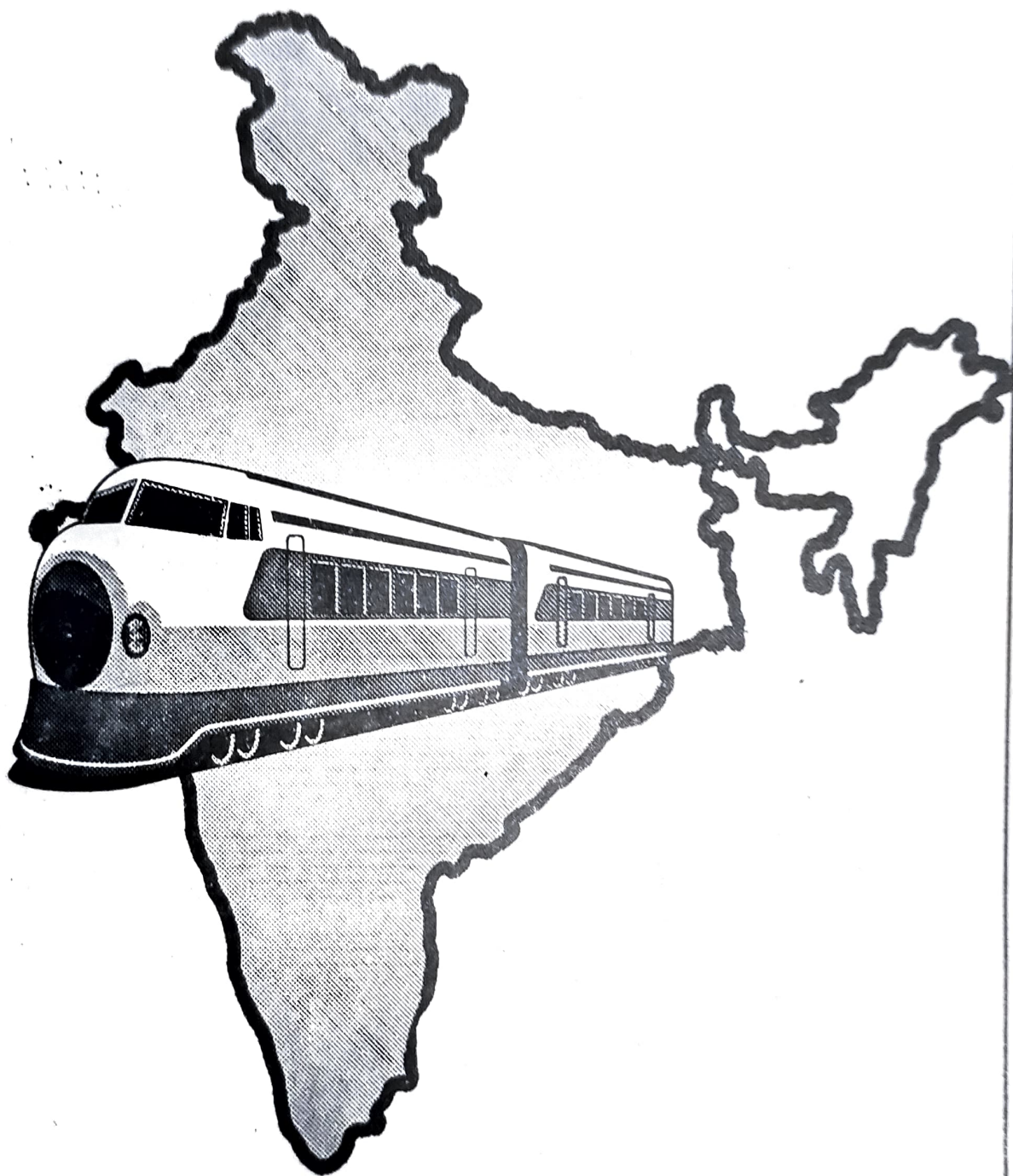


# Hints for TTEs

(Useful hand book for their day to day work as ready reckoner)



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## Appreciation

The booklet published by Sri G S Kumar, TTI/SBC (Retd), on the subject of Ticket Checking, is a boon to the staff, which would strengthen the knowledge while dealing with different kind of commuters traveling by railway, in day to day work. Railway Rules narrated under different heads are updated. Ticket checking hints would definitely help to decide various problems instantaneously without referring to seniors or other books. The deplorable condition of ticket checking staff depicted from the point of view of the Administration as well as the traveling public is indeed heart-touching. Moreover the hints for passengers is an added attraction to stretch the scope of the booklet to a further great extent.

