भारत सरकार Government of India

रेल मंत्रालय Ministry of Railways

रेलवे बोर्ड (Railway Board)

RBA No. 23/2021

No.2021/ACI/6/2/SCT New Delhi, Dated: 19/03/2021

The PFAs,

1.CR/Mumbai.	2.ER/Kolkata.	3.ECR/Hajipur.
4.ECoR/Bhubaneswar.	5.NR/New Delhi.	6.NCR/Allahabad.
7.NER/Gorakhpur.	8.NFR/Maligaon/Guwahati.	9.NWR/Jaipur.
10.SR/Chennai.	11.SCR/Secunderabad,	12.SER/Kolkata.
13.SECR/Bilaspur.	14.SWR/Hubli.	15.WR/Mumbai.
16.WCR/Jabalpur.	17.Metro/Kolkata.	18.CLW/Chittaranjan.
19.DLW/Varanasi.	20.DMW/Patiala.	21.ICF/Chennai.
22.RCF/Kapurthala.	23.MCF/Raebareli.	24.RE/Allahabad.
25.RWF/Bangalore.	26.RWP/Bela.	27.COFMOW/New Delhi
28.MTP/Chennai.		

Sub: - Submission of Actual Account Current to end of March, 2021.

Ref. :- Railway Board's letter no. 2021/ACI/6/2/SCT dated 15.03.2021 (RBA 22/2021).

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Further to Board's letter of even number dated 15.03.2021 regarding submission of Preliminary March Account for 2020-21, the schedule for closing of March Supplementary Account (March Actual) for and to end of March 2021 shall be as under:

1. Supplementary (Actual) for and to end of March, 2021 should be compiled and submitted duly audited alongwith relevant attachments, so as to reach Board's office latest by **1st May, 2021.**
2. Only one correction will be allowed in IPAS after Supplementary (Actual) Account as indicated in schedule. Therefore, special care may be taken to ensure that all adjustments are carried out in the Supplementary (Actual) Account for the year 2020-21 in terms of Para 333-AI and other codal provisions.
3. To facilitate timely closing of Supplementary (Actual), the required Journal Vouchers must be prepared and finalized in time. The Supplementary (Actual) may be uploaded in IPAS by 30th April 2021 by all Zonal Railways and Production Units.
4. The CRIS will generate consolidated Supplementary (Actual) Account Current for Indian Railways by aggregating Zonal Railway and Production Units Account Currents on 1st May 2021 for onward submission to CGA.
5. Financial Review for Supplementary (Actual) March, 2021 (Capital and Revenue) may **be uploaded on e-Rail lekha portal (in Actual page) on 1st**

May 2021, without fail. FR (Revenue) may be prepared with reference to RE.

6. The time-schedule for submission of other Financial & Accounting returns relating to the March (Actual) Accounts for 2020-21, as laid down in **Annexure ' A'** must be adhered to strictly. Railways may fix their time schedule for divisions/ other units for submission of Supplementary (Actual) Account for 2020-21 to headquarter accordingly.

7. In order to ensure correct preparation of the Supplementary (Actual) for March, 2021, Accounts of receipts and expenditure booked should be critically reviewed and necessary rectifications arranged to eliminate cases of misclassification or other errors. **It should also be ensured that voted and charged expenditure is booked and reflected distinctly where ever required**.

8. All transactions involving a fraction of a rupee are required to be brought into account by rounding off to the nearest rupee.

9. In case, any correction has to be made in exceptional circumstances such as for rectification of errors pointed out by Audit or at the instance of Board, the details of these may be sent to Board through a consolidated correction slip by Ist June 2021 for taking up the matter with CGA (Item no. 15 of Annexure 'A'). The correction so proposed will be allowed in IPAS, on Receipt of approval from CGA. No Subsequent adjustment transaction in March/2021 will be allowed through any further correction slip/Supplementary Account. **PFAs shall personally ensure that all audit objections are settled and audit certificate obtained before this**.

10. After affecting correction, separate correction slips for the relevant financial & accounting statement already sent to Board, shall also be sent without waiting for any advice or reminder from Board. **The figures in the various statements should be fully reconciled with the Accounts.**

11. **Certain important instructions for correct compilation of the Accounts are given in Annexure 'B'. These should be carefully studied and followed scrupulously.**

12. Copies of the statements, returns, and Accounts etc. which require vetting of Audit may kindly be sent to Audit simultaneously while submitting the same to Board's office and this fact may invariably be mentioned in the statements, returns etc. sent to Railway Board.

