

GOVERNMENT OF INDIA

MINISTRY OF RAILWAYS

(Railway Board)

INDIAN RAILWAY
COMMERCIAL MANUAL
VOLUME I

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PREFACE

The State Railway Code for the Traffic Department (Commercial), 1939, used to lay down the rules and instructions bearing on the working of the Commercial Department and commercial staff. Later, the Railway Board decided that an Indian Railway Code for the Traffic Department (Commercial), containing only essential principles, mandatory instructions and policy directives issued by the Board, should be brought out. The first provisional issue of the code was published in 1961. It was also decided that an Indian Railway Commercial Manual, containing procedural rules for the conduct of day-to-day work at stations by the commercial staff, should be also produced.

2. The Indian Railway Commercial Manual is being brought out in two volumes. The present publication, Volume I, contains chapters relating to coaching traffic, booking and carriage of animals and birds and the articles as mentioned in Part I of schedule II of the Railways (Extent of Monetary Liability and the Prescription of Percentage charge) Rules 1990. Volume II of the Manual will deal with matters relating to goods traffic and other miscellaneous subjects.

3. The provisions of this Manual do not supersede or alter or substitute the rules and instructions contained in the statutory publications like Acts, Codes, Rules, Tariffs, etc.

4. This edition of the Manual is not only a re-print of the old Manual but also incorporates the consequential changes in the light of the coming into force of the new Railways Act, 1989 and the Railway Claims Tribunal Act, 1987. Wherever necessary text of the relevant provisions from these Acts has been reproduced at appropriate places in this edition. Shri Arun Kumar Khanna Commercial Inspector (Marketing) Railway Board, Shri R.S. Yadav Commercial Instructor Zonal Training School Chandausi and Shri OM Prakash Khurana Commercial Inspector (Marketing) Railway Board, have rendered valuable assistance in updating the provisions of the manual.

5. Errors, discrepancies and omissions, if any, noticed in this edition should be

brought to the notice of the Railway Board.

Rail
Bhavan
K. MALIK
New Delhi
Commercial (Marketing
April 2, 1992
Railway Act Revision)

Railway Board

S.
Director
and

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CHAPTER I

INTRODUCTORY

101. Functions of the Commercial Department. ♦ The Commercial Department is responsible for the sale of transportation provided by a railway, for creating and developing traffic, for securing and maintaining friendly relations with the travelling and trading public and for cultivating good public relations generally. The fixing of rates, fares and other charges and the correct collection, accountal and remittance of traffic receipts are also among its functions.

102. Chief Commercial Superintendent. ♦ The Head of the Commercial Department is the Chief Commercial Superintendent who is responsible to the General Manager for the commercial policy and efficient working of the Commercial Department of the Railway.

103. Definitions. ♦ Unless the contrary is evident from the context, the following terms have been used in the Commercial Manual with the meaning shown against each: ♦

- (1) "authorised" means authorised by a railway administration;
- (2) "baggage" means personal effects of a passenger entrusted to a railway administration for carriage;
- (3) "Booking Railway" means the railway on which traffic originates;
- (4) "carriage" means the carriage of passengers or goods by a railway administration;
- (5) "Claims Tribunal" means the Railway claims Tribunal established under section 3 of the Railway claims Tribunal Act, 1987;
- (6) "classification" means the classification of commodities made under section 31 of the Railways Act, 1989 for the purpose of determining the rates to be charged for carriage of such commodities;
- (7) "class rates" means the rate fixed for a class of commodity in the classification;
- (8) "Commercial Staff" includes joint staff employed on both commercial and transportation duties;
- (9) "Commodity" means a specific item of goods;
- (10) "Consignee" means the person, named as consignee in a railway receipt;
- (11) "Consignment" means goods entrusted to a railway administration for carriage;
- (12) "Consignor" means the person, named in a railway receipt as consignor, by whom or on whose behalf goods covered by the railway receipt are entrusted to a railway administration for carriage;
- (13) "cross traffic" when used with reference to a railway means traffic which passes over that railway but neither originates nor terminates on it;
- (14) "Day" begins and ends at midnight;
- (15) "demurrage" means the charge levied for the detention of any rolling stock after the expiry of free, time, if any, allowed for such detention;

(16) "destination railway" means the railway on which traffic terminates;

(17) "endorsee" means the person in whose favour an endorsement is, made, and in the case of successive endorsements, the person in whose favour the last endorsement is made;

(18) "endorsement" means the signing, by the consignee or the endorsee after adding a direction on a railway receipt to pass the property in the goods mentioned in such receipt to a specified person;

(19) "excess value" in respect of any, consignment means the amount by which the value declared by a consignor exceeds the amount of liability of a railway administration as specified or calculated under the rules;

(20) "fare" means the charge levied for carriage of passengers;

(21) "forwarding note" means the document executed under section 64 of the Railways Act, 1989.

(22) "freight" means the charge levied for the carriage of goods including transshipment charges, if any;

(23) "General Manager" means the General Manager of a Zonal Railway appointed under section 4 of the Railways Act, 1989.

(24) "goods" includes♦

(i) containers, pallets or similar articles of transport used to consolidate goods; and (ii) animals;

(25) "Government railway" means a railway owned by the Central Government;

(26) "Indemnity Note" is an agreement executed between the railway administration and the consignee where the Railway Receipt is lost, mislaid or is for other reasons not forthcoming, and wherein the consignee undertakes to indemnify the railway administration against liability for delivery of consignments to other than the rightful owner;

(27) "intermediate railway" means any railway between the booking and the destination railway.

(28) "in transit", in relation to the carriage of goods by railway means the period between the commencement and the termination of transit of such goods, and unless otherwise previously determined♦

(a) transit commences as soon as the railway receipt is issued or the consignment is loaded, whichever is earlier;

(b) transit terminates on the expiry of free time allowed for unloading of consignment from any rolling stock and where such unloading has been completed within such free time, transit terminates on the expiry of the free time allowed, for the removal of the goods from the railway premises;

(29) "local traffic" when used with reference to a railways means traffic originating and terminating at stations with in the limits of that railway, without passing over any other railway;

(30) "luggage" means the goods of a passenger either carried by him in his charge or entrusted to a railway administration for carriage;

(31) "lump sum rate" means the rate mutually agreed upon between a railway administration and a consignor for the carriage of goods and for any service in relation to such carriage;

(32) "memo way-bill" is a way-bill prepared from particulars available on the vehicle labels, marks on packages, guidance, etc., in the absence of the Guard foil or Railway Receipt;

(33) "month", the calendar 'month' begins at zero hour on the first day of the month and ends at midnight on the last day of the month;

(34) "non-Government railway" mean a railway other than a Government railway;

(35) "notification" means a notification published in the Official Gazette;

(36) "paid-on charges." are the charges outstanding at the rebooking station in connection with consignments rebooked from that station to another. These include (beside freight) wharfage, demurrage etc., which may have accrued at the rebooking station;

(37) "parcel" means goods entrusted to a railway administration for carriage by a passenger or a parcel train,

(38) "pass" means an authority given by the Central Government or a railway administration to a person allowing him to travel as a passenger, but does not include a ticket;

(39) "passenger" means a person travelling with a valid pass or ticket;

(40) "percentage charge" means the percentage charge payable on excess value calculated in accordance with the rate specified;

(41) "period", for the purpose of closing the coaching and goods accounts, the month is divided into three periods i.e., from 1st to 10th, 11th to 20th and 21st to the last day of the month;

(42) "prescribed" means prescribed by rules made under the Railway Act;

(43) "printed ticket", includes all card and paper tickets on which fare is printed, such as, tickets issued from self printing machines and computers, printed journey extension tickets of fixed denomination, etc.;

(44) "railway" means a railway, or any portion of a railway, for the public carriage of passengers or goods, and includes♦

(a) all lands within the fences or other boundary marks indicating the limits of the land appertenant to a railway;

(b) all lines of rails, sidings, or yards, or branches used for the purposes of, or in connections with, a railway;

(c) all electrical traction equipments, power supply and distribution installations used for the purposes of, or in connection with, a railway;

(d) all rolling stock, stations, offices, warehouses, wharves, workshops, manufactories, fixed plant and machinery, roads and streets, running rooms, rest houses, institutes, hospitals, water works and water supply installations, staff dwellings and any other works constructed for the purpose of, or in connection with, railway;

(e) all vehicles which are used on any road for the purposes of traffic of a railway and owned, hired or worked by a railway; and

(f) all ferries, ships, boats and rafts which are used on any canal, river, lake or other navigable in land waters for the purposes of the traffic of a railway and owned, hired or worked by a railway administration, but does not include♦

(i) a tramway wholly within a municipal area;

(ii) lines of rails built in any exhibition ground, fair park, or any other place solely for the purpose of recreation;

(45) "railway administration", in relation to♦

(a) a Government railway, means the General Manager of a Zonal Railway; and

(b) a non-Government railway, means the person who is the owner or lessee of the railway or the person working the railway under an agreement;

(46) "railway receipt" means the receipt issued under section 65;

(47) "railway servant" means any person employed by the Central Government or by a railway administration in connection with the service of a railway;

(48) "rate" includes any fare, freight or any other charge for the carriage of any passenger or goods;

(49) "regulations" means the regulations made by the Railway Rates Tribunal under Railways Act;

(50) "station master" includes station Superintendent, Goods Superintendent Inspector/Supervisor, Chief Goods Clerk or any other person incharge of a booking, parcels, goods or other offices;

(51) "station to station rate" means a special reduced rate applicable to a specific commodity booked between specified stations;

(52) "through traffic" means traffic carried over two or more railways;

(53) "traffic" includes rolling stock of every description, as well as passengers and goods;

(54) "Tribunal" means the Railway Rates Tribunal constituted under section 33 of the Railways Act, 1989.

(55) "Wharfage" means the charge levied on goods for not removing them from the railway after the expiry of the free time for such removal;

(56) "Zonal Railway" means a zonal Railway constituted under section 3 of the Railways Act, 1989.

104. Duties of commercial staff.♦(a) All members of the commercial staff must make

themselves thoroughly conversant with the relevant rules and regulations laid down in the various Tariffs, Codes, Indian Railway Commercial Manual and other manuals, books and circulars issued from time to time by the railway administration for the performance of the respective duties.

(b) Duty lists showing the duties of each category of commercial staff on the Division will be laid down with the approval of the Divisional Commercial Superintendent. Station Masters should ensure that the Duty lists are properly displayed at appropriate places and the staff fully understand their duties and discharge them efficiently.

105. Conduct of commercial staff. ♦ (a) All commercial staff must ♦

- (i) be alert, prompt, helpful, courteous and obliging;
- (ii) furnish correct information, or when not able to do so, be helpful and direct enquirers to the official who can do so;
- (iii) attend to the comfort of all passengers, specially women and children unaccompanied by male members;
- (iv) maintain a close watch on the movement of traffic and suggest ways and means to promote flow of traffic to the railways;
- (v) pay special attention to the general cleanliness of the station platforms, offices, refreshment rooms, waiting rooms, waiting halls, bath-rooms, lavatories, etc.;
- (vi) give, when asked, their names, designations and/or distinguishing numbers without hesitation.

(b) All commercial staff must not ♦

- (i) solicit or accept gratuities;
- (ii) be in a state of intoxication on duty;
- (iii) smoke on station platforms while on duty, or in uniform.

106. Discipline. ♦ Station Masters and other supervisory staff must inculcate a strong sense of discipline amongst the staff not only constant vigilance but also by example. Lapses of a minor nature must be promptly corrected on the spot and serious ones taken up.

107. Reporting for duty. ♦ Staff must report for duty in time as prescribed.

108. Hours of duty. ♦ Station Masters and other supervisory staff must ensure that all staff work strictly in accordance with their rostered duty hours, and unauthorised changes in duty are not allowed.

109. Appearance of staff. ♦ All commercial staff when on duty must ♦

- (i) wear clean uniform, wherever prescribed, and put on distinguishing number badge, armlet, headgear, etc., where supplied; and
- (ii) be smart in appearance.

110. Use of summer and winter uniforms. ♦ Station Masters and other supervisory

staff must ensure that the staff wherever supplied with uniforms change over to the wearing of summer to winter uniforms and vice versa from the actual dates notified for these changes by the Administration. The appearance of some staff in summer uniforms and others in winter uniforms on the same day must be avoided. Like-wise, a combination of winter and summer uniforms such as winter coats and summer trousers should not be allowed.

111. Display of posters and notices. ♦ Station Masters should be attentive to the cleanliness and orderly arrangement of public notices and posters. No unauthorised posters or notices should be displayed or pasted on notice boards or station walls etc. When a notice is superseded by one of the later date, or is cancelled, it should be removed. When a poster or notice is disfigured by rain or due to any other cause, it should be replaced by a new one.

112. Display of notices showing the hours of business ♦ Notices showing the hours of business in regional languages, Hindi and English must be prominently displayed for the guidance of the public at all booking and parcels offices and in goods sheds.

113. Exhibition of time tables, fare list, etc. ♦ Every railway administration shall cause to be pasted in a conspicuous and accessible place at every station in Hindi and English and also in regional language commonly in use in the area where the station is situated.

(i) a table of times of arrival and departure of trains which carry passengers and stop at that station, and

(ii) list of fares from such station to such other stations as it may consider necessary.

At every station where tickets are issued to passengers, a copy of the time table in force shall be kept in the office of the station master. Copies of the Railways Act, Goods, Coaching Military and Red Tariff should be made available to the public for reference on demand.

114. Books of reference. ♦ The following publications containing rules, conditions, rates, fares and distances for charge for the carriage of coaching, goods, military and other traffic for which the station is open should be maintained by the station staff duly corrected up-to-date: ♦

Coaching Traffic

(i) Indian Railway Conference Association Coaching Tariff Part I containing general rules for the conveyance of passengers and the rules, rates and conditions for the conveyance by trains carrying passengers and other coaching traffic such as luggage, parcels animals, etc.;

(ii) Indian Railway conference Association Coaching Tariffs Part II and III containing: (a) Passenger fare table, (b) rates for parcels traffic, and (c) rate tables for certain other descriptions of coaching traffic;

(iii) Coaching Tariff issued by individual railways containing supplementary rules, station to station rates for parcels traffic, etc.;

(iv) Local distance tables issued by individual railways showing the chargeable distance from each station to every other station on the system, or any authorized publication facilitating calculation of distance between any two stations in local booking over each railway;

(v) Junction distance tables issued by individual railways showing the chargeable distance from each junction of interchange to every other station on the system to be used in through booking of all descriptions of coaching traffic;

(vi) Passengers fare notebook for through traffic (see para 261).

(vii) Junction distance tables and fare lists of non-Government Railways:

(viii) Time tables and Coaching Guides published by individual Railways

Goods Traffic

(i) Indian Railway Conference Association Goods Tariff Part I containing general classification of goods and general rules for acceptance, carriage and delivery of goods;

(ii) Indian Railway Conference Association Goods Tariff Part II containing goods rate tables;

(iii) Goods Tariff issued by individual railways containing supplementary rules, charges and conditions, station to station rates (other than those mentioned in I. R. C. A. Goods Tariff) applicable both in local and through booking, etc.;

(iv) Supplementary Coal Tariff if issued by the local railway administration;

(v) Local distance tables issued by individual railways showing the chargeable distance from each station to every other station on the system or any authorized publication facilitating calculation of distance between any two stations in local booking over each railway;

(vi) Junction distance tables issued by individual railways showing the chargeable distance from each junction of interchange to every other station on the system to be used in through booking of all descriptions of goods traffic;

(vii) Goods Tariff, containing junction distances and calculated rate lists of non-Government railways;

(viii) Numerical decoding lists of all Government railways.

Publications common to goods and coaching traffic

(i) Indian Railway Conference Association Red Tariff containing rules and rates for the conveyance by rail of explosives and other dangerous goods;

(ii) Indian Railway conference Association Military Tariff containing rules, rates and conditions for the conveyance by rail of traffic for the army, the navy, and the airforce;-

(iii) Indian Railway Conference Association Alphabetical list of railway stations in India;

(iv) Indian Railway Commercial Manual;

(v) Indian Railway Conference Association Telegraph Code Book;

(vi)" Subsidiary instructions issued by individual railways;

(vii) Railway map of India.

115. Scrutiny of tariffs, books, rate advices and circulars. ♦ The Station staff should carefully go through all new issues of the tariffs, weekly gazettes and traffic supplements to weekly gazettes, rate advices and rate circulars immediately on receipt. All changes in rates and fares, opening of stations, city booting agencies and sidings etc., conditions for booking, distance for charge, and related matters in local as also in through booking, notified by the railway administration from time to time, should be carefully studied and promptly posted in the respective tariffs, quoting reference to the number and data of the circular or advice and initialing them in token of having done so. These should be filed in serial order, missing advices, etc., being called for without delay.

If the staff have any doubt about the meaning of any items, or are not certain of the correct method of applying any rate or fare notified therein, an immediate reference should be made to the Chief Commercial Superintendent and clarification sought.

116. Accessibility of rate and fare advices to the public. ♦ The files containing advices of changes in rates and fares referred to in the previous paragraph should be kept handy for reference by the public. A copy of all notifications affecting passenger fares should be pasted near the booking office window for the information of the traveling public.

117. Responsibility for ensuring that tariffs, etc. are correctly posted and assimilated. ♦ The Station Master and the supervisor in charge of the booking, luggage, parcels and goods offices are personally responsible to see that the copies of the tariffs in use are kept up to date by the staff and that all orders and instructions notified from time to time are understood and correctly carried out by the staff under them. A certificate to this effect should be recorded in a separate register to be kept specially for the purpose in which the name and designation of the person whose tariffs, books and manuals have been examined should also be entered. These certificates should be checked by Officers and Inspectors of the Traffic/Commercial and Accounts Departments during their inspection and a suitable note recorded in the Inspection Book and in the Inspection Report.

118. Supply and use of postal stamps. ♦ Stations are supplied with 'service postage stamps' required for issue of auction notices under sections 83 and 84 of the Railways Act and other postal correspondence.

Stamps will be supplied by the Divisional Railway Manager according to the scale fixed by him. Station Masters should keep a detailed account in a manuscript register of all 'service postage stamps' received and used for despatch of through invoices to destination stations, and other correspondence as necessary. The account will be closed periodically or monthly, as the case may be, and a copy of the account will be sent to the Divisional Railway Manager for recoupment.

119. Attention to correspondence. ♦ All correspondence should be attended to by the Station Master who should ensure that all communications are replied to without delay. All letters received should be entered in the prescribed correspondence register, duly indicating the number etc., in the relevant columns. When replied to, their disposal should also be marked, furnishing date of reply etc., against the relevant entries in the register.

Letters from the public asking for information, which it is usual for Station Masters to furnish, should be replied to promptly, couched in courteous language. In case there be any doubt as to the reply to be given, the letter must be acknowledged and the matter referred to the Divisional Railway Manager. All questions pertaining to delays to goods in transit, or loss of, or damage to goods, or questions of a nature likely to affect a claim case in any way should be acknowledged and the party informed that the information required will be furnished by the Chief Commercial Superintendent. The letter with a copy

of the reply sent should be forwarded to the Chief Commercial superintendent for further action.

CHAPTER II

PASSENGER TICKETS

201. Description of tickets. ♦ Every person desirous of travelling on a railway shall, upon payment of the fare due, be supplied with a ticket. Passenger tickets are of two kinds:

- (i) card tickets,
- (ii) paper tickets/computer printed tickets.

202. Card tickets. ♦ The card ticket is the easiest to deal with in the booking office as it admits of simpler methods of accounting and should be invariably issued except when not in stock, in which case excess fare ticket may be issued. If printed card tickets are not available in stock, printed card tickets for the farthest point available be issued and for the remaining portion EFT may be issued.

203. Printed card tickets, for adult or child, should be indented for and kept at all stations when the number of such tickets to be issued to a particular station is 10 or more in a year. Similarly, separate series of printed card tickets may be introduced for special classes of traffic, such as, 'Police'. 'Privilege' and other concessional bookings, whenever the issue of such tickets in a year is 10 or more. In such cases suitable indicatives are printed on the tickets to distinguish them from other card tickets. These indicatives should be written in ink, on the obverse of the tickets, when ordinary tickets may have to be issued for such special classes of traffic.

204. Particulars on card tickets ♦ (a) Printed card tickets of all classes issued for local and through booking, single or return, adult or child, bear the following particulars: ♦

- (i) names of stations 'from' and 'to';
- (ii) amount of fare;
- (iii) class of carriage (mail/express and/or ordinary is indicated on second class single tickets and on each half of return tickets);
- (iv) distance in kilometers;
- (v) route via which available in through booking, and in local booking where alternative routes exist with different fares;
- (vi) number of ticket;
- (vii) date of issue;
- (viii) date of commencement of journey, when required to be indicated;
- (ix) date for completion of the return journey, on the return portion of the return ticket;
- (x) specific points between which the journey is authorized by the ordinary trains, on all combined tickets available partly by mail/ express and partly by ordinary trains.

(b) The face of all printed card tickets will have the name of the issuing railway hatched in red to form a background. For tickets intended for use in through booking, a waved red band is printed. On the reverse of tickets, the name or code initials of the issuing

railway are also printed.

(c) The particulars on a ticket shall be given in Hindi, English and the regional language commonly in use at the place of issue of ticket, if the ticket is for the lowest class of carriage. If it is for any other class of carriage, the particulars will be given in Hindi and English. Provided that where it is not feasible to specify such particulars in any such language due to mechanization or any other reason, the Central Government may exempt such particulars being specified in that language.

(d) On return printed card tickets an indentation or perforation is also made in the centre, and the letter 'R' in red bold type printed on the face of the return portion of the ticket. Space is also provided on the face of the return portion of the ticket for filling in the date by which the return journey should be completed.

205. Tickets for different classes. ♦ Card tickets are printed for all classes for which passenger accommodation is available on the railway. The information regarding different classes of passenger accommodation available on Indian Railway is printed in the Indian Railway Conference Association Coaching Tariff/ Individual Railway's Subsidiary Coaching Tariff, Time Tables and Coaching Guides.

206. Colour of card tickets. ♦ Tickets are printed in the following colours: ♦

Air-conditioned class.....While

First class/(AC sleeper).....Green

Air-conditioned class (Chair car).....Orange

Second class (mail or express).....Drab

Second class (ordinary).....Yellow

Note. ♦ (i) In the case of combined class card tickets the colour of the ticket will be that of the higher class and the pairs of stations or sections over which the travel will be by the lower class, will be indicated at the bottom. Similarly for the combined mail/express and ordinary ticket of second class, the colour of the ticket will be that of the mail/express ticket.

(ii) In the case of concession tickets, the colour of the ticket will be the same as that of the class for which the ticket is available.

207. Numbering of tickets. ♦ The tickets of each description and of each class are, in order to facilitate check and as a precaution against fraud, machine numbered in progressive series with consecutive numbers commencing from 00,000 to 99,999 for each series. The progressive numbers are printed at one end in the case of single journey tickets and at both ends on the return journey tickets. The numbers are printed at one end of the single journey tickets so that the date of issue can be stamped on the face at the other end.

When a year's supply of tickets of anyone series runs to more than 100,000, tickets of second supply will bear the letter 'A', those of third supply 'B' and so on.

208. Child-cum-concession tickets. ♦ When the concessional fare chargeable from an adult passenger travelling on a concession order is the same as for a child travelling by mail/express trains at ordinary tariff rates, the tickets will be issued from one common 'child mail/express and concession' series which will be printed with the superscription in red ink 'Child/Concession'. To distinguish the concession tickets from child tickets, the

word 'Child' should be scored out in ink by the Booking Clerk at the time of issuing tickets in exchange for concession orders.

209. Reservation tickets. ♦ These are card tickets printed in separate series and issued on collection of the reservation fee to passengers reserving seats or berths in advance after the purchase of their journey tickets. The reservation tickets are valid only for the particular train and the particular day for which issued.

The legend 'This reservation ticket does not guarantee onward reservation by connecting trains' should be printed on the reverse of the reservation ticket.

210. Blank paper tickets. ♦ (a) When tickets are required to be issued in the exchange of concession orders, and Police Warrants etc. blank paper tickets may be issued in local and through booking. These tickets are machine numbered and printed in distinct colours for different value ranges, as shown below ♦

For value ranges	Colour
Upto Rs. 10 (inclusive)	White
Above Rs. 10 upto Rs. 30 (inclusive)	Yellow
Above Rs. 30 upto Rs. 50 (inclusive).....	Pink
Above Rs. 50.....	Green

Separate series of tickets for local and through traffic for all classes will be printed according to the value ranges mentioned above. Entries on these tickets will be made in block capitals and the amount shall be entered in bold figures in the special space provided on the ticket.

(b) The face of the 'Passenger' foil of a blank paper ticket will have the name of the issuing railway hatched in red to form a background, and a waved red band printed on the face of the foils for use-in through booking. The letter 'R' in red bold type is printed on the face of the return portion of all the three foils of return tickets.

(c) Blank paper tickets are prepared with the aid of double sided carbon paper in three foils, viz., for "Accounts", "Passenger", and "Station Record". The destination station, class, route, description of train or trains by which available (mail/express, ordinary), distance and fare are not printed on blank paper tickets, these entries should be made in block capitals and the class, amount of fare and date of issue must be shown in legible figures and words. The name of the destination station, the class and fare must be written both in English and Indian script. The name of the booking station should either be printed or stamped.

Each blank paper ticket will be made available for only one passenger, adult or child.

211. (a) At times of heavy rush, if a railway administration considers that there is likely to be a tendency to corner reserved seats or berths by one person one blank paper ticket for a party of more than four persons will be issued, notwithstanding that printed card tickets are in stock, if the party requires the seats or berths to be reserved. Separate series of tickets of white colour for different classes regardless of any value ranges for use in such cases will be printed in the form appearing as Appendix II/A.

(b) All entries in the ticket will be made according to the instructions given in para 210
(c) for the preparation of blank paper tickets. The upper limit of the value of tickets should be written in the space provided for the "Value under Rs.". For example, if the

total fare collected is Rs. 123, the figure of Rs. 124/- should be shown, and if the fare is Rs. 129/-, the figure of Rs. 130/- should be shown.

212. Excess fare tickets (Form Com./T-12 Rev. and Com./T-13 Rev.)

(a) These are paper tickets issued to passengers found travelling without tickets or with improper tickets by the checking staff in trains or at stations. In emergent circumstances when printed card tickets and blank paper tickets are out of stock passengers should be issued excess fare tickets on collection of fares due at the starting station entitling them to travel on the authority of this ticket. These tickets are in three foils and prepared with the aid of double sided carbon paper. The first foil is for 'Accounts', the second for 'Passenger' and the third is for 'Record'.

(b) Whenever an excess fare ticket is issued by a Station Master in lieu of printed card ticket or blank paper ticket, owing to the latter having become exhausted, a report must be made on the same date to the Divisional Office forwarding a copy to the Traffic Accounts Office explaining the circumstances under which the excess fare ticket had to be issued. Further, such excess fare tickets should be prepared, issued and accounted for in the same manner as blank paper tickets.

(c) When printed card tickets exhaust in the stock, printed card ticket for the farthest available distance should be issued and for the remaining distance excess fare ticket be issued. Date, month, no. of passengers and the realised amount should be entered on the ticket in/words. Excess fare ticket should be prepared by using double-sided carbon paper.

213. Special ticket for accommodation arranged by special/ordinary trains (Form Com./T-6.)

When reserved accommodation either by a special or by an ordinary train is provided, a special paper ticket is issued on Form Com./T-6. These tickets are machine numbered in progressive series and are printed and supplied in book form in sets of three foils for all classes and for all description of traffic. both in local and through booking, and prepared with the aid of double sided carbon paper as per instructions given in para 210(c). The first foil is sent to 'Accounts', the second forms the special train or reserved accommodation ticket and the third is retained as station record. These tickets should be issued for the complete journey, whether single or return journey or both.

Persons holding special tickets are required to occupy the compartment or carriage reserved for them. Any member of the party found travelling in other than the reserved carriage or compartment will be treated as travelling without ticket and dealt with under the rules. The special tickets should be signed by the requisitionist before issue.

214. Season tickets. Monthly and quarterly season tickets are issued by the railway at concessional rates. Season tickets with stations from and to, via and fare printed on them should be indented for when the sale of such tickets to any particular station is 6 or more in a year. For other stations, blank season tickets with 'station from' printed on them should be stocked and issued by filling the 'station to', via and fare in ink (see paras 265 & 266 also).

215. Journey extension tickets. (a) Journey extension tickets are either 'card' or 'paper' tickets and should be issued on suburban sections only as notified by individual railway administrations, to season and return ticket holders, when, before commencing their journey, they desire to travel beyond the station for which their season/return tickets are available. These tickets are printed and supplied in the same manner as other card or paper tickets, as the case may be, and should be treated as such for the purpose of indent, issue, accountal, etc.

(b) When the demand for journey extension tickets in connection with commuter traffic is abnormally heavy, the railway administration may introduce printed tickets of fixed denominations for issue as journey extension tickets. These tickets are machine numbered, printed on both sides, on durable thin paper in single copy, perforated for easy detachment and issue; and bound in books of 100 tickets each, with two holes at the binding end so that the books could be screwed in special aluminum boxes provided for the purpose. On the reverse of the tickets, the names of the stations on the suburban section are printed and serial numbers given to each station, hereinafter referred to as stages. On the obverse of these tickets, the stages are indicated only by numerals on the left and right hand side margins to indicate the station from and to, respectively, for which the journey extension ticket is issued. These tickets should be issued in continuation of season tickets only and should be entrusted either to a separate Booking clerk or the Ticket Collector at the gate, who should punch the ticket at two places on the obverse to indicate the station from and station to. The date and hour of issue should be stamped on the ticket with a rubber stamp or be perforated on it with an embossing machine.

216. Circular journey tickets. ♦ These are special paper tickets issued for Ac sleeper, first, and second class passengers for 'standard' or 'proposed' itineraries and prepared in three foils by means of double sided carbon paper. The first foil is sent to the Accounts, the second serves the passenger's ticket and the third is retained as station record. The ticket must be signed by the holder at the time of issue, and in the case of illiterates, their left hand thumb impression should be obtained.

While preparing the circular journey tickets, the staff should act upon the instructions contained in Para 210"(c) and account for them in the same manner as other tickets (see Para 269 also).

217. Coupon tickets. ♦ Coupon tickets are paper tickets and printed in the following colours: ♦

Air-conditioned class.....	White
First class/Ac sleeper..... ♦	Green
Second class mail or express.....	Drab
Second class ordinary.....	Yellow

Only certain authorized tourist agencies are permitted to issue coupon tickets to foreign tourists and residents of India for travel in air-conditioned class and first, Ac sleeper class for themselves, and second class for their attendants, both for single and return journeys in conformity with the rules and conditions given in the I.R.C.A. Coaching Tariff. Separate series of coupon tickets with the word 'Child' printed thereon in red ink should be stocked for issue to children. The tickets are in three foils and prepared by means of double sided carbon paper. The first foil is for 'Accounts' and should be sent to the Traffic Accounts Office along with the return at the end of the month; the second foil is for 'Passenger' and should be made over to him; the third foil is for 'Record' and should be retained at the tourist agency. The date of issue is perforated on each ticket, and the date of commencement of journey is filled in ink by the holder. These tickets are not transferable.

218. Platform tickets. ♦ (a) For purpose of admitting persons other than bonafide passengers to railway platforms, printed platform tickets are issued by the railway administration on collection of the prescribed charges. These tickets are printed in red ink on a white card and are valid for two hours from the time of issue which is indicated on them. They are serially numbered and must be dated before issue.

(b) Platform passes/permits at certain stations may also be issued at the discretion of the railway administration to persons whose business necessitates daily admission to platform. The rates and conditions under which they are issued are notified in the I.R.C.A. Coaching Tariff and local Tariffs and Guides issued by individual railways.

219. Estimate of tickets. ♦ Stations Masters should prepare with the help of the Commercial Inspector, and subject to check and countersignature of the Inspector of Station Accounts, an estimate of tickets for a year on the basis of actual sale of tickets for six months or twelve months as the case may be. The fluctuation in the sale of tickets during these months should be thoroughly investigated, and if it is found that the low sale of tickets in any particular month was due to some special reasons such as, suspension of train services on account of breaches, the stock of printed tickets having been exhausted etc. the possible sale for that period under normal conditions should be taken into account for working out the actual sale of tickets during the first six months of the year. For preparing half yearly indent, the sale of tickets of last six months should be totalled. It should be divided by six to arrive at the monthly average. This should be multiplied by ten. Similarly for preparing yearly indent, sale of last twelve months should be aggregated and this should be divided by twelve. This figure should be multiplied by twenty. If some fairs, festivals, marriage season etc., fall in the remaining months, in which case the 'estimate' may be stepped up suitably to avoid the necessity of placing emergent indents (Para 226). The development of any industry etc. in the vicinity, which is likely to influence the movement of passenger traffic, should also be taken into account before arriving at the firm estimate of tickets for a year.

The Estimate should be prepared in triplicate, by carbon process separately for local and through traffic. After the same has been checked and counter signed by the Inspector of Station Accounts, during the course of his inspection of the station, one copy should be sent each to the Traffic Accounts Office and the Printing Superintendent and the third copy retained as station record.

The Commercial Traffic Inspector at the time of inspection should also examine the estimate and, if he observes any abnormal fluctuations in traffic, he should ask the Station Master to prepare a revised estimate of tickets for check by the Inspector of Station Accounts. The revised estimate will be prepared and disposed of in the manner described above.

220. Stock of tickets. ♦ The stock of tickets at the station should not be allowed to accumulate in excess of the normal requirement of the indenting period, now it should normally be allowed to fall below two months supply. To ensure the timely submission of indents, blue labels printed as below will be inserted by the supplying office in the bundle of tickets for each station at a point where half the supply remains on hand; as an indication that the requisition for the tickets is due for submission.

Indent Due
For.....Class Tickets
To.....Stations

This label will serve as a reminder only and its absence will not relieve the Station Master of the responsibility of keeping himself supplied with the tickets in accordance with his requirements. The label should not be removed or displaced at the time of counting tickets.

221. Method of ascertaining the number of tickets on hand. ♦ In order to obtain the number of any one kind of tickets on hand, the number of last ticket issued should be deducted from the last progressive number received and the balance reduced by the total number of the tickets issued out of order, if any. The stock of paper tickets can be readily ascertained as the tickets are printed and supplied in bound books of a fixed number.

222. Preparation of indents. ♦ (a) Card tickets should be obtained by Station Masters on indent Form Com..T-14 Rev. from the Superintendent, Printing or any other officer notified by the railway administration for this task. The indents should be prepared in triplicate separately for local and through traffic. Two of the copies should be sent to the supplying officer through the Divisional Commercial Superintendent and the other retained at the station as record. The Printing press will return one copy to the station concerned. It will be pasted with the record copy of the indent. If this copy is not received within thirty days, Divisional Commercial Superintendent and the printing press should be informed by telegram.

Similarly, separate indents for season tickets and blank paper tickets should be prepared and supplies obtained.

(b) Indents should be prepared on the basis of the estimate of tickets prepared vide para 219. All indents should be consecutively numbered and stamped with the station stamp. It should be seen that the station stamp impression is clear and the columns of requisitions are legibly and correctly filled in before the indent is despatched. The number of tickets estimated minus tickets on hand, will be the number of tickets to be indented. This figure will be rounded off to next higher one hundred tickets.

(c) In preparing indents for card tickets it should be seen that the names and code initials of the stations, index numbers, distance, route, description, combination of trains or classes and the fares for adults and children, as also the last progressive number of the tickets are correctly entered on the indent.

(d) For second class card tickets available partly by mail/express and partly by ordinary trains, full particulars of the stations between which the tickets would be available by ordinary trains should be clearly indicated in the remarks column of the indent. Likewise, for tickets of combined classes, full particulars of the combination of classes should be shown against the relevant entry in the indent.

(e) The indents for other money value books including excess fare tickets will be prepared and submitted direct to the supplying office. Detailed instructions in this regard, and the forms to be used for this purpose, will be notified by the individual railway administrations.

223. Submission of indents (Form Coin./T-14 Rev.). ♦ Station Masters must indent for printed 'station to' card tickets for all stations for which the annual requirement is 10 tickets or more. Indents for printed tickets should be submitted by stations for a year's supply at a time for the stations for which annual sale of tickets is 10 to 999. But at larger stations, where the annual consumption of some series is one thousand or above and the stocking of fall year's requirement of tickets is likely to create problems of storage space, such stations may be permitted to indent for tickets six monthly. Railway administration will notify the dates for the submission of yearly and half yearly indents.

If the annual consumption of tickets in respect of anyone series at a station is less than 100, the indent should in every case be for a minimum of 100 tickets.

224. Dates of submission of indents. ♦ In order to regulate work in the ticket printing office, different dates or months may be notified by individual railway administrations for

the submission of indents by each station.

225. The Accounts Office (of Printing Press) on receipt of indent from the Station Master through the Divisional Commercial Superintendent should check it carefully and forward it to the ticket supplying office without delay. The printing press will retain the 'order' copy and send back the 'original' copy to the station concerned.

226. Emergent indents. ♦ If the stock of tickets at the station runs below the consumption of two months due to unforeseen rush of traffic arising from fairs, festivals, conferences etc. and there is no time for the preparation of regular indent an emergent indent should be submitted by stations. All such indents should have written on them in block letters in red ink the nature of the emergency after the words "EMERGENT INDENT". It should be sent to the printing press in a registered cover.

227. Receipt and examination of passenger card tickets and money value books. ♦ (a) When fresh stocks of passenger tickets, whether card or paper and money value books are received, they should be carefully examined, counted and compared by the Station Master with the entries in the supply advice, which will be received in duplicate along with the tickets. The particulars appearing in the supply advice will be copied out in the "Supplied" column of the station copy of the indent. The fares printed on the tickets must be checked with the distance tables and fare lists furnished by the Chief Commercial Superintendent. Duplicate tickets and tickets incorrectly printed i.e. with wrong fare, distance, route, colour, number etc., and money value books wrongly printed should be separately entered on both copies of the supply advice specifying the irregularities. One copy of the supply advice together with the irregular tickets, or money value books wrongly printed will be returned within 48 hours and one copy will be returned within 45 days to the supplying officer under advice to the Traffic Accounts Office. A specimen of supply advice for tickets appears at Appendix II/B. The form of supply advice for money value books including excess fare tickets will be prescribed by individual railway administrations. If seals of the packages are broken, the tickets should be thoroughly checked and both the copies should be returned to the press within 48 hours.

(b) When any tickets are missing, their commencing and closing numbers, including their total number must be recorded on both copies of the supply advice and also immediately reported by wire to the supplying officer, Station Master of the destination mentioned in the tickets the Traffic Accounts Office and the Divisional Commercial Superintendent followed by a registered letter. On receipt of this wire, the Divisional office should arrange for notifying the loss through railway gazette warning the staff to guard against the fraudulent use of missing tickets. The destination Stations Master should be on the look-out for the tickets in his daily collections and to procure the address of any person who may be found in possession of one or more tickets. Such persons should be questioned and asked to state how they came in possession of the tickets.

Should the supplying officer find that a mistake had been made in his office when despatching the tickets, he should advise the issuing Station Master, who will in turn advise all concerned to whom he communicated the loss, so that look-out for the tickets may be discontinued and notification in the railway gazette may be cancelled or withdrawn. Misprinted, irregular or duplicate tickets if found in the fresh supply must be returned to the printing press duly entered on a prescribed form.

(c) The Station Master must record in the ticket stock book, particulars of the gazette notification in which the loss of tickets is notified or of the advice received from the supplying officer treating the tickets as non-issued, as the case may be, and quote the same in the daily trains cash- cum- summary book and passengers classification in support of short account of tickets.

(d) The blank paper tickets and other money value books should be examined and counted, and a certificate to the effect that the book was examined and found correct should be recorded by the Station Master under his dated signature on the record foil of the form bearing the opening number. This certificate should be looked for by the Traffic/Commercial Inspectors and Inspectors of Station Accounts at the time of inspection.

In the case of card tickets, the staff after counting them should affix their dated initials on the back of the ticket bearing the highest number in each bundle in token of having checked and counted the tickets.

(e) Before signing the receipt, the Station Master should ensure that every ticket has been examined as regards its class and progressive number. The examination and count of tickets after receipts, must be completed within 45 days.

228. Stock books. ♦ (a) The particulars of all card and season tickets received should be posted separately for each kind of ticket in the ticket stock book, Form Com./T.22. One page or two, according to requirements, should be set aside for tickets to each station for which they are supplied.

(b) Similarly, the particulars of money value books, including blank paper ticket books, should be entered in the stock book for money value books, Form Com./T-23, each book being posted individually in consecutive series. The date of completion of money value books including blank paper ticket books, should also be posted against the relevant entries in the stock book as soon as the book is completely used up.

(c) The stock books should be posted as soon as the ticket/money value books supplied have been counted and examined, and before the supply advice is returned. The index to stock books should be kept up-to-date to facilitate easy reference and check.

229. Deficiency or loss of a ticket. ♦ If subsequent to the acknowledgement of the correct receipt of the supply of tickets, any deficiency or loss of tickets is noticed, the Station Master should take action according to the instructions contained in para 227(b). An enquiry will be made to determine the cause of loss and in case it is established that the ticket in question was actually sold and the money lost to the railway the amount of loss will be recovered from the railway servant held responsible, in addition to any other disciplinary action as may be considered necessary according to the merits of each case. If, however, the result of the enquiry shows that the ticket was not actually sold and the value thereof was not actually lost, such disciplinary action as may be considered necessary according to the merits of each case will be taken against the staff responsible.

On receipt of intimation regarding loss of tickets, the Traffic Accounts Office will raise debit for the value of such tickets. The debit will, however, be withdrawn if the enquiries made by the Traffic (Commercial) Department reveal that the tickets in question were actually not sold.

230. Custody and cleanliness of tickets. ♦ (a) Station Masters will be held personally responsible for the safe custody, cleanliness and correct issue in serial order, of all descriptions of tickets. It will be their duty on taking over charge of a station, to satisfy themselves as to the correctness of the stock on hand. Due care should be taken to see that the tickets are not allowed to be spoiled by neglect due to issuing tubes and almirahs being kept dirty or due to insects or damp destroying tickets.

(b) All card and paper tickets not in use must be under lock and key in the ticket stock almirah or drawer. The key of the almirah or drawer containing

..... the stock of tickets must be kept in the custody of the Station Master, or at stations where the Station Master is not directly responsible for tickets, in the custody of the Booking Clerk responsible.

231. Ticket cases and tubes. ♦ (a) As an aid to the easy issue of card tickets and the subsequent booking of sales, stations are supplied with ticket cases fitted with tubes in each of which tickets for a station will be filled in. The tubes should be arranged according to the classes of tickets, description of trains (ordinary, combined, mail or express) and the geographical position of stations on the line. The slide-pieces affixed to each row of tubes must bear correct name of station to, index number and rate slips which must be neatly written and pasted on them.

(b) The tubes should be brushed at least once a month to keep them clean and free from dust and insects. Tickets cases when not in use should be securely locked.

(c) Tickets in the tubes" should be properly arranged in consecutive numbers, the one bearing the lowest number being at the bottom. The Station Master should periodically inspect the tubes to see that they are kept in the prescribed order and are clean and free from dust. A note of these inspections should be recorded in the daily trains cash-cum-summary book (Form Com./C.-5&6 Rev.) and looked for by the inspecting officials at the time of inspection.

232. Replenishing of tickets from stock. ♦ Constant attention should be given to the replenishing of the tubes from stock to avoid the necessity for refilling during the course of booking of passengers. If the tickets in any tube run out at the booking time, care should be taken at the time of replenishing it to see that the tickets are placed in the correct position, that they belong to the proper series, and that the numbers are consecutive.

233. Demand note for drawal of tickets from stock. ♦ Whenever any tickets are to be obtained from stock by the Booking Clerk or Station Master, the demand should be made in the demand note for drawal of tickets from stock, in Form Com./ T-11

After the supply of tickets has been made and acknowledgement of the recipient obtained, the demand notes should be serially numbered and filed by the Station Master.

234. Check of tickets in stock and in tubes. ♦ Station Masters must check and examine tickets in the tubes of as many stations as possible everyday and record the result in the daily trains cash-cum-summary book showing particulars of tickets checked with their commencing and closing numbers. This check should be so exercised that all the series in the tube come under the purview of check at least once a month. Station Masters should also test check the tickets in stock during the course of their inspections. Similar checks of tickets in tubes and in stock will be conducted by the Traffic/Commercial Inspectors at the time of their visits to stations, and the result of such checks recorded in the station inspection book.

235. Check of ticket stock on relief. ♦ When there is a change of Station Master or responsible Booking Clerk, either permanent or temporary, separate statements of all tickets and money value books remaining on hand should be prepared in duplicate by carbon process in Forms Com./T.11 and Com./M.3, checked with the stock books (Forms Com./T.22 and Com./T.23), and signed by both the relieving and relieved staff. One copy of the Statement should be sent to the Divisional Commercial Superintendent and the other copy filed at the station. The Commercial/Traffic Inspectors at the time of their inspections should see that these statements are correctly prepared and carefully filed at the station. If, however, due to sickness or other cause the outgoing Station Master/responsible Booking Clerk cannot prepare the statement, the incoming one should do so in conjunction with his next assistant, but on return to duty the Station

Master/ responsible Booking Clerk should sign it. Any deficiency in the stock of tickets and money value books should be separately reported at once by letter to the Divisional Commercial Superintendent and traffic Accounts Office.

236. Surplus, obsolete or damaged tickets and money value books. ♦ Printed tickets or money value books rendered surplus or obsolete as a result of general revision of fares or otherwise, or the tickets damaged by insects etc. and rendered unfit for use, should, after obtaining instructions from the Divisional Commercial Superintendent, be sent to the Traffic Accounts Office duly entered in a statement in Form Com./T-24 Rev. These statements should be prepared in quadruplicate by carbon process. Three copies along with the tickets or money value books should be sent to the Traffic Accounts office and the fourth copy retained at the station for record. The Traffic Accounts Office will return one copy acknowledging the receipt on the tickets or money value books. The acknowledgement should be filed with the station copy of the statement, and the particulars of all tickets and money value books returned by the station and acknowledged by the Traffic Accounts Office should be recorded in red ink against the respective entries in the stock books, so that the stock of tickets and money value books actually on hand may be readily known. Inspectors of Station Accounts will check the acknowledged copy of the statement with the stock books.

When obsolete tickets of the value of over Rs.3,000 are to be returned to the Traffic Accounts Office, the Divisional Commercial Superintendent will depute a responsible official to collect the sealed bags containing such tickets from stations and make over each bag with seals intact personally to the Traffic Accounts Office.

237. Self printing machines. ♦ (a) At certain important stations where the sale of passenger and platform tickets is exceptionally heavy, self printing machines are installed for the issue of tickets. These machines are fed by paper rolls which should be indented for and obtained from the stores department. The rolls on receipt should be accounted for in a manuscript register prepared in the proforma appearing at Appendix II/C. The Chief/Head Booking Clerk is personally responsible to ensure that the register is kept in safe custody and adequate stock of rolls is always available in stock for use.

(b) The tickets issued through these machines should be accounted for as other card tickets. It should be remembered that the number recorded on the front of the counter of these machines is the number of the last ticket issued and the closing number to be recorded in the daily train cash book-cum-summary should be one number higher than that shown on the number recorder.

(c) Whenever a defect occurs in the machine resulting in discrepancy between one or both of the number recorders and the ticket, or if the numbers operate on the recorders without a ticket coming out, the machine should be put out of use and a report sent to the mechanic, Traffic Accounts Office, Inspector of Station Accounts, and the Commercial Inspector of the section at once indicating the fault in the machine. The lead seal on the number recorders will not be removed by the mechanic unless both the Inspectors and the Chief/Head Booking Clerk are present. The details of the fault will be recorded in a manuscript register to be kept for the purpose in a pro forma appearing at Appendix II/D. A copy of the remarks recorded by the Inspector of Station Accounts in the register should be submitted to the Traffic Accounts Office along with the relevant passenger classification. Any defective ticket taken out of the machine should be treated as 'non-issued' and dealt with as laid down in paras 263 and 264.

Other faults in the operation of the self printing machine which do not affect the number recorders and do not necessitate the breaking of the lead seal affixed on them will be similarly reported and an entry of the defect made in the register. The mechanic should rectify the defect in such cases without the presence of the Inspectors.

(d) During the period the self printing machine remains out of order, printed card tickets should be issued to the passengers. The Station master will be personally responsible to see that one month's supply of printed card tickets for stations to which booking is done through the self printing machine is always kept on hand to avoid inconvenience to the passengers.

238. Opening of booking offices. ♦(a) At larger stations due to frequent train services, the booking offices remain open for 24 hours. At other stations the booking windows should be opened for booking passengers at least one hour, or any other shorter period approved by the Divisional Commercial Superintendent, before a train is due to arrive; the booking being closed five minutes before the departure of the train. Where, however, separate booking staff is provided, the booking of passengers may not be closed five minutes before the departure of the train.

(b) The hours of business should be prominently displayed at the booking office windows in the regional language, Hindi and English. Station Masters must ensure that the booking office windows are opened in time to avoid rush and inconvenience to passengers.

239. Booking of passengers. ♦Passengers are booked at stations subject to the condition of there being room available in the train for which the tickets are issued, Tickets are available only for the day and train for which they are issued except when otherwise permitted. Passenger fares must in all cases be prepaid.

240. Booking of passengers in advance. ♦The rules regarding advance booking of passengers appear in the I.R.C.A Coaching Tariff and local tariffs, Time Tables and Guides of individual railways. Any change in these rules is notified to the staff through the usual media of rate circulars, rate advices, etc.

241. Dating machines. ♦(a) For the purpose of dating card tickets, stations are supplied with ticket dating machines which stamp or perforate the date on the tickets. Each day before commencing to book passengers, the correct working of the machine should be tested and defects, if any, remedied.

(b) The type used in the dating machine should be kept clean so that impressions on tickets may be clear and distinct. Whenever a dating machine goes out of order or type is not sufficiently good for use, a report should be made to the Divisional Commercial Superintendent who will arrange for repairs to be effected, or, for machine or types to be replaced. In the meantime date of issue on tickets may be written in ink if no other dating machine is available.

242. Date stamping on non-suburban card tickets. ♦(a) The non-suburban single journey card tickets should, before issue, be stamped on the obverse (face) at the end other than that on which the numbers have been printed, whereas a return journey ticket should be stamped on the reverse at both ends with date, month and year. When the date is represented by a single digit (1 to 9), a zero will be prefixed to it as shown below ♦

(Date)	(Month)	(Year)
05	MAR	67

At stations where 'NUMEX' type of machine is in use, it will stamp 'time' also in addition to the above particulars.

(b) At stations where booking offices remain open for 24 hours and where the tickets are issued and accounted for by periods instead of by trains, a letter denoting the period

during which tickets are issued should be used. These letters should range from 'A' onwards according to the number of changes of Booking Clerks and will be fitted into the dating machine to produce the impression shown below♦

A05 MAR 67

(c) Each Booking Clerk should, on relief, remove from the dating machine the letter denoting his period of duty and take it away with him. Complete record showing the names of the staff in possession of these distinguishing letters during the different periods should be maintained in a manuscript register by the Station Master. This precaution is necessary to enable responsibility being fixed in the event of shortages etc.

(d) As the space available at the end of card tickets is limited, the first three letters of the month may be used to denote the month of issue as indicated below♦

January.....JAN
 FebruaryFEB
 MarchMAR
 AprilAPR
 MayMAY
 JuneJUN
 July.....JUL
 AugustAUG
 SeptemberSEP
 October.....OCT
 NovemberNOV
 December.....DEC

243. Date stamping on suburban tickets.♦ Suburban single journey tickets will be stamped with date, month and hour of issue on the face of the tickets at the end other than that on which the numbers have been printed; whereas in the case of return journey tickets, the date, month and hour of issue will be stamped on the reverse at both ends as under♦

(Date)	(Month)	(Hour)
05	MAR	09

All tickets issued between 08 and 09 hours should show the time of issue as 09 and so on. Such tickets are valid only by the trains scheduled to leave the booking station within 2 hours of the time of issue marked on the tickets. A passenger travelling by any subsequent train will be treated as travelling without a proper ticket and dealt with accordingly.

244. Date stamping when trains are running late. ♦ Tickets should be stamped with the date on which, according to the time table, a train is due to leave the station. When a train is running late, on account of which the actual time of departure falls on the next day, tickets issued to passengers by such a train should be stamped with the due and not the actual date of departure. The cash should also be accounted for under the due date of departure unless the day's cash is to be remitted before the actual departure of the train, in which case the cash may be accounted for on the actual date.

245. Tickets stamped indistinctly. ♦ When a ticket has been indistinctly stamped, the word 'illegible' should be written beneath the date, and the ticket cancelled and treated as a non-issued ticket. Under no circumstances should a date once stamped on the ticket be tampered with nor should a ticket, once stamped, be passed through the dating machine a second time. Tickets bearing double impressions of dates should be viewed with suspicion by the ticket checking staff. If necessary, the ticket should be collected and a free excess fare ticket issued in lieu thereof and a detailed report along with the ticket submitted to the Divisional Commercial Superintendent endorsing a copy thereof to the Traffic Accounts Office.

246. Dating of tickets issued in advance. ♦ In the case of tickets issued in advance, besides stamping the date of issue, the date and train number by which the journey is to be made should be endorsed on them either by rubber stamp or in ink and initialed by the Booking Clerk.

When a return journey ticket is issued, the date on which the return journey is to be completed in accordance with the rules of the Coaching Tariff should be filled in ink in the return-half, if not already printed.

247. Issue of printed card tickets. ♦ Before commencing the issue of card tickets for each train, the Booking Clerk should see that the ticket at the bottom of each tube is partly drawn out. The number of each ticket so drawn out should correspond with the number of that description of ticket already entered in the daily train cash book cum-summary as the 'closing number' of the booking by a previous train. This will enable the Booking Clerk to ascertain readily after the departure of the train, for what stations tickets have been issued, because, the tubes from which tickets have been issued will have no tickets projecting. Where the daily train cashbook-cum-summary is posted by shifts and not by trains, the drawing out will be done only at the beginning of each shift.

248. Issue of platform tickets. ♦ Persons other than bona fide passengers seeking entry to station platforms for the purpose of receiving or seeing off friends and relatives, should be issued platform tickets, where stocked, on recovery of the prescribed charges. For the purpose of indicating the time of issue, the platform tickets are printed with hours of the day in even figures from 2 to 24. At the time of issue, besides dating the ticket as required in para 242, the Booking Clerk should also score out in ink, the material time of issue so that the ticket may be available for 2 hours from that time (see para 218). For example, if a ticket is issued between any time after 6 hours but upto 8 hours, the figure 8 printed on the ticket should be scored out (as shown on the specimen below), so that the platform ticket will be valid upto 10 hours on that date.

(Obverse)

Valid for Two hours from the time of issue.
2/4/6/8/10/12/

Platform Ticket Rs. 1.50 K MAHBUBNAGAR
South Central Railway
12536
14/16/18/20/22/24

249. Issue of tickets for attendants. ♦ Each passenger in air-conditioned (first) class is allowed to take two attendants and each person in AC sleeper/first class one attendant on payment of second class fares by mail/express or ordinary trains, as the case may be. Tickets for attendants will be issued from and to any station on the route covered by the air-conditioned or AC sleeper/first class tickets in connection with which they are issued. No attendant tickets will be issued to a point beyond or off the route covered by the air-conditioned and AC sleeper/first class tickets in question.

250. (a) All air-conditioned single journey tickets in connection with which attendant tickets are issued should have the letter 'A1' or 'A2' written by hand in red ink or stamped indicating whether one or two attendant tickets have been issued. Similarly, AC sleeper/first class single journey tickets will have the letter 'A' written by hand in red ink or stamped on them to indicate that an attendant ticket has been issued.

(b) If return journey tickets for attendants are issued, the letter 'A1' or 'A2' as the case may be, should be written by hand in red ink or stamped by the starting station on both halves of the air-conditioned return ticket and the letter 'A' on both halves of the AC sleeper/first class return ticket. If only single journey tickets for attendants are issued, the outward or return journey halves of return tickets only will be so endorsed or stamped.

(c) In connection with either half of a return ticket, which has not been so endorsed, attendant tickets may be issued on the outward or return journey, the relevant half of the return ticket being endorsed by the station issuing the attendant tickets.

(d) Second class tickets issued to attendants, will be endorsed with the word 'Attendant' in ink. It is not necessary to have separate series for attendants' tickets.

251. Route by which tickets are issued. ♦ Tickets are normally issued by the shortest or reasonably direct route and are available for completion of the journey only by that route. When passengers desire to travel by other than the normal and reasonably direct route, tickets may be issued on recovery of the charges due by such routes on receipt of permission from the Headquarters Office.

In the case of persons holding concession orders notified in the I.R.C.A. Coaching Tariff, tickets may be issued in exchange there for by a longer route subject to the following conditions: ♦

(i) that the distance by the longer route does not exceed the distance by the shortest route by more than 15 per cent; or

(ii) the journey by the longer route is quicker than by the shortest route.

252. Booking of passengers for stations upto which trains do not run. ♦ When passengers ask for tickets to a station upto which the train they intend travelling by does not run, they must be advised of this fact so that they will not have reason to complain of delay or inconvenience caused by detention at stations short of destination.

253. Issue of tickets to stations where trains do not stop. ♦ When a passenger asks for a ticket for a station by a train which is not booked to stop there, he must be advised of the fact of non-stoppage of the train at the station in question, and suggested to travel by the next stopping train. The booking staff must acquaint themselves with the stopping stations of all trains, and must be careful not to book passengers to stations at which trains do not stop unless there is connection by changing into another train *en route*, in which case the passengers must be told at which station to change.

254. Issue of tickets available partly by ordinary trains and partly by Mail/express trains. ♦ For second class passengers travelling over sections where mail/express trains do not run, combined mail/express and ordinary fare tickets may be issued charging ordinary fares for the entire distance and then adding to it the difference between the ordinary and mail/express fares for the total distance to be travelled by mail/express trains. In such cases either printed card tickets or blank paper tickets, as the case may be, should be issued clearly indicating the stations between which journey by mail/express or ordinary trains can be performed.

255. Issue of tickets between any two stations on a Main line section where mail/express trains run, partly by mail/express trains and partly by ordinary trains. ♦

Passengers starting journey by ordinary trains from a station on a main line section where mail/express trains do not stop and performing their onward journey by connecting mail/express trains from a station where such trains stop, may also be issued combined mail/express and ordinary fare tickets as mentioned in the preceding para.

Note. ♦ Over certain railways, mail/express trains are charged mail fares only over a particular portion of a main line section and ordinary fares beyond. Passengers travelling by such trains should also be issued combined mail/express and ordinary fare tickets.

256. Issue of tickets in one class for one part of the journey and in another class for the remainder of the journey. ♦ When passengers ask for tickets by a train by which they cannot travel in one class of accommodation through to destination for want of provision of that class of accommodation throughout, they will be issued, if they so desire, a combined ticket available in one class for a part of the journey and in another class for the remainder of the journey. Combined printed card tickets for use in such cases must be indented for by the Station Master, if the volume of traffic offering justifies it. If combined tickets are not in stock, blank paper tickets may be issued.

257. "Backing up" of tickets. ♦ 'Backing up' or endorsing tickets is strictly prohibited except in the following cases: ♦

(i) where a passenger has to remain behind at a road side station under the instructions of the railway police to attend an enquiry or to give evidence in any case connected with the railway, and for this reason is unable to commence his journey by the train for which the ticket is issued, the Station Master is authorized to make the ticket available by another train, provided no delay has occurred in bringing the matter to his notice and the Station Master is satisfied with the explanation given by the police. In such cases the Station Master must write on the back of the ticket, "Available by No.....train of....." and sign his name in full with date and affix station stamp;

Whenever the above action is taken, the Station Master concerned must furnish to the Traffic Accounts Office full details along with the original certificate, in the form prescribed in the I.R.C.A. Coaching Tariff from the Police Officer not below the rank of Sub-Inspector, on which the request was made that passenger should be detained;

(ii) when a passenger is detained at a railway station by a Medical Officer on segregation duty as a measure for prevention of the spread of infectious diseases, and where such a passenger is unable to continue his journey by the train for which the ticket is issued and the period of its availability in terms of the rules in the Indian Railway Conference Association Coaching Tariff for break of Journey en route exceeded, the Station Master on the authority of a certificate from the Medical Officer will make the ticket available for further journey by an endorsement on the back of the ticket as "Available by No.....train.....(date) from.....(station)" and sign his name in full with date in the same manner as is done in the case of persons detained under instructions from the police, the Medical Officer's certificate must be sent to the Traffic Accounts Office in the same way as the certificate from the police officer.

