

How to Operate your POS Terminal

1. Switch on your **Portable General Packet Radio Service Point of Sale (PGPRS POS)** machine.
2. You will find this screen.



3. Since it's a touch screen you can go ahead and press the option called Sale, where you have to enter the amount to be charged from the passenger, for example: Rs. 500.



4. Once you feed the amount it will ask for the card which you can either swipe or present it directly as shown below.



5. As soon as the card is presented, the machine will ask for the Four digit PIN Number (Of the Passenger) which has to be entered and as soon as the **Transaction gets approved a Transaction/Charge slip gets generated.**
6. **This copy of the Transaction slip (This is like our Railway Copy) is very important for you to retain until you complete your duty, as the same has to be handed over in Booking office to collect your Money Receipt.**
7. **Please do not try multiple times as it takes time to generate the Transaction/Charge slip due to the Network available in Running Trains.**

8. After the print of first Transaction slip, the Machine will ask whether to print the customer copy or not. Please print the customer copy and hand over the same to customer along with your EFT Receipt.
9. While issuing the EFT you have to mention **both the Transaction ID and the RRN Number (Reference Number) on the EFT as marked in green in this picture below.**

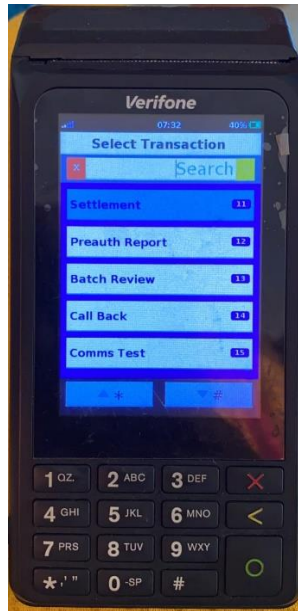


10. Try to mention it as E-Cash for our convenience (marked in Blue in the Picture).
11. After preparing the EFT, hand over the passenger copy of EFT and the customer copy of the Transaction slip to the passenger which completes your Transaction.

12. Remitting the Cash and E-Cash.

13. I'm Giving an Example by 12760/11020

14. While remitting your cash make sure that you will mention all the EFT's prepared by 12760 and hand over the cash. For Example you have made Five Receipts by Train 12760 from EFT No: 237516 to 237520 (**237516: Rs 500, 237517: Rs 600, 237518: Rs 650, 2375189: Rs 900, 237520: Rs 500**) where 237517 and 237519 are E-Cash and 237516,237518 and 237520 are actual cash then mention all the EFT Foils from 237516 to 237520 in your CRM note or on a slip of paper (whatever the procedure) and hand over the slip of paper to Booking clerk at BZA along with the cash (cash of EFT Foils 237516, 237518 and 237520) which amounts to Rs: 1650, here in our case.
15. **Please make sure to do Settlement before 0000 hours of that day. In our case of Train 12760 it's better to do it before or at KMT station (as you will have network connectivity).**
16. **For Trains like NZM Duronto take the settlement reports accordingly, without fail.**



