

交通部規定

國有鐵路車站帳目則例

Chinese Government Railways

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STATION ACCOUNTS MANUAL

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ISSUED BY  
MINISTRY OF COMMUNICATIONS  
PEKING.

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**MINISTRY OF COMMUNICATIONS**

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中華民國十五年四月一日公佈

第一版

Chinese Government Railways

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STATION ACCOUNTS MANUAL

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EFFECTIVE FROM APRIL 1, 1926.

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ISSUED BY  
MINISTRY OF COMMUNICATIONS  
PEKING.



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### 增修方法之說明

- 一 本則例係用散頁裝訂成冊嗣後每凡遇有應增應改之處當將應行增改各頁廢除易以新刊各頁
- 二 本則例第一次印行各頁每頁之首左角均刊有「原版第 〇〇 頁」字樣嗣後每凡更換一次其頁首左角除仍刊各該頁原有之頁次外並當冠以「第 〇〇 次修正」字樣如「第一次修正第 〇〇 頁」「第二次修正第 〇〇 頁」等餘皆仿此類推

### INSTRUCTIONS REGARDING ADDITIONS AND ALTERATIONS.

1. This Manual is issued in "Loose-leaf Form" and all additions and alterations will be made by replacing pages that are to be revised with reprints of the same.

2. All pages of this Manual as at first issued have printed at the upper left hand corner the words "Original Page .... ..". When a page is reprinted the first time, it will have printed there the words "First Revised Page.... .." instead. Each subsequent reprint of such page will have printed there the same words with the exception of the first word which will be altered to suit each case, i. e., "Second Revised Page.... ..", "Third Revised Page.... ..", etc.

- 三 嗣後凡新增各頁當視該新增之頁應加入本則例某頁之間即用各該前頁之同一頁次惟於頁次之後另加符號以示區別如「第五十頁(甲)」「第七十五頁(甲)」「第一百頁(甲)」等是也
- 四 凡新增或修正各頁發出時每頁下端左角均刊有順序編列之號次
- 五 所有新增或修正各頁均應查照實行日期隨時加入本則例內適宜之處以備應用同時並將應行更換各頁廢除
- 六 凡新增或修正各頁加入本則例時所有增修登記表(見本則例第六頁至八頁)第一欄

3. When an additional page is printed it will be numbered, according to its place in the Manual, with the number of the page preceding it and will be distinguished by a letter affix, thus, "50 a", "75 a" or "100 a," as the case may be.

4. All additional and reprinted pages issued will also have printed at the lower left hand corner a number. Such numbers will be in consecutive order.

5. Additional and reprinted pages must be inserted in their proper places in the Manual for use on the dates they come into operation and the old pages must be removed at the same time.

6. Each time when an additional or reprinted page is inserted in the Manual the number in column 1 of the Correction Record on Pages 6 to 8, which corresponds with the number at the lower left hand corner

內列號次凡與加入各頁下端左角號次相同者應即用筆鈎消同時並將第二三四等欄妥為填註按增修登記表第一欄內列號次既於加入增修各頁時隨時用筆鈎消而增修各頁下端左角號次又係順序編列而來則鈎消之號自亦無間斷之理設或間斷則是增修之頁必有漏未收到者應即查明該號函請補發是為至要

of the additional or reprinted page, must be checked off and the other columns, viz:—2, 3 and 4, properly filled in. When the numbers in column 1 of the Correction Record are properly checked off as additional and reprinted pages are inserted in the Manual they will appear as checked off in consecutive order with no omission. If a higher number is checked off and a lower one not, it will indicate that a correction has not been received and application must at once be made for a copy of the same.

本編增修登記表  
CORRECTION RECORD

(參視增修方法之說明見第三頁至五頁)  
(Refer to Instructions regarding Additions and Alterations, pages 3 to 5)

號次 Serial Number	新頁 號次 Correct- ing Page Number	實行 日期 Effective from	簽字 經手 Inserted by	號次 Serial Number	新頁 號次 Correct- ing Page Number	實行 日期 Effective from	簽字 經手 Inserted by	號次 Serial Number	新頁 號次 Correct- ing Page Number	實行 日期 Effective from	簽字 經手 Inserted by
第一欄 Col. 1	第二欄 Col. 2	第三欄 Col. 3	第四欄 Col. 4	第一欄 Col. 1	第二欄 Col. 2	第三欄 Col. 3	第四欄 Col. 4	第一欄 Col. 1	第二欄 Col. 2	第三欄 Col. 3	第四欄 Col. 4
1				25				49			
2				26				50			
3				27				51			
4				28				52			
5				29				53			
6				30				54			
7				31				55			
8				32				56			
9				33				57			
10				34				58			
11				35				59			
12				36				60			
13				37				61			
14				38				62			
15				39				63			
16				40				64			
17				41				65			
18				42				66			
19				43				67			
20				44				68			
21				45				69			
22				46				70			
23				47				71			
24				48				72			



本 編 增 修 登 記 表 (續)  
CORRECTION RECORD—Continued

(參 閱 增 修 方 法 之 說 明 見 第 三 頁 至 五 頁)  
(Refer to Instructions regarding Additions and Alterations, pages 3 to 5)

號次 Serial Number	新頁 號次 Correcting Page Number	實 行 日 期 Effective from	簽 字 經 手 Inserted by	號次 Serial Number	新頁 號次 Correcting Page Number	實 行 日 期 Effective from	經 手 簽 字 Inserted by	號次 Serial Number	新頁 號次 Correcting Page Number	實 行 日 期 Effective from	經 手 簽 字 Inserted by
第一欄 Col. 1	第二欄 Col. 2	第三欄 Col. 3	第四欄 Col. 4	第一欄 Col. 1	第二欄 Col. 2	第三欄 Col. 3	第四欄 Col. 4	第一欄 Col. 1	第二欄 Col. 2	第三欄 Col. 3	第四欄 Col. 4
73				97				121			
74				98				122			
75				99				123			
76				100				124			
77				101				125			
78				102				126			
79				103				127			
80				104				128			
81				105				129			
82				106				130			
83				107				131			
84				108				132			
85				109				133			
86				110				134			
87				111				135			
88				112				136			
89				113				137			
90				114				138			
91				115				139			
92				116				140			
93				117				141			
94				118				142			
95				119				143			
96				120				144			

本編增修登記表 (續)  
CORRECTION RECORD—Continued

(參觀增修方法之說明見第三頁至五頁)  
(Refer to Instructions regarding Additions and Alterations, pages 3 to 5)

號次 Serial Number	新頁 號次 Correct- ing Page Number	實行 日期 Effec- tive from	簽字 經手 Insert- ed by	號次 Serial Number	新頁 號次 Correct- ing Page Number	實行 日期 Effec- tive from	簽字 經手 Insert- ed by	號次 Serial Number	新頁 號次 Correct- ing Page Number	實行 日期 Effec- tive from	簽字 經手 Insert- ed by
第一欄 Col. 1	第二欄 Col. 2	第三欄 Col. 3	第四欄 Col. 4	第一欄 Col. 1	第二欄 Col. 2	第三欄 Col. 3	第四欄 Col. 4	第一欄 Col. 1	第二欄 Col. 2	第三欄 Col. 3	第四欄 Col. 4
145				169				193			
146				170				194			
147				171				195			
148				172				196			
149				173				197			
150				174				198			
151				175				199			
152				176				200			
153				177				201			
154				178				202			
155				179				203			
156				180				204			
157				181				205			
158				182				206			
159				183				207			
160				184				208			
161				185				209			
162				186				210			
163				187				211			
164				188				212			
165				189				213			
166				190				214			
167				191				215			
168				192				216			

## 中華國有鐵路車站帳目則例

### 總 則

- (一) 所有規定之統一站帳格式以及車站帳目則例內所有關於各項格式使用方法之說明均經呈奉 交通部核准國有鐵路均應遵用之
- (二) 所有規定之格式及關於使用各該格式之則例非經呈奉 交通部批准不得更改或廢置之

## CHINESE GOVERNMENT RAILWAYS

### STATION ACCOUNTS MANUAL

#### I.—GENERAL RULES

1. The Station Accounts forms of the uniform system, as well as the Instructions in the Station Accounts Manual governing their use, have been approved by the Ministry of Communications for use on all lines of the Chinese Government Railways.

2. The forms themselves and the instructions governing their use may not be altered or departed from without the authority of the Ministry of Communications.

(三) 各路得按各該就地情形之需要於規定之統一格式外另行增加其他格式以資應用但仍應將所增格式一份及其必需理由呈部備案再此項另行增加之格式及其用途不得與規定之統一制度有所抵觸且應視為屬於補助統一制度所不足者方可

(四) 各路得按各該就地情形之需要於各種格式之規定數目外增加頁數

3. The Railways may use forms in addition to those prescribed in the uniform system when local conditions so require but they shall report their use to the Ministry of Communications together with a copy of the forms and directions for use. Such additional forms and the directions for their use must not conflict with, but must be supplementary to, the uniform system.

4. The Railways may have additional copies of any form prepared when this is required to meet local conditions.

(五) 交通部爲維持統一制度起見極願各鐵路  
非遇不得已時切勿輕於引用上項第三第  
四兩款之規定但在特種情形之下雖將規  
定之格式加以註釋抑或修正仍不適於用  
者始可引用之

5. The Ministry of Communications expects that, in the interest of the maintenance of uniformity, the Railways will avail themselves of the conditions in Rules 3 and 4 above only in very special and exceptional circumstances which cannot be met by amplification or amendment of the uniform system.

## 細 則

第一條 國有鐵路進款分類如左

第一款 運輸進款 第二款 其他營業進款

- |             |           |
|-------------|-----------|
| 進-1 客運業務—旅客 | 進-6 電報    |
| 進-2 客運業務—其他 | 進-7 總機廠贏利 |
| 進-3 貨運業務—貨物 | 進-8 租金    |
| 進-4 貨運業務—其他 | 進-9 雜項進款  |
| 進-5 渡船業務    |           |

第三款 進-10 附屬營業 第四款 進-11 互用車輛

## II.—INSTRUCTIONS

I. The Revenues of the Government Railways are classified under the following four groups:—

I Transportation Revenue. II Other Operating Revenue.

R-1 Passenger Service—

R-6 Telegraph.

Passengers.

R-7 Profits of Central

R-2 Passenger Service—Other.

Mechanical Works.

R-3 Goods Service—Goods.

R-8 Rents.

R-4 Goods Service—Other.

R-9 Incidental Re-

R-5 Ferry Service.

venue.

III R-10 Auxiliary Operations. IV R-11 Interchange of Rolling stock.

第二條 前條各項之詳細分類及界說應參看  
交通部頒定之鐵路營業分類則例

第三條 編造車站帳目及進款報單應注意鐵  
路上所稱之日係以本日子正時至次  
日子正時爲一日至所稱星期則係截  
至每星期六日子正時爲一星期又上

2.—The detailed classifications and definitions governing same will be found in the Classification of Operating Revenues as prescribed by the Ministry of Communications, which should be referred to.

3.—In the preparation of Station Accounts and Returns of Revenue, it should be noted that the Railway day commences and ends at midnight. The Railway week ends at midnight each Saturday. The ten daily periods end on the 10th., 20th., and last day of each month. The station returns of earnings, unless otherwise specially stated, are to be prepared for each calendar month.

In these instructions the following definitions will be observed:—

“Paid” traffic is traffic paid for at time of booking.

“To Pay” traffic is traffic which will be paid for on delivery at destination station.

中下三旬則以每月十日二十日及各該月之末日爲截止之期再所有進款報單除特別規定者外均應按照曆書每月編造一次

本則例中應行注意之界說如左

凡購票時即行付款之營業謂之「預付營業」

凡在到達站領件時付款之營業謂之「到付營業」

凡鐵路特准記帳之行商或其他人等而事後由會計處開單收款之營業謂之「記帳營業」

第四條

站帳式 1 (1) 一名片式客票

此種名片式客票專備旅客衆多各本路營業之用如經特准亦可用之於聯運營業但遇售作孩童半價時應將各

“Transport on Credit” traffic is traffic for which bills must be issued by the Audit Office to those merchants and others who have authorised credit accounts.

4.—*Form No. S. A. 1 (a)*. Card Tickets will be used for the bulk of Local traffic as well as for Through traffic where authorised. In the case of tickets issued to children the triangular portion containing the number, class and names of departure and destination stations, shall be cut off from the end of the ticket, and the ticket itself shall be stamped “child”. Card tickets are also used whenever practicable



該票下端印有票號等級及起訖站名之三角剪下並於票面加蓋「孩童」字樣戳記以資識別此外臥車床位票特別快車加價票座位票遊覽票以及來回票均可酌量情形用此項名片式客票刊印至其各等之顏色規定如左

等級	本路營業	聯運營業
頭等	紅色	黃色
二等	白色	綠色
三等	藍色	棕色
四等	藍色加黃道	棕色加綠道
月台票	紫色	

for Sleeper, Express Extra or Place, Excursion and Return Tickets. The following colours have been laid down for the several classes :—

<u>Class</u>	<u>Local</u>	<u>Through</u>
I.	Red	Yellow
II.	White	Green
III.	Blue	Brown
IV.	Blue with yellow bar.	Brown with green bar.
Platform	Purple	

第五條 站帳式 1 (2) 及 (3) — 薄紙客票及分條式客票(即空白票)

此兩種客票皆為所往之各到達站旅客過少不足使用對於每一到達站各成一組聯號之普通名片式客票而設因之特備此兩種空白客票以資替代此兩種客票刷印時須各編成一組之聯號但到達站名日期及票價等等均預留空白以備發售時填寫至售作孩童半價票時應將所附之「孩童備查券」剪下並於票面加蓋「孩童」字樣戳記以資識別

5. *Form Nos. S. A. 1 (b) & (c). Paper and Strip Tickets* in these alternate forms are provided for use in cases in which traffic to certain stations is too light to permit of a regular series of card tickets being supplied. They will be machine numbered in one series. The station name to which the passenger is booked and the fare are to be filled-in on the ticket as required. When issued for a child the child's control coupon shall be detached and the ticket itself shall be stamped "child."

In the case of the *Strip Ticket*, (Form No. S. A. 1. (c)), which is printed in sets of five on a stub, the part which is detached at the time of the sale should be sent to the Audit Office in support of the Return of Tickets sold. For full particulars as to how this form of ticket is to be cut and issued, see the instructions given below for Form No. S. A. 1 (i).

分條式客票（站帳式 1 (3)）每板印有客票五張發售時應將存根上應填各款詳細填明並將剪存部分隨同「售出客票報單（站帳式 7）」繳回會計處至此票之如何裁剪及如何發售俱詳「補價票（站帳式 1 (9)）」說明條內參看便知

第六條 站帳式 1 (4) — 書冊式客票

此種書冊式客票係用數張客票裝訂成冊專為聯運營業而設者凡旅客所經之路綫航綫每綫均各備一張且另備有「孩童備查券」一紙「減價憑證」數張以

The information required by the stub should be filled-in at the time of sale of each ticket.

6.—*Form No. S. A. 1 (d)*. A Coupon Book Ticket is generally issued for Through traffic containing a separate coupon for each Line or Steamer route the passenger will travel over, as well as a child's control coupon. Coupons termed "reduction certificates" are also added to coupon books to admit of a passenger making side trips to places of interest en route, should he so desire. The coupon books are used in varying forms for circular tour, party trip and other similar traffic; the actual form being agreed upon in each case by the Railways concerned. When such tickets are issued to children, the child's control coupon must be detached and each coupon in the book stamped "child."

便旅客擬於中途折程遊覽名勝時另購減成乘車券之用

此種書冊式客票用於週遊票團體旅行票或其他相同業務者其形式各有不同但應用何種形式則由各關係鐵路臨時互相酌定至售作孩童半價票時應將所附之「孩童備查券」剪下並在其餘各聯票面加蓋「孩童」字樣戳記以資識別

第七條

站帳式 1 (5) 一分條式客票

此種分條式客票係用一張硬紙分成數條每條即為客票一聯專為聯運普通旅客及來回遊歷等各業務而設者凡旅客經行之路綫或路綫之一段均各備有一聯另附「孩童備查券」一紙以備售作孩童半價票時將其剪下并在各聯票面之上加蓋「孩童」字樣戳記以資識別

7.—Form No. S. A. 1 (c). A Coupon Strip ticket for Through traffic is generally used for ordinary bookings and return tourist traffic. This ticket is in the form of a strip of coupons, one coupon being provided for each Line or section of a Line the passenger will travel over, with a child's control strip added. When such tickets are issued to children, the child's control portion must be detached and each coupon in the strip stamped "child."

第八條 站帳式 1(6) 一臥車床位票特別快車加價票或座位票

此種票據係專為旅客已持有普通客票而欲乘坐特別快車或預定座位或預定床位而設者但旅客經行之路無論在一路之內或不止一路而運費需按距離之遠近核計者則應用臨時填寫之空白薄紙票

此種票據如售與孩童時亦應在票面上加蓋「孩童」字樣戳記倘該票備有「孩童備查券」者更應將該券剪下之

8.—Form No. S. A. 1 (f) A Sleeper, Express Extra or Place

Ticket is issued when a passenger holding an ordinary train ticket desires to travel by an express train or reserve a seat or sleeping berth. Paper tickets are used only when the charge varies according to distance over any one Line, or when the passenger is travelling over more than one Line.