I know Sri G S Kumar for more than a decade when he first published '**All India Time Table**' in such a way that it became a guideline to '**Trains at a glance**', by creating history from South India. I expect that Sri G S Kumar would strive hard more in bringing out such valuable books on the subject and lend his hand for the cause of uplifting the ticket checking cadre.

May GOD bless him with prosperous life.

Secunderabad  
30 – 3 – 06

Sd/- (V.R. Raja Ram)  
CTI / SC / SCR (Retd).

Author of '**Indian Railway Ticket Checking Digest**',  
'**SC Rly Ticket Checking Mannual**' (approved by CCM/SC Rly) and  
many more books on commercial subjects.

## Preface

This book is prepared with a hope that no ticket checking staff should get any debit from audit accounts side. Whatever is required for day to day information is given with maximum explanation along with Rule & page No. so that no passenger can argue on any point.

This book is prepared after studying the railway rules thoroughly. Also this is seen and appreciated by railway auditors, other related officers and officials.

I request the users of this book, to make changes as affected by further amendments from time to time here on and keep this book upto date.

This book is prepared with reference to the following publications, relevant letters and circulars issued from time to time by the railways

1. IRCA, coaching tariff No. 23, Part I, Vol II.
2. IRCA, coaching tariff No. 24, Part I, Vol I.
3. IRCA, coaching tariff No. 6.
4. Indian railway coaching manual Vol I.
5. Railway pass rules.
6. Ticket checking manual 2002.

I thank the people who have helped and encouraged me by giving their valuable required information and suggestions for publishing this book and those who verified and also done the proof reading and correcting it with upto date information.

I thank the people who extended their help by way of giving their advertisements and those who helped me in obtaining them. I also thank the printer as well for bringing out this book nicely and in time

In spite of intense care and attention bestowed in preparing and publishing of this book, there still may exist a few mistakes for which I may be kindly be excused.

Any suggestions for improving this book, is welcomed happily.

## Hints for TTEs

1. Traveling without ticket.  
Fare upto the point of detection + EC (Excess Charge)  
Excess charge = (Penalty + SSC + RC + SFC whichever is applicable). Apply same rule wherever EC is mentioned.  
SSC – Safety surcharge, RC – Reservation charge, SFC – Super fast charge.
2. Child without ticket.  
Half fare upto detection point + EC + half fare upto the destination. Apply minimum fare wherever applicable.  
But not for concessions and PTOs.
3. Ind Ordinary ticket holder – Traveling by Express/Mail.  
Difference between Exp & Ord + EC upto detection point.
4. Traveling with lower class ticket.  
Difference of two classes + EC upto detection point.
5. Traveling with short route ticket by long route for fully paid ticket holder.  
Difference of two routes only. (Paid and payable)
6. Traveling with short route ticket by long route for Concession ticket holder.  
Difference of two routes + EC if applicable.
7. Over riding (Intentionally). Over ridden fare + EC.
8. Over ridding (Un-intentionally)  
Return ticket only, back to destination without EC.
9. Adult with child ticket.  
Half fare upto destination + EC upto detection point.
10. Traveling with Platform ticket.  
Fare from PF ticket station + EC. Enclose the PF ticket to accounts foil of the EFT.
11. Traveling by Exp on ordinary portion of journey on Exp cum Ord combined ticket.  
Difference between Exp & Ord fares without EC.
12. Traveling by Exp on ordinary portion of journey on Ord cum Exp combined ticket.  
Difference of Exp & Ord fares + EC upto detection point.

