TA 1F/COACHING
C Revised

RAILWAY

Account Office Registered No. _____ Dated _____

Inspection Report on _____

I R No. / of

Inspection Commenced Date _____ Hours _____

Inspection Completed Date _____ Hours _____

Dates selected for details check : _____ _____ _____

Three closed periods test Inspected _____ _____ _____

One closed periods test Inspected _____

One closed period totalled _____

Period in detail from _____ to _____

Months selected for purposes of checking Wharfage and Demurrage

Date selected for checking cancelled Receipts in broken period _____ _____

Actual number of days taken to complete the inspection Against days allowed.

Justification for extra time Nil days is given at item NIL of TA 4 F.

Date of last inspection _____ by Shri

STAFF AT STATION ON DATE OF VISIT

Designation	Name (S/Shri)		
Station Master			
Asst. Station Master			
Asst. Station Master			
Head Booking Clerk			
Head Parcel Clerk			
Clerk-in-charge			

Certified that I have inspected the books and accounts at this station and have carried out the check prescribed in the Manual of Instructions to Traveling Inspectors of Accounts and circulars Issued from time to time.

Date of despatch : _____ Sr Travelling Inspector of Accounts/

CHEK LIST OF COACHING / ACCOUNTS

1	(a)	Is the non/issued ticket Statement book correctly kept?	Yes
	(b)	Are non-issued tickets despatched to Accounts Office daily along with C.R. Note ?	Yes
2	(a)	Have all Blank Paper tickets Special and other Tickets issued been correctly accounted for in the Daily Train Cash Book and Summary ?	Yes
	(b)	Have double sided carbon been used for preparation of BPT's and EFT's ?	Yes
	(c)	Is the Register of Blank Paper tickets correctly kept and up-to date ?	Yes
3	(a)	Did you find the Daily Train's Cash Book correctly and duly entered up, totalled and the total carried into Summary at the close of each day ?	Yes
	(b)	Are other items of Coaching Traffic added at close of each day and is the cash takes over and signed for by the Station Master as often as necessary ?	Yes
	(c)	On checking the commencing and closing numbers calculations and totals of the Daily Train's Cash Book and Summary in the manner laid down in the Manual, did you find any irregularities or mistake ?	No
4	(a)	Have the Ticket Indent and stock Books been properly kept ?	Yes
	(b)	Have all tickets received since last inspection been entered from the former into the latter ?	Yes
	(c)	Bring to notice any cases of stock being allowed to run too low owing to late submission of indents	Nil
	(d)	Have you scrutinised the Station Copy of Estimate of Printed ticket ?	Yes
5	(a)	Give particulars, on Form T.A. 8F of all tickets counted and compared as required in the Manual ?	Given
	(b)	Give particulars of missing or duplicate tickets	Nil
	(c)	Are all tickets needed by the Station on hand and Tickets estimate register correctly maintained ?	Yes
	(d)	Are there any surplus or useless tickets in stock ?	Nil
	(e)	Are all tickets, ticket or pass books, etc., kept clean and under lock and key?	Yes
	(f)	Are the ticket dating, press and type in good order?	Yes
6		Were properly executed Forwarding Notes, on file in every case where necessary for parcels and HCD and luggage booked in brake van ?	Yes
7		Did you find the Parcels on hand correct	Yes
8	(a)	Did you find the Parcels Delivery Book entered uptodate, Properly totalled and the "To-Pay" totals for closed months correctly carried into the Balance Sheet?	Yes