When issued for a child, the child's control coupon, when provided, must be detached, and in all cases the tickets must be stamped "child."

第九條 站帳式 1 (7) — 官員乘車票

此種乘車票專為政府官員因公乘車携  
有規定之憑證要求減收運費而設每份  
計票三聯用複寫紙填寫第一聯交乘車  
人第二聯交車隊長第三聯存站備查  
如政府官員在某站起行者需用每人一  
張之乘車票為數衆多則名片式客票亦  
可適用但用名片式之普通客票減價售  
作官員乘車票時則票面之上務須加蓋  
「政府」字樣戳記以資識別而備查考

第十條 站帳式 1 (8) — 優待券換票證

此種換票證應有各該員司供職鐵路之  
主管人員簽名或蓋章刷程之站方可據  
以換給普通客票但換給之票事先必須  
加蓋「優待券」字樣戳記至所收換票  
證務於每月月終隨同各該月之「售出  
客票報單」繳送會計處以備查核

9.—*Form No. S. A. 1 (g)*. A Government Passenger's Ticket must be issued in all cases in which a government official travelling on duty is provided with the necessary authority, in the form laid down, requiring that transportation shall be provided over the Line concerned at reduced rates. It will be prepared in triplicate with carbon paper, the original being issued to the passenger, the duplicate to the guard and the triplicate retained as a station record.

When a large demand exists for individual tickets for government passengers, card tickets may be used. When ordinary card tickets are used for this purpose, they must be stamped "government."

10.—*Form No. S. A. 1 (h)*. The Privilege Ticket Certificate, signed by a duly authorised officer of the Line to which the employee belongs, will be exchanged at the station at which the journey begins for an ordinary ticket which must, however, be stamped with the word "privilege" prior to issue. The certificate must be sent to the Audit Office at the end of the month in support of the Return of Tickets sold.

第十一條 站帳式 1 (9) — 補價票

補價票係紙條形式以若干張裝訂成冊外加擊實簿皮內印簡單說明所收之款如屬票價或係罰款均應各按收得之數於各該款目之下分別元角分位將數目字碼剪斷之其剪下部份之數目字碼與所收銀數相符者應即交與旅客餘下部份則繳回會計處備查此種補價票交與旅客之無錯悞例如所收票價計洋九元五角五分該票右方「票價」項下「銀元」條內有「○」字及「九」字之應即剪斷然後又在「角分」條內兩個「五」字之下一齊剪斷之又如票價之外尚收有罰款計洋四元八角則該票左方「罰款」項下「銀元」條內有「○」字及

11.—Form No. S. A. 1 (i). The Excess Fare Ticket in strip form will be supplied in pads of any convenient number. Each pad will be provided with a strong cover on which clear instructions are given re the method of indicating on the ticket the cause for which it was issued. The amount actually collected must be indicated under the heads "Fare" or "Penalty," by cutting the ticket below the numbers required. The passenger must be given the part cut to indicate the exact sum collected, and the remainder of the ticket must be sent to the Audit Office. Great care must be exercised in cutting the strips on this ticket before issuing same to the passenger. For example, if a fare, of say \$9.55 is collected, the ticket would be cut on the left half in the \$ columns under the 0 and 9, and in the cents columns under the two figures 5. In the case of the penalty of \$4.80 exacted in addition, the right half would be cut in the \$

「四」字之下又「角分」條內在「八」字及「〇」字之下均各剪斷之其剪下部份即表示所收之數應即交與旅客收執其餘部份則繳回會計處備查

第十二條 站帳式 1 (10) 一定期乘車票  
定期乘車票分甲乙兩種甲種爲月計乘車票每月更換一次者乙種則爲次數乘車票以票上所准乘車次數用完爲度甲種紙色每月變更一次而乙種則一律白色此兩種票面所印乘車次數號次皆係雙行一備旅客經過車站柵欄門入月台時剪驗又一則備車上查票員(或車隊長)剪驗之用

columns similarly under the 0 and 4 and in the cents columns under the 8 and 0. The parts so cut out would thus indicate the exact amount collected, and would be given to the passenger, the remainder being sent to the Audit Office.

12.—*Form No. S. A. 1. (j)*. The Season Ticket is issued in two forms. One must be renewed monthly by the passenger, but the other will be good for use until the total number of trips provided for are completed. The monthly form will be issued in a different colour each month, but the other will be on white. It will be noticed that the numbers on each form are printed in a duplicate series so that the ticket may be punched once when the passenger is passing the barrier on entering the platform, and again on the corresponding number when it is checked by the Ticket Examiner (or Guard) on the train.



定期票售與孩童時票面之上應蓋「  
孩童」字樣戳記

各站現在有用其他式樣之定期乘車  
票者關於該項發行及管理規則當隨  
時酌定行知

第十三條 站帳式 1 (11) — 行李收據

行李收據係按每號一式三聯印發以  
便用複寫紙套書其第一聯交原主收  
執第二聯交車隊長而第三聯則存站  
備查每聯之下均各附有與收據同號  
之號牌三張除粘用者外凡有餘剩概  
應按日繳回會計處查核至於聯運行  
李收據每一寄發站對於每一聯運鐵  
路祇須各編連號一組收據背面所刊  
之簡明規則務須加以注意

When issued for a child, this ticket must be stamped  
"child."

If other special forms of periodical tickets are in use, rules  
governing the issue and control of same will be advised from  
time to time as required.

13.—*Form No. S. A. 1 (k)*. The Baggage Ticket is printed  
in triplicate, the original being "for owner," the duplicate  
"for guard" and the triplicate "for record." The labels at  
the foot of each all bear the same number as the ticket itself.  
Any unused labels must be sent to the Audit Office daily.  
One series of numbers may be used from each station of  
origin to all Lines to which Through bookings are made.  
Attention is drawn to the conditions printed on the back  
of the ticket.

第十四條 站帳式 1 (12) — 保險行李或包裹價值聲明書

此項價值聲明書專為寄件人擬將寄運之件保險而設書內各款應由寄件人詳細填註並簽名其上經行李或包裹司事詳細檢查該件確已裝置穩妥封鎖完固或已加蓋火漆印章始可准予保險收運

第十五條 站帳式 1 (13) — 保險行李收據

保險行李收據係與站帳式 1 (11) 用同一之格式但票面應增刊「行李內裝何物」及「每件保險若干」兩欄以備填註而已

14.—*Form No. S. A. 1 (l)*. The Baggage or Parcels Declaration of Value will only be used when the consignor wishes to insure a package. It must be filled-in and signed by the consignor. The Baggage Clerk must be careful to see that such packages are properly packed, locked or sealed and secured before accepting same for insurance.

15.—*Form No. S. A. 1 (m)* The Insured Baggage Ticket is used in a similar manner to Form No S. A. 1. (k), but, in addition, details are given on it of the contents and value of each package insured.

第十六條 站帳式 1 (14) — 包裹收據

包裹收據係按每號一式三聯印發其填用方法亦與行李收據相同公衆包裹收據用白色紙張刷印而公務包裹收據則用紅色紙張其收據背面所印簡明規則務須加以注意

第十七條 凡遇有多數包裹同時寄與同一收受人時所有每件之重量運費均應詳細分別註明收據之內并將逐件核對明確始可寄發

16.—*Form No. S. A. 1 (14)* The Parcels Ticket is printed in triplicate and used in a similar manner to the Baggage Ticket. For the public the ticket will be printed on white, and for "Service" on red paper. Attention is drawn to the conditions printed on the back of the ticket.

17.—The weight and amount for each parcel should be distinctly entered and checked on every parcels ticket on which more than one parcel is booked to the same consignee, before it is despatched from the station.

第十八條 到達站於包裹交給收受人之前應先查核收據內所填之每件重量運費是否相符設票內運費查有短收之處應即向收受人補收清楚始行給領至補收之運費如屬於本路營業者應列入「運進本路包裹報單(站帳式 10 (4))」報告之若屬於聯運營業者則列入「運進聯運包裹報單(站帳式 13 (2))」報告之

第十九條 包裹收據所填運費無論查出短收抑或溢收原填銀數不得塗改惟將短收或溢收之數橫書於票面之上至於溢收之款准由到達站退還但須注意者倘有誤退或錯退等情退款站應負賠償責任

18.—The receiving station must carefully check the weights and amounts on all parcels tickets before delivery, and collect any undercharges made. Such undercharges should be distinctly entered in Form No. S. A. 10 (d) in the case of Local traffic, and in Form No. S. A. 13 (b) in the case of Through traffic.

19.—The original charges on a parcels ticket must not be altered at the receiving station. Any undercharges or overcharges detected should be written across it. Overcharges may be refunded by the receiving station, which will, however, be held responsible for and be required to make good all erroneous refunds.

第二十條 收受包裹人到站領取包裹必須將發  
運站給與寄包裹人之收據繳出始准  
交付再包裹祇准交與收據上所列之  
收受人或曾經該收受人在收據背面  
簽名指定之人  
如收受包裹人將收據遺失准由該收  
受人（即車隊長聯內所列之收受包  
裹人）填具遺失行李或包裹取保領  
件証書「站帳式 17」取保領件

20.—Before delivery of a parcel the consignee must produce the parcels ticket issued to the sender at the forwarding station. Parcels must be delivered only to the consignee named in the parcels ticket, or to the person to whom it has been endorsed by the previous holder.

Should the parcels ticket be lost, a full receipt on Form No. S. A. 17 giving all the particulars of the ticket, should be obtained from the consignee named in the guard's copy.

第二十一條

站帳式 1 (14-乙) 公務包裹憑證  
此種憑證係按每份一式二聯印發  
其第一聯備由各該寄件人員簽名  
蓋章連同包裹一併送交站長寄發  
第二聯存根發運站站長收到憑證  
及包裹如屬本路營業者應即填具  
「公務包裹收據(站帳式 1 (14-丙))」  
交還寄包裹人外並將該收據號數  
填入憑證下端預備之格內備係屬  
於聯運營業者則用「聯運包裹收  
據(站帳式 1 (14-丁))」填給並於  
收據面上註明「公務包裹」字樣為  
要寄發站站長收得之憑證應隨同  
其他各項關於記帳運輸憑單按日  
用「解款單(站帳式 62)」一併繳  
局

21.- Form No. S. A. 1 (n-ii) The Service Parcels Certificate is printed in duplicate, the original being signed by the officer concerned and sent to the station master together with the service parcel and the duplicate retained for record. The station master on receipt of the certificate and parcel will, in the case of local traffic issue a Service Parcels Ticket, (Form No. S. A. 1 (n-iii), to the sender and fill in the ticket number in the space at the foot of the certificate. In the case of through traffic the Through Parcels Ticket, (Form No. S. A. 1 (n-iv), will be used and will be endorsed "Service Parcel."

The certificate must be sent to the Audit Office by the station master with the daily Cash Remittance Note together with other vouchers in support of "On Credit" traffic booked during the day.

第二十二條 站帳式 1 (15) — 保險包裹收據  
此種收據之填用方法與填發「包裹收據 (站帳式 1 (14))」相同但所異者祇每件包裹內裝何物及價值若干必須詳細填入收據之內而已

第二十三條 站帳式 1 (16) — 代客收款包裹憑證  
此種憑證係按每號一式四聯印發其第一聯寄會計處查核第二聯收款憑証交寄包裹人備作領款證據第三聯通知書寄交到達站而第四聯存根則留站備查寄發站填發憑證時務須注意令寄包裹人簽名盖章於第一聯下端之包裹價值聲明書內是為至要

22.—*Form No. S. A. 1 (o)*. The Insured Parcels Ticket is used in a similar manner to Form No. S. A. 1 (n), but in addition, details are given on it of the contents and value of each parcel insured.

23.—*Form No. S. A. 1 (p)*. The C. O. D. Parcels Certificate is printed in quadruplicate, the original being sent to the Audit Office, the "certificate" being given to the consignor, the "advice" sent to the receiving station, and the quadruplicate retained for record at the forwarding station. Care must be taken to see that the consignor signs the declaration of value printed at the foot of the original.

- 第二十四條 代收之款應按寄發路所在地之通用貨幣註明憑證之內而到達路則按所註之幣或折合該到達路所在地之通用貨幣向收受包裹人收取之至折合之價率得由到達路隨時規定之
- 第二十五條 代客收款之包裹運到時到達站應將通知書下段所備之通知書填寄收受包裹人囑其務於七日內到站交款領件
- 第二十六條 到達站必須將代收之款收清始可將包裹交給收受包裹人倘不收款而將包裹給領所有損失應由到達站站長負責賠償

24.—The amount of C. O. D. shall be shown in the currency in use by the despatching railway, and shall be collected in that currency or, at the option of the destination railway, shall be converted, when collected from the consignee, into the currency in use by the destination railway at rates to be fixed from time to time by the destination railway.

25.—On arrival of the C. O. D. parcel, the receiving station shall advise the consignee by filling-in and posting the slip provided for the purpose at the foot of the "advice," and request him to take delivery of same within seven days, by payment of the total amount due.

26.—C. O. D. parcels shall be delivered to the consignee only in exchange for the amount due.

The receiving Station Master shall be responsible for all losses resulting from the delivery of C. O. D. parcels to consignees without collecting the amounts due.



第二十七條 到達站一經收到應收之款即將通知書中段所備之收清款項通知書填明寄還原寄發站而原寄發站則應隨時通知寄包裹人將憑證繳回換領款項至到達站寄發收清款項通知書應按寄發公函手續掛號寄遞庶免遺失

第二十八條 此項包裹一經寄發之後凡請求更改代收款項之銀數或取銷代收款項之約或將已經寄發之普通包裹改爲代客收款包裹皆不得允許之

27.—The amount shall be paid to the consignor in exchange for the "certificate," as promptly as possible on receipt by the forwarding station of the "collection notice" attached to the "advice" which will be returned by the receiving station immediately it has collected the sum due from the consignee. The "collection notice" must be despatched by registered service correspondence.

28.—Applications for alteration of the amount of C. O. D., the cancellation or the subsequent declaration of the consignment as C. O. D. shall not be accepted after the parcel has been sent out from the forwarding station.

第二十九條 寄到之代客收款包裹倘收受包裹人  
不願收受或已逾七日不來領取到  
達站應即函詢原寄發站轉問寄  
包裹人對於該件如何處置設收  
包裹人方面對於不收該包裹理  
由與代收款項有關經寄包裹人  
聲請亦可准予取銷或減少代收  
之款均無不可至原寄發站站長  
詢得寄包裹人處置包裹之辦法  
應即用正式公函通知到達站站  
長為要

第三十條 託為代收之款無論取銷抑或減少  
其收款憑證均應按照以上各條  
處理之但已收之佣金無論如何  
不得退還

29.—In case the consignee refuses to receive the C. O. D. parcel or does not take delivery within seven days of its arrival, the receiving station shall ask the forwarding station for the consignor's instructions as to the disposal of the parcel. When the reason for the refusal to take delivery of the parcel on the part of the consignee has to do with the C. O. D. service, the cancellation or reduction of the amount may be allowed on request of the consignor.

The consignor's instructions shall be communicated in writing by the Station Master of the forwarding station to the Station Master of the receiving station.

30.—In the case of cancellation of the C. O. D. service or reduction of the amount, the "certificate" shall be disposed of in accordance with these instructions. No refund of the commission already collected shall be made even if the C. O. D. service be cancelled or the amount reduced.

第三十一條 站帳式 1 (17) 一雜項客運收據  
此種收據係按每號一式三聯印發  
其第一聯交原主收執第二聯交車  
隊長而第三聯則存站備查此種收  
據除行李包裹外凡由客運列車所  
運之一切物品均適用之

第三十二條 站帳式 1 (18) 一包房定座票  
此票專備旅客於普通客票規定之  
座位外更欲占用座位而設每號一  
式兩聯第一聯交旅客收執而第二  
聯則存站備查此項票據無論對於  
何等客票及何到達站皆用同組之  
連號  
(附註)各站站長收繳包車之延期  
費得用此票填作收據

31. *Form No. S. A. 1 (g) The Miscellaneous Traffic Ticket* is printed in triplicate, the original copy being "for owner," the duplicate "for guard" and the triplicate "for record." This ticket is to be used for booking all descriptions of passenger traffic except Baggage and Parcels.

32.—*Form No. S. A. 1 (r) A Reserved Accommodation Ticket* will be issued whenever a passenger desires more accommodation than is usually allowed on an ordinary ticket for an individual. It is printed in duplicate, the original being for the passenger and the duplicate for record. One series will be used for all classes and destinations.

