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No.C/CR/UTS/Balancesheet/2014   Dt: 19-05-2016

**Sr. Divisional Commercial Managers/
SC, HYB, BZA, GTL, GNT & NED.**

Sub: Joint Procedural Order for Online Coaching Balance Sheet Application.

A Joint Procedural Order (JPO) has been entered between Commercial and Accounts departments for effective and efficient implementation of Online Coaching Balance Sheet assigning duties and responsibilities of staff from Commercial, Accounts and CRIS. It is therefore advised to direct the staff in your division to scrupulously adhere and follow the guidelines as envisaged in the JPO (copy-enclosed).

(P.V.N. Ravi Kumar)
Dy.Chief Commercial Manager/PRS/SC

Encl: A copy of JPO.

JOINT PROCEDURAL ORDER OF 2016

Sub: Joint Procedure Order for effective and efficient implementation of 'on line Station balance sheets on S.C.Rly'

Computerized on line Station Balance sheet is developed as separate module in UTS. As per Railway Board letter N2006/C&IS/PRS/apportionment/ 18 dated 13-8-13, all zonal Railways will have to switch over to "On line Station Balance Sheets".

In order to implement the Online Station Balance sheets, the following procedural order has been envisaged upon.

The commercial department, CRIS, and the TAO would adhere to this Joint Procedural Order for effective functioning, evaluation and reporting.

1.0 **Administrative functions**:

The Commercial department will administer the entire exercise.

1.1 The CCM will provide the infrastructure with necessary backup facilities in consultation with CRIS at all stations, Divisional offices and Traffic Accounts office. He will ensure that detailed instructions are passed on to the station staff with point to point and stage wise steps on the menu driven program duly aided by staff of CRIS.

1.2 The CCM will facilitate transmission of 100% Online Balance sheet, which will run simultaneously with manual Balance sheets for the purpose of reconciliation and Sr.DCMs of the respective divisions should ensure the same.

1.3 Once the system is stabilized, the full-fledged Online Balance sheets system will be fully adopted.

1.4 The CCM will include all Parameters of requirements, returns etc, through Commercial Circulars.

1.5. The Sr.DCMs of respective divisions will act as nodal officer, who shall act in consonance with Dy.CAO/T-I/SC and CRIS/SC. Structural and functional changes / modifications and smooth functioning of on line Station Balance sheets would rest on these three nodal officers.

1.6 There shall be test check centers for a group of stations under each division to be monitored by an authorized Official(e.g. Booking Supervisor/Section Commercial Inspector) who shall report errors if any or problems and difficulties encountered to the nodal officer in Commercial department and CRIS.

1.7 The DBA alone should be empowered to act upon processes of customization and debugging.

1.8 Any alteration, System modification, inception etc shall be in the complete knowledge domain of all three nodal officers.

2.0 **Responsibilities of Station Staff (CBSR/BSR/SMR)**

2.1 Opening balance of the station should be fed one time when the location is started using Balance sheet application

2.2 Staff of stations nominated will have to update their online balance sheet on a daily/ periodic and monthly basis and shall be closed after the station cash of the day is remitted in the bank , as per the laid down provisions.

2.3 Manual entries that are to be done should be entered before finalization of Balance sheet.

2.4 Test Balance sheet should be prepared immediately after entering the CR/VR note details.

2.5 Printing of finalized balance sheet should be done only after satisfying the correctness of Test Balance sheet.

2.6 Printing of Balance sheet should be on daily periodic and monthly basis. This Balance sheet should be kept as station record for submission of inspecting officials.

2.7 Feeding of earnings of PRS, Parcel and luggage should be done manually till the PRS & PMS programmes assimilated to UTS.

2.8 Any modification should be done before finalization of Balance sheet.

2.9 Any modification required after finalization of Balance sheet, the CBSR/BS/SMR should approach data base/CRIS with a request.

