भारत सरकार Government of India
रेलमंत्रालय Ministry of Railways
(रेलवे बोर्ड) (Railway Board)

RBA.No. 58 /2021

No.2017/ACII(CC)/TAMS/37/1-e-Part(I) **New Delhi, dated, 29 .10.2021**

Principal Financial Advisers,
All Zonal Railways.

Sub: Implementation of TAMS; User Manual for working of Error Sheet Modules in FOIS.
Ref: Central Railways' letter no. AC/TA/GBS/TAMS dated 29.9.2021.

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Please refer to Central Railway's letter ibid, requesting to furnish details of users to FOIS team for creation of login IDs for accessing the Error Sheet Modules. It is presumed that the desired necessary action has been arranged by your Railway. In this regard a user manual on the working of ESM module is enclosed.

Necessary action may kindly be arranged for implementation of the same.

Encl: As above.

29/10/21

(Ajay Bartwal)
Joint Director Finance (CCA)
Railway Board

USER GUIDELINES FOR ESM RATES

1. LOGIN SCREEN

1.1 Go to FOIS Homepage.
1.2 Click on Internal Users.
1.3 Select Tab – Error Sheet.
1.4 Type your Login ID.
1.5 Type your Password.
1.6 Type your Zone in column "LOCN" i.e. CR for C.Rly, WR for W.Rly, etc.
1.4 Type the given Captcha.
1.5 Click on "Submit".
1.6 Select your role.
1.7 Click on "Submit".

2. Raising of Error Sheets:

2.1 Select TAB "**Verification /correction of RR's**"
2.2 Select required filters like Division, Station, Category, Type, Date, Period etc. and click on GO
2.3 Data of RRs based on selection will be displayed for verification.
2.4 On verification of RR, if any undercharges are detected the click on TAB **"Raise Error Sheet"**
2.5 Window showing RR details will open with provision to add amount of undercharges and reasons for the same. Once entered the details, save record. This will pop up Error sheet Number.
2.6 Click on OK and select **'BACK'** for 'Main Menu
2.7 After freezing the RR data for particular period, Error Sheet raised by TAO will be accounted in the Balance Sheet of the concerned station and shown at the Debit side under 'Error Sheets' of the Station Balance Sheet and the same is available to CGS for giving his remarks as Admitted (A) or Objected(O) .

At the Station

3. CGS will either **Admit** or **Object** the Error Sheet and give detailed remarks for the same.

4. If Station does not take action on the Error Sheet then the Error Sheet amount will be reflected in Closing Balance of Station Balance Sheet as Not Admitted Debit. (NAD).

5. **Verification of Station's remarks & Issue of CAN in TAO (Newly Added Feature)** The entire process runs through 3 levels viz. AA, SSO and AFA.

At Checker (AA)'s level

5.1 Click on **"Verification /correction of RR's"**.
5.2 Select TAB **"Verification of Station Remarks"** from the dropdown.
5.3 Select required filters like **Division, Station, Status, Period** etc from drop down menu and click on **GO.**
5.4 Stations remarks as **Admitted (A)** or **Objected (O)** with reasons for the error sheets raised will be displayed on the screen with set colour codes.
5.5 Checker/AA on verification of remarks given by the station, will enter his detailed remarks in the column **"AA's Remarks"** and will select the TAB **"Forward to SSO".** With this Error sheet will be forwarded to SSO for further necessary action.

At SSO Level

5.6 Select TAB **"Verification of Station Remarks"** from the dropdown.

5.7 Select required filters like Division, Station, Status, Period etc from drop down menu and click on **GO.**

5.8 Stations remarks as **Admitted (A)** or **Objected (O)** with reasons for the error sheets raised and Checker's /AA's remarks will be displayed on the screen with set colour codes.

5.9 SSO will verify the remarks given by AA and station and if satisfies with the remarks given by CGS then writes his remarks accordingly and forward the Error sheet to AFA for issue of CAN by clicking on **"Forward to AFA"** TAB.