Note:—*In cases in which demurrage charges on reserved carriages are collected by station masters, a receipt may be issued on this form.*

第三十三條 站帳式 1 (19) — 儲存行李票

此票專備旅客願將所携行李暫交鐵路保管之用票之下半應沿針孔撕下交原主收執以備領取行李時交還其票之上半則用以繫於行李之上每件一張至所有收回之下半段應全行送繳會計處查核倘遇有行李在旅客未到之前運到者則該項行李即應於運到之日每件各繫此票一張惟票之下半則須待該行李原主到站領取時再行當面填具

33.—*Form No. S. A. 1 (s). A Baggage Storage Ticket* will be used when a passenger wishes to leave any personal baggage or parcels in the custody of the Railway for a time. The lower half must be torn off at the perforated line and handed to the owner who will be required to produce and return same before delivery. The upper half will be attached to the package. A separate ticket must be used for each package stored. All lower halves must be sent to the Audit Office.

In the case of baggage arriving in advance of owner the whole of one of these tickets will be attached to each package on the date on which it is actually received:

The lower half will be completed in the presence of the owner when he calls to claim the baggage.

第三十四條 站帳式 1 (20) — 免費乘車証 (聯  
單式)

此免費証專爲乘車一次而設上下  
行列車每各另備專証用大字刊明  
「上行」「下行」字樣車上查票員及  
站上收票員於收票時務須注意將  
附於証傍之收據簽名交還持証人

34.—*Form No. S. A. 1 (t)*. The Free Pass (check form) is issued for single journeys only, separate passes, so marked in large type, being issued for "up" and "down" journeys respectively. Ticket Examiners on trains and Ticket Collectors at stations must be careful, at the time of collection, to sign and return to the holder the form of receipt attached to the pass.

第三十五條

站帳式 1 (28) 一學生旅行換票証  
此換票証無論屬於本路或聯運營  
業單程或往返乘車概由車務處  
長分別填發若所持到站換票乘車  
者為單程換票証起程站站長應按  
証中填註各節減成收費並發給單  
程乘車票設所持為往返乘車換票  
証則亦按証中所填各節減成收繳  
往返票價並發給單程客票以資乘  
車外同時應將「回程換票証」下段  
之通知書詳為填註并簽名其上証  
明回程之票價已經收訖并交與持  
証人以備回程時換票之用至回程  
站收到該項「回程換票証」祇須驗  
明下段之通知書已經起程站正式  
簽名填註應即免費換給單程客票  
以資乘車

35. *Form No. S. A. 1 (u)*. The Students' Ticket Certificate will be issued by the Traffic Manager for local and through journeys respectively and either for single or return journeys as the case may be. In the case of certificates presented for single journeys, the station master at the starting station will collect the reduced single fares as specified on the certificates and shall issue single journey tickets to the holders in lieu of the certificates. In the case of certificates presented for return journeys, the station master at the starting station will collect the reduced *return* fares as specified on the certificates and shall issue single journey tickets to the holders in lieu of the certificates. He must also be careful to complete and sign the entries certifying the collection of the return fares at the foot of the Return Journey Orders and return them to the holders so that tickets may be obtained for the return journey. On presentation of the Return Journey Orders at the station of return the station master, provided the orders are properly filled-in and signed by the starting station, will issue single tickets for the return trip free of charge in lieu of the Return Journey Orders.

此項換票証及回程換票証如經塗改而該被塗改之處未經車務處處長簽証在傍不得認爲有效已經換發乘車客票之憑証及回程換票証應由各該站站長隨同該日解款單寄繳會計處查核

第三十六條

站帳式 2—請領票據清單  
此單務於每月三日填送會計處每屆月終各站站長應將存票櫃詳細檢查如所存某項票據不敷三個月之用應即請領以補足三個月之需倘遇前往某站旅客每月不逾五人則應無庸領取而用薄紙或分條式空白客票臨時填發之至各種貨票凡用機器印成連號者均應填具此單請領每次一式兩份副單存站備查

Certificates and Return Journey Orders which have been altered and on which the alterations have not been duly certified or initialled by the Traffic Manager issuing them must not be recognised.

Certificates and Return Journey Orders for which tickets have been issued will be forwarded by the station master to the Audit Office with the Cash Remittance Notes for the days concerned.

36.—Form No. S. A. 2. The Requisition for Tickets must be submitted to the Audit Office punctually on the 3rd of each month. At the close of each month station masters must go through their ticket cases most carefully, and if there are not sufficient tickets on hand to meet requirements for three months, must indent for sufficient tickets to bring their supply up to three months' requirements. In all cases where there are not more than five passengers to any one station in a month, paper or strip tickets should be used. All kinds of goods invoices which are machine numbered must also be indented for on this form. A duplicate copy is to be retained as the station record.

客貨票據一經發到各該站站長應  
即詳細點查如查有重號及刊印錯  
誤之票必須立即退還會計處

第三十七條

站帳式 3.—存票簿  
各站領到票據應完全詳細登入此  
存票簿內並按照票內所印各到達  
站站名每站分登一頁薄紙或分條  
式空白票如行李包裹雜項客運收  
據等等各種票據均應分別每種各  
登一頁此外凡用器機印成連號之  
各種貨票亦照此登記此簿務須於  
收到票據查點清楚後即行登入每  
登一次站長必須簽名其上週行查  
帳亦於查對後簽名簿中

Of arrival, tickets and invoices must be carefully examined and counted by station masters. Duplicate tickets and invoices, and tickets and invoices wrongly printed, must be returned at once to the Audit Office.

37.—Form No. S. A. 3. The Ticket Stock Book must be written up so as to show in full detail the entire stock of tickets received at a station. A page will be set apart for each station to which printed tickets are supplied. Similarly paper or strip tickets, tickets for baggage, parcels, miscellaneous, etc., in fact tickets of all kinds, must be entered on separate pages. All supplies of goods invoices which are machine numbered must also be entered. This book must be posted up as soon as tickets or invoices, supplied upon requisition, have been counted and examined. The entries must be initialled by the Station Master, and subsequently by the Travelling Auditor when he has checked same.



第三十八條 站帳式 4—收票員報告  
此種報告係專備各站收票員或其  
他收票人員按照規定各欄填報之  
用凡所收係屬普通客票應按每次  
列車收到之起止票號分欄填報

第三十九條 凡在車站收票各路應於每日末次  
車開行後將該日一日間所收之名  
片式客票薄紙客票及免費乘車證  
按照各該票號次序分別起程站站  
名每紮成捆然後連同報告放入票  
袋寄交會計處查核此項票袋之口  
務須嚴密紮緊封以火漆印章以免  
內置之票中途漏失至曾經補收票

38.—*Form No. S. A. 4. The Ticket Collector's Report* will be used by all stations and will be filled in by Ticket Collectors and others concerned as indicated by the columns therein. In the case of ordinary tickets the commencing and closing numbers collected off each train must be entered.

39.—For Lines on which tickets are collected at stations, after the departure of the last train for the day, the collected card and paper tickets and free passes for the day are to be arranged by "stations from," in the progressive order of their numbers, and securely tied in separate packets for each "station from," after which they will be put into a ticket bag together with a report in this form, and despatched to the Audit Office. The bag should be carefully tied and sealed so that no tickets may slip out. Tickets upon which excess fares have been collected should be tied up into separate packets. Any irregularities noticed in collecting the tickets should be mentioned in the "remarks" column of the form.

價之客票應另行摺紮成束并將收  
回之補價票據密附於各該被補票  
之後又所收票內如查有不合章程  
之處應於表內「違章票據」欄註明  
之

凡在車上收票各路上項手續應由  
車隊長或車上查員負責辦理

第四十條

站帳式 5 (1) 及 (2) 客運業務進款  
日記簿

此種日記簿計分兩式其第 (2) 式  
內印有列車次數欄專備各大站分  
別登記每次列車進款之用此簿之  
大小乃視各領用站需用情形而定  
其第 (1) 式為較小之簿內容不備  
列車次數等欄各小站均適用之  
每日開始售票之前客票司事應將  
各貯票筒底下之票抽出半張查對

For Lines on which tickets are collected on trains, the same procedure will be followed by the guard or conductor responsible.

40.—Forms Nos. S. A. 5 (a) and (b). The Passenger Revenue Day Book is printed in two sizes. The large size (form (b) has columns provided to show the transactions for each train, and will only be used at large stations as a rule. The size of this form will be adapted to meet the conditions obtaining at the stations for which it is issued. The small size (form (a) has no separate columns for recording the transactions for each train, and will be used at small stations.

Each day, before commencing to issue tickets, the Booking Clerk should see that the ticket at the bottom of each tube is partly drawn out, and that the number on each ticket

其號數是否與上日客運業務進款  
日記簿內所登「訖號」相符一經照  
此查對直至該日售票事畢客票司  
事可無需復行查點全櫃內各筒所  
貯之票即知某站之票當日曾否售  
過蓋售過之票筒底必無抽出之半  
張矣  
每月月終無論各該月內曾否售票  
必須將所有存站各種客運票據之  
最低號數(即所存之第一張票號)  
完全登記此簿一次

第四十一條

一站發出之票據無論係用名片式  
客票簿紙空白票抑或其他各種客  
運業務票據但凡收入之進款站長  
負其責任者皆須登記此簿蓋事實  
上客運業務進款日記簿即車站客  
運進款之完全帳簿也

so drawn out, corresponds with the number of that description of ticket already entered in the Passenger Revenue Day Book as the "closing number" of the previous day. This precaution will enable the Booking Clerk to ascertain readily at the close of the day for what stations tickets have been issued without checking the contents of each tube, because the tubes from which tickets have been issued will have no tickets projecting.

At the close of the month the lowest numbers of all kinds of tickets in stock must be entered in this book, whether there have been sales during the month or not.

41.—The record of the issues of all tickets, whether card or paper, as well as of all other receipts from Passenger traffic for which the Station Master is responsible, is made in this book. In fact, the Passenger Revenue Day Book is a complete daily record of all the Passenger earnings at a station.

第四十二條

凡用第(1)式日記簿各站應於每日末次列車離站後將該日發出各票之「訖號」即當日存在手中未售之最低票號由貯票筒內及薄紙空白票存根聯上查出登記簿內第三欄內至本日之「起號」當然即係上日之「訖號」應登記第二欄內第二欄與第三欄相差之數應登記第四欄內第四欄之數除第五欄「未售之半票」及第七欄之「未發票」即為「本日實售票數」而登之於第九欄第九欄內「票數」與第十一欄內「票價」相乘即得第十二欄內「本日應收銀數」也至第六第八第十及第十三等欄之「累計數目」應於各該月份內逐日遞加之其每日之

42.—In the case of form (a), as soon as the last train for the day has left, the various stations to which tickets have been issued will be ascertained from the issuing tubes and counterfoils of paper tickets, etc., and the closing numbers, which will be the lowest numbers on hand, will then be filled-in in column 3. The commencing numbers being, of course, the closing numbers of the last date of issue, must be filled-in in column 2. The difference between columns 2 and 3 will be entered in column 4, and the actual number of tickets to be accounted for, after deducting the unsold half tickets, if any, and non-issued tickets, will then be entered in column 9. This number multiplied by the fare, column 11, will give the amount to be entered in column 12. The progressive totals in columns 6, 8, 10 and 13 respectively must be carried forward from day to day during each month.

總數係用該本日第五第七第九第  
十二等欄數目與上日第六第八第  
十及第十三等欄數目各各相加便  
得之矣

凡用第(2)式日記簿之各站其簿  
內「訖號」及「所收票款」項下各欄  
應將該日售票時之列車號次分別  
填入並於每次列車開行後立將售  
至之最底票號及所收票款分別登  
記於各該次列車欄內迨至日終所  
有本日及累計各欄均應按照登記  
第(1)式日記簿手續登記之

凡未發各票或未售半票或孩童備  
查券必須查照會計處規定辦法寄  
繳會計處查核

The totals to be entered for each day will be obtained by adding the figures contained in these columns for the previous day to those entered in columns 5, 7, 9 and and 12 respectively for the day the entries are made.

In the case of form (b) the columns under "Closing Numbers" and "Amount Received" must be headed with the numbers of the trains for which bookings are made during the day and the closing numbers and amounts received must be entered in the columns to which they relate immediately after the departure of each train. At the close of the day the daily and progressive totals must be entered in the same manner as laid down above for form (a).

The non-issued, unsold half tickets and child's control coupons must be forwarded to the Audit Office in accordance with instructions received from the Chief Accountant.

第四十三條 爲實行登記便利起見應將售往各站之三等票站名先行登入二等票次之頭等票又次之并按照車站次序排列上行各站在前下行各站在後每日售出之票先將普通客票登記後如有定期票及其他各種客票售出亦即依次登入最後再將補價票行李包裹及雜項客運等各項進款陸續登入每項分登一行然後再將當日進款結成總數以之與該日銀櫃或保險箱內所存現款比較是否相符並於總結銀數之下註明如下

43.—In practice it will be found convenient to first enter all stations to which third class tickets have been issued; then the 2nd and 1st class tickets. The entries should be made in station order, "up" stations first and "down" stations next. After the sales of regular tickets have been entered, season and other tickets, etc., should be entered if any have been sold, and finally the earnings for excess fares, baggage, parcels, miscellaneous traffic, etc., each in a separate line showing the totals for the day. The grand total for the day will then be struck and the amount compared with the actual case in the till or safe. The result must be shown in the Day Book by writing under the total:—

結數相符計洋.....  
 或  
 比較溢餘洋.....  
 或  
 比較不敷洋.....  
 本日之帳就此結束并由站長簽名  
 證明之

第四十四條 站長簽證日記簿之前應查核當日  
 所收小洋銅元其他折價貨幣之貼  
 水是否相符並須每日列一草單將  
 所結總數與按照價目表結出應收  
 之數兩相比較其溢出之數即為該  
 日應解之貼水是也

Balance correct,..... \$  
 or  
 Excess ..... ,,  
 Deficiency ..... ,,

The entries for the day will then be ruled-off and signed  
 by the Station Master.

44.—Before signing the Day Book the Station Master  
 should satisfy himself that the amount of premium on small  
 coins and other depreciated currency is correct, and record a  
 brief memo. daily showing the gross amount collected, the  
 amount to be accounted for calculated in accordance with  
 the tariff, and the difference which will be the amount  
 remitted for premium.

第四十五條

倘日記簿一頁不敷登記該日之進款可接連繼登其次各頁但每頁須結一總數依次移入其次頁內以資接連累計日每頁之首應註明各該進款日期不得錯誤如係大站上行列車與下行列車進款可分頁登之但每日結總之數當然仍祇以一個為限耳

聯運營業項下之進款應按日按每一路分組登記其站名則按清算所規定之次序排列遇必需時各大站可用第(1)式日記簿登記聯運營業項下之進款惟每日結得之總數應一筆轉入第(2)式日記簿內以便包括在該站全日共收銀數之內是為至要

45.—If necessary, more than one page may be used to record each day's transactions, the totals being carried over and brought forward from page to page, care being taken to enter the correct date on each page. At large stations separate pages may be used for "up" and "down" traffic, but, of course, one total must be struck for the day.

The entries for Through traffic should be so made as to form a separate group for each day's transactions, the Lines booked to, and the stations on them being entered in the order required by the Railway Clearing House. If necessary, a separate subsidiary record in form (a) may be kept at large stations for Through Traffic transactions, the total being transferred in one entry to form (b) in order to obtain the aggregate for the day.



第四十六條 凡各處所主管人員用規定之單據送交站長轉解會計處之款應即登記於各該日站上進款登記完畢後最後一行並結入各該日總數之內

第四十七條 日記簿內一切登記無論如何不准用橡皮磨擦如查有錯誤應用墨筆將原書字碼輕輕畫去但仍留其顯明字跡然後將改正之字另行書於被改各字之上並簽名其傍以資證明

第四十八條 站帳式 6 一客運業務進款撮總簿此撮總簿粹純為車站一種轉登記錄之簿其各欄一月結總之數皆須按照所分門類轉入「客運業務平準表（站帳式 15）」內

46.—Cash received from departmental officers, on the form prescribed for the purpose, for transmission to the Audit Office, must be entered last of all the entries for each day, and included in the total for the day.

47.—Erasures must *on no account* be made in this book. Incorrect entries should be neatly scored thro' so as to leave them still legible, and the correct ones entered above them, the correction being initialled.

48.—*Form No. S. A. 6. The Summary of Passenger Revenue* is purely a station record, the figures against the line "total" for each column being carried into the Passenger Service Balance Sheet, Form No. S. A. 15.

