

SOUTH CENTRAL RAILWAY - VIJAYAWADA DIVISION  
Office of the Divisional Railway Manager (Commercial), Vijayawada.

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No: B/C 568/TC/Staff/EFT/2019

Date:04/9/2019

To

**All CTIs/COR's/TTE's/CBSR's/BC's over BZA Division.**

Sub: JPO Regarding remittance of cash collected by TTE's/ Commercial staff and its correct accountal-reg.

Ref: Sr. DCM/BZA Lr No: B/C 568/TC, dated 12/4/2018.

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With reference to the above subject, Sr. AFA/T/SC advised that the monthly returns being submitted to accounts office with simple remarks as NO MONEY RECEIPT without any explanation from the concerned TTIs by the CTISL/BZA i.e. whether they have remitted with booking office or not. The CTIs who verifies the monthly return without verifying/ comparing remitted amount with accounts foils. Deviation of Commercial Circular 40 of 2013 vide items no. 5('c) says that '**the CTI shall compare the total amount shown in the summary of the money receipt with the total**'.

As per the Joint procedure Order (JPO) No 01/2018 (enclosed) regarding remittance of cash collected by TTE's/Commercial staff and its correct accountal are not following by the ticket checking staff. In this regard all ticket checking staff working over BZA Division are instructed to follow as instructed in JPO.

The above instructions are issued time to time from this office. The instructions are once again reiterated that all the ticket checking staff who are drawing EFT books should follow the procedure prescribed in JPO strictly. It is also advised that any lapse on the part of ticket checking staff in this regard will be viewed seriously.

Note and notify to the ticket checking staff working under your control, through SOB under clear acknowledgment.

Enclosed: as above

for Sr.DCM/BZA

Copy to: Sr.AFA/T/SC, for kind information please.

South Central Railway

Divisional Office,  
Commercial Branch,  
Vijayawada

No.B/C.568/TC

Date:12.04.18

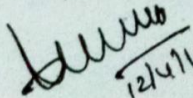
**All CTI's,TTE's,COR's,CBSR's over BZA division**

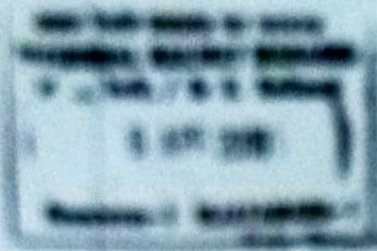
Sub: JPO regarding remittance of cash collected by TTE's/Commercial staff and its correct accountal-Reg

Ref: PCCM/SC letter No C.568/G.II/TC/MISC/JPO Dt:03.04.2018

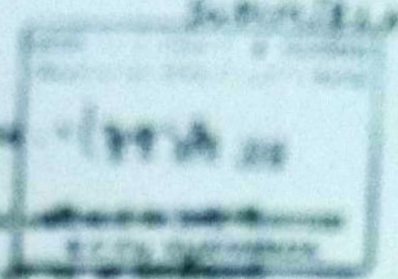
Copy of JPO NO 01/2018 regarding remittance of cash collected by TTE/Commercial staff and its correct accountal are enclosed herewith

All Ticket checking staff/commercial staff please note and act accordingly.

  
12/4/18  
(K.Rajendraprasad)  
Divisional Commercial Manager  
For Sr.DCM/BZA



**UNIT PROGRESS REPORT**



UNIT PROGRESS REPORT  
UNIT NAME: ...  
PERIOD: ...

The unit progress report is being used to inform the parents of the progress of their child's education at the ...

Items to be filled in by the teacher are as follows:

- 1. Family contact information of all family members
- 2. Description of child's progress in the classroom
- 3. Description of child's social skills development
- 4. Description of child's behavior in the classroom
- 5. Description of child's academic achievement
- 6. Description of child's attendance
- 7. Description of child's health
- 8. Description of child's interests
- 9. Description of child's strengths
- 10. Description of child's needs

The teacher should be given a copy of this report and the following paragraphs should be followed:

**1. Purpose of Report**

- a. The report should be given to the parents of the child.
- b. The report should be given to the parents of the child at the time of the child's progress report.
- c. The report should be given to the parents of the child at the time of the child's progress report.
- d. The report should be given to the parents of the child at the time of the child's progress report.