	(b)	Are Parcels collected receipts cancelled and properly filed ?	Yes
	(c)	Have all Parcels delivered been signed for or attested thumb impressions obtained?	Yes
	(d)	Did you find any overcharges allowed but not acknowledged by consignees in the parcels Delivery Book and on the backs of the Railway receipts?	Nil
	(e)	Was endorsed Railway receipt or written authority to deliver on file in every case in which delivery had been taken by a Servant or Agent?	Yes
	(f)	Has Wharfage been accounted for in every case in which due? (Any items discovered uncollected must be entered in a Wharfage return attached to the report).	Yes
	(g)	Has all cash for" To Pay Parcels delivered, Wharfage etc., been correctly accounted for and duly remitted and is the Parcels Cash Book Correctly and properly posted?	Nil
	(h)	Does Station Master certify weekly as to correctness of outstanding Parcels in the Parcels Delivery Book?	Yes
	(i)	Give a statement of debits and credits on Form T. A. 2. F.	Given
	(j)	Did the Re-weighment Register properly kept and are Re-weighments made regularly?	Yes
9		Make a few Re-weighments and quote particulars on Form T.A. 3 F	Nil,WM POH on
10	(a)	Is the file of Error Sheets properly kept, and have all error sheets issued been duly accounted for ?	Yes
	(b)	Quote details of debits and credits on Form T.A.2.F	Quoted
	(c)	Give particulars of disputed Debits with comments on Form T. A. 7F.	Given
11	(a)	Do the counter foils of all Receipt Books used in the periods of check run consecutively, and are cancelled foils disposed of as per extent orders.	Yes
	(b)	Report all cases of missing and duplicate foils	Nil
	(c)	Check all items in the Register of Numbered Receipt Book, received from stores(Since last inspection)and report any cases in which Books received could not be satisfactorily accounted for	Checked Nil
	(d)	Have you checked the stock of all Receipt, books etc. in accordance with instructions given in the Manual.	Yes
12	(a)	Test all irregular Outstanding and those due to the non-receipt of Parcels and make sure as far V outstanding are true once. Report any irregularities found in connection.	Nil
	(b)	Has every such item been properly dealt with and the necessary action to effect early clearance.	Nil

	(c)	Has the Special Register of Irregular Out standings been properly maintained where necessary ?	Nil
13		Give full details of Parcels found on hand without Way Bills in T.A. 6F. in duplicate	Nil
14	(a)	Have all Excess and Unclaimed Parcels on hand been brought into the Excess and Unclaimed Register	Nil
	(b)	Check lost property articles and Register as detailed in the Manual.	Nil
15	(a)	Have the "Miscellaneous" items of work detailed under that head of the Manual, had your attention	Yes
	(b)	Did you find any irregularities in connection with an of them?	Nil
16	(a)	Is the Register of Tickets collected properly kept?	No
	(b)	Are all collected Passenger and platform Tickets Passes etc., cancelled and security locked u until sent to the Accounts office?	No
17		Check a few entries from the Guard's signature Book for Parcels etc., into the parcels, luggage, etc., books and report any instances of:-	
	(i)	Packages despatched without being booked.	Nil
	(ii)	Packages despatched without Guard's Signature being obtained for them.	Nil
18	(a)	Have all cash and vouchers for each day been duly remitted?	Yes
	(b)	If any Cash Receipts are missing quote full particulars on T.A. 14 F.	Given
	(c)	Have all Cashiers' debits on account of clipped, sweated counter foils or foreign coins or for cash received short been promptly taken to account in the Balance Sheet?	Yes
19	(a)	Have all amounts shown in counter foils of Money Receipt Book been accounted for and duly remitted?	Yes
	(b)	Is the sundry return being prepared correctly and submitted to Accounts office.	Yes
20		Has the third part of authority utilized for staff traveling by train for medical treatment been pasted to Book foil ?	Nil
21		Has the Junction Register of Through Blank paper and Troop Ticket (at Junctions with Foreign Railway only) been properly kept?	N/A
22		Has Wharfage incurred on Motor Cars Carriages etc., and Demurrage on Vehicles received, been accounted for and duly remitted? (Any items discovered uncollected must be entered in a Wharfage and Demurrage Return attached to the report.	Nil
23		Does the Station Master exercise adequate super-vision over the accounts work at the station.	Yes

