



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

RBA No. 173/2017

No. 2017/AC-II (CC)/37/16

New Delhi, dated 06.12.2017

General Managers,
All Zonal Railways & PUs

Sub: Transparency in bill processing system over Indian Railways.
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Please recall Board's letter of even no. dated 27.10.2017 (RBA No. 155/2017) wherein instructions were issued to follow appropriate monitoring mechanism to achieve the transparency in various stages of bill preparation and payment to suppliers/contractors, CRIS has now made the facility available in IREPS from 31.11.2017 to vendors/contractors to indicate date of submission of bills, authority to whom preferred, Bill amount, Invoice No. GST No. of supplier etc for Bills pertaining to all bills including bills for Works contract and non-stock Items of Stores.

The instructions/user manuals are already available in IREPS and IPAS. The same are also available online (<http://www.ireps.gov.in>, <http://www.indianrailways.gov.in> → Accounts Directorate).

The availability of online resources may kindly be informed to all concerned to avail the facility and track the position of submitted bills.

  
(Anjali Goyal)  
Pr. Executive Director (Accounts)  
Railway Board

Copy to: PFAs, PCEs & PCMMs / All Indian Railways and PUs

**CENTRE FOR RAILWAY INFORMATION SYSTEM  
CHANAKYAPURI NEW DELHI-110001**

2014/CRIS/NDLS-HQ/AIMS/Implement /AIMS/11 Zones/ 0024/Pt-3

Date: 01.12.2017

Principal Executive Director/Accounts  
Railway Board  
Rail Bhawan  
New Delhi-110001

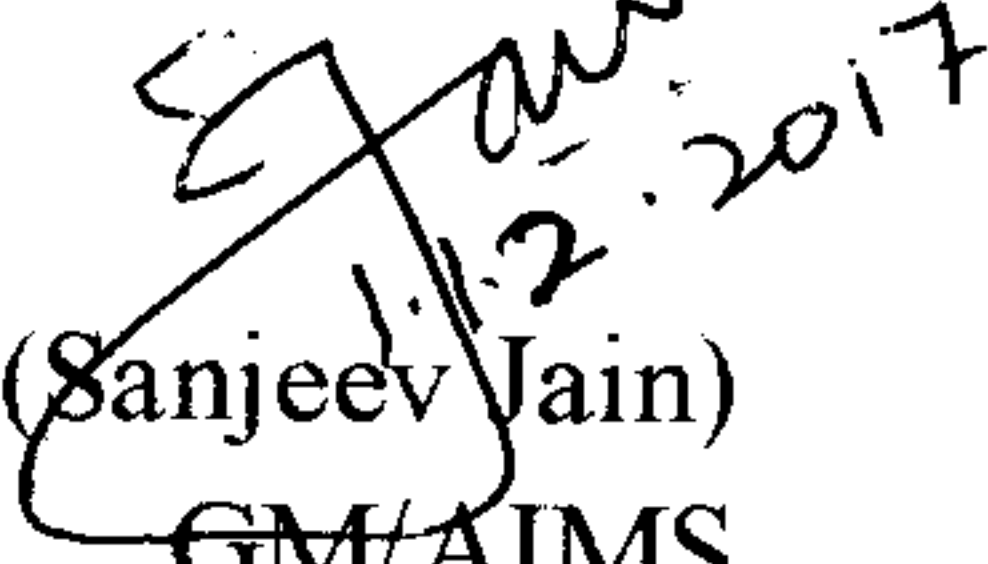
Sub: Transparent bill processing system over Indian Railways.

Ref: RB letter no. 2017/(X)-II/10/10 dated 07.11.2017.

