



GOODS THEORY

**Zonal Railway Training Institute
Moula - Ali, Secunderabad**

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

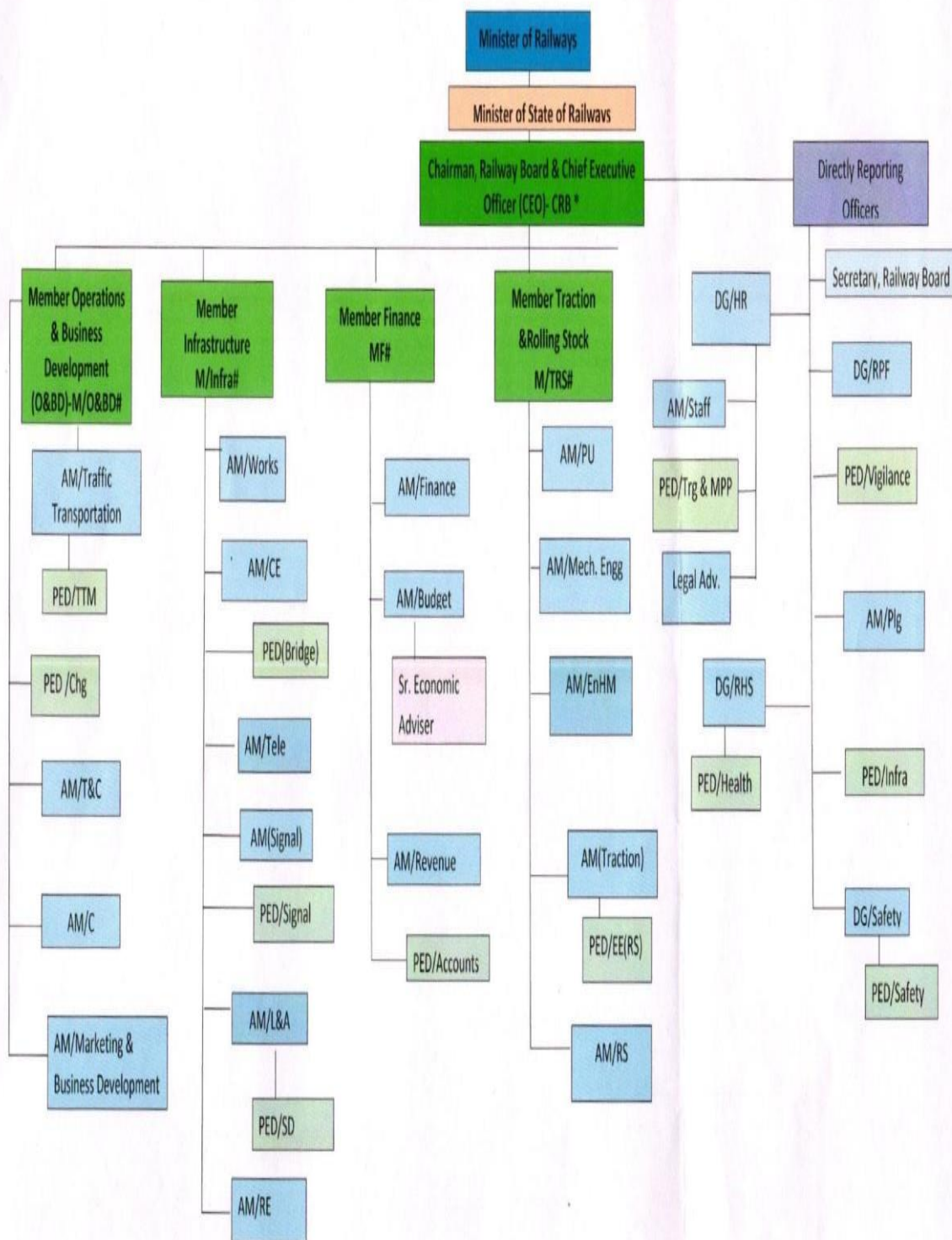
The customer is the most important person in our premises
Customers are not depending on us. We are depending on them
Customers are not an interruption to our work. They are the purpose of it
We are not doing them a favour by serving them
They are doing us a favour by giving an opportunity to do so
Customers are not outsiders to our business. They are part of it

-- Mahatma Gandhi

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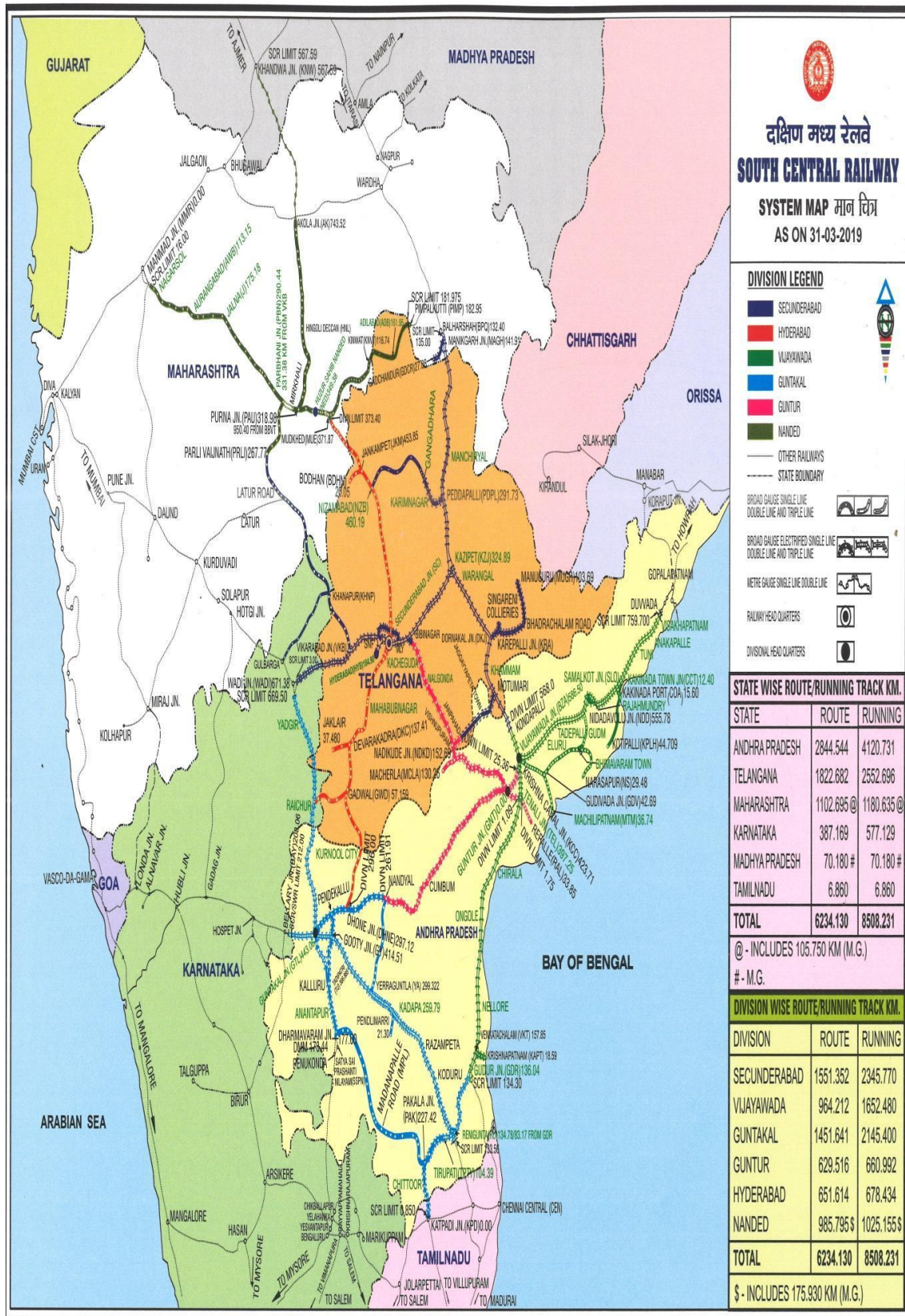
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Organisation Structure of Railway Board



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, Sonepur, 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>



DEFINITIONS

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. **'Government Railway'** means a railway owned by the central government.
17. **'Intermediate Railway'** means any railway between the booking railway and the destination railway.
18. **'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.
19. **'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.
20. **'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.
21. **'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.
22. **'Non-Government Railway'** means the railway other than a government railway
23. **'Notification'** means a notification published in the official gazette.
24. **'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.
25. **'Percentage Charge'** means the percentage charge payable on the excess value calculated in accordance with the rates specified.
26. **'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.

- 27. 'Prescribed'** means prescribed by the rules made under the Railways Act, 1989.
- 28. 'Railway Receipt'** means the receipt issued under section 65 of the Railways Act, 1989.
- 29. '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.
- 30. 'Railway Servant'** means any person employed by the central government or by a railway administration in connection with the service of the railway.
- 31. 'Rate'** includes any fare, freight or any other charge for the carriage of any passenger or goods.
- 32. 'Regulation'** means the regulations made by the Railway Rates Tribunal under the Railway Act 1989.
- 33. '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.
- 34. 'Station to Station Rate'** means a special reduced rate applicable to a specific commodity booked between specified stations for a specified period.
- 35. 'Traffic'** includes rolling stock of every description, as well as passengers and goods.
- 36. 'Tribunal'** means the Railway Rates Tribunal constituted under section 33 of the Railways Act, 1989.
- 37. '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.
- 38. '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.

KINDS OF GOODS HANDLED BY RAILWAYS

The term “goods” includes timber, bones, tiles, motor-cars, carriages, coal and coke and goods of all descriptions conveyed by the railways.

- 1. General Goods:** Containers, Pallets or similar articles of transport used to consolidate goods.
- 2. Dangerous and Explosive Goods:** Goods likely to endanger the life and damage property and against which ‘d’ is mentioned in General Classification Book are known as Dangerous Goods.
- 3. Offensive Goods:** Goods which gives out bad smell and liable to spoil other goods by their contact are known as offensive goods.
- 4. Live Stock:** Cattle, Horses, Sheep and Goats, Pigs etc.,
- 5. Perishable:** Includes fruits, vegetables, milk, dairy products and seeds for agriculture purpose etc.,
- 6. Contrabands:** Includes Arms, Ammunition and military stores etc.,
- 7. Bulky Article:** Any package exceeding 100 Kg in weight or 100 X 100 X 70 cm in measurement is treated as Bulky Article.
- 8. Railway Material:** Railway Material and Stores etc.,
- 9. Military Traffic:** Goods booked on Military Credit Note.
- 10. Goods in loose:** Coal, Coke, Gypsum, Lime Stone, Dolomite, Pig-Iron, Stones etc.,
- 11. POL:** Petroleum products including Oils and Lubricants.
- 12. ODC:** When a consignment whose length, width and height are such that one or more of these infringe standard moving dimensions at any point during the run from start to destination, then the consignment is called an Over-dimensioned Consignment.

KINDS OF ROLLING STOCK

Rolling stock used exclusively for transport of goods is termed as freight stock.

Classification of Wagons:

1. Open wagons
2. Covered wagons
3. Flat wagons
4. Hopper wagons
5. Well wagons
6. Container wagons
7. Tank wagons
8. Brake vans

Open Wagons: These are wagons are used for transportation of coal, ore, limestone's etc. which does not require protection from rain. These wagons are open on the top and provided with flap doors for ease of loading/unloading of consignment. Open Wagons are indicated with letter "O" Ex: BOXN, BOXNHS, BOST, BOY etc.

Covered Wagons: The consignments which required to be protected from rain etc; are transported in covered wagons. Covered Wagons are covered on all the sides and are Water tight. These wagons generally carry food grains, cement, fertilizers, fruits & vegetables etc. Covered wagons are indicated with letter "C" Ex: BCN, BCNA, BCNAHS, and BCNHL etc.

Flat Wagons: These wagons are with flat structure without side walls and are generally used for carrying steel coils, billets, rails sleepers etc. Flat Wagons are indicated with letter "F". Ex: BFRN, BFR, BFNS and BFK etc.

Hopper Wagons: These are special wagons designed for Rapid discharge from bottom. These are used for transporting coal, ballast and other ores. These wagons are indicated with letters "C"-for centre discharge, "S"-Side discharge, "R"-Rapid bottom discharge, "X"-Both side and centre discharge. Ex: BOBR, BOBSN, BOBYN, BCBFG etc.

Well Wagons: These wagons have well shaped under frame and are used for larger consignments like military tanks, heavy equipments etc.

Container Wagons: These are special flat wagons designed for handling containers.

Tank Wagons: These are wagons designed to carry liquid consignment like Petroleum products, Milk, Edible Oils etc.,

Brake Vans: These are guards van used with freight trains as last vehicle.

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

PACKING**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.

LABELING

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**3.1. 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/sheet/steel consignment 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 weighment details received from customs through EDI so as to rule out the technical possibility of any modification in weighment 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 weighment in case of Nepal bound containerized import traffic:

Dispensation from mandatory weighment in case of Nepal bound containerized Import traffic may be permitted subject to the condition that Private Container Operator (PCO) 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 PCO's server. Thereafter, the container details will be transmitted through EDI to FOIS.

3.4 Petroleum/Metallurgical coke

Dispensation from mandatory (100%) weighment 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 weighment. 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 weighment 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 weighment. 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%) weighment. 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%) weighment, 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 (Associated 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.	
Gross Over loading	Weighment on weighbridge at originating point	Weighment on weighbridge at other originating point

	Punitive Charge No punitive charge is leviable if the customer carries out load adjustment at the originating station itself.	Punitive Charge On detection of overloading at other than originating point, if customer carries out load adjustment at such point, Punitive Charge shall be levied for the distance travelled by the train hauling the wagon from the originating station to the load adjustment point.
	Punitive Charge: 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.	
	Shunting Charge: If railway locomotive is utilized for load adjustment of overloaded wagons, shunting charge will be levied as per extant guidelines.	
	Wharfage Charge: Wharfage Charge is leviable at off-loading points for the use of Railway's wharfage as per extant guidelines.	
	Charges for unloading: If overloaded goods are unloaded by Railways during load adjustment, charges for such unloading should also be recovered.	

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...”

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“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/BFNSM22.9	26.71	BOXNLW	20.60
BRH	24.38	BOXNLWM1	20.41
BRHC	25.23	BOXNR	21.20
BRHNEHS	22.60	BOXNEL	23.10
BRHT	25.92	BOX	26.23
BRS/BRST	25.10	BOXC	25.00
BFR	20.50	BOXR	21.20
HOPPER			
BOBR	26.00	BOXT	26.23
BOBRN	25.61	BOY	20.71
BOBS	26.40	BOYN	20.50
BOBSNM1/BOBSN	30.00	BOYEL	20.70
BOBX	25.15	BOI	22.80
BOB	25.40	BOST	25.50
BOBC	18.03		
BOBY	27.04		
BOBYN	25.20		

REWEIGHMENT OF GOODS

Purpose:

1. To guard against under weightment and thereby to avoid leakage of revenue.
2. To assess loss correctly in case of pilfered goods and to avoid exaggerated claims.
3. Where specific endorsement is made to reweigh the consignment, weightment 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 weightment/re-weightment of a wagon:-

Differences between the invoiced weight of a wagon (RR issued on sender's weight basis) and the weight of the first weightment 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 weightment 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 weightment is less than the invoiced weight, the invoiced weight will be the chargeable weight.

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.

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 of Weighment Master Circular, will be taken into account for the comparison with results of second weighment.

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 of Weighment Master Circular, will be taken into account for the comparison with results of last re-weighment.

Request for reweighment 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 reweighment.
2. Prescribed reweighment charges are collected for reweighment of wagonloads.

Reweightment 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.

Provision and functioning of Weighbridges

1.0. PROVISION OF WEIGHBRIDGES:

- 1.1.** All loading points should be covered by weighbridges. With a view to Achieve the target. Zonal Railways are requested to work out a plan covering all Loading points with Weighbridge.
- 1.2.** All the weighbridges must be installed at the originating point only. No new weighbridges for en-route should be planned. Railways may also permit the parties to install EIMWBs wherever they want. subject to its satisfactory working certified by the Weights & Measures Department of State Government and clearance of the desired location etc. by the Zonal Railway.
- 1.3.** Where any replacement of old weighbridge is required to be done by Railways, it should be replaced by electronic-in-motion weighbridge and not by mechanical weighbridge.
- 1.4.** Where in-motion weigh bridges do not exist, weighbridges should be commissioned at the earliest as per the action plan drawn up by Zonal Railway.
- 1.5.** As a principle, whenever, new major loading points involving bulk loading are developed, the yard layout must provide for in-motion loading over an electronic weigh bridge, which will cut off electronically the possibility of overloading.
- 1.6.** Provision of an in-motion weigh bridge is mandatory in all new private sidings having outward traffic.
- 1.7.** All in-motion new weighbridges may be linked to FOIS. In this regard, Joint Procedure Order (JPO) has been issued by C& IS Dte. Vide letter No.2014/C&IS/Project/FOIS-TMS Progress/1 dt. 14.01.2019 (as amended from time to time).
- 1.8.** All new weigh bridges which are presently planned/proposed or which may come up subsequently due to new streams of traffic emerging should be as closed to the loading point as possible, if not at the same station.

2.0. PROCUREMENT, COMMISSIONING, MAINTENANCE AND FUNCTIONING OF WEIGHBRIDGES

PROCUREMENT

- 2.1.** Procurement of new electronic in-motion weighbridges will be arranged by Central Organization for Modernisation of Workshops. Mechanical Directorate in Board's office is the nodal Directorate for this purpose. New weighbridges shall be 120 tonne capacity. In this regard, guidelines issued by Mechanical Dte.of Railway Board vide

letter No. 98/DEV CELL/IDEI/1 Pt.2 dt.03.11.2001 and dt.10.12.2001 (and as amended from time to time) may be referred to.

COMMISSIONING

- 2.2.** Mechanical Department will take action regarding installation and commissioning of additional weighbridges, monitoring the progress Regularly and advising Board every month in the MCDOs from the General Managers.

MAINTENANCE

- 2.3.** Maintenance of weighbridges shall be entrusted to the Mechanical Department of the Railway.
- 2.4.** Maintenance of electronic weighbridge shall be through annual maintenance contract with the original equipment manufacturer(s) and this provision shall be part of the tender evaluation process during procurement. In this regard, guidelines issued by Mechanical Dte of Railway Board vide letter No. 92/Dev Cell/IDEI/2 Vol dt. 06.08.2004 (and as amended from time to time) may be referred to.

FUNCTIONING

- 2.5.** Mechanical Department of the Railway will take action for keeping the weighbridges in working order and get them calibrated regularly from concerned authorities. In this regard, guidelines issued by Mechanical Dte, of Railway Board vide letter No. 2004/Dev Cel/IDEI/3 dt.10.09.2012 & dt.01.03.2013 (and as amended from time to time) may be referred to.
- 2.6.** The weighbridges should be calibrated regularly from concerned authorities to ensure correctness of weighment. In case of private weighbridges, the owner will ensure the calibration. The joint team of officers should also cross check this aspect during their inspections. In this regard, guidelines issued by Mechanical Dte. of Railway Board vide letter No. 92/Dev Cell/IDEI/2 Vol. Dt 16.11.2004 (and as amended from time to time) may be referred to.
- 2.7.** Joint Inspection of EIMWB shall be done as per extant guidelines. In this regard, guidelines issued by Mechanical Dte. of Railway Board vide letter No. 2004/Dev. Cell/IDEI/3 dt 05.09.2013 (and as amended from time to time) may be referred to.
- 2.8.** Functioning of all weighbridges in the division should be reported in the daily position. If a weighbridge gets out of order, DRM shall have full powers to permit loading. GM shall be apprised of the weighbridge failure, in case weighbridge remains out of order for a continuous period of three months.
- 2.9.** All concerned may take notice of the guidelines issued by Mechanical Dte. of Railway Board from time to time. Few of the guidelines are listed below for ready reference-

- Testing periodicity of EIMWB (Railway owned and privately owned) – letter No. 2004/Dev. Cell/IDEI/3 Vol-II dt. 27.11.2015.
- Codal life of weighbridges and other issues –letter No. 2017/M(N)/570/82 dt.08.06.2018
- Area of responsibility of weighbridges-letter No. 2017/M(N)/570/68 dt. 14.11.2018
- Gradient for installation of EIMWBs – letter No. 2004/Dev Cell/IDEI/3 Vol-II dt.16.03.2015 & No. 2017/M(N)/570/81 dt. 20.03.2019

3.0. REPLACEMENT OF STATIC WEIGHBRIDGE WITH ELECTRONIC IN MOTION WEIGHBRIDGE

- 3.1.** In-motion weighbridge is preferred to static weighbridge as it entails weighment of rakes in motion thereby reducing detention to rolling stock. This in turn increases the availability of rolling stock for more lading, which is beneficial to both Railways as well as customers.
- 3.2.** There are some static weighbridges, whose weighment is not being accepted presently and RR is not being issued on the basis of weighment on these static weighbridges. Requests have been received to issue RR on the basis of weighment on such static weighbridge. It has been decided that no request of customer in this regard will be considered.
- 3.3.** Existing static weighbridges, whose weighments are presently accepted by Railway, may be replaced with in-motion weighbridges or arrangement should be made to have weighment at associated/alternative associated in-motion weighbridges. From 01.04.2011, the weighment on such static weighbridge shall not be accepted by Railways and RR will not be issued on the basis of weighment on static weighbridge. Further, such weighment will not be recognized by Railways for any purpose.
- 3.4.** In case of specific constraints where static weighbridge cannot be replaced by electronic in motion weighbridge or weighment cannot be done at associated/alternative associated weighbridges of a particular siding, the Railways were advised to approach Board and obtain specific exemption.
- 3.5.** In terms of para3.4 above, Board had granted exemption from installation of electronic in-motion weighbridge in following cases upto 30.09.2018.
 - i. SECR-SAIL/Bhilai Steel Plant and collieries sidings of M/s SECL
 - ii. ECR-static weighbridge of M/s CCL at Katharar(W), Kathara(M), Giddi'A'(W), Giddi'A'(R) & West Sirka, and of M/s NCL at Jhingurdah
 - iii. ER-Rajarappa Washery of M/s CCL

The matter was reviewed and Zonal /railways have been empowered to take appropriate decision for continuance of aforesaid static weighbridges on joint recommendation of PCCM & PCOM and with the personal approval of GM, subject to fulfillment of all requisite formalities such as regular calibration etc. By the Railway Administration. However, Zonal Railways should ensure that continuation of static weighbridge(s) do not entail any additional detention of rakes for completion of weighment process.

- 3.6.** In view of the above-mentioned exemption, where weighment on static weighbridge is being accepted by Railways for the purpose of preparation of RR or otherwise, Railway should ensure compliance of the following conditions:
- i. The railway track must be level for at least 60 meters i.e equivalent to about 2 wagons length on either side of weighbridge (and as amended by Mechanical Dte of Railway Board from time to time)
 - ii. The wagons must stay loose i.e these should not be any contact in the coupling forces of adjacent wagons.
 - iii. There should not be any movement of the wagons during weighment.
- 3.7.** Railway may hold meeting with sidings owners having static weighbridges and ensure compliance of afore-said instructions.

4.0. GUIDELINES FOR INSTALLATION OF ELECTRONIC IN-MOTION WEIGHBRIDGE (EIMWB) BY PRIVATE PARTIES

4.1. By siding owner in their siding

- 4.1.1.** The Electronic in-motion weighbridge installed should comply with Govt. Of India Gazette Notification No. 381 of 25th Juy2000, OIMI document and RDSO specification with latest revision.
- 4.1.2.** The weighbridge, weighbridge house and weighbridge siding and such level crossings: gages and gate-lodges should be provided and maintained at the party's own cost.
- 4.1.3.** The party should ensure satisfactory and accurate working of the weighbridges and should get the weighbridge certified by the Weights & Measures Department of the State Govt. The party should comply with all statutory and legal provision for operation of weighbridge, if any.
- 4.1.4.** The weighbridges should be periodically cross checked by a joint team of officers as prescribed vide Para 2.6 and 2.8 mentioned above.
- 4.1.5.** The weighbridge will have to be linked with FOIS at the cost of party so that Railway Receipt (RR) is issued based on actual weighment.

