

GOVERNMENT OF INDIA/ BHARAT SARKAR
MINISTRY OF RAILWAYS/ RAIL MANTRALAYA
(RAILWAY BOARD)

No.2008/TG-III/645/10

New Delhi, Dated: 30.01.2009

The Chief Commercial Manager,
All Indian Railways.

Managing Director,
IRCTC,
9th floor, Bank of Baroda Building,
16 Parliament Street,
New Delhi-01

(Commercial Circular No. 5 of 2009)

Sub: Procedure and schedule of payment of catering bills of Rajdhani and Shatabdi Trains and payment by IRCTC to zonal railways of share of revenue from other Mail/Express trains and static catering units.

References have been received from IRCTC regarding delay in payment by the Zonal Railways. Similarly some of the Zonal Railways have advised about late receipt of revenues from IRCTC. Accordingly, Board has decided that the following procedure and schedule will be adopted with immediate effect for payment of catering charges of Rajdhani and Shatabdi trains to IRCTC by Zonal Railways and receipt of revenue share by Zonal Railways from IRCTC.

1. IRCTC will submit the provisional Catering bills along with copies of occupancy certificate of Rajdhani and Shatabdi trains to respective Zonal Railways for adhoc payment of 90% of net billed amount as per following schedule :-

| Sr. No. | Bill Period | Date by which the provisional bill will be submitted |
|---------|---|--|
| 1. | 1 st to 10 th of the month | By 13 th of the Month |
| 2. | 11 th to 20 th of the Month | By 23 rd of the Month |
| 3. | 21 st to 30 th /31 st of the Month | By 3 rd of the following Month |

2. Zonal Railway will make 90% payment of net amount of bills, provisionally, to IRCTC, as per the following schedule:-

| Sr. No. | Bill Period | Date by which 90% payment will be made against provisional bills |
|---------|---|--|
| 1. | 1 st to 10 th of the month | 18 th of the same Month |
| 2. | 11 th to 20 th of the Month | 28 th of the same Month |
| 3. | 21 st to 30 th /31 st of the Month | 8 th of the following Month |

Contd...2/-

3. IRCTC will submit final bills along with copies of occupancy certificates duly signed by Train Superintendent to the respective zonal Railway as per following schedule:-

| Sr. No. | Bill Period | Date by which final bills will be submitted |
|---------|---|---|
| 1. | 1 st to 30 th / 31 st of the Month | 10 th of the following month. |

4. On receipt of final bills along with copies of occupancy certificate duly signed by Train Superintendent, Zonal Railway will pass the final bill for payment by adjusting provisional payment already made, as per following schedule:-

| Sr. No. | Bill Period | Date by which final bills will be paid |
|---------|---|---|
| 1. | 1 st to 30 th / 31 st of the Month | By 20 th of the following month. |

5. IRCTC will make payment of amount due to Railways on account of revenue sharing of various projects to respective Zonal Railways on the amount realized during the month, as under :-


| Sr. No. | Bill Period | Date by which final bills will be made by IRCTC |
|---------|---|---|
| 1. | 1 st to 30 th / 31 st of the Month | By 15 th of the following month. |

6. In case of closed holidays/Saturdays, Sundays etc., the period will be extended accordingly in schedule.

7. IRCTC should make available copy of all the agreements to the concerned division/Railways so as to reminder the concerned receipt of payment from IRCTC.

8. At the end of every quarter, the concerned GGM of IRCTC, concerned CCM and FA & CAO/Traffic should have co-ordination meeting to review outstanding issues including payments.

This issues with the approval of Finance Dte. of Railway Board.


(Jayant Singh)
Director/T&C
Railway Board.


No. 2008/TGHI/645/10

New Delhi, Dated 01.2009

Copy to :- 1. FA& CAOs of all Zonal Railways.
2. ADAI, Railways (with 36 spare copies)

For Financial Commissioner (Railways)

Copy to:- Finance (Commercial) Branch of Railway Board


(Jayant Singh)
Director/T&C