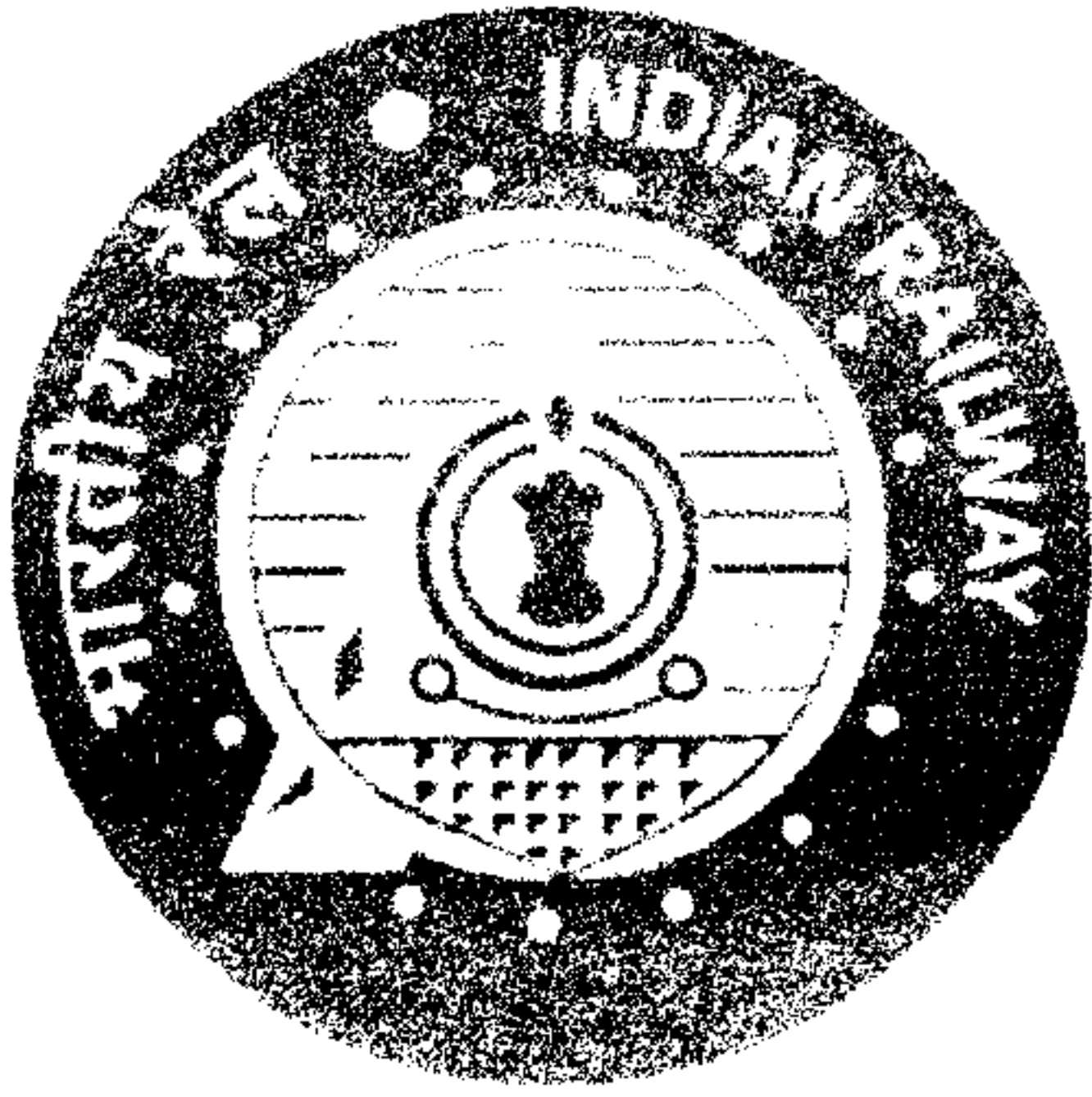
1. In reference to the above letter, facility has been provided in IREPS from 30.11.2017 to vendors/ contractors to indicate date of submissions of bills, authority to whom preferred, Bill amount, Invoice No, GST No. of supplier etc for Bills pertaining to Works Contract and for Non-Stock Items of Stores (Bills other than Stock Items of Stores). In these Physical Bills are submitted by Vendors/ Contractors to the Executive Department of Railways for checking and further processing to Accounts for Payment.
2. In case of Bills related to Stock Items of Stores the same are directly submitted to Accounts. The Bills are physically received by Accounts Department and the data of the Bill is entered directly by the Accounts Department in IPAS. Monitoring of these Bills would continue as at present.
3. For Bills as mentioned at 1 above, an additional screen has been added in IPAS. The screen shows list of invoices submitted by vendors through executives which are pending for payment. If the hardcopy of Bill is not received then the same can be indicated by checking in the box of 'Physical Invoice not received'.
4. During Bill registration in IPAS the Invoice Number would be selected from a pop-up which will have details of the Bills (other than Stock Items of Stores) of that Accounting Unit. Searching of the invoice could be done on the basis of Invoice Number and Party Name. If the invoice is not appearing in the pop-up then the invoice number can be entered

by the user since it is assumed that the supplier has not entered the bill details in the IREPS system.