- 4.1.6.** In the case of weighment o at private weighbridge, RR will be issued only when Railway staff duly supervised the weighment. In cases where weighment is not supervised by Railway staff, extant instructions regarding weighment and issue of RR will apply.
- 4.1.7.** Re-weighment should normally not be done in the case where RR has been issued on the basis of weighment done at private weighbridge duly supervised by Railway staff.
- 4.1.8.** There will be no weighment rebate.
- 4.1.9.** The party will employ the staff to operate the weighbridge. The cost of such staff shall be borne by the party and no rebate /refund shall be made to the party.
- 4.1.10.** No extra free time will be admissible for the purpose of weighment. Demurrage charge for detention of wagons shall be leviable as per extant rules.
- 4.1.11.** Other rules and regulations regarding installation, operation and maintenance of weighbridges as laid down from time to time by Railway Administration would apply.

4.2. By Private siding owner on railway land

- 4.2.1.** In case of private sidings, electronic in motion weighbridge (EIMWB) should generally be installed in the private land portion. In other words, Zonal Railways should continue to make all efforts to install weighbridge within the siding premises (i.e on the private land portion) as a matter of general rule or practice.
- 4.2.2.** In case it becomes unavoidably essential to install the weighbridge of private siding either wholly or partially on railway land on account of operational and technical constraints, permission may be granted by the Divisional Railway Manager; the location of such EIMWBs would be decided by the Sr.DOM in consultation with Sr.DCM, Sr.DEN and Sr.DME.
- 4.2.3.** The cost of procurement (inclusive of the requisite warranty and a post-warranty, five-year comprehensive AMC), installation, maintenance (even after the expiry of the initial warranty and the five-year comprehensive AMC), operation (including staff costs) and replacement of these EIMWBs would be borne by the private siding owner. To this end, concerned Zonal Railways should execute an agreement with the private siding owner, which should specify inter alia that Railways would be free to weigh rakes of customers other than the private siding owner on such weighbridges.

4.2.4. After installation, such weighbridges would be treated as Railway's own weighbridges. While Railways would be executing agency for functions relating to installation, operation, manning and maintenance of such EIMWBs. The associate costs over its life cycle and replacement thereafter would have to be borne by the private siding holder, to this extent the private siding holder would no longer have physical ownership rights as such over the weighbridge so installed. A facilitating provision should accordingly from part of the agreement between Zonal Railways and the private siding holder.

4.2.5. All other terms and conditions as stipulated in Paras 4.1.1 to 4.1.11 mentioned above will continue to apply unchanged.

4.3. By Private party on railway owned goods sheds

Divisional Railway Manager may permit the installation of electronic in-motion weighbridge by private party at Railway owned goods sheds as per the terms and conditions laid down vide Paras 4.2.2 to 4.2.5 mentioned above.

5.0. Permission for Weightometer/Pre-weighbin system of weighment in private sidings

Zonal Railways may permit Weightometer/pre-weighbin system of weighment in private sidings on case-to-case basis on joint recommendation of Sr.DOM, Sr.DME, Sr.DEN& Sr.DCM and with personal approval of DRM duly keeping in view the requirement to avoid manipulation of weighment data. The basic requirements to be kept in view while permitting weightometer/pre-weighbin system of weighment to avoid manipulation of weighment data-

- The equipment shall be certified by Weights and Measures Department and should also meet all extant statutory provisions and policy guidelines.
- The system should have proper locking/sealing arrangement to avoid any tampering with the system including software. The 'admin' should be with the Railways.
- One-to-one correspondence between Weightometer discharge and corresponding wagon must be available.
- Proper procedure order for normal operations covering precautions to be taken to ensure that wagons are empty before loading and periodical test weighing of this system is available.
- The system should have interface with FOIS to avoid any error in data capture during transmission.

Note: The above list is not exhaustive and Zonal Railways may also consider other conditions/requirements as per their field experience.

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:
 - i. Forwarding note for dangerous goods (pink colour)
 - ii. Forwarding note for general merchandise and animals.
 - iii. Forwarding note for explosives tendered by Defence Department.
 - iv. General forwarding note
8. Forwarding note consists of the following information.
 - i. Names and addresses of the consignor and consignee.
 - ii. From and to stations.
 - iii. Number of packages and private marks if any.
 - iv. Description of the contents and weight.
 - v. Whether packing conditions are complied with or not.
 - vi. Actual condition of the contents of the consignment.
 - vii. Election of owners risk and railway risk rate.
 - viii. Route, via which the consignment is to be moved.
 - ix. Declaration of the value of the consignment and whether willing to pay percentage charges on excess value or not.
 - x. If open wagon is selected by the sender.
 - xi. 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.

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
 - i. One copy is given to the party
 - ii. One copy is sent to the station
 - iii. 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

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.

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.

Railway Administration shall give priority / preference mentioned in the order.

PTO is current or valid for one year, but can be extended from time to time.

All the commodities are grouped into 4 priorities, namely A, B, C & 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 All Food grains except quota traffic notified by Railway Board.

2.3 Levy sugar for Public Distribution System or other welfare schemes sponsored by FCI/State Government or their agencies approved by 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, Coke Oven Plant Siding, Siding serving a Port	<p>1. Public Sector Coal companies and co-users of sidings of public sector coal companies for which a contractual agreement has been entered into with a consumer.</p> <p>2. Private Coal Companies mining captive blocks, Washery Operator and co-users of the Washery sidings, 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-cum-rail route; consumers or their representatives, for the last leg of movement from the port.</p>	<p>Executive Director Rail Movement, 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 sponsoring would be subject to Railway rules and regulations, including Logistics plan for imported coal.
- ii. 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.
- iii. 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) Iron-Ore traffic as under.

COMMODITY	CATEGORY OF PRIORITY		
Iron-ore Traffic	Customers owning steel/Pig Iron/Sponge Iron/Pellet/Sinter/ Plants shall be classified into priority and sub-priority class as below:-		
	Traffic Type	Priority	Sub-Priority
	When Iron Ore traffic or other raw material to steel plants is loaded from the customer's own private siding to his own private siding at unloading end for domestic manufacturer.	C	C+
	When Iron Ore traffic or other raw material to steel plants is booked from one end to the other and the customer is having own private siding at either end for domestic manufacturer.	C	C
	When the domestic manufacturer moves Iron Ore traffic or other raw material to steel plants from any terminal to any terminal not owned by him at both the end.	C	C-
Note: <ul style="list-style-type: none"> • Priority C+ will get preference over Priority C which will get preference over Priority C- • Co-users of private sidings cannot be treated as owners of such terminals and will not get preference admissible to owners of private sidings. • PFT owners will not get benefit of higher Priority C. • Common user terminals in ports treated as Good Shed. • Customers desirous of moving traffic under any of above mentioned priorities will approach Zonal Railways for updating its information like Customer name, sister concerns name, ownership of private siding, whether domestic manufacturer or not etc. 			

3.1 (c) Programmed traffic other than Coal & Iron-ore traffic as per Para 3.1 (a) & 3.1 (b) above when sponsored and accepted by authorities as under:

COMMODITY	SPONSORING AUTHORITY	ACCEPTING AUTHORITY
(i)Non-refined Edible Salt	Salt Commissioner	Zonal Railways
(ii)Common Salt (To approved iodization plants)		
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.

4. Priority 'D':

4.1 All traffic not included in priority 'A' to 'C'

5. General instructions:

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

5.2 Block rake 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 any specific scheme of IR or into agreement entered into by IR.
- 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 for more than 600 Kms within the same classification.
- e. Traffic offered in single point block rakes (including clubbed single point rakes) over two point/multi point block rakes and mini rakes.

5.3 (a) Wednesday & Saturday are fixed for allotment of rakes as per the date of registration, irrespective of the class of priority.

5.3 (b) Monday and Friday will be the nominated two days for according higher priority to traffic covered under the Premium Indent Scheme.

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.

6.0. Currency of the order

6.1 This Preferential Traffic Order General Order No.96 will come in to force w.e.f. 1st April, 2022 and unless cancelled earlier, will remain in force up to 31st March, 2023.

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.
 - i. Date and time of registration
 - ii. Serial number
 - iii. Consignor's and consignee's name and address,
 - iv. Station to
 - v. Name of the commodity
 - vi. Type of wagon required
 - vii. 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 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:

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

Forfeiture of wagon demand registration fee:

Wagon demand registration fee is forfeited under the following circumstances

- i.** When wagon demand is cancelled after the physical supply of wagons.
- ii.** When wagon demand is cancelled within 10 days of registration.
- iii.** When loading is not commenced within the free time allowed for loading.
- iv.** 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.
- v.** When consignor is not willing to pay freight charges as per existing railway tariff.
- vi.** An amount equal to WDRF will be collected from premier customers when they cancel their indents under any of the above conditions.
- vii.** When WDRF refund is not claimed within 3 years as per limitations Act.
- viii.** 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.
- ix.** 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.

- i. When wagon is booked and loaded.
- ii. When supply of wagon is not made up to 10 days and the consignor wants to cancel his indent.
- iii. When open wagon is supplied against an indent for covered wagon or vice versa and the consignor is not willing to load.
- iv. 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.

- i. Disruption of a particular section due to Force majeure conditions
- ii. Closure of the section after due notification
- iii. Closure of the originating goods shed after due notification
- iv. Closure of the destination goods shed after due notification
- v. 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

1. Minimum distance for charge is 100 kilometers.
2. 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.** 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.
- 8.** 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.
- 9.** Automobile traffic is exempted from levy of Terminal Charges.
- 10.** Terminal Charge is not applicable on Private Sidings.
- 11.** Terminal charges, so levied for both inward & 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
 - i. To optimize utilization of transport capacities
 - ii. 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
 - i. Give boost to sluggish demand
 - ii. Improve market share by competitive pricing and
 - iii. Utilize idle assets together
5. This policy is directed at shifting demands
 - i. From excessively preferred routes and terminals to less patronized sectors
 - ii. 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

- ❖ Busy season and Development surcharges are not levied on coal and coke w.e.f 01.10.2019
- ❖ 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)
- ❖ Congestion charge also applicable on haulage charges, notified by board from time to time, of all container traffic booked to Bangladesh and Pakistan.

GOODS & SERVICES TAX (GST)

Levy of GST on transportation of goods by Rail.

1. 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, Reweighment of Wagons, Special Train charges, Hire Charges for Test Wagons, Hire charges for Wagon Interchange, Infringement charges etc.

2. 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, Soyabean Seeds, Sunflower Seeds.
	Miscellaneous (Group 22)	Betal nuts
	(Group 23.c)	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. All Penalties/Penal Charges shall also attract GST @ 5%.
4. 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. 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. 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. 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 off 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 accountal 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.** These instructions shall come into force with effect from 01.07.2017 and shall remain in force till further advice.

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/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:

- i. Wagons containing explosives and other dangerous goods, dry grass should not be sealed with wax seal.
- ii. 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 1 ½ 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.

- i.** When the cotton tape is with a knot but without seal card
- ii.** When the seal is separated from seal card
- iii.** When the impression on the wax is not clear
- iv.** When the wax seal is in a cracked condition
- v.** When there is double impression on the wax seal
- vi.** 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:

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

At intermediate station:

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

At destination station:

- 1.** The guard should remain till the train is completely checked by RPF/TNC
- 2.** In case of defective seals, wagon should be resealed
- 3.** Checking should be done in presence of RPF within 24 hours of arrival of train
- 4.** 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:

1. Rivets are inserted in the holes provided for the purpose of riveting.
2. A shank must be used to bend them at 90°.
3. Normally 5 rivets are placed on each door of the wagon.
4. 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:

1. Wagons containing minerals, charcoal, firewood, hay, grass, livestock, offensive, explosive and dangerous goods should not be riveted.
2. Station master is personally responsible to ensure no loaded wagon is drawn from the loading platform unless it is properly riveted.
3. They should ensure that adequate stock of rivets of proper quality and length are always available at their station.
4. 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

1. Classifications of the commodities have been given in the goods tariff Part-I Vol – II under 25 Main Commodity Heads.
2. 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.

3. The total numbers of classes are 24 and as under:

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

(* for wagon load traffic.)

4. 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

5. 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
As applicable	Train Load Class Rate +10%

6. There shall be no change in base freight table of class 145A(train load) and class 145B(wagon load)
7. 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.
8. Exceptions in the classification have been indicated in a “Note” given in the Goods Tariff below the particular group of commodity.

- 9.** In case of disparity in classification between English and Hindi version, the classification in the English version shall prevail.
- 10.** 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”.
- 11.** 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.
- 12.** 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.

PERMISSIBLE CARRYING CAPACITY (PCC) OF WAGONS

1. **‘W’ i.e Weight condition:** The concept of ‘W’ in terms of Rule No.701(7) (xiii) of the IRCA Goods Tariff No.41, Part I(Volume I) was abolished. Accordingly, no commodity shall be charged for a weight which is less than the Permissible Carrying Capacity (PCC) of different wagons.

2. **Permissible Carrying Capacity (PCC) of Meter Gauge (MG) Wagons:**

Wagons	PCC (in tonne)	Loading tolerance (in tone)
Covered (including tank wagons)	Marked Carrying Capacity	1
Other than Covered Wagons	Marked Carrying Capacity	2

3. **Permissible Carrying Capacity (PCC) of 8 wheeled Broad Gauge (BG) Wagon:**

The PCC of different wagons for loading of different commodities on different routes has been given at Annexure-I.

4. **Permissible Axle load & routes:**

The details of different routes for the purpose of fixing PCC are as under:

Name of Routes	Permissible Axle load (in tone)	List of routes
Excepted CC+6 routes	22 Tonne	Annexure-II
Universalised CC+6 routes	22.4 Tonne	All BG routes except those which are notified as Excepted CC+6 routes, CC+8 routes and 25 tonne axle load routes.
CC+8 routes	22.9 Tonne	Annexure-III
25 Tonne axle load routes	25 Tonne	Annexure-IV

5. **Permissible Carrying Capacity (PCC) of traffic to Bangladesh:**

The arrangement regarding opening of dumps over Eastern and Northeast Frontier Railway and load adjustment in BCN rakes for Bangladesh traffic has been discontinued. Now, the consignments booked for Bangladesh will be transported directly i.e without via dump and load adjustment. The Permissible Carrying Capacity of Covered Wagons (BCN, BCNA, BCNAHS, BCXN, BCNHL, and BOXN group and BTPN wagons) booked for Bangladesh directly will be as under:

Wagons	Permissible Carrying Capacity (in tone)
BCN	57
BCNA/BCNAHS	59.50
BCXN	58
BCNHL	63 (for All commodities under Main Commodity Head viz; (a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under Main commodity Head 'Metal Scrap & Pig Iron', (b) Only DAP and NPK/SNPK fertilizers under Main Commodity head 'Chemical Manures' 58 (for all other commodities)
BOXN	57.80
BOXNHL	59.68
BOXNLW	59.68
BOXNR	59.08
BOXNHA	57.11
BOXNLWM1	59.87
BOXNEL	57.18
BOXNM1	57.80
BOXNHS	57.80
BOXNCR	57.80
BOXNHSM1	57.80
BTPN	54.28 based on permissible axle load of 20.32 T. Since permissible axle load on Bangladesh Railway is 20.32 T, there will be no change in Carrying Capacity. (Rates Circular No.6 of 2016 w.e.f. 13.03.2016)

- 6.1.** The Permissible Carrying Capacity of wagons during the monsoon period i.e 1st July to 15th August, for loading of Coal (all types), when loaded on CC+8 routes, shall be one tone less than the PCC of those wagons during other than monsoon season. In case of those wagons, for which the PCC is same on CC+8 and universalized CC+6 routes, the charging of Coal will continue to be done on the basis of PCC notified for other than monsoon period during monsoon period also.
- 6.2.** The Permissible Carrying Capacity of Wagons during the monsoon period i.e 1st June to 31st August, for loading of Gypsum (all types), when loaded on CC+8 routes, shall remain same as applicable on universalized CC+6 route.
- 7.** In case of emergency such as accidents etc., running of CC+6 loaded wagons can be permitted even on excepted CC+6 routes. Such permission will be given by Principal Chief Engineer (PCE) who will advise suitable speed restriction keeping in view the conditions of fixed infrastructure.
- 8.** In case when traffic is booked via routes which involve two or more of different routes viz. Excepted CC+6 routes, universalized CC+6 routes, CC+8 routes etc., the chargeable weight will be the permissible carrying capacity of the route for which permissible carrying capacity is most restrictive.

PERMISSIBLE CARRYING CAPACITY (in tones)

Type of Wagon	Excepted CC+ 6 Route	Universalized CC + 6 Route	CC + 8 Route	LT
OPEN WAGONS				
BOXN, BOXNCR, BOXNHS, BOXNHSM1, BOXNM1	64	66	68 (For all commodities under the Main Commodity Head viz: (a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under the Main commodity Head 'Metal Scrap & Pig Iron', (b) Only DAP and NPK/ SNPK fertilizers, Rock Phosphate (in both BAG & Loose conditions) under the Main Commodity head 'Chemical Manures') 66 (For commodities other than those mentioned above)	1
BOXN,BOXNCR, BOXNHSM1, BOXNM1 BOXNEL BOXN & BOXNHS	63 (for Pet Coke)	63 (for Pet Coke)	63 (for Pet Coke)	1
BOXNHA	63	65	67(For all commodities under Main commodity Head viz; a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under the Main commodity Head 'Metal Scrap & Pig Iron', b) Only DAP and NPK/ SNPK fertilizers, Rock Phosphate (in both BAG & Loose conditions) under the Main Commodity head 'Chemical Manures') 65 (For commodities other than those mentioned above)	1

BOXNHL/ BOXNHL 25T	66	68 (for all commodities under the Main Commodity Head viz ;)	70 (for all commodities under the Main Commodity Head viz ;)	1
		a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under Main commodity Head 'Metal Scrap & Pig Iron',	a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under Main commodity Head 'Metal Scrap & Pig Iron',	
		b) Only DAP & NPK/SNPK fertilizers, Rock Phosphate (in both BAG & Loose condition) under the Main Commodity head 'Chemical Manures')	b) Only DAP and NPK/SNPK fertilizers, Rock Phosphate (in both BAG & Loose conditions) under the Main Commodity head 'Chemical Manures')	
		66 (For commodities other than those mentioned above)	66 (For commodities other than those mentioned above)	
BOXNHL, BOXNR	66 (for Pet Coke)	68 (for Pet Coke)	68 (for Pet Coke)	
BOXNHL 25T	66 (for Pet Coke)	67 (for Pet Coke)	69 (for Pet Coke)	1
BOXNR	65	67 (for all commodities under the Main Commodity Head viz ;)	69 (for all commodities under the Main Commodity Head viz ;)	1

		<p>a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under Main commodity Head 'Metal Scrap & Pig Iron',</p> <p>b) Only DAP and NPK/SNPK fertilizers, Rock Phosphate (in both BAG & Loose condition) under the Main Commodity head 'Chemical Manures')</p>	<p>a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under Main commodity Head 'Metal Scrap & Pig Iron',</p> <p>b) Only DAP and NPK/SNPK fertilizers, Rock Phosphate (in both BAG & Loose conditions) under the Main Commodity head 'Chemical Manures')</p>	
		65 (For commodities other than those mentioned above)	65 (For commodities other than those mentioned above)	
BOXNEL	64	65	<p>67 (for all commodities under the Main Commodity Head viz ;)</p> <p>a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under Main commodity Head 'Metal Scrap & Pig Iron',</p> <p>b) Only DAP & NPK/SNPK fertilizers, Rock Phosphate (in both BAG & Loose condition) under the Main Commodity head 'Chemical Manures')</p> <p>65 (For commodities other than those mentioned above)</p>	1
BOX, BOXT	59	60	60	1
BOXC	60	60	60	1
BOXR				
BOXNS	67	68	70	1
BOY	66	67	69	1

BOYN	66	68	70	1
BOYEL	66	67	69	1
BOI	63	63	63	1
BOST	61	63	63	1
BOST (Corri 22 w.e.f 29.02.20 to 30.06.22)	61 (for Steel Pipes of diameter <=16 inches)	63 (for Steel Pipes of diameter <=16 inches)	61 (for Steel Pipes of diameter <=16 inches)	1
	50 tonnes or actual weight whichever is higher subject to maximum of 61 tonne (for Steel Pipes of diameter >16 inches)	50 tonnes or actual weight whichever is higher subject to maximum of 63 tonne (for Steel Pipes of diameter >16 inches)	50 tonnes or actual weight whichever is higher subject to maximum of 63 tonne (for Steel Pipes of diameter >16 inches)	
BOXNLW & BOXNLWM1	66	68 (for all commodities under the Main Commodity Head viz ;)	70 (for all commodities under the Main Commodity Head viz ;)	1
		a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under Main commodity Head Metal Scrap & Pig Iron	a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under Main commodity Head Metal Scrap & Pig Iron	
		b) Only DAP & NPK/SNPK fertilizers, Rock Phosphate (in both BAG & Loose condition) under the Main Commodity head 'Chemical Manures')	b) Only Clinker under Main Commodity Head 'Cement' and Rock Phosphate (in BAG & Loose both) only under the Main Commodity head 'Chemical Manures'	

			68 (For all commodities under Main Commodity Head 'Cement' except Clinker, DAP and NPK/SNPK fertilizers only under the Main Commodity head 'Chemical Manures')	
		66 (For commodities other than those mentioned above)	66 (For commodities other than those mentioned above)	
HOPPER WAGONS				
BOBR	61	62	64	1
BOBRN, BOBRNHS, BOBRNEL	61	63	65	1
BOBRNHSM1	61	63	63	1
BOBRNHSM2	61	62.5	62.5	1
BOBS	60	62	64	1
BOBSN, BOBSNMI	56	58	60	1
BOBX	61	63	65	1
BOB	61	62	62	1
BOBC	45	45	45	1
BOBY	59	60	60	1
BOBYN	61	62	62	1
BOBYNHS	61	63	65	1
FLAT WAGONS				
BRN	62	64	66	1
BRNA BRNAHS	63	63	63	1
BFNS 22.9	60	61	63	1
BFNSM 22.9 T	65	67	69	0.5
BRH	62	62	62	1
BRHC, BRHT, BRS, BRST	61	62	62	1
BFR	44	44	44	1
BFNV	65	66.5	68.5	1
COVERED WAGONS				
BCN	59	61	63 (for all commodities under the Main Commodity Head viz ;)	1

			a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under Main commodity Head 'Metal Scrap & Pig Iron', b) Only DAP & NPK/SNPK fertilizers, Rock Phosphate (in both BAG & Loose condition) under the Main Commodity head 'Chemical Manures') 61 (For commodities other than those mentioned above)	
BCN	59 (Rice & Wheat)	61 (Rice & Wheat)	63 (for Rice) & 62.50 (for Wheat)	1
BCNA, BCNAHS	62	64	66 (for all commodities under the Main Commodity Head viz ;) a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under Main commodity Head 'Metal Scrap & Pig Iron', b) Only DAP & NPK/SNPK fertilizers, Rock Phosphate (in both BAG & Loose condition) under the Main Commodity head 'Chemical Manures') 64 (For commodities other than those mentioned above)	1
BCNA, BCNAHS	62 (Rice & Wheat)	64 (Rice & Wheat)	66 (for Rice) & 65.50 (for Wheat)	1
BCX	58	58	58	1
BCXN	60	61	61	1
BCNHL	66 (for all commodities under the Main Commodity Head viz ;)	68 (for all commodities under the Main Commodity Head viz ;)	70 (for all commodities under the Main Commodity Head viz ;)	0.5

	a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under Main commodity Head 'Metal Scrap & Pig Iron',	a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under Main commodity Head 'Metal Scrap & Pig Iron',	a) Minerals and Ores, Bricks & Stones, Cement, Coal & Coke and All types of Slag only under Main commodity Head 'Metal Scrap & Pig Iron',	
	b) Only DAP & NPK/SNPK fertilizers, Rock Phosphate (in both BAG & Loose condition) under the Main Commodity head 'Chemical Manures')	b) Only DAP & NPK/SNPK fertilizers, Rock Phosphate (in both BAG & Loose condition) under the Main Commodity head 'Chemical Manures')	b) Only DAP & NPK/SNPK fertilizers, Rock Phosphate (in both BAG & Loose condition) under the Main Commodity head 'Chemical Manures')	
	62 (For commodities other than those mentioned above)	58 (For commodities other than those mentioned above)	68 (All commodities under Main Commodity Head Sugar, Salt and MOP/MOP NOC only – under the Main Commodity Head 'Chemical Manures')	
	62 (For commodities other than those mentioned above)	58 (For commodities other than those mentioned above)	68 (All types of Rice only under Main Commodity Head Food grains, Flours & Pulses)	
(Corri 1 w.e.f 23.05.19 & Corri 6 w.e.f 30.06.19	64 (for Soda Ash Dense) 58 (for Soda Ash & Soda Ash Light)	64 (for Soda Ash Dense) 58 (for Soda Ash & Soda Ash Light)	64 (for Soda Ash Dense) 58 (for Soda Ash & Soda Ash Light)	
	66 (for Soda Bicarbonate)	68 (for Soda Bicarbonate)	68 (for Soda Bicarbonate)	
BCNHL	62 (for Rice) 58 (for Wheat)	62 (for Rice) 58 (for Wheat)	63.50 (for Rice) & 59 (for Wheat)	0.5
BCCW	64	66	68	0.5
BCFC	65.5	67	69	0.5
BCFCM	64	66	68	0.5
TANK WAGONS	The Permissible Carrying Capacity for tank wagons will remain permissible CC as derived from the Calibration Chart issued by Central Tank Wagon Calibration Committee (CTCC). If Calibration chart is not issued, then the chargeable weight will be stenciled CC of tank wagon.			

