



माल सिद्धांत

GOODS THEORY

क्षेत्रीय रेलवे प्रशिक्षण संस्थान
Zonal Railway Training Institute
मौला-अली, सिकंदराबाद Moula - Ali, Secunderabad

मुस्कान के साथ ग्राहकों की सेवा
SERVING CUSTOMERS WITH A SMILE

DISCLAIMER

This booklet is only a guide to understand the principles of railway commercial rules in respect of coaching working.

This guide is not meant for substituting

Tariff Books, Manuals and Circulars.

The trainees must refer to Tariffs, Manuals and Circulars issued and updated from time-to-time for day-to-day working.

CUSTOMER

The customer is the most important person in our premises

Customers are not depending on us.

We are depending on them

Customers are not an interruption to our work.

They are the purpose of it

We are not doing them a favour by serving them

They are doing us a favour by giving an opportunity to do so

Customers are not outsiders to our business.

They are part of it

-- Mahatma Gandhi

ZONAL RAILWAY TRAINING INSTITUTE



Our Motto

Discipline and Devotion to Duty

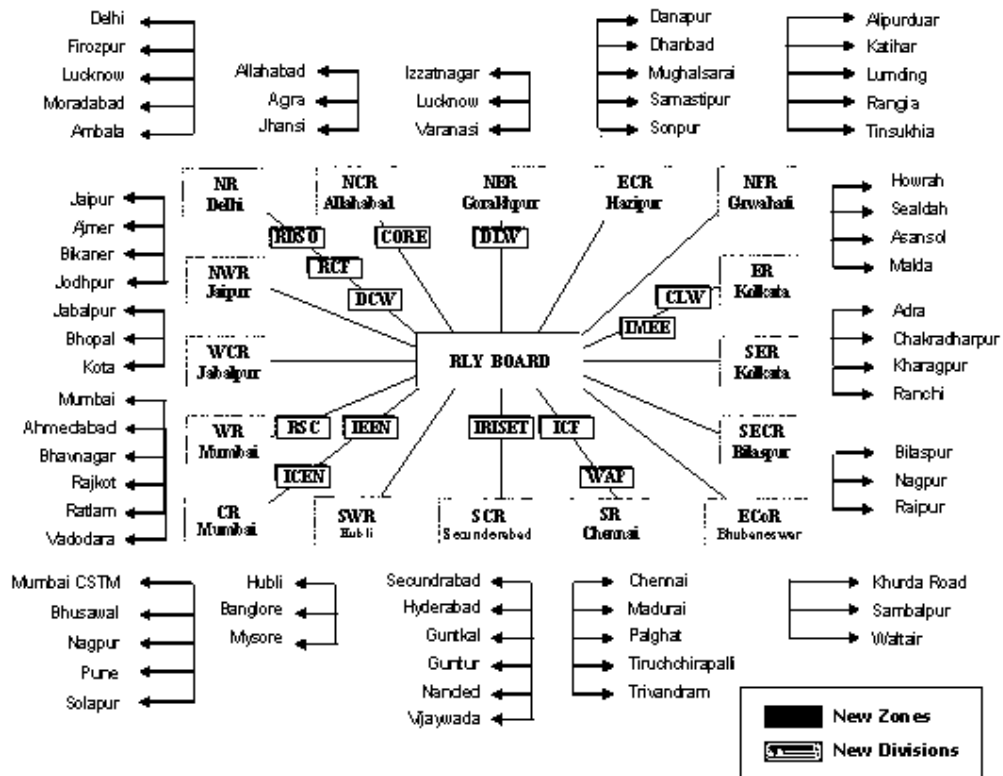
Our Aim

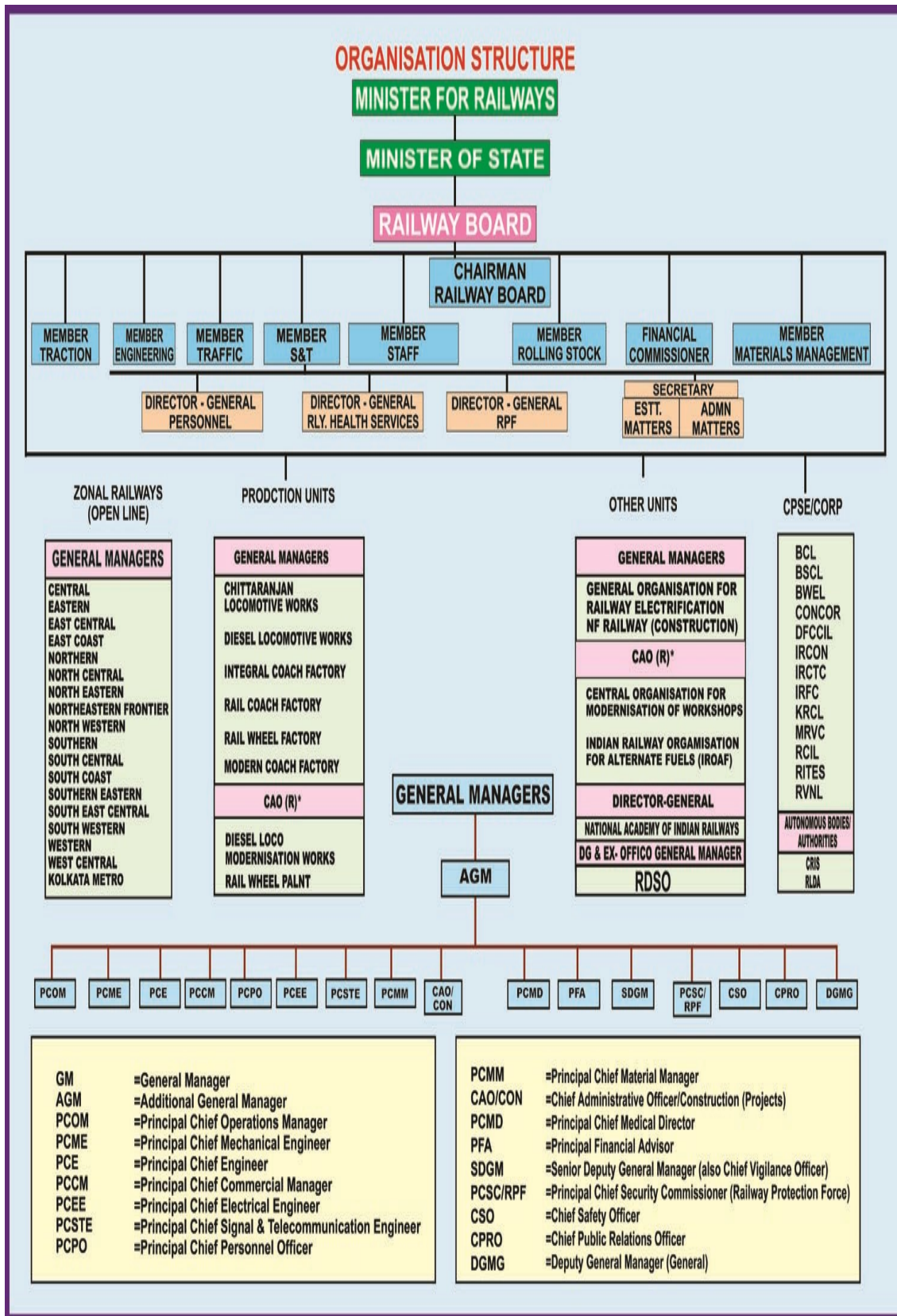
To develop effective personnel with pride in their work and faith in the management

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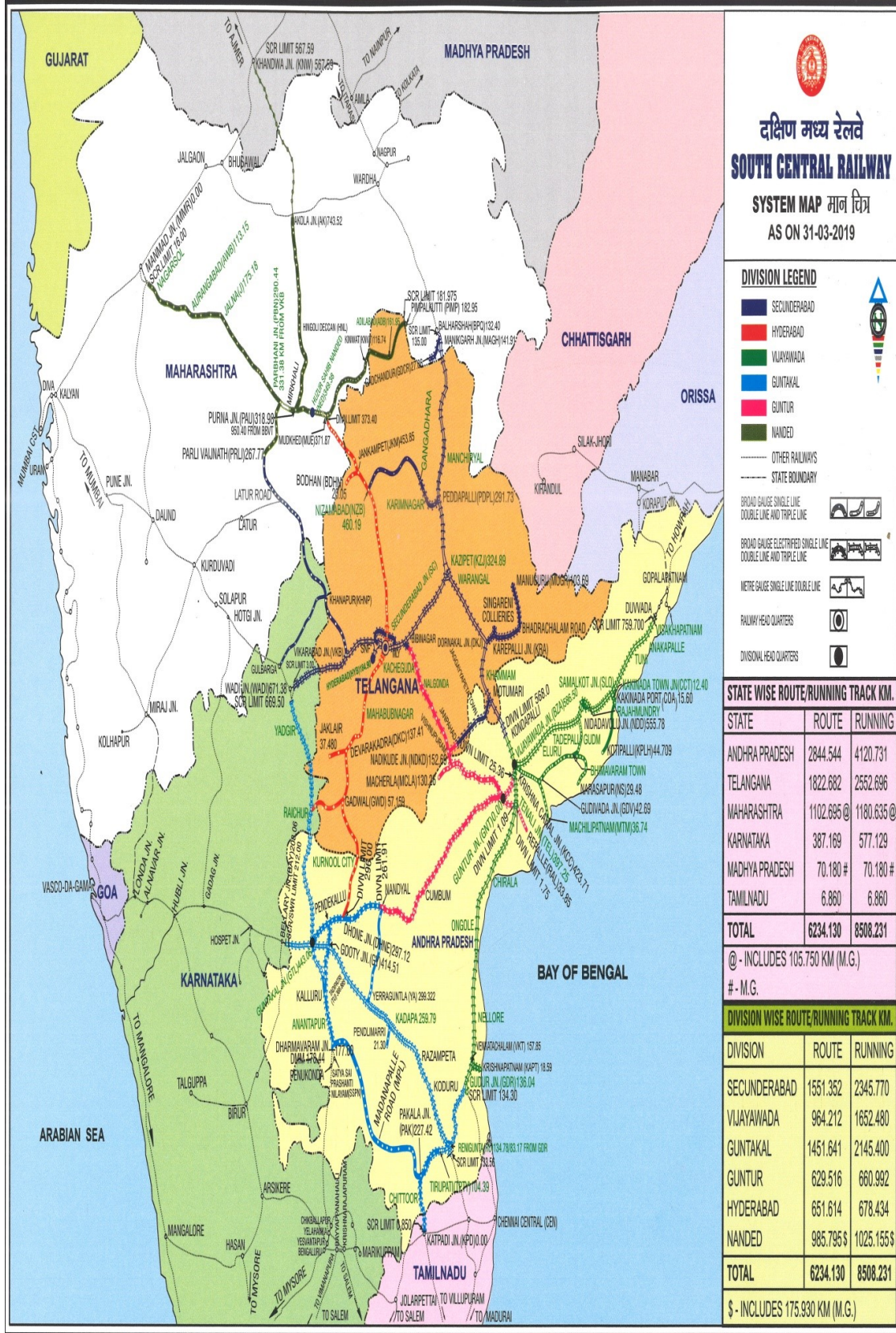
ZONAL RAILWAYS & DIVISIONS





List of Zonal Railways, HQ and Jurisdiction of Divisions

Name of the Zone	Head Quarters	Divisions
Central Railway	Mumbai	Bhusawal, Nagpur, Mumbai (CST), Solapur, Pune
Eastern Railway	Kolkata	Malda, Howrah, Sealdah, Asansol
East Central Railway	Hajipur	Danapur, Dhanbad, Sonapur, Moghulsarai, Samastipur
East Coast Railway	Bhubaneswar	Khurda Road, Waltair, Sambalpur
Northern Railway	New Delhi	Ambala, Ferozpur, Lucknow, Moradabad, Delhi
Northeast Frontier Railway	Guwahati	Katihar, Lumding, Tinsukhia, Alipurduar, Rangiya
North Eastern Railway	Gorakhpur	Lucknow, Varanasi, Izatnagar
North Central Railway	Allahabad	Allahabad, Jhansi, Agra
North Western Railway	Jaipur	Bikaner, Jodhpur, Jaipur, Ajmer
Southern Railway	Chennai	Chennai, Madurai, Palghat, Tiruchirapalli, Trivandrum, Salem
South Central Railway	Secunderabad	Secunderabad, Hyderabad, Guntakal, Vijayawada, Guntur, Nanded
South Eastern Railway	Kolkata	Kharagpur, Chakradhapur, Adra, Ranchi
South East Central Railway	Bilaspur	Nagpur, Bilaspur, Raipur
South Western Railway	Hubli	Bangalore, Mysore, Hubli
Western Railway	Mumbai	Bhavnagar, Mumbai Central, Ratlam, Rajkot, Vadodara, Ahmedabad
West Central Railway	Jabalpur	Jabalpur, Bhopal, Kota
Metro Rail Kolkata	Kolkata	<u>Kolkata metropolitan area</u>



D E F I N I T I O N S

1. **'Authorized'** means authorized by railway administration
2. **'Booking Railway'** means the railway on which traffic originates.
3. **'Carriage'** means the carriage of passengers or goods by a railway administration.
4. **'Classification'** means the classification of commodities made under section 31 of Railways Act, 1989, for the purpose of determining the rates to be charged for carriage of such commodities.
5. **'Class Rate'** means the rate fixed for a class of commodity in the classification.
6. **'Commodity'** means a specific item of goods.
7. **'Consignment'** means goods entrusted to a railway administration for carriage.
8. **'Demurrage'** means the charge levied for the detention of any rolling stock after the expiry of free time, if any, allowed for such detention.
9. **'Destination Railway'** means the railway on which the traffic terminates.
10. **'Endorsee'** means the person in whose favour an endorsement is made and in the case of successive endorsements, the person in whose favour the last endorsement is made.
11. **'Endorsement'** means the signing, by the consignee or the endorsee after adding a direction on a railway receipt to pass the property in goods mentioned in such receipt to a specified person.
12. **'Excess value'** in respect of any consignment means the amount by which the value declared by a consignor exceeds the amount of liability of a railway administration as specified or calculated under the rules.
13. **'Forwarding Note'** means the document executed under section 64 of the Railways Act, 1989, for booking of goods.
14. **'Freight'** means the charges levied for the carriage of goods.
15. **'General Manager'** means the general manager of a zonal railway appointed under section 4 of the Railways Act, 1989.

16. **'Goods'** includes
 - Containers, pellets or similar articles of transport used to consolidate goods.
 - Animals.
17. **'Government Railway'** means a railway owned by the central government.
18. **'Intermediate Railway'** means any railway between the booking railway and the destination railway.
19. **'Indemnity Note'** is an agreement executed between the railway administration and the consignee, where the railway receipt is lost, mislaid or for other reasons not forthcoming and wherein the consignee undertakes to indemnify the railway administration against liability for delivery of consignments to other than the rightful owner.
20. **'In Transit'** in relation to the carriage of goods by railways, means the period between the commencement and the termination of transit of such goods, and unless otherwise previously determined.
 - (a) Transit commences as soon as the railway receipt is issued or the consignment is loaded, whichever is earlier.
 - (b) Transit terminates on the expiry of the free time allowed for unloading of consignment from any rolling stock and where such unloading has been completed within such free time, transit terminates on the expiry of the free time allowed for the removal of the goods from the railway premises.
21. **'Lumpsum rate'** means the rate mutually agreed upon between a railway administration and a consignor for the carriage of goods and any service in relation to such carriage.
22. **'Memo way-bill'** is a way bill prepared from the particulars available on the vehicle labels, marks on packages, guidance etc. in absence of the guard's foil or copy of invoice.
23. **'Non Government Railway'** means the railway other than a government railway
24. **'Notification'** means a notification published in the official gazette.
25. **'Paid on Charges'** are the charges outstanding at the rebooking station in connection with the consignments rebooked from that station to another. These includes besides freight, wharfage, demurrage etc. which may have accrued at the rebooking station.
26. **'Percentage Charge'** means the percentage charge payable on the excess value calculated in accordance with the rates specified.

27. **'Period'** for the purpose of closing the coaching and the goods accounts, the month is divided into three periods i.e. from 1st to 10th, 11th to 20th and 21st to the last day of the month.
28. **'Prescribed'** means prescribed by the rules made under the Railways Act, 1989.
29. **'Railway Receipt'** means the receipt issued under section 65 of the Railways Act, 1989.
30. **'Railway Administration'** in relation to -
 - A government railway, means the general manager of the zonal railway and
 - A non-government railway means the person who is the owner or lessee of the railway or the person who is working the railway under an agreement.
31. **'Railway Servant'** means any person employed by the central government or by a railway administration in connection with the service of the railway.
32. **'Rate'** includes any fare, freight or any other charge for the carriage of any passenger or goods.
33. **'Regulation'** means the regulations made by the Railway Rates Tribunal under the Railway Act 1989.
34. **'Station Master'** includes station superintendent, goods supervisor, inspectors or supervisors, chief goods clerk or any other person in charge of a booking, parcel, goods or any other office.
35. **'Station to Station Rate'** means a special reduced rate applicable to a specific commodity booked between specified stations for a specified period.
36. **'Traffic'** includes rolling stock of every description, as well as passengers and goods.
37. **'Tribunal'** means the Railway Rates Tribunal constituted under section 33 of the Railways Act, 1989.
38. **'Wharfage'** means the charge levied on goods for not removing them, from the railway premises after the expiry of the free time if any for such removal.
39. **'Zonal Railway'** means a zonal railway constituted under section 3 of the Railways Act, 1989.

BOOKS OF REFERENCE

Alphabetical list of Railway Stations in India:

This book contains the names of all Railway Stations in India, City Booking Offices, City Booking Agencies, Out Agencies, Sidings etc. arranged in alphabetical order. By referring the book one can know the following details of the station: Code Initials, Code Numbers, Gauge, Railway Zone, Particulars of Traffic for which it is open, Civil District, Police District Headquarters, RPF Post and the Square Number of the IRCA Map, with the names of the adjacent stations.

Railway Map:

Map for Indian Railways is published by Geological Survey of India. Railway lines falling under different zones are shown with different colors. longitudinal lines with identification as A, B, C, D etc. latitudinal lines with numbers 1, 2, 3, 4 etc. are marked forming squares to easily locate the stations with the help of the square numbers given in the Alphabetical List.

Goods Tariff Part I, Vol. I

This book contains the general rules, regulations and statutory provisions for acceptance, booking, carriage and delivery of General Goods, Live Stock, Coal, Coke etc. It also contains the explanations for packing conditions given in the goods classification and also special conditions laid down by the Railways.

Goods Tariff Part I, Vol. II. (General Classification of Goods)

This book contains 25 groups of commodities. Each group, under a Main Commodity Head, will have a single uniform class for the various commodities in the group, except where otherwise specifically prescribed, irrespective of their being in different physical forms or shapes and their different conditions, whether raw or manufactured. It also contains packing conditions to be observed while offering such commodities for transport, the rate for charge at Train Load traffic and the chargeable weight as Permissible Carrying Capacity (PCC) for the different Main Commodity Heads.

Goods Tariff Part II:

This is a rate list, which is a ready reckoner for charges. It contains charges for various classes (30 classes), distance wise and the rates are quoted per Tone.

Commercial Manuals

These commercial manuals contain essential principles and mandatory instructions and policy directives issued by the Railway Board in connection with Coaching, Goods and Miscellaneous subjects. The provisions in this manual do not supersede, alter or substitute the rules and instructions contained in the Acts, Codes, Tariffs and Conference rules etc.

Commercial Manual is in two volumes.

Commercial Manual volume I:

Contains policy directives of coaching Traffic

Commercial Manual volume II:

Contains policy directives of goods traffic and miscellaneous traffic.

Conference Rules:

It contains rules for interchange of rolling stock both for goods and coaching and also contains pass rules in brief.

Military Tariff:

It contains conditions for acceptance, booking, carriage and delivery of coaching and goods traffic of Military Department and also rules regarding booking of Military personnel. All the three wings Army, Navy and AIR Force are included.

Red tariff:

It contains rules, regulations and conditions for acceptance, booking, carriage and delivery of explosive and other dangerous goods with their packing conditions and requisites.

Indian Railway Code for Traffic (Commercial):

It is a Government of India Publication. This book contains information about

(a) Organization and functions of Commercial Department (b) Rates and Fares.(c) Claims for compensation and for refund of overcharges. (d) Railway Users Consultative council and committees. (e) Catering and vending (f) Ticket Checking (g) Station Outstanding (h) Demurrage charges and Wharfage charges. (i) Indents for wagons and supply (j) R.M.S (k) Postal traffic, Sidings and Miscellaneous Subjects.

Railways Act, 1989.

It contains 16 chapters having 200 sections pertaining to (a) Railway Claims Tribunal and Railway Rates Tribunal (b) Railway Accident Compensation rules (c) Carriage of Passengers and Goods (e) Responsibility of Railways as Common Carriers, (f) Accidents (g) Hours of Employment Regulations (h) Various Offences and Penalties.

Publications issued by Zonal Railways.**Junction Distance Tables:**

Each zonal railway publishes its own junction distance tables showing the distance for charge between the stations situated on its own railway to various inter-change points of the adjoining railways.

Local Distance Tables:

This table is published by each zonal railway showing the distance for charge between the stations situated on its own railway zone. S.C.Railway's LDT is in two parts.

Part I: It contains distance from one station to all other stations situated within the same section up to and inclusive of adjacent junctions. (Between two junctions of sections)

Part II: It contains distance from one junction to all other junction stations within the S.C. Railway arranged in alphabetical order

Through Rates Circulars (TRC):

These are published every month by PCCM of the zonal railway intimating the changes in rates and other conditions as notified by Railway Board.

Summary of Other Railway Circulars (SORC):

These circulars are also issued by respective zonal railways duly summarizing the instructions issued by other zonal railways regarding the changes in rates and conditions pertaining to other zonal railways.

Draft Notifications / Commercial Circulars:

These are issued by the PCCM of the zonal railway as advance intimation to the changes to be effected; they are subsequently listed in the TRCs. Immediate action has to be taken on these circulars.

Station Code List:

All stations on the Indian Railways have been given numerical code numbers, for accountal and computer facility. These are separate books to find the code numbers of different stations and for decoding the numbers.

COMMERCIAL TERMINOLOGY

Business Hours: These are the hours where the goods and parcel offices are normally kept open for booking, delivery and for business transactions with the public. These timings should be displayed at a conspicuous place at the office/stations for the notice of the public. The normal business hours are

Parcels	:	09.00 to 17.00 or extended hours as notified by the Railway Administration.
Luggage	:	24 hours
Goods	:	06.00 to 22.00 or extended hours as notified by the Railway Administration.

Working Hours: These are the hours during which the goods shed works, for loading, unloading, repacking or transshipment of goods. Working and business hours are from 6.00 hours to 22.00 hours in all Goods sheds. ‘Round the Clock’ working can be introduced through notification at stations and sidings where the traffic is more.

Station Master: Includes Station Superintendent, Goods / Parcel / Booking Supervisor or any other person who is in-charge of the Goods / Parcels / Booking Office.

Commercial Staff: Includes the staff employed in joint duties of commercial and operating.

Day: Starts at midnight and ends at midnight i.e. from 00.00 hours to 24.00 hours

Month: A Calendar month

Traffic: Traffic is anything carried by rail from one station to another. Goods traffic by goods trains and coaching traffic by Passenger carrying trains.

Local Traffic: The traffic originating and terminating within the same railway.

Through Traffic: Means traffic that originates on one railway zone and terminates on another railway zone. The traffic that originates and terminates on the same railway zone but passes through other railway zone before it terminates is also called as through traffic.

Cross Traffic: Means the traffic that neither originates nor terminates on the particular zone but passes through the zone.

Forwarding or Booking Station: Means the station from where traffic originates.

Destination Station: Means the station to which traffic is booked or terminates.

Forwarding Note: This is an application on a printed form to be filled in for carriage of the goods / parcels / luggage / animals as desired by the party.

Consignor: Means the person who offers traffic to the railways.

Consignee: Means the person to whom the consignments are booked and who is authorized to take delivery of the goods.

Paid Consignments: Means the consignment on which freight charges are paid at the booking station.

To-pay Consignment: Means the consignment on which the party is permitted to pay the freight charges at destination station.

Goods Shed: The place located at the end of the platform or at a distant place from a station, where there is facility for loading, unloading and for stacking of goods is available and transactions pertaining to the goods traffic are dealt with.

Invoice: It is a copy of the railway receipt, prepared by carbon process containing full details of booking. A copy of which is sent to the destination station and accounts office and also a copy is sent along with goods which is called as transit invoice in case of through booking

Extract Invoice: When a railway receipt is lost a copy of the railway receipt is prepared which is called as extract invoice.

ODC: (*Over Dimensional Consignments*) or *ISMD (Infringement of Standard Moving Dimensions)* or *OGL (Out of Gauge Load)*: After loading of the consignment into a wagon or vehicle, if the consignment infringes the prescribed moving dimensions, the consignment is known as ODC/ISMD/OGL. ODC's are classified into three classes viz. A, B and C.

- **A Class:** Having gross clearance of 9" and above and net clearance of 6" and above.
- **B Class:** Having gross clearance between 6 to 9" and net clearance between 3" and 6".
- **C Class:** Having gross clearance of less than 6" and net clearance of less than 3".

Note: Gross clearance when static and net clearance when in motion.

Infringement Charges: Charges levied on ODC for carriage are called as infringement charges. These charges are notified from time to time through TRC's and commercial circulars. The charges vary for different classes of ODC's.

Damage and Deficiency Message: (DDM) Whenever shortage, excess or exchange of packages are noticed at the time of unloading, a DDM should be issued to the last sealing station and copied to SI/RPF, CCO, Sr.DCM and also to forwarding station, if it is not the last sealing station, within 6 hours from the time of opening of the wagon for unloading.

Damage Deficiency Post Card: (DDPC) It is a printed post card to be used, duly filling in all the columns and affixing service postage stamps, in the case of damage due to wet, leakage or breakage.

Self-Consignment: In the railway receipt / parcel way bill, if the word 'Self' is recorded in the column of the consignee, the consignment is called as self-consignment. Normally the consignments are booked as self when the consignor wants the value of the goods in advance.

Said to Contain RR: When it is not possible to supervise the loading or count packages physically, the number of packages/articles is simply copied from the forwarding note into the railway receipt and a remark is passed as 'Said to contain __number of packages', such railway receipt is called as 'Said to contain RR'.

Sender's Weight Accepted (SWA): when weighing machine or weighing scale is out of order, the consignment is booked as per the weight declared by the consignor in the forwarding note, and a remark is passed in the railway receipt as 'senders weight accepted. Destination station to weigh the consignment before granting delivery and collect undercharges if any'.

Bans: Ban is an order by the state or central government, restricting the movement of any commodity from one state to another or within the state.

Restriction: Restrictions are imposed by the railway administration by operating department restricting the movement of goods traffic via a junction or transshipment shed or particular station or route etc.

RULES FOR ACCEPTANCE

Whenever a consignor tenders a forwarding note for booking, the station staff should check the following points,

1. Alphabetical list should be referred to know whether the station is open for booking the traffic offered.
2. Register of bans should be verified to know whether the commodity is banned.
3. If permit is available for transport of banned commodity from a competent authority, it can be accepted for booking.
4. In such cases, permit number should be recorded in the forwarding note and also in railway receipts.
5. Verify the restriction register to know that there are no restrictions to a particular station or route by which it has to be carried.
6. Observe whether the name and address of the consignor and consignee is written properly in the forwarding note.
7. Number of packages should be written in figures and in words.
8. Check whether the value has been declared and the party is prepared to pay PCEV charges.
9. Description of the commodity should tally with the general classification.
10. Ensure that the commodities are packed in bags, containers, drums cases, cartons etc. of high quality and adequate strength, which can withstand the rigors of transportation and also provide ease for handling.
11. Weigh the consignment and tally with the weight recorded by the sender.
12. Verify whether he elects to pay at Railway's risk rate.
13. If the consignor desires to book the goods by other than the normal route, obtain suitable remarks.
14. If the consignor is prepared to load the consignment in an open wagon which normally requires a covered wagon, it should be given in writing to that effect.
15. Form No.16 should be submitted in case of explosives and dangerous goods.
16. Ensure that the private address of the consignor and consignee are recorded on the packages as per rules.
17. In case of explosives, dangerous and fragile goods etc. proper pictorial labels should be provided for identification,
18. Remarks regarding clubbing of consignments should be recorded.
19. The consignor should sign in full whenever there are alterations.

□

BANS AND RESTRICTIONS

Bans:

1. Bans are orders of Central or State Governments restricting the movement of commodities.
2. Stations / Goods sheds will be advised about the bans imposed through Commercial Circulars / Control Message / FOIS Message.
3. Stations / Goods Sheds should maintain a register and enter the banned commodities in it.
4. Register of Bans should be checked before accepting the indents.
5. Banned commodity can be accepted for booking if accompanied by a valid permit issued by the competent authority.
6. Booking against bans will be viewed very seriously and criminal action will be initiated against the person who accepted the commodity.
7. Delivery should not be granted if any banned commodity is received without permit and concerned authorities should be informed immediately.
8. Details of the banned commodities should be exhibited at every Station / Goods Shed.

Restrictions:

1. Restrictions are imposed by Railway Administration (Especially Operating Dept.).
2. Restrictions are imposed on the movement of traffic in a route, via a junction or to a particular station.
3. The purpose of imposing restrictions is to
 - Move the traffic swiftly
 - Streamline the traffic
 - Eliminate yard / junction congestion
 - Minimize detention of rolling stock
 - Restrictions are of two types
 - a. With time limit
 - b. Without time limit
4. Stations / Goods Sheds should maintain a register and enter the details of restrictions imposed.
5. Register of Restrictions should be checked before accepting the indents.
6. For booking against restriction, permission of PCOM is required.
7. Whenever wagons are received against restriction, higher official should be informed before granting delivery.
8. If goods are booked against restriction without permission, departmental action will be initiated against the person booking the wagons.
9. Details of the restrictions imposed should be exhibited at every Station / Goods Shed

P A C K I N G

General Conditions:

1. Commodities offered with better packing conditions shall be accepted for booking.
2. Bags, containers, drums, cases, cartons, card board, tins, bottles, jars etc. used for packing should be made of high quality and adequate strength.
3. The packages should
 - Withstand the rigorous of transportation.
 - Provide ease for handling.
 - Not be liable for damage, deterioration, leakage, wastage etc. during transit.
4. Packing conditions for dangerous / hazardous commodities, as given in the Red Tariff, must be followed.

Specific packing conditions:

P – 1 : Bagged Consignments:

Commodities such as Cement, Chemical Manures, Food grains & Pulses, Flours, Groceries, Salt, Jagree, Oil Seeds, Soda Ash, Starch, Tobacco etc. when offered in bagged condition should be securely packed in gunny bags / multiply paper bags / synthetic jute bags etc.

P – 2 : Loose / Bulk Consignments:

- No specific packing condition is required for commodities such as Ashes, Bricks, Coal & Coke, Gypsum, Clay, Limestone & Dolomite, Pig Iron, Sand, Stone, Ores etc. which are offered as Bulk / Loose consignments.
- Commodities such as Bamboos, Brooms, Sugar cane, Fodder, Coir, Timber, Pipes etc. when offered in loose condition should be securely tied in bundles.

P – 3 :

Commodities such as Cotton & other textiles, Gunnies, Handloom products etc. should be securely packed in bales, boxes, cases, cartons etc.

P – 4 :

Commodities such as Soap, Machinery & Machine tools, Electrical appliances, Milk products, Coffee, Tea, Rubber & Plastics, Leather etc. should be packed in plywood / wooden cases / cardboard boxes / cartons / baskets.

P – 5 :

Liquid items such as Edible oil, Hydrogenated oils, Colours & Dyes, Bitumen, Packaged water etc. should be packed in leak proof tins, metal containers, drums, bottles / jars in wooden cases / boxes / cartons.

P – 6 :

1. Motor vehicles accepted for carriage should not be charged with electricity, gas, oil or other inflammable liquid or vapour, except that in the case of motor vehicles in the possession of armed forces and in motor cars, quantity of petrol not exceeding 9.09 liters may be left in the tank, provided that

- The flow of the petrol to the carburetor has been cut off
- Pressure, if any, has been released from the tank
- Tank is in sound condition and is closed by well-fitting cap

2. Detachable fittings of motor vehicles should be separately packed.

Special packing conditions:**S – 1:**

For Metal Scrap – The commodity shall not be accepted for booking unless it is accompanied by a certificate “Free from Explosives” as specified in Rule 155.

S – 2:

1. For Food grains & Pulses – Consignments when loaded in wagons should invariably be protected at the doors with dunnage material by the consignor. The dunnage will consist 12 bags of standard size for 8- wheeled wagons, to be placed 3 on each of flap door. The bags should be stuffed with suitable material such as crushed sugarcane, paddy husk or straw. The bags shall be placed in a vertical position side by side so as to fully cover up the flap door crevices.

2. In case of non-compliance of the above condition, suitable remarks should be made by the consignors in the forwarding note, which should be reproduced in railway receipt also.

S – 3:

For Salt (Human Consumption) – A declaration should be given by the consignor on the forwarding note to the effect that the salt is not intended for industrial use and the booking staff should make a suitable endorsement on the invoice as well as on railway receipt. A similar declaration should also be obtained from the consignee / endorsed consignee at the time of delivery.

Note:

Section 98(2) of the Railways Act, 1989, lays down that railway is not responsible for any loss, damage, destruction, deterioration and non-delivery of goods, when goods are defectively packed.

L A B E L I N G

Objectives of the labeling:

1. They give guidance for the movement of traffic
2. They indicate the contents of packages / wagons
3. They give guidance for handling the packages / wagons

Labels are classified into two types:

- Wagon Labels
- Caution or Pictorial Labels.

Wagon labels:

These labels are tied or pasted on the wagons. These indicate the direction for the movement of the wagons; hence they are also called as directive labels. These are of 4 types. (a). Seal card (b). Pocket label (c). Paste on label (d). Tie on label.

Seal card:

These are tied to the eyelets of wagon doors and sealed. Particulars such as wagon number, railway receipt number, from and to stations, commodity, number of packages etc. are mentioned on the seal card.

Pocket labels:

These labels are kept inside the pockets, which are provided on both sides of the wagon. These labels contain the following information.

- Owning railway and wagon no.
- Stations from and to.
- Actual weight, tare weight and gross weight.
- Invoice number, railway receipt number and date.
- Date of loading.
- Consignee's name and address.
- Number of packages.
- Transshipment particulars if any.
- Whether weighment should be done enroute or about diversion.

Paste on labels:

These are the labels pasted inside the wagon doors. Complete booking particulars are shown on the labels. Whenever seal cards or pocket labels are missing the booking particulars can be obtained from paste on labels.

Tie on label:

In case of open wagons these labels will be tied on either side of the wagon and in case of animals this label is tied to the neck of the animal. These labels also contain full booking particulars.

Caution or pictorial labels:

1. These are also called as educative labels.
2. These labels are pasted on the packages or outside the wagons.
3. They indicate the nature of the contents inside the packages or inside the wagon and indicate the precautions to be taken during handling / transit.
4. They also give caution while loading and unloading.
5. Some of the examples of pictorial labels are:-
 - A goblet indicates fragile goods.
 - P indicates perishables, hence not to detain.

Precautions:

1. It is the responsibility of the loading clerk to ensure that proper labels are pasted on the packages / wagons.
2. All old labels should be removed.

MARKING

All the packages offered for booking should be marked clearly. The marking should be done either in English or Hindi.

The object of marking is

1. To identify the packages when several packages of similar nature are booked by several consignors.
2. To avoid wrong deliveries at destination station.
3. To trace missing and delayed consignments.
4. To establish the ownership of packages in case of disputes.

Marking is of two types: 1. Private Marking. 2. Railway Marking.

Private marking:

It consists of the names and addresses of the consignor and consignee. It should be done by the party. Consignor should write clearly name and address of the consignor and consignee, from and to stations, and trademarks if any on every package.

Railway marking:

1. Every package that is booked should have a railway marking in addition to private marking.
2. It is done by the railways.
3. Railway marking contains code initials of the booking station, railway receipt number, the number of packages, code initials of the destination station, via route through which it is to be carried.
4. In case of through traffic, destination name should be written in full.

Ex. SC 525790 NDLS (New Delhi) via KZJ,NGP,AGC

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Precautions to be taken at the time of marking:

1. All old marks, if any, should be obliterated.
2. 100% marking should be done in case of clubbing of consignments, consignments involving transshipment and consignment booked from out agency.
3. 10% of the packages should be marked when wagon loads are sealed to the destination station, and the marked packages should be kept near the doors.
4. Consignments such as ghee tins, vegetable baskets, hides, iron rods etc. on which marking cannot be done should be provided with metal or leather labels.
5. On bales of cotton bundles, a white cloth should be sewn separately for marking.
6. Iron and Steel consignments should be marked with white paint.

7. For tyres, a gunny strip or a cloth should be sewn around for marking.
8. Party should keep slips of addresses of the consignors and consignees inside the packages.
9. In case of fragile goods, explosives etc. pictorial labels should be pasted.

WEIGHMENT OF WAGONS/RAKE

1.0 PROCEDURE FOR WEIGHMENT:

1.1 WEIGHMENT OF RAKE/WAGONS AND ISSUE OF RR

1.1.1 All traffic loaded from any terminals are required to be weighed at weighbridges invariably. PCCM of Zonal Railways will monitor strict compliance of extant instructions regarding weighment of wagons.

1.1.2 PCOM of each Railway will notify the Associate weighbridge(s) at which rakes loaded at each loading point for each stream are required to be weighed and advise the same to all Zonal Railways and Board's office. Approval of the PCOM of the concerned Zonal Railway should be taken if the Associate weighbridge lies in other Zonal Railway. Weighbridges which have been planned or are being planned, but are yet to be installed may also be notified. Weighment of loading done at stations served by these weighbridges till these become operational, will be done at an alternate weighbridge only if it is operationally not inconvenient as certified by PCOM of the Railway.

1.1.3 PCOM of each Railway will also notify Alternate Associate Weighbridge where weighment will be done if the Associate weighbridge is defective and advise the same to all Zonal Railways and Board's office. Approval of the PCOM of the concerned Zonal Railway should be taken if the Alternate Associate weighbridge lies in other Zonal Railway. Weighbridges which have been planned or are being planned, but are yet to be installed may also be notified.

1.1.4 A reliable means of communication should be set up between the Associate and Alternate Associate weighbridges and the corresponding loading point for communicating results of the weighment to the loading point.

1.1.5 Means of communication mentioned above could be a FAX to begin with. Eventually, it has to be upgraded to inter-system communication between the weighbridge and the TMS module of FOIS. FOIS will provide TMS terminal at every weighbridge location. Railway should advise the commissioning of communication system at the weighbridge station, immediately after its commissioning. However, if FOIS terminal is provided at the weighbridge station but interface between weighbridge and TMS is not developed, weighbridge staff should enter the weighment of wagons/rake manually in the TMS module of FOIS provided wt weighbridge station.

1.1.6 FOIS will develop an interface between the weighbridge and TMS so that the weighment information is directly transmitted from weighbridge to the TMS system.

1.1.7 Loading point will prepare Vehicle Guidance (VG) in duplicate duly indicating the wagon No., CC, Tare, Consignor, Consignee etc. and will hand over to the guard. This will be ensured by Station Supervisor/Goods Supervisor of the concerned loading point.

