



PAKISTAN RAILWAYS

PAKISTAN RAILWAYS CODE FOR THE
ACCOUNTS DEPARTMENT (PART II)



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(PART II)

CHAPTERS XX TO XXIX

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**PAKISTAN RAILWAYS CODE FOR THE ACCOUNTS DEPARTMENT
PART-II TRAFFIC ACCOUNTS**

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2001. The revenue of Pakistan Railways is earned mostly from the transport of passenger and merchandise traffic and is realized through the agency of stations and City Booking / Out Agency where the transactions are initially brought to account.

2002. Accounts Check of Traffic Earnings. The essential duty of Accounts Office in the matter of check of traffic earnings is to see:

- (1) that the person to whom the service is rendered pays the proper amount;
- (2) that Pakistan Railways servants or agents receiving payment correctly account for the same;
- (3) Deleted.

It is also the duty of the Accounts Officer to see that the rate and fares prescribed by Pakistan Railways administration from time to time for the various classes of traffic are within the maxima and minima fixed by the President of Pakistan.

2003. Deleted.

2004. Deleted.

2005. Deleted.

2006. In cases where it is noticed in the course of internal check that, through the negligence or otherwise of the traffic authorities or any other Department, Pakistan Railways is losing revenue or is being put to extra expenditure, it is the duty of *the authority exercising the check* to bring the matter to the notice of the executive for such action as the latter may consider necessary and to watch that the matter is not ignored by the executive.

2007. Period for Completion of traffic Accounts. The period for the completion of accounts is the complete calendar month. To admit of the auditing work being distributed evenly throughout the month, certain station returns are required to be submitted by stations at stated intervals during the month. The work of checking the station returns should be kept up-to-date, as failure to do so results in Error Sheets (A. 2402) against stations issuing late, claims against Government Departments and other becoming time-barred and statistical compilations being retarded.

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2008. Inspectors of Coaching and Goods Accounts. The check exercised by the Accounts Office is largely limited to an examination and comparison of the vouchers, accounts and returns sent by stations. To render it more complete and to verify that the accounts and returns submitted to the Accounts Office represent the actual state of affairs at the stations, a staff of Inspectors of Coaching and Goods Accounts is attached to the Accounts Office.

Check of Passenger Traffic Receipts

2009. The check in the Accounts Office of receipts from passenger traffic involves the check of:

- (1) Ticket Indents (T. 307).
- (2) Collected tickets and Ticket Collector's Reports (T. 620).
- (3) Local Passenger Classifications (T. 515).
- (4) Free Passes.
- (5) Excess Fare Tickets and Returns (T. 643) and (T. 647).

2010. Check of Ticket Indents. Tickets required by a station are indented for by the Station Master through Ticket Indents (T. 307). In the case of printed tickets, the realization of the amount due to Pakistan Railways is facilitated by the correct fare being printed on them, and any mistake in the amount so printed affects a large number of tickets and is liable to remain undetected for a long time. The Ticket Indents should, therefore, be checked very carefully and test-checked by the supervising staff to the extent laid down by the Accounts Officer. When new stations are opened, or when fares are revised, the Ticket Indents should be checked in full by the supervising staff.

2011. The particulars of the Indent passed by the Accounts Office and of the tickets supplied to the station by the Superintendent, Printing and Stationery, on each indent, should be recorded in a Stock Register to be maintained for the purpose. Each Indent received from a station should be checked in respect of columns 1 to 10. The progressive number should be checked with reference to the entries made in the Stock Register from the last quarter's Indent. The number of tickets indented for should be checked with the estimate of tickets, a copy of which is submitted by stations to the Accounts Office (paragraph 308-T). In cases in which any tax is leviable whether in respect of the booking or the destination station, it should be seen that the amount of the tax is included in the fare.

2012. Check of collected tickets. The collected tickets will be received daily from stations along with the Ticket Collector's Report (T. 620) and should, on receipt, be examined only to the extent necessary for the internal check of the station account of tickets sold and no further. The procedure for check will be:

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- (1) sorting the tickets with the object of removing:
 - (a) paper tickets to be checked with the monthly Returns;
 - (b) Deleted.

- (2) picking out, in respect of any two days between the 3rd and the 25th of the month to be specified by the Accounts Officer and in respect of all the days from the 25th to the 2nd of the following month:
 - (a) highest numbers of collected printed tickets between pairs of stations for comparison with the Local Classification (T. 515);
 - (b) Deleted.

- (3) compilation from the Ticket Collector's Reports such information in regard to missing tickets as the local traffic authorities may require.

2013. In addition to the checks enumerated in the previous paragraph, the collected Local tickets and the Ticket Collector's Reports (T. 620) of a few stations, to be selected by the Accounts Officer, should be completely checked to see that they are submitted by the stations daily (paragraph 621-T) and are not accumulated, that no ticket is of expired date or for a station short of the collecting station, that there are no tickets bearing duplicate numbers and that the percentage of missing tickets is not high. It should be seen that the instructions issued by Pakistan Railways for the issue, dating, punching, etc., of tickets have been duly observed. All irregularities (including the high percentage of missing tickets) noticed during the course of the check should be investigated.

2014. The collected passenger tickets, except those bearing the highest numbers or those in connection with which irregularities, involving debits against stations or refunds to public, are discovered, should be kept in the Accounts Office for one month. At the expiration of that time they should be destroyed by being reduced to pulp, or burnt or cut to pieces in a machine. Irregular tickets, and tickets on which debits have been raised, should be retained for such period as may be considered necessary before destruction. Particular care should be taken in regard to the custody of these tickets.

2015. Collected tickets, other than passenger tickets, should be checked in detail with the returns to which they respectively relate. Thus the collected Excess Fare Tickets (T. 643) should be checked with the Excess Fare Return (T. 647) and the Luggage, Horse, Carriage and Dog Tickets with the forwarded Return for such traffic sent in by the issuing station. For the efficient check over the consecutive issue of tickets as shown in the outwards Returns, it is necessary to maintain a record of the closing numbers of the

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tickets accounted for separately for each kind of traffic. Irregularities noticed by the Accounts Office in connection with the issue of these tickets by the station staff should be reported to the Divisional Superintendent concerned.

2016. Check of non-issued tickets. The Statements of Non-issued Tickets (T. 344) received daily from stations should be checked with the original tickets accompanying them to see that each entry is supported by the ticket received. It should be seen that the tickets themselves have been marked 'non-issued' and endorsed, over the signature of the Station Master or the Commercial Assistant (Booking), with reasons for cancellation, that they do not show any indication of having been used and that they have been submitted by stations on the day of cancellation.

Frequent submission by a station of non-issued tickets for an adjacent station should be viewed with suspicion and investigated by the Inspectors of Coaching and Goods Accounts. The *daily* Statements of non-issued tickets should be compared with the *monthly* Summary of such tickets and the latter with the Classification (T. 515).

2017. Deleted.

2018. Check of Local Classification of Passengers. The commencing numbers of all tickets accounted for in the Classification should be compared with the closing numbers as recorded in the checked Classification for the previous month. The closing numbers should, in the case of printed card tickets, be checked with the highest numbers issued, as shown in the record maintained in connection with the check of collected tickets, vide paragraph 2012. In cases in which separate series of printed tickets are supplied for a 'station to', either on account of different routes or difference in fares, it should be seen that each series is accounted for separately. If any tickets are issued and accounted for except in the regular order of consecutive numbers, the irregularity should be taken up with the station through the Divisional Superintendent concerned. It should be seen that both the regular and irregular numbers are shown by the station in the Classification till the irregular numbers are absorbed.

2019. The credit taken for non-issued tickets should be verified by comparison with the connected Statements (T.344) which would have already been checked with the original tickets sent in by stations (paragraph 2016).

2020. It should be seen that the 'number of tickets issued' is equal to the difference between the 'commencing' and 'closing' numbers, after allowing for the number of non-issued tickets. In case of blank paper tickets, it should be seen that the commencing number agrees with the closing number shown in the previous month's Classification and that tickets issued in the month are accounted for individually in consecutive order. If a blank paper ticket is not accounted for, the debit should be

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raised against the station as if the ticket had been issued to the farthest station to which it could be made available in local booking. It should also be seen generally that no blank paper ticket had been issued to a station for which printed card tickets have been supplied.

2021. The entries of blank paper tickets in the Classification should be compared individually with the collected tickets. In the event of the tickets not having been collected, the reports (T. 612), submitted by Ticket Checking Stations, of the blank paper tickets examined by them should be used to check the issue of tickets as accounted for in the Classification (T. 515).

2022. Where tickets are charged at reduced rates on the authority of concession vouchers (Form 'D' or 'E' Certificates, Privilege Ticket Orders, etc.), it should be seen that the documents in support have been received, that they are themselves valid and that fares have been recovered in accordance with Tariff rules.

2023. The check of concession orders and other vouchers received in payment of passenger fares should be conducted with reference to the following general points.

- (1) That the concession order or voucher is issued by the authority competent to issue it.
- (2) That it bears the stamp of the office of issue.
- (3) That it is exchanged within the available dates.
- (4) That the class and number of tickets issued are noted on the voucher and are not higher than or in excess of those specified in the voucher.
- (5) That where required by the form, it bears the acknowledgment of the person receiving the concession.
- (6) That it is otherwise genuine.

For this purpose all officers authorized to issue concession orders or vouchers will send monthly to the Accounts Office statements showing particulars of the vouchers issued by them. These statements should be used to verify the genuineness of the concession orders by comparing a percentage (to be fixed by the Accounts Officer) of the vouchers with the statements.

2024. In the case of Privilege Ticket Orders, in addition to the checks enumerated in the previous paragraph, it should be seen that there are no erasures or alterations, that the signature of the holder agrees with the specimen given on the Order and that the tickets have been issued in accordance with the rules.

2025. Deleted.

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2026. Deleted.

2027. Deleted.

2028. The rates should be verified and the amount due should be calculated with reference to the number of chargeable tickets.

2029. Charges for Special Trains should be checked in accordance with the Tariff rules on the subject and with the help of the tour programs supplied by the General Manager and the Composition Statements sent in by stations.

2030. Finally, the totals of each page should be checked and compared with the Summary (T. 512). Similarly, the totals of the Summary should be checked.

2031. Deleted

2032. Deleted.

2033. **Check of Emergent Police Passes.** Emergent Police Passes (T. 421) are accounted for by stations in the Passenger Classification (T. 515). These should be checked to see:

- (1) that the commencing number agrees with the closing number shown in the previous month's Return;
- (2) that the Passes are accounted for individually in consecutive order;
- (3) that each entry is supported by a Requisition on the authority of which the Pass is issued;
- (4) that the details of duty for which the Pass is issued are given on the Requisition.

2034. The Requisitions and collected Passes received daily from stations should also be checked with the Return received from the Inspector General of Railway Police. Seeing also that the object of the journey was connected with the business of the Railway. Any discrepancy noted on this account should be reported to the Inspector General Railway Police and General Manager Pakistan Railways.

2035. **Check of Single Journey Vouchers.** Single Journey Vouchers are issued by stations on the authority of requisitions (P.A.F.T. 1720 and 1720-A) signed by Military Officers, and are accounted for in Statements of Single Journey Vouchers. Detailed rules in this connection are contained in Chapter IV of the Pakistan Railways Code for the Traffic Department. The Statements should be checked to see:

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- (1) that the commencing numbers of the Single Journey Vouchers agree with the closing numbers shown in the previous month's statement;
- (2) that the Vouchers have been accounted for individually in consecutive order;
- (3) that each entry is supported by a Requisition (form P.A.F.T. 1720 or 1720-A) authorizing the issue of the Voucher;
- (4) that the connected ticket for the Single journey has been accounted for in the Classification Return.

2036. The Requisitions (form P.A.F.T. 1720 and 1720-A) should be compared with the monthly Statements received from Army Units to verify their genuineness.

2037. The Single Journey Vouchers are exchanged for tickets within due date and the vouchers being submitted to the Accounts Office in support of the credit. To admit of these vouchers being linked with the record of the issuing station, a manuscript register showing the commencing and closing number of vouchers issued by each station should be maintained.

2038. Check of Monthly Season Tickets. The check of Monthly Season Tickets should be conducted in accordance with the rules, fares and conditions laid down in the Coaching Tariff.

2039. The Season Ticket Register (T. 357) should be checked as regards commencing numbers, with the closing numbers in the Register for the previous month. The continuity of the machine numbers of tickets should be checked with the collected Tickets, the date of collection of each Ticket being noted in the Season Ticket Register under the column provided for the purpose.

2040. When a new Season Ticket is issued, a deposit at the rate laid down in the Tariff is required to be made and is accounted for by the station through Miscellaneous Cash Notes (T. 1140). The deposits should be checked with reference to the Tariff rules and their accountal verified. The amount of the deposits should be credited to Personal Deposit (G.11217) account head. Full particulars of all deposits should be kept in a Deposits Register to be maintained for the purpose. When, however, old Season Tickets are renewed no fresh security is deposited provided the Season Ticket is renewed within the prescribed time. This should be verified by comparing the date of issue of the new Ticket with the date of collection of the old ticket.

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2041. If the Season Ticket is not renewed and is collected in time, the deposit, if claimed by the holder, is refunded by the Station Master from station earnings, the acknowledgment of the payee being obtained on a voucher (T.355). In checking the voucher the date of collection should be verified with the Season Ticket Register (T.357) as the deposit is forfeited if the Season Ticket is not collected in time. When a security is refunded or forfeited, a suitable remark should be given against the connected entry in the Deposits Register as an indication that the amount is not available for refund. The amount refunded should be adjusted by debit to the account head mentioned in paragraph 2040. The amount forfeited should be credited to Miscellaneous Revenue Receipts (3120811).

2042. Check of Suburban Tickets. Suburban Tickets are issued by Pakistan Railways Administration to its employees in accordance with rules on the subject. The checks on the issue and account of these Tickets should be conducted with reference to such rules. It should also be seen that the amount realized by the issue of Suburban Tickets is remitted on the same day on which the Tickets are issued.

2043. Check of Tax collected. The taxes collected, though included in the passenger fares, represent amounts payable to Government Departments or local bodies on whose behalf they are collected by Pakistan Railways. Such amounts should be worked out from the Passenger Classification (T.515) and Excess Fare Returns (T.647). The total amount less commission charges at the rates agreed upon should be paid to the concerned Government Departments or local body, the commission being credited to Miscellaneous Revenue Receipts (3120807, commission for cess collection).

2044. Deleted

2045. Deleted

2046. Check of High Official Requisitions: Requisitions tendered by High Officials of Government for their journeys over Pakistan Railways are received in the Accounts Office along with the daily Cash Remittance Note (T.2153). They should be checked to see that the Officer is entitled to the accommodation supplied as laid down in the Tariff rules, that the Requisition is signed by the Officer and the Station Master, that the particulars of tickets purchased are recorded in the space provided on the Requisition for the purpose and that the tickets are accounted for in the Classification (T.515).

2047. The collected foils of Requisitions received from destination stations should be checked with those received from the forwarding stations, and also with the particulars furnished by the Traffic authorities, e.g., composition statements of special trains for high officials and record of movement of saloons, and the relevant Tariff rules.

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2048. In the case of persons travelling with a High Official in a carriage or compartment reserved for him, the usual fares received from the sale of Air-Conditioned / first class (Sleeper) tickets to such persons should be adjusted as follows:

- (1) in the case of a saloon reserved exclusively for the use of a High Official for which special haulage rates are payable (*i.e.*, saloons on which interest, maintenance and depreciation charges are paid by Government), when the number of occupants, excluding servants, is in excess of four, fares for the number of occupants in excess of four shall be retained by Pakistan Railways;
- (2) in the case of a saloon belonging to the ordinary stock of Pakistan Railways, for which charges at public rates are payable, when the actual fares for the number of occupants amount to more than the minimum charge payable for the saloon, the difference should be retained by Pakistan Railways;
- (3) in the case of an air-conditioned (Sleeper) / a first class (Sleeper) compartment, when the number of occupants is in excess of the minimum number of fares for which the compartment can be reserved for the public, fares for the number of occupants in excess of the minimum number of air-conditioned (Sleeper) / first class (Sleeper) fares should be retained by Pakistan Railways;
- (4) after deducting the amount which is to be retained by Pakistan Railways under (1), (2) or (3) above, the rest of the fares should be credited to the Department, which bears the charge for the haulage of the reserved accommodation, by deduction from the Carriage Bills (A. 2508) submitted to the Department concerned.

2049. Deleted.

2050. When a Personal Assistant, Stenographer or other clerk holding a ticket for the class of accommodation in which he is entitled to travel under the Travelling Allowance rules, travels with High Official in the accommodation reserved for the latter, the fare paid for such ticket should not be deducted from the charge due to Pakistan Railways for the reserved accommodation.

2051. Check of Free Passes. Officers issuing passes will advise the Accounts Office of the numbers of the blank pass books as they are brought into use and will intimate monthly the opening and closing number of the passes issued in that month and the numbers of any passes cancelled. The Accounts Office should test-check a proportion

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of the passes collected, with the numbers so advised. The extent of such check is left to the discretion of the Financial Adviser & Chief Accounts Officer-Revenue and will depend on circumstances and conditions.