(iii) where passengers have been excluded from a train for want of room tickets may similarly be made available by subsequent trains. The Traffic Accounts Office should be advised at once of the circumstances under which tickets are thus made available.

258. Tickets issued by slow train not to be made available by fast train. ♦ When tickets are endorsed for travel by a subsequent train or a subsequent day as provided for in para 257, care should be taken to see that tickets issued for an ordinary passenger train are not made available for a mail/express train, when the mail/ express fare is higher than that of the other train, unless the holders of such tickets pay the difference in fares.

259. Issue of blank paper tickets. ♦ (a) Paper tickets will be issued subject to the instructions contained in paras 210 and 211. In issuing these tickets, the Booking Clerk should work out the fares with the help of distance and fare tables. The route by which the blank paper ticket is issued, should invariably be shown in the space provided for the purpose on the ticket. When these tickets are issued to stations on contiguous railways which can be reached by more than one route, the name of the railway by which booked should be shown with the name of the junction station, but when such tickets are issued over two or more railways and the destination station can be reached by more than one route, the first junction with each railway should be shown along with the code initials in capital letters of that railway. Booking Clerks must enquire from passengers the route by which they intend to travel, and issue tickets accordingly.

(b) When a paper return ticket is issued, the Booking Clerk should enter on it the date of issue and the date upto which return journey is to be completed. Each halt made by the holder of the ticket should be entered on the back of the ticket by the Station Master of the station where the journey is broken.

Blank paper ticket should be accounted for separately in the daily train cash book-cum-summary.

260. Corrections in paper tickets prohibited. ♦ Corrections in blank paper tickets including special, soldier, circular journey tickets etc. are absolutely prohibited. If through oversight or some other cause incorrect particulars are entered on these tickets, they should be cancelled and treated as 'non-issued'.

261. Passenger fare notebook for through traffic. ♦ To ensure the recovery of correct fares and to avoid undue delay in the issue of tickets to passengers for stations over other railways for which printed card tickets are not available, each station should maintain a passenger fare notebook in Form Com.-F. 1, showing single journey passenger fares for different classes from that station to different stations over other railways to which traffic exists. This notebook should be kept up-to-date by making the necessary changes resulting from the revision of fares from time to time. Each correction made in the notebook should be initialed by the staff making the correction. Traffic/Commercial Inspectors and Inspectors of Station Accounts should examine these

notebooks and see that these are kept up-to-date.

262. Tickets issued out of order. ♦ (a) When tickets issued are out of order through a mistake or due to any other cause, the destination station and the ticket checking stations en route, if any, should be advised of this fact by a telegram so that the passengers can pass without suspicion. A copy of this telegram should be sent by train to the Traffic Accounts Office.

(b) Tickets issued out of order should be accounted for separately in the passenger classification return (Form Com./P. 15 & 16 Rev.) directly under the entry of those issued to the same station in correct progressive order. As soon as a mistake of this nature is noticed, the correct progressive number should be reverted to, and the commencing and closing numbers of the tickets issued out of order should be entered immediately below the correct series and carried forward in each subsequent month's passenger classification return until they are reached in course of issue, when a reference to the date they were accounted for out of order should be made against them. A note of all tickets issued out of order should be made in the ticket stock book (Form Com./T-22). Frequent issue of tickets out of order by the same Booking Clerk should be viewed with suspicion.

263. Non-issued tickets. ♦ When a passenger before commencing his journey wishes to change his ticket for one of a higher or lower class, or for another station or to exchange a single journey ticket for a return journey ticket or vice versa, or when a wrong ticket is issued by the Booking Clerk, or when it becomes necessary to take back or cancel a card or a paper ticket of any description, the original ticket must be marked 'non-issued' giving reasons for cancellation and initialed and dated by the Station Master. This should be done immediately after such a ticket is returned to the booking office or is found to have been wrongly issued.

264. Accountal and disposal of non-issued tickets and clerkage charges. ♦

(a) All non-issued tickets, arranged class-wise, should be forwarded daily to the Traffic Accounts Office through Cash Office in a sealed cover (Com./T-16 and Com./T-17) accompanied by a statement of non-issued tickets in Form Com./T-18 Rev., prepared separately for local and through traffic and for printed card and blank paper tickets. The clerkage charges wherever recovered in accordance with the rules appearing in the I.R.C.A. Coaching Tariff or in the local tariff or Guide of the railway administration concerned, should also be shown in the statement in the appropriate column. A monthly summary of non-issued tickets in Form Com./T-15 Rev., prepared separately for local and through traffic, should also be submitted to the Traffic Accounts Office with the passenger classification for the month.

(b) If a cancelled or non-issued ticket is not sent to the Traffic Accounts Office, but destroyed or otherwise improperly disposed of, action will be taken against the staff responsible in accordance with the provisions of para 229.

(c) Full particulars of non-issued tickets etc. and the clerkage charges, wherever recovered, shall be shown in the daily train cash book-cum-summary (Com./C-5 & 6 Rev.) and the daily statement of non-issued tickets (Com./T-18 Rev.). In the passenger classification (Com./P-15 & 16 Rev.) and the monthly summary of non-issued tickets (Com./T-15 Rev.), the total number of the non-issued tickets will be shown. Frequent marking of non-issued tickets by the same Booking Clerk, or for short distance stations, should be viewed with suspicion.

265. Issue of season tickets. ♦ (a) The rules and conditions under which season tickets are issued, as well as the names of stations at which issued, and the fares to be charged, are notified by the railway administrations in their local tariffs and guides. These tickets are serially numbered and should be accounted for in the daily train cash

book-cum-summary, as laid down in para 268. (see para 214 also).

(b) Season tickets are not transferable and should not be issued in favour of "One man of....." or "One servant of.....". The name of the person in whose favour the season ticket is issued, his/her age and sex should invariably be shown on the ticket by the Booking Clerk. A season ticket will not be valid unless it bears the signature or left hand thumb impression of the holder. Season ticket, if used at any time by any person other than that in whose favour issued, will be forfeited and the person so using it will be liable for prosecution under section 142 of the Railways Act.

(c) No erasures or alterations of any kind should be made in season tickets after they have been filled in. Should passengers change their minds before leaving the booking counter as to the station or the period for which the tickets are available, their season tickets should be cancelled on collection of prescribed charges per ticket and the reasons for cancellation should be recorded thereon. Fresh tickets should be made out and issued on recovery of such additional charges as are due. The cancelled season tickets should be treated as 'non-issued' and sent to the Traffic Accounts Office duly entered in the non-issued statement.

(d) The date of expiry of season tickets should be stamped on the face of the ticket by a special rubber stamp indicating date, month and year. Season tickets expiring upto 8th of the month (inclusive) will be stamped with the date of expiry on the top left quarter, tickets expiring from 9th to 15th (inclusive) will be stamped on the bottom left quarter, tickets expiring from 16th to 23rd (inclusive) will be stamped on the top right quarter and tickets expiring from 24th to the end of the month will be stamped on the bottom right quarter of the ticket.

266. Season tickets available for a period of one month or three months, as the case may be, will be issued from any date in a calendar month. A Monthly season ticket issued on the 2nd of April will be available upto and inclusive of 1st May, and the one issued on 30th or 31st of January will be available upto and inclusive of the last day of February. The period of availability of season tickets issued for three months will be reckoned similarly.

267. Advance issue of season tickets. ♦ Holders of season tickets are permitted to purchase fresh season tickets upto three days in advance of the date of expiry of their tickets. In such cases, the advantage of the unexpired period of the previous ticket will be given by extending the period of availability of the fresh season ticket which will be determined from the day following the date of expiry of the previous ticket. For example if the holder of a season ticket available upto 10th June asks for the issue of a fresh monthly season ticket on 8th June, the old ticket will be collected and a fresh monthly season ticket issued as available upto 10th July. Similarly, if the holder of a season ticket issued on 1st February and expiring on 28th February applies for the issue of a fresh season ticket on 25th February the fresh monthly season ticket will be made available upto 31st March, and so on. A reference of the previous season ticket should be given on the fresh season ticket and a cross reference of the latter should be made on the former.

268. Accountal of season tickets. ♦ Printed season tickets will be accounted for in the same manner as printed tickets (see para 705). The blank card season tickets should be accounted for, in the first instance, in the register of blank card season tickets (see specimen at Appendix II/E). This register should be posted in duplicate by carbon process simultaneously with the issue of each blank card season ticket, the amount being posted in the appropriate value column (see para 720 also). At the close of the duty period of the Booking Clerk or at such other intervals as may be prescribed, the total of tickets and amount of this register should be posted in the daily train cash book-cum-summary against the relevant entry. The non-issued season tickets should be sent to the Traffic Accounts Office daily duly entered in Form Com./T-18 Rev., separately for

printed and blank card season tickets.

269. Issue of circular journey tickets. ♦ (a) Standard itineraries may be framed by the individual railways and circular journey tickets therefor issued by the station staff either in the forward or reverse direction as desired by the passenger. Circular journey tickets for itineraries proposed by the passengers themselves may also be issued provided the itinerary is approved by the railway administration on whose jurisdiction the journey is to commence.

Applications for the issue of such tickets should be addressed to the Chief Commercial Superintendent concerned sufficiently in advance of the date of commencement of journey. The station Superintendents of big stations, may issue these tickets without permission of the CCS.

(b) These tickets are available for completion of the tour for a period of one day for 600 Kms. or part these of plus break of journey days from the midnight of the date of issue and in the case of tickets issued in advance, from midnight of the date endorsed for commencement of journey. These tickets are not transferable and will be forfeited if transferred (see para 216).

(c) The circular journey ticket will be charged for as two single journey, the length of each single journey being, taken as half of total distance. The period of validity of circular journey ticket may be calculated on the basis of the estimated journey passenger can travel at the rate of one day for every 600 Kms. plus the number of days the passenger is permitted to break journey. The journey on such tickets can be broken without any distance restriction, but the journey should be completed within the period of validity of the ticket

(d) Change of class permitted on payment of the difference between the single journey mail fares of the two classes for that portion of the journey for which it is desired to travel in a higher class.

(e) The rules regarding indenting, accounting etc. of these tickets are the same as for blank paper tickets.

(f) The checking staff at stations and on trains must carefully check these tickets and record on them the name of station, train number and date with signature.

270. Sale of tickets by tourist agencies. ♦ Recognized tourist agencies who have executed agreements with the railway administration are authorized to issue coupon tickets, card or paper tickets and special paper tickets to (i) genuine overseas tourists, that is, residents of countries other than India visiting India as genuine tourists and/or (ii) residents of India, in accordance with rules and conditions applicable to the sale of tickets by the agencies as laid down in the I.R.C.A. Coaching Tariff.

271. Rail travel coupons ♦ (a) These coupons are issued to mercantile firms, touring Government officials, accredited press correspondents, news cameramen accredited at the headquarters of the Government of India, and the members of Legislative Assemblies/Councils, as notified from time to time, under the rules and conditions appearing in the I.R.C.A Coaching Tariff.

(b) The rail travel coupon books will be supplied by the ticket printing office to the Headquarters Office, Divisional Office or certain selected stations authorized to issue them, an advice being sent to the Traffic Accounts Office. The coupon books should, on receipt, be checked and counted like other money value books and entered in a special register kept for the purpose. The sale of coupon books will be made in accordance with the rules and conditions laid down in the I.R.C.A Coaching Tariff, a monthly return being

submitted to the Traffic Accounts Office in the pro forma appearing Appendix II/F.

(c) The amount realized by the sale of coupon books should be remitted by the commercial offices through miscellaneous receipt transmit note (G. 1403) to the Station Master who will account for it as "Sundry receipts" and remit to the cash office with his day's cash duly entered in the cash remittance note.

(d) The rail travel coupons exchanged at stations for ordinary tickets in the manner indicated in the I.R.C.A. Coaching Tariff should be submitted by stations to the Traffic Accounts Office along with the passengers classification return of printed tickets or blank paper tickets, as the case may be, in support of the free tickets issued.

272. Advance issue of single journey tickets for journeys commencing from out stations but terminating at the station of booking. ♦

Single journey tickets for all classes, for journeys commencing from an outstation but terminating at the station at which tickets are purchased, will be issued one month in advance of the date of journey. In such cases, blank paper tickets will be issued irrespective of whether any ticket for the outward journey is purchased or not. The actual date on which the journey is to commence will be entered on the blank paper ticket both in words and figures and subsequent alteration in it will not be permitted. Passengers commencing their journeys on any other date than that shown on the ticket will be treated as travelling without ticket and dealt with under the rules.

If the ticket is returned at the station of issue, refund should be granted according to the rules in force, but if the ticket is surrendered at any other station, the ticket will be collected, and a receipt in Form Com./R-13 Rev. granted to the holder who will be advised to apply for refund to the Chief Commercial Superintendent of the railway concerned.

273. Issue of tickets for journeys commencing from and terminating at other than the booking stations. ♦

Individual railways may introduce at selected stations, the facility of issuing tickets for journeys commencing from outstations on the same railway and terminating at other stations on the same railway or other zonal railways. For example Ahmedabad, a station on the Western Railway, may be authorized to issue tickets to passengers for their journeys commencing from Surat to Bombay Central, Vadodara to Amritsar and so on. In all such cases, blank paper tickets will be issued upto one month in advance of the date of journey from separate series of books which should be stocked at the authorized selected stations.

274. Accountal of blank paper tickets. ♦ Stations issuing tickets according to instructions contained in paras 272 and 273 will prepare two sets of passenger classifications (blank paper tickets), one for accounting the traffic originating from that station and another for traffic originating from other stations. The total amount of the passenger classification (blank paper tickets) for traffic originating from other stations will be incorporated in the main classification, and the grand total so arrived at for both the classifications will be taken to debit under the head 'Passenger classification (blank paper tickets)' in the station balance sheet.

275. Train halts. ♦ (a) Train halts are opened for the booking of passengers only and are worked by Booking Clerks, Travelling Booking Clerks, Guards or contractors called 'local agents'.

(b) When a halt is manned by Booking Clerk, the procedure for the sale and accounting of tickets, remittance of cash and submission of returns etc. will be the same as applies to other regular stations. For halts which are to be worked by Travelling Booking Clerks or Guards, the Divisional Commercial Superintendent, in consultation with the Traffic Accounts Office, will lay down a detailed procedure to be followed with regard to the

indenting, stocking and supply of tickets, remittance of cash, maintenance of station records, submission of returns to Traffic Accounts Office, etc.

(c) When the halt is worked by a local agent the under noted procedure will be adopted subject to other terms and conditions contained in the agreement♦

(i) As a broad policy, a contractor operated halt station will be attached to one of the main adjacent stations, called the 'depot station', for the purpose of supply of tickets, money value books, etc., and the name of such station will be notified well in advance of the opening of the halt. A copy of the agreement entered into with the local agent will be supplied to the Station Master of the depot station to enable him to ensure that all the terms and conditions laid down in the agreement are properly complied with by the local agent. The depot Station Master will prepare separate indents for printed card tickets for supply to the local agent while combined indents for money value books and forms for use both at the depot and halt stations will be prepared and submitted to the supplying officer. On receipt, the tickets and money value books will be checked in the manner laid down in para 227 and kept in safe custody. The local agent will obtain the supply of printed card tickets from the Station Master of the depot station on a requisition (form appearing at Appendix II/G) which will be prepared in quadruplicate with the aid of carbon paper. The Station Master of the depot station will recover the face value of the tickets minus commission and other charges, as per agreement, and obtain a receipt for the tickets and commission charges (on a revenue stamp, if necessary), on the lower portion of the requisition form. Two copies of the requisition form will be returned to the local agent while the third copy will be sent by the depot Station Master to the Cashier as a voucher for the commission and other charges paid to the contractor, duly entered on the back of the cash remittance note, and the fourth copy will be retained as record. At the end of the month, the local agent will submit one copy of the requisition form to the Traffic Accounts Office" along with the passenger classification return and retain the other copy as his record.

(ii) The Station Master of the depot station will enter the tickets supplied to the local agent as also the face value of such tickets separately in his daily train cash book-cum-summary, and account for them in the same manner as tickets sold at the depot station. The commission, charges paid to the local agent will be shown as a 'deduct' entry under the main head 'vouchers'. The totals of face value of the tickets supplied to the halt station will be cast separately in the daily train cash book-cum-summary, and at the end of the month or period accounted for as a special debit in the coaching balance sheet. Separate passenger classification should be prepared by the depot station for tickets sold to the local agent.

(iii) On receipt of a written requisition, money value books and other books and forms required for use at the halt station will be supplied to the local agent under an acknowledgement by the Station Master of the depot station. Completed books must be collected before issuing new ones to the local agent.

(iv) The cash collected by the local agent on account of excess fare, excess charge, etc. will be remitted by him to the Station Master of the depot station through the Guard of the first stopping train on the date following the date of collection, duly entered in the memo form showing at Appendix II/H, which will be prepared in quadruplicate by carbon process. Three copies of the memo will be sent to the depot station while the fourth copy, after obtaining the Guard's acknowledgement on it, will be retained as record. The Station Master of the depot station on receipt of the amount will acknowledge receipt on all the three copies and return one copy to the Guard as his acknowledgement, send one copy direct to the local agent and keep the third copy as his station record. The Guard will paste the acknowledged copy in his rough journal for his record. The cash received at the depot station will be accounted for in the daily train cash book-cum-summary under distinct heads.

(v) The tickets will be dated and nipped by the local agent before issue to the passengers. The sale proceeds of tickets, and charges recovered from passengers detected travelling irregularly will be accounted for in the daily train cash book-cum-summary. While the former earnings will be retained by the local agent, the latter will be remitted to the Station Master of the depot station as explained above. Local agents are not authorized to make tickets 'non-issued' and to grant refund on them.

(vi) Tickets collected from passengers at the halt station will be entered in the Ticket Collector's report (Forms Com/T-7 Rev. and Com/T-10 Rev.), and submitted daily to the Traffic Accounts Office. At the end of the month, the local agent will prepare the passenger classification and excess fare returns and submit them to the Station Master of the depot station for onward submission to the Traffic Accounts Office.

The details of the arrangement regarding accounting procedures are left to local instructions to be issued by individual railway administrations in accordance with agreement entered into with the Local agent, in each case.

276. Identity Card-cum-Railway Passes for Members of Parliament. ♦ Members of Parliament (baoh of Lok Sabha and Rajya Sabha) are supplied with Identity Card-cum-Railway Passes which entitle them to travel in AC sleeper along with their companion over all Indian Railways. The charges for the journeys performed by them are paid for by the Parliament Secretariat, through the Accountant General Central Revenues. The spouse of a Member of Parliament has also been allowed to travel in AC sleeper from the usual place of residence of the member to Delhi and back once during every session. When a Member of Parliament travels by rail in 1st AC class without any companion, the amount payable by him shall be determined on the basis of the difference of fares between one 1st AC and two AC sleeper fares.

On completion of their journey, they fill up a form showing particulars of the journey performed and hand it over to the Ticket Collector on duty (see para 518). At the end of the day, all such forms are entered in a statement indicating the journey performed in each case and are sent to the Traffic Accounts Office in a separate cover. The holders of Identity Card-cum-Railway Passes can travel in air-conditioned class by paying full difference between the first class and air-conditioned class fare. They can also travel in AC sleeper, air-conditioned chair cars, IInd class sleeper coaches, and rail cars over Kalka-Simla section without payment of any additional surcharge.

277. Indrail Pass. ♦ The Indian railways have introduced the facility of Indrail Passes to the foreign tourists and Non-resident Indians. They can travel as they like over the entire Indian railway system without any route restriction and within the period of validity of the pass. Indrail pass is issued only when the valid passport is presented. Payment is accepted-only in U.S. \$ (Dollar) and Pound Sterling ♦. Passenger's name, country's name and passport number must be given on the Indrail pass.

A tourist travelling on Indrail pass is exempted from paying reservation fees, sleeper charges and extra supplementary charges for travelling by super-fast trains which are otherwise chargeable in the case of ordinary ticket.

Indrail passes are issued for Air-conditioned first class, first class/A.C. Sleeper/AC. Chair Car and for second class. The colours are blue, green and yellow respectively. The period of validity is seven days, fifteen days, twenty-one days, thirty days, sixty days, ninety days and for twenty four hours. Children between five years and twelve years pay approximately half the fare rounded off to the nearest \$.

No separate charge is payable for meals provided on Rajdhani express trains. The ticket is non-transferable and hence the tourist must show his passport whenever asked for.

Normal free allowance of luggage is permitted viz. 70 Kgs. for A.C. Class. 50 Kgs. for First Class/A.C. Sleeper/A.C. Chair Car and 35 Kgs. for Second Class. This ticket can be used within one year of its issue. The period of validity however is computed from the date when the first rail journey is started and ends on the midnight of the last day of validity. Refund of fare will be made only in Indian currency. No refund will be allowed on lost or stolen or mutilated Indrail pass or when the holder travels in a lower class of accommodation.

Overseas, Indrail passes can be purchased from Australia, Malaysia, West Germany, France, Japan, USA, Thailand, Canada, Finland, Mauritius and UK etc. This facility is availed through General Sales Agents. These agents also make arrangements for advance reservation.

278. Computer Printed Ticket. ♦ The computerisation of passenger reservation system has generated the issue of Computer Printed Ticket (C.P.T.). The C.P.T. stationery shall be used for printing 'Journey cum Reservation ticket', 'Reservation ticket' and 'Cancellation ticket'.

The computer ticket differs from other tickets in many respects. The C.P.T. will have a pre-printed format. The tickets have perforation on two sides. The ticket carries the logo of Indian Railway in small size, printed in Hindi in thin prints in background. The C.P.T. will also have water mark. The number printed on the right hand top corner of the C.P.T. in a box is essentially the C.P.T. stock number. It is in eight digit pre-printed number with last three digits printed in bold. The same box will contain additional three digits printed by the computer printer. This three digit computer printed number should match with the last three digits of the pre-printed stock number and shall be used as a check number. Any discrepancy between these two should be viewed suspiciously. The class of accommodation will be printed by computer printer in bold letters. It will be printed in Hindi and English.

Each reservation transaction will be identified by a system generated unique, 'passenger name record number' called PNR. The six digit number will be printed by the system at the time of issue of ticket.

The train number will be printed by the system in the relevant box. The date of journey will be printed immediately after the train number. The distance of journey will also be printed by the computer in Kilometres. The number of adults and children covered by the CPT will be shown separately in the columns specified. A maximum of six passengers can be booked on one single ticket. Seat/ berth number, sex, age, travelling authority and concession code shall be indicated on the ticket for each passenger. Stations from and to will be printed in Hindi and as well as in English. This system will also show the proper details if the total journey is longer than the portion for which reservation has been asked for or when the reservation asked for is from intermediate station.

The total charges realized from the passengers booked in one transaction will be split under two headings viz. cash collected in rupees and amount collected through vouchers. The coach number, berth/seat number will also be printed by the computer printer in the proper column. The indication of RAC/wait list whenever required will be printed on the C.P.T.

If the travel authority is a pre-bought ticket or railway pass or Indrail pass etc., it will be indicated separately for each passenger on the C.P.T. In case of a journey-cum-reservation ticket issued by this system on a concession order or any other voucher, the voucher number will also be printed by the system on the ticket. The concession code will be printed only in cases where concession has been granted by the system.

In a box at the left bottom corner of the ticket, the first number is a three digit random

number. This random number will be unique for a given combination of train, date and destination. This will be used by ticket checking staff on train as well as at the destination to check against irregularities. The date of issue, time of issue and the terminal number from which the ticket has been issued will be shown in this order on the last line in the C.P.T. after the random number. The route of the journey shall be indicated at the end of the last line after terminal number.

In case of cancellation ticket the heading will be "Cancellation ticket". The system will print all the information as in the original ticket but in addition will indicate cancellation fee and the amount of refund.

Computerisation of issue and accountal of unreserved ticket has also been started at certain important stations. This ticket will also have an eight digit preprinted number but with last four digits printed in bold.

CHAPTER III

ADMISSION TO PLATFORMS AND CARRIAGE OF PASSENGERS

301. Admission to station platforms. ♦ As a rule, only *bona fide* passengers holding proper tickets or other authority should be admitted to station platforms but Station Masters have discretion to admit a limited number of persons who are not bona fide passengers.

302. (a) At stations supplied with platform tickets, no one other than a bona fide passenger will be allowed to the platform without a platform ticket or platform pass/permit. The issue of platform tickets should, however, be limited to the capacity of the platform accommodation.

Note. ♦ (i) Free platform passes or permits are issued to staff of certain Government Departments including the Posts and Telegraphs Department, Military Police, Civil Police, Government Railway Police, officials of Excise Department on duty and Sewa Samiti and Boy Scouts Organizations and to certain railway contractors and their staff.

(ii) Commissioned Officers or N.C.Os. (including a Medical Officer and/or Station Staff Officer and his clerk) provided with instructions for the reception or despatch of a party of military personnel by rail may be allowed on the station platform without purchasing platform tickets. Such Officers or N.C.Os. will be in uniform and on demand by the railway staff produce instructions as to their authority for the non-purchase of platform tickets.

(iii) Railway staff on duty, Civil, Military and Government Railway Police in uniform. Railway Mail Service staff in uniform or with tokens, licensed porters, vendors and their authorized helpers in uniforms, private servants of railway staff on duty, and handling contractors and hamals should be admitted to platform without platform tickets, passes or permits.

(b) At stations not supplied with platform tickets, persons wishing admittance to the platform to see or meet friends travelling by trains may be admitted free, if the Station Master is satisfied that their business is bona fide.

(c) A platform ticket or platform pass/permit does not entitle the holder to remain in any carriage or compartment.

303. Passengers crossing station lines. ♦ At stations where no over bridges or subways are provided, passengers must use ends of the platform for moving from one platform to another. In no circumstances should passengers be permitted to cross railway lines without adequate precautions being taken for their safety.

304. Removal of beggars or other unauthorized persons from platform. ♦

Begging and solicity for alms, subscriptions and charities in any part of railway premises is strictly prohibited. Similarly, hawking or selling of any article whether on any train, station platform or premises or canvassing for any custom, unless permitted under a proper licence, is expressly forbidden. Any person, irrespective of whether he is, or is not, in possession of a pass or a ticket authorizing him to be on the said premises, found contravening these orders must be removed from railway premises immediately. When persuasive methods fail, the assistance of the Railway Protection Force or Government Railway Police should be sought for removing such persons from railway premises, or for prosecuting them under section 144 of The Railways Act, as the situation may call for.

305. Accommodation of passengers. ♦ Guards, Conductors, Station Masters and

Reservation Clerks in the case of large station, are responsible for seeing that upper and lower class passengers who have reserved their berths/seats in advance in compartments/carriages are properly accommodated. In the case of compartments/carriages which are not reserved, Guards, Conductors, Ticket Collectors and Station Masters should see that passengers are not inconvenienced in finding accommodation in them.

306. Passengers refusing to vacate seats, berths or compartments already reserved for other passengers. ♦ (a) If a passenger occupies a seat, berth or a compartment reserved for another passenger and refuses to vacate it, he should be tactfully approached and an endeavour made to persuade him to vacate the same. These efforts failing, the staff should inform the offending passenger that he has committed an offence under sub-section (1) of section 155 of the Railways Act, which reads as under ♦

"Section 155 (1) ♦ If any passenger ♦

(a) having entered a compartment wherein no berth or seat has been reserved by a railway administration for his use, or

(b) having unauthorizedly occupied a berth or seat reserved by a railway administration for the use of another passenger, refuses to leave it when required to do so by any railway servant, authorised in this behalf, such railway servant may remove him or cause him to be removed with the aid of any other person, from the compartment, berth or seat, as the case may be, and he shall also be punishable with the fine which may extend to five hundred rupees."

(c) If the offending passenger still persists, the staff should, if necessary, call upon the Government Railway Police to take necessary action in getting the reserved accommodation vacated.

307. Passengers obstructing the entry of others into compartment. ♦ If a passenger obstructs entry of another into a compartment where accommodation is available, and continues to cause obstruction after due warning has been given, the Station Master may, if necessary, report the matter to the Police for taking action under sub-section (2) of section 155 of the Railways Act which reads as under ♦

"Section 155 (2) ♦ If any passenger resists the lawful entry of another passenger into a compartment not reserved for the use of the passenger resisting, he shall be punishable with fine which may extend to two hundred rupees".

308. Passengers not permitted to travel in higher class than that for which fares have been paid. ♦ Passengers must not be permitted to travel in, or be put into, a higher class than that for which fares have been paid except in accordance with tariff rules, nor must a higher class of carriage or compartment be demoted as available for use by passengers holding lower class tickets unless permitted by a competent authority.

309. Reserved accommodation for females. ♦ Every railway administration shall, in every train carrying passengers, earmark for the exclusive use of females, one compartment or such number of berths or seats as the railway administration may feel fit.

Carriages and compartments reserved for females must not be allowed to be occupied by men. Such carriages or compartments, when not being used by females must be kept locked by Guards of trains. Station Masters at intermediate stations must see that none but female passengers get into females reserved carriage or compartment Boys under twelve years of age, however, may travel in a female reserved compartment when accompanying female passengers.

Occupation of ladies compartment by ladies, is optional not compulsory and if any lady passenger prefers to travel in a general compartment, she may be permitted to do so.

310. At stations where lady Ticket Collectors are posted, it is their duty to especially interest themselves in accommodating lady passengers. At stations where lady Ticket Collectors are not posted, the staff are warned that lady passengers are not to be interfered with more than is consistent with duty. Male Travelling Ticket Examiners are strictly forbidden to enter carriages or compartments reserved for ladies on any pretext whatsoever.

311. Military personnel entering compartments reserved for females.♦

Military personnel found entering compartments/carriages reserved for females should be politely prevented from entering such compartments/carriages and advised to travel in a general compartment on the train, pointing out at the same time that occupation of females compartment by male passengers is strictly forbidden and is an offence under section 162 of the Railways Act. Should the staff encounter difficulties in preventing the military personnel from entering the ladies compartments/carriages, the assistance of the area military authority should be sought, where necessary.

312. Travelling on footboards and on the roofs of the train or engine of trains.♦

Passengers must not be allowed to travel on footboards or on the roofs of carriages or engine of a train. If a passenger, after being warned by a railway servant to desist, persists in travelling on the roof, steps or footboard of any carriage or on an engine, or in any other part of the train not intended for the use of passengers, the assistance of the police should be requisitioned for taking action against him under section 156 of the Railways Act which reads as under♦

"**Section 156.♦** If any passenger, or any other person, after being warned by a railway servant to desist, persists in travelling on the roof, steps or footboard of any carriage or on an engine, or in any other part of a train not intended for the use of passengers, he shall be punishable with imprisonment for a term which may extend to three months, or with fine which may extend to five hundred rupees or with both and may be removed from the railway by any railway servant"

313. Precautions before starting a train carrying passengers.♦(a) It is the duty of the Guard/Conductor and the Station Master on duty to see that doors of carriages are closed and outside catches, where provided, fastened before a train starts. The Guard in charge of the train, before giving the starting signal, will personally satisfy himself that no passenger is entraining or detraining.

(b) The train staff at the starting stations should see that the inside catches of doors and windows, specially of the ladies compartments or carriages are in working order before the train starts.

314. Passengers not allowed too close to the edge of platforms,♦To avoid accidents, passengers must not be allowed too close to the edge of a platform, more particularly when a train is approaching.

315. Overcrowding.♦Station Masters, Guards/Conductors and ticket checking staff should, when necessary, endeavour to distribute second class passengers evenly so as not to cause overcrowding in any particular carriage or compartment. It should also be seen that the passengers do not obstruct entrance passage by placing their luggage.

316. No room in train.♦When there is overcrowding in any particular class of accommodation on a train, the Guard must convey the fact to the nearest Station Master who shall inform the Section Controller and stations ahead. The Section Controller should

refer the matter to the Divisional Operating Superintendent and the Divisional Commercial Superintendent for necessary instructions, and also inform the large stations and junctions ahead, where heavy booking of passengers generally takes place. The Station Master receiving such information should warn the passengers at their stations. For clearing excess passengers, such standing instructions as issued from time to time, in regard to attaching of extra carriages to the same train or to another train etc., may be observed. On non-controlled sections, the orders of the Divisional Operating/Commercial Superintendent should be obtained through telegraph and the junctions and important stations en route should also be suitably advised.

317. Passengers unable to find accommodation in a train. ♦ Passengers who fail to find accommodation in the class of carriage for which they hold tickets may adopt one of the following alternatives: ♦

(i) to travel by the next mail/ordinary train by which their tickets are available after getting the necessary endorsement on tickets from the Station Master on duty who will sign in full with date adding the name of his station;

(ii) to return their tickets immediately but not later than three hours after the actual departure of the train and have their fares refunded in full;

(iii) to travel in a lower class, if any, than that for which tickets are held; in such cases, passengers must be advised to obtain a certificate from the Guard, Conductor or TTE of the train to the effect that for want of room they were compelled to travel in a lower class and to apply for a refund of difference between the fares paid and those payable for the class in which they travelled; or

(iv) to approach the Booking Clerk for changing their tickets to a higher class or to obtain an excess fare ticket from the checking staff, at the station or travelling by train on payment of the difference in fares or, if the time is not sufficient, to inform the Guard/Conductor of the train for permitting them to travel in a higher class, who will issue a certificate to this effect and arrange for recovery of the difference in fares at the next stopping station.

318. Soldiers left behind. ♦ If a soldier is left behind for want of accommodation, the Station Master, on application, must endorse on the ticket as follows: ♦

Train No.....dated.....missed for want of accommodation.

Dated.....

Station Master

Station Stamp.

319. Action to cope with unusual movement of passengers in largo numbers: ♦

Station Masters must keep themselves informed of all fairs and gatherings in the neighbourhood of their stations, and of any other local circumstances tending to influence the movement of traffic and to make arrangements with the Divisional Office for extra carriages or trains to be supplied to cope with the increased passenger traffic. If there is reason to anticipate an unusual movement of passengers of any class, a report should be made in good time by the Station Master to the Divisional Office.

320. Tickets left behind. ♦ When passengers, leave their tickets behind, the Station Master concerned, on finding such tickets will despatch a telegram free of charge to the

nearest convenient station giving the details of the tickets, viz., number, class, station from, station to and the name of the holder, if known. On controlled sections the message should also be sent through control phone. The Station Master of the station to whom the message is addressed will, on the authority of this telegram, issue a free excess fare ticket to destination and make it over to the passenger. The Station Master of the station where the left behind tickets are found will cancel the original tickets and submit the same along with his report to the Traffic Accounts Office. A copy of the report should also be sent to the Divisional Commercial Superintendent.

321. Entry inside the booking offices prohibited. ♦ Passengers should purchase their tickets through the booking windows. Under no circumstances "should passengers be allowed to enter the booking offices for purchasing tickets.

322. Complaints by passengers of being wrongly charged. ♦ Station Masters must invariably make immediate enquiries into cases of passengers who complain of having been wrongly charged, or who have not been able to travel in the class of carriage they hold tickets for, or who have been left behind, etc., so as to be in a position to report fully to the Divisional Commercial Superintendent on such cases. The number on tickets, passenger's name and address must always be noted for subsequent reference for instituting further enquiries, if necessary.

323. Refund of fares to passengers unable to use their tickets. ♦ (a) Station Masters are authorized to grant refund of fares on Unused or partially used tickets in accordance with the rules laid down in the I.R.C.A. Coaching Tariff. These rules should be carefully studied to avoid unauthorised refund of fares.

(b) Refund on unused tickets can be granted only at the office of their issue. Station Masters while granting refund on such tickets, should see that the tickets are genuine and the amount of fares in respect of them has been correctly accounted for in the daily train cash book-cum-summary.

(c) Unused tickets issued by a city booking office/agency, if tendered by the passenger at the serving station within the prescribed time limits, Should be cancelled, stamped and initialed by the Station Master at the serving station and returned to the passenger along with a certificate in manuscript, indicating the time at which the tickets were tendered for cancellation. On presentation of the certificate along with the cancelled tickets, the city booking office/agency will refund the amount to the passenger, if otherwise in order, after verifying the account of the cancelled tickets in the daily train cash book-cum-summary. Immediately after refunding the amount, the city booking office/ agency should make a reference to the serving station to verify the genuineness of the certificate. Any cases of fraud coming to notice, as a result of this reference, should be reported to the Divisional Commercial Superintendent and the Traffic Accounts Office. The city booking office/agency should submit the certificates to the Traffic Accounts Office along with the relevant cancelled tickets.

(d) In the case of tickets partially used by passengers due to dislocation of train service caused by breaches, accidents, or other unforeseen circumstances, refunds on tickets except those issued by tourist agents, or those issued in exchange of rail travel coupons, will be granted at the station at which the passengers are held up or at the station of dispersal.

(e) In cases, where the Station Master is not competent to grant refund of fares, or is not in possession of sufficient cash, the tickets will be collected from the passengers and a receipt there for in Form Com./R-I 3 Rev. granted to them. This receipt will be prepared in quadruplicate by carbon process. One copy will be given to the passenger to enable him to claim refund, the second copy along with the tickets surrendered by the passenger will be submitted to the Chief Commercial Superintendent of the ticket issuing

railway, the third copy will be sent to the station which issued the tickets to verify genuineness of the tickets and the fourth copy will be retained as station record. The issuing station, after verifying genuineness of tickets, will submit the third foil to the Chief Commercial Superintendent of the ticket issuing railway.

324. Procedure to be observed in granting refund of fares of unused and partially used tickets.

(a) When unused tickets on which reservation has not been made are surrendered within three hours after actual departure of the train on the date of issue, the tickets will be endorsed on the back as 'non-issued' and the fare refunded after deducting the clerkage charges due, giving reasons for the non-issue of tickets in cases where clerkage charges are not collected and full fares are refunded. Particulars of such tickets together with the clerkage charges collected will be entered in the columns provided for the purpose on the left hand bottom of daily train cash book-cum-summary (Form Com./C. 5 & 6-Rev.) (see also para 264). The clerkage charges for local and through traffic separately, will also be shown under a distinct head 'Clerkage' in, the daily train cash book-cum-summary.

While closing the cash in the daily train cash book-cum-summary at the end of the shift or after the departure of a train, the net issues of tickets will be recorded, which will be worked out by subtracting the commencing number from the closing number less the number of non-issued tickets. For example, if the closing and commencing numbers are 24529 and 24512 respectively and the total number of non issued tickets is 3, the net issues will be 14 ($24529 - 24512 - 3 = 14$). The total amount for net issues of tickets, i. e., 14, will be entered in the amount column of the daily train cash book-cum-summary. If, however, the refund on non-issued tickets is claimed after the close of account of the train by which these were issued, the amount of fare, instead of being reduced from the cash of the train by which the tickets were accounted for, will be shown as a 'minus' entry against the relevant series in the daily train cash book-cum-summary in the 'amount' and 'number issued' columns of the train, the cash of which is on hand at the time the tickets are non-issued.

(b) When refund is granted on unused tickets after cancellation of reservation made on them or when refund is granted on tickets surrendered subsequent to the date of issue, the particulars of refund will be recorded in a statement in Form Com./R-14 Rev. This statement will be prepared in quadruplicate by carbon process separately for local and through traffic. The net amount refunded will be shown as a 'deduct' entry in the daily train cash book-cum-summary under the main head 'vouchers'. At the close of the day, the Station Master should check the correctness of the tickets on which refund has been granted with the entries in the statement. Two copies of the statement along with the original tickets will be sent to the Traffic Accounts Office daily in a sealed cover, the third copy will be submitted to the Cashier as a voucher duly entered on the reverse of the cash remittance note and the fourth copy retained as station record. One copy of the statement duly acknowledged and stamped with the office seal of the Traffic Accounts Office will be returned to the Station Master who, on receipt, will paste it to the record copy. If the acknowledgement from the Traffic Accounts Office is not received within a reasonable time, the Station Master shall issue a reminder to obtain acknowledgement.

(c) When owing to breaches, accidents, etc. passengers are compelled to terminate their journey en route, the Station Master of the station at which the passengers alight will collect the partially used tickets, and grant them refund of fares for the untravelling portion without making any deductions. A statement in quadruplicate in the following form will be prepared, and disposed of in the manner explained in (b) above. Similarly, the amount refunded will be shown as a 'deduct' entry under the main head 'vouchers' in the daily train cash book-cum-summary.

Statement of refunds granted on partially used tickets
at.....

.....on.....
19.....

Local/Through.

Particulars of Tickets					Fare due upto the place travelled	Amount refunded	Signature of the payee	Remarks	
No.	Station		Single or Return	Class					Amount
	From	To							
					Rs. P.	Rs. P.	Rs. P.		

(d) Unused and partially used tickets on which refunds are granted, as explained in (b) and (c) above, will be cancelled under the dated initials of the Station Master.

325. Season ticket holders travelling in a lower class. ♦ If a season ticket holder travels in a class lower than that for which the season ticket is issued, for want of accommodation or any other cause, he shall not be entitled to the benefit of refund of difference in fares under section 51(2) of the Railways Act.

326. Guard's certificate of permission to travel. ♦ The 'Certificate of permission to travel' is issued in the following cases by Guards/Conductors and other categories of staff on duty as notified by the railways, to passengers who apply for such permission before incurring the charge, on the condition that the passenger will subsequently pay the fare and any excess charge due: ♦

- (i) when a passenger owing to want of time is unable to purchase a ticket; Guard's Certificates will be issued in such cases at stations where platform tickets are issued, only on production of valid platform tickets;
- (ii) when a passenger wishes to continue his journey beyond his booked destination;
- (iii) when a ticket holder wishes to travel in a higher class of carriage;
- (iv) when a ticket holder wishes to travel from an ordinary to a mail or express train or a restricted train either at the starting station or en route;
- (v) When a passenger is compelled to change in a lower class of carriage or in a train other than mail or express, for want of room in the class or in the mail or express train, for which he holds a ticket;
- (vi) when military personnel are unable to get their warrants exchanged for tickets at the starting station and inform the Guard/Conductor before undertaking the journey;
- (vii) when military personnel holding military concession certificates I.A.F.T. 1720-A, 1728 and 1736, are unable to get their certificates exchanged for tickets at the booking office for want of time and inform the Guard/Conductor before undertaking the journey.

Note. ♦ (1) Guard's certificates must not be issued to passengers travelling on un

exchanged military concession certificates except those referred to above, concession orders, privilege ticket orders, etc.

(2) Travelling Ticket Examiners are not authorised to issue these certificates.

327. Procedure to be followed in issuing certificates. ♦ A specimen of the form of 'Certificate of permission to travel' appears in the I.R.C.A. Coaching Tariff. These certificates are serially numbered and printed in three foils, viz. 'Passenger'. 'Accounts' and 'Record'. These are prepared by carbon process and should normally be issued upto the destination stations of the passengers. However, in cases where passengers are compelled to travel in a lower class and hold tickets for destinations which involve change at a junction station, the certificates should be issued upto the first train changing junction, or if desired by the passengers, upto an intermediate station prior to such junction where accommodation in the class for which tickets are held is expected to become available. In such cases the Guard/Conductor issuing the certificate will endorse on the ticket in ink as under ♦

"Available inclass from.....
.to..... Certificate
No.....
....issued.

.....(Signature)
.....(Date)
.....;(Guard/Conductor)
.....(H.Q.)

However, if room becomes available later, and the passenger desires to travel in the higher class, he should be permitted to do so. In such cases Guard/ Conductor should give fresh endorsement and signature in ink on the certificate already issued.

328. Collection of charges by Guards/Conductors. ♦ The staff authorised to issue certificates are not permitted to accept excess fare or excess charge due from passengers. The realisation of these charges is strictly limited to the staff authorised to issue excess fare tickets. The Conductors may, however, realise reservation/surcharge from the passengers for which they may be issued coupons of fixed denominations by the Railways. All the precautions and procedural formalities to be followed for the safe custody, issue and use of EFTs would be applicable to these coupon books also.

329. Responsibility to recover charges due from passenger issued with certificate of permission to travel. ♦ It will be the duty of the staff issuing certificates to ensure that the recovery of the railway dues is made from the passenger who should be made over to the Station Master or the Travelling Ticket Examiner at the starting station or at the first stopping station where there is time for the recovery of the charges. The passenger will then be issued an excess fare ticket (Com./T 12 Rev. or Com./T. 13 Rev.) on collection of the charges due. The machine number of the excess fare ticket will be recorded on all the foils of the certificate of permission to travel.

Travelling Ticket Examiners on joining a train must consult the Guard/ Conductor to ascertain if any passengers have been issued the certificates so that the railway charges due from them may be recovered.

330. Submission of certificate of permission to travel to the Traffic Accounts

Office. ♦ These certificates ('Passenger' foils) should be submitted to the Traffic Accounts Office along with the excess fare return of the relevant period and a note should be made at the bottom of the excess fare return of the total number of certificates attached. Certificates issued to passengers compelled to travel in a lower class for want of room in a higher class vide paragraph 326 (v) will be left with them for claiming refund from the Chief Commercial Superintendent/Station Master.

331. Certificates to be issued from printed certificate books. ♦ Guards/ Conductors are strictly enjoined to provide themselves with printed certificate books. Under no circumstances manuscript certificates should be issued to passengers as this practice is highly objectionable and affords opportunities to commit frauds.

332. Carriage of passengers suffering from infectious or contagious diseases.

Persons suffering from any Infectious or Contagious diseases ♦

(1) A railway administration shall not carry, except in accordance with the conditions laid down in these rules, persons suffering from the following infectious or contagious diseases-

- (i) Cerebro-Spinal meningitis,
- (ii) Chicken-pox,
- (iii) Cholera,
- (iv) Diphtheria,
- (v) Leprosy,
- (vi) Measles,
- (vii) Mumps,
- (viii) AIDS
- (ix) Scarlet fever,
- (x) Typhus fever,
- (xi) Typhoid fever, and
- (xii) Whooping cough.

(2) Nothing in sub-rule (1) shall apply in the case of closed (non-infective) leprosy patients carrying a certificate from a Registered Medical Practitioner certifying them to be non-infective and such a certificate shall be produced on demand inside railways premises by any railway servant.

(3) A person suffering from any of such diseases, as mentioned in sub-rule (1) of this rule, shall not enter or remain in any carriage on a railway or travel in a train without the permission of the Station Master or other railway servant in charge of the place where such person enters upon the railways Any person who enters or remains in any carriage or travels in a train without proper permission, such person and a person accompanying him shall be liable to the forfeiture of their passes or ticket and removal from railway by any railway servant.

(4) A railway servant giving such permission may, on the person suffering from the disease, agreeing to pay the usual number of fares for reserving a compartment, arrange for his separation from other persons being or travelling upon the railway.

(5) Detention of Passengers attacked with any Infectious or Contagious diseases. When a passenger is detained at railway station by a Medical Officer, as a measure for prevention of the spread of infectious or contagious diseases referred to in sub-rule(1) of rule 2 and when such a passenger is unable to continue the Journey by the train for which the ticket is issued and the period of its availability in terms laid down for break of journey en route is exceeded, the Station Master on the authority of certificate from the Medical Officer, shall make the ticket available for the further journey by an endorsement on the back of the ticket as under :

"Available by No.-----Train-----
(date)

from------(Station)" and sign his name in full.

333: Passengers suffering from infectious or contagious diseases detected in trains.

(a) All persons suffering from contagious or infectious diseases should be prevented from travelling by train, but where the disease is detected during the journey, the passenger with his relations or friends, if any, shall be isolated in the compartment of the carriage in which he is travelling, and if they are willing to attend on him, will be allowed to travel in the same compartment to the nearest station where there is a Medical Officer. If there is room in the train, all other passengers, who were in the same compartment as the patient, shall be removed to another compartment, which shall be emptied for the purpose and the passengers who originally occupied it. accommodated elsewhere in the train. It will be the duty of the Guard of the train to send advance intimation to the Medical Officer of the nearest station so that the passenger may receive medical aid immediately on arrival of the train. A report should also be sent to the police authorities and the Divisional Commercial Superintendent concerned.

(b) If a passenger or an intending passenger is found to be suffering from cholera, in addition to the usual treatment, the Station Master will be responsible for advising the District Medical Officer, the nearest Railway Police Official and the District Magistrate by an urgent telegram.

334. Disinfection of carriages. When any carriage has been entered by a person suffering from an infectious or contagious disease, the carriage must be disinfected in accordance with the special instructions immediately after it has arrived at its destination. No passenger should be allowed to enter it until the disinfection has been completed.

335. Helpless sick passengers without attendants. If a passenger or an intending passenger falls sick and is helpless, all possible assistance must be rendered by the Guard or Station Master. In extreme cases, the assistance of the police should be obtained for conveying the patient to a hospital.

336. Prevention of traffic in consequence of outbreak of an epidemic. (a) If a Station Master is requested by the civil authorities to stop booking of passenger traffic to any place of worship or mela, the official making the request must be asked to refer the matter to the Chief Commercial Superintendent. Full particulars of the case must be telegraphed by the Station Master at once to the Chief Commercial Superintendent sending a copy to the Divisional Office. Until orders are received from the Chief Commercial Superintendent or the Divisional Office, no action whatever in this

connection need be taken beyond posting at stations any notices received from the authorized civil authority and warning passengers that the mela has been closed.

(b) On receipt of instructions from the Chief Commercial Superintendent or the Divisional Office to stop booking of passenger traffic to the "Mela stations", all facilities which are usually provided for the convenience of the traffic incidental to the occasion such as running of special trains, etc. will be withheld. Notices must be posted up conspicuously at stations announcing that the fair or religious gathering, as the case may be, has been stopped and booking clerks will inform passengers of this fact before issuing tickets asked for.

(c) If instructions are received from the Headquarters of the Railway to cancel any special train already on the road, the following procedure must be adopted: ♦

(i) passengers wishing to go forward may be allowed to do so by ordinary (not special) trains only; and

(ii) passengers wishing to return may be advised to have their tickets collected at the station, to obtain receipts therefor and to apply for refund of fare for the untravelled portion of the journey to the Chief Commercial Superintendent

(d) The Divisional Office will advise the Traffic Accounts Office of any instructions issued in connection with the stoppage of traffic stating the period for which these will last.

337. Carriage of passengers in brake vans of passenger and goods trains. ♦(a)

Passengers must not be allowed to travel in brake vans of passenger trains except in the case of railway officers and staff, and others travelling on duty and holding railway passes authorising them to so travel.

(b) Station Masters may, however, permit travel in brake vans of goods trains in the following cases.: ♦

(i) members of the public holding a certificate from the Station Master showing that their need is urgent;

(ii) Magistrates and other Government Officials belonging to the Civil and Railway Police, Posts and Telegraphs Department, Excise and Forest Departments, etc., whose duties render it necessary to travel by goods train: in such cases the railway administration may require the production of a certificate or other suitable evidence from them to establish the identity of Government Officials;

(iii) railway officers and staff holding passes authorizing them to travel in brake vans of goods trains; and

(iv) Government Officials belonging to other departments, in emergent cases, when traveling on duty.

(c) When permission to travel in brake vans of goods trains is granted in the cases referred to in (b) (i), (ii) and (iv) above, the passengers will be required to purchase first class tickets and also warned that the railway is relieved of all responsibility for any injury or damage that may be caused to them as a result thereof. Each of the passengers permitted to travel in the brake van of a goods train will execute an indemnity note, a specimen of which is given below ♦

(Specimen form of Indemnity Note)

"To

The President of India

In consideration of your having granted me special permission to travel from to..... in the brake van of the goods train No.....of the Railway, I do hereby undertake and agree that the President of India, his servants and agents shall be free from all responsibility and shall not be liable for any delay or for any injury including injury resulting in death or loss to me or to my property of any kind whatsoever either belonging to me and/or accompanying me however occasioned during the journey for which the special permission is granted.

I hereby undertake that I shall not interfere with or obstruct the Guard of the train in the performance of his duties and shall also obey all directions which the said Guard may give me. The stamp duty payable in respect of this instrument shall be borne by the Government.

Date.....

Signature.....

Place.....

Designation.....

Full Postal Address

.....

Accepted

For and on behalf of the President of India

.....

The indemnity note after execution will be submitted to the Station Master on duty at the station before commencing the journey who will accept it under his dated signature and keep it as record.

(d) On controlled sections, the Station Master must obtain permission of the Deputy Chief Controller before giving permission to any person to travel in the brake van of a goods train. On non-controlled sections the Station Master on duty may exercise his discretion and grant such permission where considered necessary. It should, however, be noted that permission to travel in the brake van of a goods train should be granted only in exceptional emergent circumstances and not as a matter of routine. Special permission may, in normal circumstances, be given only when no suitable passenger train is available.

(e) The number of persons permitted to travel in the brake van of goods train in addition to the Guard should not exceed five. Lady passengers and minors shall not be allowed to travel in the brake vans of goods or passenger trains. This, however, does not refer to cases of injured women being carried to a station for medical assistance.

Note.♦In the case of Government Officials, railway administration may permit travel in brake van of goods train on recovery of fares lower than first class i.e. second class fares in accordance with any practice in force over that railway.

338. Break of journey.♦When passengers break their journey en route, the tickets held by them should be endorsed by the Station Master of the station at which the journey is broken. The endorsement shall consist of the station code initials, Station Master's initials and the date.

Passengers who break their journey en route except in accordance with the rules provided in the I. R. C. A Coaching Tariff, must surrender their tickets at the station at

which the journey is broken. Such tickets will be entered as irregular tickets in the Ticket Collector's report, Form Com./T-10 Rev. Where, however, the passenger demands a receipt for the tickets surrendered, he will be granted a receipt in Form Com./R-13 Rev., which will be prepared in quadruplicate and disposed of as explained in para 323 (e). The tickets in such cases will not be sent to the Traffic Accounts Office but will be submitted to the Chief Commercial Superintendent along with one copy of the receipt in Form Com./R-13 Rev.

339. Acceptance of cheques from Members of Parliament towards payment of fares. ♦ Cheques may be accepted from the Members of Parliament, when travelling on Identity Card-cum-Railway Passes towards payment of the difference in railway fares between air-conditioned and AC sleeper class for their journeys in air-conditioned class over the Government Railways.- The amount of the cheque should include cashing charges in addition to the rail fare due. Such cheques should be drawn in favour of the Financial Adviser and Chief Accounts Officer of the collecting railway, crossed and endorsed 'Account payee only ♦ not negotiable' and dealt with like other cash collections (See chapter XXIV also). Cashing charges included in the cheque should be entered on the excess fare ticket and relevant monthly return under a distinct head 'cashing charges'.

340. Loaded fire arms. ♦ Passengers, with the exception of Troops and Military or Police Escorts, are not allowed in railway premises with loaded fire arms.

CARRIAGE OF PASSENGERS (Extracts from the Railways Act)

341. Exhibition of certain timings and Tables of fares at stations. ♦ "Section 49(1) Every railway administration shall cause to be pasted in a conspicuous and accessible place at every station in Hindi and English and also in the regional language commonly in use in the area where the station is situated. ♦

(i) a table of times of arrival and departure of trains which carry passengers and stop at that station, and

(ii) list of fares from such station to such other stations as it may consider necessary.

(2) A every station where tickets are issued to passengers, a copy of the time table in force shall be kept in the office of the station master."

342. Supply of tickets on payment of fare. ♦ "Section 50(1) Any person desirous of travelling on a railway shall, upon payment of the fare, be supplied with a ticket by a railway servant or an agent authorised in this behalf and such ticket shall contain the following particulars, namely: ♦

(i) the date of issue;

(ii) the class of carriage;

(iii) the place from and the place to which it is issued; and

(iv) the amount of the fare.

(2) Every railway administration shall display the hours during which booking windows at a station shall be kept open for the issue of tickets to passengers.

(3) The particulars required to be specified on a ticket under clauses (ii) and (iii) of sub-

section (1) shall, ♦

(a) if it is for the lowest class of carriage, be set forth in Hindi, English and the regional language commonly in use at the place of issue of the ticket; and

(b) if it is for any other class of carriage, be set forth in Hindi and English:

Provided that where it is not feasible to specify such particulars in any such language due to mechanisation or any other reason, the Central Government may exempt such particulars being specified in that language."

343. Provision for use in which ticket is issued for class or train not having accommodation for additional passengers. ♦ "Section 51(1) A ticket shall be deemed to have been issued subject to the condition of availability of accommodation in the class of carriage and the train for which the ticket is issued.

(2) If no accommodation is available in the class of carriage for which a ticket is issued, and the holder thereof travels in a carriage of a lower class, he shall, on returning such ticket, be entitled to a refund of the difference between the fare paid by him and the fare payable for the class of carriage in which he travels."

344. Cancellation of ticket and refund. ♦ "Section 52. If a ticket is returned for cancellation, the railway administration shall cancel the same and refund such amount as may be prescribed."

345. Prohibition against transfer of certain tickets. ♦ "Section 53. A ticket issued in the name of person shall be used only by that person:

Provided that nothing contained in this section shall prevent mutual transfer of a seat or berth by passengers travelling by the same train:

Provided further that a railway servant authorised in this behalf may permit change of name of a passenger having reserved a seat or berth subject to such circumstances as may be prescribed."

346. Exhibition and surrender of passes and tickets. ♦ "Section 54. Every passenger shall on demand by any railway servant authorised in this behalf, present his pass or ticket to such railway servant for examination during the journey or at the end of the journey and surrender such ticket. ♦

(a) at the end of the journey, or

(b) if such ticket is issued for a specified period, on the expiration of such period.

347. Prohibition against travelling without pass or ticket. ♦ "Section 55(1) No person shall enter or remain in any carriage on a railway for the purpose of travelling therein as a passenger unless he has with him a proper pass or ticket or obtained permission of a railway servant authorised in this behalf for such travel.

(2) A person obtaining permission under sub-section (1) shall ordinarily get a certificate from the railway servant referred to in that sub-section that he has been permitted to travel in such carriage on condition that he subsequently pays the fare payable for the distance to be travelled."

348. Power to refuse to carry persons suffering from infectious or contagious diseases. ♦ "Section 56(1) A person suffering from such infectious or contagious diseases, as may be prescribed, shall not enter or remain in any carriage on a railway or

travel in a train without the permission of a railway servant authorised in this behalf.

(2) The railway servant giving permission under sub-section (1), shall arrange for the separation of the person suffering from such disease from other persons in the train and such person shall be carried in the train subject to such other conditions as may be prescribed.

(3) Any person who enters or remains in any carriage or travels in a train without permission as required under sub-section (1) or in contravention of any condition prescribed under sub-section (2), such person and a person accompanying him shall be liable to the forfeiture of their passes or tickets and removal from the railway by any railway servant."

349. Maximum number of passengers for each compartment. ♦ "Section 57. Subject to the approval of the Central Government, every railway administration shall fix the maximum number of passengers which may be carried in each compartment of every description of carriage, and shall exhibit the number so fixed in a conspicuous manner inside or outside each compartment in Hindi, English and also in one or more of the regional languages commonly in use in the areas served by the railway."

350. Earmarking of Compartment, etc., for ladies. ♦ "Section 58. Every railway administration shall, in every train carrying passengers, earmark for the exclusive use of females, one compartment or such number of berths or seats, as the railway administration may think fit."

351. Communications between passengers and railway servant in charge of train. ♦ "Section 59. A railway administration shall provide and maintain in every train carrying passengers, such efficient means of communication between the passengers and the railway servant in charge of the train as may be approved by the Central Government:

Provided that where the railway administration is satisfied that the means of communication provided in a train are being misused, it may cause such means to be disconnected in that train for such period as it thinks fit:

Provided further that the Central Government may specify the circumstances under which a railway administration may be exempted from providing such means of communication in any train."

PENALTIES AND OFFENCES

(Extracts from the Railways Act)

352. Needlessly interfering with means of communication in a train. ♦ "Section 141. If any passenger or any other person, without reasonable and sufficient cause, makes use of, or interferes with, any means provided by a railway administration in a train for communication between passengers and the railway servant in charge of the train, he shall be punishable with imprisonment for a term which may extend to one year, or with fine which may extend to one thousand rupees, or with both:

Provided that, in the absence of special and adequate reasons to the contrary to be mentioned in the judgment of the court, where a passenger, without reasonable and sufficient cause, makes use of the alarm chain provided by a railway administration, such punishment shall not be less than ♦

(a) a fine of five hundred rupees, in the case of conviction for the first offence; and

(b) imprisonment for three months in case of conviction for the second or subsequent offence."