	Design of BTPN reviewed by RDSO. Enhanced CC is 60.36 tonne without any change in bogie suspension for loading of Fly Ash & Alumina (Corri 1 w.e.f. 23.01.2017 to Rates Circular No.3 of 2016, extended to bulk cement also w.e.f. 05.06.2018 vide Corri 2 to Rates Circular No.3 of 2016) The chargeable weight for the commodities loaded in BTAP wagon is 60.36 tonne w.e.f. 02.02.2016 (RC No.3 of 2016 dated 02.02.2016)			
BAFRDR #	22.66	22.66	22.66	1
	# As each bogie shall bear load of more than one BAFRDR (Chasis + Container), therefore, weighment from certified road weighbridge may be accepted. Railway shall prepare detailed modalities for weighment at road weighbridge. Penalty for overloading shall be levied as per current rules and methodology (Corri 4 w.e.f. 10.06.2019)			

Note: During monsoon period, the PCC of wagons, when loaded with Coal & Coke and Gypsum, shall be governed by Para 6.1 and 6.2 of this Rates Master Circular.

Permissible Carrying Capacity (in tonnes) of wagons on 25 Tonne Axle load Route

Wagons	25 Tonne Axle Load Route ##			Loading tolerance (in tonne)
	For iron ore (all types)	For Lime Stone	(For all other Commodities)	
BOXNEL	76		As on CC+8 routes	1
BOBSNM1	69			1
BOBYEL	78			1
BOBSN	62			1
BOXNHL25T	78.4	78.4		1

When wagons other than BOXNEL, BOBSNM1, BOYEL and BOBSN move on 25 tonne axle routes PCC for those wagons will be same as that applicable on CC+8 routes.

Permissible Carrying Capacity (in tonnes) of wagons on 25 Tonne Axle load Route

Wagons	25 Tonne Axle Load Route ##			Loading tolerance (in tonne)
	For iron ore (all types), Slag, Clinker, Dolomite, Gypsum, Lime Stone, Red Mud and Coal	For Pet Coke	(For all other Commodities)	
BOXNS	79 tonne	69 tonne	As notified on CC+8 routes	1

Permissible Carrying Capacity (in tonnes) of wagons on 25 Tonne Axle Load Route

Specifications	PCC of BLCS Wagon (A Car)	PCC of BLCS Wagon (B Car)
Permissible Axle Load Tonnes	25	25
Permissible Gross Load Tonnes	100	100
Designed Tare Weight Tonnes	19.2	18.1
Loading Tolerance Tonnes	1	1
PCC Worked out Tonnes	79.8	80.9

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:

- i. 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.
- ii. To secure booking against bans.
- iii. To lodge a bogus claim.

Action to be taken in case of Misdeclaration:

- i. 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.
- ii. 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):

- I. This message is issued if any shortage, excess or exchange of packages is noticed at the time of unloading.
- II. 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.

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):

1. 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.
2. The party is permitted to pass a remark regarding the number of packages/wagons received/due in the delivery book.
3. In all such cases, formalities of open deliveries should be followed and PDC is granted to the party.
4. When the part consignment arrives later, delivery can be given on PDC.
5. When the remaining consignments are delivered, the party should sign in the delivery book and pass remarks "consignment received in full" under clear signature.
6. Each portion of the goods received partially, will be treated individually for wharfage or demurrage.

DELIVERY OF CONSIGNMENTS IN THE ABSENCE OF RR

1. As per Section 76 of the Railways Act 1989, a consignment shall be delivered to the consignee on surrender of railway receipt.
2. A consignment can also be delivered if the railway receipt is not forthcoming, on execution of indemnity bond.
3. 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:

1. 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.
2. 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:

1. If the value of the goods exceeds rupees one lakh.
2. If the goods are booked from abroad (imported goods).
3. If the goods are claimed by more than one person.
4. If the goods are claimed by other than the invoiced consignee.
5. If the goods are claimed by unknown person.
6. If the invoice are not available.

Indemnity bonds are of three types:

1. Unstamped indemnity bond
2. Stamped indemnity bond
3. General indemnity bond

Unstamped indemnity bond:

It is accepted for delivery of the following consignments.

1. Perishables
2. Empties returned (fish cans)
3. Articles of negligible value
4. Newspaper and magazines
5. Consignments booked to and from government departments and railways

Stamped indemnity bond:

1. 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).
2. It is accepted for delivery of consignments other than those mentioned above.

General indemnity bond:

1. Reputed firms or factories having the facility of a siding or individuals having regular transactions with railways are extended with this facility.
2. It is prepared in 4 copies namely (a). Party (b). Station master (c). D.C.M. (d). F.A & C.A.O.
3. It is issued after the approval of the D.C.M. and the station copy is sent to station master.
4. Delivery of goods is made on the strength of general indemnity bond and the consignee need not submit any other indemnity bond.
5. 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.
6. General indemnity bond is valid for 3 years.
7. 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:

- i. D.C.M. permission is obtained for delivery on indemnity bond.
- ii. 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:***
 - i. 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'.
 - ii. A money receipt is issued for the deposit collected.
 - iii. An unstamped indemnity bond is collected and delivery is granted.
 - iv. Perishable deposit thus collected is refundable, on collection of the original railway receipt or a certified copy of railway receipt and money receipt.
 - v. The money receipt is treated as cash voucher and sent to accounts office the following day.
 - vi. If money receipt is lost, perishable deposit is refunded on execution of indemnity bond.
 - vii. The time limit for claiming refund of perishable deposit is 6 months from the date of delivery.

GATE PASS

1. At large stations, gate pass should be used as a means of checking the removal of goods from railway premises.
2. The gate pass is in three foils marked as (a) record (b) gate clerk (c) owner.
3. It is written by carbon process.
4. The foils marked gate clerk and owner should be handed over to the consignee.
5. The gate clerk foil will be collected at the gate when full consignment is removed.
6. The owner's foil will remain with the consignee as a receipt for the charges paid. Money receipts are not issued separately.
7. The gate clerk copy should be pasted to the record foil after checking with the delivery book.
8. 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.
9. In case a consignment is not removed in full on the date of delivery, the gate pass must be renewed.
10. Wharfage charges if any should be realized before removal of the consignments.
11. The actual removal time should be recorded in the delivery books.
12. At the end of the day station master will sign the register just below the last entry.
13. If the owner foil is lost it should be reported immediately. A fresh gate pass may be issued for the balance consignments.
14. The fresh gate pass should be endorsed as 'Issued in super session of previous gate pass number ___, which is no longer valid'.

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:

1. Perishables.
2. Explosive and other dangerous goods.
3. Iron Ore
4. Part consignments.
5. Articles on which percentage charge on excess value is paid.
6. Animals.
7. When bans and restrictions are in force at the new destination.

Documents required to be submitted for rebooking.

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

Procedure:

1. Prior permission of Sr.DCM should be taken for rebooking of wagon load and trainload traffic.
2. In case of defective condition, a remark should be obtained on forwarding note.
3. All old marks should be removed and fresh marking is ensured.
4. Consignment should be reweighed and compared with the weight on the railway receipt.
5. 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.
6. Original rebooking particulars are recorded on the rebooking railway receipt.
7. 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:

1. When the wagons or rake passed through the common junction or reached the original destination.
2. In case of perishables, animals and offensive goods.
3. Iron Ore
4. When bans and restrictions are in force at the new destination
5. 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:

1. Original destination.
2. Forwarding station.
3. New destination.
4. PF.A. & C.A.O of Forwarding/Destination Railways.
5. 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:

1. Forwarding station.
2. Original destination
3. New destination.
4. PCOM/PCCM/DRM/PFA&CAO and CCO of concerned zones.

Issue of supersessional railway receipt:

1. 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.
2. The freight charges are calculated from the forwarding station to new destination.
3. Original booking particulars and the authority for diversion should be shown on the supersessional railway receipt.
4. The original railway receipt should be cancelled and preserved.
5. Certified overcharge sheet is prepared and sent to the original destination for clearance of station outstanding in case of "To Pay" consignments.
6. The new destination station master will deliver the consignment by collecting memo freight and on execution of indemnity bond.
7. 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.

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:

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

Open delivery is not granted:

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

Precautions to be taken for granting open delivery:

1. The consignee/endorsee should produce sender's original trade invoice.
2. 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.
3. Contents must be checked for mis-declaration.
4. Check whether DDM is properly issued or not.

Procedure:

1. Entire consignment should be reweighed.
2. Original trade invoice should be counter signed by the consignee / endorsee and by the railway official.
3. Whenever possible, an equivalent of the content missing must be separately weighed and checked whether sufficient room in the package is left.
4. The consignee may be permitted to pass remarks in the delivery book for the actual weight delivered.
5. 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).
6. 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.
7. 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:

1. 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.
2. When the damage is due to wet the consignment should be exposed to sun and air.
3. Damaged goods must be examined and sorted out in lots, according to the extent of damage.
4. If the damage appears to have existed before the consignment was accepted by the railways, the fact should be specifically recorded.
5. The damaged packages and the whole consignment should be weighed separately.

Procedure:

1. 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.
2. Consignee and the official granting assessment delivery should countersign the trade invoice. DDPC should also be verified.
3. 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.
4. If the consignment required assessment through laboratory, it should be sent for chemical analysis immediately (chemical fertilizers).
5. In case of food grains etc. the opinion of the railway doctor should be obtained.
6. In case of machines and motor etc. the opinion of the mechanical / electrical department should be obtained.
7. 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

1. 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.
2. A DDM should be issued within 6 hours from the time of opening of the wagon.
3. 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.
4. 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.
5. At the end of the month, a statement should be sent with full particulars of all the excess packages to Sr.DCM/CCO.
6. 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
 - i. On execution of indemnity bond without collecting the value of the excess goods.
 - ii. On payment of proportionate freight charges for the excess goods.
 - iii. 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

- i.** On execution of indemnity bond.
- ii.** On furnishing bank guarantee to cover the value of the excess goods.
- iii.** On payment of proportionate freight charges
- iv.** 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:

- 1.** As a result of overloading beyond permissible limit, the railway reserves the right to have the excess weight removed.
- 2.** A separate record should be maintained whenever the excess weight is off loaded.
- 3.** The excess weight so off loaded, may be disposed off by public auction.
- 4.** 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.

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.

- I. Non availability of seal cards/labels
- II. 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.
 - i. Paste on labels
 - ii. Private markings and railway markings on packages
 - iii. Transit invoice
 - iv. 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:

1. 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.
2. 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.
3. 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)

1. Railways have opened “Not Received Cells” in order to provide responsive after sales services to the customers.
2. 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.
3. Composition of NR Cell:
 - i. Division Level – Comprises of Commercial Controller, Commercial Inspector and Trains Clerk
 - ii. Zonal Level - Comprises of Commercial Controller, Commercial Inspector and Trains Clerk
 - iii. Board Level – Claims Prevention Inspector, An assistant and Two Trains Clerks.
4. At Division Level:
 - i. Duties of the Stations: the parcel/goods clerk will record the particulars of the NR consignments and maintain a record at station.
 - ii. The same information can be informed to NR cell under clear signature.
 - iii. 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.
5. At Zonal Level – Information from each Division will be received and interact with adjacent/zonal Railways.
 - i. Exchange of information regarding non received goods/parcels and connect them by matching the information.
6. 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.
 - i. Board NR Cell will interact with ZR NR cell and give them feedback about the watched/linked consignments for further disposal to destination.
7. Each NR cell shall maintain the records of Railway wise overdue consignments on the Division or Railway separately as –
 - i. Wagon Load Register
 - ii. Parcels/Small Package Register
 - iii. Perishables/Dangerous/Explosive Consignments.
8. Periodical follow up meeting shall be held at Sr.DCM/DCM, CCO and ED/PG level with NR cells and progress reviewed.
9. 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

1. Punitive charges are collected when the commodities are over loaded in wagons.
2. Punitive charges are given in Part I, II and III of situations 'A' and 'B' of the schedule.
3. Punitive charges can be collected from the consignor, the consignee or the endorsee.
4. Punitive charges are not collected in case of detection of overloading at the originating point.
5. 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.
6. 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, 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 22.9/BCFC and BCFCM**

Extent of over Loading	*Punitive charges leviable on the entire weight of commodity loaded in excess of Permissible Carrying Capacity 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	Two and halftimes of the freight rate applicable to that commodity

***Explanation:** It is hereby clarified that on the weight exceeding the permissible carrying capacity up to one 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 one tonne.

Part – II**For BCNHL/BCCW/BFNSM 22.9/BCFC and BCFCM Wagons**

Extent of over Loading	*Punitive charges leviable on the entire weight of commodity loaded in excess of Permissible Carrying Capacity 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	Two and half times of the freight rate applicable to that commodity

***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.

Part – III**For Containers**

Extent of over Loading	*Punitive charges leviable on the entire weight of commodity loaded in excess of Permissible Carrying Capacity 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	Two and halftimes of the freight rate applicable to that commodity

***Explanation:** It is hereby clarified that on the weight exceeding the permissible carrying capacity up to one 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 one 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 22.9/BCFC and BCFCM**

Extent of over Loading	*Punitive charges leviable on the entire weight of commodity loaded in excess of Permissible Carrying Capacity
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	Three times of the freight rate applicable to that commodity
c) by more than four tonnes	Four times of the freight rate applicable to that commodity

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

Part – II**For BCNHL/BCCW/BFNSM 22.9/BCFC and BCFCM Wagons**

Extent of over Loading	*Punitive charges leviable on the entire weight of commodity loaded in excess of Permissible Carrying Capacity
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	Three times of the freight rate applicable to that commodity
c) By more than three and half tonnes	Four times of the freight rate applicable to that commodity

***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. However, in case of the weight exceeds the permissible carrying capacity by more than half tonne, 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 Permissible Carrying Capacity
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	Three times of the freight rate applicable to that commodity
c) by more than four tonnes	Four times of the freight rate applicable to that commodity

***Explanation:** It is hereby clarified that on the weight exceeding the permissible carrying capacity up to one tonne, the normal freight at the rate applicable to the commodity shall be recoverable. However, in case of the weight exceeds the permissible carrying capacity by more than one tonne, punitive charges shall be recovered for the entire weight of the commodity in excess of Permissible Carrying Capacity.

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:
 - i. Forwarding Note
 - ii. Export permit/certificate issued to the consignor by the state government if the consignment is booked to foreign country
 - iii. Medical certificate issued by the state veterinary surgeon or animal husbandry department, indicating the purpose for which the animal is booked and is fit.
 - iv. A certificate from the State Government authorities (Eg: District Magistrate) for allowing such movement.
 - v. The consignor should provide label around the neck of the cattle, with address of consignor and details of cattle in bold letters.
 - vi. 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
 - i. Elephant Rs. 6,000/-.
 - ii. Horse Rs. 3,000/-
 - iii. Horned cattle, camel mule Rs. 800/-
 - iv. Dog, donkey, goat or any other animal Rs. 120/-

4. Percentage charge on excess value (PCEV):

- i. 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.
- ii. These charges are collected after payment of freight charges at railway risk rate.
- iii. The railway risk rate is 20% extra on owners risk rate.
- iv. 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).
 - 1.** The Railway staff shall not accept the consignment for transport in absence of all the required documents, i.e.,
 - 2.** Forwarding note
 - 3.** Indemnity Bond covering all the attendants and all the wagons.
 - 4.** Certificate of the qualified veterinary surgeon covering all the animals.
 - 5.** Certificate from the State Govt. authorities (for example District Magistrate) allowing such movements.
 - 6.** Export permits of the Govt., if the consignment is booked to a foreign country, along with details of L.C. and other documents.
 - 7.** 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 BYANIMAL WELFARE BOARD OF INDIA
(ESTABLISHED BY GOVERNMENT OF INDIA)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 or 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:

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

Booking:

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

Carriage:

1. Lead wire seals should be used for sealing the wagon.
2. Routing of explosive goods should not be accepted by the dearer route for carriage, except where the normal route is closed for traffic.
3. Dummy wagons should be provided on either end of the loaded wagons for safety purpose.
4. The maximum number of wagons that can be carried per goods train is 10 and mixed train is 3.
5. Special seal card with red letters and Red Cross bar on white back ground should be used.
6. While in transit, loose shunting, fly shunting, rough shunting etc. must be avoided.
7. Repairs to the wagons if any should not be done without unloading the goods.

Delivery:

1. As soon as the goods are dispatched, a message should be given to the destination station regarding dispatch of the goods.
2. The consignee must remove the goods immediately after the goods are made available for delivery.
3. The goods unloaded should be kept separately.
4. 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:

1. The maximum number of wagons that can be dealt at a time while loading / unloading is 5.
2. Ensure that the wagons are properly cleaned before loading.
3. Loading and unloading of goods should be done during day light hours only.
4. Packages should be handled by authorized persons only.
5. Goods should not be thrown, dragged or pulled.
6. Ensure that packages are compactly loaded so that they do not shift during transit.
7. Packages should be stored in one layer only in case of barrels.
8. In case of rectangular/square packages, they can be stored upto 5 layers.
9. Naked light should not be brought near the wagons.
10. Foot wear with nails should not be used.
11. Trolleys should not be used.
12. Packages should be physically carried.
13. 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:
 - i. Arms and ammunition tally with the description given in the license.
 - ii. The license is identical with the copy received from the license granting authority.
 - iii. Original license should be produced at the time of booking.
 - iv. 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

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 charge for 10 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 used subject to minimum charge for 30 bogie wagons (including minimum of one each).

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. 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.

Haulage Charge/Surcharge: Additional surcharge @20% of the Haulage Charge is leviable in case of Railway owned coaches/wagons moving in 'Coaching Trains' and 'Mixed Trains (Coaching + Goods).

Siding Charge: Siding Charge for movement of Military Special Train between serving station and siding are leviable.

GST: Services by way of transportation by rail from one place to another of Defence or Military equipment are exempted from GST. However, AC coaches are meant for passenger transport and not for goods. Hence, AC coaches provided to Defence Authority are not exempted from GST and a taxable supply by Railway and subject to GST at applicable rate ".

Infringement Charges on Over Dimension Consignment: Infringement Charge on Over Dimension Consignment are leviable as per extant guidelines given in Rates Circular No.11 of 2017. This Charge is leviable per kilometer per wagon basis for the number of affected wagon (s) for the affected distance. The procedure for loading of Over Dimensional Consignment are laid down in Para 1514 of Chapter XV of Indian Railway Commercial Manual Vol.II.

Guard/Dummy Wagon Charge: Guard/Dummy Wagon Charges at the rate of Rs.55/- per kilometer per wagon is leviable as prescribed in Rates Circular No.11 of 2017 or as amended from time to time.

Busy Season Charge: Busy Season Charge is leviable on Military Goods Traffic; as per extant guidelines given in Rates Circular No.38 of 2011 and Rates Circular No.24 of 2013. i.e there is no exemption to military goods tariff from Busy Season Charge.

Development Surcharge: Development Surcharge is leviable on Military goods traffic, as per extant guidelines given in Rates Circular No.38 of 2011 i.e there is no exemption to military goods tariff from Development Surcharge.

- 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, STABLING, WHARFAGE, STACKING,
WAIVER & WRITE OFF**

CHAPTER-I

Guidelines regarding Demurrage and Stabling

1.0. DEMURRAGE:

Demurrage is the charge levied for detention of railway's rolling stock after the expiry of free time, if any, allowed for such detention.

2.0. FREE TIME FOR LOADING AND UNLOADING OF WAGONS:

2.1. Free time for loading and unloading for different types of wagons and allowances (if any) at railway terminals (for goods sheds, railway sidings, public sidings) and private/assisted sidings which do not work on Engine-on-load (EOL) basis; seven old steel plants; other steel plants which do not work on Engine-on-load (EOL) basis and freight terminals/sidings/steel plants/goods sheds which work on EOL basis are given in Paras 2.2, 2.3, 2.4 and 2.5, respectively.

2.1.1 As and when new types of wagons are introduced, free time mentioned herein shall automatically apply to the wagons depending upon the type of wagons.

2.1.2 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 leviable on all the wagons in the group.

2.1.3 Zonal Railways should make efforts through constant dialogue with Rail users to develop the infrastructure for efficient handling of wagons to reduce the terminal detention and hence improve wagon availability.

2.2. FREE TIME FOR LOADING/UNLOADING OF WAGONS AT RAILWAY TERMINALS AND PRIVATE/ASSISTED SIDINGS OTHER THAN STEEL PLANTS WHICH DO NOT WORK ON 'ENGINE-ON-LOAD (EOL)' BASIS

2.2 (a)	Type of Wagons	Permissible Free Time (in hours & minutes)			
		MECHANIZED		MANUAL	
		LDNG	ULDG	LDNG	ULDG
2.2(a)(i)	OPEN Wagon	5	7	9	9
2.2(a)(ii)	HOPPER wagon	5	2.30	NA	NA
2.2(a)(iii)	FLAT Wagon	6	NA	8	8

2.2(a)(iv)	BCNHL Wagon	NA	NA	5 (1 to 20 wagons)	5 (1 to 20 wagons)
				7 (21 to 30 wagons)	7 (21 to 30 wagons)
				9 (31 to 45 wagons)	9 (31 to 45 wagons)
				11 (46 wagons & above)	11 (46 wagons & above)
2.2(a)(v)	Covered wagons other than BCNHL	NA	NA	5 (1 to 20 wagons)	5 (1 to 20 wagons)
				7 (21 to 30 wagons)	7 (21 to 30 wagons)
				9 (31 to 45 wagons)	9 (31 to 45 wagons)
2.2(a)(vi)	BCFC	12	12	NA	NA
2.2(a)(vii)	TANK wagons (in all cases other than those specified as black oil)	6	6 (up to 29)	NA	NA
			8 (30 & above)		
2.2(a)viii	TANK wagons (Black oil viz. Light diesel oil, furnace oil, carbon black feed stock, low sulphur heavy stock, heavy petroleum stock, vacuum gas oil etc.)	7	7 (up to 29)	NA	NA
			9 (30 & above)		
2.2(a) ix	Military Wagons - KM	NA	NA	4	4
2.2(a) x	Military Wagons- other than KM like DBKM etc.	NA	NA	5 (up to 20)	5 (up to 20)
				7 (21 & above)	7 (21 & above)

2.2 (b)	Type of commodity				
2.2 (b)(i)	Container#	3	3	NA	NA
2.2 (b)(ii)	Consignment handled by Crane*	7	8	NA	NA
2.2 (b) iii	Livestock	NA	NA	4	4

This free time is relevant in the case of Indo-Nepal traffic. 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 mentioned here will be applicable when consignment is handled by crane, irrespective of the free time prescribed for different types of wagons.

