

भारत सरकार GOVERNMENT OF INDIA
रेल मंत्रालय MINISTRY OF RAILWAYS
(रेलवे बोर्ड RAILWAY BOARD)

No.TC-I/2024/104/efile/1(3452135)

New Delhi, dt.24.01.2024

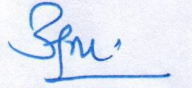
Pr. Chief Commercial Manager
Pr. Financial Adviser
All Zonal Railways

Managing Director/CRIS
Chief Admin. Officer/FOIS

Sub: Refund of Demurrage/Wharfage Charge

A copy of minutes of the meeting held on 11th January 2024 in Rail Bhavan, New Delhi on the above-mentioned subject is enclosed herewith for information and necessary action.

DA: as above



अतुल कुमार

संयुक्त निदेशक (दर) -I
रेलवे बोर्ड

Copy to:

EDFC, Railway Board
GM/CCMS/EPS(CRIS), GM/EPS&IMMS, GM/Fin./CRIS

Minutes of the meeting held at Rail Bhavan on 11th January 2024

	<u>Topic/Issue raised</u>	<u>Action deliberated</u>	<u>Action by</u>
1.	<p>Each competent authority as per SOP/ RB Ltr. No. TC-1/2019/201/6 (3298964) dt. 16.07.2021 decides on the quantum of waiver. Presently, in IPAS only the unsigned 'Decision document' is visible which only mentions JS/SS/JAG for the competent authority.</p> <p>Further, the Pay Order is digitally signed but is showing a footnote "This decision document is auto-generated by the system only after competent authority's approval. Hence, no signature is required on the same."</p>	<p>Refund /Payment against digital Pay orders from IREPS</p> <p>The pay order should show the MR no., primary customer/secondary customer and GSTIN from whom the original payment was received.</p> <p>The pay order amount should be bifurcated into taxable amount and GST.</p> <p>All the items related to DC/WC should be mapped with correct allocation in IREPS/FOIS.</p> <p>Station concerned and Division should be reflected in the pay order.</p> <p>Original MR no., MR date, RR details, Sanctioning Authority should be reflected on the pay order and the required reference documents be attached with the pay order. Digitally signed Sanction order should have name and designation of the sanctioning authority and the required information.</p> <p>Once party is registered in FBD/FOIS, Party details e.g. Customer ID, GSTIN, Bank account details (along with Cancelled cheque) should be shared by FOIS to IPAS. The party details will be shown to Accounts during Bill Passing.</p> <p>Copy of cancelled cheque should be submitted for the first time to update the party's bank account details in IPAS.</p> <p>It has been seen that once the payorders are returned, they are not being seen in IPAS. The refund pay orders returned by IPAS should be traceable in IREPS. Also for the past period, CRIS may provide details of all such pay orders generated and returned to prevent any duplication of payment.</p> <p>If second refund is processed against any MR no. it should be reflected in the pay order. A proper trail of all refunds processed against a MR number be made available for passing of the bill.</p>	IREPS

2.	In offline cases, a verified D&W statement duly signed by ACM with remarks of Accounts (TIA) after checking at station was received along with Pay-order. This was in line with point 5.2 of RB Ltr. Dt 19.5.2016 which stated the requirement of prior account verification to establish that the amount to be refunded has actually been received by the railway. The same is not being received presently.	FOIS should link Money receipt with relevant e-CR and TR details to verify its accountal. MR no. against which refund has been processed once should not be allowed to repeat same refund. Transaction history RR-wise, Party-wise and MR-wise should be made available for verification.	FOIS and/or IPAS
3.	Party code verification process wherein party code is generated in IPAS by Commercial Dept. and then details confirmed by Accounts Dept. is not being followed. In IPAS, no unique party code is being generated. Party name preceding with a number is visible in IPAS about which, how this number has been generated/confirmed/verified is not known.	Once party is registered in FBD/FOIS, Party details e.g. Customer ID, GSTIN, Bank account details (along with Cancelled cheque) should be shared by FOIS & IPAS. The party details will be shown to Accounts during Bill Passing.	FOIS and IPAS
4.	Whether the party can apply for waiver again on the same MR no. and whether any mechanism is there in FBD portal/IRePS to ensure there is no duplicate payment for the same MR No.	MR numbers, once processed for refund should be validated by the system when processed again by showing transaction history. MIS reports should be available for previous periods for all wharfage/demurrage refunds initiated in an executive unit for verification and reference.	IRePS
5.	It is mentioned in the Rly. Bd's ltr no. TC-I/2002/104/SCR/1(3317550) dated 08/02/2023 that "Refunds shall be processed only after realization of the outstanding dues if any, from the customer"	In compliance of the same, it needs to be mentioned in the "Decision document" by Commercial department that "There are no outstanding dues against the party" in order to pass the waiver claim.	IRePS
6.	Digitally signed final waiver sanction letter addressed to party is presently generated AFTER PAYMENT and shared with the party.	Sanction letter should be generated after decision of competent authority and accompany Pay Order. Payment advice to be generated after payment and digitally shared with the party as well as TAO for final closure of the case.	IRePS and IPAS
7.	As per Railway Board letter No. TC-I/2022/201/eFile/2(3394909) Dt. 13.10.2022, the collection of	In view of the above, it is suggested that parties may be encouraged for payment via online mode and refunds to continue in	Policy matter