2052. In their periodical inspections of pass issuing offices, Accounts Officers should see the work of these offices in connection with the custody and issue of free passes.

2053. Check of Return of Excess Fares (T. 647). This Return should be checked with the Excess Fare Tickets (T. 643) on which excess fares are charged.

2054. In examining the Excess Fare Returns, the opening numbers of excess fare tickets should be checked with the closing numbers of the previous Return and it should be seen that the tickets are issued and accounted for consecutively.

2055. All the collected and cancelled excess fare tickets should be checked with the Return in detail in the same way as other vouchers are checked, except that the correctness of fares need not be checked in respect of more than ten per cent of the tickets issued, such tickets to be selected by the Accounts Officer.

2056. In checking the correctness of fares as laid down in the previous paragraph, it should be seen:

- (1) that the particulars shown in the Returns agree with those recorded in the excess fare tickets;
- (2) that complete particulars necessary for the check of charges collected are recorded and that the remarks in the column "Cause of charges" are sufficiently clear and complete to admit of the check of fares;
- (3) that in cases in which lower penalty is levied on the authority of Guard's Certificate (T. 637), the entries are supported by the original certificates.

2057. Deleted.

2058. Deleted.

2059. If any excess fare ticket is found to have been issued for unbooked luggage, the amount thereof should be transferred to the Luggage Return (T. 1215) and charges checked accordingly.

2060. The totals of Excess Fare Returns should be completely checked.

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2061. Excess Fare Returns of Special Ticket Examiners. The checks mentioned in paragraphs 2053 to 2060 are equally applicable to Excess Fare Returns of Special Ticket Examiners. In addition to these checks, it should be seen that Returns have been received from all Special Ticket Examiners and all the Excess Fare Ticket books issued to them, as shown in the list furnished to the Accounts Office-Revenue by the concerned Divisional Superintendent and Chief Commercial Manager offices (Paragraph 644- T), have been continuously and completely accounted for in the Returns. It should also be seen that the amounts deposited by the Special Ticket Examiners at various stations are accounted for by the latter in their station Balance Sheets.

2061-A. The Financial Adviser & Chief Accounts Officer-Revenue should in consultation with the Chief Commercial Manager lay down a procedure for check over the completeness of the account of Handing Over Memoranda and the continuity of their numbers. Complete details regarding the returns that are to be submitted and the extent and scope of check to be exercised in the Accounts Office should be prescribed in the manuals of procedure of the Accounts Office.

2061-B. Check of certificates issued by guards or other authorized Railways servants. 10 per cent of the certificates issued by the guards in charge of the trains or by other authorized Railways servants to the passengers, who are unable to buy tickets for want of time but who have informed the guards or other authorized Railways servants before boarding the trains or before being detected of travelling without tickets, should be compared with the Excess Fare Returns. A complete check should, however, be exercised over the account and continuity of numbers of these certificates.

2062. The Accounts Office staff should, at the time of periodical inspection, see that proper arrangements exist for the safe custody and issue, in serial order, of the Excess Fare Ticket books to the Special Ticket Examiners. It should also be seen that a second book is not ordinarily permitted to be brought into use until the first one has been finished.

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2101. This chapter deals with the check of:

- (1) Returns of Luggage, Horses, Carriages and Dogs.
- (2) Returns of Left Luggage, Demurrage and Wharfage.
- (3) Parcels Way-bills, Abstracts and Summaries.
- (4) Deleted.

2102. **Returns of Luggage, Horses, Carriages and Dogs.** The Luggage, Horse, Carriage and Dog Returns (T.1215), which are received monthly from stations, should be examined to see that all necessary particulars have been recorded therein, such as the number and class of passenger tickets or free passes in support of the free allowance, description, total weight, weight allowed free, weight charged, etc.

2103. The commencing numbers of Luggage, Horse, Carriage and Dog Tickets accounted for in the Returns should be checked with the closing numbers shown in the Returns for the previous month. A cent per cent check should be exercised to see that all tickets between the commencing and closing numbers have been duly accounted for.

2104. The amounts charged should be checked with reference to the particulars mentioned in paragraph 2102 to the extent of 10 per cent of the entries in the Returns. During the course of this check it should be seen that:

- (1) the numbers of passenger tickets of each class quoted in support of the 'free allowance' are accounted for in the Classification Return (T. 515), particular care being taken to ensure that no free allowance is allowed on non-issued or cancelled tickets;
- (2) the numbers of the passes quoted in support of 'free allowance' are traceable in the Returns of passes rendered by the Issuing Officers and that the free allowance is covered by the passes;
- (3) the 'free allowance' granted is in accordance with the Tariff rules;
- (4) the weight of luggage charged for has been correctly arrived at by deducting the 'weight allowed free' from the 'total weight'.
- (5) in the case of horses, etc., the distinguishing numbers of the horse-boxes, carriages or trucks, in which they are carried, are given and that the charges are calculated on the basis of the number of the animals carried;

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(6) in the case of animals or birds required under Tariff rules to be insured, the declared value is given on the Ticket (T. 801), that animals or birds are insured under sanction of competent authority, that increase percentage charges have been recovered at Tariff rates, or, if uninsured, remarks have been given to the effect that proper Risk Notes have been executed;

(7) when reduced or concession rates are charged for horses, ponies, etc., the Tariff conditions attaching to such rates are fulfilled.

2105. Ten per cent of the collected Luggage, Horse, Carriage and Dog tickets, which will be received periodically from destination stations, should be checked with the Returns, the selection being made by the Accounts Officer. The missing tickets should be reported to the Divisional Superintendent.

2106. Finally, the totals of the Returns should be completely checked.

2107. Left Luggage, Demurrage and Wharfage Return (T.1219). This Return is received monthly from stations. It contains all charges levied by stations for demurrage on coaching vehicles and wharfage on parcels, animals and birds remaining undelivered and on luggage arriving in advance of passengers or left at stations for temporary custody, as also storage charges on lost or unclaimed articles found on Railways premises.

2107-A. A complete check should be made of not less than 10 per cent of all left luggage, demurrage and wharfage returns. The particular returns to be checked each month will be selected by the Accounts Officer.

2108. In checking these Returns, it should be seen that:

(1) "the number of days charged for" is the difference between "date received" and "date delivered" less the number of days allowed free according to the rules in the Coaching Tariff;

(2) the "amount charged" is entered, and is correctly arrived at by multiplying the "number of days charged for" by the proper rate;

(3) the wharfage charges are shown separately from demurrage charges; and

(4) the totals are correct.

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2109. Where wharfage or demurrage charges have been foregone, it should be seen that this is supported by orders of competent authority and that all the conditions attaching to the remission of demurrage or wharfage (*e.g.*, removal of parcels within a certain specified time, etc.) have been fulfilled.

2110. In the case of "Left Luggage", the commencing numbers of the Left Luggage Tickets accounted for in the Return should be checked with the closing numbers shown in the Return for the previous month and a cent per cent check should be exercised to see that all tickets between the commencing and closing numbers have been duly accounted for. The amount charged should be checked with reference to the time of deposit and withdrawal of luggage in accordance with the rates given in the Tariff. The Return should also be checked with ten per cent of the collected Left Luggage Tickets.

2111. **Check of Inwards Way-bills.** The Guard's foils of Way-bills (T.901) will be received periodically from destination stations along with a covering memorandum and should, on receipt, be examined to see that all the Way-bills entered in the covering memorandum have been received.

2112. A complete check should be made of not less than 10 percent of all Inwards Local Way-bills. The particular Way-bills to be checked each month will be selected by the Accounts Officer.

2113. In the check of Way-bills, it should be seen that:

- (1) separate Way-bills have been issued for 'Paid' and 'To-pay' parcels;
- (2) full particulars required by the form are recorded therein;
- (3) the weight *charged* is correct and is calculated on the actual weight or weight by measurement of each package, whichever gives the greater charge;
- (4) the amount has been correctly calculated on the chargeable weight of the consignment multiplied by the proper rate, for the distance carried, in accordance with Tariff rules;
- (5) a consignment on which prepayment of freight is compulsory are not booked 'To-pay';
- (6) when payment is made by Credit Note, the number of the Credit Note is recorded on the Way-bill;
- (7) where special charges are due these are shown separately;

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(8) "Excepted Articles" [mentioned in the second schedule of the Railways Act, 1890] are booked under *blue* Way-bills (T. 1008) and the declared value of the articles is recorded on them;

(9) if the "Excepted Articles" on which, the increased percentage charges are prepaid at Tariff rates, and when the authority of the Divisional Superintendent is required by the Tariff rules, it is quoted on the Way-bill;

(10) if the "Excepted Articles" on which increase percentage charges are not paid, the fact of the execution of Risk Note form X is recorded on the Way-bill;

(11) when articles are booked at reduced rates, the conditions attaching to the reduced rates are fulfilled;

(12) the original charges on Way-bills have not been altered and that 'under' or 'overcharges' have been shown on the Way-bill in the columns provided for the purpose;

(13) when there are alternative ('Railway' or 'Owner's Risk') rates and 'Owner's Risk' rate is charged, the fact of the execution of proper Risk Note form is recorded on the Way-bill;

(14) where sample consignments are booked 'free' under Way-bills, the sanction to the free carriage of parcels is forthcoming and the sanction does not exceed the powers of Chief Commercial Manager mentioned in paragraph 111 of the Pakistan Railways Code for the Traffic Department;

(15) where 'empties' are returned to the booking stations at reduced rates, the particulars of the original booking are given on the Way-bill and are correct.

2114. The procedure for the refund of overcharges of Rupees 25 and above noticed during the check of Way-bills will be the same as for similar overcharges on goods traffic (paragraph 2221).

2115. Comparison of Inward Way-bills with Abstracts. All Inwards Way-bills should, after the requisite percentage thereof has been checked in the manner indicated in paragraph 2113, be compared with the Parcels Inwards Abstracts (T. 1208). Particulars of Way-bills accounted for in the Abstracts but not received in the Accounts Office should be entered in a register, the Way-bills should be called for from their destination stations and checked.

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2116. In respect of Way-bills received in the Accounts Office but not accounted for in the Inwards Abstracts, if the Way-bill is "To-pay", a debit for the amount of the Way-bills should be raised against the destination station and an entry made in the Inwards Abstract. If the Way-bill is 'Paid', a similar entry should be made in the Inwards Abstract, without, however, any debit being raised against the destination station. Frequent omissions on the part of a station to account for inwards "To-pay" Way-bills should be viewed with suspicion and the matter should be brought to the notice of the Accounts Officer for such action as he may consider desirable. Where necessary, the attention of the Inspector of Coaching and Goods Accounts should be directed to such omission on the part of the station.

2117. Check of totals. The totals of Inwards Abstracts should be completely checked. Each Abstract should be compared with the Inwards Summaries (T. 1211) and the totals of the Summaries completely checked.

2118. Comparison of Outwards and Inwards Summaries. The Local Outwards and Inwards Summaries (T. 1211) should first be compared and if they agree completely, a further reconciliation between the Outwards and Inwards Abstracts (T. 1206 and T. 1208) is not necessary. If the Summaries do not agree, the Abstracts of Local Parcels forwarded and received should be compared with each other to see that all Way-bills issued have been duly brought to account, both by the receiving and the forwarding stations. This comparison may be made after the Inwards Abstracts have been compared with the checked Way-bills (paragraph 2115) and it has been ascertained that all Way-bills and their amounts have been duly accounted for.

2119. The general principle to be adopted in making corrections in either Abstract to correspond with the other should be to accept the Inwards Returns as correct since the entries therein are checked with the Way-bills.

2120. Short accountal of 'To-pay' Way-bills in the Inwards Abstracts and Summaries and of 'Paid' Way-bills in the Outwards Abstracts and Summaries should be debited against the station concerned.

2121. Frequent short accountal of 'Paid' freight by a forwarding station or of 'To-pay' freight by a receiving station should be viewed with suspicion as it may be due to temporary misappropriation of freight by the station staff. All such cases should be investigated by the Inspectors of Coaching and Goods Accounts.

2122. 'Paid' Way-bills not accounted for in the Outwards Abstracts and Summaries should be debited against the forwarding station concerned.

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2123. In dealing with non-accountal of Way-bills in the Inwards Abstracts and Summaries, it is to be remembered that Way-bills issued towards the end of a month may not, in some cases, reach the destination station until after the beginning of the following month. Although the Inwards Accounts are kept open till the 5th of the following month, some Way-bills are not received at destination station even by that date and are, therefore, left out of Inwards Accounts for the month. All such unaccounted for Way-bills should be entered in a Register in form No. A. 2123 and their accountal watched in the Returns for the subsequent months.

FORM A. 2123

REGISTER OF UNACCOUNTED FOR WAY-BILLS FOR THE MONTH OF20

Way-bill	Station	Paid	To-pay	Month in which accounted for	Reference to the action taken	Particulars of error sheet, if any issued	Initials of checker	Remarks
1	2	3	4	5	6	7	8	9

2124. If 'To-pay' Way-bills are not accounted for in the Returns for the following month, debits should be raised against the destination station for the amount thereof. Cases in which 'To-pay' Way-bills are not accounted for by stations until after the lapse of considerable time from the date of issue should be investigated by the Inspectors of Coaching and Goods Accounts.

2125. Alternative Procedure for the Check of Parcels Traffic. The alternative procedure for the check of parcels traffic, based on "forwarded" as against "received" traffic, the instructions contained in paragraphs 2126 to 2139 will apply. This procedure is closely linked with the alternative forms of initial books, mentioned in Chapter XII of the Pakistan Railways Code for the Traffic Department.

2126. Check of forwarded Way-bills. Where the check on Way-bills is based on forwarded traffic, an extra foil is introduced to the form of the Way-bill (T. 901). These foils are submitted by forwarding stations to the Accounts Office daily, periodically or monthly (as may be required) along with a covering memorandum showing the commencing, closing and total number of Way-bills. The commencing number should be checked with the closing number shown in the covering memorandum last received from the station and it should be seen that all the Way-bills between the commencing and closing numbers have been received.

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2127. The Way-bills should first be sorted in order of receiving stations and should then be checked in the same way as those received from destination stations (paragraphs 2111 to 2113), except that no debit should be raised for an undercharge nor a refund allowed for an overcharge without verification with the Inwards Returns received from destination stations.

2128. Check over the accountal of 'Paid' parcels traffic. All 'Paid' Way-bills issued from a station will be accounted for in the Parcels Outwards Cash Book (T. 1247), a copy of which will be submitted by the stations to the Accounts Office. The commencing, closing and continuity of numbers of 'Paid' parcels Way-bills shown in the Cash Book should be checked to see that all 'Paid' Way-bills issued from the station have been duly brought to account. If it is found that any Way-bill is not accounted for or is short accounted for in the Cash Book, necessary debit should be raised against the forwarding station. The totals of the Cash Book should be completely checked.

2129. Ten per cent of the collected 'Paid' Way-bills received from the destination stations should be compared with the Cash Book of Booking Station to see that the weight and freight figures are not understated by the latter. The portion to be subjected to ten per cent check will be selected by the Accounts Officer.

2130. Check over the accountal of 'To-pay' parcels traffic. The check over the accountal of 'To-pay' parcels traffic will be exercised by comparing the Outwards and Inwards Summaries, but before the comparison is undertaken the weight and freight totals of the Abstracts and Summaries should be completely checked. Where the Outwards Abstracts and Summaries are compiled in the Accounts Office from the checked 'To-pay' Way-bills received from forwarding stations the accuracy of the Abstracts and Summaries should be verified before the comparison of Outwards and Inwards Returns is undertaken.

2131. The procedure for dealing with Way-bills short accounted for or not accounted for in either the Outwards or Inwards Returns will be as explained in paragraphs 2116 to 2124 in so far as they relate to 'To-pay' traffic.

2132. Deleted.

2133. Deleted.

2134. Deleted.

2135. Deleted.

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2136. Deleted.

2137. Deleted.

2138. A Tally Book should be maintained in Form No. A. 2138 to serve as a check on the comparison of Outwards and Inwards Returns. The figures in column 3 of the Tally Book should be filled in from the Station Outwards Summaries and those in column 4 from inward summaries, the difference between the two sets of figures being recorded in columns 5 or 6 as the case may be.

FORM A. 2138

TALLY BOOK OF "TO-PAY" PARCELS TRAFFIC FOR THE MONTH OF.....20

Serial No.	Name of forwarding station	Total "To-pay" freight as per Out-ward Summaries compiled in the Accounts office or received from stations	Total "To-Pay" freight as per Inwards Abstracts and summaries	Difference (3 – 4)		Remarks
				Less in inwards	Less in Outwards	
1	2	3	4	5	6	7

2139. The details of Way-bills found, as a result of comparison of Outwards and Inwards Returns, to have been short or unaccounted for in either Return should be posted in a Register to be maintained in Form No. A. 2139. The figures in column 12 of the Register should tally with those in columns 5 or 6 of the Tally Book (A. 2138). This tally would ensure the accuracy of the comparison of Outwards and Inwards Returns as a whole.

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FORM A. 2139

REGISTER OF "TO-PAY" PARCELS WAY-BILLS UNACCOUNTED FOR OR SHORT
ACCOUNTED FOR IN THE RETURNS FOR THE
MONTH OF20.....