**Warrants:**

26. Un-exchanged Military Warrants. (IAFT – 1752 & 1707).  
Fare + EC upto detection point. Free EFT upto destination.  
Warrant to be collected, filled properly & sign wherever necessary and paste to account foil of EFT and send to accounts. Bottom portion to be filled properly and handed over to the party with signature, designation, date.
27. Un-exchanged Military Concession voucher. (IAFT- 1720A).  
Half fare throughout + EC upto detection point.
28. Un-exchanged Military Concession voucher. (IAFT – 1728).  
Full fare for onward journey + EC upto detection point.  
Issue Free EFT for return journey. ( This concession given to attend Regimental Re-union.)
29. Un-exchanged Military Concession voucher. (IAFT – 1736).  
Full fare for onward journey + EC upto detection point.  
Issue EFT for return journey by charging 50% of fare.  
(This concession given for competitors & spectators).
30. Un-exchanged all other types of Military Warrants and Concessions. To be treated as traveling without ticket like public.
31. Military personnel traveling without CST or supporting portion (bottom/stubbed) of warrant after exchanging IAFT – 1752.  
To be treated as traveling without ticket.
32. Military personnel taking dependents who are drawing more than Rs 2500/- (Minimum pension) are not eligible for concession.  
If found traveling, to be treated as traveling without ticket.
33. Police personnel traveling without Counter foil of warrant.  
To be treated as traveling without ticket.
34. Un-exchanged police warrants and jail requisition.  
Fare + EC upto detection point and free EFT for onward journey. Collect the warrant or jail requisition and send along with accounts foil of EFT.
35. TDR for warrant, self with ID Card should approach. For others warrants, one should have authorization letter from original party.

**Free Passes :**

36. Un-signed or un-dated Free Railway Passes.  
Penalty of Rs 25/- on first class and Rs 10/- on second class passes.
37. Railway employees taking un-authorized person on his pass.  
Treat that person as traveling without ticket + Special report to Sr.DCM.
38. Railway employee traveling with un-exchanged PTO or without the counter-foil of PTO.  
To be treated as traveling without ticket.
39. Railway PTOs.  
Valid for 3 months Outward / Return journey. No RC, SSC & SFC
40. Coolly porters pass is valid for 2 months with identity card only.  
From place of work to any other railway station.

**Concessions :**

40. Season ticket holders either MST / QST traveling.  
a) with un-signed season ticket. b) without identity card  
c) with consecutive season tickets. d) using other's season ticket  
e) by other than booked route  
To be treated as traveling without ticket.
41. Orthopedic Physically Handicapped and Mentally retarded person traveling without escort.  
To be treated as traveling without ticket.
42. Student concession order – holder traveling without counter foil or altered concession foil.  
To be treated as traveling without ticket.
43. Transfer of Reserved / Return / Season ticket holders.  
To be treated as traveling without ticket.
44. 75% concession for SC/ST students upto 27 Yrs and 50% concession for OC students upto 25 Yrs of age.
45. Un-employed youth attending for interview in Govt or Public sector, 50%concession in sleeper class & free in IInd class upto 35 Yrs of age

Luggage.

Charges for UBL at destination or upto detection point..

Minimum charge for luggage is Rs. 30/-.

Minimum distance to be booked is 50 Kms.

Luggage and Parcel are rationalised. Charge as per L rate.

45. 40 Kgs RFA (Railway Free Allowance) for all classes of Military warrants.

Luggage exceeds RFA + MA is to be charged single time of luggage L rate for entire weight without giving RFA.

46. If a defence personnel is carrying his luggage without free RR, even though the weight is less than his authorized baggage (extra weight given by defence) but more than FRA, he should be given only FRA and extra weight is chargeable at single time as per L rate.

Auth: AFO 317/70 and Min of Rlys (Railway Board, NDLS) letter No. TC/69/12/18 dated 11-8-70.