5. Following information is already available for viewing to Vendors/Contractors registered with IREPS i.e. CO6 Number, CO6 Date, Status, Bill Amount, Passed Amount, Deducted amount, Net amount, CO7 No, CO7 Date, Abstract Date, Reason for Return. Now for Bills (other than Stock Item of Stores) additional information i.e. 'acknowledged by the executive', 'Bill with the executive', 'Bill submitted to accounts' would also be available to Vendors/Contractors for viewing through IREPS. For Bills related to Stock Items of Stores which are directly received by Accounts Department the details from CO6 onward would continue to be available to Vendors for viewing through IREPS.
6. Instructions / User Manuals with Screen Shots available in IREPS and IPAS are also enclosed.
7. In addition to the MIS reports regarding outstanding Bill position already detailed vide CRIS Letter Number .2014/CRIS/NDLS-HQ/AIMS/Implement/AIMS/11Zones/0024/Pt-II Dated 16.10.2017 additional report for Outstanding Bill Position of more than specified number of days from the Bill submission date as entered by Vendor/Contractor in IREPS will also be available. Report of Bills which have taken more than specified number of days for generation of Cheque Abstract from the Bills submission date as entered by Vendor/Contractors in IREPS can also be generated from IPAS system.

  
(Sanjeev Jain)  
GM/AIMS

Copy: EDFX-I Railway Board for kind information.



December 1

AIMS

2017

Objective of this module is to made provision to contractors/suppliers (Except Stock Supplies) for online tracking of Bills from the date of Submission in IREPS.

User Manual

Version 1.1



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## **Functionalities Covered**

### ➤ **IREPS Bills**

- Displays the list of pending bills from IREPS. The provision is made only for contractor bills and Non-Stock Bills which reaches accounts department through executive.
- This provision is not for Stock Bills which directly reaches accounts department.
- If the physical copy not reached in a stipulated period then user selects 'Physical Invoice Not Received' check box for that invoice.

### ➤ **Executive Bill Registration**

- Executive can select the pending invoice from the list of values which were made available from IREPS after the supplier enters invoice details in IREPS.
- If the IREPS invoice is not available, user can directly enter the invoice details for passing of bills. It is assumed that the bill has not been entered by the supplier in the IREPS.

### ➤ **Other Bill Registration**

- Accounts user can select the pending invoice from the list of values which were made available from IREPS after the supplier enters invoice details in IREPS.
- If the IREPS invoice is not available, user can directly enter the invoice details for passing of bills. It is assumed that the bill has not been entered by the supplier in the IREPS.

### ➤ **Stores Bill Registration**

- This will be used for Non-Stock Bill Registration.
- Accounts user can select the pending invoice from the list of values which were made available from IREPS after the supplier enters invoice details in IREPS.
- If the IREPS invoice is not available, user can directly enter the invoice details for passing of bills. It is assumed that the bill has not been entered by the supplier in the IREPS.

### ➤ **Reports**


- List of Invoices pending for More than specific days from the date of submission in IREPS.
- List of Invoices which takes more than specified days for payment.

# IREPS Pending Invoices

System displays all pending invoices after forwarding by the Executive in IREPS. If the Physical copy is not received within a stipulated period as decided by authority, then user will select "Physical Copy Not received" check box. After selecting appropriate check boxes, User has to click "save" button.

**AIMS**  
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome K B PRASAD (SER01CRIS)



Cadre Pay Roll Loan Electricity Quarter IC Books PF Pension NPS F-Suspense Suspense Budget Traffic Cash(MCR) Cash(STN) Pay Administration Incentive Stores Account WAMS

- IC
- Vetting
- Registration
- Bill Passing
- CO7
- Queries
- Master Codes
- Reports
- Reports

**IREPS Pending Bill List**

Guidelines

Accounting Unit: SER HQR

| Sl No | Bill No | Bill Date | Bill Due Date | Bill Status    | Bill Type | Bill Amount     | Bill Description | Bill Category | Bill Status           | Bill Date | Bill Due Date | Bill Status | Bill Date      | Bill Due Date | Bill Status | Bill Date | Bill Due Date | Bill Status |                |
|-------|---------|-----------|---------------|----------------|-----------|-----------------|------------------|---------------|-----------------------|-----------|---------------|-------------|----------------|---------------|-------------|-----------|---------------|-------------|----------------|
| 1     | 142     | bill006   | 20/11/2017    | BIDDER1-BOKARO | TEST      | 11XXXXX1111X1XX | con006           | 02/11/2017    | testt                 | 100000    | 29/11/2017    | 29/11/2017  |                |               |             |           |               |             | NOT APPLICABLE |
| 2     | 144     | bill1001  | 29/11/2017    | BIDDER1-BOKARO | TEST      | 11XXXXX1111X1X1 | con1001          | 29/11/2017    | GOODS/ICWISE/OPEN/SP1 | 1000      | 29/11/2017    | 29/11/2017  | 07010117000640 | 29/11/2017    | REGISTERED  |           |               |             |                |
| 3     | 145     | bill004   | 29/11/2017    | BIDDER1-BOKARO | TEST      | 11XXXXX1111X1X1 | con004           | 29/11/2017    | fdgs fgsfqs           | 10500     | 29/11/2017    | 29/11/2017  | 07010117000641 | 29/11/2017    | PASSED      |           |               |             |                |