- 1.1.8** The guards of the train will hand over one copy of Vehicle Guidance (VG) to weighbridge clerk at weighment point. The weighbridge clerk will weigh the wagons duly indicating all the records of CC, Tare etc. The result of the weighment should be communicated to the loading point.
- 1.1.9** Weighment information from the Associate weighbridge location will be furnished to the loading point immediately.
- 1.1.10 Issue of RR:** RR should be prepared in terms of modified Paras 1451 (c) and 1451 (d) of IRCM (Vol.II), which are given as under:
- “1451(c): There should be no undue delay in the issue of Railway Receipts to consignors. Railway Receipts should normally be made over to the consignor within 24 hours from loading of the consignment. Concerned DCM/Sr.DCM of the loading points may however permit issuance of Railway Receipt not later than 48 hours from the time of completion of loading of goods to ensure that Railway Receipt is prepared on actual weighment details. If it is not possible to make over Railway Receipt within the above period as per actual weighment details, Railway Receipt should be prepared on the basis of Sender’s Weight”.
- “1451(d): However, in case of continuous Bank Holidays, force majeure conditions etc., DRM may allow further extension of time for issue of RR up to the next working day of the bank through a written authority”.
- 1.1.11** In case of weighment point where FOIS terminal is not provided or out of order, feeding of data of weighment of rakes in nearby FOIS terminals, preferably on same division, should be ensured.
- 1.1.12** An endorsement will be made in the RR indicating whether it has been prepared on the basis of sender’s weight or actual weighment.
- 1.1.13** Punitive Charges for overloading, if any, should be realized at the originating point itself and it should be mentioned in RR that rake has been weighed and all the charges including punitive charges collected. There should be indication in FOIS against this train that it has been weighed. Re-weighment of such wagons/rakes at en-route/destination should normally not be done.
- 1.1.14** Since the information regarding weighment of the rake will be available in FOIS, the divisional control will ensure that all those rakes, which have not been weighed earlier, should be reweighed only under special instructions of an authority not lower than DRM or under the instructions from officers of Vigilance department (SAG and above).
- 1.1.15** There may be cases where despite the weighbridge being functional, it is not possible to communicate the actual weighment details due to defective/failed communication network. In such cases, the concerned Railway will continue to issue RR on sender’s weight and take necessary remedial measure. All concerned may be advised to ensure

that the details of weighment, including those done at en-route weighbridge and re-weighment done under special instructions, shall be entered in TMS module of FOIS. Based on these weighment details, outstanding, if any, shall be recovered.

- 1.1.16** PCCM of Zonal Railway should monitor the case of issue of RR on sender's weight. DRMs, PCCMs, PCMEs and GMs should monitor defective weighbridges and put them right at the earliest.
- 1.1.17** If there are any loading points from which loaded rakes cannot be weighed at any weighbridge the concerned Railway will advise Railway Board accordingly and continue to issue RR on sender's weight.
- 1.1.18** Weighment of rakes/wagons at Associate Weighbridge/Alternate Associate Weighbridge shall be treated as weighment at forwarding station for all purpose.
- 1.2** Weighment of traffic which cannot be weighed on the loading Railway's weighbridges due to loading station being close to Zonal inter-change point:
 - 1.2.1** Streams of traffic, which cannot be weighed on the loading Railway's in-motion weighbridges even after commissioning of planned/proposed in-motion weighbridges due to loading stations being close to the zonal inter-change point, should be weighed on the adjoining Railway's first in-motion weighbridge after the interchange point.
 - 1.2.2** For this, a separate joint circular may be issued signed by the CFTM, CRSE and CSTE of both Railways concerned, covering all such streams of traffic. It will be the responsibility of GM of the loading Railway to get this joint circular issued.
- 1.3. Speed restriction from loading point to first available weighbridge:**
 - 1.3.1.** In case a rake is not weighed on a weighbridge after loading due to defective weighbridge or any other reason, it should be weighed at the next available weighbridge.
 - 1.3.2.** The rake will be moved at normal speed from loading point to first available weighbridge. In case a rake is not weighed on the first available weighbridge after loading due to defective weighbridge or any other reason and it is weighed at next available weighbridge, then speed restriction of 40 kmph or less as decided by the Railway concerned is to be followed from first weighbridge point to next available weighbridge where weighment is done.
- 1.4. Weighment of container trains:**
 - 1.4.1.** Weighment of container rake is mandatory. The procedure of weighment given in Para 1.1 above are also applicable for container trains. Zonal Railways are advised that the extant instructions to weigh container trains may be followed scrupulously.

1.4.2. Zonal Railways shall notify the weighbridge associated with every loading point for weighment of container trains and lay down the procedure order for realization of Haulage Charge and Punitive Charge for over loading, if any.

1.5. Weighment of traffic loaded at Ports:

All traffic loaded from any terminals including ports are required to be weighed at weighbridge invariably. Railway should ensure that the instructions to weigh all traffic loaded at ports are being followed scrupulously. If not, the Railway should furnish the reasons for not weighing outward traffic from ports and the action plan for installation of weighbridges and weighment of such traffic.

1.6. Weighment of Molasses, edible oils, Caustic Soda and Coal tar:

1.6.1. The weighment of Molasses, edible oils, Caustic Soda and Coal tar should be done through Dip Measurement Method. For this, the following guidelines may be followed:

1.6.2. The density (specific gravity) of molasses is standardized as 1.5. SCR to prepare calibration chart for all the wagons being used for loading of molasses and circulate to all zonal railways.

1.6.3. The density (specific gravity) of edible oils is standardized as 0.925. The calibration chart available for FO/TDO (POL products) is to be used for edible oils also to determine the actual weight of the consignment.

1.6.4. The standardized specific gravity of caustic soda lye should be taken as 1.53. SCR to prepare calibration chart for all the wagons used for loading of caustic soda lye and circulate to all zonal railways.

1.6.5. The standardized specific gravity of Coal tar should be taken as 1.20. SER to prepare calibration chart for all the wagons used for loading of Coal tar at 25 degree centigrade subject to a maximum of PCC for the wagon and circulate the same to all zonal railways.

1.6.6. Dip measurement should be done only when wagons are in stationary condition only.

1.6.7. Zonal Railways should obtain an under taking from the customer at the time of loading that density (specific gravity) of Molasses, edible oils, Caustic Soda and Coal tar being loaded is not more than what has been prescribed above.

1.6.8. Zonal Railways will periodically check the density of Molasses, edible oils, Caustic Soda and Coal tar loaded in tank wagons. Such periodicity should not be more than 3 months. If the density is found higher than those mentioned above, board should be appraised immediately.

2.0. DISCREPANCIES FOUND ON WEIGHMENT/RE-WEIGHMENT

- 2.1.** Differences between the invoiced weight of a wagon (RR issued on sender's weight basis) and the weight of the first weighment may be neglected if the difference does not exceed 1% of the gross weight and in such cases invoiced weight will be continue to be chargeable weight. If the weight of the first weight is more than invoiced weight and difference exceeds the limit as mention above, the weight of the first weighment at weighbridge will be the chargeable weight and necessary punitive charges, if applicable shall be realized as per extant rule. If the weight of the first weighment is less than the invoiced weight, the invoiced weight will be the chargeable weight.
- 2.2.** Difference between the weight of second weighment in a wagon at enroute/destination and the weight of the first weighment at forwarding/enroute, may be neglected if the difference does not exceed 2% of the gross weight and in such cases weight of the first weighment will be continue to be chargeable weight. If the variation between the weight of the second weighment and weight of the first weighment is more than the 2%, the weight of the second weighment will be the chargeable weight (irrespective of the fact that the weight of the second weighment is less or more than the weight of first weighment) subject to minimum of permissible carrying capacity of the concerned wagon and necessary punitive charge, if applicable, shall be realized as per extant rules.
- 2.3.** In case of second weighment, where both invoiced weight and weight of first weighment are available, the chargeable weight determined at the time of first weighment in terms of Para 2.1 above, will be taken into account for the comparison with results of second weighment.
- 2.4.** In case of three or more sets of weighment details are available, the chargeable weight determined at the time of last but one weighment in terms of Para 2.1 and/or Para 2.2 above, will be taken into account for the comparison with results of last re-weighment.

3.0 EXEMPTION FROM WEIGHMENT

3.2 Commodities loaded in standard bags of uniform size

- a)** All consignments loaded in standard bags of uniform size is exempted from mandatory weighment at the weighbridges with a provision that at least 5% of rakes should be subject to weighment. This implies that wagons loaded with commodities like cement, food grains, fertilizers, sugar etc. (in standard bags of uniform size) are exempted from weighment. The term 'standard bags of uniform size' denotes all bags of standard size bags which are filled uniformly. While booking such consignment, the customer will give a written undertaking in the forwarding not stating that the bags are standard bags of uniform size filled with uniform weight of commodity. However, the consignment loaded in non-standard bags or in loose conditions should continue to be subjected to 100% weighment, as per extant guidelines.

- b) Random surprise checks should be conducted by Vigilance and Commercial Departments for rakes of bagged consignments. Orders for such checks should be given Vigilance Officer in JAG grade and higher and by Commercial Officers in SAG and higher in addition to DRMs and GMs.
- c) In case of dispute regarding Punitive charge for overloading in respect of consignments loaded in standard size bags, the number of bags in the wagons detected to be overloaded may be counted and the average weight of a bag determined by weighing a few bags on random basis at the destination point in the presence of the representative of the consignor/consignee and two gazette Railway Officers(out of which one should be from Commercial/Operating Department and the second should be randomly selected from any other department). Punitive Charge already raised based on the estimated payload determined in this matter with the approval of Sr.DCM of the Division of the destination point.

3.1.1 Container rake loaded with Containers Carrying standard bags of uniform size

Dispensation from mandatory (100%) weighment may be permitted in the case of container rake loaded with containers carrying 'standard bags of uniform size'. While booking, the operator will give a written undertaking in the forwarding note that the 'bags in the containers are standard bags of uniform size filled with uniform weight of commodity'. It may be ensured that no commodity in any form other than standard bags of uniform size is loaded in the rake. Random surprise weighment at EIMWBs may be conducted by Vigilance and/or Commercial Departments for container rakes of bagged consignment. Orders for such checks should be given by Vigilance Officer in SAG grade and higher and by Commercial Officers in SAG and higher, in addition to DRMs and GMs."

3.2 HR Coil and other Steel Consignments

HR Coil and other Steel Consignments which have been pre-weighed on certified mill-scales prior to getting loaded in Railway wagons and bear marking of Central Excise and/or Customs Department need not be subject to mandatory 100% weighment at EIMWBs. However, 5% of wagons loaded with such consignments may be weighed by way of sample checks.

However, HR coil and CR coil consignments weighed on certified Mill-scale even if they do not bear any marking of Central Excise and/or Customs Deptt., need not be subject to mandatory 100% weighment at EIMWBs only when they are loaded as a pure rake of HR coil or CR coil or mixed rake of HR coil and CR coil provided that weight of the consignment is stenciled on each coil and it also bears a label with remarks "Weighed on the Mill scales certified by the Weights and Measures Department which is accepted for the SRP(Self Removal Procedure) by Central Excise and/or Customs Deptt. and all the

statutory purposes”. The label should bear the name of company, manufacturing unit, name of weighing station/point, signature and stamp of the person authorized by the company to certify weighment with date. The customer will also provide the wagon-wise details of weight of the each coil loaded in a wagon to the goods clerk.

Goods clerk shall verify the weighment data submitted at the time of loading with the data submitted to the Central Excise and/or customs Deptt. every month. Such verification shall be done for at least 10% of the wagons loaded in a month. In case of any discrepancy in a wagon, then weight of entire rake will be taken into consideration for levying Punitive Charge as per extant guide lines. The Punitive charge regime will be the same that is applicable on a rake found overloaded after weighment at originating point but has not undergone load adjustment at the originating point itself. If overloading is detected, it shall lead to immediate withdrawal of exemption from weighment and rakes shall be subjected to weighment at EIMWB as per norms.”

3.3 Containerized Import traffic

Exemption from mandatory (100%) weighment in case of containerized import traffic is permitted to following container train operators (CTO's), subject to the fulfillment of conditions given below:

Name of CTOs

- Container Corporation of India Limited
- Gateway Rail Freight Limited
- Distribution Logistics Infrastructure Pvt Ltd
- Adani Logistics Ltd
- International Cargo Terminals and Infrastructure Pvt Ltd
- Hind Terminals Pvt Ltd
- Indian Infrastructure and Logistics Pvt Ltd
- Pristine Mega Logistics Park Pvt Ltd

Conditions

- 1) CTOs shall submit electronically, through Electronic Data Interchange (EDI), the Train Summary as well as the associated “Sub Manifest Transshipment Permit (SMTP)” in case of Import traffic. SMTPs (in XML format) shall separately be obtained directly by FOIS from customs through EDI. Mapping of the containers as mentioned in ‘SMTP’ with the containers loaded in the relevant rake shall be done by FOIS. In case SMTP details are not captured through EDI and Goods Clerks feed them manually, the rake should be weighed by the Railway.

- 2) TMS shall prepare a Railway Receipt (RR)/Charge only as per the weightment details received from customs through EDI so as to rule out the technical possibility of any modification in weightment details of each container when received in TMS.
- 3) FOIS/CRIS shall monitor the preparation of RR in case of Containerized Import traffic of above CTOs and furnish its feedback.
- 4) For this purpose, FOIS will develop the requisite software for mapping and matching the relevant details (e.g. customs' seal number, container number, cargo description, name of consignor/consignee, originating/destination point etc.).

3.3.1 Dispensation from mandatory weightment in case of Nepal bound containerized import traffic:

Dispensation from mandatory weightment in case of Nepal bound containerized Import traffic may be permitted subject to the condition that CONCOR will submit Custom's document to establish weight of containers along with Forwarding note and Goods clerk will capture the same in the system (FOIS/TMS). The weight of the container is to be added to the Custom's cargo data at the time of feeding of loading details. This procedure will be followed till EDI interface is fully established between Custom's server and CONCOR server. Thereafter, the container details will be transmitted through EDI to FOIS.

3.4 Petroleum/Metallurgical coke

Dispensation from mandatory (100%) weightment of wagon/rake loaded with Petroleum Coke and/or Metallurgical coke may be permitted with a proviso that at least 5% of rakes should be subjected to weightment. While permitting this exemption, it may be ensured no commodity in any form other than these commodities is loaded in the wagon/rake. However, on request of consignor, zonal railways may permit weightment of Petroleum Coke and/or Metallurgical Coke by levying detention charge @ demurrage (for the detention of rake for additional time used, if any) and shunting charge (for usage of railway loco, if any) for such weightment. This permission may be given if the personal approval of PCCM and PCOM, with due consideration to operational feasibility, among other factors.

3.5 Chuni and De-Oiled Cake (DOC)

Chuni and De-Oiled Cake when loaded in covered wagons/rakes may be exempted from mandatory (100%) weightment. While permitting this exemption, it may be ensured that no commodity in any form other than these commodities is loaded in the wagons/rake. Further, if Zonal railway feels that any commodity needs exemption from mandatory (100%) weightment, they may conduct loadability trials and furnish their report/ recommendation for consideration of Board.

4.0 DESIGN TARE WEIGHT OF WAGONS, PROCEDURE TO DEAL WITH WAGON(S) FOUND OVER LOADED AFTER WEIGHMENT AND LEAVY OF DETENTION CHARGES ETC.

4.1 **(a) Design Tare Weight** – Designed Tare Weight of the wagons should be taken as the Bench Mark of reckoning of over loading in any wagon. Details of designed tare weights of different types of wagons are given in Annexure.

(b) Zonal railway should prepare detailed operating procedure to ensure that whenever wagons are found to be abnormally over loaded beyond permitted limits at the originating point, load adjustments of such wagons is done at originating points itself. However, if load adjustment is not feasible at originating point due to operational constraint, railway administration may permit load adjustment at nearby suitable location. The wagons shall be carried at a restricted speed up to such point where excess quantity may be unloaded or alternatively wagons are detached.

4.2 Detailed procedure should be issued by General Managers of Zonal Railway for dealing with overloaded wagons found on rakes that are weighed on enroute. For Example, such wagons may be carried at a point at a restricted speed up to a point where excess quantity may be unloaded or alternatively wagon detached. As overloading in wagon(s) effects safety, zonal railways are advised to take all necessary remedial measures to obviate instances of over loading.

4.3 Guidelines regarding levy of Detention Charge etc.

Condition	Weighment on weighbridge at originating point (associated weighbridge located at loading point itself or serving station of the siding)	Weighment on weigh bridge at other originating point (associate weighbridge alternative associate weighbridge not located at loading point itself or serving station of siding; en-route weighbridge; weighbridge at destination point)
(i) No overloading	If a rake is detained for weighment and eventually no overloading is detected, no Detention Charge should be levied. Punitive Charge is also not leviable.	
(ii) Marginal Overloading	If weighment reveals marginal overloading (not requiring detachment of wagon/wagons or load adjustment), Punitive Charge as applicable will be levied and no Detention charge will accrue.	
(iii) Gross overloading	In case of gross overloading (where load adjustment /detachment has to be resorted to), the applicable charges are detailed below:	
	Detention Charge:- Detention Charge are not waivable and shall be levied as follows:	

	1. Detention charge @ ₹5000 for 'each overloaded wagon' plus	1. Detention charge @Rs.5000/- for overloaded wagon is not leviable.
	<p>2. 'Charges for detention of the rake'</p> <p>Situation(a)-when load adjustment is carried out at weighment point itself</p> <p>'Charges for detention of the rake' shall be levied from the time of completion of weighment to the time of completion of load adjustment/detachment. It will be calculated at the prevailing rate of Demurrage Charge on entire group of wagons in the rake.</p> <p>Situation (b)-when load adjustment is carried out at nearby location due to operational constraints at weighment point</p> <p>'Charges for detention of the rake' shall be levied for actual transit time (from weighment point to load adjustment point) or two hours, whichever is less, plus the duration of load adjustment (i.e. from the time of placement of rake for load adjustment to the time of completion of load adjustment/detachment). Charges for detention of the rake will be calculated at the prevailing rate of Demurrage Charge on entire group of wagons in the rake."</p>	
Gross Over loading	Weighment on weighbridge at originating point	Weighment on weighbridge at other originating point
	<p>Punitive Charge</p> <p>No punitive charge is leviable if the customer carries out load adjustment at the originating point itself.</p>	<p>Punitive Charge</p> <p>Punitive Charge for overloading should be levied for the entire distance to be travelled by the train hauling the wagon from the originating station to the destination point, irrespective of the point of load adjustment.</p>
	<p>Punitive Charge</p> <p>The wagons that had undergone load adjustment should be randomly re-weighed. The identification of rakes for random weighment should be done by PCCM in consultation with PCOM. If overloading is detected in the wagon(s) that had undergone load-adjustment, Punitive charge of one lakh rupees per wagon shall be levied.</p>	
	<p>Shunting Charge</p> <p>If railway locomotive is utilized for load adjustment of overloaded wagons, shunting charge will be levied as per extant guidelines.</p>	
	<p>Wharfage Charge</p> <p>Wharfage Charge is leviable at off-loading points for the use of Railway's wharfage as per extant guidelines.</p>	
	<p>Charges for unloading</p> <p>If overloaded goods are unloaded by Railways during load adjustment, charges for such unloading should also be recovered.</p>	

- 4.4** If party request for dispatch of offloaded consignment, such off loaded consignment is to be treated as fresh consignment and freight will be charged for such dispatch.
- 4.5 Computation of Engine Haulage Charge and Wagon Detention Charge in case of colliery sidings located far away from the weighment point where overloaded wagon(s) have to be sent back to the collieries for adjustment after weighment:
- i) Railway should make maximum efforts for adjustment of overloaded wagon at the weighment point itself or at a subsequent point and Detention Charge may be levied as per extant rules.
 - ii) In case where it is inevitable to send back detached overloaded wagon(s) to the loading/adjustment point for adjustment of load in wagon and the remaining rake is moved to destination then the following methodology will be adopted for calculation of Engine Haulage Charge and Wagon Detention Charge:
 - iii) Engine Haulage Charge: If Railway loco is utilized for sending back the overloaded wagon/wagons to the loading/adjustment point for load adjustment, Engine Haulage Charge will be levied for the actual time required in hauling such wagons, from weighment point to the loading/adjustment point. In case Railway loco is specifically brought from other station, then Engine Haulage Charge will be levied for the entire time period for bringing the Railway loco from that station to the loading/adjustment point. Engine Haulage Charge will be calculated on the basis of cost per Engine Hour and time period as mentioned above subject to a minimum of one hour.
 - iv) Wagon Detention Charge: It will be levied on the entire rake from the time of completion of first weighment to the time of release of balance rake for onward journey after detachment of overloaded wagons. In addition, Detention charge will also be levied on detached overloaded wagons from the time of detachment to the completion of load adjustment/final weighment. The Wagon Detention Charge is not waivable.
- 4.6 Guidelines in case of Container Traffic:**
- i) In case of container traffic, punitive charge for overloading will be levied as per extant rules notified in Gazette Notification from time to time. For this purpose, notified PCC of container wagons as notified from time to time will be taken into account.
 - ii) In case of containers, Haulage Charge is levied per container basis whereas weighment will be per wagon basis carrying one or more containers. Also it will not possible to weigh each and every container during weighment en-route. Therefore, for the purpose of calculation

of punitive charge, the excess weight detected after weighment will be uniformly distributed on all the containers loaded on the wagon.

- iii) In case, when punitive charges are to be levied at the highest class rate, the highest Class as mentioned in Goods Tariff may be taken into accounts for calculation. Presently, the highest class to be reckoned for the purpose of charging punitive charging punitive charges for overloading is class 200.
- iv) In case, when Punitive Charges is leviable at the freight rate applicable to that commodity, freight applicable to that commodity for the purpose of levying punitive charges for overloading will be calculated as under:-
 - a) For containers loaded with commodity other than notified commodity, freight applicable to that commodity will be calculated as – “Freight Rate/tonne=Haulage Rate per TEU for ‘above 31T/31tonne”
 - b) For containers loaded with notified commodity (for which Haulage is levied on the basis of Container Class Rate), freight rate applicable to that commodity will be the container class rate applicable to that commodity. However, in case of wagon loaded with containers consisting of different notified commodities, Punitive Charge for overloading will be levied on the basis of highest Container Class Rate of the commodity which is loaded on that wagon. Further, if a wagon is loaded with the container which contains notified commodities and other container contains commodity other than notified, then Punitive Charge for overloading will be levied on the basis of Container Class Rate of the notified commodity”

4.7 Rules regarding Punitive Charge for overloading:

- (a) List of gazette notification

Railways (Punitive Charges for overloading of wagon) Rules and amendments thereof notified from time to time vide Gazette Notifications are listed below. Link of the same are available on e-Gazette and also on IR website.

- GSR 570(E) dated 17th July, 2012
- GSR 898 (E) dated 17th December, 2012
- GSR 550 (E) dated 10th July, 2015
- GSR 278(E) dated 26th March, 2018
- GSR 1205(E) dated 14th December, 2018

- (b) Extant provisions regarding collection

Extant provisions regarding collection of Punitive Charge/railway dues as stipulated in Railways Act 1989 and Indian Railway Commercial Manual are reproduced below:

Railways Act 1989

“ 73 Punitive Charge for overloading a wagon – Where a person loads goods in a wagon beyond its permissible carrying capacity as exhibited under sub-section (2) or sub-section (3), or notified under subsection (4), of section 72, a railway administration may, in addition to the freight and other charges, recover from the consignor, the consignee or the endorsee, as the case may be, charges by way of penalty at such rates, as may be prescribed, before the delivery of the goods...”

IRCM Vol-II

“1820 Recovery of railway dues before delivery of goods – Before delivery of goods, it should be seen that all railway dues and other charges have been paid”

5.0 Integration of weighbridge with FOIS – Procedure to capture weighment details in TMS/FOIS and modification thereof after load adjustment of overloaded wagon

Presently, where weighbridge are not linked with FOIS, wagon-wise weighment details are manually fed by Goods clerk in TMS/FOIS on the basis of weighment sheet generated from weighbridge. After load adjustment, if any, the weighment data is modified based on the load adjustment memo submitted by the customer.

In the case of integration of weighbridge with FOIS, following procedure shall be followed –

1. The weighment details of wagon(s) recorded by weighbridge shall be captured and digitally transferred in TMS/FOIS without any manual intervention.
2. In case overloading is detected at originating station/weighbridge location and if customer carries out load adjustment at originating station itself as per extant policy before preparation of RR –
 - i) The Weighment Sheet generated at weighbridge shall continue to be made available to customer for purpose of carrying out load adjustment and preparation of load adjustment memo.
 - ii) A provision shall be made in TMS to enable the TMS user/Goods Clerk to modify the ‘net weight of wagon after load adjustment’ in the TMS/FOIS on basis of ‘load adjustment memo’. A separate field provided in TMS/FOIS for entry of modified weight will be distinct from the ‘weighment details captured automatically from weighbridge’. RRs shall be prepared on basis of modified weighment details fed by TMS user, if any. Load adjustment memo number, date of weighment and weighbridge location shall also be captured in TMS/FOIS for all such cases of load adjustment.
 - iii) Both the weighment details, one received from weighbridge and that entered post load adjustment by TMS user, shall remain available and visible in TMS/FOIS.

- iv) Original weighment details received from weighbridge, modified weighment details. 'Load adjustment memo' and concerned RRs shall be tagged to each other in TMS, and shall remain available for checks in form of MIS reports.
 - v) FOIS shall generate MIS report for such RRs with viewing rights to TMS users.
 - vi) Load Adjustment Memo and Weighment Sheet shall be attached with the copy of RR retained at originating station for record.
3. All other terms and condition shall remain unchanged.
 4. Checks will be conducted to ensure that integration of weighbridge is working satisfactorily during joint inspection of weighbridge by Sr.Scale/JA grade officer of the division as per extant procedure, and modification therein from time to time.

ANNEXURE**Designed Tare Weight of Wagons**

Type of Wagon	Tare Weight (in tonne)	Type of wagon	Tare Weight (in tonne)
COVERED		OPEN	
BCN	27.20	BOBRNHS	25.61
BCNA, BCNAHS	24.60	BOBRNEL	25.61
BCX	28.50	BOBYNHS	25.20
BCXN	27.01	BOXN	22.48
BCNHL	20.80	BOXNS	19.85
BCCW	23.00	BOXNCR	22.48
BCFC	22.00	BOXNHS	22.51
FLAT		BOXNHSM1	22.53
BRN	24.40	BOXNM1	22.53
BRNA	23.54	BOXNHL	20.60
BRNAHS	23.54	BOXNHA	23.17
BFNS	26.71	BOXNLW	20.60
BFNSM22.9	26.71	BOXNLWM1	20.41
BRH	24.38	BOXNR	21.20
BRHC	25.23	BOXNEL	23.10
BRHNEHS	22.60	BOX	26.23
BRHT	25.92	BOXC	25.00

BRS	25.10	BOXR	21.20
BRST	25.10	BOXT	26.23
BFR	20.50	BOY	20.71
HOPPER		BOYN	20.50
BOBR	26.00	BOYEL	20.70
BOBRN	25.61	BOI	22.80
BOBS	26.40	BOST	25.50
BOBSNM1	30.00		
BOBSN	30.00		
BOBX	25.15		
BOB	25.40		
BOBC	18.03		
BOBY	27.04		
BOBYN	25.20		

FORWARDING NOTE

1. Any person desirous of booking goods by rail should submit a forwarding note.
2. This is necessary as per section 64 of the Railways Act, 1989.
3. This is in the form of an application.
4. This is an initial document between the consignor and the railways.
5. This form is an agreement hence it is a legal document and can be produced in the court of law in case of disputes.
6. It is exempted from stamp duty as per section 9 (a) of the Stamp Act, 1899.
7. Different kinds of forwarding notes are as follows:
 - a. Forwarding note for dangerous goods (pink colour)
 - b. Forwarding note for general merchandise and animals.
 - c. Forwarding note for explosives tendered by Defence Department.
 - d. General forwarding note
8. Forwarding note consists of the following information.
 - Names and addresses of the consignor and consignee.
 - From and to stations.
 - Number of packages and private marks if any.
 - Description of the contents and weight.
 - Whether packing conditions are complied with or not.
 - Actual condition of the contents of the consignment.
 - Election of owners risk and railway risk rate.
 - Route, via which the consignment is to be moved.
 - Declaration of the value of the consignment and whether willing to pay percentage charges on excess value or not.
 - If open wagon is selected by the sender.
 - Date and signature of consignor or his authorized agent with address.

Precautions to be taken while filling up the forwarding note:

1. While filling the Forwarding Note, consignor has to fill all the columns correctly..
2. Consignor is responsible for all the entries made in it.
3. Station Master can guide in filling up of the forwarding note, but he should not fill the form in his own handwriting.
4. No alterations are permitted. If there is any alteration, consignor or his authorized agent should sign in full.
5. If consignor or his agent is illiterate, his left hand thumb impression is taken.
6. These forms are given serial numbers starting from 1st April to 30th of September, and 1st of October to 31st, March.

7. As per section 66 of the Railways Act, 1989, correct description of the material should be given for calculation of freight.
8. Forwarding note should be preserved for 5 years, or if any claim case is pending till settlement of the case. It should be pasted to the record copy of the railway receipt.
9. If taken for any reference, copy should be preserved quoting the reference number under which it is taken with signature of the official taking it.
10. Station Master should fill weighment particulars and booking particulars of the consignment on the reverse of the forwarding note.
11. Declaration of Freight Payer (Consignor/Consignee): In cases where freight is paid through Demand Draft, a declaration may be obtained from the customer on the Forwarding note, stating whether the freight is paid by the Consignor or the Consignee, duly mentioning the GSTIN of respective freight payer". The declaration shall be given in writing by the customer under clear signature. (CC No. 78 of 2019)

General forwarding note:

1. Consignors having regular transactions with railway are given the facility of having a general forwarding note.
2. They need not fill separate forwarding note for each consignment at the time of booking.
3. They have to apply to Sr.DCM through the stationmaster for this facility.
4. If agreed to, a general forwarding note is prepared in three copies
 - One copy is given to the party
 - One copy is sent to the station
 - Third copy is retained as office copy.
5. This is valid for 6 months.
6. Consignments are booked at owner's risk rate only.
7. Fresh forwarding note should be executed, for booking at railway's risk rate or when packages are defectively packed.
8. The list of consignments with weight, and destination station should be submitted in duplicate at the time of booking each consignment.

□

PREFERENTIAL TRAFFIC ORDER

1. No undue preference should be given to any individual or commodity by Railways in allotment of wagons as per section 70 of the Railways Act 1989.
2. But as per section 71 of Railway Act 1989 powers are given to Central Government to give preference for the moment of certain commodities in the interest of the Nation.
3. Railway Administration shall give priority / preference mentioned in the order.
4. PTO is current or valid for one year, but can be extended from time to time.
5. All the commodities are grouped into 4 priorities, namely A, B, C and D.

1. Priority 'A':

1.1 Military Traffic, when sponsored by MILRAIL and approved by Railway Board.

2 Priority 'B':

2.1 Goods for emergency relief work for victims of natural calamities, like floods, drought, earth-quake etc. when sponsored by an officer not below the rank of Deputy Secretary of Central / State Government or a non-official organization nominated by the Central / State Government and accepted by the originating Zonal Railway or Railway Board.

2.2 Food grains and levy sugar for Public Distribution System or other welfare schemes sponsored by FCI/State Government or their agencies as per the list in Annexure-I and approved by Zonal Railways / Railway Board. Proposals for sponsorship of any other commodity by a Central Government Agency will require specific approval of Railway Board

3. Priority 'C':

3.1(a) Coal traffic when sponsored and accepted by authorities as under;

Commodity	Sponsoring Authority	Accepting Authority
Coal &Coke including all variants (except Pet Coke), coal rejects & coal fines when loaded from a colliery siding (including siding serving a captive coal block), Washery siding, Steel Plant Siding, Siding serving a Port	<p>1. Public Sector Coal companies for quantifies for which a contractual agreement has been entered into with a consumer.</p> <p>2. Private coal companies mining captive blocks, Washery operators, Steel Plants, Coke Oven plants, CP & RP coke plants.</p> <p>3. For imported coal; consignors or their representatives or coal importers.</p> <p>4. For indigenous coal moved through rail-cum-sea-rail route; consumers or their representatives, for the last leg of movement from the port.</p>	<p>Executive Director, Rail Movement, Kolkata or in his absence Director/Jt. Director, Rail Movement/Kolkata for ER, ECR, SER, SECR and ECoR.</p> <p>For other Railways, COM/CFTM of respective zones.</p>

i. The above instructions would also be applicable to loading from pre-August, 2008 Goods Sheds opened for outward booking of coal.

ii. The sponsoring would be subject to Railway rules and regulations, including Logistics plan for imported coal.

iii. Inter se priority for movement of various classes of consumers will be laid down from time to time by Railway Administration and may be altered/modified as and when necessary. Within the same class of category of consumers, priority for movement may be fixed / altered from time to time depending upon the operational and other considerations.

iv. Programmes for transportation of coal from the siding of WCL located in SECR territory would be approved by COM/CFTM, Central Railway.

3.1 (b) Programmed traffic other than coal when sponsored and accepted by authorities as under.

Commodity	Sponsoring Authority	Accepting Authority
(i) Non-refined Edible Salt (ii) Common Salt (To approved iodization plants)	Salt Commissioner	Zonal Railways
Raw Material to Steel plants	Steel producers who satisfy specific criteria.	ED, Rail Movement, Kolkata or in his absence Director/ Jt. Director, Rail Movement/Kolkata for plants located in ER, ECR, SER, SECR and ECoR. (ED, Rail Movement or in his absence Director/ Jt. Director, Rail Movement/Kolkata shall issue the programme for movement of raw material to steel plants located in the above 5 Zones irrespective of the source of the raw material). For plants located in other Railways, acceptance of programme will be done by ED, Rail Movement/Kolkata or in his absence Director/ Jt. Director, Rail Movement/Kolkata if raw materials are to be loaded from ER, ECR, SER, SECR or ECoR. For all others by COM/CFTM of the Loading Railway in consultation with COM/CFTM of Railway where the plant is located.
Fertilizers	Concerned fertilizer Manufacturers/Importers	Zonal Railways
POL	Oil companies	Railway Board.

Proposals to accord priority for movement of any other commodity or traffic will have to be sent to Railway Board for approval.

Priority 'D': All traffic not included in priority 'A' to 'C'

General instructions:

5.1 Traffic offered in Block Rake, including clubbing indents constituting block rake is given preference over traffic in piece meal, irrespective of class of priority and date of registration of the later.

5.2. Block Traffic will have preference over other traffic within the same class of priority in the following order:

- a) Traffic covered by contractual obligation and / or guaranteed under specific schemes like Wagon Investment Scheme (WIS), Freight Forwarder Scheme (FFS) etc.
- b) Traffic in rakes loaded from a Siding / Goods Shed of the station having round the clock working.
- c) Traffic in rakes from a full rake handling siding of the station having mechanized system of loading.
- d) Traffic offered in single point block rakes (including clubbed single point rakes) over two point / multi point block rakes and mini rakes.
- e) Traffic offered for more than 700 kms will be given preference over short distance traffic.

5.3 PCOM shall notify two days i.e. Wednesday & Saturday in a week for allotment of Rakes as per the date of Registration irrespective of the class of priority.

5.4 Any traffic can be accorded preferential loading and movement under a higher priority under special orders issued by the Ministry of Railways (Railway Board) Zonal Railways.

6. Currency of the order

6.1 This Preferential Traffic Order General Order no.93 will come in to force w.e.f.1.4.2019 and unless cancelled earlier will remain in force up to 31.03.2020.

WAGON DEMAND REGISTRATION FEE

Registration:

1. Any person who desires of dispatching his goods by wagon should register his indent in wagon demand / priority register.
2. The following particulars should be shown in the wagon demand register.
 - Date and time of registration
 - Serial number
 - Consignor's and consignee's name and address,
 - Station to
 - Name of the commodity
 - Type of wagon required
 - Signature of the party or signature of the person registering the demand.
3. Wagon demand registration fee is collected for the wagons registered under different gauges as under”:

Gauge	WDRF per wagon Rs.	WDRF per Standard rake Rs.
BG	1500	50,000
MG	1500	50,000
NG	1500	1.500 ×No.of Wagons

4. W.D.R.F. may be collected in cash/DD or through e-payment in case of e-RD or through credit note.
5. A separate money receipt in two portions will be issued with following particulars; name of the consignor, priority number, date of registration, station to, commodity, name of the person who is authorized to take refund, type of wagon indented.
6. After collecting the W.D.R.F., the indents are registered in priority registers maintained separately for wagon loads and train loads for each series and signature of the party is obtained.
7. Any number of indents can be accepted, except to quota points, where individual railways impose restrictions.
8. No indent should be accepted for destination which has been restricted “Until further advice”
9. Clubbing of commodities is permitted upto a maximum of 2 in a wagon.
10. A maximum of 12 RRs can be issued per wagon.

11. Rs.300/- extra is collected for issue of every additional railway receipt issued per wagon.

12. These registers are kept open to public for inspection.

Exemptions from payment of WDRF:

- Kit wagons booked on kit passes issued to railway employees on retirement on transfer account
- Railway material consignments booked by railway officials
- Container traffic
- Military Traffic
- Platinum, Gold and Silver card holders(Platinum-Offering more than Rs.100 Crores in the previous year, Gold-Between 50-100 Crores and Silver-Between 10-50 Crores)

Forfeiture of wagon demand registration fee:

Wagon demand registration fee is forfeited under the following circumstances

- When wagon demand is cancelled after the physical supply of wagons.
- When wagon demand is cancelled within 10 days of registration.
- When loading is not commenced within the free time allowed for loading.
- When consignor has given in writing to detain the wagon and the loading is not commenced within 24 hours from the expiry of free time, indent is cancelled, WDRF is forfeited and demurrage charges levied without granting any free time.
- When consignor is not willing to pay freight charges as per existing railway tariff.
- An amount equal to WDRF will be collected from premier customers when they cancel their indents under any of the above conditions.
- When WDRF refund is not claimed within 3 years as per limitations Act.
- When a wagon / rake is supplied to an indenter which he commences loading within the free time but takes more than the free time permitted, the wagon registration fee will not be forfeited but demurrage will be recovered in accordance with the rule.
- When a rake is supplied to an indenter at congested goods shed and he commences loading within the free time but does not complete the loading within twice the permissible free time, one subsequent pending indent of the said consignor will be cancelled along with forfeiture of WDRF. Similarly, if he does not complete the loading within three times the permissible free time, another pending indent will be cancelled along with forfeiture of WDRF and so on.

Refund of wagon demand registration fee:

Station master is empowered to give refund of wagon demand registration fee when paid in cash/DD and WDRF is refundable under the following circumstances.

- When wagon is booked and loaded.
- When supply of wagon is not made up to 10 days and the consignor wants to cancel his indent.
- When open wagon is supplied against an indent for covered wagon or vice versa and the consignor is not willing to load.
- When restrictions are imposed without any time limit.

Note:

1. On surrender of money receipt, refund is granted.
2. If money receipt is lost, refund can be granted on execution of a stamped Indemnity Bond.
3. The amount can be adjusted towards the freight charges in case of paid traffic.
4. When WDRF is paid through credit note, refund will be granted by PCCM.