*[Handwritten signature]*

*[Handwritten signature]*  
Date: ...

REGIONAL RAILWAY MANAGER  
S. C. Ry. / S. C. Railway  
6 APR 2018  
VIJAYAWADA-1 VIJAYAWADA-1

Sr. DCM/B2A  
6 APR 2018  
S.C.Ry. VIJAYAWADA.

**JOINT PROCEDURE ORDER** No. 1708

Sub. Remittance of cash collected by TTE's/Commercial staff and its receipt  
accountal.  
Ref: Railway Boards letter No. 99/TG-V/21/13 (CC No. 54 of 2009) dated  
13-9-2000 and Railway Board's letter No. 99/TG-V/21/13 (CC No. 53 of  
2012) dated 31-08-2012

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This joint procedure order is being issued in order to lay down the procedure for receipt and maintenance of EFT books, remittance of cash, and submission of Returns, Check of EFT/Money value books by commercial staff working at stations or on trains.

Some of the often repeated irregularities are as under:-

- i) Delay in submission of EFT returns by TTEs/Commercial staff.
- ii) Fraudulent use of passenger foils by Commercial staff.
- iii) Non-usage of double sided carbon papers while preparing EFTs.
- iv) Overwriting, erasing or marking illegible entries in EFTs.
- v) Not intimating of the serial number of books issued to TTEs by CTIs to Traffic Accounts office.
- vi) Lack of monitoring of timely submission /return of completed books from the TTEs by CTIs.
- vii) Issue of more than two books to TTE at one time.
- viii) Non remittance of cash in time by TTEs/Commercial staff.
- ix) Non-compliance of the procedure of remittance of Government cash by TTEs/Commercial staff.
- x) Improper stamping of money receipts and EFT books by Stations.
- xi) Improper issue of EFTs due to misplacement of carbon in EFTs.
- xii) Incomplete PNR No. is written on EFTs.

To ensure prompt & correct accountal of EFTs and remittance of cash, the procedure prescribed in the following paragraph should be followed strictly:

**1. Action by TTEs:**

- a) He/She shall draw EFT books only from the nominated CTI.
- b) He/She shall at the time of drawing of EFT book, check the numbering of the book duly stamped on each foil and certify the correctness thereof 'all foil intact' on the back of the record foil of the last foil of the EFT book. In case of any discrepancy, the same shall be recorded on the back side of record foil of the last foil of the book & signature of the CTI obtained in token of its correctness.
- c) He/She shall prepare legible EFTs, using double sided carbon. No overwriting will be permitted on EFTs. Instead, such EFT should be cancelled and fresh one should be issued.
- d) He/She shall deposit the amount realized through EFTs immediately at the station where his/her duty terminates, even when terminating station falls on foreign Railways.

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Sr. DCM  
DCM-I  
DCM-II  
ACM-I Page 1 of 6  
ACM-II  
CHCS Passenger