Note:

1. Loading by pay loader is a type of mechanized loading.
2. In case where both manual and mechanical type of operations are used for loading/unloading of a rake, the more restrictive free time i.e. free time for mechanized loading/unloading will be permitted. (refer Board's letter No.TC-I/2005/201/2Pt.D dt. 30.10.2006).
3. N.A stands for 'Not Applicable'.
4. Loading of stationary wagons through mechanized movable weight-o-meter wagon loader is a type of 'mechanized loading'. (refer Board's letter No.TC-I/2005/201/2 dt 31.07.2008)
5. The above mentioned free time will be equally applicable for BG as well as MG wagons. (refer Rates Circular No.32 of 2007).

Power to enhance free time for Alternate Goods Sheds

In order to improve the utilization of alternate goods sheds, Zonal Railways (PCCM in consultation with PCOM) may increase the free time for loading/unloading of wagons and/or free time for removal of consignment, up to 50% of the normal free time. These guidelines are valid upto 10.01.2023.

2.2 (c) Delegation of power to zonal railways to reduce free time for loading of rakes of coal and/or iron ore

(Corrigendum No.2 dated 07.09.2018; Corrigendum No.7 dated 18.03.2019 and Corrigendum No.18 dated 12.03.2021 to RMC/Demurrage-Wharfage-Waiver/2016/0)

Zonal Railways have been empowered to reduce permissible free time for loading of rakes of coal and/or iron-ore to 3 (three) hours, as per the provisions given below-

- PCCM, in consultation with PCOM, will notify sidings/goods sheds where two or more rakes of coal and/or iron-ore are being loaded from a single line.

- For such terminals, permissible free time for mechanized loading would be 3(three) hours, irrespective of whether the siding is notified for EOL or otherwise. Zonal Railway will also notify the type of stock (BOXN, BOBR etc.), time period and any other condition to which reduced free time will be applicable.
- Two Week's notice will be given to such terminals before the reduced free time is made applicable. Requisite updation in CRIS/FOIS will also be ensured before its implementation.

2.2.1.Additional free time in the case of private/assisted siding:

- a) In the case of private/assisted sidings which are not notified for charging freight on through distance basis, additional free time given on account of extra shunting for placement, removal etc. should be 2 hours (two hours). However, in cases where the additional free time had been fixed less than 2 hours as per earlier Time & Motions Studies, the same should continue.
- b) In the case of private/assisted sidings which are notified for charging freight on through distance basis, no additional free time will be granted. However, wherever provision of additional free time is considered warranted by the Zonal Railway, additional free time upto a maximum of two hours may be granted with the recommendation of CCM and COM, concurrence of FA&CAO and approval of GM on case to case basis.
- c) However, whenever additional free time is considered warranted and is granted to a private/assisted sidings which has been notified for charging freight on through distance basis, GM should review the desirability of continuing the through distance arrangement in such sidings.

2.2.2.Reckoning of free time in case of railway terminals viz. goods shed/railway siding/public siding and such private/assisted sidings where placement/release of rake is done through railway's locomotive

- a) If a rake is place in one spur in one placement:
Free time will be reckoned from the time of placement of the rake. Demurrage will be charged on excess detention which will be calculated as under:
'Excess detention = (time of release-time of placement) - free time'
- b) 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/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 time of placement of 3rd part of the same rake for loading/unloading and so

on, should be treated as dies-non. Demurrage will be charged on excess detention which will be calculated as under:

‘Excess detention=(time of release of the last part-time of placement of first part)- free time – total period of dies non

c) 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. Demurrage charges 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 first placement and subsequent placements (i.e. between 1st placement & 2nd placement, between 1st placement & 3rd placement, and so on) is more than two hours, then such excess time interval of over two hours shall be treated as dies non. This dies non period, wherever applicable, will be deducted from the actual release time of the respective placements to arrive at deemed released time.

Demurrage will be charged on excess detention which will be calculated as under:

“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”

Deemed released time of the rake will be the time at which the last wagon of the rake is deemed to have been released. For example, if the deemed released time of first placement is 12 hrs, second placement is 14 hrs and third placement is 13 hrs, then 14 hrs will be the deemed release time of that rake.

2.2.3.In case of private/assisted sidings where placement/release of a rake from/to interchange point is done through siding owner’s loco

In addition to permissible free time for loading/unloading of wagons, Bunching Allowance of 3 (three) hours will be permissible as per following conditions:-

Bunching allowance will be allowed for both loading as well as 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 and will not have cumulative effect i.e. not extendable beyond

odd hours. The allowance should be calculated on actual arrival basis.

Handling capacity of a siding will be fixed as under: -

Existing Siding: Handling capacity of an existing siding will be actual handling capacity or deemed handling capacity, whichever is higher. Deemed handling capacity will be the average consumption of rakes per day during 1st January to 30th April escalated by 1.5 times & rounded off to the nearest integer. In exceptional cases, GM may approve fixing of the deemed handling capacity of a siding by rounding off the average consumption of rakes per day to the nearest integer (subjected to minimum of one rake). This should be done on case to case basis with the recommendation of CCM and COM.

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

Handling capacity of a siding thus fixed should be reviewed every year in the Month of May & 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 siding, whichever is earlier.

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

2.2.4. In private/assisted sidings where placement/release of a rake from/to the interchange point is done through siding owner's loco, the reckoning of excess detention when a loaded rake, after unloading, is allotted for back-loading shall be governed by the following guidelines:

- The excess detention (for the purpose of levying Demurrage Charge) would be reckoned after the expiry of total of the free time permitted separately for two activities, i.e. first unloading and then loading; total time taken for unloading and loading shall commence from the time of placement of the rake for unloading and conclude at the time the loaded rake is handed back to the railway at the designated point. However, if commodity unloaded from a rake and commodity back loaded in the same rake are having different Demurrage rates, then excess detention for two activities shall be reckoned separately i.e. first for unloading and then for loading.
- Additional free time that may presently be extended in such situation, on account of shunting of the rake from the unloading point to the loading point within the siding would no longer be permissible; the time presently allowed for movement of the rake

from the interchange point to the siding and vice versa, if any, would continue to be reckoned for calculation of admissible free time for loading/unloading.

- Extant provisions in respect of Bunching Allowance on subsequent rakes shall continue to apply.

2.3. FREE TIME FOR LOADING/UNLOADING OF WAGONS AND ALLOWANCES APPLICABLE IN THE CASE OF SEVEN OLD STEEL PLANTS

Seven old steel plants namely Bhilai Steel Plant, Bokaro Steel Plant, Durgapur Steel Plant, Indian Iron & Steel Co., Rourkela Steel Plant, Tata Iron & Steel Co, and Visakhapatnam Steel Plant will be permitted free time as prescribed below:

Type of Wagon	Name of the Steel Plant	Number of Wagons	Permissible free time (in hours: minutes)	
			Loading	Unloading
Open Wagons	VSKP Steel Plant	Up to 35	16	8
		36 & above	18	10
	Indian Iron & Steel Co.	Up to 35	24	16
		36 & above	26	18
	All others	Up to 35	22	12
		36 & above	24	14
Flat Wagons	All	Up to 35	24	12
		36 & above	26	14
Hopper Wagons	All	Up to 45	N.A	4:30
		46 & above	N.A	5:30
Covered Wagons	All	Irrespective of the number	24	24
Tank Wagons	All	Irrespective of the number	24	24

ALLOWANCES:

a) Terminal Allowance

Terminal allowance of 45 minutes only for pull through trains will be allowed. In case of other rakes, the free time will commence from the time of intimation of completion of the train examination formalities, which will be reckoned as “madeover” time, irrespective of the actual clearance of the load by the plants.

b) Unfit/Sick Wagon Allowance

If such wagons are received with loaded/empty rakes, 24 hours beyond the permissible free time for unloading/loading would be allowed. In case of sick wagons, allowance should be 24 hours after the wagons are made fit by TXR. The steel plants should return these wagons in the mixed pilot within 24 hours.

c) Debit/Credit hours

Whenever a Steel Plant is able to handle the wagons is less than the permissible free time, resulting in earning of credit hours, the credit hours so earned will be adjusted to the extent of 100% against the debit hours. The adjustment will be done in every 10 (ten) days period across different types of wagons. For the purpose of adjustment of credit/debit hours, only the permissible free time will be taken into consideration, and not other allowances. Offsetting of debit hours incurred on any wagon detained inside a Steel Plant beyond 10(ten) days, from the date of its being made over to the Plant, is not permitted.

d) Block Rake Allowance

Block rake allowance of 10 hours will be permissible for all types of wagons only for the purpose of loading except Visakhapatnam Steel Plant. This allowance is admissible to block rakes only, and not for piece meal traffic. Visakhapatnam Steel Plant will be permitted block rake allowance of 5 hours only.

e) Captive Rake Allowance

For the purpose of maintaining the integrity of rakes in interchange transactions with Steel Plants, Captive Rake Allowance of 2 hours will be admissible for only BOXN rakes, which run on crack pattern on Round trip Brake Power Certificate (RBPC). This allowance will not be admissible to Visakhapatnam Steel Plant.

f) Bunching Allowance

Bunching allowance of 3 hours will be permissible. However, this allowance shall not have cumulative effect.

2.4. FREE TIME FOR LOADING/UNLOADING OF WAGONS AND ALLOWANCES IN CASE OF STEEL PLANTS OTHER THAN SEVEN OLD STEEL PLANTS

Permissible free time for loading/unloading of wagons and allowances in case of steel plants (other than seven old steel plants) which do not work on 'Engine-on-load (EOL)' will be as under:

Type of Wagon	Number of Wagons	Permissible free time (in hrs: min)	
		Loading	Unloading
Open Wagons	Irrespective of number of wagons	12	8
Flat Wagons		12	8
Hopper Wagons		NA	2.30
BCNHL Wagons		11	11
Covered wagons other than BCNHL		10	10
Tank Wagons		9	9

The above-mentioned free time will be applicable for all booking points/sidings as long as they are located within the same steel plant.

ALLOWANCES**(a) Block Rake Allowance**

Block rake allowance of 05 hours will be permissible for all types of wagons only for the purpose of loading. This allowance is admissible to block rakes only, and not for piecemeal traffic.

(b) Bunching Allowance

Bunching allowance of 2 hours will be permissible. However, this allowance shall not have cumulative effect.

2.5. FREE TIME FOR LOADING/UNLOADING OF VARIOUS TYPES OF BLOCK RAKES IN THE CASE OF FREIGHT TERMINALS/SIDINGS/STEEL PLANTS/GOODS SHEDS WORKED ON 'ENGINE-ON-LOAD (EOL)' BASIS:

Type of rake	EOL free time (in hours: minutes)	
	Loading	Unloading
Open Rake (BOXN etc.)	Steel(Corrigendum dated 30.06.2016 to RMC/Demurrage - Wharfage - Waiver/2016/0)	6
	Bagged Consignment (Corrigendum No.19 dated 12.03.2021 to RMC/Demurrage - Wharfage-Waiver/2016/0)	6 (valid up to 31.03.2022)
	Other consignment	3
Hopper Rake (BOBR etc.)	3	2
Covered Rake (BCN)	6	6
Tank Rake (BTPN)	5	5
Flat rake (BRN, BFK, BFN, CONCORD etc.)	6	6

Free time will be reckoned from the time of placement of rake. 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.

2.6. DEBIT/CREDIT SYSTEM IN CASE OF PRIVATE SIDING -

Whenever a customer is able to handle wagons in less than the permissible free time, resulting in earning of credit hours, the credit hours so earned will be adjusted to the extent of 100% against the debit hours, as per following terms and conditions –

- a. The adjustment will be done on monthly basis across same type of stock and type of operation; i.e loading or unloading.
- b. Demurrage charge will be levied on the basis of net debit hours.
- c. No refund will be admissible for credit hours.
- d. Extant guidelines regarding waiver of demurrage will continue to be applicable as per schedule of power vested with competent authority.
- e. It will be applicable to those customers giving 1 MT traffic per annum.
- f. The scheme shall be applicable only for the traffic dealt in private siding (s).
- g. This will be a voluntary scheme. Interested customer may approach PCCM of concerned Zonal Railway to avail the facility of debit/credit system.

FOIS/CRIS will design utility for accountal of debit/credit hours.

In case of EOL sidings, the instant instruction for non levy of Engine Hire Charges within the stipulated free time will apply. This implies that debit and credit hours accountal will not be for the purpose of Engine Hire Charges.

Clarifications –

Debit/Credit system will be applicable to customers giving 01 MT per annum. The per annum period may be reckoned as “FY 2019-20 or preceding 12 months”, on either basis, in which 01 MT target is achieved.

As per extant guidelines – “the adjustment will be done on monthly basis across same type of stock and type of operation i.e. loading or unloading”. The basic idea is netting on monthly basis.

2.7. Additional Free Time for covering Open Wagons with Tarpaulins

Additional free time of one hour per rake may be permitted for covering open wagons with tarpaulins during loading of loose/bulk commodity (e.g. Coal & Coke etc., for which packing condition P2(a) is prescribed in the Goods Tariff) at all kinds of freight terminals e.g. goods sheds, sidings (including EOL sidings), PFTs etc.

2.8. Additional free time for cleaning activities (cleaning, mopping, coating and drying) of tank wagons in private siding (s) in case of edible oil when there is change of product

- a. Additional free time of 4 (four) hours per rake will be permitted for cleaning activities (cleaning, mopping, coating and drying) of tank wagons in private siding (s) in case of edible oil when there is change of product.
- b. At the time of placing indent, the customer will clearly mention the name of exact product e.g. crude sun flower oil, crude degummed soya bean oil etc. in e-RD module as well as in forwarding note, and not in general terms e.g. edible oil, Documentary proof of material like bill of entry will be uploaded in the system and the same will also be enclosed with forwarding note.
- c. In respect of tank wagon rake, FOIS should flag the last unloaded product and when a rake is supplied for loading from RMS to TMS against indent of different product, the system should automatically allow additional free time for cleaning activities and permissible free time for loading.
- d. Demurrage will be worked after allowing additional free time for cleaning activities and permissible free time for loading.
- e. The Debit/Credit Scheme of Demurrage will continue to be applicable as per extant guidelines.
- f. The matter has been reviewed and it has been decided that above-mentioned guidelines will be applicable in case of goods sheds also.

3.0. RATES OF DEMURRAGE CHARGE

- 3.1. Demurrage Charge shall be levied @Rs.150/- per 8-wheeled wagon per hour, or part of an hour, for detention of wagon in excess of the permissible free time for loading or unloading.
- 3.2. The rates of demurrage charges prescribed above shall be applicable equally to all types of 8-wheeled goods wagons and coaching vehicles (other than passenger vehicles), irrespective of their carrying capacities.
- 3.3. The rates of demurrage charge in respect of 4-wheeled wagons/vehicles shall be half of the rates prescribed for the 8-wheeled wagons/vehicles.

3.4. PENAL DEMURRAGE CHARGE

- 3.4.1. In case excessive congestion takes place at any terminal/steel plant, CCM/COM/DRM can increase the demurrage rates, even at progressively increasing rate subject to a maximum of six times of the prevalent rate. This penal demurrage rates should be implemented only after giving wide publicity and due notice of 48hours and should be applicable for the notified period.

3.4.2. The rates can be increased by say, 2 times or 3 times or so on, and not necessarily six times at one go in all cases. In fact, Railway may decide to levy variable rates like 2 times for first three hours detention, 3 times for next twelve hours detentions and so on and so forth. Railway must judiciously evaluate the situation and the rates should be increased on merit to the extent considered justified. Levy of six times rate should be resorted only when the situation becomes very alarming.

4.0. UNIFORM WORKING HOURS AND BUSINESS HOURS FOR RAILWAY GOODS SHED/SIDING – INCENTIVE FOR EXTENDED WORKING HOURS AND IMMEDIATE REMOVAL OF GOODS

4.1. The working hours and business hours of all railway terminals is 6 to 22 Hours. DRM may introduce the 'round-the-clock working' on case-to-case basis after analyzing traffic handled at railway terminal and possible improvement in wagon-turn-round. The business hours in such case should also be extended suitably to cater to 'round-the-clock' working. DRMs may analyze and introduce 'round the clock working' at Goods Sheds (including those notified as CRTs) having suitable traffic potential.

(Corrigendum No.15 dated 04.01.2021 to RMC/Demurrage-Wharfage-Waiver/2016/0)

4.2. Railway should make all out efforts to get the rakes released expeditiously. For this purpose, the working hours of the railway terminals may be extended beyond 22 hours even by a few hours on a regular basis or even on day-to-day basis.

4.3. As an introductory incentive for the consigners/consignees to release the rakes during the extended night hours beyond 22 hours, only 50% of the time take between 22 hours to 6 hours or the time up to 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. This incentive is admissible for calculation of both Demurrage and Wharfage on the same rake concurrently.

4.4. The incentive is also be applicable in the case when a rake is placed during 22-6 hours. However, in case when rake is placed during 6 to 22 of a day, the incentive is permissible only when normal free time prescribed for loading/unloading or removal of consignment from Railway premises expires after 22 hours and if normal free time expires at or before 22 hours, the incentive shall not be permissible. The incentive shall be permitted only for the first night of loading/unloading or removal of consignment from Railway premises, and not for the detention of wagons during subsequent nights.

- 4.5.** The incentive will not be permitted to private/assisted sidings and to the customers who opt TIELS at goods sheds.
- 4.6.** 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 two hours beyond the prescribed permissible free time for unloading for different types of rakes would be permitted in the goods sheds for immediate removal of the entire goods unloaded from the rake within the extended grace period of two hours. However, if a consignee does not clear the entire goods unloaded from the rake within the extended grace period of two hours Demurrage will be leviable as per the prescribed permissible free time and no grace period in free time will be granted.
- 4.7.** Suitable infrastructure should be created by railway administration. Proper arrangement should be made for security of goods and railways cash etc. Special emphasis should be laid on arranging sufficient lighting at railway terminals for ensuring safe and quick loading/unloading of wagons. Attention to approach road and other required facilities should also be put in place. DRMs may ensure basic facilities like drinking water, toilet, resting, wharf, sufficient lighting, approach road and other required facilities in Goods Sheds while introducing round the clock working. Goods sheds giving higher volume of traffic and revenue may be taken up on priority basis so as to optimize expenditure.
- 5.0. LEVY OF DEMURRAGE CHARGE IN CASE OF MULTIPARTY/MULTI-CONSIGNOR OR MULTI-CONSIGNEE RAKES**
- 5.1.** 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.
- 5.2.** Free time for loading/unloading as permissible to the entire rake should be allowed.
- 5.3.** 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.
- 5.4.** 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.

- 5.5.** Demurrage on the entire rake should be collected from the last party (who is responsible for detention of the rake) after deducting Demurrage, if any, collected from other consignor(s)/consignee(s)/endorsee(s).

6.0. GUIDELINES FOR LEVY OF STABLING CHARGE AND DEMURRAGE CHARGE ON PRIVATELY OWNED WAGONS

- 6.1.** Stabling charge is levied for detention of privately owned stock at a railway premise in any of the following circumstance:
- i. When party is unable to receive such stock in their siding
 - ii. When party declines to accept such stock in their siding
- 6.2.** Privately owned wagons includes wagons procured under “Own Your Wagon Scheme (Category-C)”, Defense owned stock, wagons owned by container operators*, etc.
- 6.3.** The rate of Stabling Charge in case of all privately owned wagons including wagons owned by container operators will be Rs.575/- per wagon per day or part of a day.
- 6.4.** The rate of Stabling Charge will be uniform for all types of wagons (either BG/MG or 4-wheeler/6 wheeler/8 wheeled/12 wheeler etc.).
- 6.5.** When privately owned stock is detained in the private siding or in a railway siding meant for handling such stock, no stabling/demurrage charge will be levied.

7.0. GUIDELINES FOR LEVY OF DEMURRAGE CHARGE ON WAGONS PROCURED UNDER “OWN YOUR WAGON SCHEME (CATEGORY-A & b)” OR JOINTLY OWNED WAGONS

- 7.1.** Wagons procured under “Own Your Wagon Scheme (Category-A&B)” or under “Wagon Investment Scheme (WIS)”:
- In the case of wagons procured under “Own Your Wagon Scheme (Category-A&B)” or under “Wagon Investment Scheme (WIS)”, extant free time & Demurrage Rule as applicable for detention of railway owned stock by normal rail users (i.e. other than steel plants) will be applicable.

7.2. Jointly owned wagons:

In the case of jointly owned wagons, extant free time and Demurrage rules as applicable for detention of railway owned stock by normal rail users (i.e other than steel plants) will be applicable. However, Demurrage Charge will be levied @50% of the rate of Demurrage Charge.

8.0. MISCELLANEOUS

- 8.1.** Demurrage rule is applicable in case of dummy wagons attached to ODC rakes.
- 8.2.** Demurrage rule is also applicable in the case of General Service Wagon leased out to various Departments for their use. However, it is not applicable in case of General Service Wagons which are declared condemned and subsequently excluded from general pool and are sometime handed over to Engineering Department, who after making some addition/alteration and minor repair, use them for transporting sleeper etc.
- 8.3.** Demurrage rule is not applicable in the case of BOB wagons which have been introduced mainly for transporting ballast for Engineering Department and are not public wagons.
- 8.4.** Sundays are reckoned (i.e. Sundays are not treated as dies non) for the purposed of levy of Demurrage at all freight terminals including stations/goods sheds which are notified as 'Notified Stations' in terms of Section 89 of the Railways Act, 1989.

WHARFAGE AND STACKING**1.0. WHARFAGE CHARGE**

- 1.1.** Wharfage charge is leviable on goods/consignment not removed from railway premises after the expiry of free time. It is leviable for detention of goods at railway's premise like railway station, platform, goods shed, godown, railway siding or any other type of railway's wharf. However, it is not leviable for detention of goods in railway's wagon or at private siding.
- 1.2.** Wharfage is not leviable on the consignment held by railway administration on lien in terms of Section 83 of Railways Act 1989.

2.0. CLASSIFICATION OF RAILWAY PREMISES

- 2.1.** Railways Premises (Goods Sheds, Stations etc.) will be classified into three groups as prescribed below on the basis of average number of rakes dealt with during the period from 1st January to 30th April.

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

- 2.2.** 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 January to 30th April' or 'the average number of rakes dealt with per month during 1st May (of previous year) to 30th April' whichever is higher. The same should be notified for the period July to June.
- 2.3.** There may be cases where traffic pattern changes and railway administration feel that there is need for midterm revision in the classification of a goods shed/station. For upgrading the category of a Railway premise (i.e. from Group-II to Group-I or from Group-III to Group-II), CCM/COM may take a decision based on the recommendation of Sr.DCM/Sr.DOM of the concerned Division. However, for downgrading the category of a Railway premise (i.e. from Group I to Group II or from Group II to Group III), Zonal Railway will send such proposals to Board.

3.0. PERMISSIBLE FREE TIME FOR REMOVAL OF GOODS FROM RAILWAY PREMISES:

- 3.1.** 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 I	12 working hours from the expiry of free time for loading of wagons/rake
Group II	15 working hours from the expiry of free time for loading of wagons/rake
Group 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 I	12 working hours from the expiry of free time for unloading of wagons/rake
Group II	15 working hours from the expiry of free time for unloading of wagons/rake
Group III	30 working hours from the expiry of free time for unloading of wagons/rake

- 3.2.** Free time for removal of goods from railway premises will be reckoned after the expiry of the permitted free time for unloading of the rake, irrespective of the fact whether the unloading of rake is done in single placement or multiple placements.
- 3.3.** In case free time for removal expires even before the beginning of unloading of the consignment from a rake, Wharfage will be levied for the period from the commencement unloading of consignment on Railway premises till its removal.
- 3.4.** In case free time for loading/unloading of a rake and free time for removal of consignment had expired, loading/unloading of wagons is going on and the consignment has not been removed within the free time for removal, both Demurrage (for detention of consignment on railway premise beyond free time for removal) will be levied.
- 3.5.** 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 live stock, perishable goods and goods loaded/unloaded at such stations/goods sheds which are notified as 'Notified Station' for removal of goods without delay.
- 3.6.** Sundays are reckoned (i.e. Sundays are not treated as dies non) for the purpose of levy of Wharfage at all railway premises including goods sheds/stations which are notified as 'Notified Stations' in terms of Section 89 of the Railways Act, 1989.