47. Luggage more than FA + MA, six times L rate over and above FA.
48. Luggage more than FA but within MA, single time L rate for above FA.
49. Un-booked dog in the compartment, charge for 60 Kgs, six times of L rate and change it to BV. If I & IA, full cabin means allowed.
50. Un-booked puppy in basket, charge for 20 Kgs of L rate for 6 times.
51. Un-booked puppy in loose, charge for 40 Kgs of L rate for six times.
52. Un-booked bi-cycle in any form, charge for 40 Kgs of L rate for six times.
53. Sheep, goats and birds etc., are found un-booked and carried in coach, charge for 40 Kgs of L rate for six times and to be shifted to BV.
54. One baby tri-cycle is free per passenger.
55. J/E on luggage booked on RR.  
Difference of paid and payable by giving telescopic rate with details of LT (RR) No.

56. No free allowance for TV, Computer and Perambulator. They have fixed weight for each item as under.  
 TV upto 24" – 40 Kgs. Above 24" – 50 Kgs.  
 Computer (Monitor + CPU + UPS). – 23 Kgs.  
 Perambulator – 75 Kgs. Collapsible perambulator – 20 Kgs.
57. Grinders are on actual weight as it shown.
58. Musical instruments either by weight or volume.  
 Volume (100 x 60 x 25 cms) (Rule No. 506 Page No. 218)  
 Items more than this measurements are not permitted to carry in the compartment along with passenger. Should be booked in BV.
59. Lap Tap and portable TV are free but counted with FA.
60. Dead bodies from General Hospitals with certificate can be carried in BV on 50% concession of L rate for 200 Kgs.
61. F A of luggage on combined ticket will be of higher class.
62. Maximum quantity of luggage permitted on child ticket including FA is 50 Kgs.
63. Following items are not to be carried with passenger in the Compartment.
- i. Offensive articles
  - ii. Dangerous & Inflammable articles - wet skin, hides etc.
  - iii. Oil, Ghee, Grease and Paint. (20 Kgs Ghee permitted to carry with luggage ticket along with passenger.) - crackers, petrol etc.
  - iv. Dead poultry, game and gauze.
  - v. Toddy and Arrack.
  - vi. Micellum chemical products.
  - vii. Samples for analysis.
  - viii. Acids and other corrosive articles.
  - ix. All varieties of dry grass, leaves, waste paper and paper cuttings.
  - x. Bulky articles – weight by measurements.
    - a) If measurement of an article is more than 100 X 100 X 70 Cms, it should be considered as bulky article.
    - a) Booked on volume or weight, whichever is more.
    - b) No free allowance on bulky articles.
    - c) If any one measurement is more than the given measurement, the total weight is to be doubled and charge also



d) To find out volume and converting into Kgs use following formule.  
(Rule : 213 IRCA Coaching Tariff 23, Part I, Vol 3).

$(100 \times 100 \times 70 \text{ Cms} \div 28000 \text{ Cubic Deci meter} \times 4 = \text{Kgs})$

$(L \times B \times H \text{ in cms} \div 28000 \text{ Cubic Deci meter} \times 4 = \text{Kgs})$

**Only for information knowledge.**

64. TTEs should not give any concessions in the train.  
All concessions are to be issued at counter for Exp fare only.
65. NRF means No Refund of Fare across the counter.  
(for E – tickets & Credit card tickets). But can apply to DCM.
66. TDR is valid for 90 days from date of issue for refund.
67. TDR can be given within 30 days after the time limit by TC.
68. Refund certificate along with original ticket is valid for only 20 Hrs after actual arrival of train for AC failure and lower class travel.
70. Safety surcharge (SSC) is a separate fund. Collection is shown as separate account as per the class.
71. Actual fare to be collected on loss of reserved ticket in journey by TTE in the train only after satisfied by identity of the passenger.  
(Fare + RC + SSC + SFC).
72. B/J on Circular Tour Ticket is 8 permitted as per their choice to be mentioned on the ticket while purchasing.
73. J/E on tickets to be charged actual fare without telescopic benefit + SSC for that distance.
74. If a passenger wants to change to upper class from lower class, collect the difference of fare only + RC, SSC, SFC if applicable.
74. Tatkal berths can be booked 3 days in advance.  
No Identity is required. No refund on confirmed tickets.  
Refund is allowed on W/L tickets issued under tatkal quota.
75. Quote your Badge No. on your SN-30, T-648 and CTR.
76. Quote your B/C No. & PF No. on TA, NDA and other personal matters.
77. Ignorance of rule is not excusable. Follow the rules and avoid debits and complaints.

