Subject: Availability of Bank Account details of vendors on IPAS for all stores purchase orders issued on IR

Ref: This office JPO no 2019/AC-II(CC)37/8 dated 04-07-2019

Subsequent to issue of above referred JPO, some of the Railways have informed that above referred JPO provides for updation of Bank Account Details by vendors against each purchase orders available in IMMS where bank account details are not captured in purchase order. However, there are cases where already available bank account details in the purchase orders are required to be amended because of several reasons. Some of the reasons are given below-

i. Vendor has entered incorrect bank account details while bidding.

ii. The bank account details given by vendor while bidding have changed due to some reasons.

iii. Bid is by OEM and order has been placed on its agent, where OEM has entered its own account details while bidding.

The matter has been examined and it is decided that in cases of need to amend the bank account details of vendors in the purchase orders available in IMMS (including for medicines, surgical instruments etc), against the specific request of vendor alongwith the NEFT mandate form,
purchase office shall issue a modification advice for modification of the bank account details. For issue of Modification advice for this purpose:

i. The modification will require at least two officials of the purchase office, a proposer, and an approver. The approver should be of the same grade who is authorized to issue modification advice against the purchase order as per schedule of powers.

ii. The modification shall be issued with finance vetting only.

In addition, Purchase office must ensure that bank details are not changed as “remarks in the Modification Advice but only through specific functionality for modification of bank account details in IMMS.”

Once modification Advice to the Purchase order amending bank details is issued, the same bank details shall be used by IPAS for payment.

Hard copy of modification advice to the purchase order shall be kept by the accounts in the relevant purchase order file and referred at the time of passing bill (with modified account number) for payment.

This JPO shall be valid only upto 31-12-2019.

It is issued in consultation with Finance (Stores) Dte. of Railway Board.

Vinod Kumar
DRS(M)

Sanjeev Sharma
Director Finance (Accounts)

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