

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)**

No. 2019/Catering/600/09

New Delhi, Dated: 21.07.2020

The MD, CRIS
New Delhi.

Sub : Direct Transfer of catering charges of pre-paid trains to IRCTC.

Ref : (i) Commercial Circular No. 3/2020

(ii) CRIS Letter No.2020/CRIS/NDLS/PRS/NGet/1 dated 05.06.2020

This is in reference to CC No.3 of 2020 vide which detailed instructions regarding implementation of direct transfer of catering charge of pre-paid trains to IRCTC were issued.

CRIS vide letter under reference, have intimated that they have already developed the utility to provide system generated on-account bills for 75% of the catering charges collected at the time of preparation of the second chart. However, in view of IRCTC's request to enable automatic transfer of catering charges in IRCTC's RTSA account through software prepared by CRIS without involving Commercial and Account officials of paying Railways, the issue was referred by CRIS to Board.

The matter has been examined in consultation with Finance Accounts Directorate of Railway Board and the detailed modalities finalized in consultation with Finance Accounts and Finance Commercial Dte. of Ministry of Railways, CRIS and IRCTC are enclosed for guidance and compliance. Necessary action may be taken accordingly to ensure implementation of CC No.3 of 2020.

This issues with the concurrence of Finance Commercial and Accounts Directorates of Ministry of Railways.

Encl : Annexure

(Phillip Varghese)
Director (T&C)
Railway Board

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Copy to: Principal Financial Adviser, All Zonal Railways, for information & necessary action.

For Financial Commissioner/Railway Board

Copy to :- (i) The PCCMs, All Zonal Railways for information and necessary action.

(ii) The CMD, IRCTC for information.

In order to facilitate 75% provisional payment excluding GST of the pre-paid catering charges collected at the time of second chart to IRCTC, following modus operandi will be followed:

1. PRS will compile information related to catering charges for pre-paid trains serviced by IRCTC in their database as a static catering report, and provide this information to EPS application through backend integration. The list of these trains will be provided by IR.
2. The report shall provide details of total amount as well the 75 % of amount excluding GST collected at the time of preparation of second chart against the catering charges in addition to Train Start date, Zone, Train Number
3. As train on IR may have a run of 3 to 5 days and charting takes place enroute remotes, the catering report will be generated for the trains having train start date 8 day before.
4. The provisional payment shall be processed for all prepaid trains by the concerned Zonal Railway.
5. The report shall be visible to the designated commercial and accounts officials of paying railways for viewing and verification. IRCTC may be provided view facility in the system or may be informed through email.
6. The authorized users of commercial department of the concerned Zonal Railway will be provided an interface on IREPS system to initiate / approve proposal for provisional payment of catering charges to IRCTC based on the data provided by PRS, and to generate a pay order after the proposal has been approved by the competent authority. The pay order will have to be digitally signed by the user authorized for this purpose. The process shall be initiated at the level of Junior Scale officer or higher, and shall be approved by an official at the level of HOD or higher. The digital pay order shall be signed by the officer not below the rank of Senior Scale officer.
7. The bank account details to be incorporated in the Pay order shall be provided by IRCTC.
8. The digital pay order, along with the related data will be made available by IREPS to IPAS for enabling processing of the same by IPAS user for payment after allotment of CO6 number.
9. Following data/documents need to be shared with IPAS through ESB:
 - i. All data associated with Payorder along with Correct Paying Authority (AU)
 - ii. Digitally signed Payorder (pdf)
 - iii. Static report of PRS (pdf)
10. PFA concerned will arrange to pass this bill within 24 hour of receipt in accordance with CC No 3 of 2020. IPAS will update the bill passing / payment information in the IREPS database through ESB against each Payorder.
11. The details regarding amount passed for a particular day as updated under point no. 10 above will be reflected to PRS system so that past details of bills are also available and these details are used for clearing final catering bills on actual basis for a particular month. Tax invoice on final bills on actual basis as certified by Train Superintendent shall be prepared by IRCTC alongwith GST at applicable rates and submitted for reconciliation and final payment on monthly basis.
12. The provisional bill (75%) shall be passed for payment by booking the amount under Miscellaneous Advance-IRCTC, for which new allocation may be created under IPAS by CRIS. The suspense head (Misc. Advance-IRCTC) shall be cleared at the time of passing final bill (GST Tax Invoice to be given by IRCTC), by transferring the amount to final head of expenditure and balance amount plus GST shall be paid to IRCTC on passing of the final bill against the tax invoice submitted by IRCTC. In order to claim Input Tax Credit, appropriate flag to determine whether full credit or partial credit, needs to be done correctly in consultation with GST Consultants of the Zonal Railways.
13. CRIS shall develop and deploy necessary software solution on the above lines to enable online process.
