



MORADABAD DIVISION
ACCOUNTS DEPARTMENT

Imprest Manual for IPAS and SBI Imprest Cards

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Important Instructions:
Read this before going further

1. As per latest guidelines of CRIS, the creation/updation of party has been made multi-level.
2. As per latest guidelines of CRIS, the creation/updation of sanction master has been made multi-level
3. The executive officer should be having IPAS user ID for sanction of newly created/updated party and newly created/updated sanction master. If the imprest holder does not have user ID or have user ID but does not have access to sanction master, she/he may contact Devendra Kumar Verma, Sr. Engineer/IT, Accounts department, Moradabad. Please provide user ID of executive for granting access to sanction master and/or employee number, mobile number of executive officer for creation of new user ID, if not available.
4. The selection of department in sanction master should be the same as available in bio-data of imprest holder in IPAS.
5. As per Railway Board's RBA number 59/2018, PAN of card holder is required for imprest purpose (Letter attached at Annexure – IV)

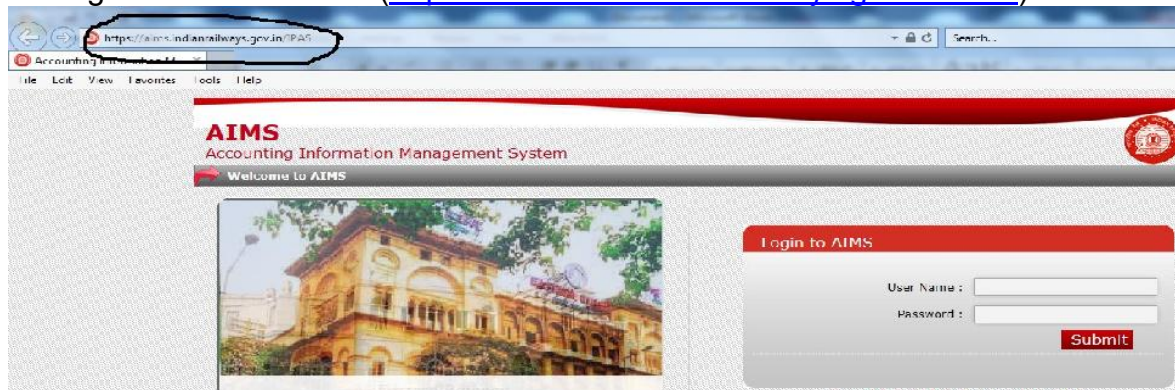
Chapter 1

Closing of Old existing / Lost Imprest Cards

Very Important Note:

Please close the existing imprest card sanction, if new sanction is to be created for replacement cards.

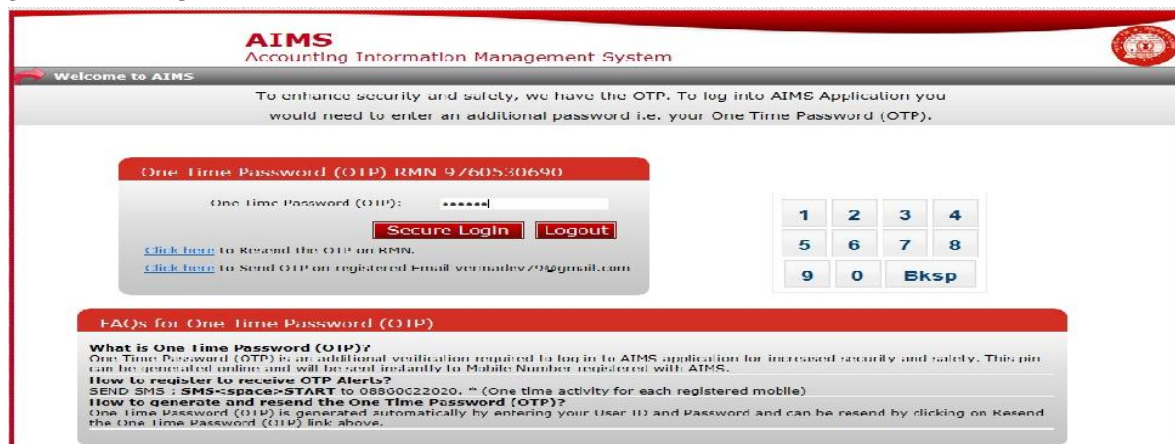
1. Login to AIMS website (<https://www.aims.indianrailways.gov.in/IPAS>)



2. Provide executive officers user ID and Password:



3. Provide OTP



- Go to Executive Bills→Master Codes → Modify Imprest Data. The following window will appear. Click on search button against the sanction code. A new window will appear as shown in next step.

Note: Only Executives of same Department are allowed to Modify

Sanction Master

Sanction Code

Party Code

Department

Employee No.

Bill Type

From Date

Card Number

Sanction Amount

Mobile Number

Remarks

Last CO6Date

Employee belongs to:

Bill Sub Type

To Date

Reference Number

Status

Other Department Allowed

- Type your old/existing card number in the card no field and click on search button. The list of cards will be displayed below. Click on your old sanction number. The current window will be closed and system will take you to the previous window with sanction number as shown in next step.

aims.indianrailways.gov.in/JPAS/ICForms/PopupSanctionCode.jsp?partycode=&partyname=&txtSanctionCode=&txtDesc=&txtNO=421687040032

Party Code

Sanction Code

Card No

Description

Card REF

SANCTION CODE LIST

SANCTION CODE	PARTYCODE	PARTYNAME	AMOUNT	Card No	Card Ref	SUB TYPE	FROM DATE	TO DATE
0307190113	G030700265	GEN D/P STM PWAY MB	10000	4216870400329247	100013228492	GENIMP	19/11/2019	
0307200082	D030700096	DEN TRACK MORADABAD	7000000			D/P002	16/03/2021	
0307230009	03MB038962	OAK GROVE D/PREST ACCOUNT A/C 10469547183	1200000		10469547183	GENIMP	04/05/2023	
0307230040	G030700291	GEN D/P SSE PWAY BJO	20000			GENIMP	09/11/2023	
0307230041	G030700291	GEN D/P SSE PWAY BJO	20000			GENIMP	04/09/2023	

- Click on GO button, the data for the existing card will be displayed. Select STATUS as closed and click on PROCEED button.

Note: Only Executives of same Department are allowed to Modify

Sanction Master

Sanction Code

Party Code

Department

Employee No.

Bill Type

From Date

Card Number

Sanction Amount

Mobile Number

Remarks

Last CO6Date

GEN IMP STM PWAY MB

Employee belongs to:

HEMRAJ SONI

Bill Sub Type

To Date

Reference Number

Status

Other Department Allowed

7. Select accounts officer user ID in the “FORWARD TO” menu. Then click on forward button.

Note: Only Executives of same Department are allowed to Modify

Sanction Master ▶

Sanction Code: 0307190113

Party Code	G030700265	Employee belongs to:	1-Same Accounting Unit
Department	ENGINEERING	HEMRAJ SONI	
Employee No.	50346534374	Bill Sub Type	GENIMP
Bill Type	IMP	To Date	22/7/2024
From Date	19/11/2019	Reference Number	100013228492
Card Number	4216870400329247	Status	CLOSE
Sanction Amount	10000	Other Department Allowed	N
Mobile Number	9760534258		
Remarks	NEW CARD ISSUED		

View/Upload Attachments

Forward To: NR07ACCT1003-----*ADFM,VIPIN KUMAR SHUKLA ▼

BACK TO PREVIOUS PAGE

FORWARD

8. After successfully forwarded to accounts officer, a message will appear as “Sanction code update successfully:0307xxxx3”. Get the sanction master confirmed from the accounts officer ID.

Note: Only Executives of same Department are allowed to Modify

Sanction Master ▶

Sanction Code: GO

Party Code	<input type="text"/>	Employee belongs to:	Same Accounting Unit
Department	-Select-		
Employee No.	<input type="text"/>		
Bill Type	Improt	Bill Sub Type	select
From Date	<input type="text"/>	To Date	<input type="text"/>
Card Number	<input type="text"/>	Reference Number	<input type="text"/>
Sanction Amount	<input type="text"/>	Status	OPEN
Mobile Number	<input type="text"/>	Other Department Allowed	No
Remarks	<input type="text"/>		
Last COG Date	<input type="text"/>		

Sanction Code Updated Successfully:0307190113

CLEAR

Once the Accounts officer confirms the sanction master, the old/existing sanction master will be closed on IPAS.

Go to next chapter to create new sanction of New/Replacement/Lost Cards.

