

78/2025

SOUTHERN RAILWAY

Headquarters Office
Commercial Branch
Chennai-600003
Date:05.03.2025

HQ0COMM/26/2025(E office 538826)

Sr. DCM /MAS, PGT, TVC, TPJ, MDU & SA

Sub: System improvement with regard to declaration of private cash

Ref: Dy.CVO/Traffic letter No.VO/T/Sys.imp/2025/01/PC dt.11.02.2025

Please find enclosed a copy of Dy.CVO/Traffic letter cited under reference, regarding system improvements in declaration of private cash, for information and compliance.

Action taken in this regard may be advised to this office to apprise SDGM.

Encl: As above

Digitally Signed by
Venkatasubramanian B
Date: 05-03-2025 14:25:35
Reason: Approved

(B. Venkatasubramanian)
Dy.CCM/PS
For PCCM

Copy to:

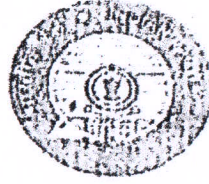
SCM/PRS

Dy.CCM/R&FM

}

- for kind information and necessary action.

//Confidential//



दक्षिण रेलवे
SOUTHERN RAILWAY

मुख्य सतर्कता अधिकारी कार्यालय,
Office of the Chief Vigilance Officer,
7 वीं मंजिल, सीएओ / सीएन / आ / 4/2 मंगल
7th Floor, CAO/CN/O/Complex,
एगमोर, चेन्नई - 600 008
Egmore, Chennai - 600 008.

VO/T/Sys. Imp/2025/01/PC

Dated: 11.02.2025

PCCM/SR, PCEE/SR, PCME/SR ✓

Sub: System improvement with regard to declaration of private cash- reg.

Based on the recent complaint pertaining to process followed for Vigilance check, an investigation was conducted and it revealed that there is scope of improvement in the procedure followed for the declaration of private cash.

As per the existing rules in force, the denomination of the personal cash is to be furnished in advance if the personal cash exceed the ceiling limit of Rs.750/- for stationary staff and Rs.2000/- for non- stationary staff.

Hence the following system improvements are recommended for the betterment of working of the system:

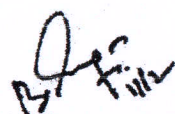
1. In order to enhance accountability and transparency, It is mandatory that all staff members involved in direct public interface and handling cash transactions should declare their personal cash holdings in the Private cash declaration register before commencing duty. As part of this declaration, disclosure of denomination of personal cash should also be made compulsory.
2. To streamline this process, a provision for declaring personal cash, including the denominations should be incorporated in the user interface of the following systems:
 - PRS (Passenger Reservation System)
 - UTS (Unreserved Ticketing System)
 - HHT (Hand Held Terminal)
 - PMS (Parcel Management System)
 - FOIS (Freight Operations Information System)
 - CMS (Crew Management System)

S.R.

3. In addition to the above, the following frontline staff should also be required to declare their personal cash with the denominations in their respective register.

- AC Attendants
- OBHS (On-Board Housekeeping System)
- Bed roll staff
- Pantry/TSV staff

This is issued with the approval of the Competent Authority.


(B. Gugesan)

Dy.Chief Vigilance Officer/Traffic,
For Chief Vigilance Officer/SR

0/c

S.R.