13. Action Plan for compliance of time schedule:

i. Strict adherence to the target dates specified above as also in **Annexure 'A'** and the various related statements may kindly be ensured through suitable monitoring mechanism at administrative level at Head-Quarters Office. The name along with telephone numbers of the co-ordinating officer so nominated may be intimated to this office immediately.

ii. All requisite records/vouchers etc. up to March Prelim stage may be made available to local Audit by 20.04.2021.

iii. Dy. FA&CAO/Books may be nominated as Nodal Officer to maintain liaison between Railways and local PDA to watch progress of submission of Account Current and Appropriation Account, arranging availability of vouchers/records required by local PDA, settlement of audit observation etc. on a weekly basis. Local PDA will also nominate Nodal Officer from their department for this purpose.

iv. FA&CAO in-charge of Books and Appropriation Accounts may monitor the position closely and hold regular meetings with PDA to discuss and thresh out the audit observations/ objections.

v. On receipt of Accounts from the Railway Administration, the same will be audited by office of PD/Audit in **two weeks period**. The documents (vouchers, bills etc.)/records/registers etc. as required by Audit may be made available by the Railway Administration as early as possible (within three days) for examination and certification of Accounts by Audit.

vi. Audited copy along with audit observations, if any, will be sent immediately by the PD/Audit to the Railway Administration for submission of response to the audit observations.

vii. Reply to the audit observations, Correction Slips, Revised Accounts etc. may be furnished by the Railway Administration **within one week** from the date of receipt of the same from audit.

viii. Audit's rebuttal on the remarks of Railway Administration may be sent by local PD/Audit to Railway administration **within three calendar days** and the issues discussed across the table at FA&CAO level in the **next two calendar days.** The unsettled issues may be sent to Railway Board for necessary clarification/direction.

ix. Audited copy of the Accounts may be sent to Railway Board (by Railway Administration) and Railway Board Audit (by PDA) on or before the scheduled dates.

x. It may be ensured that the Charged Expenditure, if any, has been properly shown in the Schedules. Annexure 'A' to the Works Grant should be appended with the Account Current by all the zones/units without fail.

xi. Compliance of Accounting Standards (IGAS-1, 2 and 3) by all the Zonal Railways and Production Units in preparation of Statement of Finance Accounts may be ensured as mentioned in the CGA's letter dated 27-2-2017 (Item No. 2) on Detailed Guidelines for submission of material for the compilation of Union Government Finance Accounts for 2020-21.

Receipt of this letter may please be acknowledged.

(Hindi version will follow)

DA: As above.

(Sanjeev Sharma)
OSD (Accounts)
Railway Board

Copy to:-

1. Director General (Railway Board Audit), Railway Board, New Delhi-110001.
2. Accounts Appropriation Section, Railway Board for information and necessary action.
3. GM/Finance, CRIS, Chanakyapuri, New Delhi.

ANNEXURE 'A'