## Executive Bill Registration

There will be a popup against invoice number. Data will be fetched from IREPS on the basis of Accounting Unit. If invoice is available, user will select the invoice. .

**AIMS**  
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome RAJASHRI A KAMBLI (WR01EXE2005)

**Bills**

**Bill Registration**

Section: X-1 Contract Type: Agreement  
 Bill Type: Contractor Bills Sub Type: Final CC Bill  
 SPU: ACCOUNTS

\* Mark Fields are mandatory

Agreement Code: 08010316000001 G393/1/3/HQSDGM/VOL  
 Agreement Value: 1332000 Agreement Passed Amt: 0 Agreement Registered Amt: 0 Agreement Balance Amt: 1332000

Party Name: SHUBHANGI CONSTRUCTION

Bank Code: \_\_\_\_\_ Account Type: Treasury

Payment Mode: \_\_\_\_\_

Invoice No. [Search Icon] Invoice Date: \_\_\_\_\_ Payment %: 100

Invoice Description: \_\_\_\_\_  
 Invoice Amount: \_\_\_\_\_  
 Voucher Ref: \_\_\_\_\_ Voucher Date: \_\_\_\_\_

The Popup for Invoice is as below:

Invoice No. [Input Field]

Party Name [Input Field] [Search Button]

Searching of Invoice could be done on the basis of Invoice Number & Party Name. System will not allow changing the Invoice Details like Invoice Number, Invoice Date, and Invoice Amt etc., if selected from IREPS.

If the invoice is not appearing in the popup then the it can be entered by the user.

# Other Bill Registration

There will be a popup against invoice number. Data will be fetched from IREPS table on the basis of Accounting Unit. System will not allow changing the Invoice Details in the above form, if selected from IREPS.

If the invoice is not appearing in the popup then the it can be entered by the user.

AIMS

ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome K B PRASAD (SERG1CRIS)

- Cadre
- Pay Roll
- Loan
- Electricity
- Quarter
- IC
- Books
- PF
- Pension
- NPS
- E-Suspense
- Suspense
- Budget
- Traffic
- Cash(MCR)
- Cash(STN)
- Pay
- Administration
- Incentive
- Stores Account

**IC** CO6 Registration

Vetting  
 Registration  
 Bill Passing  
 CO7  
 Queries  
 Master Codes  
 Reports

Section: Expenditure-I  
 Previous CO6 Number (For Re-Registration): [Go]  
 \* Mark Fields are mandatory  
 Bill Type: COB-Contractor Bills  
 Bill Sub Type: Select One  
 CO6 Date: 13/11/2017  
 Agreement No: 07010500000028 41/KGP/98-99

| Agreement Value | Agreement Passed Amt | Agreement Registered Amt | Agreement Balance Amt |
|-----------------|----------------------|--------------------------|-----------------------|
| 456543          | 281447               | 0                        | 175096                |

Party Name: 7HQ07704 RAILCON  
 Bank Code: [ ]  
 Account No.: [ ]  
 Payment Mode: [ ]  
 Account Type: Treasury  
 Invoice No.: [ ]  
 Invoice Date: [ ]  
 Payment %: 100  
 Invoice Desc.: [ ]  
 Invoice Amount: [ ]  
 Taxable Amount (For I.T Purpose): [ ]  
 Voucher Ref: [ ]  
 SPU: [ ]  
 Non-Taxable Amount (For I.T Purpose): [ ]  
 Voucher Date: [ ]  
 Spending Unit: [ ]





# Stores Bill Registration

For Stores Non-Stock Items, there will be a popup against invoice number. Data will be fetched from IREPS on the basis of Accounting Unit and Purchase Order Number. If invoice is available, user will select the invoice. System will not allow changing the Invoice Details in the above form, if selected from IREPS.

If the invoice is not appearing in the popup then the it can be entered by the user.