353. Prohibition on hawking etc. and begging. ♦ "Section 144(1). If any person canvasses for any custom or hawks or exposes for sale any article whatsoever in any railway carriage or upon any part of a railway, except under and in accordance with the terms and conditions of a licence granted by the railway administration in this behalf, he shall be punishable with imprisonment for a term which may extend to one year, or with fine which may extend to two thousand rupees, or with both:

Provided that, in the absence of special and adequate reasons to the contrary to be mentioned in the judgment of the court, such punishment shall not be less than a fine of one thousand rupees.

(2) If any persons begs in any railway carriage or upon a railway station he shall be liable for punishment as provided under sub-section (1).

(3) Any person referred to in sub-section (1) or sub-section (2) may be removed from the railway carriage or any part of the railway or railway station, as the case may be, by any railway servant authorised in this behalf or by any other person whom such railway servant may call to his aid."

354. Drunkenness or nuisance. ♦ "Section 145. If any person in any railway carriage or upon any part of a railway ♦

(a) is in a state of intoxication; or

(b) commits any nuisance or act of indecency or uses abusive or obscene language; or

(c) willfully or without excuse interferes with any amenity provided by the railway administration so as to affect the comfortable travel of any passenger, he may be removed from the railway by any railway servant and shall, in addition to the forfeiture of his pass or ticket, be punishable with imprisonment which may extend to six months and with fine which may extend to five hundred rupees:

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the judgment of the court, such punishment shall not be less than ♦

(a) a fine of one hundred rupees in the case of conviction for the first offence; and

(b) imprisonment of one month and a fine of two hundred and fifty rupees, in the case of conviction for second or subsequent offence."

355. Obstructing railway servant in his duties. ♦ "Section 146. If any person wilfully obstructs or prevents any railway servant in the discharge of his duties, he shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both."

356. Trespass and refusal to desist from trespass. ♦ "Section 147 (a). If any person enters upon or into any part of a railway without lawful authority, or having lawfully entered upon or into such part misuses such property or refuses to leave, he shall be punishable with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both:

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the judgment of the court, such punishment shall not be less than a fine of

five hundred rupees.

(2) Any person referred to in sub-section (1) may be removed from the railway by any railway servant or by any other person whom such railway servant may call to his aid."

357. Entering into a compartment reserved or resisting entry into a compartment not reserved. ♦ "Section 155(1). If any passenger ♦

(a) having entered a compartment wherein no berths or seat has been reserved by a railway administration for this use, or

(b) having unauthorisedly occupied a berth or seat reserved by a railway administration for the use of another passenger, refuses to leave it when required to do so by any railway servant authorised in this behalf, such railway servant may remove him or cause him to be removed, with the aid of any other person, from the compartment, berth or seat, as the case may be, and he shall also be punishable with fine which may extend to five hundred rupees.

(2) If any passenger resists the lawful entry of another passenger into a compartment not reserved for the use of passenger resisting, he shall be punishable with fine which may extend to two hundred rupees."

358. Travelling on roof, step or engine of a train. ♦ "Section 156. If any passenger or any other person, after being warned by a railway servant to desist, persists in travelling on the roof, step or foot-board of any carriage or an engine, or in any other part of a train not intended for the use of passengers, he shall be punishable with imprisonment for a term which may extend to three months, or with fine which may extend to five hundred rupees, or with both and may be removed from the railway by any railway servant."

359. Altering or defacing pass or ticket. ♦ "Section 157. If any passenger wilfully alters or defaces his pass or ticket so as to render the date, number or any material portion thereof illegible, he shall be punishable with imprisonment for a term which may extend to three months, or with fine which may extend to five hundred rupees, or with both."

360. Entering carriage or other place reserved for females. ♦ "Section 162. If a male person knowing or having reason to believe that a carriage, compartment, berth or seat in a train or room or other place is reserved by a railway administration for the exclusive use of females, without lawful excuse, ♦

(a) enters such carriage, compartment, room or other place, or having entered such carriage, compartment, room or place, remains therein; or

(b) occupies any such berth or seat having been required by any railway servant to vacate it,

he shall, in addition to being liable to forfeiture of his pass or ticket, be punishable with fine which may extend to five hundred rupees and may also be removed by any railway servant"

361. Unlawfully bringing dangerous goods on a railway. ♦ "Section 164. If any person, in contravention of section 67, takes with him any dangerous goods or entrusts such goods for carriage to the railway administration, he shall be punishable with imprisonment for a term which may extend to three years, or with fine which may extend to one thousand rupees or with both and shall also be liable for any loss, injury or damage which may be caused by reason of bringing such goods on the railways."

362. Unlawfully bringing offensive goods on a railway. ♦ "Section 165. If any person, in contravention of section 67, takes with him any offensive goods or entrusts such goods for carriage to the railway administration, he shall be punishable with fine which may extend to five hundred rupees and shall also be liable for any loss, injury or damage which may be caused by reason of bringing such goods on the railway."

363. Defacing public notices. ♦ "Section 166. If any person without lawful authority ♦

(a) pulls down or wilfully damages any board or document set up or posted by the order of a railway administration on a railway or any rolling stock; or

(b) obliterates or alters any letters or figures upon any such board or document or upon any rolling stock, he shall be punishable with imprisonment for term which may extend to one month, or with fine which may extend to five hundred rupees, or with both."

364. Smoking. ♦ "Section 167(1). No person in any compartment of a train shall, if objected to by any other passenger in that compartment, smoke therein.

(2) Notwithstanding anything contained in sub-section(1), a railway administration may prohibit smoking in any train or part of a train.

(3) Whosoever contravenes the provisions of sub-section (1) or sub-section (2) shall be punishable with fine which may extend to one hundred rupees." ,

365. Arrest for offences under certain sections. ♦ "Section 179(1). If a person commits any offence mentioned in sections 137, 141 to 147, 150 to 157, 160 to 162, 164, 166, 168 and 172 to 175, he may be arrested without warrant or other written authority by a railway servant or police officer not below the rank of a head constable.

(2) The railway servant or the police officer may call to his aid any other person to effect the arrest under sub-section (1).

(3) Any person so arrested under this section shall be produced before the nearest Magistrate within a period of twenty-four hours of such arrest excluding the time necessary for the journey from the place of arrest to the court of Magistrate."

366. Arrest of persons likely to abscond, etc. ♦ "Section 180(1). If any person who commits any offence under this Act, other than an offence mentioned in section 179, or is liable to pay any excess charge or other sum demanded under section 138, fails or refuses to give his name and address or there is reason to believe that the name and address given by him are fictitious or that he will abscond, any railway servant authorised in this behalf or any police officer not below the rank of a head constable may arrest him without warrant or written authority.

(2) The railway servant or the police officer may call to his aid any other person to effect the arrest under sub-section(1).

(3) Any person arrested under this section shall be produced before the nearest Magistrate within a period of twenty-four hours of such arrest excluding the time necessary for the journey from the place of arrest to the court of Magistrate unless he is released earlier on giving bail or his true name and address are ascertained on executing a bond without sureties for his appearance before the magistrate having jurisdiction to try him for the offence.

(4) The provisions of Chapter XXIII of the Code of Criminal Procedure, 1973, shall so far as may be, apply to the giving a bail and the executions of bonds under this section."

CHAPTER IV
WARRANTS, CONCESSION ORDERS, HIGH OFFICIAL REQUISITIONS
AND FREE PASSES ETC.

401. Military warrants. ♦ Charges for the conveyance of military passengers and their baggage, etc., whether by ordinary trains or military special trains or reserved carriages attached to ordinary trains are payable by warrants as follows: ♦

- (i) warrant Form B (IAFT. 1707) for small parties, invalids, families, etc.
- (ii) warrant Form C (IAFT. 1707A) for military special trains, vehicles wagons and compartments;
- (iii) military warrant and ticket form (I. A. F. T. 1752) for individuals.

Charges for conveyance of consignments of military stores by military special trains are also payable by military credit note (I. A. F. T. 1711) if the issuing officer does not hold military warrant Form C (IAFT. 1707A) and passes a remark to this effect on the military credit note.

402. Booking of traffic on warrants. ♦ Only one warrant is given at the despatching station by the military authorities and the traffic is booked through from start to destination, irrespective of whether the journey involved is over one or more railways, or whether or not the railways over which the journey is to be performed are party to the rules and rates appearing in the I. R. C. A Military Tariff. The charges are calculated at the Military Tariff rates over those railways over which such rates apply, and at the public tariff rates over the other railways. These warrants (upper portion in the case of IAFT. 1752) should be treated as vouchers and forwarded to the cash office along with the day's cash duly entered in the cash remittance note (Com./C9 Rev.).

403. Issue of soldier's tickets in exchange of warrant Forms B (IAFT. 1707) and C (IAFT. 1707A). ♦ A soldier's ticket should be issued in exchange for a military warrant Form B (IAFT. 1707) and Form C (IAFT. 1707A). A specimen of soldier's ticket appears as Appendix IV-A. These tickets are machine numbered and supplied in sets of three counterfoils, viz.. Record foil, Guard's foil for baggage and livestock to be carried with the Guard, and the Passenger's foil.

Season tickets are also issued in exchange of military warrant Form B (IAFT. 1707).

404. Examination of entries in warrants before issue of soldier's tickets. ♦ Before the soldier's ticket mentioned in the previous paragraph is issued, the Station Master should see ♦

- (i) that entries in the warrant are complete in all respects including signature of the officer issuing the warrant;
- (ii) that the warrant bears the stamp of the issuing office;
- (iii) that the officer or person travelling or superintending the despatch of troops has signed in the certificate column on the warrant form as to the actual accommodation provided as entered in column 3 thereof, and in the case of IAFT.1707, has also entered the weight of baggage and the stores conveyed: the Station Master should point out any error or omission in number, weight, etc. to the certifying officer and get him to make the necessary corrections in warrant form (IAFT. 1707A) and initial the same : no alterations are permitted in warrant Form B (IAFT. 1707), as any alteration on this

warrant renders it null and void; and

(iv) that other instructions printed on the reverse of the warrant forms are carefully observed.

405. Particulars of warrants to be filled in soldier's ticket. ♦ All necessary particulars contained in the warrant and any special remarks made thereon should be filled in the soldier's ticket issued in connection therewith. When the route is not shown or is incorrectly shown in the warrant, the ticket should be issued by the main route, the particulars of via or vias being entered both on the warrant and ticket. It should also be seen that the free allowance of baggage has been correctly calculated and that cash is duly paid for the excess baggage and any other items the freight on which is, under the rules, recoverable at the time of booking. This is necessary as in cases of failure to recover what should be paid in cash, no subsequent claim is admitted by the Ministry of Defence.

406. All baggage carried in excess of the weight allowed on the warrant and paid for in cash by the owner should be booked under a luggage ticket. Particulars of luggage ticket should be entered on the warrant and the soldier's ticket, and cross reference of the same should be given on the luggage ticket.

407. The number of soldier's ticket together with fares and freight due, in accordance with the rules contained in the Military Tariff, will be entered in his warrant under the dated signature of the Station Master who will also affix his station seal. The individual numbers on vehicles provided, with their carrying capacity, must be recorded in the warrant Form C (IAFT. 1707A). Particulars of vehicles loaded with explosives and other dangerous goods, over-dimension consignments and wagons used as dummy wagons, and of military credit notes (IAFT. 1711) obtained on payment of the following charges, should be strictly shown on warrant and the soldier's ticket, a true copy of which should be attached to the warrant itself: ♦

(i) Infringement;

(ii) Crane;

(iii) Sidings.

408. Issue of return tickets on warrants. ♦ In exchange of warrant in which requisition is made for a return passage, two soldiers' tickets are to be issued at the starting station, viz., one for the outward and one for the return journey. This applies to all ranks. The fare and freight chargeable for military passengers and their baggage, etc., both ways, should be entered on the warrant

409. Entries on soldier's ticket. ♦ The Station Master should observe the following instructions in the preparation of soldier's tickets: ♦

(i) must cross out in ink all items in column 1 of the ticket for which accommodation is not provided, care being taken to see that the line goes through the items not required;

(ii) must draw a diagonal line across the portion of the ticket both above and below the entry made of the number of passengers for whom the ticket is issued:

(iii) must endorse across the face of the ticket, the number of passengers of each class authorized to travel, e. g.: "Available for two first class and one second class only"; and

(iv) cancel the unused baggage foil of the soldier's ticket to avoid its fraudulent use and retain it with the record foil.

410. Reservation slip for military personnel travelling on warrants. ♦ Military personnel holding warrant Forms No. IAF.T. 1707 and IAF.T. 1752 are allowed to obtain tickets in exchange thereof on the date of commencement of the journey or in advance also. They are, however, permitted to reserve accommodation in advance on a separate form of requisition for reservation (IAFT. 1752A) if they do not purchase the tickets in advance in the exchange of IAF.T. 1707 or IAF.T. 1752.

411. Free allowance of baggage on military warrants. ♦ Soldiers travelling on military warrants will be given a free allowance of 40 Kgs. for each adult and 20 Kgs. for each child, for all classes. Any excess baggage will be paid for in cash and no free allowance will be granted on baggage booked under a luggage ticket

412. Military warrant and ticket form (IAFT. 1752). ♦ (a) This form is divided into two parts, both of which will be filled in, where applicable, by the issuing officer and handed over to the individual travelling.

(b) The individual travelling, before the commencement of the journey, will present complete warrant at the booking office. The Booking Clerk will see that the instructions printed on the reverse of the form have been observed and that the form is complete in all respects. Thereafter, he will enter the essential details on the paper and lower portions' of the warrant, affix station seal on both the portions, and detach and retain the upper portion for submission to the cash office along with the day's cash duly entered in the cash remittance note. If the route is not shown or is incorrectly shown on the warrant particulars of via or vias falling on the main route should be entered in the appropriate column of the upper and lower portions of the warrant. The lower portion will be handed back to the passenger, issuing him at the same time a check soldier ticket for single or return journey, as the case may be. These tickets are serially numbered, printed on blue or badami coloured cards and are of the same size as ordinary card ticket. The specimen form of the ticket is given below ♦

Single		Return	
N. Rly.	N. Rly.	N. Rly.	N. Rly.
.....ClassClassClassClass
SINGLE	Check Soldier	Check Soldier	Check Soldier
Ticket	Ticket	Ticket	Ticket
New Delhi	New Delhi	New Delhi	New Delhi
Valid upto.....	Valid upto.....	Valid upto.....	Valid upto.....
Station	Station	Station	Station
Via.....	Via.....	Via.....	Via.....

When check soldier tickets are not available, a free excess fare ticket, with the following endorsement will be issued in lieu thereof ♦

"issued in lieu of Check Soldier Ticket
valid upto.....station via.....
in exchange of IAF.T 1752 No.....

The particulars of the excess fare ticket issued should be recorded in the warrant and the Government Passenger, Baggage, etc. return. 'Accounts' foil of the excess fare ticket should be sent along with Government passengers, baggage, etc. return and a suitable remark given in the excess fare ticket return.

(c) The check soldier ticket together with lower portion of the warrant will constitute the travel authority for the Military personnel. The one is invalid without the other, and both

are required to be handed over to the Ticket Collector on completion of the journey. In the case of return journey, only the outward journey portion of the check soldier ticket, i.e., the left hand portion will be handed over to the Ticket Collector on completion of this part of the journey, and the holder will be allowed to retain the 'Return' portion of the check soldier ticket together with the lower portion of the warrant which will be collected at the destination on completion of the return journey.

(d) Freight for baggage in excess of the authorized baggage should be recovered in cash and a luggage ticket issued in connection therewith, particulars of which should be entered on the warrant and the check soldier ticket. Cross-reference of the warrant and check soldier ticket should also be given on the luggage ticket. The warrant should be signed by the Station Master and stamped with line station seal.

(c) Personnel of the General Reserve Engineering Force travelling on leave between stations serving their place of duty and home will be issued military warrants with the following encagements: ♦

"Debitable to Border Heads;

"Leave Travel Concession G. R. E. F.;

"The booking clerk should collect from the holder of this warrant, fares for distance equal to 360 kms. plus 1/10th of the total distance; the balance amount will be recovered by the Railway Accounts Office from the C. D. A. (Fys.), Calcutta by book adjustment."

Public tariff rates will be leviable on these warrants and the distance for which fare is to be recovered in cash from the individual will be taken from the station from which the journey commences. After scrutiny of the warrant as laid down earlier, a soldier's ticket or a check soldier ticket of single series will be issued, entering the following details also among others as required in the warrant Form 3 and the soldier ticket or in the middle and lower portions of warrant Form No. IAFT. 1752.

	Rs.	P.
(i) Fares at public tariff rate	
(ii) Fares collected		
.....		
(iii) Difference chargeable to Government	

In the daily train cash book-cum-summary and coaching balance sheet, the amount under (i) will be taken to debit under the head "Government passengers", while cash collected, under (ii) along with warrant, remitted with the day's earning to the cash office taking credit for amount under (iii) under the head 'vouchers' in the aforesaid accounts books of the station. In the return for Government passengers, baggage, etc. full amount under (i) will be accounted for.

(f) Full particulars of all warrants (Form IAFT. 1752) and of check soldier tickets issued in connection therewith should be recorded in a register to be maintained in duplicate in a manuscript form appearing as Appendix IV/B. The entries of check soldier tickets must be made in the same progressive order in which they are issued irrespective of local or through traffic. The correct maintenance of the register will facilitate the preparation of Government passengers, baggage, etc. return to be submitted to the Traffic Accounts Office at the end of the month. A copy of check soldier ticket register will be sent to the Traffic Accounts Office along with return for Government passengers, baggage, etc.

(local).

413. Correct calculation of fares. ♦ The Station Masters should exercise adequate care to see that charges are correctly calculated and entered in warrants, as errors upto Re. 1 in charges paid by warrants are not open to subsequent readjustment between the Railway and the Ministry of Defence.

414. Military certificate forms. - The following Military certificate forms are in use:

S. No.	Form No.	Particulars
1	IAFT. 1714	Military certificate for training movements.
2 .	IAFT. 1953	Military certificate for Army Reservists/Territorial Army Personnel called up for service.
3	IAFY. 1954	Military certificate for Army Reservists and Non-commissioned Officers and men of the Territorial Force on being called up for training or service.
4	INF. 3	Military certificate for Fleet Reservists of Navy on being called up at the time of general mobilization.
5	IN. 461	Military certificate for Fleet Reservists of Navy on being called up for training.
6	Certificate for tickets required for attendants travelling in empty kitchen cars.

415. When the above certificate forms are presented by the the persons authorized to travel, it should be seen that the entries in the certificate forms are complete in all respects, that they bear the signature of the issuing officer and the stamp of the issuing office and that the instructions printed on the forms are fully complied with. After the certificates have been scrutinized and found to be in order, ordinary printed card or blank paper tickets, as the case may be, should be" issued in exchange for the same, the number of tickets and the cost debit able to the Ministry of Defence being noted on them, except in the case of military certificate Form IAFT. 1714, for which payment may be accepted by cheques on the State Bank of India or Government Treasuries or by cash, as may be convenient in each case. When payment is made by cheques, it should be seen that commission charges for cashing cheques are included in the total amount of the cheques. The certificate duly completed with regard to the accommodation provided and weight booked will be submitted to the Traffic Account Office along with the passenger classification return at the end of the month, while the other certificates will be treated as vouchers and sent to the cash office along with daily cash remittance note duly entered in the list of vouchers.

416. Military concession forms:- The following concession forms for travel of military personnel are in use:-

S. No.	Form No.	Particulars
1	IAFT. 1709-A	Concession Voucher Form D for military officers travelling on leave at their own expense and for their families.
2	IAFT. 1719	Certificate for concession to cadets of the National Defence Academy/Air Force College/Naval Training Establishment or Ships.
3	IAFT. 1720-A	Certificate for tickets for Junior Commissioned Officers, Warrant Officers, Chief Jetty Officers of

		the Navy, other ranks and certain non-combatants of the Defence Service when travelling on leave at their own expense and for families (subject to a maximum of six members) of those individuals except Non-combatants.
4	IAFT. 1728	Railway certificate for military pensioners proceeding to attend Regimental Re-unions.
5	IAFT. 1732	Leave concession voucher form G for members of the Military Nursing Services including Matrons of Military Family Hospitals.
6	IAFT. 1736	Certificate for competitions and spectators of the Army, the Air Force, the Navy and the Territorial Force, attending any match, competition, tournament, assault-at-arms, rifle meeting or athletic or cross-country running meeting held under Military arrangements.

417. Issue of tickets in exchange of military concession forms:-Before issuing tickets in exchange of a concession certificate referred to in para 416, it should be seen that the certificate is complete in all respects, bears the stamp of the issuing office as well as signature of the issuing officer and that no alterations have been made in the certificate. It should also be seen that other instructions printed on the reverse of the concession certificate have been observed.

418. After the certificate has been carefully scrutinized and found to be in order in all respects, ordinary card or blank paper tickets, single or return journey, as the case maybe, should be issued on recovery of the fares due in cash. The concession certificates should be sent to-

(i) Traffic Accounts Office When second class tickets are issued in exchange for concessions along with the relevant- sion forms,

passenger classification

(ii) Cash office as voucher .. When AC sleeper/first class tickets are issued in exchange for concession certificates referred to in para 416.

419. AC sleeper/First class tickets issued at concessional fares in exchange for military concession forms will be accounted for in the daily train cash book-cum-summary and passenger classification at full ordinary fares, credit being taken for the amount not collected in cash on the authority of the concession vouchers. Total fares due, amount collected in cash and the difference debit to the Ministry of Defence will be shown separately by the Booking Clerk on the top of each concession form.

420. Military personnel found travelling on unexchanged warrants.♦Military personnel detected travelling on unexchanged warrant Forms IAFT. 1707 and IAFT. 1752 will be dealt with as under♦

(i) when detected at destination, the fare due plus excess charge will be collected in cash : the warrant will also be collected, marked 'cancelled' and sent to the Traffic Accounts Office along with the relevant excess fare return (Com./R-19 Rev.);

(ii) When detected en route, the fare due plus excess charge will be recovered in cash upto the point of detection and an excess fare ticket (Com./T-12 Rev. or Com./T-13 Rev.) granted : a second excess fare ticket for the remaining portion of the journey will

be issued free of charge and the warrant collected : if the warrant is available for the return journey, a separate excess fare ticket will be issued free of charge for the return journey; the date of availability as shown on the warrant being endorsed on the excess fare ticket: in the free excess fare tickets, particulars of the warrant and of the paid excess fare ticket already issued should be given : full particulars of all the excess fare tickets issued should also be entered on the warrant : the warrants should be scrutinized to see that they are complete as laid down in paras 404 and 412 (b).

421. Military personnel found travelling with unexchanged certificates and concession forms- Fare plus excess charge due in the case of public traffic will be recovered, and an excess fare ticket issued except in the following cases: ♦

Concession form IAF.T.	Half AC sleeper/first class or half mail second class fare from the 1720-A. starting station to destination plus the excess charge upto the point of detection should be recovered;
Concession forms IAF.T.	(i) When detected on the outward journey, he should be charged 1728 and 1736. the single fare from the starting station to destination plus the excess charge upto the point of detection; a free excess fare ticket being issued for the return journey;
.	(ii) When found travelling on the return journey with an unexchanged form, a single fare from the starting station to destination plus the excess charge should be recovered for having travelled without a ticket on the outward journey.

422. Military personnel travelling with unexchanged warrant on Guard's certificate-When military personnel are unable to get their warrants exchanged for tickets at the starting station and advise the Guard or Conductor of the train or any other staff authorized in this behalf before undertaking the journey, the latter should issue a certificate that the passengers have been permitted to travel on the condition that they subsequently get the warrants exchanged for excess fare tickets at the next stopping station where there is time or even earlier if they can contact the ticket checking staff. In such cases, the warrants will be collected and free excess fare tickets covering the journey from the starting station to destination station shown in the warrants will be given to them. The particulars of the warrant should be entered in the excess fare ticket, and similarly, the particulars of the excess fare ticket issued should be shown on the warrant.

423. Military personnel travelling with unexchanged concession form IAF.T. 1720-A, IAF.T. 1728 or IAF.T. 1736 with Guard's certificate.-When military personnel are found travelling with unexchanged Form IAF.T. 1720-A, IAF.T. 1728 or IAF.T. 1736 but holding a certificate from the Guard or other authorized railway servant, they should be charged the concessional fare due on the concession form from the starting station to destination without any excess charge.

424. Disposal of unexchanged warrants collected by checking staff. ♦ The unexchanged warrants collected by the checking staff vide paras 420 (ii) and 422 will be made over to the Booking Clerk along with the cash earnings under an acknowledgement which will be obtained on the back of the record foil of the relevant excess fare ticket Full particulars of the warrant together with the station name at which it was made over to the Booking Clerk for onward submission to the cash office will be entered in the remarks column of the excess fare return.

The Booking Clerk receiving the warrants will account for them, in the daily train cash book-cum-summary, as if the warrants were exchanged at his station for that portion of the journey for which free excess fare tickets have been issued. The warrants will be sent to the cash office along with the day's earnings duly entered in the list of vouchers. These will also be accounted in the relevant Government passenger, baggage, etc. returns and under the head 'Government passengers' in the station books and coaching balance sheet to be submitted to Traffic Accounts Office at the end of the month.

425. Military personnel travelling on unexchanged warrants or other forms. refusing or unable to pay fares and excess charge. ♦ In the event of the military personnel refusing or being unable to pay fares or excess charge due as mentioned above, action under section 137 or 138 of the Railways Act, as appropriate to the circumstances, should be taken.

426. Permission to commence journey after date of issue of ticket (IAFT. 1720B). ♦ In cases where personnel holding tickets issued in exchange of military certificates IAFT. 1720A are permitted by the military authorities to travel upto 14 days after purchase of tickets, a permit in form IAFT. 1720B will be issued and carried by the passenger with him. On completion of the journey, the permit together with the ticket will be handed over to the Ticket Collector at destination for submission to the Traffic Accounts Office along with other collected tickets. Any alteration in this form renders it null and void.

427. Misuse of military warrants, certificates and concession forms. ♦ (a) To guard against the misuse of military warrants, certificates and concession forms, the military personnel at the time of exchanging these vouchers should be asked to show:

(i) the first page of the Pay Book which contains a photograph of the holder in the case of Junior Commissioned Officers, Non-Commissioned Officers and other ranks; or

(ii) The Identity Card in the case of officers,

(b) When families travel unaccompanied from the duty station, warrants will be exchanged by the head of the family personally establishing his bona fides. Unaccompanied families moving from their home stations, however, should not be asked to produce Pay Books or Identity Cards at the time of exchanging warrants, concession forms, etc.

(c) Recruits, pensioners and T.A. personnel are not in possession of Identity Cards/Pay Books : they should be asked to show their call-up notice at the time of exchanging the forms.

428. High Official Requisitions. ♦ When High Officials of the Central or State Governments entitled to reserved accommodation travel over any railway, they furnish the Station Master at the starting station with a requisition which is in two portions. Both portions of the requisition contain a certificate which should be signed by the Station Master after filling in the details of accommodation provided. It should be specifically indicated whether, or not other than the authorized persons also travelled in the same carriage/compartment The number of tickets held by such persons should be recorded in the certificate and if no other passenger travels, the word 'no' should be written in the appropriate place on the certificate and the words 'on first class single journey ticket Nos.' scored out The outer foil of the requisition duly signed and stamped by the Station Master will be returned to the official, and this will constitute an authority for him to travel in the reserved accommodation provided and will be collected at the destination station for submission to the Traffic Accounts Office along with other collected tickets. The inner portion retained by the Station Master will be treated as a voucher and submitted to the cash office along with the day's earnings, duly entered in

the cash remittance note. Full particulars of the accommodation provided and the charges due should be entered in the daily train cash book-cum-summary against the distinct head 'high Official Requisition', '. Charges due, on these requisitions should be accounted for in the relevant passenger classification with full particulars and remarks.

A list of high officials, together with the accommodation to which they are privileged, is given in the I. R. C. A. Coaching Tariff.

A specimen of the High Official Requisition is appearing at Appendix IV/C.

429. Police warrants and Jail requisitions. ♦ Police officers travelling on duty are permitted to purchase railway tickets by means of police warrants or jail requisitions. The following rules should be observed when tickets are thus purchased: ♦

(i) all warrants and jail requisition should bear the machine number, the name of the District and the State, the stamp of the issuing office and the designation of the issuing officer; warrants will be issued by the Reserve Inspectors or Sub-Inspectors at the Headquarters and by such Inspectors and Officers incharge of police stations as are supplied with books for the purpose; jail requisitions will be issued by Superintendents of Jails or Magistrates in the case of transfer of under-trial prisoners;

(ii) no one above the rank of an Inspector (in the case of police warrants) and Chief/Head Warder (in the case of jail requisitions) is entitled to travel under a warrant/requisition, and such a warrant/ requisition, if presented by any police/jail officer above that rank, should be refused;

(iii) as members of the railway police are given free passes, they are not allowed to travel on these warrants, but they may use these warrants for the conveyance of all prisoners whether connected with railway cases or not; the railway police officials, however can use these warrants when required to undertake journeys beyond the places covered by the free passes issued to them;

(iv) all entries should be in ink; all alterations should be attested, and no erasure may be made; if any warrant is rendered illegible owing to corrections or otherwise, it should not be accepted;

(v) special care should be taken to see that the number of position shown in column 4 of the warrant is the same as shown in column 3, in the event of the actual number travelling being less than the number entered in column 3, the person in charge of the party should alter the entries in column 3 under his dated signature to agree with those in column 4 if the incharge of the party is unable to write, he should take it to the nearest officer empowered to issue warrants who should correct and sign it for him;

(vi) warrants or jail requisitions should be exchanged only at the station at which the journey is authorized to commence;

(vii) in exchange for the warrants and jail requisitions, ordinary tickets of the class required should be issued; their numbers being quoted separately in the daily train cash book-cum-summary as well as in the passenger classification return itself or in a separate statement to be appended thereto : the warrants and requisitions should be treated as vouchers and sent daily to the cash office along with the cash remittance note duly entered in the list of vouchers : specimen of police warrant and jail requisition are appearing at Appendix IV/D and IV/E, respectively.

430. Police and jail officials found travelling on unexchanged police warrants/ jail requisitions. ♦ Police/Jail officials detected travelling on unexchanged warrants or requisitions will be treated as travelling without ticket, and fare plus excess charge upto

the point of detection should be recovered in cash and a free excess fare ticket issued for the remaining portion of the journey on collection of the unexchanged warrant/requisition. Full particulars of the excess fare ticket, fare and excess charge collected will be shown on the police warrant or jail requisition. The forms will be made over to the Booking Clerk for onward submission to the cash office duly entered in the cash remittance note as explained in para 424.

431. Privilege ticket orders. ♦ Privilege ticket orders are issued by departmental officials of the railway, authorizing the issue of tickets to railway servants and their families at one third of the ordinary single fare. Each order is prepared in three counterfoils, and the entries in them are made in ink. One foil is retained by the issuing office, while the two outer foils are given to the employee. Both the foils are presented by the holder at the booking office for the issue of tickets. The inner foil is retained by the Booking Clerk while the outer foil is delivered to the employee along with the tickets. On completion of the journey the tickets along with the foil should be collected by the Ticket Collector for submission to the Traffic Accounts Office along with other collected tickets.

The foil privilege ticket order retained by the Booking Clerk will be submitted to the Traffic Accounts Office along with the relevant passenger classification return in support of charging reduced fares.

432. Issue of tickets in exchange of privilege ticket orders. ♦ Before issuing tickets in exchange of privilege ticket orders, the Station Master should carefully observe the following instructions: ♦

(i) it should be seen that the privilege ticket order is presented at the station to which it is addressed during the period of its availability; that it is complete in all respects, bears the stamp of the issuing office and that there are no alterations or erasures on the order; tickets should not be issued if any of these instructions are not complied with;

(ii) when the employee himself is included in the privilege ticket order, he should invariably present the order personally at the booking office and sign both the portions of the order in the presence of the Booking Clerk : the Booking Clerk should compare the signature of the employee as executed in his presence with that already appearing in the order, and if the signatures do not tally, the ticket must not be issued and the order should be sent to the Divisional Office with a complete report endorsing a copy thereof to the issuing office; when, however, the employee himself is not included in the order, or if included does not travel, the signature or left hand thumb impression of a member of the family should be obtained;

(iii) a lesser number of tickets than that shown on the order may be issued provided the actual number of tickets received by the holder is certified on the face of the order .

(iv) the word "Privilege" should be written in ink or stamped on the obverse of the tickets issued in exchange for the ticket order, the number and class of tickets issued being quoted on both portions of the privilege ticket order.

433. Exchange of privilege ticket orders or tickets of a class other than that shown in the order. ♦ If the holder of an order elects to travel in a class higher than that shown in the order, the difference between the full fare of the class shown in the order and that of the class in which the holder wants to travel should be realised in addition to the one third fare for the class shown in the order. A privilege ticket order can also be exchanged for tickets of a class lower than that for which the order is available on collection of one third fare for such lower class, provided the class of tickets issued is certified by the holder on the face of the order.

434. When the holder of a privilege ticket order exchanges it for a ticket of a class higher or lower than that for which the order is available, he will be entitled to free allowance of luggage, availability by mail trains, and number of attendants as indicated below ♦

Luggage allowance	
(i) When changed into a higher class.	.
(ii) When changed into a lower class.	According to class of tickets held.
Availability by mail trains	
i) When changed into a higher class,	According to class of ticket held.
(ii) When changed into a lower class.	According to endorsement on the privilege ticket order.
Attendants	
(i) When changed into a higher class.	According to class for which privilege ticket order is issued.
(ii) When changed into a lower class.	Concession should be limited to what would have been admissible had the privilege ticket order been issued for the class of ticket actually purchased.

435. If the class of accommodation to which a privilege ticket is entitled is not provided on any portion or portion of the journey covered by the privilege ticket order, a combined ticket should be issued at the request of the holder for the entire journey, the fares being charged as under ♦

(i) For the portion of the journey to be performed in a case lower than that for which the order is available.	1/3rd of the fare for such lower class
(ii) For the portion of the journey to be performed in the class for which the order is available.	1/3rd fare of the class for which the order is available ;
(iii) For the portion of the journey to be performed in a class higher than that shown in the order.	1/3rd fare of the class shown in the order plus the difference between the full fare of the class shown in the order and of the higher class in which the holder has elected to travel. AC Sleeper class ticket may be issued on 1st class PTO on 1/3rd of the AC Sleeper fare.

In such cases, the Booking Clerk should make 3 clear endorsement on the tickets as ".....class from.....to.....and.....class from.....to.....".

436. Travelling on unexchanged privilege ticket orders. ♦ If the holder of a privilege ticket order fails through any cause whatever to exchange it for a ticket before the commencement of the journey, he will forfeit the concession and be treated as travelling without ticket and dealt with accordingly.

437. Privilege ticket orders not transferable. ♦ Privilege ticket orders are not transferable, and any railway servant improperly disposing of them is liable to

prosecution and to dismissal from railway service.

438. Concession orders. ♦ (a) Railway administrations allow certain concessions in rail fares. The persons eligible for, the conditions applicable to, and the authority competent to grant, each kind of concession and the fares chargeable are notified in the I. R. C. A. Coaching Tariff. Unless otherwise authorised by the railway administration, ordinary tickets for the class required should be issued in exchange for the concession orders.

(b) Station Masters and Booking Clerks should scrutinize concession orders carefully before exchanging them for tickets and specially see that ♦

- (i) the documents bear the stamp of the issuing office ;
- (ii) these are signed in the proper places ;
- (iii) alterations, if permissible, are duly attested by the issuing office ;
- (iv) these are presented within period of availability ; and
- (v) these are complete in every respect.

Reduced fares will not be passed by the Traffic Accounts Office in case any of the above conditions are not fulfilled.

439. Acknowledgement for tickets issued at concessional fares on the authority of concession orders. ♦ When tickets are issued to exchange of a concession order the holder or one of the party must be asked to record his acknowledgement on the concession order for the actual number of tickets of each class received.

440. Return tickets at concessional fares on the authority of concession orders. ♦ When return tickets are to be issued, paper return ticket forms should be used, and the period for which the return half is available under the terms of the concession should be legibly inserted in the ticket (see also para 259).

441. Issue of concession certificates to students. ♦ (a) The concession certificates in the form of books are supplied to the recognized schools/colleges by the Headquarter or Divisional Office of the area in which schools/colleges are situated, at cost price, on receipt of a written requisition from the institution. The books are given different series or codes for each Railway Headquarter Office or Division so as to facilitate identification. A proper record of the supply of books is kept by each Headquarter/Divisional Office in a manuscript register. A statement of books supplied to each school/college must immediately be sent to the Traffic Accounts Office along with a list of stations at which the tickets for the outward journey are to be issued in exchange of concession certificates. The amount collected from the sale of books will be remitted to the Station Master of the Headquarter station duly entered in miscellaneous receipt transmit note in Form G. 1403, and the Station Master will account for the money in his daily trains cash-book cum-summary as 'sundry receipts'.

(b) Each institution will select a station or stations (not more than four) serving the particular area where the concession certificates issued by it will be exchanged for tickets for the outward journey. The names of the selected stations will be advised to the Headquarter/Divisional Office concerned, and the selected stations will be furnished with a specimen of stamps of school/colleges and specimen signatures of Head of Institutions, who will sign the concession certificates. The schools/colleges will send to the Traffic Accounts Office, in whose jurisdiction the original starting stations fall, by the 10th of every month, a statement in form appearing at Appendix IV/F, showing the particulars of concession certificates issued during the previous month.

(c) The concession certificates as shown in Appendix IV/G are printed in three counterfoils each marked 'Counterfoil', 'Concession order' and 'Student foil'. These are issued to students, by the Head of the Institution in which they are studying, for their travel between their homes, educational institutions, examination centres, etc., separately for the outward and the return journeys. The certificates are machine numbered and should be filled in ink. Before the Head of the Institution parts with the certificate, the concession order must be got signed by the student, or, when the certificate is in favour of a party, by one or more leaders of the party. The 'counterfoil' will serve as the office copy for the school/college, and the 'concession order' and the 'student foil' are required to be presented intact to the Station Master at the time of purchasing the tickets. The Booking Clerk should ask the holder to sign on the 'student foil' in his presence, for the purpose of comparing the signature appearing on the 'concession order'. If the signatures tally the tickets will be issued and the particulars thereof will be entered on both the portions which will be stamped with station stamp and signed by the Station Master. The 'concession order', will be detached and retained by the Booking Clerk and the student foil will be returned to the holder for surrendering at the destination station along with the tickets. The ticket along with the 'student foil' will constitute an authority for the student to travel by rail. Students, found travelling without the 'student foil' will be treated as travelling without ticket and dealt with according to the relevant rules applicable to such passengers.

In the case of children i.e. below twelve years but above five years, it is not necessary to insist on the signatures of the students being affixed in the presence of the authorized railway staff for the purpose of comparison.

442. Exchanging of student concession certificates for tickets. ♦ For verifying the genuineness of the concession certificates, the stations selected should have a ready statement, preferably on a cardboard, of the specimen of stamps and specimen of the signatures of the Heads of the schools/ colleges and the serial number of the books issued to them. In the case of return journeys, both the 'concession order' and the 'student foil' should be presented to the Station Master of the originating station, i.e., the station from where the outward journey is to commence, who will verify and make an endorsement about the genuineness of the certificate, affixing his signature and station stamp. If the certificate is not so endorsed, the station from which the return journey is to commence, will refuse to issue concessional tickets.

443. Recording of particulars of concession orders on blank paper tickets, luggage tickets, etc. ♦ (a) Full particulars of the concession order, i.e., its number and date and designation of the issuing officer on whose authority the concession has been allowed, must be noted on blank paper tickets, luggage tickets and waybills issued in connection therewith. Cross-reference of the tickets, etc., issued should also be given on the concession order.

(b) Full particulars of the concession orders should also be noted in the daily train cash book-cum-summary. The concession order duly stitched to the relevant passenger classification return should be sent to the Traffic Accounts Office at the end of the month.

444. Endorsement on card tickets issued in exchange of certificates and concession forms, etc. ♦ Tickets issued in exchange of certificates, concession orders etc. must be suitably endorsed, such as 1AFT. 1720-A', 'School concession', 'Trainees concession', etc. on the obverse of each ticket

445. Defective warrants, certificates, concession forms, etc. ♦ If warrants, certificates or concession forms, etc. are found to be defective in any respect, or there is doubt about their genuineness and issue of tickets on them has to be refused, the

Booking Clerk should give the refusal in writing clearly specifying the reasons for which the document cannot be accepted as valid. He should also indicate the numbers of the tickets, if any, issued on payment e.g.,

"Refused owing to.....class ticket
No.....ex.....to.....issued on payment/No
ticket issued".

When there is doubt about the genuineness of the document, it should be confiscated and the matter brought to the notice of the Station Master for investigation and report to the Divisional Commercial Superintendent and Traffic Accounts Office, if necessary.

446. Return of concession orders issued. ♦ The officer authorized to issue concession orders should submit to the Traffic Accounts Office a monthly return of concession orders issued.

447. Free passes. ♦ Free Passes are granted to railway employees and others in accordance with the free pass rules issued by the Railway Board and any subsidiary instructions issued by a railway administration with the approval of the Railway Board. Passes are of three kinds; metal, card and cheque.

In the matter of admittance of pass holders to platforms and of check and examination of their passes, the same rules apply as in the case of ordinary ticket holders. All cases of misuse of passes that come to the notice of the ticket checking staff should be reported by a letter to the administrative head of the office to which the employee belongs, and by an entry in the Ticket Collector's report (Com./T8 Rev.) to the Traffic Accounts Office. All orders issued from time to time regarding preferential treatment to ticket holders over pass holders, endorsement and collection of passes, etc., should be carefully followed by the commercial staff.

448. Metal passes. ♦ (a) These are of gold, silver and bronze, and are issued to gazetted officers when on duty.

(b) Gold pass holders, when on duty, are entitled to travel in an air-conditioned coach with their family (wife and children) without payment of any difference between the air-conditioned class and AC Sleeper class fares over the Indian Government Railways. One attendant in second class, 140 kgs. of luggage for each adult and 70 kgs. for each child of over 5 years and under 12 years, and 50 kgs. for each attendant are allowed free.

(c) Silver pass holders are entitled to the same privileges as gold pass holders except that the officer himself only is entitled to air-conditioned accommodation while his family is allowed to travel in AC Sleeper first class. Air-conditioned accommodation for the family can also be obtained on payment of 1/3rd of the difference between the air-conditioned class and AC Sleeper class fares.

(d) Bronze pass holders, when on duty, are entitled to first class AC Sleeper travel with their families over the home line only (except in the case of bronze passes issued by the Railway Board which are available over all the Indian Government Railways) and can avail of the same privileges as gold and silver pass holders in respect of attendants and luggage. Travel in air-conditioned class is allowed on payment of 1/3rd of the difference between the air-conditioned class and AC Sleeper class fares. If the basic pay is Rs. 4500 or above, the Officer can travel in Air Conditioned Coach.

449. Card passes. ♦ These are printed in the same colours as card tickets and issued for the different classes to employees for their journeys on duty. These passes cover the journeys of the holders and their attendants and are available between the stations and dates as shown in the passes.

450. Cheque passes. ♦ These are issued for duty, privilege or complimentary travel in all classes either for single journey or return journey. The persons for whom issued, the stations between which available, the route to be followed, the class of train by which journey is permitted are detailed on the pass. On completion of the journey, single or return, the pass should be returned by the pass holder to the issuing officer within a month of the date of expiry of the Pass with remarks "used/cancelled".

451. Luggage on passes. ♦ (a) The following free luggage allowance is permissible on passes for each adult and half the allowance for each child over 3 and under 12 years of age: ♦

	Kgs.
1st class 'A'	140
1st class	70
2nd class	50

Note. ♦ The free allowance of luggage for an adult over the Nilgiri Railway is as under half the allowance is admissible for each child over 5 and under 12 years of age.

1st class 70 Kgs.

Ind class 25 Kgs.

(b) First class 'A' and first class pass holders are allowed 50 kgs. of luggage free for each attendant.

452. Issue of privilege passes and PTOs to Govt. Railway Police. ♦ The concession of privilege passes and PTOs is also admissible to those personnel of Govt. Railway Police who have been employed on Railway Police duties without a break w.e.f. 17th June 1973 on those Indian Railway where this concession was allowed immediately prior to 1-4-37. The class of passes and PTO admissible to them is determined the pay limit as applicable to the railway staff but the Government Railway Police Personnel are not eligible for air-conditioned travel without payment of full difference in fares between the air conditioned class and the class of pass held.

453. Emergent police passes. ♦ Emergent police passes (Form Com./P-12) are machine numbered, printed in four counterfoils and supplied in bound books. The first foil is the 'station record', the second is the 'Account foil' which serves the purpose of a requisition, the third is the 'free ticket' to be written and signed by the Station Master and the fourth is the 'receipt' to be granted to the holder of the pass by the ticket collecting staff of the destination station. These books on receipt should be checked and entered in the register of money value books (Form Com./T-22), due precautions being taken for their safe custody and issue.

454. Requisition for issue of emergent police passes on home line. ♦ Emergent police passes will be issued to the Government Railway Police over the home line, on receipt of a requisition to be signed by an officer not below the rank of a Head Constable, when they are travelling on business connected with the railway or State. Emergent police passes may also be issued for witnesses and complainants to give evidence at a Police Thana or at a place where investigation is being held, or to identify criminals or property, etc., or in bonafide railway cases, when persons are summoned by the police to give evidence before the investigating officer. When in the course of investigation the police associate with themselves some of the leading men of the area or clan or religion should be treated as witnesses, and issued emergent police passes on receipt of requisition. These passes must in no circumstances be issued when witnesses or complainants are summoned to attend a court of law.

The police officer requisitioning emergent police pass must show the following information in the requisition: ♦

- (i) names, designations and badge numbers of policemen;
- (ii) class train by which journey is to be performed and the station to which the party is proceeding and via; and
- (iii) details of duty for which pass is required and the railway with which the duty is connected.

For conveyance of prisoners, police warrant (and not the emergent police requisition) will be presented by the Government Railway Police in exchange of which ordinary card or paper tickets will be issued (see also para 429).

455. Grant of free conveyance or otherwise to complainants or witnesses or accused in railway cases. ♦ Emergent police passes may be issued only in the case of apprehending offenders under sections 137 and 138 of the Railways Act In all other cases, whether the offence is cognizable or non-cognizable, the following procedure should be followed: ♦

- (i) the cost of conveyance by rail of accused persons under arrest, in cases sent up by the railway police, should be borne by the police in conformity with the practice obtaining in cases prosecuted by the District Police;
- (ii) as the travelling expenses of complainants and witnesses, whether in railway or other cases, are payable by the criminal courts in accordance with rules under section 544 of the Criminal Procedure-Code, no special provision for the cost of conveyance of such persons to court is necessary;
- (iii) if an accused person, not having been arrested, proceeds to court himself, or, having been arrested and released on bail under section 180 of the Railways Act proceeds to court on bail, he pays his own expenses: any police officer, proceeding to court in the capacity of a witness, pays his own expenses and is entitled to draw travelling allowance: any railway employee summoned to a court of law, except in cases in which liability for travelling allowances devolves on railway revenues, in which cases free passes may be issued, pays his fare to and from the station at which the court is situated, and may apply to the Judge or Magistrate of such court for reimbursement of the fares paid as well as for the subsistence allowance due to him.

456. Responsibility for the correct issue of the emergent police passes. ♦ The staff issuing emergent police passes must see that their issue is covered by the rules. Issue of any pass not permissible under the rules, will render the party at fault liable to be debited with the cost of such pass.

457. A railway policeman applying for an emergent police pass at a station away from his headquarters should normally apply in uniform, the uniform being taken as an authentication of the man and his business. Where the man applying for an emergent police pass is, for any reason, not in uniform and is not known to the staff, he should be called upon to produce the appointment card which is given on enrolment to all police officials and is signed by a gazetted officer.

458. Issue of emergent police passes to railway police over other railways. ♦

(a) Emergent police passes may be issued to officers of railway police over other railways in cases of emergency when it becomes necessary for a railway police officer to travel on another railway:

- (i) when actually engaged in following up criminals in connection with railway cases;
- (ii) when escorting prisoners arrested in such cases; and
- (iii) on the return journey from such duty when he should apply to the Station Master for a duty pass.

(b) The term "actually engaged in following up criminals in connection with railway cases" means:

- (i) following up a clue with a view to the arrest of such a criminal;
- (ii) following up such a criminal who has escaped and is known to have gone on another railway;
- (iii) following up a clue with a view to the identification of such a criminal as to his residence and antecedents and as to his previous convictions;
- (iv) following up a clue with a view to the recovery of stolen property known or suspected bonafide to have been taken over on another railway.

(c) The officer applying for the passes is held responsible for seeing that the duty on which the police travels over another railway is as described above.

459. Requisition for an emergent police pass on another railway.♦

Requisitions by railway police officers for duty passes over another line will be made in the form, a specimen of which appears at Appendix FV/H. The requisition should be written in English. On presentation of the requisition signed by a responsible police officer, an emergent police pass will be issued. The requisition portion of the pass (Com./P-12) need not be filled in but the number and date of the requisition held should be quoted therein. The route by which" the pass requisitioned for and issued, and the train by which the holders travel should be noted on the requisition and pass. In addition to the names and designations of the men in whose favour the pass is issued, their constabulary numbers should be shown. When an emergent police pass is issued through to another railway for the, return journey, a remark to the following effect may be made both on the requisition and the pass:♦

"For the return journey to.....Rail way police officer or constable who came from..... station and for the journey of prisoners arrested by him".

460. Continuation of journey from one railway to another.♦When a railway police officer, holding a pass from a station on a railway to a station on another railway, wishes to continue his journey further in the execution of his duty, a fresh requisition should be presented by the police officer, when an emergent police pass will be issued to him for the onward journey to the station named in the requisition. The following remarks should be made both in the requisition and the pass issued in connection therewith:♦

"Holder of this pass travelled originally under Pass
No.....from.....to....."

461. Check of emergent police passes at ticket checking stations.♦Emergent police passes, should be examined at ticket checking stations and entered in the Ticket Collector's pocket book (Com./P-28 Rev.).

462. Realisation of charges for emergent police passes.♦The Government Railway Police are only entitled to free conveyance by rail when engaged in duties connected with the suppression or investigation of crime in connection with the railway or committed on

its premises and no charges are to be recovered from the Government Railway Police on this account. When travelling in the execution of their duty as State Police on matters connected with the railway, they, with any prisoners or witnesses or any luggage or other articles they may convey, are liable to payment of full fares and freight which must be recovered from the Government through the Traffic Accounts Office. The police officer making the requisition for an emergent police pass on such occasions is to note on such passes that the fares and freight are realizable and also the weight of any luggage or other articles included in the pass.

463. Accountal of emergent police passes. ♦ Emergent police passes should be accounted for in the passenger classification return local or through, as the case may be. In addition, a return in Form Com./P-14, showing the commencing and closing numbers and full particulars of passes issued to local or other railway stations during the month, will be prepared and submitted as an enclosure to the passenger classification return to enable the Traffic Accounts Office to recover the charges from the Government, wherever due. The Accounts foil of the emergent police passes, along with the original requisitions separately secured by the Station Masters, will also be submitted to the Traffic Accounts Office duly attached to the return of emergent police passes.

464. Daily submission of collected passes. ♦ The collected emergent police passes should be sent daily to the Traffic Accounts Office along with collected tickets for the day.

465. Emergent and passengers' pass. ♦ When persons accused of offences under sections 137 and 138 of the Railways Act are to be conveyed by rail to court or the nearest police station, emergent passengers' pass as per specimen appearing at Appendix IV/J should be issued for accused and the railway staff escorting them. In cases of ticketless passengers handed over to the Station Master by a Travelling Ticket Examiner, reference to the Travelling Ticket Examiner's memo must be quoted on the pass.

At the end of the month, a statement showing the particulars of emergent passengers' passes issued will be submitted to the Traffic Accounts Office.

CHAPTER V

CHECK AND COLLECTION OF PASSENGER TICKETS

501. Object of check and collection of tickets. ♦ Passengers' tickets are checked and collected with the object of :

- (i) ensuring that every passenger is in possession of a proper ticket (or other authority) entitling him to travel by the particular class or train or to enter railway premises;
- (ii) examining whether the tickets have been issued in conformity with the prescribed rules and instructions; and
- (iii) seeing (ultimately) that the tickets have been correctly accounted for in railway books.

502. Measures for combating ticket less travel and check of tickets. ♦

Vigorous and sustained efforts should be directed towards combating ticket less traveling. The tickets of the passengers should be checked :

- (i) when they are entering the platform for entraining ;
- (ii) en route, by the ticket checking staff; and
- (iii) at destination, where the tickets should also be collected.

503. Ticket nippers. ♦ (a) The following kinds of nippers will be used for the purpose of checking and canceling the tickets: ♦

- (i) gate nippers, which cut out a 'V' portion from the tickets; (ii) checking nippers, which emboss on the ticket ;
- (1) a letter or letters to indicate the railway; and
- (2) another letter to indicate Division/area of the railway to which the checking staff is attached, followed by a number to identify the checking staff;
- (3) cut out a semi circle mark from the ticket.
- (iii) canceling nippers, which cut out an 'M' portion from the tickets.

These nippers will be used at the starting, en route and destination stations respectively.

(b) When nippers are not available or in the case of paper tickets, etc. where nippers cannot be used, the Ticket Collector/Traveling Ticket Examiner should show the date and train number under his initials in indelible pencil or ink on the reverse of the ticket.

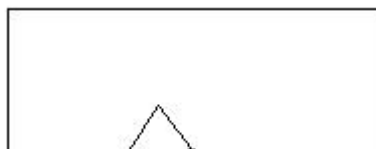
504. Provision offences and barricades at stations. ♦ To facilitate effective check and collection of tickets, all important stations should, as far as possible, be properly fenced or barricaded so that no person may be able to enter or leave the platform without having to pass through the gate and showing his ticket. Station Masters should frequently inspect the fencing and arrange to have unauthorized outlets closed.

505. Station Masters of stations not provided with proper fencing should, when trains stop at their stations, depute one or more members of their staff, to assist the Ticket Collector or any other member of the staff performing the duties of ticket checking in

seeing that no person enters or leaves the train without his ticket or pass being examined or collected.

506. Checking and nipping of tickets at stations of commencement of journey. ♦

(a) No person should be allowed to enter the platform of a station without a proper pass or a ticket. At stations, where Ticket Collectors are provided all the card tickets of passengers admitted to platforms should be nipped with the gate nippers. At other stations the tickets should be so nipped by the Booking Clerk before handing over the tickets to the passengers. The tickets should be nipped at the centre of the bottom portion as shown in the specimen below ♦



(b) The nipping should be done carefully so that the matter on the ticket is not cut out.

507. Children's tickets. ♦ Ticket Collectors, while admitting children through gates, should exercise proper vigilance so that children of over, five years of age do not entrain without proper tickets. Similar check will be exercised at the time of passing children who have alighted from train. In the event, however, of any dispute as to the age, reference should be made to the Station Master on duty, who should, after personally seeing the child decide whether excess fare should be collected or not.

508. Checking and nipping of platform tickets. ♦ Platform tickets should be nipped at the time of admittance of the holder to the platform in the same manner as passenger tickets. Care should be taken to see that only one platform ticket per head is nipped. If any person is found with an un nipped platform ticket, the matter should be reported to the Station Master concerned who should institute further enquiries.

509. Platform tickets are valid for two hours from the time of issue which is indicated on them vide para 248. These tickets should be collected, before the holder leaves the station, and sent to the Traffic Accounts Office daily along with other collected tickets (see para 517).

510. Collection of tickets. ♦ (a) Station Masters are personally responsible for making adequate arrangements at their stations to ensure that passengers leave the platforms only through the proper exits, after surrendering or showing their tickets or passes. The efficiency or otherwise of these arrangements will be judged from the number of tickets missing in collection. In collecting tickets or passes it should be seen that every passenger holds a proper ticket or pass, that the ticket or pass is for the station to which, and the train and class of carriage by which, he travels and that the time allowed for the completion of journey has not been exceeded. It should also be seen that the passenger has not traveled with excess un-booked luggage.

(b) In the case of tickets issued in exchange of Privilege ticket orders and concession orders, season tickets, soldier's tickets, circular journey tickets, etc., it should be seen that the person traveling is the one who is properly entitled to use the ticket. Similar checks should be exercised in the case of free pass holders also.

(c) Irregularities in tickets noticed during the course of collection of tickets such as undated tickets, tickets bearing duplicate numbers or twice dated, etc., should be properly investigated and a report submitted to the Divisional Office and to the Traffic Accounts Office concerned.

511. Cancellation of collected tickets. ♦ All collected card tickets including tickets issued from the self printing machines should, immediately after the departure of the train by which they have been collected, be nipped (by the person collecting them) on the bottom broad edge with the canceling nipper, so that they may not be used any further. In addition, they should be stamped in the dating machine on the back (on the face in the case of return journey tickets), date, month and year of collection. When they cannot be so stamped, the date of collection should be written in ink on the back. In stamping the date of collection care should be taken to see that the same is not stamped on the date of issue already appearing on the tickets.

All paper tickets etc., which cannot be stamped in the dating machine, should be endorsed with the word 'cancelled' in ink with date of collection and signed by the person collecting them.

512. When a train is running late and reaches a station on a later date than that on which, according to the time table, it is due to arrive, the tickets collected from the passengers travelling by such train should be stamped with the due date instead of the actual date of arrival. Should the train arrive after the despatch of the collected tickets for the previous day, the collections from it should be forwarded separately with an advice note to the Traffic Accounts Office. On no account is a ticket to be returned from the collecting station to the station at which the passenger commenced his journey, and the Station Master or Booking Clerk of the starting station is prohibited from issuing and forwarding a ticket to the station at which the passenger alights, in order to correct any error made.

513. Register of collected tickets and Ticket Collector's report (Forms Com./ T. 10 Rev. and Com./T. 8 Rev.). ♦ (a) After the collected tickets have been cancelled in the manner prescribed in para 511, they should be sorted and arranged according to 'station from', in the progressive order of their numbers, by classes and vias, single or return, and entered in the 'register of tickets collected', which will be prepared in duplicate by carbon process, separate pages being used for local and through tickets. The printed card tickets will be entered in Form Com./T. 10 Rev. and the blank paper tickets, excess fare tickets, soldier's tickets, etc., will be posted in Form Com./T. 8 Rev. The original (pencil) copy will be retained as station record and the carbon copy will be submitted to the Traffic Accounts Office, vide para 517.

(b) The tickets collected by each train should be entered separately and the train number recorded in the space provided in the forms. In the case of suburban tickets, the registers will be posted after every two hours and not train-wise, the time being indicated on the top of each column.

(c) At the end of the day, the total number of printed card tickets collected for each series should be worked out separately and entered in the column headed 'Total tickets'. These tickets should then be added together to arrive at the grand total. The percentage of tickets missing in collection to total tickets issued (i.e. tickets collected plus missing tickets) should be worked out and recorded in the register.

(d) When no through tickets are collected, a remark to this effect should be made on the page on which local tickets have been entered. In such cases, it will not be necessary to submit to the Traffic Accounts Office a separate 'NIL' return in respect of through tickets.

(e) The entries in the register should be grouped according to classes, and the tickets collected by one route should be entered together, the route being entered on the top of the respective entries.

(f) All irregular printed card tickets, i.e. tickets for destinations other than the collecting

station or those collected out of series or tickets on which excess fares have been collected, etc., should be carefully entered in the space provided for the purpose.

514. At the end of the month, a statement showing the percentage of missing tickets for each date should be prepared and submitted to the Divisional Commercial Superintendent. If the percentage of missing tickets is high, the Station Master should record his reasons for it, and also indicate the action he has taken or proposes to take to tighten the procedure for collection of tickets so as to reduce the percentage. Such statements should be signed by the Station Master personally.

515. (a) The collected tickets for the first train/period of the day, duly sorted and posted in the register in the manner explained in para 513, will be kept separately for each series. The tickets collected by subsequent trains/periods will be combined with the earlier collection according to the relevant series and thus at the end of the day the tickets will be available duly sorted in order of station from, in the progressive order of their numbers, by classes, etc. The tickets with the highest number of each printed card series should be picked up and tied in separate bundles for local and through traffic. The following particulars should be written legibly on the wrappers of these bundles: ♦

(i) name of the collecting station (to be stamped);

(ii) date of collection; and,

(iii) the words 'Local/Through highest numbers'.

(b) The irregular collected printed card tickets, including those on which excess fares have been collected, should be tied in a separate bundle, which will also be marked and identified in the manner prescribed in (a) above.

The remaining printed card tickets will be tied in convenient size bundles separately for local and through traffic.