Serial No.	Parcels Way-bill		Stations		Less in Inwards				Total
					Parcels Way-bills not accounted for in Inwards Abstract		Short accountal in Inwards Abstracts		
	No.	Date	From	To	Amount	Month in which adjusted	Amount	Month in which enforced	
1	2		3		4		5		6

Less in Outwards							Net balance (6 - 11)
Parcels Way-bills not accounted for in Outwards Abstracts and Summaries	Short accountal in Outwards Abstracts and Summaries	Action taken			Previous month's Parcels Way-bills accounted for in the current month's Abstract	Total	
		Reference		Remarks			
		No.	Date				
7	8	9			10	11	12

2140. Check and accounting of Out-Agency/City Booking Agency traffic. The procedure for the check and accounting of parcels traffic booked to or from Out-Agencies/City Booking Agencies and for the payment of dues to the out-agent/City Booking Agent will be the same as for goods traffic (Chapter XXII).

2141. Check of Terminal tax on Parcels. Similarly, the procedure that should be followed for the check of Terminal Tax levied on parcels is the same as for goods (Chapter XXII).

2142. Check of Overcharge Sheets, Refund Lists and Compensation Pay Orders. The procedure for the check of Overcharge Sheets (T. 1716), Refund Lists (T. 1707) and pay orders for compensation claims pertaining to coaching traffic is the same as for those pertaining to goods traffic. The check prescribed in paragraph 2247 should also be applied on the Pay Orders issued in connection with compensation claims.

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2143. Deleted

2144. Deleted

2145. Deleted

2146. Deleted.

2147. Deleted.

2148. Deleted.

2149. Deleted.

2150. Deleted.

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2152. Deleted.

2153. Deleted.

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2201. This chapter deals with the check and accounting of the following in Local Traffic:

- (1) Invoices (T. 1353).
- (2) Abstracts of Goods Inwards (T. 1821).
- (3) Summaries of Goods Inwards (T. 1826).
- (4) Abstracts of Goods Outwards (T. 1812).
- (5) Summaries of Goods Outwards (T. 1826).
- (6) Lists of Refunds of Overcharges (T. 1707).
- (7) Overcharge Sheets (T. 1716).
- (8) Demurrage and Wharfage Returns (T. 1830).
- (9) Statements of Crane Charges (Paragraph 1414-T).
- (10) Siding Charges Statements (T. 2207).
- (11) 'Out-Agencies' Bills (T. 2322).
- (12) Terminal Tax Statements (T. 2011).

These returns are required to be submitted by stations periodically or monthly. Any delay in the submission of these returns should be taken up with the station concerned and repeated delays should be brought to the notice of the Traffic/Commercial authorities.

2202. Check of Invoices. In the check of invoices, it should be seen that:

- (1) the invoice has been prepared by the carbon process. If a copy is sent, it should be seen that it is certified as correct by the Station Master;
- (2) all the particulars required by the form have been duly filled in the several columns;
- (3) the arithmetical calculation of freight charges is correct. This should be checked in a percentage of invoices; the Accounts Officer will decide the percentage and will select the invoices to be checked;
- (4) no alteration has been made by the receiving station in the invoice except in class and rate, or weight, and that under or overcharges have been separately entered in the columns provided for the purpose;
- (5) the classification is correct according to the description of goods given in the invoice;
- (6) articles which are required under Tariff rules to be booked "Paid" are not booked "To-pay";

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- (7) when excepted articles are booked, their declared value is given and if the value exceeds ten thousand rupees, the increased percentage charges at the Tariff rates are prepaid ; if increased percentage charges are not paid, there is evidence on the invoice that proper risk note form has been executed ;
- (8) both the actual and chargeable weights are entered;
- (9) the rate on which the freight has been calculated agrees with the rate given in the Rate Lists or Rate Tables;
- (10) in cases where reduced rates are charged, there is evidence that the Tariff conditions attaching to the lower rates have been duly fulfilled and a proper risk note has been executed where articles are carried at "Owner's Risk". It should be seen that suitable remarks as to the condition of the goods booked are given on the invoice;
- (11) the rules in force regarding minimum charges are observed;
- (12) if freight is paid by credit note, the number and date of the credit note is entered on the invoice;
- (13) where the loading and unloading is required to be performed by the consignor or consignee respectively, a remark to this effect is given in the invoice;
- (14) when consignments are carried at special reduced rates on the authority of certificates, the connected invoices bear a remark that necessary certificates have been granted by authorized officers, and submitted by the stations to the Accounts Office where so required by rules. In the case of consignments booked under several invoices at concession rates on the authority of one certificate, the certificate is furnished with the first invoice so issued, all subsequent invoices bearing reference to this authority;
- (15) in cases where concession rates are charged on empties returned to the original booking station, the particulars of original booking are given on the invoices and they are correct; and
- (16) two or more invoices have not been issued in connection with one railway receipt.

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2203. Invoices which are not susceptible of check for want of certain information should be passed provisionally as invoiced and entered in a register provided for the purpose. The columns in the register will show the particulars of the invoice, the date when passed provisionally, the reasons therefore, and the date when passed finally. On getting the requisite information from the station concerned, charges should be checked in the usual manner and the invoice passed finally, necessary remarks being given in the register against the entry.

2204. Out-agency/City Booking Agency Invoices. The checks mentioned in paragraph 2202 are also applicable to Out-agency/City Booking Agency invoices. In the case of these invoices, it should be seen in addition that:

(1) the correct cartage charges are levied for the conveyance of goods between the station and the Out-agency in accordance with the terms of the agreement with the Out-agency/City Booking Agency;

(2) no invoice is issued between the Out-agency/City Booking Agency and the connecting station or vice versa;

(3) the rules regarding minimum charges for Out-agency/City Booking Agency traffic prescribed in the agreements have been observed; and

(4) the Out-agency/City Booking Agency charges and Railways proportion have been distinctly shown on the invoice to facilitate the checking of the bills of the out-agent/City Booking Agent.

2205. Deleted.

2206. Deleted.

2207. Deleted.

2208. Check of Abstracts of Goods Inwards (T. 1821). It should be seen that the Abstracts have been submitted by the station duly arranged in the alphabetical or in the geographical order of the stations on the line. Abstracts should then be compared with the checked invoices, as to the number and date of each invoice, weight of goods, freight "paid" and "To-pay" and the under or over charges shown on each invoice, and corrected where necessary. In carrying out this comparison, the following procedure should be observed:

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(1) The consecutive numbering of invoices issued should be watched to ensure that all invoices issued have been accounted for.

(2) "Memo Invoices" should be excluded from the Abstract.

(3) Only those undercharges for which the Receiving station is responsible should be entered in the Abstract; those for which the Forwarding station is responsible will be entered in the outward Abstract of that station.

(4) The weight of traffic in each invoice, which is required under Tariff conditions to be loaded and unloaded by owners, should be separately noted in the Inwards and Outwards Abstracts, to facilitate the check of loading and unloading bills of contractors.

2209. After the comparison, if any invoices are left on hand and the corresponding Abstracts are not forthcoming, it should be seen whether the invoices relate to the current or to a previous period. This should be done by referring to the connected Inward Summary. If the invoices are current and entries appear in the Summary, Abstracts should be prepared from the invoices available in the Accounts Office, taking care to ensure that the totals of the Abstracts agree with the figures shown by the station in the Summary. If the figures do not agree, the Abstracts prepared should be retained and the station addressed on the subject. When neither the Abstract nor the summary is received, the invoices should be held back and the station written to for copies of the returns.

2210. Check of Summaries of Goods Inwards (T. 1826). The totals of Abstract of Goods inwards should be checked into the corresponding summaries and the latter corrected where necessary. The amount shown in the Summary for a month should agree with that taken to debit by the station in its Station Balance Sheet.

2211. Comparison of Outwards and Inwards Returns. The Inwards Local Abstracts and Summaries should also be compared and reconciled with the corresponding Outwards Local Abstracts and Summaries of the Forwarding stations, the corrections to be made in either depending on the nature of the discrepancy in each case. The object of this comparison is to ensure that the entire traffic booked under invoices has been accounted for by both the Forwarding and the Receiving stations.

2212. The entries in the checked Inward Summaries should first be compared with the Outward Summaries of the whole line one by one. If the freight in the Inward and Outward Summaries for the same station agrees, the entry in the Inward Summary should be ticked off in token of its being correct and no further check is necessary. If, however, there is a difference, a comparison should be made between the Inwards and Outwards Abstracts.

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2213. The principle to be adopted in making corrections in either Abstract to correspond with the other, should be, as a general rule, to accept the Inwards Abstracts as correct, since the entries therein have been compared with the checked invoices. Whenever, therefore, a "Paid" invoice is entered in the Inwards Abstract of the Receiving station but not in the Outwards Abstract of the Forwarding station either in the current or in a previous period, the entry should be forced into the Abstract of the Forwarding station and the necessary debit raised. Frequent omissions to account for "Paid" invoices should be viewed with suspicion. The same procedure will apply when the Forwarding station accounts for less original amounts than the Inwards station on account of "Paid" outwards invoices. Where, however, the "Paid" charges in the Outwards Abstract exceed the corresponding entries in the Inwards, the entries in the Forwarding Station's Returns should not (by reason of the comparison) be reduced and full information should be obtained from the station. Overcharges discovered in the course of checking may, however, be recorded in the appropriate place in the Outwards Abstract.

2214. In dealing with omissions in the Inwards Abstracts. It has to be taken into consideration that invoices are not always accounted for by both the Inwards and Outwards stations in the same period. Where such omissions occur, it would be sufficient in the first place to note particulars thereof in the Register of Unaccounted for Invoices (Form No. A. 2214), and to watch the accounting of such invoices from the postings in the register for the following month. When invoices are not accounted for by the Inwards station within the second period, special inquiries should be made from the station.

FORM A. 2214

**REGISTER SHOWING DETAILS OF INVOICES UNACCOUNTED FOR OR/EXCESS
ACCOUNTED FOR IN THE RETURNS FOR THE MONTH OF20**

LESS IN INWARD													
Sr. No.	Invoice			Station		Invoices not accounted for in Goods Inwards Books			Short accounted for in Goods Inwards Books			Total	
	Machine No.	Manu- script No.	Date	From	To	Amount		Month in which adjusted	Amount		Month in which adjusted	Paid	To-pay
						Paid	To-pay		Paid	To-pay			
1	2			3		4			5			6	

LESS IN OUTWARD										Previous months invoices accounted for in the current month's Inwards Books		Total		Net Balance 6-11	
Invoices not accounted for in Goods Outwards Books		Short accounted for in Goods Outwards Books		Action taken											
Paid	To-pay	Paid	To-pay	Reference		Remarks	Paid	To-pay	Paid	To-pay	Paid	To-pay			
				No.	Date										
7		8		9				10		11		12			

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2215. A list of invoices, which have not been accounted for within two months, should be supplied to the Inspectors of Coaching and Goods Accounts for investigation by recourse to independent methods that stations are not accounting for "To-pay" invoices late or after delivery of goods with a view to misappropriate money or otherwise commit fraud. The entries for the list will be extracted from the Register of unaccounted for invoices (Form A. 2214) as soon as the comparison of the Inward and Outward Returns for the second following month is completed. Frequent or lengthy delays should also be reported to the Divisional Superintendent concerned.

2216. In the case of consignments transferred to the Lost Property Office (vide paragraph 1907-T) the entries in the Outwards Abstracts should be compared with the Inward accounts (Form T. 1914) rendered by that office. The special credit taken to account by the station in its Station Balance Sheet should be allowed only if the entries in the Station Balance Sheet agree with the checked entries in the Inwards account of the Lost Property Office.

2217. Alternative procedure for the check and accounting of Goods traffic. The alternative procedure described in paragraphs 2125 to 2139 for the check of parcels traffic will apply *mutatis mutandis* to Goods traffic except that in the latter case, the comparison of Outwards and Inwards traffic will be made both in respect of "Paid" and "To-pay" invoices. Accordingly, the Tally Book (A. 2138) and the Register of unaccounted for Invoices (A. 2139) will record the "Paid" and "To-pay" traffic, separately.

2218. Check of Refunds made by stations. The Lists of Refunds of Overcharges (T. 1707), allowed by stations at the time of delivery of goods, should, on receipt in the Accounts Office, be compared with the checked invoices and the overcharges passed, if found correct. A note as to the overcharge having been refunded should be made against the relevant entry in the Inwards Abstract concerned in order to obviate the possibility of duplicate and erroneous refunds being granted.

2219. In checking the Refund Lists (T. 1707) it should be seen that:

- (1) the invoice, in connection with which the refund is made, has been accounted for by the station in its Returns;
- (2) the amount of "freight charged" and other particulars entered in the lists, agree with those shown in the connected invoices;

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(3) the amount refunded does not exceed the correct amount of overcharge. If more has been refunded, the excess should be debited against the station through an error sheet;

(4) against every item in the list, there is a formal acknowledgment of the consignee or his authorized agent. The signature of the Station Master or that of the Commercial Superintendent (Goods) should also appear at the foot of the form;

(5) the refunds are such as the Station Master is authorized to allow at the time of delivery (vide paragraphs 1705-T and 1706-T). If the list includes any refunds for which an Overcharge Sheet is necessary (vide paragraph 1715-T), such refunds should not be passed unless these are certified by the responsible Traffic/Commercial Officer.

2220. The amount for which each refund list is passed should be recorded in the accounts encasement in figures as well as in words.

2221. Refund of unclaimed overcharges. Overcharges amounting to not less than Rupees 25, not refunded at the time of delivery nor subsequently claimed, which are discovered in the Accounts Office not later than six months after the money has been collected, should be listed under stations which respectively collected the freight. Care should be taken to see that no item is included in the list for which an Overcharge Sheet (T. 1716) has already been certified (vide paragraph 2223). Separate lists should be made out in duplicate for each station and sent to the Claims Office. As, in the case of entries made in these lists, no overcharge Returns are required to be submitted; great care should be taken to enter the amounts clearly and this should be done both in figures and words.

2222. The Claims Office will ask the Station Masters concerned to intimate:

- (i) the full names and addresses of the parties who are entitled to the refund;
- (ii) the freight collected in cash or by credit note; and
- (iii) whether the refund was allowed at the time of delivery of goods or not.

If on receipt of this information, the refund is found to be due, a Pay Order (G. 1688) for the amount will be sent to the party concerned under a registered cover, the particulars of the Pay Order being intimated to the Accounts Officer through the list mentioned in paragraph 2226 (see also paragraph 2336).

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2223. Check of Overcharge Sheets. In the case of an overcharge due to:

- (i) error in weight, description or routing of traffic; or
- (ii) error in rate, classification or computation of freight claimed *after* delivery of goods; or
- (iii) amount twice paid-

an Overcharge Sheet (T. 1716) is prepared by the Claims Office and submitted to the Accounts Office for certification before issuing a Pay Order in favour of the person entitled to the refund. Overcharge Sheets received for certification should be checked to see that:

- (1) they contain all the information required by the form;
- (2) the particulars shown therein agree with those in the checked invoice and the Abstract;
- (3) in the case of Overcharge Sheets on account of error in weight:
 - (i) full details of reweighment are given on the reverse of the Overcharge Sheet;
 - (ii) where the result of reweighment has been communicated by the forwarding or other station, such station master's letter admitting the overcharge accompanies the Overcharge Sheet;
 - (iii) the correct weight has been certified by the responsible Traffic/Commercial Officer on the Overcharge Sheet;
- (4) where the overcharge is the result of an error in description or routing of traffic, the correct description of the goods or the correct route has been certified by the responsible Traffic/Commercial Officer on the Overcharge Sheet;
- (5) in the case of goods not specifically mentioned in the Goods Tariff regarding which doubt exists as to the class chargeable, the correct classification has been certified by a competent officer of the Traffic/Commercial Department;
- (6) the charges have been calculated on the basis of particulars given in the "should be" column of the overcharge sheet and are correct;
- (7) where the conditions applying to the rates charged in the "should be" column require the execution of certain risk notes or loading and unloading by owners, a remark appears on the overcharge sheet that such risk notes have been properly executed and that the condition of loading and unloading by owners has been fulfilled;

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(8) the amount proposed to be refunded is equal to the difference between the amounts shown in the "charged" and "should be" columns;

(9) where demurrage and wharfage charges have been foregone, the overcharge sheet has been certified by the competent Traffic/Commercial authority;

(10) the overcharge has been claimed within six months from the date of the delivery of animals or goods for carriage by Railways.

(11) the overcharge sheet does not relate to an item already included in the list of unclaimed overcharges of Rupees 25 and over (paragraph 2221).

2224. The amount of "freight actually collected" as shown in the overcharge sheet should be verified from the received Abstracts in the case of freight "To-pay" and from the forwarded Abstracts in the case of freight "Paid" and a suitable remark in regard to an overcharge sheet having been certified, made against the relevant entry in the Abstract to prevent the possibility of a second claim in respect of the same invoice being passed.

2225. The certified overcharge sheets, after the accounts certification, should be returned to the Traffic/Commercial Department for arranging for the issue of necessary Pay Order in favour of the person entitled to the refund. The amounts and other necessary particulars of the overcharge sheets passed in the Accounts Office should be recorded in a register maintained for the purpose, to keep a watch over outstanding claims.