Chapter 2

Creation of new party for Imprest Cards

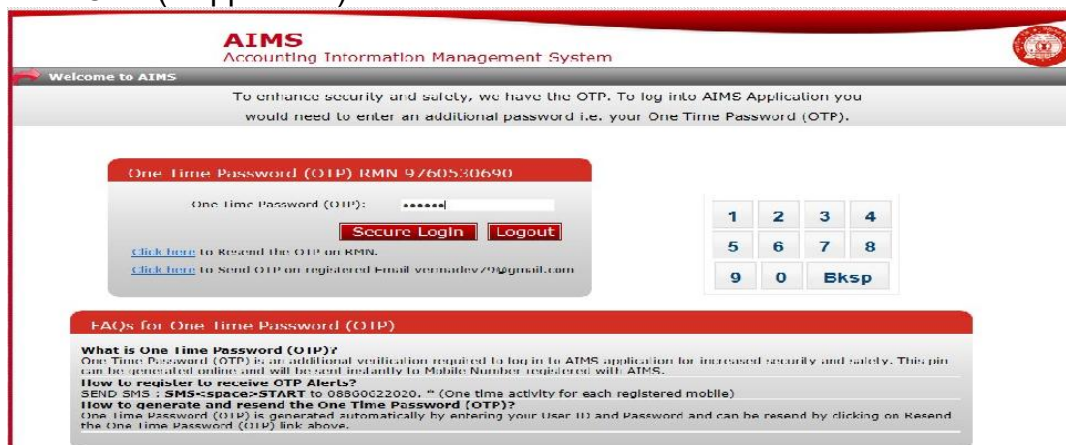
1. Login to AIMS website (<https://www.aims.indianrailways.gov.in/IPAS>)



2. Provide user ID and Password:



3. Provide OTP (if applicable)



4. Go to Bill Passing → Master Codes → Party creation. Click on the + sign.

Party Creation

Serial No	Party Code	Party Name	Address1	Address2	City	PAN Number	Proceed
<div style="text-align: center;">+</div>							

- Fill in Party name (name of the imprest as printed on imprest card)
 Select party type as "Executive"
 Fill in address
 Fill in city
 Fill in PAN Number (AAAGM0289C).
 Select MSME supplier as "NO"
 Select SEZ Supplier as "NO"
 Select Registered under GSTIN as "YES"
 Click on "Save & Proceed" button.

Party Creation

Note: Do not create parties for employees (serving or retired) and their beneficiaries using this screen, except in cases where no eligible pensioner has survived and arrears need to be paid.

General Information

Party Name*

Party Type*

Address

City State

PIN FAX No

E-mail PAN Number

Mobile No Telephone No

TIN No VAT No

Monetary Limit Service Tax No

MSME Supplier SEZ Supplier

Registered Under GSTIN

- A message will appear as "Data saved successfully" and party code will be generated. Note down the party code and click on bank details tab.

Party Creation

Note: Do not create parties for employees (serving or retired) and their beneficiaries using this screen, except in cases where no eligible pensioner has survived and arrears need to be paid.

Data Saved Successfully

General ☒ Bank Details ☐ GST Details ☐ Taxpayer Details

General Information

Party Code

Party Name*

Party Type*

Address

City State

PIN FAX No

E-mail PAN Number

Mobile No Telephone No

TIN No VAT No

Monetary Limit Service Tax No

MSME Supplier SEZ Supplier

Registered Under GSTIN

Accounts Verifying Officer Designation

Forward To Designation

7. The following window will appear. Click on the search button against the bank code. A new window will appear.

The screenshot shows the 'Party Creation' window with the 'Bank Details' tab selected. The 'Data Saved Successfully' message is visible at the top. The 'Bank Details' section contains the following fields:

- Bank Code: [Empty]
- Bank Name*: [Empty]
- IFSC Code: [Empty]
- Party Category (For LEI): --Select--
- Account Type: --Select--
- Payment Mode: --Select--
- Legal Entity Identifier: [Empty]
- Account Number: [Empty]
- Treasury: --Select--

At the bottom, there are three buttons: SAVE, DELETE, and RETURN TO MAIN MENU.

8. Enter IFSC code as “SBIN0RPCARD” in the IFSC Code field and click on search button. The details of IFSC code will appear. Click on IFSC code. The current window will be closed.

The screenshot shows a 'BANK MASTER' popup window. At the top, there is a search bar with the following fields: Bank Code, Short Desc, IFSC Code (containing 'SBIN0RPCARD'), MICR Code, and buttons for Search and Close. Below the search bar is a table with the following columns: Bank Code, Bank Name, Bank Branch, Bank Address, MICR Code, and IFSC Code. The table contains one row of data:

Bank Code	Bank Name	Bank Branch	Bank Address	MICR Code	IFSC Code
SBIN0RPCARD	SBI BANK	RUPAY IMPREST BRANCH	SBI ,RUPAY IMPREST BRANCH ,CHP		SBIN0RPCARD

9. Select party category as “Government Department”, Account type as “Curr A/c”, payment mode as “CORE-STEPS” and treasury as “SBI, MB”. In the account number field, enter the reference number provided to you at the time of collection of imprest card from accounts department.

Special care should be given while filling this page as the details are critical and wrong details might cause the payment to be rejected or transferred to other imprest cards. Once the payment is done, it cannot be reverted back to the original card.

Click on GST Details tab.

The screenshot shows the 'Party Creation' window with the 'Bank Details' tab selected. The 'Data Saved Successfully' message is visible at the top. The 'Bank Details' section contains the following fields:

- Bank Code: SBIN0RPCARD
- Bank Name*: SBI BANK
- IFSC Code: SBIN0RPCARD
- Party Category (For LEI): Government Department
- Account Type: Curr A/C
- Payment Mode: CORE-STEPS
- Legal Entity Identifier: [Empty]
- Account Number: 100014268751
- Treasury: SBI,MB

At the bottom, there are three buttons: SAVE, DELETE, and RETURN TO MAIN MENU.

10. Select state and enter GSTIN number as provided below
 For Uttar Pradesh – 09AAAGM0289C1ZH
 For Uttrakhand – 05AAAGM0289C1ZP
 Select “Verified from GST Portal?” as “YES”.

Party Creation
 Note: Do not create parties for employees (serving or retired) and their beneficiaries using this screen, except in cases where no eligible pensioner has survived and arrears need to be paid.

Data Saved Successfully

General | Bank Details | **GST Details** | Turnover Details

GST Details

Under Composition Scheme : No

GST-TDS Exempted : No

Serial No	State	GSTIN	Check	Verified from GST Portal?
1	UP-UTTAR PRADESH	09AAAGM0289C1ZH	<input checked="" type="checkbox"/>	Yes
2	--Select--		<input type="checkbox"/>	No
3	--Select--		<input type="checkbox"/>	No
4	--Select--		<input type="checkbox"/>	No
5	--Select--		<input type="checkbox"/>	No

SAVE DELETE RETURN TO MAIN MENU

Click on Save Button.

11. The details will be saved and message will appear as “Data Saved Successfully”. Click on “View/Upload Attachments” button. A new window will appear.

Party Creation
 Note: Do not create parties for employees (serving or retired) and their beneficiaries using this screen, except in cases where no eligible pensioner has survived and arrears need to be paid.

Data Saved Successfully

General | Bank Details | GST Details | **Turnover Details**

General Information

Party Code: 5030703546

Party Name:

Party Type:

Address:

City: State:

PIN: FAX No:

LMail: PAN Number:

Mobile No: Telephone No:

TIN No: VAT No:

Monetary Limit: Service Tax No:

MSME Supplier: SEZ Supplier:

Registered Under GSTIN: Aggregate Turnover (PAN Level) for e-Invoice:

Accounts Verifying Officer:

Forward To:

SAVE SAVE & FORWARD DELETE RETURN TO MAIN MENU

12. Select File type as “Mandate along with cancelled Cheque”
 Click on Choose file button and upload the copy of imprest card in PDF format after clicking on upload button.
 Then select file type as “Sanction Order”
 Click on Choose file button and upload the copy of sanctioned file from DRM during the creation/modification of imprest.
 After successful upload, the uploaded files will appear as shown below.

Then close the window.

TC Attachments List - Google Chrome

aims.indianrailways.gov.in/IPAS/Party_FileUploadDownload

File Uploaded Successfully !!!

Party Code	S030703546
Party Name	
File Type	--Select--
Remarks/File Ref.	
Choose the file To Upload:	Choose file No file chosen

Please upload files Preferably as .pdf
Declaration regarding aggregate turnover for 20 Crore is mandatory for GST invoices submitted by supplier having invoice w.e.f 01/04/2022

Upload File

Attachments					
S.No.	File Id	File Type	File Name	Remarks/File Ref.	Delete
1	S0307035460101	MANDATE	IMPREST.pdf		
2	S0307035460102	SANCCOPY	IMPREST.pdf		

- In the Accounts Verifying Officer, select the USER ID of SSO in Accounts who passes the imprest bill.
In the forward to menu, select the user ID of your Officer/COS/SSE.
Click on "Save & Forward" button.

Party Creation

Note: Do not create parties for employees (serving or retired) and their beneficiaries using this screen, except in cases where no eligible pensioner has survived and arrears need to be paid.

Data Saved Successfully

General Bank Details GST Details Turnover Details

General Information

Party Code: S030703546

Party Name: JINJANG PAL SINGH

Party Type: Individual

Address: MORADABAD

City: MORADABAD State: UTTAR PRADEH

PIN: FAX No:

E Mail: PAN Number: AAASW1289C

Mobile No: Telephone No:

TIN No: VAT No:

Monetary Limit: Service Tax No:

MSME Supplier: No PF Supplier: No

Registered Under GST/LIN: Yes Aggregate Turnover (PAN Level) for e-Invoice: --select--

Accounts Verifying Officer: R0798L001-----*S0 AULTE: PAL SINGH

Forward To: R0798L001-----*ABN JANG PAL SINGH

SAVE SAVE & FORWARD DELETE RETURN TO MAIN MENU

- Once successfully forwarded, message will appear as "Data Forwarded Successfully".

