



Office of the Principal Chief Commercial Manager
South Central Railway, Ministry of Railways, Government of India
Rail Nilayam, Secunderabad -500025 (Telangana)

No.C.568/G.11/TC/Miss

Date 09/07/2019

Senior Divisional Commercial Managers

Secunderabad, Hyderabad, Vijayawada, Guntakal, Guntur, Nanded

Sub:- Instructions to ticket checking staff and Booking clerks.

Various instructions on working of ticket checking squads
Already issued however due to slackness in complying, the
Following Instructions are reiterated.

- (01) On & Off Register should be maintained in a day wise format, Instead of name wise so that once an employee has signed in the on & off Register Interpretation of back dated entry can be avoided.
- (02) At important stations On & Off register may be kept at CTI/G/ Office or at CTI/Amenity office where round the clock working is available.
- (03) For Sectional squads it may be kept in the Booking office, to Prevent proxy attendance. Staff should be advised to sign in Full, all the In-charges are advised to monitor regularly, the Movements of the ticket checking staff and cross check entries in on & off register.
- (04) All the ticket checking staff to maintain On & Off register as per the format given below with the following columns.

Sign On

| Date | Name | Disgn | Private Cash in words and figures | Time | Train No/out | Signature of the staff | Remarks |
|------|------|-------|-----------------------------------|------|--------------|------------------------|---------|
| | | | | | | | |

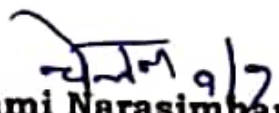
Sign Off

| Date | Name | Disgn | Time | Train No/in | Total No of Cases | Total Amount | Signature of the Staff | Inspectiona officials signature |
|------|------|-------|------|-------------|-------------------|--------------|------------------------|---------------------------------|
| | | | | | | | | |

- (05) All the ticket checking staff should submit Com 8 F invariably along with their " TA " bills every month.
- (06) Strict instructions all ready given to all booking offices vide letter No C.568/G11/TC/miss/JPO dated 09/01/2019 that all the booking staff not to accept TTEs Cash without the EFT books the cash should be accepted by the booking clerk only if EFT book is presented along with the cash for making the endorsements on the back side of the last used record EFT foil. Booking staff/ticket Checking staff if fail to follow this procedure should be Suitably counselled/warned/taken up under DAR.
- (07) All the ticket checking staff should submit their monthly EFT returns on time and CTI In-charges should check Their monthly returns and ensure timely submission.
- (08) CTI-In charges monitor earnings of ticket checking staff on Day to day basis vis-a-vis their monthly targets, and to Ensure cover all the sections of their jurisdictions including Branch lines and less potential sections.
- (09) Instances of bulk realizing ticket checking earnings in few days, and nil earnings or meager earnings on other days will be viewed Seriously. Day wise performance/earnings and TA journal to be checked at appropriate level. This is to maintain steadiness in EFT cases and earnings throughout the month.

The above instructions should be followed strictly by all concerned

This has the approval of Competent authority.


(Ch. Lakshmi Narasimham)

SCM/G/SC

For Principal Chief Commercial Manager

South Central Railway.

सिकंदराबाद.

SECUNDERABAD.

C/CTI-Incharges ; - To circulate among staff and obtain acknowledgement