Appendix -I

PROFORMA

CHECK OF UTS COUNTER BY THE TIA (Para 306)

Name of operator ---------- Date :

STATION : Time :

1. Operator ID tallied with ITC If No, Give Reason ……

2. Any mismatch noticed during check, if Yes, Give Reason ……

3. Check of Cash : Imprest : Private Cash :

Cash on Hand :

Cash as per ITC :

If there is any difference in cash explain reason for difference and disposal

……

4. Check of vouchers : Actual Voucher Amount : ……

As per ITC VRS Amount :……

Difference, if any, give reasons .....

All Vouchers are valid, if no, raise debit and write EA no. ……

5. Check of cancelled tickets and special cancelled tickets :

Amount of cancelled tickets tallied with ITC If No,

Give reason .....

6. Check of non-issued tickets :

Non- issued tickets are tallied with ITC and reason for the same is given on ticket and in NIT register.

If No, Give reason .....

Signature of Operator Signature of Supervisor Signature of Sr. TIA

Appendix -II

PROFORMA

REPORT ON CHECK OF TICKET CHECKING STAFF BY THE TIA (Para 367)

Sr. No.			
Name of TTE			
H.Q stn.			
Working in Train No.			
Coaches Checked			
EFT No. Closed			
Personal Cash	As declared in books	Actual found on check	
Cases Detected	Without Ticket	Un-booked Luggage	Irregular Travel
Amount			

Signature of TTE **Signature of Sr. TIA.**

Appendix - III

Time limit under different circumstances during which deposit receipt shall be issued from UTS counter at stations (where no PRS counter/current counter is working). on surrendering of PRS counter tickets across UTS counter,

Sl No.	Circumstances	Stations	Period under which deposit receipt shall be issued	
			From	to
1.	Confirmed ticket	anywhere	From 24 hours before the scheduled departure of train	4 hours before the scheduled departure of the train.
2.	RAC/waitlisted tickets	anywhere	From 24 hours before the scheduled departure of train	Half an hour before the scheduled departure of the train.
3.	Partially Confirmed ticket	anywhere	From 24 hours before the scheduled departure of train	Half an hour before the scheduled departure of the train subject to the condition that status at the time of surrendering the ticket is partially confirmed not the original status.
4.	In case of late running of train for more than three hours at the journey commencing stations.	Journey commencing station area not at terminating station area.	From 24 hours before the scheduled departure of train	Upto actual departure of the train.
5.	where Railway administration is unable to provide accommodation.	Journey commencing station area	From 24 hours before the scheduled departure of the train	Within 3 hours from the actual departure of the train
6.	In case of cancellation of trains due to unforeseen circumstances such as accident, flood or breaches.	Journey commencing station area	From 24 hours before the scheduled departure of the train	Within 3 days excluding the scheduled day of departure of the train

Appendix-IV

PERFORMANCE REPORT OF DISTRICT TIA

Performance of the TIA'S for the Month of :											
Station Inspection :											
Name of the TIA :											
District :											
HQ : DIV :											
No. of Days (of the month) :											
Sr. No.	Inspection										
	On hand Opening Balance	Opened	Completed	Debits Raised	Credit Allowed	Inspection report		No. of Man Days			Remarks
						Submitted	Outstanding	Booked	Curr.	Arrears	

Sr. TIA/

Appendix - V

MEMORANDUM OF UNDERSTANDING FOR INDIA POST PRS

The Memorandum of Understanding is made on the 31st day of July 2O07 between the President of India acting through Additional Member (Commercial), Railway Board, hereinafter referred to as MOR, which expression includes ail its successors and assignees of the first party and Chief General Manager, Business Development and Marketing Directorate, Department of Posts (hereinafter referred to as 'India Post[1] which expression shall include all its successors and assignees) having its headquarters at Dak Bhavan, Sansad Marg, New Delhi-11OOO1, the second party.

With a view to provide better facilities to railway passengers travelling by train. MOR has decided to extend the reach of reserved tickets to the doorstep of the passengers.

Whereas India Post is interested in providing additional facilities in their post offices.

The parties have negotiated and mutually agreed to provide computerized Passenger Reservation System (PRS) terminals in some of the **Post** Offices as decided mutually on the terms and conditions appearing hereinafter.

Now it is agreed by and between MOR and India Post as under. The PRS to be operated by India Post will be named as "India Post PRS Centre". -

(i) The PRS to be operated by India Post will be named as "India Post PRS Centre".

(ii) India Post would reserve railway tickets through the computerized PRSs of the Railways at such locations as are mutually agreed to by MOR and India Post.

(iii) MOR will provide hardware, communication equipment and communication channels for which initial as well as recurring cost will be borne by MOR

(iv) The maintenance of the software and also any problem arising from its maintenance will be resolved by MOR.

(v) The accommodation, lighting and other infrastructure arrangements will be provided by India Post.

(vi) The staff for issuing the tickets will be provided by India Post at their cost

(vii) The training of the staff of India Post will be arranged by MOR at mutually agreed locations. The cost of training (excluding travelling allowance, daily allowance etc, to be paid to the staff of India Post) will be born by MOR.

(viii) The selected locations shall be hooked-up to respective main PRS nodal, as decided by MOR.

(ix) India Post will collect the Blank computer ticket rolls at their own risk and responsibility from the designated PRS locations identified by MOR in consultation with India Post.