**AIMS**  
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Welcome K B PRASAD (SER01CRIS)

Cadre Pay Roll Loan Electricity Quarter IC Books PF Pension NPS E Suspense Suspense Budget Traffic Cash(MCR) Cash(STN) Pay Administration Incentive Stores Account

**Stores Bill Registration**

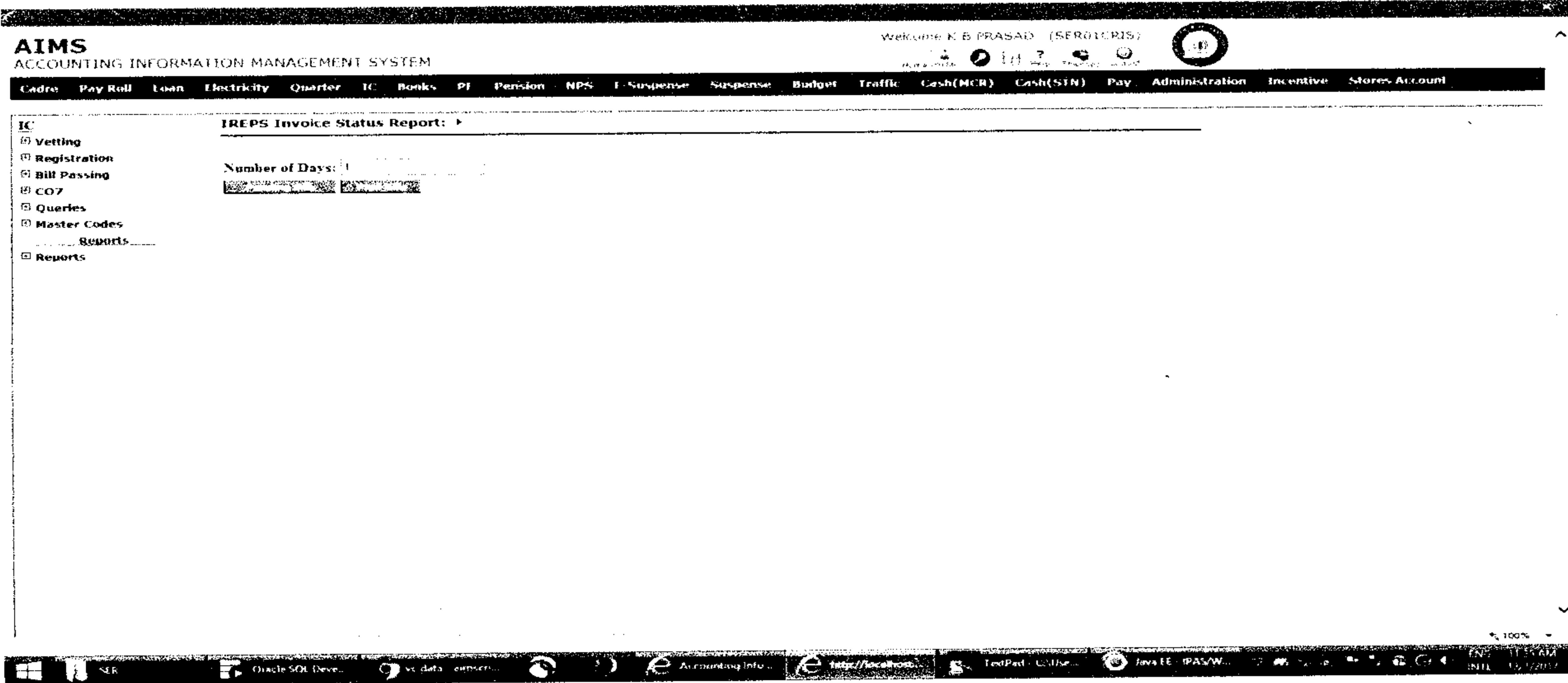
Section: Stores Bill - Non Stock  
BillType: PURCHASE ORDER BILLS Bill SubType: --Select--  
PO No.: GA175070150123 PO Date: 23-AUG-2017  
Party Name: :9182 CRIMPWELL SERVICES-KOLKATA  
Party Address:   
Invoice No: Invoice Date:   
Amt Claimed: 0 Payment Percent:   
Invoice Description:   
SPU: --Select--

SAVE RESET

Invoice No:   
Party Name:   
.....

# Reports

User has to specify number of days.



There are 2 type of reports:-

**Pending Bills:-** This generates list of Invoices pending for More than specific days from the date of submission in IREPS.

**Paid Bills:-** This generates List of Invoices which has taken more than specified days for payment.

Thank You!