
SECTION-II INSPECTIONS

227. PROGRAMME OF INSPECTION

For The Purpose Of Inspection All stations including Good Sheds/Sidings, City Booking Offices, CTI Offices, etc., are grouped into 'A' Class and 'B' Class according to the man-days allowed for the inspection. Stations, which require four man days and above for inspection have been classified as 'A' Class and others as 'B' Class(with 2 to 3 days scale time), JTBS, Post Offices etc., are classified as 'C' Class(one day scale time) and Weigh Bridges are classified as 'D'(one day scale time). At certain railways where supply and replenishment of ticket stocks is centralized, a post of DCM(Buffer Stock), is provided to regulate requirements.

228. SCHEDULE OF INSPECTIONS

1. 'A' class stations are required to be inspected once in every four months i.e., First Round- April to July, Second Round- August to November and Third Round-December to March. i.e. three inspections in a financial year. However it should be ensured that in each quarter's period few transaction of each quarter are covered in that inspection.
2. 'B' Class stations are required to be inspected once in six months viz., half year ending 30th September & 31st March. i.e., two inspections in a financial year.
3. 'C' class stations are required to be inspected every alternate month i.e., six inspections in a financial year.
4. 'D' class stations are required to be inspected every month i.e., twelve inspections in a financial year.
5. Train halts should be inspected along with the stations concerned.
6. DCM Buffer Stock (as per practice prevailing on each individual Zonal Railway, like SCR) will be inspected once in every four months as 'A' class station.

229. ORDER OF INSPECTIONS

The section TIA is solely responsible for regulating the inspection of the stations in his/her section strictly in accordance with the scheduled programme and all possible efforts should be made to avoid arrears. TIAs, however, should arrange their visits to stations with due regard to economy of time spent in travelling. In the event of inspection in a section falling into arrears, office should be appraised well in advance for

relief. Inspection of 'A' Class stations should take precedence over 'B' Class stations but JTBS, Post Offices etc,. Classified as 'C' class must be inspected on every alternate month.

Section TIAs should feel their responsibilities and always endeavor to keep the inspection work on their sections current.

Inspection of 'B','C' and 'D' class stations should be strictly adhered to and in no case they should be surrendered by section TIAs.

Inspectors should keep their programme confidential and the date on which it is proposed to visit a station should not be made known to the station staff.

The broken and select period of inspection are the days which a TIA should consider for checking of complete transactions. The broken period is that 10 days' period which is not completed, and dates of this period which are checked by TIA are called broken days. The broken day's period would cover the day of reaching of TIA at that station for starting inspection and three preceding days. Ordinarily the inspection at any "A" class station should not be taken up by TIA, before 13,23 and 3rd day of any month.

The select period of inspection is that period (01-10/11-20/21-31) which a TIA should consider for checking of transactions and the balance sheet of which is already submitted to Traffic Accounts Office. For purpose of select date, one date out of this select period will be considered. All transactions in broken and select period should be checked as 100% and 10% respectively, unless specifically mentioned in this manual.

TIAs should confine themselves to the examination of the accounts and are prohibited from undertaking responsibility in connection with the compilations, collection of cash, issue of tickets or other allied works, which are recognised to be the legitimate duties of the Traffic/Commercial staff.

230. COMMENCEMENT OF INSPECTION

The nature and object of check exercised by the TIA on station accounts demands that his visits to the station should contain an element of surprise. He should therefore, take special precautions to see that the date of inspection is kept secret. In order to maintain the above element the TIA should arrange their date of inspections at irregular intervals so that station staff may not anticipate the date of next visit. Care should also be taken not to allow too long an interval between inspections. The TIA should on no account give intimation to the station staff in any form of the dates of their impending visits either on regular or on surprise inspections.

It is important that the station staff may not have any opportunity to manipulate their books or cash balances if they get to know about expected inspection, that even when an Inspector arrives at a station during the night he should start his inspection immediately on arrival and check the cash and close the books, irrespective of the time required for this purpose.