2226. The Traffic/Commercial Officer issuing Pay Orders is required to send monthly to the Accounts Office a list of all Pay Orders issued by him. These lists should be checked in the Accounts Office with reference to the entries in the register of overcharge sheets mentioned in the preceding paragraph and a note as to the number and date of the Pay Order kept in the Register against the relevant entry. The Traffic/Commercial Officer should be advised of any Pay Orders, which have not been received from the stations.

2227. Overcharge Sheets relating to Station Outstandings. The circumstances in which overcharge sheets may be certified by *stations* to clear outstandings against them are stated in paragraphs 1569-T to 1578-T. Overcharge sheets for the clearance of outstandings against stations on account of consignments lost, stolen, destroyed or sold or over carried and in respect of demurrage and wharfage charges foregone or remitted, require to be certified by a competent officer of the Traffic/Commercial Department.

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2228. The instructions laid down in paragraphs 2223 and 2224 regarding the check of overcharge sheets relating to public claims apply generally to the overcharge sheets submitted for the clearance of station outstandings. Besides the checks enumerated therein, the overcharge sheets pertaining to the clearance of station outstandings should be further checked to see:

(1) that when an invoice is issued to a wrong station or when a consignment is delivered short of destination or diverted or rebooked to some other station, the particulars of the fresh invoice issued by the forwarding station to the correct destination have been given in the "should be" column of the overcharge sheet, and the same has been accounted for in the Abstracts and Summaries concerned;

(2) that if the consignment has been twice invoiced to the same station, the particulars of the two invoices agree;

(3) that in the case of an invoice issued "Paid" instead of "To-pay" or vice versa, it has been accounted for in the Outwards and Inwards Abstracts as originally issued;

(4) that in every case the overcharge sheet is signed by both the forwarding and the receiving stations;

(5) that overcharge sheets are not submitted for:

- (a) invoices accounted for more than once by the station;
- (b) charges due at a rebooking station;

(6) that no overcharge sheet is received for "free" invoices issued in connection with goods over carried or transferred to the Lost Property Office ; and

(7) that in the case of consignments sold, the amount and particulars of remittance of sale proceeds has been given. The latter should be verified in the Accounts Office.

2229. Record of Specimen Signatures. Specimen signatures of Traffic/Commercial Officers authorized to sign overcharge sheets in respect of both refunds and outstandings will be supplied to the Accounts Office by the Chief Commercial Manager. These should be pasted in a register and on receipt of an overcharge sheet in the Accounts Office, it should be seen that the signature on the overcharge sheet agrees with that recorded in the register.

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2230. Check of Wharfage and Demurrage Returns. A complete check should be made of not less than 10 per cent of all returns of wharfage and demurrage charges (T. 1830). The particular returns to be checked each month will be selected by the Accounts Officer. These returns should be checked to see that:

- (1) the return is complete in every respect as per columns provided;
- (2) the date given in the column "Goods available for delivery" is the date of unloading and not the date after deducting the free time allowance;
- (3) the "number of days for which demurrage or wharfage is due" has been calculated in accordance with the Tariff rules;
- (4) the "amount due" has been correctly charged in accordance with the rules in the Goods Tariff;
- (5) when wharfage and demurrage charges have been foregone, and authority signed by a competent officer of the Traffic/Commercial Department is forthcoming and that all conditions attaching to the remission of demurrage and wharfage have been fulfilled;
- (6) the "amount foregone" agrees with the sanction of the competent authority and the "amount collected" is correct;
- (7) the charges are brought to account in the return for the month in which the consignment is delivered or otherwise disposed of and not in a subsequent month;
- (8) no demurrage, wharfage or storage charges have been taken to the account in respect of consignments transferred to the Lost Property Office, as the charges due on such consignments are recovered by that office; and
- (9) the amount accounted for in this return agrees with the amount taken to debit in the station Balance Sheet.

When any short charges or other irregularities are discovered, necessary error sheets should be issued against the stations concerned (vide paragraph 2402).

2231. Check of Crane Charges. A statement of crane charges giving the information detailed in paragraph 1414-T is submitted by stations monthly when cranes are utilized to handle consignments required under Tariff rules to be loaded and unloaded by owners. This return should be checked to see that—

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(1) the charges have been levied in accordance with the rates prescribed in the Goods Tariff, and

(2) when a crane has been brought from another station, haulage charges have been recovered for the distance from and to the station from which the crane has been brought. Haulage charges are recoverable even if the crane is not utilized after being brought from the other station.

2232. Check of Siding Statements. The haulage charges for wagons put into and taken out of a siding are not shown in invoices but stations keep a record of all such wagons in the Register of Sidings (T. 2207). A copy of this Register is submitted monthly to the Accounts Office. When no wagon is placed on a siding, the station concerned is required to send a "Nil" Return. The copy of the Register sent by the station should be checked to see that:

(1) the charges have been correctly calculated in accordance with the rates provided for in the agreement;

(2) in cases where charges are leviable separately for the inward and the outward movement of the wagon, charges have been levied for each operation;

(3) the rule regarding minimum charges, if any, prescribed in the agreement, has been observed;

(4) in case of detention to wagons beyond the free time allowed for loading and unloading, demurrage charges have also been levied in accordance with the prescribed Tariff rates; and

(5) the amount shown in the siding statement has been correctly taken to debit in the station Balance Sheet for the month.

2233. When a siding is used with the sanction of the General Manager of Railways, by a department, firm or merchant other than the one for whom it was originally constructed, it should be seen that stations concerned submit separate statements for each user and each statement should be checked in the Accounts Office in the usual manner.

2234. A record of all siding charges recovered should be kept in a register provided for the purpose in the Accounts Office to examine, at the end of the year, the general position of the sidings as regards their being financially remunerative. (See paragraph 2021E.)

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2235. Check of Out-agency/City Booking Agency Bills (T. 2322). In cases where agreements with the Out-agents/City Booking Agents provide for the submission of bills of cartage charges, the Out-Agents/City Booking Agents submit monthly to the Accounts Office separate bills for forwarded and received traffic. The bills should be checked with reference to the forwarded and received Invoices and it should be seen that:

- (1) the cartage charges shown in the bill agree in each case with the Out-agency/City Booking Agency charges separately shown in the checked Invoices;
- (2) the Invoices shown in the bill have been accounted for in the respective Abstracts and Summaries. Necessary remarks should be given therein to guard against duplicate claim being passed in the same connection and in no case should an Out-agent/City Booking Agent be paid for traffic not accounted for either by the forwarding or by the receiving station;
- (3) the charges are in accordance with the rates and conditions laid down in the agreement executed with the Out-agent/City Booking Agent;
- (4) if any amounts in connection with wrong, short or late account of Invoices are due from the Out-agent/City Booking Agent, these are deducted from the bill for the month;
- (5) commission charges for Passenger Traffic claimed by the Agent are according to the rates shown in the agreement;
- (6) commission claimed is in accordance with passenger earnings accounted for by the Agent in the passenger classification; and
- (7) commission already allowed on tickets for which refund has been granted by Railways Administration has been deducted from the amount of bill.

2236. It should be seen that the outstandings against the Out-agent/City Booking Agent as shown in the Balance Sheet do not exceed the amount of his security deposit. If they exceed, necessary recovery should be made from the Out-agent's/City Booking Agent's bill. If the increase in outstandings is of a permanent nature, the fact should be brought to the notice of the Chief Commercial Manager for consideration of the desirability of increasing the amount of security to be deposited by the Out-agent/City Booking Agent.

2237. The bills are received from the Out-agents/City Booking Agents in duplicate. One copy should be recorded in the Accounts Office and the other returned to the Out-agent/City Booking Agent showing the amount passed for payment.

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2238. Deleted.

2239. Check and Accounting of Terminal Tax. The general principles governing the imposition and collection of terminal taxes on rail-borne traffic and the authority empowered to impose such taxes are stated in Chapter XX of the Pakistan Railways Code for the Traffic Department. The checks exercised in the Accounts Office on the documents submitted in connection therewith are given in the following paragraphs.

2240. The Terminal Tax Receipts (T. 2007) are machine numbered. It should be seen that the counterfoils of all the Receipts issued by a station during the month have been duly submitted to the Accounts Office and that when a Receipt is cancelled, it is submitted to the Accounts Office complete in all foils (except block or record foil), with the reasons for cancellation written across the form over the signature of the Station Master.

2241. It should be seen that all the Receipts issued during a month, irrespective of the month to which the transactions relate, have been correctly accounted for in the Statements of Terminal Tax (T. 2011) and that the rate charged for different commodities shown in the statements are in accordance with the authorized schedule of rates (paragraph 2004-T). The total of the statement should agree with the special debit taken to account by the station in its Balance Sheet.

2242. If an overcharge or undercharge is discovered, a suitable remark should be made against the entry on the Terminal Tax Statement. In case of undercharges, amounts should be entered in a register to be provided for the purpose and error sheets issued to stations for recovery of the amount.

2243. The Statements submitted by a percentage of tax collecting the stations (percentage to be fixed by the Accounts Officer) should be compared with Invoices and the Statements of the remaining stations compared with the Abstracts in respect of both outwards and inwards traffic for a month. The Invoices and Abstracts should be checked into the Statements and not vice versa and it should be seen that all the Invoices with their commodities and weight shown therein are correctly accounted for in the statements. Any irregularities detected should be noted on the statements and appropriate action taken immediately.

2244. Check of items exempted from Terminal Tax. Invoices in respect of which no terminal tax has been recovered should be checked with the exemption certificates or list of exempted articles furnished by the local authority, as the case may be. In the case of consignment rebooked to other stations, it should be seen that a suitable remark showing the particulars of the rebooking invoice is given on the statement as an explanation for the non-collection of terminal tax.

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2245. Monthly Account of Terminal Tax. A monthly general summary should be prepared showing the total collections of terminal tax remitted during the month. The summary should include the figures of foreign traffic. An encasement showing the station and accounts figures, difference, commission due to the railway and the net amount payable to local authority concerned, should be endorsed on the back of the summary. The difference between the station figures accounted for in the balance sheet and in the terminal tax statements, respectively, should be dealt with in the usual manner by the issue of error sheets, or by reference to the station in case of excess account in the Station Balance Sheet. Pay orders/Cheques for amounts payable to the local authorities will be prepared by the Accounts Office and forwarded to the Payee accordingly.

2246. Proforma Account of Commission on Terminal Tax. At the close of the financial year, a proforma account should be prepared, showing the receipts on account of commission and the expenditure incurred on the collection of terminal tax. If the expenditure exceeds the receipts, the fact should be brought to the notice of the General Manager for consideration of the desirability of raising the rate of commission.

2247. A percentage of pay orders issued in connection with compensation claims should be checked with special reference to the connected original documents bearing on the claims. The percentage to be fixed for this purpose is left to the Financial Adviser and Chief Accounts Officer-Revenue.

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2301. The Station Balance Sheets, which are prepared separately for Coaching and Goods transactions in Forms T.1236 and T.1843, are the 'Personal accounts' of the Station Master. On the debit side of the account are shown the items of earnings for the accounting of which he is responsible, classified under the various categories of traffic. On the credit side are shown the amounts remitted by the Station Master to the Cashier and acknowledged by the latter, whether in "cash" or "vouchers" and other special items by which the Station Master clears his liability. The balance represents the unrealized earnings at the close of the month for the collection of which the Station Master is responsible and this forms the first liability in the Station Balance Sheet of the following month.

2302. The check of the Station Balance Sheet in the Accounts Office mainly consists in bringing the figures of the various traffic receipts into accord with the corresponding figures in the connected Returns in which the transactions have been initially brought to account and which are checked independently in the manner indicated in the previous chapters. Traffic receipts which are accounted for directly in the Station Balance Sheets without having been included in subsidiary Returns such as miscellaneous receipts, are checked with the original Miscellaneous Cash Notes (T. 1140) received daily in the Accounts Office in support of the debit entries. The main headings of the Station Balance Sheets and the Account documents and Returns with which these are checked are given in the charts below:

**CHARTS SHOWING HOW STATION BALANCE SHEETS ARE CHECKED WITH
ACCOUNT DOCUMENTS AND RETURNS**

(a) Coaching Station Balance Sheet

Debit		Credit	
Items in the Station Balance Sheet	Returns or Account documents with which checked	Items in the Station Balance Sheet	Returns or Account documents with which checked
(1) Opening balance ...	(1) Closing balance for the previous month.	(1) Cash ...	(1) Cash Remittance Notes (T.2153) as Consolidated In Cash Registers (A.2324).
(2) Local Passenger's ordinary including platform Tickets, Excess in Booking, etc.	(2) Local Passenger Classification (T.515).	(2) Vouchers ...	(2) Original Vouchers as Consolidated In Voucher Register (A.2330).
(3) Local Excess fares ...	(3) Local Excess Fare Return (T.647).	(3) Special credits—	(3) Special Credits—
(4) Local Luggage ...	(4) Local luggage Return (T.1215).	(a) Overcharge Sheets.	(a) Checked Over-Charge Sheets (T.1716).
(a) Wharfage/Demurrage	(a) Wharfage/Demurrage return (T.1219)	(b) Rebooking ...	(b) Inwards Abstracts Summaries.
(5) Local Horse, Carriage and Dog, etc.	(5) Local Horse, Carriage and Dog, etc. Return (T.1215).		
(6) Local Parcels Outwards 'Paid'.	(6) Parcels Outwards Summaries (T.1211 & 1212).		
(7) Local Parcels Inwards 'To-pay'.	(7) Parcels Inwards Summaries (T.1211 & 1213).		

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Debit		Credit	
Items in the Station Balance Sheet	Returns or Account documents with which checked	Items in the Station Balance Sheet	Returns or Account documents with which checked
(8) Foreign passengers, ordinary, including foreign excess fares. (9) Foreign luggage ... (10) Deleted. (11) Foreign Parcels Outwards 'Paid' / To-pay. (12) Foreign Parcels Inwards paid / 'To-pay'. (13) Government Passenger Traffic. (14) Sundries ... (15) Deleted ... (16) Terminal Tax ...	(8) Foreign Passenger Classification (T.515) . (9) Foreign Luggage Return (T.1216) . (10) Deleted (11) Foreign Parcels outward summaries (T.1212) . (12) Foreign Parcels inward summaries (T.1213) . (13) Govt. Pass. Traffic Return (T.522) . (14) Misc. Cash Notes (T.1140) . (15) Deleted. (16) Terminal Tax Statements (T.2011) .	(c) Credit authorized by Accounts Office. (d) Refunds allowed at the time of delivery of Parcels. (e) Freight on consignments transferred to Lost Property Office. (f) Way-bills twice accounted for. (g) Special recoveries. (4) Closing balance	(c) Credit Advice Notes (A.2411) . (d) Checked Lists of Refunds (T.1707) . (e) Lost Property Office Statements (T.1920) . (f) Outwards and Inwards Abstracts and Summaries. (g) Deduction Lists (T.2411) . (4) Outstanding Lists (T.2402) .

(b) Goods Station Balance Sheet

Debits		Credits	
Items in the Station Balance Sheet	Returns or Account documents with which checked	Items in the Station Balance Sheet	Returns or Account documents with which checked
Opening balance ... Local (1) Local Goods Outwards 'Paid'. (2) Local Goods Inwards 'To-pay' and undercharges. (a) Wharfage/Demurrage (b) Other items:- • Road Service Charges in Dry Ports • Federal Excise Duty • Freight Deposit Receipts Foreign (3) Foreign Goods Outwards 'Paid' / to-pay. (4) Foreign Goods Inwards paid / 'To-pay'. (4) (a) Stamped Indemnity bonds. (b) Siding charges ...	Closing balance for the previous month. (1) Local Outwards Summaries (T.1826) . (2) Local Inwards Summaries (T.1826) . (a) Wharfage/Demurrage return (T.1830) Respective return Respective return Respective return (3) Foreign outwards Summaries (T.1827) . (4) Foreign Inwards Summaries (T.1827) . (4) (a) Schedule of Stamped Indemnity bonds. (b) Siding Statement (T.2207) .	(1) Cash ... (2) Vouchers ... (3) Special credits— (a) Overcharges Sheets. (b) Rebooking ... (c) Credit authorized By Accounts Office. (d) Refunds allowed at the time of delivery of Goods. (e) Freight on consignments transferred to Lost Property Office. (f) Invoices twice accounted for. (g) Special recoveries. (4) Closing Balance.	(1) Cash Remittance Notes (T.2153) as consolidated in Cash Registers (A.2324) . (2) Original vouchers as consolidated in Voucher Register (A.2330) . (3) Special credits— (a) Checked Over charge Sheets (T.1716) . (b) Inwards Abstracts Summaries. (c) Credit Advice Notes (A.2411) . (d) Checked Lists of Refunds (T.1707) . (e) Lost Property Office Statements (T.1920) . (f) Outwards and Inwards Abstracts and Summaries. (g) Deduction Lists (T.2411) . (4) Outstanding Lists (T.2402) .

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2303. Stations are required to send, monthly, to the Accounts Office, their Coaching and Goods Station Balance Sheets even though there has been no transaction during the month. If either of these Station Balance Sheets is not received from any station in time, an approximate Station Balance Sheet should be prepared in the Accounts Office from their Account documents and Returns in the manner indicated in paragraph 2357.