Party Creation
 Note: Do not create parties for employees (serving or retired) and their beneficiaries using this screen, except in cases where an eligible pensioner has survived and arrears need to be paid.

Data Forwarded Successfully

General Bank Details GET Details Turnover Details

General Information

Party Code: 5030703546

Party Name: 5TH DNP SSE PW HB BUNAY [Check Existing Party](#)

Party Type:

Address:

City: State:

PIN: FAX No:

E Mail: PAN Number:

Mobile No: Telephone No:

TIN No: VAT No:

Monetary Limit: Service Tax No:

MSME Supplier: SEZ Supplier:

Registered Under GSTIN: Aggregate Turnover (PAN Level) for e-Invoice:

Accounts Verifying Officer:

Forward To:

[Return/Upload Attachments](#)

[RETURN TO MAIN MENU](#)

15. In the user ID of Executive Officer/COS/SSE, click on Executive Bills → Master Codes → Party Creation. The previously forwarded party will appear as shown below.

AIMS ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Code Pay Roll Executive Bills Help

Executive Bills

Master Codes

Party Creation

Serial No.	Party Code	Party Name	Address1	Address2	City	PAN Number	Proceed
1	5030703546	5TH DNP SSE PW HB BUNAY	ROBADAAD		ROBADAAD	AAAC007010	Proceed

Click on the proceed button.

16. A new window will be shown as shown below:

Party Creation
Note: Party must not be created for Employees(Serving/Retired) and their beneficiaries using this screen.

General Information

Party Code: S030703546

Party Name*: STM IMP SSE PW MB RUPAY Check Existing Party

Party Type*: Executive

Address: MORADABAD

City: MORADABAD State: UTTAR PRADESH

PIN: FAX No:

Email: PAN Number: AAAGM0289C

Mobile No: Telephone No:

TIN No: VAT No:

Monetary Limit: Service Tax No:

MSME Supplier: No SEZ Supplier: No

Registered Under GSTIN: Yes Aggregate Turnover (PAN Level) for e-Invoice: View Attachments

Bank Details

Bank Code: SBINORPCARD

Bank Name*: SBI BANK

IFSC Code: SBINORPCARD

Party Category: Government Department Legal Entity Identifier:

Account Type: Curr A/C Account Number: 100014269751

Payment Mode: CORE-STEPS Treasury: SBI,MB

GST Details

Under Composition Scheme: No

GST-TDS Exempted: No

Serial No	State	GSTIN	Verified from GST Portal?
1	UTTAR PRADESH	09AAAGM0289C1ZH	Yes

Financial Year Wise Turnover

Serial No	Financial Year (YYYY-YYYY)	Turnover (In Crores)
1	2017-2018	0
2	2018-2019	0
3	2019-2020	0
4	2020-2021	0
5	2021-2022	0
6	2022-2023	0
7	2023-2024	0

Accounts Verifying Officer: NR07ACCT2004-Sr. SO Acct/MB/NR

☐ I confirm that I have verified the data with all uploaded documents including cancelled cheque/mandate and all details are correct.

REVERT BACK FOR CORRECTION RETURN TO MAIN MENU

Check the box below the screen after which “Forward to Accounts button” will appear.

17. Click on forward to accounts button.

Party Creation
 Note: Party must not be created for Employees(Serving/Retired) and their beneficiaries using this screen.

General Information

Party Code: S030703546

Party Name*: STM IMP SSE PW MB RUPAY [Check Existing Party](#)

Party Type*: Executive

Address: MORADABAD

City: MORADABAD State: UTTAR PRADESH

PIN: FAX No:

Email: PAN Number: AAAGM0289C

Mobile No: Telephone No:

TIN No: VAT No:

Monetary Limit: Service Tax No:

MSME Supplier: No SEZ Supplier: No

Registered Under GSTIN: Yes Aggregate Turnover (PAN Level) for e-Invoice: [View Attachments](#)

Bank Details

Bank Code: SBINORPCARD

Bank Name*: SBI BANK

IFSC Code: SBINORPCARD

Party Category: Government Department Legal Entity Identifier:

Account Type: Curr A/C Account Number: 100014269751

Payment Mode: CORE-STEPS Treasury: SBI,MB

GST Details

Under Composition Scheme: No

GST-TDS Exempted: No

Serial No	State	GSTIN	Verified from GST Portal?
1	UTTAR PRADESH	09AAAGM0289C1ZH	Yes

Financial Year Wise Turnover

Serial No	Financial Year (YYYY-YYYY)	Turnover (In Crores)
1	2017-2018	0
2	2018-2019	0
3	2019-2020	0
4	2020-2021	0
5	2021-2022	0
6	2022-2023	0
7	2023-2024	0

Accounts Verifying Officer: NR07ACCT2004-Sr. SO Acct/MB/NR

☒ I confirm that I have verified the data with all uploaded documents including cancelled cheque/mandate and all details are correct.

[FORWARD TO ACCOUNTS](#) [REVERT BACK FOR CORRECTION](#) [RETURN TO MAIN MENU](#)

18. Message will appear as “Data forwarded Successfully”.

Party Creation

Note: Party must not be created for Employees(Serving/Retired) and their beneficiaries using this screen.

Data Forwarded Successfully

General Information

Party Code	S030703546		
Party Name*	ETH IMP SSE PW MB RUDAY		Click Existing Party
Party Type*	Executive		
Address	MUKUNDEAD		
City	MORADABAD	State	UTTAR PRADESH
PIN		FAX No	
E-Mail		PAN Number	AAAGM02A9C
Mobile No		Telephone No	
TIN No		VAT No	
Monetary Limit		Service Tax No	
MSME Supplier	No	SEZ Supplier	No
Registered Under GSTIN	Yes	Aggregate Turnover (PAN Level) for e-Invoice	
View Attachments			

Bank Details

Bank Code	SBINORPCARD
Bank Name	SBT BANK

Once file is forwarded to accounts, get the party confirmed from SSO/Accounts as selected in accounts verifying officer field.

After SSO/Accounts confirms the party, the party will appear in the concerned accounts officers' user ID. Get the party confirmed form the Accounts Officers' user ID.

After this go to next chapter for creation of new sanction code.

