

Model answer**Paper I****Part A : Professional****Attempt any five questions****(100 Marks)**

Q1. What do you understand by Freight Incentive Schemes? Describe the existing schemes in some detail.

Answer :

To garner additional revenue through suitable pricing mechanism and generate additional traffic to the railways where resources are utilized best to generate revenues for the railways various freight incentive schemes are operated by the IR as marketing strategy. The various incentive schemes operative over IR are:

A. Liberalized Automatic freight Rebate scheme for traffic loaded in traditional empty flow direction:

- i. To reduce the empty running ratio on IR this scheme was introduced where suitable discount is provided for the traffic offered in inter and intra zonal traditional empty flow direction, while fulfilling the eligibility.
- ii. The rebate in freight will be automatically available through FOIS after fulfilling the criteria.
- iii. Various streams are notified as O-D pair for this scheme.
- iv. Permitted Terminals: All good sheds, sidings, Ports, PFTs, etc.
- v. Short lead traffic of less than or 200 km is not eligible.
- vi. The detail of O-D pair for different stocks and commodities is notified by railway board for the discount.
- vii. Permitted Wagons- Open- BOXN group, Covered- BCN& BCNHL group, BRN group, BOST group, CONCORD.
- viii. Restricted commodities – Iron ore(all types), coal& coke, POL traffic, RMC, Military traffic, commodity under class LR2 & LR3.
- ix. Freight for all commodities under TEFD shall be charged at class LR1 train load and class 100 for wagon load for notified O-D pair.
- x. For certain commodities monthly benchmark of the previous year's corresponding month is to be crossed for the benefit.
- xi. Traffic booked under this scheme will not be diverted, rebooked or given delivery short of destination.

B. Freight Forwarders Scheme:

- i. These scheme aims to facilitate cargo aggregation and thereby expand the commodity basket of railways.
- ii. Minimum chargeable freight after all concession should not be less than NTR of class LR1.
- iii. Incentive: Individual wagon loaded with a single commodity - Any number of wagons -Trainload rate for each wagon for the commodity loaded.
- iv. Individual wagons loaded with 2 commodities – Any number of wagons – Trainload rate for each wagons for the higher class of 2 commodities loaded.
- v. Individual wagons loaded with more than two commodities – Not more than 10 wagons – composite class rate of 120.
- vi. Permitted terminals – Good sheds and PFTs.
- vii. Lead restriction of minimum 700 kms.
- viii. Permitted wagons are covered, BOXN and flat wagons.
- ix. Loading and unloading will be done by the aggregators.
- x. These services will run on prepaid basis and owner's risk, said to contain RR will be issued for self.
- xi. There are certain commodities which are restricted such as Coke and coal variants, container traffic, RMC traffic, Military traffic etc.
- xii. A customer need not apply under this scheme, the benefit of this scheme will be granted on compliance of provision of this scheme.

- C. Freight incentive scheme for Loading Bagged consignment in open and flat wagons:
- In this scheme discount is granted on commodities over NTR for loading consignments in open and flat wagons.
 - Cement, China clay, all types of chemical manures (except rock phosphate), Food grain, de oiled cake, Soap stone powder, hydrated lime, Quick lime, Lead/Zinc concentrate, Bentonite powder, soda ash, chalk powder, calcite powder, calcinated bauxite, marble chips and caustic soda.- 20%
 - Fly ash, Urea – 30%
 - In case of more than one bagged consignment discount will be granted on pro rata basis.
 - Minimum chargeable freight after all concession should not be less than NTR of class LR1.
 - Lead restriction of not less than or equal to 100km.
 - Permitted wagons - Open and flat wagons except hopper wagons.
 - A customer needs not to apply under this scheme, the benefit of this scheme will be granted on compliance of provision of this scheme.
 - Commodities should be loaded in standard bags of up to a maximum of 100 kg.
 - Consignor will be responsible to cover goods with tarpaulins and bear loss of damage and pilferage if any.
 - 6% concessions to & from North East will be applicable on discounted NTR.

Q2. Distinguish Between a Forwarding Note, an Invoice and a Railway Receipt. Which of them can be endorsed in favour of another person/party? What are the provisions for the issue of a duplicate invoice and a duplicate RR? What are the provisions for the cancellations of an invoice?

Answer :

Forwarding Note:-

- Whenever a party wants to book goods or livestock for the transportation by rail, a form called forwarding note is to be executed.
- Forwarding note is a legal tender between the customer and the railways which is free from stamp duty.
- It is been approved under section 64 of the railway act.
- It acts as an agreement between the customer and the railways.
- Description of goods and transportation details are filled in it. Forwarding Note has two sides – Front portion is filled by Consignor and back portion by Railway Employee. Following declaration should be made by Consignor on the Forwarding note:- (a) Regarding Packing condition. (b) Regarding defect in Goods. (c) Selection of Route. (d) Selection of Wagon. (e) Cost of Goods and whether he is willing to pay percentage charge or not. (f) Goods should be correctly declared on the forwarding note.
- This is an important document for settlement of Claims.
- Types of Forwarding Note:
 - COM 627 F - For booking of General Goods and Livestock.
 - COM 628 F - For booking Dangerous and Explosive Goods. Type & Division of Explosives should be mentioned on the forwarding note.
 - COM 624 F – (General Forwarding Note) – This facility is given to businessman frequently booking parcels from particular station. This forwarding note is valid for 6 months.
 - COM 629 F - (Parcel declaration Form) – The businessman, who has been given the facility of General Forwarding Note, should execute it at the time of booking.
 - COM 656 F – For booking of Government Explosive Goods.
 - COM 691 F - For booking of Military Goods.
 - T 1601 - For booking of Railway Material Consignment. This is a Forwarding Note as well as Credit Note.

Invoice: -

- i. An invoice is part of the invoice book (4 foils in local traffic and 5 foils in foreign traffic) and is the 4th copy which is sent to destination.
- ii. In foreign traffic one invoice copy is kept in wagon along with goods. This is the transit invoice which is the 5th foil.
- iii. In local traffic abstract invoice is prepared and kept in wagons as summary.
- iv. Goods invoices should be numbered by the station staff in manuscript in one consecutive series for each destination station, irrespective of the description of traffic, commencing with number 1 on 1st April and on 1st October each year. Where goods can be booked to same station by different routes, a separate series of numbers for the invoices for such a station to, by each route, should be used.

Railway receipt:

- i. For local traffic Invoice is prepared in four foils and for foreign traffic in five foils:- 1. Record. 2. Railway Receipt. 3. Accounts. 4. Invoice. 5. Transit invoice only in foreign traffic.
- ii. The second copy given to the customer is the railway receipt which has to be produced by the consignee at the destination for taking delivery of the consignment.
- iii. It is treated as a prima facie legal document.
- iv. Invoice/Railway Receipt is prepared on the basis of information filled in by the railway employee on the back portion of Forwarding Note. Nowadays RR is generated through FOIS electronically.
- v. Note should also be written on Invoice/Railway Receipt like - i. Any damage or deficiency in packing condition ii. If packages are in broken or damaged condition iii. Regarding permit or license iv. Remarks regarding weightment of goods enroute on weigh bridge.
- vi. Nowadays RR is generated through FOIS electronically.

Out of the above three, Railway Receipt (RR) can be endorsed by the consignee in favour of any other party or agent to take the delivery of the consignment on the RR. The provision for this is made on the back of the RR where the endorsee's name is written by the consignee and signed by him.

Issue of duplicate invoices, railway receipts forbidden—In no circumstances whatsoever, should a duplicate railway receipt be issued, nor more than one invoice issued for the same consignment.

Cancellation of invoices—Under no circumstances should an original invoice be cancelled, after it has been dispatched to the destination station and / or Traffic Accounts Office.

Q3. Distinguish between Open Delivery and Assessment Delivery of a consignment. What are the important considerations with regard to assessment? Who is competent to grant open / assessment delivery?

Answer :**Open Delivery:**

- i. Open delivery will be granted in following circumstances:- (a) Packages found in broken condition. (b) Packages found in damaged condition. (c) Packages found in Torn condition. (d) Packages found loose (e) While granting partial delivery.
- ii. Railway administration is empowered to grant open delivery as per provisions of section 81.
- iii. Presence of R.P.F. is mandatory.
- iv. Before opening the packages remark regarding compliance of external packing conditions should be passed in the report.
- v. Packages should be opened from the side they are broken.

- vi. After opening the packages remark regarding compliance of internal packing conditions should be passed in the report.
- vii. Condition of goods in the package will be examined.
- viii. It will be checked as to whether there was sufficient space in the package to accommodate the missing contents.
- ix. Goods will be tallied with invoice.
- x. If mis-declaration is detected, penalty as per rules will be collected.
- xi. On tallying actual contents with beejuck, extent of damage is evaluated.
- xii. Cost of missing / damaged goods is calculated according to beejuck rate. Open delivery report will be prepared.

Assessment delivery:

- i. Assessment delivery will be granted following circumstances. a) Packages / goods damaged by water. b) Packages / goods damaged by color c) Packages / goods damaged by liquid substances.
- ii. Application should be given by party for assessment delivery mentioning the approximate extent of damage as per him.
- iii. Damaged goods will be sorted in lots according to extent of damage and assessment delivery is granted on percentage basis.
- iv. Remarks if any on Railway receipt should be taken into consideration at the time of granting assessment delivery.
- v. If goods are mechanical nature, help of employees of concerned department must be taken.
- vi. Assessment delivery report will be prepared.