2304. The Coaching and Goods Station Balance Sheets should, on receipts, be examined to see that they are signed by the Station Master or Commercial Supervisor (Goods) and that all the enclosures necessary for their check have been correctly received.

Check of Debits.

2305. **Opening Balance.** The station opening balance should be compared with the station closing balance shown in the Station Balance Sheet for the previous month. If there is any difference it should be noted in the "List of Errors" (columns 13 to 15 of the Station Balance Sheet) for investigation. A reference should be made to the station which will probably result in a corrected copy of either the previous or the current month's Station Balance Sheet being received. The figures, in respect of which any alteration is made in the corrected copy, should be rechecked with the connected Returns. If the alteration involves corrections in the figures of Returns already received, the corrected copy of the Returns should be called for and checked before any adjustment is made.

2306. The *checked* closing balance for the previous month which consists of the station closing balance and the outstandings added by the Accounts Office up to the previous month should be brought forward and posted in the Station Balance Sheet on the debit side in the column provided for the purpose under the heading "To be filled in by Accounts Office".

2307. **Check of Local and Foreign Traffic Returns with Station Balance Sheet.** The original station figures of fares and freight of the various Local and Foreign Traffic Returns should be compared with the corresponding figures in the Station Balance Sheet. If the amount of the Return is more than that accounted for in the Station Balance Sheet, the difference should be noted in the debit column of the "List of Errors" (column 14) and debited to the station. If, however, the amount in the Return is less than that of the Station Balance Sheet, it would imply that a *part* of the Return is missing. Such differences should be entered in the Register of Missing Returns maintained for the purpose and the part returns called for from the station for being subjected to necessary checks.

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2308. If a *complete* Return is not received from the station and the amount accounted for in the Station Balance Sheet is not susceptible of check, the amount should be similarly entered in the Register of Missing Returns to enable a watch being kept over the check of the Return, when received, with the Station Balance Sheet. This check is independent of and additional to the general arrangements under which the receipt of Returns in the Accounts Office is watched.

2309. The *checked* amount of the fares and freight of the several Local and Foreign Traffic Returns should be entered in the Station Balance Sheet on the debit side in the columns provided for the purpose under the heading "To be filled in by Accounts Office", the difference between the station and checked figures of the Returns being posted in the debit or credit columns of the "List of Errors".

2310. *Deleted.*

2311. *Deleted.*

2312. **Miscellaneous Cash Notes.** All miscellaneous cash receipts including remittances by Departmental Officers are accounted for by stations through Miscellaneous Cash Notes (T. 1140) in which full particulars of the receipts are given to admit of their being checked and credited to the proper heads of account. The Miscellaneous Cash Notes will be received daily from the stations along with the Cash Remittance Note (T. 2153). In the case of remittances by Departmental Officers, the foils of the Miscellaneous Receipts Transmit Notes (G. 1403) will also accompany the Cash Remittance Note.

2313. The amount of each Miscellaneous Cash Note should be compared with the corresponding amount as accounted for in the Station Balance Sheet, differences, if any, being dealt with in the manner indicated in paragraph 2307.

2314. The amount of each Miscellaneous Cash Note should be credited to the proper head of account in accordance with the particulars given therein. Items creditable to expenditure heads should be adjusted through a Journal Entry of Transfers between Traffic and General Books, Form No. A. 2314. These forms should be prepared in duplicate. One copy supported by the Miscellaneous Cash Notes and the Miscellaneous Cash Transmit Note, if any, should be sent to the Books Section of the Accounts Office for adjustment, the other being retained for record. Full particulars of the receipts should be given in the Journal Entries to admit of their being credited to the appropriate expenditure head.

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FORM A. 2314.

JOURNAL ENTRY OF TRANSFERS BETWEEN TRAFFIC AND GENERAL BOOKS
FOR THE MONTH OF.....20....

Cr. /Dr.			Dr./Cr.			
Credits/debits to Expenditure heads of Accounts	Debits/Credits to Traffic Account					
	Further division of Credit/Debits					
	Brief particulars	Amount	Goods		Coaching	
			Account Office Balance Sheet	Misc.	Account Office Balance Sheet	Misc.

2315. Deleted.

2316. Special debits. Special debits in Station Balance Sheets are generally in respect of (i) Error Sheets (A. 2402), (ii) Disallowances by the Cashier, (iii) Value of Stamped Indemnity Bonds supplied to stations, (iv) Collections on behalf of other stations, and (v) Other miscellaneous items, if any.

2317. The special debits on account of Error Sheets and disallowances should be linked with the List of Errors and the Register of Error Sheets issued (A. 2408). It should be seen that in respect of such Error Sheets, as have not been adjusted or admitted, adequate reasons have been given in the List of Outstandings.

2318. The Stamped Indemnity Bonds supplied to stations by the Stores Department will be advised to the Accounts Office through the Indemnity Bond Schedule, which should be linked with the special debits in the Station Balance Sheet. If any particular supply is not taken to account by the station concerned, necessary debit should be raised. The credit for the value of all such Indemnity Bonds should be afforded to "Stores" through the Journal Entry of Transfers between Traffic and General Books (A. 2314).

2319. The collections on behalf of other stations should be checked with the credits taken by those stations (paragraph 2341).

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Check of Credits.

2320. Credits on account of "cash". Stations remit their daily collections either to Pakistan Railways Cash Office or to Cash Collecting Agent appointed by Pakistan Railways Administration. In either case, a Cash Remittance Note (T. 2153), in four foils, is prepared having one block foil and three counter foils. The block foil is for station record and three foils are submitted by stations daily to the Cash Office.

2321. The procedure followed in the Cash Office for dealing with station remittances is given in Chapter IX. As stated therein, the correct amount, with which each station is credited, is entered in all three foils of the Cash Remittance Note and signed by the Cashier and Cash Witness. First foil is retained by the chief cash witness. The third foil (Receipt) is returned by the Cash Office to the station. It is on the authority of this acknowledgement that the stations take credit in their Station Balance Sheets, disallowances, if any, being either made good by them or shown as outstandings.

2322. The "second" foils of the Cash Remittance Notes will be sent daily by the cash office to the Accounts Office-Revenue along with the Traffic Cash Check Sheet. The latter will show the total amount of cash acknowledged to have been received from each station and the grand total of cash received from all stations and remitted by the Cashier into the Treasury.

2323. It should be seen that a Cash Remittance Note has been received from each station and out-agency/city Booking Agency. In cases in which Goods Offices at certain stations are authorized by the General Manager to remit their collections separately, it should be seen that a separate Remittance Note is received from each such office also. If the Remittance Note of any station, out-agency/city Booking Agency or office is missing, the fact should be recorded in a register which should be passed on to the Cash Office to enable it to send the original, if left behind, or to call for a copy from the station/agency concerned. The receipt of such missing Cash Remittance Notes should be watched.

2324. The 'cash' as acknowledged by the Cashier in the Cash Remittance Notes should be posted *daily* in a Cash Register in Form No. A. 2324, the "Coaching" and "Goods" cash of each station being posted separately. For the sake of convenience, the Register may be kept in four parts (one part for each week). The object of this Register is to provide figures, in totals, for the ready check of Station Balance sheets.

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FORM A. 2324.

CASH REGISTER FOR THE MONTH OF.....

Serial no.	Stations	1st	2nd	and so on	Total
		Rs.	Rs.		Rs.
(1)	Coaching				
(2)	Goods				
	Coaching				
	Goods				
	Total ...				

2325. The entries in the Cash Register for each day should be totalled and the total verified with the Traffic Cash Check Sheets. For this purpose it will be found convenient to maintain the Cash Registers by sections of line corresponding to the sections in which the Traffic Cash Check Sheets are prepared.

2326. The postings of each cash receipt in the Cash Register made from day to day should first be summarized to arrive at the weekly and monthly totals.

2327. The 'cash' received in the Cash Office in a month following that *to which it relates* should be posted on separate sheets and totalled separately to provide figures for "Cash in Transit" for reconciliation of balances in the Traffic Books with those in the General Books. These figures should be included in the 'cash' for the month to which it *relates* and not in which it is *received* in the Cash Office.

2328. The credit taken by stations under the head 'cash' in the Station Balance Sheet should be checked with the monthly totals as shown in the cash register. If the figures agree, no further comparison need be made, it being assumed that the total cash for which credit has been taken by the stations has been received and remitted into the Treasury. If, however, the figures do not agree, a detailed comparison of the daily entries should be made till the difference is located, when the Cash Remittance Note of the date should be referred to Excess credits taken by the stations in the Station Balance Sheet under the head 'cash', if not taken to debit by stations, should be noted in the 'List of Errors' as debits against the stations.

2329. Excess acknowledgements of 'cash' by the Cashier should be credited to Sundry Other Earnings on the debit side of the Station Balance Sheet. These will be refunded later, if claimed, provided the title of the claimant to the excess 'cash' is established.

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2330. Credits on account of 'Vouchers'. The vouchers, (Credit Notes, Warrants, Pay Orders, etc.) will be received daily along with the Cash Remittance Note (T-2153) and should, on receipt, be examined to see that they are in order and that the aggregate of all the 'vouchers' (Coaching or Goods, as the case may be) agrees with the corresponding amount shown in the 'vouchers' column of the Cash Remittance Note. The vouchers should be sorted to separate each kind of vouchers, the Credit Notes and Warrants being further sorted for each department. The vouchers should then be posted in a Voucher Register (A. 2330). The object of this Register is to consolidate the amounts of each kind of vouchers for the check of Station Balance Sheets and also to facilitate the tally of Carriage Bills rendered in their connection to the departments concerned. The form of the Register is left to the discretion of the Accounts Officer.

2331. *Deleted.*

2332. The total amount for which credit is taken in the Station Balance Sheet under the head 'vouchers' (including Pay Orders) should be verified with the total in the Voucher Register, differences, if any, being traced with the help of the Cash Remittance Notes and the vouchers concerned. Excess credits for 'vouchers' should be dealt with in the same way as those for 'cash' (paragraph 2328). Any excess voucher acknowledged by the Cashier, if not taken to account by the station concerned, should be placed to the debit as well as the credit of the station in the 'List of Errors' and a reference made to the station which will probably bring it to account in a subsequent month. The Station Balance Sheet checker should then see that both the debit and credit entries are cleared, the former against the amount billed for and the latter against the amount for which credit is taken.

2333. Credit Notes, Warrants, etc. Credit Notes, Warrants and Railway credit Notes should be checked in accordance with the procedure laid down in Chapter XXV. The credit for Warrants and Credit Notes should be afforded in the Station Balance Sheets on the basis of their *station* figures, differences, if any, between the station and checked (billed for) figures being adjusted in the Traffic Book in the manner indicated in paragraph 2813.

2334. Deleted.

2335. Station Pay Orders. The appropriation of traffic receipts for departmental expenditure is governed by the rules laid down in paragraph 1405 of the Pakistan Railways General Code. All Pay Orders received from stations should be checked with reference to these rules. It should also be seen that—

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- (1) The Pay Order is signed by an officer authorized to sign it,
- (2) Where the sanction of the General Manager is necessary, the fact of the sanction having been obtained is recorded,
- (3) It is cashed within the available dates and at the station, to which it is addressed,
- (4) It bears the dated acknowledgment of the payee, and in the case of payment made to a person other than the payee, the latter's authority for payment to his agent is endorsed or attached to it,
- (5) Receipt stamps, where necessary, are affixed,
- (6) The head of account chargeable is given and is correct, and
- (7) Full particulars of the transaction giving rise to the issue of the Pay Order are recorded.

2336. In the case of Pay Orders involving refunds of fares or freight, it should be seen that an Overcharge Sheet (T.1716) duly certified by the Accounts Office is forthcoming. This rule does not apply to Pay Orders issued by the Claims Office on the authority of Lists of Overcharges of Rupees 25 and above supplied by the Accounts Office (paragraph 2221). In the latter case it will be sufficient to link the Pay Order with the Lists, a suitable remark being given on the latter to guard against duplicate refunds.

2337. The amount of each Pay Order should be debited to the head of account chargeable. Those chargeable to expenditure heads should be adjusted through the Journal Entry of Transfers between Traffic and General Books (A.2314).

2338. When, due to insufficiency of funds or otherwise, a Pay Order chargeable to 'goods' earnings is cashed from 'coaching' receipt or vice versa, the amount thereof should be transferred from the 'coaching' to the 'goods' Station Balance Sheet or *vice versa* to admit of its being debited to the proper head of earnings. Such transfers should be carried out by operating upon the head 'cash'.

2339. All officers authorized to issue Pay Orders will send monthly to the Accounts Office lists of Pay Orders issued by them. These lists should be used to verify the genuineness of the Pay Orders cashed from station earnings. In the case of Pay Orders issued by the Accounts Office itself, the counterfoils will serve the purpose.

2340. Special Credits. The special credits taken by stations in the Station Balance Sheets fall under two main categories, viz. (i) those advised by the Accounts Office and (ii) those taken independently by stations. The former should be checked with the authority quoted in each case. The latter should be admitted or objected to according to the circumstances in each case. If disallowed, they should be entered in the debit column of the 'list of Errors' to form part of the outstanding against stations and should be carried forward from month to month till the credit is admitted. The following paragraphs describe some of the more important items of special credits.

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2341. Credits on account of certified Overcharge Sheets. Errors in Way-bills and Invoices, other than those representing under or overcharges in freight, are mainly rectified through Overcharge Sheets (T. 1716) which are certified either by the responsible Traffic/Commercial Officer or by the station against whom the debit does not lie. Overcharge Sheets are checked in the manner indicated in paragraphs 2223 to 2229. The credits should be allowed to the station on the basis of checked figures, by debiting the amount to the head of account chargeable as shown in the 'enfacement' on the Overcharge Sheet. Those chargeable to expenditure heads should be adjusted through the Journal Entry of Transfers between Traffic and General Books (A. 2314).

2342. Credits on account of 'paid on' charges. These credits consist of amounts accrued at stations in connection with consignments rebooked to other stations, and should be verified with the Inwards Returns of destination stations..

2343. Credits authorized by the Accounts Office. These should be checked with the original Credit Advice Notes (T. 2411) received in support of the credit entries.

2344. Credits on account of short collections recovered at other stations. When short collections are noticed, the Station Masters of booking stations advise the destination or other stations to recover the amount from the passenger concerned. If the recovery is effected, the station making the recovery account for the amount as a special debit in the Station Balance Sheet (paragraph 2316), the booking station being informed to enable the necessary credit being taken. These credits should, if the recovery is affected at another station, be linked with the special debit in the Station Balance Sheet of that station where a suitable remark should be given and credit allowed.

2345. Credits on account of refunds allowed at the time of delivery of goods or parcels. Refunds allowed by the Station Master at the time of delivery of goods or parcels are entered in the Lists of Refunds (T. 1707). These Lists are checked in the manner indicated in paragraphs 2218 and 2219. The credit should be allowed only for the amount found correct, the balance, if any, being debited to the station concerned.

2346. Credits for freight on consignments transferred to the Lost Property Office. These should be verified with the Statements (T. 1914) received monthly from the Lost Property Office, suitable remarks being given against the entries in the Statement to avoid double credit.

2347. Credits for Invoices/Way-bills twice accounted for. These should in the case of local traffic be verified with the Outwards or Inwards Returns in which the Invoices or Way-bills are said to have been twice accounted for, appropriate remarks being recorded against the entries and credit allowed to stations. If the comparison of Outwards and Inwards Returns is finished prior to the verification of credit taken by the

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station, the fact of the Invoice or Way-bill having been twice accounted for would have already been noticed.

2348. Credits for Invoices issued in connection with consignments delivered short of destination. When consignments are delivered short of destination, the station at which the delivery is affected calls for a fresh Invoice from the forwarding station and accounts for it in its Returns or Station Balance Sheet. As both the original and fresh Invoices are accounted for by the station, one of them is cleared by special credit. All such credits should be verified in the same way as credit for invoices twice accounted for (paragraph 2347). In the case of parcels delivered short of destination no such credit is taken as no fresh Way-bill is required, the delivery of the parcel being effected on the Guard's Way-bill accompanying the consignment.

2349. Credits for undercharges deducted from Pay Bills. These credits should be verified with the copies of Deduction Lists (T. 2411) showing the amount actually deducted from Pay Bills and credited to Accounts office-Revenue.

2350. Credits on account of freight charges debitable to Freight Deposit Account. These credits should be checked in combination with the check of the Freight Deposit Account (T. 2123). The opening balance of the Account should be checked with the closing balance shown in the Account for the previous month. The credits to the Account (*i.e.*, the deposits made during the month) should be checked with the Freight Deposit Receipts (T. 2119) and with the amounts accounted for as special debits in the Station Balance Sheet. The debits to the Account, for which credits are taken in the Station Balance Sheet, should be checked in detail. The totals of the Freight Deposit Account should be completely checked and it should be seen that the debits are covered by the credits in the Account. It should also be seen that the Account has been signed by the firm or person concerned in token of their/his acceptance of the correctness of the details entered therein.

2351. Deleted.

2352. Closing Balance. The station closing balance should be checked with the outstandings detailed either in Part I on the reverse of the Station Balance Sheet or in separate 'Lists of Outstandings', (T. 2402) attached to the Station Balance Sheet.