It is therefore obvious that the TIA should arrange his time of arrival at a station for inspection in such a manner that he will be able to complete all the preliminary work in verifying cash and inventory of parcels/Goods and closing the books at a stretch.

The inspections in large stations may be commenced on a Sunday if warranted.

231. BREAK OF INSPECTION

TIA should not ordinarily leave the inspection of a station incomplete when proceeding on leave or take up the inspection of other stations in the section before completing the inspection on hand. The inspection taken once should be completed at a stretch and the reports submitted within the prescribed time. However, with prior approval of AFA/SI, the break of inspection is permitted in the following cases.

1. When the TIA has to render assistance to another TIA in the opening of the inspection of major stations involving joint inspection.
2. When the assisting TIAs have not completed their portion of work in joint inspection.
3. When Accounts Office has allotted a special duty to the TIA with instructions to do it immediately.
4. To witness auction proceedings.
5. To conduct train check (on run) and inspect stations coming under monthly/bimonthly schedule.
6. When break of inspection is unavoidable due to any unforeseen or unavoidable reasons beyond his control. (A detailed report should be submitted for regularization). Whenever there is a break of inspection in case of joint inspections, the closing of inspections should be so scheduled by all TIAs that they are closed jointly and verification of Cash on hand is done at a single stretch.

232. ARREARS INSPECTION

It should be ensured that all inspections are taken up whenever they are due. In order to complete the cycle of inspections before 31st March each year, inspectors should

submit an advanced Programme from January to March in the month of December itself and strictly adhere to the same. If need to be, TIAs are directed by the Office to work on Sundays to ensure that all stations due before 31st March are taken up. A certificate to this effect should be submitted.

Inspections which are unavoidable, not taken up on due dates, must be taken up as soon as possible to ensure completion within the prescribed schedule of inspections.

To prevent the arrears, inspectors must promptly notify office that they require relief as soon as it is known that they are likely to be on leave or engaged on special work.

233. STATION ACCOUNTS IN ARREARS

If on arrival at a station the Accounts work is found to be in arrears the TIA should ascertain the cause thereof and report the position by a special letter to the AFA/SI with a copy to Sr.DCM/DCM concerned. He should however, carryout the inspection to the extent possible and report the extent to which the arrears have affected his inspection work.

TIA should on no account suspend or abandon inspection because of arrears in compilation of accounts and submission of monthly return at station. It may be understood that an inspection is not dependent on the state of work at the station as the prescribed checks laid down in the manual can be carried out from initial books and records maintained. Cases of delay in preparation of returns may be reported through a special report. However if any station's accounts are in critically bad condition the inspection if need to be suspended this should have the prior approval of AFA/SI or Dy.FA&CAO/T.

If for any reason, the accompaniments to the report cannot be compiled, the cause should be fully explained in a Special report.

Note: However, when the station staff(s) refuses to produce the cash on hand at the time of commencement of inspection of a station or refuses to co-operate in the conduct of inspection, the fact should be intimated immediately to both Dy.CAO/T and Sr.DCM of the concerned Division, through a control message and the particulars of such memo/message should be annexed with his special report.

234. JOINT INSPECTION OF STATIONS

Joint inspection of certain major stations by a team of TIAs has been introduced so as to minimize the duration of stay of the TIAs at a particular station. That team will function

under the overall guidance of the senior most member of the group or as nominated by the office.

The senior member of the team will draw up the programme (subject to the general schedule and time scale as approved by office and the TIAs' jurisdiction list in force) in consultation with other members of the team in advance and he will be responsible for the completion of the inspection and submission of the report, without overlapping the inspection.

The senior TIA on the day of opening inspection should make out a work distribution list and scale time allowed covering entire work. A copy of the same, duly signed by all TIAs should be sent to office immediately.