4.0. RATES OF WHARFAGE CHARGE:

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

5.0. WHARFAGE RULES IN CASE OF LIVESTOCK BOOKED UNDER GOODS TARIFF:

- 5.1.** 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.

5.2. 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.

6.0. Levy of Higher Wharfage Charges:

6.1. 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.

6.2. The rates can be increased by say, 2 times or 3 times or so on, and not necessarily six times at one go in all cases. In fact, Railway may decide to levy variable rates like 2 times for first three hours detention, 3 times for next twelve hours detentions and so on and so forth. Railway must judiciously evaluate the situation and the rates should be increased on merit to the extent considered justified. Levy of six times rates should be resorted only when the situation becomes very alarming.

7.0. Guidelines for advance stacking at Railway premises:

7.1. Advance stacking of goods at railway premises may be permitted by zonal railways without levy of any charge for this purpose.

7.2. 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.

7.3. Permission for advance stacking will be granted to such rail users only, who have indented for the wagons.

7.4. 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.

- 7.5.** 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.
- 7.6.** 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 CCM & COM.

- 7.7.** 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, Wharfage charge will be levied on goods/consignment which has not been removed from railway premises after the expiry of permitted free time.
- 7.8.** Once advance-stacking permission has been granted, cancellation of indents will not be permissible up to fifteen days from the time of advance stacking permission granted by the Railway Authority. In case rail user cancels the indent within aforesaid period, Wagon Registration Fee will be forfeited and stacking charge will be levied from the time of advance stacking permission till the withdrawal of indent. It is to clarify that stacking charge is leviable for the number of wagons as per the indent, irrespective of the fact whether physical stacking has been taken place or not.
- 7.9.** However, if a rail user cancels his indent after fifteen days from the advance stacking permission by the Railway Authority 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.
- 7.10.** Records of particulars (Eg: date, time etc.) should be maintained in all cases where advance stacking has been permitted.

7.11. 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.

7.12. Stacking charge will be levied at the rates of wharfage charge.

Rules regarding Waiver and Write off

1.0. Power of Officers to waive Demurrage or Wharfage Charge

Designation of Officer	Maximum amount of Demurrage per Wagon which can be considered by an officer	Maximum amount of Wharfage per consignment which can be considered by an officer
AGM	Full Powers	Full Powers
CCM (Co-ordinating HOD in Commercial Department)	Rs.1,00,000	Rs.1,00,000
CCM/FS	Rs.50,000	Rs.50,000
DRM	Rs.25,000	Rs.25,000
CTM,Sr.DCM,DCM	Rs.10,000	Rs.10,000
DCM/DTM/AO (SS)	Rs.600	Rs.1,200
ACM/ATM/AO (JS)	Rs.300	Rs.300

(Board's letter No.2017/Trans/01/Policy dated 18.10.2017 and No.2018/Trans/01/Policy dated 24.07.2018)

- 1.1.** 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.
- 1.2.** When Demurrage cases are being handled by Officers of operating department, CCM/Sr.DCM etc. will mean COM/Sr.DOM.
- 1.3.** 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.
- 1.4.** 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.

2.0. Waiver:

- 2.1.** 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.
- 2.2.** 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.
- 2.3.** 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.
- 2.4.** 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.
- 2.5.** 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.
- 2.6.** 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.
- 2.7.** 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.
- 2.8.** The circumstances which lead to accrual of demurrage / wharfage charges, can be broadly grouped in three categories as under:
 - i. Reasons within the control of the consignor/consignee.
 - ii. 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.

iii. Act of God, Act of War and Act of Public Enemies.

- 2.9.** 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.
- 2.10.** The powers of waiver as mentioned should be exercised judiciously keeping in view the merits of reach case as per instructions contained in this letter. The waiver should not be granted in a routine manner.
- 2.11.** Whenever the waiver exceeds 50% of the powers conferred on an officer, reasons for such waiver should be recorded in writing.
- 2.12.** 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.
- 2.13.** 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.

3.0. Appeal against orders of waiver:

- 3.1.** 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.
- 3.2.** 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.
- 3.3.** 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.
- 3.4.** A maximum of two appeals can be made against the decision of the lower authorities.

- 3.5.** 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.
- 4.0.** The waiver of demurrage / wharfage charge should be dealt as per the instructions contained in this letter.
- 5.0. Refund:**
- 5.1.** No direct refund of demurrage/wharfage charge should be made up unless proper procedure for waiver as laid in this letter has been followed. While granting refund of Wharfage or Demurrage Charges due cognizance should be taken of the quantum of waiver already allowed in each case.
- 5.2.** For any refund of Wharfage or Demurrage prior account verification as distinct from Finance concurrence is required to be done to establish that the amount to be refunded has actually been received by the Railway. Such refunds would be subject to post check by the Finance. No prior Finance concurrence would be required in these cases.
- 5.3.** Refund of waived amount of demurrage/wharfage charges should be made expeditiously through pay orders by commercial department of the division.
- 6.0.** If 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.
- 7.0. Waiver of Stacking Charge:**
Extant rules for waiver of Wharfage Charge will continue to apply in the case of waiver of stacking charge also.
- 8.0. 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.
- 9.0. 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.
- 10.0. Write-off of Stacking Charges**
The guidelines regarding write off of wharfage charge is also applicable for write off of Stacking Charge also.

11.0. Recovery of Railway dues

Division Officers should be asked to enforce the extant rules regarding collection of Railway dues from freight customers. All dues must be raised to customers at the earliest as per schedule and all efforts must be made to prevent outstanding.

“Para 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. Wharfage and demurrage charges should be levied under tariff rules and recovered, from the consignee/endorsee before the removal of goods from railway premises.”

It is to state that these guidelines do not restrict pre-payment of Demurrage Charge.

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 from 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 form 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.
- 8.2.** 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) – Steel Traffic
- (f) Two and Multi Point rake (other than covered wagons) – Other than Steel Traffic
- (g) Two Point Rake – BTPN Wagon – Anhydrous Denatured Ethanol (meant for blending with fossil fuels) traffic:
- (h) Rake from Two Originating Terminals (covered wagons)
- (i) 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.
- 14.** Indents for wagonload loading placed by two or more consignors/consignees can be combined to form trainload rake and to charge at trainload class rate.
 - i. The Divisional Railway users can combine multiple wagonload indents either registered by same/different customers of the same location in FOIS/RMS. Wagonload indents once combined shall be considered as Rake/Mini Rake Indent for granting trainload benefit. During the Railway Receipt generation process in FOIS/TMS application, system shall verify all the extant provisions and conditions of trainload and if found fit, will calculate the freight based on trainload class rates.
 - ii. Regarding free time for loading/unloading and levy of demurrage, the extant guidelines as prescribed for multi party/multi-consignor/multi consignee rakes vide Para of Rates Master Circular/Demurrage-Wharfage-Waiver/2016/0 (and as amended from time to time) will be applicable.
 - iii. In case of wagonload indent, the concerned customer will give an undertaking in the Forwarding Note that he/she, hereby, authorizes Railway Administration to club his/her indent with other similar indents for transportation, charging and demurrage applicability as per extant guidelines, and the indenter/signatory is duly authorized/competent to give such undertaking.
 - iv. This shall come into force with immediate effect and shall remain in force till further advice.
 - v. In respect of Para 3(iii) CRIS will make suitable changes in e-RD module while in manual indenting such declaration be incorporated in forwarding note by Zonal Railways.

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 600Km**
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 to June.

(*Mini Rakes can presently be loaded for distances beyond 2000 Km in respective of Inter-Zonal or Intra-Zonal traffic subject to the condition that this relaxation shall exclude Traditional Empty Flow Direction Traffic and shall be as under:

Distance for Mini Rake	Supplementary Charge	Charging of Commodity will be at
0 to 500 Km	Nil	Train load Class Rate
Beyond 500 Km up to 1000 Km	5%	Train load Class Rate for total distance + Supplementary Charge @5% on difference of base freight of respective distance and base freight of 500 Km
Beyond 1000 Km up to 2000 Km	7.5%	Train load Class Rate for total distance + Supplementary Charge @5% on difference of base freight of 500 Km and base freight of 1000 Km + Supplementary Charge @7.5% on difference of base freight of respective distance and base freight of 2000 Km
Beyond 2000 Km	10%	Train load Class Rate for total distance + Supplementary Charge @5% on difference of base freight of 1000 Km and base freight of 500 Km + Supplementary Charge @7.5% on difference of base freight of 2000 Km and base freight of 1000 Km + Supplementary Charge @10% on difference of base freight of respective distance and base freight of 2000 Km.

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.

Distance for Two Point Rake	Supplementary Charge
Up to 200 Km	Nil
Beyond 200 Km up to 500 Km	5%

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.

7.1. Two and Multi Point Rake (Other than Covered Wagons) – Steel Traffic

Any Two and Multi Point Rake (Other than Covered wagons) for steel traffic can be loaded at Trainload class rate under the following conditions:

- i. Originating terminal should be a notified full or half rake terminal.
- ii. Each destination terminals should be notified full or half rake terminal.
- iii. A minimum of 10 wagons should be loaded for each destination.
- iv. 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.
- v. No two destination terminals can be more than 500 Km apart.
- vi. A Supplementary charge of 5% on two-point rakes and 20% on multi point rakes will be levied on Base Freight Rates.

7.2. Two and Multi Point Rake (Other than Covered Wagons) for other than Steel Traffic

Two and Multi Point Rake for Other than Covered wagons for other than steel traffic can be loaded at Trainload class rate under the following conditions:

- i. Originating terminal should be a notified full or half rake terminal.
- ii. Each destination terminals should be notified full or half rake terminal.
- iii. A minimum of 10 wagons should be loaded for each destination.
- iv. 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.
- v. A Supplementary charge of 5% on two-point rakes and 20% on multi point rakes will be levied on Base Freight Rates.
- vi. Two Point Combination for other than covered stock (for POL traffic) are at Annexure-VI.
- vii. Zonal Railway to review two/multi point combinations at regular intervals to avoid any financial loss to Indian Railways.
- viii. Annexure-II Two Point combination for other than covered for stock for Steel Traffic only will be treated as deleted.
- ix. This shall come into force w.e.f 27.07.2021 and shall remain in force till further advice.

7.3. Two Point Rake – BTPN Wagon – Anhydrous Denatured Ethanol (meant for blending with fossil fuels) traffic:

Any Two Point Rake of BTPN wagon for Anhydrous Denatured Ethanol (meant for blending with fossil fuels) traffic can be loaded at Trainload class rate under the following conditions:

- i. Originating terminal should be a notified full or half rake terminal for POL traffic.
- ii. Each destination terminals should be notified full or half rake terminal.
- iii. A minimum of 10 wagons should be loaded for each destination.
- iv. 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.
- v. No two destination terminals can be more than 500 Km apart.
- vi. A Supplementary charge of 5% on two-point rakes will be levied on Base Freight Rates.
- vii. Zonal Railway to review two-point combinations at regular intervals to avoid any financial loss to Indian Railways.
- viii. This shall come into force w.e.f 08.09.2021 and shall remain in force till further advice.

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 for Covered wagons from notified 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 wagons 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 – III & 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, BOXNS	59	58*
2	BOXNHL	58	57
3	BOX	35	30
4	BOST	46	45
5	BKCX	32	30
6	BOY, BOYN, BOYEL	53	50
Hopper Wagons			
7	BOBR	53	50
8	BOBRN	59	56
9	BOBRNEL	59	56
10	BOBRNHS	59	57
11	BOBRNHSM1	59	58
12	BOB, BOBC, BOBX, BOXK, BOBS	40	40
13	BOBSN, BOBSNMI, BOBY, BOBYN	53	48**
14	BOBYNHS	54	52
Flat Wagons			
15	BRN/BRNA/BRNAHS/BFNS	43	41
16	BRH/BRS	35	30
17	BRHNEHS	42	40
18	BFR/BFK/BFKI	35	30
19	BFNSM 22.9T/BFNV	58	57
19 (a)	BFNS 22.9T	43	42
Covered Wagons			
20	BCN, BCXN*****	41	39
21	BCNA, BCNAHS*****	42	40
22	BCNHL	58	42 (up to 30.06.2022)
23	BCX	40	35
24	BCCN	30	29
25	BCFC/ BCFCM	59	58
26	NMG	25	24
Tank Wagons			
27	BTPN	50	49 (42 for BAN)
28	BTFLN	50	49
31	BTAP	51	49
32	BTCS	59	57
33	BTPH	48	46
34	BTAL	35	32

35	BCCW (Bulk Cement)	58	56
36	BTPGLN / BTPG	32	30
37	Tank Wagon (4 wheeler) @	72	68
38	Tank Wagons TG type (4 wheeler)	64	62
39	Mixed Rakes (BG)		
(a)	i. BOXN & BOYN	55	55 (minimum 15 of each type)
	ii. BOX & BFR / BRH***	35	30 (minimum 10 of each type)
	iii. BOXN/BOXNHS/BOXNHSM1/BOXNH A/BOXNLW/BOXNM1/BOXNHL+ BRN /BRNA/BRNAHS/BOST/BFNS****	45	40 (min. 10 of each type & max. 20 of BOXN)
(b)	i. BOST + BRN/BRNA/BRNAHS/BFNS *****	43	41 (min.10 of each type)
	ii. BCN/BCNA/BCNAHS/BCXN*****	41	38
	iii. BTPN / BTCS	55	BTPN will not be more than 25
c(i)	Carriage of 260 m long Rail in 5 tiers @@ (where end unloading is planned)		
	BRN/BRNA/BRNAHS wagons with special fixtures	36	
	BCN (or its variant)	1	
	BRN/BRNA/BRNAHS wagons having Ramper/Threader/Chute arrangement	6	
(ii)	Carriage of 260 m long Rail in 5 tiers (where loading and unloading is done using Cranes)		
	BRN/BRNA/BRNAHS wagons with special fixtures	36	
	BCN (or its variant)	2	
(iii)	Carriage of 18 m long Rail <<		
	10 units each of four converted BRN/BRNA wagons i.e. total 40 converted BRN/BRNA wagons.	40	
40	BAFRDR Wagon	51 (including EAB End Articulated Bogie)	47 (including EAB End Articulated Bogie). i.e. 46 BAFRDR+1 EAB
Meter Gauge Wagons			
41	i. MG to MG		34 (in terms of 4 wheeler)
	ii. MG to BG		90 (in terms of 4 wheelers)

1. * BOXN in Kulem-Castle Rock section 54 wagons permitted for trainload class rate.
2. ** The minimum number of wagons for Dalli Rajhara-Bhilai section will be 45 wagons.
3. *** BFR and BRH wagons may be treated as one type and BOX as another type for reckoning the minimum 10 number of each type.
4. **** BRN, BRNA, BRNAHS, BFNS and BOST may be treated as one type & BOXN/BOXNHS/BOXNHSM1/BOXNHA/BOXNLW/BOXNM1/BOXNHL as other type of BOXN group wagons.
5. ***** 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.
6. ***** Indents for Block Rake of BCN/BCNA/BCNAHS/BCXN 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.
7. @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.
8. @@ In the rake composition, BRN wagons shall be charged at respective PCC for class of commodity being carried. BCN (or its variant) shall be charged as Dummy Wagon at the rates notified from time to time. A Supplementary Charge of 5% on Base Freight Rate shall be levied for above rake composition. (till further advice)
9. <<In the above rake composition, BRN/BRNA wagons shall be charged at respective PCC for class of commodity being carried. A Supplementary Charge of 5% on Base Freight Rate shall be levied for the above rake composition.
10. \$ Standard composition is 58, indent can be placed for 58 wagons only. If customer indents to load less than 58 but not lesser than 42, then it shall declare in writing at the time of placement of indent. Trainload rate shall be granted upon loading of 42 or more wagons. Balance wagons shall be released as "Non-Loading" or "Released Damage".

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, restrain 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 except 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 weighment 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 Dotmatrix 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

**WORKING MANUAL ON
FREIGHT OPERATIONS INFORMATION SYSTEM (FOIS)
TERMINAL MANAGEMENT SYSTEM (TMS)**

Objective & Mission:

- Transparency in sharing of information to give the customers an up-to date business like environment
- To give a total transparent system with continuous Cargo visibility and an up-to date business environment to the Customers with instant access to information regarding their consignments in transit for just in time inventory'

What is FOIS:

- FOIS is an On-Line Real-Time system based on absolute current State of Art Technology and efficient Communication system.
- A management tool to optimize utilization of costly assets and resources by improving the distribution of Rakes/Wagons & Locos, and also scheduling and Routing Traffic in an optimized cost effective manner.
- Provides Continuous Cargo Visibility and enables the Freight customers to have instant access to information regarding the current status of their consignments in transit for just in time inventory.

Scope of FOIS:

- Presently two subsystems of FOIS are being developed
- They are namely

Rake Management System (RMS)

&

Terminal Management System (TMS)

TERMINAL MANAGEMENT SYSTEMS –TMS

Computerized booking and delivery of consignment

- Station Accounting
- RR generation/Transmission
- Improved Customer Interface

Entries to be made by commercial staff in TMS

i) Logging in TMS

The CGSR/CGC/GC or any other commercial official deputed for the TMS work should log in TMS duly entering the Login Name, Password, and location.

Press enter

Press enter again when the role appears as **Gds Clerk**

Now the TMS Screen will appear and you are ready to begin the work on TMS

ii) Day Start

It is compulsory to do day start for the working date before any entries can be made for the day.

Main menu-Administration

Click on day start

Fill in the date

Press F2 for save

Press F4 for exit once the date is saved successfully

iii) Demand Registration

All the demands registered for the day should be entered in TMS without fail.

Main menu-Booking-Demand registration (Change the working date as required)

Press F5 for refreshing the data

Press F3 for adding a row

Fill in the demand details like date and time, consignor code, rake type, traffic type, priority class, consignee code etc., (when in doubt press F6 for field help)

(For Multiple RRs with different consignors/consignees enter Public for consignor/consignee as the case may be in the demand registration screen. Enter the address of each consignor/consignee in the concerned Forwarding Note) Once you enter the expected date of loading (optional) and press tab you will come to the demand details pallet.

Here fill the demand destination, rake commodity, number of forwarding notes to be made (FWL for full wagon load and LWL for less than wagon load i.e. clubbing of consignment), stock type, number units indented for.

Eg: if one RR is to be issued for the whole rake, fill 1 in FWL, if 10 RRs are to be issued for the rake fill 10 in FWL. In case of clubbing of consignment where more than one RR is issued for one wagon, entry is to be made in LWL. The number to be entered in LWL in such case is the total number of such RRs. For example if there are 4 wagons for which 8 RRs are to be issued then in LWL **enter 8 and not 4**, Press F2 for saving. Now the demand is registered. At the right hand corner of the demand pallet you will observe that an I is displayed. This means that the demand is incomplete. The demand will be complete and show C if and when the forwarding note is prepared.

Cancellation, modification, withdrawal, and forfeiture of demands

Some of the demands registered may be cancelled, modified at the request of the consignor.

The demands may be cancelled before allotment of wagons or after allotment of wagons. The system provides for cancellation, modification and withdrawal of demands. The forfeiture of the ARF (wagon demand registration fee) is calculated by the system wherever applicable as per extant rules.

- i) Cancellation of demands in the system for which forwarding notes have not been prepared (incomplete demands) can be done by clicking on **Demand** option in the demand registration screen in TMS.
- ii) For canceling demands for which forwarding notes have been made in the system, you have to first cancel the concerned forwarding note/notes. Cancellation of the forwarding note/notes entails refund or forfeiture of the ARF wherever applicable.

Note: demands can also be registered through the repeat waybill where the same party is placing demands on a regular basis to the same destination. A number of such repeat waybills can be made and kept ready and demands registered through those repeat waybills.

The procedure for making repeat waybills and registering demand through the repeat way bill is explained hereunder.

Main menu-Customer

Click on repeat waybill

Press F6 in the customer code option

Select the customer code from the list

Press enter

Press tab and fill the details of the repeat way bill like destination, consignee code, via, rake/piecemeal, traffic type, train load/wagon load etc and press F2 for save

Click on details

Click on stock details

Fill stock details

Repeat the process for charge details and Hub and Spoke details and save.

The system will generate a repeat waybill no. for the destination and the commodity specified in the details.

Make repeat waybills for different commodities for the same destination.

Make repeat waybills for same commodity to different destinations.

Make repeat waybills for all the regular customers and save the data

Now you can register the demands from the repeat waybill option without having to fill the demand details every time a demand is registered.

Registering demand through the repeat waybill

Main screen-Booking-Demand registration

Click on repeat waybill

Repeat way bill screen will appear

All the repeat way bills made as explained above will appear here

Click on the appropriate repeat waybill depending on the destination and the commodity code.

Select the same by pressing Shift + Space bar

Press enter

You will see that you have come back to the demand registration screen

The details of the demand appear in the demand registration screen
Fill in the date and time of demand and the expected date of loading
Press F2 for saving the data.

Now make the f/note for completing the demand registration.

iv) Preparation of F/NOTE

Any demand is **complete** only when the forwarding note is prepared.
Allotment for loading against any demand can be made only after the forwarding note is made and the demand is completed. Demand should be entered when the party places the demand. Forwarding note need not be made at the same time. Forwarding note should be prepared in the system when the party presents the forwarding note physically. Each demand may have one or more forwarding notes depending upon the number of RRs to be given to the party as explained above. The procedure for preparation of forwarding note is as follows.

Main menu-Booking-Demand registration

Press F5

All the demands registered will appear

Select the demand for which forwarding note is to be prepared

Press enter

Demand details will be displayed in the demand details pallet

Click on these demand details to make the row blue in colour

Click on “forwarding note”

Click on new

Forwarding note screen will appear

If the date of preparation of forwarding note is different from the demand date then change the date as required.

Use tab to go to fields that need to be filled

Fill consignor and consignee details

Enter the number of forwarding notes to be made in case of clubbing

Enter the commodity code (press F6 for help)

Enter weight and weight unit

Enter the number of units to be consumed by the forwarding note

Enter charged via and the rate type

Enter Y in the forwarding note executed field

Enter whether ARF is applicable or not. If ARF is applicable enter the mode of payment of ARF and the payment details

In the “demand registered or not” field enter Y if only one forwarding note is to be made and save by pressing F2

The system will generate forwarding note no. and priority no. which will be displayed at the right hand top corner of the screen. Note down this number for future reference.

In case more than one forwarding note is to be made for the rake/wagon, enter N in the demand “registered or not” field and save.

Press F3 and repeat the process of filling in the fields in the forwarding note screen as explained above. repeat the process for the number of forwarding notes required. In each case system will generate on forwarding note number

When you come to the last forwarding note in the demand fill Y in the “demand registered or not” field.

Reporting for Out ward traffic

Commercial placement, allotment, release and removal

The rakes for which operating placement is given by the operating staff will appear in TMS.

It should be ensured that the operating staff has given placement of the rake after checking the wagon numbers and making corrections wherever necessary. The attributes of the wagons once placed cannot be changed. Hence it is imperative that the changes to be carried out by the operating staff before giving the operating placement. The operating staff should give the operating placement without connecting any demand to the placement. Connecting the demand shall be done by the commercial staff in TMS.

Main menu-Rake-Rake handling

Rakes on hand screen will appear

Select the rake to be placed

If the rake is to be released against a single forwarding note click on

“Composite WTR”

(Composite WTR option has three portions, one each for placement, release and removal. All the three tasks can be performed from the single screen.)

Press F5 for refreshing data

The cursor will appear in the commercial placement field

Enter the commercial placement and press F2 for saving

After the commercial placement is saved, the cursor will appear at allotment

Enter allotment time and date, press tab, enter demand no. and demand date and again press tab the system will itself retrieve the forwarding note and priority number of the demand.

Press F2 for saving the data. Placement of the rake for loading is complete.

When the loading of the rake is completed report the release and removal of the rake.

Main menu-Rake-Rake handling-Composite WTR

Press F5

The cursor will appear in the release code field enter **LR** for loaded release

Press tab and enter release time and date of release

Enter MC for mechanical loading and MN for manual loading as the case may be

Press F2

When the release is saved the release complete button will be highlighted

Click on the release complete button

A green screen for forwarding note met with will appear

Press F7

A small screen for new rake header will appear

Enter progressive loading number

Press F2

Once release complete is saved the cursor will automatically go the removal field

Enter removal time and date and line no.

