



भारत सरकार / Government of India
रेल मंत्रालय / Ministry of Railways
दक्षिण मध्य रेलवे / South Central Railway

मं.रे.प्र का कार्यालय,
Office of the DRM
विजयवाडा मंडल /
Vijayawada Division
वाणिज्य विभाग,
Commercial Branch
विजयवाडा, Vijayawada.
आन्ध्र प्रदेश, Andhra Pradesh

No. B/C.59/Door Step Banking/2022-23

Date: 16-05-2023

All Section CCIs over BZA Division

Sub: Submission of details of cash collected by M/s CMS Info system – Reg.

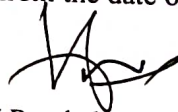
M/s. CMS Info System has been engaged for collection of earnings at stations/sidings over BZA division. This office requires the following data to submit the same to Hqrs. office for clearance of the bills to SBI - M/s. CMS Info system. This office has shared Google sheets with all the stations for certification of the cash/DDs collected by CMS. However, the exercise resulted in elaborate effort and delay in final submission of the bills up to February 2023.

In this connection, as the Section CCIs are in a pivoted position between the stations and Divisional office, henceforth the exercise of collection and certification of the station-wise monthly summary of cash pick up details by SBI-CMS is assigned to the section CCIs for onward submission to the office in the following format.

Cash Pick up Statement for the month of _____ in _____ Section

S.No.	Station	Collection by CMS staff during the month				No. of days staff absent, on other than bank holidays	Dates on which CMS staff were absent	Remarks
		Cash Rs.	No. of DDs	DD Amount Rs.	Evening pickup (Yes/No)			

1. The data shall include only the cash / DDs physically handed over to CMS Cash pick up agents during the month and not the month to which the earnings are accounted. For example, the earnings of the last day of the previous month will be handed over on the first day of the cash pick up in the current month and the amount shall be included in current month billing.
2. The dates on which the authorized CMS agent has not attended particular station for Cash lifting activity on other than bank holidays shall be clearly indicated to invoke the penalty clause.
3. The monthly statement in the stipulated format shall be submitted to this office by 5th of the following month under clear signature.
4. In case of discrepancy in the amount claimed by CMS and the certified amounts, the day-wise billing submitted by CMS will be forwarded for reconciliation and the certification along with due remarks same shall be re-submitted to this office within 07 days from the date of forwarding the details.


(V.Rambabu)
Sr.DCM/BZA