Each TIA is responsible for the completion of the work assigned to him within the scale time allotted. The phases of work allotted to each TIA of the team together with scale time should be mentioned specifically in the inspection report in sufficient detail. While allotting the work care should be taken to distribute the work evenly and judiciously. No item of work need be jointly checked. The work distribution should be done strictly on rotation to give a chance for all TIAs to inspect all the branches at the stations, thereby it will give a chance to understand the overall performance of the station accounts work. Whenever inspections are carried out jointly, Booking Office/Reservation Office/Parcel Office/Goods Inward/Out ward and Siding transactions should be done on rotation basis. Where, exclusively siding transactions are done jointly both Inward and outward should be done on rotation.

Each member of the team will have to hand over his part of inspection report to the senior TIA and Sr.TIA should verify the work done and work allotment and counter sign. Sr.TIA with the assistance of other TIAs should compile and consolidate and submit the report as a whole in time to Accounts Office. The Inspection report should be signed jointly by all the members of the team.

The opening date of inspection should be fixed by the senior member in consultation with his teammates and should be adhered to firmly. NO BREAK WILL BE PERMITTED IN JOINT INSPECTIONS except as mentioned in Para 109. Further all the TIAs IN THE TEAM SHOULD WORK SIMULTANEOUSLY AND NOT INDIVIDUALLY.

In case of long sickness or absence of any TIA he should intimate Sr.TIA in advance. The Sr.TIA should take up the work himself or redistribute the work among other TIAs (where more than two TIAs are working) available including him to complete the inspection with the approval of the Office.

The assisting TIAs should not avail leave during the course of joint inspection except due to sickness/unforeseen circumstances.

235. INSTRUCTIONS BY TIAs

One of the primary functions of the TIAs will be to guide the station staff in their Accounts work wherever necessary. The TIAs are also required to be thoroughly conversant with the rules and current orders so that they may be in a position at any time to instruct the station staff and see that the rules in force in Coaching, Goods and other Tariffs are followed correctly without omissions.

On the conclusion of each visit to a station, the TIA should record in the inspection register kept at each station for that purpose, any instructions given to the station staff as a result of his inspection governing interpretations of the Tariffs, departmental or other rules, method of maintaining the accounts, records and preparation and submission of returns. Instructions issued by one TIA should not without any valid reason be countermanded by another.

In addition to the instructions, all items of Serious Irregularities noticed during the course of inspection and reported through TA 6 F (part I & II) should also be written in the register. At joint inspections the senior member of the team should write these items of objections in the register.

236. EVIDENCE OF CHECK

Every book, register or return inspected should be initialed IN RED INK and dated by the inspector whether there has been any transaction or not since last inspection. It is important that evidence should be on record of all work done.

237. INITIAL RECORDS NOT TO BE REMOVED OUTSIDE STATION PREMISES

The work of checking the initial records and documents must be done at the stations concerned, and no document should be removed outside the station premises, except under special instructions from the Accounts Officer or under exceptional circumstances such as frauds.

238. PROCEDURE IN DEALING WITH CASES OF FRAUDS/MISAPPROPRIATIONS

In the detection and prevention of frauds at station, the TIA should be alert and exhibit a natural keen sense of observation at all times. A system of fraud is often devised to evade the Inspector's routine check but such practice, invariably leave behind a trail of suspicion, which TIA should be able to pick up.

The following broad guidelines are issued for investigating cases of suspected fraud :-