5.10 Another Two TABs viz. **'Send back to Station'** and **'Send back to AA'** are provided to return the Error sheet back for re-checking in case SSO disagrees/ not satisfied with the remarks furnished by CGS/AA.

At AFA's Level:

5.11 Select TAB **"Verification of Station Remarks"** from the dropdown

5.12 Select required filters like **Division, Station, Status, Period** etc from drop down menu and click on **GO**

5.13 Stations remarks as **Admitted (A)** or **Objected (O)** with reasons for the error sheets raised and Checker's /AA's remarks and SSO's remarks will be displayed on the screen with set colour codes

5.14 AFA will verify the remarks and put his/ her remarks in AFA's Remarks column for issue of Credit Advice Note and click on tab **'Issue Credit Advice Note'**

5.15 Credit Advice Number will be automatically generated and displayed against the said Error sheet in all screens (i.e. AA, SSO and AFA) and CAN will be reflected at Credit Side of Station Balance sheet under Special Credits immediately.

5.16 Another Two TABs viz. **'Send back to Station'** and **' Send back to SSO'** are provided to return the Error sheet back for re checking in case AFA disagrees/ not satisfied with the remarks furnished by CGS/SSO for issue of CAN

6. Two Tabs i.e **'Action Taken'** Tab to see the trail of the error sheet and **'Print Credit Advice'** Tab to take print out of CAN are provided at the top of the right side in all the three levels at **'Verification of Station's Remarks'** screens .

7. Under Tab – **Reports-** from the drop down menu, **Error sheet Report** and **CAN report** can be selected for viewing & printing purposes.

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USER GUIDELINES FOR ESM CR Note Verification

- The entire process for CR Note Verification ESM runs through 3 levels viz. AA, SSO and AFA.

1. LOGIN SCREEN

1.1 Go to FOIS Homepage.
1.2 Click on Internal Users.
1.3 Select Tab – Error Sheet
1.4 Type your Login ID.
1.5 Type your Password.
1.6 Type your Zone in column "LOCN" i.e. CR for C.Rly, WR for W.Rly, etc.
1.4 Type the given Captcha.
1.5 Click on "Submit".
1.6 Select Role.
1.7 Click on "Submit".

UNDER AA's ID

2. Click on tab **Error Sheet.**
2.1 Click on **Verification of CR Notes.**
2.2 Select the filters viz. **Division, Station, status** (All), **year, month, period** (all)
2.3 Click on **Go.**
2.4 Screen will display **details of CR notes.**
2.5 **Double Click** the **CR Note** to see the details. **Instrument-wise details** will be **displayed.**
2.8 By **default all records** will be **reflected as "Received".** In case **any instrument** is **not received,** that **specific record** should be **selected** as **"Not Received"** from the **drop menu.** Similarly if **all instruments within a CR Note** are **not received** all records to be marked as **"Not Received".**
2.9 After completing the above process click on **Save** tab.
2.10 Repeat the procedure for all the CR notes.
2.11 In case if staff is **unable to check all** records of a station **at one go** user can **save the draft & continue subsequently.**
2.12 After completing the checking of all the CR notes, **AA** can **forward the data to SSO for Approval.**

Under SSO's ID

3. Click on tab **Error Sheet.**
3.1 Click on **Verification of CR Notes**
3.2 Select the filters viz. **Division, Station,** CR Note Number, **status** (All), **year, month, period** (all).
3.3 Click on **Go.**
3.4 Screen will display the details of CR notes with remarks **Verified/Forwarded.**
3.5 **CR Note forwarded** by AA will be **reflected** in **pink colour.**
3.6 **Double Click** the **CR Note** to see the details. If SSO agrees that CR Note is not received, then he can forward it to AFA for issuing ES. If **SSO** wants to **change the remarks** of the AA (Received/Not Received), he can **edit it** and **Save** the data.