24		Have you carried out the necessary check on the Excess Fare Receipt Books T.T. Inspectors and Flying Squad Ticket Collectors at their Headquarter station.	N/A
25		Is the Register of Random check over the Ticket Tube properly maintained by station?	Yes
26	(a)	Are the tickets on which refunds have been made during the prescribed period of check, accounted for in the D.T.C. book?	Nil
	(b)	Have tickets on which refunds are granted been correctly detailed in the Refund statement sent along with C.R. Notes?	Yes
	(c)	Report irregularities noticed on T.A. 6 F.	Nil
27	(a)	Have you checked perishable deposit and refunds at-counts as per extant orders?	Nil
	(b)	Is the monthly statement in this respect correctly submitted to Accounts Office?	Nil
	(c)	Report irregularities noticed on T.A. 6 F.	Nil
28		Have you checked Reservation Register as per extant rules ?	PRS
29		Date of last annual comparison for Clarification with Ticket Stock Register.	01/5 with PC of April
30		Have you checked the Advertisement Register as per extant rules ?	Nil
31		Give the period and details of the extensions done vide para II (b) page 33 of T.I.A's Manual (Revised)	N.A (No issue of
32		Whether the Inspection Register containing previous inspection report of TIAs have been reviewed. Have all the objections/irregularities pointed out being complied with.	Complied With
33		Have all the debits raised during previous inspection been duly accounted for in the Balance Sheet by the station. Is there any delay in accountal of TIA's debits ?	Complied With
34		Whether all the money value books and other documents/registers not produced in the previous inspection have been produced by the station and have now been checked ?	Complied With

TA 1F/Goods
G Revised

Accounts Office Registered No. _____ Dated _____

Inspection Report on _____ Goods Accounts

IR No. / Dt.

Inspection Commenced Date _____ Hours _____

Inspection Completed Date _____ Hours _____

Dates selected for detail check: _____ _____ _____

Three closed periods test Inspected _____ _____ _____

One closed Period totalled _____ _____

Period in detail from _____ to _____

Months selected for purposes of checking Wharfage and Demurrage _____

Months selected for Check of Cranage & siding: _____

Two dates selected for checking cancelled Receipts _____ _____

Actual number of days taken to complete the inspection _____ against _____
days allowed.
Justification for extra time of _____ days is given at item _____
of
TA
4F
Date of last inspection _____ by Shri _____

STAFF AT STATION ON DATE OF VISIT

Designation	Name(S/Shri)		
Station Master			
Asst.Station Master			
Asst.Station Master			
Chief Goods Supervisor			

Certified that I have inspected the books and accounts at this station and have carried out the check prescribed in the Manual of Instructions to Travelling Inspectors of Accounts and circulars issued from time to time.

Date of despatch: **SrTravelling Inspector of Accounts/**

CHEK LIST OF GOODS / ACCOUNTS

		2	
1		Did you find any cash on hand other than station's earnings and Floating Balance? Quote details on Form TA 2F of (1) Cash on Hand and (2) Floating Cash	Quoted
	a	Have the charges on all forwarded paid consignments, both goods and live stock been duly accounted for in cash book and carried out into balance sheet book when the months accounts have been closed?	Yes
	b	Have cancelled consignment notes receipts and invoices been so stamped and filed together with the record invoices to which they relate?	Yes
2	c	Did you find irregularities in the following:	
		(i) Preparation of invoices and record invoices?	Nil
		(ii) Preparation of forwarding notes?	Nil
		(iii) Detailed Weighments ?	Nil
		(iv) Despatch of invoices?	Nil
		(v) Granting of Railway Receipts?	Nil
3		Did you find the goods on hand correct?	NA
4	a	Test all irregular outstandings, and those due to the non receipt of goods, and make sure as far as possible what the reasons given as to why out standings are correct. Report any irregularities found in connection.	Tested.NIL
	b	Has every such item been properly dealt with and the necessary action taken to effect early clearence?	Yes
	c	Has the special register of irregular outstanding been properly maintained?	
	d	Does the Station Master certify weekly as the correctness of outstanding goods in the Warehouse Delivery Books?	Yes
5		Have the following been properly dealt with?	
	a	(i) Excess and Unclaimed goods.	Yes
		(ii) Sweepings.	Nil
	b	Have the Register in connection with the above been properly maintained.	Yes
N. B.		Particulars of excess and unclaimed goods on hand not brought into the excess and unclaimed register before de-parture and in connection with which no suitable action has been taken should be included under a separate T. A 6F. The register of excess and unclaimed goods must be scruitinized back from date of last inspection.	

