



दक्षिण मध्य रेलवे // SOUTH CENTRAL RAILWAY

विजयवाडा मंडल // VIJAYAWADA DIVISION

मं.रे.प्र.का कार्यालय, वाणिज्य विभाग, विजयवाडा

Office of the Divisional Railway Manager, Commercial, Vijayawada

नं/No.B/C.200/(efile-47255)/DC&WC/Correspondence

दिनांक /Date: 25.01.2022.

**All CGSRs/GSRs of Goods sheds,  
CGSR/KSLK & MNCK.**

Sub: Submission of Authorization letter from Consignor / Consignee for refund of Demurrage / Wharfage charges.

Ref: This office letter of even no. dtd: 15.12.2021.

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Please find this office letter of even no, dt: 15.12.2021, where in it was advised to enclose a copy of the authorization letter from consignor/ consignee in the prescribed proforma while forwarding DC / WC application for waiver. But, most of the supervisor/s of all goods sheds has forwarding the waiver appeals **without any authorization letter**. Accounts office will not made refund/s to the appeals without any certification from the consignee/consignor resulting in pending of DC / WC cases at divisional level.

Further, it is learnt that some of the goods shed supervisor/s are encouraging / sending the waiver appeal/s very late to this office by putting back dates and sending the appeals with mistakes, resulting late in processing the cases at divisional level.

As per the Rates Master Circular, Representative / agent has to submit the application for waiver of Demurrage /Wharfage to the Station Master/Goods Supervisor within 10 (ten) days from the date upto which these charges had accrued. After submitting the application, the concerned Station Master/Goods supervisor will forward the application of waiver of Demurrage / Wharfage to the Divisional officer together with the factual position and remarks within 3 (three) days of the receipt of the application.

Hence, it is once again instructed to strictly follow the stipulated guidelines envisaged in the circular and accept the appeal/s with proper authorization letter from their representative / agent (preferably in the enclosed proforma) before sending appeals to this office for waiver, to avoid delay in processing and objections from accounts department.

Encl: Proforma of authorization.

(जी.सोमशेखर नायडू) / (G.SOMASEKHAR NAIDU)

मंडल वाणिज्य प्रबंधक/ Divisional Commercial Manager,

कृते व.मं.वा.प्र / For Sr. Divisional Commercial Manager,

विजयवाडा / VIJAYAWADA.

Copy to: All section CCIs for information and necessary action.

Letter Head of Consignor / Consignee

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Letter No.

Date:

To

CGSR/\_\_\_\_\_  
S.C. Railway.

We \_\_\_\_\_ (Consignor / Consignee name) hereby authorise M/s. \_\_\_\_\_ (H&T Contractor Name & address), to act on our behalf, as agent, for transactions with railway at \_\_\_\_\_ (Goods shed name). to load / unload goods into /from railway wagons; to make and receive payments to / from railway; to do all acts necessary in compliance of railway rules and procedures. Their actions will bind us vis-a-vis railway in respect of transactions dealt for us, for which we will be responsible jointly and severally to pay all railway dues as and when demanded. This authorisation will be valid from \_\_\_\_\_ to \_\_\_\_\_.

(Consignor / Consignee name)  
Authorized Signature (Sign & Stamp)

Counter Signature of  
Supervisor at Goods shed

(Respective CGSR Sign & Stamp)