Under AFA's ID

4. Click on tab **Error Sheet.**
4.1 Click on **Raise Error Sheet against CR Notes.**
4.2 Select the filters viz. **Division, Station, year, month.**
4.3 Click on **Go.**
4.4 **CR Notes** which are **Not Received** will be shown in this Screen.
4.5 **Double Click** the **CR Note** to see the details.

4.6 If AFA approves the reason for raising ES, click **Raise Error Sheet** or else use option of **Send Back for Double Verification** to SSO for the selected record.

4.7 After **Raising ES**, the ES will be **reflected on the debit side of Station BS.**

At the Station

5. Station Staff will either **Admit** or **Object** the ES by furnishing suitable **Remarks.**

5.1 In case **Station does not take action** on the ES, the ES **amount** will be **reflected** in **Closing Balance** as **NAD.**

5.2 After Station has offered remarks, the same can be viewed by TAO.

Verification of Station's remarks & Issue of CAN

Under AA's ID

6. Click on **Station's Remark on Error Sheet of CR Notes.**

6.1 Select the filters viz. **Division, Station, Admit/Object, ES year Month, ES period (all).**

6.2 The screen will **display** all ES. **Admitted** in Green and **Objected** in Pink. **Specific colour codes** has been given **for each activity. Station remarks** will also be **visible.** To **view** the **complete trail** of **ES click** on tab **Action Taken.**

6.3 After **verification of Station remarks, AA** has to **offer** his **remarks in Action taken Field.** For that just **Double Click the Flag column,** press down arrow and **select** the remark. (**Accepted** or **Not Accepted**)

6.4 If **AA** is **convinced** with the **reason furnished** by the **station** for objecting the ES, then he/she will **Accept** the remarks.

6.5 Flag **"Y"** is for **Acceptance** of Station Remarks and **"N"** for **Not accepting** the remarks.

6.6 After furnishing remarks **AA** will **forward** the ES **to SSO for Approval.**

Under SSO's ID

7. Click on tab **Station's Remark on Error Sheet of CR Notes.**

7.1 Select the filters viz. **Division, Station, Admit/Object, ES year Month, ES period (all).**

7.2 The screen will **display Station remarks** as well as **AA's Remarks.**

7.3 **SSO** will furnish his **remarks** by **selecting the flag** in the **Action Taken field** by **double clicking** on the col.

7.4 Flag **"O"** is for **Acceptance** of Station and AA's remarks and **"S"** for **not accepting** the remarks.

7.5 If **SSO select "O"** the ES will be **forwarded to AFA** for **issuing CAN** and if SSO **select "S"** then the ES will be **sent back to Station** for **further clarification.**

Under AFA's ID

8. Click on tab **Credit Advice Note for Error Sheet against CR Notes**

8.1 Select the filters viz. **Division, Station, year, month**

8.2 Screen will **display** the **CAN pending for Approval.**

8.3 **AFA** will offer **remarks** in Credit Advice Remarks Col. And **click on tab Approve.**

8.4 Credit Advice Number will be **automatically generated** and the CAN will be **reflected** on **Credit Side of Station BS** immediately.

8.5 If AFA **doesn't approve** the CAN, the selected ES can be **sent back to SSO** for Re-checking.

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USER GUIDELINES FOR ESM of Previously Raised Error Sheets.

- **The purpose of this ESM is mainly migration of data in the FOIS online BS of those error sheets which were issued earlier either manually or through AFRES. Since the error sheets were already issued with the approval of competent authority, only data entry of those error sheets has to be done as a onetime activity.**

1. LOGIN SCREEN

1.1 Go to FOIS Homepage.
1.2 Click on Internal Users.
1.3 Select Tab – Error Sheet.
1.4 Type your Login ID.
1.5 Type your Password.
1.6 Type your Zone in column "LOCN" i.e. CR for C.Rly, WR for W.Rly, etc.
1.7 Type the given Captcha.
1.8 Click on "Submit".
1.9 Type role as "AA-BS" for AA, "SSO-BS" for SSO and "AFA-BS" for AFA.
1.10 Click on "Submit".