(x) India Post shall take all steps required for security and safe custody of computerized ticket rolls supplied to them from time to time by MOR. In case of any loss, India Post will compensate MOR as per ruled laid down by MOR.

(xi) The amount payable to MOR will be credited by Reserve Bank of India, Nagpur centrally by debiting account of India Post on a daily basis based on the advice of the FA & CAO's of the Zonal Railways online.

(xii) A module will be required to be got developed by MOR to enable 22 circles of India Post at their one "centralized location in Delhi to know the extent of amount being debited to India Post on daily basis.

(xiii) The locations operated by India Post will be able to book all types of tickets including concession and Military vouchers like any other regular railway PRS centers etc.

(xiv) India Post will Realize service charges! from the passengers in lieu of tickets. The extent of service charges to be levied for different type of tickets and for different type of locations will be decided jointly by MOR and India Post.

India Post centres will be attached nominated Traffic Accounts Office of the respective railway for daily/ periodical submission of accounting returns, vouchers, statements etc. depositions of advance and replenishments, as may be decided by MOR.

The Inspection procedure to be followed for the staff of India Post will be a part of the syllabus for the training.

The locations of these PRS centers will be inspected by a team of TIA and CMIs at least once a year to ensure that all the rules and regulations are being followed.

The Field Post Offices (FPO) in which PRS is to be provided will be identified mutually.

India Post shall be entirely and wholly responsible for all losses or damages that may be suffered by the Railway by any act or omission of India Post or its staff & shall indemnify & keep indemnified and harmless the Railway against or in respect of all such losses or damages or cost if any, incurred by the Railway in regard thereto. Any complaint arising out of behaviour or conduct of the staff Of India Post will be tackled by them and the damage, if any, will be met by India Post only.

The MoU will be valid for a period of five years and its progress will be reviewed annually. It will be renewed after expiry of the existing arrangements on mutually agreed terms and conditions.

(i) India Post PRS at various accepted locations shall start functioning from the dates as may be mutually determined by MOR and India Post.

(ii) India Post PRS centres will be operated at timings concurrent to the working hours of the existing PRS centres.

(iii) The Service Tax to be paid in future, if any, shall be realized by India Post from the passengers.

(iv) E-ticketing facility will be provided at mutually agreed locations where e-tickets will be issued from the Post Offices of India Post. For this purpose separate agreement will be signed between India Post and Indian / Railway Catering & Tourism Corporation (IRCTC).

In witness hereof, the Parties hereto acting through properly constituted representatives thereto duly authorized have caused [present to be signed and executed, signed, sealed and delivered in presence of

For and on behalf of President of India
Sd
(AK.Goyal)
Additional Member (Commercial)
Ministry of Railways
Government of India
Witness in presence of

Sd
l. (U.Hazarika)
Director, Passenger Marketing
Ministry of Railways
Government of India

Sd
2. (Ravinesh Kumar)
Director Traffic Commercial(G)
Ministry of Railways
Government of India

For and on behalf of President of India
Sd
(S. Samant)
Chief General Manager
Department of Posts
Government of India
Witness in presence of

Sd
1. (J. Panda)
General Manager
(Marketing)
Department of Posts
Government of India

Sd
2. (John Samuel)
General Manager
(Parcel & Logistics)
Department of Posts
Government of India

Appendix-VI

INDIAN RAILWAYS
IDENDITY CARD CUM CHECKING AUTHORITY

1. This is to certify that Shri/Smt..... is An authorized Railway Inspector appointed by the Railway Administration and is vested with full powers of Travelling Inspector of Station Accounts, on .....Railway.

2. He is authorized to travel in any class by all trains including Rajdhani/Shatabdi/ Durantoo/Suvida/Premium/Special premium/ super fast/goods/ballast trains and various compartments including Break vans/Pantry Cars/ Power cars/RMS and further other category of trains as being introduced from time to time, to check and detect irregularities.

3. He is authorized to check-
   (i) Ticketless and other irregular travel, reservation charts of all classes and luggage on trains and Parcel Vans.
   (ii) Cash on hand with ticket checking staff on duty by train, their private cash, rough journal books, EFT Books and Guard Certificates, Books with Guard.
   (iii) Stock of Bed Rolls with Train Supdts, Coach Attendants and account of Cash collected towards the same by Railway staff or other contractor's staff.
   (iv) Allotment and utilization of Retiring Rooms and CTI/Hd TC Offices.
   (v) SS/SMs Office, Booking Offices, Reservation Offices, Parcel Offices, Ticket Collectors Offices, Catering Units and Pantry Cars, Goods Sheds, all Weighbridges, Sidings and Transshipment Sheds, Marshalling Yards, Out Agencies, City Booking Agencies, JTBS Offices, YTSK Offices and any other such establishment which are related to traffic and transportation working.
   (vi) Initial Books and Records including operating record maintained at Stations/Sidings/Marshalling Yards/Transshipment Points/Weighbridges/Base Kitchens/Pantry Cars/Retiring Rooms/Refreshment Rooms/YTSK & JTBS Offices/Out Agencies and City Booking Agencies and any other such establishment which is related to traffic and transportation working.

4. He is authorized to seize any documents/records, initial books including operating records required by him for investigation.

5. SS/SM Ticket Checking Staff, Head TNCs, Rly Protection Force, Staff and Govt. Rly. Police should render all assistance to him in executing his duties as and when demanded by him.

Station : (.....)

Date : Sr./Asst. Financial Advisor/..... Rly.
For General Manager