(c) Blank paper, soldier including check soldier tickets with lower portions of IAF. 1752, excess fare tickets, etc., should be arranged in the order of their entries in the register and stitched to the left hand top corner of the relevant Ticket Collector's Report.

516. Custody of collected tickets. ♦ All collected tickets should, from the time they are collected to the time they are sent to the Traffic Accounts Office, be kept in safe custody and on no account unauthorized persons be allowed to have access to them.

517. Submission of collected tickets, passes, etc., and Ticket Collector's reports. ♦ All collected tickets and passes sorted out and tied in the manner indicated in para 515 should be submitted daily to the Traffic Accounts Office along with the relevant Ticket Collector's report. These should be sent in bags specially provided for the purpose, by the notified trains, on the day following their collection. When there are no collected tickets (whether printed or paper tickets, free passes, etc.) for submission, a 'NIL' report should be forwarded for the information of the Traffic Accounts Office. The mouth of the bag should be carefully tied and sealed so that no ticket may slip out. Bags will be returned daily to the stations concerned booked under free service waybill and the delay, if any, in their return should be reported to the Traffic Accounts Office for enquiry.

518. Submission of journey forms collected from Members of Parliament. ♦ (a) For the purpose of maintaining account of journeys performed by the Members of Lok Sabha or Rajya Sabha, the members are required to fill up a form as shown in Appendix V/A and hand it over duly signed to the ticket collecting staff on the termination of their journey at the detraining station. Ticket Collectors should politely insist on this form being handed over.

(b) To avoid any inconvenience to the Members of Parliament, who may not have these forms readily available with them, the stations will indent and stock the alternative journey forms as per specimen shown in Appendix V/B. These forms will be in three counterfoils, machine numbered and bound in books. The station staff should fill in the particulars in the form and obtain the Member of Parliament's signature. The member's foil should be handed over to the Member of Parliament, the Accounts foil should be sent to the Traffic Accounts Office and the Record foil retained at the station. When printed forms are not readily available, the staff should prepare the form in manuscript and obtain the Member of Parliament's signature.

519. The particulars of the journey forms collected should be entered in a separate manuscript register which should be posted in duplicate by carbon process. These journey forms should be sent daily to the Traffic Accounts Office duly listed in a covering memo. At the end of the month one copy of the manuscript register should be sent to the Traffic Accounts Office and the other copy retained as station record.

520. Check of 'Student Concession' tickets. ♦ The ticket checking staff both at stations and in train should check the tickets, which are endorsed 'Student Concession' with reference to name, age, sex and, in case of doubt, with the signature of the student as per the 'student foil'.

521. Check of tickets at ticket checking stations. ♦ (a) The ticket checking stations at which the tickets held by passengers will be checked, are notified to the staff by each railway administration.

(b) The ticket checking staff at such stations must institute a thorough check of all passengers and their luggage in trains and emboss the card tickets with the checking nipper. In the case of blank paper tickets, cheque passes, etc., these may be initialled with date, train number, and code initials of the station.

(c) The work of checking passengers' tickets and their luggage at stations should be done in a manner which, while ensuring an effective check, causes the least inconvenience to the passengers. All cases of irregular or faked tickets or those bearing any sign of having been altered in any way, should be brought to the notice of the Station Master who should, if necessary, communicate with the issuing station or take such other action as might appear best to him. All cases of doubtful nature should be reported to the Divisional Office and to the Traffic Accounts Office.

(d) The Ticket Collectors and Travelling Ticket Examiners must ensure that passengers travel by the route by which they are booked. Passengers detected travelling by a wrong route should be dealt with in accordance with the rules laid down in I. R. C. A. Coaching and Military Tariffs.

522 Duties of Traveling Ticket Examiners. ♦ (a) The duties of Travelling Ticket Examiners are to travel over their 'beats' to check irregularities of all kinds connected with passengers travelling without tickets, with tickets out of date or otherwise irregular, overriding or travelling in higher class carriages than they hold tickets for, or travelling by trains by which their tickets are not valid, to check the luggage of passengers, to see that it is correctly booked and to detect and prosecute or to a report against persons who cheat or attempt to cheat the railway of its legitimate dues, and to recover such dues. They must examine the luggage tickets held by passengers and see on how many tickets the free allowance has been given and whether such tickets are actually held by the passengers. The tariff rules with regard to the carriage of over-sized packages, dogs, birds, etc., with owners should also receive attention.

(b) In their dealings with the travelling public, the Travelling Ticket Examiners should

always bear in mind that passengers holding proper tickets some time feel annoyed at being called upon to produce their tickets, particularly if this is required frequently during their journey, and such passengers are likely to look on the work of ticket checking as involving harassment. Ticket checking staff should, therefore, note that in the performance of their duties, the greatest tact and politeness is no less important than the necessary firmness.

(c) Travelling Ticket Examiners should examine horse boxes and live-stock wagons on goods trains to see that there are no excess drovers or other unauthorized persons and that they are not carrying excess kit or excess luggage -with them. Similar checks should be conducted in respect of brake vans of goods and passenger trains and engines to apprehend irregular travelling.

523. Checking of unauthorized passengers travelling in compartments reserved for watermen, railway police, postal staff, pay clerks, etc. or Dining Cars etc. ♦

(a) On all trains these compartments must be specially checked for the purpose of detecting persons travelling without tickets or passes or with unbooked luggage and other unauthorised persons.

(b) These checks should be carried out in a manner as to cause the least inconvenience to the occupants of these compartments. In the case of postal compartments, the checking staff should see that the internal arrangements of the mail and mail bags are not interfered with. Should it not be possible to carry out the check without such interference and the inspecting official requires the bags to be removed to enable him to search under them, he must call upon the sorter incharge to do so.

(c) Unless otherwise notified by the railways, the second class passengers will be permitted to use the Restaurant Cars' only during the meal time and only when they order full meals, as distinct from a la carte dishes. Passengers holding second class tickets found travelling in Restaurant Cars beyond the specified meal timings or travelling during meal hours but not ordering full meals will be treated as travelling with improper tickets and shall be charged the difference in fares between the first class and the class of ticket held, with excess charge.

Passengers are required to vacate the Restaurant/Dining Cars as soon as they have finished taking over meals. If any passenger fails to do so immediately where cars are vestibuled, or at the first halt where the cars are not vestibuled, prescribed charges should be recovered from him and an excess fare ticket issued. This rule applies to all classes of passengers.

(d) Managers of departmentally managed Dining Cars are authorised to check passenger tickets in Dining Cars and if any one is found without ticket, the Travelling Ticket Examiner or Guard/Conductor of the train should be advised by them for taking necessary action.

524. Checking of tickets of lady passengers travelling in compartments reserved for ladies exclusively. ♦ The checking of compartments reserved for females will ordinarily be done by Lady Ticket Collectors/Examiners. Male Ticket Collectors or Travelling Ticket Examiners must not enter "Females" compartments but may check their tickets from the platforms only.

525. Examination of paper tickets. ♦ All paper tickets (including soldier's coupon, special and excess fare tickets, and emergent police passes, etc.) should be examined during the course of check of tickets at ticket checking stations and should be entered at once by the staff deputed on checking duty in the Ticket Collector's pocket book in Form Com/P-28 Rev.

526. Return of paper tickets examined:-(a) The entries in the pocket books of several Ticket Collectors deputed on checking duty should be consolidated and copied daily into a return in Form Com/T-7, which should be sent to the Traffic Accounts Office monthly, separate returns being prepared for local and through traffic as indicated below-

(i) for tickets issued locally over the railway ;

(ii) for tickets issued from the home railway to stations on other railways ; and

(iii) for tickets issued from other railways to stations on the home railway or crossing the home railway.

(b) A 'Nil' return should be sent to the Traffic Accounts Office when no paper tickets have been examined.

(c) Station Masters should see that Ticket Collectors enter in this return all paper tickets that have been examined during the day, particular care being taken to show correctly the name of the destination station and route.

527. Passengers with short distance tickets found traveling in a coach reserved for long distance passengers. ♦ A passenger holding a ticket for a short distance, found travelling in a coach reserved for long distance passengers, will be asked to vacate the coach at the station of detection unless he pays the difference between the fare for the minimum permissible distance for travelling in that coach and the fare paid.

528. Passengers with short distance tickets found traveling by restricted trains. ♦ A passenger, found traveling with a short distance ticket in a train on which the distance restriction applies, will be charged the difference between the fare paid and the fare to the nearest station to which he should have properly purchased a ticket by that train. Where the distance between the station at which the passenger entrains and the destination of the train itself is less than the minimum distance prescribed for the train, he will be liable to pay the difference between the fare paid and the fare for the minimum distance. But a passenger who holds a ticket for a station beyond the restricted distance and detrains short of the minimum distance, travel upto which is restricted, is not to be penalized in any manner.

529. Persons travelling in postal vans. ♦ Railway Mail Service staff are supplied with metal tokens for travelling in postal vans. Any person in a postal van who is unable to produce his token, must be treated as a passenger travelling without ticket in a first class compartment. The matter should also be reported to the Divisional Commercial Superintendent for taking up with the postal authorities.

530. Mendicants travelling without ticket. ♦ Faqirs, sadhus and other mendicants, who travel without ticket and have no money, should be sent up for trial under section 137, and not under section 138 of the Railways Act, as they obviously intend to defraud the railway. The charge-sheets with which such persons are made over to the police, must be carefully prepared showing that prosecution is, to be undertaken under section 137 of the Railways Act.

The staff must prevent, as far as possible, such persons coming on to platforms, and boarding trains, unless they are in possession of proper tickets. Checking staff and Guards should make it a point to ascertain whether or not such men have tickets whenever they see them in their trains, and, if without tickets, remove them from trains and make them over to the station staff at the first stopping station for prosecution.

In all cases where indigent persons are found traveling without tickets, the staff should obtain particulars of the station at "which such individuals entrained. This information should be verified, if possible, by reference to other passengers traveling in the same carriage. The matter must then be reported to the Divisional Commercial Superintendent, who will take suitable action against the staff at the entraining station for allowing the passengers to entrain without tickets.

531. Checking of tickets and passes of passengers travelling by goods

trains. ♦ Guards in charge of goods trains must check tickets and passes of passengers who travel in their brake vans to ensure that the tickets or passes are actually available for such travel. It should also be seen by the Guards that such passes/tickets are collected by the staff at destination stations.

532. Powers to remove persons from railway carriages. ♦ Passengers, who travel without proper tickets or any other authority, or who do not present for examination or deliver up their tickets on demand and fail to pay the charges due, should be removed from the carriage under section 139 of the Railways Act which reads as under ♦

"Section 139. ♦ Any person failing or refusing to pay the fare and the excess charge referred to in section 138 may be removed by any railway servant authorised in this behalf who may call to his aid any other person to effect such removal:

Provided that nothing in this section shall be deemed to preclude a person removed from a carriage of a higher class from continuing his journey in a carriage of a class for which he holds a pass or ticket:

Provided further that a woman or a child if unaccompanied by a male passenger, shall not be so removed except either at the station from where she or he commences her or his journey or at a junction or terminal station or station at the headquarters of a civil district and such removal shall be made only during the day."

533. Railway servants authorised to remove passengers from railway

carriages. ♦ The following railway servants, when on duty and in uniform, or otherwise when they are in possession of Identity Cards/letters of authority authorising them to check in 'Mufti', are empowered to remove a passenger from a railway carriage under section 139: ♦

- (i) Station Master ;
- (ii) Assistant Station Master ;
- (iii) Guards/Conductors ;
- (iv) Chief/Head Ticket Inspectors/Collectors ; and
- (v) Ticket Collectors/Examiners.

534. Fraudulently travelling or attempting to travel without proper pass or

ticket. ♦ If a passenger, with intent to defraud the railway, travels or attempts to travel without a proper pass or ticket with him, he should be prosecuted under section 137 of the Railways Act, which reads as under ♦

"Section 137 ♦ (1) If a person, with intent to defraud a railway administration, ♦

(a) enters or remains in any carriage on a railway or travels in a train in contravention of section 55, or

(b) uses or attempts to use a single pass or single ticket which has already been used on

a previous journey or, in the case of a return ticket, a half thereof which has already been so used,

he shall be punished with imprisonment for a term which may extend to six months, or with fine which may extend to one thousand rupees, or with both:

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the judgment of the court, such punishment shall not be less than a five hundred rupees.

(2) The person referred to in sub-section (1) shall also be liable to pay the excess charge mentioned in sub-section (3) in addition to the ordinary single fare for the distance which he has travelled, or where there is any doubt as to the stations from which he started, the ordinary single fare from the place where the tickets were so examined or, in case of their having been examined more than once, were last examined.

(3) The excess charge referred to in sub-section (2) shall be a sum equal to the ordinary single fare referred to in that sub-section or fifty rupees, whichever is more.

(4) Notwithstanding anything contained in section 65 of the India Penal Code, the Court convicting an offender may direct that the person in default of payment of any fine inflicted by the court shall suffer imprisonment for a term which may extend to six months."

535. The essential ingredients of the offence under section 137 is the intention to defraud, and the burden of proof thereof is on the prosecution, viz., railway administration. Merely travelling without ticket does not constitute an offence under section 137 of the Railway Acts, and this fact should be strictly borne in mind by the ticket checking staff while dealing with cases of passengers found travelling without ticket. Where there are elements in the facts of any case which indicate the intent to defraud, such as getting down on the off-side, trying to escape by the end of the platforms, hiding himself in a lavatory when a Ticket Collector or Travelling Ticket Examiner comes for checking, etc., such cases should invariably be dealt with under section 137. But when the evidence available is not capable of proving the intention to defraud the railway, the passenger should not be dealt with under section 137.

536. (a) If a railway servant detects a passenger travelling without a ticket or with an improper ticket with intent to defraud the railway, he should be arrested and produced before a Magistrate within a period of twenty four hours of such arrest excluding the time necessary for the journey from the place of arrest to the court of the Magistrate. A charge-sheet will be prepared in quadruplicate by carbon process in form Com/C-12 Rev. separately for each person, showing the details of the accused and the offence committed by him warranting action under section 137.

(b) The Magistrate on conclusion of the case, will enter his orders in the result-slip, detach it from the charge-sheet and return it to the official from whom received. Advice of the orders passed by the Magistrate will also be communicated to the Divisional and Traffic Accounts Offices.

537. Travelling without a pass or ticket. ♦ If a passenger travels without a proper pass or ticket and his intention to defraud the Railway Administration cannot be proved, he should be dealt with under section 138 of the Railways Act which reads as under ♦

"Section 138 ♦ (1) If any passenger ♦

(a) being in or having alighted from a train, fails or refuses to present for examination or to deliver up his pass or ticket immediately on demand being made there for under

section 54, or

(b) travels in a train in contravention of the provisions of section 55, he shall be liable to pay, on the demand of any railway servant authorised in this behalf, the excess charge mentioned in sub-section (3) in addition to the ordinary single fare for the distance which he has travelled or, where there is any doubt as to the station from which he started, the ordinary, single fare from the station from which the train originally started, or, if the tickets of passengers travelling in the train have been examined since the original starting of the train, the ordinary single fare from the place where the tickets were so examined or in the case of their having been examined more than once, were last examined.

(2) If any passenger♦

(a) travels or attempts to travel in or on a carriage, or by a train, of a higher class than that for which he has obtained a pass or purchased a ticket; or

(b) travels in or on a carriage beyond the place authorised by his pass or ticket, he shall be liable to pay, on the demand of any railway servant authorized in this behalf, any difference between the fare paid by him and the fare payable in respect of the journey he has made and the excess charge referred to in subsection (3)

(3) The excess charge shall be a sum equal to the amount payable under sub-section (1) or sub-section (2), as the case may be, or fifty rupees, whichever is more:

Provided that if the passenger has with him a certificate granted under subsection (2) of section 55, no excess charge shall be payable.

(4) If any passenger liable to pay the excess charge and the fare mentioned in sub-section (1), or the excess charge and any difference of fare mentioned in subsection (2), fails or refuses to pay the same on a demand being made therefore under one or other of these sub-sections, as the case may be, any railway servant authorised by the railway administration in this behalf may apply to any Metropolitan Magistrate or a Judicial Magistrate of the first or second class, as the case maybe, for the recovery of the sum payable as if it were a fine, and the Magistrate if satisfied that the sum is payable shall order if to be so recovered, and may order that the person liable for the payment shall in default of payment suffer imprisonment of either description for a term which may extend to one month but not less than ten days.

(5) Any sum recovered under sub-section (4) shall, as and when it is recovered, be paid to the railway administration.

538. Section 140 empowers a trying Magistrate to order a person habitually committing or attempting to commit an offence under sections 137 and 138 of the Railways Act to execute a bond of good behavior. Advantage of this section must be taken by the staff concerned for putting down habitual ticket less traveling particularly on the part of students, workmen, market-vendors, unlicensed hawkers and train beggars.

539. For the purpose of speedy prosecution of passengers who have committed offences under the Railways Act, special Railway Magistrates have been appointed who hold courts at stations which are notified by each railway. At other stations, where Railway Magistrates' courts are not situated, the Station Masters should arrange for the prosecution of ticket less travelers, beggars, hawkers, etc., in the nearest Railway Magistrate's court or the local court if there is one.

540. Arrest of passengers under section 138 of the Railways Act.♦If any railway

servant detects a passenger travelling without a ticket or with an improper ticket without intent to defraud, he must first demand from the passenger the amount due under section 138 of the Railways Act. If the passenger pays the amount demanded, no further action should be taken against him. Should he not pay it, the railway staff should demand the name and address which should be recorded and an application made to the Magistrate, within whose jurisdiction the passenger is found travelling irregularly, to realize from him the amount of excess charge and fare. The Magistrate will then recover it through his Court as if it were a fine imposed by him. The question of arresting the passenger in such circumstances or of producing him before the Magistrate should not arise. But when the passenger refuses to give his name and address, or there is good reason to believe that the name and address given are incorrect or that he will abscond, he may be arrested and produced before the Magistrate within a period of twenty four hours of such arrest excluding the time necessary for the journey from the place of arrest to the court of the Magistrate unless he is released earlier on giving bail with a charge-sheet in Form Com./C-12 Rev. indicating ♦

(i) that the passenger was detected travelling in the train without a pass or ticket or with insufficient pass or ticket or was travelling beyond the authorized distance;

(ii) that a demand was made on him to pay the excess charge or the fare due; and

(iii) that he failed or refused to pay the charges demanded.

The onus to prove that the name and address given by the passenger are incorrect devolves on the railway staff.

541. Arrest of persons guilty of an offence under section 137 or persons who refuse or fail to pay the charges due under section 138. ♦

(a) An offence under section 137 is cognizable and passengers who travel without ticket in contravention of section 55 with intent to defraud or cheat the railway should be dealt with under this section. It also applies to passengers found re-using a ticket or pass or half of a return ticket which has already been used. The offender may be arrested without warrant or other written authority, by a railway servant or police officer, or by any other person, whom such servant or officer may call to his aid under section 179 of the Railways Act. A person so arrested shall, be taken before a Magistrate having authority to try him or commit him for trial within a period of twenty four hours of such arrest excluding the time necessary for the journey from the place of arrest to the court of the Magistrate.

As the liability to prove that the passenger had intention to defraud the railway devolves on the railway administration, the ticket checking staff should handle such cases very carefully and launch the prosecution under section 137 only when they are sure that they have sufficient proof in their possession to prove the charge against the passenger. The charges against a passenger should, therefore, be carefully recorded in the charge-sheet. After the correct charges have been framed and the form carefully prepared and completed the copy for 'Police' must be made over to the Government Railway Police along with the passenger for further action. It will then be the duty of the police to produce the arrested person before the Magistrate with the least possible delay.

The acknowledgement of the Government Railway Police will be taken on Record', 'Accounts' and 'DRM.' foils of the charge-sheet.

(b) The 'Accounts' and 'DRM.' foils will be sent to the Traffic Accounts Office and the Divisional Office respectively together with a list of the charge-sheets issued.

(c) An offence under section 138 is non-cognizable and the offender cannot be arrested unless there is reason to believe that he will abscond or his name and address are unknown, and he refuses on demand, to give his name and address, or there is reason to believe that the name or address given by him is incorrect (section 180 clause (1) of

the Railways Act). It is, therefore, incumbent on the railway servant detecting a case under section 138 to demand the amount due. If the passenger refuses to pay up the railway dues and also refuses on demand to give his name and address, or there is reason to believe that the name and address given by him are incorrect, the passenger may be arrested without warrant or other written authority for production before a Magistrate.

(d) Sections 137 and 138 of the Railways Act equally apply to railway servants detected traveling without tickets or passes or with improper tickets or passes.

542. The power of arrest should be exercised with the greatest caution and never be exercised by railway servants themselves at stations where railway police are posted. At such places the railway police should invariably be called upon to make the necessary arrest. It must be clearly understood that the railway police are not to be called upon or allowed to collect excess fare from passengers. Their services are to be requisitioned only when payment is refused, and there is reason to believe that the passenger will abscond, or if his name and address are not known and he refuses to give them, or if there is good reason to believe that the name and address given are incorrect.

543. When a female passenger is found travelling without a ticket, unaccompanied by any friends or relatives, and has not the means to pay the excess fare due, she should be dealt with in terms of para 532. Further, at a station, if she cannot provide a reliable address, the Station Master must see that every possible protection is afforded to her while on railway premises. She should be treated considerably pending receipt of instructions from the Divisional Commercial Superintendent or the police. At station where there is an Ayah, the passenger should be placed under her protection.

544. Handling over memo. ♦ Passengers detected Traveling without tickets by Traveling Ticket Examiners and who decline to pay the charges due to the railway, should be handed over to the station staff for recovery of the amount due with a Handling Over Memo in Form Com./P-20 Rev. These forms are machine numbered, printed and supplied in sets of four foils marked 'Block', 'Accounts', 'Station' and 'DRM'. The foil marked 'Block' is retained by the Traveling Ticket Examiner, 'Station' foil is made over to the station staff along with the passenger, 'Accounts' foil is sent to the Traffic Accounts Office and the foil marked 'DRM.' is sent to the Divisional Office. The signature of the station staff should be obtained on the 'Block' foil. The station staff should advise the Divisional and Traffic Accounts Offices the result of the action taken and whether the passenger declined to pay or was unable to pay, and whether prosecution was launched to recover the railway dues. The result of prosecution, if launched, on receipt from the Magistrate, should be intimated to the Divisional Rly Manager and the Traffic Accounts Office.

The handing over memos should be treated like other money value books in the matter of custody, issue and supply.

545. At stations where Ticket Collectors are employed, passengers detected traveling without tickets should be handed over to them and at other stations to the Station Master on duty. If neither of them is at hand, the passengers should be handed over to the Booking Clerk. The person taking over the passenger will be personally responsible to ensure that the fares are realized through the proper sources. He should, at the time of taking over the passenger, ask him whether he admits his liability or to produce his ticket if he has one, warning him that the subsequent production of the ticket after the Traveling Ticket Examiner had left, would not be accepted.

546. The station staff taking over passengers from the Traveling Ticket Examiners should demand from such passengers the amount of fare and the excess charge due and, on collection, issue an excess fare ticket, reference to the ticket being noted on the

reverse of the foil of the handing over memo. If, however, the passenger fails to meet the demand and is a known man or there is no reason to believe that the name and address given by him are incorrect, an application should be made to the Court, within whose jurisdiction the passenger is found traveling irregularly, to realize from him the amount of the fare and the excess charge due. If the passenger failing to meet the demand, is unknown or gives a name or address which there is reason to believe is incorrect, the railway servant may arrest him and have him taken with in twenty-four hours of such arrest excluding the time necessary for the journey from the place of arrest to the court of Magistrate unless he is released earlier on bail before the nearest Magistrate with a charge sheet in Form Com./C-12 Rev. (see para 541).

547. Passengers to be made over at headquarter station of railway police. ♦ As far as possible, passengers who decline or fail to pay up railway dues should be made over at the headquarter station of the railway police or at a Railway Police Outpost where Magistrates are available to try such cases. If necessary, the defaulting passengers may be carried beyond the destination station upto the station where the Government Railway Police are posted for being handed over for the recovery of railway dues.

548. Accountal of handing over memo. ♦ (a) The station should, as in other cases of realization of railway dues, check the amount mentioned on the handing over memo when dealing with passengers handed over to them by the Traveling Ticket Examiners/Inspectors. The staff realizing the amount will be held responsible for incorrect charges recovered, if any.

(b) The station staff should maintain a register prescribed for the purpose in which full particulars of handing over memo showing also the clearance particulars and also the results of prosecutions in case of those persons from whom excess fares have not been realized should be recorded. Necessary remarks should be made in the register in case of persons handed over but let off under the orders of the Station Master or other controlling officer.

(c) A statement showing the number of disposed of cases made over at the station by the Traveling Ticket Examiners/Inspectors under the handing over memo should be submitted to the Divisional Commercial Superintendent at the end of the month in Form Com./T. 29.

549. Station staff to assist Traveling Ticket Examiners. ♦ Every facility and assistance should be afforded by the station staff to the Traveling Ticket Examiners in the performance of their duties, and on no account should a memo for the recovery of charges be refused. All cases of doubt should be promptly referred to the Station Master for decision. If a Station Master considers that no charges are due, he should record his reasons in the relative foils for non-recovery and send them to the Divisional and Traffic Accounts Officer for disposal.

550. Excess fare ticket. ♦ In all instances of the recovery of excess fare, excess charge, etc., whether made by Ticket Collectors at checking or at destination stations or by Traveling Ticket Examiners, an excess fare ticket should invariably be issued. These tickets are machine numbered and supplied in books, preferably of carbon-backed paper, bound in sets of three foils. The first foil is submitted to one Traffic Accounts Office along with the relevant returns, the second is tendered to the passenger both as an acknowledgement of the amount collected and as an authority to travel and pass through the gate at destination, and the third is retained as record. If the form is not printed on the carbon-backed paper, double sided carbon paper should be used in writing it. No alterations are permitted in these tickets.

551. The excess fare ticket books should be numbered and entered in the stock book for

money value books. The inspecting officials of Traffic and Accounts Department should see that the book is complete and that a second excess fare ticket book is not brought into use until the first one has been finished. The stock book for the excess fare ticket books used by the Traveling Ticket Examiners will be kept by the office controlling them. List showing the particulars and the dates of issue and completion of the excess fare ticket books issued to each Traveling Ticket Examiner should be furnished to the Traffic Accounts Office monthly by the controlling authority.

552. Separate excess fare ticket books for local and through traffic. ♦ Station Masters and Traveling Ticket Examiners should use separate books of excess fare tickets for local and through traffic. In cases in which a liability on account of other railway's share is involved, the ticket should be issued from the through excess fare book. In other cases the ticket should be issued from the local excess fare book, even though the passenger ticket, if any, in connection with which the excess fare ticket is issued is a through one. The Accounts foils of the excess fare tickets should be sent to the Traffic Accounts Office, along with the relevant excess fare returns. A note will be made at the bottom of the excess fare return of the number of Accounts foils accompanying it.

553. Marking of passenger tickets. ♦ In all cases of issue of excess fare tickets in conjunction with tickets held by passengers, the letters 'X.F.' should be written in red pencil on the obverse of the connected tickets to indicate that the holders thereof are also in possession of excess fare tickets. The ticket collecting staff at destination should demand and collect the relative excess fare ticket whenever a ticket with 'X.F.' is handed over by a passenger.

554. Earnings of Ticket Collectors and Traveling Ticket Examiners. ♦

(a) The cash collected by ticket Collectors will be deposited by them in the booking office after the departure of each train. Where, however, due to frequent train service, etc., the depositing of cash by Ticket Collectors, immediately after the departure of each train is not feasible, the Divisional Commercial Superintendent may prescribe any other interval at which the Ticket Collectors will deposit their earnings in the booking office.

(b) The Traveling ticket Examiners will deposit their cash collection at the close of the day with the Station Master or Booking Clerk of any station on their respective beats for remittance to the cash office. In case, however, at the close of the day the Traveling Ticket Examiner is traveling by a train, scheduled to arrive at his destination in the early hours of the following day, he may deposit the previous day's collections immediately on arrival at the destination station.

(c) The details of the cash remitted as above should be entered by the Traveling Ticket Examiner/Ticket Collector in a cash remittance memo which should be prepared in duplicate, in form appearing at Appendix V/C, separately for local and through traffic. One copy of the remittance memo will be handed over to the Station Master/Booking Clerk along with the cash and his acknowledgement obtained on the other copy, which will be retained by the Traveling Ticket Examiner/Ticket Collector as his record.

(d) The station staff receiving the cash from the Ticket Collectors and Traveling Ticket Examiners should give a money receipt in form appearing at Appendix V/D which will be prepared separately for local and through traffic in triplicate. Two copies meant for the Traffic Accounts Office and the Traveling Ticket Examiner or Ticket Collector will be handed over to the Traveling Ticket Examiner or Ticket Collector, as the case may be.

The 'Traffic accounts' foils of the money receipts should be sent to the Traffic Accounts Office along with the connected excess fare returns in Form Com./R.-19 Rev.

(e) In addition to the issue of the money receipt, the station staff while taking over cash

from the Traveling Ticket Examiner/Ticket Collector should endorse on the back of the last excess fare ticket issued an acknowledgement of the amount received, quoting the number and date of the money receipt and affixing the station stamp thereon.

555. Cancellation of excess fare tickets and their disposal. ♦(a) When an excess fare ticket has to be cancelled for any reason, all the foils of the ticket should be marked 'cancelled' and reasons there for recorded thereon under the dated signature of the staff canceling the ticket. As soon as possible after such cancellation, all the foils should be countersigned and dated by either the Station Master or the Chief/Head ticket Examiner/Inspector.

(b) Passenger foil of the cancelled excess fare ticket should be handed over to the Station Master/Booking Clerk of the headquarter station and his acknowledgement obtained on the back of the Record foil. The Station Master/ Booking Clerk receiving the 'passenger' foil of the cancelled excess fare ticket will arrange to send it to the Traffic Accounts Office duly entered on a separate statement of non-Issued tickets in Form Com./T.18 Rev. indicating thereon the name of the Traveling Ticket Examiner/Ticket Collector from whom each such cancelled foil was received.

(c) 'Accounts' foils of the cancelled excess fare tickets together with cancelled Guards' memo and other certificates relating to excess fare tickets should be stitched to the relevant excess fare, returns for submission to the Traffic Accounts Office. The date on which, and the station at which, the 'Passenger' foil was handed over should be indicated against each entry of the cancelled excess fare ticket in the "relevant return.

556. Booking of Traveling Ticket Examiners with trains. ♦The Chief Ticket Inspector, or his equivalent, will be responsible for booking Traveling Ticket examiners with trains in accordance with the programme approved by the Divisional Commercial Superintendent. A register in Form Com/T-30 will be maintained in which every Traveling Ticket Examiner while going on duty with a train or terminating his journey at his headquarter station or at any other station will make an entry and sign it. For each movement, an separate entry will be made in the register.

557. Traveling Ticket Examiner's movement diary. ♦(a) Each Traveling Ticket Examiner will maintain a movement diary in Form Com./T.31 showing the number of trains checked, details of cases charged, cases of unusual nature detected and handed over for prosecution, names of stations at which cash has been deposited as well as the amount and number of the money receipts obtained.

(b) On completion of every trip at the station, the Traveling Ticket Examiner must have this diary signed by the Station Master or Head Ticket Collector on duty. On return to headquarter, the Traveling Ticket Examiner will submit this diary to his controlling authority.

558. Check of movement diaries. ♦The Chief Ticket Inspector is responsible for checking and keeping in record the movement diaries submitted by the Traveling Ticket Examiners. Irregularities coming to notice will be investigated and reported to the Divisional Commercial Superintendent for action, where necessary.

559. Analysis of cases dealt with by Traveling Ticket Examiners and Ticket Collectors. ♦The ticket checking staff should prepare a statement in Form Com./ T.28 Rev. summarizing the total number of cases dealt with during the month under the various groups detailed in the form. The Station Master or Chief Ticket Inspector should personally check the analysis to ensure that it has been correctly prepared. After check, the statements will be submitted to the Divisional Commercial Superintendent.

560. Surprise checks to combat ticket less traveling. ♦Detailed instructions for

combating ticketless traveling are given in the Indian Railway Code for the Traffic Department (Commercial). The staff should read these instructions and act upon them with sustained efforts to achieve good results.

Surprise checks should be carried out both at stations and in running trains, by special squads consisting of Traveling Ticket Examiners assisted by Rakshaks of the Railway Protection Force under the supervision of selected subordinates. All cases of frauds or traveling without tickets detected during the course of these surprise checks should be carefully examined to see whether they have been facilitated by defects in the system of checks in force. The results of surprise checks should be used to judge the efficiency of the work of station staff and sectional Traveling Ticket Examiners and remedial measures, wherever called for, should be taken to eliminate ticket less traveling.

CHAPTER VI

RESERVATION OF BERTHS, SEATS AND COMPARTMENTS AND BOOKING OF SPECIAL TRAINS

601. Arrangements for reservations. ♦ Making efficient arrangements for reservation of seats/berths and compartments is one of the important functions of the railway and particular attention must be paid to this aspect of railway working by proper and constant supervision, checking of reservation offices, frequent planning for the clearance of traffic, timely attachment of additional coaches, etc. If a decision is taken sufficiently in advance to attach an additional coach when rush of traffic so justifies, reservations for a number of passengers on the waiting list could be confirmed eliminating many complaints. A close co-ordination between the operating and commercial officers in charge of this work can mitigate lot of hardships to the passengers asking for reservation by trains. Adequate supervisory arrangements should be made to ensure that the reservation staff do not indulge in objectionable practices, and that the reservation offices function properly.

602. Procedure for reservation. ♦ Detailed rules pertaining to reservations are notified by the railways in their time tables. Reservation in advance for the different classes of accommodation available in the trains can be made in accordance with the instructions prevailing from time to time.

603. Reservation of air-conditioned, AC sleeper and First class berths at the train starting stations. ♦ (a) At stations where there are separate reservation offices, passengers desiring reservation of seats or berths, should first ascertain from the Reservation Clerk whether accommodation is available on the date and train by which they intend traveling. If accommodation is available, the Reservation Clerk will issue a slip to the passenger which must be presented at the booking office for purchasing tickets.

At other stations, where reservation offices are not provided, the functions of the Reservation Clerk will be performed by the Ticket Collector or any other official nominated for the purpose.

(b) Accommodation by trains should be reserved only on production of journey tickets along with the requisition form duly filled in on 'first come, first served' basis upto the limit the accommodation is expected to be available. The names of passengers should be entered in the register maintained at the reservation office strictly in the order of receipt of requisitions at the reservation counter, and firm reservations made by issue of reservation tickets on collection of the prescribed fee.

(c) After the available accommodation has been allotted, the names of persons who apply thereafter and for whom reservation cannot at once be made, should be 'wait-listed' in the order of receipt of their applications. A 'regret slip' should be issued to passengers borne on the waiting list indicating the serial numbers in which their names have been wait-listed. Unless such a wait-listed passenger has cancelled his booking and obtained refund on his ticket, his name will remain on the waiting list, and his claim for allotment of accommodation automatically considered, in order of his priority on the waiting list, should accommodation become available subsequently owing to any reason whatsoever.

(d) Any further accommodation becoming available on the platform, due to passengers holding reserved tickets not turning up, etc., should be allotted to the remaining passengers on the waiting list, if any, in the order of priority, 10 minutes before the departure of the train. If, however, the waiting list is already exhausted, accommodation may be allotted on the basis of 'first come, first served' amongst those who turn up on

the platform without having registered themselves in the waiting list earlier.

604. 'Regret slip' to show turn for allotment of reserved accommodation.♦

The 'Regret slip' issued to the wait-listed passenger should indicate the position on the waiting list and the time and date of issue. The 'Regret slips' should be machine numbered.

605. Reservation staff to advise passengers of accommodation available by alternative trains. ♦

Passengers who cannot be allotted accommodation by the requisite train, should be suggested to apply for reservation by an alternative train by which accommodation is available. If they agree, reservation by the concerned alternative train should be made and confirmed.

Passengers should be given the choice to have their names placed on the waiting list for an alternative train on the same day, or by the same or other trains on an alternative day.

606. Requisition forms to be supplied free of charge.♦

Passengers are required to apply for reservation of accommodation on prescribed forms which should be made available at all reservation offices free of charge. If the forms are not available, passengers may apply for reservation on ordinary paper giving full particulars of train journey and their addresses with telephone number on which they can be contacted.

607. Numbering of requisition forms.♦The prescribed requisition forms on receipt should be serially numbered by each Reservation Counter Clerk commencing with number 1 on the first of each month, and the serial number of each requisition slip should be recorded in the reservation register in the column provided for the purpose. At the end of the day all the requisitions will be filed, date-wise, in serial order, in respect of each counter. The telegrams received from outstations will be similarly numbered and filed in serial order.

608. Number to be 'wait-listed' per train.♦The actual number of persons to be 'wait-listed' per train is left to the discretion of the railways, keeping in view the maximum cancellations taking place plus 10% . It should not be so low as to encourage the touts to indulge in malpractices. As far as possible the waiting list should take into account the additional accommodation likely to become available on account of attaching of additional coaches, release of quotas, etc.

609. Availability of berths/seats to be exhibited.♦The reservation offices should display on a board at specified intervals of the day, the total number of berths/seats when booking was opened and the number available for allotment train-wise. Such boards should also be exhibited outside the reservation offices so that they are available for public information when the reservation offices are closed. The board should be of a closed type to prevent tampering.

610. Reservation of accommodation on telephone.♦Reservation on telephonic request may be made for the following:♦

- (i) Ministers;
- (ii) Governors of States;
- (iii) Members of Parliament traveling on Identity Card-cum-Railway Passes;
- (iv) Chief Justice and Judges of the Supreme Court of India; and

(v) High Government officials.

Before the actual commencement of the journey, the High Government Officials mentioned above will furnish in writing full particulars of the authority on which journey is to be performed.

611. Members of Parliament to confirm telephonic request for reserved accommodation in writing. ♦ Reservations made by the members of Parliament on the telephone are required to be confirmed by them in writing within 24 hours of the telephonic request or 24 hours before the scheduled departure of the train, whichever is earlier.

Reservation fee must be collected in cash when firm reservations are made for Members of Parliament.

612. Advance reservation for Members of Parliament and their families. ♦ Members of Parliament are entitled to reserve rail accommodation 60 days in advance of their journeys in connection with Parliament duties. The reservation requisition in respect of their family members should be accepted by reservation offices along with those of the Members of Parliament but the request in favour of their families should be kept pending and become effective for consideration of allotment of reserved accommodation on the opening day only, based on the time when the requisite ticket is purchased.

613. Accommodation not to be 'held' for party on request on telephone. ♦ If in response to any telephonic enquiries from a party, information is given that accommodation is available at the time, it will be upto the party concerned to secure reservation quickly on production of tickets before it is taken up by another party. The accommodation stated to be available at the time of enquiry over the telephone should not be 'held' for the party, and should not be denied to any other party who may in the mean time ask for reservation on production of tickets.

No reservation should be made on provisional basis.

614. Reservation to be made by name. ♦ Reservations should be made in the name of each individual and not for 'Shri A and party'. Passengers at the time of presenting requisitions should be specifically asked to write the names of each member for whom reservation is required. When the party consists of a family, the family members should be enumerated as 'Shri A', 'Shrimati A', 'Kumari A (name)'. The name of the passenger for whom accommodation is reserved will be entered on bold English capitals on the back of the railway journey ticket and the reservation ticket. These instructions must be observed with a view to deal effectively with cases of resale of tickets on which reservations have been made by unsocial elements.

615. Number of allotted seats to be shown on tickets. ♦ At the time of issuing reservation tickets, individual numbers of the seats allotted should also be indicated thereon to enable the passenger to occupy his seat. This will avoid waiting on the platform till reservation charts are posted. This in turn will provide relief to the reservation staff who will have to attend to a lesser number of enquiries from the reservation ticket holders.

616. Proper upkeep of reservation registers. ♦ Pages of reservation registers should be serially numbered and well bound. These should be properly maintained and entries made in them in the appropriate columns. All entries made should be serially numbered. No separate register will be maintained for the passengers wait-listed. The time and date of cancellation of reserved accommodation should be recorded in red ink against the relevant entry in the reservation register and the entry initialed by the Reservation

Clerk. Alterations and over writings should not be permitted. When it becomes necessary to make alterations, a Sine should be drawn through the original entry, and the correct entry made above it.

617. Quota under various heads to be shown on each page of reservation register.

◆ On each page of reservation register, columns should be provided for indicating the quota under the various heads, such as H.O.R. quota, roadside quota, city booking office quota, out station quota, etc. These columns should be filled in by the Reservation Clerk to readily know the total accommodation that is available for reservation under the various heads and the balance accommodation available for general public at the commencement of the page.

618. Clearance of wait-listed passengers. ◆ When the demand for reserved accommodation by any train is in excess of the actual availability as per normal train composition, the Assistant Commercial Superintendent (Reservation) or any other officer nominated by the administration at the Headquarters office should contact his counterpart in the operating branch for augmenting the train composition, if possible. A similar procedure should be followed at the Divisional level where the Divisional Commercial Superintendent or the Assistant Commercial Superintendent should watch the waiting list and initiate action for making additional accommodation available in consultation with his opposite member in the operating branch. It is important that the planning and implementation of attaching extra coaches to trains should be decided fairly well in advance so that the public may have as long a notice as possible of the additional accommodation being made available. This should be done not less than three days in advance of the due departure of the train.

When it is not possible to augment the load of a particular train, alternative arrangements to provide additional accommodation on other suitable trains should be made. For example, if accommodation by Frontier Mail train is not available and strengthening of it is also not feasible, accommodation by other trains, such as Air-conditioned Express or Dehra Dun Express, should be increased as possible.

619. Changes in train composition to be advised to reservation offices. ◆ The accommodation earmarked for reservation should invariably correspond to the actual availability as per normal train composition, which should be based on the authorized composition and the number of coaches and berths generally used. The reservation offices should remain in close touch with the changes made in the composition and incorporate them in their reservation registers for purposes of making reservations. When changes in composition are made, it should be ensured that the various reservation offices are specifically advised immediately.

620. Unutilized quota to revert to reservation controlling station. ◆ With a view to meet the demand of passengers at the starting station which is generally found to be heavy, the quotas allotted to the city booking offices, outstations or roadside stations should revert to the reservation controlling station, if not utilized, 5 days in advance in the city booking offices, and three days in advance in the case of roadside and outstations. Quota for air-conditioned and first class accommodation should not be allotted to city booking offices.

621. Intimation to wait-listed passengers when accommodation becomes available before due date. ◆ Accommodation becoming available before the due date indicated to a wait-listed passenger should be intimated to the passenger so that he can come and obtain confirmation of the reservation without waiting for the stipulated date. This procedure should be adopted in respect of passengers whose telephone numbers have been furnished in the requisition slips. A remark to the effect that the passengers concerned have been telephoned, should be made against the respective entries in the reservation register.

622. Quarterly review of quotas set aside for H. O. R., Defence, etc. ♦ The quotas for H. O. R., Defence, roadside stations, outstations, etc. should be reviewed every six months and adjusted to accord with the actual needs consistent with the overall accommodation position. Any emergency quota retained by the Headquarters Office/Division should not exceed two first class berths, and should be operated personally by the Chief Commercial Superintendent/Divisional Superintendent or in their absence by the Deputy Chief Commercial Superintendent/Divisional Commercial Superintendent respectively, the object being that maximum number of berths are made available for direct reservation at the reservation offices or stations. The Headquarters Office or Division should not keep emergency quota for second class accommodation except in very exceptional circumstances.

623. First class accommodation set apart for ladies. ♦ First class accommodation set apart for ladies must be reviewed once in "every month to see that the scale of accommodation set aside for the purpose is in accord with the actual needs, and where necessary, suitable adjustment in such accommodation should be made so that the spare accommodation becoming available may be used for general allotment.

624. Ladies accommodation in second class sleeper coaches. ♦ Accommodation set apart for ladies in second class sleeper coaches should not, on any account, be released to male passengers.

625. Priority in allotment of air-conditioned, Ac sleeper and first class berths. ♦ Passengers who have reserved their accommodation in the air-conditioned class Ac sleeper or first class should, as far as possible, be allotted berths in the following order of priority: ♦

i) Coupe or four berth compartment	Families traveling together requiring four berth or coupe compartment irrespective of the time of receipt of applications; and
ii) Individual berths	According to the time of receipt of application, lower berths to first applicants.

626. Display of reservation charts and allotment of berths/seats. ♦ At the main entrance of the station and/or on the platform from which the trains are scheduled to leave, reservation charts should be displayed as early as possible but not later than two hours before the due departure of the train. These chart should include the names of at least five persons who are in mint for allotment of accommodation that may become available on the platform. Allotment of berths/seats becoming available on the platform should be made ten minutes before the departure of the train strictly in the order of passengers shown as wait-listed and notified on the board.

The reservation charts displayed should indicate full particulars of carriages and their position from the engine.

627. Reservation booths. ♦ (a) Passengers who are placed on the waiting list and those wanting fresh reservations at the eleventh hour should be directed to be present at the booth (on or near the platform) at those starting stations where such booths have been provided. These booths should have an indication board with the legend "Reservation booth for wait-listed passengers". Announcements on the 'public address' system should also be made from time to time drawing the attention of the passengers to the availability of the reservation. booth and requesting them to be Present near the booth so that any accommodation available may be allotted to them.

For passenger seeking accommodation at train timing (besides those already wait listed

by the reservation office), their names should be noted for the purpose of balloting them berths, if available, in order of priority.

(b) Fifteen minute before the departure of the train, the Ticket Collector on reservation duly, who should wear an arm band, should position himself at the booth, to indicate to the passenger waiting there the compartment numbers and berths available. The passengers will be directed to be present near those compartments so that they may be able to occupy the vacant berths if the same are not occupied 10 minutes before the departure of the train.

(c) The Reservation Supervisor/Head Ticket Collector on platform duty should visit the reservation booth with a view to ensure that the berths are being allotted to the wait-listed passengers strictly in order of priority and that no fresh reservations are made in preference so those on the waiting list.

(d) If the accommodation is still available after exhausting the waiting list, this should be allotted on 'first come, first served' basis from and amongst those who turn up on the platform without having registered themselves on the waiting list earlier.

628. Test check of accommodation allotted on platform. ♦ With a view to ensure that accommodation falling vacant on the platform is allotted to the waitlisted passengers strictly in order of priority, the Ticket Collector on reservation duty should furnish to the reservation office, a statement showing the number of vacant berths, the names of passengers who did not turn up or who cancelled their accommodation and the names of the actual allottees. On receipt of this information, the Reservation Supervisor should record necessary remarks in the reservation register. The Ticket Collector should also correct the charts showing the accommodation allotted to passengers on the platform.

Reservation Supervisor should test check the correctness of allotments made on the platform. Irregularities coming to notice should be viewed seriously and suitable action initiated against the staff found to be blamed.

629. Test check of genuineness of reservations. ♦ An officer not below the rank of senior scale should test check the reservations at least once a month and also contact some of the parties who have made reservations to make sure that the reservations are bonafide and no malpractices are being indulged in. The reservation register should also be checked at suitable intervals to verify the genuineness of the entries made therein.

630. Provision of reserved boards, charts, or labels. ♦ Carriages or compartments reserved for passengers should carry boards, charts, or labels on both sides of the carriages/compartments. When berths or seats are reserved, the names of the passengers must be entered on card labels which should be placed in the brackets provided for the purpose on both sides of the compartments. Alterations in labels necessitated due to cancellation of reservation or further allotment should be made in ink under the dated initials of the staff concerned.

Station Masters, Guards, Ticket Collectors or Coach Attendants must remove labels or boards as soon as they are no longer necessary.

631. Reservation of berths at intermediate stations. ♦ (a) Larger intermediate stations may be allotted a certain specific quota for seats and berths for reservation according to the demands of traffic. Passengers desiring reserved accommodation from such intermediate stations should apply to the Station Master concerned who will make firm reservations upto the quota allotted to his station in the same manner as the terminal stations. In case the accommodation set apart for the intermediate stations is fully reserved, the names of further applicants with particulars of tickets, date and train

No. by which reserved accommodation is required will be intimated telegraphically to the train starting station provided the request for reservation is received not less than 72 hours before the notified time of departure of the train from that station. The Reservation Clerk on receipt of the telegram, will enter the necessary particulars in the reservation register with the date and time of receipt. If the accommodation is available, the Reservation Clerk will advise the intermediate station of the reservation arranged through an XR/ RESV telegram, and in the event of accommodation being fully booked up, the names of such applicants will be included in the waiting list. In either case, a telegraphic reply should be sent within two hours of the receipt of telegram, so that the passenger may be advised of the position. As and when berths become available for allotment on the waiting list, the case of the intermediate station passengers should also be considered along with those from the starting station, the time of receipt of the telegram from the intermediate station being the criterion for the allotment of berths.

(b) Passengers desiring reserved accommodation from intermediate stations, which have not been allotted specific quota, should apply to the Station Master concerned who will issue an XR/RESV telegram to the reservation controlling station. If accommodation is available, reservation will be arranged and the intermediate station advise telegraphically. But if accommodation is not available, the passenger will be wait-listed and considered for allotment of accommodation along with other wait-listed passengers. As soon as accommodation becomes available, an XR/RESV telegram confirming accommodation should be sent to the intermediate station who, on receipt of intimation, will confirm reservation to the intending passenger.

(c) All telegrams pertaining to reservation of berths, seats and compartments should invariably be classed 'XR/RESV. Teleprinter service, which is provided between Delhi♦Bombay, Bombay♦Madras, Madras♦Calcutta and Calcutta♦Delhi, should be used for the clearance of reservation messages.

(d) Messages relating to reservation should, after transmission over the morse/wireless, be invariably confirmed by sending a copy by post.

(e) If the station seeking reservation does not get a reply within 48 hours, it must repeat the message again fully.

(f) Special checks should be conducted by the officers and other supervisory staff of the commercial department to ensure that the above instructions are strictly adhered to, lapses, being taken up suitably.

632. Intermediate stations to obtain advance information regarding availability of upper class accommodation.♦The Station Master on duty should contact the Guard in charge or Conductor at the last stopping station through train control to ascertain the room available in the upper class train service carriages and furnish the information to the Ticket Collector on reservation duty. The Ticket Collector will help the intending passengers at intermediate stations in allotting accommodation in the compartments in which room is reported to be available.

The Section Controller on duty must help the Station Master in getting the information in time for the convenience of passengers entraining from intermediate stations.

633. Reservation of berths for return journey.♦(a) passengers desiring reservations to be made on the return journey at the starting station will be asked to fill in a requisition form indicating the train number and date on which reservation is required to be made on the return journey. It should be made clear to the passenger that his request for reservation for the return journey will be considered by the station concerned strictly in accordance with the rules for reservation in force at the station, no preference being given just. because the reservation is for the return journey. The

Station Master/Reservation staff will issue a telegram to the reservation controlling station for arranging return journey reservation as requested by the passenger. The reservation controlling station will arrange reservation depending upon the availability of the accommodation. No telegram charges are leviable for arranging return journey reservation. For the facility of passengers some return journey quotas have been set aside by important mail/express trains at selected stations. Passengers missing to get return journey reservation confirmed, are allotted confirmed accommodation from out of this quota. Such a reservation is made only if a passenger commences his journey from the train starting station, for the return journey. If the return journey quota is exhausted, the passenger seeking return journey reservation may make a request for return reservation as mentioned above.

(b) An XR/RESV telegram indicating the name of passenger, number of return journey ticket, class, and the date and train by which reservation is required, will immediately be issued to the station Master, of the station from which the return journey is to commence. On receipt of the telegram, the Station Master of the station from which the return journey is to commence will take action for arranging reservation from that station according to the rules in force. If the accommodation is available, it will be reserved and a telegram confirming reservation will be sent to the Station Master of the starting station, and if the accommodation is not available the passenger will be wait-listed and the Station Master of the starting station informed so that the position maybe advised to the passenger. Both the stations will confirm their respective messages to each other by postal dak.

(c) When reservation has been arranged for the return journey, the party will be asked to obtain necessary endorsement on the return half of the ticket and to purchase reservation ticket on payment of the reservation fee before the commencement of the outward journey.

(d) If the passenger subsequently changes his mind and cancels his reservation for the return journey at the starting station, the return journey paper ticket will be collected and in its place a single journey ticket will be issued for the outward journey. The fare for the return journey will be refunded after deducting the cancellation fee due under the rules. A telegram will at once be issued to the station concerned to cancel the reservation made. In case the passenger cancels the outward as well as the return journey, the cancellation fee will be charged in respect of the two journeys separately.

634. Telegrams received from outstations to be registered. ♦ All telegrams pertaining to reservations must, on receipt from outstations, be promptly entered in a manuscript register kept for the purpose. The register should contain the following columns: ♦

Serial No.	Date	Time of entry	Station from	Wire No. and date	Date and time reply sent	Signature
.

Clear replies by XR/RESV telegrams must be issued as quickly as possible but not later than two hours of the receipt of such messages. The register should be regularly inspected by the supervisory officials to ensure that there is no unnecessary time lag between the time of receipt of telegrams and the issue of replies.

635. Facilities to foreign tourist for reservation. ♦(a) Foreign tourists permitted to apply for reservation in all classes 360 days in advance of the date of commencement of journey. The maximum number of berths that can be reserved for them per train in first class or air-conditioned class is four, and if more berths are required by them, they, must take their chance along with other passengers. Reservation in such cases will be made by the Headquarters Office of the railway concerned on receipt of an application from the recognized tourist agents giving full particulars of names of passengers, countries to which they belong, passport numbers, etc.

The aforesaid instructions will apply to requests for reservations both from the starting stations of the trains and from such intermediate stations at which facility of advance reservation is provided.

(b) Whenever a request for reserved accommodation of any class is registered for a foreign tourist at any of the reservation offices, the Reservation Clerk must write "Foreign tourist" against the name of the foreigner in the reservation register. The same remarks should be inserted in the reservation charts for the guidance of the Guard/Conductor and the Ticket Collector so that all possible assistance may be given to the foreigner during his journey by rail.

636. Release of H.O.R. quota in favour of foreign tourists. ♦When the H.O.R. quota set apart for V. I. Ps is not used by them, it may be released in favour of foreign tourists on receipt of demand from them, as a special case.

637. Permission to entrain from stations other than those from which accommodation is reserved. ♦Passengers who have purchased tickets and reserved accommodation thereon from a particular station but desire to entrain and occupy the accommodation from another station en route may be permitted to do so provided'

(i) a specific request is made in writing to the station from which the ticket was purchased and reservation made, at least 24 hours before the scheduled departure of the train from that station;

(ii) the train is booked to stop at the station at which the passenger desires to entrain;

(iii) there is no objection to the accommodation being used, if necessary, from the initial station upto the station at which the passenger is due to entrain; and

(iv) no refund is claimed for the portion of the journey not performed.

The change of station once made will be final.

638. Reservation of accommodation for pass-holders. The following procedure should be followed in making reservations for pass-holders.

For privilege and post-retirement complimentary pass-holders. ♦(i) Pass-holders should present their passes along with the requisitions to the Reservation Clerk who will enter their names in the reservation register strictly in the order of receipt of their requisitions. Reservation will be arranged, if accommodation is available, and if accommodation is not available, a 'Regret slip' will be issued and the name of the pass-holder wait-listed. Such wait-listed pass-holders will be provided accommodation according to the instructions laid down for public traffic.

(ii) If the accommodation asked for is reserved, the Reservation Clerk will endorse on the face of the pass, the train number and date for which reservation has been made and affix his initials with date.

(iii) In case journey is postponed, the pass holder should produce the pass at the reservation counter to have the reservation cancelled. The Reservation Clerk will cancel the entries already made on the face of the pass under his dated initials and office stamp (see also para 641).

For metal pass holders. ♦ (i) Accommodation for metal pass holders, if available, may be reserved on receipt of telephonic request provided it is confirmed in writing within 24 hours of the time of making telephonic request. If the written requisition is not received from the officer concerned or his Personal Assistant, the reservation should be cancelled without giving him any notice.

(ii) If the journey is postponed, the intimation of cancellation of reserved accommodation should be furnished to the reservation office immediately by sending a written slip. When cancellations are made on telephone, these must invariably be confirmed in writing soon after the sending of telephonic message.

For other duty pass holders. ♦ (i) Reserved accommodation for other duty pass holders will be arranged on production of the duty pass and a signed requisition at the reservation office, giving particulars of pass held and the designation of the pass holder. If the journey is postponed, a written slip canceling the reservation should be furnished to the reservation office, at once, so that the released accommodation may be allotted to those on the waiting list.

(ii) Telephonic requests for reservation and cancellation will not be entertained.

639. Changes in reservation by pass holders. ♦ Holders of privilege and post retirement complimentary passes may make fresh reservations only if the earlier reservations are cancelled three days before the date of departure of the train. Fresh reservations on such passes will be allowed only once.

If cancellation of reservation is made less than three days but upto 24 hours of the departure of the train, fresh reservation on the same pass may be allowed at the discretion of the officer of the commercial/operating department controlling the reservation office. In all such cases, the relaxation authorized should be specifically recorded with the name and designation of the officer authorizing it, in the reservation register against the relevant entry. If reservation is cancelled less than 24 hours before the departure of the train, no fresh reservation should be allowed on the same pass except as provided in para 642.

640. Penalties for pass holders who fail to cancel reservations. ♦ The following penalties should be levied on privilege and post-retirement complimentary pass holders who cancel their reservations less than 24 hours before the scheduled departure of the train: ♦

(i) 1st class pass Rs. 5 per pass

(ii) 2nd class pass Rs. 3 per pass

The penalty of Rs. 5 is also leviable in the case of first class 'A' privilege and post-retirement complimentary passes on which difference has been paid for traveling in air-conditioned class. The penalty amount should be paid by pass holder at the reservation office at the time of cancellation or before seeking subsequent reservation. A money receipt in Form Com./M-2 for the amount paid will be issued. This receipt should be produced at the time of asking for a subsequent reservation. The receipt number should be noted in the reservation register, but the original receipt will be retained by the pass holder. If the pass holder fails to prove payment of the necessary cancellation charges,

and these charges have not been waived by the proper authority, he will be liable for disciplinary action in case it is brought out at a later stage that the charges had not been paid.

When the reservations are cancelled or are not utilized due to reasons beyond the control of the privilege pass holder, like his "leave being cancelled on administrative grounds at very short notice, etc., the penalty charges referred to above may be waived or refunded by the Chief Commercial Superintendent.

The amount of penalty collected from the pass holders will be recorded against the entry of 'cancellation charges' in the daily trains cash-cum-summary book.

641. Exemption from payment of reservation fee. ♦ Railway and Posts & Telegraphs Departments' staff traveling on railway passes, passengers traveling on complimentary passes and military personnel traveling on military vouchers of any kind are exempted from the payment of reservation fee.

Reservation fee is also not recoverable from the pass holders traveling in higher classes after payment of difference in fares between the class of the pass and the accommodation reserved in the higher class.

642. Recovery of cancellation fee. ♦ A clerkage charge of Rs. 2 per ticket should be charged in respect of wait-listed/RAC ticket when the cancellation is prior to the purchase of relative reservation ticket, irrespective of accommodation for the wait-listed passenger in question being available at the time of cancellation.

643. Grant of refund when through service carriages are not attached. ♦ If for any reason the through service carriages are not attached on any day, the fare and the reservation fee paid by the intending passengers will be refunded in full by the issuing office. No priority should be given to such passengers for accommodation on any subsequent date. Such tickets when issued from the city booking offices and agencies will be collected by stations attached to those city booking offices and agencies, and receipts in Form Com./R-13 Rev. granted to enable passengers to apply for refund to the Chief Commercial Superintendent of the railway concerned. The tickets along with a copy of receipt will be sent to the Chief Commercial Superintendent.

644. Occupation of reserved accommodation beyond intermediate station. ♦ Passengers for whom reserved accommodation is arranged upto an intermediate station, will not be permitted to occupy such reserved accommodation beyond that point, if that accommodation is reserved for any other passenger joining at the intermediate station.

645. Transfer of tickets on which reservation is made. ♦ A ticket against which reservation of a seat or berth has been made is not transferable and should be used only by the person in whose favour it had been issued. There is, however, no objection to the mutual transfer of seats or berths reserved against proper tickets by passengers traveling by the same train. A railway servant authorised in this behalf may permit change of name of a passenger having reserved a seat or berth subject to such circumstances as may be prescribed.