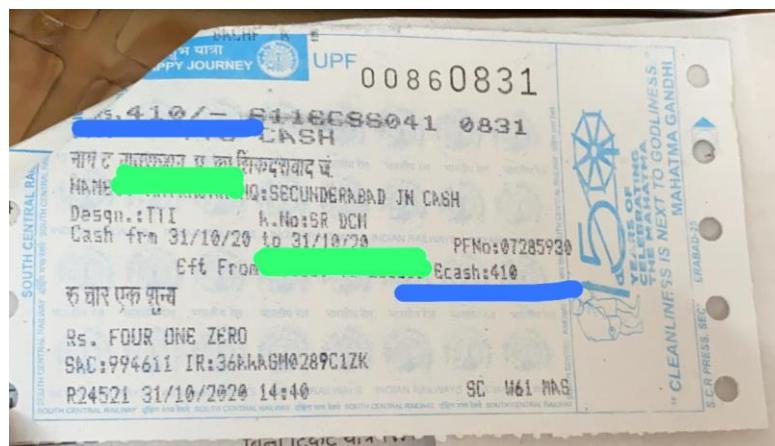
17. **The above Transaction slip is only for Illustration and you can clearly see that it has the PF number of the TTI mentioned in green.**
18. Collect the Money Receipt for **Rs: 1650 (our example)** at **BZA** and keep it safely.
19. This MR was cash MR of train12760. Your E-Cash MR for train 12760 will be issued only at your Headquarters i.e. at Secunderabad on the next day after your arrival by 11020.
20. On the next day, after your arrival at SC you will prepare your CRM note duly mentioning the EFT details (Which is again from Foils No: 237516 to 237520) and hand over both the Transaction slips and the Settlement report of previous day generated for 237517 and 237519 along with the CRM to booking clerk (Picture for illustration is the second copy of my CRM where I have got it endorsed by the Booking Clerk).

CASH REMITTANCE MEMO/ 71				170	
NAME	STATION	FROM	TO	FF NO	COU
SC	K2J	SC			
इफर्की से से EFT NO FROM			इफर्की से से EFT NO TO		
COUPAN NOS FROM			COUPON NOS TO		
किना टिकट यात्र TWT			बुक से किये गए सामान UBL		
PENALTY CASES			PENALTY CASES		
मांगले CASES	किराया FARE	जुमना PENALTY	राशि AMOUNT	मांगले CASES	राशि AMOUNT
(1)	00	410	410		
अन्य मांगले OTHER CASES			MR NO: 00860837		
मांगले CASES	राशि AMOUNT	मांगले CASES	किराया FARE	जुमना PENALTY	एफर्की UBL
		(1)	160	250	
EFT NO: [REDACTED] 410 (E-CASH)					
TID NO: TS046921					
RREF NO: 030508163562					

21. You can see that I have mentioned all the EFT numbers (Painted in green) and particularly mentioned the EFT of E-Cash (Rs 410 here) along with Transaction ID and RRN number (RREF No).
22. I had submitted Transaction slips and the settlement report of the previous day to the Booking clerk.
23. Once the MR is generated, please write it down on the CRM note along with Endorsement from the Booking clerk along with the stamp on it as the same has to be attached in your EFT Return's along with the Foils and MR.
24. After submitting Transaction slip and settlement report of 12760 collect your E-Cash MR and then, Remit the cash of Train 11020 (Your Third MR of the trip) and lastly, remit the E-cash of Train 11020 along with it's Transaction Slips and Settlement report with CRM to Booking Clerk and collect the 4rth MR of your Trip by getting it endorsed in your CRM.
25. In our case of 12760/11020 we will have the following Four MR's of our duty.
 - 1) Cash MR of 12760 at BZA is your **1st MR.**
 - 2) After Coming back to SC, MR for E-Cash is your **2nd MR.**
 - 3) The Return Journey Train 11020 Cash MR at SC will be your **3rd MR.**
 - 4) E-Cash MR of Train 11020 at SC will be your **4th MR.**
 - 5) You will be having **Two CRM's** (endorsed by booking clerk with stamp of SC booking office in our case) at the end of trip **which has to be attached to the EFT foils along with MR's and submitted with your monthly EFT Return's.**
26. So, for every trip you will have Four MR's, Two for Cash and Two for E-Cash.



27. The above pic is Cash MR for the Foils from 23**41 to 23**45 where only one EFT was E-Cash.



28. The above pic is the E-Cash MR for the same set of EFT foils where you can see that it has been printed as E-Cash (Blue Color marking for illustration).

29. With this, you complete your trip and duty.

30. ***There is no Gpay, BHIM, UPI, QR Code and PhonePe facility as they are not yet linked to our POS Machines. Please use, only the Debit or Credit card of the passenger.***

31. **For further queries, Contact me on my CUG No: 9121270824.**

**T. Natarajan
TTI/SC.**