Change / Cancellation of Indents under special conditions:

Cancellation of indents will be dealt differently when Railway Board issues notice to withdraw transportation of particular business segment or a particular stream of traffic or even a specific commodity for any of the following reasons.

- Disruption of a particular section due to Force majeure conditions
- Closure of the section after due notification
- Closure of the originating goods shed after due notification
- Closure of the destination goods shed after due notification
- Phasing out or withdrawal of a particular type of rolling stock altogether for which indent had been placed

In cases where the originating station is affected, no change of indent will be permitted.

In all the above cases where destination station is affected except (iii), the consignor may be allowed to change the destination station of the indent to any other destination within Zonal Railways of initial destination station.

In case of phasing out or withdrawal of a particular type of rolling stock, the consignor may also be allowed to change the indent to another type of stock.

The above change may be permitted by the booking station only after the receipt of the confirmation from the zonal railway of the destination station. Not more than one such change may be permitted.

If the consignor does not opt for change up to 30 days from the date of issuance of such notice, the indent shall be treated as cancelled on 31st day and the registration fee shall be refunded.

Change of Commodity:

1. It is permitted by Sr.DCM if the commodity is within the same priority.
2. It is permitted only once

Supply of wagons or allotment of wagons:

1. Each demand of wagon registration is given a serial number in the order of priority.
2. Separate priority registers should be maintained for wagonload traffic and trainload traffic.
3. Allotment / loading orders are issued in accordance with the priority of registration as per preferential traffic order.
4. Stations should load wagons in accordance with the allotment / loading orders from the appropriate authority i.e. Sr.DOM.
5. The loading order given is called as Specific Loading Order (SLO).
6. At some stations, station masters are authorized to give loading orders in case of inward released wagons, which is called as 'back loading'.
7. The allotment or loading orders should be exhibited on the notice board of the station for the information of the public.
8. Before allotment of wagons, the registers of bans and restrictions should be verified to see whether the commodity is banned from booking or a particular route is closed for traffic.
9. All wagons allotted and supplied should be certified by TXR (Train Examination) staff.
10. If TXR Staff is not available the wagons are jointly selected by the consignor and the station master after physical check.
11. Non-water tight wagons should not be supplied for goods damageable by wet.

Wagon transfer register:

1. The date and time at which wagons are placed in position for loading / unloading is recorded in the wagon transfer register.
2. This register is machine numbered register.
3. In case of wagons required to be loaded / unloaded by the owner, the signature of the consignor / consignee should be obtained in the register, immediately after placement / release of wagons.
4. Whenever wagons are not released in time, demurrage charges should be recorded in these registers and recovered.

5. The reasons for delay in treating the wagon as placed in position and non-availability of wagons for loading and unloading due to operational convenience should be recorded in the wagon transfer register and countersigned by the station master.

Lumpsum deposit:

1. Lumpsum deposit for government departments is Rs.30,000/- only for any number of wagons.
2. Public sector undertakings / corporations and the private sidings having regular transactions with the railways may be permitted at the discretion of the railways for the facility for payment of lumpsum deposit for wagon demand registration fee.
3. They will have to apply to divisional commercial manager, through the station master concerned.
4. The parties having regular transactions with a railway may be permitted at the discretion of the Railways to pay a lumpsum deposit in lieu of payment of registration fee each time an indent is made for wagon supply. The lumpsum deposit payable will be fixed by Railway in such cases taking into account the number of wagons that the parties concerned have to register at a time.
5. On receipt of the sanction from the Sr.DCM, the station master will collect the lumpsum deposit and issue a money receipt.
6. If the consignor fails to load the wagons, registration fee is forfeited for the rake not loaded and the party is requested to make good the amount forfeited.
7. If the amount is not made good immediately, the deposit should be reduced and thereafter the party will be entitled to place indents for the wagons by the reduced amount of deposit only.

ROUTING OF GOODS TRAFFIC

1. Unless there are specific instructions in writing from the sender or his authorized agent, goods will be dispatched by the route operationally feasible and freight charges will be levied by the shortest route.
2. If the sender or his authorized agent desires to book his goods by other than the shortest route, he must give in writing and signed instructions on the forwarding note as under.

“To be forwarded via a specified route”

Hence, the railway receipts and its counterfoils must be endorsed by the booking staff as under.

“Specified route selected by the sender”

3. When the Central Government issues an order under section 71 (1) (b) of the Railways Act, 1989 that the goods specified in the order can be carried by the route specified therein, the goods will be charged by specified route even if it is not the shortest route.
4. The term shortest route where ever appearing in this rule is the shortest route between the forwarding station and the destination station as determined upon the basis of the distance notified by the railways as being the distance for charge. For the purpose of determining the shortest route in case where break of gauge transshipment is involved, each break of transshipment is reckoned as equivalent to 200 kms.
5. Whenever there are separate goods booking stations at the same railway centre or separate goods sheds belonging to the same railway or different railways at the same station, the correct route shall be determined from amongst the routes only as are open from the particular station or goods shed at which goods have been tendered for dispatch.

Route Rationalization Scheme:

As per Section 71(1)(b) of Railway Act, 1989, Central government is empowered to issue orders, specifying the goods to be carried by the specified route, which is termed as 'route rationalization'. In such cases, goods will be carried and charged by the route though it is not the shortest route.

The object of route rationalization scheme is to move the goods swiftly and streamlining the movement of traffic eliminating operating bottlenecks, yard / junction congestions and for regulating the traffic.

This scheme is also introduced to offset the movement when works are in progress as regards to gauge conversions, doubling of track, electrification of tracks and strengthening of track etc.

Central government publishes these routes through general order circulated and also issues through TRC of zonal railways. This order is valid for 12 months from the date of issue and is extended from time to time. Route rationalization scheme is applicable for movement of goods traffic in wagonloads and train loads except for ODC, POL traffic and Edible Salt i.e Salt for Human consumption.

RATING OF GOODS TRAFFIC

The authority for charging rates is the IRCA goods tariff or any other local tariff issued by the railway administration in force for the time being.

In order to ascertain the freight charges, the chargeable distance should be worked out with the help of local distance table or junction distance table and the class rate applicable to the commodity should be ascertained from goods tariff part I, Vol. II - classification of goods and rate per tonne should be ascertained from the goods tariff part II, rates tables. The chargeable weight in tonnes should be multiplied with the rate per tonne and freight charges should be rounded off to the next rupee

- Minimum distance for charge is 100 kilometers. (RC No.7 of 2019 –up to 31.03.2020)
- Minimum weight for charge is PCC (Permissible Carrying Capacity) of the wagon.

Freight charges:

1. When the freight charges are paid at the forwarding station, it is called 'paid traffic' and a paid railway receipt is issued.
2. Prepayment of Freight charges is compulsory for all commodities. In case freight charges are not paid within 24 hours from the time of loading, a Late Payment Fee (LPF) of 10% on Coal and 5% on other commodities is realized.
3. When goods / consignments of any kind are accepted for carriage by goods trains, the freight on such goods shall be charged at the rate in force on the day on which loading of entire consignment is completed in the wagons supplied against the indents placed irrespective of the fact whether the railway receipt, Invoices are issued simultaneously or at a later date.
4. Freight charges for traffic booked under provisions of Good Traffic will be rounded off to the next higher rupee. Such rounding off freight for railway receipt will be done after adding all applicable charges/ surcharges under dynamic pricing policy etc.
5. In case of e-payments TMS will permit issue of paid e-RR when a positive confirmation from banks is received regarding collection of freight. If bank sends a message of insufficient funds, system will issue a Paid E-RR and if no message is received from the bank within 150 seconds for any reason whatever, then also system will issue a paid E-RR subject to conditions laid down for procedure in case of exigencies under e-payment guidelines.

6. The commodities attached with OR in the column risk rake will be charged/booked at OR, however commodities with OR rate can be booked at RR rate on payment of 20% surcharge. In all other cases where OR does not appear commodities will be treated to have been charged/booked at RR rate.
7. Freight charges up to Rs.10,000/- can be collected in cash.
8. Terminal charge will be levied at the rate of Rs. 20/- per tonne on both inward and outward traffic for all commodities (excluding container traffic) being handled at Railway Goods sheds and Private Freight Terminals (PFTs) , to be collected by the Railways.
9. In case of traffic handled in wagons owned by Private parties (i.e non-Railway wagons including AFTOs, wagons under LWIS, GPWIS, SFTO etc), Terminal Access Charge is to be levied for loading/unloading at Railway Goods Shed, while Terminal Charge is to be levied for loading/unloading at PFTs.
10. Automobile traffic is exempted from levy of Terminal Charges (till 13.06.2020)
11. Terminal Charge is not applicable on Private Sidings.
12. Terminal charges, so levied for both inward and outward traffic at PFTs shall be reimbursed to the Terminal Management Company of the relevant PFT at the end of every month by the Zonal Railways

DYNAMIC PRICING POLICY

1. Dynamic pricing policy for transportation of goods was introduced in the year 2006.
2. The objective of dynamic pricing policy is
 - To optimize utilization of transport capacities
 - To reduce idling of assets and capacities
3. This policy includes demand management strategy of combining incentive schemes granting attractive concessions in freight and fare.
4. This will enable the railways to
 - Give boost to sluggish demand
 - Improve market share by competitive pricing and
 - Utilize idle assets together
5. This policy is directed at shifting demands
 - From excessively preferred routes and terminals to less patronized sectors
 - To recover higher cost of operation on account of skewed demand pattern
6. Base class rates for freight charges for various commodities have been assigned vide goods tariff.
7. Under dynamic pricing policy, the demand management charges if any, such as busy season surcharge, supplementary surcharge plus the base freight charge constitute the *Normal Tariff Rate* (NTR).
8. Any other charges such as development surcharges, punitive charges and penal charges for mis-declaration should be levied on NTR.
9. Similarly, freight concessions (discount / rebate) will also be granted on NTR.

Definitions:

Freight concession:

This is a generic term indicating charging at a rate lower than the normal tariff rate without being specific about it being a Freight Discount or Freight Rebate.

Freight discount:

This refers to an upfront discount on the normal tariff rate at the time of booking of traffic at the terminal.

Freight rebate:

This refers to a freight concession granted by way of a refund based on fulfillment of certain agreed performance parameters over a period of time. Traffic is booked at the terminals at normal tariff rate and refund by way of rebate is paid in lump sum.

Rates for Busy Season Charge, Development Surcharge and Congestion Charge are as under; RATES MASTER CIRCULAR/Dynamic Pricing Policy/2015/0 dated; 20.07.2015.

Sl. No.	Charges/surcharges	Commodities	Rate of charge or surcharge	Levied during	Levied on
1	Busy Season Surcharge	Iron Ore & POL Traffic	15%	1 st April to 30 th June & 1 st October to 31 st March	Applicable Base Freight Rate as mentioned in Goods Tariff
2	Development Surcharge	All Goods Traffic except Coal & Coke	5%	Throughout the year	Levied on NTR
3	Congestion Charge	All traffic booked to Bangladesh	25%	Throughout the year	Applicable Base Freight Rate as mentioned in Goods Tariff
		All traffic booked to Pakistan	20%		
4	Port Congestion Surcharge*	All Goods traffic including Containers originating from the Ports	10%	Throughout the year	Applicable Base Freight Rate as mentioned in Goods Tariff

* Port congestion charge is withdrawn up to 31.3.2021(RC No.04 of 2019).

* Busy season and Development surcharges are not levied on coal and coke w.e.f 15.01.2018 (Rates Circular No.01 of 2018, dt.03.01.2018.)

* Levy of Busy Season Surcharge has been withdrawn for all commodities except Iron Ore & POL Traffic **Till further advice.** (Corrigendum No.01 of RMC No.2015, dt. 12.09.2019)

GOODS & SERVICES TAX (GST)

Levy of GST on transportation of goods by Rail.

1.0 In compliance of the announcement made by the Government of India, Ministry of Finance, it has been decided to impose 5% GST rate on Goods and Services 'for transportation of goods by Rail". This rate will also be applicable to all ancillary charges levied on Goods traffic viz . Demurrage, Wharfage, Terminal Access Charge, Siding, Shunting, Stabling, Haulage, Detention, Punitive Charges for Overloading, charges for unloading, charges for Dummy Wagons, Hire / haulage of Crane, charges for empty wagons on Private account, Engine Haulage charges, Reweighting of Wagons, Special Train charges, Hire Charges for Test Wagons, Hire charges for Wagon Interchange, Infringement charges etc.

2.0 Commodities which are exempted from levy of GST (Letter No.TCR/1078/2017/28 dated 29.09.2017)

Commodities exempted from levy of GST	Corresponding Commodities as mentioned in the IRCA Goods Tariff	
Relief material for victims of natural or manmade disasters, calamities, accidents or mishaps;	Any material/commodity booked for victims of natural or manmade disasters, calamities, accidents or mishaps.	
Defence or military equipments;	Any material/commodity booked by Defence or military equipments	
Newspapers or magazines registered with registrar or newspapers;	Not applicable Commodities not mentioned in the Goods Tariff	
Railway equipments or materials	Any material/commodity booked for railway's own use	
Agriculture produce;	Main Commodity Head/ Group as per Goods Tariff	Individual Commodities
	Oil Cake and Seeds (Group 17) Seeds Only	Cotton Seeds, Cotton Seeds Waste, Gingelly Seeds, Groundnut Seeds, Linseed, Mustard Seeds, Rape Seeds, Salseeds, Soyabeans, Soya bean Seeds, Sunflower Seeds.
	Miscellaneous (Group 22) (Group 23.c)	Betal nuts Jute, Jute Caddies
	Cotton and other textiles (Group 25.e)	Cotton half/full pressed, Cotton raw full pressed, Cotton raw.

	Fodder and Husk (Group 25.f)	All Commodities mentioned under the Group.
	Fruits and Vegetables (Group 25.h)	All Commodities mentioned under the Group.
	Groceries (Group 25.i)	Chillies, Jeera, Pepper, Spices, Turmeric.
	(Group 25.n)	Bagasse, Sugarcane.
Milk, Salt and food grain including flours, pulses and rice, and Organic manure.	(Group 23.d)	Milk
	Salt (Group 19)	All commodities mentioned under the Group
	Food grains, flours and pulses (Group 9)	All commodities mentioned under the Group
	(Group 23.e)	Organic manures

(No GST is charged on exempted commodity then the associated demurrage/wharfage charges also will not be charged GST)

3.0 All Penalties/Penal Charges shall also attract GST @ 5%.

4.0 In case of any refund of freight charges by way of concession/rebate, Demurrage/Wharfage waiver etc. the corresponding GST shall also be refunded on generation of Credit Note which shall contain all the information about customer as per Invoice Rules of GST. This will be reported in the GST return as Tax Refunded so that the customer's electronic ledger also gets debited. This credit note shall be recorded in the offline utility created by CRIS.

5.0 Indo-Bangladesh or Indo-Pakistan boundary station shall be treated as destination station for levy of GST. Rest of the movement from boundary station to destination in BR or PR shall be taken care by concerned foreign railway.

6.0 Under the GST regime, Railway Receipt/Money Receipt shall act as Tax Invoice Certificate for availing input credit. Under TMS booking, a copy of RR will be sent as Tax Invoice to the customer via e-mail. Under manual booking a copy of manual RR/MR will be transferred to a centralized location in the Sr. DCM office which will be fed in the system and Tax Invoice shall be transferred to the customer via e-mail.

7.0 To facilitate correct assessment, collection and payment of GST, following instructions shall be followed:

7.1 Zonal Railway shall register themselves at the earliest with the concerned authorities of Government for proper accountal remittance of GST.

7.2 GST as applicable shall be collected at the time of preparation of Railway Receipt/ Money Receipt itself. Revised format of RR/MR in compliance with GST shall be framed by CRIS.

7.3 The GST amount shall not be rounded off. In case of showing separate GST amount for CGST and SGST/UTGST, GST amounts shall be separately mentioned up to two decimal place. As regards rounding of Chargeable Freight after levy of GST on the total freight charge including Surcharge as applicable, shall be rounded of as per approved principles.

7.4 Deleted.

7.5 In case of booking under Weight only Scheme, GST shall be collected at the time of collection of freight against the booking.

7.6 CAO/FOIS shall make provision for separate account of GST in the TMS soft ware for inclusion of relevant details in Computerized RRs issued from TMS locations.

7.7 In case of under charges or other charges are collected at the destination station, then GST at the stipulated percentage shall be collected by the destination Railway on such other components also.

7.8 All Container Train Operators, Special Freight Train Operators etc., shall also pay prescribed GST along with Haulage/Freight Charges.

7.9 Please ensure that various documents such as GST Act, Notification etc., are obtained and all concerned made well conversant with the same.

7.10 Inspections regarding action areas for monitoring implementation of GST have already been issued by the Accounts Directorate.

7.11 Any Modification in the policy made by the Government of India, Ministry of Finance, from time to time become automatically applicable though will be notified separately accordingly.

7.12 Instructions regarding Head of allocation, accounting procedure, system of making payment will be issued by Accounts Directorate.

7.13 Instructions should be communicated to the staff at all levels regarding the relevant provisions of this tax and they may be made conversant with the various provisions for the effective and efficient implementation of the same.

8.0 These instructions shall come into force with effect from 01.07.2017 and shall remain in force till further advice.

Rate Circular No. 19 of 2017.**ILLUSTRATION ON CHARGING OF GST**

a	Distance	550 Km
b	Wagon	BCN
c	PCC of Wagon	63 Tons
d	Rake Length	41
e	Commodity	Cement
f	Class T/L	140A
1	Freight per Ton	Rs.742.10
2	Base Freight Rate	Rs.742.10
3	Busy Season Surcharge @ 15% = (1* 15%)	Rs.111.32
4	Normal Tariff Rate (NTR) = (1 + 2)	Rs.853.42
5	Development charge @ 5% = (4 * 5%)	Rs.42.67
6	Originating Terminal Charges @ Rs.20/- per tonne	Rs.20.00
7	Destination Terminal Charges @ Rs.20/- per tonne	Rs.20.00
8	Total Freight = (4+5+6+7)	Rs.936.09
9	Total Freight per wagon =(8 * d * c)	Rs. 24,17,920.47
10	Add GST @ 5 % on Total Freight (9*5%)	Rs. 1,20,896.02
11	Freight to be collected from one rake	Rs.25,38,816.49
12	Rounded off	Rs.25,38,817.00

Note: Terminal charge will be levied at the rate of Rs. 20/- per tonne on both inward and outward traffic for all commodities (excluding container traffic) being handled at Railway Goods sheds and Private Freight Terminals (PFTs) to be collected by the Railways.

E-WAY BILL

1. The responsibility of generation of e-way bill in respect of any consignment booked through parcels lies solely with consignor/consignee even if they are unregistered. Any consignor booking goods through parcel shall give an undertaking (as per format enclosed as Annexure A) that e-way bill will be generated and produced by consignor/consignee before taking delivery of the consignment failing which the consignment will not be delivered to him.
2. Delivery of consignment/parcel shall not be granted to the consignee without production of e-way bill. In case where the consignee doesn't produce an e-way bill on account of value of If the value of the consignment is above Rs.50,000/- he shall give an undertaking that e-way bill will be generated and produced by consignor/consignee before taking the delivery.
3. If he fails to submit the e-way bill the consignment will not be delivered. If the value of the consignment is below Rs.50,000/- he shall give an undertaking that the value of the consignment below Rs.50,000. Hence, submission of e-way bill is not required before taking delivery of consignment. He shall be solely responsible for any violation of GST Act.

Annexure-A**Undertaking format for consignment having value above ₹.50,000/-**

I do hereby declare that value of the consignment is above ₹50,000/- and I shall be solely responsible for generation and subsequent submission of e-way bill before taking delivery of the consignment, failing which no claim shall be made by me in respect of the consignment.

Place: __________
Signature of Consignor/Consignee**Date:** __________
Signature of Consignor/Consignee**Annexure-B****Undertaking format for consignment having value below ₹.50,000/-**

I do hereby declare that value of the consignment is below ₹50,000/- hence, submission of e-way bill is not required before taking delivery of the consignment. I shall be solely responsible for any violation of the GST Act by me, if done by me.

Place: __________
Signature of Consignor/Consignee**Date:** __________
Signature of Consignor/Consignee

JOINT PROCEDURE ORDER TO BE FOLLOWED BY COMMERCIAL AND OPERATING DEPARTMENTS FOR IMPLEMENTATION OF E-WAY BILL FOR TRANSPORTATION OF GOODS AND PARCELS OVER SC RAILWAY

Authority:

- 1. Railway Board's letter no.TCR/1078/2018/02 dated 31.01.2018, 05.02.2018 and 23.03.2018.**
- 2. Railway Board's FM circular no.10 of 2018 dated 21.03.2018.**

In terms of Rule 138 of Central Goods and Services Tax Rules, 2017, (Second amendment) issued by Central Board of Excise and Customs vide Notification No.12/2018 – Central Tax, every registered person who causes movement of goods of consignment value exceeding fifty thousand rupees –

- (i) in relation to a supply; or
- (ii) for reasons other than supply; or
- (iii) due to inward supply from an unregistered person,

shall before commencement of such movement, furnish information relating to the said goods as specified in Part A of FORM GST EWB-01, electronically, on the common portal along with such other information as may be required on the common portal and a unique number will be generated on the said portal.

As per Rule 138A.1 (a) the person incharge of conveyance shall carry the invoice or bill of supply or delivery challan as the case may be. Copy of any of these documents shall be provided by the person offering goods for transportation in goods train by Indian Railways. Document number specified to be filled in the Form of GST E-way bill-01 will be Railway Receipt number or Forwarding Note Number issued by Railways.

Railway Board, vide letter no.TCR/1078/2018/02 dated 23.03.2018 advised that Zonal Railways may advise all concerned to make all efforts for compliance of Rule 138A.1 (a) for carriage of invoice or bill of supply or delivery challan as the case may be, issued from consignor to consignee.

Hence, the following Joint Procedure Order is issued for compliance by Operating Branch and Commercial Branch of South Central Railway:

I. GOODS TRAFFIC: In terms of Board's letter under reference (i), it was decided, in pursuance of CBEC Notification No.3/2018 dated 23.01.2018 to implement the guidelines of E-way Bill over Indian Railway with effect from 01.02.2018 till further advice kept vide Board's letter dated 31.01.2018. These guidelines were kept in abeyance till further advice vide Board's letter dated 05.02.2018 complying the CBEC Notification No.11/2018 dated 02.02.2018.

Ministry of Finance vide Notification No.12/2018-Central Tax dated 07.03.2018 Central Goods and Service Tax (Second Amendment) Rules, 2018 has notified the revised guidelines of E-way Bill. Relevant rules regarding transportation by goods train over Indian Railways are quoted below:

1. As per Rule 138 (2A), where the goods are transported by Railways, the E-way Bill shall be generated by the registered person, being the supplier or the recipient, who shall, either before or after the commencement of movement, furnish, on the common portal, the information in Part B of Form GST EWB-01.
2. As per Rule 138A.1 (a), the person incharge of conveyance shall carry the invoice or bill of supply or delivery challan as the case may be. Copy of any of these documents shall be provided by the person offering goods for transportation in Goods train by Indian Railways. Document number specified to be filled in the form of GST E-way Bill-01 will be Railway Receipt number of Forwarding Note Number issued by Railways.
3. It may be noted that Ministry of Railways has represented to Ministry of Finance regarding Rule 138 (2A) which mandates that Railway shall not deliver the goods unless the E-way Bill required under these rules is produced at the time of delivery. Till such time, a decision is conveyed from Ministry of Finance, following procedure may be followed:

Responsibilities of Commercial Branch:

- (i) A copy of the Invoice or bill of supply or delivery challan, as the case may be, shall be handed over by the consignor/consignee to the Goods Clerk of the loading point.
- (ii) The Goods Clerk of the destination station should collect the copy of the Invoice or bill of supply or delivery challan from the guard on clear acknowledgement.
- (iii) At the time of delivery, a copy of E-way Bill shall be taken from the consignor/consignee and kept in record by Goods clerk.
- (iv) In case, the consignor/consignee is unable to supply the copy of E-way Bill, an undertaking may be taken from the consignor/consignee that either he is not required to generate E-way Bill under extant law, or that in case of non-compliance, he is solely responsible for all legal and financial consequences for all acts of omissions and commissions and that Railway is unconditionally indemnified in such a situation (enclosed as Annexure-IV).

Responsibilities of Operating Branch:

- (i) The copy of invoice or bill of supply or delivery challan, as the case may be, shall be handed over by the Goods Clerk/SM of the loading station to the Guard of the Goods train.
- (ii) An acknowledgement shall be obtained by the Goods clerk in a separate register from the guard of the train on handing over the copy of Invoice or bill of supply or delivery challan.
- (iii) The guard of the train shall hand over the E-way Bill to the guard taking over the train (incoming guard) before signing off.
- (iv) The Invoice copy shall be carried by the Guard of the Goods train and hand over the same to the Goods clerk/SM of the destination station.
- (v) The Goods clerk of the destination station should collect the invoice copy from the guard and should keep the same as record.

Annexure-IV

I, name of Consignor/Firm/Company/..... GSTIN, hereby declare that I am unable to generate online E-way bill for the above mentioned consignment offered for transportation to Indian Railways, as per extant rules/guidelines notified by Central Board of Excise & Custom, Ministry of Finance.

I, hereby also undertake that I shall be wholly responsible for the compliance of E-way bill Rules/laws and for details (including all commissions and omissions) given in the E-way bill.

I, hereby take sole responsibility/liability for any legal and financial consequences and to indemnify Railways in case of any eventuality.

I, hereby declare that the undersigned has the authority to give this undertaking solely/on behalf of name of Consignor/Firm/Company/.....GSTIN.....

Name.....

Authorised Signatory
Seal Firm/Company/....

LOADING

Selection of wagons for loading of goods:

1. Before the wagons are loaded, TXR certification should be taken regarding WT / NWT. (Water tight / Non-Water Tight).
2. Whenever TXR staff is not available, wagon should be jointly examined by the Station Master and the consignor and a remark is to be passed in the railway receipt as "Wagon No. _____ was selected jointly by the visual test and found water tight".
3. NWT wagons should not be utilized for loading commodities which are damageable by wet.
4. Wagons with wooden floors should not be utilized for loading articles that are likely to damage the floor of the wagons namely slacked lime etc.
5. Defective and wooden floor wagons should not be used for loading rice, sugar etc.
6. Wagons with iron floor should not be used for loading fresh fruits and vegetables.
7. Wagons should be thoroughly cleaned and dried before loading.
8. Wagons having holes in the roofs should not be utilized for loading of articles, which are likely to catch fire easily.
9. Whenever wagons become due for return date, they should be utilized for loading articles towards the owning railway direction.
10. Explosive goods should be loaded only in powder vans or covered wagons with wooden floors.

Precautions to be taken at the time of loading:

(Guidelines for loading of Wagons: Chapter XV of Indian Railway commercial Manual, Vol - II)

1. Offside doors should be properly closed, riveted and sealed.
2. To prevent pilferage through gaps between flap doors, 18 inches space should be provided near wagon doors.
3. 6 inches gap should be left along the wagon walls inside the wagon to prevent damage by wet.
4. Packages should be evenly loaded to avoid all possible chance of damage during transit.
5. Heavy packages should not be kept over light packages.
6. No other package should be kept over perishables, glassware crates etc.
7. Hooks should not be used for lifting bagged consignments.
8. Follow the instructions of caution labels. Eg. 'This side up' etc.
9. Whenever commodities, which are normally loaded in covered wagons, are loaded in open wagon, one extra layer should be loaded in the middle and covered with tarpaulin. It should take the shape of a hut.
10. Check lines should be made when loaded in open wagons whether it is covered with tarpaulins or not.
11. For coal wagons lime water should be sprinkled
12. Loading and unloading of explosives should be done during day light hours only.

13. Over dimensional packages when loaded should be tightly secured so that they will not tilt or move during transit. TXR certificate is necessary for moving these wagons.
14. For cement, food grains, sugar etc. all the wagon doors should be closed after inserting bituminized gunny strips and should be covered by grease and cement compound during rainy season.
15. Whenever a open wagon is selected by the sender, a suitable remark is to be passed on the forwarding note as well as on the railway receipt as "Wagon selected by sender".
16. Bulky goods are to be loaded in such a way as to ensure their safe conveyance.
17. Loading and unloading of explosive and dangerous goods should be done by trained persons under the supervision of the senior officials.
18. The responsibility of closing and securing the doors of wagons post loading / unloading of wagons lies with the consignor / consignee as the case be and Supervising Railway Staff has to ensure that doors have been properly secured before departure of the trains.

LOADING OF ORES FROM GOODS SHEDS/PUBLIC SIDINGS /PRIVATE SIDINGS

1. Indents for loading of ores would be accepted by Railways only when Forwarding Note is duly validated i.e signed and stamped by authorized officer of mining department of State Government.
2. On one Forwarding Note, indent for only one rake will be accepted
3. On allotment of rake, loading would be allowed only if consignor submits to Railways requisite transit pass issued by authorized officer of department of mines of State Government.
4. Rake wise transit pass having truck numbers as annexure will be given to SM/Goods Clerk in duplicate. At end of the month, one copy of each transit pass will be collected back by mining authorities.
5. Ore by one rake can be sourced from a mining circle located anywhere in the state/Union Territory. In case the ore is sourced from the mining circle of adjoining states /Union Territory, competent authority nominated by state Government/Union Territory Government in whose jurisdiction the loading station/siding falls, will certify the legality of ores.
6. A monthly station-wise statement of rakes loaded date wise, with name of consignor and consignee, destination station, net tone carried in the train will be generated preferably through FOIS and sent to mining authorities by respective divisional offices duly sending copy to PCCM Office /SC and TAO/SC.

RAILWAY RECEIPT

1. A railway administration shall in case where the goods are to be loaded by a person, on completion of loading or in any other case on the acceptance of goods by the railway will issue a Railway Receipt in such form as specified by the government.
2. Railway receipt is governed by section 65 of RA 1989.
3. The RR will be the “Prima Facie” evidence of the weight and number of packages mentioned in it.
4. If the weight or number of packages is not checked by the railway official and an endorsement is made in the RR, the burden of proving the weight or number of packages lies with the party.
5. Separate RR books are used for Local and foreign traffic. The RR books are serially machine numbered and each book will have 50 receipts.
6. Local (Manual) RR books have 4 foils namely, Record, Receipt, Accounts and Transit.
7. Record foil is kept in the book always, Receipt foil is handed over to the party, and Accounts foil is sent to the accounts office and Transit foil is sent along with the consignment.
8. Foreign (Manual) RR books have one foil extra namely Through Invoice, which will be sent to the destination station by post.
9. FOIS RR's(Local/Foreign) has 4 foils namely Receipt, Accounts, Transit and Record
10. The RR is prepared by using double sided carbon.
11. The RR contains separate boxes / columns to be filled with the required information.
12. The particulars are taken as it is from the forwarding note.
13. All the information / details should be written clearly.
14. The particulars of credit note should be clearly written.
15. Any qualified / special remarks on the forwarding note should also be copied as it is in the RR.
16. No alterations are permitted in the RR.
17. All the foils should be signed by the Station Master and affix station stamp.
18. RR should not be issued in the names of more than one person.
19. On the reverse of the RR, some important instructions to the consignor / consignee are printed.

□

SEALING

1. The object of sealing a wagon is to localize theft.
2. After completion of loading, covered wagons are closed, bolted and secured with 5 rivets and finally sealed.
3. Sealing is done under the supervision of a responsible railway official.

Sealing is of two types: (1) Wax seal (2) Lead seal

Wax sealing:

Material required:

- Seal card, cotton tape, station seal, wax, match box and lamp.

Procedure:

1. The cotton tape is passed through the eyelets of the wagon doors and knotted.
2. The two ends of the cotton tape are passed through the top hole of the seal card from back to front.
3. The two ends are then passed through the bottom hole from front to back.
4. Each end of the tape is passed separately from the two middle holes on the seal card from back to front and knotted.
5. Hot wax is applied on the top of the knot and on the seal card.
6. Station seal is applied to give a clear impression on the wax.
7. The two ends of the tape should trail at a length of 1-½ inches from the knot.

Precautions:

- Wagons containing explosives and other dangerous goods, dry grass should not be sealed with wax seal.
- The station seal should remain in the safe custody of the station master.

Lead wire sealing:

Material required:

- Seal card, wire, lead tablet, pliers.

Procedure:

1. The wire is passed through the eyelets of the wagon doors.
2. The two ends of the wire are passed downwards through the groove in the side of the lead tablet.
3. A loop is made to take the seal card.
4. The wire is passed upwards through the second groove of the lead tablet.
5. The lead tablet is firmly pressed with pliers to make a clear impression on the lead tablet.
6. The end wire is allowed to a length of 1½ inches from the lead tablet.

Precautions:

Wire lead seal are used on wagons loaded with explosives and other dangerous goods.

DEFECTIVE SEALS

A seal is considered defective under the following circumstances.

- When the cotton tape is with a knot but without seal card
- When the seal is separated from seal card
- When the impression on the wax is not clear
- When the wax seal is in a cracked condition
- When there is double impression on the wax seal
- When the tape or wire has not passed through the two eyelets of the wagon doors

Action to be taken in case of defective seals:

At starting Station:

- The guard should give a memo to the station master to get the contents checked
- Arrangements to be made to detach the wagon and contents checked in the presence of RPF
- The wagon should be resealed

At intermediate station:

- The guard should give a memo to the station master
- Station master should arrange for resealing of the wagon
- Seal label should be signed by the station master and the guard
- In case checking is not possible, the wagon is pushed to destination where contents are checked before delivery

At destination station:

- The guard should remain till the train is completely checked by RPF / TNC
- In case of defective seals, wagon should be resealed
- Checking should be done in presence of RPF within 24 hours of arrival of train
- In case checking is not possible during night, wagon should be pad locked / sealed and checked next day in presence of RPF

□

RIVETING

Purpose:

The object of riveting of wagons is to prevent theft.

1. As soon as loading is completed, doors of covered wagons should be closed, bolted, secured and riveted under the supervision of the loading clerk.
2. Partially loaded / unloaded wagons waiting for completion of loading / unloading must be riveted at night.

Material required:

- Rivets, Shank.

Procedure:

- Rivets are inserted in the holes provided for the purpose of riveting.
- A shank must be used to bend them at 90°.
- Normally 5 rivets are placed on each door of the wagon.
- Three rivets to the cotter of overlapping door, one on the latch of the vertical bar, which secures the two upper halves of the door and one on the top of the vertical bar.

Precautions:

- Wagons containing minerals, charcoal, firewood, hay, grass, livestock, offensive, explosive and dangerous goods should not be riveted.
- Station master is personally responsible to ensure no loaded wagon is drawn from the loading platform unless it is properly riveted.
- They should ensure that adequate stock of rivets of proper quality and length are always available at their station.
- If for any exceptional reasons the wagon is not riveted, the reason should be recorded in outward tally book and seal card.

□

CLASSIFICATION OF GOODS

- Classifications of the commodities have been given in the goods tariff Part-I Vol - II under 25 Main Commodity Heads.
- The classification of different commodities under the main commodity heads given in the goods tariff will be the same for their different physical forms / shapes and different conditions, whether raw or manufactured etc.
- **The total numbers of classes are 30.**

Low Rated Tariff	General Tariff		
LR3	100	140	165
LR3A	100A	140A	170
LR3B*	100B*	140B*	180
LR2	110	145	180A
LR1	120	145A	180B*
	120A	145B*	190
	120B*	150	200
	130	160	
	130A		
	130B*		

(* for wagon load traffic.)

- A commodity which has not been included in any of the main commodity heads or three divisions of low rated commodities given in the goods tariff will be charged as per the type of wagon loaded as follows.

Type of wagon	Class
Tank Wagons	200
Flat Wagons	180
Open Wagons (including hopper wagons)	160
Covered Wagons	150

- Only train load classification of commodities has been indicated in the goods tariff. The wagon load classification is as follows.

Train load class	Wagon load class
LR3 - LR1	Class 120
100 - 145	Class 150
150 - 190	One class higher than train load class
Class 200	Class 200 +5% of BFR of class 200

- In MG & NG wagon load class rate is one class higher than train load class rate and for commodities in the highest class it is as per train load class rate only.

- Exceptions in the classification have been indicated in a “Note” given in the Goods Tariff below the particular group of commodity.
- In case of disparity in classification between English and Hindi version, the classification in the English version shall prevail.
- Dangerous / Hazardous commodities are to be charged at the class indicated for the main commodity heads. However, all other dangerous / hazardous commodities not listed in the goods tariff but listed in the “Red Tariff”, will be charged at the highest class-200. Dangerous commodities will not be booked for transportation by rail unless they are listed in the “Red Tariff”.
- The condition of “prepayment of freight is compulsory when a particular commodity is denoted with alphabet “p”. Other commodities can be booked on “To Pay” basis with a surcharge as applicable.
- The commodities attached with “OR” in the column “RR” will be charged at owner’s risk. Commodities with OR rate can be booked at railway risk rate on payment of 20% surcharge. All other commodities will be charged at railway risk rate only.

WEIGHT CONDITION

1. Weight condition means loadability of a commodity inside the wagon.
2. The rationalized goods tariff indicates the chargeable weight as PCC for the different main commodity heads.
3. CC: Stenciled carrying capacity of the wagon.
4. All the commodities will be charged at different weight conditions in three routes, Excepted CC +6, Universalized CC+6 and CC+8.
5. The Permissible Carrying Capacity (PCC) of various types of wagons is as follows.

S. No	Type of Wagon	Excepted CC+ 6	Universalized CC + 6	CC + 8 Route		LT
				For ores, gypsum, limestone & dolomite, stones, clinker, cement, all types of coal, slag, DAP & NPK fertilizers, Rock Phosphate	All other Commodities	
OPEN WAGONS						
BOXN		63 (for Pet Coke) 64	63 (for Pet Coke) 66	63(for Pet Coke) 68	68	1
BOXNCR		64	66	68	66	1
BOXNHS						
BOXNHSMI						
BOXNMI						
BOXNHL		66	68# 66 (for all other commodities)	68 (for Pet Coke) 70	66	1
BOXNHA		63	65	67	65	1
BOXNLW, BOXNLWMI		66	68# 66(for all other commodities)	70(for ores, gypsum, limestone, dolomite, stones & clinker, rock phosphate) 68 (for cement, all types of coal, slag.) 66 (for DAP & NPK fertilizers)	66	1
BOXNR		65	67#	69	65	1

		65 (for all other commodities)			
BOXNEL	64	65	67	65	1
BOX, BOXT	59	60	60	60	1
BOXC, BOXR	60	60	60	60	1
BOY, BOYEL	66	67	69	69	1
BOYN	66	68	70	70	1
BOI	63	63	63	63	1
BOST	61	63	63	63	1
HOPPER					
BOBR	61	62	64	64	1
BOBRN	61	63	65	65	1
BOBRNHSM1	61	63	63	63	1
BOBS	60	62	64	64	1
BOBSN, BOBSNMI	56	58	60	60	1
BOBX	61	63	65	65	1
BOB	61	62	62	62	1
BOBC	45	45	45	45	1
BOBY	59	60	60	60	1
BOBYN	61	62	62	62	1
FLAT					
BRN	66	66	66	66	1
BRNA	63	63	63	63	1
BRNAHS	63	63	63	63	1
BFNS	60	61	62	62	1
BRH	62	62	62	62	1
BRHC, BRHT	61	62	62	62	1
BRS, BRST	61	62	62	62	1
BFR	44	44	44	44	1
COVERED					
BCN	59	61	63	61	1
BCNA,BCNAHS	62	64	66	64	1
BCX	58	58	58	58	1
BCXN	60	61	61	61	1
BCNHL	66# 64 (for Soda Ash Dense) 62 (for Rice) 58 (for Soda Ash, Soda Ash Light & all other commodities)	68# 64 (for Soda Ash Dense) 62 (for Rice) 58 (for Soda Ash, Soda Ash Light & all other commodities)	70 68 (for sugar, salt, MOP & Soda Bicarbonate) 64 (for Soda Ash Dense) 62 (for Rice)	58 (for Soda Ash, Soda Ash Light & all other commodities)	0.5
BCCW	64	66	68	68	0.5
BCFC	65	66	68	68	1
BAFRDR	22.66	22.66	22.66	22.66	1

#For ores, gypsum, limestone & dolomite, stones, clinker, rock phosphate, cement, all types of coal, slag, DAP, NPK, Sugar, Salt, MOP, Pet Coke Soda Bicarbonate.