646. Penalty for transfer of tickets and unauthorised carrying on business of procuring and supplying of railway tickets. ♦ If a person other than a railway servant or authorised railway agent, sells-or attempts to sell any ticket or any half of a return ticket, or parts or attempts to part with possession of a ticket against which reservation of seat or berth has been made, he is liable to be prosecuted under the provisions of section 142 of the Railways Act which reads as under ♦

"Section 142♦(1) If any person not being a railway servant or an agent authorised in this behalf,♦

(a) sells or attempts to sell any ticket or any half of a return ticket; or

(b) parts or attempts to part with the possession of a ticket against which reservation of a seat or berth has been made or any half of a return ticket or a season ticket,

in order to enable any other person to travel therewith, he shall be punishable with imprisonment for a term which may extend to three months or with fine which may extend to five hundred rupees, or with both, and shall also forfeit the ticket which he sells or attempts to sell or parts or attempts to part.

(2) If any person purchases any ticket referred to in clause (a) of sub-section (1) or obtains the possession of any ticket referred to in clause (b) of that sub-section from any person other than a railway servant or an agent authorised in this behalf, he shall be punishable with imprisonment for a term which may extend to three months and with fine which may extend to five hundred rupees and if the purchaser or holder of any ticket aforesaid travels or attempts to travel therewith, he shall forfeit the ticket which he so purchased or obtained and shall be deemed to be traveling without a proper ticket and shall be liable to be dealt with under section 138:

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the judgment of the court, the punishment under sub-section (1) or sub-section (2) shall not be less than a fine of two hundred and fifty rupees."

The object of this section is to enable prosecution being launched against persons who corner seats/berths and transfer them for consideration as also to enable such purchasers to be prosecuted. It is not the intention to launch prosecution when reservations are transferred between close relations or friends where there is no question of monetary consideration for such a transfer. In deciding on whether a prosecution should be launched or not, the mala fides of transaction should be fully investigated and taken into account and action, as necessary, should be initiated only after mature consideration.

"Section 143♦(1) If any person, not being a railway servant or an agent authorised in this behalf,♦

(a) carries on the business of procuring and supplying tickets for travel on a Railway or for reserved accommodation for journey in a train; or

(b) purchases or sells or attempts to purchase or sell tickets with a view to carrying on any such business either by himself or by any other person, he shall be punishable with imprisonment for a term which may extend to three years or with fine which may extend to ten thousand rupees, or with both, and shall also forfeit the tickets which he so procures, supplies, purchases, sells or attempts to purchase or sell:

Provided that in the absence of special and adequate reasons to the contrary to be mentioned in the judgment of the court, such punishment shall not be less than imprisonment for a term of one month or a fine of five thousand rupees.

(2) Whoever abets any offence punishable under this section shall, whether or not such offence is committed, be punishable with the same punishment as is provided for the offence."

647. Staff authorized to grant permission to a passenger to occupy a seat/ berth.♦No person other than that for whom accommodation has been reserved under

the rules should occupy such accommodation except with the permission of an authorized railway servant The under noted staff are authorized to grant permission to a passenger to occupy a berth/seat previously reserved for another passenger♦

(i) At train originating stations or at stations where through carriages are attached or at stations which have a quota for reservation of berths/ seats.	The official in charge of reservation present on the platform or in his absence, the Station Master on duty; and
(ii) At other stations	The Conductor if there is one on the train or, in his absence, the Guard of the train.

648. Reservation by connecting trains at junctions.♦(a) Air-conditioned, AC sleeper, first and second Ac sleeper, class passengers who have booked their reservations at the starting station and require onward reserved accommodation by the connecting trains from junction stations en route should enter in the requisite form, the date and train number by which onward journey is to be performed. On receipt of requisition, the Reservation Clerk should issue an XR/RESV telegram to the junction station concerned for arranging reservation. The junction station will confirm reservation if the accommodation is available, and if the accommodation is not available, the passenger will be wait-listed. In either case the junction Station Master must issue an urgent telegram to the starting station so that the passenger may be advised of the position. In such cases, no additional reservation fee will be charged.

(b) When reservation by connecting trains has been arranged, the passenger, in addition to the reservation ticket, should be issued a reservation slip indicating that onward reservation by connecting trains has also been arranged. The reservation slip should be in the following form:♦

Advice No.....dated.....has been received from..... station that
..... (number) berths inclass on ticket No.(s).....have been reserved in
favour of Shri/Shrimati.....forstation by.....train leaving.....station
athours on..... ..(date).

Signature.....

Station stamp.....

Date.....

649. Validity of reservation tickets.♦Reservation tickets are valid only for the particular train and the particular date for which they are issued. If reservation is required on days or by trains other than that originally arranged, fresh reservation tickets must be purchased. The reservation fee will be treated as part of fare if the passengers fail to avail themselves of seats or berths.

650. Defence personnel not to be allotted berths from general quota.♦On trains where accommodation is set aside for the 'Defence', no accommodation for Defence personnel should be booked out of the general quota unless a certificate is given by the R. T. O. that accommodation is not available with him out of the quota at his disposal. In order to avoid duplicate reservation being made in favour of the Defence personnel by the reservation office as well as by the R. T. O. at stations where R. T. O.s are posted, demands for reservation of berths or seats should not be accepted from the Defence personnel except through the R. T. O.

It should be ensured that there is no wastage of accommodation earmarked for the Defence personnel, i.e., any accommodation from within their quotas not required by the Defence should be surrendered at least 24 hours in advance of the departure of the train, or in the event of the reservation office at the train starting station being closed at the time, at such time at which the reservation office opens within 24 hours prior to the departure of the train, so that the released accommodation may be used for civilians. Any subsequent military requisitions should be met from the general pool on par with the civilian requirements. For this purpose, a daily joint check by the railway representative and the R. T. O. at the starting station of each of the trains concerned should be introduced to ensure that all reservations made by the R. T. O. are supported by particulars of relevant tickets issued in exchange of warrants, etc. and the accommodation not taken up by the military personnel is surrendered by the R. T. O. to the reservation office for the use of civilians at least 24 hours before the departure of the train.

651. R. T. O. to submit statement of accommodation reserved. ♦ At the train starting station, the R. T. O. will furnish to the reservation office, 24 hours before the departure of the train on which a quota of accommodation for Defence personnel is provided, a statement showing the accommodation reserved for the military personnel and their families from the train starting stations or intermediate stations and obtain from the reservation office a timed acknowledgement. The statement should indicate the particulars of tickets issued in exchange of warrants or vouchers held by the parties for whom accommodation is reserved. If such a statement is not received by the reservation office 24 hours before the departure of the train, or in the event of the reservation office being closed at the time, at such time at which the reservation office opens within 24 hours prior to the departure of the train, it will be presumed that no reservation has been made by the R. T. O. and the accommodation has been released by him for use of the general public.

652. Sleeping accommodation for second class passengers. ♦ (a) Sleeping accommodation between 21-00 hours and 6-00 hours, and sitting accommodation for the rest of the period, is provided for second class passengers in two types of sleeper coaches:

(i) two-tier sitting-cum-sleeping coach ;

(ii) three-tier sleeping coach.

(b) In the two-tier sitting-cum-sleeper coach, sleeping accommodation is provided only on the upper berths which are fitted with cushions. On the lower benches, seats are reserved for sitting purpose including for those booked on upper berths for their day journeys. Sitting accommodation left over after providing passengers who have reserved sleeping accommodation may be made available for use by other passengers. At night, sitting accommodation released by passengers who occupy upper berths should be allotted to other passengers holding tickets for journeys between 21-00 and 6-00 hours. A person who has reserved a sleeper berth will not have any claim to a seat on the lower tier between the said hours. At the time of reserving sleeping accommodation, the prescribed surcharge in addition to the fare must be recovered. The reservation fee of Rs. 5 or Rs. 7 as the case may be for each sleeping berth will also be collected.

Surcharges at the prescribed rates are levied in addition to the reservation charge for 2nd class, 3 tier and 2 tier sleeper coaches.

(c) Berths should be allotted strictly in order of priority of receipt of applications. First lower berths should be allotted, then the second tier and lastly the top tier. Families should be given a compact group of accommodation as far as possible. Foreign tourists when traveling in parties in these coaches should also be provided compact

accommodation.

(d) Members of Parliament, holding Identity Card-cum-Railway passes, are permitted to avail of the sleeping accommodation both in two-tier and three-tier sleeper coaches without payment of the surcharge, wherever leviable, as the same is recovered separately from the Lok Sabha/Rajya Sabha. The Conductor of the sleeper coach should, however, ensure that the necessary entry in respect of levy of surcharge has been made in the Member's journey form to be obtained from the Member of Parliament at the destination station. Reservation fee should, however, be collected in cash at the starting station for reservation of berth.

(e) Member of the National Railway Users' Consultative Council and other consultative committees holding first class complimentary passes issued to them while traveling in connection with the work of the Council/Committee may be allowed to avail of this facility without payment of any surcharge and reservation fee. irrespective of the distance involved.

(f) Military personnel traveling on tickets issued in exchange of military warrants or concession vouchers may be permitted to travel by these coaches on the same terms and conditions as applicable to other fare-paying passengers.

(g) Holders of first and second class passes (duty, privilege or complimentary) and first class tickets issued in exchange of privilege ticket orders may be permitted to travel by IInd class sleeper coaches without payment of the prescribed surcharge and super fast charge.

(h) Holders of IInd class (duty, privilege or complimentary) and I class tickets issued in exchange of privilege ticket orders may be permitted to travel in the three-tier and two-tier sleeper coaches without paying sleeping surcharge and super fast charge Attendants of IA and 1st class Railway pass holders, will pay sleeping surcharge.

653. Compartments reserved for attendants. ♦ The attendants' compartments must be kept close to the airconditioned, Ac sleeper and first class bogies. Ticket checking staff should ensure that such compartments are occupied only by attendants of upper class passengers.

654. Reserved accommodation for prisoners/insane persons. ♦ (a) Military prisoners in all cases. Civil prisoners if insane, violent or dangerous, and insane persons, shall not be allowed to mix with other passengers, but must upon reserved accommodation being engaged, be placed with their escort or attendants in a prison van or in a separate compartment as the case may be.

Note. ♦ When a compartment is reserved for an insane person, whether a prisoner or not the table or board attached to the carriage must bear no reference to the person's insanity, nor, when an insane is traveling by railway, must, any demonstration of curiosity that may excite him, be allowed.

(b) Other parties of prisoners, when their number including the guards exceeds five, should also be carried in the same manner.

(c) For the purpose of these rules, the term 'prisoners' covers accused persons, persons under trial or traveling for the purpose of undergoing trial as well as persons who have already been convicted or who have been released after completion of their terms.

655. Police escort. ♦ If a police escort does not travel in a compartment or carriage reserved for prisoners, it should be charged ordinary fares. Policemen escorting prisoners may transfer tickets held by them to relieving escorts en route:

656. Special trains. ♦(a) The rules, rates and conditions for the booking of special trains are given in the I. R. C. A. Coaching Tariff which should be carefully read and acted upon by the booking staff.

Applications for the running of a special train should be addressed to the Chief Operating Superintendent of the railway over which the station, from which the journey is to commence, is situated. The railway receiving the application for the running of a special train over more than one railway will co-ordinate with other railways concerned for finalizing the tour programme.

Such applications will be dealt with strictly in the order of priority of their receipt in the Headquarters Office.

657. If on examination of the itinerary of the tour, it is found feasible to run the special trains, the party will be so advised, but when the dates are found to be unsuitable for the running of the special train, the party will be asked to change the dates, if acceptable to him, which must be within a fortnight in advance or after the date originally proposed by the party. In case, the suggestion is not acceptable to the party, the running of special train will be politely refused.

The consent for the running of the special train shall not be given unless all the details have first been finalized with other railways over which the special train is to run. A copy of the finalized tour programme of the special must be issued to all concerned including the Chief Commercial Superintendent and the Traffic Accounts Office at least three weeks in advance of the commencement of the journey.

658. Once the itinerary is finalized by the originating railway, the party will not, normally, be permitted to make any material change in it. But if due to unforeseen circumstances, it becomes necessary to change the itinerary which does not affect the composition of the train, the originating railway will notify the change to all those who were previously advised of the running of the special, with instructions to recover additional charges, if any, before the change is actually affected. In case the application is withdrawn within sixty days in advance of the date of commencement of journey, the operating branch will immediately advise the staff concerned, Chief Commercial Superintendent and the Traffic Accounts Office so that arrangements for granting refund of the deposited amount be made on collection of the money receipt in accordance with the rules contained in the I. R. C. A Coaching Tariff.

659. After the tour programme of the special train has been finalized, the operating branch will advise the Chief Commercial Superintendent who will work out the charges recoverable. The charges so worked out will be advised to the party, the Station Master of the originating station and the Traffic Accounts Office at least fifteen days in advance of the date of the commencement of journey. In advising the charges to the party, it should be clearly stated that if the actual fares for the number of passengers traveling work out to less than the minimum charge (which should also be mentioned), the amount recoverable will be the minimum charge. The Traffic Accounts Office will check the charges advised by the Chief Commercial Superintendent and notify any discrepancy or error to the latter who, in turn, will advise the Station Master concerned.

At stations where Chief Booking Clerks of grade Rs. 1400 ♦ 2300 (R.P.S.) and above are provided, the charges advised by the Chief Commercial Superintendent must also be checked by them and at other stations by the Station Masters personally, so as to ensure the recovery of correct charges on special tickets to be issued in connection with the special train. The amount of the special ticket will be accounted for in the daily trains cash-cum-summary book and the monthly passenger classification return, local or through, as the case may be. The actual number of passengers traveling in the special

train, composition of the train, the number of passengers allowed free and the fact whether the luggage portion of the S. L. R. was used or not, must be clearly recorded in the special ticket.

The Station Master/Chief Booking Clerk is personally responsible to ensure that all terms and conditions under which the special has been arranged, have been fully complied with and all steps necessary to safeguard the interests of the railway administration have been taken.

Undercharges subsequently detected on the special ticket will be recovered from the Chief Booking Clerk or Station Master responsible.

660. (a) The folder appearing in the I. R. C. A. Coaching Tariff will be given to the organizer of the special train by the Station Master after filling in the type of carriages supplied with their carrying capacity and an acknowledgement there for must be obtained and kept at the station. The Station Master will also advise the organizer of the special train to get the particulars of arrival and departure at each scheduled halt and details of extra charges paid for each extra detention, change in composition en route, etc. noted in the folder by the Station Master concerned under his station seal and signature.

(b) The Station Master of the station at which the detection to stock occurs or composition is changed, will be responsible to recover the charges due from the party. If the party refuses to pay, their refusal must be obtained in writing, and the Chief Commercial Superintendent of the originating railway and Station Master of the destination informed through Registered Acknowledgement Due letter to adjust the charges due against the deposited amount or to recover them at the destination. In case such a intimation is not received by the Chief Commercial Superintendent of the originating railway, and the amount due remains un recovered, the staff who failed to recover the charges due will be held liable to meet the debit.

(c) Folder must be completed in all respects. Guard of the special train should not sign-off unless folder entries are filled up or neither will hand the folder over to the Station Master of the destination station. The Station Master will workout the charges due from the party. If there is any charges due that is more than security deposit, he will realize in cash. If less than the deposit, he will make a remark in the folder. Folder will then be given to the organiser. He will submit it to the Chief Commercial Superintendent of originating railway through registered A/ D within fifteen days of the completion of the tour. After fifteen days no refund will be given.

661. On the basis of running particulars filled up in the folder the Station Master of the destination will work out the extra charges. If the same exceeds the security deposit, he will make efforts to realize the extra charges. If still any amount is found to have been undercharged the Chief Commercial Superintendent of the originating station will adjust against the deposit made by the party at the commencement of journey and refund him the balance. If the amount exceeds the deposit amount, the Chief Commercial Superintendent of the originating railway will take immediate steps for the recovery of the dues and advise final recovery to the accounts office. The folder along with other papers will-be sent to the accounts office under registered A/D for arranging refund where due and for final checking of the correctness of the charges recovered in other cases.

662. Reservation Against Cancellation (R.A.C.). ♦ The passengers whose names figure under R.A.C., are provided reserved sitting accommodation initially and are likely to get berths becoming vacant due to last minute cancellation of reservation or passengers not turning up in time before the departure of the train. At the time of issue of tickets apart from journey tickets, reservation tickets for seats only will be issued for

1st Class/AC sleeper and second class sleeper for R. A. C.

663. Computerization of Reservation System. ♦ Historically, Indian Railways have been pioneers both among the public and private sectors in the country, in using computers to modernise their management system. The objectives of use of computers on Indian Railways are to improve quality of service to the customers to improve efficiency and to replace manual handling in those areas where work-load has gone beyond the capacity for manual handling. Presently computer systems are being used more widely covering a variety of applications such as passenger reservation system, divisional, stores, workshops systems, etc.

About four lakhs berths and seats are reserved each day on the entire Indian Railways. Delhi alone accounts for about sixty-thousand reservations per day during peak travel season. Handling such volumes of transaction manually had become almost impossible. Requirement was for universalised service so that all types of transactions such as reservation by any train, any class, any day, ticketing, cancellation and enquiry would be handled from any single counter. So the decision was taken to computerise the passenger reservation system. The pilot project to develop a proto-type was completed successfully. So far 9 cities have been covered. These are Delhi, Bombay, Calcutta, Madras, Secunderabad, Bangalore, Lucknow, Bhopal and Ahmedabad. These nine cities account for over 57% of total reservation work load on Indian Railways.

Facilities for computerised onward and return reservation have also been provided between Delhi ♦ Calcutta, Delhi ♦ Bombay, Delhi ♦ Madras and Calcutta ♦ Madras. This facility is also being extended to cover Calcutta ♦ Bombay and Bombay ♦ Madras. Passenger reservation system will be extended to other nine important cities. It is also proposed to cover all stations handling reservation workload of over fifteen thousand reservations per day. This would cover about 88% of the entire reservation transaction on Indian Railways.

The computerised reservation system has reduced the malpractices being adopted in reservation offices. Passengers can seek reservation for any class and for any train from any counter. There is easiness in accountal work and granting refund on unused tickets. A separate computer printed ticket. (CPT) has been generated under this system. Passengers are requested to quote PNR number (printed on each ticket on the top left hand side) for any enquiry or complaint relating to reservations.

Reservation ticket issued by the computerised system against pre-bought tickets must be accompanied by the journey tickets. Similarly journey-cum-reservation tickets bearing Zero amount are not valid for journey unless accompanied by the original document authorising issue of such tickets. Provisions of compact accommodation is possible when a party is booked on one requisition slip under the PNR number provided the entire party is traveling upto the same destination.

CHAPTER VII

INITIAL ACCOUNTS AND RETURNS FOR PASSENGER TRAFFIC

701. Daily train cash book-cum-summary (Form Com./C-5 & 6 Rev.). ♦ All tickets, whether card or paper, should be paid for at the time of issue, either in cash or by vouchers, such as warrants, or partly in cash and partly by vouchers. The record of these issues and the amount received for them, as well as for other items of coaching traffic for which the Station Master or Booking Clerk is accountable (except at stations where a separate cash book is provided for parcels, luggage, motor-cars, carriages, animals and birds, etc. traffic, and demurrage and wharfage) should be made in the daily train cash book-cum-summary.

The daily train cash book-cum-summary must, in fact, be a complete record of all the coaching earnings. Except at stations where continuous booking of passengers is allowed, the Station Master or Booking Clerk will, immediately after the departure of each train, post the daily train cash book-cum-summary as described in the following paragraphs. At stations where continuous booking is allowed, the procedure for posting the daily train cash book-cum-summary will be the same except that it will be posted not by each train but for each clerk's turn of duty, or such other period as may be specified. A list of stations where continuous booking of passengers is allowed will be notified by each railway administration in its Subsidiary Coaching Tariff or Guide.

702. Supply and pasting of 'roneoed lists' and allotment of index numbers. ♦

(a) The stations will be supplied with roneoed lists by the Traffic Accounts Office showing the 'index number', 'station to', 'rate' and 'index number' for each series of printed tickets stocked at the station in respect of traffic over Government railways. The names of stations in the roneoed lists will be typed in such a way that the space between the lines of type will exactly be equal to the space between the lines in the daily train cash book-cum-summary. These roneoed lists will be pasted on the left of the daily train cash book-cum-summary after cutting off the extra strip of 'index No.', which will be pasted on the right hand side of the last page of the period. The staff should see that the roneoed lists are pasted. property in the appropriate columns, and the index number on the left hand side is in line with the index number pasted on the right hand side of the book. The -rate' column should be particularly checked by the Station Master to ensure that there are no errors. In case of any discrepancy, the matter should at once be reported to the Traffic Accounts Office. The stations will use one roneoed lists for each period of the month.

(b) Each series of printed tickets supplied to a station for traffic over Government railways, is allotted by the Traffic Accounts Office a serial number called 'index number'. The allotment of index number by the Traffic Accounts Office is" for the purpose of identifying the printed series in the daily train cash book-cum-summary, local/through passenger classification of printed card tickets, daily/monthly statement of non-issued tickets and the ticket indents. The particular index number in relation to a particular 'station from' (which will also be allotted a 'numerical code number') will identify one and only one particular printed series stocked at the 'station from'. No other series at that station, whether local or through will have the same 'index number' which will consist pf four digits. The thousandth digit of index number of each series will indicate the class of travel, as coded below ♦

Class	Code No.	
	Non-Suburban	Suburban
Air-conditioned	0

First	1	2
Second-mail/express	6
Second ordinary	7	8
Air-conditioned chair car	9

In the case of combined class tickets, the code to be used will be one applicable to the class of first leg of the journey. The other three digits in the index number, viz., at unit, tenth and hundredth places will indicate the serial number allotted to the printed series.

(c) If, in any old case, it happens that there are more than 999 printed series stocked at any station for any class, two code numbers will be given to such 'station from' for this purpose, dividing the classification into two groups. Separate index numbers will be given for the series issued from each of the two station code numbers.

(d) When, after the printing of roneoed lists, new series of tickets are supplied to stations, the column of 'index number', 'station to' and 'rate' will be written, in manuscript till such time the revised roneoed lists, incorporating the new series are supplied by the Traffic Accounts Office.

703. Allotment of 'index numbers' to new series. ♦ When indents are submitted for new series, which are not included in the roneoed lists, the column for recording index number on the ticket indent Form Com./T-14 Rev. will be left blank by the station staff. At the time of checking and passing the indent, the Traffic Accounts Office will allot the index number for all such series and advise the same to the station through a letter.

704. Posting of the daily train cash book-cum-summary. ♦ To facilitate the posting of station balance sheet and the preparation of returns, the entries in the daily train cash book-cum-summary should be made, and the totals struck, separately for (i) passenger traffic and (ii) other coaching traffic. The entries in respect of passenger traffic should further be split up in the following groups, for which also separate totals should be struck: ♦

(i) local printed tickets;

(ii) through printed tickets in connection with traffic over Government railways;

(iii) (1) local paper tickets;

(2) local blank card season tickets;

(iv) (1) through printed tickets issued in connection with traffic over non-Government railways, Pakistan Railways, Steamer Companies, etc.;

(2) through paper tickets;

(3) through blank card season tickets.

The receipts from the sale of excess fare tickets other than those issued in lieu of blank

Note. ♦ paper tickets in terms of Para 212, and the soldier tickets, including check soldier tickets, will be accounted for under 'other coaching traffic' and not under 'passenger traffic'.

705. Passenger traffic. ♦ (a) Before commencing to issue tickets for the first train of the day, the closing numbers of the tickets of the previous day for each series should be

brought forward and entered in the column headed 'commencing number' in the daily train cash-book-cum-summary. These numbers should be compared with the numbers on tickets in the tubes.

(b) As laid down in Para 247, the Booking Clerk before starting booking should partly draw out the ticket at the bottom of each tube. The number of the tickets so drawn out should be tallied with the last closing number of the series recorded in the daily trains cash-book-cum-summary. After the departure of each train or close of each shift, the tubes from which tickets have been issued will have no tickets projecting. The closing numbers of all such tickets will be the lowest numbers of tickets on hand, and will be posted against the respective series in the appropriate columns of the daily train cash-book-cum-summary. Details of all non-issued tickets will be recorded in the appropriate column. The procedure for accounting non-issued and child-cum-concession tickets is described in detail in paras 264 and 718 respectively. The Booking Clerk will then proceed to work out the number of tickets sold by first taking out the difference between the commencing and closing numbers and then deducting the total number of non-issued tickets if any. The details of printed card tickets including child-cum-concession tickets sold at concessional fare should be recorded in the relevant columns at the bottom of the daily train cash-book-cum-summary. The total number of such tickets and the amount realized there for will be posted separately against the respective series as shown below ♦

Index No	Station	Rate	Commencing No.	Closing No.	Number issued	Amount
6854	Delhi	Rs. P 18.00	26514	26522	5	Rs. P.
					2 P.T.O.*	90.00
					1S.C.*	12.00 P.T.O.*
						9.00 S.C.*

(*P.T.O. denotes privilege ticket order 2nd S.C. denotes Students concession).

The total amount received by each shift or by each train will then be worked out by multiplying the number of tickets issued with the relevant rate and posted in the proper shift/train column.

(c) The particulars, viz.. the number of blank paper tickets, including soldier's tickets and any other special paper tickets, actually sold will be ascertained from the record or counterfoils of paper tickets or other connected records and entered in the daily train cash-book-cum-summary.

(d) The total amount realized from the sale of blank card season tickets, as recorded in the relevant register (see Para 268), should be entered in the 'amount' column against the series; the commencing number, closing number and the num-bet issued being recorded in the same manner as for printed card tickets. The combined totals of paper tickets and blank card season tickets will be cast daily, periodically and monthly, in the same way as for printed card tickets.

706. Other coaching traffic. ♦ (a) All coaching earnings received in respect of, transactions other than the passenger traffic (see Para 704) will be posted against their respective distinct heads under 'other coaching traffic' in the daily train cash-book-cum-

summary. In posting soldier's tickets the commencing and closing numbers, station to, number of tickets issued and the amount need only be shown, while in the case of check soldier tickets, only the commencing and closing numbers, the number of tickets issued, and amount as recorded in the register of check soldier tickets, should be shown (see Para 412). Thereafter, any receipts on account of special trains should be posted and then platform tickets, platform passes, clerkage charges, (separately for local and through printed tickets and blank paper tickets), reservation fees, retiring room charges, etc.; telegraph earning should be entered at the close of the day in lump sum against the entry 'telegraph earnings'. The total daily receipts from local and through excess fare tickets and unbooked luggage, should be posted against local and through excess fare tickets and unbooked luggage separately. Any other amount of earnings or receipts under coaching account of the station, i.e. cost of application form. time tables, tariffs, sold, vending fees, licence fees, etc., should also be entered in the daily train cash-book-cum-summary.

(b) At stations where the cash book for parcels, luggage, etc. (Form Com./ C-4 Rev.) is in use, only the total earnings for the day from parcels, motor-cars, luggage, animals and birds, etc., should be posted into the daily trains cash-cum-summary book in the total column against the entry 'Parcels and luggage, etc., cash', after the earning under the heads already referred to above have been entered.

707. At small stations where a separate parcels and luggage cash book (Form Cum./C-4 Rev.) is not maintained, the numbers of luggage tickets and inward 'To pay' way-bills for parcels, received and delivered upto the time of writing of the daily train cash-book-cum-summary and the earnings there from, as well as wharfage and demurrage charges collected, should be posted against distinct heads under the proper train money column.

708. Total earnings and the cash on hand. ♦ When all the entries for the train or shift have been completed, the Booking Clerk should cast the total of the amount column and compare it with the money he has in the till The result should be shown in the panel on the right hand bottom of the last page for the day of the daily train cash-book-cum-summary, a specimen of which is given below-

Total earnings -----

Total cash oil hand -----

Excess cash remitted -----

Short remitted -----

The station Master or Booking Clerk should initial in the appropriate column in token of having correctly accounted for the earnings in the daily train cash-book-cum-summary.

709. Deposit of earnings of each train in the station safe. ♦ The cash, after it has been checked with the daily train cash-book-cum-summary in the manner indicated in the previous paragraph, should be placed in the safe. On no account, should the cash receipts be retained in the till after the cash has been checked with the daily train cash-book-cum-summary.

710. Deficiency in cash to be made good. ♦ Deficiency in cash should be made good, at once, by the staff from private cash and a suitable remark, viz., "Rupees..... paid from private cash by....." made both in the daily train cash-book-cum-

summary and cash remittance note. If the amount involved is heavy the matter should be investigated fully. In all such cases, a report should be made to the Divisional Office and the Traffic Accounts Office showing the result of investigations. An excess represents the amount erroneously collected from the traveling public and should on no account be utilized to cover any deficiency in collections by some previous train or shift.

711. If, after closing a train's cash, it is found that the deficiency was due to an error, the Booking Clerk should apply to the Traffic Accounts Office through the Divisional Commercial Superintendent for refund. Refunds in such cases will be allowed only if the remarks indicated in the preceding paragraph are found to have been recorded in the daily train cash-book-cum-summary and cash remittance note. In the event of Station Masters or Booking Clerks neglecting to show the actual cash receipt as required by the rules, no subsequent request for remission of debit or any claim for refund of alleged payment from private cash will be entertained.

712. Closing of daily train cashbook-cum-summary for the day. ♦ After the last train for the day has passed the columns for total tickets sold at ordinary rate and at concessional rate with the amount received on each count minus the number of non-issued tickets during the day will be filled in the respective columns of the daily train cashbook-cum-summary. The total number of non-issued tickets and not the individual numbers will be posted in the appropriate column. The number of tickets issued and the amount realized from the sale of paper tickets, excess fare tickets, blank card season tickets, etc., will not be broken up for entry under the columns of tickets sold at full fares and at concessional rates, but will be shown under 'total net issues' and 'total amount received' columns of the daily train cashbook-cum-summary. The total receipts in respect of blank card season tickets will be compared with the total for the day as worked out in the register of blank card season tickets. The totals for the platform tickets, platform passes, reservation tickets, etc., both in respect of number and amount, will be posted and checked in the same manner as laid down for printed tickets. The figures for check soldier tickets and soldier's tickets issued will be posted and tallied in the same way as laid down for blank card season tickets and paper tickets, respectively. Other receipts in respect of coaching traffic will be checked, with the initial books, as for example, outward paid parcel cash books local/through, parcels, luggage, etc., cash book, etc. The totals of all these entries will then be cast and checked with the actual cash collections for the day. There should ordinarily be no difference in the train or shift-wise entries will have already been checked, but in case there is any, it should be investigated and put right

713. At the end of the day, the total number of non-issued tickets and the number of tickets issued at concession rates with amount, as entered in the respective columns of the daily train cashbook-cum-summary, should be tallied with the totals shown in the columns of details of non-issued tickets' and 'details of tickets issued at concession rates', appearing at the left hand bottom of the book.

714. Certification in the daily train cashbook-cum-summary and correct remittance of daily cash. ♦ (a) After the daily train cashbook-cum-summary has been finally closed for the day, it should be checked in detail by the Station Master personally, in respect of 'closing numbers' (which should be verified directly from the tubes or the counterfoils of paper tickets), 'total number of tickets issued', 'total number of non-issued tickets' and the 'total amount received during the day'. Before signing the cash remittance note (Form Com./C-9 Rev.), the Station Master should satisfy himself that the particulars of cash entered therein tally with the total earnings of the day. He shall then sign the printed certificate on the right hand bottom of the daily train cashbook-cum-summary in the token of having exercised the required check.

(b) At important stations, where Chief/Head Booking Clerks of grade Rs. 1400 ♦ 2300 (R.P.S.) and above are provided, the daily check, as prescribed above will be exercised

by them personally after which they shall sign the certificate. It will, however, be incumbent upon the Station Master at such stations to also exercise the check personally at least once a week, in addition to the check carried out by the Chief/Head Booking Clerk and to countersign the certificate in the daily train cashbook-cum-summary. Omission to sign the certificate will not relieve the Station Master or Chief/Head Booking Clerk of his responsibility for all irregularities subsequently reported by the inspecting officials or Traffic Accounts Office.

715. Station accounts to be kept up-to-date. ♦ In order to keep the accounts work at stations up-to-date the progressive totals to date for each period, should be worked out in the daily train cashbook-cum-summary. These progressive totals should be worked out in respect of each series of the printed tickets for 'net issues of tickets', 'non-issued tickets' and 'total earnings' and checked independently with reference to the commencing numbers, closing numbers, amount, etc., for each period in the same way as prescribed for daily check vide Para 712.

716. Monthly summary of the daily train cashbook-cum-summary. ♦ At the end of the month, the figures for the three periods should be consolidated on a separate sheet of the daily train cashbook-cum-summary by suitably altering the headings on that sheet. The correctness of the figures so worked out for printed series should be checked with reference to the commencing number on the first day of the month and the closing number on the last day of the month. The total number of non-issued tickets should be compared with the relevant figure in the monthly statement of non-issued tickets' (see Para 719). The figures in the monthly summary sheet will form the basis for the compilation of monthly returns and the preparation of station balance sheet for submission to the Traffic Accounts Office.

717. Passenger classification. ♦ Separate passenger classification returns will be prepared in respect of printed tickets (local), printed tickets (through), blank paper tickets (local) and blank paper tickets (through). In the local and through passenger classification return for printed tickets, only the traffic over the Government railways will be accounted for while other printed tickets, issued in connection with journeys over non-Government railways, Pakistan Railways, Steamer Companies etc., will be accounted for in the passenger classification of blank paper tickets (through). Platform tickets, reservation tickets, etc. will be accounted for in the passenger classification of blank paper tickets (local).

The passenger classification returns should be prepared from the monthly summary sheet of the daily trains cashbook-cum-summary (see para 716) and the record foils of paper tickets, etc.

718. Passenger classification for printed tickets local and through (Form Com./P-15 & 16 Rev.). ♦ (a) Before compiling the passenger classification for printed tickets, the roneoed lists (see Para 702) showing 'index number', 'station to', and 'rate' should be pasted on the left hand side of the form. Care should be taken to ensure that the entries of stations on the roneoed lists are in the line with the rulings on the classification form. In the case of new series, particulars of which do not appear on the roneoed lists, necessary details in the respective columns should be written in manuscript, and the index numbers called for from the Traffic Accounts Office, if not already received.

(b) When there are no sales of any series in the month, their lowest numbers on hand should be entered in the columns headed 'commencing number' and 'closing number', and a line should be drawn across the remaining columns to indicate that there has been no sale under the series. If the series have been returned as surplus or obsolete, the details of the despatch of tickets, or the letter number under which the same have been acknowledged by the Traffic Accounts Office should be recorded against the entry in the

'remarks' column of the passenger classification.

(c) Tickets sold at the fare printed on them should be accounted for under full fares' and those issued for an amount less than the printed fare should be shown under 'concession fares'.

(d) In the case of child-cum-concession tickets the total number of tickets issued to adults in exchange of concession vouchers will be recorded in the 'remarks' column of the passenger classification to distinguish them from those issued to children.

719. Monthly summary of non-issued tickets (form Com./T-15 Rev.).

(a) As laid down in Para 264, the stations should submit daily to the Traffic Accounts Office a statement of non-issued tickets in Form Com./T-18 Rev. At the end of the month, a monthly summary of such non-issued tickets of printed series for traffic over Government railways will be prepared in Form Com./T-15 Rev., separately for local and through traffic, and the entries of stations in this return should be in the same order in which they appear in the passenger classification return. After entering the total number of non-issued tickets for each station, date-wise, the total amount of clerkage as picked up from the daily statements, will be posted below each date in the monthly summary. Thereafter the totals for all dates, both in respect of number and amount of clerkage, will be struck and entered in the column 'total number of non-issued tickets for the month'.

(b) The total number of non-issued tickets shown against each series should agree with the total number of non-issued tickets shown in column 'total number of non-issued tickets' in the passenger classification for printed tickets. It will facilitate tallying, if the names of 'station to' and the 'index numbers' of the printed series in which there have been non-issued tickets during the month, are copied first in the monthly summary of non-issued tickets in the order of their entries in the passenger classification, and thereafter the date-wise total number is posted from the record copies of the daily statements of non-issued tickets. The monthly summary of non-issued tickets should be sent attached to the relevant passenger classification.

(c) The numbers of non-issued blank paper tickets and printed tickets issued over non-Government railways although sent daily and shown in the daily statements along with printed tickets pertaining to Government railways should not be included in the monthly summary of non-issued tickets. A separate monthly statement therefor will be prepared in the form appearing at Appendix VII/A and submitted to the Traffic Accounts Office along with the relevant passenger classification return.

720. Local passenger classification for blank paper tickets, etc.

(a) This will comprise of

(i) return of local blank card season tickets vide Appendix II/E (see Para 268) ;

(ii) summary of local blank card season tickets (Appendix VII/B) ;

(iii) return of local blank paper tickets (Appendix VII/C) ;

(iv) summary of local blank paper tickets etc. (Appendix VII/D) ; and

(v) return of platform tickets, reservation tickets, etc. (Appendix VII/E).

(b) Soon after a blank card season ticket is issued, it will be entered in the blank card season tickets register which will be prepared in duplicate by carbon process as laid down in Para 268. Separate registers should be used, or separate pages in the same register should be allotted for each type of blank card season ticket e.g., third monthly adult, first quarterly child, etc. If a ticket is issued in exchange for a concession voucher

its particulars should be entered in the 'remarks' column against the relevant entry. At the end of the month, the amount collected in respect of each type of blank card season ticket should be totaled and tallied with the corresponding figures in the summary sheet of the daily train cash book-cum-summary referred to in Para 716. A monthly summary of blank card season tickets will be prepared in the form appearing at Appendix VII/B and the total amount worked out in it will be carried forward to the summary of blank paper tickets etc. (Appendix VII/D) and posted against the entry 'Total season tickets B. F'. The summary of blank card season tickets (Appendix VII/B) along with a copy of blank card season tickets register and the concession vouchers, duly stitched to the local passenger classification for blank paper tickets will be submitted to the Traffic Accounts Office.

(c) The return of local blank paper tickets will be posted in the form appearing at Appendix VII/C from the record foils of the paper tickets. The tickets will be posted in the ascending order of their value ranges. For example, blank paper tickets from the book of value range upto Rs.10 will be accounted for first in the serial order and the tickets for the value range above Rs.10.00 to Rs.30.00 will be accounted for next, and so on. A separate form will be used for each class and description t.e. single, return, special, etc. of paper tickets, the combined class being accounted for according to the class of the first leg of the journey. The nature of concession and its particulars will be entered in the 'remarks' column and the concession order, duly stitched to the connected Accounts foil of the paper ticket, will be submitted to the Traffic Accounts Office. In case more than one paper ticket is issued on one concession order, the latter should be stitched to the 'Accounts' foil of the first paper tickets, and a suitable endorsement made on the 'Accounts' foils of other paper tickets, issued on the same concession order. The total of 'amount' and 'number of passengers' booked on blank paper tickets of each value" range will be struck separately, and then added together to arrive at the total 'amount' and 'number of passengers' booked for each class and description of ticket. When no paper ticket is issued during the month from a book, the last number issued in the previous month should be shown at the appropriate place in the return. A summary of all paper tickets issued during the month with class-wise totals, separately for single and return journey tickets, will be prepared in the form appearing at Appendix VII/D. The grand total of all paper tickets and blank card season tickets will then be struck and tallied with the corresponding figures in the monthly summary sheet of daily train cash book-cum-summary.

(d) Platform tickets, reservation tickets etc., for which debit in the balance sheet will be taken under a distinct head, will be accounted for in a separate return in the Performa appearing at Appendix VII/E. The totals of the amount column should be struck- separately for each description of tickets, viz., platform tickets, reservation tickets, etc., and tallied with the relevant figures in the summary sheet of the daily train cash book-cum-summary.

721. Through passenger classification of blank paper tickets, etc. ♦ The procedure laid down in Para 720 for the compilation of local passenger classification of blank paper tickets, etc., will also apply to the preparation of through passenger classification of blank paper tickets, etc., with the following exceptions: ♦

(i) the returns for blank paper tickets shall be prepared separately for each terminal railway and grouped in order of 'vias' under each class ; separate totals will be made for each class and thereafter a grand total of them will be struck ;.

(ii) where Traffic Accounts Offices for through traffic of two or more railways are located at one station, the summaries for blank paper tickets will be prepared separately for (a) traffic interchanged between the railways for which the through Traffic Accounts work is done at one station (termed for convenience as 'Clearing House traffic') and (b) other through traffic (termed as 'other than Clearing House traffic') : for example, stations on

the Northern and Western Railways, the Traffic Accounts Offices for through traffic of which are situated at Delhi, will prepare separate returns for (i) traffic interchanged between Northern and Western Railways and (ii) other through traffic similarly the stations on Eastern and South Eastern Railways, whose Traffic Accounts Office for through traffic are located at Calcutta, will also prepare separate returns for 'Clearing House' and 'other than Clearing House' traffic. The summaries will also be prepared separately for 'Clearing House' traffic and 'other than Clearing House' traffic, and the total amount of 'other than Clearing House' traffic will be added to the amount of the 'Clearing House' traffic, to arrive at the total amount for the entire through traffic ;

(iii) the printed tickets issued in connection with journeys over non-Government railways, Pakistan Railways, Steamer Companies, etc., will be accounted for in the passenger classification for other tickets in Form Com./P-15 & 16 Rev. The traffic to each terminal railway should be grouped together in order of 'vias', under each class and separate totals cast for each class, via and railway, and summarized in the general summary of passenger classification through (non-Government railways) in Form Com./P-19 after adding to the total brought forward from the summary of blank paper tickets, etc., mentioned in (ii) above, the grand total will be struck and tallied with the summary sheet of daily train cash book-cum-summary.

722. Sorting and entering of concession vouchers. ♦ The concession vouchers which are received in respect of tickets issued at concessional rates and accounted for in the passenger classification of printed tickets (local or through) should be sorted according to the different series of tickets issued and entered in a manuscript statement in the form appearing at Appendix VII/F. The posting of concession vouchers in this statement will be grouped distinctly according to each series and the type of concession, namely, privilege ticket orders, school concessions, IAFT. 1720-A etc. The total for each series will be cast separately and tallied with the amount shown against the respective series in column 'Amount of concession tickets' in the passenger classification.

723. Return of Government passengers baggage, etc. (local). ♦ Government passengers, baggage, etc. booked locally under soldier's tickets should be entered in the return of local Government passengers, baggage, etc. in Form Com./P-21 Rev. The particulars for filling in the return should be picked up from the counterfoils of the soldier's tickets in respect of warrant Forms IAFT. 1707 and 1707-A, and from the manuscript register vide Appendix IV/B, referred to in Para 412 in respect of warrant Forms IAFT. 1752. Before submission of the return to Traffic Accounts Office, its total should be tallied with corresponding total for the period in the daily train cash book-cum-summary. Particulars of unexchanged warrants collected at stations should also be entered in this return. Private baggage carried in excess of the weight allowed by the regulations and paid for in cash by the owner, will be booked under luggage tickets and accounted for in the luggage returns.

724. Cancelled soldier's tickets and check soldier tickets. ♦ When soldier's tickets or check soldier's tickets are cancelled for any reason, the ticket should be marked/stamped 'Canceled' and the reasons for cancellation recorded on the ticket under dated initials of the Station Master. Such tickets should be sent to the Traffic Accounts Office daily along with other non-issued tickets duly entered in a separate statement Form Com./T-18 Rev.

725. Return of Government passengers, baggage, etc. (through). ♦ This return should be prepared in Form Com./P-22 Rev. The procedure for the preparation of the return and for the tally of its total with the daily train cash book-cum-summary will be the same as explained in Para 723, except that the class-wise traffic to each terminal railway will be grouped in order of 'Vias', and separate totals will be cast for each railway and will be added together to arrive at the grand total.

726. Excess fare return, local/through. ♦ All excess fare collections including the excess charge, and amount recovered on account of luggage, reservation surcharge for two-tier and three-tier sleeper coaches, demurrage and other extra charges on reserved carriages, should be accounted for in the excess fare return, local or through, as the case may be, in Form Com./R-19 Rev.

727. Posting of excess fare return, local/through. ♦ The excess fare return should be posted daily in detail, separately for local and through traffic, from the counterfoils of excess fare tickets. Full explanation of the cause of charge should also be given in the appropriate column together with the class of carriage.

728. Traveling Ticket Examiners' returns. ♦ Excess fare returns should be prepared by the Travelling Ticket Examiners immediately after the close of each month and submitted to the Traffic Accounts Office by the Chief Ticket Inspector concerned or his equivalent along with the 'Accounts' foils of the excess fare tickets. The 'Accounts' foils of original money receipts obtained from the stations should also accompany the excess fare return (see Para 554).

Separate returns should be prepared for local and through traffic.

729. Statement of rail travel coupons. ♦ Rail travel coupons accepted in exchange of tickets should be sorted out separately for each series of tickets and submitted to the Traffic Accounts Office along with the relevant passenger classification return, duly listed in a manuscript form appearing at Appendix VII/G. The lists together with the coupons should be put in a cover and stitched to the respective passenger classification returns to avoid their loss in transit.

730. Statement of Guard certificate books issued. ♦ Stations should send to the Traffic Accounts Office a monthly statement in manuscript showing the particulars of Guard certificate books issued to Guards, Conductors or other staff who have been specifically authorized to issue such certificates. The number of books received from the stores department during the month and the number of books remaining on hand at the end of the month should also be shown in this statement.

731. Statement of Guard certificates issued. ♦ Each Guard, Conductor and other staff who are permitted to issue Guard certificates will prepare and submit to the Traffic Accounts Office a monthly statement of the Guard certificates issued in the Performa appearing at Appendix VII/H. 'Accounts' foils of the certificates will be stitched to the statement and their total number shown on the last page of the statement.

732. Returns of emergent police passes (Form Com./P-14 Rev.). ♦ The return of emergent police passes issued must be prepared in Form Com./P-14 Rev. from the counterfoils of passes issued. The designation of persons traveling on each pass, viz., whether policemen, witnesses, complainants or accused, should be clearly shown in the column 'In whose favour' provided in the return. Whether there are any issues in a month or not, lowest number of the next pass to be issued should be entered at the foot of the return which should be submitted regularly to the Traffic Accounts Office every month.

CHAPTER VIII

BOOKING AND DELIVERY OF PASSENGERS' LUGGAGE

801. Articles not accepted as luggage. ♦ Articles which cannot be accepted for booking or carried with passengers as luggage are detailed in the I. R. C. A. Coaching Tariff and in the individual railway's Coaching Tariff Guide etc.

Articles exceeding the maximum weight and dimensions per package as provided for in the I. R. C. A. Coaching Tariff must not be accepted for booking as luggage unless specially authorized.

802. Heavy luggage not permitted to be carried in the chair of the air-conditioned express and other similar trains. ♦ Passengers are not allowed to carry heavy and bulky luggage in the compartment or to their seats when traveling in chair cars of the air-conditioned express and other similar trains. Such luggage should be booked in the brake-van in charge of the Guard of the train, as storage of heavy articles such as trunks, beddings etc. in these cars obstructs free movement and causes unnecessary inconvenience to other passengers.

803. Free allowance. ♦ The quantity of free allowance of luggage admissible on each class of ticket is given in the I. R. C. A. Coaching Tariff. In the case of a combined ticket, the free allowance of luggage admissible to a passenger is of the higher class. In case of through traffic, the free allowance admissible on booking railway will apply.

In addition to the free allowance certain articles which are normally used by passengers during the journey are also allowed free without weightment. The articles which are allowed free on each class of ticket are mentioned in the I. R. C. A. Coaching Tariff. In the case of soldiers traveling on duty by ordinary train their arms and equipment are also allowed free without weightment in addition to the free allowance admissible on warrants.

804. Booking of luggage. ♦ All luggage, with the exception of those articles which are allowed free without weightment under the rules, should be weighed and booked at the starting station. Luggage may, however, be booked from any station to any station on the direct route for which a ticket is held provided that no luggage in excess of the free allowance is carried unbooked over any portion of the line, the free allowance being granted once on the journey. When a passenger's luggage is booked at his request by a route other than that by which his ticket is available, no free allowance will be granted.

805. Advance booking of luggage. ♦ When luggage is booked in advance of the owner's journey, a remark should be made on the luggage ticket to this effect by issuing station.

When passengers who, having booked their luggage in advance, are unable to use their rail tickets and request in writing for withdrawal of their luggage, if not already dispatched, they may be allowed to do so on surrender of the owner's foil of the luggage ticket. Refunds, if any, of freight charges will be arranged by the Station Master on application from the passengers after deducting wharfage charge and Rs.5 per luggage ticket as cancellation charge. Even if luggage has been dispatched, the passenger will have to deposit freight for free allowance availed, then he may get refund on journey ticket

806. Booking of luggage on season tickets. ♦ Luggage can be booked on monthly or quarterly season tickets also. The following free allowance for each class of season ticket is given at the starting station on the total weight of the luggage: ♦

First Class 15 kgs.

Second Class 10 kgs.

When luggage in excess of the free allowance is found unbooked or partially booked, at an intermediate station or at destination, the entire quantity of luggage is to be weighed and the free allowance granted. If the weight after giving free allowance, does not exceed the marginal allowance of 5 Kgs, it will be charged at the single luggage rate for the entire distance. If the luggage after giving free allowance exceeds marginal allowance of 5 Kgs, it will be charged at six times of luggage rate.

807. Addressing of luggage. ♦ Each and every package forming luggage must be carefully and legibly addressed in English/Hindi; the name of the destination station being invariably written in full. Such packages as are not so addressed should not be accepted for booking and carriage in the brake van.

The owner should be asked to place one or two slips in each package showing his complete address so that in the event of packages going astray, the slips inside the packages would give a helpful clue for the restoration of luggage to the owner.

808. Packing of luggage. ♦ Luggage must be presented for booking in suitable receptacles such as suitcases, traveling bags, leather, tin or steel trunks, hat boxes or other proper and safe receptacles provided with handles, securely locked or otherwise fastened, or sailors', soldiers' or emigrants' bags or bundles properly wrapped and tied, and of sufficient strength and durability to withstand ordinary handling incidental to conveyance by rail.

809. Examination of luggage. ♦ All consignments of luggage should be carefully examined before being accepted for booking in the brake van. If a package that is ordinarily locked is found to be not locked at the time of booking, the owner must be asked to lock or securely fasten it. Luggage which is not securely packed or is of such a kind as to be liable in any way to breakage, leakage, or damage during transit must not be accepted for booking in the brake van, unless the sender or his authorized agent executes a forwarding note and records therein the exact defect or deficiency in packing. The remarks regarding defective or improper packing should be copied out, verbatim, on the luggage ticket.

When consignments of luggage tendered for booking contain articles of any of the following categories, they must be accompanied by a forwarding note in the appropriate form, duly executed by the sender or his authorized agent: ♦

(i) articles of a perishable nature;

(ii) articles mentioned in Part I of Schedule II of the Railways (Extent of Monetary Liability and Prescription of Percentage Charge) Rules, 1990; and

(iii) articles not packed in accordance with the prescribed packing conditions or articles in a defective condition.

810. Weightment of Luggage. ♦ Luggage must be correctly weighed, care being taken that undue advantage is not taken of the rule in the Coaching Tariff under which certain small articles of personal use are allowed free in carriage.

811. Weightment memo. ♦ (a) At large stations special staff are appointed to weigh all luggage that has to be booked. The weightment recorded on the weighing machine should be entered in a weightment memo in Form Com./W-5, which is machine numbered and prepared in duplicate by carbon process. One copy should be retained by

the Weighment Clerk as his record and the other copy should be handed over to the Luggage Clerk who will issue the necessary luggage ticket, and paste the weighment memo to the 'Record' copy of the luggage ticket.

(b) Before going off duty, the Weighment Clerk must check daily all the memo issued by him with the record copies of the luggage tickets and report the difference, if any, to the Station Master for investigation and necessary action. At stations where special staff for weighment are not provided, luggage will be weighed by the Luggage Clerk or such other staff to whom the job of booking luggage has been entrusted. The weighment memo need not be prepared in such cases.

812. Luggage ticket. ♦(a) Luggage should be booked under luggage ticket Form Com./L-48 (for local bookings) or Com./L-49 (for through bookings), the latter having letter 'F' printed prominently on the top right hand corner. These tickets are machine numbered and supplied in sets of three foils, bound in books to be written by double sided carbon process. The luggage ticket books will be treated as money value books for indenting, custody, issue, etc. (see paras 227 and 228.) The books should be brought in use in consecutive order, and except at large stations for which special arrangements are made, more than one book should not be used at any one time. Issue of blank books to Luggage Clerks will be made on satisfactory evidence being produced that the book already in use has been completed or is nearing completion. The luggage ticket books in use must be kept in safe custody by the Luggage Clerk on duty, and when no luggage is being booked, the same should be kept under lock and key.

(b) Luggage tickets must be written out clearly and care must be taken to see that the details on carbon copies are clear and legible. Entries once made on the luggage ticket should not be erased. If a mistake has been made and a correction is necessary, the original entry should be neatly crossed through and a fresh entry made above it under dated signature of the person making alterations. If the corrections are so large as to make the luggage ticket illegible, a fresh luggage ticket should be issued and the original cancelled under the signature of the issuing clerk. Reasons for alterations and cancellations should be recorded on all foils of the ticket and attested by the Station Master or the Chief/Head Luggage/Parcel Clerk on duty. Once the receipt foil is detached from the set and issued, no correction should be made in it. The Guard's foil and Receipt portion of the cancelled luggage ticket should be submitted to the Traffic Accounts Office along with the connected returns.

(c) The first foil of the luggage ticket is for record, the second, which has a 'hatching' of the issuing railway on the face of it, is furnished to the passenger in token of receipt for the luggage and for freight paid, and the third foil is made over to the Guard, except when the whole luggage is booked with owner, in which case the Guard's foil of the luggage ticket is sent direct to the destination station under a booked cover. The luggage tickets carried by the Guard will be delivered to the Station Master at the destination station where these will be entered in the delivery book and filed. The owner's foil of the luggage ticket will, on collection, be sent to the Traffic accounts Office periodically or at the end of the month as prescribed. In the case of brake van delivery when the owner's foil is used as a receipt, the Guard's foil or, failing that, a certified copy thereof should be sent to the Traffic Accounts Office. When any of the receipt foil is not collected from passenger or is mislaid, the Guard's foil should be forwarded to the Traffic Account Office in substitution of the passenger's receipt and a copy of the same will be made out in manuscript and retained as station record.

The passenger should surrender the journey ticket at the time of taking delivery of the booked luggage. Such collected tickets should be returned by Parcel/luggage office to the Accounts along with Accounts foil. The ticket collectors at the gate should cancel such tickets with the cancellation nipper and return the tickets to passenger on production of luggage ticket in which the tickets number are quoted.

813. Description of packages to be given on luggage tickets. ♦ The packages booked with owner and those to be loaded in the brake vans should be entered separately on the luggage ticket. Full particulars of packages and contents should be clearly described in the luggage ticket such as 'steel trunks black containing wearing apparel', 'gunny bags containing house-hold kit', etc., to facilitate enquiries in case any of the packages go astray and to enable the Traffic Accounts Office to check the correctness of the free allowance granted.

The number of packages should be recorded on luggage tickets both in figures and in words.

814. Booked route to be shown on luggage tickets. ♦ The names of junction stations by which luggage is booked must be indicated in full on luggage tickets. When a luggage ticket is issued over two or more contiguous railways and the destination can be reached by more than one route, the first junction with each connecting railway together with the initials of the adjoining railway should be clearly shown. For example, when luggage is booked from Rewari to Madras Central via Delhi and Vijayawada, the route on the luggage ticket should be shown as 'via Delhi (C. Rly.) and Vijayawada'.

815. Particulars of tickets/passes-to be indicated on luggage tickets. ♦ (a) The number and class of ticket or pass held by the passenger for whom luggage is booked - should be entered on the luggage ticket. In the case of free passes, full particulars of the issuing office and the number of passengers for whom issued and the class of accommodation - must also be entered on the luggage ticket. If full particulars of the passenger ticket or pass on which free allowance of luggage is granted are not quoted on the luggage ticket the free allowance will not be passed by the Traffic Accounts Office.

(b) Before accepting the passenger's ticket/pass for the purpose of free allowance, the Luggage Clerk should carefully examine the ticket/pass to ensure that it is available for the date and train by which luggage is to be booked. All charges for excess luggage, after allowing free allowance, should be recovered and shown on the luggage ticket.

816. Marking tickets/passes on which luggage is booked. ♦ Each passenger ticket or cheque pass on which free allowance of luggage admissible under the rules is given, should have the letters 'LB' in ink or stamped to prevent its being used more than once for the purpose of free allowance. At large stations the ticket/pass on which free allowance has been allowed will be punched with a nipper so as to make a hole in it about 1/8" in diameter.

817. Booking of luggage when passenger wants to break journey en route. ♦ The passenger should be asked to record on the forwarding note the names of stations at which he wants to break journey. Luggage will be booked from the starting station to the destination station after allowing the necessary free allowance. The names of stations at which the passenger is to break his journey will be written on the luggage ticket and the packages will be labeled to the first halting station and also so entered in the Guard's luggage and parcels summary. The packages will be unloaded at the first station of halt as per entries in the summary and labels, and delivered to the owner on collection of the luggage ticket. When a passenger resumes journey, his luggage will be labeled to the next halting station and the same luggage ticket returned to him. This procedure will be repeated at each halting station till the destination is reached where the luggage ticket will be collected and filed.

At every halting station, the luggage of the passenger must be re-weighed. If more luggage has been picked up, the additional luggage will be booked under a separate luggage ticket at full luggage rates, no free allowance being given. If, however, the weight has been reduced, a suitable remark will be passed on the luggage ticket and

Guard's foil, and got countersigned by the passenger.

818. Recovery and account of luggage charges. ♦(a) All charges recoverable on booked luggage should invariably be pre-paid. If an error in collection of charges resulting in an undercharge is discovered after the luggage is booked and despatched, the destination station should immediately be advised by a telegram to recover the amount of undercharges from the passenger concerned at the time of delivery. In case the luggage has not been despatched, a suitable remark should also be made in the Guard's foil of the luggage ticket and in the parcel and luggage summary so that the recovery of charges may be made at destination.

(b) If luggage is booked at concession rates, full particulars of the concession order must be quoted on the luggage ticket.

(c) The freight recovered will be entered in the cash book for parcels, luggage, etc. (Form Com./C-4 Rev.).

819. Booking of certain valuable articles of Part I of Schedule II of the Railways (Extent of Monetary Liability and Prescription of Percentage Charge) Rules, 1990 as luggage. ♦When luggage includes packages containing valuable articles, it must be dealt with in accordance with the special rules pertaining to the booking of such articles as laid down in the I.R.C.A. Coaching Tariff and Chapter XI of this Manual.

820. Booking of bicycles, tricycles and perambulators, etc., as luggage. ♦When an unpacked bicycle, tricycle, or perambulator, etc. is tendered for booking as luggage, the sender must record on the forwarding note the frame number, make and condition of the article, which will also be entered on the luggage ticket. He should also tie to the bicycle or tricycle, etc., as the case may be, with a strong iron wire, a tinplate or strong cardboard or wooden label showing station from, station to, number and make of the article and the name of the owner. The railway staff will, in addition, affix a 'paste-on' or 'tie-on' label showing station from and to, luggage ticket number and the number of packages booked.

The Guard-in-charge or Assistant Guard will acknowledge receipt of article loaded in the brake van separately in the Guard's signature book (Form Com./G-21).

821. Labeling of luggage. ♦As soon as luggage is booked, each package should be labelled with 'paste-on' (Com./L-41) or 'tie-on' (Com./L-47) label as necessary. The entries in the labels will be made in blue pencil in block letters and NEVER in running hand. The pasting or tying of labels should be done under the supervision of a responsible official so that the cross-labelling of packages may be avoided. If the booking to any station is heavy, special labels with the name of 'station to' printed on them may be used. An indent therefor should be submitted to the supplying officer through the Divisional Office. The labels must be fixed to the sides or ends of the packages, care being taken that the label-ends or sides of the packages are so placed in the luggage or brake vans as to admit of ready checks by Guards or Brakesmen. Before affixing labels, old labels, if any, must be removed and old marks must be obliterated.

822. Expeditious despatch of luggage. ♦Station Masters will be personally responsible to ensure that booked luggage is correctly sorted, safely kept and expeditiously despatched to destination. Every endeavour must be made to despatch luggage by the same train by which the passenger travels. If for any reason it is not possible to do so, it must be despatched by the next suitable train so that the passenger may not be inconvenienced at the destination station.

Articles of merchandise, if booked as luggage, must not be cleared by brake vans of through, mail or express trains in preference to personal luggage or perishables and

similar articles of high priority.

823. Transshipment of. luggage at junctions. ♦ Full particulars of packages transhipped at junctions should be entered in the transshipment register in Form Com./T-27.