2353. Unadjusted items outstanding in the previous month's Station Balance Sheet should be brought on to the Station Balance Sheet for the current month and entered in the 'List of Errors'. Discrepancies noticed or disallowances made by the Accounts Office during the course of internal check of station accounts, which are entered in the 'List of Errors', should be added to the station closing balance. Finally, the total of the checked closing balance should be struck and posted in the column provided for the purpose.

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2354. The checked figures posted on the debit and credit sides of the Station Balance Sheet including opening and closing balances should be totalled and the total debits tallied with the total credits. As every item on the debit side of the Station Balance Sheet is represented in one form or the other on the credit side, there should be no difference in the total debits and credits, and if there is any, the details should be examined and the difference located and set right.

2355. Check of Lists of Outstandings (T. 2402). The following procedure should be observed for the check of 'Lists of Outstandings':

- (1) The 'Lists of Outstandings' should contain details of all outstanding items except those pertaining to the month to which the Station Balance Sheets relate.
- (2) The items included in the Lists should be checked in the Accounts Office by comparison with the previous month's Lists and with the record of current debits.
- (3) The totals of the Lists should be checked and compared with the closing balances of the Station Balance Sheets.
- (4) The statements showing items outstanding for six months and over should be sent to the Traffic/Commercial authorities with a view to arrange for their early clearance.

2356. It is necessary, with a view to prevent the accumulation of outstandings, that the Lists should be carefully examined in the Accounts Office. Explanation should be forthcoming in the Lists, of the steps taken to clear old outstandings. It should be seen that reference is given to the correspondence with the Divisional Superintendent in connection therewith and, if it is considered that additional steps towards clearance are necessary, the Divisional Superintendent and, if necessary, the Additional General Manager-Traffic should be addressed direct by the Financial Adviser and Chief Accounts Officer-Revenue. In connection with the examination of the items in the Outstanding Lists, it should be seen that Error Sheets, advices of short remittances, base coin memoranda, etc., are taken to account immediately on receipt by the station on the Advice of Internal check (A.2358) and that, in the case of admitted debits which are not promptly made good, the names of the members of the station staff responsible for their clearance are noted against the items, in order that steps may be taken to recover the amounts from the Pay Bills.

2357. Approximate Station Balance Sheet. When a Station Balance Sheet is not received from a station before the close of accounts for a month, an approximate Balance Sheet should be prepared in the Accounts Office on the basis of the returns and other documents received. The opening balance should be the closing balance in the Station Balance Sheet for the previous month. The figures for 'cash' and 'vouchers' should be taken from the Cash and Voucher Registers (A. 2324 and A. 2330). The totals

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of the debit and credit sides should then be cast and balanced, any difference between the two being posted in the 'List of Errors' in the debit or credit column, as the case may be. On receipt of the original Balance Sheet, the entries therein should be compared with those in the approximate Station Balance Sheet, the difference, if any, being adjusted in the Station Balance Sheet in hand.

2358. Advice of Internal Check. After the check of a Station balance Sheet is completed, an Advice of Internal Check should be prepared in form No. A. 2358, separately for coaching and goods traffic, and sent to the station concerned. The Advice compares the closing balance, as shown by the station, with that arrived at by the Accounts Office as a result of the check of the various account documents and returns. The difference between the two balances should be supported by details working up to it.

FORM A.2358.

ADVICE OF INTERNAL CHECK RELATING TO THE COACHING/GOODS STATION
BALANCE SHEET OF.....STATION FOR THE MONTH
ENDED.....20

Particulars.	Dr. Rs.	Cr. Rs.
Balance at the end of the month as per Station Balance Sheet		
Balance at the end of the month as altered by the Accounts Office Difference		
Vide.....*		
Error Sheet No....., dated.....		

*Here detail the Error Sheets, etc., previously advised, or give details working up to the differences.

The.....20.....

.....
For Financial Adviser and Chief Accounts Officer-Revenue.

2359. All debits raised by the Accounts Office or disallowances by the Cashier, as also other discrepancies noticed in the accounts of the station, should be recorded in the Advice in sufficient detail to enable the station to take action for their clearance. Items for the clearance of which the Accounts Office is responsible should be grouped and shown as "Accounts to adjust".

2360. Balance Sheets of Out-agencies/city Booking Agencies and Lost Property Office. The procedure for the check of Balance Sheets of Out-agencies/city Booking Agencies and Lost Property Office is similar to that laid down in the previous paragraphs for those of other stations, except that admitted debits not paid in by the Out-agents/city Booking Agents within a reasonable time should be recovered from their dues. It should also be

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seen that the outstandings in the Balance Sheet at any one time do not exceed the security deposited by the Out-agent/city Booking Agent for the purpose. If they do, the excess of the outstandings over the security deposit should be recovered from the dues of the Out-agent/city Booking Agent. If the increase in outstandings is of a permanent nature, steps for the enhancement of the security should be taken.

2361. Change of Balance Sheet Checkers. The staff that check the Coaching and goods station Balance Sheets should be changed periodically. This applies particularly to those checking the Balance Sheets of Headquarters stations and of other stations having suburban connections with the Headquarters.

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ACCOUNTS OFFICE DEBITS AND THEIR CLEARANCE

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2401. This chapter deals with the debits raised by the Accounts Office as a result of internal check of traffic documents and returns rendered by stations.

2402. Error Sheets. When a mistake involving apparent financial loss to Railways Administration is noticed, the amount short collected, undercharged or unaccounted for should, except in the cases mentioned in paragraph 2403, be debited *in full* to the station responsible by means of an Error Sheet, Form A. 2402. The Error Sheets should be prepared in quintuplicate. The original should be filed in the Accounts Office and the two copies sent to the station against which the debit is raised. The fourth copy being sent to the Outstandings Branch of Commercial department and fifth copy to Divisional Superintendent office concerned.

FORM A. 2402.

(Obverse)

No. STATEMENT OF ERRORS IN THE GOODS / COACHING
ACCOUNT OF..... STATION FOR THE MONTH OF ENDING
.....20.....

Serial No. of item	Invoice, ticket or Way-bill No. Date	Station	Route	Description of traffic		Weight Tonne /Kgs	Freight/Fare		Difference
							Charged Rs.	Should be Rs.	
1	2	3	4	5	6	7	8	9	10
2									
3									
4									

Reason for debit see in next column	Particulars of Debit		Account Code
11	Charged.	Should be.	14
	12	13	
	(1) Weight (2) Class (3) No (4) Rate (5) Risk (6) Error in calculation (7) Error in route (8) Invoice issued "Paid"/ "To-pay" but accounted for as "To-pay"/ "Paid" (9) Invoices issued but not accounted for.		

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N.B. (a) On the back of the Error Sheet a statement should be given by the Station Master of the way in which admitted items will be adjusted, and for items not admitted, the reasons why the debit is objected to. After this has been done, the Error Sheet with all necessary documents should be returned to the Accounts Office, within one week of receipt.

(b) If the debit be against a subordinate who has been transferred to another station, a report giving full particulars should be sent at once to the Divisional Superintendent concerned with a view to realization.

(c) A copy of the explanation sent to the Chief Commercial Manger, Outstandings Branch or to the Financial Advisor and Chief Accounts Officer-Revenue must be written on the back of the second copy of the Error Sheet which is to be filed at the station for subsequent reference.

Date.....
.....
for Financial Advisor and Chief Accounts Officer-Revenue

(Reverse)

(To be filled in by stations)

Particulars of each item, whether admitted or objected.

(1)	(4)
(2)	(5)
(3)	(6)

2403. (1) Undercharges up to Rupees five and Rupees fifty in individual items of Coaching and Goods earnings, respectively, may not be debited against stations unless they present special features, such as undercharges in tax, (if any) or those arising from failure to recover minimum freight. Any tendency on the part of the station staff to take undue advantage of this concession should be prevented. For this purpose all such undercharges should be entered in a Register which should be reviewed monthly by the Accounts Officer.

(2) Except in special circumstances and in the case of errors detected by Inspectors of Coaching and Goods Accounts, no debit should be raised against stations more than six months after the date of booking.

(3) If the delay is attributable to stations, e.g., late submission of returns, the matter should be reported to the traffic/commercial authorities for recovery or such action as they may deem necessary. Cases in which debits could not be raised within the time limit due to the negligence of the Accounts Office should be recorded in a Register which should be submitted to Accounts Officer every month.

2404. Full particulars of the transaction giving rise to the debit should be given in the Error Sheet, the reasons for the debit being clearly stated in the column provided for the purpose.

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2405. With a view to reducing the number of unnecessary Error Sheets against stations, the connected documents and Returns available in the Accounts Office should be referred to before raising the debit.

2406. All Error Sheets for undercharges in fares and freight for amount above Rupees 500, and ten per cent of those above Rupees 100 but not exceeding Rupees 500 should be checked personally by an Accounts Officer, before they are issued to stations. If he has any doubt about the correctness of the charge, he should consult the officer of the Traffic/Commercial Department, who deals with such cases, and the Error Sheet should only be issued if the latter agrees to its correctness. In the case of disagreement, the matter should be referred to the Heads or Deputy Heads of the Departments for a final decision.

2407. The Error Sheets should be signed by the Senior Accounts Officer, Accounts Officer as may be directed by the Financial Advisor and Chief Accounts Officer-Revenue.

2408. Register of Error Sheets. The Error Sheets should, before issue, be entered in a Register (A. 2408) and numbered with reference to their entry therein. One or more registers may be used for the purpose, but suitable code letters, indicating the various kinds of traffic receipts in connection with which the Error Sheets are issued, should be prefixed before the number to distinguish one set of Error Sheets from the other.

2409. Disposal of Error Sheets at the station. Every debit raised by the Accounts Office against a station, whether arising from error in charging fares or freight or due to wrong accounting in the accounts documents and Returns, is payable by the person through whose fault it has been incurred. On receipt of an Error Sheet at the station, the Station Master examines it and if the debit is admitted, the Station Master fills in the name and designation of the official responsible on one of the foils of the Error Sheet (called the trefoil) stating also when the debit will be paid or whether it should be deducted from the pay bill of the person responsible. If the debit is objected to, the grounds of objection are fully and clearly stated on the trefoil. After this is done, the trefoil is returned by the Station Master to the Accounts Office through Outstandings Branch of the Commercial Department.

2410. Outstanding Branch. The function of the Outstandings Branch of Commercial Department is to act as a liaison between the station staff and the Accounts Office. The trefoils of the Error Sheets (paragraph 2402) will be scrutinized by this Branch. If a debit is to be withdrawn, the Accounts Office will be addressed on the subject. If, however, the debit holds good, the action necessary for the recovery of the debit from the pay bill of the staff responsible is initiated. Ordinarily the full amount of the debit is recovered, but where there are extenuating circumstances, the whole or a part thereof is written off by a duly authorized Traffic/Commercial Officer, the Accounts Office being advised.

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2411. Credit Advice Note. The objection by the Station Master to the debit, whether received direct from the station or through the Outstandings Branch, should be examined and if the debit is found to be incorrect, it should be withdrawn on a Credit Advice Note issued to the station in form No. A. 2411 to enable the station to take credit in the Station Balance Sheet. These Advices should be issued only for such Error Sheets as have been taken to account by stations and are outstanding in station accounts, a suitable remark being given against the item in the Outstanding List (T.2402). Reference to the Credit Advice Note should also be given against the connected entry in the Register of Error Sheets (paragraph 2408). If, however, the debit is found to be in order, the Station or the Outstandings Branch, as the case may be, should be informed to enable the necessary recovery being made from the pay bill of the staff responsible.

FORM A. 2411

CREDIT ADVICE NOTE

No.....

The Station Master,

.....

The under noted debit has been withdrawn. Please take credit in the Station Balance Sheet on the authority of this Credit Advice Note, submitting it, in original, in support of the credit entry.

Error Sheet		Ticket / Way-bill / Invoice		Station		Amount withdrawn	Remarks
No.	Date	No.	Date				
				From	To	Rupees	

Dated.....

.....

For Financial Advisor and Chief Accounts Officer-Revenue

2412. Where Error Sheets are adjusted through Overcharge Sheets (T.1716) the debits need not be withdrawn. In such cases, the Station Master should be asked to take credit in the Station Balance Sheet on the authority of the Overcharge Sheet certified either by the station against whom the debit does not lie or by the competent Traffic/ Commercial Officer.

2413. Error Sheets Written Off. In the case of Error Sheets written off in part or in whole by the competent Traffic / Commercial Officers, the sanction to the write off should be checked in the same way as other sanctions.

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2414. Statements of Error Sheets issued, withdrawn, etc. A record should be kept, in form No. A. 2414, of the number and amount of Error Sheets issued, admitted, withdrawn, under reference and not issued (as a result of scrutiny by Senior Accounts Officer, Accounts Officer, vide paragraph 2406). An extract from this record containing general remarks in respect of the proportion of Error Sheets withdrawn to the Error Sheets issued, should be furnished to the General Manager if considered necessary by him on such dates as may be prescribed by him. This rule refers to debits raised by the Accounts Office-Revenue including those raised at the instance of the Statutory Audit Office.

FORM A. 2414.

STATEMENT OF ERROR SHEETS ISSUED, ADMITTED, WITHDRAWN, UNDER
REFERENCE, ETC. FOR.....20..... .

	Error Sheets issued		Error Sheets admitted		Error Sheets withdrawn		Error Sheets still under reference		Error Sheets not issued as a result of scrutiny by Senior Accounts Officer	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount	No.	Amount
Over Rs. 500 Coaching .. Goods ..										
Over Rs. 100 but not exceeding Rs. 500 Coaching .. Goods ..										
Over Rs. 50 but not exceeding Rs. 100 Coaching .. Goods ..										

2415. The column "Error Sheets withdrawn" should show debits, whether due to error in rates, classification, accounting or short remittance of cash, raised against the stations by the Accounts Office and subsequently objected to by stations and withdrawn by the Accounts Office. Error Sheets, the correctness of which is not disputed but which have to be written off or cleared by means of Overcharge Sheets (T. 1716) should be shown under the heading "Error sheets admitted". Similarly, Error sheets withdrawn on the station furnishing the required document(s) should be shown under the heading "Error Sheets admitted", as the Error Sheet was correctly issued by the Accounts Office.

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2501. Stations take credit in their Balance Sheets for the amount of fares and freight represented by Vouchers sent in to the Accounts Office in lieu of Cash. The realization of this amount, as also of similar other amounts which do not pass through the Station Balance Sheet (viz., carriage of railway materials and postal mails, haulage of postal vehicles, etc.), devolves upon the Accounts Office and is made through Carriage Bills.

2502. Carriage Bills are of three classes, namely:

- (1) Those prepared from Warrants and Credit Notes received daily from stations with the Cash Remittance Notes.
- (2) Those prepared from Railway Credit Notes.
- (3) Those prepared from Advices and Statements received from Departments, etc.

2503. The procedure for the receipt, sorting and registration of station vouchers has been described in paragraph 2330. The following paragraphs deal with the *check* of Credit Notes, Railway Credit Notes, Advices and Statements, and with the preparation of Bills and their realization from the firms or departments concerned.

2504. Check of Credit Notes. The amount of each individual Credit Note *as received from the station* should be compared with the entry relating to the connected Ticket, Way-bill or Invoice in the Return in support of the corresponding debit, to ensure that the latter show an identical amount. In cases in which demurrage or wharfage charges are included in a Credit Note, it should be seen that such charges are accounted for in the Demurrage and Wharfage Returns (T. 1219 and T. 1830). A suitable remark should be given in the relevant Return against the entry of the connected Ticket, Way-bill or Invoice to guard against duplicate credit being taken in connection with the same transaction. The following points should also be looked into during the check of Credit Notes:

- (1) The Credit Note is "original" and is in proper form.
- (2) It is signed by the representative of the firm or department issuing it.
- (3) It bears the stamp of the issuing office.
- (4) There are no erasures, and alterations, if any, have been attested by the issuing officer or representative of the firm concerned.

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(5) The certificate at the foot of the Credit Note has been completed and signed by the station staff.

(6) Full particulars of the transaction, in payment of which it is rendered, are quoted.

(7) When a single Credit Note is issued for a number of transactions payable at one time and place, full particulars of all such transactions are recorded in the Credit Note.

(8) In the case of Credit Notes of the Pakistan Post (T. 2136) the column headed "class" has been correctly filled in to admit of the correct levy of freight charges.

(9) In case of Credit Notes of Railway Departments, the head of account to which the charges are to be debited has been recorded.

2505. In the case of Credit Notes of private firms and individuals, it should be seen whether the firm or individual in question has been allowed by the General Manager the benefit of payment of freight charges by Credit Notes and that the amount of unrealized Credit Notes outstanding against the firm or individual at any one time does not exceed the amount of security deposited or Bank guarantee furnished for the purpose.

2506. The check on the charges shown in Credit Notes mainly consists in bringing them in accordance with the checked amount of the connected tickets, Way-bills or Invoices.

2507. Carriage Bills for Credit Notes. After the Credit Notes have been checked in the manner indicated in the preceding paragraph they should be entered in Carriage Bills (A. 2508 or 2509).

2508. All Carriage Bills except those against the Controller, Military Accounts, Lahore Cantt. should be prepared in form A. 2508.