TIME SCHEDULE FOR SUBMISSION OF VARIOUS RETURNS/STATEMENTS FOR MARCH SUPPLEMENTARY ACCOUNT 2021

Sr. No.	Particulars of Accounts and Returns	Due date by which Accounts & Returns must reach Railway Board		
		Advance copy to Railway Board	Advance copy to Local PDA	Audited copy to Railway Board
1.	(i) Statement No. 4 Statement of Guarantees given by Central Government. **(only Zonal Railways)**	20/04/2021	20/04/2021	10/05/2021
	(ii) Statement showing capital raised with the approval of the Govt. by the Railway Companies for expenditure on Railways owned by them in respect on share capital have been given (only zonal railways).	20/04/2021	20/04/2021	10/05/2021
2.	Statement showing important transaction of magnitude which could not be adjusted in the year's accounts through the Reserve Bank of India in time and are proposed to be adjusted with non-Railway Accounts Officer "On Proforma Basis", through Controller General of Account. These proforma adjustments should invariably be supported by acceptance of other parties.	20/04/2021	20/04/2021	10/05/2021
3.	Issue of Transfer Certificates by the Railways / Units on account of proforma adjustment of items of magnitude which could not be adjusted in year's account through Reserve Bank of India in time & are proposed to be adjusted with Non-Railway Accounts Officers on proforma basis.	20/04/2021	--	--
4.	Statement of "Transfers Without Financial Adjustment" separately for Capital, CF, DRF, DF, RRSK, RSF and other transactions.	25/04/2021	25/04/2021	09/06/2021
5.	Account Current with complete schedules.	01/05/2021	01/05/2021	12/06/2021
6.	Material for Central Government Finance Accounts Statement No.3 Details of Loans & Advances granted to Co-operative Societies under Head 6425-Loans for Co-operative. Kindly ensure complete information.	01/05/2021	01/05/2021	01/06/2021
7.	(i) Statement No.11 showing investments of Central Government (Railways) in shares of Statutory Corporations, Govt. Companies, other joint stock Companies, Co-operative Banks, Societies and Public Sector Undertaking etc. **(only Zonal Railways).**	01/05/2021	01/05/2021	01/06/2021
	(ii) Statement No. 11 showing investment of Central Government (Railways) in shares of Railway men's Consumer Co-operative			

Sr. No.	Particulars of Accounts and Returns	Due date by which Accounts & Returns must reach Railway Board		
		Advance copy to Railway Board	Advance copy to Local PDA	Audited copy to Railway Board
	Societies, etc. **(Only Zonal Railways).**			
8.	Statement of Income Tax credited to major Head 0021 during the year 2020-21.	01/05/2021	01/05/2021	01/06/2021
9.	Statement of IGAS-I, IGAS-2, and IGAS-3 during the year 2020-21.	01/05/2021	01/05/2021	01/06/2021
10.	Statement of Interest Receipts credited to major Head 0049.	01/05/2021	01/05/2021	01/06/2021
11.	Statement of expenditure of Railway Audit Offices Grant No. 33 (Audit) should be reconciled with account (Major Head 2016).	01/05/2021	01/05/2021	01/06/2021
12.	Minor head wise Revenue Receipts figures (Abstract X, Abstract Y & Abstract Z). **(Only Zonal Railways)**	01/05/2021	01/05/2021	01/06/2021
13.	Statement showing Major head-wise detail of Pay and Allowances.	01/05/2021	01/05/2021	01/06/2021
14.	Detail of Working expenses minor head wise. (Credits & Voted/Charged for Commercial and Strategic lines amount shown separately) **Please ensure that same figures are adopted in statement submitted for Appropriation Account**	01/05/2021	01/05/2021	01/06/2021
15.	**Consolidated correction slip to Account Current for & to end of March, 2021 after thorough review of Accounts/ statements.**	01/06/2021	01/06/2021	21/06/2021
16.	Final Account Current with opening & closing balances for the year.	03/06/2021	03/06/2021	21/06/2021
17.	Debt Head Report	03/06/2021	03/06/2021	21/06/2021
18.	Statement No. 2(a) of Capital of Indian Railways as on 31st March, 2021.	03/06/2021	03/06/2021	21/06/2021
19.	Statement showing payment into and withdrawal from Treasuries by Branch Line Companies **(only Zonal Railways).**	03/06/2021	03/06/2021	21/06/2021
20.	Statement showing balances under Contingencies Fund .	03/06/2021	03/06/2021	21/06/2021
21.	Statement showing share capital debentures & loans to Branch lines companies **(only Zonal Railways).**	03/06/2021	03/06/2021	21/06/2021
22.	Statement No.1 Regarding Financial Results of Govt. Railways as on 31-3-2021. **(Only Zonal Railways)**	03/06/2021	--	--
23.	Statement showing expenditure (separately) on	03/06/2021	--	--

Sr. No.	Particulars of Accounts and Returns	Due date by which Accounts & Returns must reach Railway Board		
		Advance copy to Railway Board	Advance copy to Local PDA	Audited copy to Railway Board
	i. Passenger Amenities. ii. Other Railway users Amenities.			
24.	Statement of total value of Railway Assets **(except COFMOW).**	03/06/2021	--	--
25.	Statement of Plan Head-wise & Source-wise work expenditure showing voted & charged and Gross, Credit and Net expenditure under Grant No. 16 in thousand of ₹. A separate statement showing category-wise Bulk order & other than Bulk order figures under PH-2100 (Rolling stock) should be sent. The figures of category-wise & B.O. must tally with the debits accepted in January and March Account.	03/06/2021	--	--

Note: Before submitting the above statements, it should be ensured that the figures shown therein are reconciled with Accounts and that there are no differences.