		3	
6	a	Did you find the Warehouse Delivery Book correctly entered up and totaled and the totals for the last closed month after comparison with machine abstracts correctly carried into the Balance Sheet?	Nil
	b	Quote details and debits and credits on Form no.TA2F.	Quoted
	c	Did you find any missing or irregular invoice numbers?	Nil
	d	If so had the necessary action as laid down in the station Accounts Manual been taken by the staff in every case?	Nil
	e	Are the "Index of Invoices" Registers correctly posted and uptodate?	Nil
	f	Did you find any overcharges allowed but not acknowledged by consignee in the warehouse delivery book and on the back of Railway Receipts?	Nil
	g	Are Goods collected receipts cancelled and properly filed?	Yes
7		On checking the Warehouse Delivery Book with the Cash Book.	
	a	Of consignments delivered wihout freight due being ac-counted for on date of delivery ?	Nil
	b	Of consignments delivered without collection of Rail-way Receipts or Indemnity Bonds ?	Nil
	c	Of Consignments delivered without obtaining signatures or attested thumb impression ?	Nil
8		Did you find all Wharfage and Demurrage accrued correctly and duly accounted for ? Any items you discover not entered must be shown in a Wharfage and Demurrage attached to this report .	Yes
9		Does the Station Master submit weekly to the Accounts. Office a correct return (Com. 105 F) of detention in wagons containing Railway materials, on which demurrage has accrued?	Yes
10	a	Did you find the file of Error Sheets properly kept and have all error sheets been duly taken to account ?	Yes
	b	Quote details of debits and credits on file	Quoted
	c	Give particulars of disputed Debits on Form No. T. A 7F.	Nil
11	a	Have you checked the Gate pass Book and Gate Pass Register in the manner laid down in the Manual?	N.A
	b	Did you find any irregularities?	**
	c	Does the Station Master or his Assistant check the Gate Pass Book daily with Delivery and cash Books.	**

		4	
12	(a)	Have you checked the stock of Receipt etc., books in acccordance with instructions given in the Manual ?	Yes
	(b)	Are all Invoices and Receipt books certified by station staff as to correctness of page numbering ?	Yes
13		(At Foreign Junctions only)	N.A
	(a)	Are all junctions invoices being correctly sent to desti-nation stations or to the next junction via which the traffic is booked as the case may be ?	**
	(b)	Do junction invoices appear to be correctly entered in the register of junction invoices and duly connected with through goods ?	**
14	(a)	Have you reweighed a fair number of consignments, Out-ward and Inward, as required? Quote details on Form T. A. 3F.	**
	(b)	Have a fair number of Reweighment been made by the staff and did you find the Reweightment Register properly kept?	**
	(c)	Check Weigh-bridge register (Com. 1 97B) for 1 month and trace accountals of undercharges on excess weights in the Warehouse Delivery Books	**
	(d)	Test Check a few items to see that weighment advices (Com. 3 1 1 B) of wagons weighed on weigh-bridge are promptly despatched to destination station	**
15	(a)	Have the miscellaneous items of work detailed under that heading of the Manual had your attention	Yes
	(b)	Did you find any irregularities in connection with any of them ?	Yes quoted 6F
16	(a)	When were the Weighting Machines last tested and are they in good order?	on 9-3-1 1
	(b)	When was the weigh-bridge last tested and is it in working order?	Nil
17	(a)	Have you checked Loading Tally Book and Guard's Signature Book for tranship packages with record invoices in the manner laid doum, in the Manual.	Yes
	(b)	Did you find any irregularities ?	Nil
	(c)	Did you find any consignment despatched not covered by a forwarding invoice ?	Nil
	(d)	Did you notice any cases of undue detention to consignments waiting despatch; or in the completion of consignments by senders ?	Nil
18		Did you find any irregularities in the Wagon Exchange, Guard's Signature for Wagons, Numper Taker's Books and Quick Turn Round Register ?	Nil
19		Did you find :-	
	(a)	The Unloading Tally Book properly kept and referenced with Delivery Book?	Yes