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FORM A. 2508.

CARRIAGE BILL

Bill No.....

To

.....Dr.

PAKISTAN RAILWAYS

For carriage charges as under during the month of.....20.....

Serial No.	Credit Note		Station		Details	*Weight		Checked amount	Account Code.....	Remarks
	No.	Date	From	To		Tonnes	Kg.			
1	2		3		4	5		6	7	8

*This column need not be filled in where consignments are booked under invoices or way bills
.....20....

.....
Financial Adviser and Chief Accounts Officer-Revenue

2509. Carriage Bills against the Controller, Military Accounts, Lahore Cantt. should be prepared in form A. 2509.

FORM A. 2509.

CARRIAGE BILL

Bill No.....

(Military Accounts)

.....Dr.

To The Controller of Military Accounts, Railway Claims, Lahore Cantt.

The Pakistan Railways

For carriage charges during.....20.....

Serial No.	Date	Railway Warrant or Credit Note No.	Station		Checked amount Rupees	Code No. of Unit and classification Head, etc. (For use in the Military Accounts Dept. only)	Account code	Remarks
			From	To				
1	2	3	4	5	6	7	8	9

.....
Senior Accounts Officer – Revenue

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2510. The Carriage Bills should be prepared separately for each Government Department, firm or person against whom a claim lies, and should show the total freight *due* on each voucher, the vouchers themselves being securely attached to the Bill. Thus the total of each Bill will represent the freight *due* on the vouchers attached to it.

2511. Register of Credit Notes. Credit Notes should, as far as possible, be included in Carriage Bills for the month to which they pertain. Those, however, which cannot be billed for, on account of some reason or other, should be entered in a Register of Pending Credit Notes maintained for the purpose, and care should be taken to see that they are included in the subsequent bill against the firm, person or department concerned.

2512. Commission charges on Warrants and Credit Notes. Commission charges are payable to Pakistan Railways by Government Departments for the use by them of Warrants and Credit Notes in payment of railway fare and freight.

2513. *Deleted.*

2514. Commission charges on warrants and credit notes should be levied against the Ministry of Defence and Departments of Provincial Governments and Civil Departments of the Government of Pakistan at the rate of Rupees 15 and Rupees 16 per hundred Warrants or Credit Notes respectively on a proportionate basis on the actual number of Warrants or Credit Notes issued in a month, fractions of a rupee in the total of each month being rounded off to the nearest rupee.

2515. The amount of commission charges recoverable from the Departments concerned, on account of the use of Warrants and Credit Notes, should be included as a separate item in the same Bill in which charges in respect of the Warrants and Credit Notes issued by them are included.

2516. Requisition forms used for reserving railway accommodation for High Officials of Government are not included in the term "Warrants and Credit Notes" for the purpose of levy of commission charges and consequently no commission charges should be recovered in their case.

2517. Railway Orders issued by the Military Secretary to the President of Pakistan and by the Assistant Military Secretary (Personal) to the Commander-in-Chief for railway accommodation for the transport of the suites of concerned authorities should be treated in the same way as Requisitions of High Officials, and no commission charges should be recovered in their case either.

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2518. Commission charges should not be levied on Emergent Police Passes and on vouchers tendered by the Pakistan Post for occasional dispatches for the conveyance of mails.

2519. Deleted.

2520. **Check and Accounting of Railway Credit Notes.** Railway materials carried over are accounted for by stations as to freight, the procedure for the check and accounting of Railway Credit Notes (T. 1601) will be as described in paragraphs 2521 to 2524 and 2533.

2521. The Railway Credit Notes will be received from the forwarding stations daily alongwith cash remittance note prepared separately for coaching and goods transactions.

2522. The Railway Credit Notes should be carefully examined as to the official designation of the consignor and the consignee and the nature of the material carried, to ensure, as far as possible, that the consignments have been correctly treated as railway materials.

2523. Should it be found on examination that a Railway Credit Note had been used for purposes other than those for which it is intended (see paragraphs 1603 to 1606 of the Pakistan Railways Code for the Traffic Department). The station should be asked to regularize the transaction by the issue of an invoice or way-bill and to obtain a Credit Note from the Department concerned, freight being computed at Tariff rates. All cases of wrong use of Railway Credit Notes should be reported to the Divisional Superintendent and to the Controlling Officer of the Official issuing the Railway Credit Note.

2524. **Freight charges for railway materials.** The freight charges should be computed according to the rules laid down in the Tariffs and the rates approved by the Ministry of Railways (Railway Board) care being taken to ensure that vehicle rates are charged where these are applicable. The rate and freight should be filled in the Credit Note in the columns provided for the purpose.

2525. Deleted.

2526. Deleted.

2527. Deleted.

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2528. *Deleted.*

2529. Deleted.

2530. Deleted.

2531. Deleted.

2532. Deleted.

2533. Carriage Bills for Railway Materials. The Railway Credit Notes checked in the manner indicated in the previous paragraphs, should be entered in Carriage Bills to be prepared separately for Departments of Pakistan Railways.

2534. *Deleted.*

2535. *Deleted.*

2536. *Deleted.*

2537. *Deleted.*

2538. Miscellaneous Bills. These Bills comprise such items as hire of engines and wagons other than that due by Foreign railways on stock interchanged, interest on the capital cost of Postal vehicles, charges for the conveyance of mails as a regular daily service, haulage of Postal vehicles, demurrage and wharfage charges due from concerned Departments of Pakistan Railways.

2539. Bills for the conveyance of Postal mails as a regular daily service and for the haulage of Postal vehicles should be prepared on the authority of Statements (T. 1107 and 1115) furnished half-yearly by Divisional Superintendents. In all other cases, Bills should be prepared on such information, to be supplied by departmental or other officers, as may be necessary to work out the charges in accordance with the rules and orders in force.

2540. Deleted

2541. Numbering of Carriage Bills. Bills should, before issue, be serially numbered with reference to their entry in the Accounts Office Balance Sheet (A. 2542), suitable code letters being prefixed to the number to distinguish one class of Bills from the other. These should then be submitted to the firm, person or department concerned.

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2542. Accounts Office Balance Sheet. For the purpose of taking the Carriage Bills into account and of watching their realization from the firms or departments concerned, as also for incorporating in accounts the traffic cash received *otherwise* than through the Station Balance Sheet (e.g., unpaid wages, workshop profit, advertisement fees, sale of grass, fares of coupons sold by Tourist Agents, fares represented by Suburban Tickets sold in Headquarters Offices, etc.), a Balance Sheet (corresponding to the Bills Receivable Account in Commercial Book-keeping) should be maintained in form No. A. 2542.

FORM NO. A. 2542

ACCOUNTS OFFICE BALANCE SHEET FOR.....

particulars	Debits			Credits						Remarks
	Commission charges	Freight or Fare	Total	Cash	Transfers	Cash	Transfers	Cash	Transfers	
1	2	3	4	5	6	7	8	9	10	11
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	

2543. Separate Accounts Office Balance Sheets should be maintained for Coaching and Goods transactions.

2544. Debit entries in the Accounts Office Balance Sheet. The debit entries in the Accounts Office Balance Sheet comprise:

- (1) Opening Balance.
- (2) Amount of Carriage Bills issued in connection with station vouchers (Part A).
- (3) Amount of Bills issued in connection with Railway Credit Notes (Part B).
- (4) Amount of Miscellaneous Bills (Part C), and
- (5) Direct traffic receipts under:
 - (a) Coaching.
 - (b) Goods.
 - (c) Sundry other earnings.

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2545. Credit entries in the Accounts Office Balance Sheet. The credit entries in the Accounts Office Balance Sheet comprise-

- (1) Cash (i.e., direct cash receipts and payments on Traffic Account).
- (2) Adjustments through the State Bank of Pakistan.
- (3) Book Transfers (Transfer credits afforded through Journal Entries).
- (4) Balance Sheet Transfers (Transfer credits from station Balance Sheet in connection with Bills paid through the latter).

2546. The closing balance of Accounts Office Balance Sheet consists of unrealized amount of Carriage Bills.

2547. Posting of the Accounts Office Balance Sheet. It is necessary, in the case of vouchers, to defer the posting of the Accounts Office Balance Sheet, till Carriage Bills have been made out against the persons, firms or departments concerned, so that only the *total* of each Bill need be entered in the Accounts Office Balance Sheet and the number of postings is reduced to a minimum. All Bills pending realization or adjustment should be posted in the *debit* column of the Accounts Office Balance Sheet, the amount of fare (or freight) and commission, if any, being posted separately under the sub-columns provided for the purpose. The latter should be credited to the Sundry Other Earnings on the debit side of the Balance Sheet.

2548. From the point of view of realization, the Bills fall under three distinct categories, namely:

- (1) Bills payable in cash.
- (2) Those adjustable through the State Bank of Pakistan.
- (3) Those adjustable in the books of Pakistan Railways.

2549. It will be found convenient to write up the Accounts Office Balance Sheet separately for each class of Bills. For this purpose, each Accounts Office Balance Sheet should be kept in three parts A, B and C and separate pages allotted for the record of the three categories of the Bills mentioned in the previous paragraph. The total of each category should be brought together at the end of each part and that of each part in the summary mentioned in paragraph 2553. In the form of Accounts Office Balance Sheet (A. 2542) provision is made for the adjustment of transactions for three months. In totalling each part, therefore, a separate total should be made of the unadjusted items brought forward from the previous quarter.

2550. *Deleted.*

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2551. Debits to be cleared by cash recovery will be so cleared on receipt of cash for which the necessary advice will be sent by the Cashier. Those which are adjusted by book entry will be so adjusted on receipt of the transfer acceptances of Government Departments or by means of Journal Entries of Transfers between General and Traffic Books, the latter in the case of items adjustable in the books of Pakistan Railways. The transfer acceptances will be communicated by the Books Section. All such credits should be posted in the credit column of the Accounts Office Balance Sheet against the connected debit entries and the month's outstandings reduced accordingly.

2552. Miscellaneous Earnings Register. Traffic cash receipts or similar other items of earnings not previously brought to account should be recorded in Miscellaneous Earnings Register, form No. A. 2552 and credited to the appropriate head of earnings.

FORM A. 2552.

REGISTER OF EARNINGS ARISING IN ACCOUNTS OFFICE DURING THE MONTH
OF.....20.....

Brief particulars	Bill No. and date	Amount					Head of A/c creditable	
		Bill recoverable in T. A. entered in Accounts Office Balance Sheet	Cash Credits	General Accounts transfers	Traffic Accounts transfers	Total		
1	2	3	4	5	6	7	8	9
		Rupees	Rupees	Rupees	Rupees	Rupees	Rupees	Rupees

2553. After the postings in the Accounts Office Balance Sheet have been completed, a summary of all the parts (A, B and C) should be prepared in form No. A. 2553. Separate summaries should be prepared for Coaching and Goods Accounts Office Balance Sheets.

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FORM A. 2553

SUMMARY OF COACHING / GOODS ACCOUNTS OFFICE BALANCE SHEET FOR
THE MONTH OF.....20.....

Bills adjustable by in.....	Balance B. O.	Debits			Credits					Balance.
		Current debits	Adjustment transfers	Total debits	Treasury Transfers	Cash	General Accounts Transfers	Account Office Balance Sheet Transfers	Total credits	

2554. The totals arrived at in the Summary mentioned in the previous paragraph should be transcribed to the Traffic Book, Part C. (A. 2826).

2555. Claims for under and overcharges in items included in Carriage Bills. The time limits for claims by firms or departments against Pakistan Railways for overcharges and by the Railway against firms or departments for undercharges on items included in a Carriage Bill which has already been rendered are governed by paragraphs 1736 to 1741 of the Pakistan Railways Code for the Traffic Department. If any such claim is made by a firm or department *in time*, it should be investigated and, if admitted, the mistake should be rectified through an 'Adjustment' bill to be prepared and rendered to the firm or department concerned. All such 'Adjustment' Bills should be classed as Miscellaneous Bills (paragraph 2538) and entered in Part 'C' of the Accounts Office Balance Sheet irrespective of the 'class' of the original Bill.

2556. Outstanding Bills. The outstandings in the Accounts Office Balance Sheet should be reviewed monthly and suitable action taken for the realization of old outstandings. Those more than twelve months old should be specially watched.

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CHECK OF HANDLING BILLS

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2601. The different agencies by which goods are handled at stations are stated in paragraph 1428 T. When the handling is done by contractors or Station Masters, or staff in pay scale 1 to 4 (other than coolies) employed at stations, their bills are received in the Accounts Office in form T. 1431, through the Divisional Superintendents, duly countersigned by the authorized officer.

2602. The bills should on receipt be examined to see that:

- (1) they are in favour of the persons authorized to do the loading and unloading work;
- (2) an agreement has been duly executed and has been accepted on behalf of Pakistan Railways by a competent authority and that the security mentioned in the agreement has been deposited with the railway;
- (3) they have been signed by the parties concerned;
- (4) the name of the station and the month to which the bills pertain are clearly shown;
- (5) the statements, if any, said to accompany the bills have been received; and
- (6) they are not time-barred.

2603. The check of handling bills mainly consists in bringing them into accordance with the *checked* weight as per General Summaries of outward and inward traffic and of seeing that no work, already claimed and paid for, has again been claimed. Special care should be taken in checking the "Statement of goods *not* lifted by contractors" appended to each bill. It should be seen that the following items have been correctly included in this statement and deducted from the bill to arrive at the net weight payable:

- (1) The weight of all goods shown in the column "Handled by owner" in the checked Summaries.
- (2) The weight of goods handled by mills, private firms, etc., where under special arrangements, such parties are permitted to do the loading and unloading of their consignments at their sidings or at stations.
- (3) The weight of Road Van Traffic, i.e., 'smalls' handled by railway coolies.

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(4) The weight of goods in respect of which invoices have been twice accounted for and subsequently adjusted by means of overcharge sheet.

(5) The weight of goods which have not reached destination though the relevant invoices have been accounted for at destination.

(6) The weight of goods withdrawn at the forwarding station after dispatch of the invoice.

(7) The weight of goods for which refund overcharge sheets on account of errors in weight have been issued.

(8) Where more than one agency handles the goods at the station, the weight handled by such other agencies.

(9) The weight of goods handled departmentally with the help of cranes and paid for at cooly rate.

2604. A record of the rates sanctioned by the competent authority or provided in the agreement for the handling of goods at different stations by contractors or Station Masters should be kept in the Accounts Office in a suitable form for purposes of reference. It should be checked that the bill has been prepared at the rates sanctioned for the station and the amount claimed is correct. Where special rates have been agreed to for handling heavy packages and minerals, it should be seen that the details of weight so charged for have been given in the bill.

2605. To supplement the check exercised in the Accounts Office, the Inspectors of Coaching and Goods Accounts should conduct a test-check of the handling bills of the more important stations (to be selected by rotation). They should see that the weights of all consignments, which have not actually been handled, are deducted as distinct items, full particulars being quoted of the overcharge sheet, refund list or special credit in the station balance sheet, as the case may require. The statement of non-lifted goods should, after check, be returned with the inspection report to the Accounts Office for necessary action. In case of disallowance, the Inspector should note down the names of the station staff from whose dues the excess payments have to be recovered.

2606. Transhipment bills. (a) Bills are also received in the Accounts Office for handling work done in connection with the transhipment of goods at junctions, the transfer of goods from sick into sound wagons, the adjustment of loads of wagons *en route* and the checking of contents of wagons, whose seals have been broken, etc. Such bills should be scrutinized to see that:

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CHECK OF HANDLING BILLS

(1) they are countersigned by an authorized officer for the office of Divisional Superintendent concerned;

(2) where sanctioned rates are in force, special higher rates have not been allowed for the services;

(3) the work for which payment is claimed is not such as is covered by a lump sum or other payment allowed to the same or another contractor at the stations concerned; and

(4) there is fair evidence of such work having been done.

(b) A percentage (to be fixed by the Accounts Officer) of transshipment bills should be checked by the Inspectors of Coaching and Goods Accounts in the course of their local inspections.

2607. On the basis of the checked figures payment of the amount is arranged by the Accounts Office, except in cases where it is authorized under paragraph 1405-G to be made from station earnings to comply with the provisions of the Payment of Wages Act.

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ACCOUNTS OF WORKED LINES

Deleted.

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2801. The Traffic Book is a compilation which collects and brings to account, under the prescribed heads—Coaching, Goods and Sundry Other Earnings, the whole of the traffic earnings of Pakistan Railways, both Local and Foreign, whether accrued at stations, Out-Agencies and City Booking Agencies or otherwise. It records the progress of realization of these earnings.

2802. Parts of the Traffic Book. The Traffic Book consists of three distinct parts, viz:

- (A) Station Accounts
- (B) Deleted
- (C) Ledger Accounts of the Pakistan Railways; and
- (D) Abstract of Earnings and Statement of Balances.

Traffic Book, Part A

2803. The earnings accrued at stations for the realization of which Pakistan Railways is responsible, are consolidated in Traffic Book, Part A. It should be maintained in form A. 2803, separately for Coaching and Goods traffic. The names of all stations open for traffic (Coaching or Goods, as the case may be) should preferably be printed in convenient groups, generally in the order of their geographical position on the railway.

FORM A. 2803.

COACHING GOODS TRAFFIC BOOK FOR THE MONTH OF.....20.....

