

CHAPTER –XXV

CHECK OF OUT/CITY BOOKING AGENCIES/JTBS/YTSK BILLS

2501. **Check of Out/City Booking/JTBS/YTSK and Other Agency Bills.**- In cases where agreements with the Out/ City Booking/JTBS/YTSK or any other such Agents provide for the submission of bills of cartage charges, the Out/City Booking Agents submit, monthly, to the Accounts Office separate bills for Local/Through forwarded and received traffic as mentioned below :

Outward Passenger traffic, Local/Through (COM./O. 4 Revised);

Inward Passenger traffic, Local/Through (COM./O. 1 Revised);

Outward Luggage/Parcels/Goods traffic, Local/Through (COM./O. 5 Revised);

Inward Luggage/Parcels/Goods traffic, Local/Through (COM./O. 2 Revised); and

Wharfage on Goods/Parcels/Luggage (COM./O. 3 Revised).

2502. These bills should be checked in the Accounts Office with reference to the documents indicated below:

| Traffic | | Documents with which Bills to be checked |
|-------------------|---------|---|
| Passenger Outward | Local | Local Passenger Classifications for Printed Tickets, Local Returns of Blank Paper Tickets, Local Excess Fare Returns, and Local Passenger Classifications for computerized ticketing systems. |
| Passenger Outward | Through | Through Passenger Classifications for Printed Tickets, Through Returns of Blank Paper Tickets, Local Excess Fare Returns. and Through Passenger Classifications for computerized ticketing systems |
| Passenger Inward. | Local | Local. Passenger Classifications for Printed Tickets, Local Returns of Blank Paper Tickets, Local Excess Fare Returns of the issuing Station, and Local. Passenger Classifications computerized ticketing system |
| Passenger Inward | Through | Report No. 8-A received from other railways in the case of through Passenger traffic (Printed Series), and collected tickets in the case of Blank Paper Tickets, Excess Fare traffic., and computerized ticketing system |
| Luggage Outward | Local | Local Outward Luggage Returns. |
| Luggage Outward | Through | Through Outward Luggage Returns. |

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| Luggage Inward | Local | Local Luggage /Excess Fare Returns of the Issuing Stations. |
| Luggage Inward | Through | Duplicate copies of Luggage Returns received from the Forwarding Railway Accounts Offices. |
| Parcel Outward. | Local/Through | Inward 'Paid' Parcels Abstracts and the related 'Paid' Parcels Way-Bills (Guard's foils) received from the destination stations in the case of Local traffic and from the receiving Railway Accounts Offices in the case of Through traffic. |
| Parcel Inwards. | Local/Through | Inwards 'Paid' Abstracts and 'Paid' Parcels Way-Bills (Guard's foils) received from the Out/City Booking or any such agency. |
| Goods Outward. | Local/Through | Local/Through Outward Abstracts and Summaries received from the Out/City Booking Agency or any such agency. after the same are checked with the Checked Accounts foils of Invoices. |
| Goods Inwards. | Local/Through | Local/Through Machine Abstracts received from the Out/City Booking Agency or any such agency except that the correctness of the cartage charges will be checked independently with reference to the rate as per the Agreement. |
| Wharfage on Goods / Parcels / Luggage. | --- | Checked Goods/Coaching Wharfage Returns of the Out-Agency and serving station. |

2503. During the course of check of these bills, it should be seen that:

- i. the charges are in accordance with the rates and conditions laid down in the agreement executed with the Out/City Booking/JTBS/YTSK or any such Agent ;
- ii. if any amounts in connection with wrong, short or late account of Invoices/ Parcels Way-Bills are due from the Out/City Booking /JTBS/YTSK or such Agent, these are deducted from the Bill for the month ; and
- iii. in no case an Out/City Booking/JTBS/YTSK or such Agent is paid for traffic not accounted for either by the forwarding or by the receiving station .Necessary remarks should be given in the relevant Returns regarding the Out/City Booking JTBS/YTSK or such Agency bills having been passed to guard against claim being paid more than once in connection with the same transaction.

2504. It should be seen that the outstanding against the Out-Agent Agency as shown in the Balance Sheet do not exceed the amount of his security deposit. If they exceed, necessary recovery should be made from the Out-agent's bill. If the increase in outstanding is of a permanent nature, the fact should be brought to the notice of the General Manager for consideration of the desirability of increasing the amount of security to be deposited by the Out-Agent/Agency.

2505. The checked total of the bill for Through traffic should be carried and added to the checked total of the bill for local traffic and payment of the entire amount arranged. The bills are received from Out/City Booking/JTBS/YTSK or such Agent showing the amount passed for payment.

2506. **Preparation of Out/City Booking Agency Division Sheets.** –Where the agreement with the Out/City booking /JTBS/YTSK or such Agent does not require the submission of Bills, Division Sheets separately for each kind of traffic will be prepared by the Accounts Office, each month, from the related checked documents showing Out/City Booking Agency proportion of freight, etc. realized on all traffic booked to or from the Out/City Booking Agency. The monthly payments to be made to the Out/City Booking agents will be based on these Division Sheets.

2507. Details of advance money deposit by JTBS/YTSK should be sent to Traffic Accounts office with daily & monthly cash summery. Statement of commission accrued and retained by JTBS/YTSK should also be submitted to Traffic Accounts Office with Balance Sheet. “The statement of commission accrued and retained by JTBS/YTSK may be checked to ensure:

- i. Commission/Service Charges per passenger as per rate notified by Railway from time to time on booking of UTS/PRS tickets has been correctly charged.
 - ii. The rate of service charge prescribed for cancellation of ticket is correct. The share of Railways in the amount of commission/service charge has been correctly accounted for in the Balance Sheet of the serving station.”
- 1) Continuity statement of each month should to be sent to Traffic Accounts Office. “The continuity check should be done in Traffic Accounts Office, for break in continuity CBS/CRS should give reasons, in absence of which necessary debits should be raised against serving station”
 - 2) All cancelled tickets which are cancelled by station should be sent to Traffic Accounts Office along with reports on daily and monthly basis.
 - 3) For the purpose of the adjustment of accounts, the licensee shall submit to Traffic accounts, of concerned Zonal railway within the five working days after the close of each 10-days period, accounts showing particulars of ticket issued during the period and also similar statement will be produced by PRS cum UTS system with code of the licensee and sent to accounts office, of concerned zonal railway. Discrepancies and item in dispute shall be adjusted after the two statement have been cross checked. If there is no traffic during any 10-days period, a nil statement showing the closing number of tickets on hand will be sent to the accounts office.
 - 4) The separate report to show the amounts deposit and sale of ticket counter –wise and passenger classification for the privately owned terminals must be signed by the authorized licensee and his authorized signatory (ies) and be submitted regularly by CBS in traffic accounts office .The signatures of the licensee and his authorized signatory (ies) must be available in the Traffic Accounts Office of concerned Zonal Railway.
 - 5) TIA will inspect the JTBS/YTSK or similar such systems according to the instructions issued by railway board/ TIA manual time to time.