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- e) TTE shall give Cash Remittance Memo (CRM) in duplicate. In this CRM, all relevant deposits details such as TTE's name, Headquarters & PF No. , EFT No's from.... To Stations, issue date, break up of 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 breakup of the remittance and hand over the money receipt to the TTE. The booking clerk shall mention the UTS money receipt No and date on the duplicate copy of the CRM in token of correctness of the entries recorded therein under clear signature and 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 EFT used. Amount of GST should be furnished along with name of station where cash is being remitted. BC will also mention the UTS money receipt No. Cash collected and date under his/her full signature & clear/legible station stamp on the back side of last record foil of EFT used.
- f) The TTE shall not keep more than one local and one foreign EFT book at a time. He/She may however draw the third book only if 5 or more blank foils are left in the previous book.
- g) He/She shall submit his monthly returns in duplicate latest by 4<sup>th</sup> of the following month to the CTI comprising of the following statements.
- Accounts copies of the EFTs.
  - UTS Money Receipts.
  - Summary of EFT returns.
  - Summary of money receipt.
  - Name of the station where cash is remitted.
- h) He/She shall return the EFT books to CTI as and when it is consumed. He/she should also return the used/unused EFT books in case of transfer, suspension, proceeding on leave for a period of more than 15 days.
- i) The following procedure should be adhered in dealing with the cases of loss of EFT book:
- The staff, whose EFT book has been lost should lodge a complaint of lost EFT foils with No's at the nearest GRP or Police station within the limits of which the EFT book is lost and obtain FIR no and shall immediately issue XXR message on the same day to the CTI of the base station, Divisional office & Traffic Accounts Office giving details of the lost book/foils, along with FIR no.
  - The copies of the complaint lodged, FIR registered and the XXR message sent shall be preserved by the TTE for producing the same during the enquiry to be held subsequently.
- j) The TTEs manning First Class & AC class coaches should collect GST @ 5% on full fare of the class of travel as due from the passenger, in the event of providing accommodation by collection of difference of fare.

**2 Action by CBS/BC:**

- The Booking Clerk after receipt of cash shall generate a UTS money receipt duly feeding breakup of the remittance and hand over the money receipt to the TTE.
- The Booking clerk will acknowledge one copy of cash remittance memo (CRM) given by TTE and keep record foil for ready reference.

*Sudhak*

*[Signature]*

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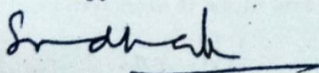
- c) He/She shall endorse on the last page of EFT book pertaining to the remittance showing the amount collected and UTS receipt No and put clear and legible station stamp with his signature in full and date.

**3 Records to be kept by CTI:**

- a) He/She shall keep proper account of blank EFT book received and keep them in safe custody.
- b) He/She shall maintain TTE wise register showing serial number of EFT book issued and received back with dates thereof.
- c) He/She shall keep the EFT books returned by the TTEs, for 3 years serially arranged under safe custody.
- d) If any debit is outstanding against TTE regarding any EFT book, the particular EFT book shall be kept under safe custody beyond 3 years till the debit is cleared.
- e) The Traffic Accounts Office debits must be admitted on receipt of the errorsheet, after verification of the particulars furnished therein and the proposed month for commencing recovery of debits may be advised to Traffic Accounts Office in written. In case of any dispute over debits, reasons for such disputes must be furnished to Traffic Accounts Office.
- f) Copy of statement of Home Railway TTE's making remittances on Foreign Railway should be sent to EFT section of Traffic Accounts Office along with the monthly returns, in order to raise debits on Foreign Railways in time.

**4 Checks to be exercised by CTI's:**

- a) He/She shall check whether the TTEs and the Booking clerks are maintaining records properly and following the procedure detailed above.
- b) He/She shall check that TTE returns contain all the five items, mentioned vide para-1(g) above, have been submitted by the TTE failing which he will not issue a fresh EFT book and will not certify the TTE's TA bill for the month.
- c) He/She shall compare the total amount shown in the summary of the UTS money receipt with the total shown in the summary of the EFTs. In case of discrepancy, he/she will get it reconciled before forwarding the returns to Accounts.
- d) In case of loss of EFT Book reported by TTE, CTI shall ensure the procedure as envisaged in the Railway Board's Commercial Circular No. 8 of 2007 is followed.
- e) He/She shall issue one local and one foreign EFT book at a time to TTE & will not issue a third book unless the previous one is returned. However a third book may be issued if 5 or more blank foils are left in the previous book. CTI/General or Senior most Incharge CTI of the division/Depot will check the returns of the CTIs and certify before forwarding to Traffic Accounts
- f) Issue of EFT on loan basis if EFT book is completed at a station of other Division/Railway should be entered in money value book Register and to be informed to Traffic Accounts office.
- g) He/she shall after exercising the checks as per items (b & c) above forward one copy of returns of all TTEs working under his control to Traffic Accounts office by 15<sup>th</sup> of the following month and retain the second copy as record copy.