General Rules:-

- i. All due charges should be deposited by consignee before applying for open and assessment delivery.
- ii. Party should give a written application.
- iii. Copy of beejuck should be enclosed with application. Railway employee should check the beejuck.
- iv. Appropriate remark will be passed by Railway employee on delivery book.
- v. There should not be any delay in granting open and assessment delivery.
- vi. Open and assessment delivery should be given without any prejudice.
- vii. After granting open and assessment delivery a report is prepared in three copies - 1. Party, 2. Claims Department and 3. Record.
- viii. Party signature will be obtained on this report, on delivery book and on beejuck.
- ix. Open delivery is granted by commercial Inspector/Station Master or by competent commercial officers as per schedule of power.
- x. Damaged packages will be reweighed and entry will be done in reweighment register.

Designation	Monetary limit
DRM/ADRM/OSD	Full powers
Sr. DCM	Full powers
DCM/DTM/AM (Sr. Scale)	Full powers
ACM/AM/(Sr.Scale/SM(Gaz.))	2 lakhs per case
DCI/CCI/SCI/CI	5000(per case)
CPS/CGS	2500(per case)

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Q4. What is meant by Rebooking, Diversion and Delivery short of destination? What is the procedure to be followed for each of them? What are their financial implications?

Answer :

Rebooking:-

Without effecting delivery of goods at destination station, If they are booked to a new destination station or to their original forwarding station it is known as rebooking.

When re-booking is permitted, a fresh invoice should be issued in which the 'Paid-on' charges (i.e., all charges outstanding at rebooking station including the demurrage and (or) wharfage, which may have accrued) together with additional charges upto the final destination should be included.

Full particulars of the original invoice should-invariably be entered distinctly in the rebooking invoice.

Following rules are applicable for Rebooking:-

1. Party should give a written application.
2. Forwarding note and original Railway receipt should be enclosed with the application
3. If party is unable to produce railway receipt indemnity note should be executed.
4. Adequate number of postal stamps should be enclosed.
5. Rebooking will not done in following cases. a) Perishable goods b) Goods on which percentage charges have been paid c) Partial consignments.
6. For rebooking of wagon load or trainload consignments. Permission of DCM will be taken.
7. While rebooking of goods on which payment of freight is compulsory, freight will be collected.
8. Damaged and broken consignments will not be rebooked normally but if such remark is passed on forwarding note, Rebooking can be done.
9. At the time of rebooking, old marks will be obliterated and new making will be done.
10. Consignment will be reweighed.
11. All charges to be collected at new destination station will be shown in the new railway receipt as paid on to pay charges.
12. Following remark will be passed on new railway receipt "Goods were originally booked from----- station to ----- station under invoice No.----- and railway receipt No.----- This consignment has been rebooked and all charges should be collected prior to delivery.

Diversion:-

1. Changing the route of a wagon/trainload consignment route to a new destination station is known as diversion.
2. There is no guarantee of desired diversion.

Following rules are applicable to diversion.

1. Only wagon load or trainload consignment can be diverted.
2. For diversion the party should give a written application at the forwarding station.
3. Diversion fee at the rate of Rs 300 per four wheeler wagon and Rs 750 per eight wheeler wagon will be collected.
4. Railway receipt will be presented along with forwarding note. Railway employee will examine the railway receipt to verify genuineness of the applicant and railway receipt will be returned

5. Following aspects will be examined at full time of diversion. a) New destination is open for that goods or not. b) Whether there are any restrictions on that route. c) Train has not crossed the junction station from where goods are to be diverted.
6. Diversion orders will be given by following officer. a) Ordinary rolling stock - COM. b) Special rolling stock/ODC- Chief operations Manager. c) Tank wagons- Chief Tank wagon manager.
7. Diversion message will be issued by concerned officer to concerned junction station new destination and accounts office.
8. On receipt of message at concerned junction station, station manager will after the name of destination station on seal cards and pocket labels and then wagons will be dispatched for new Destination station.
9. After diversion, a message will be issued by station manager of junction station to forwarding station, Original and new destination and officer & ordering diversion.
10. At forwarding station original railway receipt will be collected and a new railway receipt will be issued in supersession of the original railway receipt. Which will be known as Super-sessional Railway Receipt.
11. If party fails to submit original railway receipt at forwarding station, station manager will sent "supersession RR" to new destinations station with following remark on it. "Original Railway Receipt could not be collected at booking station and consignment should be delivered after collection of original railway receipt".
12. Outstanding amount at original destination station will be cleared through certified over charge sheet.

Delivery short of destination:

It means to divert the goods to a new destination enroute other than to which originally booked. Delivery short of booked destination will be treated as diversion.

Financial implications:

1. When re-booking is permitted, a fresh invoice should be issued in which the 'Paid-on' charges (i.e., all charges outstanding at rebooking station including the demurrage and (or) wharfage, which may have accrued) together with additional charges upto the final destination should be included.
2. The rebooking Station Master should remove the item from his 'outstanding' and take credit for the same in his balance sheet under the head 'Paid-on Charges'. Full particulars of the invoice, under which the consignment was re-booked, should be recorded in the balance sheet, sending a certified true copy of the rebooking invoice to the Tariff Accounts Office, in support of the credit claimed in the balance sheet.
3. The total charges, including the 'Paid-on' charges, should be accounted for in the outward returns, wherever prepared, of the rebooking station and the inward returns of the final destination station.
4. Demurrage/wharfage charges on rebooked consignments must be accounted for by the rebooking station in the relevant returns, credit being automatically taken as part of 'Paid-on charges'.
5. The Station Master of the booking station will issue a fresh invoice to the diverted destination in super session of the invoice to the original destination, freight and other charges being levied from the booking station to the diverted destination, as if the consignment had been booked initially to that destination.
6. The diversion fee, or any part thereof, is not refundable in any circumstances. Such fees, when collected, should be accounted for under a distinct head 'Diversion Fee'.

Q5. What are Station Outstandings? What are the measures to be taken for preventing accumulation of Station Outstandings? When and how are Objected Debits transferred to Admitted Debits? How are Objected Debits cleared?

Answer :

Station outstanding & its measures to prevent its accumulation:-

Difference between debit & credit side of the balance sheet prior to balancing the same is termed as Station outstanding. In other words the un-discharged or unclear liabilities at the end of month appearing on the credit side of the balance sheet, under the head of closing balance are termed as station outstanding.

Following items are known as station outstanding and are cleared in the following month as follows –

1. Imprest / Floating Cash - Imprest cash is provided at station so as to fulfil the requirement of change / coins during booking. Since the requirement will always exist this item cannot be cleared and will continue to remain outstanding at the end of the month.
2. Cashiers Debit – Cash collected at station is remitted to Chief cashier every day through Cash Remittance note. Credit is taken in balance sheet on the basis of acknowledgement copy of Cash remittance Note. Difference between the station copy and acknowledgement copy is taken as cashier's debit in the next month when acknowledgement is received late and credit in balance sheet is taken on the basis of station copy of CR Note. It is mandatory to clear this debit within 3 days. This can be cleared only by remittance of amount in cash. Credit will be taken in part –I on credit side.
3. Account Office Debit / Error sheet – On scrutiny of initial vouchers/ documents and returns in accounts office, debit are raised against station for financial loss sustained by the railway administration through error sheet. If debits are acceptable to station, same are known as Admitted Debits and can be cleared by recovery in lump sum from the responsible employee and credit is taken in Part – I i.e. cash. If the employee chooses to recover the amount through his pay sheet, credit is taken in part-II of the balance sheet under special credit i.e. deduction list. In the case of transfer of the responsible employee, the outstanding can be cleared for the original station by way of transfer debit to other station under Part-II.

In case the debit is disputed by the station and is under correspondence with accounts office the same is known as Not Admitted Debits. These can be cleared on issue of credit advice note by accounts office on acceptance of clarification/ justification given by station in support of amount collected by the station. This items can also be cleared technically on transfer of the item to "admitted debit" on acceptance of the objection raised by accounts office.

4. Inward To-Pay Freight - The consignments undelivered at the end of the month are delivered in the next month and clearance is achieved by remittance of cash collected at the time of delivery.

If the consignee does not come forward for taking delivery even after he is served a notice, and delivery is not taken within the stipulated period the consignment is handed over to lost property office with competent authority's sanction, credit is taken in balance sheet under this head.

If application is given by the consignee for rebooking of the consignment to new destination station, outstanding against the station is included in the amount to be recovered at new destination station and credit is taken in balance sheet under the head "paid-on-to-pay".

If overcharge is noticed during the check of invoice, correct freight will be recovered and over charge will be treated as refunded. Credit for the amount will be taken in balance sheet under the head "refund list".

In case the consignment is delivered at any other station other than destination or if the consignment is lost or entirely damaged or taken back at forwarding station itself, the amount outstanding against the consignment will be cleared and special credit will be taken under the head certified over charge sheet. This sheet will be issued by the station affecting delivery in 1st case, by CCO in 2nd and 3rd case and by forwarding station in 4th case.

In case of double accountal of invoice, credit will be taken on the basis of double accountal statement prepared by the station.

5. Wharfage / Demurrage - On production of RR at station by the consignee, the consignment is delivered after recovering wharfage / demurrage if due. The amount so recovered is entered in relevant column of delivery book. At the end of the month wharfage / demurrage due on undelivered consignments is also entered in delivery book, the same is totaled up and debit is taken in balance sheet.

The outstanding is cleared in the next month by recovering the same at the time of delivery. Credit is taken in balance sheet under the head cash.

In case application is made by the consignee for re-booking of the consignment, the amount due will be included in the new invoice i.e. to be recovered by new destination station and credit will be taken in balance sheet under the head 'Paid-On-To-Pay charges'.

