



भारत सरकार / Government of India
रेल मंत्रालय / Ministry of Railways
दक्षिण मध्य रेलवे / South Central Railway

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आन्ध्र प्रदेश, Andhra Pradesh
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SMRs/SSs/CCIs/CBSRs/CCSRs/CSRs

Sub: Reiteration of instructions on SBI Cash Pick-up – Reg.

An incident is reported over S.C. Railway that the railway earnings collected by one CMS agent have not been deposited in SBI on some days between January and August 2023, amounting to around Rs.34 Lakhs. During the investigation it has come to light that on those occasions, challan was received by the booking staff without Bank's stamp and signature of the cashier. The anomaly was not noticed by the station staff and CR Note was generated for these irregular challans, which resulted in misappropriation of Railway revenue.

In view of the above, the instructions and procedures to be followed while handing over of Railway Cash to CMS agent and obtaining bank certified copies of TR Challan and Deposit Slips are reiterated for strict implementation.

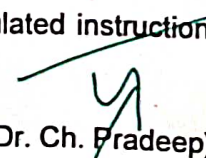
1. CMS office issues one HCI slip Book Part-A to CMS agent (custodian) and Part B to station officials.
2. Station staff to check authorisation and Identity card of CMS staff and match the same.
3. Station staff shall keep entire cash ready.
4. Hidden number of both the slips have to be matched to proceed with transaction.
5. Part A to be filled by CMS agent.
6. Part B to be filled by railway officials.
7. All the details on HCI slip to be clearly filled.
8. HCI will only be used for capturing cash detail, cheque amount not to be captured in HCI. Only count of cheque to be written on HCI slip for tracking.
9. Both Part A and Part B to be signed and stamped by CMS agent and railway officials.
10. Front CMS/agent copies of Part A and Part B will be kept by CMS agent.
11. Self carbon bottom railways copies of Part A and Part B will be kept by railway station.
12. **SBI deposit slip and TR challan to be filled up by station staff only.**
13. CMS custodian hands over his HCI part A to the station staff.
14. Station staff will also take out respective HCI part B from his HCI booklet on FIFO basis.
15. Station staff tears off both part A and part B of HCI slip for verification.
16. The hidden number as well as the HCI slip number of part A and part B should match.
17. After matching the numbers, SCR official will hand over cash bundles to CMS custodian along with duly filled, sealed & signed HCI slip's Part B, three copies of TR challan and 1+3 SBI bank deposit slip.
18. CMS Custodian to count the cash and match with number of notes written by railway official in HCI slip and deposit slip against each denomination.
19. If any discrepancy or shortage is found in the cash at the time of counting & verification, it will be notified to the SCR official at the premise itself.
20. The SCR official needs to make good of the cash or else the deposit slip will be amended to the tune of discrepancies identified at the time of verification.

21. After confirming the cash with deposit slip and part B of HCI slip, custodian will fill part A of HCI slip.
22. CMS custodian will stamp and sign "customer copy" of part A and part B and hand over to SCR official.
23. SCR official will stamp and sign "agent copy" of part A and part B and hand over to custodian.
24. CMS custodian will insert all the cash into the bag in front of SCR official & the bag will be sealed by custodian and verified by SCR official.
25. SCR will write bag no. and seal no. on deposit slip and custodian will write bag number and seal number on HCI slip.
26. One copy of the deposit slip (bank copy) will be kept inside the bag along with the cash.
27. Seal bag process will be used at high volume stations.
28. After collecting cash in sealed bag, custodian will issue the duly filled "customer copy" of HCI slip & deposit slip (SCR temp copy) as an acknowledgment of cash receipt.
29. CMS custodian will take the seal & signature of SCR official on both the copies of part A.
30. CMS custodian will retain both "agent copy" of part A & part B of HCI slip and issue the "customer copy" to the SCR official as an acknowledgment of cash receipt.
31. CMS custodian shall update the visit register and both custodian and SCR official will sign the updated entry.
32. Ensure that both the booklet of HCI Part A and Part B are never allowed to kept at railway station.
33. If HCI slips hidden number not matches, railway official should not handover the cash to CMS agent even if they are part of authorized photo list or carrying identity card.
34. HCI slips will be exchanged even for NIL cash handover .
35. In case the cashier/authorized person at the railway station premises is not present, remarks of the instance to be mentioned on the HCI slip and the correspondent copy of the HCI slip is to cancelled on the next day of the pick up.
36. Any alterations mentioned on the HCI slip is to be countersigned by the custodian.

SBI DEPOSIT SLIP:

37. All the details on deposit slips to be clearly filled up by the railway staff.
38. CMS agent should not be asked to fill the TR challan. Ensure that CMS custodian is not filling up the deposit slips at any cost.
39. If the railway authorized person does not give deposit slips, the cash will not be deposited.
40. Railway officials to ensure that Deposit Slip and TR challan amount tallies.
41. **Railway officials to ensure that SBI acknowledged Deposit Slip and TR challan which were filled by them reaches to them within 2-3 days and same is having original SBI branch cash receipt stamp.**
Station Master Certificate (SMC)
42. SMC is prepared to summarise the monthly activities performed at respective station and get it validated from station master by taking sign and stamp.
43. SMC helps confirming the visits, recording the exception and force majeure situations, monthly amount reconciliation.
44. Approved SMCs help in assuring that correct and approved MIS is used for monthly billing and same also work as supporting to monthly billing as approved MIS.

Staff are once again instructed to scrupulously follow the stipulated instructions and verify the challans returned by the CMS agents after remittance.


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