The PCC for tank wagon is as arrived from the calibration chart issued by Central Tank Wagon calibration committee. If chart is not issued then chargeable weight will be the stenciled CC.

MISDECLARATION OF GOODS

Declaration of Goods:

As per section 66 of the Railways Act, 1989, any person who wants to book goods by railways, should give correct description of the goods, for the purpose of calculation of freight charges. It is a statement of declaration, to be given in the forwarding note, failing which; it is open to the railways to refuse or to accept the goods for carriage.

Misdeclaration:

Wrong declaration about the description of the goods and parcels is called as mis-declaration.

Goods are wrongly declared due to following reasons:

- To obtain a lower class rate e.g. articles chargeable at higher-class rate are being declared in the forwarding note as those chargeable at lower class rate.
- To secure booking against bans.
- To lodge a bogus claim.

Action to be taken in case of Misdeclaration:

- As far as possible the contents should be checked at the forwarding station at the time of booking of goods and the results of such checks are recorded in the register of mis-declaration.
- If mis-declaration is detected at the destination station, it should be dealt with as per section 163 of the Railways Act, 1989.

Situation A:

In case the goods have been improperly described to obtain a lower rate, charges at 4 times the applicable freight rate will be levied as per the booked route. These penal charges will be in addition to the freight charges already paid.

Situation B:

In case, a consignment of packages chargeable at different rates, a group of packages chargeable at a particular rate are improperly described to obtain a lower rate, charges at 4 times the applicable freight rate will be levied as per the booked route. These penal charges will be in addition to the freight charges already paid.

Situation C:

If the weight of a consignment loaded in a container is improperly described to obtain a lower rate charges at 4 times the applicable haulage rate will be levied. These penal charges will be in addition to the freight charges already paid.

Situation D:

In case of false declaration of goods restricted for movement in container, charges at 4 times the applicable highest haulage rate will be levied. These penal charges will be in addition to the freight charges already paid.

Note: If both the situations C and D exist in a case, the penal charges will be levied 4 times the highest haulage rate once only. Both these clauses will not be applicable simultaneously.

UNLOADING OF GOODS

The following precautions should be taken at the time of unloading of goods.

1. If any damage or deficiency is noticed, before or during unloading of the wagon, the Station Master should call RPF and the consignment is checked in their presence.
2. Results of such checks should be recorded in summary and tally book and should be signed by the RPF. The whole consignment should be reweighed and results recorded.
3. Each consignment must be separately stacked and must either be marked or a label fixed on the top package, with details of date of unloading, wagon number and the number of packages.
4. All goods damageable by wet should be covered with tarpaulins and packages must be stacked either on sleepers or wooden platform.
5. Goods like cotton and wool should be stacked away from the naked light and running lines.
6. Packages, on which PCEV is paid, should be kept under lock and key in a safe room.
7. Packages in pilfered condition, must be kept locked in a safe room.
8. In absence of safe room, it should be handed over for safe custody to RPF, under clear signature.
9. If packages are found missing damage and deficiency message should be given within six hours from the time of opening of the wagon.
10. Any damage or deficiency, other than loss of the package, should be notified through damage and deficiency post card, to last sealing station or forwarding station on the day the consignment is unloaded.
11. The record of DDMs & DDPCs issued should be maintained in a separate register.
12. The consignments, which are labeled for weighment at the destination station, should be weighed before granting delivery and under charges if any, should be collected.

Damage and Deficiency Message (DDM):

- This message is issued if any shortage, excess or exchange of packages is noticed at the time of unloading.
- This should be issued within six hours from the time of opening of the wagon.

Message should contain the following information:

1. Wagon number and owning railway.
2. Conditions of seals and rivets at the time of unloading.
3. Number of packages as per seal card or summary.
4. Number of packages received as excess, short or exchanged and their railway marking.
5. Date of unloading and time the message is issued.
6. Name and number of RPF constable who witnessed the unloading.
7. Message is sent to (a) Last sealing station (b) Forwarding station if it is not the last sealing station (c) CCO of the concerned railway.(d) SI / RPF (e) Sr. DCM of the concerned division.

All messages issued should be recorded in a DDM register and supervisor should certify last message issued on the day.

Damage and Deficiency Post Card (DDPC):

1. This is issued if packages are received in damaged, leaky and pilfered condition at the time of unloading.
2. DDPC should be issued by the close of the day.

The following information should be furnished in the DDPC:

1. Number of packages as per seal card and number of packages actually unloaded.
2. Conditions of seals and rivets at the time of opening of wagon.
3. Position of the packages in the wagon at the time of unloading.
4. Invoiced weight of the packages.
5. Weight on reweighment.
6. If the damage is due to wet, the fact whether the wagon is water tight (WT) or non-water tight (NWT).
7. If the oil consignment is in leaky condition, any signs of leakage inside the wagon.

Hot statistics:

Every station must maintain a record of DDM / DDPC messages issued and received, and take appropriate action on the inward messages received. The in charge of the goods shed should certify the last message issued on that day.

REWEIGHTMENT OF GOODS

Purpose:

- To guard against under weighment and thereby to avoid leakage of revenue.
- To assess loss correctly in case of pilfered goods and to avoid exaggerated claims.
- Where specific endorsement is made to reweigh the consignment, weighment is done to collect undercharges due, if any.

Procedure:

1. Reweighment of 10% of the consignment should be done, when packages are of uniform size and 100% in case of irregular sized packages.
2. The results of the reweighment are recorded in reweighment register, unloading book, connected invoices, delivery book and machine prepared abstracts (MPAs).
3. After reweighment of the goods, weight is compared with the invoiced weight or weight recorded by the weighbridge station.
4. Appreciable difference in weight resulting in loss of revenue is reported to the DCM of the forwarding railway.
5. The undercharges in respect of overweight should be collected before granting delivery of the consignment.
6. If reweighment weight is less than the invoiced weight, overcharges may be refunded by CCM of the zonal railway under certain conditions.

Discrepancies found on weighment/re-weighment of a wagon:-

1. Differences between the invoiced weight of a wagon (RR issued on sender weight basis) and the weight of first weighment may be neglected if the difference does not exceed 1(one) percent of the gross weight and in such cases invoiced weight will continue to be chargeable weight.

If the weight of first weighment is more than invoiced weight and difference exceeds the limit as mentioned above, the weight of first weighment at weighbridge will be the chargeable weight and necessary punitive charges, if applicable shall be realized as per extant rule.

If the weight of first weighment is less than the invoiced weight, the invoiced weight will be the chargeable weight.

2. Difference between the weight of 2nd weighment of consignment in a wagon at enroute /destination and the weight of first weighment at forwarding/enroute, may be neglected if the difference does not exceed 2(two) percent of the gross weight and in such cases weight of first weighment will continue to be chargeable weight.

If variation is more than 2%, weight of second weighing will be chargeable weight irrespective whether second weight is less or more than the first weighing. This is subject to PCC and necessary punitive charges shall be levied if applicable.

3. In case of 2nd weighing, where both invoiced weight and weight of first weighing are available, the chargeable weight determined at the time of first weighing in terms of Rule(1)above, will be taken into account for the comparison with results of 2nd weighing.

4. In case 3 or more sets of weighing details are available, the chargeable weight determined at the time of last but one weighing in terms of Rules (1) and/or (2) above, will be taken into account for the comparison with results of last re-weighing.

Request for reweighing of goods by the owner:

The request can be considered only when the conditions of packages or consignments warrant.

1. DCM permission is required for reweighing.
2. Prescribed reweighing charges are collected for reweighing of wagonloads.

Reweighting of goods is not permitted:

1. When wagons are received with seals intact and there is no evidence that the seals are tampered in transit.
2. In case of consignments received in open wagons, when there are no signs of tampering with the original packing.

PROCEDURE FOR DELIVERY OF GOODS ON COLLECTION OF RR

As per Section 76 of the Railways Act 1989, a consignment shall be delivered to the consignee on surrender of railway receipt. Delivery means, making over physical possession of the goods, to the rightful owner, on collection of the railway receipt and the charges due.

The following procedures / precautions are to be observed at the time of granting delivery.

1. When the railway receipt is presented for delivery of goods, delivery book should be verified, to see if the goods are received and if so, record the date of unloading
2. The railway receipt should be thoroughly checked regarding distance, rate, freight charges and any other charges and its authenticity (Not Forged).
3. If the railway receipt is in torn or in mutilated condition and if there is any doubt, booking particulars should be called from the forwarding station.
4. It is the responsibility of destination station to collect all the undercharges due.
5. Overcharges if any on account of error in rate, classification or calculation may be given on to-pay consignments at the destination station by the station master.
6. Full signature of the consignee should be taken in the delivery book.
7. In case of partial delivery, partial delivery certificate (PDC) should be given for taking delivery of the balance consignment.
8. The private and railway marking should be verified to avoid wrong deliveries.
9. The date of unloading, date of delivery and amount collected shall be entered in the delivery book.
10. If a consignment is booked against restriction, the delivery shall not be granted, till it is brought to the notice of the competent authority.
11. If prior instructions from the sender are received to stop delivery or order from the court of law is received, delivery should be refused.
12. If a mis- declaration is made, the delivery shall be withheld and the matter reported to the competent authority.

13. After delivery of goods, the railway receipt should be cancelled with the remarks 'goods delivered'.
14. If the consignee passes any remarks in the delivery book it should be certified by the supervisor and if it is found to be incorrect, counter remarks should be made in the delivery book by the supervisor.

Precautions to be taken to avoid deliveries on forged railway receipts:

1. Delivery of the consignment should be effected only after comparing the railway receipt with invoice (through invoice, transit invoice or guard's foil)
2. If the genuineness of the railway receipt is doubtful, or when the party is not known, delivery should not be affected
3. A stamped indemnity note from a well-known person should be executed before allowing such delivery.
4. Staff should be cautious, when the
 - (a) Railway receipt contains goods, which are generally not received at the station.
 - (b) Consignment is received from a station, from where the commodity is generally not booked.
5. Invoice index register should be checked in order to check the continuity of invoice numbers.
6. Station stamp and code numbers to be verified.
7. Endorsement on the reverse side of the railway receipt should be carefully examined.
8. Ensure that there is a water mark (railway logo) on the railway receipt.

Partial delivery certificate (PDC):

- a. Even when a part of the consignment is received, party should take delivery of the goods on payment of all the charges due and by surrendering the railway receipt.
- b. The party is permitted to pass a remark regarding the number of packages / wagons received / due in the delivery book.
- c. In all such cases, formalities of open deliveries should be followed and PDC is granted to the party.
- d. When the part consignment arrives later, delivery can be given on PDC.
- e. When the remaining consignments are delivered, the party should sign in the delivery book and pass remarks "consignment received in full" under clear signature.
- f. Each portion of the goods received partially, will be treated individually for wharfage or demurrage.

DELIVERY OF CONSIGNMENTS IN THE ABSENCE OF RR

- As per Section 76 of the Railways Act 1989, a consignment shall be delivered to the consignee on surrender of railway receipt.
- A consignment can also be delivered if the railway receipt is not forthcoming, on execution of indemnity bond.
- An indemnity bond is a legal document and it is meant to indemnify railways, against all claims in respect of goods for which it is executed.

Procedure for execution of indemnity bond:

- It should be signed by the consignee with one surety and two witnesses in presence of the station master. They must all be known persons to the station master.
- Station master is empowered to deliver consignments up to the value of one lakh rupees on indemnity bond.

D.C.M. permission should be obtained in the following cases:

- a. If the value of the goods exceeds rupees one lakh.
- b. If the goods are booked from abroad (imported goods).
- c. If the goods are claimed by more than one person.
- d. If the goods are claimed by other than the invoiced consignee.
- e. If the goods are claimed by unknown person.
- f. If the invoice are not available.

Indemnity bonds are of three types:

- Unstamped indemnity bond
- Stamped indemnity bond
- General indemnity bond

Unstamped indemnity bond:

It is accepted for delivery of the following consignments.

- Perishables
- Empties returned (fish cans)
- Articles of negligible value
- Newspaper and magazines
- Consignments booked to and from government departments and railways

Stamped indemnity bond:

- It is executed on non-judicial stamp paper of appropriate value (the value of the bond paper defers from one state government to another state government).
- It is accepted for delivery of consignments other than those mentioned above.

General indemnity bond:

- Reputed firms or factories having the facility of a siding or individuals having regular transactions with railways are extended with this facility.
- It is prepared in 4 copies namely (a). Party (b). Station master (c). D.C.M. (d). F.A & C.A.O.
- It is issued after the approval of the D.C.M. and the station copy is sent to station master.
- Delivery of goods is made on the strength of general indemnity bond and the consignee need not submit any other indemnity bond.
- The consignee must surrender the original railway receipt or another stamped indemnity bond within a period of 10 days from the date of delivery of the consignment.
- General indemnity bond is valid for 3 years.
- Consignments booked as 'self' are not delivered on general indemnity bond.

Various circumstances under which delivery is granted in the absence of RR:**I. General consignments (booked by name):*****When invoice / guard's foil is available:***

- Delivery is given on execution of Indemnity bond (stamped or unstamped) as prescribed.

When invoice / guard's foil is not available:

- D.C.M. permission is obtained for delivery on indemnity bond.
- Copy of the invoice is obtained from the forwarding station and delivery is granted on the strength of the invoice and indemnity bond.

II. Self-consignments:***When invoice or guard's foil is available or not available:***

In both the above circumstances, the consignor must execute an indemnity bond to the station master of the forwarding station, asking him to deliver the consignment in favour of the consignee. The station master of

the forwarding station should attest this indemnity bond. It is surrendered to the station master of the destination station. In addition, the consignee should also execute another indemnity bond to the station master of the destination station.

III. Perishable consignments:

1. *When invoice or guard's foil is available:*

- Delivery is given on collection of unstamped indemnity bond.

2. *When invoice or guard's foils is not available:*

- Delivery is granted on collection of a deposit equal to the value of the commodity at the destination market rate. This deposit is known as 'Perishable Deposit'.
- A money receipt is issued for the deposit collected.
- An unstamped indemnity bond is collected and delivery is granted.
- Perishable deposit thus collected is refundable, on collection of the original railway receipt or a certified copy of railway receipt and money receipt.
- The money receipt is treated as cash voucher and sent to accounts office the following day.
- If money receipt is lost, perishable deposit is refunded on execution of indemnity bond.
- The time limit for claiming refund of perishable deposit is 6 months from the date of delivery.

GATE PASS

- At large stations, gate pass should be used as a means of checking the removal of goods from railway premises.
- The gate pass is in three foils marked as (a) record (b) gate clerk (c) owner.
- It is written by carbon process.
- The foils marked gate clerk and owner should be handed over to the consignee.
- The gate clerk foil will be collected at the gate when full consignment is removed.
- The owner's foil will remain with the consignee as a receipt for the charges paid. Money receipts are not issued separately.
- The gate clerk copy should be pasted to the record foil after checking with the delivery book.
- Goods should not be allowed to leave the premises without a gate pass. The gate pass particulars should be compared with the goods removed. The registration number of the truck and name of the driver should be endorsed on the pass.
- In case a consignment is not removed in full on the date of delivery, the gate pass must be renewed.
- Wharfage charges if any should be realized before removal of the consignments.
- The actual removal time should be recorded in the delivery books.
- At the end of the day station master will sign the register just below the last entry.
- If the owner foil is lost it should be reported immediately. A fresh gate pass may be issued for the balance consignments.
- The fresh gate pass should be endorsed as 'Issued in super session of previous gate pass number ___, which is no longer valid'.

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REBOOKING

Booking of a consignment after reaching the original destination, without taking delivery, either back to the forwarding station or to any other station, is known as rebooking. This is a facility to the customers, which can be availed without going to destination station.

Rebooking of following goods is not permitted:

- Perishables.
- Explosive and other dangerous goods.
- Iron Ore
- Part consignments.
- Articles on which percentage charge on excess value is paid.
- Animals.
- When bans and restrictions are in force at the new destination.

Documents required to be submitted for rebooking.

- The consignor or consignee or endorsee or owner of the goods shall submit an application addressed to the station master for rebooking.
- A fresh forwarding note.
- Original railway receipt or parcel way bill.
- If railway receipt is lost, an indemnity bond to be executed.

Procedure:

- Prior permission of Sr.DCM should be taken for rebooking of wagon load and trainload traffic.
- In case of defective condition, a remark should be obtained on forwarding note.
- All old marks should be removed and fresh marking is ensured.
- Consignment should be reweighed and compared with the weight on the railway receipt.
- As prepayment of freight is compulsory, freight charges should be paid at the rebooking station. If any demurrage or wharfage charges are accrued, they should also be paid at the rebooking station.
- Original rebooking particulars are recorded on the rebooking railway receipt.
- Rebooking is treated as fresh booking for all purposes.

DIVERSION

Diversion means diverting a loaded wagon or rake from a common junction to a new destination. PCOM of the zone in which wagons are physically available is empowered to grant permission for diversion of the wagons / rake.

It is a facility extended to the trading public, but it is not guaranteed.

Diversion is not permitted:

- When the wagons or rake passed through the common junction or reached the original destination.
- In case of perishables, animals and offensive goods.
- Iron Ore
- When bans and restrictions are in force at the new destination
- When the ownership of the consignment is in dispute.

Diversion Fee:

1. Diversion fee of Rs.300/- per wagon is collected and a money receipt is issued.
2. Diversion fee is not collected when the PCOM orders diversion in the interest of the Nation.

Procedure:

The owner of the goods should apply for diversion. He must establish the title of the goods and pay the diversion fee. The station master will issue message to COM concerned for granting permission.

If COM agrees the diversion, a message is sent from Control Office to:

- Original destination.
- Forwarding station.
- New destination.
- PF.A. & C.A.O of Forwarding / Destination Railways.
- SM of the common junction.

The station master of the common junction will watch the movement of the wagons and alter the name of the destination on the seal card under his signature, date and station stamp and fresh pocket labels are provided.

The station master who has diverted the wagon will send message to:

- Forwarding station.
- Original destination
- New destination.
- PFA&CAO /CCO/PCCM/DRM/PCOM. of concerned zones

Issue of supersessional railway receipt:

- On receipt of the confirmation of diversion, the station master of the forwarding station will collect the original railway receipt and issue supersessional railway receipt.
- The freight charges are calculated from the forwarding station to new destination.
- Original booking particulars and the authority for diversion should be shown on the supersessional railway receipt.
- The original railway receipt should be cancelled and preserved.
- Certified overcharge sheet is prepared and sent to the original destination for clearance of station outstanding in case of “To Pay” consignments.
- The new destination station master will deliver the consignment by collecting memo freight and on execution of indemnity bond.
- The transaction is regularized on surrender of the supersessional railway receipt.

Delivery of goods short of destination:

Delivery of goods short of destination is also treated as Diversion. In case of delivery short of destination, the party should give an undertaking in writing that he will not claim any refund of freight charges for the portion of the journey not covered by the wagon. In this case, diversion fees need not be collected.

The party should affect book delivery, by surrendering the railway receipt and paying all the charges due at the original destination and effect physical delivery of the consignment at short of destination by surrendering a “No-due” certificate issued by the original destination.

Diversion/rebooking/delivery short of destination on railway’s account:

The railway administration with the consent of the consignee / consignor may permit rebooking / diversion / delivery short of destination of consignments to nearby alternative station for delivery. No rebooking / diversion fee will be charged in this regard and the freight charges up to rebooked / diverted station will be recovered on such consignments allowing telescopic rate benefit for the entire distance traversed. In these circumstances when delivery of the consignments short of destination is permitted, freight charges for the uncovered portion may be refunded.

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OPEN DELIVERY

Open delivery means delivering the contents of the package or packages on actual count or weight.

Conditions under which open delivery is granted:

- When there is shortage of packages.
- When there is leakage, pilferage or appreciable shortage in the weight.
- When the consignment arrives at the destination showing any signs of tampering.

Open delivery is not granted:

- When wagons are received, with seals intact and does not show any signs of pilferage.
- When there is no difference in weight.

Precautions to be taken for granting open delivery:

- The consignee / endorsee should produce sender's original trade invoice.
- The date, name of the sender, quality of the goods and other particulars shown on the invoice should be compared with railway receipt to check genuineness.
- Contents must be checked for mis-declaration.
- Check whether DDM is properly issued or not.

Procedure:

- Entire consignment should be reweighed.
- Original trade invoice should be counter signed by the consignee / endorsee and by the railway official.
- Whenever possible, an equivalent of the content missing must be separately weighed and checked whether sufficient room in the package is left.
- The consignee may be permitted to pass remarks in the delivery book for the actual weight delivered.
- The original trade invoice, copy of the remarks passed by the consignee in the delivery book regarding details of shortage, copy of DDM, copy of the PDC should be sent to CCO along with the joint survey report (JSR) or missing and damaged goods report (M&DG).
- JSR is prepared in 3 copies and should be addressed to CCO. One copy of this report is handed over the party and one copy is retained as station record.
- The official granting open delivery, consignee and RPF have to sign JSR.

ASSESSMENT DELIVERY

Assessment delivery means granting delivery of a damaged consignment through assessment. Damage of goods may be due to wet, breakage or leakage.

Precautions:

- The condition of the packing (internal or external) found at the time of assessment of damage must be commented whether they are as per prescribed packing conditions.
- When the damage is due to wet the consignment should be exposed to sun and air.
- Damaged goods must be examined and sorted out in lots, according to the extent of damage.
- If the damage appears to have existed before the consignment was accepted by the railways, the fact should be specifically recorded.
- The damaged packages and the whole consignment should be weighed separately.

Procedure:

- When the damage is trivial, the staff should persuade the consignee to take delivery under clear signature. If the consignee records any remarks, it should be counter signed by the official granting open delivery.
- Consignee and the official granting assessment delivery should countersign the trade invoice. DDPC should also be verified.
- If there is any difference of opinion between the consignee and the official granting assessment delivery, two independent and respectable persons should be called in and their opinion should be recorded on point to point basis.
- If the consignment required assessment through laboratory, it should be sent for chemical analysis immediately (chemical fertilizers).
- In case of food grains etc. the opinion of the railway doctor should be obtained.
- In case of machines and motor etc. the opinion of the mechanical / electrical department should be obtained.
- After granting assessment delivery, M&DG report / JSR should be prepared in three copies addressed to CCO. One copy should be handed over to party and one copy is kept as station record.

Powers for granting open delivery and assessment delivery:

The following officials are empowered to grant OD / AD based on the value of the consignment. The power to grant open delivery / assessment delivery for any gazetted officer unlimited.

Designation	GRADE PAY	O D	A D
Dy.SS/SCI/SM/GSR/PSR	Rs.4200	Rs.4000	Rs.4000
SS/CGSR/CCI	Rs.4600	Rs.5000	Rs.5000

EXCESS PACKAGES OR CONSIGNMENTS

- Excess packages means packages received in excess of the actual number of packages booked as per seal card or railway receipt or transit invoice or packages received un-entered in the summary.
- A DDM should be issued within 6 hours from the time of opening of the wagon.
- DDM is issued to last sealing station or forwarding station if it is not the last sealing station and copy given to CCO, SI / RPF and Sr.DCM.
- Excess packages should be entered in the register of excess and unconnected packages with full details of the number of packages, description, marking on the packages, DDM No. etc.
- At the end of the month, a statement should be sent with full particulars of all the excess packages to Sr.DCM/CCO.
- After obtaining necessary instructions, excess packages are disposed off.

Disposal of excess packages:

1. Excess packages are disposed off as per the railway marks on the packages, if they are bound to some other station.
2. In case of wagonload consignments excess packages detected at the destination station, are disposed as follows:

On a "Said to contain railway receipt":

- a. If more than one wagon is booked from the same consignor to the same consignee, the shortages noticed in one wagon can be adjusted from the excess packages detected in other wagon.
- b. Even after adjusting, if still excess bags are found the goods are delivered
 - On execution of indemnity bond without collecting the value of the excess goods.
 - On payment of proportionate freight charges for the excess goods.
 - On collection of punitive charges for overloading, if any.

On a clear railway receipt:

When excess goods are unloaded from full wagonloads or trainload, the delivery of such excess goods may be granted

- On execution of indemnity bond.
- On furnishing bank guarantee to cover the value of the excess goods.
- On payment of proportionate freight charges
- On payment of punitive charges for overloading, if any.

Complete record of the excess deliveries should be maintained. Such excess deliveries should be adjusted against the claims of the same consignee / endorsee for the shortages.

Disposal of excess weight noticed en-route:

- As a result of overloading beyond permissible limit, the railway reserves the right to have the excess weight removed.
- A separate record should be maintained whenever the excess weight is off loaded.
- The excess weight so off loaded, may be disposed off by public auction.
- Sale proceeds will be first adjusted toward railway dues, which may include freight charges due on the off loaded consignments up to the point of offloading, cost of detention to the wagon and expenses incurred on offloading and its auction and balance if any, may be paid to consignee or endorsee.

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UNCONNECTED (GOODS) CONSIGNMENTS

The goods which cannot be readily connected to a booking document are called unconnected goods. Goods may become unconnected for the following reasons.

- Non availability of seal cards / labels
- Wrong dispatch

Connecting the unconnected consignments in wagonloads:

The following action should be taken.

1. As soon as an unconnected wagon is received, particulars should be repeated to train originating station, the train controller and DCM.
2. Particulars such as wagon number, owning railway, type of wagon, train number, engine number and the time of arrival should be informed.
3. Information should be furnished to the NR Cell of the division / HQ for back tracing.
4. If the above enquires do not reveal any clue about the correct destination of the wagon, its contents should be checked in the presence of RPF. The following should be checked.
 - Paste on labels
 - Private markings and railway markings on packages
 - Transit invoice
 - Any trademarks stenciled on the bags
5. The wagon should not be kept under load for more than 72 hours. The contents should be unloaded in a goods shed.
6. Demurrage charges and wharfage charges cannot be levied on the consignments until they are connected.
7. Demurrage and wharfage charges should be collected on the wagons from the time wagon is connected to the booking particulars and if it belongs to that station only.
8. A statement of unconnected goods should be prepared every month and sent to Sr.DCM/CCO.

Disposal of unconnected goods:

- If it is not possible to connect the goods within one month from the date of unloading, instructions should be obtained from Sr.DCM for sending to auction center.
- Before sending it to auction center, inventory of the articles inside the packages should be taken in the presence of RPF and the witnessing officials should sign the statement.
- A copy should be placed inside the packages. Files should be maintained separately for each consignment.

DISPOSAL OF UNDELIVERED/UNCLAIMED CONSIGNMENTS

1. If a consignment remains undelivered for 7 days at destination station, the particulars of consignments should be entered in liability register.
2. Notice should be served under sections 83 and 84 of Railways Act, 1989, on consignee and consignor by registered post acknowledgement due.
3. If the consignor's address or consignee's address is not known, notice should be sent to station master of the forwarding station who can serve notice on the consignor.
4. If the consignment is not taken delivery up to one month from the date of unloading, even after serving notice, instructions should be obtained from Sr.DCM for disposal.
5. Consignments such as coal/ore/ railway material stores and fragile goods which are liable for damage in transit, dangerous goods and inflammable goods should not be sent to auction center.
6. They should be auctioned at station itself after obtaining the permission from Sr.DCM.
7. When unclaimed goods are sent to auction center, all charges due at the station including postal charges incurred for serving notices should be shown as 'paid-on' charges.
8. The particulars of consignments should be prepared in four copies. Three copies are sent to auction center, after retaining the record copy.
9. Before sending it to auction center, complete inventory has to be taken and the actual weight should be recorded in the railway receipt.
10. In case of joint stations, the consignment should be dispatched to the auction center of the railway on whose book the amount is outstanding.
11. In case of railway materials, a report along with a copy of invoice should be sent to Sr.DCM.
12. In case of valuable goods, articles should be kept under safe custody. A special report should be sent to Sr.DCM/PCCM for orders.

AUCTION SALES

1. Station masters have been empowered to dispose of lost property, unclaimed packages/consignments of value up to Rs. 5,000/- by public auction.
2. Consignments above Rs.5, 000/- should be disposed of by authorized officers.
3. Unclaimed consignments are to be disposed of by parcel office / goods shed at their respective stations in public auction.
4. Consignments / packages, which are useful to departments, should be first offered to departments on valuation, duly collecting credit notes to the extent of value and when they are not required for their use a letter to this effect should be obtained.
5. Arms and ammunition, explosives and other dangerous goods, intoxicating drugs, opium, drugs etc., should be handed over to the concerned department viz. military, excise department etc.
6. A monthly programme of the auctions at various places should be drawn up and a public notification is to be issued through newspapers for the purpose of wide publicity.
7. Co-ordination with accounts branch to be maintained so that the auctions are held in the presence of representatives of the accounts department.

Procedure for conducting auction:

1. Commercial inspector should ascertain the current market price of the articles.
2. If the packages contain a copy of trade invoice, the price given therein can be adopted.
3. In case of standard items of popular brand, market price can be obtained from the authorized distributors/whole sale dealers in local market.
4. In respect of non-standard items, reasonable market price should be fixed keeping in view the rates in newspapers or rates to be ascertained from reputed manufacturers and merchants.
5. While fixing the reserve price for articles in sound condition, reduction of about 20% of the verified market price of articles of almost similar nature should be allowed.
6. If articles happen to be in damaged condition, a further reasonable reduction in reserve price commensurate with the condition of the article should be made.
7. Commercial inspector should submit his proposal in regard to fixation of reserve price of the articles to be sold in public auction. The

- concerned authorized officer to conduct auction will finally fix the reserve price.
- 8.** The fixation of the reserve price should be done well before the date of auction and information about the reserve price should be kept confidential.
 - 9.** In respect of machines, electrical goods, scientific instruments, sophisticated imported articles etc. assistance from technical officers / staff of railways should be taken in fixing the reserve price.
 - 10.** In case of goods of special nature, the value of which cannot be easily determined, opinion of an outside expert may be sought if railway administration considers such a step is necessary.
 - 11.** The competent authority may sanction the expenditure on outside expert's opinion.
 - 12.** In disposing the articles in auction, care should be taken to observe whether any ban is imposed by the local authorities of the state / central governments on the sale of the commodity as well as any regulations regarding control prices etc.
 - 13.** The notice of auction sales should indicate brief description of the articles proposed to be sold by public auction. The description of costlier and imported articles should be in greater details.
 - 14.** The sale list should contain the full description including weight of the articles put to auction and bear signatures of the official conducting the auction.
 - 15.** Before starting proceedings, names and addresses of every bidder should be noted on a sheet of paper. Bid sheets of auction should be preserved for record. The names, addresses and signatures of three highest bidders should be obtained and kept on record.
 - 16.** In case the reserve price of any article is not bid in first and second auctions, the officer authorized to conduct the auction could be empowered to dispose of a particular article at a price up to 20 % below the reserve price.
 - 17.** If it so happens that the bid even up to 20 % below the reserve price is not obtained, in such exceptional cases, articles could be sold in auction even at a lower price with the approval of the commercial officer at the appropriate level.
 - 18.** All papers relating to fixation of reserve price, sale list and bid sheets should be kept in safe custody by the staff concerned.
 - 19.** No articles / consignment should be disposed of by accepting tenders without conducting public auction.

NOT RECEIVED CELL (NR CELL)

- Railways have opened “Not Received Cells” in order to provide responsive after sales services to the customers.
- Jointly managed by Commercial & Operating staff for the purpose of connecting unconnected and unclaimed wagons/consignments lying at stations and in yards by back tracing them and ensure their expeditious movement to the destination.
- Composition of NR Cell:
 - Division Level – Comprises of Commercial Controller, Commercial Inspector and Trains Clerk
 - Zonal Level - Comprises of Commercial Controller, Commercial Inspector and Trains Clerk
 - Board Level – Claims Prevention Inspector, An assistant and Two Trains Clerks.
- **At Division Level:**
- Duties of the Stations: the parcel/goods clerk will record the particulars of the NR consignments and maintain a record at station.
- The same information can be informed to NR cell under clear signature.
- Duties of the Yards: Each yard will advise unconnected wagons available there to NR Cell or through stock controller for matching. Correct particulars of the booking of the unconnected wagon and push it to the destination.
- **At Zonal Level** – Information from each Division will be received and interact with adjacent/zonal Railways.
- Exchange of information regarding non received goods/parcels and connect them by matching the information.
- At Board Level – Gather information from all Zonal Railways which are unconnected more than 15 days and match them Railway Wise information made available from different zonal railways.
- **Board NR Cell** will interact with ZR NR cell and give them feedback about the watched/linked consignments for further disposal to destination.
- Each NR cell shall maintain the records of Railway wise overdue consignments on the Division or Railway separately as –
 - Wagon Load Register
 - Parcels/Small Package Register
 - Perishables/Dangerous/Explosive Consignments.
- Periodical follow up meeting shall be held at Sr.DCM/DCM, CCO and ED/PG level with NR cells and progress reviewed.
- Coordination: CCO and PCOM shall review the working of the NR cells on monthly basis and remove the snags found during the course of working of these cells.

PUNITIVE CHARGES

- Punitive charges are collected when the commodities are over loaded in wagons.
- Punitive charges are given in Part I, II and III of situations 'A' and 'B' of the schedule.
- Punitive charges can be collected from the consignor, the consignee or the endorsee.
- Punitive charges are not collected in case of detection of overloading at the originating point.
- In addition to the Demurrage charges as applicable for the entire rake a penalty of Rs.5000 as detention charges per overloaded wagon is collected in case of detention of a rake after weighment warranting load adjustment at the originating station itself in case of detection of overloading at originating point.
- Wagons that had undergone load-adjustment by the consignor(s) either directly or through their designated handling agents should randomly be reweighed .The identification of rakes for random Reweighment should be done by PCCM in consultation with PCOM
- If overloading is detected in the wagons(s) that has undergone load-adjustment by the consignors either directly or through their agents, punitive charges of 1 (One) lakh rupees per wagon shall be levied

SCHEDULE

(For loading on excepted CC+6, Universalized CC+6, CC+8 and 25 tonne axle load routes)

Situation 'A':

If the aggregated pay load in a rake does not exceed the combined permissible CC of the rake, the punitive charges shall be levied as under.

Part - I

For wagons other than BCNHL/BCCW/BFNSM wagons

Extent of over Loading	Punitive charges leviable on the entire weight of commodity loaded in excess of PCC and loading tolerance of one tonne
If the weight of the commodity exceeds the PCC of the wagon	
a) Up to one tonne	Nil
b) by more than one tonne but not more than four tonnes	Two times of the freight rate applicable to that commodity
c) by more than four tonnes	Three times of the rate applicable to the highest class

Note: For the weight exceeding the PCC up to 1 tonne, the normal rate applicable to the class assigned to the commodity shall be recoverable and punitive charges will be recovered for the entire weight of the commodity in excess of PCC and loading tolerance of 1 tonne.

Part – II

For BCNHL/BCCW /BFNSM wagons

Extent of over Loading	*Punitive charges leviable on the entire weight of commodity loaded in excess of PCC and tolerance of half tonne
If the weight of the commodity exceeds the permissible carrying capacity of wagon:	
a) Up to half tonne	NIL
b) By more than half tone but not more than three and half tonnes	Two times of the freight rate applicable to that commodity
c) By more than three and half tonnes	Three times of the rate applicable to the highest class

**Explanation;-* It is hereby clarified that on the weight exceeding the permissible carrying capacity up to half tonne, the normal freight at the rate applicable to the commodity shall be recoverable and punitive charges shall be recovered for the entire weight of the commodity in excess of permissible carrying capacity and loading tolerance of half tonne.

Explanation: Punitive charges shall be recovered for the entire weight of the commodity in excess of permissible carrying capacity.

Part – III

For Containers

Extent of over Loading	Punitive charges leviable on the entire weight of commodity loaded in excess of PCC and loading tolerance of one tonne
If the weight of the commodity exceeds the PCC of the wagon	
a) Up to one tonne	Nil
b) by more than one tonne but not more than four tonnes	Two times of the freight rate applicable to that commodity
c)by more than four tonnes	Three times of the freight rate applicable to the highest class

Explanation: It is hereby clarified that on the weight exceeding the PCC up to 1 tonne, the normal freight rate applicable to the commodity shall be recoverable and punitive charges shall be recovered for the entire weight of the commodity in excess of PCC and loading tolerance of 1 tonne.

Situation B:

If the aggregated pay load in a rake exceeding the combined permissible CC of the rake, the punitive charges shall be levied as under.

Part – I**For wagons other than BCNHL/BCCW/BFNSM wagons**

Extent of over Loading	Punitive charges leviable on the entire weight of commodity loaded in excess of PCC
If the weight of the commodity exceeds the PCC of the wagon	
a) Up to one tonne	NIL
b) by more than one tonne but not more than four tonnes	3 times the freight rate applicable to the highest class
c) by more than four tonnes	5 times the freight rate applicable to the highest class

Explanation: It is hereby clarified that on the weight exceeding the PCC up to 1 tonne, the normal freight at the rate applicable to the class assigned to the commodity shall be recoverable. However, in case of weight exceeds PCC by more than one tonne, punitive charges shall be recovered for the entire weight of the commodity in excess of PCC.

Part – II**(i) For BCNHL/BCCW/BFNSM wagons**

Extent of over Loading	Punitive charges leviable on the entire weight of commodity loaded in excess of PCC
If the weight of the commodity exceeds the PCC of the wagon	
a) Up to half tonne	NIL
b) By more than half tone but not more than three and half tonnes	3 times the freight rate applicable to the highest class
c) By more than three and half tonnes	5 times the freight rate applicable to the highest class

Explanation: It is hereby clarified that on the weight exceeding the PCC up to half tonne, the normal freight at the rate applicable to the commodity shall be recoverable. However, in case of weight exceeds PCC by more than half tonne, punitive charges shall be recovered for the entire weight of the commodity in excess of PCC.

Explanation: Punitive charges will be recovered for the entire weight of the commodity in excess of PCC.

Part – III**For Containers**

Extent of over Loading	Punitive charges leviable on the entire weight of commodity loaded in excess of PCC
If the weight of the commodity exceeds the PCC of the wagon	
a) Up to one tonne	NIL
b) By more than one tonne but not more than four tonnes	3 times the freight rate applicable to the highest class
c) by more than four tonnes	5 times the freight rate applicable to the highest class

Explanation It is hereby clarified that on the weight exceeding the PCC up to 1 tonne, the normal rate applicable to the commodity shall be recoverable. However, in case of weight exceeds PCC by more than one tonne, punitive charges will be recovered for the entire weight of the commodity in excess of PCC.