In case consignee has applied for waiver of wharfage / demurrage and if accepted, remission order will be issued by the competent commercial authority on the basis of which credit will be taken in balance sheet under the head 'Remission Order'.

If the consignee does not turn up for taking delivery after specified time and intimation, the consignment will be transferred to lost property office after obtaining competent authority's sanction. Credit will be taken in balance sheet under the head 'Transfer to lost property office'.

6. Cost of Government Publication - On demand the government publications such as time tables, indemnity bonds are supplied to station by supply officer. Debit towards the cost of the same is taken in Balance Sheet. On sale of the same credit will be taken in balance sheet under head 'Cash'. Cost of unsold publications will appear as outstanding. This can be cleared on actual sale. Out-dated publications will be returned to Supply Officer and credit will be taken in Part - II of Balance Sheet under the head 'Return to Supply Officer'.

On scrutiny of initial vouchers/ documents and returns in accounts office, debit are raised against station for financial loss sustained by the railway administration through error sheet. If debits are acceptable to station, same are known as Admitted Debits.

When a responsibility of the station and staff is fixed or proved for the financial loss of railways the same is termed as admitted debit.

It can be cleared by recovery in lump sum from the responsible employee and credit is taken in i.e. cash. If the employee chooses to recover the amount through his pay sheet, credit is taken in the balance sheet under special credit i.e. deduction list. In the case of transfer of the responsible employee, the outstanding can be cleared for the original station by way of transfer debit to other station under Part-II. In case the debit is disputed by the station and is under correspondence with accounts office the same is known as NOT ADMITTED DEBIT. These can be cleared on issue of credit advice note by accounts office on acceptance of clarification/ justification given by station in support of amount collected by the station. This items can also be cleared technically on transfer of the item to "admitted debit" on acceptance of the objection raised by accounts office.

Q6. Write short notes on the following:
Answer :

a) Wharfage and Demurrage :-

Sr.No	WHARFAGE CHARGES	DEMURRAGE CHARGES
1	This is levied for additional and excess time taken for removal of consignment from Railway premises.	This levied for detention of rolling stock by the party
2	While calculating both working and business hours are considered.	While calculating working hours are considered.
3	For calculation of wharfage charges. Public holiday, and 15th August, 26 the January and 2nd October will be Treated as dies – non.	For calculation of demurrage All days are working days.
4	Free time will commence from the expiry of free time for loading /unloading.	Free time will commence after commercial placement for loading/unloading.
5	To apply for waiver pre - payment is compulsory.	To apply for waiver pre- payment is not compulsory.

b) Types of Sidings :-

- 1) Military Siding: These siding are constructed in Military areas for booking of military traffic. Construction and maintenance work is done by Railways and all the expenses are debited to Military department.
- 2) Private Siding: These siding belong to private parties. Construction and maintenance is done by Railways and the expenses are collected from private party only the traffic of the siding owner is booked from such sidings.
- 3) Assisted Siding: The working of Assisted sidings is similar that of private sidings. These sidings are known as assisted sidings because Railways contribute towards the cost of construction at the time of construction.
- 4) Special Siding: These sidings belong to Railways. Construction and maintenance of these sidings is done by railways. Goods of any party can be booked from these sidings.

c) FOIS :-

- 1) Working of Goods shed is computerized by CRIS which is known as Freight Operation Information System.
- 2) In this system work related to operations, yard management, and commercial working is computerized.
- 3) FOIS comprises of 2 modules –
 - a. Rake Management System (RMS)
 - b. Terminal Management System (TMS)
- 4) Rake Management System (RMS) :- This system include works related to Operating department like yard management, operation of goods trains etc. which is fed by Trains Clerk (TNC) or employees of Operating Department. 5. Terminal Management System (TMS):- This system includes work related to commercial department, which is fed by employees of commercial department. It is as under:-
 - a. Demand Registration.
 - b. Commercial Placement.
 - c. Inward number taking.
 - d. Preparation of Railway Receipt.
 - e. E-payment.

d) **Private Freight Terminal :-**

- 1) PFT is owned by private parties.
- 2) PFT is developed on private land.
- 3) Only authorised list of users given by PFT owner can use the PFT. It is managed by TMC- Terminal Management Company.
- 4) Party is free to fix and charge tariff other than railway tariff from its customer for use of its terminal.
- 5) An application with fee of Rs 10 lakhs is to be deposited for applying for setting up PFT.
- 6) Brownfield PFT – When an existing private siding is converted into a PFT it is known as Brownfield PFT. If a Container Terminal is converted into a PFT, then it will be considered under this service.
- 7) Greenfield PFT: New Terminal built by private party on its own land.
- 8) The party will apply to CTPM along with application, requisite documents and fees. CTPM will examine the eligibility and operational feasibility, and then will process to PCCM and PCOM for the in principle approval.
- 9) EIMWB will be installed by PFT owner dealing with inward and outward traffic.

Answer all questions

Q1. Write the full form of the following:

(Marks 50)

a)	UNESCO	United Nations Educational, Scientific and Cultural Organization
b)	IRCON	Indian Railway Construction Company Ltd
c)	MRVC	Mumbai Rail Vikas Corporation
d)	NAIR	National Academy of Indian Railways
e)	COFMOW	Central Organisation for Modernisation of Workshops
f)	ILO	International Labour Organization
g)	IMF	International Monetary Fund
h)	RVNL	Rail Vikas Nigam Ltd.
i)	WHO	World Health Organization
j)	IRFC	Indian Railway Finance Corporation

Q2. Name of the following:

Answer :

a)	Vice President of India	Muppavarapu Venkaiah Naidu
b)	Chairman of the Railway Board	V K Yadav
c)	Chief Minister of Bihar	Nitish Kumar
d)	Home Minister of India	Rajnath Singh
e)	President of Russia	Vladimir Putin
f)	Chief Justice of India	Ranjan Gogoi
g)	Governor of the Reserve Bank of India (RBI)	Shaktikanta Das
h)	President of France	Emmanuel Macron
i)	Prime Minister of Japan	Shinzō Abe
j)	CEO of NITI Aayog	Amitabh Kant

Q3. With which sports are the following associated:

Answer :

a)	Vijay Shankar	Cricket
b)	Roger Federer	Tennis
c)	Lewis Hamilton	Racing
d)	Lin Dan	Badminton
e)	Dhyan Chand	Hockey
f)	Gagan Narang	Shooting
g)	Achanta Sharath Kamal	Table tennis
h)	Jinson Johnson	Running/Athletics
i)	Joshna Chinappa	Squash
j)	Mark Spitz	Swimming

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Q4. Name the capitals and currency of the following:

Answer :

	Country	Capital	Currency
a)	Italy	Rome	Euro
b)	Australia	Canberra	Australian dollar
c)	Bangladesh	Dhaka	Bangladeshi taka
d)	Japan	Tokyo	Japanese yen
e)	Brazil	Brasilia	Brazilian real

Q5. Write short notes on:

Answer :

a) Fundamental Rights in the Indian constitution

Fundamental rights are a group of rights that have been recognized by the Supreme Court as requiring a high degree of protection from government encroachment. These rights are specifically identified in the Constitution.

Fundamental rights apply universally to all citizens, irrespective of race, place of birth, religion, caste or gender. The Indian Penal Code and other laws proscribe punishments for the violation of these rights, subject to the discretion of the judiciary. Though the rights conferred by the constitution other than fundamental rights are also valid rights protected by the judiciary, in case of fundamental rights violations, the Supreme Court of India can be approached directly for ultimate justice.

There are six fundamental rights recognised by the Indian constitution:

1. Right to equality (Article 14-18)
2. Right to freedom (Article 19-22)
3. Right against exploitation (Article 23-24)
4. Right to freedom of religion (Article 25-28)
5. Cultural and Educational Right, and (Article 29-30)
6. Right to constitutional remedies (Article 32)

Fundamental rights for Indians have also been aimed at overturning the inequalities of pre-independence social practices. Specifically, they have also been used to abolish untouchability and thus prohibit discrimination on the grounds of religion, race, caste, sex, or place of birth. They also forbid trafficking of human beings and forced labour (a crime). They also protect cultural and educational rights of religious and linguistic minorities by allowing them to preserve their languages and also establish and administer their own education institutions.

b) Process of election of Rajya Sabha members

Composition of Rajya Sabha

The maximum strength of Rajya Sabha is 250, out of which 12 members are nominated by the President and 238 are representatives of the States and of the two Union Territories. The members nominated by the President are persons having special knowledge or practical experience in respect of such matters as literature, science, art and social service.

Process of Rajya Sabha Election

The Rajya Sabha is a permanent House and is not subject to dissolution. However, one-third members of the Council of States retire after every second year. A member who is elected for a full term serves for a period of six years.

The representatives of the States and of the Union Territories in the Rajya Sabha are elected by the method of indirect election. The representatives of each State and two Union territories are elected by the elected members of the Legislative Assembly of that State and by the members of the Electoral College for that Union Territory, as the case may be, in accordance with the system of proportional representation by means of the single transferable vote.

The allocation of seats is made on the basis of the population of each State. Consequent to the reorganisation of States and formation of new States, the number of elected seats in the Rajya Sabha allotted to States and Union Territories has changed from time to time. A person to be qualified for the membership of the Rajya Sabha must not be less than 30 years of age.

OR

What is Section 3(3) of the Official Language Act? How will you ensure its implementation in the Railways?

Answer :

Under the provision of Section 3(3) of Official Language Act, 1963 the following documents shall be issued both in Hindi and English languages:-

- Resolutions
- General Orders
- Rules
- Notifications
- Administrative & other Reports
- Press Communiqués
- Administrative and other reports and official papers to be laid before a House or the Houses of Parliament
- Contracts
- Agreements
- Licenses
- Permits
- Tender Notices
- Tender Forms

As per Rule 6 of Official Language Rules, 1976 "It shall be the responsibility of the persons signing such documents to ensure that such documents are made, executed or issued both in Hindi and in English".