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5. Statement to be submitted by CTIs to Sr.DCM:

- a) He shall prepare a monthly statement in triplicate showing the names of TTE's who have not submitted returns in time or who have not deposited the used EFT books during the last month. One copy will be sent to Sr. DCM and the second to Traffic Accounts office.
- b) He shall prepare a monthly statement in triplicate of the EFT books received from the printing press or received on loan in unavoidable circumstances. One copy will be sent to Sr.DCM and second to Traffic accounts office.
- c) He shall prepare monthly statement in triplicate showing the names of TTEs having outstanding amounts with them. One copy will be sent to Sr.DCM and second copy to Traffic accounts and one copy will be retained as record copy.
- d) He shall prepare monthly statement in triplicate showing the names of TTEs joined/relieved in the last month at his HQ indicating the new place of posting or from where they have joined sending one copy to Divisional office, one to the nominated station collecting cash and one to Traffic Accounts.
- e) He shall prepare quarterly statement of TTEs working under him in triplicate retaining one copy as record and forward one to Sr.DCM and the other to Traffic Accounts. He will after exercising the checks as per items(b) &(c) above forward one copy of the TTE return to Traffic Accounts & retain the second as record copy.
- f) He/She shall report the loss of EFT book to Traffic Accounts Office and to Sr. DCM for publication of loss of EFT books with Folio Nos in Railway Gazette duly acknowledging the TTEs copy with date and signature.
- g) He/She should also ensure that the debits outstanding against the TTEs, who has been transferred to other Divisions, are transferred through a debit memo to the Division where he is posted.
- h) In case of loss of EFT books of TTEs, a report for last 3 years (month wise) earnings of the TTEs should be made available to the ACM/ AFA coaching at the time of enquiry as per Railway Board Instructions.

6. Action by DRM Office:

- (a) It shall maintain CTI- wise register showing the date of receipt of TTE monthly returns with the name of TTEs whose returns have not been received.
- (b) It shall forward the TTEs monthly returns as also the TTE wise statement received from the CTI as per Para-5(a) above to the Traffic Accounts Office on or before 15<sup>th</sup> of the following month per bearer acknowledgement and seal of the Traffic Accounts office showing the date of delivery.
- (c) Severe action shall be taken against the defaulting staff who fail to deposit the return in time or delay in submitting the used EFT books. A Head quarter wise list of outstanding, list of defaulting staff will be prepared for the information of senior officers.
- (d) He should ensure that the Service Records of the TTEs duly updated and made available at the time of conducting enquiry into the loss of the EFT book and also acknowledged copy of message given for the loss of EFT foils and reply given by GRP/Police station based on the FIR lodged by the TTE.
- (e) At the time of retirement of TTE, he/she shall obtain no dues/debits raised certificate from the Traffic Accounts Office.
- (f) Sr. DCM's may ensure strict supervision of TTEs and strong punitive measures be taken as a deterrent whenever any lapse is detected.

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**6A. The following procedure shall be adhered to in dealing with the cases of loss of EFT book by divisional office.**