第四十九條

每日之旅客共計人數以及各欄進  
款之銀數皆係由「客運業務進款  
日記簿(站帳式 5(1) 或 5(2))」內轉  
登而來凡屬聯運營業之客票進款  
必須將該項進款重行分開以示本  
路及他路各占若干本路所占之數  
仍取聯運價目表內某某等站客票  
本路每張票價與當日所售票數相  
乘即得并將此項得數與該項進款  
兩相比較相差之數即爲他路應占  
之數而登之於他路欄內倘屬於聯  
運營業之行李包裹及雜項客運等  
進款則該項進款之屬於本路及他  
路者必須逐票計算註明於各該票  
據存根上專備之格內并分別結總  
登入簿內各該類別之欄內簿內各

49.—The total number of passengers and the amounts under each head will be obtained from the Passenger Revenue Day Book, Forms Nos. S. A. 5 (a) and (b). In the case of through traffic the total figures must be subdivided to show the shares due to "Home Line" and "Foreign Rlys." The "Home Line" figures will be obtained by taking the home lines shares of through fares for each class and description of ticket and multiplying these by the number of passengers booked during the day. The difference between the "Home Line" shares so obtained and the total amount collected for through passenger fares will give the figures to be entered under "Foreign Rlys." In the case of through baggage, parcels and miscellaneous traffic the calculations for "Home Line" and "Foreign Rlys" must be made in the spaces provided for that purpose on the counterfoils of the tickets and the total of these for the day will give the amounts to be entered under each head.

數應按日登入每旬結總一次以備  
造編「營業進款概數旬報表（站  
帳式63）」之用又每月月終每欄須  
各結總再將各欄橫行總數相加核  
其與直行總數是否相符

第五十條 站帳式 7 (1) 及 (2) 一本路及聯  
運售票月報單

此種報單內容係由客運業務進款  
日記簿轉錄而得如果以為便利所  
有本月客票之「起號」亦可照錄上  
月報單之「訖號」蓋上月之「訖號」  
當然為本月之「起號」也「訖號」與  
「起號」比較相差之數即為本月之  
「共計票數」至「未發票數」欄內則  
應按照報單前後各頁清單內所列

The figures must be entered daily into this form and totalled every ten days for the purposes of the Approximate Return of Traffic, Form No. S. A. 63. At the close of the month the totals of each column should be struck and the cross totals tallied.

50.—Form No. S. A. 7 (a) and (b). The Returns of Tickets Sold, Local and Through, are posted from the Passenger Revenue Day Book. The commencing numbers may also be taken from the previous month's return, if found more convenient, i.e., the previous month's closing numbers will be the succeeding month's commencing numbers. The numbers to be accounted for will be the difference between the commencing and closing numbers. In the column "not issued" will be shown the total number of non-issued tickets plus half the number of unsold half-tickets

各該客票未發之全數以及未售半  
票之半數登入之其「共計票數」除  
去「未發票數」即為「實發票數」以  
之與「票價」相乘即成應收票價銀  
數是也

第五十一條

每月售出之薄紙空白票應按等級  
分欄填報於名片式普通客票之後  
如往某某站之名片式普通客票未  
曾售過則應將各該站現存之最低  
票號分別等級填入各該「起號」欄  
內換言之一站所存各種客票無論  
該月內售過與否均應將各該票之  
最低票號列入本報單內報告之售  
出之月台票以及包房定座票所收  
各款亦應一併列入報單內報告之

(if any), as per the detailed statements at the back of the return. The difference between the numbers entered in the columns "to be accounted for" and "not issued" will be the number issued, which, multiplied by the fare, will give the amount.

51.—Details of blank tickets sold each month must be given in the respective "class" columns under the entries for sales of ordinary card tickets. When there are no sales of card tickets to certain stations, the lowest numbers of the tickets on hand for each class must be entered in the column "commencing numbers." In other words, the lowest numbers of all kinds of tickets in stock must be entered in the return whether there have been sales during the month or not.

Platform tickets and also receipts from Reserved Accommodation tickets should be accounted for on this form.

第五十二條 如係屬於聯運營業者所有進款祇須將本路應占之一部分銀數填入第 7 (2) 式報單內寄呈會計處其餘他路應占各欄銀數則留待清算所填寫各類聯運營業應分別每類各造報單一份

第五十三條 站帳式 8 一定期票優待券換票證暨免費乘車證報單

以上三項按常理而言自應由發行各該票證之各處所主管人員分別填報會計處但有時各站站長設被委任代為發行者則各該項報單自應由站長編造之至收回之定期票及免費乘車證當然用站帳式 4 收票員報告造報不得適用此報單

52.—In the case of Through traffic the Home Line proportion only should always be filled-in in form (b) before it is submitted to the Audit Office. The remainder of the "proportions" columns will be left blank for the use of the Railway Clearing House. Separate returns must be made out for different kinds of Through traffic, as required.

53.—Form No. S. A. 8. The Return of Season Tickets, Privilege Tickets Certificates and Free Passes issued will, as a rule, be submitted as a separate return in each case, to the Audit Office by the Head of the Department issuing same. In cases in which Station Masters are entrusted with this duty, the return must be prepared and submitted by them. Of course, collected season tickets and free passes must be shown on Form No. S. A. 4, and not on this form.

第五十四條 站帳式 9 — 補價票報單

此報單應由查票員車隊長或站長  
按照補價票下半截即留存之部份  
內列各節鈔錄造報本報單連同留  
存之下半截以及查票員或車隊長  
經收之票款必須按日送交各該管  
站站長其手續則由各路自行規定  
之站長收到此項報單每仍應按收  
到之先後順序編給連號並填入累  
積至本日止之累計銀數如此繼續  
辦理累積至一旬即將該旬報單連  
同補價票之下半截全行送交會計  
處查核惟須注意者每旬總數仍應  
繼續累計至月終為止

54.—Form No. S. A. 9. The Return of Excess Fares must be posted from the lower or unissued portions of excess fare tickets, by Ticket Examiners, Guards or Station Masters, as the case may be. The return supported by the unissued portions of excess fare tickets together with the cash collected by Ticket Examiners or Guards must be handed in daily to the Station Master concerned as may be arranged locally for each Line. On receipt of same the Station Master concerned will give a serial number to each return in the order in which it is received, and, at the same time, fill-in the progressive total of the amounts collected on each. The returns, supported by the unissued portions of the tickets, must be sent to the Audit Office every ten days, care being taken, however, to carry forward the progressive numbers and totals to the end of the month.

第五十五條 茲將應行填發補價票之普通緣由開列如下

- (甲) 旅客無票乘車補收之款
  - (乙) 越站乘車即乘車已逾票內規定之站補收之款
  - (丙) 越級乘車補收之款
  - (丁) 包定客車補收之延期費
- (附註) 若包定客車延期費係由站長收繳時該站得用站帳式 1 (18) 包房定座票填作收據

第五十六條 站帳式 10 (1) 一運出本路行李報單此報單應按日由行李票存根聯鈔錄填造上行車與下行車所運行李應分別按旬列報會計處一次惟須注意每旬總數仍應繼續累計至月終爲止

55.—The following are the classes of items for which excess fare tickets are usually issued:—

- (a) Charges recovered from passengers for travelling without tickets.
- (b) Charges for over-riding, i.e., travelling beyond the stations for which tickets are issued.
- (c) Charges for riding in a higher class of carriage than that for which tickets are issued.
- (d) Charges for demurrage on reserved carriages.

Note:—In cases in which demurrage charges on reserved carriages are collected by station masters, a receipt may be issued on the Reserved Accommodation Ticket, Form No. S. A. 1 (r).

56.—Form No. S. A. 10 (a). The Return of Local Baggage Forwarded should be posted daily from the triplicates of the tickets issued. Each description of traffic "up" and "down" must be posted separately under a written heading. The return must be sent to the Audit Office every ten days, care being taken, however, to carry forward the progressive totals to the end of the month.

第五十七條 站帳式 10 (2) 一運進本路行李報單

此報單須將本路一月內運進之行李完全詳細列入以備會計處以之與各發運站所造同月份之運出本路行李報單互相核對之用再此單應按照所收票據逐日鈔錄勿論收票日期係在本月與否但仍應按照票上月份列入各該月份報單內列報為要

第五十八條 「上行」車與「下行」車運到之行李應各分別註明造報凡補收漏票行李或短收之運費均應列入此單按旬連同所收票據一併報告會計處惟須注意每旬總數仍應繼續累計至月終為止

57.—Form No. S. A. 10 (b). The Return of Local Baggage Received must show the details and total of baggage arriving during the month for the purposes of audit check with the corresponding returns rendered by stations from which the traffic was forwarded. It will be posted daily from the collected tickets, which must be included in the returns for the month in which they were issued, irrespective of the date of collection.

58.—Each description of traffic "up" and "down" must be posted separately under a written heading. Inwards unbooked traffic and undercharges are to be accounted for in this return, which must be sent to the Audit Office every ten days accompanied by the collected tickets, care being taken, however, to carry forward the progressive totals to the end of the month.



第五十九條 站帳式 10 (3) 一運出本路包裹報單

此報單須包括所有本月運出之普通包裹在內其填造之法係按日由包裹收據存根聯鈔錄并每旬報告會計處一次其每旬之總數應繼續累計至月終爲止

「現付」及「到付」營業應分別各造報單一份而「公務」包裹則更應將憑證號數列入報單之內

59. Form No. S. A. 10 (c). The Return of Local Parcels Forwarded should include all ordinary parcels forwarded during the month. It will be posted daily from the station copies of the tickets and must be sent to the Audit Office every ten days, the progressive totals being carried forward to the end of the month. Separate returns must be made for "paid" and "to pay" traffic; also for service parcels the numbers on the certificates for which should be shown.

第六十條 站帳式 10 (4) — 運進本路包裹報單

此報單須包括本月份內運進之普通包裹所有每日收到之包裹收據「原主聯」均應鈔錄在內以備與發運站所造同月份內運出包裹報單核對之用本報單之造報會計處辦法應查照前條造報站帳式 10 (2) 報單手續相同但對於「現付」暨「到付」營業以及「公務包裹」均應分別各造報單一份

60.—*Form No. S. A. 10 (d).* The Return of Local Parcels Received should include all ordinary parcels received for the month. It will be posted daily from the "owners" copies of the tickets, and is used for the purpose of checking the corresponding returns received from forwarding stations. It will be prepared and submitted to the Audit Office together with the collected tickets, in a similar manner to Form No. S. A. 10 (b) referred to above, but separate returns must be made for "paid" and "to pay" traffic; also for service parcels.

第六十一條 站帳式 10 (5) 及 (6) 一運出及運進  
本路雜項客運報單  
此兩種報單之一切造報辦法概與  
造報站帳式 10 (1) 及 10 (2) 兩種  
報單手續完全相同

第六十二條 站帳式 11 (1) 及 (2) 一運出及運  
進本路代客收款包裹報單  
此兩種報單之一切造報辦法概與  
造報站帳式 10 (3) 及 10 (4) 兩種  
報單相同第站長收到收受包裹人  
繳到之款必須按日隨同其他進款  
解繳會計處

61.—*Form Nos. S. A. 10 (e) and (f).* The Returns of Local Miscellaneous Traffic Forwarded and Received will be prepared and submitted in a similar manner to Forms Nos. S. A. 10 (a) and (b) with which they are identical.

62.—*Forms Nos. S. A. 11 (a) and (b).* The Returns of Local C.O.D. Parcels Forwarded and Received will be prepared and submitted to the Audit Office in a similar manner to Forms Nos. S.A. 10 (c) and (d). All sums collected by Station Masters from consignees must be remitted to the Audit Office along with the rest of the station cash for each day.

第六十三條 站帳式 12 (1) — 運出聯運行李報單

此報單應按照造報站帳式 10 (1) 報單手續造報其營業較繁之站更須每旬造報一次而營業略簡之站則按月造報之但無論按旬抑或按月造報均須於該旬或該月經過後五日內寄呈會計處至按旬造報之站務須注意將每旬之總數繼續累計至月終為止各類聯運營業應分別每類各造報單一份併於報單之內分配銀數項下祇填本路應占一欄其他各路應占銀數則不必填寫上項辦法並適用於造報站帳式 12 (2) (3) (4) 及 13 (1) (2) 等各報單

63.—Form No. S. A. 12 (a). The Return of Through Baggage Forwarded must be compiled in a similar manner to Form No. S. A. 10 (a), and should similarly be submitted every ten days by stations at which the traffic is large. At stations at which the traffic is light, it will be submitted monthly. In both cases it should reach the Audit Office five days after the close of the period to which it relates. In the case of the ten daily periods, care must be taken to carry forward the progressive totals to the end of the month. Separate returns must be made out for different kinds of Through traffic, as required, the Home Line proportion being the only one to be filled-in.

These instructions will apply also to Forms Nos. S. A. 12 (b), (c) and (d), and 13 (a) and (b).

第六十四條

本報單即站帳式 12 (1) 第五第六  
 兩欄之內必須將據以填發行李收  
 據之客票摘要與所發行李收  
 據之起訖站名與所發行李收  
 站名相全時祇須將該客票號碼等  
 級記入便可設行李收據之起訖站  
 名僅為該客票內所規定區間之一  
 段則更須將該客票之起訖站名一  
 併填入倘據以填發行李收據者為  
 來回遊歷票或週遊票則祇將該來  
 回遊歷票或週遊票之發行站名記  
 入之此外如根據中日聯運或其他  
 各類聯運客票或經由售票經理發  
 行之客票填發之行李收據均應照  
 此記明

64.—In the case of columns 5 and 6 of this form (No. S. A. 12 (a) it is necessary that full information should be given of tickets used for baggage registration. Where the stations of issue and destination of the passenger tickets are the same as those between which the baggage is registered, the numbers and classes of tickets only are required, but where tickets are used for registration of Baggage over only part of the journey for which they are available, it is necessary to show the stations of issue and destination in addition. In case of Return Tourist or Circular Tour tickets used for registration of baggage the stations of issue should be entered. The same information should be given in cases of all kinds of China-Japan or other through tickets, or tickets issued by Tourist Agencies.

第六十五條 站帳式 12(2) 一運進聯運行李報單

此報單必須按照造報站帳式 10 (2) 及站帳式 12 (1) 兩種報單手續造報且僅應包括各該本月份內他站所發而被收回之收據在內倘本月份內所收票中有為前月份所發者則不得列入之但應按照填發月份另造報單補送會計處查核至收回之收據應隨同報單一併寄呈會計處

第六十六條 站帳式 12(3) 及 (4) 一運出及運進聯運雜項客運報單

如有此類運輸此兩種報單之造報辦法概與造報聯運行李報單手續相同

65.—*Form No. S. A. 12 (b)*. The Return of Through Baggage Received must be compiled similarly to Form No. S. A. 10 (b), and also as indicated for Form No. S. A. 12 (a). It should include only collected tickets issued during the month to which the return relates. If tickets for any particular month are collected on dates subsequent to the date of submission of this return, they should be included in a supplementary return for the month concerned. All collected tickets must accompany this return.

66.—*Form Nos. S. A. 12 (c) and (d)*. The Returns of Through Miscellaneous Traffic Forwarded and Received must be compiled and submitted on similar forms and in the same way as for baggage, when such traffic is carried.

第六十七條 站帳式 13(1) 一運出聯運包裹報單  
此報單之造報手續可按照前條造  
報站帳式 10 (3) 及站帳式 12 (1)  
兩種報單手續中之適宜者參酌用  
之

第六十八條 站帳式 13(2) 一運進聯運包裹報單  
此報單必須按照造報站帳式 12(2)  
報單手續造報之所有運進之包裹  
均應按照各該實在收到日期列入  
倘遇收到之期係在發運之次月則  
該包裹不得列報於本月份報單之  
內但應按照填發月份另造報單一  
份補報會計處爲要

67.—*Form No. S. A. 13 (a)*. The Return of Through Parcels Forwarded must be prepared in accordance with the instructions given above for Forms Nos. S. A. 10 (c) and 12 (a), as far as they can be applied to this return.

68.—*Form No. S. A. 13 (b)* The Return of Through Parcels Received must be prepared in a similar manner to Form No. S. A. 12 (b). All parcels must be entered in this return on the dates on which they are actually received. In the case of parcels received in a month subsequent to that in which they were forwarded, a supplementary return must be prepared and forwarded for the month concerned.

第六十九條 站帳式 14—儲存行李包裹等報單  
此報單專備造報旅客未到以前運  
到行李存站待領或旅客抵站後將  
行李委託車站存儲或逾限提取包  
裹按照定章所收之儲存費而設填  
寫時應用複寫紙套書一式兩份其  
正張連同撕下之「行李儲存票」站  
帳式 1 (19) 下半段寄呈會計處查  
核而副張則留站存查再此種報單  
應按照收費日期根據行李包裹儲  
存票內各節據實填報

此種報單在營業較繁之站應按旬  
造報一次其餘則按月造報之

69.—*Form No. S. A. 14. The Return of Storage on Baggage, Parcels, etc., should record all charges levied for demurrage, according to tariff rules, on baggage arriving in advance of passengers or left at stations for temporary custody, and on parcels, etc.*

It is prepared in duplicate, the original being sent to the the Audit Office supported by the lower halves of Form No. S. A. 1 (s). The carbon copy is kept as the station record. Entries will be made from the tickets on the actual dates on which the charges are collected.

At stations where the transactions are numerous, the return will be submitted every ten days, otherwise monthly.