	(b)	Any consignment received not properly accounted for?	Nil
	(c)	The dates of receipt of consignments correctly entered in Delivery Book?	Nil
	(d)	Did you notice any cases of overdue goods not received, if so whether p particulars have been duly reported to the D. C. M. concerned	Nil
20	(a)	Did you find any irregularities in the daily remittances of cash ?	Nil
	(b)	Are any cash notes missing ? If so, quote particulars on T.A.14F.	Quoted
	(c)	Have all, cashier's debits on account of Clipped, Sweated, Counterfeit or Foreign Coins, or for amounts received short been promptly taken to account in Balance Sheet?	Nil
21		Did you find the following Books correctly kept ?	
	(a)	Sheet and Rope Register.	Nil
	(b)	Ledger Account Book.	Nil
	(c)	Transit Memo of Accounts foils of Invoice ?	Yes
22		Have charges livable in accordance with agreements for the use sidings been accounted for and duly remitted?	Yes
23		Have all amounts shown in counterfoils of Money Receipt Book (Com.M.2) been accounted for and duly remitted ?	Yes
24		Does the Station Master exercise adequate supervision over the Accounts work at the station?	Yes
25	(a)	Have you checked Wagon Registration Fee deposit and Refund accounts as per extant orders ?	
	(b)	Is the monthly -statement in this respect correctly sent to Accounts Office?	Nil
	(c)	Report irregularities noticed on T.A. 6 F.	Nil
26		Whether the inspection register containing previous inspection report of TIAs have been reviewed. Have all the objections/irregularities pointed out being complied with.	Complied With
27		Have all the debits raised during the previous inspection being duly accounted for in the Balance sheet by the station. Is there any delay in accountal ofTIAs debits.	Yes
28		Whether all the money value books and other documents/registers not produced in the previous inspection have been produced by the station and have now been checked.	Nil

Note: Books examined must be initialled and dated in red ink or red pencil by Inspector of Accounts. Irregularities concerning Local and Foreign transactions requiring attention of the Commercial Department are to be reported on Form T.A.6 F. and other irregularities on Form T.A. 4 F.

ENCLOSURES					
		Sheets			Sheets
				Balance b/f	
T.A. 2F	Recording particulars of debits and credits on account of Inward Parcels "To-Pay" traffic and Error sheets, and details of all cash and vouchers on hand at the time of opening of inspection		T.A. 7F	Local not admitted debits	
				Foreign not admitted debits	
				Wharfage -	
				Demurrage	
			Advice notes	G.140B/Revised for book numbered books	
				Miscellaneous	
			TA 10F	Statement of missing invoices	
	Rewighment of Parcels under taken at station by the Inspector		T.A. 14F	C.R. Notes (Acknowledgments due in duplicate)	
			TA 15F	Station Performance sheet (Top sheet)	
T.A. 3F	Local (in duplicate)		TA 20F	Statement of loaded wagons (in duplicate)	
	Foreign (in duplicate)				
T.A. 4F	Notes for the information of sections in the office (sectionwise in duplicate)		TA 20F	Freight outstanding "goods on hand" for over 6 months	
			-do-	for wagon loads not received over 3	
T.A. 5F	Consignments examined for misdeclaration (in duplicate)				
	Parcels found on hand without way bills (in duplicate)				
T.A. 6F	Irregularities for action by the D.C.M. (in duplicate)				
	Part I				
	Part II Debit Memoes				
	Total			Total	

RAILWAY

T.A. 2F
Station Accounts

Enclosure to : Inspection Reprt No : VR / 09 Dated : 30-08-11

Coqaching/Goods Coqaching

On :

Particulars of debits and credits for the broken period from date of station's last closed Balance sheet to time of opening the Inspection as under

1. Parcels : 1. Inward To-Pay Traffic

	DEBIT		CREDIT
	Rs.		Rs.
To-pay freight o/s as per station last closed Balance Sheet for M/E		Cash on account of inward to-pay traffic o/s and current for broken period to date:	
To-pay freight accounted for during broken period to the date of visit: Local:		Transfers concerning received to-pay traffic:	
Foreign:		Particulars of Short remittances (inward to-pay)	
Excess remittances on inward To-pay freight during broken Period :		Invoice Station: Date:- Waybill	
Invoice Station : Date Waybill		Current "To pay" outstandings: Irregular "To pay or paid" outstandings:	
TOTAL		TOTAL	