To ensure implementation of Section 3(3) of the Official Language Act are as under:

As per Section 3(3) of The Official Languages Act 1963, both Hindi and the English languages shall be used for the above documents issued and as per Rule 6 of The Official Languages Rules, 1976, it shall be the responsibility of the persons signing such documents to ensure that such documents are made, executed or issued both in Hindi and in English.

As per Rule 5 of The Official Languages Rules, 1976 communication from a Central Government office in reply to communications in Hindi shall be in Hindi. Offices/Branches have to give reply in Hindi only to all the letters received in Hindi and keep proper record of the same.

The target may be fixed for Notings in Hindi in the Annual Programme for the Offices/Branches. All our Offices/Branches should strive their best to achieve those targets.

Every office has constituted the Official Language Implementation Committee. The constitution of the Committee will be as follows — The Head of the Office/Branch will be the chairman of the Committee and the In-Charge of all Departments in the Outlying Office/Branch will be its members. In the meetings of the Committee, the issue of implementing various Provisions of The Official Languages Act, 1963 and The Official Languages Rules, 1976 as well as fulfilling the target of originating correspondence etc. Transacting the official work of the Union in Hindi will be discussed & appropriate decision will be taken and progress in this regard will be reviewed in each quarterly meeting of the Official Language Implementation Committee.

The Head of the Departments have to see that all staff-members attached to their Divisions / Departments / Sections / Units etc. possess working knowledge of Hindi i.e. pass Pragya Examination, conducted by Official Language Dept.

All manuals, Codes, and other procedural literature are printed and published both in Hindi and English in bilingual form. The Forms and Headings of Registers are printed in bilingual form i.e. in Hindi & English. All name-plates, sign-boards, letter-heads and inscriptions on envelopes and other forms of stationery are in Hindi & English.

As per the Provisions of Rule 12 of The Official Languages Rules, 1976 it shall be the responsibility of the Head of the department — (i) to ensure that the Provisions of The Official Languages Act, 1963 as amended and the Rules made there under are properly complied with; and (ii) to devise suitable and effective check-point for the purpose.

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Model answer**Paper II****Part A : Professional****Attempt any five questions****(Marks 100)**

Q1. Describe in detail the functioning of the Consultative Committees at the Station, Divisional and Zonal Levels.

Answer :**Zonal Railway Users Consultative Committee (ZRUC)**

President	-	General Manager.
Secretary	-	Secretary to General Manager.
Tenure	-	2 years.
Meeting	-	Thrice in a year.
Allowance	-	As per prescribed rate and Complimentary Pass.

Members:-

- i. One Member from Government of each of the states served by that railway.
- ii. One member from each State Legislative Assembly/Council served by that railway.
- iii. 5 members from Chambers of Commerce and Trade Associations.
- iv. One non-official representative elected from each of the DRUC.
- v. 10 MPs, 7 from Lok Sabha and 3 from Rajya Sabha.
- vi. One nominee of each Union Minister serving his/her constituency to be given representation on the ZRUC.
- vii. 2 members each from Agricultural, Passenger associations and Public Sector Undertakings.
- viii. 1 member from Consumer Protection Organisation.
- ix. 9 members (8 members nominated by MR and 1 by GM) to represent special interests.

Functions:-

- i. Demand for Improvement and increase of passenger services and facilities provided by the Railway.
- ii. Demand for Improvement and increase in quality of Catering Services.
- iii. Demand regarding opening of new stations and sidings.
- iv. Demand for the electrification in section.
- v. Demand for changes in Time Table.
- vi. Demand of coolie at the station where such facility is not available.
- vii. Suggestion to Railway administration regarding railway working.

Divisional Railway Users Consultative Committee (DRUC)

President	-	Divisional Railway manager.
Secretary	-	Sr.DCM/DCM
Duration	-	2 Years.
Meeting	-	once in three months (at least 3 in a year)
Allowance	-	As per prescribed rate and Complimentary Pass

Members

- i. 6 members appointed by GM from local chamber of commerce, trade, Industrial and agricultural associations.
- ii. 2 members from recognized passenger association to be appointed by GM.
- iii. 9 members of whom one is nominated by GM and remaining 8 are nominated by Railway minister.
- iv. One Member from Government of each of the states served by that division.
- v. One member from each State Legislative Assembly served by that division.
- vi. One member each nominated by Union Minister and Members of Parliament within jurisdiction of the division. (MP can't be nominated as a member in this Committee)
- vii. One member from Consumer Protection organisation.
- viii. One member from association of handicapped.

Functions –

- i. Consider Matters referred by National Railway Users' Consultative Committee and Zonal Railway Users' Consultative Committee.
- ii. Demand for Improvement in passenger services and amenities provided by Railway.
- iii. Demand for regarding opening of new stations.
- iv. Demand for changes in Time Table.

Station Consultative Committee (SCC)

President - Sr.DCM / DCM / ACM (According to Station)

Secretary - SM/CSCI(Chief Sectional Commercial Inspector)

Duration - 2 years.

Meetings - 4 times in a year.

Allowance-As per prescribed rate and complimentary pass.

Member –

- i. Not more than ten members of local chambers of commerce in the division, local Co-operative committees and public representatives
- ii. Nominated by GM related with commerce and Industries.

Function –

- i. Demand for Improvement of passenger service on stations.
- ii. Demand for maximum facilities for Railway users.
- iii. Discussion on difficulties, grievances, problems of Railway users and give the suggestion.

Q2. What are the main causes of claims on Indian Railways? Suggest measures to minimise claims. Describe the role of the Railway Claims Tribunal.

Answer :

Claims: - A claim may be defined as request by rightful claimant for compensation in respect of goods entrusted for carriage by rail from one station to another station and that it has not reached the destinations station in the condition handed over to Railways.

Demerits of claims:-

- 1) leakage of Railway revenue
- 2) Loss of Goodwill of Railways
- 3) Diversion of traffic to other modes of transport

The following are the main causes of claims in Indian Railways.

1. Accidents
2. Theft and pilferages
3. Defective packing
4. Rough handling
5. Damage by wet
6. Delay in transit
7. Over carriages
8. Leakage or breakage
9. Improper loading
10. Non-observance of rules
11. Improper marking
12. Lack of security
13. Rough and loose shunting
14. Unconnected goods
15. Poor co-ordination amongst various departments

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Measures to prevent Claims :

A) At the time of Acceptance and Booking of Goods –

1. Ensure that proper Forwarding Note is executed with complete particulars. Ensure that packing conditions as prescribed are complied with.
2. If goods are not packed according to rule, such remarks should be obtained on the forwarding note.
3. Ensure private and railway marking with durable ink and that all old marks should be obliterated.
4. Goods should be weighed and tallied with forwarding note.
5. Wagon labels should be prepared legibly with concerned pencil.
6. Conduct checks against mis-declaration and packing condition of the commodity.
7. Ensure Packing, Labeling and Marking rules.

B) At the time of loading and unloading of Goods:

1. Supervise loading and unloading, observe all monsoon precautions.
2. Water tight wagon should be utilized to load commodities likely to be damaged by wet.
3. Ensure scientific and geographical methods of loading.
4. Hooks must be avoided for loading and unloading.
5. Over loading or uneven loading should be avoided.
6. Ensure proper sealing and riveting.
7. Ensure that the valve of tank wagon is closed properly.
8. Avoid mix loading.
9. Avoid rough handling.

C) At the time of transportation:

1. Ensure proper dispatch of loaded wagon to their proper destination station on time.
2. Avoid over carriage of goods beyond destination station.
3. Check wagon labels with vehicle guidance before the rake is dispatched.
4. Avoid loose and rough shunting.
5. Ensure checking of seals.
6. Prompt clearance of unconnected goods.

D) At the time of Delivery:

1. Supervise unloading and compare number of packages with seal card and RR.
2. Ensure to issue DD message / DDPC within time.
3. Avoid delay in granting open/assessment delivery.
4. Observe delivery rules especially during open/assessment delivery.
5. Ensure preparation of weekly inventory regularly.
6. Ensure proper protection of goods aviating delivery.

Railway Claims Tribunal:

Railway Claims Tribunal has been established under Section 3 of Railway Claims Tribunal Act 1987 which came into force from 8th November 1989. If the claimant is not satisfied with the relief provided by the Railway administration, he can seek legal remedy through the Railway Claims Tribunal. The main objective of setting up of the Tribunal is to provide expedite relief and early payment of compensation for:-

- a. death and injury in case of railway accident & untoward incident
- b. for loss, destruction, damage, deterioration, non-delivery of animal/goods booked by railway or for the refund of fare or freight.

Constitution:

It consists of one Chairman, four Vice-chairman and some member of judicial and technical members decided by Central Government. The Jurisdiction, powers and authority of the claims Tribunal shall be exercised by the benches there of. There are 23 benches of tribunal in India. The Chairman must be or has been a judge of High Court or he has worked at least for two years as Vice Chairman. Vice-Chairman must be or has been a Judge of High Court or has worked for at least five years on a Civil Judicial post. Chairman Vice-Chairman and every other member shall be appointed by the President. The Chairman shall be appointed only after consultation with the Chief Justice of India.

