भारत सरकार **Government Of India**
रेल मंत्रालय **Ministry Of Railways**
(रेलवे बोर्ड) **(Railway Board)**

No.2014/CE(I)/WP/5/1 New Delhi, dated 28th March, 2017

Addressees as per list Attached

Sub: Expanding Payment Gateway for Indian Railway E-Procurement System (IREPS): Electronic refund of online payments.

Ref: i) RB's letter no.2016/RS (M)/Payment Gateway dt. 12.08.16.
ii) Railway Board's letter no. 2014/CE(I)/WP/5/Pt dt. 01.09.16.

In terms of Railway Board's letters referred above, process for collection of Tender Cost and Earnest Money Deposit (EMD) has been fully digitized. While the process for tender cost ends at collection in normal course, process of EMD involves refund of EMD of unsuccessful bidders, forfeiture or adjustment of the same against the Security Deposit (SD).

2. At present the facility for online refund of EMD and process thereof is not available on IREPS and hence process of refunds is manual even for EMD payments received online. In the collection process, IREPS generated transaction receipt summary (MIS) kick-starts the accounting entry as brought out in Railway Board's letter dated 26-07-16 referred above. With integration of IREPS with IPAS, these entries may be automated.

3. Some of the situations wherein refund of online payments received towards Tender Cost/EMD may be needed are:

a. Refund of tender cost, when the tender is cancelled before opening
b. Refund of EMD of unsuccessful bidders on finalization of tender
c. Refund of EMD of successful bidder, when the EMD is not adjusted against the Security Deposit
d. Refund of Tender cost/EMD in case of part/duplicate payments due to any reason

4. In order to digitize the process, following modus operandi shall be followed:

a. **Confirmation of receipt of payment**: IREPS generates payment report containing payment details for each tender. Receipt scrolls for the payments are sent to FA&CAOs by Bank electronically. The IREPS generated payment report shall be considered as a confirmation of payment of EMD & Tender Document Cost (TDC) and Balance Sale Value (BSV). However, Railway shall make sample validation of IREPS receipt with the Receipt Scroll received from SBI for 7 working days every month

till the time electronic reconciliation facility is developed in IPAS by CRIS. If in case, any issue related to wrong IREPS receipt comes to the notice of Railway during sample check, same may be informed to Civil Engineering(G)/ Railway Stores(M) Dte. of Railway Board immediately.

b. <u>Refund/Adjustment of EMD & Tender Document cost</u>:

i. **Forfeiture / Adjustment of EMD towards Security Deposit:** The payment report issued from IREPS shall be considered as a valid document towards receipt of EMD, subject to sample validation mentioned at 4(a) above. Online request on IREPS portal shall be made by concerned executive for forfeiture of EMD or adjustment of EMD towards Security Deposit, as the case may be, duly authenticated by Digital Signature (DSC). The request shall be electronically pushed by IREPS to IPAS to enable Associate accounts to take necessary action for forfeiture of EMD or for adjusting the EMD towards Security Deposit by such confirmation on IREPS portal. The Digitally signed confirmation of accounts towards forfeiture/adjustment of EMD as Security Deposit shall be considered as a valid document.

ii. **Refunds:** E-proposal for refunds shall be initiated by executive concerned on IREPS portal. The e-proposals for refunds shall indicate details of collection (already available in the system) and shall be duly authenticated by DSC. The proposal shall be pushed from IREPS to IPAS. Associate accounts shall verify receipt of payment with the Receipt scroll issued by the bank against the IREPS reference and shall process for refunding the requisite amount by prevalent (NEFT/RTGS) mode of payment treating the e-proposal as bill without requiring any physical document. FA&CAOs of Zonal Railway/PUs may devise a system to make bank scrolls available to all subordinate accounts offices on daily basis, till the time electronic reconciliation facility is developed in IPAS by CRIS. However, for tenders opened on or before the e-collection was made mandatory (01-09-2016 for Stores tenders and 15-09-2016 for Works tenders), associate accounts shall confirm receipt of payment as per existing manual practice.

5. CRIS shall develop and deploy necessary software solution on the above lines to enable online refund process. Date of implementation of these instructions will be advised by CRIS to Zonal Railways and PUs.

6. Till the time, the software solution is deployed by CRIS; refunds may be handled manually following the above process guidelines.

(Anil Kumar)	(Neeraj Kumar)	(S. K. Sharma)	(T. D. Dwivedi)
DCE(G)/RB	**DFX-I/RB**	**DRS(M)/RB**	**DF(A)/RB**

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