2. ERROR SHEET ACCOUNT

	DEBIT		CREDIT
	Rs.		Rs.
"Admitted" and "Not admitted" debits o/s as per stations last closed Balanced Sheet for M/E:		Cash clearances during the broken period:	
Current debits accounted for during the broken period to date of visit Local:		Credits Local:	
Foreign:		Foreign:	
Cashier's debits:		Special Credits:	
Special debits on behalf of other stations,remitted during broken period:		Debits outstanding on date of visit Admitted :	
Station E.S.No.Date:		Not Admitted: (Statements attached)	
TOTAL		TOTAL	

Further particulars should be recorded under separate headings on the reverese of this form, if necessary.

IR No Date T.A. 2F

Station : Station Accounts

CASH AT OPENING OF INSPECTION

Summary of cash on hand at the time of opening of inspection				Floating Cash	
Day	Cash	Vrs	Total		Rs.
				Cash on Hand : Goods	
				Value of Service postage stamps on hand : Nil	
				Private Cash (Sri/Sm Rs	
TOTAL				TOTAL	

Details under each head must be posted separately.
Cash and vouchers should be shown separately.
(As above)

Further details to be recorded belows if Necessary.

Sr. Traveling Inspector of Accounts

Details of cash of opening day

(As above)

Details of Publication on hand.

Nil

T A 4F(Large)

Enclosure to Goods/Coaching Report
No: Date :
On Station :

N.B. Local irregularities only should be recorded on this form.

Item No	Acount Inspector's Note	Action taken in Accounts Office
	Statement of Inward Invoice Index verified	
	LOCAL	
	1	
	2	
	3	
	4	
	5	
	6	
	FOREIGN	
	1	
	2	
	3	
	4	
	5	
	6	

Remarks : Missing invoice numbers = NIL

Sr. TIA

--------- RAILWAY T A 4F(Large)

Enclosure to Goods/Coaching Report No : / Date :
Station :

On

N.B. Local irregularities only should be recorded on this form.

Item No	Account Inspector's Note	Amount	Action taken in Accounts Office
	Last Advice of Internal Check on hand :		
(A)	Balance as per Accounts		
	Balance as per Station		
	Difference :		
Col : A			
(B)			
Col : B			
Month :	B/Sheet Totals (Rs)	O/S Amt	

Sr. TIA

---------- RAILWAY

TA.6 F

Accompaniment to Inspection Report No. Dated: on Station -----Coaching **Accounts**
PART - ONE/TWO Station's name stamp)

Item No.	Notes by the Inspector of Station Accounts	Explanation of Station Master	Remarks and action taken by Sr.DCM	Final Remarks in Accounts Office
( )				
( )				

Sr.TIA CBS/CPS/CRS

RAILWAY **TA.6 F**

Accompaniment to Inspection Report No. Dated: on Station Goods **Accounts**

PART -

ONE/TWO Station's name stamp)

Item No.	Notes by the Inspectior of Station Accounts	Explanation of Station Master	Remarks and action taken by Sr.DC M	Final Remarks in Accounts Office
( )				
( )				

Sr.TIA

.....RAILWAY

TA.07 F

List of Coaching/Goods "Not Admitted" debit outstanding at: .....

I.Report No..... Of.....

N.B.: Debit over three months only from date of issue of Error Sheet should be recorded on this Form

Sr.No	Error Sheet		Amount	Full particular for not admitting the Debit should be furnished	Remarks in Accounts Office
	No.	Date	Rs.		

Sr.TIA/

.....RAILWAY

TA.07 F

List of Coaching/Goods "Not Admitted" debit outstanding at: .....

I.Report No..... Of.....

N.B.: Debit over three months only from date of issue of Error Sheet should be recorded on this Form

Sr.No	Error Sheet		Amount	Full particular for not admitting the Debit should be furnished	Remarks in Accounts Office
	No.	Date	Rs.		

Sr.TIA/

RAILWAY

T A 08 F
Station Accounts

Statement showing particulars of highest number of ticket in stock compared with the ticket stock Register and those actually counted by the Inspector of Station Accounts

On

N.B. Local irregularities only should be recorded on this form.