Time limit for filing cases before Railway Claims Tribunal :

Sr. No.	Types of cases	Time limit for filing of cases
1	Claims against Railway Administration for loss, damage, deterioration and non delivery of goods	Within 3 years
2	Compensation in respect of death/injury to passengers arising out of train accidents under section 124/124A of Indian Railways Act, 1989	Within 1 year
3	Refund of fare and freight	Within 3 years

In each bench a Presenting Officer in J.A. Grade with assistance of Law Superintendent and Law Assistant are posted to present cases on behalf of Railway. Railway Claims Tribunal have the power of a Civil Court. An appeal against decision of RCT can be made to High Court having jurisdiction over the place where bench is located within 90 days.

Q3. Describe in detail the salient features of the Catering Policy of 2017.

Answer :

New Catering Policy, 2017 announced in Budget 2016-17 by then MR Shri Suresh Prabhkar Prabhu. The Ministry in their written replies has furnished the salient features of new Catering Policy 2017 as under:

- IRCTC to manage catering service on all mobile units. Pantry car contracts awarded by Zonal railway to be re-assigned to IRCTC.
- Meals for all mobile units to be picked up from the nominated kitchens owned, operated and managed by IRCTC i.e. unbundling of catering services between food preparation and food distribution.
- IRCTC not to out rightly outsource or issue licenses for provision of catering services to private licensees. IRCTC to retain the ownership and be fully accountable for all the issues pertaining to setting up and operation of the Base Kitchens and quality of food. Sharing of License fee in IR and IRCTC shall be in the ratio of 40:60 in all cases other than departmentally managed units by IRCTC wherein revenue shall be shared in the ratio of 15:85.
- IRCTC to engage service providers from hospitality industry for service of food in trains.
- Kitchen structures/land/space to be handed over by Zonal Railways to IRCTC for a period of 10 years extendable for another period of 5 years, on a token license fee.
- IRCTC to be responsible for management of Food Plazas, Food Courts, Fast Food Units within the ambit of this policy.
- The setting up/development/refurbishment of new or existing Base Kitchens/Kitchen units to be undertaken by IRCTC. These kitchens are to be owned, operated and managed by IRCTC. IRCTC shall develop different types of kitchens keeping in view supply of food and usage assessed.

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- (viii) IRCTC shall develop the business model for the kitchens so that they can expand and enhance the service. IRCTC shall prepare a detailed concession agreement for setting up/development of the kitchens.
 - (ix) IRCTC to involve/empanel Self Help Groups for providing catering related services.
 - (x) Zonal Railway to manage static unit (catering stall/milk stalls/trolleys etc.) except base kitchens and kitchen units to be handed over to IRCTC at A1 and A class stations.
 - (xi) Provision of perpetual renewal has been done away with. Now it has been envisaged that tenure of all static units (except kitchen units and Food Plaza) shall be 5 years only. Tenure of Food Plaza shall be for a period of 9 years.
 - (xii) Allotments of General Minor Units at all category stations to be done through open, competitive, two-packet tendering system from the eligible bidders by divisions.
 - (xiii) For the first time, it has been envisaged that allotment of Special Minor Units (reserved category) at all category stations will be done by Divisions through open tendering system within the similar reserved category. The technical eligibility criterion has been simplified.
 - (xiv) There shall be 25 % reservation for minor units in A 1, A, B, C Category of station and 49.5% reservation for D, E, F category of stations. 33% sub quota for women, in allotment of each category of minor catering units at all category of stations to be provided.
 - (xv) Transfer of catering services through mobile catering units, base kitchens, cell kitchens, refreshment rooms at A1 and A category of stations, food plazas, food courts, train side vending, jan ahaars to IRCTC. All other catering units like refreshment rooms at B and below category stations, Automatic Vending Machines, Milk Stalls, trolleys shall remain with Zonal Railways.
 - (xvi) Food preparation and food distribution has been delinked. Food will be cooked in kitchens operated and maintained by IRCTC.
 - (xvii) IRCTC is permitted to engage service providers from hospitality industry for serving food in trains.
 - (xviii) IRCTC will develop/refurbish new or existing kitchen units. These kitchens are expected to be modern, mechanized and quality ensured through a valid ISO Certification. IRCTC shall retain the ownership and shall be fully accountable for all the issues pertaining to setting up and operation of the base kitchens and quality of food.
 - (xix) The old catering stalls will be replaced gradually with the compact modular stalls of superior quality material. The menu and tariff of catering units (other than Food Plazas etc.) will be fixed by IRCTC in consultation with the Zonal Railways/Railway Board. Rates for meals in the trains served by the IRCTC will be fixed by the Railway Board.
 - (xx) Officials of Railway Board, Zonal Railways and Divisions shall be authorized to inspect the kitchen units/mobile catering units and taking penal action for the deficiencies noticed in catering services.
 - (xxi) Criteria for license fee has been retained at 12 per cent of turnover. The fixation of license fee has to be done by Zonal Railways. The formula for fixing the license fee is to be devised by each Zonal Railway. Revised criteria for ceiling of catering units allotted to private contracts has also been prescribed.

Q4. What are the claims under Sections 124 and 124 (A) of the Indian Railways Act and how are they dealt with? What precautions are required to be taken at various stages of investigation in the claim case registered under Section 124 (A) to protect the interest of the Railways?

Answer :

Section 124 of the Indian Railway Act, 1989:

It deals with extent of the liability of Railway Administration in train accident. When in the course of working a railway, an accident occurs, being either a collision between trains of which one is a train carrying passengers or the derailment of or other accident to a train or

any part of a train carrying passengers, then whether or not there has been any wrongful act, neglect or default on the part of the railway administration such as would entitle a passenger who has been injured or has suffered a loss to maintain an action and recover damages in respect thereof, the railway administration shall, notwithstanding anything contained in any other law, be liable to pay compensation to such extent as may be prescribed and to that extent only for loss occasioned by the death of a passenger dying as a result of such accident, and for personal injury and loss, destruction, damage or deterioration of goods owned by the passenger and accompanying him in his compartment or on the train, sustained as a result of such accident. It is further stated in the act that for the purposes of this section "passenger" includes a railway servant on duty.

Thus, claims arises due to the accident of passenger carrying trains are defined under section 124 of Indian Railways Act, 1989. Railways liability is absolute in case of train accident.

Section 124 (A) of Indian Railways Act, 1989:

It deals with compensation on account of untoward incident.—When in the course of working a railway an untoward incident occurs, then whether or not there has been any wrongful act, neglect or default on the part of the railway administration such as would entitle a passenger who has been injured or the dependant of a passenger who has been killed to maintain an action and recover damages in respect thereof, the railway administration shall, notwithstanding anything contained in any other law, be liable to pay compensation to such extent as may be prescribed and to that extent only for loss occasioned by the death of, or injury to, a passenger as a result of such untoward incident:

Provided that no compensation shall be payable under this section by the railway administration if the passenger dies or suffers injury due to—

- (a) suicide or attempted suicide by him;
- (b) self-inflicted injury;
- (c) his own criminal act;
- (d) any act committed by him in a state of intoxication or insanity;
- (e) any natural cause or disease or medical or surgical treatment unless such treatment becomes necessary due to injury caused by the said untoward incident.

Explanation.—For the purposes of this section, "passenger" includes—

- (i) a railway servant on duty; and
- (ii) a person who has purchased a valid ticket for travelling by a train carrying passengers, on any date or a valid platform ticket and becomes a victim of an untoward incident.

A person seeking any relief in respect train accident and untoward incident should make an application to the Railway Claims Tribunal. Every application shall be accompanied with necessary documents and other evidences along with prescribed fees. Provided that no such fee shall be payable in respect of claims cases of train accident and untoward incidents.

Precautions to be taken at various stages of investigation:

The investigation of untoward incident cases registered under section 124 (A) is done by the RPF authorities.

The detailed guidelines are given in The Railway Passengers (Manner of Investigation of Untoward Incidents) Rules, 2003 amended in 2007.

Stages of investigation and preparation of report:
(i) Report about untoward incident: Any railway servant, including guard and driver of the train, on coming to know of the occurrence of an untoward incident, shall report the incident immediately to the nearest Station Superintendent. Station masters shall make necessary entries to this effect in the station diary and form- I and arrange for medical assistance to the injured passengers. While making entry in diary as well as in memo, the time of the incident, gender of the victim/deceased should be clearly mentioned. They should not make multiple ticks on probable cause of the incident in the form submitted to GRP for carrying the persons to the hospital. If the reason is not known to them then they should write reason not known. The use of word run over should be avoided in their memo and diaries.

(ii) Investigation by RPF department and submission of Statutory investigation report:

- (a) Timely submission of statutory investigation report: Apart from taking GRPs report RPF should conduct independent investigation immediately after the happening of untoward incident and the conclusion arrived at should be included in the report. As far as possible the investigation report to be submitted within the period of 90 days as specified in the rule.
- (b) In case of knock down cases, it should be clearly indicated in the report with proper train number, details of the driver/guard etc. It helps in identifying them and producing them as a witness before Railway Claims Tribunal.
- (c) It should be clearly mentioned in the report whether the place of incident is trespassing prone area.
- (d) If there is no conclusive proof regarding probable cause of the incident, the investigating officer should write "Reason not known" instead of writing fallen down.
- (e) The word "Passenger" should not be used unless there is ample evidence. Assertion like "a body has fallen down from the train" should be avoided instead "some dead body or injured person found on track" should be used.
- (f) Video recording , news paper cutting , TV channel clips regarding untoward incidence should be obtained and preserved in a server exclusively kept for this purpose. All records like Station Managers memo book and Guard Diaries should be suitably preserved.
- (g) Location of the accident with reference to the residence and workplace of the deceased is to be mentioned with statement of relatives and neighbours to establish mental condition of the deceased.