第七十條 站帳式 15—客運業務進款平準表  
此平準表係一種分類撮總表式專備各站結算一月間收支帳目而設其借方所列各款可由「客運業務進款撮總簿」(站帳式 6)內轉錄而來而貸方各款則依據「解款單」(站帳式 62)及核准由站款支付之各種單據或會計處特准貸除各數而得所有代替現款而用解款單繳局者該款即由會計處派人收取之

70.—Form No. S. A. 15. The Passenger Service Balance Sheet is a summary in classified form of all station debits and credits for the month to which it relates. The entries on the debit side will be obtained from Form No. S. A. 6. and on the credit side from the Cash Remittance Notes and other vouchers representing duly authorised payments from station cash, or special credits to be adjusted by the Audit Office. Vouchers entered in the Cash Remittance Note represent money to be collected by the Audit Office.

第七十一條 編造此平準表時各站站長須切記  
所有該站應向會計處報帳之各款  
均借入站長之帳而該站已解出納  
課之現款或核准單據均貸出站長  
之帳是也

第七十二條 借方應列各款如下

(甲)上月存站結餘

(乙)本月各類營業進款詳見各種  
報單

71.—In preparing this return, Station Masters must bear in mind that they are *debitable* with all sums for which they must render an account to the Audit Office, and *creditable* with all sums they pay to the Cashier, or for which they submit duly attested vouchers.

72.—The debit entries comprise:—

- (i.) The debit balance (if any) from the previous month's account.
- (ii.) The traffic earnings of the month under the different subheads as detailed in the several returns particularised in the form.

(丙)本月內會計處所通知之各項  
短收運費等款

(丁)會計處或出納課所通知而以  
前未經列入各款

(戊)售票盈餘

(巳)無專門報單之各種雜項收入  
但此項應將進款事由詳細註  
明本表之內或另單說明之

(iii) Undercharges advised during the month by the  
Audit Office.

(iv.) Discrepancies advised by the Audit and Cash  
Offices, not previously taken to account.

(v.) Excesses in booking.

(vi.) Miscellaneous transactions not shown in the  
returns, of which full particulars must be given.

第七十三條 貸方應列各款如下

- (甲)所有現款包括銀行支票莊票  
鈔票等用解款單繳局者
- (乙)用解款單繳局而由會計處收  
款之各種單據
- (丙)依據退款憑單及其他單據支  
出之款
- (丁)由會計處通知特別貸除各款  
(參看第一百二十七條)

73.—The credit entries comprise:—

- (i.) The total cash, including cheques, native orders, bank notes, etc., remitted as per Cash Remittance Notes.
- (ii.) The vouchers in lieu of cash forwarded to the Audit Office for collection with the Cash Remittance Notes.
- (iii.) Payments made on refund orders and other vouchers.
- (iv.) Special credits advised by the Audit Office, see also Instruction 127.

第七十四條 凡收到由會計處發出之「勘誤單」應詳細覆核如見有付車站帳者應即補列於下一月份帳內例如一月份勘誤單內知照各款應即補列於二月份平準表內并應於收到勘誤單之次日即將應行補繳之款解繳出納課倘「勘誤單」內列各款查有錯誤則應將不符情形立即函告會計處核覆

第七十五條 借貸兩方平準之下如有存站結餘必須將欠繳情形詳細摘錄於表之後頁至該款擬如何清理何時可以收清均須逐款聲明爲要

74.—The "Advice of Audit" should always be carefully examined, and if there is a debit against the station, it should be taken to account in the month following that to which it relates; e.g. the advice of audit for January should always be taken to account in the Balance Sheet for February, and the money should be sent to the Cashier the day after receipt of the advice, unless the Station Master finds there is an erroneous debit, in which case he should at once write to the Audit Office giving full details of same.

75.—Full details of the closing balance (if any), must be given on the back of the form, with particulars of the steps taken to clear each item, and the date by which a settlement may be expected.

第七十六條 站帳式 16 (1) 及 (2) 一寄發本路及聯運客運業務各種報單點驗單此單純粹為各站每月寄呈客運業務進款平準表及與該表連帶之各種月報單至會計處一紙目錄填寫時應用複寫紙套書一式兩張其第一張隨同報單寄呈會計處副張則留站備查此單限於各該月經過後五日內寄至會計處毋得遲延各路會計處長可酌量各該本路情形另用站帳式 16(3) 及 (4) 專備各站寄呈旬報單之用

76.—*Form Nos. S. A. 16 (a) and (b).* The Passenger Transmit Memos Local and Through are merely lists of the Passenger Balance Sheet and connected monthly returns sent by stations to the Audit Office. The carbon copies remain at the station and the originals accompany the returns submitted. It should be despatched to the Audit Office not later than the 5th of the month following that to which it relates.

Optional forms Nos. 16 (c) and (d) may be drawn up by Chief Accountants for use in transmitting traffic returns every ten days.

第七十七條 設有某種報單因無營業或其他事項可報則應參照本則例第一百四十四條用一「無」字報單(站帳式 60)填寄會計處

第七十八條 站帳式 17—遺失票據取保領件證明書

此種證書應由站長存備以便隨時發給收受貨物人領用在交付行李包裹以及雜項物品抑或貨物之前收受貨物人照章必須將發運站所發之「行李收據」(站帳式 1 (1))「包裹收據」(站帳式 1 (14))「雜項客運收據」(站帳式 1 (17))「或貨物收據」(站帳式 (22) 及 (23) 繳出否則必

77.—Should there be no particulars or no traffic to enter on any of the returns a "Nil" return (Form No. S. A. 60) should be sent in accordance with the directions given in Instruction 144.

78.—Form No. S. A. 17. The Indemnity Bond will be kept in stock by Station Masters and supplied to consignees only when occasion arises. Before delivery of a baggage, parcels, miscellaneous or goods consignment the consignee must produce the baggage receipt (Form No. S. A. 1 (k)), parcels ticket (Form No. S. A. 1 (n)) miscellaneous ticket (Form No. S. A. 1 (q)) or the goods receipt (Forms Nos. S. A. 22 and 23) obtained from the forwarding station.

須用此證書填明行李包裹雜項客  
運或貨物收據內一切詳細情形始  
准給領

第七十九條 此項證書必須有收受貨物人及保  
證人簽名蓋章而各站站長更須特  
別注意切勿將行李包裹或貨物等  
件誤交冒領之人  
凡係「預付」運費之件各站在交付  
之前務須先行電詢發運站該項運  
費已否收清

Failing this, delivery may only be made on presentation of this form duly filled-in with all the particulars given on the baggage, parcels, or miscellaneous ticket or goods receipt.

79.—The bond must be signed both by the consignee and by a guarantor. Great care should be exercised by Station Masters to prevent the delivery of baggage, parcels and goods to fraudulent claimants.

In all such cases of "paid" consignments, the forwarding station should be telegraphed to before delivery to ascertain whether the freight was actually paid or not.



第八十條 站帳式 18—雜項收入彙總表

此表應將所有未經規定列報於任何站帳報單之各種雜項進款例如租金罰款小販執照費人力車捐或其他執照費以及退票費等由站按日列入具報外每至月終并應將月台票款裝卸費保險費以及代客收入欸佣金等欸之月結總數分別轉入蓋後列各項進款雖經列報於各該客票行李包裹等報單之內但因轉登客運業務進款平準表時根本上既非運費之一部份自不應併計於運費之內也再上項轉登各欸須待各該月份內每日應登各欸登齊後

80.—Form No. S. A. 18. The Return of Sundry Receipts will be written up daily at stations and will record all miscellaneous receipts for which no provision has been made in the other station return forms, such as Rents, Fines, Vendors' fees, Ricksha and other licences, fees charged for Cancelling tickets, etc.

Into this form will also be transferred, at the end of each month, the total monthly receipts from Platform Tickets, Handling Charges, Insurance Charges and C. O. D. Commission which, although recorded in the Returns of Tickets Sold, Baggage and Parcels, etc., returns, are not entered in the Passenger Service Balance Sheet as part of the freight charges from these sources. These entries should

始行轉入同時並應將該轉登各款  
之來源述明於本表第二欄內如下

(甲)總計代客收款交件佣金

或

(乙)行李裝卸費

或

(丙)包裹裝卸費

餘皆倣此並將各該進款之總計銀  
數分別列入各該相當欄內

本表末一行內之一月總計銀數應

即轉入「客運業務進款平準表」

(站帳式 15)內之各該相當款目項

下爲要

be made after the last daily station items have been included  
and an explanation of the source of the transfer should be  
given in Column 2 of the form, as under :--

(a) Total C. O. D. Commission

or

(b) Handling Receipts for baggage

or

(c) Handling Receipts for parcels

and so on, and the totals of such receipts should be extended  
into the proper columns.

The totals for the month, at the foot of the form, will be  
transferred to the Passenger Service Balance Sheet, Form No.  
S. A. 15, against the proper heads.

第八十一條 站帳式 21 (1) (2) 及 (3) — 寄貨人聲明書

凡寄貨人到站請求由貨運列車裝運貨物時應令填具此項聲明書並簽名蓋章其上以備發運站存作運輸之根據而備查考所有聲明書內應填各節應完全詳細填註其貨物重量應會同寄貨人當面過磅以便其自行照數填入至擬運之貨凡由貨主負責者應用站帳式 21 (1) 白紙黑字之貨主負責寄貨人聲明書若由鐵路負責者則用站帳式 21 (2)

81.—Forms Nos. S. A. 21 (a), (b) and (c). The Consignor's Note is used when merchandise is brought to a station for despatch by goods train, the consignor being required to fill-in and sign the form which will remain at the forwarding station as a record of the origin of the transaction. The particulars required by the form should be carefully and fully stated. The goods should, as a rule, be weighed in the presence of the consignor so as to enable him to himself fill-in the weight. For goods to be shipped at owner's risk, Form No. 21 (a), the Owner's Risk Consignor's Note, will be used and will be printed in black ink on white paper. For goods to be shipped at railway risk, Form No. 21 (b), the Railway Risk Consignor's Note, will be used and will be printed in

白紙紅字之鐵路負責寄貨人聲明書又凡屬公務運輸則用站帳式 (3) 紅紙黑字之公務運輸寄貨人聲明書

第八十二條 擬運之貨倘於收到時業已損壞則此種損壞情形應即分別註明於寄貨人聲明書及貨票或關於該批貨物之各種文件之內為要

第八十三條 此種聲明書應由站上貨票司事於每年一月一日起順序編給連號填於聲明書之右上角並轉錄於貨票或各有關連文件之內

red ink on white paper; and for service traffic, Form No. 21 (c), the Service Consignor's Note, will be used and will be printed in black ink on red paper.

82.—If goods are received in a damaged condition from the consignor, the fact should be noted on the consignor's note, the goods receipt and on all subsequent documents connected with such goods.

83.—The form should be progressively numbered for each year commencing on the 1st January. This number should be written by the Goods Clerk on the right hand top corner and should also be entered on the goods receipt and all connected documents.

第八十四條 站帳式 22 (1), (2) 及 (3) 一本路運輸貨物收據及通知書

此種貨票應由發運站根據寄貨人所具之聲明書(站帳式 21)用複寫紙填發一式三聯其第一聯為貨物收據交寄貨人寄交收貨人第二聯為通知書交由車隊長轉交卸運站而第三聯則存站備查

凡非同類貨物雖其等級相同而收貨人又同屬一人仍須按類分別載明票內且每一批貨物祇限填給貨票一張而每一張貨票亦祇限填發貨物一批也倘遇一批之貨而分裝數車起運時所有車輛號碼均應載明貨票「貨物名目」欄內

84.—Form Nos. S. A. 22 (a), (b) and (c). The Goods Receipt and Invoice, Local is prepared at the forwarding station from the Consignor's Note (Form No. S. A. 21). It is prepared in triplicate with carbon, the original being the goods receipt which is handed to the consignor who will send it to the consignee, the duplicate is the invoice which is handed to the guard for delivery to the receiving station, and the triplicate is retained at the forwarding station for record. Different commodities must be shown separately even though they belong to the same class and be consigned to the same person, and there must not be more than one invoice for each consignment. Only one consignment should be entered on each invoice.

When several wagon loads are dealt with as one consignment, the wagon numbers must be entered in the column headed "description of goods."

如遇一批貨物或其一部份誤被遺落在後或有漏運或多運情事關係站應用普通貨票將該項被遺或多運之貨運往應運之站惟起票時務將該批貨物原起貨票詳情註明票內以備查考

此種貨票全用白紙印製但屬於「預付」營業者用黑墨刷印「到付」營業用紅墨刷印「記帳」營業則用紫墨刷印

When a consignment, or part thereof, has been left behind, mis-sent or over-carried through error, the conveyance of the goods to the correct destination station shall be covered by an ordinary invoice on which shall be entered reference to the original invoice for the consignment.

This form is printed on white paper and in black ink for "Paid" traffic, in red ink for "To pay" traffic and in purple ink for "On credit" traffic.

第八十五條 填寫貨票最重要之點為繕寫正確及銀數結總兩事票內加數每回必須覆核一次蓋貨票為貨運業務進款帳之根據設有錯誤則所有帳冊均隨之錯誤耳  
票內原填銀數字碼無論如何不得塗改之  
如發運站在貨票離站之前發見錯誤情事可將該票註銷另發新票并將前票註銷理由註明新票之內以備查考凡註銷之票屬於本路營業者應即寄呈會計處屬於聯運營業者則寄清算所查核

85.—It is of the greatest importance that it should be correctly made out and totalled. The additions should always be re-examined. Errors originating in invoices are liable to run all through the accounts, as invoices form the basis from which the returns of goods traffic are compiled. The original amounts shown on invoices must not on any account be altered.

Should any error be discovered at the forwarding station the invoice may be cancelled and a fresh invoice issued on which reference should be made to the cancelled invoice in lieu of which it is issued. Cancelled invoices for local traffic must be sent to the Audit Office and those for through traffic to the Railway Clearing House.

短收或溢收之運費由卸運站查出者應用紅字在票內註明之

第八十六條

交貨司事接到貨物收據務須細心查核該收據是否照章填註有無錯誤又運到之貨祇准交與該收據指定之收貨人或該收貨人簽字委託之人至所簽之名字是否係該持票本人所簽者交貨司事更應細心查核之倘收貨人已將收據遺失無論如何不得補發但應查照本則例第七十八及七十九兩條規定手續辦理

Under and overcharges discovered by the receiving station will be endorsed on the invoice in red ink.

86.—The delivery clerk must be careful to see that the Goods Receipt when presented is in every way correctly prepared. Goods are not to be delivered to any person other than the consignee named on the Goods Receipt, or to the person to whom it shall have been properly endorsed. When a Goods Receipt is endorsed the delivery clerk must be careful to see that each endorsement is made by the previous holder. A duplicate must under no circumstances be issued for one that is lost. In such cases the procedure laid down in Instructions 78 and 79 above must be observed.



第八十七條 各類貨物收據及通知書一律均用機器編印連號「簡稱局編票號」本路營業每張三聯編成一號聯運營業則每張四聯編成一號此項機器編定連號之外必須另由發運站將所發貨票不分票之種類（如「預付」「到付」「記帳」等貨票或「公務運輸票」「動物票」等類）但以卸運站爲標準對於每一卸運站自每年一月一日由第一號起另編票號一組（簡稱站編票號）順序而前至十二月三十一日爲止次年復換新號照此辦理各站對於每一卸運站另

87.—All Goods Receipts and Invoices will be machine numbered, the three copies for local traffic and the four copies for through traffic being, of course, given the same number. In addition, before being issued they must be numbered *in one consecutive series*, irrespective of the description of traffic, for each station booked to, commencing with No. 1 on the 1st. January of each year. The use of separate progressive numbers for each station will enable the Receiving Station Masters to ascertain whether any invoices are missing, and if so, they must not fail to at once apply to forwarding stations for copies.

編相連票號各一組之用意係使各站對於應收之貨票有無遺失一查便知設有遺失則可立即向發運站追查或索取抄本也

第八十八條 貨票填畢所有通知書應即交由各該次貨運列車一同發出不得有延遲積壓及成束寄發情事  
凡遇補收前站短收運費或科收罰款收款站必須另用貨票一份填作收據註明收款事由銀數及原來貨票一切情形以備覆按至原來貨票

88.—Invoices must never be kept back and despatched in batches. They should be prepared at once and sent by the same train as the goods. Receiving Station Masters will be held responsible for carefully checking the accuracy of all freight and other charges on invoices prior to delivery of the goods.