2. Procedure for data entry of Error Sheets

2.1 **Login either as AA /SSO.**
2.2 Click on tab **Entry of Previously Raised Error Sheet.**
2.3 Click on tab **Add New Error Sheet.**
2.4 In **Station Column** enter **Station Code.**
2.5 **Double Click** on the **Type Col.** Use down arrow key to select from the drop down menu the **internal check section i.e** Rate, Balance Sheet, Demurrage, Wharfage etc.
2.6 Enter the **Error Sheet No. , Date, Amount and GST** in respective columns.
2.7 Mention **Reason** for **raising the Error sheet.**
2.8 Click on **Save Error sheet.**

On completion of the above procedure, the **error sheet will be visible to the station** staff for either **Admitting/Objecting** the same.

3. Verification of Station's remarks & Issue of CAN in TAO

3.1 **Login** either as **AA / SSO.**
3.2 Click on **Entry of Previously Raised Error Sheet**
3.3 **Station Remarks with "A" (Accept)** or **"O" (Object) flag** will be visible.
3.4 If **station has Objected** the Error Sheet and **AA/SSO agrees** with the remarks of Station, **enter the amount** of the ES in **Forwarded amount** column to issue CAN and click on tab **Forwarded to AFA for CAN.**
3.5 In case of **partial acceptance** of error Sheet debit, the **amount acceptable** should be entered in the column of **Forwarded Amount,** click on tab **Forwarded to AFA for CAN.** With this, only the forwarded amount will go to **AFA for approval of CAN** and **balance amount** will be **sent back to station for review.**
3.6 If **station Objects** to the Error Sheet debit and **remarks offered** by the station is **not acceptable,** then **AA/SSO has to furnish their reason for non –acceptance** and click on the tab **"Send Back to Station".**

4. Procedure for CAN

4.1 **Login** as **AFA.**
4.2 Click on tab **-Credit Advice for Previously Raised Error Sheet.**
4.3 All **Error Sheets** which are **forwarded for approval of CAN will** be **displayed** here.
4.4 **AFA** by **selection of option** through **filter** can **view particular location's ES.**
4.5 **If approved,** suitable **remarks** to be **furnished** in the Remarks column and **click Issue Credit Note.**
4.6 **CAN number** will be **auto generated** and will be seen on **Credit Side of Station Balance Sheet.**

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USER GUIDELINES FOR ESMs of DEMURRAGE & WHARFAGE

- The entire process of raising Error Sheets for Demurrage & Wharfage Charges runs through 3 levels viz. AA, SSO and AFA.

1. LOGIN SCREEN

1.1 Go to FOIS Homepage.
1.2 Click on Internal Users.
1.3 Select Tab – Error Sheet
1.4 Type your Login ID.
1.5 Type your Password.
1.6 Type your Zone in column "LOCN" i.e. CR for C.Rly, WR for W.Rly, etc.
1.4 Type the given Captcha.
1.5 Click on "Submit".
1.6 Type role as "AA-DW" for AA, "SSO-DW" for SSO and "AFA-DW" for AFA.
1.7 Click on "Submit".

UNDER AA's ID

2. VERIFICATION OF DEMURRAGE CHARGES SCREEN

2.1 Click on **Error Sheet** in main header row.
2.2 Click on **verification of Demurrage Charges.**
2.3 In filter row, feed **Zone, Division, Station, Verification Status** (All, Checked, Unchecked), Accrued Status (Demurrage accrued RRs, All, Zero Demurrage RRs), Year, Month.

NOTE:

2.4 It is not mandatory to feed Station, Verification Status, Accrued Status options. When nothing is fed in these options, system will automatically takes it as **"All"** i.e. when nothing is fed in station options, the system will display information for all stations in that particular division.
2.5 To display list of Stations, **just press down arrow key** in option **"Station".** System will display list of all stations under the particular division.
2.6 Click on "GO"
2.7 It will **display Summary Page** of all transactions taken place in the particular month.