Section 72: Maximum carrying capacity for wagons and trucks:

1. The gross weight of every wagon or truck bearing on the axles when the wagon or truck is loaded to its maximum carrying capacity shall not exceed such limit as may be fixed by the Central Government for the class of axle under the wagon or truck.
2. Subject to the limit fixed under sub-section (1), every railway administration shall determine the normal carrying capacity for every wagon or truck in its possession and shall exhibit in words and figures the normal carrying capacity so determined in a conspicuous manner on the outside of every such wagon or truck.
3. Every person owning a wagon or truck which passes over a railway shall determine and exhibit the normal carrying capacity for the wagon or truck in the manner specified in sub-section (2)
4. Notwithstanding anything contained in sub-section (2) or sub-section (3), where a railway administration considers it necessary or expedient so to do in respect of any wagon or truck carrying any specified class of goods or any class of wagons or trucks of any specified type, it may vary the normal carrying capacity for such wagon or truck or such class of wagons or trucks and subject to such conditions as it may think fit to impose, determine for the wagon or a truck or class of wagons or trucks such carrying capacity as may be specified in notification and it shall not be necessary to exhibit the words and figures representing the carrying capacity so determined on the outside of such wagon or truck or such class of wagons or trucks.

Section 73: Punitive charges for overloading:

- When a person loads goods into the wagon beyond its permissible carrying capacity as exhibited under sub-section (2) or sub-section (3), or notified under sub-section (4), of Section 72, a railway administration may, in addition to the freight and other charges, recover from the consignor, the consignee or the endorsee, as the case may be, charges by way of penalty at such rates, as may be prescribed, before the delivery of the goods.
- Provided that it shall be lawful for the railway administration to unload the goods loaded beyond the capacity of the wagon, if detected at the forwarding or at any place before the destination station and to recover the cost of such unloading and any charge for the detention of any wagon on this account.

LIVE STOCK

Rules for acceptance:

1. Persons who desire to book animals by rail should give at least 24 hours advance notice.
2. Both forwarding station and destination station should be open for booking of livestock.
3. Animals should be brought into railway premises after physical supply of wagons.
4. Number of animals that can be loaded per 4-wheeler wagon is given in goods tariff.
5. Attendants should execute an indemnity bond and travel in the wagon along with the animals.

Rules for booking:

1. Livestock is booked at class LR3 (TL) and at class 120 (WL) at owner's risk rate.
2. Consignor can book livestock by furnishing the following documents:
 - Forwarding Note
 - Export permit/certificate issued to the consignor by the state government if the consignment is booked to foreign country
 - Medical certificate issued by the state veterinary surgeon or animal husbandry department, indicating the purpose for which the animal is booked and is fit.
 - A certificate from the State Government authorities (Eg: District Magistrate) for allowing such movement.
 - The consignor should provide label around the neck of the cattle, with address of consignor and details of cattle in bold letters.
 - The consignor shall endorse on the forwarding note that the animals booked by rail are not meant for slaughter purposes.
3. As per section 103 of the Railways Act, 1989, the liability of the railways in case of loss of animals is limited to a maximum of
 - Elephant Rs. 6,000/-.
 - Horse Rs. 3,000/-
 - Horned cattle, camel mule Rs. 800/-
 - Dog, donkey, goat or any other animal Rs. 120/-
4. ***Percentage charge on excess value (PCEV):***
 - If the railways are required to assume higher responsibility, the consignor should declare the value of each animal in the forwarding note and opt to pay PCEV charge.
 - These charges are collected after payment of freight charges at railway risk rate.
 - The railway risk rate is 20% extra on owners risk rate.
 - Percentage charges are Rs.1/- per every excess value of Rs.100/- or part per every 160 kms or part, subject to a minimum of Rs.2/- per animal.

5. Prepayment of freight charges is compulsory.
6. Minimum weight for charge is carrying capacity of the wagon.
7. If any extra animal is booked, the charges should be collected proportionately.
8. Number of animals permitted per 4-wheeler.

Animal	BG	MG	NG
Elephant	1	1	-
Horned Cattle	10	6	4
Horses	8	6	4

Note: For 8 wheeler, the number of animals is double the number as prescribed above.

Carriage:

1. The floor of the wagons should be thoroughly cleaned and disinfected before loading.
2. CA type of wagons or wooden floored wagons should be used for livestock.
3. Breast bars should be provided for the safety of the animals.
4. Loading, unloading and transshipment enroute should be done by the owner / attendant during day light hours.
5. One attendant is allowed free in a 4-wheeler wagon and 2 attendants are allowed free in a 8-wheeler wagon or wagons involving transshipment from BG to MG or vice versa.
6. Extra attendant is permitted on payment of II ordinary fare and free allowance of luggage of 35 kgs is permitted.
7. The suckling's or calves not exceeding 1.07 m, mules 0.65 m, donkeys 0.45 m in height are carried free with the animals.
8. Two such animals unaccompanied by parent animal should be treated as one grownup animal.
9. The responsibility of feeding and providing drinking water lies with the owner.
10. **Stable kit:** A stable kit including a bucket is allowed free up to 40 kgs. for each horse and 20 kgs for each cattle.
11. 10 kgs. of grains and grams for each horse and 5 kgs. for each cattle is allowed free for every 160 kms.
12. As much of grass as can be conveniently carried is allowed.

13. **Break journey:** At the request of the owner / attendant, the livestock can be allowed for break journey at any junction station or class I station for 24 hours, after traveling a distance of 320 kms.
14. Free time for loading is 4 working hours and free time for unloading is 4 working hours.

Delivery:

1. Free time for removal of the animals from the railway premises is 3 working hours.
2. In case of animals there is no bailee's responsibility after the termination of transit. Sale notices can be given after the termination of the transit.

As per Section 101 of Railway Act, 1989. Even when PCEV charges are paid, railway shall not be responsible for loss of life due to fright (fear), restiveness or overcrowding of animals in the wagon.

Transportation of Animals by Rail.

1. While transporting animals by train, Railway Administrations are required to observe the conditions laid down in the Transport of Animals Rules, 1978, framed by the Govt. of India, Ministry of Agriculture and Irrigation in exercise of the powers conferred by clause (h) of sub-section 2 of Section 38 of the Prevention of Cruelty to Animals Act, 1960 (59 of 1960). A copy of the Transport of Animals Rules 1978 is annexed with this letter.

2. Special emphasis may be laid to the observance of the following instructions in regard to transportation of cattle (cows, bulls, bullocks, buffaloes, yaks and calves) by rail.

i) Number of cattle to be booked in different types of wagons with or without suckling will be as under.

Type of Cattle	BG	MG	NG
Horned cattle	10	6	4
Calves and suckling's of Horned cattle	15	10	6
Adult cattle with suckling's	8	4	3

In no case, the number of cattle loaded in a 4- wheeler wagon shall exceed the above mentioned quantity. In case of a 8- wheeler wagon, the number will be double the above quantity and in case of a 6- wheeler wagon, the number will be 1.5 times more.

ii) The consignor is required to fulfill the following conditions while offering the cattle traffic for movement by rail from one place to another.

a) While submitting the forwarding note for the cattle consignment, the consignor shall indicate his full address as well as full address of the consignee and also furnish the statement on the compliance of the following items.

b) The consignor shall submit a valid certificate issued by a qualified veterinary surgeon to the effect that the cattle are in a fit condition to travel by rail and are not suffering from any infectious, contagious or parasitic disease and that they have been vaccinated and against rinderpest and any other infectious, contagious or parasitic disease. The certificate shall be in the form specified under the Transportation of Animals rules 1978 (copy enclosed).

c) The consignor shall provide a label around the neck of each cattle showing in bold red letters, the name, address and telephone number (if any) of the consignor and consignee, the number and type of cattle being transported and quantity of rations and food provided. He will also indicate in the label the certificate number with the date issued by the veterinary surgeon.

d) The consignor shall also arrange sending one attendant for a 4- wheeler and 6- wheeler wagon and two attendants for an 8- wheeler wagon who will accompany with the animals all through transit furnishing their names and indemnity bonds as required for the purpose of covering the risk to the Railways for any injury or death caused to such attendants during such travel in goods wagons as well as covering the risk of the Railways against any damage or loss arising from fire caused by smoking, cooking or carrying open light material oil lamp including hurricane lantern by such attendant. The consignor shall provide a declaration that these attendants accompanying the cattle will look after the well-being of the cattle during the transit as required under section 3 of the Prevention of Cruelty to Animals Act, 1960. Such attendants will be allowed to travel free of charge if they travel in the same wagon accompanying the animals.

e)The consignor shall also ensure that veterinary First aid equipment are provided with the attendants in each wagon.

f)The consignor shall inform the consignee about the train in which the consignment of cattle is being dispatched and its likely arrival at time in advance.

g) The consignor shall not load the cattle more than the number stipulated in Para 2(i) above. While loading in wagons, consignor shall ensure that the cattle are positioned parallel to the rails facing each other. Two breast bars shall be provided by him in 4- wheeler and 6- wheeler wagons and 4 breast bars in a 8- wheeler wagon.

h) The consignor shall also provide ramp or ramps in adequate numbers to facilitate disembarkation in exigency. The ramps should be 5 meter long and 1.5 meter wide, and strongly built without any gaps or holes in it.

i) The consignor shall provide padding such as grass on the floor of the wagons to avoid injury to the cattle. The padding shall not be less than 6 cm thick.

j) The consignor shall provide the attendants with rations for the cattle during the journey in adequate quantity taking into account of exigencies.

k) The cattle shall be loaded after they are properly fed and given water.

l) The consignor should instruct the attendant to ensure adequate ventilation for the cattle during transit and take necessary steps against fire hazard .They must keep the wagon doors properly latched.

m) The consignor shall also ensure that at least 2 drums are provided in each 4 wheeler or 6 wheeler wagon and 4 drums in each 8 wheeler wagon to store water for the cattle during transit. The attendant shall fill up these

drums at the loading station and also refill them wherever the train is provided suitable stoppage.

n) The attendant shall milk the cattle at least twice a day and also calves shall be given sufficient quantity of milk to drink.

o) The consignor is also required to obtain a certificate from the District Magistrate or any other authorized State Govt. Official granting clearance to the movement of cattle from the State to another destination.

iii) Railway Administration shall allow loading and unloading of cattle only at such stations or goods sheds that are provided with high level platforms.

iv) Railway Administration shall also provide watering arrangements at all such stations / platforms where loading or unloading of cattle normally takes place.

v) While booking the consignment, Railway staff shall supervise the loading and ensure that the number of cattle loaded in each wagon are not in excess of the quantity allowed in Para 2 (i).

The Railway staff shall not accept the consignment for transport in absence of all the required documents, i.e,

1. Forwarding note
2. Indemnity Bond covering all the attendants and all the wagons.
3. Certificate of the qualified veterinary surgeon covering all the animals.
4. Certificate from the State Govt. authorities (for example District Magistrate) allowing such movements.
5. Export permits of the Govt., if the consignment is booked to a foreign country, along with details of L.C. and other documents.
6. Declaration as stipulated under Para 2 (ii) and (a) and (b) above.

vi) Railway Administration shall make best effort to provide adequate halt to such trains after a journey of 10 to 12 hours to enable the attendants to draw water from the station to refill the drums.

vii) The station Manager at destination shall take a declaration from the consignee before delivery that the cattle are not meant for slaughter, if there is a ban on cow slaughter in the state,

These instructions will come into effect from 01.12.2000.

RULES UNDER PREVENTION OF CRUELTY TO ANIMALS ACT, 1960.
ISSUED BY

ANIMAL WELFARE BOARD OF INDIA
(ESTABLISHED BY GOVERNMENT OF INDIA)
MADRAS-600018
No. 18- 6 / 70- LD I

GOVERNMENT OF INDIA
MINISTRY OF AGRICULTURE AND IRRIGATION
(Department of Agriculture)
Krishi Bhavan, New Delhi.- I

In exercise of the powers conferred by clause (h) of sub-section 2 of section 38 of the Prevention of Cruelty to Animals Act, 1960 (59 of 1960), the Central Government hereby makes the following rules, the same having been previously published as required by the section, namely :

Transport of Animals, Rules, 1978

Chapter- IV TRANSPORTATION OF CATTLE.

46. Rules 47 to 56 shall apply to the transport of cows, bulls, bullocks, buffaloes, yaks and calves (hereinafter in these rules referred to as Cattle).

47. (a) A valid certificate by a qualified veterinary surgeon to the effect that the cattle are in a fit condition to travel by rail or road and are not suffering from any infectious or contagious or parasitic diseases and that they have been vaccinated against rinderpest and any other infectious or contagious or parasitic diseases shall accompany with the consignment.

(b) In the event of absence of such a certificate, the carrier shall refuse to accept the consignment for transport.

(c) The certificate shall be in the form specified in schedule – H.

48. Veterinary first-aid equipment shall accompany all batches of cattle.

49. (a) Each consignment shall bear a label showing in bold red letters the name, address and telephone number (if any) of the consignor, consignee, the number and type of Cattle being transported and quantity of rations and food provided.

(b) The consignee shall be informed about the train or vehicle in which the consignment of Cattle is being sent and its arrival time in advance,

(c) The consignment of Cattle shall be booked by the next train or vehicle and shall not be detained after it is accepted for booking.

50. The average space provided per cattle in Railway wagon or vehicle shall not be less than two square meters.

51.

- (a) Suitable rope and platforms should be used for loading cattle from the vehicles.
- (b) In case of Railway wagon the dropped door of the wagon may be used as a ramp when loading or unloading is done on Platform.

52. Cattle shall be loaded after they are properly fed and given water.

53. Cattle in advanced stage of pregnancy shall not be mixed with young cattle in order to avoid stampede during transportation.

54.

- (1) Watering arrangements enroute shall be made and sufficient water shall be carried for emergency.
- (2) Sufficient feed and fodder with adequate reserve shall be carried to last during the journey.
- (3) Adequate ventilation shall be ensured,

55. When Cattle is to be transported by rail,

- (a) An ordinary goods wagon shall not carry more than ten adult cattle or fifteen cattle on broad gauge, not more than six adult cattle or ten calves on meter gauge, or not more than four adult cattle or six calves on narrow gauge.
- (b) Every wagon carrying cattle shall have at least one attendant.
- (c) Cattle shall be loaded parallel to the rails, facing each other.
- (d) Ration, for padding, such as straw, shall be placed on the floor to avoid injury if a cattle lies down and this shall not be less than 6 cm thick.
- (e) Rations for the journey shall be carried in the middle of the wagon.
- (f) To provide adequate ventilation, upper door of one side of the wagon shall be kept open properly fixed and the upper door of the wagon shall have wire gauge closely welded mesh arrangements to prevent burning cinders from the engines entering the wagon and leading to fire outbreak.
- (g) Cattle wagons should be attached in the middle of the train.
- (h) Cooking shall not be allowed inside the wagons nor hurricane lamps without chimneys.

- (i) Two breast bars shall be provided on each side of the wagon, one of height of 60 to 80 cm and the other at 100 to 110 cm.
 - (j) Cattle in milk shall be milked at least twice a day and the calves shall be given water and rested and if in milk, milking shall be carried out.
56. When Cattle are to be transported by goods vehicle the following precautions are to be taken namely-
- (a) Specifically fitted goods vehicles with a special type of tail board and padding around the sides should be used.
 - (b) Ordinary goods vehicles shall be provided with anti-slippery material, such as coir matting or wooden board on the floor and the superstructure, if low, should be raised .
 - (c) No goods vehicle shall carry more than six cattle.
 - (d) Each goods vehicle shall be provided with one attendant.
 - (e) While transporting the cattle, the goods vehicle shall not be loaded with any other merchandise, and
 - (f) To prevent cattle being frightened or injured, they should preferably face the engine.

PROFORMA FOR CERTIFICATE OF FITNESS OF CATTLE FOR
TRANSPORTATION BY RAIL.

This certificate should be completed and signed by a qualified Veterinary Surgeon.

Date and time of examination: -----

Species of Cattle :-----

Number of Railway wagons: -----

Number of cattle: -----

Sex: ----- Age : -----

Breed and identification marks, if any ; -----

Transported from: -----to:----- via:-----

I hereby certify that I have read Rules 46 to 56 in Chapter IV of the Transport of Animals Rules, 1978.

1. That, at the request of (Consignor), -----, I examined the above mentioned Cattle in the goods vehicle / railway wagons not more than 12 hours before the departure.

2. That each cattle appeared to be in a fit condition to travel by rail /road and is not showing any signs of infectious or contagious of parasitic disease and that it has been vaccinated against rinderpest and any other infectious or contagious or parasitic disease(s).

3. That the cattle were adequately fed and watered for the purpose of the journey.

4. That the cattle have been vaccinated.

(a) Type of Vaccine

(b) Date of Vaccination:

Signed : -----

Address :-----

Date: ----- Qualifications: -----

Registration number : -----

Seal :-----

Space/Area required for Cattle/Animal Transportation

Cattle: Space allowance per cattle while being transported by rail

Approximate weight of cattle in Kilogram	Space required
Cattle weighing up to 200 Kg	1.00 Square Meter
Cattle weighing 200-300 Kg	1.20 Square Meter
Cattle weighing 300-400 Kg	1.40 Square Meter
Cattle weighing above 400 Kg	2.00 Square Meter

Horses: Space requirement while being transported by rail

Horses	Space required
Stallion Horses	2.25 Square Meter
Mares (including pregnant)	2.00 Square Meter
Ponies	1.50 Square Meter
6 Months to 12 Months	1.40 Square Meter
12 Months to 18 Months	1.60 Square Meter
Over 18 Months and upto 2 years	2.00 Square Meter
Mares with Foal at Foot (upto 6 months)	2.25 Square Meter

Sheep and Goat: Space requirement while being transported by rail

Approximate weight of Sheep and Goat	Space required	
	Wooled	Shorn
Not more than 20 Kg	0.17 Square Meter	0.16 Square Meter
More than 20 Kg but not more than 25 Kg	0.19 Square Meter	0.18 Square Meter
More than 25 Kg but not more than 30 Kg	0.23 Square Meter	0.22 Square Meter
More than 30 Kg but not more than 40 Kg	0.27 Square Meter	0.25 Square Meter
More than 40 Kg	0.32 Square Meter	0.29 Square Meter

Pigs: Space requirement while being transported by rail

Type of Pig	Weight range of Pig
Weaner: Piglet which has just been separated from the mother for the purpose of independent rearing	12 Kg – 15 Kg
Young: Male or female pig between 0.3 to 0.6 months of age	15 Kg – 50 Kg
Adult: A male or female pig above 06 months of age	More than 50 Kg

For calculating number of cattle/animal to be loaded in a wagon, the area of wagon may be divided by area required by the cattle/animal for transportation.

EXPLOSIVES AND OTHER DANGEROUS GOODS

Definition:

Goods, which by nature are explosive, irritant, inflammable and highly combustible in nature and are likely to endanger human life or likely to damage public property are known as explosive and other dangerous goods.

General rules:

1. Detailed instructions regarding the acceptance, booking, carriage and delivery of dangerous goods are given in the IRCA Red Tariff.
2. Red Tariff contains 8 chapters and each chapter deals with one class of dangerous goods.
3. These commodities are suffixed in the IRCA Goods Tariff Part I, Vol. II with a letter 'd'.
4. As per section 67 of the Railways Act, 1989, no person shall bring dangerous goods into the railway premises without giving a notice of 48 hours to the station master for booking the same.
5. In contravention to section 67 of the Railways Act 1989, if any person brings such goods, shall be liable for penalty as per section 164 of the Railways Act, 1989.
6. The penalty is up to 1,000/- or 3 years imprisonment or both.
7. In addition to the above fine, the sender is also responsible for any loss or damage to the property as a result of bringing such goods into the railway premises.

Classification of explosives and dangerous goods:

With regard to the risk involved in the carriage of the goods, these goods are classified into 8 groups as follows.

1. ***Explosives:*** Gun Powder, nitrate mixtures, Nitro compounds etc.
2. ***Gases*** (Compressed Liquefied or dissolved under pressure): Argon, Coal Gas etc.
3. ***Petroleum and other Inflammable goods:*** Aviation Turbine Fuel, Petrol, Diesel etc.
4. ***Inflammable solids:*** Magnesium Powder, Potassium etc.
5. ***Oxidizing Substances:*** Bleaching Powder, Chlorides of lime etc.
6. ***Acids and Corrosives:*** Sulphuric Acid, Nitric Acid etc.

7. **Poisonous and Toxic substances:** Arsenic, Antimony, Carbolic Acid etc.
8. **Radio Active Materials:** Radium, Uranium etc.

The following precautions should be taken for acceptance, booking, carriage and delivery of explosive and other dangerous goods.

Acceptance:

- A separate forwarding note, pink in color to be executed for the carriage of explosive and dangerous goods.
- Packing conditions prescribed in the red tariff for explosive goods are compulsory.
- If packing conditions are not fulfilled, the consignment should not be accepted for booking.
- Consignment must be accompanied with form 16 in duplicate issued by explosives department.
- No package containing explosive goods shall exceed the weight of 50 kilograms.
- All packages weighing more than 35 kgs. should be provided with strong slings.
- Pictorial labels should be pasted on the packages containing explosives.

Booking:

- In case the consignment is booked as 'Self' the name of the intended consignee should be declared in the forwarding note.
- Explosives should not be accepted forming a part of consignments with other goods.
- The maximum permissible weight by any wagon is 10 T.
- Powder type of wagons should be used for explosives. If powder type wagons are not available, CA type wagons should be used.
- Prepayment of freight is compulsory.

Carriage:

- Lead wire seals should be used for sealing the wagon.
- Routing of explosive goods should not be accepted by the dearer route for carriage, except where the normal route is closed for traffic.
- Dummy wagons should be provided on either end of the loaded wagons for safety purpose.
- The maximum number of wagons that can be carried per goods train is 10 and mixed train is 3.
- Special seal card with red letters and Red Cross bar on white background should be used.

- While in transit, loose shunting, fly shunting, rough shunting etc. must be avoided.
- Repairs to the wagons if any should not be done without unloading the goods.

Delivery:

- As soon as the goods are dispatched, a message should be given to the destination station regarding dispatch of the goods.
- The consignee must remove the goods immediately after the goods are made available for delivery.
- The goods unloaded should be kept separately.
- If the consignment is not removed within the free time for removal, sale notice shall be served under sections 83 & 84 of the Railways Act, 1989.

Precautions to be taken while handling explosives and dangerous goods:

- The maximum number of wagons that can be dealt at a time while loading / unloading is 5.
- Ensure that the wagons are properly cleaned before loading.
- Loading and unloading of goods should be done during day light hours only.
- Packages should be handled by authorized persons only.
- Goods should not be thrown, dragged or pulled.
- Ensure that packages are compactly loaded so that they do not shift during transit.
- Packages should be stored in one layer only in case of barrels.
- In case of rectangular / square packages, they can be stored upto 5 layers.
- Naked light should not be brought near the wagons.
- Foot wear with nails should not be used.
- Trolleys should not be used.
- Packages should be physically carried.
- Children should not be allowed to handle these goods.

INTOXICATING DRUGS

Intoxicating drugs means, intoxicating drugs as defined in the acts of the states on which forwarding and destination stations are situated. Some of the examples of the intoxicating drugs are opium, heroine, ganja etc.

Rules for booking:

1. The consignment should be booked only with proper permit. The permit should contain the following information.
 - a. Name of the person, if any, in charge of the goods.
 - b. Name and address of the consignor.
 - c. Name and address of the consignee.
 - d. The name of the stations from and to which the consignments are to be transported.
 - e. The route by which it is to be carried.
 - f. Number of packages, their weight and contents of the each package.
 - g. The validity date of the permit.
2. Each package should be sealed with the official seal of the officer.
3. The consignment should be booked and carried by the route given in the permit.
4. The permit letter should accompany the consignment and is to be delivered to the consignee along with the consignment.
5. The bulk of the consignment shall not be broken and should be transported together throughout the journey.
6. Revenue, salt, prohibition, excise, abkari, customs and police officials may examine the consignments in transit to verify that consignments are not tampered with and the number of packages tally with the permit.
7. If any discrepancy is noticed, the consignment may be detained.

CONTRABAND GOODS

Contraband goods are those, the possession or carriage of which is prohibited under the law e.g. arms, ammunition, military stores etc.

Arms:

Includes firearms, bayonets, swords, daggers, spears, bows and arrows etc.

Ammunition:

Includes dynamites, RDX and other explosive materials.

These are accepted for booking under the following conditions:

1. When transported by a person who is lawfully entitled to possess along with him.
2. When a licensed dealer transports it.
3. When carried as military stores, ordered by state or central government.

Precautions to be taken:

1. Whenever these articles are booked, they should be accompanied by a license and shall satisfy the following points:
 - Arms and ammunition tally with the description given in the license.
 - The license is identical with the copy received from the license granting authority.
 - Original license should be produced at the time of booking.
 - A copy of the license should accompany the consignment along with the invoice.
2. The bulk of the consignment should not be broken and should be moved at a time as one lot.
3. Soon after dispatch, a message is sent from forwarding station to destination station.
4. Contraband goods when received do not tally with the original license, the delivery of consignment should be withheld and a report is sent to the nearest police authority or a magistrate.

PERMISSION FOR TRAVEL OF EXCORTS IN GOODS TRAINS

(Rate Circular No. 33 of 2014)

In respect of rake load movements of commodities which are susceptible to theft and pilferage enroute, when requests are received, escorts of consignor / consignee may be allowed to travel in Brake Van of these goods train on payment of Second Class ordinary fare. The Railway administration will accept no responsibility for any damage, loss or injury to the escort arising out of their journey. The consignor must execute an Indemnity Bond (as required in Rule 337 of IRCM Vol.I) before the commencement of the journey.

A separate written authority be issued to the escort in the following form:

“.....holding Second Class ticket No..... is permitted to travel as escort in the brake van of the rake booked under RR No.....l.. dated..... An Indemnity Note had been executed by the Consignor”.

RAILWAY MATERIAL CONSIGNMENTS AND STORES

Railway Material Consignments (RMC) shall be booked and transported as per following procedure.

1. Indent/memo for departmental wagons shall normally be placed in writing in advance. In case of urgency, duly certified by Senior Scale/JA grade departmental officer concerned through control order no., the same can also be given by JE/SE/SSE concerned on the date of movement.
2. Priority for placement of departmental wagons against indents at different stations shall be decided by Sr. DEN (Co)/Branch Officer in case of other departments. In case of urgency to be certified by Sr. DEN (Co)/BO it may be decided to place departmental wagons even at stations where no indents are available.
3. No registration fees shall be levied for placing of indents/memo for departmental/general service wagons intended to transport Railway materials where both consignor and consignee are railway officials.
4. Loading/unloading can be done either at a station or in the block section.
5. Indents for wagons required for movement of Railway materials shall be given/accepted at the loading station if opened for goods booking or at the station nearest to the loading station which is open for goods booking. However, the indent will clearly specify the stations/block-sections from/to where the consignment will be loaded and unloaded. The loading or unloading of material can be done at more than one station/block section and also at stations/block sections enroute.
6. In case loading/unloading is done from multiple points, booking should be done to/from the farthest station/point.
7. Charging of all types of Railway Material Consignments (including Ballast) shall be done at notified Class rate of the commodity for a distance from the loading station to the unloading station. If for some urgent reason the material train has to be sent to destination farther than the farthest booking station, the same can be done as per the written memo of the Engineering Control with the approval of Sr.DEN(Co)/ DEN Branch Officer of other Department.
8. In case the loading station/point is not opened for loading of goods traffic, the booking should be done from the nearest station open for goods traffic. Similarly, the booking should be done for station open for goods traffic beyond the actual unloading station/block section if the actual unloading point is not open for goods traffic. In case there is no

station open for goods booking beyond the actual unloading station/block section then the booking shall be done for the nearest station open for goods booking.

9. If consignment is to be moved in departmental wagons then train load charges with a concession of 30% shall be levied. No charge/surcharge for wagon load, Busy Season, Development charge, GST etc. shall be levied on booking of RMC materials in departmental wagons.
10. If RMC rake consists of more than one commodity chargeable at different rates, it shall be charged on per wagon basis for the type of commodity loaded in a particular wagon. If a wagon contains more than one commodity, the highest Class of the commodity loaded in that wagon shall be charged.
11. These charges shall be levied as per the carrying capacity of departmental wagons as painted on them. General Service wagons shall be charged at notified PCC.
12. Charges shall be paid through a credit note duly filled in triplicate at the station from where the Railway materials are being booked. Necessary details shall be repeated by the station to Commercial Control, where a record of all such bookings/re-bookings shall be maintained.
13. RR shall be issued in all cases of booking/movement of railway materials. However, this shall not prevent the movement of the material train/wagons soon after loading. In such cases where RRs have not been issued prior to movement of materials, RRs should invariably be got issued within 15 days of the movement failing which movement of further material without issue of RRs shall not be done.
14. RRs shall be issued only for those stations which are open for goods booking located beyond the actual unloading station/block section in the direction of movement.
15. RRs will clearly specify the stations/block sections from/to where the consignment will be loaded and unloaded. In all such cases, RRs will be deposited at the booked station for the purpose of effecting book delivery of the consignment. This shall not, however, prevent loading/unloading of materials from material trains / wagons. In such cases where RRs have not been deposited prior to unloading of materials, RRs should invariably be got deposited within 15 days of the unloading failing which unloading of further material without deposition of RRs shall not be done.
16. Only said to contain RRs will be issued. The same should be deposited at the booked station and physical delivery should be taken at the unloading station/block section.

17. Commercial staff will not be responsible for supervising either the loading or the unloading of the Railway materials. Railway materials will be loaded/ unloaded by the departmental officials concerned as per programme received from control.
18. No siding charges should be levied on Railway Material and Stores booked in departmental wagons, as well as general service wagons to or from private and railway sidings for train load and wagon load.
19. No demurrage charges should be levied for detention of departmentally owned wagons. Moreover, no demurrage will be levied on
 - i. General service wagons declared condemned and subsequently excluded from general service pool and handed over to Engineering Department e.g. MBOX, BFR, BRN wagons.
 - ii. BOB/BOBY/BOBYN wagons which are not public wagons and have been introduced for transporting ballast or other Engineering materials by Engineering Department, and
 - iii. Other wagons converted into departmental wagons of other departments for movement of RMC.
20. In case fit general service wagons are used for moving of railway materials, then detention to all such wagons shall be subject to the same demurrage rates and rules as applicable for wagons booked by the public.
21. No wharfage charges shall be levied on RMC lying at such railway premises which are meant exclusively for handling RMC.
22. However, at goods shed/sidings where goods booked at public tariff rate are also handled, all RMC shall be subject to the same wharfage rates and rules as applicable to consignment booked at public tariff rate.
23. For diversion/rebooking of departmental material from one place to another or the unloading of consignment done farther than the farthest booking station /Block section, the following procedure shall be followed in case of paucity of time :
 - i. Such diversion/rebooking shall have the approval of Sr. DEN(Co)/Branch Officer of department concerned which will be conveyed to Sr. DOM.
 - ii. Engineering Controller/concerned departmental functionary of other departments in control office shall give a written memo to Commercial Controller and Chief controller to move the train to the revised destination.

- iii. On the basis of this memo, consignment shall be moved without further delay and commercial formalities like approval for rebooking from Operating/Commercial Officers will be undertaken subsequently.
 - iv. Within next seven days, revised indent, payment of freight by credit note, issue of supersessional RRs etc. and all other formalities will be completed at the booking/destination station by the consignor/consignee.
 - v. Monthly position will be maintained of all such cases in commercial control to ensure that all required formalities are completed timely before end of the next month when such diversion/rebooking was carried out.
 - vi. In case such formalities are not completed and all charges are not paid by the end of next month, the same shall be brought to the notice of the Branch officer concerned who shall ensure the same.
 - vii. In case such formalities are still not completed and all charges are not paid by the end of the second month, booking of next consignment may not be done.
24. Material trains shall be moved as per programme given by Sr. DEN (Co)/Branch Officer of the departments concerned.
25. The material train programme shall be given to the Chief Controller at least one day in advance.
26. The material trains shall be moved as per programme. However, in special cases Sr.DEN(Co)/Branch Officer of the departments concerned can request Chief Controller through Engineering Controller/concerned departmental functionary of other departments in control office to change the programme to suit the immediate requirement. A written memo shall be given to this effect.
27. Terminal charge is not leviable on the RMC traffic moving in Departmental Wagons but is leviable when Service Wagons moved in General.
28. Diversion fee will be applicable in case of diversion of RMC traffic in all types of wagons.
29. Freight on railway material carried by General Service Wagons only is to be credited to earnings. Freight on railway material carried by Departmental Wagons is to be taken as reduction in expenditure.

MILITARY TRAFFIC

TC-I/2001/8/6 dated 26.09.2014 (Rates Circular No.32 of 2014.)

Rationalization of Rates for Military Traffic

In supersession of all earlier instructions on the subject, it has been decided to revise the rates for Military Traffic as under:

2.0. Charging for Coaching Trains:

2.1 Military Coaching Specials consisting of military owned non-AC coaches shall be charged at Rs.59.00 per km per coach (8-wheeler) Charges for 4-wheeler and 6- wheeler coach will be 50% and 75% respectively of 8-wheeler coach. For other special coaches, the rates will be notified separately.

2.2 In case of Railway owned non-AC coaching, vehicles used/supplied for military traffic, an additional surcharge @20% of the haulage charge worked out vide Para 2.1 shall also be levied.

2.3 AC coaches shall be charged at 1.6 times the rate for non-AC coaches.

2.4 Charge for coaching train shall be levied for actual number of coaches in the train subject to a minimum m charge or 18 coaches per train.

2.5 No charges shall be levied for empty haulage of Military coaches or special trains.

2.6 If the total number of coaches in a mixed coaching train (Railway owned + military owned coaches) is less than the minimum composition prescribed in Para 2.4 above, charge for the shortfall in the number of coaches shall be calculated as per Para 2.1 above (i.e. at the rate prescribed for military owned non-AC coach)

3.0 Charging for Mixed Trains (Coaching + Goods)

3.1. Mixed trains consisting party of coaching vehicles and goods wagons shall be charged at the rate given under Paras 2.1,2.2 & 2.3 above.

3.2 for charging purpose one bogie wagon shall be treated at par with one no-AC coaching vehicle.

3.3 Total charge for mixed train should be worked out for actual number of coaches/wagons used subject to minimum charge for following number of coaches/wagons foe each Mixed Trains.

3.4 No charge will be levied for empty haulage of Mixed Trains.

4.0 Charging for Parcel Traffic:

4.1 Parcels booked by normal passenger trains shall be charged at public tariff for actual weight of the consignment. Bulky Parcels shall be charged for weight compounded as per measurement as per extant rules.

4.2 Full parcel load in VPUs dispatched by normal passenger train shall be booked at Scale-P and charged at carrying capacity of the VPU.

4.3 VPU attached to Military special trains shall be charged at the rate given under Paras 2.1 & 2.2

4.4 No charge shall be levied for empty haulage of VPUs.

5.0 Charging for Military Saloon/carriage.

5.1 military saloons / carriage for high officials of Defence services shall be charged at the rate given under Paras 2.1 & 2.2 above.

5.2.1 No charge shall be levied for empty haulage of saloons.

6.0 Charging for Goods Traffic:

6.1 The Goods traffic of any description, including explosives in Military owned wagons shall be charged at Class "LR1".

6.2 The Goods traffic of any description, including explosives in Railway owned wagons shall be charged at Class – 110.

6.3 Freight shall be charged for each wagon in accordance with Paras 6.1 and 6.2 for the applicable permissible carrying capacity as notified from time to time. In case of wagons for which no permissible carrying capacity has been notified, the stenciled carrying capacity shall be chargeable weight.

6.4 The wagons loaded with Military Explosives will also be charged in accordance with para 6.3 irrespective of the actual quantity loaded.

6.5 Freight shall be charged for actual number of wagons in the train, subject to a minimum charge for 40 bogie wagons per train. However, if piecemeal loading is dispatched with other railway traffic by forming Block rake, freight shall be levied at Public Tariff for wagon loads rates for actual number of wagons.

6.6 If the total number of wagons in a mixed goods train (Railway owned + Military owned wagons) is less than the minimum composition prescribed in Para 6.5 above, charges for shortfall in the number of wagons shall be

calculated as per Para 6.1 above. (i.e. at the rate prescribed for Military owned wagons)

7.0 Miscellaneous:

7.1 Siding Charge, shunting charge, Demurrage charge in respect of railway owned stock and wharfage charges should be levied as per the extant instructions applicable to public traffic.

7.2 In case of Military owned wagons/coaching vehicles suffer detention in railway premises, stabling charge for such detention shall be levied as per the extant instructions applicable for privately owned wagons.

8.0 Based on the above, all relevant rules/provisions of Military Traffic No.6 Vol I, and relevant Board instructions stand modified.

9.0 A strict watch should be kept by Milrail to keep empty haulage to the bare minimum.

10.0 These instructions will come into for w.e.f. 01.10.2014.

DEMURRAGE

Demurrage is the charge levied for detention of rolling stock beyond the permissible free time allowed for loading and unloading.

- Demurrage is charged per 8-wheeler basis and half of the charges are collected for 4-wheeler wagon.
- Free time for loading / unloading for different types of rolling stock is notified by the railway board.
- Normal working hours are from 06.00 to 22.00 or any other working hours as notified by railway administration.
- All days are working days including dies non-days.
- Free time is not allowed when demand is cancelled after the physical supply of wagon.
- When a wagon demand is cancelled after physical supply of wagons, no free time is allowed and demurrage charge is levied from the time of placement of wagons till the cancellation of the indent.
- If the loading is not commenced within the free time for loading, allotment is cancelled, WDRF is forfeited and demurrage charges are collected without granting any free time.
- When a wagon / rake is supplied to an indenter which he commences loading within the free time but takes more than the free time permitted the wagon registration fee will not be forfeited but demurrage will be recovered in accordance with the rule.
- When a rake is supplied to an indenter at congested goods shed and he commences loading within the free time but does not complete the loading within twice the permissible free time, one subsequent pending indent of the said consignor will be cancelled along with forfeiture of WDRF. Similarly, if he does not complete the loading within three times the permissible free time, another pending indent will be cancelled along with forfeiture of WDRF and so on.
- If the consignor gives in writing to detain the wagon beyond the free time for loading, in such case if the loading is not commenced within 24 hours, indent is cancelled, WDRF is forfeited and demurrage charges are levied without granting any free time.
- In case of block rake, even if one wagon is detained beyond the free time demurrage charges are levied on the entire rake. Separate free time is given for crane consignments.
- Demurrage charges should be collected locally and should not be included in railway receipts.
- Demurrage charges should be accounted on the debit side of the balance sheet.
- If the wagons placed for loading and unloading are disturbed for the purpose of shunting by operating staff, the period should not be taken into account either for granting of free time or for the purpose of calculating demurrage.
- The SM should give in writing the reasons for disturbing the wagons after placement.