In cases of undercharges, fines or penalties collected a new invoice must be issued by the station collecting same giving details of the amount so collected and full reference to the original invoice for the goods concerned. The original invoice must in all cases be endorsed, by the station discovering the undercharge or liability to fines or penalties, with the number of the invoice issued therefor. When such undercharges, etc., are discovered at an intermediate station and that station is unable to collect the amount, the invoice must be endorsed with the sum due together with the remark "discovered at ..... station and to be collected at destination" and the destination station must be telegraphed to

同時亦應由發見短收運費或科收罰款  
 站站長註明事由及所補票號并簽名其中  
 上倫此項短收運費等情之發見者為之註  
 途各站而無從收繳該款時則該發見數註  
 中途站須將發見事實以及應收銀數發見  
 明於原來貨票之內如「由 站發見  
 款歸卸運站收繳！並簽名其上同  
 時並即電告卸運站查照收款卸運站應  
 即負責收繳之或商請原發運站設法補  
 收之至於收款後之手續應查照本條第  
 二節首段所述辦法辦理再此項補發之  
 貨物收據及通知書應按例行手續全行  
 寄交會計處查核至收得之款則由收款  
 站於「運出貨物撮總表」(站帳式 37  
 (1) 或 37 (2) 末端專登一行列報於「短  
 收運費等項」欄內

collect and will be held responsible for doing so, or making  
 arrangements with the forwarding station therefor. The  
 destination or forwarding stations will then act as laid down  
 in the first sentence of this paragraph. The additional Goods  
 Receipts and Invoices so issued will be sent to the Audit  
 Office in the usual way and the amounts will be brought to  
 debit by the station collecting them in the Summary of  
 Goods Forwarded, (Forms Nos. S. A. 37 (a) and (b)), by  
 special entry at the foot under the heading "Undercharges,  
 etc."

第八十九條 所有發運站在某月份內發出之貨票無論該票之貨運到與否卸運站均應一律列報於各該月份帳內至「預付」營業應由發運站報收而「到付」營業則由卸運站報收

第九十條 每日收繳之貨票必須分別「本路」或「聯運」按日分包寄交會計處每日發出聯運貨票中之清算所備核聯亦須按日寄呈會計處轉送清算所

89.—All invoices issued by forwarding stations during a month must be taken into account by receiving stations during the same month, irrespective of whether the consignments to which they relate have come to hand or not. "Paid" traffic will be taken to debit by the forwarding station, and "to pay" traffic by the receiving station.

90.—All invoices collected must be sent to the Audit Office daily. Local and Through Invoices must be sent in separate bundles.

The R. C. H. Record portions of through invoices issued must similarly be sent to the Audit Office daily for transmission to the Railway Clearing House.

第九十一條 站帳式 23 (1) 及 (2) — 聯運貨物  
收據及通知書

聯運貨票全用黃紙印製但屬於「預付」營業者用黑墨刷印而「記帳」營業則用紫墨刷印填發時應用複寫紙套書一式四聯其第一聯為貨物收據交與寄貨人寄交收貨人第二聯為通知書交與車隊長轉交卸運站第三聯為清算所備核聯而第四聯則為存根留站存查

凡填寫聯運貨票必須特加謹慎所有應需各款務須詳細填註外其「經由路徑」一欄應查照「聯運貨物價目表」內規定之路徑填入之「貨物名目」查照「貨物分等表」

91.—Form Nos. S. A. 23 (a) and (b). The Goods Receipt and Invoice-Through is printed on yellow paper in black ink for "Paid" traffic and in purple ink for "On credit" traffic. It is prepared in quadruplicate with carbon, the original being the Goods Receipt which is handed to the consignor who will send it to the consignee, the duplicate is the Invoice which is handed to the guard for delivery to the receiving station, the triplicate is for the Railway Clearing House and the quadruplicate is retained at the forwarding station for record. In making out invoices for through goods all the particulars required must be carefully entered. The route to be entered must be the one shown in the Through Goods Tariff by which the goods are consigned and freight charged. The description of goods must be entered according to the name given in the General Classification. In the case of the weight, the actual weight of the goods as well as the weight charged for must be given. In the case of goods charged at "Kilogramme"

內規定名稱填註之至於「重量」欄內則應將「實在重量」及「應計重量」分別填註外如運費係按公斤核收者則該貨重量應註明公斤若干按零繳或整車核收者則註明公繳若干

又「運率」一欄亦應將核計運費之價率填入如「公斤」「零繳」「整車」「特價」或「專價」等字樣

運費應按照「聯運貨物價目表」內規定之價格及其計算方法核計之並將每路應得之數分別填註於各該路名下「運費」欄內又各路應得銀數相加尾數不足洋五分者亦應收洋五分但此項多收之數應歸入「本路」名下

rates these weights must be given in Kilogrammes and, in the case of goods charged at "Metric Ton" or "Car Load" rates, the weights must be given in Metric Tons or fractions thereof. In the rate column must be indicated the rate charged, whether "Kilogramme," "Metric Ton", "Car Load" "Exceptional" or "Special".

The freight charges must be calculated from the rate lists and according to the instructions given in the Through Goods Tariff. Under the heading of "Freight" will be entered the freight charges on the goods, each railways share of these charges being entered separately. In the total any fractions of five cents will be made five cents and any extra cents so added for this purpose shall be included in the figures opposite "Home Line."

押貨人票價及其他雜項收費均應填列「其他收費」欄內第押貨人數或其他雜費名目則皆註明於「貨物名目」欄內貨名之下倘押貨人票價照章免費者亦應將免費人數註明該欄又票內之「運費」「裝卸費」暨「其他收費」各欄總數必須互相加合結成總數填入「共計」欄內因此數即站上應向寄貨人收款之數也

Fares for watchmen and any other special Charges must be entered in the column headed "Other Charges." Particulars of number of watchmen and any special services charged for must be entered in the space "Description of Goods" following the description of the goods. When watchmen are allowed free according to the regulations an entry of the number allowed free must be made in this space.

The totals of the columns "Freight," "Handling Receipts" and "Other Charges" must be carried to the "Total" column and the total of this column will give the amount to be collected from the sender of the goods.

每一輛車所裝之貨必須填票一張  
倘遇一批貨物分裝兩車或數車而  
需填票兩張或數張時所有該全批  
貨物之運費等項應全行填入第一  
張貨票之內而次第各票則祇需註  
明「第.....號票所運貨物之一部  
份」字樣橫書各該票面並簽名其  
上便可

本規則第八十四條至九十條之規  
定凡與以上各條不相抵觸者聯運  
貨票亦適用之

A separate invoice must be made out for each wagon.  
When a consignment consists of two or more wagon loads the  
charges for the whole consignment must be entered on the  
invoice for the first wagon and the invoices for the extra  
wagons must be endorsed across the charges columns  
"part of consignment invoiced under Invoice No....."

The provisions of Instructions 84 to 90 inclusive will also  
apply to through invoices in so far as they do not conflict  
with the provisions of this Instruction.



第九十二條 站帳式 24 (1) 及 (2) — 本路及聯運  
動物收據及通知書

此種貨票專備裝由貨物列車運輸  
動物之用每票下段皆刊有佈告聲  
明所運動物設有損傷抑或遺失鐵  
路概不負責等語票之印製與普通  
貨票相仿而其填發手續亦皆相同  
每次運輸必須將動物之實在重量  
填入票內

此票紙張本路營業者用白色聯運  
營業者用黃色

92.—Forms Nos. S. A. 24 (a) and (b). The Live Stock Invoice is to be issued when livestock is shipped by goods trains. The footnotes to the forms indicate in what respects the Railways do not undertake responsibility for injury and loss. It is printed like the ordinary invoices and is issued and used in the same way.

The actual weight of the livestock carried should be entered in every case.

For local traffic the form is printed on white and for through traffic on yellow paper.

第六十三條 站帳式 25(1) — 本路公務運輸收據及通知書

此種貨票係用紅色紙張印製每張一式三聯由站長填發（運輸材料除外）但如材料廠運輸材料則此票應由材料廠長自行填寫然後送交站長簽發之站長每次簽發之票應將第一聯交還原寄發人以便寄交收料人第二聯為車隊長通知書應隨同所運輸之材料帶交卸運站卸運站站長於交付材料時必須請收料人簽名收清設遇材料有損壞情事則收據上更應詳細註明為要

93.—*Form No. S. A. 25 (a)*. The Service Invoice, Local, which is printed in triplicate on red paper, will be filled-in by the station master (except in the case of shipments by stores). In the case of shipments by stores, the Storekeeper will fill in the form, except for the station master's signature. The station master, in every case, will sign and return the original to the sender, who will immediately forward same to the consignee. The duplicate will be the guard's copy, and will be delivered to the receiving station along with the material. The receiving station master must be careful always to get a clear receipt from the consignee for delivery of the material, the condition of which, if damaged, must be clearly stated.

第九十四條 站帳式 25 (2) — 聯運公務運輸收據及通知書

此種貨票係用黃色紙張印製每張一式四聯由發運站站長 (或材料廠長) 填發所有一切手續概與填發站帳式 23 (2) 相同惟運費總數內本路應占若干務須單獨註明票內至其他各路則留待清算所填註之

第九十五條

站帳式 26 — 調車通知書  
此種通知書專備通知調車工頭在商家私岔道上調送車輛之用每張一式兩聯第一聯交由調車工頭以憑調送車輛并取得各該商家簽認後寄呈會計處查核第二聯則存站備查

94.—*Form No. S. A. 25 (b)* The Service Invoice, Through, is printed in quadruplicate on yellow paper. It will be filled-in by the forwarding station (or Storekeeper) and used in a similar manner to Form No. S. A. 23 (b). The Home Line proportion only of the total freight should always be filled-in.

95.—*Form No. S. A. 26.* The Shunting Invoice will be used for services performed for owners of private sidings. It is printed in duplicate only. The original must be submitted to the Audit Office after it has been filled-in and the owner's signature has been obtained by the Shunting Foreman. The duplicate will be retained as the station record.

第九十六條 站帳式 27—運費收據

此種收據專備填給收貨人於交付「到付」運費時索取收據而設此外按照本規則第七十八條規定所收之遺失票據罰金或查出票貨不符科收之罰款均適用之每張一式兩聯第一聯交付款人收執第二聯存站備查

96.—*Form No. S. A. 27.* The Freight Receipt will only be used if consignees ask for same at the time of payment of freight on "To pay" traffic, and of Penalty fee on losing of forms as stated in Instruction 78, also for extra charges for false declaration of weight, etc. It is printed in duplicate, the original being given to the consignee, and the duplicate kept as a station record.

第九十七條 站帳式<sup>28</sup>—調車裝卸費及延期車租收據

此種收據專備收繳調車費裝卸費及延期車租而設每張一式三聯第一聯交商人或寄貨人收執第二聯隨同調車裝卸費及延期車租報單(站帳式<sup>35</sup>)寄呈會計處查核第三聯則存站備查凡收到延期車租必須將每一延誤時間及其租率逐一詳註於「噸數」及「價率」兩欄之內又將總共延誤時間填註於「滯留時間」方格之內至總計應收銀數則填入「銀數」一欄爲要

97.—Form No. S. A. 28. The Shunting etc. Receipt will be issued for all amounts collected for Shunting, Handling and Demurrage. It is printed in triplicate. The original will be given to the merchant or consignor, the duplicate will be sent to the Audit Office in support of the Statement of Demurrage, etc., (Form No. S. A. 35), and the triplicate will be retained as the station record. In the case of charges for demurrage, care must be taken to show in detail each period of detention with its charge separately in the columns headed "Tons" and "Rate" respectively, the total number of periods being stated within the boxing on the form against the line "Detention periods", the total sum being extended into the column headed "Amount."

第九十八條

站帳式 29 一貨票末號通知書  
此種通知書應於每月月終由各發  
運站填寄各卸運站站長查核倘該  
月份內有聯運貨物時該聯運卸運  
站亦應照寄一份以備核對至填寄  
此通知書之目的係使各卸運站易  
於查覈該站對於各通知站本月份  
發來貨票曾否收齊設有遺漏便可  
按號追查

第九十九條

站帳式 30 一到貨通知書  
此種通知書應於貨物到站後立即  
填寫郵寄收貨人查照但此項辦法  
原為公衆便利而設收貨人不得視  
為一種應享權利向站要求更不得  
藉詞未接通知要求豁免延期車租  
等費

98.—*Form No. S. A. 29.* The Last Invoice Advice is to be sent at the close of the month to each station, including stations on other Lines to which traffic has been forwarded during that month. Its object is to enable receiving stations to ascertain whether all invoices have been received by them, or, if any are missing, to institute prompt enquiries.

99.—*Form No. S. A. 30.* The Notice of Arrival must be sent to consignees by post immediately upon receipt of the goods. While this is done for the convenience of the public, it cannot be claimed by consignees as a right, nor will the fact of its non-receipt give consignees any claim for exemption from the assessment of demurrage charges.

第一百條 站帳式 31(1) 及 (2) — 本路及聯運  
運出貨物登記簿

此簿係爲車站登記一切運出貨物  
而設簿內登記概憑貨票爲依歸但  
每類貨票必須分別登入各該相當  
欄內不得錯誤運出之動物亦按照  
登記普通貨物辦法登記之又各  
「預付」欄內所登之運費應按日過  
入「貨運業務進款日記簿內」爲要

100.—Forms Nos. S. A. 31 (a) and (b). The Goods Forwarded Book is the station record of all goods despatched. It is posted from invoices, care being taken to post each invoice under its proper heading. Livestock should be entered in the same way as goods. Entries in the "Paid" column should also be posted into the Goods Revenue Day Book.

第一百零一條 此種第 (1) 式登記簿之第一頁應留作編列各該簿目錄之用。凡運往本路各站之貨物牲畜等應每站各留數頁以便分別繼續登載之。登載之先必須將各該月份冠之篇首迨至月終則畫線截止結成月結而每旬亦各另結旬結一次倘聯運營業不甚發達之站則無需另用第 (2) 式簿登記之祇在第 (1) 式簿內按照前法每路各分若干頁并預度情形每一卸運站各留一頁或數頁分別登載之。

101.—The Book form (a) should be indexed on the fly leaf and a separate number of pages set apart for each station to which Local consignments have been booked. The entries for each month must be distinctly headed, ruled-off and totalled, sub-totals being entered for each ten-daily period. Similarly separate groups of pages, with a separate page for each "station to," should be set apart for each Line to which Through traffic is booked, if the transactions are not sufficiently numerous for a separate book in form (b) to be used for Through traffic transactions.



第一百零二條 站帳式 32(1)及(2)一本路及聯  
運運進貨物登記簿

凡收到貨票而票內所載銀數已  
經詳細覆核且貨已到站點驗相  
符即可登入此簿至運進之動物  
亦即照此辦法登記之

102.—Forms Nos. S. A. 32 (a) and (b). The Goods Received Book is posted as invoices arrive, after they have been carefully checked as to the accuracy of the charges, and with the goods, if received. Livestock carried should be dealt with in the same way.

第一百零三條 運進貨物登記簿之目錄應編列  
在第(1)式之第一頁凡有貨物  
運來之本路各站均應每站各留  
若干頁以備登載之倘「到付」營  
業之運費已經收貨人交到則收  
款之日期及「貨運業務進款日  
記簿」之頁次均應記入此簿之  
內又聯運貨物之登記辦法與此  
相同亦按原來之路每一發運站  
各預留若干頁以便分別登載如  
遇必需時聯運貨物可專用第(2)  
式簿登記之

103.—An index should be opened on the fly leaf of the book, (form (a)), and a certain number of pages set apart for each Local "station from." When freight is paid by consignees on "To pay" consignments, the reference to the entry in the Goods Revenue Day Book must be carefully filled-in. Through traffic transactions should be posted in a similar way for each "station from" according to the Line of origin. A separate book in form (b) may be used for such traffic, if necessary.

第一百零四條 收到之貨票必須仍按各該原發  
運站填發該票之月份分別登記  
之爲求達到此項目的起見如遇  
該月份各站所發之票尙未收齊  
「運進貨物登記簿」之月結可待  
該月經過後一星期始結束之  
以期各月份所發之票仍得完全登  
入各該本月份帳內又每旬之末  
亦應於簿內各結旬結一次

104.—Invoices must be taken to account *in the same month* as they are issued. To ensure this, this book may be kept open for a week after the close of the month, if necessary. The entries for each station will then be ruled-off, and the totals for the month struck, sub-totals being entered for each ten-daily period.

第一百零五條 在運輸貨物通知書（即車隊長聯）未到站以前已經收貨人提取之貨應於簿內另開數頁題名「通知書未到以前提取之貨」將該被提之貨依據收回之收據登記之迨至通知書到站後除照章登記各該本頁外同時並於「通知書未到以前提取之貨」頁內註明該書收到日期等事以備查考

第一百零六條 到站貨物收貨人應於某日提取必須隨時註明「附記「欄內其「延期車租報單」（站帳式 35）應即根據此簿編造而「欠繳貨款清單」（站帳式 4）亦即於每月月終根據此簿編報之也

105.—Particulars of consignments given delivery of *before receipt of Invoice*, are to be copied from the Goods Receipt on a separate page headed "Consignments delivered before receipt of Invoice." When the invoice has been received and entered in its proper place in this register, a note to that effect should be made against the entry in the separate page mentioned above.

106.—In the "Remarks" column should be entered the date on which goods are made available for delivery to consignees. The Return of Demurrage, Form No. S. A. 35, will be posted from this book. The List of Goods Outstandings, Form No. S. A. 41, should also be posted from this book immediately after the close of the month.