- (a) The staff, whose EFT book has been lost shall immediately issue XXR message on the same day to CTI at the base station, division office and Traffic Accounts Office, giving details of the lost book/foils.
- (b) On receipt of the message, the divisional office shall arrange to notify the loss through Railway Gazette warning the staff to guard against the fraudulent use of missing tickets and to CCM & FA&CAO/T of all railways including Home Railway to instruct the staff concerned to be on look out for the tickets in daily collection & to question the persons found in possession of such tickets as to source thereof & send a report of action taken & outcome within a month's time.
- (c) Apart from the above, a committee should be constituted comprising ACM of the concerned division & AFA of Traffic Accounts Office who shall make arrangement to conduct enquiry based on FIR & relevant collateral evidence/documents to ascertain the cause of loss.
- (d) The committee shall examine the material on record including outcome of the notification referred to in para (b) above, service record of the employee concerned, his general performance including earnings during the last 3 years taking in to accounts cases of short & delayed cash remittances & other irregularities.
- (e) Enquiry report of the committee should be put up to DRM within one month of its constitution.
- (f) However, if the enquiry establishes negligence on the part of employee, action under D & AR for major penalty may be initiated. Recovery for the loss of EFT book as assessed & advised by Traffic Accounts branch may be ordered by the divisional office from the Salary of the Employee within 2 months of the reported loss. D & AR action has no bearing on the recovery of the loss from the employee.
- (g) In case of the report of the Enquiry Committee does not hold the employee responsible for the loss & the result of the enquiry shows that the tickets were lost due to fire, dacoits, floods, any other genuine cause i.e. Circumstances beyond the control of the employee. A proposal to write off the actual loss may be prepared by DRM & forwarded to CCM for further processing in consultation with FA&CAO/T & AGM. The debits raised by Traffic Accounts Office towards value of missing tickets, shall, however be withdrawn.
- (h) In case where EFT book/foils reported lost and subsequently found misused, the matter shall be reported to Traffic Accounts Office & debit shall be raised for the value of the lost tickets against the concerned staff, besides taking him/her up under D & AR suitably.

**7. Checks to be exercised by TIAs:**

- a) He shall check whether the TTEs, CTIs and Booking clerks are following the procedures laid by Railway Board from time to time, records are properly maintained
- b) He shall check, for the day(s) during the TIA's check, the amounts shown in the record foils of EFTs with the amounts shown in the record copy of summary of EFTs submitted with the monthly returns.
- c) He shall check, for the day(s) during the TIA's check, the amount shown in the record foils of EFTs with the amount shown in the cash remittance memo pasted in the EFT books.

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- d) He shall check, for the day(s) during the TIA's check, from the CTI register that the completed EFT books having been received by CTI and are kept under safe custody.
- e) TIA shall check, while inspecting a station at which TTEs are headquartered, the continuity of number of unused EFT foils of EFT books which are in use by TTEs, as is done in the case of checking of EFT books at the station.

**8. Action by Traffic Accounts Office:**

- a) It shall check the continuity of serial number of EFTs from the Accounts foil of the EFTs received with TTEs monthly returns.
- b) It shall check if the returns have been received in time.
- c) It shall check the serial Number of the EFT books shown in the TTEs monthly returns with the dispatch advice of the Blank EFT books received from printing press. The check should also include accountal of complete supply from Printing press by the CTI.
- d) It shall check the totals of the amount collected against each EFT book with the total of amounts remitted under the Money Receipts.
- e) It shall check the EFTs for selected days for which checks are exercised, correctness of the route, number of passengers and the fare shown therein.
- f) It shall exercise necessary checks as provided in the code for the Traffic Accounts Department.
- g) It shall raise debits against TTE's for unaccounted EFT's at II class fare rates for the farthest station on the home railway in case of local EFT and the farthest junction in foreign Railway in case of Foreign EFTs.
- h) Dy. CAO/T may follow-up TIA's reports on deficiencies in the system and ensure that there is no arrears in internal check of TTE's returns.

*G. Sridhar*  
(G. SRIDHAR)  
Dy. CAO/T 23/3/18

*P. Sreenivasa Kumar*  
(P. SREENIVASA KUMAR)  
Dy. COMMERCIAL MANAGER (G)

SOUTH CENTRAL RAILWAY

Head Quarters office  
Commercial Branch  
Rail Nilayam  
Secunderabad  
Date: 23-03-2018

No.C.568/TC/FC/MISC/JPO

Copy to: DRM/SC,BZA,GTL,GNT,NED,HYB for information please  
PCCM,PCOM,CCM/PS,CCM/PM,CCM/FS,CCM/C&PS,  
SDGM/SC, PFA/SC, FA&CAO/T/SC

Sr.DCM's & Sr.DFM's/ SC,HYB, BZA,GTL, GNT,NED for information Please  
& Circulate to all

*P. Sreenivasa Kumar*  
For PCCM/SC