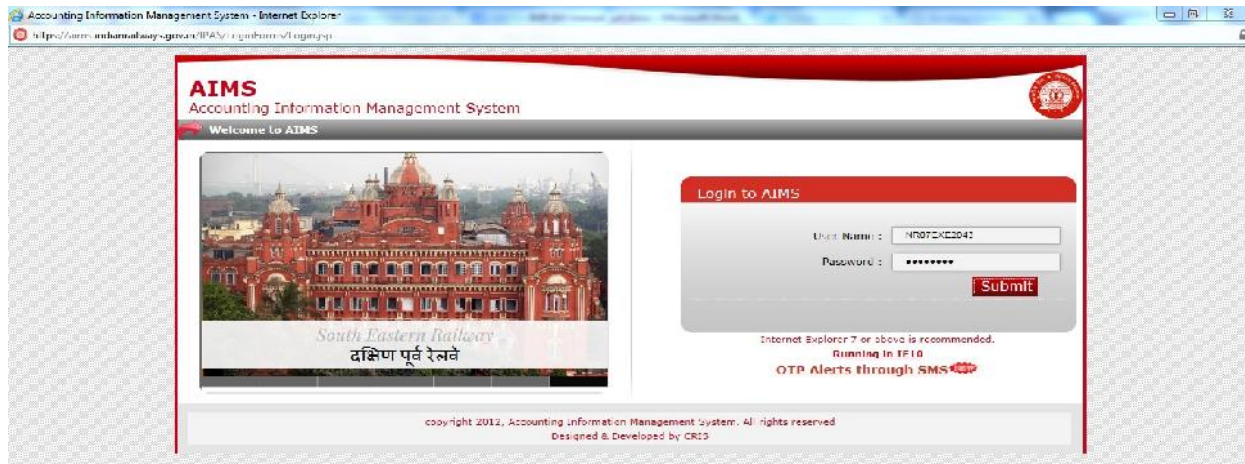
Chapter 3

Creation of New Sanction Code for Imprest Cards

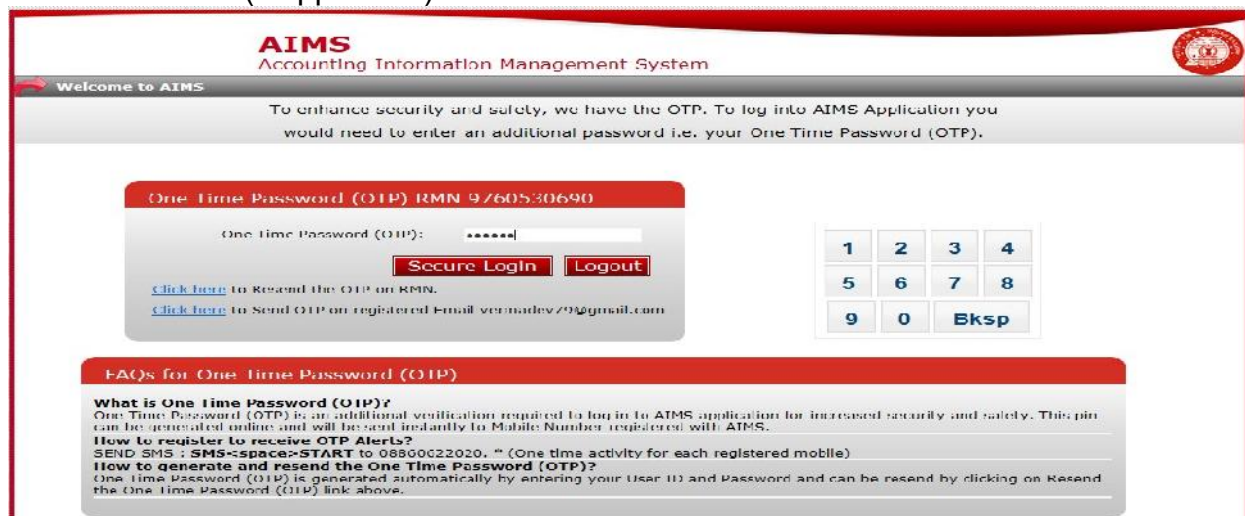
1. Login to AIMS website (<https://www.aims.indianrailways.gov.in/IPAS>)



2. Provide user ID and Password:



3. Provide OTP (if applicable)



4. Go to Bill Passing → Master Codes → Imprest Master Creation. Click on the + sign.

5. A new form will be opened as shown below. Click on the search button against party code. A new window will open as shown in next step.

6. In the party code field, provide the party code as generated in previous chapter. Click on the search button. The details will be populated below. Click on the party code.

Party Code: S030703545 Party Name:
 Acct No.:
 PAN No.:
 Party Type: ALL
 Bill Type: ALL
 Search Close

Sr. No.	Party Code	Party Name	Party Type	Bill Type	Bank Code	Bank Detail	IFSC	Account No.	Pay Mode
1	S030703545	SRINIVASA P. M. K. R. P. V.	Imprest		SRINIVASA	SRINIVASA	SRINIVASA	SRINIVASA	P

- The party code and party name will be populated by itself.
 Select department of imprest holder from the drop down menu.
 In the employee belongs to field, select Same accounting unit.
 In the other department allowed field, select NO.
 Click on the search button against employee number field, a new window will appear.

Emp No.: 003465343/4 Emp Name:
 Search

Emp No.	Emp Name	Designation
003465343/4	HENKAJ SONI	SENIOR SECTION ENGINEER (U.WAY)

Employee belongs to: Same Accounting Unit
 Employee No.:
 Bill Type: Imprest
 Bill Sub Type: Select Bill Sub Type
 From Date:
 To Date:
 Card Number:
 Reference Number:
 Mobile No.:
 Remark:
 SAVE RESET RETURN TO MAIN MENU

Enter the employee number of the imprest holder and click on search button. The details of the employee will be populated. Click on the employee number. The window will be closed and data will be shown in previous window.

- Fill in bill type as Imprest
 Bill sub type as General Imprest
 From date as the date on which the card is issued.
 To data as the date till which the card is valid. (The date is printed on the card)
 Fill in the imprest card number printed on the imprest card

Fill in reference number as provided by accounts, the same is written on the envelope of the card.

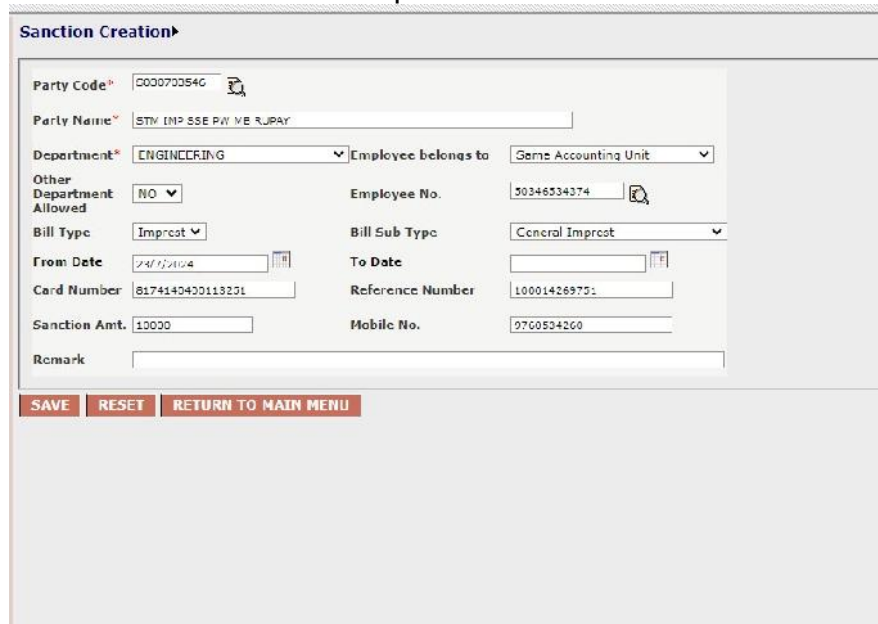
Fill in the Sanction amount

Fill in the mobile number of the imprest holder.

Fill in Remarks, if any

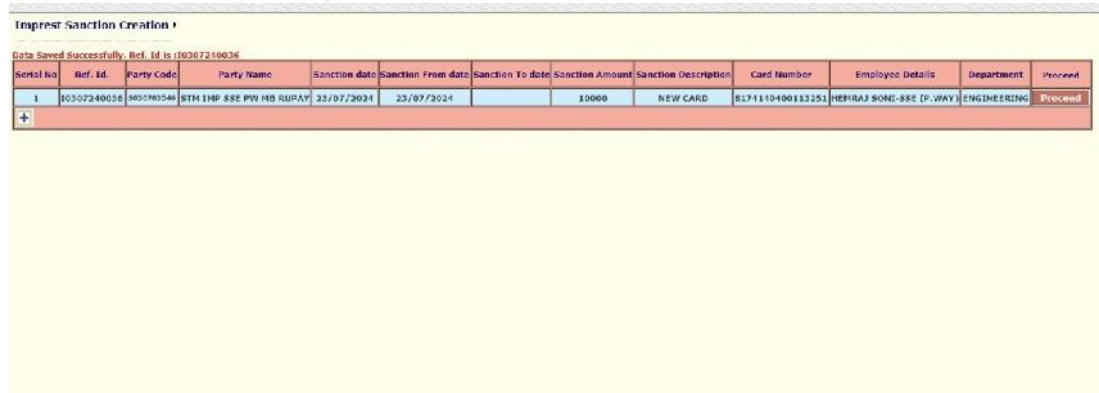
Click on SAVE button.

The data will be shown as in next step.



The image shows a 'Sanction Creation' form. It contains several input fields and dropdown menus. The fields are: Party Code (0000700540), Party Name (STN IMP SSE P/W MB RUPAY), Department (ENGINEERING), Employee belongs to (Gen Accounting Unit), Other Department Allowed (NO), Employee No. (50346534374), Bill Type (Imprest), Bill Sub Type (General Imprest), From Date (24/12/2024), To Date, Card Number (6174140400119201), Reference Number (100014269751), Sanction Amt. (10000), and Mobile No. (9760534260). There is a Remark field at the bottom. At the bottom of the form are three buttons: SAVE, RESET, and RETURN TO MAIN MENU.

9. Note down the reference ID, shown in red for future use. Click on PROCEED button.



The image shows a success screen for 'Imprest Sanction Creation'. It displays a table with the following data:

Serial No	Ref. Id	Party Code	Party Name	Sanction date	Sanction From date	Sanction To date	Sanction Amount	Sanction Description	Card Number	Employee Details	Department	Processed
1	10307240036	0000700540	STN IMP SSE P/W MB RUPAY	23/07/2024	23/07/2024		10000	NEW CARD	6174140400119201	HEHIRAJ SONE-SSE (P.WAY)	ENGINEERING	Proceed

Below the table is a '+' button. Above the table, it says 'Data Saved Successfully, Ref. Id is 10307240036'.

10. The following window will appear. In the forward to drop down list, select the accounts officer user ID and click on forward button.