- Demurrage charges for other than steel plants are levied at the rate of Rs. 150/- per hour or part of the hour, per eight wheeler wagon, on all types of 8-wheeler goods wagons and coaching vehicles (other than passenger vehicles) irrespective of their carrying capacity.
- In case of excessive congestion at any terminal / steel plant, PCCM / PCOM / DRM can increase the demurrage charges even at progressively increasing rates subject to a maximum of 6 times of the prevalent rate after giving a notice of 48 hours and applicable for a notified period.
- The rates for demurrage charges in respect of 4 – wheeler wagons / vehicles on BG, MG and NG shall be half of the rates prescribed for the 8 – wheeler.
- For RMC and military wagons, demurrage is collected on par with public rates.
- In case of rake of Coal and / or Coke consignment, demurrage charges are levied as under: (CC 9 of 2019)

Duration of Excess Detention (i.e. detention beyond permissible free time)	Rates of Demurrage Charge
Up to 4 hours	2 times of the base rate
Beyond 4 hours and up to 8 hours	2.5 times of the base rate
Beyond 8 hours	3 times of the base rate

Incentives for extended working hours and immediate removal of goods:

As an introductory incentive for the consignors / consignees to release the rakes during the extended night hours beyond 22.00 hours, only 50% of the time taken between 22.00 hours and 06.00 hours of the time upto which the working hours have been extended should be reckoned for calculation of free time for loading, unloading or removal of consignments from the railway premises.

Incentive of reckoning only 50% of the time taken between 22.00 hours and 06.00 hours for calculation of free time is not available to the following.

- Private and assisted siding.
- Customers who opt for terminal incentive cum engine on load scheme at goods sheds.

Inordinate detention to wagons placed for unloading is sometimes caused in the goods sheds due to goods unloaded from an earlier rake lying on the ground, blocking the space for further unloading. In order to expedite removal of the goods unloaded from a rake, it has also been decided that a grace period of 2 hours beyond the prescribed permissible free time for unloading for different types of rakes should be permitted in the goods

sheds for immediate removal of the entire goods unloaded from the rake within the extended grace period of 2 hours. However, if a consignee doesn't clear the entire goods unloaded from the rake within the extended grace period of 2 hours demurrage will be leviable as per the prescribed permissible free time and no grace period in free time will be granted.

Advance intimation regarding arrival / placement of rakes:

Advance intimation to the freight customer's must be properly put in place so that they are in a position to arrange trucks and labour well in time before the placement of the rake. Such a system is essential to ensure that the loading or unloading is completed within the prescribed free time without any detention to the rakes.

Division control offices would give advance intimation of the allotment of the empty rakes as well as the forecast of the loaded rake at various terminals. The goods shed's staff shall, in turn ensure advance intimation to the consignors / consignees. The details of the various freight customers using the terminals must be maintained for this purpose. A record of having given such intimation should be maintained for this purpose.

A record of having given such intimation to them should also be maintained in divisional control offices and goods sheds.

Demurrage charges are levied and recovered from rail users in order to discourage detention to wagons beyond prescribed free time. While it is an accepted principle that these charges are more in the nature of penalties than as a source of revenue, in the prevailing situation of shortage of wagons vis-à-vis a large number of pending indents, it is essential that the wagons are released in time and the unloaded consignments cleared without any delay.

Permissible free time for loading and unloading:

- Free time for loading and unloading for different types of wagons have been given in the table.
- As and when new types of wagons are introduced, free time mentioned in the table shall automatically apply to the wagons depending upon the type of wagons.
- The entire group of wagons placed for loading / unloading shall be treated as one unit for the purpose of levy of demurrage charges, i.e. even if one wagon out of the group is detained for loading/unloading beyond the prescribed free time, demurrage will be leviable on all the wagons in the group.

Type of Wagons	Permissible free time (in hours & minutes)			
	Mechanized		Manual	
	Loading	Unloading	Loading	Unloading
Open wagons* BOXN, BOX, BOY, BOI, BOST, BOXNHA, BOXNHS, NBOY etc.	5.00	7.00	9.00	9.00
Hopper Wagons* BOBS, NBOBS, BOBR, NBOBR, BOBY, NBOBY etc.	5.00	2.30	N.A.	N.A.
Flat Wagons BFR, BRH, BRN, BFK, BFKI, BFNS, CONCORD rakes etc.	6.00	N.A.	8.00	8.00
Covered Wagons(BCNHL)	N.A.	N.A.	5.00 (1 - 20 wagons)	5.00 (1 - 20 wagons)
			7.00 (21 - 30 wagons)	7.00 (21 - 30 wagons)
			9.00 (31 to 45 wagons)	9.00 (31 to 45 wagons)
			11.00 (46 wagons and above)	11.00 (46 wagons and above)
Covered Wagons (Other than BCNHL)	N.A.	N.A.	5.00 (1 - 20 wagons)	5.00 (1 - 20 wagons)
			7.00 (21 - 30 wagons)	7.00 (21 - 30 wagons)
			9.00 (31 wagons& above)	9.00 (31 wagons& above)
Tank Wagons (White Oil)	6.00	6.00 (up to 29 wagons)	N.A.	N.A.
		8.00 (30 & above)		
Tank Wagons (black oil)	7.00	7.00 (up to 29 wagons) 9.00 (30 & above)		
Military wagons - KM	N.A.	N.A.	4.00	4.00
Military wagons Other than KM wagons like DBKM etc.	N.A.	N.A.	5.00 (up to 20wagons)	5.00 (up to 20wagons)
			7.00 (21 & above)	7.00 (21 & above)
Type of Commodity				
Containers #	3.00	3.00	N.A.	N.A.
Consignments handled by crane (Free time mentioned here will be applicable when consignment is handled by crane, irrespective of the free time prescribed for different types of wagons)	5.00 (up to 30 wagons)	6.00 (up to 30 wagons)	N.A.	N.A.
	7.00 (more than 30 wagons)	8.00 (more than 30 wagons)	N.A.	N.A.
Livestock	N.A.	N.A.	4.00	4.00
Note: Loading by pay loaders is a type of mechanized loading. N.A. means not applicable.				
Permissible free time in case of double operation of container traffic i.e. unloading followed by loading in the same wagons shall be 5 hours. However in the case of container commodity handled by sling cranes, the free time for loading/unloading will be 6 hours for single operation and 8 hours for double operation.				

Free time applicable for BG wagons are uniformly applicable for MG wagons also.

Zonal Railways have empowered to reduce permissible free time in case of loading of rakes of Coal/Iron Ore to 3 hrs. as per the guidelines up to 31.03.2021.

Additional free time given on account of extra shunting for placement /removal of rakes to and from the serving station to the siding should be 2 hours. However, in cases where the additional free time had been fixed less than 2 hours as per time and motion, studies, the same should be continued.

In case of goods sheds and railway siding where the placement capacity is less than a rake, the free time will start with the placement of the first part of the rake. However, intervening periods between the time of completion of loading /unloading of the 1st part and time of placement of 2nd part of the same rake for loading/unloading, between the time of completion of loading / unloading of the 2nd part and placement of 3rd part of the same rake for loading/unloading and so on, should be treated as dies non. Demurrage for excess detention will be levied on entire rake. Excess detention should be calculated by deducting the permissible free time and periods of dies non from the period of total detention (i.e. from the time of placement of first part to the release of the last wagon) of the rake.

In cases of goods shed having multiple lines of limited capacity, if a rake is split and placed on different line successively, free time for the entire rake will commence from the time of placement of first lot of wagons. Demurrage for excess detention will be levied on the entire rake. However, if the time interval between successive placements is too much due to exigencies like accident etc., free time for each placement shall be granted separately according to the slab of free time applicable for relevant placement.

System of levy of demurrage charges in case of multiparty / multi-consignor / multi-consignee rakes:

Multiparty/multi-consignor/multi-consignee rake(s) shall be treated as a unit for the purpose of free time for loading/unloading and levy of demurrage.

Free time for loading/unloading as permissible to the entire rake should be allowed.

If detention of the rake is caused beyond the permissible free time, then, demurrage charges should be leviable on the entire rake, even if some of the wagons are released within the free time, actually drawn out & dispatched or used for back-loading or which could be removed in one shunt without disturbing the wagons which were under operation of loading / unloading.

The consignor(s)/consignee(s) who have detained their respective groups of wagons beyond the permissible free time should be made accountable for the detention and demurrage charges should be collected from him/them for the detention of the groups of wagons allowed to him/them.

The demurrage on the entire rake, duly deducting the demurrage collected from the other consignor(s) / consignee(s) / endorsee(s), should be collected from the last party (who is responsible for the detention of the rake).

I. Reckoning of free time in goods sheds, railway sidings and such private / assisted sidings where placement / release of rake is done through railway loco.

If a rake is placed in one spur in one placement of the rake:

Free time will be reckoned from the time of placement of the rake, demurrage charges will be levied on excess detention as follows:

$$\text{Excess detention} = (\text{time of release} - \text{Time of placement}) - \text{free time}$$

If a rake is placed in one spur in multiple placements:

The free time will start with the placement of 1st part of the rake. However intervening periods between the time of completion of loading and unloading of the 1st part and time of placement of 2nd part of the same rake for loading / unloading and so on will be treated as dies non. DC will be collected on excess detention which will be calculated as under.

$$\text{Excess detention} = (\text{time of release of the last part} - \text{Time of placement of first part}) - \text{free time} - \text{total period of dies non.}$$

If a rake is placed in more than one spurs:

Free time for the entire rake will commence from the time of placement of first part of the rake.

DC will be calculated on the basis of deemed released time of the rake (after adjustment of dies non period). A rake will be deemed to have been released at the time at which the last wagon is released irrespective of the group/spur in which this wagon was placed.

If the time interval between the first placement and subsequent placements is more than two hours then such excess time interval of over two hours shall be treated as dies non. This dies non-period will be deducted from the actual release time of the respective placement to arrive at deemed release time.

DC will be levied as follows:

Excess detention = (deemed release time of the rake – time of 1st placement) – free time.

Deemed release time of a placement will be calculated as under:

Deemed release time of a placement = Actual release time of that placement – dies-non if applicable.

II.DC rule in case of PVT/ASST sidings where placement / release of a rake from / to interchange point is done through siding owners loco:

In addition to permissible free time for loading / unloading of wagons bunching allowance of 3 hours will be permissible as per the following conditions:

Bunching allowance will be allowed for both loading and unloading stream of traffic (commodity wise). It will be granted to such rakes, which have arrived in bunched manner in excess of the handling capacity of the siding. It will be permitted for calendar day only (within 00.00 hours).

Handling capacity of siding will be fixed as under:**Existing sidings:**

Handling capacity of an existing siding will be the actual handling capacity or deemed handling capacity whichever is higher. Deemed handling capacity is the average consumption of rake per day during 1st Jan to 30th April escalated by 1.5 times rounded off to the next integer.

New sidings:

Handling capacity will be fixed provisionally keeping in view the handling system, production capacity, linkage, deemed handling capacity of similar type of sidings etc.

Handling capacity of a siding thus fixed should be reviewed every year in the month of May and will be notified for the next year starting from July to June or at the time of change in infrastructure including handling system, consumption pattern, or linkage of the sidings whichever is earlier.

DC of a rake will be charged after allowing the permissible free time for loading/unloading of wagons and bunching allowance wherever applicable. Grant of the free time and levy of DC on a rake will be linked with handling capacity of the siding.

Guidelines regarding Waiver and Write off

Powers of Officers to waive Demurrage or Wharfage Charge

Officer	Demurrage per Wagon	Wharfage per consignment/Wagon
GM/AGM	Full Powers	Full Powers
PCCM	Rs.1,00,000	Rs.1,00,000
DRM	Rs.25,000	Rs.25,000
Sr.DCM	Rs.10,000	Rs.10,000
DCM	Rs.600	Rs.1200
ACM	Rs.300	Rs.300

1. The powers of waiver of wharfage indicated in the table above will be on consignment basis except in the case of Train load consignment where it will be applicable on per wagon basis. In the case of train load consignment, the application for waiver of wharfage for a particular rake will be considered by the authority who is competent to deal with the highest amount of wharfage accrued per wagon of that rake.
2. When Demurrage cases are being handled by Officers of operating department, PCCM/Sr.DCM etc. will mean PCOM/Sr.DOM.
3. The cases for waiver should not be dealt by an officer below the level of an officer competent to deal with the case as per the schedule of powers given in the above table. Say PCCM will not deal with such case where GM is the competent authority. Since waiver of Demurrage/Wharfage is discretionary power, PCCM cannot recommend percentage of waiver. Instead, he will only put up facts of the case and give his remarks on the customer's application/appeal.
4. Prior Finance concurrence will be required for waiver of demurrage/wharfage charges above Rs.25,000/- per wagon/per consignment respectively. Cases submitted to General Manager should be routed through the Co-coordinating HOD of the Commercial Department and FA&CAO of the Zonal Railways, irrespective of the amount involved.

Waiver:

1. Due care should be taken in preparation of demurrage / wharfage bills at the first instance to obviate recasting of bills subsequently on representation by customer or otherwise.
2. In case the consignor / consignee feels that demurrage / wharfage was due to reasons beyond his control, he could apply for waiver giving all relevant details with documentary evidence wherever necessary.

3. First application for waiver of demurrage or wharfage should be submitted to the station master / goods supervisor within 10 days from the date up to which these charges had accrued.
4. In case of wharfage, the consignor / consignee should first remove the consignment from the railway premises, deposit the amount of wharfage charges and submit the original proof of such payment along with his application while preferring for waiver at first instance itself.
5. The concerned station master / chief goods supervisor will forward the application of waiver of demurrage or wharfage to the divisional officer together with the factual position and remarks within 3 days of the receipt of the application.
6. In case large sidings like those of power houses, steel plants etc the time limit for preferring the first application for waiver of demurrage charge will be the next month implying that application for waiver of demurrage charges accrued in one month should be submitted latest within the next month.
7. The delay beyond 10 days / next month period as mentioned above can be condoned only with the personal approval of the divisional railway manager / chief commercial manager (Coordinating HOD) depending upon whether the powers to deal with the case lies at divisional or zonal level and after having ascertained that the reasons for the delay given in the application are satisfactory. Application for condonation of delay in preferring an appeal for waiver of demurrage, however, shall be entertained only after the demurrage charges are paid in full and the application is supported with proof of such payment.
8. The circumstances which lead to accrual of demurrage / wharfage charges, can be broadly grouped in three categories as under:
 - Reasons within the control of the consignor / consignee.
 - Reasons beyond the control of consignor / consignee like labour strike, transportation strike, general bandhs, agitations, riots, curfew, fire, explosion, heavy rains or abnormal / unforeseen circumstances.
 - Act of God, Act of War and Act of Public Enemies.
9. In case of category (i) waiver should normally be not done. However, if at all waiver is to be granted on justified and meritorious facts, speaking orders should be recorded in a cases. As regards case pertaining to category (ii) and (iii) waive can be considered on merits of individual case.

10. The powers of waiver as mentioned should be exercised judiciously keeping in view the merits of each case as per instructions contained in this letter. The waiver should not be granted in a routine manner.
11. Whenever the waiver exceeds 50% of the powers conferred on an officer, reasons for such waiver should be recorded in writing.
12. In case of large sidings, like those of powerhouses, where demurrage is not waived on wagon-to-wagon or daily basis, speaking orders need not be recorded for each consignment/wagon. It would be sufficient if broad reasons are given in support of such periodical waiver after analyzing the broad causes of such detentions.
13. The causes of accrual of frequent demurrage/wharfage charges from a particular goods shed or a siding of a consignor / consignee should be analyzed periodically. Remedial steps including provision of infrastructure facilities should be taken to reduce the detention to rolling stock and prompt removal of goods from the Railway premises.

Appeal against orders of waiver:

- A consignor / consignee can prefer an appeal to a higher authority in case he is not satisfied with the decision of the lower authority. The station master / chief goods supervisor should forward the appeal to the divisional authorities within 3 days of the receipt of the appeal.
- However, before preferring an appeal for waiver of demurrage charges, he is required to deposit the amount of demurrage charges not waived. The original proof of such should be submitted along with the appeal.
- An appeal against the order of lower authority should be preferred within 30 days of the date when the decision of lower authority is communicated.
- A maximum of two appeals can be made against the decision of the lower authorities.
- In all cases where a change is made by the appellate authority against the decision taken earlier, speaking orders should be recorded by the appellate authority.
- The waiver of demurrage / wharfage charge should be dealt as per the instructions contained in this letter.

Refund:

- No direct refund of demurrage/wharfage charge should be made up unless proper procedure for waiver as laid in this letter has been followed.
- Refund of waived amount of demurrage / wharfage charges should be made expeditiously through pay orders by commercial department of the division.
- It is felt that the rules for accrual/waiver of demurrage / wharfage charges need review, the same should be recommended by the GM to this office with the observations of the Associate Finance.

Waiver of Stacking Charge:

Extant rules for waiver of Wharfage Charge will continue to apply in the case of waiver of stacking charge also.

Waiver of Stabling Charge:

Stabling Charge leviable on privately owned wagons or wagons procured under Own Your Wagon Scheme (Category C) should not be waived except to the extent of for majeure conditions viz., Act of God, Act of War or Act of Public enemies.

Write-off of Demurrage/Wharfage:

The extant power of waiver of demurrage/wharfage charge is also applicable in case of write off of demurrage/wharfage charges. However, the write off should be done in exceptional cases and in extremely extenuating circumstances where chances of recovery are remote due to the fact that the defaulting party is not traceable, or has wound up his business, or has become insolvent, etc.

Write-off of Stacking Charges:

The guidelines regarding write off of wharfage charge is also applicable for write off of Stacking Charge also.

WHARFAGE

Wharfage charge should be levied on goods / consignment not removed from railway premises after the expiry of free time. No wharfage will be levied on the consignment held by railway administration on lien in terms of Section 83 of Railways Act 1989.

Classification of railway premises:

- Classification should be reviewed every year in the month of May on the basis of “average number of rakes dealt with per month during 1st Jan to 30th Apr” or “the average number of rakes dealt with per month during 1st May (of previous year) to 30th Apr, whichever is higher”.

Group	No. of Rakes
I	More than 12 rakes per month
II	7 - 12 rakes per month
III	Less than 7 rakes per month

- Classification should be reviewed every year in the month of May based on the actual performance during January – April and notified for the period July to June.
- Divisions will notify the classification of railway premises.

Permissible free time for removal of goods from railway premises:

Free time for removal of goods from railway premises will be as under.

(a) Goods stacked in goods sheds waiting to be loaded in wagons / rake.

Group	Time
I	12 working hours from the expiry of free time for loading of wagons/rake
II	15 working hours from the expiry of free time for loading of wagons/rake
III	30 working hours from the expiry of free time for loading of wagons/rake

(b) Goods unloaded from wagons / rake, waiting to be removed from goods shed.

Group	Time
I	12 working hours from the expiry of free time for loading of wagons/rake
II	15 working hours from the expiry of free time for loading of wagons/rake
III	30 working hours from the expiry of free time for loading of wagons/rake

Note: National Holidays, namely 26th January, 15th August and 2nd October will not be reckoned while calculating free time for removal of goods from railway premises and for charging Wharfage except in the case of livestock, perishable goods and goods loaded / unloaded at such stations/goods sheds which are notified as 'Notified Station' for removal of goods without delay.

Wharfage rates:

Wharfage charge will be levied on per wagon per hour basis uniformly for all types of wagons, whether 4 wheeler or 8 wheeler or any other type.

Group	Rate
I	Rs.150/- per wagon per hour or part thereof
II	Rs.120/- per wagon per hour or part thereof
III	Rs.75 /- per wagon per hour or part thereof

50% of the time will continue to be reckoned between 22.00 hours and 06.00 hours.

Wharfage rules in case of livestock booked under goods tariff:

Free time for removal of livestock (booked under goods tariff) from railway premises will be as under:

(a) *Livestock waiting to be loaded in wagons / rake*

- 3 hours from the expiry of free time for loading of wagons / rake

(b) *Livestock unloaded from wagons / rake, waiting to be removed from goods shed etc.*

- 3 hours from the expiry of free time for unloading of wagons / rake

Rate of wharfage charge in the case of livestock (booked under goods tariff) will be Re.5/- per head per hour or part thereof. However, rail customers should remove their livestock from railway premises within 12 hours of their unloading at destination station/goods shed. In case rail customer fails to do so Railway administration may dispose them off in the manner provided in clause (a) of sub-section (2) of Section 83 of Railways Act 1989.

Levy of higher wharfage charges:

In cases of excessive congestion or regularity of excessive congestion at any terminal, CCM / DRM can notify higher wharfage charges up to six times the prevailing rates applicable for the first 24 hours. Higher wharfage charge should be implemented only after giving a due notice of 48 hours and wide publicity, and should be applicable only for the notified period.

Stacking rules:

- Advance stacking of goods at railway premises may be permitted by zonal railways without levy of any charge for this purpose.
- DRMs will notify detailed instructions for advance stacking of goods at stations on their divisions in accordance with the guidelines prescribed herein. Such instructions should inter alia include names of stations/goods sheds where advance stacking will be permitted, number of days for which stacking can be permitted, type of commodities which can be stacked/restricted etc.
- Permission for advance stacking will be granted to such rail users only, who have indented for the wagons.
- Rail users desirous of availing the facility of advance stacking, will apply for advance stacking inter alia mentioning the details of indent and giving an undertaking that the stacking will be done at their own risk and responsibility. No claims for loss, damage etc. arising out of stacking will be admissible.
- Advance stacking will be permitted up to such maximum period as specified in the detailed instructions issued by the division as mentioned. Divisions may specify different stacking periods for different stations depending upon the number of rakes handled, but in no case the stacking period will exceed five days.
- Sr. DCMs, in consultation with Sr. DOMs, will be authorized to grant permission for advance stacking up to a maximum period of five days. Permission for advance stacking may be granted keeping in view the traffic pattern, number of rakes handled, availability of space etc. at the station/goods shed concerned. Advance stacking should not lead to hold up of other inward and outward traffic.
- However, in exceptional cases where additional traffic and additional earning will accrue, permission may be granted for advance stacking for more than 5 days on case-to-case basis. Permission for advance stacking for period upto 10 days must be granted with approval of DRM on recommendation of Sr.DCM & Sr.DOM and for period beyond 10 days with the approval of GM on recommendation of PCCM & PCOM.
- Wagons will be supplied against the registered indent only after expiry of the permitted time for advance stacking or completion of stacking, whichever is earlier. After supply of wagons and expiry of free time for loading, rules for levy of Wharfage charge will apply.
- Once advance-stacking permission has been granted, cancellation of indents will not be permissible up to fifteen days from the 1st day of advance stacking. In case rail user cancels the indent within aforesaid period, stacking charge will be levied for the whole period of stacking.
- However, if a rail user cancels his indent after fifteen days from the 1st day of advance stacking and the wagons have not been supplied till such time, no stacking charge will be levied. In such a case, consignment should be removed within 24 hours of the cancellation of

indent, else it will attract levy of wharfage charge for period beyond 24 hours of the cancellation of indent.

- Records of particulars (e.g. date, time etc.) should be maintained in all cases where advance stacking has been permitted.
- No stacking charge will be levied till the supply of wagons even if supply is not done immediately after completion of stacking or lapse of advance stacking period.
- Stacking charge will be levied at the rates of wharfage charge, as prescribed under Para 4 of this rates circular and as amended from time to time.
- Extant rules for waiver of wharfage charge will continue to apply in the case of waiver of stacking charge also.

In case of wharfage, the consignor / consignee should first remove the consignment from the railway premises, deposit the amount of wharfage charges and submit the original proof of such payment along with his application while preferring for waiver at the first instance itself. However, in case of regular rail users, instead of prepayment of wharfage, FDR of appropriate value may be collected either on a case-to-case basis or in lumpsum (to be decided by DRMs in consultation with Sr.DFMs) depending on the value of wharfage that accrues on the consignment of such users.

In exceptional circumstances involving force majeure conditions, GMs may condone the provision for prepayment / collection of FDR. This power of GM will not be further delegated.”

SIDINGS

Definition:

A siding is a railway line constructed away from the main line, to serve a government department, a factory, mill, industry, mine or other private property.

Types of sidings:

1. Public siding:

It is railway siding built at a market place for use of different parties.

2. Private Siding:

It is constructed for exclusive use of private party and the cost of construction and maintenance is borne by the siding owner.

3. Assisted sidings:

The cost of construction and maintenance is partly borne by the siding owner and partly by the railways.

4. Departmental siding:

Constructed for the exclusive use of the railway departments.

5. Defence siding:

Constructed for the exclusive use of defence department.

Serving station:

A station that is serving a siding is called as serving station.

General:

1. A list of sidings is given in the alphabetical list of stations. The sidings within the zone are also notified through TRCs.
2. The normal working of the siding is based on the agreement between the railways and the siding owner.
3. Sub-letting of the siding is not permitted, without the prior permission of the railways.
4. Booking of commodities is restricted as required by the firm.

Siding voucher:

1. It is in book form, consisting of 2 counter foils namely record and siding voucher
2. The advice of the placement and release of wagons is given through siding voucher by railways and the party.

3. Taking over and handing over of wagons is done at the prescribed inter change point.

Various charges collected at the sidings:

I. Freight charges:

a) Charging on through distance basis:

1. For commodities which are booked in train load, the distance between the serving station and destination should be calculated with the help of LDT / JDT.
2. To the above distance, the siding distance as notified in TRC / SORC between the serving station and the siding should be added.
3. Freight charges are calculated on the total distance so arrived, and the method of charging is termed as charging on through distance basis
4. When freight charges are collected on through distance basis the siding charges will not be collected.

b) Freight charges for other than through distance basis and for W/L

In case a commodity is booked at wagon load rate, the freight charges are calculated for the distance between the serving station and the destination station only, and for the distance between the siding and the serving station a separate charge is collected called as siding charge.

II. Siding charges:

1. Siding charges are calculated per trip basis.
2. A trip is defined as one movement of an engine from the serving station to the siding and back, with load / empty or light engine in both directions.
3. Trip charges are notified in TRC's, and collected separately over and above the freight charges, when the commodity is charged at wagon load class rate.
4. Trip charges vary from siding to siding.
5. Siding Charge is fixed as follows:
 "Siding Charge = Average trip time in Minutes x (Engine Hour Cost / 60)

In case 'average trip time' is less than one hour, the Siding Charge will be levied for a minimum of one hour.

Per wagon basis:

At certain collieries, the siding charges are notified per 4- wheeler wagon basis in the TRCs. In such cases for every wagon the siding charge is collected separately.

Shunting charges:

1. When the engine performs shunting of wagons i.e. placement of wagons on different lines for the purpose of loading or clubbing of wagons from different lines, a separate charge is levied called as shunting charge.
2. Shunting Engine: This charge is levied from the time the Shunting Engine leaves the serving station and till it reaches the serving station.
3. Train Engine: This charge is levied from the time the train engine arrives in to the siding till its departure from siding even if shunting time is less than the total time during which Train Engine is available within the siding.
4. Only one Shunting / Train Engine should be used for shunting and shunting charges should be calculated for one engine only.
5. If situation warrants use of double/multiple engines, then double/multiple engines will be used and accordingly charges will be calculated for double/multiple engines.
6. This charge is levied on per hour or part of an hour basis, for the time engine is utilized, and it is calculated for every 10 days period.
7. These charges are notified in TRCs.

III. Demurrage charge:

1. When wagons are detained beyond the free time allowed for loading / unloading, detention charges are collected.
2. In case of sidings where normal goods shed working is in force, demurrage charges are collected after expiry of the free time for loading and unloading.
3. Free time is granted basing on the number of wagons.

Note: Siding charges, demurrage charges and shunting charges should be collected locally, they should not be included in the railway receipts.

Section 94 of Railways Act, 1989:

1. In case of loading at sidings, railway is responsible for loss, damage, destruction, deterioration and non-delivery of goods, from the time it has taken over the goods, from the interchange point.
2. In case of delivery at sidings, railways is responsible for loss, damage, destruction, deterioration and non-delivery of goods till it is handed over at the interchange point to the siding owner

ENGINE ON LOAD SCHEME (EOL)

1. In order to improve the utilization of the rolling stock and help the customers in prompt clearance of freight trains from their sidings/terminals, the 'Engine-on- Load' Scheme is now being introduced afresh. Under the 'EOL' operations, the train engine will remain available during loading or unloading operation in the siding and wait on Railway's account so as to work the train immediately after loading/unloading operation is completed.

2. This will be in supersession of all earlier instructions on the abovementioned subject.

3. The siding holders will be required to opt for the EOL operations under an agreement with the zonal railway administrations as per the terms and conditions of the "Engine-on-Load" operations, as given in the following paragraphs.

4. Eligibility

4.1 All new sidings while obtaining Rail Transport Clearance (RTC) will be brought under 'EOL' operations.

4.2 The party should also develop facilities for loading and unloading on 'Engine-on-Load' concept and design yard layouts to facilitate the same. 'Engine- on-Load' would mean loading or unloading in such manner and within such time as would permit clearance of the same rake by the same engine.

5.0 Permissible Free Time

5.1 Free time for loading and unloading operations under the 'EOL' will be lower than the normal free time so as to minimize detention to the wagons and the waiting period of the locomotives.

5.2 The free time in case of terminals on 'EOL' system are governed by Rates Circular No. 23 of 2012 (as amended form time to time).

5.3 With the withdrawal of TIELS, it has been decided vide Rates Circular No.23 of 2012 to incorporate the free time rules for sidings worked in Engine-on- Load basis, in the Rates

Circular No. 74 of 2005 by adding a new Para 2.5 .Free time for loading/unloading of various types of block rakes in the case of sidings worked on 'Engine-on-Load (EOL) basis:

Type of rake	EOL free time (in hours: minutes)	
	Loading	Unloading
Open Rake (BOXN etc.)	3:00	5:00
Hopper Rake (BOBR etc.)	3:00	2:00
Covered Rake (BCN etc.)	6:00	6:00
Tank rake (BTPN etc.)	5:00	5:00

The free time mentioned above will be reckoned for loading/unloading of rakes from their placement to release. If at any terminal, additional shunting time etc., is permissible at present (for example, from exchange yard to siding and back), the same would continue.

6.0 The following provisions will apply for sidings operating under 'EOL' Scheme 2013:

6.1 Exemption from Engine Hire Charges

If a siding holder requires to utilize the train engine during loading or unloading of the rake, within the free time prescribed, the same will be allowed without levying any additional charges. The siding owner may therefore, not be required to maintain a captive engine at his cost under the 'EOL' operations.

Beyond the free time, Engine hire charges shall be charged as per extant rules

6.2 Exemption from Siding charges

For the bulb type sidings freight will be charged on the basis of through distance upto a specified loading or unloading point and not for the entire length of the siding. No siding/shunting charges for haulage of wagons within the siding will be leviable under the 'EOL' operations.

6.3 Multiple – Plant sidings

There are certain sidings, which serve an old plant and a new plant. If the operation at one of the plants is covered under 'EOL' norms, the siding can be notified as an 'EOL' siding with no cost of Railway staff to th siding owner.

However, the other benefits of 'EOL' scheme should be applicable only for specified commodity and/or stock handled in the specified siding.

7.0 Henceforth, there will be three types of customer availing 'EOL' benefits:

(i) Siding owners availing of 'EOL' benefits under the policy till the policy of 2005. These will continue to avail of the benefits as per the Agreements signed by them with the Zonal Railways.

(ii) The siding owners who have opted for TIELS will continue to operate as per FM circular No. 18 of 2012.

(iii) The siding owners whose sidings have come up after 19.11.2008 (Abeyance of TIELS) and those who have opted for the benefits of present 'EOL' Scheme. Such benefits shall be from prospective effect only i.e available from the date of approval by the Railway,

8.0 General

8.1 Suitable resting facilities shall be provided to the train crew by the siding owners in their premises.

8.0 Siding owners will also permit the train crew to avail the facilities of staff canteen in their premises on payment of charges as prescribed for their own staff.

8.3 All Railways are requested to give wide publicity to the 'Engine-on-Load' scheme among the existing as well as prospective siding owners. Proposals may be invited from the siding owners desiring to opt for the 'Engine-on-Load' operations.

8.4 Details of the detentions to wagons and locomotives in the sidings before and after switching over to the 'EOL' may be analyzed and also sent to Board's office for information so that the 'EOL' scheme could be reviewed one year after its implementation at various locations.

POLICY GUIDELINES - TRANSPORTATION PRODUCTS

1.0 Introduction

Railways offer transport services primarily in Block Rakes in addition several other transportation options differentiated by the volume of consignment at varying tariff rates are also available as described below. Traffic which is not covered under any of the transportation products mentioned below will be charged at wagon load rate.

All Transportation products will be available subject to operating restrictions in force from time to time.

2.0 Definitions;

Key terms used in these policy guidelines have been defined in the following Section for precise interpretation and elimination of ambiguities. Field functionaries should interpret them exactly as defined.

1. Block Rake. It is a train carrying wagons for a single destination. The number of wagons constituting a Block Rake for different types of wagons is notified by Railway Board.
2. Covered Wagons: the term refers to BCX, BCXN, BCN, BCNA, BCNAHS, BCNHL and equivalent wagons; It does not include tank wagons.
3. Flat Wagons: the term refers to BRN, BRNA, BFR, BRH, BRS, BFK, BFKI, BFNS and equivalent wagons.
4. Full Rake Terminal: this refers to Terminals notified by Zonal Railways as full rake handling point.
5. Half Rake Terminal: This refers to Terminals notified by Zonal Railways as half rake handling point.
6. Mini Rake: This is a short rake composed of lesser number of wagons than specified or a Block Rake.
7. Multi Point Rake: This is a train carrying wagons destined to more than two destinations.
8. Open Wagons: It includes BOXN, BOXNHS, BOXNHA, BOXNCR, BOXNHL, BOST, BOX and equivalent wagons. This does not include hopper wagons.
9. Terminal: It refers to a private siding, assisted siding, railway siding, goods shed where cargo is loaded or unloaded but does not include an Inland Container Depot or Port.

10. Transport Products: These are various transportation options differentiated primarily by the volume of traffic and include following services.

- (a) Block Rake.
- (b) Mini Rake (Covered wagons)
- (c) Two Point rake (Covered wagons)
- (d) Multi Point Rake (Covered wagons)
- (e) Two and Multi Point rake (other than covered wagons)
- (f) Rake from Two Originating Terminals (covered wagons)
- (g) Rake from Two Originating Terminals (other than covered wagons)

The provisions of these products mentioned in these instructions will be automatically applicable depending on the type of service a customer chooses.

11. Two Point Rake: This is a freight train carrying wagons destined for two terminals.

3.0 Block Rakes

Single point Block Rake with a wagon composition as notified by Railway Board will be booked at Trainload class rate in accordance with conditions noted below:

Conditions

1. Both the Originating and Destination terminal should be notified as either full Rake Terminal or Half Rake Terminal.
2. Number of wagons indented must be applicable for standard rake size of Block Rake. The present list is at Annexure I, for all other types of wagons not specified in the annexed statement, trainload rates will be granted subject to payload in the train being a minimum of 1400 tones.
3. If the number of fit wagons supplied by railway is falling in the range given in Annexure – I, the party will have to load all the wagons to avail trainload rate benefit.
4. In cases where even the minimum number of wagons qualifying for Block rake cannot be supplied by the Railway against trainload indent due to shortage of wagons, operating or any other constraint arising out of unforeseen circumstances in a specific instance such as accident, blockage etc., The rail users shall not be penalized in such cases also, the benefit of trainload rate can be extended. However, detailed reasons for non-supply of

all the indented number of wagons constituting a block rake should be recorded by the concerned Station Manager / Yard Master, who in turn should get it confirmed in writing from at least a Gazetted Officer, The modalities for implementation of this instruction will be worked out jointly by Operating, Commercial and Accounts Department of the Railway depending on local conditions.

5. In cases where the load of block rake moving over a particular section is restricted below the minimum of the standard rake size due to operational constraints such as gradient, hauling capacity etc, then conditions stipulated at the bottom of Annexure I will apply regarding standard rake size.

6. In cases where rake is split up during transit due to gradient or other operational reasons but has fulfilled all other conditions for availing trainload rate at originating point, the trainload rate benefit shall be admissible.

7. Trainload rate benefit shall be extended to block rakes at the serving station by clubbing wagons loaded from more than one siding served by the same station or loaded partly from a siding and partly from the station serving that siding for a single destination.

8. Trainload benefit shall be extended to trains originating from one point and terminating at two points provided that the two points are either the serving station and its siding or two siding of the same serving station or two siding notified as independent booking points but operationally branched out from the same station.

9. For rake loaded with two or more commodities, the required number of total wagons as per Annexure I should be loaded with. In case more than one commodity is loaded in a wagon, freight will be charged at the higher class rate of the goods which the wagon contains. Maximum number of commodities loaded in wagons should not exceed two.

10. Indents with BCN groups of wagons and BCNHL wagons will be treated as interchangeable for the purpose of supply of rakes. Trainload rake conditions will be applicable as per the stock supplied, the customer must place an indent for 42 BCN/58 BCNHL wagons.

11. Indents for BOST and BRN/BRNA/BRNAHS/BFNS wagons will be treated as interchangeable for the purpose of supply of rakes. However, Trainload conditions will be applicable as per the stock supplied.

12. This product is applicable on all types of wagons and systems (BG, MG) subject to compliance of all conditions mentioned hereinabove.

13. The customer will have to pay all other applicable charges like busy season charge, congestion charge, development charge etc.

4.0 Mini Rake (Covered Wagons)

Mini rakes can be loaded at Trainload Class rate under the following conditions.

Conditions

1. Mini rakes are permitted on in covered wagons.
2. Mini rakes will have a minimum composition of twenty wagons.
3. Mini rakes can be loaded to and from any notified full or half rake terminal.
4. Free time for loading/unloading of Mini Rakes will be 5 hours.
5. Mini rakes can be loaded only for distance up to 600*Kms.
6. Mini rakes cannot be loaded with coal, Ores and RMSP.
7. A supplementary charge of 5% will be levied on base freight rates for Mini rakes for the period October o June.

(*Valid up to 31.03.2020 Corrigendum No19 to Rates Master Circular/Block Rakes/ Mini Rakes/ Two Point Combination Rakes)

5.0 Two Point Rake (Covered Wagons)

Any Two Point Rakes can be loaded at Trainload Class rate under the following conditions.

Conditions

1. The product is available only for Covered Wagons.
2. Originating terminal should be a notified full or half rake terminal.
3. Both destination terminals should be notified full or half rake terminal.
4. Designation terminal should not be more than 400 KM apart in lean season and 200 KM apart in peak season.
5. A minimum of 10 wagons should be loaded for each destination.
6. The total number of wagons indented and loaded must confirm to the Block Rake composition as notified for various types of wagons by the Railway Board.
7. A supplementary charge of 5% will be levied on Base Freight Rates for two point rake for the period October to June.
8. CRIS may make suitable amendment in the FOIS software.

(*Valid up to 31.03.2020 Corrigendum No 19 to Rates Master Circular / Block Rakes / Mini Rakes/ Two Point Combination Rakes)

6.0 Multi Point Rake (Covered Wagons)

Conditions

1. The product is available only for Covered Wagons.
2. Originating terminal should be a notified full or half rake terminal.
3. Each destination terminals should be notified full or half rake terminal.
4. No two designation terminals can be more than 200 KM apart.
5. A minimum of 10 wagons should be loaded for each destination.
6. The total number of wagons indented and loaded must conform to the Block Rake composition as notified for various types of wagons by the Railway Board.
7. A Supplementary charge of 20% will be levied on Base Freight Rates for multi-point rakes for the period October to June.

(*Valid up to 31.03.2020 Corrigendum No 19 to Rates Master Circular/Block Rakes/ Mini Rakes/ Two Point Combination Rakes)

7.0 Two and Multi Point Rake (Other than Covered Wagons)

Two and Multi Point Rakes for other than Covered wagons can be loaded at Trainload class rate under the following conditions.

