
CHAPTER – II

SECTION – I BOOKS OF REFERENCE

201. IRCA COACHING TARIFF- Part-I, Vol.-I

This contains general rules for the conveyance of passengers and rules and conditions for the conveyance of luggage of passengers, etc., by passenger trains in local and through booking over Indian Government Railways and other Railways (Party to the IRCA).

202. IRCA COACHING TARIFF- Part-I Vol.II

This book contains various IRCA travel concessions given to various kinds of persons and general rules governing the same. This book also contains rules regarding running of special trains.

203. IRCA COACHING TARIFF- Part-I Vol.III

This book contains general rules for the booking, carriage and delivery of Parcels, animals and birds, species, treasure, vehicles and carriages, intoxicating drugs and contraband articles by coaching trains, rules regarding changing of wharfage and demurrage on coaching traffic, PCEV etc., are available.

204. IRCA COACHING TARIFF- Part-II

This book contains the calculated rounded off fares, for different classes for distances up to 5000 KM. It also gives the procedure for calculating the fare for various classes for distance beyond 5000 KM. The “Station to Station” fares for Rajdhani, Shatabdi and August Kranti Express Trains operated over various sections of the Indian Railways are also given.

205. IRCA COACHING TARIFF- Part-III

This book contains various parcel rates viz. Scales R, P & S upto 5000 KMs. These rates are shown for 10 kg. and multiples of 10 kg.

206. IRCA COACHING TARIFF- Part-IV

This book contains rates for certain descriptions of Coaching traffic such as rate for Motor Cars, Motor Tractors, Aero planes, etc.

207. IRCA RED TARIFF

This is a common publication for Coaching and Goods Traffic containing detailed rules for acceptance, booking, carriage and delivery of all explosives and other dangerous goods.

208. IRCA ALPHABETICAL LIST OF RAILWAY STATIONS

This book contains names of all Railway Stations, Out-agencies, City Booking Offices, City Booking Agencies and Sidings. These names are arranged in alphabetical order for easy reference. Against each station name, Alphabetical Code of that station, Numerical Code Number, Zone, Gauge, Civil District, type of traffic that can be handled in that particular station, Authorized spelling of Station Name, Square particulars for easy location of any station in the map, are given.

209. IRCA GOODS TARIFF – Part – I, Vol. – I

This contains general rules for acceptance, carriage and delivery of goods, etc., on local & through booking over Indian Government Railways & other Railways (Party to IRCA).

210. IRCA GOODS TARIFF – Part – I, Vol. – II

It is containing the general classification of goods. This tariff contains classifications for various groups of commodities. Only a few indicative names of the commodities have been given in the Goods Tariff under each main commodity head. The classification of various commodities under the Main Commodity Head given in the Goods Tariff will be same for their different physical forms/shapes and different conditions, whether raw or manufactured etc. The classification of the Main commodity Head will also be applicable to a commodity which have not otherwise indicated, but qualities in the same group of commodities. A commodity, which cannot be placed in any of the Main Commodity Heads given in the Goods Tariff, shall be charged at the highest class.

211. IRCA GOODS TARIFF Part – II

This book contains freight rates per tonne for different class of commodities for distances up to 5000 kms. In the Annexure I, freight rates for selected commodities per tonne is given approximately for distance 500, 1000 & 1500 km. In the Annexure II indicative freight for one rake for different type of commodities were given.

212. IRCA MILITARY TARIFF Vol. – I

This is a common book published for both Coaching and Goods traffic offered by the Defence department. It contains special rules, contract rate and special conditions for the conveyance of military personnel and stores belonging to military department. It gives details of military warrants, concession orders, certificates and procedures for their acceptance at Stations.

213. IRCA MILITARY TARIFF Vol. – II

This book contains special rules, rates and conditions for the conveyance of explosives and dangerous goods belonging to military department.

214. COMMERCIAL MANUAL VOL.-I

This book is published by the Railway Board and contains rules connected with Coaching traffic, booking and carriage of animals, birds, Railway's monetary liability and prescription of Percentage Charges etc., with procedures for performing day to day work at stations.

