APPENDIX– III (a)

INSPECTION OF—Statement of Approximate Gross Earnings and Traffic Handled

Inspected.....Station.....Railway and checked the return for the month of.....

Date of last inspection : .. (*i*) By Railway Board's Inspectorate.....

.. (*ii*) By the Railway's own Inspectorate.....

I—Passenger Earnings—

1. Is a separate register of Approximate of Gross Earnings and Traffic Handled maintained ?
2. Does the summary of daily trains cash book show earnings period-wise or cumulative earnings for the month ?
3. Describe briefly the method followed for working out the passenger earnings for each period.
4. Check the figures for latest period available and give the results :

Class	Figures as shown in the statement of approximate gross earnings and traffic handled	Figures as compiled from the summary of daily trains cash book	Difference	Remarks
(*i*) Air-conditioned—				
Number ..				
Earnings ..				
(*ii*) A. C. two tier sleeper—				
Number ..				
Earnings ..				
(*iii*) First class—				
Number ..				
Earnings ..				
(*iv*) A. C. chair car—				
Number ..				
Earnings ..				
(*v*) Second class—				
(*a*) Mail and express :				
Number ..				
Earnings ..				
(*b*) Ordinary:				
Number ..				
Earnings ..				

5. Please state on what basis the number of passengers is worked out in respect of :
   - (*i*) Child tickets issued from separate series.
   - (*ii*) Return journey tickets.
   - (*iii*) Season and suburban tickets—
     - (*a*) Monthly.
     - (*b*) Quarterly.
   - (*iv*) Travel as you like tickets.
   - (*v*) Soldier tickets and check soldier tickets (Return) journey.
6. Is the following traffic correctly included in the return ?
   - (*a*) Military traffic.
   - (*b*) High official requisition.
   - (*c*) Is military baggage booked on soldier tickets included under other coaching earnings ?
7. How the earnings from special trains and reserved carriages are accounted for ?

8. Are sleeper charges for travel by Second class—three tier/two tier sleeper coaches reservation charges for seats and berths and surcharge for travel by selected super-fast trains included under passenger earnings ?

9. Are T.C's and T.T.E's earnings accounted for ?

10. Does the periodical statement show T.C's and T.T.E's excess fare by classes—penalty and unbooked luggage ?

11. Is the number of passengers found travelling without ticket worked out correctly ?

12. Give the results of detailed checking of the statements relating to T.T.E's and T.C's earnings ?

13. Check the figures given in the statement with the amount appearing in parcel cash book in respect of the following traffic and give results :—

Nature of traffic	As given in the statement	As per parcel cash book	Difference	Remarks
(*i*) Parcels forwarded 'Paid' ..				
(*ii*) Luggage including military baggage and unbooked luggage..				
(*iii*) Horse, carriage and dog (H.C.D) traffic ..				
(*iv*) Motor traffic ..				
(*v*) Left luggage, wharfage and demurrage ..				

14. Is any register maintained to consolidate figures of outward 'To pay' parcels for this return ?

15. If not, how the figures have been taken ? Describe briefly the procedure.

16. Check the figures of parcel outward 'To pay' traffic for one period in detail giving the results.

17. Are Out-agency charges and home delivery charges excluded ?

18. Is the freight on rebooked traffic correctly included ?

19. How have the 'Paid-on' charges been accounted for ?

20. Have the undercharges recovered and overcharges refunded at the time of delivery of parcels been taken into account ?

21. What items have been included under 'Miscellaneous other coaching earnings' ? Compare the figures with the amount appearing in the summary of daily trains cash book (for a period).

22. Compare the figures of the Passenger, Other coaching earnings and Miscellaneous coaching earnings for the last three months with the figures given in the balance sheet/summaries of outward abstracts.

II-Goods Earnings—

1. Is a separate register for posting earnings daily under various commodities maintained ?
2. If not, describe briefly the procedure followed at the station.
3. Give the result of checking the figures in detail for the latest period.
4. Are Out-agency charges excluded ?
5. Is the rebooked freight correctly accounted for ?
6. How have 'Paid-on' charges been accounted for ?
7. Whether undercharges recovered and overcharges refunded at the time of delivery of goods have been taken into account ?
8. Compare the figures of demurrage and wharfage as reported with the cash book and state whether demurrage and wharfage charges are correctly included ?
9. How have the Miscellaneous goods earnings been accounted for ?

IIISundry Earnings—

1. Are the Sundry earnings included in the return ?
2. Are the deposits which do not constitute railway earnings correctly excluded ?
3. Are there any items of Miscellaneous coaching earnings or Miscellaneous goods earnings shown under Sundry earnings or vice versa ? State such items as detected.
4. Is the Station staff aware of the various items that should come under Sundry earnings ?