1. On receipt of information about a case of suspected fraud, loss of cash or irregularities at the station, the sectional TIA concerned should proceed immediately to the station, investigate and submit a full and detailed report to Dy.FA&CAO/T.
2. At station where fraud is suspected, the TIA should, with proper caution and calmness investigate the case avoiding excitement and any tendency to exaggerate the facts or jump to any conclusions. When convinced that there are sufficient and good grounds for a fraud having been committed, the TIA should immediately send a confidential report in a cover addressed to the Dy.FA&CAO/T or AFA/SI, by name, indicating the irregularities detected by him with the names of persons involved and explaining the grounds for such suspicion at that stage. He will continue to carry out a detailed check exercising considerable care and precision over aspects of checks like counting of cash, inventory of parcels on hand, counting tickets etc. all of which should as far as possible be done by day light only if required the check can be extended to night hours also. In such cases, the detailed check should be full and extensive instead of being confined to the limits prescribed in this manual, with a view to establish the nature, extent and details of the fraud.
3. During the investigation of a fraud, all books having a bearing on the fraud should be kept safely under lock and key with the station master provided that the SM is not suspected to have been involved in the fraud. In case if any suspected tampering with the record or evidence of fraud is suspected contemplated, the TIA has authority to impound certain or whole record relating to case and can take them with him for enquiry, by preparing a seizure memo in duplicate, and handing over a copy of it to the custodian of the record or money value books (except currency), under clear acknowledgement. This authority should be exercised by giving due regard to provisions contained in para 1117 of IRFC Vol.-I.
4. After submission of preliminary confidential report, a detailed report should be submitted by the TIA to the Dy.FA&CAO/T, explaining the full facts and modus operandi of the fraud including the documentary/oral evidence from the staff or the public.
5. Under no circumstances should the TIA leave the station after commencing his investigation or a fraud till he completes his investigation.
6. The final report submitted by the TIA should contain inter-alia a statement of loss, showing the amount separately under each head of irregularity. The amount for which each individual member of station staff is responsible, should be clearly stated in the report.

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7. Under no circumstances should the TIA give up inspection of station, after submitting a vague report to the Accounts Office, mainly with an indication of suspicion of a fraud or manipulation of records and leaving the rest to be done by Accounts Office. If subsequent development showed that serious frauds were actually committed by the staff and the TIA failed to take adequate steps to bring the same to light although he had indicated a grave suspicion about it, he may be taken up suitably.
 8. While investigating the fraud, TIA should be careful to record the evidence completely and in such a way as to withstand the test of cross-examination.
 9. The TIA should not make any statement either orally or in writing to the Commercial/Vigilance/RPF/Police authorities if and when asked, without the express permission from Dy.FA&CAO/T.

239. BOOKS OF REFERENCE, CIRCULARS ETC.

For the efficient discharge of his duties, TIAs should maintain their books of reference corrected up to date by linking correction slips and carry with them all such orders and circulars relevant to their work.

Every inspector should maintain a rough "FIELD NOTE BOOK" and "DIARY" in which he should note every day the station inspected, mode of conveyance by which he arrived and left, and a brief record of work done with full particulars required for the Report to be submitted.

240. DISTRICT CIRCULAR FILE

Each inspector attached to a District should maintain a District Circular File of exceptional and special orders relating to stations in his region and the same should be handed over to his reliever in case of transfer.

241. CIRCULARS/QUARTERLY BULLETIN

All instructions to Inspectors will be issued through T.A circulars serially numbered. Missing circulars should be called for by addressing AO/Inspection. A quarterly bulletin consisting of latest JPOs, RB circulars, TIAs' achievements will be supplied to TIAs.

242. CODE BOOKS, MANUALS

Codebooks, Manuals and other compilations supplied to the inspectors free of cost should be returned on retirement or leaving the cadre on promotion or in any other case.

243. CORRESPONDENCE

1. All letters addressed to TIAs should be given top priority & attended to and replied expeditiously. References from office should be replied to fully and promptly. Unless otherwise ordered, all letters from Accounts office requiring reference to station records should be kept over until the station concerned is next visited.

All letters from office should nevertheless be acknowledged immediately on receipt.

2. All correspondence to office should be addressed to Dy.FA&CAO/T through AFA/SI. In exceptional cases when serious irregularities and special features are noticed and require immediate attention should only be addressed by name.