78. B/J not allowed on following.
- Medical pass.
  - Police & Jail warrants.
  - Duty cheque pass.
  - Any concession issued for specific purpose.
  - Rajdhani & Shatabdi trains.

### Important Railway Act 1989 :

<u>Section</u>	<u>Nature of Offence.</u>
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- |      |   |
|------|---|
| 53.  | Transfer of ticket is prohibited.   |
| 55.  | Traveling by train only with valid ticket.  |
| 137. | Traveling without ticket with intention to de-fraud railways.   |
| 138. | Traveling without ticket with no intention to de-fraud railways.  |
| 139. | Power to remove passengers who fails to pay due charges.<br>Ladies and children should be removed only at Junctions & day time. |
| 141. | Un-authorized alarm chain pulling.  |
| 142. | Punishment for transfer of ticket by any person.  |
| 143. | Carrying on business of un-authorized transfer of ticket.   |
| 144. | Prohibition on hawking and begging.   |
| 145. | Drunkenness or nuisance.  |
| 146. | Obstructing railway employee in his duty.   |
| 147. | Trespass in railway premises.   |
| 155. | Un-authorized entry into reserved coaches.  |
| 156. | Traveling on roof or foot board or engine of a train.   |
| 157. | Altering or defacing a railway pass or ticket.  |
| 162. | Entering into ladies compartments by male persons.  |
| 164. | Traveling with dangerous goods. (Explosives, inflammable etc.,)   |
| 165. | Traveling with offensive goods. (Wet skins, hides etc.,)  |
| 167. | Smoking prohibited in trains and railway premises.  |
| 179. | Arrest without warrant for above all sections.  |
| 180. | Arrest without warrant when refuses or gives false name and address.  |

### Important advise:

If you observe these advises, then you need not afraid of any body. You will be king and you can stand bravely in front of any body.

1. You are an Ambassador between passenger and railways.
2. Act accordingly and try to get good name from passengers.
3. Be polite and friendly with passengers.
4. Do not shout at passengers and do not get angry with them.
5. Help the passengers in whatever the way it is possible by you.
6. Do not be corrupted as far as possible.
7. Try to get passengers help and co-operation when you are in need.
8. All the coach passengers will be at your help when you are in need.
9. Always all passengers will support you only at all times.
10. Then you need not afraid, even though you are alone in the coach.
11. Instruct the passengers not to show their ticket or luggage to others, other than ticket checking staff.
12. During nights (sleeping hours) if any body else disturb them from their sleep apart from you, give them full liberty to "shout at that person and ask him to come for checking during day time".
13. During night hours do not sleep but relax yourself on your berth and be alert always.
14. Then you need not worry about any body.
15. If you observe these points, whenever you are on duty, you will be happy always.
16. You be a member in your own association (IRTCSO) and build up your association. It is like your own house. You have to maintain it.
17. Others (Sangh & Union) will not come and inter fear in your house matters. They may inter fear in your individual problem if any.
18. So do not depend upon them for your cadre problems.
19. You have to solve your cadre problems of your own, by the help of your own association (House and by its members).
20. To be happy while on duty and while in service, observe these golden rules. Then you will be happy always.

Few Examples:

1. Traveling without ticket. (Serial No. 1)

a) SBC to MAS by T. No. 6524 Exp. Detected at BWT in 2S class.