824. When transshipment is involved and the luggage misses the connecting train, the Station Master must make arrangements for despatch of luggage by the first available train. He should also send a message to the junctions ahead and destination station mentioning the actual train by which such luggage is being forwarded, so that the destination station can advise the owner, the train by which he should expect his luggage to arrive. On receipt of such advice from a station, intermediate junctions must act on the advance information and push the luggage forward to destination by first available means.

825. Unbooked or partially booked luggage. ♦ (a) The free allowance mentioned in para 803 applies to luggage which has been booked at the starting station. When luggage in excess of the free allowance is found unbooked or partially booked at an intermediate station or at destination, the whole quantity of luggage, excluding the articles allowed free without weighmerit, should be weighed and the free allowance of luggage granted. The marginal limits are as follows: ♦

Air-conditioned class 15 Kgs.

First class/AC sleeper 10 ♦

Second class 10 ♦

Half of this quantity is allowed for child ticket.

If the total weight exceeds the free allowance plus marginal allowance, free allowance will be given and the remaining weight will be charged at six times of luggage rate.

(b) When a passenger is detected en route with unbooked or partially booked luggage weighing more than the free allowance and he refuses or is unable to pay/due freight charges on demand, the luggage, after it has been properly packed and fastened, must be booked to the destination under a 'To Pay' Parcel way bill at the nearest station where there is time to do so. The receipt will be handed over to the passengers and the luggage removed to the brake van. The charges will be way-billed as from and to the stations between which the passenger's ticket is available and the passenger will be advised to take delivery at the destination on payment of all charges due.

When a passenger is detected at the destination station with unbooked or partially booked luggage weighing more than the free allowance and he refuses or is unable to pay the due freight charges on demand the entire luggage should be detained and transferred to the cloak-room. A Railway receipt showing the charges as from and to the stations between which the passenger's ticket is available will be handed over to the passenger who will be advised to take delivery after payment of all charges due including cloak-room charges. A special report should be sent to the destination by the ticket checking staff detecting the unbooked luggage.

(c) If trunks, suit cases and boxes, exceeding any one of the dimensions prescribed in the I. R. C. A. Coaching Tariff are found to be carried with the passenger in his compartment which is not entirely reserved in his favour, they should be charged separately as luggage on their full chargeable weight without any free allowance being granted up to the station of detection. Such packages will then be transferred to the brake van for onward carriage and the free allowance if admissible in terms of the

foregoing paragraph, allowed for the distance these packages are carried in the brake van.

(d) If a passenger is detected with unbooked or partially booked luggage which is not paid for exceeding the free allowance of luggage and the marginal allowance, will be charged for the excess weight exceeding free allowance of luggage, at six times the luggage scale, rate, subject to a minimum of fifty rupees. A passenger detected with more than one ticket to avail of free allowance or to carry extra luggage should be allowed free allowance and weight permissible only on one ticket. The other ticket should be cancelled and extra weight charged at six times the luggage scale rate subject to a minimum of fifty rupees.

(e) When a passenger is detected with en-route or at destination with unbooked or partially booked luggage weighing more than the marginal allowance, the excess weight exceeding free allowance of luggage will be charged at six times the luggage scale rate subject to a minimum of fifty rupees. Passengers holding single journey ticket detected with unbooked or partially booked luggage weighing more than the free allowance of luggage but within the limit of marginal allowance will be charged for the weight exceeding free allowance of luggage at luggage scale rate subject to a minimum of thirty rupees.

826. Re-weighment of inward luggage. ♦ (a) Inward luggage with passengers must be scrutinized as passengers leave the platform: luggage that appears to be in excess of the free allowance must be weighed and charged for according to the tariff rules.

(b) Inward booked luggage will not ordinarily be re-weighed unless there is reason to suspect that there is noticeable difference between the booked and the actual weight. When, however, the number of chargeable packages is in excess of the number shown on the luggage ticket, the whole luggage should be re-weighed and charges recovered according to tariff rules.

827. Luggage arriving in advance. ♦ All luggage arriving at destination in advance of the owner should be kept in safe custody. When the owner arrives, the luggage carried with him should be weighed and added to the weight of the luggage already received in brake van, and if the total of these weights is within the limits of free allowance according to the class of ticket held, it should be passed, but if found in excess, the freight due should be realized subject to the instructions contained in Para 825. .

Consignments of luggage must be entered at destination in the same way as parcels and a portion of parcel delivery book (Form Com./P-7) should be set apart for this purpose. When delivery of luggage is given, the signature of the receiver should be taken as in the case of parcels. When luggage is delivered on the platform, the signature of the owner should be taken on the back of the owner's foil of the luggage ticket, proper entry being subsequently made in the delivery book.

828. Free time allowed for luggage. ♦ Luggage not taken delivery of at destination will be allowed to remain free of charge for the days allowed free under the tariff rules. If not removed within the 'free' time, it should be removed to the cloak-room and charged for accordingly.

829. Delivery of luggage booked by brake vans. ♦ Luggage booked in brake vans should be delivered only to the person named on the luggage ticket on collection of the relevant receipt if a person other than the consignee asks for delivery, care should be taken to see that the receipt is properly endorsed in his favour. If the receipt portion is lost, luggage may be delivered on application, if the Station Master is satisfied of the applicant's ownership of luggage. If there is any doubt, Station Master should insist on a stamped indemnity note being executed. In all such cases, the signature of the person to

whom luggage is delivered should be taken in the delivery book. The passenger should also surrender the journey ticket while taking delivery (See Para 812 also)

830. Delay to luggage in transit. ♦ If a consignment of luggage is not received within a reasonable time, the forwarding station and the junction via which it is booked, should be telegraphically addressed to furnish despatch particulars. In cases where abnormal delays occur, causing inconvenience to passengers, the matter should be reported to the Divisional Commercial Superintendent so that he may take up with the forwarding station to avoid delays in future. Proper record must be maintained at all stations as laid down in chapter XXI, to prove, if necessary, that delay was not caused due to any negligence of the railway.

831. Telegraphing for lost luggage. ♦ When it is necessary to issue a telegram to recover luggage left in a train or in the station waiting rooms, the owner must be called upon to pay the cost of the message at Express or Ordinary rates, according to the time the message is tendered, unless there is good reason for exempting him from payment. The circumstances under which telegrams are sent free must be reported to the Divisional Commercial Superintendent, giving the name and address of the passenger.

832. Left luggage and cloak room ticket. ♦ Left luggage is luggage tendered by passengers for temporary custody at stations authorized to receive it. A list of all such stations where cloak-room facilities are provided is notified by the railway administration for the guidance of the public. In all such cases, a cloak room ticket describing the articles so tendered should be issued to the passenger in Form Com./T-9, which is printed in three foils by carbon process, viz., passenger's foil, label and record foils. A full description of each package, as also the total number of packages, should be given on the cloak room ticket. When delivery is claimed, the ticket should be collected from the owner who should be asked to sign an acknowledgement and to note the date and time of removal of luggage on the space provided for the purpose on both parts of the cloak room ticket. The charges recovered in accordance with the rates given in the I.R.C.A. Coaching Tariff should be entered in the cash book for parcels, luggage, etc. (Form Com./C-4 Rev.). The collected cloak room tickets will be submitted to the Tariff Accounts Office along with the monthly return in Form Com./D-16 Rev.

833. Delivery of left luggage when cloak room ticket is lost. ♦ The instructions contained in Para 829 regarding delivery of luggage when the luggage ticket is lost should be followed. In addition, a written receipt indicating the date and time of deposit as well as removal must be obtained from the owner and sent to the Traffic Accounts Office in lieu of the original cloak room ticket.

834. Disposal of unclaimed left luggage. ♦ Articles remaining in cloak-rooms for a longer period than one month should be treated as unclaimed property. The depositor of luggage should be served with a Registered Acknowledgement Due notice under the provisions of sections 83 and 84 of the Railways Act to take delivery of his articles on payment of the charges due which should be specified in the notice. If the articles are not removed within 7 days of the receipt of the notice by the depositor or the notice is received back at the station unserved due to the addressee being untraceable, the articles should be transferred to the Lost Property Office for disposal by public auction.

835. Cancelled luggage and cloak room tickets. ♦ The Guard's and Owner's portions of the cancelled luggage ticket and passenger foil and label of the cancelled cloak room ticket should be submitted by stations to the Traffic Accounts Office concerned duly stitched to the respective returns in which reasons for cancellation should be recorded.

836. Lockers. ♦ (a) Safe deposit lockers are provided at certain stations, notified by the railway administration, for the convenience of passengers to keep their valuables in them. The lockers are allotted for a fixed period subject to a maximum of 7 days. The

rates and conditions under which lockers can be allotted are given in the individual Railway's Coaching Tariff and Guide. Articles of dangerous, explosive, offensive or perishable nature are not permitted to be kept inside the lockers.

(b) At the time of allotment, the allottee should sign a Deed of Licence and pay the security deposit for which a money receipt in Form Com./M-2 will be granted. On release of the locker, the money receipt will be collected and security deposit refunded to the passenger. The passenger will acknowledge receipt of the amount on both the foils of the money receipt

A separate money receipt book should be used in respect of transactions of security deposits.

(c) A register showing the day to day utilization of lockers will be maintained in a manuscript from vide Appendix VIII/A. Separate pages should be allotted for each locker.

837. Recovery of hire charges. ♦ (a) A cloak room ticket showing the individual number of the locker and the date and time of its allotment will be issued to the passenger. The Deed of Licence, after execution, will be pasted on the back of the record foil of the cloak room ticket

Separate cloak room ticket book should be maintained for this purpose

(b) In operating the lockers, the key of the locker should be made over to the hirer and, if he so chooses, he may also put on his own padlock on the hasp.

838. Accountal of locker's fee and security deposits. ♦ The cash collected in respect of locker's fee and security deposit will be accounted for under a distinct head in the cash book for parcels, luggage, etc. In case the key is lost, the amount recovered from the allottee towards cost of replacing the lock will be accounted for as sundry earnings in the daily train cash book-cum-summary.

CHAPTER IX

BOOKING, CONVEYANCE AND DELIVERY OF PARCELS TRAFFIC

901. Forwarding notes. ♦ There are four kinds of forwarding notes, as shown below, which are in use for the booking of parcels and goods traffic on the Indian Railways. These forms have been approved by the Central Government in accordance with section 64 of the Railways Act ♦

- (i) forwarding note for dangerous goods;
- (ii) forwarding note for animals or general merchandise other than dangerous goods;
- (iii) forwarding note for explosives tendered by Defence Services,
- (iv) General Forwarding Note.

902. Execution of forwarding notes. ♦ (a) When parcels tendered for booking contain articles of any of the following categories, they must be accompanied by a forwarding note in the appropriate form, duly executed by the sender or his authorized agent: ♦

- (i) articles to be carried at owner's risk rate;
- (ii) articles of a perishable nature;
- (iii) articles mentioned in Part I of Schedule II of the Railways (Extent of Monetary Liability and Presumption of Percentage Charge) Rules 1990:
- (iv) articles not packed in accordance with the prescribed conditions or articles in a defective condition
- (v) explosives and other dangerous goods.

(b) **Under Section 64 of the Railways Act.** ♦ (1) Every person entrusting any goods to a railway administration for carriage shall execute a forwarding note in such form as may be specified by the Central Government:

Provided that no forwarding note shall be executed in the case of such goods as may be prescribed.

(2) The consignor shall be responsible for the correctness of the particulars furnished by him in the forwarding note.

(3) The consignor shall indemnify the railway administration against any damage suffered by it by reason of the incorrectness or incompleteness of the particulars in the forwarding note."

(c) Parcels containing articles other than those mentioned above should be accompanied by a parcels declaration note, duly filled in by the sender or his authorized agent, in the form appearing in the I.R.C.A. Coaching Tariff

903. Preservation of forwarding notes. ♦ The forwarding note is a very important document in as much as it forms the basis of contract between the consignor and the railway administration and should, therefore, be carefully preserved. It should not be sent away from the station, except when required for production in a court of law, or when called for by Accounts, Audit or Traffic Officers, in which case a certified true copy

thereof should be kept as station record while the original is away.

904. General forwarding note for coaching traffic. ♦ (a) In order to facilitate the booking of regular traffic at owner's risk rate, a general forwarding note has been prescribed and its specimen appears in the I.R.C.A. Coaching Tariff. After execution by the sender in the presence of the Station Master, the general forwarding note must be approved by the Divisional Commercial Superintendent. It will be prepared in three copies of which one copy will be given to the sender, one will be retained by the Station Master and the third copy will be kept in the Divisional Office. A general forwarding note remains valid for a period of six months from the date of its execution. The instructions for the preservation of forwarding notes also apply to the preservation of general forwarding notes.

(b) A merchant who has executed a general forwarding note, can despatch by rail individual consignments without tendering a separate forwarding note for each consignment but particulars of each consignment must be given in the parcels declaration note which should be presented at the time of booking.

(c) If a sender has to dispatch any parcel which is defectively packed or is in a defective condition, a separate forwarding note for each such consignment must be obtained even if a general forwarding note has been executed. Similarly, if a parcel contains any excepted articles, explosives or other dangerous goods or articles of a perishable nature required to be booked at railway risk rate, the sender or his agent must execute an appropriate forwarding note for such parcels.

(d) A list of merchants who have executed general forwarding notes should be hung up in the parcels office for the guidance of the staff. The serial number of the general forwarding note should be entered in the railway receipt as well as in other foils of the way-bill.

905. Filling in forms of forwarding notes by consignor. ♦ While the station staff must give every assistance to the consignors in filling up the forwarding note forms, these forms must not be filled in by the railway staff on behalf of a consignor. All entries in the form must be filled in ink by the consignor who must properly sign and not merely initial the forwarding note. Similarly, additions and alterations made in the entries must also be signed in full by the consignor. In the case of illiterate persons, their left hand thumb impression should be obtained in token of their acceptance of the correctness of the details entered in the forwarding note, and the name of the person written in English below the thumb impression.

In the case of consignments comprising of more than one article, the number, description and weight of packages of each kind must be separately specified in the forwarding note, thus ♦

	Qtls.	Kgs.
One wooden case sealed.....	0	30
Two steel trunks black and locked	1	10
Three bales woollen yarn.....	3	00

906. Examination of entries in forwarding notes. ♦ The forwarding note tendered by the consignor should be carefully examined to see that the appropriate form of forwarding note has been executed and that the particulars required to be filled in have been correctly entered. The entries regarding packing, election of railway risk rate, where necessary, election of route, declaration of value in the case of animals and excepted articles should be specifically scrutinized. If any one of the entries is not properly filled in, the consignor must be asked to fill the entries properly. The staff are forbidden to pass any remarks on the forwarding note in their own handwriting in regard

to improper packing or defective condition of goods, as remarks, which have not been recorded by the sender or his agent, do not afford any protection to the railway in law courts with regard to damage, deterioration or loss of parcels and goods in transit

907. Examination of parcels. ♦ The careful checking of parcels is the first essential in order to limit the liability of the railway by obtaining cogent and intelligent remarks on the forwarding note with regard to defective packing, deteriorated or damaged condition of contents of parcels, etc. It is also necessary to see that the parcels tendered for despatch correspond with the entries in the forwarding note, and that they are packed according to packing conditions laid down in The Coaching Tariff, and clearly addressed. When a consignment is defectively packed, or is not packed in accordance with the prescribed packing conditions, or is in a defective condition, the nature of defect should be brought to the notice of the sender or his agent and suitable remarks obtained from him in the forwarding note. These remarks should be copied out, verbatim, on all the foils of the waybill.

The staff are forbidden to pass any remarks on the parcel way-bills that have not been recorded by the consignor on the forwarding note.

908. Packing of parcels. ♦ All parcels must be securely packed in boxes, rates, trunks, strong baskets or strong gunny, etc., so as to withstand the strain of handling and transferring incidental to their transportation by rail. For certain commodities special packing conditions have been prescribed in the I. R. C. A. Coaching Tariff. When a parcel tendered for despatch is not packed according to the prescribed packing conditions or is insecurely fastened or packed, or shows signs of leakage, or is liable to damage or deterioration in transit, the exact defect in packing or the nature of the defective condition, etc. should be recorded by the sender or his authorized agent. Vague remarks, like, 'consignment not properly packed' should not be accepted, but the actual defect in packing or condition of articles, such as, 'melons overripe, smelling', 'lids loose, contents leaking', 'tins enclosed in wooden boxes without dunnage on all sides', should be obtained on the forwarding note.

In respect of certain commodities, e. g., ghee, ice, asafoetida, etc. the special packing conditions prescribed in the Coaching Tariff are compulsory. Parcels of such commodities should not be accepted for booking unless the prescribed packing conditions are complied with, except when otherwise specially authorized.

909. Addressing of parcels. ♦ (a) Parcels tendered for despatch must in all cases be fully, clearly and legibly addressed in English or Hindi showing the name of the consignor/consignee, his full address and station of destination and the railway. It is in the interest of the consignor to write his name and full address on each package so that the Station Master should be able to communicate with him in case of non-delivery. One or two slips indicating the names and full addresses of the consignor and consignee should also be placed inside each package by the sender for identification and for restoring packages to the rightful owner, when marks on the packages get mutilated due to rain or labels drop off during transit.

(b) Parcels addressed to towns where there is more than one railway station or delivery office, should clearly show the place at which delivery is to be effected.

(c) All old marks and addresses appearing on any package must be obliterated by the sender.

910. Marking of parcels by railway staff. ♦ (a) In addition to marking by the consignor, each package must be marked by the railway staff showing the code initials of the forwarding station, parcel way-bill number, number of packages prefixed "with the letter 'P' and code initials of the destination station. In the case of valuable packages,

the destination station's name should be shown in full in block capitals in addition to code initials, as under♦

158801
BCT.....DLI (DELHI)
P 15

BCT is the code initial of the booking station, 158801 is the parcel way-bill number, 'P' indicates 'Parcel', 15 denotes the number of packages and 'DLI' is the code initials of the destination station.

(b) In the case of baskets of betel leaves, vegetables, cut flowers, etc. which cannot be durably marked in the ordinary manner, the sender must provide a leather, metal, wooden or cardboard label or a gunny strip firmly secured to each package at the forwarding station for the purpose of writing railway marks. Bundles of silk cloth, blankets, cumblies must have a patch of white cloth sewn on them by the senders for railway marking. Packages which are not provided with such labels by the sender, should not be accepted for booking.

(c) Marking should be done with standard making ink, which should be bright, durable and waterproof and not with bazar colours which give faint and feeble impression.

(d) In the case of fish consignments, consignors should be made to provide tinplate of size 5 x 4 cm. for providing railway marks and railway administration should provide white paint and ISI standard ink for railway markings.

Both the railway and private marks must be shown on the PW. Bill and the Railway Receipt.

911. Marking of parcels consigned in full vehicle loads and not requiring transshipment.♦ 10 percent of the packages forming such consignments should be marked according to the instructions given in the preceding Para, and three or four of the marked packages must be placed at each door of the vehicle.

912. Risk conditions.♦ (a) Where in respect of a commodity both owner's risk rate and railway risk rate are available, the traffic should be booked at owner's risk rate unless the sender specifically elects the railway risk rate by filling the appropriate column in the forwarding note.

When the sender elects the railway risk rate, he must be given a certificate in the form prescribed in the I. R. C. A. Coaching Tariff, showing that the consignment has been booked at railway risk rate. In such cases, the following endorsement will be made on all the copies of the parcel way-bill including the railway receipt:♦

"Railway risk rate elected"

(b) When alternative railway risk and owner's risk rates are available, even though the packing may be defective or the goods may be in defective conditions, the sender is free to elect the railway risk rate. In such a case, in addition to the remarks regarding packing, etc., the prescribed remarks should be made on the parcel way-bill and railway receipt, namely, "Railway risk rate elected". On the railway receipt the remarks regarding defective packing or defective condition of the consignment should be copied out.

(c) When only railway risk rate is quoted and there is no alternative owner's risk rate, the consignment will be booked at railway, risk rate with the remarks regarding defective packing or defective condition, if any, copied out on the railway receipt and

other foils of parcel way-bill.

(d) **Under Section 63 of the Railways Act.** (1) Where any goods are entrusted to a railway administration for carriage, such carriage shall, except where owner's risk rate is applicable in respect of such goods, be at railway risk rate.

(2) Any goods, for which owner's risk rate and railway risk rate are in force, maybe entrusted for carriage at either of the rules and if no rate is opted, the goods shall be deemed to have been entrusted at owner's risk rate".

913. Charging of parcels traffic (a) Rates and conditions for the carriage of parcels traffic appear in the I. R. C. A. Coaching Tariff and individual railway's Coaching Tariff/Guide which must be carefully consulted at the time of booking.

(b) Parcels are charged either by weight or by measurement, whichever gives the greater charge. Detailed instructions regarding the method of measurement, conversion of result of measurement into weight, and levy of charges are given in the I. R. C. A. Coaching Tariff.

914. Weighment of parcels.-All parcels should be weighed on the weighing machine in the presence of the sender or his authorized agent If the weighing machine is out of order, parcels should be charged on the weight declared by the sender and a remark passed on all foils of the parcel way-bill as under

"Weighing machine out of order. Sender's weight accepted. Destination to weigh before delivery add recover undercharges due".

In the case of vehicle loads, these should be weighed on a weighbridge. If a weighbridge is not provided at the booking station, arrangements should be made to have the vehicles weighed at the first weighbridge station enroute. In such cases, vehicles should be labeled to destination but booked in the vehicle summary to stop at the weighbridge station. The result of weighment will be recorded on the seal labels and also communicated to the destination station and its Traffic Accounts office by wire and to the forwarding station by an urgent train message.

915. Different way-bills for 'To-pay', 'Paid', 'local' and 'through' traffic 'To-pay' parcel way-bill Forms Com./P-35 (local) and Com./P-37 (through) are printed on white paper and 'Paid' parcel way-bill Forms Com./P-34 (local) and Com./P-36 (through) are printed on pink paper. In the case of both 'Paid' and To-Pay' waybills intended for through bookings, the letter 'F' is printed in bold type at the right hand top corner.

'Paid' parcel way-bills used in through and local-bookings are in sets of four foils, viz., Record, Receipt, Accounts and Guard, while 'To-pay' parcel way-bills are in sets of three foils, viz., Record, Receipt and Guard.

All parcel way-bill forms are machine-numbered with the letter 'Paid' prefixed to the number and supplied to stations in bound books to be written by carbon process. The Receipt foil which is given to the owner has a hatching of the issuing railway on the face of it It is forwarded by the consignor to the consignee to enable the latter to take delivery of the parcels at destination. The 'Guard' foil is handed over to the Guard and accompanies the consignment to destination. The 'Record' foil is kept at the station and the 'Accounts' foil (in the case of 'Paid' waybills) submitted to the Traffic Accounts Office at the end of the month.

The form of way-bill to be used for, together with rules and conditions applicable to, India-Pakistan traffic, and the returns to be submitted by the border stations in connection therewith, have been detailed in the I.R.C.A. publication, "Fundamental and

subsidiary rules for interchange of traffic between India and Pakistan" (see chapter XXX).

916. Custody of parcel way-bill books. ♦ Parcel way-bill books on receipt at station should be examined in the manner indicated in Para 227 and entered in the stock book for money value books, and kept in the custody of the Station Master or Chief/Head Parcel Clerk. The books should be brought in use in consecutive order, and except at very large stations for which special arrangements are made, more than one book should not be used at the same time. The books in use should be kept in safe custody by the Parcel Clerk on duty, and taken out only when required for use. Issue of blank books to Parcel Clerks will be made on production of satisfactory evidence that the book in use has been completed or is nearing completion. The completed books will be returned without delay to the Station Master or Chief/Head Parcel Clerk who will be responsible for their custody.

917. Preparation of way-bills. ♦ (a) Way-bills should neatly written out by carbon process and signed in full by the issuing clerk, care being taken to get clear and legible impressions in all the foils. The name of the forwarding station should be stamped on each foil except in cases where the name of the forwarding station is printed on the way-bills themselves, and the destination station should be written in full block letters. When articles referred to in para 902 are booked, full description of the contents should be given on the way-bill. The number of packages should be recorded both in figures and in words. Out-Agency, city booking agency, percentage, Paid-on, etc. charges should, in all cases, be shown separately on waybills. The totals of the weight and amount columns should be distinctly entered on every way-bill and checked before the way-bill is dispatched from the station. When freight is paid by a credit note, the number and date thereof should be quoted on the way bill.

(b) The dimensions of cages containing birds, fowls and small animals, and of other articles chargeable at parcel rate by measurement, must be noted on the way-bill. When parcels are charged by measurement, the actual weight as also the weight found on measurement must be on way-bills.

(c) When parcels are booked under a concession certificate, the number of the concession certificate with date and designation of the issuing officer should be entered on the way-bill. Similarly, when empties are returned to the booking station at reduced rates, the particulars of the original booking must be given on the way-bill. Concession certificates will be submitted to the Traffic Accounts Office along with the relevant returns.

(d) Remarks regarding selection of dearer route by the sender or his authorized agent should invariably be endorsed on all foils of way-bills.

(e) Section 65, of the Railways Act ♦ (1) A railway administration shall. ♦

(a) in a case where the goods are to be loaded by a person entrusting such goods, on the completion of such loading, or

(b) in any other case, on the acceptance of the goods by it, issue a railway receipt in such form as may be specified by the Central Government.

(2) A railway receipt shall be prima-facie evidence of the weight and the number of packages stated therein:

Provided that in the case of a consignment in wagon-load or train-load and the weight or the number of packages is not checked by a railway servant thorised in this behalf and a statement to that effect is recorded in such railway receipt by him, the burden of proving the weight or, as the case may be, the number of packages stated therein, shall lie on

the consignor, the consignee or the endorsee."

Under Section 74 of the Railways Act, the property in the consignment covered by a railway receipt shall pass to the consignee or the endorsee, as the case may be, on the delivery of such railway receipt to him and he shall have all the rights and liabilities of the Consignor."

(f) The following important instructions have been printed on the back of Railway-Receipt for the guidance of the party: ♦

1. The Railway Receipt given by the Railway for the articles delivered for carriage must be given up at destination by the consignee to the Railway, otherwise the Railway may refuse to deliver the consignment. The signature of consignee or his agent in the delivery book at destination shall be evidence of delivery. If the consignee does not himself attend to take delivery, he must endorse on the receipt a request for delivery to the person to whom he wishes delivery to be made. When delivery is made in good faith to a person, who presents the original Railway Receipt, the Railway Administration shall not be responsible for wrong delivery either because such person is not legally entitled thereto or the endorsement is forged or otherwise defective. If the receipt is not presented, the delivery of the goods may, at the discretion of the Railway, be withheld until the person entitled in its opinion to receive them has given indemnity to the satisfaction of the Railways.

2. For any claim arising on this consignment to be valid, it must be submitted in writing within six months from the date of entrustment of the goods. To assist in expeditious disposal of claims, claimants are advised to address the local official at the destination station, if authorised to receive notice of claims as specifically notified in Tariffs, circulars, etc., or to the Chief Commercial Superintendent of the Railway on which the destination station lies. Full particulars of booking viz; station from and to railway receipt number, date of booking and route should be specified.

3. The Railways have the right of re-measurement re-weighment, re-classification and re-calculation of rates and other charges and of collecting, before goods are delivered, any amount that may have been omitted or undercharged.

4. A railway receipt shall be prima facie evidence of the weight and the number of packages stated therein. Provided that in the case of a consignment in wagon-load or train-load and the weight or the number of packages is not checked by a railway servant authorised in this behalf, and a statement to that effect is recorded in such railway receipt by him, the burden of proving the weight or as the case maybe, the number of packages stated therein, shall lie on the consignor, the consignee or the endorsee.

5. Unless the consignor declares the value of any consignment and pays percentage charge on excess value as required by Railways (Extents of Monetary Liability and Prescription of Percentage Charge) Rules, 1990, the maximum limit of amount of monetary liability of railway administration for loss, destruction, damage, deterioration and non-delivery of the consignment shall not exceed: ♦

(a) Rs. 100 per Kg in respect of consignments booked as personal -baggage.

(b) Rs. 50 per Kg in respect of consignments other than animals and personal baggage.

(c) Rs. 6000 per head in the case of elephants, Rs. 3000 per head in the case of horses, Rs. 800 per head in the case of mules, horned cattle or Camel, Rs. 120 per head in the case of dogs, donkeys, goats, pigs, sheep or other animals or birds.

918. Parcels containing certain valuable articles mentioned in Part I of

Schedule II of the Railway (Extent of Monetary Liability and prescription of Percentage charge) Rules 1990 to be booked separately. ♦ A package or a parcel declared to contain such articles must be booked separately and not as part of consignment which includes ordinary goods.

Detailed instructions for the booking and conveyance of such articles are given in the I.R.C.A. Coaching Tariff and Chapter XI of this Manual which should be carefully studied and acted upon by the staff.

919. Erasures on way-bills prohibited. ♦ Entry once made on the way-bill should, under no circumstances, be erased. If a mistake has been made and a correction is necessary, the original entry should be neatly crossed through and a fresh entry made above it and signed in full by the person making the alteration, or a fresh way-bill should be issued, canceling the original one under the signature of the issuing clerk. Reasons for alterations or cancellations should be recorded and attested by the Station Master or the Chief/Head Parcel Clerk on duty. Once the 'Receipt' foil is detached from the set and issued, no subsequent correction should be made.

920. Booked route to be shown on the way-bills. ♦ The instructions laid down in Para 814 for recording the booked route on luggage tickets will also apply in the case of way-bills issued for parcels.

921. Booking of intoxicating drugs and other contraband articles. ♦ The rules, rates and conditions under which these articles are "accepted for conveyance by rail appear in the I.R.C.A. Coaching Tariff. Station Masters should see that these instructions are carefully followed by the staff entrusted with the booking of such traffic.

922. Booking of bicycles, tricycles, motor-cycles, etc. ♦ Rules, rates and conditions regarding the carriage of bicycles, tricycles, motor-cycles, etc. are given in the I.R.C.A. Coaching tariff, which should be carefully consulted by the staff before booking such traffic.

When an unpacked bicycles, tricycles, motor-cycle, etc. is tendered for booking, the Parcel Clerk should see by personal examination, the maker's trade name (e. g., 'Humber', 'Hercules', 'Royal Enfield'), number of cycle, motor-cycle, etc., its condition and detachable fittings, and ensure that these particulars are correctly entered on the forwarding note by the sender, and reproduced on all copies of the way-bill. In case a bicycle, motor-cycle, etc. presented for booking has no makers' trade name and number, the fact should be noted in the way-bill or luggage ticket and a certificate to this effect should be recorded by the sender on the forwarding note (see also Para 820).

923. Booking of carriages, motor-cars, etc. ♦ Rules, rates and conditions under which carriages, motor-cars, etc. are accepted and carried by rail are given in the I.R.C.A. Coaching Tariff. This traffic when tendered for conveyance in vehicle loads by passenger train, should be booked under way-bill for booking of carriages, motor-cars, boats, etc. in form Com./P-40 (local paid), Com./P-42 (through paid) as the case may be. These way-bills are machine-numbered (letter 'M' being prefixed to the number) and are printed on pink paper. The letter 'F' is printed prominently on the top right hand corner in the case of way-bills used for booking of through traffic. The rules regarding indenting, checking, custody, issue and account of these forms are the same as are applicable to parcel way-bills.

924. Loading of carriages, motor-cars, etc. in trucks. ♦ Carriages, motor-cars, etc., when loaded in trucks, should be covered by tarpaulins firmly lashed to the sides and ends of trucks. The wheels of each carriage or motor-car should be sprigged or scotched either by the sliding bars provided in carriage trucks, or in their absence by wood scotches which the carriage and wagon staff should be asked to supply and fix. Every

carriage truck, when loaded, should be examined before despatch by the Train Examiner who should issue a certificate that the vehicle is loaded within the moving dimensions, and that the load is firmly secured to prevent oscillation and displacement in transit. Unless the Train Examiner has examined the load and given the requisite certificate, the vehicle should not be sent out in the yard. A remark showing the number of carriages on motor-cars loaded in the truck should be made on the way-bill.

925. Wagon transfer register. ♦(a) Trucks, vehicles or wagons required to be loaded by consignor should, as soon as possible, be placed in position for loading. The date and time at which they are placed in position for loading, as also the date and time at which they are returned duly loaded, should be recorded, in the wagon transfer register in Form. Com./L-16. The signature of the consignor should be obtained against the entries in the wagon transfer register in token of his acceptance of the correctness of timings. When a consignor does not load a vehicle within the free time allowed, demurrage charges should be recovered at the rates laid down in the I.R.C.A. Coaching Tariff.

(b) In the case of consignments required to be loaded by the railway through the agency of a contractor, a separate wagon transfer register should be maintained.

(c) The above instructions should also be followed in recording the date and time of placing trucks, vehicles or wagons in position for unloading and their return when unloaded.

926. Outward 'Paid' parcel cash books. ♦(a) Separate cash books for outward 'Paid' parcels in Form Com./C-4A for local traffic and Com./C-4B for through traffic should be maintained at all stations, city booking offices and out-agencies. These cash books have two foils for each page and are written by carbon process. The original is kept for record at the station and the carbon copy is submitted to the Traffic Accounts Office by the 2nd of the following month supported by the connected 'Accounts' foils of the way-bills.

(b) The cash book for through outward 'Paid' parcels in a columnar form, giving columns for entering freight booked to each terminating Government railway and one column for showing freight booked to all non-Government railways. The freight charges will be posted in the column of the railway on which the traffic terminates, e. g., if a way-bill is issued from Delhi to Madras, the freight will be posted in the Southern Railway Column as the traffic is to terminate on that railway. At the end of each day, each vertical column should be totaled and the cross-total of the vertical totals entered in the column headed 'Total'.

(c) Entries in the cash book for outward 'Paid' parcels should be in the order of the issue of way-bills, i.e., in the numerical sequence of the machine numbers. When any way-bill is cancelled, the 'Record' foil will be retained at the station and the remaining three foils will be sent to the Traffic Accounts Office along with the carbon copy of cash book. The machine numbers on the cancelled way-bills should be included in the cash book on their sequence with remarks 'cancelled' against them.

(d) The total receipts for the day on account of the outward 'Paid' parcels will be carried into the daily trains cash-cum-summary book and posted against the distinct head 'Outward Paid parcels local' or 'Outward Paid parcels through', as the case may be.

(e) The totals in the outward 'Paid' parcel cash books should be carried over, from day-to-day, as shown in the specimen appearing at Appendix IX/A. It should be certified at the end of the cash book for the last day of the month

(i) that the total amount (paid) for the month as shown in 'the cash book has been taken to debit in the balance sheet under the head 'Outward Paid parcels local/Outward Paid parcels through', and

(ii) that the P. W. Bills issued during the month fall within the machine numbers from..... to.....

(f) If there is no transaction on account of outward 'Paid' parcels for local and/or through traffic in any month at the station, a 'NIL' return for the month must be submitted to the Traffic Accounts Office on due date, recording therein the machine number of the last 'Paid' way-bill issued.

927 Booking of betel leaves, fish, vegetables etc. on fixed value way bills.♦

(a) In order to reduce work on documentation and accountal of parcels traffic, fixed value way-bills for booking of betel leaves, fish, vegetables etc. traffic will be printed and supplied to certain stations at which this traffic is heavy. The value of each way-bill will be printed on each foil with the caption 'Fixed value way-bill' on the top. The way-bill will be printed for different values ranging Rs. 20 to Rs. 80, the increase being in units of Rupee one, i. e., for Rs. 20. Rs. 21, Rs. 22 and so on. The stations to which these books are supplied will be notified by each individual Railway.

(b) After working out the total charges due for a consignment of betel leaves the way-bill of the appropriate denomination should-be issued. At the end of the day, after (he ordinary way-bills have been entered in the outward 'Paid' parcels cash book, the commencing number, closing number, total number issued and the total amount collected for each value book during the day should be entered in the outward 'Paid' parcel cash book. In the case of through traffic, the total amount of each value will be posted in the appropriate column of the terminating railway as explained in Para 926.

928. Percentage charges collected in respect of certain valuable articles of Part I of Schedule II of the Railways (Extent of Monetary Liability and prescription of Percentage charge) Rules 1990.♦

Percentage charges collected in respect of such articles should be entered in the outward 'Paid' parcels cash book. The amount of percentage charges collected in a month should be taken to debit in the coaching balance sheet under a separate head 'Percentage charges', local or through, as the case may be.

929. Booking of newspaper under monthly accounts cum bill system.♦

(a) Newspaper firms having regular newspaper parcels traffic for booking by rail, may be granted the facility of paying freight charges through monthly bills on the weight carried to different stations. Firms wishing to avail of this facility will deposit with the railway administration a sum equivalent to two months average freight transaction by way of security in any of the following forms :-

(i) a deposit in cash (this will not carry any interest)

(ii) Government Securities at five percent below the market value

(iii) deposit in National Savings Certificate

(iv) a deposit in Post offices Savings bank account

(v) a Bank guarantee

This amount will be subject to revision when on later date it is found that the freight charges exceeded the deposit held

(b) No PW Bill will be issued, but distribution list will be prepared separately for each train

(c) Parcels will be tendered at the forwarding station not less than half an hour before the scheduled departure of train. Firm will prepare distribution list as shown in Appendix IXB in four copies for each train and deliver the station staff at any time not less than four hours before due departure of the train. The staff will check the parcels presented. Shortage or excess if any found will be entered in the original copy of the distribution list to be handed back to the representative of the firm once in a day duly signed by the staff together with the time of arrival of parcel after dispatch has been completed for the day. One copy will be handed over to the Guard.

(d) If parcels are presented less than half an hour before the schedule departure of the train, the staff will give a remark on the distribution list "too late to check" and refuse it to the press. This will limit railways liability.

(e) On remaining three copies freight will be shown, one copy will be kept for record, one will be sent to Accounts Office and one will be given to the party.

(f) Test checking of weighment will be done by the railway representative in the firms for one week in each quarter commencing from January, April, July and October of each year. If parcel is despatched on five week days and for Saturday and Sunday separately, care being taken to avoid holidays during the weighment. These weighments during the weighment work will be carried out so as to make out two schedules—one schedule to cover despatch pertaining to issue of Monday to Saturday and other schedule for Sunday edition. Test weighment for Sunday edition will be carried out from 6 hours of Saturday to 6 hours of Sunday. The average weight arrived at during test week will form the basis for preparation of bills for the three months in the quarter concerned.

A special test weighment will be conducted in the manner stated above at least five days prior to the start of the new system. It will form the basis of charge till the regular quarterly test weighment due is conducted.

Test weighment statements will be prepared in four copies. Two copies will be handed over to the station master, one will be sent to the Divisional Railway Manager and one for firm. One copy will be sent by the station master to the Accounts Office along with Newspaper parcels statements prepared for the first month of the quarter for exercising necessary checks. Other copy will be retained by the station master for preparing returns for subsequent two months in the quarter. The test weighment statements will be signed by both the railway officials deputed for the purpose and the representative of the firm with a certificate that the test weighment was made and weights recorded in their presence.

When special editions are proposed in the issue, the firm will communicate this fact to the Divisional Railway Manager and the station master the number of extra pages which would be printed in the special edition would be addressed to the station master who will calculate the weight chargeable on pro-rata basis in relation to weight/number of pages in the issue

(g) News paper parcel will be labeled by the press showing

(a) name of destination

(b) number of copies

(c) Consignees name

(h) The News paper parcel along with a copy of distribution list will be handed over to the guard of the train who will deliver the parcels at the respective destination stations

under acknowledgement of the staff concerned. When the News paper parcels are booked to stations reached via a junction, a separate distribution list in duplicate will be prepared by the forwarding station and given to the guard who will hand it over to the parcel clerk of the junction station under acknowledgement for onward transmission by the guard of the connecting train. At the last destination station shown in the distribution list, the guard will make over the list along with the packages to the parcel clerk and take his acknowledgement in the rough-journal. .

(i) Stations receiving News paper parcel will enter them in the parcel delivery book and arrange delivery on the basis of the address printed on the label pasted on each bundle. The signature of the person taking delivery must invariably be obtained in the delivery book. The list will be kept for record for future reference. It may be inspected at anytime.

(j) The total charges as worked out by the staff at the booking station on the list furnished by news paper firm will be posted daily in the "ledger accounts parcel book" for each firm separately as shown in Appendix IXC. At the end of each period the total weight booked and the amount due will be worked out and the total of all the three periods will be consolidated at the end of the month for each Newspaper firm separately. The total amount due from all the firms for News paper parcels booked during the month will be taken into debit in balance sheet of the month to which the transactions relate and will take credits for payments made. If no payment has been made the amount will remain as outstanding.

(k) The ledger accounts cum bill shall be prepared in three copies. One copy will be kept for record and two copies will be sent to the firm for payment. The firm will return one copy duly countersigned showing the date of payment. Then this copy along with distribution list received during the month will be sent as a return by the station master duly recorded particulars of the remittance of the payment made by the firm to the accounts office.

(l) The monthly ledger accounts cum bill will be sent to the News paper firm not later than third of the following month to which it relates and payment to be made within three days of its presentation

The monthly ledger accounts cum bill, will be checked by the Accounts Office for raising any debit.

(m) The total amounts due from all the firms for News paper parcels booked during the month will be consolidated in a form shown in Appendix IX C I, and sending the balance sheet in support of amount shown as outstanding under the head "Booking of News paper under the-monthly ledger account system".

930. Booking and carriage of parcels containing dangerous goods. ♦ It will be the personal responsibility of the Station Master to ensure that the rules and conditions laid down in the I.R.C.A. Red Tariff for booking and carriage of explosives and other dangerous goods are carefully complied with by the staff.

Negligence to observe rules and safety precautions in loading, unloading, storage and conveyance of explosive and other dangerous goods, should be viewed seriously. Inspecting officials, while at stations should examine Parcel Clerks and Porters/labour employed for the handling of this traffic to test their knowledge of the subject and to create an awareness in them for bestowing utmost care in the handling of explosives and other dangerous goods. A register should be opened at each station to obtain acknowledgement of the staff concerned in token of their having understood the rules and instructions issued from time to time in respect of explosives and other dangerous goods and to give an undertaking that the precautions required to be taken in dealing

with such traffic will be rigidly observed. In case the Porters/labourers are illiterate, the Station Master and the Commercial Inspector should explain to them the implications and need for observance of the rules, and sign a certificate in the register in token of having done so.

931. Precautions for safe transit of arms and ammunition booked by licence-holders or Government departments. ♦

(a) Consignments of small arms and ammunition consist of (i) small consignments and (ii) large consignments in bulk.

(b) (i) All consignments of small arms and ammunition tendered for despatch MUST be kept properly secured under lock and key in the personal custody of the Station Master or Chief/Head Parcel Clerk, while awaiting despatch. Separate summaries must be prepared at the forwarding station for such consignments which should be handed over to the Guard in charge in the presence of Government Railway Police and Railway Protection Force staff under signature.

(ii) The Guard should load the consignments in cages provided in the brake van. The cages should be locked and the keys kept by the Guard. If a cage is not provided, the consignments should be loaded in that compartment of the brake van which is adjacent to the Guard's lobby. The compartment must be securely bolted and padlocked on both sides and the keys kept with the Guard. The Government Railway Police and Railway Protection Force staff, must sign in the loading book that the consignment has been correctly loaded in their presence and the van has been locked on both sides by the Guard. The Guard should keep a watchful eye on the compartment in which arms and ammunition are loaded and also check on the run; at convenient stations, the condition of locks to ensure that they are intact.

The Guard in barge of the train should hand over these consignments to his relief personally. At transshipping stations, if the charge of these consignments cannot be made over by the incoming Guard to the outgoing Guard, the former should hand over the consignments to the Station Master on duty or the Chief/ Head Parcel Clerk who will be responsible to see that the consignments are kept in safe custody.

(iii) Intimation of dispatch of such consignments should be given by telegram by the sending and transshipping stations to the destination station including the Government Railway Police and Railway Protection Force staff to whom the telegram, on recaps, should be delivered at once.

(iv) On arrival at destination, the consignment must be handed over by the Guard to the Station Master or the Chief/Head Parcel Clerk, under signature, in the presence of Government Railway Police and Railway Protection Force staff who should also sign in the unloading book and the Guard's rough journal. Immediately after unloading the consignments should be transferred to the godown or office which should be Keyed and key in personal custody of the Station Master or Chief/Head Parcel Clerk until delivery is effected. The person taking over the packages as also the Government Railway Police and Railway protection Force staff must carefully examine the packages and satisfy themselves that they have been correctly received, before giving signature in the unloading book and Guard's rough journal.

(v) When such consignments remain unclaimed at destination, telegraphic intimation should be given at once to the consignor, consignee, Station Master and Government Railway Police and Railway Protection Force of the forwarding and receiving stations, and the Divisional Commercial Superintendent and District Magistrate of the district in which the destination station is situated.

(c) Large consignment of arms and ammunition should be dispatched in special van loads and each van must be sealed and secured with locks to be provided by the

consignor. Station Masters should personally ensure that such vans are forwarded by the first suitable train and pushed onward from junction station by the first connecting passenger or mixed train. Advice of dispatch from the junction station must be sent to the next junction or destination station, as the case may be, by a telegram. In case of delay in delivery at destination, the instructions contained in Para (b) (v) should be followed.

(d) At booking, transshipping and destination stations, the Railway Protection Force staff should keep guard over the consignments while in the custody of the railway. Vans containing arms and ammunition must not be placed in far off unprotected sidings.

932. Labeling of parcels. ♦ Consignments of parcels accepted for booking should be labeled as follows: ♦

Traffic in small lots. ♦ (i) 'Paste-on' and 'Tie-on' labels: ♦ The instructions contained in Para 821 regarding labeling of luggage should also be observed in the case of consignments of parcels in small lots. 'Tie-on' and 'Paste-on' labels in Form Com./L-47 and Com./L-40 should, however, be used. These labels must be prepared in ink and not in pencil.

(ii) Fragile goods' labels (Com./L-4) should be affixed to consignments of fragile goods which require careful handling in transit

(iii) 'Non-inflammable films only' (Com./L-39) labels should be affixed to packages containing non-inflammable films.

Labels should be pasted on the sides and not on the top of packages so that they can be readily seen.

Traffic in vehicle loads ♦ (i) Wagon seal labels (for coaching traffic) in Form Com./L-44 should be used in the case of parcels traffic in vehicle loads.

(ii) Vehicle bracket labels for coaching traffic (other than perishables) in Form Com./L-35 which have diagonal cross superimposed in chocolate should be placed in brackets on both sides of wagons loaded with non-perishables.

(iii) Vehicle bracket labels for perishables in Form Com./L-37 which have diagonal cross superimposed in green, must be placed in brackets on both sides of wagons loaded with perishables.

Good gum or glue should be used in pasting labels so that they do not drop off in handling during transit.

Before affixing labels, old labels, if any, should be removed.

933. Dispatch of parcels. ♦ Parcels must be dispatched as quickly as possible. Parcels of a perishable nature, newspapers, and cinematograph films should, however, be dispatched by the first suitable train so that they may reach their destination the earliest. Individual railways have issued pamphlets containing instructions for the clearance of parcels traffic, both local and through. The staff should carefully study these pamphlets and strictly act upon the instructions contained in them.

934. Preference in loading and clearance of perishable traffic ♦ Perishable traffic should be given preference over other parcels traffic for loading. In the case of wagon loads, the following points should be given special attention: ♦

(i) all vehicles/wagons loaded with perishables should be labelled with 'PERISHABLES' in

Form Com./L-9 and 'QUICK TRANSIT labels which bear a green cross on their face ;

(ii) after a vehicle/wagon has been loaded with perishables and booked, it should be despatched by the first available passenger or parcel train: a 'Push-on' message should be issued by the booking station to the junction and engine changing stations ahead and the same procedure will be followed by the next junction or engine changing station upto destination : it will be the personal responsibility of the Station Master/Yard Master of duty to ensure prompt action being taken on such messages ;

(iii) the Trains Clerk should make a clear remark in the vehicle guidance against the entry of wagon loaded with perishables, "Booked by passenger train";

(iv) when such wagons are damaged and detached at any station short of destination, the contents should be transshipped at once, if necessary, into another wagon to which perishable labels and card labels should be affixed; transshipment particulars should be intimated to the booking and destination stations by wire ; full particulars of detention with reasons must be kept in a register and also intimated to the Train Controller on a controlled section, and to the Divisional Commercial Superintendent.

935. Clearance of luggage and parcels in brake vans of mail, passenger and mixed trains. ♦ Each railway administration will issue special instructions from time to time regarding loading of luggage and parcels by mail trains and by important passenger trains, by which such traffic is carried through to other railways in through brake and luggage vans. Such instructions must be observed rigidly.

Station Masters must be careful to keep all packages duly sorted out on platforms at a place where the front or rear brake van comes to a stand, ready for loading in the different compartments of brake and luggage vans, according to the instructions in force. When either van is full, the Guard must advise stations in advance so that they may arrange to stack packages opposite to the brake van where there is room, to ensure loading within the scheduled stoppage of the train.

936. Arranging room for loading luggage in brake vans. ♦ Guards/Brakemen must assist the station staff in arranging room for luggage and parcels that are to be loaded in luggage and brake vans. If any of the compartments of a luggage or brake van becomes overcrowded, Guards and Station Masters must use their discretion in loading packages into other compartments not set aside for the purpose, subject to room being available. A note of such packages must be made opposite their entry in the luggage and parcel summary.

937. Care in loading luggage and parcels. ♦ In loading luggage and parcels, care should be taken that heavy packages are not placed on light articles that might be damaged thereby. The packages should be so placed inside the van that they are not liable to fall down from the shelves or from the top of other packages in transit. Packages for each section of the line must be kept together as far as possible, as this should enable the Guard/Assistant Guard to arrange quick unloading at destination station.

Articles likely to cause damage to other luggage and parcels by leakage, etc. must be loaded separately. When there is likelihood of damage being done, the packages must be isolated by the Guard/Assistant Guard and made over to the station staff of the first convenient station on his run for repairs after obtaining signature in the luggage and parcel summary. Such articles, after repairs, must be immediately dispatched to their booked destination.

938. Handling of luggage and parcels. ♦ Station Masters and Guards must not allow luggage and parcels to be roughly handled by Porters. They must report each case of

rough handling that has resulted in any damage being done either in loading or in unloading to the Divisional Commercial Superintendent

939. Locking of brake and luggage vans. ♦ All brake and luggage vans on passenger or parcel trains must be kept locked on both sides, whether there is anything loaded in them or not. and must under no circumstances be opened except in the presence of the Guard/Assistant Guard who should keep all keys of locks in his personal possession. All through vans which are not to be opened for unloading and loading of packages en route must be riveted and sealed, if not otherwise prohibited as in case of certain categories of dangerous goods.

940. Preparation of luggage and parcel summaries. ♦ (a) At the train starting station, luggage and parcel summaries must be prepared, in duplicate, for all packages by the parcel staff on duty. One copy should be retained by the station as its record on which the Guard/Assistant Guard should sign in token of having received the packages entered therein, and the other copy should be made over to Guard/Brakeman. For parcels loaded from intermediate stations, the parcel staff should make the entries in the summaries with the Guard/Assistant Guard unless the station has more than 10 entries to make in which case the staff should prepare a separate summary for delivery to the Guard/Assistant Guard.

(b) In the summary the packages should be carefully described as on parcel way-bills and luggage tickets, e.g., one black steel trunk locked, one basket fresh mangoes, one canvas hold all, etc.

(c) Guards taking over packages must sign for them clearly in full either in ink or with indelible pencil, entering the number of packages both in words and figures.

(d) It will be the responsibility of the Guard/Assistant Guard to check the entries in the summary with the packages and the way-bills/luggage tickets to ensure that he has received the correct number of packages in sound condition with way-bills and luggage tickets. When a way-bill/luggage ticket is missing, a memo way-bill / luggage ticket should be prepared from the marks on the packages and given to the Guard/Assistant Guard. This memo must accompany the articles upto destination. A remark will be passed against the entry in the Summary: ♦

'without way-bill/luggage ticket'

941. Summaries for sealed vans and compartments. ♦ Summaries for sealed vans and compartments should be prepared in duplicate by carbon process, one copy of which should be placed in the van and the other kept as record. The summaries for vans sealed to repacking points should be prepared in triplicate, one copy of which should be placed in the van. the other sent to the repacking station in advance and the third retained as record. When a van is sealed by the Guard/ Brakesman en route, he should prepare a fresh summary in duplicate for the parcels loaded therein, one copy being placed in the van along with the way-bills and the carbon copy retained by him. Such Summaries will be disposed of along with the summaries already in his charge. The staff at junctions with other railways will prepare fresh summaries, in duplicate, for packages loaded by them in brake van of through trains and hand over one copy to the Guard/Assistant Guard and retain the other as station record.

942. At stations where an exchange of Guard/Assistant Guard takes place, if any packages are found short or damaged, the fact must be recorded on the parcels summary and remarks made on the connected way-bill (Guard foil), and both should be signed by the relieving and relieved Guards/Assistant Guard. The omission to do so will render the Guard/Assistant Guard responsible who has charge of the parcels and luggage at the time the damage or short number is discovered.

943. Disposal of summaries. ♦ On reaching the destination of the train, the Guard / Brakesman should hand over to the Station Master all summaries duly signed together with a covering memo. The Station Master will send them to the Divisional Railway Manager/Chief Operating Superintendent in whose jurisdiction the last terminal station is situated.

Summaries received in sealed vans and from Guards/Assistant Guard should be entered in a register kept for the purpose showing the date and time of unloading, train number, van number, station from, number of packages unloaded condition of packages, number of damage and deficiency messages issued, condition of seals and remarks.

944. Packages left behind for want of room in trains. ♦ Whenever packages are left behind for want of room in a train or other cause, the Guard/Assistant Guard must give a memo to the Station Master at that station stating the reason for not clearing the packages and also make a remark in the Guard's rough journal. All cases of detention to packages on account of their having been left behind by any train should be reported to the Divisional Commercial Superintendent.

Guards / Brakesmen will be held personally responsible if parcels or luggage articles are left behind for want of efforts on their part to find room for the traffic.

945. Transfer of packages from damaged luggage or brake van. ♦ When a luggage or brake van becomes unfit to run on a train and has to be detached at an intermediate station, every effort must be made to load all packages of the damaged vehicle into other vehicles on the train. If it is not possible to transfer all the contents of the damaged vehicle, clearance should be arranged in the following order: ♦

- (i) Mail bags;
- (ii) insured packages;
- (iii) dogs and other animals;
- (iv) luggage booked to the longest distance;
- (v) other luggage;
- (vi) parcels of fresh fruit, vegetable and other perishable commodities;
- (vii) newspaper parcels;
- (viii) cinematograph films;
- (ix) other parcels.

The balance of packages must be sent forward by the following fast train. The Station Master of the station at which such transfers are made must telegraph particulars of packages left behind to the Divisional Commercial Superintendent and to the Station Master of the starting station of the next following train so that he may leave room in the brake or luggage van for the clearance of packages. Complete record of detention to packages should be maintained in a register kept for the purpose.

946. Custody of luggage and parcels. ♦ From the time the luggage and parcels are made over to the Guards/Assistant Guard, to the time these are handed over to the Station Master or Luggage/Parcel Clerk at destination station or at junction, these will be

in the sole custody of Guards/Assistant Guard who should see that all compartments of luggage and brake vans, whether loaded or empty, are padlocked on both sides.

At destination the unloaded parcels must be removed, as quickly as possible, to the parcels godown where they should be properly stacked and dates of unloading marked on each consignment. This will facilitate locating of packages at the time of delivery and taking of timely action for parcels which remain undelivered.

947. Care in unloading parcels and luggage from sealed vans. ♦ (a) Before a sealed van is opened, its seals must be personally checked by the unloading clerk or Station Master to ensure that the seals, rivets, etc. are intact. If deficient, a telegram must be issued immediately to all concerned indicating the nature of deficiency and the time at which it was detected.

(b) The number of packages and description of goods entered on the seal cards must be compared with the description and actual number of packages unloaded. In case of discrepancy in the number of packages, the matter should at once be reported by wire to the Station Master of the last sealing station, and the Railway Protection Force staff of the sealing station and of station at which the discrepancy is detected within six hours of the opening of the van. If the description of goods does not tally with the description given on the seal cards, the matter should at once be reported to the Divisional Commercial Superintendent concerned, and delivery of goods should not be granted until the error has been clarified to the satisfaction of the Station Master or the Chief Parcel Clerk, and permission to grant delivery is received from the Divisional Commercial Superintendent.

(c) The way-bills should be compared with the labels or marks on the packages to ensure that correct packages have been unloaded.

(d) In case of any discrepancy, damage, deficiency, etc., a suitable remark should be passed in the luggage and parcel summary which must be countersigned by the Railway Protection Force Staff. The defective packages should also be reweighed in their presence and the weight so found recorded in the summary.

(e) The damage or deficiency (other than the loss of a package) must be reported by post on postcards (and not by telegrams or train messages) to the booking station or, if the consignment has been checked or transshipped en route, to the station which last sealed the van, on the day the consignment is unloaded.

(f) All packages unloaded should be entered in the unloading book in which remarks of damage, deficiency, etc. should also be recorded.

948. Custody of inward luggage and parcels. ♦ Inward luggage and parcels must be kept under lock and key. Station Masters are responsible for keeping the keys in their own possession or in that of some responsible clerk. Where packages cannot be locked in a cage or room, special arrangements must be made for their safety, and packages put under the charge of Railway Protection Force Staff.

949. Receipt of inward parcels. ♦ Inward parcels made over by Guards to Station Masters or Parcel Clerks, should be carefully examined by the latter and signed for, in full either in ink or with indelible pencil. The number of packages and connected parcel way-bills received should be recorded in words and in figures in the summary. The staff taking over the parcels from an incoming train should personally check that the number of packages is correct, that they are accompanied by the connected way-bills, that they are actually booked to his station, and that their outward condition is good and show no signs of tampering or pilferage. Deficiencies, slack or broken condition of packages should be recorded by the Parcel Clerk in the summary in the presence of the

Guard/Assistant Guard who should countersign such entries. Entries to this effect will also be made in the unloading book. In case of slack or broken articles, their weight should also be recorded.

950. Check of inward way-bills. ♦ Inward parcel way-bills, for both local and through traffic, should, as they arrive, be stamped with the station stamp by the destination station, showing the date of receipt, and checked both as to 'Paid' and 'To-pay' items. The original charges on a way-bill should not be altered and the under or overcharges detected should be shown on the way-bill in the column provided for the purpose. The rules regarding under or overcharges on goods traffic detailed in Chapter XVIII are equally applicable in the case of parcels traffic. Under no circumstances should a way-bill be cancelled at the receiving station.

951. Re-weighment of inward parcels. ♦ Station Masters should arrange for the systematic re-weighment of inward parcels immediately on their receipt. All parcels should be re-weighed at destination, except at station where the parcels traffic is heavy, in which case the Divisional Commercial Superintendent will fix the minimum percentage of short distance (i.e. upto 320 kms.) parcels to be re-weighed. All parcels carried over 320 kms. should invariably be re-weighed. The result of re-weighment should be recorded in the column provided for the purpose in the parcels delivery book (Form Com./P-7) and undercharges, if any due, recovered before effecting delivery.

The result of re-weighment should also be recorded in a re-weighment register, to be specially maintained for this purpose, indicating the date of re-weighment, booking particulars, number and description of packages, contents, names of the consignor and consignee, weight as per way-bill and re-weighment, undercharges due, and delivery book folio number. Cases of frequent under-weighment of parcels booked from a particular station or by a particular consignor or of a particular commodity should be specially brought to the notice of the Divisional Commercial Superintendent for necessary action.

The Provisions of Section 78 of the Railways Act are as under ♦

"Section 78 ♦ Notwithstanding anything contained in the Railway Receipt, the Rly. Administration may, before the delivery of the consignment have the right to ♦

(i) remeasure, reweigh or reclassify any consignment,

(ii) recalculate the freight, and other charges, and

(iii) correct any other error or collect any amount that may have been omitted to be charged"

952. Surprise checks for detection of under-weighment of parcels. ♦ Commercial Officers and Inspectors of the Accounts and Commercial Departments should carry out surprise checks at important stations with a view to detecting under-weighments. The weight recorded on the parcel way-bill/luggage ticket should be verified by actual weighment of the packages and in the case of discrepancy the undercharges, if due should be recovered before delivery. A record should be maintained of all cases of under-weighments noticed during the course of these inspections. If systematically prepared and tabulated, such a record should be helpful in revealing and indicating stations or particular traffic movements in respect of which under weighments are being habitually practiced and to decide upon the steps to be taken against this malpractice

953. Mis-declaration of contents of parcels. ♦ (a) The mis-declaration of contents of parcels is not uncommon and is generally made for the purpose of securing transportation at a cheaper rate than the authorized charges, e.g., articles chargeable at

General Parcel Scale Rate being described as those for which reduced parcels rates are chargeable, such as, ghee as butter, and dry fruit as fresh fruit. The contents of parcels booked at rates lower than General Parcel Scale Rate should, therefore, be examined, and if it is found that a mis-declaration had been made, double the General Parcel Scale Rate should be charged. Suitable remarks should be passed on the railway receipt as well as on the 'Guard' foil of the way-bill.