Inspectors will not directly correspond with other Govt. Departments and private parties except when they have specific instructions to do so or in an emergency under advice to office. Copies of all correspondence when made, must, however, be furnished immediately to office.

All the correspondence whether on official matters or any personal grievance should be addressed in proper and decent language. The TIA should not use any word or expression in his correspondence, which can be interpreted as objectionable. Irrelevant observations in official correspondence are strictly forbidden.

244. MAINTENANCE OF DISPATCH REGISTER

In order to keep a proper record of the dispatch of the reports, letters, diaries, TA journals, etc., TIAs should maintain a dispatch book in which they should enter the covers dispatched with details of contents thereof. The serial No. of the dispatch book should be written on the cover together with date of dispatch. Similarly TIA, should also see and inspect the Transit Memo, for submission of various returns by station to Traffic Accounts Office.

245. TIAs WEEKLY DIARY /JOURNAL OF MOVEMENT (JOM)

TIAs should submit to the office for every week ending SATURDAY a Diary in Form TA 13 F written in ink and numbered serially, commencing from No.1 each month, showing for all the days of the week, their actual movements and duties performed. Separate Diaries should be furnished for the broken periods of a week at the beginning and end of the month. These diaries should be sent to reach the office on the following WEDNESDAY latest. Each day's particulars should be written distinctly. If necessary, another form may be used but entries should not be cramped in one form. The name of the station should be written clearly and not indicated in code.

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1. When a station is visited for any reason other than inspection, detailed particulars with letter references should be recorded.
 2. A forecast of the movements for the following fourteen days (up to the following second Saturday) should also be shown in the weekly diaries on the reverse of the Form. It is important that this forecast should be adhered to as this alone will enable Office to communicate with TIAs, as per their availability on stations.

Imperfect preparation and late submission of diaries would be viewed seriously and reflected in the Annual Confidential Reports of the TIA concerned. The TA journals also would not be processed during that month. Even while on long leave, the weekly diary should be submitted by TIAs as usual to maintain continuity. When an inspection of a station is completed, the remarks 'inspection completed' should be indicated in the diary against the station.

246. TRAVELLING ALLOWANCE

TIAs are eligible for Travelling Allowance as per the extant rules. Travelling allowance should not be considered as a source of income. It is not admissible to stay longer than required for the performance of duty.

T.A. Journals: TIAs should send their Travelling Allowance journals in form GA 31 in duplicate for each month separately so as to reach the Accounts office on or before 4th of the following month. Journals received later than this date will be kept for inclusion in the subsequent month.

TA Journals should be prepared as per the movements shown in the diary. The movements for which TA is not due need not be shown. Incorrect TA journal will be returned. In case of claiming more TA due to late running of trains, it should be clearly recorded. A certificate to the effect that conveyance charges claimed has actually been spent should be recorded.

Journals received after three months without proper justification for the belated claim will not be entertained on any account. TIAs are, therefore, advised in their own interest that the journals be sent immediately before the due dates. TA journals should be submitted strictly on the following month. Submission of TA journals belatedly as a matter of routine and without submitting the respective inspection reports will reflect in the annual performance of the TIAs.

Station names should be written in full and not in code letters.

In the case of journey by road for which conveyance charges are claimed, the distance covered from the railway station to the place of work should be correctly stated. Whenever bus fare is claimed, relevant bus ticket(s) should be enclosed.

Monthly Travelling Allowance bills of the TIAs (in extreme cases the salary bill) will be withheld in the office till all the inspection reports relating to the month concerned have been received in full and complete in all respects.

247. PROGRESS REPORT/OVERDUE REPORT

All district TIAs are required to keep their work up to date and ensure that inspections at their HQ station and station adjacent to their HQ should not fall into arrears, so as there may be cases of providing assistance to complete this arrear work, which involves deploying other special cell TIAs and consequent payment of additional TA on this account. It should be allowed only in emergencies and on rare basis, with prior approval of AFA/SI.

