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**OFFICE OF THE FINANCIAL ADVISOR AND CHIEF ACCOUNTS OFFICER,
WESTERN RAILWAY, CHURCHGATE, MUMBAI - 400 020.**

No. ADM/G/System Improvement

Date: 05/05/2015.

**Director Finance (CCA),
Railway Board,
New Delhi - 110 001.**

**Sub :- System Improvement - Issue of Final Acquittance
Certificate**

Please find enclosed herewith a System Improvement on issue of Final Acquittance Certificate implemented in Western Railway for your kind consideration for publishing in 'IRAS TIMES'.

Encl: As above

**(ANAND KUMAR)
Dy. Chief Accounts Officer (G)/WR**

System Improvement

Issue of Final Acquittance Certificate

Consequent upon introduction of ECS/EFT/NEFT modes of payments on Western Railway, all cheques of such transactions are sent directly to RBI by Books section without routing through Cash Office. The Pay bills are collected by Cash Office for entering the same in the Cashiers' Cash Book (PMR – Cash Book) but the status of payment is confirmed from Books Section and the pay bills are returned to Books section duly bringing out the unpaid amounts. The position of unpaid amounts solely depend on the feedback from the Books section. Based on this an Acquittance Certificate is issued.

In order to ensure full reconciliation of the transactions carried out, RBI was approached and a system improvement measure introduced with their support.

A computer programme was developed in house to match the data sent to RBI with settled data received from RBI. A summary indicating the number of records matched and amounts settled was generated. The summary statement gives complete details of payment to each beneficiary.

The Computer generated statement will be given to Cash Office for entering the same in the Pay Masters' Cash Book so that codal procedure is strictly followed. However, instead of posting the debit side (payment to be done) and credit side (payment done) the statement will be pasted in the Pay Masters' Cash Book thereby reducing substantial manual work. Based on these statements, the Final Acquittance Certificate will be issued.

The new system ensures cent percent reconciliation which is presently not being done, timely detection of non-payment and action thereon and reduces considerable manual work in posting and reconciliation. Acquittance is issued after ensuring complete reconciliation of data.
