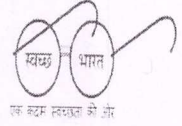


EAST COAST RAILWAY

Office of the Principal Chief Commercial Manager
Rail Sadan, North Block, Chandrasekharpur, Bhubaneswar-751017



ZONAL COMMERCIAL CIRCULAR
No. 76(C) of 2018
(COACHING)



No.CCM/100/ chg. Circular /Pt- XI/18

Dated: 23.08.2018

To

All SM's/CBSR's/CTI-in-Charge of Divn./CTI Squad-in Charge/CTI station /CTI-IC-KUR,WAT & SBP over East Coast Railway.

Sub: Remittance of cash collected by TTE's and its correct accountal.

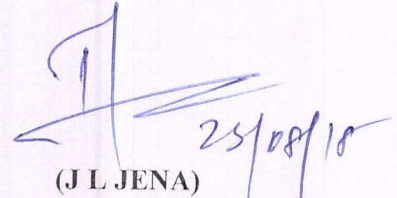
- Ref:** 1. Railway Board C.C letter No. 99/TG-V/21/13 dt. 31.08.2012 (CC No. 53 of 2012)
2. Railway Board C.C letter No. 99/TG-V/21/13 dt. 13.09.2000 (CC No. 54 of 2000)

In reference to the above referred Commercial Circular No.53/2012 dated: 31.08.2012 & 54 of 2000 dated: 13.09.2000 a joint procedure order in connection with the remittance of TTE's cash at out station locations have been jointly issued by Commercial department and Traffic Accounts department is hereby enclosed for necessary circulation among all concerned and for strict compliance of the same w.e.f 01.09.2018.

Necessary action may be taken accordingly under intimation to all concerned.

Authority:-Railway Board letter No.99/TG-V/21/13 dated 31.08.2012 & RB letter No. 99/TG-V/21/13 dated 13.09.2000

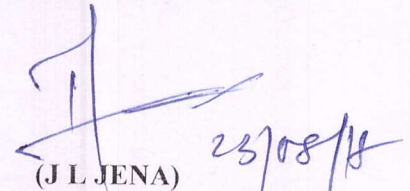
Encl: As above of five pages.


(J L JENA)

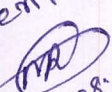
Dy. Chief Commercial Manager (PS&Plg.)
For Principal Chief Commercial Manager

Copy to:

PCCM:SER/SECR/NR/ER/**PCOM** ECoR/**SER/ER/SECR/NR,PFA/ECOR/SER/ER/SECR/NR**,Dy.CVO(T)/
BBS,**DRMs:**WAT/KUR/SBP,**SrDCMs:**WAT/KUR/SBP,**SrDOMs:**WAT/KUR/SBP,**SrDFM:**WAT/KUR/SBP
Dy.CCO/ECoR/BBS,FACAO(T)/Dy.FA&CAO(T)/ECoR/BBS,GRC,ED/CRIS,Chanakyapuri/NewDelhi-
110021, MD/CRIS, New Delhi.


(J L JENA)

Dy. Chief Commercial Manager (PS&Plg.)
For Principal Chief Commercial Manager

Computed
&
Verified

23.08.18

JOINT PROCEDURE ORDER

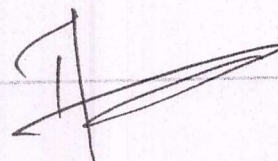
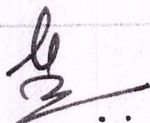
Sub :- Remittance of cash collected by TTE's and its correct accountal.