ANNEXURE 'B'

Guidelines for compilation of accounts for and to end of March, 2021 and related financial / accounts statements.

1. Reconciliation of Intra-Railway & Inter-railway Transfer Transactions

Before closing of March, 2021 accounts, it is essential to reconcile completely the transactions both intra & inter - Railways with NIL difference. While reconciliation of the transactions under the head 8782 - "Cash Remittances & adjustments between officers rendering account to the same Accounts Officer - Transfers within the same Railways" has to be arranged within the Railway, the difference, if any, under 8797 - Exchange Account - Accounts between Railways has to be reconciled with other Railway / Unit concerned and eliminated before the close of the Accounts for March, 2021. Adjustments such as for diversion of traffic, compensation claims should be proposed by the Railways, only in accordance with Codal provisions & the latest instructions from the Railway Board. It will be the responsibility of the proposing Unit/Railway to prove the correctness of the proposed adjustments with supporting details. The figures (debits & credits) as finally reconciled with other Railways shall only be shown in the March Accounts under "Transfer between Railways". It should be further ensured that on no account, the amount of transfer certificates is adjusted against the suspense heads such as Miscellaneous Advances/Deposits Miscellaneous. Further 8782 and 8797 should tally as per monthly list of e-recon software.

2. Reconciliation of Deposit with Reserve Bank

The net result of 'Receipts & Payments' against the head 8675 - Deposits with Reserve Bank should be completely reconciled with the statement of closing balance for March, 2021 sent by Reserve Bank of India (CAS), Nagpur.

3. Transfer without Financial adjustment

The advance/audited copies of the statement showing 'Transfer without Financial Adjustment' for the year 2020-21 should reach Board's office positively by the dates specified in **Annexure 'A'.** Items involving adjustments of the Capital cost of Rolling Stock and contribution under DRF transferred from one railway to another in terms of para 780 FI, should be included in this statement after obtaining confirmation that contra adjustment has been taken into account by the other Railway concerned so that the net result on the over all balance in the books of Railway Board is NIL. Adjustments of balances under CSRPF & "Govt. contribution to CSRPF" to NCSRPF & Pension Fund respectively in the case of pension optees, if any, should also be included in this statement as per extant orders. Further, for rectification of mistake in the balances affecting two or more heads of accounts, the instructions contained in para 922 F-I should be strictly followed, unless otherwise ordered by the Railway Board. In the latter case, reference to the Board's order must be quoted against the relevant item.

Note: TWFA statement should include accepted items only of both the Railways to avoid dispute at later stage.

4. F. Loans & Advances

The debit balances under the various minor heads of F. Loans & Advances, transferred from one accounting unit to another of the same Railway or from one Railway to another should be adjusted as plus and minus credits under the relevant heads in the books of

the 'transferring & receiving' accounts officer respectively to avoid second debit under the heads for which funds are allotted so that debits for the year on the outgoing side of accounts should represent only payments of advances made during the year. As the figures of outgoing side are taken as actual expenditure in the Appropriation Account of Civil Grants-Loans to Govt. servants etc. requiring submission to Ministry of Finance, it should be ensured that accountal is done as aforesaid & errors in accounting, if any, are rectified before closing of the accounts for March, 2021.

5. Cash Balance

5.1 The closing cash balance as on 31.3.2021 to be adopted in the Actual Account Current for March, 2021 should be based on 'ACTUALS' cash balance which will be available on the railways/units by the time the Approximate Account current and Actual Revenue/Capital Account Current for March, 2021 are compiled. It should be ensured that the closing cash balance appearing and Actual Revenue/Capital Account Current for March, 2021 agree with the opening cash balance on 1.4.2021 which will be reflected in April, 2021 Accounts. The above exercise must be completed before submission of the Actual Account Current for March, 2021 to avoid corrections later in the March, 2021 and April, 2021 Accounts.