Railway Board has increased the amount of compensation w.e.f. 01.01.2017. The minimum amount of compensation is increased from RS. 32,000/- to Rs. 64,000/- and maximum amount is increased from Rs.4,00,000/- to Rs. 8, 00,000/- Proper reporting, timely preparation of statutory investigation report would help in producing railway evidences and witnesses before the court and it will result in saving of railways interest and government exchequer.

Q5. Write short notes on the following:

Answer :

a) IRCA

- (i) IRCA is an association of Railway administration.
- (ii) Indian Railway conference association is Neutral control organisation.
- (iii) It is responsible for framing rules for the interchange of traffic between different Railways in India.
- (iv) IRCA issues Different Tariffs and publications and correction slip thereto.
- (v) IRCA publish alphabetical list of Railway station in India.

- (vi) All Principal Chief Commercial Manager of IR is committee of IRCA which consider and recommend alteration and addition to the general classification of Goods.
- (vii) Committee also examine and make recommendation on proposal affecting rates.
- (viii) Committee also consider, recommend, alter and add general rules appearing in goods tariff, Coaching Tariff, Red Tariff and Military Tariff.

b) ATVM

- (i) Automatic Ticket Vending Machines (ATVM) were introduced by Indian Railways to reduce passengers queuing up at the ticket counters at Railway stations.
- (ii) ATVMs are touch screen based ticketing kiosks operated using Smart Cards. The passengers can purchase and recharge Smart Cards from ticket counters.
- (iii) The Smart Card has to be placed on a slot in the ATVM and user has to select the route and destination using the touch screen. After confirming the details, the ticket is printed and delivered. Once the ticket is issued, charge is debited from the smart card.
- (iv) Through ATVM Passenger can buy single, return suburban ticket, non suburban unreserved ticket, season ticket monthly and quarterly, platform ticket.
- (v) Smart card can be charged from Rs. 50 to 1000 for passenger use and Rs.9950 for facilitator use.
- (vi) 5% bonus is extra facility on recharge but season ticket and non sub-urban ticket is not valid for bonus.
- (vii) Rule about validity of smart card is written on back side of card.

CoTVM -

- (i) Cash/Coin and Smart Card Operated Ticket Vending Machine more popularly known as CoTVM is a self - operated kiosk to buy unreserved tickets using currency notes or coins as well as smart cards.
- (ii) Issue of non-concessional second class journey tickets for non-suburban section and second/first class journey/return tickets for suburban section & platform ticket.
- (iii) Renewal of non-concessional season tickets.
- (iv) Recharge of smart cards in denominations of Rs. 20/-, Rs. 50/-, Rs. 100/- and Rs. 500/-
- (v) The kiosk accepts Indian coins of Rs 5/- and Rs 10/- and Indian currency notes of denominations of Rs 5/- to Rs 1000/-, only.
- (vi) These machines do not accept soiled/cut/glued/taped/wet/colored currency notes and currency notes other than the ones bearing the image of Mahatma Gandhi.
- (vii) These kiosks will only accept exact amount in currency notes and coins within the pre-defined time i.e 60 seconds for issue of ticket. If the passenger fails to insert the requisite amount, the transaction will be cancelled and the amount will be refunded to the passenger and he may start the transaction afresh.
- (viii) The Kiosk issues maximum 4 adult/child ticket on each second class ticket.
- (ix) Only one ticket will be issued in case of First Class ticket, Season ticket and Platform ticket.
- (x) The refund of tickets issued through CoTVMs will be done as per extant refund rules.

c) National Train Enquiry System (NTES)

- (i) National Train Enquiry System (NTES) is an integral part of Integrated Coaching Management System developed and maintained by CRIS.
- (ii) National Train Enquiry System (NTES) provides information to public about expected Arrival/Departure of trains at each stopping station, train schedule information, information about cancelled trains, diverted trains, and also platform berthing information at major stations.
- (iii) The main goal and objective behind NTES system to provide timely and reliable information to general public through user friendly interfaces

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- (iv) It has pan India accessibility to a large extent and now the information is conveniently and reliably available to public all over the country through various delivery channels i.e. through web browsing, through mobile phone or landline (voice and SMS) and also in person through face to face enquiry and displays at all IR stations.
 - (v) One can also visit <http://enquiry.indianrail.gov.in> which is official Indian Railway enquiry portal developed by National Train Enquiry System (NTES).

d) YTSK

- (i) YTSK or Yatri Ticket Seva Kendra is an outsourcing scheme of the Indian Railways.
- (ii) It is based on Public Private Partnership.
- (iii) It allows private party to set up ticket sale counters near railway stations and sell reserved and unreserved railway tickets. Registration fee Rs. 2,00,000/- for YTSK.
- (iv) YTSK operators collect Re. 2.00 per passenger as service charge from the passengers, for unreserved tickets. This amount is included in the ticket printed by the YTSK terminal. This commission is retained by the operator as service fees for running the YTSK counter.
- (v) Service charge for second Class reserved ticket Rs. 30 and for upper class Rs.40.
- (vi) YTSK counter is authorised to issue cash tickets only.
- (vii) YTSK counter can issue concessional tickets to senior citizens only.
- (viii) No cancellation/refund of ticket at YTSK counters is permitted.
- (ix) YTSK counter is not allowed to sell platform tickets.
- (x) YTSK operators are allowed to renew season tickets. Each season ticket is to be treated as single ticket/single passenger for the purpose of levy of service charge.

JTBS-

- (i) Jansadharan booking ticket sevak recruited for issuing 2nd class unreserved ticket, suburban ticket through computerised UTS system.
- (ii) These would be beneficial for passengers as they could get the general tickets in the market instead of going to the station.
- (iii) JTBS contract period-3 years which can be renewed after 3 years.
- (iv) JTBS applicant should be of 18 year age and matric pass.
- (v) Applicant should have a telephone connection in his office. Latest telephone bill to be submitted with application.
- (vi) Applicant should be residing in the municipal limits of the city/district in which JTBS is being appointed.
- (vii) He can only issue cash ticket and Sr. Citizen concession ticket.
- (viii) He can Non-issue the ticket but cannot cancel the ticket, cancellation from JTBS serving station only.
- (ix) JTBS will collect Rs 2 per passenger as commission.
- (x) JTBS can renew Season Ticket @ Rs. 5 per Season Ticket as commission.

Q6. Write short notes on the following:

Answer :

a) E-Ticketing :-

- (i) E- Ticket is paper ticket travelling authority booked through IRCTC website after registration.
- (ii) Customer should register in the www.irctc.co.in website to book tickets..Registration is free. • Before registration, customer should go through the "Terms and Conditions" which are available in the website.
- (iii) Customer is allowed to register only one user ID with correct details of e-mail, mobile no., etc.

- (iv) Full fare tickets including Tatkal, Child tickets and tickets for senior citizens at concessional rate can be booked through the website.
- (v) E-tickets can be booked for journey between any two stations on the route of the train including originating station and destination.
- (vi) When ticket is successfully booked an SMS will be sent to the customer detailing the PNR, ticket status, fare charged etc.
- (vii) During the journey even if one passenger booked on an e-ticket presents any of the ten Identity Cards mentioned below in original, the same is accepted as proof of identity (For Tatkal ticket same Identity card is to be presented during journey which was mentioned at the time of booking of tickets).
- (viii) Without I/card you will be treated as Without ticket . If you have no paper ticket you have to pay Rs. 50 as penalty.
- (ix) Only RAC/Confirm /Partially confirm ticket is valid for travelling.
- (x) Waiting E- ticket is not valid for travelling.
- (xi) E- Ticket cancelled as per refund rule from on line only and refund amount is deposited in passenger A/C.

b) Tatkal Rules:-

- (i) It is a ticket issued by the Indian Railways to provide reservation to passengers who have to undertake a train journey at short notice.
- (ii) Tatkal tickets can be booked one day in advance excluding the date of journey from the train originating station.
- (iii) The Tatkal Charges have been fixed as a percentage of fare at the rate of 10% of basic fare for second class and 30% of basic fare for all other classes subject to minimum and maximum as given in the table below :

Class of Travel	Minimum Tatkal Charges (in Rs.)	Maximum Tatkal Charges (in Rs.)
Second (sitting)	10	15
Sleeper	90	150
AC Chair Car	100	200
AC 3 Tier	250	350
AC 2 Tier	300	400
Executive	300	400

- (iv) The above charges will be levied uniformly both in peak period & non-peak periods.
Tatkal tickets will be issued for actual distance of travel, instead of end-to-end, subject to the distance restriction applicable to the train. The same Tatkal berth/seat may be booked in multiple legs till preparation of charts. At the time of preparation of charts, unutilized portion may be released to the General RAC/Waiting list passengers.
- (v) Tatkal booking opens at 10 AM for AC Classes and 11 AM for NON-AC Classes on One days in advance actual date of journey excluding date of journey w.e.f. of 15.06.2015 (commercial circular no:34 of 2015). e.g. for train leaving on 6th, Tatkal Booking will Commence at 10 AM for AC Classes on 5th and at 11 AM for NON-AC Classes on 5th.
- (vi) No duplicate Tatkal tickets shall be issued. Duplicate Tatkal tickets shall be issued only in exceptional cases on payment of full fare including Tatkal charges.
- (vii) Tatkal tickets shall be issued only on production of one of the ten prescribed proofs of identity shown under (as mentioned in Commercial Circular No.68 of 2012 issued vide letter No.2011/TG-I/20/P/ID dated 01.11.2012) as per procedure .
- (viii) It will be possible to book a maximum of only four passengers per PNR for Tatkal tickets.