(b) Mis-declaration of parcels is an offence under section 163 of the Railways Act and the persons making the mis-declaration as also the owner of goods, on conviction by a Magistrate are liable, in addition to payment of double the GPA rate, to a fine which may extend to Rs. 500 for every quintal or part of a quintal of the goods. The record of cases of mis-declaration detected should be maintained at all stations, and cases of frequent mis-declaration of goods by a particular party or from a particular station should be brought to the notice of the Divisional Commercial Superintendent.

954. Surprise checks to detect mis-declarations. ♦ Commercial Officers and Inspectors of the Commercial and Accounts Departments should carry out surprise checks at frequent intervals at important stations to examine the contents of parcels. All cases of mis-declaration of contents of parcels found during the course of the surprise checks should be listed up and the lists distributed among the staff engaged in the booking and delivery of parcels with a view to educating them as to the kinds of commodities which traders have a tendency to mis-declare and the actual wrong declaration resorted to in practice so that the staff may be on the look out and take steps to prevent the leakage of railway revenues that may be taking place in this manner.

955. Accountal of inward way-bills. ♦ Inward way-bills for both local and through traffic should, after these have been stamped and checked in the manner indicated in Para 950, be entered in the parcels delivery book. Separate books should be maintained for local and through traffic and all way-bills entered therein as received (see Para 1303 also).

Way-bills should, as far as possible, be taken to account by destination stations in the month in which these are issued. To admit of this being done, the closing of each month's account of such traffic should be deferred until the 5th of the succeeding month when these should be closed, whether all the way-bills have come to hand or not. All way-bills received upto this should be accounted for in the month's account in hand, irrespective of whether the parcels in connection therewith have been received in the month or not

Parcels received without connected way-bills should immediately be entered in the appropriate delivery book with whatever particulars are available on the packages or on the memo accompanying them (see Para 940), and the original way-bill or a certified copy thereof called for from the booking station. If before closing the accounts or the period, either of these is received, or the railway receipt is produced for effecting delivery, the remaining particulars in the delivery book should be filled up. In other cases, the items should be shown as "outstanding" and subsequently transferred to the delivery book for the period in which either of the above documents is available for accounting the way-bill, the delivery book folio number, on which the way-bill is accounted, should be entered against the original entry.

956. Delivery of parcels against railway receipts. ♦ (a) The persons claiming delivery of a parcel should be asked to produce the relevant railway receipt, which should be carefully scrutinized to see that it is genuine, and in every way an exact copy of the connected way-bill received through the Guard/Assistant Guard. All notifications in Gazettes, circulars and press about the loss of railway receipt foils should be carefully noted by the staff deputed en granting delivery of consignments to guard against

fraudulent use of railway receipts. A careful scrutiny of the booking station stamp impressions should be made by reference to the same on the previous receipts of that station. In addition, the receipt should be examined against light to ensure that there are no erasures, over-writings and alterations on it.

(b) The person taking delivery of the consignment must sign in the column, provided for the purpose in the delivery book. In the case of illiterate persons, their left hand thumb impression may be accepted in lieu of signature. A remark may be made in 'Remarks' column if the condition of the parcel at the time of delivery shows sign of damage or pilferage, and such remarks must be countersigned by the staff. On railways, on which parcels are delivered through contractors under the "Street Delivery System", they should be made over to the contractors and their signatures obtained in a separate register. Reference to the pages of this register should be quoted in Delivery Book against the respective entries.

The provisions of Section 76 of the Railways Act, are as follows: ♦

(c) "Section 76 ♦ The railway administration shall deliver the consignment under a railway receipt on the surrender of such railway receipt. Provided that in case the railway receipt is not forthcoming, the consignment may be delivered to the person, entitled in the opinion of the railway administration to receive the goods in such manner as may be prescribed."

The provisions of section 77 of the Railways Act, are also as under: ♦ "Where no railway receipt is forthcoming and any consignment or the sale proceeds of any consignment are claimed by two or more persons, the railway administration may withhold delivery of such consignment or sale proceeds, as the case may be and shall deliver such consignment or sale proceeds in such manner as may be prescribed"

957. Numbering and filing of railway receipts. ♦ To facilitate reference, the collected railway receipts, whether 'Paid' or 'To-Pay', should be numbered consecutively in the order of delivery starting from number 1 on the first day of each month. This progressive number should also be entered against the relevant entry in the parcels delivery book and cash book. The collected receipts (or Indemnity Notes in lieu thereof) should be filed in string files in the order of delivery and made up into daily, periodical or monthly bundles, depending upon the quantum of traffic obtaining at a station.

958. Delivery of parcels when the way-bill shows freight 'To-pay' and the receipts shows 'Paid' or vice versa. ♦ In the case of parcels, if the way-bill shows the freight 'To-pay' and the railway receipt shows the freight 'Paid', or vice versa, the forwarding station should be telegraphed before delivery to ascertain which entry is correct. The reply received should be attached to the way-bill. If it is found that an error has been made, it should be adjusted in the manner prescribed in para 968. The way-bill should, however, be accounted for as issued and not as it should have been issued.

959. Procedure for delivery when railway receipt or way-bill is not available. ♦

(a) When the railway receipt is lost, delivery of parcels may be granted to the consignee on execution of an Indemnity Note provided the Station Master is satisfied that the person claiming the consignment is really the consignee. It may be stamped or unstamped according to the nature of the case and value of goods involved. In all cases, where the Station Master is not satisfied that the person claiming the consignment is really the consignee, the matter should be referred to the Divisional Commercial Superintendent for orders.

(b) Under Section 76 of the Railways Act, in case the railway receipt is not forthcoming, the consignment may be delivered to the person entitled in the opinion of the railway administration to receive the goods in such manner as may be prescribed.

(c) If railway receipt is not forthcoming, the consignment will be delivered on the execution of Indemnity Note on Form I. If consignee is a Government official in his official capacity and in case of perishable articles the Railway may allow delivery on unstamped Indemnity Note. Government departments and big firms may use General Indemnity Note also. This is executed for three years. Separate forms are used by State Government, departments of Central Government and big firms. Consignment booked to 'SELF' will not be delivered on General Indemnity Note. Railway receipt in this case must be presented within ten days or Indemnity Note on Form I should be executed otherwise this facility will be cancelled.

(d) Indemnity Note cannot legally be stamped with an adhesive stamp. It should be written out and executed on a non-judicial stamped paper of the appropriate value. If goods are claimed by two or more persons, the Railway may withhold delivery unless Indemnity Note on Form I is executed.

(e) The maximum value of consignment which maybe delivered by the Station Master on presentation of an Indemnity Note without obtaining prior order of the Divisional Office, will be fixed by each railway administration.

(f) A specimen form of Indemnity Note appears in the I. R. C. A. Coaching Tariff. The Indemnity Note should be signed by the consignee as well as by surety and two witnesses. The Note should be properly stamped, except when presented in cases exempted under the Indian Stamp Act. A list of these exemptions is also given in the I. R. C. A. Coaching Tariff.

(g) In the case of parcels consigned by the sender to 'SELF', when the railway receipt is lost or otherwise not forthcoming, delivery may be granted only when the person claiming the consignment produces "a stamped Indemnity Note duly executed by the consignor, and countersigned by the Station Master of the booking station under his signature and station stamp. The Note must also be endorsed by the sender in favour of the person to whom the consignment is to be delivered. It is further incumbent on the person claiming delivery to execute a second stamped Indemnity Note duly signed by him along with the surety and two witnesses to the satisfaction of the Station Master at the destination station before delivery can be effected. Separate forms will be used by consignor and consignee.

(h) Indemnity Note is required to be executed in the presence of the Station Master as provided on the form itself. However, if a consignee is unable to appear personally before the Station Master for the execution of the Note, he may execute it before a Magistrate or a Justice of Peace, who will attest it under his official seal. Such attested Indemnity Notes may also be accepted even though they are not executed in the presence of the Station Master.

(i) In all cases of 'Paid' parcels (except those parcels on which prepayment of freight is compulsory), when either the railway receipt or way-bill is not forthcoming, the forwarding station should be addressed telegraphically before delivery to ascertain whether the freight has actually been paid or not.

960. Station Master to obtain permission from Divisional Commercial

Superintendent for granting delivery on Indemnity Note. ♦ In the following cases delivery of parcels should not be granted even on execution of Indemnity Note without obtaining prior permission of the Divisional Commercial Superintendent concerned: ♦

(i) consignments claimed by a person other than the invoiced consignee, or by any person when the column of 'Consignee' on the waybill is erroneously left blank by the booking station;

- (ii) consignments through booked from abroad;
- (iii) consignments claimed by more than one person;
- (iv) consignments booked to the sender, when the sender is not personally known at the destination station.

961. Delivery of perishables in the absence of Railway receipt and way-bills.♦

(a) When consignment is received with P.W. Bill and the merchant is unable to produce the R.R. all the relevant particulars should be recorded in the Delivery book from the P.W. Bill and the delivery effected on the execution of Indemnity Note/General Indemnity Note.

(b) In cases where both RRs and P.W. Bills are not available, memo delivery shall not be granted without collection of cost of A

(c) The consignees taking delivery of perishable consignment vide Para (a) above shall have to surrender the RR within 10 days of the delivery of the consignment.

(d) In the event of the failure of the consignee to surrender the RR within 20 days of the delivery of the consignments, the consignee shall have to deposit the cost of the goods in accordance with the schedule of rates as prescribed and the railway staff will issue, a money receipt. Following remarks should be made by the railway staff on the money receipt:♦

"If refund of the deposit is not claimed with in one" year from the date of issue of this receipt, the deposit will stand forfeited."

(e) If there is further delay in surrendering the RR or depositing the cost of the consignment beyond a period of 30 days from the date of delivery of the consignment, all further deliveries on the strength of General Indemnity Note be stopped by the Station Master/CPS. Exceptions, if any, in this regard would only be made with the personal approval of SrDCS/DCS of the divisions concerned.

(f) Station Master can grant refund of the cost of the goods collected for the consignment delivered on General Indemnity Note, only if the party prefers a claim for refund within six months from the date of delivery of the goods. Any claim made for such refund after the expiry of six months but before the expiry of one year from the date of delivery of the goods is to be dealt with by the Divisions on merits. The amount of deposit will stand forfeited to the railway if claim for refund of the same is not preferred with in one year from the date of delivery of the goods. This provision about limitation period of one year should be notified to all the merchants taking delivery of perishable consignments on P.W. Bills.

(g) When any missing goods report in respect of a claim preferred by a party to the C.C.O., is sent to claims office, the memo delivery book of that party should be consulted and particulars of all consignments for which RRs have not been surrendered or full cost of the consignment had not been deposited excluding memo delivery granted during a period of 45 days preceding the date of preparation of Missing goods report for the relevant consignment should be recorded on the Missing goods report.

(h) When a claim is repudiated on account of pending Memo deliveries against a party for 45 days as mentioned in Para (g) above, the party should be advised about the number of pending Memo deliveries against them. Instructions should be issued by the Divisional Railway Manager that the facility for granting memo delivery to that party should be stopped forthwith, if not already done by the Station Master or the division by

that time. Similar review will also be done by the court Section when a suit is filed by the party.

(i) In case memo delivery to a party is stopped in accordance with the above instructions, the perishable consignments of that party be disposed of by sale.

(j) It is also observed that in certain cases the weight of perishable consignments delivered on memo has not been arrived at correctly, with the result that the cost realized is not the full cost of the consignment. Therefore in all cases of memo deliveries where railway receipts are not surrendered, the weight of the consignment should be recalculated on the basis of RR, weight of similar consignments of the same commodity received from the same station in the same period where deliveries have been granted on the basis of RR/PWB and the weight of the consignment adjusted accordingly. The extent of adjustment in weight will be determined by the sectional claims Inspector concerned in each case.

(k) All missing goods reports of perishable consignment shall carry remarks that all cases of delivery on Memo to the same party (excluding Memo delivery granted during a period of 45 days proceeding the delivery of the consignment for which Missing goods report is under preparation) have been cleared by the party by full payment on the correct adjusted weight.

(l) The record of deposits and refunds should be maintained in a manuscript register appearing at Appendix IX D which must be posted separately for each month in duplicate by Carbon process. At the beginning of every month, all outstanding items of the previous month against which refund has not been granted should be brought forward and posted in the register. At the end of the month, the total of amounts .deposited and refunded will be struck separately, and a summary in form at Appendix IX/E showing the previous out standings, deposited collected during the month as well as the amount refunded and amount of deposits for outstanding consignments will be prepared and submitted to the Traffic Accounts office along with the pencil copy of the register.

962. Responsibility of stations for undercharges. ♦ Receiving stations are held responsible for recovery of undercharges on parcels, traffic both local and through, whether 'Paid' or 'To-pay', except in the following cases which are debit-able to the forwarding station: ♦

(i) Percentage charges due on animals or birds and parcels containing articles; of Part I of Schedule II of the Railways (Extent of Monetary Liability and Prescription of Percentage charge) Rules 1990.

(ii) freight on parcels, live-stock and all other traffic carried by passenger or parcel trains on which prepayment of freight is compulsory;

(iii) undercharges of under one rupee in freight pre-paid by a credit note;

(iv) traffic booked and carried in charge of owner.

These exceptions, however, do not relieve the receiving station of the responsibility for checking the way-bills. Undercharges in the excepted items detected at a receiving station, should be reported to the Traffic Accounts Office and the forwarding station. Receiving stations will be held responsible for undercharges which, when debited by the Traffic Accounts Office to the forwarding station, are declared to be irrecoverable whenever it transpires that no report was made by the receiving station.

963. Cash book for parcels, luggage, etc., Form Com./C-4 Rev. ♦ (a) The cash book for parcels, luggage etc. is a record of earnings realized from inward parcels, luggage,

motor-cars, animals and birds, left luggage, wharfage, demurrage, etc. and is to be maintained at stations where the money received from these sources is kept separate from that received from the sale of passenger tickets. At the end of the day the total receipts as entered in the cash book will be carried over to the daily trains cash-cum-summary book. At smaller stations, however, the receipts from the above sources should be posted directly in the daily trains cash-cum-summary book.

(b) Separate columns for different heads of receipts have been provided in the cash book for parcels, luggage, etc. for posting the cash collections. At the close of the day, each column should be carefully totaled by the Station Master/ Chief Parcel Clerk, and the total amount received during the day after comparison with the cash on hand, should be shown both in figures and words.

(c) The amount collected during each period will be totaled and at the close of the month a general summary of all the three periods will be prepared to arrive at the total amount collected and remitted to the Cashier during the month.

964. Delay to parcels in transit. ♦ If a consignment of parcels is not received within a reasonable time, the forwarding station and the junctions via which it is booked should be addressed by a telegram. In case of inordinate delay, the matter should be brought to the notice of the Chief. Commercial Superintendent

965. Rebooking of parcels. ♦ The procedure outlined in Chapter XVIII in regard to the rebooking of goods should be "followed in the rebooking of parcels,

966. Procedure for the rectification of errors in issue of Way-bills, ♦ Way-bill should be accounted for as issued and under no circumstances should a way-bill be altered or cancelled after it has been dispatched. When it is discovered that a way-bill has been issued by the forwarding station to a wrong destination, or issued with wrong particulars, the procedure prescribed for goods invoices in such cases should be followed (see Chapter XVIII).

967. Unbooked parcels. -All parcels carried on the railway are required to be booked. The despatch of unbooked parcels is strictly prohibited. If any unbooked parcel is received at a station, the matter should be reported to the Divisional commercial Superintendent for instructions. A copy of the instructions received regarding disposal, recovery of charges or otherwise, etc. should be attached to the inward parcels abstracts on which the charges are recorded.

968. Way-bills issued 'To-pay' instead of 'Paid' and vice versa. ♦ (a) If, on receipt of a telegram of enquiry from the destination station, it is found that erroneously 'To-pay' way-bill had been issued instead of 'Paid', the forwarding station should send a certified overcharge sheet to the destination station which will take 'special credit' in its balance sheet for the amount outstanding, and submit the overcharge sheet to the Traffic Accounts Office, attached to the balance sheet in support of the credit entry. The forwarding station should also debit itself for the amount involved by a special entry in its balance sheet.

(b) When a 'Paid' way-bill has been issued instead of 'To-pay', the-destination station should, at once, send a certified overcharge sheet to the forwarding station, which should take special credit in its balance sheet to clear the erroneous debit, and submit the overcharge sheet to the Traffic Accounts Office attached to the balance sheet in support of the credit entry. The destination station should debit itself by a special entry in its balance sheet, a remark being made on the waybill that the freight had been collected.

"Fresh way-bill should not be issued in any of the above cases."

969. Booked parcels withdrawn by sender after despatch of way-bill. ♦ The forwarding Station Master should advise the destination Station Master by letter of the withdrawal of parcels, and send an overcharge sheet or ask for one to be sent to him, according as to whether the debit lies against the destination or forwarding station. The necessary adjustment in the balance sheet will be made in accordance with the instructions contained in the preceding para.

If P.W. Bill is also cancelled Rs. 5 per PW Bill, shall be charged as cancellation charge.

970. Parcels twice way-billed to the same station. ♦ When two way-bills have been issued for the same consignment to the same station, the Station Master discovering the error should, at once, advise the other station by letter. A certified overcharge sheet should be submitted without delay by the Station Master against whom the debit does not lie, to the other Station Master, the necessary adjustment being made as explained in Para 968.

971. Way-bills accounted for more than once. ♦ In cases where, through error, the same way-bill has been accounted for more than once, the receiving Station Master should clear his outstanding by taking special credit in the balance sheet for the freight twice accounted for, quoting reference to the periods in which the waybill was accounted for previously. Issue of an overcharge sheet in such cases is not necessary.

972. Parcels over-carried. ♦ When parcels are over-carried on the home line, the Station Master of the station to which the parcels have been so over-carried will book them back to the correct destination under a free parcel way-bill, which will be accounted for in the books of outward and inward stations and in returns submitted to the Traffic Accounts Office in the same manner as other waybills. However, parcels over-carried from other railways should be rebooked to destination 'To pay' at the ordinary tariff rates, the outstanding being cleared through a certified overcharge sheet

Over-carried packages must not be returned unbooked. No charges for the distance over-carried should be recovered from the public.

Parcels over-carried or mis-earned must be carefully examined and re-weighed immediately, both at the station to which over-carried and at the station to which booked.

973. Undelivered, mis-sent or unbooked parcels and luggage. ♦ Station Masters or Chief/Head Parcel Clerks, where provided, must check personally all outstanding parcels and luggage, etc., at their station at the end of each period, i.e., on the evening of the 10th, 20th and on the last date of every month or on the following mornings. They will be held responsible for taking action for disposal of consignments, undelivered, or for those delivered but not removed, as also for delays to mis-sent or unbooked articles. The inventory should be taken in Form Com./I-3, which must be preserved for inspection by the officials of the Commercial and Accounts Departments.

974. Procedure for disposal of perishable consignments held up due to interruption of through communications. ♦ (a) When due to breaches, land slides or other causes consignments of perishables cannot be dispatched from the forwarding station, an immediate notice in the following form should be served by the quickest means possible on the sender for obtaining his instructions for disposal of the consignments: ♦

"A consignment consisting of.....packages
containing..... (goods) booked under parcel way-bill/invoice
No.....dated.....ex.....to

.....consigned by you/your agent cannot be forwarded to the destination station due to..... You are, therefore, requested to furnish instructions immediately and in any case within 12 hours of receipt of this letter as to the manner in which you desire the consignment to be disposed of. In the event of no instructions being received within the specified period, the consignment will be disposed of without any further reference to you".

(b) If perishable consignments are held up at an intermediate station, all concerned including the forwarding and destination stations should be intimated by a telegram giving description of goods with particulars of booking and asking them to obtain and furnish telegraphically the instructions from the sender and the consignee. It should be made clear in the telegram that the consignment will be sold if no instructions are received within 48 hours from the time of issue of the message, and that consignments may also be sold earlier if they are likely to become offensive.

On receipt of the message from the intermediate station, the forwarding and destination stations should call for the sender's/consignee's instructions and communicate them immediately to the Station Master of the station where the consignments are held up.

The forwarding or intermediate station concerned where the consignments are held up, should immediately get in touch with the Divisional Commercial Superintendent on telephone or through telegram and ask for his instructions for the disposal of the consignments. In asking for instructions from the Divisional Office, the staff must invariably mention the condition of the consignments.

(c) The staff should note that before the railway administration can sell perishable goods, it is necessary to see that :

(i) there is no likelihood of an early resumption of through communication;

(ii) there is no other reasonable route whereby traffic of perishable goods can be diverted to prevent loss or deterioration or damage to such goods; and

(iii) wherever practicable, instructions are obtained from the person appearing to be entitled to the goods as to the manner in which he desires the goods to be disposed of.

(d) The account of the sale proceeds as well as of charges incurred in conducting the auction should be kept by the Station Master so that the claimant's claim for the refund of sale proceeds may be dealt with properly. If the goods are deteriorated, it should be personally examined by the Station Master before sale to determine the extent of damage and deterioration that has taken place and to record it in the auction register under his dated signature.

(e) If a suitable market for the consignments is not available at the wayside station where they happen to get detained, it will be prudent to transfer them to a large station in the neighborhood for sale to obtain good price. Such consignments should be booked under free parcel way-bills as is done for dispatch of goods to lost property office.

(f) When the consignments appear to have deteriorated entirely, the nearest railway doctor should be asked to examine them. If after examination they are found to be unfit for human consumption, they should be buried.

(g) In the case of wagon loads or large consignments or perishables, the Station Master must obtain instructions from the Divisional Commercial Superintendent before selling.

(h) **Disposal of Perishable Consignments in Certain Circumstances**◆**Section 85**◆(1) Whereby reason of any flood, land-slip, breach of any lines of rails, collision

between trains, derailment of, or other accident to a train or any other cause, traffic, on any route is interrupted and there is no likelihood of early resumption of such traffic, nor is there any other reasonable route whereby traffic of perishable consignment maybe diverted to prevent, loss or deterioration of, or damage to such consignment, the railway administration may sell them in the manner provided in clause (a) of sub-section (2) of section 83.

(2) The railway administration shall, out of the sale proceeds received under sub-section (1), retain a sum equal to the freight and other charges including expenses for the sale due to it and the surplus, if any, of such sale proceeds, shall be rendered to the person entitled thereto.

The provisions of section 83 of the Railways Act are as under : ♦

(1) If the consignor, the consignee or the endorsee fails to pay on demand any freight or other charges due from him in respect of any consignment, the Railway administration may detain such consignment or part thereof, if such consignment is delivered it may detain any other consignment of such person which is in, or thereafter comes into, its possession.

(2) The railway administration may, if the consignment detained under sub-section (1), is ♦

(a) perishable in nature ♦ sell at once or

(b) not perishable in nature, sell by public auction such consignment or part thereof as may be necessary to realise a sum equal to the freight or other charges, ♦

Provided that where a railway administration for reasons to be recorded in writing, is of the opinion that it is not expedient to hold the auction such consignment or part thereof may be sold in such manner as may be prescribed.

(3) The railway administration shall give a notice of not less than seven days of the public auction under clause (g), of sub section (2) in one or more local newspapers or where there are no such newspapers, in such manner as may be prescribed.

(4) The railway administration may out of the sale proceeds received under sub section (2), retain a sum equal to the freight and other charges including expenses for the sale due to it and the surplus of such proceeds and the part of the consignment if any, shall be rendered to the person entitled thereto.

(5) Manner of disposal of detained or unclaimed consignment: ♦ (i) If any consignment, ♦

(a) detained under section 83 of the Railways Act, 1989, or

(b) treated as unclaimed in respect of which notice under section 84 of the said Act cannot be served or there is a failure to comply with the requisition in the said notice ♦

is not sold by public auction, the Divisional Commercial Superintendent may, on being of the opinion that it is not expedient to hold the auction, record reasons there for in writing and may direct the sale of consignment or part thereof by inviting offers.

(ii) Offers for the purchase of consignment may be invited, ♦

(a) from the regular dealers of such goods as are in the consignment or

(b) from such departments of the Central Government and of the State Government as

appear likely to purchase such goods; or

(c) from the Government undertakings.

(iii) The highest of the offers of price may be accepted by the Divisional Commercial Superintendent and the goods may be sold to the highest offerer;

(iv) Where only one offer is received, the Divisional Commercial Superintendent may, keeping in view the condition and quality of the goods and the prevailing market rate, accept that offer if he considers such offer to be a fair price for the goods and the goods maybe sold to that offerer.

(v) Notice for public auction: ♦ Where there is no local newspaper in which notice of the public auction can be published, such notice shall be displayed at a conspicuous place, ♦

(a) at the goods shed;

(b) at the parcel office;

(c) at the lost property office, if any, or

(d) at the premises where such auction is to be held.

975. Record of qualified deliveries. ♦ Whenever parcels, luggage or goods are delivered on qualified receipts, the record thereof should be kept in a separate register in the pro forma appearing at Appendix IX/F.

The staff must insist on a written application from the consignee or his authorized agent for demanding open or assessment delivery.

976. Transshipment Advice. ♦ When goods or parcels in transit are transshipped from one wagon/vehicle to another due to hot axle, accident, adjustment of load or other cause, the Station Master of the station at which the transshipment takes place must invariably send an advice of transshipment in Form Com./T-26 Rev. to the loading station, repacking station en route, if any, the destination station and the Claims Prevention Officers of both the booking and destination railways. The destination station will note the particulars of transshipment in the parcel way-bill and in the delivery book.

At the time of transshipment, the contents of the wagon undergoing transshipment should be carefully checked and counted (if countable) and the details of the same carefully recorded in the transshipment register maintained at the station. All particulars including the wagon/vehicle number as appearing on the seal cards and/or bracket labels of the wagon/vehicle, the contents of which are transshipped, must be incorporated in the new seal cards/bracket labels prepared by the transshipping station. The old seals and labels should be carefully preserved.

977. Monetary Liability of a railway administration. ♦ (1) Where a railway administration is responsible for loss, damage, destruction, deterioration or non-delivery of any consignment, the amount of liability of such railway administration in respect of such loss, damage, destruction, deterioration or non-delivery shall not, unless the consignor has declared its value and paid percentage charge on excess value of such consignment, exceed, ♦

(i) in the case of any consignment consisting of animals, the amount specified in Schedule I; or

(ii) in the case of any consignment consisting of baggage, an amount calculated at

rupees one hundred per kilogram; or

(iii) in the case of any consignment other than those referred to in clauses (i) and (ii) above, an amount calculated at rupees fifty per kilogram.

(2) Where a railway administration is responsible for loss, damage, destruction, deterioration or non-delivery of any consignment and the consignor has at the time of entrustment for carriage declared the value of such consignment and paid percentage charge on excess value at the rate specified in Part I or Part II as the case may be of Schedule II, the amount of liability of a railway administration for loss, damage, destruction, deterioration or non-delivery of such consignment shall not exceed the value declared.

Explanation 1 : Where in respect of carriage of any consignment, the freight is chargeable on any basis, other than its actual weight, the amount of liability of a railway administration shall be determined with reference to the actual weight of such consignment.

Explanation 2 : Where the loss, damage, destruction deterioration or non delivery is only with respect to part of a consignment, the weight to be taken into consideration for determining the amount of liability of a railway administration is the weight of the goods lost, damaged, destroyed, deteriorated or non-delivered unless such loss, damage, destruction deterioration or non-delivery affects the value of the entire consignment.

(3) Certain goods not to be accepted for carriage unless percentage charge paid : No railway administration shall accept for carriage, the goods specified in Part I of Schedule II unless the consignor declares the value of such goods and pays the percentage charge applicable to such goods as indicated in column 2 of Schedule II.

SCHEDULE I

Description of animals	Extent of responsibility of railway Administration (Per head) (Rs.)
(1)	(2)
Elephants	6,000
Horses	3,000
Mules, horned cattle or camels	800
Dogs, donkeys, goats, pigs, sheep or other animals not mentioned above, or birds	120

SCHEDULE II

Description of goods	Rate of Percentage charge
Part I	
(1)	(2)
1. Gold	13 paise per 100 rupees or part thereof on excess value per 160 kilometres or part thereof subject to a maximum of 1% of excess value.
2. Silver	
3. Pearls	
4. Precious stones	
5. Jewellery	
6. Currency notes and coins other than Government treasure	
7. Government stamps & stamped paper other than Postal stationery & stamps	
Part II	
(1)	(2)
Goods other than those specified in Part I	25 paise per 100 rupees or part thereof on

CHAPTER X

BOOKING OF ANIMALS AND BIRDS

1001. Forwarding note for animals and birds. ♦ Consignments of animals and birds tendered for carriage by rail must be accompanied by a forwarding note on the appropriate form approved by the Central Government under section 64 of the Railways Act. A specimen of this form appears in the I. R. C. A. Coaching and Goods Tariffs.

All entries in the forwarding note should be carefully scrutinized to see that they are correctly written by the sender or his authorized agent, who should also enter date, and sign the forwarding note. If any correction or alteration is made in the forwarding note, it must be signed (and not initialled) and dated by the sender or his authorized agent.

The instructions contained in Para 903 for the preservation of forwarding notes for parcels will also apply to forwarding notes executed for animals and birds.

1002. Responsibility of railway as carrier of animals and birds. ♦ (a) Under section 103 of the Railways Act, the liability of the railway administration as carrier of animals and birds is limited to amounts specified below unless the sender declares in the forwarding note, the animals or birds to be of a higher value and elects to pay the prescribed percentage charge on the excess of the value in addition to the freight charges at railway risk ♦

Elephants	Rs.6,000 per head	
Horses	Rs.3,000	""
Mules, camels or hornd cattle	Rs. 800	""
Donkeys, sheep, goats, dogs and other animals or birds	Rs. 120	""

Station Masters are authorized to accept the percentage charge on excess value for animals or birds in all cases without prior reference to their Divisional Commercial Superintendent

(b) The sender or his authorized agent may declare on the forwarding note the value of each animal or bird when it exceeds the amount specified in clause (a) above, and also record whether or not he engages to pay the percentage charge on the excess value commonly known as insurance charges. Should the consignor elect not to pay the percentage charge on the excess value, the animals and birds will be accepted for carriage under the terms and conditions of section 103 of the Railways Act, i.e. the responsibility of the railway administration for loss, destruction, damage, deterioration or non-delivery of animals and birds shall not exceed the amount specified in clause(a) above. A suitable remark to the effect that the animals and birds have been booked at owner's risk rate without payment of the percentage charge on the excess value shall be recorded on the railway receipt and other foils of the way-bill. If the percentage charge is paid on 'excess value' the amount of claim shall not exceed the value so declared under section 103(2) of the Railways Act.

If the sender or his agent does not declare animals and birds to be of a higher value, he should be asked to strike off the relevant clause in the forwarding note.

(c) Under section 101 of the Railways Act, a railway administration shall not be responsible for any loss or destruction of, or injuries to, any animal carried by railway

arising from freight or restiveness of the animal or from overloading of wagon by the consignor.

1003. Avoidance of cruelty to animals and birds. ♦ The minimum dimensions of cages, baskets or hampers and the number of live poultry which can be packed in them are laid down in the I. R. C. A. Coaching Tariff. These instructions should be strictly observed. Receptacles of a smaller size or those containing a large number of birds should not be accepted for booking under any circumstances.

Similarly, the number of animals loaded in a vehicle/wagon should not exceed the permissible limits to avoid overcrowding and restiveness to animals.

1004. Booking of animals and birds at other than parcel rates. ♦ (a) Animals and birds when tendered for despatch by coaching trains at rates other than parcel rates, should be booked under way-bills for booking of animals, birds, etc., at other than the parcel rates in Form Com./P-38 (for local bookings) or Com./P-39 (for through bookings), as the case may be. These way-bills are printed on pink paper, and the one used for booking through traffic has the letter 'F' printed prominently at the top right hand corner. The way-bills are machine-numbered (letter 'A' being prefixed to the number) and supplied in sets of three foils, viz., 'Record', 'Receipt' and 'Guard', to be written by carbon process.

(b) The instructions contained in Chapter VIII of this Manual regarding examination, custody, issue, collection, cancellation, etc., of luggage tickets will also apply in the case of way-bills for booking animals, birds, etc.

1005. Recording of actual number of animals, birds and poultry. ♦ Animals or birds chargeable at other than parcel rates should be counted at the time of booking and their number recorded in the way-bill, both in words and figures. In the case of poultry and other small animals or birds in brackets chargeable at parcel rates, a 'said to contain' railway receipt will be issued when the number is not easily countable.

In the case of valuable poultry, on which the sender has engaged to pay the percentage charge on the excess value, a declaration with regard to the number of birds despatched in each cage or crate and their value must be obtained on the forwarding note. Prepayment of freight and insurance charges is compulsory.

1006. Labels for dogs, animals and birds. ♦ Labels in Form Com./L-3 Rev. showing the number and date of way-bill, station from and to, the name and address of the consignor and consignee, and the route by which dogs, animals or birds have been booked, should be tied to the collar of every dog or animal booked in brake van, and to the cages or baskets containing small animals and birds.

1007. Labelling of horse boxes and cattle wagons. ♦ Horse boxes and cattle wagons should be labelled with wagon labels, which should be tied to the pocket and sealed with the station seal of the forwarding station. These labels should be prepared with blue pencil and entries in them should be made clearly and legibly in bold capital letters. The route by which the horses, cattle, etc., are booked must also be entered on the labels.

1008. Loading of dogs and other animals in brake vans. ♦ (a) When animals or birds are booked by brake vans, care must be taken to see that means for properly securing them in transit are provided by owners

(b) Dogs must be accommodated in separate dog boxes, wherever possible. When two or more dogs have necessarily to be accommodated in one dog box, they must be chained, as far apart from one another as is possible to prevent them from fighting. A large dog which cannot be accommodated in the dog box, must be booked in a special

vehicle at the rates and conditions applicable to horses as laid down in the I. R. C. A. Coaching Tariff.

1009. Loading and unloading of horses and cattle, etc. ♦ (a) Before loading horse boxes or cattle wagons, the Station Master or other responsible official should see that the floor of the vehicles/wagons is free from the droppings of animals, and that the vehicles/wagons are properly disinfected and their fittings are in good order. Vehicles with broken and weak bottom boards and breast bars should not be loaded with horses and cattle, nor horses be placed in stalls of horse boxes the padding of which is loose and rough, so as to avoid injury to the animals by friction. Wagons with iron floors, as far as possible, should not be loaded with horses and cattle.

(b) Loading, unloading and transshipment of horses and cattle, should be done by owners or by their representatives. The station staff should render such assistance as may be necessary in regard to the opening and closing of doors and stall sides. If the flap doors do not rest on the platform at an easy angle, the loading board should be provided for loading or unloading or transshipment operations.

1010. Loading of camels. ♦ (a) Whenever camels are loaded in trucks, they should be firmly strapped or tied down in such a manner that they cannot stand up and so come in contact with overhead structures. They should be loaded with their heads towards the centre of the truck so that they cannot stretch out their heads sufficiently far over the sides, as to come in contact with water columns, sides of tunnels, etc.

(b) After loading and before despatch, every truck must be examined by the Train Examiner, who will issue the usual certificate of correct loading. Until so examined and certified, the truck must not be sent out of the yard.

1011. Despatch of breast bars. ♦ (a) Station Masters/Chief Parcel Clerks despatching breast bars must keep an accurate record of all despatches and immediately notify full particulars of despatch to the depot station to which the breast bars are allotted. The depot Station Master/Chief Parcel Clerk will be responsible for seeing that the breast bars so despatched are received back in time consistent with the duration of the double journey involved. If the breast bars are not received back, necessary action for tracing them must be initiated and a copy of the report endorsed to the Divisional Commercial Superintendent.

(b) Breast bars placed in wagons booked to local or other railway stations must be fully described on the invoices or way-bills pertaining to those wagons. The number of breast bars in each wagon must also be shown on the labels of the wagons entered in the Guard's vehicle summary and the Guard's signature obtained at the station of dispatch. When the articles are made over at destination, or at a junction, when booked to stations on other railways, the Guard must obtain the signature of the receiving clerk in his summary.

(c) Receiving stations must return the breast bars to the dispatching or depot station, as the original invoice or way-bill, duly booked under a free service way-bill, giving reference of wagon number and booking particulars under which they were received.

1012. Loading and unloading of animals during night. ♦ Except under special circumstances, live-stock should not be allowed to be loaded, unloaded or transhipped during night. Owners requesting loading or unloading of animals after dusk, should be asked to give in writing that they accept full responsibility for loading or unloading or transshipment at such a time.

1013. Attendants accompanying animals. ♦ Attendants allowed free as per I.R. C. A. Tariffs should be permitted to travel in the same vehicle as animals or in third class

compartment, if any, by same train. Extra attendants will be charged second class fares. Families of attendants should not be allowed to travel in horse boxes, cattle wagons, etc. Cooking, smoking and the use of unprotected light must not be allowed in vehicles carrying animals.

Actual number of attendants travelling in the vehicle together with particulars of tickets held, if any, should be recorded on all the foils of way-bill/ invoice.

1000. Telegraphic advice to be sent to stations of unloading. ♦ If horses, cattle, etc. for different stations are loaded in one vehicle, telegraphic advice should be sent by booking or loading station to each intermediate station at which such animals are to be unloaded. Copies of such messages should also be addressed to engine-changing stations en-route. Remarks regarding unloading should be made in the Guard's summary.

1015. Telegraphic advice of dispatch of animals, etc., to be sent to break-of-gauge station. ♦ (a) When horses or live-stock are loaded in either horse boxes or wagons from any station via a junction at which there is a break-of-gauge, a telegraphic advice of the number loaded in each vehicle/wagon should be sent at once to the junction station so that the necessary number of vehicles/wagons may be kept ready for transshipping the animals without delay.

(b) Care must be taken to load horses with due regard to the stations they are intended for, so as to prevent a horse for a distant station having to be taken out of the box to admit of one for a nearer station leaving it.

(c) Not more than three horse boxes should be dispatched from a railway of a different gauge on any day unless intimation is received from the junction that horse boxes are available.

1016. Advice of animals dispatched to and received from other railways. ♦ In order to avoid delay to live-stock at both local and through junctions, the forwarding station should advise the next junction station either on control phone, if on a controlled section, or by a telegram if on a non-controlled section, as to the date and train by which vehicles/wagons containing live-stock will arrive at the station. Such advices should be repeated by the junction Station Master en route to the Station Master of the next junction so that the yard staff may have sufficient advance notice for arranging onward dispatch of vehicles/wagons by the first connecting train.

1017. Care of animals and birds at stations and in transit. ♦ (a) The railway administration as a carrier is responsible for animals and birds till they are in transit. After the termination of transit the railway administration has no liability for loss, destruction, damage, deterioration or non-delivery of animals and birds. It is, therefore, important that till the transit is at an end, the animals and birds should be carefully looked after and nothing untoward should be allowed to occur which may involve the railway administration into payment of claims. The Station Masters are personally responsible to ensure that their staff act with reasonable foresight and care in the carriage and handling of animals and birds from the time they are booked to the time they are delivered at destination.

(b) The Guard is responsible for the safety of animals and birds in his charge. He must see that the animals and birds in brake vans are so placed as to get as much as possible, and that troughs in dog boxes are frequently filled with clean water during the journey. He should also see that the doors of dog boxes are securely locked.

(c) At stations, animals and birds must not be left at the mercy of the station safaiwala or other lower subordinate staff, but they must be under the care of the supervisory

staff. At large stations, the Station Master must depute a responsible official for this duty and the loading in the brake van must be done under the direct supervision of the official concerned.

1018. Goods train Guards to afford assistance to attendants. ♦ Goods train Guards carrying wagons loaded with live-stock must afford reasonable assistance to the attendants accompanying the animals in obtaining essential supplies of fodder, water, etc. The inspecting officials and supervisory staff at stations should see that all reasonable care is taken of animals and birds at stations and in transit.

At principal stations where a train halts for a longer time, Station Masters must see that horse boxes on the train containing horses are cleaned out through the trap doors in front and rear and the roof tanks are filled with clean water.

1019. Live-stock wagons damaged en route. ♦ When live-stock vehicles/ wagons are found damaged and unfit to run, these should be personally inspected by the Station Master on duty or the Train Examiner, where one is provided, and efforts made to repair the vehicles/wagons or to tranship the contents as quickly as possible. During the halt, such assistance as may be required by the attendants should be promptly given.

1020. Check of horses, cattle, animals, attendants, etc., at junctions. ♦ The number of horse; and animals with their attendants in horse boxes and cattle wagons should be checked, at ticket checking and junction stations, and the number found excess should be charged for at the tariff rates either at the time of check or by advising the destination station through an-urgent telegram. The vehicle summary of the train must also be endorsed to this effect. A complete report of such cases should also be sent to the Divisional Commercial Superintendent and Traffic Accounts Office.

1021. Check of luggage, gear and fodder in horse boxes and cattle wagons. ♦

The weight and descriptions of gear and fodder carried in horse boxes and cattle wagons should be checked to see that these are not in excess of the weight allowed free under the tariff rules. The excess weight should be charged for either at the time of check or by sending a telegraphic advice to the Station Master of the destination station. Special check must also be made at destination stations with a view to detecting excess luggage in horse boxes and cattle wagons. A complete report of cases detected should be sent to the Divisional Commercial Superintendent and Traffic Accounts Office.

1022. Making and taking over of animals and birds. ♦ The procedure to be followed by the station staff and Guards in making and taking over animals and birds booked under way-bills is the same as prescribed for parcels.

1023. Expeditious despatch of vehicles/wagons loaded with live-stock. ♦

Booking and junction stations should push out such vehicles/wagons by the first or quickest through trains, passenger or goods, as the case may be. The Station Masters / Yard Masters at junction stations should keep a record of arrival and despatch of all live-stock vehicles/wagons in a manuscript register to watch that no avoidable detention occurs to them in yard and that they are despatched by the first connecting train. If for any reason vehicles/wagons are detained in yard, a suitable remark should be entered in the register for subsequent reference and the defaulting staff should be reported to the Divisional Operating Superintendent for necessary action.

1024. Expeditious placement and unloading of wagons loaded with animals. ♦

On arrival at destination, vehicles carrying live-stock should be placed in position for unloading at the earliest possible time. Owners should be asked to take out animals, and

release the stock soon after the wagons are placed in position for unloading.

1025. Precautions to be taken for loading and unloading horse. ♦ As far as practicable, no shunting should be done in the vicinity of the place where horses are to be loaded or unloaded so as to avoid chances of damage or injury arising from fright or restiveness of animals. Only, those persons who are with the animals, or staff whose duties necessitate their presence, may remain at the place and others should be sent away.

Station Masters are personally responsible to ensure compliance of these instructions.

1026. Route of carriage not to be deviated. ♦ Animals and birds must be carried by the booked route. Whenever due to congestion or other operational reasons it becomes necessary to carry animals and birds by other than the booked route, the Station Master of the station at which the route of carriage is changed, must keep full particulars of detention and reasons for deviation of route in a manuscript register. A report of such deviations must be made to the Divisional Commercial Superintendent and Divisional Operating Superintendent

Even when in the ordinary course of carriage, animals and birds suffer delay or detention en-route, the Station Master of the station, at which such delay or detention occurs, must keep a complete record thereof to fix responsibility, and to resist any claim that might be preferred against the railway administration on grounds of negligence or lack of foresight and care on the part of its servants.

1027. Delivery of animals and birds. ♦ Animals and birds booked under waybills for animals, birds; etc., should be delivered to owners at destination on collection of the railway receipt which should be submitted to the Traffic Accounts Office periodically. If, however, the railway receipts are not available due to any reason, the Guard's foils should be sent to the Traffic Accounts Office in piece of railway receipts, keeping a certified manuscript copy thereof as station record.

1028. Disposal of unclaimed animals and birds. ♦ Station Masters must make effort to contact the owner of animal and birds, which have also been taken delivery of immediately after receipt at destination, to obtain instructions for their disposal. If the animals and birds are not delivered within 24 hours of their receipt, nor any instructions for their disposal are received from the owner, the animals or birds should be disposed of by public auction under the provisions of section 84 of Railways Act. A report of all such cases must be submitted to the Divisional Commercial Superintendent.

1029. Feeding charges to be recovered before delivery. ♦ Unclaimed animals and birds that have been received at the station, should be fed by Station Master, and actual expenses should be recovered from the owner at the time of delivery. If the animals and birds are not taken delivery of and removed within 24 hours of their receipt and have necessarily to be auctioned under section 84 of the Railways Act. the bill for feeding charges along with voucher should be submitted to Divisional Commercial Superintendent for arranging payment. Before the animals and birds are auctioned, the Station Master must obtain instructions from the Divisional Commercial superintendent on control phone, If on a controlled section, or through a telegram if on a non-controlled action.

1030. Carriage of animals suffering from infections or contagious disease. ♦ A Railway administration shall not be bound to carry any animal under section 68 of the Railway Act, suffering from the following infectious or contagious disease ♦

(1) Cattle and Buffaloes. ♦ Rinderpest, Foot and mouth diseases, Contagious bovine Pleuropneumonia, Anthrax, Rabies; Tuberculosis, Para-Tuberculosis, Theileriosis,

Brucellosis, Haemorrhagic, Septicaemia, Black Quarter, Lepto Piroplasma Piroplasmosis, Anaplasmosis.

(2) Sheep and Goats. ♦ Rinderpest. Foot and mouth diseases, Anthrax, Rabies, Blue Tongue, Brucellosis, Sheep-Pox, CCPP, Contagious Ecthema, Goat Pox.

(3) Horses, Donkeys and Mules. ♦ Glanders, Anthrax, EIA, Equine Influenza, Rhinopneumonitis, Trypanosomiasis.

(4) Pigs. ♦ Hog cholera, Foot and mouth Diseases, Rinderpest, Anthrax.

(5) Poultry.-- Ranikhet Diseases, Fowl Pox, Bacillary, Diarrhoea, Infectious Bronchitis, Marek's Disease, Infectious Coryza, ILT Gumboro CRD and Fowl Cholera.

(6) Dogs and Cats. ♦ Rabies Distemper, Parvovirus, Infection, Leptospirosis, Hepatitis.

CHAPTER XI

BOOKING OF CERTAIN VALUABLE ARTICLES AS MENTIONED IN PART I OF SCHEDULE II OF THE RAILWAYS (EXTENT OF MONETARY LIABILITY AND PRESCRIPTION OF PERCENTAGE CHARGE) RULES 1990.

1101. Responsibility of Railway as carrier of such articles: ♦ These are the articles of special value. They have been mentioned in Part I of Schedule II of the Railways (Extent of Monetary Liability and Prescription of Percentage Charge) Rules 1990 in exercise of powers under section 103(3) of the Railways Act These articles are as follows: ♦

- (i) Gold
- (ii) Silver
- (iii) Pearls
- (iv) Jewellery
- (v) Precious stones
- (vi) Currency notes and coins other than Government treasure
- (vii) Government stamps and stamped paper other than Postal Stationery and Stamps.

The value of such articles/per package must be declared on the Forwarding Note. The booking of such articles will not be done unless value is declared and percentage charge is paid on the excess value. The amount of claim for loss, destruction, damage, deterioration or non-delivery shall not exceed the value so declared. The rate of percentage charge will be 13 paise per hundred rupees or part thereof of per 160 Kms or part thereof. The minimum percentage charge will be rupees two and the maximum percentage charge will be 1% of the excess value.

Under Section 103(2) of the Railways Act, the liability of Railway as carrier for loss, destruction, damage, deterioration and non-delivery, shall not exceed the value so declared. The provisions of Section 103 of the Railways Act, in this reference are as follows: ♦

- (1) Extent of monetary liability in respect of any consignment.

Section 103 (1) Where any consignment is entrusted to a railway administration for carriage by railway and the value of such consignment had not been declared as required under sub-section (2) by the consignor the amount of liability of the railway administration for the loss, destruction, damage, deterioration or non-delivery of the consignment shall in no case exceed such amount calculated with reference to the weight of the consignment as may be prescribed, and where such consignment consists of an animal, the liability shall not exceed such amount as may be prescribed.

- (2) Notwithstanding anything contained in sub-section (1), where the consignor

declares the value of any consignment at the time of its entrustment to a railway administration for carriage by railway, and pays such percentage charge as may be prescribed on so much of the value of such consignment as is in excess of the liability of the railway administration as calculated or specified, as the case may be, under sub-section (1), the liability of the railway administration for the loss, destruction, damage, deteriorations or non-delivery of such consignment shall not exceed the value so declared.

(3) The Central Government from time to time, by notification, direct that such goods as may be specified in the notification shall not be accepted for carriage by railway unless the value of such goods is declared and percentage charge is paid as required under sub-section (2).

The Railways (Extent of Monetary Liability and Prescription of Percentage Charge) Rules 1990, are as follows:◆

(1) Where a railway administration is responsible for loss, damage, destruction, deterioration or non-delivery of any consignment the amount of liability of such railway administration in respect of such loss, damage, destruction, deterioration or non-delivery shall not, unless the consignor has declared its value and paid percentage charge on excess value of such consignment, exceed.◆

(i) in the case of any consignment consisting of animals, the amount specified in Schedule I, or

(ii) in the case of any consignment consisting of baggage, an amount calculated at rupees one hundred per kilogram; or

(iii) in the case of any consignment other than those referred to in clause (i) and (ii) above, an amount calculated at rupees fifty per kilogram.

(2) Where a railway administration is responsible for loss, damage, destruction or non-delivery of any consignment and the consignor has at the time of entrustment for carriage declared the value of such consignment and paid percentage charge on excess value at the rate specified in Part I or Part II as the case may be of Schedule II, the amount of liability of a railway administration for loss, damage, destruction, deterioration or non-delivery of such consignment shall not exceed the value so declared.

Explanation 1.

Where in respect of carriage of any consignment, the freight is chargeable on any basis other than its actual weight, the amount of liability of a railway administration shall be determined with reference to the actual weight of such consignment.

Explanation 2.

Where the loss, damage, destruction, deterioration or non-delivery is only with respect to part of a consignment, the weight to be taken into consideration for determining the amount of liability of a railway administration is the weight of the goods lost, damaged, destroyed, deteriorated or non-delivered unless such loss, damage, destruction, deterioration or non-delivery affects the value of the entire consignment.

(3) Certain goods not to be accepted for carriage unless percentage charge is paid.

(4) The following examples will clearly illustrate the application of the above rules: ♦

Example 1

A consignor books a consignment consisting of 20 kgs of electrical goods without declaring the value of the consignment and without payment of percentage charge. In case the consignment is lost. Railways will verify the value of the actual loss and pay the same subject to the maximum of Rs. 1,000 (at the rate of Rupees fifty per kg). In case the value of the loss is Rs. 800, the Railways will pay Rs. 800 only. If the loss is Rs. 500, the Railways shall pay Rs. 1,000 and not more.

Example 2

In the above example if the consignor has, at the time of booking declared the value, say, as Rs. 10,000, and paid percentage charge on excess value which is Rs. 9,000 (Rs. 10,000 ♦ Rs. 1000), at the rate of 25 paise per 160 kms. or part these of, per 100 rupees or part these of, subject to a maximum of 1 percent of excess value (Rs. 9,000). In such a case, the Railway administration shall verify the value of the actual loss and pay the same subject to the maximum of Rs. 10,000. In case the value of the actual loss is less than Rs. 10,000, say, Rs. 6,000, the Railway will be liable to pay only Rs. 6,000 and not Rs. 10,000. If the actual loss is Rs. 15,000, the Railway will pay Rs. 10,000 only.

Example 3

A consignor books his personal effects as luggage weighing 20 kgs without declaring its value and without paying percentage charge. In case the consignment is lost, the Railway will verify the loss, and pay the same subject to a maximum of Rs. 2,000 (at the rate of Rs. 100 per kg).

Example 4

A consignor books a package of electrical goods weighing 100 kgs. When the package reaches the destination, it is found that it has been pilfered with shortage of 25 kgs. " The value of the goods lost is Rs. 500. In such case, the amount payable shall not exceed Rs. 1,250 (25 kgs X Rs. 50), if the value has not been declared and the percentage charge has not been paid by consignor.

Note 1. ♦ It is assumed in the above examples that the liability of railway administration as carrier has first been determined for the loss etc. under the substantive provisions of Chapter X of the Railways, Act 1989. In case the railway administration is not liable, the question of payment of claims does not arise.

Note 2: ♦ A higher limit of Rs. 100 per kg, is applicable to baggage only and not to merchandise booked as luggage. In other words, it applies to bonafide booked luggage of a passenger.

(5) No railway administration shall accept for carriage, the goods specified in Part I of Schedule II unless the consignment declares the value of such goods and pays the percentage charge applicable to such goods as indicated in column

2 of Schedule II.

Schedule I

Description of animals	Extent of responsibility of railway administration (Perhead) (Rs.)
Elephants.....	6,000
Horses.....	3,000
Mules, horsed cattle or Camels.....	800
Dogs, donkeys, goats, pigs, sheep or other animals not mentioned above, or birds.....	120

SCHEDULE II

Description of Goods	Rate of Percentage Charges
Part I	
1. Gold	13 paise per 100 rupees or part thereof on excess value per 160 Kilometres or part thereof subject to a maximum of 1% of excess value.
2. Silver	
3. Pearls	
4. Precious stones	
5. Jewellery	
6. Currency notes and coins other than Government Treasure	
7. Government stamps & Stamped Paper other than Postal Stationery and Stamps	
Part II	
Goods other than those specification in Part I	25 paise per 100 rupees or part thereof on excess value per 160 Kilometres or part thereof subject to a maximum of 1% of excess value

The rules, rates and conditions for their carriage appear in the I.R.C.A. Coaching and Goods Tariffs.

1102. Declaration of value and contents, etc., in the forwarding note.

(a) When a package is described as containing any of such articles the consignor must, in addition to recording other details, state in writing in the forwarding note, the aggregate value and contents of each package.

(b) When articles, on which percentage charge on value has been paid are lost, destroyed, damaged or deteriorated, or non-delivered the compensation payable shall not exceed the value declared and the burden of proving the value so declared to be the true value shall lie on the person claiming the compensation.

(c) A legible notice should be displayed in a conspicuous place at all parcel offices and at goods sheds for the information of consignors that when such articles are offered for booking by rail, value of goods must be declared on the forwarding note and the sender must pay the percentage charge on excess value over and above the freight charges at railway risk rate.

1103. Duration of liability. ♦ In view of the fact that these articles are valueable goods and their loss, destruction, damage or deterioration or non-delivery is liable to involve the railway administration into payment of heavy claims, every endeavour must be made by the staff at all levels to bestow special care in their acceptance, booking, marking, loading, unloading and transshipment right from the sending station to destination. On arrival at destination, such goods should be kept under effective watch till the termination of transit. The condition of packages which remain undelivered, should be checked daily till the transit terminates and the results recorded in the register of undelivered goods kept for the purpose. After the termination of transit, such goods will remain at the station at the risk and responsibility of the owner who must be served with a notice under sections 83 and 84 of the Railways Act, to take delivery of his goods immediately, failing which it will be disposed of as provided for under the aforesaid sections.

1104. Powers to accept percentage charge on value. ♦ Station Masters, Parcel Clerks In charge. in the case of specially authorized branch-booking offices and out-agents, are authorized to accept the percentage charge on excess value of valuable articles when the value of the whole consignment is not more than Rs. 10,000. No other person is authorized to accept the percentage charge on value.

When the total value of a consignment to be insured exceeds Rs. 10,000 the Station Master on receipt of application from the consignor, will obtain the necessary permission from the Divisional Commercial Superintendent for accepting the percentage charge. Such consignments will be brought to the station for booking only after the necessary permission is received. The reference to the letter of authority from the Divisional Office must be quoted on the way-bill/luggage ticket/invoice.

1105. Maximum weights and dimensions for packages. ♦ When packages containing goods on which the sender engages to pay the percentage charge on value are tendered for despatch by goods train, the Station Master or the Chief Goods Clerk should personally see that their weights and dimensions are within the maximum limits laid down in the I.R.C.A. Goods Tariff. Packages exceeding the maximum weights and dimensions shall not be insured unless specially authorized by a competent authority. In respect of parcels, instructions as for parcels in general, vide Rule 609 of I. R. C. A. Coaching Tariff No. 24, Part I, Vol. I will apply.

1106. Packing of such valuable articles on which percentage charge has been paid. ♦ Packages containing such articles, must be packed in accordance with the prescribed packing conditions laid down in the I. R. C. A. Coaching and Goods Tariffs, and such packing conditions must be treated as COMPULSORY. If

the packing of any package does not conform to the packing conditions laid down, or is not superior thereto, it must not be accepted.

The staff must ensure that where an internal packing conditions has also been shown in the tariff against a commodity included in the list of Part I of schedule II of the Railways (Extent of Monetary Liability and Prescription of Percentage Charge) Rules, 1990, articles, the fact, whether the internal packing condition prescribed has been complied with or not, should invariably be recorded on the forwarding note.

1107. Packing of jewellery and other valuables. ♦ It should be seen that packages containing jewellery and other valuables are packed and sealed in such a manner that any tampering with them can be easily detected. The station seal should be used in addition to that of the owner.

1108. Examination of packages containing such valuable articles on which percentage charge has been paid. ♦ (a) All packages containing such articles, should be examined personally by the Station Master, or in the case of a specially authorized branch booking office or out-agency, by the Parcel Clerk In charge. He must see that the declaration agrees with the contents of the packages, and that the packages are so packed and secured as to allow of their being handled without any risk of breakage or pilferage as laid down in Para 1106. A copy of the inventory of contents of packages should be signed by the sender and filed with the forwarding note.

(b) If the consignor or his agent on being called upon to open his packages for examination declines to do so, the percentage charge on value should be accepted on the distinct understanding that the railway administration will be responsible only for the safe delivery of the packages in good outward condition at destination and not for the contents and their condition at the time of delivery. A remark to this effect should be recorded on the railway receipt issued, and the consignor's signature to a similar remark should be taken on the forwarding note. All appliances for opening and repacking must be provided by the sender or consignee who will be responsible to see that the cases are properly opened and repacked.

1109. Booking of such valuable articles on which percentage charge has been paid. ♦ Packages containing such articles should be booked separately and not on the same parcel way-bill/luggage ticket/invoice on which other packages have been booked. The declared value of the consignment should invariably be shown on the parcel way-bill/luggage ticket/invoice, and the percentage charge should be prepaid and shown separately on them. The number of private and railway seals on the packages must also be indicated on the relevant parcel way-bill/luggage ticket/ invoice.

1110. Details of bookings of Government treasure. ♦ In parcel and luggage returns, where these are prepared in accordance with orders in force, and in parcel way-bills, luggage tickets and invoices, the bookings of Government treasure should be detailed under distinct sub-heads, as under ♦

(i) Gold coin and bullion:

(ii) Silver coin (Government rupees);

(iii) Silver bullion, namely, bars, ingots and coin, other than current coin of the

Government of India;

(iv) Copper coin;

(v) Nickel coin.

If this information is not available from the consignors, the fact should be noted on way-bills/luggage tickets/invoices.

1111. Labelling of insured packages. ♦ The Insured' labels in Form Com./L-6 should invariably be used for parcels, luggage and goods on which percentage charge on value has been paid. Stations dealing with such traffic must keep these labels in stock according to their requirement.

1112. Safe custody of valuable articles at stations. ♦ All consignments containing gold, silver, bank notes, precious stones, etc. are awaiting despatch or delivery should be entered in the station diary. The packages must be kept locked in the station cash safe wherever possible. When this cannot be done, Station Masters are personally responsible for ensuring that these are placed in secure rooms, boxes or cupboards. The keys of locks should be kept in the personal custody of the Station Master on duty. At the close of each term of duty, the parcels must be made over by the relieved person to his reliever, who will sign and endorse in the station diary necessary remarks regarding the number, condition, etc. of these packages.

1113. Despatch of valuable articles by 'through trains'. ♦ To avoid unnecessary transshipment en route, consignments of valuable articles should be despatched by 'through trains'. Such valuable articles must not be despatched in open collecting road vans by road van trains. If a loaded wagon/vehicle cannot be made up for destination, the packages must be forwarded in the locked brake or luggage van of a passenger train.

