

POS MACHINES - HOW TO WORK ?

A. While Reporting for DUTY:-	
Check POS machine and keep it charged and see that adequate consumables like paper rolls are available.	
B. While on Trains from HQRS to OUTSTATION:-	
When ever any passenger opts to make payment through the POS.	
1	Press GREEN button for ON (booting time 30/40 sec.)
2	Check Network, Press 2 Key for LOGIN
3	Press 1 key to enter AMOUNT
4	Enter the amount followed by two (2) zero. example 100.00 (Hundered rupees)
5	Insert Chip Card and Press Green button, after the POS prompts to CANCEL or PROCESS. (press Green button for process)
6	Let the customer enter the PIN. (after PIN enter press Green button)
7	After authorisation by bank, charge-slip (Merchant copy) is generated.
8	Press Green button again to generate Customer copy of the charge-slip
9	Handed over the card and the customer copy to the passenger.
10	Prepare EFT and record the RRN No printed on the charge-slip and handedover the passenger foil.
11	Preserve merchant copy carefully and handed over in good condition to the BO at home/HQ station at the end of the duty.
POS machine has to be turned off once at the end of the day for proper accounting.	
Before the end of the day i.e., 00.00 hrs, take out a POS transaction (Batch close) summary by press 8 key before turning OFF. Press & hold Yellow + (*) key for 5 sec.) for OFF.	
A Parallel auto batch closure will also be activated by SBI.	
C. At the end of trip (at Out station):-	
PCCM/SC Lr.No:568/G.II/TC/HSTs/TTEs/2020 dt:06/3/2020	
Should prepare CRM (till computerization of lobbies)	
Prepare CRM duly indicating details of total cash (currency & e-cash) manually for the purpose of remitting cash at outstation.	
1	Approach the BO for deposit of earnings as per existing practice.
2	Deposit the amount realised through EFT in cash along with a signed copy of CRM.
3	The BC will generate a UTS money receipt (MR) as per Annexure-B for cash and hand over the MR.
4	As regards POS transactions, Deposit Merchant copies, batch close/day end transaction summary and CRM (2nd signed copy) at the home/HQ station.
5	Record the MR no on the back side of the last record foil of the EFT used.
D. On reaching Home/HQ station:-	
Should prepare CRM (till computerization of lobbies)	
Prepare CRM duly indicating details of total cash (currency & e-cash) manually for the purpose of remitting cash at home/HQ station.	
1	Approach the BO for deposit of earnings as per existing practice.
2	Deposit the amount realised through EFTs i.e. cash + e-cash (merchant's copy, day end POS transaction summary) along with a signed copy of CRM to BC.
3	And also submit the merchant's copy, day end POS transaction summary and signed copy of CRM of previous trip (ref. C-04 of At the end of trip (Out station))
4	The BC will generate a UTS money receipt (MR) as per Annexure-B for both sides .
5	Record the MR no on the back side of the last record foil of the EFT used.
E. Monthly Returns (by 7th of the following month):-	
Should submit monthly returns in duplicate.	
a	Accounts copy of the EFTs
b	MR's in Original
c	Accounts copy of POS statement (Daily summary)
d	EFT returns (Summary of EFTs)
e	Summary of MRs