

Circular No: G.M.R/C.A.R.(R 11) 01/2016

Secretary to the President,
Secretary to the Prime Minister,
Secretary to the Cabinet,
Secretaries of All Commissions,
Secretaries to All Ministries,
All Chief Secretaries,
All the District Secretaries,
All the Departmental Heads,

Payment for Railway Warrants

Due to non-receipt of the relevant cheques duely. under the procedure of payment through cheques which is implemented currently for the sake of Railway warrants it has been reported on long-standing arrears of revenue which are not settled under the Revenue Head & the Auditor General has pointed out his observations with regard of those arrears of revenues.

Therefore, the following procedure will be introduced with effect of January 2017 with the aim of minimizing the payment of arrears that can be arisen in settlement of Railway warrants.

01. Issue of warrants

It will be informed by this to function as below instead of the instructions, given by me from to time.

- I. It is compulsory of insertion the identity number that has been given to your Department/Institution/Ministry by the Department of Railways for issue of Railway warrants. In addition to this, if your Department/Institution has made attachments of the employees to other Department/Institution, it should be instructed to put the code number that has been given for the Department concerned in the issue of Railway warrants, in favour of them.
- II. In 70ab form, used in issue of Railway Holiday passes & in 70b form, used for duty passes, it should be clearly mentioned the Expenditure Head/Programmer/Project of the Ministry/ Department who issue the warrants.& 1003,the other allowances expenditure object should be indicated as the expenditure object.
- III. In the issue of Railway warrants, the warrant should be completed with compliance to the instructions in the clauses 1.5 & 1.6 in the chapter XIII in the Establishment code.
- IV. In the issue of Railway warrants, the authorized Departmental Head or other authorized officer should endorse the Railway warrants with his official frank & the designation. The alterations, made in preparing the Railway warrants should also be endorsed with the official frank with the designation.

02. Settlement of Railway warrants

- I. It should be made payments through a cheque, written in favour of the General Manager in Railways for the warrant Bills, issued prior to 31,12,2016 & for the outstanding bills.

Please take measures to send the copies of the bills & the particulars of payment attaching to Cheque in order to ensure the validity of that cheque.

- II. After debit of the value of the Holiday & Duty passes, issued after 1st of January 2017 into your expenditure Head, admitted in the forms 70AB & 70B respectively by me through the monthly accounts summary. After that it will be monthly produced the relevant debit notices, Railway warrants & the bill in duplicate to the Ministry/ Department concerned. When it is revealed any disparity in the Bills, please take measure to send it to the Chief Finance Officer before 25th of the next month in order to rectify that disparity
- III. For this, it is obligatory of submission particulars in written & to the fax no: 0112432752. Therefore, it should not be issued cheques for the warrants, issued after 01st January 2017.

03. issue of Railway warrants to the pensioners & the charges.

- I. Under the seat reservation system, initiated by the amalgamation of the Department of pensions, Mobitel company & the Department of Railways for the benefit of the pensioners & their dependents, according to the programmer, introduced by the Director General of pensions, seats should be reserved by producing the pensionary Identity number to the Railway station Master or by receiving a mobile call in order to inform the pensionary Identity number & the national Identity card number. Accordingly, the amount of money, which should be settled monthly by the Department of pensions for the Department of Railways, should be debit to their Expenditure object & later to credit to the Revenue Head in the Department of Railways, Then it should be reported through monthly summaries.
- II. Ordinary tickets are issued by the Railway stations as per the print outs, issued by the computer system of the Divisional secretariat. Then the Department of Railways forward the relevant bills to the Director of Department of pensions and the amount indicated in bills is settled by the Director of Department of pensions through cross – entries to the Department of Railways. Therefore, hence – forth it is not forwarding Railway bills to the Divisional/secretary for the sake of pensioners.

04.

Since the Holiday & duty Passes, issued by provincial councils cannot be settled by the above cross entry system, provincial councils should take expeditious measures to settle the warrants issued for employees in Ministries/Departments in the provincial councils, through cheques. If it is failed to do so certain restrictions might be imposed in issue of new Railway warrants for the provincial councils with arrears.

05. General matters

In addition to the facts mentioned above, I further inform

- I. To Ensure whether a sufficient provision is available within the Department before issue of warrants
- II. To arrange an internal system with relevant sub offices and other offices until it is finalizing the issue of warrants to the officers, attached from other offices & up to settlement of bills to the Department of Railways.
- III. To implement a proper programme with liaison of your accountants in order to maintain the procedure of accounting strongly and regularly, Since the settlement of the bill, issued after 01st of January 2017 are accounted through cross-entries.
- IV. To allocate sufficient provisions under Expenditure object of relevant provincial/councils to settle the bills of the Department of Railways, & to co-ordinate all the chief secretaries regarding this matter.

06.

For further clarifications, you can contact Chief Finance Officer: - Tel 011-2432325 or the Accountant of Railways (Revenue II) :- Tel 011-2432752 or the warrant Branch :- Tel 011-2421281.Extension – 331

07.

This circular is issued on the agreement of the Treasury and these provisions are implemented with effect on 01.01.2017

SGN./by
B.A.P.Ariyaratne
General Manager in
Railways

Copies

01. Secretary to the Ministry of Transport & Civil Aviation - For information
02. Director General, Department of National Budget - For allocating sufficient Provisions for the Relevant Departments.
03. Director General, Department of Public Accounts - To support "CIGAS" computer programmer, if any amendment is required.
04. Director General, Department of Treasury Operations – To release sufficient impress money for the Department of Railways.
05. Auditor General – For information
06. Chief Internal Auditor, Department of Railways – For information