Conditions:

1. Originating terminal should be a notified full or half rake terminal.
2. Each destination terminals should be notified full or half rake terminal.
3. Notified Two Point or Multi Point combinations for other than covered wagons, if any are at Annexure – II & III.
4. A minimum of 10 wagons should be loaded for each destination.
5. The total number of wagons indented and loaded must conform to the Block Rake composition as notified for various types of wagons by the Railway Board.
6. For the period October to June a Supplementary charge of 5% on two point rakes and 20% on multi point rakes will be levied on Base Freight Rates.

The loading of two point CONCORD rakes (for steel traffic only) in any combination of BRN/BOST/BFNS wagons is permitted for any two point combinations within the same Zonal Railways for availing trainload rate benefit.

8.0 Rakes from Two Originating Terminals (Covered Wagons)

Rakes from two Originating Terminals can be loaded at Trainload Class rate under the following conditions.

Conditions

1. The product is available only for Covered wagons from notified / specified terminals.
2. Two Point combination from which loading is permitted will be notified by the Zonal railways concerned.
3. In case the two terminals are on different Railways, the Railway issuing notification will take recorded prior consent of the concerned Railway.
4. Each Originating terminal should be a notified full or half rake terminal.
5. The destination terminal should be a notified full or half rake terminal.
6. Loading of rakes from two terminal can be done only if the two loading terminal are less than 200 KM apart.
7. A minimum of 10 wagons should be loaded from each originating terminal.
8. The total number of wagons indented and loaded must conform to the Block Rake composition as notified for various types of wagon by the Railway Board.
9. The customer cannot cancel indent at one point after he has started loading at the other point. If he does so, the entire freight will be charged irrespective of loading only one portion of traffic.
10. For the period October to June, a Supplementary charge of 5% on two point rakes will be levied on Base Freight Rates.

9.0 Rakes from Two Originating Terminals (Other than Covered wagons)

Rakes from two Originating Terminals in other than covered wagons can be loaded at Trainload class Rate under the following conditions.

Conditions

1. Notified Two Point a combination from which loading is permitted are at Annexure – IV.
2. Each originating terminal should be a notified full or half rake terminal.
3. The destination terminal should be a notified full or half rake terminal.
4. A minimum of 10 wagons should be loaded from each originating terminal.
5. The total number of wagons indented and loaded must conform to a Block Rakes composition as notified for various types of wagons by the Railway Board.
6. The customer cannot cancel indent at one point after he has started loading at the other point. If he does so, the entire freight will be charged irrespective of loading only one portion of traffic.
7. For the period October to June, a Supplementary charge of 5% on these rakes will be levied on Base Freight Rates.

COMPOSITION OF BLOCK RAKES

Sl No.	Type of Wagon	STD Rake	Minimum No. of wagons to be loaded
Open wagons			
1	BOXN, BOXNHS, BOXNHSMI, BOXNHA, BOXNEL, BOXNLW, BOXNMI	59	58*
2	BOXNHL	58	57
3	BOX	35	30
4	BOST	45	43
5	BKCX	32	30
6	BOY, BOYN, BOYEL	53	50
Hopper Wagons			
7	BOBR	53	50
8	BOBRN	59	56
9	BOBRNHS	59	57
10	BOBRNHSM1	59	58
11	BOB, BOBC, BOBX, BOXK, BOBS	40	40
12	BOBSN, BOBSNMI, BOBY, BOBYN	53	48**
13	BOBYNHS	54	52
Flat Wagons			
13	BRN /BRNA/BRNAHS / BFNS	43	41
14	BRH / BRS	35	30
15	BRHNEHS	42	40
16	BFR / BFK / BFKI	35	30
Covered Wagons			
17	BCN, BCXN*****	41	39
18	BCNA, BCNAHS*****	42	40
19	BCNHL	58	57
20	BCX	40	35
21	BCCN	30	29
22	BCFC	56	58
23	NMG	25	24
24	BAFRDR	51 including EAB	47 including EAB
Tank Wagons			
25	BTPN	50	49
26	BTFLN	48	46
27	BTAP	51	49
28	BTCS	59	57
29	BTPH	48	46
30	BTAL	35	32
31	BCCW (Bulk Cement)	58	56
32	BTPGLN / BTPG	32	30
33	Tank Wagon (4 wheeler) @	72	68

34	Tank Wagons TG type (4 wheeler)	64	62
35	Mixed Rakes (BG)		
a	BOXN & BOYN	55	55 (minimum 15 of each type)
	BOX & BFR / BRH***	35	30 (minimum 10 of each type)
	BOXN+	45	40 (minimum 10 of each type)
36	BOXN + BRN / BRNA / BRNAHS / BOST / BFNS****	45	40 (min. 10 of each type & max. 20 of BOXN)
37	BOST + BRN / BRNA / BRNAHS / BFNS*****	43	41 (min.10 of each type)
38	BCN / BCNA / BCNAHS / BCXN*****	41	38
39	BTPN / BTCS	55	BTPN wagons will not be more than 25
Meter Gauge Wagons			
40	MG to MG		34 (in terms of 4 wheeler)
41	MG to BG		90 (in terms of 4 wheelers)

* *BOXN in Kulem-Castle Rock section 54 wagons permitted for trainload class rate.*

** *The minimum number of wagons for Dalli Rajhara-Bhilai section will be 45 wagons.*

*** *BFR and BRH wagons may be treated as one type and BOX as another type for reckoning the minimum 10 number of each type.*

**** *BRN, BRNA, BRNAHS, BFNS and BOST may be treated as one type and BOXN as other type for reckoning the minimum 10 number for each type.*

***** *BRN, BRNA, BRNAHS and BFNS may be treated as one type and BOST as other type for reckoning the minimum 10 number for each type*

***** *Indents for Block Rake of BCN/BCNA/BCNAHS/BCHN will be accepted for 42 wagons (8 wheelers) against which empty rakes of any type of these types or a combination of these types of wagons will be supplied in terms of the standard rake size of these wagons.*

@ *For TNPM siding of IOC, standard rake size of tank wagons (4 wheeler) is 65 wagons and minimum number of wagons required to be loaded for availing trainload rate benefit is 64 wagons.*

RESPONSIBILITY OF RAILWAYS AS CARRIERS

Prior to 1962, railways responsibility in carrying the goods was that of bailee. From 1.1.1962, railways has taken greater responsibility in carrying the goods under common carrier liability

Bailee's responsibility:

A bailee is a caretaker or custodian. The responsibility of bailee is defined in Indian Contract Act, 1872, under Sections 151, 152 and 161.

Section 151:

The bailee is bound to take reasonable care, as an ordinary man would generally take care of his own goods.

Section 152:

The bailee is not responsible for loss, damage, destruction, deterioration and non-delivery of goods, if he takes due care of the goods as defined in section 151.

Section 161:

The Bailee is responsible for loss, damage, destruction, deterioration and non-delivery of goods, if he has not taken due care as per section 151.

Common carrier:

Means one who provides all reasonable facilities to carry the goods and animals. He works within the framework of rules, procedures and conditions. He will not resort to pick and choose tactics like public carrier.

- So long as the trader offers payment and the common carrier has the facilities to transport the traffic, he cannot refuse to accept the traffic for transport.
- A bailee is responsible only when the goods entrusted to him are lost or damaged due to his fault or negligence.
- A common carrier on the other hand, takes upon him the responsibility of safe delivery of the goods. His responsibility is that of an insurer.
- The responsibility of railways as common carriers is during the period of transit only. After termination of transit the responsibility is that of a bailee, for a period of 7 days, in case of general goods.
- In case of Explosives and other dangerous goods, perishables, livestock and offensive goods, there is no Bailee's responsibility.
- Liability; means the responsibility of the railways after accepting the goods till the same are handed over to owner or consignee. The circumstances, conditions or to what extent railway is responsible for the goods offered to it, is defined in sections 93 to 110 of Railways Act, 1989.

Some of the terms used in these sections:***Act of God:***

Means an event which happens as natural calamity such as cyclones, earthquakes, floods etc., It is not connected with human activity. It is an unforeseen, unimaginable, unpredictable and uncontrollable incident.

Loss: Loss includes all the cases where the goods are not forthcoming.

Damage: It may be by wet or due to defective packing or improper packing.

Destruction of Goods: Means when the entire goods or part of them got burnt by fire and the remaining may be available.

Deterioration: A physical change in the condition of the consignment where the value of the consignment has gone down.

Non-Delivery: Means failure to deliver for some reason or other, it may be due to negligence of staff or otherwise.

Transit: Transit commences as soon as the loading is completed or railway receipt is issued, whichever is earlier.

Transit terminates when goods are to be unloaded by consignee

- If unloading of the wagon is completed within free time, transit terminates upon the expiry of free time for removal.
- If the unloading of the wagon is not completed within free time, transit terminates upon the expiry of free time for unloading.

Section 93: General Responsibility of Railways

Railway is responsible as carriers except in case where loss, damage, destruction, deterioration and non-delivery is attributed to the act of god, act of war, act of public enemies, arrest, restraint by law, orders of central or state government, act of negligence or omission by the consignor or his authorized agent, natural deterioration or wastage or inherent defect of goods, latent defects, fire, explosion or any unforeseen circumstances. Railways must further prove that it has taken reasonable foresight and care in the carriage of goods.

Section 94: Sidings

In case of loading at sidings the railways is responsible for loss, damage, destruction, deterioration and non-delivery of goods from the time it has taken over the goods from the siding owner at inter change point and railway administration is informed in writing.

In case of delivery of goods at siding, railways is responsible for loss, damage, destruction, deterioration and non-delivery of goods till it has handed over to the siding owner at the interchange point and siding authorities were informed in writing.

Section 95: Delay in transit

Railways are responsible for loss, damage, destruction, deterioration and non-delivery of goods due to delay in transit because of its negligence or misconduct.

Section 96: Traffic passing over railways in India and railways in foreign countries

Where in the course of carriage of any consignment from a place in India to a place outside India or from a place outside India to a place in India or from one place outside to another place outside India or from one place in India to another place in India over any territory outside India, it is carried over the railways of any railway administration in India, the railway administration shall not be responsible for the loss, destruction, damage or deterioration of the goods, from whatever cause arising, unless it is proved by the owner of the goods that such loss, destruction, damage or deterioration arose over the railway of the railway administration

Section 97: Goods carried at owner's risk rate

1. Railways are not responsible for loss, damage, destruction, deterioration and non-delivery of goods in transit at owner's risk rate.
2. If the loss etc. is due to the negligence / misconduct of railway staff, railways is responsible for loss damage, destruction, deterioration and non-delivery of goods
3. When railways fails to give correct reason for the loss, damage, destruction, deterioration and non-delivery of goods. It is the responsibility of owner to prove that railways are at fault.
4. Burden of proof lies with the owner.
5. However railways should disclose how the goods are dealt with, when the goods are in the custody of railways.

Section 98: Defective packing condition

1. Railways are not responsible for loss, damage, destruction and non-delivery of goods offered in defective packing condition/improperly packed
2. Railways should prove that the loss, damage, destruction, deterioration and non-delivery of goods is due to defective / improper packing condition.
3. Railways should also explain what extra precautions the Railways have taken in case of carriage of defectively packed goods.

Section 99: Responsibility after termination of transit

1. Railways is responsible as bailee for the period of 7 days after the termination of transit
2. It does not assume even Bailee's responsibility for goods booked at owners risk rate expect upon proof of negligence of railways.
3. Railways shall not be responsible for loss, damage, destruction, deterioration and non-delivery of goods for any consignment, after the expiry of a period of 7 days after the termination of transit.

Section 100: Luggage

1. Railway is responsible for loss, damage, destruction, deterioration and non-delivery of goods carried in brake van.
2. Railways is not responsible for loss, damage, destruction, deterioration and non-delivery of goods booked with owner, unless it is proved that it is due to the negligence of railways.

Section 101: Live stock (Animals)

Railway is not responsible for loss or injury to any animals due to fright (fear), restiveness of the animals or due to overloading of animals.

Section 102: Exoneration from responsibility

Railways is not responsible for loss, damage, destruction, deterioration, and non-delivery of goods due to mis-declaration or frauds practiced by the customers, improper loading or unloading by consignor,/consignee, riot, civil commotion, strike, lockout or loss of particular market.

Section 103: Monetary liability of railways

The amount of liability of railways for the loss, damage, destruction, deterioration and non-delivery of goods shall not exceed the amount calculated with reference to the weight of the consignment as prescribed. For goods and parcels Rs.50/- per kilogram or part of kilogram, luggage Rs.100/- per kilogram or part of a kilogram.

When the value of the consignment is declared and percentage charges on excess value are paid, the amount of liability shall not exceed the declared value. For the articles given in Schedule II declaration of the value of the consignment and payment of PCEV is compulsory.

Section 104: Goods carried in open wagons instead of covered wagons

Goods may be carried in open wagons instead of covered wagons with the consent of the owner for loss, damage, destruction, deterioration and non-delivery in such cases; the responsibility is equally shared between railways and owner.

Section 105: Right to check contents

When value of the consignment is declared under sec 103, Railway administration may make it a condition of carrying such consignment on examination and satisfy or otherwise that the consignment tendered for carriage contains the articles declared.

Section 106: Notice of claim for compensation

Railway is not responsible, if the claim for compensation is made after 6 months from the date of booking.

Section 107: Application for compensation

An application for compensation for loss, damage, destruction, deterioration or non-delivery of goods shall be filed against the railway administration on whom the notice has been served as per section 106.

Section 108: *Person entitled to claim compensation*

If railway pays compensation to the consignee producing the railway receipt, railways shall be deemed to have discharged its liability, even though the consignee was not legally entitled to receive the compensation.

Section 109: *Application for compensation for personal injury*

Application for compensation for personal injury shall be made before the claims tribunal of (a). Originating Railway, (b). Destination Railway or (c). The Railway where the loss occurred.

Section 110: *Burden of proof*

In case of claims for compensation for loss, damage, destruction, deterioration and non-delivery of goods the burden of proving monetary loss actually sustained or the declared value of the goods as its true value lies with the owner.

Section 111: *Liability of Railways in case of accidents at sea*

When a Railway administration contracts to carry passengers or goods partly by railway and partly by sea, for any loss of life, personal injury or loss or damage to goods which may happen during the carriage by sea, it would be responsible under the Merchant Shipping Act 1958.

The burden of proving that any such loss etc. happened during the carriage by sea shall lie on the railway administration.

Section 112: *Power to make rules*

The Central Govt. may by notification make rules to any of the following matters namely

- The manner of packing of goods under sec 98
- The goods for the purpose of sub sec 3 of sec 99
- The maximum amount payable by the Railway administration for the loss etc under sec 103

CLAIMS AND CLAIMS PREVENTION

Claim means a rightful demand from the customer against the railway administration for payment of compensation for the loss of consignments.

Effects of claim:

1. Leakage of railway revenues.
2. Loss of goods
3. Diversion of traffic, to other modes of transport.

Elimination of such claims by preventive measure is known as claims prevention. It is a cooperative effort of all departments of railways associated in the carriage of goods.

Departments involved:

- Commercial
- Operating
- Mechanical
- Engineering
- Security

Causes of claims:

1. Mis-despatch of goods.
2. Damage by wet.
3. Breakage and leakage.
4. Pilferage of goods.
5. Over carriage of goods.
6. Diversion of goods.
7. Deterioration due to delay in transit.
8. Wrong deliveries.
9. Fire, explosion and accidents.
10. Unconnected consignments.

Measures taken to reduce claims:

1. At the time of acceptance of goods:

- Ensure proper forwarding note is executed, duly filling in all particulars.
- Ensure that the packages are packed as per the packing conditions prescribed in goods tariff; otherwise obtain suitable remarks regarding defective packing in the forwarding note.
- Ensure private and railway markings on the packages duly removing all old markings. Railway marking should be done with durable ink clearly.
- Number of packages should be written both in figures and words in forwarding note.
- Ensure the declaration of commodity as per goods tariff.

- Name of the commodity recorded in the forwarding note should tally with that of the general classification.

2. At the time of booking:

- The commodity should be weighed and correct weightment should be recorded in the forwarding note / railway receipt.
- Railway receipt should be prepared carefully with all the required particulars including the remarks about defective packing conditions recorded in the forwarding note.
- Seal card, pocket label, paste on label should be prepared legibly duly writing the name of the destination station in bold letters. Pictorial labels should be provided wherever necessary.
- Railway marking should be done legibly with durable ink.
- Freight charges should be correctly computed and shown on the railway receipt.
- Do not exceed the maximum permissible load and axle load restrictions.
- Supervise loading and observe loading and monsoon precautions.
- Supply appropriate wagon as per the nature of the commodity.

3. At the time of carriage:

- Ensure the doors are secured after completion of loading and seal the wagon.
- Provide 5 rivets for each door of the wagon.
- Avoid rough handling. Hooks should not be used to lift the packages.
- In case of over dimensional consignments, if it is found that load is shifted, do not allow the wagon to move further till it is brought to the original position.

4. At the time of delivery:

- Supervise unloading and tally the number of packages with seal cards / invoice / railway receipt.
- Avoid rough handling of packages.
- Goods unloaded should be secured in a safe place.
- In case of shortages / damages DDM / DDPC should be issued immediately.
- Obtain signature of the consignee or his endorse in the delivery book. If the qualified remarks recorded by the consignee in the delivery book are not complete or genuine, record counter remarks.
- Avoid delay in granting open delivery and assessment delivery.
- Maintain liability register and enter the undelivered consignment soon after the expiry of the Bailee's responsibility and serve sale notices as per sections 83 and 84 of the Railways Act 1989.
- If there is no response from the consignee obtain the permission of DCM for disposal of goods.

- Weekly inventory should be taken and packages are connected promptly to the delivery book and also to check excess removals, delayed removals and cross deliveries.

Section 106 of Railways Act 1989:

1. A person shall be entitled to claim for compensation for the loss of goods/animals within 6 months from the date of booking.
2. The notice for compensation may be made claimed from
 - Forwarding station
 - Destination station
 - The railway on which the goods are lost.

Time limit for settlement of claims:

For shortages / damages / breakages	3 months
For partial delivery of packages	4 months
For non-delivery of complete consignment	6 months

Monetary powers for settlement of claims: (w.e.f. 17.3.2017)

S.No.	Designation	Monetary Powers
01	General Manager	Unlimited powers
02	Chief Commercial Manager	Rs.8,00,000/-
03	Chief Claims Officer	Rs.8,00,000/-
04	Dy. CCM/Dy. CCO	Rs.2,00,000/-
05	Senior Commercial Officer	Rs.50,000/-
06	Assistant Commercial Officer	Rs.25,000/-

FREIGHT OPERATIONS INFORMATION SYSTEM (FOIS)

TERMINAL MANAGEMENT SYSTEM (TMS)

Freight Operations Information System is a reporting system where goods' working is made computerized. All the goods handling activities are captured in to computerized environment to enable it to process wherever applicable, and provide required information to all the stake holders.

The objective and advantages of FOIS are:

FOIS has been designed to give strategic advantages to both Indian Railways and its customers. The implementation of the system is envisaged to eventually achieve the following:-

- Global tracking of consignments in real time for timely planning and just in time inventory management.
- Facilitate for acceptance of customer's orders, billing and cash accountal
- Collection of freight through e-payment facility.

FOIS comprises the Rake Management System (RMS) for handling the operating portion and Terminal Management System (TMS) pertaining to the commercial transactions

Some of the features available in FOIS are:

- Monitoring of all freight trains either by Railways or by goods customers
- Details of Rakes/Wagons available in various yards, eliminating the need for costly manual documentation and tedious retrieval systems and inaccuracies.
- Managerial reports regarding availability of rolling stock, i.e. wagons and locomotives at any instant of time to plan for their most efficient utilization.
- The improved work environment has significantly simplified planning and execution of assigned tasks.
- Interactive web based solutions to give customized reports to Railway Board, Zonal Railways and Divisions is in place

Functions of TMS (Terminal Management System)

All the commercial activities performed at Goods handling points can be reported in the TMS. Starting from Indent registration up to the task of printing the RR can be done using TMS facility. The major functions of Terminal Management System are:

- Indent Registration with WDRF collection details
- Forwarding Note preparation
- Commercial placement of a Rake for loading/un-loading

- Release of the Rake as loaded or empty as the case may be
- Rebooking of a rake, if applicable
- Filling up of Loading/Unloading register
- Feeding consignment removal details
- Checking for automatic accrual of Demurrage and Wharfage charges
- RR generation with automatic accrual of freight charges
- Issue of Railway Receipt for various types of traffic including for Container Traffic
- Provision for feeding of payment details of Freight
- Provision for feeding waiver details of DC and WC
- Provision for feeding of balance DC and WC collections
- Reporting for Remission of station earnings in to bank/cash office
- Provision for feeding of various charges pertaining to goods working at a station/siding
- Automatic preparation of Goods balance sheet in the system
- Provision for various queries
- Provision for getting various reports(save/print)

Important features of TMS are:

- No manual intervention in feeding of goods distances
- Facility for importing distances from RBS
- All the commercial rules are fed at CRIS/NDLS and the same are automatically implemented through FOIS system
- The details relevant to a particular location/consignment are to be fed at the location
- Rest of the rules common to goods working are fetched from back end and implemented accordingly
- Instant messaging facility to anywhere on Indian Railways having FOIS facility
- Data access to all the stake holders in real term basis
- Complete transparency in goods working
- The information available in FOIS can be accessed through internet by general users, e-customers and Railway staff by using their respective user IDs and Pass words.

E-Payment of Freight:

This facility has been implemented at all the major sidings/goods sheds for various customers. Various provisions pertaining to e-payment are implemented through TMS. Originating point intimates electronically the freight charges due to the bank server concerned. After receipt of "Successful Transaction" message from the bank confirming the debit from the customer's account, RR is printed at the originating point.

FEATURES OF FOIS RR:

Stationery: Same stationery for all type of RRs:

- SIZE: 15x12 INCH (FANFOLD) 4 PLY
- WATER MARK WITH IR LOGO
- 500 SETS OF 4 FOILS EACH
- MACHINE NUMBERED
- MONEY VALUE BOOK

FOIS RR will consist of 9 (nine) digits. Ex: **212000001**,

The significance of each digit will be as follows:-

1st Digit: (Type of Traffic)

- | | | |
|--------------------|-----------------|-------|
| 1-Govt Coal | 2-General Goods | |
| 3-Military Traffic | 4- Public Coal | 5-RMC |

2nd Digit: (Payment Type)

1. Paid,
2. (To-Pay Disabled),
3. Paid-To-pay,
4. Paid E-RR issued against LC/BG coverage when no positive confirmation of freight from bank is received,
5. Paid ERR issued against LC/BG coverage when insufficient fund message is received from bank,
6. Paid E-RR
7. Paid through Freight Advance Scheme

3rd Digit: (Traffic Destination) 1.Local, 2.Foreign, 3.Inter Dominion

4-9 Digits: Serial Number of RR

Distribution of FOIS RR foils: FOIS RR will have four foils with first one will be of original printed one and the rest will be generated with carbon process on Dot matrix printer. The following is the distribution:

First foil: Receipt (To be issued to the party)

Second foil: Accounts copy

Third foil: Invoice

Fourth foil: Record copy

GUIDELINES FOR ELECTRONIC PAYMENT SYSTEM

(PCCM Commercial circular letter No. 173 of 2019)
(Authority: RATES MASTER-CIRCULAR/ E-payment/2019/0 vide letter
No. TC-I/2019/104/2 dated 27.08.2019)

1.0 F-Payment Scheme:

1.1 This Scheme provides a facility to rail users to make payment of freight charges directly from their Bank account to Railway's Bank account through electronic means. Railway aims to promote this mode of payment by their customers.

2.0 Scope

2.1 Payment under e-payment scheme will be limited to payment of freight charges at present. Railway may consider payment of other charges through e-payment at a later stage. :

2.2 This facility will be available only at terminals where Terminal Management System (TMS) has been commissioned.

3.0 Eligibility

3.1 Any rail customer having regular business with Railway may apply to the Principal Chief Commercial Manager (PCCM) of the Zonal Railway on which the booking station is located (hereinafter referred to as 'the Railway').

3.2 It will be at the sole discretion of the Railway Administration (PCCM in consultation with PFA of the originating Railway) to accept or reject a request for electronic payment of freight charges through E-payment system.

3.3 Major customers like FCI, Power Houses and Container Train Operators, operating from more than one location, may nominate one nodal branch of the Bank for transfer of funds in respect of all the transactions taking place at different stations of the Railway. They will, however, need to apply for this facility to each Zonal Railway concerned separately.

3.3.1 All Container Train Operators including CONCOR are permitted to operate a single bank account under E-payment system and enter into a single Tripartite Agreement with one Zonal Railway (viz. Northern Railway as nodal Railway) for all the terminals/locations. However, the originating earning will be credited to the originating Railway's bank account by Party's bank and electronic payment advice thereof will be generated at the booking terminal as per E-payment scheme. Container train operators intending to opt for E-payment facility would be required to open Letter of Credit (LC) in

favour of Railway. LC amount should be reckoned as LC fay all Indian Railways and ERRs will be issued accordingly.

3.4 Acceptance of a proposal for introduction of E-payment facility shall be subject to an undertaking by the customer through a Tripartite Agreement to abide by the conditions laid down in this E-payment scheme and any other conditions that the Zonal Railway may decide and add.

4.0 Tripartite Agreement

4.1 A Tripartite Agreement will be entered into by the Railway, Nationalized/Public Sector Bank having approved accreditation with Railways (hereinafter referred to as 'the Bank') and the Customer, incorporating the provisions of this Guideline and details of all other arrangements required for operating the E-payment system, in order to authorize the Bank to collect funds (freight charges) from the customer's (consignor or consignee) bank account maintained with them and transfer the same to Railway's Account

5.0 Requirement of Letter of Credit (LC)/Bank Guarantee (BG)

5.1 LC and BG mentioned in this section is designed to be a security to enable Railways to issue Paid E-RRs even in cases in which no positive electronic confirmation is received by Railway about the freight charges having been transferred from the customer's bank account to Railways bank account.

5.2 Customers intending to opt for e-payment facility will be required to open an irrevocable Letter of Credit (LC) in favour of the Railway at a branch of bank mutually agreed upon by the customer and Zonal Railway for an amount equivalent to 2(two) days of average freight of the highest transaction month of the last financial year. The formula for the calculation of amount of LC/BG will be as under:

(Total freight during the highest freight transaction month of the last financial year/ Actual days of transactions in concerned month) X 2 = Amount of LC/BG

If the customer is willing to give LC/BG of more than two days average freight he may be allowed to do so.

5.2.1 In case of new customers or the customers whose freight transaction for whole of the last financial year are not available, the amount of Letter of Credit (LC)/Bank Guarantee (BG) may be decided in consultation with the associate Finance on the basis of traffic offered/expected. This can later be revised based on actual traffic.

52.2 The amount of LC/BG should be on the basis of total freight paid by the customer to Zonal Railway as a whole or TMS location wise as required by the customer.

5.3 The LC/BG should be valid for 12 months from the date of commissioning of the e-payment facility with a provision permitting its encashment up to 15 days after the validity period of LC. if required.

5.4 Customers will need to provide a fresh LC or arrange to extend the validity of the existing LC/BG before the expiry of the 12 month period.

5.4.1 If the Railway, customer and Bank wish to execute the Tripartite Agreement for a longer period above two years, such Tripartite Agreement may be executed subject to the condition that the LC/BG should be valid for 24 months from the date of commissioning of the E-payment facility with a provision permitting its encashment up to 90 days after the validity period of LC/BG, if required. However, the amount of LC/BG will be reviewed at the end of every financial year on the basis of freight transaction and in case there is an increase in the amount of LC/BG, the customer will submit an additional LC/BG for the difference amount and if the amount of LC/BG is lower than the existing LC/BG limit. The same LC/BG will be revalidated before the expiry of 24 month period.

5.5 Zonal Railways need to be vigilant about the expiry dates of LC and their validity so that E-Payment system does not come to a stop.

5.6 Normally LC should be the preferred mode of-security. However, in lieu of the LC as described in the preceding Paras, customers may also furnish a Bank Guarantee (BG) on similar terms as set forth for LC. Decision to allow Bank Guarantee in place of LC will be taken by PFA and PCCM of the concerned Zonal Railway ensuring that Railway's financial interests are secured.

5.7 If a customer is operating from different Zonal Railways and desires to make E-payment from single bank account, he may be allowed to do so if the bank agrees for the same. However, he will have to execute separate E-payment agreement with concerned Zonal Railways and submit separate LC/BG. Further, the freight collected shall be credited to the deposit account of the concerned Zonal Railway(s).

6.0 Internal Procedure in Railway's field offices

6.1 PCCM and FA&CAO/TA of the originating Railway will have the authority to add/delete rail customers allowed to make payment of freight charges through the mechanism of e-payment. They will communicate this information together with details of the bank branch opted by them, account number, LC'/BG number and its validity period to CAO/FOIS for it to be maintained in the FOIS database.

6.2 A separate category of Railway Receipts (RR) called *E-RR*, which shall be Paid ERR, will be used under the E-payment scheme. Para 1442(d) of Indian Railway Commercial Manual Volume II shall stand modified accordingly. Similarly, Para 3.1 of Master Policy Circular No.2003/C&IS/FOIS/Progress dated 10.02.2004 issued on computerization of Railway Receipts(RRs) under the Terminal Management System(TMS) of FOIS shall stand modified as under:

Figure 4 in the 8" digit of RR number shall denote "Paid ERR issued against LC/BG coverage when no positive confirmation of collection of freight from bank is received', figure 5 in the 8" digit of RR number shall denote 'Paid ERR issued against LC/BG coverage when insufficient fund message is received from bank" and figure 6 in the 8" digit of RR number shall denote 'Paid ERR issued against normal freight transaction through party's account'.

6.3 Under this scheme, the goods clerk will give a command to the system to prompt the bank for collection of freight charges through E-payment system. The bank on receipt of such an advice through TMS will collect funds from customer's account and electronically credit the same to Railway's account during business hours or at the start of the next business day if such a transaction takes place after close of business hours.

6.4 Normally, a request from FOIS to the Bank for electronic payment will be responded within 150 seconds. In cases where this time limit is exceeded. Procedure outlined in the Section dealing with Para 8 'Procedures in case of Exigencies' will be invoked.

6.5 The command requesting collection of freight against a particular transaction will include its complete details viz. invoice number, date of loading (i.e. date of generation of invoice number by the system). station from, station to, commodity, names of consignor and consignee, freight charges due, name and code of the bank, LC/BG number with validity period and system's date and time of triggering this task to the interface device between TMS and the bank.

6.6 After successful collection of the requisite amount, the bank will communicate its confirmation in an encrypted form including all the booking details viz. invoice number, date of loading (i.e. date of generation of invoice number of TMS), station from, station to, commodity, names of consignor and consignee. freight charges credited and to be credited to the designated account of the PFA of the originating loading station, name and code of the bank and system's date and time of effecting this transaction to the CRIS Interface, which in turn will communicate these details to the loading point through TMS.

6.7 At the loading point (TMS device location), the system will display a message confirming successful completion of transaction to the terminal operator.

6.8 Transaction 1D given by the Bank, FOIS transaction time. Customer Code, LC/BG number, validity period of LC/BG. Customer Bank branch and Branch code, Railway's Bank Account Number, Bank's name and Branch Code shall be printed on RR generated through E-Payment.

6.9 If a positive confirmation of collection of freight charges from bank is received in response to a transaction for collection of freight charges. TMS will permit issue of a 'Paid ERR'. In situations when no confirmation of transfer of fund is received from the bank due to technical/network failure etc. and/or when bank sends a message of insufficient fund, then also Paid ERR will be issued, however, this will be restricted up to the total amount of the LC/BG. The full amount of the RR shall be collected either through e-payment or conventional method. In no case the amount of RR should be split between two modes of payment. In case e-payment is not facilitated for whatever reasons, then rules regarding conventional mode of payment shall be followed. (Extant guidelines regarding issue of RR under conventional mode of payment is given vide Rates Circular No.2 of 2017 and as amended from time to time)

The customer and Bank shall monitor the case of "Paid ERRs issued against L.C/BG" and ensure immediate crediting of the amount against such Paid ERRs in Railway's bank account, failing which Commercial and associate Finance Departments of concerned Zonal Railway may initiate suitable action for its realization by encashing the LC/BG bond.

Zonal Railway shall monitor all cases of 'Paid ERRs against LC/BG in case of insufficient fund message from bank' at the apex level for expeditious recovery of dues and its timely updation in the system. If need arise suitable action may also be initiated for realization of dues by encashing LC/BG bond as per extant guidelines.

6.9.1 In cases of wrong messages being exchanged by the nodal bank server, with the CRIS server, the customer can hold the nodal bank responsible in its position as a signatory to the Tripartite Agreement. CRIS has advised following accepted codes to all banks -

Response code	Remarks /description	Server	RR status
00	Successful	Bank	Paid ERR
03	Insufficient funds	Bank	Paid ERR up to rupee amount of LC /BG
-1	Bank system error	Bank	Paid ERR up to rupee amount of LC /BG
-2	Bank network error	Bank	Paid ERR up to rupee amount of LC /BG
1	FOIS system error (contact OCC *)	FOIS	Paid ERR up to rupee amount of LC /BG
2	FOIS network error (contact OCC *)	FOIS	Paid ERR up to rupee amount of LC /BG

*OCC - Operations Control Centre of FOIS(CRIS)

Any other message(remarks/description) other than the listed above will be treated as 'insufficient funds' message with response code '03° and will lead to generation of *Paid ERR up to rupee amount of LC/BG'. Zonal Railways are requested to inform in writing to all the concerned banks and customers of the same.

6.10 If no message is received from the Bank within 150 seconds for any reason whatever, then system will issue a Paid E-RR subject to conditions laid down in Para 8 'Procedure in case of exigencies'.

6.11 The Bank shall generate a daily list of transactions incorporating all details given in Para 6.5 above which shall be sent to Focal Point Branch (FPB) of the Banker of the originating Railway and "Remittance into bank" section of HQ books section shall reconcile the transactions based on daily listing received through FPB and treasury remittance note (one earmarked copy of RR) received from Cash Office.

6.12 At the close of each day at 24.00 hrs, based on transaction messages received from TMS and the Bank, the Interface will generate a transaction-wise reconciliation report for the information of FA&CAO/TA and: CCM/FS of both originating and terminating Railways. FA&CAO/TA and CCM/FS of the respective Zonal Railways will also get a daily statement from TMS in respect of station-wise successful transactions made on each day up to 24.00 hours on the previous day for re-conciliation with the Bank's statement. Copy of these statements will also be given to the .e-payment customer, viz. consignor/consignee/authorized handling agent of the customer as the case may be, for re-conciliation at their end. However, reconciliation procedure for remittance into bank transaction in the Book Section shall be as per FPB scheme as per Para 6.11 above.

6.13 Electronic payment system will be a 24x7 facility under which transactions will be made round the clock and on all the days of the year.

Freight received till the close of the business hours of the Bank branch (to be specified in the Tri-Partite Agreement) under this arrangement shall be accounted for on the same working day for the purpose of financial settlement between the Bank and Railways. However, payments received electronically after the close of business hours of the Bank branch would be credited to the designated account of PFA of the originating Railway in the next working day's receipts.

6.14 After entering into the agreement for E-payment of freight. Railway will be entitled to claim and recover from the Bank issuing LC/BG funds equal to the amount of the LC/BG at any time towards freight charges recoverable. Modalities regarding filing such claims by the Railways and payment towards them by the bank, period of validity of LC/BG as well as other details in this regard should be incorporated in the Tripartite Agreement.

6.15 The bank will function in accordance with the FPB scheme for reporting, reconciliation and settlement of such transactions. which will also be incorporated in the Tripartite Agreement.

6.16 In case of opening of pooling account, guidelines issued vide Board's letter No. 2007/AC-H1/45/12 dated 16.01.08 & 21.01.08 (and amendments issued from time to time) may be followed (Annexure-A &B).

6.17 Zonal Railways will furnish the data as prescribed in Annexure-C to CRIS/FOIS along with the copy of Tripartite Agreement to commission E-payment.

6.18 A copy of payment advice will be generated from the system which shall be dispatched by the station to cash office along with cash remittance note and will be treated as challan. A copy of the revised format of payment advice for E-RR is enclosed at Annexure-D.

7.0 Procedure in Accounts

7.1 Cash office shall treat the payment advice. issued in terms of Para 6.18 as TR note for the purpose of accounting and reporting.

7.2 In Traffic Accounts office. the present practice of checking the credits taken by stations in their balance sheet for bank remittances with reference to cash check sheet prepared by cash offices shall continue. Likewise, the practice of reconciliation of remittances into bank being done with the daily scrolls and date wise monthly statements received from FPB and that of latter with the clearance memo received from RBI, CAS Nagpur shall continue. There shall be a Bank system generated daily statement stating details of the total freight accrued, total freight credited on that day and amount to be credited on the next working day. These daily statements should be available on TMS for information concerned and reconciliation by Traffic Accounts office.

7.3 The amount of freight so collected by the Bank shall be settled with RBI, CAS Nagpur in line with the applicable procedure/guidelines as may be prescribed by RBI from time to time.

8.0 Procedure in case of exigencies

8.1 Paid E-RR can be issued in case there is a failure of communication between the FOIS, CRIS and Bank server either before any transaction details can be sent to the bank or after a transaction message is sent for payment and consequently no confirmation for transfer of fund or otherwise is received at the TMS location.

8.2 deleted

8.3 TMS will maintain a 'Payment Pending List'. Payment Pending List shall indicate all the transactions related to the freight amount due to Railway on account of 'Paid ERRs issued without a positive confirmation from the Bank' and "Paid ERRs issued on account of insufficient fund message from the Bank'. TMS should also maintain separate RR- wise details for the following types of transactions which should be annexed to the Station Balance Sheet: (1) "Paid ERRs after confirmation of payment from bank". (ii) "Paid ERRs without positive confirmation of payment from bank up to rupee limit of LC/BG*" (iii) "Paid ERRs on account of insufficient fund message from bank up to rupee limit of LC/BG". (iv) "Paid ERRs issued under conventional mode of payment'.

8.4 TMS will ensure that the cumulative online Rupee amount indicated in the Payment Pending List must never be allowed to exceed the amount of LC/BG.

8.5 A facility would be provided to send a system generated alert message whenever possible to the concerned authorities (specified in the Tripartite Agreement) both by Bank and FOIS systems. The goods clerk/System will send request for E-payment to Bank every hour till fund collection advice*(successful transaction message) is received from the Bank. The corresponding transaction, thereafter, will be taken off the Payment Pending List duly adjusting the corresponding on- line balance Rupee amount of LC.

8.6 In case there is a failure at the system end either for Bank or for FOIS servers, likely rectification time, whenever practical, should be indicated either through email or telephone to the concerned authorities listed in the Tripartite Agreement.

8.7 In case a consignment is booked under e-payment scheme, diversion or dump depot booking of such consignments shall not be made till the relevant software is ready. Till that time, such transactions will have to be accounted for manually.

8.8 If the TMS device of the loading point fails to function at any stage, the Sr. DCM of the division, over which the loading station lies, will ensure that the requisite data are fed in the system through the proxy reporting from the adjoining location or divisional control office and that the RR is generated in TMS system and freight collected through e-banking well in time. However, RR will be printed at the goods originating point only on restoration of normal operation. Such transactions will be accounted for in originating station's balance sheet.