NOTE:

2.7.1 Column **"No. of RRs"** shows total RRs in the particular rake.
2.7.2 Once any transaction is checked and error sheet is raised then the columns **"Checked"** and **"Error Sheet Raised"** will marked as **"Y"** else the same will remain **"N"** by default.
2.7.3 When **E/Sheet is raised** against any rake then that **particular row** will be **highlighted with Pink colour.**
2.7.4 Total of all transactions, appearing under column **"Demurrage Amount"** at the end of all rows, should tally with the amount appearing in Balance Sheet against Demurrage for that Station.
2.8 In order to **verify each transaction** and **raise error sheets,** one needs to go to the **"Demurrage Details Screen"** which can be accessed by double clicking the particular row or by clicking the row and **"view details"** option which is at the extreme right below option **"GO".**
2.9 This will take to **"Demurrage Details Screen".**

3. DEMURRAGE DETAILS SCREEN

3.1 Header rows in this screen shows complete details of the rake.
3.2 Table shows **RR-Wise and Wagon-wise details** for **calculation of Demurrage Charges.**
3.3 Total demurrage for the rake is shown against **"Demurrage Accrued as per FOIS"** which is appearing in header rows.

3.4 If any discrepancy is observed in the calculation of demurrage charges and want to raise Error Sheet then click on **"Want to raise Error Sheet"** tab which is appearing at the end of table.

3.5 In case there is no discrepancy then click on **"Correct"** tab. With this **"Y"** will appear under **"Checked"** column and **"N"** will appear under **"Error Sheet Raised"** column in summary sheet i.e. **"verification of demurrage charges"** screen.

3.6 If **"Want to Raise Error Sheet"** is clicked then **"Error Sheet Details"** screen will open.

4. ERROR SHEET DETAILS SCREEN

4.1 Under this, all columns required for calculation of Demurrage Charges will appear.

4.2 Columns **"Free Time", "Night Incentive", "Dies Non" and "Demurrage Amount"** against **"Should be"** row, are editable.

4.3 These can be edited by double clicking the columns.

4.4 Figures under **"Total free hours", "Chargeable Hours" and "Demurrage Amount"** are auto calculated.

4.5 **"Reason"** and **"Remark"** for raising the Error Sheet are needs to be entered.

4.6 Click on **"Save Error Sheet"**. With this, the discrepancy will be saved.

5. DISCREPANCY RAISED ON DEMURRAGE CHARGES SCREEN

5.1 All saved discrepancies under **"Error Sheet details screen"** as explained above can be viewed under this option.

5.2 Click on **"Error Sheet"** in main header row.

5.3 Click on **"Discrepancies raised on Demurrage Charges"**.

5.4 In filter row, feed **Zone, Division (Dvsn), Station, Status** (Pending, Forwarded, Error Sheet Raised, Cancelled, All Discrepancies), **Year, Month.**

NOTE :

5.4.1 Pending discrepancy indicates that the discrepancy has been raised but not forwarded to higher authority i.e. from AA to SSO or from SSO to AFA.

5.5 Click on **"GO"**.

5.6 This will show the entire details of discrepancy raised with undercharged amount.

5.7 Double click on the discrepancy. With this, **"Demurrage Discrepancy Screen"** will open.

5.8 This screen will show charged, should be and difference figures. This screen also shows reason and remarks columns for raising the error sheet.

5.9 Type forwarding remarks in the provided space.

5.10 Click on **"Forward to SSO for raising Error Sheet"**.

5.11 Message **"Successfully forwarded to SSO"** will appear.

5.12 Click on **"OK"**.

Under SSO's ID

6. DISCREPANCY RAISED ON DEMURRAGE CHARGES SCREEN

6.1 All forwarded discrepancies by AA as explained above can be viewed under this option. Click on **"Error Sheet"** in main header row.

