No. 2017/RS(M)/Paperless Working  

New Delhi, dated: 20/02/2018

The General Manager, All Indian Railways/PU, NF(C), CORE
The DG/RDSO/Lucknow & NAIR/Vadodara
CAOs, DMW/Patiala, WPO/Pathna, COFMOW/NDLS, RWP/Bela

Sub: Digital submission/processing of Vendor's bill.

Ref.- Railway Board’s circular No. 2016/RS(M)/Paperless Working

Dtd. 27.09.2016 and 22.11.2016.

A. Indian Railway is making efforts to adopt end-to-end paperless working in contract management.

1. Railway Board vide referred circular dtd. 27.09.16 has already issued instructions on paperless working at various subsystems of supply chain management such as paperless demand generation and demand vetting, paperless tender schedule, paperless offer and paperless tabulation, paperless technical comment, paperless tender committee proceedings, paperless acceptance, paperless PO vetting and paperless PO placement with digitisation of their associated business process (para B.1 of referred letter).

2. Para B1.1 of referred circular dtd. 27.09.16 also includes bill passing/bill payment through IPAS based on digitally generated/available receipted challan/R note/inspection certificate etc. on iMMS without insisting on hard copy of same either from depot or from supplier.

B. For taking the paperless work further with the goal of achieving 100% digitisation, there is need to digitize other subsystems such as the submission of bills by the vendors for payment and issue of Inspection Certificates by inspecting agency also.

1. CRIS is in the process of creating the module of online bill submission by vendors on IREPS.

As iMMS and IPAS have already been integrated, digitally signed bill/supplementary bill submitted by vendor on IREPS in “Bill submission utility” will be used by IPAS along with other digitally signed documents like Receipted Challan/Receipt note/inspection Certificate etc for registering vendor’s bill (CO-6). The bill payment by the bill paying authority will hereafter be done through IPAS based on digitally signed bill and Receipted Challan, R/Note, Inspection Certificate etc. available on iMMS without insisting on hard copies of same either from depot/consignee or from supplier.
2. This will be applicable for Purchase Order/Contracts of both Stock, Non-stock items and services. Later on, payment against Works Contracts may also be brought under purview of digital bill submission.

3. It shall cover bills for advance payment and final payment to be chosen by Vendor.

4. It shall cover bills with GST as well as excise duty applicability to be chosen by vendors.

5. Bills shall be Purchase order wise i.e. one bill shall include items of only one Purchase order which shall automatically make it Paying authority wise. There can be multiple supplies in a bill related to same purchase order. Some supplies can be by road and some by rail/courier etc.

6. Vendor shall select the PO item serial number and go on for submitting the bill details for that PO item serial, therefore can submit data for more than one supplies in one bill.

7. IREPS shall generate unique bill registration number for each bill which shall be passed on to IPAS and IPAS and IREPS shall communicate through this unique number. Vendor can also enquire and track their bill status based on this number.

8. Vendor can prepare a bill for advance payment for road dispatches for those supplies only whose challan number is registered in IREPS, DRR number is allotted and Receipted challan is digitally signed by competent authority in depot. Vendor will only select from the list. Receipted challan quantity for bill shall be auto filled by the system and vendor cannot edit the same. Once digitally signed receipted challan with Inspection Certificate is made available online to Bill passing/paying authority, need for original copy of IC from vendor to Bill/passing/paying authority should not be insisted for advance bill passing.

9. For advance payment for supplies against RR/PWB (which are still not digital), as none of the documents are available with depot at the time of claim of advance payment by vendor, the verification process for RR/PWB and IC against the online submitted bill shall continue to be manual by bill passing/paying authority as is the existing process.

10. For final payment, bill can be prepared only for Digitally signed RO available in the system for selection by vendor against the PO serial of the item and only for the RO quantity.

11. Bill rate shall be calculated after adjusting PVC amount and discount in purchase order rate.

12. Various expense amounts and taxable value shall be worked out for bill percent (i.e. 95%, 5%, 100%). In other words, vendor will raise bill accordingly to the prescribed percentage payment and CGST/SGST-UTGST or IGST shall
be worked out on the taxable value, commensurate with the HSN code of the supply of material as per the Purchase Order/Contract.

13. Bill amount shall be calculated as per bill percent.

14. Digitally Signed Receipted Challan, Receipt Note, RO, Inspection Certificate etc. shall be available for view in IPAS.

15. Documents can be uploaded by vendor for each supply in a bill. All the uploaded documents with the bill shall be digitally signed by the vendor.

16. Vendor can save the bill, edit the bill, add/delete supplies to the bill, and delete the bill before signing and submitting the bill. Once bill is digitally signed and submitted, it can neither be amended nor withdrawn/cancelled.

17. Summary of bills and status of bills submitted against each purchase order shall be available to vendor for managing his bills.

18. The bill data shall be taken by IPAS from IREPS/iMMS database and digitally signed bill and vendor documents shall be available to IPAS for use.

19. After this, bill shall be processed by bill passing system of IPAS as per their process.

20. Progress of bill at different stages shall also be shown to vendor in his IREPS login account.

Other instructions contained in Railway Board's circular dtd. 27.09.2016 under reference will continue to hold good.

Necessary modifications over the existing system to align with the online bill submission process to be done by CRIS on IREPS, iMMS and IPAS systems.

This is issued with the concurrence of Finance Directorate of Railway Board and approval of DG(RS).

(Vinod Kumar)  
Director Railway Stores(M)

(G. Kabui)  
Director Finance(CCA)

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