

**Government of India (Bharat Sarkar)
Ministry of Railways (Rail Mantralaya)
(Railway Board)**

No. 99/TG-V/21/13

New Delhi, dated 31.8.2012

**The Chief Commercial Managers
All Zonal Railways.**

**Group General Manager/PS
Centre for Railway Information Service (CRIS)
Chankyapuri
New Delhi**

Commercial Circular No.53 of 2012

Sub: Remittance of TTEs cash at out station location.

Please refer to Railway Board's letter No. 99/TG-V/21/13 dated 13.09.2000 (Commercial Circular No.54 of 2000) that laid down guidelines regarding remittance of cash by TTEs and other related details. As per Para 1 (d) thereof, TTEs keep the Government Cash realized through EFTs during outward journey from their Headquarters with them while taking rest at outstation where the outward duty journey ends and remit it at the nominated headquarters on return.

2. However, now the UTS system introduced in Indian Railways has a facility for grant of money receipt towards cash deposit. This enables the TTE to remit his earnings against UTS money receipt that indicates the name of the TTE, the Headquarter, EFT nos. and date of remittance and the Booking Office where the amount has been deposited, which could be submitted with monthly EFT returns as a token of proof of having deposited the cash realized through the EFTs issued by the TTE.

3. In light of the above, the matter has been examined further by Board and it is decided that TTEs shall deposit the amount realized from EFTs during their outward journey from HQ at a UTS counter at outstation where he ends/ breaks outward duty. Accordingly, relevant provisions of Commercial Circular 54 of 2000 are revised as under:

3.1 Item d) under **Para 1 Action by TTE** is amended as below-

Existing provisions	Amended as below
He/She will remit cash only at his nominated HQ station unless permitted to deposit it at one more nominated station.	TTE shall deposit the amount realized through EFTs issued immediately at the station where his/her duty schedule terminates. For instance, say a TTE with headquarter at KZJ (on SCR) performs outward journey on duty to BZA (on SCR), takes rest, performs 2 nd part of duty schedule in another train and proceeds from BZA to BPQ (CR) and later after rest takes up 3 rd part of duty schedule in another train at BPQ and finally terminates at WL (SCR) and returns spare to KZJ. In this entire duty round, TTE shall remit cash at the end of each schedule i.e. at BZA, BPQ and WL.

.....2/-

3.2 Item e) under *Para 1 Action by TTE* is amended as below-

Existing provisions	Amended as below
TTEs will give Cash Remittance Memo in duplicate, under acknowledgement, to the Booking Clerk indicating the specific numbers of EFTs used, amount and total thereof. Booking Clerk will paste this memo at the back of record foil of the money receipt issued. The TTE will paste the money receipt and memo at the back of the last foil of the EFT used where MR is issued in duplicate.	TTEs will prepare Cash Remittance Memo (CRM) in duplicate. In this CRM, all relevant details such as TTE's Name, PF no., EFT Nos. From---To Stations, issue date; breakup of the total earnings, i.e., fare, penalty, unbooked luggage earnings and total thereof should be recorded and one copy handed over to the Booking Clerk. The Booking Clerk, in turn, after receipt of cash shall generate a UTS money receipt duly feeding break up of the remittance and hand over the money receipt to the TTE. The Booking Clerk shall mention the UTS Money Receipt number and date on the duplicate copy of the CRM in token of correctness of the entries recorded therein under clear signature/station stamp. The Booking Clerk should preserve the original copy of CRM along with Daily Reports. The TTE shall paste the duplicate CRM on the back of the last record foil of the EFT used.

Right now there is no column for PF Number. CRIS shall make necessary provision in this regard and ensure that this field is mandatory so that no Money Receipt is issued without PF number of the employee. The Booking Clerk in turn after receipt of cash, shall generate a UTS money receipt duly feeding break up of remittance and hand over the same to the TTE. TTE shall mention the UTS Money Receipt number and date under clear signature/station stamp on the back side of last Record foil of EFT used.

3.3 Item h) ii under *Para 1 Action by TTE* is amended as below-

Existing provisions	Amended as below
Accounts copy of money receipts	UTS money receipts

3.4 Item a) under *Para 2 Action by Booking Clerk* stands deleted.

3.5 Item b) under *Para 2 Action by Booking Clerk* is amended as below-

Existing provisions	Amended as below
He/She will prepare money receipt in triplicate, handing over two copies to the TTE. However where MRs have only two foils, it will be prepared in duplicate and one copy will be handed over to the TTE, till the three foiled MR are supplied.	The Booking Clerk after receipt of cash shall generate a UTS money receipt duly feeding break up of remittance and hand over the money receipt to the TTE.

3.6 Item e) under *Para 4 Checks to be exercised by CTI* is amended as below-

Existing provisions	Amended as below
He will enquire into the case of loss of EFT book if any, reported by TTE and submit his report to Accounts within 7 days to avoid misuse of lost EFT.	In case of loss of EFT Book reported by TTE, CTI shall ensure/follow up action as envisaged in Railway Board's Commercial Circular No.8 of 2007.

4. In order to implement the new system, CRIS is advised to make suitable changes as detailed below:

4.1 Modify the present format of UTS Money Receipt system suitably such that TTEs PF Number, from and to stations and break up of remittance are incorporated as the same are mandatory.

4.2 The Daily/Periodical/Monthly Report of TTE remittance of a Station shall contain PF number and break up of earnings in addition to the other fields that are existing now. Further, the Report should be generated in such a manner that the remittances made appear in the order of Money Receipt Number wise irrespective of window of issue. *(At present, this Report that is sorting the remittances made, window wise, causing difficulty in verification of TTE remittance).*

4.3 A new Daily/Periodical/Monthly Report shall be designed by CRIS that gives TTE wise (with their PF No.) remittances made at various Stations either within the same zone or at other zonal railways. This shall facilitate easy reconciliation of TTE Returns submitted. The report should be generated zone wise and TTE's Headquarters wise.

4.4 A Report may be prepared giving details of remittances made by TTEs of Home Railway in Foreign Railway Station(s). This report shall be Location wise (i.e. Station wise) for each month.

4.5 This report shall be generated railway-wise for all the 16 zonal railways. This report would be very crucial for reconciliation, checks and subsequent transfer of earnings due to other railways. To enable fair & quick inter Railway transfer for each month, a matrix similar to UTS earnings should be prepared.

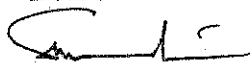
5. All other Paras of the Commercial Circular No.54 of 2000 stand reiterated.

6. CRIS should make necessary provisions in the UTS so as to incorporate the above procedures at the earliest. **The date of effect of the above software change may be informed to Zonal Railways under intimation to this office so that the above revised scheme could be implemented.**

7. The CCMs and FA&CAOs shall issue a detailed JPO covering all aspects mentioned above, to ensure smooth implementation of the revised procedure.

8. Zonal Railways should ensure that the above instructions be followed scrupulously.

This issues with the concurrence of Finance and Account Directorate of Railway Board.



(S.N.Mathur)
Director Finance (CCA)
Railway Board



(Dr.Monica Agnihotri)
Director, Passenger Marketing
Railway Board

No.99/TG-V/21/13

New Delhi, Dated 31.08.2012

Copy for necessary action to:

- FA&CAO of All Zonal Railways
- ADAI (Railways) with 150 Spares
- General Manager/ UTS, CRIS