第一百零七條

站帳式 33—貨運業務進款日記簿

此種日記簿專為車站登記每日應行收入之一切貨運業務進款延期車租以及其他各項收入而設所有每日應收之款概作為已收隨時登記并按日截算一次結成總數記明簿內至於每日現收項下之貨款可由「運出貨物登記簿」(站帳式 (31)) 「預付」各欄內將當日運費等款結成總數一筆過入之所有每日收進之款應查照繳解客運業務進款辦法併用同一解款單 (站帳式 62) 於次日解交出納課此外簿內每日總結銀數之下必須註明如下

107.—*Form No. S. A. 33.* The Goods Revenue Day Book records the daily progress made in the realization of goods earnings from all sources, including Demurrage, and any special receipts. It must be posted as the cash is received, and ruled-off and totalled daily. The entries may be made from the Goods Forwarded Book by transferring the total of the "Paid" traffic for each "station to" for the day. The cash received each day must be sent to the Cashier the next day in the same way as the receipts from Passenger traffic, one and the same Cash Remittance Note being used for both. Opposite the daily total the following entry must be made in this book:—

「此款已於.....日用第.... 號解  
款單解繳出納課」

第一百零八條 每凡收到一批運費除登記此簿外同時應將所登「貨物運出」或「貨物運進」登記簿之頁次記入本日記簿專備之欄內

第一百零九條 收到運費如係銀行鈔票而數目在一百元以上者必須將情形在本日記簿「附記」欄內詳細註明之若係支票或係莊票撥條等類則必須有會計處核准在前方能收受既收之後則亦應將事實註明「附記」欄內爲要

“Remitted to the Cashier under C.R.N. No..... dated.....”

108.—When payment is received for a consignment, the folio of the Forwarded or Received Book on which the item appears, must invariably be inserted in this book in the column provided for the purpose.

109.—Particulars must be given in the “Remarks” column of all bank notes of \$100.00 and over received in payment of freight. Cheques and native orders must only be accepted from persons previously approved of. When such payments are received the fact should be noted in the “Remarks” column.

第一百一十條 站上所收現款若於事前未得會  
計處核准無論如何站長不得擅  
自扣留貨票房經收各款亦應於  
每日散值時結算清楚掃數送交  
站長親自點收然後簽名於現款  
登記簿內又款項未解出納課之  
前站長須負保管責任

第一百十一條 凡奉核准支款憑單付出之款應  
列支該日日記簿內最末一行

第一百十二條 日記簿內登記各款無論如何不  
得用橡皮磨擦設有錯誤可用墨  
筆劃去錯字留其原跡然後將改  
正之字書於錯字上端并由站長  
在傍簽字証明

110.—No balance of cash may be retained by Station Masters without previous orders. The Goods cash must be counted and taken over by the Station Master daily as soon as the goods shed is closed for the day. This book must be signed by him at the time the cash is taken over, and he will be held responsible for its safe custody until it is sent to the Cashier.

111.—Payments made under proper authority on pay orders, must be taken credit for at the foot of the entries for the day.

112.—Erasures must *on no account* be made in this book. When a mistake is discovered, it should be corrected by drawing a pen through the incorrect entry so as to leave it still legible, and inserting the correct one above it. The Station Master must initial all corrections,

第一百十三條

站帳式<sup>34</sup>—裝卸貨物清單

此種清單係由運出或運進貨物登記簿內鈔錄而得所有付給伏役之工價及裝卸力必須審慎填列並將一切詳情記入「附記」欄內以便會計處對於單內所開費用易於覆核此單務於各該月份經過後五日內寄呈會計處不得延誤

113.—*Form No. S. A. 34. The Bill for Goods Handled is posted from the Forwarded and Received Books. The rate and total amount paid to the coolies employed should be carefully filled-in, and the fullest information given in the column of "Remarks" to enable the Audit Office to properly check the amount billed for. The return should be submitted for audit punctually by the 5th. of the month following that to which it relates.*



第一百十四條 站帳式<sup>35</sup>—調車裝卸費及延期  
車租報單

此種報單應由運出或運進貨物登記簿及調車通知書「站帳式<sup>26</sup>」內按日鈔錄其收款日期應按照「調車裝卸費及延期車租收據」「站帳式<sup>28</sup>」逐款填入至於各該月內未收各款均應列入「欠繳貨款清單」「站帳式<sup>41</sup>」內具報凡營業發達進款衆多各站此種報單應按旬造報一次但須注意者每旬之總計銀數必須累計至月終爲止其餘進款較少各站則按月造報一次可也

114.—Form No. S. A. 35. The Statement of Shunting, Handling and Demurrage Receipts must be posted daily from the Forwarded and Received Books, and from the Shunting Invoices (Form No. S. A. 26). The dates of collection must be written in against each item from the Shunting, etc., Receipt (Form No. S. A. 28). Items remaining uncollected at the close of the month must be transferred to the List of Goods Outstandings (Form No. S. A. 41).

At stations at which there are a large number of transactions, the return will be submitted ten daily, care being taken to carry forward the progressive totals to the end of the month. From other stations the return will be submitted monthly.

第一百十五條 站帳式 36—退還溢收費清單  
此種清單專備填報各該月內退還之各項溢收費款而設并應隨同各該月份平準表寄呈會計處備核退還包裹之溢收費款亦應併入此單具報惟應另行結總不得加入貨運總數之內

第一百十六條 如果奉有車務處通告卸運站站長亦得於交付貨物時退還溢收之款但該項退款亦須填入此單具報并由收貨人逐款正式簽收及由站長附簽為証

115.—*Form No. S. A. 36. The Statement of Refunds of Overcharges* should show all overcharges refunded during the month, and should be submitted to the Audit Office with the balance sheet. Refunds on parcels traffic must also be shown on this form, but a separate total should be made for them.

116.—A refund of an overcharge may be allowed by the receiving Station Master at the time of delivery of the goods subject to general instructions from the Traffic Manager. Such refunds will be entered in this form, each item being formally acknowledged by the consignee and countersigned by the Station Master.

第一百十七條 站長對於退還溢收費款務須特加審慎因誤退或多退之款需由站長負責賠償也是以每逢退款之前務宜電詢發運站究竟曾否溢收方可照退

第一百十八條 站帳式<sup>37</sup>(1)一運出本路貨物撮總表  
此種撮總表應由「運出本路貨物登記簿」(站帳<sup>31</sup>(1))轉錄而來每一站一月之各項總數應按照表內各欄名目分別填入一站一行先列上行各站次列下行各站

117.—Station Masters should be very careful in allowing refunds as they will be held responsible for and be required to make good all erroneous refunds. Before making the refund a reference by telegram should also be made to the forwarding station to ascertain beyond doubt that an overcharge has really been made.

118.—*Form No. S. A. 37. (a)* The Summary of Local Goods Forwarded is to be posted from the Goods Forwarded Book (*Form No. S. A. 31 (a)*), the monthly total for each station being posted in one line, classified according to the headings of the columns in this form. "Up" stations should first be entered in the return, and then "down" stations.

第一百十九條 如能查出貨之實在重量務宜將實在重量填入表內

第一百二十條 站帳式 37 (2) 一運進本路貨物撮總表

此種撮總表應仿照編造「運出本路貨物撮總表」(站帳式 37 (1)) 辦法由「運進本路貨物登記簿」(站帳式 32 (1)) 轉錄而得所有貨物實重若干但能查出務宜將實在重量填入爲要

119.—The weights to be posted must always be the actual weights whenever they can be ascertained.

120.—*Form No. S. A. 37 (b)*. The Summary of Local Goods Received must be posted from the Goods Received Book (Form No. S. A. 32 (a)) in a similar manner to Form No. 37 (a), the entries being obtained in the same way. The weights posted in this return must also be the actual weights whenever they can be ascertained.

第一百二十一條 填造此種撮總表時務須注意  
所有在各該本月連同月之末  
日在內各發運站發出貨票是  
否收齊完全列報表內倘上月  
份所發之票而在本月收到者  
則該項貨票不得併入本月表  
內具報惟應另行補具撮總表  
一份標明補報某月份字樣而  
補報之

121.—Care must be taken to see that this return includes all invoices issued by forwarding stations up to and including the last day of the month to which it relates. Invoices received after the closing of the month's accounts to which they properly belong, must not be included in the returns for the next month. Separate supplementary returns must be submitted for the month to which the transactions relate.

第一百二十二條 站帳式<sup>38</sup>(1)及(2)一運出及  
運進聯運貨物撮總表

此兩種撮總表之造報手續概  
與前條之站帳式 37 (1) 及 37  
(2) 兩種撮總表相同惟「分  
配」進款各欄本路應占銀數  
必須填註而其餘他路應占者  
則留待清算所填焉

122.—Forms Nos. S. A. 38 (a) and (b). The Summaries of  
Through Goods Forwarded and Received will be prepared  
in a similar manner to Forms Nos. S. A. 37 (a) and (b) men-  
tioned above. The Home Line proportions must always be  
filled-in, but the remainder of the "proportion" columns will  
be filled-in by the Railway Clearing House.

第一百二十三條 站帳式 39—貨運業務進款平準表

貨運業務進款平準表之編製手續係與「客運業務進款平準表」(站帳式15)相同站長須必謹記所有站長應報之收數均屬借入站長之帳而解交出納課之一切現款或作為現款之核准憑單概屬貸出站長之帳

第一百二十四條 借方項下應列各款如下  
(甲) 上月存站結餘

123.—*Form No. S. A. 39. The Goods Service Balance Sheet* is prepared in a similar manner to the Passenger Service Balance Sheet. Station Masters must bear in mind that they are debitable with all sums which they have to account for and creditable with all sums which they have remitted to the Cashier, or for which they submit duly attested vouchers.

124.—The debits will comprise:—

- (a.) The debit balance (if any) from the previous month's account.

- (乙) 具報會計處「運出貨物撮總表」內「預付」項下之總計銀數及「運進貨物撮總表」內「到付」項下總計銀數
- (丙) 卸運站查出貨票短收各款
- (丁) 本月收入之延期車租以及存棧費裝卸費暨調車費等款

(b.) The totals of Forwarded "paid" and Received "to pay" traffic as shown in the Summaries sent to the Audit Office.

(c.) Undercharges on invoices detected by the receiving station.

(d.) Demurrage assessed during the month; also Storage, Handling Receipts and Shunting.



- (戊) 補報「運進貨物撮總表」內「到付」項下之總計銀數按此項補收之「到付」貨款照例應列報於各該貨票填發月份之平準表內方係正當辦法但因有時逾期過久不及列入始准通融列入下月表內具報
- (巳) 奉檢查課或出納課通知補報以前漏收漏報各款
- (庚) 無專報單之雜項收入等款但此項應將事由詳細註明表內

- (e.) The amounts of "to pay" invoices included in supplementary summaries, which must be accounted for in the balance sheet of the month to which they relate, if possible. If not, they may be included in the next month's balance sheet.
- (f.) Debits advised by the Audit and Cash Offices, not previously taken to account.
- (g.) Miscellaneous transactions not shown in the returns; of which full particulars must be given.

第一百二十五條 貸方項下應列各款如下

- (甲) 本月解款單解局之款  
包括現款及代替現款  
之核准支付憑單
- (乙) 按照所附清單退還之  
溢收費款
- (丙) 更正貨票錯誤而尚未  
收清或付訖各款
- (丁) 奉檢查課通知特別貸  
除各款 (詳見本規則  
第一百二十七條)

125.—The credits will comprise .—

- (a.) The total of the month's remittances as per Cash Remittance Notes, including cash and vouchers for duly authorised payments.
- (b.) Refunds of overcharges as per list.
- (c.) Adjustments due to errors in invoices not covered by cash recoveries or payments.
- (d.) Special credits advised by the Audit Office. See also instruction 127.

第一百二十六條 月終結帳時尙未收到之短收各款或未退還之溢收各款應詳細註明表之後頁每月月終之結餘應該括本月或以前各月平準表內已經列報而結至本月底止尙未收清之運費短收貨款以及其他一切應收各款在內并應轉入下月份帳內再此項結餘細帳必須錄入「欠繳貨款清單」(站帳式 41) 內具報

126.—The outstanding under and overcharges at the end of the month must be fully detailed on the reverse of the Balance Sheet.

The closing balance of each month to be carried forward to the next month's account will consist of all amounts unpaid at the close of the last day of the month on goods taken to account in the Balance Sheets of the current or previous months, and of all undercharges and debits remaining unadjusted. Details of this balance must immediately be entered in the List of Goods Outstandings, Form No. S. A. 41.

第一百二十七條 站帳式 40—記帳運輸報單

此種報單專為造報由會計處開單收款之一切記帳運輸而設。記帳運輸亦即用尋常所用之客貨票據填發者。惟於票面加蓋「記帳」字樣。戳記以資識別。所有票內應填票價或運費等項亦與填發「預付」票據相同。惟運率一項除核准有案之專價外均應按照普通價目核計之。記帳運輸報單應分別「客運」或「貨運」按旬造報。一次每旬總數應累計至各該月終。結成月結并分別轉入該月份客運或貨運業務平準表內。貸方之「特別貸出各款」項下扣除之。

127.—Form No. S. A. 40. The Return of Transport on Credit is to be used for recording particulars of all traffic booked but for which accounts must be issued by the Audit Office. For such the ordinary form of ticket or invoice for the particular traffic concerned will be used, the amount of fares, freight, etc., being entered thereon in the same manner as if cash payment were received. Where special rates are advised for particular traffic these must be used in entering the fares or freight, otherwise tariff rates shall be used. Such tickets or invoices shall be stamped "credit" at time of issue.

This return should be made out separately for Passenger and Goods traffic and progressive totals be carried forward to the end of the month: The total amounts for the month should be shewn on the credit side of the Balance Sheet concerned under the heading "Special Credits."

第一百二十八條 站帳式 41—欠繳貨款清單  
此種清單內列各款即為各該月份貨運業務平準表之月終結餘細帳是也其中應包括結至本月底止尚未收清之一切貨款暨本月或以前各月未清之短收等款在內至其銀數則應列入「本月欠繳總數」欄內

第一百二十九條 所有截至次月月底以前收到之一切欠款或會計處核准退還之溢收費以及特准扣除各款均應列報「次月貸出各款」欄內扣除之

128.—*Form No. S. A. 41. The List of Goods Outstandings* shows the closing balance of each month's account, as shown in the Goods Service Balance Sheet, comprising details of all amounts remaining unpaid at the close of the month, also arrear and current undercharges remaining unpaid, which must also be entered in detail, the amounts being posted in the column "Total amount outstanding this month."

129.—In the columns for credits will be entered the cash received up to the close of the following month, or overcharges and special credits allowed by the Audit Office.

第一百三十條 此種清單應於次月終結後寄呈會計處例如六月份之「欠繳貨款清單」應於八月一日寄局不得延誤

第一百三十一條 站帳式 42 (1) (2) (3) 及 (4) 一寄繳本路及聯運貨運業務各種票據表單點驗單  
此種點驗單係為每月經過後寄繳貨運業務平準表及與該平準表連帶之各種報單至會計處而設其第一聯連同所寄表單寄呈會計處而第二聯則存站備查至寄會計處之期至遲不得過次月初十日而聯運營業之表單則尤須按照規定

130.—This return must be submitted to the Audit Office immediately after the close of the month succeeding that to which it relates. For example, if it is prepared for the month of June, it must be despatched promptly on the 1st. of August.

131.—Form Nos. S. A. 42 (a), (b), (c) and (d) The Goods Transmit Memos, Local and Through are lists of the Goods Balance Sheet and all the connected returns which are sent to the Audit Office after the close of the month. The duplicate remains at the station and the original accompanies the returns submitted. It should be despatched to the Audit Office not later than the 10th of the month following that to which

期限造送以便如限轉送清算  
所不得延誤

第 (3) 式係備每日寄繳本路  
貨票之用

第 (4) 式係備每日寄繳聯運  
貨票「即清算所備核聯」及收  
繳之「貨物收據」至會計處轉  
送清算所之用

運出或運進業務之貨票應分  
別各填一單寄繳倘係運進業  
務而收有卸力者應將收到銀  
數用紅字註明於繳回之「貨  
物收據」上專爲此項預備之

it relates. Care must be taken to see that the Through traffic returns are submitted punctually by due date, so that they may be forwarded to the Railway Clearing House without delay.

Form (c) will be used to transmit local invoices daily.

Form (d) will be used daily to transmit to the Railway Clearing House, through the Audit Office, the R. C. H. record copies of through invoices issued, also the received Through Goods Receipts. Separate copies of this form will be used for forwarded and received traffic. In the case of received traffic the amount of the handling charges made for unloading goods

格內又將總計銀數填入寄繳該批貨票之「點驗單」「裝卸費」欄內外並將該欄按日結成總數

此種點驗單如某類已屆寄局之期而又無營業或事項可資填報則可無庸填寄惟須查照本則例第一百四十四條之規定用一「無」字報單（站帳式 60）填明應寄點驗單之式樣號數及其應報時期寄局備查為要

must be marked in red ink in the space for that purpose on the Goods Receipt, and the totals of such amounts must be entered in the handling receipts column in the form on which these Goods Receipts are entered for transmission. The handling receipts column must be totalled each day.