1. A performance & progress report in the prescribed form together with TA-/13-F, as its enclosure like Appendix-IV showing the work done during the month should be submitted along with the diary for the last week of the month on the last day of the month without fail.
2. A summary of number of days work done under each category should be shown including holidays/Sundays. Particulars of the stations inspected, opened or completed during the month should be included. In case of inspections completed the reference of inspection Report and date of submission and as regards incomplete inspections probable date of completion should be given in Appendix-IV. The reasons for non-submission of reports in case of Inspection completed should also be given adequately.
3. As per extant instructions the TIAs are required to submit along with T.A.- 1F, a statement of undercharges detected during the month and forced in the station Balance sheets in addition to submitting a statement of undercharges along with inspection report. TIAs are instructed to submit the statement of undercharges along with TA 1F.
4. TIAs should explain the reasons for inspection which fall into arrears duly giving the particulars.
5. Inspectors of Districts where Handling bills system is in vogue should submit monthly overdue report.

Covers containing weekly diaries, Journal of Movements/Reports(TA-13-F) should be addressed to HQ/Station Inspection Branch, Dy.FA&CAO/T OR FA & CAO/T's Office, as the case may be.

248. ADVANCE PROGRAMME OF INSPECTION

An advance programme of inspections for the ensuing month duly furnishing the details for joint & individual inspection for which assistance is required, due to heavy work in the ensuing month, or inspections likely to fall in arrears on account of leave or engagement on special work should be sent through a special letter along with TA-13F, so as to reach AFA/SI by 24th of every month.

Delayed submission of TA-13F retards the planning process in the HQrs. Office for arranging assistance, rescheduling inspections wherever necessary for the section TIAs and keeping track of progress/programmes of inspections at various points/stations. Care should be taken to ensure that man days in excess of the actual working days for the month are not surrendered, they should be gainfully utilized for clearing arrear/outstanding inspections of other districts.

In December each year, i.e., from 1st January to 31st March (a tri-monthly programme) day wise and station wise due programme of his district should be submitted.

249. SUBMISSION OF INSPECTION REPORTS

Station Inspection Report should be made in 2 parts. Part I of the report should cover areas other than those of prescribed check, dealing with procedural or administrative lapses and irregularities. This should be in the form of a special report.

Inspection Report on prescribed checks of Coaching & Goods accounts of stations should be submitted in the prescribed printed forms. These reports should be serially numbered for each financial year separately. When the inspections of Coaching & Goods accounts are undertaken simultaneously, the same number should be assigned to both the reports. An inspection report is not complete unless the accompaniments are submitted in toto.

The scale time allotted includes time for writing reports also. Report should be submitted on the last day of the completion of inspection or in any case not later than the following day. Whenever a report is submitted late, the inspector should explain the cause of delay under general remarks on TA 1F. The importance of inspection report will be defeated, if the same are not submitted in time. The irregularities detected during the course of inspection should be taken to the notice of Commercial officers

immediately so that the remedial measures will be taken up for rectification. Except in special circumstances, it may be noted that unless the inspection of a station is completed and report submitted, no other station should be taken up.

Laxity in submission of inspection reports will be viewed seriously and action initiated against the inspector. On receipt of inspection report it will be presumed that the inspector has carried out all checks laid down in the manual and other checks prescribed from time to time.

Inspector should be in a position to give a copy of the report and prove dispatch of the original report in the event of report going astray. Every report and its accompaniments should be stamped with station name.

In addition to the questionnaire in TA 1F, the up-to-date maintenance of Traffic Rate Circulars & Commercial Circulars at the stations and last T.A Circular received should also be indicated.

In TA 1 F, the details of last Traffic Accounts Circular received, compliance of last inspection notes(Q.34), Accountal of the Debits raised during last inspections(Q.35) and Money Value Books not produced in the earlier inspections whether produced in the present inspection or not should be given.