3.0   CRIS & FUNCTIONALITIES:

CRIS shall be vested with the establishment of infrastructure offering inputs for training in technicalities, net centric accessories, terminals, back up tools and servers so that SCR shall be self sufficient and updated in modified infrastructure. CRIS shall also propose additional hardware on a futuristic assessment of requirements in this domain.

3.1 The program shall be updated whenever changes are injected in the tariffs, rules and provisions similar to UTS and PRS.

3.2 CRIS shall devise its own technical and man power mechanism in the area of trouble shooting.

3.3   CRIS shall ensure upkeep of infrastructure through AMC to be operated in pockets to suit easy accessibility.

3.4   CRIS shall work in close coordination with TAO for implanting addendums/ deletions. Under no circumstances back end operations shall be allowed by the DBA so nominated

3.5   CRIS shall ensure sufficient data storage and create additional server placement if necessary and in case of a crash situation, back up retrieval should be facilitated.

3.6   CRIS shall strive to keep the end user access as simple as possible and provide sufficient menus on the drop down functionality. No classification of earnings shall be left out since every item fall under earnings budget and daily assessment will be the norm in the future.

3.7.   The program shall be well documented and should be presentable for prospective soft audit if any. CRIS shall provide 'viewership' of data ported and fed by any station, TAO etc. to all the nodal officers, staff of TAO and officials at the Test check Centers indicated at Para 1.6.

3.8.   Since "Accrual" and " Outstanding" Concepts are on the anvil for Railway Accounts, CRIs should prepare for adequate domain knowledge and training in order to ensure that the program stands compatible for accommodating the transition to Commercial Accounting Since the data would be the same but presentation may vary.

3.9.   CRIS shall create a team which would prepare for 'field training' on hand to Commercial Staff if required.

3.10.   CRIS will prepare literature to this effect and circulate the 'flowchart' for operational benefit to work commercial and Traffic Accounts Department.

3.11   A report should be generated daily by CRIS to monitor the entries done by the

station staff in the On Line Coaching Balance sheet by the CCM/PM's office and

Traffic Accounts Office.
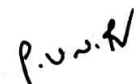
4.0   Responsibilities of Staff at TAO:

4.1   TAO shall be the final checking and certifying office 'Online' .The nodal officer

and the DBA shall be the Dy.CAO / T 1 or any nominated officer from TAO

4.2   TAO shall ensure that the 'online' balance sheets are properly reconciled with the

data posted in 'cash' and 'Voucher' forms. TAO should be provided a utility to

print B/S of any location.

4.3   Over a period of time, this phase of work shall be assimilated with the 'online'

Balance Sheet.

4.4.   Staff of Coaching Balance Sheet at TAO will review the station balance sheets on

a daily basis and report data regarding stations not adhering to the daily data entry

and updating of balance sheets. This will be done 'on line' and the report shall be

viewed by the Sr.DCMs and staff of the Commercial Department down the line.

The test check centres indicated at Para 1.6 would assist in completing this task

and have entire S.C.Rly updated on any given day.

4.5.   Since the program facilities Balance Sheet on a daily basis, TAO should program

its internal check on a daily basis.

4.6.   TAO should devise its own mechanism for linking the station returns to the

'online' balance sheets and exercising checks. Over a period of time, this phase

should also be brought under the net-centric environment.

4.7.   The DBA shall devise an effective training program and channelize the 'check

box' functioning for 'confirmation' of balance sheet online.

4.8. The staff shall report instance of bugging and debugging through a field created by CRIS for the purpose and resolve system conflicts accordingly.

4.9. TAO shall generate and verify all reports generated though the 'online' balance sheets and communicate inconsistencies if any to the nodal officer. A monthly statement to this effect should be run by the CBS Section.

4.10. The TAO shall acquaint with the query and data flow system for all phases of station balance sheet program.

4.11. The DBA of TAO shall convene a joint meeting of all the three DBAs once in a month to review the functioning and updating the system effectively.

5.0 The joint decisions of the these nodal officers shall be final in all matters requiring resolution for smooth functioning, modifications and reporting from time to time.

Dy.CAO/T-1   **Dy.CCM/PRS**