	Demurrage/Wharfage through conventional mode (viz. DD/Cheque/cash) should be discouraged.	offline mode, if payments have been done in offline mode to ensure due checks and reconciliation.	
9.	Reports in FOIS	<p>Following reports should be available in FOIS:-</p> <p>DC/WC collected by a station during the month</p> <p>DC/WC waived during the month</p> <p>DC/WC refunded during the month</p>	FOIS
10.	Accountal in Online Balance sheets	<p>DC/WC waived and refunded should be correctly updated in the Online Goods B/s in FOIS.</p> <p>One time rectification of data to be undertaken to update correct amounts of wharfage/ demurrage in online Balance sheets.</p>	FOIS/ TMS
11.	GST	<p>GST should be separately reflected in the MR pay order, and all the system generated statements.</p> <p>Credit note should be generated in all refund cases and uploaded in GSTR1 for proper accountal.</p> <p>An MIS in this regard may be generated with regard to cases where refund has been initiated and if the credit note has been generated and uploaded.</p>	IRePS, FOIS, IPAS
12.	Demurrage against Private Siding (DSDNG) and Ports	<p>In case of Demurrage against Private Siding (DSDNG) multiple pay orders against single Request ID of customer is being forwarded and IPAS shows "Passing of bills with duplicate request ID not allowed". It needs to be addressed.</p> <p>In Ports, Primary customer is mentioned as per RR i.e. consignee and bank account is of handling agent/ port. A drive for re-registration of all handling agents may be undertaken for capturing their details in FOIS.</p>	IRePS and IPAS
13.	Post-Audit of online refund cases	All documents related to direct online refund cases may be made available for post-audit to TA in FOIS.	FOIS

14.	IPAS related requirements-	<p>The bank account details from IREPS should be checked and confirmed.</p> <p>MR no. and RR no. should be saved in IPAS so that repeat cases can be detected. GSTIN mentioned on the pay order should be checked.</p> <p>The allocation of DC/WC amount and GST should be correctly selected on the basis of details in the Pay order.</p> <p>The refund pay orders returned by IPAS should be traceable in FOIS, IREPS & IPAS.</p>	FOIS,IREPS and IPAS
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List of participants

Railway Board

- Mr/Ms
- Navin Kumar Parsuramka, EDTC/Rates
 - Rabindra N Mishra, EDFC
 - Rajat Agarwal, JD/FC
 - Atul Kumar, JD/Rates-I

Zonal Railway

- Richa Khare, FA&CAO(T&CM)/WR (*through VC*)
- Shikha Srivastava, CCM(FM)/NR
- Amrita Darpan Jain, FA&CAO(T)/NR
- Prashant Arora, Dy.CAO(TA)/NR
- Mansi Singh, Dy. CAO(T)/WR
- Shivani Kapur, Sr.AFA(TA)/NR

CRIS/FOIS, IRePS and IPAS

- Ravi Mohan Sharma, Dy.CPM(FOIS)
- Mudit Chandra, GM/FOIS
- Abhishek Kumar, GM/Fin./CRIS
- S.A.M Naqvi, GM/EP&IMMS
- Vinay Srivastava, GM/CCMS/EP&CRIS
- Saket Krishna, SSE/CRIS(IRePS)
- Rakesh Kumar, SSE/CRIS(IRePS)
- Kumar Abhishek, PPE/AIMS/CRIS
- Ajay Srivastava, PPE/AIMS/CRIS