215. COMERCIAL MANUAL Vol. – II

This book is published by the Railway Board and contains rules connected with goods traffic, catering establishment, Railway's Monetary liability and prescription of Percentage charge and levy of various charges, etc. with procedures for performing day to day work at stations.

216. INDIAN RAILWAY CODE FOR TRAFFIC (COMMERCIAL) DEPARTMENT

This book is published by the Railway Board and contains principles and policy directives of the Board. The provisions included in this Code are mandatory.

217. RAILWAY MAP OF INDIA

This MAP contains the entire Railway System of the country with vertical and horizontal lines running across making many Squares. With the indication of square number it is easy to locate a particular station in the map by which the shortest route etc. can be found.

- Identical colours used to indicate different Zonal Railways.
- Different thickness of lines to indicate the Guage viz.,BG, MG, NG.
- Name of Zonal Railway appears along the routes to indentify the zone.

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- Name of Interchange Junction printed in red and other stations in black.
 - Identical colours used to indicate States over which the Zonal Rly. passes

218. LOCAL DISTANCE TABLES

Each Railway publishes this book separately. This book is used to find out the distance between any two stations situated in the particular zone. This book facilitates calculation of distance over stations in local booking.

219. JUNCTION DISTANCE TABLE

This book is used for calculating distances for through traffic. This book gives distances for all stations in a particular Railway from the interchanging points.

220. RATE ADVICE

All the draft notifications issued by the Zonal Railway over a month are consolidated and published in the form of booklet by the CCM. These booklets are supplied to the stations through their respective DCMs to ensure notification of all the circular instructions to the station staff. They are serially numbered like "Rate Advice No.1 of 2016", Rate Advice No.2 of 2016 etc.

221. JOINT PROCEDURE ORDERS

This is issued by the CCM and FA & CAO jointly on matters connected with Accounts and Commercial Departments.

222. RAILWAY GAZETTE

It is issued by GM giving information on matters of Personnel, Transportation or Commercial Deptt., for the guidance of staff. Details of latest issued correction slips to various tariffs and manuals are also published for the information of the staff, so that they can call for the copies from the Divisions.

223. INDIAN RAILWAY ACCOUNTS CODE VOL.-I

This is issued by Railway Board, containing the policy instructions and detailed procedure for Accounting and scrutiny of Transactions related to General Accounts, Stores Accounts and part of Traffic Accounts. The Chapter 19 related to Railway Receipts at Stations and their remittance system covers accounting aspect of Traffic Accounts. The Appendix-IX of this code lays down the statutory period for preserving record of earning returns and vouchers received from stations.

224. INDIAN RAILWAY ACCOUNTS CODE VOL.-II

The set of detailed instructions related to internal check on traffic earnings, system of accounting of these earnings related to Coaching/Goods/Other Coaching Traffic, miscellaneous earnings related other than traffic services, are embodied into this book, as published by Railway Board. It is the main source of guidance and basis for evolving mechanism to conduct internal checks and inspections of station accounts. The detailed system under which Accounts Inspection of stations is to be conducted is given in Chapter XXXIII of this code.

225. INDIAN RAILWAY FINANCE CODE VOL-I

This book as compiled by Railway Board provides policy rules on various important aspects of financial management like Project Appraisal, Budget Formulation, Reporting and Control, Parliamentary Financial Control, Award of Contract, Allocation of Expenditure, 'Rules relating to Inter-Railway and Inter Departmental services, Contingent Expenses, Investigation of Losses, etc. A distinct chapter viz. chapter XI, for dealing with cases of loss of revenue, frauds, embezzlements etc., is also provided.

226. INDIAN RAILWAY FINANCE CODE VOL-II

This volume of instructions as issued by Railway Board for dealing with classification of accounts of expenditure and earnings is instrumental for maintaining detailed activity-wise, objective-wise compilation and consolidation of expenses and earnings. The alpha-numeric codes for each major, minor and detailed head of activity facilitates, classification of accounts for a number of financial, accounting and managerial analysis. The classification of earnings is divided into three different abstracts viz. Abstract-X for Coaching Earnings, Abstract-Y for Goods Earnings and Abstract-Z for Sundries or other earnings.