Should there be no particulars or no traffic to enter or any of the returns a "Nil" return (Form No. S. A. 60) should be sent in accordance with the directions given in Instruction 144.



第一百三十二條 站帳式 43 - 回頭空件証

此種憑證專備由鐵路運輸之  
回頭空件准予半價運回而設  
商人凡欲將其裝貨之箱袋繩  
索等件按照「回頭空件減價  
運輸章程」運回原發運站應  
於發運時向發運站站長預索  
此証此証自填發之日起以一  
個月為有效期限迨商人運回  
回頭空件必須將証繳出換取  
「運輸貨物收據」以資運輸  
凡減價運輸之回頭空件各起  
票站必須將繳回之憑証隨同  
報單寄繳會計處以作減收運  
費之據

132.—Form No. S. A. 43. The Returned Empties Certificate is provided as authority for charging at half rates empties returned after conveyance by rail. Merchants who desire that bags, cases, etc., used for forwarding goods, should be returned to them at the reduced rate for returned empties must obtain this certificate from the station master of the forwarding station at the time the goods are despatched

The certificate is available for one month from the date of issue and must be given up in exchange for a Goods Receipt at the time the empties are returned to the original forwarding station.

In cases where returned empties are invoiced at the reduced rate the certificate must be sent to the Audit Office as authority for the reduced rate being charged.

第一百三十三條

站帳式<sup>45</sup>(1)及(2)一貨棧帳  
貨棧帳分成冊及散頁兩式裝  
訂成冊者每頁均有機器編成  
之號次以備站長登記及存查  
而設而散頁者則為鈔錄冊內  
登記之用以上兩式一經登記  
均須由站長會同各該運商或  
收貨人分別簽字證明登記之  
正確每次提貨均須在兩式之  
後頁將應登各節詳為記入迨  
至存貨提完該散頁之帳應由  
站長留下連同歷次「提貨單」  
(站帳<sup>46</sup>)寄呈會計處查核凡  
存棧之貨非俟運商或收貨人  
將「運輸貨物收據」簽收繳到  
站長不得將此項貨棧帳開給  
之

133.—Forms Nos. S. A. 45 (a) and (b)). The Godown Account will be used in both book form and loose sheets. The bound book, which will have each account machine numbered, will be the Station Master's record. The loose sheets, which will be exact copies of the accounts in the bound book, will be given to the merchants or shippers concerned, who will be required to sign both the book and the loose sheet jointly with the Station Master in token of the correctness of the entries. Each time any delivery is given, the necessary entries will be made on the back of the account both in the book and in the loose sheet. When the total quantity stored has been taken delivery of, the loose sheet must be retained by the Station Master who will forward it to the Audit Office supported by the Delivery Orders relating to it. Station Masters must on no account open a Godown Account for goods to be stored until the merchant or shipper has endorsed and given up his Goods Receipt for same, on the arrival of the goods by rail at destination.

第一百三十四條 站帳式 46—提貨單

提貨單應由運商或其代表詳細填載簽名後送交站長每次提貨之前須令提取貨物來人在提貨單上簽收並付清存棧費後始可付貨至收到之提貨單應慎重保存以備隨同貨棧帳寄呈會計處查核

134.—*Form No. S. A. 46.* The Godown Delivery Order will be signed and presented to the Station Master by the merchant or his representative. The person to whom delivery is given will be required to sign for same before the goods are handed over. These Delivery Orders must be carefully preserved by the Station Master and sent to the Audit Office in support of the Godown Account as explained above. The storage charges due on each lot must be paid before delivery of the goods is given.

第一百三十五條 站帳式47—存棧費收據  
存棧費收據之印製係每張一式三聯第一聯必須交與運商作為收款証據第二聯連同該日進款附於「解款單」(站帳式62)寄繳會計處而第三聯則存站備查每次所收之存棧費應各開給收據一張

135.—*Form No. S. A. 47.* The Godown Receipt will be prepared in triplicate. The original must be given to the merchant in acknowledgment of the money received, the duplicate must be sent to the Audit Office with the earnings for the day in support of the Cash Remittance Note, and the triplicate kept as the station record. A separate receipt must be given for each payment of storage charges made at the time Delivery Orders are presented.

第一百三十六條 站帳式 51 (1) (2) (3) (4) 及  
(5) 一電報紙

電報紙計分五式第 (1) 式商  
報紙用黃色紙印第 (2) 式公  
務報紙用白色紙印第 (3) 式  
報告重大危險報紙用紅色紙  
印第 (4) 式報告平常危險報  
紙用綠色紙印而第 (5) 式則  
爲抄收商報紙亦用黃色紙印  
凡收待發之電報必須有發報  
人簽名及其住址設遇電報因

136.—Forms Nos. S. A. 51 (a), (b), (c), (d) and (e). The  
Telegraph Message is printed on yellow paper (form (a) for  
public use; on white paper (form (b) for service use; on red  
paper (form (c) for reporting major accidents; on green  
paper (form (d) for reporting minor accidents; and on  
yellow paper (form (e) for public telegrams received. The  
sender's signature and address should always be obtained  
before a message is accepted for despatch. If a message  
remains undelivered for any reason, the sender should always  
be advised of same. All the particulars required by the

事無法投遞應立即通知發報人查照電報紙內印備各格必須詳細填註尤以拍發日期及準確時間爲最要切不可忽略或遺漏不填再電報應分別商報公報本路外路或外局等類自每年一月一日起依據收入或發出站名分別各編連號一組至國外電報亦照此辦理公務電報報底應由站上保存至少須在六個月以上

form must be carefully filled-in, especially the date and the exact time of despatch and receipt. Public and service messages, Local and Through, should be numbered, each in a separate series for each forwarding and receiving station, commencing with the 1st January of each year. Similarly all telegrams for foreign countries must be numbered in a separate series.

The originals of all service messages must be preserved at stations for not less than six months.

第一百三十七條 站帳式52—商報費收據  
此種收據專備收到商報費填給收據之用其第一聯交發報人收執而第二聯則存站備查此項存根須由站上保存至少須在六個月以上

第一百三十八條 站帳式53—收報回單  
收報回單應粘於電報信封面上一同投遞信差將電報送到應請收報人在回單上註明收到時間並簽名或蓋章帶回以資證明該電確已送到並無延誤設有延誤應由收報站站長負責此項回單應由站上保存至少須在六個月以上

137.—*Form No. S. A. 52.* The Telegraph Receipt must invariably be given to the sender for all monies received from the public in payment for telegrams. The original must be given to the sender and the duplicate retained as a station record for not less than six months after the despatch of the message.

138.—*Form No. S. A. 53.* The Addressee's Receipt must always be attached to the envelope in which a telegram is sent out for delivery. The messenger must always be required to bring it back signed by the receiver, with the time at which it was delivered filled-in. These receipts must be carefully filed for not less than six months as evidence of the prompt delivery of messages. The receiving Station Master is responsible for the prompt delivery of all telegrams.

第一百三十九條 站帳式 54—商報進款報單  
此種報單在電報營業發達各站應按旬造報會計處一次若不甚發達之站例如一月所收商報不逾五十件者可按月造報一次其商報原底應隨同報單一併寄局

第一百四十條 凡電報之有特別情形者應將其情形聲明於報單之「附記」欄內以便查考

139.—Form No. S. A. 54. The Abstract of Telegraph Revenue must be submitted every ten days to the Audit Office by those stations at which the transactions are heavy. Small stations at which the number of telegrams despatched do not exceed, say fifty in a month, need only submit this return monthly. It should be accompanied by the original messages.

140. In the column of "Remarks" should always be entered such information connected with a message of an unusual character, as will tend to facilitate audit of the item.



第一百四十一條 本路外路或外局以及國外電報如報數甚多則應分別每類各造報單一份否則共填一份報單便可

第一百四十二條 站帳式 55—接收商報報單此種報單應按照填造「站帳式 54」之辦法以營業繁簡分按旬或按月造報之標準其抄報之副張亦應隨同報單一併寄局

141.—Separate returns should be prepared and submitted for Local, Through and Foreign telegrams if they are sufficiently numerous. Otherwise they must be separately grouped on the same return.

142.—*Form No. S. A. 55. The Abstract of Public Messages Received* should be prepared and submitted to the Audit Office monthly, or every ten days, according as to whether the traffic is heavy or light, in the same way as Form No. S. A. 54. It should be accompanied by the carbon copies of the messages received.

第一百四十三條

站帳式 56—代轉商報報單  
此種報單亦應視營業之繁簡  
爲按旬或按月造報會計處之  
標準惟造報時應分爲收入發  
出兩種其一爲收由按線電報  
局拍來之報而又其一則爲拍  
往接線電報局轉出之報是也  
此項代轉之報應將收發各電  
報底隨同報單一併寄局

凡收由中國電報局拍來之報  
而由本路信差代爲投遞者應  
將事由在報單上「附記」欄內  
聲明以便會計處查核該收報  
站站長已將應收之送報費向  
收報人收清與否

143.—*Form No. S. A. 56.* The Abstract of Transit Messages should be submitted to the Audit Office ten daily or monthly, as may be necessary, by the station at which a message is received from the Chinese Telegraph Administration office of origin, as well as by the station at which it leaves the railway wires. It should be accompanied by the copies of the message drafts made out at the time the telegram was received and transmitted.

A note should be made in the "Remark" column when telegrams are received from the Chinese Telegraph Administration for delivery by railway messengers, in order to enable the Audit Office to see whether a sufficient sum for delivery charges has been recovered by the Station Master from the addressee.

第一百四十四條 站帳式<sup>60</sup>—「無」字報單

此種「無」字報單係爲代替屆期應造而又無營業可資造報之各種日旬月各種報單而設凡無營業之報單用「無」字報單代報者必須將各該報單名類或式樣號數及其時期如日報旬報或月報等填入本單所備之格內並按照各該報單應寄之期寄局

如遇某種報單有應註明票據之起止號碼者該票之起止號碼仍應在此種「無」字報單背面註明之

本條之規定除下列各報單外其餘皆適用之

144.—Forms No. S. A. 60. The "Nil" Return is to be used in place of a regular return in cases where there is no traffic to report for a particular day, period or month. The name of the return for which the "Nil" return is submitted, also the date, period or month, must be written in the spaces provided for that purpose and the "Nil" return forwarded as directed in the instructions relating to the return of which it takes the place.

In cases where closing numbers of tickets or invoices have to be given in the regular forms of returns this information must be entered on the back of the "Nil" return.

This Instruction applies to all returns except the following:—

站帳式7(1)及(2)本路及聯  
運售票報單

站帳式15客運業務進款平  
準表

站帳式16(1)及(2)寄發本  
路及聯運客運業務各種報  
單點驗單

站帳式39貨運業務進款平  
準表

站帳式42(1)(2)(3)及(4)  
寄發本路及聯運貨運業務  
各種票據表單點驗單

站帳式62解款單

上列各表單雖無事項仍應將  
各該本單書一「無」字寄局不  
得用「無」字報單代替之

Forms Nos. S. A. 7 (a) and (b)—Return of Tickets Sold,  
Local and Through.

Form No. S. A. 15.—Passenger Service Balance Sheet.

Forms Nos. S. A. 16 (a) and (b).—Passenger Transmit  
Memos, Local and Through.

Form No. S. A. 39.—Goods Service Balance Sheet.

Forms Nos. S. A. 42 (a), (b), (c) and (d)—Goods Trans-  
mit Memos, Local and Through.

Form No. S. A. 62—Cash Remittance Note.

In these cases the actual returns must always be for-  
warded.

第一百四十五條 站帳式 61-售票員現款登記簿  
此種登記簿必須於每次列車開行後立即登記然後將所收之款與日記簿內該次列車應收之數比較加入或減去輔幣貼水查核是否相符然後即將款項包好交由站長收入銀櫃妥為保存  
凡用「站帳 5(2)」式「客運業務進款日記簿」各站之售票員必須兼用此簿但用「站帳 5(1)」式日記簿者兼用與否悉從其便

145.—*Form No. S. A. 61. The Booking Clerks Record of Cash* must be written up immediately after the departure of each train. The actual sum in hand will then be checked with the amount shown as the earnings for that train in the Passenger Revenue Day Book, due allowance being made for premium on small coins. The cash must then be made up into proper rolls, etc., and handed to the Station Master for deposit in the safe. This form must always be used at stations at which Form No. S. A. 5 (b) is in use. At stations at which Form No. S. A. 5 (a) is used, the use of this form is optional.

第一百四十六條 站帳式 62—解款單

每日收入之一切進款必須用此種解款單交由次日經過之第一班列車掃數解繳出納課點收所解之款應與解款單第二聯及所附收據一併封入解款袋內迨至出納課將款點收清楚收據簽字發還到站即將其粘貼「存根」之上備查款袋號數亦應註明於「解款單」及「存根」聯內備查

146. —Form No. S. A. 62. The Cash Remittance Note accompanies the entire collections of the day, which must invariably be sent to the Cashier by the first train passing the station after the day closes. Each day's collections is to be put in a bag (or bags) along with the duplicate and "cash receipt." The "cash receipt" when completed and returned by the Cashier will be pasted to its counterfoil. The number of the cash bag must be entered on the note and counterfoil.

- 第一百四十七條 每日所收一切進款祇准填用「解款單」一張倘該日無款可解仍應用「解款單」一張橫書「無」字函寄出納課
- 第一百四十八條 寄出納課一聯之背面必須依據日記簿將該日進款除貼水外分類註明倘遇必要時解款單每份可備三聯不必限定兩聯也
- 第一百四十九條 站帳式 63 一營業進款概數旬報表  
此表應按旬造報並將各該旬內各種營業進款完全列入不得遺漏每旬之表應於各該旬經過後第一日寄呈會計處

147.—Only one note should be used for all the cash received in one day from all sources. When there is no cash, the note should still be sent with the word "Nil" written across it.

148.—On the reverse of the foil sent to the Cashier a memo should be given of the actual earnings as per Day Books, excluding premium. Where necessary the "cash remittance note" may be prepared in triplicate instead of in duplicate.

149.—Form No. S. A. 63. The Approximate Return of Traffic will be prepared ten daily and should include the entire earnings of a station for that period. It should be submitted to the Audit Office on the day following the last day of the period to which it relates.

第一百五十條 表內旅客人數以及本路暨他  
路票價等銀數可照錄「運客  
業務進款攝總簿」(站帳式6)  
內每旬之旬結數目便得

本路應占聯運行李包裹之運  
費應按本路經行里程比例算  
出之

客運業務進款應包括普通客  
票優待票遊覽票定期票床位  
票及特別快車加價等費在內  
至開行專車之進款除為遊覽  
而開行者外其餘均應列入客  
運業務之「其他」項下造報之  
所運貨物重量及其運費可照

150.—The number of passengers and amount for the Home Line and Foreign Railways' shares will be obtained from the ten daily sub-totals in the Summary of Passenger Revenue, Form No. S. A. 6.

For Through Baggage and Parcels the Home Line's shares will be calculated and entered in proportion to the mileage.

The details of Passenger traffic should include ordinary, privilege, excursion and season tickets; also sleeper and special charges, etc. The earnings from special trains, not being excursion trains, should be included with "Other" Passenger earnings.



錄「運出貨物登記簿」(站帳式 31 (1) 及 (2)) 內每旬旬結數目便得

第一百五十一條 編造此表時務須特別注意勿使列報之數與實在數目相差懸殊此外對於下開各點更須格外留意

(甲) 所有來回票每張應視為旅客二人計算

(乙) 凡屬無票乘車而隨後補票之旅客皆應加入旅客人數之內

The weight carried and revenue from Goods traffic, will be the sums of the ten daily sub-totals in the Goods Forwarded Books, Forms Nos. S. A. 31 (a) and (b).

151.—Particular care must be taken in the preparation of this return so that figures as close to the actuals as possible, are supplied. The following points need to be carefully attended to :—

(a) All return tickets must be treated as for two passengers.

(b) The number of passengers travelling without tickets to whom excess fare tickets have been issued should be included.

- (丙) 如係團體旅行則團體內  
之人數必須照算
- (丁) 運輸牲畜必須列入貨運  
業務進款項下并將該牲  
畜之重量併入普通貨物  
重量之內
- (戊) 延期車租裝卸力以及調  
車費等款應詳細核算列  
入貨運業務之「其他」項  
下報告

第一百五十二條 「雜項」進款項下應將各站之  
食堂等月租按三分之一列報

(c) In the case of parties, the total number in the party must be allowed for.

(d) The weight of livestock carried must be included with general merchandise in the figures for Goods traffic.

(e) Demurrage, Handling Receipts and Shunting Charges should be carefully computed and shown under "Other" Goods earnings.

152.—Under "Sundries" should be shown one third of the usual monthly earnings of each station for bar and other ments, etc.

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