5.2 Cheques & credit note-cum cheques awaiting clearance, if any, should not appear as part of closing Cash Balance but as balance under Remittance into Banks.

6. Interest on Fund Balances

Interest on the balances under DRF, Pension Fund should be calculated during the financial year 2020-21 at rates already advised.

7. Interest on Provident Fund and Staff Benefit Fund

No Transfer Certificate for interest on Provident Fund Account and Staff Benefit Fund is required to be sent to Railway Board. The amount of interest on Provident Fund Account and Staff Benefit Fund may be credited to fund by debited major head 8675-00-105 "Deposit with Reserve Bank".

8. Transactions under 8660-Suspense (Railways)

8.1 Reserve Bank Suspense

The balance under Reserve Bank Suspense, if any, remaining unadjusted at the close of March, 2021 Accounts should be cleared by Transfer to Miscellaneous Advance Revenue/ Capital/ Deposit Miscellaneous as laid down in the foot note under para 436AI (1990 Edition)., and investigated for clearance separately.

8.2 CGEG Insurance Scheme, 1980-Accounting of Payments

Payments for and to end of the month under Civil Major/Minor Head 8011-Insurance Fund 103-CGEG Insurance Scheme should be shown classified (i.e. by giving break-up) under the subhead "Insurance Funds" & 'Savings Fund'. This should be ensured without fail, as gross figures are not acceptable to CGA/MOF.

9. Deposits by Indian Railway Finance Corporation (For Northern Railway only)

In respect of deposits made by IRFC, out of their surplus fund, under Public Account, necessary accounting adjustments should be ensured so that the transactions under these deposits are distinctly shown in the Account Current under the Major or Minor Head"8342-the Other Deposits-103-Deposits of Govt. Cos., Corporations etc. Deposits by IRFC should not be confused with transactions under head 8445-Indian Railway Deposits in respect of amounts made available by IRFC for Rolling Stock , EBR-IF, EBR-Spl. also.

10. Loans to Co- operatives

The transactions under Loans to co-operatives are required to be adjusted and shown under the revised Major Head 6425 and appropriate minor head. It should be ensured that the same are reflected in the Account Current and the Debt Head Report strictly in accordance with Board's instructions.

11. Receipts on account of Recruitment fee by RRBs

These receipts are required to be accounted for distinctly under a separate minor head under 1001 Indian Railway Misc. Receipts in the Account Current as well as in the schedule of miscellaneous Receipts.

12. Transactions under Contingency Fund

Withdrawals from the Contingency Fund of India, recoupment to the fund during the year 2020-21 itself, should be brought out in a foot note to the Account Current so that the same are so reflected in the statement of Central Transactions to be sent by the Railway Board to the Controller General of Accounts, Ministry of Finance and the C&AG.

13. Charged & Voted Expenditure

The figures of charged & voted expenditure should be shown separately at all stages (in details as well as totals) in the following schedules accompanying the Account Current, by each Revenue Grant/Plan Head (Works Grant) as also under (i) Total Final Heads (ii) Total Final & Suspense Heads etc.

I. 3002/3003 Indian Railway Working Expenses
II. 3001 Policy Formulation, Direction, Research & other Miscellaneous & Organisations;
III. 5002/5003 Capital outlay by each subhead of Account (Plan Head) further split-up under each source of financing viz. Capital, Capital Fund, DRF, DF, RRSK and RSF. In addition, a separate statement showing charged expenditure by various grants should be sent alongwith the Account Current to enable verification of correct reflection of the figures in the various schedules. This should be done without fail.

14 Bifurcation of the Expenditure / Receipts between Commercial and Strategic Lines

It should be ensured that the Receipts/Expenditure are shown duly bifurcated under Commercial Lines/Strategic Lines in the Account Current for March, 2021 even through manual correction in case the existing FMIS programme on any Railway does not provide for this.

15 Minus Transactions in the Account Current

Normally, there should not be any minus transaction to end of March, 2021 on the 'Receipts' or 'charges' side in the Account Current. In case, any minus figures appear in the Revenue/ Capital Account Current to end of March, 2021, the reason should be explained without fail in the Annexure to the Account Current indicating (i) the Head of Account (ii) the Amount (iii) the reasons for "minus' entry and (iv) years to which the minus transaction pertains. Since it is obligatory upon the Ministry of Railways to explain such reasons in the consolidated Account rendered to the CGA/MOF and the C&AG, any omission on this account on the part of any Units/Railway is likely to delay submission of the consolidated Account by the Railway Board and should, therefore, be avoided.