Ref:- 1. Railway Board's Letter No.99/TG-V/21/13 dt-31.08.2012 (CC no. 53 of 2012)

2. Railway Board's Letter No.99/TG-V/21/13 dt-13.09.2000 (CC no. 54 of 2000)

1. Action by TTE

- (a) He/She will draw EFT books only from the nominated CTI in-charge.
- (b) He/She will, at the time of drawing an EFT book, check the numbering of the books duly stamped on each foil as well as watermark on each foil and certify the correctness thereof 'All foils intact & in serial' on the cover of the EFT book. In case of any discrepancy, the same shall be recorded on the back side of the record foil of the last foil of the EFT book as well as in remark column of stock book & signature of the CTI obtained in EFT & stock book as token of its correctness.
- (c) He/She will 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) **TTE shall deposit the amount realized through EFTs issued immediately at the station where his/her duty schedule terminates** (either it comes in home railway or foreign railways). For instance, say a TTE with headquarter at KUR(ECoR) performs outward journey on duty to HWH(SER), takes rest, performs 2nd part of duty schedule in another train and proceeds from HWH(SER) to KGP (SER) and later after rest taken up 3rd part of duty schedule in another train at KGP(SER) to KUR(ECoR) terminates duty at KUR(ECoR). In this entire duty round, TTE shall remit cash at the end of each schedule i.e. at HWH(SER), KGP(SER) and KUR(ECoR).
- (e) TTEs will prepare Cash Remittance Memo (CRM) in duplicate. In this CRM, all relevant details such as TTE's Name, designation, Headquarters, PF no., EFT No's from -- to, EFT issue date from - to, breakup of the total earnings, i.e. fare, penalty, unbooked luggage earnings and total thereof should be prepared in duplicate and one(original) copy should 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 number and date on the duplicate copy of the CRM in token of correctness of the entries recorded therein under clear signature/station stamp. The Booking Clerk should preserve the original copy of CRM along with Daily Reports. The TTE shall deposit the used EFT books to CTI along with the used CRM books.



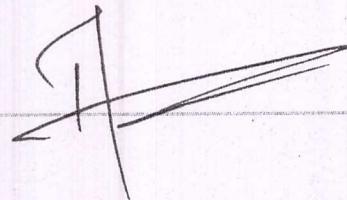
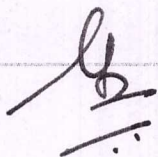
- (f) Stationary ticket checking staff shall deposit their earnings at their respective headquarter. However when a stationary ticket checking staff is temporarily deputed away from his headquarter he/she will deposit daily earnings at deputed headquarter.
- (g) **The TTEs shall personally verify/tally the details and stationary number of UTS MR with the machine (UTS) printed number in the UTS money receipt to avoid wrong feeding of data and mismatch of MR.**
- (h) The TTE will not keep more than Two EFT books at a time. He/She may however draw the third book only if 5 or less blank foils are left in the on hand book (i.e. 1st book).
- (i) He/She will submit his monthly returns in duplicate latest by 7th of the following month, to the CTI comprising the following statements-
- (1) Accounts copies of the EFTs
 - (2) UTS Money Receipts
 - (3) Summary of EFTs i.e. Excess fare ticket return (Com. R-19).
 - (4) Summary of UTS money receipts in the prescribed format (Annexure – A).
- (j) He/She will, in case of loss of an EFT book, lodge a report with the nearest GRP post & simultaneously reporting it to CTI quoting FIR number.
- (k) He/She will 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.

2. Action by Booking Clerk

- (a) The Booking Clerk, after receipt of cash & CRM, shall generate a UTS money receipt duly feeding the details of CRM including breakup of remittance and hand over the money receipt to the TTE.
- (b) The Booking Clerk shall mention the UTS Money Receipt number and date on the duplicate copy of the CRM in token of correctness of the entries recorded therein under clear signature/station stamp. The Booking Clerk should preserve the original copy of CRM along with Daily Reports.
- (c) **The CBS will submit a copy of monthly reports of TC money receipt to CTI.**
- (d) **The CBS must ensure that the earning of TC (Stationary staff) and TTE (Amenity & Squad) should be deposited under TC - MR & TTE – MR head in UTS respectively.**
- (e) The Booking Clerk should preserve the original copy of CRM along with Daily Reports.

3. Records to be kept by CTI

- (a) He/She will keep proper account of new EFT books received in stock book of money value books after proper verification and counting the EFT foils and keep them in safe custody.