Sanction Creation

Reference ID: I0307240036

Party Code: S030702518

Party Name: STM IMP SSE PW MB RUPAY

Department: ENGINEERING Employee belongs to: Same Accounting Unit

Other Department Allowed: NO Employee No.: 50346534374

Bill Type: Imprest Bill Sub Type: General Imprest

From Date: 23/07/2024 To Date:

Card Number: 8174140400113251 Reference Number: 1000.4269751

Sanction Amt.: 10000 Mobile No.: 9760534260

Remark: NEW CARD

Forward To: RRU/ACU11005 *ADHY, VIKEN KUMAR SHUKLA

SAVE FORWARD RESET RETURN TO MAIN MENU

11. After successful forward, "Data forwarded successfully" will be displayed.

Sanction Creation

Data Forwarded Successfully

Reference ID: I0307240036

Party Code: S030702518

Party Name: STM IMP SSE PW MB RUPAY

Department: ENGINEERING Employee belongs to: Same Accounting Unit

Other Department Allowed: NO Employee No.: 50346534374

Bill Type: Imprest Bill Sub Type: General Imprest

From Date: 23/07/2024 To Date:

Card Number: 8174140400113251 Reference Number: 1000.4269751

Sanction Amt.: 10000 Mobile No.: 9760534260

Remark: NEW CARD

Forward To: ---USER ID-----Designation-----Name-----

SAVE FORWARD RESET RETURN TO MAIN MENU

Approach the concerned accounts officer, to whom the data has been forwarded, with relevant documents and get the data confirmed from her/him.
Once data will be confirmed, card can be used in IPAS to generate imprest bills.

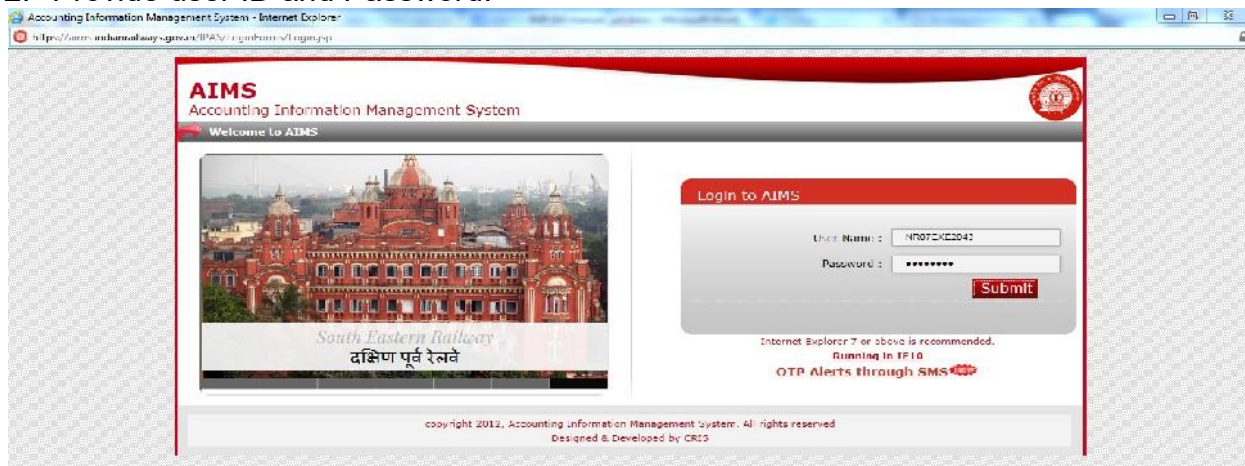
Chapter 4

Updation of Data in existing Sanction Code for Imprest Cards

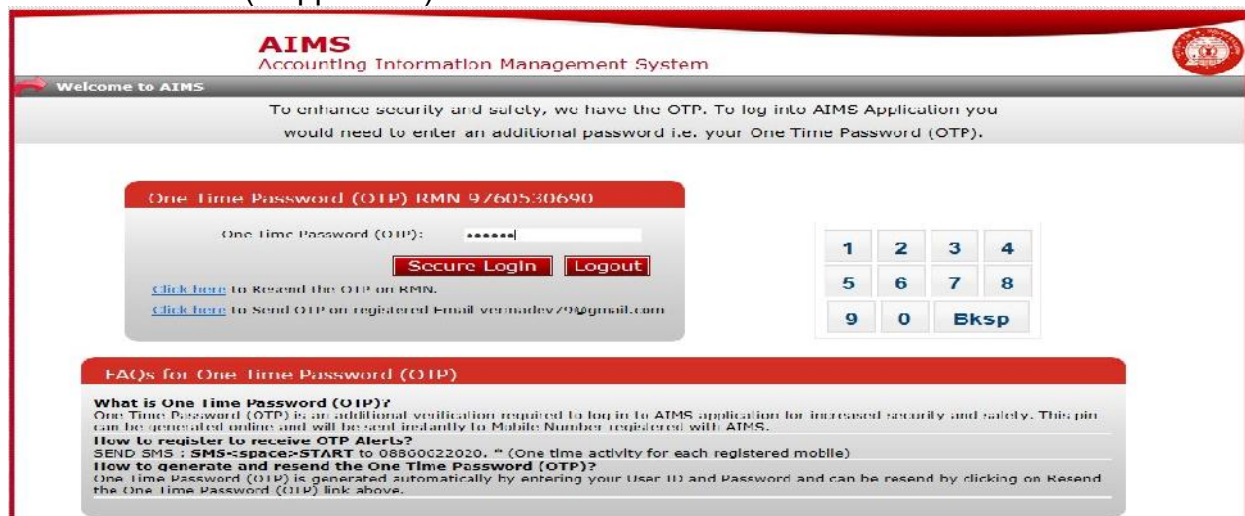
1. Login to AIMS website (<https://www.aims.indianrailways.gov.in/IPAS>)



2. Provide user ID and Password:



3. Provide OTP (if applicable)



- Go to Bill Passing → Master Codes → Modify Imprest data. The following window will open. Click on the search button against the sanction code. A new window will be opened as shown in next step.

- Enter your existing imprest card number in the card no field and click on search button. A selective list will be displayed. Click on the sanction code for your card.

SANCTION CODE	PARTY CODE	PARTY NAME	AMOUNT	Card No	Card Ref	SUB TYPE	FROM DATE	TO DATE
0307210010	0030700041	TUP SPP PRY RIM	10000	421607040030C37903	007186670	GENPUP	01/07/2011	
0307210032	0030700095	JENINDACKHINDAALAD	1000000			GENPUP	16/07/2011	
0307210009	0030700095	ONE GROVE DISTRICT ACCOUNTANT CHIEF	1200000		10-421617153	GENPUP	01/07/2013	
0307210010	0030700091	GEN INDIA SPP PRY RIM	20000			GENPUP	09/11/2010	
0307210041	0030700091	GEN INDIA SPP PRY RIM	20000			GENPUP	01/09/2013	

- The details for the card will be populated as shown below. The following field may be changed/updated against the imprest cards.
Employee details, Card number, reference number, Sanction amount, status, mobile number, remarks.

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Bill Passing Executive Bills Help

Note: Only Executives of same Department are allowed to Mobile

Sanction Master

Sanction Code: 030710015

Party Code: 003070001

Department: 10 - ENGINEERING

Employee No.: 9030692981

Bill Type: IMPROV

From Date: 05/07/2021

Card Number: 4238670000000000

Sanction Amount: 45000

Mobile Number: 976304109

Remarks:

Last Update: 05/07/2021

Employee belongs to: Same Accounting Unit

Bill Sub Type: GENIMP - General Improv

Reference Number: 100010000000

Status: OPEN

Other Department Allowed: No

PROCEED CLEAR

Change the details, whichever is required and click on proceed button.

- Upload the relevant documents like sanction order, by clicking on the “View/Upload Attachments” button. In the “Forward to” drop down menu, select the user ID of the accounts officer and click on forward button.

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Bill Passing Executive Bills Help

Note: Only Executives of same Department are allowed to Mobile

Sanction Master

Sanction Code: 030710019

Party Code: 003070001

Department: ENGINEERING

Employee No.: 50305529951

Bill Type: IMP

From Date: 05/07/2021

Card Number: 4216670400000000

Sanction Amount: 45000

Mobile Number: 9760534289

Remarks:

Employee belongs to: 1-Same Accounting Unit

Bill Sub Type: GENIMP

Reference Number: 100013866270

Status: OPEN

Other Department Allowed: N

View/Upload Attachments

Forward to: [N307ACCT003 - ANFM VIPIN KUMAR SHUKLA]

BACK TO PREVIOUS PAGE FORWARD

- The data will be forwarded to the concerned accounts officer.

AIMS
ACCOUNTING INFORMATION MANAGEMENT SYSTEM

Bill Passing Executive Bills Help

Executive Bills
Registration
Master Codes
Reports
Reports

Sanction Master

Sanction Code GO

Party Code

Department

Employee No.

Full type

From Date

Card Number

Sanction Amount

Mobile Number

Remarks

Last COs Date

Employee belongs to

Full Sub type

To Date

Reference Number

Status

Other Department Allowed

Sanction Code Updated Successfully: 0307210019

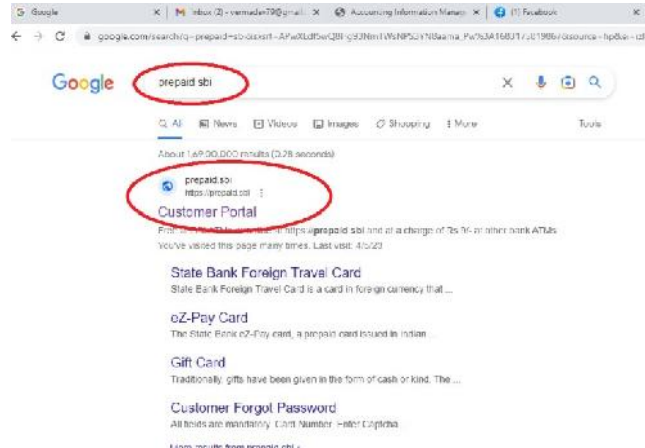
CLEAR

Approach the concerned accounts officer, with relevant documents, and get the data confirmed from her/him.