Press F2

Once removal is saved the removal confirm button will be highlighted

Click on the removal confirm button

Exit after the removal confirmation is saved.

In the rakes on hand screen will appear with status as MV. This means that the rake is ready to be moved. The operating staff at the TMS location shall make entries in RMS for reporting movement of the rake as and when the rake is moved from the station/yard.

When the rake is loaded against more than one forwarding note

Main menu-Rake-Rake handling-Rakes on hand-WTR

Click on Normal

WTR-RAKE screen will appear

Press F5 for retrieving the wagon numbers

Click on placement

Enter commercial placement time and date

Press tab and come to allotment

Enter allotment time and date

Enter the forwarding note against which the wagon is allotted.

Press F2 for saving

If more than one wagon is to be allotted against one forwarding note press F7 for select all

If only one wagon is to be allotted against each forwarding note then enter the details for all the wagons individually and save. Placement is complete.

For releasing the rake

Main menu-Rake-Rakes on hand-WTR-Normal

Press F5

Click on release

The cursor will be in the qualified code column – do not fill anything

Press tab

Now the cursor will come to release code

Enter LR for loaded release

Enter release time and date and press tab

Enter loading type as MC (mechanical) or MN (manual) as the case may be

If all the wagons are released press F7 for select all and press F2 for saving

If only some of the wagons are release enter the details only for those wagons individually and save.

On saving the release the rows will turn yellow

If all the wagons in the rake have been released click on **release complete**

Forwarding note met with screen will appear

Press F7

New rake header will appear

Enter progressive loading number and press F2 for save

Press F4 for exit

Again press F4 for exit

You will come back to rakes on hand screen

Click on removal

Press F5

Wagon numbers will appear

Enter removal time, date and line no.

Press F7 for selecting all the wagons

Rows will turn green

Press F2

When the removal is saved the rows will turn yellow

Click on removal confirm button

Press F4 for exit

Now the rake is ready for movement with MV status

The rakes status in RMS will show as RL. The operating staff can report movement of the rake in RMS.

In TMS the rakes released for loading either through composite WTR or normal WTR are ready for further reporting of commercial work as explained hereunder.

a) Filling the loading register

Once cc is entered correctly click on loading register

Press F5 for retrieving the wagon numbers

Click on loading register

(Enter tare of the wagon) – if applicable

Click on Remarks on forwarding note

Enter the remarks on forwarding note as required (a list of usual remarks are provided in the system –Press F6 for field help)

For any remark that you want to enter and it is not in the list there is a space provided where such remarks can be entered by typing.

Press F4 after filling in the f/note remarks (you need not press F2 here)

(If the rake is release against a single forwarding note the remarks will be copied against all the wagon numbers otherwise the remarks on forwarding note will have to be given for each wagon individually)

You will come back to the loading register

Enter the number of packages in case the packing code is 2 (not necessary if the packing code is 1)

Enter the sender's weight or the actual weight as the case may be

Press F2 for saving

Enter tare and weight of all the wagons

Press F2 for saving

Important: After saving the loading register, go to “distribution of weight” screen and check for any punitive charges levied due to over load. If so, come back to loading register screen and re-check the filled in details. If entries are ok, then press “loading confirm” button. Once this button is pressed, no changes can be made to loading register.

b) RR generation, collection and printing of RR

Main menu-Outward-List of forwarding notes

Select the forwarding note to be dealt with

The status of the f/note will have Y in met with column and R in RR status column

This means that the forwarding note is ready for RR generation

Click on RR

Click on RR generation

RR generation screen will appear

The cursor will be at Load Type

Enter T for trainload or W for wagonload as the case may be

(If train load facility is being given for rake with less than the prescribed number of wagons you will have to enter the details of the authority permitting the facility)

Enter Risk Rate, Paid Type and payment mode

Enter rebates given or other charges to be included in the RR

Press F2

When the data is saved the **RR charges** option will appear at the top for paid RRs

click on RR charges

In the RR charges screen, click on collection

Smaller screen for collection details will appear

Press tab and a row will appear

Fill details of collection (cash, DD, credit note etc.,)

The amount entered here should be exactly the amount of the RR

Exit from the screen by pressing F4 (no F2 here)

You will come back to the RR charges screen

Press F2 here for saving the collection details

When the data is saved amount will appear in the payment received field

Now the RR is ready for printing

c) Printing RR

In the RR charges screen click on File

Click on Print RR

Select the printer and roll code by pressing Shift + Space bar

Both should become green

Check that the RR stationary is fed into the printer and is aligned properly

Ensure that the printer is switched on

Now press enter and wait

The printing will start after a few seconds

A message will appear on the screen asking whether the RR has been printed successfully or not (YES/NO)

Do not meddle the button until the RR is completely printed

Check the RR printed.

If the print is correct and complete in all respects then only type “y” in the box appeared and key in the random code given by the system, then press F2 for saving.

If the RR is not printed properly due to any reason like paper alignment was not correct or the paper had jammed or ribbon is stuck-up or any other reason then type ‘N’ in the box and save. The system will ask for the reason for failure to print the RR

Enter the reason and press F4 to exit. The stationery will be recorded in the system as NON-ISSUE

Cancel the stationery made non-issue and send to the accounts office duly keeping the record foil for further reference

Set the paper/ribbon correctly and again give print command as explained above

After completing RR printing F.Note will disappear from the list of forwarding notes.

In case ARF is applicable, ARF should be refunded.

In the case ARF is not applicable, F.Note automatically disappear after printing RR.

ARF refund:

Main Menu-Outward-List of forwarding notes

Select the forwarding for which ARF to be refunded

Click on Charges

Click on ARF Refund

Refund of ARF Screen Appears

Enter Date press Tab

Enter Coaching /Goods cash flag (From which cash refund is made)

Press F-2 to save

Press F-4 For exit

d) Remittance

At the end of the day when all the transactions for the day have been entered, it is necessary that the remittance of the cash to bank or cash office is also reported in the system before doing day end for the day

Main menu

Click on charges

Click on local charges

Local charges accrual/collection screen will appear

Select the remittance option

Press F3 for adding a row

Select the remittance code for remitting the cash to bank or cash office as the case may be. Enter the date of remittance and the amount remitted

Click on collection and fill the details of remittance

Press F4

You will come back to the local charges accrual /collection screen

Press F2 for saving the remittance

e) Day end

Once entry of all the transactions for the day have been completed and remittance is also reported in the system day end task has to be performed.

Main menu-Administration-Day end

Press F5 for refresh

Enter the details of out of turn allotment if any

Check all the details of last invoice, last RR, last priority number, last demand and forwarding note number and the stationery details displayed in the day end screen.

If the details are correct press F2 for saving the day end

A message will appear asking whether you want a print out of the day end particulars or not

Click YES if you want a print and take out the print for record purposes

If you do not want a print out click on NO

Note: It should be ensured that all the work that has been done during the day like demand registration, forwarding note preparation, loading, unloading, removal of consignment are reported in the system without fail. Once day end is performed for a particular day no further entries can be made for that date at a later date.

For inward traffic

The navigation for inward traffic in TMS is classified into three categories

- a. Rakes received from P1 and P2 locations for which the RR is received and is available with the commercial staff physically
- b. Rakes received from P1 and P2 locations for which the RR is not received and the delivery is to be given on the basis of indemnity bond
- c. Rakes received from P3 (TMS locations)

Rakes received from P1 and P2 locations for which the RR is received and is available with the commercial staff physically

The operating staff at the location will report the operating placement of the rake in RMS

In TMS the entries to be made by the commercial staff are as follows

Placement of the rake

Main menu-Rake-Rake handling-WTR-Invoice verification

Invoice verification screen will appear

Press F5 for retrieving the wagon numbers

Click on verify

Enter commercial placement time and date and press tab for going to the next field

In the invoice details column fill Y for yes

Enter the invoice number and date

If the complete rake has one invoice Press F7 for select all

If there are more than one invoice for the rake enter all of them individually

Press F2 for saving placement

Release of the rake

Main menu-Rake-Rake handling

Click on WTR

Click on Normal

WTR normal screen will appear

Press F5 for retrieving the wagon numbers

Click on release

The cursor will be at the qualified code column

(Do not make any entry unless any wagon in the rake is not being release for some reason.)

Press tab to go to the release code field

Enter release code (RE for released empty) and release time and date

Enter unloading type as MC or MN as the case may be

If all the wagons in the rake are being released press F7 for select all

The rows will turn green

Press F2 for saving

On saving the rows will turn yellow

Now click on “release complete”

New rake header will appear

Since the rake is being released as empty no entry is required in this header

Simply press F2. A message will appear at the bottom of the header saying that the data has been saved successfully

Press F4 for exit from the header

Press F4 again for exit from the WTR normal screen

You will come back to the Rakes on Hand screen

Select the rake being dealt with

Click on **removal** option

Press F5 for retrieving the wagon numbers

Enter removal time and date and the line onto which the rake is being removed

Press F7 for selecting all the wagons in the rake

Press F2 for saving

The rows will turn yellow when removal is saved

The removal confirm button will be highlighted

Click on the removal confirm button

It will again become de-highlighted. It means that the confirmation is saved

Press F4 for exiting from the screen

Now the rake will have status as MV in TMS and as RL in RMS

Operating staff at the location should report the movement of the rake in RMS

Un-loading:

Now click on unloading

Unloading screen will appear

Press F5 for retrieving the wagon numbers

Click on the unloading

(Enter tare) if applicable, OP/CV (unloading in open or covered area), commodity code, packing code, number of packages (in case of bags or), senders weight or actual weight as the case may be, handled by P/R (Party or Railway) as the case may be.

Press F2 for save

Repeat the procedure for all the wagons

Remaining tasks in the inward cycle should be completed as and when the transaction takes place physically.

In-ward Cycle for the rakes received from P-1 locations.

Main menu-Inward-Goods –on –Hand pending posting

The invoices for which invoice cut in is pending will be seen in dark blue color.

Select the rake to be dealt with by identifying it by invoice no. and from station

Click on **cut in**

Click on invoice/RR cut in

Fill details of the RR from the RR available with you of the rake

Fill all the details correctly, especially the number of units in the invoice and the RR amount

Press F2 for saving

Press F4 for exiting from the cut in screen

The rake will disappear from the Goods on Hand pending posting screen

Press F4 for exit

Main menu-Inward-Normal delivery book

Enter from station and press F5

The rake for which invoice was cut in will appear here with yellow color for identification

Select the invoice to be dealt with by click on it

Click on cut in

Click on RR wagon cut in

RR cut in screen will appear

The wagons as per the rake will be displayed on the left hand side

If the wagons numbers match with the physical numbers transfer them to the pallet of **wagons as per RR** by pressing shift +space bar

If the wagons do not match, enter the wagons as per RR by adding rows by pressing F3

Once all the wagons in the RR are cut in thus press F2 for saving

Press F4 for exit from the cut in screen

Click on Delivery

Fill if the RR is surrendered and whether there are any claims or not

If any amount is to be collected fill the details of collection

Press F2

Exit after the data is saved

Now click on consignment handling

Click on removal of consignment

Press F5 for retrieving wagon numbers

Click on removal

Fill time and date of removal of consignment

Fill number of packages in case of bags

Fill weight unit and the weight

Press down arrow to go to the next row

Fill details as above

Do this for all the wagons

Press F2 for saving the data

Press F4 for exit after the data is saved

Again click on Delivery

This time click on Accrual/Collection of charges

Click on demurrage

Demurrage collection screen will appear

Press F5 for refresh

If any demurrage is accrued it is either waived fully or partially or collected in full

If demurrage is waived partially report waiver for the part and report collection of the remaining part.

Press F2 for saving

Press F4 for exit from the demurrage collection screen

Now click on wharfage

Press F5 for refresh

Click on ***calculate remaining wharfage amount***

If any wharfage amount has accrued report waiver or collection as the case may be

Press F2 for saving

If no wharfage is accrued simply exit from the wharfage collection screen

If any other local charges are to be collected against the invoice click on ***local charges***

Local charges collection screen will appear

Press F3 for adding row

Press F6 in the charge code column and select the appropriate code and fill the amount outstanding

Click on collection and report collection details and save

Exit from the local charges collection screen

Press F4 and exit from the charges accrual/collection screen also

Again click on Delivery

This time click on Closure of Delivery Book

Enter claims flag, delivery closure flag, (Y in case the delivery is to be closed, N if the delivery is not to be closed and F in case of forced closure)

In case of forced closure the claims flag should be Y and the disposal should be entered (use F6 for field help)

Enter remarks and the authority details for forced closure

Press F2 for save

If all the tasks have been done correctly and completely the closure will be saved

If not the system will give error message detailing the tasks left over. Follow the instructions and complete the closure of the delivery book accordingly

Once reporting has been done as explained for all the transactions for the day perform day end task as explained earlier.

GUIDELINES FOR ELECTRONIC PAYMENT SYSTEM**1.0. E-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 for 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.
- 4.1.1.** AXIS Bank, HDFC Bank and ICICI Bank are also authorized to enter into Tri-partite agreement under electronic payment system.

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.

- 5.2.2.** 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 period of two years or more, such Tripartite Agreement may be executed subject to the condition that the LC/BG should be valid for the same period of agreement (say, if agreement is valid for three years, then LC/BG will also be valid for three years) 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 end of such financial year.
- 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&1S/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.

15.0. Payment of Ancillary Charges through e-Payment System:

Zonal Railways may permit customers to make payment of ancillary charges (eg. Siding Charge, Shunting Charge, Demurrage, Wharfage, Re-booking Charge, Diversion Fee, freight under charges etc.) through E-Payment System. Incase existing e-Payment customer wishes to avail this facility, they may be allowed to do so by entering into supplementary agreement with concerned Zonal Railway. Zonal Railway will intimate to CAO/FOIS office for incorporating the same in database of FOIS/TMS. In FOIS/TMS, provision will be made to raise and realize ancillary charges through E-Payment System. Provision will also be made in FOIS/TMS for accountal of ancillary charges after

realization of ancillary charges in respective head in balance sheet. The realization of Demurrage and Wharfage shall be done from E-Payment account and transfer to Railway's account through e-payment system or MERS. In case of refund of Demurrage/Wharfage, the system shall process the same through FOIS/TMS, and generate pay order and send it to IPAS through the competent authority. IPAS shall pass it to concerned traffic Accounts unit for arranging refund to customer's bank account after necessary checks.

E- Transfer of funds in government accounts- opening of pooling account

In order to reduce cash handling, Ministry of Railways has directed the Railways to explore e- transfer of funds from railway customers in association with their accredited banks. In this regard Central Railway brought out that State Bank of India proposed to operate a pooling account at their Mumbai branch in which all funds received on account of Central Railway would be credited before crediting the same to railway's deposit account since under CORE banking system it would not be possible to credit the funds received from outstation locations directly to Government deposit account. SBI informed that the pooling account would be the bank's internal office account and the transactions therein controlled by the bank. Accordingly, for the purpose of agreement provision which envisages crediting of funds collected from the customer electronically to the Railway's deposit account immediately during business hours/ next day (if transaction takes place after business hours) date of receipt of funds in the pooling account would be date of transaction for the purpose of settlement of funds. Further, that the funds settlement with RBI would however take place as per Focal point bank branch system.

The matter has been examined in consultation with Controller General of Accounts/ Ministry of Finance who has taken a view that there may not be any objection for opening of pooling account by bank for transfer of funds received on account of Government business subject to the condition that the amount 30 pooled in the account is remitted into Government account on the same day (if it is received within the business hours) or the next day (if it is received after the business hours of the bank). Further, the date of transaction (i.e., receipt of the amount) for the purpose of settlement of funds to Government Account shall be the date of receipt of the amount By the bank branch. In this regard CGA had further sought advice/ guidelines in the matter from Reserve Bank of India.

Reserve bank of India has also examined the matter and advised that time taken by agency banks for crediting Government accounts has already been standardized as (T+3/T+5) where T is the day when money is available in the bank. The same norm may be followed by the banks. Further, the

pooling account should be maintained for containing only one type of transaction (i.e.. receipts or payments) and should not be netted.

Please ensure that the proposed arrangement for e-transfer of funds from interested parties through banks conforms to the above conditions.

These instructions would apply in general to all accredited banks eligible for government business and also all parties interested in e-freight scheme.

Subject - E- transfer of funds in government accounts- operation of pooling account by State Bank of India.

Please refer to Board's letter of even no. dated 16.1.08 on the above subject.

Some of the railways have expressed doubts over operation of pooling account. In this regard it is clarified that pooling account of State Bank of India is an internal account of the Bank. SBI maintain that this account is required due to system-requirement after introduction of CORE banking system by them. It may, therefore, be appreciated that pooling account is an inherent system requirement of SBI. This may not be necessary in case of other banks who are accredited for government business. Further, the pooling account being an internal account of SBI, there is no formal requirement of opening of the account. The procedure of remittances of Railway monies through pooling account as accepted by CGA and RBI should be followed subject to conditions as indicated in letters of even No. dt. 4.1.2008 (copy enclosed) and 16.1.2008. Further, the basic standard norm of T+3/T+5' would be required to be observed whether pooling account is maintained or not maintained by the banks.

Annexure-C

S.No	Data required from the Railways	
1	Station from (name and IRCA approved alpha code)	
2	Station to (name and IRCA approved alpha code)	
3	Source zone Code	
4	Customer code in FOIS application system	
5	Customer number (internal to FOIS application and Bank application)	
6	Customer is 'Consignor ' or ' Consignee '	
7	Railway's Bank name	
8	Railway's Bank code	
9	Railway's Bank branch name	
10	Railway's Bank branch code	
11	Railway's Account number	
12	Railway's Account head with numerical code (maintained in the name of PFA of the zone by the Bank)	
13	Customer's Account number	
14	Customer's Bank Name	
15	Customer's Bank Code	
16	Customer's Bank branch name	
17	Customer's Bank branch code	
18	Customer's LC Account number	
19	LC /BG Account effective from (date)	
20	LC /BG Account effective to (date)	
21	LC /BG Amount (in figures) up to which E RR is permitted in case of failure	
22	LC /BG Amount (in words) up to which E RR is permitted in case of failure	
23	Grace period after LC /BG expires (for how many days pending request will be sent to Bank after expiry of LC effective to after that manual reconciliation will be done)	
24	E payment effective date From & To (same as LC /BG effective from)	
25	Epayment effective date to	
26	Railways Pool in Account Number	

27**	Pool in Account Bank Name	
28**	Pool in Account Bank Code	
29**	Pool in Account Bank Branch Name	
30**	Pool in Account Bank Branch Code	

Note: ** marked Row's information is mandatory in case of Pool in Account's Bank/Branch details are different than the Railways account bank/branch details mentioned in Sr.No.7,8,9,10.

Annexure -D**PAYMENT ADVICE FOR E-RR**

Name of Railway			
Running number of Payment advice (RR number)			Date
Station From Name		Station code	
Station Name to:		Station code	
Invoice number		Invoice date	
Transaction ID given by the Bank			
FOIS transaction time			
Customer Code			
Customer Name			
Customer's Bank Details			
Bank Name	Branch name		Branch code
Railway's Bank Details			
Bank Name	Branch name		Branch code
Amount details			
Amount of Freight in RR (Rs.)		Amount credited to Railway Account (Rs.)	
Seal and Signature of the Station In charge			

ELECTRONIC TRANSMISSION OF RAILWAY RECEIPT (E-TRR)**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 (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. In view of the above, it is advised that the customer who places manual indent, may also permitted to opt for eT-RR.

- 5.1.1** In case of splitting of Forwarding Notes after demand registration, e.g. in cases of demands registered by customers under Freight Forwarder Scheme, Iron & Steel traffic etc, the customer will be able to exercise the option of eT-RR or normal RR (i.e. RRs issued on preprinted stationery) against each Forwarding Note at a later stage also, until before RR preparation. In case customer does not select any option, then non- eTRRs will be issued by default.
- 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, combination of eT-RRs and normal RRs will be allowed as per the choice exercised by the customer.
- 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 (on their mobile/tablet/laptop) and approach concerned Goods clerk 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 eT-RR by default if no option otherwise is given by the consignor/authorized agent.

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 SUPERSESSONAL 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 and eT-RR on his/her mobile/tablet/laptop/ipad or

print out of eT-RR (PDF format supplied by the system) to the Goods Staff. The Goods Staff will match the identification details of the person as captured in the FOIS/TMS.

- b) Goods staff will fill in requisite details in the delivery option provided in the system. Once Goods staff submits delivered option, a 'successful delivery' message will be sent by the system to the consignee through email/SMS.
- c) Goods staff will also obtain signature of the person taking delivery in the delivery register duly mentioning the Transaction ID.
- d) At the time of delivery, goods staff 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 and eT-RR on his/her mobile/tablet/laptop/ipad or printout 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.
- f) CRIS/FOIS will enable preservation of eT-RR in the system upto the prescribed preservation period for physical RR and with an option to retrieve the same by CGS as and when required.

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 staff will put relevant remarks in the column provided in the e-surrender Transaction slip. A message in this regard will be sent by the system to the customer (consignee).

Indian Railway Commercial Manual Vol-II(1991 edition)
Chapter-XVIII (Delivery Rebooking and Diversion of Goods) Advance
Correction Slip No.43

Para 1821 (a) may be modified as under:

Existing Para:

"1821 (a): The persons claiming the delivery should be required to produce the receipt granted to the sender at the forwarding station and the same should be taken back from him before delivery of goods- Goods are not to be delivered to any person other than the invoiced or endorsed consignee. The delivering Goods Clerk should carefully observe the instructions given in Para 956 to guard against the use of fraudulent railway receipts and be careful to see that the receipt presented to him is in every way genuine and correctly prepared. If it has been endorsed, he should see that each endorsement is made by the previous holder of the receipt.

Modified Para:

"1821 (a): The persons claiming the delivery should be required to produce the receipt granted to the sender at the forwarding station and the same should be taken back from him before delivery of goods- Goods are not to be delivered to any person other than the invoiced or endorsed consignee. The delivering Goods Clerk should carefully observe the instructions given in Para 956 to guard against the use of fraudulent railway receipts and be careful to see that the receipt presented to him is in every way genuine and correctly prepared. If it has been endorsed, he should see that each endorsement is made by the previous holder of the receipt. In case of eT-RR, delivery of consignment will be given to the person, who produces Transaction Slip and eT-RR on his/her mobile/tablet/laptop/ipad or print out of eT-RR (PDF format supplied by the system) to the goods clerk. CRIS/FOIS will enable preservation of eT-RR in the system upto the prescribed preservation period for physical RR and with an option to retrieve the same by CGS as and when required.

(Authority Board's letter No. TC-I/2019/103/1 dt.31.08.2021)

8.3 Procedure in case of rebooking of consignment

When consignee/authorized agent approaches concerned Goods clerk for rebooking of consignment along with copy of Transaction Slip and eT-RR on their mobile/tablet/laptop, Goods clerk will enter the Transaction ID into the system and complete the task of rebooking. The Goods Clerk will, thereafter, issue a fresh eT-RR in the case of rebooking by default if no option otherwise is given by consignor/authorized agent.

8.4 Procedure for issue of Supersessional RR

When consignee/authorized agent approaches concerned goods clerk along with the copy of Transaction Slip and eT-RR on their mobile/tablet/laptop for issue of Supersessional 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 eT-RR by default if no option otherwise is given by the consignor/authorized agent.

8.5 PROCEDURE FOR SURRENDER et-RR & PREPARATION OF SRR IN CASE OF OPEATIONAL DIVERSION

After completion of the task of Operational Diversion in RMS by the competent authority, it is transmitted in TMS for completing commercial formalities. Diversion Order is fed in RMS by the competent authority and system generates corresponding Diversion Order Number. After getting the Diversion Order Number, Goods Clerk of originating station will e-surrender the eT-RR and prepare Supersessional eT-RR by default if no option otherwise is given by the consignor/authorized agent. Once the eT-RR is surrendered by Goods

Clerk on account of Operational Diversion, further reporting on the eT-RR by the customer will be disabled in the eT-RR module.