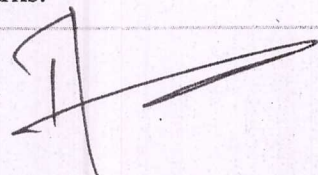
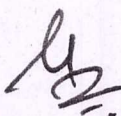
- (b) He/She will maintain TTE-wise register showing serial number of EFT book issued and received back with dates thereof with clear acknowledgement of the TTE.
- (c) He/She will keep the EFT & CRM books returned by the TTEs, for last 3 years serially arranged under safe custody.
- (d) If any debit is out-standing against TTE, concerning any EFT book, the particular EFT book shall be kept under safe custody beyond 3 years, till the debit is cleared. In case of any EFT transaction involved with Accounts, Audit, Vigilance or Court Case, the particular EFT book and the concerned cashbook etc. should be kept in safe custody of CTI with separate entry in a register.

4. Checks to be exercised by CTI

- (a) He/She will check whether the TTEs and the Booking Clerk have taken action, maintained records & submitted returns and statements prescribed under 1 & 2 above.
- (b) **He/She will check that TTE returns contain all the four items of 1(i) 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 will compare the total amount shown in the summary of the UTS money receipts with the total shown in the summary of the EFTs and in case of discrepancy will get it reconciled before forwarding the returns to Accounts.
- (d) He/She will, after exercising the checks as per item 4(b) & 4(c) above, forward one copy of TTE returns to Accounts & retain the second as record copy.
- (e) In case of loss of EFT book reported by TTE, CTI shall ensure/follow up action as envisaged in Railway Board's Commercial Circular No. 8 of 2007 - CCM's circular no. 33(C)/07 dated 09.02.2007 (Copy enclosed)
- (f) He/She will issue Two EFT books 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 less blank foils are left in the on hand book.
- (g) **He/She will ensure whether the amount realized by TTE has been submitted immediately after completion of duty as per para 1(d).**

5. Statement to be submitted by CTI to Sr.DCM/DCM

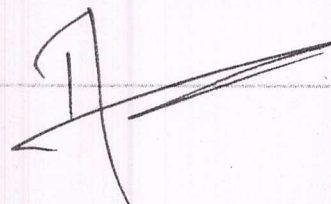
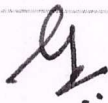
- (a) He/She will prepare a monthly statement in triplicate showing the names of TTEs who have not submitted returns in time or who have not deposited the used EFT & CRM books during the last month. One copy will be sent to Sr.DCM and the second to Accounts Office mentioning the following – Name, Designation, Headquarters, PF No, details of pending returns & details of EFT books not submitted and the reason thereof..
- (b) He/She will submit a summary of TTEs deposited the returns mentioning the following – Name, Designation, Headquarters, PF No, Months and Remarks.



- (c) He/She will 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, second to Accounts and 3rd to be kept as record.
- (d) Issue of EFT on loan in unavoidable circumstances to other station/Division/Zone should be entered in the stock book for money value books. One copy for the same will be submitted to Account Office & second to Sr. DCM office.
- (e) He/She will prepare monthly statement of TTEs having outstanding in triplicate showing the names, designation, PF number & outstanding amount. One copy will be sent to Sr. DCM and the second copy to Accounts and one copy will be retained as record copy.
- (f) He/She will prepare monthly statement in triplicate showing the names of TTEs joined/relieved or retired in the last month at his/her HQs indicating the new place of posting or from where they have joined, sending one copy to Divisional Office and the second copy to Accounts and one copy will be retained as record copy.
- (g) He/She will prepare a quarterly statement in duplicate showing the names of TTEs working under him retaining one copy as record and forward the other to Accounts.
- (h) He/She will submit a monthly statement of individual earning of all TTEs separately for Amenities, Squad and Station staff with man days.
- (i) He/ She will submit a copy of monthly reports of UTS TC-MR received from Booking office to the Account office.**
- (j) He/She will submit a copy of monthly statement mentioned in 3(b) to A/c office (showing the details of EFT issued to TTEs).