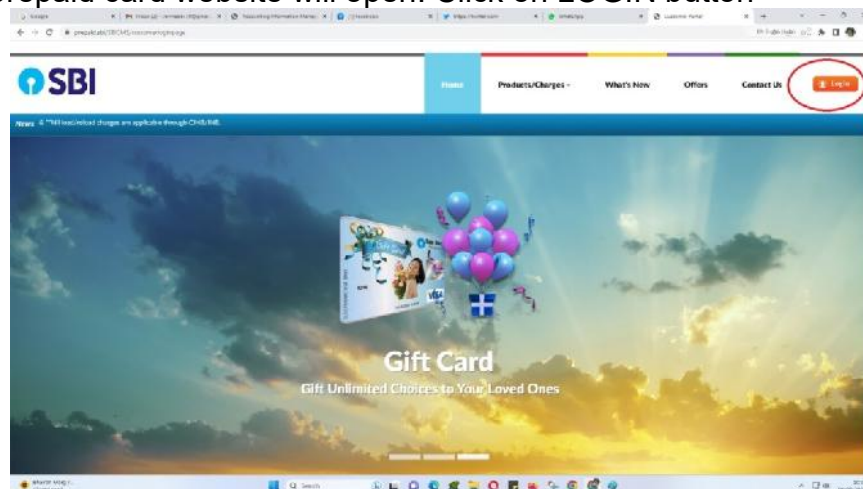
Chapter 5

Generation of PIN for SBI Imprest card

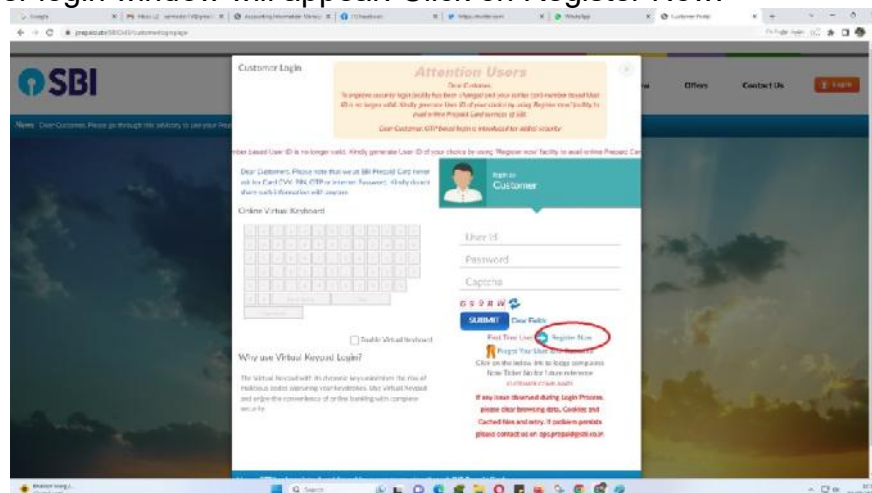
1. Open google.com and type prepaid sbi in search box. Click on link <https://prepaid.sbi>.



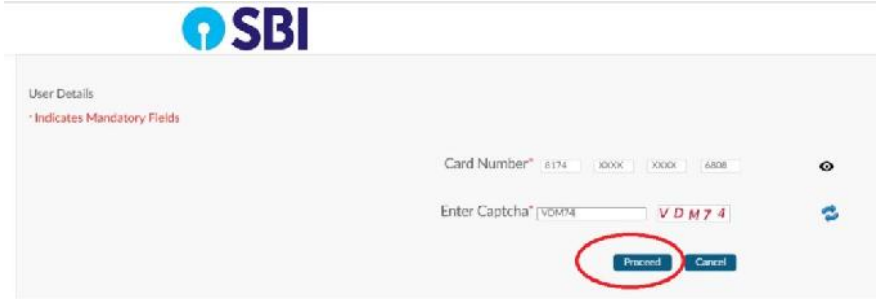
2. The SBI prepaid card website will open. Click on LOGIN button



3. A customer login window will appear. Click on Register Now.



4. Enter your 16 digit imprest card number, printed on card. Enter captcha value and click on proceed button.



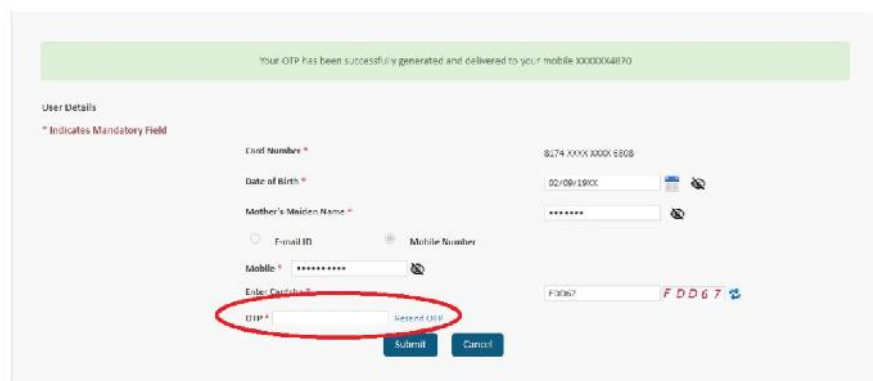
The screenshot shows the SBI User Details form. The Card Number field is filled with '8174 XXXX XXXX XXXX XXXX' and the Enter Captcha field is filled with 'VDM74'. The Proceed button is circled in red.

5. Please provide details viz. date of birth, mother's maiden name and mobile number in the next screen as shown below. The details should be the same as provided at the time of submitting form for card generation. In mother's maiden name field, if the mother name was "Tulsi Devi", please type "TULSI" in all caps. Click on proceed button.



The screenshot shows the SBI User Details form. The Date of Birth field is filled with '02/08/19XX', the Mother's Maiden Name field is filled with '*****', and the Mobile Number field is filled with '*****'. The Proceed button is circled in red.

6. An OTP will be sent to the registered mobile number. Type the OTP and click on submit button.



The screenshot shows the SBI User Details form. The OTP field is filled with '*****'. The Submit button is circled in red.

7. A new window will appear asking for New User ID and New password. Create your own user ID and password. Keep them safe as they are going to be used for login to the website. Click on submit button.

User Details
* Indicates Mandatory Fields

New User ID *
New Password *
Confirm New Password *

Submit Cancel

NEW USER ID

- User ID must be 4 to 15 characters in length. Only numeric values as user ID are not allowed.
- Password must be 8 to 15 characters in length. It should contain at least 1 upper-case alphabet, 1 lower-case alphabet, 1 number and 1 special character (not a space).
- User ID and password cannot be the same.
- User ID and Card number cannot be same.
- Last five passwords cannot be used.

8. After successful creation of user id and password, message will appear on top as “Id created successfully, click on login button to LOGIN”.

User Details
* Indicates Mandatory Fields

New User ID *
New Password *
Confirm New Password *

Submit Cancel

NOTIFICATIONS

- User ID must be 4 to 15 characters in length. Only numeric values as user ID are not allowed.
- Password must be 8 to 15 characters in length. It should contain at least 1 upper-case alphabet, 1 lower-case alphabet, 1 number and 1 special character (not a space).
- User ID and password cannot be the same.
- User ID and Card number cannot be same.
- Last five passwords cannot be used.

9. Click on Login button as described in point 2 above. Provide user ID and password created in step 8 above. Enter the captcha value and click on submit button.

User ID is no longer valid. Kindly generate User ID of your choice by using 'Register now' facility to avail online Prepaid Card services

Dear Customers, Please note that we at SBI Prepaid Card never ask for Card CVV, PIN, OTP or Internet Password. Kindly do not share such information with anyone.

login as Customer

User ID
gpnmpssstelnphw

Password

Captcha
4UNS9

4 UNS9

SUBMIT Clear Fields

First Time User → Register Now

Forgot Your User id or Password

Click on the below link to lodge complaints

Note Ticket No for future reference

[CUSTOMER COMPLAINTS](#)

If any issue observed during Login Process, please clear browsing data, Cookies and Cached files and retry. If problem persists

Online Virtual Keyboard

Enable Virtual Keyboard

Why use Virtual Keypad Login?

The Virtual Keypad with its dynamic keys minimises the risk of malicious codes capturing your keystrokes. Use Virtual Keypad and enjoy the convenience of online banking with complete security.

10. An OTP will be sent to your registered mobile number. Enter the OTP and click on SUBMIT button to login.

Dear Customer, To improve security login facility has been changed and your earlier card-number based User ID is no longer valid. Kindly generate User ID of your choice by using 'Register new' facility to avail online Prepaid Card services of SBI.

Dear Customer, OTP based login is introduced for added security.