1114. Carriage of Gold, Silver, Jewellery, Precious stones, by Rail. ♦

(a) These articles would be accepted for carriage only when percentage charge on excess value is paid. In other words payment of percentage charge on excess value (Insurance charge) would be compulsory in all cases.

(b) Such articles would be accepted for carriage only at stations where iron safes inside the strong room exist and RPF staff are posted. These stations maybe notified by the General Managers for the information of the public. If there is sufficient demand at other stations, arrangements for providing these facilities should be made at such stations.

(c) The consignor must give an advance notice of at least 10 days to the Station Master of the booking station indicating all particulars including weight and value of the articles, name of the destination station and proposed date of booking etc.

(d) On receipt of such notice, the Station Master would coordinate with the concerned departments/Agencies for arranging special guard, armed RPF escorts, reservation of compartment in a train by which such goods are to be carried, relief to be provided to the special guard and RPF escorts en route etc. The Station Master would advise the consignor the date on which such consignment, would be accepted. The consignment would be despatched within 24 hours of its acceptance.

(e) The parcels of such articles would be carried only in the reserved compartment of passenger/mail or express trains and not by the parcel trains. As far as possible, these articles would be cleared by through trains without involving any transshipment or repacking en route.

(f) The consignment would be locked in a mobile iron safe, keys of which would remain with the escort guard. The safe would be carried in a reserved compartment preferably a 1st class coupe and where it is not available, in the front brake van. Advance arrangements would be made for getting such compartments reserved for the purpose. The freight to be paid by the consignor will be equivalent to the amount of four 1st Class adult fares for the distance the consignment is to be carried. In case, more than one consignment is loaded and despatched in the same compartment, the charge will be proportionately divided between different consignments on the basis of the value of each consignment

(g) The Railway would send a train guard (to be called special guard) and if one is not available en route, an Assistant Guard to travel along with the safe in the reserved compartment. In addition, armed RPF escorts would be provided to travel in the same compartment throughout the run. The number of armed RPF escorts required may be decided by the Security Department as per accepted yard sticks for carriage of such valuables. Proper advance arrangements would be made for relieving special guards as well as armed RPF escorts at predetermined stations en route. However, if the relief, for some unavoidable reasons does not turn up, the guard or the escorts would continue to travel till such time they are relieved for which the Railway should make prompt arrangement on phone. All the charges should be prepaid.

1115. Handing over of insured packages to Guards. ♦ The Station Master on duty or the Senior Parcel Clerk at the sending station should, in the presence of Government Railway Police Official (wherever available) or a member of the Railway Protection Force, personally hand over packages containing valuable articles to the Guard of the train, and pass a remark in the summary of luggage, parcels, etc. to that effect, indicating the condition of packages and seals. The dated signature of the Guard/Brakesman should invariably be taken in the summary which should be countersigned by the Police or the Railway Protection Force Official.

1116. Special guidance for insured packages. ♦ To ensure safe carriage of insured packages, a separate guidance marked 'Insured' must be prepared which should be handed over with the packages to the Guard/Brakesman personally by the Station Master or Chief/Head Parcels Clerk. Full signature and not initial should be given on these guidances.

1117. Special Guards. ♦ (a) When insured consignments containing bank notes, gold and silver, coined or uncoined, manufactured or un-manufactured, precious stones, jewellery, plated articles, etc., are booked as parcels and their value is Rs. 20,000 or more, arrangements must be made for an Escort Guard to be sent in charge of such consignments, with instructions to carefully examine and record the condition of the seals or other fastening on the packages, or on the van or vans in which such packages are carried.

(b) In the case of gold and silver, coined or uncoined, manufactured or un-manufactured, bank notes, pearls, precious stones and jewellery, valued at Rs 20,000 or over booked by passenger train, an Escort Guard must be sent in

charge of such consignments irrespective of the fact whether they are insured or not.

The Station Master at the forwarding station should ensure compliance of these instructions.

1118. Telegraphic advice of despatch particulars. ♦ Station Masters sending insured parcels or goods booked from their stations must intimate the particulars of despatch by wire to the Station Master, the Government Railway Police and the Railway Protection Force official at all Guard-changing and other railway junctions en route and to the receiving stations. These telegrams should also include the representative of the Railway Protection Force of the stations where checking is done. The names of stations at which such checking should be done will be notified by each individual railway administration. Station Masters receiving such telegrams should immediately arrange their delivery to the officials concerned so that necessary checking of consignments may be done without fail.

1119. Particulars to be included in telegram. ♦ Telegrams of advice should contain the following particulars : ♦

(i) number and date of parcel way-bill, luggage ticket or invoice, and station from and to ;

(ii) number of vehicle (if the package is not directly in the Guard/ Brakesman's charge) ;

(iii) train by which despatched ; and

(iv) number of packages.

1120. Relieved Guard to enter packages in his rough journal. ♦ Every relieved Guard should make a special entry in his rough journal quoting the booking particulars, condition of packages and seals, and obtain the signature of the relieving Guard. The signature should be countersigned by the Station Master or Chief/ Head Parcel Clerk, Government Railway Police or Railway Protection Force official as witness to the transfer and signature. The relieving Guard will be held personally responsible for carefully checking and examining each parcel containing valuable articles.

1121. Transshipment of packages containing valuable articles on which percentage charge on value has been paid. ♦ At junctions where such consignment are to be transshipped from one train to another or from one brake van to another, the Station Master, or in the case of large stations, the Chief/Head Parcel Clerk on duty should take over the packages from the incoming Guard in the presence of the Government Railway Police Official, or a member of the Railway Protection Force and sign the Guard's summary and journal in token of having correctly received the consignments. The packages will similarly be handed over to the Guard of the train for onward despatch in the presence of the Government Railway Police or Railway Protection Force Official and a note to this effect will be recorded in the Guard's summary and journal. During the interval between the arrival of the incoming and the departure of the outgoing train, the packages will remain in the charge of the Railway Protection Force, if there is no safe or strong room available for their storage. Taking over and making over of such packages between the staff and the Railway Protection Force, should be done in writing in a special register

where the parties must affix their dated signatures showing the number and condition of packages and seals, and the time at which taking over and making over is done.

If two consignments which are booked for different directions are to be transhipped at the same time, the Station Master on duty must personally attend to one himself and depute an Assistant Station Master or other responsible official to attend to the other.

1122. Examination of packages containing valuable articles on which percentage charge on value has been paid at interchange junctions.♦

At interchange junction stations, the outward condition of "through" packages handled should be carefully examined by the Station Master on duty and a record of such examination should be entered in the parcel way-bill, luggage ticket or invoice and also in the station diary. If there is any doubt with regard to the condition of any packages which show signs of having been pilfered or tampered with, or the seals of the through wagon containing the consignments appear to have been interfered with, the Station Master should examine the consignment in the presence of a representative of the Government Railway Police or Railway Protection Force, take an inventory of the contents and forward the consignment carefully repacked, fastened and sealed. Any deficiency deducted at the time of check should at once be reported by a telegram to the Station Master, Government Railway Police and Railway Protection Force of the forwarding and destination stations as well as the station which last sealed the wagon. The Divisional Commercial Superintendent concerned should also be included in the telegram.

1123. Government Railway Police and Railway Protection Force officials maybe allowed to examine valuable and insured parcels during the time trains halt at stations.

1124. Action to be taken when valuable articles are found tampered with.♦ When, during transit, it is found that any package has been pilfered or tampered with, or the seals of the wagon containing such consignments appear to have been interfered with, the Station Master should take action as laid down in Para 1121.

1125. Handing over of insured packages at destination.♦ At destination, the Guard should hand over the insured packages to the Station Master or the Chief/ Head Parcel Clerk and obtain his acknowledgement in the summary of luggage, parcels, etc., as well as in his rough journal, in the manner stated in Para 1115, in the presence of Government Railway Police or Railway Protection Force official who must sign in the summary in token of having witnessed the transfer.

1126. Opening by consignee of insured packages at receiving station.♦ At the destination station, if the consignee wishes to open for examination a package containing valuable articles or he refuses to give a clear receipt for it, the package should be opened in the presence of the Station Master (or other authorized official of the Traffic Department), Government Railway Police and a member of the Railway Protection Force, who will personally inspect the contents, noting also the outward condition of the package and seals before opening it. In the case of out-agencies, where neither a member of the Railway Protection Force nor Government Railway Police is available, the package will be opened in the presence of two disinterested witnesses, preferably responsible Government servants or well known persons

whose opinion with regard to the extent of damage, deterioration, etc. should be recorded and their dated signatures obtained in token of correctness of facts.

1127. Advance intimation for booking Government treasure. ♦ The Treasury Officer, desiring to despatch treasure by rail will give 10 days' advance intimation to the Station Master of the booking station indicating the particulars of consignments, the names of destination stations, approximate weight, number of police escorts who will accompany the treasure, the extent of reserved accommodation required, and the dates and trains by which the treasure and escorts would travel. In case 10 days notice is not given to the Station Master, he will make such arrangements as he can under the shorter notice and ask the Treasury Officer to confirm if the arrangements made would be acceptable to him and the police authorities. Action for the carriage of treasure shall be finalized on receipt of reply from the Treasury Officer.

It will be the personal responsibility of the Station Master to ensure prompt and complete action on the communication received from the Treasury Officer.

1128. Reserved accommodation for Government treasure and escort. ♦

(a) The consignment of Government treasure, which do. not warrant the allotment of a full wagon or parcel van, should be cleared in the second, luggage and brake van or the luggage van of the train concerned. In such cases, the accommodation for the escort party accompanying the treasure should be provided, as far as possible, in the second class compartment of the second, luggage and brake van or in a passenger bogie adjacent to the luggage van.

(b) Where the consignment offered is heavy and cannot be moved in the second, luggage and brake van or the luggage van or the train service, the treasure should be loaded in a parcel van or in a wagon made fit to run on a passenger/ parcel train and hauled by such a train. Accommodation for the escort party in such cases, as far as possible, should be provided in a second class compartment adjacent to the wagon or parcel van containing the Government treasure.

(c) Where accommodation for the escort party cannot be provided in the compartment adjacent to the stock carrying the treasure, due to any reason, intimation should be given to the requisitioning authority so that, if necessary, the programme could be altered to a train where accommodation can be provided adjacent to the second, luggage and brake van or vehicle/wagon containing the treasure.

1129. Loading, unloading and transshipment of Government treasure. ♦ It must be clearly understood that the responsibility for the loading, unloading and transshipment of Government treasure booked in charge of escort is that of the railway and Station Masters must make arrangements for adequate labour for handling such consignments under the supervision of escort in charge of the treasure. If necessary, prior sanction of the Divisional Railway Manager should be obtained for engaging additional labour for the handling of treasure consignments at the booking, transshipment or destination station.

1130. Station Masters to extend full co-operation to escorting party. ♦ The Station Master will be personally responsible to ensure that all reasonable cooperation is extended by him and his staff to the escorting party

accompanying the treasure with a view to making the most satisfactory and secure arrangements for the movement of Government treasure by rail.

CHAPTER XII

MISCELLANEOUS TRAFFIC

Postal Traffic

1201. Conveyance of mails. ♦ Postal mails are carried either in vehicles specially constructed (or converted) as postal vans at the cost of the Postal Department, or in ordinary coaching vehicles i.e., non-postal vehicles in which accommodation is reserved for the conveyance of mails, or in-charge of Guards or Mail Peons travelling on season tickets. In January and July each year, half-yearly programmes for the conveyance of mails under these systems are drawn out and a copy of the programme is supplied to the Divisional Railway Manager. Despatches not covered by these programmes are also arranged as and when necessary.

1202. Billing of charges for the haulage of postal vans and other coaching vehicles (i.e., non-postal vehicles) in which accommodation is reserved for conveyance of mails. ♦ (a) Returns of reserved accommodation supplied to the Postal Department on 21st January and 21st July each year (or on such other dates as may be mutually agreed upon between the Divisional Railway Manager and the Postal Department) must be submitted by the concerned stations to the Divisional Railway Manager within 3 days of the said dates in the proforma appearing at Appendix XII/A. The standard space allotted in postal vans or length of compartments provided in non-postal vehicles for the carriage of mails must invariably be shown in the returns to enable the Traffic Accounts Office to work out the charges correctly.

(b) The information contained in the returns will be consolidated into a statement in the Divisional Office and submitted to the Traffic Accounts Office, half-yearly. Instructions in this regard appear in paras 1605, 1606 and 1608-T.

1203. Procedure for daily conveyance of mails under the 'Weighment system'. ♦ (a) The mail bags will be made over to the Station Master by the Postal Department with mail lists in duplicate. These lists will show the number of mail bags to be despatched and will be signed by the despatching agent of the Postal Department. The Station Master should compare the bags with the entries in the lists in the presence of the despatching agent, and if the bags are in good condition with seals intact, he should sign one of the mail lists and return it to the despatching agent and retain the other list for record at the station.

(b) The mail bags will be entered in a separate guidance (luggage and parcels summary) of the train by which they are despatched and the Guard will sign for them in the station copy of the guidance.

(c) At destination the Station Master should take over the bags from the Guard and sign for them in the guidance. These bags will then be entered in a separate parcels delivery book set apart for the purpose and the signature of the Postal Official who takes delivery of the bags will be obtained in it

1204. Mail bags carried by Mail Peons. ♦ (a) Mail bags carried by Mail Peons travelling on season tickets will be treated as a regular daily service charged under the half-yearly weighment system. Such mail bags should be weighed on the statistical days t.e., on 21st January and 21st July each year or on such other dates as may be advised by the Divisional Office.

(b) The weight of mail bags carried by Mail Peons on the days specified above along with

that of other mails should be recorded in the mail lists in the manner indicated in Para 1206. The following endorsement should also be made on the season tickets issued to such Mail Peons: ♦

"Mail bags with the holder which are included under the weighment system will be carried without any extra charge".

1205. Adjustment of charges for the daily conveyance of mails. ♦ The adjustment of charges for the daily conveyance of mails will be made. by the Traffic Accounts Office for six months in the same way as for the haulage of vehicles (Para 1202).

1206. In order to determine the weight for the purpose of half-yearly adjustments, the mail bags offered for conveyance on the dates mentioned in Para 1204 will be weighed by a responsible official of the Postal Department in the presence of the Station Master. On these dates, the mail lists will be prepared in triplicate by carbon process. The weight of the bags or parcels will be recorded on the mail lists under the signature of the Station Master and of the official of the Postal Department. The half-yearly charges will be calculated in the Traffic Accounts Office on the total weight thus recorded on the mail lists. The original and duplicate copies of the mail lists will then be made over to the Station Master who will retain one copy at his station for record, and send the other to the Divisional Railway Manager for transmission to the Traffic Accounts Office with the half-yearly statements referred to in Para 1207.

Note. ♦ If 21st January or 21st July happens to fall on Saturday, Sunday or Monday, the Wednesday following these days will be the statistical day for preparation, of returns.

1207. Submission of half-yearly statement of mail) bags to Traffic Accounts Office. ♦ The Divisional Railway Manager will furnish to the Traffic Accounts Office half-yearly statements of mail bags and parcels carried under the weighment system as laid down in Para 1616-T, in duplicate,

1208. Rebate to the Postal Department on account of interruption of through communication. ♦ (a) When Postal mails cannot be conveyed by railways due to interruption caused by breaches, accidents or any other cause for periods exceeding 14 consecutive days, the particulars of the traffic so affected should be furnished to the Divisional Office which will communicate the details to the Traffic Accounts Office for making necessary adjustments in accordance with the Code rules.

(b) When due to breaches, etc., Postal mails are not carried on the statistical days, the services to be paid for during the succeeding half-year shall be based on the actual space allotted or the weight carried, on the day the service is resumed or on such other days as may be advised by the Divisional Office.

(c) When due to breaches, etc., mails are diverted to an alternative longer route, the Postal Department shall pay according to the actual longer distance over which the mails are earned, if such diversion extends for a period of more than 14 consecutive days. Details of traffic carried over a longer route in such circumstances must be furnished to the Divisional Office for transmission to the Traffic Accounts Office for raising necessary debits against the Postal Department.

1209. Conveyance of mail bags as occasional despatches. ♦ (a) Occasional despatches of mail bags not covered by the daily service should be accepted, when tendered with mail lists in duplicate, and booked in the same manner as ordinary parcels. The railway receipt will not, however, be issued in such cases and the only receipt the Postal Department will be given is acknowledgement on one copy of the mail list and the other copy will be treated as a credit note and submitted to the Cashier, as a voucher, duly entered in the cash remittance note.

(b) Except where otherwise specially provided, the charges for occasional despatches will be calculated at prescribed rate per quintal per kilometre subject to a minimum weight for charge of ten kilograms and also for a minimum payment of Rs. ten for each despatch. Fractions of ten kilograms will be taken as ten kilograms for calculating the freight charges.

(c) On receipt at destination, these mail bags will be entered in the parcels delivery book in the same way as parcels, and signed for by the postal official taking delivery. There should be no delay in the delivery of these mail bags at destination.

1210. Unusual changes in the despatch of mail bags. ♦ When a mail bag is presented for the first time to be conveyed daily under the weighment system between stations on the line, for which instructions have not been previously issued, the Station Master must accept and despatch it on a written requisition from the postal authorities, duly stamped with the Post Office stamp and signed by the postal official tendering it for despatch. The Station Master must take its weight on the first day and forward the original requisition with the weight noted therein, with a letter giving full particulars to the Divisional Railway Manager. Similarly, when the despatch of mails is to be discontinued, for which no previous notice has been given by the Divisional Railway Manager, the Station Master must obtain a written notice from the postal official, take the weight of the bag conveyed on the last day, note it on the notice and forward the letter in original, with a letter giving full particulars to the Divisional Railway Manager, who will summarize the monthly statements and send particulars to the Traffic Accounts Office.

1211. Extra reserved accommodation for Postal Department. ♦ (a) When accommodation in excess of the daily regular service is required by the Postal Department the postal official concerned will present a requisition, in the prescribed form written out in triplicate. The three copies of the requisition will be dealt with as under ♦

(i) one copy of the requisition will be made over to the Station Master who will arrange for the additional accommodation required: this copy shall be submitted by the Station Master to the Divisional Office after recording thereon the-

(1) number and description of carriage, and

(2) extent of accommodation supplied i.e., in case a compartment is required, length of the compartment;

(ii) one copy bearing the Station Master's acknowledgement will be made over by the postal official to the Senior Mail Sorter for production en route as an authority for the extra accommodation occupied: at the destination station the Senior Mail Sorter will make over this copy to the Station Master who will enter on it the particulars as in (i) above and submit it to the Divisional Railway Manager;

(iii) one copy will be retained by the postal official for submission to the office of the Superintendent, Railway Mail Service.

(b) At the close of each month, the Divisional Railway Manager will submit to the traffic Accounts Office all the requisitions received by him ♦

(i) from stations supplying the extra accommodation;

(ii) from stations upto which the extra accommodation was utilized.

This information will be shown in two separate statements each in the proforma

appearing at Appendix XII/B.

1212. Charges for mail bags of High Officials of Government. ♦ Mail bags of High Official of Government carried in charge of Railway Mail Service Inspectors should be weighed and charged for all the ordinary luggage rates, after allowing the free allowance according to the class of ticket or pass held.

1213. Responsibility of the railway for carriage of mail bags. ♦ The liability of the railway in regard to loss or damage to mail bags, etc. is same as in the case of ordinary parcels. If a mail bag contains an article mentioned in the Second Schedule in Part I of the Railways (Extent of Monetary Liability and Prescription of percentage charge) Rules 1590 the Postal Department should declare the nature of its content and value, and pay by credit note and usual percentage charge on the excess value so declared.

1214. Seals, on mail bags. ♦ The railway official taking over bags from the Postal Department should see that the bags are properly sealed. Similarly, the postal, official taking delivery of mail bags from the railway at destination will examine the seals. A certificate to the effect that the seals are intact, should be obtained from the latter in the parcels, delivery book.

1215. Carriage in mail vans of articles on Postal Service. ♦ The carriage in mail vans of articles on postal service (e. g., forms, stationery, small parcels of stores) labeled as such and properly franked but not registered as parcels in a post office will be permitted without any additional charge.

Telegraph Traffic

1216. Licensed telegraph offices. ♦ Most railway stations function as licensed telegraph offices, i.e. offices authorized to accept, transmit and deliver messages. The rules and conditions under which messages are accepted, transmitted and delivered are given in the Telegraph Guide Volumes I and II, Post and Telegraph Manual Vol. XI, Traffic Instructions Parts I and II, and I.R. C. A. Telegraph Manual, copies of which will be supplied to each station having a telegraph office.

1217. Nature of telegraph traffic ♦ Three main categories of telegrams are dealt with at railway telegraph offices ♦

(i) Paid telegrams (Public and State);

(ii) Postal and Telegraph Service telegrams ; and

(iii) Railway Service telegrams.

1218. Telegram forms. ♦ Printed Form LT/M-1 should be made available free of charge at all telegraph offices and senders requested to write telegrams on these forms as far as possible.

In paid telegrams, the number of words charged and signalled and charges levied should be recorded in the respective columns provided at the top of the Form

1219. Numbering of messages. -All paid messages sent must be numbered consecutively immediately they are handed in. A fresh series of numbers will be started at 0 hour daily.

1220. Payment of telegraph messages. ♦ The telegraph messages are paid for in ♦

- (i) cash;
- (ii) postage stamps;
- (iii) service stamps;
- (iv) O.I.G.S. Forms;
- (v) reply paid vouchers;
- (vi) debit notes (for Meteorological, Defence and Police Department.

1221. (a) public paid telegrams shall be prepaid either in cash or in postage stamps. State telegrams shall be prepaid by means of service postage stamps or in cash,

(b) Stamps must be uniformly affixed in straight regular rows on the back of the telegrams and after acceptance they should be defaced with the station stamp. Each stamp of the value of one rupee or upwards should also be defaced by crossing each stamp with a blue or an indelible pencil,

(c) All message debits to which stamps have been affixed should be distinctly marked "Telegraph messages with stamps, value Rs.....", entered in the cash remittance note and sent to the Cashier duly enclosed in the station cash bag with the earnings of the day. Postage stamps which are discoloured, damaged, cut, defaced or torn should not be accepted in payment of charges of telegrams.

1222. When a reply paid voucher form duly filled in and signed by the addressee is presented for transmission, it should be seen that it is genuine and current for acceptance. A receipt for the telegram so presented should be granted and any extra charges due should be collected either in cash or in postage stamps. The reply paid voucher should be sent to the Traffic Accounts Office along with the message drafts for the period to which it relates.

1223. Telegraph money receipt. ♦ (a) For all 'paid' messages i.e. for which money is paid either in cash or in stamps, the sender should be given a telegraph money receipt in Form LT/R-2, which will be prepared in duplicate by carbon process, The carbon copy of the receipt will be given to the sender and the other copy retained as record.

(b) A telegraph money receipt should also be issued while accepting a telegram on O. I. G. S. Form, debit note for a reply-paid voucher, referred to in Para 1220. The charges recoverable from the Department concerned should be indicated on the draft messages as well as telegraph money receipts. Particulars of O. I. G. S. Forms/debit notes should be entered on the telegraph money receipts and in the statement of telegraph cash transactions against the relevant entry. The O. I. G. S. Forms and debit notes should be sent to the Cashier daily as vouchers duly entered in the cash remittance note.

(c) All telegrams on railway business originating at licensed telegraph offices addressed to private persons and/or railway officials in India which cannot be disposed of entirely by the railway's telegraph system should be classed as 'paid', though accepted 'Tree'. In such cases, a telegraph money receipt should be issued and accounted for as in the case of other paid messages.

(d) Duplicates of telegraph money receipts shall not be issued.

(e) Telegraph money receipts are machine numbered and supplied in bound books. The book in use should be kept in the custody of the Station Master or the Senior Signaller

on duty. Not more than one book should be used at a time.

1224. Custody of telegraph money receipt books and reply-paid vouchers.-

Telegraph Money receipt books and reply-paid vouchers, on receipt from the supplying officer, must be carefully checked and entered in the stock book for money value books, as laid down in Para 227.

1225. Reply-paid telegrams. ♦ In the case of inland reply-paid telegrams, when the sender pays the minimum charge of an ordinary reply message, the words 'Reply-paid' only are inserted in ink before the address. If the amount is in excess of the minimum charge, the letters 'RP' and the amount prepaid are written in words. Thus if rupees two are paid, the instructions will read 'RP Rupees two'.

1226. Cash in telegraph office. ♦ (a) Station Masters and Signallers-in-charge will be responsible for making arrangements for the safe custody of cash received in payment of messages and for rendering correct account thereof.

(b) All collections should be made over daily to the Booking Clerk or Station Master, under acknowledgement.

(c) In order to facilitate the check of telegraph earnings at stations open for the transmission of paid telegrams, the Station Master or senior telegraph official should record, when taking over the cash earnings of the telegraph branch of a station for the day, the time on the last counterfoil of receipt up to and for which he has received the cash.

1227. Messenger hire. ♦ 'Messenger hire' is the amount paid by senders for delivery of telegrams to addressees residing at some distance from railway telegraph offices. This amount should be included in the telegraph money receipt given to the sender and accounted for in the statement of telegraph cash transactions by the sending station, who will also advise the receiving station of the fact through the 'service instructions' of the message.

The station receiving the message will pay the specified amount out of station earnings to the messenger hired for delivering the message to the addressee and obtain a receipt for the amount in Form LT/R-1 from the messenger. The amount so disbursed will be entered in the statement of telegraph cash transactions to which the receipt taken from the messenger will be attached in support of the payment made.

1228. Statement of telegraph cash transactions. ♦ (a) All telegraph money receipts should be accounted for in the statement of telegraph cash transactions in Form LT/C-1, in consecutive order. If any receipt is cancelled, the sender's receipt foil should be sent to the Traffic Accounts Office with reasons for cancellation recorded thereon over the signature of the Station Master or the Head Signaller. If the cancellation is due to the sender having withdrawn the message prior to its being signalled, the cancellation fee of 25 paise should be collected and accounted for in the returns. The acknowledgement for the amount refunded to the sender will be taken on the reverse of the telegraph money receipt granted to him and the same will be taken back and attached to the statement of telegraph cash transactions in support of cancellation.

(b) Particulars of received messages on which charges, if any, are collected on delivery as well as terminal payments, such as messenger hire and cancellation fees, should also be entered in the statement of telegraph cash transactions. This statement should be prepared and submitted to the Traffic Accounts Office as notified by individual railway administration.

(c) The total collections as per statement of telegraph cash transactions should be taken to debit in the coaching balance sheet against the relevant head.

Sundry Earnings

1229. Sundry earnings realized at stations consist chiefly of receipts from the sale of time tables, unclaimed goods, station yard sweepings and other miscellaneous items, such as ♦

- (i) excess in cash ;
- (ii) forfeiture of registration fees for indents of wagons;
- (iii) rent of buildings, 'and carts' 'and vendors' licence fees;
- (iv) cost of tender forms supplied to contractors;
- (v) cost of water supplied to vendors;
- (vi) fines recovered from vendors;
- (vii) sale of grass or trees on the track;
- (viii) sale of Railway Recruitment Board application forms.

Such receipts, including amounts creditable to other services which maybe sent to Station Masters by departmental officers and others for transmission to the cash office vide paragraph 1402 of the State Railway General Code, will be dealt with in accordance with the instructions given in the following paragraphs.

1230. Amounts forwarded to stations by departmental officers. ♦ The amounts forwarded by departmental officers, etc. to Station Masters for remittance, will be accompanied by a miscellaneous receipts transmit note in Form G-1403, which will consist of a note giving full particulars of the remittance and a receipt in duplicate. The latter should be signed by the Station Master or the Head Booking Clerk and one of the foils returned to transmitting officer. A specimen of Form G-1403 appears at Appendix XII/C.

1231. Cash transmit note of miscellaneous receipts. ♦ The Station Master or the Chief/Head Booking Clerk will enter the receipts mentioned in the previous paragraphs, together with any sums realized at the station, concerning which full particulars should be shown, in a separate cash transmit note of miscellaneous receipts in Form Com./C-11 Rev. These forms will be printed and supplied in bound books of 100 notes, each to be entered in two foils. One of the foils should be forwarded to the cash office with the daily cash remittance note showing the particulars of the recoveries by departmental officers and the other foil should be 'retained as station record. The receipts should be entered in the daily trains cash-cum-summary book, and transmitted to the Cashier with the station cash and shown in the cash remittance note as one sum without particulars, against the entry 'Miscellaneous Receipts'. This amount shown in the cash remittance note should agree with the total of the cash transmit note of miscellaneous receipts. Care should be taken not to remit as miscellaneous receipts any amount realized on account of goods, coaching or telegraph traffic, such as sums paid to credit of other stations, undercharge or short remittances made good. A specimen of cash transmit note of miscellaneous receipts appears as Appendix XII/D.

Other Miscellaneous Tariffs

1232. Retiring Rooms. ♦(a) At stations where retiring rooms are provided, a manuscript register, as per Appendix XII/E should be maintained showing their day to day occupation.

(b) The register will be kept by the Matron or the Enquiry Clerk on duty and accommodation in the retiring rooms will be allotted to passengers on the principle of 'first come, first served'. Passengers who cannot be allotted accommodation in the retiring rooms immediately on demand, will be wait-listed and given accommodation on the same day as soon as it becomes available, strictly in the order in which their names appear on the waiting list.

(c) At stations where printed retiring room tickets are stocked, the passengers will be issued such tickets on recovery of the prescribed charges. The amount so collected will be accounted for in the daily trains cash-cum-summary book in the same manner as other tickets and will be reflected in the monthly local passenger classification returns. At other stations, the passengers will be issued, a money receipt in Form Com./M-2 from a separate money receipt Book kept for the purpose, and the charges recovered will be accounted for in the daily trains cash-cum-summary book under distinct head 'Retiring room charges'.

(d) Passengers who are allowed to stay in the retiring rooms beyond twenty four hours will be issued a fresh retiring room ticket or money receipt, as the case may be, on payment of due charges. In such cases, the word 'Renewed' will be written in the 'Remarks' column against the previous entry in the retiring room register.

(e) No refund should be allowed when a passenger vacates the retiring room before the expiry of the period entered on the ticket, or the ticket should be cancelled after issue if the passenger has occupied the room. When under very exceptional circumstances, a retiring room ticket is cancelled, it should be endorsed under the personal signature of the Station Master.

(g) The passengers on vacating the room will surrender their tickets to the Attendant who will make them over immediately to the Matron or Enquiry Clerk for scrutiny. These tickets will then be entered in the Ticket Collector's report and submitted to the Traffic Accounts Office along with other collected tickets.

1233. Bed-rolls/Travel Bag Service ♦(a) Bed-rolls are supplied to first class passengers on payment of the prescribed hire charges. The names of stations at which bedding sets are stocked and the trains by which these will be supplied, will be notified by each railway administration in its Time Tables and Guide.

(b) A bed-roll ticket consisting of three foils will be prepared for each bedroll supplied to a passenger. The three foils will be written by carbon process, one of which will be handed over to the passenger, the second to the Conductor of the train and the third retained as station record. These tickets are machine numbered and will be supplied to stations in bound books. The hire charges recovered from the passenger will be accounted for in the daily trains cash-cum-summary book under the head 'Bed-roll tickets', and remitted to the Cashier along with the coaching cash for the day. A specimen of the bed-roll ticket appears at Appendix XII/F.

(c) When a bedding set is supplied to a passenger in his compartment, the staff making over the set should obtain the passenger's, signature on the 'Record' foil of the bed-roll ticket in token of his having received the set in good condition. An urgent telegram

should be sent to the destination station concerned for the collection and return of the bedding set to the originating station.

(d) The Conductor will be given a copy of the bed-roll ticket together with a summary containing particulars of the bedding sets supplied to passengers on the train, their names, destination, carriage number and compartments in which they are travelling, and his dated acknowledgement will be obtained by the staff of the originating station. In case the Conductor is relieved en route, it will be his duty to make over to his relief, the summary containing particulars of the bedding sets together with the counterfoils of bed-roll tickets, under acknowledgement, with instructions to collect the sets from the passengers at the detraining stations, and to make them over to the Station Master on duty. On receipt of bedding sets with counterfoils of bed-roll tickets from the Conductor, the Station Master on duty will check the articles in each bed-roll to ensure that the contents are correct according to entries in the bed-roll ticket and that they are in good condition. In case of any shortage or damage the passenger should be requested to pay the value of the articles on the spot. In case he is unable to pay, he should be asked to accept liability for the shortage or damage on the passenger's foil and the counterfoil of the bed-roll ticket. A special report of such cases will be made to the Station Master of the base station and the Divisional Commercial Superintendent.

(e) On receipt of the special report, the Station Master of the base station will initiate action for recovering the value of articles found short or damaged and inform the passenger through a registered letter to remit the amount due. It will be the responsibility of the Station Master of the base station to pursue the matter with the passenger until the payment is received. The amount received on account of articles found short or damaged should be accounted for as 'Miscellaneous receipts'.

(f) The Station Master receiving the bedding set will seal it with the station seal and return it to the base station by the first available train duly booked under a free service way-bill. A memo detailing the articles despatched in the bedding set will be prepared in triplicate. One copy will be despatched in the bedding set, the other will be attached to the Guard's foil of the free service way-bill and the third along with the counterfoil as well as the passenger's foil of the bed-roll ticket will be retained as record at the station. Soon after the despatch, of bedding sets an urgent telegram giving particulars of despatch as well as the number of bedding sets will be sent to the Station Master concerned.

1234. Bedding sets to air-conditioned class passengers will be supplied free of charge. The attendant in the air-conditioned coach will be responsible to maintain a proper record of bedding set supplied and received back from passengers. 100% bed roll service is available in AC sleeper coaches of certain notified trains at the rate of Rs.10 per travel bag per night or part thereof.

1235. Ice containers. ♦(a) On receipt of requisition from first class passengers, in containers for use during the hot weather will be supplied by Station Masters and Train Conductors at the starting as well as at intermediate stations, by certain specified trains which will be notified by each railway administration. The hire charges and the cost of ice must be recovered in cash.

Station Masters and Train Conductors must take arrangements for the supply of ice to passengers for refilling ice containers on the run when demanded by them.

(b) Hire charge receipts, which will be supplied to stations in sets of three foils (Accounts/Passenger/Record) in bound books, will be prepared by carbon process for each ice container supplied to a passenger. The hire charges will be accounted for as 'Miscellaneous receipts' in the daily trains cash-cum-summary book. Ice containers on release, must be returned to the station which originally supplied them, duly booked

under a free service way-bill.

A specimen of the hire charge receipt appears at Appendix XII/G.

1236. Collection of town duty or terminal tax on parcel/goods. ♦(a) At stations where town duty or terminal tax is collected by the railway administration on behalf of municipalities, the levy will be imposed on inward and outward parcels and goods in accordance with the rates embodied in the terminal tax schedule of the municipality concerned, a copy of which will be supplied to the station by the Divisional Superintendent. If a Station Master receives from the municipal authorities direct, an intimation regarding a change to be made in the schedule, he must ask the municipality to refer the matter to the Divisional Railway Manager on whose orders alone he is competent to act in such cases. The amount collected should be accounted for in the cash and delivery books. Separate statements showing the particulars of parcels/goods which are exempted from the levy of town duty or terminal tax or octroi duty and those on which tax or duty has been levied will be submitted to the Traffic Accounts Office, monthly or periodically, as prescribed.

(b) Articles on which tax is leviable on ad valorem basis, their value and the amount of tax to be recovered will be assessed by the municipal staff and indicated on the railway receipts for the information of railway staff.

(c) The town duty or terminal tax collections should be remitted to the Cashier daily along with the traffic earnings, showing the amount separately under the head "Municipal dues". A separate balance sheet of town duty or terminal tax or octroi duty transactions should be prepared and submitted monthly to the Traffic Accounts Office.

(d) When the town duty or terminal tax is collected from passengers at the gate on commodities which are not their bona fide personal luggage, a receipt in Form Com./T-4 Rev. should be issued to them. The total amount so collected should be accounted for in the daily trains cash-cum-summary book and taken as a special debit in the monthly town duty or terminal tax or octroi duty balance sheet.

1237. Receipts for terminal tax or town duty. ♦(a) These receipts are machine-numbered and supplied to stations in sets of three foils in book form. Separate receipt books are used for inward and outward traffic, the foils being prepared by carbon process. The first foil is sent to the Traffic Accounts Office, the second is given to the payer and the third is retained as station record. When a receipt is cancelled, both the 'Accounts' and 'Payer' foils must be submitted to the Traffic Accounts Office along with the return. The reasons for cancellation should be recorded on all the three foils over the signature of the Parcel or Goods Clerk.

(b) When the amount of duty or tax to be recovered exceeds Rs. 20, a revenue stamp of 20 paise for each transaction should be affixed on the receipt and the stamp defaced. Station Master should keep sufficient stock of revenue stamps at their stations commensurate with their needs. Supply of stamps should be arranged by the Divisional Railway Manager.

1238. Statement of terminal tax collections. ♦A statement of terminal tax collected on parcels and goods will be prepared by stations in Form com./T-5 Rev. in duplicate by carbon process, separate forms being used for inward and outward traffic. Entries in the Statements will be made from the terminal tax receipts issued. One copy of the statement along with 'Accounts' foils of terminal tax receipts (Form Com./T-4 Rev.) will be submitted to the Traffic accounts office at the end of the month, and the other copy of the statement will be retained as station record.

1239. Rail Yatri Niwas. In addition to the retiring room facilities mentioned above, exclusive independent rooms and dormitory accommodation is available in Rail Yatri Niwas located at important stations (presently at New Delhi and Howrah). The Rail Yatri Niwas provides for independent double bed rooms with or without independent toilets with daily tariff as prescribed. Similarly, accommodation in dormitories is available with daily tariff as prescribed per bed depending upon different facilities. The Rail Yatri Niwas, is also provided with a restaurant which caters to Indian and Western food and snacks between the specified hours at reasonable rates. The facility of stay at Rail Yatri Niwas is available to bonafide Rail Passengers.

CHAPTER XIII

INITIAL COACHING BOOKS AND RETURNS

1301. Initial books. ♦ The initial station records in connection with passenger traffic and the returns relating thereto are dealt with in Chapter VII. The initial records in respect of the traffic in parcels, luggage, animals and birds, etc., carriages, motor-cars and boats, etc., and parcel way-bills, luggage tickets, way-bills for booking of animals and birds, etc., and way-bills for booking of carriages, motor-cars, boats, etc., and the initial books in which these are accounted for are the daily train cash book-cum-summary, outward 'Paid' parcels cash book and the parcels delivery book. At larger stations, however, where the receipts from parcels, luggage, animals and "birds, carriages, motor-cars, and boats, etc. are kept separate from passenger receipts, a separate cash book for parcels, luggage, etc. is maintained in which the amount for each way-bill and luggage ticket is first posted individually, for local and through traffic, under appropriate heads and then the totals only are carried forward at the end of the day into the daily trains cash-cum-summary book.

1302. Initial returns. ♦ (a) From the initial station records mentioned in Para 1301 are also posted, separately or local and through traffic, the returns for parcels 'To-Pay', luggage, animals and birds, and motor-cars, carriages, boats, etc.

The link between the initial documents, books, returns and the station balance sheet is roughly illustrated by the diagram given at Appendix XIII/A, which shows how the daily collections are accounted for in the cash books and remitted to the Cashier, and how the balance sheet of the station is compiled from the various returns.

(b) The complete set of returns, supported by initial documents where prescribed, should be submitted to the Traffic Accounts Office concerned. The staff should also bear in mind the instructions printed on the various commercial forms for the preparation of returns.

1303. Parcels delivery book (Form Com./P-7). ♦ Inward way-bills both 'Paid' and 'To-Pay' must as they arrive, be checked and posted item by item into the parcels delivery book, separate books being maintained or separate pages being allotted in the same book for ♦

- (i) local parcels received 'To-pay';
- (ii) local parcels received 'Paid';
- (iii) through parcels received 'To-pay';
- (iv) parcels received 'Paid' from Government railways;
- (v) parcels received 'Paid' from non-Government railways; and
- (vi) parcels received from Pakistan/Ceylon Railways.

All undercharges collected and overcharges refunded must be shown in the proper columns provided for the purpose.

1304. Abstracts of 'To-pay' parcels forwarded (local). ♦ Local outward 'To pay' way-bills should be posted in Form Com./P-3 & 4 Rev. Traffic to each station via each route, should be posted daily on a separate sheet from the record foils of the way-bills issued. After

the last entry for the month has been posted, the total of each abstract should be struck to arrive at the total traffic booked to each station via each route. Percentage charges on value recovered in respect of excepted articles should also be posted in this return in the column 'Amount paid' against the relevant entries.

1305. Summary of 'To-pay' parcels forwarded (local). ♦ The total of each abstract, referred to in Para 1304, will be posted in the monthly summary Form Com./P-IO Rev., the stations being arranged in the alphabetical or other prescribed order, to arrive at the total traffic booked during the month to all stations on the home line. The total of the 'Paid' column in the summary should be tallied with the relevant cash book before submission to the Traffic Accounts Office. The summary should be forwarded with (he abstracts, the latter being arranged in the order of their entries in the former.

1306. Abstracts of 'To-pay' parcels forwarded (through). ♦ These abstracts should be posted daily from the Record foils of 'To-pay' way-bills (through) in the same form and manner as laid down for local traffic in Para 1304 except that the abstracts for traffic booked from out-agencies, city booking agencies and stations on the worked lines, will be prepared in duplicate.

1307. Summary of 'To-pay' parcels forwarded (through). ♦ This summary should be prepared in Form Com./P-IO Rev. in two parts: Part I or 'via summary' will show the traffic to each railway (station-by-station) via each route; Part II or general summary' will show the total traffic forwarded to each railway via all routes and the grand total of traffic for all railways. The summary should be submitted to the Traffic Accounts Office along-with the connected abstracts, which should be arranged in the order of entries in the 'via summaries'. Before submitting the general summary to the Traffic Accounts Office, the total of the 'Paid' column in it should be tallied with the total amount entered in the cash book for parcels, luggage, etc.

1308. Abstracts of 'To-pay' parcels received (local). ♦ These abstracts will be posted daily in Form Com/P-1 & 2 Rev. from the 'To-pay' way-bills or copies thereof received, for each station via each route, in the same way as local forwarded abstracts (see Pare 1304). The percentage charges shown on inward To-pay' way bills should also be posted in these abstracts, which should be kept open till the 5th of the following month, and all 'To-pay' way-bills of the previous month received up to that date should be taken into the abstracts for that month. The abstracts should then be closed and submitted to the Traffic Accounts Office. Way-bills which arrive after the 5th of the succeeding month will be taken to account in the succeeding month and not in the supplementary abstracts.

1309. Summary of 'To-pay' parcels received (local). ♦ The totals of each abstract referred to in Para 1308 should be posted in the summary Form Com./P.8 & 9 Rev. in the alphabetical or other prescribed order of stations from which traffic has been received, to arrive at the total 'To-pay' traffic received during the month from all the stations on the home line. The totals on the summary should be struck and tallied with the corresponding figures in the parcels delivery book before submission to the Traffic Accounts Office. The summary should be forwarded with the relevant abstracts which should be arranged in the order of their entries in the summary.

1310. Abstracts of 'To-pay' parcels received (through). ♦ These abstracts should be posted daily in Form Com./P-I & 2 Rev. from the 'Guard' foils of way-bills or copies thereof received. The preparation of abstracts and the procedure regarding grouping of entries by stations via each route, is the same as prescribed for abstracts of 'To-pay' parcels forwarded (through), vide Para 1306. These abstracts will be kept open till the 5th of the following month in the same, way as abstracts for 'To-pay' parcels received (local), vide Para 1308. The abstracts for traffic received from non-Government railways will, however, be prepared and submitted in duplicate.

1311. Summary of 'To-pay' parcels received (through). ♦ The monthly summary of 'To-pay' parcels received (through) should be prepared in Form Com./P-8 & 9 Rev. in the same way as laid down for local traffic (see-Para 1309) except that the summaries will be prepared in two parts as laid down in Para 1307

1312. Returns of 'Paid' parcels received from non-Government railways. ♦

The abstracts and summaries for paid parcels received from non-Government railways should be prepared in the same manner as abstracts and summaries of 'To-pay' parcels received (through) vide paras 1310 and 1311, except that these will be prepared and submitted in duplicate. The total of the general summary should be tallied with the relevant figures in the parcels delivery book, and the returns submitted along-with the connected 'Guard' foils of way-bills.

1313. Returns of 'Paid' parcels received from Government railways. ♦ The out-agencies, city booking agencies and stations on worked lines only will prepare and submit to the respective Traffic Accounts Offices, abstracts and summaries for 'Paid' parcels received along-with the connected Guard foils of way-bills or copies thereof, duly sorted in the order of forwarding stations. The abstracts and summaries should be prepared separately for local and through traffic in the same manner and on the same forms as laid down in paras 1308 to 1311. Other stations are not required to submit returns for 'Paid' parcels received.

1314. Return of undercharges collected on 'Paid' parcels received (local and through). ♦ This return should be prepared monthly in the proforma appearing at Appendix XI11/B, separately for local and through traffic. The entries of way-bills from each station via each route should be grouped together and arranged in the alphabetical or any other prescribed order.

The undercharges collected on 'Paid' parcels received from non-Government railways will not be detailed in this return but posted against the relevant entries in the return of 'Paid' parcels received from non-Government railways (see Para 1312), The total amount of undercharges on the traffic, as appearing in the general summary referred to in Para 1312, will be added to the total on the return of undercharges collected on 'Paid' parcels received (through).

The total amount of undercharges collected on local and through traffic will be reconciled with the debit taken in the balance sheet under the head "Undercharges collected on Paid parcels received", local or through, as the case may be. The connected way-bills will be submitted to the Traffic Accounts Office duly arranged in the order of their entries in the return.

1315. Submission of way-bills, luggage tickets, etc. ♦ (a) All parcels waybills To-pay', local and through, received at a station should be submitted to the Traffic Accounts Office, periodically, along-with a covering memo showing the total number of way-bills it covers. As the inward parcels accounts are kept open till the 5th of the following month to admit of as many way-bills as possible being taken to account at the receiving station in the same month in which issued, a final covering memo with all way-bills of the preceding month coming in between the 1st and 5th should be despatched to the Traffic Accounts Office concerned.

(b) Similarly, all Paid way-bills received, with the exception of those mentioned in paras 1312 to 1314 which will be sent along-with the connected returns, should be submitted monthly to the Traffic Accounts Office, duly sorted, along-with a covering memo showing the total number of way-bills it covers.

(c) A covering memo similar to the one mentioned in sub-Para (a) above, showing number of luggage tickets-and way-bills for animals and birds should be sent to the Traffic Accounts Office concerned, periodically along-with relevant luggage tickets and way-bills.

(d) Each, batch of way-bills and luggage tickets sent, should be grouped and arranged by stations, the local in order of stations on the home line and the through by railways and junctions.

1316. Returns for carriages, motor-cars, boats, etc. forwarded and received. ♦ These returns (abstracts and summaries) should be posted from waybills used for booking of motor-cars, carriages, boats, etc., separately for local and through traffic, on the same forms and in the same manner as prescribed in paras 1304 to 1311. The total amount of the outward 'Paid', and inward 'Paid' as posted in the summary/general summary, should be tallied with the corresponding figures in the cash book for parcels, luggage, etc. and the parcels delivery book, respectively. The Guard foils of the way-bills, duly sorted in the order of forwarding stations. will be submitted along with the relevant returns.

1317. Returns of luggage and specie forwarded (local). ♦ This should be posted in Form Com./L-26 Rev. daily from the 'Record' foils of luggage tickets in the numerical sequence of their machine numbers. If a luggage ticket is cancelled, its machine number only should be entered in the return in the proper sequence with an entry "cancelled" against it. The 'Guard' and 'Owner' foils of the cancelled luggage tickets should be submitted to the Traffic Accounts Office along with the return. After live last entry for the month has been posted, the total of the amount column should be struck and reconciled with the relevant figures in the cash book for parcels, luggage, etc. In case no luggage ticket is issued during the month, a 'Nil' return indicating the machine number of the last ticket issued should be sub-milted to the Traffic Accounts Office.

1318. Returns of luggage and specie traffic forwarded (through). ♦ This return should be posted daily in Form Com./L-29 Rev. in duplicate from the 'Record' foils of the luggage tickets issued in through bookings. The entries in the return should be grouped so as to bring out the traffic booked to each station via each route for each railway on a separate sheet. Alter the last luggage ticket issued during the month has been posted, the total on each sheet should be obtained to arrive at the total traffic booked to each station via each route.

1319. Summary of luggage and specie traffic forwarded (through). ♦ The return of through luggage traffic as prepared vide preceding, Para, should be summarised on Form Com./L-32 Rev. The summary should be prepared in two parts in the same way as through parcels summaries (Para 1307). Before submission to the Traffic Accounts Office, the grand total obtained on the general summary should be reconciled with the corresponding figures in the cash book for parcels, luggage, etc. The particulars of luggage tickets issued, viz., book number, commencing number, closing number, number issued and numbers cancelled should be entered in the general summary. The 'Guard' and 'Owner' foils of the cancelled luggage tickets should be submitted along with the summary. In case, no luggage ticket is issued in through booking during the month, a 'Nil' summary, indicating the machine number of the last ticket issued, should be submitted to the Traffic Accounts Office.

1320. Returns of animals and birds, etc. (local). ♦ This should be prepared, reconciled and submitted on Form Com./L-24 Rev. in the same way as return of local luggage and specie forwarded (see Para 1317).

1321. Returns of animals and birds, etc. (through). ♦ This should be prepared on Form Com./L-27 & 28 Rev. in the same way as return of through luggage and specie

traffic (see Para 1318).

1322. Summary of animals and birds, etc. (through). ♦ This should be prepared in Form Com./L-30 & 31 Rev. It should be posted, reconciled and submitted to the Traffic Accounts Office in the same way as summary of luggage and specie traffic (through) vide Para 1319.

1323. Demurrage and wharfage return: The demurrage charges levied on vehicles and wharfage on parcels, animals, birds, carriages, etc. and on luggage arriving in advance of passengers or left at stations for temporary custody must be accounted for in this return in Form Com./D-16 Rev. This return will be posted daily from the parcels delivery book, left luggage tickets and other connected books and documents.

1324. The demurrage and wharfage charges should be accounted for separately and separate totals in respect of each of them shown. These charges should be levied upto the time the vehicles are released or the consignments are delivered, removed or sold, and should be accounted for in the return irrespective of whether these have been realized or not

1325. Demurrage and wharfage charges foregone. ♦ The special credit for demurrage and wharfage charges foregone, under order of a competent authority should be taken in the balance sheet and the original authority submitted to the Traffic Accounts Office along with the balance sheet

1326. Demurrage or wharfage charges accrued on parcels or luggage transferred to lost property office. ♦ The procedure in regard to accountal of demurrage, and wharfage charges accrued on parcels or luggage transferred to lost property office has been dealt with in Chapter XXII.

1327. Books and returns for telegraph traffic. ♦ The books to be maintained and the returns to be submitted in connection with telegraph earnings are prescribed in Part I and II of the Posts and Telegraph Manual, Posts and Telegraphs Guide Part I and II and the I. R. C. A. Telegraph Manual. The instructions contained in these publications for the preparation and submission of telegraph returns should be followed.

1328. Periodical testing of coaching accounts. ♦ The main station account returns will be compiled for the complete month, but to enable the Station Master to keep a check over the accuracy of his current accounts, and to facilitate the ultimate compilation of his monthly balance sheet, the accounting of all coaching transactions of a station should be tested at the end of each period. This should be carried out in the manner described in paras 1329 to 1335. These test balancing 27 ♦ I/RB/ND/89 arc of much importance and Station Masters should personally see that they are correctly and regularly made. At stations where the traffic is small, these test balancing may be dispensed with under orders of the Traffic Accounts Officers.

1329. (a) The figures of earnings from passengers, local and through, should be verified periodically in the manner indicated in Para

(b) At the close of each period, the progressive totals to date as worked out in the daily trains cash book-cum summary under each of the following heads should be reconciled with the connected returns:- ♦

(i) Government passengers and baggage, etc. ;

(ii) excess fares ;

(iii) luggage and specie forwarded ;

- (iv) animals and birds, etc. forwarded ;
- (v) carriages, motors, boats, etc. forwarded;
- (vi) left luggage, demurrage and wharfage ;
- (vii) telegraph ;
- (viii) percentage charges collected ;
- (ix) parcels forwarded 'Paid'.

(c) At stations where a separate cash book for parcels, luggage, etc. is kept, the agreement in respect of connected returns should be made with the periodical totals in the parcels, luggage, etc. cash book instead of with the daily train cash book-cum-summary.

1330. Agreement of telegraph cash. ♦ The statement of telegraph cash transactions (Para 1228) will be made periodically or monthly, as prescribed, and the periodical totals will be added up and compared with the relevant figures of the daily train cashbook-cum-summary. The grand total for the month should be entered there from into the balance sheet.

1331. 'Paid' parcels outward. ♦ It should be seen that the total in the outward 'Paid' parcels cash book tallies with the progressive periodical totals for 'outward Paid parcels' in the daily train cashbook-cum-summary.

1332. Sundries. ♦ These should be compared with the cash transmit note of miscellaneous cash receipts (Appendix XII/D).

1333. Excess in booking. ♦ This should be compared with the daily train cashbook-cum-summary.

1334. Accounts and cash office debits. ♦ These should be checked and verified from payments made under the relevant heads, such as error sheets paid, base coins, short remittances, etc.

1335. Testing of inward 'To pay' parcels, motor-cars, boats, etc. ♦ A test balance sheet should be prepared in the proforma appearing at Appendix XIII/C, taking to debit the balance from last month, the 'To-pay' way-bills for parcels and motor-cars, etc. received during the current month to date (as shown by the abstracts) and any special items; and to credit the collections on account of inward parcels and motor-cars, etc., any special, credits (detailed in Para 1342) and the outstanding on date. The test balance for the closing period of the month should be made as soon as the returns are closed, the outstanding being detailed on the reverse of the balance sheet

1336. Rectification of differences. - In the event of there being any difference between the summary of daily train cashbook-cum-summary and the returns, it should be traced out at once and put right. Station Masters should be very careful not to pass over differences under any circumstances as much subsequent trouble and delay may be the consequence. The fact that the totals have been reconciled should be noted at the foot of the daily trains cash-cum-summary book.

1337. Outstanding in connection with test balances. ♦ (a) The outstanding in connection with the test balance except the one for the last period of the month, need not be taken out in all the details required by the outstanding list. It is sufficient to give

the foils of the delivery book and the amounts outstanding on each page in the manner described for goods (see Chapter XX). These details should be noted in the place provided in the test, balance sheet form (Appendix XIII/C).

(b) The method of making up parcels outstanding for the purpose of test balances is the same as for goods (see Chapter XX)-

1338. Coaching station balance sheet. ♦ A station balance sheet is a summary in classified form, of all station debits and credits for the period to which it relates. In preparing the balance sheet, Station Masters and Booking Clerks should bear in mind that they are debit with all sums for which they have to account to the Government and credit with all sums they pay to the Cashier, or for which they submit duly attested vouchers or detailed particulars. The coaching balance sheet should be prepared after the accounts for the last period of the month have been checked in the manner indicated in paras 1329 to 1335.

1339. Debit entries of a station coaching balance sheet. ♦ The debit entries of a station coaching balance sheet consist of :

- (i) the debit balance (if any) from the previous months
- (ii) the traffic earnings of the month under the various heads shown in the balance sheet form, separately according to the returns or statements ;
- (iii) undercharges advised during the month by the Traffic Accounts Office;
- (iv) discrepancies advised by the Traffic Accounts and the Cash Offices not previously taken to account ;
- (v) excess in booking ;
- (vi) miscellaneous transactions not shown in the returns and of which full particulars should be given ;
- (vii) amount of platform tickets to be posted from passenger classification returns ;
- (viii) special credits disallowed.

1340. Credit entries of a station coaching balance sheet. ♦ The credit entries of a station coaching balance sheet consist of :

- (i) the total cash and vouchers sent/acknowledged daily by the Cashier as per cash remittance notes ;
- (ii) special credits allowed under the various heads to be posted in appropriate places in the balance sheet form ;
- (iii) credits allowed in schedules :
- (iv) balance, if any. to be carried forward to next month's account: full particulars should be given in the appropriate column, in the form with the date of the proposed settlement of each item or an explanation of the steps taken to obtain adjustment.

1341. Vouchers. ♦ The term 'vouchers' mentioned in the preceding Para includes :

- (i) warrants and credit notes received in payment of railway fare, freight, wharfage and demurrage charges ;

(ii) pay orders/cash orders for amounts drawn from station earnings for authorised payments ;

(iii) messenger hire vouchers and telegraph message drafts to which stamps have been affixed ;

(iv) other vouchers sent in lieu of cash.

1342. Special credits. ♦ The special credits mentioned in Para 1340 include :

(i) certified overcharge sheets for regularisation of errors in way-bills other than those representing under and overcharges in freight;

(ii) paid-on charges accrued on consignments rebooked to other stations ;

(iii) credits authorised by Traffic Accounts Office in connection with previous debits withdrawn ;

(iv) credits on account of original freight, demurrage and wharfage charges etc. on consignments sold by public auction or transferred to lost property office ;

(v) overcharges on way-bills allowed at the time of delivery of parcels ;

(vi) way-bills twice accounted for ;

(vii) other items of special credits.

1343. Closing balance of station coaching balance sheet. ♦ The closing balance of a station coaching balance sheet consists of:

(i) imprest cash allowed to stations for the purpose of giving change to passengers purchasing tickets, etc. : this amount should at all times remain on hand and should, on no account be used for the purpose of remitting outstanding debits, making up deficiencies, advancing wages or for any purpose other than that for which it is held ;

(ii) admitted debits ; the names of persons responsible and reference to the month's salary bills in Which these are shown for recovery should be given in the remarks column ;

(iii) objected debits ; reference to the action taken for the withdrawal of the debit should be given in the remarks column ;

(iv) freight; way-bills in connection with parcels on hand or not to hand should be shown, sub-divided into 'Old way-bills' and 'Current waybills (less than three months old)';

(v) other miscellaneous items including stamped Indemnity Notes unsold, time tables unsold, etc.

vi) Cashier's memo ;

(vii) demurrage and wharfage awaiting clearance by remission statement.

1344. Classification of outstandings. ♦ Outstandings should be classified by Stations under class 'A' and 'B': 'A' class outstandings comprise items mentioned in items (ii), (iii) and (vi); and 'B' class those mentioned in items (iv) and (vii) of the preceding Para. In

both 'A' and 'B' class outstanding lists the items should be entered in order of dates and year. The amount of each class of items should be posted under the respective columns. Each column for each year should be separately totalled. The grand total should agree with the closing balance to be carried forward to the next month's account Instructions regarding preparation of outstanding lists and their submission to the Traffic Accounts Office appear in the chapter on 'Station outstandings' (see Chapter XXVII).

1345. Submission of coaching returns and documents. ♦ The returns and documents to be submitted by stations to the respective Traffic Accounts Offices are shown in Form Com./C-32 and G-15 Rev. The due dates by which these should be submitted to the Traffic Accounts Office will be notified by each railway administration. The Station Master will be personally responsible to ensure that the returns are submitted to the Traffic Accounts Office on the due dates.

1346. Transmit memo for returns. ♦ All returns, must be submitted to the Traffic Accounts Office through Couriers (see Chapter XX), duly entered in the transmit memo forms : these forms are supplied in sets of two foils in bound books with a 'Receipt' slip attached to the second foil. If there are no particulars or no traffic to be entered on any of the returns, the word 'Nil' should be written against the entry of that particular return in the transmit memo and a 'Nil' return attached. The second foil of the transmit memo should be submitted by the stations to the Traffic Accounts Office along with the returns. The Traffic Accounts Office will return the 'Receipt slip' to the station pointing out therein the missing returns, if any.

The station staff should send the missing returns in original, if left behind, or copies thereof to the Traffic Accounts Office and paste the acknowledgement with the record foil of the transmit memo.

1347. Calendar of returns. ♦ A calendar of returns in Form Com./C-32 & G-15 Rev. showing the due and the actual dates of submission of various returns should be maintained at each station. This calendar should be posted as soon as a return is submitted to the Traffic Accounts Office and must at all times be kept up-to-date for inspection by the inspecting officials. The inspecting officials must initial the calendar of returns on each inspection in token of their having scrutinized it and also of their having taken suitable steps for the submission of outstanding returns, if any. Delay in the submission of returns should be seriously viewed.

