

Appendix-7-B
(OM No.9(3)/83/TA/35 dated 07-01-85 of CGA's Office)
PROCEDURE FOR PAYMENTS AGAINST CIVIL CREDIT NOTES (RAILWAY
WARRANTS & RAILWAY FREIGHT CREDIT NOTES)

Railways debits including commission for amounts due on warrants and credit notes are to be settled as per the procedure given below:-

(a) A new series of the printed credit notes having an office copy foil, a booking acknowledgement foil and a booking foil (which will bear machine serial number) will be introduced in place of the existing form containing one counterfoil and one main foil. The head of the office of the Ministry/Department etc. availing of the credit note facility should obtain the new credit Note Form Books from their existing source of supply and be responsible for the safe custody and issue.

(b) A Ministry/Department/Office authorized to avail of the facility of credit notes at present, shall continue to avail of the facility subject to (a) and (d) et. seq. After retaining the office copy foil, which will serve as office copy, the user will tender the booking foil in connection with the booking of freight, clearance of consignment etc. as the case may be, to the Station Master concerned. The Station Master will retain the booking foil and return the booking acknowledgment foil to the tendered after recording the booking particulars including weight, destination, date etc. and amount of charges due thereon.

(c) A Head of Office of such Ministry/Department/Office shall prefer a separate consolidated claim relating to credit notes used between 1st to 15th of the month and between 16th to end of the month against his P.A.O. or under cheque drawing powers conferred on his office; and against Treasury in the case of a State Government or Union Territory having Treasury System, duly supported by the counterfoil of the credit note received back from the Station Master of the Railway Station concerned. The 'Head of Office functioning under Central Government shall request for issue of (or will draw under the cheque drawing powers) a cheque of category III only, namely, "not negotiable and not payable in cash, but creditable to Government Account". In the case of Head of Office functioning under a State Government where the bill is to be paid by a Treasury Officer, the cheque or demand draft should, without exception bear the endorsement "Account Payee only". The cheque/demand draft shall be drawn in favour of the F.A. & C.A.O. of the Railways rendering service, as per indication given by the Station Master in the Booking acknowledgement foil. While every effort shall be made to deliver the cheque to the Station Master at the earliest, the cheque relating to the credit notes used during the first fortnight should be submitted to the Station Master latest by the 25th of the month and that relating to the second fortnight by the 10th of the following month. A statement in duplicate indicating the number and amount of the credit notes used during the relevant fortnight, the amount thereof and the total amount involved for the fortnight should be prepared by the Head of Office at the time of preparing the bill so as to be submitted to the Station Master along with the cheque. The Station Master concerned shall return one copy of the statement duly endorsed with the words "cheque received" (using a rubber stamp or otherwise) in acknowledgement of the cheque received in

payment towards the credit notes. This enclosed statement shall be retained by the Head of the Office as a record of acquittance of the cheque delivered to the Station Master. As separate Balance Sheets are prepared by the Railways for Coaching (i.e. passengers, parcels, luggage, traffic etc.) and for goods traffic, separate cheques/demand drafts should be obtained for tendering to the Station Master and to the Goods Supervisor for respective transactions and also for separate statements prepared relating thereto for obtaining the said acknowledgement.

(d) On demand from the Station Master, the user Departments of the central Ministries/State Governments/U.T. Governments shall also pay within one month either in cash or through Supplementary Credit Note, the amount of under charge. If any, detected during the course of internal check of the Credit Notes/Transaction in the Railway Accounts Office by the audit or otherwise.

It shall be the responsibility of the Officer authorised to sign the credit notes in each Ministry/Department/Office to ensure prompt payment as above to the Station Master of the Railway Station concerned, failing which the Railways will be at liberty to refuse to book/clear goods or to book against warrants for personnel movement thereafter under the credit note system, in favour of the Department etc. concerned.