

Commercial Circular No.158 of 2016
Draft Notification for TRC No.8 (General) of 8/2016

Sub: System Improvement in management of earning contracts
Ref: Commercial circular no: 234 of 2013 dt: 16.12.13

This office vide Commercial circular under reference has issued guidelines for System improvement in management of Earning contracts wherein clear instructions were issued with regard to remittance of Sundry earnings to proper Accountal Heads.

However, it is observed that the remittances at stations through UTS are not being done through the prescribed Main option/sub-option of UTS Money receipt form thereby resulting in improper accountal of Sundry earnings. Therefore it is instructed that the station staff receiving/remitting the earnings from various commercial contracts should follow the instructions detailed below for remittances.

Sl.No	Earnings segment	Main option No.	Head under Main option	Sub option No. under main option	Head under sub option	Earnings will be accounted to Head
a	b	c	d	e	f	g
1	Retiring rooms/Dormitories	1	Railway staff payment	5	Retiring rooms	Z-221
				11	Dormitory	Z-221
2	License fees from Bookstalls, Chemist stalls, Misc stalls, ATMs and Pay & Use toilets	2	Licensee Payment	4	Book stalls license fees	Z-655
	License fees from STD/PCO booths			5	STD/PCO booth license fee	Z-653
	License fees from Catering contracts & <u>Sales at Jan Aahar stalls at stations</u>			6	Catering license fees/Fines	Z-331
	License fees from Vehicle parking contracts			7	Parking license fees	Z-246
	License fees from Commercial publicity contracts			8	ADS (Commercial publicity)	Z-610
	License fees from 3/4 wheeler parking contracts			12	Auto/Car/Cart license fees	Z-246
3	Fines on littering and smoking at railway premises	8	Others	4	Others	Z-652

Example: When the license fees from Vehicle parking contracts have to be remitted, the remittance should be done through Money Receipt form. In MR form, the booking clerk should opt for Main option No.2 (licensee payment) & in that sub option sl. No. 7 (parking license fees). The earnings remitted through the above menu option only will be accounted in Z-246 (parking earnings). **Similarly, if the remittance is of catering license fees, in the Main option no.2 (licensee payment), the sub option form would be sl. No. 6 (Catering license fees/fines) for accountal to Z-331.**

Please note and act accordingly.

Previous circular No.157 – Sub: Revised chargeable distances of new BG line between NDL-YA section of GTL division.



(D.Narasinga Rao)
Dy.CCM/G
for Chief Commercial Manager

Headquarters Office
Commercial Branch
Secunderabad.

No.C.300/GI/Parkding/Policy/Vol.XIV.

Date 09-08-2016.

Copy to:

DRMs/SC, HYB, BZA, GTL, GNT, NED

Sr.DCMs/SC, HYB, BZA, GTL, GNT, NED

Sr.DFMs/SC, HYB, BZA, GTL, GNT, NED

FA & CAO/T – To please advise TIA's and PCCM

CCO/SC, CCM/C&PS, CCM/PM, FA&CAO, SDGM/SC

Principal Director of Audit/S.C.Railway, Dy.CCM/FS

Principal ZRTI/MLY, SCM/Refunds, SCM/G, SCM/Resv, SCM/Claims

Chief Office Superintendents CCM/O/SC, Commercial inspectors-CCM/O/SC



for Chief Commercial Manager