Part A—Station Accounts

Stations	Balance brought forward	Traffic earnings for the month			Total Debits excluding opening balance	Total Debits including opening balance	Credits				Balance carried forward	Stations.
		Coaching	Goods earnings	Sundry other earnings			Cash	Voucher	Transfers			
	Dr.					Dr.	Dr.	Dr.	Cr.		Dr.	
1	2	3	4	5	6	7	8	9		10	11	12
A ..	2,000	20,000	600	20,600	22,600	16,600	2,000	1,500	..	20,100	2,500	A
B ..	2,500	25,000	900	25,900	28,400	20,000	3,000	1,900	..	24,900	3,500	B
C ..	3,000	35,000	500	35,500	38,500	30,000	4,000	900	400	34,500	4,000	C
Total	7,500	80,000	2,000	82,000	89,500	66,600	9,000	4,300	400	79,500	10,000	Total

2804. Posting of Traffic Book, Part A: The postings in Traffic Book, Part A, should be made from the Station Balance Sheets after the latter have been subjected to internal checks and the checked figures for the various headings have been summarized in a convenient form.

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2805. The opening balance for each station should be brought forward from the Traffic Book for the previous month and compared, during the course of posting the Traffic Book, with the corresponding figures shown in the Balance Sheet of the station concerned.

2806. The traffic earnings for the month, whether "Local" or "Foreign", should be posted to the credit of the appropriate head of account, Coaching, Goods or Sundry Other Earnings, as the case may be. The provision of further analytical columns under each head for the preparation of abstracts of earnings is left to the discretion of the Financial Advisor and Chief Accounts Officer-Revenue.

2807. Similarly, the realization of traffic earnings, whether in "cash" , "vouchers" or "transfer", should be posted under the heads provided in the form; the balance representing the unrealized earnings being posted in the column "Closing balance".

2808. After all the Balance Sheets have been posted in the manner indicated in the previous paragraphs, the Traffic Book, Part A, should be examined to see that there is an entry for each station open for the traffic concerned (Coaching or Goods, as the case may be).

2809. The various columns should be totalled and it should be seen that the sum total of the debit columns agrees with the total debits and that of the credit columns with the total credits, and that the difference between the total debits and credits tallies with the closing balance to be carried forward to the next month's account.

2810. Verification of the correctness of postings in Traffic Book, Part A—Opening Balance. The total of the opening balance should be verified with that of the closing balance in the Traffic Book for the previous month.

2811. Cash. The figure under the head "cash" should be verified with the Cash Registers (A. 2324).

2812. Vouchers. The head "vouchers" should first be analyzed under the sub-heads "Warrants" and Credit Notes and should be verified with the aggregate of the Warrants and Credit Notes sent in by stations in lieu of cash.

2813. It will be observed that the posting of figures of Warrants and Credit Notes in the Traffic Book, Part A, are made on the basis of their station entries (see also paragraph 2333). These Warrants and Credit Notes are checked in the Accounts Office and the checked amount is billed for against the Firms or Department concerned (see Chapter XXV). The difference between the station and the audited figures of Warrants and Credit

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Notes should be adjusted in the Traffic Book, Part A, by increasing or decreasing (as the case may be) the earnings heads concerned on the debit side. This adjustment should be made on the basis of the aggregate of the under and overcharges on individual Warrants and Credit Notes.

2814. Transfers. This head consists of "Balance Sheet Transfers" and "Book Transfers". Under the former are recorded all sums which are transferred from the Station Balance Sheet to the Accounts Office Balance Sheet or vice versa, viz., amounts received with the station earnings in connection with the outstandings in the Accounts Office Balance Sheet or vice versa. The latter head is used to record:

(1) Amounts received with station earnings but credited to the expenditure heads of account through the Journal Entries of Transfers. These items form credits to the head "Book Transfers".

(2) Amounts paid out of station earnings for Departmental expenditure and debited to the expenditure heads through the Journal Entry of Transfers. These items form debits to the head "Book Transfers".

2815. The totals under the head "Balance Sheet Transfers" should be verified with the corresponding figures in the Accounts Office Balance Sheet and it should be seen that the figures balance each other and that the outstanding balances are cleared. The totals of the head "Book Transfers" should be verified with the Summary of Journal Entries.

2816. Rectification of mistakes—Adjustment Balance Sheet. All errors noticed during the course of verification of postings in Traffic Book, Part A, involving corrections in the figures of the station Balance Sheets, should be rectified in the Traffic Book through the "Adjustment Balance Sheet". The "Adjustment Balance Sheet" is a supplementary Traffic Book prepared in the same form as the Traffic Book, Part A, to correct all the errors pertaining to the figures of each station to avoid repeated alterations in the figures already posted. All such corrections should be carried out neatly in the Traffic Book, Part A.

2817. The Traffic Book, Part A having been completed in the manner indicated in the previous paragraphs, the grand totals under each head should be transcribed to the Traffic Book, Part C (paragraph 2828).

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Traffic Book, Part B

2818. Deleted.

2819. Deleted.

2820. Deleted.

2821. Deleted.

2822. Deleted.

2823. *Deleted.*

2824. Deleted.

2825. Deleted.

Traffic Book, Part C

2826. As stated in paragraph 2802, the Traffic Book, Part C, is the ledger for traffic earnings. It should be maintained in Form A. 2826 separately for coaching and goods traffic. viz.,

- (1) Traffic Account,
- (2) Deleted
- (3) Deleted

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FORM A. 2826

COACHING/GOODS TRAFFIC BOOK FOR THE MONTH OF.....20....

Part C—Showing Adjustment of the “Traffic Account”

Particulars	Balance	Debits to Traffic Accounts		Deposit Private Companies. (Out-Agencies and City Booking Agencies)		Vouchers	Total Debits excluding Balance	Total Debits including Balance
		Total Earnings						
		Coaching/ Goods earnings	Sundry other earnings					
		Dr.	Cr.	Cr.	Dr.			
1	2	3	4	5	6	7	8	9
I.—Stations and Accounts Office—								
(1) Total Coaching/ Goods earnings brought forward From Part A.	7,500	80,000	2,000	82,000	89,500
(2) Accounts Office	2,500	40,000	500	9,000	49,500	52,000
Total stations and Accounts Office.	10,000	120,000	2,500	..		9,000	131,500	141,500
II.—Deleted								
(3) Deleted								
Total Parts A	10,000	120,000	2,500	—	—	9,000	131,500 - 9,000 122,500	141,500

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Credits to Traffic Account					Balance	Particulars
Cash	Vouchers	Transfer.		Total		
		Dr.	Cr.			
10	11	12	13	14	15	16
66,600	9,000	3,900	..	79,500	10,000	I.—Stations and Accounts Office— (1) Total Coaching / Goods earnings brought forward From Part A.
31,400	18,600	..	50,000	2,000	(2) Accounts Office
98,000	9,000	22,500	. . .	129,500	12,000	Total stations and Accounts Office.
						II.—Deleted
98,000	9,000	22,500	—	129,500	12,000	Total Parts A

2827. Traffic Account. For the purpose of recording the traffic earnings in the month's account to which they pertain and of watching the progress of their realization, a control account known as the Traffic Account is operated upon in Part C of the Traffic Book. This account is debtor for all earnings and is creditor for all recoveries of such earnings. The balance, therefore, represents unrealized earnings.

2828. The opening balances should be brought forward from the Traffic Book, Part C of the previous month and checked with the corresponding figures transcribed from Part A and the Accounts Office Balance Sheet. The traffic earnings for the month credited through the station Balance Sheet should be brought forward from the Traffic Book, Part A. These items form debit to Traffic Account by credit to final heads of earnings (viz., Coaching earnings, Goods earnings and Sundry Other Earnings).

2829. The realization of traffic earnings should be similarly brought forward from Part A. These figures will represent credits to Traffic Account by debit to "cash", "vouchers" or "transfers".

2830. The debits and credits to Traffic Account in the Accounts Office Balance Sheet should be added to those transcribed from Part A. In the case of these figures the credit to earnings arises only in respect of such items as have not already passed through the station Balance Sheets and Traffic Book, Part A.

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2831. Deleted.

2832. Deposit Private Companies Account. The amount of cartage charges, commission / service charges due to the out-agent / city booking agent for the month should be credited to his account. This credit will be removed by actual payment or debit (by credit to earnings) against money collected by private companies on behalf of Pakistan Railways.

2833. Closing of Traffic Book, Part C. The grand totals under each of the heads Coaching, Goods and Sundry Other earnings should be transcribed to Part D from which the monthly Journal Entry is prepared for incorporation in the General Books.

Traffic Book, Part D

2834. The Traffic Book, Part D, consists of the monthly Journal Entry and a statement. It should be maintained in Form A. 2834 separately for Coaching and Goods traffic—

FORM A. 2834.

PART D OF TRAFFIC BOOK COACHING/GOODS

Revenue (Earnings) Journal entry for the month of.....20.

Debits		Accounts	Credits
Total	As per Part C of Coaching Goods Traffic Book		As per Part C of Coaching Goods Traffic Book
..	122,500	Traffic Account ..	120,000
..	..	Coaching Goods
..	..	Sundry other earnings ..	2,500
..
..
..	122,500	Total ..	122,500

Dated.....20.....

.....
For Financial Advisor and Chief Accounts Officer-Revenue.

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STATEMENT NO. II.—COMPARING TRAFFIC BOOK BALANCES WITH THOSE APPEARING
IN THE GENERAL BOOKS

Head of Account	As per Traffic Book		As per General Books		Difference		Explanation of difference	Month in which adjusted
	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.		
1. Traffic Account	12,000	...	20,000	...	8,000	...	Traffic Account— (1) Cash in transit not dealt with in Genl. Books. Total ..	Rupees 8,000
2.							(2)	8,000
3. Deleted								

Accounts Officer- Traffic Book Section.

Accounts Officer, Books Section.

2835. In the Journal Entry the transactions for the month are journalized for incorporation in the General Books of Pakistan Railways. Only the debit side of the Traffic Account is journalized. The grand total under the column “Total debits excluding balances” should be posted in the Journal Entry to the debit of Traffic Account, but, before doing so, the amount of vouchers, warrants and credit notes, etc., should be excluded as this amount is accounted for on the debit side twice once through the Station Balance Sheet, where the connected Ticket, Way-bill or Invoice is accounted for and again through the Accounts Office Balance Sheet.

2836. Comparison of Traffic Book balances with main ledgers. The balances under “Traffic Account” as brought out in the Traffic Book should be proved monthly with the corresponding balances in the main ledgers. For this purpose the balances under each of the accounts mentioned above in the Coaching Traffic Book should be transferred to the Goods Traffic Book and the total balances worked out. These should then be compared with those in the General Books. Differences should exist only under Traffic Account due to “Cash in Transit”.

2837. Cash in Transit. Stations take credit in their Balance Sheets for cash realized by them in the month irrespective of whether it is remitted to and acknowledged by the cashier in that month or in the subsequent month. Such station cash, National Bank of Pakistan Receipts (for cash collected and deposited in State Bank of Pakistan), National Bank of Pakistan Bank Drafts and Bank Drafts issued by other Banks, for which credit has been allowed to the stations in one month but, which has been received and included in the General Books in the following month, is called Cash in Transit. The following example illustrates how the Cash in Transit causes the difference between the balance in the Traffic Book and that in the General Books.

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Figures as per Traffic Book

		January 2011	
To balance	10,000	1. By cash, etc, remitted and acknowledged by cashier up to 31st January.....	112,500
...			
To Traffic Earnings	122,500	2. By cash remitted and acknowledged by cashier after 31st January 2011	8,000
			120,500
		By balance carried over	12,000
	132,500		132,500
		February 2011	
To balance	12,000	1. By cash remitted and acknowledged by cashier up to 28th February 2011	97,000
...			
To Traffic Earnings	120,000	2. By cash remitted and acknowledged by cashier after 28th February 2011	10,000
			107,000
		By balance carried over	25,000
	132,000		132,000

Figures as per General Books

		January 2011	
To Balance	15,000	By cash for December received in January 2011	5,000
...			
To Traffic Earnings	122,500	By cash, etc., received in January 2011	112,500
			117,500
		By balance	20,000
	137,500		137,500
		February 2011	
To Balance	20,000	By cash for January 2011 received in February 2011	8,000
...			
To Traffic Earnings	120,000	By cash received in February 2011	97,000
			105,000
		By balance	35,000
	140,000		140,000

2838. Differences under Traffic Account, if not covered by cash in transit should be investigated and rectified in the accounts for the subsequent months.

2839. Deleted.

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INSPECTION OF STATION ACCOUNTS

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INSPECTION OF STATION ACCOUNTS

2901. The preceding chapters deal with the check and accounting of returns which are submitted by the stations to the accounts office. The check of initial records of accounts maintained at stations, which do not come under the scrutiny of the accounts office, is carried out by the Inspectors of Coaching and Goods Accounts who are also responsible to check that the returns submitted by stations to the accounts office have been correctly prepared and agree with the initial records maintained at the stations.

2902. Program of Inspections. Every station must be inspected at such intervals as may be fixed by the Financial Adviser and Chief Accounts Officer-Revenue, the interval not to exceed four months in any case. The Inspectors' are required to keep their programs confidential and the date on which it is proposed to visit a station should not be made known to the Station Master concerned.

2903. Facilities for investigations. The Station Masters are required to allow the inspecting staff of the Accounts Department free access to all correspondence, books and other records at stations and to afford them every possible facility in their investigations. All books, documents and vouchers, as well as all tickets in stock, outstanding parcels and goods, cash in hand, etc., which may be asked for by the inspecting staff, should be promptly produced for their inspection.

2904. Inspection of Initial Records. The Inspectors should pay particular attention to the manner in which the initial records are maintained at stations. They should see that there are no erasures, overwritten figures or uninitialled corrections in the station books and documents and that otherwise they have been maintained up-to-date, efficiently and in a way that they can be relied upon, if necessary, as evidence in a court of law.

2905. Duty of Inspectors to instruct station staff. The Inspectors should at all times be prepared to give readily, when an application is made to them by the station staff, instructions for the preparation of returns for the Accounts Office and as to the manner in which the books and accounts are to be kept at stations. Should any portion of such instructions be not understood by the station staff, the Inspectors should take the opportunity afforded by their visits to stations, to clarify them and instruct the staff how to maintain their accounts and records.

2906. 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 documents belonging to the station should be removed outside the station premises, except under special instructions from the Financial Adviser and Chief Accounts Officer-Revenue or under very exceptional circumstances such as frauds.

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2907. Duties of Inspectors in cases of frauds. When a fraud is suspected at a station, it is incumbent on the Inspector immediately to report the matter to the Financial Adviser and Chief Accounts Officer-Revenue by name, and to continue the investigation of the case with caution and calmness, avoiding excitement and any tendency to exaggerate facts or jump at conclusions. In such a case, he should on no account leave the station or take upon himself the safe custody of the books or cash connected with fraud, without the permission of the Financial Adviser and Chief Accounts Officer-Revenue. He should, however, see that proper measures are taken to prevent access by the suspected party to the connected books, cash, etc. The general instructions laid down in Chapter XVIII of the Pakistan Railways General Code should be borne in mind in dealing with cases of losses, frauds and embezzlements.

2908. Main items to be checked by Inspectors. The detailed instructions for the check of various records of accounts at stations will be prescribed by the Financial Adviser and Chief Accounts Officers-Revenue in local manuals, embodying the relevant extant orders of the Ministry of Railways (Railway Board). The following are *some* of the chief items which the Inspectors should look into:

- (1) Verification of cash immediately on arrival at a station and the arrangements for its safe custody.
- (2) Arrangement of the tickets in the tubes and check of the fares and closing numbers of tickets with those shown on the tubes and in the summary of daily trains cash book, respectively.
- (3) Check of the paper tickets register.
- (4) Check of paper tickets.
- (5) Check of daily trains cash book, summary of trains cash book and cash remittance notes.
- (6) Check of guard's signature book for cash bags.
- (7) Check of outstanding parcels and goods with the delivery books, tally books, vehicle register and gate pass books.
- (8) Check of parcels and goods cash books.
- (9) Recovery of wharfage and demurrage charges
- (10) Accountal of error sheets.
- (11) System of re-weighment of inwards parcels and goods and the accuracy of weighing machines and weighbridges.
- (12) Obtaining of proper risk notes.
- (13) Check of list of outstandings.
- (14) Regularity in the preparation of test balance sheets.
- (15) Handling bills.
- (16) Unaccounted for invoices and way-bills.
- (17) Excess fare books.
- (18) Witnessing of collection of tickets and check of collected tickets.

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2909. The Inspectors of Coaching and Goods Accounts should prepare test balance sheets in respect of both coaching and goods traffic and submit them to the office of Financial Adviser and Chief Accounts Officer-Revenue along with their inspection report.

2910. Test-check of Inspector's Work. The work of the Inspectors of Coaching and Goods Accounts should be regularly test-checked by the Accounts Officer. The test-check should be so regulated that the work of every inspector comes under scrutiny once a year and the accounts of all important stations are test-checked within a period to be prescribed by the Financial Adviser and Chief Accounts Officer-Revenue. The Accounts Officer should also carry out original check of some of the initial records kept at stations.