16 Schedule of expenditure under Major Head 5002/5003-Capital outlay on Indian Railway-Commercial/Strategic

The schedule of expenditure accompanying the Capital Account Current for March 2021 should be prepared in the proforma as usual and should show the expenditure for the month and to end of the month, cumulative expenditure to end of the year since 1.4.79 and cumulative expenditure from commencement of the operation.

17 Dividend & Subsidy - Calculation Statement

No calculation in regards to Dividend and Subsidy is to be made during the financial year 2020-21.

18. Debt. Head Report

18.1 The balances under the various funds-Depreciation Reserve Funds, Pension Fund as on 31/3/2020 and 31/3/2021 should be reflected separately for "Commercial" and "Strategic" (For Northern, Northeast Frontier, North Western and Western Railways). Other Railways shall show the balances and commercial lines.

18.2 The balances shown against the various heads of accounts in the Debt Head Report should reconcile with those appearing in the Final Account Current with opening & closing balance for the year 2020-21 and the balance under one Head of Account should not be clubbed with the other Head of Accounts either in the Debt Head Report or in the Final Account Current.

18.3 The Heads operated in the Final Account Current for 2020-21 and the Debt Head Report should accord with those which have been operated in March, 2021 Accounts.

18.4 The balances in the Debt Head Report and Final Account Current should not be worked out under F. Loans & Advances for the total but the same should be worked out and reflected separately under various categories of advances i.e., House Building Advance, Motor Car Advance, Advance for purchase of other Motor Conveyance, other Conveyances and other Advances.

18.5 The figures of "Transfers without Financial Adjustment" should be adopted in the Debt Head Report and Final Account Current on the basis of statement of T.W.F.A. sent to Railway Board separately. Instances have come to notice that in the past some of the Railways arbitrarily changed the figures of such transfers concerning S.R.P.F. (Contributory); S.R.P.F. (Non-contributory) and transfers from contributory PF without advising correction to their statement of T.W.F.A. in time. This should be avoided.

19. Works Expenditure

19.1 The statement of Works Expenditure Grant No.16-Annexure 'A' showing expenditure by each source of financing (Capital, Capital Fund, DRF, DF, RRSK, RSF, EBR-Bond, EBR/IF and EBR-Spl.) under Gross, Credit and Net should be sent alongwith March, 2021 Accounts as usual to enable certain financial statements being compiled for Board's information. In respect of expenditure under Capital investment an additional statement should be attached with Annexure 'A' incorporating the figures in units of Rupees by Gross, Credits, Recoveries and Net separately under final head and Stores Suspense, Manufacturing Suspense and Miscellaneous Advances as these figures are required for utilisation in the check of Grand Summary of Appropriation Accounts.

19.2 A statement showing "Bulk Order Expenditure" booked under Deposit Miscellaneous "IRFC" by categories of Rolling Stock viz. Locos, Carriages and Wagons should accompany the March, 2021 Account Current. The statement shows the figures of expenditure "during 2020-21 and to end of 31.3.2021".

19.3 **Kindly ensure that figures in the various statements should be fully reconciled with the Accounts and same set of figures are advised to different Directorates in Railway Board.**

20. Major Head 8342-NPS Fund

20.1 Huge amount of New Pension Fund are lying under Major Head 8342 which is yet to be transferred to the Trustee Bank by most of the Railways/PUs. The serious implications of this balance needs to be appreciated as it is causing permanent pecuniary loss to the subscribers and may eventually lead to major administrative problems. Therefore, balances lying outstanding with the Railways/PUs should be identified and transferred to the Trustee Bank during the closing of March 2021 Accounts positively.

General The Account Current alongwith the allied returns for the year 2020-21 and any correspondence on the subject of closing of March, 2021 accounts should be addressed to **Shri Sanjeev Vig, Senior Accounts Officer, Room No. 564, Ministry of Railways (Railway Board), Raisina Road, New Delhi-110001** to facilitate quick action thereon.

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