- (ix) The web services agents of IRCTC will be permitted to book only one Tatkal ticket per train per day on the internet.
- (x) No refund will be granted on cancellation of confirmed Tatkal tickets/duplicate tatkal ticket except in case of circumstances mentioned in para 2 of instructions contained in Commercial Circular no. 53 of 2006 issued vide letter no. 2006/TGII/ 20/P/Tatkal, dated 30.06.2006. However, full refund of fare and tatkal charges will be granted on the tickets booked under Tatkal scheme in the following circumstances :-
 If the train is delayed by more than 3 hours at the journey originating point of the passenger & not the boarding point if the passenger's journey originating point and boarding point are different.

If the train is to run on a diverted route and passenger is not willing to travel.

If the train is to run on diverted route and boarding station or the destination or both the stations are not on the diverted route.

In case of non attachment of coach in which Tatkal accommodation has been earmarked and the passenger has not been provided accommodation in the same class

If the party has been accommodated in lower class and does not want to travel. In case the party travels in lower class, the passenger will be given refund of difference of fare and also the difference of Tatkal charges, if any.

(c) Non Fare Revenue :-

- (i) Non-fare revenue is the income from various sources, excluding passenger and freight receipts.
- (ii) NFR policy primarily deals with advertising on trains, railway bridges and other assets, setting up of ATMs at stations, offering digital content on trains and platforms and displaying infotainment systems, besides other innovative ideas that can help the railways increase its earnings.
- (iii) Commercial Circulars No. 1 to 5 of 2017 deal with NFR policy.
- (iv) Policy content on Demand is to monetise entertainment services on Train and Station.
- (v) Unsolicited offers proposed by outside agencies for enhancement of Non fare revenue.
- (vi) Revenue generation by long term contract of ATM.
- (vi) Advertisement on ROB/RUB, level crossing gate, railway colonies, railway workshop and railway land along the tracks are under Out of Home policy.
- (vii) Internal and external advertisement of train, vinyl wrapping of Mail express and suburban train for higher realisation of earnings through NFR.
- (viii) Rail Display network (RDN) policy at station by CC/50 is also for enhancement of NFR.
- (ix) Under NINFRIS many other innovative idea included for raising NFR earnings.

(d) Leasing Policy for Parcels:-

- (i) Objective- to increase Railway earnings.
- (ii) Lease space- SLR-4 tonne. VP-23 tonne.
- (iii) Two compartment of the front SLR and one compartment of rear SLR of all trains will be leased out. VP will be leased by the owning railway on the round trip basis
- (iv) Duration of Agreement: five years
- (v) In case a person wishes to lease the SLR / VP, he must get himself registered at the Division / Zonal level, and has to pay registration fee as follows:

Category	Lease Space	Annual Turn over	Registration Fee (₹.)
A	VP/SLR	2 Crore	1,00,000/-
B	SLR	50 Lakh	50,000/-

- (vi) Separate registration should be done in each Division for participating in tender.

- (vii) Earnest Money Deposit:

All the registered leaseholder participating in the tender will have to deposit an Earnest Money as under

Lease Space	Earnest Money Deposit (₹.)
SLR	1 00 000/-
VP/VPV	4 00 000/-

- (viii) Security Deposit/ Performance Guarantee

Lease Space	Security Deposit (₹.)	Minimum SD (₹.)
SLR	10 times lump sum lease rate	1 00 000/-
VP	5 times lump sum lease rate	4 00 000/-

- (ix) Reserved Price:

- a. For SLR - Normal freight which will be according to the scale of the vehicle.
b. Reserved Price for VP:

Type	Train scale	Reserved price
For all origin-destination including NFR	For train scale-"R"	1.5 X scale "R" गुना
	For train scale-"P" or "S"	1.5 X scale "P"

- (x) Commodities listed in red tariff, offensive, contraband, dangerous, explosive, inflammable materials and other commodities prohibited or banned by railway or government are not allowed to load in lease. On detection of such loading penalty of Rs 50,000/- will be imposed and contract may be terminated with applicable legal action.

Paper II

Part B : Establishment

Answer all questions

(Marks 25)

- Q1. What are the various minor and major penalties which can be imposed? Explain briefly the procedure to impose a major penalty on a Railway Servant.

Answer :

MINOR PENALTIES:

- I. Censure
- II. With holding of his promotion for a specified period.
- III. Recovery from his pay of the whole or part of any primary loss caused by him to the Govt. or Railway Administration by negligence or breach of orders.
 - III(a) With holding of the Privilege Passes or Privilege Ticket orders or both
 - III(b) Reduction to a lower stage in the time scale of pay by one stage for a period not exceeding three years., without commutative effect and not adversely affecting his pension.
- IV. With holding of increments of pay for a specified period with further directions as to whether on expiry of such period this will or will not have the effect of postponing the future increments of his pay.

MAJOR PENALTIES :

- V. Reduction to lower stage in the time scale of pay for a specified period with further directions as to whether on the expiry of such period, the reduction will or will not have the effect of postponing the further increment of his pay.
- VI. Reduction to a lower time scale of pay, grade, post or service, with or without further direction regarding conditions of restoration to the grade or post or service from which he was reduced and his seniority and pay on such restoration to that grade, post or service.
- VII. Compulsory retirement.
- VIII. Removal from service.
- IX. Dismissal from service-which shall ordinarily be a disqualification for employment under the Government.

Procedure for imposition of Major Penalty:**1. Issue of charge sheet**

The disciplinary Authority shall frame definite charges on standard form no. 5 and deliver to the Railway servant, a copy of article of charges, as statement of allegations. A statement of all relevant facts and list of documents by which and list of witness by whom the charges are proposed to be proved. While framing the charges name & designation of delinquent employee station/office, date & time of occurrence and the conduct rule for violation of which the allegation are made must be specifically mentioned in the charge sheet.

2. Submission of written statement of defence by the delinquent employee.

The delinquent employee must submit his written statement of defence within a period of 10 days from the date of receipt of SF5.

3. Permission to inspect and take note from documents

The Railway Servant shall for the purpose of preparing his defence be permitted to inspect and take note from the documents as he may specify, but such permission may be denied by the competent Authority on the ground

Not relevant to the case.

Against the public interest.

In such cases the disciplinary Authority shall record the reason in the written and shall deliver to the delinquent employee.

Order of Inquires

On receipt of written statement of defence or where no written statement of defence is submitted by the delinquent employee if it proposed to inflict any of the major penalty an inquiry has to be ordered by the disciplinary Authority for providing the charges which are not admitted.

4. Appointment of Inquiry Officer

The disciplinary Authority may itself inquire into the case or may appoint an inquiry officer or a Board of Inquiry. The appointment of Inquiry Authority is done on SF7. Inquiry Authority must be one grade higher than the delinquent employee.

5. Appointment of Presenting Officer

The disciplinary Authority may when consider necessary nominate any Railway Servant as presenting officer, to present the case in support of charges before the Inquiry Authority. The presenting officer is mainly appointed in complicated cases where the employees of different departments are involved (common proceeding) or in serious vigilance cases. Nomination of Presenting Officer is done on SF8.

6. Nomination of Assisting Railway Servant by the delinquent employee.

The delinquent employee is also given the facility to present his case with the Assistance of another Railway Servant (known as ARE) of the same Zonal Railway. ARE may be a Retired Railway employee or an Office bearer of Railway trade union, but ARE should not be a professional Lawyer,

7. Inquiry

Preliminary Inquiry

The Inquiry officer should put up the following five questions to the charged employee which should be answered by the charged employee and not by his defence Council.

Q.1. Have you received charge sheet?

Q.2. Have you received/ inspected document mention in the charge sheet?

Q.3. Have understood the charges framed/ leveled against you?

Q.4. Do you accept the charges leveled against you?

Q.5. Are you prepared to commence with Inquiry?

If the charged employee gives the reply of all the above five questions in affirmation then disciplinary Authority will proceed for main Inquiry otherwise he will provide the required Assistance to the charged employee

Examination in Chief (main Inquiry)

The Inquiry officer will call witnesses for examination and cross-examination one by one.

Examination of witness is done by the Inquiry officer/ presenting officer and after the examination, cross-examination is done by the delinquent employee or ARE. When the cross-examination is over, if the Inquiry Officer/ presenting officer wants to re-examine the witness then after re-examination of the witness the delinquent employee / ARE must be given opportunity to re-cross examine the witness, when the examination and cross examination of all the witnesses is over the delinquent employee must be asked to produced his defence witnesses. Defence witnesses will be examined by the delinquent employee or his ARE and cross-examined by the Inquiry Officer/ presenting Officer. During the course of Inquiry all relied upon documents shall be exhibited. After exhibiting all the relied upon documents the delinquent employee/ ARE should asked to produced his defence documents if he has any.

The Inquiry officer should particularly bring to the notice of the charged employee of the evidence that have gone against the charged employee during the course of Inquiry and whether he has anything to say against it. At the end of the Inquiry, the Inquiry officer should provide an opportunity to the charged employee to submit a defence, which may be oral or written. He can also be given a 10 days time for submission in case he wishes to give in writing. On receipt of delinquent employee defence the Inquiry should bear in mind that he has no Authority to suggest the gravity of offence or penalty to be impose.

8. Submission of Inquiry report and finding

The Inquiry officer will submit his Inquiry report and finding to disciplinary Authority in Two copies.

9. Forwarding of Inquiry report and finding by the disciplinary Authority to the delinquent employee for submission of his oral/ written final defence.

After going through the Inquiry report and findings of Inquiry officer, if the disciplinary Authority wants to imposed any Minor/Major penalty upon the delinquent employee than he should forward a copy of Inquiry report and finding to the delinquent employee with a 15 days notice to submit his oral/written final defence.