250. REPORTING IRREGULARITIES:

Broad areas which can be covered in inspection report part-I are given below. These are only illustrative but not exhaustive and it is left to the ingenuity of the TIA to come up with areas on which inspection Report Part-I can be made.

1. Goods shed available at stations where no traffic is dealt due to introduction of rake loading system. Excess staff on this account should be identified and brought out.
2. Wherever halt stations exist, the economies of operation can be reported upon viz., whether expected revenue is being realised.
3. Utilization of weigh-bridges provided at stations should be checked. Non-utilization due to loss of traffic or any other cause should be identified. Wherever weighbridge is provided but is not in working condition, should be highlighted.
4. Extension of yard facility or provision of new lines/loop lines at station should be critically examined and reported upon where these are not being fruitfully used.
5. Detention to wagons awaiting power after loading/unloading should be reported.

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6. Provision of passenger amenities like foot-over bridges, platform shelters etc., should be examined with reference to utilization/norms fixed for their provisions and reported.
 7. During visit to stations, TIAs should check payment of dues by private contractors regarding license fee, water charges, electricity charges etc., Similarly at sidings the payment of Railway dues like siding charges, maintenance charges, cost of staff, license fee etc., should be checked and reported upon.
 8. At points where concessional rates are quoted by Railways, the actual materialization of traffic should be reported upon, whether the rate needs to continue or can be recommended for withdrawal. The prevailing road rate also should be reported. Extra time of one or two days depending on the quantum of the work involved for the above aspects may be taken by TIA.
 9. A statement of serious irregularities noticed/detected by TIAs while carrying out the prescribed checks on Coaching & Goods accounts of stations should be made out in quintuplicate in form TA.6F by carbon process (care should be taken that all the copies are legible) and all the copies are sent to Accounts office with the inspection report duly obtaining the clear remarks/explanations of the staff concerned against each item.
 10. These irregularities should also be recorded in the inspection register at the station and the staff advised to note the entries. Cases of neglect of the instructions previously recorded should also be classified as Major irregularities and reported through TA 6F. TIA should take care to be brief, keep to facts supported by concrete examples.
 11. Where, however, the irregularities are serious and warrant immediate attention of office, a special report in triplicate should be sent to FA & CAO/T by registered post. TIAs, being on the spot, should get to the bottom of the irregularity and report facts in correct perspective supported by substantial proof and documentary evidence. The special report should be carefully worded avoiding intemperate language and without specifying individual officer/Dept. as responsible. The irregularities reported through special report should be included in TA 6F also.
 12. Trivial irregularities should not be included in TA 6F but recorded in the inspection book kept at the station for rectification by the station staff. A copy of the same should be enclosed with the report.
 13. Every item of irregularity pertaining to different heads of traffic such as passenger, parcels, goods etc., should be made out separately. Remarks of the TIA on the explanation offered by the staff should also be furnished, if necessary, depending on the nature of the irregularity. Irrelevant remarks should not be obtained and it is the

responsibility of the TIA to deal with the staff concerned tactfully and quickly. TIA should obtain clear & full explanation on the irregularity with the signature, name and designation of the staff.

14. TA 6F should be in the following lines:

PART-I All major and important irregularities the rectification of which requires specially to be watched by the office should be brought out in this part. Inspectors are expected to use their judgment in differentiating between MAJOR and MINOR irregularities for the attention of Office. This should be followed by a Special Report.

PART-II Under this part all matters of less importance which nevertheless require the attention of Sr.DCM/DCM should be included.

251. FORMS AND STATIONERY.

Inspector should indent for their requirements within the maximum quantities fixed, during the first week of February. Supplies on no account should be allowed to accumulate beyond requirements.