6.2 Click on **"Discrepancies raised on Demurrage Charges"**.

6.3 In filter row, feed **Zone, Division (Divn), Station, Status** (Pending, Forwarded, Error Sheet Raised, Cancelled, All Discrepancies), **Year, Month.**

NOTE :

6.3.1 Pending discrepancy indicates that the discrepancy has been raised by AA but not forwarded by SSO to AFA.

6.4 Click on **"GO"**.

6.5 This will show the entire details of discrepancy raised with undercharged amount.

6.6 **Double click** on the **discrepancy**. With this, **"Demurrage Discrepancy Screen"** will open.

6.7 This screen will **show charged, should be and difference figures.** This screen also **shows reason and remarks columns for raising the error sheet and forwarding remarks of AA.**

6.8 **Type forwarding remarks** in the provided space.

6.9 3 options are provided.
(i) Cancel Discrepancy
(ii) Send back to AA for Re-checking
(iii) Forward to AFA for raising Error Sheet.

6.10 With option
(i) entire discrepancy will get cancelled.
(ii) the discrepancy will be sent back to AA for re-checking
(iii) the discrepancy will be forwarded to AFA for raising error sheet.

6.11 If option **"Forward to AFA for raising Error Sheet"** is chosen then message **"Successfully forwarded to AFA"** will appear.

6.12 Click on **"OK".**

Under AFA's ID

7. DISCREPANCY RAISED ON DEMURRAGE CHARGES SCREEN

7.1 All forwarded discrepancies by SSO as explained above can be viewed under this option.

7.2 Click on **"Error Sheet"** in main header row.

7.3 Click on **"Discrepancies raised on Demurrage Charges".**

7.4 In filter row, feed **Zone, Division (Dvsn), Station, Status** (Pending, Forwarded, Error Sheet Raised, Cancelled, All Discrepancies), **Year, Month.**

NOTE

7.4.1 Pending discrepancy indicates that the discrepancy has been raised by SSO and pending for approval.

7.5 Click on **"GO".**

7.6 This will show the entire details of discrepancy raised with undercharged amount.

7.7 Double click on the discrepancy. With this, **"Demurrage Discrepancy Screen"** will open.

7.8 This screen will show **charged, should be and difference figures.** This screen also **shows reason and remarks columns for raising the error sheet, forwarding remarks of AA and SSO.**

7.9 Type **approval remarks** in the provided space.

7.10 3 options are provided
(i) **Cancel Discrepancy.**
(ii) **Send back to SSO for Re-checking.**
(iii) **Approve and raise Error Sheet against all forwarded Error Sheets.**

7.11 By selecting option-
(i) **Entire discrepancy will get cancelled.**
(ii) The **discrepancy will be sent back to SSO** for re-checking.
(iii), the **error sheet will be raised** against the station.

7.12 If option **"Approve and raise Error Sheet against all forwarded Error Sheets"** is chosen then message **"Error Sheet raised successfully"** will appear.

7.13 Click on **"OK".**

8. With this, the **error sheet** will become **visible to the station.**

9. The **station** will have **3 options** i.e. **to admit the debits, object the debits and partially admit** the debits. **(the feature of partial acceptance is under development)** Once the **E/Sheet is raised, the error sheet amount** will appear on **debit side of Station's balance sheet.**

10. If the debit is **not admitted (Objected)** by the station then the same **will appear in AA's ID.**

11. **VIEWING STATION REMARKS ON ERROR/SHEETS & ISSUANCE OF CAN.**

Under AA's ID

12. **ERROR SHEET RAISED ON DEMURRAGE CHARGES SCREEN**

12.1 Click on **Error Sheet**.
12.2 Click on **Error Sheet raised on Demurrage Charges.**
12.3 In filter row, **feed Zone, Division, Station, Status** (Pending, Forwarded, CAN issued, pending at station, Admitted, All Error Sheet), **Year, Month.**