10. Order of disciplinary Authority (speaking order)

On receipt of the final defence of the delinquent employee or where no defence is submitted than the disciplinary authority should wait for 15 days and after passage of 15 days disciplinary Authority should go through the entire Inquiry report, findings written defence, if any submitted as after proper application of mind shall pass speaking order for imposition of penalty, if he wishes to impose any penalty.

Speaking order should contain in brief.

- i) The charges levelled against the delinquent employee.
- ii) The basis on which each and every charge alleged has been proved or not proved.
- iii) The reasons which make the disciplinary Authority conclude that imposition.
- iv) The particular penalty commensurate date with the gravity of the offence and that meets the ends of Justices.

11. Communication of penalty to the delinquent employee.

The penalty imposed upon the delinquent employee shall be communicated to him on standard form along with a copy of the speaking order. Employee shall also be advised the period within which the appeal lies and to whom the appeal lies.

Q2. Write short notes on any three:

Answer :

A) Types of leave

1. Leave on average pay
2. Leave on half average pay
3. Commuted Leave
4. Leave not due
5. Extra ordinary leave
6. Leave to special class Railway Apprentices
7. Leave to Workshop Staff

Special Kinds of Leave

1. Maternity Leave
2. Child Adoption Leave
3. Paternity Leave
4. Special Disability Leave
5. Special Disability Leave for Accidental Injury
6. Hospital Leave
7. Study Leave
8. Child Care Leave
9. Casual Leave
10. Special Casual Leave

B) DCRG (Death Cum Retirement Gratuity)

In the event of death in harness of all permanent & temporary Railway servant while in service the death gratuity shall be paid to family members as under.

S.No.	Qualifying Service	Rate of Death Quantity
1	Less than one year	2 times of emolument
2	One year or more but less than 5 years.	6 times of emolument
3	5 years or more but less than 20 years	12 times of emolument
4	20 years or more	Half of emolument for every completed six monthly period of qualifying service.

Max: - 33 times of emoluments

Maximum amount Rs.20,0000/- (Twenty Lakh)

Emolument means last pay drawn plus DA.

Amount of death gratuity finally calculated shall be rounded off to next higher rupee.

C) HOER (Hours of Employment Regulation Act)

- Objective:** To determine and regulate:
- 1) Hours of employment
 - 2) Rest between two periods of workers
 - 3) Weekly Rest
 - 4) Overtime allowance etc.

Classification of workers

1	Continuous	An employment is continuous except when it is "excluded" or declared to be "Intensive" or "Essentially Intermittent"
2	Intensive	An employment is intensive when declared to be so on grounds that: It is of a strenuous nature involving continued mental or physical strain OR Hard manual labour with little or no period of relaxation.
3	Essentially Intermittent	An employment is essentially intermittent, when it is declared to be so on grounds that: His daily hours of duty normally include periods of inaction aggregating to six hours or more His daily hours of duty include at least one period of inaction of not less than one hour OR Two such periods of not less than half an hour during which the employee may be on duty but is not called upon to display either physical activity or sustained attention.
4	Excluded	It includes supervisory staff, those in confidential capacity, armed guards, staff imparting training of technical or academic education, specified staff of Health and Medical Department.

D) Staff Benefit Fund

Objects : - On Railway, for Railway Employees & their family members the staff Benefit Fund was introduced in 1931. The staff benefit fund provides financial assistance for Recreation, Education, Sports, Scout & guides, Relief of distress, Natural Calamity etc. to Railway employees as well as their family members those who are dependent to their as per instruction contained in Pass manual (Para 802-R-1) The benefit from SBF is exclusively available for group 'C' & 'D' Railway employees.

Working of SBF :- The working of the Staff Benefit Fund is being managed by the Central Staff Benefit Fund Committee at Zonal Railway HQ office under the Chairman ship of Chief Personnel Officer & Secretary ship of Senior Personnel Officer / Dy chief personnel officer (welfare) Besides this Dy General Manager (G) & Chief Medical Director of the Zone shall be member of the committee & there will be representation of 07 member each of both the recognized trade unions.

Activities :- The working of the Central Staff Benefit Fund committees as well as doubts raised by sub – committees will be completely controlled by the Staff Benefit Fund committee it shall be final & the annual budget shall be finalized by CSBFC. In case of any dispute on any point the decision of the Genl. manager (Patron) shall be final.

Constitution of the committee :-

The constitution of the Central Staff Benefit Committee on the Railways shall be as under:

I	Chairman (Ex officio)	Chief Personnel Officer
II	One nominated officer member	Chief Medical Director
III	Another nominated officer member	Dy Genl. Manager (G)
IV	Secretary & nominated officer member (Ex officio)	Dy.CPO (Welfare)
V	Staff representative	14 member (7 each) each of both the recognized union.

The Sub Committee at HQ Division level, Divisional level & Work Shop Level shall be constituted as under:

		Divisional level	HQ Divisional level	Workshop level
I	Chairman (Ex officio)	Sr.DPO / DPO	SPO(L&w)	SPO
II	Secretary	APO(W)	APO	S&WI
III	Officer Member	Sr.DMO/DMO to be Nominated by CMS	Sr.DMO/DMO to be nominated by CMS	Sr.DMO/DMO to be nominated by CMS

Besides above there will be 04 members of both the recognized union ie 02 from each union will be nominated as members.

The Suspended members will not be allowed to participate in the meeting until they become eligible the another members can participate in the meeting

The Tenure of the members of the Central & Sub Committee shall be one year but such members will be eligible for re nomination. The members can be nominated for three years maximum.

In case of retirement, death, resignation & transfer of any members of both the recognized union, the another member shall be nominated by the concerned union to fill the resultant vacancy.

Meetings -

The meeting of the CSBFC shall be held every after 03 months (04 meetings in the year) such meeting will be held for 02 days duration As regards meetings at the HQ division, Divisional & Workshop level will be held every months thus (12 meetings every year) The duration of the meetings of sub committees will be 01 day. The corum for any meeting will be 50% of the members. However chairman can call the meeting at any time besides this on the request of the 2/3 Nos of the members

Source of income of staff benefit fund -

1. Annual Grant at per capita rate of Rs. 800/- (Adhoc Grant) from the Railway Revenue.
2. All amounts received an account of the fines.
3. Forfeited Provident fund & Bonus of the non gazetted staff.
4. Receipts from Un-Paid wages beyond the period of 3 yrs.

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Paper II
Part C : Finance

(Marks 25)

Answer all questions

Q1. What is the difference between a draft para, provisional para and an audit para? Please explain.

Answer :

Draft Para –

1. Objections of Statutory audit conveyed through special letters, factual statements, etc pertaining to loss in earning or ambiguity in working pertaining to a subject which may be included in the annual report of the CAG through different paragraphs are draft paras.
2. Prior to inclusion of Para in the report PDA sends the draft para to GM of the Zonal railways endorsing copies to FA&CAO and respective HODs. Reply to be given in 6 weeks.

Provisional Para –

These are the selected draft para whose reply is not given or CAG are not satisfied with its reply are marked to railway board for the reply within prescribed time.

Audit Para-

1. These are the statutory objections which are serious in nature and its draft and provisional para is included in the audit report of the CA&G
2. To be laid in the parliament before the PAC committee, whose recommendations are marked to Ministry of railways.

Q2. Write short notes on any three of the following:

Answer :

a) Operating Ratio:

Operating Ratio is the ratio of working expenses to the Apportioned earnings of a Railway. Working Expenses (Demand Nos. 3 to 13) including Appropriation to DRF and Pension Fund but excludes Suspense. The formula is :

$$\frac{\text{Working Expenses + Appropriation to DRF \& Pension Fund (excluding Suspense)}}{\text{Apportioned (Gross) Earnings (excluding suspense)}} \times 100$$

Less the ratio better is the performance of a Zonal Railway and vice versa. In layman's terms it is the money spent to earn Rs 1 of revenue.

b) Error Sheet :

1. Error Sheets are issued by Traffic Accounts Office whenever any financial loss is caused to the Railway Administration or likely to be caused. This will be ascertained at the time of exercising internal check on the returns submitted by the various stations.

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2. The E/Shoots are prepared in Triplicate in case of Goods traffic and in 4 copies in case of Coaching Traffic.
 3. Out of these Error Sheet 1st copy will be Accounts Office's record, 2nd will be for station Record and 3rd copy will be returned by the station after giving suitable remark on back side of the Error Sheet.
 4. Error Sheet will be showing the Invoices, P.W.B. or Ticket particulars, the amount of Under Charges.
 5. These are prepared separately for coaching and Goods Traffic.

c) Canons of Financial Propriety:

1. Every officer incurring or authorizing expenditure from public moneys should be guided by high standards of financial propriety.
2. Every officer should also enforce financial order and strict economy and see that all relevant financial rules and regulations are observed, by his own office and by subordinate disbursing officers.
3. Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
4. The expenditure should not be prima facie more than the occasion demands.
5. No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
6. Expenditure from public moneys should not be incurred for the benefit of a particular person or a section of the people, unless - (a) a claim for the amount could be enforced in a Court of Law, or (b) the expenditure is in pursuance of a recognized policy or custom.
7. The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole a source of profit to the recipients.

d) Originating and Apportioned Earnings:

1. Originating earning is the earning of the railway on which passengers, goods, other coaching and sundries are booked.
2. Apportioned earning of the railway is the earnings from passengers, other coaching and goods carried over that railway. Apportionment is done as per the distance in km carried over the railway. Accounts department has a module by which earnings are apportioned.
3. Sundry earnings are not apportioned. Hence, they are same as originating and apportioned earnings for a railway.

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