6. Action by DRM Office.

- (a) It will maintain base wise register showing the dates of receipt of TTE monthly returns with the name of TTEs whose returns have not been received.
- (b) It will forward the TTEs monthly returns as also the statements received from CTI as per para - 5 above, to the Accounts Office and obtain acknowledgement with seal of the Accounts Office showing the date of delivery.
- (c) Proper action will be taken against defaulting staff who fail to deposit the returns in time or delay in submitting the used EFT books. A Headquarter-wise list of outstanding list of defaulting staff will be prepared for the information of senior Officers.
- (d) It will initiate action under DAR/recovery proceedings on receipt of CTI's report on loss of any EFT book by a TTE and arrange to publish the same in the Gazette. Such recoveries are completed in shortest possible time.
- (e) Proper action will be taken against defaulting staff who fail to deposit the amount realized through EFT immediately at the station where his/her duty schedule terminates.**

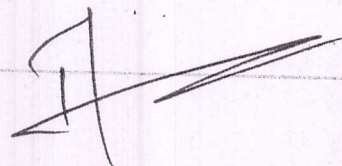
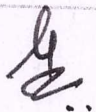


7. **Checks to be exercised by TIAs.**

- (a) He/She will check whether the TTEs, CTIs and Booking Clerks have taken action, maintained records and submitted returns and statement as prescribed under point 1 to 5 above.
- (b) He/She will check, for the day the check is executed, the amount shown in the record foils of EFTs with the amount shown in the record copy of summary of EFTs submitted with the monthly returns.
- (c) He/She will check, for the day the check is exercised, the amount shown in the record foils of EFT with the amount shown in the CRM.
- (d) He/She will check from the CTI register that the completed EFT & CRM books have been received by CTI and are kept under safe custody.
- (e) He/She will check whether the amount realized has been submitted immediately after completion of duty as per para 1(d).

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

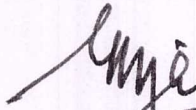
- (a) It will check the continuity of the serial number of EFTs from the Accounts foil of the EFTs received with TTEs monthly returns.
- (b) It will check if the returns have been received in time.
- (c) It will check the serial number of the EFT books shown in the TTEs monthly returns with the dispatch 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 will check the totals of the amount collected against each EFT book with the totals of amounts remitted under the UTS Money Receipts.
- (e) **It will verify/tally the stationary number of UTS MR with the machine (UTS) printed number in the UTS money receipt to arrest the fraudulent activities.**
- (f) It will check TTE-wise remittances in a month shown in the TTE monthly returns with the amount reflected in the new report designed by CRIS. {As per Railway Board Comm1 Circular No.53 of 2012 dtd. 31.08.2012 para No.4.3, "A new daily/ Periodical/ Monthly Report designed by CRIS that gives TTE- wise (with their PF No) remittances made at various station either within the same zone or at other zonal railway. This shall facilitate easy reconciliation of TTE returns submitted. The report should be generated zone wise and TTE's Headquarter wise." The date of incorporation of the report will be intimated by CRIS, after that the same should be implemented. }
- (g) It will check the EFTs for selected days for which checks are exercised, correctness of the route, number of passengers and the fare shown therein.



- (h) It will exercise necessary checks as provided for in the Code for the Accounts Department.
- (i) It will raise debits against the station for unaccounted EFTs at II class fare rates for the farthest station on the Railways in case of local EFT and the farthest junction with the Railway in case of foreign EFTs.

JPO No.- 2018/JPO/TTEs/Cash Remittance/

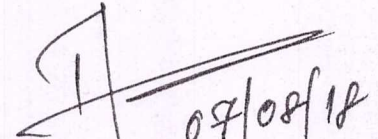
Dtd. 07.08.18


07/08/2018

(G.R. Singh)

Dy. FA & CAO(T)

For FA&CAO(T)


07/08/18

(J.L. Jena)

Dy. CCM (PS&Plg.)

For PCCM/ECOR