Report No.			**Date**		**On**			**Station**
	Station	Class	Description	Tickets in tube and		Tickets in Stock		Remarks
				Lowest No.	Highest No.	Lowest No.	Highest No.	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

SEASON TICKET COUNTED						**MISCELLANEOUS**		
Blank Season Tickets		CLASS				Description		Highest Number
		First		Secound				
		From	To	From	To			
Adult Monthly						Seat Resevation	I	
Adult Quarterly							II	
Adult Half Yearly						Retiring Rooms	Adult	
Child Monthly							Child	
School Quarterly						Platform Tickets		
School Half Yearly						Sleeper (C um-seat)	3 Tier	
PRINTED							2 Tier	
1.						SF S/C		
2.								
3.								
4.								
5.								
6.								

Sr. TIA

RAILWAY

TA 08 F

IR No : Dt: On :

XYZ Halt Served by ABC

Statement of Ticket stock on hand with Halt agent

Sr. No.	Station	CL	Description	Tickets		Total	Sr. No.	Station	CL	Description	Tickets		Total
				Lowest No.	Highest No.						Lowest No.	Highest No.	
1							46						
2							47						
3							48						
4							49						
5							50						
6							51						
7							52						
8							53						
9							54						
10							55						
11							56						
12							57						
13							58						
14							59						
15							60						
16							61						
17							62						
18							63						
19							64						
20							65						
21							66						
22							67						
23							68						
24							69						
25							70						
26							71						
27							72						
28							73						
29							74						
30							75						
31							76						
32							77						
33							78						
34													
35								**SEASON TICKETS**					
36													
37							1		M				
38							2		M				
39							3		M				
40							4		M				
41							5		M				
42							6		M				
43							7		M				
44													
45													

Sr.TIA/

T A 9 F

Statement showing Variation between UTS system figures and sale Statement submitted by JTBS operator

Sr. No.	Name of JTBS Agent	Month	Amount as per UTS system	Amount as per Sale Statement	Variation	Remarks

Accompany to Report No :

Station :

Date of inspection :

Forwarded to .....

Name & Signature of Sr. TIA

T A 10 F

Statement of defference in sale and realization of E-Payments/PoS/UPI and other Electronic Payments

Sr. No.	Date	UTS-PRS ticket/PMS-FOIS RR No.	Transaction ID	UTS-PNS /PRR/FNR No.	Amount as per UTS/PRS/PMS/ FOIS Cash book (System Based)	Amount as per E-Payment Log/Aggregator/ Bank's MIS Report or Batch Summary of PoS Machines	Remarks

Accompany to Report No :

Station :

Date of inspection :

Forwarded to .....

Name & Signature of Sr. TIA

T A 11 F

Statement showing Variation between PRS figures and Sale Statement submitted by YTSK (including refunds)

(A)

Sr. No.	Name of YTSK Agent	Month	Amount as per PRS	Amount as per Sale statement	Variation	Remarks

(B)

Sr. No.	Name of YTSK Agent	Month	Amount as per PRS	Amount as per refund statement	Variation	Remarks

Accompany to Report No :

Station : Date of inspection :

Forwarded to .....

Name & Signature of Sr. TIA

T A 12 F

Statement showing Variation between PRS figures and Sale Statement submitted by Post-PRS (including refunds)

(A)

Sr. No.	Name of Post Office	Month	Amount as per PRS	Amount as per Sale statement	Variation	Remarks

(B)

Sr. No.	Name of Post Office	Month	Amount as per PRS	Amount as per refund statement	Variation	Remarks

Accompany to Report No :

Station : Date of inspection :

Forwarded to .....

Name & Signature of Sr. TIA

TA/13/F

----------RAILWAY

JOURNAL OF MOVEMENTS

Report of actual movement and work of Shri _____ TIA/_____, during preceding seven days ending on last Saturday, _____ **June, 2012.**

Month and Date	Day	Train	Dep.	Arrival	Station From	Station To	Station working At	Reason for change	I R or Case No.
	Sunday								
	Monday								
	Tuesday								
	Wednesday								
	Thursday								
	Friday								
	Saturday.								

