



**SOUTH CENTRAL RAILWAY  
VIJAYAWADA DIVISION**

Office of the Divisional Railway Manager (Commercial), Vijayawada.

No: B/C.568/TC-Instructions/2020

Date: 17/01/2020.

To

**CTI/G/BZA & All In-charge CTI's of Squads Over BZA Division  
CTI/COR/BZA & CTI/SLP/BZA.**

Sub: Format for Cash Remittance Memo-Reg.

Ref: Sr.DCM/WAT/E.Co.Rly. Lr. No: WCV/CRM/2019, dated: 06/01/2020.

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With reference to the above cited letter, Sr.DCM/WAT/E.Co.Rly informed that the Ticket Checking staff of BZA Division are remitting the EFT Cash at VSKP, Booking Office by writing the Memo in a small white paper which doesn't include all the details required for generating the Money Receipt. And also advised to remit the cash in a proper format of Cash Remittance Memo as per Chapter-III, 303 (b) of Ticket Checking Manual.

Therefore you are advised to instruct the Ticket Checking Staff working under your control to remit the cash in a proper format of Cash Remittance Memo (Enclosed) while remitting the cash at Booking Office.

Note and notify the staff under clear acknowledgment in SOB register without fail.

Enclosed: Format of Cash Remittance Memo.

Signature valid

Digitally signed by  
KANIGANTI RAJENDRA  
PRASAD, O/o BZA  
Date: 2020.01.17 12:23:47 IST  
Reason: Approved

Copy to:- Sr.DCM/WAT/E.Co.Rly, for information please.

Appendix V/C

APPENDIX V/C

(See para 534)

CASH REIMBURSEMENT MEMO

(For the use of TTE/TCs only)

No. \_\_\_\_\_

Station Master/Record  
Date \_\_\_\_\_

To

The Station Master \_\_\_\_\_

Please transmit to the Chief Cashier the sum of Rs. \_\_\_\_\_ (in words) tendered herewith  
at \_\_\_\_\_ (date) after arrival by train No. \_\_\_\_\_ being Railway dues collected  
on \_\_\_\_\_ (date) under local EFT No. \_\_\_\_\_ to \_\_\_\_\_ and through  
EFT No. \_\_\_\_\_ to \_\_\_\_\_

Amount collected towards:

Fare \_\_\_\_\_

Excess charges \_\_\_\_\_

Unpacked Luggage \_\_\_\_\_

Tax \_\_\_\_\_

Headquarter \_\_\_\_\_

\_\_\_\_\_  
(Signature of Travelling  
Ticket Examiner/Ticket  
Collector)

\_\_\_\_\_  
(Name of TTE/TC)

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