8.9 In cases a failure is anticipated to last for more than five days, PCCM of the concerned Railway will be apprised and he will decide whether to declare this failure as a Prolonged Failure. If a failure is declared as a Prolonged Failure by the PCCM, E-payment facility will be discontinued and payment shall be arranged by the Customer as per conventional system. In all such cases, E-payment system will be reintroduced through a notification by the concerned PCCM based on a written certification by the Bank and CRIS/FOIS.

8.10 In case limit of rupee amount of LC/BG has been fully exhausted, then E-payment facility will be automatically discontinued and payment shall be arranged by the Customer as per conventional system. In all such cases, E-payment system will recommence after availability of necessary rupee amount for processing subsequent RRs.

9.0 Withdrawal/Termination

9.1 In case of frequent system failures leading to lack of communication between the TMS and the Bank, the electronic payment facility will be withdrawn in respect of such party by the Railway and manual system of payment shall be introduced. Railways will give a notice of 14 days from the date of issue to the party and the bank before terminating the tripartite Agreement. Termination of Tripartite Agreement can also be done either by the consignor or the bank after giving a similar notice of 14 days.

10.0 Miscellaneous

10.1 Any other master policy circular issued for implementation of Terminal Management System (TMS) shall be read in conjunction with this circular.

10.2 deleted

10.3 A team of two officers representing the Commercial and the Accounts Department should be nominated by the Zonal Railways to CAO/FOIS/CRIS office for operationalisation of E-payment with at least one customer.

10.4 Zonal Railways have evolved their own standard E-payment agreement duly keeping in view the extant guidelines and local needs as well as requirement of their customer(s) and bank(s). As regards, inclusion of

arbitration clause in the agreement it has been advised that prevailing law on arbitration may be followed.

10.5 CRIS has developed and implemented F-Payment Agreement Configuration System (EPACS) for submitting e-payment agreement documents. Zonal Railways shall gradually shift towards electronic uploading of the e-payment agreement documents under EPACS module of FOIS/CRIS:

11.0 Quadripartite Agreement

11.1 Zonal Railways may also permit authorized handling agent of a customer to make e- payment of freight on his behalf on the basis of the request from the customer. For this purpose, a Quadripartite Agreement will be entered into between the Railway, the Bank, the Customer and the authorized handling agent of the customer (hereinafter referred to as Agent) in order to authorize the Bank to collect funds(freight charges) from the Agent's bank account maintained with them and transfer the same to Railways Account.

11.2 The customer shall also undertake to clear without fail all liabilities of its Agent, if his agent defaults in making such payment to Railways arising in terms of the agreement, as communicated by the Railways.

11.3 LC/BG will be furnished by the Agent.

11.4 On ERR, in place of 'customer's bank branch', "Agent bank branch" will be printed, besides 'Agent code' (along with "customer code") and other details as per Para 6.8.

11.5 In case of discontinuation of e-payment facility as per Paras 8.9 and 8.10, payment shall be arranged by the Agent as per conventional system.

11.6 Termination of agreement can be done either by the Railway or customer or the bank or the Agent as per Para 9.1.

11.7 All other provisions prescribed in the preceding Paras including the methodology for calculating the amount of LC will continue to apply unchanged for Quadripartite Agreement.

11.8 There is no restriction for E-payment through single bank account by a customer. If an Agent desires to make e-payment through single bank account for his multiple customers, he may be allowed to do so if the bank agrees for the same. However, the Agent will have to execute distinct quadripartite E-payment agreements and submit distinct L.Cs/BGs for each of his customers.

12.0 Permission to Private Bank and Foreign Bank

12.1 On request of rail customer, Zonal Railway may permit participation of Private Bank/Foreign Bank under e-payment system as per the guidelines given in Para 11.0 above.

12.2 Under this system, the Private Bank/Foreign Bank will open a distinct and dedicated current account with Nationalized/Public Sector Bank having approved accreditation with Railways thereafter referred to as Bank) in respect of the rail customer. Private Bank/Foreign Bank will act as an agent of the rail customer and will prefund the dedicated current account of its rail customer maintained with Nationalized/Public Sector Bank. LC/BG will be issued by the Bank on behalf of the rail customer.

13.0 E-payment system in case of Road Railer

13.1 Road Railer namely M/s Kirloskar Pneumatic Co. Ltd.(KPCL) may be allowed the E- payment facility as per Para 3.3.1 above for movement of their Road Railer trains.

14.0 Single agreement E-payment System in case of AFTO

Single agreement E-payment facility with base terminal Railway may be permitted to Automobile Freight Train Operators (AFTOs) as per the modalities prescribed below. They will be permitted to make e-payment under single agreement for automobile loading in all types of stock (other than AFTO's rakes also).

1. The AFTO will sign one e-payment agreement with base terminal Railway known as nodal railway for all the terminals/locations over all Indian Railways. AFTO would be permitted to operate a single bank account for transfer of freight charges via e-payment system.

2. The originating earning will be credited to the originating Railway's bank account by AFTO's bank and electronic payment advice thereof will be generated at the booking terminal as per e-payment scheme.

3. AFTO would provide LC/BG in favour of nodal Railway. LC/BG amount will be determined on the basis of the total traffic generated by the AFTO over the entire IR system as per extant e-payment policy. ERRs will be issued accordingly.

4. The nodal Railway shall monitor the status of Railway Receipts/payments, and take action for recovery of due payments as per extant policy guidelines. Nodal Railway (Commercial and Finance departments) must issue a procedure order for the same.

5. Any administrative action against the customer shall be taken by nodal Railway, as per the advice from concerned affected Zonal Railway.

All other guidelines stipulated in this circular shall continue to apply unchanged.

ELECTRONIC TRANSMISSION OF RAILWAY RECEIPT (ET RR).

(PCCM COMMERCIAL CIRCULAR No.180 OF 2019)

(Authority: - Railway Board Rates Circular/eT RR/2019/0 dt 29-08-2019.)

Sub: Electronic Transmission of Railway Receipt (eT-RR) eT-RR

1.0 E-TRR

The scheme of eT-RR provides facility for transmission of Railway Receipt to rail users electronically through TMS/FOIS.

2.0 PRACTICE

Presently, Railway Receipt (RR) is prepared at the forwarding station after completion of loading through TMS. Four foils are printed namely Receipt (RR), Transit Invoice, Accounts Foil and Record Foil. RR bears the signature of goods shed staff. Its electronic image can be viewed at the destination by goods shed staff in the TMS. RR printed (on pre-printed stationery) is given to the rail customer (viz. consignor), who further transfers it to the consignee through post or courier. Endorsement of RR is done manually. At destination station, delivery of consignment is given on surrender of original RR by customer duly taking signature of the invoiced or endorsed consignee(s) on the delivery register.

3.0 CONCEPT OF eT-RR

Electronic transmission of Railway Receipt (eT-RR) envisages a user friendly and paperless transaction system wherein RR will be transmitted electronically to rail customers. Customers (consignor and consignee both) wishing to avail this facility will have to pre-register themselves as per the procedure laid down for registration of demand for wagons electronically (e-RD) through FOIS. At the time of booking, the customer may opt for eT-RR. After completion of loading, eT-RR will be generated in the system, which can be accessed by the customer on FOIS. The consignor will be able to transfer the eT-RR to registered user of his organization or to invoiced consignee(s) through FOIS. Delivery of consignment will be given on e-surrender of eT-RR by the consignee as per the procedure prescribed below. The procedure of e-surrender will also be applicable in case of rebooking/diversion. Detailed guidelines are contained in this circular.

4.0 REGISTRATION OF CUSTOMER

Rail customers wishing to avail the facility of electronic transmission of Railway Receipt (eT-RR) would be required to pre-register themselves (consignor and consignee both) as per the procedure laid down for registration of demand for wagons electronically (e-RD) through FOIS.

5.0 **PROCEDURE FOR GENERATION AND TRANSMISSION OF eT-RR**

5.1 At the time of booking, registered customer will have to opt for issue of eT-RR and this option will be captured in the system.

5.2 After completion of loading, eT-RR would be generated and transmitted through FOIS. Goods clerk will continue to be responsible for correct preparation of RR as per extant guidelines. Once eT-RR is generated and freight charges are collected, no correction will be permitted in it. It is, therefore, mandatory for Goods clerk to carry out correction(s), if any, before collection of freight and transmission of eT-RR. Zonal Railways should ensure that all steps are taken to educate the Goods clerks so that the system of manual corrections of RR is eradicated well before the implementation of eT-RR as manual correction(s) will no longer be possible. Commercial officers of Zonal Railways shall ensure accurate and regular updation of source data in the system(TMS/FOIS).

5.3 eT-RR will capture the (i) name and designation of the Goods clerk issuing the eT-RR, (ii) time of transaction and (iii) location of transaction. The present practice of an omnibus password for TMS for all the goods clerk posted at a location should be immediately discontinued since the eT-RR system needs to capture the name of the goods clerk preparing the eT-RR.

5.4 In case where more than one RR is issued for a rake, all such RRs should either be eT-RRs or normal: RRs i.e. those issued on preprinted stationery. A combination of the two is not permitted.

5.5 As and when eT-RR is generated, a system generated message (containing the unique Freight Number Record viz.FNR No.) will be sent to the consignor on registered email id and/or SMS to registered mobile number stating that it can open and view the details of eT-RR.

5.6 System will also send a PDF copy of eT-RR to the consignor. The consignor can take a print of the eT-RR(PDF format) for the purpose of record. The eT-RR will carry a disclaimer stating that this is a system generated statement for the purpose of record only.

6.0 **PROCEDURE FOR VIEWING, TRANSFER AND SURRENDER OF eT-RR BY CONSIGNOR**

6.1 Procedure for viewing eT-RR:

For viewing the eT-RR, the consignor shall login the e-demand module on FOIS using his user ID and password and choose eT-RR icon. The system will direct him to fill the FNR No. and the password. On entering the same, the consignor will be able to view the details of eT- RR. The consignor will be directed to choose any one of the following options:-

- A) transfer of eT-RR to any of the registered users of his organization or to the invoiced consignee.
- B) surrender of eT-RR to railways for issue of supersessional RR.

6.2 Procedure for transfer of eT-RR to any of the registered users of his organization or to the invoiced consignee

A) The consignor will be able to transfer the eT-RR through the FOIS system only. For this, he will need an OTP which will be sent by the system after the request is made.

B) As and when eT-RR is transferred, a system generated message (containing unique FNR No.) will be sent through email/SMS to the consignee/registered user of consignor's organization, as the case may be, stating that it can open and view the details of eT-RR on FOIS system. A confirmation message of 'successful transfer' will also be sent to the consignor.

6.3 Procedure for surrender of eT-RR for the issue of supersessional RR

A) For surrender of eT-RR for the issue of supersessional RR, consignor will need to choose that option and will need an OTP which will be sent to him once the request is made.

B) On successful e-surrender, a Transaction slip will be generated by the system which shall contain an unique Transaction ID as well as the transaction details like RR number(s), time and location of surrender, name and ID details of consignor or his authorized agent (whose name, ID card type and number will need to be entered), station where it has been surrendered etc. A message to the effect, that the transaction is successful, will be sent to the Consignor on his registered e-mail id and registered mobile number. A pop up message will also appear on the TMS screen of the concerned station.

C) The consignor/authorized agent will need to print the Transaction Slip and approach concerned Goods clerk along with print of eT-RR(PDF copy supplied by the system) for issue of supersessional RR, Goods clerk will enter the Transaction ID into the system and complete the task of diversion. The Goods Clerk will, thereafter, issue a supersessional RR on pre-printed stationery i.e., supersessional eT-RR will not be generated.

7.0 PROCEDURE FOR VIEWING, TRANSFER AND SURRENDER OF eT-RR BY CONSIGNEE

7.1 Procedure for viewing eT-RR

After receipt of message of successful transfer of eT-RR, the consignee shall login to the e- demand module on FOIS using his user ID and password and choose the eT-RR icon. The system will direct him to fill the FNR No. and the password. On entering the same, the consignee will be able to view the details of eT-RR. The consignee will be directed to choose any one of the following options:-

A) Transfer of eT-RR to any of the registered users of his organization.

- B) Surrender of eT-RR to railways- (i) for taking delivery of the consignment or (ii) for rebooking of consignment or (iii) for issue of supersessional RR

7.2 Procedure for transfer of eT-RR to any of the registered users of his organization:

- a) The consignee will be able to transfer the eT-RR through the FOIS system only. For this, he will need an OTP which will be sent by the system after the request is made.
- b) As and when eT-RR is transferred, a system generated message (containing unique FNR No.) will be sent through email/SMS to the registered user of consignee's organization, stating that it can open and view the details of eT-RR on FOIS system. System will send a PDF copy of eT-RR to the consignee. A confirmation message of 'successful transfer' will also be sent to the consignee.

7.3 Procedure for surrender of eT-RR to railways for the purpose of delivery/rebooking/issue of supersessional RR

- a) For surrender of eT-RR, consignee/registered user of his organization will need to choose that option and will need an OTP which will be sent to him once the request is made. He will surrender the eT-RR by choosing the requisite option viz.(i) for taking delivery of the consignment or (ii) for rebooking of consignment or (iii) for issue of supersessional RR.
- b) On successful e-surrender, a Transaction slip will be generated by the system which shall contain an unique Transaction ID as well as the transaction details like RR number(s), time and location of surrender, name and ID details of consignee or his authorized agent (whose name, ID card type and number will need to be entered), station where it has been surrendered etc. A message to the effect, that the transaction is successful, will be sent to the consignee on his registered e-mail id*and registered mobile number. A pop up message will also appear on the TMS screen of the concerned station.
- c) The consignee/authorized agent will need to print the Transaction Slip and take the same to the concerned Goods clerk for the purpose of delivery/rebooking /issue of supersessional RR along with a print out of eT-RR (PDF format supplied by the system).

8.0 PROCEDURE FOR GIVING DELIVERY/REBOOKING OF CONSIGNMENT/ISSUE OF SUPERSESSIONAL RR BY GOODS CLERK

8.1 Procedure for delivery of consignment

- a) Delivery of consignment will be given to the person, who produces the transaction slip along with the print out of eT-RR(PDF format supplied by the system) to the goods clerk. The goods clerk will match the identification details of the person as captured in the FOIS/TMS.
- b) Goods clerk will fill in requisite details in the delivery option provided in the system. Once Goods clerk submits delivered option, a 'successful delivery' message will be sent by the system to the consignee by email/SMS.
- c) Goods clerk will also keep the print out of the e-surrender Transaction slip in record and obtain signature of the person taking delivery in the Delivery register duly mentioning the Transaction ID.
- d) At the time of delivery, goods clerk will check the correctness of eT-RR and collect any amount due as per extant rules. System will provide the facility to capture the details of such recovery and its linkage with the concerned eT-RR.
- e) Where railway administration delivers the consignment to the person who produces the e- surrender Transaction slip alongwith the print out of eT-RR (PDF format supplied by the system), it shall not be responsible for any wrong delivery on the ground that such person is not entitled thereto or that the transfer/surrender of eT-RR is forged or otherwise defective.

8.2 Procedure in case of partial delivery

In case when delivery of consignment has been withheld by railway administration and/or partial delivery of consignment is given, Goods clerk will put relevant remarks in the column provided in the e-surrender Transaction slip. After matching RR details captured in the FOIS/TMS, Goods clerk will sign and stamp the transaction slip as well as the print out of eT-RR (PDF format supplied by the system) and give it to the person taking delivery. A copy of transaction slip with relevant entry will also be retained by the goods clerk for record.

8.3 Procedure in case of rebooking of consignment

When consignee/authorized agent approaches concerned Goods clerk for rebooking of consignment along with the print out of Transaction Slip and PDF copy of eT-RR, Goods clerk will enter the Transaction ID into the system and complete the task of rebooking. The Goods Clerk will, thereafter, issue a normal RR on pre-printed stationery i.e., fresh eT-RR will not be generated in the case of rebooking. '

8.4 Procedure for issue of Supersessional RR

When consignee/authorized agent approaches concerned goods clerk along with the print out of Transaction Slip and PDF copy of eT-RR for issue of super-sessional RR, Goods clerk will enter the Transaction ID into

the system and complete the task of diversion. A message will be sent by the system to the TMS at originating station that the eT-RR has been surrendered for the purpose of issue of supersessional RR. The goods clerk of originating station, on receipt of such message, will issue a supersessional RR on pre-printed stationery i.e., supersessional eT-RR will not be generated.

9.0 GENERAL

9.1 Accounts Foil of eT-RR will be transmitted to concerned Traffic Accounts office and retained in electronic form. Record Invoice will be retained in electronic form in the system of originating station. The foil intended for destination will be transmitted in electronic form and goods clerk will be able to open and view its details.

9.2 In place of Transit foil, the system will provide the facility of viewing eT-RR details, as and when required, by Tax authority of respective State Government/Central Government.

9.3 CRIS will also provide the facility of viewing eT-RR details, as and when required, by the Service Tax authority.

9.4 In case of technical error (like system breakdown or network failure) when eT-RR could not be generated or transmitted, the normal RR on preprinted stationery may be given to the customer after Goods clerk has obtained due permission from Sr.DCM/DCM in charge who will in turn take due confirmation from CRIS.

9.5 System will provide Zonal Railways the facility to view transaction log for each transaction on real time basis.

9.6 All extant guidelines pertaining to RR will continue to apply in the case of eT-RR to the extent modified by this circular.

9.7 Applicability

(a) eT-RR is applicable for all freight traffic, including container traffic, except iron ore. Orders for iron ore traffic shall follow.

(b) eT-RR is applicable for multiple RRs.

(c) eT-RR is applicable for the freight traffic originating from one station/siding by a single consignor. It is also applicable to traffic originating from more than one station and/or siding and/or by multiple consignors, for which following may be noted-

i. Provision exists under e-RD module for multiple consignees wherein the registered customer(consignor) can place e-demand with multiple forwarding notes for different consignees.

ii. As regards multiple consignors under e-RD, Divisional Railway Authority can club more than one mini rake/piecemeal demands

(including demands of multiple consignors and demand from multiple originating stations) to form a rake demand.

9.8 Zonal Railway must make all efforts to motivate all of its freight customers to get them registered in e-RD module of FOIS and to opt for eT-RR, in place of physical RR.

10.0 ROLE AND RESPONSIBILITY OF FOIS/CRIS

- i. CRIS to develop the software for eT-RR and issue secured unique User ID and password for each staff of each goods shed office dealing with the preparation of RR and delivery of consignment. The system should be built in with the features to ensure that all transactions are done in a secured way. The responsibility for obtaining User Id and password from CRIS for all goods staff dealing with the preparation of RR and delivery of goods will lie with the concerned Zonal Railway.
- ii. eT-RRs will be issued under different code/series, and will have distinct colour code in TMS.
- iii. Details of surrendered RRs are already available for viewing by TA office in FOIS module. Now, details of surrendered eT-RR details will also be available in the same format with a filter for eT-RRs.
- iv. All requisite MIS reports shall be made available for Commercial & Accounts officials.
- v. Till the system stabilizes, provision for printing PDF copy of eT-RR by TA office will be available; if so required for internal checks and records as per codal provisions.
- vi. FOIS will prepare detailed action plan and monitor its implementation on day-to-day basis. It will organize training program for field officials to facilitate smooth implementation of eT-RR.
- vii. As and when TAMS will be implemented, the details of eT-RRs will be shared with TAMS through EDI and be shown in the Error Sheet Module(ESM); as is being done for other RRs. A filter may be provided in the ESM for eT-RRs.
- Viii. After launch of claims module, integration of it with TMS shall include provision flagging of eT-RRs against which refund has been processed/passed by Accounts Department.

11.0 SECURE IMPLEMENTATION AND RECONCILIATION OF eT-RR

Secure implementation of eT-RR, protection of user IDs etc. will be done as per the instructions issued by C&IS Directorate and reconciliation of eT-RR will be done as per the guidelines prescribed by Accounts Directorate of Railway Board.

GUIDELINES REGARDING REGISTRATION OF DEMAND FOR WAGONS ELECTRONICALLY (E-RD) THROUGH FOIS WEB PORTAL

(Ref: Rates Master Circular/e-RD/2 19/0 dated 11/11/2019)

1.0 The scheme of e-RD provides a facility to rail users to register demand for wagons electronically through FOIS web portal.

2.0 PRACTICE:

Customers wishing to transport their goods by rail submit a Forwarding Note to the Goods Clerk with the following particulars filled in viz.. (a) Name and address of the Consignor. (b) Name and address of the Consignee(s). (c) Description of commodity. (d) Number of articles, (e) Quantity in tonnes, (f) Number of wagons, (g) Type of wagons. (h) Station from, (i) Station to and. (j) via. The Goods clerk having satisfied himself that the demand can be registered, collects the Wagon Registration Fee (WRF). where applicable, and enters the particulars in the wagon demand/priority register maintained at the station or the goods shed. This requires the customer to physically visit the goods shed which is a tedious and time consuming job.

3.0 CONCEPT OF e-RD

The tremendous progress in Information and Communication Technology has now made it feasible to introduce registration of demand through web that is expected to make the process of registering demand for Wagons simpler. convenient. speedier and transparent. This has been done by enabling on the web an electronic demand note. The electronic demand note is nothing but that part of the forwarding note which is currently used for registration of demand. For availing the facility of registering demand through web, all prospective customers shall be required to register and verify themselves on the e- Demand module of FOIS website as per the procedure laid down in para 5.0 below.

However, for those customers not opting for the electronic registration of demand, the existing system of registering of demand for wagons manually at the goods shed/siding will continue, wherein on the presentation of the forwarding Note in physical form by the customer, the goods clerk will key in the details in the Terminal Management System (TMS) as per current procedure and will collect Wagon Registration Fee (WRF) where applicable. TMS would generate a demand number. forwarding note number. priority number which will be advised to the party by the goods clerk in confirmation of having registered the demand. It may be noted then that instead of the Goods clerk maintaining a physical priority cum demand register at the goods shed, the same will be now done by the system.

4.0 ATTACHMENT OF PRINTED COPY OF ACKNOWLEDGEMENT WITH FORWARDING NOTE

It may be noted that for all cases of web registration of demand, on completion of loading, the customer shall attach with the Forwarding Note, a printed copy of the system generated document received by him in acknowledgement of successful registration of demand. For those not registering their demand through web, the existing system will continue.

5.0 REGISTRATION OF CUSTOMERS AVAILING e-RD FACILITY

5.1 Customers wishing to avail the facility of electronic demand registration (e-RD) is required to pre-register themselves on the E-Demand module on the FOIS website (www.fois.indianrail.gov.in) and get their credentials verified by the Railway administration by presenting the relevant documents in original to the office of the Sr. DCM of any division close to the customer, for final registration.

5.2 **Pre-Registration:** The customer on selecting the e-Demand link on FOIS website, would be directed to the log-in screen, where he has to follow the procedure given below:

- Select the 'new-user' option.
- Fill in the 'registration form' giving name, email id, phone numbers, basic details of representing organization, TIN number/Service Tax Registration number/GSTIN, details of ID card, PAN card and/or Aadhar Card, authorisation letter from the organisation etc.
- Upload these documents on the site and submit the same.
- Will receive an 'activation link', customer registration ID and date of registration through email at the email address submitted by him.
- Will also receive a 'six digit verification code' through SMS on the registered mobile number.
- Customer to open his email account and select the link which will redirect him to the "Activate Your Account" webpage of the e-Demand module and enter the verification code (sent on his mobile as SMS) and submit.
- The system shall validate the verification code and Customer Registration ID and on validation display a message on the screen requesting the Customer to approach the competent Railway authority for completion of verification process as a step towards customer registration.

5.3 **Registration:** Sr. DCM is the competent authority for conducting the verification of the customer. CRIS will provide Sr. DCMs a user-ID and password for undertaking the process of verification of the customers.

5.3.1 Customer who has successfully completed pre-registration has to visit the Sr. DCM's Office with all the supporting documents uploaded in original and entered in the registration form, for final verification. within fifteen (15) days of registration.

5.3.2 Customer shall also convey the Unique Registration ID and Registration Date to the nominated Railway Officer/Sr.DCM's office which customer has received on his e-Mail/ Mobile Number while completing the Pre-Registration process.

5.3.3 Sr. DCM after logging into the system shall opt for the User verification menu and input the Registration ID and the date of Registration of the specific new Customer and submit. He then shall be able to verify the details entered / uploaded by the Customer with the Original Documents brought by the Customer for Verification.

5.3.4 On physical verification of the documents Sr. DCM shall Confirm/Reject the registration of the customer. In case of Rejection by Sr. DCM's office the customer shall get a message on his email ID/mobile no. with a remark that verification not successful for reasons as given by Sr. DCM.

5.3.5 After successful verification. the Railway User (Sr.DCM) shall input the applicable commodity type (Coal or Others) and Customer category (Consumer and/or Endorsee) for the Customer.

5.3.6 Sr.DCM shall also provide a convenient User ID for the specific Customer (by default the system shall display Customer's given email ID as User ID). After inputting all the above details, the Railway User (Sr.DCM) shall submit the details. The system shall save all the details of the customer as verified.

5.3.7 The customer will receive User ID as specified by Sr.DCM through e-mail.

5.3.8 The customer shall receive an SMS on his registered mobile number containing User ID and OTP (One Time Password) for first login into the e-Demand system module.

5.3.9 On first log-in, the customer has to mandatorily change his password which would complete the Customer registration and verification process.

6.0 PROCEDURE FOR SUBMISSION AND SANCTION OF SPONSORED TRAFFIC Procedure for submission and sanction of sponsored traffic is given in Annexure-1.

7.0 PROCEDURE FOR E-DEMAND REGISTRATION

7.1 Authorized Users shall login to the e-Demand module of FOIS Website with the credentials provided by the system. For demand registration against sanctioned program, the User (Consumer/Consignor of the Sanctioned Program) shall select the Sanctioned Program in the Application and register the e-Demand against the same.

In case of General Customers (non-Sponsored Traffic), the Consignor shall directly register the e-Demands in the System.

7.2 Registration of e-Demand shall be a two-step process:
Saving the e-Demand Details: After all the details are entered by the User he shall submit the details for saving. In case of non-acceptance of an e-Demand owing to some validation failure, the system shall show a pop-up message to the user mentioning the details of the same. In case all the details of the e-Demand are in order, the system shall save the e-Demand in the system and generate an e-Demand Reference Id and an OTP and send the same to the registered Mobile Number of the Customer for confirmation of e-Demand in the system.

Confirming the e-Demand using the e-Demand Reference Id and providing the OTP sent to his registered Mobile Number and Payment of WRF where applicable.

7.3 Once the WRF is collected, if due, the e-Demand shall be registered in the System and the Demand Number, Forwarding Note Number and the Priority Class and Number shall be displayed to the User.

7.4 Customer shall receive a PDF-document at his registered email ID, which will contain all the details filled in by him as well as the demand number, forwarding note number, priority class and number, and time and date of registration.

8.0 PROCEDURE ON COMPLETION OF LOADING

On completion of loading, the e-demand customer shall attach with the Forwarding Note, a printed and signed copy of the document received by him in acknowledgement of successful registration of demand. Unless and until, the document is submitted to the Goods Clerk, RR shall not be prepared for that e-Demand in FOIS Application.

10.0 PROCEDURE FOR COLLECTION OF WAGON REGISTRATION FEE:

Wagon Registration Fee (WRF) will be charged from the customers as per extant guidelines at the time of registration of demand, The procedure for collection and refund of WRF is given in the table below:

9.1	Collection of WRF in case of customers who have entered into a tripartite agreement with Railways and Banks for e-payment of freight	
9.1.1	In case of customers who maintain a lump-sum account with Railways	Deduction and refund of WRF will be done as at present
9.1.2	In case of customers who have been exempted from paying WRF	No action is necessary
9.1.3	In case of those customers who neither maintain a lump sum account nor are exempted from paying WRF and hence pay WRF normally at the station	ZR shall take action to modify the existing tripartite agreement to cover WRF also so that WRF can be debited & credited from and to customer's e-payment account.*
<p>For this category of customers, CRIS has taken steps , using the existing e-payment of freight gateway, to enable (a) collection, (b) refund and (c) adjusting the WRF in the freight payable so that the issue of refund does not arise. Procedure for verification, reconciliation and accountal of this process will be advised after CRIS has developed the required software module. However, till such time that that the necessary modifications in the software regarding Refund and Adjustment process are completed, the payment for WRF will be through IRCTC payment gateway as laid down in Para 9.2.3 below</p>		
9.2	Collection of WRF for customers who have not entered into a tripartite agreement with Railways and Banks for e-payment of freight	
9.2.1	Customer registering demand at the goods shed by physically submitting the forwarding note	WRF to be paid by either cash or Demand draft. Refund of WRF will be done manually as per extant practice.
9.2.2	For those customers who maintain a lump sum deposit at the goods shed and wish to register their demand through the FOIS web portal	Debiting and crediting the WRF amount from the lump sum deposit shall be done as at present **
	** CRIS will provide necessary linking of the lump sum amount maintained by the customer for enabling registering of demand through web.	
9.2.3	For those customers who wish to register demand through web but do not maintain a lump sum account	They shall be enabled to pay WRF using the IRCTC payment gateway***
	*** CRIS has developed a module for using IRCTC payment gateway. IRCTC has developed necessary infrastructure to manage the same with the banks and Zonal Railways. The same gateway shall be used for refunding the WRF also.	

9.3 Process for reconciliation of WRF when collected/refunded through IRCTC Payment Gateway is given in Annexure-2. CAO/FOIS shall monitor daily transaction and account of Wagon Registration Fee(WRF) under e-RD module for all Zonal Railways.

10.0 e-TRANSACTION CONFIRMATION FOR COLLECTION OF WRF

Where WRF is collected via electronic gateway, an e-transaction confirmation will be sent by the system on registered e-mail or SMS on registered mobile number of the customer.

11.0 COLLECTION OF FREIGHT FROM NON E-PAYMENT CUSTOMERS

Freight collection from all those customers, who have not entered into an e-payment agreement, shall continue as is being done currently.

11.0 TRAFFIC FOR WHICH e-RD WILL BE AVAILABLE

- (a) e-RD is available for all freight traffic including container traffic, except iron- ore.
- (b) e-RD is available for the freight traffic originating from one station/siding by a single consignor. It is not available for traffic originating from more than one station/siding and/or by multiple consignors.
- (c) e-RD is mandatory for the sponsored traffic mentioned in Annexure-I.
- (d) Freight traffic pertaining to Defence, Paramilitary, State Police forces, loco(railways), and foreign entities are specifically exempted from e-RD module.

13.0 INTERVENTION OF GOODS SHED STAFF

There shall be no intervention of goods shed staff in case of e-RD.

14.0 ASSIGNMENT OF PRIORITY BY SYSTEM

The system shall assign priority number and priority class in all e-RD cases

15.0 AMENDMENT IN GOODS TARIFF

For introduction of electronic registration of demand, Rule 201 of I.R.C.A. Goods Tariff No.41 Pt. Vol-1. has been modified as under:

201(1)(a) Registration of demands for wagons — All demands for dispatch of goods in wagon loads/train loads should be entered in the Wagon Demand Priority Register maintained at the stations of goods sheds open for booking of goods in wagon loads/train loads. The signature of the sender or his representative should be taken in the appropriate column provided in the register after duly filling in all the other columns. The prescribed registration fee will be paid by the sender or his representative at the time of

registration of demands for wagons. After the introduction of electronic registration of demand, the Wagon Demand/Priority Register shall be maintained by the Terminal Management System(TMS). In case of electronic registration of demand (e-RD), an acknowledgement confirming registration of demand offered by him as per the procedure laid down. Where registration of demand is done at goods shed/station by presentation of the Forwarding Note. the sender shall be advised by the demand cum priority number generated by the system by the goods clerk.”

201(2) A Forwarding Note duly filled in should be tendered by the sender at the time of demand for supply of wagons.” However, after introduction of electronic registration of demand, sender shall fill electronic Demand Note. available through the FOIS web portal for registering demand ' for supply of wagons. For this purpose, sender should have registered himself as per the guidelines defined from time to time.”

Zonal Railways may frame its own detailed guidelines as per Board’s letter No. TC- I /2012/101/1 dt.07.01.2013 (Annexure-4) and get the same implemented in TMS in coordination with CAO(FOIS).

16.0 AMENDMENT IN INDIAN RAILWAY COMMERCIAL MANUAL

For collection of WRF via an electronic gateway, the relevant revisions Indian Railway Commercial Manual(Vol-II) have been amended as under:

An additional sub-para (e) has been inserted in Para 1408 of Indian Railway Commercial Manual (Vol-II), as under:

"1408(e)- Where WRF is collected via electronic gateway, an e-transaction confirmation will be sent by the system on registered e-mail or SMS on registered mobile number of the customer.”

Following line has been inserted at the end of Para 1409(b) of Indian Railway Commercial Manual (Vol-II):

"1409 (b): Where WRF is refunded or adjusted via electronic gateway, an e- transaction confirmation will be sent by the System on registered e-mail or SMS on registered mobile number of the customer.”

17.0 IMMEDIATE STEPS BE TAKEN FOR REGISTRATION OF CUSTOMERS

Zonal Railways shall take Steps to register their customers for e-registration of demand. Technical issues, if any, may be sorted in coordination with CRIS.

MODE OF PAYMENT

All charges due are to be paid in cash except where under special circumstances, payment of fares, freight by cheques, bank drafts, credit notes or underweight only system is authorized by the railway administration.

Payment by cheques:

- Cheques may be accepted from MPs when traveling on ICCRP towards payment of difference of fares.
- It should be drawn in favour of F.A. & C.A.O. of the collecting railway.
- It should be crossed and endorsed as account payee only not negotiable and dealt with as other cash collections.
- The facility of making payments of freight charges through cheques may be granted by CCM on application to the civil departments of state and central governments.

Procedure:

- CCM will supply the list of names and designations of the officers authorized to issue cheques.
- It should be drawn in favour of chief cashier of the railways.
- It should be on a printed form and bear a crossing and endorsement "Account payee only - not negotiable".
- Separate cheques should be issued for each transaction.
- Commission charges should be included in the cheque and no cheque shall be accepted for passenger's fares.

Station master should ensure:

- Specimen signature tallies with the signature on the cheque.
- Details are recorded in a register.
- Money receipt is issued subject to realizations.
- Cheques are sent to cash office with cash remittance note daily.

Payment by bank drafts:

- A demand draft / banker's cheque / bankers pay order can be accepted at stations drawn on the local bank wherever the railway depositing account is opened.
- At stations where railway depositing account is not available, a demand draft / banker's cheque / bankers pay order can be accepted provided if they are drawn on a bank located at Hyderabad / Secunderabad.

Procedure:

- Draft should be of a scheduled bank and drawn in favour of FA&CAO.
- It should be crossed and endorsed as 'Account Payee only- not negotiable'.
- Charges if any to be realized should also be included

Station master should ensure:

- Details of the drafts are recorded in a register.
- Drafts are sent to cash office with cash remittance note daily.

Payment through credit note:

- This facility is given to the customers who are having adequate regular transactions with the railways.
- The party should pay a security deposit of an amount equivalent of average freight of 15 days transactions based on the average of previous 6 months.
- When such permission is granted by CCM, the station concerned will be advised with full particulars.
- A specimen signature of the person authorized to sign the credit note will be furnished to the stationmaster.

Station master should ensure that:

- Credit notes are issued on forms approved and supplied by the railways.
- Credit notes are signed by authorized persons.
- Credit notes allowed during a period does not exceed the limit fixed by CCM. If the limit is reached any subsequent transition should be in cash only.

Different kinds of credit notes:

- A firm credit notes as specified above.
- Military credit notes for traffic not required to be carried on warrants.
- Civil credit notes for traffic booked by military engineering service, directorate (Disposals organizations) and all civil departments of governments.
- Credit note for posts and telegraphs department for traffic booked by posts and telegraphs.
- Credit notes for railway departments for traffic booked by railway department by passenger trains for wharfage, demurrage and siding charges.

Procedure:

- Credit note should be tendered before dispatch / delivery of consignments.
- Full particulars should be furnished in the credit notes such as invoice number in case of freight charges, wharfage and demurrage charges.
- A register of credit notes should be maintained showing full details of the transactions of payment for which credit notes are tendered.
- Credit notes received by stations are sent to cash office along with daily cash as voucher.

Credit cards:

- Credit Cards Master / VISA cards are accepted against computer reserved tickets at nominated stations.
- Slips are sent on the following day to nominated bank who will issue a cheque / pay order. The cheque will be sent to cash office daily with cash remittance note.

RECTIFICATION OF ERRORS

a. When to-pay invoice is issued instead of paid invoice:

- A message is issued to the destination station.
- A COC (Certified over charge sheet is issued to the destination station for clearance of station outstanding.
- A special debit will be taken in the balance sheet.

b. Paid invoice is issued instead of to-pay invoice:

- A message is issued to the destination station.
- A COC (Certified overcharge sheet) is issued to the destination station.
- A special credit will be taken in the balance sheet.

c. When same invoice is accounted twice:

- If invoice is accounted twice in the account by mistake, debit side of the balance sheet will be more; It will be cleared by taking special credit in the balance sheet.

Goods Diverted to some other station or delivered short of destination:

a. If it is a paid traffic:

- A message is issued to the original destination.
- A COC will be prepared and sent to the original destination station. They will return the same after certification.
- A special credit will be taken in the balance sheet.

b. If it is to-pay traffic:

- A message will be issued to the original destination station.
- A COC will be issued to the original destination station.
- A special credit will be taken in the balance sheet.

Invoice issued with wrong particulars:

a. At forwarding station:

- If the mistake is noticed at the forwarding station, message will be issued to the destination station with correct particulars.

b. At destination station:

- The invoice is checked and if there is any mistake they will advise the same to the forwarding station.
- Destination station should collect the undercharges if any due to mistakes in the invoice.

Machine Prepared Abstracts (MPA)

1. Every station in the zone must send the accounts foils of all railway receipts issued during each period of the month to the accounts office.
2. These invoices are mechanized with the help of a computer and statements called “Machine Prepared Abstracts” are prepared.
3. These abstracts show all invoices booked to a particular station from all stations over all Indian Railways.
4. These are prepared in duplicate and separately for paid & topay traffic.
5. MPA’s are sent to station on 12th of every month.
6. If the MPAs are not received by 16th, the station master should call for them immediately.
7. If the MPAs are not received before 22nd of the month, the station balance sheet will be prepared on the basis of the delivery book.
8. The MPA are compared with delivery book to ensure that all invoices issued by different stations have been received and accounted in the same month.
9. If any item is appearing in MPA but not available in delivery book, it will be copied in the delivery book. It is called **forced entry**.
10. If any entry is appearing in the delivery book and not appearing in the MPA, it will be copied into the MPA. It is called **inked entry**.
11. Reweighment details of SWA invoices, undercharges and over charges detected while checking the invoices are recorded in the MPA.
12. Total of to-pay column local railway in MPA will be taken on the debit side of the balance sheet as 'inward to-pay goods received local'.
13. Total of to-pay column foreign railways in MPA will be taken on the debit side of the balance sheet as 'inward to pay goods received foreign'.
14. One copy of the MPA will be sent back to accounts office with goods balance sheet.
15. The station balance sheet should be closed only after reconciliation of MPA’s and accounting of MPA’s.

Updated till December, 2019.