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, and iron ore.
 - (b) eT-RR is applicable for multiple RRs.
 - (c) With regard to eT-RR for multiple consignees under an indent, there is a provision in e-RD module for consignor to place e-demand with multiple forwarding notes for different consignment. Here, it may be noted that this is for single consignor indent only.
 - (d) eT-RR is applicable to single consignor traffic.
 - (e) As an exemption to (d) above, in case of FFS traffic, eT-RR is applicable.
 - (f) eT-RR is applicable for the freight traffic originating from single point as well as from multiple points. This derives from Para 5.4 of this policy.
 - (g) It is clarified that under e-RD, Divisional Railway Authority can club more than one mini rake/piecemeal demands from various consignors to form a rake demand, including demands of multiple consignors and/or demands from multiple originating stations.

- 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 foreT-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 officialsto 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

1.0. e-RD

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 (<https://indianrail.gov.in/RailSAHAY/index.jsp>) by uploading self-attested copies of relevant documents.

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.** During pre-registration, customer will also be asked to provide from which division he/she wants registration and if no options are given, the system shall based on the PINCODE number captured while filling pre-registration data will make all documents available to Sr. DCM of the Division nearest to customer's PINCODE or the selected Division, as the case may be.
- 5.3.2.** Sr.DCM after also be given SMS on his/her mobile on the day of pre-registration, 4th day of pre-registration and then 6th day of pre-registration that verification is due along with mail on his email ID.
- 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 will download the documents uploaded by the Customer and complete the process of registration, within seven days.
- 5.3.4.** Sr.DCM shall confirm/reject the registration of the customer on the system. A SMS accordingly will go to the customer in case of confirmation/rejection; the reason for rejection fed in the system will also be communicated to the customer both on mobile number and email.
- 5.3.5.** After completing the process of registration, 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.
- 5.3.10.** System will provide facility for registration of a customer as aggregator under Freight Forwarder Scheme. A customer wishing to work as aggregator will have to pre-register by filling the details (as

mentioned in second bullet of Para 5.2) about itself and other customers after obtaining authorisation from them. The said customer/aggregator will get its credentials verified by presenting relevant documents in original to the office of Sr.DCM of any Division close to the customer. After completion of verification, Sr.DCM shall process it as per provisions under para 5.3 above and mark the customer as 'aggregator'. 'Customer/consignor' shall include 'aggregator', unless otherwise specified for particular provisions of this policy".

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.

- 7.1.1. (a) Freight Forwarder Scheme** – In case of Freight Forwarder Scheme, the aggregator shall place e-Demand while selecting the consignors from the authorized list of customers it has opted at the time of user registration. The aggregator shall have an option to enter the Less than Wagon Load (LWL) Forwarding Notes also. If the aggregator does not have all the details of Forwarding Notes at the time of placing e-Demand, it can place e-Demand with a single Forwarding note with due payment of requisite Wagon Registration Fee. It will subsequently provide complete details of Forwarding Notes, at the time of supply of rake, to the Goods Clerk. At least one Forwarding Note and Railway Receipt have to mandatorily be for the aggregator as consignor. All dues related to demurrage, wharfage, etc. will be levied on the aggregator.

- 7.1.1. (b) Iron Ore Traffic** – In case of Iron Ore traffic, the modalities will be as under -

- i. The customer will provide all requisite details (including destination, consignee etc.) as per the Transit Permit for registering demand online through e-RD. With regard to priority "C", "D" traffic of iron-ore, since FOIS already has an interface with i3MS and JIMMS, it will validate the details of electronic Forwarding Note submitted through e-RD by customer against details (including Transit Permit etc) received from

State authorities through i3MS and JIMMS. FOIS will validate the electronic Forwarding note against details of sanctioned program uploaded in RAS by EDRM's office. This shall subsequently enable Railway to dispense with the need of manual submission of signed forwarding notes (signed by mining authority) from customers.

- ii. In cases where State Governments have yet not implemented any online system of information/Transit Permit transmission to FOIS, customers will upload scanned copy of Forwarding Note Validated (i.e. signed and stamped) by the authorized officer of Mining Department of respective State Government registering demand in e-RD for priority 'C' traffic. The duly validated Forwarding Note will subsequently be submitted to the goods clerk at the time of loading for verification. CRIS shall make provision in the e-RD Module to facilitate the customer for uploading the scanned copy of the Forwarding Note signed and stamped by the authorized officer of Mining Department of respective State Government.
- iii. For iron-overloading on KK line, ECoR shall impress upon NMDC Ltd, to register demand through e-RD.
- iv. For CBT (Central Board of Traffic) and Priority 'C' customers, customer name and destination will be fixed according to allocation. This check will be developed by CRIS.
- v. FOIS/CRIS will make provision for placing a cap/limit on number of indents under priority 'C' per customer in accordance with program approved by EDRM's office. Acceptance of rake demand should be limited to number of allocation.
- vi. As far as priority 'D' indents of priority 'C' customers are concerned, FOIS will make provision for a check on destinations, in accordance with approval of EDRM's office. Flagging of priority C-cum-D customer will be as per approval of EDRM office only.

7.1.1. © Salt Traffic- In case of Salt traffic, concerned zonal railways will take up the matter for provision of linkage between FOIS and corresponding system of respective State Government authority to enable electronic validation of details provided by customers from Salt Commissioners' office. Till electronic system is set up, the customer will upload scanned copy of certificate validated (i.e signed and stamped) by concerned Salt commissioners' office while registering rake requirement in e-RD> At the time of sanctioning the rake requirement, railway authority will view the uploaded copy of Forwarding Note and cross-check the rake requirement against the already sanctioned program. Once the rake requirement is sanctioned, the customer can place e-demand against the sanctioned program.

7.1.1. (d) Modalities in case of Granite for loading on South Central Railway will be as under:

“In case of Granite traffic which moves on the basis of Allotment Letter and Transit Pass issued by mining authority of concerned State Government, the Railway administration will take up the matter for provision of linkage between FOIS and corresponding system of respective mining authority of State Government for transmission of Allotment Letter and Transit Pass.

Till such time that this electronic integration with State Govt system is established, the customer will upload scanned copy of ‘Allotment Letter’ issued by mining authority, while registering the demand under e-RD. After supply of rake, the customer will submit the Railway’s copy of Allotment Letter and Transit Pass along with Forwarding Note to the goods clerk. At the time of issuing Railway Receipt, the goods clerk will verify the Transit Pass and enter its details in FOIS/TMS.

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.**7.5.** A screen as ‘Splitting of Demand/Forwarding Note’ shall be available in the application, which will be used by Railway user to capture complete actual Forwarding Note details including the Less than Wagon Load (LWL) Forwarding Notes (more than one Forwarding Note in a wagon) as provided by the customer before reporting of Wagon Transfer Register (WTR) allotment in the Application. The option of ‘Splitting of Demand/Forwarding Note’ after registration of demand

and before supply of rakes shall be available for all types of traffic including FFS aggregator. However, only FFS aggregator will be permitted to place multi-consignor demands as per Para 7.1.1(a) above. This option shall be available with block rake/mini rake demand and not with piecemeal demand.

7.6. Sequencing of multiple Forwarding Notes will be generated as X.002, X.003, X.004 and so on for the e-Demand registered with single Forwarding Note with number as X.001.

7.7. Submission of Letter of Credit (LC) in case of goods traffic pertaining to Bangladesh

- a) Customer interested to place indent for Bangladesh should register themselves under e-RD module of FOIS.
- b) Indent can be placed after feeding the Letter of Credit (LC) details in the e-RD module of FOIS. The customer will feed LC details (e.g. LC number, date of issue, date of expiry, name of bank, name of beneficiary, tonnage mentioned in LC, tonnage moved by any other mode of transport on same LC) and upload LC document on e-RD module. LC details will not be changed after registration of indent subject to para (j).
- c) Consignor or consignee should be one of the beneficiaries mentioned in the LC. The LC should be valid during the registration of demand and period of validity should be at least be upto the date of supply of wagons.

8.0. PROCEDURE ON COMPLETION OF LOADING

On completion of loading, the e-demand customer or his/her agent will show the e-Forwarding Note and the document received by him in acknowledgement of successful registration of demand on his/her mobile/laptop/tablet to the Goods Clerk. Unless and until, the e-Forwarding Note and the document are shown to the Goods Clerk, RR shall not be prepared for that e-Demand in FOIS Application.

CRIS/FOIS will ensure that the standard format of Forwarding Note is captured as e-Forwarding Note in the system and when customer places e-Demand it may be mandatory for the customer to select the Declaration Part and tick the same as a token for agreeing. An additional field may be included in the e-Forwarding Note where customer may fill in any information as per the requirement of railway administration (e.g. undertaking for standard bags of uniform size, etc.).

CRIS/FOIS will enable preservation of e-Forwarding Note in the system upto the prescribed preservation period with an option to retrieve the same by CGS as and when required.

9.0. PROCEDURE FOR COLLECTION OF WAGON REGISTRATION FEE (WRF)

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	Zonal Railway shall take action to modify the existing tripartite agreement to cover WRF also so that WRF can be debited and 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.</p> <p>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	Customers 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.

12.0. 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; except in cases requiring splitting of Forwarding Notes after demand registration.

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:

Existing rules	Revised rules
<p>“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.”</p>	<p>“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.”</p>
<p>“201(2) A Forwarding Note duly filled *201(2) A Forwarding Note duly filled in in should be tendered by the sender at} should be tendered by the sender at the time ‘the time of registration of demand for of registration of demand for supply of supply of wagons.”</p>	<p>“201(2) A Forwarding Note duly filled in 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.”</p>

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 provisions 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."

An advance correction slip No.36 to Indian Railway Commercial Manual (Vol-II) is enclosed at **Annexure-3**.

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.

Annexure-1**Procedure for submission and sanction of Sponsored traffic**

- 1.0.** For sponsored traffic, the programme would require approval from a designated railway authority. CRIS will design an exclusive web based application in FOIS to enable customers to submit their proposed loading programme electronically to the respective designated railway authority who after examination would give the approval through this interface. However the customer shall continue to submit in physical form all those documents to the approving authority that are needed for giving approval to the Programme submitted by them.
- 2.0.** Sponsored Traffic: This traffic can be broadly classified into two categories. viz.
- 1) Sponsored traffic for coal - sanctioned by EDRM/Dir. RM Office or Zonal Railways
 - 2) Sponsored traffic for others - which include Sponsored traffic for coal not sanctioned by EDRM Office and all other commodities, excluding iron-ore.
- 3.0.** The designated railway authority for approving the programmed traffic would be as under: (refer Preferential Traffic Order GO No.93 issued vide Board's letter No. 2017/TT-III/ I/I dt.11.03.2019 and as amended from time to time)

	Commodity	Designated Railway Authority
1.0	Coal	
1.1	Indigenous coal under Priority C	Executive Director, Rail Movement or in his absence Director/Jt. Director, Rail Movement, Kolkata for ER.ECR,SER,SECR. ECoR. For other Railways. PCOM/CFIM of the concerned Zonal Railway
1.2	Imported coal on Eastern, South Eastern and East Coast Railways	Executive Director. Rail Movement or in his absence Director / Jt. Director. Rail Movement, Kolkata
1.3	Imported and Rail cum sea route Indigenous Coal: Central. Southern, South Central, South Western and Western Railways	PCOM/CFIM of the concerned Zonal Railway

1.4	Priority D coal	Executive Director. Rail Movement. or in his absence Director/Joint Director. Rail Movement. Kolkata for ER. ECR. SER, SECR and ECoR For other Zonal Railways. PCOM/CFTM of concerned Zonal Railway
2.0	Food grains	Zonal Railway/Railway Board
3.0	Fertilizers	
3.1	Fertilizer - Domestic	Zonal Railway
3.2	Fertilizer - Imported	Zonal Railway
4.0	POL	<i>DTT (POL). Railway Board</i>
5.0	Other Sponsored Commodities	CFTM of the concerned Zonal Railway

4.0. For COAL. WASHED COAL & COKE(EXCEPT PET COKE) - Sanctioned by EDRM, Kolkata:

Loading of Coal, Washed Coal, Coke (except Pet Coke), imported coal either under Priority C or Priority D.

- Authorised users (Consignee/Consumer) shall login to the system. select Coal/Coke (except Pet Coke)/washed coal with EDRM sanction option as applicable and submit their consolidated program.
- Sponsors shall endorse/reject the consolidated Programs submitted by the Consumers wherever required.
- Authority authorised to endorse the programs are as follows:
 - For Coal, concerned coal company shall endorse the consolidate Program.
 - For Washed Coal. Washery shall endorse the consolidate Program.
 - For Coke(except Pet Coke). Coke Oven Plant shall endorse the consolidate Program.
 - However programs for imported coal and Coke(except Pet Coke) are not required to be endorsed by a sponsor.
- In case of Rejection, the remark for rejection shall be captured by the System and the information regarding the same shall be displayed to the Consumer against the consolidated Programs submitted by him.
- Once the consolidated Programs are endorsed by the Sponsors wherever required. the Consumer shall bring all the supportive documents of the Program and submit the same to EDRM Office manually.
- EDRM Office shall verify the documents submitted by the Consumer with the Programs entered by him on the System. EDRM shall

approve/ reject the consolidated Programs as endorsed by the Sponsors.

- In case of Rejection. the remark for rejection shall be captured by the System and the information regarding the same shall be displayed to both Sponsor and the Consumer against the consolidated Programs submitted/endorsed by him.
- The System shall show the applicable Priority Class as per Preferential Tariff Schedule based on the inputs captured in the process. EDRM shall confirm the same at the time of sanctioning the Program which cannot be modified at a later stage.
- When sanctioned by EDRM, the consolidated Program shall be converted to individual Rake Programs against which the Sponsor shall register the e-Demand in the system and Divisional Authorities shall allot the rakes against these Rake Program/e-Demands.
- In case of Imported Coal & Coke(except Pet Coke) where endorsement is not required, the Consumer shall register the e-Demand in the System against the Sanctioned Program.
- After sanction of Program by EDRM, in case there is a requirement to modify the sanctioned program. the Customer shall follow the process of Annexure-D as currently being followed and the same shall be recorded in the system. These modified programs Shall be treated as Fresh Programs. which shall undergo the process of Endorsement and Sanction by EDRM as mentioned above.

5.0. For COAL. WASHED COAL. COKE(EXCLPT PET COKE) and imported coal and Other Sponsored Commodities Sanctioned by designated Railway Authorities. other than EDRM

- Authorised users (Consignee/ Consumer) shall login to the system. select “Customer Rake Requirement (CRR)” option and submit their program. In case the Consignor and Consignee/Consumer are different then the programs shall be endorsed by the Consignor. If the Consignor and Consignee/Consumer are same then the Rake Programs shall be treated as endorsed by the system.
- Once the Program is endorsed by the Consignor wherever required, the Consignee/Consumer shall bring all the supportive documents of the Program and submit the same to designated Railway Authorities manually, Designated Railway Authorities shall verify the documents submitted by the Consignee/Consumer with the Programs entered by him on the System.
- Designated Railway Authorities shall approve/reject the Programs as endorsed by the Consignor. In case of rejection. the remark for rejection shall be captured by the System and the information regarding the same shall be displayed to both Consignor and the Consignee/Consumer against the Programs submitted/endorsed by him.
- However. in case the Customer Rake Requirements (CRR) entered by the Consignee and endorsed by the Consignor wherever required, does not require sanction by the Designated Railway Authorities, then. the

concerned Authorities shall opt for “Sanction Not Required” option on the Sanction Screen. The information regarding the same shall be displayed to both Consignor and the Consignee Consumer against the Programs submitted/endorsed by him.

- The System shall show the applicable Priority Class as per Preferential Traffic Schedule based on the inputs captured in the process. Designated Railway Authorities shall confirm the same at the time of sanctioning the Program which cannot be modified at a later Stage.
- After sanction of program by designated Railway Authorities. the Consignor shall then register e-Demand against the sanctioned programs in the system and the Divisional Authorities shall allot the rakes against these sanctioned and registered Program/e-Demands.
- Where the customer wishes to register demand for a rake not in the sanctioned programme list, then the procedure that has been outlined above for getting the programme sanctioned has to be repeated.

Annexure-2**Process for reconciliation of WRF when collected/refunded through IRCTC Payment Gateway**

- 1.0.** FOIS will generate the list of successful registrations of Wagon Registration Fee on the basis of payment settlement successful status received from IRCTC on the following day and provide a copy to IRCTC.
- 2.0.** IRCTC will reconcile the list of successful registrations of WRF provided by the FOIS on the basis of payment settlement successful status transmitted to FOIS. A copy of reconciled list of successful transactions of WRF so generated will form the basis of payment to Railway.
- 3.0.** FOIS will also generate a list of WRF refund cases of the previous day for IRCTC to refund back the amount to the customer in their respective bank accounts or debit/credit card account on line. IRCTC shall make all efforts to ensure that customers account is credited within 72hrs of advice from FOIS.
- 4.0.** IRCTC will make payment of net amount of WRF (bookings-refund) through cheque to Railway in the name of FA&CAO Northern Railway and hand it over to CCM FM Northern Railway, having its office in Baroda House, along with statement referred to in paras 2.0 and 3.0 above. The payment shall be made on T + 2 basis except for Saturday, Sunday and Holidays wherein it will be on the following working day.
- 5.0.** Dash board will be provided for IRCTC by CRIS for reconciliation of Registration and refund transactions between FOIS and IRCTC.
- 6.0.** A Monthly statement will be generated by FOIS on the basis of daily reconciled statements and provided to IRCTC for preparation of goods balance sheet and submission to CCM:FM Baroda House New Delhi.
- 7.0.** In cases of forfeiture of WRF. FOIS will generate a railway wise list of amounts creditable to respective railways every month and provide it to CCM/FM/NR with a copy to the FA&CAO/Traffic of all the concerned Zonal Railways for arranging transfers of the amount to respective Railways(s) through Traffic Accounts Office/Northern Railway.

Annexure – 3**INDIAN RAILWAY COMMERCIAL MANUAL (VOL.II) - 1991
CHAPTER XIV- BOOKING OF GOODS TRAFFIC**

Advance Correction Slip No. 36

Para 1408(e) may be inserted below to Para 1408(d) of Chapter XIV 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.

Para 1409(b) of Chapter XIV may be revised as under:

1409(b): While making a refund or adjusting the same towards the freight charges, the signature of the party or his authorized agent should be obtained on lower portion of both foils of the money receipt. The upper portion of the receipt foil should be endorsed "Refunded" under dated signature of the staff granting the refund and returned to the party. A 'Deduct' entry should immediately be made in the cash book, quoting particulars of the money receipt. The lower portion of receipt foil, or the stumped indemnity note in lieu thereof, should be submitted to the cash office as a voucher duly entered on the reverse of cash remittance note.

Where Wagon Registration fee 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.

Authority: Railway Board's letter No. TC-I/2014/104/2 dated 01/07/14 (Rates Circular No. 21 of 2014)

Annexure-4**GOVERNMENT OF INDIA/BHARAT SARKAR
MINISTRY OF RAILWAYS/RAIL MANTRALAYA
(RAILWAY BOARD)**

No. TC-1/2012/101/1

New Delhi, dated «7-01-2013

Chief Commercial Manager/FM.

Northeast Frontier Railway,

Maligaon, Guwahati.

Sub: Clarification regarding acceptance of indents.

Please refer to NFR's letter No. C/271/RG/3/Pt.VII dated 01.06.12 wherein inter alia referring to Board's letter No. TC-1/1013/74/2 dt.16.11.1979. Clarification has been sought as regards acceptance of indents against priority 'D' considering local condition and traffic justification.

In terms of Board's letter No. TC-1/1013/74/2 dated 16.11.1979 indents for registration under Priority 'D' & 'E' traffic was limited to three times of the total loading capacity of the station/goods shed.

The matter has been examined and it has been decided to do away with the condition laid down vide Board's afore-mentioned letter. Individual Zonal Railway may evolve their own mechanism in this respect. PCCM & PCOM in consultation with Associate Finance will notify detailed guidelines as regards acceptance of indents keeping in view the local condition and traffic Justification.

This issues in consultation with Traffic Transportation Directorate and concurrence of Finance Directorate of Ministry of Railways.

MODE OF PAYMENT

All charges due are to be paid in cash except where under special circumstances, payment of freight by cheques, bank drafts, credit notes, Debit/Credit Cards through POS and online system is authorized by the railway administration.

Payment by cheques:

1. Cheques may be accepted from MPs when traveling on ICCRP towards payment of difference of fares.
2. It should be drawn in favour of F.A. & C.A.O. of the collecting railway.
3. It should be crossed and endorsed as account payee only not negotiable and dealt with as other cash collections.
4. 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:

1. CCM will supply the list of names and designations of the officers authorized to issue cheques.
2. It should be drawn in favour of chief cashier of the railways.
3. It should be on a printed form and bear a crossing and endorsement "Account payee only - not negotiable".
4. Separate cheques should be issued for each transaction.
5. Commission charges should be included in the cheque and no cheque shall be accepted for passenger's fares.

Station master should ensure:

1. Specimen signature tallies with the signature on the cheque.
2. Details are recorded in a register.
3. Money receipt is issued subject to realizations.
4. Cheques are sent to cash office with cash remittance note daily.

Payment by bank drafts:

1. 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.
2. 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.

Procedure:

1. Draft should be of a scheduled bank and drawn in favour of FA&CAO.
2. It should be crossed and endorsed as 'Account Payee only- not negotiable'.
3. Charges if any to be realized should also be included

Station master should ensure:

1. Details of the drafts are recorded in a register.
2. Drafts are sent to cash office with cash remittance note daily.

Payment through credit note:

1. This facility is given to the customers who are having adequate regular transactions with the railways.
2. 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.
3. When such permission is granted by CCM, the station concerned will be advised with full particulars.
4. A specimen signature of the person authorized to sign the credit note will be furnished to the stationmaster.

Station master should ensure that:

1. Credit notes are issued on forms approved and supplied by the railways.
2. Credit notes are signed by authorized persons.
3. Credit notes allowed during a period does not exceed the limit fixed by CCM. If the limit is reached any subsequent transaction should be in cash only.

Different kinds of credit notes:

1. A firm credit notes as specified above.
2. Military credit notes for traffic not required to be carried on warrants.
3. Civil credit notes for traffic booked by military engineering service, directorate (Disposals organizations) and all civil departments of governments.
4. Credit note for posts and telegraphs department for traffic booked by posts and telegraphs.
5. Credit notes for railway departments for traffic booked by railway department by passenger trains for wharfage, demurrage and siding charges.

Procedure:

1. Credit note should be tendered before dispatch / delivery of consignments.
2. Full particulars should be furnished in the credit notes such as invoice number in case of freight charges, wharfage and demurrage charges.
3. A register of credit notes should be maintained showing full details of the transactions of payment for which credit notes are tendered.
4. Credit notes received by stations are sent to cash office along with daily cash as voucher.

Credit cards:

1. Credit Cards Master/VISA cards are accepted against computer reserved tickets at nominated stations.
2. Slips are sent on the following day to nominated bank who will issue a cheque/pay order.
3. The cheque will be sent to cash office daily with cash remittance note.

Online Payment System:**1.0. Introduction**

Presently, Electronic Payment System is in place for collection of freight wherein all major and regular customers are covered. However, occasional customers use to make payment of freight through conventional mode. Further, payment of ancillary charges (e.g. Wagon Registration Fee, Demurrage, Wharfage, Siding Charge, Shunting Charge etc) is done through conventional mode.

Tremendous progress in information and communication technology has now made it feasible to introduce Online Payment System through web that is expected to make the process of paying all types of charges including freight and ancillary charges simpler, convenient, speedier and transparent. This can be done by enabling on the web an option for the payment of various charges accrued to the customer.