NOTE :

12.3.1 **Pending status** indicates that the reply on E/Sheet has been received from station and **pending for further disposal.**
12.3.2 **CAN issued status** will display all error sheets for **which CAN is issued.**
12.3.3 Click on **"GO"**.
12.4 System will display all E/Sheets raised.
12.5 Different **colour codes have been assigned to each error sheet.** Dark blue colour shows E/Sheets pending, sky blue colour shows E/Sheets objected by station and grey colour shows E/Sheets for which CAN is issued.
12.6 E/Sheet and Credit Advice Note (CAN) can be viewed with the options **"View Error Sheet"** and **"View CAN"** provided at extreme right side below **"Retrieve Discrepancies"** tab.
12.7 With the option **"Action taken"**, next to **"View CAN"** option, **detailed movement of the transaction** i.e. from AA to AFA (for raising E/Sheet) and from Station to AFA (for issuance of CAN) with detailed remarks **can be viewed.**
12.8 **Double click** on **pending E/Sheet.**
12.9 **"Demurrage Error Sheet Details"** screen will open.
12.10 This screen shows **details** of E/Sheet raised along with **AO (Admitted/Objected)** Flag and Remarks. Flag **"A"** stands for **"Admitted"**, flag **"O"** stands for **"Objected"** and flag **"P"** stands for **"Partially Admitted"** (The feature of Partial Acceptance is under development).
12.11 Type **"Forwarding Remarks"** in the space provided.
12.12 Click on **"Forward to SSO for CAN"**.
12.13 System will display message **"Successfully forwarded to SSO"**.
12.14 Click on **"OK"**.
12.15 **Colour** of that particular E/Sheet changes to **Green** which **indicates** that the **E/Sheet is forwarded.**

Under SSO's ID

13. **ERROR SHEET RAISED ON DEMURRAGE CHARGES SCREEN (FOR VIEWING E/SHEETS AND ISSUANCE OF CAN)**

13.2 Click on **Error Sheet.**
13.2 Click on **Error Sheet raised on Demurrage Charges.**
13.3 In filter row, feed **Zone, Division, Station, Status** (Pending, Forwarded, CAN issued, pending at station, Admitted, All Error Sheet), **Year, Month.**

NOTE :

13.3.1 **Pending status indicates** that the **reply on E/Sheet has been received** from station and **forwarded by AA but pending for further disposal.**
13.4 Click on **"GO"**.
13.5 System will **display all pending E/Sheets** on **filtering** with **"Pending"** option.
13.6 **Double click** on **pending E/Sheet.**
13.7 **"Demurrage Error Sheet Details"** screen will open.
13.8 This screen shows details of E/Sheet raised along with AO (Admitted/objected/Partially Admitted (**Partially Admitted feature is under development**)) Flag and Remarks. Further, remarks of AA are also visible.
13.9 Type **"Forwarding Remarks"** in the space provided.

13.10 3 options are provided as under:
(i) **Cancel Discrepancy.**
(ii) **Send back to AA for Re-checking.**
(iii) **Forward to AFA for Issue of CAN.**

13.11 By selecting option :
(i) **issuance of CAN** will get **cancelled.**
(ii) the **CAN** will be **sent back to AA** for re-checking
(iii) the **CAN** will be **forwarded to AFA** for approval and issuance.

13.12 If option **"Forward to AFA for raising Error Sheet"** is chosen then message **"Successfully forwarded to AFA"** will appear.

13.13 Click on **"OK"**.

Under AFA's ID

14. ERROR SHEET RAISED ON DEMURRAGE CHARGES SCREEN (FOR VIEWING E/SHEETS AND ISSUANCE OF CAN)

14.1 **Click** on **Error Sheet.**

14.2 **Click** on **Error Sheet raised on Demurrage Charges.**

14.3 In filter row, **feed Zone, Division, Station, Status** (Pending, Forwarded, CAN issued, pending at station, Admitted, All Error Sheet), **Year, Month.**

NOTE :

14.3.1 **Pending status indicates** that the **reply on E/Sheet** has been **received** from **station** and **forwarded by SSO, but pending for further disposal.**

14.4 Click on **"GO"**.

14.5 System will **display** all **pending E/Sheets** on **filtering** with **"Pending"** option.

14.6 **Double click** on **pending E/Sheet.**

14.7 **"Demurrage Error Sheet Details"** screen will open.