Dear Customer, To improve security login facility has been changed and your earlier card-number based

Dear Customers, Please note that we at SBI Prepaid Card never ask for Card CVV, PIN, OTP or Internet Password. Kindly do not share such information with anyone.

Online Virtual Keyboard

Enable Virtual Keyboard

Why use Virtual Keypad Login?

The Virtual Keypad with its dynamic keys minimises the risk of malicious codes capturing your keystrokes. Use Virtual Keypad and enjoy the convenience of online banking with complete security.

login as Customer

User id: genimpasctelehw

Password: *****

Captcha: 4JUN59

UN S 9

OTP

Resend OTP

SUBMIT Clear Fields

First Time User Register Now

Forgot Your User id or Password

Click on the below link to lodge complaints

Note Ticket No for future reference

CUSTOMER COMPLAINTS

If any issue observed during Login Process,

11. The following page will be displayed after successfully login.

Customer Details

Customer Details

Customer Name	JN SARADUR	Customer Email	..
Date Of Birth	02/09/1984	Mobile Number	9000000000
Mother's Mobile Number	9000000000	Aadhaar (Passport Number)	..

Card details

Index	Card Number	Card Program	Card Status	Card Type
1	8174XXXXXXX608	RUPAY PREPAID PMPD LINKIN	Active	Primary

Showing 1 to 1 of 1 entries

State Bank Prepaid Card

State Bank Prepaid Card

8174XXXXXXX608

RuPay

Name: JN SARADUR

Date Of Birth: 02/09/1984

Mobile Number: 9000000000

Email Address: ..

Primary Card Number: 8174XXXXXXX608

Passport Number: ..

APM Login: Sanyam, Sanyam

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04-09-2023

12. Keep (do not click) the mouse cursor on My Task menu then My Task Flow Menu will appear below. Click on My Task Flow Menu.

← → prepaid.sb/SDICMS/cust/cap_demo/c 1.cms

SBI Welcome JAI BAHADU

My Profile ▾ My Task ▾

My task flow

Customer Details

Customer Details

Customer Name	JAI BAHADU	Customer Email	
Date Of Birth	02/02/19XX	Mobile Number	XXXXXX1870
Mother's Maiden Name	PAXXXXX	Aadhaar/Passport Number	..

Card Details

Show 5 ▾ entries Search:

Select	Card Number	Card Program	Card Status	Card Type
<input type="radio"/>	8174XXXXXX6508	RENEWAL/SET NEW PIN PROGRAM	Active	Primary

Showing 1 to 1 of 1 entries

13. Some new menu items will be displayed on the left side of window as shown below. Click on “Forgot/Set New PIN”.

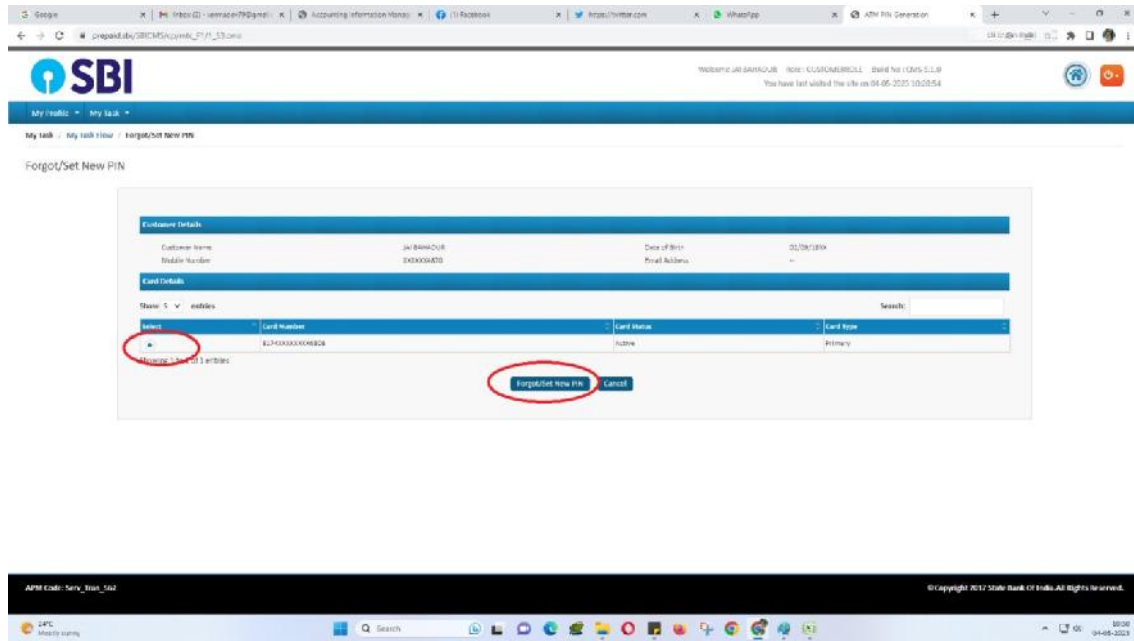
My Profile ▾ My Task ▾

My Task / My Task Flow

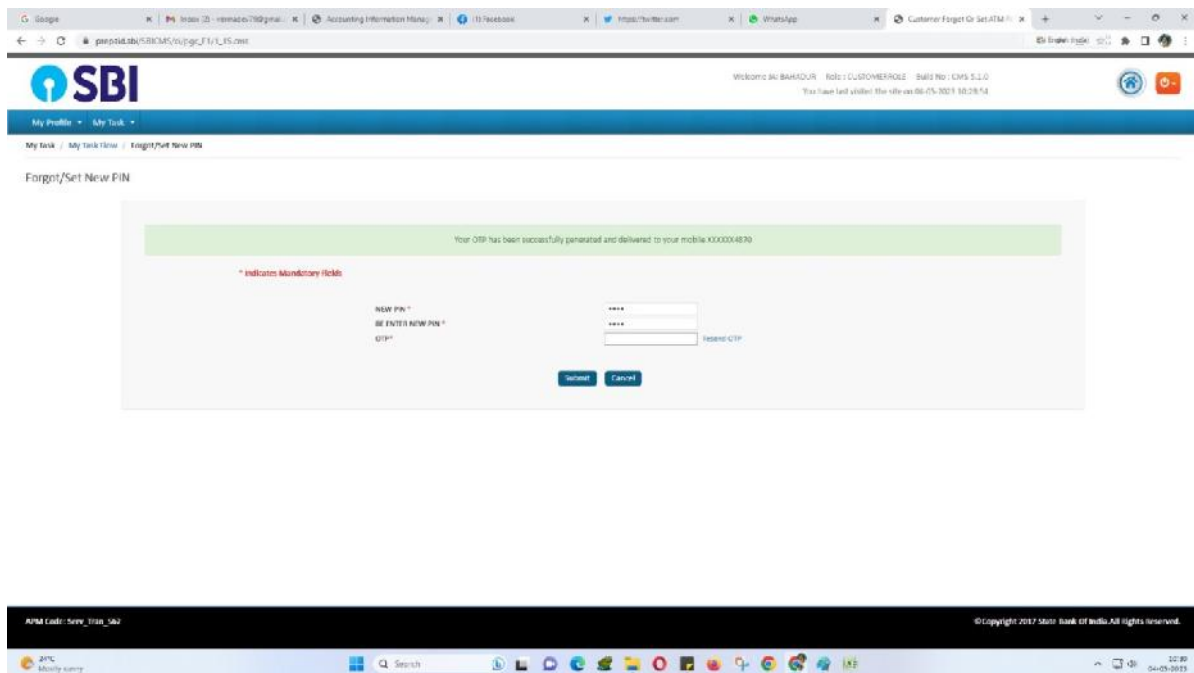
My Task

- ✓ Mini Statement
- ✓ Detail Statement
- ✓ Card Suspension - Temporary
- ✓ Card Hotlist - Permanent
- ✓ **Forgot/Set New PIN**
- ✓ SMS and E-Mail Alerts
- ✓ Mobile Number Update
- ✓ E-mail ID Update
- ✓ KYC Card Activation
- ✓ Card Limit
- ✓ ENABLE / DISABLE Transaction Types

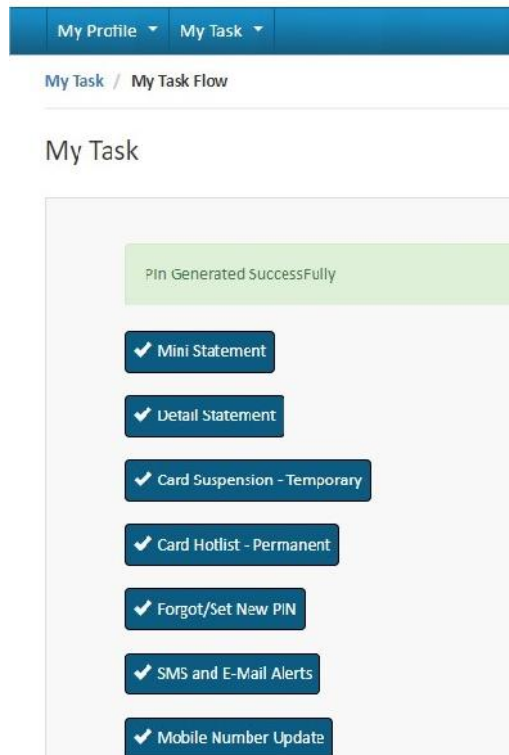
14. Click on round button against your card number. Then click on Forgot/Set New PIN button.