Checked with inspection report checked with TA Journal

Sr. TIA

Dated initial of Receiving Clerk Dated initial of Examining TIA.

Weekly report of Shri _____ showing stations he proposes visiting and work, on the 10 following days:

NB: Travelling inspector of accounts should adhere to this forecast, but if a change is unavoidable should be stated in revised weekly report which should be submitted as soon as the change of programme occurs

Month and date	Day	Station	How employed	Remarks in brief for proposed extra time.
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			
	Monday			
	Tuesday			
	Wednesday			

To be submitted punctually so as to reach Accounts Office not later than the following Monday.

Date_____

Sr.TIA

RAILWAY

T A 14 F
Station Accounts

Enclosure to Coaching/Goods I.R.No. Of
On :
The cashier's acknowledgements for the following C.R. Notes are awaited at the station. Remittances may be verified in the Accounts Office.

S. No.	C.R. Note		Coaching			Remarks
	No.	Date		Rs.	P.	
1						Ack due
2						Ack due
3						Ack due
4						Ack due
5						Ack due
6						Ack due
Voucher CR notes are due as under						
1						Ack due
2						Ack due
3						Ack due
4						Ack due
5						Ack due
6						Ack due
7						Ack due
8						Ack due
9						Ack due
10						Ack due
						Ack due

N.B :- This should be prepared in duplicate separately for Coaching and Goods.

A/SI Dated TIA

Sr. Acct, Cog/Goods for verification & return

Verified Accountant TIA/HQ

Sr. TIA

RAILWAY

T A 14 F
Station Accounts

Enclosure to Coaching/Goods I.R.No. Of
On :
The cashier's acknowledgements for the following C.R. Notes are awaited at the station. Remittances may be verified in the Accounts Office.

S. No.	C.R. Note		Coaching			Remarks
	No.	Date		Rs.	P.	
1						
2						
3						
4						
5						
6						
Voucher CR notes are due as under						
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

N.B :- This should be prepared in duplicate separately for Coaching and Goods.

A/SI Dated TIA

Sr. Acct, Cog/Goods for verification & return

Verified Accountant TIA/HQ

Sr. TIA

T A 16 F

LIST OF OUTWARD PARCEL/LUGGAGE WEIGHTMENT CHECKED

Sr. No.	Date of Re-weight ment	R.R. no.	Date	Station		No. of Pkg.	Booked weight & measur ement	Re-weight & Re-measure ment	Variation ON (+-)	Under charge	Remarks
				From	To						

Accompany to Report No :

Station : Date of inspection :

Forwarded to .....

Name & Signature of Sr. TIA

T A 17 F

STATEMENT OF LEASE ACCOUNT CHECKED

Sr. No.	Train No	Name of Leaseholder	Details of Compartment with capacity	Station		Contract Period	Days of Runs	Leaves availed	Due Undercharge if any cited reference
				From	To				

Accompany to Report No :

Station : Date of inspection :

Forwarded to .....

Name & Signature of Sr. TIA

T A 18 F

STATEMENT OF VERIFIED INVENTORY OF INWARD GOODS/PARCEL

(a) Parcel found on hand but not connected in Delivery Book

Sr. No.	R.R. No.	Date	Unloaded by train no & date	Station		No. of pkg.	Weight	Wharfage Charges due	Remarks
				From	To				

(b) Parcel outstanding as per Delivery Book but not found On hand

Sr. No.	R.R. No.	Date	Unloaded by train no & date	Station		No. of pkg.	Weight	Reference of delivery book	Remarks
				From	To				

(c) Parcel delivered but found On hand

Sr. No.	R.R. No.	Date	Unloaded by train no & date	Station		No. of pkg.	Weight	Date and time of delivery	Due wharfage if any cited reference	Remarks
				From	To					

Accompany to Report No :

Station : Date of inspection :

Forwarded to .....

Name & Signature of Sr. TIA

T A 19 F

DETAILS OF GENERAL REMARKS

Sr. No.	Description	No. of Copies	Remarks

Accompany to Report No :

Station : Date of inspection :

Forwarded to .....

Name & Signature of Sr. TIA