही	प्रत्येक वर्ष के 30 सितम्बर तक	प्रत्येक वर्ष के 30 नवम्बर तक

सभी संबंधित अधिकारियों को एत्द्वारा निर्देशित किया जाता है कि विषयांकित मामलें में जपरोक्त जारी निर्देशों का कडाई से अनुपालन सुनिश्चित करे एवं अद्यतन अवकाश की लेखा विभाग से विधिक्षा भी सुनिश्चित करायें, साथ ही लेखा विभाग राजपत्रित अधिकारियों के अवकाश खाता को अद्यतन करके विधिक्षित अवकाश लेखा की प्रति राजपत्रित अधिकारियों को भी देना सुनिश्चित करें, जिससे 1 PAS में अवकाश खाता अद्यतन हो सकें 1

(गुर्णसागर सिंह) मुख्य कार्मिक अधिकारी/प्रशासन कृत्ते महाप्रबन्धक / कार्मिक

प्रतिलिधि-सभी कार्मिक निरीक्षक एवं सभी मुकार्यांधी, पूर्वोत्तर रेलवे, को उपर्युक्त निर्देशों का अनुपालन सुनिश्चित कराने हेतु ।

कृते महाप्रबन्धक / कार्मिक

पूर्वोत्तर रेलवे

संख्या- बीके / 95 / 140 / 3 / भाग X

विसमुलेधि / निर्माण, पूर्वोत्तार रेलवे, गोरेखपुर
 वर्मविग्र / पूर्वोत्तार रेलवे,लखनऊ, वाराणसी, इज्जतनगर
 वसविस / कारखाना, पूर्वोत्तार रेलवे, गोरखपुर, इज्जतनगर

कार्यालय विसमुलेघि/खाता गोरखपुर । दिनांक 27.06.2014

विषयः-- वास्तविक/अनुमानित पूंजी एवं राजस्व चालू लेखा के सम्बन्ध में ।

मई' 2014 का वास्तविक यूंजी 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 अनुमाग को कमश: जुलाई माह के 01 एवं 06 तारीख को प्रस्तुत किया जाना है। इसके बाद भी सभी लेखे IPAS पर ही उपरोक्त Schedule पर प्रस्तुत किया जाना है।

IPAS पर वास्तविक/अनुमानित यूंजी एवं राजस्य 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 खर्चे के सही Allocation की भी आन्तरिक जॉम 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। अत: सम्बन्धित लेखाधिकारी (वसवित्त/सवित्त/मंबिप्र/समंबिप्र) तथा सम्बन्धित वरिष्ठ अनुमाग अधिकारी AIMS/IPAS पर Login कर अपने–अपने I.D. 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 ले कि खर्च का सही विनिधान (Allocation) पडा है । I.C. Module/ J.V.Entry में Confirmation ने पूर्व Allocation Edit किया जा सकता है । Allocation सम्बन्धी किसी प्रकार की त्रुटि के लिए सम्बन्धित अधिकारी उत्तरदायी होगे।

IPAS पर वास्तविक/अनुमानित पूजी एवं राजस्व चालू लेखा तैयार करते समय सम्बन्धित लेखा इकाई के खाता अनुमाग द्वारा AC BOOKS MENU में निम्नलिखित प्रक्रिया अपनायी जानी चाहिए.-

- 1. Journal/ Trial Balance की रिपोर्ट की जीव अवश्य कर ली जाय ।
- 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 बात कर तत्काल ठीक करा लें ।
- 3. Contra J.V. आवश्य generate कर लें ।
- Actual/Approximate Account के साथ भेजे जाने वाले सभी Schedule/Annexures की राशि की सत्यता की जॉब अवश्य कर लें।
- Actual Account के लिए Actual/ARD detail में आवश्यकलानुसार Allocation में ही राशि Entry कर Save करें ।

ANNEX.- XLIII

 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 अनुमामित चालू लेखा रिपोर्ट Open करने से पूर्व Refresh data कर के ही Report generate करें ।

विसमुलेधि/वित्त एवं सा०

संख्या– बीके/95/140/3/भाग X

दिनांक 27.06.2014

प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रस्तुत:-

1- उपविसमुलेधि / सामा०,यातायात, एवं कारखाना एवं भंडार, पूर्वोत्तर रेलवे,गोरखपुर।

- 2- Sr.EDPM/जीनल आईटी सेन्टर , पूर्वोत्तर रेलवे,गोरखपुर।
 3- वसबिस / सविस ,यातायात,व्यय, मण्डार,निर्वाह निधि, पॅशन, ख्या०राज०, स्था०अराज०, क्षतिपूर्ति।
- 4- मुख्य परियोजना इंजीनियर/CRIS चाणक्यपुरी, नई दिल्ली।

विसमुलेधि/वित्त एवं सा०

विषयः- 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 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 वमसिदई) को देना सुनिश्चित किया जाएगा।
- 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।
- समेकित बिल लेखा विभाग को प्रेषित करने के बाद सिंगनल 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।
- क्सूली विवरण की एक प्रति सिंगनल 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 लिंक्ड 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 मेजना 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।

सिंगनल विभाग द्वारा सभी इकाईयों/मण्डलों में सिंगनल 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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ANNEX.- XLVI

विपरण 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 कट ौती विवरण प्राप्त न होने की दशा में सिगनल विभाग द्वारा कटौती की कार्यवाही उपलब्ध लितरण 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 हेत् 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 नौडल अधिकारी एवं कार्मिक विभाग को दी जाएगी। उक्त कटौती करने की जिम्मेदारी सम्बन्धित विभागीय नोडल अधिकारी एवं कार्मिक विभाग की होगी।

उपयोगकर्त्ताओं सभी सीयुजी को एयरटेल 7. की वेबसाईट 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.

3-7-14 (समीर दीक्षित)

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मुख्य संचार इन्जी.

प्रतिलिपिः- निम्न को सूचनार्थ एवं आवश्यक कार्यवाही हेत् प्रेषितः-

सभी प्रमुख विमागध्यक्ष, पूर्वोत्तर रेलवे, गोरखपुर।

म.रे.प्र. पूर्वोत्तर रेलवे, इज्जतनगर, लखनऊ एवं वाराणसी।

वरि.ई.डी.पी.प्रबन्धक, पूर्वोत्तर रेलवे, गोरखपुर

वमविप्र पूर्वोत्तर रेलवे, इज्जतनगर, लखनऊ एवं वाराणसी।

वमकाधि पूर्वोत्तर रेलवे, इज्जतनगर, लखनऊ एवं वाराणसी।

वमसिद्ई, पूर्वोत्तर रेलवे, इज्जतनगर, लखनऊ एवं वाराणसी।

मु.का.प्र.(यांत्रिक / सिगनल / पुल) पूर्वोत्तर रेलवे, गोरखपुर।

मु.का.प्र. (यांत्रिक) पूर्वोत्तर रेलवे, इज्जतनगर।

Amminuae

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 loging 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.

ANNEX.- XLVIII



IPAS IMPLEMENTATION TEAM



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