SBC to BWT Fare Rs 29 (70 Kms)

Penalty 250

R C 15

SSC 2

SFC NIL

BWT to MAS Fare 77 (292 Kms)

SSC 2

Total 375

Total distance SBC to MAS is 361 Kms.

b) SBC to NDLS by T. No. 2627 Exp.

Detected at HUP in Sleeper class.

SBC to HUP Fare Rs 91 (Minimum fare) 136 Kms.

Penalty 250

R C 20

SSC 20

SFC 20

HUP to NDLS Fare 489 (2344 Kms)

Total 890

Total distance SBC to NDLS is 2480 Kms.

2. Child without ticket. (Serial No. 2)

SBC to MYS by T. No. 6731 Exp. Detected at BID in 2<sup>nd</sup> class.

Total distance SBC to MYS is 139 Kms.

SBC to BID Fare Rs 11 (31 Kms)

Penalty 250

SSC 2

BID to MYS Fare 19 (108 Kms)

SSC 2

Total 284

3. IInd ord. Ticket holder traveling in IInd Exp T. No. 2725 Exp.  
(Serial No. 3)

SBC to TK ticket detected at TK. Distance is 70 Kms.

Exp Fare SBC – TK	Rs	29
Ord Fare SBC – TK		<u>14</u>
Diference of Fare		15
Penalty		250
SSC		2
SFC		<u>10</u>
Total		<u>277</u>

4. Un-exchanged IAFT – 1752 for Sleeper class. (Serial No. 26)

Warrant from SBC to NDLS. Distance is 2480 Kms.

Traveling by 2627 Karnataka Exp. Detected at HUP.

SBC to HUP	Fare	Rs 91	(Minimum fare) 136 Kms.
	RC	20	
	SSC	10	
	SFC	20	
	Penalty	<u>250</u>	
	Total	391	
HUP to NDLS	Free EFT	NIL	
	SSC	<u>20</u>	
	Total	<u>491</u>	

5. Authorized baggage given by defence is 200 Kgs. (Serial No. 46)

Warrant from SBC to JHS a distance of 2070 Kms.

Detected enroute or at destination, calculate as follow -

Actual weight carrying is 100 Kgs without free RR.

Railway gives FRA of 40 Kgs for all classes of warrants.

Difference is  $100 - 40 = 60$  Kgs.

Chargeable weight is 60 Kgs at single time of L Rate = Rs 337/-.

Auth: AFO 317/70 and Min of Rlys (Railway Board, NDLS)

Letter No. TC/69/12/18 dated 11-8-70.

6. Luggage measuring more than 100 X 60 X 25 Cms is not permitted to carry in the coach along with passenger. (Serial No. 58)

Ticket from SBC to MYS. Distance is 139 Kms.

Item measuring 110 X 70 X 40 Cms.

Formula for calculation  $\frac{110 \times 70 \times 40}{28000} = \text{Kgs} \times 4 = \text{Kgs}$ .

Therefore weight by volume = 11 Kgs X 4 = 44 Kgs.

Actual weight is = 25 Kgs.

Charge for 44 Kgs for 6 times of L Rate of Rs 39 = Rs 234/-

7. Bulky items. (Serial No. 63)

Actual measurement is 180 x 90 x 5 Cms.

Actual weight is 45 Kgs.

Formula for calculating volume weight,  $L \times B \times H \div 28000 \times 4 = \text{Kgs}$ .

$180 \times 90 \times 5 \text{ Cms} \div 28000 = 2.89 \text{ Kgs}$ . Rounded off to 3 Kgs.

$3 \times 4 = 12 \text{ Kgs}$  is volume weight.

Actual measurements are more than the given measurements.

So weight is to be doubled.

Volume weight is 12 Kgs. Actual weight is 45 Kgs.

Whichever is more, that is to be taken for charging.

Here 45 Kgs (actual weight is more) is to be taken.

Charge for 45 Kgs for a distance of 1000 Kms = Rs 159/- (L Rate)

It is to be doubled. So charge will be  $\text{Rs } 159 \times 2 = \text{Rs } 318/-$