252. STALL CONTRACTORS/VENDOR CHECKS

At stalls It should be seen that no unauthorized/minor persons are engaged on the stall, All the employees are in proper uniform, medically fit and certificate to this effect is available on the stall. Space occupied by the stall owner is within the prescribed area and there is no encroachment. All the items for sale are as per provided list issued by competent commercial authority. A valid certificate from competent regulating authority or Govt. Bodies and a copy of certificate and lease agreement is available at the stall as well as with the station. Complaint Book and Inspection Register is kept at the stall. Name of contractor, location, rate list and mobile number for complaint is displayed in distinct manner. Instructions for free availability of drinking water should also be displayed. Instruction for preparation of food and use of cooking and heating equipments are adhered to as per the safety norms decided by the administration.

At the SM's office It should be seen that the license fees paid by the stall contractor is current by referring to the contractors file and agreement file. Accountal of the same should be traced into the Daily Trains Cash Book and compared with the record foil of the money receipt. It should also be seen that the bills for water and electricity charges have been recovered.

253. PORTER'S LICENCE FEES

All the porters at the station are authorized and having buckles/badges and the identity cards. It should be seen that license fee from the porters is recovered regularly. In the event of their non-payment of license fee, they should not be allowed to work at stations.

254. SCOOTERS/M-CYCLE/CYCLE/CARS PARKING

Copy of the agreement is available with station. Rates of service given to the passengers are displayed and are as per agreement. The space occupied by the contractor is as per the map and within the prescribed area and there is no encroachment. It should be seen that no unauthorised vehicles have been parked. Proper record of the earning has been kept at the parking. Any fine/penalty etc. levied on contractor are paid without delay, as well as payment of water and cess charges is up-to-date, and no unauthorized person are occupying the parking lot.

255. CLEANING CONTRACT

It is to be seen that copy of the cleaning contract is available with the station. No. of labourers deployed are as per agreement and tally with the attendance register kept with the station master. In case there is less number of staff noticed at the time of inspection the same should be advised to DCM and Sr.DFM for due recoveries to be made as per agreement.

256. PAY AND USE

Copy of the agreement is available with station. Rates of service given to the passengers are displayed and are as per agreement. Electricity bills or any fine/penalty etc. are paid by the licensee.

257. SHOE SHINE

It should be seen that the license fee is being recovered as per the rates prescribed in the agreement and the same should be available at the station. Copy of the Money Receipt, through which the license fee is paid, is available at the station. Number of Shoe-Shine boys, present at station, tallies with the number shown against the station in the agreement.

258. PANTRY CAR

It is seen that no unauthorized person travels in the Pantry Car. On duty staff including

manager in the Pantry Car are the persons authorized by the Pantry Car Contractor carrying valid medical cards and travelling authority. If any deviation is found the same should be reported and un-authorized persons should be properly fined. Valid copy of fssai license and agreement is available with Pantry Car manager. Rate list is displayed; the items kept for sale are permitted by the Railway Administration. All packed food items are sold at MRP. All the staff is in proper uniform, hygienic conditions are fulfilled. Fire fighting equipments are adequate and in working condition. A complaint book and inspection register have been kept with pantry manager.

259. ADVERTISEMENTS

It should be seen that all the advertisements displayed at the station are authorized and are within the expiry dates, and its expiry date should also be mentioned on the advertisement. The advertisement register is maintained in proper format and all the displayed advertisements are entered in the register with all necessary details.

260. PCO/STD BOOTHS

The Railway's share worked out from the commission received from the service provider as decided upon through agreement between Railway and Contractor is remitted to Railway from time to time and the license fees including water and cess charges are also paid without delay.

261. PASS & PTOs CHECK

All Passes and PTOs issued from SS Office are as per extant Pass Rules. Pass holder's family declaration is available at the station and the same is recorded in the Pass Register. It is also to be seen that all privilege, complimentary, hamal passes and PTOs issued are debited to concerned employee's account. All duty passes issued to railway employees have a proper authority/reason. In case of passes issued to other station/office staff, due advice has been sent to concerned station/office and an acknowledgement to the effect is received at station. All Passes/PTOs stock supplied to the station is recorded in the stock book.