2.0. Online Payment System

- 2.1.** Online Payment System will be provided through Freight Business Development (FBD) portal via SBI's payment gateway. It will provide the facility for collection of freight and all kinds of ancillary charges e.g. Premium Charge (in case of premium indent), Wagon Registration Fee, Demurrage, Wharfage, Siding Charge, Shunting Charge, Rebooking Charge, Diversion Charge, etc.
- 2.2.** Online Payment System through FBD shall be available 24X7.
- 2.3.** Customer/Secondary Customer willing to avail the facility shall be required to register themselves on the FBD portal as per the procedure laid down for Registration under Electronic Registration of Demand (e-RD) Policy.
- 2.4.** Consignor/Consignee will be refereed as Customer and Endorsee/Handling Agent will be referred as Secondary Customer. Customers already registered in e-RD need not to register again for this facility.
- 2.5.** Customer will be able to register his Endorsee/Handling Agent as Secondary Customer and indicate the name of charges (like Freight, Premium Charge including Premium indent, Wagon Registration Fee, Demurrage, Wharfage, Siding Charge, Shunting Charge etc.) which will be paid by such Secondary Customer, on behalf of the Customer. However, as per extant guidelines, the liability for payment of Railway dues lies with the Customer (Consignor/Consignee) and shall be responsible for all payments.
- 2.6.** Online payment shall be available through all modes like Net Banking/RTGS/NEFT/Credit Card/Debit Card/UPI through customer's Dash Board at the TMS location.

3.0. Goods Clerk Dashboard

E-Registered Customers

- 3.1.** A dashboard will be made available to Goods Clerk. On logging-in with his user ID, Goods Clerk will be able to see details of all registered Customer and Secondary Customer including their code and GSTIN number etc.
- 3.2.** On the dashboard Goods Clerk will see Freight Charges, Premium Charge (including Premium indent), Wagon Registration Fee, calculated through the FOIS/TMS and will feed Siding Charge, Shunting Charge, Wharfage, Demurrage (if calculated manually), Rebooking Charge, Diversion Charge etc. for the customer.
- 3.3.** The system shall raise charges against the Customer and Secondary Customer (for which he is registered and authorized by the Customer to make payments).
- 3.4.** Once the payments have been made through the Online Payment System, the same shall be reflected on Goods Clerk's dashboard. After confirmation of payment, the system shall show paid against the head on the Goods Clerk dashboard and the system shall update the collection details.
- 3.5.** Once the payment is confirmed Railway Receipt/Money Receipt/GST Invoice, as the case may be, can be generated by Goods Clerk.
- 3.6.** Once the Online Payment has been done, the system shall also generate Payment Confirmation Slip against each payment for the record of Goods Clerk.
- 3.7.** The details as given in Para 3.2 and as fed in the system shall be picked up directly in the Balance Sheet.
- 3.8.** In case any Customer or Secondary Customer, despite being e-registered, is willing to make payment directly to the goods clerk in draft/cheque/cash, the goods clerk can take the payment and will have facility to punch the same in the dash board with indication of receipt of payment at the terminal itself. In such cases, Railway Receipt/Money Receipt/GST can be generated by Goods Clerk as per extant guidelines.

Non E-Registered Customer

- 3.9.** In case of non-e registered customer, the Goods Clerk shall be given option to feed the details of the customer and identify the indent number of the same while registering demand. Accordingly, Wagon Registration Fee, Premium Charge in case of Premium indent and Freight Charges shall be calculated through the FOIS/TMS and Goods Clerk will feed Siding Charge, Shunting Charge, Wharfage, Demurrage (if calculated manually) Rebooking Charge, Diversion Charge etc. of such customer. In such cases, Railway Receipt/Money Receipt/GST Invoice can be generated by Goods Clerk as per extant guidelines.
- 3.10.** The details as given in Para 3.9 and as fed in the system shall be picked up directly in balance sheet.

4.0. E-Registered Customer's Dashboard

- 4.1. Customer/Secondary Customer will receive a text message on his registered mobile number and email ID regarding payment of due charges.
- 4.2. Payment of railway dues shall be made as per extant guidelines and late payment charge, if applicable, shall be levied accordingly.
- 4.3. Customer/Secondary Customer will log-in to Online Payment System through FBD portal by their User ID & Password.
- 4.4. The charges as raised to Customer/Secondary Customer shall be visible in the account of Customer/Secondary Customer, as the case may be.
- 4.5. Customer will be able to make payment of all charges including payment for such charges which he has entrusted to Secondary Customer.
- 4.6. Secondary Customer will be able to make payment of such charges for which he is authorized by the Customer.
- 4.7. Customer shall be allowed to select and pay the charges individually against each head. The Customer shall select the individual charge and will be provided the details for proceeding towards payment.
- 4.8. System shall redirect the Customer to the Payment Gateway Page for selecting and authorizing the payments through the various modes available.
- 4.9. Once the customer made payment after authorization and on successful payment, the customer shall be redirected back to the payment application and the system shall update the payment details in the FOIS/TMS application and he/she shall can proceed with other payments.
- 4.10. Once the payment has been made successful, the same shall be indicated dashboard of the customer.
- 4.11. In case of successful payment by Secondary Customer, the same shall be shown paid in the dashboard of Customer also.
- 4.12. Railway Receipt/Money Receipt and associated GST Invoice shall be generated and shared with the Customer on the application as well as on the registered e-Mail as a PDF file as per extant guidelines.
- 4.13. There should be provision in the system wherein customer can highlight problems/issues being encountered by them and it shall be resolved by Zonal Railways/CRIS/FOIS in a time bound manner.

5.0. In case of Exigency

- 5.1. In case of any exigency wherein after successful payment and money deduction from the Customers bank account and collection not reflected in FOIS/TMS, the Customer shall retry the payment.
- 5.2. On retry, the system shall first enquire the previous transaction status from the Payment Gateway before proceeding.
- 5.3. In case the previous transaction was successful, the system shall update the successful transaction status of the said transaction and

Railway Receipt/Money Receipt/GST Invoice shall be generated without further proceeding for payment.

- 5.4.** In case the previous transaction was not successful, the system shall proceed with the fresh collection transaction.
- 5.5.** After reconciliation, if any transaction reported failed in FOIS/TMS system but amount has been debited from customer's account then refund of transaction amount shall be processed by system itself.
- 5.6.** In case customer/secondary customer is not able to pay through the Online Payment System or is not in a position/willing to pay through online payment system in case of any exigency, he/she can pay through draft/cheque/cash as the case may be at the terminal also.

6.0. Process for online Refund

Online refund will be made by the Bank from the payments received by Bank through online system in following cases-

6.1. Refund of WRF

For refunds of WRF collected Online, FOIS will generate a refund file as per policy of WRF refund and send the same to SBI for arranging payment to the party (as is done in case of refunds of PRS/UTS tickets booked through UPI). The refund list so executed is treated as refund voucher by the originating station concerned. The refund voucher will be part of Balance Sheet which Traffic Accounts office can access through online Balance Sheet submitted in FOIS.

6.2. Refund of freight on account of diversion to a shorter distance due to operational reasons

In case of shorter distance delivery on diversion on Railway account for which payment has been made online, the refund will be initiated by FOIS on generation of Supersession RR. FOIS will generate a refund file and send the same to SBI for arranging payment to the party (as is done in case of refunds of PRS/UTS tickets booked through UPI). The refund list so executed is treated as refund voucher by the originating station concerned. The refund voucher will be part of Balance Sheet which Traffic Accounts office can access through online Balance Sheet submitted in FOIS.

6.3. Refund of Demurrage & Wharfage

For refunds of Demurrage & Wharfage collected through Online Payment System, Goods Clerk will generate a payment order on basis of the waiver granted by competent authority and capture the authority details i.e. authority no. and date in FOIS. FOIS on the basis of the payment order will generate a refund file and send the same to SBI for arranging payment to the party (as is done in case of refunds of PRS/UTS tickets booked through UPI). The refund list so executed is treated as refund voucher by the station concerned. The refund voucher will be part of Balance Sheet which Traffic Accounts office can access through online Balance Sheet submitted in FOIS.

7.0. Process of Reconciliation

- 7.1.** Reconciliation shall be done by the system itself.
 - 7.2.** On T+1 i.e. next day of transaction (collection and refund), Payment Gateway Provider shall provide a report to FOIS/TMS system containing list of successful transactions.
 - 7.3.** Based on the payment settlement successful status report received from Payment Gateway Provider, FOIS/TMS shall generate a list of successful transactions in form of a Query/Report in the application.
 - 7.4.** The Query/Report in form of exception report shall be generated for reconciliation purpose.
 - 7.5.** In case of any discrepancy found after reconciliation, like double debit or payment deducted from customer's account but not settled in FOIS/TMS system, Zonal Railway shall refund the transaction amount to the customer following due procedure.
- 8.0.** These guidelines will be implemented from 01.06.2021.

FREIGHT INCENTIVE SCHEMES

LIBERALISED AUTOMATIC FREIGHT REBATE SCHEME FOR TRAFFIC LOADED IN TRADITIONAL EMPTY FLOW DIRECTION (TEFD)

- 1.1 Objective:** To reduce the Empty Running Ration on IR and to garner additional revenue for the Railways by a suitable pricing mechanism based on the discount in the TEFD, whereby automatic rebate from the computerized FOIS system shall become available to customers offering traffic in inter-zonal/intra-zonal traditional empty flow direction subject to fulfillment of certain criteria elaborated in this policy.
- 1.2** Notified streams under TEFD shall be based on flow of empties between divisions in case of intra-zonal traffic and between divisions to other Zones in case of inter-zonal traffic. Traffic under TEFD can be booked from end to end (Division to any point lying in the destination Division/Zone of notified empty flow stream) or from any terminal of the originating division of empty flow stream to any intermediate terminal in the direction of empty flow stream (subject to certain conditions).
- 1.3 Permitted Terminals:** All Goods sheds, Sidings, Ports, PFTs, etc.
- 1.4 Restricted Commodities:** Following commodities shall not be eligible under this scheme:
- (i) Iron Ore (all types)
 - (ii) Coal and Coke
 - (iii) Chemical Manures
 - (iv) POL traffic
 - (v) RMC traffic
 - (vi) Military traffic
 - (vii) Commodities under Class LR2 and LR3
- 1.5 Lead Restriction:** Short lead traffic of ≤ 100 Kms shall not be eligible under this scheme.
- 1.6 Permitted wagons:**
- a. Open – BOXN group, Pure BOST Rakes
 - b. Covered – BCN and BCNHL group
 - c. Flat Wagons and Mixed Steel Rakes – BRN group, BOST group and CONCORD

Note: Pure **BOST** rake treated as **OPEN** wagons for TEFD policy. However, **BOST** wagons in **Mixed Steel Rakes** will be treated as **FLAT** wagons for this policy.

1.7 Traditional Empty Flow Directions: Charging under this policy:

Traffic	Charging
Inter-Zonal	20% discount on NTR subject to floor limit of NTR of Class-100 (TL) and Class 110 (WL) (Annexure-1A, 3A & 5A)
Inter-Zonal	15% discount on NTR subject to floor limit of NTR of Class-100 (TL) and Class 110 (WL) (Annexure-1B, 3B & 5B)
Intra-Zonal	20% discount on NTR subject to floor limit of NTR of Class-100 (TL) and Class 110 (WL) (Annexure-2A, 4A & 6A)
Intra-Zonal	15% discount on NTR subject to floor limit of NTR of Class-100 (TL) and Class 110 (WL)
Inter-Zonal intermediate point (only one)	15% discount on NTR subject to floor limit of NTR of Class-100 (TL) and Class 110 (WL)
Inter-Zonal Traffic: Division of the destination Zone other than notified divisions	15% discount on NTR subject to floor limit of NTR of Class-100 (TL) and Class 110 (WL)

1.8 Intra-divisional booking of traffic is not permitted under the scheme.

1.9 In case of intra-zonal and inter-zonal traffic, TEFD concession for IRST (Iron and Steel) booking will not be allowed in Open stock if that O-D flow is restricted for booking of Flat wagons and Mixed Steel rakes in empty flow direction.

1.10 CRIS shall modify software for grant of automatic freight rebate under the Scheme.

1.11 Salient features:

- (i) Customer does not have to apply under this scheme since FOIS system shall automatically calculate the chargeable freight.
- (ii) The minimum offer of traffic shall be half rake of the permitted stock. Half rake for different stocks shall be as under:

Wagons	Minimum number of wagons in a half rake
BCN/BCNA/BCNAHS/BCNHL	10
BOXN group	29
BOST	22
BRN	21
Mixed Rakes:	
BOXN + BRN group/ BOST/ BFNS	20 (Minimum 5 of each type and Maximum 10 of BOXN wagons)

Zonal Railways are advised that in case of BCN/BCNA/BCNAHS/BCNHL, full rake will be placed and minimum 10 wagons or more will be loaded for availing benefit under the TEFD policy.

- (iii) Train load charging is subject to fulfillment of extant conditions for train load rate benefit.
 - (iv) No other concession shall be admissible to the traffic booked under this scheme.
 - (v) Traffic booked under this scheme shall not be rebooked, diverted or given delivery short of destination.
1. However, diversion and delivery short of destination can be permitted on account of Force Majeure conditions viz., (a) Act of God, (b) Act of War and (c) Act of public enemies. Each such case of diversion and delivery short of destination shall be with the approval of the concerned PCOM and PCCM of the Zonal Railway who shall record their reasons in writing.
 2. In case such traffic is required to be rebooked or diverted or delivered short of destination then the normal freight shall be charged for the entire distance at the applicable class of the commodity.
 3. CRIS will develop a program for managing diversion and short of destination delivery in the FOIS for proper accountal.
- (vi) Rakes loaded under normal tariff shall not be rebooked under this scheme. However, rebooking at normal tariff shall continue to be permitted as per extant rules.
 - (vii) PCOM, PCCM and PFA of the concerned Zonal Railway shall conduct a monthly review and audit of the Scheme to assess the efficacy of the Scheme. The result of the review shall be submitted to Railway Board for information.

1.12 Applicability: The scheme shall be in force up to **31/03/2023**.

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LOADING BAGGED CONSIGNMENT IN OPEN AND FLAT WAGONS

1. Objective: To garner additional volume of traffic and revenue by granting incentive.

2. Freight discount will be granted on NTR.

Commodities	% discount on NTR
Cement, China clay, All Chemical manures (except Rock Phosphate), FG, DOC, Soap stone powder, Hydrated lime, Quick lime, Lead/Zinc concentrate, Bentonite powder, Soda Ash, Chalk powder, Calcinated bauxite, marble chips and Caustic soda	20%
Urea, Neem coated Urea	30%

3. Floor Rate: Minimum chargeable freight after all concessions should not be less than Class – 100.

4. Permitted Terminals: All terminals including Ports.

5. Restricted commodities: All commodities other than mentioned above.

6. Lead restriction: Not less than or equal to 100 Km.

7. Permitted wagons:

- Open wagons (BOXN, BOST, BOX & But not Hopper wagons);
- Flat wagons (BRN, BFR, BRH, BFNS and equivalent wagons).

8. Concurrent Freight concession: 6% concession to & from NE would be applicable on discounted NTR.

9. In case of Clubbed consignments: Freight discount to that consignment granted on pro-rata basis.
Eg: If cement is clubbed & booked along with urea, discount would be 20% for cement & 30% for urea.

10. Customer need not apply. Applicable discounts will be granted on compliance of the provision of scheme.

11. Commodities should be loaded in standard bags up to a maximum of 2.5 Tonne only.

12. However, all standard bags of more than 100 Kg, shall be loaded in open wagons only.

- 13.** Tarpaulins for covering the wagons should be provided by the consignor at his own cost.
- 14.** Consignor should give an undertaking on F/Note giving their consent to loading in open wagons and to that effect they would bear full risk for damage/pilferage of the consignment.
- 15.** Supply of wagons for the scheme will be subject to operational feasibility.
- 16.** This scheme will remain in force up to 31.03.2023.

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FREIGHT FORWARDER SCHEME

1. **Aim:** To facilitate cargo aggregation & thereby expand the commodity basket on railways.
2. **Restricted Commodities:**
 - i. Coal & its variants i.e washed & imported coal;
 - ii. Coke and all its varieties;
 - iii. Container, Iron Ore, Military Traffic & POL;
 - iv. Traffic moving in privately owned wagons (including OYWS and WIS/LWIS wagons);
 - v. Traffic loaded in Ports;
 - vi. Marine Gypsum
3. In case of wagons loaded with more than 2 (two) commodities, the following commodities shall not be permitted:
 - i. All types of Ores and minerals
 - ii. Cement
 - iii. Food grain
 - iv. Chemical Manures
 - v. Iron and Steel
4. **Floor Rates:** Minimum freight after all concessions should not be less than NTR of class LR – 1.
5. **Permitted Terminals:** Goods Sheds & PFTs.
6. **Lead Restriction:** Minimum 700kms
7. **Permitted Wagons:** Covered, BOXN & Flat wagons
8. **Concurrent Freight Concessions:** 6% to and from NE states is permitted.
9. Concurrent concession is given one after the other on the discounted NTR.
10. **Incentive:** Chargeable Freight rates

Commodities	No. of Wagons	Freight Rate
Individual wagons loaded with a single commodity	Any No. of wagons	Train load rate
Individual wagons loaded with two commodities	Any No. of wagons	Train load rate for the higher class of two commodities
Individual wagons loaded with more than two commodities	Not more than 10 wagons	Composite class rate of 120

11. Procedure:

- a. Customer need not apply
- b. FOIS provide incentive on compliance of provisions.
- c. Loading at forwarding station & Unloading at destination station is the responsibility of the Cargo Aggregators.
- d. A Wagon may be loaded with Single or Multiple commodities
- e. Freight would be charged as per the notified PCC at the respective Class rate.
- f. These services run only on prepaid basis at owners risk rate.
- g. 'Said to Contain' RR will be issued for 'Self'.
- h. Extant Free Time and DC will apply.

12. In case of Misdeclaration:

- Multi commodities loaded in a wagon will be charged at Class-200.
- Single or Two commodities: Normal rule shall apply.

13. Supply of wagons: Subject to Operational feasibility.**14. Indent:** F/Note shall indicate "wagon wise break up of commodities".**15.** However, at the time of LDNG, a modified F/Note may be submitted indicating the final status of wagon wise break up, parties subject to not more than 20% of the wagons for each commodity can be changed.**16.** In notified EFD, indent can be placed for less than standard rake size

- Covered & Flat Wagons- a minimum 20 wagons
- BOXN wagons – a minimum of 30 wagons

17. For indent of less than rake size, supply of wagons will be made only for full rake.**18.** After loading, the entire rake will move carrying both the loaded and empty wagons.**19.** Block rake will not be split up for loading this category of traffic.**20.** This scheme will remain in force up to 31.03.2023.

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Freight Incentive Scheme for Loading of Fly Ash

1. **Reference:** Rate Circular No.9 of 2020 dated 08.05.2020.
2. **Objective:** To generate additional loading of Fly Ash and to ensure improved utilization of rolling stock.

3. **Incentive:**

Type of stock	Rate of concession or applicable class	Floor rate
Open & Flat wagons	40% concession on NTR of applicable class	The chargeable freight will be discounted freight @40% on NTR of applicable class
Covered wagons	To be charged at NTR of class LR1	

4. **Permitted Terminals:** All terminals.

5. **Concurrent Concession:**

- a. Freight Concession granted to North East region shall be concurrently available.
- b. When transported in TEFD stream, the lower of the two NTRs shall be charged.
- c. For purpose of Long Term Tariff Contract (LTTC) scheme, the revenue actually paid to IR shall be taken in AGFR (Actual Gross Freight Revenue).

6. **Lead Restriction:** None

7. **Processing Procedure:**

Customers need not apply for availing this incentive. The same shall be granted through TMS on compliance of the features of the scheme.

8. **Conditions:**

- a. Fly Ash should be packed in uniform bags of standard size.
- b. Tarpaulins, if any, for covering the wagons should be provided by the customers at their own cost.
- c. The customer will be required to furnish an undertaking on the Forwarding Note giving their consent to loading in Open and Flat wagons, and to the effect that they would bear the full risk of damage/pilferage of the consignment.
- d. Supply of wagons under the scheme will be subject to operational feasibility.

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STATION OUT STANDINGS

The unrealized earnings at a station at the end of the month are called as 'Station Outstanding'. The outstanding can also be defined as the difference between the total debits and credits at end of the month.

Nature of outstanding and clearance:

1. Cashiers disallowances:

This outstanding is raised due to rejection of defaced and spoiled currency notes etc. or non-submission of vouchers to cash office.

On receipt of cashiers disallowance list from the chief cashier, the station staff should take immediate steps to clear this outstanding by remitting the cash to the extent of cash disallowed or by submitting the cash voucher.

2. Short accountal and short remittances:

The short accountal and short remittances detected by the traffic accounts or inspection staff should be cleared immediately by the staff responsible by cash.

3. Error sheets (Accounts Office Debits):

The under charges noticed by the accounts office during their internal check will be advised to the stations through error sheets for early accountal and realization.

On receipt of the error sheets they should be accounted in the outstanding register and in the balance sheet on hand.

The station staff should verify the same and classify the error sheet into a. Admitted debit or b. Non-Admitted debits.

I. Admitted debits:

- i.** If the objection raised by the accounts is acceptable to the station then the debit is called admitted debit.
- ii.** Immediate steps should be taken by the station staff to clear the outstanding by the remitting the cash.

II. Not - admitted debit:

- i.** If the objection raised by the accounts office is not acceptable to the station, then the debit is called 'not admitted debit'.
- ii.** One copy of the error sheet to traffic accounts, together with remarks for not accepting the debit.
- iii.** Traffic accounts office should examine the remarks for not accepting the debit by the station and if their remarks are found satisfactory they should withdraw the debit, by issuing a credit advice.
- iv.** The credit advice should be accounted on the credit side of the balance sheet.
- v.** The credit advice is an authority for clearance of the outstanding amount under disputed debit.

4. Freight outstanding: The freight outstanding on account of freight is classified as

- a. Freight on hand
- b. Freight not to hand.

a) Freight on hand:

The freight outstanding on undelivered consignments is called as freight on hand. If the party has not taken delivery of the consignment within 7 days from the date of arrival of the consignment then a sale notice should be issued to the party by the destination station.

If the party has not taken delivery of the consignment within 30 days from the date of receipt of the sale notice, the consignment is disposed of by conducting auction at the station and the outstanding is cleared on this account.

b) Freight not to hand:

The freight outstanding on consignment not received at destination is called as freight not to hand.

The reasons for non-receipt of a consignment at the destination station are as under.

i. Consignments lying unconnected:

If the consignment is not received within the normal time by the destination station, they should send a telegraphic message to the forwarding station, junction stations enroute and DCM.

On receipt of the message the staff at the enroute junction stations and DCM should take immediate steps to dispatch the consignment to the destination if the consignment is lying unconnected at some other stations.

ii. Lost or destroyed in transit:

The outstanding on account of consignment lost or destroyed in transit should be cleared by obtaining certified overcharge sheet from the chief claims officer.

iii. Diversion:

In case goods are diverted to a new destination, the freight outstanding should be cleared by obtaining a certified over charge sheet from the forwarding station.

iv. Rebooking:

In case of goods are rebooked to any other station, the freight outstanding should be cleared by including all the charges due in the rebooking railway receipt as 'Paid On'.

A copy of the rebooking railway receipt should be attached to the station balance sheet for clearance of the outstanding.

v. Forced entries:

The items copied from the machine prepared abstracts (MPA's) into goods delivery book are called as forced entries.

The copies of invoices for these items should be obtained either from the forwarding station or from the traffic accounts office.

After verification, if the invoices are not pertaining to the station, a letter from the forwarding station should be obtained and the outstanding is cleared.

vi. Over carried:

If the goods are over carried to a station on the home railway the station which has received the consignment wrongly should rebook the same to the original destination station under a free invoice / way bill.

If the goods are over carried to a station on a foreign railway the station should rebook the consignment to the original destination station as 'to-pay'.

The freight outstanding to the extent of goods over carried should be cleared by obtaining special credit from the concerned DCM.

5. Wharfage and demurrage charges: These charges will be outstanding for want of remission orders from the DCM.

Prompt action must be taken to obtain remission orders from the DCM to clear the outstanding on this account.

6. Siding charges: All siding charges due from the siding owners as per agreement must be collected promptly and the station must ensure that there are no arrears in collection of these charges.

If the siding authorities do not pay the charges due to the railways, the matter should be reported to DCM immediately.

Under no circumstances the siding charges should be written off.

7. Miscellaneous items:

The outstanding arising on account of miscellaneous items should be cleared depending upon the nature of their outstanding.

The unsold publications such as timetables and tariffs should be returned to DCM and special credit obtained for clearance of outstanding on this account.

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 & to pay 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 April, 2022.