15. Enter your new pin (4 digits) in NEW PIN and RE ENTER NEW PIN boxes. An OTP will be sent to the registered mobile number. Enter the OTP and click on SUBMIT button.

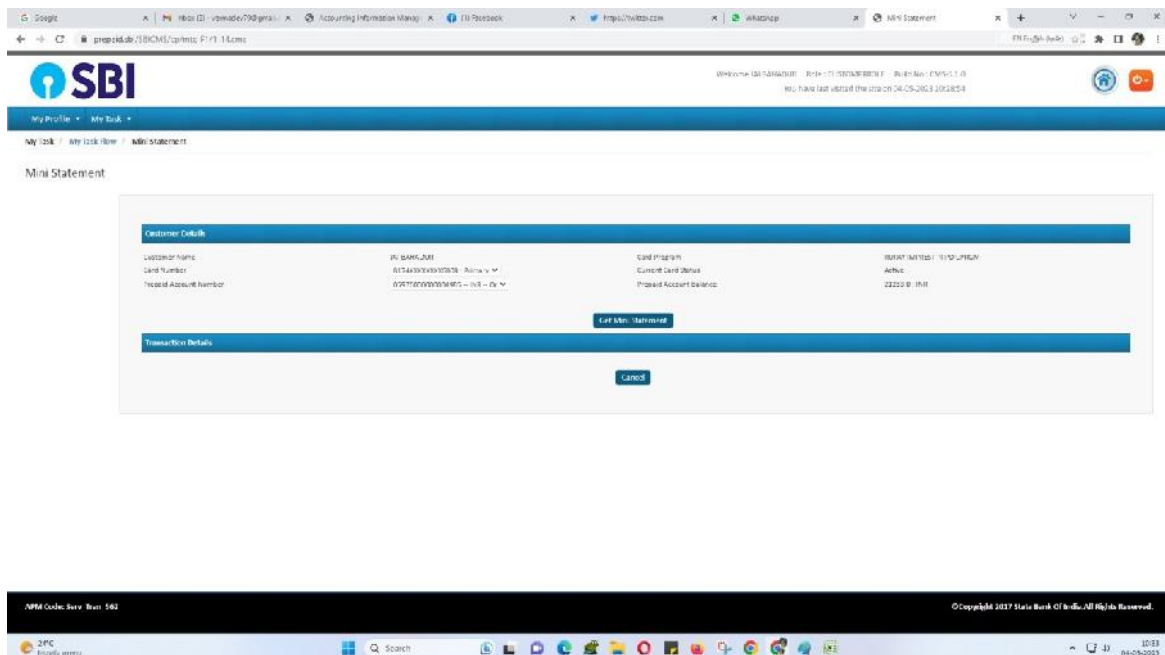


16. After successful generation of ATM pin, message will appear as "Pin Generated Successfully."



17. The other options available in your SBI impress card login are as under:

a. Mini Statement



The screenshot shows the SBI Card Hotlist page. A dropdown menu is open, displaying the following options: Select, Select, Select, Select, and Select. The page includes a header with the SBI logo and a navigation bar with links like My Profile, My Bank, and Card Hotlist. The main content area is titled 'Card Hotlist' and contains a form with fields for Card number, Cardholder Name, and Cardholder Address. A 'Select' button is visible at the bottom of the form.



e. Mobile number update

The screenshot shows the SBI Mobile Number Update page. The page has a header with the SBI logo and a navigation bar with links like My Profile, My Bank, and Mobile Number Update. The main content area is titled 'Mobile Number Update' and contains a form with a 'Current Mobile Number' field. A 'Send OTP' button is visible at the bottom of the form.



Annexure – I
User ID Format for generation of User ID on IPAS

Annexure – I

PROFORMA FOR ISSUING USERID FOR PREPARING IMPREST BILLS

With reference to the letter number 2017/Imprest Bill/IPAS/MB dated 09.10.2017, issued by the office of Sr. DFM/MB, generate the user ID to the following employee for preparing Imprest bills in IPAS: (Attach a copy of Employee railway ID card)

S. No.	Item	Details
1.	Employee PF Number	
2.	Employee Designation	
3.	Employee Name	
4.	Department	
5.	Employee Mobile Number	
6.	Number of Imprests	
7.	Details of Imprests with Sanctioned Amount (attach separate sheet, if required)	

Signature of Employee

Signature/Stamp of Forwarding Officer
of concerned Department

For use of Accounts Office Moradabad

User ID : _____

Issued to : _____

Note: Password will be the date of birth of employee as registered in IPAS Bio-data, in DDMMYYYY format.

Signature of Issuing Authority

Name: _____

Designation: _____

Date of issue: _____

Annexure-II

Format for New / Replacement / Lost / Data updation in existing Imprest cards.

PURPOSE OF SUBMITTING FORM	<input type="checkbox"/> ISSUE OF NEW CARD <input type="checkbox"/> ISSUE OF REPLACEMENT CARD <input type="checkbox"/> UPDATION OF DETAILS IN CARD
CARD NUMBER (REPLACEMENT/LOST/UPDATION OF DETAILS IN CARD)	
EMPLOYEE/PF NUMBER	
FIRST NAME	
MIDDLE NAME	
LAST NAME	
DESIGNATION	
DEPARTMENT	
DATE OF BIRTH	
GENDER M/F	
MOTHER'S MAIDEN NAME	
NAME ON CARD	
MOBILE NO	
EMAIL ID	
OFFICE ADDRESS LINE1	
OFFICE ADDRESS LINE2	
OFFICE CITY	
OFFICE DISTRICT	
OFFICE STATE	
OFFICE PINCODE	
PAN CARD NUMBER	

Signature of Imprest Holder

Signature & Stamp of Officer

Instructions for filling data in above format:

- a. **Purpose of Submitting form:** Please tick whichever is applicable
- b. **Card number:** Write existing card number for replacement / lost / details updation
- c. **Employee/PF Number:** Employee/PF number of imprest holder as per IPAS
- d. **First, Middle, Last Name :** First, Middle & Last Name of Imprest Holder
- e. **Designation/Department:** Designation & Department of imprest holder
- f. **Date of Birth :** Date of Birth of Imprest Holder
- g. **Gender :** Gender of Imprest Holder
- h. **Mother's Maiden Name :** Mother's Surname
- i. **Name on Card :** Name to be printed on the card (name of the imprest)
- j. **Mobile No :** Mobile number of the imprest holder
- k. **Email ID :** Email ID of the imprest holder
- l. **Office Address, city, district, pincode :** Office address of the imprest holder
- m. **PAN Card Number:** PAN card number of the imprest holder.
 1. Attach copy of railway ID card of imprest holder with this form
 2. Attach copy of PAN of imprest holder with this form.
 3. Form to be submitted in two sets duly signed by imprest holder and Gazetted officer.

Annexure-III

Format of letter for transfer of amount from old/closed card to new issued card

Date:

The Manager
State Bank of India
RS Branch
Moradabad

Sub: Transfer of imprest amount from old Imprest Card Number
_____ to new Imprest Card Number

With reference to the subject matter it is stated that the old imprest card number
_____ issued to me has been replaced with new imprest card
number _____.

It is requested to transfer the amount, if any, from old card to new card and block
the old card permanently.

Regards,

Name :
Designation :
Mobile # :

Forwarded by Accounts:

Annexure-IV
Railway Board's RBA for using personnel PAN of Imprest Holder

भारत सरकार Government of India

रेल मंत्रालय Ministry of Railways

रेलवे बोर्ड (Railway Board)

RBA No. 59/2018

No. 2017/AGII/1/6/Vol.II

New Delhi, dated: 06.06.2018

PFA
North Western Railway,
Jaipur.

Sub: PAN No. of card holders required for Top up of Imprest Card.
Ref: Your letter no. HQ/NWR/JP/A/cs /BOOKS/CHEQUES
/MISS dated 29.05.2018

Please refer to your letter ibid on the above subject seeking clarification regarding providing details of PAN No. to Bank of Imprest Card holder/ Railways for Top up of Imprest cards. In this regard, attention is invited to Board's letter of even no. dated 19.06.2017 (RBA No.73/2017) wherein it has been mentioned that Income Tax Department has allotted IT PAN number AAAGM0289C which has to be used for the purpose of registration of GST in all the states /Union Territories.

In this regard , it is mentioned that IT-PAN of Ministry of Railways bearing no. AAAGM0289C is specific to GST registration only. Normally for Imprest purposes , IT PAN of individual imprest holder is required to be given as Bank Account is opened in the name of designated imprest holder . It is requested that necessary action may be taken to get the GST related PAN withdrawn form on all the non GST transactions.


(V.Prakash)

Joint Director/Accounts
Railway Board

PFA's /All Zonal Railways/PUs for information and strict compliance of the above instructions.