14.8 This screen shows **details of E/Sheet raised** along with A, O **(Admitted/Objected/Partially Admitted** (**Partially Admitted feature is under development**) Flag and Remarks. Further, **remarks of SSO are also visible.**

14.9 Type **"Approval Remarks"** in the space provided.

14.10 **3 options** are provided :
(i) **Cancel Discrepancy**
(ii) **Send back to SSO** for Re-checking
(iii) **Approve and Raise Error Sheet** against all forwarded Error Sheets.

14.11 By selecting option
(i) Issuance of **CAN** will get **cancelled.**
(ii) **CAN** will be **sent back to SSO** for re-checking.
(iii) **CAN** will be **approved and issued to station.**

14.12 If option **"Approve and Raise Error Sheet against all forwarded Error Sheets"** is chosen then message **"Error Sheet Raised Successfully"** will appear.

14.13 Click on **"OK"**.

15. After issuance of CAN, the amount of CAN should appear on credit side against **"Special Credit"**.

USER GUIDELINES FOR ESMs of WHARFAGE

16. Same procedure, as explained above, to be adopted for raising **Wharfage Error Sheets.**

17. Only difference is Demurrage is raised on entire rake and therefore multiple RRs pertaining to one rake, are grouped together and single E/Sheet is raised on entire rake comprising of multiple RRs. For Demurrage, one E/Sheet can have multiple RRs one below other, issued on any particular day and on any particular station. However, in case of Wharfage, E/Sheet is raised for each RR, comprising of multiple wagons. **This feature is under development & will be available shortly.** Presently all RRs with multiple wagons pertaining to any particular station on a particular day, are accommodated under one E/Sheet.

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भारत सरकार / GOVERNMENT OF INDIA
रेल मंत्रालय / MINISTRY OF RAILWAYS
(रेलवे बोर्ड / RAILWAY BOARD)

आरबीए सं.58/2021

सं.2017/एसी-II (सीसी)/टीएएमएस/37/1-ई-पार्ट (I) नई दिल्ली, दिनांक: 29.10.2021

प्रधान वित्त सलाहकार,
सभी क्षेत्रीय रेलें।

विषय: यातायात लेखा प्रबंधन प्रणाली (टीएएमएस) का क्रियान्वयन; एफओआईएस में त्रुटि-पत्र मॉड्यूल की कार्यप्रणाली संबंधी नियमावली।
संदर्भ: मध्य रेलवे का दिनांक 29.09.2021 का पत्र सं.एसी/टीए/जीबीएस/टीएएमएस।

कृपया मध्य रेलवे के उक्त पत्र का अवलोकन करें, जिसमें त्रुटि-पत्र मॉड्यूल तक पहुंच हेतु लॉगइन आईडी बनाने के लिए उपयोगकर्ताओं के विवरण एफओआईएस टीम को प्रस्तुत करने का अनुरोध किया गया था। ऐसा माना जाता है कि आपकी रेलवे द्वारा वांछित आवश्यक कार्रवाई की व्यवस्था कर ली गई है। इस संबंध में ईएसएम मॉड्यूल की कार्यप्रणाली से संबंधित उपयोगकर्ता नियमावली संलग्न है।

कृपया इसके क्रियान्वयन की व्यवस्था के लिए आवश्यक कार्रवाई की जाए।

संलग्नक: यथोक्त।

(अजय बर्तवाल)
संयुक्त निदेशक वित्त (सीसीए)
रेलवे बोर्ड